



DOWNTOWN DEVELOPMENT AUTHORITY

February 13, 2023 at 9:00 AM

950 Senoia Road, Tyrone, GA 30290

Billy Campbell, Chairman

Jeni Mount, Vice-Chairman

Luci McDuffie, Treasurer

Ernie Johnson

John Kaufman

Nathan Reese

Adam She

Brandon Perkins, Town Manager

Phillip Trocquet, Asst. Town Manager

Ciara Willis, Secretary

E. Allison Ivey Cox, Town Attorney

AGENDA

I. CALL TO ORDER

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

VI. APPROVAL OF MINUTES

1. Approval of minutes from January 9, 2023.

VII. PRESENTATIONS

VIII. OLD BUSINESS

2. Continued discussion on the establishment of an official First Friday schedule. - ***Phillip Trocquet, Community Development***

IX. NEW BUSINESS

X. PUBLIC COMMENTS

XI. STAFF COMMENTS

XII. BOARD COMMENTS

XIII. EXECUTIVE SESSION

XIV. ADJOURNMENT

TYRONE DOWNTOWN DEVELOPMENT AUTHORITY

Section [PN], Item 1.

MINUTES

January 09, 2023, at 9:00 AM

Billy Campbell, Chairman
Jeni Mount, Vice-Chairman

Luci McDuffie, Treasurer
Ernie Johnson
John Kaufman
Nathan Reese
Adam She

Brandon Perkins, Town Manager
Phillip Trocquet, Asst. Town Manager
Ciara Willis, Secretary
E. Allison Ivey Cox, Town Attorney

Absent:

Ernie Johnson, Board Member

Also present were:

Lynda Owens, Recreation Manager
Tracy Young, Fayette County Development Authority

I. CALL TO ORDER

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 Treasurer McDuffie, Seconded by Board Member Kaufman.

Voting Yea: Chairman Campbell, Vice-Chairman Mount, Board Member She, Board Member Reese.

VI. APPROVAL OF MINUTES

1. Approval of minutes from December 12, 2022.

A motion was made to approve the minutes from December 12, 2022.

Motion made by Board Member Kaufman, Seconded by Vice-Chairman Mount.

Voting Yea: Chairman Campbell, Treasurer McDuffie, Board Member She, Board Member Reese.

VII. PRESENTATIONS

VIII. OLD BUSINESS

2. Consideration to establish a DDA Event Sub-committee and appoint members.
- **Brandon Perkins, Town Manager**

Mr. Perkins stated that the Board had discussed subcommittees at the last DDA meeting. He asked the Board for suggestions regarding which Board Members they wanted to appoint to the DDA Event Subcommittee. Board Member Reese emphasized that he was interested in both subcommittees.

A motion was made to appoint John Kaufman, Jeni Mount, Nathan Reese, and Adam She to the DDA Event Subcommittee.

Motion made by Board Member Reese, Seconded by Vice-Chairman Mount.
Voting Yea: Chairman Campbell, Treasurer McDuffie, Board Member She, Board Member Kaufman.

3. Consideration to establish a DDA Finance Sub-committee and appoint members.
- **Brandon Perkins, Town Manager**

Mr. Perkins stated that members of the DDA Finance Subcommittee would assist staff in economic development endeavors, grants, and budget meetings for the DDA. Thus, a smaller group of the Board would make recommendations on behalf of the Board. He emphasized that the finance committee would report information to the full DDA Board.

Attorney Cox stated that the DDA Finance and Event Subcommittees are only recommendation bodies for the Board.

A motion was made to appoint Billy Campbell, Ernie Johnson, and Luci McDuffie to the DDA Finance Subcommittee.

Motion made by Board Member Kaufman, Seconded by Board Member Reese.
Voting Yea: Chairman Campbell, Vice-Chairman Mount, Treasurer McDuffie, Board Member She.

IX. NEW BUSINESS

4. Consideration to approve a resolution to enroll in GIRMA (Georgia Interlocal Risk Management Agency) membership. - **Brandon Perkins, Town Manager**

Mr. Trocquet specified that since the DDA retained ownership of 935 Senoia Road, staff had pursued coverage options from multiple insurance entities for the property. However, due to the building being primarily vacant and utilized in part by movie production companies, GIRMA was the only entity able to draft a policy. Thus, entering into a policy with GIRMA required membership with the agency. Mr. Trocquet stated

that staff recommended approval of the membership resolution and policy contract with GIRMA.

A motion was made to approve a resolution to enroll in GIRMA (Georgia Interlocal Risk Management Agency) membership.

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

Voting Yea: Chairman Campbell, Vice-Chairman Mount, Board Member She, Board Member Reese.

5. Consideration to approve insurance proposal through GIRMA for an amount not to exceed \$4,375/year. - ***Brandon Perkins, Town Manager***

Mr. Trocquet explained that the insurance policy would be, at most, \$4,375 for the entire year and prorated for FY 2022-2023. He stated that insurance coverage could be quoted again upon the DDA finalizing redevelopment plans for 935 Senoia Road with regular/permanent tenants.

A motion was made to approve the insurance proposal through GIRMA (Georgia Interlocal Risk Management Agency) for an amount not to exceed \$4,375/year.

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

Voting Yea: Chairman Campbell, Vice-Chairman Mount, Board Member She, Board Member Reese.

X. PUBLIC COMMENTS

XI. STAFF COMMENTS

Mr. Perkins shared that the DDA wanted to retain ownership and sought a development partner for 935 Senoia Road. He asked Attorney Cox to discuss tenant options that could be used to lease the property. Attorney Cox stated that the Board could issue a Request for Qualifications (RFQ). Mr. Perkins noted that this process would differ from how the Town advertised for bid proposals. Therefore, he emphasized that staff would advertise on the Town's website, social media, and in the Fayette County newspaper. Mr. Perkins suggested that staff create an RFQ and have the Board approve it before it was released to the public. In addition, he stated that staff planned to have the finalized RFQ by the March 13th DDA meeting.

XII. BOARD COMMENTS

XIII. EXECUTIVE SESSION

XIV. ADJOURNMENT

A motion was made to adjourn.

Motion made by Treasurer McDuffie.
Voting Yea: Chairman Campbell, Vice-Chairman Mount, Board Member She, Board Member Kaufman, Board Member Reese.

The meeting adjourned at 9:26 am.

By: _____
Billy Campbell, Chairman

Attest: _____
Ciara Willis, Secretary



DDA ITEM AGENDA REQUEST FORM

Meeting Date: 02/13/2023

Staff Contact: Phillip Trocquet

Agenda Section: Old Business

Department:

Staff Report:

Item Description:

Background/History:

Continued discussion regarding First Friday's Event Schedule and band selection.

Findings/Current Activity:

Draft Schedule:

- **April 21st**
 - Spring Market/Jazz in the Park
 - 6:00pm- 8:00pm
- **May 5th**
 - First Friday Concert
 - __:00pm - __:00pm
- **June 2nd**
 - First Friday Concert
 - __:00pm - __:00pm
- **July 7th**
 - First Friday Concert
 - __:00pm - __:00pm
- **August 4th**
 - First Friday Concert
 - __:00pm - __:00pm
- **September 1st**
 - First Friday Concert
 - __:00pm - __:00pm

Is this a budgeted item? _____ If so, include budget line number: _____

Actions/Options/Recommendations:

The events subcommittee would meet to go over the schedule and events in greater detail .

