



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

**Cemetery Preservation Commission
Meeting Agenda
August 28, 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: July 10, 2025 Regular Meeting**

Approval of the July 10, 2025, Cemetery Preservation Commission regular meeting minutes.
 - B. Minutes: July 31, 2025 Special Called Meeting**

Approval of the July 31, 2025, Cemetery Preservation Commission special called meeting minutes.
- 3. Financial Report**
 - A. Financials: July 2025**

Consideration to accept the July 2025 Cemetery Fund financial reports.
- 4. Cemetery Preservation Foundation Update**
- 5. Old Business**
- 6. New Business**
 - A. Co-Sponsorship: Scarecrows on Main**

Consideration for approval to co-sponsor a scarecrow with the Cemetery Preservation Foundation to promote the Life in the Cemetery event during Scarecrows on Main.
 - B. Discussion: Hardscape Preservation Guidelines**

Review and comments regarding the rough draft of Hardscape Preservation Guidelines provided by Ashley Shares.
 - C. Discussion: Clean Up Day**

Initial discussion regarding plans for Clean Up Day to be held on October 4, 2025.

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)
July 10, 2025
4:00 PM**

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.

**MINUTES OF CEMETERY PRESERVATION COMMISSION MEETING
CITY OF KENNESAW
City Hall Training Room
(2529 J.O. Stephenson Avenue, Kennesaw, GA 30144)
July 31, 2025
4:00 PM**

1. Call to Order / Roll Call

Call to Order

The meeting was called to order at 4:00 PM.

Members Present

- Lewis Bramlett
- Lizz Gray
- Judi Burrell
- Jim Poole
- Rebecca Carlson
- Lea Alvarez, City Clerk
- Stacie Walker, Deputy City Clerk

Foundation Liaison: Andrew Bramlett

Council Liaison: Pat Ferris

2. Old Business

Old Business (4:03 PM)

Proposal: Revised Hardscape Preservation Guidelines

- Motion by Rebecca Carlson to approve a revised proposal by Ashley Shares (Oakland Cemetery) for the creation of hardscape preservation guidelines in the amount of \$2,800. Seconded by Judi Burrell
- **Motion passed: 4-0**
- **Follow-up:** Question from Pat Ferris – Is payment required up front? Lea will check with Ms Shares.

A. Proposal: Revised Hardscape Preservation Guidelines

Consideration to approve a revised proposal by Ashley Shares for the creation of hardscape preservation guidelines in the amount of \$2,800.

3. New Business

A. Discussion: Underground Imaging Proposals

Staff have solicited three proposals regarding underground imaging for Chalker and Section III: Omega Mapping, Sentry Mapping, & GeoModel.

Discussion: Underground Imaging Proposals

DRAFT

- Staff solicited three proposals for underground imaging of Chalker and Section III:
 - **Omega Mapping:** \$10,140.00
 - **Sentry Mapping:** \$5,800.00
 - **GeoModel:** No bid submitted
- **Goal:** Use ground-penetrating radar (GPR) to update mapping originally completed 10–12 years ago.
- Lea Alvarez and Paul Sprague met with all three companies. Omega Mapping was determined to best meet the cemetery’s needs.

Points of Discussion:

- Explore potential collaboration with KSU or other universities for GPR services
- Consider dividing the project into smaller sections to adjust the project scope
- Focus on Sections III and Chalker
- Request potential funding assistance from the Foundation
- Confirm with mapping company if having observers present is acceptable

Discussion: Relocation of Kiosk (4:28 PM)

- Motion by Judi Barrell to move the kiosk to the west side of the concrete pad in the grass. Seconded by Rebecca Carlson.
- **Motion passed: 4-0**

DRAFT

4. Staff Comment

5. Adjourn

Adjournment

Meeting adjourned at 4:33 PM.

Upcoming Meeting

- Cancelled August 14, 2025 regular meeting & schedule special called meeting on August 28, 2025 to review Hardscape Preservation Guidelines Proposal Review



City of Kennesaw

Balance Sheet

Account Summary

As Of 07/31/2025

| Account | Name | Balance |
|--|---|-------------------------|
| Fund: 285 - CEMETERY TRUST FUND | | |
| Assets | | |
| 285-0000-11-112100-00000 | OPERATING ACCOUNT | 41,358.77 |
| 285-0000-11-311100-00000 | DUE FROM/TO GENERAL FUND | -866.67 |
| | Total Assets: | 40,492.10 |
| | | <u>40,492.10</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 | | 31,966.56 |
| Total Expense | | 2,533.01 |
| Revenues Over/Under Expenses | | 29,433.55 |
| | Total Equity and Current Surplus (Deficit): | 40,492.10 |
| | Total Liabilities, Equity and Current Surplus (Deficit): | <u>40,492.10</u> |

