

City of Roswell Downtown Development Authority
Regular Meeting Minutes
Wednesday, November 4, 2020
3:30 pm
Video Conference Meeting

Present: Ron Buckley (arrived 4:30p), 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 3:38pm

1. **Approval of the Agenda:** Motion by Perry to approve the agenda. Second by Smith. Motion approved unanimously.
2. **Approval of the Minutes from prior meeting(s):**
Motion by Perry, second by White to approve the 10/6/20 Regular Meeting Minutes. Motion by Perry, second by Whatley to approve the 10/6/20 Executive Session Minutes. All motions were approved unanimously for both minutes.
3. **Treasurer's Report as of 10/31/2020:**
The DDA started the month with \$97,889.83 in cash. Expenses included accountant Greenway, Admin Hamilton and reimbursement to Smith for book. The DDA also has five \$50,000 CDs making the DDA assets totaling \$346,104.12. Treasurer Smith provided full reports to the board.
4. **Secretary's Report:**
Perry made a motion to elect Whatley as the 2020 Secretary. Seconded by Smith. Motion approved unanimously.

Perry reminded the board to complete their mandatory training. Hamilton has posted dates on the board's calendar and provided contacts to the educational sources.

Perry discussed the importance of the December meeting be in-person so that all Affidavits can be signed by year-end. Hamilton will orchestrate the details. Secretary 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:**
 - Website Refresh Update: Whatley briefed on the project status as it pertains to assessment and research. She asked that the board attend Work Session to collectively identify the details around the priorities, message, and overall identity of the new DDA board.
 - Parking Study: Smith updated on the latest conversations with Stantec and explained the expectations over the next 60-days. Stantec will then provide a presentation to the DDA and City Council. Thompson provided representatives from Stantec a tour of Uptown Roswell and explained current and future attractions that creates a parking need.
 - Green Street: Thompson updated on the assessment of Greenstreet as it pertains to walkability, safety, greenways, and opportunity to help it become more of a catalyst to the Uptown area. He met with the Historic Preservation Committee (HPC) to get a better

understanding on approaching and the resources for the project. Grant funds may be available. Collecting the public's feedback is being planned.

- Eastside: Perry addressed the needs for Eastside.
- Southern Post: Armanda Hoffler has purchased SJ Collins portion of the Southern Post. Development plans (with minor adjustments) are still in progress.

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

Perry made a motion at 4:26 pm to go into Executive Session for the purpose of discussing real estate. Second by Whatley. Motion approved unanimously.

Adjournment. Motion to adjourn by Chairman Perry, Second by Smith. Motion approved unanimously. Time 5:47 pm.