



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

**Cemetery Preservation Commission
Meeting Agenda
February 12, 2026 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: January 8, 2026 Regular Meeting**

Approval of the January 8, 2026, Cemetery Preservation Commission regular meeting minutes.
- 3. Financial Report**
 - A. Financials: January 2026**

Consideration to accept the January 2026 Cemetery Fund financial reports.
- 4. Cemetery Preservation Foundation Update**
- 5. Old Business**
 - A. Update: Cemetery Brochure**
- 6. New Business**
 - A. Update: DAR 2026 Events**

Update provided by Elaine Poole from the Daughters of the American Revolution, Kennesaw Mountain Chapter on 2026 Kennesaw City Cemetery events.
 - B. Update: Ground Penetrating Radar in Section III**
 - C. Reimbursement: Section III 46-E**

Authorization to reimburse Roy and Gail Brown for Section III 46-E for \$500.00
 - D. Purchase: Lot Markers**

Authorization to purchase lot markers from Holland Supply, Inc. to permanently mark the unknown, unmarked burials located in Section III.

E. Discussion: Decoration Day 2026

7. Staff Comment

8. Adjourn

**MINUTES OF CEMETERY PRESERVATION COMMISSION MEETING
CITY OF KENNESAW
City Hall Training Room
(2529 J.O. Stephenson Avenue, Kennesaw, GA 30144)
January 8, 2026
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, Judi Burrell, Jim Poole, and Rebecca Carlson. Lizz Gray arrived at 4:02 p.m.

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

2. Officer Election

[The agenda was taken out of order to postpone the vote on officers until Lizz Gray arrived].

Motion by Judi Burrell to nominate Lewis Bramlett as Chair and Lizz Gray as Vice Chair. Seconded by Jim Poole.

Vote taken: motion unanimously approved, 4-0. Motion passed.

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.

Motion by Judi Burrell to approve the November 13, 2025, Cemetery Preservation Commission regular meeting minutes as submitted. Seconded by Rebecca Carlson.

Vote taken: motion approved 3-0-1 [Lizz Gray absent]. Motion passed.

4. Financial Report

A. Financials: November and December 2025

Consideration to accept the November and December 2025 Cemetery Fund financial reports.

[Lizz Gray arrived at 4:02 p.m.]

Motion by Judi Burrell to accept the November and December 2025 Cemetery Fund financial reports as presented. Seconded by Rebecca Carlson.

Vote taken: motion unanimously approved, 4-0. Motion passed.

5. Cemetery Preservation Foundation Update

Cemetery Preservation Foundation Liaison Andrew Bramlett provided an update on officer elections for 2026. Michelle Newman is President, Vicki Murray is Vice President, Pat Nichols is Treasurer, and Andrew Bramlett is Secretary.

6. Old Business

A. Discussion: 2026 Cemetery Events

Lewis Bramlett provided an update on the proposed 2026 Kennesaw City Cemetery events. Jim Poole noted that the date for Wreaths Across America was listed incorrectly and clarified that the event will take place on Saturday, December 19, 2026, at 12:00 p.m. Andrew Bramlett confirmed that the Cobb County Genealogical Society Research Event is scheduled for April 11, 2026.

B. Recap: Wreaths Across America

Lewis Bramlett provided a brief update on the 2025 Wreaths Across America event, noting that at least 150 people attended and that it was a successful event. He and Andrew reviewed the City's list of veterans to ensure each gravesite had a wreath and discovered that one had been inadvertently missed. They also identified a veteran who was not included on the City's list. Mr. Bramlett requested that a representative from the Daughters of the American Revolution (DAR) attend a future Cemetery Preservation Commission meeting to provide an update on their anticipated 2026 events. Additionally, he requested that, a few weeks prior to Memorial Day and Veterans Day, the DAR and the City reconcile their records to ensure the information is current and accurate.

7. New Business

A. Discussion: Cemetery Brochures

The Commission discussed the need to print additional brochures for the Kennesaw City Cemetery. Lizz Gray suggested updating the brochure content prior to printing and offered to assist with the revisions.

