



**Cemetery Preservation Commission
Meeting Agenda
May 11, 2023 4:00 PM
City Hall Training Room**

- 1. Call to Order / Roll Call**
- 2. Approval of the Meeting Minutes**
 - A. Approval of the April 13, 2023 regular meeting minutes.
- 3. Financial Report**
 - A. Receipt of the April 2023 financials.
- 4. Cemetery Preservation Foundation Update**
- 5. Old Business**
 - A. Discussion Only: Decoration Day Recap
 - B. Discussion Only: April 24, 2023 Arborist Meeting Recap
- 6. New Business**
 - A. Authorization to proceed with Fiscal Year 2023- 2024 budget submissions regarding the Cemetery Trust Fund, as presented.
- 7. Public Comment**
- 8. Staff Comment**
 - A. Cemetery Preservation Commission Email Address Overview
 - B. Rules and Regulations Overview
- 9. Adjourn**



City of Kennesaw
2529 J.O. Stephenson Avenue
Kennesaw, GA 30144

Lewis Bramlett – Chair
Lizz Gray – Vice Chair
Joe Bozeman
Andrew Bramlett – Honorary Member

CEMETERY PRESERVATION COMMISSION

April 13, 2023 – 4:00 P.M.

Meeting Minutes

Council/Court Chambers

I. Call to Order / Roll Call

- Meeting called to order at 4:01 p.m. by Chairman Bramlett.
- Roll Call: Lewis Bramlett, Lizz Gray, Andrew Bramlett – Honorary Member
- Absent –Joe Bozeman Jr.
- Staff present: Tim Cox (Assistant Public Works Director), Lea Alvarez (City Clerk), Lily Smith (Deputy City Clerk) and, Pat Ferris (Council Liaison)
- Guests present: Stephen King (Cemetery Foundation President)

II. Approval of Meeting Minutes

A. Approval of March 9, 2023 Cemetery Preservation Commission minutes.

Chairman Bramlett presented a motion to approve the March 9, 2023 meeting minutes. There were no questions or concerns. There were no objections. Motion approved with the vote totaling 2-0 (Commissioner Bozeman absent)

B. Approval of March 30, 2023 Cemetery Preservation Commission special called minutes.

Chairman Bramlett presented a motion to approve the March 30, 2023 meeting special called minutes. There were no questions or concerns. There were no objections. Motion approved with the vote totaling 2-0 (Commissioner Bozeman absent)

III. Approval of Financials

A. Approval of the March 2023 Financial Report.

Chairman Bramlett presented a motion to approve the March 2023 Financial Reports. There were no questions or concerns. There were no objections. Motion approved with the vote totaling 2-0 (Commissioner Bozeman absent)

IV. Old Business

A. Decoration Day Update

City Clerk Alvarez presented this item and gave updates to the commission about the upcoming Decoration Day. She noted that all of the tents, chairs, toilets and other items had been reserved for the event. She then gave logistics about buying food, where it would be placed, and where it would be stored. City Clerk Alvarez noted when the event letters were going to be sent out and the social media strategy that would be used to attract families. She then went over how the event would be set up and how they would use a phone connected to the microphone system for music. Councilmember Ferris then asked if there was a program of events. City Clerk Alvarez and Chairman Bramlett then made a plan to make and distribute a program of events the on the day. The Commission then discussed further about various literature options and then a time line of how set up would work in the days before the event.

B. Rules and Regulations

This item was not discussed in the interest of time.

**The next regularly scheduled meeting of the Cemetery Preservation Commission will be
Thursday, May 11, 2023 at 4:00 P.M in the City Hall Training Room.**

V. New Business

A. Commission Status and Future Planning

Chairman Bramlett and City Clerk Alvarez led this conversation as they discussed where the commission was and where they wanted to go. City Clerk Alvarez advised that as long as the Commission had a majority of its member present that would be considered a quorum. Chairman Bramlett spoke about the future of the commission and some of the projects that he felt were important to tackle. He proposed grave restoration to which City Clerk Alvarez recounted her conversation with legal. She noted that graves could not be fixed with donations or with City funds due to lot owner responsibility and the possibility of disputes. The Foundation would not be able to assist in the process for the same reason and legal deciding to err on the side of caution. The conversation moved to the bylaws of the Foundation by President Stephen King. He asked if the foundation could restore the graves as needed and use social media to make it easier to contact lot owners. Chairman Bramlett informed him that this would be a difficult undertaking, especially in the historic sections. President King advised that this is a wonderful opportunity to educate the public as well. As the conversation continued, Vice Chairwoman Gray advised that a project like this would be difficult due to pursue due to the lot owners' families not being able or willing to maintain a distant relative's lot. Chairman Bramlett suggested looking into how other cemeteries went about these kind of projects and Vice Chairwoman Gray volunteered to help craft a statement to send out. Councilmember Ferris asked about the process of buying a lot and the transfer of land. City Clerk Alvarez answered that the land is the property of the purchaser. The Commission conversed about the details of how it is that the cemetery can be maintained by public works while the lots remain private property.