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

| | |
|---|----------------------------|
| Beginning Cash | \$ 37,157.52 |
| Cash Receipts: | |
| Cemetery Fees | 4,100 |
| Reverse transfer to General Fund on June Report | 29.68 |
| Interest Earned | <u>71.57</u> |
| Total Cash Receipts | <u>4,201.25</u> |
| Cash Disbursements: | |
| None this month | <u>-</u> |
| Total Cash Disbursements | <u>-</u> |
| Ending Cash | <u><u>\$ 41,358.77</u></u> |



City of Kennesaw

Income Statement Account Summary

For Fiscal: 2024-2025 Period Ending: 07/31/2025

| | 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 | 4,100.00 | 31,500.00 | -21,500.00 |
| 285-0000-36-100000-00000 INTEREST REVENUES | 500.00 | 500.00 | 71.57 | 466.56 | 33.44 |
| 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 | 4,171.57 | 31,966.56 | -9,966.56 |
| 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 | 836.99 | 2,533.01 | 7,466.99 |
| 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 | 836.99 | 2,533.01 | 19,466.99 |
| Fund: 285 - CEMETERY TRUST FUND Surplus (Deficit): | 0.00 | 0.00 | 3,334.58 | 29,433.55 | |
| Total Surplus (Deficit): | 0.00 | 0.00 | 3,334.58 | 29,433.55 | |



Item Report

TO: The Cemetery Preservation Commission

FROM:

DATE: August 28, 2025

TITLE: **Co-Sponsorship: Scarecrows on Main**
Consideration for approval to co-sponsor a scarecrow with the Cemetery Preservation Foundation to promote the Life in the Cemetery event during Scarecrows on Main.

Summary:

Recommendation:

Fiscal Impact:

Attachments:
None



Item Report

TO: The Cemetery Preservation Commission

FROM:

DATE: August 28, 2025

TITLE: **Discussion: Hardscape Preservation Guidelines**
Review and comments regarding the rough draft of Hardscape Preservation Guidelines provided by Ashley Shares.

Summary:

Recommendation:

Fiscal Impact:

Attachments:

1. Hardscape Preservation Guidelines Draft Document

Kennesaw City Cemetery Preservation Guidelines

With burials dating back to 1863, the Kennesaw City Cemetery is a valuable historic asset that deserves a high level of care. The site is well maintained and a non-profit assists with the maintenance and preservation needs. The primary purpose of this document is to help staff begin to carry out an additional layer of care that will make the cemetery safer and more beautiful than it already is. It contains the following sections:

1. Contractor Specifications and Instructions for several monument types.
2. Guidelines for staff and volunteers who maintain the site.
3. A through survey of the site identifying critical issues and recommendations on how to mitigate those issues.



General Specifications for all Hardscape Projects

1. All mortar that will contact historic stone will be Lime-based unless otherwise specified. No Portland Cement may be utilized in a preservation project.
2. All concrete bases will be a minimum of 3 inches thick and include internal reinforcement in the form of metal lath or rebar.
3. All mortar work will be covered for a minimum of three days and checked daily to wet down as-needed. Cracked or failed mortar work will be promptly redone.
4. All infills/repairs should match the original stone color. While a perfect match is impossible, the repair should be unnoticeable from 25 feet away.
5. Contractors will protect surrounding masonry and horticulture features from damage. Any damage that occurs will be reported in writing and damaged paid for by the contractor.
6. Contractors will secure their site at the end of the work day in such a way that protects the work and visitors. Appropriate site security includes: barricades, signage, and caution tape.
7. Contractors will leave the site as clean as they found it. No trash, tools, equipment, or materials will be left behind. Any monuments that were moved in the process of preparing the site will be put back, securely, in place. If the stone in question was not plumb or in line, it is not the contractor's responsibility to mitigate this issue, but they must ensure it is safe and secure in its placement.
8. Except in the case of preparing joining surfaces for repair, wire brushes will not be used to clean headstones. Acidic products may also not be used. Only D2 Biological Solution or a comparable product may be used.
9. Contractor will provide all materials, equipment, personnel, and supplies to complete the work delineated in the contract. The exception to this is water, although contractors must provide their own hoses and buckets.

