



**Kennesaw Downtown Development Authority
Meeting Agenda
July 14, 2023 7:30 AM
City Hall Training Room**

- 1. Call to Order / Roll Call**
- 2. Approval of the Meeting Minutes**
 - A. Approval of June Special Called Meeting Minutes
 - B. Approval of 6-09-23 Executive Session Minutes
- 3. Financial Report**
 - A. Approval of May Financial Report
 - B. Approval of June Financial Report
 - C. Review and Approval of Bentley Legal Invoices
- 4. Old Business**
 - A. Feedback from Mimosa Fest attendance
- 5. New Business**
 - A. Discussion: Update on Farmers Market Season
- 6. Public Comment**
- 7. Board & Staff Comments**
- 8. 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).
- 9. 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.

**DRAFT MINUTES OF
KENNESAW DOWNTOWN DEVELOPMENT AUTHORITY MEETING
CITY OF KENNESAW
City Hall Council Chambers
June 9, 2023
7:30 AM**

Present	Chair Mark Allen Vice Chair David Lyons Treasurer Leslie Patton Secretary Mary Jo Groeneveld Nimesh Patel Leslie Patton
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1. Call to Order / Roll Call

Meeting called to order at 7:30 am by Chair Mark Allen.

Members present: Mark Allen, David Lyons, Mary Jo Groeneveld, Lexie Newhouse, Leslie Patton, Nimesh Patel

Members absent: Ian Coats

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

8. Executive Session

1. Nimesh Patel 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: Mark Allen, David Lyons, Mary Jo Groeneveld, Lexie Newhouse, Leslie Patton, and Nimesh Patel. Those opposed none. The motion passed unanimously. The KDDA entered closed session at 7:31 am.

2. Nimesh Patel 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 Lexie Newhouse. Those voting in favor: Mark Allen, David Lyons, Mary Jo Groeneveld, Lexie Newhouse, Leslie Patton, and Nimesh Patel. Those opposed: None. The motion passed unanimously, 6-0. The KDDA exited closed session at 8:08 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).

2. Approval of the Meeting Minutes

Let the meeting record reflect that Chair Mark Allen left the meeting at 8:09 am due to a prior appointment. Vice-Chair David Lyons took over running the meeting at this time.

A. Approval of 5.9.23 Meeting Minutes

The board reviewed the meeting minutes from the May 9, 2023 meeting. Lexie Newhouse made a motion to approve the minutes as presented. Motion seconded by Nimesh Patel. Motion passed unanimously, 5-0 (Allen absent).

B. Approval of 5.9.23 Executive Session Minutes

The board reviewed the executive session minutes from May 9, 2023. Nimesh Patel made a motion to approve the minutes as presented. Seconded by Lexie Newhouse. Motion passed unanimously, 5-0 (Allen absent).

3. Financial Report

A. Financial Report as of 5.31.23

Full financial report was not available due to city hall construction and staff relocation. The board reviewed an abbreviated balance sheet provided by Miranda Taylor. Leslie Steinle made a motion to table review of the May financials to the next meeting so that the board can review the full report. Motion seconded by Lexie Newhouse. Motion passed unanimously, 5-0 (Allen absent).

B. Bentley Invoices - April 2023

The board reviewed 2 Bentley invoices. Nimesh Patel made a motion to approve the invoices for payment. Motion seconded by Leslie Patton. Motion passed unanimously, 5-0 (Allen absent).

4. Old Business

5. New Business

A. Consideration of KDDA Bylaws Amendment

Vice-Chair David Lyons reviewed the proposed bylaw amendments with the board. The amended bylaws will change the board meeting day to the second Friday each month at 7:30 am, and includes email as an acceptable method for providing notices of future amendments. Leslie Patton made a motion to approve the proposed bylaw amendments as presented. Motion seconded by Nimesh Patel. Motion passed unanimously, 5-0 (Allen absent).

6. Public Comment

Councilmember Tracey Viars thanked the KDDA for their support of the First Friday concert series. It brings lots of people downtown and she has heard nothing but good feedback on the event.

7. Staff Comment

1. Lexie Newhouse reported that Marietta's May-retta Festival is scheduled for the first

weekend in May 2024, which is the same weekend we considered for our Beer/Wine Festival. The board agreed that they do not wish to compete with a neighboring city's big event, and asked Miranda to check with Events Committee to identify other available dates on the city calendar around early May.

2. David Lyons attended the Roswell Mimosa Festival following the discussion at the last meeting on rebranding the Beer/Wine Festival. The Mimosa event was well attended with fewer beverage stations. David estimated the mimosa event had about 75% female attendance. The board would like to further discuss how to rebrand the beer/wine festival to make it more effective.