The Commission then moved on to the conversation of buying back unused lots. When legal was first approached with this idea, it was not deemed possible. However, with some additional research and help from commissioners, it was deemed as a possibility. City Clerk Alvarez made it clear that in order for the Commission to reclaim these graves, there would be many hurdles to overcome such as a lengthy legal process for each lot in addition to high legal costs. Councilmember Ferris requested to see the cost of a project like this to see if it would be profitable or not. The Commission then spoke about things that they would need to acquire before considering a process such as this. It was decided with Assistant Public Works Director Tim Cox advising that new underground images would need to be a priority to determine what is where in the Cemetery. Assistant Public Works Director Cox also made it clear that moving trees is a priority to prevent branches from ruining fences and graves with the help of an arborist. Chairman Bramlett asked a workgroup meeting to go out to see the trees to be arranged. The Commission agreed maintenance in the cemetery would be the most pressing item to address. Assistant Public Works Director Cox made some additional suggestions in regards to planting some flowers to brighten things up as well as when it would be appropriate to repave the cemetery roads. Councilmember Ferris asked for a budget and a multi-year plan to be set into place as soon as possible in order to maintain the current features and facilities in the cemetery. Chairman Bramlett suggested looking into care for the large oak tree in the middle of the cemetery when the arborist comes as well. Finally, Chairman Bramlett, Chairwoman Gray, and City Clerk Alvarez conversed about different ways to present educational elements in the form of workshops and tours to the events committee.

Deputy City Clerk Lily Smith left the meeting at 5:03 PM.

**The next regularly scheduled meeting of the Cemetery Preservation Commission will be
Thursday, May 11, 2023 at 4:00 P.M in the City Hall Training Room.**

B. Budget Requests

The Commission decided on the resources needed for events that they were planning such as water and D/2 Grave Cleaner. It was also decided that an A frame sign would be purchased for Decoration Day with generic signage to ensure that it could be used at a variety of events. City Clerk Alvarez also asked for the number of benches to request for this coming fiscal year would be and it was agreed that three would be sufficient.

Chairman Bramlett presented a motion to approve the purchase of an A-frame that will not exceed \$250 for Decoration Day. There were no questions or concerns. There were no objections. Motion approved with the vote totaling 2-0 (Commissioner Bozeman absent)

Chairman Bramlett presented a motion to approve the purchase of three benches for Fiscal Year 2024. There were no questions or concerns. There were no objections. Motion approved with the vote totaling 2-0 (Commissioner Bozeman absent)

VI. Staff Comments

None.

VII. Adjourn

Chairman Bramlett adjourned the meeting at 5:10 p.m.

**The next regularly scheduled meeting of the Cemetery Preservation Commission will be
Thursday, May 11, 2023 at 4:00 P.M in the City Hall Training Room.**



City of Kennesaw

Balance Sheet

Account Summary

As Of 04/30/2023

Account	Name	Balance
Fund: 285 - CEMETERY TRUST FUND		
Assets		
285-0000-11-112100-00000	OPERATING ACCOUNT	61,331.79
	Total Assets:	61,331.79
		61,331.79
Liability		
285-0000-12-190500-00000	DUE TO GENERAL FUND	587.26
	Total Liability:	587.26
Equity		
285-0000-13-120000-00000	ENCUMBRANCE	-743.60
285-0000-13-411500-00000	F/B RES FOR ENCUMBRANCES	743.60
285-0000-13-422000-00000	F/B UNRES - UNDESIGNATED	58,948.10
	Total Beginning Equity:	58,948.10
Total Revenue		4,148.79
Total Expense		2,352.36
Revenues Over/Under Expenses		1,796.43
	Total Equity and Current Surplus (Deficit):	60,744.53
	Total Liabilities, Equity and Current Surplus (Deficit):	61,331.79

Cemetery Fund
Operating Cash Activity
For the Month Ended April 30, 2023

Beginning Cash	\$ 60,045.96
Cash Receipts:	
Interest Earned	85.83
Check received for maintenance	100.00
Cemetery Fees	<u>1,100.00</u>
Total Cash Receipts	<u>1,285.83</u>
Cash Disbursements:	
Total Cash Disbursements	<u>-</u>
Ending Cash	<u><u>\$ 61,331.79</u></u>



