



**Cemetery Preservation Commission
Meeting Agenda
June 8, 2023 4:00 PM
Council Chambers**

- 1. Call to Order / Roll Call**
- 2. Approval of the Meeting Minutes**
 - A. Approval of the May 11, 2023 regular meeting minutes.
- 3. Financial Report**
 - A. Receipt of the May financials.
- 4. Cemetery Preservation Foundation Update**
- 5. Old Business**
- 6. New Business**
 - A. Authorization to proceed with the first phase of re-surveying Section 3 in the Kennesaw City Cemetery for the amount of \$3,480.00.
 - B. Authorization to proceed with Atlanta Arbor tree quotes.
 - C. Discussion Only: Clean Up Day Planning
- 7. Staff Comment**
 - A. Fiscal Year 2024 Budget Update.
 - B. Cemetery Bench Replacement Update.
- 8. Adjourn**

MINUTES OF CEMETERY PRESERVATION COMMISSION MEETING
CITY OF KENNESAW
City Hall Training Room
May 11, 2023
4:00 PM

Present	Chair Lewis Bramlett Vice Chair Lizz Gray Commissioner Judi Burrell Commissioner Anthony Gutierrez Honorary Commissioner Andrew Bramlett
Absent	Commissioner Joe Bozeman, Jr.

1. Call to Order / Roll Call

- Meeting called to order at 4:01 PM by Chairman Bramlett.
- Roll Call: Lewis Bramlett, Lizz Gray, Judy Burrell, Andrew Bramlett – Honorary Member
- Absent – Joe Bozeman Jr.
- Staff present: Lea Alvarez (City Clerk), Lily Smith (Deputy City Clerk) and, Pat Ferris (Council Liaison)
- Guests present: Stephen King (Cemetery Foundation President)

2. Approval of the Meeting Minutes

A. Approval of the April 13, 2023 regular meeting minutes.

Commissioner Gutierrez arrived at 4:03 PM.

Motion by Commissioner Burrell to approve the April 14, 2023 regular meeting minutes.
Seconded by Commissioner Gutierrez.

Vote taken, motion unanimously approved 3-0. Motion carried. (*Commissioner Joe Bozeman, Jr. was absent*)

3. Financial Report

A. Receipt of the April 2023 financials.

Motion by Commissioner Burrell to approve the April 2023 financials. Seconded by Commissioner Gutierrez.

Vote taken, motion unanimously approved 3-0. Motion carried. (*Commissioner Joe Bozeman, Jr. was absent*)

4. Cemetery Preservation Foundation Update

Kennesaw Cemetery Preservation Foundation President Stephen King gave some updates about the Foundation. Ms. Jacque Cullins stepped down as the secretary and the Foundation will continue to look for her replacement as well as new members. There were photos taken of the cemetery in order for the cemetery to be considered a historical site and the Foundation's bylaws should be approved before July. He also noted that he would like to find original documents for the Foundation's Articles of Incorporation in the State Archives. The conversation moved to the media to get the word out for donations and progressed to the Foundation's presence on social media.

5. Old Business

A. Discussion Only: Decoration Day Recap

This item was led by Chairman Bramlett. He noted that around thirty-five people showed up for Decoration Day after two hundred people received a letter of notice. He noted that there were more people present to clean headstones than in previous years and that a lot of the usual families did not show. He thanked the foundation for cooking and grilling for the event. Chairman Bramlett proposed that the commission provide light snack foods next year rather than a full meal and an earlier start time. Commissioner Burrell suggested that Andrew Bramlett should host walking tours next year as an advertised attraction. Commissioner Gutierrez added that there should be more time for cleaning before the food is put out, in order to allow more cleaning time.

Councilmember Ferris asked how the flyers were advertised. City Clerk Alvarez answered that the flyers were mailed and that she would like to be more specific about the information presented on the flyer next year. The commission agreed that there needed to be more communication about the timeline of the event, what was going to occur and what supplies would be supplied. City Clerk Lea added that she would send out a save the date next year as well. The conversation then moved to the cost of the tents and how costs could be managed better in the future. The Commission then moved the conversation to the time of the event. They decided that an earlier time would be better suited for this type of event. It was decided that 9 am until 12 noon would be a better time. Citizen Ms. Jessica Free praised the event and stated that she would like to have more info on what supplies would be provided.

The Commission then suggested several ways to improve their social media presence. They spoke about how to utilize social media to their advantage and the limitations of the Foundation versus the Commission. City Clerk Alvarez suggested that the Commission and Foundation produce content to be put on the website.

Councilmember Ferris requested that the Communications and Engagement Manager, Rebecca Graham, be present at the next meeting. Foundation President King suggested using the Foundation as a marketing tool for the Commission to help get the word to the public about Decoration Day. Honorary Member Bramlett suggested another sign be made for the Foundation. Everyone then decided that they would get started as soon as possible in order to prepare for Decoration Day in the Fall. The Commission then voted on time changes.

