



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

**Cemetery Preservation Commission
Meeting Agenda
September 11, 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: August 28, 2025 Special Called Meeting**
Approval of the August 28, 2025, Cemetery Preservation Commission special called meeting minutes.
- 3. Financial Report**
 - A. Financials: August 2025**
Consideration to accept the August 2025 Cemetery Fund financial reports.
- 4. Cemetery Preservation Foundation Update**
- 5. Old Business**
 - A. Final Draft: Hardscape Preservation Guidelines**
Consideration to approve the final draft of the Hardscape Preservation Guidelines submitted by Ashley Shares.
- 6. New Business**
 - A. Proposal: Omega Mapping**
Consideration to approve a proposal submitted by Omega Mapping for ground-penetrating radar of Section III.
 - B. Discussion: Clean Up Day**
 - C. Discussion: Creative Landscape Quote for Scattering Garden**
 - D. Discussion: Wreaths Across America**
- 7. Staff Comment**
- 8. Adjourn**

**MINUTES OF CEMETERY PRESERVATION COMMISSION
SPECIAL CALLED MEETING
CITY OF KENNESAW
City Hall Training Room
(2529 J.O. Stephenson Avenue, Kennesaw, GA 30144)
August 28, 2025
4:00 PM**

1. Call to Order / Roll Call

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

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

Guests Present: Andrew Bramlett, Cemetery Preservation Foundation Liaison.

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

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.

Motion by Judi Burrell to approve the July 10, 2025, Cemetery Preservation Commission regular meeting minutes as submitted. Seconded by Jim Poole.

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

B. Minutes: July 31, 2025 Special Called Meeting

Approval of the July 31, 2025, Cemetery Preservation Commission special called meeting minutes.

Motion by Judi Burrell to approve the July 31, 2025, Cemetery Preservation Commission special called meeting minutes as submitted. Seconded by Rebecca Carlson.

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

3. Financial Report

A. Financials: July 2025

Consideration to accept the July 2025 Cemetery Fund financial reports.

Motion by Lizz Gray to accept the July 2025 Cemetery Fund financial reports as submitted. Seconded by Rebecca Carlson.

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

4. Cemetery Preservation Foundation Update

Cemetery Preservation Foundation Liaison Andrew Bramlett gave a brief update on the 2025 Life in the Cemetery Tour. Public ticket sales begin on September 1, with a pre-sale email already sent to past ticket holders; as of the meeting, 16 tickets had been sold. Mr. Bramlett also shared the proposed tour graphic created by the City's Communications Department and announced a second round of auditions scheduled for Saturday, August 30, at the Ben Robertson Community Center. In addition, he noted the Foundation would host a table at the City's Candy Crawl in front of the Cemetery on Saturday, October 25, from 12:00 p.m.– 5:00 p.m. and requested Commission members' assistance with staffing shifts.

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.

Motion by Judi Burrell to co-sponsor a scarecrow with the Cemetery Preservation Foundation to promote the Life in the Cemetery event for Scarecrows on Main. Seconded by Rebecca Carlson.

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

B. Discussion: Hardscape Preservation Guidelines

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

The Commission reviewed the draft Hardscape Preservation Guidelines prepared by Ashley Shares and commended the document for its detail and clear prioritization of preservation needs. They requested that Ms. Shares provide five missing photos from the survey and submit an editable, unlocked version of the document to allow for future updates.

C. Discussion: Clean Up Day

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

Lea Alvarez reminded the Commission that Clean Up Day is scheduled for October 4, 2025. She recommended planning the event around the volunteer and preservation guidelines provided by Ashley Shares. Further discussion will take place at the next regular meeting on September 11, 2025.

7. Staff Comment

8. Adjourn

Motion by Rebecca Carlson to adjourn the meeting at 4:34 p.m. Seconded by Judi Burrell.

