



**BOARD OF DIRECTORS**

Wednesday, May 28, 2025, at 7:30 a.m.

City of Dover Conference Room

**AGENDA**

1. Welcome
2. Agenda
3. Minutes (March meeting)
4. Police Report
5. Executive Committee/Staff Updates
  - i. Main Street America - Accredited Status (Main Street Dover)
  - ii. ARPA Accountant update
  - iii. Contract: Rick Ferrell
6. Nominations Committee
7. Executive Session
  - i. Property #1
  - ii. Property #2
8. Property Updates
  - i. 136 W. Lookerman St.
9. Downtown Dover Master Plan Priorities
  - i. Mobility Center
  - ii. 120 S. Governors Ave.
  - iii. Open House (target Monday, June 23)
10. Legislative Updates
11. Other Business
12. Board member updates
13. Public Comment
14. Adjourn

**Upcoming DDP board meeting:**

**June 25, 2025**

**City of Dover Conference Room**

*Agenda items as listed may not be considered in sequence. Pursuant to 29 DEL. C. 10004(e)(2), this agenda is subject to change to include the addition or deletion of items, including executive sessions, which arise at the time of the meeting.*



**BOARD MEETING MINUTES**

**ATTENDANCE:** Todd Stonesifer, John Van Gorp, Sarah Keifer, Pete Bradley, Fred Neil, Tricia Arndt, Sharon Duca, Linda Parkowski, Codi Canasa, Donny Legans, Will Grimes, Jessica Jackson, Terrell Holmes, Dina Vendetti

**STAFF:** Ken Anderson, Diane Laird, Morgan Russum

**ABSENT:** Robin Christiansen, Dave Hugg, Trey Paradee

**GUESTS:** Demetrius Deramus, Josh Manners, Bob Wilson

**CALL TO ORDER:** Todd Stonesifer opened the meeting at 7:31 a.m.

**AGENDA:** Fred Neil motioned to accept the agenda. Jessica Jackson seconded the motion. Motion was unanimously approved to accept the agenda.

**MINUTES (2/26/25 meeting):** Fred Neil motioned to accept the minutes from the last meeting. Codi Canasa seconded the motion. Motion was unanimously approved to accept the minutes.

**POLICE REPORT:** None

**EXECUTIVE COMMITTEE/STAFF UPDATES:**

Diane provided several housekeeping updates:

- i. Annual Franchise Tax has been paid
- ii. Faw Casson has been hired and a budget report is expected to be completed by May.
- iii. Ann Marie Townsend has been hired to work with CIP applicants.
- iv. KCI agreement is being finalized for the Lookerman St. improvements. The City of Dover is prepared to sign a contract with them for a joint effort.
- v. Congressional Directed Spending grant requests are due Friday. The request is for \$5 million for 90 units of workforce housing with a \$50,000 subsidy on each.
- vi. Grant management:
  1. SAM (Systems Award Management) update has been approved and is current
  2. ARPA audit is being finalized by Mitten & Winters, LLP
  3. ASAP (Automated Standard Application for Payments) has been approved and is pending coordination with the bank
- vii. Catalyst Together update: Catalyst Together is a year-long leadership building and empowerment program by the Longwood Foundation. DDP covered the \$5,000 cost to join the program, but it is a \$50,000 value. Which includes a \$10,000 "capacity building wallet" for the organization. DDP will be Applying for a \$2 million grant from Longwood Foundation. Participation in Catalyst Together is not a requirement for the grant, but it helps build relationships.

**EXECUTIVE SESSION:** None

**PROPERTY UPDATES:**

- i. 136 W. Lookerman St. (Key 2 Life) is continuing to operate and has extended their lease.
- ii. 222-224 W. Lookerman St. (EZPass) lease negotiations are ongoing.

**MASTER PLAN PRIORITIES:**

Ken provided an update on Priority Projects Properties:

- i. 148 S. Bradford St. demolition was completed about 2 weeks ago.
- ii. 150 S. Bradford St. remediation will be completed by Friday. An inspection is expected on Friday, as well. Once a viable demolition permit is issued, demolition will begin immediately.
- iii. EPA Grant Implementation:
  1. A qualified environmental professional will be hired to manage the process, under guidance.
  2. An RFQP is out, submissions are due April 7th.
  3. An interview team (including community partners) will assess proposals based on a pre-defined scale in the RFQP. The EPA has strict guidelines for the RFQP, assessment, and interview process. Cost proposals must be weighed at 25% due to EPA federal standards.
  4. Final selection is targeted for the week of April 21st, with an award decision on or before April 30th.