City of Kennesaw

Income Statement

Account Summary

For Fiscal: 2022-2023 Period Ending: 04/30/2023

		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	8,000.00	8,000.00	1,100.00	3,635.00	4,365.00
285-0000-34-911500-00000	CEMETERY TREES REVENUE	700.00	700.00	0.00	0.00	700.00
285-0000-36-100000-00000	INTEREST REVENUES	1,150.00	1,150.00	0.00	513.79	636.21
285-0000-37-000000-00000	CONTRIBUTION/DONATIONS	500.00	500.00	0.00	0.00	500.00
285-0000-37-100000-00000	DONATION - CEM. PRESERVATION FOUNDAT...	3,000.00	3,000.00	0.00	0.00	3,000.00
285-0000-39-400000-00000	USE OF PY RESERVE	14,266.00	14,266.00	0.00	0.00	14,266.00
	Revenue Total:	27,616.00	27,616.00	1,100.00	4,148.79	23,467.21
Expense						
285-4950-52-325000-00000	POSTAGE	650.00	650.00	0.00	0.00	650.00
285-4950-52-350000-00000	TRAVEL	650.00	650.00	0.00	0.00	650.00
285-4950-52-361000-00000	ORGANIZATIONAL MEMBERSHIP	100.00	100.00	0.00	0.00	100.00
285-4950-52-460000-00000	CEMETERY REPAIR AND MAINTENANCE	13,458.00	13,458.00	-100.00	-100.00	13,558.00
285-4950-53-118000-00000	OPERATING MATERIALS/SUPP	12,258.00	12,258.00	452.26	2,452.36	9,805.64
285-4950-53-118500-00000	CEMETERY TREES	500.00	500.00	0.00	0.00	500.00
	Expense Total:	27,616.00	27,616.00	352.26	2,352.36	25,263.64
	Fund: 285 - CEMETERY TRUST FUND Surplus (Deficit):	0.00	0.00	747.74	1,796.43	
	Total Surplus (Deficit):	0.00	0.00	747.74	1,796.43	

Income Statement

For Fiscal: 2022-2023 Period Ending: 04/30/2023

Group Summary

Account Type	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 285 - CEMETERY TRUST FUND					
Revenue	27,616.00	27,616.00	1,100.00	4,148.79	23,467.21
Expense	27,616.00	27,616.00	352.26	2,352.36	25,263.64
Fund: 285 - CEMETERY TRUST FUND Surplus (Deficit):	0.00	0.00	747.74	1,796.43	-1,796.43
Total Surplus (Deficit):	0.00	0.00	747.74	1,796.43	

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
285 - CEMETERY TRUST FUND	0.00	0.00	747.74	1,796.43	-1,796.43
Total Surplus (Deficit):	0.00	0.00	747.74	1,796.43	



Item Report

TO: The Cemetery Preservation Commission
FROM: Lea Alvarez, City Clerk
DATE: May 11, 2023
TITLE: Discussion Only: Decoration Day Recap

Summary:

Decoration Day was held in the Kennesaw City Cemetery on Saturday, May 6th, from 10 AM to 2 PM. Approximately 30-35 people participated in the event, which included assistance from the Kennesaw Cemetery Preservation Foundation. Total expenditures were \$967.81, which is comprised of food (\$193.12), roses (\$15.99), tent (\$355.00), and portable toilet (\$260.00) purchases as well as postage (\$143.70). Approximately 240 letters went out to friends and family of the cemetery. The Cemetery Preservation Commission has received positive feedback regarding the event.

Recommendation:

Fiscal Impact:

\$824.11 - 285-4950-53-118000 Operating Materials and Supplies
 \$143.70 - 285-4950-52-325000 Postage

Attachments:

None



Item Report

TO: The Cemetery Preservation Commission
FROM: Lea Alvarez, City Clerk
DATE: May 11, 2023
TITLE: Discussion Only: April 24, 2023 Arborist Meeting Recap

Summary: On April 24, 2023, members of the Cemetery Preservation Commission and staff met in the cemetery with Atlanta Arbor to discuss options addressing ongoing ground-cover issues caused by trees along the fenced-in side of the cemetery, as well as overall tree maintenance. To give the Cemetery Preservation Commission an idea of what these projects are going to cost, Atlanta Arbor is providing quotes in several phases, including:

- Care package for the large Red Oak tree in the middle of Historic B
- Quote for the removal of various trees on the Revival side of Historic B
- Quote for the removal of miscellaneous trees throughout the cemetery
- Quote for the "Paupers Section" of the cemetery (which will involve a completely different set of equipment and crew due to the location of these trees).

Recommendation:

Fiscal Impact:

TBD - 285-4950-52-460000 Cemetery Repairs and Maintenance

Attachments:

None



Item Report

TO: The Cemetery Preservation Commission
FROM: Lea Alvarez, City Clerk
DATE: May 11, 2023
TITLE: Authorization to proceed with Fiscal Year 2023- 2024 budget submissions regarding the Cemetery Trust Fund, as presented.

Summary:

Attached is a proposed budget of \$27,466, which is the same as the prior fiscal year. Several supplemental requests will be submitted, including the purchase of three city-issued benches, tree maintenance, road repaving, and drainage consultation.

