



Events Committee
Draft Meeting Minutes
Thursday, August 3, 2023, 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); 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: Marty Hughes, Vice-Chair: Becca Graham, Secretary: Brittani Farmer

I. Call to Order – Meeting called to order by Marty Hughes at 3:31 pm.

- a. Committee members present: Parks & Recreation (Mara Clauson, Bill McNair, Brittani Farmer) Police (David Buchannan, Kevin Mitchell), Public Works (Ricky Stewart, Dave Wilson); City Manager (Marty Hughes, James Friedrich); Communications (Not Present); Building & Construction (Mariyah Nall); Building Maintenance (Robbie Balenger), Economic Development (Miranda Taylor); Smith-Gilbert Gardens (Vanita Keswani); Southern Museum (Jon Sexton, Tracey Shehab).
- b. Guests: Lea Alvarez, Andrew and Lewis Bramlett on behalf of the Cemetery Preservation Commission for the Bells Across America event request and the annual Cemetery Flag Refresh and Poppy Placement event.

I. Approval of Minutes

- a. July meeting minutes were reviewed. Kevin Mitchell made a motion to approve as presented. Jon Sexton seconded and the motion passed unanimously.

II. Announcements/Public Comment

- a. NONE

III. Old Business

- a. Taste of Kennesaw
 - i. Mayor & Council were briefed on the event this past Monday night.
 - ii. Road closures have gone to consent and will be on August 7th Council Meeting Agenda.
 - iii. The City has received proper insurance and forms needed for the event.

IV. New Business

- a. Bells Across America
 - i. Request from the DAR (Daughters of the American Revolution) through the Cemetery Preservation Commission

- ii. Requesting an event on Sunday, September 17 from 2:30 – 4:30 PM in the Tunnel Plaza on Main Street
- iii. They would like to have a few tables set up to hand out bells and small copies of the Constitution
 - They would like everyone to ring their bells at 4:00 PM to commemorate the signing of the Constitution
- iv. Low impact, no conflicts – checked with Parks and Economic Development
- v. David Buchanan made a motion to approve, seconded by Jon Sexton and the event was approved as presented.
- b. Cemetery Flag Refresh and Poppy Placement
 - i. This is an annual event also put on by the DAR (Daughters of the American Revolution) through the Cemetery Preservation Commission
 - ii. The event typically takes place prior to Veterans Day, they are requesting Sunday, November 5th from 2 – 4 PM
 - iii. This event is private to their chapter and there will be 15 – 20 attendees
 - iv. They will place poppies on the graves of the Veterans in the Cemetery and refresh their flags
 - v. Low impact, no conflicts
 - vi. Since this is an established City event, there is no need for approval.
 - vii. Will be added to the calendar
- c. Review August - November 2023 Calendar of Events
 - i. Southern Museum
 - August is correct
 - September - change adult speaker series from Saturday, September 9th to Saturday, September 16th
 - October correct
 - Mommy & Me will be on Thursdays from 9:30 AM – 12:30 PM on:
 - a. August 3rd, 10th, 17th, 24th, 31st
 - b. September 7th, 14th, 21st, 28th
 - c. October 5th, 12th, 19th, 26th
 - Homeschool Workshop will be on Wednesdays from 10:00 AM – 1:00 PM on:
 - a. August 9th
 - b. September 13th
 - c. October 11th
 - Sensory Friendly Afternoons will be on Tuesdays from 2:00 – 5:00 PM on:
 - a. August 29th
 - b. September 26th
 - c. October 31st
 - Adult Speaker Series will be on Saturdays from 1:00 – 2:00 PM
 - a. August 12th
 - b. September 16th
 - c. October 14th
 - ii. Economic Development
 - August – October calendar is correct
 - Possibly extending Farmers Market into October, will know by end of/mid-September
 - Farmer's Market has kicked off for the year and will be 3:30 – 7:30 PM through the end of September minus Monday holidays
 - a. August 7th, 14th, 21st, 28th
 - b. September 11th, 18th, 25th
 - First Friday Concerts take place in the Plaza at 6:30 PM
 - a. August First Friday Concert will be Friday, August 4th
 - b. September First Friday Concert will be Friday, September 4th
 - c. October First Friday Concert will be Friday, October 6th

