



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

**Cemetery Preservation Commission  
Meeting Agenda  
October 9, 2025 4:00 PM  
City Hall Training Room  
(2529 J.O. Stephenson Avenue, Kennesaw, GA 30144)**

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- 1. Call to Order / Roll Call**
- 2. Approval of the Meeting Minutes**
  - A. Minutes: September 11, 2025**

Approval of the September 11, 2025, Cemetery Preservation Commission regular meeting minutes.
- 3. Financial Report**
  - A. Financials: September 2025**

Consideration to accept the September 2025 Cemetery Fund financial reports.
- 4. Cemetery Preservation Foundation Update**
- 5. Old Business**
  - A. Recap: Clean Up Day**
  - B. Update: Road Removal and Sod Placement**
- 6. New Business**
  - A. Proposal: Landscape Installation for Cremation Scattering Garden and Information Center**

Consideration to approve the proposal submitted by Creative Landscapes for landscaping in the Kennesaw City Cemetery.
  - B. Refund Request: Memorial Tree**

Consideration to approve a refund request for a Japanese Cherry Tree due to not being notified prior to its removal.
- 7. Staff Comment**
  - A. Update: Ground Penetrating Radar, 2026 Cemetery Event Dates,**

## **Newsletter, and Mobility Plan Next Steps**

### **8. Adjourn**

**MINUTES OF CEMETERY PRESERVATION COMMISSION MEETING  
CITY OF KENNESAW  
City Hall Training Room  
(2529 J.O. Stephenson Avenue, Kennesaw, GA 30144)  
September 11, 2025  
4:00 PM**

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**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: August 28, 2025 Special Called Meeting**

Approval of the August 28, 2025, Cemetery Preservation Commission special called meeting minutes.

Motion by Judi Burrell to approve the August 28, 2025, Cemetery Preservation Commission special called meeting minutes as written. Seconded by Rebecca Carlson.

Vote taken: motion approved unanimously. Motion passed.

**3. Financial Report**

**A. Financials: August 2025**

Consideration to accept the August 2025 Cemetery Fund financial reports.

Motion by Judi Burrell to approve the August 2025 Cemetery Fund financial reports as presented. Seconded by Lizz Gray.

Vote taken: motion approved unanimously. Motion passed.

**4. Cemetery Preservation Foundation Update**

Cemetery Preservation Foundation Liaison Andrew Bramlett gave a brief update on the Life in the Cemetery tour, noting that 30 tickets have been sold to date. He also shared that the Foundation is working to create a logo.

**5. Old Business**

**A. Final Draft: Hardscape Preservation Guidelines**

Consideration to approve the final draft of the Hardscape Preservation Guidelines submitted by Ashley Shares.

Lea Alvarez reported that comments from the August 28, 2025, Cemetery Preservation Commission special called meeting were submitted to Ashley Shares, who incorporated the feedback and produced the final, editable document. Ms. Alvarez then requested a motion to approve the Hardscape Preservation Guidelines so staff may issue the final payment per the contract.

Motion by Rebecca Carlson to approve the final draft of the Harscape Preservation Guidelines as submitted by Ashley Shares. Seconded by Judi Burrell.

Vote taken: motion unanimously approved. Motion passed.

## **6. New Business**

### **A. Proposal: Omega Mapping**

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

Ms. Alvarez recapped discussions with staff and Omega Mapping, noting that staff believes Omega Mapping is the only vendor among the three quotes solicited that can deliver the ground-penetrating radar results as requested.

Motion by Judi Burrell to approve a proposal submitted by Omega Mapping for ground-penetrating radar of Section III as presented. Seconded by Lizz Gray.

Vote taken: motion unanimously approved. Motion passed.

### **B. Discussion: Clean Up Day**

Lewis Bramlett reviewed the to-do list for Clean Up Day, scheduled for October 4, 2025, from 9:00 a.m. to 12:00 p.m. The Commission asked staff to purchase additional D2 and to obtain a funnel for the event. Staff will also email lot owners notifying them of Clean Up Day.

Motion by Judi Burrell to approve the purchasing of D2 for Clean Up Day. Seconded by Rebecca Carlson.

Vote taken: motion unanimously approved. Motion passed.

### **C. Discussion: Creative Landscape Quote for Scattering Garden**

Ms. Alvarez presented a complaint from a family member of an individual interred in the Scattering Garden, who expressed concern about the garden's condition compared to the rest of the cemetery, particularly the lack of thriving flowers. Ms. Alvarez explained that Public Works planted a hardy flower variety in the area due to the absence of a water source and limited staff resources, making it difficult to maintain other types of plants. She suggested reaching out to the City's landscaping vendor, Creative Landscapes, to explore options for redesigning the garden to make it more visually

appealing. In addition, she noted that the Section III area designated for an information center is currently overgrown and could also benefit from a low-maintenance, low-profile redesign by Creative Landscapes.

The Commission agreed and asked Ms. Alvarez to proceed.

