



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

**Thursday, November 11, 2021  
9:30AM – Warwick Conference Room**

**Board Members & Staff Present:** Courtney Prince, Michael Kaufman, Lisa Jordan, Whitney Herndon, Wendy Lutes, Jennifer Krouse, Dylan Lukitsch & Mathew Hill.

**Absent:** Julie Martin, Peggy Shanahan.

**Advisory Board Present:** Anne Goodstein, Richard Altman.

**Guests / City Staff:** Erin Granados, Susan Bates, Travis Stegall.

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

C. Prince called the meeting to order, a quorum was present.

### **II. Introductions:**

### **III. Approval of Agenda:**

Those present reviewed the agenda. L. Jordan a motion to approve the agenda as written, W. Herndon seconded. A vote was taken, all were in favor.

### **IV. Citizen Items:** None.

### **V. Items of Business:**

- A. Minutes of the October Meeting:** Those present reviewed the minutes. M. Kaufman made a motion to approve the minutes as written. W. Herndon seconded. There being no further discussion, a vote was taken, all were in favor.
- B. Treasurer's Report:** M. Kaufman presented the Treasurer's Report. W. Lutes made a motion to approve the report. L. Jordan seconded. There being no further discussion, a vote was taken, all were in favor.
- C. Grants:**
  - 1. **Courtenay Houston (1414 Reynolds) – Jump Start:** Those present reviewed the application for Rummage. M. Kaufman made a motion to approve the Jump Start grant in the amount of \$2,000. W. Lutes seconded. There being no further discussion, a vote was taken, all were in favor.

2. **Rummage – 1414 Reynolds – Façade Grant:** Those present reviewed the Façade Grant application for signage at Rummage. W. Lutes made a motion to approve the grant. W. Herndon seconded. There being no further discussion, a vote was taken, all were in favor.
3. **Hands of Joy – 1609 Gloucester – Façade Grant:** M. Kaufman recused himself as he is the owner of the property. Those remaining reviewed the Façade Grant application for signage at Hands of Joy. W. Herndon made a motion to approve the grant. L. Jordan seconded. There being no further discussion, a vote was taken, all remaining were in favor. M. Kaufman returned to the meeting.

**D. Back to Business Brunswick:**

1. **Sundance Tile & Stone:** Those present reviewed the application for business expansion funds from the Business Relief Grant. D. Lukitsch described how the applicant would use the funds and gave a summary of the Committee’s recommendations. W. Herndon made a motion to approve the grant. M. Kaufman seconded. There being no further discussion, a vote was taken, all were in favor.
2. **Central Hardware:** Those present reviewed the application for employee bonuses/retention wage from the Business Relief Grant. D. Lukitsch described how the applicant would use the funds and gave a summary of the Committee’s recommendation. M. Kaufman made a motion to approve the grant. W. Lutes seconded. There being no further discussion, a vote was taken, all were in favor.
3. **Odin Lumber Company:** Those present reviewed the application for marketing funds from the Business Relief Grant. D. Lukitsch described how the applicant would use the funds and gave a summary of the Committee’s recommendations. M. Kaufman made a motion to approve the grant for marketing. After discussion, M. Kaufman revised his motion to include proof of continuing education. L. Jordan seconded. There being no further discussion, a vote was taken, all were in favor.
4. **Island Jerk:** Those present reviewed the application for a Capital Assistance and Relationship Lending loan. D. Lukitsch described how the applicant would use the funds and that it is a combination program with Southcoast Bank. L. Jordan made a motion to recommend approval. W. Herndon seconded. There being no further discussion, a vote was taken, all were in favor.
5. **Country Boy Cooking:** Those present reviewed the application for employee retentions funds from the Business Relief Grant. D. Lukitsch described how the applicant would use the funds and gave a summary of the Committee’s recommendations. M. Kaufman made a motion to approve the employee portion of the grant of \$5,000. After discussion, M. Kaufman amended his motion to include \$10,000 in business expansion funds, provided that the applicant submit the additional materials. L. Jordan seconded. There being no further discussion, a vote was taken, all were in favor.

**VI. Chairman’s Items:**

- A. **Business Map:** C. Prince asked about the downtown business map in the downtown insert. J. Krouse said that the map will be revised to be three separate maps for Downtown, Gloucester and Norwich. C. Prince suggested that the businesses be keyed to indicate women and minority owned businesses.
- B. **Advisory Board / Board:** C. Prince said that she had invited Richard Baker, who had applied for a vacant board position to serve on the advisory board. Those

present were in favor. She also said that it is time to submit an end of term letter for P. Shanahan so she can focus on her recovery and the board can fill up again.

## **VII. Economic Vitality:**

- A. EV Charging:** The project will start construction in early December. The charging contractor is working to get Georgia Power's consent to do the two sites concurrently.
- B. CCGA Youth Advisory Council:** D. Lukitsch said that he will meet with the students, their advisor, the Mayor, City Manager and Neighborhood department head on Friday, 11/12.

## **VIII. Promotion:**

- A. Brunswick Music District:** S. Bates gave a recap of the current year's events. She asked if the DDA had programs that could assist Brunswick Actor's Theatre with soundproofing. D. Lukitsch will talk to L. Gallagher about soundproofing. She also said she would like to offer Mary Ross Park as an alternative to sponsors. M. Kaufman made a motion to continue BMD as long as it remains viable. L. Jordan seconded. A vote was taken, all were in favor.
- B. October Event Recap:** J. Krouse gave a recap of the events. The movies were successful, and she is seeking sponsors for the December movie.
- C. Upcoming Promotions:** J. Krouse reviewed the Holiday events and the proposed events for 2022. She asked the board if beer could be sold at the Shrimp Drop. The board was in favor of beer sales.
- D. Crafts on Newcastle:** M. Hill reviewed the history of the event and the proposals from the coordinators. The board felt that moving the crafters to Queen Square for First Friday would be fine, since the street is closed for the event anyway. The board would like to review the Crafts on Newcastle event in more detail, but felt that it should be centered in the Queen Squares, and did not see the need to close the street. They also would like to review options to make supporting the event less costly, via reduced advertising or having a vendor fee.

## **IX. Board Member's Items:**

- A. L. Jordan – Bells:** L. Jordan would like to pursue R. Spalding's idea of having the church bells ring during the holidays. She will work with R. Spalding on the idea.
- B. W. Herndon – Planters:** W. Herndon asked about the planters. M. Hill said that J. Martin suggested replanting them since they're 3 years old. W. Herndon said that she would ask J. George about plant suggestions.

## **X. Advisory Board Items:** None.

## **XI. Executive Director's Report:**

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

## **XII. Adjourn:** W. Lutes made a motion to adjourn, L. Jordan seconded. C. Prince adjourned the meeting.

Respectfully Submitted:  
Mathew Hill, Executive Director