Re-setting Tab-in-Socket Grave Markers– Instructions

Steps and Methods:

1. Assess the condition of the monument to be re-set: Check for sugaring and structural instabilities. Carefully pull the “tab” portion of the monument out of the “socket” without excessive wiggling. The tab should be stored nearby in such a manner that it is well-supported and will not be disturbed. Dig around the socket until the bottom can easily be seen. Wedge a board underneath the stone so that one or two individuals can reach below and lift the stone out. Clean both pieces with **D2 Biological Solution, water, and soft bristle brushes.**
2. Remove dirt, debris, and old mortar from the socket hole. Efforts will be made to get all internal surfaces as clean as possible, including using a **hammer and chisel.** Care should be taken to make sure no damage occurs to the visible portions of the stone.
3. Assess the condition below the monument to locate the reason for instability or leaning. Remove rubble and check for sink holes. Add dirt only a few inches at a time and compact with a tamp. Crusher **run type gravel** is also an acceptable material for filling. Fill to the level that allows for the correct amount of stone to show (not obscuring any inscriptions or carving details). The surface should be checked for level-ness. If required, a **reinforced concrete footer** can be poured in order to spread the weight of the monument out over a bigger area. Surrounding monuments should be covered to protect them from concrete splatter.
4. Re-set the socket in-line with adjacent monuments, using a spirit level to ensure the stone is plumb. A small (less than one inch) amount of **angular gravel** can be used to compensate for a stone that has a rough bottom. Fill around the socket with soil and compact by hand.
5. Dampen both the tab and the socket pieces with clean water. Line the bottom and sides of the socket hole with **lime mortar.** Insert the tab into the socket and pack around it with more lime mortar. Use a level to ensure the tab is plumb. Wipe away excess mortar with a sponge and keep covered with a damp **canvas or towel and a tarp** for at least three days. Check the canvas/towel daily to make sure that it is still wet.

Re-setting large, Multi-Piece Monuments (Instructions)

Steps and Methods:

1. Assess the condition of the monument to be re-set: Check for sugaring and structural instabilities, determine the approximate weight of each piece, and determine how the piece are joined together (if joined at all). **Choose equipment that is rated at least 50% more weight than the heaviest piece to be moved.** Also assess the surroundings: determine if other stones need to be moved or protected to best facilitate the deconstruction process. Before moving any historic features, take detailed photographs of their location and notify Cemetery staff.
2. Stage and set up equipment in such a way that does not damage surrounding grave markers. Do not construct or rest any part of your equipment on top of historic masonry. Make every effort to protect landscape features as well.
3. Moving each piece of stone will be achieved by wrapping and tying them with a **thick nylon strap** (tow or recovery straps) Chains and other metal tackle should not come in contact with Each piece of the monument will be moved individually and sequentially. Do not attempt to lift more than one piece at a time. Very fragile monuments should also be wrapped in **moving blankets**.
4. As the pieces are deconstructed, they should be moved a sufficient distance away so that they do not cause a tripping hazard for those working on later steps. Pieces should be labeled so that the order and orientation is not forgotten. Labeling should only occur on the “hidden” surfaces where they are joined with the subsequent piece and be done with a pencil. Care should be taken to make sure that each piece is secure and will not topple. Each piece should be cleaned while it is on the ground with **D2 Biological Solution, soft bristle brushes and water**.
5. Assess the condition below the monument to locate the reason for instability or leaning. Remove rubble and check for sink holes. Add dirt only a few inches at a time and compact with a **plate compactor**. **Crusher run type gravel** is also an acceptable material for filling. Fill to the level that allows for the correct amount of stone to show (not obscuring any inscriptions or carving details). The surface should be checked for levelness. If required, a **reinforced concrete footer** can be poured in order to spread the weight of the monument out over a bigger area. Surrounding monuments should be covered to protect them from concrete splatter.
6. The monument should be reconstructed using the same care and equipment as the deconstruction process. Lime mortar should buffer between each layer. If the monument is at all precarious or easily toppled, it is appropriate to install **fiberglass rods** internally. Rods should be at least 5/8” in diameter and penetrate deep enough that the stones become difficult to topple. Holes can be drilled using **concrete bits**, starting with a 1/4” and progressing to a slightly larger bit than the fiber glass rod. Rods will be installed with **lead packing** around them to keep them for additional stability. Mortar joints will be struck and cleaned with a sponge. They should remain covered with **damp canvas or towels and tarp** for at least three days.

