



## DOWNTOWN DEVELOPMENT AUTHORITY

**June 09, 2025 at 9:00 AM**

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*950 Senoia Road, Tyrone, GA 30290*

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**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. OLD BUSINESS**

**VII. APPROVAL OF MINUTES**

1. Approval of the April 14, 2025 meeting minutes.

**VIII. PRESENTATIONS**

**IX. NEW BUSINESS**

2. Consideration to Approve the Tyrone Downtown Development Authority 2025-2026 Fiscal Year Budget.
3. Consideration to approve a service agreement contract with Simply Awesome Entertainment, LLC for \$1,200 for the June First Friday event. **Phillip Trocquet, Assistant Town Manager**

**X. PUBLIC COMMENTS**

**XI. STAFF COMMENTS**

**XII. BOARD COMMENTS**

**XIII. EXECUTIVE SESSION**

**XIV. ADJOURNMENT**

# TYRONE DOWNTOWN DEVELOPMENT AUTHORITY

## MINUTES

April 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:

John Kaufman, Board Member

Jeni Mount, Board Member

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 Vice-Chair Reese.

Voting Yea: Chairman Campbell, Vice-Chair Reese, Treasurer McDuffie, Board Member She, Board Member Johnson.

### VI. APPROVAL OF MINUTES

1. Approval of the March 10, 2025 meeting minutes.

A motion was made to approve the March 10, 2025 meeting minutes.

Motion made by Treasurer McDuffie, Seconded by Vice-Chair Reese.

Voting Yea: Chairman Campbell, Vice-Chair Reese, Treasurer McDuffie, Board Member She, Board Member Johnson.

## **VII. PRESENTATIONS**

## **VIII. OLD BUSINESS**

## **IX. NEW BUSINESS**

2. Consideration to approve a Design-Build Team for RFP DDA-2025-01, Food Truck Park.-  
***Phillip Trocquet, Assistant Town Manager***

Mr. Trocquet shared that the selection committee, comprised of Mr. Campbell, Mr. Reese, and Mr. She, had completed the RFP process and had selected Willow Dell as the contractor for RFP DDA-2025-01.

Mr. Trocquet noted that all the bids received exceeded the DDA's budget of \$150,000. He then stated that discussions regarding the project's scale and scope would be required. He added that staff would initiate those discussions to determine a feasible route forward in good faith with Willow Dell. If modifications could be made to scale the project appropriately, an AIA contract would be prepared and presented for approval to commence the project.

Staff recommended approval of the design-build team chosen by the selection committee.

Treasurer McDuffie recused herself.

A motion was made to approve Willow Dell LLC as the contractor for the food truck park project at 935 Senoia Road , contingent on staff negotiating the final costs.

Motion made by Vice-Chair Reese, Seconded by Board Member Johnson.

Voting Yea: Chairman Campbell, Vice-Chair Reese, Board Member She, Board Member Johnson.

Voting Abstaining: Treasurer McDuffie.

## **X. PUBLIC COMMENTS**

## **XI. STAFF COMMENTS**

## **XII. BOARD COMMENTS**

## **XIII. EXECUTIVE SESSION**

## **XIV. ADJOURNMENT**

A motion was made to adjourn.

Motion made by Vice-Chair Reese, Seconded by Board Member Johnson.

Voting Yea: Chairman Campbell, Vice-Chair Reese, Treasurer McDuffie, Board Member She, Board Member Johnson.

The meeting adjourned at 9:14 a.m.

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

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



## DDA ITEM AGENDA REQUEST FORM

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**Meeting Date:**06/09/2025

**Staff Contact:** Phillip Trocquet

**Agenda Section:** New  
Business

**Department:** DDA

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### Staff Report:

#### Item Description:

Consideration to Approve the Tyrone Downtown Development Authority 2025-2026 Fiscal Year Budget

#### Background/History:

The 2025-2026 budget this year has been prepared for the next FY's DDA activities.

#### Findings/Current Activity:

Highlighted changes regarding revenue are in potential rental revenue from the Food Truck park and grant revenue from the FCDA.

Expenditure changes revolve around the lower scope of the food truck park as opposed to full renovation of the old fire station. This results in an overall decreased budget for the new FY.

