CITY OF KINGSLAND, GEORGIA
DOWNTOWN DEVELOPMENT AUTHORITY
AGENDA ● MAY 21, 2025
MINUTES

4:30 PM

I. Call to Order

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

Andersen called the meeting to order at 4:28 PM.

II. Agenda Amendments

Andersen proposed the following amendment to the agenda:

- REMOVE 6A: Welcome New Board Member

Merck made a motion to accept the amendment to the agenda, seconded by Moore. The motion carried unanimously.

III. Approval of Financials

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

IV. Approval of Meeting Minutes

A. Minutes of the Previous Meeting

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

V. Old Business

A. Organization Committee

1. Strategic Plan

Andersen updated the board that she had made some calls to two different strategic planners: Ebony from DCA and Jenny Robbins from EMC. Ebony requires $500, travel, meals and a hotel stay to facilitate the session. She also needs a 2-day session for the process. Jenny Robbins offered her services free of charge and only requires a 1-day session for 4 hours to complete the process. She also includes a survey prior to arriving. Andersen proposed the DDA to work with Jenny Robbins, at no cost, to facilitate a luncheon with the planning session. The DDA can then invite council and stakeholders to participate at lunch. Jenny also was a wealth of knowledge regarding grants the DDA could apply for. A motion to contract Jenny Robbins with EMC to do strategic planning and also approve up to $1,000 for luncheon costs was made by Andersen; seconded by Farrell. The motion carried unanimously. A decision was made to have the strategic planning session on Wednesday, August 6th, 2025. This will replace the regularly scheduled meeting for August 2025. Andersen will reach out to Jenny with the decision and date. No further action required at this time.

B. Business Development Committee

1. New Downtown Businesses

Andersen reported that Rosewood Antiques and The Bloom Bar have now opened. There are several buildings for rent in the historic district and a Polaris store will be opening soon. No further action required at this time.

C. Design Committee

1. Downtown Projects

Andersen stated that the contract with RLC had been signed and we are waiting for the work to begin on the environmental survey. No further action required at this time.

D. Promotions Committee

1. Downtown Promotions & Events Update

Farrell requested an update on the Catfish Festival task list. Harvey reported that Beard had completed a spreadsheet with the tasks organized by type and that she will review the document and distribute it to the board.

McCoy updated the DDA Board in regards to the Lions Club and their decision to facilitate the Catfish Dinners. They've agreed to sponsor the Catfish Dinners and split the profits with the KDDA 50/50. They are planning on doing a fish & grits dinner or a fish & fries dinner. Harvey requested that the Lions Club make a formal proposal for the DDA to review and approve.

The DDA board also discussed moving the Catfish Festival to a 2-day event, like Mardi Gras, to be open Friday Night and all day Saturday. Andersen said we could hire a DJ and let the vendors open on Friday to stay within budget for entertainment. All board members were in agreement to make the Catfish Festival a 2-day event, Friday, November 21st and 22nd, 2025. No further action required at this time.

2. City Department Luncheon

Andersen reported that she will obtain 1 more catering quote for the City Department

Luncheon. She will also email all department heads to determine the best date moving forward. No further action required at this time.

VI. New Business

A. None

None. No further action required at this time.

VII. Announcements

A. Next Regularly Scheduled Meeting 06/18/2025

Next regularly scheduled meeting for June will be Wednesday, June 18, 2025 at 4:30pm.

VIII. Adjourn

Motion to adjourn at 4:54 pm by McCoy; seconded by Moore. Motion carried unanimously.