

**Special Events Team  
Meeting Minutes  
Date: July 22, 2025  
Time: 10:30 AM**

**Call to Order:**

The Special Events Team met on July 22, 2025 to discuss a proposed AFC Lightening Tournament, Kids Business Day at McIntosh Trail Complex and Magnolia Arts Festival at Drake Field scheduled for this fall. Maria Puckett, Special Events Coordinator, called the meeting to order at 10:30 am. Other attendees included:

**SET Committee:**

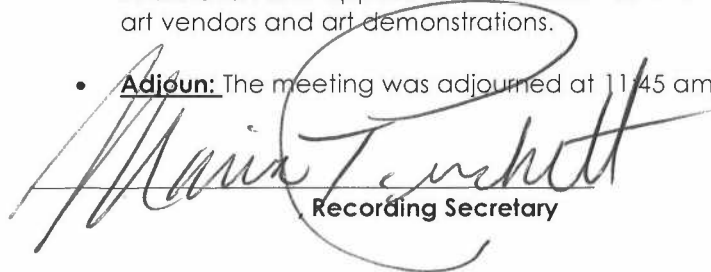
Recreation: Maria Puckett, Harold Layton & Kim Lindsay; Public Communications: Vivian Lett; Fire Department: David Winkles; James Brooks, Tim Maret-Code Enforcement; Courtney Lumpkin, PTCPD; Bonnie Turner, Kaitlyn Gillette-FC Dept. Of Environmental Health; Al Yougel-KPTCB, Emma Bednarowski & Alexis Hollett- PTC Interns

**Event Organizer:**

- **AFC Lightening: Fabian Patterson, Steve Muccillo, Jeff Chambers**
- **Big O's for Kids Business Day- Ashlee Ilg**
- **Magnolia Arts Festival- Charlene Sibaja**

**Discussion Topic:**

- Approval of meeting minutes from July 15, 2025 SET Meeting. A motion was made to accept the meeting minutes by Chris Helton and seconded by Tim Maret. Minute approval passed unanimously.
- Discussion of the AFC Lightening Tournament on Aug. 16-17, 2025 at both PAC and Glenloch Recreation. Discussed the need for extra PD at Glenloch for parking and traffic control. Presented a flow chart for parking and traffic to assist the officers. Dumpsters will be placed at each location for trash removal during the tournament. Will have trainers onsite for each location. Agreed to not take AEDs from property. Recommended contacting The Campus of FCBOE for approval for overflow parking.
- Discussion of Kids Business Day presented by Big O's Golf Carts. Event is scheduled for Sept. 28, 2025 at McIntosh Trail Complex. This is the 2<sup>nd</sup> year that the event will be hosted on city property. Discussed signage placement and use of electrical. Will be hiring KPTCB for trash removal as there was a lot of trash generated last year and left behind. Will be using electrical this year.
- Discussion of the 2025 Magnolia Arts Festival scheduled for Oct 18-19, 2025 at Drake Field. This is the 10<sup>th</sup> year for the event. Considering alcohol to be sold at the event. All permit information and application information sent to the organizer. Will have food trucks as well as art vendors and art demonstrations.
- **Adjourn:** The meeting was adjourned at 11:45 am.

  
Recording Secretary