

**DOTHAN DOWNTOWN REDEVELOPMENT AUTHORITY  
MEETING MINUTES  
APRIL 19, 2023**

The Dothan Downtown Redevelopment Authority (DDRA) held its regular meeting on **Wednesday, April 19, 2023, at 3:00 p.m.** in the City Commission Chambers, Second Floor of the Dothan Civic Center.

**Members Present:** Chair, Pat Thomas; Vice-Chair David “Mit” Kirkland; Cliff Mendheim; Bob Woodall; Letetia Jackson; Susan Wilkins; and Deavours Clark

**Members Absent:** None

**Others Present:** Jamie Bienvenu, DDRA Director; and Theresa Eddy, Secretary.

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

1. **A. Approve Minutes of March 15, 2023**  
*Ms. Wilkins made a motion to approve the March 15, 2023, minutes, Ms. Jackson seconded, and the motion passed.*

2. **Old Business**

- A. Projects**

- i. None

3. **New Business**

- A. Finance & Investment Committee Report**

- i. Financial Statement Review**

Ms. Wilkins submitted expenses for approval.

- ii. Expenses for Approval**

The fiscal year 2023: October 2022 – September 2023

**March 14, 2023 to April 19, 2023**

|                                |                    |
|--------------------------------|--------------------|
| Pre-approved Expenses          | \$0                |
| Non-Reoccurring Expenses       | \$ 7,224.34        |
| Reoccurring Expenses:          | \$ 5,514.73        |
| <b>Total Pending Expenses:</b> | <b>\$12,739.07</b> |

*Ms. Wilkins made a motion to approve, Ms. Jackson seconded, and the motion passed.*

- B. Projects Committee Report**

- i. None.

- C. Personnel Committee Report**

- i. None.

- D. Executive Director’s Report**

– By DDRA Director, Jamie Bienvenu

- i. None.

- E. Strategic Plan Updates**

- i. None.

- F. Other New Business**

- i. None.

- G. Project Action Update**

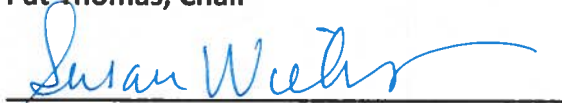
- i. **Juvenile building:** Waiting on a remediation estimate.

- ii. **128, 130,140 & 144 South Oates: Phase I – ESA Report**  
Request to accept the ESA proposal No.23-155 from Bullock Environmental, LLC for Phase I Environmental Site Assessment (ESA): Scope of Work and Cost Estimate lump sum fee of \$3,000.00. ***Mr. Woodall made a motion to approve the request, Mr. Mendheim seconded, and the motion passed unanimously.***
  - iii. **Address 154 E Main Street structural findings:**  
Mr. Joe Donofro, Donofro & Associates, met with the general contractor and the structural engineer to discuss the rear walls of 164 and 154 Main Street. Mr. Donofro explained the scope of work needed and was waiting on estimates to repair the rear wall.
  - iv. **Authorize Chairman to execute documents for purchase of 254 W. Main Street & 246 N. Oates Street contracts:** ***Ms. Jackson made a motion to accept the contract transfer from Register Realty and approve the purchase of 254 W. Main Street (0906242007009000) and to authorize the chairman to execute all documents pertaining to the purchase and to approve the purchase, also to accept the contract transfer from BH Media Group, Inc. (successor by merger with World Media Enterprises, Inc.) and authorize the chairman to execute all documents pertaining to the purchase and to approve the purchase of 246 North Oates Street (0906242006005000) and the adjacent parking lot (0906244006004000), Ms. Wilkins seconded, and the motion carried unanimously.***
4. Discussion for the next meeting date: May 17, 2023.
  5. Adjourn  
***Ms. Wilkins made a motion to adjourn, Ms. Jackson seconded, and the motion passed.*** The meeting adjourned at 4:45 p.m.
  6. Privileges of the Floor



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Pat Thomas, Chair



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Susan Wilkins, Secretary