

**Commissioners**

Lewis Bramlett, Chair
Lizz Gray, Vice Chair
Judi Burrell
Jim Poole
Rebecca Carlson
Tony Taylor

**Cemetery Preservation Commission
Meeting Agenda
November 14, 2024 4:00 PM
City Hall Training Room
(2529 J.O. Stephenson Avenue, Kennesaw, GA 30144)**

- 1. Call to Order / Roll Call**
- 2. Approval of the Meeting Minutes**
 - A. Minutes: October 10, 2024**
Consideration to approve the October 10, 2024 Cemetery Preservation Commission meeting minutes.
- 3. Financial Report**
 - A. Financials: October 2024**
Consideration to approve the October 2024 financial reports.
- 4. Cemetery Preservation Foundation Update**
- 5. Old Business**
 - A. Discussion: Memorial Trees & Plaques**
Review new quotes.
- 6. New Business**
 - A. Discussion: 2025 Cemetery Events**
Review possible dates for events and clean up days.
- 7. Staff Comment**
- 8. Adjourn**

MINUTES OF CEMETERY PRESERVATION COMMISSION MEETING
CITY OF KENNESAW
City Hall Training Room
(2529 J.O. Stephenson Avenue, Kennesaw, GA 30144)
October 10, 2024
4:00 PM

1. Call to Order / Roll Call

Chairman Lewis Bramlett called the meeting to order at 4:00 p.m. Commission members present were Jim Poole, Judi Burrell, and Rebecca Carlson. Vice Chair Lizz Gray arrived at 4:01 p.m. City liaisons present included Councilmember Pat Ferris, Assistant Public Works Director Tim Cox, and Deputy City Clerk Christie Burgner. Kennesaw Cemetery Foundation President Stephen King and Foundation Secretary Andrew Bramlett were also present.

2. Approval of the Meeting Minutes

A. Minutes: September 12, 2024

Consideration to approve the September 12, 2024, Cemetery Preservation Commission meeting minutes.

Commissioner Burrell moved to approve the September 2024 Cemetery Preservation Commission draft minutes. Commissioner Poole seconded the motion.
Vote taken, unanimously approved (3:0). Motion passed.

3. Financial Report

A. Financials: September 2024

Consideration to approve the September 2024 financial reports.

Commissioner Carlson moved to approve the September 2024 Cemetery Preservation Commission financials as presented by Deputy City Clerk Christie Burgner. Commissioner Burrell seconded the motion.
Vote taken, unanimously approved (4:0). Motion passed.

4. Cemetery Preservation Foundation Update

Cemetery Foundation President Stephen King provided updates on the Foundation's upcoming Life in the Cemetery tours. Dress rehearsals are scheduled for October 24 at 6p.m. with staff and Council invited to attend. Cemetery Foundation Secretary Andrew Bramlett stated that 76 tickets out of 144 had been sold. Councilmember Pat Ferris invited Mr. King to attend the October 21 Council Meeting to speak at public comment and invite Mayor and Council. Mr. Bramlett advised tickets will still be on sale the day of the tours.

5. Old Business

A. Discussion: Section Signage

Review proposals from Signs & More and Miller EG Design.

Deputy City Clerk Christie Burgner advised Commission of the current options for section signage. The commission was shown quotes from Signs & More and from Miller Design. Signs & More has provided all current plaques at the cemetery. Miller Design has placed wayfinding signs throughout the city and their section signs would coordinate with those. Discussion held regarding funding and if this is something the commission wants to pay for at this time. Signage is on the master plan, but may not be the best use of funding.

Vice Chair Gray moved to approve Miller Design for the section signage on the condition that the city pays for the signs; if the funds do not come from the city, the item will be brought back before the commission for reevaluation. Commissioner Burrell seconded the motion.

Vote taken, unanimously approved (4:0). Motion passed.

B. Discussion: Memorial Trees

Review proposal from Creative Landscaping.

Ms. Burgner provided information regarding the current state of the memorial trees that were placed at the cemetery in February. Public Works has removed ten of those trees that did not survive through the harsh heat/drought over the summer. There are more trees that will most likely have to be removed as they are not thriving. Ms. Burgner provided quotes from Creative Landscaping for purchase and installation of 16 trees and from Acer Rubrum Landscapes for purchase, installation and a one-year guarantee for one dogwood tree. Ms. Burgner presented three options for memorial trees at the cemetery: removal of all trees with the memorial plaques being placed at the Cremation Garden, replacement of trees by Creative Landscaping with the knowledge that the price is only for the 16 trees in the quote, or removal of the arborvitae trees to have one dogwood tree as the memorial tree. Commission agreed that the purchase of one dogwood would make more fiscal sense. Much discussion held regarding where the memorial plaques would be placed and the possible placement of a bench near the dogwood. The bench idea will be placed on the next agenda.

