



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

**Thursday, September 19, 2024**

**9:00am – Warwick Conference Room**

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

**Absent:** Travis Stegall.

**Advisory Board Present:** Lance Sabbe - Commissioner

**Guests / City Staff:** Regina McDuffie – City Manager, Chris Cary – ED, Briar – Public Works, Taylor Cooper – Brunswick News, Pam Sherling - Islander.

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

W. Herndon called the meeting to order, S. Sorrells read the Mission & Vision Statements, a quorum was present. Introductions were made.

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

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

**III. Citizen Comments:** L. Sabbe said that the Forward Brunswick Farmers Market was doing well. Last month, there were 530 customers. S. Bates reviewed Porchfest. Expenses this year are higher, especially insurance.

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

**A. Minutes of the August meeting:** Those present reviewed the minutes. J. Martin 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. Bates seconded. A vote was taken, all were in favor.

**C. Incentives: None.**

**V. City Manager's Items:** R. McDuffie said that the City Housing Department Manager had been hired – C. Hill from the DDA. Hill will still work at the DDA on

Friday's and at events until a new hire can be made. The Transit RFP is due next month, more funding will be available for transit this year. The State of the Community address will be in October. The City is working on a Blight Tax and McDuffie is looking forward to this year's holiday lighting. M. Torras said the board would like to see the URA market study report. S. Bates asked about how homeless people should be reported to the BPD and J. Martin said that there had been problems with a person pulling up pavers in Machen Square.

- VI. Chairman's Items:** W. Herndon brought up lighting on G Street and the string lights in the 1600 block. M. Hill said that the Electrical Contractor had been given the green light for the power/string lights. He also said that "blue light" locations should be provided to BPD so they can look for grants. Public Works will be asked to update the no truck signs on Newcastle street as there have been incidences of large trucks on the street. M. Hill will investigate no truck zones on Google Maps.
- VII. Economic Vitality:** M. Hill reviewed the recent business closings and construction projects.
- VIII. Promotion:** The social media report was reviewed, along with upcoming events. C. Hill gave an update on the holiday decorating. There will be a cleanup on Norwich Street on October 12 from 9-1.
- IX. Board Member's Items:**
- A. S. Bates – Bar / Restaurant Association:** S. Bates asked about the process for construction fencing.
  - B. J. Martin – First Friday:** J. Martin asked about the availability of the downtown map.
- X. Advisory Board Member's Items: None.**
- XI. Organizational Report:**
- A. Main Street Report:** M. Hill reviewed the Main Street summary report.
  - B. GA Downtown Conference:** M. Hill gave a summary of the downtown conference trainings.
- XII. Executive Session:** M. Hill said there was a need for executive session to discuss personnel. M. Torras made a motion to move to executive session. M. Kaufman seconded. A vote was taken, the meeting moved to executive session.
- XIII. Adjourn:** W. Herndon said no action was needed after executive session. M. Torras made a motion to adjourn the meeting, S. Sorrells seconded. W. Herndon adjourned the meeting.

Respectfully Submitted:  
Mathew Hill, Executive Director