



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

**Cemetery Preservation Commission
Meeting Agenda
November 13, 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: October 9, 2025 Regular Meeting**
Approval of the October 9, 2025, Cemetery Preservation Commission regular meeting minutes.
 - B. Minutes: October 17, 2025 Special Called Meeting**
Approval of the October 17, 2025, Cemetery Preservation Commission special called meeting minutes.
- 3. Financial Report**
 - A. Financials: October 2025**
Consideration to accept the October 2025 Cemetery Fund financial reports.
- 4. Cemetery Preservation Foundation Update**
- 5. Old Business**
 - A. Update: Wreaths Across America**
 - B. Update: Landscape and Ground Penetrating Radar Projects**
- 6. New Business**
 - A. Discussion: 2026 Cemetery Events**
- 7. Staff Comment**
 - A. Reminders: 2026 Officer Elections for Chair and Vice Chair and December Dinner**
- 8. Adjourn**

**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.

DRAFT

**MINUTES OF CEMETERY PRESERVATION COMMISSION MEETING
CITY OF KENNESAW
Kennesaw City Cemetery
(3000 Cemetery Street, Kennesaw, GA 30144)
October 17, 2025
11:30 AM**

1. Call to Order / Roll Call

Chair Lewis Bramlett called the meeting to order at 11:30 a.m.

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

Members Absent: Rebecca Carlson.

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

2. Old Business

A. Proposal: Landscape Installation for Cremation Scattering Garden and Information Center

Consideration to approve the proposal submitted by Creative Landscape Group for landscaping in the Kennesaw City Cemetery.

The Commission and staff met with Creative Landscape Group representative TJ DiGregorio to review the proposal and planting layout. Commissioners asked several questions regarding maintenance and plant selection. Mr. DiGregorio explained that all plant choices are low-maintenance and consistent with the plantings used throughout the downtown area.

Motion by Lizz Gray to approve the proposal submitted by Creative Landscape Group for landscaping in the Kennesaw City Cemetery. Seconded by Judi Burrell.

Vote taken: motion approved (Rebecca Carlson absent). Motion passed.

3. Adjourn

Chair Lewis Bramlett adjourned the meeting at 11:43 a.m.



Account	Name	Balance
Fund: 285 - CEMETERY TRUST FUND		
Assets		
285-0000-11-112100-00000	OPERATING ACCOUNT	25,493.54
285-0000-11-311100-00000	DUE FROM/TO GENERAL FUND	-218.14
	Total Assets:	25,275.40
		<u>25,275.40</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/	-5,309.07
	Total Beginning Equity:	37,726.30
Total Revenue		69.10
Total Expense		12,520.00
Revenues Over/Under Expenses		-12,450.90
	Total Equity and Current Surplus (Deficit):	25,275.40
	Total Liabilities, Equity and Current Surplus (Deficit):	<u>25,275.40</u>

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

Beginning Cash	\$ 37,944.44
Cash Receipts:	
Donation	
Interest Earned	<u>69.10</u>
Total Cash Receipts	<u>69.10</u>
Cash Disbursements:	
Super Sod	3,250.00
Atlanta Arbor Tree Care Specialist, LLC	<u>9,270.00</u>
Total Cash Disbursements	<u>12,520.00</u>
Ending Cash	<u><u>\$ 25,493.54</u></u>



