

**DOWNTOWN DOVER PARTNERSHIP  
BOARD OF DIRECTORS MEETING MINUTES  
April 25, 2018 in City Council Chambers**

**ATTENDANCE:** Brian Bushweller, Mayor Robin Christiansen, Anita Evans, Lucy Findlay, Mike Harrington, Dave Hugg, Diane Laird, Donna Mitchell, Councilman Fred Neil, Tim Slavin, Todd Stonesifer, Erin Thwaites, Wendie Vestfall

**STAFF:** Tina Bradbury, Maureen Feeney-Roser,

**OTHER ATTENDEES:** Kirby Hudson, Thomas Smith, Jonathan Street

**Agenda** was approved:

**1<sup>st</sup> Mike Harrington**

**2<sup>nd</sup> Todd Stonesifer**

All approved/No Opposition, motion carried

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

**Approve by:** **1<sup>st</sup>- Dave Hugg**

**2<sup>nd</sup>- Diane Laird**

All approved/No Opposition, motion carried

**Dover PD Update-**

Lt. Case gave report on all police statistics. He also spoke briefly on the cadet program and highlighted that they are working to acquire more cadets for the coming fiscal year.

**DDP Financial Report and Main Street Dover**

Tina gave the financial report. Anita asked if the rent portion was back to being reported properly. Tina replied that yes, we are back on track with it being reported correctly for each month. Tina also stated that we have been working with the finance department to make sure that all the bills are being coded correctly as some questions were made regarding the way that Joan had been coding bills. Anita pointed out that she did not see anything stand out. Tina said that there was nothing that needed to be reported in the way of additions or unusual expenditures. Tina commented that we are on track to finish out FY18 and to stay on budget. Further talk will be when explaining FY19.

**Motion to approval Financials as presented:**

**1<sup>st</sup> Mike Harrington**

**2<sup>nd</sup> Dave Hugg**

All Approved/No Opposition, Motion carried

**President Report**

Anita spoke about the Executive Director search and placing the job posting on the city site, and a program that Downtown Delaware is providing. Anita referred to Diane to explain a little more about the process. Anita stated that even though they are still posting for that position to be filled Tina has been handling the majority of the work along with the help of Brynn and Maureen. Anita relayed that the City of Dover is going to allow that same funding for the DDP as previous years. Tina also thanked Donna for not only for the continued support of the City Finance Office services and Public Works services that the DDP receives in addition to the monetary appropriation.

**2017 Annual Report**

Tina presented copies of the 2017 annual report to the board for review. The Annual report is due to the city clerk by the second week of May because the presentation is currently scheduled for May 29<sup>th</sup>. Tina asked for the board to review and send comments and questions to her by the first week of May. Tim Slavin made a comment to Tina that he is not 100% sure but the presentation may be moved to June 11<sup>th</sup>, however he will confirm this date and get back to Tina.

**FY19 Budget-** Tina presented copies of the FY19 budget to the board for review. The FY19 budget is due to the city finance office by the first week of June so that the finance office can implement the budget to be ready for July 1<sup>st</sup>, 2018. Todd asked why there was such a significant increase in each committee's budget. Tina informed him that it is because they will be receiving grant money and will be taking on many projects in the upcoming fiscal year Tina asked for the board to review and send comments and questions to her by the first week of May.

### **Operations Manager Report**

Tina reported that the following recommendations have been made by the following committees for appointments of their vice chairs:

Parking and Safety-Thomas Smith

Economic Development-Joe McDaniels

Board was asked if they had any objections and if a motion could be passed on the nominations.

Tina spoke about the options for additional local incentives that the DDP could offer for new businesses and that the economic development committee has not finalized any form of a plan at this time to be brought forth as a recommendation. The committee is looking at options such as; ADA Compliance assistance, furniture and fixtures, marketing and site utility. Tina asked the board to consider making recommendations to the economic development committee if they have any ideas. Unlock the Block marketing video was shown, and the floor was given to Diane Laird to speak about the program initiative and the reach being put forth to acquire new businesses. Diane went on to state that there will be 2 information sessions on May 8<sup>th</sup> and May 15<sup>th</sup> for those that have expressed interest to date. Tina pointed out to the board that because of time there has been a sheet provided in everyone's packet with bullet points of all the project work that is currently happening with the DDP and broken down by committee.

All Approved/No Opposed

### **Mayor's Update**

Mayor's voice was not able to be heard on recording. One major point that can be recalled is that the Mayor pointed out that there is a zero tolerance within the Downtown area for the Dover Police Department. He also made mention that there is a search going on for a new Kent County Economic Development Executive Director.

### **Legislative Update**

Senator Bushweller gave updates on the activity happening at legislative hall for gun control. He also spoke about an act to amend title 30 of the Delaware code relating to withholding of income tax on sale or exchange of real estate by nonresidents. This Act exempts the transfer of real estate acquired by foreclosure or deed in lieu of foreclosure from nonresident income tax withholding requirements. This Act also makes technical corrections to conform existing law to the standards of the Delaware Legislative Drafting Manual. SB175 is currently in the Senate and is hoping to pass.

