

**City of Roswell Downtown Development Authority**  
**Meeting Minutes**  
**Tuesday, January 10, 2017**  
**3:30 pm**  
**City Hall – Junior Administrative Conference Room**

**Present:** Monica Hagewood, David Lyon, Steven Rowe, Dave Schmit, Randy Schultz, Lonnie Mimms, Michael Curling

**Absent:** none

**Call to Order:** Meeting called to order by Chair Hagewood at 3:32.

**Approval of Agenda:** Motion to approve agenda by Hagewood, second by Schultz. Passed unanimously.

**Approval of Minutes for December Meetings:**

Motion to approve minutes of Regular Meeting December 6, 2016. Schultz, Lyon (2nd), motion passed unanimously.

Motion to approve minutes of December 28, 2016 Special Called Meeting. Schultz, Curling(2nd), approved unanimously.

Motioned to approve minutes of the Executive Session on December 28, 2016, Schultz, Schmit(2nd). Approved unanimously.

**Treasurer's Report**

General Operating Budget \$104,423.90. Expenses contract payment to Bleakley. Roswell Plaza Account \$68,781.54.

**Secretary's Report**

Completed changes in membership update to Department of Community Affairs. Removed Richard Hessler, added Michael Curling.

**Discussion of Downtown Development Projects:**

- a) Roswell Plaza/Southern Skillet RFQ.

Rowe recused himself from discussions due to his firm's involvement on a team. Review of RFQ evaluation process provided by Schmit. 10 total respondents to the RFQ were received. General discussion of a force ranked list of the 10 respondents. Motion was made by Mimms to invite top 7 respondents to respond to RFP. Shultz seconded, motion failed in a vote of 1-5. After further discussion, Schmit motioned to accept the top 6 respondents as best qualified to respond to the RFP. Schultz seconded, motion passes unanimously. Top teams to be posted on DDA website.

- b) 90 Oak Street. Informational discussion about new mixed use project within the DDA Boundary.

### **New Business/ Announcements**

- a) Annual election of Officers. Schultz elected as Chair, Hagewood as Vice Chair. Schmit as Treasurer, Lyon as Secretary.
- b) Records Retention Policy was reviewed and will be implemented.
- c) Discussion of potential acquisition of ESRI analysis software

**Motion to Adjourn;** Motion to adjourn by Schultz, second by Lyon. Motion passed unanimously. Adjourned at 4:49 pm.