



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

**Cemetery Preservation Commission
Meeting Agenda
July 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: June 12, 2025 Regular Meeting**
Consideration to approve the June 12, 2025, Cemetery Preservation Commission minutes.
- 3. Financial Report**
 - A. Financials: June 2025**
Consideration to accept the June 2025 Cemetery Fund financial reports.
- 4. Cemetery Preservation Foundation Update**
- 5. Old Business**
- 6. New Business**
 - A. Proposal: Harscape Preservation Guidelines**
Consideration to approve a proposal by Ashley Shares for the creation of hardscape preservation guidelines in the amount of \$1,800.00.
- 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)
June 12, 2025
4:00 PM**

1. Call to Order / Roll Call

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

All members were present: Lewis Bramlett, Lizz Gray, Judi Burrell, Rebecca Carlson, and Jim Poole.

City Staff present: Lea Alvarez, City Clerk; Tim Cox, Assistant Public Works Director; and Pat Ferris, Councilmember.

Guest Vicki Murray was recognized.

2. Approval of the Meeting Minutes

A. Minutes: May 8, 2025 Regular Meeting

Consideration to approve the May 8, 2025, Cemetery Preservation Commission minutes.

Motion by Judi Burrell to approve the May 8, 2025, Cemetery Preservation Commission minutes as presented. Seconded by Rebecca Carlson.

Vote taken: unanimously approved 4-0. Motion passed.

3. Financial Report

A. Financials: May 2025

Consideration to accept the May 2025 Cemetery Fund financial reports.

Motion by Rebecca Carlson to accept the May 2025 Cemetery Fund financial reports as presented. Seconded by Judi Burrell.

Vote taken: unanimously approved 4-0. Motion passed.

4. Cemetery Preservation Foundation Update

In the absence of the Foundation's liaison, Andrew Bramlett, Lewis Bramlett provided the Cemetery Preservation Foundation update. He reported the following:

- Michelle Newman was elected President of the Cemetery Preservation Foundation at its most recent meeting.
- An information session about *Life in the Cemetery* will be held on June 25, 2025, at the Ben Robertson Community Center for prospective actors and volunteers. Auditions are scheduled for July 29 and 30, 2025, at the same location.

- The Foundation is considering participation in the Candy Crawl on October 25, 2025, to raise awareness and engagement with *Life in the Cemetery*.
- The Foundation recently met with Assistant Parks and Recreation Director Elizabeth Weaver to explore potential sponsorship opportunities.
- President Michelle Newman is currently working on developing a logo for the Foundation.
- Andrew Bramlett met with representatives from New South Associates and the State to discuss the cemetery's potential listing on the National Register of Historic Places. The meeting was positive, with a goal of being considered by the National Register Review Board for their May 26, 2026, agenda.
- The Foundation is exploring the development of a self-guided walking tour through Historic B.

5. Old Business

A. Updates: Memorial Tree Project, Cemetery Map Scans, and Section III Survey Pin Covers

Mr. Bramlett gave a brief update on the memorial tree project, the cemetery map scan, and the Section III survey pin covers. All projects are complete except the survey pin cover installation, which Public Works will finish soon.

6. New Business

A. Discussion: Ground Penetrating Radar Update

Staff liaison Lea Alvarez provided an update on recent discussions with Omega Mapping regarding the use of ground-penetrating radar (GPR) in Chalker and Section III of the cemetery. Ms. Alvarez noted that in 2008, the City conducted GPR surveys throughout the cemetery, except for Section III. Nearly two decades later, it's assumed that GPR technology has significantly advanced, making it an opportune time to revisit the project. Given the substantial amount of green space remaining in Chalker and the limited presence of survey pins, Public Works is interested in obtaining updated maps to verify burial locations identified in the earlier GPR study. However, the proposal Ms. Alvarez received from Omega Mapping was incomplete, as it only included pricing for Section III. She will provide a full update once the complete proposal is received.

B. Discussion: Headstones and Preservation Planning

Ms. Alvarez reported that staff met the previous week with Ashley Shares, Director of Preservation for Oakland Cemetery, to assess broken headstones. During the visit, Ms. Shares provided extensive feedback, including the recommendation to develop a formal preservation plan. This plan would outline detailed specifications for repairing headstones and offer guidelines for preserving the cemetery's hardscape. Ms. Alvarez noted that if the Commission chooses to move forward with a preservation plan led by Ms. Shares, it should be developed in conjunction with a broader maintenance plan for the cemetery's structures. Ms. Shares is expected to submit a cost proposal in the coming weeks, which Ms. Alvarez will present to the Commission for review and consideration.

