

**KENNESAW DEVELOPMENT AUTHORITY
DRAFT MEETING MINUTES
CITY HALL COUNCIL CHAMBERS
APRIL 20, 2022 6:00 PM**

- I. Call to Order** – Meeting called to order at 6:00 by Chair, Richard Blevins.
 - a. Members present: Richard Blevins, Keith Palmer, Kevin Tidwell, Matt Riedemann, Justin Crocker, Chris Davis
 - b. Members absent: Bill King
 - c. Staff present: Luke Howe, Miranda Taylor

- II. Approval of Minutes**
 - a. Draft Meeting Minutes 2.16.2022 – Draft meeting minutes were reviewed. Matt Riedemann made a motion to approve the minutes as presented; seconded by Chris Davis. Motion passed with a vote of 4-0 (Tidwell and Crocker abstained).

- III. Announcements/Public Comment:** None

- IV. Financial Report:** Financials as of 3.31.22 were presented by Richard Blevins. Kevin Tidwell made a motion to approve the financial report as presented. Motion seconded by Matt Riedemann. Vote taken; motion passed unanimously.

- V. Old Business:** None

- VI. New Business**
 - a. Review of KDA website proposals: Luke Howe reviewed the proposals received for website and branding services. Six firms were contacted and provided the opportunity to submit a proposal; four of those firms submitted a proposal. Luke conducted interviews with each of the firms that submitted proposals to learn more about their experience and the services they provide. Based on the interview round, Luke recommended the group consider ED Suite as the service provider for this project. Keith Palmer commented that there was a wide price range in the proposals received but that all of the firms appeared to have similar annual fees associated with their services – the main difference is noted in the initial project fees. Luke Howe confirmed this observation and reminded the board that we want to make a good investment into this project and select the firm that would provide the most relevant services overall. The board inquired about the ongoing maintenance of the site, and Luke advised that we would share information with the consultant to build the site and then they will keep the site updated based on our most current information. We would outline the criteria for the projects listed on a project map, and the listing of available properties would be populated from a third-party service (like CoStar, which we currently subscribe to). The board also wanted to ensure that the site would be optimized for search engines so that our site is displayed in relevant searches. After reviewing the pricing for each proposal, Matt Riedemann made a motion to approve staff moving forward with ED Suite to

create a final proposal/contract for services. Justin Crocker seconded the motion. Vote taken; motion passed unanimously, 6-0 (King absent).

VII. Economic Development Director Comments: Luke Howe provided an update on the following active projects: East Park, Jiles Rd (Fabric.com outparcels), Columns site, and the By-Gone Treasures block (downtown).

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, Keith Palmer made a motion to adjourn; seconded by Chris Davis. Motion passed unanimously. Meeting adjourned at 6:35 pm.

The next scheduled meeting of the Kennesaw Downtown Development Authority will be 6:00 pm on May 18, 2022