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

DRAFT



City of Kennesaw

Balance Sheet

Account Summary

As Of 08/31/2025

Account	Name	Balance
Fund: 285 - CEMETERY TRUST FUND		
Assets		
285-0000-11-112100-00000	OPERATING ACCOUNT	40,037.46
285-0000-11-311100-00000	DUE FROM/TO GENERAL FUND	-866.67
	Total Assets:	39,170.79
		<u>39,170.79</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		32,045.25
Total Expense		3,933.01
Revenues Over/Under Expenses		28,112.24
	Total Equity and Current Surplus (Deficit):	39,170.79
	Total Liabilities, Equity and Current Surplus (Deficit):	<u>39,170.79</u>

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

Beginning Cash	\$ 41,358.77
Cash Receipts:	
Interest Earned	<u>78.69</u>
Total Cash Receipts	<u>78.69</u>
Cash Disbursements:	
Ashley Shares	<u>1,400.00</u>
Total Cash Disbursements	<u>1,400.00</u>
Ending Cash	<u><u>\$ 40,037.46</u></u>



City of Kennesaw

Income Statement Account Summary

For Fiscal: 2024-2025 Period Ending: 08/31/2025

		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	31,500.00	-21,500.00
285-0000-36-100000-00000	INTEREST REVENUES	500.00	500.00	78.69	545.25	-45.25
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	78.69	32,045.25	-10,045.25
Expense						
285-4950-52-125000-00000	OTHER PROFESSIONAL SERVICES	2,000.00	2,000.00	1,400.00	1,400.00	600.00
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	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	1,400.00	3,933.01	18,066.99
	Fund: 285 - CEMETERY TRUST FUND Surplus (Deficit):	0.00	0.00	-1,321.31	28,112.24	
	Total Surplus (Deficit):	0.00	0.00	-1,321.31	28,112.24	



Item Report

TO: The Cemetery Preservation Commission
FROM: Lea Alvarez, City Clerk
DATE: September 11, 2025
TITLE: **Final Draft: Hardscape Preservation Guidelines**
Consideration to approve the final draft of the Hardscape Preservation Guidelines submitted by Ashley Shares.

Summary:

Following the special called meeting on August 28, 2025, staff forwarded the two comments provided on the draft document to Ms. Shares. Ms. Shares provided staff with the correct steps to locate the missing photos from the site visit, as well as submitted an unlocked, editable version of the guidelines for Commission use. All requests have been completed.

Recommendation:

Staff recommends approval.

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:

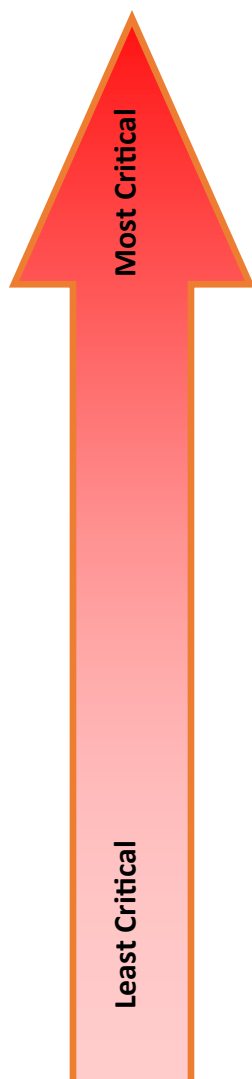
1. Search thoroughly for missing pieces. Carefully clean each piece to be repaired. Depending on the fragility of the pieces, more or less scrubbing will be utilized. **Clean water and soft bristle brushes** is often enough to remove surface dirt and some staining. If additional cleaning is required, **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