3. Mary Jo Groeneveld asked for a report on the proposed easement issue at the Tug site. Luke Howe advised that they have not followed up on the request so there is no action required of the board at this time.

4. Leslie Patton inquired about the status of the East Park development. Staff advised that the for-sale townhomes and 2 of the for-rent multifamily developments are under construction. The Lidl grocery store is still slated to be part of the development, but they have not yet submitted building plans.

5. Luke Howe gave the board a general update regarding ongoing downtown development projects.

A. Main Street 101 Training Update (Miranda)

Miranda Taylor reminded the board that each member needs to complete Main Street 101 training. There are two training options available: online or in-person. The online modules must be completed within 30 days of registration. An in-person session will be offered in August at the Georgia Downtown Conference in Canton. Miranda will forward information on both options to the board and coordinate registration based on each board member's preference.

9. Adjourn

With no further business to discuss, Leslie Patton made a motion to adjourn. Motion seconded by Nimesh Patel. Motion passed unanimously. Meeting adjourned at 8:36 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 May 31, 2023

Beginning Cash	\$ 74,964.13
Cash Receipts:	
Interest Earned	108.98
Farmers Market	20.00
BurgerFi Rent	<u>3,477.82</u>
Total Cash Receipts	<u>3,606.80</u>
Cash Disbursements:	
Kathryn Collier	700.00
Bentley, Bentley & Bentley	1,044.50
Pit Stop Sanitation Services	<u>526.78</u>
Total Cash Disbursements	<u>2,271.28</u>
Ending Cash	<u><u>\$ 76,299.65</u></u>



City of Kennesaw

Income Statement

Account Summary

For Fiscal: 2022-2023 Period Ending: 05/31/2023

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 760 - KDDA FUND					
Revenue					
760-0000-34-756500-00000 FARMERS MARKET	0.00	0.00	20.00	3,420.00	-3,420.00
760-0000-34-758500-00000 BEER FESTIVAL REVENUE	9,000.00	9,000.00	0.00	625.00	8,375.00
760-0000-36-100000-00000 INTEREST REVENUES	260.00	260.00	0.00	1,119.74	-859.74
760-0000-38-100700-00000 RENTS&ROYALTIES(BURGERFI) 2844 S. MAIN	40,518.00	40,518.00	3,477.82	27,518.69	12,999.31
760-0000-38-900000-00000 OTHER (MISCELLANEOUS REV)	0.00	0.00	0.00	1,674.00	-1,674.00
760-0000-39-110000-00000 KDDA OPS - CITY FUNDING	0.00	0.00	0.00	250,689.02	-250,689.02
760-0000-39-220000-00000 PROPERTY SALE	0.00	0.00	0.00	115,749.60	-115,749.60
Revenue Total:	49,778.00	49,778.00	3,497.82	400,796.05	-351,018.05
Expense					
760-7550-52-121000-00000 LEGAL SERVICES	15,000.00	15,000.00	1,044.50	14,804.50	195.50
760-7550-52-125000-00000 OTHER PROFESSIONAL SERV	1,500.00	1,500.00	0.00	134,455.05	-132,955.05
760-7550-52-127000-00000 DESIGN & GRAPHIC DESIGN	500.00	500.00	0.00	0.00	500.00
760-7550-52-231000-00000 RENTAL OF LAND & BUILDNG	8,400.00	8,400.00	700.00	4,900.00	3,500.00
760-7550-52-325000-00000 POSTAGE	100.00	100.00	0.00	0.00	100.00
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
760-7550-52-360000-00000 DUES & FEES	165.00	165.00	0.00	0.00	165.00
760-7550-52-363000-00000 MEETING EXPENSES	100.00	100.00	0.00	51.17	48.83
760-7550-52-371000-00000 PROFESSIONAL DEVELOPMENT	600.00	600.00	0.00	0.00	600.00
760-7550-52-395000-00000 MILEAGE REIMBURSEMENT	500.00	500.00	0.00	0.00	500.00
760-7550-52-615000-00000 FARMERS MARKET	0.00	0.00	526.78	526.78	-526.78
760-7550-58-110100-00000 PRINCIPAL -LOAN FROM CITY-BURGERFI	16,093.00	16,093.00	0.00	16,092.54	0.46
760-7550-58-130000-00000 PRINCIPAL - SERIES 2019	0.00	0.00	0.00	2,975,000.00	-2,975,000.00
760-7550-58-230000-00000 INTEREST-SERIES 2019	0.00	0.00	0.00	31,358.98	-31,358.98
760-7550-58-230100-00000 INTEREST-\$300K LOAN FROM CITY BURGER...	71.00	71.00	0.00	70.48	0.52
760-9000-61-611000-00000 WORKING CAPITAL RESERVE	5,749.00	5,749.00	0.00	0.00	5,749.00
760-9100-61-109000-00000 TRANSFERS OUT - GENERAL FUND	0.00	0.00	0.00	71.80	-71.80
Expense Total:	49,778.00	49,778.00	2,271.28	3,177,331.30	-3,127,553.30
Fund: 760 - KDDA FUND Surplus (Deficit):	0.00	0.00	1,226.54	-2,776,535.25	
Total Surplus (Deficit):	0.00	0.00	1,226.54	-2,776,535.25	

