



KINGSLAND DOWNTOWN DEVELOPMENT AUTHORITY

Minutes

Oct 17, 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	
Amanda Moore	Treasurer	
Theresa Farrell	Board Member	
Jose Rosario	Board Member	(Absent)
Jesse Merck	Board Member	(Absent)
Kristy Chance	Councilwoman & Board Member	(Absent)

2. Agenda Amendments

Harvey made an amendment under New Business to add MOU between CVB and DDA.

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

3. Approval of Financials

August 2023 minutes and financials were emailed to all board members for review prior to the meeting.

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

4. Approval of Previous Meeting Minutes

August 2023 minutes and financials were emailed to all board members for review prior to the meeting.

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

5. Old Business

A. Organization Committee

a. Strategic Plan Update

Harvey and staff will draft an RFP for a strategic plan in March of 2024. No further action required at this time.

b. KDDA Training Requirements

KDDA board members are required at least 8 hours of training within the first 12 months of their appointment. Pafford is working on collecting the participants documents from Merck's class. Moore was unable to complete

her training in 2023. Pafford will update board once classes become 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 2023, noting that 95% of retail space is being utilized in the historic district. Chamberlin discussed looking into overlay ordinance and the district lines for review. No further action required at this time.

b. Downtown Merchants Group

Andersen updated the board that the August meeting for the downtown merchants was informative. Andersen also updated the board that the group has grown and it has allowed the businesses to network with each other. Andersen plans to ask the group in November if the meeting date could be changed to the 1st Tuesday of each month. No further action required at this time.

c. Second Saturdays: Homegrown Market + Coffee & Cars

Harvey updated the board on the next Second Saturday event which includes the Homegrown Market and Coffee & Cars. No further action required at this time.

C. Design Committee

a. The Lawn Project Update

Chamberlin updated the board that the Lawn Committee will be meeting with the architect on Thursday, October 19th and then the committee will meet again on Monday, October 23rd to discuss the plans. Coleman announced to the board that he plans to fill in the low spots on the west end of The Lawn and add more solar lights to the main parking areas. No further action required at this time.

b. Downtown Landscaping & Sidewalks

Chamberlin updated the board he will be getting with Coleman, as well as, an expert on what trees can be used in the downtown area. 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 94 approved and paid vendors with 17 approved not paid. No further action required at this time. No further action required at this time.

b. Downtown Promotions & Events Update

No further action required at this time.

6. New Business

A. Cancellation of regularly scheduled board meeting for November 21, 2023

1. **Motion to:** Motion to Cancel November 2023 Meeting **Approved**

B. MOU between CVB and the DDA

Harvey asked the board to consider entering into a Memorandum of Understanding (MOU) between the CVB and DDA for staff compensation. Harvey will be drafting the MOU shortly and will have the attorney review it before the board approves it. No further action required at this time.

7. Announcements

A. Next Regularly Scheduled Meeting December 19, 2023

8. Adjourn

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