

MILFORD CITY COUNCIL
MINUTES OF MEETING
March 9, 2015

The Monthly Meeting of Milford City Council was held in the Joseph Ronnie Rogers Council Chambers of Milford City Hall, 201 South Walnut Street, Milford, Delaware on Monday, March 9, 2015.

PRESIDING: Mayor Bryan W. Shupe

IN ATTENDANCE: Councilpersons Christopher Mergner, Garrett Grier III, S. Allen Pikus, Dirk Gleysteen, Owen Brooks, Jr., Douglas Morrow and James Starling, Sr.

City Manager Hans Medlarz, Police Chief Keith Hudson and City Clerk/
Recorder Terri Hudson

COUNSEL: City Solicitor David Rutt, Esquire

CALL TO ORDER

Mayor Shupe called the Monthly Meeting to order at 7:14 p.m.

INVOCATION & PLEDGE

The Pledge of Allegiance followed the invocation given by Councilman Starling.

APPROVAL OF MINUTES

Motion made by Mr. Pikus, seconded by Mr. Grier to approve the minutes of the February 9, 2015 Council Meeting and February 23, 2015 Council Workshop as submitted. Motion carried.

RECOGNITION

Carlisle Fire Company/Utility Bill Insert

Mayor Shupe reported that Carlisle Fire Company is asking permission to include inserts in city utility bills to encourage volunteers to join their company. This is a cost-effective way for the fire company to reach a large number of people, especially new residents to the area.

Mr. Medlarz said the request came from the president of the fire company.

Motion made by Mr. Brooks to approve Carlisle Fire Company providing inserts for inclusion with the city utility bills, seconded by Mr. Starling. Motion carried.

Proclamation 2015-06/Random Acts of Kindness Day/Celebration of Madison Peterman's Life

Mayor Shupe welcomed Carrie and Scott Peterman and other family members and friends.

Mayor Shupe has been talking to the Peterman family the last couple of days about their idea to celebrate the life of their young daughter. For those that are unfamiliar with the incident, the mayor recalled that back in 2009, Madison's grandmother, Madison and her friend were killed when a propane truck collided with their vehicle which was pulled over on the shoulder on Route 1 just north of Milford.

Last year, Madison's Mother Carrie Peterman, along with her husband Scott, decided to turn a sad day into an event to celebrate their daughter's life. As a result, her birthday of March 25th was dedicated to her life and her legacy of providing random acts of kindness to other people.

Mayor Shupe then read a portion of Proclamation 2015-06 into record:

PROCLAMATION 2015-06
Random Acts of Kindness Day

Whereas, in the heart of all of us lies the idea that we hold the power of kindness within us; and

Whereas, no one, no matter how young or how small, is too little to make a difference in our community and our world;
and

Whereas, through random acts of kindness, we can promote healthy behaviors and positive dynamics within our community; and

Whereas, we seek to cultivate caring, kindness and compassion within our community by teaching our youth that they can make a difference through random acts of kindness; and

Whereas, at the young age of nine, Madison Peterman had already spent countless hours volunteering and performing quiet acts of kindness, something that came so naturally to her; and

Whereas, Madison was killed in a horrendous vehicle accident, along with her friend and her grandmother on a fateful day in 2009; and

Whereas, still trying to cope with the senseless tragedy, Parents Carrie and Scott Peterman made a decision her birthday should become a celebration of her life by encouraging the community to perform random acts of kindness; and

Whereas, in an effort to continue Madison's legacy, please join with me and the Peterman family by mirroring Madison's acts of kindness, her spirit of compassion and goodwill toward all persons.

NOW, THEREFORE, I, Bryan W. Shupe, Mayor of the City of Milford, on the day of Madison Peterman's 15th birthday, do hereby urge the citizens of our community to join in the observance of Madison Peterman's Random Acts of Kindness Day on March 25, 2015 and that everyone tap into their own human spirit and share kindness with one another thereby nourishing and strengthening our entire community and especially our youth.

BE IT FURTHER RESOLVED, that this resolution be included in the official City of Milford Council Minutes of Milford Delaware and that a copy be provided to the family of Madison Peterman.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Official Seal of the City of Milford, Delaware to be affixed this 9th day of March, Two Thousand and Fifteen.

Mayor Shupe then presented Mrs. Peterman and family with a copy of the resolution.

MONTHLY POLICE REPORT

Police Committee Chairman Morrow presented the report on behalf of Chief Hudson and moved to accept the monthly police report as submitted, seconded by Mr. Starling. Motion carried.

