

City of Roswell Downtown Development Authority
Meeting Minutes
Tuesday, February 7, 2017
3:30 pm
City Hall – Room 220

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

Call to Order: Meeting called to order by Vice Chair Hagewood at 3:36.

Approval of Agenda: Modification of Agenda to include new topic under DDA projects – item b. DDA Boundary. Motion was made by Rowe and seconded by Lyon. Passed unanimously.

Approval of Minutes: Motion made by Curling, seconded by Lyon to approve minutes of the January 10, 2017 Regular Meeting. Motion passed unanimously.

Treasurer’s Report: General Operating account \$160,115.31. No DDA budget request for 2017. Roswell Plaza account \$86,030.78. Fire inspection completed and annual certification provided to City.

Secretary’s Report: New address - P.O. Box 1452, Roswell, GA 30077. General report of 2/1/2017 Town Hall regarding Holcomb Bridge Road Corridor. Discussion deferred to agenda item b. DDA Boundary under projects.

Discussion of Downtown Development Projects:

- a. Roswell Plaza/Southern Skillet. Update on RFP process. All six invited respondents attended the pre-proposal meeting. Respondent question period closed on 2/3/17, with answers to be posted to DDA website on 2/10/17. A request was made to post all ten RFQs, financial or proprietary information removed. RFP deadline is 3/3/17 at 2pm delivered to City of Roswell Purchasing. All responses will be opened in Council Chambers. A short list will be determined by the DDA and finalists will make a public presentation. Date and location for presentations to be determined and publicly posted. Goal for final selection and negotiated agreement is early May 2017.
- b. DDA Boundary. For City Council Agenda next week, Mayor and City Council requested DDA response to potential for expansion of DDA Boundary to include section of Holcomb Bridge Road commercial corridor from current boundary to Gwinnett County line. DDA legal counsel, Dan McRae, advised that it is possible for the City Council to modify the DDA boundary by Resolution. Boundary changes are required to be filed with the State of Georgia.

Discussion of Downtown Development Projects:

- a. Circulation Study. Item deferred to next meeting.

- b. Custodian of Record. Motion made by Hagewood, seconded by Schmit to designate David Lyon as Custodian of Record. Passed unanimously. Discussion of notification procedure: City of Roswell, Letter to Custodian, Legal post in newspaper, DDA website. McRae to provide assistance with protocol.
- c. Review of DDA Bylaws. Motion made by Hagewood, seconded by Schmit to request Legal Counsel review and provide general recommendations for update to Bylaws.

Motion to Adjourn: Motion to adjourn by Schmit, seconded by Rowe. Motion passed unanimously. Adjourned at 4:25 pm.