



Authority Members

Mark Allen
Ian Coats
Lexie Newhouse
Nimesh Patel
Mary Jo Groeneveld
Doug Edwards
Leslie Patton

**Kennesaw Downtown Development Authority
Meeting Agenda
May 8, 2026 7:30 AM
Council Chambers
(2529 J.O. Stephenson Avenue, Kennesaw, GA 30144)**

- 1. Call to Order / Roll Call**
- 2. Approval of the Meeting Minutes**
 - A. Draft meeting minutes - 04.10.26
 - B. Draft Executive Session minutes - 04.10.26
- 3. Financial Report**
 - A. Financial Report as of 4.30.26
 - B. Review of open invoices
- 4. Old Business**
 - A. Flex Grant Application: Wreckon Skate + Vinyl
 - B. Flex Grant Application: WellSpa Med
 - C. Flex Grant Application: Lather & Leash
- 5. New Business**
 - A. Update KDDA Flex Grant Guidelines
 - B. Resolution to update HPC guidelines
 - C. Proposed change to KDDA Bylaws
- 6. Main Street Program Updates**
 - A. Authorization for Chair to sign annual Main Street MOU
- 7. Public Comments**

8. Board Comments

9. Economic Development Director Comments

- A. Downtown Project updates

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

- 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.

MINUTES OF KENNESAW DOWNTOWN DEVELOPMENT AUTHORITY MEETING
CITY OF KENNESAW
Council Chambers
(2529 J.O. Stephenson Avenue, Kennesaw, GA 30144)
April 10, 2026
7:30 AM

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

1. Call to Order / Roll Call

KDDA Chair Mark Allen called the meeting to order at 7:31 am.

KDDA members present: Mark Allen, Doug Edwards, Mary Jo Groeneveld, Lexie Newhouse, Leslie Patton, Ian Coats.

KDDA members absent: Nimesh Patel

Staff members present: Luke Howe, Miranda Taylor, Fred Bentley, Jr.

2. Approval of the Meeting Minutes

A. Draft meeting minutes 3.20.26 Special Called Meeting

The board reviewed draft minutes from the Special Called Meeting on March 20, 2026. Ian Coats made a motion to approve the minutes as presented. Doug Edwards seconded the motion. The motion passed with a vote of 6-0.

B. Draft Executive Session minutes - 3.20.26

The board reviewed Executive Session minutes from the March 20, 2026 meeting. Leslie Patton made a motion to approve the Executive Session minutes as presented. Mary Jo Groeneveld seconded the motion. The motion passed unanimously.

3. Financial Report

A. KDDA Financial Report as of 3.31.26

Leslie Patton presented the financial report as of 3.31.26 with an ending cash balance of \$124,470.23. Lexie Newhouse made a motion to approve the financial report as presented; motion seconded by Ian Coats. Motion passed unanimously.

B. Review of open invoices

The board reviewed one open invoice for legal services. Mary Jo Groeneveld made a motion to approve the invoice; seconded by Leslie Patton. The motion passed unanimously.

4. Old Business

A. Update on Bond Issuance Fee — Highpoint

Fred Bentley, Jr. provided an update to the board regarding the bonds for the Lacy Phase 2 project. The bond validation hearing was held yesterday and the bonds were successfully validated. Highpoint has closing scheduled for Monday, and our bond issuance fee is included in the closing statement. As a reminder to the board, the bond issuance fee is calculated on the anticipated value of the project, as shown on the invoice in the agenda packet. There is no action required of the board today; this item was intended as an informational update.

B. Update on Kennesaw Farmers Market

Miranda Taylor reported that Cobb Farm Bureau currently has 38 vendors confirmed for the farmers market. She is working with them on signage and marketing for the opening day, as well as ordering bags to give away as a promotional item, as previously approved. No action required today.

5. New Business

A. CBD Application Review: 2250 Lewis Street

Chanelle Campbell presented the CBD application for 2250 Lewis Street on behalf of the City. This application concerns the old library building on Lewis Street. The building is in disrepair and will be demolished. The city will construct parking on the site following the demolition, which is the subject of the CBD application. This parcel is not a historic property. However, since it is within the Central Business District boundaries, a CBD application is required for review by HPC and KDDA. Staff recommends approval of the application as presented. Ian Coats made a motion to approve the application as presented; seconded by Doug Edwards. The motion passed unanimously.

B. Flex Grant Application: Wreckon Skate + Vinyl

The board reviewed the grant application submitted by Wreckon Skate + Vinyl. The board will need to officially score the application and review scores at the May meeting. The board did not have further questions about the application at this time. Lexie Newhouse made a motion to table action on this item to the May 8, 2026 meeting. Doug Edwards seconded the motion and the motion passed unanimously.

C. Flex Grant Application: Butler Historic Structure Assessment

Josh Butler, the property owner, provided an overview of the grant application for his property. He has been trying to sell the property, but has experienced difficulties with selling due to the state of the structure and the unknown impact of historic preservation guidelines. He has had an initial architectural assessment completed; the board recommended that Mr. Butler reach out to Planning & Zoning staff to determine if this assessment is sufficient for HPC review or if an additional assessment will be required. This grant application requests funding up to \$4,000 to assist with payment for professional services related to the required historical architectural assessment. Grant funding would be provided on a reimbursement basis, as outlined in the grant guidelines. Mary Jo Groeneveld made a motion to approve the grant request up to \$4,000; the motion was seconded by Doug Edwards. The motion passed unanimously.

D. Flex Grant Application: WellSpa Med

The board reviewed the application submitted by WellSpa for flex grant funding. The board requested additional information from the application, which staff will coordinate. The board appreciated the thorough overview of the business plan and the complete project budget, but would like to see additional detail regarding the specific equipment that the grant would help with funding. The board will review and score the updated application before the next meeting. Ian Coats made a motion to table the application to the May 8, 2026 meeting. Doug Edwards seconded the motion. The motion passed with a vote of 6-0.

E. Flex Grant Application: Lather & Leash

The board reviewed the application submitted by Lather & Leash. The board expressed concern about the timing of this application, as the business is not yet open, and previous grant guidelines required applicants to be open and operating to be eligible. The board also would like more information on the specific equipment or use of the grant funds, though they appreciated the level of detail to show the overall scope of the project. Staff will coordinate with the applicant to get additional information on the grant application and the status of the business license and their timeline for opening. Ian Coats made a motion to table action on this application to the May 8, 2026 meeting. Doug Edwards seconded, and the motion passed unanimously.

