CITY OF KINGSLAND, GEORGIA
DOWNTOWN DEVELOPMENT AUTHORITY
AGENDA ● APRIL 16, 2025
MINUTES

4:30 PM

I. Call to Order

○ Jolene Andersen, Chair
○ Jesse Merck, Vice-Chair
○ Nicholas McCoy, Treasurer/Secretary
○ Paul Chamberlin, Board Member
○ Theresa Farrell, Board Member
○ Amanda Moore, Board Member

II. Agenda Amendments

Andersen proposed the following amendments to the agenda:

- **Ca:** Downtown Projects
- **E:** Property Committee
- **Eb: Amendment to C1A**

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

III. Approval of Financials

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

IV. Approval of Meeting Minutes

A. Minutes of the Previous Meeting

The March 2025 minutes were included in the meeting packet and emailed prior to the meeting. A motion to approve the March 2025 minutes was made by Chamberlin, seconded by Farrell. The motion carried unanimously.

V. Old Business

A. Organization Committee

1. Strategic Plan

Harvey updated the board that Darren had spoken with Jason Colley with Georgia Power and he offered his services free of charge to help facilitate a strategic planning session with the KDDA. Jason would just ask that the KDDA

Board to make a list of what they would like to accomplish in the session prior to. The board requested the RFP documents to review. Chamberlin suggested doing a survey. No further action required at this time.

B. Business Development Committee

1. New Downtown Businesses

Andersen reported that The Bloom Bar has received their business license and will be opening in May of 2025. No further action required at this time.

C. Design Committee

1. Downtown Projects

Chamberlin gave an update on The Lawn & sidewalks project on Royal Parkway. The Lawn is awaiting Atlanta Gas to do an encroachment permit before proceeding in completing the driveways. Also, the city will be working on getting a ½ mile sidewalk and crosswalk created on the North side of Royal Parkway, adjacent to The Lawn. Harvey updated the board that the city is looking into possible pre-fabricated buildings for adding restrooms on property. Chamberlin asked about looking into purchasing a moveable stage. No further action required at this time.

2. Tree Keeping/Maintenance Plan Update

Chamberlin had no update on the tree keeping. No further action required at this time.

D. Promotions Committee

1. Downtown Promotions & Events Update

Farrell had no updates at this time for events in the downtown area. Andersen requested a status on how the carnival did and Pafford updated the board that the DDA made approximately $18,000 in profit from ticket sales. Pafford said that the carnival company would like to enter into another contract. No further action required at this time.

2. City Department Luncheon

Andersen reported that she obtained a bid for the catering of the City Department Luncheon from Wandaful Things. The bid she received did come under the motion made at the last meeting of up to $2,500, as her bid was right at $2,200. She did ask the Lions Club if they would like to cater this and they've declined this offer. Andersen also has called Steffens several times but was unable to get ahold of anyone. No futher action required at this time.

E. Property Committee

1. Property Updates

Andersen distributed an Environmental Studies proposal from RLC. The KDDA reviewed that proposal and Andersen called for a motion. Chamberlin motioned to approve up to $2,600 for an environmental consultation of parcel 094 039H; seconded by Farrell. The motion carried unanimously. Beard will take the proposal and send it to the City's Purchasing Director for her to bid out the project.

2. Amendments to C1A

Andersen and the property committee have been discussing amending the C1A ordinance in the Kingsland Historic District. The property committee will meet prior to May's meeting to discuss these changes and report back to the DDA Board with their recommendations. No further action required at this time.

VI. New Business

A. Election for 2025 Slate of Officers

<u>Slate of Officers for 2025</u>
Chair: Jolene Andersen
Vice-Chair: Jesse Merck
Treasurer/Secretary: Nicholas McCoy
Farrell made a motion to accept the slate as presented; seconded by Moore. Motion carried unanimously.

B. GIRMA Certificate of Coverage & Georgia DCA Authority

A copy of the GIRMA Certificate of Coverage was provided to the Kingsland DDA and they are covered under the City's policy. Also, a copy of the KDDA annual authority registration was provided through the DCA. No further action required at this time.

C. Annual Audit Information

The Annual Audit Information was provided by Finance Director, Filiz Morrow for the previous fiscal year's budget. No further action required at this time.

D. Board Vacancy

Pafford went over the board vacancy votes and there were 4 votes to Jessica Spinks and 2 to Stephanie Slusser. Moore made a motion to send the recommendation of Jessica Spinks to council; seconded by Farrell. Motion carried unanimously.

E. Catfish Festival

Harvey and Beard will work on a list of Catfish Festival duties needed for the DDA to sign up for.

Andersen requested to set a $15,000 budget for this year's entertainment schedule of the Catfish Festival. A motion to approve $15,000 for Catfish Festival entertainment was made by Chamberlin; seconded by Farrell. Motion carried unanimously.

The Kingsland DDA made a decision to have an exclusive fish person for 2025's Catfish Festival Food Vendor rules. No further action required at this time.

F. Mid-Year Revisions

Harvey will begin working on Mid-Year revisions for the Kingsland DDA. No further action required at this time.

VII. Announcements

A. Next Regularly Scheduled Meeting | May 21, 2025

Next regularly scheduled meeting for May will be Wednesday, May 21, 2025 at 4:30pm.

VIII. Adjourn

Motion to adjourn at 5:50 pm by Moore; seconded by Farrell. Motion carried unanimously.