



**Events Committee
Meeting Minutes
Thursday, April 4, 2024, 3:30 PM | City Hall Training Room**

Special Events Committee Mission Statement

The Committee includes members of every department impacted by special events. It will meet periodically as needed to discuss event scheduling, planning staffing and budgeting, so that departments can coordinate their efforts, enhance communication, determine publicity requirements, anticipate issues, and address concerns. The Committee will make recommendations for event improvement to facilitate maximum benefit to Kennesaw citizens and visitors. Proposals may be submitted for consideration through Mayor and Council in the form of agenda items.

Representatives by department: Parks & Recreation (Brittani Farmer, Mara Clauson); Police (Kevin Mitchell); Public Works (Ricky Stewart, Dave Wilson); City Manager (Marty Hughes); Communications (Becca Graham, Rachel Mikell); Building Services (Scott Banks); Building Maintenance (Robbie Balenger, Thomas Evans); Economic Development (Miranda Taylor); Smith-Gilbert Gardens (Vanita Keswani); Southern Museum (Jon Sexton), KDDA (Mark Allen). Each department has one vote.

Chair: James Friedrich, Vice-Chair: Marty Hughes, Secretary: Brittani Farmer

- I. **Call to Order** – Meeting called to order by James Friedrich at 3:30 pm.
 - a. Committee members present: Parks & Recreation (Bill McNair, Mary Louise Bain, Mara Clauson, Kayla Trubey, Brittani Farmer) Police (David Buchanan, Kevin Mitchell, Andrew Woodard) Public Works (Ricky Stewart, Dave Wilson); City Manager (Marty Hughes, James Friedrich); Communications (Rachel Mikell); Building & Construction (Scott Banks); Building Maintenance (Robbie Balenger), Economic Development (Miranda Taylor); Smith-Gilbert Gardens (Vanita Keswani); Southern Museum (Tracy Shehab, Móirín Cody).
 - b. Guests:
 - i. City Clerk's Office – Lea Alvarez & Christie Burgner, volunteers Andrew & Lewis Bramlett on behalf of the Cemetery Preservation Commission Decoration Day event
 - ii. Mike Medley – Cobb County Fire Marshall's Office
 - iii. Leigh Dooley – Metro EMS
- I. **Approval of Minutes**
 - a. February meeting minutes were reviewed. Kevin Mitchell made a motion to approve as presented. Miranda Taylor seconded and the motion passed unanimously.
- II. **Announcements/Public Comment**
 - a. None
- III. **Old Business**
 - a. None
- IV. **New Business**
 - a. 2024 Decoration Day: Sponsored by the Cemetery Preservation Commission
 - i. Saturday, May 4 from 9:00 AM – 12:00 PM
 - ii. They will be cleaning headstones, gravesites and the grounds.

- iii. Requesting the same supplies as previous years minus the items needed for lunch. Trash bags, water tanks, buckets and D2 Spray needed from Public Works.
 - iv. David Buchanan made a motion to approve the event as presented, seconded by Scott Banks and the motion passed unanimously.
- b. 2024 National Night Out: Sponsored by the Kennesaw Police Department
 - i. Tuesday, August 6 from 6:00 – 8:00 PM at Swift-Cantrell Park
 - ii. Requested: Trash, pavilions (have been reserved)
 - iii. Same set-up as previous years
 - iv. Robbie Balenger made a motion to approve the event as presented, seconded by Ricky Stewart and the motion passed unanimously.
- c. Electronic Recycling Event: Simple Electronics Recycling, Sponsored by Kennesaw Public Works Department
 - i. Saturday, June 1 from 9:00 AM – 12:00 PM at Public Works in the parking lot
 - ii. Free event, specific costs for some items
 - iii. Coordinating with Simple Electronics Recycling (which is located in City limits, off Cherokee St). They will collect the electronics, wipe them clean, and if they are still usable then they will refurbish, otherwise they will send to other local stores to refurbish or take to an electronic dump site.
 - Price List:
 - a. Flat screen TV 21-40": \$25.00
 - b. Flat screen TV 41-72": \$35.00
 - c. Box TV 20-35": \$60.00
 - d. Box TV 40-60": \$150.00
 - e. CRT Monitor: \$15.00
 - f. Medium sized printers: \$20.00
 - g. Industrial sized printers: \$150.00
 - h. Computers: Free
 - i. Phones: Free
 - iv. Miranda Taylor made a motion to approve the event as presented, seconded by Scott Banks and the motion passed unanimously.
- d. 2024 Amphitheater Concert Series and Road Closures
 - i. **June 14 & September 14**
 - The following road closures support the concert series at Depot Park on the following dates; Friday, June 14, Saturday, September 14:
 - a. Cherokee St. will be closed from Big Shanty Dr. to Main St. 4:00 – 11:00 PM
 - b. The Depot Park parking lot will be closed
 - Event Timeline
 - a. 4:30 PM Vendor/Sponsor Load In Begins
 - b. 5:30 PM Vendor/Sponsor Load In Ends
 - c. 6:00 PM Event Begins
 - d. 10:00 PM Event Ends
 - ii. **November 9**
 - The following road closures support the concert series at Depot Park on Saturday, November 9:
 - a. Cherokee St. will be closed from Big Shanty Dr. to Main St. 11:00 AM – 7:00 PM
 - b. The Depot Park parking lot will be closed
 - Event Timeline
 - a. 11:30 PM Vendor/Sponsor Load In Begins
 - b. 12:30 PM Vendor/Sponsor Load In Ends
 - c. 1:00 PM Event Begins
 - d. 5:00 PM Event Ends
 - iii. Requesting trucks to block the roads and trash cans from Public Works
 - iv. Requesting EMS to be on site

