



Brunswick Downtown Development Authority Regular Meeting Minutes

Thursday, June 15, 2023

9:30am – Warwick Conference Room

Board Members & Staff Present: Whitney Herndon, Michael Torras, Michael Kaufman, Julie Martin, Susan Bates, Lisa Jordan, Travis Stegall & Mathew Hill.

Absent: None.

Advisory Board Present: Craig Watkins, Lance Sabbe.

Guests / City Staff: Regina McDuffie – City Manager, Carrie Hogan – City PIO, William Bilancio – City IT Director, Jeff Faletto – City Code Enforcement, Michael Hall – 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. J. Martin made a motion to accept the agenda, M. Torras seconded. A vote was taken, all were in favor.

IV. Citizen Items: C. Watkins said that there has been an increase in people sleeping in the parks downtown. It was brought to the City Manager's attention.

V. Items of Business:

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

B. Treasurer's Report: M. Kaufman presented the treasurer's report for June. M. Torras made a motion to approve the report. L. Jordan seconded. A vote was taken, all were in favor.

C. Grants:

1. CPE Grant – Brunswick African American Culture Center (1621 Albany St) M. Hill presented the revised contractor quote. M. Kaufman made a motion to

approve the grant with a match of \$8,654.86. J. Martin seconded. A vote was taken, all were in favor.

2. CPE Grant – Burnem Real Estate (1801 Norwich St) M. Hill presented the application. M. Kaufman made a motion to approve the grant with a match of \$15,192.50. J. Martin seconded. A vote was taken, all were in favor.
3. CPE Grant – Vampire Penguin (1525 Newcastle St) M. Hill presented the application. M. Kaufman made a motion to approve the grand pending availability of funds. T. Stegall 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 introduced C. Hogan the city’s Public Information Officer. She anticipates that the FY24 budget will be approved next week. The new budget includes an increase for the DDA and funding for maintenance of the downtown squares.

VIII. Chairman’s Items: W. Herndon suggested that the board provide work plan items they think could be accomplished this summer. She will set up a google doc for the board to use. The document will be reviewed at each meeting.

IX. Economic Vitality: M. Hill provided the new businesses and said that Newcastle Wine Merchant will have their ribbon cutting on June 16 at 4:00pm..

X. Promotion:

- A. **Old Fashioned 4th of July:** M. Hill said that the July 4 event will feature Squirt Gun and First Baptist Church will again be assisting with the games / watermelon.
- B. **Brunswick Music District:** S. Bates said that June would be the last month for BMD. She gave a recap of the series and thanked the DDA for their support. There will still be music in Jekyll Square on Thursday and Saturday.

XI. Organizational Report:

- A. **Main Street Report:** M. Hill reviewed the Main Street summary report.
- B. **Farmer’s Market:** L. Sabbe gave a review of the Forward Brunswick Farmer’s Market. He said it has been going well, with just a few hiccups.

XII. Executive Session: L. Jordan made a motion to adjourn for executive session to discuss personnel. M. Kaufman seconded. W. Herndon adjourned the meeting for executive session.

XIII. 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. L. Jordan seconded. A vote was taken, all were in favor. W. Herndon adjourned the meeting.

Respectfully Submitted:
Mathew Hill, Executive Director