



Authority Members

Mark Allen
Ian Coats
Lexie Newhouse
Nimesh Patel
Mary Jo Groeneveld
David Lyons
Leslie Patton

**Kennesaw Downtown Development Authority
Meeting Agenda
October 11, 2024 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 9.13.24
 - B. Draft Executive Session minutes 9.13.24
- 3. Financial Report**
 - A. Financial report as of 9.30.24
 - B. Review open invoices
- 4. Old Business**
- 5. New Business**
 - A. 2025 Events Discussion
- 6. Main Street Program Updates**
 - A. Review of Downtown Visioning Session results
- 7. Public Comments**
- 8. Board Comments**
- 9. Economic Development Director Comments**
- 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)
September 13, 2024
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
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1. Call to Order / Roll Call

The meeting was called to order by Chair, Mark Allen at 7:30 am.

KDDA members present: Mark Allen, Mary Jo Groeneveld, Lexie Newhouse, David Lyons, Leslie Patton, Ian Coats, Nimesh Patel

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

2. Approval of the Meeting Minutes

A. Draft meeting minutes - 8.9.24

Minutes from the August 9, 2024 meeting were reviewed. David Lyons made a motion to approve the minutes as presented. Ian Coats seconded the motion. The motion passed unanimously.

B. Draft Executive Session Minutes - 8.9.24

The board reviewed draft minutes from the Executive Session held on August 9, 2024. David Lyons made a motion to approve the Executive Session minutes as presented. Lexie Newhouse seconded the motion. The motion passed unanimously.

3. Financial Report

A. Financial Report 8.31.24

Leslie Patton presented the financial report with an ending cash balance of \$98,446.85. David Lyons made a motion to approve the financial report as presented. Nimesh Patel seconded the motion and it was approved unanimously.

B. Review open legal invoices

The board reviewed open invoices for legal services, and David Lyons made a motion to approve the invoices as presented. Lexie Newhouse seconded the motion. The

motion was approved with a vote of 7-0.

4. Old Business

A. Drinks at the Depot festival wrap up discussion

Mark Allen updated the board on the cancelation of the Drinks at the Depot event. The event was canceled due to low ticket sales. Staff will coordinate refunds with our sponsors. The board discussed the possibility of doing an RFP for new show management for the beer fest/drinks event. Mark urged the board to think about ideas for a signature event that the board could sponsor in 2025. No action required on this item.

5. New Business

6. Main Street Program Updates

A. Downtown Visioning Session Reminder

Miranda reminded the board of the downtown visioning session that is scheduled for September 26. KDDA members are encouraged to attend if possible.

B. Fall Event Summary: October First Friday, Candy Crawl, Holiday Market

Miranda reminded the board of upcoming fall events:

Oct 4 First Friday (the final concert in the 2024 season)

Oct 25 Candy Crawl

Nov 8-9 Holiday Market

No action required on this item.

7. Public Comments

Tracey Viars congratulated the board on a successful farmers market season and stated that she heard great things about the event. Kudos to Mary Jo and Lexie for their help in volunteering with the market!

8. Board Comments

No board comments.

9. Economic Development Director Comments

Luke Howe provided an update on the following ongoing/potential projects:

-2881 S. Main (old hardware building)

-Potential parking agreement with First Baptist Church

-Dale Hughes projects

10. Executive Session

1. Leslie Patton 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 David Lyons. Those voting in favor: Mark Allen, David Lyons, Mary Jo Groeneveld, Lexie Newhouse, Ian Coats, Nimesh Patel, and Leslie Patton. Those opposed none.

- The motion passed unanimously. The KDDA entered closed session at 7:31 am.
2. Leslie Patton 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 Nimesh Patel. Those voting in favor: Mark Allen, David Lyons, Mary Jo Groeneveld, Lexie Newhouse, Ian Coats, Nimesh Patel, and Leslie Patton. Those opposed none. The motion passed unanimously, 7-0. The KDDA exited closed session at 8:23 am.

- 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 to discuss, the chair called for a motion to adjourn. Lexie Newhouse made the motion and was seconded by Mary Jo Groeneveld. The motion passed unanimously and the meeting adjourned at 8:45 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.

Kennesaw Downtown Development Authority
Operating Cash Activity
For the Month Ended September 30, 2024

Beginning Cash	\$ 98,446.85
Cash Receipts:	
Interest Earned	81.41
Misc Revenue - Civic Rec	975.00
DTDF Payback	1,383.92
Main Street Burger Inc	<u>3,477.82</u>
Total Cash Receipts	<u>5,918.15</u>
Cash Disbursements:	
Pit Stop Sanitation Services	415.00
Bentley, Bentley & Bentley	1,232.50
Gaston Streets Food Truck	500.00
Big Dan's Car Wash	2,000.00
Kathryn Collier	<u>700.00</u>
Total Cash Disbursements	<u>4,847.50</u>
Ending Cash	<u><u>\$ 99,517.50</u></u>



