

City of Roswell Downtown Development Authority
Regular Meeting Minutes
Tuesday, June 6, 2020
3:30 pm
Video Conference Meeting

Present: Ron Buckley, Trent Perry, Tom Smith, Maureen Whatley and David White

Staff: Elizabeth Hamilton **Guest:** None **Absent:** Michael Thompson, Michelle Seger

Call to Order: Meeting called to order by Trent Perry, at 3:35pm

1. **Approval of the Agenda:** Motion by Smith to approve the agenda. Second by Buckley. Motion approved unanimously.
2. **Approval of the Minutes from prior meeting(s):** Motion by Buckley to approve the May 2020 Minutes, Regular Scheduled Meeting, and the Executive Session. Second by Smith and White. Motion approved unanimously.
3. **Treasurer's Report as of 5/31/20:**
 - Balance Operating Account: \$356,735.19
 - Since last month, expenses were for Hamilton, Greenway and reimbursement to Smith for online subscriptions.
 - Smith reviewed the budget. Perry motioned to approve the contract to obtain Hamilton for Administrative Support from July 2020- June 2021. Motion seconded by Whatley and approved unanimously. Discussions went around the costs for the parking study to be applied in the next budget. In the meantime, Buckley made a motion to approve the July 1, 2020 – June 30, 2021 DDA Budget of \$60,380 Total Expenses. Motion seconded by White and approved unanimously.
 - In extension to last month's motion pertaining to CDs, Smith motioned to purchase up to 5 CDs totaling up to \$50K each (\$250,000 total) with Synovus. The motion was seconded by Perry and approved unanimously.
4. **Secretary's Report:**
 - Perry again discussed the need for someone to volunteer to be Secretary. No volunteers.
 - Hamilton updated on upcoming DDA training and is placing opportunities in the board's calendars. Each director will need to register for sessions/events that they wish to attend.
 - Perry updated on the status of on-site storage in city hall.
 - Perry assigned Smith, Thompson and White to orchestrate the parking study, with Smith taking the lead on the project.
5. **Business/Announcements:**
 - Perry updated on the collaboration with Roswell, Inc. and Visit Roswell.
6. **Discussion and Update on Downtown Development Authority Projects:**

Perry 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 4:56 pm.