DOWNTOWN DOVER PARTNERSHIP
BOARD OF DIRECTORS
AGENDA

March 1, 2012 – CENDEL Foundation Community Building – 7:30 AM

1. Agenda Additions/Deletions

2. Approval of Minutes – Meeting of February 2, 2012

3. Monthly Financial Reports – January, 2012

4. Executive Director's Report – Bill Neaton

5. President's Report – Gregg Moore

6. Mayor's Comments – Carleton Carey

7. Planning Department Updates – Ann Marie Townshend

8. Committee Reports
A. Parking – Anita Evans
B. Organization – Jocelyn McBride
C. Design – Laura Simmons
D. Economic Development – Gerri Street
E. Marketing/Promotions – Tonda Parks

9. Other Updates
A. Dover Police Department – Capt. Steve Getek
C. Wesley College – Dr. William Johnston
D. Bayhealth – Paul Lakeman
E. Dover Public Library – Scott Koenig

10. Public Comments

11. Executive Session – Legal Matters – Pursuant to 29 Del C. §10004(b) (2)

/blj

NEXT MEETING DATE – Thursday, April 5, 2012 – CENDEL Foundation Building

THE AGENDA ITEMS AS LISTED MAY NOT BE CONSIDERED IN SEQUENCE. THIS AGENDA IS SUBJECT TO CHANGE TO INCLUDE THE ADDITION OR THE DELETION OF ITEMS, INCLUDING EXECUTIVE SESSIONS.

DOWNTOWN DOVER PARTNERSHIP
BOARD OF DIRECTORS MEETING
THURSDAY, FEBRUARY 2, 2012 – CENDEL FOUNDATION BUILDING – 7:30 AM
MINUTES

ATTENDANCE: Anita Evans, Ann Marie Townshend, Mayor Carleton Carey, Councilman Dave Bonar, Councilman David Anderson, Gary Patterson, Gerri Street, Gregg Moore, Joe McDaniel, Laura Simmons, Lucy Findlay, Mike Harrington, Councilwoman Sophia Russell, Scott Koenig, William Johnston, Diane Laird, Tim Slavin

STAFF: William Neaton, Chief Hosfelt, Ed Perez, Beverly Jackson

GUESTS: Tony DePrima, Jim Galvin, Carly James, Tonda Parks, Rev. Gregory Gordon, Bobby Wilson

PRESS: Chris Flood

Agenda
Councilman Bonar moved and Mr. McDaniel seconded the motion to accept the agenda as presented.

Minutes
Mr. McDaniel moved and Councilman Bonar seconded the motion to approve the minutes as presented. The motion was unanimously carried.

Financial Reports
Mr. Neaton reported that the current cash position was $358,000. He also announced that a tenant has been found for the upstairs at 680 Forest Street. He thanked Councilman Anderson for referring Dr. Kim Warfield who operates a not-for-profit counseling service. McGinnis Commercial Real Estate is preparing the lease and her program will be moving in on March 1st.

Mr. McDaniel moved and Mrs. Townshend seconded the motion to accept the financial reports. The motion was unanimously carried.

Executive Director's Report
Mr. Neaton thanked Mr. Flood for the January 28th article in the Delaware State News highlighting the DDP and the 22-24 W Loockerman Street building renovations. Mr. Neaton reported that demolition is almost completed and the HVAC bids are due at the end of the day on February 2nd. Mr. Neaton also announced that Main Street Wyoming will be bringing about 40 people to visit Dover on March 30th. They will be visiting Main Street programs in Maryland and Delaware prior to attending the National Main Street Conference in Baltimore. He added that staff has begun developing an agenda for the visit and noted to Mr. Slavin that we would like the group to park their bus at the Archives Building. He also stated that Ms. Laird has sent a request for the group to be welcomed by Governor and Mrs. Markell. Mr. Neaton also reported that Senator Coons visited Dover in January and received a briefing and tour of the DDP projects. He added that the Senator was very interested in the Acme site and indicated that he may know a potential tenant.

Mr. Neaton reported that Brightfields has submitted a change order for approval of an additional $25,000 to cover additional sampling and testing for soil contamination at 680 Forest Street. He added

there is currently $847,000 remaining in the DNREC grant for this project and Brightfields has confirmed that the cost of the additional testing is reimbursable.

Ms. Evans moved and Mr. McDaniel seconded the motion to increase the Brightfields contract by $25,000 as requested in the change order. The motion was unanimously approved.

