

**City of Roswell Downtown Development Authority**  
**Regular Meeting Minutes**  
**Tuesday, October 6, 2020**  
**3:30 pm**  
**Video Conference Meeting**

**Present:** Ron Buckley, Trent Perry, Michelle Seger, Tom Smith, Michael Thompson, Maureen Whatley and David White **Staff:** Elizabeth Hamilton **Guest:** Gary Palmer (City Administrator) **Absent:** none

**Call to Order:** Meeting called to order by Chairman Perry, at 3:32pm

1. **Approval of the Agenda:** Motion by Perry to approve the agenda. Second by Whatley. Motion approved unanimously.
2. **Approval of the Minutes from prior meeting(s):**  
Motion by Perry, second by Buckley to approve the 9/1/20 Regular Meeting Minutes. Motion by Perry, second by Smith to approve the 9/1/20 Executive Session Minutes. All motions were approved unanimously for all the minutes.
3. **Treasurer's Report as of 9/30/2020:**  
The DDA started the month with \$99,607.10 in cash. Two checks were written (both in the approved current budget) - \$1,500 for administrative Hamilton and \$100 for accountant Greenway. Check for safe deposit box of \$118.00 and the plus interest. Cash balance as of 9/30/20 has \$97,889.83. The DDA also has five \$50,000 CDs making the DDA assets totaling just under \$348,889.83.  
Motion by Smith to reimburse Smith for the purchase of the book, Parking Management Best Practices of \$86.45. Motion seconded by Perry and approved unanimously.
4. **Secretary's Report:**  
Hardcopy records have been stored at City Hall by Perry. Hamilton reviewed through 2018 and 2019 to ensure scans were digitally archived.
5. **Business/Announcements:**
  - Parking Study: Smith and White reported on Stantec's terms and conditions as it is reviewed by DDA Board and DDA attorney McCrae. Consolidated feedback has been returned to Stantec and is being reviewed. The status is close to execution.
  - DDA Website Review: Whatley and Seger presented an assessment on the current website. Discussions circulated on the strategic direction of the DDA's purpose and a refresh of the website to reflect the DDA's current priorities. Planning sessions will be executed with Hamilton.
  - Project Planning Committee: Perry encouraged the development of a new committee to focus on project planning. Discussions circulated.
  - Green Street: Thompson opened discussions with Stroud and the Historic Preservation Committee for opportunities to develop Green street to connecting walkability between Southern Post and Canton Street. White and Thompson will continue efforts for a mini Master Plan.
  - Southern Post: Although no longer a DDA project, Buckley updated on the progress of Southern Post.

6. **Motion to enter Executive Session for the purpose of discussing Real Estate.**

Perry made a motion at 4:41 pm to go into Executive Session for the purpose of discussing real estate. Second by Buckley. Motion approved unanimously.

**Adjournment.** Motion to adjourn by Chairman Perry, Second by White. Motion approved unanimously. Time 5:03 pm.