



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

**Cemetery Preservation Commission
Meeting Agenda
February 13, 2025 4:00 PM
City Hall Training Room
(2529 J.O. Stephenson Avenue, Kennesaw, GA 30144)**

1. Call to Order / Roll Call

- A. **2025 Officer Election: Chair and Vice Chair**
Consideration to elect the Chair and Vice Chair for Calendar Year 2025.

2. Approval of the Meeting Minutes

- A. **Minutes: January 9, 2025**
Consideration to approve the January 9, 2025, Cemetery Preservation Commission meeting minutes.

3. Financial Report

- A. **Financials: January 2025**
Consideration to approve the January 2025 financial reports.

4. Cemetery Preservation Foundation Update

5. Old Business

- A. **Update: Cemetery Storyboard Installation**
Update provided by Lewis Bramlett on the final installation of the storyboard in the city cemetery.
- B. **Decoration Day: Event Planning**
Discussion led by Lizz Gray regarding Decoration Day event schedule and activities.
- C. **Update: Memorial Tree Plaque Replacements**
Update provided by Clerks Office on memorial tree plaque replacement options, including art installation.

6. New Business

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)
January 9, 2025
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 Lizz Gray and Jim Poole. City liaisons present included Assistant Public Works Director Tim Cox, City Clerk Lea Alvarez and Deputy City Clerk Christie Burgner. Kennesaw Cemetery Foundation President Stephen King and Foundation Secretary Andrew Bramlett were also present. Councilmember Pat Ferris arrived at 4:02 p.m.

2. Approval of the Meeting Minutes

A. Minutes: November 14, 2024

Consideration to approve the November 14, 2024, Cemetery Preservation Commission meeting minutes.

Vice Chair Gray moved to approve the November 2024 Cemetery Preservation Commission draft minutes. Commissioner Poole seconded the motion. Vote taken, unanimously approved (2:0). Motion passed.

3. Financial Report

A. Financials: December 2024

Consideration to approve the December 2024 financial reports.

Vice Chair Gray moved to approve the November 2024 Cemetery Preservation Commission financials as presented by City Clerk Lea Alvarez. Commissioner Poole seconded the motion.

Vote taken, unanimously approved (2:0). Motion passed.

Chairman Bramlett noted that sod would cost around \$12,000. Ms. Alvarez agreed and reminded that as part of the cemetery master plan discussed in 2024, Public Works would demo two roads of the cemetery and the commission would pay to have that area sodded.

4. Cemetery Preservation Foundation Update

Cemetery Foundation President Stephen King provided the Commission with updates including: the first meeting of the Foundation will occur on January 15, their website has been updated (<https://kennesawcemetery.org/>), and during the cemetery leadership

meeting, Arts Programming Coordinator Vanita Keswami advised that she may be able to connect the Foundation with the Kennesaw State University Theater Department to discuss student involvement with Life in the Cemetery.

5. Old Business

A. Memorials:

Provide information regarding art in the cemetery.

City Clerk Lea Alvarez discussed a meeting held with Public Arts Coordinator Vanita Keswani regarding possible art installation in the cemetery to replace the new memorial trees which did not survive. City staff walked the cemetery with Ms. Keswani who then reached out to her contact with the Master Craftsman Program at KSU. Preliminary discussions included rough budget limits, student submissions, tree composition (possibly steal), eight foot tall height, and leaves/birds as memorial plaques (styles & sizes to be determined) with additional plaques being available for future sale. During the discussion with Ms. Keswani, staff did advise that budget is very important, this project could be presented to students during the fall semester, and maintenance for the art structure should be low. Mr. King asked about vandalism; Ms. Alvarez advised that there has not been any in the cemetery to date but the possibility is always there. Ms. Alvarez stated that staff hoped to have more information to share within the next couple of months. Mr. Bramlett advised that Ms. Keswani was very knowledgeable. Ms. Gray believed it sounded like a good idea, and asked staff to remember maintenance.

6. New Business

A. Officer Elections:

Elect Chair and Vice Chair for 2025.

Officer elections were postponed to the next meeting as two of the commission members were not able to attend this meeting. Mr. Bramlett advised he would like to remain Chairman, and Mr. Gray stated she would like to remain Vice-Chair.

B. Update by Lewis Bramlett:

Wreaths Across America & Year-End Presentation to Mayor and Council

Chairman Bramlett spoke about his presentation to Mayor and Council in December regarding what the Cemetery Preservation Commission accomplished in 2024. Mr. King presented to Mayor & Council that same night regarding the Foundation. Mr. Bramlett stated the December Wreaths Across America (WAA) event went well. Commissioner Poole delivered a note to the commission from Betsy Wampler with the Daughters of the American Revolution (Exhibit A). Mr. Poole stated he would like to see more attendance and attention for the WAA event. Mr. Poole provided a QR code (Exhibit B) which directs to a site for purchase of a wreath for the local DAR Kennesaw Mountain Chapter. Wreaths can be purchased for Kennesaw City Cemetery, and any extras will be taken to Shiloh United Methodist Cemetery and Sardis Baptist Church Cemetery. Mr. Poole advised the wreaths can now be recycled after they are picked up from the graves. Mr. Bramlett advised that one veteran did not receive a wreath, but it was quickly rectified. Mr. Poole stated that when the wreaths are retrieved, the flags will be picked up as well.