Commissioner Burrell moved to approve the proposal by Acer Rubrum Landscapes with a budget of up to \$1000 and for the memorial plaques to be placed on the tribute wall (pending approval from the Cemetery Preservation Foundation). Commissioner Carlson seconded the motion.

Vote taken, unanimously approved (4:0). Motion passed.

C. Event Update: Gravestone Cleaning Workshop Recap

Chairman Bramlett advised that nine people had purchased tickets for the Gravestone

Cleaning workshop led by Christa McCay. Mr. Bramlett sent a followup email asking for feedback and received one response; the attendee had a good time and would participate again. Vice Chair Gray stated she felt it was a good experience but that there were not as many headstones cleaned as she had anticipated. She would like for Clean Up Day to stay the way it is. Commissioner Carlson inquired if a gravestone cleaning and headstone symbol workshop would be well received. Councilmember Ferris stated he thought that those two things should probably be kept separate. Chairman Bramlett asked the commission to think about what it would like to see happen next year. Further discussion held. Cleanup day versus workshop will be placed on the next agenda.

6. New Business

7. Staff Comment

Ms. Burgner advised that Miranda Taylor with Economic Development stated the cemetery storyboard was currently in production and should be installed in about three weeks.

8. Adjourn

Chairman Bramlett adjourned the meeting at 5:03 p.m.



City of Kennesaw

Balance Sheet

Account Summary

As Of 10/31/2024

Account	Name	Balance
Fund: 285 - CEMETERY TRUST FUND		
Assets		
285-0000-11-112100-00000	OPERATING ACCOUNT	26,899.83
285-0000-11-311100-00000	DUE FROM/TO GENERAL FUND	-524.38
	Total Assets:	26,375.45
		26,375.45
Liability		
	Total Liability:	0.00
Equity		
285-0000-13-120000-00000	ENCUMBRANCE	-743.60
285-0000-13-411500-00000	F/B RES FOR ENCUMBRANCES	743.60
285-0000-13-422000-00000	F/B UNRES - UNDESIGNATED	10,524.55
	Total Beginning Equity:	10,524.55
Total Revenue		16,209.90
Total Expense		359.00
Revenues Over/Under Expenses		15,850.90
	Total Equity and Current Surplus (Deficit):	26,375.45
	Total Liabilities, Equity and Current Surplus (Deficit):	26,375.45

Cemetery Fund
Operating Cash Activity
For the Month Ended October 31, 2024

Beginning Cash	\$ 11,048.93
Cash Receipts:	
Cemetery Fees	16,200.00
Interest Earned	<u>9.90</u>
Total Cash Receipts	<u>16,209.90</u>
Cash Disbursements:	
Signs & More	<u>359.00</u>
Total Cash Disbursements	<u>359.00</u>
Ending Cash	<u><u>\$ 26,899.83</u></u>



City of Kennesaw

Income Statement Account Summary

For Fiscal: 2024-2025 Period Ending: 10/31/2024

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 285 - CEMETERY TRUST FUND						
Revenue						
285-0000-34-910000-00000	CEMETERY FEES	10,000.00	10,000.00	16,200.00	16,200.00	-6,200.00
285-0000-36-100000-00000	INTEREST REVENUES	500.00	500.00	9.90	9.90	490.10
285-0000-37-000000-00000	CONTRIBUTION/DONATIONS	500.00	500.00	0.00	0.00	500.00
285-0000-37-100000-00000	DONATION - CEM. PRESERVATION FOUNDA...	3,000.00	3,000.00	0.00	0.00	3,000.00
285-0000-39-400000-00000	USE OF PY RESERVE	8,000.00	8,000.00	0.00	0.00	8,000.00
	Revenue Total:	22,000.00	22,000.00	16,209.90	16,209.90	5,790.10
Expense						
285-4950-52-125000-00000	OTHER PROFESSIONAL SERVICES	2,000.00	2,000.00	0.00	0.00	2,000.00
285-4950-52-325000-00000	POSTAGE	150.00	150.00	0.00	0.00	150.00
285-4950-52-350000-00000	TRAVEL	750.00	750.00	0.00	0.00	750.00
285-4950-52-361000-00000	ORGANIZATIONAL MEMBERSHIP	350.00	350.00	0.00	0.00	350.00
285-4950-52-460000-00000	CEMETERY REPAIR AND MAINTENANCE	8,000.00	8,000.00	0.00	0.00	8,000.00
285-4950-53-118000-00000	OPERATING MATERIALS/SUPP	10,000.00	10,000.00	359.00	359.00	9,641.00
285-4950-53-118500-00000	CEMETERY TREES	750.00	750.00	0.00	0.00	750.00
	Expense Total:	22,000.00	22,000.00	359.00	359.00	21,641.00
Fund: 285 - CEMETERY TRUST FUND Surplus (Deficit):		0.00	0.00	15,850.90	15,850.90	
Total Surplus (Deficit):		0.00	0.00	15,850.90	15,850.90	

