

City of Roswell Downtown Development Authority
Meeting Minutes
Tuesday, May 3, 2016
3:30 pm
City Hall – Room 220

Present: Monica Hagewood, Randy Schultz, Dave Schmit, Steven Rowe, David Lyon(via conference call)

Absent: Richard Hessler, Lonnie Mimms

Call to Order: Meeting called to order by Chair, Monica Hagewood, at 3:35 pm.

Approval of Agenda: Motion to approve agenda by Schultz, seconded by Rowe. Motion passed unanimously.

Approval of Minutes for April Meetings: Motion to approve April 5, 2016 Minutes made by Schmit, seconded by Schultz, passed unanimously. Minutes of Special Called Meeting on April 11, 2016 at 3:30pm, motion to approve by Schmit, seconded by Schultz, passed unanimously.

Treasurer's Report: Schmit reported the balance as of April 30, 2016 for the DDA operating account is \$134,739.18. The balance for the Roswell Plaza account is \$31,171.59.

Schmit made a motion to require the signature of two officers, Chair and Vice-chair, to validate any new leases at the Roswell Plaza property. Motion was seconded by Hagewood and passed unanimously.

Secretary's Report: Lyon reported the status of current insurance policies: General Liability and Public Officers Liability Insurance (Directors and Officers – D&O). D&O Policy is due for renewal and has a slight increase in cost from \$1,421 annually to \$1,452 annually for 2016.

Schmit clarified the DDA holds a third insurance policy, which specifically covers Roswell Plaza.

Lyon made a motion to continue D&O policy at a cost of \$1,452 annually. Motion was seconded by Schultz and passed unanimously.

Discussion of Downtown Development Projects:

1. **Records Retention Policy.** Discussion of adopting a Document Retention Policy. Deferred to next month's agenda in order to review Resolution and Policy.
2. **Roswell Plaza RFQ.**

A general discussion of the scope and direction of the RFQ/RFP for Roswell Plaza was held by the Board. this discussion included, but was not limited to, topics such

as requiring HPC and site impact reviews, exploring shared parking options, and combining the RFQ and RFP.

Motion to go into Executive Session for the Purpose of Discussing Real Estate. Motion made by Schultz, second by Rowe. Motion passed unanimously.

Motion to Close Executive Session and Move into Open Session. Motion made by Hagewood, second by Schmit. Motion passed unanimously.

Motion to Adjourn; Motion to adjourn by Schultz, second by Schmit. Motion passed unanimously. Adjourned at 5:05 pm.