

**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**

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 burials, information, etc. Lewis Bramlett 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 III.

City Clerk Lea Alvarez informed the Commission that the City would be using lot markers to identify the unknown grave sites discovered via GPR. Tim Cox recommended 4 1/2 inch stainless steel lot markers for durability. Lizz 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