DOWNTOWN DOVER PARTNERSHIP
BOARD OF DIRECTORS MEETING MINUTES
December 5, 2018 in City Council Chambers
DRAFT

ATTENDANCE: Mayor Robin Christiansen, Robert Clark, Anita Evans, Lucy Findlay, Councilman William Hare, Mike Harrington, David Hugg (non-voting via phone), Maxine Lewis, Donna Mitchell, Councilman Fred Neil, Council President Tim Slavin, Todd Stonesifer, Erin Thwaites, John Van Gorp, Wendie Vestfall

ABSENT: Councilman David Anderson, Senator Brian Bushweller, Representative Sean Lynn, Mitchell May

STAFF: Tina Bradbury**,** Diane Laird

COMMITTEE CHAIRS, PRESENTERS AND OTHER ATTENDEES: Val DiRocili, Billy Harman, Thomas Smith, Jonathan Street, Major Tim Stump, Julian D. Swiereczek

Agenda was approved:
All approved/No Opposition, motion carried.

September Minutes were presented via previous email and hard copy at the meeting.
All approved/No Opposition, motion carried.

Call to Order: Anita Evans, Chair, opened the meeting at 7:30 a.m.

Dover Police Department Update –

Major Timothy Stump provided overview of general Dover police statistics and specifically mentioned a meeting between Chief Mailey, Major Stump and Val DiRocili to discuss the value of cameras and lighting, as illustrated by decrease in potential crime activity near Mr. DiRocili's property on South Bradford Street. The CDPD is willing to provide safety discussions to downtown business and property owners and their employees and constituents upon request.

Executive Committee Report –

Budget (both year to date (through October) and FY 2019)
All approved/No Opposition, motion carried

Capitol Scrap Update: Val De Rocili, Sr. Principal, Compliance Environmental Inc. provided an update on Capital Scrap brownfield site and requested a decision be made by DDP with regard to selecting a qualified contractor to continue the environmental work.

Motion was made (Todd Stonesifer, seconded by board member) to move forward with the option of using the $100,000 line item, and that DNREC will contract with one of their five contracted HSCA-certified consultants for the remaining environmental work for the Capitol Scrap Site. In choosing this option, the Downtown Dover Partnership will not be responsible to outlay any funds to cover the project work. DPP will message Morgan McGee-Solomon (DNREC) to notify of decision.

All approved/No Opposition, motion carried

Executive Session -

Motion was appropriately made to enter Executive Session. All approved/No Opposition, motion carried.

Motion was made (by Todd Stonesifer, seconded by Lucy Findley) to come out of Executive Session. All approved/No Opposition, motion carried

- Loockerman Way Plaza – Anita provided update, no vote necessary.

By-Laws and Strategic Plan –

Diane Laird presented drafts of each (prior to meeting and at meeting) as developed and approved by ad hoc committee.

Motion was made (Todd Stonesifer, seconded by Anita Evans) to accept the Strategic Plan Finalization: All approved/No Opposition, motions was carried.

Motion was made (Todd Stonesifer, seconded by Maxine Lewis) to accept the revised ByLaws as written, pending satisfactory attorney review: All approved/No Opposition, motions was carried.

Mayor's Comments – Mayor Robin Christiansen –

The mayor noted appreciation of the planning and implementation of the downtown holiday events, including Small Business Saturday, the Home for the Holidays parade and Capital Holiday Celebration.

Restoring Central Dover Update –

Diane Laird noted two grant awards from Restoring Central Dover, namely $7,000 for DDP/D3's joint application for First Friday's, and $10,000 for DDP's Unlock the Block "Round 2". In addition, the DDP personnel are working closely with the RCD Safety Working Group to develop a Strategic Plan for downtown safety.

Committee Reports:

Parking & Safety – Jonathan Street provided updates on lighting improvements at Acme site, as well as new lighting plans for several other nearby downtown street locations. Concerns were voiced by Councilman Neal with regard to dumpsters in Minor Street lot.

Design – Diane Laird provided updates on community mural (at Mitten and Winter's rear of building); preliminary work has begun on Harrington mural at Cendel parking lot; holiday merchant's window display competition

Economic Development – Diane Laird provided update on $5,000 committee contribution to Unlock the Block initiative and the soft retention measures that will begin in January with small business resource partners.

Marketing/Promotions – Lucy Findley provided an update about First Friday's 2018, with "hooks" being year-round, inclusion of artists inside businesses, and the Rehoboth Jolly Trolley, toward which merchants have indicated enthusiasm.

Merchant Committee – Tom Smith provide dupdate on the October merchant Meet 'n Greet at The Gray Fox and his and several merchants becoming Certified Tourism Ambassadors for Kent County Tourism.

Other Updates –

Wesley College – Robert E. Clark, II provided update including the "outperformance" certification rate of many of their programs, compared to other similar colleges nationwide; constablizing of security officers at Wesley for on/near campus locations; consideration of Wesley Carriage House to become a Dover museum by Friends of Old Dover.

Bayhealth – John Van Gorp indicated very successful recruiting efforts to bring in new physicians, primary care, endocrinologists and others to Bayhealth, further expanding the offerings of the hospital.

Tourism – Wendie Vestfall provided several updates, including the recognition of the CDPD as "Champion of the Year" at KCT's annual luncheon; availability of the new Kent County Visitor Guide in paper and on-line; and impressive ROI figures on the Delaware's Quaint Villages campaign.

Public Comments –

- Billy Harman, Dover property owner, introduced himself. He and his family have a long history in Dover.
- Todd Stonesifer provided insights on New Year's Eve downtown celebrations for children through adult ages from 3 p.m. to midnight on the plaza; D3 is considering "lights year-round" to add to those installed by the City and requests that the City's be on year-round at night.

Meeting Adjourned: 9:08 a.m. (Approximate)

NOTE: Recordings of this meeting are available through the DDP office.

NEXT DDP BOARD MTG- January 23 at 7:30 AM @ City Hall Conference Room

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