CITY MANAGER REPORT

The following report was submitted by the city manager:

Administration:

Made additional contacts with key businesses (BAC & Caulk)

Coordinated Bayhealth campus planning efforts with the Office of State Planning Coordination

Continued public works agreement effort for SE utility expansion
Started public works agreement effort for the NW utility expansion
Concluded solid waste ordinance revisions
Continued electric tariff reviews
Investigated easement issue at northwest corner of RT-113 and RT-14
Continued negotiations with First State Manufacturing associated with the potential land exchange
Hosted a meeting with Sussex County officials
Facilitated a parcel consolidation/rezoning effort for Perdue
Started Watergate force main redesign process regarding sewer transmission capacity increase
Attended City Managers, Tourism and Chamber meetings
Initiated meetings with potential Energy Service Companies regarding potential guaranteed savings projects
Concluded the hiring of the Coordinator of Planning and Economic Development position

Electric Department:

Received recertification Chemical/Insecticide Application.
Assisted recoring of locks for Customer Service Center and Armory
Cooperated with Downes Associates in resolving Perdue's Primary Metering issues
Qualified groundsman applications were sent to Electric Department for interview
Continued electric tariff discussions regarding pending changes
Took delivery of Terex digger truck
Installed gateway on computers for radio access
Licensed electrician repaired all malfunctioning lights at City Hall and installed parking lot light
Completed trimming on Old Shawnee Road., Shawnee Road., Evergreen Lane and easement behind Shawnee Acres
Completed electrical relocations in anticipation of Thompsonville Intersection Project
Completed PLC programming for US Cold Storage, Kent County Pump Station and SeaWatch
Continued CSP Application 2015-16 season for the Milford School District

Streets and Solid Waste Department:

Handled several snow events
Took delivery of the 2015 F450 Dump truck ordered September 2014 off State Contract
Street Dept. received a compliment from a citizen via the Mayor regarding street clean up
Made repair attempt on Maple Avenue culvert
Redirected quotations for a pipe liner with expected delivery March 9th
Notification of customers regarding Spring Clean-Up week: March 30th-April 3rd via bill inserts, City Website, Milford Live and local papers.
Continued tagging of customers doors regarding bulk procedures if bulk items are encountered
Handling of increased number of customers calling to schedule pickups

Water and Sewer Department:

Assisted in repairs at North Street pump station
Attended Washington Street water treatment plant design review meeting
Repaired sewer lateral at 306 Lakeview Avenue
Assisted Street Department in snow removal activities
Repaired water leaks at NE. Front & N. Washington Street
Investigated sink hole on Montgomery Street
Pumped down pond for Maple Street culvert repair attempt

City Manager Medlarz reported that he and Mayor Shupe, have visited a number of industries to make contacts. Recently they met with Baltimore Air Coil and Caulk Dentsply. Both are tied into redevelopment projects which they discussed.

Mayor Shupe and he also attended a recent meeting with State Planning to discuss the Bayhealth campus coordinating and planning efforts. The master plan was submitted last week; the PLUS meeting has been scheduled for the end of this month.

He said we continue to work on the utility extension on the southeast and the northwest side of Milford. Baltimore Air Coil will be participating in the northwest utility extension project.

He has met with staff to review the electric tariff. They will be meeting with our electric consultant next week to get his input. The revised document will be presented to council within the next six weeks.

The city manager will also be presenting a pending easement issue located on the northwest corner of Route 14 and Route 113. An easement agreement is being prepared which will limit the city's uses. Mr. Medlarz and Mr. Rutt will be sitting down with the other party in hopes of presenting the agreement for council consideration in the near future.

Mr. Medlarz continues discussions with First State Manufacturing regarding two different issues. There is a need to review the plot plan on the little league land. After a complete review by surveyors, the matter will be presented to council.

A meeting was held with Sussex County Officials as they continue to work on the Sussex County permitting issue.

With the assistance of Mr. Rutt, they are working on a parcel consolidation/rezoning effort for Perdue. He noted that is not a planning issue but a housekeeping issue that needs to be addressed due to a conditional plan approved by council. Some legal work is needed and some underlying lot lines cleaned up.

The city manager is involved in several utility issues including the Watergate force main redesign. He has met with the contractors on site to come up with a proposal to tie into Marshall Commons.

The mayor and the city manager have also attended a number of meetings including tourism and chamber functions.

Mr. Medlarz and Electric Superintendent Rick Carmean are working with some energy service companies regarding potential guaranteed savings projects on streetlights and/or the smart grid side. Council will see this in approximately two to three months.

He and Electric Superintendent Rick Carmean have been working with Perdue on a metering issue and all issues have been resolved.

All the public works' departments have assisted with the issues that remain at the customer service building. The city has saved a substantial amount as a result.

Another groundsman was hired at the electric department. Mr. Medlarz reported the department now has a licensed electrician who was worked on some electrical issues in the building as well as the lighting that was added in the parking lot.

Some electrical relocations were completed at the Thompsonville intersection. DeIDOT has begun construction of the grade separated intersection.