Headstone Repair– All Pieces Accounted For (Instructions)

1. Carefully clean each piece to be repaired. Depending on the fragility of the pieces, more or less scrubbing will be utilized. **Clean water and soft bristle brushes** is often enough to remove surface dirt and some staining. If additional cleaning is required, **D2 Biological Solution** can be used. Follow manufacturer instructions for application.
2. Gather all pieces and arrange them on a clean and flat surface. Small grave markers can be repaired indoors on a work bench or table. Larger ones should be kept on or near the site they will be re-installed. Line all pieces up, taking note of how “clean” or weathered the breaks are or if there are any missing pieces. If so, attempt to locate the pieces before proceeding. If the grave marker is only missing small fragments, repair can often continue unhindered. If the missing pieces are large or in the middle of the stone, please refer to that specs sheet. Measure the height of the whole stone.
3. Identify which end– top of bottom– has the larger piece. Anchor this end to a solid object in an upright position using one or two **clamps**. If the clamps or the anchor object is made of a harder material than the stone (another stone, metal, etc) **wood or foam** to protect the surface of the stone. Clamp a **spirit level** to the front or back of the stone. The level should be nearly the same height as the headstone will be when repaired. Dry stack each piece of the headstone, adding clamps and levels as necessary to maintain straightness. Examine the stone from all sides to make sure the pieces are “locked in,” then take all pieces off.
4. Use a **wire brush** to clean all repair surfaces, ensuring all friable material has been removed. Arrange broken pieces, levels, and clamps in such a way that you can efficiently re-set them only you’ve mixed your epoxy.
5. Following manufacturer specifications, mix **epoxy** (such as Akemi– Akepox) until both components are completely combined. Smear a sufficient amount of epoxy on the repair surfaces. As you place each piece, wiggle them to ensure good bonding. You should see the smallest amount of epoxy come to the surface. If any spills out, wipe it off without smearing it on the face of the stone. Add clamps and levels as you did during the dry setting step. If any epoxy has smeared the surfaces of the stone, use acetone to remove it. Allow 24 hours to cure.
6. Remove all clamps and levels, except the one anchoring it. Use a very small **rotary tool and diamond blade** to carefully sharpen the edges of each crack and remove epoxy that is close to the surface. This will allow your repair mortar to have a deep enough crevasse to adhere to. Rinse the cracks with clean water.
7. Following manufacturer specification, mix and apply a **repair mortar**, such as Limeworks US– Lithomex, mortar should be pressed deep into each crack and fill to the surface. Keep stone misted with a **gentle sprayer** during the process. Once all cracks are filled, wipe away smudges and dress the edges with a sponge. Wrap the headstone loosely with a **damp canvas, towel, or heavy duty paper towels and cover with a tarp or trash bag**, depending on the stone’s size. Allow the repair to cure for at least 3 days, checking daily to make sure towels are still damp.

Headstone Repair– Missing Pieces (Instructions)

Steps and Methods:

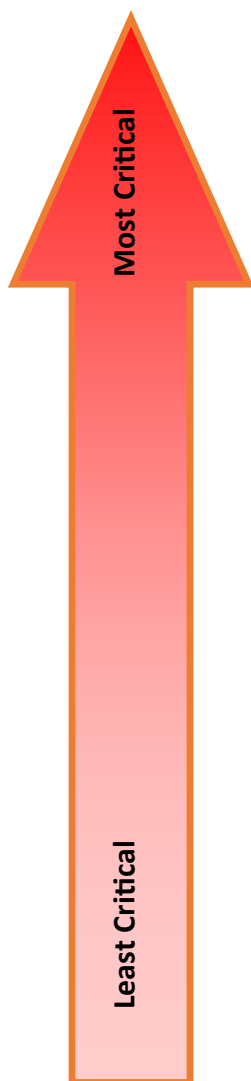
1. Search thoroughly for missing pieces. Carefully clean each piece to be repaired. Depending on the fragility of the pieces, more or less scrubbing will be utilized. **Clean water and soft bristle brushes** is often enough to remove surface dirt and some staining. If additional cleaning is required, **D2 Biological Solution** can be used. Follow manufacturer instructions for application.
2. Gather all pieces and arrange them on a clean and flat surface. Small grave markers can be repaired indoors on a work bench or table. Larger ones should be kept on or near the site they will be re-installed. Line all pieces up, taking note of how “clean” or weathered the breaks are and measure the dimensions of the “whole” stone.
3. Trace the outlines of each broken piece on **foam board**, allowing 1/4 inch all the way around. Ensure that the foam board is also slightly thicker than your broken pieces. Using a razor or other very sharp blade, cut out your pieces. Note: Broken pieces that align with each other can be traced onto a single piece of foam.
4. construct a **wooden box** at least 2 inches deeper than the thickness of your foam pieces and with at least two inches around them. Mix and pour approximately 1 inch of **concrete**. Add **metal lath** and continue to pour another inch of concrete. Arrange your foam to mimic the placement of stone piece. Continue pouring concrete to the surface of the box. Foam pieces will float, so affix wooden boards across the top to keep them in place. Allow several days for curing
5. Unbox the concrete frame and remove foam. Polish the surfaces with a **concrete polishing wheel** to remove impressions left from the wood. Keeping the concrete and stone pieces damp, use a **lime mortar** to affix the broken pieces into their respective “slots”. Mortar should coat the bottom and sides of each slot. Use a rag or sponge to clean up the edges. Allow the mortar to cure for at least three days, covered with a **damp canvas or towel and a tarp**.
6. Re-set the assemblage in the appropriate location within the cemetery, ensuring it is both level and lined up with adjacent monuments.

