



**Cemetery Preservation Commission  
Meeting Agenda  
July 13, 2023 4:00 PM  
Council Chambers**

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- 1. Call to Order / Roll Call**
- 2. Approval of the Meeting Minutes**
  - A. Approval of the June 8, 2023 Cemetery Preservation Commission minutes.
- 3. Financial Report**
  - A. Receipt of the June financials.
- 4. Cemetery Preservation Foundation Update**
- 5. Old Business**
  - A. Atlanta Arbor Update
  - B. Re-Survey of Section III Update
  - C. Clean Up Day Planning
- 6. New Business**
  - A. DAR Events - Flag Replace and Refresh & Wreaths Across America
- 7. Staff Comment**
- 8. Adjourn**

**MINUTES OF CEMETERY PRESERVATION COMMISSION MEETING**  
**CITY OF KENNESAW**  
**Council Chambers**  
**June 8, 2023**  
**4:00 PM**

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

The meeting was called to order at 4:01 PM by Chairperson Bramlett.

- Roll Call: Lewis Bramlett, Lizz Gray, Judi Burrell, Anthony Gutierrez, Andrew Bramlett – Honorary Member
- Staff present: Lea Alvarez (City Clerk), Lily Smith (Deputy City Clerk), Tim Cox (Assistant Public Works Director), and Pat Ferris (Council Liaison)
- Guests present: Stephen King (Cemetery Foundation President)

**2. Approval of the Meeting Minutes**

- A. Approval of the May 11, 2023 regular meeting minutes.

Motion by Vice Chairperson Gray to approve the May 11, 2023 regular meeting minutes. Seconded by Commissioner Gutierrez.

Vote taken, motion unanimously approved 3-0. Motion passed.

**3. Financial Report**

- A. Receipt of the May financials.

Motion by Commissioner Burrell to approve the May 2023 financials. Seconded by Commissioner Gutierrez.

Vote taken, motion unanimously approved 3-0. Motion passed.

**4. Cemetery Preservation Foundation Update**

Cemetery Preservation Foundation President Stephen King provided the Cemetery Preservation Commission with an update. He shared that the Foundation voted to donate \$1,000 to the Commission for the purchase of new benches, and that they are still looking for new members. Ms. Michelle Newman has been attending recently and said she would like to join; however, the Foundation is at full membership based on the current bylaws. The Foundation has one member who has not attended any meetings since the beginning of the year. The Foundation is still looking to fill the secretary position, and while Jacque Cullins will remain on the board as a regular member, Mr. King will take the minutes. The Foundation is also in the process of updating its bylaws. They are on their second draft. The Foundation is looking into redoing its donation flyer

and have talked about using paper flyers versus using a QR code in the kiosks. During June's meeting, the Foundation will begin the planning for this year's walking tour. Ms. Alvarez will have to present the event in front of the Events Committee in July.

## **5. Old Business**

## **6. New Business**

- A. Authorization to proceed with the first phase of re-surveying Section 3 in the Kennesaw City Cemetery for the amount of \$3,480.00.

City Clerk Lea Alvarez presented this item. She went into detail about her conversations with Rusty Ruhling from Ruhling and Ruhling Land Surveyors. Assistant Public Works Director Tim Cox and Ms. Alvarez discussed the need for Mr. Ruhling to replace the pins in the ground in Section III, so that it would be easier to mark and sell lots. This process will also aid the public in finding loved ones and prevent encroachment on adjacent graves. Vice Chairperson Gray added that this data should be used to update all of the current maps and online databases. Mr. King inquired as to how far off some of the measurements were for some of the newer graves. Mr. Cox answered that some of the graves are encroached upon by the road at least a foot or so. Ms. Alvarez reiterated that the number one priority right now is the accuracy of the graves that are being marked for burial and sold this year. Mr. Cox was then praised for bringing this to the attention of the Commission and then spoke briefly about the timeline for the project moving forward.

