



CITY OF KINGSLAND, GEORGIA

DOWNTOWN DEVELOPMENT AUTHORITY

MINUTES • JUNE 20, 2019

Regular Meeting

Kingsland Welcome Center

4:30 PM

PO Box 250, Kingsland, GA 31548

1. CALL TO ORDER

Rebecca Shannon	Board Member	
Paul E. Chamberlin	Chairman	
Jolene Andersen	Board Member	
Troy Hoper	Board Member	(Absent)
Jimmy McCollum	Board Member	
Mike Spiers	Board Member	(Absent)
Paula Chamberlin	DDA Manager	
Michael J McClain	Council Member	(Absent)

2. ROLL CALL

3. AGENDA AMENDMENTS

Add Discussion/Vote to sell Royal District Market signs under Additional Business/Announcements
Remove Landscaping Maintenance from agenda

4. APPROVAL OF FINANCIAL REPORT

1. May 2019 Bank Statement -

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jolene Andersen, Board Member
SECONDER:	Rebecca Shannon, Board Member
AYES:	Shannon, Chamberlin, Andersen, McCollum
ABSENT:	Hoper, Spiers, McClain

5. APPROVAL OF MINUTES

Approval of March and May minutes

1. March 2019 Minutes - Approval Required -

Both May and March meeting minutes were reviewed and approved by the board.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Jimmy McCollum, Board Member
SECONDER:	Jolene Andersen, Board Member
AYES:	Shannon, Chamberlin, Andersen, McCollum
ABSENT:	Hoper, Spiers, McClain

6. ORGANIZATION COMMITTEE

1. Welcome Newest KDDA Board Member -

The nomination of Becci Shannon was approved on June 10th by Kingsland City Council.

7. DESIGN COMMITTEE

1. Landscaping Maintenance -

Becci Shannon will present.

2. DDA New Logo Discussion and Vote -

B. Shannon presented several ideas for a new logo that included buildings, native flowers and native trees. Becci was asked to make a couple of changes for the board to review at the next meeting. No vote was taken at this time.

8. PROMOTIONS COMMITTEE

1. Market at the Crossroads - Board Member Jolene Andersen

Update and Ideas

Discuss Insurance for Market/Vendors

J. Andersen provided the latest update regarding the market. The Grand opening date has been set for Sunday, Sept. 8, 2019, the monthly cost per vendor is \$25 and each paid vendor will receive an apron with the market logo (a sample was provided). Jolene explained that she has confirmed the vendor licensing requirements with the city's Business License Clerk, Yvonne Waye and has also confirmed that the market will have insurance coverage since it will not be held on city property. This DDA sponsored market will be exclusive to home grown/home made products to include music and food trucks.

2. Ongoing Magazine Ad Placement with Camden Lifestyle -Vote Required -
Board Member Jolene Andersen

J. Andersen provided a media kit from Camden Lifestyle magazine and explained the demographics of the magazine. Pricing was discussed and explained that it includes access to a customized website that the DDA can edit as needed. The board was asked for their opinion as to the best way to advertise downtown Kingsland. B. Shannon proposed that purchasing the three page advertorial may be a better option for telling our story, re-branding, promoting future projects, and upcoming events. The board committed to move forward with a three page advertorial in two issues.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jolene Andersen, Board Member
SECONDER:	Rebecca Shannon, Board Member
AYES:	Shannon, Chamberlin, Andersen, McCollum
ABSENT:	Hoper, Spiers, McClain

3. Catfish Festival - Board to Review Applications to be Ready for Distribution on Wednesday, June 27. -

Applications were reviewed by the board and approved to proceed. The catfish festival website will be updated on Monday, June 24 to give notification that applications are available.

9. ECONOMIC DEVELOPMENT/RESTRUCTURING COMMITTEE

1. Fairground Update - Chairman Paul E. Chamberlin

Jimmy McCollum will update on land donation.

Request DDA to fund the Wetland Delineation - Approx. cost \$1500 - Vote required
GDNR Grant Opportunity

Ideas for Naming the Fairground

Paul Chamberlin provided a fairground project update advising that GA Power has been contacted and asked to provide a lighting/stage power assessment for design and installation. The board approved funding the wetland delineation for an estimated amount of \$1500.00 to mark the Royal Parkway tract of approximately 25 acres. Bill Coleman will contact Red Oak Environmental to get the delineation scheduled. Chamberlin has requested a meeting with the City Manager, the City Planner, the Downtown Manager, Public Works Director, the City Engineer and AKM Surveying to discuss the next steps. Per Jimmy McCollum, the trust is ready to move forward with the quit claim deed for the additional 80 acres. Paula Chamberlin has made contact with Julie Haigler, County Grants Manager and will set up a meeting to discuss grant opportunities in the month of July. Mike Spiers and Paul Chamberlin are scheduled to attend a GDNR grant workshop in Richmond Hill at the end of July.

RESULT: **APPROVED [UNANIMOUS]**
MOVER: Paul E. Chamberlin, Chairman
SECONDER: Jimmy McCollum, Board Member
AYES: Shannon, Chamberlin, Andersen, McCollum
ABSENT: Hoper, Spiers, McClain

2. Downtown Mix of Businesses Update - Board Member Jolene Andersen

J. Andersen is actively recruiting new business interest in the downtown area. She suggested that the board work on a Restaurant incentive package and really push the Ameris Bank Building.

3. One Stop Source of Information for New or Expanding Businesses in Downtown Update - Board Member Troy Hoper

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

4. Modify Truck Traffic Patterns - Board Member Mike Spiers

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

10. DATES TO REMEMBER

1. "Market at the Crossroads" Target Opening Date - September 8, 2019 -
2. Catfish Festival - November 23, 2019 -

11. ADDITIONAL BUSINESS/ANNOUNCEMENTS

1. Log Truck Parking Status - Scott Dubois, Code Enforcement -

Scott DuBois was unable to attend the meeting to provide an update.

Agenda Amendment - Paula Chamberlin advised the board that the Camden County Market contacted her to see if the DDA would be interested in selling the Royal District Market signs to the new market. The board discussed and voted to sell the signs for the original invoice amount of \$400.00. Paula Chamberlin will advise the Camden County Market.

RESULT:	APPROVED [UNANIMOUS]
AYES:	Shannon, Chamberlin, Andersen, McCollum
ABSENT:	Hoper, Spiers, McClain

12. ADJOURN