



Events Committee Meeting Minutes

Thursday, July 6, 2023, 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); 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) Police (Brice Barth, Jeff Knox), Public Works (Ricky Stewart, Dave Wilson, Amanda Stevens); City Manager (Marty Hughes, James Friedrich); Communications (Becca Graham); Building & Construction (Mariyah Nall); Building Maintenance (Robbie Balenger), Economic Development (Miranda Taylor); Smith-Gilbert Gardens (Vanita Keswani); Southern Museum (Tracy Shehab).
 - b. Guests: Lea Alvarez, Andrew and Lewis Bramlett on behalf of the Cemetery Preservation Commission, Laura McLaughlin with JRM Management (Taste of Kennesaw)
- I. **Approval of Minutes**
 - a. May meeting minutes were reviewed. Ricky Stewart 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. Salute to America
 - i. Debrief on Thursday, July 13
- IV. **New Business**
 - a. JRM Management – Taste of Kennesaw
 - i. Saturday, November 4, 2023 – 11:00 AM – 6:00 PM
 - ii. Estimated attendance – 25,000
 - iii. Public Works – Barricades for road closures, no barrier trucks, provide cans (not trucks
 - iv. Police – officers for security, man barricades if needed, traffic
 - v. KDDA plans to have holiday market at BRCC the same day (may need to change location?)

- vi. NEEDS FROM JRM (contingency) – need proof of insurance, council approval on road closures
- vii. Robbie Balenger made a motion to approve, seconded by Ricky Stewart and the event was approved as presented.

b. Kennesaw Police - National Night Out

- i. Tuesday, August 1 – 6:00 – 8:00 PM, Swift-Cantrell Park
- ii. Estimated attendance – 2,000
- iii. Activities, bounce house, additional agencies, helicopter
- iv. 6/7 officers assigned to event
- v. No traffic issue expected, will monitor egress
- vi. Requested two pavilions from Parks, need to reserve

c. Kennesaw Public Works – Shredding Event

- i. Saturday, October 21 – 9:00 AM – Noon
- ii. Go through parking lot loop at Public Works, similar to previous years
- iii. ROTC to volunteer
- iv. Event has not been done since 2019
- v. Two trucks – one paid for by Public Works, one from Economic Development

d. Kennesaw Cemetery Preservation Commission – Clean Up Day

- i. Saturday, October 7 – 9:00 AM – Noon, City Cemetery
- ii. Requesting trash can, table, two chairs & one 10x10 tent
 - D2, water and brushes from public works

e. Kennesaw Cemetery Preservation Commission/Cemetery Foundation – Life in the Cemetery

- i. October 19 – 22 (Thursday – Sunday) or October 26 – 29
- ii. Three tours per day 3:00 PM – 10:00 PM
- iii. 100 people total, 15 tickets per tour
- iv. Requests – 25 chairs, 2 tables, 2 10x10 tents, a couple of trash cans
- v. Halloween weekend is GA/FL game

f. Review July - October 2023 calendar events

- i. Southern Museum
 - Calendar Correct
- ii. Economic Development
 - Calendar Correct
- iii. Parks & Rec
 - Calendar Correct
- iv. Police
 - Need to add National Night Out
- v. Communication & Engagement
 - Need to add Scarecrow Event

V. **Adjourn** – With no further business, Marty Hughes made a motion to adjourn, seconded by Miranda Taylor and the motion passed unanimously. The meeting adjourned at 3:57 pm.