



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

**Cemetery Preservation Commission  
Meeting Agenda  
June 11, 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: May 14, 2026 Regular Meeting**

Approval of the May 14, 2026, Cemetery Preservation Commission regular meeting minutes.
- 3. Financial Report**
  - A. Financials: May 2026**

Consideration to accept the May 2026 Cemetery Fund financial reports.
- 4. Cemetery Preservation Foundation Update**
  - A. Cemetery Auditions Flyer - V3**
- 5. Old Business**
  - A. Update: Section III Photo Project**
  - B. Update: Section Signage**
- 6. New Business**
  - A. Update: Cemetery Preservation Workshop (Lizz)**
- 7. Staff Comment**
  - A. Update: Upcoming Events**
    - a. Symbols of the Cemetery Tour (June 21)
    - b. Kennesaw City Cemetery Walking Tour (July 18)
    - c. Art Exhibit at Ben Robertson Community Center
- 8. Adjourn**



**MINUTES OF CEMETERY PRESERVATION COMMISSION MEETING  
CITY OF KENNESAW  
City Hall Training Room  
(2529 J.O. Stephenson Avenue, Kennesaw, GA 30144)  
May 14, 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, Jim Poole, Rebecca Carlson and Lizz Gray.  
Members absent: Judi Burrell.

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

Guests present: Alexis Gaddy

**2. Approval of the Meeting Minutes**

**A. Minutes of April 9, 2026 Regular Meeting**

Approval of the April 9, 2026 Cemetery Preservation Commission regular meeting minutes.

Motion by Rebecca Carlson to approve the April 9, 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: April 2026**

Consideration to accept the April 2026 Cemetery Fund financial reports.

Motion by Lizz Gray to accept the April 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**

Commission Chair Lewis Bramlett provided the update for the Cemetery Preservation Foundation on behalf of Andrew Bramlett. He informed the Commission that the Foundation would not move forward with a partnership with Kennesaw State University to provide actors for future events.

**5. Old Business**

**A. Update: FY27 Budget Submission**

- a. Section signage
- b. Cemetery street tree removal
- c. Paving

City Clerk Lea Alvarez advised the Commission on FY 27 budget requests made by the City Clerk's office. The FY 27 budget will provide funding for tree removal in the cemetery. Trees on the private property adjoining the cemetery to the south are overhanging the cemetery and damaging the road. Lea Alvarez and Tim Cox spoke to the property owner, and they agreed to have the trees removed. Commission members expressed concern over the removal of any historic oak tree in the cemetery. Clerk Alvarez responded that any tree slated to be removed is not on city property. The Commission will have to fund its own section signage and Economic Development will issue a final cost estimate. The City will not provide funds for paving the cemetery road in FY 27.

**B. Update: Cemetery Brochure**

City Clerk Alvarez presented the most recent version of the Kennesaw City Cemetery brochure to the Commission for review and it was approved.

**6. New Business**

**A. Update: Section III Photo Project**

Commission Chair Lewis Bramlett discussed the goals and objectives of the section III photo project. Liz Gray will be taking new photographs of Section III's headstones. This was prompted by a conversation with David Blinnhorn about headstone photos missing from First Grave. The photographs will include a date stamp. Next year, the entire cemetery will be documented based on the existing three-year cycle.

**7. Staff Comment**

**A. Update: Upcoming Events**

- a. DAR flag placement at Veterans graves
- b. Symbols of the Cemetery Tour (June 21)

The upcoming DAR flag placement at Veterans' grave sites in observance of Memorial Day and Symbols of the Cemetery Tour on June 21 were discussed.

**8. Adjourn**

Chairman Lewis Bramlett adjourned the meeting at 4:56 p.m. The next meeting of the Cemetery Preservation Commission will be held on Thursday, June 11, 2026, at 4:00 p.m. in the city hall training room.

