

**City of Roswell Downtown Development Authority**  
**Regular Meeting Minutes**  
**Tuesday December 1, 2020**  
**3:30 pm**  
**220 Administration Room, City Hall**

**Present:** Ron Buckley, Trent Perry, Michelle Seger, Tom Smith, Michael Thompson, Maureen Whatley, and David White **Staff:** Elizabeth Hamilton **Absent:** none

**Call to Order:** Meeting called to order by Chairman Perry, at 3:33pm

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 Whatley to approve the 11/4/20 Regular Meeting Minutes. Motion by Seger, second by Thompson to approve the 11/4/20 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 \$94,404.12 in cash. Expenses included accountant Greenway, and admin Hamilton. The DDA also has five \$50,000 CDs making the DDA assets totaling \$344,404.12. Treasurer Smith provided full reports to the board.
4. **Secretary's Report:**  
Secretary Whatley and Chairman Perry reported that the seal has been revived. Perry collected hardcopy archives and logged the contents into three boxes and labeled the inventory. These boxes are safely stored in the City Administrators office. Digital scans have been archived on the DDA's secure drive by admin Hamilton.
5. **Business/Announcements:**
  - Parking Study: Smith updated on the latest conversations with Stantec and a meeting held on 11/14/20 with Roswell Community Development and Transportation Committee meeting with five City Council Members present to discuss the upcoming Community Survey. The survey is proposed to go live in mid-December. It will be promoted by the City and all community partners. Smith also reported on the collaborative efforts to identify the project stakeholders and shared the list with the DDA board.
  - Website Refresh Update: Whatley presented two design changes to the website: board page layout and its bio content and the DDA branding colors. A Work Session will be scheduled in January to identify the board's 3-year priorities, mission, and message.
  - Green Street: Thompson had no updates at this time.
  - Eastside: Perry had no updates at this time.
  - Southern Post: Buckley reports that Armanda Hoffler is still planning on moving forward with construction in 2020 1<sup>st</sup> Quarter.
6. **Motion to enter Executive Session for the purpose of discussing Real Estate.**  
Perry made a motion at 5:19 pm to go into Executive Session for the purpose of discussing real estate. Second by Smith. Motion approved unanimously.

**Adjournment.** Motion to adjourn by Chairman Perry, Second by White. Motion approved unanimously. Time 5:51 pm.