



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

**Cemetery Preservation Commission
Meeting Agenda
May 8, 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: April 10, 2025 Regular Meeting**
Consideration to approve the April 10, 2025, Cemetery Preservation Commission minutes.
- 3. Financial Report**
 - A. Financials: April 2025**
Consideration to accept the April 2025 Cemetery Fund financial reports.
- 4. Cemetery Preservation Foundation Update**
- 5. Old Business**
 - A. Update: Kiosk/ Memorial Tree Remembrance and Recognition Plan**
Update on and review of new signage and kiosk placement in Section III.
 - B. Update: 2025 Kennesaw City Cemetery Events**
Update on and review of 2025 Kennesaw City Cemetery events, including Decoration Day, Memorial Day, Symbols of the Cemetery, and Life in the Cemetery.
- 6. New Business**
 - A. Maps: Kennesaw City Cemetery Map Scanning Project**
Approval to scan several Kennesaw City Cemetery maps into a digital format.
- 7. Staff Comment**
 - A. Reminders: FY 26-27 Projects**
Reminders on several outstanding FY 26 and FY 27 projects, including Section III trees, FY 26 budget submission, pin covers, street paving, and section

signage.

8. Adjourn

**MINUTES OF CEMETERY PRESERVATION COMMISSION MEETING
CITY OF KENNESAW
City Hall Training Room
(2529 J.O. Stephenson Avenue, Kennesaw, GA 30144)
April 10, 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, Judi Burrell, Rebecca Carlson, and Jim Poole.

Employees present: City Clerk Lea Alvarez, Deputy City Clerk Christie Burgner, Assistant City Works Director Tim Cox, and Councilmember Pat Ferris.

Kennesaw Cemetery Preservation Foundation President Stephen King and Secretary Andrew Bramlett were also in attendance.

2. Approval of the Meeting Minutes

A. Minutes: March 13, 2025

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

Commissioner Burrell moved to approve the March 2025 Cemetery Preservation Commission draft minutes. Commissioner Carlson seconded the motion. Vote taken, motion unanimously approved (3-0). Motion passed.

3. Financial Report

A. Financials: March 2025

Consideration to approve the March 2025 financial reports.

Commissioner Burrell moved to approve the March 2025 financials as presented by Ms. Alvarez. Commissioner Carlson seconded the motion. Vote taken, motion unanimously approved (3-0). Motion passed.

4. Cemetery Preservation Foundation Update

Cemetery Foundation President Stephen King advised that the foundation would begin focusing on Life in the Cemetery at their upcoming meetings. Life in the Cemetery 2025 will focus on names of things (roads, buildings, etc.) in Kennesaw. Mr. Andrew Bramlett provided the individuals who would be portrayed for Life in the Cemetery, and advised there would be a couple of them would be repeated from earlier years. Ms. Alvarez advised she had spoken with the Arts Programming Coordinator, Vanita Keswani, and does not believe that the Kennesaw State University drama department will be ready this year to assist with actors. Mr. King advised that finding actors was the biggest challenge. Commissioner Carlson stated she could speak with Acworth Cultural Arts regarding actors. Mr. King stated that the Foundation had approved to pay for the food being provided at Decoration Day.

5. Old Business

Decoration Day

Ms. Alvarez advised that the breakfast sandwiches had been ordered from Chick-Fil-A, Boy Scout Troop 703 had been asked to attend, communications had released their first social media post, fliers had been printed for Andrew Bramlett and Michelle Newman, and an email was sent by Ms. Burgner to lot owners. Chairman Bramlett advised he had his welcome speech ready.

6. New Business

Budget

Ms. Alvarez asked to add budget review to the agenda and presented the FY 25/26 Budget [Exhibit A]. Discussion held. Commissioner Carlson moved to accept the FY 25/26 Budget as presented by Ms. Alvarez. Commissioner Poole seconded the motion. Vote taken, motion unanimously approved (3-0). Motion passed.