- v. David Buchanan made a motion to approve the event as presented and recommended presenting the road closures to Mayor & Council. The motion was seconded by Ricky Stewart and passed unanimously.
- e. Review and Discuss Upcoming Events Review February – April 2024 Calendar of Events
 - i. Parks & Recreation
 - April
 - a. Camp Venture: Spring Break Camp – Monday, April 1st – Friday, April 5th from 9:00 AM – 4:00 PM in Adams Park
 - b. The second luncheon in the Spring Senior Luncheon Series will be on Wednesday, April 3rd from 10:00 AM – 1:00 PM at the Ben Robertson Community Center
 - c. Spring Youth Volleyball Season Opener – Saturday, April 13th at the Recreation Center
 - d. Life Rolls On – Saturday, April 27th from 9:00 AM – 2:00 PM at the skatepark at Swift-Cantrell Park
 - May
 - a. The final luncheon in the Spring Senior Luncheon Series will be on Wednesday, May 1st from 10:00 AM – 1:00 PM at the Ben Robertson Community Center
 - b. Fit City 5K will be on Saturday, May 11th in Downtown Kennesaw
 - c. Backyard Campout will be on Friday, May 17th – Saturday, May 18th at Swift-Cantrell Park
 - d. The first movie in the Outdoor Movie Series will be Friday, May 17th from 6:00 – 10:00 PM at Swift-Cantrell Park
 - e. The Splash Pad at Swift-Cantrell Park will open on Monday, May 27th and will be free that day.
 - f. Kennesaw Camp Venture & Adult Basketball League kick off on Tuesday, May 28th
 - June
 - a. Teen Summer camps kick off on Monday, June 3rd
 - b. Summer Sun Run 5K will be on Saturday, June 8th in Downtown Kennesaw
 - c. The first concert at Depot Park will be on Friday, June 14th from 6:00 – 10:00 PM
 - d. The second movie in the Outdoor Movie Series and Summer Spectacular will be Friday, June 21st from 4:00 – 10:00 PM at Swift-Cantrell Park
 - ii. Southern Museum
 - April
 - a. Mommy & Me will take place on Thursdays from 9:30 AM – 12:30 PM April 4th, 11th, 18th, 25th
 - b. Homeschool Workshop - 10:00 AM – 1:00 PM on Wednesday, April 10th
 - c. Adult Speaker Series: Excavation of Hickory Log – 1:00 – 2:00 PM on Saturday, April 13th
 - d. Stay & Play – 9:30 AM – 12:30 PM on Saturday, April 27th
 - e. Sensory Friendly Afternoon – 2:00 – 5:00 PM on Tuesday, April 30th
 - May
 - a. Mommy & Me will take place on Thursdays from 9:30 AM – 12:30 PM May 2nd, 9th, 16th, 23rd, 30th
 - b. Homeschool Workshop - 10:00 AM – 1:00 PM on Wednesday, May 8th
 - c. Adult Speaker Series: The Past in Pictures – 1:00 – 2:00 PM on Saturday, May 11th
 - d. Stay & Play – 9:30 AM – 12:30 PM on Saturday, May 25th
 - e. Sensory Friendly Afternoon – 2:00 – 5:00 PM on Tuesday, May 28th
 - June
 - a. Mommy & Me will take place on Thursdays from 9:30 AM – 12:30 PM June 6th, 13th, 20th & 27th
 - b. Civil War History Day will be on Saturday, June 8th from 9:30 AM – 5:00 PM