6. Main Street Program Updates

Miranda Taylor told the board that we completed a Main Street assessment presentation with DCA/Georgia Main Street staff last week to determine our accreditation status. The presentation was well received and staff got good feedback. DCA will announce official accreditation status in May.

7. Public Comments

Tracey Viars stated that she is looking forward to the Farmers Market starting again, and offered public thanks to Lexie Newhouse for her assistance with set-up for the First Friday concert last week. Tracey appreciates the support that KDDA provides to KDMA and hopes to see that support continue.

Sam Rusch commented on the lots located at 2861 N. Main and 2839 S. Main Street. He noted that there has been discussion of development coming to those parcels but has not seen any movement, and that the lots need to have grass cut and be maintained better. Following this comment, the board asked staff to coordinate with the property owner, Dale Hughes, to attend the next meeting and provide an update on the status of the projects proposed on these two parcels.

8. Board Comments

The board had a discussion regarding the impact of historic district guidelines on development within the central business district, and asked if there was anything KDDA could do or recommend to make commercial development in the CBD any easier. Fred Bentley, Jr. provided insight on the city's HPC ordinances and advised that the KDDA is able to make recommendations to explore changes to those ordinances. The board

asked if there was a list of properties that are included in/subject to HPC guidelines. Staff advised that there is a comprehensive historic structure inventory list. Fred suggested that the board consider passing a resolution at a future meeting asking the Mayor & Council to consider updates to the city's historic preservation ordinances. The board asked staff to work on a resolution to that effect and place it on the agenda for action at the next meeting.

9. Economic Development Director Comments

No ED Director comments at this meeting.

10. Executive Session

1. Lexie Newhouse 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 Ian Coats. Those voting in favor: Mark Allen, Mary Jo Groeneveld, Lexie Newhouse, Doug Edwards, Ian Coats, and Leslie Patton. Those opposed none. The motion passed unanimously. The KDDA entered closed session at 8:39 am.
2. Lexie Newhouse 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 Ian Coats. Those voting in favor: Mark Allen, Mary Jo Groeneveld, Lexie Newhouse, Doug Edwards, Ian Coats, and Leslie Patton. Those opposed none. The motion passed unanimously, 6-0. The KDDA exited closed session at 8:47 am.
3. In open session, Lexie Newhouse made a motion to ratify the updated LOI for Parcel A and to authorize the Chair to continue negotiations on Parcel A and any other properties if needed. Ian Coats seconded the motion. The motion passed unanimously, 6-0.
 - 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, the Chair called for a motion to adjourn. Doug Edwards made a motion to adjourn, seconded by Mary Jo Groeneveld. The motion passed unanimously and the meeting was adjourned at 8:49 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.

[MIN_SIGNATURES]

Kennesaw Downtown Development Authority
Operating Cash Activity
For the Month Ended April 30, 2026

Beginning Cash	124,470.23
Cash Receipts:	
1887 Grill LLC	393.93
Flower Walk - Civic Rec	30.00
Main Street Burger Inc	2,431.58
Interest Earned	280.48
Total Cash Receipts	<u>3,135.99</u>
Cash Disbursements:	
Bentley,Bentley & Bentley	826.50
Republic Services of GA	846.43
Smash Hit Catering	10,750.00
Kathryn Collier	742.63
Total Cash Disbursements	<u>13,165.56</u>
Ending Cash	<u><u>\$ 114,440.66</u></u>



City of Kennesaw

Balance Sheet

Account Summary

As Of 04/30/2026

Account	Name	Balance
Fund: 760 - KDDA FUND		
Assets		
760-0000-11-111200-00000	OPERATING ACCOUNT	114,440.66
760-0000-11-112100-00000	KDDA FACADE	3,781.23
760-0000-11-311100-00000	DUE FROM/TO GENERAL FUND	1,050.00
	Total Assets:	119,271.89
		<u>119,271.89</u>
Liability		
760-0000-12-260000-00000	DEPOSITS PAYABLE	3,000.00
	Total Liability:	3,000.00
Equity		
760-0000-13-521400-00000	F/B - UNRESTRICTED	113,842.12
	Total Beginning Equity:	113,842.12
Total Revenue		25,461.91
Total Expense		23,032.14
Revenues Over/Under Expenses		2,429.77
	Total Equity and Current Surplus (Deficit):	116,271.89
	Total Liabilities, Equity and Current Surplus (Deficit):	<u>119,271.89</u>



City of Kennesaw

Income Statement Account Summary

For Fiscal: 2025-2026 Period Ending: 04/30/2026

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 760 - KDDA FUND						
Revenue						
760-0000-34-756500-00000	FARMERS MARKET	2,000.00	2,000.00	30.00	30.00	1,970.00
760-0000-34-756600-00000	DOWNTOWN MERCH SHOP	1,500.00	1,500.00	0.00	0.00	1,500.00
760-0000-34-758000-00000	HOLIDAY MARKET	2,500.00	2,500.00	0.00	1,960.00	540.00
760-0000-34-758500-00000	BEER FESTIVAL REVENUE	2,500.00	2,500.00	0.00	0.00	2,500.00
760-0000-36-100000-00000	INTEREST REVENUES	1,200.00	1,200.00	287.46	1,664.88	-464.88
760-0000-38-100700-00000	RENTS&ROYALTIES(BURGERFI) 2844 S. MAI	28,932.00	28,932.00	2,431.58	16,954.22	11,977.78
760-0000-38-900000-00000	OTHER (MISCELLANEOUS REV)	9,145.00	9,145.00	393.93	4,852.81	4,292.19
760-0000-39-400000-00000	USE OF PY RESERVES	9,619.00	9,619.00	0.00	0.00	9,619.00
	Revenue Total:	57,396.00	57,396.00	3,142.97	25,461.91	31,934.09
Expense						
760-7550-52-121000-00000	LEGAL SERVICES	15,000.00	15,000.00	826.50	1,064.12	13,935.88
760-7550-52-125000-00000	OTHER PROFESSIONAL SERV	10,620.00	10,620.00	846.43	5,276.98	5,343.02
760-7550-52-127000-00000	DESIGN & GRAPHIC DESIGN	250.00	250.00	0.00	0.00	250.00
760-7550-52-231000-00000	RENTAL OF LAND & BUILDNG	8,916.00	8,916.00	742.63	5,941.04	2,974.96
760-7550-52-325000-00000	POSTAGE	100.00	100.00	0.00	0.00	100.00
760-7550-52-330000-00000	ADVERTISING	500.00	500.00	0.00	0.00	500.00
760-7550-52-350000-00000	TRAVEL	500.00	500.00	0.00	0.00	500.00
760-7550-52-363000-00000	MEETING EXPENSES	100.00	100.00	0.00	0.00	100.00
760-7550-52-371000-00000	PROFESSIONAL DEVELOPMENT	600.00	600.00	0.00	0.00	600.00
760-7550-52-395000-00000	MILEAGE REIMBURSEMENT	250.00	250.00	0.00	0.00	250.00
760-7550-52-550000-00000	DEVELOPMENT AUTH EXPENSES	15,000.00	15,000.00	10,750.00	10,750.00	4,250.00
760-7550-52-615000-00000	FARMERS MARKET	1,560.00	1,560.00	0.00	0.00	1,560.00
760-7550-52-615500-00000	HOLIDAY MARKET	2,500.00	2,500.00	0.00	0.00	2,500.00
760-7550-52-616600-00000	DOWNTOWN MERCH SHOP	1,500.00	1,500.00	0.00	0.00	1,500.00
	Expense Total:	57,396.00	57,396.00	13,165.56	23,032.14	34,363.86
	Fund: 760 - KDDA FUND Surplus (Deficit):	0.00	0.00	-10,022.59	2,429.77	
	Total Surplus (Deficit):	0.00	0.00	-10,022.59	2,429.77	

