DOWNTOWN DOVER PARTNERSHIP BOARD OF DIRECTORS
May 24, 2017 7:30 AM in City Hall Conference Room
DRAFT AGENDA as of 17 May 2017

1. Agenda Additions/Deletions

2. Approval of Minutes – April

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

4. Dover Police Department Update – Captain David Spicer

5. Executive Director's Report
    A. Property Update
        Loockerman Plaza Usage Application – Tina Bradbury
    C. DDP Annual Report to City Council
    D. Strategic Planning Review
    E. FY2018 Budget Process

6. President's Report – Gregg Moore
    A. Welcome Erin Thwaites, Bel Boutique
    B. Bylaws Update – Diane Laird
    C. BCOC Grant
    D. Nomination Committee

7. Mayor's Comments – Mayor Robin Christiansen

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

9. Planning Department & Restoring Central Dover Update

10. Committee Reports
    A. Parking & Safety – Anita Evans (1st Tues @ 8:00 AM)
    B. Organization –
    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) TBD

11. Other Updates
    A. City-wide Economic Development
    B. Wesley College – Robert E. Clark, II
    C. Schwartz Center – TBD
    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 MEETING ~ June , 2017 at 7:30 AM @ **City Hall Conference Room**

DOWNTOWN DOVER PARTNERSHIP
BOARD OF DIRECTORS MEETING MINUTES
APRIL 24, 2017 at City Hall Conference Room

ATTENDANCE: David Anderson, Sen Brian Bushweller, Mayor Christiansen, Robert Clark, Anita Evans, Lucy Findlay, Mike Harrington, Donna Mitchell, Maxine Lewis, Gregg Moore, Todd Stonesifer, David Hugg, John Van Gorp, Wendie Vestfall

STAFF: Joan Cote, Tina Bradbury

OTHER ATTENDEES: Tracey Miller (Schwartz), Tom Smith, Tonda Parks

Approval of Agenda as presented
All Approved with re-approval after Quorum reached

Approval of Minutes: Minutes were presented at previous Board Meetings with no quorum present. Emails were sent out prior to Board Meeting and Packages of printed minutes from Jan, Feb and Mar were passed out. Gregg asked for a motion to approve the minutes as corrected with title and attendance changes:

1st Todd Stonesifer
2nd Lucy Findlay
All Approved/No Opposition, Motion carried

Gregg welcomed Donna Mitchell and Dave Hugg as Acting/Interim City Manager and City Planner

Joan thanked Donna and her Staff for their on-going help and also congratulated them for the recent 32nd Award out Outstanding Excellence in Financial Reporting

Financials

Joan reviewed Downtown Dover Partnership Financials bringing attention to the major expenditures for the month of new Spring/Summer Banner for Loockerman Street, Refinancing of the PNC Loans which included (Closing Costs and Appraisal Fees) totaling a little over $3K. Expenses have exceeded budget for Travel, Training, Meals due to additional Staff. Main Street Dues are currently sponsored by DEDO and each Conference Attendee will have their registration fee and travel expenses not to exceed $750 pp covered by DEDO.

Approval of the Financials: Financials were presented at previous Board Meetings with no quorum present. Hard Copies of Financials from Feb and Mar were included in the packages.

1st David Anderson
2nd Maxine Lewis
All Approved/No Opposition, Motion carried

Joan reviewed the Main Street Dover Financials with Profit and Loss Report and Bank Statement

1st Anita Evans
2nd Mike Harrington
All Approved/No Opposition, Motion carried

Police Department Update

Captain David Spicer, Operations Division Commander Dover Police Department briefed the Board there will be a Citizen's Police Academy in September-November with meetings every Monday evening from 6-9 PM. Joan as a previous Graduate highly recommended attended this valuable and informative program.

JFC Funding

$10K for PAL Equipment with $2,900 remaining.
Community Outreach $15K with $6,000 remaining.
640 payroll hours for PAL & Community Outreach Programs with $12,000 remaining.

Strike Force/Foot Patrol

$67,000 remaining $747.00 almost completely depleted this account

Captain Spicer reviewed several programs administered by Dover PD to build community relationships and engage with the City's youth and families.

Cadet Program

4 Cadets down to 3 with the departure of a Cadet to Delaware State Police Academy.
Library funds 3 of the Cadets so concentration of their time is spent at that location.
Funding for 1 Cadet for 24 months was received through Neighborhood Building Block Grant.

