



Commissioners

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

**Cemetery Preservation Commission
Meeting Agenda
September 10, 2026 4:00 PM
City Hall Training Room
(2529 J.O. Stephenson Avenue, Kennesaw, GA 30144)**

- 1. Call to Order / Roll Call**
- 2. Approval of the Meeting Minutes**
 - A. Minutes: August 13, 2026 Regular Meeting**
Approval of the August 13, 2026, Cemetery Preservation Commission regular meeting minutes.
- 3. Financial Report**
 - A. Financials: August 2026**
Consideration to accept the August 2026 Cemetery Fund financial reports.
- 4. Cemetery Preservation Foundation Update**
- 5. Old Business**
 - A. Update: City of Kennesaw, Georgia - Code of Ordinances - Ch. 30 Cemeteries**
- 6. New Business**
 - A. Discussion: Roberts Rules of Order (small meetings)**
- 7. Staff Comment**
 - A. Upcoming Projects**
 - Cutting trees along Cemetery Street
 - Section signage
 - Paving
 - B. Upcoming Events**
 - Cemetery Clean up Day (October 3)
 - Life in the Cemetery (October 23-25)
 - Wreaths Across America (December 12)

Ideas for Future Events

8. Adjourn

**MINUTES OF CEMETERY PRESERVATION COMMISSION MEETING
CITY OF KENNESAW
City Hall Training Room
(2529 J.O. Stephenson Avenue, Kennesaw, GA 30144)
August 13, 2026
4:00 PM**

1. Call to Order / Roll Call

Chair Lewis Bramlett called the meeting to order at 4:00 p.m.

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.

Motion by Judi Burrell to approve the May 14, 2026, Cemetery Preservation Commission regular meeting minutes as submitted. Seconded by Jim Poole.

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

B. Minutes: June 11, 2026 Regular Meeting

Approval of the June 11, 2026, Cemetery Preservation Commission regular meeting minutes.

Motion by Judi Burrell to approve the June 11, 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: June 2026

Consideration to accept the June 2026 Cemetery Fund financial reports.

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

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

B. Financials: July 2026

Consideration to accept the July 2026 Cemetery Fund financial reports.

Motion by Judi Burrell to accept the July 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

Andrew Bramlett provided an update on behalf of the Cemetery Preservation

Foundation.

5. Old Business

A. Update: Kennesaw City Cemetery Section III Photo Project

Vice-Chair Lizz Gray provided an update on the photo project being conducted in Section III. She has cataloged the photos by section, lot and plot and all photos have a stamp that reflects the year, month, and day. Gray can share the information with the city communication department for use in updating the website. Also, the *Find a Grave database* can be updated.

B. Update: Lizz Gray's Cemetery Preservation Workshop on June 15, 2026

Lizz Gray attended a Cemetery Preservation workshop in Fayetteville, Georgia as part of the 48 Atlanta Preservation 48 State Tour. The workshop comprised a full-day, hands-on workshop led by conservator Jonathan Appell, who possesses over 30+ years of monument conservation experience. The curriculum covered stone identification, cleaning chemistry and technique, monument construction, and stabilization/repair and a focus on minimally invasive, science-based preservation—not cosmetic restoration.

The event highlighted the cleaning product Endurance and explained how to use the product to clean headstones without water. The solution is to be applied to the point of total saturation; minimum dwell time of 10–15 minutes—dwell time matters more than brushing. Scrape off heavy moss first; never dry-scrape; if growth doesn't come off easily, stop—forcing it damages the stone. A treated stone that has dried can be reactivated days later just by wetting it with water again. Residual effect lasts roughly 6 months to a year, and you should wait at least 6 weeks before reapplying, with 6 months being preferred. No gloves are required, and it is safe to use on bronze markers.

C. Discussion: City of Kennesaw, Georgia - Code of Ordinances - Ch. 30 Cemeteries

Chair Bramlett informed the Commission that he would send a message to everyone on the commission requesting feedback on proposed edits to the *Kennesaw Code of Ordinances Chapter 30: Cemeteries* by the end of next week. He would then compile any notes, comments, suggestions, etc. to review with City Clerk Alvarez upon her return to the office.

6. New Business

7. Staff Comment

8. Adjourn

Chair Lewis Bramlett adjourned the meeting at 4:54 p.m. The next meeting of the Cemetery Preservation Commission will be held on Thursday, September 10, 2026.