Income Statement

For Fiscal: 2025-2026 Period Ending: 04/30/2026

Group Summary

Account Type	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 760 - KDDA FUND					
Revenue	57,396.00	57,396.00	3,142.97	25,461.91	31,934.09
Expense	57,396.00	57,396.00	13,165.56	23,032.14	34,363.86
Fund: 760 - KDDA FUND Surplus (Deficit):	0.00	0.00	-10,022.59	2,429.77	-2,429.77
Total Surplus (Deficit):	0.00	0.00	-10,022.59	2,429.77	

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
760 - KDDA FUND	0.00	0.00	-10,022.59	2,429.77	-2,429.77
Total Surplus (Deficit):	0.00	0.00	-10,022.59	2,429.77	



Item Report

TO: The Kennesaw Downtown Development Authority
FROM:
DATE: May 8, 2026
TITLE: Flex Grant Application: Wreckon Skate + Vinyl

Summary:

Recommendation:

Fiscal Impact:

Attachments:

None



Item Report

TO: The Kennesaw Downtown Development Authority
FROM:
DATE: May 8, 2026
TITLE: Flex Grant Application: WellSpa Med

Summary:

Recommendation:

Fiscal Impact:

Attachments:

None



Item Report

TO: The Kennesaw Downtown Development Authority
FROM:
DATE: May 8, 2026
TITLE: Flex Grant Application: Lather & Leash

Summary:

Recommendation:

Fiscal Impact:

Attachments:
None



Item Report

TO: The Kennesaw Downtown Development Authority
FROM:
DATE: May 8, 2026
TITLE: Update KDDA Flex Grant Guidelines

Summary:

Recommendation:

Fiscal Impact:

Attachments:

1. KDDA Flex Grant Program Guidelines-Updated-2026

KDDA Main Street on the Move Flex Grant Program Guidelines

Purpose:

The KDDA will award grants ranging from \$500 - ~~\$2500~~ 5000 to small businesses in Downtown Kennesaw for projects that will enhance productivity, expand or improve business processes, improve service delivery, support business expansion, or improve business facilities/infrastructure. Grant amounts are discretionary and will be awarded based on need and potential impact.

Eligibility:

- Businesses applying for this grant program must be located within the KDDA boundaries, hold a valid City of Kennesaw Business License, have no outstanding code enforcement violations, and must have generated revenue as of ~~October 1, 2024~~ the end of the month prior to submitting a grant application.
- The grant is reimbursable and requires a minimum 50% match. Applicants must submit valid expense receipts for the approved project to receive payment. Once awarded, a request for reimbursement should be submitted to the KDDA prior to the end of the fiscal year (September 30). Applicants should submit a Source of Funds Statement along with the project budget.
- Examples of eligible projects include (but are not limited to):
 - Purchase of new equipment to expand/improve business processes or increase production
 - Purchase of software or technology products to improve business efficiency/ processes
 - Capital expenses related to facility renovation/expansion (includes signage)
 - Technical assistance (consultant fees, etc) for the development of new or alternative revenue streams, expanded marketing opportunities, brand development or other business needs
 - Capital expenses related to façade improvement
 - Capital expenses related to major equipment purchases necessary for production or service delivery
 - Marketing support for new downtown businesses (open less than 2 years)
 - Costs associated with participation in the Fusus camera program with Kennesaw Police Department
 - Expansion of performing arts or placemaking programming within the downtown area
- Applicants cannot be an employee or board member of the KDDA, or be an immediate family member of an employee or board member. Immediate family is defined as an employee's spouse, parent, sibling, child, grandchild, and grandparent, and includes any of these persons of a step, in-law, foster, or adoptive relationship to the employee. Applicants cannot be a federal, state, or municipal employee, or elected/appointed official.
- Only for-profit businesses are eligible; non-profits are not eligible.

Grant Repayment

- KDDA reserves the right to require that grant funds be repaid to the KDDA by the business owner if the business relocates outside of the City of Kennesaw's Central Business District within 3 years of grant award. Repayment guidelines will be included in the grant award agreement.

Grant Program Schedule

- Grant applications will be accepted on a rolling basis, ~~beginning May 1, 2025, with the current grant cycle ending on September 30, 2025.~~
- Grant awards are available during the current ~~grant cycle~~ fiscal year subject to available funding.

Application Process

- Applicants should submit a completed KDDA Main Street on the Move Grant Application form, along with the following backup documents:
 - Cost estimates/additional budget detail, including a source of funds statement showing all funding sources related to project implementation
 - Plans, drawings, or schematics to further explain the project
 - A statement of goals and intended outcomes, including how the project will impact business operations
- Applications should be submitted electronically to mtaylor@kennesaw-ga.gov with the subject line "KDDA Flex Grant Application".
- Submitted grant applications will be reviewed monthly at the regular meeting of the KDDA and applicants will be notified of the status of their application within 5 business days of the monthly meeting.

