



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

**Cemetery Preservation Commission
Meeting Agenda
April 10, 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: March 13, 2025**

Consideration to approve the March 13, 2025, Cemetery Preservation Commission meeting minutes.
- 3. Financial Report**
 - A. Financials: March 2025**

Consideration to approve the March 2025 financial reports.
- 4. Cemetery Preservation Foundation Update**
- 5. Old Business**
- 6. New Business**
 - A. Pergola:**

Consideration to remove pergola from Section III and move kiosk to that site
- 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)
March 13, 2025
4:00 PM**

1. Call to Order / Roll Call

Chairman Bramlett called the meeting to order at 4:00 p.m.
Commission members in attendance: Lewis Bramlett, Jim Poole, Rebecca Carlson, Judi Burrell, and Lizz Grey.

Employees present: City Clerk Lea Alvarez, Deputy City Clerk Christie Burgner, Assistant Public Works Director Tim Cox, and Councilmember Pat Ferris.
Stephen King was present as the Kennesaw Cemetery Foundation president.

2. Approval of the Meeting Minutes

A. Minutes: February 13, 2025

Consideration to approve the February 13, 2025, Cemetery Preservation Commission meeting minutes.

Commissioner Burrell moved to accept the February 13, 2025, minutes as presented. Commissioner Carlson seconded the motion. There was no discussion. Motion passed unanimously (4-0).

3. Financial Report

A. Financials: February 2025

Consideration to approve the February 2025 financial reports.

Commissioner Carlson moved to accept the February financials as presented as City Clerk Lea Alvarez. Commissioner Burrell seconded the motion.

4. Cemetery Preservation Foundation Update

Cemetery Preservation Foundation President Stephen King advised that he had completed the state paperwork for the Foundation, a site map has been added to the Foundation website, and they had discussed a logo for the Foundation which they hope the City will assist with.

5. Old Business

A. Decoration Day Planning:

Update provided by Lizz Gray regarding event schedule.

Vice Chair Lizz Gray provided information for Decoration Day [Exhibit A]. It was further decided that Deputy City Clerk Christie Burgner would contact the Boy Scouts, Commissioner Poole would bring a second tent in the event that it is needed, there is

no rain out reschedule date, and a total of four trash cans are needed. Commissioner Burrell made a motion to approve the purchase of 50 biscuits and six boxes of coffee for the Decoration Day event up to \$300. Commissioner Poole seconded the motion. Vote taken, unanimously approved (4-0). Motion passed.

B. 2025 Events Schedule:

Review the 2025 Cemetery events schedule including Symbols of Cemetery Tour & DAR events.

Ms. Alvarez reviewed the 2025 scheduled events for the cemetery [Exhibit B]. Clean-up Day and Life in the Cemetery should be mindful that resodding may occur during that time and plan accordingly. The Symbols of the Cemetery Tour is tentatively scheduled for June 21 with a time still to be determined, but most likely will be in the evening. The Cemetery Walking Tour, Decoration Day and DAR Memorial Day Poppies Placement have been approved by the Events Committee.

C. Memorial Plaques:

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

Ms. Alvarez reviewed a timeline of the memorial trees, including initial replacement, quotes to replace the new trees, quotes to assist with dying trees, quotes for one tree as replacement, quotes to place plaques on tribute wall, quotes for art placement, and a quote for a plaque for tribute wall when requested by family. Mr. King suggested pavers in lieu of plaques. Chairman Bramlett feels going any further with this project is beyond the scope of the memorial tree; even placing plaques on the tribute wall by request only could be expensive and the memorial trees began as a fundraising venture. Commissioner Burrell believes there should be something recognizing those who the plaques were purchased for; perhaps something can be placed in one of the two kiosks. The Clerk's office will ask Communications if they can provide a mock-up. Costs for printing and any reprinting of a poster for the kiosks would need to be built into the yearly printing budget. There was no vote taken.

6. New Business

A. Master Plan: Review items to determine priority projects.

Ms. Alvarez reviewed the list of projects which were on the Master Plan [Exhibit C] that have been completed. She thanked the commission members for their dedication to the city and cemetery. Ms. Alvarez then reviewed the list of items that still remain to be completed. Mr. Bramlett asked that \$12,000 of the current funds be earmarked for sod. Discussion held regarding removal or replacement of benches at the pergola in Section III; Commissioner Burrell would like to view it before a decision is made. Assistant Public Works Director Tim Cox advised that tree pruning/removal in Section III should be a high priority for the commission. He has had one quote for maintenance on the tree line and will get a couple more. Structure maintenance should occur every three years.

