CITY OF KINGSLAND, GEORGIA
DOWNTOWN DEVELOPMENT AUTHORITY
AGENDA – AUGUST 19, 2026
MINUTES

4:30 PM

1. **Call to Order**

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

   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. **Approval of the Financials**

   The July 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.

4. **Approval of Previous Meeting Minutes**

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

5. **Old Business**

   A. Veteran's Park
   Anderson stated she and Shores met with Eric, the park super intendant and found some things that needed to be done. They noticed there were no benches at the park. Anderson stated there were funds available in the budget for supplies and equipment for the park and has asked Phyllis in finance to order three benches. They are expected to be delivered and installed in time for the dedication and reflecting, following the Veteran's Day Parade.

She also stated there are plans to install flower beds at the entrance where the signs are and over by the reflecting pond to add some color and start dressing up the area.

Anderson stated she has requested $10K from the City's portion in next year's budget to work on updating the graphics for the service signs. There were some discussions amongst the Board. No further action at this time.

B. 80 Acres
Anderson stated there is nothing to report at this time. No further action at this time.

C. 105 N. Lee Street
Anderson stated she received a call from the person overseeing the project who had two questions for Carrie, and it is now going to final review. She is expecting a quick start on construction once it is approved. No further action at this time.

D. Homecoming Parade
Anderson stated she and Shores met and everything is coming together.
There were discussions amongst the Board pertaining to the barn fire, noting the burn permit has been issued. There were some concerns about the location. Lee Spell joined the meeting and stated there needed to be liability insurance provided by the land owners, because it is private property, in addition to the insurance provided by the DDA. No further action at this time.

E. Christmas in Kingsland
Anderson stated she is planning to get a big meeting together with everyone and everything is coming together well. She said there are groups, especially from the school, that wants to do dance performances, singing, and other things. She said there are a lot of people that want to volunteer and businesses that are participating. There were discussions about the ordering the snow and ice for the event. Anderson stated she would reach out to the vendor tomorrow.

Anderson stated the town deserves a statement Christmas tree, and that she and Shores has spoken with someone the City has purchased from before who has a tree that is 31 feet tall, plus a five-foot star, and has all the decorations on it; it's in panel sections. She stated the price is $35K, and there is $25K in the City budget's for Christmas decorations, which has been authorized for use for a tree, and the difference would be paid by the DDA. There were some discussions amongst the Board. Chamberlin made a motion to submit for an RFP to get bids for Christmas trees. McCoy seconded the motion. The motion carried unanimously.

F. Catfish Festival
Anderson stated that everything is going smoothly for the Catfish Festival. She stated all the past vendors that have applied, have been approved. She provided instructions on how to approve future vendors to Paula, and noted Taylor on the back end would invoice them and she would get an email finalizing that vendor. Anderson stated there would be a Catfish Committee meeting in the next couple

weeks. There were some discussions amongst the Board. No further action at this time.

G. Property Sales and Leases
Anderson provided updates for Dr. Miller's properties. The barber shop is almost done, he has one more thing to do in there. The bagel shop is looking to open up next month, there is more electric work to be done there. Anderson stated she met with Pam at Three Coastal Babies, who is having their ribbon cutting, Friday, August 28th at 3pm. She stated there has been a lot of interest in the shop next door, and a couple were bakeries. There were some discussions amongst the Board. No further action at this time.

H. Business Recognitions
Chamberlin reminded everyone about the decision to move forward with the business recognition plaques. He stated he has some businesses in mind, and would like to get others, some that are well overdue for recognition. He said they should come up with a list and an order and give out one award every month until everyone on the list is recognized and they are all caught up. The plaques are about $80 each. Chamberlin stated Council is on board with presenting the recognitions at the City Council meetings. There were some discussions amongst the Board. No further action at this time.

6. **New Business**

A. Announcing Vote for the Record
Anderson stated there was an email vote which the Board unanimously voted not to approve the Kegal Proposal requesting a special use permit from City Council. Anderson stated she sent a letter reflecting the vote to planning. Anderson made a motion to not to approve the special use permit as presented in the email vote. The motion was seconded by McCoy. The motion carried unanimously.

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

Shores stated most things have been covered. She stated there has been a lot of interest and good comments about all the things the DDA is doing. She stated she is happy to be a part of everything.

Shores stated she has Kenan from Hybrid Media working on a video, the Kingsland Story, the name will change, but it will be a story about the different buildings, history and businesses in Kingsland. He has been working on grabbing content and she asked if anyone has any input to be added to let her know. There was some discussion amongst the Board. No further action at this time.

8. **Announcements**

Chamberlin stated he got feedback from people about the Catfish Festival and they were a little disappointed that there is only one Catfish Vendor.

Next Regularly Scheduled Meeting – October 21, 2026, at 4:30 PM

Anderson stated there may not be a quorum for the month of September, and wanted to know how the Board felt about cancelling the September meeting. A motion was made by to cancel the September Board meeting by Chamberlin, and seconded by McCoy. The motion carried unanimously.

9. **Adjourn Meeting**

Motion to adjourn at 5:30 pm by McCoy, seconded by Chamberlin. Motion carried unanimously.