



**Events Committee
Meeting Agenda
May 4, 2023 3:30 PM
City Hall Training Room**

- 1. Call to Order / Roll Call**
- 2. Approval of the Meeting Minutes**
 - A. Approval of the April 6, 2023 regular meeting minutes.
- 3. Announcements/Public Comment**
- 4. Old Business**
 - A. Big Shanty Festival
- 5. New Business**
 - A. Piedmont Injury Law - BASSH event for area business associations on July 14, 2023 in Swift-Cantrell Park.
 - B. Historic Preservation Commission - Historic Downtown Walking Tour on September 22 - 23, 2023 in Downtown Kennesaw.
 - C. Review May - July 2023 calendar events.
- 6. Adjourn**



Events Committee
Draft Meeting Minutes
Thursday, April 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 (Bill McNair, Mara Clauson, Brittani Farmer, Bill McNair) Police (David Buchanan, Joseph Morgan), Public Works (Ricky Stewart, Dave Wilson); City Manager (Marty Hughes); Communications (Becca Graham); Building & Construction (Mariyah Nall); Building Maintenance (Robbie Balenger), Economic Development (Miranda Taylor); Smith-Gilbert Gardens (Vanita Keswani); Southern Museum (Jon Sexton, Tracey Shehab), KDDA (Mark Allen).
- b. Guests: Councilwoman Tracey Viars, City Clerk Lea Alvarez, Andrew and Lewis Bramlett on behalf of the Cemetery Preservation Committee and the DAR, Melissa O'Brien with the Kennesaw Police Citizen Advisory Board, Madelyn Orochena

I. Approval of Minutes

- a. March meeting minutes were reviewed. David Buchanan made a motion to approve as presented. Ricky Stewart seconded and the motion passed unanimously.

II. Announcements/Public Comment

III. Old Business

- a. Big Shanty Festival – Location of booths on Museum side

IV. New Business

- a. Requested events:
 - i. Cemetery Preservation Committee/DAR - Private flag placement (date - 21 May at the Kennesaw Cemetery)
 - 2 – 4 PM
 - Poppies will be picked up on June 4th
 - David Buchanan made a motion to approve the event, second by Jon Sexton and the event was approved as presented.

- ii. Kennesaw PD - Main Street Cruise-in (date - 3 June @ Kennesaw First Baptist)
 - 8 AM – 12 PM
 - In support of Special Olympics Georgia
 - Church will be providing trash cans
 - 50/50 raffle
 - Some items needed from Public Works, David Buchanan will get with Dave Wilson
 - Email Becca
 - Miranda Taylor made a motion to approve, seconded by Ricky Stewart and the event was approved as presented.
- iii. Unity in the Community - Juneteenth event (date - 17 June @ Swift)
 - 3rd Annual
 - 10 AM Walk for Unity
 - 11 AM – 3 PM activities: tug of war, bounce houses, dunk the chief, couple food trucks (8 AM set up)
 - Changes for 2023: additional vendors this year, tighten their event footprint, new board member, Principal Nelson, bringing in more youth
 - Able to donate a scholarship this year
 - Great educational component and event is continuing to grow
 - Will touch base with Parks and Rec as the event gets closer
 - David Buchanan made a motion to approve, seconded by Jon Sexton and the event was approved as presented.
- iv. Kennesaw P&R - Salute to America (date - 3 July @ Downtown Main St)
 - Changes to the event this year due to the Depot being under construction, Main Stage will be on Main Street in front of Revival and the plaza
 - Stage will load in on Sunday night at 8 PM
 - Some of the restaurants close at 9 PM, staff will get with them to notify
 - Parks team will put signage out
 - Miranda Taylor made a motion to approve, seconded by David Buchanan and the event was approved as presented.
- v. Summit Baptist Church - Birthday celebration (date - 5 Aug @ Swift)
 - Marty Hughes presenting on behalf of Jimmy Slick
 - 30th anniversary of the church celebration
 - Ticketed to control attendance
 - 11 AM – 2 PM
 - 200 – 300 estimated attendees
 - Near the pavilions and the green space nearby
 - Simple with bounce houses, cotton candy, popcorn, carnival games, no vendors
 - Getting with the Elementary School on overflow parking there
 - Will touch base with Parks and Rec as the event gets closer
 - Ricky Stewart made a motion to approve, seconded by Robbie Balenger and the event was approved as presented.
- b. Review April - June 2023 calendar events
 - i. Southern Museum
 - Mommy & Me will be on Thursdays from 9:30 AM – 12:30 PM on:
 - a. April 6th, 13th, 20th & 27th
 - b. May 4th, 18th & 25th
 - c. June 1st, 8th, 15th, 29th
 - Homeschool Workshop will be on Wednesdays from 10:00 AM – 1:00 PM on:
 - a. April 12th
 - b. May 10th
 - c. June 14th
 - Sensory Friendly Afternoons will be on Tuesdays from 2:00 – 5:00 PM on:

- a. April 25th
 - b. May 30th
 - c. June 27th
- French Gratitude Train Celebration will be on Saturday, May 6th from 9:30 AM – 5:00 PM
- Civil War History Day will be on Saturday, June 10th from 9:30 AM – 5:00 PM
- Model Train Layout Camp will be Tuesday, June 20th – Friday June 23rd from 9:30 AM – 12:30 PM
- ii. Parks & Rec
 - Grand Prix Kick Off Party will be on Thursday, April 20th from 4 – 8 PM in the Rec Center parking lot
 - Life Rolls On will be Saturday, April 29th from 9:00 AM – 2:00 PM at Swift-Cantrell Park Skatepark
 - The first movie in the Outdoor Movie Series will be on Saturday, May 6th from 6 – 10 PM at Swift-Cantrell Park with a showing of Minions: Rise of Gru
 - Backyard Campout will be on Saturday, May 6th at 5 PM through Sunday, May 7th at 9 AM at Swift-Cantrell Park
 - The first race of the Kennesaw Grand Prix Race Series will be Saturday, May 13th – the Fit City 5K
 - The second movie in the Outdoor Movie Series will be on Saturday, June 3rd from 6 – 10 PM at Swift-Cantrell Park with a showing of Thor: Love and Thunder
 - The second race of the Kennesaw Grand Prix Race Series will be Saturday, June 10th – the Summer Sun Run 5K
 - Summer Spectacular will be on Wednesday, June 21st at Swift-Cantrell Park from 4 – 8 PM
- iii. Smith-Gilbert Gardens
 - Art Blooms will begin on April 1st and run through May
 - Annual Plant Sale on Saturday, April 29th
 - KSU Theater Performances on Friday, April 21st and Saturday, April 22nd, Friday, April 28th & Saturday, April 29th
 - Rose Garden Gala will be Saturday, May 13th from 6 – 10 PM
 - Artist Demonstration on Saturday, May 20th at 10 AM
 - Bonsai Workshop on Saturday, June 10th from 9 AM – 4 PM
- iv. Economic Development, KDDA & KDMA
 - 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. May 1st, 8th, 15th & 22nd
 - b. June 5th, 12th, 19th & 26th
 - First Friday Concerts begin on Friday, May 5th at the Plaza at 6:30 PM
 - a. June First Friday Concert will be Friday, June 2nd at the Plaza at 6:30 PM
 - Kennesaw Beer & Wine Fest will be on Saturday, May 6th at Depot Park from 1 – 5 PM
- v. Cemetery Preservation Commission
 - Cemetery Decoration Day will be on Saturday, May 6th from 10 AM – 2 PM
- vi. External Events
 - Big Shanty Festival will be on Saturday, April 22nd from 10 AM – 6 PM and Sunday, April 23rd from 12 – 5 PM in Downtown Kennesaw
 - a. Parade on Saturday morning at 9:30 AM on Main Street from Adams Park, ending back in Adams Park

V. Adjourn – With no further business, Marty Hughes made a motion to adjourn, seconded by David Buchanan and the motion passed unanimously. The meeting adjourned at 3:59 pm.