Critical Hardscape Features

As a cemetery ages, monuments and walls may become unstable, fragile, or topple over. Further, storm damage or vandalism can hasten these processes. Although much of the damage is unavoidable, it is important to identify and mitigate these issues before they get worse, cause harm to visitors or surrounding headstones, or result in a total loss of the feature altogether.

This document contains a survey identifying current critical items in the Kennesaw City Cemetery, ranked from 1-3 in terms of seriousness. Staff should use this list to guide decisions about where to allocate funds. Ideally, all of the issues beginning with level 3 would be mitigated expeditiously. However, that can often be expensive. Luckily there are ways to temporarily stabilize and minimize risk.

Each year, your staff or volunteers should utilize the criteria below to update the survey. They should use the existing numbering system and take photos of each monument in question. This survey should include critical monuments from years prior, so that the progression of degradation can be documented.



Level Three:

Unstable/leaning high retaining wall or multi-piece monument over 6 feet tall that directly overhangs a main pedestrian walkway

Sink holes or large voids

Headstone disintegrating

Level Two:

Unstable monument or wall that does NOT directly overhang a main pedestrian walkway

Headstone or wall that is unstable and threatens the integrity of another hardscape feature

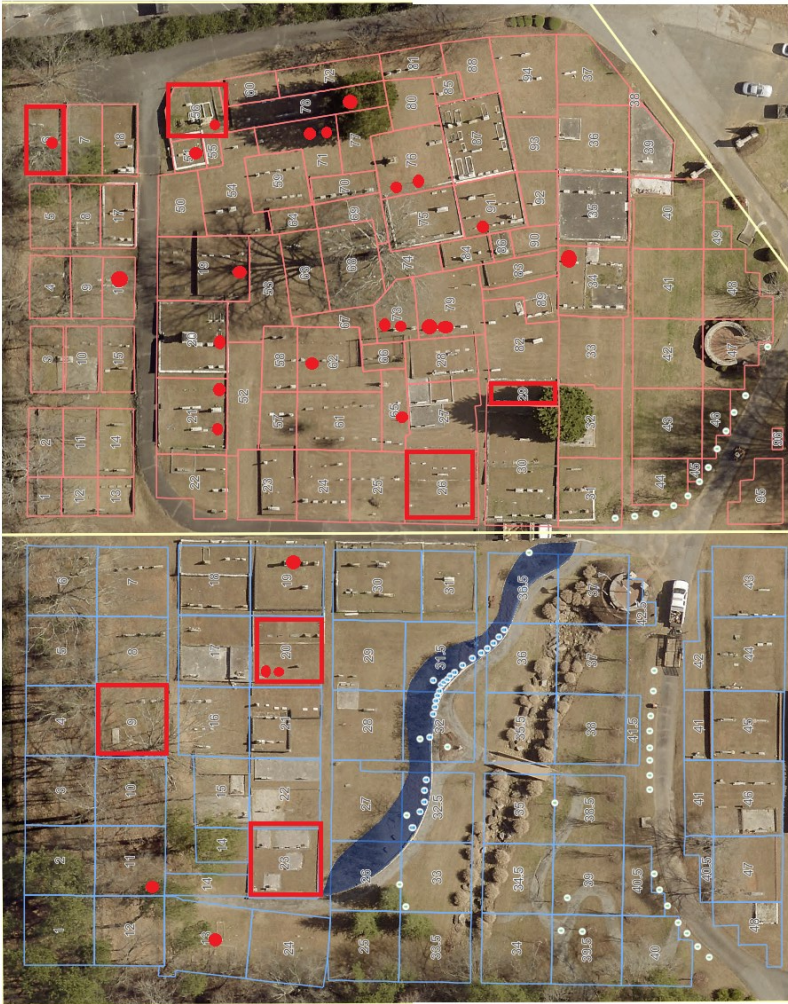
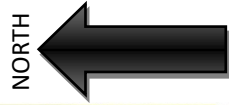
Broken fragments or thin/fragile monuments that have fallen, especially on highly trafficked areas

