



KENNESAW CEMETERY PRESERVATION COMMISSION

~~~Meeting Minutes~~~

**March 24, 2021 - 4:00 p.m. – SPECIAL CALL MEETING**  
**Online via Zoom Conference Call & In Person City Hall Training Room**

**MEMBERS PRESENT:**

|                         |              |
|-------------------------|--------------|
| <b>Mary Helyn Hagin</b> | <u>  x  </u> |
| <b>Joe Bozeman</b>      | <u>  x  </u> |
| <b>Mickey Bozeman</b>   | <u>  x  </u> |
| <b>Andrew Bramlett</b>  | <u>  x  </u> |
| <b>Lewis Bramlett</b>   | <u>  x  </u> |
| <b>Loriann White</b>    | <u>  x  </u> |

**Board Liaisons:**

|                        |               |
|------------------------|---------------|
| <b>David Blinkhorn</b> | <u>      </u> |
| <b>Pat Ferris</b>      | <u>  x  </u>  |
| <b>Lea Alvarez</b>     | <u>  x  </u>  |
| <b>James Friedrich</b> | <u>  x  </u>  |
| <b>Rod Bowman</b>      | <u>  x  </u>  |
| <b>Ricky Stewart</b>   | <u>      </u> |
| <b>Jacque Cullins</b>  | <u>  x  </u>  |

**NOTE if Quorum is present**        x  

**Visitors: Zach Buffington – Croy**

**BUSINESS**

- Approval of Minutes from February 2021
  - Motion to approve – M. Bozeman Second L. White      Approved – unanimous
- Receipt of Financials (City Clerk’s office)
  - Motion to approve – M. Bozeman Second L. Bramlett      Approved – unanimous
- Cemetery Foundation update (M. Hagin)
  - Discussed need for cemetery survey & need for budget items to recommend to commission
- Public Works update –
  - Requested approval to move forward with tree removal in section 3  
 Cost - \$10,000 that would come from Cemetery Improvement Budget  
 Motion to approve – M. Bozeman    Second – J. Bozeman Approved – unanimous
- 2021 Event planning
  - Clean up day – Moved to April 24 – 10 am to 2pm
    - Clerk’s office will investigate need for waiver and sign up page
    - City Social Media dept. will promote on City website
    - Clerk’s office will alert Events Committee
  - Decoration Day – Moved to October 2 – 10 am to 2 pm
    - Clerk’s office will alert Events Committee
  - Memorial Day event – L. White & MH Hagin will meet with J. Dowdy to discuss plan
- City Clerk Status Updates
  - Survey of Cemetery – Croy Engineering (cost not to exceed \$9,560 – see additional pages)
    - City Manager agrees of need for survey
    - Money will come from Cemetery prior year reserves
    - Motion to approve – L. Bramlett    Second – L. White      Approved – unanimous
    - Clerk will present to Council for approval at next Work Session & meeting
  - Kiosk signage – spoke to Miranda Taylor with Economic Development
    - Storyboard sign about cemetery history is in Economic Development budget
      - Taylor will attend future meeting to discuss content and placement
    - Information sign similar to one located at downtown tunnel – cost \$5,716.25
      - Tabled for discussion at next meeting (Clerk will provide pictures)
- Budget request ideas – Commission needs to create list with prices for cemetery improvements
  - Pavers on path – directional signs – information sign – erosion control
  - Gravestone repair – update master plan – mark unknown graves
  - ~Further discussion and planning to be held at next meeting~

**MEETING ADJOURNED – 5:11 pm**

**Upcoming meetings: Foundation – 7pm Wed., April 21, 2021 – Ben Robertson**  
**Commission – 4pm on Thursday, April 8, 2021 – City Hall and Zoom**

**Cemetery Summit – No future meetings are currently planned due to Covid restrictions**



March 15, 2021

Mrs. Lea Alvarez  
City Clerk  
City of Kennesaw  
2529 J.O. Stephenson Avenue  
Kennesaw, GA 30144

**Re: Proposal for Land Surveying Services  
Kennesaw City Cemetery**

Dear Lea:

Croy Engineering, LLC ("Croy") would like to thank you for the opportunity to provide this proposal agreement for professional services on the above referenced project. we understand this project to be a survey inclusive of the following:

### **Scope of Services**

#### **Land Surveying**

Croy will perform field boundary survey of the Kennesaw City Cemetery property (approximately 8 acres) as shown in Exhibit A, also known as Tax Parcels 20013900340, 20016600010, 20013800920. To complete this task, Croy will:

- Research Cobb Superior Court Clerk real estate records to acquire the deeds and plats for subject property as well as adjoining properties to the cemetery
- Field reconnaissance and data collection of existing property corners and/or nearest supporting property monuments to determine cemetery boundary
- Data collection of features affecting cemetery boundary (apparent encroachments, etc.)