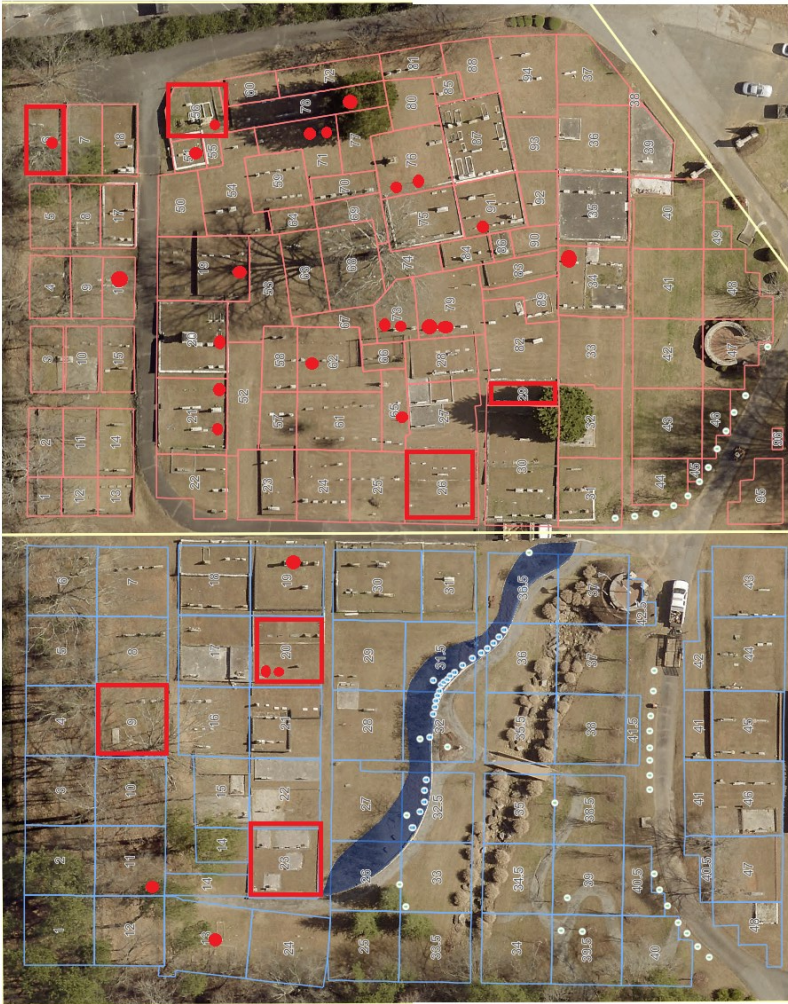
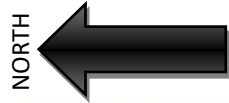
Broken fragments or thin/fragile monuments that have fallen, especially on highly trafficked areas

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: Lea Alvarez, City Clerk

DATE: September 11, 2025

TITLE: **Proposal: Omega Mapping**
 Consideration to approve a proposal submitted by Omega Mapping for ground-penetrating radar of Section III.

Summary:

Staff solicited quotes from businesses specializing in ground-penetrating radar, specifically for cemeteries. Public Works has noted the need to have an updated scan of the most active sections in the cemetery. GeoModel, Sentry Mapping, and Omega Mapping responded to the request. GeoModel indicated that to provide us with what we needed for the project, we would need to retain a land surveyor separately from their cost; Sentry Mapping provided a quote of \$5,800; and Omega Mapping provided a quote for \$5,216.00.

Recommendation:

Staff recommends approving the proposal from Omega Mapping for \$5,216.00.

Fiscal Impact:

Attachments:

1. Omega Mapping - GPR Proposal - Section III



Sect B
@.20
acre

Sect A
@.55
acre

Kennesaw City Cemetery
WEST SECTIONS
@ .75 acres



PRICE PROPOSAL
for
Ground Penetrating Radar
Digital Mapping
of the
--WEST SECTIONS--
City of Kennesaw Cemetery
Cemetery Street
Kennesaw, Georgia 30144

June, 5, 2025



Dedicated to providing affordable cemetery mapping services.

P.O. Box 691, Fortson, GA 31808
Email: len@omegamapping.com

www.omegamapping.com

Business Phone: (478) 747-3747
FAX number (866) 756-3509

June, 5, 2025

Kennesaw City Cemetery
Cemetery Street
Kennesaw, Georgia 30144
c/o Mr. Lewis Bramlett (lbramlett@kennesaw-ga.gov)

PURPOSE

The Client requests this Price Proposal for a Ground Penetrating Radar (GPR) scan and other mapping services of two sections of the City Cemetery of Kennesaw, Georgia. The purpose of this contract is to honor the heritage of the community and ensure unmarked burials are correctly placed and are duly noted for future reference. No archeological excavation of any GPR discovery is requested at this time.

