



KINGSLAND DOWNTOWN DEVELOPMENT AUTHORITY

Minutes

Jul 13, 2023

1. Call to Order

The meeting was called to order at 4:30 PM by Chairman Paul E. Chamberlin

Paul E. Chamberlin Chairman
Jolene Andersen Vice-Chair
Kristy Chance Councilwoman & Board Member (Absent)
Theresa Farrell Board Member (Absent)
Jose Rosario Board Member
Jesse Merck Board Member
Amanda Moore Board Member

2. Agenda Amendments

Harvey request there be an amendment made to the agenda adding FY23/24 Budget to New Business.

3. Approval of Financials

April & May 2023 Financials were included in the meeting packet.

1. **Motion to:** Motion to Approve Financials **Approved**

4. Approval of Previous Meeting Minutes

May 2023's minutes were emailed to all board members for review prior to meeting.

1. **Motion to:** Motion to Approve Minutes **Approved**

5. Old Business

A. Organization Committee

a. Strategic Plan Update

Chamberlin updated board members on the past strategic plan for the Downtown Development Authority. Chamberlin has requested to plan another strategic plan meeting next year prior to budget planning. Harvey explained that we would start the process in January 2024 and schedule a planning meeting in March/April 2024. No further action required at this time.

b. Board Training Update

KDDA board members are required at least 8 hours of training within the first 12 months of their appointment. Moore signed up for training in August 2023. No further action required at this time.

c. Scholarship Committee

Beard supplied a letter from Emmalyn G. Siclare thanking the board for her scholarship. Beard also updated the board Keira Brianne Mapel has not received her check, she is still determining where she would like to attend. Beard will update the FY2023/2024 Spirit of a Hero Scholarship application for approval at next board meeting. No further action required at this time.

B. Business Development Committee

a. New Downtown Businesses

Andersen updated the board that there were no new businesses during the month of June. No further action required at this time.

b. Downtown Merchants Group

Andersen updated the board that the June Meeting with CADDA was a huge success and thanked everyone for attending. The merchants meeting that was scheduled for July 5th was cancelled due to holidays and vacations. Andersen updated the board the next meeting will be on Monday, August 7th at the Highlands & Heartache. She encouraged the DDA board members to attend. No further action required at this time.

c. Second Saturdays: Market, Cars & Coffee, Merchant engagement

Andersen updated the board on the next Second Saturday event which includes the Homegrown Market and Coffee & Cars. The event will be located in Downtown from 9 AM - 2 PM Saturday, August 12th, 2023. Jose & Cybel Rosario will be overseeing the Cars & Coffee. Paula Chamberlin has been contracted as the new market manager and will be overseeing all vendors each month. No further action required at this time.

C. Design Committee

a. The Lawn Project Update

Chamberlin updated the board and stated the Master Site Plan proposal is being completed. Coleman updated the board that solar lights are being purchased for the parking areas at the lawn. Harvey will send the proposal for the Master Site Plan to the board once it has been received. No further action required at this time.

b. Kingsland Depot

Harvey updated the board that a bid has been awarded to remove the lead paint and a notice to proceed has been sent out. The plan is to have the paint abated and the building re-painted by end of FY22/23. No further action required at this time.

c. Downtown Parking

Chamberlin would like to have a meeting with the Mayor regarding parking and future plans. No further action required at this time.

d. Downtown Landscaping & Sidewalks

Chamberlin will check Liberty plants for new trees and get a quote for trees and installation. Rosario & Andersen to bring this topic up in the next Downtown Merchants Meeting. No further action required at this time.

D. Promotions Committee

a. Catfish Festival

Harvey updated the board that applications are available and several vendors has applied. Harvey also asked the board for \$13,000.00 in funding entertainment for the 2023 Catfish Festival. Harvey updated the board that a Catfish Festival planning meeting will take place in the near future. No further action required at this time.

1. **Motion to:** Motion to Approve Entertainment Funding for Kingsland Catfish Festival **Approved**

b. Downtown Promotions & Events Update

Beard updated the board. No further action required at this time.

6. New Business

A. Staff Appreciation - Quarterly Funding

Harvey asked the board to fund a staff appreciation for Public Works. Amount of funding is \$750.00.

1. **Motion to:** Motion **Approved**

B. Board Treasurer

1. **Motion to:** Motion to make Moore DDA Board Treasurer **Approved**

7. Announcements

A. Next Regularly Scheduled Meeting August 10, 2023

8. Adjourn

1. **Motion to:** Motion to Adjourn**Approved**