

**Commissioners**

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

**Cemetery Preservation Commission
Meeting Agenda
March 14, 2024 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**
- 3. Financial Report**
 - A. Receipt of February 2024 Financials
- 4. Cemetery Preservation Foundation Update**
- 5. Old Business**
 - A. Temporary Grave Markers Received
 - B. Decoration Day Application Submitted
 - C. Emerald Green Arborvitae Planted
- 6. New Business**
- 7. Staff Comment**
 - A. Headstone Maintenance Update
- 8. Adjourn**



City of Kennesaw

Balance Sheet

Account Summary

As Of 02/29/2024

Account	Name	Balance	
Fund: 285 - CEMETERY TRUST FUND			
Assets			
285-0000-11-112100-00000	OPERATING ACCOUNT	30,537.69	
	Total Assets:	30,537.69	30,537.69
Liability			
	Total Liability:	0.00	
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	51,890.85	
	Total Beginning Equity:	51,890.85	
Total Revenue		12,524.59	
Total Expense		33,877.75	
Revenues Over/Under Expenses		-21,353.16	
	Total Equity and Current Surplus (Deficit):	30,537.69	
	Total Liabilities, Equity and Current Surplus (Deficit):		30,537.69

Cemetery Fund
Operating Cash Activity
For the Month Ended February 29, 2024

Beginning Cash	\$ 24,192.52
Cash Receipts:	
Cemetery Fees	3,320.00
Check #1376 reversed - Signs & More, Inc.	359.00
Check #1381 reversed - Atlanta Arbor Tree Care Specialist, LLC	3,200.00
Interest Earned	<u>0.17</u>
Total Cash Receipts	<u>6,879.17</u>
Cash Disbursements:	
Chaunce Braun	<u>534.00</u>
Total Cash Disbursements	<u>534.00</u>
Ending Cash	<u><u>\$ 30,537.69</u></u>



City of Kennesaw

Income Statement Account Summary

For Fiscal: 2023-2024 Period Ending: 02/29/2024

		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	1,700.00	7,000.00	1,000.00
285-0000-34-911500-00000	CEMETERY TREES REVENUE	500.00	500.00	0.00	0.00	500.00
285-0000-36-100000-00000	INTEREST REVENUES	1,030.00	1,030.00	0.00	41.96	988.04
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 FOUNDA...	3,000.00	3,000.00	1,620.00	5,482.63	-2,482.63
285-0000-39-400000-00000	USE OF PY RESERVE	44,835.00	44,835.00	0.00	0.00	44,835.00
	Revenue Total:	57,865.00	57,865.00	3,320.00	12,524.59	45,340.41
Expense						
285-4950-52-125000-00000	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	1,320.00	-1,320.00
285-4950-52-325000-00000	POSTAGE	250.00	250.00	0.00	0.00	250.00
285-4950-52-350000-00000	TRAVEL	300.00	300.00	0.00	0.00	300.00
285-4950-52-361000-00000	ORGANIZATIONAL MEMBERSHIP	350.00	350.00	0.00	0.00	350.00
285-4950-52-460000-00000	CEMETERY REPAIR AND MAINTENANCE	44,293.00	44,293.00	534.00	32,916.75	11,376.25
285-4950-53-118000-00000	OPERATING MATERIALS/SUPP	12,258.00	12,258.00	0.00	-359.00	12,617.00
285-4950-53-118500-00000	CEMETERY TREES	414.00	414.00	0.00	0.00	414.00
	Expense Total:	57,865.00	57,865.00	534.00	33,877.75	23,987.25
Fund: 285 - CEMETERY TRUST FUND Surplus (Deficit):		0.00	0.00	2,786.00	-21,353.16	
Total Surplus (Deficit):		0.00	0.00	2,786.00	-21,353.16	

Group Summary

Account Type	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 285 - CEMETERY TRUST FUND					
Revenue	57,865.00	57,865.00	3,320.00	12,524.59	45,340.41
Expense	57,865.00	57,865.00	534.00	33,877.75	23,987.25
Fund: 285 - CEMETERY TRUST FUND Surplus (Deficit):	0.00	0.00	2,786.00	-21,353.16	21,353.16
Total Surplus (Deficit):	0.00	0.00	2,786.00	-21,353.16	

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
285 - CEMETERY TRUST FUND	0.00	0.00	2,786.00	-21,353.16	21,353.16
Total Surplus (Deficit):	0.00	0.00	2,786.00	-21,353.16	



Item Report

TO: The Cemetery Preservation Commission
FROM:
DATE: March 14, 2024
TITLE: Temporary Grave Markers Received

Summary:

Temporary grave markers have been received and the first was placed on James Whitcher's burial site.

Recommendation:

Fiscal Impact:

Attachments:

1. 03.2024 Whitcher 1
2. 03.2024 Whitcher 2



Whitcher,
James Edward
1938-2023



Whitcher,
James Edward
1938-2023



Item Report

TO: The Cemetery Preservation Commission
FROM:
DATE: March 14, 2024
TITLE: Decoration Day Application Submitted

Summary:

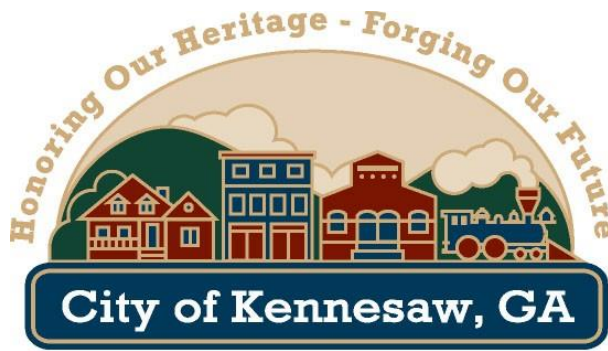
The Events Committee application for Decoration Day has been submitted and will be heard at the April 4th Events Committee meeting.