8. Staff Comment

A. Recap and Update: 2025 and 2026 Kennesaw City Cemetery Projects

Lea Alvarez provided a recap of several projects the Commission worked on toward the end of 2025 and noted that staff's focus for the coming year will be gathering quotes and information related to potential paving for consideration in the next budget cycle. She also shared that she will be going on maternity leave in June and that Nicholas Simpson will coordinate the Commission's June, July, and August meetings.

9. Adjourn

Chair Lewis Bramlett adjourned the meeting at 4:52 p.m.



Account	Name	Balance
Fund: 285 - CEMETERY TRUST FUND		
Assets		
285-0000-11-112100-00000	OPERATING ACCOUNT	33,525.10
285-0000-11-311100-00000	DUE FROM/TO GENERAL FUND	-265.55
	Total Assets:	33,259.55
		<u>33,259.55</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		21,025.66
Total Expense		25,468.85
Revenues Over/Under Expenses		-4,443.19
	Total Equity and Current Surplus (Deficit):	33,259.55
	Total Liabilities, Equity and Current Surplus (Deficit):	<u>33,259.55</u>

Cemetery Fund
Operating Cash Activity
For the Month Ended January 31, 2026

Beginning Cash	\$ 31,165.51
Cash Receipts:	
Cemetery Fees	\$ 2,300.00
Interest Earned	<u>59.59</u>
Total Cash Receipts	<u>2,359.59</u>
Cash Disbursements:	
	-
Total Cash Disbursements	<u>-</u>
Ending Cash	<u><u>\$ 33,525.10</u></u>



City of Kennesaw

Income Statement Account Summary

For Fiscal: 2025-2026 Period Ending: 01/31/2026

		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	2,300.00	5,700.00	9,300.00
285-0000-36-100000-00000	INTEREST REVENUES	150.00	150.00	59.59	255.66	-105.66
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	2,359.59	21,025.66	10,324.34
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	23.85	123.85	2,201.15
	Expense Total:	31,350.00	31,350.00	23.85	25,468.85	5,881.15
	Fund: 285 - CEMETERY TRUST FUND Surplus (Deficit):	0.00	0.00	2,335.74	-4,443.19	
	Total Surplus (Deficit):	0.00	0.00	2,335.74	-4,443.19	

Income Statement

For Fiscal: 2025-2026 Period Ending: 01/31/2026

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	2,359.59	21,025.66	10,324.34
Expense	31,350.00	31,350.00	23.85	25,468.85	5,881.15
Fund: 285 - CEMETERY TRUST FUND Surplus (Deficit):	0.00	0.00	2,335.74	-4,443.19	4,443.19
Total Surplus (Deficit):	0.00	0.00	2,335.74	-4,443.19	

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
285 - CEMETERY TRUST FUND	0.00	0.00	2,335.74	-4,443.19	4,443.19
Total Surplus (Deficit):	0.00	0.00	2,335.74	-4,443.19	



Item Report

TO: The Cemetery Preservation Commission
FROM:
DATE: February 12, 2026
TITLE: Update: Cemetery Brochure

Summary:

Recommendation:

Fiscal Impact:

Attachments:
None



Item Report

TO: The Cemetery Preservation Commission
FROM:
DATE: February 12, 2026
TITLE: **Update: DAR 2026 Events**
Update provided by Elaine Poole from the Daughters of the American Revolution, Kennesaw Mountain Chapter on 2026 Kennesaw City Cemetery events.

Summary:

Recommendation:

Fiscal Impact:

Attachments:
None



Item Report

TO: The Cemetery Preservation Commission
FROM:
DATE: February 12, 2026
TITLE: Update: Ground Penetrating Radar in Section III

Summary:

Recommendation:

Fiscal Impact:

Attachments:
None



Item Report

TO: The Cemetery Preservation Commission
FROM: Lea Alvarez, City Clerk
DATE: February 12, 2026
TITLE: **Reimbursement: Section III 46-E**
 Authorization to reimburse Roy and Gail Brown for Section III 46-E for \$500.00

Summary:

As a result of the underground imaging project completed in Section III, it was discovered that an unknown, unmarked burial existed in Section III, 46-E, rendering the lot unusable. The lot was purchased by Roy and Gail Brown in 2006 for \$500.00. The Browns have agreed to a reimbursement at cost.

