MINUTES OF KENNESAW DOWNTOWN DEVELOPMENT AUTHORITY MEETING
CITY OF KENNESAW
Council Chambers
(2529 J.O. Stephenson Avenue, Kennesaw, GA 30144)
November 8, 2024
7:30 AM

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

1. Call to Order / Roll Call

The meeting was called to order at 7:31 am by Chair Mark Allen.

Board members present: Mark Allen, David Lyons, Mary Jo Groeneveld, Lexie Newhouse, Ian Coats, Leslie Patton
Members absent: Nimesh Patel
Staff present: Luke Howe, Miranda Taylor

2. Approval of the Meeting Minutes

A. Draft meeting minutes 10.11.24

The board reviewed draft minutes from the 10.11.24 meeting. David Lyons made a motion to approve as presented. Lexie Newhouse seconded the motion. Motion passed unanimously.

B. Draft executive session minutes 10.11.24

The board reviewed draft minutes from the 10.11.24 Executive Session. Leslie Patton made a motion to approve as presented. David Lyons seconded the motion. The motion passed unanimously.

3. Financial Report

A. Financial report as of 10.31.24

Leslie Patton presented the financial report with an ending cash balance of $101,284.87. David Lyons made a motion to approve the financial report. Ian Coats seconded the motion. The motion passed 6-0.

B. Review of open invoices

The board reviewed open invoices for legal fees and catering for the holiday market. David Lyons made a motion to approve the invoices. Leslie Patton seconded the motion. The motion passed 6-0.

4. Old Business

5. New Business

A. Presentation: Update on commercial parcels at The Lacy on South Main Street

This item was taken out of order, following the approval of minutes.

Rajpal Sagoo presented an update regarding the commercial out parcels at the South Main Street development in front of The Lacy. The parcels will be owner occupied. They have submitted plans to Cobb Water and anticipate approval in the next few weeks. Raj's team is working on Letters of Intent with potential tenants on all 5 sub-parcels. They will need to work with KDDA and legal to update the bond documents to release the commercial parcel to help with the future sale of each parcel to the new business that will occupy the spaces. Staff will monitor this process and report back as necessary. The board discussed market impacts with Raj; he reported that they are still seeing strong interest in restaurant/retail tenants for this development.

Robert Trim provided an update on the ground floor commercial spaces at The Lacy. There are Letters of Intent for 3 of the spaces for service/office-type uses. They are offering different lease lengths with terms from 1-5 years to attract a healthy mix of tenants. Robert is happy to provide a tour of the spaces to any board members who are interested.

The Lacy's Grand Opening is scheduled on Tuesday, Nov 12 from 4-6 pm, and all KDDA members are invited.

No action required on this item.

B. Discussion of draft RFP for beer festival event management services

The board discussed the draft RFP for event management services for the future re-imagined beer/wine festival. The board instructed staff to update the RFP to request turnkey event management services. The board would like to consider hosting this event in the spring of 2025, so the RFP would need to be quickly turned around, ideally with a December 31 response date. The board discussed having staff revise the document and email a revised draft to the board for review prior to posting.

David Lyons made a motion to authorize staff to revise the draft as discussed, and email the revision to the board for feedback. The RFP should be posted when 3 board members have reviewed and responded to rhe revised draft. Mary Jo Groeneveld seconded the motion. The motion passed unanimously.

6. Main Street Program Updates

Miranda reminded the board of the Holiday Market event this weekend, which is one of our annual Main Street events. Friday night is the VIP event from 6-8 at the Ben Robertson Community Center. The market is open to the public from 10-4 on Saturday.

Miranda reported that she was invited to a meeting next week to discuss amphitheater events and logistics. She will discuss the amphitheater logistics/guidelines that the board requested and will report back.

7. Public Comments

No public comments.

8. Board Comments

Lexie Newhouse commented a shout-out regarding the Candy Crawl event. It was well attended and she had a great time volunteering for the event.

9. Economic Development Director Comments

Luke Howe advised the board that Dale Hughes would be presenting his downtown development concepts to Mayor & Council at the 11/12 work session. Staff will be coordinating presentations with council over the next month to share information about the development, the bond process, and other cities with success stories of similar projects. We will also ask Dale to attend the December KDDA meeting to provide an update to the KDDA.

10. Executive Session

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).

11. Adjourn

With no further business, Lexie Newhouse made a motion to adjourn, seconded by Ian Coats. The motion passed 6-0 and the meeting adjourned at 8:15 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.