Respectfully submitted,



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Nicholas Simpson, Deputy City Clerk

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

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Beginning Cash	\$ 38,271.71
Cash Receipts:	
Cemetery Fees	\$ 1,500.00
Interest Earned	<u>73.88</u>
Total Cash Receipts	<u>1,573.88</u>
Cash Disbursements:	
Total Cash Disbursements	<u>-</u>
Ending Cash	<u>\$ 39,845.59</u>



City of Kennesaw

# Income Statement Account Summary

For Fiscal: 2025-2026 Period Ending: 05/31/2026

		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	1,500.00	15,000.00	0.00
<a href="#">285-0000-36-100000-00000</a>	INTEREST REVENUES	150.00	150.00	73.88	511.49	-361.49
<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>1,573.88</b>	<b>30,581.49</b>	<b>768.51</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	140.77	1,225.27	1,099.73
	<b>Expense Total:</b>	<b>31,350.00</b>	<b>31,350.00</b>	<b>140.77</b>	<b>29,178.27</b>	<b>2,171.73</b>
	<b>Fund: 285 - CEMETERY TRUST FUND Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>1,433.11</b>	<b>1,403.22</b>	
	<b>Total Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>1,433.11</b>	<b>1,403.22</b>	

Income Statement

For Fiscal: 2025-2026 Period Ending: 05/31/2026

**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	1,573.88	30,581.49	768.51
Expense	31,350.00	31,350.00	140.77	29,178.27	2,171.73
<b>Fund: 285 - CEMETERY TRUST FUND Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>1,433.11</b>	<b>1,403.22</b>	<b>-1,403.22</b>
<b>Total Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>1,433.11</b>	<b>1,403.22</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	1,433.11	1,403.22	-1,403.22
<b>Total Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>1,433.11</b>	<b>1,403.22</b>	



City of Kennesaw

# Balance Sheet

## Account Summary

As Of 05/31/2026

Account	Name	Balance
<b>Fund: 285 - CEMETERY TRUST FUND</b>		
<b>Assets</b>		
<a href="#">285-0000-11-112100-00000</a>	OPERATING ACCOUNT	39,845.59
<a href="#">285-0000-11-311100-00000</a>	DUE FROM/TO GENERAL FUND	-739.63
	<b>Total Assets:</b>	<b>39,105.96</b>
		<b><u>39,105.96</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		30,581.49
Total Expense		29,178.27
<b>Revenues Over/Under Expenses</b>		<b>1,403.22</b>
	<b>Total Equity and Current Surplus (Deficit):</b>	<b>39,105.96</b>
	<b>Total Liabilities, Equity and Current Surplus (Deficit):</b>	<b><u>39,105.96</u></b>

# Actors Wanted: **LIFE IN THE CEMETERY TOUR**

This annual fundraiser supports the Kennesaw Cemetery Preservation Foundation and the historic Kennesaw City Cemetery. Each October, actors portray different residents of our cemetery. Visitors can take a guided walk and meet each resident.

This year, we invite you to volunteer (as an **actor** or as part of the **support team**) with the tour as we explore American history through the cemetery to help celebrate America's 250th birthday. Each resident we will highlight will help share the story of the United States from 1776 to today.

For more information about our group, visit <https://kennesawcemetery.org/>



## **Info Session**

**June 20, 2026 @ 4:00 PM  
Kennesaw City Cemetery**

## **Auditions**

**July 25, 2026 @ 4:00 PM  
Ben Robertson Community Center**



## Item Report

**TO:** The Cemetery Preservation Commission  
**FROM:**  
**DATE:** June 11, 2026  
**TITLE:** Update: Section III Photo Project

