



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

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**DDRA AGENDA**  
**1/15/2020**

The DDRA will hold its regular meeting on Wednesday, January 15, 2020 at 3:00 p.m. in the City Commission Chambers, Second Floor of the Dothan Civic Center.

1. **Approve minutes of December 18, 2020.**
2. **Old Business**
  - A. **Projects**
    - i. **Howell School Updates**
    - ii. **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. **Director of Merchants & Marketing Report**
    - i. **Events Update**
    - ii. **Merchants & Marketing Update**
  - F. **Strategic Plan**
  - G. **Other New Business**
4. **Discussion for Next Meeting Date: February 19, 2020 at 3 p.m.**
5. **Adjourn**
6. **Privileges of the Floor**

**DOTHAN DOWNTOWN REDEVELOPMENT AUTHORITY  
MEETING MINUTES  
DECEMBER 18, 2019**

The Dothan Downtown Redevelopment Authority (DDRA) held its regular meeting on Wednesday, December 18, 2019, at 3:00 p.m. in the City Commission Chambers, Second Floor of the Dothan Civic Center.

**Members Present:**

Pat Thomas, Chair  
David "Mit" Kirkland, Vice-Chair  
Susan Wilkins, Secretary  
Cliff Mendheim  
Bob Woodall  
Deavours Clark

**Members Absent:**

Letetia Jackson, Treasurer

**Others Present:** Kevin Cowper, City Manager; Jamie Bienvenu, DDRA Director; Jessica Parker, Director of Marketing; Todd McDonald, AICP, Planning & Development Director; Craig Walden, Building Official; Members of the Media; and, Theresa Eddy, Secretary.

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

**1. Approve Minutes of November 20, 2019.**

*Ms. Wilkins motioned to approve the minutes as written, Mr. Woodall seconded, and the motion carried.*

**2. Old Business**

**A. Projects**

i. **Howell School Update** – All were invited to tour the building after today's meeting at 4:00 p.m.

ii. **Other Old Business** - None

**3. New Business**

**A. Finance & Investment Report**

**i. Financial Statement Review**

Ms. Wilkins submitted expenses for approval and stated that a check to the Banyon Foundation was included within the pre-approved expenses below.

**ii. Expenses for Approval**

The fiscal year 2020: October 2019 to September 2020

**November 20, 2019 to December 19, 2019**

Pre-approved Expenses	\$33,348.84
Non-Reoccurring Expenses:	\$29,377.22
Reoccurring Expenses:	\$ 7,873.30
<b>Total Pending Expenses:</b>	<b>\$70,599.36</b>

***Ms. Wilkins motioned for approval, Mr. Woodall seconded, and the motion carried.***

**B. Projects Committee Report**

**i. Juvenile Justice Building**

***Ms. Wilkins motioned to approve a Development Agreement, an Option Agreement and a Property Lease Agreement with RGH Dothan, LLC, for the redevelopment of the site known as the Juvenile Building located at 173 & 179 N. Foster Street for the purpose of multi-use property, Mr. Woodall seconded, and the motion carried.***

**ii. WDIG Radio**

WDIG Radio will be broadcasting live shows inside Porter Hardware from 7:00 a.m. – 9:00 a.m. offering promotional spots to local businesses and welcoming guests on Mondays.

**iii. The property at 144 S. Oates Street**

Ms. Bienvenu stated that the DDRA would like to purchase 144 S. Oates Street, by the 'hump', and enhance its façade since it was a gateway building to downtown. Ms. Bienvenu would like the board to petition the city for special funding to secure this property. ***Mr. Woodall motioned to approve this request for the acquisition and to petition the city for funding, Vice-Chair Kirkland seconded, and the motion carried.*** Chair Thomas added that they have talked about this since 1982. Chair Thomas stated that there were no immediate development plans. The plan was to secure the properties, secure the backsides, clean up the insides, and then put up temporary art on the front so that the blighted areas would no longer be visible to the public coming into our area. The estimated amount would be \$25,000.00 for the building and \$10,000.00 for the artwork. Chair Thomas asked Ms. Parker to work with the sign company and Ms. Wilkins suggested that Mr. Vincent sit in on the marketing discussion, to which Chair Thomas agreed.

