



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

**Cemetery Preservation Commission  
Meeting Agenda  
April 9, 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: March 12, 2026 Regular Meeting**  
Approval of the March 12, 2026, Cemetery Preservation Commission regular meeting minutes.
- 3. Financial Report**
  - A. Financials: March 2026**  
Consideration to accept the March 2026 Cemetery Fund financial reports.
- 4. Cemetery Preservation Foundation Update**
- 5. Old Business**
  - A. Update: Ground Penetrating Radar in Section III**
  - B. Update: Decoration Day and Planning**
  - C. Update: Cemetery Brochure**
- 6. New Business**
  - A. Discussion: Fiscal Year 2027 Budget**
- 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)  
March 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, and Lizz Gray.

Members absent: Rebecca Carlson.

Staff present: Lea Alvarez, City Clerk; Nicholas Simpson, Deputy City Clerk; and Jonathon Bothers, Council Liaison.

Guests present: Madelyn Orochena, City Councilmember, and Alexandra DeLuca Berisford, Historic Preservation Commission member.

**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.

Motion by Judi Burrell to approve the February 12, 2026, Cemetery Preservation Commission regular meeting minutes as submitted. Seconded by Jim Poole.

Vote taken: motion approved, 4-0 [Rebecca Carlson absent]. Motion passed.

**3. Financial Report**

**A. Financials: February 2026**

Consideration to accept the February 2026 Cemetery Fund financial reports.

Motion by Judi Burrell to accept the February 2026 Cemetery Fund financial reports as submitted. Seconded by Jim Poole.

Vote taken: motion approved, 4-0 [Rebecca Carlson absent]. Motion passed.

**4. Cemetery Preservation Foundation Update**

Lewis Bramlett shared with the Commission that Cemetery Preservation Foundation liaison Andrew Bramlett was out of town, so he would be providing the update. Mr. Bramlett stated that the Foundation is still trying to get Kennesaw State University involved with the Life in the Cemetery event; however, they are looking at other options since there has been very little traction since their last conversation.

## **5. Old Business**

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

Ms. Alvarez provided the Commission with a draft of the Kennesaw City Cemetery brochure. The Commission and guests offered comments and suggestions, which Ms. Alvarez said she would share with the Communications Department for consideration.

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

Ms. Alvarez provided an update on the second phase of ground-penetrating radar in Section III of the Kennesaw City Cemetery. Staff received a draft of the maps from Omega Mapping, LLC. While Omega Mapping is still making edits based on staff comments, staff does not anticipate the maps will provide the level of detail originally hoped for. Omega Mapping also provided the underlying data, which Ms. Alvarez shared with the City's GIS department to determine whether they can create shapes showing the position and length of unknown, unmarked burials in relation to surrounding lots.

#### **1. Purchase of Survey Pins for Unmarked Gravesites**

Ms. Alvarez noted that pins had been purchased and delivered to mark the tops and bottoms of the located unknown, unmarked burials, and that Public Works would install them as soon as possible.

### **C. Update: Decoration Day**

The Commission discussed plans for this year's Decoration Day and decided to keep the event the same but not provide food. They suggested reaching out to local businesses to explore partnership opportunities, such as offering attendees a discount if they visit those establishments after volunteering.

## **6. New Business**

## **7. Staff Comment**

## **8. Adjourn**

Mr. Bramlett adjourned the meeting at 4:53 p.m.



City of Kennesaw

# Balance Sheet

## Account Summary

As Of 03/31/2026

Account	Name	Balance
<b>Fund: 285 - CEMETERY TRUST FUND</b>		
<b>Assets</b>		
<a href="#">285-0000-11-112100-00000</a>	OPERATING ACCOUNT	33,110.22
<a href="#">285-0000-11-311100-00000</a>	DUE FROM/TO GENERAL FUND	-289.40
	<b>Total Assets:</b>	<b>32,820.82</b>
		<b><u>32,820.82</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		23,846.12
Total Expense		28,728.04
<b>Revenues Over/Under Expenses</b>		<b>-4,881.92</b>
	<b>Total Equity and Current Surplus (Deficit):</b>	<b>32,820.82</b>
	<b>Total Liabilities, Equity and Current Surplus (Deficit):</b>	<b><u>32,820.82</u></b>

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

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Beginning Cash	\$ 33,259.38
Cash Receipts:	
Cemetery Fees	\$ 200.00
Interest Earned	<u>63.18</u>
Total Cash Receipts	<u>263.18</u>
Cash Disbursements:	
Doodie Calls LLC	200.00
Holland Supply INC	212.34
Total Cash Disbursements	<u>412.34</u>
Ending Cash	<u><u>\$ 33,110.22</u></u>



City of Kennesaw

# Income Statement Account Summary

For Fiscal: 2025-2026 Period Ending: 03/31/2026

		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	200.00	8,400.00	6,600.00
<a href="#">285-0000-36-100000-00000</a>	INTEREST REVENUES	150.00	150.00	63.18	376.12	-226.12
<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>263.18</b>	<b>23,846.12</b>	<b>7,503.88</b>
<b>Expense</b>						
<a href="#">285-4950-52-125000-00000</a>	OTHER PROFESSIONAL SERVICES	2,000.00	2,000.00	0.00	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	412.34	775.04	1,549.96
	<b>Expense Total:</b>	<b>31,350.00</b>	<b>31,350.00</b>	<b>412.34</b>	<b>28,728.04</b>	<b>2,621.96</b>
	<b>Fund: 285 - CEMETERY TRUST FUND Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>-149.16</b>	<b>-4,881.92</b>	
	<b>Total Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>-149.16</b>	<b>-4,881.92</b>	

Income Statement

For Fiscal: 2025-2026 Period Ending: 03/31/2026

**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	263.18	23,846.12	7,503.88
Expense	31,350.00	31,350.00	412.34	28,728.04	2,621.96
<b>Fund: 285 - CEMETERY TRUST FUND Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>-149.16</b>	<b>-4,881.92</b>	<b>4,881.92</b>
<b>Total Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>-149.16</b>	<b>-4,881.92</b>	

**Fund Summary**

<b>Fund</b>	<b>Original Total Budget</b>	<b>Current Total Budget</b>	<b>MTD Activity</b>	<b>YTD Activity</b>	<b>Budget Remaining</b>
285 - CEMETERY TRUST FUN	0.00	0.00	-149.16	-4,881.92	4,881.92
<b>Total Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>-149.16</b>	<b>-4,881.92</b>	



## Item Report

**TO:** The Cemetery Preservation Commission  
**FROM:**  
**DATE:** April 9, 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:** April 9, 2026  
**TITLE:** Update: Decoration Day and Planning

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**Summary:**

**Recommendation:**

**Fiscal Impact:**

**Attachments:**  
None

# 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.



[www.kennesaw-ga.gov](http://www.kennesaw-ga.gov)

# Burial Services

The City Cemetery offers:

- Single, companion & 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:** April 9, 2026  
**TITLE:** Discussion: Fiscal Year 2027 Budget

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**Summary:**

**Recommendation:**

**Fiscal Impact:**

**Attachments:**

None