



BOARD OF DIRECTORS

Wednesday, December 3, 2025, at 7:30 a.m.

City of Dover Conference Room

AGENDA

NOTE: Board Members be asked to select a time slot between 7-7:30 a.m. and 8:30-9:15 a.m. for personal photograph for the new DDP website:

Sign up here: <https://doodle.com/sign-up-sheet/participate/0fab25f5-d3a7-4909-bf0d-955a1f902eea/select>

1. Welcome
2. Agenda
3. Minutes (October 2024)
4. Police Report
5. Executive Committee/Staff Updates
 - i. Budget Report: Tammy Ordway, CPA Faw Casson
 - ii. Grant Updates
 - Congressionally Directed Spending (Federal)
 - Longwood Foundation \$1M request (Private)
 - Community Reinvestment Funds (State)
 - ARPA (State) audit
 - EPA (Federal)
 - Grant in Aid application (State - FY 2027)
 - DE Division of Arts (State)
 - iii. Contracts
 - EDIS Design Build amendment #2 pending
 - Property Development Director consulting agreement (Year 3)
 - iv. CCTA (Capital City Transformation Alliance Inc. (Date of next meeting)
 - v. Other
6. Property Updates
7. Downtown Dover Master Plan updates
 - i. Mobility Center
 - Lot Consolidations
 - EDIS on site
 - Contractor Orientation; Pre-Bid meeting
 - *WinterFest Downtown Dover – January 16-17*
 - Other
8. Legislative Updates
9. Other Business
10. Board member updates
11. Public Comment
12. Adjourn

Upcoming DDP board meeting: January 28, 2026
City of Dover Conference Room

Downtown Dover Partnership Board Meeting

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, Dave Hugg, Sharon Duca, Will Grimes, Terrell Holmes, Zach Prebolis

GUEST: Tammy Ordway, Bobby Wilson, Maggie Reynolds

STAFF: Ken Anderson, Diane Laird, Morgan Russum

ABSENT: Roy Sudler, Trey Paradee, Kim Adams, Tricia Arndt

CALL TO ORDER: Todd Stonesifer opened the meeting at 7:33 a.m.

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

MINUTES (9/24/25 meeting): John Van Gorp motioned to accept the minutes from the last meetings. Pete Bradley seconded the motion. Motion was unanimously approved to accept the minutes.

POLICE REPORT: None – Mstr. Crpl. Killen is at training.

EXECUTIVE COMMITTEE/STAFF UPDATES:

- i. Todd welcomed new board member, Zach Prebolis. Zach is the Director of Business Development with Kent Economic Partnership.
- ii. Tammy reported that September financials have been reconciled. The statement of financial position shows \$14,493 in cash reconciled. The statement of financial position is a snapshot in time of the organization's financial position. For this reason, it is recommended that Financials should be labeled "draft" and "internal use only" to avoid reliance by the public.
- iii. Diane provided the grant updates:

ARPA - the first ARPA audit has been submitted to the state of Delaware. Responses to their follow-up questions will be submitted by the end of the week.

Longwood – Request has been submitted. The foundation responded with at least 50 follow-up questions. The requested information has been submitted. The final decision is expected by mid-November.

EPA – Ken reported that EPA grant awarded to the DDP is the first multipurpose EPA grant in the state of Delaware's history. Almost \$100,000 of site assessment costs have already been transferred to the EPA. Normally, site assessments and remediation costs would have been absorbed by the DDP. Phase 2s will be required for the entire Mobility Center site. The cost, accommodated under EPA grant, will be well over \$100,000.

CCTA – Ken noted that CCTA is a 501 c 3 organization, designed specifically for the unique requirements of the master plan.

The inaugural CCTA board meeting was held immediately following last month's DDP board meeting.

Prior to that meeting, there had been a nomination committee event chaired by Anita Evans to identify CCTA board members. The following individuals were nominated and have accepted positions on the CCTA Board of Directors:

President: Todd Stonesifer
Vice president: John Van Gorp
Secretary: Sarah Kiefer
Treasurer: Pete Bradley
Sueduka Gibbs

The next CCTA board meeting will be November 17th. The public is welcome to attend.

Other – Todd reported that DDP has officially taken possession of six parcels in the parking lot on Bradford Street. Three or four of them will be combined with parcels that DDP already has title to, to create one parcel that will make up the Mobility center. Three others were on the other side of Harry Louie and the north side of that parking lot. The Committee of the Whole unanimously approved to invest three properties adjacent to 120 on the New Street side that would be put into use as public space and daycare required, outdoor activation space.

iv. Contract updates:

Ken provided an update on the Design Build Amendment. EDiS has been working on the Design Build Document for the past year.

The Design Build document captures all the materials, hard costs, and soft costs anticipated for the Mobility Center. There are budget estimates associated with each line item, breaking components up into bid packages. For example: bid pack B consists of utility, location requirement elevators and fire protection. EDiS will be bidding these out as early as possible so they get feedback as early as possible.

There's a planning schedule associated with each one of these items, which they also will be looking at in real time is basically a construction schedule.

Diane reported that the second payment to KCI Technologies is due to be paid.

KCI Technologies is part of an overall contract with the city for the water and wastewater project on Lookerman Street. DDP designed plans to widen sidewalks and improve pedestrian activity. The plan is two-thirds complete, with KCI Technologies handling the engineering. The cost is being split with the city. A second payment of \$46,200 is due.

100% completion is expected by the end of the year, with bidding in early 2026 and completion hopefully in 2026. The projected start date is April 2026, beginning at the west end in phases.

PROPERTY UPDATES: DDP is in final negotiations with Transcorp. Todd expects to have a signed lease by the end of the week.



MASTER PLAN UPDATES:

Ken and Diane provided updates on recent events:

- i. Downtown Dover Mobility Center Groundbreaking on 10/14/25 was a resounding success. Thank you to every one who attended.
- ii. Paint Dover! was 10/15-19th. This year's event featured a new Quick Draw event which brought in seven artists. Thank you to Sueduka for judging the Quick Draw paintings.
- iii. DSU held a Homecoming pep rally a Lookerman Plaza. The DSU band, students, all the athletic teams, and the university president all attended.

BOARD MEMBER UPDATES:

- Dave: Downtown bookends (The Old Post and Capital Center) are well underway.
- Dina: CDCC Holiday Auction will be Friday, October 24th at the Ag. Museum.
- Jessica: M&T is seeing an increase in folks looking to open new businesses downtown. Also, the bank is currently offering programs to help people impacted by the government shutdown.
- Terrell: The Schwartz Center has been booked every weekend. Opera Delaware is coming back for another performance on 12/18/25.
- Will: NeighborGood Partners will be hosting an event to highlight Building Better Business grant recipients on 11/4/25.
- Pete: The Delaware Heritage Festival will be 11/1/25. The Gift of Lights is returning to The Woodlands beginning Black Friday.

MEETING ADJOURNED: Codi Canasa motioned to adjourn the meeting. Jessica Jackson seconded the motion. Motion was unanimously approved to adjourn the meeting at 8:51 a.m.

MR