

City of Roswell Downtown Development Authority
Regular Meeting Minutes
Tuesday, April 14, 2020
3:30 pm
Video Conference Meeting

Present: Ron Buckley, Trent Perry, Michelle Seger, Tom Smith, Michael Thompson, Maureen Whatley and David White **Staff:** Elizabeth Hamilton

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

1. **Approval of the Agenda:** Motion by Perry to approve the agenda. Second by White. Motion approved unanimously.
2. **Approval of the Minutes from prior meeting(s):** Motion by Perry to approve the following minutes. Second by Buckley. Motion approved unanimously.
March 3, 2020 Regular Meeting Minutes, March 24, 2020 Special Called Meeting Minutes, March 24, 2020 Executive Session Minutes, April 2, 2020 Special Called Meeting Minutes, April 2, 2020 Executive Session Minutes, and the April 10, 2020 Special Called Meeting Minutes.
3. **Treasurer's Report as of 3/31/2020:**
 - Balance Operating Account: \$360,616.83
 - Smith reviewed the revised 6-month budget
Smith made a motion to budget April 1, 2020 – June 30, 2020 due to the unpredictability of COVID-19. Buckley seconded. Motion approved unanimously.
 - Buckley made a motion to approve online bill payments to Hamilton and the accountant due to challenges with social distancing regarding COVID-19; as well as, reimburse Smith for his use of personal credit card for the website, domain, and data drive/email accounts expenses. Whatley made a second. Motion approved unanimously.
 - Hamilton and Smith updated on the new Board Training status, June 2020
 - Smith discussed the options to invest account monies into a CD. Smith report more in the next meeting.
 - Smith agreed to take on role regarding the archiving of the Hotel project legal documentation with the support of Hamilton.
4. **Secretary's Report:** Hamilton updated on the progress on onboarding GSuite; otherwise, no Secretary report. Need to nominate a Secretary.
5. **New Business/Announcements:**
 - Perry reported on his discussions with Gary Palmer, City Administrator, and Council regarding the pending Parking Study.
 - Perry requested the board to consider revising the Bylaws with the guidance of McCrae, DDA attorney.
 - Perry open discussions on ways the board can offer support as the economy rebuilds post COVID-19 shelter-in-place is lifted.

6. **Discussion and Update on Downtown Development Authority Projects:** Perry provided an update on the Boutique Hotel project and his recent conversations with Canton Place Development.

Buckley made a motion 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 5:45pm