



## **Brunswick Downtown Development Authority Regular Meeting Minutes**

**Thursday, May 13, 2023**

**9:30am – Warwick Conference Room**

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

**Absent:** Lisa Jordan, one vacancy

**Advisory Board Present:** Craig Watkins, Anne Goodstein.

**Guests / City Staff:** Sheri Pruitt- GI DA, Lance Sabbe – Forward Brunswick, William Bilancio – City IT Director, Jeff Faletto – City Public Works, Taylor Cooper – Brunswick News.

### **I. Call to Order:**

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

### **II. Introductions:**

Those present introduced themselves.

### **III. Approval of Agenda:**

Those present reviewed the revised agenda. M. Kaufman made a motion to accept the agenda, J. Martin seconded. A vote was taken, all were in favor.

**IV. Citizen Items:** L. Sabbe said that the Forward Brunswick Farmer's Market was going well. EBT use has increased over time.

### **V. Items of Business:**

**A. Minutes of the April meeting:** Those present reviewed the minutes. J. Martin made a motion to approve the minutes as submitted. M. Kaufman seconded. A vote was taken, all were in favor.

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

#### **C. Grants:**

1. Jump Start Grant – Matted Ox Axe Throwing (1510 Bay St): M. Hill stated presented the application and said that the review board recommended approval.

P. Shanahan made a motion to approve the grant in the amount of \$2,000.00. J. Martin seconded. A vote was taken, all were in favor.

2. CPE Grant – Brunswick African American Culture Center (1621 Albany St) M. Hill presented the application. M. Kaufman said that the committee recommends a second quote. Hill reassured the board that the application will not lose it's place due to the request for information. J. Martin made a motion to defer the application to the June meeting. M. Torras seconded. A vote was taken, all were in favor.

**VI. Mayor Johnson's Items:** Mayor Johnson was not present.

**VII. City Manager's Items:** R. McDuffie was not present.

**VIII. Chairman's Items:** W. Herndon had no additional items.

**IX. Economic Vitality:** J. Martin asked about the downtown planters. Those present discussed alternate locations. The spaced-out planters are often used for litter and many are not cared for. J. Martin will review alternate locations and make a recommendation to the board at the next meeting.

**X. Promotion:**

- A. Blessing of the Fleet:** J Krouse said that vendor spacing has been revised and the new event space signs will be used. There have been more private vessels registered this year. The \$1,000 donation from Winn-Dixie will be used to purchase items for the event.
- B. Crafts Along Newcastle:** The crafters have been receptive to the fee for CAN and for First Friday.
- C. Health Walk / Safety Day:** This is a joint event between the City and DDA.
- D. Brunswick Music District:** S. Bates has decided to only have music on Thursday and Saturday. The budget for BMD will be reallocated by a committee that will form in July after the board appointments.

**XI. Organizational Report:**

- A. Main Street Report:** M. Hill reviewed the Main Street summary report.
- B. Main Street MOU:** M. Hill presented the Main Street MOU. It is unchanged from 2022. M. Torras made a motion to authorize the Chair to sign the MOU. J. Martin seconded. A vote was taken, all were in favor and the motion passed. The MOU will be reviewed at the May 17 Commission meeting.
- C. Board Vacancies:** M. Hill reviewed the board members with expiring terms.

**XII. Board Member's Items:**

- A. M. Kaufman – Board Qualifications:** M. Kaufman suggested that the board provide the Commission with desired qualifications for board appointments. Although this is not required in state law, a well-rounded board is important to the continued success of the DDA..

**XIII. Executive Session:** M. Kaufman made a motion to adjourn for executive session to discuss personnel. P. Shanahan seconded. W. Herndon adjourned the meeting for executive session.

**XIV. Adjourn:** Upon return to regular meeting the chair stated that there was no vote in executive session. M. Torras made a motion to adjourn the meeting. P. Shanahan seconded. A vote was taken, all were in favor. W. Herndon adjourned the meeting.

Respectfully Submitted:  
Mathew Hill, Executive Director