



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

**Cemetery Preservation Commission  
Meeting Agenda  
March 12, 2026 4:00 PM  
City Hall Training Room  
(2529 J.O. Stephenson Avenue, Kennesaw, GA 30144)**

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- 1. Call to Order / Roll Call**
- 2. Approval of the Meeting Minutes**
  - A. Minutes: February 12, 2026 Regular Meeting**

Approval of the February 12, 2026, Cemetery Preservation Commission regular meeting minutes.
- 3. Financial Report**
  - A. Financials: February 2026**

Consideration to accept the February 2026 Cemetery Fund financial reports.
- 4. Cemetery Preservation Foundation Update**
- 5. Old Business**
  - A. Update: Draft Cemetery Brochure**
  - B. Update: Ground Penetrating Radar in Section III**
    - 1. Purchase of Survey Pins for Unmarked Gravesites**
  - C. Update: Decoration Day**
- 6. New Business**
- 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)  
February 12, 2026  
4:00 PM**

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**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, Rebecca Carlson and Lizz Gray (arrived at 4:06 p.m.)

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

Guests: Wyatt Phillips, City Manager Intern; Elaine Poole, Daughters of the American Revolution, Kennesaw Mountain Chapter

**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.

Motion by Judi Burrell to approve the January 8, 2026 meeting minutes as submitted. Seconded by Rebecca Carlson. Approved by unanimous vote.

**3. Financial Report**

- A. **Financials: January 2026**

Consideration to accept the January 2026 Cemetery Fund financial reports.

Kennesaw City Clerk Lea Alvarez presented the January 2026 Cemetery Preservation Commission Financials.

The January 2026 accounting beginning balance was \$31,165.51. Cash receipts totaled \$2359.59, which included cemetery fees and bank interest earned. The ending balance for January 2026 was \$33,525.10. Clerk Alvarez highlighted January 2026 expenses such as Kiosk - Memorial Tree Plaque Poster (Staples \$22.50), and Ground Penetrating Radar, Phases 1 and 2 (Omega Mapping \$2,608). These expenditures bring the current account balance to \$30,894.60.

Clerk Alvarez further listed earmarked expenditures: headstone repair (\$850), directional signs (\$622.06) WAA portable (#130), lot purchase reimbursement (\$500), flags (\$800), Ground Penetrating Radar - phase 3 (\$7532). The projected ending balance \$23,091.04.

Motion by Judi Burrell to accept the January 2026 Cemetery Fund Financial reports. Seconded by Lizz Gray. Approved by unanimous vote.

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

Andrew Bramlett presented the update from the Cemetery Preservation Foundation. He presented an update on the Foundation officers for 2026.

Andrew has been working on putting together a list of roles for the 2026 tour with an America 250 theme. He contacted Wes Nimmo with New South about securing a National Register of Historic Places designation. New South is currently busy with a project due in March, but they will follow up with him in April. He needs to design signs for use during self-guided walking tours. The Cobb Genealogical Society President has resigned.

The next Foundation meeting is on February 18, 2026.

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

##### **A. Update: Cemetery Brochure**

Lizz Gray gave an update on the KCC brochure. She doesn't have any mock-ups yet. She would like to confirm the information featured on the brochure first. She inquired on whether a tri-fold brochure or a card stock front and back brochure should be used. Judi Burrell expressed support for the use of card stock for the brochures. Lizz asked about the main purpose of the brochure and suggested that the focus of the brochure should be directed to the City Clerk's website where they can search for burial information, etc. Lizz Bramlette expressed support for using the brochure to direct people to the City Clerk's office. Judi Burrell questioned the user friendliness of QR codes.

#### **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.

Elaine Poole presented the Daughters of the American Revolution (DAR) 2026 Schedule of Events to the Commission for acceptance.

Judi Burrell moved to co-sponsor the 2026 DAR events in the Kennesaw City Cemetery as presented. Rebecca Carlson seconded the motion, approved by unanimous vote.

##### **B. Update: Ground Penetrating Radar in Section III**

City Clerk Lea Alvarez presented the findings from phases one and two of a ground penetrating radar project being conducted by Omega Mapping. Preliminary results confirm what is recorded for Section III. Approximately 8-9 unknown, unmarked burials were discovered in section III. Seven or eight caskets were located, primarily in pathways with interments ranging from infant to adult. Moreover, there were no records

on file that indicate these burials were known any time prior to discovery.

