



**Events Committee**  
**Draft Meeting Minutes**  
**Thursday, September 7, 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) Police (David Buchannan, Rick Shumpert) Public Works (Ricky Stewart, Dave Wilson); City Manager (Marty Hughes, James Friedrich); Communications (Becca Graham); Building & Construction (Scott Banks); Building Maintenance (Robbie Balenger), Economic Development (Miranda Taylor); Smith-Gilbert Gardens (Vanita Keswani); Southern Museum (Jon Sexton, Tracey Shehab); KDDA (Mark Allen).
  - b. Guests: Lea Alvarez on behalf of the Cemetery Preservation Commission and Councilmember Tracey Viars
- I. Approval of Minutes**
  - a. August meeting minutes were reviewed. Robbie Balenger 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. NONE
- IV. New Business**
  - a. Perimter Working Dog Competition: Eastern Regionals
    - i. No longer applicable
  - b. Wreaths Across America
    - i. Saturday, December 16 at 10 AM - Noon
    - ii. Partner w/ Cemetery Preservation Commission & DAR
    - iii. Request: 40 chairs, 1 tent & sound system, trash cans
    - iv. Lea to circle back on wreath removal

- v. Marty requested clarification for set-up and clean-up
- c. Review August - November 2023 Calendar of Events
  - i. Southern Museum
    - September events correct
    - October events correct
    - November events correct
  - ii. Gardens
    - September events correct
    - October events correct
    - November events correct
  - iii. Economic Development
    - September events correct
    - Farmers Market to be extended
    - Candy Crawl times to be updated (4-7 PM)
    - November events correct
  - iv. Police
    - September events correct
    - Walk A Mile – usually in October moved to April 2024
    - November - TBD
  - v. Public Works
    - Kennesaw Public Works – Shredding Event
      - a. Saturday, October 21 – 9:00 AM – Noon
      - b. Needs to be added to the calendar
  - vi. Cemetery
    - Events need to be added

V. **Adjourn** – With no further business, Miranda Taylor made a motion to adjourn, seconded by David Buchanan and the motion passed unanimously. The meeting adjourned at 3:44 pm.