### **Planning Department**

Dave stated that they are moving forward with options for Minor Street. Site assessments are being done for a garage, as well as a consultant has been hired to evaluate 3 locations and develop preliminary cost information. Restoring Central Dover Strategic Planning process is continuing. They are currently looking at status, progress and new opportunities in the community. The Capital Gateway Plan was presented to council. Needing to act on all the west side plans as some are almost 20 years old. Bradford Street Streetscape work to begin soon and an agreement was signed for detailed planning. As well as DelDOT hoping for a 12-month project.

### **Parking & Safety –**

Discussion was had about the Minor Street improvement project as part of the Kent MPO parking study and Lucy brought forth a comment about the dumpster situation and trash in the alley way. Donna Mitchell took note of this concern so that she can address the situation. Comments were given by Thomas Smith as well as Erin Thwaites about the merchants concerns and recycling issues.

**Organization-** Anita informed everyone that her and Maureen are working together as this is major committee that needs to be filled. Fundraising, looking into our loan funds, etc. Anita asked the board to reach out anyone that would be interested in being a part of this committee. It is our goal to get this committee up and running.

**Design Committee –**

Erin asked if lights inside of merchants' windows can be placed under the façade grants as they will help light up the store fronts better and help attract more customers. Kristin said that she would check into that and get back to her.

**Economic Vitality – No report given**

**Marketing & Promotion -** Tonda was not available. Maureen spoke on behalf of the committee. Their highest priority is to come up with a tourist map and guide to highlight the businesses in the district, places of interest and parking. We have been working hard on that gathering data and our hope is to have this ready in time for Dover Days. At this time, it will only include business that we believe that tourists need to know about. A second version will be done at a later date that will include all of the businesses. We are working on the design of it and will be working with the merchant committee as well to get their input. Partnership with DART and will be advertising on the buses that have routes connecting downtown.

**Merchants –** Thomas spoke about the last merchant meeting on March 14 and discussions with the Mayor and the merchants about safety downtown and increasing the number of cadets. Increasing their presence and financing programs to help increase Dover PD Cadets will be discussed at future meetings. Promoting downtown businesses to Dover Days. They are continuing to focus on the workplans and stated that they are working on new workplans. He thanked the DDP for a great turnout for the St. Patrick's Day parade and was a success for many businesses.

**City Wide –**Dave Hugg spoke about The June ED Symposium co-sponsored by the City and Wilmington University will be held at the Wilmington University campus to look at the future of the Dover economy. Longhorn Steakhouse is scheduled to open on 5/1 at 3:00. Dave said they are continuing to work with Kent County and DelDOT to complete plan and be ready to seek possible business growth at the Civil Air Terminal/Kent Aeropark facility with it being aviation focused. They are looking at a small metal fabrication firm to relocate from New York to the site near DAFB. Lastly Dave commented that the Capital Station construction has begun.

Mike Harrington spoke about all the real estate deals that is taking place within Harrington Realty as part of Economic Development with the Rt. 13 quarter. 3 for 300 discussions. Dave Hugg and Councilman Neal reported that they attended the VIP session. Tina reminded everyone that during Dover Days, there will be a showing every hour at the Biggs Museum. A thank you card from Big River films was passed around so that everyone can read how they were thankful for the DDP's sponsorship and help with the video development.

**Wesley College – No report**

**Tourism –** Wendie stated that the Familiarity Tour (FAM) was cancelled due to snow. It has been rescheduled for June 25th-27th. It will still be a joint FAM with a mix of Travel Writers and Group Planners. Most of the people who were attending in March are coming back for June. Dover Days is a week away. They have received a lot of positive feedback regarding the change to the layout and parade route. Hot Air Balloon rides will be offered on Legislative Mall and that is also creating a lot of excitement. Many Merchants and Restaurants have offered to display the Dover Days post in exchange for Race Tickets. It's great to see the poster all over town. Some exciting news Kenny Wallace with Fox Sports will be taping his "Where Wallace" segment at Dover Days. It will run on Saturday and Sunday on FS1 before the televised race. It's huge exposure for the City!! Even with Dover Days going on we are servicing our Visitors at the race. Kelley will be leading a group of volunteers working The Villager Van in the Fan Zone and we would like to show the "Unlock The Block" video on the Villager at the races. We will once again be playing Delaware's Quaint Village Plinko trivia for prizes and answering questions for our visitors. Thank you to Tina and Brynn for volunteering to help. The Certified Tourism Ambassador Program is going strong. WE are already up to 44 CTA's. Our newest CTA class was the Moving Experience and Todd is now at CTA. Thank you, Todd, for your support of the program. Kelley is working on putting a class together for Downtown Dover business. Look for her to reach out to all of you soon.

**Bayhealth – No Report**

**Motion to Adjourn**

1<sup>st</sup>: Dave Hugg

2<sup>nd</sup>: Mike Harrington

**Executive Session-Real Estate/Property Management**