The Planning and Economic Development Coordinator has been hired and will start work on May 4th.

Crews tried to repair the Maple Avenue culvert but after pumping it out, it became very difficult to keep up with the debris. Trying to stay on budget, an insert pipe was purchased and a masonry contractor hired to assist and complete the work.

In regard to the changes to our solid waste management service, crews have started tagging the bulk items that are left for collection. Should the customer ignore the tag, crews will pick the item up after three weeks. That should bring some additional revenue into the general fund once this fully up and running. The ordinance is scheduled for adoption this evening.

We ran into a problem with the second pump at the North Street pump station. Because our vac truck was out for repairs, we ended up having to transport the waste for a few days. Our vac truck has now been repaired so we are now prepared to address this should it occur again.

We are proceeding with the Washington Street water treatment plant project.

There was a relatively large sink hole that opened up after one of the snow storms on Montgomery Street. It collapsed without warning and there was a concern about damage to the pipes below.

Mr. Medlarz recalled when former Parks and Recreation Director Gary Emory provided updates at the monthly meetings of city council though that has not been done in several years. Both the city manager and Parks and Recreation Director Dennehy felt it was unfair Parks and Recreation was not recognized. As a result, Mr. Dennehy will be preparing a monthly report which will be included in the packet.

Mr. Pikus moved to accept the city manager report, seconded by Mr. Grier. Motion carried.

COMMITTEE & WARD REPORTS

Economic Development and Finance Committees-Aquarium Funding Recommendation

Mayor Shupe advised that these committees met earlier this evening. He prefers we postpone this vote until the March 23rd meeting. In that manner, those council members not in attendance will have the ability to read the minutes from the meeting.

Economic Development Chair Grier provided a brief overview of the joint finance and economic development committee meeting. Besides himself, those in attendance included Mayor Shupe, Councilman Morrow, Starling, Mergner, Brooks and Pikus.

The Milford Aquarium group updated the committee members on their activities and requested funding for a full detailed business plan. They originally considered a \$7,500 business plan but decided a more detailed version at a cost of \$46,000 would be more appropriate. They are asking the city to pay the cost of the business plan from the economic development account.

The committee agreed that if Milford Aquarium President and Chairman of the Board of Directors William Pilecki was able to raise \$23,000, the city would match it. A motion was made and carried. That recommendation will be placed on councils' agenda for a final decision.

COMMUNICATIONS & CORRESPONDENCE

Mr. Starling announced that Councilwoman Wilson has had three deaths in her immediate family in the past couple weeks. He asked for prayers for Ms. Wilson and her family.

UNFINISHED BUSINESS

Adoption/Ordinance 2015-01/Chapter 193/Solid Waste Management

Mr. Medlarz recalled the numerous discussions regarding the changes he has made to the solid waste code. The old ordinance was not workable and needed to be changed.

He noted that the solid waste department is already following the ordinance when it comes to bulk. They are no longer disregarding the small amount of additional trash left beside a trash container.

They have not yet enacted the additional container requirement because that is illegal at this point. Once adopted, we can

proceed with distributing the Notice of Noncompliance which informs customers that two consecutive violations or three violations in a quarter will result in an addition container being delivered.

Mr. Brooks advised that one of his neighbors has the smaller trash container and typically sets out two additional bags. Mr. Medlarz said if that occurs, the customer will be issued a larger container to resolve the problem. In most cases, a customer requests a smaller container because they do not have enough room to store the larger container.

Mr. Brooks said he will contact the city manager with the customer's address.

Mr. Gleysteen moved to adopt Ordinance 2015-01, seconded by Mr. Pikus:

*ORDINANCE 2015-01
Chapter 193-Solid Waste*

*CODE OF THE CITY OF MILFORD
PART II - GENERAL LEGISLATION
CHAPTER 193 - SOLID WASTE MANAGEMENT*

SECTION 1. This ordinance hereby repeals all provisions of Chapter 193 Solid Waste Management of the Code of the City of Milford.

SECTION 2. Chapter 193 Solid Waste Management, is hereby replaced with language as follows:

ARTICLE I. General Provisions

193-1. Mandatory Residential Collection.

The maintenance of the public health, safety, sanitation and aesthetics requires that all residential properties in the City of Milford accept, arrange and pay for solid waste collection and disposal services in accordance with this chapter. Residential properties include detached homes, duplexes, townhouses and condominiums.

193-2. Non-Residential and Multi-Unit Rental Complex Services.

Solid waste services through the City of Milford are optional for non-residential entities and multi-unit complexes in common ownership. Upon request containers may be provided, in accordance with the fee established in Section 193-11. Those opting not to utilize solid waste collection through the city shall be required to make arrangements for the disposal and/or collection of the same by a private collector/hauler at no cost to the city.

193-3. Containers Required.

