

**KENNESAW DEVELOPMENT AUTHORITY  
MEETING AGENDA  
CITY HALL COUNCIL CHAMBERS  
FEBRUARY 16, 2022 6:00 PM**

**I. Call to Order**

**II. Approval of Minutes**

- a. Draft Meeting Minutes 9.15.2021

**III. Announcements/Public Comment**

**IV. Financial Report:** Financials as of 1.31.22

**V. Old Business**

**VI. New Business**

- a. Election of KDA Officers
- b. Website/Branding Discussion

**VII. Economic Development Director Comments**

**VIII. Board Comments**

**IX. 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).

**X. Adjourn**

**The next scheduled meeting of the Kennesaw Downtown Development Authority will be 6:00 pm on  
March 16, 2022**

**KENNESAW DEVELOPMENT AUTHORITY  
DRAFT MEETING MINUTES  
CITY HALL COUNCIL CHAMBERS  
SEPTEMBER 15, 2021 6:00 PM**

- I. Call to Order:** Meeting called to order at 6:02 pm by Chair, Richard Blevins
  - a. Members Present: Richard Blevins, Chris Davis, Kevin Tidwell, Matt Riedemann, Keith Palmer, Bill King, Justin Crocker
  - b. Staff Present: Luke Howe, Miranda Taylor, Fred Bentley, Jr. (legal)
  
- II. Approval of Minutes**
  - a. Draft Special Called Meeting Minutes from the 8.25.2021 meeting were reviewed. Kevin Tidwell made a motion to approve the minutes as presented; seconded by Keith Palmer. Vote taken; motion approved by a vote of 5-0 with Riedemann and Crocker abstaining.
  
- III. Announcements/Public Comment:** Justin Crocker was officially sworn in by the Mayor on Monday and joins us for his first KDA meeting tonight. Welcome Justin and thank you for your willingness to serve!
  
- IV. Financial Report:** Financials as of 8.31.21: Keith Palmer presented the financial report, with an ending balance of \$190,566.72. Matt Riedemann made a motion to approve the financials as presented; seconded by Bill King. Vote taken; motion passed with a vote of 7-0.
  
- V. Old Business**
  - a. Review of ED Strategic Plan: Luke Howe presented a summary of the ED Strategic Plan document and thanked the KDA for participating in the process. One of the recommendations from the plan related to creating marketing collateral items to help sell Kennesaw and attract new projects/businesses. Luke shared with the board that we will be working on these items in the coming months. We have an excellent in-house communications team that will assist. The plan outlines a need for the City to better utilize our authorities and boards (like KDA) and we will be bringing forward ideas to do this. As we work to increase our effective use of KDA, we will include some branding and website work for the board; staff will bring these items forward for discussion and consideration at future meetings.
    - i. Chris Davis noted that he would like to gain a better understanding of how action plans would be developed based on the plan and how we will track and measure success for KDA. He would like the KDA to clearly outline priorities and to know the vision/direction from the City, so that KDA can then align their activities with stated priorities and track success. The board discussed this being a good way to ensure that KDA is operating effectively.
    - ii. After general discussion of the draft strategic plan document, Matt Riedemann made a motion to approve the ED Strategic Plan and to move it forward for consideration/adoption by Mayor & Council. Chris Davis seconded the motion.

The motion passed with a vote of 7-0.

**VI. New Business**

**VII. Economic Development Director Comments**

- a. Fred Bentley, Jr reported on the status of the Amended and Restated Agreement with Cobb Housing after the closing of the bonds for Walton Ridenour. The revenue sharing spreadsheet was finalized after closing. As shared at the last meeting, the agreement was updated to include language that will not require an administrative fee payment to KDA in the event that there is any year that the project pays property taxes. The dispute procedures were updated to include mediation and arbitration to resolve any disputes. No additional action is required by the board, however the Chair will need to sign and execute the final document as approved at the August meeting.
- b. Luke Howe provided updates on the following projects: Columns, TPA (Tug property on South Main), Common Grounds Plaza, Core, and East Park.

**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, Matt Riedemann made a motion to adjourn, seconded by Kevin Tidwell. Motion passed with a vote of 7-0. Meeting adjourned at 6:53 pm.

