

**City of Roswell Downtown Development Authority**  
**Regular Meeting Minutes**  
**Tuesday, February 5, 2019**  
**3:30 pm**  
**City Hall – Junior Administration Conference Room**

**Present:** Michael Curling, Monica Hagewood, David Lyon, Trent Perry and Dave Schmit

**Present Guests:** Gary Palmer, City Administrator

**Absent:** Randy Schultz and Steve Rowe

**Call to Order:** Meeting called to order by Vice-Chair Hagewood at 3:38pm

**1. Approval of the Agenda:** Motion by Hagewood, Second by Schmit. Motion approved unanimously.

**2. Approval of the Minutes from January 8, 2019 meetings:**

- January 8, 2019 Regular Meeting. Motion by Lyon. Second by Perry. Motion approved unanimously.
- January 8, 2019 Executive Session Meeting. Motion by Schmit. Second by Lyon. Motion approved unanimously.

**3. Treasurer's Report:** Lyon reported balance in operating account is \$94,680.30. Balance in Roswell Plaza account is \$250,897. Schmit reported the earnest money of \$125,000 has been paid on the Skillet property.

**4. Secretary's Report:** Lyon reported he received a request from World Harvest Church to use the Skillet property parking lot for an event June 29, 2019. The request was denied as the property is under contract and we do not want to interfere with anything in their due diligence process.

**5. Discussion and Update on Downtown Development Authority Projects:** Schmit reported that the Skillet property is in the Due Diligence phase until February 15, 2019. Environmental Investigation is in process. If issues arise, a Special Meeting will be called. Preapplication meetings are in place to discuss topics such as traffic lights, traffic volume, storm water pipe capacity and warrants. So far, all is compliant.

**6. New Business/Announcements:**

- Administrative decision to no longer use Mauldin Group (Social Media Agency) due to utilization. Inhouse Administrative Support and Board will provide content.
- Administrative decision to move away from Dropbox as an Archive platform into either OneDrive or a drive with the City of Roswell; as well as, a location for hardcopy files to be stored at City Hall.
- Guest, Gary Palmer, City Administrator, encouraged the Board to consider hiring an Executive Director to help expedite Board effectiveness.

**7. Motion to Enter into Executive Session:** Motion to enter Executive Session for the purpose of discussing real estate by Hagewood, second by Curling. Motion passed unanimously.

**8. Adjournment.** Motion to adjourn by Hagewood, second by Schmit. Motion passed unanimously.