



BOARD OF DIRECTORS
Wednesday, June 24, 2026 at 7:30 a.m.
City of Dover Conference Room

AGENDA

1. Welcome
2. Agenda
3. Minutes (May 27, 2026)
4. Police Report (pending availability of Mstr. Crpl. Killen)
5. Executive Committee/Staff Updates
 - i. DDP Financials FY 26 and Budget 27 FY – Tammy Ordway
 - ii. Audit FY 25
 - iii. Refinance of 22-24 W. Loockerman St. August 2026
 - iv. FY 26 Board member resignation - Nominations Committee to reconvene
 - v. 136 W. Loockerman (Update: Key to Life Juice Bar)
6. Grant updates
 - Pending response:
 - i. DE Legislative (Bond) FY 27 request – July 1, 2026
 - ii. DE Grant in Aid FY 27 \$315,000 request – July 1, 2026
 - iii. DE Transportation Funds request
 - iv. DE TAP-Transportation Assistance Program request - FY 27 +/- \$600K - June 30, 2026
 - v. \$2M Fed.- Approp. (Sen. Blunt-Rochester) - Early Child. Edu Ctr. (120 S.Gov.) Sept. 2026
 - Committed/Underway:
 - vi. \$500K – Formally committed (Sen. Blunt-Rochester) – workforce housing 120 S. Gov. Ave.
 - vii. ARPA – On track to expend by/before December 31, 2026
7. Downtown Dover Master Plan, including Property Updates
 - i. 120 S. Governors Ave. – Updates from Mosaic, Colonial, and Norr
 - ii. Mobility Center –
 - Visit to High Concrete
 - Deep excavations, utilities, etc. – underway
 - ITB's issued, contracts awarded: property maintenance
8. Other Business
9. Board member updates
10. Public Comment
11. CCTA (Capital City Transformation Alliance) meeting to follow today's board meeting-Caucus Rm
12. Adjourn

Upcoming DDP board meeting:

Wednesday, September 23, 2026 barring Special Meetings that may be required prior to Sept.
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, Codi Canasa, Sueduka Gibbs, Will Grimes, Terrell Holmes, Zach Prebula, Sarah Keifer, Robin Christiansen

GUESTS: Bobby Wilson

STAFF: Diane Laird, Ken Anderson

ABSENT: Trey Paradee, Sharon Duca, Roy Sudler, Jessica Jackson, Dina Vendetti, Tricia Arndt

CALL TO ORDER: Todd Stonesifer opened the meeting at 7:32 am.

AGENDA: Agenda revised to remove proposed edits to DDP bylaws and to remove Executive Session.

Codi Canasa moved to accept the updated agenda. John Van Gorp seconded the motion. Motion was unanimously approved to accept the updated agenda.

MINUTES (4/22/26 meeting): Will Grimes motioned to accept the minutes from the last meeting. John Van Gorp seconded the motion. Motion was unanimously approved to accept the minutes.

EXECUTIVE COMMITTEE/STAFF UPDATES:

- i. Diane presented IRS Form 990's for 2023 and 2024. These forms have been reviewed and approved by the Executive Committee.

John Van Gorp motioned to accept the IRS Form 990s for 2023 and 2024 as presented. Sarah Keifer seconded the motion. Motion was unanimously approved to accept the IRS Form 990s for 2023 and 2024 as presented.

- ii. Diane proposed amendments to DDP Accounting Policies & Procedures. The changes came as recommendations from the state's monitoring firm, BMC Consulting Group. The Executive Committee has reviewed and approved these changes to the DDP bylaws.

Sarah Keifer motioned to accept the proposed amendments to the DDP Accounting Policies & Procedures as presented. Terrell Holmes seconded the motion. Motion was unanimously approved to accept proposed amendments to the DDP Accounting Policies & Procedures as presented.

- iii. The nominating committee recommended three new board members to fill three open positions. Heather Saint from Bay Health was selected for an appointed position, Kathryn Jenkins was recommended as the new executive director of Kent County Tourism, and Zach Prebula was nominated for vice president. The committee also announced that David Anderson will replace Councilman Roy Sudler as the City Council Representative and that John Van Gorp will continue serving as treasurer. The group decided to maintain the current structure, in which the Chamber president remains a non-voting member of the board.