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

Beginning Cash	\$ 43,224.37
Cash Receipts:	
Cemetery Fees	\$ 2,400.00
Interest posted 8/17 for July	<u>86.94</u>
Total Cash Receipts	<u>2,486.94</u>
Cash Disbursements:	
Cemetery to General Fund	1,654.63
Total Cash Disbursements	<u>1,654.63</u>
Ending Cash	<u><u>\$ 44,056.68</u></u>



City of Kennesaw

Income Statement Account Summary

For Fiscal: 2025-2026 Period Ending: 08/31/2026

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 285 - CEMETERY TRUST FUND						
Revenue						
285-0000-34-910000-00000	CEMETERY FEES	15,000.00	15,000.00	2,400.00	20,650.00	-5,650.00
285-0000-36-100000-00000	INTEREST REVENUES	150.00	150.00	86.94	727.21	-577.21
285-0000-37-000000-00000	CONTRIBUTION/DONATIONS	250.00	250.00	0.00	0.00	250.00
285-0000-37-100000-00000	DONATION - CEM. PRESERVATION FOUNDA	2,000.00	2,000.00	0.00	5,800.00	-3,800.00
285-0000-39-110000-00000	TRANSFERS IN - GENERAL FUND	9,950.00	9,950.00	0.00	9,270.00	680.00
285-0000-39-400000-00000	USE OF PY RESERVE	4,000.00	4,000.00	0.00	0.00	4,000.00
	Revenue Total:	31,350.00	31,350.00	2,486.94	36,447.21	-5,097.21
Expense						
285-4950-52-125000-00000	OTHER PROFESSIONAL SERVICES	2,000.00	2,000.00	0.00	2,608.00	-608.00
285-4950-52-325000-00000	POSTAGE	150.00	150.00	0.00	0.00	150.00
285-4950-52-460000-00000	CEMETERY REPAIR AND MAINTENANCE	26,875.00	26,875.00	0.00	25,685.00	1,190.00
285-4950-53-118000-00000	OPERATING MATERIALS/SUPP	2,325.00	2,325.00	0.00	1,800.27	524.73
	Expense Total:	31,350.00	31,350.00	0.00	30,093.27	1,256.73
Fund: 285 - CEMETERY TRUST FUND Surplus (Deficit):		0.00	0.00	2,486.94	6,353.94	
Total Surplus (Deficit):		0.00	0.00	2,486.94	6,353.94	

Group Summary

Account Type	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 285 - CEMETERY TRUST FUND					
Revenue	31,350.00	31,350.00	2,486.94	36,447.21	-5,097.21
Expense	31,350.00	31,350.00	0.00	30,093.27	1,256.73
Fund: 285 - CEMETERY TRUST FUND Surplus (Deficit):	0.00	0.00	2,486.94	6,353.94	-6,353.94
Total Surplus (Deficit):	0.00	0.00	2,486.94	6,353.94	

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
285 - CEMETERY TRUST FUN	0.00	0.00	2,486.94	6,353.94	-6,353.94
Total Surplus (Deficit):	0.00	0.00	2,486.94	6,353.94	



City of Kennesaw

Balance Sheet

Account Summary

As Of 08/31/2026

Account	Name	Balance
Fund: 285 - CEMETERY TRUST FUND		
Assets		
285-0000-11-112100-00000	OPERATING ACCOUNT	44,056.68
Total Assets:		44,056.68
		44,056.68
Liability		
Total Liability:		0.00
Equity		
285-0000-13-422000-00000	F/B UNRES - UNDESIGNATED	43,035.37
285-0000-13-531000-00000	F/B - COMMITTED - CEMETERY MAINTEN/	-5,332.63
Total Beginning Equity:		37,702.74
Total Revenue		36,447.21
Total Expense		30,093.27
Revenues Over/Under Expenses		6,353.94
Total Equity and Current Surplus (Deficit):		44,056.68
Total Liabilities, Equity and Current Surplus (Deficit):		44,056.68



Item Report

TO: The Cemetery Preservation Commission
FROM:
DATE: September 10, 2026
TITLE: Update: City of Kennesaw, Georgia - Code of Ordinances - Ch. 30 Cemeteries

Summary:

Recommendation:

Fiscal Impact:

Attachments:

1. Kennesaw, GA Code of Ordinances Ch. 30

Chapter 30 - CEMETERIES

Footnotes:

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State Law reference— *Criminal trespass and damage to property, O.C.G.A. § 16-7-20 et seq.; disposition of unclaimed dead bodies, O.C.G.A. § 31-21-20 et seq.; abandoned cemeteries and burial grounds, O.C.G.A. § 36-72-1 et seq.; Georgia Cemetery Act of 1983, O.C.G.A. § 44-3-130 et seq.*

ARTICLE I. - IN GENERAL

Footnotes:

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Editor's note— *Ord. No. 2023-18, § 1, adopted November 6, 2023, repealed the former article I, §§ 30-1—30-6 and 30-8, and enacted a new article I as set out herein. The former article I pertained to similar subject matter and derived from the Code of 1986, § 5-3-1, 5-3-2, 5-3-4—5-3-7, 5-3-15; Ord. No. 2001-11, adopted November 19, 2001; Ord. No. 2004-12, adopted March 1, 2004; Ord. No. 2006-15, adopted August 7, 2006 and Ord. No. 2014-07, adopted June 16, 2014.*

Sec. 30-1. - Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Burial service means any service other than a funeral service offered or provided by any person in connection with the final disposition, memorialization, interment, entombment, or inurnment of human remains.

