



Brunswick Downtown Development Authority Regular Meeting Minutes

Thursday, January 9, 2025

9:00am – Warwick Conference Room

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

Absent: Travis Stegall.

Advisory Board Present: Craig Watkins

Guests / City Staff: William Bilancio – IT, Will Wagner – JIA, Taylor Ritz – Land Bank, Taylor Cooper – Brunswick News.

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

III. Citizen Comments: W. Wagner said he and one of his children took the Christmas Bike Ride. They thoroughly enjoyed it, and said it was very well done with a good route and excellent planning.

IV. Items of Business:

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

C. Incentives:

1. 1520 – 1520 ½ Newcastle St (Façade Grant): Those present reviewed the application. M. Kaufman made a motion to approve the grant for façade in the amount of \$2,000.00. M. Torras seconded, a vote was taken all were in favor.

- V. City Manager's Items:** Ms. McDuffie was not present. W. Herndon asked W. Bilancio about the website being ADA compliant. He will check the DDA and City websites.
- VI. Chairman's Items:** W. Herndon said that she had reorganized the Google drive. She added areas for the 2025 work list, brainstorming and a punch list. She encouraged everyone to complete the DDA 101 training. There was discussion about the string lights and waiting for Public Works / Contractors. S. Bates volunteered to ask her handyman about replacing the bulbs. M. Torras ordered replacement bulbs. The work will be scheduled. The Blight Tax and properties like Ace Hardware were discussed. T. Ritz said that she could get a report on dilapidated properties and Land Bank owned properties.
- VII. Economic Vitality:** M. Hill said that Bollywood Bistro would open soon. The Subway location will be the new home of Fat & Fine Crab. He is meeting with the owner of the Suntrust building to discuss their plans.
- VIII. Promotion:** The social media report was reviewed, along with upcoming events.
- IX. Board Member's Items:**
- A. M. Torras – Lighting:** M. Torras suggested that some of the excess street lights in the 500 & 600 blocks of Gloucester be relocated to blocks East of Union. That area is dark, and would benefit from the additional lighting. There was discussion and it was determined that potential new lighting locations will be mapped from Union to Hwy 17.
 - B. S. Sorrells – Crosswalk:** S. Sorrells asked about a crosswalk on Gloucester near Lanier Blvd. M. Hill will check with Public Works.
 - C. J. Martin – TAD:** J. Martin asked for an update on the TAD funding for the next meeting.
 - D. S. Bates – Ritz:** S. Bates had met with H. Heath about needs for the Ritz (many), especially the sign/marquee. Quotes will be obtained for those items.
- X. Advisory Board Member's Items:**
- A. C. Watkins:** Craig said that the holiday lighting looked great. Some additional locations for lighting were brought up by board members: Mary Ross Park & the Visitors Club.
- XI. Organizational Report:**
- A. Main Street Report:** M. Hill reviewed the Main Street summary report.
- XII. Executive Session:** J. Martin made a motion to adjourn for executive session to discuss real estate. M. Kaufman seconded. A vote was taken, all were in favor. After Executive session, W. Herndon said no action was taken and resumed the regular meeting.
- XIII. Adjourn:** M. Torras made a motion to adjourn the meeting, S. Sorrells seconded. A vote was taken, W. Herndon adjourned the meeting.

Respectfully Submitted:
Mathew Hill, Executive Director