7. Staff Comment

Councilmember Ferris stated he was looking forward to 2025 as he has great hope for things happening at the cemetery. Ms. Alvarez stated there was still some information needed for Andrew Bramlett's tour in March. She asked the commission to be thinking about what they want May's Decoration Day to look like this year as it will be discussed at the next commission meeting. Andrew Bramlett advised he is working with the Phoenix Files for his March 22nd tours. The morning tour will be downtown and the afternoon tour in the cemetery.

8. Adjourn

Vice-Chair Gray moved to adjourn the meeting at 4:30 p.m. Commissioner Poole seconded the motion. Vote taken, unanimously approved (2-0). Motion passed.

Christie Burgner

Exhibit A

Committee Members

Thank you for providing the port-a-potty for our 2024 Wreaths Across America Ceremony. Your generosity was greatly appreciated by our members and guests.

Betsy Wampler
Regent, Kennesaw Mountain
DAR

Exhibit B



<https://www.wreathsaacrossamerica.org/pages/164153/Overview/?relatedId=0>



City of Kennesaw

Balance Sheet

Account Summary

As Of 01/31/2025

Account	Name	Balance
Fund: 285 - CEMETERY TRUST FUND		
Assets		
285-0000-11-112100-00000	OPERATING ACCOUNT	29,149.50
	Total Assets:	29,149.50
		29,149.50
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	11,058.55
	Total Beginning Equity:	11,058.55
Total Revenue		19,479.75
Total Expense		1,388.80
Revenues Over/Under Expenses		18,090.95
	Total Equity and Current Surplus (Deficit):	29,149.50
	Total Liabilities, Equity and Current Surplus (Deficit):	29,149.50

Cemetery Fund
Operating Cash Activity
For the Month Ended January 31, 2025

Beginning Cash	\$ 27,681.39
Cash Receipts:	
Cemetery Fees	2,000.00
Interest Earned	<u>24.29</u>
Total Cash Receipts	<u>2,024.29</u>
Cash Disbursements:	
Amazon/Bankcard Purchases	<u>556.18</u>
Total Cash Disbursements	<u>556.18</u>
Ending Cash	<u><u>\$ 29,149.50</u></u>



City of Kennesaw

Income Statement Account Summary

For Fiscal: 2024-2025 Period Ending: 01/31/2025

		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	2,000.00	19,400.00	-9,400.00
285-0000-36-100000-00000	INTEREST REVENUES	500.00	500.00	24.29	79.75	420.25
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	2,024.29	19,479.75	2,520.25
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	0.00	1,388.80	8,611.20
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	0.00	1,388.80	20,611.20
Fund: 285 - CEMETERY TRUST FUND Surplus (Deficit):		0.00	0.00	2,024.29	18,090.95	
Total Surplus (Deficit):		0.00	0.00	2,024.29	18,090.95	

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	2,024.29	19,479.75	2,520.25
Expense	22,000.00	22,000.00	0.00	1,388.80	20,611.20
Fund: 285 - CEMETERY TRUST FUND Surplus (Deficit):	0.00	0.00	2,024.29	18,090.95	-18,090.95
Total Surplus (Deficit):	0.00	0.00	2,024.29	18,090.95	

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
285 - CEMETERY TRUST FUND	0.00	0.00	2,024.29	18,090.95	-18,090.95
Total Surplus (Deficit):	0.00	0.00	2,024.29	18,090.95	



Item Report

TO: The Cemetery Preservation Commission

FROM: Lewis Bramlett, Commissioner

DATE: February 13, 2025

TITLE: **Update: Cemetery Storyboard Installation**
Update provided by Lewis Bramlett on the final installation of the storyboard in the city cemetery.

Summary:

Recommendation:

Fiscal Impact:

Attachments:

None



Item Report

TO: The Cemetery Preservation Commission
FROM: Lizz Gray, Commissioner
DATE: February 13, 2025
TITLE: **Decoration Day: Event Planning**
Discussion led by Lizz Gray regarding Decoration Day event schedule and activities.

Summary:

Recommendation:

Fiscal Impact:

Attachments:

1. Decoration Day Event Schedule and Activities

1. Opening Ceremony

- Welcome speech by Cemetery Preservation Commission representatives
- Brief history of Decoration Day and the cemetery
- Recognition of volunteers and special guests
- Instructions on proper cleaning methods and grave etiquette

2. Cemetery Cleanup, Beautification & Decoration

- **Grave Cleaning Stations:**
 - Provide cleaning supplies (D-2, soft brushes, water, and mild soap)
 - Assign volunteers to clean headstones respectfully
 - Educate participants on how to safely clean markers without causing damage
- **Landscaping Assistance:**
 - Raking leaves, trimming overgrown grass, and clearing debris
- **Bring Your Own Bouquet:** Encourage attendees to bring flowers to place on graves

3. Historical Walking Tour

- Guided tour highlighting notable graves, historical figures, and cemetery symbolism
- QR codes at certain graves linking to online historical information

4. Closing Reflection & Appreciation

- Thank-you speech and recognition of volunteers
- Moment of silence
- Light refreshments for attendees

Additional Considerations

- **Volunteer Coordination:** Assign groups to different sections for efficiency
- **Supplies Needed:** Gloves, cleaning tools, trash bags, flowers
- **Promotion:**
 - Flyers in community centers, social media posts, local news outreach
 - Partner with schools, historical societies, and scout groups



Item Report

TO: The Cemetery Preservation Commission

FROM:

DATE: February 13, 2025

TITLE: **Update: Memorial Tree Plaque Replacements**
Update provided by Clerks Office on memorial tree plaque replacement options, including art installation.

Summary:

Recommendation:

Fiscal Impact:

Attachments:
None