



KINGSLAND DOWNTOWN DEVELOPMENT AUTHORITY

Minutes

May 11, 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
Jose Rosario Board Member
Jesse Merck Board Member
Amanda Moore Board Member

2. Agenda Amendments

No agenda amendments.

3. Approval of Financials

March 2023 Financials were included in the meeting packet.

1. **Motion to:** Motion to approve the financials **Approved**

4. Approval of Previous Meeting Minutes

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

1. **Motion to:** Motion to approve previous month's minutes **Approved**

5. Old Business

A. Organization Committee

a. KDDA Board Vacancy (Seat #5: Term Exp. 12/31/2025)

Ballots were handed out and a vote was cast. The ballots were collected and the Seat #5 recommendation went to Amanda Moore. Harvey will submit Mrs. Moore'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. Merck has signed up for training in June 2023. No further action required at this time.

c. Scholarship Committee

Beard submitted the 2 scholarship winners: Emmalyn G. Siclare & Keira Brianne Mapel to the CCHS Guidance Counselor Ms. Walker. The winners will be presented with a certificate from the Kingsland DDA on Tuesday, May 16, 2023 ceremony. No further action required at this time.

B. Business Development Committee

a. New Downtown Businesses

Andersen updated the board that there were 2 new businesses during the month of April: Highlands & Heartache & the Law Offices of Manny Moreno. No further action required at this time.

b. Downtown Merchants Group

Andersen updated the board the next meeting will be on Monday, June 5th at the Joseph Building. Mr. Joseph will host the group and CADDA will be brought in to do a presentation on their opportunities. She encouraged 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 May 13th, 2023. Jose & Cybel Rosario will be overseeing this event each month.

C. Design Committee

a. The Lawn Project Update

Chamberlin updated the board and stated the master site plan proposal is being completed. Until the proposal has been received the driveways, power & fencing will be halted. Harvey will send the proposal to the board once it's been received. No further action required at this time.

b. Kingsland Depot

Beard updated the board that \$35,000 has been approved by the City of Kingsland to repaint the Depot. She is working on the specs and Request for Proposal to move forward on that project. No further action required at this time.

c. Downtown Parking

Paul 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 stated that he had spoken to the city manager about replacing the trees every few years and coming up with a replacement plan. Rosario suggested hanging flower baskets with solar lights. Pafford suggested benches with planter boxes. Rosario & Andersen will bring this topic up in the next Downtown Merchants Meeting. Chamberlin will be meeting with the city manager to discuss options. Rosario asked the board if they had ever considered stamping the red brick with business information for a sponsorship program for the KDDA. No further action required at this time.

D. Promotions Committee

a. Catfish Festival

Farrell updated the board that applications should be available mid-May or the beginning of June 2023. No further action required at this time.

b. Downtown Promotions & Events Update

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

6. New Business

A. TDS Annual Contract

Chamberlin asked the board to vote on the TDS contract for sponsorship.

1. **Motion to:** Motion to approve TDS Sponsorship Contract **Approved**

7. Announcements

A. Next Regularly Scheduled Meeting June 8, 2023

8. Adjourn

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