Income Statement

For Fiscal: 2024-2025 Period Ending: 10/31/2024

Group Summary

Account Type	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 285 - CEMETERY TRUST FUND					
Revenue	22,000.00	22,000.00	16,209.90	16,209.90	5,790.10
Expense	22,000.00	22,000.00	359.00	359.00	21,641.00
Fund: 285 - CEMETERY TRUST FUND Surplus (Deficit):	0.00	0.00	15,850.90	15,850.90	-15,850.90
Total Surplus (Deficit):	0.00	0.00	15,850.90	15,850.90	

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
285 - CEMETERY TRUST FUND	0.00	0.00	15,850.90	15,850.90	-15,850.90
Total Surplus (Deficit):	0.00	0.00	15,850.90	15,850.90	



Item Report

TO: The Cemetery Preservation Commission

FROM:

DATE: November 14, 2024

TITLE: **Discussion: Memorial Trees & Plaques**
Review new quotes.

Summary:

Recommendation:

Fiscal Impact:

Attachments:

1. 11.14.2024 new Dogwood Quote
2. 11.14.24 Tribute Wall Plaques - Estimate

On Fri, Nov 8, 2024 at 12:38 PM Trevor Driver <totallandscapesolutionsga@gmail.com> wrote:

Good afternoon. I have pricing for dogwood below with a couple different options.

Cherokee Brave dog wood
2 inch caliber \$1,130 installed warranty included

3.5 inch caliber \$1,780 installed warranty included

Let me know what you think. I can look for a bigger size also if needed.

Trevor Driver

Owner/Operator

678.394.9806

totallandscapesolutionsga@gmail.com

www.totallandscapesolutionsinc.com

From: [Lea Alvarez](#)
To: [Christie Burgner](#)
Subject: Fw: Tribute Wall Plaques - Estimate
Date: Wednesday, November 13, 2024 1:50:56 PM
Attachments: [image002.png](#)
[image001.png](#)
[Outlook-A logo wit.png](#)

150 each if all 56 ordered at the same time.



Lea Alvarez

City Clerk

2529 J.O. Stephenson Ave., Kennesaw, GA 30144

770-429-4546 (o) | 404-931-3549 (c)

