



**Kennesaw Downtown Development Authority
Meeting Agenda
May 9, 2023 7:30 AM
City Hall Training Room**

- 1. Call to Order / Roll Call**
- 2. Approval of the Meeting Minutes**
 - A. Approval of April Meeting Minutes
- 3. Financial Report**
 - A. Financial report as of 4/30/23
 - B. Bentley Invoices - March 2023
- 4. Old Business**
 - A. 2023 Beer Festival Recap
- 5. New Business**
 - A. Review of Grant Applications
- 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**



**KENNESAW DOWNTOWN DEVELOPMENT AUTHORITY
DRAFT REGULAR MEETING MINUTES
APRIL 11, 2023
BEN ROBERTSON COMMUNITY CENTER
7:30 A.M.**

- I. Call to Order:** Meeting called to order by Chair Mark Allen at 7:30 am
- a. Members present: Mark Allen, Lexie Newhouse, Leslie Patton, David Lyons, Nimesh Patel, Mary Jo Groeneveld
 - b. Members absent: Ian Coats
 - c. Staff present: Luke Howe, Miranda Taylor, Councilmember Pat Ferris, Councilmember Tracey Viars
- II. Approval of Minutes**
- a. 3.14.22 Regular Meeting: Minutes reviewed by the board. Nimesh Patel made a motion to approve the minutes as presented; seconded by Lexie Newhouse. Motion passed with a vote of 5-0; Lyons abstained.
 - b. 3.14.22 Executive Session: Minutes reviewed by the board. Nimesh Patel made a motion to approve the minutes as presented; seconded by Lexie Newhouse. Motion passed with a vote of 5-0; Lyons abstained.
- III. Announcements/Public Comment:** None
- IV. Financials**
- a. Financial report as of 3.31.23: Lexie Newhouse presented the financial report with an ending cash balance of \$71,343.06. Nimesh Patel made a motion to approve the financial report as presented. Lexie Newhouse seconded the motion. Motion passed unanimously.
- V. Old Business**
- a. Farmers Market update: Mary Jo Groeneveld and Miranda Taylor presented an update on the market. The plaza location is popular with the vendors and community. We have a strong vendor list with enough interest to expand the market footprint into the parking lot, which has been encouraged by city leadership. The market social media pages promoting the market each week. Unless there are any issues to troubleshoot, this item will drop off the agenda for future meetings.
 - b. Beer Festival update: Mark Allen reminded the board we are 1 month out from this event. He is monitoring the ticket count; target is to sell between 1600-1800 tickets. If the weather is good on the day of the event, we can expect strong day-of ticket sales at the gate. All of the food truck vendor spots have been sold and we have 1 dessert cart vendor confirmed. Mark encouraged the board members to work on sponsorships and try to bring in at least one sponsor each. Next month's update will be a post-event wrap up.
- VI. New Business**
- a. Grant application review discussion: We received 14 applications prior to the 3/31 deadline. Miranda Taylor placed all received applications and back-up material in a shared google drive so that KDDA members can access, read, and score the applications. Mark Allen requested that KDDA members score each application and send their scoring sheets to Miranda no later than 4/25. Miranda will compile a summary of all scores and send to the board for review by 5/2 so that members have a chance to review the compiled scores in advance of the next KDDA meeting. The board discussed the budget for the grant awards but did not vote on a total budget allocation.
- VII. Executive Session – Land, Legal, Personnel**
- 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).
- VIII. Board Comments**
- a. Lexie Newhouse inquired about featuring the downtown logo on the panel at the closed entrance to the pedestrian underpass. This could be painted or be a banner or vinyl decal. The board liked this idea and encouraged Lexie to move forward with researching how to make this happen. David Lyons made a motion to approve a budget up to

\$500 for this project, contingent on approval from the city. Nimesh Patel seconded the motion. Motion passed unanimously, 6-0.

- b. Mark Allen reminded the board that the First Friday concerts will start in May. The KDDA's tables and chairs will be used for these events, but need to be cleaned first. He is seeking volunteers to help. Staff will confirm where there is access to water for a pressure washer and Mark will send out a date to the board.

IX. Economic Development Director Comments

- a. Luke Howe provided a general status update on the following projects: SchoolHouse Village site, Tug site, East Park, and Core/Town Kennesaw.
- b. Staff is exploring an update of our sign code to allow for additional sign types downtown, particularly lighted marquee type signs. Luke will keep the board updated on the progress.
- c. Luke plans to attend an upcoming Historic Preservation Commission meeting to discuss next steps in development of parcels within the historic district. Some of the parcels have structures that will need to be demolished due to structural integrity. Staff will keep the board updated on the status of this conversation.
- d. Miranda Taylor discussed the potential for changing the KDDA meeting location and/or day. The current meeting location (City Hall training room) is not ideal, as it requires a secure door to be propped open to allow public access to the meeting. After discussing the available options, the board expressed preference for moving the meeting back to the Council Chambers, which will require a change in meeting day. The second Friday of the month was proposed. Miranda will confirm availability with any absent members and work with the City Clerk on the process to update the KDDA bylaws to finalize the change in day. The May meeting will continue as usual on the second Tuesday; we will look to begin the new schedule in June.