The city shall specify the type of container to be used for each specific collection. Use of any other type container than specified by the city is prohibited. The city will provide containers to the customer as required by the desired level of service at no up-front cost to the customer. If any container is lost or destroyed, another container shall be provided at cost to the customer. Multi-unit rental complexes under common ownership may utilize a city approved dumpster.

193-4. Special and Holiday Collections.

A. Special Collections.

A special collection will occur one week in the spring and one week during the fall of each year. Customers shall be able to put out additional bulk items during these weeks without an additional charge. Adequate notice of the special collection dates and details shall be provided to customers.

B. Holiday Collections.

The city observes the following six holidays in which trash services will not occur:

New Years

Memorial Day

July 4th

Labor Day

*Thanksgiving**Christmas*

If the holiday or observed holiday falls on a Monday, collection will be the following day affecting all workdays including Saturdays. If holiday falls on any other weekday, only the collections after that day are shifted by one day.

- C. Holidays such as Martin Luther King Birthday, Presidents Day, Good Friday, Election Day and Veterans Day will not affect collections.*

193-5. Bills, Payments and Deposits.

- A. The rates as established shall be an assessment and shall be billed to customers on a monthly basis. All bills for service are due and payable each month for normal and additional services performed. Monthly charges, if not paid by the due date, shall accrue interest at the rate of 1 1/2% per month until paid.*
- B. Bills are rendered for any indicated period of service, either special or monthly, and will show the proper charge as determined by the applicable rate schedule. Bills shall be considered as duly rendered when delivered at or mailed to the recorded address of the customer, as provided by him for that purpose.*
- C. The charges imposed under this ordinance shall be a lien against any owner-occupied property served and shall be and remain a lien for ten years from the date of assessment of such charge. Such lien shall have priority over any other lien, encumbrance or conveyance even though such other lien or liens may be of a date prior to the time of attaching of this lien. The City Manager shall have the same authorities, remedies and powers with respect to the collection of this charge as are provided for the collection of taxes.*
- D. Any customer, upon receipt of a bill, having reason to doubt its accuracy shall bring or mail the bill within five days to the city for investigation.*
- E. Nonpayment of two (2) consecutive months will trigger suspension of trash collection and removal of all city-issued containers.*
- F. Creation of new rental accounts, not part of a multi-unit rental complex under common ownership, will require a \$100 reimbursable deposit. Unpaid balances will be applied when account is terminated.*

193-6. Violations and Penalties.

- A. Unless otherwise prescribed herein, any person violating any of the provisions of Chapter 193 shall, upon conviction thereof before a Justice of the Peace, be sentenced to pay a fine of not less than \$25 nor more than \$300, together with costs of prosecution.*
- B. Every violation of this chapter shall be deemed a separate offense for each and every day a violation shall continue and shall be subject to the penalty imposed by this section for each and every such separate offense.*

193-7. Supplemental Regulations.

The City Manager is hereby authorized to administer Chapter 193 of the City of Milford Code pertaining to the solid waste collection system

ARTICLE II. SOLID WASTE*193-8. Definitions*

As used in this chapter, the following terms shall have the meanings indicated: SOLID WASTE-Commonly referred to as trash or garbage, consisting of everyday items that are discarded which may include food wastes, containers and product packaging and other miscellaneous wastes from residential or commercial sources. Solid Waste does not include yard waste, inert waste such as construction debris, hazardous waste, toxic waste or medical waste.

193-9. Unlawful Acts and Containment Requirement

- A. It shall be unlawful to deposit or place any trash or garbage into any yard waste container or recycling container.*
- B. No solid waste or any other similar materials shall be placed in the street, drainage gutter or on the sidewalk.*
- C. No solid waste of any description shall be disposed of within the limits of the city in any manner other than that prescribed herein. Deposit of solid waste upon any land, alley, street, public place, vacant lot, watercourse, ditch or any other method of disposal not in accordance with this chapter shall be a violation*

as prescribed herein.

193-10. Collection Procedures

A. General.

(1) All collection of solid waste materials from residences and other approved establishments shall be by city public works crews or contractors hired or contracted by the City Council.

(2) On designated collection days containers shall be placed just behind the curblineline without interfering with vehicular or pedestrian traffic.

(3) Containers shall be placed no earlier than 3:00 p.m. of the day preceding the day of collection and not later than 7:00 a.m. on the scheduled day of collection and shall be removed to a point at the side or rear of the structure not later than 7:00 p.m. of the day of collection.

B. Multi-Unit Rental Complex Collection. Owners and/or designee of multi units rental complexes desiring to utilize containers for mass storage may do so, provided that the container and the placement of the container is approved by the City Manager or his designated representative. In no case shall the container be in excess of three (3)-cubic yards' capacity.