Motion by Commissioner Burrell to approve time changes for Decoration Day 2023 to 9 AM until 12 PM with the addition of a historical tour. Seconded by Commissioner Gutierrez.

Vote taken, motion unanimously approved 3-0. Motion carried. (*Commissioner Joe Bozeman, Jr. was absent*)

B. Discussion Only: April 24, 2023 Arborist Meeting Recap

City Clerk Alvarez led this item. She gave some brief overviews of the walk that the Commission had with an arborist. Chairman Bramlett inquired about purchasing lightening protection for the large oak that was in the middle of the Cemetery and it was decided that the risk outweighed the benefits. The Commission discussed what they wanted to do and the quote of \$3400 for the Red Oak Maintenance and \$30,000 to cut back some trees in the older sections. Chairman Bramlett, Councilmember Ferris and City Clerk Alvarez discussed stump removal and logistics of getting a crane for this project. City Clerk Alvarez then led the conversation around the budget and how to get funding for large projects such as this.

6. New Business

A. Authorization to proceed with Fiscal Year 2023- 2024 budget submissions regarding the Cemetery Trust Fund, as presented.

City Clerk Alvarez led the conversation about the budget submission and gave a summary of the lot sales for the past year. Chairman Bramlett and City Clerk Alvarez explained how many lots the cemetery had left and how many years left they had to sell. She also noted the revenue of the trees that were sold and how many more there were left. Next, City Clerk Alvarez asked the Commission for its priorities for the coming years so that she could budget appropriately. The Commission listed their priorities as \$30,000 for tree removal, the Red Oak Care Package, three benches and then, lastly, paving and drainage. Councilmember Ferris voiced his concerns about paving before doing proper engineering study. The Commission decided to focus on the things that they could accomplish in the near future and decided on Trees and benches. Commissioner Burrell suggested donations for the benches to which Foundation President King volunteered the Foundation's help. The Commission spoke about the budget a bit more then voted on the purchase of benches.

Motion by Commissioner Gutierrez to approve the purchase of three benches within the current 2022/2023 budget season. Seconded by Commissioner Burrell.

Vote taken, motion unanimously approved 3-0. Motion carried. (*Commissioner Joe Bozeman, Jr. was absent*)

7. Public Comment

Citizen Jessica Free was thanked for her input and taking the time to get involved.

8. Staff Comment

A. Cemetery Preservation Commission Email Address Overview

City Clerk Alvarez started this item with discussing cityhall renovations and the possibility of missing the next meeting due to construction.

City Clerk Alvarez then went over some city email policy and how to access the system.

B. Rules and Regulations Overview

This item was not discussed due to time constraints.

9. Adjourn

Motion by Vice Chairwoman Gray to approve the adjournment of the meeting at 5:19 PM. Seconded by Commissioner Gutierrez.

Vote taken, motion unanimously approved 3-0. Motion carried. (*Commissioner Joe Bozeman, Jr. was absent*)



Item Report

TO: The Cemetery Preservation Commission

FROM: Lea Alvarez, City Clerk

DATE: June 8, 2023

TITLE: Authorization to proceed with the first phase of re-surveying Section 3 in the Kennesaw City Cemetery for the amount of \$3,480.00.

Summary:

Public Works staff has indicated difficulties with measuring out lots for sales and burial due to missing pins in Section 3 of the Kennesaw City Cemetery. After further investigation, staff determined pins were originally placed every 20 feet to designate the corners of eight lot plots, but over time, many of those pins have been removed during burial or shifted due to the elements and time.

City staff is requesting permission to proceed with working with the original surveyor, Rusty Ruhling, to locate the existing pins and/or reset any pins on the corners of vacant lots to assist with sales and burials.

If approved and completed, next discussions would be to locate and/or reset the corners of the remaining plots.

After this project is completed, staff would like to place flush markers where the pins are located with plot numbers to prevent them from being accidentally dug up during burials and to help staff locate plots when selling and marking.

Recommendation:

Staff recommends authorization to proceed with the first phase of re-surveying Section 3 of the Kennesaw City Cemetery using the original surveyor, Rusty Ruhling, for the amount of \$3,480.00.

Fiscal Impact:

285-4950-52-460000-00000 - \$3,480.00

Attachments:

1. Cost Estimate

Lea Alvarez

From: Rusty Ruhling [REDACTED]
Sent: Tuesday, May 30, 2023 6:12 PM
To: Lea Alvarez
Subject: Re: Kennesaw City Cemetery - Section 3

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Lea,
Updating the cemetery grave plots for the City Cemetery. I think the remaining corners for the original layout should be found, located, and replotted as a worksheet. That would give a new base sheet to work from. With a new base sheet you will have a birds eye view of what is remaining on the site. Hopefully the new base sheet will make your decision process a pleasant one.
At this point I think it is too early to look for encroachments of existing graves. I am proposing to locate and plot the found corners on the vacant graves.
To find, locate, to create a base sheet, and a couple of discussions for what was done and what to do next. I am estimating 24 hrs. at \$145 per hour for a total of \$3480.00

Rusty
[REDACTED]

On Thu, May 25, 2023 at 10:17 AM Rusty Ruhling [REDACTED] wrote:

Lea
I have not forgotten you
It will probably be tomorrow before I get your proposal done
Rusty

On Thu, May 18, 2023 at 11:06 AM Lea Alvarez <lalvarez@kennesaw-ga.gov> wrote:

Also, attached is the only map with your stamp I could find digitally. I hope this is the one you were referring to, but I will keep looking!

