

**KENNESAW DEVELOPMENT AUTHORITY  
DRAFT MEETING MINUTES  
CITY HALL COUNCIL CHAMBERS  
FEBRUARY 16, 2022 6:00 PM**

- I. Call to Order:** Meeting called to order at 6:16pm by Chair, Richard Blevins
  - a. Members Present: Richard Blevins, Matt Riedemann, Keith Palmer, Chris Davis
  - b. Members Absent: Kevin Tidwell, Justin Crocker, Bill King
  - c. Staff Present: Luke Howe, Miranda Taylor
  
- II. Approval of Minutes**
  - a. Draft Meeting Minutes 9.15.2021: Minutes from the September 15, 2021 meeting were reviewed. Matt Riedemann made a motion to approve the minutes as presented; seconded by Keith Palmer. Motion passed unanimously by a vote of 4-0.
  
- III. Announcements/Public Comment:** None
  
- IV. Financial Report:** Financials as of 1.31.22 were presented by Keith Palmer. Ending account balance is \$256,147.82. Matt Riedemann made a motion to approve the financial report as presented; seconded by Chris Davis. Motion passed unanimously by a vote of 4-0.
  
- V. Old Business:** None
  
- VI. New Business**
  - a. Election of KDA Officers: The current slate of officers is as follows: Chair – Richard Blevins; Vice-Chair – Matt Riedemann; Treasurer – Keith Palmer; Secretary – Chris Davis. Matt Riedemann made a motion to continue with the current slate of officers for the 2022 calendar year. Motion seconded by Keith Palmer. Motion passed unanimously, 4-0.
  - b. Website/Branding Discussion: Luke Howe discussed website development and branding with the group, and recommended they consider issuing an RFP for these services. This would include robust branding for the KDA/Economic Development and the development of a robust ED website, all of which relates back to the recently adopted ED Strategic Plan. Luke will prepare a draft RFP for the board to review; it is recommended to advertise the RFP for 30 days and bring proposals back to the KDA in the April meeting for review. No action required at this meeting.
  
- VII. Economic Development Director Comments**
  - a. Luke Howe provided updates on the following active projects: Tug site (South Main St.), Columns, Kennesaw 75, Oakmont (Cobb International), and East Park.
  - b. Miranda Taylor reminded the board that the City Clerk's Office is sending an email with details on the city's Internet Use Policy. Board members will need to read the policy and use the DocuSign link in the email to affirm their agreement with the policy.

**VIII. Board Comments:** None

**IX. Executive Session – Land, Legal, Personnel : None**

Pursuant to the provisions of O.C.G.A. 50-14-3, the KDA 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).

**X. Adjourn:** With no further business to discuss, Chris Davis made a motion to adjourn; seconded by Keith Palmer. Motion approved by a vote of 4-0. Meeting adjourned at 6:53 pm.

**The next scheduled meeting of the Kennesaw Downtown Development Authority will be 6:00 pm on  
March 16, 2022**

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