President's Report

Mr. Moore welcomed Diane Laird from DEDO, and Tim Slavin from the Secretary of State's Office as new members of the DDP Board. He also noted that Senator Brian Bushweller and Representative Darryl Scott would be joining the Board as a result of the change in the bylaws approved at the January 5, 2012 meeting. Ms. Laird noted that she was uncertain whether she would be "official" DEDO representative but was glad to be in attendance. Mr. Slavin stated that he looked forward to re-engaging with the DDP, and added that the State has a number of assets located within the DDP boundaries and will look forward to supporting the ongoing projects.

Mr. Moore reported that he had completed the application for the three (3) $1 million grants from the transportation enhancement fund. The projects are: 1) Silver Lake to Isaacs Branch Bicycle Trail, 2) Bradford Street Enhancement Project, and 3) North Street Enhancement Project (between S. Governors and Queen Street). It was noted that these projects will require a matching component of $200,000 each which can be in-kind services.

Mr. Moore announced the formation of a Safety and Security Task Force by the Greater Dover Committee to address safety concerns in the downtown. DDP Board members on the committee include Councilman Bonar, Councilwoman Russell, Mayor Carey, Ann Marie Townshend, Bill Johnston, Scott Koenig, and Mayor Carey. Chief Hosfelt, members of the local clergy, representatives from Delaware State University, Wesley College, Delaware Technical & Community College, Bayhealth, local business and community leaders.

Chief Hosfelt added that a safety survey is being conducted with businesses and residents in the area to collect information on lighting, security concerns, landlord-tenant issues and other topics that impact neighborhood residents. He expects that the results of the survey will be available in the next thirty (30) days. He also reported that foot patrols will be in the Loockerman and Bradford Street area between 7 and 11 am when available and additional funding sources are being sought to increase community policing. Mr. Neaton added that the increased police presence has been noted and favorably received by downtown businesses and their employees. Ms. Parks asked Chief Hosfelt to provide an update on the increased police presence and the survey at the next merchants meeting on Monday, February 13th at 6:15 pm at the CENDEL Foundation Building.

Mayor's Comments

Mayor Carey announced that the City Council approved hiring two police officers. He also stated that the exchange program with Miyagi Prefecture will bring 60 visitors (52 students and 8 teachers) to Dover in mid-March. Mayor Carey reported that he is seeking funding for additional cameras in the downtown. He also reported that there were 5 responses to the RFI for the Civil Air Patrol runway and cargo expansion. The RFP for the project will be going out within the next few weeks. The City Council Budget Retreat will be held on February 24th.

Planning Department Updates

Mrs. Townshend reported that the review of the North Street projects and the submission by the Inner-City Cultural League continues. She also stated that DelDOT has filed an application to add restrooms at the Transit Center.

Committee Reports

Parking – Ms. Evans reported that Mr. Street updated the committee on the negotiations with the Von Croy Group and the Delaware Housing Authority for the North Street Parking Lot Consolidation. Rick Hill also reviewed the design for the Bradford Street Kiosk update in compliance with the new branding guidelines.

Design – Ms. Simmons reported that the Reception and Auction sponsored by the Design Committee on January 6th was well attended. The Auction proceeds were split between the participating artists and the Design Committee and will provide about $1300 for future Design Committee projects.

Economic Development – Mr. Street reported that the Von Croy Trust and the Delaware Housing Authority are both anxious to be part of the parking consolidation project. He noted that he received excellent suggestions from the parking committee regarding the use of cameras to provide an increased sense of security in the lot and the idea was well received by the two groups. Mr. Moore added that Century Engineering has provided updated cost estimates for the three projects that are lower than the original projections but he noted that they do not yet include the cost estimates for burying all of the utility lines. The final plans for the North Street projects will be submitted to the City during the week of February 6th.

Mr. Street stated that the committee has two subcommittees that are meeting to address the following: a) the development of a procurement policy for the DDP, and b) looking at financing opportunities for future projects including the use of New Market Tax Credits for the Acme project. He noted that he will be meeting with Jeff Buckworth from PNC to discuss refinancing the Acme loan. Gregg Moore, Bill Neaton, and Donna Mitchell will also be attending this meeting.

