



Commissioners

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

**Cemetery Preservation Commission
Meeting Agenda
April 11, 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**
 - A. March 2024 Minutes
- 3. Financial Report**
 - A. Receipt of March 2024 Financials
- 4. Cemetery Preservation Foundation Update**
- 5. Old Business**
 - A. Review Maintenance Quotes
- 6. New Business**
 - A. FY 24-25 Proposed Budget
- 7. Staff Comment**
- 8. Adjourn**

MINUTES OF CEMETERY PRESERVATION COMMISSION MEETING
CITY OF KENNESAW
City Hall Training Room
(2529 J.O. Stephenson Avenue, Kennesaw, GA 30144)
March 14, 2024
4:00 PM

1. Call to Order / Roll Call

Chairman Lewis Bramlett called the meeting to order at 4:00 p.m. Commission members present were Lizz Gray, Jim Poole, and Rebecca Carlson. City liaisons present included Assistant Public Works Director Tim Cox, Councilmember Pat Ferris, City Clerk Lea Alvarez, and Deputy City Clerk Christie Burgner. Kennesaw Cemetery Foundation President Stephen King was also present.

2. Approval of the Meeting Minutes

Commissioner Poole moved to approve the February 2024 Cemetery Preservation Commission draft minutes. Vice Chair Gray seconded the motion.

Vote taken, unanimously approved (3:0). Motion passed.

3. Financial Report

A. Receipt of February 2024 Financials

Vice Chair Gray moved to approve the February 2024 Cemetery Preservation Commission financials. Commissioner Poole seconded the motion.

Vote taken, unanimously approved (3:0). Motion passed.

4. Cemetery Preservation Foundation Update

Cemetery Preservation Foundation President Stephen King provided the Commission with an update of the Foundation's February meeting where Andrew Bramlett was elected Secretary and Michelle Newman was elected Treasurer with all aspects of the financial transfer of powers complete. Mr. King advised the Foundation had provided a check to the Commission for the rebar markers.

5. Old Business

A. Temporary Grave Markers Received

Deputy City Clerk Christie Burgner advised that the temporary grave markers had been ordered and received. Photos of the first temporary marker at James Whitcher's grave site were provided.

B. Decoration Day Application Submitted

Deputy City Clerk Christie Burgner reviewed the application that was sent to the Events

Committee and will be heard at the April Events Committee meeting. Discussion held regarding promotional materials to be used for increased resident participation with Decoration Day. Consensus was that no letters would be mailed, and the City would promote on social media and with information at the cemetery kiosks. Commissioner Carlson will reach out to the Kennesaw State University administration department for increased participation. Chairman Bramlett inquired as to what participants should bring with the answer from Ms. Alvarez as gloves.

C. Emerald Green Arborvitae Planted

Deputy City Clerk Chirstie Burgner provided photos of the placement of the Emerald Green Arborvitae that have currently been planted at the cemetery. Assistant Public Works Director Tim Cox advised the remaining 17 trees would be placed soon. Vice Chair Gray inquired about the plaques. Mr. Cox advised those would be placed after all trees were planted.

6. New Business

7. Staff Comment

City Clerk Lea Alvarez advised that Centerline was finalizing the survey. There are still some missing survey pins, but a crew was working at the cemetery today to rectify that. The survey pins have been a lot of work for Assistant Public Works Director Tim Cox as some are very visible, some below ground, and some are encased in concrete. There is quite a bit more work to be done before the rebar caps are purchased.

Mr. Cox advised for the Public Works Department. By the end of the week all azaleas should be in place at the scatter garden. Mr. Cox recapped the monies Public Works has spent at the cemetery. The gravel path that dead ends at the Camp McDonald property will be removed as it continually washes away and causes maintenance issues; sod will be placed where the gravel now is. Vice Chair Gray thanked Mr. Cox for his assistance with the cemetery.

Councilmember Ferris reminded the commission that budget review is fast approaching, and the project list should be reviewed for potential to be included in the next budget.

Mr. Cox advised that the company which provided the initial quote of \$350 for stump grinding then increased the price later. Mr. Cox has met with two other companies regarding the stump in the Collins lot with removal prices ranging from \$650 - \$750. Commissioner Carlson moved to allow Mr. Cox to have stump removed with the company he deems best suited. Vice Chair Gray seconded the motion. Vote taken, unanimously approved (3:0). Motion passed.

A. Headstone Maintenance Update

Ms. Burgner advised of the determination to utilize a monument company to assist with the two headstones that were being affected by tree stumps/roots. Ms. Alvarez relayed the need to reprioritize the list of headstone projects. Chairman Bramlett inquired with Mr. King about the Foundation's thoughts. Mr. King advised the monies were given for

headstones in need of maintenance and, as long as that is how the monies were used, then he approved. Further discussion held regarding historical markers in need of repair. Mr. King inquired about families who maintain their family lots at the cemetery, Ms. Alvarez advised if families have questions regarding lot maintenance, they should contact the City Clerk's office.

