



**DOWNTOWN DEVELOPMENT  
AUTHORITY-SPECIAL CALLED  
MEETING**

**June 01, 2026 at 9:00 AM**

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*950 Senoia Road, Tyrone, GA 30290*

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**Tracy Young**, Chair

**Nathan Reese**, Vice-Chair

**Ciara Willis**, Secretary

**E. Allison Ivey Cox**, Town Attorney

**Luci McDuffie**, Treasurer

**Ernie Johnson**, Board Member

**John Kaufman**, Board Member

**Jeni Mount**, Board Member

**Adam She**, Board Member

**AGENDA**

**I. CALL TO ORDER**

**II. APPROVAL OF AGENDA**

**III. APPROVAL OF MINUTES**

1. May 11th, 2026

**IV. OLD BUSINESS**

2. Workshop discussion regarding Fiscal Year 2026-2027 Budget. **Phillip Trocquet**,  
**Assistant Town Manager**

**V. NEW BUSINESS**

**VI. PUBLIC COMMENTS** - *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.*

**VII. STAFF COMMENTS**

**VIII. BOARD COMMENTS**

**IX. EXECUTIVE SESSION**

**X. ADJOURNMENT**

# TYRONE DOWNTOWN DEVELOPMENT AUTHORITY

Section [PN], Item 1.

## MINUTES

May 11, 2026 at 9:00 AM

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Tracy Young, Chair

Nathan Reese, Vice-Chair

Ciara Willis, Secretary

E. Allison Ivey Cox, Town Attorney

Luci McDuffie, Treasurer

Ernie Johnson, Board Member

John Kaufman, Board Member

Jeni Mount, Board Member

Adam She, Board Member

Absent:

Luci McDuffie, Treasurer

### I. CALL TO ORDER

Chair Young called the meeting to order at 9:04 a.m.

### II. 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, Board Member Mount, Board Member She, Board Member Johnson, Board Member Kaufman.

### III. APPROVAL OF MINUTES

1. Approval of the April 17, 2026, Special Called meeting minutes.

A motion was made to approve the April 17, 2026, Special Called meeting minutes.

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

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

### IV. OLD BUSINESS

2. Consideration to approve a contract with Elevating Missions Consulting regarding strategic planning services.

Mr. Trocquet stated that the DDA had been working to establish its organizational identity and strengthen its presence within the downtown district. As part of that effort, the DDA identified a need for professional consulting services to support branding, website development, creation of a business directory, and launch communications. He noted that, at a prior meeting, the Board reviewed various service options submitted by Elevating Missions Consulting, LLC, and selected the scope of services reflected in the attached draft agreement.

The proposed agreement with Elevating Missions Consulting, LLC, whose principal consultant was Katie Quattlebaum, had an anticipated project duration of six to eight weeks following execution of the contract.

Staff recommended approval of the professional services agreement with Elevating Missions Consulting, LLC for DDA Launch Services, in an amount not to exceed \$6,000, and authorization for the DDA Chair to execute the agreement on behalf of the Authority. Mr. Trocquet further noted that the payments would be funded from the current and next fiscal year budgets.

A motion was made to approve the contract with Elevating Missions Consulting, LLC, for strategic planning services in an amount not to exceed \$6,000.

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

- 3. Consideration to approve a contract with Night Market LLC and the Town of Tyrone for an event on April 12th, 2026.

Mr. Trocquet stated that the Town of Tyrone and the Tyrone Downtown Development Authority (DDA) had been discussing with Night Market, LLC, represented by Jason Bass, the coordination of a public Night Market event at Shamrock Park. He advised that the event was intended to activate the downtown, support local businesses, and provide a family-friendly community gathering. He further reported that the Tyrone Town Council voted 3-1 on May 7, 2026, to approve the Night Market event agreement.

Mr. Trocquet then explained that the Night Market event agreement was a tri-party contract between the Town, the Authority, and Night Market, LLC. Under the agreement, Night Market, LLC would serve as the operational producer and assume primary production costs, including staffing, talent, vendor coordination, permitting verification, and marketing. The Town would provide staff support, including public works personnel, waste receptacles, police services, and coordination with the Recreation Department. The DDA would serve as the activation lead and would be responsible for alcoholic beverage permitting, local business engagement, sponsorship leadership, and financial oversight of event-specific additional costs.

