

**TYRONE DOWNTOWN
DEVELOPMENT AUTHORITY -
SPECIAL CALLED MEETING**

MINUTES

April 17, 2026 at 9:00 AM

Tracy Young, Chair

Nathan Reese, Vice-Chair

Luci McDuffie, Treasurer

Ernie Johnson, Board Member

John Kaufman, Board Member

Jeni Mount, Board Member

Adam She, Board Member

Brandon Perkins, Town Manager

Phillip Trocquet, Asst. Town Manager

Ciara Willis, Secretary

E. Allison Ivey Cox, Town Attorney

Also Present:

Dia Hunter, Council Member

Absent:

Brandon Perkins, Town Manager

I. CALL TO ORDER

Chair Young called the meeting to order at 9:00 a.m.

II. INVOCATION

III. PLEDGE OF ALLEGIANCE

IV. PUBLIC COMMENTS: *The first public comment period is reserved for non-agenda items. Comments are limited to three (3) minutes. Please state your name & address. Comments that require a response may not be answered during this time. The DDA or staff may respond at a later date.*

V. APPROVAL OF AGENDA

A motion was made to approve the agenda.

Motion made by Vice-Chair Reese, Seconded by Board Member Mount.

Voting Yea: Chair Young, Vice-Chair Reese, Treasurer McDuffie, Board Member Mount, Board Member She, Board Member Johnson, Board Member Kaufman.

VI. APPROVAL OF MINUTES

1. Approval of the March 9, 2026, meeting minutes.

A motion was made to approve the March 9, 2026, meeting minutes.

Motion made by Board Member Mount, Seconded by Vice-Chair Reese.

Voting Yea: Chair Young, Vice-Chair Reese, Treasurer McDuffie, Board Member Mount, Board Member She, Board Member Johnson, Board Member Kaufman.

VII. PRESENTATIONS

VIII. OLD BUSINESS

2. Consideration to approve an event with Night Market LLC for a single summer event, pending Council's approval. -**Tracy Young, Chairman**

Chair Young stated that the Board had previously discussed hosting a Night Market similar to the one held in Peachtree City at Drake Field. He noted that the same company would produce the event and had submitted a letter of intent to staff. Attorney Cox advised that the Town Council would need to approve both the event and the sale of alcohol.

Chair Young further explained that the DDA would be responsible for providing portable restrooms and law enforcement for traffic control, while Night Market LLC would manage all other aspects of the event. He added that a formal contract had not yet been submitted.

3. Consideration to approve a schedule for First Friday events for FY 2026. -**Tracy Young, Chairman**

Chair Young requested input from the Board regarding the proposed First Friday event schedule for fiscal year 2026. He noted that the proposed Night Market event was tentatively scheduled to take place before the end of July.

Upon conclusion of the discussion, the Board, by consensus, determined to defer hosting a First Friday event until after the Night Market event. The Board further identified August and September as potential dates.

4. Consideration to amend the DDA Bylaws.- **Phillip Trocquet, Assistant Town Manager**

Mr. Trocquet stated that the bylaws currently require officers to be elected annually in March. He advised that staff recommend revising the bylaws to hold annual officer elections during the January meeting rather than March to align with the calendar year.

Mr. Trocquet then stated that the bylaws currently provide for a combined Secretary/Treasurer position. He noted that the Board had customarily appointed a Board Member as Treasurer and the Assistant Town Clerk as Secretary. Staff recommended amending the bylaws to establish two separate positions.

Staff recommended that the Board approve the revisions to the bylaws.

A motion was made to amend the bylaws to elect officers annually in January.

Motion made by Vice-Chair Reese, Seconded by Board Member Kaufman.

Voting Yea: Chair Young, Vice-Chair Reese, Treasurer McDuffie, Board Member Mount, Board Member She, Board Member Johnson, Board Member Kaufman.

A motion was made to amend the bylaws to reflect two separate positions for Treasurer and Secretary.

Motion made by Board Member Kaufman, Seconded by Treasurer McDuffie.

Voting Yea: Chair Young, Vice-Chair Reese, Treasurer McDuffie, Board Member Mount, Board Member She, Board Member Johnson, Board Member Kaufman.

