

**MINUTES OF CEMETERY PRESERVATION COMMISSION MEETING  
CITY OF KENNESAW  
City Hall Training Room  
(2529 J.O. Stephenson Avenue, Kennesaw, GA 30144)  
July 10, 2025  
4:00 PM**

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**1. Call to Order / Roll Call**

Vice Chair Lizz Gray called the meeting to order at 4:01 p.m.

Members Present: Lizz Gray, Judi Burrell, Jim Poole, and Rebecca Carlson

Members Absent: Lewis Bramlett

Staff present: Lea Alvarez, City Clerk, and Tim Cox, Assistant Public Works Director

**2. Approval of the Meeting Minutes**

**A. Minutes: June 12, 2025 Regular Meeting**

Consideration to approve the June 12, 2025, Cemetery Preservation Commission minutes.

Motion by Judi Burrell to approve the June 12, 2025, Cemetery Preservation Commission meeting minutes. Seconded by Rebecca Carlson.

Vote taken: unanimously approved, 3-0. Motion passed.

**3. Financial Report**

**A. Financials: June 2025**

Consideration to accept the June 2025 Cemetery Fund financial reports.

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

Vote taken: unanimously approved, 3-0. Motion passed.

**4. Cemetery Preservation Foundation Update**

Lea Alvarez provided a brief update on the Cemetery Preservation Foundation, specifically that auditions for the 2025 Life in the Cemetery Tour will be held on July 29 and 30, 2025, at 6:30 p.m. at the Ben Robertson Community Center.

**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.

Lea Alvarez presented the proposal for Hardscape Preservation Guidelines submitted by Ashley Shares. The Commission offered several points of feedback they would like to see incorporated before taking a final vote:

### **Clear Scope & Timeline**

The proposal should specify the length and level of detail of the final PDF deliverable and include a definitive project timeline, with key milestones such as draft delivery, review periods, and final completion. This will ensure clarity about what is being delivered and when.

### **Base Map Alignment & Photo Survey Details**

The base map must align with existing cemetery plot records and clearly indicate plot numbers or locations. Additionally, the deliverables should include a photo survey with images that are labeled, dated, geolocated, and provided in accessible formats (e.g., PDF, JPEG, vector).

### **Contractor Specification Sheets**

Contractor guidelines must align with recognized preservation standards (such as the Secretary of the Interior's Standards or NCPTT) and include detailed information on materials, methods, and safety precautions. These sheets should be formatted for easy distribution to vendors during procurement.

### **Urgency & Prioritization Framework**

The guidelines should define what qualifies as "critical" preservation needs and include a prioritization or triage system to help staff schedule repairs and allocate resources effectively.

### **Training & Orientation**

The Commission would like to see a training or orientation component to ensure that staff and volunteers are properly equipped to use the guidelines. A plan for maintaining and updating the document over time should also be included.

The Commission emphasized that these elements must be clearly addressed in the final proposal before they will consider moving forward.

Ms. Alvarez stated she would relay the feedback to Ms. Shares to determine whether she is willing to incorporate these revisions into the final product.

## **7. Staff Comment**

Tim Cox stated that Public Works will not facilitate the placement of American flags along Cemetery Street for any holiday or event. If the Commission wishes to pursue this project, it will need to be done using its own funding and manpower.

## **8. Adjourn**

Lizz Gray adjourned the meeting at 4:36 p.m.