7. Staff Comment

Mr. Bramlett went through the various outstanding projects, including tree removal, road removal, road paving, and section signage. He also provided an overview of upcoming events in the cemetery.

8. Adjourn

Mr. Bramlett adjourned the meeting at 4:50 p.m.

DRAFT



Account	Name	Balance
Fund: 285 - CEMETERY TRUST FUND		
Assets		
285-0000-11-112100-00000	OPERATING ACCOUNT	37,187.20
285-0000-11-311100-00000	DUE FROM/TO GENERAL FUND	-29.68
	Total Assets:	37,157.52
		<u>37,157.52</u>
Liability		
	Total Liability:	0.00
Equity		
285-0000-13-422000-00000	F/B UNRES - UNDESIGNATED	43,035.37
285-0000-13-531000-00000	F/B - COMMITTED - CEMETERY MAINTEN/	-31,976.82
	Total Beginning Equity:	11,058.55
Total Revenue		27,794.99
Total Expense		1,696.02
Revenues Over/Under Expenses		26,098.97
	Total Equity and Current Surplus (Deficit):	37,157.52
	Total Liabilities, Equity and Current Surplus (Deficit):	<u>37,157.52</u>

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

Beginning Cash	\$ 37,118.56
Cash Receipts:	
Interest Earned	<u>68.64</u>
Total Cash Receipts	<u>68.64</u>
Cash Disbursements:	
Transfer to General Fund	<u>29.68</u>
Total Cash Disbursements	<u>29.68</u>
Ending Cash	<u><u>\$ 37,157.52</u></u>



City of Kennesaw

Income Statement Account Summary

For Fiscal: 2024-2025 Period Ending: 06/30/2025

		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	68.64	394.99	105.01
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	68.64	27,794.99	-5,794.99
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	29.68	1,696.02	8,303.98
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	29.68	1,696.02	20,303.98
	Fund: 285 - CEMETERY TRUST FUND Surplus (Deficit):	0.00	0.00	38.96	26,098.97	
	Total Surplus (Deficit):	0.00	0.00	38.96	26,098.97	



Item Report

TO: The Cemetery Preservation Commission
FROM: Lea Alvarez, City Clerk
DATE: July 10, 2025
TITLE: **Proposal: Harscape Preservation Guidelines**
Consideration to approve a proposal by Ashley Shares for the creation of hardscape preservation guidelines in the amount of \$1,800.00.

Summary:

Recommendation:

Fiscal Impact:

Attachments:

1. Kennesaw City Cemetery Hardscape Preservation Guidelines Proposal

Kennesaw City Cemetery Hardscape Preservation Guidelines Proposal

Presented by Ashley Shares

6/15/2025

Dear Lea,

Thank you for the opportunity to tour Kennesaw City Cemetery with you and your colleagues and for the chance to present this proposal. I'm looking forward to working with you to bolster the already existing efforts to conserve the valuable resources at the cemetery. The document will be delivered as a PDF.

The overall goals of the Preservation Guidelines are:

1. Provide clear goals and objectives for staff and volunteers who are working at the site.
2. Identify imminent preservation concerns and help staff understand how to identify similar issues in the future.
3. Create guidelines to direct skilled work conducted by outside contractors.

The following sections will be included in the Preservation Guidelines document:

1. Contractor Specifications for large and complex monument repair and rebuilding projects. Each "specs sheet" can be extracted and serve as a standalone document.
2. Guidelines for selecting and carrying out appropriate volunteer projects.
3. Criteria for identifying "critical" or urgent preservation issues.
4. Photo survey of urgent preservation work, along with guidelines on how to triage these objects. The photo survey will also include a base map to guide users.
5. General guidelines for monument safety to be used by site maintenance crews.
6. Additional resources list.

What is NOT included in the Preservation Guidelines document:

1. Site history or genealogy
2. Landscape concerns
3. Mapping or GIS components.

Total Cost: \$1800.00