



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

**Cemetery Preservation Commission
Meeting Agenda
June 12, 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: May 8, 2025 Regular Meeting**
Consideration to approve the May 8, 2025, Cemetery Preservation Commission minutes.
- 3. Financial Report**
 - A. Financials: May 2025**
Consideration to accept the May 2025 Cemetery Fund financial reports.
- 4. Cemetery Preservation Foundation Update**
- 5. Old Business**
 - A. Updates: Memorial Tree Project, Cemetery Map Scans, and Section III Survey Pin Covers**
- 6. New Business**
 - A. Discussion: Ground Penetrating Radar Update**
 - B. Discussion: Headstones and Preservation Planning**
- 7. Staff Comment**
- 8. Adjourn**



Item Report

TO: The Cemetery Preservation Commission
FROM: Lea Alvarez, City Clerk
DATE: June 12, 2025
TITLE: **Minutes: May 8, 2025 Regular Meeting**
Consideration to approve the May 8, 2025, Cemetery Preservation Commission minutes.

Summary:

Recommendation:

Fiscal Impact:

Attachments:

1. 2025-05-08 Cemetery Preservation Commission Draft Minutes

**MINUTES OF CEMETERY PRESERVATION COMMISSION MEETING
CITY OF KENNESAW
City Hall Training Room
(2529 J.O. Stephenson Avenue, Kennesaw, GA 30144)
May 8, 2025
4:00 PM**

1. Call to Order / Roll Call

Chair Lewis Bramlett called the meeting to order at 4:00 p.m.

Present: Lewis Bramlett, Lizz Gray, Jim Poole, and Rebecca Carlson

Absent: Judi Burrell

Guests: Andrew Bramlett, Cemetery Preservation Foundation

Staff: Lea Alvarez, City Clerk; Tim Cox, Assistant Public Works Director; Pat Ferris, Council Liaison

2. Approval of the Meeting Minutes

A. Minutes: April 10, 2025 Regular Meeting

Consideration to approve the April 10, 2025, Cemetery Preservation Commission minutes.

Motion by Rebecca Carlson to approve the April 10, 2025, Cemetery Preservation Commission minutes. Second by Jim Poole.

Vote taken, motion approved 3-0 (Judi Burrell absent). Motion passed.

3. Financial Report

A. Financials: April 2025

Consideration to accept the April 2025 Cemetery Fund financial reports.

Motion by Jim Poole to accept the April 2025 Cemetery Fund financial reports, as presented. Second by Rebecca Carlson.

Vote taken, motion approved 3-0 (Judi Burrell absent). Motion passed.

4. Cemetery Preservation Foundation Update

Cemetery Preservation Foundation Secretary Andrew Bramlett provided an update to the Commission. Mr. Bramlett shared that the Foundation's president, Stephen King, resigned at their last meeting due to receiving a new job that would have him traveling frequently. Foundation leadership met on May 6, 2025, and it was recommended that Michelle Newman, the Foundation's Treasurer, be appointed to the role of President at their next meeting. It was decided that Mr. Bramlett would be the Foundation's liaison to the Commission since he frequents their meetings. For the upcoming Life in the Cemetery event, audition dates have been set for July 29 and July 30 at 6:30 p.m., pending availability at the Ben Robertson Community Center. Further, there will be an information session on June 25 at 6:30 p.m., pending availability at the Ben Robertson

Community Center. Mr. Bramlett made an ending note that the Foundation is trying to get connected with the Kennesaw Downtown Merchants Association about participating in the Candy Crawl.

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.

Lea Alvarez provided an update on the Memorial Tree Remembrance and Recognition display that was recommended and approved by the Commission at April's meeting. Communications created the 24" x 18" display, and after placing the display, along with other informational signs and posters, in the kiosk, it felt as though the display seemed to disappear among the other items. Ms. Alvarez shared the original layout design for the kiosk and then presented another layout design where the display was 42" x 30". In the alternate layout design, all other informational items would be downsized and placed in the brochure holders at the bottom of the kiosk.

After much discussion, it was decided to keep the original layout, which includes the 24" x 18" display, a map of Section III, a QR code for the cemetery map, the Rules and Regulations, as well as a link to the Cemetery Foundation website. The Commission will revisit the layout and design of the display when it comes time for it to be reprinted.

Motion by Lizz Gray to keep the original layout of the kiosk with the aforementioned materials. Seconded by Jim Poole.

Vote taken, motion approved 3-0 (Judi Burrell absent). Motion passed.

