CITY OF KINGSLAND, GEORGIA

DOWNTOWN DEVELOPMENT AUTHORITY

MINUTES ● JULY 19, 2018

Regular Meeting	**Kingsland Welcome Center**	**4:30 PM**
	PO Box 250, Kingsland, GA 31548	

1. CALL TO ORDER

Paul E. Chamberlin	Chairman	
C.B. Yadav	Co-Chairman	(Absent)
James McClain	Mayor Pro Tem	(Absent)
Troy Hoper	Board Member	
Jimmy McCollum	Board Member	
Mike Spiers	Board Member	
Paula Chamberlin	DDA Manager	

2. ROLL CALL

3. AGENDA AMENDMENTS

Fairground Discussion

4. APPROVAL OF FINANCIAL REPORT

The Financial Report reviewed and a motion was made by T. Hoper to approve, M. Spiers seconded and the motion carried unanimously.

5. APPROVAL OF MINUTES

After a review of the minutes, T. Hoper made a motion to approve, M. Spiers seconded, the motion carried unanimously.

6. DESIGN COMMITTEE

1. Design Ordnance Draft Review - Supervisor Paul Speich

Paul Speich from Planning and Zoning attended the meeting and provided suggestions to the Design Overlay Draft. He provided a copy of Laurel Island Parkway Overlay District document to use a go- by for formatting purposes and suggested that we add a formal introduction and an objective to the document before beginning the approval process.

2. Proposal to Expand DDA Boundries on Hwy 17 -

Paul Chamberlin proposed the idea of expanding the DDA boundaries on US Highway 17 both North and South of the city limit boundaries and to include the city owned property on both sides of Kings Grant Road. It was explained that a map and a new legal description will be necessary before it can be presented to City Council. T. Hoper made a motion to carry forward and present to City Council, M. Spiers seconded. The motion carried unanimously.

RESULT:	**APPROVED [UNANIMOUS]**
AYES:	Chamberlin, Hoper, McCollum, Spiers
ABSENT:	Yadav, McClain

3. Fairground Discussion -

Paul Chamberlin advised the board that he and the City Manager, Lee Spell had discussion in regards to a future Fair Ground site. It was explained that funding has been an issue but would like to see it move forward. Mr. Spell suggested getting a quote (RFQ) for an infrastructure layout from an Engineering firm, the Board agreed. The Board also suggested contacting GA Power to see if they may partner with a non-profit, to get a better price for running power to the property. P. Speich will send an old draft of the fairground layout to distribute to all board members.

RESULT:	**APPROVED [UNANIMOUS]**
AYES:	Chamberlin, Hoper, McCollum, Spiers
ABSENT:	Yadav, McClain

4. North Center Awning Update - Mayor Pro Tem James McClain

P. Chamberlin explained that he and J. McClain had discussed the $1,000.00 donation for the N. Center awning replacement. Once explained and understood, McClain is agreeable with proceeding with the donation.

7. ORGANIZATION COMMITTEE

1. Yearly Planning Meeting in August Update -

Paula Chamberlin reminded everyone that the Yearly Planning Meeting will be on Tuesday, August 21st in the Upstairs Conference room at the Kingsland Welcome Center and it is very important to attend.

2. Main Street Monthly Report -

No Main Street Report provided this month. Board tabled the report until the September meeting.

RESULT:	**TABLED [UNANIMOUS]**
AYES:	Chamberlin, Hoper, McCollum, Spiers
ABSENT:	Yadav, McClain

3. Discussion and Election of Board Member -

Board Member

Board Member Resignation: Brandy Fournet submitted a letter resigning her position as Kingsland DDA Board Chair member effective 07/09/2018 due relocation to another state. Paul Chamberlin accepted the position as DDA Board Chair effective 07/19/18. *McCollum made a motion to approve/accept the resignation,Spiers seconded the motion and the motion carried unanimously.*

New Board Member: The board discussed the vacancy on the board and reviewed potential candidates in order to make a recommendation to the Kingsland City Council for appointment. *McCollum made a motion to approve and recommend Jolene Andersen to the Kingsland City Council for appointment to the KDDA Board, Spiers seconded the motion and the motion carried unanimously*.

RESULT:	**APPROVED [UNANIMOUS]**
AYES:	Chamberlin, Hoper, McCollum, Spiers
ABSENT:	Yadav, McClain

8. PROMOTIONS COMMITTEE

1. Catfish Festival Update -

Paula Chamberlin informed everyone of the upcoming meeting on July 31 and encouraged everyone to attend and volunteer for the festival.

2. Royal District Market Update -

Lori Hoper advised that foot traffic has increased at the Saturday market now that the hours have changed to 10:00am - 2:pm. An invoice from Sundance Craft Company in the amount of $400.00 was presented to submit for payment for market signs. Paul Chamberlin reminded that all spending must be approved by the board prior to making a purchase of any kind per Article V, Section 2 of Kingsland Downtown Development Authority Bylaws.

9. ECONOMIC DEVELOPMENT/RESTRUCTURING COMMITEE

1. North Center Rental Agreement Discussion -

The North Center Rental Agreement has been put on hold until a firm rental amount can be agreed on by the Mayor, City Manager and City Council.

2. J & a Property Update -

No update on J&A Property

10. DATES TO REMEMBER

1. Royal District Market-Every Saturday-10:00AM-2:00PM -
2. Kingsland Catfish Festival, Saturday, November 17, 2018 -

11. ADDITIONAL BUSINESS/ANNOUNCEMENTS

12. ADJOURN