



KINGSLAND DOWNTOWN DEVELOPMENT AUTHORITY

Minutes

Jan 16, 2024

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	
Kristy Chance	Councilwoman & Board Member	(Absent)

2. Agenda Amendments

No amendments were made.

3. Approval of Financials

September, October, November and December 2023 financials were included in the meeting packet.

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

4. Approval of Previous Meeting Minutes

September 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 gave all information regarding the strategic plan to the board. She asked the committee to create an RFP for their specific needs. Pafford will email the board the prior strategic plan, as well as, drafted RFP. No further action required at this time.

b. KDDA Training Update

KDDA board members are required at least 8 hours of training within the first 12 months of their appointment. Members are still needing training and Pafford is waiting for new training to open for board members.

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

Andersen updated the board that there were 2 businesses lost during the past couple of months. Andersen updated the board that downtown is in need of new buildings. Chamberlin updated the board of Hooks plans to build and possibly have living space upstairs in the new building. Board asked for an updated map of the districts and overlays. No further action required at this time.

b. Downtown Merchants Group

Andersen updated the board that the merchants did not meet in January due to holidays. Andersen updated the board that the meeting is held at various locations which helps individuals know what each business does. No further action required at this time.

c. Second Saturdays: Market & Merchant Engagement

Andersen updated the board that they have not had the market the past couple of months due to weather. The market will start back up in March 2024. No further action required at this time.

C. Design Committee

a. The Lawn Project Update

Harvey stated that the submitted renovation ideas of the master site plan and is waiting for the new site plan to be sent back. Chamberlin updated the board that we will have to move forward with the permanent drive ways due to the permission from utilities is time sensitive. No further action is required at this time.

b. Downtown Parking

Chamberlin spoke how parking is still an issue but could be resolved with the new location of the police department. No further action required at this time.

c. Downtown Landscaping & Sidewalks

Chamberlin updated the board that he met with Jorge from Liberty Landscaping. Jorge and Chamberlin agreed that bottle brush trees mixed with some crepe myrtles would be the best for downtown main streets. Coleman and Chamberlin will be the lead on this project. Board to

approve purchase of trees as soon as possible. No further action required at this time.

D. Promotions Committee

a. Downtown Promotions & Events Update

No further action required at this time.

6. New Business

A. Approval of Prizes for the 2023 Holiday Lights Contest

1. **Motion to:** Motion to Approve Prizes for 2023 Holiday Light Contest **Approved**

B. Approval of purchase for 47 Trees to be placed in Downtown Kingsland

1. **Motion to:** Motion to purchase 47 Trees in Downtown **Approved**

C. Approval of 2025 Catfish Festival Entertainment Budget

1. **Motion to:** Motion to approve the 2024 Catfish Festival Entertainment Budget **Approved**

7. Announcements

A. Next Regularly Scheduled Meeting February 20, 2024

Next regularly scheduled meeting is February 20, 2024. No further action required at this time.

8. Adjourn

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