Staff recommended that the DDA authorize the Chair to execute the Night Market event agreement on behalf of the Tyrone Downtown Development Authority.

A motion was made to approve the contract with Night Market LLC and the Town of Tyrone at Shamrock Park on Friday, June 12, 2026.

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

**V. NEW BUSINESS**

**VI. PUBLIC COMMENTS** - *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.*

**VII. STAFF COMMENTS**

4. Update on FY2027 Budget. Phillip Trocquet

Mr. Trocquet presented a high-level overview of the proposed FY2027 budget and compared it with the prior fiscal year. He reviewed anticipated revenue sources, including the Town’s annual contribution of \$30,000. He also discussed projected expenditures, noting that certain line items, such as equipment rental, could be reduced because the DDA no longer anticipated needing to rent a stage. In addition, he advised that liability insurance costs were expected to increase and that a technical services line item would be added to cover the marketing contract with Elevating Missions Consulting, LLC.

The Board agreed to hold a Special Called meeting to further discuss the proposed budget before the next regular meeting.

5. Update Regarding Georgia Fund 1. Phillip Trocquet

Mr. Trocquet informed the Board that he would prepare a resolution for consideration to authorize the DDA’s participation in Georgia Fund 1, an investment vehicle offered through the State Treasurer’s Office. He noted that the average return was approximately 3% and further advised that the Board currently had approximately \$92,400 available for investment.

Vice-Chair Reese inquired whether Georgia Fund 1 imposed any limitations on the number of monthly withdrawals, similar to those associated with money market accounts. Mr. Trocquet stated that he would research any applicable withdrawal restrictions and report his findings to the Board to assist with its evaluation of the investment option.

**VIII. BOARD COMMENTS**

**IX. EXECUTIVE SESSION**

A motion was made to approve the April 17, 2026, executive session minutes.

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

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

**X. ADJOURNMENT**

A motion was made to adjourn.

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

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

The meeting adjourned at 9:34 a.m.

