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City of Roswell Downtown Development Authority
Regular Meeting Minutes
Tuesday, February 4, 2020
3:30 pm
City Hall – Room 220

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

Call to Order: Meeting called to order by Vice Chair, Hagewood, at 3:28pm

1. Approval of the Agenda: Motion by Hagewood to approve the agenda with the request to go into Executive Session after the Secretary's report. Second by Curling. Motion approved unanimously.

2. Approval of the Minutes from past meeting(s):
January 7, 2020 Regular Meeting Minutes approved, and the January 7, 2020 Executive Session Minutes are approved with minor changes. Motion by Hagewood, Second by Lyon. Motion approved unanimously.

3. Treasurer's Report as of 1/31/2020:
- Balance Operating Account: $70,600.65
- Balance in Roswell Plaza Account: $294,143.54
- Annual Audit is complete.

4. Secretary's Report: Lyon confirms that the required annual reports have been filed. This includes the Authority Registration, AARF Annual Authority Registration and Financials and the Immigration and Reform Act Collection System.

5. Discussion and Update on Downtown Development Authority Projects:

Hagewood made a motion to go into executive session at 3:42pm for the purpose of discussing real estate as it pertains to the parking lot for the Hotel project. Motion second by Curling. Motion approved unanimously. Executive Session ended at 3:50pm.

A Special Called meeting will most likely be needed to go over the real-estate documents for signage. Preparations for the especial Called Meeting to be on February 7, 2020.

6. New Business/Announcements: New DDA Board Members are scheduled to be appointed at the Council meeting on February 10, 2020. The current board discussed how to help with onboarding and next steps to transfer responsibilities.

7. Adjournment. Motion to adjourn by Hagewood, Second by Perry. Motion approved unanimously. Time 4:30pm