Motion by Commissioner Burrell to authorize the spending of \$3,480.00 to re-survey Section III of the Kennesaw City Cemetery. Seconded by Commissioner Gutierrez.

Vote taken, motion unanimously approved 3-0. Motion passed.

- A. Fiscal Year 2024 Budget Update.

This item was taken out of order on the agenda and was addressed after the authorization of re-surveying Section III.

Ms. Alvarez addressed this item and informed the Commission that the proposed budget had been approved. She explained that the tree removal project along the Revival side of the cemetery was approved, but the funds will have to come out of the Cemetery Trust Fund and not the General Fund. The road repaving was approved as well, but this item will serve as a place holder until it can be added to a larger project. She then noted that the city will keep an eye on the erosion issues and see if the tree removal project remedies the issue. The budget amount for this will be approved by cemetery funds as well. Mr. Cox added that the bid winner for the LMIG Funds in 2023 would be a good fit in the future for a project such as this one. Commissioner Burrell suggested doing the tree cutting projects before the paving so that the heavy trucks would not ruin the newly paved roads. This fact was noted and then a general discussion followed regarding the importance of knowing what is under the roads before paving further so as to not accidentally encroach on established graves.

B. Authorization to proceed with Atlanta Arbor tree quotes.

This item was taken out of order on the agenda and was addressed after the Fiscal Year 2024 budget update.

This item was led by Ms. Alvarez, and she gave the following quotes from Atlanta Arbor to maintain and remove certain trees from the cemetery:

Red Oak Maintenance- \$3,410 for health trimming and plant growth regulation  
Pauper Section tree removal- \$3,980 to prevent these trees from falling and crushing historic graves  
Historic Section B tree removal- \$3,200 to cut and remove trees encroaching headstones  
Water Oak removal in Historic Section A- \$3,100

Mr. King inquired if the stumps of the trees would be removed, and Mr. Cox answered that Public Works would come in and grind the stumps. Chairperson Bramlett asked the commission to clarify its priorities. Councilmember Ferris asked if the commission had ample funds for this project. Ms. Alvarez responded there was over \$60,000 in operating cash. Commissioner Burrell inquired about priorities and the most pressing issues to address. Mr. Cox insisted that the Pauper Section and the trees on the Revival side of the cemetery were the most important projects because both would require a crane, and if done jointly, the fee would only be incurred once. Councilmember Ferris agreed and added that if the commission agreed to do these sections they should have funds left over at the end of the project. Chairperson Gray asked why the commission would want to remove the water oak from Historic A, and the commission discussed that the roots of the tree would ruin the graves around it and make it harder to dig graves in the surrounding areas. She then asked for the annual cost of maintenance of the red oak tree, which Mr. Cox answered that Public Works would like to maintain it once every three years. Ms. Alvarez, Vice Chairperson Gray, and Mr. Cox discussed the possibility of getting any discounts from Atlanta Arbor and it was noted that the discounts were already applied.

Motion by Vice Chairperson Gray to approve the Atlanta Arbor tree quotes for the Historic A water oak removal, the red oak tree maintenance, the removal of several trees through Historic B that are affecting surrounding headstones for an amount not to exceed \$9,710. Seconded by Commissioner Burrell.

Vote taken, motion unanimously approved 3-0. Motion passed.

Commissioner Burrell inquired about the timeline of the approved projects, and Ms. Alvarez answered that she would have to get with the company and see when they could start with a deadline of September in mind.