Recommendation:

Fiscal Impact:

Attachments:

1. Section III, Plot 46, Lots E, F, G & H - Roy E & Linda G Brown
2. Section III, Plot 46, Lots E, F, G & H - Roy E & Linda G Brown - Deed

**KENNESAW CITY CEMETERY
CEMETARY LOT APPLICATION**

Fees: \$500.00 (city residents) \$750.00 (non-resident) \$350.00 (employees)

Sold To: Roy E. Brown AND LINDA G. BROWN Phone: 770-427-9920

Mail deed to: 3107 FIELDSTONE CT, KENNESAW, GA. 30152

Date Purchased 10-16-'06 Number of lots bought: 4

Section Section III Lot(s) E, F, G, H, Block(s) 46

Amount \$2,000.00 Payment Plan (circle one): Yes **No** (If yes attach schedule)

Date approved by Mayor & Council _____

Lot(s) to be used for: (See burial permit for deceased information)

Family: _____

Comments: _____

City Clerk Date _____

Public Works: Notified _____
Date _____

CEMETERY DEED
CITY OF KENNESAW
COBB COUNTY, GEORGIA

This Indenture, made the 16th day of October in the year Two Thousand and Six between the City of Kennesaw, a political subdivision of Cobb County existing under the Laws of the State of Georgia, hereinafter called Grantor, and,

ROY E. AND LINDA G. BROWN

Hereinafter called Grantee.

WITNESSETH that: Grantor, for and in consideration of the sum of One Dollar (\$1.00) and other valuable considerations in hand paid at and before the sealing and delivery of these presents, the receipt whereof is hereby acknowledged, by these presents does hereby transfer remise and convey unto the said grantee that certain lot or tract located in the Kennesaw City Cemetery in Land Lot of the 20th District, Cobb County, Georgia, said cemetery lot being more particularly described as follows:

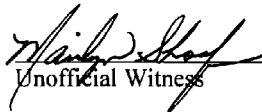
**(4) 5' x 10' LOTS IN SECTION III, LOT E, F, G, H OF BLOCK
46 of the Kennesaw City Cemetery**


To have and to hold the said premises to grantee. By acceptance of this Deed the grantee herein, his heirs, administrators, successors, and assigns acknowledge that said conveyance is for the purpose of interment of human remains, and for no other purpose; and the grantee herein further does hereby agree to maintain the above demised premises in a neat and orderly condition and abide by the rules and regulations concerning said cemetery as they may from time to time be promulgated by the grantor herein.

This deed is given by virtue of and under authority granted by the City Council of the City of Kennesaw at its regular meeting on the 6th day of November, 2006.

IN WITNESS WHEREOF, Grantor has caused this deed to be executed the day and year first above written.

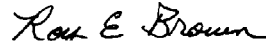
Signed, sealed and delivered
in the presence of:


Unofficial Witness

CITY OF KENNESAW
BY 
CITY OF KENNESAW, GA

ATTEST: 

This deed hereby accepted subject to the conditions herein set forth.





Item Report

TO: The Cemetery Preservation Commission
FROM:
DATE: February 12, 2026
TITLE: **Purchase: Lot Markers**
Authorization to purchase lot markers from Holland Supply, Inc. to permanently mark the unknown, unmarked burials located in Section III.

Summary:

Recommendation:

Fiscal Impact:

Attachments:

None



Item Report

TO: The Cemetery Preservation Commission
FROM:
DATE: February 12, 2026
TITLE: Discussion: Decoration Day 2026

Summary:

Recommendation:

Fiscal Impact:

Attachments:
None