C. Items Prohibited

(1) The scope of the service rendered by the city in the collection and removal of solid waste materials is intended to serve the needs of its customers' related activities. It is considered to be beyond the scope of such service to collect or remove solid waste materials generated by clearing, construction, demolition and any other such activity producing quantities of solid waste.

(2) Rock, scrap building materials, appliances containing freon or other trash resulting from construction, remodeling or destruction by fire, the elements, acts of God or other causes resulting from a general cleanup of vacant or improved property or trees, brush and/or debris cleared from a property in preparation for construction or landscaping shall not be collected and removed by the city. Such materials will be removed at the expense of the customer.

(3) Tires will not be collected. Items too bulky or heavy to be removed during the regular city collection maybe removed after special arrangements have been made by the customer.

E. Items piled alongside the container will not be picked up, nor will containers not provided by the city.

F. Mandatory Additional Container.

(1) Any additional items found outside container will not be picked up. Items will be tagged and customer informed of pending additional container issuance.

(2) Additional container delivery and associated fee will be triggered after two (2) consecutive incidents related to additional items or three (3) incidents in any rolling six months period.

(3) Payment of additional container will be the responsibility of customer until account is terminated.

193-11. Collection & Rate Schedule

A. The city will collect solid waste as described in this Article II once every week.

B. The City Manager shall divide the city into districts and shall schedule the collection of solid waste in these districts on the day or days and at the times that shall be most efficient and convenient to the city. Adequate notice of the collection schedules shall be provided to all customers and any changes thereto.

C. Residential properties

\$23.50 monthly - one container

D. Non-Residential properties:

\$23.50 monthly - one container

E. Multi-unit rental complex.

\$23.50 monthly - one container per unit or three (3)-cubic yard dumpster(s).

F. Additional trash container-\$20

Additional yard waste container-\$12

ARTICLE III. YARD WASTE

193-12. Definitions

As used in this chapter, the following terms shall have the meanings indicated:

YARD WASTE-Biodegradable waste consisting of leaves, grass clippings, twigs, small branches (less than four feet in length), shrubbery, prunings and other garden material.

193-13. Containers Required;

- A. Depositing or placing any yard waste or matter into any garbage container, recycling container or on any city street or in a drainage gutter is prohibited.*
- B. Mandatory Additional Yard Waste Container.*
 - (1) Any additional yard waste found outside container will not be picked up. Excessive yard waste will be tagged and customer informed of pending additional yard waste container issuance.*
 - (2) Additional container delivery and associated fee will be triggered by two (2) consecutive incidents related to excessive yard waste or three (3) incidents in any rolling six months period.*
 - (3) Payment for additional yard waste container will be the responsibility of customer until account is terminated.*

193-14. Collection Procedures

- A. The city will collect yard waste provided that such yard waste is deposited into the yard waste containers issued by the city. Disposal of yard waste that will not fit into the container shall be the responsibility of the customer.*
- B. The city will provide for loose leaf curbside collection from November 1 through January 31 in accordance with the following conditions:*
 - (1) Loose leaves shall be raked and placed behind the curb for removal by the city's leaf vacuum.*
 - (2) Leaves must be free of stones, branches, brush and grass clippings or they will not be collected.*
 - (3) It is illegal to place, sweep or blow leaves and other yard waste into the street, storm drains or catch basins.*

193-15. Collection Schedule.

- A. The city will collect yard waste as described in Section 193-14A every two weeks.*
- B. The loose leaf curbside collection as described in Section 193-14B will be collected once each week.*

ARTICLE IV. RECYCLING

193-16. Definitions

As used in this chapter, the following terms shall have the meanings indicated:

RECYCLING-Unbagged Recycling materials including cardboard, glass bottles and jars (any color), junk mail and envelopes (all types), magazines and catalogs, metal cans (tin/steel/aluminum), milk jugs, bleach/detergent bottles and shampoo bottles, narrow-neck plastic bottles, newspapers, paperboard (cereal/tissue boxes), telephone and soft cover books, pizza boxes (free of food residue). Recycling materials does not include bags, styrofoam (all types), hardback books (pages are acceptable, remove hard cover), light bulbs (all types), household batteries, electronics, broken glass/mirrors/window glass, empty aerosol spray cans, paint cans.

193-17. Unlawful Acts and Containment Requirement

It shall be unlawful to deposit or place any recycling material into any solid waste container or yard waste container or on any city street or in a drainage gutter.

193-18. Collection Procedures

The City will provide for the collection of recycling material, provided that such material is deposited into a recycling container provided by the city. Disposal of excessive material that will not fit into the container shall be the responsibility of the customer.

193-19. Collection Schedule

The City will collect recycling material once every two weeks.

