

City of Roswell Downtown Development Authority
Special Called Meeting
Minutes
Thursday, March 23, 2017
4:30 p.m.
City Hall – Room 220

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

1. **Call to Order:** Meeting called to order by Vice Chair Hagewood at 4:34pm. Motion to approve agenda made by Curling, seconded by Schmit. Approved.
2. **Discussion of Southern Skillet RFP Responses:**
 - a. Schmit reviewed the list of respondents, proposed process and schedule for RFP finalist selection. Public documents and schedule available on the DDA website. General discussion of RFP responses, clarification of questions from DDA directors and public. Schmit noted that the RFP requires that DDA consideration of proposals will be weighted by Program/Design (75%) and Financial Offer (25%). All DDA director's questions for the respondents are to be submitted by March 30.
 - i. April 4, 3:30pm – DDA Regular Meeting: Select proposals for Presentation.
 - ii. April 17, 2pm – DDA Special Called Meeting: Finalists to Present Proposals. Format to be determined.
 - iii. April 27, 4:30pm – DDA Special Called Meeting: Selection of Finalist
 - b. Questions:
 - i. What will the schedule for receiving and responding to DDA questions for respondents prior to April 4 Meeting?
 - A: Questions will be fact-based and submitted by March 30. All respondents will have the same opportunity to clarify answers.
 - ii. Will consideration of the financial offer include the opportunity for respondents to discuss or negotiate?
 - A: Once finalist is selected, negotiations with DDA are opened. If process breaks down in negotiation or due diligence, another respondent will be chosen from remaining proposals. DDA will follow City of Roswell process closely and be time-sensitive according to the timeframes within proposals.
3. **Recommendation to enter into Executive Session for the purpose of discussing the Acquisition and Disposition of Real Estate:** Schmit announced that Steve Rowe was not in attendance and had recused himself from discussion due to his firm's involvement

as a member of one of the Southern Skillet RFP respondent teams. It was noted, for the record, that Rowe has no access to Executive Session documents and will not be included in further meetings during the RFP selection process.

Schmit motioned to enter into Executive Session, Lyone seconded. Approved at 4:50pm. Curling motioned to close Executive Session, Schmit seconded. Approved at 5:14pm.

- 4. Adjournment:** Motion to adjourn made by Lyon, seconded by Curling. Meeting adjourned at 5:15pm.