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.

Lewis Bramlett provided an update on the remainder of this year's Kennesaw City Cemetery events. The Cemetery Preservation Foundation, co-hosted by the Cemetery Preservation Commission, will be holding their first "Symbols of the Cemetery" walking tour on June 22, 2025, at 3:00 p.m. The Daughters of the American Revolution - Kennesaw Mountain Chapter will place flags for Memorial Day in the Kennesaw City Cemetery on Sunday, May 18, 2025, at 2:00 p.m. The flags will be removed from the gravesites on June 1, 2025, at 2:00 p.m. Finally, Wreaths Across America will be held on Saturday, December 13, 2025, at 12:00 p.m.

6. New Business

A. Maps: Kennesaw City Cemetery Map Scanning Project

Approval to scan several Kennesaw City Cemetery maps into a digital format.

Lea Alvarez shared that when the Records Clerk was going through old boxes of cemetery information, she came across a few cemetery section-specific maps that Ms. Alvarez would like to have scanned and made digital. She would also like to scan and make digital the engineered map of the cemetery since it is experiencing a notable

amount of wear and tear. Kennesaw Blueprint quoted \$28.00 to scan the maps and create digital copies.

Motion by Rebecca Carlson to scan and create digital copies of the three section-specific maps, as well as the engineered map. Second by Jim Poole.

Vote taken, motion approved 3-0 (Judi Burrell absent). Motion passed.

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.

Lea Alvarez reminded the Commission about several outstanding projects that will span Fiscal Year 2026 and Fiscal Year 2027, including the removal of select trees in Section III to help with erosion control, street paving, and section signage.

As a side note, Ms. Alvarez also mentioned that she would have to replace the flags in the flag court with a more durable material. The current nylon flags are not holding up well.

Before the end of the meeting, Ms. Alvarez brought up the landscaping around the new information center in Section III. The trees that are currently there will grow taller and might obstruct the view of the kiosk from the road and proposed parking lot. She asked how the Commission felt about moving the trees to another location to not block off the kiosk. The Commission agreed it was best to move them.

Motion by Lizz Gray to move the trees around the new information center in Section III to a new location. Second by Jim Poole.

Vote taken, motion approved 3-0 (Judi Burrell absent). Motion passed.

8. Adjourn

The meeting was adjourned at 5:13 p.m.



Item Report

TO: The Cemetery Preservation Commission
FROM: Lea Alvarez, City Clerk
DATE: June 12, 2025
TITLE: **Financials: May 2025**
Consideration to accept the May 2025 Cemetery Fund financial reports.

Summary:

Recommendation:

Fiscal Impact:

Attachments:

1. Balance Sheet 05.31.2025
2. Cash Activity Report May 2025
3. Income Statement 05.31.2025



Account	Name	Balance
Fund: 285 - CEMETERY TRUST FUND		
Assets		
285-0000-11-112100-00000	OPERATING ACCOUNT	37,118.56
	Total Assets:	37,118.56
		<u>37,118.56</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		27,726.35
Total Expense		1,666.34
Revenues Over/Under Expenses		26,060.01
	Total Equity and Current Surplus (Deficit):	37,118.56
	Total Liabilities, Equity and Current Surplus (Deficit):	<u>37,118.56</u>

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

Beginning Cash	\$ 37,047.76
Cash Receipts:	
Interest Earned	<u>70.80</u>
Total Cash Receipts	<u>70.80</u>
Cash Disbursements:	
None	<u>-</u>
Total Cash Disbursements	<u>-</u>
Ending Cash	<u><u>\$ 37,118.56</u></u>



City of Kennesaw

Income Statement Account Summary

For Fiscal: 2024-2025 Period Ending: 05/31/2025

	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	0.00	27,400.00	-17,400.00
285-0000-36-100000-00000 INTEREST REVENUES	500.00	500.00	70.80	326.35	173.65
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	70.80	27,726.35	-5,726.35
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	70.80	26,060.01	
Total Surplus (Deficit):	0.00	0.00	70.80	26,060.01	

Income Statement

For Fiscal: 2024-2025 Period Ending: 05/31/2025

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	70.80	27,726.35	-5,726.35
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	70.80	26,060.01	-26,060.01
Total Surplus (Deficit):	0.00	0.00	70.80	26,060.01	

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
285 - CEMETERY TRUST FUND	0.00	0.00	70.80	26,060.01	-26,060.01
Total Surplus (Deficit):	0.00	0.00	70.80	26,060.01	