C. Discussion Only: Clean Up Day Planning

Chairperson Bramlett started off the discussion about Clean Up Day with the time of the event. He suggested 9 a.m. until 12 p.m. and the rest of the commission agreed. The

members inquired about the use of equipment during the event and Mr. Cox responded that Public Works has about 14 gallons of D2 on hand and that the commission did not use much of it at the last event. Commissioner Burrell agreed with the new time and added that Andrew Bramlett should do historical tours during the event. Chairperson Bramlett inquired as to how the cleaning supplies would reach the cemetery and Mr. Cox answered that they could be dropped off. Vice Chairperson Gray and Mr. Cox spoke about the logistics of dropping off supplies and ordering more if needed. Ms. Alvarez moved the conversation to what type of audience that the commission would like to target and gave a few past examples. She also added that she would start working with communication on marketing and that she would add in the address for the tours on the literature as well. Mr. Cox added that the Commission also needed to consider how to have enough water out in the Cemetery to do proper landscaping. Chairperson Bramlett posed the question as to how to acquire more volunteers. Ms. Alvarez added that in previous years, city staff had reached out to various volunteer groups with no success. Councilmember Ferris suggested a mailout but Ms. Alvarez informed him that the mailout list she had was for those who owned lots. Commissioner Burrell and Vice Chairperson Gray further discussed utilizing current resources such as the city's newsletter or the Cemetery Foundation's website. Commissioner Gutierrez offered to utilize his Kennesaw State University contacts to try and get volunteers. Chairperson Bramlett made it known that Andrew Bramlett would be happy to reach out to local media outlets. Mr. King said that after August 7th, the Foundation would be happy to add this info to their website.

## **7. Staff Comment**

### **B. Cemetery Bench Replacement Update.**

Mr. Cox and Ms. Alvarez discussed this item briefly. Mr. Cox announced that the benches would be delivered on July 10th. The commission then spoke about why the benches would not have engraved plaques due to rust concerns.

## **8. Adjourn**

Motion by Vice Chairperson Gray to approve the adjournment of the meeting at 5:03 p.m. Seconded by Commissioner Burrell.

Vote taken, motion unanimously approved 3-0. Motion passed.



City of Kennesaw

# Balance Sheet

## Account Summary

As Of 06/30/2023

| Account                                  | Name                                                            | Balance          |                  |
|------------------------------------------|-----------------------------------------------------------------|------------------|------------------|
| <b>Fund: 285 - CEMETERY TRUST FUND</b>   |                                                                 |                  |                  |
| <b>Assets</b>                            |                                                                 |                  |                  |
| <a href="#">285-0000-11-112100-00000</a> | OPERATING ACCOUNT                                               | 62,464.81        |                  |
| <a href="#">285-0000-11-310900-00000</a> | DUE FROM/TO GENERAL FUND                                        | 3.99             |                  |
|                                          | <b>Total Assets:</b>                                            | <b>62,468.80</b> | <b>62,468.80</b> |
| <b>Liability</b>                         |                                                                 |                  |                  |
| <a href="#">285-0000-12-190500-00000</a> | DUE TO GENERAL FUND                                             | 1,286.77         |                  |
|                                          | <b>Total Liability:</b>                                         | <b>1,286.77</b>  |                  |
| <b>Equity</b>                            |                                                                 |                  |                  |
| <a href="#">285-0000-13-120000-00000</a> | ENCUMBRANCE                                                     | -743.60          |                  |
| <a href="#">285-0000-13-411500-00000</a> | F/B RES FOR ENCUMBRANCES                                        | 743.60           |                  |
| <a href="#">285-0000-13-422000-00000</a> | F/B UNRES - UNDESIGNATED                                        | 58,948.10        |                  |
|                                          | <b>Total Beginning Equity:</b>                                  | <b>58,948.10</b> |                  |
| Total Revenue                            |                                                                 | 5,907.86         |                  |
| Total Expense                            |                                                                 | 3,673.93         |                  |
| <b>Revenues Over/Under Expenses</b>      |                                                                 | <b>2,233.93</b>  |                  |
|                                          | <b>Total Equity and Current Surplus (Deficit):</b>              | <b>61,182.03</b> |                  |
|                                          | <b>Total Liabilities, Equity and Current Surplus (Deficit):</b> |                  | <b>62,468.80</b> |

