



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

**Cemetery Preservation Commission  
Meeting Agenda  
May 14, 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: April 9, 2026 Regular Meeting**

Approval of the April 9, 2026, Cemetery Preservation Commission regular meeting minutes.
- 3. Financial Report**
  - A. Financials: April 2026**

Consideration to accept the April 2026 Cemetery Fund financial reports.
- 4. Cemetery Preservation Foundation Update**
- 5. Old Business**
  - A. Update: FY27 Budget Submission**
    - a. Section singage
    - b. Cemetery street tree removal
    - c. Paving
  - B. Update: Cemetery Brochure**
- 6. New Business**
  - A. Update: Section III Photo Project**
- 7. Staff Comment**
  - A. Update: Upcoming Events**
    - a. DAR flag placement at Veterans graves
    - b. Symbols of the Cemetery Tour (June 21)
- 8. Adjourn**

**MINUTES OF CEMETERY PRESERVATION COMMISSION MEETING  
CITY OF KENNESAW  
City Hall Training Room  
(2529 J.O. Stephenson Avenue, Kennesaw, GA 30144)  
April 9, 2026  
4:00 PM**

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**1. Call to Order / Roll Call**

Chair Lewis Bramlett called the meeting to order at 4:04 p.m.

Members present: Lewis Bramlett, Jim Poole, Rebecca Carlson and Lizz Gray.  
Members absent: Judi Burrell.

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

Guests present: Andrew Bramlett, Cemetery Preservation Foundation liaison.

**2. Approval of the Meeting Minutes**

**A. Minutes of the March 12, 2026 Regular Meeting**

Approval of the March 12, 2026, Cemetery Preservation Commission regular meeting minutes.

Motion by Rebecca Carlson to approve the March 12, 2026, Cemetery Preservation Commission regular meeting minutes as submitted. Seconded by Jim Poole.

Vote taken: motion approved, 3-0 [Judi Burrell absent]. Motion passed.

**3. Financial Report**

**A. Financials: March 2026**

Consideration to accept the March 2026 Cemetery Fund financial reports.

Motion by Lizz Gray to accept the March 2026 Cemetery Fund financial reports as submitted. Seconded by Jim Poole.

Vote taken: motion approved, 3-0 [Judi Burrell absent]. Motion passed.

**4. Cemetery Preservation Foundation Update**

Andrew Bramlett shared the successes of the Phoenix Flies Walking Tour that occurred on Saturday, March 21st. Approximately 20 people attended the event and Lewis Bramlett commented on the compliments the cemetery received during the tour. On March 28th, the Foundation hosted *Cemetery Symbolism* during *Stay and Play Saturday* at the Southern Museum.

Andrew provided an update on Kennesaw State University's Theater Department and a possible collaboration for future *Life in the Cemetery* events. The Foundation is still

looking at other options since there has been very little traction since the January 12th virtual discussion. Lewis Bramlett mentioned the possible recruitment of City Council member Jonathon Bothers to participate in the event as an actor. He also mentioned the possibility of Michael Everhart returning to reprise an acting role for the event.

## **5. Old Business**

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

City Clerk Lea Alvarez provided an update on her discussions with Omega Mapping, LLC, concerning the final maps created from ground-penetrating radar (GPR) work performed in the cemetery. Unfortunately, the maps produced do not provide the iconography needed to clearly identify the position and dimensions of unknown and unmarked burials in section III.

Ms. Alvarez shared the maps with the City's Geographic Informations Systems (GIS) department to determine whether they could create shapes showing the position and length of unknown, unmarked burials in relation to surrounding lots. Alvarez spoke with Omega Mapping CEO Len Strozier, who conducted the GRP probe, to understand why the maps produced did not provide the detail that was previously discussed and agreed upon prior to entering into a purchase agreement. Strozier explained that he performed the GPR probe, then forwarded the data to a third party to overlay the data onto a map and did not participate in the mapping process. He further explained that his findings could be human remains or simply a rock; he wasn't necessarily certain.

Clerk Alvarez believes that the project was ultimately successful because Public Works was able to use maps to lay marking pins used to mark the top and bottoms of the located unknown, unmarked burials. Also, potential burials and other anomalies were identified in areas such as pathways. Lewis Bramlett commented that, despite everything, Ms. Alvarez did effectively communicate the GPR and subsequent mapping needs of the Commission to Omega Mapping.

Rebecca Carlson asked if there was any way of conducting excavations to determine what the objects detected really are. Ms. Alvarez advised that a court order is required to exhume any remains.

