



KINGSLAND DOWNTOWN DEVELOPMENT AUTHORITY

Minutes

Apr 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
Theresa Farrell Board Member
Jose Rosario Board Member (Excused)
Jesse Merck Board Member
Amanda Moore Board Member (Excused)

2. Agenda Amendments

Andersen requested to move Homegrown Market under Business Development and also add 5E as Mid-Year Revisions.

1. **Motion to:** Motion to approve Agenda Amendments **Approved**

3. Approval of Financials

February 2023 Financials were included in the meeting packet.

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

4. Approval of Previous Meeting Minutes

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

1. **Motion to:** Motion to approve March 2023's Minutes **Approved**

5. Old Business

A. Organization Committee

a. KDDA Board Vacancy (Seat #6: Term Exp 12/31/2026)

[Ballots were handed out and a vote was cast. The ballots were collected and the seat recommendation went to Jose Rosario. Harvey will submit Mr. Rosario's name to the council as the KDDA recommendation.](#)

b. KDDA Training Requirements

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

c. Scholarship Committee

Beard announced the KDDA Board will review the applications that were emailed and return their responses by April 26th, 2023. Beard will submit the winners to the CCHS Guidance Counselor Ms. Walker by the deadline and continue to facilitate the various requirements. No further action required at this time.

B. Business Development Committee

a. New Downtown Businesses

There were 2 new businesses during the month of March: IFC Kings Latin Cuisine & the Law Offices of Robert Sweatt. No further action required at this time.

b. Downtown Merchants Group

Andersen updated the board in regards to Downtown Merchants Group meeting in April. Andersen explained that about a year ago she requested a Downtown Merchants Group to begin. Angie Halliwell graciously excepted to chair both the Downtown Merchants Group & Homegrown Market. While in Halliwell's oversight, she created a successful event & group. Angie Halliwell has since then resigned and Wanda Clark has accepted to chair the Downtown Merchants group. The next meeting will be on May 1st at Wandaful Things. In June, Mr. Joseph will host the group and CADDA will be brought in to do a presentation on their opportunities. No further action required at this time.

c. Homegrown Market

Andersen updated the board that Jose & Cybel Rosario will now be overseeing the Homegrown Market and will be expanding the event to include a Cars & Coffee component. No further action required at this time.

C. Design Committee

a. The Lawn Project Update

Harvey updated the board and stated the master site plan proposal should arrive next week. Until the proposal has been received and reviewed the driveways, power & fencing will be halted. Harvey will send the proposal to the board once it has been received. No further action required at this time.

b. Kingsland Depot

Harvey updated the board that the Depot decking has been replaced. The \$10,000 that was budgeted to repaint is not enough to complete this project, as the lowest bid was \$35,000 due to the lead abatement. Harvey is planning on taking \$5,000 of the budget and move this to the lamppost banner project and also to re-do the Depot sign. No further action required at this time.

c. Downtown Parking

No further action required at this time.

d. Downtown Lights, Gazebo, Sidewalks & Projector

Chamberlin stated that we need to get with Halliwell on where we were for the projector. In regards to the sidewalks, the Kingsland DDA Board along with some merchants were not in agreement for stamping the concrete where the trees once were. Chamberlin would like to consider replacing the trees. Harper suggested to contact Brunswick DOT and see what they say for permitting. No further action required at this time.

D. Promotions Committee

a. Catfish Festival

Harvey requested the board to approve the vendor fees for the Catfish Festival.

1. **Motion to:** Motion to approve FY 23 Catfish Festival Vendor Fees **Approved**

b. City of Kingsland Spring Fling Event (Public Safety Fair/Keep Kingsland Beautiful)

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

c. Downtown Promotions Committee

Chamberlin updated the board about having a BBQ competition in the Downtown area. He has reached out to the GA BBQ Association. No further action required at this time.

6. New Business

A. Mid-Year Budget Revisions

Harvey presented to the board to take 20% of the raised sponsorship monies and re-direct it to labor.

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

7. Announcements

- A. Shawn Halliwell Resignment

Shawn Halliwell resigned effective 04/10/2023. Chamberlin thanked his service to the board.

- B. Next Regularly Scheduled Meeting May 11, 2023

Next regularly scheduled meeting is June 8, 2023.

8. Adjourn

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