From: Lea Alvarez
Sent: Thursday, May 18, 2023 11:05 AM
To: [REDACTED]



Item Report

TO: The Cemetery Preservation Commission
FROM: Lea Alvarez, City Clerk
DATE: June 8, 2023
TITLE: Authorization to proceed with Atlanta Arbor tree quotes.

Summary:

Numerous quotes were provided from Atlanta Arbor regarding the removal of various trees throughout the Kennesaw City Cemetery. The quotes are as follows:

- Proposal 37328 - Red Oak Tree Maintenance - \$3,410.00
- Proposal 37481 - Pauper's Section Tree removal - \$3,980.00
- Proposal 37482 - Headstone Tree removal - \$3,200.00
- Proposal 37487 - Water Oak Tree removal in Historic A - \$2,750.00

Staff needs direction if the Cemetery Preservation Commission would like to proceed with any of the aforementioned proposals within this fiscal year.

Recommendation:

Fiscal Impact:

285-4950-52-460000-00000 - Cemetery Maintenance/ Repairs

Attachments:

1. Proposal 37328 - Red Oak Tree Maintenance
2. Proposal 37481 - Pauper's Section
3. Proposal 37482 - Trees beside Headstones
4. Proposal 37487 - Removal of Water Oak from Historic A



Atlanta Arbor
301 Old Clay St SE
Marietta, GA 30060

Proposal #37328
Date:

From: Ryan Rutledge

Proposal For

The City of Kennesaw
2529 J.O. Stephenson Ave
Kennesaw, GA 30144

main: 4042163299
mobile: 4042163299
tcox@kennesaw-ga.gov

Location

3000 Cemetery St
Kennesaw, GA 30144

RR TP 3000 Cemetery St 30144

Terms:
Net 30

ITEM DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
1) Tree Trimming	1.0	\$1645.00	\$1645.00
Diameter at Breast Height (DBH): 40.0" Tree Species: Red Oak - Prune To Remove Deadwood 2" + ----- - Prune To Remove Mistletoe - Location: See Map			
2) Cabling	1.0	\$554.50	\$554.50
Diameter at Breast Height (DBH): 40.0" Tree Species: Red Oak Provides extra support for tree stabilization. - Location: See Map *14- 16ft of cabling			
3) Fertilization	2.0	\$357.75	\$715.50
Deep Root Fertilization Injection on the following tree(s): - 40" DBH Red Oak *First Visit: Late May / Early June 2023 *Second Visit: November 2023 Trees are products of their environment. Our goal is to enhance their environment, aka the soil. Our unique fertilizer blend specializes in amending the soil composition by adding beneficial nutrients such as Sea Kelp and Yucca Extracts. Treatment using our fertilizer blend will help promote more sustainable soil by inviting beneficial insects and bacteria. *Billed & Scheduled Through Our Plant Health Care Department			



Atlanta Arbor
301 Old Clay St SE
Marietta, GA 30060

Proposal #37328
Date:

From: Ryan Rutledge

4) Plant Growth Regulator

1.0

\$495.00

\$495.00

Install Growth Regulator on the following tree(s):

- Late May/Early June 2023

The Growth Regulator is installed into the soil at the base of the tree. It moves systemically to the apical meristem at the end of every branch, then coats the meristem which does not allow full potential of growth. Each plant responds differently, however you can expect 40-70% reduction in growth. Reduction in growth allows the tree to conserve nutrients, increase its immune system, and increase fine root production. All of these things increase the overall health of the tree. This treatment is only installed 1 time every 3 years.
*Billed & Scheduled Through Our Plant Health Care Department

Tags

CREW: 3-Man

Crew: Hand Carry

Equipment: Cabling

PHC: Fertilization

PHC: Growth Reg

SCHED On-Site: REP

Weather: DDO

Client Notes

Please review and agree to the terms and conditions that are included following this estimate.

For payments, we accept cash, check and/or credit card (3% convenience fee charged for each CC transaction).

