



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

**Thursday, August 10, 2023**

**9:00am – Warwick Conference Room**

**Board Members & Staff Present:** Whitney Herndon, Michael Torras, Michael Kaufman, Julie Martin, Susan Bates & Mathew Hill.

**Absent:** Lisa Jordan, Travis Stegall.

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

**Guests / City Staff:** William Bilancio, Taylor Cooper, Jeff Faletto, Jason Kuykendall.

### **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 July 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 August. M. Torras made a motion to approve the report. S. Bates seconded. A vote was taken, all were in favor.

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

1. Jump Start Grant – ELL Academy (1628 Norwich St) 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.

2. Jump Start Grant – El Milagro (3330 Norwich St) M. Hill reviewed the application. M. Kaufman made a motion to defer to consult with other departments. M. Torras seconded. A vote was taken, all were in favor.
3. CPE Grant – The Brick. (1505 MLK Jr. Blvd) M. Hill reviewed the application. M. Torras 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.
4. CPE Grant – Commerce Building (1508-10 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.
5. CPE Grant – 507 Gloucester Apartments (502 Gloucester St) M. Hill presented the application. M. Kaufman made a motion to approve the grant with a match of \$7,500 pending submittal of additional expenses. seconded. A vote was taken, all were in favor.
6. CPE Grant – Totally Free (1708 Norwich St) M. Hill presented the application. M. Kaufman made a motion to approve the grant in the amount of \$25,000.00. S. Bates 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 led a review of the goals:

- A. **J. Martin:** The planters will be clustered where they can be irrigated or at businesses who adopt the planters.
- B. **W. Herndon:** Mansfield lot stencil: W. Herndon priced paint, M. Hill will see if the public works supplier can match or beat the price for pavement marking paint.
- C. **M. Torras:** String Lighting: The map was reviewed. Blocks 1-3 would cost \$28,450 to have the power installed using city labor for paver install / removal. Torras Companies will donate \$2,000, Kaufman Development will donate \$2,000, Topsy's will donate \$1,000 and M. Torras said the Port City group will make a donation (\$2,000).
- D. **S. Bates:** Street barricades: There was discussion about the barricade proposal and the movit barricades Susan found. The board felt the metal yellow barricades would be a better value.

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

**X. Promotion:** J. Faletto explained the Grimm's Fest set for First Friday in October. The board had concerns about the short notice resulting in a lackluster event. M. Hill will meet with L. Gallagher and J. Faletto to see how far along the vent planning is.

**XI. Organizational Report:**

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

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

- A. C. Watkins asked about the EV charging spaces in the Mansfield lot. On First Friday, those six spaces are empty and the lot is filled. He asked if it would be possible to allow "regular" parking in 4 of those spaces on First Friday. M. Hill will talk with Public Works.

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

Respectfully Submitted:  
Mathew Hill, Executive Director