



**Events Committee
Draft Meeting Minutes
Thursday, August 5, 2021, 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 (Amanda Glass, Brittani Farmer); Police (Mark Webster, Bryce Barth); Public Works (Ricky Stewart, Dave Wilson); City Manager (Marty Hughes); Communications (Becca Graham); Building & Construction (Scott Banks); Building Maintenance (Robbie Ballinger); Economic Development (Miranda Taylor); Smith-Gilbert Gardens (Ann Parsons, Kathy Post); Southern Museum (Jeffrey Richardson), 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, Amanda Glass); Police (Mark Webster), Public Works (Ricky Stewart); City Manager (Not Present); Communications (Becca Graham); Building & Construction (Scott Banks); Building Maintenance (Not Present), Economic Development (Not Present); Smith-Gilbert Gardens (Not Present); Southern Museum (Jeffrey Richardson), KDDA (Mark Allen).
 - b. Guest: Caryn Lamphier (Midweek Mile & Dash), Councilwoman Tracey Viars
- I. **Approval of Minutes**
 - a. July meeting minutes were reviewed. Scott Banks made a motion to approve as presented. Mark Allen seconded and the motion passed unanimously.
- II. **Announcements/Public Comment**
 - a. Review Events Calendar - upcoming events were reviewed
 - i. Southern Museum
 - Going back to Mommy & Me going back to almost every week except for the week of the Homeschool Workshop. Mommy & Me will be Thursdays August 5th, 19th, and 26th at 10:00 AM & 12:00 Noon
 - Homeschool Workshop on Wednesday, August 11th
 - Sensory Friendly Afternoons on Tuesdays August 31st from 2:00 – 5:00 PM
 - Southern Spirits will be back in September on Friday, September 17th
 - ii. Parks & Rec
 - Program Palooza is on Saturday, August 7 from 10:00 AM - 1:00 PM at the Ben Robertson Community Center
 - Pigs & Peaches BBQ Festival is on Friday, August 20th from 6:00 – 10:00 PM and Saturday, August 21st from 10:00 AM – 10:00 PM

- iii. KDDA
 - Beer Festival at Depot Park on Sunday, October 31st primarily in the new parking lot for around 700-1,000 people
 - Discuss how the Farmer's Market will run in 2022 at an upcoming meeting
- iv. KPD
 - Law Enforcement Torch Run on Saturday, August 14 as part of the Grand Prix!
 - National Night Out
 - a. This past Tuesday, August 3rd from 6 - 9 PM at Swift-Cantrell Park
 - b. Kennesaw State Police came out and supported the event, they enjoyed it
 - Walk a Mile in Her Shoes
 - a. In October
 - b. Looking for sponsors for this event
- v. Need to reach out to the Garden's for the new representative
- vi. Scarecrows on Main are coming back!
 - In contact with City departments that will be participating
 - Emailed Mostly Mutts for first location selection since they won in 2020
 - August 16 the application will be open to the public, Applications close on September 16 and the installation will be the last week in Sept. so they are up by October 1

III. Old Business

- a. BASSH Event Debrief
 - i. Becca & Bill McNair with Parks & Rec visited
 - ii. Dodgeball court painted by Parks & Rec and had to be redone
 - iii. Food concerns
 - iv. Next year trying to do the same thing, adjusting the time
 - v. Need to be aware of all needs 30 days out
 - vi. There were vendors out there that were not permitted - food and goods
 - vii. 250 registered, 200 people that came to the event
 - viii. Prior to us voting for the event next year we need the application fee (due upon receipt of the application) and other documentation listed on the application that are needed
 - ix. Dates on 2022 application are Saturdays

IV. New Business

- a. Midweek Mile & Dash
 - i. Free Youth Event
 - Require registration to get contact info and know how many people to expect
 - Did host one in May. Had 100 kids on site, 120-130 that registered. Plus parents. Roughly
 - To be safe they have a race by appointment approach where they register for a specific start time. Ask them to wear masks up to the start line and after they cross the finish line. Mile every 10 minutes 5:30, 5:40, 5:50, 6:00. Dash every 10 minutes with 12
 - Will take 30 cones and space them about 8 feet apart for a grid space
 - 30 kids per wave
 - ii. Non-profit to keep youth & adults running and walking. Love to host events for the youngest participants.
 - iii. Set goals, 6 and under run a dash through the grass
 - iv. Running portion would begin at 6
 - v. Number pick up at 5
 - vi. Staff on site for set up around 2:00
 - vii. Did a site visit last week
 - viii. Estimating people leaving between 6:00 - 6:45 PM
 - ix. Will have monitors

- x. Will be hosting 4 fall runs
- xi. Concerns:
 - Parking
 - Getting out of the park with traffic - would need an officer for that many people in a short amount of time due to busy time on Old 41
 - Approval from Steve Roberts - Parks Director
 - Have an exact list of what all will be out at the park
 - a. Water & Cliff Bar for kids
 - b. 10x10 tents for check in and volunteer management
 - c. Sound system - mainly for announcements and kid-friendly music in the event space
 - d. Swift-Kids is on Tuesdays and Thursdays so there would be no conflict
 - i. Promoting Kilometer kids - free running program that they promote
 - e. Recommend measuring out the sidewalk /inner trail in front of the skatepark instead of crossing between it and the Skatepark
 - f. Check the pricing between renting pavilions and renting the field/space
 - g. 40 minute window on the trail for running
 - History with Atlanta Track Club and Swift Kids. Plus there being kids all over the place in past events
 - Need to use approved route
- xii. Motion to approve pending approval from Parks & Recreation Director. First Mark Allen, Second Scott Banks. The motion passed unanimously.

V. **Adjourn** – With no further business, Ricky Stewart made a motion to adjourn, seconded by Mark Webster and the motion passed unanimously. The meeting adjourned at 4:32 pm.