

**City of Roswell Downtown Development Authority**  
**Regular Meeting Minutes**  
**Tuesday, August 4, 2020**  
**3:30 pm**  
**Video Conference Meeting**

**Present:** Ron Buckley, Trent Perry, Tom Smith, Michael Thompson, Maureen Whatley, and David White **Staff:** Elizabeth Hamilton **Guest:** Dan McRae (joined at 4:05pm, left 4:57p), Gary Palmer, City Administrator **Absent:** Michelle Seger

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

1. **Approval of the Agenda:** Motion by Perry to approve the agenda. Second by Thompson. Motion approved unanimously.
2. **Approval of the Minutes from prior meeting(s):** Motion by Perry to approve the July 2020 Minutes: Regular Scheduled Meeting was second by Smith and Buckley. Motion approved unanimously and the Executive Session was second by Buckley and Whatley. Motion approved unanimously.
3. **Treasurer's Report as of 7/31/20:**
  - The DDA started the month of June with \$351,106.34 at Synovus. Reports provided.
4. **Secretary's Report:**
  - None.
5. **Business/Announcements:**
  - White and Smith briefed on each of the conversations, deliverables, abilities, and costs with the list of firms: WGI, Haahs, Stantec and PKM – see DDA archive drive. Palmer clarified that the City of Roswell has not conducted a Parking Study in the past; however, the staff completed assessments, but they are over 10 years old. Board discussed next steps.
  - Whatley briefed on the preliminary review of the DDA website and recommends that the new board clarify their goals, mission, and focus to ensure that the website represents the new boards direction.
6. **Discussion and Update on Downtown Development Authority Projects:**

Perry made a motion at 4:12pm to go into Executive Session for the purpose of discussing real estate. Second by Buckley. Motion approved unanimously.

**Adjournment.** Motion to adjourn by Chairman Perry, Second by Smith. Motion approved unanimously. Time 5:14 pm.