7. Staff Comment

8. Adjourn

Chairman Bramlett adjourned the meeting at 4:56 p.m.

DRAFT

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.

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

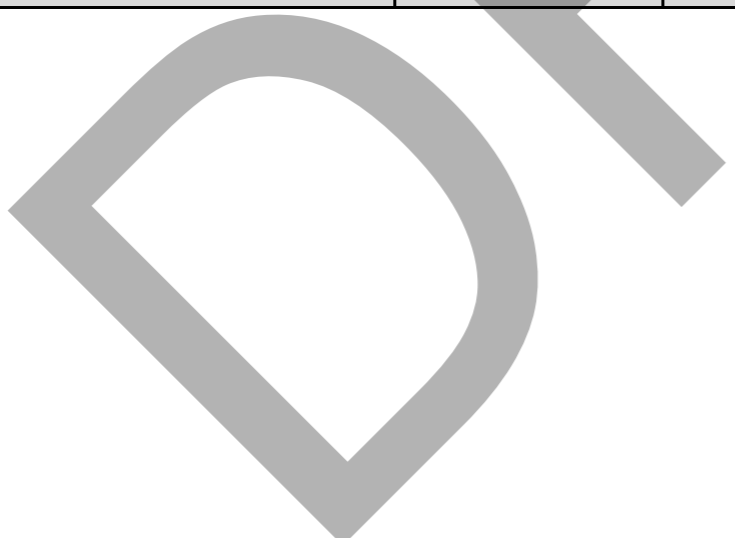
Kennesaw Mountain Chapter, Daughters of the American Revolution
Sunday, November 2, 2025 @ 10:00 a.m. (Clean -up Jan 2026)

Wreaths Across America

Kennesaw Mountain Chapter, Daughters of the American Revolution
Saturday, December 13, 2025 @ 12:00 p.m. – 2:00 p.m.

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 Signage	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		





Account	Name	Balance
Fund: 285 - CEMETERY TRUST FUND		
Assets		
285-0000-11-112100-00000	OPERATING ACCOUNT	36,979.37
	Total Assets:	36,979.37
		<u>36,979.37</u>
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		27,587.16
Total Expense		1,666.34
Revenues Over/Under Expenses		25,920.82
	Total Equity and Current Surplus (Deficit):	36,979.37
	Total Liabilities, Equity and Current Surplus (Deficit):	<u>36,979.37</u>

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

Beginning Cash	\$ 28,921.98
Cash Receipts:	
Cemetery Fees	2,400.00
Cemetery Fees	5,600.00
Interest Earned	<u>57.39</u>
Total Cash Receipts	<u>8,057.39</u>
Cash Disbursements:	
None	<u>-</u>
Total Cash Disbursements	<u>-</u>
Ending Cash	<u><u>\$ 36,979.37</u></u>



City of Kennesaw

Income Statement Account Summary

For Fiscal: 2024-2025 Period Ending: 03/31/2025

		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	8,000.00	27,400.00	-17,400.00
285-0000-36-100000-00000	INTEREST REVENUES	500.00	500.00	57.39	187.16	312.84
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	8,057.39	27,587.16	-5,587.16
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	1,666.34	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	0.00	1,666.34	20,333.66
	Fund: 285 - CEMETERY TRUST FUND Surplus (Deficit):	0.00	0.00	8,057.39	25,920.82	
	Total Surplus (Deficit):	0.00	0.00	8,057.39	25,920.82	

Income Statement

For Fiscal: 2024-2025 Period Ending: 03/31/2025

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	8,057.39	27,587.16	-5,587.16
Expense	22,000.00	22,000.00	0.00	1,666.34	20,333.66
Fund: 285 - CEMETERY TRUST FUND Surplus (Deficit):	0.00	0.00	8,057.39	25,920.82	-25,920.82
Total Surplus (Deficit):	0.00	0.00	8,057.39	25,920.82	

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
285 - CEMETERY TRUST FUND	0.00	0.00	8,057.39	25,920.82	-25,920.82
Total Surplus (Deficit):	0.00	0.00	8,057.39	25,920.82	



Item Report

TO: The Cemetery Preservation Commission
FROM:
DATE: April 10, 2025
TITLE: **Pergola:**
Consideration to remove pergola from Section III and move kiosk to that site

Summary:

Recommendation:

Fiscal Impact:

Attachments:
None