Scoring

Applications will be scored by each member of the KDDA using a rubric system with a maximum of 32 points in the following categories:

- Project Description
- Impact, Innovation, and Growth
- Budget



Item Report

TO: The Kennesaw Downtown Development Authority
FROM:
DATE: May 8, 2026
TITLE: Resolution to update HPC guidelines

Summary:

Recommendation:

Fiscal Impact:

Attachments:

1. 2026 Resolution-KDDA-HPC-Update-Support

**KENNESAW DOWNTOWN DEVELOPMENT AUTHORITY
CITY OF KENNESAW
GEORGIA**

RESOLUTION NO. 2026-01, 2026

**RESOLUTION SUPPORTING UPDATES TO KENNESAW HISTORIC DISTRICT
GUIDELINES AND DESIGN STANDARDS**

**BE IT RESOLVED BY THE KENNESAW DOWNTOWN DEVELOPMENT AUTHORITY
OF THE CITY OF KENNESAW, COBB COUNTY, GEORGIA, AS FOLLOWS:**

WHEREAS, the mission of the Kennesaw Downtown Development Authority (KDDA) is to create a vibrant downtown, with the assistance of the downtown community, in order to unite and establish viable businesses while maintaining our sense of community and historic heritage; and

WHEREAS, the purpose of the Historic Preservation Commission (HPC) is to promote historic preservation, educate the public about the importance of historic preservation, monitor the condition of all historic properties and structures, and review and provide decisions on all applications which involve changes in exterior architectural appearance or exterior environmental appearance within the historic districts; and

WHEREAS, HPC manages the Certificate of Appropriateness process for the City of Kennesaw and maintains the City’s Historic Design Standards; and

WHEREAS, city staff members are currently working on a project to update the Historic District ordinances and related processes; and

WHEREAS, KDDA seeks to support and inform those updates to ensure that downtown commercial activity is facilitated in accordance with the mission of both KDDA and HPC.

NOW, THEREFORE, the KDDA does hereby support planned updates to the Historic Preservation guidelines for the City of Kennesaw and encourages HPC to consider updates that will facilitate smart growth in downtown while maintaining the character that downtown is known for.

PASSED AND ADOPTED by the Kennesaw City Council on this _____ day of May, 2026.

ATTEST:

CITY OF KENNESAW:

Mary Jo Groeneveld, Secretary

Mark Allen, Chair



Item Report

TO: The Kennesaw Downtown Development Authority
FROM:
DATE: May 8, 2026
TITLE: Proposed change to KDDA Bylaws

Summary:

The attached amendment of the KDDA bylaws proposes changing the meeting time of regular KDDA meetings to 8:00 am (instead of 7:30 am). This agenda item serves as first notice of the proposed change to the KDDA bylaws. The item will be included on the June 12, 2026 agenda for official action.

Recommendation:

Fiscal Impact:

Attachments:

1. KDDA-BylawsUpdate-Notice2026
2. KDDA-Bylaws-May2026-ProposedChange-Agenda



May 04, 2026

To: KDDA Board Members

From: Miranda Taylor, Downtown/Main Street Manager

RE: Proposed changes to KDDA Bylaws

Board Members:

Attached please find a proposed change to the KDDA Bylaws in the following section:

- Article IV Directors; Section 4.2 Regular and Special Meetings
 - The proposed change updates the meeting time from 7:30 am to 8:00 am

Please review the proposed changes and let us know if you have any questions regarding them. These proposed changes will be introduced on the agenda at the May 8, 2026 regular meeting and will be placed on the agenda for action at the June 12, 2026 regular meeting of the Kennesaw Downtown Development Authority. The meetings will be held in the Council Chambers at City Hall and are scheduled to begin at 7:30 am.

This letter serves as official notice of an amendment to the bylaws as outlined in Article IX, Section 9.1.

Sincerely,

Miranda Taylor
Downtown/Main Street Manager
City of Kennesaw

**BYLAWS
OF THE
KENNESAW DOWNTOWN DEVELOPMENT AUTHORITY**

ARTICLE I
ORGANIZATION OF DEVELOPMENT AUTHORITY

1.1 Status. The Kennesaw Downtown Development Authority (the “**Authority**”) is a public body corporate and politic, created in and for the City of Kennesaw (the “**City**”) located in Cobb County (the “**County**”). The Authority has been created by the General Assembly of Georgia and has been activated by the City as a downtown development authority under the Downtown Development Authorities Law, O.C.G.A. Section 36-42-1, *et seq.* (the “**Act**”) by a resolution of the governing body of the City, duly filed with the Secretary of State of Georgia and the Department of Community Affairs.

1.2 Name. The Authority is named the “Kennesaw Downtown Development Authority”.

1.3 Activating Resolution. The activating resolution of the City referred to above, together with all subsequent amendments thereof, are sometimes referred to collectively in these bylaws as the “Activating Resolution.” It shall be the duty of the Secretary of the Authority to place a copy of the Activating Resolution in the Authority’s minute book, and these bylaws shall be subject to the Activating Resolution.

ARTICLE II
PURPOSES AND POWERS

2.1 General Purposes. The general purposes and powers of the Authority have been determined by the General Assembly of Georgia and are set forth in the Downtown Development Authorities Law.

2.2 Particular Purposes. Without limitation of Section 2.1, above, the Authority shall have the following particular purposes:

(a) to revitalize and redevelop the central business district of the City, to develop and promote for the public good and general welfare trade, commerce, industry, and employment opportunities and promote the general welfare of this state by creating a climate favorable to the location of new industry, trade, and commerce and the development of existing industry, trade, and commerce within the central business district of the City in accordance with the Downtown Development Authorities Law;

(b) to exercise all of the powers granted to a downtown development authority pursuant to the provisions of the Downtown Development Authorities Law.

ARTICLE III
OFFICES AND PLACES OF MEETINGS

3.1 Principal Office. The Authority shall have a principal office located within the borders of the City at such specific location within its area of operations as the Authority may determine. The principal office address shall be the City of Kennesaw, 2529 J.O. Stephenson Avenue, Kennesaw, GA 30144.

3.2 Additional Offices. The Authority may have such other offices at such additional locations within its area of operations as the Authority may deem appropriate.

3.3 Regular Meeting Place. The principal office shall be considered the regular meeting place of the Authority.

ARTICLE IV
DIRECTORS

4.1 General. The Authority shall have a Board of Directors which shall consist of seven members qualified and appointed as provided in O.C.G.A. § 36-42-4.

4.2 Regular and Special Meetings. Regular meetings of the directors (each a “Director”) shall be held at ~~7:30~~8:00 am on the second Friday of each month at the regular meeting place of the Authority. One such meeting, in September or so designated each year by the Authority, shall be considered its annual meeting. At said annual meeting, the Directors shall adopt an annual budget for the Authority’s fiscal year and shall elect officers and shall consider such other matters as shall be brought properly before them. The foregoing notwithstanding, the initial meeting of the Authority shall be its initial annual meeting. Special meetings of the Directors shall be held when called by any officer, including, but not limited to the Chairman of the Authority, the Vice-Chairman of the Authority acting in place of the Chairman, or the City of Kennesaw at such dates and times as he or they reasonably shall fix, at a regular meeting place of the Authority determined by him or them.