### **B. Update: Decoration Day and Planning**

The Commission discussed plans for this year's Decoration Day and decided to proceed as a clean-up day with no food provided. Clerk Alvarez contacted lot owners to attract interested parties willing to volunteer, and she informed everyone that the city communications department had finalized the promotional flyer for the event. She placed an additional order of D2 to ensure there was ample supply left after the event. Lewis Bramlett requested 25 laminated flyers for use in promoting the event. Rebecca Carlson suggested visiting Honeysuckle Biscuit and other downtown business owners in an effort to forge partnerships for the event.

### **C. Update: Cemetery Brochure**

Clerk Alvarez presented the updated cemetery brochure created by the

communications department. The Commission provided additional feedback and recommendations for edits.

## **6. New Business**

### **A. Discussion: Fiscal Year 2027 Budget**

Clerk Alvarez gave an overview of city budget requests for the 2027 fiscal year. Among the budget items discussed were the repaving of the cemetery driveway, purchase of sod, purchase of red oak modulators, way-finding signage, repair and maintenance requests, and a survey for the Chalker section of the cemetery. Alvarez has identified a contractor to perform headstone repair and restoration, but the contractor is not registered with E-Verify and has not expressed any intention to do so.

## **7. Staff Comment**

## **8. Adjourn**

Mr. Bramlett adjourned the meeting at 5:03 p.m.

DRAFT

Cemetery Fund  
Operating Cash Activity  
For the Month Ended April 30, 2026

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Beginning Cash	\$ 33,110.22
Cash Receipts:	
Cemetery Fees	\$ 5,100.00
Interest Earned	<u>61.49</u>
Total Cash Receipts	<u>5,161.49</u>
Cash Disbursements:	
Total Cash Disbursements	<u>-</u>
Ending Cash	<u><u>\$ 38,271.71</u></u>



City of Kennesaw

# Income Statement Account Summary

For Fiscal: 2025-2026 Period Ending: 04/30/2026

		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	5,100.00	13,500.00	1,500.00
<a href="#">285-0000-36-100000-00000</a>	INTEREST REVENUES	150.00	150.00	61.49	437.61	-287.61
<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>5,161.49</b>	<b>29,007.61</b>	<b>2,342.39</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	309.46	1,084.50	1,240.50
	<b>Expense Total:</b>	<b>31,350.00</b>	<b>31,350.00</b>	<b>309.46</b>	<b>29,037.50</b>	<b>2,312.50</b>
	<b>Fund: 285 - CEMETERY TRUST FUND Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>4,852.03</b>	<b>-29.89</b>	
	<b>Total Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>4,852.03</b>	<b>-29.89</b>	

**Income Statement**

For Fiscal: 2025-2026 Period Ending: 04/30/2026

**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	5,161.49	29,007.61	2,342.39
Expense	31,350.00	31,350.00	309.46	29,037.50	2,312.50
<b>Fund: 285 - CEMETERY TRUST FUND Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>4,852.03</b>	<b>-29.89</b>	<b>29.89</b>
<b>Total Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>4,852.03</b>	<b>-29.89</b>	

### Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
285 - CEMETERY TRUST FUN	0.00	0.00	4,852.03	-29.89	29.89
<b>Total Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>4,852.03</b>	<b>-29.89</b>	



City of Kennesaw

# Balance Sheet

## Account Summary

As Of 04/30/2026

Account	Name	Balance
<b>Fund: 285 - CEMETERY TRUST FUND</b>		
<b>Assets</b>		
<a href="#">285-0000-11-112100-00000</a>	OPERATING ACCOUNT	38,271.71
<a href="#">285-0000-11-311100-00000</a>	DUE FROM/TO GENERAL FUND	-598.86
	<b>Total Assets:</b>	<b>37,672.85</b>
		<b><u>37,672.85</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		29,007.61
Total Expense		29,037.50
<b>Revenues Over/Under Expenses</b>		<b>-29.89</b>
	<b>Total Equity and Current Surplus (Deficit):</b>	<b>37,672.85</b>
	<b>Total Liabilities, Equity and Current Surplus (Deficit):</b>	<b><u>37,672.85</u></b>



## Item Report

**TO:** The Cemetery Preservation Commission  
**FROM:**  
**DATE:** May 14, 2026  
**TITLE:** **Update: FY27 Budget Submission**  
a. Section singage  
b. Cemetery street tree removal  
c. Paving

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**Summary:**

**Recommendation:**

**Fiscal Impact:**

**Attachments:**

None



## Item Report

**TO:** The Cemetery Preservation Commission  
**FROM:**  
**DATE:** May 14, 2026  
**TITLE:** Update: Cemetery Brochure

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**Summary:**

**Recommendation:**

**Fiscal Impact:**

**Attachments:**

None



## Item Report

**TO:** The Cemetery Preservation Commission  
**FROM:**  
**DATE:** May 14, 2026  
**TITLE:** Update: Section III Photo Project

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**Summary:**

**Recommendation:**

**Fiscal Impact:**

**Attachments:**  
None