

**DOTHAN DOWNTOWN REDEVELOPMENT AUTHORITY
MEETING MINUTES
September 14, 2016**

The Dothan Downtown Redevelopment Authority (DDRA) held its regular meeting on Wednesday, September 14, 2016, at 3:00 p.m. in the City commission Chambers, Second Floor of the Dothan Civic Center.

Members Present:

Pat Thomas – Vice Chairman
David “Mit” Kirkland
Susan Wilkins
Cliff Mendheim

Members Absent:

James “Jim” McGhee
Letetia Jackson

Others Present: Jansen Tidmore, DDRA Executive Director; Bob Wilkerson, Planner II; Mayor Schmitz; and, Theresa Eddy, Secretary.

Vice Chairman Thomas called the meeting to order at 3:00 p.m.

1. Approve Minutes of August 10, 2016 Meeting.

Ms. Wilkins made a motion to approve, Mr. Mendheim seconded, and the motion to approve passed unanimously.

2. Old Business

a. Wadlington Site/Hotel Study Update

Mr. Tidmore stated that everyone should have received a draft copy of the Development Agreement from Attorney Hinesley and that the Projects Committee is reviewing this before distribution to the hotel developers for their first review. Vice Chairman Thomas asked Mr. Tidmore to coordinate with Mr. McGhee to set up a meeting with the Projects Committee so that they can get input from the full board to release the agreement to the Hesperus Group. Mr. Tidmore affirmed.

b. Wayfinding Project Update

Mr. Wilkerson presented a PowerPoint presentation of the proposed signage. He explained that this project started about 6 to 8 months ago. The Planning Department sent out RFP's to five companies. There are 2 finalists, McComm Group in Alabama which proposed an estimated \$49,500.00 and Signature Street Scape's in Michigan which proposed an estimated \$46,000.00. He presented some of the style, color and architecture design's proposed by each. He explained that both are very open in making any changes to our specific needs and wants. He also provided a brief description of each company's background. Mr. Tidmore stated that the Planning Department would like to submit both of these proposals to the Board for review and receive a recommendation in October's meeting. Ms. Wilkins questioned the cost of the scroll work and the maintenance. Mr. Wilkerson responded that Signature Streetscape itemized their proposal so it could be eliminated, if necessary. He stated there was a one year warranty period covering any defects. The only long-term maintenance would be painting of the posts as needed. The signage is vinyl so it would wipe clean. Vice Chairman Thomas requested that this information needed to get to the Projects Committee as an Agenda item and welcomed comments from the DDRA Committee as well. Mr. Tidmore will make sure that the information will get to everyone.

c. Porter Property Update

Mr. Tidmore wanted to thank Mayor Schmitz and the Commission for the funding. They are making great progress. The family has the keys and the contribution agreement. They had to remove some of their personal items and are prepared for the final turnover by the end of this month. In the interim, they are working on clearing debris while salvaging as much as possible. They are going to be very diligent on salvaging even the woodwork. It's been in there since the 20's and 30's and there are people interested in it. He also sent pictures out to Otis to discuss the age of the elevator. Vice Chairman Thomas asked where Otis Elevator was located and he responded that they are nationwide but headquartered in Connecticut.

d. Other Old Business

i. Howell School Update

Mr. Coats of The Banyan Foundation, Inc. submitted an Option Agreement to Purchase Real Property and Vice Chairman Thomas tabled this to the October meeting so that Attorney Hinesley could review the paperwork.

3. New Business

a. Finance & Investment Committee Report

i. Financial Statement Review

Mr. Tidmore gave a review of the report in Ms. Jackson's absence.

