



**Economic Development Committee Meeting
Town of Bridgeville
Minutes
Wednesday, December 19, 2018, 2:00 p.m.
Town Hall Meeting Room**

- I. **Attending:** Richard Grinnell, Donna Moore, Jane Houtman, Harris Mager, Aliceann Zaras, James Speegle.

Also Attending: Town Manager Jesse Savage & Commissioner Bruce Smith

Absent: Bob Lewis, Lawrence Tassone, Deborah Brown, Suzanne Farris, Sue Grenier and Charles Smith.
- II. **Workshop: Fabulous Fourth Friday Wrap-up:** Richard discussed with the Committee the possibility of hiring someone to organize the Fourth Fridays. Jane stated that she normally sends out the letters to the vendors around the end of January. Aliceann stated that she has a database that they can use and she will share that with the Committee and that she will manage it. Town Manager Savage suggested that they make a list of everything that needs to be done for the fourth Fridays. Richard discussed Bob Lewis' suggestions with the Committee such as continuing to use a band promoter, Bob is willing to take care of the bands and to talk to Jesse about adding electric to the pole in the back of the parking lot at Downtown Alley. The Committee discussed changing the time from 4-7 pm to 5-8 pm. The Committee discussed a mobile parklet and possibly buying one that they could use for the Fabulous Fridays. Richard discussed advertising with the Committee such as a banner that could hang over Market Street from June to September and different signs on the bypass. Jane discussed with the Committee the size of the booths and that they were to big for the vendors. The Committee discussed having a signature item that they can sell at the Fabulous Fridays. The Committee discussed different vendors that they can use in the future. Richard discussed with the Committee about waiting to sell alcohol until the crowds build in the future. The Committee discussed having more tables and chairs.
- III. **Approval of Minutes:** November 28, 2018 Minutes
- IV. **EDC Financials:** Richard stated that he needed to get new financial statements from Town Manager Savage.
- V. **Old Business**
 - A. **Fabulous 4th Friday Thank You's:** Richard stated that Aliceann has been working on the letters. Aliceann stated that the letters are done but they do need to be signed by Richard and then taken to Town Hall to be mailed.

- B. Town sign Replacement on Hwy 13 (DelDOT Status):** Town Manager Savage stated that the signs have been approved by Deldot and that the Town has to do a TA33 Closure.
- C. Rocking Chair painting contest:** The Committee discussed that the art students only meet once a week and that they are waiting on responses from emails. The Committee discussed giving the students an incentive for the contest. The Committee discussed asking Town businesses to participate as sponsors. The Committee discussed the designs that the Middle School and High School has turned into them. The Committee discussed sponsorships and the different levels of being a sponsor.
- D. Crosswalks/Intersection Painting Update:** Sue was not present. Jim stated that the Commissioners should sign the agreement and sent to Deldot this week. Deldot will be making a presentation at the February Commission Workshop. Richard stated that Deldot is worried that the artwork will through off self-driving cars.
- E. Memorial/Flagpole Parklet:** Richard stated that the Committee needs to figure out what they are going to do. Richard stated that Town Manager Savage received an estimate from Fancy Cutz to redo it as is. Richard stated that they have to get at least 2 more estimates before going with a company. Richard stated that he will contact Fancy Cutz and ask them to do a more formal estimate.
- F. Ongoing Grants:** Richard and the Committee discussed going door to door to the businesses within the Town limits.
- G. Main Street Conference March 25-27, 2019 in Seattle:** Richard stated that Aliceann and Suzanne are going. The Committee discussed writing a report afterwards and going over the agenda in the future.
- H. Potential Strategic planning support:** Richard stated that Delaware Decision Makers is the group that is going to help the EDC. Richard
- I. TADD update/website usage:** Richard stated that Aliceann has been working on TADD and that she has been doing a great job. Aliceann did a presentation to the Committee regarding the TADD update of the website.

VI. New Business

- A. EDC Bylaws:** Richard discussed having up to 11 members and having staggered terms with the Committee. Richard discussed members holding multiple and consecutive terms. Richard discussed how the Committee members would begin the staggered terms and non-voting members. Richard discussed the multiple positions that would be available and emergency meetings. Richard discussed having subcommittees and quorums. Town Manager Savage asked if the 11 members included the non-voting members as well. Richard stated no it does not.

Richard discussed removal of members with the Committee. Motion to present EDC Bylaws to the Commission – Aliceann; 2nd – Donna; motion carried.

- B. Chamber Membership:** Richard discussed with the Committee whether they wanted to renew the membership. Motion to approve up to \$200 for the Chamber membership – Aliceann; 2nd – Jim; motion carried.

VII. Committee Members Comments:

Richard stated that he received an email from National Mainstreet about renewing that membership. Richard stated that he is not sure if the State is going to pay for that or not. Richard stated he is going to try and find out how the Chamber is paying for theirs.

The Committee discussed the Market Rate apartments, across from Jimmy's Bridgeville, that have been brought to the Town Commissions.

VIII. Adjournment:

The meeting was adjourned at 04:27 PM.

Next Meeting: Wednesday, January 16, 2019 at 3:00 pm at Town Hall.

Respectfully submitted,



Ashley Walls, Transcriptionist