CITY OF KINGSLAND, GEORGIA

DOWNTOWN DEVELOPMENT AUTHORITY

AGENDA ● JUNE 11, 2020

Regular Meeting | **City Council Chamber** | **4:30 PM**

107 South Lee Street - City Hall, Kingsland, GA 31548

1. CALL TO ORDER

Paul E. Chamberlin	Chairman
Jolene Andersen	Board Member
Jimmy McCollum	Board Member
Rebecca Shannon	Board Member
Paula Chamberlin	DDA Manager
LaMar Stokes	Council Member
Lisa Bell	Board Member

2. ROLL CALL

3. AGENDA AMENDMENTS

4. APPROVAL OF FINANCIAL REPORT

1. May Financials -

5. APPROVAL OF MINUTES

1. May Minutes -

6. ECONOMIC DEVELOPMENT/RESTRUCTURING COMMITEE

1. Event Grounds Update -
2. Traffic Change Proposal -

GDOT Design Guidelines Solution update

Re-acquisition of HWY 40 Discussion

3. Pocket Park Opportunity -

Public - Private Co-Op w/ Pineland Bank

7. ORGANIZATION COMMITTEE

8. DESIGN COMMITTEE

9. PROMOTIONS COMMITTEE

1. Catfish Festival Update -

10. DATES TO REMEMBER

1. Upcoming Events -

Halloween Town - October 24, 2020 - 5:00pm - 8:00 pm

Kingsland Catfish Festival - November 21, 2020 - 9:00am - 8:00pm

11. ADDITIONAL BUSINESS/ANNOUNCEMENTS

12. ADJOURN

13. AGENDA ITEMS

Downtown Development Authority
City of Kingsland
,

SCHEDULED

AGENDA ITEM (ID # 3111)

Meeting: 06/11/20 04:30 PM
Department: Downtown Development Authority
Category: Miscellaneous
Prepared By: Paula Chamberlin
Initiator: Paula Chamberlin
Sponsors:
DOC ID: 3111

May Financials

Member FDIC

PINELAND BANK
P O BOX 1355
KINGSLAND GA 31548

(912) 729-5615

*********AUTO**SCH 5-DIGIT 31548
1355 0.6524 AV 0.389 6 1 59

KINGSLAND TOMORROW
PO BOX 250
KINGSLAND GA 31548-0250

** TO HELP FIGHT DEBIT CARD FRAUD, PINELAND BANK USES ADVANCED RISK BLOCKING. PLEASE CONTACT YOUR LOCAL BRANCH IF YOU PLAN TO USE YOUR DEBIT CARD WHILE TRAVELING AND/OR TO CONDUCT ONLINE TRANSACTIONS WITH A FOREIGN COUNTRY. **

PRIMARY ACCT: 104265 STATEMENT PERIOD: 05/01/2020 - 05/31/2020

SUMMARY:

	ACCOUNT NUMBER	PREVIOUS BALANCE	TOTAL DEBITS		TOTAL CREDITS		SERVICE CHARGES	ENDING BALANCE
DDA	104265	34,520.74	.00	1	2.93		.00	34,523.67

NOW BUSINESS 104265

-- DEPOSITS AND MISCELLANEOUS TRANSACTIONS --

INTEREST PAID	2.93+	05/31
CURRENT INTEREST RATE	.1000 %	
YEAR-TO-DATE INTEREST PAID	14.49	
AVERAGE BALANCE	34,520.74	

-- CHECKS --

NUMBER	AMOUNT	DATE	NUMBER	AMOUNT	DATE	NUMBER	AMOUNT	DATE

-- BALANCE INFORMATION --

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
04/30	34,520.74	05/31	34,523.67		

Attachment: May Bank Statement (3111 : May Financials)

Kingsland Tomorrow Financial Report
Month -May 2020

			Description
Beginning Balance		**$ 34,520.74**	
Deposits:		$ 2.93	Interest
Total Deposits		**$ 34,523.67**	
Checks:			
Total Checks		**$ -**	
Ending Bank Balance		**$ 34,523.67**	
Outstanding			
Checks:	1376	$ 4,314.89	City of Kingsland - Reimburse Catfish Expenses over $15,000
Deposits:			
Actual Balance		**$ 30,208.78**	