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**Summary:**

**Recommendation:**

**Fiscal Impact:**

**Attachments:**  
None



## Item Report

**TO:** The Cemetery Preservation Commission  
**FROM:**  
**DATE:** June 11, 2026  
**TITLE:** Update: Section Signage

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**Summary:**

**Recommendation:**

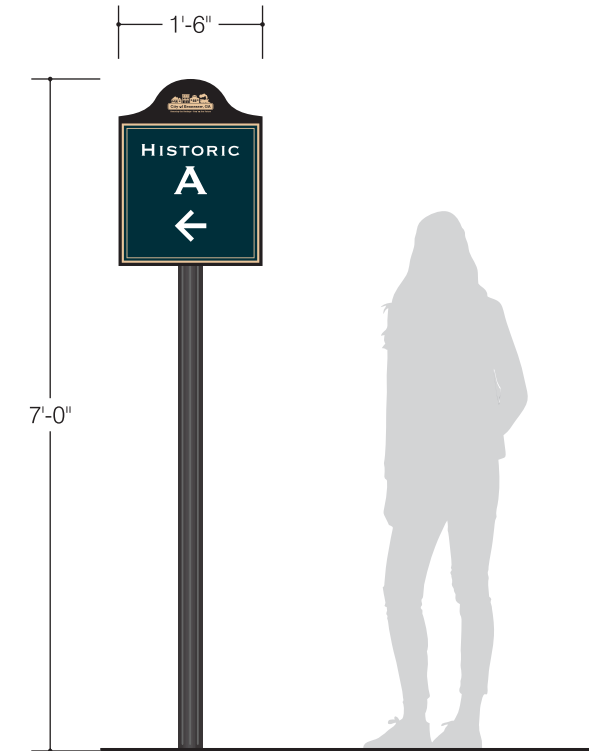
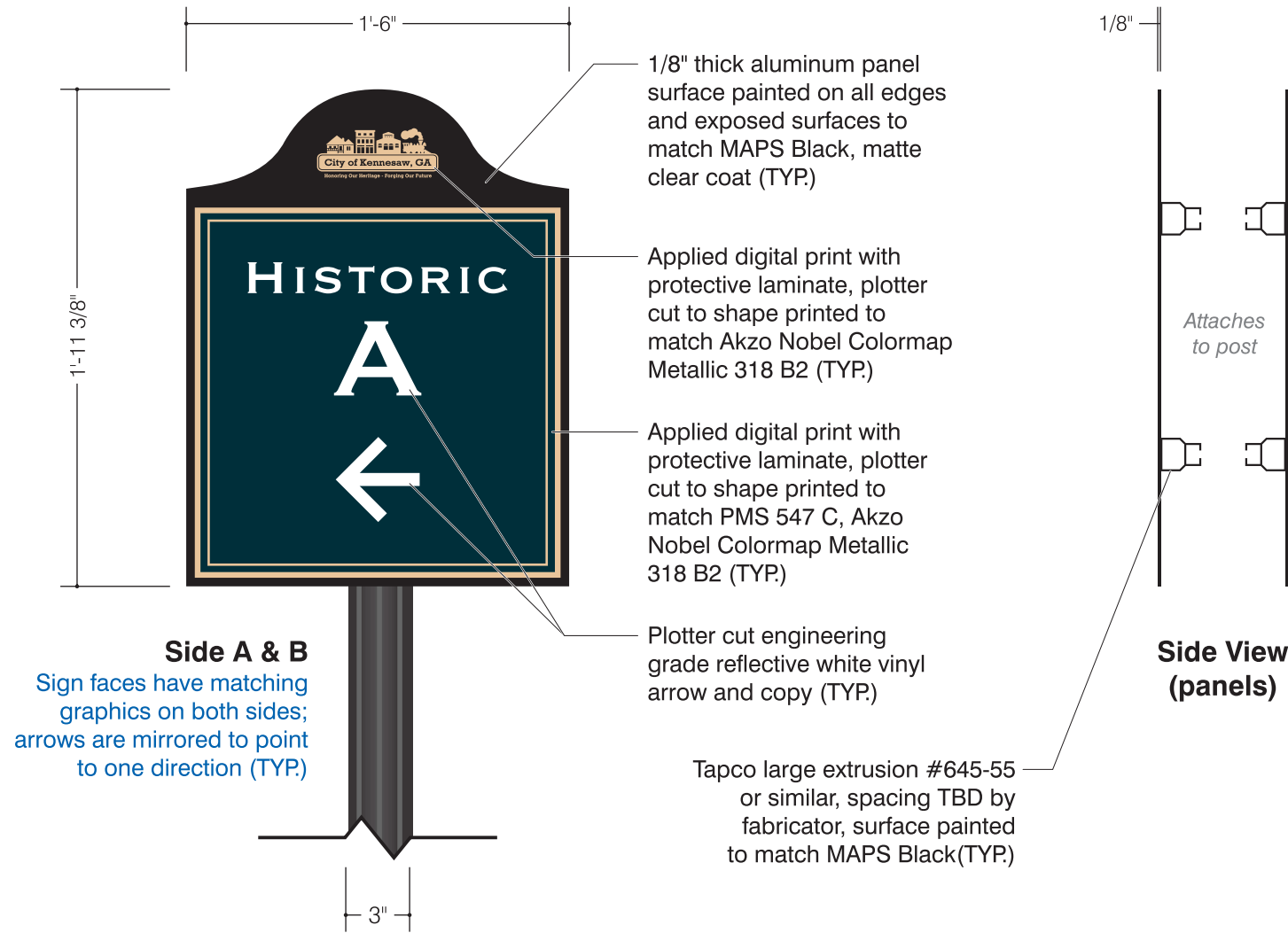
**Fiscal Impact:**