Section III Tree Line

Ms. Alvarez reported on the tree line in Section III at the Kennesaw City Cemetery. Public Works has been speaking with vendors to get quotes for the removal of trees that are overgrown or overhanging. Ms. Alvarez advised that she will submit that expense for capital improvement from the general fund monies. With the removal of those trees, there will be additional space for grave digger equipment.

A. Pergola:

Consideration to remove pergola from Section III and move kiosk to that site

Ms. Alvarez discussed removing the pergola from Section III of the Kennesaw City Cemetery. The pergola is unstable and underutilized. Therefore, staff would like to remove the pergola and wooden benches, and relocate the kiosk by the gazebo to this location. A new metal bench will be placed here, but the landscaping around the area will remain. The memorial tree names will be placed in this kiosk and any other information placed there will be geared toward Section III. Parking will be available to the west of the kiosk. If approved, Public Works will remove the items at the pergola and the Boy Scouts swing in Historic Section B. Commissioner Burrell moved to remove the pergola and benches, and move the kiosk to that location. Commissioner Poole seconded the motion. Vote taken, motion unanimously approved (3:0). Motion passed.

7. Staff Comment

Ms. Alvarez advised that Deputy City Clerk Christie Burgner's last day with the City would be on April 17.

Mr. Cox advised that Public Works was currently working to place the survey pins in Section III.

8. Adjourn

Chairman Bramlett adjourned the meeting at 4:41 p.m.

Christie Burgner

FY 2025-2026 Budget

Account Number	Account Name	Budget	Notes
285-0000-34-910000-00000	Cemetery Fees	\$15,000.00	As of 03/31 - \$27,400
285-0000-36-100000-00000	Interest Revenues	\$150.00	As of 03/31 - \$187.16
285-0000-37-000000-00000	Contribution/Donations	\$0.00	As of 03/31 - \$0.00
285-0000-37-100000-00000	Donation - Cemetery Preservation Foundation	\$2,000.00	As of 03/31 - \$0.00
285-0000-39-110000-00000	Transfer In- General Fund		
285-0000-39-400000-00000	Use of PY Reserves	\$4,000.00	As of 04/08 - \$0.00
	Total Revenues:	\$21,150.00	
285-4950-52-325000-00000	Postage	\$0.00	As of 04/08 - \$0.00
285-4950-52-350000-00000	Travel	\$0.00	As of 04/08 - \$0.00
285-4950-52-361000-00000	Organizational Membership	\$0.00	As of 04/08 - \$0.00
285-4950-53-118000-00000	Operating Materials/Supplies	\$2,075.00	\$300.00 (portable toilet) \$500.00 (Decoration Day/Clean Up Day) \$200.00 (printing) \$500.00 (flag replacement) \$575.00 (misc)
285-4950-52-460000-00000	Cemetery Repair and Maintenance	\$19,075.00	\$5,000.00 (2 trash cans) \$1,500.00 (hazardous headstone repair) \$12,000.00 (sod) \$575.00 (misc)
285-4950-52-125000-00000	Other Professional Services	\$0.00	
	Total Expenditures:	\$21,150.00	



Account	Name	Balance
Fund: 285 - CEMETERY TRUST FUND		
Assets		
285-0000-11-112100-00000	OPERATING ACCOUNT	37,047.76
	Total Assets:	37,047.76
		<u>37,047.76</u>
Liability		
	Total Liability:	0.00
Equity		
285-0000-13-531000-00000	F/B - COMMITTED - CEMETERY MAINTEN/	11,058.55
	Total Beginning Equity:	11,058.55
Total Revenue		27,655.55
Total Expense		1,666.34
Revenues Over/Under Expenses		<u>25,989.21</u>
	Total Equity and Current Surplus (Deficit):	37,047.76
	Total Liabilities, Equity and Current Surplus (Deficit):	<u>37,047.76</u>

