



**DOWNTOWN DEVELOPMENT
AUTHORITY**

July 10, 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 June 12, 2023.

VII. PRESENTATIONS

VIII. OLD BUSINESS

IX. NEW BUSINESS

2. Approval of short-list applicants for RFQ DDA-2023-001 (Fire Station Redevelopment).
- **Phillip Trocquet, Assistant Town Manager**

3. Consideration to approve establishment of scoring committee process for RFQ DDA-2023-001. - **Phillip Trocquet, Assistant Town Manager**

X. PUBLIC COMMENTS

XI. STAFF COMMENTS

4. Discussion and update regarding fundraising opportunities and costs. - ***Phillip Trocquet, Assistant Town Manager***

XII. BOARD COMMENTS

XIII. EXECUTIVE SESSION

XIV. ADJOURNMENT

TYRONE DOWNTOWN DEVELOPMENT AUTHORITY

Section [PN], Item 1.

MINUTES

June 12, 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:

Brandon Perkins, Town Manager
Ernie Johnson, Board Member
Nathan Reese, Board Member

Also Present:

Krista McClenny, Recreation Assistant
Lynda Owens, Recreation Manager
Sandy Beach, Finance Manager

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

VI. APPROVAL OF MINUTES

1. Approval of minutes from May 8, 2023.

A motion was made to approve the minutes from May 8, 2023.

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

VII. PRESENTATIONS

VIII. OLD BUSINESS

IX. NEW BUSINESS

2. Consideration of the DDA 2023-2024 Fiscal Year Budget. - ***Phillip Trocquet, Assistant Town Manager***

Mr. Trocquet presented an updated FY 2023-2024 budget document with a zero balance. The previous budget in the DDA's packet did not show funds carried forward for FY 2023-2024, so a modification was made to the proposed budget. In addition, he shared that contribution funds routinely sent to the Fayette County Development Authority (FCDA) on behalf of the Town would be included in the DDA's revenue budget. Therefore, \$27,000 would be transferred to the DDA since the FCDA was self-financed and no longer required contributions. Additionally, the Town would transfer \$100,000 in American Rescue Plan Act (ARPA) funds to the DDA to assist with economic development projects.

The operation costs for the DDA were adjusted based on the current fiscal year's expenditures. As a result, Mr. Trocquet shared that \$27,000 in revenue funds would cover operating expenses. In addition, Mr. Trocquet stated that each budget line item could be discussed in detail if the board needed additional information. Subsequently, Chairman Campbell asked the board if they had any questions regarding the budget. The board concurred with the proposed FY 2023-2024 budget.

A motion was made to approve the DDA's FY 2023-2024 Budget totaling \$151,835.00.

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

3. Consideration to approve a July and August contract with Adiquet DJ Services pending legal review. - ***Phillip Trocquet, Assistant Town Manager***

Mr. Trocquet presented two contracts with ADIQUEST DJ Services for the July and August First Friday events. Staff recommended approval of the contracts contingent upon legal council's review and approval of the documents. Chairman Campbell inquired about the cost of the agreements. Thus, Mr. Trocquet stated that the service fee for each contract was \$813.50, and the total was \$1,627.00.

A motion was made to approve the July and August contracts with ADIQUEST Music DJ Services for \$1,627.00 pending legal review.

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

X. PUBLIC COMMENTS

XI. STAFF COMMENTS

Mr. Trocquet encouraged the board to brainstorm revenue ideas for the next fiscal year in the forthcoming months. The revenue sources could include fundraiser activities, entrance, and vendor fees for DDA-sponsored events.

XII. BOARD COMMENTS

Chairman Campbell shared that he had an opportunity to speak with the recreation staff last week about the First Friday events. He thanked Ms. Owens and Ms. McClenny for spearheading the successful and well-attended events. Additionally, he suggested that the First Friday events start time be changed to 7:00 pm next season to accommodate peoples' schedules better. In addition, he proposed numerous fundraising ideas that could generate revenue funds for the DDA.

Ms. McClenny shared that the Tyrone Recreation Department was excited to collaborate with the DDA on the First Friday series. The DDA-sponsored events for the current season included four band concerts and a movie on the lawn. She also mentioned that the Fun Flicks vendor could display a short movie reel for the September First Friday event, which would be shown before the movie. Thus, she emphasized that it would be an opportunity to promote the DDA through visual slides to the community. In addition, she proposed marketing ideas that could generate public support for the DDA after the last DDA-sponsored event in September. Lastly, she affirmed that the Recreation Department looked forward to supporting and evolving the DDA's vision for the First Friday events next season.

Chairman Campbell inquired about the advertisement brochure for Founders Day. Ms. Owens shared that a page in the brochure could feature the DDA members. Ms. McClenny added that advertisement content could be consistently shared across all social media platforms to stimulate community engagement. Chairman Campbell expressed that would be a great idea. In addition, Mr. Trocquet noted that staff was updating the Town's webpage to be more informative. Therefore, he suggested that the DDA's webpage incorporate a business directory to highlight businesses in the downtown area.

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.

The meeting adjourned at 9:38 am.

By: _____
Billy Campbell, Chairman

Attest: _____
Ciara Willis, Secretary



DDA ITEM AGENDA REQUEST FORM

Meeting Date: 07/10/2023

Staff Contact: Phillip Trocquet

Agenda Section: New Bus.

Department:

Staff Report:

Item Description:

Background/History:

Consideration to approve short-listed applicants for the DDA's Fire Station redevelopment RFQ.

Findings/Current Activity:

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

Actions/Options/Recommendations:

Based on applications received, staff recommends approval of the short-list applicants to be Gislynn Enterprises, LLC and Mr. Collins Woods.



DDA ITEM AGENDA REQUEST FORM

Meeting Date: 07/10/2023

Staff Contact: Phillip Trocquet

Agenda Section: New Bus.

Department:

Staff Report:

Item Description:

Background/History:

Consideration to approve the establishment of a scoring committee(s) for the purpose of holding applicant interviews for RFQ-2023-001.

Findings/Current Activity:

In order to establish a fair and equitable system for scoring of applicants and the involvement of all DDA members, staff recommends the establishment of two independent 3-member groups to hear presentations and score applications for the RFQ. The remaining single-member will score virtually in order to provide an equitable process.

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

Actions/Options/Recommendations:

Staff recommends the creation of the scoring committee and the confirmation of the scoring date of July 19th, 2023. If a new date needs to be established due to board member availability, staff recommends the establishment of said date at this meeting for advertisement to applicants.