Care and maintenance by the city means the perpetual process of keeping a cemetery and its lots, graves, grounds, landscaping, roads, paths, parking lots, fences, utilities, and other improvements, structures, and embellishments in a well-cared for and dignified condition, so that the cemetery does not become a nuisance or place of reproach and desolation in the community. Care and maintenance by the city may include, but is not limited to, any or all of the following activities: Mowing the grass at reasonable intervals; raking and cleaning the grave spaces and adjacent areas; pruning of shrubs and trees; suppression of weeds and exotic flora; seeding and filling in sunken graves, removing dead flowers only. The city shall not remove any type of artificial flora placed at a grave site or be held liable for any type of artificial flora or other items placed upon a grave site if removed from grave site. Care and maintenance by the city does not include expenses for the construction and development of new grave spaces or interment structures to be sold to the public or watering nor repairing or replacement of markers or memorial structures of any nature.

Casket means a container which is designed for the encasement and viewing of a dead human body.

Cemetery means any cemetery owned and/or maintained by the city for the purpose of receiving the remains of deceased humans.

Cremation includes any mechanical or thermal process whereby a deceased human being is reduced to ashes. Cremation also includes any other mechanical or thermal process whereby human remains are pulverized, burned, reinterred, or otherwise further reduced in size or quantity.

Funeral director means any person licensed in this state to practice funeral directing pursuant to the provisions of O.C.G.A. tit. 43, ch. 18.

Funeral service means any service relating to the transportation, embalming, and interment of a deceased human being.

Interment means the burial of human remains, but shall not include the opening and closing of a grave space, crypt, or niche or the installation of a vault.

Owner means the lot, grave, or deed holder, the owner of burial rights, the owner of burial privilege, or a person with authority for collateral use of any burial lot as evidenced by a deed or by proved and recognized descent or devise from the original owner.

Vault or outer burial container means an enclosure into which a casket is placed and includes, but is not limited to, containers made of concrete, steel, fiberglass, copper or other metals.

(Ord. No. 2023-18, § 1, 11-6-23)

Sec. 30-2. - Management, maintenance, and supervision of municipal cemeteries.

- (a) The responsibility for the management and operation of all municipal cemeteries shall be vested in the city clerk, and the maintenance and general supervision of all municipal cemeteries shall be vested in the director of public works.
- (b) Cemeteries covered. All cemeteries owned and/or maintained by the city, or which may hereafter be acquired by the city, wheresoever situated, are hereby declared to be public burial grounds, subject to the provisions of this chapter.
- (c) The city reserves, and shall have, the right to correct any errors that may be made by it either in making interments, disinterment's or removals, or installation of memorials, or transfer or conveyance of interment rights, including the right to substitute and convey in lieu thereof other interment rights of equal value or similar location as far as possible, or as may be selected by the city or, in the sole discretion of the city, by refunding the amount of money paid on account of said purchase. In the event such error shall involve the interment of the remains of any person in such property, the city reserves and shall have the right to remove and transfer such remains so interred to the correct location or such other property of equal value and/or similar location as may be substituted and conveyed in lieu thereof. The city reserves the right to enlarge, reduce,

replat or change the boundaries or grading of the cemetery or of a section or sections, from time to time, including right to modify or change the locations or remove or regrade roads, drives, trees, shrubs, flowers, landscaping, and walks.

(Ord. No. 2023-18, § 1, 11-6-23)

Sec. 30-3. - General rules and regulations.

The following rules and regulations shall apply in regard to the cemetery, including use and enforcement of this chapter, unless otherwise and specifically stated:

- (1) *Decorum.* Cemetery ground being sacredly devoted to the interment and repose of the dead, strict observance of decorum due to such a place will be required of all persons.
- (2) *Strangers in funeral zone.* Strangers shall not approach the grave at which a funeral is being conducted and when deemed necessary by the city clerk or upon request of the lot owner or his representative, a funeral zone may be established and properly marked and no one except persons attending the funeral will be permitted to trespass within its boundaries.
- (3) *Places of entrance.* No person shall enter nor shall any vehicle be propelled or driven into any cemetery except through the established gates and entrances thereof.
- (4) *Sightseeing or heavy vehicles.* Sightseeing vehicles or other heavy or cumbersome vehicles shall not enter any cemetery without permission of the city clerk.
- (5) *Work suspended.* Workers must suspend their labors within the immediate vicinity of a funeral until the conclusion of such service.
- (6) *Vehicle speed.* No vehicle shall be driven in any cemetery at any time at a speed greater than is reasonable and proper under all circumstances, and in no event in excess of 15 miles per hour.
- (7) *Noise or disorderly conduct.* No person shall make any improper noise or disturbance or use any profane or indecent language or conduct themselves in a disorderly manner in violation of state law or local ordinance within the limits of any cemetery.
- (8) *Food or beverages prohibited.* No person shall take any refreshments, food or intoxicating beverages of any kind within the boundary of the cemetery, unless for religious purposes, and except such food and temperate beverages as may be required by workers engaged therein.
- (9) *Trespassing.* Walking or driving through cemetery grounds to property or land outside of any cemetery for the purpose of saving time or distance is strictly prohibited.
- (10) *Children.* Children under the age of 16 shall not be allowed in cemeteries unless accompanied by their parents or other adults, except for the purpose of placing flowers on the grave of a deceased relative or friend or performing any other customary evidence of respect in accordance with their religious principles.

