



Brunswick Downtown Development Authority Meeting Minutes

Thursday, August 14, 2025

9:00am – Warwick Conference Room

Board Members& Staff Present: Whitney Herndon, Julie Martin, Susan Bates, Shemeka Sorrells, Lina Bareno, Brittany Rozier & Mathew Hill.

Absent: Michael Kaufman, Michael Torras & Travis Stegall.

Advisory Board Present: Will Wagner, William Bilancio.

Guests / City Staff: City Manager McDuffie, Sherri Pruitt, Tom McBride.

I. Call to Order:

W. Herndon called the meeting to order. S. Sorrells read the Mission & Vision statements. Those present introduced themselves.

II. Momentum Minute:

W. Herndon told about a tourist who has become a permanent resident. Next month, S. Sorrells will do the Momentum Minute.

III. Approval of Agenda:

Those present reviewed the agenda. S. Bates made a motion to approve the agenda, J. Martin seconded. A vote was taken, all were in favor

IV. Citizen Items:

W. Bilancio asked about a bike rack on Grant Street near Spiral Wanderers.

V. Items of Business:

A. Consent: S. Sorrells made a motion to approve the items on the consent agenda. Those items were: Minutes, Treasurer's report, Monthly Activity Report and Incentives. S. Bates seconded, a vote was taken all were in favor.

B. Approve DDRLF resolution for 1420 Newcastle Street: J. Martin made a motion to approve the resolution. S. Bates seconded. A vote was taken, all were in favor.

C. Adopt Boundary revision approved by the City Commission: S. Bates made a motion to adopt the new boundaries. J. Martin seconded. A vote was taken, all were in favor.

VI. City Manager's Items:

R. McDuffie gave an update on the activities of the URA, the DOT Hawk Signal on Bay Street, Traffic Calming, the City Transit program and pedestrian improvements at 4th & Newcastle Extension.

VII. Chairman's Items:

W. Herndon said there will be a board work session on October 10. She hopes to have 6 month reviews for staff by the next meeting. The Davis Love Foundation has approached the DDA to participate in the RSM tournament.

VIII. Economic Vitality:

M. Hill updated the board on the ReStart grant which has not been used in a number of years, but has not been retired. L. Bareno gave an update on the Mainstreet Alliance program.

IX. Promotion:

L. Bareno gave a summary of the Norwich International Festival. S. Bates said that work is progressing on a DDA branded tent for events. She said that board members will be scheduled to work events. M. Hill asked the board to choose a Christmas Parade Theme and ornament for 2025. The theme is "A Cowboy Christmas" and the ornament will be the fountain in Machen Square.

X. Organization:

M. Hill said that staff will be at the GA Downtown Conference August 25-28. He asked that the September board meeting be delayed to the 18th as he will be out of town on the regular date.

XI. Board Member's Items:

S. Bates asked about the motorized vehicle ordinance. She also asked staff to look at how other downtowns' handle dogs at events. With the increase in attendance, dog/person conflict may increase.

XII. Advisory Board Items: None

XIII. Executive Session:

S. Sorrells made a motion to go to executive session for Real Estate. S. Bates seconded. A vote was taken, all were in favor. W. Herndon adjourned the regular meeting and thanked those who attended. After Executive session, W. Herndon said no vote was needed, J. Martin had moved to resume the regular meeting, S. Bates seconded.

XIV. Adjourn: S. Bates made a motion to adjourn the meeting. S. Sorrells seconded. W. Herndon adjourned the meeting.

Respectfully Submitted:
Mathew Hill, Executive Director