

City of Roswell Downtown Development Authority
Regular Meeting Minutes
Tuesday, January 8, 2019
3:30 pm
City Hall – Room 220

Present: Michael Curling, Monica Hagewood, David Lyon, Trent Perry, Dave Schmit, Randy Schultz

Absent: Steven Rowe

Call to Order - Meeting called to order by Chair Schultz at 3:30 pm

1. **Approval of the Agenda:** Motion to change order of agenda by Schultz, second by Curling. Motion approved unanimously. Agenda order changed as shown.

2. Approval of the Minutes from Previous Meetings:

- Special Called Meetings
 - 11-28-2018
 - 12-05-2018 9am:
 - 12-05-2018 2pm:
- Executive Session Meetings
 - 11-28-2018:
 - 12-05-2018 9am:
 - 12-05-2018 2pm:

Motion to approve minutes with minor changes by Hagewood, second by Perry. Motion passed unanimously.

3. **Treasurer's Report:** Schmit reported balance in operating account is \$96,179.65. Balance in Roswell Plaza account is \$121,265.87.

4. **Secretary's Report:** Lyon reported completed and filed annual report (AARF) Local Authority Registration and Financial Reporting required by the Georgia Department of Community Affairs.

Completed and filed Annual Immigration Reporting Requirements for 2018. This is required for all entities as outlined in O.C.G.A. 50-36-4.

5. **New Business/Announcements:** Introduction of Elizabeth Hamilton as Administration and Communications Assistant for the DDA.

Motion by Hagewood, second by Curling, to extend contract with Mauldin until February 28, 2019. At that time we will determine communications needs going forward.

6. Election of Officers for 2019: Current officers will remain in place for 2019. The duties of Treasurer will be combined with the Secretary's position. Officers for 2019 are:

Randy Schultz - Chair
Monica Hagewood - Vice Chair
David Lyon - Secretary/Treasurer

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

8. Discussion and Update on Downtown Development Authority Projects:

- **Skillet Property:** There were three items that the DDA addressed that are necessary to finalize the sale of Skillet property:

1. Motion by Schmit to approve a Conflict of Interest Waiver from the DDA to Wood (environmental consultant) to engage in services to the Buyer. Second by Lyon. Motion passed unanimously.

2. Motion by Schmit for the DDA to approve a letter requesting from the City of Roswell an extension of the lease for the Roswell Plaza property until August 30, 2019, and to notify the City of the DDA's intent to exercise its option to purchase the property pursuant to the lease before June 30, 2019. Second by Lyon. Motion passed unanimously. Copy of letter attached.

3. Motion by Schmit for the DDA to approve the Purchase and Sale Agreement to sell Skillet site to SJ Collins Acquisition Company 1, LLC. Second by Lyon. Motion passed unanimously. Purchase and Sale Agreement attached.

- **Hotel:** It was suggested that Hagewood contact our Counsel to find out if there is a report that can track any requirements necessary to satisfy the Bond, and could we engage the services of a para-legal to track that these requirements are being met.

9. Adjournment: Motion by Schultz, second by Curling. Motion passed unanimously.