

**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.