



**Events Committee**  
**Draft Meeting Minutes**  
**Thursday, May 4, 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, Brittani Farmer) Police (David Buchanan, Rick Shumpert), 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 (Brittany Jones, Vanita Keswani); Southern Museum (Jon Sexton, Tracey Shehab), KDDA (Mark Allen).
- b. Guests: Councilwoman Tracey Viars, Daryl Simmons, Andrew and Lewis Bramlett on behalf of the Historic Preservation Commission Historic Walking Tour, Ken Crossan on behalf of the BASSH Event

**I. Approval of Minutes**

- a. April meeting minutes were reviewed. Miranda Taylor made a motion to approve as presented. David Buchanan seconded and the motion passed unanimously.

**II. Announcements/Public Comment**

- a. Josh Butler asked about having access to his house – corner of Cemetery and Main – during Salute to America on Monday, July 3<sup>rd</sup>
- b. Departments please update the event calendar with any changes as soon as possible

**III. Old Business**

- a. Big Shanty Festival
  - i. No City event happening at the same time due to a challenge with parking
  - ii. Schedule no conflicts during Big Shanty Festival weekend

**IV. New Business**

- a. Piedmont Injury Law - BASSH event for area business associations on July 14, 2023 in Swift-Cantrell Park.
  - i. Friday, July 14<sup>th</sup> rental from 11 AM – 6 PM – Event from 1 – 4 PM

- ii. BASSH team will set up follow up meetings with Parks & Rec to review event plans
  - iii. BASSH needs to reserve and pay for their rental at Swift-Cantrell Park – 3 pavilions and zone 5 ASAP
  - iv. Mara Clauson made a motion to approve, seconded by Robbie Balenger and the event was approved as presented.
- b. Historic Preservation Commission - Historic Downtown Walking Tour on September 22 - 23, 2023 in Downtown Kennesaw.
  - i. Friday & Saturday
  - ii. 15 – 25 people, target is adults
  - iii. 45 minutes 9 stops start at Big Shanty Springs, go up Watts to Main Street and then loop around and end at City Hall
  - iv. Using city right of ways
  - v. Highlighting some of the key historic stops
  - vi. All from the street, using the right of ways
  - vii. Free to attend
  - viii. Would like to host a preview tour or two open to the events committee and City Staff a couple weeks beforehand to run through
  - ix. If it becomes a City event then it will need to funnel marketing through the Communication & Engagement department
  - x. Would like to continue if the tour goes well and involve the downtown businesses
  - xi. As it grows we will re-evaluate any changes or needs
  - xii. Marty Hughes made a motion to approve, seconded by Mara Clauson and the event was approved as presented.
- c. Review May - July 2023 calendar events
  - i. Southern Museum
    - Mommy & Me will be on Thursdays from 9:30 AM – 12:30 PM on:
      - a. May 4<sup>th</sup>, 18<sup>th</sup> & 25<sup>th</sup>
      - b. June 1<sup>st</sup>, 8<sup>th</sup>, 15<sup>th</sup>, 29<sup>th</sup>
      - c. July 6<sup>th</sup> & 27<sup>th</sup>
    - Homeschool Workshop will be on Wednesdays from 10:00 AM – 1:00 PM on:
      - a. May 10<sup>th</sup>
      - b. June 14<sup>th</sup>
      - c. None in July
    - Sensory Friendly Afternoons will be on Tuesdays from 2:00 – 5:00 PM on:
      - a. May 30<sup>th</sup>
      - b. June 27<sup>th</sup>
      - c. July 25<sup>th</sup>
    - French Gratitude Train Celebration will be on Saturday, May 6<sup>th</sup> from 9:30 AM – 5:00 PM
    - Civil War History Day will be on Saturday, June 10<sup>th</sup> from 9:30 AM – 5:00 PM
    - Model Train Layout Camp will be Tuesday, June 20<sup>th</sup> – Friday June 23<sup>rd</sup> from 9:30 AM – 12:30 PM
    - Southern Spirits will be on Monday, July 3<sup>rd</sup> from 7:00 – 10:00 PM
    - Full STEAM Ahead Summer Campo will be July 11<sup>th</sup> – 14<sup>th</sup> from 9:30 AM – 12:30 PM
    - Railroad Rendezvous will be on Saturday, July 22<sup>nd</sup> from 9:30 AM – 5:00 PM
  - ii. Parks & Rec
    - The first movie in the Outdoor Movie Series will be on Saturday, May 6<sup>th</sup> from 6 – 10 PM at Swift-Cantrell Park with a showing of Minions: Rise of Gru
    - Backyard Campout will be on Saturday, May 6<sup>th</sup> at 5 PM through Sunday, May 7<sup>th</sup> at 9 AM at Swift-Cantrell Park
    - The first race of the Kennesaw Grand Prix Race Series will be Saturday, May 13<sup>th</sup> – the Fit City 5K

