MINUTES OF CEMETERY PRESERVATION COMMISSION MEETING
CITY OF KENNESAW
City Hall Training Room
October 12, 2023
4:00 PM

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1. Call to Order / Roll Call

The meeting was called to order at 4:00 p.m. by Chair Lewis Bramlett.
• Roll Call: Lewis Bramlett, Lizz Gray, Judi Burrell
• Staff present: Lea Alvarez (City Clerk), Lily Smith (Deputy City Clerk), Tim Cox (Assistant Public Works Director), Pat Ferris (Council Liaison)

[Foundation President Stephen King and Honorary Member Andrew Bramlett were absent from this meeting].

2. Approval of the Meeting Minutes

A. Approval of the September 14, 2023 regular meeting minutes.

Motion by Vice Chair Gray to approve the September 14, 2023 regular meeting minutes. Seconded by Commissioner Burrell.

Vote taken, motion unanimously approved 2-0. Motion carried.

B. Approval of the October 4, 2023 special called meeting minutes.

Motion by Vice Chair Gray to approve the October 4, 2023 special called meeting minutes. Seconded by Commissioner Burrell.

Vote taken, motion unanimously approved 2-0. Motion carried.

3. Financial Report

A. Receipt of the September 2023 financials.

City Clerk Alvarez presented the financials for September 2023. Her presentation included the cost of the injections and cabling for the Red Oak tree. She noted that the tree removal cost will be reflected in the financials for November and that the recent price changes for cemetery lots resulted in around $8,000 in sales.

Motion by Vice Chair Gray to approve the September 2023 financials, as presented. Seconded by Commissioner Burrell.

Vote taken, motion unanimously approved 2-0. Motion carried.

4. Cemetery Preservation Foundation Update

Chair Bramlett gave updates on this item in Foundation President King's absence. 133

of 135 tickets were sold for the Life in the Cemetery Event and it will sell out shortly. Vice Chair Gray inquired where the extra interest for the event this year was coming from. Councilmember Ferris answered that it was the continuation of the momentum last year as well as increased marketing. He congratulated the Commission's and Foundation's efforts. Chair Bramlett added that the actors from last year's event were back by popular demand. The Commission continued to talk about dress rehearsal logistics and made sure to extend a welcome to any commissioners who wanted to come.

5. Old Business

A. Approval of the Kennesaw Code of Ordinances Chapter 30 text amendments.

City Clerk Alvarez presented this item. She noted that she made the changes suggested by Vice Chair Gray and that she wanted to get this before the Mayor and Council for approval as soon as possible.

Motion by Vice Chair Gray to approve the Kennesaw Code of Ordinances Chapter 30 amendments, as presented. Seconded by Commissioner Burrell.

Vote taken, motion unanimously approved 2-0. Motion carried.

B. Approval of the storyboard being installed to the right of the Tribute Wall with an alternate location being to the right of the kiosk at the entrance to the cemetery, if needed.

Chair Bramlett led the conversation about the placement of the storyboard and recapped the Commission's special called meeting to members who were not able to be present. The Commission agreed that the storyboard should be installed to the right of the Tribute Wall with an alternate location being to the right of the kiosk at the entrance to the cemetery, if needed. Councilmember Ferris congratulated the Commission on its hard work on this project.

Motion by Vice Chair Gray to approve the installation location of the storyboard to the right of the Tribute Wall with the alternate location being to the right of the kiosk at the entrance to the cemetery. Seconded by Commissioner Burrell.

Vote taken, motion unanimously approved 2-0. Motion carried.

C. 2024 Cemetery Preservation Commission events.

Chair Bramlett noted that the Commission should start to focus on maintenance projects and would like some ideas. He expressed interest in more tours. Commissioner Burrell reminded him that Vice Chair Gray was supposed to do a workshop on gravestone cleaning. Chair Bramlett agreed and added that these events should have educational elements and a signup roster. Vice Chair Gray added that researching other classes and other organizations would be a great example of how to conduct classes like this in the future.

Councilmember Ferris asked about the accessibility of the D2 grave cleaning solution.

According to Vice Chair Gray, it is widely available from large retailers such as Home Depot as well as online. Assistant Public Work Director Cox noted that it is ill-advised to keep too much at once and let it sit for months on end.

Chair Bramlett and Commissioner Burrell spoke about the possibility of a tour event during the Big Shanty Festival in the spring or a workshop on "Symbolism in the Cemetery." The Commission covered current funds, the effectiveness of past clean-up events, and how to cut down on expenditures for future events.

Chair Bramlett suggested looking at the City's event calendar for 2024 before deciding on definitive dates for next year's events. The Commission decided on adding headstone workshops and tours to Decoration Day and the usual Clean Up Day. Councilmember Ferris inquired about adding events for the Veterans and Memorial Day holidays. The Commission discussed and decided to leave those holidays to the DAR and American Legion for now but work more collaboratively. Councilmember Ferris notified the Commission about the Life in the Cemetery Event's dress rehearsal being at 6:45 p.m. on Thursday, October 19, 2023.

6. New Business

A. Approval to pay FixMyHeadstone $350 to repair the damage to the infant grave of Harry B. Williams in Historic B.

City Clerk Alvarez informed the Commission about the meeting that she had with Assistant City Manager Marty Hughes regarding the condition of the sunken grave of Harry B. Williams. She detailed what the City was doing to prevent accidents, which led the Commission to talk about the possibility of other graves being a safety hazard. Assistant Public Works Director Cox answered questions about the general process of repairing the sunken grave and the parts that Public Works and FixMyHeadstone would play in the process.

Motion by Vice Chair Gray to approve paying FixMyHeadstone $350 to repair the damage to the infant grave of Harry B. Williams in Historic B. Seconded by Commissioner Burrell.

Vote taken, motion unanimously approved 2-0. Motion carried.

7. Staff Comment

Chair Bramlett informed the Commission of the reason for the absence of Honorary Member Andrew Bramlett. City Clerk Alvarez announced that she had finished the data that Vice Chair Gray had given her for the Section III audit. She and Assistant Public Works Director Cox spoke about doing an audit of coping, benches, etc. The Commission discussed sending letters to lot owners with trees and shrubbery planted within them. Councilmember Ferris urged the Commission to increase its membership and the Commission discussed ways to make that a reality.

8. Adjourn

Chair Bramlett adjourned the meeting at 4:56 p.m. The next regularly scheduled

meeting will be held on Thursday, November 9, 2023 at 4:00 P.M. in the City Hall Training Room.