- X. Adjourn:** With no further business to discuss, David Lyons made a motion to adjourn; seconded by Nimesh Patel. Motion passed unanimously. Meeting adjourned at 8:33 am.

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.

The next scheduled meeting of the Kennesaw Downtown Development Authority will be 7:30 a.m. on May 9, 2023

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

Beginning Cash	\$ 72,025.85
Cash Receipts:	
Interest Earned	114.78
Farmers Market	2,040.00
BurgerFi Rent	<u>3,477.82</u>
Total Cash Receipts	<u>5,632.60</u>
Cash Disbursements:	
City of Kennesaw loan payments	<u>2,694.32</u>
Total Cash Disbursements	<u>2,694.32</u>
Ending Cash	<u><u>\$ 74,964.13</u></u>



City of Kennesaw

Income Statement

Account Summary

For Fiscal: 2022-2023 Period Ending: 04/30/2023

		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	2,040.00	3,400.00	-3,400.00
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	1,005.58	-745.58
760-0000-38-100700-00000	RENTS&ROYALTIES(BURGERFI) 2844 S. MAIN	40,518.00	40,518.00	3,477.82	24,040.87	16,477.13
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	5,517.82	397,184.07	-347,406.07
Expense						
760-7550-52-121000-00000	LEGAL SERVICES	15,000.00	15,000.00	0.00	13,760.00	1,240.00
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 & BUILDING	8,400.00	8,400.00	0.00	4,200.00	4,200.00
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
760-7550-58-110100-00000	PRINCIPAL -LOAN FROM CITY-BURGERFI	16,093.00	16,093.00	2,690.96	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 BURGERFI	71.00	71.00	3.36	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	2,694.32	3,175,060.02	-3,125,282.02
Fund: 760 - KDDA FUND Surplus (Deficit):		0.00	0.00	2,823.50	-2,777,875.95	
Total Surplus (Deficit):		0.00	0.00	2,823.50	-2,777,875.95	

Income Statement

For Fiscal: 2022-2023 Period Ending: 04/30/2023

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	5,517.82	397,184.07	-347,406.07
Expense	49,778.00	49,778.00	2,694.32	3,175,060.02	-3,125,282.02
Fund: 760 - KDDA FUND Surplus (Deficit):	0.00	0.00	2,823.50	-2,777,875.95	2,777,875.95
Total Surplus (Deficit):	0.00	0.00	2,823.50	-2,777,875.95	

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
760 - KDDA FUND	0.00	0.00	2,823.50	-2,777,875.95	2,777,875.95
Total Surplus (Deficit):	0.00	0.00	2,823.50	-2,777,875.95	



City of Kennesaw

Balance Sheet

Account Summary

As Of 04/30/2023

Account	Name	Balance	
Fund: 760 - KDDA FUND			
Assets			
760-0000-11-111200-00000	OPERATING ACCOUNT	74,964.13	
760-0000-11-112100-00000	KDDA FACADE	3,602.28	
760-0000-11-310900-00000	DUE FROM/TO GENERAL FUND	1,025.00	
	Total Assets:	79,591.41	<u>79,591.41</u>
Liability			
760-0000-12-190500-00000	DUE TO GENERAL FUND	51.17	
760-0000-12-253500-00000	NOTE PAYABLE-CITY OF KENNESAW-CURREN	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		397,184.07	
Total Expense		3,175,060.02	
Revenues Over/Under Expenses		-2,777,875.95	
	Total Equity and Current Surplus (Deficit):	60,447.70	
	Total Liabilities, Equity and Current Surplus (Deficit):		<u>79,591.41</u>



Item Report

TO: The Kennesaw Downtown Development Authority
FROM: Miranda Taylor, Economic Development Specialist
DATE: May 9, 2023
TITLE: 2023 Beer Festival Recap

Summary:

Recap of 2023 Kennesaw Beer & Wine Festival; held on 5/6/2023

Recommendation:

Fiscal Impact:

Attachments:

None



Item Report

TO: The Kennesaw Downtown Development Authority
FROM: Miranda Taylor, Economic Development Specialist
DATE: May 9, 2023
TITLE: Review of Grant Applications

Summary:

Review and discussion of submitted applications for the Main Street on the Move grant.

Recommendation:

Fiscal Impact:

Attachments:

None