Housing Security

After inquiry between DDP and Captain Spicer, he requested increased police presence/saturation. Immediate result 5200 bags of Heroin in vehicle stop.

Statics/Clearance Rates

Robberies, Burglaries, Shootings, Illegal Weapons Seizures. Inquiry was made by President Clark on length of sentence for people convicted. He emphasized we need to be known as the Community that you do not want to get convicted of a crime with harsher sentences. Gregg complicated the Department on the increase. He also stated that he has seen a dramatic increase of drug activity and worried that budget issues will impact the department's presence. Tina asked if the Department would be able to continue their presence in the Farmer's Market. Captain Spicer said he would do what he could and work with DDP on the possibilities.

Introduction

Tim Slavin introduced and Gregg welcomed Donna Mitchell, City Finance as the Acting City Manager.

Property Update

Phil will do a walk through with Staff to address our maintenance concerns on Loockerman Plaza. Gregg said he would like the broken Light Pole replaced as soon as possible to avoid any DDP liability with upcoming warmer weather events. Ann Marie said the City will need to replace the pole.

Executive Director's Report

Loockerman Plaza Usage Application

Board Members were given a copy of the updated Loockerman Way Plaza Usage Application. Tina went over the reasons behind the update to have a better control over the equipment and cover the expenses that were being absorbed by the DDP in the past. There would be a $50 basic fee and a more comprehensive check list with health requirements. Todd mentioned that the process has become much more difficult than in the past. Tina responded that the Staff has gone through the legal requirements with ABC, City, etc., that must be accomplished and will legally protect the Partnership from liability. President Clark asked if there was any research done in how other towns handle these types of Festival Events. John Van Gorp asked what the most troublesome aspect was in the process. Todd was frustrated with DDP Staff not being able to sign off on applications as the City.

NBBF Update

DDP received $10K funding for a Community Garden but because we cannot comply with the requirements in their timeframe so we attempted to get the funding diverted to Campus Community School but it was denied. We had to return the funding but will revisit the Grant in the future. Anita brought up 2 other Community Gardens at Interfaith, Church and then President Clark added Wesley as well.

DDP Annual Report

Joan handed out copies of the 2016 DDP Annual Report which was to be presented to City Council but was delayed due to new members coming on board to City Council. Gregg and Joan will present it at a future date in May. If there are any additional or corrections please let Joan know so it can be updated.

Strategic Planning Review Committee

Joan put together a Strategic Review Committee consisting of Anita Evans, John Van Gorp, Lucy Findlay and Todd Stonesifer. 3 Companies were invited to submit proposal packages and for face to face meeting which included: PMG Consulting (Peggy Geisler) which was coordinated through DANA (Delaware Alliance for Nonprofit Advancement), Heritage Consulting (Donna Harris) and Goeins-Williams Associates, Inc. (Dr Devona Williams). The Review Committee has met with all three and will select their choice and present the overall review to the Board for approval and their involvement. Gregg asked if they would get input from Dave Hugg.

FY2018 Budget

Joan has sent out a letter to Committee Chairs in early 2017 reminding them to start looking at their allocations under the Budget and begin their Workplan Process. She recently followed up with an email budget form and asked them to be completed for Gregg's review prior to the June Board Meeting.

Property Management

Phil went over the proposed Lease Agreement with Mike Marasco who will be permitted to utilize the Santa House for a short term temporary Ice Cream Business. Phil and Joan have met with him twice to cover his set-up expenses, health code requirements and sufficient insurance coverage. Staff got the requirements from the City and he was given those in a detailed listing. He would be required to give DDP funding to cover electric expenses and any upgrades to the house be would return to original condition. DDP will incur the expense of POD storage for Farmer's Market equipment because it must be moved weekly. Temporary Seasonal (May-September) Signed Lease would also requirement proof of all obligations to DDP/McGinnis.

1st Todd Stonesifer
2nd John Van Gorp
All Approved/No Opposition, Motion carried

AutoPlus Lease has expired lease with no renewal/extensions and they have asked for rent concessions in a 3-year lease. Fixed rent of 3% for 3 years 36 months. Previous agreement was a 1 year termination notification.