Attachment: May Bank Statement (3111 : May Financials)

Downtown Development Authority
City of Kingsland
,

SCHEDULED

AGENDA ITEM (ID # 3112)

Meeting: 06/11/20 04:30 PM
Department: Downtown Development Authority
Category: Miscellaneous
Prepared By: Paula Chamberlin
Initiator: Paula Chamberlin
Sponsors:
DOC ID: 3112

May Minutes

CITY OF KINGSLAND, GEORGIA

DOWNTOWN DEVELOPMENT AUTHORITY

MINUTES ● MAY 14, 2020

Regular Meeting | **City Council Chamber** | **4:30 PM**

107 South Lee Street - City Hall, Kingsland, GA 31548

1. CALL TO ORDER

Paul E. Chamberlin	Chairman	
Jolene Andersen	Board Member	
Jimmy McCollum	Board Member	
Rebecca Shannon	Board Member	
Paula Chamberlin	DDA Manager	
LaMar Stokes	Council Member	(Absent)

2. ROLL CALL

3. AGENDA AMENDMENTS

Paul Chamberlin suggested to move Item 9-"Economic Development/Resturcturing Committee" to follow Item 5-"Approval of Minutes" and to move Item 6.1 -"Welcome New Member" to follow Item 3-"Agenda Amendments".

1. Welcome New Board Member - Lisa Bell -

Paul Chamberlin advised Lisa Bell that her nomination was presented and approved by the Mayor and Council on May 11, 2020. Mr. Chamberlin and the board welcomed her as the newest member.

4. APPROVAL OF FINANCIAL REPORT

1. March and April Financials -

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Jolene Andersen, Board Member
SECONDER:	Jimmy McCollum, Board Member
AYES:	Chamberlin, Andersen, McCollum, Shannon
ABSENT:	Stokes

Attachment: Minutes May 2020 (3112 : May Minutes)

5. APPROVAL OF MINUTES

1. March and April Minutes -

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Jolene Andersen, Board Member
SECONDER:	Jimmy McCollum, Board Member
AYES:	Chamberlin, Andersen, McCollum, Shannon
ABSENT:	Stokes

6. ECONOMIC DEVELOPMENT/RESTRUCTURING COMMITEE

1. Traffic Change Proposals -

Becci Shannon advised that she has been researching the Ga Dept. Of Transportation (GDOT) guidelines for traffic calming in downtown Kingsland. Before action can move forward she needs to know if Hwy 17 or Hwy 40 are considered "High Volume Truck Routes." Bill Coleman is going to contact the GDOT office in Jesup, GA to get the answer, it can then be determined which features in the guide can be used.

2. Event Grounds Update -

Funding Options

Bill Coleman informed everyone that the land clearing process is moving quickly and trees (seedlings) will be ordered next week through the Ga Forestry Dept. Bill also informed that because of the lack of rain, a 2 inch water tap needs to be installed to help reduce the dust on the property. Paul Chamberlin will order soil samples from the County Extension office to determine the best grass seed to use for planting. The placement of fire hydrants was also discussed.
B. Shannon requested that the County Grant writer be made aware of the GaDNR - Education Grant.

3. Ordinance Changes -

The Ordinance Changes have not been presented before City Council. J. Andersen will get with P. Chamberlin to reword to address the issue that was discussed at the previous council meeting.

7. ORGANIZATION COMMITTEE

1. Assignment for Execution -

The board was asked to review and approve a CSX Acknowledgement and Acceptance Land agreement to transfer the property where the Veterans Memorial Park is located from the Kingsland Womans Club to the Kingsland Downtown Development Authority.

Attachment: Minutes May 2020 (3112 : May Minutes)

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Jolene Andersen, Board Member
SECONDER:	Paul E. Chamberlin, Chairman
AYES:	Chamberlin, Andersen, McCollum, Shannon
ABSENT:	Stokes

2. Mainstreet MOU -

The board was advised that the yearly 2020-2021 Main Street Memorandum of Understanding (MOU) has signed by the City Manager, Lee Spell and the Downtown Manager, Paula Chamberlin and returned to GA Dept. of Community Affairs, Office of Downtown Development Georgia Main Street Program.

