DOWNTOWN DOVER PARTNERSHIP BOARD OF DIRECTORS
March 22, 2017 – Inner City Cultural League – 7:30 AM
DRAFT AGENDA as of 15 Feb

1. Agenda Additions/Deletions

2. Approval of Minutes – February 22, 2017

3. Monthly Financial Reports/Budget Update
    A. DDP Monthly and YTD Budget Review
    B. Main Street Dover Financials

4. Dover Police Department Update

5. Executive Director's Report – Joan Cote
    A. Property Update
    B. St Patrick's Day Parade

6. President's Report – Gregg Moore
    A. By Law Update (Diane Laird)
    B. Loan/Refi Status

7. Mayor's Comments – Mayor Robin Christiansen

8. Legislative Update – Sen. Brian Bushweller and Rep. Sean Lynn

9. Planning Department & Restoring Central Dover Update – Ann Marie Townshend

10. Committee Reports
    A. Parking & Safety – Anita Evans (1st Tues @ 8:00 AM)
    B. Organization – Discuss Chair & Updating Committee
    C. Design – Kristin Pleasanton (2nd Wed @ Noon)
    D. Economic Development – Mitchell May (3rd Wed @ 7:30 AM)
    E. Marketing/Promotions – Tonda Parks (1st Thurs @ Noon)
    F. Merchant Committee – Tom Smith (2nd Wed @ 6:30 PM)

11. Other Updates
    A. City-wide Economic Development
    B. Wesley College – Robert E. Clark, II
    C. Schwartz Center – Dan Lonski
    D. Bayhealth – John Van Gorp
    E. Tourism – Wendie Vestfall

12. Public Comments

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

NEXT DDP BOARD OF DIRECTORS MEETING

APRIL 26, 2017 at 7:30 AM @ CITY HALL CONFERENCE ROOM

DOWNTOWN DOVER PARTNERSHIP
BOARD OF DIRECTORS MEETING MINUTES
FEBRUARY 22, 2017 at City Hall Council Chambers 7:30 AM

ATTENDANCE: David Anderson, Dr Robert Clark, Anita Evans, Lucy Findlay, Diane Laird, Gregg Moore, Tim Slavin, Todd Stonesifer, John Tinsley, Ann Marie Townshend, John Van Gorp and Wendie Vestfall

STAFF: Joan Cote, Tina Bradbury

OTHER ATTENDEES: Tom Smith, Will Grimes (NCALL)

The meeting was called to order and quorum confirmed by Mr. Moore. Members of the Board were handed the Agenda, Meeting Minutes, Financials and Conflict of Interest Statement for their signature. Gregg explained the situation with the Governor's arrival for his Budget Meeting with the public and thanked Senator Bushweller for inviting the Governor.

Gregg asked for any additions or corrections to the agenda; it was approved as presented.

Minutes

Copies of the proposed January 25th Board Minutes were passed out. Due to hand surgery, her note taking was hard to read, so she asked for updates from the Board on anything she missed. Gregg asked updates be sent to Joan via email so they can be presented again at the March Meeting.

Monthly Financial Reports/Budget Update

A. Joan presented the DDP January Financial Package. ***John Van Gorp moved and Anita Evans seconded the motion to accept the DDP Financial Reports.***

B. Ann Marie Townshend asked if the $1,000 Corporate Donation from Artisan's Bank was intended for the DDP or Main Street Dover. Joan left several messages with Artisan's Bank to ask that question and never received a response. Anita Evans confirmed that it would be fine to accept it as a donation to DDP. After discussion ***approved with the motion carried.***

C. Joan presented the first Profit & Loss Financial Report for Main Street Dover. ***Ann Marie Townshend moved and John Tinsley seconded the motion to accept the Main Street Dover Financial Report.*** Gregg explained the difference in the accounting for DDP (501c6) and MSD (501c3). John Van Gorp noticed a negative entry in the statement. Joan uploaded the program for the first time this week and will get it resolved. After discussion ***approved with motion carried.***