Signature

x

Please sign here to accept the terms and conditions

SUBTOTAL	\$3410.00
SALES TAX	\$0.00
TOTAL	\$3410.00



Atlanta Arbor
301 Old Clay St SE
Marietta, GA 30060

Proposal #37328

Date:

From: Ryan Rutledge

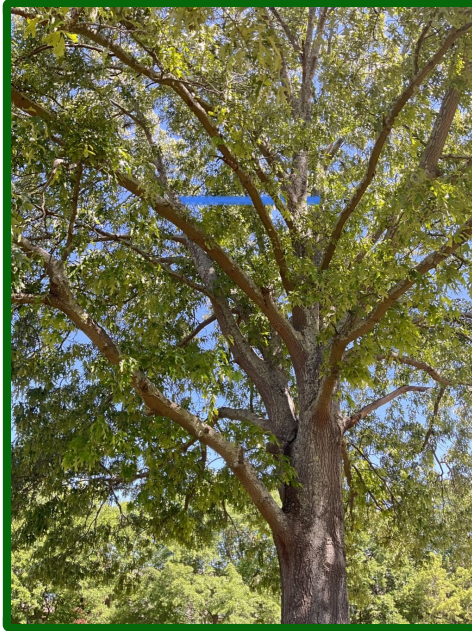
Contacts

Lea Alvarez
4049313549
lalvarez@kennesaw-ga.gov

Item #1



Item #2





Atlanta Arbor
301 Old Clay St SE
Marietta, GA 30060

Proposal #37328
Date:

From: Ryan Rutledge



ID	DESCRIPTION	COLOR
1&2	- 40" DBH Red Oak	
3&4	- 40" DBH Red Oak	



Authorizing this proposal affirms that all of the trees and or shrubs identified to have work performed on are owned by the customer. If not, the customer has secured written consent from the rightful owner.

Atlanta Arbor Tree Care Specialist, LLC (henceforth known as “Atlanta Arbor” or “the Company”) anticipates being able to commence work within 1-4 weeks upon receiving your notice to proceed, unless another previously specified date has been arranged in the event of emergency or other time-sensitive events. To initiate this project, Atlanta Arbor requests acceptance of this contract and confirmation of our engagement by your signature (physical or electronic) in the place provided on the contract.

The customer has the responsibility to identify to Atlanta Arbor any of the following items that are in the work zone prior to work commencement: septic systems including tanks, pipes and the entire septic field itself; irrigation systems including pipes, sprinkler heads and valves, and or other underground pipes; cable lines, underground power lines, and underground telephone lines; sewer lines, water lines, and any other underground systems that could be damaged by the removal of trees or limbs should the company be unaware of them. If the customer knows he/she has underground utilities, it is his/her responsibility to notify Atlanta Arbor so that the office may contact the proper utility contractors to mark utility lines prior to any tree work beginning. Atlanta Arbor shall be held harmless for any claims related to the damage of these systems should the customer not identify them as afore stated.

Once consent has been given to Atlanta Arbor to access the customer's property – specifically driveways and walkways – with heavy equipment, Atlanta Arbor shall not be liable for any damages made to driveways, sidewalks, pathways, etc., beyond the normal wear and tear of a medium- to heavy-duty vehicle (i.e. Atlanta Arbor is not responsible for faulty, poorly made, previously cracked, or damaged asphalt, driveway, or brick work. Atlanta Arbor is also not responsible for foundational or naturally occurring issues including but not limited to sinkholes).

Unless otherwise stated within the proposal, the quoted cost includes the removal of all associated debris resulting from tree removal and/or pruning.

Atlanta Arbor shall exercise reasonable care for the customer's property during work performance. All services shall be completed in a professional workmanlike manner. The customer must expect that minor depressions and evidence of wear in turfed or mulched areas may occur due to the substantial weight of tree branches, logs and the associated activity to complete the project.

Tree Stumps shall be cut flushed to within 3 to 4 inches of ground level unless otherwise stipulated within the work description of the proposal providing that no foreign object such as concrete or metal is encountered. In such an occurrence, Atlanta Arbor is not responsible for achieving that stump height. The customer shall be presented with options and any associated fee increase made necessary to achieve them.

If firewood is stipulated to be left, branches and trunk sections are to be cut in 18 to 20 inch lengths and piled within a 10 foot radius of the stump unless otherwise stipulated. There will be no splitting unless specified.

If stump grinding is performed, the resulting grindings are to be backfilled and the surplus mounded on top. The customer can transfer the surplus to garden beds or other areas. No grindings are to be hauled away unless otherwise stated in the contract.

Any **agreed** upon additional services completed while on the job for a monetary value will be added to the invoice total and shall be paid as an addition to the current stated total to make up the new total.

Payment in full is due upon completion of the written scope of services in the proposal. If payment is not received within 10 days of service, an additional \$75 will be added to the balance on your account; \$75 will be added for every 10 days of delinquency beyond your date of service. Incurring charges are not limited and may continue to incur until the total amount plus penalties is paid to Atlanta Arbor. Upon the 31st day of account delinquency, Atlanta Arbor shall file a lien against your property with your mortgage holder.