IX. NEW BUSINESS

5. Consideration to amend the DDA's standard agenda template for future meetings. - **Tracy Young, Chairman**

Chair Young presented proposed revisions to the DDA's agenda template for future meetings. He explained that one public comment section, as well as the invocation, presentations, and pledge of allegiance, would be removed to streamline the agenda and reduce formality. He further noted that these revisions would align the DDA's agenda format with those utilized by other local development authorities.

6. Consideration to seek on-call contract services for DDA staff administration. - **Tracy Young, Chairman**

Chair Young asked for direction from the Board regarding hiring administrative staff for the DDA. He added that Katie Quattlebaum with Elevating Missions Consulting had submitted a summary of three options to assist the Board with the website, social media, and marketing. Mr. Trocquet then shared that the Town was in contract discussions with Ms. Quattlebaum to assist with the public engagement aspect of the Comprehensive Plan.

Chair Young stated that the primary objective of hiring DDA staff was to establish the DDA separately from the Town. The Board agreed to pursue option one of Ms. Quattlebaum's proposal for the scope of service. Mr. Trocquet stated that a contract would be presented to the Board at a future meeting.

A motion was made to seek on-call contract services for DDA Staff administration.

Motion made by Board Member Mount, Seconded by Treasurer McDuffie.

Voting Yea: Chair Young, Vice-Chair Reese, Treasurer McDuffie, Board Member Mount, Board Member She, Board Member Johnson, Board Member Kaufman.

7. Consideration to appoint members to the Event and Finance Subcommittees. - **Tracy Young, Chairman**

The Board discussed the Events and Finance Subcommittees, which were established in 2023. Chair Young inquired whether the two subcommittees remained necessary and noted that, if so, reappointments would be required. The Board agreed to dissolve the Events Subcommittee at the next meeting.

A motion was made to appoint Chair Young, Vice-Chair Reese, and Treasurer McDuffie to the Finance Subcommittee.

Motion made by Board Member Kaufman, Seconded by Treasurer McDuffie.
Voting Yea: Chair Young, Vice-Chair Reese, Treasurer McDuffie, Board Member Mount,
Board Member She, Board Member Johnson, Board Member Kaufman.

X. PUBLIC COMMENTS

XI. STAFF COMMENTS

8. Discussion and update regarding DDA investment options

Mr. Trocquet advised that the DDA periodically maintains idle funds that were not currently committed to an active project, grant program, or development activity. He noted that the DDA did not presently have a written investment policy to govern the management of such funds, and he referenced Georgia Fund 1 as a potential investment option.

Chair Young requested the Board's input regarding an investment in Georgia Fund 1, and the Board expressed consensus to proceed. Mr. Trocquet stated that he would prepare a resolution for consideration at the next meeting for submission to the State Depository Board.

XII. BOARD COMMENTS

9. Discussion of a DDA Action Plan. -Tracy Young, Chairman

Chair Young stated that the objective was to develop a strategy for the DDA to implement the Comprehensive Plan and to identify the actions required. He noted that this item would be discussed further at a future meeting.

10. Discussion of a DDA Ethics Code. -Tracy Young, Chairman

Chair Young stated that he would provide Attorney Cox with ethics code materials from the IEDC and would return the matter to the Board for further discussion.

XIII. EXECUTIVE SESSION

A motion was made to move into Executive Session for two items of real estate.

Motion made by Vice-Chair Reese, Seconded by Board Member Mount.

Voting Yea: Chair Young, Vice-Chair Reese, Treasurer McDuffie, Board Member Mount, Board Member She, Board Member Johnson, Board Member Kaufman.

A motion was made to reconvene.

Motion made by Vice-Chair Reese, Seconded by Board Member Mount.

Voting Yea: Chair Young, Vice-Chair Reese, Treasurer McDuffie, Board Member Mount, Board Member She, Board Member Johnson, Board Member Kaufman.

XIV. ADJOURNMENT

A motion was made to adjourn.

Motion made by Treasurer McDuffie, Seconded by Board Member Kaufman.

Voting Yea: Chair Young, Vice-Chair Reese, Treasurer McDuffie, Board Member Mount, Board Member She, Board Member Johnson, Board Member Kaufman.

The meeting adjourned at 9:55 a.m.

By: _____
Tracy Young, Chair

Attest: _____
Ciara Willis, Secretary