

**City of Roswell Downtown Development Authority**  
**Meeting Minutes**  
**Tuesday, June 7, 2016**  
**3:30 pm**  
**City Hall – Room 220**

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

**Absent:** Richard Hessler, Lonnie Mimms

**Call to Order:** Meeting called to order by Chair, Monica Hagewood, at 3:30 pm.

**Approval of Agenda:** Motion to approve agenda with a modification by Hagewood, seconded by Schultz. Motion passed unanimously.

**Approval of Minutes for May Meeting:** Motion to approve May 3, 2016 Minutes made by Lyon, seconded by Schultz, passed unanimously.

**New Business:** Discussion of potential new member nominations.

**Treasurer's Report:** Schmit reported the balance as of May 31, 2016 for the DDA operating account is \$125,543. The balance for the Roswell Plaza account is \$44,501.73.

Schmit announced that the DDA budget request passed in the amount of \$50,000. Reminder that fiscal year ends on June 30, 2016.

**Secretary's Report:** Lyon reported a nominal increase in General Liability Coverage. Lyon made a motion to accept and continue coverage in the amount of \$794 for 2016. Seconded by Hagewood, passed unanimously.

**Discussion of Downtown Development Projects:**

**1. Town Hall.**

A motion was made to approve the date, location and rental fee for the Town Hall meeting to be held on June 21, 2016 at Roswell Historic Cottage. Hagewood made the motion, Lyon seconded.

Following was a discussion regarding details of the event, such as: promotion, presentation content and format.

**2. Roswell Plaza RFQ.**

A general discussion and update on aspects and requirements of the RFQ/RFP for Roswell Plaza. This discussion included, but was not limited to, topics such as:

coordination with City Council and staff, a pre-application meeting, entitlement process and inspection process.

A City Council Work Session meeting will be held on June 29, 2016 in which Brad Townsend will present several considerations of the project for discussion by Council.

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

**Motion to Close Executive Session and Move into Open Session.** Motion made by Schultz, second by Lyon. Motion passed unanimously.

**Motion to Adjourn;** Motion to adjourn by Schultz, second by Lyon. Motion passed unanimously. Adjourned at 5:00 pm.