Atlanta Arbor Tree Care Specialist, LLC.
Office: 770.765.6555

301 Old Clay St SE., Marietta, GA 30060
info@atlantaarbor.com

atlantaarbor.com



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/04/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Chastain & Associates Ins P.O. Box 1908 Athens GA 30603		CONTACT NAME: Meggan Autry PHONE (A/C, No, Ext): (706) 543-2575 FAX (A/C, No): (706) 543-4847 E-MAIL ADDRESS:	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Hartford Accident & Indemnity Insurance Company	
		INSURER B: Trumbull Insurance Company	
		INSURER C: Hartford Casualty Company	
		INSURER D: Key Risk Insurance Company	
		INSURER E: The Ohio Casualty Insurance Company	
		INSURER F:	

COVERAGES**CERTIFICATE NUMBER:** CL225436557**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:			20 UUN OL4691	05/13/2022	05/13/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
B	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS ONLY			20 UEN OL4692	05/13/2022	05/13/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
C	☒ UMBRELLA LIAB ☒ EXCESS LIAB ☐ DED ☒ RETENTION \$ 10,000 ☒ OCCUR ☐ CLAIMS-MADE			20 HHU OL4693	05/13/2022	05/13/2023	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☒ Y	N/A	KRWC345802	05/13/2022	05/13/2023	☒ PER STATUTE E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
E	Leased & Rented Equipment			BMO 59793198	05/13/2022	05/13/2023	Limit 300,000 Deductible 1,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

For Insurance Purposes

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Atlanta Arbor
301 Old Clay St SE
Marietta, GA 30060

Proposal #37481
Date:

From: Ryan Rutledge

Proposal For

The City of Kennesaw
2529 J.O. Stephenson Ave
Kennesaw, GA 30144

main: 4042163299
mobile: 4042163299
tcx@kennesaw-ga.gov

Location

3000 Cemetery St
Kennesaw, GA 30144

Terms:
Due on receipt

RR TP Potters Cemetery

ITEM DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
1) Cut & Remove Diameter at Breast Height (DBH): 22.0" Tree Species: Pine - Location: Northwest Corner of Cemetery (inside fence)	1.0	\$3025.00	\$3025.00
2) Cut & Remove Diameter at Breast Height (DBH): 8.0" Tree Species: Water Oak - Location: Northwest Corner of Cemetery (inside fence)	1.0	\$550.00	\$550.00
3) Cut & Remove Diameter at Breast Height (DBH): 8.0" Tree Species: Red Oak - Location: Northwest Corner of Cemetery (inside fence)	1.0	\$220.00	\$220.00
4) Cut & Remove Diameter at Breast Height (DBH): 8.0" Tree Species: Red Oak - Location: Northwest Corner of Cemetery (inside fence)	1.0	\$400.00	\$400.00
5) Package Discount Package Discount For Line Items 1-4	1.0	\$565.00	\$565.00



6) Half Load	1.0	\$350.00	\$350.00
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Log and debris haul-away services. Any remaining logs are typically picked up within 1 to 2 business days of tree removal, barring any weather delays.

Tags

CREW: 5-Man

Crew: Hand Carry

Equipment: Plywood

GW: AA

Machine: Dingo

Truck: DT - Full Load

Truck: Grapple

Weather: DDO1

Client Notes
- Per City of Kennesaw, They would like all the trees inside fenced in area of potters cemetery to be removed. Those are the trees proposed here.

Please review and agree to the terms and conditions that are included following this estimate.

For payments, we accept cash, check and/or credit card (3% convenience fee charged for each CC transaction).

Signature

x

Please sign here to accept the terms and conditions

SUBTOTAL	\$3980.00
SALES TAX	\$0.00
TOTAL	\$3980.00



Atlanta Arbor
301 Old Clay St SE
Marietta, GA 30060

Proposal #37481
Date:

From: Ryan Rutledge

Photos



Item #1

Item #2

Item #3





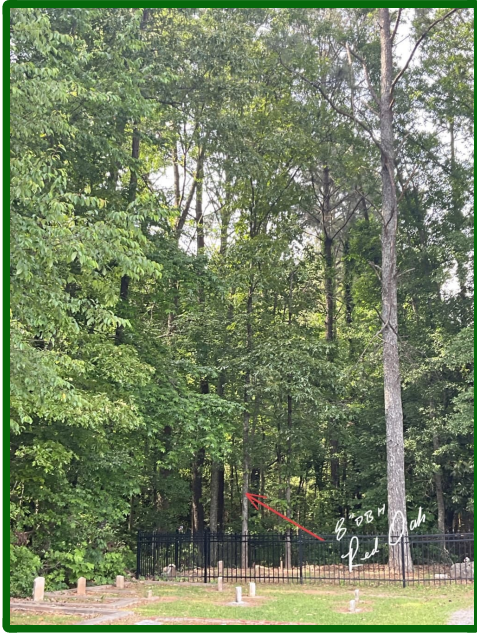
Atlanta Arbor
301 Old Clay St SE
Marietta, GA 30060

Proposal #37481

Date:

From: Ryan Rutledge

Item #4



Contacts

Lea Alvarez

4049313549

lalvarez@kennesaw-ga.gov



Atlanta Arbor
301 Old Clay St SE
Marietta, GA 30060

Proposal #37481
Date:

From: Ryan Rutledge



ID	DESCRIPTION	COLOR
1	- 22" DBH Pine	
2	- 8" DBH Water Oak	
3	- 8" DBH Red Oak	
4	- 8" DBH Red Oak	
6	- Half Load Grapple Pick-Up	



Authorizing this proposal affirms that all of the trees and or shrubs identified to have work performed on are owned by the customer. If not, the customer has secured written consent from the rightful owner.