Recommendation:

Fiscal Impact:

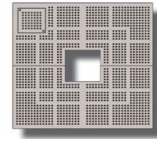
Attachments:

1. FY 23-24 Proposed Budget
2. Quote - City Benches
3. Quote - Red Oak Tree Maintenance

FY 2023-2024 Budget

Account Number	Account Name	Budget
285-0000-34-910000-00000	Cemetery Fees	\$8,000.00
285-0000-36-100000-00000	Interest Revenues	\$1,150.00
285-0000-37-000000-00000	Contribution/Donations	\$500.00
285-0000-37-100000-00000	Donation - Cemetery Preservation Foundation	\$3,000.00
285-0000-39-110000-00000	Transfer In- General Fund	\$14,116.00
285-0000-39-400000-00000	Use of PY Reserves	\$0.00
285-0000-34-911500-00000	Tree Revenue	\$700.00
	Total Revenues:	\$27,466.00
285-4950-52-325000-00000	Postage	\$500.00
285-4950-52-350000-00000	Travel	\$650.00
285-4950-52-361000-00000	Organizational Membership	\$100.00
285-4950-53-118000-00000	Operating Materials/Supplies	\$12,258.00
285-4950-52-460000-00000	Cemetery Repair and Maintenance	\$13,458.00
285-4950-54-245000-00000	Software (IT is now paying for all software)	
285-4950-53-118500-00000	Cemetery Trees	\$500.00
	Total Expenditures:	\$27,466.00

Notes



Peach State Amenities, LLC. Office: (770) 578-6500 Sales Associate: John Wagener (Atlanta, Georgia) NO FAX #

* Exclusive Manufacturer's Representative of VICTOR STANLEY, LLC. Quality Site Furnishings Since 1962

*** Bill To :** ***Project Name:** City of Kennesaw Cemetery

Attention: _____
 City of Kennesaw
 3080 Moon Station Rd.
 Kennesaw, GA 30144
 Phone: (770) 429-4546 (770) 421-8582
 Fax: (770) 429-4552
 email: rstewart@kennesaw-ga.gov lalvarez@kennesaw-ga.gov

Date:
5/1/2023

QUOTATION #
6207_05012023

Page 1 of 2



*** Ship To :**

* Please provide a physical street address for delivery:

Kennesaw, GA 30144

Contact name for delivery: _____

Contact cell phone # for delivery: _____

***Note:** If the delivery address changes, then so may pricing due to **freight & sales tax**.

QTY.	Model #	Description * Special Municipality Discount*	Unit Cost	Total Price
3	CR-18	Victor Stanley, LLC. City Sites Series - Contoured Bench 4-ft. Scrolled Vertical Steel Slats, Ships Fully Assembled . Victor Stanley, Inc. VSI Castings are Genuine Ductile-Iron and carry a 10-year warranty against breakage. Powder Coat color: VS-BLACK . 336 Lbs.	\$1,761.30	\$5,283.90
				

* Total shipping weight = **1,008 Lbs.** from Dunkirk, MD (Freight)

Current Manufacturing estimated Lead-Time: 7-9 weeks.

*** This quotation is valid until May 28th, 2021.**

***Finish:** Std 8-10 Mil Thick Powder Coated Color to be: **VS-BLACK**

Material Subtotal:	\$5,283.90
Freight:	\$604.00
Subtotal:	\$5,887.90
6 % Sales Tax:	Tax Exempt
Total:	\$5,887.90

* If a lift gate truck is required, there will be an additional charge of TBD added to the freight cost.

Please select lift gate requirement : (NO) ***Note: A forklift will be needed to off load.**

*** Note:** All products must be permanently affixed to the ground. Anchor bolts are NOT provided.

Common Carrier unloading is the responsibility of the receiver. All orders are entered into production

after receipt of a signed quotation/purchase order, credit determinations and deposit if applicable. Price does not include installation or assembly.

*** Please make out all Payments & Any PO's Directly to: VICTOR STANLEY, LLC.
P.O. Drawer 330 / 2103 Brickhouse Road Dunkirk, Maryland, 20754**

***Payment Terms = Net 30 Days.**

*** Please Do Not pay nor mail Peach State Amenities, LLC.**

* Please Note: Victor Stanley, LLC. (VSI) is a manufacturer of site furnishings including litter receptacles, benches, tables, planters, bike racks, bollards and ash urns. VSI is not a contractor or sub-contractor working on site. As a result, VSI does not have the original contract, plans, specifications or any addendums/addendas for this project. Therefore, VSI can only be responsible for quoting and providing the Products and Quantities that are the subject of the purchase order that has been provided to us. Please review this quotation carefully. If any changes are necessary, such as changes in Model Numbers, Quantities, Finishes, Specific Options, Up-Charges etc. please let us know immediately and we will send a revised quotation reflecting such changes.

*** Please provide the following additional information below to better assist possible delivery times.**

We Must Provide This Info to the Factory

Factory's Standard Lead-time is 7-9 weeks but is subject to change.

1. Requested/Target Delivery Date of:
2. Do not ship before Date of:
3. Will you accept delivery of your order before the **7-9 week lead-time**?
4. Will you accept delivery of your order before the requested delivery date:
5. Required delivery date for:

Quote # 6207_05012023

Page 2 of 2

* Please review this quote, confirm quantities & product descriptions with plans & specifications. * PLEASE DOUBLE CHECK THE QUANTITIES & ACCURACY OF THIS QUOTE WITH YOUR SPECS BEFORE PLACING AN ORDER. PLEASE LET US KNOW IF ANY REVISIONS NEED TO BE MADE. * All orders are entered into production after receipt of a signed quotation or purchase order, All credit determinations are made by Victor Stanley's credit department & Deposit if applicable. Customer may be billed and responsible for any additional sales tax that may apply.