*ARTICLE V. BULK ITEMS**193-20. Definitions*

As used in this chapter, the following terms shall have the meanings indicated:

BULK ITEMS- Unbagged garbage other than regular household trash, such as furniture, appliances, large items including, but not limited to lawn mowers, barbeque grills, hot water heaters, air conditioners, televisions, doors, cabinets and kids toys.

Note: Bulk items does not include materials generated by clearing, construction, demolition and any other such activity producing quantities of solid waste, rock, scrap building materials, appliances containing freon or trash resulting from construction, remodeling or destruction of fire, the elements, acts of God or other causes resulting from a general cleanup of vacant or improved property or trees, brush and/or debris cleared from a property in the preparation for construction or landscaping. Any yard waste material is not considered a bulk item and shall not be collected and removed by the city. Such materials shall be removed by the customer.

193-21. Unlawful Acts

It shall be unlawful to place any bulk material or any hazardous chemical on a city street or near a drainage gutter.

193-22. Collection Procedures

- A. Customers are required to contact our Customer Service Department to schedule a pickup.*
- B. Customer without prior pick-up arrangements will be tagged and notified of subsequent billing.*
- C. Items not removed by customer in subsequent weeks will be removed and billed accordingly.*

193-23. Collection & Rate Schedule

- A. The bulk fee shall be determined on a sliding scale based on the number of large items picked up as indicated below:
 - (1) A minimum of \$50 will be billed for each pickup of up to five items.*
 - (2) Each additional item will be billed at \$10.**
- B. The city will collect bulk material every Wednesday.*
- C. The city will not collect bulk material during those weeks in which a holiday is observed and trash services do not occur. Refer to Section 193-4(b) for holidays that apply.*

*ARTICLE VI. TEMPORARY SUSPENSION OF SERVICES**193-24 Authority*

- A. The City Manager or designee may suspend trash and recycling (and yard waste when applicable) collection services for on an owner-occupied residences only if the home is unoccupied between a minimum of three months and a maximum of twelve months.*
- B. A "Temporarily Suspend Garbage Service Application" must be completed in order to place the service on hold.*
- C. A "Temporarily Suspend Garbage Service Application" must be received by the Customer Service Department at least five business days prior to the start of the suspension period.*
- D. The Solid Waste Department will collect the trash, recycling and yard waste (if applicable) containers at the start of the suspension and redeliver them on the expected date of return.*
- E. The residence for which the suspension has been approved shall remain vacant during the suspension period.*
- F. Service will automatically be reactivated at the end of the approved suspension period, unless a request for an additional period of temporary suspension has been requested and approved by the City Manager or designee prior to the automatic reactivation. Failure to request an extension prior to the reactivation date will result in the resumption of the monthly solid waste fee. Continuation of a suspension of service after reactivation requires a new "Temporarily Suspend Garbage Service Application" to be filed with the appropriate fee.*

- G. *When a suspension is active, the customer may not use any other city trash/recycling/yard waste services, including someone else's container or bulk service.*
- H. *No credit will be issued should customer fail to submit and complete the "Temporarily Suspend Garbage Service Application."*
- I. *Partial or retroactive payments of monthly fees are prohibited.*

193-25. Suspension Fee

- A. *At the time of the suspension request, the following service fees shall be paid by the customer:*
 - (1) *A fee of \$35 for removal and storage of the container(s).*
 - (2) *A fee of \$35 for redelivery of the container(s).*
- B. *Service fee shall be paid at the time the "Temporarily Suspend Garbage Service Application" is submitted to the Customer Service Department.*

193-26. Noncompliance, Violations and Penalties

- A. *Noncompliance of this article will result in the immediate reactivation of the solid waste services.*
- B. *The account will be billed the full service fees for the entire suspension period and a \$100 account reconciliation fee assessed for noncompliance.*
- C. *Violations and Penalties set forth in Section 193-6 shall also apply to Article VI.*

SECTION 3. Dates.

Introduction 02-23-2015

Adoption 03-09-15

Effective 03-19-15

Motion carried.

Introduction/Ordinance 2015-02/Chapter 230/Zoning Amendment/Area Regulations & Floodplain Reference

The city manager recalled the discussions regarding the floodplain regulations. Since the floodplain management ordinance was adopted, a number of cross references had to be made and it will be added to the city's zoning code.

At the time this was being reviewed, an error was detected in the area coverage. All lot coverage language was changed to building coverage to correct it. The current language results in an undevelopable situation.

There was also a contradiction in the parking space subsection and the table reference. As a result, the subparagraph was removed leaving the table reference only.

