



Brunswick Downtown Development Authority Regular Meeting Minutes

Thursday, July 10, 2025

9:00am – Warwick Conference Room

Board Members& Staff Present: Whitney Herndon, Michael Kaufman, Susan Bates, Julie Martin, Mathew Hill & Brittany Rozier.

Absent: Michael Torras, Shemeka Sorrells, Travis Stegall, Lina Bareno.

Advisory Board Present: Will Wagner, Craig Watkins

Guests / City Staff: Regina McDuffie, City Manager, William Bilancio – IT, Sherri Pruitt – GIDA, McKenzie Padgett – GIDA, Taylor Cooper – Brunswick News, Angie Busby – Citizen.

I. Call to Order:

W. Herndon called the meeting to order, M. Kaufman read the Mission & Vision Statements, a quorum was present. Introductions were made.

II. Approval of Agenda:

Those present reviewed the agenda, M. Hill asked to add Executive Session (real estate). M. Kaufman made a motion to approve the revised agenda, J. Martin seconded. A vote was taken, all were in favor

III. Citizen Comments: W. Bilancio asked about the parking striping project. M. Hill said that Public Works will be re-doing the test strips. A. Busby introduced herself and the Good Grit publication.

IV. Items of Business:

A. Consent (Minutes, Treasurer, Activity report): S. Bates made a motion to remove finance report from the consent agenda and approve the remaining. J. Martin seconded.. A vote was taken, all were in favor.

B. Treasurer's Report: M. Kaufman presented the treasurer's report and reviewed Fiscal Year 2025. J. Martin made a motion to approve the report. S. Bates seconded. A vote was taken, all were in favor.

V. City Manager's Items: R. McDuffie gave a report on the progress of various projects. She reiterated that the budget would be "tight" for FY 26.

VI. Chairman's Items: W. Herndon said that the next board work session would be on October 10th, 8:30am – Noon.

VII. Economic Vitality:

A. Grant Program Changes: M. Hill presented the proposed changes to the Façade & Jump Start grant programs. These included eligible expenses, grant requirements and changing to quarterly review. J. Martin made a motion to approve the proposed changes. M. Kaufman seconded. A vote was taken, all were in favor.

VIII. Promotion:

A. DDA Information Tent: S. Bates said that she had met with staff to discuss DDA promotion. They are looking into options for a DDA branded tent where information about businesses, maps and DDA information would be provided during events. She recommended that a board member be present to man the booth. Staff and Bates are looking into shirts and other swag.

B. Contractor Toolkit: Staff has been working on a packet for contractors to know what to expect when working on projects in the core downtown. This includes right of way permits, meetings with staff and notification for neighbors.

IX. Organization: M. Hill said that staff and the City had been discussing re-instating timed parking downtown. This would help alleviate the perceived parking shortage by encouraging employees to park off Newcastle Street. R. McDuffie gave her input and said that it is still in the discussion phase. M. Hill said that the changes will be discussed with the merchant community.

X. Board Members Items: S. Bates asked if the DDA would again sponsor PorchFest. M. Kaufman said that it was included in the budget.

XI. Advisory Board Items: C. Watkins asked about the manhole / storm drain covers along Monck Street. R. McDuffie will discuss with Public Works

XII. Executive Session: M. Hill said there was need for an executive session to discuss real estate. M. Kaufman made a motion to adjourn the meeting for executive session. J. Martin seconded. A vote was taken, all were in favor and the Chairman adjourned the meeting.

XIII. Adjourn: W. Herndon said no action was taken or needed from executive session. M. Kaufman made a motion to adjourn the meeting. J. Martin seconded. W. Herndon adjourned the meeting.

Respectfully Submitted:
Mathew Hill, Executive Director