* Cancellation Fee: Victor Stanley, LLC. Manufactures all products to specific orders and therefore reserves the right to charge a cancellation fee (TBD) if any order is cancelled by the buyer while goods are in production.

* Please note, it is the sole responsibility of the Buyer to inspect all shipments at the time of receipt, both by comparing the number of packages received to the number outlined on the Bill of Lading, and by inspecting the packaging for damage. Damage, loss, or shortage must be noted on the signed Proof of Delivery prior to the departure of the delivery driver, and must be reported within seven (7) days. Replacement cannot be guaranteed for damage, loss, or shortage not clearly noted on delivery paperwork and promptly reported. This includes damage to materials that will be stored for later use.

X Name (Please Print): _____ **X Title:** _____

X Customer Signature: _____ **X Date:** _____

Office: (770) 578-6500 **Cell:** (770) 866-5010 **email:** John@PeachStateAmenities.com





Atlanta Arbor
301 Old Clay St SE
Marietta, GA 30060

Proposal #37328
Date:

From: Ryan Rutledge

Proposal For

The City of Kennesaw
2529 J.O. Stephenson Ave
Kennesaw, GA 30144

main: 4042163299
mobile: 4042163299
tcox@kennesaw-ga.gov

Location

3000 Cemetery St
Kennesaw, GA 30144

RR TP 3000 Cemetery St 30144

Terms:
Net 30

ITEM DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
1) Tree Trimming	1.0	\$1645.00	\$1645.00
Diameter at Breast Height (DBH): 40.0" Tree Species: Red Oak - Prune To Remove Deadwood 2" + ----- - Prune To Remove Mistletoe - Location: See Map			
2) Cabling	1.0	\$554.50	\$554.50
Diameter at Breast Height (DBH): 40.0" Tree Species: Red Oak Provides extra support for tree stabilization. - Location: See Map *14- 16ft of cabling			
3) Fertilization	2.0	\$357.75	\$715.50
Deep Root Fertilization Injection on the following tree(s): - 40" DBH Red Oak *First Visit: Late May / Early June 2023 *Second Visit: November 2023 Trees are products of their environment. Our goal is to enhance their environment, aka the soil. Our unique fertilizer blend specializes in amending the soil composition by adding beneficial nutrients such as Sea Kelp and Yucca Extracts. Treatment using our fertilizer blend will help promote more sustainable soil by inviting beneficial insects and bacteria. *Billed & Scheduled Through Our Plant Health Care Department			



Atlanta Arbor
301 Old Clay St SE
Marietta, GA 30060

Proposal #37328
Date:

From: Ryan Rutledge

4) Plant Growth Regulator	1.0	\$495.00	\$495.00
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Install Growth Regulator on the following tree(s):

- Late May/Early June 2023

The Growth Regulator is installed into the soil at the base of the tree. It moves systemically to the apical meristem at the end of every branch, then coats the meristem which does not allow full potential of growth. Each plant responds differently, however you can expect 40-70% reduction in growth. Reduction in growth allows the tree to conserve nutrients, increase its immune system, and increase fine root production. All of these things increase the overall health of the tree. This treatment is only installed 1 time every 3 years.

*Billed & Scheduled Through Our Plant Health Care Department

Tags

CREW: 3-Man

Crew: Hand Carry

Equipment: Cabling

PHC: Fertilization

PHC: Growth Reg

SCHED On-Site: REP

Weather: DDO

Client Notes

Please review and agree to the terms and conditions that are included following this estimate.

For payments, we accept cash, check and/or credit card (3% convenience fee charged for each CC transaction).

Signature

x

Please sign here to accept the terms and conditions

SUBTOTAL	\$3410.00
SALES TAX	\$0.00
TOTAL	\$3410.00



Atlanta Arbor
301 Old Clay St SE
Marietta, GA 30060

Proposal #37328

Date:

From: Ryan Rutledge

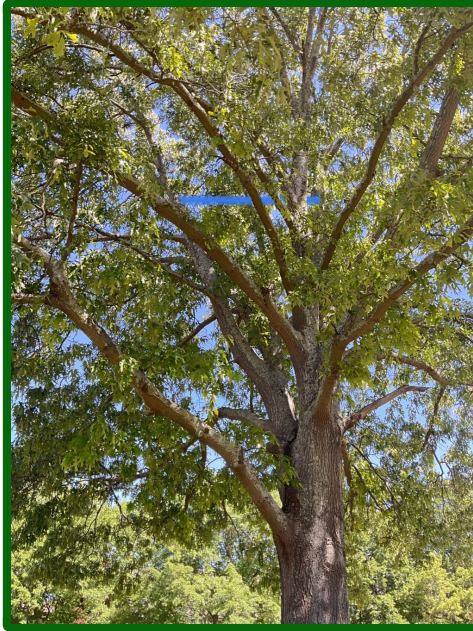
Contacts

Lea Alvarez
4049313549
laalvarez@kennesaw-ga.gov

Item #1



Item #2





Atlanta Arbor
301 Old Clay St SE
Marietta, GA 30060

Proposal #37328
Date:

From: Ryan Rutledge



ID	DESCRIPTION	COLOR
1&2	- 40" DBH Red Oak	
3&4	- 40" DBH Red Oak	



Authorizing this proposal affirms that all of the trees and or shrubs identified to have work performed on are owned by the customer. If not, the customer has secured written consent from the rightful owner.

