

# TYRONE DOWNTOWN DEVELOPMENT AUTHORITY

## MINUTES

May 08, 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:

Luci McDuffie, Treasurer  
Ernie Johnson, Board Member  
John Kaufman, 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.*

Mr. Dia Hunter, who lives on O'Connell Street, suggested that the DDA create a business directory highlighting businesses in Tyrone. He shared that he owns two businesses in Tyrone, and a directory would benefit the community.

### V. APPROVAL OF AGENDA

A motion was made to approve the agenda.

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

### VI. APPROVAL OF MINUTES

1. Approval of minutes from April 17, 2023.

A motion was made to approve the minutes from April 17, 2023.

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

## VII. PRESENTATIONS

## VIII. OLD BUSINESS

## IX. NEW BUSINESS

2. Consideration to approve a performance agreement with the Jamie Pelfrey Band for the June First Friday Event. - ***Phillip Trocquet, Assistant Town Manager***

Mr. Trocquet recommended approval of the Jamie Pelfrey band's contract agreement conditioned upon legal counsel's review and acceptance. Chairman Campbell requested the total cost for the performance. Ms. Owens stated that the performance fee was \$1,600 for the June 2nd event.

A motion was made to approve the performance agreement with the Jamie Pelfrey band for the June First Friday event contingent upon legal counsel's review.

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

3. Consideration to approve a contract with the Hunter Callahan Band for the August First Friday Event. - ***Phillip Trocquet, Assistant Town Manager***

Mr. Trocquet recommended approval of the Hunter Callahan band's contract for the August First Friday event conditioned upon legal counsel's review and acceptance. He also shared that the total cost of the performance was \$1,000.

A motion was made to approve the contract with the Hunter Callahan band for the August First Friday event contingent upon legal counsel's review.

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

4. Consideration to approve a contract with Fun Flicks for the September First Friday Event. - ***Phillip Trocquet, Assistant Town Manager***

Mr. Trocquet recommended approval of a contract with Fun Flicks for the September First Friday event conditioned upon legal counsel's review of the contract. The total cost for the outdoor movie event was \$1,272.15.

A motion was made to approve the contract with Fun Flicks for the September First Friday event contingent upon legal counsel's review.

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

5. Consideration to approve insurance renewal with GIRMA for Fiscal Year 2023-2024.  
- ***Phillip Trocquet, Assistant Town Manager***

Mr. Trocquet discussed the insurance coverage renewal agreement with Georgia Interlocal Risk Management Agency (GIRMA) for another term. He noted that the previous contract was prorated for the current fiscal year due to the shortened contract period, and the renewal quote for the entire year was \$4,375. The insurance coverage would remain the same as the preceding year, which included general, automobile, public official, and property liability. Board Member Reese asked if the 935 Senoia Road property was covered in the renewal agreement. Mr. Trocquet confirmed that the property liability section included the DDA-owned property at 935 Senoia Road. Subsequently, Chairman Campbell inquired about the insurance renewal term. Mr. Trocquet stated that the coverage period was for May 2023 to June 2024.

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

## **X. PUBLIC COMMENTS**

## **XI. STAFF COMMENTS**

Mr. Trocquet updated the board on the Request for Qualification (RFQ) status for 935 Senoia Road, formerly Fayette County Fire Station #3. He shared that the RFQ was on track to be released on or before May 18th. In addition, Mr. Trocquet noted that he was working on the DDA's budget for the next fiscal year, which would go before the board for approval at the June 12th meeting. Chairman Campbell inquired about the advertisement date for the RFQ. Mr. Trocquet reiterated that it would be published no later than May 18th.

Mr. Perkins mentioned that the Council's budget workshop would be on May 18th to discuss the Town's proposed budget for the next fiscal year. Thus, he would request from Council that the roughly \$28,000 funds generally paid to the Fayette County Development Authority (FCDA) be transferred to the DDA for operation expenses. In addition, he would request an additional \$100,000 from Council in (American Rescue Plan Act) ARPA funds to assist with economic development projects, such as 935 Senoia Road. He noted that the DDA's budget would be finalized and approved at the June 12th meeting. However, if there were a delay, a special meeting would be scheduled before June 30th to adopt the FY2024 budget officially.

Chairman Campbell inquired about \$48,000 in funds that were supposed to be transferred to the DDA from the Town. Mr. Perkins explained that the DDA accepted approximately \$50,000 in seed funds from the Town last year on April 11, 2022. As a result, the funds were used for the DDA's FY2023 expenses. Additionally, Mr. Trocquet stated that a draft budget for FY2024 would be sent to the board for review before the June meeting.

Ms. Owens discussed the Red Rocket's stage rental contract for the May First Friday event. In addition, she explained that contract negotiations had fallen through prior to the event. Therefore, she asked the board to approve a stage rental expenditure from Atlanta Stage & Audio LLC for the June First Friday event. She also stated that legal counsel had the contract, and the rental cost was approximately \$1,800. Mr. Perkins shared that a permanent stage was included in the 2023 SPLOST budget, and therefore, a rental stage would be eliminated once a permanent stage was built. Additionally, Mr. Perkins suggested that the board use the Town-owned stage for the First Friday performances to save money. The board agreed with that suggestion.

## **XII. BOARD COMMENTS**

Chairman Campbell thanked Ms. Owens and Ms. McClenny for assisting with the May First Friday event. He also commended the Recreation staff on the band selection, which was a resounding success. In addition, Chairman Campbell shared his appreciation for Mr. and Mrs. Mount regarding their hospitality in hosting members of *The Motowners* for the May 5th event.

## **XIII. EXECUTIVE SESSION**

## **XIV. ADJOURNMENT**

A motion was made to adjourn.

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

The meeting adjourned at 9:17 am.

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

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