



Brunswick Downtown Development Authority Meeting Minutes

Thursday, October 12, 2023

9:00am – Warwick Conference Room

Board Members & Staff Present: Whitney Herndon, Michael Torras, Michael Kaufman, Julie Martin, Lisa Jordan, Mathew Hill, Chelsea Hill & Gracie Jordan. Travis Stegall (via Zoom).

Absent: Susan Bates.

Advisory Board Present: Craig Watkins, Sherri Pruitt.

Guests / City Staff: Jeremiah Bergquist – Assistant City Manager, John Hunter – Planning, Development, Codes, William Bilancio - IT, Taylor Cooper.

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 agenda. M. Kaufman made a motion to accept the agenda. M. Torras seconded. A vote was taken, all were in favor.

IV. Citizen Items: None.

V. Items of Business:

A. Minutes of the September meetings: 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 October. J. Martin made a motion to approve the report. M. Kaufman seconded. A vote was taken, all were in favor.

C. Grants:

1. Jump Start Grant – DeVoss Photography (406 Monck St) M. Hill reviewed the application. J. Martin made a motion to approve the grant in the amount of \$1,750.00. M. Torras seconded. A vote was taken, all were in favor.

2. Jump Start Grant – Makers (1214 Newcastle St) L. Jordan recused herself. M. Hill reviewed the application. M. Kaufman made a motion to approve the grant in the amount of \$2,000.00. M. Torras seconded. A vote was taken, all were in favor. L. Jordan returned to the meeting.
3. Facade Grant – Tin Lizzies (2201 Norwich St – sign, 2201 Norwich St – façade, 2123 Norwich St - sign) M. Hill reviewed the applications. M. Kaufman made a motion to approve the grants as follows: 2201 Norwich St (sign) - \$500, 2123 Norwich St (sign) - \$0 and 2201 Norwich St (façade) - \$500T. Stegall seconded. A vote was taken, all were in favor.
4. Enterprise Zone – Pinnacle Assets (1400-02 Newcastle St) M. Hill reviewed the application. M. Kaufman made a motion to recommend approval of the incentive package, pending historic designation & tax assessment. L. Jordan seconded. A vote was taken, all were in favor.
5. CPE Grant – 1401 Newcastle St (Basil Thai & Sushi) M. Hill presented the application. L. Jordan made a motion to approve the grant with a match of \$25,000.00. M. Kaufman seconded. A vote was taken, all were in favor.
6. CPE Grant – 127 F St (Wick 2.0) M. Kaufman recused himself. M. Hill presented the application. L. Jordan made a motion to approve the grant with a match of \$25,000.00 M. Torras seconded. A vote was taken, all were in favor. M. Kaufman returned to the meeting.
7. CPE Grant – 201 Mansfield St (Foreign Car Center) M. Hill presented the application. M. Kaufman made a motion to approve the grant in the amount of \$21,250.00. J. Martin seconded. A vote was taken, all were in favor.

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

VII. City Manager’s Items: J. Bergquist had no additional items. W. Bilancio said that the City had taken over the hosting of the DDA website.

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

IX. Economic Vitality: M. Hill stated that CHC had sent a letter exercising their option to terminate the lease on the Public Works yard effective 12/31/23. M. Kaufman requested a copy of the lease to review.

X. Promotion: G. Jordan and C. Hill gave an update on the Grimms Fest held on First Friday. It was a great event and a larger than usual crowd came to First Friday. G. Jordan reviewed the upcoming events.

XI. Organizational Report:

A. Organization of Civility Resolution: M. Hill said that the Georgia Municipal Association is recommending that Authorities throughout the state adopt a resolution for Civility. J. Martin made a motion to adopt the resolution. M. Torras seconded. A vote was taken, all were in favor and the motion passed.

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

XII. Board Member’s Items:

A. Barriers: S. Bates was not present, but C. Hill stated that the City Manager felt there were funds to purchase the barriers to be used for city & downtown events.

- B. String Lights:** M. Torras gave an update on the fundraising efforts. M. Hill said that the URA board would contribute to the string lighting on the 1600 block of Newcastle. He will present the quotes to the URA board at their next meeting.
- C. L. Jordan:** L. Jordan said that this would be her last meeting. They will be moving to the new posting in India in the next months.

XIII. Adjourn: 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