



Brunswick Downtown Development Authority Meeting Minutes

**Thursday, January 11, 2024
9:00am – Warwick Conference Room**

Board Members & Staff Present: Julie Martin, Michael Kaufman, Michael Torras, Travis Stegall, Susan Bates, Mathew Hill, Gracie Jordan & Chelsea Hill

Absent: Whitney Herndon, 1 vacancy.

Advisory Board Present: Craig Watkins, Lance Sabbe.

Guests / City Staff: Regina McDuffie – City Manager, Jeremiah Bergquist – Assistant City Manager, William Bilancio - IT, Taylor Cooper, Sherri Pruitt.

I. Call to Order:

M. Kaufman called the meeting to order, a quorum was present.

II. Approval of Agenda:

Those present reviewed the agenda. J. Martin made a motion to accept the agenda. S. Bates seconded. A vote was taken, all were in favor.

III. Items of Business:

A. Minutes of the December meeting: Those present reviewed the minutes. S. Bates 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. S. Bates made a motion to approve the report. J. Martin seconded. A vote was taken, all were in favor.

C. Grants:

1. Façade Grant – Enchanted Dollhouse (1618 Union) M. Hill reviewed the application. J. Martin made a motion to approve the grant in the amount of \$1,000.00 for façade and \$415.50 for signage. M. Torras seconded. A vote was taken, all were in favor.
2. Façade Grant – Harrison (1515 Newcastle) M. Hill reviewed the application. M. Torras made a motion to approve the grant in the amount of \$1,000.00 for façade improvements. J. Martin seconded. A vote was taken, all were in favor.

3. CPE Grant – 1621 Albany (BAACC) M. Hill reviewed the application for a revision to the approval. J. Martin made a motion to approve the revised scope of work and grant amount of \$11, 987.50. M. Torras seconded. A vote was taken, all were in favor.
4. CPE Grant – 302 Gloucester St (Daddy Cates) M. Hill presented the application. M. Torras made a motion to approve the grant for grease trap installation and lighting in the amount of \$3,575.00. T. Stegall seconded. A vote was taken, all were in favor.
5. CPE Grant – 1515 Newcastle (Harrison) M. Hill presented the application for a roof. M. Torras 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.
6. Jump Start Grant – Enchanted Doll House (1618 Union) M. Hill reviewed the application. M. Torras made a motion to approve the grant in the amount of \$1,632.20. S. Bates seconded. A vote was taken, all were in favor.
7. Jump Start Grant – Coastal Cottage (1424 Newcastle) M. Hill reviewed the application. T. Stegall made a motion to approve the grant in the amount of \$2,000.00. S. Bates seconded. A vote was taken, all were in favor.

IV. City Manager’s Items: R. McDuffie said that the County has obtained approval from the URA to use the Oglethorpe Block for parking during construction of the Juvenile Justice Center. Downtown officer Nicole Walker started this week. S. Bates asked about giving the officer flexible hours to accommodate evening events. There will be a design meeting for the roundabout at Bay & Newcastle streets today. A new state law will allow Cities to notify other entities that they may not drop off homeless persons. The city attorney is currently reviewing the letter to be sent to adjacent entities.

V. Chairman’s Items: M. Kaufman had no items.

VI. Economic Vitality: M. Torras gave an update on the string lights. The power is completed and Public Works will resume installation when the bucket truck is free. M. Torras asked about an annual report, M. Hill said that G. Jordan is working on the 2023 report.

VII. Promotion: C. Hill and G. Jordan gave an update on December’s events. The Christmas Parade will be moved to the second Saturday in December. There was discussion about lighting for the Shrimp Drop. C. Hill will work with Public Works and the City managers office on portable lighting. The City Manager and Assistant City Manager will be going to a meeting in Atlanta and have planned to visit cities in the area who have similar parks.

VIII. Organizational Report:

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

B. 2023 Assessment: M. Hill reviewed the GA Main Street assessment report. The National Main Street self-assessment is in process.

IX. Board Member’s Items:

A. Food Trucks at First Friday: M. Torras said that the number of food trucks at First Friday may be hampering the brick & mortar restaurants. S. Bates presented data showing that food sales were down in January. Staff is working on an overhaul of food truck and vendor registration for First Friday. M. Torras asked for a summary of the number of food trucks at First Fridays.

X. Advisory Members Items:

A. S. Pruitt: The ribbon cutting for the Development Authority's new office space is Feb. 2 at 11 am.

B. L. Sabbe: The improvements at El Puerto Azteca have begun.

XI. Adjourn: M. Torras made a motion to adjourn the meeting, J. Martin seconded. M. Kaufman adjourned the meeting.

Respectfully Submitted:
Mathew Hill, Executive Director