

**City of Roswell Downtown Development Authority  
Regular Meeting Minutes  
Tuesday, December 5, 2017  
3:30 pm  
City Hall – Room 220**

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

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

- 1. Approval of Agenda:** Motion by Rowe, seconded by Hagewood, to approve agenda. Motion passed unanimously.
- 2. Approval of Minutes for February Meetings:** Motion by Hagewood, seconded by Rowe, to approve minutes of November 7, 2017 Regular Meeting . Motion passed unanimously.
- 3. Treasurer's Report:** General Operating Account balance is \$126,644.66. Roswell Plaza Account balance is \$176,932.85.
- 4. Secretary's Report:** Completed and submitted Report of Registered Authority Finances to the Department of Community Affairs. This report is required annually within 180 days of the close of the DDA's fiscal year.

Advised Board that our January scheduled meeting is January 2, 2018. Motion from Hagewood, second by Lyon, January meeting will be on January 9<sup>th</sup>. Motion passed unanimously.

**5. Motion to Move into Executive Session.** Hagewood moved we go into executive session to discuss a personnel issue and then to discuss real estate. Second by Curling. Steve Rowe attended the portion of the meeting dealing with personnel, then recused himself from the meeting that dealt with real estate projects where his firm is involved. Approved and entered Executive Session at 4:15 pm. Motion to adjourn Executive Session at 5:15 pm.

**6. Motion to Adjourn:** Motion to adjourn by Schmit, second by Lyon. Motion passed unanimously. Meeting adjourned at 5:20 pm.