Cemetery Fund  
Operating Cash Activity  
For the Month Ended June 30, 2023

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|                              |                            |
|------------------------------|----------------------------|
| Beginning Cash               | \$ 61,148.53               |
| Cash Receipts:               |                            |
| Interest Earned (May & June) | 175.28                     |
| Cemetery Fees                | 500.00                     |
| Donations                    | <u>1,000.00</u>            |
| Total Cash Receipts          | <u>1,675.28</u>            |
| Cash Disbursements:          |                            |
| Signs & More, INC            | <u>359.00</u>              |
| Total Cash Disbursements     | <u>359.00</u>              |
| Ending Cash                  | <u><u>\$ 62,464.81</u></u> |



City of Kennesaw

# Income Statement

## Account Summary

For Fiscal: 2022-2023 Period Ending: 06/30/2023

|                                                           |                                        | Original<br>Total Budget | Current<br>Total Budget | MTD Activity    | YTD Activity    | Budget<br>Remaining |
|-----------------------------------------------------------|----------------------------------------|--------------------------|-------------------------|-----------------|-----------------|---------------------|
| <b>Fund: 285 - CEMETERY TRUST FUND</b>                    |                                        |                          |                         |                 |                 |                     |
| <b>Revenue</b>                                            |                                        |                          |                         |                 |                 |                     |
| <a href="#">285-0000-34-910000-00000</a>                  | CEMETERY FEES                          | 8,000.00                 | 8,000.00                | 500.00          | 4,135.00        | 3,865.00            |
| <a href="#">285-0000-34-911500-00000</a>                  | CEMETERY TREES REVENUE                 | 700.00                   | 700.00                  | 0.00            | 0.00            | 700.00              |
| <a href="#">285-0000-36-100000-00000</a>                  | INTEREST REVENUES                      | 1,150.00                 | 1,150.00                | 87.11           | 772.86          | 377.14              |
| <a href="#">285-0000-37-000000-00000</a>                  | CONTRIBUTION/DONATIONS                 | 500.00                   | 500.00                  | 0.00            | 0.00            | 500.00              |
| <a href="#">285-0000-37-100000-00000</a>                  | DONATION - CEM. PRESERVATION FOUNDA... | 3,000.00                 | 3,000.00                | 1,000.00        | 1,000.00        | 2,000.00            |
| <a href="#">285-0000-39-400000-00000</a>                  | USE OF PY RESERVE                      | 14,266.00                | 14,266.00               | 0.00            | 0.00            | 14,266.00           |
|                                                           | <b>Revenue Total:</b>                  | <b>27,616.00</b>         | <b>27,616.00</b>        | <b>1,587.11</b> | <b>5,907.86</b> | <b>21,708.14</b>    |
| <b>Expense</b>                                            |                                        |                          |                         |                 |                 |                     |
| <a href="#">285-4950-52-325000-00000</a>                  | POSTAGE                                | 650.00                   | 650.00                  | 0.00            | 0.00            | 650.00              |
| <a href="#">285-4950-52-350000-00000</a>                  | TRAVEL                                 | 650.00                   | 650.00                  | 0.00            | 0.00            | 650.00              |
| <a href="#">285-4950-52-361000-00000</a>                  | ORGANIZATIONAL MEMBERSHIP              | 100.00                   | 100.00                  | 0.00            | 0.00            | 100.00              |
| <a href="#">285-4950-52-460000-00000</a>                  | CEMETERY REPAIR AND MAINTENANCE        | 13,458.00                | 13,458.00               | 0.00            | -100.00         | 13,558.00           |
| <a href="#">285-4950-53-118000-00000</a>                  | OPERATING MATERIALS/SUPP               | 12,258.00                | 12,258.00               | 1,058.51        | 3,719.98        | 8,538.02            |
| <a href="#">285-4950-53-118500-00000</a>                  | CEMETERY TREES                         | 500.00                   | 500.00                  | 0.00            | 53.95           | 446.05              |
|                                                           | <b>Expense Total:</b>                  | <b>27,616.00</b>         | <b>27,616.00</b>        | <b>1,058.51</b> | <b>3,673.93</b> | <b>23,942.07</b>    |
| <b>Fund: 285 - CEMETERY TRUST FUND Surplus (Deficit):</b> |                                        | <b>0.00</b>              | <b>0.00</b>             | <b>528.60</b>   | <b>2,233.93</b> |                     |
| <b>Total Surplus (Deficit):</b>                           |                                        | <b>0.00</b>              | <b>0.00</b>             | <b>528.60</b>   | <b>2,233.93</b> |                     |