1st Lucy Findlay
2nd Anita Evans

Discussion John Van Gorp inquired if they were paying Market Rate. Gregg stated that it was negative market rate. Phil state that he believes ($8-9) it's within a dime for 7-8,000 sq. ft. area.

All Approved/No Opposition, Motion carried

Access Easement Request
From Tolano Anderson on the property that is behind Interfaith Mission along the railroad tracks next to the Day Care Center. They received a $192K grant to develop the property. Joan and Phil met with Mr. Anderson and another partner Scott, they were asked to go back to their Engineer Doug Lieberman to update information. They said they wanted "in and out" traffic and Phil said they needed to discuss with DNREC because of drainage issues. The drawings they presented to Gregg and Phil do not answer the questions of area, width and the affect it has on any potential development by DDP. It needs to go before the Economic Revitalization Committee for consideration and if approved by them to go back to the Board for review and would need to include stipulation on the project being completed or the easement would revert to the Partnership.

680 Forest
Tenant was given a period of time to clear out the 2nd Floor which was occupied and utilized illegally. The tenant exceeded the time limit. The illegal use of the 2nd floor had continued so the locks were changed for the 2nd floor. McGinnis will give notice for both tenants to vacate the building and get bids to demolish the building. Both tenants are there and 1 tenant constantly complains about the other's activities. There is significant financial drain to the DDP on the property.

Executive Session
Voted and approved to get into Executive Session

President's Report
Bylaws will be continued as Diane Laird could not make the meeting.
Loan Refinancing Property Appraisals ~ $1,030,000 on 120 S. Governor's Ave and $2,040,000 on 22-24 Loockerman St

Mayor's Comments
Mayor Christiansen departed early, no comment available

Legislative Update
Senator Bushweller asked what funding Schwartz received from JFC/Grant in Aid Budget ($12.5K per Todd) and that it would undoubtedly be cut significantly with the new budget under Governor John

Carney. Senator Bushweller feels local Governments and School Districts will be expected to adsorb expected shortfalls in the State Budget which would likely seriously impact property taxes. There is a $400 million gap between revenue and expenditures. Gregg stated that if Delaware doesn't move property taxes up, we can't support the impact of supporting the thousands of Senior Citizens flocking to our State and the resources they need.

Planning Department & Restoring Central Dover

David Hugg, Interim City Planner asked why Dover has the reputation of being anti-business. He is looking at ways the City can streamline many of their processes and structure and improving Customer Service.

Committee Updates

Parking & Safety – Parking Survey has completed their first round of public input and waiting for the completion and presentation.

Organization – N/A

Design – Farmer's Market New Banner designed and order has been place. New Banners for Spring/Summer have been placed along Loockerman.

Economic Development & Revitalization –

Marketing & Promotions – Farmer's Market is on track and ready to open next month. Comic Con Character Brunch moving forward along with activities for children. It would be a fundraiser for the DDP. Time Capsule is being worked on for the 300th Anniversary. The Committee is working on Dinner and a Movie initiative. Bike to Work will be held 17 May at 7:30 AM, Tina asked for Board participation for a photo op in front of the Library along with Base Officials.

Merchant Committee – Wi-Fi connectivity Downtown is being considered, they are working on a military discount program and would like to join Staff when they visit the Downtown Visions Program in Wilmington. Tom is approaching the other Committees to work on a comprehensive new Business Owner Binder and also a Welcome Committee/Mentoring Program with follow on for a year.

City Economic Development – Gregg stated they are still working on getting a group established and running.

Wesley College – excused

Bayhealth – deferred

Schwartz Center – Tracey stated she would start attending DDP Board Meetings going forward.

Kent County Tourism – 84th Annual Dover Days will have a Birthday Kickoff with Birthday Cake from La Baguette and kazoo band. Over 100 Participants to date in the Dover Days Parade. They are requesting marquees post Happy Birthday messages. Tourism new website has launched.

Restoring Central Dover – Main Street Dover has been approved for accredited status through Main Street America. RCD is also looking into hiring a Recruiter. Hopefully we can get another proposal and they have asked DDP to considering providing matching grant funds.

Public Comments:

Todd inquired if anyone knew how to accomplish a Feasibility Study for an interested client. DEDO or CDCC were recommended.

Gregg stated that Bill Neaton is now under Hospice care and asked for thoughts and prayers.

The meeting was adjourned 9:25 AM