

**MINUTES OF CEMETERY PRESERVATION COMMISSION MEETING
CITY OF KENNESAW
City Hall Training Room
(2529 J.O. Stephenson Avenue, Kennesaw, GA 30144)
October 9, 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: September 11, 2025

Approval of the September 11, 2025, Cemetery Preservation Commission regular meeting minutes.

Motion by Judi Burrell to approve the September 11, 2025, Cemetery Preservation Commission regular meeting minutes as submitted. Seconded by Rebecca Carlson.

Vote taken: motion approved unanimously. Motion passed.

3. Financial Report

A. Financials: September 2025

Consideration to accept the September 2025 Cemetery Fund financial reports.

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

Vote taken: motion approved unanimously. Motion passed.

4. Cemetery Preservation Foundation Update

Cemetery Preservation Foundation Liaison Andrew Bramlett provided an update on the Life in the Cemetery tour, noting that 102 tickets have been sold to date. He also highlighted upcoming educational events the Commission is being asked to co-sponsor to increase awareness of the Kennesaw City Cemetery, including a public research workshop with the Cobb Genealogical Society and a cemetery tour with the Atlanta Preservation Center, both scheduled for March.

Motion by Rebecca Carlson to approve co-sponsoring the public research workshop

with the Cobb Genealogical Society in March as presented. Seconded by Jim Poole.

Vote taken: motion approved unanimously. Motion passed.

Motion by Lizz Gray to approve co-sponsoring the cemetery tour with the Atlanta Preservation Center in March as presented. Seconded by Judi Burrell.

Vote taken: motion approved unanimously. Motion passed.

5. Old Business

A. Recap: Clean Up Day

Ms. Alvarez provided a recap of the October 4, 2025, Cemetery Clean-Up event, noting that approximately 19 volunteers participated and 100 headstones were cleaned. Most volunteers learned about the event through social media or the marquee on Main Street. Lizz Gray noted that the Commission used approximately two gallons of D2 during the event and recommended budgeting about three gallons per future event.

B. Update: Road Removal and Sod Placement

Ms. Alvarez reported that Public Works successfully removed the asphalt from the roads between Historic A and Chalker, as well as in Historic B, in a single day. The sod, which was ordered below budget, has been installed on these roadways in time for Clean-Up Day and the upcoming Life in the Cemetery event.

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.

Ms. Alvarez presented a proposal from Creative Landscaping Group for landscaping the cremation scattering garden and the information center in Section III. The proposal was prompted by a complaint regarding the state of the cremation scattering garden and included recommendations for low-maintenance, resilient plantings due to the lack of a water source in the cemetery.

The Commission raised questions regarding the type of maintenance required, the planting layout, and the selection of plant materials.

Ms. Alvarez suggested scheduling a special called meeting with Creative Landscaping Group to address these questions and allow for planting during the current season if the Commission chooses to proceed.

Motion by Judi Burrell to postpone the approval of the proposal submitted by Creative Landscaping Group for landscaping in the Kennesaw City Cemetery until the next scheduled meeting. Seconded by Rebecca Carlson.

Vote taken: motion approved unanimously. Motion passed.

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.

Ms. Alvarez reported that the owner of a memorial tree plaque placed at a Japanese Cherry was not notified prior to the tree's removal due to disease. The owner requested a refund due to the lack of notification.

Ms. Alvarez stated that she spoke with the owner, expressed regret for the oversight, and shipped the plaque so it could be placed at the base of a tree of the owner's choosing.

The Commission discussed the language on the memorial tree donation form, which specifies that trees remain the property of the City of Kennesaw and that the Commission reserves the right to remove and not replace any donated tree that has been in place for more than one year and has died, become diseased, or become hazardous.

Motion by Judi Burrell to deny the refund request for the Japanese Cherry Tree. Seconded by Jim Poole.

Vote taken: motion approved unanimously. Motion passed.

7. Staff Comment

A. Update: Ground Penetrating Radar, 2026 Cemetery Event Dates, Newsletter, and Mobility Plan Next Steps

Ms. Alvarez provided updates on next steps for the ground penetrating radar project, the mobility plan, and the scheduling of dates for the 2026 Decoration Day and Clean-Up Day. The Bramletts noted that the Foundation plans to start a newsletter in January 2026, with contributions from the Commission.

8. Adjourn

Lewis Bramlett adjourned the meeting at 5:27 p.m.