- c. Adult Speaker Series: Battle of Kennesaw Mountain– 11:00 AM – 12:00 PM on Saturday, June 8th
 - d. Model Train Layout Summer Camp will be June 11th – 14th from 9:30 AM – 12:30 PM
 - e. Stay & Play – 9:30 AM – 12:30 PM on Saturday, June 22nd
 - f. Sensory Friendly Afternoon – 2:00 – 5:00 PM on Tuesday, June 25th
- iii. Gardens
 - April
 - a. Dog Days at the Gardens will be on Saturdays from 9:00 AM – 4:00 PM: April 6th, 13th, 20th & 27th
 - b. Nature Explorers for Homeschool - 12:30 – 1:45 PM on Wednesday, April 3rd & 17th
 - c. Bonsai Study Group – 9:00 AM – 4:00 PM on Saturday, April 13th
 - d. KSU Public Audience Test Session – 10:30 AM – 12:00 PM on Saturday, April 13th
 - e. Adult Acrylic Workshop – 10:00 AM – 3:00 PM on Saturday, April 20th
 - f. Community Volunteer Day – 9:00 AM – 12:00 PM on Monday, April 22nd
 - g. Annual Plant Sale – 8:00 AM – 12:00 PM on Saturday, April 27th
 - May
 - a. Dog Days at the Gardens will be on Saturdays from 9:00 AM – 4:00 PM: May 4th, 11th, 18th, 25th
 - b. Daily Regimen for Healthy Living Workshop will be on Saturday, May 4th from 10:00 – 11:30 AM
 - c. Forest Bathing will be on Saturday, May 18th from 10:00 – 11:00 AM
 - d. Story time with author Ashley Jefferson will be on Saturday, May 18th from 10:30 – 11:30 AM
 - e. Photography Workshop will be on Saturday, May 25th from 10:30 AM – 1:00 PM
 - f. Art Blooms ends Friday, May 31st
 - June
 - a. Butterfly Exhibit begins June 1
 - b. Dog Days at the Gardens will be on Saturdays from 9:00 AM – 4:00 PM: June 1st, 8th, 15th, 22nd, 29th
 - c. Pollinator Palooza will be on Saturday, June 1st from 10:00 AM – 2:00 PM
 - d. Music & Monarchs will be on Friday, June 28th from 5:00 – 8:00 PM
- iv. Economic Development
 - Farmers Market will start at the parking lot at the corner of Moon Station Road & Main Street. They will move to Depot Park at some point after the opening
 - The First Friday concerts will start in the Plaza and will move in August to the Amphitheater.
 - May
 - a. Kennesaw Farmers Market will be on the following Mondays from 3:30 – 7:00 PM: May 6th, 13th, 20th
 - b. First Friday Concert will kick off on Friday, May 3rd from 7:00 – 9:30 PM
 - c. The Job Fair will be on Tuesday, May 21 from 1:00 – 5:00 PM at the Recreation Center
 - June
 - a. Kennesaw Farmers Market will be on the following Mondays from 3:30 – 7:00 PM: June 3rd, 10th, 17th, 24th
 - b. First Friday Concert will be on Friday, June 7th from 6:30 – 9:00 PM
- v. Police
 - April
 - a. Walk A Mile In Her Shoes will be Saturday, April 20th from 8:00 – 11:00 AM at Swift-Cantrell Park
 - May

- a. Main Street Cruise-In for Special Olympics will be on Saturday, May 4th from 9:00 AM – 1:00 PM at Kennesaw First Baptist Church
 - June
 - a. Unity in the Community (Juneteenth Event) will be on Saturday, June 15th from 11:00 AM – 2:00 PM at Swift-Cantrell Park
 - vi. Public Works
 - Electronic Recycling Event will be Saturday, June 1 from 9:00 AM – 12:00 PM at Public Works in the parking lot
 - vii. Other
 - Big Shanty Festival will be Saturday, April 20th & Sunday, April 21st in Downtown Kennesaw
- V. **Adjourn** – With no further business, Scott Banks made a motion to adjourn, seconded by Miranda Taylor and the motion passed unanimously. The meeting adjourned at 3:43 pm.