CITY OF KINGSLAND, GEORGIA
DOWNTOWN DEVELOPMENT AUTHORITY
AGENDA – MAY 20, 2026
MINUTES

4:30 PM

1. **Call to Order**

- Jolene Anderson, Chair
- Jessica Johnson, Board Member
- Nicholas McCoy, Treasurer
- Alison Shores, Executive Director
- Paul Chamberlin, Board Member
- Theresa Farrell, Vice-Chair

Call to was made at 4:30 PM

2. **Agenda Amendments**

There were no amendments made to the Agenda. A motion was made by Chamberlin to accept the Agenda. The motion was seconded by McCoy. The motion carried unanimously.

3. **Downtown Historic Fact**

Anderson stated that she did not have a historic fact to present at this time.

4. **Approval of the Financials**

The April 2026 financials were included in the meeting packet and emailed prior to the meeting. A motion to approve the financials was made by Chamberlin, seconded by McCoy. The motion carried unanimously.

5. **Approval of Previous Meeting Minutes**

The April 2026 minutes were included in the meeting packet and emailed prior to the meeting. A motion to approve the April 2026 minutes was made by McCoy, seconded by Chamberlin. The motion carried unanimously.

6. **Old Business**

A. Veteran's Park
Anderson stated she spoke with public works. She was informed that public works is aware of what needs to be done and they plan to have everything completed before Veterans Day in November. There were discussions amongst the Board. No further action at this time.

B. 80 Acres
Anderson stated she is still waiting on the Army Core to provide an answer about what has to happen with the wetlands on the property, if anything. No further action at this time.

C. 105 N. Lee Street
Anderson reminded everyone that she did send them an email informing them the CADDA loan for this project has been approved. She stated Carried Davis is going on to the next phase to satisfy the Georgia Cities portion, and DCA. No further action at this time.

D. Homecoming Parade
Anderson stated Shores has been working on this directly and asked if she had any updates. Shores stated she has a meeting next week with Fire Chief Terry Smith to discuss specifics. She stated as she has been in communication with the school and they are still on board. She also spoke with Coach Coffee about not scheduling any sporting events. The mentioned the next course of action is to get all the information out to the teams.

Anderson stated the bid information went out last week for window painting throughout the year, with a June 15th deadline. There were discussions amongst the Board. No further action at this time.

E. Christmas in Kingsland
Anderson stated that everyone she has spoken to is excited and would like to be a part of this event, and TDS has agreed to provide a $3,000 sponsorship prior to sponsorship requests. She stated as the event gets closer, they will look at the exact things people can sponsor and look at creating sponsorship levels. She also noted her and Shores have been doing "walk-and-talks" weekly going business to business informing them of things planned for the year so they can be involved. No further action at this time.

F. Catfish Festival
Anderson stated there was a meeting last week and there was a change made to the sponsorship level adding a booth to the $400 level and raised it to $500. McCoy added the two $200 sponsorship levels now includes two VIP passes. Anderson stated TDS has also agreed to provide a $7,000 sponsorship for the Catfish Festival.

McCoy provided some additional information about finances relating to the festival stating the markup will be about 66% as a profit for the DDA when everything is calculated. McCoy stated he spoke with Mack, the DJ, last week who quoted $850 to DJ the Friday night of the festival. He said last year it was $750. He offered to use his sponsorship to pay the DJ directly and pay the remaining amount to the DDA.

Anderson stated she would like to finalize the sponsorship levels to have everything ready to launch on website June 1st to allow vendors to purchase their spots.
After discussions amongst the board. A motion was made by Farrell to accept the sponsorship package with the amendments. The motion was seconded by Johnson. Chamberlin abstained from voting. The motion carried unanimously.

Catfish at the Catfish Festival
Anderson stated last year was perfection with the Lions Club cooking the catfish at the festival, and they would like to do it again this year. She stated that there were discussions at the Committee level about allowing one other local vendor, with a reputation of quality, to serve something other than fried catfish like fish tacos for example. However, based upon discussions in the meeting, the idea would be to allow only the Lions Club to serve fried catfish. There were also discussions amongst the board about making sure there was a tent on the street to purchase tickets and better signage. There was a motion by McCoy to have the Lions Club to be the official catfish vendor for this year, seconded by Johnson. Chamberlin abstained from voting. The motion carried unanimously.

Entertainment Budget
Anderson stated at previous Catfish Festivals, the total budget for entertainment has never been used, but she would like to continue to have a budgeted amount. A motion was made by McCoy to allow $15,000 for the entertainment budget, seconded by Chamberlin. The motion carried unanimously.

G. Façade Grants
Anderson stated since the last meeting, Mr. Joseph of Ham J Investment has receive payment. She stated she has a signed check request for Cumberland Services to be paid, and they have completed their work.

There were discussions amongst the Board about the work being done in downtown using the grants, the improvements to the appearance and appeal of downtown, and other businesses possibly coming to downtown.

Anderson stated she would like to authorize four of Mr. Miller’s façade grants, noting he has turned in receipts, pictures and his complete application. There was a motion made by McCoy to approve Mr. Miller’s first two façade grants applications. The motion was seconded by Chamberlin. The motion carried unanimously.

Anderson stated Mr. Miller has also asked for preliminary approval for two façade grants for another property he has under contract, which is scheduled to close within the next 30 days. She shared photos and descriptions of the work planned. There were discussions amongst the Board and Mr. Miller about the project and the pictures. A motion was made by McCoy to approve the preliminary façade grant for Mr. Miller for two locations. The motion was seconded by Chamberlin. The motion carried unanimously.

H. Property Sales

Anderson stated the Circle K in the five points area is closing and Circle K does not own the building, so that building may be for sale soon. Circle K intends to close, remove the canopy and the tanks from the property sometime in August. Anderson stated this property is at the end of the DDA boundary, and she would like to see nice business locate there.

There were some discussions amongst the Board about other businesses and upcoming property improvements in the area. No further action at this time.

I. KDDA Boundary Discussion

Anderson provided maps to the Board showing the proposed boundaries for review. There is a planning meeting on June 15th which will allow for public comments and questions. There were discussions amongst the Board.

Anderson said she likes the idea of presenting this to the public for transparency and after the public comments, if there are no issues, there can be a vote at the next meeting to move forward and ask Council to approve it, noting if it is approved, it could potentially help anyone within the new boundaries. She said she spoke to an apartment owner who would be within the new boundaries, if approved, and told them that DCA has some very low interest loans available to upgrade residential properties as well once within the boundary lines. She noted during development trainings, it is taught that having a mixture of commercial and residential is what makes your downtown successful, so the boundary expansion would provide help for apartment owners to improve, which would improve the entire area. No further action at this time.

7. **New Business**

No new business at this time.

8. **Report of the Executive Director – Alison Shore**

Shores stated she believes she has covered everything as the meeting progressed and she is excited about the direction the Board is going. She says she has learned a lot and appreciates everyone for all their help and support. There were comments of appreciation from the Board acknowledging the work Shores has done since becoming Executive Director.

9. **Announcements**

Anderson stated there has been request from some volunteers that would like to attend the Catfish Festival meetings, but says Wednesdays and Thursdays works better for them. Anderson said she would send out a few dates to everyone to see what works best with everyone’s schedule.

Next Regularly Scheduled Meeting – June 17, 2026 at 4:30 PM

10. **Adjourn Meeting**

Motion to adjourn at 5:24 pm by Johnson, seconded by McCoy. Motion carried unanimously.