## Income Statement

For Fiscal: 2022-2023 Period Ending: 06/30/2023

## Group Summary

| Account Type                                              | Original<br>Total Budget | Current<br>Total Budget | MTD Activity  | YTD Activity    | Budget<br>Remaining |
|-----------------------------------------------------------|--------------------------|-------------------------|---------------|-----------------|---------------------|
| <b>Fund: 285 - CEMETERY TRUST FUND</b>                    |                          |                         |               |                 |                     |
| Revenue                                                   | 27,616.00                | 27,616.00               | 1,587.11      | 5,907.86        | 21,708.14           |
| Expense                                                   | 27,616.00                | 27,616.00               | 1,058.51      | 3,673.93        | 23,942.07           |
| <b>Fund: 285 - CEMETERY TRUST FUND Surplus (Deficit):</b> | <b>0.00</b>              | <b>0.00</b>             | <b>528.60</b> | <b>2,233.93</b> | <b>-2,233.93</b>    |
| <b>Total Surplus (Deficit):</b>                           | <b>0.00</b>              | <b>0.00</b>             | <b>528.60</b> | <b>2,233.93</b> |                     |

**Fund Summary**

| <b>Fund</b>                     | <b>Original<br/>Total Budget</b> | <b>Current<br/>Total Budget</b> | <b>MTD Activity</b> | <b>YTD Activity</b> | <b>Budget<br/>Remaining</b> |
|---------------------------------|----------------------------------|---------------------------------|---------------------|---------------------|-----------------------------|
| 285 - CEMETERY TRUST FUND       | 0.00                             | 0.00                            | 528.60              | 2,233.93            | -2,233.93                   |
| <b>Total Surplus (Deficit):</b> | <b>0.00</b>                      | <b>0.00</b>                     | <b>528.60</b>       | <b>2,233.93</b>     |                             |



## Item Report

**TO:** The Cemetery Preservation Commission  
**FROM:** Lea Alvarez, City Clerk  
**DATE:** July 13, 2023  
**TITLE:** Atlanta Arbor Update

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### Summary:

Atlanta Arbor has completed two of three approved projects for FY 23. On June 26, 2023, three trees were removed in Historic B, and on June 29, 2023 the large water oak tree along the road in Historic A was removed. The final project remaining is the red oak maintenance, which will begin this Friday, July 14, 2023, where they will cable and trim the branches. On July 17, 2023, Atlanta Arbor will complete the first deep root fertilization injection with the final injection scheduled for November.

### Recommendation:

### Fiscal Impact:

### Attachments:

1. Red Oak Maintenance Quote



Atlanta Arbor  
301 Old Clay St SE  
Marietta, GA 30060

Proposal #37328  
Date:

From: Ryan Rutledge

Proposal For

The City of Kennesaw  
2529 J.O. Stephenson Ave  
Kennesaw, GA 30144

main: 4042163299  
mobile: 4042163299  
[tcox@kennesaw-ga.gov](mailto:tcox@kennesaw-ga.gov)