**D. Discussion: Wreaths Across America**

Jim Poole provided an update on Wreaths Across America, scheduled for Saturday, December 13, 2025, at 12:00 p.m., with wreath placement to follow immediately after the ceremony.

Ms. Alvarez also reminded the Commission that they would be responsible for the cost of the portable toilet for the event.

**7. Staff Comment**

**8. Adjourn**

Lewis Bramlett adjourned the meeting at 4:42 p.m.

**DRAFT**



City of Kennesaw

# Balance Sheet

## Account Summary

As Of 09/30/2025

Account	Name	Balance
<b>Fund: 285 - CEMETERY TRUST FUND</b>		
<b>Assets</b>		
<a href="#">285-0000-11-112100-00000</a>	OPERATING ACCOUNT	37,944.44
	<b>Total Assets:</b>	<b>37,944.44</b>
		<b><u>37,944.44</u></b>
<b>Liability</b>		
	<b>Total Liability:</b>	<b>0.00</b>
<b>Equity</b>		
<a href="#">285-0000-13-422000-00000</a>	F/B UNRES - UNDESIGNATED	43,035.37
<a href="#">285-0000-13-531000-00000</a>	F/B - COMMITTED - CEMETERY MAINTEN/	-31,976.82
	<b>Total Beginning Equity:</b>	<b>11,058.55</b>
Total Revenue		32,218.90
Total Expense		5,333.01
<b>Revenues Over/Under Expenses</b>		<b>26,885.89</b>
	<b>Total Equity and Current Surplus (Deficit):</b>	<b>37,944.44</b>
	<b>Total Liabilities, Equity and Current Surplus (Deficit):</b>	<b><u>37,944.44</u></b>

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

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Beginning Cash	\$ 40,037.46
Cash Receipts:	
Donation	\$ 100.00
Interest Earned	<u>73.65</u>
Total Cash Receipts	<u>173.65</u>
Cash Disbursements:	
DTDF - Cemetery to General Fund	866.67
Ashley Shares	<u>1,400.00</u>
Total Cash Disbursements	<u>2,266.67</u>
Ending Cash	<u><u>\$ 37,944.44</u></u>



City of Kennesaw

# Income Statement Account Summary

For Fiscal: 2024-2025 Period Ending: 09/30/2025

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Fund: 285 - CEMETERY TRUST FUND</b>						
<b>Revenue</b>						
<a href="#">285-0000-34-910000-00000</a>	CEMETERY FEES	10,000.00	10,000.00	0.00	31,500.00	-21,500.00
<a href="#">285-0000-36-100000-00000</a>	INTEREST REVENUES	500.00	500.00	73.65	618.90	-118.90
<a href="#">285-0000-37-000000-00000</a>	CONTRIBUTION/DONATIONS	500.00	500.00	100.00	100.00	400.00
<a href="#">285-0000-37-100000-00000</a>	DONATION - CEM. PRESERVATION FOUNDA...	3,000.00	3,000.00	0.00	0.00	3,000.00
<a href="#">285-0000-39-400000-00000</a>	USE OF PY RESERVE	8,000.00	8,000.00	0.00	0.00	8,000.00
	<b>Revenue Total:</b>	<b>22,000.00</b>	<b>22,000.00</b>	<b>173.65</b>	<b>32,218.90</b>	<b>-10,218.90</b>
<b>Expense</b>						
<a href="#">285-4950-52-125000-00000</a>	OTHER PROFESSIONAL SERVICES	2,000.00	2,800.00	1,400.00	2,800.00	0.00
<a href="#">285-4950-52-325000-00000</a>	POSTAGE	150.00	150.00	0.00	0.00	150.00
<a href="#">285-4950-52-350000-00000</a>	TRAVEL	750.00	750.00	0.00	0.00	750.00
<a href="#">285-4950-52-361000-00000</a>	ORGANIZATIONAL MEMBERSHIP	350.00	350.00	0.00	0.00	350.00
<a href="#">285-4950-52-460000-00000</a>	CEMETERY REPAIR AND MAINTENANCE	8,000.00	8,000.00	0.00	0.00	8,000.00
<a href="#">285-4950-53-118000-00000</a>	OPERATING MATERIALS/SUPP	10,000.00	9,200.00	0.00	2,533.01	6,666.99
<a href="#">285-4950-53-118500-00000</a>	CEMETERY TREES	750.00	750.00	0.00	0.00	750.00
	<b>Expense Total:</b>	<b>22,000.00</b>	<b>22,000.00</b>	<b>1,400.00</b>	<b>5,333.01</b>	<b>16,666.99</b>
	<b>Fund: 285 - CEMETERY TRUST FUND Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>-1,226.35</b>	<b>26,885.89</b>	
	<b>Total Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>-1,226.35</b>	<b>26,885.89</b>	



# Item Report

**TO:** The Cemetery Preservation Commission  
**FROM:** Lea Alvarez, City Clerk  
**DATE:** October 9, 2025  
**TITLE:** **Recap: Clean Up Day**

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**Summary:**

On Saturday, October 4, 2025, the Cemetery Preservation Commission held its annual Clean Up Day. Approximately 19 volunteers, including Commission members, attended the event and cleaned +/- 100 headstones.

