



BOARD OF DIRECTORS

Wednesday, October 22, 2025, at 7:30 a.m.

City of Dover Conference Room

AGENDA

1. Welcome
2. Agenda
3. Minutes (Sept. 24)
4. Police Report
5. Executive Committee/Staff Updates
 - i. Workplans
 - ii. Nominations Committee
 - iii. Grant Updates
 - ARPA
 - Longwood Foundation \$1M request
 - CCTA (Capital City Transformation Alliance Inc. (Draft minutes from Sept. 24 attached)
 - Other
6. Property Updates
7. Downtown Dover Master Plan updates
 - 10-14-25 Mobility Center Groundbreaking
 - 120 S. Governors Ave.
 - Other
8. Legislative Updates
9. Other Business
10. Board member updates
11. Public Comment
12. Adjourn

Upcoming DDP board meeting:

**There is NO NOVEMBER board meeting, but rather the next meeting will be held December 3.
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, Dina Vendetti, Robin Christiansen, Codi Canasa, Sueduka Gibbs, Jessica Jackson, Tricia Arndt

GUEST: Tammy Ordway, Faw Casson

STAFF: Ken Anderson, Diane Laird, Morgan Russum

ABSENT: Roy Sudler, Dave Hugg, Trey Paradee, Linda Parkowski, Kim Adams, Sharon Duca, Will Grimes, Terrell Holmes, Zach Prebolis

CALL TO ORDER: Todd Stonesifer opened the meeting at 7:34 a.m.

AGENDA: Codi Canasa motioned to accept the agenda. Tricia Arndt seconded the motion. Motion was unanimously approved to accept the agenda.

MINUTES (6/13/25 special meeting, 6/25/25 annual meeting, 7/31/25 board training): Robin Christiansen motioned to accept the minutes from the last meetings. Codi Canasa seconded the motion. Motion was unanimously approved to accept the minutes.

POLICE REPORT: Todd provided an update from Mstr. Crpl. Killen: Majority of complaints are from around the Reed St./South Bradford St. area where People's Church is located. A large number of unhoused population congregating in that area. South Governor's Avenue just north of West Reed Street is another area of concern. The police department has started putting out overtime transitions during the day to proactively control the downtime area.

EXECUTIVE COMMITTEE/STAFF UPDATES:

- i. Tammy Ordway, Partner at Faw Casson provided an update on the accounting and financial reporting for DDP:

Faw Casson's top priority is to close out FY 2025. This action will merge the three operating systems that the City of Dover had managed in past years. Final details from the city are pending. Once received and the year closed out, Faw Casson will be able to determine the type of audit needed (regular vs. single audit).

Accurate monthly financials are being prepared for board meetings. The budget presented at this meeting may need to be revised due to changes and new information. The deficit is now about \$100,000, which may be covered by grant money or reserve funds.

John Van Gorp motioned to accept the updated budget. Tricia Arndt seconded the motion. Motion was unanimously approved to accept the updated budget.

Diane provided the following updates:

- ii. DDP committees include: design committee, economic vitality, parking and safety organization, and marketing promotions. These committees only have about \$18,000 going to all of them. It is recommended that this amount continue to be allocated.

The Economic Vitality Committee funding has been reduced. It was at \$15,000 as a match towards \$60,000 for grant aid, but it has been reduced to \$30,000 allocation for a special project and match to \$7,500.

- iii. Linda Parkowski has resigned from her position on the board. The nominations committee met to discuss Linda's replacement. The person that they are recommending is Zach Pradula, the Director of Business Development for Kent County. Zach has an associate's degree from Deltech, a bachelor's degree from Salisbury University, and a master's from Wilmington.

Jessica Jackson motioned to approve the recommendation that Zach Prebolis replace Linda Parkowski on the DDP Board of Directors. Pete Bradley seconded the motion. Motion was unanimously approved to approve the recommendation that Zach Prebolis replace Linda Parkowski on the DDP Board of Directors.