Location

3000 Cemetery St  
Kennesaw, GA 30144

RR TP 3000 Cemetery St 30144

Terms:  
Net 30

| ITEM DESCRIPTION                                                                                                                                                                                                                                                                                                                                                        | QUANTITY | UNIT PRICE | AMOUNT    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|------------|-----------|
| 1) Tree Trimming                                                                                                                                                                                                                                                                                                                                                        | 1.0      | \$1645.00  | \$1645.00 |
| Diameter at Breast Height (DBH): 40.0"                                                                                                                                                                                                                                                                                                                                  |          |            |           |
| Tree Species: Red Oak                                                                                                                                                                                                                                                                                                                                                   |          |            |           |
| - Prune To Remove Deadwood 2" +                                                                                                                                                                                                                                                                                                                                         |          |            |           |
| -----                                                                                                                                                                                                                                                                                                                                                                   |          |            |           |
| - Prune To Remove Mistletoe                                                                                                                                                                                                                                                                                                                                             |          |            |           |
| - Location: See Map                                                                                                                                                                                                                                                                                                                                                     |          |            |           |
| 2) Cabling                                                                                                                                                                                                                                                                                                                                                              | 1.0      | \$554.50   | \$554.50  |
| Diameter at Breast Height (DBH): 40.0"                                                                                                                                                                                                                                                                                                                                  |          |            |           |
| Tree Species: Red Oak                                                                                                                                                                                                                                                                                                                                                   |          |            |           |
| Provides extra support for tree stabilization.                                                                                                                                                                                                                                                                                                                          |          |            |           |
| - Location: See Map                                                                                                                                                                                                                                                                                                                                                     |          |            |           |
| *14- 16ft of cabling                                                                                                                                                                                                                                                                                                                                                    |          |            |           |
| 3) Fertilization                                                                                                                                                                                                                                                                                                                                                        | 2.0      | \$357.75   | \$715.50  |
| Deep Root Fertilization Injection on the following tree(s):                                                                                                                                                                                                                                                                                                             |          |            |           |
| - 40" DBH Red Oak                                                                                                                                                                                                                                                                                                                                                       |          |            |           |
| *First Visit: Late May / Early June 2023                                                                                                                                                                                                                                                                                                                                |          |            |           |
| *Second Visit: November 2023                                                                                                                                                                                                                                                                                                                                            |          |            |           |
| Trees are products of their environment. Our goal is to enhance their environment, aka the soil. Our unique fertilizer blend specializes in amending the soil composition by adding beneficial nutrients such as Sea Kelp and Yucca Extracts. Treatment using our fertilizer blend will help promote more sustainable soil by inviting beneficial insects and bacteria. |          |            |           |
| *Billed & Scheduled Through Our Plant Health Care Department                                                                                                                                                                                                                                                                                                            |          |            |           |



Atlanta Arbor  
301 Old Clay St SE  
Marietta, GA 30060

Proposal #37328  
Date:

From: Ryan Rutledge

|                           |     |          |          |
|---------------------------|-----|----------|----------|
| 4) Plant Growth Regulator | 1.0 | \$495.00 | \$495.00 |
|---------------------------|-----|----------|----------|

Install Growth Regulator on the following tree(s):

- Late May/Early June 2023

The Growth Regulator is installed into the soil at the base of the tree. It moves systemically to the apical meristem at the end of every branch, then coats the meristem which does not allow full potential of growth. Each plant responds differently, however you can expect 40-70% reduction in growth. Reduction in growth allows the tree to conserve nutrients, increase its immune system, and increase fine root production. All of these things increase the overall health of the tree. This treatment is only installed 1 time every 3 years.

\*Billed & Scheduled Through Our Plant Health Care Department

Tags

CREW: 3-Man

Crew: Hand Carry

Equipment: Cabling

PHC: Fertilization

PHC: Growth Reg

SCHED On-Site: REP

Weather: DDO

Client Notes

Please review and agree to the terms and conditions that are included following this estimate.

For payments, we accept cash, check and/or credit card (3% convenience fee charged for each CC transaction).

