



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

**Thursday, July 20, 2023**

**9:00am – Warwick Conference Room**

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

**Absent:** None.

**Advisory Board Present:** Craig Watkins, Lance Sabbe, Sherri Pruitt.

**Guests / City Staff:** Sarah Cross.

### **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. Torras made a motion to accept the agenda. Bates seconded. A vote was taken, all were in favor.

### **IV. Citizen Items:** None.

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

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

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

**C. Grants:** M. Hill stated that the application for Fat & fine Crab Shack had been omitted from the agenda. M. Torras made a motion to revise the agenda. J. Martin seconded. A vote was taken, all were in favor.

1. Jump Start Grant – Fat & Fine Crab Shack (3300 Norwich St) M. Hill reviewed the application. M. Kaufman made a motion to approve the grant in the amount of \$1,940.00. M. Torras seconded. A vote was taken, all were in favor.

2. Façade Grant – Food Truck Corner (3330 Norwich St) M. Hill reviewed the application. M. Torras made a motion to approve the application, changes to materials will be allowed. The grant amount is up to \$1,050.00. T. Stegall seconded. A vote was taken, all were in favor.
3. Façade Grant – Tin Lizzie’s (2123 Norwich St) M. Hill reviewed the application. M. Kaufman made a motion to approve the grant in the amount of \$1,000.00. M. Torras seconded. A vote was taken, all were in favor.
4. Jump Start Grant – Food Truck Corner (3330 Norwich St) M. Hill reviewed the application. M. Torras made a motion to approve the grant in the amount of \$1,802.00. L. Jordan seconded. A vote was taken, all were in favor.
5. CPE Grant – Myles Kilby & Assoc. (1519 Lee St) M. Hill reviewed the application. M. Kaufman 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.
6. CPE Grant – Pinnacle Assets (1400 Newcastle St) M. Hill presented the application. M. Kaufman 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.
7. CPE Grant – Pinnacle Assets (1402 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 was not present.

**VIII. Chairman’s Items:** W. Herndon reminded the board to have their work plan items ready for the September meeting.

**IX. Economic Vitality:** M. Hill gave an update on Bubba Garcia’s.

**X. Promotion:** No report.

**XI. Organizational Report:**

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

**XII. Board Member’s Items:**

**A.** S. Bates gave an update on the barricades. She said there are similar barricades in use at St. Simons Elementary School.

**B.** L. Sabbe said that he had requested replacement of the dumpsters at Mary Ross Park. He and Kate have purchased Brunswick Old Town Tours.

**C.** M. Torras gave an update on the string lights. He met with G. Alberson & T. Nelson about using the palm trees along Newcastle. Public Works will obtain a quote for the electrical. He also said July 2024 will mark the 100<sup>th</sup> anniversary of the Torras Causeway. There will be a celebration.

**D.** A. Goodstein said that Rise Risley is working with a group to form a strategic plan.

**XIII. Executive Session:** M. Torras made a motion to adjourn for executive session to discuss personnel. T. Stegall 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. L. Jordan seconded. A vote was taken, all were in favor. W. Herndon adjourned the meeting.

Respectfully Submitted:  
Mathew Hill, Executive Director