MINUTES OF KENNESAW DOWNTOWN DEVELOPMENT AUTHORITY MEETING
CITY OF KENNESAW
Council Chambers
September 8, 2023
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

Meeting called to order at 7:38 am by Vice-Chair David Lyons.
Members attending: David Lyons, Lexie Newhouse, Mary Jo Groeneveld, Leslie Patton, Mark Allen (arrived at 7:49).
Members absent: Ian Coats, Nimesh Patel
Staff present: Luke Howe, Miranda Taylor, Jamie Wingler (legal)

2. Approval of the Meeting Minutes

A. Approval of 8/11/23 Draft Meeting Minutes

Draft meeting minutes from the August 11, 2023 meeting were reviewed. Leslie Patton made a motion to approve the minutes as presented. Motion seconded by Lexie Newhouse. Motion passed unanimously, 4-0.

B. Approval of Draft Executive Session Minutes 8/11/23

Draft minutes from the August 11, 2023 Executive Session were reviewed by the board. Lexie Newhouse made a motion to approve the minutes as presented. Motion seconded by Leslie Patton. Motion passed unanimously, 4-0.

3. Financial Report

A. Financial Report as of 8/31/23

Leslie Patton presented the financial report with an ending cash balance of $81,699.06. In addition, 2 invoices received from Bentley, Bentley, & Bentley were reviewed. Leslie Patton made a motion to approve the financial report as presented with the addition of the legal invoices for payment; Mary Jo Groeneveld seconded the motion. Motion passed unanimously, 4-0.

4. Old Business

Leslie Patton inquired about the status of the rebranded beer festival - is there an update? Miranda advised that Mark Allen was tasked with reaching out to Atlanta Beer Festivals to discuss the board's ideas about a revamped event. The board briefly discussed options and would still like to pursue an event with a more cocktail-focused theme. Leslie pointed out that other cities have had "Cocktail Crawl" events, and Mary Jo reminded the board that they'd previously discussed a "Drinks at the Depot" theme. No action is necessary.

5. New Business

A. KDDA Flex Grant Status Discussion

Miranda Taylor advised the board that to date, only one of our flex grant recipients has submitted receipts for reimbursement. Several recipients have reported issues with getting contractors scheduled to complete the work authorized in the grant awards. Miranda asked the board if they would consider extending the reimbursement deadline to allow the grant recipients to submit receipts. David Lyons confirmed that in his line of work it is difficult to get contractors out in a timely manner to complete jobs similar to the ones represented by the grant applicants. The board discussed the issue and felt it would be appropriate to extend the deadline to the end of October, but they would like to receive regular status updates from the grant recipients if they need to use the extension. In addition, the board discussed a prorated reduction in the grant award amount if the reimbursement is not submitted by October 31. Leslie Patton made a motion to extend the grant reimbursement deadline to October 31, request regular status updates from grant recipients until the 10/31 deadline, and implement a prorated reduction if reimbursement requests exceed the 10/31 deadline. Mary Jo Groeneveld seconded the motion. Motion passed unanimously, 4-0.

B. Discussion of Main Street Program/Report of Main Street 101 Training

Mark Allen gave a brief summary of the Main Street 101 training that he attended in Canton along with David Lyons and Lexie Newhouse. He shared that the program was much more robust than they anticipated and that they learned a lot about the Main Street program that they did not know. In order to help the board become more acquainted with the requirements and approaches used by Main Street, Mark requested that we add a section to the monthly agenda to discuss Main Street. Miranda offered to provide a short training moment for the board during this agenda section for the next several meetings to get everyone up to speed. Miranda also reminded the board members who were not able to attend the session in Canton that they will need to complete the online Main Street 101 training modules, as this is a requirement for all board members. Mark Allen also proposed setting up a 501c3 (with bank account) to allow the board to accept tax-deductible donations from sponsors for KDDA/Main Street events and programs. Staff will research the fesiblity of this and report back at the next meeting.

8. Executive Session

The agenda was taken out of order: Executive Session was held between items 5.A and 5.B.

David Lyons 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 Lexie Newhouse. Those voting in favor: David Lyons, Mary Jo Groeneveld, Lexie Newhouse, and Leslie Patton. Those opposed none. The motion passed unanimously. The KDDA entered closed session at 7:48 am.

KDDA Chair Mark Allen joined the meeting (and the closed session) at 7:49 am.

David Lyons 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 Mark Allen. Those voting in favor: Mark Allen, David Lyons, Mary Jo Groeneveld, Lexie Newhouse, and Leslie Patton. Those opposed: None. The motion passed unanimously, 5-0. The KDDA exited closed session at 8:24 am.

When the board returned to open session, David Lyons made a motion to authorize Legal to proceed with negotiations related to Property A, as discussed in Executive Session. Seconded by Mark Allen. Motion passed unanimously.

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).

6. Public Comment

1. Tracey Viars spoke to inform the board that she is running for reelection to the Post 2 council seat, and shared a summary of her qualifications and community involvement.

2. Lynette Burnett spoke to inform the board of her campaign for reelection to the Post 1 council seat, and shared a summary of her qualifications and community involvement.

7. Board & Staff Comments

1. Mark Allen addressed the earlier question about the beer festival and stated that he did not have an update on the newly revamped event. He requested this item be put on the agenda next month under old business and he will reach out to Atlanta Beer Festivals for information.

2. Mark Allen and Mary Jo Groeneveld reported that the Farmers Market will be back on Monday after a 2-week hiatus (for weather and the Labor Day holiday). Several of the vendors have inquired about extending into October. Mary Jo will confirm which vendors are committed to the extension. Miranda has clearance from the Events Committee to extend through the end of October.

9. Adjourn

Meeting adjourned at 8:59 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.