



**DOWNTOWN DEVELOPMENT
AUTHORITY**

October 09, 2023 at 9:00 AM

950 Senoia Road, Tyrone, GA 30290

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 August 14, 2023 meeting minutes.

VII. PRESENTATIONS

VIII. OLD BUSINESS

IX. NEW BUSINESS

- [2.](#) Acceptance of a budgeted \$100,000 transfer to the Town of Tyrone Downtown Development Authority for Economic Development functions from the Town of Tyrone. - **Phillip Trocquet, Community Development**
- [3.](#) Acceptance of a budgeted \$27,773.24 transfer to the Town of Tyrone Downtown Development Authority for Economic Development functions from the Town of Tyrone. - **Phillip Trocquet, Community Development**
- [4.](#) Consideration to approve a grant agreement with the Fayette County Development Authority. - **Phillip Trocquet, Community Development**

X. PUBLIC COMMENTS

XI. STAFF COMMENTS

XII. BOARD COMMENTS

XIII. EXECUTIVE SESSION

XIV. ADJOURNMENT

**TYRONE DOWNTOWN
DEVELOPMENT AUTHORITY**

MINUTES

August 14, 2023 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

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

VI. APPROVAL OF MINUTES

1. Approval of minutes from July 10, 2023.

A motion was made to approve the minutes from July 10, 2023.

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

VII. PRESENTATIONS

VIII. OLD BUSINESS

IX. NEW BUSINESS

2. Consideration to approve applicant, Collins Woods, for (RFQ#: DDA-2023-001) for the Fire Station Redevelopment project. - **Phillip Trocquet, Community Development**

Mr. Trocquet shared that Mr. Collins Woods was the selected applicant for the DDA's redevelopment project of 935 Senoia Road. Chairman Campbell exclaimed that he looked forward to the partnership with Mr. Collins Woods as it was a catalyst for great things to come for the Town.

A motion was made to approve applicant, Collins Woods, for (RFQ#: DDA-2023-001) for the old fire station redevelopment project.

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

3. Consideration to approve a Memorandum of Understanding (MOU) with Mr. Collins Woods regarding the Fire Station Redevelopment Project. - **Phillip Trocquet, Community Development**

Mr. Trocquet presented the item and stated that the Memorandum of Understanding (MOU) was not a contract. The MOU represented the start of the partnership process between Mr. Collins Woods and the Downtown Development Authority (DDA). He further specified that the document did not include lease agreement terms but outlined general details of the partnership.

A motion was made to approve the Memorandum of Understanding (MOU) with Mr. Collins Woods regarding the fire station redevelopment project.

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

4. Consideration to approve a grant application for funding to the Fayette County Development Authority. - **Phillip Trocquet, Community Development**

Mr. Trocquet discussed the application for grant funding to the Fayette County Development Authority (FCDA). The DDA would seek funding through the FCDA grant program for \$300,000 to assist with the 935 Senoia Road redevelopment project. In addition, he highlighted each section of the application, which included project-specific information, source of funds, and certification details.

A motion was made to approve the grant application for funding to the Fayette County Development Authority.

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

X. PUBLIC COMMENTS

Mr. Collins Woods expressed that he was honored to be selected as the DDA's development partner and thanked the authority.

XI. STAFF COMMENTS

Mr. Perkins thanked the DDA Members for their diligence and time while processing the Request for Qualifications (RFQ) applicants. He also recognized Mr. Trocquet for his hard work and dedication in guiding the DDA through the RFQ process.

Ms. Owens shared that August's First Friday concert was a resounding success. She also mentioned that the last First Friday event would be September 1st. The "How to Train Your Dragon" movie would be shown at Shamrock Park and start at 8:00 p.m. Lastly, she shared that the Recreation staff was working on a First Fridays proposal for next season. Chairman Campbell acknowledged the Recreation staff for assisting the DDA with the First Friday events.

XII. BOARD COMMENTS

Vice-Chairwoman Mount shared that the DDA would sell snacks for September's First Friday event to generate funds for the DDA.

Board Member Johnson asked if the DDA could meet with Mr. Woods and his team to discuss aspects of the partnership and the project's next steps. Mr. Trocquet stated that the DDA Finance Subcommittee could be an option for the first meeting with Mr. Woods.

Mr. Perkins mentioned that staff was preparing a press release for the redevelopment project, which would be published this week.

Vice-Chairwoman Mount suggested that Mr. Woods participate in the 2023 Founders Day festivities.

XIII. EXECUTIVE SESSION

XIV. ADJOURNMENT

A motion was made to adjourn.

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

The meeting adjourned at 9:17 a.m.

By: _____
Billy Campbell, Chairman

Attest: _____
Ciara Willis, Secretary



DDA AGENDA REQUEST FORM

Department: Community Development/DDA

Meeting Date: 10/09/2023

Staff Contact: Phillip Trocquet

Agenda Section: New Business

Staff Report:

Item Description:

Background/History:

The Town budgeted \$100,000 from the American Rescue Plan Act funding towards economic development functions. These funds were intended to go to the Downtown Development Authority for their redevelopment operations.

Findings/Current Activity:

The DDA is undergoing redevelopment of the old fire station and have signed an MOU with a private development partner, Collins Woods. Given the stage of their economic development operations, it is time to make the \$100,000 budgeted transfer to the Tyrone Downtown Development Authority.

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

Actions/Options/Recommendations:

Staff recommends acceptance of the \$100,000 transfer to the Downtown Development Authority.



