DOWNTOWN DOVER PARTNERSHIP BOARD OF DIRECTORS
September 27, 2017 7:30 AM in City Council Conference Room
DRAFT AGENDA as of 15 SEP 2017

Board of Directors and Committee Chair Photos taken outside City Hall Flag Pole or in Council Chambers if inclement weather

Recognition of Gregg Moore by Senator Bushweller and Mayor Christiansen/Council President Slavin

1. Agenda Additions/Deletions

2. Approval of Minutes – June

3. Monthly Financial Reports/Budget Update
    A. DDP Monthly and YTD Budget (June, July, August)
    B. Main Street Dover Financials (June, July, August)

4. President's Report – Anita Evans
    A. Welcome New Officers & Maureen Feeney-Roser, Downtown Revitalization & Management Specialist
    B. Strategic Planning & Bylaw Update – Lucy Findlay

5. Dover Police Department Update – Chief Marvin Mailey

6. Executive Director's Report
    A. Property Update
        1.) Demo of 680 Forrest Street
        2.) Re-stripe DDP Parking Lots
        3.) Interfaith & Brownfield Property
    B. Website Update

7. Mayor's Comments – Mayor Robin Christiansen

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

9. Planning Department & Restoring Central Dover Update – Dave Hugg

10. Committee Reports
    A. Parking & Safety – Jonathon Street (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 – Dave Hugg
    B. Wesley College – Robert E. Clark, II
    C. Bayhealth – John Van Gorp
    D. Tourism – Wendie Vestfall

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

DDP BOARD MTG ~ Oct, 2017 at 7:30 AM @ **City Hall Conference Room**

DOWNTOWN DOVER PARTNERSHIP
BOARD OF DIRECTORS MEETING MINUTES
June 28, 2017 in City Hall Conference Room

ATTENDANCE: Senator Bushweller, Mayor Christiansen, Robert Clark, Lucy Findlay, Mike Harrington, Dave Hugg, Diane Laird, Maxine Lewis, Mitch May, Donna Mitchell, Gregg Moore, Tim Slavin, Todd Stonesifer, Erin Thwaites, John Van Gorp
STAFF: Joan Cote
OTHER ATTENDEES: Phil McGinnis, Tom Smith, Captain Spicer (Dover PD)

Gregg Moore, President welcomed everyone.

Gregg asked for a motion to approve the Agenda as presented with the above exclusions.

1st
2nd
All Approved/No Opposition, motion carried

Gregg asked for a motion to approve the May minutes as presented.

1st Mike Harrington
2nd Lucy Findlay
All Approved/No Opposition, Motion carried

Joan presented the May **DDP Financial Report** and **Main Street Dover** Financial Report & Bank Statement.

Several items were moved from Econ Development line item to appropriate line item.
No Activity on Main Street Account
Donna Mitchell stated that FY17 payments from the City allotment are being made quarterly.

Gregg asked for a motion to approve the Financials as presented.

1st Robert Clark
2nd Mike Harrington
All Approved/No Opposition, Motion carried

Dover Police Department Update – Captain Spicer updated the Board with the various department metrics. 5 Cadets will be on board with training lasting 2 weeks before they are on the streets around the 3rd week of July. Saturation efforts in the problem areas continue with a Zero Tolerance approach. Training will be conducted at Dover High School so please be aware that it is not an active shooter situation. Armed Robbery Suspect from 7-11 has been arrested. Robert Clark asked how last year and this year's shooting numbers compare. Dover PD are making a lot of arrests. Todd Stonesifer took his son to Kirkwood Street Park and asked if there are cameras in the area due to all the drug paraphilia that littered the ground. Todd suggested new signage be added that the area is under surveillance and lighting be beefed up. Robert Clark brought up several incidents that are happening around campus and Captain Spicer reminded everyone to please report any issues you have to the Department.

President Report – Turned the Floor over to Diane Laird who along with Tim Slavin and Lucy Findlay developed the Slate of Officers. The following slate was presented: Anita Evans – Chair, Lucy Findlay – Vice Chair, Todd Stonesifer – Secretary and John Van Gorp – Treasurer.

Todd Stonesifer suggested the Board should consider having Gregg Moore assume the position of Immediate Past Chair. Diane Laird said it is not noted in our Bylaws. Gregg suggested that the Executive Committee have meetings prior to the Board Meeting and he will be happy to assist going forward.

Gregg asked for any nominations from the floor, with none the nominations were closed with a motion to proceed:

1st Tim Slavin
2nd Mike Harrington
All Approved/No Opposition, Motion carried

Gregg asked for a motion to approve the Slate of Officers as presented.