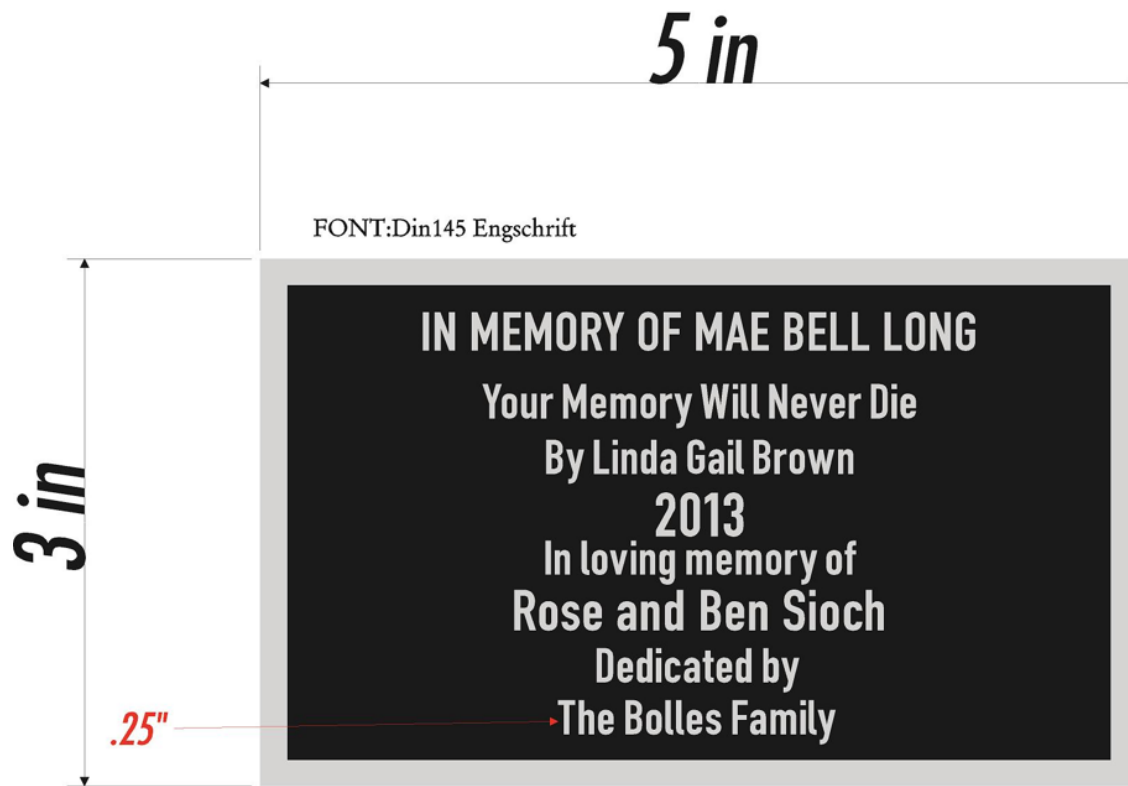
www.kennesaw-ga.gov

From: suzannep@signsmoreinc.com <suzannep@signsmoreinc.com>
Sent: Thursday, October 24, 2024 2:44 PM
To: Lea Alvarez <lalvarez@kennesaw-ga.gov>
Cc: 'Bill Swanson' <bills@signsmoreinc.com>; 'Customer Service (SAMI)' <customerservice@signsmoreinc.com>
Subject: Tribute Wall Plaques - Estimate

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.

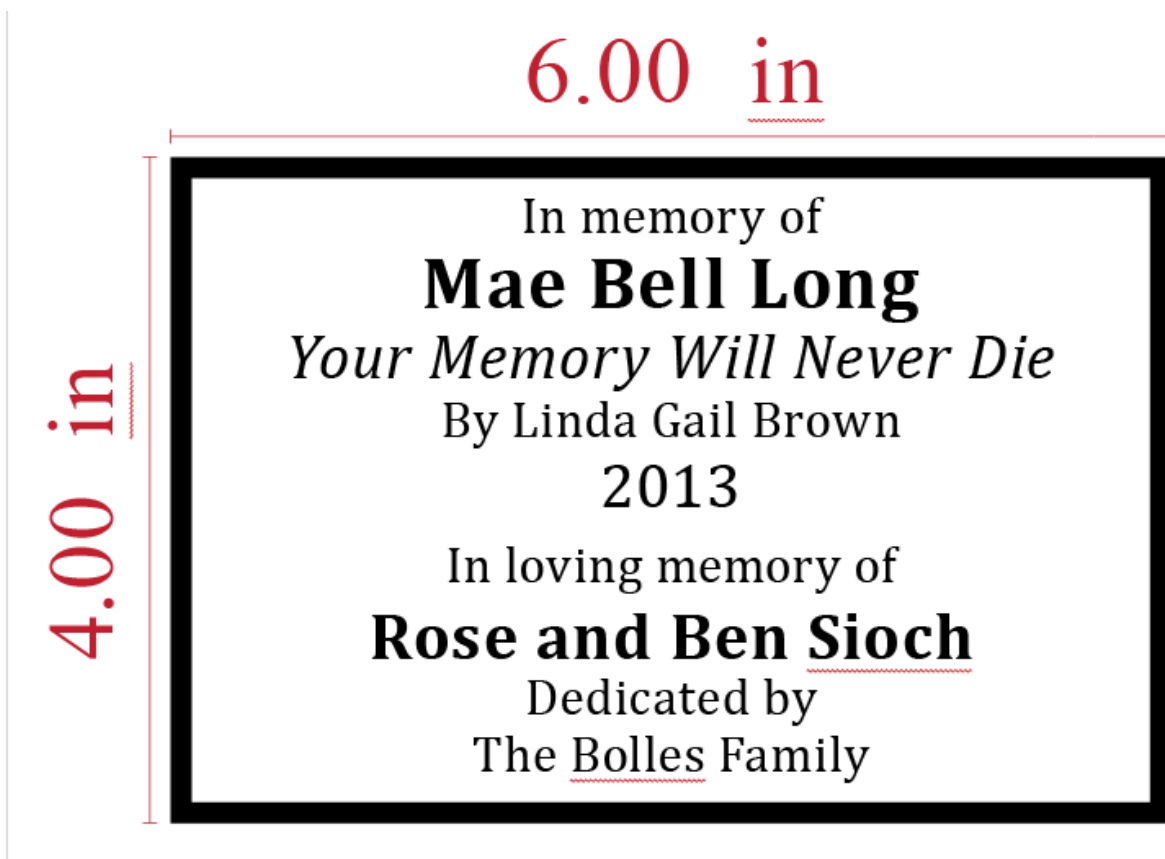
Good afternoon Lea,

Per our conversation, I have attached a proof showing the font **Engschrift** that we normally use for your plaques here:



Talking with our design department and the foundry we have discovered with the amount of text needed

For some of the tree memorial plaques, the better font to use would be **Cambria** – see example below:



If the Cambria Font is acceptable, the Aluminum Plaque with Black background would be \$150 each if all 56 plaques are ordered at the same time.