Signature

x

Please sign here to accept the terms and conditions

|           |           |
|-----------|-----------|
| SUBTOTAL  | \$3410.00 |
| SALES TAX | \$0.00    |
| TOTAL     | \$3410.00 |



Atlanta Arbor  
301 Old Clay St SE  
Marietta, GA 30060

Proposal #37328

Date:

From: Ryan Rutledge

## Contacts

*Item #1*



Lea Alvarez

4049313549

[lalvarez@kennesaw-ga.gov](mailto:lalvarez@kennesaw-ga.gov)



Atlanta Arbor  
301 Old Clay St SE  
Marietta, GA 30060

Proposal #37328  
Date:

From: Ryan Rutledge



| ID  | DESCRIPTION       | COLOR |
|-----|-------------------|-------|
| 1&2 | - 40" DBH Red Oak |       |
| 3&4 | - 40" DBH Red Oak |       |



Authorizing this proposal affirms that all of the trees and or shrubs identified to have work performed on are owned by the customer. If not, the customer has secured written consent from the rightful owner.

Atlanta Arbor Tree Care Specialist, LLC (henceforth known as “Atlanta Arbor” or “the Company”) anticipates being able to commence work within 1-4 weeks upon receiving your notice to proceed, unless another previously specified date has been arranged in the event of emergency or other time-sensitive events. To initiate this project, Atlanta Arbor requests acceptance of this contract and confirmation of our engagement by your signature (physical or electronic) in the place provided on the contract.

The customer has the responsibility to identify to Atlanta Arbor any of the following items that are in the work zone prior to work commencement: septic systems including tanks, pipes and the entire septic field itself; irrigation systems including pipes, sprinkler heads and valves, and or other underground pipes; cable lines, underground power lines, and underground telephone lines; sewer lines, water lines, and any other underground systems that could be damaged by the removal of trees or limbs should the company be unaware of them. If the customer knows he/she has underground utilities, it is his/her responsibility to notify Atlanta Arbor so that the office may contact the proper utility contractors to mark utility lines prior to any tree work beginning. Atlanta Arbor shall be held harmless for any claims related to the damage of these systems should the customer not identify them as afore stated.

Once consent has been given to Atlanta Arbor to access the customer's property – specifically driveways and walkways – with heavy equipment, Atlanta Arbor shall not be liable for any damages made to driveways, sidewalks, pathways, etc., beyond the normal wear and tear of a medium- to heavy-duty vehicle (i.e. Atlanta Arbor is not responsible for faulty, poorly made, previously cracked, or damaged asphalt, driveway, or brick work. Atlanta Arbor is also not responsible for foundational or naturally occurring issues including but not limited to sinkholes).

Unless otherwise stated within the proposal, the quoted cost includes the removal of all associated debris resulting from tree removal and/or pruning.

Atlanta Arbor shall exercise reasonable care for the customer's property during work performance. All services shall be completed in a professional workmanlike manner. The customer must expect that minor depressions and evidence of wear in turfed or mulched areas may occur due to the substantial weight of tree branches, logs and the associated activity to complete the project.

Tree Stumps shall be cut flushed to within 3 to 4 inches of ground level unless otherwise stipulated within the work description of the proposal providing that no foreign object such as concrete or metal is encountered. In such an occurrence, Atlanta Arbor is not responsible for achieving that stump height. The customer shall be presented with options and any associated fee increase made necessary to achieve them.

If firewood is stipulated to be left, branches and trunk sections are to be cut in 18 to 20 inch lengths and piled within a 10 foot radius of the stump unless otherwise stipulated. There will be no splitting unless specified.

If stump grinding is performed, the resulting grindings are to be backfilled and the surplus mounded on top. The customer can transfer the surplus to garden beds or other areas. No grindings are to be hauled away unless otherwise stated in the contract.

Any **agreed** upon additional services completed while on the job for a monetary value will be added to the invoice total and shall be paid as an addition to the current stated total to make up the new total.

Payment in full is due upon completion of the written scope of services in the proposal. If payment is not received within 10 days of service, an additional \$75 will be added to the balance on your account; \$75 will be added for every 10 days of delinquency beyond your date of service. Incurring charges are not limited and may continue to incur until the total amount plus penalties is paid to Atlanta Arbor. Upon the 31st day of account delinquency, Atlanta Arbor shall file a lien against your property with your mortgage holder.

