

**MINUTES OF CEMETERY PRESERVATION COMMISSION MEETING  
CITY OF KENNESAW  
City Hall Training Room  
(2529 J.O. Stephenson Avenue, Kennesaw, GA 30144)  
November 13, 2025  
4:00 PM**

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**1. Call to Order / Roll Call**

Chair Lewis Bramlett called the meeting to order at 4:01 p.m.

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

Guests: Andrew Bramlett, Cemetery Preservation Foundation Liaison.

Staff Present: Lea Alvarez, City Clerk; Nicholas Simpson, Deputy City Clerk; Tim Cox, Assistant Public Works Director; and Pat Ferris, Council Liaison.

**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.

Motion by Judi Burrell to approve the October 9, 2025, Cemetery Preservation Commission regular meeting minutes as submitted. Seconded by Rebecca Carlson.

Vote taken: motion unanimously approved. Motion passed.

**B. Minutes: October 17, 2025 Special Called Meeting**

Approval of the October 17, 2025, Cemetery Preservation Commission special called meeting minutes.

Motion by Judi Burrell to approve the October 17, 2025, Cemetery Preservation Commission special called meeting minutes as submitted. Seconded by Rebecca Carlson.

Vote taken: motion unanimously approved. Motion passed.

**3. Financial Report**

**A. Financials: October 2025**

Consideration to accept the October 2025 Cemetery Fund financial reports.

Motion by Rebecca Carlson to accept the October 2025 Cemetery Fund financial reports as presented. Seconded by Jim Poole.

Vote taken: motion unanimously approved. Motion passed.

#### **4. Cemetery Preservation Foundation Update**

Cemetery Preservation Foundation Liaison Andrew Bramlett provided a brief update on the Life in the Cemetery tour at the end of October. Almost 200 people attended.

#### **5. Old Business**

##### **A. Update: Wreaths Across America**

Jim Poole provided an update on Wreaths Across America, which included the following:

On November 2, the Daughters of the American Revolution, Kennesaw Mountain Chapter, placed flags and poppies at veterans' graves in the Kennesaw City Cemetery. Any missing PVC pipe was replaced.

On November 16, the poppies will be removed. Flags will remain for the Wreaths Across America event. A yard sign will be placed at the cemetery gate to let the public know that the Kennesaw City Cemetery is a Wreaths Across America location.

Between December 1 and December 13, the wreaths will be delivered for the event.

On December 12, city equipment will be delivered, and the Chapter will begin setting up for the event.

On December 13, the Wreaths Across America event will begin at 12:00 p.m. with wreath placement immediately following.

On January 12, the wreaths and flags will be removed from the cemetery.

##### **B. Update: Landscape and Ground Penetrating Radar Projects**

Lea Alvarez provided an update on the landscaping installation project. The project was completed and the invoice paid. She submitted the invoice to the Cemetery Preservation Foundation, which voted to donate \$5,800 towards the project.

Lewis Bramlett brought forth for the Commission's consideration purchasing a plaque recognizing the Foundation's contribution to be placed at the information center. It would be 9"x7", staked, and stainless steel.

Motion by Judi Burrell to approve the purchase of a plaque recognizing the Foundation's contribution toward the landscaping project to be placed at the information center as presented. Seconded by Jim Poole.

Vote taken: motion unanimously approved. Motion passed.

Lea Alvarez also provided an update on the ground penetrating radar project for Section III. Omega Mapping stated they would begin the project by the end of the week.

## **6. New Business**

### **A. Discussion: 2026 Cemetery Events**

Lewis Bramlett discussed proposed dates and events for 2026. Lizz Gray asked about the cemetery-themed art exhibit being held in the summer and whether we would have rights to use the photos submitted of the Kennesaw City Cemetery. Andrew Bramlett stated that after speaking to Vanita Keswani, the City's Art Programming Coordinator, summer was the only time available to hold the art exhibit and that he would ask about rights.

Lizz Gray also asked about the proposed scavenger hunt and whether it would be an event or a brochure. Lewis Bramlett responded that he was proposing it as an event so that it could be prefaced with a conversation about cemetery safety.

## **7. Staff Comment**

### **A. Reminders: 2026 Officer Elections for Chair and Vice Chair and December Dinner**

Lewis Bramlett reminded everyone that officer elections for Chair and Vice Chair would take place at the January 2026 meeting. He also reminded everyone that there would be a fellowship dinner in lieu of a meeting in December and provided further details on location.

## **8. Adjourn**

Lewis Bramlett adjourned the meeting at 4:45 p.m.

**DRAFT**