Mr. Street reported that the Economic Development Committee voted to recommend the Board approve the placement of a temporary Homeless Drop-In Center on the property at 680-684 Forest St. The Smyrna School district is willing to donate a double-wide trailer for use as a center and EDIS is willing to relocate the trailer to the property. The committee discussed various issues related to the placement of the trailer including the cost of permits, providing water & sewer connections, and other operational concerns. Mr. Street responded that he was only asking the Board to approve allowing the temporary use of the land for the trailer.

Mr. Street moved and Councilman Anderson seconded the motion to allow the Dover Interfaith Mission for Housing to locate a trailer on land at 680-684 Forest Street to be used as a temporary Homeless Drop-in Center. The details to be included in the lease developed with the Dover Interfaith Mission. The motion was unanimously approved.

Marketing & Promotions –Ms. Parks announced that Baird & Mandalas and the Ordway Group are cross promoting the First Friday event to their clients. She also announced that there is a plan to develop a frequent shopper program, and a brochure/shopping guide for the downtown corridor. Mr. Perez added that the Bradford Street Kiosk update is part of the implementation plan for the branding project. The downtown brochure/shopping guide will incorporate similar graphics and design elements. We also plan an update of the Downtown Dover Partnership website to include the same elements. He noted

that the current kiosk design and information is about 15-years old. Mr. Perez also stated that he would like to have the brochure ready for printing within the next thirty (30) days.

Ms. Parks also reminded the Board about "Let's Wine about Winter" at the home of Bill and Susan Johnston beginning after 7 pm on Friday. She invited Board members who have offices/businesses in the downtown corridor to host a First Friday event for their clients/customers. Ms. Findlay announced the beneficiary of ***First Friday Gives Back*** would be the Del-Mar-VA Boy Scout Council and their camp scholarship program. Mr. Street added that Gregg Moore would be recognized for his community service by the scouts on Wednesday, February 22nd at the Sheraton Dover.

Other Updates

Dover Police Department –Chief Hosfelt reported on an incident at State and Loockerman. He noted that 20 Dover Police Officers, 10 DATE officers, and the City of Dover Fire Marshall conducted an investigation in a downtown business that resulted in eight arrests for underage drinking. He stated that warrants would also be issued for the bartender who served the underage patrons and the business owner. The investigation is continuing.

Wesley College – Dr. Johnston reported that the Student Government Association wants to assist with the purchase of security cameras for the campus because students are concerned about safety. They also want to fund Wi-Fi throughout the campus. Dr. Johnson stated that the campus master plan developed fifteen years ago called for a streetscape. He announced that the Trustees voted to move as quickly as possible to implement the streetscape and they would like to have it completed by fall 2012.

Bayhealth – It was announced that the new Bayhealth facility is open and patients are being treated.

Dover Public Library – Mr. Koenig reported that the library continues on schedule with the brickwork and installation of windows nearing completion. He added that Margie Cyr conducts tours of the building interior on Friday's for small groups of six to eight people but you need to reserve a spot in advance to ensure availability of hard hats and safety glasses. Mr. Koenig responded to questions about the opening date. He reported that the Governor's Office has been contacted about scheduling the opening ceremony. He expects a temporary certificate of occupancy will be issued in late June or early July. His plan is close the current library for approximately two weeks while the move is made to the new building. Mr. Bonar added that Zach Carter reported that the campaign is less than $200,000 away from goal to build the library with all the features in the original plan. He also noted that public comments about the lack of parking are ill-advised stating that there will be as much parking as before construction and there will not be reserved spaces for library staff.

Public Comments

Diane Laird introduce Carly James, a VISTA volunteer with DEDO. She added that Ms. James lives in downtown Dover and is interested in being a volunteer for the DDP.

Reverend Gordon asked what type of services the DDP would provide at the Day Center to improve the lives of the homeless people who use the facility. He asked about job counseling, laundry facilities, etc. Mr. Moore responded that any services would be provided by the Dover Interfaith Mission for Housing and the DDP vote was to allow them to place the trailer on our property temporarily.

Mr. DePrima commented on the plan before the Legislation & Finance Committee of City Council to reassign the DDP staff to other positions in the City. He noted that he had a long history of involvement

with the DDP and its predecessors – the Downtown Dover Development Corporation, Main Street Dover, and the Parking Authority. He stated that the current staffing level works but a one person office with low salary and no benefits doesn't work well creates turmoil and chaos, and every time you lose staff you lose history and time getting the organization back up to speed. The Board and Committees depend on city staff to do some of the work that would be done by staff and given the staffing levels at the City, this could become a hardship.

