



**Events Committee
Meeting Minutes
Thursday, May 5, 2022, 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 (Steve Roberts, Brittani Farmer, Mara Clauson); Police (Mark Webster, Brice Barth); Public Works (Ricky Stewart, Dave Wilson); City Manager (Marty Hughes); Communications (Becca Graham); Building & Construction (Scott Banks); Building Maintenance (Robbie Balenger); Economic Development (Miranda Taylor); Smith-Gilbert Gardens (Ann Parsons, Vanita Keswani, Rachel Riese); Southern Museum (Jeffrey Richardson, Tracy Shehab), KDDA (Mark Allen). Each department has one vote.

Chair: Becca Graham, Vice-Chair: Ricky Stewart, Secretary: Brittani Farmer

- I. **Call to Order** – Meeting called to order by Rebecca Graham at 3:35 pm.
 - a. Committee members present: Parks & Recreation (Mara Clauson); Police (Brice Barth), Public Works (Ricky Stewart, Dave Wilson); City Manager (Not Present); Communications (Becca Graham); Building & Construction (Not Present); Building Maintenance (Robbie Balenger), Economic Development (Miranda Taylor); Smith-Gilbert Gardens (Not Present); Southern Museum (Jeffrey Richardson, Tracy Shehab), KDDA (Not Present).

- I. **Approval of Minutes**
 - a. April meeting minutes were reviewed. Brice Barth made a motion to approve as presented. Jeffrey Richardson seconded and the motion passed unanimously.

- II. **Announcements/Public Comment**
 - a. Review Events Calendar - upcoming events were reviewed
 - i. Southern Museum
 - July 3 – Museum will be hosting Southern Spirits event to coincide with City’s July 3rd event; will need support to fence the perimeter of the front lawn of the museum during event; will reach out to Park and Recreation for assistance with fence installation; Public Works may provide crowd control barricades if available.
 - July 23 – Museum will be hosting Railroad Rendezvous; Public Works will provide crowd control barricades to secure the front lawn of the Museum; Public Works will provide traffic control barricades to close the new Depot Park parking lot.
 - May 5, 19, 26 – Museum will be hosting Mommy and Me
 - May 11 – Museum will be hosting Homeschool Workshop
 - May 14 – Museum will be hosting a Cemetery tour
 - May 31 – Museum will be hosting Sensory Friendly Afternoon
 - ii. Parks & Rec
 - May 14 – Park and Recreation will be hosting the Backyard Campout at Swift Cantrell Park

- May 14 – Park and Recreation will be hosting the first movie of the Outdoor Movie Series, Encanto
 - May 27 – 29 - Park and Recreation will be hosting a basketball tournament at the Recreation Center
 - June 3 – 5 - Park and Recreation will be hosting a basketball tournament at the Recreation Center
 - June 4 - Park and Recreation will be hosting Life Rolls On event at Swift Cantrell Park Skate Park
- iii. PD
- June 11 – The second race of the 2022 Grand Prix 5K Series, Law Enforcement Torch Run
- iv. KDDA
- Kennesaw Beer & Wine Festival event request for April 22 – 23, 2023
 - Merchants Association has asked the City to provide four cones in order to block parking stalls at the Tunnel Plaza parking lot and continue to provide roll carts for garbage for First Friday events
- v. Communications
- May 27 – New Country 101.5 will have a live remote broadcast at the Tunnel Plaza from 3 pm – 7 pm
 - May 14 – The first race of the 2022 Grand Prix 5K Series, Swift Cantrell Classic

III. **Old Business**

- a. 2022 Events Calendar
 - i. No discussion

IV. **New Business**

- a. None

- V. **Adjourn** – With no further business, Miranda Taylor made a motion to adjourn, seconded by Robbie Balenger and the motion passed unanimously. The meeting adjourned at 4:23 pm.