



Brunswick Downtown Development Authority Meeting Minutes

Thursday, December 14, 2023

9:00am – Warwick Conference Room

Board Members & Staff Present: Whitney Herndon, Michael Torras, Travis Stegall, Susan Bates, Mathew Hill & Chelsea Hill

Absent: Julie Martin, Michael Kaufman, 1 vacancy.

Advisory Board Present: Craig Watkins, Lance Sabbe, Anne Goodstein.

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

I. Call to Order:

W. Herndon called the meeting to order, a quorum was present.

II. Approval of Agenda:

Those present reviewed the agenda. M. Torras made a motion to accept the agenda. T. Stegall seconded. A vote was taken, all were in favor.

III. Items of Business:

- A. Minutes of the November meeting:** Those present reviewed the minutes. M. Torras made a motion to approve the minutes as submitted. T. Stegall seconded. A vote was taken, all were in favor.
- B. Treasurer's Report:** M. Hill presented the treasurer's report for December. 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 – Audrey Chapman (1419 Newcastle) M. Hill reviewed the application. M. Torras made a motion to approve the grant in the amount of \$1,000.00 for façade and \$793.87 for signage. T. Stegall seconded. A vote was taken, all were in favor.
 2. CPE Grant – ibexperts (600 G St) M. Hill reviewed the application. T. Stegall made a motion to approve the grant in the amount of \$10,681.50. M. Torras seconded. A vote was taken, all were in favor.

3. CPE Grant – 302 Gloucester St (Cody Building) M. Hill presented the application. M. Torras made a motion to defer until the grant minimum can be reached. T. Stegall seconded. A vote was taken, all were in favor.

IV. City Items: R. McDuffie said that the City float in the Christmas Parade won first place. BPD will be doing regular walks downtown until a downtown officer is selected. Phase II of Mary Ross Park will be completed early next year. There will be a Holiday Lighting committee formed to alleviate the issues that we experienced this year.

V. Chairman's Items: W. Herndon said she the first logo has been completed on the Mansfield lot. There was discussion about the board vacancy. A vendor map for First Friday will be developed to send to merchants the day of the event. Herndon said that she has received many positive comments about downtown in the last two weeks.

VI. Economic Vitality: M. Torras gave an update on the string lights. M. Hill stated that the URA would fund the string lights in the 1600 block.

VII. Promotion: M. Hill and C. Hill gave an update on events. There was discussion about moving the Christmas Parade to the second Saturday in December.

VIII. Organizational Report:

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

IX. Board Member's Items:

A. Holiday Lighting: M. Torras said that he and S. Bates had discussed the issues with the holiday lighting. Expectations by visitors is high, and the lighting needs to fulfill those expectations. He presented other communities' method of organizing holiday lighting.

B. Causeway Anniversary: M. Torras gave a quick update on the 100th anniversary of the Torras Causeway to be held in July of 2024. He asked that the DDA assist with coordinating the parade.

X. Advisory Members Items:

A. S. Pruitt: The grand opening for the EDA's new offices on Gloucester Street will be held at the First Friday in February.

XI. Citizen Items: M. Whitehead asked that the planters that were removed from downtown be placed at the corner of 4th & Norwich (Food Truck Corner). R. McDuffie said that there shouldn't be a problem in doing that.

XII. Adjourn: M. Torras made a motion to adjourn the meeting. W. Herndon adjourned the meeting.

Respectfully Submitted:
Mathew Hill, Executive Director