- iv. Grant Updates:

- EPA - \$1M award: Only \$1,000 has been spent down.
- State Delaware Bond FY 26 - \$5M award: There will be an MOU/MOA to sign. Todd recommends pushing back on the MOU, requesting leeway to utilize the funds as long as they're going towards the implementation of the master plan.
- Grant In Aid FY 26 - \$100,000 award
- ARPA - \$18.1M total award: \$14.1M from ARPA, \$4M from interest. To be used for DDMC
- Congressionally Directed Spending: A \$5M request was submitted to all three federal legislators' offices. Senator Blunt Rochester picked it up and put it forward to the federal level, but it was approved for \$500,000, not \$5M. The funding must still be approved by Congress.
- ARPA - \$14.1M awarded originally. Another \$4M of ARPA interest was also awarded. The entire \$18.1M is designated for the DDMC
- Longwood Foundation - \$1M request was submitted. A 90-minute interview was conducted, followed by 50 questions for clarification. A decision is expected by November.
- Low Income Housing Tax Credit (LIHTC) - was not awarded.
- New Markets Tax Credit – Have not yet applied for. NMTC must be used for workforce housing. Workforce housing is defined as up to 65% of the median household income (\$65,000).

- v. CCTA: Board meeting will immediately follow this meeting. There are nominees for the Board. A vote on the nominees is needed.

- vi. EDiS: EDiS is the construction manager and has a design-build agreement with DDP that was approved and signed months ago. They are needing flexibility in the bidding process due to the December 26, 2026 deadline to have funds extended. For that reason, they seeking authorization from the DDP to proceed with a limited release of subcontract awards and the execution of contracts between EDiS and the respective subcontractors. Subcontracts that EDiS will be seeking authorization to proceed with include precast concrete design assist, water utilities relocation, fire protection, elevators, and electrical design assist.

Tricia Arndt motioned to approve authorizing EDiS to proceed with a limited release of subcontract awards and the execution of contracts between EDiS and the respective subcontractors. John Van Gorp seconded the motion. Motion was unanimously approved to approve authorizing EDiS to proceed with a limited release of subcontract awards and the execution of contracts between EDiS and the respective subcontractors.

MASTER PLAN PRIORITIES:

Ken and Diane provided an update on Priority Projects Properties:

- i. The City of Dover Planning Commission unanimously approved both the 120 S. Governor' project and the Mobility Center project at their Sept. 15th meeting.
- ii. Mobility Center: A Groundbreaking ceremony is scheduled for October 14th. This is an invitation only event. Gov. Meyer and other local dignitaries will be in attendance. There will be an open house for the public in November.

OTHER BUSINESS: Todd received the Good Neighbor award with the county Association State association of Realtors. The award comes with a donation to the DDP for \$3,000.

Winterfest is the planned festival for this January. It is the continuation of the fire and ice event from last year. The estimated cost for the festival is \$60,000 and is in the approved budget.

BOARD MEMBER UPDATES:

- Codi: Agape has traditionally run anywhere from like 78 - 80% repeat business. They are now up to about 35% new customer acquisition. The owner of the property next to Agape is talking about resurrecting a building. They have had discussion about the first floor and Codi potentially opening up a donut shop.
- John: Bayhealth has presented a plan to significantly expand the emergency department with a new six- story building housing two floors for the ED and four floors for in-patient rooms. Additionally, all current semi-private rooms will be converted to private. This will be an investment of nearly \$1B.
- DSU: The Schwartz Center has had over a million dollars of deferred maintenance and upgrades, including sound system, lighting, and HVAC. It is open on a limited basis and doing programming. Improvements are ongoing, including solving parking issues.
- Pete: Dover will host a marketplace conference convention in September at Bally's Dover. The event is for travel writers and influencers in the Mid-Atlantic region.

The state authorized a \$10 million tourist investment fund.

- Todd: Last year, four projects from Dover applied for DDD funding. One project (The Post) got 100% financing, but the other three only got 30%. A recent change in of the bond bill allowed the 30% award winners to receive 100% funding. The projects include a multi-family unit across the street from the Rail Haus, a project across the street from City Hall, and One West Lockerman.

MEETING ADJOURNED: Codi Canasa motioned to adjourn the meeting. John Van Gorp seconded the motion. Motion was unanimously approved to adjourn the meeting at 8:47 a.m.

MR