**The next scheduled meeting of the Kennesaw Downtown Development Authority will be 6:00 pm on  
October 20, 2021**

**CITY OF KENNESAW**

**Balance Sheet By Fund**

**January 31, 2022**

FUND 780: KENNESAW DEVELOPMENT AUTHORITY

Account Number	Account Name	Beginning Balance	CPTD Debit	CPTD Credit	CYTD Debit	CYTD Credit	Ending Balance
<b>ASSETS</b>							
780.0000.11.111200.00000	OPERATING ACCOUNT	292,589.02	0.00	10,000.00	434.88	36,876.08	256,147.82
Total Assets		\$ 292,589.02	\$ 0.00	\$ 10,000.00	\$ 434.88	\$ 36,876.08	\$ 256,147.82
<b>LIABILITIES</b>							
780.0000.12.110000.00000	ACCOUNTS PAYABLE	\$ 26,876.08	\$ 0.00	\$ 0.00	\$ 26,876.08	\$ 0.00	\$ 0.00
780.0000.12.190500.00000	DUE TO GENERAL FUND	500.00	0.00	0.00	0.00	0.00	500.00
Total Liabilities		\$ 27,376.08	\$ 0.00	\$ 0.00	\$ 26,876.08	\$ 0.00	\$ 500.00
<b>FUND EQUITY</b>							
780.0000.13.240000.00000	CONTRIB CAP-INTERGOV	(145,000.00)	0.00	0.00	0.00	0.00	(145,000.00)
780.0000.13.422000.00000	F/B UNRES-UNDESIGNATED	410,212.94	10,000.00	0.00	10,000.00	434.88	400,647.82
Total Fund Equity		\$ 265,212.94	\$ 10,000.00	\$ 0.00	\$ 10,000.00	\$ 434.88	\$ 255,647.82
Total Liabilities and Fund Equity		\$ 292,589.02	\$ 10,000.00	\$ 0.00	\$ 36,876.08	\$ 434.88	\$ 256,147.82

Fund # 780 KENNESAW DEVELOPMENT AUTHORITY

Account #	Ref #	Account Name	Check #	Date	Description/Vendor Name	Debit	Credit	Balance
Type Vendor/Whse		PO/Stock Bank /Stock Known by	Project		Grant Task WO #			
780.0000.11.111200.00000		OPERATING ACCOUNT						
					Beginning Balance			266147.82
JE	13771		012822		FY22 budgeted inter fund trans		10000.00-	256147.82
					- Ending Balance -		10000.00-	256147.82
780.0000.12.190500.00000		DUE TO GENERAL FUND						
					Beginning Balance			500.00-
					- Ending Balance -			500.00-
780.0000.13.240000.00000		CONTRIB CAP-INTERGOV						
					Beginning Balance			145000.00
					- Ending Balance -			145000.00
780.0000.13.422000.00000		F/B UNRES-UNDESIGNATED						
					Beginning Balance			323704.78-
					- Ending Balance -			323704.78-
780.0000.36.100000.00000		INTEREST REVENUES						
					Beginning Balance			434.88-
					- Ending Balance -			434.88-
780.7880.53.102000.00000		ED STAFF SUPPORT						
					Beginning Balance			
JE	13771		012822		FY22 budgeted inter fund trans	10000.00		10000.00
					- Ending Balance -	10000.00		10000.00
					- Fund 780 Total -	10000.00	10000.00-	86508.16

**CITY OF KENNESAW**  
**Income Statement by Fund**  
**For the Period Ending January 31, 2022**

FUND 780: KENNESAW DEVELOPMENT AUTHORITY

Account Number	Account Name	Original Budget	Revised Budget	Current Period to Date Actual	Current Year to Date Actual	Available Budget	Percent of Budget Remaining
REVENUES							
780.0000.36.100000.00000	INTEREST REVENUES	2,000.00	2,000.00	0.00	434.88	1,565.12	78.26%
780.0000.39.310500.00000	WALTON RIDENOUR APTS	105,766.00	105,766.00	0.00	0.00	105,766.00	100.00%
780.0000.39.400000.00000	USE OF PY RESERVES	47,384.00	47,384.00	0.00	0.00	47,384.00	100.00%
Total Revenues		\$155,150.00	\$155,150.00	\$ 0.00	\$ 434.88	\$154,715.12	99.72%
EXPENDITURES							
780.7880.52.121000.00000	LEGAL SERVICES	25,000.00	25,000.00	0.00	0.00	25,000.00	100.00%
780.7880.52.125000.00000	OTHER PROFESSIONAL SERV	23,000.00	23,000.00	0.00	0.00	23,000.00	100.00%
780.7880.52.332000.00000	MARKETING	250.00	250.00	0.00	0.00	250.00	100.00%
780.7880.52.350000.00000	TRAVEL	500.00	500.00	0.00	0.00	500.00	100.00%
780.7880.52.363000.00000	MEETING EXPENSES	200.00	200.00	0.00	0.00	200.00	100.00%
780.7880.52.370000.00000	CONFERENCE FEES	700.00	700.00	0.00	0.00	700.00	100.00%
780.7880.52.395000.00000	MILEAGE REIMBURSEMENT	200.00	200.00	0.00	0.00	200.00	100.00%
780.7880.52.600000.00000	SPECIAL EVENTS	300.00	300.00	0.00	0.00	300.00	100.00%
780.7880.53.102000.00000	ED STAFF SUPPORT	10,000.00	10,000.00	10,000.00	10,000.00	0.00	0.00%
780.7880.53.103000.00000	BUSINESS DEVELOPMENT	25,000.00	25,000.00	0.00	0.00	25,000.00	100.00%
780.7880.61.108500.00000	TRANSFER OUT - GENERAL FUND	70,000.00	70,000.00	0.00	0.00	70,000.00	100.00%
Total Expenditures		\$155,150.00	\$155,150.00	\$ 10,000.00	\$ 10,000.00	\$145,150.00	93.55%

Excess (Deficiency) of Revenues over Expenditures

\$	0.00	\$	0.00	\$(10,000.00)	\$(9,565.12)	\$	9,565.12	0.00%
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