**C. Personnel Committee Report – Mr. Mendheim stated that the annual reviews have been completed.**

**D. Executive Director's Report**

– By DDRA Director, Jamie Bienvenu

- i. Some of the downtown businesses have added holiday window dressings, painted by a local artist. The Parrish family joined in a partnership, not only to have their windows painted but are looking forward to making improvements to their buildings downtown, alongside the DDRA.
- ii. **Farmer's Market** – Fire caused a total loss to the building they were going to use for the market. The Fire and Police Department handled the situation with extreme professionalism and they were grateful no one was injured. Temporary fencing has been erected to protect the public. They will be looking to clear the site within the near future.

**E. Director of Merchants & Marketing Update**

– By Director of Marketing, Jessica Parker

**i. Events Update**

**a. Downtown Christmas Festival – December 7, 2019 – Follow up**

The play area was a huge success and the majority of people expressed gratitude that it was a free event area. Ms. Parker thanked the board members to allow her to work with B&B Inflatables to purchase items upfront to make this event free for the public. Being a very warm weekend, the lack of snow machine was probably a good thing, as it would have been a melted mess. The lines stayed long all day long and the only complaint was from kids that wanted to keep playing. One of the merchants reported that this event exceeded the revenue generated by Foster Fest.

**c. New Year's Eve Event – December 31, 2019 – 7:00 p.m. – 12:00 p.m.**

They are in the final stages with some small detail left to finish up. They will be lowering the Peanut at midnight. There will be fireworks, thanks to the Fire Department getting that approved through the commission. The band Glory Days will be playing on S. Foster Street. DJ Lou will be playing on N. Foster Street. There will be plenty of Arts & Crafts and Food vendors for everyone. There are downtown Merchants that will be open as well. They are very grateful for their partners: the City of Dothan, Visit Dothan, Buffalo Rock, WTVY, the Cochran Firm, and others.

**ii. Merchants & Marketing**

- a. **Shop, Dine, & Unwind** - Ms. Parker stated that two of the micro-content videos (Shop & Dine) that featured "Shop, Dine & Unwind" downtown have aired and had received great feedback. Releasing these every couple of weeks seemed to be key to create talk and buzz about everything going on downtown. The 'Unwind' video will be released shortly and then the final one before the end of the year. These videos were created to be released multiple times throughout the year.
- b. **RAIN**  
Welcomed a new business downtown at 145 S. St. Andrews Street. RAIN will be open Wednesday – Saturday.
- c. **Porter Paint Façade'** – The artwork is now on the building and people have been doing screenshots and uploading them to the Downtown Facebook page for the last two weeks. It is a great addition, making downtown fun for everyone and Ms. Parker stated that she was excited to work with AIRO' Design on more projects in the future. There was a small gathering of City employees, which included Mr. Vincent, that had their photo taken in front of the "Together" artwork and they shared it on their social media page. By sharing it on their page, it reaches more people that may not be aware of it.

#### F. Strategic Plan

Ms. Bienvenu attached a list, along with a progress report, to the monthly packet and will do so each month. (See attached)

#### G. Other New Business

- i. **Approval of the 2020 DDRA Calendar**  
*Mr. Mendheim motioned to approve, Mr. Woodall seconded, and the motion carried.*
- ii. Mr. Woodall added that the **KOK Parade would be on February 22, 2020**, to which he participates. You may find him riding on the Soul Train during the parade. Mr. Woodall stated that this year's attendance was over 50,000 people that spanned from Solomon Park to North Foster Street. The parade next year will start at 3:00 p.m.
- iii. Chair Thomas added that the **Hoops Classic would start on December 26, 2019**, which benefits the local high schools. Over the previous thirteen years, the Downtown Dothan Hoops Classic has donated over \$500,000.00 to participating schools.

- iv. Vice-Chair Kirkland expressed his appreciation of Ms. Bienvenu and Ms. Parker on their roles in making downtown more presentable. His appreciation to the City Manager for the City Managers' vision, and the new tenants, RHG, for their confidence in investing in Dothan's downtown.

**4. Discussion for the Next Meeting Date: January 15, 2020**

**5. Adjourn**

*Ms. Wilkins made a motion to adjourn, Mr. Mendheim seconded, and the motion carried. The meeting adjourned at 4:30 p.m.*

**6. Privileges on the Floor**

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**Pat Thomas, Chairman**

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**Susan Wilkins, Secretary**

**DOTHAN DOWNTOWN REDEVELOPMENT AUTHORITY  
EXPENSES FOR APPROVAL  
For the Period From DEC.18, 2019 to JAN 14, 2020**

**PENDING EXPENSES**

**Previously Approved:**  
1/3/20

JOE GIBBONS BRETT SMITH	\$	800.00	FEBRUARY PAYMENT
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<b>TOTAL</b>	<b>\$</b>	<b>800.00</b>	
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**Board Approval Items**