Please let me know your thoughts.

Thank you,

Suzanne



[Click Here to follow our Blog](#)

[Follow us on Facebook](#)

3175 Hwy 411 NE
White, GA 30184
770-383-8808 Fax 770-383-8882
suzannep@signsmoreinc.com
www.signsmoreinc.com

From: Lea Alvarez <lalvarez@kennesaw-ga.gov>

Sent: Tuesday, October 15, 2024 11:03 AM

To: suzannep@signsmoreinc.com
Cc: Bill Swanson <bills@signsmoreinc.com>; Customer Service (SAMI) <customerservice@signsmoreinc.com>
Subject: RE: Tribute Wall Plaques - Estimate

Absolutely – please see attached.

From: suzannep@signsmoreinc.com <suzannep@signsmoreinc.com>
Sent: Tuesday, October 15, 2024 10:42 AM
To: Lea Alvarez <lavarez@kennesaw-ga.gov>
Cc: Bill Swanson <bills@signsmoreinc.com>; Customer Service (SAMI) <customerservice@signsmoreinc.com>
Subject: RE: Tribute Wall Plaques - Estimate

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.

Good Morning Lea,

Would it be possible to get a picture of the Tribute Wall?

Thank you,

Suzanne



[Click Here to follow our Blog](#)

[Follow us on Facebook](#)

3175 Hwy 411 NE
White, GA 30184
770-383-8808 Fax 770-383-8882
suzannep@signsmoreinc.com
www.signsmoreinc.com

From: Lea Alvarez <lavarez@kennesaw-ga.gov>
Sent: Tuesday, October 15, 2024 9:35 AM
To: suzannep@signsmoreinc.com
Cc: Christie Burgner <CBurgner@kennesaw-ga.gov>
Subject: Tribute Wall Plaques - Estimate

Hi Suzanne,

I have a weird question to ask! First of all, thank you for the quotes for the section signage. We are weighing our options as additional dollars become available to pursue the project. In the meantime, we have run into an issue with our tree memorial plaques. For a while, the

Commission was selling memorial tree plaques in remembrance or honor of individuals and would stake them in front of individual trees. Unfortunately, due to the drought, almost all of the trees perished. We are looking at alternate ways to memorialize and honor these individuals that is more consistent and reliable. We have a tribute wall that Signs and More have created plaques for in the past. Some of them are the same size as our memorial plaques (please see picture attached).

Some of the memorial tree plaques have quite a bit of text on them, so I am not even sure if we can recreate these plaques to match what is attached in the photo. However, if for whatever reason we can, would it be possible to get an estimate for 52 plaques? I have attached the verbiage of the plaques to this email.

Thanks for your advice and consideration.

Lea



Item Report

TO: The Cemetery Preservation Commission

FROM:

DATE: November 14, 2024

TITLE: **Discussion: 2025 Cemetery Events**
Review possible dates for events and clean up days.

Summary:

Recommendation:

Fiscal Impact:

Attachments:

1. 2025 Kenn City Cemetery Events

Kennesaw City Cemetery

Decoration Day

Cemetery Preservation Commission

Saturday, May 3, 2025 @ 9:00 a.m. – 12:00 p.m.

Memorial Day Flag Placement

Kennesaw Mountain Chapter, Daughters of the American Revolution

Sunday, May 18, 2025 @ 10:00 a.m.

Clean Up Day

Cemetery Preservation Commission

Saturday, October 4, 2025 @ 9:00 a.m. – 12:00 p.m.

Life in the Cemetery

Cemetery Preservation Foundation and Cemetery Preservation Commission

Thursday, October 23 – Sunday, October 26, 2025 @ 6:00 p.m. – 8:30 p.m.

Veterans Day Flags and Poppies

Kennesaw Mountain Chapter, Daughters of the American Revolution

Sunday, November 2, 2025 @ 10:00 a.m.

Wreaths Across America

Kennesaw Mountain Chapter, Daughters of the American Revolution

Saturday, December 13, 2025 @ 12:00 p.m. – 2:00 p.m.