By: \_\_\_\_\_  
Tracy Young, Chair

Attest: \_\_\_\_\_  
Ciara Willis, Secretary

Town of Tyrone – Downtown Development Authority Fund (750)							
FY 2026 Budget Workshop   Detail vs. Budget Report   Date Range: 07/01/2025 – 06/30/2026							
Account	Account Name	Beginning Balance	FY 2026 Budget	Total Activity	Remaining Budget (As of 05/29/2026)	Proposed FY27 Budget	Notes
	<b>ASSET</b>						
750-00-111100	DDA Cash	\$130,094.50	-	(\$37,679.28)	\$37,679.28		
750-00-112700	Intergovernmental Receivable	\$18,207.50	-	-	-		
750-00-113800	Prepaid Items	\$3,645.83	-	-	-		
	<b>Asset Totals</b>	<b>\$151,947.83</b>		<b>(\$37,679.28)</b>	<b>\$37,679.28</b>		
	<b>LIABILITY</b>						
750-00-121100	A/P Pending	(\$2,711.77)	-	\$2,711.77	(\$2,711.77)		
750-00-125100	Unearned Revenue	(\$50,000.00)	-	\$50,000.00	(\$50,000.00)		
	<b>Liability Totals</b>	<b>(\$52,711.77)</b>		<b>\$52,711.77</b>	<b>(\$52,711.77)</b>		
	<b>EQUITY</b>						
750-00-134200	Fund Balance	(\$95,590.06)	-	-	-		
750-00-135100	Nonspendable Fund Balance	(\$3,646.00)	-	-	-		
	<b>Equity Totals</b>	<b>(\$99,236.06)</b>					
	<b>REVENUE</b>						
750-00-336010	Local Govt Unit Grants	-	(\$194,000.00)	-	(\$194,000.00)	-	
750-00-336300	Town of Tyrone Contributions	-	(\$30,000.00)	(\$30,000.00)	-	\$30,000.00	
750-00-347310	Vendor Application Fees	-	(\$2,000.00)	(\$65.00)	(\$1,935.00)	\$1,000.00	
750-00-347920	Concession Revenue	-	(\$150.00)	-	(\$150.00)	\$100.00	
750-00-361100	Interest Revenues	-	(\$200.00)	(\$113.33)	(\$86.67)	\$800.00	If we invest ~30,000
750-00-371000	Private Contributions & Donations	-	(\$1,500.00)	-	(\$1,500.00)	-	Nothing included here unless we pursue sponsorships
750-00-381000	Rents & Royalties	-	(\$9,047.00)	-	(\$9,047.00)	-	No rents anticipated
750-00-381000	Property Sales	-	-	-	-	\$250,000.00	Potential Clark property sale.
750-00-391001	Funds Carried Forward	-	(\$111,453.00)	-	(\$111,453.00)	\$95,590.06	Funds Carried Forward
	<b>Revenue Totals</b>	<b>-</b>	<b>(\$348,350.00)</b>	<b>(\$30,178.33)</b>	<b>(\$318,171.67)</b>	<b>\$377,490.06</b>	
	<b>EXPENSE</b>						
750-75-521201	Legal Services	-	\$2,500.00	\$2,047.50	\$452.50	\$3,500.00	Potential increase associated with additional activities
750-75-521350	Special Program Services	-	\$8,000.00	\$1,729.99	\$6,270.01	\$6,000.00	Events Services
750-75-522206	Building Maintenance	-	-	(\$1,797.31)	\$1,797.31	-	
750-75-522320	Rental of Equipment & Vehicles	-	\$3,000.00	\$1,492.15	\$1,507.85	\$3,000.00	Event Rentals
750-75-523101	Building Insurance	-	\$1,500.00	-	\$1,500.00	-	
750-75-523103	Public Officials Liability Insurance	-	\$1,500.00	\$3,423.74	(\$1,923.74)	\$4,000.00	Major Increase from previous years
750-75-523107	Festival Insurance	-	\$50.00	\$118.90	(\$68.90)	\$200.00	Increase
750-75-523108	General Liability Insurance	-	\$300.00	\$832.36	(\$532.36)	\$1,200.00	Major increase from previous years
750-75-523300	Advertising	-	\$1,000.00	-	\$1,000.00	\$1,000.00	
750-75-523400	Printing & Binding	-	\$500.00	\$39.00	\$461.00	\$500.00	
750-75-523500	Travel	-	\$500.00	\$636.00	(\$136.00)	\$750.00	
750-75-523700	Education & Training	-	\$1,000.00	-	\$1,000.00	\$1,000.00	
750-75-531005	Special Program Supplies	-	\$2,000.00	\$768.82	\$1,231.18	\$2,000.00	Events Supplies
750-75-531101	Office Supplies	-	\$200.00	-	\$200.00	\$200.00	
750-75-531103	Postage	-	\$100.00	-	\$100.00	\$100.00	
750-75-531210	Water	-	\$1,000.00	-	\$1,000.00	-	
750-75-531231	Electricity — Building	-	\$5,500.00	-	\$5,500.00	-	
750-75-531601	Signs	-	\$1,500.00	\$216.00	\$1,284.00	\$1,000.00	
750-75-531700	Other Supplies	-	\$200.00	\$152.44	\$47.56	\$200.00	
750-75-541100	Sites	-	-	\$5,486.25	(\$5,486.25)	\$3,000.00	
750-75-541200	Site Improvements	-	\$309,000.00	-	\$309,000.00	\$1,000.00	
750-75-579000	Contingencies	-	\$9,000.00	-	\$9,000.00	\$1,350.00	
	<b>Expense Totals</b>	<b>-</b>	<b>\$348,350.00</b>	<b>\$15,145.84</b>	<b>\$333,204.16</b>	<b>\$30,000.00</b>	

DDA FUND TOTAL (750)	-	-	-	-		
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