Level One:

Thin tombstone or tab-in-socket that is leaning severely. The taller the more critical

Recently fallen walls or headstones that are easily visible to the public

Critical Monuments and Walls



| Grave Address | Description of Issue | Priority |
|------------------------------|---|----------|
| <i>KC-CHALKER-2-K</i> | Headstone is disintegrating | high |
| <i>KC-CHALKER-48-H</i> | Small headstone is barely in the ground | low |
| <i>KC-CHALKER-50-G</i> | medium monument leaning and unstable | medium |
| <i>KC-HISTORICA-11-M</i> | Small object dislodged and lying on surface | medium |
| <i>KC-HISTORICA-13-K</i> | Small broken object (foot stone?) | medium |
| <i>KC-HISTORICA-19-C</i> | Small broken object (urn) | medium |
| <i>KC-HISTORICA-20</i> | Headstone is disintegrating | high |
| <i>KC-HISTORICA-20-Q</i> | Small headstone is barely in the ground | low |
| <i>KC-HISTORICA-20-R</i> | fragments are small and partially buried | medium |
| <i>KC-HISTORICA-23</i> | Bricks in wall are loose/unstable | medium |
| <i>KC-HISTORICA-51</i> | Stones in wall are loose/unstable | medium |
| <i>KC-HISTORICA-77-B</i> | Small headstone is loose on its base | low |
| <i>KC-HISTORICA-9</i> | Wall is unstable/tumbling | medium |
| <i>KC-HISTORICB-16-C</i> | Small broken object (urn) | medium |
| <i>KC-HISTORICB-19-P</i> | Small headstone is loose on its base | low |
| <i>KC-HISTORICB-20-L</i> | Small broken object (urn) | Medium |
| <i>KC-HISTORICB-21-A</i> | medium monument leaning and unstable | Medium |
| <i>KC-HISTORICB-21-L</i> | medium broken object (headstone) | medium |
| <i>KC-HISTORICB-26</i> | Stones in wall are loose/unstable | medium |
| <i>KC-HISTORICB-29</i> | Stones in wall are loose/unstable | medium |
| <i>KC-HISTORICB-34-F</i> | large monument is unstable/leaning | high |
| <i>KC-HISTORICB-51-A</i> | Small broken object (urn) | medium |
| <i>KC-HISTORICB-56</i> | Bricks in wall are loose/unstable | medium |
| <i>KC-HISTORICB-56-H</i> | Small object dislodged and lying on surface | medium |
| <i>KC-HISTORICB-6</i> | Bricks in wall are loose/unstable | medium |
| <i>KC-HISTORICB-62-E</i> | Small object dislodged and lying on surface | medium |
| <i>KC-HISTORICB-65-E</i> | medium broken object (headstone) | medium |
| <i>KC-HISTORICB-6-H</i> | Small broken object (urn) | medium |
| <i>KC-HISTORICB-71-A</i> | medium monument leaning and unstable | medium |
| <i>KC-HISTORICB-71-B</i> | medium monument leaning and unstable | medium |
| <i>KC-HISTORICB-73-C</i> | large monument is unstable/leaning | high |
| <i>KC-HISTORICB-73-C (1)</i> | Small broken object (headstone) | medium |
| <i>KC-HISTORICB-73-D</i> | Small broken object (foot stone) | medium |
| <i>KC-HISTORICB-73-E</i> | large monument is unstable/leaning | high |
| <i>KC-HISTORICB-76-P</i> | medium tab-in-socket leaning | low |
| <i>KC-HISTORICB-76-R</i> | medium broken object (headstone) | medium |
| <i>KC-HISTORICB-78-D</i> | medium monument fallen on the ground | low |
| <i>KC-HISTORICB-79-O</i> | Small object dislodged and lying on surface | medium |
| <i>KC-HISTORICB-79-Q</i> | small broken object (foot stone) | medium |
| <i>KC-HISTORICB-91-Q</i> | Small object dislodged and lying on surface | medium |

Guidelines for Managing Cemetery Volunteers

Volunteering in a cemetery has the potential for being a very rewarding activity for participants as well as a low-cost means to carrying out certain hardscape and beautification projects. However, given the sensitive nature of the site, there are also potential risks and downsides to carrying out such activities. The guidelines below will assist Kennesaw City staff with selecting appropriate projects for prospective volunteers to undertake.

