

DOWNTOWN DOVER PARTNERSHIP BOARD OF DIRECTORS
October 24 7:30 AM in City Hall Conference Room
REVISED AGENDA as of October 23, 2018

This meeting has been canceled due to the lack of a quorum. All agenda items will be moved to the Downtown Dover Partnership Board of Directors meeting scheduled for Wednesday, December 5, 2018 at 7:30am.

1. Agenda Additions/Deletions
2. Approval of Minutes – April, May, September 2018
3. Dover Police Department Update – Captain Chad Bernat
4. Capitol Scrapyard Site (S. West Street Property), DNREC requirements for short-term groundwater monitoring- Val De Rocilli Compliance Environmental, INC.
5. Executive Committee Report
 - A. DDP Website
 - B. North Street Update
6. Staff Report
 - A. DE Turf Advertisements
 - B. By-Laws and Strategic Plan Updates
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: See Attached Highlight Sheet
 - A. Parking & Safety – Jonathan Street (1st Tues @ 8:00AM)
 - B. Design – Kristin Pleasanton (2nd Wed @ Noon)
 - C. Economic Development – Mitchell May (3rd Wed @ 7:30AM)
 - D. Marketing/Promotions – Tonda Parks (1st Thurs @ Noon)
 - E. Merchant Committee – Tom Smith (2nd Wed @ 6:30PM)
11. Other Updates
 - A. City-wide Economic Development – Dave Hugg
 - B. Downtown Related City Public Works Updates-Donna Mitchell
 - C. Wesley College – Robert E. Clark, II
 - D. Bayhealth – John Van Gorp
 - E. Tourism – Wendie Vestfall
12. Public Comments
13. Executive Session

NEXT DDP BOARD MTG- December 5 at 7:30 AM @ City Hall Conference Room

PLEASE NOTE:
WE WILL NOT BE MEETING IN NOVEMBER BUT RATHER WILL COMBINE
NOVEMBER AND DECEMBER MEETINGS ON DECEMBER 5.

**DOWNTOWN DOVER PARTNERSHIP
BOARD OF DIRECTORS MEETING MINUTES
September 26, 2018 in City Hall Conference Room**

ATTENDANCE: Mayor Robin Christiansen, Anita Evans, Lucy Findlay, David Hugg, Maxine Lewis, Mitchell May, Councilman Fred Neil, Tim Slavin, Todd Stonesifer, John Van Gorp

STAFF: Tina Bradbury, Diane Laird

OTHER ATTENDEES: Marvin Mailey, Greg Moore, Thomas Smith, Jonathan Street

Agenda was approved:

All approved/No Opposition, motion carried

May Minutes were presented via previous email and hard copy at the meeting.

All approved/No Opposition, motion carried

Call to Order:

Diane & Tina: Welcome Thank you for attending.

Thank You/Acknowledgement gift given to Gregg.

DDP Office Update: Dian updated on office/IT assessment, stakeholder meetings, likely IT needs

Dover PD Report: Chief Mailey stated that burglaries are up but reported shootings are down. Strategic Plan:

1. Reduce violent crimes
2. Opioid epidemic
3. Community Outreach
4. Recruit/Retention, diversity

Downtown Focus: Near repeat-increase patrol in these areas, cadets ongoing, \$30,000 grant for extra patrol during holidays.

President's Report: North Street update. Easement is moving along. Demo of 684 is complete. Budget updates see budget attachment. Came in under budget for FY18. We need to get the approved budget in to the City as soon as possible. Brynn and Tina are keeping track of every bill that comes in.

DDP Staff Report: Tina spoke about Unlock the Block and how there are 2 new merchants Sweets & Treats and 2 spaces above 33 West are being filled with a consulting firm. New business updates in highlighted sheet handed out. Planning to launch phase 2 within the next couple of months. New Grant funding round open through NCALL in October. EPA project is complete at the Chesapeake site. Can send anyone the link with more information if needed. Seven vacant properties have been filled since last September. Diane spoke about changing bylaws and her and Maureen will be working on both the bylaws and strategic plan. Anyone is invited to attend a discussion about the bylaw changes.

Mayor's Report: Great turn out for OctDoverFest. An estimated 7,000 people were in attendance. Next to take over Dover Days.

Planning & Restoring Central Dover: Wilmington University and Wesley focus groups. Comp plan to be drafted early next month. RCD consultant hired, reinvestment strategies, groups of properties. NCALL "New Neighborhood" Gove/Division St. cluster churches/properties owned by NCALL potential opportunity zone. PPP package/process \$100,000 planning likely one of two sites: Bradford St Lot on Acme Site, based on availability of open lots, options fact-finding. Potential new municipal building at current post office site. Parking committee may need to reconsider how parking will be affected. Petitions in businesses/events. Press about Lookerman Way Plaza sale coincide with parking garage proposal.

Committee Reports:

Parking and Safety: Actively working with the City on the maintenance of the lights in Bradford and Acme Parking lots. Actively working with Phil McGinnis on repair and/or replacement of the light in the Acme Parking Lot. Parking Signing Grant update next month with signage and striping updates.

Design: Working with artist and bldg. owner to finalize draft design for mural at Mitten & Winters location. Have reviewed 4 facade grant applications this summer. Working with Restoring Central Dover on the Traffic Box Mural Project around Downtown Dover. Eight boxes have been completed to date.

Economic Development: Decreased our vacant property listing by 7 properties since September 2017. In May, the DDP was a sponsor of the 4th Annual "Dolphin Tank" put on by Independent Resources, Inc which supports small business opportunities for Delawareans with disabilities. In July, Tina attended the First Annual Entrepreneur Summit and set up a booth which was a great day of networking and meeting new entrepreneurs in the state of Delaware to recruit them to Downtown Dover. Capital City Farmers Market hosted first ever Kids' Market in August to showcase kids in business for the Downtown Area. It was a successful day and will be repeated.

Marketing and Promotions: M&P Committee is currently working on 2019 advertising plan & strategy as well as putting together a team to expand the January, February, March & April First Friday events. We continue to seek out partnerships and maximize outreach opportunities with other events that are taking place throughout the region!

Merchant: The Merchant Committee continues to be a strong advocate and voice for the downtown Dover business owners, employees, customers, visitors, and residents. Merchant Committee is currently sponsoring quarterly merchant mixers at local businesses in order to build bonds between merchants, improve communication, and exchange ideas and concerns. The next mixer will be held at the Grey Fox, Monday, October 15th. We implement our work plans: we are assessing our military discount program and ways continue to market. We are set to launch a discount program for Wesley College students and faculty. Our new downtown map and guide has been printed and distributed. This has been a cooperative effort of the Merchant Committee, Marketing and Promotion Committee, and DDP Staff. The Guide highlights shopping, eating, entertainment and is aimed at the local market as well as visitors.

Meeting Adjourned: No Quorum for executive session and could not vote on budget