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4.3 Notice. Notice of each meeting shall be given to each Director of the Authority personally, in writing, by mail, facsimile or email, or by telephone by whomever shall call the meeting or by the Secretary of the Authority at the direction of whomever shall call the meeting. Notice shall set forth the date, time and place of the meeting, as may be fixed by resolution or by the Chairman; and, if for a special meeting, the notice also shall set forth the purpose or business to be transacted at the meeting. Notice shall be given as much in advance of the meeting as shall be reasonable under the circumstances and as shall be required by law.

4.4 Waiver of Notice. Attendance of a Director at a meeting of the Board of Directors shall constitute a waiver of notice of such meeting and a waiver of any and all objections to the date, time and place of the meeting or the manner in which it has been called or convened, except when a Director shall attend the meeting solely for the purpose of stating, at the beginning of the meeting, any such objection to the transaction of business.

4.5 Open and Public Meetings. All meetings of the Authority shall be conducted as required by Georgia’s “Open Meetings” law, codified as O.C.G.A. § 50-14-1 *et seq.* (the “Open

Meetings Law”), and all provisions of these bylaws shall be subject thereto. The designation by the Authority of the scheduled regular meeting place pursuant to Section 3.3, above, is intended to facilitate satisfaction of the requirements of the Open Meetings Law pertaining to a regular place of meetings.

4.6 Attendance; Quorum; Vote Required for Action. Attendance is mandatory at all scheduled and special meetings, with a maximum of three (3) allowable absences in any calendar year (special circumstances such as health issues, death, or as determined by the Authority notwithstanding). Upon properly made motion of the members, a member’s failure to attend three (3) consecutive regular meetings or failure to attend a minimum of seventy percent (70%) of such regularly scheduled meetings within any calendar year may result in the inability of a member to serve as an officer of the Authority for the upcoming calendar year. At all meetings of the Directors, the presence of a majority of the Directors eligible to vote shall be necessary and sufficient to constitute a quorum for the transaction of business, provided that all revenue bonds, notes and other obligations of the Authority shall be authorized by resolution of the Authority, adopted by a majority vote of the directors of the Authority at a regular or special meeting.

4.7 Presiding Officer. The Chairman of the Authority, or in his absence, the Vice-Chairman of the Authority, shall preside at all meetings of the Directors and may appoint such assistants as he shall deem appropriate.

4.8 Minutes. At each meeting of the Directors, the Secretary or the Recording Secretary (or such person as the Chairman may appoint) shall take attendance, count and retain ballots if any cast by the Directors, and record the acts and proceedings in written minutes. A copy of the minutes shall be given to each Director as soon as possible after the meeting and in any case, not less than five (5) days prior to the next meeting of the Directors. The minutes shall be read at the next meeting of the Directors and upon approval by the Authority, shall become the official minutes of the Authority. The Directors shall have the right to waive the reading of the minutes. The Authority shall also comply with any additional requirements of the Open Meetings Law pertaining to its minutes.

4.9 Postponement; Adjournment. If a quorum does not exist, a majority of the Directors present may postpone any meeting to another date, time or place, subject to all requirements of these bylaws and of the Open Meetings Law.

ARTICLE V OFFICERS

5.1 Number; Election; Qualifications; Term; Voting Rights; Vacancies. The Authority’s officers shall be a Chairman, a Vice-Chairman, a Secretary, a Recording Secretary and a Treasurer. The officers shall be elected by the Authority at its initial meeting and subsequently at each annual meeting. The Chairman and the Vice-Chairman shall be members and Directors of the Authority; the Secretary, Recording Secretary, and the Treasurer may, but need not, be a member of the Authority. All officers who are members of the Authority shall serve for a term of one (1) year and until their successors are elected and have qualified; all officers who are not members of the Authority shall serve for such term as may be determined by the Authority and until their successors are elected and have qualified. No member of the Authority shall hold more

than one office, except as otherwise provided in Section 5.7(f), below. Any officer who is not a member of the Authority shall have no voting rights. A vacancy in the office of Chairman, Vice-Chairman, Secretary, Recording Secretary or Treasurer shall be filled for the unexpired portion of the term by the Authority.

5.2 Standard of Conduct. The provisions of O.C.G.A. § 45-10-3 shall apply to all Directors of the Authority, and a Director of the Authority shall not engage in any transaction with the Authority. The provisions of paragraph (9) of O.C.G.A. § 45-10-3 and the preceding sentence shall be deemed to have been complied with and the Authority may purchase from, sell to, borrow from, loan to, contract with, or otherwise deal with any Director or member or any organization or person with which any Director or member of the Authority is in any way interested or involved, provided (1) that any interest or involvement by such Director or member is disclosed in advance to the Directors or members of the Authority and is recorded in the minutes of the Authority, (2) that any interest or involvement by such Director with a value in excess of \$200.00 per calendar quarter is published by the Authority one time in the legal organ in which notices of sheriffs' sales are published in each county affected by such interest, at least 30 days in advance of consummating such transaction, (3) that no Director having a substantial interest or involvement may be present at that portion of an Authority meeting during which discussion of any matter is conducted involving any such organization or person, and (4) that no Director having a substantial interest or involvement may participate in any decision of the Authority relating to any matter involving such organization or person. As used in this Section, a "substantial interest or involvement" means any interest or involvement which reasonably may be expected to result in a direct financial benefit to such Director or member as determined by the Authority, which determination shall be final and not subject to review. Nothing contained in this Section or in O.C.G.A. § 45-10-3 shall be deemed to prohibit any Director who is present at any meeting or who participates in any decision of the Authority from providing legal services in connection with any of the undertakings of the Authority or from being paid for such services.

5.3 Removal. Any officer may be removed from office for failure to adhere to the foregoing standard of conduct, by vote of the members in accordance with Section 4.6, above, at a meeting with respect to which notice of such purpose has been given. Removal of an officer from such position shall not affect his status as a Director, if he is a Director.

5.4 Chairman. The Chairman of the Authority shall be the chief executive officer of the Authority and shall have general and active management responsibility for the business and affairs of the Authority and in that capacity shall have the following powers and duties:

- (a) To preside when present at all meetings of the Directors of the Authority;
- (b) To see that all orders, resolutions and other actions of the Authority are carried into effect;
- (c) To execute in the name of the Authority all written instruments of every kind and character which the Authority or the law has authorized him to execute;
- (d) To execute, together with the Vice-Chairman, Secretary, Treasurer or Executive Director, all drafts, checks, etc. drawn against accounts of the Authority;

(e) To appoint the membership and the chairman of each committee of the Directors of the Authority;

(f) To be ex officio a member of each committee of the Directors of the Authority;

(g) To report to the Authority from time to time all matters within its knowledge that should be brought to its attention in its best interests; and

(h) To have such other powers and to perform such other duties as are incident to the office of Chairman and as may be prescribed by these bylaws, the Authority or the law.

