



**CITY OF KINGSLAND, GEORGIA
DOWNTOWN DEVELOPMENT AUTHORITY
AGENDA • JANUARY 15, 2025
MINUTES**

4:30 PM

I. Call to Order

- Jolene Andersen, Chair
- Jesse Merck, Vice-Chair
- Paul Chamberlain, Treasurer
- Kristy Chance, Councilwoman & Board Member
- Theresa Farrell, Board Member
- Amanda Moore, Board Member

II. Agenda Amendments

Andersen adds 6B: Open Board Position and 6C: Discussion of Treasurer Position. Chamberlin made a motion to accept the amendments to the agenda, seconded by Moore. Motion carried unanimously.

III. Approval of Financials

October-November 2024 financials were included in the meeting packet, which were emailed prior to the meeting. A motion to approve the financials was made by Chamberlin; seconded by Farrell. Motion carried unanimously.

IV. Approval of Meeting Minutes

A. Minutes of the Previous Meeting

December 2024 minutes were included in the meeting packet, which was emailed prior to the meeting. A motion to approve the December 2024 minutes as presented by Moore; seconded by Chamberlin. Motion carried unanimously.

V. Old Business

A. Organization Committee

1. Strategic Plan

No major updates. No further action required at this time.

B. Business Development Committee

1. New Downtown Businesses

No New Businesses for the month of December 2024. No further action required at this time.

C. Design Committee

1. **Downtown Landscaping**

Chamberlin updated about the downtown landscaping and that he is still planning to reach out to Gage Tree Service on a maintenance contract. No further action required at this time.

2. **Tree Keeping/Maintenance Plan Update**

It was mentioned that the tree cutting that was done beside The Lawn was not done properly. The city will follow up with the contractor to see if they can resolve the issues. No further action required at this time.

D. Promotions Committee

1. **Downtown Promotions & Events Update**

Farrell updated the board on her feedback with meeting the Catfish Festival vendors. She explained that there were many positive aspects from each of them and overall heard from the vendors it was a great success. No further action required at this time.

2. **Mardi Gras**

Andersen updated the board that the Mardi Gras Festival was coming together but that she would be looking for volunteers to help with Vendor Check-In. No further action at this time.

E. Land Acquisition Committee

1. **Property Acquisition Updates**

The downtown property the KDDA was looking at has been sold. Andersen met with the owner and were able to discuss the plans for the property. No further action required at this time.

VI. New Business

A. Facade Grant Application Approval

Facade Grant updates were tabled until the next meeting in February as the board will look over the application and make any necessary changes. Harper will ask Brunswick DDA for a copy of their facade grant as reference. No further action required at this time.

B. Open Board Position

Andersen discussed with Paul moving into the City Council's position on the board, that opens his previous spot to be filled. Andersen asked the board to consider who they would like to see in that position and send the application to those who would be interested in joining. No further action required at this time.

C. Discussion of Treasurer Position

Andersen also stated that due to a conflict in interest, Chamberlin will also step down at Board Treasurer. Andersen asked the board members to consider filling this

position. A motion was made by Moore to accept Paul's resignation as Treasurer; seconded by Farrell. A vote was tabled to next board meeting in February 2025 to assign a new Treasurer for the board. No further action required at this time.

VII. Announcements

A. Next Regularly Scheduled Meeting | February 19, 2025

Next regularly scheduled meeting for February will be Wednesday, February 19, 2025 at 4:30pm.

Tonya reminded board about gift cards and prizes for Holiday Lights Contest winners. No further action required at this time.

VIII. Adjourn

Motion to adjourn at 5:12 pm by Moore; seconded by Farrell. Motion carried unanimously.