Fred Neil motioned to proceed with the selection process and award decision. Councilwoman Arndt seconded the motion. Motion was unanimously approved.

Diane and Todd shared updates on the 120 S. Governors Ave. project:

- i. The Open House has been canceled because the design is not quite ready for an unveiling. Once that is finalized, the Open House will be rescheduled.
- ii. The Historic District Commission application will be submitted in April or May meeting, depending on progress.
- iii. 105 & 115 S. New St.:
  1. The design plan for the 120 S. Governors Ave. project includes a daycare facility with outdoor recreation space.
  2. Adjacent to 120 S. Governors property (which extends to New St.) are three building lots: 105, 110, and 115 S. New St. that would be ideal for the recreation space.
  3. The 110 lot is titled to the DDP, while the 105 and 115 lots are titled to the City of Dover.
  4. A request will be made to move the titles from the City of Dover to the entity managing the development of 120 South Governors (either DDP or Capital City Transformation Alliance).

**LEGISLATIVE UPDATES:** None

**OTHER BUSINESS:**

Tricia requested an update on a Public Relations Campaign for the Master Plan projects. Diane and Todd reported that a PR campaign with Mosaic is already running in a general way with some posts already made. A soft roll out with background music showing the before and after of 120 S. Governors Ave. was posted on LinkedIn. A new website is expected to launch at the end of April. PR assets will be shared as they are developed.

**BOARD MEMBER UPDATES:**

- Sharon: New marketing materials, brochures, and website improvements are in the works for the Downtown Development District to highlight grant opportunities.

- Fred: The City will be investing in a new program to help residents reduce the cost of electricity. The cost of the program is \$1.7 million and would come from the Electric Fund.
- Tricia: The City Council election is on April 15<sup>th</sup>. There will Candidate Forums on April 2<sup>nd</sup> at the Dover Library and April 8<sup>th</sup> at Dover Middle School.
- Dina: The April edition of the Chamber Connects will have interviews with the City Council candidates. The Chamber's 55+ Expo will be on April 16<sup>th</sup> at Bally's.
- Terrell: Delaware State's community day is April 26 with live music, free food, giveaways, games, and kids' activities. The Schwartz is planning to have new state of the art lighting and carpet in April or May, potentially taking six to eight weeks.
- John: Last week was match day, where residents were matched with teaching hospitals, with 33 positions matched with Bayhealth. Residency program will have around 120 residents starting in July.
- Will: Neighborhood Good Partners sold two more houses downtown on N. Kirkwood St. to owner occupants. 65 houses in the targeted neighborhood have been changed from tenant occupancy to owner occupancy by Neighborhood Partners, Habitat Amenities, and Milford Housing Development Corporation. The second annual Raise Roof fundraising event is on Thursday, May 1<sup>st</sup>, at Rail House.
- Donnie: US Senator Lisa Blunt Rochester met to discuss restaurant industry issues, specifically credit card fees.
- Pete: Celebration of tourism events on May 6<sup>th</sup> at King Cole Farm.
- Sarah: Code changes made in December are starting to show results, with developers interested in building new housing.

**PUBLIC COMMENT:**

Demetrius Deramus and Josh Manners introduced themselves as representatives of the Laborers' International Union of North America's eastern region. Curtis Lynn, a business manager, was unable to attend but would like to discuss apprenticeship training at a future meeting. They are developing opportunities for contractors, especially regarding the 120 South Governor's project.

Bob Wilson attended to address his concerns about DEI within the Downtown Dover Partnership, given the dismantling of DEI at the federal level. His primary focus is specifically for African Americans. Mr. Wilson also feels that there needs to be a mandatory pre-bid meeting so that more people can attend and know the prime contractor that's bidding on the contract. Without a pre-bid meeting, it's difficult to participate as a sub-contractor because the prime contractors are unknown.

Todd will continue conversations with Mr. Wilson and also encouraged him to maintain his connection with EDiS for any upcoming opportunities.

**MEETING ADJOURNED:** Codi Canasa motioned to adjourn the meeting. Fred Neil seconded the motion. Motion was unanimously approved to adjourn the meeting at 8:43 AM.

MR