Total deposits of \$730,483.11 include the Porter Hardware project of \$410,000.00. Total expenses were \$388,290.08. The remaining balance less pending expenses is \$435,467.52, the remaining balance less expenses, pending expenses & obligated funds is \$435,467.52 and the remaining unallocated/unbudgeted funding is \$20,185.74. Mr. Tidmore submitted to the board for approval. ***Ms. Wilkins motioned to approve, Mr. Kirkland seconded, and the motion passed unanimously.***

ii. Expenses for Approval

Previously Approved Items: \$6,535.78, a total of \$9,192.66 of items that would need to be approved today, and then the reoccurring expenses of \$6,319.78 to make a total pending expense number of \$22,048.22. Mr. Tidmore explained that there were a lot more expenses because of the events and then submitted to the board for approval. ***Ms. Wilkins motioned to approve, Mr. Kirkland seconded, and the motion passed unanimously.***

iii. 2017 DDRA Budget Proposal

Mr. Tidmore submitted the FY2017 DDRA Proposal for approval. The total revenue proposed is \$438,900.00. He noted that \$60,000.00 of that is the operating fund for Porter Hardware already received. The expenses for the year are \$405,473.48. He noted that there is a new item listed as \$20,000.00 DDRA Reserve Fund that wasn't there before. The finance committee believed that to be very important since it will cover unexpected expenditures. The previously allocated expense listed is the Troy build out of \$15,000.00. Total expenses are \$420,473.48 which leave unallocated funds of \$18,426.52. Those funds would be available for future projects not already in the budget. He also added in his packet, the breakdown of each projects budget. He asked the board if they had any questions. Ms. Wilkins asked if the cost of the Wayfinding Project was in the budget and he responded that the 2016 budgeted funding was for the study and that's been completed. It will progress to the City Commission now. She also asked if the excess funding was in an interest bearing account. Mr. Tidmore affirmed saying that it is in a bank savings account which yields .75 percent and it could scale down to .5 percent based on certain performance levels. He's open to anyone proposing another solution. Vice Chairman Thomas asked if any other board members had questions with no response and he moved for approval. ***Mr.***

Jackson motioned to approve, Ms. Wilkins seconded, and the motion passed unanimously.

b. Projects Committee Report

i. 160 S. St. Andrews Parking Lot

Mr. Tidmore explained that there is a parking lot adjacent to the 160 South St. Andrews building occupied by The Uptown, which is going to be a Jazz Lounge. The owner, Stephen Colvin, approached the DDRA in regards to the parking lot. Negotiations consisted of, the DDRA purchasing the parking lot and the green space behind The Uptown and then lease them to Mr. Colvin which would allow him more usage. He would be responsible for the landscaping and upkeep of the lot behind his building. Mr. Tidmore would like the lease to be renewable for a five-year term and allow Mr. Colvin to purchase back the green space at any given time for \$10,000.00 from the DDRA if he decided to expand in the future. There would be a deed restriction that if the DDRA ever changed the parking lot from public parking that he would have the right and ability to purchase it back at the original cost plus any improvement cost. All agreements would be transferrable should he sell the building. The funding is already in place as part of the Porter Hardware Museum Project so it would just be a matter of the commission approving authorization to Vice Chairman Thomas to negotiate and sign all agreements in regards to the parking lot at 160 South St. Andrews St. and to authorize the funds for purchase after agreement is executed. Mr. Tidmore asked if anyone had any questions. Mr. Kirkland asked if the parking lot will be open for public use during the day which he affirmed that it will be open 24/7 as public parking. Ms. Wilkins wanted to know how many spaces were available which he replied between 25-30 but will know for sure once it's been striped and added that he had a company that offered to do that pro-bono. Mr. Mendheim asked about maintenance and he responded that it is fine how it is now, it just needs striping and Vice Chairman Thomas added that it was concrete and not asphalt. Mr. Tidmore explained that he's looking for closure by mid-October. ***Mr. Mendheim motioned to approve authorization to Vice Chairman Pat Thomas to negotiate and sign all agreements in regard to the parking lot at 160 South St. Andrews and to authorize the funds for purchasing after the agreement is executed, Mr. Kirkland seconded, and the motion passed unanimously.***

c. Personnel Committee Report

Ms. Wilkins would like to submit a change of wording in the Policy and Procedures Manual. The word "Personnel" needs to change to "H.R.", as it would cover policy, procedures, and personnel going forward. The reason for the change is because they went from a contract to employee relationship in the beginning of October of last year. Disclosure forms will go out for members and employees to be submitted at the beginning of this fiscal year. Vice Chairman Thomas added that Ms. Wilkins has chaired her last personnel committee today and has done a wonderful job over the last year getting our policies and procedures where they needed to be. She has a list of five items that need to be done within the next month, so as that information is being sent to everyone, please reply per those timelines. The Personnel Committee will meet again before the next board meeting to make everything run smoothly. Vice Chairman Thomas went on to praise Ms. Wilkins on a job well done.

