

**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.