



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

**Cemetery Preservation Commission
Meeting Agenda
March 13, 2025 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: February 13, 2025**
Consideration to approve the February 13, 2025, Cemetery Preservation Commission meeting minutes.
- 3. Financial Report**
 - A. Financials: February 2025**
Consideration to approve the February 2025 financial reports.
- 4. Cemetery Preservation Foundation Update**
- 5. Old Business**
 - A. Decoration Day Planning:**
Update provided by Lizz Gray regarding event schedule.
 - B. 2025 Events Schedule:**
Review the 2025 Cemetery events schedule including Symbols of Cemetery Tour & DAR events.
 - C. Memorial Plaques:**
Consideration to approve replacing Memorial Tree Plaques with Tribute Wall Plaques when request made by family.
- 6. New Business**
 - A. Master Plan:** Review items to determine priority projects.
- 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)
February 13, 2025
4:00 PM**

1. Call to Order / Roll Call

Chair Lewis Bramlett called the meeting to order at 4:02 p.m. Commission members present were Rebecca Carlson, Judi Burrell, Jim Poole, and Lizz Gray. City liaisons present included City Clerk Lea Alvarez, Deputy City Clerk Christie Burgner, Assistant Public Works Director Tim Cox, and Councilmember Pat Ferris. Kennesaw Cemetery Foundation President Stephen King and Foundation Secretary Andrew Bramlett were also in attendance.

A. 2025 Officer Election: Chair and Vice Chair

Consideration to elect the Chair and Vice Chair for Calendar Year 2025.

Commissioner Burrell moved to re-elect Lewis Bramlett as Chair and Lizz Gray as Vice-Chair for 2025. Commissioner Poole seconded the motion. Vote taken, motion unanimously approved (4-0). Motion passed.

2. Approval of the Meeting Minutes

A. Minutes: January 9, 2025

Consideration to approve the January 9, 2025, Cemetery Preservation Commission meeting minutes.

Commissioner Burrell moved to approve the January 2025 Cemetery Preservation Commission draft minutes. Commissioner Poole seconded the motion. Vote taken, motion passed unanimously (4-0). Motion passed.

3. Financial Report

A. Financials: January 2025

Consideration to approve the January 2025 financial reports.

Commissioner Carlson moved to approve the January 2025 financials as presented by City Clerk Lea Alvarez. Commissioner Burrell seconded the motion. Vote taken, unanimously approved (4-0). Motion passed. Chairman Bramlett inquired about the price of sod, which is approximately \$12,000.

4. Cemetery Preservation Foundation Update

Cemetery Foundation President Stephen King stated that the Foundation is currently completing the administrative renewal paperwork necessary for their 501(c)(3) for 2025. Please visit the Foundation's website (<https://kennesawcemetery.org/>) to see the new updated look.

5. Old Business

A. Update: Cemetery Storyboard Installation

Update provided by Lewis Bramlett on the final installation of the storyboard in the city cemetery.

Chairman Bramlett advised that a new storyboard was placed in the Cemetery on February 3. Andrew Bramlett provided the information for the storyboard, and it seems to be a good addition. He would like to see a veteran's storyboard in the cemetery when storyboards are purchased again.

B. Decoration Day: Event Planning

Discussion led by Lizz Gray regarding Decoration Day event schedule and activities.

Vice-Chair Lizz Gray shared her thoughts on Decoration Day [Exhibit A] to be held May 3 from 9a-12n. Discussion held with each member of the commission providing input. The consensus was to have a short, formal ceremony at the beginning of the day with Chairman Bramlett as the speaker, drinks and a breakfast sandwich or equivalent to be provided by Commission, volunteers will attempt to use the remaining D2 from Public Works (approximately 10 gallons) to clean monuments throughout the cemetery, and Andrew Bramlett will lead a cemetery tour at 11a. Further discussion held regarding promoting the event. Councilmember Ferris would like the Clerk's office to mail a letter, the Foundation advised they would have some email addresses staff could utilize, and the City will promote the event on social media. Further discussion held about legacy families, the possibility of the Commission/Foundation having a tent at the Big Shanty Festival, and if people interested in Decoration Day should sign up.

Foundation Secretary Andrew Bramlett reminded the Commission of the Cemetery Walking Tour scheduled for March 22 in conjunction with the Atlanta Preservation Center. Registration is free on Event Brite with a 20-25 person limit.

C. Update: Memorial Tree Plaque Replacements

Update provided by Clerks Office on memorial tree plaque replacement options, including art installation.