Police Department Update

Captain David Spicer, Operations Division Commander Dover Police Department briefed the Board of Directors on Cadets Program lost 4 Cadets to FT positions elsewhere. They are currently interviewing new Cadets. Dover PD is dealing with increased criminal activity in the New, Fulton and S Queen Street areas. The Dover PD and State Agencies have made an important impact with illegal gun & drug activities. They are currently doing research into Body Cameras with various vendors. 2 Police Officers graduated the Police Academy and will hit the streets soon. Dover PD will shortly begin the PAL program. Captain Spicer gave updated stats on various departments ticketing and criminal impacts including 23 illegal guns off the street so far in 2017. In 2016 they proudly seized 127 illegal weapons.

Gregg had a neighboring business inquiry to surveillance cameras in the North Street Parking lot. Captain Spicer said to contact the Department directly and a Detective would be assigned to review the footage.

Executive Director's Report

- **A.** Included in today's paperwork is an updated Conflict of Interest Statement. If you don't have time to review and signed today, please be sure to get it to the office within the next 30 days.
- **B.** Joan reached out to 3 different Companies requesting proposals for Strategic Planning for the Downtown Dover Partnership with a request for Main Street experience. To date 2 of the 3 have been received and forwarded to Gregg for review.
- **C.** Joan will be meeting with Compliance Environment to better understand our past and current relationship with Dr. Val De Rocili.
- **D.** The Cake Pop location is planning to expand and has received approval for their Architectural Grant through Ann Marie/Planning Department.
- **E.** The package on 124 W Street must go through the Economic Development Committee prior to the Board for consideration.
- **F.** We will be turning over all the City owned IT equipment shortly. We will be updating our Downtown Dover Partnership Website including Board Members and Committees.
- **G.** St Patrick's Day Parade will be on March 18th at the decision of the Marketing & Promotion Committee. John Kelly has stepped up to be the Committee Chair. Joan asked for Board Members to support and volunteer at this important annual Dover tradition.
- **H.** Next Month's Board Meeting will be in Inner City Cultural League at the invitation Mr. Salters.

President's Report

A. Gregg reviewed the 112 South New Street Closing Documents with proceeds of $12,542.89. This revenue will not be posted until next month's financials. Great news, NCALL purchased the property back from the DDP with a grant to build the house. Ann Marie stated the City has sold their lots as well.

B. Verizon Dispute Update: 3 million dollar grant for North Street, North Street Parking Lot and Loockerman Way was for burial of overhead electric with Verizon. A fixed fee contract was overbilled by $40,000 with DDP negotiating with them for a final payment in full of $21,000. All of this occurred in 2013, but we started getting billing again from Verizon in late December 2016 claiming outstanding debt. Gregg responded with a letter of explanation but the invoice was turned over to a collection agency. DDP hired Don Logan, Construction Litigation Attorney to represent us. More than likely they had an Accounting Firm reviewing their books and it appeared to be an outstanding debt. DDP Staff will no longer communicate with Verizon and they will need to deal with Mr. Logan.

C. Loockerman Way Update: We have not heard back but waiting to hear on the revised contract.

D. Loan and Refi Status: We are currently refinancing the 3 year loans on Governor's Avenue/AutoPlus/KCCAA and EZPass properties. Joan and McGinnis Realty have gone through inspections with Appraisers on both properties. We are waiting for signatures on the EZPass updated lease. PNC would like the City's guarantee on the loans with City Council agreeing. Phil and Gregg explained the multiple 3 year leases. Anita inquired into the rate increases stating that it shouldn't increase by much.

E. Bylaws updates were emailed out to the Board Members with quorum changes and size of Board of Directors to a smaller size. Diane Laird would prefer to wait for comprehensively review by outside Consultant along with a Strategic Plan versus make the changes quickly but encouraged and welcomed comments from Board Members. We have received 2 of 3 proposals.

Mayor's Comments
Mayor Christiansen was not in attendance

Legislative Update
Sen Bushweller explained the difference in the Governor's Budget process to submit his own budget in April and not the previous Administration. They are doing research into each Agency to cut expenses in their programs. Gregg complimented Senator Bushweller for his attendance and outstanding support of the DDP. Gregg asked the Senator if Representative Lynn knows that he is a Member of the DDP Board as he nor a representative have attended in a long time.