- (11) *Animals.* No animals shall be allowed in any cemetery except in the confines of a vehicle and must at all times be retained within the confines of the vehicle while the vehicle remains in the cemetery.
- (12) *Rubbish.* It shall be unlawful for any person to leave or scatter rubbish within the confines of the cemetery.
- (13) *Vehicle traffic.* No vehicle of any description shall be driven or propelled in the cemetery except upon the portions of the roadways set aside for vehicular traffic or for the purpose of opening a grave.

(Ord. No. 2023-18, § 1, 11-6-23)

Sec. 30-4 - Grave site regulations.

- (a) *Owner's responsibilities.* In addition to the requirements of state law, local ordinances, and cemetery rules and regulations, all owners shall keep their lots neat and clean at all times, care for and maintain the headstones, and shall not abandon the cemetery lots.
- (b) *Care reserved.* In addition to the general care and maintenance by the city, if the owner fails to take care of the lot as required in section 30-4(a), the city reserves the right to enter upon any grave and to perform all work necessary for the care and upkeep of all lots, headstones, and graves in the cemetery after ten calendar days' notice to the next of kin has been made directing them to comply with the owner's responsibilities. A letter sent via first-class mail to the last known next of kin shall constitute sufficient notice under this subsection. The ten calendar day notice period shall run from the date of mailing.
- (c) *Opening and closing of graves.* After a lot has been properly identified by the city clerk or a representative thereof and a permit has been issued, a grave may be opened and closed by a grave digger as contracted and directed by the funeral home conducting such funeral. No grave shall be dug closer than one foot from the side line of the grave lot. Furthermore, the closing of a grave shall include filling and tamping to ensure the least amount of future settling.
- (d) *Lot boundaries.* A city employee designates the corners of the lot purchased clearly prior to burial therein, and no lot owner shall encroach upon another lot.
- (e) *Grave mounds.* No grave mounds shall be permitted and graves shall be leveled with the lawn as soon as settling is complete.
- (f) *Location of grave.* No grave shall be placed so as to have an irregular appearance with graves on the same or adjoining lots.
- (g)

Fences, railings, walls, enclosures prohibited. No fence, railing, coping, curb, wall, wall hedge or enclosure of any kind shall be located around or on any lot or grave site. The city reserves the right to remove and dispose of any of these items without notice and no responsibility for the return to owner will be assumed.

- (h) *Existing wall enclosures.* Any deteriorated or unsightly wall enclosure shall be the perpetual responsibility of the certificate or deed owner for removal or repair. The city reserves the right to remove any wall or fragments without notice to the owner, if deemed that the wall is deteriorated and unsightly and/or prevents the city from performing routine maintenance.
- (i) *All grave sites must be covered with grass.* It is expressly prohibited to outline a grave site with any material such as brick, brick stones, pebbles, gravel, landscape materials, etc.
- (j) *No objects are allowed on graves.* All objects or forms of decoration will be removed from gravesites without notice and with no responsibility for return to the owner; this includes trees, shrubs, plantings, flags, statuary, toys, cans, ornaments, all glass, crockery, Styrofoam, balloons, and any similar items.
- (k) *No grave site shall be illuminated by any means.* No lighting fixtures may be installed on a grave site, this includes staked solar lights or battery powered lights.
- (l) No one shall plant any plants, flowers or trees on a grave site.
- (m) *Memorial flags.* Memorial flags are defined as the American flag with a staff of no more than 30 inches, and a flag no larger than 12 inches by 18 inches (12" x 18"). Memorial flags are allowed to be placed year-round, as long as the flag does not become unsightly.
- (n) *Restricted use.* Lots shall not be used for any purpose other than a place for the remains of human bodies or human cremains.
- (o) *Mausoleums.* The construction or placing of mausoleums upon lots in the cemetery shall not be permitted.

(Ord. No. 2023-18, § 1, 11-6-23)

Sec. 30-5. - Flowers, trees and shrubbery.

- (a) Any artificial or fresh flowers, plants, or flora that become wilted and/or faded, may be removed and disposed of by the city or its representatives.
- (b) Artificial and fresh floral arrangements are permitted provided they are in a vase that is permanently mounted on the monument or memorial. One stand-alone staked vase is permitted at a grave site with the absence of a monument or where a flat in-ground monument is present. Any vase containing a floral arrangement that becomes unsightly may be removed and disposed of by the city or its representatives. Under no circumstances may vases of glass, porcelain, or similar substances be placed at a gravesite. Saddle arrangements on monuments are acceptable.
- (c)

Freestanding hangers, brackets and other materials used for hanging plants, flowers or flags are not allowed. Wreaths or other similar religious items as customarily used during the Christmas/holiday season are permitted at a grave site if staked, mounted on an easel or stand, and no larger than 30 inches. Wreaths or other similar religious items will only be permitted during the Christmas/holiday season from Thanksgiving through January 10 and will be removed by the city or its representatives thereafter.