Income Statement

For Fiscal: 2022-2023 Period Ending: 05/31/2023

Group Summary

Account Type	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 760 - KDDA FUND					
Revenue	49,778.00	49,778.00	3,497.82	400,796.05	-351,018.05
Expense	49,778.00	49,778.00	2,271.28	3,177,331.30	-3,127,553.30
Fund: 760 - KDDA FUND Surplus (Deficit):	0.00	0.00	1,226.54	-2,776,535.25	2,776,535.25
Total Surplus (Deficit):	0.00	0.00	1,226.54	-2,776,535.25	

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
760 - KDDA FUND	0.00	0.00	1,226.54	-2,776,535.25	2,776,535.25
Total Surplus (Deficit):	0.00	0.00	1,226.54	-2,776,535.25	



City of Kennesaw

Balance Sheet

Account Summary

As Of 05/31/2023

Account	Name	Balance	
Fund: 760 - KDDA FUND			
Assets			
760-0000-11-111200-00000	OPERATING ACCOUNT	76,299.65	
760-0000-11-112100-00000	KDDA FACADE	3,607.46	
760-0000-11-310900-00000	DUE FROM/TO GENERAL FUND	1,025.00	
	Total Assets:	80,932.11	80,932.11
Liability			
760-0000-12-190500-00000	DUE TO GENERAL FUND	51.17	
760-0000-12-253500-00000	NOTE PAYABLE-CITY OF KENNESAW-CURR	16,092.54	
760-0000-12-260000-00000	DEPOSITS PAYABLE	3,000.00	
	Total Liability:	19,143.71	
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	2,835,823.65	
	Total Beginning Equity:	2,838,323.65	
Total Revenue		400,796.05	
Total Expense		3,177,331.30	
Revenues Over/Under Expenses		-2,776,535.25	
	Total Equity and Current Surplus (Deficit):	61,788.40	
	Total Liabilities, Equity and Current Surplus (Deficit):		80,932.11

Kennesaw Downtown Development Authority
Operating Cash Activity
For the Month Ended June 30, 2023

Beginning Cash	\$ 76,299.65
Cash Receipts:	
Interest Earned (May & June)	224.79
Farmers Market	20.00
Beer Festival	1,208.00
BurgerFi Rent	<u>3,477.82</u>
Total Cash Receipts	<u>4,930.61</u>
Cash Disbursements:	
Kathryn Collier	700.00
Bentley, Bentley & Bentley	348.00
Pit Stop Sanitation Services	235.00
Southeast Electrostatic Inc	<u>1,500.00</u>
Total Cash Disbursements	<u>2,783.00</u>
Ending Cash	<u><u>\$ 78,447.26</u></u>



