



Brunswick Downtown Development Authority Regular Meeting Minutes

**Thursday, February 9, 2023
9:30am – Warwick Conference Room**

Board Members & Staff Present: Courtney Prince, Whitney Herndon, Michael Torras, Michael Kaufman, Lisa Jordan, Julie Martin, Peggy Shanahan, Jennifer Krouse & Mathew Hill.

Absent: None.

Advisory Board Present: Craig Watkins, Anne Goodstein.

Guests / City Staff: Regina McDuffie – City Manager, Jeremiah Bergquist – Assistant City Manager, Sherri Pruitt – GIDA, Lance Sabbe – Forward Brunswick, Jeff Faletto – City Public Works, Taylor Cooper – Brunswick News.

I. Call to Order:

C. Prince called the meeting to order, a quorum was present.

II. Approval of Agenda:

Those present reviewed the revised agenda. P. Shanahan made a motion to accept the agenda, W. Herndon seconded. A vote was taken, all were in favor.

III. Citizen Items: There were no citizen items.

IV. Items of Business:

A. Minutes of the January meeting: Those present reviewed the minutes. L. Jordan made a motion to approve the minutes as submitted. W. Herndon seconded. A vote was taken, all were in favor.

B. Treasurer's Report: M. Kaufman presented the treasurer's report for January. P. Shanahan made a motion to approve the report. J. Martin seconded. A vote was taken, all were in favor.

C. Grants:

1. CPE Grant – East River Gallery (2628 Newcastle St): M. Hill reviewed the application. M. Kaufman made a motion to approve the grant in the amount up to \$12,954.25. M. Torras seconded. A vote was taken, all were in favor.

2. CPE Grant – Social Impact Community Partners (2112 Norwich St): M. Hill reviewed the application. L. Jordan made a motion to approve the grant in the amount up to \$23,650.00. P. Shanahan seconded. A vote was taken, all were in favor.
3. Facade Grant – Burning Reels (1 Torras Landing): M. Hill reviewed the application. M. Torras made a motion to approve the grant for the boat wraps in the amount to \$2,750.00. W. Herndon seconded. A vote was taken, all were in favor.

W. Herndon recused herself from the following:

4. CPE Grant – Girl & Boy, LLC (1328 Newcastle St): M. Hill reviewed the application. P. Shanahan made a motion to approve the grant in the amount of \$3,971.35. L. Jordan seconded. A vote was taken, all were in favor.

W. Herndon returned to the meeting.

5. Grant Review Committee: The board would like grant applications to be reviewed by a committee to streamline the board meetings. M. Kaufman, W. Herndon and C. Watkins will serve as the committee which will meet the Monday prior to the board meeting. Applications and committee recommendations will be sent to the board prior to the meeting.

V. Mayor Johnson’s Items: Mayor Johnson was not present.

VI. City Manager’s Items: R. McDuffie thanked the board for their work. She gave a recap of the Economic Outlook Luncheon, the outlook for Brunswick is positive with the Brunswick MSA being 3rd in the state for projected growth. The finance committee approved a CPE Grant for SSI Motors and reviewed an application for GI Family Healthcare.

VII. Chairman’s Items: None.

VIII. Economic Vitality: L. Sabbe said that the pressure washing on Norwich Street is complete. A group of volunteers will freshen the painted markings, Public Works will furnish the paint.

IX. Promotion:

- A. Backyard Barbecue:** J Krouse gave an update on the event. There are twelve teams signed up, which is good for a first-time event. Ticket sales for the voting have picked up and are expected to continue to rise next week.
- B. Brunswick Music District:** M. Hill said that he had asked S. Bates to attend the meeting. She had told him that she was refreshing the information package to send to businesses. The board discussed BMD and were concerned that there was only one consistent sponsor. Various options for sponsoring music downtown were discussed. A committee of L. Jordan, A. Goodstein and P. Shanahan will work with S. Bates to attract more sponsors for the music.
- C. Holiday Lighting 2023:** J. Faletto gave an update from his trip to the St. Louis lighting show. The board discussed string lighting, M. Hill will work with J. Faletto on mapping for the string lights and developing cost estimates.

X. Organizational Report:

- A. Main Street Report:** M. Hill reviewed the Main Street summary report.
- B. Annual Assessment:** M. Hill said that DCA will do the in-person assessment on February 20.
- C. Farmer's Market:** M. Hill said that the market is ready for the reboot in March. The "Harbor Market" will be on the first, third and fifth Saturday and have the existing vendor mix. The "Forward Brunswick Georgia Grown Market" will be on the second and fourth Saturdays. This market will feature only food related vendors: Produce, Prepared Foods, Meats, Spices, Food producing plants. Forward Brunswick is providing a "market manager" for those Saturdays.

XI. Board Member's Items:

- A. M. Torras – Railroad Quiet Zones:** M. Torras presented information on Railroad Quiet Zones. There have been discussions with the City Manager's office about 7 crossings that would need safety improvements in order for the Quiet Zone to be implemented. The cost per crossing is estimated at \$200,000. M. Hill said that there are three more crossings that should be included.
- B. W. Herndon – Street Closure Barriers:** W. Herndon said that she had seen crowd barriers with signage used for events. M. Hill said that the same had been discussed at the merchant meeting earlier in the week. He presented a cost estimate that D. Lukitsch had prepared. M. Hill will work with W. Herndon on cost estimates from various companies. .

XII. Adjourn: P. Shanahan made a motion to adjourn the meeting. L. Jordan seconded. C. Prince Adjourned the meeting.

Respectfully Submitted:
Mathew Hill, Executive Director