5.5 Vice-Chairman. The Vice-Chairman of the Authority shall have the powers and shall perform the duties of the Chairman, whenever the Chairman, by reason of absence or disability is unable to act and whenever the Chairman or the Authority so directs that he do so. He shall also have such powers and shall also perform such duties as may be prescribed by these bylaws, the Authority or the law.

5.6 Secretary; Recording Secretary.

(a) The Secretary of the Authority shall have the following powers and duties:

(1) To be the custodian of the books, records and seal of the Authority;

(2) To maintain a current list of the names, addresses and telephone numbers of the Directors, the officers, the Executive Director and legal counsel;

(3) To affix and attest the seal of the Authority to such documents as the Authority may direct or that the law may require;

(4) To give such notice of meetings of the Directors as shall be directed by whomever is calling the meetings; and

(5) To have such other powers and to perform such other duties as are incident to the office of Secretary and as may be prescribed by these bylaws, the Authority or the law.

(6) To execute, together with the Chairman, Vice-Chairman, Treasurer or Executive Director, all drafts, checks, etc. drawn against accounts of the Authority;

(b) The Recording Secretary shall record the minutes of the regular and special meetings, and perform the duties of the Secretary in the absence of the Secretary or as directed by the Chairman or the Authority.

5.7 Treasurer. The Treasurer of the Authority shall be the chief financial officer of the Authority and in that capacity shall have the following powers and duties:

(a) To deposit or cause to be deposited in the name of the Authority, all monies, securities and other valuable effects, in such banks, trust companies or other depositories as shall, from time to time, be designated by the Authority;

(b) To keep accurate lists and descriptions of all accounts, properties and business transactions of the Authority;

(c) To receive and give receipts for monies due and payable to the Authority from any source whatever;

(d) To make or cause to be made such disbursements as the Authority may direct and to see to the proper drafting of all checks, drafts, notes and orders for the payment of money as required in the business of the Authority and as the Authority may direct;

(e) To execute, together with the Chairman, Vice-Chairman, Secretary or Executive Director, all drafts, checks, etc. drawn against accounts of the Authority;

(e) To render to the Chairman and to the Directors, whenever they reasonably may request it, an account of all business transacted by him on behalf of the Authority and a financial statement in form reasonably satisfactory to them, showing the financial condition of the Authority as of whatever date they reasonably may request, or at a minimum annually, and to file such audit with the state auditor, if required by law;

(f) To hold the additional office of Secretary of the Authority, should the Directors so choose;

(g) To have such other powers and to perform such other duties as are incident to the office of Treasurer and as may be prescribed by these bylaws, the Authority or the law.

5.8 Executive Director. The Authority may appoint an Executive Director who shall be an agent of the Authority with duties and responsibilities similar to those of a corporate chief operating officer. Any such Executive Director shall have general and active management responsibility for the day-to-day business and affairs of the Authority and in that capacity, subject to the direction, supervision and control of the Authority and in accordance with policies, schedules, forms and other guidelines formulated, approved and adopted by the Authority, shall have the following powers and duties:

(a) To plan and supervise the promotion, operation and maintenance of day-to-day business and affairs of the Authority and its land, facilities, equipment and services;

(b) To hire, pay, promote, train, direct, supervise, control and discharge employees;

(c) To participate in the negotiation, preparation of and execution of contracts for (i) the hiring of employees, (ii) the purchase of supplies and materials necessary for the promotion, operation and maintenance of the Authority and its land, facilities, equipment and services, and (iii) the use of the land facilities, equipment and services of the Authority;

(d) To approve and to forward to the Treasurer for payment all bills for supplies and materials necessary for the promotion, operation and maintenance of the Authority and its land, facilities, equipment and services;

(e) To execute, together with the Chairman, Vice-Chairman, Secretary or Treasurer, all drafts, checks, etc. drawn against accounts of the Authority;

(f) To direct the disbursement of salaries to all employees under his direction, supervision and control;

(g) To coordinate promotion, operation and maintenance activities with the persons responsible for the promotion, operation and maintenance of Authority property;

(h) To communicate with and to coordinate activities with all the tenants and other users of the land, facilities, equipment and services of the Authority;

(i) To communicate with the trustee of the bonds of the Authority;

(j) To plan and administer the budget for the Authority;

(k) To review requests for the use of the Authority and its land, facilities, equipment and services and to make recommendations to the Authority in connection therewith;

(l) To conduct himself at all times in his capacity as Executive Director in such a way as to effectuate the purposes of the Authority and in such a way as to be in the best interests of the Authority;

(m) To conduct the general correspondence of the Authority; and

(n) To have such other powers and to perform such other duties as may be prescribed by the Authority.

5.9 Delegation of Duties. The Authority may delegate the duties of one officer to another officer for any reason that the Authority may deem appropriate.

ARTICLE VI
NON-MEMBER OFFICERS, AGENTS AND EMPLOYEES

6.1 General. All non-member officers, agents and employees of the Authority shall serve at the pleasure of the Authority and shall receive such compensation, if any, and adhere to such conditions of employment as the Authority shall fix or as shall be fixed in any employment agreement entered into by and between the relevant person and the Authority.

ARTICLE VII
FISCAL YEAR

7.1 General. The fiscal year of the Authority shall coincide with the fiscal year of the

City, and shall be the calendar year.

ARTICLE VIII
SEAL

8.1 General. The seal of the Authority shall be in such form as the Authority may from time to time deem appropriate. The seal shall be affixed manually or by lithograph or other means of imprinting by the Secretary of the Authority or by such other officer as shall be authorized by the Authority and shall be attested by the Secretary or the Recording Secretary of the Authority.

ARTICLE IX
AMENDMENTS

9.1 General. The Authority shall have the power to amend, alter or repeal these bylaws or adopt new bylaws at any time by an affirmative vote of the majority of the Directors then in office at any regular or special meeting. Proposed amendments shall be submitted by in writing by mail, or electronically using official city email, to all Directors at least fifteen (15) days prior to the meeting at which such amendment is submitted. Such amendment shall be deemed delivered when deposited in the United States Post, properly addressed and posted, or when sent to the Directors' official city email account.



