

**City of Roswell Downtown Development Authority**  
**Regular Meeting Minutes**  
**December 3, 2019**  
**3:30 pm**  
**City Hall – Room 220**

**Present:** Michael Curling, David Lyon, Trent Perry, Steve Rowe, Dave Schmit and Randy Schultz **Absent:** Monica Hagewood **Guests:** Gary Palmer, City Administrator

**Call to Order:** Meeting called to order by Chair, Schultz, at 3:25pm

**1. Approval of the Agenda:** Motion by Schultz, Second by Perry. Motion approved unanimously.

**2. Approval of the Minutes from past meeting(s):**

November 5, 2019 Regular Meeting. Minutes approved with minor changes. Motion by Schultz, Second by Lyon. Motion approved unanimously.

**3. Treasurer's Report:**

- Balance Operating Account: \$94,549.42
- Balance in Roswell Plaza Account: \$294,134.57
- Audit of DDA should be completed by the City.
- Board discussed investment options and agreed to investigate options. Request that Gary Palmer speak with the City Director of Finance to come present with the DDA board on options. In the meantime, the earnings from Roswell Plaza will stay in place.

**4. Secretary's Report:**

Discussions circulated to discuss the liability as it pertains to Canton Place Development and any developers project; as well as, other future projects. Lyon will investigate more details with the insurance provider.

**5. Discussion and Update on Downtown Development Authority Projects:**

- **The Southern Post (aka Skillet):** SJ Collins continues to meet with the Historical Preservation Committee (HPC) on structural details. The article for the January 2020 issue of Roswell Magazine is in the process. A board photo will be taken on 12/20/19 in front of the Roswell Plaza. The photos will be used in the publication and other media channels. Unrelated to the Southern Post, the adjacent hotel project is submitting permits and meeting with the HPC.
- **The Boutique Hotel:** Next week is the meeting to go over the Due Diligence agreement. Closing is still proposed for January 15, 2020. The December groundbreaking has been canceled. Codes have changed in development. Changes will primarily cause revisions in the agreement pertaining to the parking garage, structural and emergency requirements.
- **Roswell Library:** DDA contributed \$20K to the landscaping budget and work is being done this week. Already it is a noticeable improvement; the building is more visible.

**6. New Business/Announcements:**

Palmer asked if the DDA could take on the downtown parking needs. The board explained that the topic must be part of the City's strategic plan before the DDA could be involved and that the scope of the project would need the City's investment. Schmitt and Schultz mentioned that there are bonds the city could do to obtain funds to cover the costs of such projects. The city also has access to public funds if they decide to designate those funds for parking.

**7. Adjournment.** Motion to adjourn by Schultz, Second by Rowe. Motion approved unanimously. Time 4:36 pm