**Attachments:**

1. G2.01a - Type 09 Destination ID (COK Blue)

# ST-09

TOTAL QTY=6



**1 SIGN TYPE 09 – DESTINATION IDENTIFICATION (EXAMPLE LAYOUT - BLUE)**  
G2.01a Scale: 1 1/2" = 1'-0"

**2 SIGN TYPE 09 – ELEVATION VIEW**  
G2.01a Scale: 1/2" = 1'-0"



**3 SIGN TYPE 09 – ALL FACE PANEL LAYOUTS**  
G2.01a Scale: 1" = 1'-0"

PROJECT:

## CEMETERY SECTION SIGNS

CLIENT:



PREPARED BY:



315 Northpoint Pkwy SE, Suite F  
Acworth, GA 30102  
Office 678-369-4877  
Fax 678-559-0660

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### REVISIONS

DRAWN	DATE

PROJECT ACRONYM AND NUMBER:

**COK0824.01CSS**

DRAWN MV PM CT EM TM

PM PHASE REVIEW 01  02  03  04

EM PHASE REVIEW 01  02  03  04

DATE 05/12/2026

SCALE as shown

FILEPATH L:\OPER\CUST\COK\2024\CSS

DRAWING TITLE:

**ST-09 - DESTINATION IDENTIFICATION - BLUE**

DRAWING #:	SECTION
G2.01a	ELEVATION



## Item Report

**TO:** The Cemetery Preservation Commission  
**FROM:**  
**DATE:** June 11, 2026  
**TITLE:** Update: Cemetery Preservation Workshop (Lizz)

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**Summary:**

**Recommendation:**

**Fiscal Impact:**

**Attachments:**  
None



## City of Kennesaw Special Event Application

Applications to hold an event must be submitted to the Kennesaw Events Committee at least 90 days before your event. The application will be reviewed by the Kennesaw Events Committee during their monthly meeting held on the first Thursday of each month at 3:30pm at City Hall. Direct your applications to Marty Hughes, Events Committee Chair at mhughes@kennesaw-ga.gov.

**A NON-REFUNDABLE APPLICATION FEE OF \$50 IS DUE UPON RECEIPT OF THIS APPLICATION. CHECK TO BE MADE TO CITY OF KENNESAW.**

You will be notified of the exact Kennesaw Events Committee meeting date so you can be present to discuss your event with the committee members. **You are required to attend that meeting.**

**Please note that filling out an application does not guarantee approval of requests.** Final approval or denial is determined by the City as well as contingent upon the applicant completing the required actions, submitting the required funds, etc. If you have filed this application without adequate time for processing and coordination, the applicant must re-file the request for a new event date.