Ms. Alvarez advised that she spoke with Arts Programming Coordinator Vanita Keswani who spoke with the Master Craftsman program at Kennesaw State University. The cost for an art installation would be around \$9500. Ms. Alvarez reminded the Commission that to place plaques on the Tribute Wall was \$7200. Both options are cost-prohibitive. Discussion held. While there was an idea to sell leaves/birds for the art tree to create revenue, it seems unlikely the CPC would recoup a \$9500 investment. Ms. Alvarez suggested placing plaques on the tribute wall on a case-by-case basis (when requested by the family). Commissioner Burrell stated she has a contact who might provide the 52 plaques at a much less expensive cost. The Clerk's Office will provide Commissioner Burrell with information on current plaques including: wording, dimensions, materials, coating, thickness, and finish. Ms. Burrell stated she would be willing to fund the plaques if her source was utilized. Mr. Bramlett would like to see names only. Councilmember Ferris suggested one large plaque with all names; individual plaques

are preferred. Ms. Burrell will provide information at next meeting.

6. New Business

7. Staff Comment

Assistant Public Works Director Tim Cox invited commissioners to the cemetery to view the newly placed mulch. Some of the mulch areas have large rocks placed around them; if the commission would like to line all the mulch beds this way, the cost would be approximately \$900. Public Works is monitoring the plants at the cemetery. Should any of the flowering plants perish, they will be replaced with azaleas.

Councilmember Ferris reminded the commissioners that budget talks start in April. Review the spreadsheet and make a request. Chairman Bramlett inquired about the paving project. Discussion held. Mr. Cox stated that the sod project would come before paving. The internal road between Chalker and Historic A will be the first to be removed and sodded. The portion of road in Historic B will be next. Paving will be last. Councilmember Ferris advised that the cemetery paving project is in the City's long term master plan.

8. Adjourn

Chairman Bramlett adjourned the meeting at 5:10 p.m.

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



City of Kennesaw

Balance Sheet

Account Summary

As Of 02/28/2025

Account	Name	Balance
Fund: 285 - CEMETERY TRUST FUND		
Assets		
285-0000-11-112100-00000	OPERATING ACCOUNT	28,921.98
	Total Assets:	28,921.98
		28,921.98
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
285-0000-13-531000-00000	F/B - COMMITTED - CEMETERY MAINTENANCE	11,058.55
	Total Beginning Equity:	11,058.55
Total Revenue		19,529.77
Total Expense		1,666.34
Revenues Over/Under Expenses		17,863.43
	Total Equity and Current Surplus (Deficit):	28,921.98
	Total Liabilities, Equity and Current Surplus (Deficit):	28,921.98

Cemetery Fund
Operating Cash Activity
For the Month Ended February 28, 2025

Beginning Cash	\$ 29,149.50
Cash Receipts:	
Interest Earned	24.82
Interest Earned	<u>25.20</u>
Total Cash Receipts	<u>50.02</u>
Cash Disbursements:	
The Flag Company, Inc	<u>277.54</u>
Total Cash Disbursements	<u>277.54</u>
Ending Cash	<u><u>\$ 28,921.98</u></u>



City of Kennesaw

Income Statement Account Summary

For Fiscal: 2024-2025 Period Ending: 02/28/2025

		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	0.00	19,400.00	-9,400.00
285-0000-36-100000-00000	INTEREST REVENUES	500.00	500.00	50.02	129.77	370.23
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	50.02	19,529.77	2,470.23
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	277.54	1,666.34	8,333.66
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	277.54	1,666.34	20,333.66
Fund: 285 - CEMETERY TRUST FUND Surplus (Deficit):		0.00	0.00	-227.52	17,863.43	
Total Surplus (Deficit):		0.00	0.00	-227.52	17,863.43	

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	50.02	19,529.77	2,470.23
Expense	22,000.00	22,000.00	277.54	1,666.34	20,333.66
Fund: 285 - CEMETERY TRUST FUND Surplus (Deficit):	0.00	0.00	-227.52	17,863.43	-17,863.43
Total Surplus (Deficit):	0.00	0.00	-227.52	17,863.43	

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
285 - CEMETERY TRUST FUND	0.00	0.00	-227.52	17,863.43	-17,863.43
Total Surplus (Deficit):	0.00	0.00	-227.52	17,863.43	



Item Report

TO: The Cemetery Preservation Commission

FROM:

DATE: March 13, 2025

TITLE: **Decoration Day Planning:**
Update provided by Lizz Gray regarding event schedule.

Summary:

Recommendation:

Fiscal Impact:

Attachments:

1. Decoration Day

Decoration Day

Registration: Lewis will provide table & chairs (tent if needed)

- Table for check in – brochures, waivers & email sign-up sheet

Lizz will bring table for food (cvb to get quotes for 25 & 50 ppl from Chik-fil-A and Whataburger)

- Breakfast sandwiches, waters, napkins & coffee (with fixins)

9am – Lewis to give welcome speech – who we are, why we're here & intro Lizz

- Lewis stated he has a microphone & speaker if it is needed due to crowd size
- Lizz to give directions on cleaning with D2

Cleaning is focused on using all of the D2. None of the D2 will be going back to Public Works.