1. Consider your volunteers' skill set and physical ability:

- Volunteers with construction, carpentry, landscaping, or similar skills will be able to understand more complex projects and use a variety of tools and equipment. Further, some of these individuals might be willing to bring and use their own equipment.
- Volunteers with mobility or strength issues should still be able to participate, albeit on a limited basis. Some ways to include these individuals are: Survey work and documentation, cleaning monuments that are easy to reach from a road, and simple gardening tasks.
- Headstone cleaning is typically a pretty “safe” activity if performed with supervision and care is taken to not clean anything fragile.
- Take into consideration the interests of your volunteers. Make the work more fun by researching the lives of the persons whose grave they are working on. Example: If one of your volunteers is a doctor, point out the grave of a 19th century doctor they can help clean

2. Training and Supervision

- At the outset of their tenure, all volunteers should undergo basic training with Kennesaw staff to understand how to safely work in the cemetery and how to avoid damaging historic materials. A brief tour and history lesson can be conducted as well.
- With each new task they are introduced to, volunteers should be carefully monitored as they learn it. Only once they can properly accomplish the task with supervision should they be allowed to conduct the work alone.
- Consider having a professional help train your volunteers to complete simple, site-specific preservation tasks such as re-setting small gravestones.
- Always provide clear and direct instruction. Over-explain the project and consider providing written instructions. The projects parameters should be clearly delineated by a staff person so that there are no misunderstandings. For example- if volunteers are to clean headstones, those stones should be marked with flags in advance.
- Make sure your volunteers are safe and comfortable. Advise them as to what to wear and bring to each volunteer day (water, hat, close-toe shoes, etc). Complete a brief safety check of the site in advance to make sure there are no hazards.

Guidelines for Managing Cemetery Volunteers (Continued)

3. Volunteer Project Ideas

- **Headstone cleaning:** This activity is suitable for any volunteer with minimal training and supervision. It can be done in any weather over 40 degrees, provided that volunteers are comfortable. Preparation for a headstone cleaning session includes the purchase of D2 biological solution, brushes, and water sprayers as well as filling those sprayers with water and making sure there is a water source nearby if volunteers run out. In advance, a staff person should carefully examine and flag or otherwise mark the stones that volunteers can clean. Once volunteers arrive, a trained staff person should demonstrate each step of the cleaning process, following D2 manufacturer specifications (see Resources page). Volunteers should then be provided with tools and cleaning products and assigned to a specific stone. The supervising staff person should “float” around and make sure all volunteers have what they need and are cleaning according to instructions. Photos should be taken both before and after the work is done.
- **Stabilizing critical grave markers:** After a critical survey is completed, there are probably going to be several stones that need immediate attention. Keeping in mind the physical abilities of your volunteers, you might be able to undertake some simple stabilization such as: 1. collecting, boxing, and labeling small fragments of broken stones, 2. flagging dangerous areas with stake and caution tape. 3. Using dirt to fill in sink holes, 4. Removing the upper portions of severely leaning stones and laying them gently on the ground beside their base.
- **Conducting critical surveys:** An updated critical survey should be completed once per year and more often if there is a suspected vandalism event or severe storm. Volunteers should be given the criteria list and example of what “critical” monuments look like and should understand how to access Kennesaw’s online burial database and know the proper way to label their photos according to the existing system. They should work in pairs in order to double check their work. A staff person should collect all photographs and update the critical survey accordingly.
- **Simple re-setting:** Once volunteers have received training, it may be appropriate for them to start working on small, simple grave markers. These include footstones, headstones less than 3 feet tall, and flat/beveled markers. Volunteers should work in a small area, such as a single lot or family plot, so that it is easy to supervise them. Volunteers will need a shovel, small spirit level, string line, tamp or mallet, gravel, and potentially extra dirt. Always take thorough before photos to ensure that everything gets put back in the correct location.

