



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

**Thursday, February 15, 2024**

**9:00am – Warwick Conference Room**

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

**Absent:** None.

**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, Beaver Brooks, Michelle Mathis, Pam Sherling, John Hunter – Director PDC, Jeff Faletto, Allen, Tyrone, Keith Schroeder.

### **I. Call to Order:**

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

### **II. Approval of Agenda:**

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

### **III. Citizen Comments:**

J. Faletto suggested that there be periodic activities in combination with First Friday. Similar to Grimm Fest and the Big Read. He suggested a Pirate theme for August. B. Brooks said that the cones at Newcastle & Howe were not sufficient.

### **IV. Items of Business:**

**A. Minutes of the January 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. T. Stegall made a motion to approve the report. S. Bates seconded. A vote was taken, all were in favor.

**C. Grants:**

1. Facade Grant – Myles Kilby & Associates (1519 Lee) M. Hill reviewed the application. M. Torras made a motion to approve the grant in the amount of \$1,000.00 for façade and \$360.00 for signage. M. Kaufman seconded. A vote was taken, all were in favor.

**V. City Manager's Items:** R. McDuffie gave a recap of the State of the Community presentation where she highlighted downtown. She said that the City planning retreat would be held on February 16 and they will discuss various topics. She will visit Canton, Suwanee and Stockbridge while in Atlanta with the Chamber trip.

**VI. Chairman's Items:** W. Herndon reviewed the list of improvements/repairs needed at Old City Hall. There will be a Georgia Downtown Association training on March 5 & 6. She said that the Executive Committee had recommended J. Martin to be vice-chair. W. Herndon made a motion to appoint J. Martin vice-chair, M. Kaufman seconded. A vote was taken, all were in favor. The special projects were reviewed.

**VII. Economic Vitality:** J. Martin suggested a web cam be located at Old City Hall looking North. M. Torras said that the string lights in the 1400 block have a new pattern, and the rest will be installed on that model.

**VIII. Promotion:** G. Jordan gave an update on January's events and gave the social media stats. M. Torras asked about the location of the Blessing of the Fleet, stating it should be at Mary Ross Park if the DDA is sponsoring it. There will be more discussion after the committee meets.

**IX. Organizational Report:**

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

**B. Budget Review & Preliminary Budget:** M. Kaufman reviewed the 50% budget vs actual report. He said that the Executive Committee is working on a proposed budget for FY 25.

**X. Board Member's Items:**

**A. M. Torras - Branding:** M. Torras asked about the use of Discover Downtown and the two websites. G. Jordan said that Discover Downtown is used to promote downtown to residents and visitors. The Brunswick DDA website is for business prospects. Staff will review the two websites and make a recommendation about whether to keep both.

**B. S. Bates – Restaurant Association:** S. Bates said that the downtown bar & restaurant owners had met. They will be promoting St. Patrick's day and other events. They commented that some food truck generators are too loud, G. Jordan said that staff is working on locating food trucks so they will not need to use generators. The association also recommended consolidating port o lets at First Friday.

**XI. Advisory Members Items:**

**A. S. Pruitt:** The Development Authority will be hosting an open house during First Friday on March 1.

**B. C. Watkins:** Waiting on approval of revisions to the redevelopment plan for 1400-02 Newcastle by SHPO. The structural engineer said that the interior structure will need to be removed.

**XII. Executive Session:** M. Torras made a motion to adjourn to executive session for discussion of personnel. S. Bates seconded a vote was taken and the meeting was adjourned.

**XIII. Adjourn:** On exit from executive session, W. Herndon said that no action was taken. There will be a meeting scheduled for the 2024-25 work plan. W. Herndon adjourned the meeting.

Respectfully Submitted:  
Mathew Hill, Executive Director