Mayor Shupe then introduced the following ordinance:

*ORDINANCE 2015-02
Chapter 230-Zoning*

WHEREAS, the City of Milford deems it necessary to classify, regulate and restrict the height, number of stories and size of buildings and other structures, the percentage of lot that may be occupied, the size of yards, courts and other open spaces, the density of population and the location, use and extent of buildings, structures and land for residence, trade, industry and other purposes; and

WHEREAS, the City creates districts for said purpose and establishes a Board of Adjustment; and

WHEREAS, the City imposes penalties for violations, so as to lessen congestion in the streets; secure safety from fire, panic and other dangers; provide adequate light and air; prevent undue concentration of population and overcrowding of land; facilitate the adequate provision of transportation, water, sewage, school, park and other public requirements; conserve the value of buildings and encourage the most appropriate use of land; and promote the health, safety, morals

and general welfare of the City of Milford.

NOW, THEREFORE, THE CITY OF MILFORD HEREBY ORDAINS:

Section 1.

An Ordinance to Amend the Code of the City of Milford by Amending Chapter 230 entitled Zoning.

Section 2.

Article III-Use and Area Regulations, 230-11(B)-R-3 Garden Apartment and Townhouse District is hereby amended as follows:

In an R-3 District no building or premises shall be used and no building shall be erected or altered which is arranged, intended or designed to be used except for one or more of the following uses and complying with the requirements so indicated.

B. Permitted uses. Permitted uses for the R-3 District shall be as follows:

(1) All uses permitted in an R-2 District and subject to its area regulations, unless otherwise indicated in this section as provided below:

(a) Single-family and two-family dwellings shall be subject to the following area regulations:

[1] Minimum lot area shall be 7,500 square feet.

[2] Maximum ~~lot coverage~~ **building coverage** shall be 45%.

(2) Garden or low-rise apartments, subject to site plan review and the following requirements:

(a) The number of dwelling units per acre shall not exceed 16.

(b) ~~Lot coverage~~ **building coverage** shall be a maximum of 20% for any lot developed for garden apartments.

(3) Townhouses or row dwellings, subject to site plan review and the following requirements:

(a) The number of dwelling units per group shall not exceed eight nor be fewer than three.

(b) The number of dwelling units per acre shall not exceed 12.

(c) Maximum ~~lot coverage~~ **building coverage** shall be 60%.

Section 3.

Article III-Use and Area Regulations, 230-19.4(B)-R-8 Garden Apartment and Townhouse District is hereby amended as follows:

In an R-8 District, no building or premises shall be used and no building shall be erected or altered which is arranged, intended or designed to be used except for one or more of the following uses and complying with the requirements so indicated.

A. Purpose. The purpose of the R-8 District is to provide for the orderly development of existing and proposed medium to high-density residential areas where adequate public facilities exist. The district will permit development of garden-type apartments as well as townhouses that will yield high densities in selected areas, multifamily dwellings and a variety of housing types.

B. Permitted uses. Permitted uses for the R-8 District shall be as follows:

(1) All uses permitted in an R-1, R-2 and R-3 District, subject to its area regulations, unless otherwise indicated in this section as provided below:

(a) Single-family and two-family dwellings shall be subject to the following area regulations:

[1] Minimum lot area shall be 7,500 square feet.

[2] Maximum ~~lot coverage~~ **building coverage** shall be 45%.

(2) Garden, low-rise apartments, and condominiums subject to site plan review and the following requirements:

(a) The number of dwelling units per acre shall not exceed eight.

(b) ~~Lot coverage~~ **building coverage** shall be a maximum of 20% for any lot developed for garden apartments, low-rise apartments and condominiums.

(3) Townhouses or row dwellings, subject to site plan review and the following requirements:

- (a) *The number of dwelling units per group shall not exceed eight nor be fewer than three.*
- (b) *The number of dwelling units per acre shall not exceed eight.*
- (c) *Maximum ~~tot coverage~~ **building coverage** shall be 60%.*

Section 4.

Article IV-Off-Street Parking and Loading, 230-20(B)-General Provisions is hereby amended as follows:

*B. Parking space size. ~~A parking space shall not be less than 200 square feet, with a minimum of 10 feet wide, for any use permitted in this chapter. Upon appeal, however, the Board of Adjustment may grant variances from this size if a particular hardship will occur or if the design of a parking arrangement may be determined to justify a smaller parking space size than is provided for in this article.~~ **Parking space sizes shall be in accordance with §230-21.***

Section 5.

A new Article XIV is hereby created to be entitled Floodplain Management.

Article XIV – Floodplain Management.

See Chapter 130 of this Code for Floodplain Management Regulations.

Section 6. Dates.

Council Introduction: March 9, 2015

Planning Commission Review and Recommendation: March 17, 2015

Council Adoption (Projected): March 23, 2015

Adoption is scheduled for the March 23rd meeting.

FOIA Reminder

City Solicitor Rutt advised that the Attorney General is being very vigilant on FOIA and has responded to several recent complaints.

He reminded council that they must follow FOIA, not only just for council meetings, but also in the case of committee and subcommittee meetings. When two members of a three-person committee sit down to talk about city business at a coffee shop, for example, he emphasized that it becomes a meeting. As a result, it is subject to notice, is open to public view and minutes must be kept.