Guidelines for Volunteers

1. **Attire and Equipment:** Always wear close-toed shoes and long pants. Dress appropriate for the weather and protect yourself from the elements. Consider wearing bug spray and sunblock, depending on the season. Bring your own gloves, water bottle, and knee pads if you wish.
2. **Wildlife:** You are volunteering in an outdoor setting, so encountering some wildlife is unavoidable. Kennesaw City Cemetery is home to wasps, hornets, spiders, fire ants, and more. If you have any sting/bite allergies, let your supervisor know in advance and bring any medications you need for those situations. Always wear gloves when handling stones or vegetation.
3. **General safety:** Kennesaw City Cemetery is a historic burial ground with many hazards, so always be aware of your surroundings. Look out for dead overhanging limbs, sink holes, animal burrows, tripping hazards, and precarious monuments. Exercise caution when working on the grounds in extreme weather, especially heat. Drink plenty of fluids and take shade breaks frequently.
4. **Headstone Cleaning:** After some training, you will be permitted to clean grave markers. Please adhere to the following guidelines: Always check the stone's stability before cleaning, making sure there is no disintegration and pieces are not easily wobbled, always clean from the bottom upwards and scrub in a circular motion. Only soft-bristle brushes are permitted. **NO WIRE BRUSHES.** Keep the stone moist with clean water, not allowing it to fully dry until the process is complete.
5. **Documentation:** All work must be documented. Please refer to your supervisor's specific instructions on the level of detail they require.
6. **"Do no harm":** Handle all stones with care, regardless of the type of project you are volunteering on. It is better to take no action on a stone than to potentially cause harm. Remember: Doing nothing IS an option.
7. **Ask questions!:** Kennesaw staff want you to have an enjoyable and safe time volunteering, so don't hesitate to ask for clarification about anything you don't fully understand.

Maintenance Crew Recommendations

1. Safety/Wildlife/Attire: please refer to the Volunteer Guidelines page, as those recommendations apply here as well.
2. Mowing: Riding mowers are not appropriate, especially in the historic sections of the cemetery. Only push mowers are advised. Always look ahead of your mower for small headstones and footstones, especially ones that are already on the ground. Do not mow over them. Give them a wide berth. Report broken or fallen tombstones to management. Consider installing foam “bumpers” on the sides of your mowers. This can be done with pool noodles cut in half lengthwise!
3. Trimming: Trim rather than mow when removing grass close to headstones or walls. Use the softest trimmer blade available to avoid scratching any stones.
4. Trees: maintenance teams should immediately remove limbs that appear loose or dead, especially if they overhang and headstones, walls, or pedestrian walkways. Consider doing a quick check of all trees before and after major storms. An arborist should be regularly brought on site to assess and make recommendations on tree health and advise staff on when to cut trees down. When removing large limbs or whole trees, it might be necessary to temporarily move upright headstones out of the way.
5. Sink holes: Maintenance team members should regularly check for sink holes and promptly fill them in. A soil pile should be kept on site in a subtle location for this purpose. If they cannot be immediately filled, the area should be barricaded to prevent harm to visitors.
6. Hardscape considerations: Maintenance crews should be made aware of all unstable headstones (Critical survey) and exercise caution when working around these features. Where appropriate, maintenance staff should be trained on best practices for temporarily mitigating critical issues (see Volunteers section)

Additional Resources

1. Association for Gravestone Studies: <https://www.gravestonestudies.org/>
2. Secretary of the Interior's Standards for Treatment of Historic Properties: <https://www.nps.gov/orgs/1739/secretary-standards-treatment-historic-properties.htm>
3. Georgia Department of Transportation's Georgia Statewide Cemetery Context: <https://www.dot.ga.gov/GDOT/Pages/CulturalResourcesProjects.aspx>
4. D2 Biological Solution Instructions for Use: <https://www.d2bio.com/use-d2>
5. Akemi Epoxy: https://stein.akemi.de/en/productfinder/bonding/productdetail/akepox-reg-2010__1538__
6. Example of how to strap and lift a monument: <https://www.youtube.com/watch?v=r8pjNYzgKgs>
7. Lime mortar and repair mortar: <https://www.limeworks.us/>
8. New South Associates (Archaeology firm): <https://newsouthassoc.com/services/cemetery-studies/>
9. Cemetery and Burial Customs Books:

The Last Great Necessity: Cemeteries in American History by David Charles Sloane

Stories in Stone: A Field Guide to Cemetery Symbolism and Iconography By Douglas Keister

Your Guide to Cemetery Research By Sharon DeBartolo Carmack

A Graveyard Preservation Primer By Lynette Strangstad



Item Report

TO: The Cemetery Preservation Commission
FROM:
DATE: August 28, 2025
TITLE: **Discussion: Clean Up Day**
Initial discussion regarding plans for Clean Up Day to be held on October 4, 2025.

Summary:

Recommendation:

Fiscal Impact:

Attachments:
None