12/30/19	8026	AMY OYER	\$	500.00	NYE VENDORS
12/31/19	8027	JASON WEED	\$	210.00	NYE DPD SUPERVISOR
12/31/19	8028	BOB WOODALL AIR CARE SYSTEMS	\$	199.00	PORTER-THERMOSTAT OUT
12/31/19	8029	BEN PARNELL	\$	189.00	NYE DPD
12/31/19	8030	DARREN MOODY	\$	189.00	NYE DPD
12/31/19	8031	DESIREE PUERTOS	\$	189.00	NYE DPD
12/31/19	8032	DOTHAN BALLOON CO	\$	200.00	NYE BALLON DROP
					POST OFFICE BOX RENEWAL \$134,
					SURVEY MONKEY \$99
12/31/19	8034	JAMIE BIENVENU	\$	233.00	NYE DPD
12/31/19	8035	JEREMY CONNOR	\$	189.00	NYE DPD
12/31/19	8036	KEVIN FISHER	\$	189.00	NYE DPD
12/31/19	8037	KEYON RUSSAW	\$	189.00	NYE DPD
12/31/19	8038	LAKEISHA SCHERMERHORN	\$	200.00	NYE BALLOON DROP STAND
12/31/19	8039	MATT BRADY	\$	189.00	NYE DPD
12/31/19	8040	TYSON CARTER-GLORY DAYS	\$	1,200.00	NYE BAND
1/2/20	8018	ARK REMEDIATION LLC	\$	700.00	MEADOW GOLD TESTING
1/2/20	8041	DOTHAN ICE CREAM	\$	338.40	NYE VOLUNTEER FOOD
					NYE FOOTAGE \$250, REVISION SHOP
					VIDEO \$250
1/2/20	8044	JOSHUA BANE	\$	500.00	NYE WRC
1/2/20	8048	CHRISTINA JONES	\$	80.00	NYE WRC
1/2/20	8049	CLEVELAND PORTER	\$	80.00	NYE WRC
1/2/20	8050	JESSICA PARKER	\$	74.78	NYE SUPPLIES
1/2/20	8051	MARGIE JOLLEY	\$	80.00	NYE WRC
					NYE WRC \$80, NYE SUPPLIES \$37.04,
					PORTER SUPPLIES \$41.66, \$4.91
1/2/20	8052	RUSSELL CONAWAY	\$	163.61	
1/2/20	8053	SCOTTIE MCDONALD	\$	80.00	NYE WRC
1/2/20	8054	STEPHANIE WOOD	\$	80.00	NYE WRC
1/2/20	8055	KUWANA WHITE	\$	80.00	NYE WRC

<b>TOTAL</b>	<b>\$</b>	<b>6,321.79</b>	
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**Reoccurring Expenses**

12/17/19	8007	RUBBEN WHITEHURST	\$	432.21	PORTER OPERATIONS JAN 1ST
12/19/19	8010	LEAF	\$	93.75	PORTER PRINTER
12/31/19	8033	HARRIS SECURITY SYSTEMS	\$	63.95	JUVENILE MONITORING JAN
					PORTER \$722.11, PCP \$ 40.41,
1/2/20	8019	DOTHAN UTILITIES	\$	950.22	JUVENILE \$187.70
					PHONE 75.00, MICROSOFT OFFICE
					JAN \$27.25, QUICKBOOKS JAN
					\$21.80, UPS PKG \$42.75
1/2/20	8020	JAMIE BIENVENU	\$	166.81	PHONE 75.00 ADOBE 57.23, XMAS
					SUPPLIES \$14.68
1/2/20	8021	JESSICA PARKER	\$	146.91	PORTER INTERNET
1/2/20	8022	TROY CABLE	\$	181.66	

1/2/20	8023	WOW BUSINESS	\$	55.07	PHONE SERVICE
1/2/20	8024	WIREGRASS REHABILITATION CENTER	\$	4,967.71	RUSSEL
1/2/20	8045	PUSH CRANK PRESS	\$	65.00	WEBSITE HOSTING
1/14/20	8025	RUBBEN WHITEHURST	\$	432.21	PORTER OPERATIONS JAN 15TH
<b>TOTAL</b>			<b>\$</b>	<b>7,555.50</b>	
<b>TOTAL PENDING EXPENSES</b>			<b>\$</b>	<b>14,677.29</b>	