CITY OF KINGSLAND, GEORGIA
DOWNTOWN DEVELOPMENT AUTHORITY
AGENDA ● MARCH 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 proposed the flowing amendments to the agenda:

- 6C: Election of Treasurer
- 6D: KDDA Scholarships
- 6E: Catfish Festival Planning Needs
- 6F: Board Vacancy
- 6G: Property Subdivision

Farrell made a motion to accept the amendments to the agenda, seconded by McCoy. The motion carried unanimously.

III. Approval of Financials

The January 2025 financials were included in the meeting packet and emailed prior to the meeting. A motion to approve the financials was made by McCoy, seconded by Merck. The motion carried unanimously.

IV. Approval of Meeting Minutes

A. Minutes of the Previous Meeting

The February 2025 minutes were included in the meeting packet and emailed prior to the meeting. Andersen noted that Paul Chamberlin was listed twice in the Call to Order and requested the second entry be removed. Beard acknowledged the correction. A motion to approve the February 2025 minutes with the revision was made by Farrell, seconded by McCoy. The 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

Andersen reported that Living Lenz has relocated to the Hooks Leather Shop building. Beard added that a sign has been placed at the former location of Living Lenz, indicating that The Bloom Bar will be moving in. No further action required at this time.

C. Design Committee

1. Downtown Landscaping

Chamberlin was not in attendance to give an update. No further action required at this time.

2. Tree Keeping/Maintenance Plan Update

Chamberlin was not in attendance to give an update. No further action required at this time.

D. Promotions Committee

1. Downtown Promotions & Events Update

Farrell updated the board about the Kingsland Carnival that takes place this week at The Lawn. No further action required at this time.

2. Mardi Gras

Andersen reported that the Mardi Gras Festival was a great success. She expressed appreciation for the hard work of City staff and emphasized her gratitude for KBAY's partnership with the City. No further action required at this time.

E. Land Acquisition Committee

1. Property Acquisition Updates

Andersen reported that the downtown property previously of interest to KDDA has been sold. She met with the new owner to discuss development plans. Harvey noted that work is already underway on the site. Andersen stated that the project will be completed in phases, with the first phase focusing on the establishment of a Food Court. No further action required at this time.

VI. New Business

A. Discussion for 2025 Slate of Officers

Andersen expressed her interest in continuing to serve as Chair, and Merck expressed interest in continuing as Vice-Chair. Andersen will send out an email to remind the board, and a vote will be held at the next meeting. No further action required at this time.

B. City Department Luncheon

Andersen highlighted the City's support of their programs and suggested hosting a City-Wide Luncheon to show appreciation. She requested board approval for up to

$2,500 to host the event. Merck made a motion to approve up to $2,500 and proceed with the logistics, seconded by Farrell. McCoy proposed that only downtown restaurants be invited to bid on hosting the luncheon. The motion carried unanimously.

C. Election of Treasurer

Andersen stated that, per the DDA's by-laws, the board must have a Treasurer. She nominated Nicholas McCoy as Treasurer, seconded by Farrell. McCoy abstained from the vote due to the conflict of being nominated. The motion carried with one abstention.

D. KDDA Scholarships

Andersen reported that Beard has sent out redacted scholarship applications to the board for review. Board members are asked to return their votes to Beard by Wednesday, April 2nd, 2025. Andersen confirmed she will attend the CCHS Scholarship Night on May 20th, 2025, at 6 PM on behalf of the Kingsland DDA. No further action required at this time.

E. Catfish Festival Vendor Guidelines, Fee Structure, Catfish Dinners and assigning a board member to each program element

Andersen asked the board to review the guidelines and fee structure for the Catfish Festival. After discussion, it was agreed to raise the electricity fee to $40 to cover rising power costs. Harvey suggested the Kingsland DDA consider building another generator board to reduce connection and disconnection fees. A motion was made by McCoy to approve the fee structure with the power fee increase to $40, seconded by Merck. The motion carried unanimously. Andersen asked if the board wished to continue having a sole source for the Catfish Dinners. McCoy proposed discussing with the Kingsland Lions Club to become the sole source non-profit. Andersen requested another month for the board to decide, with Harvey suggesting Kingsland Fire Rescue as another potential option. No further action required at this time. Harvey emphasized the importance of board members understanding the festival's operations. Andersen proposed assigning a board member to each festival area based on their strengths. Harvey will compile a list of areas. No further action required at this time.

F. Board Vacancy

Andersen reported that three applications have been received for the board vacancy. She will email all three applications to the board, and a vote will be held at the next meeting. No further action required at this time.

G. Property Subdivision

Andersen provided the board with the 80-acre tax sheet for the property gifted to the DDA years ago, originally valued at $150,000 and now worth over $400,000. She explained that much of the land is wetlands, but a portion is not. The First African

Missionary Baptist Church has expressed interest in purchasing a parcel adjacent to their property. Andersen met with Planning & Zoning to confirm that subdividing the land is feasible. She also consulted with AKM Surveying, the original surveyor, and proposed spending $800 for a survey of the section the church is interested in. After the survey, an appraisal will be done to determine its value. A motion was made by Farrell to approve the $800 for the survey, seconded by Merck. The motion carried unanimously.

VII. **Announcements**

A. Next Regularly Scheduled Meeting 04/16/2025

Next regularly scheduled meeting for April will be Wednesday, April 16, 2025 at 4:30pm and Andersen stated the board has homework to complete before the next meeting.

VIII. **Adjourn**

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