- The second movie in the Outdoor Movie Series will be on Saturday, June 3<sup>rd</sup> 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 10<sup>th</sup> – the Summer Sun Run 5K
- Summer Spectacular will be on Wednesday, June 21<sup>st</sup> at Swift-Cantrell Park from 4 – 8 PM
- Salute to America will be on Monday, July 3<sup>rd</sup> from 6 – 10 PM in Downtown Kennesaw, fireworks at 9:30 PM
- The final movie in the Outdoor Movie Series will be on Saturday, July 22<sup>nd</sup> from 6 – 10 PM at Swift-Cantrell Park with a showing of Finding Nemo

iii. Smith-Gilbert Gardens

- Art Blooms will continue through May
- Rose Garden Gala will be Saturday, May 13<sup>th</sup> from 6 – 10 PM
- Artist Demonstration on Saturday, May 20<sup>th</sup> at 10 AM
- Butterflies and Bluegrass on June 30<sup>th</sup>
- Bonsai Workshops on Saturday, June 10<sup>th</sup> & Saturday, July 8<sup>th</sup> from 9 AM – 4 PM
- Butterfly House begins July 1<sup>st</sup> and continues the whole month
- Dog Days at the Gardens is on Saturday, June 3<sup>rd</sup> & Monday, June 6<sup>th</sup>, Saturday, July 1<sup>st</sup> & Tuesday, July 4<sup>th</sup>
  - a. Occurs every first Tuesday and Saturday from June through October
  - b. Free for members, Admission required for non-members
  - c. All dog visits are \$3 per visit or a dog membership can be purchased for the season. \$20 Dog memberships available.

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 1<sup>st</sup>, 8<sup>th</sup>, 15<sup>th</sup> & 22<sup>nd</sup>
  - b. June 5<sup>th</sup>, 12<sup>th</sup>, 19<sup>th</sup> & 26<sup>th</sup>
  - c. July 10<sup>th</sup>, 17<sup>th</sup>, 24<sup>th</sup>, 31<sup>st</sup>
- First Friday Concerts begin on Friday, May 5<sup>th</sup> at the Plaza at 6:30 PM
  - a. June First Friday Concert will be Friday, June 2<sup>nd</sup> at the Plaza at 6:30 PM
  - b. No first Friday concert in July
- Kennesaw Beer & Wine Fest will be on Saturday, May 6<sup>th</sup> at Depot Park from 1 – 5 PM
- May 23 City Job Fair

v. Cemetery Preservation Commission

- Cemetery Decoration Day will be on Saturday, May 6<sup>th</sup> from 10 AM – 2 PM

vi. Police

- Main Street Cruise-In (Car Show) will be on Saturday, June 3<sup>rd</sup> from 8 AM – 12 PM at Kennesaw First Baptist Church
- Tuesday, June 20<sup>th</sup> will be Coffee with a Cop at Honeysuckle Biscuits & Bakery from 8 – 11 AM
- Battle with the Badges Monday, July 10<sup>th</sup> Blood Drive competition – details to come

V. **Adjourn** – With no further business, Marty Hughes made a motion to adjourn, seconded by Mara Clauson and the motion passed unanimously. The meeting adjourned at 3:46 pm.