



CITY OF DOVER

COMMUNITY TRAIL COMMITTEE - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **Council Chambers Conference Room, City Hall**
Meeting Date: **Tuesday, March 21, 2017**
Meeting Time: **5:30 PM**

Members Present: Bryant Hardwick (Chair), Rick Schnable, Steve Oman, Terrence Glazier

Staff Present: Assistant City Planner Donna Benton and Officer Joe Caproni.

B. Hardwick opened the meeting at 5:30pm.

1. Introductions

2. Approval of February 21, 2016 Minutes

- Approved unanimously on a motion by R.Schnable and seconded by S.Oman.

3. Update on TAP Grant Process

- D.Benton recounted that the current TAP project (Phase III of the trail) is currently in the preliminary design phase and that she, Assistant City Engineer Gretchen Young, and Assistant City Manager Chris Parker met with CLD Engineers, our consultant, and a landscape architect on some design aspects of the trail. These plans will be submitted in time for the CTAC to review at their April meeting which our consultant will attend.
- Officer Caproni brought to attention that the rope handle going down the slope on the left hand side from Washington is down and should be replaced with a handrail or something. D.Benton will see if this is a task that Liberty Mutual could assist with in their upcoming volunteer day.
- The question of security cameras and lighting was brought up. The consensus was that if possible, security cameras should be placed in strategic locations along the trail where vandalism often occurs and that lighting should be placed at the trailheads and along the urban portion of the trail from Washington to the Transportation Center.
- D.Benton will bring the previous "wish list" for Phase III and the map showing Phase IV to the April meeting.

4. Discuss video advertisement for Community Trail

- S.Oman and D.Benton met with Media Services Manager Mike Gillis on March 2nd to go over S.Oman's video document and discuss creating a video advertisement.
- The take-a-ways from that meeting were:
 - a. Multiple videos would be necessary-one as an advertisement/promotion, one more informational, and one more on the history of the trail and how it came about
 - b. The City already has quite a bit of footage to choose from and can take more but if you witness something amazing and unique on the trail, feel free to capture it and send to City staff.
 - c. M.Gillis is hoping to have something together by the end of this summer
 - d. The videos can be featured on the local cable channels, on our website, social media, and even sent out to local TV networks for them to snip pieces from and promote Dover's trail
- R.Schnable passed around a handout from Tap House Media that he received from his training with the Chamber of Commerce.

5. Update on Promotion/Advertising/Adopt-A-Spot/Public Relations/Any Homework

- D.Benton explained that Dover Main Street hired someone and that she and J.Niehof will be in touch with them to continue the conversation about Adopt-A-Spot program.



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- B.Hardwick reached out to Susan Pike about the phenology trail but has not yet heard back.
 - B.Hardwick also reached out to the InterAct club and has contact information to try to help promote the Facebook page and churn interest.
 - T.Glazier mentioned trying to get the Community Trail on some hiking/trails apps. He will look into possible apps and how to get placed on them for our next meeting
6. Other Business
- D.Benton told the CTAC that the Liberty Mutual clean-up is scheduled for May 1 and 2
 - Officer Caproni informed the CTAC that Dover clean-up day is May 6
 - Officer Caproni noted that there has not been any recent police reports regarding the trail
7. Next meeting April 18, 2017
- The next meeting will include updates of the TAP grant project including and the video advertisement of the Community Trail.
8. The meeting adjourned at 6:02pm on a motion by S.Oman and seconded by Officer Caproni. Vote: U/A.