



Brunswick Downtown Development Authority Regular Meeting Minutes

**Thursday, December 12, 2024
9:00am – Warwick Conference Room**

Board Members& Staff Present: Whitney Herndon, Michael Kaufman, Travis Stegall, Julie Martin, Mathew Hill & Gracie Jordan.

Absent: Michael Torras, Susan Bates, Shemeka Sorrells.

Advisory Board Present: Craig Watkins

Guests / City Staff: Sherri Pruitt – GIDA, Regina McDuffie – City Manager, William Bilancio – IT, Chris Morgan, Michael Hall – Brunswick News.

I. Call to Order:

W. Herndon called the meeting to order, T. Stegall 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. J. Martin asked about a URA update, R. McDuffie gave an update on when we might hear something. A vote was taken, all were in favor

III. Citizen Comments: None.

IV. Items of Business:

A. Minutes of the November 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. T. Stegall seconded. A vote was taken, all were in favor.

C. Incentives:

- 1. 1617 Norwich St (Façade Grant):** Those present reviewed the application. M. Kaufman recommended increasing the allowed frontage to include the southern portion of the building. J. Martin made a motion to approve the grant for façade in the amount of \$4,000.00. T. Stegall seconded, a vote was taken all were in favor.

2. **1304 Gloucester St (Façade Grant):** Those present reviewed the application. M. Kaufman made a motion to approve the application. T. Stegall seconded. A vote was taken, all were in favor.

V. City Manager's Items: Ms. McDuffie gave a recap of the commission retreat. She announced that Chief Jones has announced his retirement. There was general discussion about the number of road patches needed for JWSC projects.

VI. Chairman's Items: W. Herndon said that the Oktoberfest flags need to be taken down. She asked about the string lights – had a timer been installed? The school redistricting has been brought back, she would like to schedule a merchant's meeting with Scott Spence. There was discussion about traffic accidents in the Monck/Newcastle area and what could be done about it.

VII. Economic Vitality: M. Hill said that the EMS department is working on a grant to install blue lights downtown. The former Pam Pam's will be a crepe shop.

VIII. Promotion: The social media report was reviewed, along with upcoming events.

IX. Board Member's Items:

- A. M. Kaufman – BID:** M. Kaufman reviewed the particulars of a BID. The board will work on a list of projects to present to property owners as we start on the process. It will be important to have some realistic projects lined up so there can be progress right away.
- B. J. Martin – Publicity:** J. Martin suggested that board members be in attendance when grant checks are handed out so there can be photos posted on social media.

X. Advisory Board Member's Items:

- A. C. Watkins:** Some of the manholes on Monck at Grant are still recessed and need raising to the pavement level. He also suggested crosswalks going into Hanover Square.

XI. Organizational Report:

- A. Main Street Report:** M. Hill reviewed the Main Street summary report.
- B. Office:** M. Hill will start scheduling interviews for the Main Street Manager and Promotion / Event Coordinator positions.

XII. Adjourn: J. Martin made a motion to adjourn the meeting, M. Kaufman seconded. A vote was taken, W. Herndon adjourned the meeting.

Respectfully Submitted:
Mathew Hill, Executive Director