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

#### Actions/Options/Recommendations:

Approval

## FY 2025/2026 DOWNTOWN DEVELOPMENT AUTHORITY BUDGET

Account ID	Description	FY25 Adopted Budget	FY26 Proposed Budget	Difference	% Change
750-00-336010	LOCAL GOVT UNIT GRANTS	\$ 250,000.00	\$ 194,000.00	\$ (56,000.00)	-22.40%
750-00-336300	TOWN OF TYRONE CONTRIBUTIONS	\$ 30,000.00	\$ 30,000.00	\$ -	0.00%
	<b>TOTAL INTERGOVERNMENTAL</b>	<b>\$ 280,000.00</b>	<b>\$ 224,000.00</b>	<b>\$ (56,000.00)</b>	<b>-20.00%</b>
750-00-347310	VENDOR APPLICATION FEES	\$ 2,000.00	\$ 2,000.00	\$ -	0.00%
750-00-347920	CONCESSION REVENUE	\$ 150.00	\$ 150.00	\$ -	0.00%
	<b>TOTAL CHARGES FOR SERVICES</b>	<b>\$ 2,150.00</b>	<b>\$ 2,150.00</b>	<b>\$ -</b>	<b>0.00%</b>
750-00-361100	INTEREST REVENUES	\$ 200.00	\$ 200.00	\$ -	0.00%
	<b>TOTAL INVESTMENT INCOME</b>	<b>\$ 200.00</b>	<b>\$ 200.00</b>	<b>\$ -</b>	<b>0.00%</b>
750-00-371000	PRIVATE CONTRIB & DONATIONS	\$ 1,500.00	\$ 1,500.00	\$ -	0.00%
	<b>TOTAL CONTRIBUTIONS &amp; DONATIONS</b>	<b>\$ 1,500.00</b>	<b>\$ 1,500.00</b>	<b>\$ -</b>	<b>0.00%</b>
750-00-381000	RENTS & ROYALTIES	\$ 1,100.00	\$ 9,047.00	\$ 7,947.00	722.45%
	<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>\$ 1,100.00</b>	<b>\$ 9,047.00</b>	<b>\$ 7,947.00</b>	<b>722.45%</b>
750-00-391001	FUNDS CARRIED FORWARD	\$ 166,633.00	\$ 111,453.00	\$ (55,180.00)	-33.11%
	<b>TOTAL OTHER FINANCING SOURCES</b>	<b>\$ 166,633.00</b>	<b>\$ 111,453.00</b>	<b>\$ (55,180.00)</b>	<b>-33.11%</b>
	<b>DDA TOTAL REVENUE</b>	<b>\$ 451,583.00</b>	<b>\$ 348,350.00</b>	<b>\$ (103,233.00)</b>	<b>-22.86%</b>
750-75-521201	LEGAL SERVICES	\$ 2,500.00	\$ 2,500.00	\$ -	0.00%
750-75-521350	SPECIAL PROGRAM SERVICES	\$ 8,000.00	\$ 8,000.00	\$ -	0.00%
750-75-522320	RENTAL OF EQUIPMENT & VEHICLES	\$ 3,000.00	\$ 3,000.00	\$ -	0.00%
750-75-523101	BUILDING INSURANCE	\$ 3,273.00	\$ 1,500.00	\$ (1,773.00)	-54.17%
750-75-523103	PUBLIC OFFICIALS LIABILITY INS	\$ 1,500.00	\$ 1,500.00	\$ -	0.00%
750-75-523105	BOILER & MACHINERY INSURANCE	\$ 1,000.00	\$ -	\$ (1,000.00)	-100.00%
750-75-523107	FESTIVAL INSURANCE	\$ 50.00	\$ 50.00	\$ -	0.00%
750-75-523108	GENERAL LIABILITY INSURANCE	\$ 300.00	\$ 300.00	\$ -	0.00%
750-75-523300	ADVERTISING	\$ 1,000.00	\$ 1,000.00	\$ -	0.00%
750-75-523400	PRINTING & BINDING	\$ 500.00	\$ 500.00	\$ -	0.00%
750-75-523500	TRAVEL	\$ 500.00	\$ 500.00	\$ -	0.00%
750-75-523700	EDUCATION & TRAINING	\$ 1,000.00	\$ 1,000.00	\$ -	0.00%
	<b>TOTAL SERVICES COSTS</b>	<b>\$ 22,623.00</b>	<b>\$ 19,850.00</b>	<b>\$ (2,773.00)</b>	<b>-12.26%</b>
750-75-531005	SPECIAL PROGRAM SUPPLIES	\$ 2,000.00	\$ 2,000.00	\$ -	0.00%
750-75-531101	OFFICE SUPPLIES	\$ 200.00	\$ 200.00	\$ -	0.00%
750-75-531103	POSTAGE	\$ 100.00	\$ 100.00	\$ -	0.00%
750-75-531210	WATER	\$ 240.00	\$ 1,000.00	\$ 760.00	316.67%
750-75-531231	ELECTRICITY - BUILDING	\$ 720.00	\$ 5,500.00	\$ 4,780.00	663.89%
750-75-531270	GASOLINE/DIESEL	\$ -	\$ -	\$ -	0.00%
750-75-531601	SIGNS	\$ 1,500.00	\$ 1,500.00	\$ -	0.00%
750-75-531700	OTHER SUPPLIES	\$ 200.00	\$ 200.00	\$ -	0.00%
	<b>TOTAL SUPPLIES COSTS</b>	<b>\$ 4,960.00</b>	<b>\$ 10,500.00</b>	<b>\$ 5,540.00</b>	<b>111.69%</b>
750-75-541200	SITE IMPROVEMENTS	\$ -	\$ 309,000.00	\$ 309,000.00	0.00%
750-75-541310	BUILDING IMPROVEMENTS	\$ 400,000.00	\$ -	\$ (400,000.00)	-100.00%
	<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ 400,000.00</b>	<b>\$ 309,000.00</b>	<b>\$ (91,000.00)</b>	<b>-22.75%</b>
750-75-579000	CONTINGENCIES	\$ 24,000.00	\$ 9,000.00	\$ (15,000.00)	-62.50%
	<b>TOTAL OTHER COSTS</b>	<b>\$ 24,000.00</b>	<b>\$ 9,000.00</b>	<b>\$ (15,000.00)</b>	<b>-62.50%</b>
	<b>DDA TOTAL EXPENSES</b>	<b>\$ 451,583.00</b>	<b>\$ 348,350.00</b>	<b>\$ (103,233.00)</b>	<b>-22.86%</b>
	<b>DOWNTOWN DEVELOPMENT AUTHORITY TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>



