



Pat Thomas – Chairman
David “Mit” Kirkland – V. Chair
Letetia Jackson – Treasurer
Susan Wilkins – Secretary
Cliff Mendheim
Deavours Clark
Bob Woodall
Jamie Bienvenu – Exec Director

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334-793-3097

DDRA AGENDA

Meeting Date: 05/17/2023 3 p.m.

The DDRA will hold its regular scheduled meeting on Wednesday, May 17, 2023 at 3:00 p.m. in the City Commission Chambers, Second Floor of the Dothan Civic Center.

1. Approve minutes of April 19, 2023.
2. Old Business
 - A. Projects
 - i. Other Old Business
3. New Business
 - A. Finance & Investment Committee Report
 - i. Finance Statement Review
 - ii. Expenses for Approval
 - B. Projects Committee Report
 - C. Personnel Committee Report
 - D. Executive Directors Report
 - E. Strategic Plan
 - F. Other New Business
4. Discussion for Next Meeting Date: June 21, 2023, at 3 p.m.
5. Adjourn
6. Privileges of the Floor

**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
Total Pending Expenses:	\$12,739.07

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

Pat Thomas, Chair

Susan Wilkins, Secretary

5/15/23

Income	2022-2023 Budget Total	Actual Income Total	% to budget
Income Guaranteed	\$ 425,000	\$ 200,000	47%
Additional Income		\$ 18,734	
Program Revenues co-op-dumpster	\$ 13,600	\$ 1,664	42%
Façade Grant	\$ 10,000	\$ -	0%

EXPENSES	2022 -2023 Budget	Actuals	% to budget
Juvenile Building (\$9k x 6yrs)	\$ 9,000	\$ -	0%
Juvenile Building	\$ 5,800	\$ 2,013	35%
Projects	\$ 80,000	\$ 10,000	13%
Jimmy Grant Award	\$ 150	\$ -	0%
Dumpster co-op (program expenditures) + county	\$ 8,000	\$ 6,857	86%
County green space yearly lease	\$ 200	\$ -	0%
Events	\$ 39,019	\$ 26,951	69%
Auditing	\$ 5,400	\$ 3,800	70%
Legal	\$ 2,000	\$ 350	18%
USPS - PO BOX	\$ 240	\$ 300	125%
PCJ Park - utilities	\$ 1,200	\$ 949	79%
Dues & Publications	\$ 1,675	\$ 246	15%
Insurance D&O ins + liability	\$ 17,776	\$ 16,303	92%
Strategic Planning	\$ -	\$ -	#DIV/0!
MainStreet Program	\$ 10,400	\$ 5,117	49%
Website Hosting	\$ 1,000	\$ 585	59%
Payroll & PR Taxes & Phone Reimb	\$ 66,000	\$ 49,369	75%
Property Tax - Houston County. (Purchase only)	\$ 500	\$ 509	102%
Travel & Training Expense (was \$2k)	\$ -	\$ 851	0%
Porter Operating Expense	\$ 56,580	\$ 30,068	53%
Additional Projects:	\$ 153,390	\$ 51,166	33%
BUDGET EXPENSES	\$ 458,330.00	\$ 205,433.18	
BUDGET INCOME	\$ 448,600.00	\$ 225,008.22	
	\$ (9,730.00)	\$ 19,575.04	

**DOTHAN DOWNTOWN REDEVELOPMENT AUTHORITY
EXPENSES FOR APPROVAL
For the Period From APRIL 19, 2023 to MAY 15, 2023**

PENDING EXPENSES

Previously Approved:

4/25/25	EARNEST MONEY	\$5,000.00	PROPERTY PURCHASE/WIRE
4/25/25	PHASE ONE HUMP	\$3,000.00	BULLENIRO
	TOTAL	\$ 8,000.00	

Board Approval Items

5/15/23	COOKS PEST CONTROL	\$ 90.00	PORTER SERVICE
5/15/23	FERGUSON SIZEMORE & ASSO	\$ 3,800.00	2020, 2021 AUDITS
5/15/23	MCDANIEL & ASSOC	\$ 400.00	CPA PAYROLL
5/15/23	BURDESHAW	\$ 100.00	INV 103700 REKEY BLDG
5/15/23	SLINGLUFF	\$ 11,950.44	173 N. FOSTER RENEWAL\$9,439.30, GENERAL LIABILITY RENEWAL \$2511.14
5/15/23	FIVE STAR CREDIT UNION	\$ 1,224.99	quickbooks \$59.95, DOTHAN BALLOON CO 835.00, PCP \$195, USPS STAMPS \$63, FACEBOOK AD \$9, INT \$3.09
	TOTAL	\$17,565.43	

Reoccurring Expenses

5/15/23	RUBBEN WHITEHURST	\$ 407.60	PORTER OPERATIONS PAYROLL
5/15/23	RUBBEN WHITEHURST	\$ 407.60	PORTER OPERATIONS PAYROLL
5/15/23	JAMIE BIENVENU	\$ 391.00	PHONE, INS
5/15/23	MARTIN ENVIRONMENTAL	\$ 701.94	DUMPSTER \$673.14, PORTER \$23.80
5/15/23	DOTHAN UTILITIES	\$ 1,231.35	porter \$303.35, juvenile \$434.38 , 313 N Foster \$233.91, Ste 2 \$ 27.83, Ste 4 \$42.52, Ste 6 \$77.15, Ste 7 \$52 , PCJ \$ 60.21
5/15/23	Houston County Commission	\$ 225.00	Program Expenditures DUMPSTER COOP
5/15/23	MULLER	\$ 40.28	printer
5/15/23	LEAF	\$ 96.88	printer
5/15/23	HARRIS SECURITY SYSTEMS	\$ 63.95	JUVENILE
5/15/23	WOW	\$ 29.90	PORTER PHONE
4/30/23	WRC	\$ 1,614.41	INV 504788
5/15/23	TROY CABLE	\$ 256.10	INTERNET
	TOTAL	\$ 5,466.01	

TOTAL PENDING EXPENSES \$ 31,031.44

DDRA STRATEGIC PLANNING OVERVIEW

May 2023

TOP PRIORITY

- 1. Downtown Hotel: Development**
 - a. Developer
 - b. Work with city on Incentives package
 - c. Total progress percentage: 0%

- 2. City Code Changes: Advocacy**
 - a. Advocate for code change and enforcement
 - b. Total progress percentage: 100%

- 3. Juvenile Justice Building: Developer Secured/DDRA Development**
 - a. Developer secured
 - b. Total progress percentage: 20%

- 4. KBC Market (with Visit Dothan, Chamber of Commerce and the City of Dothan)**
 - a. Work with partners to develop a plan
 - b. Total progress percentage: 100%

HIGH PRIORITY

- 1. George Washington Carver Trail/Mural Trail Link: Development (with City of Dothan)**
 - a. Work with City to develop an action plan
 - b. Total progress percentage: 0%

- 2. Farmers Market Development**
 - a. Purchase property: 100%
 - b. Identify funding sources for build out:
 - c. Work with FM Committee on Master Plan:
 - d. Total progress percentage: 33%

- 3. Splash Pad: Development (Popular Head Park)**
 - a. Develop a plan
 - b. Identify funding needed
 - c. Total progress percentage 0%

- 4. Hump Area Development: Screening Vacant Buildings**
 - a. Develop Plan
 - b. Install
 - c. Total progress percentage: 25%

MODERATE PRIORITY

- 1. Brewery/Distillery Attraction**
 - a. Identify possible locations
 - b. Work with city on Incentives package
 - c. Total progress percentage: 100%

- 2. The "Block" Development: Active Partnership with Developer**
 - a. Work with developer to Identify key anchors
 - b. Total progress percentage: 0%

- 3. Downtown Beautification Plan: Development**
 - a. Create a master beautification Plan
 - b. Total progress 50% complete