**Recommendation:**

**Fiscal Impact:**

**Attachments:**

None



## Item Report

**TO:** The Cemetery Preservation Commission  
**FROM:**  
**DATE:** October 9, 2025  
**TITLE:** Update: Road Removal and Sod Placement

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**Summary:**

**Recommendation:**

**Fiscal Impact:**

**Attachments:**  
None



## Item Report

**TO:** The Cemetery Preservation Commission

**FROM:** Lea Alvarez, City Clerk

**DATE:** October 9, 2025

**TITLE:** **Proposal: Landscape Installation for Cremation Scattering Garden and Information Center**  
 Consideration to approve the proposal submitted by Creative Landscapes for landscaping in the Kennesaw City Cemetery.

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### Summary:

Staff engaged Creative Landscapes, the City's contracted landscaping company, to prepare a proposal for landscape installation at the Cremation Scattering Garden and the Information Center in Section III. The proposed design features plant materials that are low-maintenance and drought-tolerant, recognizing that no water source is available within the cemetery. Creative Landscapes will also provide watering services until the new plantings are established. The scope of work for the Information Center is estimated at \$5,815, and the scope for the Cremation Scattering Garden is \$7,010, which includes the installation of a metal border delineating the cremation scattering area from the planting area.

### Recommendation:

Staff recommends approving the Cremation Scattering Garden scope of work and engaging the Cemetery Preservation Foundation to cover the cost of the Information Center scope of work.

### Fiscal Impact:

\$7,010 - 285-4950-52-460000-00000 Cemetery Repair and Maintenance

### Attachments:

1. Proposal - Creative Landscapes
2. Photo



**CREATIVE**  
LANDSCAPE GROUP  
LANDSCAPE INSTALLATION PROPOSAL

**Kennesaw Cemetery**

**Scope of Work**

**New Signage Area**

- Transplant plant material not used in this area (per plan), including:
  - Emerald Green Arborvitae
  - Miscanthus Grasses
  - Azaleas
  - Hydrangeas
- Install new plantings:
  - (10) Hicks Yew – upright evergreen shrubs for strong vertical form.
  - (10) Autumn Fern – copper-red new fronds that mature to deep green, ideal for shaded texture.
  - (4 flats) Acorus Grass – hardy, clump-forming groundcover with narrow bright green leaves.
  - (6) Bobo Hydrangea – compact hydrangea with abundant white blooms that age to pink.
  - (12) Radiance Abelia – semi-evergreen shrub with variegated foliage and fragrant blooms.
  - (8) Crimson Fire Loropetalum – low-growing evergreen with deep burgundy foliage.
- Knock down tree rings where trees have died, allowing turfgrass to fill in naturally.
- Spread fresh mulch for finishing, moisture retention, and weed suppression.

**Project Cost: \$5,815.00**

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**Cremains Area**

- Transplant Azaleas and Gardenia into mass planting (per plan).
- Amend soil and rake smooth for final grade.
- Install new plantings:
  - (20) Vintage Jade Distylium – spreading evergreen shrub with dark green foliage and excellent durability.
  - (6 flats) Acorus Grass – evergreen groundcover for edging and texture.
  - (17) Adagio Grass – dwarf maiden grass variety with fine texture and showy seed heads.
- Perform initial watering and continue watering schedule until establishment.
- Spread fresh mulch and pine straw for clean finish.

**Project Cost: \$5,660.00**

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**Optional Add-On**

- Install **metal edging** to delineate cremains spreading area from planting beds.

**Add-On Cost: \$1,350.00**

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**Total Project Cost: \$12,825.00**

**All projects require a 50% deposit to be placed on the calendar. Balance will be due upon completion.**  
Please allow \$1000.00 for contingencies.

## Acceptance of proposal X:

Please apply 2.99% for payment with credit card. 1.99% for ACH

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Creative Landscape Group  
1265 Acworth Due West Rd.  
Kennesaw, GA 30152  
(c)770-757-9891

[creativecutslandscapes@gmail.com](mailto:creativecutslandscapes@gmail.com)



**Hicks Yew**



**Autumn Fern**



**Acorus Grass**



**Bobo Hydrangea**



**Radiance  
Abelia**



**Crimson Fire  
Loropetalum**



**Vintage Jade  
Distyllum**



**Adagio Grass**



## Item Report

**TO:** The Cemetery Preservation Commission  
**FROM:** Lea Alvarez, City Clerk  
**DATE:** October 9, 2025  
**TITLE:** **Refund Request: Memorial Tree**  
Consideration to approve a refund request for a Japanese Cherry Tree due to not being notified prior to its removal.

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**Summary:**

An owner of a memorial plaque placed on a Japanese cherry tree in Section III is requesting a refund from the Commission due to a lack of notice prior to the tree being removed.

**Recommendation:**

**Fiscal Impact:**

\$250.00 - 285-4950-53-118000-00000 Operating Materials/Supplies

**Attachments:**

None