8. Adjourn

Chairman Bramlett adjourned the meeting at 4:44 p.m.

DRAFT



City of Kennesaw

Balance Sheet

Account Summary

As Of 03/31/2024

Account	Name	Balance	
Fund: 285 - CEMETERY TRUST FUND			
Assets			
285-0000-11-112100-00000	OPERATING ACCOUNT	29,840.29	
285-0000-11-311100-00000	DUE FROM/TO GENERAL FUND	-169.03	
	Total Assets:	29,671.26	29,671.26
Liability			
285-0000-12-110000-00000	ACCOUNTS PAYABLE	-359.00	
	Total Liability:	-359.00	
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		12,577.19	
Total Expense		34,437.78	
Revenues Over/Under Expenses		-21,860.59	
	Total Equity and Current Surplus (Deficit):	30,030.26	
	Total Liabilities, Equity and Current Surplus (Deficit):		29,671.26

Cemetery Fund
Operating Cash Activity
For the Month Ended March 31, 2024

Beginning Cash	\$ 30,537.69
Cash Receipts:	
Interest Earned	<u>52.60</u>
Total Cash Receipts	<u>52.60</u>
Cash Disbursements:	
A & L Stump Grinding, Inc.	<u>750.00</u>
Total Cash Disbursements	<u>750.00</u>
Ending Cash	<u><u>\$ 29,840.29</u></u>



City of Kennesaw

Income Statement Account Summary

For Fiscal: 2023-2024 Period Ending: 03/31/2024

		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	0.00	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	94.56	935.44
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	0.00	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	0.00	12,577.19	45,287.81
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	750.00	33,666.75	10,626.25
285-4950-53-118000-00000	OPERATING MATERIALS/SUPP	12,258.00	12,258.00	0.00	-548.97	12,806.97
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	750.00	34,437.78	23,427.22
Fund: 285 - CEMETERY TRUST FUND Surplus (Deficit):		0.00	0.00	-750.00	-21,860.59	
Total Surplus (Deficit):		0.00	0.00	-750.00	-21,860.59	

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	0.00	12,577.19	45,287.81
Expense	57,865.00	57,865.00	750.00	34,437.78	23,427.22
Fund: 285 - CEMETERY TRUST FUND Surplus (Deficit):	0.00	0.00	-750.00	-21,860.59	21,860.59
Total Surplus (Deficit):	0.00	0.00	-750.00	-21,860.59	

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
285 - CEMETERY TRUST FUND	0.00	0.00	-750.00	-21,860.59	21,860.59
Total Surplus (Deficit):	0.00	0.00	-750.00	-21,860.59	



Item Report

TO: The Cemetery Preservation Commission
FROM:
DATE: April 11, 2024
TITLE: Review Maintenance Quotes

Summary:

Two companies have supplied quotes for maintenance of the cemetery. Attached are the original quotes and a side-by-side comparison. Staff is looking for direction as to which company the commission would like to use, and which projects should proceed first.

Recommendation:

Fiscal Impact:

Attachments:

1. Comparison
2. Hector's Painting
3. Mo-Nady Proposal

MO-NADY	PROJECT	HECTOR'S PAINTING
Labor to prep and stain 5 wooden posts and caps, and apply metal paint to the gate chain \$450 PLUS SUPPLIES	Wood posts	Clean, resafe one posts, re-place 2 wood cap and re-stain 4 wood posts 4"x4" only. any color . (chains are not included) \$200
Labor to prep and paint 9 metal railing. \$700 PLUS SUPPLIES	Iron Handrails	Light sand, clean, oil prime where need it and re-paint 5 sets of iron handrails. same or any color. Industrial enamel gloss. \$975
Labor to prep and stain the entire wooden bridge (railings and boards). \$1800 PLUS SUPPLIES	Bridge	Pressure wash, scrape all peeling stain and re-stain with solid color stain same or any color. (Pickets, posts, handrails and floor.) Underneath are not included. \$1525
Labor to prep, and stain the gazebo and four wooden chairs underneath it. \$2250 PLUS SUPPLIES	Gazebo	Pressure wash, scrape all peeling stain and re-stain with solid color stain - same or any color . (Pickets, posts, hand rails, floor ceiling, fascia board and chairs) Aluminum ceiling are not included. \$2400
Labor to prep and stain a 12'x12' pergola and two wooden benches underneath it. \$1050 PLUS SUPPLIES	Pergola	Pressure wash, scrape all peeling stain and re-stain with solid color stain - same or any color. (posts, frame at the top and two chairs.) \$980
Labor to prep and paint the black metal railings \$1500 PLUS SUPPLIES	Iron Fence by Summers lot	PRESSURE WASH : Pressure wash the iron fence (both sides) to re-move the mildew. Note : The paint will be peeling in some areas after the pressure wash. PAINTING : Scrape all peeling paint, and re-paint complete iron fence (both sides). Black with industrial enamel (oil base) \$1685
Labor to demolish the retaining wall, adjust the site grading, and waste disposal. \$2000	Retaining Wall	Remove blocks from the planter area, (retained wall and small bushes), clean and grqade the area. Labor and materials are included. \$2,450



