

Roswell Downtown Development Authority
July 27, 2016
Special Called Meeting
3:00 pm
City Hall – Room 220

Present: Monica Hagewood, David Lyon, Steve Rowe, Dave Schmit

Absent: Richard Hessler, Lonnie Mimms, Randy Schultz

Call to Order: Meeting called to order by Chair Hagewood at 3:03 pm.

Approval of Agenda: A motion to approve the agenda was made by Chairperson Hagewood. Second by Lyon. Motion passed unanimously.

Discussion of DDA Project – Roswell Plaza:

- **Roswell Plaza/Southern Skillet.** General discussion of project to include, but not be limited to:
 - Physical opportunities/limitations of site
 - Public feedback via Roswell DDA website
 - Schedule separate meetings w/ HPC, Planning Dept.
 - Intent statements for RFQ/P

Motion was made by Schmit to permit, by sign off of the DDA Chair and Vice Chair, an agreement to engage the services of a Consultant to prepare a final draft of the RFQ/RFP for a cost not to exceed \$5,000. Seconded by Lyon. Motion passed unanimously.

- **Town Hall.** Discussion to plan next Town Hall meeting including, but not limited to:
 - Content and format
 - Tentative date of Aug 23 at 6:30
 - Logistics
- **Mayor City Council Resolution.** General discussion of Resolution 2016-07-42 including, but not limited to:
 - DDA charter vs City charter – expertise and process unique to each
 - Assist with descriptions of intent, specifically Item #5.
 - Impacts on RFQ/P selection process
 - Communication w City Council throughout process to achieve final approval

Motion to respond to Mayor and City Council Resolution, Item #7 dated July 11, 2016 that Item #7 be removed from the resolution. In support of our reasoning, the DDA believes a process that permits two independent bodies to each select Request for Qualification respondents introduces bias in the selection of a Request for Proposal awardee, especially given that the DDA will be the sole issuing body of the RFQ/RFP and responsible for the integrity of the complete award process. The DDA is not willing to operate under the condition as proposed in Item #7 of the resolution. The DDA will

solicit input from the City Council and the general public throughout the RFQ/RFP process.

Motion made by Schmit, seconded by Lyon. Motion passed unanimously.

Motion to Adjourn: Motion to adjourn made by Hagewood. Second by Rowe. Motion passes unanimously. Adjourned at 4:50 pm.