Planning Department & Restoring Central Dover
Ann Marie Townshend had no Planning Department updates. She discussed the Block Grant process and impact of the 4 lots and building of new homes on the New Street block. NCALL, Milford Housing and Habitat have worked with grants from FHA, Housing Development Fund and Federal Home Loan Bank.

Community Updates
Citywide Economic Development – Committee has been established including Mayor, City Council and DDP with new appointments.
Wesley College – President Clark highlighted student metrics with 46% of students from Delaware. Nursing and Masters of Occupational Therapy Program is the TOP Nursing Bachelor of Science Program in the State. Their 36,000 sq. ft. new Health Care Building which houses their Masters of Occupational Therapy Program (partnering with entities like Bayhealth) is the only such program in the region other than Temple at half the cost. Currently there are 180-200 OTs in Delaware with a need for 2 ½ times more. We are exceeding expectations but due to accreditation they are limited to 20 with permission to go over and second year new class is at 30 with permission to go over and a waiting list of over 250. A visit with Senator Coons reviewed science and technology fields with support from his Staffers on an EDA Grant. He will return to tour the facility as partnership with a purpose investing in our future but also in our community. Wesley West Field House has a large gym with an old floor they initially planned to replace floor but will now focus on raising funds to install turf for indoor practice facility for Wesley Teams and for PAL and Boys & Girls Club to play field hockey & lacrosse getting kids off the streets into a safe environment. Wesley's Track Team finishing up their season ranking 4th in the Country Men and the Women are in top 15. President Clark proudly talked about Wesley Graduate Joe Callahan's career as QB with the Green Bay Packers. Wesley is still interested in the old Dover Library property and envisioning a walking campus community. Economic Development is filling buildings and with people out and walking about. Gregg confirmed the great relationship between Wesley and the Downtown Community.
Schwartz Center – $54,000 was raised at their most recent very successful Lip Sync fundraiser. Todd updated the Board on upcoming events.
Bayhealth – John Van Gorp discussed the importance of health care careers and their partnership with Wesley. They are busy recruiting to expand their Ambulatory Services and with the additional Physicians are running into housing challenges.
Tourism – DDP passed out flyer on upcoming Tourism Forum at Dover Downs. Wendy discussed Dover Days planning being in full swing. Tourism is working with the City on the upcoming 300th Anniversary. Anita raised the point that Dover needs to get a piece of Tourism's $4.5 million economic impact.

Committee Updates

Parking & Safety - Anita stated the Committee is waiting for the Parking Survey to be completed to determine any changes.

Organization - Gregg asked for Organization Committee Chair. Anita asked for a description of responsibilities for this Committee. Joan will work with Diane to get all of them updated and out to Board and the respective committees.

Design - Joan contacted 4 businesses who were notified by Design Committee that their applications were in limbo due to paperwork not being submitted. Gregg stated he received communication from Todd Stonesifer on the Façade Grant process with a potential discussion in March. Joan will work with Committee and City to streamline the current confusing Grant Application Process.

Economic Development & Revitalization

Marketing & Promotions - Tina asked for Board Volunteers to help with, participate in or attend the St. Patrick's Day Parade. M&P is working on ways to increase ways to attract people downtown to shop and dine.

Merchant Committee - Tom updated the Board on the First Fridays to include more arts and music to ramp up First Weekends! Their Committee discussed safety concerns at store fronts and better marketing of themselves. Lucy updated everyone on the expanded programs in the works for First Fridays and First Saturdays. The Grant submitted by D3 for funding was brought up and Todd explained Restoring Central Dover funds would pay for entertainment expenses.

Public Comments:

David Anderson reminded everyone of the Chili Cook Out for MLK Jr Education Center, 12 -3 on Saturday.

Will Grimes, NCALL thanked for Partnership for their support.

The meeting was adjourned 8:49 AM