



DOWNTOWN DEVELOPMENT AUTHORITY

August 11, 2025 at 9:00 AM

950 Senoia Road, Tyrone, GA 30290

Billy Campbell, Chairman

Nathan Reese, Vice-Chair

Luci McDuffie, Treasurer

Ernie Johnson

John Kaufman

Jeni Mount

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 July 14, 2025, meeting minutes.

VII. PRESENTATIONS

VIII. OLD BUSINESS

IX. NEW BUSINESS

2. Consideration to approve an invoice from Willow Dell, LLC for engineering and conceptual design services in the amount of \$5,486.25. **Phillip Trocquet, Assistant Town Manager**

X. PUBLIC COMMENTS

XI. STAFF COMMENTS

XII. BOARD COMMENTS

XIII. EXECUTIVE SESSION

XIV. ADJOURNMENT

TYRONE DOWNTOWN DEVELOPMENT AUTHORITY

MINUTES

July 14, 2025 at 9:00 AM

Billy Campbell, Chairman

Nathan Reese, Vice-Chair

Luci McDuffie, Treasurer

Ernie Johnson

John Kaufman

Jeni Mount

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

Nathan Reese, Vice-Chair

Also Present:

Krista McClenny, Recreation Assistant

Lynda Owens, Recreation 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 Treasurer McDuffie, Seconded by Board Member Mount.

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

VI. APPROVAL OF MINUTES

1. Approval of the June 9, 2025 meeting minutes.

A motion was made to approve the June 9, 2025 meeting minutes.

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

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

VII. PRESENTATIONS

VIII. OLD BUSINESS

2. Consideration to approve a service agreement contract with Simply Awesome Entertainment, LLC for an additional \$300 for a total amount of \$1,500 for the June First Friday event.

Mr. Trocquet stated that this event had already occurred and that the contract was identical to our previous agreement with Simply Awesome Entertainment, LLC, of the prior year. This item was subsequently approved at the June 9th meeting, but for an incorrect amount of \$1,200, which was \$300 less than the actual contract amount. He added that an additional payment for this contract amount was made and required DDA's approval.

A motion was made to approve the service contract with Simply Awesome Entertainment, LLC, for an additional \$300, bringing the total amount to \$1,500 for the June First Friday event.

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

3. Discussion regarding direction for 935 Senoia Road, Food Truck Park.

Mr. Trocquet shared that staff recently had a meeting with Willow Dell, LLC, concerning the anticipated food truck property at 935 Senoia Road. He added that the discussion focused on narrowing the scope and reducing the cost. He also noted that the project would be over \$200,000 with the reductions.

Mr. Trocquet requested input on a proof-of-concept truck park at Shamrock Park on a trial basis. He pointed out that if the board decided to go in a different direction, they would be responsible for the services rendered regarding the food truck park project at 935 Senoia Road. He stated that he would verify the amount with Willow Dell, LLC, and present the information at the next meeting.

Chairman Campbell stated that a pop-up food truck park was a good decision. The other board members concurred.

A motion was made to approve a pop-up food truck park at Shamrock Park.

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

IX. NEW BUSINESS

4. Consideration to approve a Southside Band agreement for the First Friday event at Shamrock Park on August 1, 2025.

Mr. Trocquet presented the item and stated that the booking fee was \$600.00. The band would perform on August 1st from 6:00 p.m. to 8:00 p.m.

A motion was made to approve the Southside Band agreement for the First Friday event at Shamrock Park on August 1, 2025 for \$600.00.

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

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

5. Consideration to approve an Adiquest Music agreement for DJ services for the First Friday event at Shamrock Park on August 1, 2025.

Mr. Trocquet stated that this performance agreement was for DJ services and sound for the Southside Band for the DDA First Friday event on August 1st from 6:00 p.m. to 8:00 p.m.

A motion was made to approve the Adiquest Music agreement for DJ services for the First Friday event at Shamrock Park on August 1, 2025 for \$1,129.99.

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

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

X. PUBLIC COMMENTS

XI. STAFF COMMENTS

Mr. Trocquet requested feedback on the September First Friday event that was earmarked for the grand opening of the food truck park at 935 Senoia Road. He stated that the allocated funds for the event could be used for alternative services or goods to support proof of concept for the pilot food truck park at Shamrock Park. The pop-up food truck park at Shamrock Park was tentatively scheduled to start in August 2025.