Atlanta Arbor Tree Care Specialist, LLC.  
Office: 770.765.6555

301 Old Clay St SE., Marietta, GA 30060  
[info@atlantaarbor.com](mailto:info@atlantaarbor.com)

[atlantaarbor.com](http://atlantaarbor.com)



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/04/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                            |
|---------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|
| <b>PRODUCER</b><br>Chastain & Associates Ins<br>P.O. Box 1908<br><br>Athens GA 30603                          | <b>CONTACT NAME:</b> Meggan Autry<br><b>PHONE (A/C, No, Ext):</b> (706) 543-2575<br><b>FAX (A/C, No):</b> (706) 543-4847<br><b>E-MAIL ADDRESS:</b><br><br><b>INSURER(S) AFFORDING COVERAGE</b><br><b>INSURER A:</b> Hartford Accident & Indemnity Insurance Company<br><b>INSURER B:</b> Trumbull Insurance Company<br><b>INSURER C:</b> Hartford Casualty Company<br><b>INSURER D:</b> Key Risk Insurance Company<br><b>INSURER E:</b> The Ohio Casualty Insurance Company<br><b>INSURER F:</b> | <b>NAIC #</b><br>22357<br>27120<br>29424<br>10885<br>24074 |
| <b>INSURED</b><br><br>Atlanta Arbor Tree Care Specialist, LLC<br>301 Old Clay St. SE<br><br>Marietta GA 30060 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                            |

**COVERAGES****CERTIFICATE NUMBER:** CL225436557**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE                                                                                                                                                                                                                                                                                                          | ADDL INSD                                    | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS                                                                                                                                                                                                                                         |
|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|----------|---------------|-------------------------|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A        | <input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b><br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC<br>OTHER: |                                              |          | 20 UUN OL4691 | 05/13/2022              | 05/13/2023              | EACH OCCURRENCE \$ 1,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000<br>MED EXP (Any one person) \$ 5,000<br>PERSONAL & ADV INJURY \$ 1,000,000<br>GENERAL AGGREGATE \$ 2,000,000<br>PRODUCTS - COMP/OP AGG \$ 2,000,000<br>\$ |
| B        | <b>AUTOMOBILE LIABILITY</b><br><input checked="" type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY                                                               |                                              |          | 20 UEN OL4692 | 05/13/2022              | 05/13/2023              | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>\$                                                                                |
| C        | <input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR<br><input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE<br>DED <input checked="" type="checkbox"/> RETENTION \$ 10,000                                                                             |                                              |          | 20 HHU OL4693 | 05/13/2022              | 05/13/2023              | EACH OCCURRENCE \$ 1,000,000<br>AGGREGATE \$<br>\$                                                                                                                                                                                             |
| D        | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below                                                                                                                              | Y/N<br><input checked="" type="checkbox"/> Y | N/A      | KRWC345802    | 05/13/2022              | 05/13/2023              | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER<br>E.L. EACH ACCIDENT \$ 1,000,000<br>E.L. DISEASE - EA EMPLOYEE \$ 1,000,000<br>E.L. DISEASE - POLICY LIMIT \$ 1,000,000                                      |
| E        | Leased & Rented Equipment                                                                                                                                                                                                                                                                                                  |                                              |          | BMO 59793198  | 05/13/2022              | 05/13/2023              | Limit 300,000<br>Deductible 1,000                                                                                                                                                                                                              |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**CERTIFICATE HOLDER****CANCELLATION**

\*\*\*For Insurance Purposes\*\*\*

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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## Item Report

**TO:** The Cemetery Preservation Commission  
**FROM:**  
**DATE:** July 13, 2023  
**TITLE:** Clean Up Day Planning

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**Summary:**

**Recommendation:**

**Fiscal Impact:**

**Attachments:**  
None