Atlanta Arbor Tree Care Specialist, LLC (henceforth known as “Atlanta Arbor” or “the Company”) anticipates being able to commence work within 1-4 weeks upon receiving your notice to proceed, unless another previously specified date has been arranged in the event of emergency or other time-sensitive events. To initiate this project, Atlanta Arbor requests acceptance of this contract and confirmation of our engagement by your signature (physical or electronic) in the place provided on the contract.

The customer has the responsibility to identify to Atlanta Arbor any of the following items that are in the work zone prior to work commencement: septic systems including tanks, pipes and the entire septic field itself; irrigation systems including pipes, sprinkler heads and valves, and or other underground pipes; cable lines, underground power lines, and underground telephone lines; sewer lines, water lines, and any other underground systems that could be damaged by the removal of trees or limbs should the company be unaware of them. If the customer knows he/she has underground utilities, it is his/her responsibility to notify Atlanta Arbor so that the office may contact the proper utility contractors to mark utility lines prior to any tree work beginning. Atlanta Arbor shall be held harmless for any claims related to the damage of these systems should the customer not identify them as afore stated.

Once consent has been given to Atlanta Arbor to access the customer's property – specifically driveways and walkways – with heavy equipment, Atlanta Arbor shall not be liable for any damages made to driveways, sidewalks, pathways, etc., beyond the normal wear and tear of a medium- to heavy-duty vehicle (i.e. Atlanta Arbor is not responsible for faulty, poorly made, previously cracked, or damaged asphalt, driveway, or brick work. Atlanta Arbor is also not responsible for foundational or naturally occurring issues including but not limited to sinkholes).

Unless otherwise stated within the proposal, the quoted cost includes the removal of all associated debris resulting from tree removal and/or pruning.

Atlanta Arbor shall exercise reasonable care for the customer's property during work performance. All services shall be completed in a professional workmanlike manner. The customer must expect that minor depressions and evidence of wear in turfed or mulched areas may occur due to the substantial weight of tree branches, logs and the associated activity to complete the project.

Tree Stumps shall be cut flushed to within 3 to 4 inches of ground level unless otherwise stipulated within the work description of the proposal providing that no foreign object such as concrete or metal is encountered. In such an occurrence, Atlanta Arbor is not responsible for achieving that stump height. The customer shall be presented with options and any associated fee increase made necessary to achieve them.

If firewood is stipulated to be left, branches and trunk sections are to be cut in 18 to 20 inch lengths and piled within a 10 foot radius of the stump unless otherwise stipulated. There will be no splitting unless specified.

If stump grinding is performed, the resulting grindings are to be backfilled and the surplus mounded on top. The customer can transfer the surplus to garden beds or other areas. No grindings are to be hauled away unless otherwise stated in the contract.

Any **agreed** upon additional services completed while on the job for a monetary value will be added to the invoice total and shall be paid as an addition to the current stated total to make up the new total.

Payment in full is due upon completion of the written scope of services in the proposal. If payment is not received within 10 days of service, an additional \$75 will be added to the balance on your account; \$75 will be added for every 10 days of delinquency beyond your date of service. Incurring charges are not limited and may continue to incur until the total amount plus penalties is paid to Atlanta Arbor. Upon the 31st day of account delinquency, Atlanta Arbor shall file a lien against your property with your mortgage holder.

Atlanta Arbor Tree Care Specialist, LLC.
Office: 770.765.6555

301 Old Clay St SE., Marietta, GA 30060
info@atlantaarbor.com

atlantaarbor.com



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/04/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Chastain & Associates Ins P.O. Box 1908 Athens GA 30603		CONTACT NAME: Meggan Autry PHONE (A/C, No, Ext): (706) 543-2575 FAX (A/C, No): (706) 543-4847 E-MAIL ADDRESS:	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Hartford Accident & Indemnity Insurance Company	
		INSURER B: Trumbull Insurance Company	
		INSURER C: Hartford Casualty Company	
		INSURER D: Key Risk Insurance Company	
		INSURER E: The Ohio Casualty Insurance Company	
		INSURER F:	

