

MINUTES OF CEMETERY PRESERVATION COMMISSION MEETING
CITY OF KENNESAW
City Hall Training Room
January 11, 2024
4:00 PM

1. Call to Order / Roll Call

The meeting was called to order at 4:00 p.m. by Chariman Bramlett.

- Rollcall: Lewis Bramlett, Judi Burrell, James Poole
- Lizz Gray arrived at 4:03 p.m.
- Staff present: Christie Burgner (Deputy City Clerk), Tim Cox (Assistant Public Works Director), and Pat Ferris (Councilmember)
- Residents present: Andrew Bramlett and Rebecca Carlson

2. Approval of the Meeting Minutes

- A. Approval of the November 9, 2023 Cemetery Preservation Commission minutes.

Motion by Commissioner Burrell to Approve. Seconded by Comissioner Poole.
Vote taken, motion unanimously approved 2-0. Motion carried.

3. Financial Report

- A. Receipt of the November 2023 and December 2023 financial reports for the Cemetery Trust Fund.

Motion to Commissioner Burrell to Approve. Seconded by Commissioner Poole.
Vote taken, motion unanimously approved 3-0. Motion carried.

Vice Chairwoman Gray arrived at the meeting at 4:03 PM.

4. Cemetery Preservation Foundation Update

Chairman Bramlett gave updates as there was no representative from the Cemetery Foundation in attendance. Funds that were sent from the Foundation for headstone repairs have been received by the City and the plaque for Camp McDonald has been placed in the Cemetery. Joyce Young has resigned from the Foundation and they are looking for new members.

5. Old Business

6. New Business

- A. Approval of updated Master Plan for Kennesaw City Cemetery.

Deputy City Clerk Burgner gave a brief update on the Master Plan. Vice Chairwoman Gray asked that prices be added to the Master Plan when available. Chairman Bramlett asked that a member of city staff meet with him at the cemetery to review which structures would receive maintenance.

Motion by Vice Chairwoman Gray to Approve. Seconded by Commissioner Burrell. Vote taken, motion unanimously approved 3-0. Motion carried.

- B. Approval to replace the Crêpe Myrtles in the Kennesaw City Cemetery with Thuja Emerald Green Arborvitae and relocate the trees planted in front of Section III to the left side of Cemetery Street past the entrance gates.

Chairman Bramlett presented information regarding the need for the crepe myrtles replacement with Thuja Emerald Green Arborvitae which requires little to no maintenance and will be relocated to the left of Cemetery Street past the entrance. Commissioner Burrell noted that in the future the memorial plaques for the trees may need to be replaced. Deputy City Clerk Burgner advised the clerk's office would send letters to the tree owners to apprise them of the tree replacement. Vice Chairwoman Gray stated that most memorial plants were "flowering" of some kind, and Commissioner Burrell agreed. Assistant Public Works Director Cox advised that flowering trees would not be available. Upon quick research from Vice Chairwoman Gray, she advised the Thuja Emerald Green Arborvitae were also known as the "Tree of Life" and stated she approved. During the motion, Commissioner Burrell moved to approve with the cost of the supplies not to exceed \$300.

Motion by Commissioner Burrell to Approve. Seconded by Commissioner Poole. Vote taken, motion unanimously approved 3-0. Motion carried.

- C. Approval to grind the stump of the Water Oak in Historic A and to reset the headstone affected by its roots.

Chairman Bramlett gave a brief presentation which showed the water oak stump and affected headstone. Assistant Public Works Director Cox advised he had spoken with the tree stump removal company who gave a quote of \$450 for the stump grinding with the Public Works Department doing the clean-up and removal of tree debris.

Motion by Commissioner Burrell to Approve. Seconded by Commissioner Poole. Vote taken, motion unanimously approved 3-0. Motion carried.

- D. Approval to spend the \$1,900 donated by the Cemetery Preservation Foundation to reset hazardous headstones as indicated in the estimate provided by FixMyHeadstone.

Chairman Bramlett reminded the committee that the \$1900 donation gifted from the Cemetery Foundation was intended for this project. He advised that \$300 was going to be used to reset the headstone from item 6C with the remaining funds to be used to reset hazardous headstones. Council Member Ferris advised that whoever made the motion should clearly state that the funds be used for hazardous headstones. Vice Chairwoman Gray advised Chairman Bramlett about doing a write-up of headstone repairs which would be good public relations for the Cemetery Foundation and may

help with receiving donations in the future.

Motion by Vice Chairwoman Gray to Approve. Seconded by Commissioner Poole. Vote taken, motion unanimously approved 3-0. Motion carried.

- E. Approval to proceed with removing trees and bushes planted within plots in the Kennesaw City Cemetery.

Chairman Bramlett presented photos of plots which have shrubs and/or trees growing in them. Chairman Bramlett advised that the Clerk's office would try to reasonably contact family members, however, the historic section would probably not receive letters. Vice Chairwoman Gray offered assistance to the clerks' office with finding next of kin if needed. Timeline of removal was discussed, and Assistant Public Works Director Cox advised it could be before/by spring.

Motion by Commissioner Poole to Approve. Seconded by Commissioner Burrell. Vote taken, motion unanimously approved 3-0. Motion carried.

- F. Approval to remove Eagle Scout chair in Historic B.

Chairman Bramlett told the commission that he has spoken with a boy scout leader who advised that once something has been placed by a scout, it is the responsibility of the property owner to maintain, clean or dispose of the item. Councilmember Ferris agreed the bench should be removed and asked what was going to happen to the scout site along the fencing. Assistant Public Works Director Cox advised it was something that could be discussed in the future. Discussion followed regarding boy scout projects in the cemetery, commission agreed to remove all other scout items from the cemetery along with the bench.

Motion by Commissioner Burrell to Approve. Seconded by Commissioner Poole. Vote taken, motion unanimously approved 3-0. Motion carried.

7. Staff Comment

Assistant Public Works Director Cox stated the barrels were doing their job and keeping traffic of the gravel road. Assistant Public Works Director Cox spoke of the audit which has assisted with correcting headstone placement. Councilmember Ferris advised he was happy that the committee accepted the master plan and he looked forward to using it as a road map for the future. Assistant Public Works Director Cox agreed that the master plan was achievable. Councilmember Ferris stated he would like to see things being continually added to the plan.

Commissioner Poole advised for Wreaths Across America. The wreaths were placed on December 16, will be picked up on January 21, and will then be recycled. Commissioner Poole and his wife are looking forward to 2024. Assistant Public Works Director Cox stated he thought the wreaths on the gazebo were a nice touch. Commissioner Poole stated his wife did all the work and she did a great job.

8. Adjourn

Chairman Bramlett adjourned the meeting at 4:55 PM. The next regularly scheduled meeting will be held Thursday, February 8, 2024.