- (d) The city is not responsible for loss, theft, or damage of any type of floral arrangement and/or container placed within the cemetery.
- (e) Trimming trees and shrubbery. If any trees or shrubbery situated upon any lot, which by means of their roots, branches or otherwise, become detrimental to the adjacent lots or roadways of the cemeteries, or are unsightly or inconvenient to pedestrians or vehicles, it shall be the right and duty of the city to enter the lot and remove, cut back or trim such trees or shrubbery.
- (f) Protection to flowers, trees, shrubs. Except for the city or its representatives, no person shall cut, remove, injure, or carry away any flowers, shrubs, trees, plants, vines, or any growing thing in or from the cemetery.

(Ord. No. 2023-18, § 1, 11-6-23)

Sec. 30-6. - Deeds for lots.

- (a) The city clerk shall be authorized to take applications for cemetery lots according to the master plan drawn by the city engineer. The mayor or the mayor pro tem shall be authorized to execute deeds to cemetery lots in the city cemetery.
- (b) Persons holding a deed evidencing burial rights within the cemetery shall possess burial rights only to such cemetery lot but title to the burial lot shall remain in the city.
- (c) The city clerk shall keep such records as are necessary to properly identify the holders of burial rights.
- (d) If a deed is lost, misplaced, or destroyed and a replacement therefore is requested, the party requesting it may be required to furnish a bond and/or hold harmless agreement protecting the city from the consequences of such reissuance. The replacement certificate shall be appropriately designated as such.
- (e) Contents of deeds.
 - (1) Deeds shall bear the name of the owner or owners, lot number, number of graves, legal description, sum of payment, name of cemetery and such other information as may be necessary and shall be signed by the city clerk.
- (f) Transfer of deeds. Burial rights shall be transferable and upon presentment of proper evidence of a lawful transfer, the city clerk may issue a new deed.

(1)

Transfer by court order. In the absence of a written order to the contrary, the city will, after the owner's death, honor a transfer of ownership by court order when presented for record to the city clerk.

(2) Transfer by affidavit of descent. In cases where the owner is deceased and there is no estate to be probated, the heirs of the deceased shall submit an affidavit of descent to the city clerk, and upon submission of satisfactory evidence, approved by the city attorney, the clerk shall attach said affidavit to the corresponding deed(s) on file for future reference.

- (g) Burial designations. A lot owner or their legal representative may, at any time, designate in writing whom they wish buried in their lot or grave, forbid the burial of certain persons and have a record made of such desire with the city clerk.
- (h) Recording power to act. Power to act for the owner of any lot must be filed for record with the city clerk to become operative.
- (i) Sale subject to rules. Every lot or single grave sold is subject to the rules and regulations now in force or that may be hereafter adopted and to such changes of the present rules as are found necessary for the protection of lot owners and the remains of the dead.
- (j) Remuneration prohibited. It shall be unlawful for the owner of any lot to allow an interment to be made in any cemetery for remuneration.

(Ord. No. 2023-18, § 1, 11-6-23)

Sec. 30-7. - Lot charges.

- (a) The purchase price of cemetery lots shall be as set forth in the schedule of fees and charges. City employees currently employed shall receive a discount as set forth in the schedule of fees and charges.
- (b) *Deposit of sales funds.* All money received by the city clerk for the sale of lots in the city cemetery shall be deposited into the Cemetery Trust Fund.

(Ord. No. 2023-18, § 1, 11-6-23)

Sec. 30-8. - Interments.

- (a) Interments in the Kennesaw City Cemetery shall be classified in three ways:
 - (1) Burial in a casket and vault.
 - (2) Burial of cremains.
 - (3) Scattering of cremains.
- (b) *Interment in casket and vault.* Only one person shall be buried in a grave site. No casket shall be placed in a grave without the use of a vault as defined in section 30-1.
- (c)

Interment cremations. Up to four cremains shall be permitted in one grave site. Cremains shall be placed in a container for burial. Cremains shall be buried and not scattered. Container for burial must fit within a two feet by two feet by two feet (2' x 2' x 2') space.

- (d) *Scattering cremations.* Cremains shall be scattered only within the designated cremation garden areas and must be supervised and/or carried out by city staff.
- (e) *Interment or burial permit required.* No interment shall be permitted without a permit as required by law. This permit shall be issued by the city clerk or the city clerk's designee.
- (f) *Interment or burial permit fees.* Payment of interment or burial permit fees are paid to the city clerk at the time of issuance of the burial permit. Interment or burial permit fees shall be fixed by the mayor and city council and set forth in the schedule of fees and charges on file with the office of the city clerk.
- (g) *Notice of funeral.* Notice of funeral, with identification of the grave, must be furnished to the city clerk within two business days if conducted during the week and three business days if conducted on the weekend.
- (h) *Control of funerals.* All funerals and interments in any cemetery shall be under the direction of the funeral home director. The funeral home director is solely responsible to make sure that all permits are issued by the city and that the grave is properly dug, in the correct location, and the grave properly filled after burial.
- (i) *Errors.* In the event an error is committed in the interment of the remains of any person, the city reserves the right to remove and reinter the remains in a vacant grave site of equal value and similar location within the cemetery, as may be substituted and conveyed in lieu of the mistaken property. The party who committed the error in opening the grave shall be responsible for all said costs. Under no circumstances will the city assume responsibility for errors in opening graves.