3464 Cherokee Street, Kennesaw, GA 30144

Tel 678-290-6387 Fax 678-594-0774

E-Mail : info@hectorspainting.com

Date: 01-23-2024

Client: Christie Burgner (Deputy city clerk)

Address: 3000 Cemetery St Kennesaw GA 30144

Phone: 770-429-4546

E-Mail: cburgner@kennesaw-ga.gov

Estimator: Roberto

Exterior Estimate

AREA	Description	TOTAL
Bridge	Pressure wash, scrape all peeling stain and re-stain with solid color stain same or any color. (Pickets, posts, handrails and floor.)	\$1,525.00
	Underneath are not included.	
Gazebo	Pressure wash, scrape all peeling stain and re-stain with solid color stain same or any color . (Pickets, posts, hand rails, floor ceiling, fascia board and chairs)	\$2,400.00
	Aluminum ceiling are not included.	
Pergola	Pressure wash, scrape all peeling stain and re-stain with solid color stain same or any color . (posts, frame at the top and two chairs.)	\$980.00
Chain wood posts	Clean, resafe one posts, re-place 2 wood cap and re-stain 4 wood posts 4"x4" only. any color . (chains are not included)	\$200.00
Iron Handrails	Light sand, clean, oil prime where need it and re-paint 5 sets of iron handrails. same or any color. Industrial enamel gloss.	\$975.00
Iron Fence by Summers lot	PRESSURE WASH : Pressure wash the iron fence (both sides) to re-move the mildew Note : The paint will be peeling in some areas after the pressure wash	\$225.00
	PAINTING : Scrape all peeling paint, and re-paint complete iron fence (both side) Black with industrial enamel (oil base)	\$1,460.00
Small Retained Wall .	Re-move blocks from the planter area, (retained wall and small bushes), clean and Grading the area. Labor and materials are included.	\$2,450.00
	We can star this project any time next week if is ok for you. Please let us know	
	GRAND TOTAL:	\$10,215.00

* Any additional work performed from the above specifications will result in an additional price increase.

Comments:

Mrs.: Burgner

THANK YOU FOR YOUR BUSINESS!!!!!!

Thank you for this opportunity. This is the estimate for the Exterior project.

If you have any question please call me or e-mail. Have a wonderful day !!!!!!!!!!!!! Roberto 678-698-7507

* The owner is solely responsible for providing Hectors Painting and Renovation any necessary utilities (Water, electricity, etc.)

* We accept all major credit cards, checks, and/or cashier checks.

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted.

You are authorized to do the work specified.

SIGNATURE: _____

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for the above work and completed in a substantial workmanlike manner.

Any alterations or deviation from the above specifications involving extra cost will be executed only upon written order, and will become an extra charge over and above the estimate. Total payment is due upon completion of work.



MO-NADY HANDYMAN SERVICES LLC

2100 Shiloh Valley Dr NW, Apt 6011
Kennesaw, GA 30144
(470) 535-2276

Kennesaw Cemetery Maintenance

1st February 2024

Project Manager: Sepehr Nabavinejad

OVERVIEW

This project proposal seeks to provide ongoing annual maintenance services following the completion of initial repairs for six heavily weathered structures, incorporating both wood and metal elements, located within the Kennesaw Cemetery at 3000 Cemetery St, Kennesaw, GA 30144. The all-encompassing service includes annual inspections, pressure or chemical washing, corrective painting, and necessary repairs.

GOALS

1. Preserve the wooden and metal structures against weather-related deterioration.
2. Enhance the aesthetic appearance to impact public perception and community appreciation of the cemetery positively.

SPECIFICATIONS

Date of the service: Annual maintenance service will be scheduled annually on the 1st of March. If this date coincides with a holiday or weekend, the service will be rendered on the subsequent business day.

Scope of work: Inspection, pressure washing or chemical washing with environmentally friendly products, correction of failed paint, and reporting to the city clerk's office for six groups of structures, which comprise:

1. Metal enclosure within the cemetery
2. Five wooden posts and a gate chain
3. Entire wooden bridge
4. Nine metal handrail

5. The wooden pergola and two benches underneath it
6. The pavilion and four benches underneath it

The customer has requested an extra task to demolish and grade a retaining wall. This task is included in the initial repair and will not be repeated during the annual maintenance.