## DDA ITEM AGENDA REQUEST FORM

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**Meeting Date:**06/09/2025

**Staff Contact:** Phillip Trocquet

**Agenda Section:** New  
Business

**Department:** DDA

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### Staff Report:

#### Item Description:

Consideration to approve a service agreement contract with Simply Awesome Entertainment, LLC for the June First Friday event

#### Background/History:

This event has already transpired and the contract is the same as our previous contracts with SAE. This item is within budget for events for June.

#### Findings/Current Activity:

The contract has been approved by legal and is the same as previous contracts with Simply Awesome Entertainment, LLC.

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

#### Actions/Options/Recommendations:

Approval





SIMPLY AWESOME ENTERTAINMENT, LLC

Signature requested on June 05, 2024

Service agreement

**Business: SIMPLY AWESOME ENTERTAINMENT, LLC**  
simplyawesomeentertainment@gmail.com

**Recipient: The Down Town Development Authority**  
lowens@tyrone.org  
Tyrone, GA, 30290  
+17704874038

This contract is between SIMPLY AWESOME ENTERTAINMENT, LLC (the "Business") and The Down Town Development Authority (the "Client") dated 06/05/2024.

The Client is hiring the Business for the services described in this contract.

PLEASE MAKE PAYMENT OR CHECK PAYABLE TO: LTanya Hancock

Mr. Vee & The Simply Awesome Band  
(formerly known as The MEN of SAE)  
Friday, September 6th, from 6:00-8:00 pm

Payment schedule

The Client will pay the Business **\$1,200.00**

Due on September 06, 2024 **\$1,200.00**

Deliverables

The Simply Awesome Band	
Total	\$1,200.00

# Terms

## Invoices

The Business will invoice the Client after completion of milestone(s) or the Project, unless otherwise noted in the Payment schedule. The Client agrees to pay invoice(s) by the due date(s) specified. Unpaid or overdue invoices may result in suspension or termination of the Project.

## Payment methods

Payment will be made to the Business via cash, check, an approved payment card, or by any other payment method determined by the Business.

## No refunds

The Customer will be assumed to have accepted the Goods unconditionally unless a claim that the Good(s) are defective is made within [timeframe] from the date of delivery.

Recipient initial

## Licensing

The Business promises that it holds all licenses necessary to perform the work, that such licenses are valid and effective as of the date any work is performed or services provided, and that all work performed or services provided will be done in compliance with all applicable federal, state, or local laws and regulations.

## Authority to sign

Each party has the authority to enter into this Contract and to perform all of its obligations under this Contract.

## Termination of contract

The Contract ends on [contract end date] unless one of the parties ends the contract before that time. If one of the parties chooses to end the Contract prior to Project completion, the Client is responsible for paying for all work and costs incurred up until that date.

## Modifications

The Client and the Business must agree to any changes to this contract in writing.

## Signatures

This contract may be signed electronically or in hard copy. If signed in hard copy, it must be

returned to the Business for valid record. Electronic signatures count as original for

By typing their names as signatures below, both parties agree to the terms and provisions of this agreement.

Business signature

Owner name	L'Tanya Hancock of Simply Awesome Entertainment, LLC
Owner signature	<i>L'Tanya Hancock of Simply Awesome Entertainment, LLC</i>
Business date signed	06/05/2024

Recipient signature

Recipient name	
Recipient signature	
Recipient date signed	