



KINGSLAND DOWNTOWN DEVELOPMENT AUTHORITY

Minutes

May 21, 2024

1. **Call to Order**

The meeting was called to order at 4:30 PM by Chair Jolene Andersen

Jolene Andersen	Chair
Jesse Merck	Vice-Chair
Paul E. Chamberlin	Treasurer
Amanda Moore	Board Member
Theresa Farrell	Board Member
Jose Rosario	Board Member (Absent)
Kristy Chance	Councilwoman & Board Member (Absent)

2. **Agenda Amendments**

The following agenda amendments were made:

6. New Business / D. Special Recognition (requested by Andersen)

6. New Business / E. TDS Meeting (requested by Chamberlin)

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

3. **Approval of Financials**

April 2024 financials were included in the meeting packet, which was emailed prior to the meeting.

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

4. **Approval of Previous Meeting Minutes**

April 2024 minutes were included in the meeting packet, which was emailed prior to the meeting.

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

5. **Old Business**

A. **Organization Committee**

a. **Strategic Plan Update**

No major updates. No further action required at this time.

b. **KDDA Training Update**

Only 2 board members are still in need of training: Moore and Rosario. Moore's training is scheduled in June 2024. No further action required at this time.

B. Business Development Committee

a. New Downtown Businesses

Anderson updated the board that there have been no recent businesses. No further action required at this time.

b. Downtown Merchants Group

Andersen updated the board that the merchants in the May 2024 meeting want more involvement from other businesses. The next Downtown Merchants Meeting will be held June 3rd in the Joseph Building. No further action required at this time.

c. Second Saturdays: Market, Merchant engagement

Andersen updated the board that there was discussion to include home-based businesses in future Homegrown Markets. Further discussion to come. The next scheduled Homegrown Market will be June 8th, 2024. No further action required at this time.

C. Design Committee

a. The Lawn Project Update

The final payment for the Master Site Plan has been completed. No further action required at this time.

b. Downtown Landscaping

Chamberlin updated the board that the next step is for the rubber mulch mat to be placed in early June by Liberty Landscaping. 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, and to also aid in the Block Party. No further action required at this time.

b. Block Party

Andersen suggested to the board having a Downtown Block Party. During the Homegrown Market of July, the Kingsland Police Department has agreed to volunteer handing out backpacks of school supplies to families in need of them. The Lion's Club has also expressed interest, potentially selling a barbecue dinner. Andersen also suggests getting the Kingsland Fire Department and the upcoming Teen Center involved. Andersen also asks the board to provide the DJ,

and additional portable toilets for the block party. Sommerhouse Home Design has also agreed to provide a \$500 sponsorship for the party. More information to follow.

1. **Motion to:** Spend \$500 on the Block Party **Approved**

6. **New Business**

A. **Land Acquisition**

Andersen updated the board that the board could potentially buy land and/or buildings. Further discussion needed amongst the board on what to buy and when. No further action required at this time.

B. **Committee Appointments**

Andersen asked if any board members want to Chair or change committee assignments for this year. She also created a new committee to work on Land Acquisition. Andersen suggested recruiting committee members from outside the board to fill positions. Becci Shannon was asked to serve on the Land Acquisition Committee. No further action required.

C. **Opportunity for Board Member Discussion**

The board has recognized that there has been no communication between Board Member Jose Rosario and the rest of the board. After the last KDDA meeting, the board wrote a letter of notice and it was sent to Rosario via certified letter. The certified letter mentioned that the continued lack of communication would be taken as the official resignation of Rosario. This segment was added to give Rosario the opportunity to communicate with the board. Due to Rosario's absence, the board accepted this as the official resignation of Board Member Jose Rosario. Harvey would like City Attorney to review the certified letter and provide feedback. Once feedback is provided, Andersen suggests making City Council aware of this decision, and to assist with further action, and make them aware a KDDA Board Member position is now open. No further action required at this time.

D. **Special Recognition**

Andersen and the other board members recognized Board Member Chamberlin for his time as Chairman and gifted him with a custom artwork of the Downtown Kingsland area. No further action required at this time.

E. **TDS Meeting**

Chamberlin (Chair) and Andersen (Vice Chair) held a Sponsorship Meeting with TDS in order to review maintaining their annual sponsorship program. No further action required at this time.

7. **Announcements**

A. **Next Regularly Scheduled Meeting June 18, 2024**

8. **Adjourn**

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