Cemetery Fund
Operating Cash Activity
For the Month Ended April 30, 2025

Beginning Cash	\$ 36,979.37
Cash Receipts:	
Interest Earned	<u>68.39</u>
Total Cash Receipts	<u>68.39</u>
Cash Disbursements:	
None	<u>-</u>
Total Cash Disbursements	<u>-</u>
Ending Cash	<u><u>\$ 37,047.76</u></u>



City of Kennesaw

Income Statement Account Summary

For Fiscal: 2024-2025 Period Ending: 04/30/2025

	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	27,400.00	-17,400.00
285-0000-36-100000-00000 INTEREST REVENUES	500.00	500.00	68.39	255.55	244.45
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	68.39	27,655.55	-5,655.55
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	68.39	25,989.21	
Total Surplus (Deficit):	0.00	0.00	68.39	25,989.21	

Income Statement

For Fiscal: 2024-2025 Period Ending: 04/30/2025

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	68.39	27,655.55	-5,655.55
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	68.39	25,989.21	-25,989.21
Total Surplus (Deficit):	0.00	0.00	68.39	25,989.21	

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
285 - CEMETERY TRUST FUND	0.00	0.00	68.39	25,989.21	-25,989.21
Total Surplus (Deficit):	0.00	0.00	68.39	25,989.21	



Item Report

TO: The Cemetery Preservation Commission
FROM: Lea Alvarez, City Clerk
DATE: May 8, 2025
TITLE: **Update: Kiosk/ Memorial Tree Remembrance and Recognition Plan**
Update on and review of new signage and kiosk placement in Section III.

Summary:

As approved by the Cemetery Preservation Commission, a Memorial Tree Remembrance and Recognition display was created for the kiosk being relocated to Section III. The display has been incorporated into this agenda packet and the proposed layout will be reviewed and discussed at the meeting.

Recommendation:

Fiscal Impact:

Attachments:

1. Memorial Trees (42 x 30 in)

In Remembrance & Recognition

Honoring those recognized through the Kennesaw City Cemetery Preservation Commission's Memorial Tree Program.

In Memory of:

Terrance Wain Addington
Forever loved by Cinge, Lea, and Callie

J.L. and Ada Anderson
By: The Family

Melanie Rose Bolles
Always In Our Hearts
From the Bolles Family

Nell and Charlie Black
By: The Children and their Spouses

Bob and Eleanor Bozeman and Bob Bozeman, Jr.
By: The Family

Ford and Helen Burell
Our Father and Mother
By: Dale and Jeanette, 2015

Dale Burell
Outstanding contributions & service
The Cemetery Preservation Foundation

Rev. James and Estelle Burrell
By: All the Family

Margaret Burrell Clower & Boyd Burrell
You Will Be In Our Hearts Forever
Debbie & Houston Chambers & family

Herbert and Eunice Chalker
The fruits of your labor live on
Dedicated by your family, 2015

Franklin Chalker
Charter Member 2001-2004
By: Cemetery Preservation Commission

Gordon and Edith Coker
By: The Family

Vincent Lee Coker
By: Father Arnie Coker and Sister Sheila Meer

Jack and Edith Ellison
By: The Children - Betty, Neil, Dot, Robert, and Helen

Joe and Tina Ellis
Love, The Family

Sara B. Frey

Walter "Allen" Hagin, Sr.
Mary Helyn Hagin - Wife, Julee, Walker, and Taylor
For Your Constant Love and Support

Kenneth, Cholista, and Jack Hall
By: The Family

Ben and Villa King
By: The Family

Harold and Kathleen Leonard
By: The Family, 2012

Mae Bell Long
Your Memory Will Never Die
By Linda Gail Brown, 2013

Bill and Euner Mooney
By: The Family

Miles and Estelle Motes
By: The Family

George and Loner Motes
By: The Family

John and Frances Motes
By: The Family

H. And Pearl Owens
By: The Family

Nick Pedro
Director of Cobb Community Schools
A Mentor and Friend to All

Doris R. Reyes
Your Spirit and Love of Life Live On
Dedicated by Reyes Family, 2020