Name of Event Symbols of the Cemetery Walking Tour

Type of Event Walking Tour

Event Date(s): 1st choice June 21, 2026 2nd Choice

Event Site being requested: Kennesaw City Cemetery

Beginning Time(s) 6:00 PM am/pm to Ending Time(s) 7:30 PM am/pm

Event Set up Time 5:30 PM Event Clean up Time 7:30 PM

Purpose of Event Education and promotion of Kennesaw's history

Details of the Event

For the past few Octobers, the Kennesaw Cemetery Preservation Foundation has offered popular walking tours in the Kennesaw City Cemetery. This year, the goal is to expand the tour offerings by having a sm

1. Applicant/Organization Kennesaw Cemetery Preservation Commission / Kennesaw Cemetery Preservation Foundation

Address 2529 J. O. Stephenson Avenue, Kennesaw, GA 30144 / P.O.Box 477, Kennesaw, GA 30156

Phone Number (470) 546-2118 Fax Number \_\_\_\_\_

E-mail Address/Website https://kennesawcemetery.org/

2. Name of Organizer/Contact Person Andrew Bramlett

Phone Number (470) 546-2118 Email cemeteryfoundation@gmail.com

Any Other Organizers Name(s) \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

3. General Event Information:

Number of person(s) expected 20 max Have you previously held this Event? No

What types of advertising will you use to promote this event? Facebook

To whom are you marketing Local residents and cemetery buffs

4. **Fees.** Based on your request, you will be invoiced for any fees due that are associated with this event. Fees will be charged for facilities, equipment, and personnel. More explanation of fees will be discussed during your scheduled Event Committee Meeting; see Fee Schedule attached.

Are you requesting **City Personnel**? List required assistance: No

Are you requesting **City Streets** to be closed for your event, if so which ones? No

Are you requesting **City Facilities** for this event? No

Are you requesting **City Equipment** for this event? No

Are you requesting Trash and Recycling? No

5. Is your event a fundraiser? No If yes, for whom or what organization(s)? \_\_\_\_\_

6. **We will need the Following Supporting Documents along with your Application:**

1. **Property Owner's Affidavit** (if Private Property is to be used in conjunction with your event).

2. **A Certificate of Insurance**, in the amount of \$1,000,000 or as determined to be appropriate to  
**City of Kennesaw** 2529 J.O. Stephenson Avenue Kennesaw, Georgia 30144

the size of the event, naming the City of Kennesaw as an Additional Insured. Certificate must be provided at least 30 days in advance of the event.

- 3. Return a signed **Fee Acknowledgement Agreement** within 30 days of event approval.
- 4. Include your **Cleanup/Recycling Plan**.
- 5. Are you a non-profit organization? If so, provide a **Copy of Your 501C-3**.
- 6. Include additional forms stating you are in Compliance with all other agencies requiring Permitting. i.e.: Cobb/Public Health Department, Cobb Fire Marshal Office, Alcohol Permits
- 7. Attached map showing the event site & set-up.

Attached to email

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**For City of Kennesaw Use Only**

**DEPARTMENT CHECKS**

Date Received \_\_\_\_\_ Received by \_\_\_\_\_ Reviewed by Events Committee \_\_\_\_\_

Suggest Approved \_\_\_\_\_ Suggest Denial \_\_\_\_\_

Payments Received: Fees \_\_\_\_\_ Insurance Received: \_\_\_\_\_

\_\_\_\_\_  
Events Committee Chairperson

Date \_\_\_\_\_

Notification \_\_\_\_\_



## City of Kennesaw Special Event Application

Applications to hold an event must be submitted to the Kennesaw Events Committee at least 90 days before your event. The application will be reviewed by the Kennesaw Events Committee during their monthly meeting held on the first Thursday of each month at 3:30pm at City Hall. Direct your applications to Marty Hughes, Events Committee Chair at [mhughes@kennesaw-ga.gov](mailto:mhughes@kennesaw-ga.gov).

