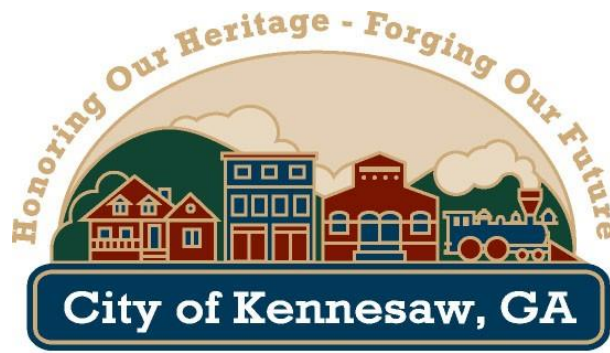




Events Committee Draft Meeting Minutes

Thursday, September 5, 2024, 3:30 PM | Ben Robertson Community Center

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, Acting Secretary: Christie Burgner

I. Call to Order – Meeting called to order by James Friedrich at 3:30 pm.

- a. Committee members present: Parks & Recreation (Bill McNair) Police (David Buchanan, Kevin Mitchell, Rick Shumpert) Public Works (Ricky Stewart, Dave Wilson); Assistant to the City Manager (James Friedrich); Communications (Becca Graham, Rachel Mikell); Building Services (Madeline Nagy); Building Maintenance (Robbie Balenger), Economic Development (Miranda Taylor); KDDA (none), Smith-Gilbert Gardens (Vanita Keswani); Southern Museum (Kamil McElwee).
- b. Guests:
 - i. Fire Marshall

II. Approval of Minutes

- a. August meeting minutes were reviewed. Miranda Taylor made motion to approve the minutes as presented. Ricky Shumpert seconded. There was no discussion. The motion passed unanimously.

III. Announcements/Public Comment

- a. James Friedrich advised his last day with the City of Kennesaw will be September 6.

IV. New Business

- a. Officer Elections – Mr. Friedrich stated that with his and Brittani Farmer's resignations new officers would need to be elected. Mr. Friedrich proposed Marty Hughes as Chair, Ricky Stewart as Vice-Chair, and Christie Burgner as Secretary. Kevin Mitchell made a motion to approve the proposed officers. Miranda Taylor seconded the motion. There was no discussion. Motion was approved unanimously.

V. Old Business

- a. 2024 Fall Festival & Candy Crawl information was presented by Madeline Nagy and Miranda Taylor.
 - i. Event Date & Time: Friday, October 25 from 4:30pm -7:30pm
 - ii. Festival will be at Depot Park with Candy Crawl through the downtown businesses

- iii. Expected Attendance: 600-1000 people
- iv. Will book off duty officers through website
- v. Set up and clean up done day of
- vi. There will be no road closures
- vii. Ads will be run on social media and information placed on city website
- viii. Will utilize barricades, cones and trash cans
- ix. There may be decorations or signage at tunnel to invite people to use that to cross over to Depot Park (as opposed to them walking across railroad tracks)
- x. There are no plans to reschedule for inclement weather. KDDA will make decision regarding inclement weather plans.
 - Communications Department advised they will need information on the participating businesses by October 5 to create a map of the merchants.

David Buchanan made a motion to approve the event as presented. Kevin Mitchell seconded the motion. There was no further discussion. The motion was approved unanimously.

- b. Drinks at the Depot
 - i. An email was received from Mark Allen advising that this event has been canceled due to lack of ticket sales.
- c. Review and Discuss Upcoming Events: September – November
 - i. No comments on the September calendar.
 - ii. Captain Shumpert verified October 19 was Falloween and stated he would clarify details with Bill McNair.
 - iii. Miranda Taylor stated that the Taste of Kennesaw and Holiday Market needed to be added to the calendar.

VI. Adjourn – Mr. Friedrich adjourned the meeting at 3:45 p.m.