



**Events Committee
Meeting Minutes
Thursday, March 3, 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 3:32 pm.
 - a. Committee members present: Parks & Recreation (Brittani Farmer, Mara Clauson); Police (Phillip Stroud, David Buchannan), Public Works (Dave Wilson); City Manager (Marty Hughes); Communications (Becca Graham); Building & Construction (Scott Banks); Building Maintenance (Not Present), Economic Development (Miranda Taylor); Smith-Gilbert Gardens (Rachel Riese); Southern Museum (Jeffrey Richardson, Tracy Shehab), KDDA (Mark Allen).
 - b. Guests: Councilwoman Tracey Viars, Bill Watson with JRM Management (Big Shanty Festival & Taste of Kennesaw Applications)

- I. **Approval of Minutes**
 - a. February meeting minutes were reviewed. Scott Banks made a motion to approve as presented. Rachel Riese seconded and the motion passed unanimously.

- II. **Announcements/Public Comment**
 - a. Review Events Calendar - upcoming events were reviewed
 - i. Southern Museum
 - Mommy & Me Most Thursdays, March 3rd, 17th, 24th & 31st
 - Home School Work Shop on Tuesday, March 9th
 - April 12th – 50th anniversary
 - a. Bus Tour April 2nd
 - b. Participating in Big Shanty as a Gold level sponsor and grand marshall of the parade
 - c. Movie Screening – Saturday, April 16
 - d. Friday, April 22 Southern Spirits
 - e. April 30th Open House where all parties
 - i. 3:00 PM Jeff and Richard will be doing a talk on the Museum past, present and future
 - March 19th Women’s History Month from 9:30 AM – 5:00 PM

- April 2nd Western & Atlantic Bus Tour
- ii. Parks & Rec
 - Touch-A-Truck will be this Saturday, March 5th from 10:00 AM – 2:00 PM at Adams Park in partnership with KPD and Kennesaw Public Works
 - Summer Program Palooza will be Tuesday, March 29th from 5:30 – 7:30 PM at the new Recreation Center
 - Bunny Breakfast will be Saturday, April 2nd at 8:00 and 10:00 AM at the Ben Robertson Community Center
- iii. PD
 - Citizen’s Police Academy will tentatively start April 5th and will be every Tuesday through June 14th
- iv. Smith-Gilbert Gardens
 - Prep for April & May
 - Art Blooms April 1st through May 31st
 - a. Different art demos on Saturdays in April
 - b. May 7 debuting their new sculptures
 - March 17th the American Camellia Society is coming to congratulate them on their collection
 - Rose Gala is Saturday, May 14th
 - April 16th Easter Festivities 9 AM – 2 PM, Saturday before Easter
 - April 23rd Plant Sale
- v. KDDA
 - Kennesaw Beer & Wine Festival at Saturday, April 23rd at Depot Park like it was in 2021
 - a. Stage the night before – the Museum has Southern Spirits the night before, ask to keep the old lot open for that
 - Farmers Market will begin in the new lot and will move into the new green space when construction begins
 - First Friday Concerts will run May – October, same set up as 2021

III. Old Business

- a. 2022 Events Calendar
- b. New committee members added to
 - i. Rachel Riese – Gardens
 - ii. Phillip Stroud & David Buchanan – KPD
- c. Code Enforcement – How to hold people accountable for having an event without an event permit
 - i. Uniform patrol can handle , call dispatch and let them know there is an unpermitted assembly
 - ii. Building & Construction can have someone meet the officer if needed
 - If they call the non-emergency number they can contact whoever is on call
 - iii. Starts with a conversation, ask them to remove their items and remove their items, can escalate from there if needed with a citation
- d. BASSH seems to still be interested in hosting the event

IV. New Business

- a. Big Shanty Festival
 - i. Date: Saturday, April 9th – Sunday, April 10th
 - Week earlier than normal since Easter is so late
 - ii. Times: Saturday 10:00 AM – 6:00 PM, Sunday 12:00 Noon – 5:00 PM
 - iii. Everything is pretty much the same, bringing the parade back
 - iv. They will notify businesses along Main Street and Revival Residents
 - v. Expect to be robust vendor wise and normal attendance
 - vi. City stage on the plaza possibly, County Stage will be at the Depot

- vii. Meeting with everyone – March 17th or 24th – Becca checking with Jeff
 - viii. KPD will need to create an IAP for the parade
 - ix. Marty Hughes made a motion to approve the Big Shanty Festival, seconded by David Buchanan and the motion passed unanimously.
- b. Taste of Kennesaw
- i. Date: Saturday, November 5th
 - ii. Time: 11:00 AM – 6:00 PM
 - iii. Just on Main Street
 - iv. Hard closure at Summers Street to include Horned Owl
 - v. Scott Banks made a motion to approve the Taste of Kennesaw, seconded by Jeffrey Richardson and the motion passed unanimously.
- c. Unity in The Community
- i. Unity Event for Kennesaw Police
 - ii. Rod Green who is the chair for the Citizen’s Advisory Committee hosted a Juneteenth event last year at Kennesaw First Baptist Church want to host the event at Swift-Cantrell Park on Saturday, June 18th from 11:00 AM – 2:00 PM
 - iii. Expected attendance - 250
 - iv. Will have the rest of the information to us by March 20th
 - v. Event will be down by the pavilions and the green space by the pavilions
 - vi. Green space will be open to additional parking
 - vii. Community Event supported by the Police Department. Chief said it would be a similar set up to National Night Out without the helicopters
 - viii. Marty Hughes made a motion to approve the Unity Event with the condition that they have all of the proper information turned in by March 20th, seconded by Mark Allen and the motion passed unanimously.

V. **Adjourn** – With no further business, Mark Allen made a motion to adjourn, seconded by Miranda Taylor and the motion passed unanimously. The meeting adjourned at 4:10 pm.