MINUTES OF KENNESAW DOWNTOWN DEVELOPMENT AUTHORITY MEETING
CITY OF KENNESAW
Council Chambers
(2529 J.O. Stephenson Avenue, Kennesaw, GA 30144)
August 9, 2024
7:30 AM

Present	Chair Mark Allen Vice Chair David Lyons Treasurer Leslie Patton Secretary Mary Jo Groeneveld Lexie Newhouse Ian Coats Nimesh Patel Leslie Patton

1. Call to Order / Roll Call

The meeting was called to order at 7:30 am by Mark Allen, KDDA Chair.
Members present: Mark Allen, David Lyons, Lexie Newhouse, Mary Jo Groeneveld, Leslie Patton, Ian Coats
Members absent: Nimesh Patel
Staff present: Luke Howe, Miranda Taylor, Fred Bentley, Jr.

10. Executive Session

This item was taken out of order, following the Call to Order.
Leslie Patton made the following motion: That this Authority now enter into closed session as allowed by O.C.G.A. §50-14-3 and pursuant to advice by the City Attorney, for the purpose of discussing Legal. Seconded by David Lyons. Those voting in favor: Mark Allen, David Lyons, Mary Jo Groeneveld, Lexie Newhouse, Ian Coats, and Leslie Patton. Those opposed: none. The motion passed unanimously. The KDDA entered closed session at 7:31 am.

Leslie Patton made the following motion: That this body, in open session, adopt a resolution authorizing and directing the presiding officer to execute an affidavit in compliance with O.C.G.A. §50-14-4, and that this body ratifies the actions of the KDDA taken in closed session and confirm that the subject matter(s) of the closed session were within the exceptions permitted by the open meetings law. Seconded by David Lyons. Those voting in favor: Mark Allen, David Lyons, Mary Jo Groeneveld, Lexie Newhouse, Ian Coats, and Leslie Patton. Those opposed none. The motion passed unanimously, 6-0. The KDDA exited closed session at 7:57 am.

A. Pursuant to the provisions of O.C.G.A. 50-14-3, the KDDA could, at any time during the meeting, vote to close the public meeting and move to executive session to discuss matters relating to litigation, legal actions and/or communications from the City Attorney as provided under O.C.G.A. 50-14-2(1); and/or personnel matters as provided under O.C.G.A. 50-14-3 (4) and/or real estate matters as provided under O.C.G.A 50-14-3(6).

5. New Business

A. Updated Intergovernmental Agreement & Property Use Agreement: 2840 S. Main Street

This item was taken out of order following the Executive Session. Fred Bentley, Jr. provided an overview of the red-lined copies of the Intergovernmental Agreement and Property Use Agreement related to the dumpster access at 2840 S. Main Street. The dumpster will serve both 1885 Grill Kennesaw and Bernie's Social Bar. Fred advised the board that he would need to add a section to the agreement to address the land being granted to the City by the State Properties Commission, allowing termination of the agreement if the property is ever needed for railroad use. The board discussed the fee schedule to be added as Exhibit C, and recommended the fee to be a straight pass-through of the contract cost for 6-day dumpster service. Fred advised the board that the next steps were to present the updated IGA to Mayor & Council, and present the Property Use Agreement to 1887 Grill, LLC, and to Olszeski & Associates for signatures. David Lyons made a motion to authorize staff/legal to present the agreements to Mayor & Council, 1887 Grill, LCC, and Olszeski & Associates, and to authorize the chair to sign the agreements. Mary Jo Groeneveld seconded the motion. The motion passed unanimously.

2. Approval of the Meeting Minutes

A. Draft meeting minutes - 7.12.24

The board reviewed draft minutes from the 7.12.24 meeting. David Lyons asked follow-up questions on 3 items in the minutes: Whether the Drinks at the Depot contract had been signed (not yet, but Mark is getting it signed this week), the status of the CBD project approved last month (they are finishing a rezoning on one parcel), and the status of the 1885 grant award (they have been notified of the award but have not yet requested reimbursement). There were no other questions about the draft minutes. David Lyons made a motion to approve the minutes as presented. Leslie Patton seconded the motion. The motion passed unanimously.

B. Draft Executive Session minutes - 7.12.24

The board reviewed draft minutes from the 7.12.24 Executive Session. David Lyons made a motion to approve the minutes as presented; the motion was seconded by Lexie Newhouse. The motion passed unanimously.

3. Financial Report

A. KDDA Financial Report 7.31.24

Leslie Patton presented the financial report as of 7.31.24 with an ending cash balance of $94,452.48. David Lyons asked about the budget shown for farmers market revenue and recommended the line item be changed to $2,000 to be more in line with current fiscal year actuals. The board discussed and agreed this was an appropriate adjustment. David Lyons made a motion to approve the financial report with the recommended budget change. Lexie Newhouse seconded the motion. The motion passed unanimously.

4. Old Business

A. Drinks at the Depot: event update discussion

Mark updated the board on planning for the "Drinks at the Depot" event. He will get the contract signed this week and forward the logo and marketing materials as they are released. The city is allowing KDDA to use the amphitheater for this event. No gators/carts are allowed on the turf or plaza, so Mike will hire additional staff to walk in materials (including ice) for event setup. Mary Jo Groeneveld secured a stage sponsor, and all the food vendor spots are filled. Mary Jo is also working on a photo booth sponsorship. No action required on this item.

B. First Friday Concerts logistics update

Mark Allen and Miranda Taylor gave an update on logistics for First Fridays. The September and October concerts will be held at the amphitheater. No tables will be set up at the amphitheater, but KDMA will set up camp chairs for the VIP seats that have been reserved for these two concerts. KDMA will manage a group of volunteers to set up the chairs on Friday morning and breakdown the chairs on Friday evening - no chairs or signage can be left out in the amphitheater overnight. The chairs will be stored in the delivery truck until they can be unloaded back at the Ben Robertson Community center on Sunday morning. No action is required on this item.

6. Main Street Program Updates

A. Main Street Visioning Session Update

Miranda Taylor presented the outline for the downtown visioning session that is a requirement of the Main Street program. No action is required from the board; this item is for informational purposes.

7. Public Comments

No public comment

8. Board Comments

David Lyons visited the new 1885 Grill and attended their ribbon cutting. It's a great venue and he encouraged everyone to check it out.

Leslie Patton asked if we could order new name tags for the board, so that they would have them for upcoming events. Miranda will place the order.

9. Economic Development Director Comments

Luke Howe provided updates on the following properties/projects:

- 3-story Collier building/former hardware store
- Dale Hughes's Main Street parcels

11. Adjourn

With no further business, Leslie Patton made a motion to adjourn; seconded by Ian Coats. Motion passed unanimously. The meeting adjourned at 8:47 am.

A. NOTICE: Any person who desires to appeal any decision from this meeting will need a record of the proceedings, and for the purpose may need to insure that a verbatim record of the proceedings is made which includes the testimony and evidence upon which the appeal is based. The Agenda is designed to make more efficient use of the KDDA's time. It is not designed to curtail discussion or input. If you need special accommodations to attend or participate in our meetings, please contact City Hall at least 24 hours in advance of the specific meeting you are planning to attend.