COVERAGES**CERTIFICATE NUMBER:** CL225436557**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY			20 UUN OL4691	05/13/2022	05/13/2023	EACH OCCURRENCE \$ 1,000,000
	☐ CLAIMS-MADE ☒ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000
							MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 2,000,000
	☒ POLICY ☐ PRO-JECT ☐ LOC						PRODUCTS - COMP/OP AGG \$ 2,000,000
	OTHER:						\$
B	AUTOMOBILE LIABILITY			20 UEN OL4692	05/13/2022	05/13/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	☒ ANY AUTO						BODILY INJURY (Per person) \$
	☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS ONLY						BODILY INJURY (Per accident) \$
	☐ HIRED AUTOS ONLY						PROPERTY DAMAGE (Per accident) \$
C	☒ UMBRELLA LIAB ☒ EXCESS LIAB			20 HHU OL4693	05/13/2022	05/13/2023	EACH OCCURRENCE \$ 1,000,000
	☐ CLAIMS-MADE						AGGREGATE \$
	☐ DED ☒ RETENTION \$ 10,000						\$
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			KRWC345802	05/13/2022	05/13/2023	☒ PER STATUTE ☐ OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y / N					E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below	☒ Y	N / A				E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000
E	Leased & Rented Equipment			BMO 59793198	05/13/2022	05/13/2023	Limit 300,000
							Deductible 1,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

For Insurance Purposes

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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CITY OF KENNESAW CEMETERY REGULATIONS AND GUIDELINES

It is the desire of the City of Kennesaw to make the cemetery a quiet, beautiful place for the deceased and visitors. While we encourage the use of decorations for loved ones, we must also provide the proper maintenance, safety and care of the cemetery. Therefore, the following rules and regulations have been established as subsequent regulations to the City of Kennesaw Code of Ordinances, Chapter 30-Cemeteries.

VISITATION

The cemetery is open to visitors every day. Vehicles may be operated on designated roads and parking areas only with the exception of deliveries in connection with cemetery work. Parking is not permitted on the grass. The speed limit shall not exceed 5 mph. Due to the number of people visiting the cemetery each year, it is very difficult to control the activity of every visitor or to guarantee decorations from being damaged or lost.

GENERAL PROVISIONS

In order to secure the safety of visitors and staff to the cemetery and to prevent damage to maintenance equipment, visitors shall abide by the following regulations.

1. All forms of decoration not specifically approved by the Cemetery Preservation Commission, or its appointed designee, will be removed. This includes flags no larger than 12" wide by 18" tall, trees, shrubs, plantings and groundcovers; all glass, crockery, Styrofoam, statuary, toys, cans, ornaments, benches and similar items.
2. Family members and/or visitors should arrange a schedule among themselves so that only one decoration is placed on each grave at a time.
3. Flowers and decorations will be removed after the allotted time frame or when they become unsightly.
4. Artificial and fresh arrangements are permitted provided they are in an approved vase that is permanently mounted on the monument or memorial. Any floral arrangement not in an approved vase will be removed. Under no circumstances may vases of glass, porcelain, or similar substances be placed at a grave.
5. Hangers, brackets and other materials used for hanging plants or flowers shall not be used. Saddles on monuments are acceptable but not recommended because they may cause damage to the monument. The City is not responsible for damage caused by any of the fore mentioned.

6. All floral decorations will be removed as soon as, in the judgment of public works, become unsightly, diseased, do not conform to the cemetery policies, or when deemed necessary, for the proper maintenance of the cemetery.
7. Adornments will be allowed to stay on a grave, as long as they are appropriate for the season of the year, until they become faded or unsightly, at which time they will be removed. This includes temporary adornments for holidays or special occasions such as Easter, Mothers Day, Fathers Day, Independence Day and Veterans Day.

EXCEPTION: During the Christmas holiday, temporary adornments will be allowed to stay on a grave two (2) weeks preceding the holiday and two (2) weeks after the holiday, at which time they will be removed.

8. Personal landscaping, plantings, curbing, borders, retaining walls, benches, mulching or any decoration must be approved by the Cemetery Preservation Commission, or it's appointed designee, before installation.
9. All children under the age of 18 must be accompanied by an adult and shall not be allowed to climb or play on monuments, walls or other fixtures.
10. No dogs, cats, or other animals shall be allowed on cemetery grounds (except for service animals.)
11. All rubbish, trash, or waste materials are to be disposed of in the trash receptacles provided throughout the cemetery.
12. Removal, defacing or destroying any headstone, monument marker, tomb, vault, or cremation area within the cemetery is strictly prohibited, and will be prosecuted to the fullest extent of the law.
13. Disturbance of any grave or place of burial is strictly prohibited, and will be prosecuted to the fullest extent of the law.
14. During a funeral service, all work in the immediate vicinity being done by City employees, contractors, and/or others shall be discontinued.

INTERMENT APPLICATION

1. No person shall bury or permit any person to be buried on any lot or part of a lot in the cemetery owned or held by him/her, for a valuable consideration. This applies to traditional burial and cremations.