**A NON-REFUNDABLE APPLICATION FEE OF \$50 IS DUE UPON RECEIPT OF THIS APPLICATION. CHECK TO BE MADE TO CITY OF KENNESAW.**

You will be notified of the exact Kennesaw Events Committee meeting date so you can be present to discuss your event with the committee members. **You are required to attend that meeting.**

**Please note that filling out an application does not guarantee approval of requests.** Final approval or denial is determined by the City as well as contingent upon the applicant completing the required actions, submitting the required funds, etc. If you have filed this application without adequate time for processing and coordination, the applicant must re-file the request for a new event date.

Name of Event Kennesaw City Cemetery Walking Tour

Type of Event Walking Tour

Event Date(s): 1st choice July 18, 2026 2nd Choice

Event Site being requested: Kennesaw City Cemetery

Beginning Time(s) 10:00 AM am/pm to Ending Time(s) 11:30 AM am/pm

Event Set up Time 9:30 AM Event Clean up Time 11:30 AM

Purpose of Event Education and promotion of Kennesaw's history

Details of the Event

For this event, the Atlanta Preservation Center, in partnership with the Kennesaw Cemetery Preservation Commission, is proposing a walking tour of the Kennesaw City Cemetery. The event would be similar to

1. Applicant/Organization \_\_\_\_\_

Address 327 St Paul Ave SE, Atlanta, GA 30312 / P.O.Box 477 Kennesaw GA 30156 / 2529 J. O. Stephenson Avenue, Kennesaw, GA 30144

Phone Number (404) 688-3353 Fax Number \_\_\_\_\_

E-mail Address/Website https://kennesawcemetery.org/

2. Name of Organizer/Contact Person Andrew Bramlett

Phone Number 470-546-2118 Email cemeteryfoundation@gmail.com

Any Other Organizers Name(s) Mary Budwick

Phone Number (404) 688-3353 Email mary@preserveatlanta.com

3. General Event Information:

Number of person(s) expected 20 max Have you previously held this Event? Yes

What types of advertising will you use to promote this event? Eventbrite and Facebook

To whom are you marketing Atlanta Preservation Center members and lovers of local area history

4. **Fees.** Based on your request, you will be invoiced for any fees due that are associated with this event. Fees will be charged for facilities, equipment, and personnel. More explanation of fees will be discussed during your scheduled Event Committee Meeting; see Fee Schedule attached.

Are you requesting **City Personnel**? List required assistance: No

Are you requesting **City Streets** to be closed for your event, if so which ones? No

Are you requesting **City Facilities** for this event? No

Are you requesting **City Equipment** for this event? No

Are you requesting Trash and Recycling? No

5. Is your event a fundraiser? No If yes, for whom or what organization(s)? \_\_\_\_\_

6. **We will need the Following Supporting Documents along with your Application:**

1. **Property Owner's Affidavit** (if Private Property is to be used in conjunction with your event).

2. **A Certificate of Insurance**, in the amount of \$1,000,000 or as determined to be appropriate to **City of Kennesaw** 2529 J.O. Stephenson Avenue Kennesaw, Georgia 30144

the size of the event, naming the City of Kennesaw as an Additional Insured. Certificate must be provided at least 30 days in advance of the event.

- 3. Return a signed **Fee Acknowledgement Agreement** within 30 days of event approval.
- 4. Include your **Cleanup/Recycling Plan**.
- 5. Are you a non-profit organization? If so, provide a **Copy of Your 501C-3**.
- 6. Include additional forms stating you are in Compliance with all other agencies requiring Permitting. i.e.: Cobb/Public Health Department, Cobb Fire Marshal Office, Alcohol Permits
- 7. Attached map showing the event site & set-up.

Attached to email

-----  
**For City of Kennesaw Use Only**

**DEPARTMENT CHECKS**

Date Received \_\_\_\_\_ Received by \_\_\_\_\_ Reviewed by Events Committee \_\_\_\_\_

Suggest Approved \_\_\_\_\_ Suggest Denial \_\_\_\_\_

Payments Received: Fees \_\_\_\_\_ Insurance Received: \_\_\_\_\_

\_\_\_\_\_  
Events Committee Chairperson

Date \_\_\_\_\_

Notification \_\_\_\_\_