Atlanta Arbor Tree Care Specialist, LLC (henceforth known as “Atlanta Arbor” or “the Company”) anticipates being able to commence work within 1-4 weeks upon receiving your notice to proceed, unless another previously specified date has been arranged in the event of emergency or other time-sensitive events. To initiate this project, Atlanta Arbor requests acceptance of this contract and confirmation of our engagement by your signature (physical or electronic) in the place provided on the contract.

The customer has the responsibility to identify to Atlanta Arbor any of the following items that are in the work zone prior to work commencement: septic systems including tanks, pipes and the entire septic field itself; irrigation systems including pipes, sprinkler heads and valves, and or other underground pipes; cable lines, underground power lines, and underground telephone lines; sewer lines, water lines, and any other underground systems that could be damaged by the removal of trees or limbs should the company be unaware of them. If the customer knows he/she has underground utilities, it is his/her responsibility to notify Atlanta Arbor so that the office may contact the proper utility contractors to mark utility lines prior to any tree work beginning. Atlanta Arbor shall be held harmless for any claims related to the damage of these systems should the customer not identify them as afore stated.

Once consent has been given to Atlanta Arbor to access the customer's property – specifically driveways and walkways – with heavy equipment, Atlanta Arbor shall not be liable for any damages made to driveways, sidewalks, pathways, etc., beyond the normal wear and tear of a medium- to heavy-duty vehicle (i.e. Atlanta Arbor is not responsible for faulty, poorly made, previously cracked, or damaged asphalt, driveway, or brick work. Atlanta Arbor is also not responsible for foundational or naturally occurring issues including but not limited to sinkholes).

Unless otherwise stated within the proposal, the quoted cost includes the removal of all associated debris resulting from tree removal and/or pruning.

Atlanta Arbor shall exercise reasonable care for the customer's property during work performance. All services shall be completed in a professional workmanlike manner. The customer must expect that minor depressions and evidence of wear in turfed or mulched areas may occur due to the substantial weight of tree branches, logs and the associated activity to complete the project.

Tree Stumps shall be cut flushed to within 3 to 4 inches of ground level unless otherwise stipulated within the work description of the proposal providing that no foreign object such as concrete or metal is encountered. In such an occurrence, Atlanta Arbor is not responsible for achieving that stump height. The customer shall be presented with options and any associated fee increase made necessary to achieve them.

If firewood is stipulated to be left, branches and trunk sections are to be cut in 18 to 20 inch lengths and piled within a 10 foot radius of the stump unless otherwise stipulated. There will be no splitting unless specified.

If stump grinding is performed, the resulting grindings are to be backfilled and the surplus mounded on top. The customer can transfer the surplus to garden beds or other areas. No grindings are to be hauled away unless otherwise stated in the contract.

Any **agreed** upon additional services completed while on the job for a monetary value will be added to the invoice total and shall be paid as an addition to the current stated total to make up the new total.

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Atlanta Arbor Tree Care Specialist, LLC.
Office: 770.765.6555

301 Old Clay St SE., Marietta, GA 30060
info@atlantaarbor.com

atlantaarbor.com



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/10/2023

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COVERAGES**CERTIFICATE NUMBER:** CL2351039957**REVISION NUMBER:**

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A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PRO-JECT ☐ LOC ☒ OTHER: Property Damage			NGL100727900	05/13/2023	05/13/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Deductible \$ 1,000
B	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☒ 19 ☒ SCHEDULED AUTOS ☒ NON-OWNED AUTOS ONLY			10173873CA	05/13/2023	05/13/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	UMBRELLA LIAB ☒ EXCESS LIAB ☐ DED ☐ RETENTION \$			NEC600729600	05/13/2023	05/13/2024	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☒ Y	N/A	KRWC345803	05/13/2023	05/13/2024	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D	Leased & Rented Equipment			MXI93090874	05/13/2023	05/13/2024	Per Item \$300,000 Per Occurrence \$300,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

For Insurance Purposes

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AUTHORIZED REPRESENTATIVE

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Atlanta Arbor
301 Old Clay St SE
Marietta, GA 30060

Proposal #37482
Date:

From: Ryan Rutledge

Proposal For

The City of Kennesaw
2529 J.O. Stephenson Ave
Kennesaw, GA 30144

main: 4042163299
mobile: 4042163299
tcx@kennesaw-ga.gov

Location

3000 Cemetery St
Kennesaw, GA 30144

RR TP 3000 Cemetery Street

Terms:
Due on receipt

ITEM DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
1) Cut & Remove Diameter at Breast Height (DBH): 20.0" Tree Species: Holly I	1.0	\$1732.50	\$1732.50
2) Cut & Remove Diameter at Breast Height (DBH): 23.0" Tree Species: Leyland Cypress III	1.0	\$990.00	\$990.00
3) Cut & Remove Diameter at Breast Height (DBH): 29.0" Tree Species: Redcedar II	1.0	\$1113.75	\$1113.75
4) Package Discount Package Discount For Line Items 1-3	1.0	\$636.25	\$636.25
Tags CREW: 4-ManCREW: 5-ManCrew: Hand CarryTruck: DT - Full LoadWeather: DDO1			
Client Notes			



Atlanta Arbor
301 Old Clay St SE
Marietta, GA 30060

Proposal #37482

Date:

From: Ryan Rutledge

Please review and agree to the terms and conditions that are included following this estimate.