Mr. DePrima stated that what works if for the DDP Board and staff to be the primary advocates for downtown Dover. He added that the proposal before the Legislation & Finance Committee did not provide for a responsible transition period. He also stated that the Economic Development Director has to have the authority to work with the DDP on economic development activities. Mr. DePrima recommended a comprehensive city-wide evaluation of jobs to ensure better data and proper alignment of staff to meet the needs of the City. Finally, he noted the need to consider the importance of the organization to have a smooth transition with proper staffing levels and compensation.

Ms. Findlay provided copies of a letter to the DDP Board from Tom Smith, owner of Delaware Made, regarding the proposed changes to the DDP staffing.

Mr. Street moved and Mr. McDaniel seconded the motion to enter Executive Session to discuss a land issue. The motion was unanimously carried.

Councilman Anderson moved and Mr. McDaniel seconded the motion to end the Executive Session discussion on the land issue. The motion was unanimously carried.

Mrs. Townshend moved and Councilman Anderson seconded the motion to authorize Mike Harrington and Charlie Rodriguez to develop a sale price for 22-24 W. Loockerman Street; and to negotiate the terms of a lease for the retail space at 22-24 W Loockerman Street with the prospective tenant. After review of the lease terms, by Mr. Moore and Mr. Street, Mr. Moore is authorized to execute the lease. Mr. Neaton was directed to work with Kent Construction to phase the interior construction work until it was determined if the prospective tenant would be taking the area previously planned as two separate retail spaces. The motion was unanimously carried.

Mr. McDaniel moved and Ms. Evans seconded the motion to enter Executive Session to discuss personnel issues. The motion was unanimously carried.

Respectfully submitted,

Beverly Latimer Jackson
Secretary

Downtown Dover Partnership Board of Directors

Cmte	Title	First	Middle	Last	Company	Phone	Email
Board	Mrs.	Anita		Evans	PNC Bank	(302) 735-3109	anita.evans@pnc.com
Board	Mrs.	Ann Marie		Townshend	City of Dover	(302) 736-7196	atownshend@dover.de.us
Board	Sen.	Brian		Bushweller		(302) 674-5442	Brian.Bushweller@state.de.us
Ex-Officio	Mr.	Carleton		Carey	City of Dover	(302) 736-7005	ccarey@dover.de.us
Treasurer	Mrs.	Cindy		Small	Kent County Tourism	(302) 233-2324	csmall@visitdover.com
Board	Rep.	Darryl		Scott		(302) 399-1011	Darryl.scott@state.de.us
Board	Mr.	Dave		Bonar	State of Delaware	(302) 242-2351	dlbassociates@gmail.com
Board	Mr.	David		Anderson	City of Dover	(302) 339-1047	davidleviander son@gmail.com
Board	Mr.	Gary		Patterson	Delaware Petroleum Council	(302) 270-5287	pattersong@api.org
Secretary	Mr.	Gerri		Street	Street & Ellis Law Firm	(302) 735-8400	gstreet@streetellis.com
President	Mr.	Gregg		Moore	Becker Morgan	(302) 734-7950	gmoore@beckermorgan.com
Board	Mr.	Joe		McDaniel	Merrill Lynch Investment	(302) 736-7720	joseph_mcdanieliii@ml.com
Board	Ms.	Laura		Simmons	State of Delaware	(302) 399-7344	laura.simmons@state.de.us
Board	Ms.	Lucy		Findlay	Partners in Design	(302) 734-9076	lucy.findlay@comcast.net
Board	Ms.	Diane		Laird	State of Delaware	(302) 577-8497	Diane.laird@state.de.us
Board	Mr.	Tim		Slavin	State of Delaware		Timothy.Slavin@state.de.us
Board	Mrs.	Maxine	R.	Lewis	Maxine's New York Fashions	(302) 270-6472	maxinerlewis@yahoo.com
Board	Mr.	Mike		Harrington	Harrington ERA	(302) 222-8702	mharringtonsr@harringtonera.com
Board	Mr.	Paul	E.	Lakeman	Bayhealth Foundation-	(302) 744-7015	paul_lakeman@bayhealth.org
Board	Mr.	Scott		Koenig	City of Dover	(302) 736-7026	skoenig@dover.de.us
Board	Mrs.	Sophia	R.	Russell	City of Dover	(302) 734-8118	SophieR208@comcast.net
Vice-President	Dr.	William		Johnston	Wesley College	(302) 242-2500	wnj@wesley.edu

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