Recommendation:

Fiscal Impact:

Attachments:

1. 2024.05 Decoration Day Application 1



City of Kennesaw Special Event Application

Applications to hold an event must be submitted to the Kennesaw Events Committee at least 90 days before your event. The application will be reviewed by the Kennesaw Events Committee during their monthly meeting held on the first Thursday of each month at 3:30pm at City Hall. Direct your applications to Marty Hughes, Events Committee Chair at mhughes@kennesaw-ga.gov; or mail at 2529 J.O. Stephenson Ave., Kennesaw, GA 30144.

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

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

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

Name of Event Decoration Day

Type of Event Cemetery Clean Up

Event Date(s): 1st choice May 4, 2024 2nd Choice no inclement weather date

Event Site being requested: Kennesaw City Cemetery

Beginning Time(s) 9:00 am am/pm to Ending Time(s) 12:00pm am/pm

Event Set up Time 8:00 am Event Clean up Time 12:30pm

Purpose of Event Clean headstones, gravesites and grounds

Details of the Event _____

1. Applicant/Organization Cemetery Preservation Commission

Address 2529 J.O. Stephenson Ave., Kennesaw, GA 30144

Phone Number 770-429-4546 Fax Number _____

E-mail Address/Website cburgner@kennesaw-ga.gov

2. Name of Organizer/Contact Person Christie Burgner

Phone Number 770-429-4546 Email cburgner@kennesaw-ga.gov

Any Other Organizers Name(s) Lea Alvarez

Phone Number 770-429-4546 Email lalvarez@kennesaw-ga.gov

3. General Event Information:

Number of person(s) expected 25-30 Have you previously held this Event? yes

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

To whom are you marketing Families of cemetery residents

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

Are you requesting **City Personnel**? List required assistance: Will need assistance from Public Works
with trash bags, water tanks, buckets and D2 Spray.

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

Are you requesting **City Facilities** for this event? Yes - City Cemetery

Are you requesting **City Equipment** for this event? Yes

Are you requesting Trash and Recycling? Trash

5. Is your event a fundraiser? NO If yes, for whom or what organization(s)? _____

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

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

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

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

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

For City of Kennesaw Use Only

DEPARTMENT CHECKS

Date Received _____ Received by _____ Reviewed by Events Committee _____

Suggest Approved _____ Suggest Denial _____

Payments Received: Fees _____ Insurance Received: _____

Departments Notified

City Clerk

Events Committee Chairperson

Events Committee Secretary

Mayor and Council Approval

Mayor and Council Denial

Date _____

Notification _____

City of Kennesaw Events Committee Fee Schedule

Department	Fee Type	Fee	Reference
Events Committee	Event Application Fee	\$50 nonrefundable application fee for all events	To be waived only when a City department or board is a primary or co-applicant
Events Committee	Police Officer (Alcohol Beverage Concession Support)	See prices outlined by Off Duty Management web-based service https://www.kennesaw-ga.gov/hire-off-duty/	2 hour minimum
Events Committee	Police Officer (Support for City Sanctioned Events)	See prices outlined by Off Duty Management web-based service https://www.kennesaw-ga.gov/hire-off-duty/	The number of required officers at an event is determined by the type of event
Events Committee	Police Officer (Special Events at City Facilities for external rentals)	See prices outlined by Off Duty Management web-based service https://www.kennesaw-ga.gov/hire-off-duty/	2 hour minimum
Events Committee	Public Works Street Closings	\$48 per hour, with 4-hour minimum plus \$10 per sign required (based on special event application)	Based on rate for two person crew
Events Committee	Barricade Replacement	\$120 each	Only charged if barricade is damaged or stolen
Events Committee	Maintenance Department	\$20 per hour, per person with 2-hour minimum for custodial support	Charge for non-City events
Events Committee	Maintenance Department	\$25 per hour, per person, with 2-hour minimum for other maintenance (such as electrical)	Charge for non-City events
Events Committee	Race Fee	\$2,000	In effect January 2013. Fee covers City's costs; does not include \$500 Zulu fees; City contract required
Events Committee	Recreation Staff	\$20 per hour, per employee if requested in Special Event Application	

Kennesaw Resolution No. 2022-42 Master Fee Schedule



Item Report

TO: The Cemetery Preservation Commission

FROM:

DATE: March 14, 2024

TITLE: Emerald Green Arborvitae Planted

Summary:

The Public Works Department has removed the crepe myrtles from the cemetery and has replaced them with Emerald Green Arborvitae along sections of Historic A and Historic B.

Recommendation:

Fiscal Impact:

Attachments:

1. 03.2024 Historic A Trees
2. 03.2024 Historic B trees
3. 03.2024 Section III tree removal









Item Report

TO: The Cemetery Preservation Commission
FROM:
DATE: March 14, 2024
TITLE: Headstone Maintenance Update

Summary:
Information on headstone repair and maintenance.

Recommendation:

Fiscal Impact:

Attachments:
None