Item Report

TO: The Kennesaw Downtown Development Authority
FROM:
DATE: May 8, 2026
TITLE: Authorization for Chair to sign annual Main Street MOU

Summary:

Recommendation:

Fiscal Impact:

Attachments:

1. 2026-2027 Classic Main Street MOU_Kennesaw_encrypted_



GEORGIA DEPARTMENT
of COMMUNITY AFFAIRS

2026-2027
Classic Main Street
Memorandum of
Understanding

Due July 1, 2026

Email: Ellen.Hill@dca.ga.gov with any questions.

**GEORGIA CLASSIC MAIN STREET PROGRAM
MEMORANDUM OF UNDERSTANDING
2026-2027 PROGRAM YEAR**

This Memorandum of Understanding (“MOU”) is made and entered into this _____ day of _____, _____ (the “Effective Date”), by and between the Georgia Department of Community Affairs (“DCA”), an agency of the State of Georgia, whose address is 60 Executive Park South, NE, Atlanta, Georgia 30329, and the City/Town of Kennesaw, Georgia (“Community”), whose address is _____, collectively referred to as the Parties.

WHEREAS, the Office of Downtown Development, an office of DCA, provides technical assistance, training, and strategic planning to help local governments build vibrant, resilient downtown commercial districts;

WHEREAS, the Georgia Main Street Program is the state’s lead initiative for downtown renewal and community development, housed within the DCA’s Office of Downtown Development;

WHEREAS, DCA will enter into this MOU with the Community to provide services in return for active and meaningful participation in the Georgia Classic Main Street Program as specified below;

WHEREAS, communities that participate and meet all requirements of the Georgia Main Street Program will receive a national designation form the National Main Street Center as a Main Street America Classic community; and

WHEREAS, Classic Main Street programs receive annual accreditation through the State of Georgia and are formally designated by the National Main Street Center. Classic Main Street communities emphasize historic preservation education and economic development, leading to an active and vibrant downtown;

NOW, THEREFORE, in consideration of the foregoing, and for other good and valuable consideration, the Parties agree as follows:

Article I: Term:

1. This initial term of this MOU shall commence on the Effective Date and shall be for a period of one (1) year from the 1st day of July 2026 to the 30th day, of June 2027, unless terminated pursuant to the termination provision contained in this MOU.

Article II: The Community's Responsibilities.

1. Appoint or contract with an entity to serve as the Board of Directors for the local Main Street Program. The city council may not serve as the Main Street Board.
2. Set and review boundaries for the target area of the Main Street Program.
 - a. A copy of these boundaries should remain on file with DCA and be uploaded to the Main Street Boundary Map folder in your program's shared DCA Dropbox folder at all times.
 - b. The Community should work with the Board of Directors to review boundaries at least once every three years.
3. Employ a full-time paid professional downtown manager responsible for the daily administration of the local Main Street Program.
 - a. The downtown manager must have a job description that identifies at least seventy-five percent (75%) of their duties that relate directly to the Main Street Program. A copy of the job description should remain on file with DCA at all times.
 - b. The downtown manager should be paid a salary consistent with other community and economic development professionals within the state. The program manager's salary must be paid in excess of minimum wage.
 - c. The Community must notify DCA within one week of any downtown manager vacancy, and the Community must appoint an interim downtown manager until the position is filled. DCA must have accurate contact information for the downtown manager at all times.
 - d. The Community shall be afforded a period of thirty (30) days to assess the vacant position and publish the job opening. Programs with staff vacancies exceeding ninety (90) days may be placed under probationary status or risk forfeiture of their designation.
 - e. Provide an annual evaluation of the downtown manager. If the manager is employed by an entity other than the local government, require that entity to provide an annual evaluation and performance review.
4. Provide for local Main Street Program solvency through a variety of direct and in-kind financial support.
 - a. If the downtown manager is an employee of the local Main Street Program and not the Community, the Community assures that the program has the financial means to pay for said manager for the period of this agreement.
 - b. The local Main Street program must maintain an identifiable and publicly accessible office space. DCA recommends this space to be in the local Main Street program area.
 - c. The local Main Street program must have sufficient funding to provide travel and training for the downtown manager and the Board of Directors.
5. Assist the downtown manager in compiling data required as part of the monthly reporting process.
 - a. Provide for a positive relationship between the downtown manager and key city staff to access the following information in a timely manner:
 - i. Business license data
 - ii. Building permit data
 - iii. Property tax data
 - iv. Geographic Information Systems data (mapping support when available)
 - b. Review reported data submitted by the downtown manager to assure accuracy.
6. Use the "Main Street America™" name and logo in accordance with the Main Street

- America® policy on the use of the name “Main Street.”
7. Notify DCA in writing prior to any wholesale changes in the local program, including staff changes, major funding changes, changes in organizational structure/placement of the program, or major turnover in the board of directors. Such notice should be received by DCA one month prior to said changes. Changes may result in program probation, the loss of accreditation, or the removal of program designation.

Article III: The Board of Directors’ Responsibilities.

1. Assist the downtown manager in creating an annual work plan that incorporates incremental and meaningful goals related to the Main Street Approach™, utilizing Community Transformation Strategies and the Main Street Four Point Approach.
 - a. The work plan should include specific tasks, assignments, or a point of contact for the task, related budget needs, and a timeline.
 - b. The work plan will serve as a strategic plan for the local program for a period of three years or less.
 - c. A copy of the work plan must be on file and uploaded to the Work Plan folder in the program’s shared DCA Dropbox folder and updated annually with DCA.
2. Provide opportunities for regular public engagement and support of the Local Main Street Program.
 - a. DCA recommends a public downtown visioning event/town hall meeting annually.
 - b. The Board should identify opportunities for volunteer support and assistance in executing the work plan.
 - c. The Board should actively engage the community for financial and in-kind support of the local program.
3. Conduct at minimum one board training, orientation, or planning retreat per year for the local program.
4. Meet a minimum of ten (10) times per year and ensure that the minutes of each meeting are maintained and distributed. Such meetings should be open to the public and public notice should be given related to meeting times and agendas.
5. Attend training to become better informed about the Main Street Approach™ and trends for downtown revitalization and to support the downtown manager.
6. All Board Members are required to have at least two (2) hours of continuing education annually. Training must be documented using the required training log template and uploaded to the Training Log folder in your program’s shared DCA Dropbox folder.
7. All newly appointed Board Members are required to become Main Street 101 certified within the first six months of their first term. A copy of each Board Member’s Main Street 101 certification must be uploaded to the Training Log folder in your program’s shared DCA Dropbox folder.
8. All current Board Members must be Main Street 101 certified. A copy of each Board Member’s Main Street 101 certification must be uploaded to the Training Log folder in your program’s shared DCA Dropbox folder.
9. Assure the financial solvency and effectiveness of the Local Main Street Program.
 - a. Adopt an annual budget that is adequate to support the annual work plan, maintain an office and support staff, and provide training and travel.
 - b. Maintain current membership of the Local Main Street Program to the National Main Street Center to be eligible for accreditation.
 - c. Provide for policies to expend funds, enter into debt, and provide programming support for the local Main Street Program.