(Ord. No. 2023-18, § 1, 11-6-23)

Sec. 30-9. - Disinterment.

- (a) *Disinterment.* The city holds that a lot or grave once used for burial thereby becomes sacred ground and the city shall refuse to allow the body buried therein to be disinterred by except court order and the city reserves the right to refuse any such request except that of a court order.
- (b) Funeral directors or a representative must be present for disinterment.

(Ord. No. 2023-18, § 1, 11-6-23)

Sec. 30-10. - Monuments or headstones.

- (a) *Monuments or headstones.* Any installation of a headstone or monument must receive prior approval by the city clerk to allow for marking of installation site within lot lines. A monument or headstone should be designed with reference to the location in which it is to be placed, consideration being given to the number, size and character of monuments standing near it. Such monuments or headstones shall be constructed out of cut stone or real bronze, and no limestone, sandstone or any artificial material will be permitted. All foundations shall be built of solid masonry and shall be at least as wide and as long as the base stone resting upon it and must not project above the surface of the ground. Foundations for monuments and headstones shall rest upon concrete foundations installed by a monument company and be of a sufficient size to carry the load of the headstone or monuments. The city reserves the right to place an identification marker on any lot until such time that a permanent monument or headstone is placed.
- (b) *Monument with multiple cremains.* For a grave site with multiple "up to four" cremains, there shall be only one above ground monument containing names of the cremains or individual flush ground "markers" of the cremains.
- (c) Owners are responsible for the condition and maintenance of headstones. The city is not responsible for the condition or maintenance of headstones placed at grave sites within the cemetery. However, if the owner fails to maintain the headstone, the city reserves the right to enter upon any grave and to perform all work necessary for the care and upkeep of the headstones in the cemetery after ten calendar days' notice to the next of kin has been made directing them to comply with the owner's responsibilities. A letter sent via first-class mail to the last known next of kin shall constitute sufficient notice under this subsection. The ten calendar day notice period shall run from the date of mailing.
- (d) The city reserves the right to order the removal of any headstone or monument that contains any inappropriate or profane language, falls into disrepair, or constitutes a safety hazard.
- (e) Protection to markers, monuments, headstones or cemeteries. No person shall deface, injure, disturb, mark or write upon any marker, monument, headstone, fence or structure in the cemetery. In addition, no person shall disturb, deface, alter, or disrespect or injure any cemetery plot, casket, marker, or any other area within the boundary of the cemetery.

(Ord. No. 2023-18, § 1, 11-6-23)

Sec. 30-11. - Visiting hours.

No person shall enter or remain within any cemetery for the period beginning from sunset to sunrise, except workers employed by the city.

(Ord. No. 2023-18, § 1, 11-6-23)

Sec. 30-12. - Violation.

- (a) Any person performing any act forbidden by this chapter or failing to perform any act required by this chapter shall have breached this chapter and, upon conviction thereof, shall be punished as provided by section 1-11 and shall be responsible for all costs to correct any said violation.
- (b) State law. Any violation of state law shall also be considered a violation of this chapter.

(Ord. No. 2023-18, § 1, 11-6-23)

Sec. 30-13. - Subsequent regulations; nonliability of city.

- (a) The mayor and council reserve to themselves and their successors in office the right to alter, amend, modify, or add to the rules, regulations, conditions, and restrictions set forth in this chapter at any time it is deemed advisable to do so in order to carry out the purposes of this chapter.
- (b) There shall be no liability whatsoever, either tort or contractual, on the part of the city, or its officials or officers, or their successors in office, or its agents or employees, to any purchasers of any lots in the cemetery, or to any person holding under them, or to the family or relatives of any person buried in the cemetery, or to any person or the family of such person who has erected any monument, marker, or mausoleum therein, by reason of any act, thing, omission, negligence, or otherwise relating to the cemetery. In accepting any conveyance of any burial lot, each purchaser agrees that all provisions of this chapter are valid and that they and their heirs and assigns shall hold such lot subject to all the provisions of this chapter and subject to all amendments to this chapter made by the mayor and council.

(Ord. No. 2023-18, § 1, 11-6-23)

Secs. 30-14—30-30. - Reserved.

ARTICLE II. - TRUST FUND

Sec. 30-31. - Established.

The city clerk shall establish a trust fund to be known as the Kennesaw Municipal Cemetery Trust Fund, referred to in this article as the trust fund, for the purposes of the perpetual care and maintenance of the municipal cemetery.

