



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

**Thursday, April 13, 2023**

**9:30am – Warwick Conference Room**

**Board Members & Staff Present:** Whitney Herndon, Michael Kaufman, Lisa Jordan, Julie Martin, Peggy Shanahan, Jennifer Krouse & Mathew Hill. Courtney Prince via Zoom

**Absent:** Michael Torras

**Advisory Board Present:** Craig Watkins.

**Guests / City Staff:** Bentley Kaufman, Pam Thompson, Aaron Padgett, Bryan Bennett, Chad Longaker & Cheryl Savage – Live Oak Fiber, Jeff Faletto – City Public Works, Taylor Cooper – Brunswick News.

### **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 revised agenda. P. Shanahan made a motion to accept the agenda, L. Jordan seconded. A vote was taken, all were in favor.

### **IV. Citizen Items:** There were no citizen items.

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

- A. Minutes of the March meeting:** Those present reviewed the minutes. M. Kaufman made a motion to approve the minutes as submitted. P. Shanahan seconded. A vote was taken, all were in favor.
- B. Treasurer's Report:** M. Kaufman presented the treasurer's report for April. J. Martin made a motion to approve the report. P. Shanahan seconded. A vote was taken, all were in favor.
- C. Budget Adjustment:** M. Hill said that the flood insurance was not as high as expected. He asked the board to move the excess funds from insurance to Grants.

J. Martin made a motion to make the budget adjustment, P. Shanahan seconded. A vote was taken, all were in favor.

**D. Grants:**

1. CPE Grant – Skinny Pete’s Wings & Phillys (1519 Newcastle St): M. Hill reviewed the application. L. Jordan made a motion to approve the grant in the amount of \$17,312.44. P. Shanahan seconded. A vote was taken, all were in favor.
2. CPE Grant – Silver Bluff Brewing Co. (1317 Newcastle St) revision. M. Hill reviewed the request to add storefront rehab to the project. M. Kaufman made a motion to approve the revision for a new grant match of \$11,110.91. L. Jordan seconded. A vote was taken, all were in favor.
3. CPE Grant – New Lap LLC (1505 MLK): M. Hill and M. Kaufman reviewed the application. The applicant had originally applied for a façade grant, but the project will have a tremendous impact on the MLK / Gloucester area, so the committee had suggested a change to the CPE Grant. The applicant is having difficulty with the application. M. Kaufman made a motion to approve the CPE grant in the amount of \$14,889.56 for façade improvement and other costs pending the successful completion of the application. P. Shanahan seconded. A vote was taken, all were in favor.
4. Façade Grant – Skinny Pete’s Wings & Phillys (1519 Newcastle St): M. Hill reviewed the application for signage. L. Jordan made a motion to approve the grant in the amount of \$550.00. M. Kaufman seconded. A vote was taken, all were in favor.
5. Façade Grant – Matted Ox (1510 Bay St): M. Hill reviewed the application for signage. L. Jordan made a motion to approve the grant in the amount of \$265.00. M. Kaufman seconded. A vote was taken, all were in favor.
6. CPE Grant – Beaus & Babes Boutique (14285 Newcastle St): M. Hill reviewed the application, similar to 1505 MLK, the applicant changed to a CPE Grant. M. Kaufman made a motion to approve the grant in the amount of \$12,518.84. J. Martin seconded. A vote was taken, all were in favor.

M. Kaufman recused himself.

7. Jump Start Grant – Eastwind Designs (127 F St): M. Hill reviewed the application. B. Kaufman described her new business. P. Shanahan made a motion to approve the grant in the amount of \$2,000.00. J. Martin seconded. A vote was taken, all were in favor.  
M. Kaufman returned to the meeting.

**VI. Mayor Johnson’s Items:** Mayor Johnson was not present.

**VII. City Manager’s Items:** R. McDuffie was not present.

**VIII. Chairman’s Items:** C. Prince said that she has moved to Nashville because of business and will need to resign from the board.

**IX. Economic Vitality:** M. Hill introduced P. Thompson from Live Oak Fiber who gave a presentation on their fiber installation project.

**X. Promotion:**

- A. Events:** J Krouse reviewed the upcoming events. The BFD will be at First Friday starting in May. J. Martin said that additional trash cans are needed in Machen

and Jekyll squares for First Friday. She suggested that the trash get emptied Friday evening after First Friday ends.

**XI. Organizational Report:**

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

**B. Annual Assessment:** M. Hill presented the annual assessment report.

**C. FY24 Budget:** M. Hill presented the proposed budget for FY24.

**XII. Board Member's Items:**

**A. P. Shanahan – Homelessness / The Well:** P. Shanahan reviewed the letter sent by the DDA to the board of Faithworks prior to the opening of the well. Many of the items mentioned in the letter have come to pass. P. Shanahan & L. Jordan will work on a draft for a new letter of position.

**XIII. Adjourn:** M. Kaufman made a motion to adjourn the meeting. L. Jordan seconded. W. Herndon adjourned the meeting.

Respectfully Submitted:  
Mathew Hill, Executive Director