- Locate auxiliary structures (sheds, houses, utility buildings)
- Locate public roads, storm drains and pipes, sewer structures, etc.
- Locate visible above ground utilities
- Locate and mark existing property corners with surveying flagging and wooden stakes
- Analyze deeds, plats, and maps along with field collected data to determine cemetery boundary
- Re-set and mark any property corners that are missing
- Create a plat in accordance with the Georgia Plat Act
- Create a written legal description of the cemetery boundary
- Record the plat in the Cobb County Clerk of Superior Court records
- Provide client with PDF copy of the plat and legal description (hard copies provided upon request)

**Land Surveying Budget: \$9,560**



**Services Excluded from Scope**

\*\*Exclusions: This proposal does not include the following items: Archeological efforts and/or reconciliation between recorded archeological efforts and this surveying effort, GPR for underground disturbances, locating the existing gravesites on the interior of the cemetery property, filing or filling out applications for any special classifications, performing aerial photography or drone/UAV efforts, Boundary line Disputes, court costs stemming from a boundary dispute, additional fieldwork due to lack of evidence, Subsurface Utility Engineering Level A or Leve B efforts, re-staking of any features originally placed on the ground by our crews, fees associated with accessing the property, easements not of record, topographic surveys.

**Invoicing**

This work will be completed as an hourly not to exceed fee project. Invoicing will be progressive and will be submitted monthly for work completed to date less previous payments.

This proposal incorporates, as if fully set forth herein, the terms and conditions of the Professional Services Agreement for Engineering Services dated February 27, 2013, between Croy Engineering, LLC and the City of Kennesaw. If this proposal is acceptable to you, please sign below indicating your approval and return (1) signed copy for our files. This letter of agreement will serve as Croy Engineering’s Notice to Proceed.

Thank you for this opportunity to submit this proposal. If you have any questions, please contact me at (770) 971-5407.

Respectfully,  
Croy Engineering, LLC

Zachary V. Buffington, PLS, EIT  
Program Manager

APPROVED  
City of Kennesaw

Signed \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Attachments

- Exhibit “A” Cobb GIS Boundary of Cemetery
- Exhibit “B” Fee Calculation

cc: Project File  
Reading File

**EXHIBIT A**  
**Cobb GIS Boundary of Cemetery**



**EXHIBIT B**  
Fee Calculation

| Task: Land Surveying Services                    | Croy            |          |                     |        |                     |          |                          |          |                   |          |       |                 | Total Hours | Total Fee |
|--------------------------------------------------|-----------------|----------|---------------------|--------|---------------------|----------|--------------------------|----------|-------------------|----------|-------|-----------------|-------------|-----------|
|                                                  | Sr Professional |          | Program Coordinator |        | Program Coordinator |          | Engineer/Senior Designer |          | 2-Man Survey Crew |          | Hours | Fee             |             |           |
|                                                  | Hours           | Fee      | Hours               | Fee    | Hours               | Fee      | Hours                    | Fee      | Hours             | Fee      |       |                 |             |           |
| 1. Records Research (Incl. trip to Court House)  | 10              | \$ 1,700 | 4                   | \$ 560 | 10                  | \$ 1,400 | 20                       | \$ 2,000 | 30                | \$ 3,900 | 74    | \$ 9,560        |             |           |
| 2. Prepare Work Order for Field Crew             | 3               | \$ 510   |                     | \$ -   | 6                   | \$ 840   |                          | \$ -     |                   | \$ -     | 9     | \$ 1,350        |             |           |
| 3. Field Survey                                  |                 | \$ -     | 1                   | \$ 140 | 1                   | \$ 140   |                          | \$ -     |                   | \$ -     | 2     | \$ 280          |             |           |
| 4. Reduce Raw Data                               |                 | \$ -     | 1                   | \$ 140 | 2                   | \$ 280   |                          | \$ -     | 22                | \$ 2,860 | 23    | \$ 3,000        |             |           |
| 5. Boundary Resolution, Plat & Legal Description | 3               | \$ 510   |                     | \$ -   | 1                   | \$ 140   | 20                       | \$ 2,000 |                   | \$ -     | 24    | \$ 2,650        |             |           |
| 6. Set Pins & Mark Boundary Corners              |                 | \$ -     |                     | \$ -   |                     | \$ -     |                          | \$ -     | 8                 | \$ 1,040 | 8     | \$ 1,040        |             |           |
| 7. QA/QC (Field and Office Production)           | 4               | \$ 680   | 2                   | \$ 280 |                     | \$ -     |                          | \$ -     |                   | \$ -     | 6     | \$ 960          |             |           |
| <b>Proposed Base Total:</b>                      |                 |          |                     |        |                     |          |                          |          |                   |          |       | <b>\$ 9,560</b> |             |           |