1st Mike Harrington
2nd Mitch May
All Approved/No Opposition, Slated of Officer approved as presented

Gregg stated that Anita is gone to Buffalo on business. Gregg has been included her in many of the DDP decisions.

Gregg asked if there was any update with the Bylaws. Mayor Christiansen stated that according to the Bylaws he has several appointed positions and has concerns with some of the State levels appointments made by the Governor. Diane said there still needs to be discussions going forward on appointed positions especially with the changes coming for DEDO in the near future.

Interfaith Garden (222 Railroad Avenue) – copies were provided of correspondences included a letter that was authored by Mitch May while Gregg was out of town because of significant issues with possible future liability. Interfaith Mission has moved a chain link fence into a parcel of DDP property that they do not lease. This property has not been cleaned and cleared through the Brownfield program to commercial standards. DNREC has stated that the property has not been approved for residential purposes or gardening. DDP's letter states that all operations and access to the property must cease and desist immediately. Interfaith responded claiming that Bill Neaton told them they could have the garden and that they would like to continue with the garden until the testing has been completed. A third letter was authored and read aloud by Gregg that is informing Interfaith that the decision stands and no activity will be allowed. Gregg stated that we need to be concerned for our potential liability and that we need to follow DNREC rules, regulations and process. Mike Harrington asked if we could possibly allow them to continue with the garden and Gregg stated unless every person going into it or consuming anything from it signed a rock-solid hold harmless agreement, it's in our best interest to stop it all immediately. Mitch stated that we would be on the hook regardless of what anyone signed. DDP could be sanctioned and incur monstrous fines. Robert Clark asked if there was a precedence or MOU with any other garden being allowed. Gregg stated there was none and that if there was a verbal agreement with Bill Neaton and Herb Konowitz that he nor the Board knew nothing about it. Tim Slavin suggested that he work with the Mayor and Dave Hugg to find another location for them to utilize as an alternative. John Van Gorp asked if Herb knew about the on-going process and he has been included and knew the decision was more than likely coming to close it. Todd asked if any of the produce was sold in the Farmer's Market. Joan stated that as far as she knew there has not been to date but that was actually their focus to increase production and sell any excess of what they needed in their kitchen to generate revenue at the Farmer's Market. The fruit and vegetables they have been selling come directly from Fifers. Mitch asked when the fence is being installed and if it would be monitored. Joan stated caution tape has been put up, No Trespassing Signs installed and had a meeting with Herb and his Gardner to explain the situation and though heartbroken, we had to shut it down immediately. Joan has been working with DNREC and Compliance on how to deal with the existing crops and will come up with a plan because of the regulations covering anyone coming in contact with the soil, turning it over, cutting them down or burning them. The Mayor promised to follow up and memorialize any agreement with Interfaith.

Executive Director's Report – Joan asked Phil to update on 680 Forest which is directly across from the Salvation Army. They are getting bids for asbestos and demolition due to the poor condition of the property, it would be too costly to address all the code issues and wouldn't get enough rent to over those expenses. We will be sure to work with the City through the demo process. We are working with Benita and Vee on moving their businesses to other locations. It is in our best interest to tear it down to give us access to the entire site and any potentially interested buyers of the property. We can move the Resource Center closer to the mission once completed. Gregg stated once it's done, we need to list the property together as one piece of commercial property.

Restriping bid on the Parking Lots bid has been obtained. We want distinctive parking stripes and designations for the various tenants. Gregg said Van Croy and Housing Authority need to be at the table to approve any work.

Gregg asked for a motion for Joan and Phil to proceed with the striping at the $10,000 range.

1st Mike Harrington
2nd Todd Stonesifer
All Approved/No Opposition, Motion carried

Santa House – Mike (Ice Cream Business) was sent the lease and has never responded. He has not participated in the Farmer's Market either. At this point, we have done our best to accommodate his business being in the Plaza.

Strategic Planning – Joan has been working with Peggy Geisler to communicate with Gregg and Anita on the process and calendar. Depending on the decisions of the Executive Committee will determine the final price. Joan has provided the Main Street Committee Books and past Strategic Planning from 2008. Meetings will begin in July with Executive Committee and Gregg on the same day.

Mayor's Comments – Mayor thanked DDP for working with the Tenants at 680 to find new locations. Mayor inquired what was going on with Clay Hammond (Delmarva Black Chamber of Commerce) and his Ice House Workshops. Joan stated that Diane Laird help draft a document that Clay signed when he picked up the check requiring specific reporting metrics. To date nothing has happened, Clay stated they would start in the Spring of this year and still no action has taken place. Mr. Hammond asked DDP for the use of our logo to promote his program because he wasn't getting any applicants which was declined. Mitch stated he would draft a letter to send to Mr. Hammond to inquire if the program was not commencing the funding will need to be returned.

