

**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**

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.