



KINGSLAND DOWNTOWN DEVELOPMENT AUTHORITY

Minutes

Oct 13, 2022

I. Call to Order

The meeting was called to order at 4:30 PM by Chairman Paul E. Chamberlin

Jolene Andersen	Vice-Chair	
Paul E. Chamberlin	Chairman	
Kristy Chance	Councilwoman & Board Member	
Theresa Farrell	Board Member	(Absent)
Shawn Halliwell	Board Member	

II. Agenda Amendments

There were no agenda amendments.

III. Approval of Financials

August 2022 Financials were included in the meeting packet.

1. **Motion to:** Motion to approve financials **Approved**

IV. Approval of Previous Meeting Minutes

September 2022 minutes were emailed to all board members for review prior to meeting.

1. **Motion to:** Motion to approve previous minutes **Approved**

V. Old Business

A. Organization Committee

i. Citizens Board Application Form

<https://www.kingslandgeorgia.com/DocumentCenter/View/4634/Citizen-Board-Application-Form>

ii. KDDA Board Vacancy

A letter of resignation from Dakota Jones was presented. Dakota Jones resignation from the Kingsland Downtown Development Authority board is effective immediately.

Appointments Kingsland Downtown Development Authority: Currently there is 3 vacancies on the Kingsland Downtown Development Authority Board of Directors. The KDDA Board of Directors are appointed by the City of Kingsland Mayor and Council. Discussion was made on

appointing someone with a background in Real Estate/Development, Contractor, Chamber, or a Downtown Church.

Chamberlin requested adding the position to the website/social media channels, DDA newsletter and City Council Announcement. No further action required at this time.

The board discussed training/strategic planning, FAM in Thomasville with their DDA Manager and the Mainstreet Program's annual conference. The board would like to get the requirement met for classes online, but would like to attend something in person in the future. No further action required at this time.

1. Motion to: Motion to approve resignation **Approved**

B. Business Development Committee

i. New Downtown Businesses

There are 18 new businesses in the historic district. No action required at this time.

ii. Downtown Merchants Group

No discussion.

C. Design Committee

The Design Committee needs a new chair.

i. Traffic Control Project Update

Coleman reported that the traffic control project had been approved by DOT. The City is in the process of purchasing the required items for the project. No further action at this time.

ii. The Lawn Project Update

Harvey requested the board create a sub-committee moving forward in the Lawn project. Paul & Paula Chamberlin, Andersen, Coleman, Angie & Shawn Halliwell and Shores. Shawn Halliwell to chair the sub-committee. The sub-committee will determine a meeting date to discuss shortly. The board discussed reaching out to groups to host events. Need to determine what items to work on first: power, sidewalks, etc. Board discussed fees for the Lawn. \$150 per day with a \$200 deposit. Other discussions of taking \$1.00 per ticket sale negotiated at time of contract. The board would like to discuss the funds from the Lawn be split 50% / 50% between the city and the DDA. Harvey requested that KDDA make that request

directly to City Council in regards to this. KDDA Board to determine next steps.

iii. Kingsland Depot

Harvey discussed with the board that the City will be moving forward for the lead abatement and repainting of the Kingsland Depot Heritage Center building. No further action required at this time.

iv. Downtown Parking

Parking needs downtown were discussed. It was suggested that Chance and Chamberlin meet with the Mayor about this project. No further action required at this time.

D. Promotions Committee

i. Homegrown Market

Notes from the last Homegrown Market were provided to the Board in the meeting packet. An update was provided on the Homegrown Market by Halliwell. Angie Halliwell, co-owner of The Makery on Lee, spoke about the Homegrown Market and its successes. They had 30 vendors attend in the August market. She reminded the board of the Downtown Merchants meetings, which are held the 1st Monday of the month at The Makery beginning at 9 AM. No further action required at this time.

ii. Catfish Festival Planning Committee

Catfish Planning Committee meeting notes from the 10/5/2022 meeting were provided to all board members. Harvey requested the board participate in helping volunteer for the event.

Thiokol has requested to be a food vendor for the Catfish Festival. They would like to offer 10% of the profits made from their catfish dinners in lieu of the food vendor fee, as well as, provide Thiokol 3 cookers that the City owns; seconded by Chance. Motion carried unanimously.

VI. New Business

A. PEMB-USA Facade Grant Request

PEMB-USA has requested a \$1,000 facade grant for the Living Lenz property.

1. **Motion to:** Motion to approve PEMB-USA Facade Grant **Approved**

VII. Announcements

A. Next Regularly Scheduled Meeting November 10, 2022

Next regularly scheduled meeting is canceled for the month of November, due to the Catfish Festival. December meeting date will be chosen at a later date. No further action required at this time.

VIII. Adjourn

1. **Motion to:** Motion to adjourn **Approved**