Refer to Appendix II for pictures of the mentioned structures.

Budget:

1. A \$12,395 budget should be allocated for the initial repairs. Refer to Appendix I for a detailed estimation of the initial repairs.
2. An annual budget of \$2,375 should be allocated, covering labor, materials, and rental expenses. This budget will be adjusted annually to accommodate fluctuations in business expenses.

Risk management: Following the inspection, if there is any additional work not outlined here, an estimate will be submitted to the city clerk's office, detailing the necessary tasks and corresponding budget.

MILESTONES

Initial Repairs

Currently, these structures exhibit significant weathering and necessitate a thorough 9-day project to restore them to their optimal condition. Refer to Appendix I for a comprehensive breakdown of the initial repair cost estimate.

Annual Maintenance

The yearly maintenance will be planned one year following the conclusion of the initial repairs and will persist as long as the service is required.

Business Credentials

Established in 2020, MO-NADY HANDYMAN SERVICES LLC is a locally owned, family-operated construction and remodeling company. Our comprehensive range of services encompasses carpentry, painting, landscaping, remodeling, flooring, and solutions to intricate challenges. We cater to the maintenance requirements of both commercial and residential properties, offering expertise in custom structures. A copy of our business license is available in Appendix III.

Appendix I

Estimate

ADDRESS

2529 J.O. Stephenson Ave, Kennesaw,
GA 30144
Christie Burgner

ESTIMATE

1340

DATE

01/26/2024

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
Painting:Exterior	Labor to prep and paint the black metal railings	1	1,500.00	1,500.00
Painting:Exterior	Labor to prep and stain 5 wooden posts and caps, and apply metal paint to the gate chain	1	450.00	450.00
Painting:Exterior	Labor to prep and stain the entire wooden bridge (railings and boards)	1	1,800.00	1,800.00
Painting:Exterior	Labor to prep, and stain the gazebo and four wooden chairs underneath it	1	2,250.00	2,250.00
Painting:Exterior	Labor to prep and paint 9 metal railing	1	700.00	700.00
Painting:Exterior	Labor to prep and stain a 12'x12' pergola and two wooden benches underneath it	1	1,050.00	1,050.00
Landscaping:Site Grading	Labor to demolish the retaining wall, adjust the site grading, and waste disposal	1	2,000.00	2,000.00
				Subtotal: 9,750.00
Materials and Rentals:Materials	Required materials for this project: 12 Gal. paint, painting accessories, chemical washer, dumpster rental, pressure washer rental	1	2,300.00	2,300.00
Materials and Rentals:15% Markup	15% Markup for purchased materials	1	345.00	345.00

Subtotal: 2,645.00

Total: \$12,395.00

- All constructions follow the Georgia Codes of Construction.
- Estimated timeline: 10 business days
- Payment Installments: \$4,958 deposit, \$7,437 due after project completion
- Payment Method: Check or online payment. (There is a 3% fee for online payments)
- Any changes to the project will be added to the final invoice after the customer's approval.
- Your labor is warranted for 1 year after installation (terms and conditions apply).

Appendix II



Appendix III

STATE OF GEORGIA

Secretary of State

Corporations Division

313 West Tower

2 Martin Luther King, Jr. Dr.

Atlanta, Georgia 30334-1530

ANNUAL REGISTRATION

Electronically Filed

Secretary of State

Filing Date: 1/9/2024 1:09:00 PM

BUSINESS INFORMATION

CONTROL NUMBER	20122645
BUSINESS NAME	MO-NADY HANDYMAN SERVICES LLC
BUSINESS TYPE	Domestic Limited Liability Company
EFFECTIVE DATE	01/09/2024
ANNUAL REGISTRATION PERIOD	2024

PRINCIPAL OFFICE ADDRESS

ADDRESS	2100 SHILOH VALLEY DR NW APT 6011, KENNESAW, GA, 30144, USA
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REGISTERED AGENT

NAME	ADDRESS	COUNTY
MOHSEN NABAVINEJAD	2100 SHILOH VALLEY DR NW APT 6011, KENNESAW, GA, 30144, USA	Cobb

AUTHORIZER INFORMATION

AUTHORIZER SIGNATURE	Mohsen Nabavinejad
AUTHORIZER TITLE	Organizer



Item Report

TO: The Cemetery Preservation Commission
FROM:
DATE: April 11, 2024
TITLE: FY 24-25 Proposed Budget

Summary:

Recommendation:

Fiscal Impact:

Attachments:
None