



KINGSLAND DOWNTOWN DEVELOPMENT AUTHORITY

Minutes

Feb 20, 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	(Absent)
Theresa Farrell	Board Member	
Jose Rosario	Board Member	(Absent)
Jesse Merck	Board Member	
Kristy Chance	Councilwoman & Board Member	(Absent)

2. Agenda Amendments

Chamberlin requested to remove Downtown Parking from the agenda. Andersen requested to add moving the next meeting date.

3. Approval of Financials

January 2024 financials were included in the meeting packet.

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

4. Approval of Previous Meeting Minutes

January 2024 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

Chamberlin will start working on the RFP for the strategic plan. Harvey asked the board to consider including a BID in the strategic plan. No further action required at this time.

b. KDDA Training Update (4 Sessions for the year 2024)

KDDA board members are required at least 8 hours of training within the first 12 months of their appointment. Pafford updated the board about 4 online training sessions available in 2024. Only 2 board members are needing training Moore and Rosario. Pafford is looking into appointment

dates for those board members for deadlines on training. No further action required at this time.

B. Business Development Committee

a. New Downtown Businesses

Andersen updated the board that there is 1 new business however, no business license has been obtained as of the meeting date. No further action required at this time.

b. Downtown Merchants Group

Andersen updated the board that the merchants in February 2024 met at the chamber and filled the conference room. Harper spoke on the merchants meeting and how informative it was for all business owners in the downtown area. 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 will have a March 2024 market. The market manager Chamberlin also updated the board that as of right now she only had 4 vendors for the March market. No further action required at this time.

C. Design Committee

a. The Lawn Project Update

Harvey presented the board with 2 site plans for review she would like the boards feedback on each plan. Harvey suggested having a Lawn Committee meeting to go over each plan. No further action required at this time.

b. Downtown Parking Project

Chamberlin asked this to be removed from agenda with the agenda amendments. No further action required at this time.

c. Downtown Landscaping & Sidewalks

Chamberlin updated the board that the trees are being put in this week. No further action required at this time.

D. Promotions Committee

a. Downtown Promotions & Events Update

Farrell updated the board about past events, as well as, upcoming events happening in the downtown area. No further action required at this time.

6. New Business

A. Catfish Festival Vendor Fees for 2024

Harvey asked the board to look over vendor fees and requested they stay the same as the previous year. Andersen asked to add additional vendor type for food only and size 15 x 45. Harvey will get a price for the board for the additional vendor type.

1. **Motion to:** Motion to Approve 2024 Catfish Vendor Fees **Approved**

B. Sponsorships

Harvey asked the board to create pairings of board members to recruit sponsors. No further action required at this time.

7. Announcements

A. Next Regularly Scheduled Meeting March 19, 2024

1. **Motion to:** Motion to Move the Next Regularly Scheduled Meeting **Approved**

8. Adjourn

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