



**DOWNTOWN DEVELOPMENT
AUTHORITY**

March 09, 2026 at 9:00 AM

950 Senoia Road, Tyrone, GA 30290

Nathan Reese, Vice-Chair

Luci McDuffie, Treasurer
Ernie Johnson, Board Member
John Kaufman, Board Member
Jeni Mount, Board Member
Adam She, Board Member
Tracy Young, Board Member

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 18, 2026, Special Called Meeting Minutes.

VII. PRESENTATIONS

VIII. OLD BUSINESS

IX. NEW BUSINESS

2. Appointment of DDA Officers. - **Phillip Trocquet, Asst. Town Manager**

3. Consideration and approval of revisions to the by-laws of the Downtown Development Authority of Tyrone. - **Phillip Trocquet, Asst. Town Manager**

X. PUBLIC COMMENTS

XI. STAFF COMMENTS

XII. BOARD COMMENTS

XIII. EXECUTIVE SESSION

XIV. ADJOURNMENT

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

MINUTES

February 18, 2026 at 9:00 AM

Nathan Reese, Vice-Chair

Tracy Young, Board Member
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

Absent:

Adam She, Board Member
John Kaufman, Board Member
Luci McDuffie, Treasurer

Also Present:

Lynda Owens, Recreation Manager
Kristie McClenny, Recreation Assistant

I. CALL TO ORDER

Vice-Chairman Reese called the meeting to order at 9:18 a.m.

Attorney Cox administered the Oath of Office to Board Member Young.

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 Board Member Johnson, Seconded by Board Member Mount.

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

VI. APPROVAL OF MINUTES

1. Approval of the November 17, 2025, Special Called meeting minutes.

A motion was made to approve the November 17, 2025, Special Called meeting minutes.

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

VII. PRESENTATIONS

VIII. OLD BUSINESS

2. Review of the DDA's current Financial Position.

Mr. Trocquet stated that as the DDA entered its fourth year, it was an appropriate time to review its activities and future opportunities. He highlighted that the DDA's current financial position was approximately \$151,000, excluding the Town's pending \$30,000 contribution.

He provided an overview of revenues and expenses by line item and stated that roughly \$13,000 was budgeted for events, which remained the primary expenditure. Board Member Young inquired about a money market account for the DDA's funds. Mr. Trocquet confirmed he would explore a suitable money market account or investment strategy.

Board Member Young then asked whether First Friday events represented the DDA's largest expense, which Mr. Trocquet affirmed.

Mr. Trocquet stated that a more detailed discussion of the DDA's financial outlook would take place during the May meeting.

3. Downtown Events & Engagement Strategy.

Mr. Trocquet reported that the Town's previous downtown event strategy centered on the "First Fridays" concert series. The series took place in Shamrock Park every month from May to September for a total of five events. He noted that these events had historically been successful and well attended.

He also outlined several considerations moving into 2026, including updates to the alcohol policy, pavilion construction, and Shamrock Park II plans. He emphasized that each event involving alcohol would require Council's approval.

He then requested direction from the Board regarding a strategy for staff to prepare potential contracts and agreements.

Board Member Young asked about the economic impact of the "First Fridays" events. Mr. Trocquet stated that the Town had not previously tracked sales data for downtown businesses during these events. Board Member Young stressed the importance of measuring economic impact to support increased downtown activity.

Mr. Trocquet requested additional input on potential events at the next meeting.

IX. NEW BUSINESS

4. Downtown Development Strategy.

Mr. Trocquet shared that the Town had put forth many plans, studies, and capital projects for the Downtown area. He outlined key initiatives which included Shamrock Pavilion, Shamrock Park Phase II & III, Senoia Road Enhancements & TIP Solicitation, and LCI. He noted that these efforts would inform the development of a comprehensive strategic plan to guide the DDA's future.

5. DDA Strategic Plan & Mission Discussion.

The DDA's current mission statement: *The mission of the Downtown Development Authority of Tyrone is revitalization and redevelopment of the Town Center District by promoting and stimulating economic development leading to a sustainable and vibrant downtown.*

Mr. Trocquet noted that while the DDA had an established logo and brand guide, the Board did not yet have a formal strategic plan or vision. Recent efforts had primarily focused on redeveloping the 935 Senoia Road property, the former fire station, into a dedicated project. He referenced the City of Fayetteville's strategic plan as a model for consideration.

Board Member Young inquired about the downtown corridor map on the website. Mr. Trocquet explained that the Town's boundaries must align with fixed elements such as roads and land parcels, which resulted in a broader mapped area.

The Board and staff then exchanged preliminary ideas for creating a strategic plan to steer the DDA's future work.

X. PUBLIC COMMENTS

XI. STAFF COMMENTS

XII. BOARD COMMENTS

6. March/April Workshop Meeting Discussion.

Board Member Johnson asked if the Board could meet in smaller groups to discuss important topics in depth. Mr. Trocquet stated that a group of non-quorum members could meet with staff.

XIII. EXECUTIVE SESSION

XIV. ADJOURNMENT

A motion was made to adjourn.

Motion made by Board Member Young.