City of Kennesaw

Income Statement

Account Summary

For Fiscal: 2022-2023 Period Ending: 06/30/2023

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 760 - KDDA FUND					
Revenue					
760-0000-34-756500-00000 FARMERS MARKET	0.00	0.00	20.00	3,440.00	-3,440.00
760-0000-34-758500-00000 BEER FESTIVAL REVENUE	9,000.00	9,000.00	1,208.00	1,833.00	7,167.00
760-0000-36-100000-00000 INTEREST REVENUES	260.00	260.00	117.97	1,355.09	-1,095.09
760-0000-38-100700-00000 RENTS&ROYALTIES(BURGERFI) 2844 S. MAIN	40,518.00	40,518.00	3,477.82	30,996.51	9,521.49
760-0000-38-900000-00000 OTHER (MISCELLANEOUS REV)	0.00	0.00	0.00	1,674.00	-1,674.00
760-0000-39-110000-00000 KDDA OPS - CITY FUNDING	0.00	0.00	0.00	250,689.02	-250,689.02
760-0000-39-220000-00000 PROPERTY SALE	0.00	0.00	0.00	115,749.60	-115,749.60
Revenue Total:	49,778.00	49,778.00	4,823.79	405,737.22	-355,959.22
Expense					
760-7550-52-121000-00000 LEGAL SERVICES	15,000.00	15,000.00	348.00	15,152.50	-152.50
760-7550-52-125000-00000 OTHER PROFESSIONAL SERV	1,500.00	1,500.00	1,500.00	135,955.05	-134,455.05
760-7550-52-127000-00000 DESIGN & GRAPHIC DESIGN	500.00	500.00	0.00	0.00	500.00
760-7550-52-231000-00000 RENTAL OF LAND & BUILDNG	8,400.00	8,400.00	700.00	5,600.00	2,800.00
760-7550-52-325000-00000 POSTAGE	100.00	100.00	0.00	0.00	100.00
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
760-7550-52-360000-00000 DUES & FEES	165.00	165.00	0.00	0.00	165.00
760-7550-52-363000-00000 MEETING EXPENSES	100.00	100.00	0.00	51.17	48.83
760-7550-52-371000-00000 PROFESSIONAL DEVELOPMENT	600.00	600.00	0.00	0.00	600.00
760-7550-52-395000-00000 MILEAGE REIMBURSEMENT	500.00	500.00	0.00	0.00	500.00
760-7550-52-615000-00000 FARMERS MARKET	0.00	0.00	235.00	761.78	-761.78
760-7550-58-110100-00000 PRINCIPAL -LOAN FROM CITY-BURGERFI	16,093.00	16,093.00	0.00	16,092.54	0.46
760-7550-58-130000-00000 PRINCIPAL - SERIES 2019	0.00	0.00	0.00	2,975,000.00	-2,975,000.00
760-7550-58-230000-00000 INTEREST-SERIES 2019	0.00	0.00	0.00	31,358.98	-31,358.98
760-7550-58-230100-00000 INTEREST-\$300K LOAN FROM CITY BURGER...	71.00	71.00	0.00	70.48	0.52
760-9000-61-611000-00000 WORKING CAPITAL RESERVE	5,749.00	5,749.00	0.00	0.00	5,749.00
760-9100-61-109000-00000 TRANSFERS OUT - GENERAL FUND	0.00	0.00	0.00	71.80	-71.80
Expense Total:	49,778.00	49,778.00	2,783.00	3,180,114.30	-3,130,336.30
Fund: 760 - KDDA FUND Surplus (Deficit):	0.00	0.00	2,040.79	-2,774,377.08	
Total Surplus (Deficit):	0.00	0.00	2,040.79	-2,774,377.08	

Income Statement

For Fiscal: 2022-2023 Period Ending: 06/30/2023

Group Summary

Account Type	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 760 - KDDA FUND					
Revenue	49,778.00	49,778.00	4,823.79	405,737.22	-355,959.22
Expense	49,778.00	49,778.00	2,783.00	3,180,114.30	-3,130,336.30
Fund: 760 - KDDA FUND Surplus (Deficit):	0.00	0.00	2,040.79	-2,774,377.08	2,774,377.08
Total Surplus (Deficit):	0.00	0.00	2,040.79	-2,774,377.08	

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
760 - KDDA FUND	0.00	0.00	2,040.79	-2,774,377.08	2,774,377.08
Total Surplus (Deficit):	0.00	0.00	2,040.79	-2,774,377.08	



City of Kennesaw

Balance Sheet Account Summary

As Of 06/30/2023

Account	Name	Balance	
Fund: 760 - KDDA FUND			
Assets			
760-0000-11-111200-00000	OPERATING ACCOUNT	78,447.26	
760-0000-11-112100-00000	KDDA FACADE	3,618.02	
760-0000-11-310900-00000	DUE FROM/TO GENERAL FUND	1,025.00	
	Total Assets:	83,090.28	83,090.28
Liability			
760-0000-12-190500-00000	DUE TO GENERAL FUND	51.17	
760-0000-12-253500-00000	NOTE PAYABLE-CITY OF KENNESAW-CURR	16,092.54	
760-0000-12-260000-00000	DEPOSITS PAYABLE	3,000.00	
	Total Liability:	19,143.71	
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	2,835,823.65	
	Total Beginning Equity:	2,838,323.65	
Total Revenue		405,737.22	
Total Expense		3,180,114.30	
Revenues Over/Under Expenses		-2,774,377.08	
	Total Equity and Current Surplus (Deficit):	63,946.57	
	Total Liabilities, Equity and Current Surplus (Deficit):		83,090.28



Item Report

TO: The Kennesaw Downtown Development Authority
FROM:
DATE: July 14, 2023
TITLE: Feedback from Mimosa Fest attendance

Summary:

Recommendation:

Fiscal Impact:

Attachments:
None



Item Report

TO: The Kennesaw Downtown Development Authority
FROM:
DATE: July 14, 2023
TITLE: Discussion: Update on Farmers Market Season

Summary:

Recommendation:

Fiscal Impact:

Attachments:
None