

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

I. Call to Order

II. Approval of Minutes

- a. Draft Meeting Minutes 2.16.2022

III. Announcements/Public Comment

IV. Financial Report: Financials as of 3.31.22

V. Old Business

VI. New Business

- a. Review of KDA website proposals

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
May 18, 2022**

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

- I. Call to Order:** Meeting called to order at 6:16pm by Chair, Richard Blevins
 - a. Members Present: Richard Blevins, Matt Riedemann, Keith Palmer, Chris Davis
 - b. Members Absent: Kevin Tidwell, Justin Crocker, Bill King
 - c. Staff Present: Luke Howe, Miranda Taylor

- II. Approval of Minutes**
 - a. Draft Meeting Minutes 9.15.2021: Minutes from the September 15, 2021 meeting were reviewed. Matt Riedemann made a motion to approve the minutes as presented; seconded by Keith Palmer. Motion passed unanimously by a vote of 4-0.

- III. Announcements/Public Comment:** None

- IV. Financial Report:** Financials as of 1.31.22 were presented by Keith Palmer. Ending account balance is \$256,147.82. Matt Riedemann made a motion to approve the financial report as presented; seconded by Chris Davis. Motion passed unanimously by a vote of 4-0.

- V. Old Business:** None

- VI. New Business**
 - a. Election of KDA Officers: The current slate of officers is as follows: Chair – Richard Blevins; Vice-Chair – Matt Riedemann; Treasurer – Keith Palmer; Secretary – Chris Davis. Matt Riedemann made a motion to continue with the current slate of officers for the 2022 calendar year. Motion seconded by Keith Palmer. Motion passed unanimously, 4-0.
 - b. Website/Branding Discussion: Luke Howe discussed website development and branding with the group, and recommended they consider issuing an RFP for these services. This would include robust branding for the KDA/Economic Development and the development of a robust ED website, all of which relates back to the recently adopted ED Strategic Plan. Luke will prepare a draft RFP for the board to review; it is recommended to advertise the RFP for 30 days and bring proposals back to the KDA in the April meeting for review. No action required at this meeting.

- VII. Economic Development Director Comments**
 - a. Luke Howe provided updates on the following active projects: Tug site (South Main St.), Columns, Kennesaw 75, Oakmont (Cobb International), and East Park.
 - b. Miranda Taylor reminded the board that the City Clerk's Office is sending an email with details on the city's Internet Use Policy. Board members will need to read the policy and use the DocuSign link in the email to affirm their agreement with the policy.

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, Chris Davis made a motion to adjourn; seconded by Keith Palmer. Motion approved by a vote of 4-0. Meeting adjourned at 6:53 pm.

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

DRAFT

CITY OF KENNESAW

Balance Sheet By Fund

March 31, 2022

FUND 780: KENNESAW DEVELOPMENT AUTHORITY

Account Number	Account Name	Beginning Balance	CPTD Debit	CPTD Credit	CYTD Debit	CYTD Credit	Ending Balance
ASSETS							
780.0000.11.111200.00000	OPERATING ACCOUNT	292,589.02	0.00	0.00	3,195.96	36,876.08	258,908.90
Total Assets		\$ 292,589.02	\$ 0.00	\$ 0.00	\$ 3,195.96	\$ 36,876.08	\$ 258,908.90
LIABILITIES							
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
FUND EQUITY							
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	0.00	0.00	10,000.00	3,195.96	403,408.90
Total Fund Equity		\$ 265,212.94	\$ 0.00	\$ 0.00	\$ 10,000.00	\$ 3,195.96	\$ 258,408.90
Total Liabilities and Fund Equity		\$ 292,589.02	\$ 0.00	\$ 0.00	\$ 36,876.08	\$ 3,195.96	\$ 258,908.90

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			258908.90
					- Ending Balance -			258908.90
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			1274.18-
					- Ending Balance -			1274.18-
780.0000.38.900000.00000		OTHER (MISCELLANEOUS REV)						
					Beginning Balance			1921.78-
					- Ending Balance -			1921.78-
780.7880.53.102000.00000		ED STAFF SUPPORT						
					Beginning Balance			10000.00
					- Ending Balance -			10000.00
					- Fund 780 Total -			86508.16

CITY OF KENNESAW
Income Statement by Fund
For the Period Ending March 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	1,274.18	725.82	36.29%
780.0000.38.900000.00000	OTHER (MISCELLANEOUS REV)	0.00	0.00	0.00	1,921.78	(1,921.78)	0.00%
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		<u>\$155,150.00</u>	<u>\$155,150.00</u>	<u>\$ 0.00</u>	<u>\$ 3,195.96</u>	<u>\$151,954.04</u>	<u>97.94%</u>
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	0.00	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	\$ 0.00	\$ 10,000.00	\$145,150.00	93.55%
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Excess (Deficiency) of Revenues over Expenditures

\$ 0.00	\$ 0.00	\$ 0.00	\$(6,804.04)	\$ 6,804.04	0.00%
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