

**City of Roswell Downtown Development Authority**  
**Meeting Minutes**  
**Tuesday, November 8, 2016**  
**City Hall – Room 220**

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

**Absent:** Richard Hessler, Lonnie Mimms, Randy Scultz

**Special guests:** Councilman Don Horton, Dan McRae(by telephone)

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

**Approval of Agenda:** Motion to approve agenda by Schmit, seconded by Lyon. Motion passed unanimously.

**Approval of Minutes for October Meeting:** Motion to approve October 4, 2016 meeting minutes made by Schmit, seconded by Lyon. Motion passed unanimously.

**Treasurer's Report:** Schmit reported balance as of October 31, 2016 for DDA general operating account was \$109,999.72. Balance for Roswell Plaza account is \$86,156.82.

- Maintenance and repair costs were incurred at Roswell Plaza, and were deducted from the Roswell Plaza account.
- Taxes on the Roswell Property will be an upcoming deduction from the account.

**Secretary's Report:** Roswell Plaza parking lot was rented as a film location by agreement for \$1,500.

**Discussion of Pending Issues:**

- **Information Distribution.** General discussion of marketing/communications and a review of consultant proposal for communication strategy. A motion was made by Hagewood to approve Debra Hull's proposal for services for a period of one year. Motion passed unanimously.
- **Record Retention Policy.** Discussion of Draft Record Retention Policy with DDA Attorney Dan McRae. Draft in review to be revised to include only items relevant to the Roswell DDA.
- **DDA Member Nomination.** Review and discussion of resumes for two nominees: and Scott Long. A motion was made by Hagewood to approve the nomination of Michael Curling to replace Richard Hessler, seconded by Schmit. Approved unanimously. A second motion was made by Hagewood to approve the nomination of Scott Long to replace Lonnie Mimms. Seconded by Schmit. Approved unanimously. Resumes and letters on behalf of each nominee to be sent to Mayor and Council for approval.

**Discussion of New Issues:** General discussion of "determination of catalytic projects" involving definition, incentives, requirements.

**Discussion of Downtown Development Projects:**

- **Roswell Plaza.** Final review and revisions to the RFQ/P document produced by consultant Ken Bleakly. Revised document to be sent to City Council for approval with proposed issue date of November 16, 2016.

**Motion to Adjourn.** Motion to adjourn by Hagewood, seconded by Rowe. Motion passed unanimously. Adjourned at 4:55 pm.