Clerk Alvarez outlined next steps. Public Works has temporarily marked the tops and bottoms of all burials located. Staff has requested quotes from a company recommended by Omega Mapping for aluminum markers and stainless-steel markers for a more permanent solution. Green temporary markers have been placed at the top of lots where known interments have taken place, but a headstone was not installed. Staff is working to update relevant files and create new ones with as much information as possible. Omega Mapping will proceed with creating a map of what was located, and staff will work with GIS to incorporate it into our existing maps.

**C. Reimbursement: Section III 46-E**

Authorization to reimburse Roy and Gail Brown for Section III 46-E for \$500.00

City Clerk Lea Alvarez presented a reimbursement request from the Brown's totaling \$500 (at cost) to compensate for a lost burial plot that has been rendered unusable due to a burial located in their purchased plot via GPR.

Judi Burrell moved to reimburse the Browns, seconded by Jim Poole, approved by unanimous vote.

**D. Purchase: Lot Markers**

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

City Clerk Lea Alvarez informed the Commission that the City would be using lot markers to identify the unknown grave sites discovered via GPR. Tom Cox recommended 4 inch stainless steel lot markers for durability. Jazz Gray commented that the unmarked, known graves, should be marked in some fashion.

Clerk Alvarez discussed with the Commission the difficulty of waiting for family members to purchase headstones and other memorials due to financial constraints.

Judi Burrell moved to purchase the lot markers through official expenditure, seconded by Jim Poole, approved by unanimous vote.

**E. Discussion: Decoration Day 2026**

Chair Lewis Bramlett, in agreement with the Commission, postponed discussion on 2026 Decoration Day until the next Commission meeting in March 2026.

**7. Staff Comment**

**8. Adjourn**

Chair Bramlett adjourned the meeting at 5:06 p.m. The next Commission meeting is scheduled for March 13, 2026.



Nicholas Simpson, Deputy City Clerk



Account	Name	Balance
<b>Fund: 285 - CEMETERY TRUST FUND</b>		
<b>Assets</b>		
<a href="#">285-0000-11-112100-00000</a>	OPERATING ACCOUNT	33,259.38
<a href="#">285-0000-11-311100-00000</a>	DUE FROM/TO GENERAL FUND	-289.40
	<b>Total Assets:</b>	<b>32,969.98</b>
		<b><u>32,969.98</u></b>
<b>Liability</b>		
	<b>Total Liability:</b>	<b>0.00</b>
<b>Equity</b>		
<a href="#">285-0000-13-422000-00000</a>	F/B UNRES - UNDESIGNATED	43,035.37
<a href="#">285-0000-13-531000-00000</a>	F/B - COMMITTED - CEMETERY MAINTEN/	-5,332.63
	<b>Total Beginning Equity:</b>	<b>37,702.74</b>
Total Revenue		23,582.94
Total Expense		28,315.70
<b>Revenues Over/Under Expenses</b>		<b>-4,732.76</b>
	<b>Total Equity and Current Surplus (Deficit):</b>	<b>32,969.98</b>
	<b>Total Liabilities, Equity and Current Surplus (Deficit):</b>	<b><u>32,969.98</u></b>

Cemetery Fund  
Operating Cash Activity  
For the Month Ended February 28, 2026

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Beginning Cash	\$ 33,525.10
Cash Receipts:	
Cemetery Fees	\$ 3,000.00
Interest Earned	<u>57.28</u>
Total Cash Receipts	<u>3,057.28</u>
Cash Disbursements:	
Omega Mapping Services, Inc	2,608.00
Lark Label LLC	215.00
Roy & Linda Brown	500.00
Total Cash Disbursements	<u>3,323.00</u>
Ending Cash	<u><u>\$ 33,259.38</u></u>





