



Brunswick Downtown Development Authority Meeting Minutes

**Thursday, September 14, 2023
9:00am – Warwick Conference Room**

Board Members & Staff Present: Whitney Herndon, Michael Torras, Michael Kaufman, Julie Martin, Susan Bates, Lisa Jordan, Mathew Hill, Chelsea Hill & Gracie Jordan. Travis Stegall arrived after call to order.

Absent: None.

Advisory Board Present: Craig Watkins, Sherri Pruitt.

Guests / City Staff: William Bilancio, Taylor Cooper, Karen North.

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

IV. Citizen Items: None.

V. Items of Business:

- A. Minutes of the August meeting:** Those present reviewed the minutes. S. Bates 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 September. M. Torras made a motion to approve the report. S. Bates seconded. A vote was taken, all were in favor.
- C. Grants:**
 1. Facade Grant – Th Wick 2.0 (127 F St) M. Kaufman recused himself. M. Hill reviewed the application. M. Torras made a motion to approve the grant in the amount of \$708.08. S. Bates seconded. A vote was taken, all were in favor. M. Kaufman returned to the meeting.

2. Facade Grant – GI Office Equipment (1205 Newcastle St) M. Hill reviewed the application. M. Kaufman made a motion to approve the grant in the amount of \$3,000.00. J. Martin seconded. A vote was taken, all were in favor.
3. Facade Grant – DeVoss Photography (406 Monck St) M. Hill reviewed the application. M. Torras made a motion to approve the grant with a match of \$150.00. J. Martin seconded. A vote was taken, all were in favor.
4. Jump Start Grant – DeVoss Photography (406 Monck St) M. Hill said that the application was missing a signature from the SBDC and he recommended the application be deferred. M. Kaufman made a motion to defer, M. Torras seconded. A vote was taken, all were in favor.
5. CPE Grant – 2914 Norwich (SNS Transportation) M. Hill presented the application. M. Kaufman made a motion to approve the grant with a match of \$25,000.00. S. Bates seconded. A vote was taken, all were in favor.
6. CPE Grant – 1509 Union (Elks Lodge) M. Hill presented the application. M. Torras made a motion to approve the grant with a match of \$25,000.00 J. Martin seconded. A vote was taken, all were in favor.
7. CPE Grant – 1615 Reynolds (Biron Teas) M. Hill presented the application. M. Kaufman made a motion to approve the grant in the amount of \$25,000.00. M. Torras seconded. A vote was taken, all were in favor.
8. CPE Grant – 1200 Gloucester (Devign) M. Hill presented the application, the applicant was present. M. Kaufman made a motion to defer for a called meeting / site visit. M. Torras seconded. A vote was taken, all were in favor.
9. CPE Grant – 1505 MLK (The Brick) M. Hill presented the application, stating that the new owner would be doing additional work. M. Kaufman made a motion to defer for the called meeting / site visit. J. Martin seconded. A vote was taken, all were in favor.
10. CPE Grant – 1214 Newcastle (Makers) L. Jordan recused herself. M. Hill presented the application. M. Kaufman made a motion to defer for the called meeting / site visit. 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 led a review of the goals:

- A. S. Bates:** Funding for the barriers to replace the barricades will be sought from the City. Covers could be sponsored with the sponsors name on the reverse.
- B. J. Martin:** The planter relocation is on hold until work at Mary Ross Park is complete.
- C. M. Kaufman:** Said he was encouraged that the City is studying a potential roundabout at Bay & Newcastle. The board should attend any public meetings and speak in favor of the project.
- D. M. Torras:** Received a new quote for electric work from Atlantic Power Electric that is markedly less than the original quote. \$16,000 in sponsorships will be needed in addition to Public Works performing some site work. He is scheduling a meeting with the City Manager. He suggested that the DDA team up with the URA to put temporary power on the Oglethorpe Block.

IX. Economic Vitality: Vampire Penguin has opened.

X. Promotion: G. Jordan and C. Hill gave an update on what they've been working on so far. Planning for the Grimm Fest continues and response from the businesses has been good.

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 golf carts on the closed streets during First Friday. M. Hill will ask BPD to enforce the closure to ALL motorized vehicles. There was also a request for more police presence at First Friday.

XIII. Adjourn: J. Martin made a motion to adjourn the meeting. S. Bates seconded. A vote was taken, all were in favor. W. Herndon adjourned the meeting.

Respectfully Submitted:
Mathew Hill, Executive Director