

**Roswell Downtown Development Authority Summary Minutes**  
**December 4, 2012 regular meeting**  
**3:30pm**  
**Room 220, City Hall**

**Members Present:** Hagewood, Lyon, Mills, Mimms, McMillan, Schmit

Chairperson Hagewood called the meeting to order at 3:31 pm.

**Motion:** by Mimms, second by McMillan to amend the agenda to include discussion of the Village Center following the Secretary's Report, and a change in the January meeting date as the first item. Passed 6-0.

**Motion:** by Mills, Lyon to approve the minutes of the November 6, 2012 board meeting. Passed 6-0.

The January board meeting will be moved from January 1 to January 15 because of the holiday.

Board retreat follow-up is December 11<sup>th</sup> 9:00-1:30 in the DDA Room.

**Treasurer Report:** wire transfer issues cause the funding to be in limbo. Account balance is \$1,324.

**Secretary Report:** Submitted grant application for Tourism Product Development grant from GDEcD. We should hear something by the end of December. Lyon sent a thank you letter to Ken Davis for the excellent letter of support he sent from the Roswell CVB. We are also applying for a NEA Our Town grant to help with the Master Plan, due in January.

**Village Center:** Discussion of project name and a status report.

**Board Education Opportunities:** Economic Development Law in Georgia, December 6, 2012. McRae discussed attending a tailored training such as the one he is holding for Dunwoody and Sandy Springs.

**E-Verify and SAVE:** presentation on the responsibilities that Authorities face under these two laws.

**Motion:** by Hagewood, second by to designate Stefanie Dye as the Compliance Officer for E-Verify and SAVE registration programs. Passed: 6-0.

Attorney McRae discussed Government in the Sunshine law as it applies to Conflict of Interest and Safe Harbor provisions.

**Discussion of Project Double Eagle**: McMillan and Schmit recused themselves from the discussion at 5:23 pm. Chairperson Hagedwood updated the group on the status of the project. McMillan and Schmit returned to the meeting at 5:45 pm.

**Motion**: by Mills, second by Lyon to adjourn. Passed 6-0.

Meeting adjourned at 5:50 pm.

Respectfully submitted,  
Stefanie Dye  
Recording Secretary