



Brunswick Downtown Development Authority Regular Meeting Minutes

**Thursday, February 10, 2022
9:30AM – Warwick Conference Room**

Board Members & Staff Present: Whitney Herndon, Michael Kaufman, Lisa Jordan, Julie Martin, Peggy Shanahan, Dylan Lukitsch, Jennifer Krouse & Mathew Hill.

Absent: Courtney Prince, 1 vacancy.

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

Guests / City Staff: John Hunter, Erin Granados.

I. Call to Order:

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

II. Introductions:

Those present introduced themselves

III. Approval of Agenda:

Those present reviewed the agenda. P. Shanahan made a motion to approve the agenda as written, M. Kaufman seconded. A vote was taken, all were in favor.

IV. Citizen Items:

None.

V. Items of Business:

A. Minutes of the January Meeting: Those present reviewed the minutes. M. Kaufman made a motion to approve the minutes as written. P. Shanahan 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. P. Shanahan made a motion to approve the report. J. Martin seconded. There being no further discussion, a vote was taken, all were in favor.

C. Façade Grant

1. **606 Gloucester Street St (Maggie Mae's)** – M. Hill presented the application. After discussion, M. Kaufman made a motion to approve the grant for signage. J. Martin seconded. A vote was taken, all were in favor and the motion passed.
2. **1412 Newcastle Street (Southern Hanger)** – M. Hill presented the application. After discussion, the board asked that the applicant clarify their use of the funds.
3. **1608 Reynolds Street (Coastal Hypnosis)** – M. Hill presented the application. After discussion, M. Kaufman made a motion to approve the grant for façade improvements. J. Martin seconded. A vote was taken, all were in favor and the motion passed.
4. **1430 Newcastle Street (Eisen)** – M. Hill presented the application. After discussion, M. Kaufman made a motion to approve the grant for façade improvements. P. Shanahan seconded. A vote was taken, all were in favor and the motion passed.
5. **Façade Grant process** – M. Hill presented the proposed revisions to the façade grant program. After discussion, P. Shanahan made a motion to change the grant to be based on lineal feet of primary façade. M. Kaufman seconded. A vote was taken, all were in favor and the motion passed.
6. **Back to Business Brunswick Grants**
 - A. **Kaufman Development Group (BBRG):** M. Kaufman recused himself. D. Lukitsch presented the application. The review committee had recommended to approve 40% match on the expansion grant and the full workforce development amount. L. Jordan made a motion to approve the full 60% match and the workforce development. J. Martin seconded. A vote was taken, all remaining were in favor. M. Kaufman returned.
 - B. **R & S Altman (BBRG):** D. Lukitsch presented the application. The review committee had recommended to approve \$5,000 match. M. Kaufman made a motion to approve a \$5,700.90 match. L. Jordan seconded. A vote was taken, all were in favor.
 - C. **Situs Real Estate (BBRG):** M. Kaufman recused himself. D. Lukitsch presented the application. The review committee had recommended to approve the full workforce development amount and ask the applicant to re-apply for the business development. P. Shanahan made a motion to approve the full workforce development grant and ask the applicant to re-apply under the new guidelines, allowing the purchase to be made but without full approval of the grant. L. Jordan seconded. A vote was taken, all remaining were in favor. M. Kaufman returned.
 - D. **Original Jay's Fish & Chicken (CARL):** D Lukitsch said that the application just needed approval to pass on to the lending institution. P. Shanahan made a motion to recommend approval to the institution. M. Kaufman Seconded. A vote was taken, all were in favor.

VI. Mayor Johnson's Items: Mayor Johnson was not able to attend.

VII. City Manager's Items: City Manager McDuffie was not present.

VIII. Chairman's Items:

- A. **Advisory Board Member:** M. Hill reported that C. Prince had proposed E. Granados be appointed to the Advisory Board. J. Martin made a motion to make the appointment. P. Shanahan seconded. A vote was taken, all were in favor and the motion passed.

IX. Economic Vitality:

- A. B2BB Program Changes:** D. Lukitsch presented the proposed changes to the B2BB programs. The changes include changing the review timing to monthly, adding additional eligible expenses and adding new businesses. M. Kaufman made a motion to approve the changes. J. Martin seconded. There being no further discussion, a vote was taken, all were in favor.
- B. EV Charging Stations:** D. Lukitsch said that the charging stations were installed, and we are just waiting for the power to be turned on. There will be a “ribbon cutting” scheduled after the power is turned on.

X. Promotion:

- A. Arts & Crafts – Cruise Ships:** M. Hill said that he had a request to allow craft vendors to set up at the City Dock when cruise ships were in port. After discussion, the board said that it would be appropriate for them to set up as market vendors on days the farmer’s market is open but not on the dock.
- B. Art Walk:** M. Hill said the ArtWalk committee had asked to combine with Crafts on Newcastle and close a portion of Newcastle Street. J. Krouse said that she had talked with art galleries, and they had another idea that would benefit them. Jennifer’s idea will be pursued.
- C. Social Media Update:** J. Krouse gave the social media highlights for January.
- D. First Friday Games:** D. Lukitsch said he would like to have games at First Friday as a fundraiser. The board said to proceed

XI. Board Member’s Items:

- A. M. Kaufman (Homelessness) –** M. Hill presented the PD Call statistics for the Well, Salvation Army and Manna House. Those present asked that the City Manager give an update at the next meeting.
- B. J. Martin (Queen Square) –** J. Martin said that the ribbon cutting for Queen Square NE will be on March 4th (First Friday) at 4pm.

XII. Advisory Board Items: None.

XIII. Executive Director’s Report:

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

XIV. Adjourn: P. Shanahan made a motion to adjourn, L. Jordan seconded. W. Herndon adjourned the meeting.

Respectfully Submitted:
Mathew Hill, Executive Director