Legislative Update – Senator Bushweller discussed the impasse on tax increases. And the potential bartering between the parties and what they each deem important. There have been a number of meetings with the Governor. JFC has decided that they will have a balanced budget. Senator has been asked about the bond bill but they don't know how much funding will be available in the bond bill and real estate transfer tax. The funding for Kent County Tourism has been zeroed out. If they don't get tax increases there will be additional severe budget cuts. Gregg inquired about DEDO and the potential for Kent County to be left out of the new configuration. Senator is pushing for confirmation of Kent County representing in the new entity so we aren't lost in the shuffle with the focus on high tech Northern New Castle businesses.

Planning Department – Dave Hugg discussed the EPA Rapid Health Impact Assessment that will focus on our Brownfield Property Parcels on Forest and Railroad. County, City, EPA and State Dept. Ag & USDA Offices are working together on potential urban agricultural purposes. First round of adjustment to various codes has been sent up. It's not everything they would like to look at but making strides in cleaning up and making the process smoother. City is considering possible AARP Grant availability and a potential of having a Pop-Up 2.0 program with DEDO. John Van Gorp asked about the Lights On, Crime Off project that was featured in the Delaware State News.

Parking & Safety – Joan stated the Parking Study completion may be delayed because of concern with people being gone for the summer and the start of the school year which they feel would impact community involvement. Gregg reminded everyone that it is an MPO project not DDP. John Van Gorp asked if any other Council Members have seen any of the updates. John has felt disappointed in the progress to date. They have only shown subtle variations in what already exists.

Organization Committee – Gregg and Anita have been working to restart this committee and find a Chair.

Design Committee – Joan stated that she made phone calls and sent several letters out to Façade Applicants that they needed to submit their required documentation for the Design Committee to move forward.

Economic Development –

Marketing & Promotion – Tina is out and Tonda called in sick so there is no report.

Merchants Committee – Lucy stated that First Friday was a roaring success in partnership with D3. It was so fun to see and hope that it will continue to build over the summer. She reminded Board Members to join in and participate in this great event. D3 received a grant from Restoring Central Dover for the Entertainment. John Van Gorp said it was a very nice event. Tom said the Military Discount Program is moving along with advertisements being placed in the Airlifter and Social Media. Participating Businesses will be getting poster to display in their respective shops. Each business will determine the amount and who can participate. Merchant Committee has finalized their budget for the coming fiscal year with several projects like a mentoring committee, improving safety and changing the perception of downtown being dangerous while partnering with other Committees. Tom reminded everyone how important Tourism is to the success of everyone's business. Joan and Tom went to visit Downtown Visions in Wilmington and hope in the future we will be using them as a resource to duplicate some of their programs. Lucy brought up the lack of positive press coverage in the media but will have extensive coverage at the drop of a hat on anything negative. Dave Hugg followed up with having a meeting with Andy West of the State News to discuss the situation. The City needs to work better on its own promotion. Todd stated the Marketing & Promotions Committee needs to put a focus on our relationship with the media.

Proposed FY 17 Budget Proposal – Gregg went back to go over the proposed budget. There will be a $37,000 shortfall which is directly attributed to the lack of income from our property on Forest Street and additional cost of demolition. Gregg reminded everyone that any expenditure whether in the approved budget or not will still need to come back to the Board for approval. Discussion occurred with the amount of money spent on advertising. Joan has worked hard to cut any unnecessary expenditures and asked for work plans from each Committee. Mike Harrington inquired about the Mortgage Pre-Pay line item and Gregg stated the its dropping a mortgage by $20K, its conservative but a good idea.

1st Todd Stonesifer
2nd Lucy Findlay
All approved/No Opposition, Motion carried to approve the budget as proposed.

Todd asked where the proposal stood with the City Wi-Fi and Donna Mitchell said it would have to go through an RFP process.

Joan has started working on a comprehensive Sponsorship Package and Fundraisers that would cover various events that occur over the year. Gregg stated that it would be important work for the Organization Committee to focus on. Diane Laird said she is working on a Mentorship Program for Main Street Programs throughout the State.

A presentation was made to Gregg for his 10 years of service to the Downtown Dover Partnership. There will be a more formal presentation coming from Anita in September. Gregg appreciated the challenging work of the Members in support of the City.

The meeting was adjourned