



KINGSLAND DOWNTOWN DEVELOPMENT AUTHORITY

Minutes

Sep 19, 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	(Absent)
Amanda Moore	Treasurer	(Absent)
Theresa Farrell	Board Member	
Jose Rosario	Board Member	
Jesse Merck	Board Member	
Kristy Chance	Councilwoman & Board Member	(Absent)

2. Agenda Amendments

No amendments were made.

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

3. Approval of Financials

July 2023 Financials were included in the meeting packet.

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

4. Approval of Previous Meeting Minutes

August 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. Strategic Plan Update

Harvey asked the board to form a committee for the planning of a strategic plan meeting. Chamberlin, Merck and Andersen will head the committee. 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. Pafford is collecting document from Merck and Moore for training completion. Pafford also will update the board once additional training is available. No further action required at this time.

B. Business Development Committee

a. New Downtown Businesses

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

b. Downtown Merchants Group

Rosario updated the board that the August meeting for the downtown merchants was informative. Rosario also updated the board that the group has grown and getting larger with every meeting. No further action required at this time.

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

Harvey updated the board on the next Second Saturday event which includes the Homegrown Market and Coffee & Cars. Rosario updated the board that 2nd Saturday has grown and the returning cars and vendors know exactly what they are doing. No further action required at this time.

C. Design Committee

a. The Lawn Project Update

Harvey stated that master site plan is in process. Coleman updated the board that solar lights have been delivered for the parking areas at the Lawn. No further action required at this time.

b. Downtown Parking

Chamberlin would like to schedule a meeting with Mayor Day regarding downtown parking. No further action required at this time.

c. Downtown Landscaping & Sidewalks

Chamberlin updated the board with ideas from the landscaping company of three possibilities of trees or a mixture of the three. Coleman and Chamberlin will be the lead on this project with hopes of getting it completed as soon as possible. No further action required at this time.

D. Promotions Committee

a. Catfish Festival

Harvey updated the board that we have 76 approved and paid vendors with 13 approved and not paid. Harvey will be doing an RFP for white t-shirts for the car show. Rosario will be handling all registration for the car show. Rosario requested help for enlisting judges for the 2023 Car Show. No further action required at this time.

b. Downtown Promotions & Events Update

No further action required at this time.

6. New Business

A. Ratification of approval for moving board meeting to the 3rd Wednesday of the month

1. **Motion to:** Motion to Move Meeting Time **Approved**

7. Announcements

A. Next Regularly Scheduled Meeting October 17, 2023

Next regularly scheduled meeting is October 17, 2023.

8. Adjourn

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