City of Kennesaw

Income Statement

Account Summary

For Fiscal: 2023-2024 Period Ending: 09/30/2024

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 760 - KDDA FUND						
Revenue						
760-0000-34-756500-00000	FARMERS MARKET	3,000.00	3,000.00	0.00	1,022.50	1,977.50
760-0000-34-758000-00000	HOLIDAY MARKET	2,500.00	2,500.00	0.00	1,643.35	856.65
760-0000-34-758500-00000	BEER FESTIVAL REVENUE	2,500.00	2,500.00	0.00	2,500.00	0.00
760-0000-36-100000-00000	INTEREST REVENUES	1,200.00	1,200.00	84.41	940.97	259.03
760-0000-38-100700-00000	RENTS&ROYALTIES(BURGERFI) 2844 S. MAIN	40,518.00	40,518.00	3,477.82	41,733.84	-1,215.84
760-0000-38-900000-00000	OTHER (MISCELLANEOUS REV)	25.00	25.00	0.00	1,828.85	-1,803.85
	Revenue Total:	49,743.00	49,743.00	3,562.23	49,669.51	73.49
Expense						
760-7550-52-121000-00000	LEGAL SERVICES	15,000.00	15,000.00	1,232.50	8,560.91	6,439.09
760-7550-52-125000-00000	OTHER PROFESSIONAL SERV	1,500.00	1,500.00	0.00	100.00	1,400.00
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	8,400.00	8,400.00	700.00	9,100.00	-700.00
760-7550-52-325000-00000	POSTAGE	100.00	100.00	2.07	2.07	97.93
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	0.00	7,381.30	7,618.70
760-7550-52-615000-00000	FARMERS MARKET	1,560.00	1,560.00	415.00	1,228.59	331.41
760-7550-52-615500-00000	HOLIDAY MARKET	2,500.00	2,500.00	0.00	750.00	1,750.00
760-7550-52-616000-00000	BEER FESTIVAL	0.00	0.00	2,500.00	2,500.00	-2,500.00
760-7550-52-616600-00000	DOWNTOWN MERCH SHOP	0.00	0.00	0.00	130.30	-130.30
760-7550-53-119000-00000	OTHER MATERIAL & SUPPLY	0.00	0.00	0.00	420.22	-420.22
760-9000-61-611000-00000	WORKING CAPITAL RESERVE	3,483.00	3,483.00	0.00	0.00	3,483.00
	Expense Total:	49,743.00	49,743.00	4,849.57	30,173.39	19,569.61
	Fund: 760 - KDDA FUND Surplus (Deficit):	0.00	0.00	-1,287.34	19,496.12	
	Total Surplus (Deficit):	0.00	0.00	-1,287.34	19,496.12	

Income Statement

For Fiscal: 2023-2024 Period Ending: 09/30/2024

Group Summary

Account Type	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 760 - KDDA FUND					
Revenue	49,743.00	49,743.00	3,562.23	49,669.51	73.49
Expense	49,743.00	49,743.00	4,849.57	30,173.39	19,569.61
Fund: 760 - KDDA FUND Surplus (Deficit):	0.00	0.00	-1,287.34	19,496.12	-19,496.12
Total Surplus (Deficit):	0.00	0.00	-1,287.34	19,496.12	

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
760 - KDDA FUND	0.00	0.00	-1,287.34	19,496.12	-19,496.12
Total Surplus (Deficit):	0.00	0.00	-1,287.34	19,496.12	



City of Kennesaw

Balance Sheet

Account Summary

As Of 09/30/2024

Account	Name	Balance
Fund: 760 - KDDA FUND		
Assets		
760-0000-11-111200-00000	OPERATING ACCOUNT	99,517.50
760-0000-11-112100-00000	KDDA FACADE	3,664.62
760-0000-11-311100-00000	DUE FROM/TO GENERAL FUND	-2.07
Total Assets:		103,180.05
		103,180.05
Liability		
760-0000-12-260000-00000	DEPOSITS PAYABLE	3,000.00
Total Liability:		3,000.00
Equity		
760-0000-13-120000-00000	ENCUMBRANCE	-7,865.28
760-0000-13-230000-00000	CONTRIB CAP-DEVELOPERS	2,500.00
760-0000-13-411500-00000	F/B RES FOR ENCUMBRANCES	7,865.28
760-0000-13-422000-00000	F/B UNRES-UNDESIGNATED	78,183.93
Total Beginning Equity:		80,683.93
Total Revenue		49,669.51
Total Expense		30,173.39
Revenues Over/Under Expenses		19,496.12
Total Equity and Current Surplus (Deficit):		100,180.05
Total Liabilities, Equity and Current Surplus (Deficit):		103,180.05



Item Report

TO: The Kennesaw Downtown Development Authority
FROM:
DATE: October 11, 2024
TITLE: 2025 Events Discussion

Summary:

Recommendation:

Fiscal Impact:

Attachments:
None