



**Economic Development Committee Meeting
Town of Bridgeville
Agenda Minutes
Wednesday, August 15, 2018, 3:00 p.m.
Town Hall Meeting Room**

I. Attending: Richard Grinnell, Sue Grenier, Jane Houtman, and Harris Mager.

Also Attending: Commissioner Bruce Smith

Absent: Deborah Brown, Donna Moore, James Speegle, Bob Lewis, Lawrence Tassone and Charles Smith.

II. Approval of Minutes: Motion to approve the Minutes from July 18th, as presented – Harris; 2nd – Jane; motion carried.

III. EDC Financials

Richard discussed the financial statement with the Economic Development Committee. The EDC discussed FY18's financials and FY19's financials. – Sue; 2nd – Harris; motion carried.

IV. Old Business

A. Fabulous 4th Friday events

- a. **Food:** Jane stated that there are four food trucks that have signed up.
- b. **Liquor License/insurance:** Richard and the Committee discussed whether they want to continue serving beer and wine at the events. Richard stated that if Jeff's Taproom does not want to supply the beer they will have to find someone to supply it. Richard stated that they do have two people with their alcohol license to serve. The Committee discussed contacting breweries. Harris asked if July's event was successful. Richard stated that the attendance was down a little due to the Fair but he thought it was successful.
- c. **Music:** Richard stated that the band for August is a Southern Rock County Group. Commissioner Smith asked about extending the time until 8. Richard stated that it would have to start in either September or in 2019.
- d. **Vendors:** Jane stated that there are 10 vendors that are signed up.
- e. **Signs:** Nothing was discussed.

- B. Vibrancy and Façade Grants-** Richard stated that the lights at Town Hall have been installed. Richard stated that he will prepare documents to move forward with the lighting project.
- C. Town sign Replacement on Hwy 13-** Richard gave an update to the EDC Committee about the signs. Richard stated that the Town is still waiting on DELDOT.
- D. Town Welcome Center-** Bob Lewis was not present to give an update. Jane stated that the Church Mouse did decide to close at the end of September. Richard stated that they need to figure out how to proceed and where else they could have the Town Welcome Center. Sue stated that Jim had an idea of a parklet outside the Welcome Center.
- E. Creating an Ongoing Grant Program (Document Review)-** Richard reviews documents with the EDC Committee. Richard discussed changes he has made such as the dollar amount. Richard stated that Jim wondered if this program should be more focused on items such as signs. The EDC Committee discussed time frames. The EDC Committee discussed whether to limit the Grant Program to Downtown Bridgeville or the entire Town. Motion to approve the ongoing Grant Program- Sue; 2nd – Harris; motion carried

V. New Business

- A. Sponsorship campaign for Fabulous Fourth Friday:** The Committee discussed documents regarding the Sponsorship campaign letter from Jim and the thank you letters to the Sponsors. The Committee discussed delivering the sponsorship forms out by hand. The Committee discussed the theme name of the Sponsorship campaign. The Committee discussed sponsorship levels regarding corporations and individuals.
- B. Volunteer Recruitment Campaign:** The Committee discussed letting possible volunteers know how much effort and time they will need to put in. Richard discussed with the Committee what projects the new volunteers could work on and help out with. Sue discussed having a volunteer recruitment event, sending out a letter to every with a Bridgeville zip code or an insert in the Town Quarterly newsletter.
- C. Review of place making suggestions from Strategic Plan:** Richard discussed an appendix with the Committee. Commissioner Smith stated that he let Jesse know about needing a sign at the cross walk by Down Town Alley at the Commission meeting. The Committee discussed how they may want to approach the Strategic Plan. The Committee decided to have a meeting on September 19, 2018 at 2:00 pm.

VI. Committee Members Comments:

Richard discussed with the Committee whether they want to continue to be a part of Tourism Arts and Downtown Development for \$500. Sue asked whether it helped the EDC at all. Richard stated

that there are no statistics stating that it did nor it didn't. Richard stated that it is mostly educational. Jane stated that she went to the meeting in Milford and Richard stated that he went to the meeting in Dover. Motion to approve spending \$500 on TAADD- Jane; 2nd – Harris; motion carried

Richard discussed a meeting he went to in Dover about retaining businesses in town with the Committee. Richard stated that he will meeting with Rick Ferrell in the fall.

VII. Adjournment:

The meeting was adjourned at 04:26 PM.

Next Meeting: Wednesday, September 19, 2018 at 3:00 pm at Town Hall.

Respectfully submitted,



Ashley Walls, Transcriptionist