City of Kennesaw

# Income Statement Account Summary

For Fiscal: 2025-2026 Period Ending: 02/28/2026

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Fund: 285 - CEMETERY TRUST FUND</b>						
<b>Revenue</b>						
<a href="#">285-0000-34-910000-00000</a>	CEMETERY FEES	15,000.00	15,000.00	2,500.00	8,200.00	6,800.00
<a href="#">285-0000-36-100000-00000</a>	INTEREST REVENUES	150.00	150.00	57.28	312.94	-162.94
<a href="#">285-0000-37-000000-00000</a>	CONTRIBUTION/DONATIONS	250.00	250.00	0.00	0.00	250.00
<a href="#">285-0000-37-100000-00000</a>	DONATION - CEM. PRESERVATION FOUNDA...	2,000.00	2,000.00	0.00	5,800.00	-3,800.00
<a href="#">285-0000-39-110000-00000</a>	TRANSFERS IN - GENERAL FUND	9,950.00	9,950.00	0.00	9,270.00	680.00
<a href="#">285-0000-39-400000-00000</a>	USE OF PY RESERVE	4,000.00	4,000.00	0.00	0.00	4,000.00
	<b>Revenue Total:</b>	<b>31,350.00</b>	<b>31,350.00</b>	<b>2,557.28</b>	<b>23,582.94</b>	<b>7,767.06</b>
<b>Expense</b>						
<a href="#">285-4950-52-125000-00000</a>	OTHER PROFESSIONAL SERVICES	2,000.00	2,000.00	2,608.00	2,608.00	-608.00
<a href="#">285-4950-52-325000-00000</a>	POSTAGE	150.00	150.00	0.00	0.00	150.00
<a href="#">285-4950-52-460000-00000</a>	CEMETERY REPAIR AND MAINTENANCE	26,875.00	26,875.00	0.00	25,345.00	1,530.00
<a href="#">285-4950-53-118000-00000</a>	OPERATING MATERIALS/SUPP	2,325.00	2,325.00	238.85	362.70	1,962.30
	<b>Expense Total:</b>	<b>31,350.00</b>	<b>31,350.00</b>	<b>2,846.85</b>	<b>28,315.70</b>	<b>3,034.30</b>
	<b>Fund: 285 - CEMETERY TRUST FUND Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>-289.57</b>	<b>-4,732.76</b>	
	<b>Total Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>-289.57</b>	<b>-4,732.76</b>	

Income Statement

For Fiscal: 2025-2026 Period Ending: 02/28/2026

**Group Summary**

Account Type	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Fund: 285 - CEMETERY TRUST FUND</b>					
Revenue	31,350.00	31,350.00	2,557.28	23,582.94	7,767.06
Expense	31,350.00	31,350.00	2,846.85	28,315.70	3,034.30
<b>Fund: 285 - CEMETERY TRUST FUND Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>-289.57</b>	<b>-4,732.76</b>	<b>4,732.76</b>
<b>Total Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>-289.57</b>	<b>-4,732.76</b>	

**Fund Summary**

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
285 - CEMETERY TRUST FUND	0.00	0.00	-289.57	-4,732.76	4,732.76
<b>Total Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>-289.57</b>	<b>-4,732.76</b>	



## Item Report

**TO:** The Cemetery Preservation Commission  
**FROM:**  
**DATE:** March 12, 2026  
**TITLE:** Update: Draft Cemetery Brochure

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**Summary:**

**Recommendation:**

**Fiscal Impact:**

**Attachments:**

1. Rack Card - Cemetery

# Kennesaw City Cemetery

Established 1863

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Preserving more than 160 years of community history in the heart of Downtown Kennesaw.

Owned and maintained by the City of Kennesaw.



# Burial Services

The City Cemetery offers:

- Single, companion, and family plots
- Ground interment of cremains
- Cremation Garden for scattering cremains, with memorial plaques identifying those honored in this dedicated space

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## Contact

For availability and arrangements, contact the City Clerk's Office.

770-429-4546

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



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3000 Cemetery Street  
Kennesaw, Georgia



## Item Report

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

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**Summary:**

**Recommendation:**

**Fiscal Impact:**

**Attachments:**  
None



## Item Report

**TO:** The Cemetery Preservation Commission  
**FROM:**  
**DATE:** March 12, 2026  
**TITLE:** **Purchase of Survey Pins for Unmarked Gravesites**

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**Summary:**

**Recommendation:**

**Fiscal Impact:**

**Attachments:**  
None



## Item Report

**TO:** The Cemetery Preservation Commission  
**FROM:**  
**DATE:** March 12, 2026  
**TITLE:** Update: Decoration Day

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**Summary:**

**Recommendation:**

**Fiscal Impact:**

**Attachments:**  
None