

KENNESAW DEVELOPMENT AUTHORITY MEETING DRAFT MINUTES

March 20, 2019
City Hall Council Chambers
6:00 p.m.

- I. Call to Order** The meeting was called to order at 6:00 pm by Chair, Richard Blevins
- Members present: Richard Blevins, Jay Brimberry, Bob Cook, Lisa Neff, Keith Palmer, Matt Riedemann
Members absent: Nimesh Patel
Staff present: Bob Fox, Miranda Taylor
Guests present: Pat Ferris
- II. Approval of Minutes** – Minutes from the February 20, 2018 meeting were reviewed. Keith Palmer pointed out a correction to the minutes: the cost of the chamber dinner previously discussed was \$175, not \$75 as written in the draft minutes. Matt Riedemann made a motion to approve the minutes as corrected; motion seconded by Bob Cook. Vote taken; motion passed unanimously, 6-0.
- III. Announcements/Public Comment** - None
- IV. Financials**
- a. The financial report was presented by Bob Cook. Keith Palmer made a motion to approve the financial report as presented, seconded by Matt Riedemann. Vote taken; motion passed unanimously, 6-0.
- V. Old Business**
- VI. New Business**
- a. Soul Brew Coffee – tax credit application process: Bob Fox discussed the background of the business development and manufacturing plans for a new business called Soul Brew Coffee. The owners are making a significant investment in building out and developing the business in a historic property, and as such would be eligible to apply for historic preservation tax credits. The application process is quite involved. Bob Fox indicated that he would like for the KDA to consider assisting with the funding for the application process, and estimates the cost to be between \$5,000 - \$7,000. If the board is amenable, staff would proceed to the next step of drafting a Memorandum of Understanding (MOU) to bring back to the board for review and approval. Board members had questions about the timeline of the application process and the awarding of the credits. Bob Fox advised that the application process takes approximately 6 months, and once awarded the tax credits to the business are spread out over multiple years. The board agreed the project has merit and asked staff to proceed with drafting an MOU for review. No action necessary on this item.

- b. Discussion of KDA website development & maintenance: The City of Kennesaw is updating/upgrading the city website. As a part of this project, it has been proposed that the website for the KDA (as well as the Kennesaw Downtown Development Authority) be combined with the city's website, rather than continuing to maintain a stand-alone website. The new page would be a part of the Economic Development section of the city website. The new page would be maintained in-house for content development and updates, which would reduce the need (and cost) for KDA to maintain an outside contract for ongoing website maintenance.

Miranda Taylor suggested that KDA consider keeping the current domain name, to prevent it being used by any other groups, but have the current domain automatically forward to the new page on the city website. Jay Brimberry suggested researching the rate to reserve the domain long-term, to take advantage of lower pricing before domain rates for .org domains increase in the near future. Miranda Taylor agreed to research the price and report back next month.

Bob Cook made a motion to approve combining the KDA website with the City of Kennesaw website. The motion was seconded by Matt Riedemann. Vote taken; motion passed unanimously, 6-0.

VII. ECONOMIC DEVELOPMENT DIRECTOR'S COMMENTS – None

VIII. EXECUTIVE SESSION – Land, Legal, Personnel

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).

IX. ADJOURN

With no further business to discuss, Jay Brimberry made a motion to adjourn, seconded by Matt Riedemann. Vote taken; motion passed with a vote of 6-0. The meeting adjourned at 6:25 pm.

Minutes recorded and submitted by:
Miranda Taylor
Economic Development Specialist

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 KDA'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.

**The next scheduled meeting of the Kennesaw Development Authority will be
6:00 p.m. on April 17, 2019**