



Brunswick Downtown Development Authority Called Meeting Minutes

Tuesday, May 14, 2024

9:00am – Warwick Conference Room

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

Absent: None.

Advisory Board Present: Craig Watkins.

Guests / City Staff: Regina McDuffie – City Manager, William Bilancio – IT, Taylor Cooper – Brunswick News, Rebecca Segrest, Nikita Jones.

I. Call to Order:

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

II. Approval of Agenda:

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

III. Citizen Comments: None.

IV. City Manager's Items:

R. McDuffie said that the City Budget had been presented to the commission. The splash pad at Orange Square will be opening soon, it has been delayed by technical problems. S. Bates suggested that string lights be added to Jekyll & Machen square, R. McDuffie said that she would support lighting improvements that the DDA requested.

V. Items of Business:

A. Minutes of the April meetings: Those present reviewed the minutes. M. Kaufman made a motion to approve the minutes as submitted. S. Sorrells seconded. A vote was taken, all were in favor.

B. Treasurer's Report: M. Kaufman presented the treasurer's report. M. Torras made a motion to approve the report. S. Sorrells seconded. A vote was taken, all were in favor.

C. Grants:

1. Façade Grant – Off Season Canvas (1400 Albany) M. Hill reviewed the application, the applicant was present. M. Torras made a motion to approve the work and defer the funding approval to the July meeting. M. Kaufman seconded. A vote was taken, all were in favor.
2. Façade Grant – Purwick (1636 Norwich) M. Hill reviewed the application, the applicant was present. M. Torras made a motion to approve the grant for signage in the amount of \$606.53. T. Stegall seconded. A vote was taken, all were in favor.
3. Façade Grant – Avalon (1420 Newcastle) M. Hill reviewed the application. M. Kaufman made a motion to approve the signage portion of the grant in the amount of \$792.89 and allow work to commence, deferring the façade portion. M. Torras seconded. A vote was taken, all were in favor.

VI. Chairman's Items: W. Herndon asked for special project updates. S. Bates said the lights in Jekyll square go off periodically. Lighting/ crosswalk signage was discussed. The blue light location suggestions will be made by the bar/restaurant association as they are the ones out late.

VII. Economic Vitality: M. Hill said that staff is working on a city policy for sidewalk dining/ usage.

VIII. Promotion: G. Jordan gave an update on April's events and gave the social media stats. There was a great turnout for May First Friday, 11,800. M. Hill said that he learned from other Main Streets while in Birmingham that a capacity for downtown is a good thing to know. He will work with EMA, BPD & City Manager's office to determine capacity for emergency planning.

IX. Board Member's Items:

- A. **S. Bates – Bar / Restaurant Association:** S. Bates noted that July and November First Fridays fall after an event (July 4 & Trunk or Treat). Staff stated that First Friday dates are not adjusted, and they would notify City Departments.
- B. **M. Torras – URA:** M. Torras asked if the URA could update the DDA board. M. Hill will arrange for an update at an upcoming meeting. He also said that June 1 is the start of hurricane season, and there are 80 new boats coming in to BLM. He had mentioned the Howard Coffin Park fence to the CVB. Michael also suggested the City work to condemn / demolish the Becklin Tower structure.
- C. **T. Stegall – Norwich:** T. Stegall said the next Norwich meeting will be May 24, but it may be postponed to May 31.

X. Organizational Report:

- A. **Main Street Report:** M. Hill reviewed the Main Street summary report.
- B. **MOU:** M. Hill reviewed the annual Main Street MOU. J. Martin made a motion to approve the Chairman to sign, M. Torras seconded. A vote was taken, all were in favor.
- C. **IGA for Benefits:** M. Hill presented the IGA for DDA staff to receive City benefits. M. Kaufman made a motion to approve the IGA. T. Stegall seconded. A vote was taken, all were in favor.

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

Respectfully Submitted:
Mathew Hill, Executive Director