



**DOWNTOWN DEVELOPMENT  
AUTHORITY**

**March 10, 2025 at 9:00 AM**

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*950 Senoia Road, Tyrone, GA 30290*

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**Billy Campbell**, Chairman

**Jeni Mount**, Vice-Chairwoman

**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 the February 10, 2025 meeting minutes.

**VII. PRESENTATIONS**

**VIII. OLD BUSINESS**

2. Update regarding 935 Senoia Road – Old Fire Station #3 Food Truck Park. - **Phillip Trocquet, Assistant Town Manager**

**IX. NEW BUSINESS**

3. Consideration to Elect a Chair for the Town of Tyrone Downtown Development Authority for Calendar Year 2025.
4. Consideration to Elect a Vice-Chair for the Town of Tyrone Downtown Development Authority for Calendar Year 2025.

5. Consideration to Elect a Treasurer for the Town of Tyrone Downtown Development Authority for Calendar Year 2025.

**X. PUBLIC COMMENTS**

**XI. STAFF COMMENTS**

**XII. BOARD COMMENTS**

**XIII. EXECUTIVE SESSION**

**XIV. ADJOURNMENT**

**TYRONE DOWNTOWN  
DEVELOPMENT AUTHORITY**

**MINUTES**

**February 10, 2025 at 9:00 AM**

**Billy Campbell**, Chairman  
**Jeni Mount**, Vice-Chairwoman

**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  
Adam She, Board Member

Also Present:  
Lynda Owens, Recreation Manager,  
Krista McClenny, Recreation Assistant

**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 Vice-Chairwoman Mount.  
Voting Yea: Chairman Campbell, Vice-Chairwoman Mount, Treasurer McDuffie, Board Member Kaufman, Board Member Reese.

**VI. APPROVAL OF MINUTES**

1. Approval of the January 13, 2025 meeting minutes.

A motion was made to approve the January 13, 2025 meeting minutes.

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

Member Kaufman, Board Member Reese.

**VII. PRESENTATIONS**

**VIII. OLD BUSINESS**

- 2. Consideration to approve the 2025 First Friday Events Schedule. - ***Phillip Trocquet, Assistant Town Manager***

Mr. Trocquet shared that the DDA Events Subcommittee recommended three “First Fridays” events, and one event slated for the food truck opening during their last meeting.

The 2025 First Fridays schedule included May 2, June 6, and August 1, as well as a September event for the food truck park’s grand opening.

A motion was made to approve the 2025 First Friday events schedule.

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

**IX. NEW BUSINESS**

- 3. Consideration to approve the release of a design-build RFP (DDA-2025-01) for a food truck park at 935 Senoia Road. - ***Phillip Trocquet, Assistant Town Manager***

Mr. Trocquet informed the board that a draft Request for Proposal (RFP) for establishing a food truck park at 935 Senoia Road had been created.

Mr. Trocquet stated that staff developed the scope and evaluation criteria based on commentary from the DDA. He added that staff requested further commentary from the board on whether any items within the scope of work, schedule, and evaluation criteria should be added or otherwise modified. The board did not recommend any modifications to the RFP.

Board Member Reese then inquired about the total budget for the project. Mr. Trocquet stated that the approximate budget was \$170,000.

A motion was made to approve the release of the design-build RFP (DDA-2025-01) for a food truck park at 935 Senoia Road.

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

**X. PUBLIC COMMENTS**

**XI. STAFF COMMENTS**

**XII. BOARD COMMENTS**

**XIII. EXECUTIVE SESSION**

**XIV. ADJOURNMENT**

A motion was made to adjourn.

Motion made by Board Member Reese.

Voting Yea: Chairman Campbell, Vice-Chairwoman Mount, Treasurer McDuffie, Board Member Kaufman, Board Member Reese.

The meeting adjourned at 9:20 a.m.

By: \_\_\_\_\_  
Billy Campbell, Chairman

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



# DDA ITEM AGENDA REQUEST FORM

**Meeting Date:** 03/10/2025

**Staff Contact:** Phillip Trocquet

**Agenda Section:** Old Business

**Department:** DI

## Staff Report:

**Item Description:** Update regarding 935 Senoia Road – Station #3 Food Truck Park

### Background/History:

Staff hosted a Food Truck Owners meeting last week that was very productive. Owners gave input on a variety of topics from leasing prices to number of active spaces. Staff will give an update on those discussions.

The RFP was published and is active on the Georgia Procurement Registry. The timeline for the RFP is as follows:

RFP Advertised	03/12/2025
Question Submittal Deadline	03/24/2025
Addenda Deadline	03/28/2025
RFP Submission Deadline	04/03/2025
Notification of Intent to Select	04/07/2025
DDA Approval Meeting	04/14/2025
Execute Contract & Begin Project	##/##/2025

The project schedule is as follows:

- Schematic Documents: 60 days after contract execution
- 60% Draft Design Development Plans: 60 Days after Schematic Document approval
- 90% Construction documents: 30 Days after Design Development Plan approval.
- Construction: completed no later than 11/20/2025 (5 months).

### Findings/Current Activity:

**Is this a budgeted item?** \_\_\_\_\_ **If so, include budget line number:** \_\_\_\_\_

### Actions/Options/Recommendations:

Staff would like at least 3 DDA members to volunteer for the RFP review committee.