- iv. Diane presented updates on the new DDP website, which features improved branding, updated content, and enhanced photos, with Javier Santana handling the majority of the design work. The website includes a dedicated section on EPA grant work, which requires community input for building assessments.

GRANTS UPDATES:

- i. **FEDERAL APPROPRIATIONS** – Sen. Blunt Rochester’s office has selected DDP’s \$2M application for an Early Childhood Education Center at 120 S. Governor’s Ave. for review. A decision is anticipated in September 2026.
- ii. **FEDERAL APPROPRIATIONS** – Sen. Blunt Rochester’s office confirmed \$500,000 for Workforce Housing at 120 S. Governor’s Ave.
- iii. **ARPA** – Diane presented the April monthly spending report, which details the \$2.2M that has been spent of ARPA funds to date. It is anticipated that \$18M will be spent by the end of 2026, with a major construction project using High Concrete prefabricated materials expected to begin in late September or early October.
- iv. **STATE BOND** – Todd reported on the three projects that have been submitted as requests for Bond funds. These projects are the Early Childhood Education Center and Grocery Store at 120 S. Governor’s Ave. and for fit out related to relocations and job retention of Transcore. The decision is anticipated on July 1, 2026.
- v. **GRANT IN AID** – Diane reported that a request for \$315,000 was submitted for FY2027. The decision is anticipated on July 1, 2026.

MASTER PLAN UPDATES:

Diane reported significant progress on the Mobility Center project, with 60% of bids awarded and 30-45% meeting disadvantaged business metrics, exceeding expectations. The project is currently 1.5 million dollars under budget despite initial concerns about material costs. There may be one more amendment before project completion. The project is preparing for deep excavations starting in early June, which will continue through September and will be visible with heavy machinery on site.

Diane reported on a recent courthouse parking garage visit, noting no unauthorized shelter-seeking or trespassing had occurred there, with minimal theft believed to be internal. She discussed security measures for the DDMC, including the installation of 13 security cameras and two photovoltaic screens that function as cameras. She noted that while cameras have proven effective as a deterrent, they don't completely prevent unauthorized access, and the team is considering adding microphones to enhance monitoring capabilities. The group also met with the Gilbert Emergency Response Center to discuss camera access and usage in downtown Dover, though questions remain about police response priorities and liability concerns.

An appraisal of three additional parcels valued at \$250,000 has been completed.

A recent HUD meeting established a positive relationship with federal housing officials, leading to formal documentation of a \$500K grant and potential for additional funding.

LEGISLATIVE UPDATES:

Todd reported that the current legislative session resumes next week and we’re at the start of the election cycle and campaign season.



Board Meeting

5/27/2026

City of Dover Conference Room

OTHER BUSINESS:

CDCC Mini Masters tournament is tonight, and DDP is still short 2 players if anyone is available to join. Sueduka and Will are signed up to participate. Tee time is 4:00P at Tre Sorelle.

BOARD MEMBER UPDATES:

Sarah – Kent County has its first duplex subdivision.

Will – NeighborGood Partners is hosting a pop-up farmer's market from 4-7 pm at Rail Haus on Friday.

Dina – Annual Awards Celebration and Leadership Central Delaware Graduation will be held on June 18th at Bally's.

Robin – City Councilman Roy Sudler has resigned his position on the DDP Board. Councilman Anderson has been appointed by the Council President to take that position.

Terrell – DSU is entering a strategic planning year

Codi – Our repeat business is still well above 70%. The national average for my industry is 8.32% of people outside a 20-mile radius, so 1 out of every 3 people drove more than 20 miles to get to me. We're not just serving the local community, we're bringing people in.

MEETING ADJOURNED: Codi Canasa motioned to adjourn the meeting. John Van Gorp seconded the Motion. Motion was unanimously approved to adjourn the meeting.

MR