



KINGSLAND DOWNTOWN DEVELOPMENT AUTHORITY

Minutes

Mar 9, 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	
Theresa Farrell	Board Member	
Jose Rosario	Board Member	(Absent)
Jesse Merck	Board Member	(Absent)

2. Agenda Amendments

No agenda amendments were presented.

3. Approval of Financials

January 2023 Financials were included in the meeting packet.

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

4. Approval of Previous Meeting Minutes

February's 2023 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. KDDA Board Vacancy (Seat #6: Term Exp 12/31/2026)

Appointments Kingsland Downtown Development Authority: Currently there is one vacancy on the Kingsland Downtown Development Authority Board of Directors. The KDDA Board of Directors are appointed by the City of Kingsland Mayor and Council. Andersen will take point on recommending the newest board member by going through applications. No further action required at this time.

b. KDDA Training Requirements

KDDA Board Members are required at least 6 hours of training upon appointment to their seat. Farrell has signed up for training in May 2023. Halliwell will schedule his training as soon as he knows his work schedule. No further action required at this time.

c. Scholarship Committee

Harvey asked the board to lead the scholarship committee. Farrell agreed to be the chair on this board. She will follow-up with the board for deadlines etc. No further action required at this time.

B. Business Development Committee

a. New Downtown Businesses

There were 2 new businesses during the month of February: Southern Squeeze and Morris has a new business with the same address as shenanigans. No further action required at this time.

b. Downtown Merchants Group

Harvey updated the board in regards to the Downtown Merchants Group meeting in March. The April meeting will be held on Monday, April 3 at The Scrappy Rooster at 9 AM. The KDDA asked to be added to the mailing list so they are aware. No further action required at this time.

C. Design Committee

a. The Lawn Project Update

Coleman updated the board that gas line locate has been done. Coleman also has received permits for the driveways. Harvey asked the board to hold off on driveways until a master plan is completed. Harvey asked the board for additional funding for the master plan.

1. **Motion to:** Motion to match the City's \$10,000 contribution required for the Lawn's Master Plan **Approved**

b. Kingsland Depot

Harvey updated the board that the Depot decking is in the process of being replaced. No further action required at this time.

c. Downtown Parking

No further action required at this time.

d. Downtown Lights, Gazebo, Sidewalks & Projector

Harvey updated the board that a work order was put in for lights behind City Hall however, would take some time because of back orders. Halliwell updated the board still in the process of getting the projector. Harvey advised Halliwell to get three quotes for the projector. No further action required at this time.

D. Promotions Committee

a. Catfish Festival Planning Committee

Harvey updated the board about vendor fees for the Catfish Festival. She would like the board to set fees at the next meeting. No further action required at this time.

b. Homegrown Market

Board was updated on current revenue to date. No further action required at this time.

c. City of Kingsland Spring Fling Event

Harvey updated the Board about the Touch A Truck event. No further action required at this time.

d. Downtown Promotions & Events Update

Chamberlin updated the Board about having a BBQ competition in the Downtown area. He thinks collaborating with the Chamber for this event will be a great idea. No further action required at this time.

6. New Business

A. Mid- Year Budget Revisions

Harvey emailed the Board for the updated mid-year budget revisions.

1. **Motion to:** Motion to accept the Mid-Year Budget Revisions **Approved**

B. Sponsorship Program

Harvey updated the board that due to when scholarship deadlines are it is best for the board to approve the 2023 and 2024 scholarships.

1. **Motion to:** Motion to approve FY23 & FY24 Scholarships **Approved**

C. Approval of Circuit Board for use with Generators

Harvey wanted the board approval to build an additional circuit board for the generator, however, upon further review she asked the board to table the discussion due to the cost being \$6,126.45. No further action required at this time.

7. Announcements

A. Next Regularly Scheduled Meeting April 13, 2023

Next regularly scheduled meeting is April 13, 2023. No further action required at this time.

8. Adjourn

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