



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

**Cemetery Preservation Commission
Meeting Agenda
January 8, 2026 4:00 PM
City Hall Training Room
(2529 J.O. Stephenson Avenue, Kennesaw, GA 30144)**

- 1. Call to Order / Roll Call**
- 2. Officer Election**
- 3. Approval of the Meeting Minutes**
 - A. Minutes: November 13, 2025 Regular Meeting**
Approval of the November 13, 2025, Cemetery Preservation Commission regular meeting minutes.
- 4. Financial Report**
 - A. Financials: November and December 2025**
Consideration to accept the November and December 2025 Cemetery Fund financial reports.
- 5. Cemetery Preservation Foundation Update**
- 6. Old Business**
 - A. Discussion: 2026 Cemetery Events**
 - B. Recap: Wreaths Across America**
- 7. New Business**
 - A. Discussion: Cemetery Brochures**
- 8. Staff Comment**
 - A. Recap and Update: 2025 and 2026 Kennesaw City Cemetery Projects**
- 9. Adjourn**

**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**

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.

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City of Kennesaw

Income Statement Account Summary

For Fiscal: 2025-2026 Period Ending: 11/30/2025

		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	3,200.00	3,200.00	11,800.00
285-0000-36-100000-00000	INTEREST REVENUES	150.00	150.00	69.44	138.54	11.46
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	5,800.00	5,800.00	-3,800.00
285-0000-39-110000-00000	TRANSFERS IN - GENERAL FUND	9,950.00	9,950.00	9,270.00	9,270.00	680.00
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	18,339.44	18,408.54	12,941.46
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	12,825.00	25,345.00	1,530.00
285-4950-53-118000-00000	OPERATING MATERIALS/SUPP	2,325.00	2,325.00	100.00	100.00	2,225.00
	Expense Total:	31,350.00	31,350.00	12,925.00	25,445.00	5,905.00
	Fund: 285 - CEMETERY TRUST FUND Surplus (Deficit):	0.00	0.00	5,414.44	-7,036.46	
	Total Surplus (Deficit):	0.00	0.00	5,414.44	-7,036.46	

Income Statement

For Fiscal: 2025-2026 Period Ending: 11/30/2025

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	18,339.44	18,408.54	12,941.46
Expense	31,350.00	31,350.00	12,925.00	25,445.00	5,905.00
Fund: 285 - CEMETERY TRUST FUND Surplus (Deficit):	0.00	0.00	5,414.44	-7,036.46	7,036.46
Total Surplus (Deficit):	0.00	0.00	5,414.44	-7,036.46	

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
285 - CEMETERY TRUST FUND	0.00	0.00	5,414.44	-7,036.46	7,036.46
Total Surplus (Deficit):	0.00	0.00	5,414.44	-7,036.46	



City of Kennesaw

Balance Sheet

Account Summary

As Of 11/30/2025

Account	Name	Balance
Fund: 285 - CEMETERY TRUST FUND		
Assets		
285-0000-11-112100-00000	OPERATING ACCOUNT	30,907.98
285-0000-11-311100-00000	DUE FROM/TO GENERAL FUND	-218.14
	Total Assets:	30,689.84
		<u>30,689.84</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		18,408.54
Total Expense		25,445.00
Revenues Over/Under Expenses		-7,036.46
	Total Equity and Current Surplus (Deficit):	30,689.84
	Total Liabilities, Equity and Current Surplus (Deficit):	<u>30,689.84</u>

Cemetery Fund
Operating Cash Activity
For the Month Ended November 30, 2025

Beginning Cash	\$ 25,493.54
Cash Receipts:	
Cemetery Fees	\$ 200.00
Kennesaw Cemetery Preservation	\$ 5,800.00
Budgeted General Fund Transfer for Tree Removal	\$ 9,270.00
Cemetery Fees	\$ 3,000.00
Interest Earned	69.44
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Total Cash Receipts	18,339.44
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Cash Disbursements:	
Pit Stop Sanitation	100.00
Creative Landscape Group	12,825.00
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Total Cash Disbursements	12,925.00
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Ending Cash	\$ 30,907.98
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City of Kennesaw

Income Statement Account Summary

For Fiscal: 2025-2026 Period Ending: 12/31/2025

		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	200.00	3,400.00	11,600.00
285-0000-36-100000-00000	INTEREST REVENUES	150.00	150.00	57.53	196.07	-46.07
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	5,800.00	-3,800.00
285-0000-39-110000-00000	TRANSFERS IN - GENERAL FUND	9,950.00	9,950.00	0.00	9,270.00	680.00
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	257.53	18,666.07	12,683.93
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	0.00	25,345.00	1,530.00
285-4950-53-118000-00000	OPERATING MATERIALS/SUPP	2,325.00	2,325.00	0.00	100.00	2,225.00
	Expense Total:	31,350.00	31,350.00	0.00	25,445.00	5,905.00
	Fund: 285 - CEMETERY TRUST FUND Surplus (Deficit):	0.00	0.00	257.53	-6,778.93	
	Total Surplus (Deficit):	0.00	0.00	257.53	-6,778.93	



City of Kennesaw

Balance Sheet

Account Summary

As Of 12/31/2025

Account	Name	Balance
Fund: 285 - CEMETERY TRUST FUND		
Assets		
285-0000-11-112100-00000	OPERATING ACCOUNT	31,165.51
285-0000-11-311100-00000	DUE FROM/TO GENERAL FUND	-241.70
	Total Assets:	30,923.81
		<u>30,923.81</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/	-5,332.63
	Total Beginning Equity:	37,702.74
Total Revenue		18,666.07
Total Expense		25,445.00
Revenues Over/Under Expenses		-6,778.93
	Total Equity and Current Surplus (Deficit):	30,923.81
	Total Liabilities, Equity and Current Surplus (Deficit):	<u>30,923.81</u>

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

Beginning Cash	\$ 30,907.98
Cash Receipts:	
Cemetery Fees	\$ 200.00
Interest Earned	<u>57.53</u>
Total Cash Receipts	<u>257.53</u>
Cash Disbursements:	
	-
Total Cash Disbursements	<u>-</u>
Ending Cash	<u><u>\$ 31,165.51</u></u>