Anything not used will be thrown out. (Shelf life is done)

- Lizz will direct volunteers where to start so that as many stones can be sprayed as possible.
- Will need buckets, sprayers, brushes & other cleaning supplies
- Although there will not be much scrubbing – we may not need the water supplied by PW – but it is better to have it and not use it.
- In October, before cleaning day, Lizz and Lewis have volunteered to place utility-type flags at the headstones that need additional cleaning/scrubbing.
- Can we find out the mowing schedule?

Invite Scout Troops? - Will have trash bags for trash pick-up, and tree limbs, random flowers that aren't on graves, etc.

COMMUNICATIONS

- Lizz would like to encourage people to bring flowers to decorate graves.
- Food for the first 50 people to arrive.
- Attendees should bring their own gloves.

10:30am – Andrew Bramlett's walking tour

- Andrew can do two tours if there are enough people.
- Andrew to provide list of Notable People for Clerk's to place on map. Will ask GIS to make that map public.
- Create QR code for map for people to scan to follow along with the tour.

End by NOON.



Item Report

TO: The Cemetery Preservation Commission

FROM:

DATE: March 13, 2025

TITLE: **2025 Events Schedule:**
Review the 2025 Cemetery events schedule including Symbols of Cemetery Tour & DAR events.

Summary:

Recommendation:

Fiscal Impact:

Attachments:

1. 2025 Kenn City Cemetery Events

Kennesaw City Cemetery 2025 Events

Kennesaw City Cemetery Walking Tour

Cemetery Preservation Foundation and Atlanta Preservation Center

Saturday, March 22 @ 1:00 p.m.

Decoration Day

Cemetery Preservation Commission

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

Memorial Day Poppies Placement

Kennesaw Mountain Chapter, Daughters of the American Revolution

Sunday, May 18, 2025 @ 10:00 a.m. (Clean-up June 1 or 8)

Tour: Symbols of the Cemetery

Led by Andrew Bramlett

Saturday, June 21 @ TBD

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. (Clean -up Jan 2026)

Wreaths Across America

Kennesaw Mountain Chapter, Daughters of the American Revolution

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



Item Report

TO: The Cemetery Preservation Commission

FROM:

DATE: March 13, 2025

TITLE: **Memorial Plaques:**
Consideration to approve replacing Memorial Tree Plaques with Tribute Wall Plaques
when request made by family.

Summary:

Recommendation:

Fiscal Impact:

Attachments:
None



Item Report

TO: The Cemetery Preservation Commission
FROM:
DATE: March 13, 2025
TITLE: **Master Plan:** Review items to determine priority projects.

Summary:

Recommendation:

Fiscal Impact:

Attachments:

1. Copy of Master Plan Worksheet - 2025 March

Project Name	Project Type	Priority	Cost	Est. Cost	Funding Source	Level of Effort
Pave Cemetery Street	City Capital Improvement	Highest	High	\$ 100,000	City	High
Demo & resod remaining internal streets	Capital Improvement	Highest	High	\$ 12,000	City	High
Sectional Signange	Capital Improvement					
Replace 5 benches	Capital Improvement	Medium	Medium	\$ 15,000	Private Funding	Medium
Replace trashcans	Capital Improvement	Medium	Medium	\$ 9,000	City	Medium
Repair and restore gravestones and coping (in Historic A & B sections)	Capital Improvement	High	Medium	\$ 8,000	Private Funding	Medium
Tree Removal/Pruning in Section III	Capital Improvement	Medium	Medium		City	Medium
Insert round pavers to secure survey pins	Improvement	High	Medium	\$ 1,619	Foundation	High
Promote tours of Cemetery and events	Education	High	Low			Medium
Promote list of Veterans (brochure/booklet)	Education	High	Low			Medium
Promote self-guided walking tour (brochure & online) with 15-20 markers	Education	High	Low			Medium
Plan CPC field trips & tours of other cemeteries	Education	Low	Low			Low
Gravestone cleaning workshops		Low	Low			Medium
Promote "Trees of the Kennesaw Cemetery" (brochure and signage at 10-12 trees)	Education	Low	Low			Medium

Add Space Force flags	City Capital Improvement	Medium	Medium	\$ 20,000	City	Medium
Control erosion (on Revival side between Lewis family and Pauper section)	City Capital Improvement	Highest	Medium	\$ 50,000	City	High
Remove gravel road and reclaim burial lots	City Capital Improvement	High	Medium	UNK	City	High
Structure Maintenance	Improvement	Medium	Medium	\$ 10,215	City	Low
Removing trees and shrubs from Cemetery Lots	Improvement	High	Low	\$ 100	City	Medium
Replace Crepe Myrtles (Memorial Trees)	Improvement	Medium	Medium	\$ 5,271	City	Medium
Install kiosk signage				Paid 2022		