For payments, we accept cash, check and/or credit card (3% convenience fee charged for each CC transaction).

Signature

x

Please sign here to accept the terms and conditions

SUBTOTAL	\$3200.00
SALES TAX	\$0.00
TOTAL	\$3200.00



Atlanta Arbor
301 Old Clay St SE
Marietta, GA 30060

Proposal #37482
Date:

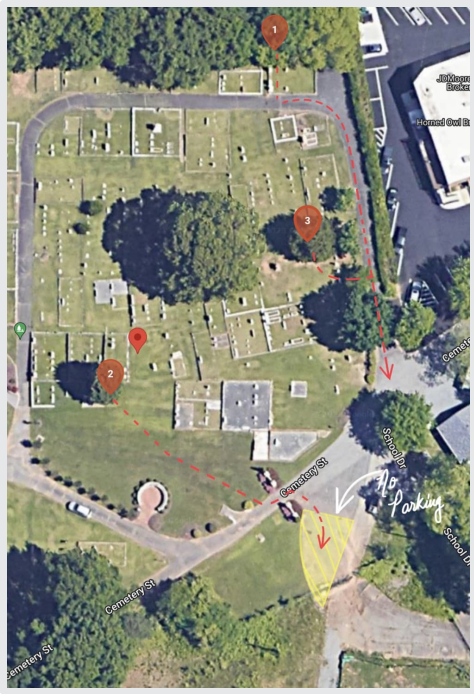
From: Ryan Rutledge

Photos

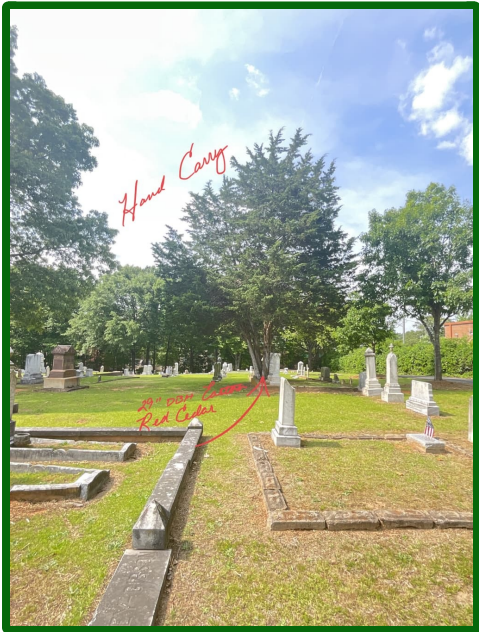
Item #1



Item #2



Item #3



Contacts

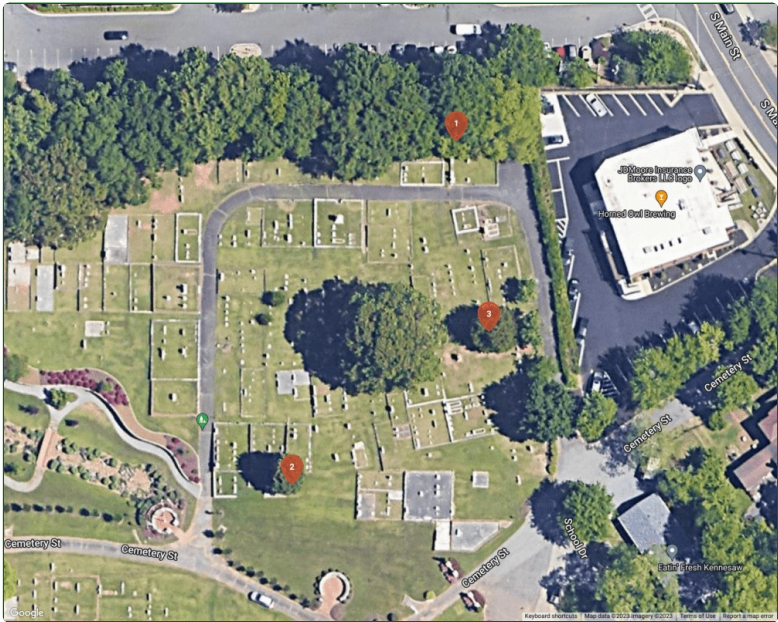
Lea Alvarez
4049313549
lalvarez@kennesaw-ga.gov



Atlanta Arbor
301 Old Clay St SE
Marietta, GA 30060

Proposal #37482
Date:

From: Ryan Rutledge



ID	DESCRIPTION	COLOR
1	- 20" DBH Holly	
2	- 23" DBH Leyland Cypress	
3	- 29" DBH Red Cedar	



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The customer has the responsibility to identify to Atlanta Arbor any of the following items that are in the work zone prior to work commencement: septic systems including tanks, pipes and the entire septic field itself; irrigation systems including pipes, sprinkler heads and valves, and or other underground pipes; cable lines, underground power lines, and underground telephone lines; sewer lines, water lines, and any other underground systems that could be damaged by the removal of trees or limbs should the company be unaware of them. If the customer knows he/she has underground utilities, it is his/her responsibility to notify Atlanta Arbor so that the office may contact the proper utility contractors to mark utility lines prior to any tree work beginning. Atlanta Arbor shall be held harmless for any claims related to the damage of these systems should the customer not identify them as afore stated.

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DATE (MM/DD/YYYY)

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B	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☒ 19 ☒ SCHEDULED AUTOS ☒ NON-OWNED AUTOS ONLY			10173873CA	05/13/2023	05/13/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	UMBRELLA LIAB ☒ EXCESS LIAB ☐ DED ☐ RETENTION \$			NEC600729600	05/13/2023	05/13/2024	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
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D	Leased & Rented Equipment			MXI93090874	05/13/2023	05/13/2024	Per Item \$300,000 Per Occurrence \$300,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

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For Insurance Purposes

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AUTHORIZED REPRESENTATIVE

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Atlanta Arbor
301 Old Clay St SE
Marietta, GA 30060

Proposal #37487
Date:

From: Ryan Rutledge

Proposal For

The City of Kennesaw
2529 J.O. Stephenson Ave
Kennesaw, GA 30144

main: 4042163299
mobile: 4042163299
tcx@kennesaw-ga.gov

Location

3000 Cemetery St
Kennesaw, GA 30144

RR TP 3000 Cemetery St

Terms:
Due on receipt

ITEM DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
------------------	----------	------------	--------

1) Cut & Remove	1.0	\$2750.00	\$2750.00
-----------------	-----	-----------	-----------

Diameter at Breast Height (DBH): 35.0"
Tree Species: Water Oak

- Location: See Map

II

2) Half Load	1.0	\$350.00	\$350.00
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Log and debris haul-away services. Any remaining logs are typically picked up within 1 to 2 business days of tree removal, barring any weather delays.

Tags

CREW: 4-Man

GW: AA

Machine: Dingo

Truck: BT2

Truck: Grapple

Weather: DDO1

Client Notes

This was proposed separate from the other three removals on the other proposal due to the equipment needed for this proposal.

- *Bucket Truck
- *4 Man Crew
- *Dingo



Atlanta Arbor
301 Old Clay St SE
Marietta, GA 30060

Proposal #37487
Date:

From: Ryan Rutledge

Please review and agree to the terms and conditions that are included following this estimate.

For payments, we accept cash, check and/or credit card (3% convenience fee charged for each CC transaction).

Signature

x _____

Please sign here to accept the terms and conditions

SUBTOTAL	\$3100.00
SALES TAX	\$0.00
TOTAL	\$3100.00



Atlanta Arbor
301 Old Clay St SE
Marietta, GA 30060

Proposal #37487
Date:

From: Ryan Rutledge

Item #1



Item #1



Item #1



Item #1





From: Ryan Rutledge

Item #1



ID	DESCRIPTION	COLOR
1	- 35" DBH Water Oak	
2	- Green Waste Half Load	



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		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Greenwich Insurance Company, NAIC # 22322	
		INSURER B: State Auto Mutual Insurance Company 25135	
		INSURER C: Key Risk Insurance Company 10885	
		INSURER D: AGCS Marine Insurance Company 22837	
		INSURER E:	
		INSURER F:	

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	☐ CLAIMS-MADE ☒ OCCUR		DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000				
			MED EXP (Any one person) \$ 5,000				
			PERSONAL & ADV INJURY \$ 1,000,000				
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 2,000,000
	☐ POLICY ☒ PRO-JECT ☐ LOC						PRODUCTS - COMP/OP AGG \$ 2,000,000
	☒ OTHER: Property Damage						Deductible \$ 1,000
B	AUTOMOBILE LIABILITY			10173873CA	05/13/2023	05/13/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	☐ ANY AUTO		BODILY INJURY (Per person) \$				
	☐ OWNED AUTOS ONLY ☒ SCHEDULED AUTOS		BODILY INJURY (Per accident) \$				
	☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY		PROPERTY DAMAGE (Per accident) \$				
	☒ 19						\$
A	UMBRELLA LIAB			NEC600729600	05/13/2023	05/13/2024	EACH OCCURRENCE \$ 1,000,000
	☒ EXCESS LIAB	☒ CLAIMS-MADE	AGGREGATE \$ 1,000,000				
	DED	RETENTION \$	\$				
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			KRW345803	05/13/2023	05/13/2024	☒ PER STATUTE ☐ OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y / N					E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below	☒ Y	N / A				E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000
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