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

The meeting adjourned at 10:37 a.m.

By: _____
Nathan Reese, Vice-Chair

Attest: _____
Ciara Willis, Secretary



DDA ITEM AGENDA REQUEST FORM

Meeting Date: March 9, 2026

Staff Contact: Phillip Trocquet

Agenda Section: New Business

Department:

Staff Report:

Item Description: Appointment of DDA Officers.

Background/History:

Per the Authority’s by-laws, the Board must appoint and elect the following board members on an annual basis:

- Chair
- Vice-Chair
- Treasurer
- Secretary

Current officers are:

- Chair – Vacant
- Vice-Chair – Nathan Reese
- Treasurer – Lucy McDuffie
- Secretary – Ciara Willis

Findings/Current Activity:

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

Actions/Options/Recommendations:

Staff recommends that the board consider nominations for these roles by its members and then vote to approve the appointments.



DDA ITEM AGENDA REQUEST FORM

Meeting Date: March 9, 2026

Staff Contact: Phillip Trocquet

Agenda Section: New Business

Department:

Staff Report:

Item Description:

Consideration and approval of revisions to the by-laws of the Downtown Development Authority of Tyrone.

Background/History:

1. The by-laws currently provide that officers will be elected annually in March. Staff suggests revising this to allow for officer elections to be held annually during the January meeting so that terms run on a calendar year basis.
2. The by-laws currently have a Secretary/Treasurer position. The Board had traditionally appointed a member as its Treasurer and Ciara Willis – Asst. Town Clerk – as Secretary. Staff suggests updating the by-laws to reflect two separate positions.

Findings/Current Activity:

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

Actions/Options/Recommendations:

Staff recommends that the board approve these revisions to the by-laws.

BY-LAWS OF THE
DOWNTOWN DEVELOPMENT AUTHORITY
OF TYRONE, GEORGIA

ARTICLE I
MEMBERS

Section 1. Management Powers, Number, Qualification and Term. The property, affairs, and business of the Downtown Development Authority of Tyrone ("DDA") shall be managed by its directors consisting of seven (7) persons, appointed from time to time as provided by law (O.C.G.A. 36-42-4). The qualifications of the directors shall be as provided by law.

Section 2. Powers. The directors shall have such power and authority as is conferred upon them by the Downtown Development Authority Law of 1981, as the same now exists or may hereafter be amended, and such other power and authority as may be contained under the Constitution and the Laws of the State of Georgia as the same may now or hereafter exist.

Section 3. Regular Meetings. The DDA shall meet at a regular time and place established by resolution of the DDA. Notice of this meeting, as well as other public meetings of the DDA, shall be posted in a conspicuous public place at the regular meeting place. All meetings shall be conducted in accordance with the Georgia Open Meetings Act (O.C.G.A. Section 50-14-1 et. seq.)

Section 4. Special Meetings. Special meetings may be held upon the call of the Chairman, Vice-Chairman, Secretary/ treasurer, or any two directors at such time during regular business hours and at such place within the Town of Tyrone, Georgia, as shall be specified in the notice of such meeting. Notice shall be given to the public as prescribed under the provisions of the Open Meeting Law. Notice of special meetings may be either oral or written. Oral notice may be delivered personally or by telephone and shall be given at least twenty-four (24) hours prior to the time of the meeting. Written notice may be sent by mail, facsimile, electronic mail, or personal delivery. If delivered personally or by fax, such notice shall be delivered twenty-four (24) hours prior to the time of the meeting. If written notice is sent by mail, such notice shall be mailed three (3) days prior to the time of the meeting. Unless specified otherwise, any notice hereinafter called for in these by-laws shall be given as specified in this section. No notice of any meeting need be given any director who attends such meeting, unless such director attending at the beginning of such meeting states any objection or objections to the place and time of the meeting, to the manner in which it has been called or convened or to the transaction of 1 4Section [PN], Item 1. business. No notice

shall be required to be given any director who at any time before or after the meeting waives notice of the meeting in writing.

Section 5. Quorum. A majority of the directors, at a meeting duly assembled, shall constitute a quorum for the transaction of business. Unless otherwise specifically required by statute or by these by-laws, the act of a majority of such directors present at a meeting at which a quorum is present shall be the act of the Authority, and if at any meeting of the Authority there shall be less than a quorum, a majority of those present may adjourn the meeting without further notice.

Section 6. Parliamentary Procedures. In case of dispute concerning parliamentary procedures governing the conduct of meetings of the Authority, Roberts Rules of Order shall govern.

Section 7. Nominations of Members. Prior to the expiration of the term of any director of the Authority, the Chairman shall assemble a nominating committee by appointing an owner of real property in the downtown district and an owner of a business establishment whose principal place of business is located in the downtown district, who are not directors of the Authority, and to up to two (2) current directors of the Authority to act as a nominating committee. The nominating committee shall interview candidates and submit their recommendation to the Authority. The Authority shall then submit nominations for directors to the Mayor and Council of the Town of Tyrone. The Mayor and Council may accept or reject any nominee and may nominate a qualified individual(s) if they choose to do so.