(Code 1986, § 5-3-9)

Sec. 30-32. - Administration.

The trust fund shall be administered by the cemetery preservation commission as trustees, subject to the review and approval of an annual budget by the mayor and council. Any unbudgeted expenditures or transactions must have prior approval of the mayor and council.

(Code 1986, § 5-3-10; Ord. No. 2001-11, § 3, 11-19-01; Ord. No. 2016-14, 5-16-16)

Sec. 30-33. - Duties of administrators.

The administrators shall be responsible for investing and reinvesting proceeds from the sale of lots in the municipal cemetery so that the income therefrom may be provided for perpetual care and maintenance and for upkeep of the cemetery.

(Code 1986, § 5-3-11)

Sec. 30-34. - Investment of proceeds from lot sales.

The funds from the sale of all lots in the municipal cemetery shall be deposited in the trust fund, and those funds shall be placed in an income producing checking account, savings account, certificate, or other AAA-rated securities so as to produce the income necessary for the purposes of the municipal cemetery, provided that all such investments shall be subject to review by the mayor and council.

(Code 1986, § 5-3-12; Ord. No. 2016-14, 5-16-16)

Sec. 30-35. - Annual audit.

The trust fund shall be audited each year by the auditor for the city.

(Code 1986, § 5-3-13)

Sec. 30-36. - Powers of trustees.

The trustees of the trust fund shall have the following powers:

- (1) To invest and reinvest any and all monies received in securities and/or property in which, from time to time, it may be lawful to invest trust funds under the laws of the state.
- (2) To make, execute, and deliver all proper receipts, bills of sale, conveyances, assignments, transfers, proxies, powers of attorney, and agreements as it shall deem best in the management and control of the securities and property constituting such fund.
- (3)

To make or join in any plan or plans of reorganization or of readjustment in respect of any corporation of which any of the shares, bonds, or other securities or obligations at any time constitute part of the principal of the fund, and to accept and hold any property or new securities in exchange for or in place of any securities surrendered in accordance with any such plan in the place of the securities so surrendered.

(Code 1986, § 5-3-14)

Secs. 30-37—30-50. - Reserved.

ARTICLE III. - CEMETERY PRESERVATION COMMISSION

Sec. 30-51. - Created.

There is hereby created a cemetery preservation commission for the city.

(Ord. No. 2001-03, § 1, 2-5-01)

Sec. 30-52. - Membership and terms of office.

The cemetery preservation commission shall consist of seven members appointed by the mayor with the approval of the city council. Members of the cemetery preservation commission shall serve staggered four-year terms. Members of the cemetery preservation commission shall serve at the pleasure of the mayor and city council and may be removed at their discretion.

(Ord. No. 2001-03, § 2, 2-5-01; Ord. No. 2002-33, § 1, 8-19-02; Ord. No. 2007-28, 8-20-07; Ord. No. 2014-06, 6-2-14; Ord. No. 2019-08, 10-7-19)

Sec. 30-53. - Prerequisites for members.

The seven members appointed to the cemetery preservation commission shall have demonstrated a special interest in the operation of the city cemetery. Three members shall be persons who have family members buried in the city cemetery and/or who own plots in the city cemetery, two members shall be persons who live within city limits, and two members can be persons who live outside of city limits.

(Ord. No. 2001-03, § 3, 2-5-01; Ord. No. 2002-33, § 2, 8-19-02; Ord. No. 2007-28, 8-20-07; Ord. No. 2014-06, 6-2-14; Ord. No. 2019-08, 10-7-19)

Sec. 30-54. - Powers.

The cemetery preservation commission shall be authorized to:

(1)

Provide review and oversight to the operation and maintenance of the city cemetery and make recommendations regarding same.

- (2) Provide guidance and suggestions to the mayor and council relative to ongoing maintenance and improvements for the city cemetery, including preservation, security, development, record-keeping, policies regarding lot sales, landscaping, maintenance, etc.
- (3) Review the status of records of burial and plot ownership for the city cemetery and recommend improvements to the record-keeping system.
- (4) Provide guidance and suggestions to the mayor and council relative to ordinances and other regulations required to preserve the city cemetery.
- (5) Make recommendations for preservation, maintenance, and improvement of other cemeteries in the city that are not under the jurisdiction of the city.
- (6) Provide recommendations to the planning commission, and mayor and council regarding all zoning and variance applications filed that relate to cemeteries in the city and assist the community development department regarding the enforcement of all regulations relating to cemeteries.
- (7) Conduct educational programs regarding cemetery preservation as a means of increasing public awareness and support.
- (8) Assist in legal research, as required, regarding cemetery relocation, maintenance, and security measures as defined by state statute and city ordinances.
- (9) Establish appropriate and necessary liaisons and contacts with other appropriate boards, commissions, departments, organizations, and public agencies.
- (10) Other duties as may be assigned by the mayor and council.

(Ord. No. 2001-03, § 4, 2-5-01)

Sec. 30-55. - Approval of mayor and council for financial obligations.