- Candy Crawl will be on Friday, October 27th from 4:30 – 7:30 PM on Main Street
- iii. Parks & Rec
 - August – October calendar is correct
 - Pigs & Peaches BBQ Festival is Friday, August 18th – Saturday, August 19th in Adams Park. Friday hours are 6:00 – 10:00 PM. Saturday hours are 10:00 AM – 10:00 PM with fireworks at 9:30 PM.
 - The third race of the Kennesaw Grand Prix Series will be Saturday, September 9th – the Harvest Hustle 5K
 - Fall-O-Ween Fest will be on Saturday, October 7th from 3:00 – 9:00 PM at Swift-Cantrell Park
 - The fourth and final race of the Kennesaw Grand Prix Series will be Saturday, October 28th – the Nightmare on Main 5K
- iv. Police
 - Need to add an event to the calendar
- v. Gardens
 - August calendar is correct
 - They will be adding September workshops
 - They will be adding additional items for October
 - Dog Days at the Garden take place every first Tuesday and Saturday of the month through October from 9:00 AM – 4:00 PM
 - a. August 1st & 5th
 - b. September 2nd & 5th
 - c. October 3rd & 7th
 - Yoga classes are taking place on Wednesday, August 2nd, Wednesday, August 16th and Saturday, August 19th from 10:00 – 10:45 AM
 - Great Pollinator Census will be Friday, August 18th – Saturday, August 19th from 9:00 AM – 4:00 PM
 - Annual Hummingbird Banding Event will be on Saturday, August 26th from 8:00 – 11:30 AM
 - A Healthier You begins September 1st and runs through October 31st
 - Saturday Nature Walks will be taking place on Saturdays in September and October from 11:00 – 11:45 AM
 - Gentle Yoga will be on Wednesday, September 6th, 13th & 20th and Saturday, September 9th, 16th and 23rd
 - Bonsai Workshop will be on Saturday, September 9th and Saturday, October 14th from 9:00 AM – 4:00 PM
 - Forest Bathing will be on Thursday, September 14th, Saturday, September 23rd, Thursday, October 12th and Saturday, October 14th from 10:00 – 11:00 AM
 - Family Acrylic Workshop will be on Saturday, September 30th and Saturday, October 21st from 10:00 – 11:30 AM
 - Adult Acrylic Workshop will be on Saturday, September 30th and Saturday, October 21st from 1:00 – 3:00 PM
 - Homeschool Workshops will be from 12:30 – 1:45 PM on Wednesday, October 4th & 18th
 - Traveling through Time at the Gardens will be from 10:00 AM – 12:00 PM on Thursday, October 5th and Friday, October 6th
 - GA History Days will be on Saturday, October 7th from 10:00 AM – 2:00 PM
 - Kaiser Permanente Mobile Health Vehicle for A Healthier You will be on Saturday, October 21st from 10:00 AM – 2:00 PM in the parking lot
- vi. Communication & Engagement
 - Need to add Scarecrow Event – have to be installed before 1 October
 - Aug 15th is City Hall Selfie Day needs to be added to the calendar
- vii. Public Works

- Kennesaw Public Works – Shredding Event
 - a. Saturday, October 21 – 9:00 AM – Noon
 - b. Needs to be added to the calendar
- viii. Committee approved event for Summit Baptist Church is taking place this Saturday, August 5th at Swift-Cantrell Park from 11:00 AM – 2:00 PM
- ix. Lea Alvarez needs access to calendar to add Cemetery Preservation Commission events
 - Kennesaw Cemetery Preservation Commission/Cemetery Foundation – Life in the Cemetery
 - a. October 19 – 22 (Thursday – Sunday) or October 26 – 29
 - b. Three tours per day 3:00 PM – 10:00 PM
 - Kennesaw Cemetery Preservation Commission – Clean Up Day
 - a. Saturday, October 7 – 9:00 AM – Noon, City Cemetery

V. **Adjourn** – With no further business, Ricky Stewart made a motion to adjourn, seconded by Bill McNair and the motion passed unanimously. The meeting adjourned at 3:40 pm.