



Brunswick Downtown Development Authority Regular Meeting Minutes

Thursday, May 12, 2022

9:30AM – Warwick Conference Room

Board Members & Staff Present: Whitney Herndon, Michael Kaufman, Lisa Jordan, Shemika Sorrells, Peggy Shanahan, Dylan Lukitsch, Jennifer Krouse & Mathew Hill.

Absent: Courtney Prince, Julie Martin.

Advisory Board Present: Erin Granados, Anne Goodstein.

Guests / City Staff: Craig Watkins.

I. Call to Order:

W. Herndon called the meeting to order, a quorum was present.

II. Approval of Agenda:

Those present reviewed the agenda. M. Kaufman made a motion to approve the agenda as written, L. Jordan seconded. A vote was taken, all were in favor.

III. Citizen Items:

None.

IV. Items of Business:

- A. Minutes of the April Meetings:** Those present reviewed the minutes. L. Jordan made a motion to approve the minutes as submitted. M. Kaufman seconded. There being no further discussion, a vote was taken, all were in favor.
- B. Treasurer's Report:** M. Kaufman presented the Treasurer's Report. L. Jordan made a motion to approve the report. S. Sorrells seconded. There being no further discussion, a vote was taken, all were in favor.
- C. June & September Meeting Dates:** M. Hill said that he would be at training for the June meeting and out of the office in September. Various dates were discussed, with the final dates as Jun 10th at 9:30 am and September 9th at 9:30am.
- D. FY 23 Budget Revision:** M. Kaufman and M. Hill reviewed the revised FY23 budget request. M. Kaufman made a motion to revise the FY23 budget as

submitted. P. Shanahan seconded. After discussion, a vote was taken, all were in favor.

E. Main Street MOU: M. Hill presented the annual Main Street MOU. P. Shanahan made a motion to approve the MOU. M. Kaufman seconded. A vote was taken, all were in favor.

F. Jump Start Grant

1. **Power for Living Enterprises (400 Gloucester Street)** – M. Hill presented the application. After discussion, S. Sorrells made a motion to approve the grant for \$2,000. L. Jordan seconded. A vote was taken, all were in favor and the motion passed. Those present asked that the wording for ineligible business types be modified for approval at the next meeting.

V. Mayor Johnson's Items: Mayor Johnson was not able to attend.

VI. City Manager's Items: City Manager McDuffie was not able to attend.

VII. Chairman's Items: None.

VIII. Economic Vitality:

A. EV Charging: M. Hill said that work on the charging stations at 503 Mansfield has been permitted and will be done in the next few months.

B. New Business Assistance: Those present discussed options for listing available property. M. Kaufman made suggestions that would be low cost. D. Lukitsch will investigate.

IX. Promotion:

A. Blessing of the Fleet Recap: J. Krouse reviewed Blessing of the Fleet Festival. There was a good turnout, but the wind was problematic for vendors.

B. Art Walk: The Art Walk on May is set to go. Wine tasting will require a \$10 wristband to ensure only those over 21 are able to taste. Participation without the tasting is free.

C. Merchandise: Options for DDA merchandise (caps, t-shirts) were discussed.

D. Social Media: Followers on Facebook and Instagram continue to increase. Facebook paid ads for Blessing of the Fleet reached 39,000 people.

X. Board Member's Items:

A. W. Herndon (Traffic Control) – W. Herndon asked about the traffic control at Monck & G. M. Hill will talk to the City Manager about it again.

XI. Advisory Board Items: None.

XII. Executive Director's Report:

A. Main Street Report: M. Hill reviewed the Main Street summary report.

B. Insurance: M. Hill reviewed the insurance quote from Morris & Templeton. It is a large savings on the 1406 property. They are also quoting business and workers comp.

XIII. Adjourn: P. Shanahan made a motion to adjourn, M. Kaufman seconded. W. Herndon adjourned the meeting.

Respectfully Submitted:
Mathew Hill, Executive Director