

**City of Roswell Downtown Development Authority**  
**Meeting Minutes**  
**Tuesday, July 11, 2017**  
**3:30 pm**  
**City Hall – Junior Admin. Conference Rm.**

**Present:** Michael Curling, David Lyon, Monica Hagewood, Steven Rowe, Dave Schmit, Randy Schultz

**Absent:** Lonnie Mimms

**Call to Order:** Meeting called to order by Chair, Schultz, at 3:30 pm.

1. **Approval of Agenda:** Motion to approve agenda made by Lyon, second by Rowe. Approved.
2. **Approval of Minutes:** Two revisions to June Minutes – Steven Rowe was present, DDA Boardmembers are referred to as Directors. Motion to approve minutes of the June 6, 2017 Regular Meeting by Schmit, second by Lyon. Approved.
3. **Treasurer’s Report:** General Operating Account \$138,247. Roswell Plaza Account \$130,441. June 30, 2017 was the end of Fiscal Year 2017. Schmit reviewed the Annual Budget for FY2018 (included in minutes).

Schmit proposed an audit of FY2017 reasoning that the upcoming year will include changes to DDA Directorship, also the DDA budget has expanded and has a more significant cash flow after five years in existence. The recommendation to undertake a comprehensive audit is intended to document DDA finances for record and for anticipated changes going forward. Schmit obtained three vendor quotes, each with pricing for an Audit Review and an Audit Compilation. Schmit reviewed all quotes for discussion and questions.

A motion was made to engage Mauldin & Jenkins for FY2017 Audit Review for a cost not to exceed \$8,000. Schmit motioned, Lyon seconded, motion passed unanimously.

FY2018 Budget revisions or additions were discussed items:

- Schultz proposed a \$10,000 challenge grant for the Roswell Arts Fund to purchase public art
- Hagewood proposed a challenge grant for the Downtown Beautification Project, which was tabled for further discussion.

Schultz made a motion to utilize DDA grant funds to offer a \$10,000 challenge grant for the Roswell Arts Fund to purchase the Landis sculpture, ‘Sentience’, to be made permanent in its current location.

Schmit revised his motion to approve revisions to the budget line items as follows:

1. Grants increased from \$10,000 to \$15,000.
2. Audit increased from \$5,000 to \$8,000
3. Training increased from \$1000 to \$5000

Schmit to finalize and provide all FY 2017 statements for Open Records filing.

4. **Secretary's Report:** Secretary Lyon to work with Jen Perissi on procedure for Dropbox filing of Report of Registered Authority Finances.

According to State rules governing DDAs, all Roswell DDA Director positions, with the exception of Monica Hagewood, expire in 2018. Directors to review list of Councilmember appointments and discuss plans for their seat with respective Councilperson.

Discussion of current open seats. Council has nominated Trent Perry to fill Lonnie Mimms seat. Hagewood made a motion, seconded by Curling, to support the nomination of Mr. Perry and submit a letter of support to City Council. Approved.

#### 5. **Discussion of Downtown Development Projects**

- a. Boutique Hotel – Hagewood reviewed July 10, 2017 Mayor and Council Meeting, at which the project received unanimous approval. The project is on an aggressive schedule. All drawings and supporting documentation are moving forward to meet timeframes. Rowe to provide additional information on site considerations explored to add parking and stormwater facilities.

Discussion of conducting a cost/benefit analysis utilizing Georgia Tech Enterprise Innovation Institute, conducted by Alfie Meeks, staff consultant.

Motion was made by Hagewood, seconded by Curling, to enter into a contract with Alfie Meeks of the Georgia Tech Enterprise Innovation Institute not to exceed \$6,000, subject a of Memorandum of Understanding that costs are reimbursable.

Rowe recused himself from vote. All others voted to approve, in a vote of 5-0.

- b. Southern Skillet/Roswell Plaza – General update. Discussions continue with the development team, additional considerations regarding design, adjacent properties, balancing commercial space volume with project goals. Working toward decision to go forward with Phase II option, or Phase I only.

#### 6. **New Business/Announcements**

- a. Trent Perry, who has been nominated by City Council to serve as a DDA Director, was in attendance and was introduced to all.

7. **Motion to Enter into Executive Session** Hagewood made a motion to enter into Executive Session for the purposes of discussing real estate. Lyon seconded. Approved. Steve Rowe excused himself from the meeting, having recused himself from any discussion regarding projects with which his firm is involved.

8. **Motion to Adjourn** Motion to adjourn by Curling, seconded by Schmit. Approved. Meeting adjourned at 5:10 pm