

City of Roswell Downtown Development Authority
Regular Meeting Minutes
Tuesday, July 7, 2020
3:30 pm
Video Conference Meeting

Present: Ron Buckley, Trent Perry, Tom Smith, Michael Thompson, Maureen Whatley, Michelle Seger and David White **Staff:** Elizabeth Hamilton **Guest:** None **Absent:** None

Call to Order: Meeting called to order by Chairman Perry, at 3:34pm

1. **Approval of the Agenda:** Motion by Perry to approve the agenda. Second by Smith. Motion approved unanimously.
2. **Approval of the Minutes from prior meeting(s):** Motion by Perry to approve the June 2020 Minutes, Regular Scheduled Meeting, and the Executive Session. Second by Seger and Whatley. Motion approved unanimously.
3. **Treasurer's Report as of 6/30/20:**
 - The DDA started the month of June with \$356,735.19 at Synovus. Reports provided.
 - Also in June, per DDA Board approval, Smith purchased five (5) thirteen month CDs at Synovus for \$50,000 each. Thus, at June 30, 2020, the DDA had \$105,139.56 in cash at Synovus (and per the financial statements, after the \$1,751 accrual, the operating balance was \$103,388.56) plus five (5) CDs totaling \$250,000.
4. **Secretary's Report:**
 - Hamilton briefed on upcoming DDA Basic Board Training hosted by GMA on August 4th and 5th in a virtual session. Details will be added into the director's calendars.
 - Discussion on the handling of Affidavits once face-to-face meeting are held.
5. **Business/Announcements:**
 - Perry updated on the collaboration with Roswell, Inc. and Visit Roswell.
 - Smith and White updated on the Parking Study progress, assessment of current space available and identifying a Scope for a future RFP. As well as how walkability and bicycle usage can be better supported.
 - Whatley and Seger volunteered to assess the DDA website and as it pertain to the priorities of the new board.
 - Unofficial vote if next meeting will be virtual on at City Hall. Unanimously voted on virtual.
6. **Discussion and Update on Downtown Development Authority Projects:**

Perry made a motion at 4:21pm to go into Executive Session for the purpose of discussing real estate. Second by Seger. Motion approved unanimously.

Adjournment. Motion to adjourn by Chairman Perry, Second by White. Motion approved unanimously. Time 5:46 pm.