SCOPE OF WORK

The scope for this Proposal measures .75 acre. In this proposal the client requests the burials in the two most western sections of the cemetery to be scanned with Ground Penetrating Radar and then carefully GPS mapped noting anomalies. Scaled renderings of each burial in these sections will be drawn noting the placement of burials. Simultaneously unmarked burials will be discovered with GPR, then temporarily marked with orange flags and noted on scaled digital maps. Each unknown and marked burial will be photographed (JPG) and GPS points collected on the renderings. Available burial spaces in these sections will be noted on maps

TASKS

In advance the client will clear limbs, debris, and cut the grass as close as feasible from the designated areas to be scanned with Ground Penetrating Radar (GPR). Prior to GPS collection, OMS will ensure site preparation is complete for the best collection of burial marker data as practical. In order to get the most accurate cemetery map, as much thatch and grass trimmings as practical will be removed from the face of burials marker. Names and dates on burial markers must be free of memorabilia and floral arrangements, etc.

Scaled renderings of the burials in these two sections will be collected noting existing landmarks and coping. As much above ground & below ground discovery as possible will be collected and placed on maps, including GPR discovery of potential burials. A searchable GIS web link will be created to manage these sections. A digital cemetery roster will be created from burial information located on burial markers.

PROCEDURE

1. **Ground Penetrating Radar GPR for Marked and Unmarked Burials.** Throughout these two sections, head and foot of known and unknown burials will be marked with paint and flags. The GPR scan will include unmarked burials inside family coping and across pathways using the standard Utility Scan with a 400mhz, **Geophysical Survey System (GSSI)** antenna. The project will be managed, from start to completion by the site Supervisor.
2. **GPS Collection of Known and Unknown Burials.** GPS scaled renderings will be collected of three categories of burial, known, unknown, and unmarked burials using **Trimble 650, Trimble Catalyst and/or the Trimble Series III Robotic station** noting surface landmarks, including fencing, burial markers, slabs, coping, etc. Digital pictures (.jpg) of each burial marker will be collected. To ensure a comprehensive rendering, satellite and ground photography will be utilized.

3. **Post-Processing – Step 1 Raw Data Uploaded.** Periodically each day raw field data will be uploaded to Post Processing. Digital draftsmen will take this GPR and GPS information collected onsite, blend it with the information into digitized GIS fields (layers) using Vector Graphic software. These drawings will be of an overview of each Section.
4. **Post-Processing – Step 2 Transcription.** GPS information from the jpg pictures taken of each monument will be transcribed into digital renderings and collated into a database for easy identification of location of interred in the cemetery. As much as feasible, from digital pictures technicians will collect first name, middle initial, last name and veteran status from burial markers.
5. **Post-Processing – Step 3 Preliminary Maps.** Large format Preliminary digital Maps of the sections will be created, uploaded for review and correction by the client for Quality Control.
6. **Final Maps delivered to the Client.** After corrections are made and verified, and uploaded to the OMS office Final Maps will be presented digitally to the client on 24”x36” large format. Final maps will be forwarded to the client in PDF format.
7. **Web Link created for City Cemetery Website.** After final maps are delivered, Omega will create an ArcGIS web link to be uploaded and managed by the client. The map will remain current because the city will host the web link in order to make additions to the cemetery map as new burials are made.

TIMELINE

Weather permitting; Omega Mapping Services begins most GPR/Mapping projects 3-6 weeks from receipt of signed Service Agreement. Payment shall be made in **four (4) progress draws**, tied to key milestones, as outlined below:

1. **Draw 1 – Project Mobilization:**
Due upon contract execution. This draw covers project planning, scheduling, and mobilization and living – **20%** of the total contract amount.
2. **Draw 2 – Completion and upload of GPR and GPS Field work collection:**
Invoice 2 will be submitted upon completion of Ground Penetrating Radar (GPR) scan and GPS collection of discovery – **20%** of the total contract amount.
3. **Draw 3 – Delivery of Draft Digital GIS Map:**
Due upon delivery of a draft digital GIS map showing mapped gravesites (both marked and unmarked) for client review – **20%** of the total contract amount.
4. **Draw 4 – Final Deliverables and Project Closeout:**
Final Invoice payment is due upon delivery of final deliverables and final review meetings – **20%** of the total contract amount.

