

**Roswell Downtown Development Authority  
Minutes for October 2, 2012 regular meeting  
3:30pm- Room 220, City Hall**

Chairperson Monica Hagewood called the meeting to order at 3:30 pm.

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

**Motion:** by Schmit, second by McMillan to approve the agenda with the addition of an item to approve town planners after item 8. Passed 6-0.

**Motion:** by Schmit, second by McMillan to approve the Minutes of September 4, 2012, and of Special Called meetings on September 19, 24, and 27, 2012. Passed 6-0.

Treasurer's Report: Balance of \$1,661.55. Funding approval on October 8, 2012 Mayor and City Council agenda. Webinar scheduled for December 12-13, 2012, 12:00-5:00 with RBA in Room 220, City Hall.

Secretary's Report: No report.

Board Organization: Hagewood presented a discussion on Board organization. Members were divided into specialties: Internal Affairs, External Affairs, Funding, Property Intelligence, and Audit Compliance/Insurance.

Update on City Hall Square Transportation Project and Engagement of Downtown Plan Consultants: Hagewood presented update need to engage consulting team of Lew Oliver and Alex Paulson for the Downtown Master Plan. Chairperson Hagewood wishes to start working with them with the Board's blessing.

Schmit updated the Board on his conversations with the Rotary Club on the location of the War Memorial and Memorial Day Observance related to the Downtown Master Plan. He presented the Rotary leaders with options for keeping location or moving it.

Need a Project Manager for the Master Plan since as volunteers the Board does not have the time to manage it. Possibly use City resources or hire someone on a temporary contract basis. Hagewood offered a structure for the project scope, phasing, payment, meetings, and presentations to the Board.

**Motion:** by Lyon, second by Mimms to close the meeting for executive session to discuss real estate. Passed 6-0.

Meeting was closed at 4:30 pm.

**Motion:** by Mills, second by Lyon to end executive session and reopen the meeting.  
Passed 5-0.

Meeting reopened at 5:24 pm.

Custodian of the Records: Hagewood asked Stefanie Dye to be the current Custodian of the Records.

**Motion:** by McMillan, second by Mills to adjourn. Passed 4-0.

Meeting adjourned at 5:30 pm.

Respectfully Submitted,

Stefanie Dye, Recording Secretary

*Minutes approved November 6, 2012*