2. All applications for burial shall be made through the City Clerk's office. The following guidelines must be followed in order to coordinate all the required activities associated with the interment.
 - a. All fees must be paid before any interments can take place.
 - b. Monday through Friday burials require at least two (2) working days notice prior to the interment.
 - c. Saturday and Sunday burials require at least three (3) working days notice prior to funeral and interment.
 - d. The City does not provide services on City observed holidays (New Year's Day, Martin Luther King's Birthday, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving Day and day after Thanksgiving, Christmas Eve and Christmas Day.)
 - e. The City does not provide tents, chairs, or assistance for services and/or interments.
3. At the time of application, precise instructions must be given regarding the particular type of burial requested – traditional in-ground, in-ground cremation or scattering of cremated remains in the Cremation Garden.
 - a. Traditional In-Ground Burials
 - i. The applicant must identify the lot and space where interment is desired. The City shall not be responsible for any mistake occurring for instructions that were not properly given.
 - ii. A burial vault shall be used for all in-ground interments.
 - b. In-ground Cremations
 - i. Lots that contain a casket cannot be used for cremation burial
 - ii. Four (4) cremains are allowed to be buried in a single grave lot; two (2) at the head and two (2) at the foot.
 - iii. Cremains must be placed in a container for burial.
 - iv. Public Works will prepare the site and ensure that the container is placed in the ground with 12" of soil covering the entire container.
 - c. Cremation Garden
 - i. The Cremation Garden scattering site offers memorialization in a landscaped area where cremated remains are scattered in the garden.
 - ii. Scattering of cremated remains is only permitted within the designated areas and must be supervised and/or carried out by city staff.
 - iii. Survivors may take turns raking the remains back into the earth.
 - iv. A plaque with the deceased's name, birth date and death date will be placed on the garden wall by city staff.

MONUMENT, HEADSTONES AND MARKERS

1. Monuments and headstones shall only be used on in-ground burials.
2. The Monument Company, family member or friend must get permission from the City Clerk's Office, prior to installing any monument, headstone or marker.
3. All settings and/or erection of any monument, headstone or marker must comply with City guidelines. Any installation not done in accordance with the following guidelines will be removed at the benefactor's expense.
 - a. All monuments, headstones and markers shall rest upon concrete foundations installed by a monument company, under the supervision of Public Works. The top of each foundation shall be set at or below ground level.
 - b. The concrete foundation for the headstone, shall be constructed on solid ground and not on the area where the casket is interned. It shall be centered within the lot lines of each plot, with a minimum of six inches remaining between the edge of the foundation and the front of the plot. The Public Works Director may allow exceptions if a permanent type grave liner of sufficient strength to support the weight of the foundation and memorial is used that will not interfere with future grave openings.
 - c. All monuments and markers shall have level bottoms and be set upon the concrete foundation. The foundation shall be in proportion to the size and weight of such headstone or marker.
 - d. The foundation for upright monuments shall be six inches (6) wider and longer than the base dimension of the monument to facilitate monument alignment. If existing conditions dictate a lesser depth, the foundation will be sixteen inches (16) to twenty-four inches (24) deep.
 - e. The monument height will be dictated by the majority of the surrounding monuments and as per grade as directed by the Cemetery Preservation Commission or its appointed designee.
 - f. The foundation of flush markers shall have the same length and width dimensions as the flush marker. If existing conditions dictate a lesser depth, the foundation will be twelve inches (12) to eighteen inches (18) deep. All markers shall be set flush or below ground level.
4. Monuments, headstones, flush type markers, and inscriptions thereon, shall face the nearest pathway or roadway and shall be placed on a line parallel to the pathway or roadway.

5. The City is not responsible for incorrect engravings on monuments or flush markers. The purchaser should check with their monument company to insure that the names on the monument or marker are correct before the engraving is authorized or initiated.
6. On a single burial lot, one (1) monument of upright, headstone type or a single flush type marker may be placed. Said monument or marker foundation should not exceed the width of the lot.
7. On a lot consisting of two (2) burial spaces, an upright, headstone type monument or a flush type marker may be placed. Said monument or marker foundation shall not exceed the width of two (2) lots.
8. The monument firm shall be held responsible for any damages and shall be subject to the direction and control of the Public Works Director or his/her designee while on cemetery grounds.
9. All monuments, headstones, and markers must be installed within six months of burial unless approved by the Cemetery Preservation Commission or its appointed designee.

DISINTERMENT OF GRAVES

1. Federal and State laws require that proper authorization be obtained prior to disinterring and reintering a dead body. Such authorization is normally issued only to a licensed funeral director upon application to the State or local registration official. The next of kin, a court of law, or other authorized person may execute the application. The authorization for disinterment and reinterment is handled in the same manner as an authorization for disposition.
2. Disinterment, removal or reopening of graves shall be conducted exactly the same as original burials, being made only upon a permit issued by the State or local Health Department, which shall direct the manner in which the work shall be done. City employees shall not be allowed and are strictly prohibited from assisting the disinterment.

Sec. 30-8. - 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 he and his 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.

(Code 1986, § 5-3-15; Ord. No. 2004-12, § 3, 3-1-04)