DDA AGENDA REQUEST FORM

Department: Community Development/DDA

Meeting Date: 10/09/2023

Staff Contact: Phillip Trocquet

Agenda Section: New

Business

Staff Report:

Item Description:

Background/History:

The Town budgeted \$27,773.24 in funding towards economic development functions. These funds were previously allocated to the Fayette County Development Authority (FCDA) which has since become financially independent no longer needing municipal contributions.

Findings/Current Activity:

With the FCDA no longer in need of financial contributions, it was discussed and decided in the formulation of the Town’s budget that these funds still be dedicated towards economic development in the form of Tyrone DDA contributions.

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

Actions/Options/Recommendations:

Staff recommends acceptance of the \$27,773.24 transfer to the Downtown Development Authority.



DDA AGENDA REQUEST FORM

Department: Community Development/DDA

Meeting Date: 10/09/2023

Staff Contact: Phillip Trocquet

Agenda Section: New

Business

Staff Report:

Item Description:

Background/History:

The Town of Tyrone DDA was approved to receive a \$300,000 grant from the Fayette County Development Authority for the Fire Station Redevelopment Project. The FCDA has drafted this grant agreement regarding the funds and their disbursement to the DDA.

Findings/Current Activity:

The FCDA will initially grant the DDA \$50,000 of the total amount upon the execution of the agreement. The remaining \$250,000 will be disbursed after the DDA and or the development partner has expended the matching \$100,000.

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

Actions/Options/Recommendations:

Staff recommends approval of the grant agreement with the FCDA.



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COMMUNITY GRANT AGREEMENT

Part 1: Grant Award Overview

I. Grant Award Outline

The grant to Tyrone Downtown Development Authority (DDA) from the Fayette County Development Authority (FCDA) is made solely to support the capital costs associated with the approved grant application (attached) for the Downtown Tyrone Job Creation Project. Payment of the grant is conditioned on your acceptance of the terms described in this Agreement.

To acknowledge and accept this Agreement and the terms of the grant described below and to receive the grant funds, please return a signed copy of the "Grant Agreement" via email by 10/15/2023. One executed copy will be returned to you for your records.

II. Project Specs Grantee Information

Tyrone Downtown Development Authority
Phillip Trocquet, Assistant Town Manager
950 Senoia Road, Tyrone, Georgia 30290

Total Awarded Grant Amount (from FCDA)	Total Match Amount (from TDDA)	Total Match Amount (Private Partners)	Total Investment (Award + Match)
\$300,000 Cash	+ \$100,000 Cash \$800,000 Land	+ \$1,000,000 Cash	= \$1,400,000 Cash = \$2,200,000 Total

Official Grant Period: Upon return of this grant agreement to 06/30/2023. This is a 1:1 matching grant. The match can be met through internal or external cash funds, in-kind etc. The Grantee agrees to proceed with implementation immediately following signing this grant agreement.

III. Project Budget

Property & Building Acquisition (In-Kind)	\$800,000 (In-Kind)
Construction	\$1,040,000
Contingency	\$150,000
Engineering/Site/Inspection	\$200,000
Administrative/Legal	\$10,000
TOTAL PROJECT BUDGET	\$2,200,000

IV. Funding Sources

FCDA Grant	\$300,000
DDA Cash Funding	\$100,000
Site/Building	\$800,000
Private Funding	\$1,000,000
TOTAL	\$2,200,000

V. Project Timeline

October – November 2023	Contracts Executed with Development Partners
December 2023 – March 2024	Planning & Design
April – November 2024	Construction
December 2024	Restaurant Open

VI. Payment Outline

The grant award will be distributed based on the approved Project Budget.

1. The first payment installment is \$50,000 of the grant amount and will be distributed **upon the execution of the signed grant agreement.**
2. The final installment of \$250,000 will be distributed upon the DDA's provided documentation of a minimum of \$100,000 in match payments made by either the DDA or the Private Funding partners.

Please keep evidence of expenditures and matching resources used for all costs associated with the implementation of the grant in case this information is required during the final inspection site visit.

VII. Expenditure of Grant Funds

This grant is made expressly and solely to support the attached grant application approved by the FCDA Board of Directors associated with the "Neighbors" Job Creation Project. The funds provided hereunder may be spent only in accordance with the provisions in the grant award. Funds will be paid to the grantee upon receipt of the properly completed "Grant Agreement" and satisfactory compliance with all special conditions.

- A. All requests for information that applies to this grant, as described above, should be complied with as rapidly as feasible. These conditions may have to be satisfied before the grant funds will be paid. In such cases, you must submit adequate evidence of compliance with the conditions before FCDA may release funds.
- B. The Grantee is responsible for the expenditure of funds and for maintaining adequate supporting records consistent with Generally Accepted Accounting practices.

Part 2: Program Overview

I. Reporting and Evaluation

To be eligible for future grant phases, you must complete the following:

1. Draw Sheet request for initial \$50,000 and second distribution of \$250,000.
2. Participate in a final site visit conducted by the FCDA. Please contact the FCDA to schedule your site visit at the completion of your project. Please indicate "ATTN: Evaluation" in the subject line.
3. Grantee must complete a final Project Report. The report template will be provided to you following the signing of the Grant Agreement.

II. Limit of Commitment

Unless otherwise provided in writing, this grant is made with the understanding that the FCDA has no obligation to provide other or additional support to the grantee.

Having read and understood this Grant Agreement, by signing I acknowledge and agree to the terms and conditions listed above.

Tyrone Downtown Development Authority

Signer Name and Title: Billy Campbell, chairman

(Seal)

Attest: _____
Ciara Willis, Secretary

Date: _____

Fayette County Development Authority

Signer Name and Title

Date: _____

(Seal)

Attest: _____
Secretary