The cemetery preservation commission shall not financially obligate the city in any manner without the prior approval of the mayor and council.

(Ord. No. 2001-03, § 5, 2-5-01)

Sec. 30-56. - Rules and procedures.

The cemetery preservation commission shall adopt rules for the transaction of its business, officers and their election and duties, provisions for the time and place of regular meetings, and for the calling of special meetings. The commission shall have the flexibility to adopt rules of procedure without amendments to this article. A quorum shall consist of a majority of its members.

The cemetery preservation commission may recommend rules and regulations relating to the operation of the city cemetery. Such recommendations shall become effective after presented and approved by the mayor and a majority of the city council.

(Ord. No. 2001-03, § 6, 2-5-01; Ord. No. 2005-11, 5-2-05; Ord. No. 2006-16, 8-7-06)

Sec. 30-57. - Public access to meetings and records.

A public record shall be kept of the cemetery preservation commission's resolutions, proceedings, and actions. All meetings of the commission shall be open to the public. Meeting minutes shall be filed with the city clerk within two business days after each meeting.

(Ord. No. 2001-03, § 7, 2-5-01; Ord. No. 2016-14, 5-16-16)

Sec. 30-58. - Acceptance of donations; establishment of annual budget.

The cemetery preservation commission shall have the authority to accept donations into a cemetery fund that has been established by the city, in addition to city-appropriated funds if such funds are approved by the mayor and council. The cemetery preservation commission shall recommend an annual budget to the mayor and council for the preservation and maintenance of the city cemetery.

(Ord. No. 2001-03, § 8, 2-5-01)



Item Report

TO: The Cemetery Preservation Commission
FROM:
DATE: September 10, 2026
TITLE: Discussion: Robert's Rules of Order (small meetings)

Summary:

Recommendation:

Fiscal Impact:

Attachments:

1. Roberts Rules

Robert's Rules of Order The Basics for Small Boards

Parliamentary procedure is a set of rules for conducting orderly meetings that accomplish goals fairly. Benefits of parliamentary procedure include the following:

- Justice and courtesy for all
- Maintenance of order
- Consideration of one item at a time
- All sides get heard
- Ability for each member to provide input
- Majority rule
- Protection of the rights of all members including the minority

Basic Principles

- A quorum must be present for business to be conducted
- All members have equal rights, privileges and obligations
- No person should speak until recognized by the chair
- Personal remarks or side discussions during debate are out of order
- Only one question at a time may be considered, and only one person may have the floor at any one time
- Members have a right to know what the pending question is and to have it restated before a vote is taken
- Full and free discussion of every main motion is a basic right
- A majority decides a question except when basic rights of members are involved or a rule provides otherwise.
- Silence gives consent. Those who do not vote allow the decision to be made by those who do vote.
- The Chair should always remain impartial.

Basic Definitions

Motion – A formal proposal made to bring a subject before an assembly for its consideration and action. Begins with “I move that...”

Second – A statement by a member who agrees that the motion made by another member be considered. Stated as “Second,” or “I second the motion.”

Amendment – Before the vote is taken on a motion, it may be amended by:

- Striking out words
- Inserting or adding words
- Striking out words and inserting others in their place
- Substituting one (1) paragraph or resolution for another

Presiding officer/Chair – The individual who facilitates the meeting, usually the President.

In the absence of the President, the Vice President is next.

If neither are present, the Secretary calls the meeting to order and conducts an election for a Chairman Pro Tem (a presiding officer for that meeting only).

Role of the Presiding officer

- To introduce business in proper order per the agenda
- To recognize speakers

- To determine if a motion is in order
- To keep discussion focused on the pending motion
- To maintain order
- To put motions to a vote and announce results

General procedure for Handling a Main Motion

- A member must obtain the floor by being recognized by the chair
- Member makes a main motion
- A motion must be seconded by another member before it can be considered
- If the motion is in order, the chair will restate the motion and open debate
- The maker of a motion has the right to speak first in debate
- The main motion is debated along with any secondary motions that are debatable.
- Debate on Subsidiary, Privileged and Incidental motions (if debatable or amendable) take precedence over debate on the main motion and must be decided before debate on the main motion can continue.
- Debate is closed when: Discussion has ended, or A 2/3 vote closes debate.
- The chair restates the motion, and if necessary clarifies the consequences of affirmative and negative votes
- The chair calls for a vote by asking "All in favor?" Those in favor say "Aye." Then asking "All opposed?" Those opposed will say "no"
- The chair announces the result

General rules of Debate for small Boards

- All discussion must be relevant to the immediately pending question
- No member should speak more than twice to each debatable motion. The second time takes place after everyone wishing to debate the motion has had an opportunity to speak once
- All remarks should be addressed to the chair – no cross debate is permitted
- Debate must address issues not personalities
- When possible, the chair should let the floor alternate between those speaking in support and those speaking in opposition to the motion
- Members may not disrupt the assembly
- Rules of debate can be changed by a 2/3 vote or general consent without objection