8. DESIGN COMMITTEE

1. Spirit of a Hero Scholarship -

The 2019-2020 Spirit of a Hero Scholarship Program awarded two high school seniors with a $500 scholarship each.
The Keith Dixon award will be presented to Macy Pounds and the Jim Doughty award will be presented to Katherine Coppage.

2. Downtown Beautification Award -

Ballast Pointe was selected to receive the award for the month of June.

9. PROMOTIONS COMMITTEE

1. Kingsland Catfish Festival - Final Numbers -

A financial report was presented to the board members of a breakdown of final numbers for the 2019 festival. At that time, Paula Chamberlin suggested that the proceeds from the festival be redirected to help with emergency relief to downtown businesses as a result of COVID-19 Pandemic. The board decided to ask each downtown business to submit a letter explaining the impact the virus has had on their business. The board would decide how many businesses will receive the grant and them amount that will be given. Paula Chamberlin was asked to prepare and distribute the letter to each business. Lisa Bell made the motion to approve and Becci Shannon followed with a second. All approved to proceed.
The board would like to ask City Council to approve funding to assist with festival entertainment this year.

Attachment: Minutes May 2020 (3112 : May Minutes)

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Rebecca Shannon, Board Member
AYES:	Chamberlin, Andersen, McCollum, Shannon
ABSENT:	Stokes

2. Homegrown Market Update -

Paula Chamberlin explained that she has been in contact with the market vendors and they are not ready to re-start the market due to the COVID-19 Pandemic. Contact will be made again the first part of June to try to determine a date.

10. DATES TO REMEMBER

Halloween Town - October 24, 2020
Kingsland Catfish Festival - November 21, 2020

11. ADDITIONAL BUSINESS/ANNOUNCEMENTS

Downtown buildings that are for rent or for sale were discussed.
A catfish planning meeting will be scheduled with the next couple of weeks.

12. ADJOURN

Motion to adjourn was made by Jolene Andersen, a seconded by Lisa Bell. Meeting adjourned at 6:25 pm

Attachment: Minutes May 2020 (3112 : May Minutes)

Downtown Development Authority
City of Kingsland
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SCHEDULED

Meeting: 06/11/20 04:30 PM
Department: Downtown Development Authority
Category: Miscellaneous
Prepared By: Paula Chamberlin
Initiator: Paula Chamberlin
Sponsors:
DOC ID: 3115

AGENDA ITEM (ID # 3115)

Event Grounds Update

Downtown Development Authority
City of Kingsland
,

SCHEDULED

AGENDA ITEM (ID # 3113)

Meeting: 06/11/20 04:30 PM
Department: Downtown Development Authority
Category: Miscellaneous
Prepared By: Paula Chamberlin
Initiator: Paula Chamberlin
Sponsors:
DOC ID: 3113

Traffic Change Proposal

GDOT Design Guidelines Solution update
Re-acquisition of HWY 40 Discussion

Downtown Development Authority
City of Kingsland
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SCHEDULED

AGENDA ITEM (ID # 3114)

Meeting: 06/11/20 04:30 PM
Department: Downtown Development Authority
Category: Miscellaneous
Prepared By: Paula Chamberlin
Initiator: Paula Chamberlin
Sponsors:
DOC ID: 3114

Pocket Park Opportunity

Public - Private Co-Op w/ Pineland Bank

Downtown Development Authority
City of Kingsland
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SCHEDULED

Meeting: 06/11/20 04:30 PM
Department: Downtown Development Authority
Category: Miscellaneous
Prepared By: Paula Chamberlin
Initiator: Paula Chamberlin
Sponsors:
DOC ID: 3116

AGENDA ITEM (ID # 3116)

Catfish Festival Update

Downtown Development Authority
City of Kingsland
,

SCHEDULED

Meeting: 06/11/20 04:30 PM
Department: Downtown Development Authority
Category: Miscellaneous
Prepared By: Paula Chamberlin
Initiator: Paula Chamberlin
Sponsors:
DOC ID: 3117

AGENDA ITEM (ID # 3117)

Upcoming Events

Halloween Town - October 24, 2020 - 5:00pm - 8:00 pm
Kingsland Catfish Festival - November 21, 2020 - 9:00am - 8:00pm