CITY OF KINGSLAND, GEORGIA
DOWNTOWN DEVELOPMENT AUTHORITY
AGENDA ● FEBRUARY 19, 2025
MINUTES

4:30 PM

I. Call to Order

○ Jolene Andersen, Chair
○ Jesse Merck, Vice-Chair
○Nicholas McCoy, Board Member
○ Paul Chamberlin, Councilman & Board Member
○ Theresa Farrell, Board Member
○ Amanda Moore, Board Member

II. Agenda Amendments

Andersen adds under Design Committee C: Discussion | 401 N. Lee Street and under New Business 6C: MOU Approval. McCoy made a motion to accept the amendments to the agenda, seconded by Merck. Motion carried unanimously.

III. Approval of Financials

December 2024 financials were included in the meeting packet, which were emailed prior to the meeting. Harvey notated that she would get a finalized total from the Catfish Festival fundraiser and report back to the board. A motion to approve the financials was made by Merck; seconded by Farrell. Motion carried unanimously.

IV. Approval of Meeting Minutes

A. Minutes of the Previous Meeting

January 2025 minutes were included in the meeting packet, which was emailed prior to the meeting. A motion to approve the January 2025 minutes as presented by Farrell; seconded by McCoy. 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 January 2025. No further action required at this time.

C. Design Committee

1. Downtown Landscaping

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

2. Tree Keeping/Maintenance Plan Update

No major updates on the tree keeping. Chamberlin did note that the Lawn had been vandalized two weekends in a row. The city had to regrade the ground and will be placing contractor grade grass seed. No further action required at this time.

3. Discussion | 401 N. Lee Street

Kimball brought forth to the KDDA Board, that the owner of Sunset Funeral Home has purchased the lot on 403 N. Lee Street and would like to build a new building and tear down the current house on the property, as he needs more parking. After a discussion was held, a motion was made by Andersen to recommend denying the zoning change, as it is registered as a contributing historical valued property and the intended use is not presently allowed; seconded by Merck. Motion carried unanimously.

D. Promotions Committee

1. Downtown Promotions & Events Update

Farrell updated the board that she had nothing new to report. No further action required at this time.

2. Mardi Gras

Andersen updated the board that the Mardi Gras Festival was 9 days away. She requested volunteers to help with vendor check-in and also to judge the parade. No further action required at this time.

E. Land Acquisition Committee

1. Property Acquisition Update

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

Andersen asked the board to review the updated Façade Grant Application. A discussion was held and a motion to accept the Façade Grant as presented was made by Chamberlin; seconded by McCoy. Motion carried unanimously.

B. Treasurer Election

Andersen asked the board members to consider filling the Treasurer position. McCoy will get back with Jolene shortly, in regards to this position. Andersen will continue reviewing the finances until someone is selected. No further action required at this time.

C. MOU Approval

Andersen announced that a poll was taken via email in regards to an MOU being created between Camden Connection and the Kingsland Downtown Development Authority to help with their community health event. Chamberlin suggested looking into an MOU that we can create for ongoing usage. Harvey to look into this. Chamberlin made a motion to accept the MOU; seconded by McCoy. Moore abstained from the vote due to conflict with it being her employer. Motion carried with one abstain.

VII. **Announcements**

A. Next Regularly Scheduled Meeting | March 19, 2025

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

VIII. **Adjourn**

Motion to adjourn at 5:05 pm by Merck; seconded by Moore. Motion carried unanimously.