



**CITY OF KINGSLAND, GEORGIA**  
**DOWNTOWN DEVELOPMENT AUTHORITY**

**MINUTES • MARCH 21, 2019**

**Regular Meeting**

**Kingsland Welcome Center**

**4:30 PM**

**PO Box 250, Kingsland, GA 31548**

**1. CALL TO ORDER**

|                    |                |
|--------------------|----------------|
| Paul E. Chamberlin | Chairman       |
| Jolene Andersen    | Board Member   |
| Troy Hoper         | Board Member   |
| Jimmy McCollum     | Board Member   |
| Mike Spiers        | Board Member   |
| Paula Chamberlin   | DDA Manager    |
| Michael J McClain  | Council Member |

**2. ROLL CALL**

**3. AGENDA AMENDMENTS**

Paul Chamberlin added discussion of New DDA Logo

**4. APPROVAL OF FINANCIAL REPORT**

1. Bank Statement Approval -

|                  |                                                        |
|------------------|--------------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>                            |
| <b>MOVER:</b>    | Troy Hoper, Board Member                               |
| <b>SECONDER:</b> | Mike Spiers, Board Member                              |
| <b>AYES:</b>     | Chamberlin, Andersen, Hoper, McCollum, Spiers, McClain |

**5. APPROVAL OF MINUTES**

No Meeting in February - no minutes to approve

**6. ORGANIZATION COMMITTEE**

1. New Board Member -

Welcome Mike McClain

Paul Chamberlin and the meeting attendees welcomed Michael McClain as the newest board member.

2. Discussion of Vacant Seat -

Discussion of qualified candidates to serve as new Board Member to replace vacant seat (CB Yadav)

Paul Chamberlin asked the Board members to review two candidate applications, included in the board packet, to fill the vacant board seat. Each was asked to email their recommendation to Paula as soon as possible.

Mike Spiers was nominated as the new Co-Chair, J. Andersen made a motion to approve, T. Hoper 2nd the motion.

|                 |                                                |
|-----------------|------------------------------------------------|
| <b>RESULT:</b>  | <b>APPROVED [5 TO 0]</b>                       |
| <b>AYES:</b>    | Chamberlin, Andersen, Hoper, McCollum, McClain |
| <b>ABSTAIN:</b> | Spiers                                         |

3. Main Street Report and Update -

Paula Chamberlin explained to the board that as a result of the Main Street Annual Assessment being submitted both by a written report and a presentation, Kingsland has been certified as a Main Street Community for 2019. The Main Street board made a with a few recommendations for areas of improvement to include adding the Main Street logo to our website, all board members become Main Street 101 certified and encourage board members to participate in Mobilize Main Street workshop in September. A copy of the 2019 Annual Assessment is attached.

Everyone was reminded that a Strategic Planning Retreat is planned for April 11, 9:00am - 2:00pm.

4. Training for Main Street Program -

Main Street 101 Training and an Exam is required to be completed by all Board Members by the end of 2019. Training was started by watching the Main Street Four Point Approach Video.

## 7. DESIGN COMMITTEE

1. Downtown Improvements -

New Lighting in Downtown is Complete;

Installation of New Flag Pole and Light at Train Depot is Complete

The board was updated on several improvements. The downtown lighting has been completed, a new flagpole and flag were added to the side yard at the Train Depot, and the land clearing project at the J&A property is almost complete to include the removal of tires.

2. Facade Grant Discussion -

Discuss the idea of replacing "White Oak Creek Outfitters" sign with "The Shops of North Lee"

This would include all businesses on the entire block.

The businesses on North Lee street would like to replace the White Oak Creek Outfitters sign but would like to know if the DDA facade grant can help with the cost and can help with a name to go on the sign. One suggestion was "The Shops on 17" so all shops will be included but no decision was made until we talk to the business owners in person.

## **8. PROMOTIONS COMMITTEE**

### **1. 2020 Car Show Discussion: Guest - Derrick Ellis -**

Guest Derrick Ellis spoke to the board about the possibility of hosting a car show in downtown Kingsland in February 2020. Mr Ellis would like to for the show to be in honor of his brother, a Camden County resident, that lost his life in a vehicle accident. Several ideas were discussed such as making it an annual event with not only the car show but to make it a family day to include local entertainment, games, a BBQ cook-off' to name a few. The board will gather more information based on past car shows hosted by the DDA and will assist Mr Ellis with a more defined plan.

### **2. Spirit of a Hero Scholarship -**

An update was provided in preparation of the upcoming scholarship award. Applications are being received and will be judged by a retired scholar once the deadline has passed. The board voted in an earlier meeting to award both scholarships, in the amount of \$500 each, to one student.

## **9. ECONOMIC DEVELOPMENT/RESTRUCTURING COMMITTEE**

### **1. Ameris Bank Building - the Next Step - The "Letter of Intent" Will Go Before City Council at March 25Th Meeting -**

No update

### **2. J&A Property - the Next Step -**

The land is cleared and the next step needs to be decided. -

### **3. Fairground Project - Discussion and Update -**

Paul Chamberlin advised the board that he met with the City Manager, Bill Coleman of Public Works and the city Engineer, Robbie Cheek to discuss the infrastructure design and what is required by Engineering. Robbie will do some research and get back with us. The board was asked to think of a name for the project. Councilman McClain offered to help advertise and promote the fairground project both before and after.

4. Land Bank Authority -

Paula Chamberlin contacted the city attorney to see if he has any experience with Land Bank Authorities. His answer was no but he recommended that the board be in touch with Dan McRae for advise dealing with such. We will contact Mr. McRae to see if we can schedule a conference call or possibly attend one of his Side Bar conference's in the near future. Paul Chamberlin is working with the city manager to compose a list of properties that may qualify.

**10. DATES TO REMEMBER**

1. Strategic Planning Retreat - April 11, 2019 - 9:00 Am - 2:00 Pm - Location to be Determined -

Everyone was asked to remember and attend the Strategic Planning Retreat on April 11, 2019 from 9am - 2pm in the Conference Room at the North Center.

2. Chick-Fil-A Autism Awareness 5K in Downtown Kingsland -

**11. ADDITIONAL BUSINESS/ANNOUNCEMENTS**

Re-Branding the DDA was discussed and Paul Chamberlin presented a few ideas for a new DDA logo and asked the board members to do the same.

**12. ADJOURN**