Drawings will be submitted to the client within 120 days from final date of Field work in the cemetery, unless a specific due date is requested.

Respectfully Submitted,

Paul L. Strozier III

Len Strozier
OMEGA MAPPING SERVICES
478-747-3747

Kennesaw Cemetery

Cemetery Street

Kennesaw, Georgia 30144

June, 5, 2025

@ .75 acres

CEMETERY MAPPING SERVICES

a. Ground Penetrating Radar of Two Sections GPR of available burial spaces within the cemetery	\$1,876.00
b. On-site, scaled GPS Renderings Collection of the head and foot points of burials throughout the sections Including Jpg photos and GPS points of each known and unknown burial	\$1,600.00
c. ArcGIS Digital Drafting scaled maps of field discovery Including transcription of known, unknown markers, unmarked a Web link will be uploaded to be managed locally	\$1,100.00
d. Fixed costs: Mobilization and Field Supplies	\$640.00
PRICE PROPOSAL:	\$5,216.00





Item Report

TO: The Cemetery Preservation Commission
FROM:
DATE: September 11, 2025
TITLE: Discussion: Clean Up Day

Summary:

Recommendation:

Fiscal Impact:

Attachments:

1. CEMETERY CLEAN UP DAY 2025 - Kennesaw

KENNESAW CITY CEMETERY

EVENT DETAILS: Clean-up Day October 4, 2025 9am until Noon

EVENT SET-UP and NEEDED SUPPLIES:

WATER, SUPPLIES, and TRASH CANS: Have Public Works place them at the bench on Rose Circle (RED STAR) behind Horned Owl Brewery.

TABLES AND CHAIRS: Supplied by Bramlett family - placed by kiosk at BLUE STAR

PAPERS AND SUPPLIES NEEDED

- Weighted bags, pens and clipboards
- Sign in pages for names and email addresses of participants
- Foundation brochures
- Commission brochures
- Life in the Cemetery flyers
- Other items?

THINGS TO DO:

➤ **BEFORE THE EVENT:**

- THINGS TO GET
- Funnel – for transferring D2 to water bottles
- PVC – ¾ inch in 8 inch length
- Auger or some other way to install PVC
- PLAN CEMETERY TOUR with Andrew Bramlett
- REQUEST FLYER FROM COMMUNICATIONS DEPT

➤ **PROMOTE EVENT**

- Social media (City and Andrew Bramlett)
 - Cleaning Supplies provided – to Communications
- Email to cemetery plot owners? Life in the Cemetery past participants?

➤ **DAY BEFORE EVENT**

- SUPPLIES and A-FRAME – Get from City Clerk's office

DAY OF EVENT

➤ **VOLUNTEER ASSIGNMENTS:**

- Greeters and Check in table – Lewis Bramlett & City Clerks staff
- Lead gravestone cleaning – ???
- Cemetery Tour – Andrew Bramlett
- Other?

➤ **GRAVESTONE CLEANING:** Work in Section B. Start at the kiosk and work outward. (Do we pre-mark graves?)

- Red & Green flags (100 each)
- Place Friday, October 3
- Phase 1 and Phase 2 for Headstone Cleaning

➤ **Flag PVC INSTALLATION** for Wreaths Across America: Start at initial road split and install on left side – Install PVC ¾ inch PVC segments cut into 8 inches for 15 to 20 flags

➤ **TRASH/DEBRIS pick up:** Check perimeter of entire cemetery

➤ **OTHER???**

KENNESAW CITY CEMETERY





Item Report

TO: The Cemetery Preservation Commission
FROM: Lea Alvarez, City Clerk
DATE: September 11, 2025
TITLE: Discussion: Creative Landscape Quote for Scattering Garden

Summary:

Staff has received a complaint about the state and appearance of the cremation scattering garden. This discussion item is regarding reaching out to Creative Landscape for a quote for the planting and maintenance of flowers in the garden area.

Recommendation:

Fiscal Impact:

Attachments:

None



Item Report

TO: The Cemetery Preservation Commission
FROM:
DATE: September 11, 2025
TITLE: Discussion: Wreaths Across America

Summary:

Recommendation:

Fiscal Impact:

Attachments:
None