Article IV: The Downtown Manager's Responsibilities.

1. Complete all reporting required by DCA to maintain National Accreditation of the local Main Street Program.
 - a. Complete monthly economic and programming activity reports, including portions of said reports that are required as part of the local program assessment process by DCA. These reports must be completed by the last day of the following month. (Example: March report due by April 30th). Failure to complete monthly reports in a timely manner may result in program probation, the loss of accreditation, or the removal of program designation.
 - b. Participate in the annual manager's survey provided by DCA. Failure to complete the annual manager's survey by the deadline may result in the loss of accreditation.
 - c. Provide documentation of all meetings, work plans, budgets, job descriptions, and mission/vision statements for the organization.
 - d. Provide documentation to support the work of the organization as it relates to the Main Street Approach™, including information related to historic preservation as required by the National Main Street Center.
 - e. Provide, from time to time, documentation related to local ordinances, plans, codes, and policies that are specific to the Community's downtown area.
2. Participate in training to broaden the impact of the local Main Street Program.
 - a. The downtown manager and/or board members are expected to attend at least one preservation or economic development-related training annually.
 - b. The downtown manager is required to attend, at minimum, one in-person training offered by DCA Office of Downtown Development.
 - c. DCA requires managers to attend at least thirty (30) hours of training annually (including webinars, annual trainings, statewide workshops, etc.) Eligible training hours can come from both DCA and non-DCA-hosted training events. Training must be relevant to the field of downtown development, historic preservation, planning, community development, and economic development. A record of the manager's training hours must be uploaded to the Training Log folder in your program's shared DCA Dropbox folder.
3. Respond to requests by DCA in a timely manner.
4. Take advantage of the Georgia Main Street network of professional downtown managers.
5. All newly hired managers must complete in-person Main Street 101 training with DCA within the first 6 months of employment in the local community. All existing downtown managers must be Main Street 101 certified.
6. Provide regular updates between the local Main Street Program and the Community.
 - a. Managers are encouraged to provide at least quarterly reports to the local government.
 - b. Managers are encouraged to provide copies of all minutes, budgets, and work plans to the local government in a timely manner.
7. Maintain and preserve project files. Document downtown projects and other major local program information in a thorough and systematic fashion. All relevant programmatic documentation should be uploaded and stored in the DCA shared Dropbox folder created for your local program, following the organization structure outlined in DCA's "A Visual Guide to Dropbox Management" document, which is located in the "Resources" folder of the Georgia Main Street website. This is to help ensure a seamless transfer of project files to city representatives or successor managers in the event of personnel changes.

8. Submit annual assessment documentation by January 15th of the year following the program year being assessed. Documentation will include:
 - a. Completed Online Main Street America Self-Assessment
 - b. Signed Annual Assessment Affidavit and Checklist
 - c. Annual Work Plan and budget
 - d. Board Roster, Board Meeting Agendas and Minutes
 - e. Training Log for manager and board
 - f. Organizational Chart, Bylaws, Map, Mission and Vision Statement
 - g. Fully executed MOU

Every third year, the annual assessment review includes all documentation noted above plus an in-person presentation outlining how the local Main Street program meets Main Street America's Six National Community Evaluation Standards. This presentation must be delivered in person and attended by a minimum of three city representatives, including the Main Street Manager—who will lead the presentation, at least one board member, and a city representative or supervisor.

Article V: DCA's Responsibilities.

1. Supervise all communications between the Community, state government agencies and the National Main Street Center as it relates to the local Main Street Program.
2. Conduct a curriculum of training on an annual basis to assist the downtown manager, the Main Street Board, and the Community with the local downtown revitalization program.
3. Assist local Main Street Programs with organizational issues that may prevent the successful progress of the Community's downtown revitalization strategy.
 - a. DCA may assist communities in selecting candidates for the position of downtown manager as requested.
 - b. DCA may require a local Main Street Program to host an on-site assessment visit if the program has had a leadership or organization change, is currently in a probationary status, or is in jeopardy of losing accreditation or designation status.
4. Provide timely assistance and guidance to the Community as a result of requests for service, monthly reports, or the annual assessment process.
 - a. DCA may contact a community upon observation of monthly reporting abnormalities, missing data or missing reports. If a community becomes delinquent in multiple reports, DCA may contact the local board chair or city administrator about the delinquency.
 - b. DCA may assist in training local staff or volunteers in the reporting process.
 - c. DCA will provide unlimited telephone consultations with local programs.
 - d. DCA will attempt to provide on-site assistance as feasible.
5. Provide ongoing press coverage of the Georgia Classic Main Street Program, including social media outreach, to recognize and publicize the work of local programs.
6. Provide access to resource materials, sample codes and ordinances, organizational documents, and templates for local programs.
7. Conduct an annual program assessment for the Community highlighting success and opportunities for improvement.
8. Provide economic development assistance to encourage small business development, real estate development, and property rehabilitation within the downtown area.
9. Provide fee-based strategic planning assistance to the local program.

Article VI: General Provisions.

1. **Termination:**

- a. If the Community, Board of Directors, and/or Downtown Manager violate any of its responsibilities under this MOU, DCA shall thereupon have the right to terminate this MOU; however, DCA must give a written notice of this intention to do so by providing at least thirty (30) days notice to the Community.
- b. Once this MOU is terminated, the Community will lose its Classic designation and must formally reapply to participate in the Main Street Program as a Start-up program should they wish to have their previous designation reinstated.

2. **Amendments:**

- a. Either party may request changes to this MOU. Any changes, modifications, revisions, or amendments to this MOU, who are mutually agreed upon by and between the Parties to this MOU, shall be incorporated by written instrument, and effective when executed and signed by all Parties to this MOU.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the Parties hereto have affixed their signatures on the date first written above.

Kennesaw

Local Government (Community)

By: Authorized Representative

Date

Printed Name of Authorized Representative

Title of Authorized Representative

Main Street Board of Directors

By: Board Chair

Date

Printed Name of Board Chair

Date Term Expires

Downtown Manager

By: Manager

Date

Printed Name of Manager

Please check here if this position is vacant.

DCA:

By: ODD Director

Date

Printed Name of ODD Director