A motion was made to procure DJ services for the August pop-up food truck park opener in an amount not to exceed \$500.00.

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

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

Ms. McClenny highlighted details regarding the August First Friday event. The event would be a back-to-school bash featuring vendors tailored to kids' needs.

XII. BOARD COMMENTS

XIII. EXECUTIVE SESSION

XIV. ADJOURNMENT

A motion was made to adjourn.

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

The meeting adjourned at 9:33 a.m.

By: _____
Billy Campbell, Chairman

Attest: _____
Ciara Willis, Secretary



DDA ITEM AGENDA REQUEST FORM

Meeting Date: 08/11/2025

Staff Contact: Phillip Trocquet

Agenda Section: New
Business

Department:

Staff Report:

Item Description: Consideration to approve an invoice from Willow Dell, LLC for engineering and conceptual design services in the amount of \$5,486.25

Background/History:

After the approval of the RFP to Willow Dell, LLC for the proposed food truck park, further topographic surveying, engineering, and conceptual design services were required in order to provide the DDA with accurate cost estimates associated with appropriately scaling the project.

Findings/Current Activity:

This is needed and useful survey information to have for the future of the property whether as a food truck park or a future development.

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

Actions/Options/Recommendations:

Staff recommends approval of the item.



Willow Dell
Powered by RedTeam

WILLOW DELL

Number: 1080001-001

INVOICE

Section [PN], Item 2.

Date: 07/31/2025

Town of Tyrone
Phillip Trocquet
950 Senoia Rd
Tyrone, GA 30290

Project: 1080001 - Design-Build Food Truck Park

Work Location: Food Truck Park
935 Senoia Rd
Tyrone, GA 30290

Remit Payment: Willow Dell
PO Box 940
Senoia, GA 30276

Due: 08/30/2025

Through: 07/18/2025

Description

ISE Invoice (attached): \$4987.50
10% Contractor Fee: \$498.75

	Amount (\$)
Current Amount	5,486.25

Please remit to:
Willow Dell LLC
PO Box 940, Senoia GA 30276



Willow Dell
Powered by RedTeam

ADDITIONAL ATTACHMENTS

Section [PN], Item 2.

WILLOW DELL

Project: 1080001 - Design-Build Food Truck Park

Date: 07/31/2025

Document: 1080001-001

The following Attachment is hereby incorporated by reference:

Name	
1	\$4987.50 - ISE https://redteam.link/51toa6y



Willow Dell, LLC
Josh Herr

Invoice number 30368
Date 07/16/2025

Project **1953.2501 Tyrone Food Truck Park**

For Professional Services through: July 16,2025

Invoice Summary

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
TASK 1 PROJECT DESIGN	10,000.00	34.93	0.00	3,492.50	3,492.50
TASK 2 TOPOGRAPHIC SURVEY	1,500.00	99.67	0.00	1,495.00	1,495.00
Total	11,500.00	43.37	0.00	4,987.50	4,987.50

Task 1 Project Design

Professional Fees

	Hours	Rate	Billed Amount
Principal	4.00	250.00	1,000.00
Working on contract			
Working on WA			
Getting job number set up, contract signed by Josh Herr, kicking off survey			
Technician I	2.00	95.00	190.00
ADD TOPO TO LOT SURVEY DWG			
Technician II	8.50	115.00	977.50
Drafting			
Drafting			
OT			
Drafting - Change to 20 Scale			
Sr. Principal	5.00	265.00	1,325.00
site visit to Tyrone food truck site with Tyrone and contractor.			
Preparation of new concept plan for review by client			
finish concept plan and email to client and Tyrone			

Task subtotal 3,492.50

Task 2 Topographic Survey

Professional Fees

	Hours	Rate	Billed Amount
Staff Surveyor	2.00	135.00	270.00
Tyrone Fire Station TOPO			
Survey Crew (2 - person)	7.00	175.00	1,225.00
Finished topo and location at 935 senoia road			
Located extra topo on building steps and concrete.			
935 senoia road Located property corners.			

Task subtotal 1,495.00



Willow Dell, LLC
Project 1953.2501 Tyrone Food Truck Park

Invoice number 30368
Date 07/16/2025

Invoice total **\$4,987.50**

Billing Contact:
David G. Hovey

Please remit payment to:
Integrated Science & Engineering, Inc.
1039 Sullivan Road
Suite 200
Newnan, GA 30265