City of Kennesaw

Income Statement Account Summary

For Fiscal: 2025-2026 Period Ending: 10/31/2025

		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	15,000.00	15,000.00	0.00	0.00	15,000.00
285-0000-36-100000-00000	INTEREST REVENUES	150.00	150.00	69.10	69.10	80.90
285-0000-37-000000-00000	CONTRIBUTION/DONATIONS	250.00	250.00	0.00	0.00	250.00
285-0000-37-100000-00000	DONATION - CEM. PRESERVATION FOUNDA...	2,000.00	2,000.00	0.00	0.00	2,000.00
285-0000-39-110000-00000	TRANSFERS IN - GENERAL FUND	9,950.00	9,950.00	0.00	0.00	9,950.00
285-0000-39-400000-00000	USE OF PY RESERVE	4,000.00	4,000.00	0.00	0.00	4,000.00
	Revenue Total:	31,350.00	31,350.00	69.10	69.10	31,280.90
Expense						
285-4950-52-125000-00000	OTHER PROFESSIONAL SERVICES	2,000.00	2,000.00	0.00	0.00	2,000.00
285-4950-52-325000-00000	POSTAGE	150.00	150.00	0.00	0.00	150.00
285-4950-52-460000-00000	CEMETERY REPAIR AND MAINTENANCE	26,875.00	26,875.00	12,520.00	12,520.00	14,355.00
285-4950-53-118000-00000	OPERATING MATERIALS/SUPP	2,325.00	2,325.00	0.00	0.00	2,325.00
	Expense Total:	31,350.00	31,350.00	12,520.00	12,520.00	18,830.00
	Fund: 285 - CEMETERY TRUST FUND Surplus (Deficit):	0.00	0.00	-12,450.90	-12,450.90	
	Total Surplus (Deficit):	0.00	0.00	-12,450.90	-12,450.90	

Income Statement

For Fiscal: 2025-2026 Period Ending: 10/31/2025

Group Summary

Account Type	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 285 - CEMETERY TRUST FUND					
Revenue	31,350.00	31,350.00	69.10	69.10	31,280.90
Expense	31,350.00	31,350.00	12,520.00	12,520.00	18,830.00
Fund: 285 - CEMETERY TRUST FUND Surplus (Deficit):	0.00	0.00	-12,450.90	-12,450.90	12,450.90
Total Surplus (Deficit):	0.00	0.00	-12,450.90	-12,450.90	

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
285 - CEMETERY TRUST FUND	0.00	0.00	-12,450.90	-12,450.90	12,450.90
Total Surplus (Deficit):	0.00	0.00	-12,450.90	-12,450.90	



Item Report

TO: The Cemetery Preservation Commission
FROM:
DATE: November 13, 2025
TITLE: Update: Wreaths Across America

Summary:

Recommendation:

Fiscal Impact:

Attachments:
None



Item Report

TO: The Cemetery Preservation Commission
FROM:
DATE: November 13, 2025
TITLE: Update: Landscape and Ground Penetrating Radar Projects

Summary:

Recommendation:

Fiscal Impact:

Attachments:
None



Item Report

TO: The Cemetery Preservation Commission
FROM:
DATE: November 13, 2025
TITLE: Discussion: 2026 Cemetery Events

Summary:

Recommendation:

Fiscal Impact:

Attachments:

1. Kennesaw City Cemetery 2026 Calendar

KENNESAW CITY CEMETERY 2026

March (Mar 28, Apr 11, Apr 18 (cemetery): Cobb County Gen Society research event

March 21 at 1pm: Phoenix Flies Walking Tour (Andrew Bramlett)

May 2 from 9am to Noon: Decoration Day (offer walking tour?)

May: Flag placement at Veterans graves (& removal) – DAR event

June 21 at 6pm: Evening Cemetery Tour (Andrew Bramlett)

Summer: Cemetery themed Art Exhibit at Ben Robertson

October 3 from 9am to Noon: Clean Up Day (offer walking tour?)

October (Day/Time TBD): Candy Crawl booth to promote Life in the Cemetery Tours

October 22-25: Life in the Cemetery Tours – Cemetery Foundation event

November: Flag placement at Veterans graves – DAR event

December 12 at Noon : Wreaths Across America – DAR event

January 2027 (Day/Time TBD): Wreaths and flag removal

IDEAS FOR CONSIDERATION

Scavenger hunt event (Foundation)

Music in the Cemetery (Foundation)

MEETINGS

(for consideration – joint meeting in February)

COMMISSION: January 9, February 13, March 13, April 10, May 8, June 12, July 10, August 14, September 11, October 9, November 13, No meeting in December

FOUNDATION: January 15, February 19, March 19, April 16, May 21, June 18, July 16, August 20, September 17, October 15, November 19, No meeting in December