

**City of Roswell Downtown Development Authority**  
**Special Called Meeting Minutes**  
**Friday, February 5, 2016**  
**3:00 pm**  
**City Hall – Room 220**

**Present:** David Lyon, Randy Schultz, Dave Schmit, Steven Rowe

**Absent:** Monica Hagewood, Richard Hessler, Lonnie Mimms

1. **Call to Order:** Meeting called to order by Vice-Chairman Randy Schultz at 3:05 pm.
2. **Approval of Agenda:** Motion to approve agenda was made by Schmit and seconded by Rowe. Motion passed unanimously.
3. **Discussion of Lease Agreement between City of Roswell and the Downtown Development Authority (DDA).** Motion was made by Schmit to approve lease agreement subject to City adding DDA as a named insured for the property, casualty, and liability insurance for Roswell Commons. Motion seconded by Rowe. Motion passed unanimously.
4. **Discussion of Research Proposal from Bleakly Advisory Group.** Proposal was discussed, and motion to approve proposal made by Schmit, seconded by Lyon. Motion passed unanimously.
5. **Discussion of Web Maintenance Agreement.** Discussion of proposal from Ten Cities Media to update and maintain website RoswellDDA.com. Motion to approve proposal made by Lyon, seconded by Rowe. Motion passed unanimously.
6. **Motion to Adjourn.** Motion by Schmit, seconded by Rowe, to adjourn meeting. Motion passed unanimously. Meeting adjourned at 3:30 pm