

**City of Roswell Downtown Development Authority
Regular Meeting Minutes
Tuesday, March 6, 2018
3:30 pm
City Hall – Room 220**

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

Call to Order: Meeting called to order by Chair Schultz at 3:35 pm.

1. Approval of Agenda: Motion by Lyon, second by Rowe to approve agenda. Motion passed unanimously.

2. Approval of Minutes for February Meetings: Motion by Curling, second by Hagewood, to approve minutes of February 6, 2018 Regular meeting. Motion passed unanimously.

Motion by Curling, second by Schmit, to approve minutes of February 6, 2018 Executive Session meeting. Motion passed unanimously.

Motion by Lyon, second by Curling, to approve minutes of February 26 Special Called meeting. Motion passed unanimously.

Motion by Hagewood, second by Schmit, to approve minutes of February 26 Special Called Executive Session minutes. Motion passed unanimously.

3. Treasurer's Report: Operating account has balance of \$125,878.36. Roswell Plaza account has balance of \$207,853.94.

Treasurer Schmit shared letter from our bank that the DDA's accounts have been changed to State County Municipality (SCM) Interest Checking account types to bring them into accordance with the Official Code of Georgia Annotated (OCGA) Section 45-8-12(c) so they will be collateralized at 110%.

As suggested by the City audit, when Treasurer prepares monthly reconciliation of the books, a second DDA officer will review and sign the reconciliation.

4. Secretary's Report: Roswell, Inc. has asked to use approximately 80 spaces in Roswell Plaza for a Roswell, Connect event April 10, 2018 from 5:00 pm-7:30 pm. With the help of Hale Retail Croup, we are preparing a lease document to accommodate Roswell, Inc.

5. Discussion and Update on Downtown Development Authority Projects.

Schmit gave review of Skillet property.

- An offer has been made to Family Dollar regarding their lease.
- Developer is actively getting commitments from prospective tenants.
- Distillery has submitted plans and wants to integrate with the project.

Hagewood and Curling gave update of Hotel project.

6. New Business/announcements.

DDA is partnering with Roswell Next to host meeting on streets and infrastructure.

6. Motion to go to Executive Session for the Purpose of Discussing Real Estate. Motion by Lyon, second by Curling. Motion passed unanimously. Entered into Executive Session at 4:15 pm.

7. Motion to Adjourn. Motion to adjourn by Curling, second by Schmit. Motion passed unanimously.