d. Executive Director's Report (Jansen Tidmore)

Mr. Tidmore wanted everyone aware that as per our by-laws, coming into the next fiscal year this October, we will have an election of the officers.

i. The Nest on Foster

Mr. Tidmore reported progress. The Rug Shop that's coming in is working on some of their construction elements such as having ladders built for their rug

displays. They should be setting up sometime in October. There's a prospect for the backspace as well and the Ozark Chamber of Commerce came in to see the incubators and left us some positive feedback.

ii. The Hub on Troy

Mr. Tidmore reported progress. With the approval of the budget today, it allows the space to be finished. There's about seven people working at it and this month we went live and have been receiving revenue on it. It's still a construction zone but Troy Cable installed the cable for internet and it's operational. Camera installs should be coming in soon. He's excited about this project and see's it being a long term project for everyone.

iii. 2015 Audit Review

Mr. Tidmore presented an audit review for the year ending September 30, 2015 from Ferguson, Sizemore & Associates to the commission. He has also sent copies to the City Commission and City Manager for review.

e. Director of Merchants & Marketing Report

Mr. Tidmore spoke on Ms. Bienvenu's absence regarding these issues.

i. Foster Fest Update

Mr. Tidmore stated that this Friday, September 16th is the fifth of the season and October's will be the last one this year, so he encouraged everyone to come out and enjoy it while they could. They've had a great turn out in August and the music was wonderful. There have been a lot of positive reviews. They had a merchant meeting and received some great feedback. They are selling out and are always thinking of ways to better their performance.

ii. Downtown Christmas Festival Update

Mr. Tidmore reported that they are continuing to work on this project. This event will be the first Saturday in December. It's always a great time for the children. They'll have the Snow Zone and Sled Zone. They are working on sponsorships now to secure everything for the festival.

iii. New Year's Peanut Drop Update

Mr. Tidmore reported that this will be the first New Year's Peanut Drop for Dothan. They are going to suspend a peanut above the Clock Tower via a crane and drop it at midnight. Coca-Cola is our title sponsor, which they are very thankful for. They will have a 9:00 p.m. balloon drop for the children and said that several sponsors are vying for this sponsorship as one side of the balloon will have the sponsor's logo and the other, the Downtown Peanut Drop logo. Several merchants and restaurants are taking advantage, which has been encouraged, and they are going to make it a great night. He's very excited about the positive feedback they are receiving regarding this event.

As a side note, Mr. Tidmore wanted to thank Ms. Bienvenu for everything she does and all of the Commission members who are on the committee's; Valerie Judah with Foster Fest; Gina Grant with volunteers; Al Spectrum with the Christmas Festival; and, Bee and Ralph Johnson for spearheading the New Year's Eve Peanut Drop.

Other New Business

Announcement of Office Nominations for FY-2017-2018 include:

Chairman:	Pat Thomas
Vice Chairman:	Mit Kirkland
Treasure:	Letetia Jackson
Secretary	Susan Wilkins

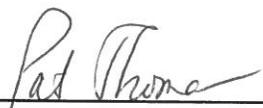
f. Discussion for Next Meeting Date

The next regular monthly meeting will be Wednesday, October 12, 2016, at 3:00 pm in the City Commission Chambers, Second Floor of the Dothan Civic Center.

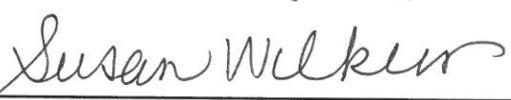
4. Adjourn.

Ms. Wilkins made a motion to adjourn. Mr. Kirkland seconded and the motion passed unanimously. The meeting was adjourned at 3:55 p.m.

5. Privileges of the Floor.



Pat Thomas, Vice Chairman



Susan Wilkins, Secretary