

**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	