ARTICLE II

OFFICERS

Section 1. Number. The directors shall elect from one of their number a Chairman, Vice-Chairman, and Secretary/Treasurer. The Secretary/Treasurer does not need to be a director.

Section 2. Election. Officers shall be elected annually during the regular January meeting. Notice of the time and place of such meeting shall be given by the retiring Chairman.

Section 3. Term and Removal. All officers shall be elected by and serve at the discretion of the directors and any officer may be removed from office, either with or without cause, at any time, by the affirmative vote of the majority of the directors of the Authority then in office. A vacancy in any office because of death, resignation, removal, disqualification or otherwise, shall be filled by the directors for the unexpected portion of the term. Resignation shall be submitted in writing to the Chairman.

Section 4. Powers. The powers and duties of the officers shall be as provided from time to time by resolution or other directive of the directors, or as prescribed by the Town Council. In the absence of such provisions, respective officers shall have the powers and shall discharge the duties customarily and usually held and performed by like officers of authorities similar in organization to this Authority.

Chairman. The Chairman shall be the chief executive officer of the Authority and shall have general and active management of the business of the Authority and shall see that all resolutions of the Authority are carried into effect. He/she shall be ex officio member of all committees, unless otherwise provided in the resolution appointing the same. The Chairman shall call meetings of the directors and shall act as Chairman of such meetings.

Vice-Chairman. In the event of the unavailability, disability, or death of the Chairman or at the Chairman's request or when specifically authorized by the Authority, the Vice-Chairman shall have the powers and perform the duties of the Chairman. The Vice-Chairman shall also have such powers and perform such duties as are specifically imposed upon him/her by law and as may be assigned to him/her by the Authority or the Chairman. In the absence of the Chairman, the Vice-Chairman shall call meetings of the directors and shall act as Chairman of such meetings.

Secretary. The Secretary shall attend all meetings of the Authority and record all votes and the minutes of all proceedings in books kept for that purpose and shall perform similar duties for any standing committees when required. The Secretary shall give, or cause to be given, any notice required for meetings of the Authority and shall perform such other duties as may be prescribed by the Authority or the Chairman. If the Secretary is not a member of the Authority, he or she shall attend meetings solely for the purpose of recording the minutes and shall not possess any of the powers, rights, or duties of a member.

Treasurer. The Treasurer shall have charge of and be responsible for all funds, securities, receipts, and disbursements of the Authority and shall deposit, or cause to be deposited, in the name of the Authority, all monies or other valuable effects in such banks, trust companies, or other depositories as may be selected by the Authority from time to time. The Treasurer shall render to the Chairman and to the members of the Authority, whenever requested, an account of the financial condition of the Authority and shall, in general, perform all duties incident to the office of Treasurer of a corporation, along with any other duties assigned by the Authority or the Chairman.

ARTICLE III

FISCAL YEAR

Section 1. Time. The fiscal year of the Authority shall begin on the first day of July of each year and end on the last day of June of each year.

Section 2. Annual Meeting. An annual meeting of the Authority shall be held during the month of August. Notice of the time and place of such meeting shall be given by the Chairman.

Section 3. Annual Audit. The Treasurer shall cause an annual audit of the books of the Authority to be made by the firm which audits the books of the Town of Tyrone and present such audit to the directors of the Authority. A copy of the audit shall be filed with the State Auditor, if necessary, to comply with Local Government Financial Standards Act (Georgia Laws, 1980, p. 1738).

ARTICLE IV

CORPORATE SEAL

Section 1. Seal. The Seal of the Authority shall consist of an impression bearing the name "Downtown Development Authority of Tyrone" around the perimeter and the word "SEAL" and the year of activation in the center thereof. In lieu thereof, the Authority may use an impression or writing bearing the word "SEAL" enclosed in parentheses or scroll, which shall also be deemed the seal of the Authority.

ARTICLE V

DEPOSITORIES

Section 1. Depositories. The Authority shall from time to time provide by resolution or resolutions for the establishment of depositories for funds of the Authority.

Section 2. Execution of Notes, Drafts and Checks. All drafts, checks, etc. drawn against accounts of the Authority shall be signed by the Chairman together with the Secretary /Treasurer.

ARTICLE VI

AMENDMENTS

Section 1. Amendments. The by-laws of the Authority shall be subject to alteration, amendment, or repeal, and new by-laws, not inconsistent with any laws of the State of Georgia creating this Authority, may be made by affirmative vote of a majority of the directors then holding office at any regular or special meeting of the directors.

Proposed amendments shall be submitted in writing to all directors of the Authority ten (10) days prior to the meeting at which such amendment will be considered. If such written proposed amendment is submitted by mail, it shall be deemed to be delivered when deposited in the United States mail properly addressed and with sufficient postage thereon.

ARTICLE VII

ADOPTION OF BY-LAWS

These by-laws of the Downtown Development Authority of Tyrone were adopted by affirmative vote of the Board of Directors on the **9th day of March 2026** and became effective on said date.

DOWNTOWN DEVELOPMENT
AUTHORITY OF TYRONE

By:

Chairman

(SEAL)

By: _____

Secretary