Robyn Sadler - December 2005

Tony and Faye Serkedakis
Dedicated by Mike and Sharon Serkedakis

George and Cora Skelton
By: All the Family

Michael Skelton
Everyone's Favorite Uncle Mike
JJ, Kara, Lindsey, Brianna & Ethan

Kenn B. Smathers, EdD
Your Memory Will Continue to Grow
Dedicated by Those Who Love You

James "Jim" Smathers
By Mary Helyn and Allen Hagin, Kenn and Donna Smathers

Rose and Ben Sioch
Dedicated by The Bolles Family

Fred C. and Lillie Swanson
By: The Children - Herb, Virginia, Becky, Zeke, Raymond,
Margie, Larry, and Willard

Lye Soon Tan

John C. Thompson
USMC - National Park Service

Sgt. Brandy Renee White
United States Army, 12/09/78 - 06/26/12
Dedicated by Dr. Katrina A. Weiland

In Honor Of:

John David Hart
United States Army, Circa 1915
Dedicated by: Doc, Pam, Jerel, and Linda Eaton

Helen and David Odum, Jr.
By: Gail and Jimmy Bland, Children & Grandchildren
Psalms 118:24

Kenneth and Olivia Smathers
By: Friends and Family
Olivia's 90th birthday, 2010

To Celebrate:

Angela Mae Gleason
In God We Trust
Dedicated by her mother, Tammy, in 2021

Kathryne M. Dicks
Survived by her loving husband, Pete; 2 children, a sister, and
4 grandkids

Daughters of the American Revolution

Dedicated to all the Veterans located at the City Cemetery
From the Kennesaw Mountain Chapter, NSDAR - 2019

In Celebration of the Charter of the Kennesaw Mountain
Chapter
National Society of the Daughters of the American Revolution
- 2019

Honoring Service:

Rod Bowman
For his many years of service to the Kennesaw City Cemetery

Jean Green
Charter Member of the HPC (2003-2011) and the CPC (2001-
2011)
Kennesaw Mayor & City Council, 2012

Kathy Leonard
Cemetery Preservation Commission Team Member 2004-
2018
Your dedication and commitment through 14 years of service
is significant and created positive change

Barbara Jean Tolbert
For 15 years of dedicated service as a member of the
Cemetery Preservation Commission

Tributes & Messages:

Nan King Cobb "Nanny"
Gone yet not forgotten, although we are apart, your spirit
lives within us, forever in our hearts.
Love, Jason Meek & James Harris

With love to all,
Joan

Sarah Alexandria McCall Watkins
09/01/93 - 10/05/17
Loved & Missed Always - Our Angel Sits with Jesus

Glory to GOD In the highest.
Peace to all who please GOD.
In Jesus Christ's name, amen.





Item Report

TO: The Cemetery Preservation Commission
FROM:
DATE: May 8, 2025
TITLE: **Update: 2025 Kennesaw City Cemetery Events**
Update on and review of 2025 Kennesaw City Cemetery events, including Decoration Day, Memorial Day, Symbols of the Cemetery, and Life in the Cemetery.

Summary:

Recommendation:

Fiscal Impact:

Attachments:

None



Item Report

TO: The Cemetery Preservation Commission
FROM: Lea Alvarez, City Clerk
DATE: May 8, 2025
TITLE: **Maps: Kennesaw City Cemetery Map Scanning Project**
Approval to scan several Kennesaw City Cemetery maps into a digital format.

Summary:

While cleaning out boxes, the City Clerk's office found a handful of maps to scan and create digital copies. The Clerk's office reached out to Kennesaw Blueprint for a quote to scan and email the maps, which include 9 pages. The quote is \$28.00.

Recommendation:

The City Clerk recommends approval to digitize the 9 pages of printed maps.

Fiscal Impact:

Attachments:

None