Mr. Rutt warned council to be very careful and that any business being conducted can only be done in public.

He recalled when the Deputy Attorney General Ed Black taught a FOIA workshop at which time a very informative handout was provided. Anyone with any questions, should review that handout.

NEW BUSINESS

Adoption/Resolution 2015-02/Spring Cleanup Week

Mayor Shupe advised that Spring Clean Up week will be held the week beginning March 30th. In the case of inclement weather, it will be extended an additional week.

Mr. Brooks moved to adopt the following ordinance, seconded by Mr. Mergner:

SPRING CLEAN-UP WEEK

Now, Therefore, Be It Resolved by the Mayor and Council of the City of Milford, in Council met:

WHEREAS, it is desirous to promote the general cleaning of the City of Milford and improve its overall beauty

to the maximum enjoyment and benefit of all citizens and visitors; and

WHEREAS, we are fortunate to live in a community blessed with natural assets that we have a continuing responsibility to preserve our environment by keeping it clean, healthy and in order by organizing and carrying out clean-up and fix-up projects which will enhance, restore and maintain the beauty of all properties; and

WHEREAS, all maintenance and clean-up debris, including large and bulk items, shall be placed for curbside pickup in order to exemplify cleanliness and beauty.

NOW, THEREFORE, I, Bryan W. Shupe, Mayor of the City of Milford, by the power vested in me, do hereby proclaim the week of March 30, 2015 to April 3, 2015 "Spring Clean-Up Week" in the City of Milford; in the case of inclement weather, "Spring Clean-Up Week" will be extended through April 10, 2015.

IN WITNESS WHEREOF, I hereunto set my hand and caused the Seal of the City of Milford to be affixed this 9th day of March 2015.

s/Mayor Bryan Shupe

Motion carried.

Business Parking Restrictions/Denny Row

Mr. Medlarz advised he was contacted by HearSay Services of Delaware located adjacent to the Senior Center. They requested that two parking spaces on Denny Row be designated for their business. Currently Milford Pharmacy has been designated one space which is an advisory sign only. Delaware Eye Care Center, located in the same building, does not have a "reserved" space but the parking space in front is restricted to fifteen minutes.

Speaking to all businesses, Mr. Medlarz said it became apparent that two spaces per business would not be supported. It is the Manager's recommendation to remove the time restriction and designate one space for each business. The designation is not enforceable on a public street and serves as a guide only.

The city manager said that because this is a city street, the city has jurisdiction.

He contacted the pharmacist and the eye care center after he reviewed the area.

Mr. Medlarz feels the only fair way to handle this is to either remove the Milford Pharmacy sign, restrict all parking spaces along the street to fifteen minutes parking or install an advisory sign for each business.

Mr. Pikus recalled the senior center lodged a complaint because customers going into Milford Pharmacy were parking in the Senior Center parking lot. That is when the parking space was created for the pharmacy. The other two 15-minute parking spaces were added as a courtesy for both Milford Pharmacy and the Eckerds (presently Rite Aid) Pharmacy.

He confirmed the city manager wants to add two more 15-minute parking lots on the street. Mr. Medlarz explained that all three parties agreed that 15-minute parking is difficult because whether you are picking up a prescription or have an eye or hearing appointment, it takes much longer. As a result, they feel it is more appropriate to remove them. They also seemed to understand that no one business can be singled out.

The pharmacist wants to keep his sign though the city manager believes it would more fair if we removed the 15-minute parking signs and provided each business with a dedicated sign.

It was confirmed the parking spaces would be directly in front of Delaware Eye Care and the other one immediately to the south of the entrance into Hearsay. The pharmacy sign would remain.

There was concern expressed that every business would soon be asking for designated signs. Mr. Medlarz pointed out

that any business located on a state maintained road, such as Walnut or Front Street, has to take the matter up with DeIDOT because the city has no jurisdiction.

Mr. Morrow pointed out there is a parking lot across the street from these businesses. Mr. Pikus agreed adding that there is also parking in the senior center lot so there is a lot of parking in this area.

Mr. Grier noted there are seven parking spaces along Denny Row. Mr. Mergner agreed there is plenty of parking which seem to be easily accessible. He prefers not to assign any spaces. Mr. Grier suggesting removing the 15-minute signs which would leave six spaces open.

Mr. Pikus moved that the city not install any additional signs on Denny Row, seconded by Mr. Gleysteen. Motion carried.

Customer Service Center/Construction Update

Mr. Medlarz stated that all departments have worked together to take care of some problems at the PNC building/customer service center in order to keep the budget in tact. However, there are several issues that still need to be addressed.

There was a very small change order presented today as a result of some items required by the fire marshal in addition to some other minor wiring matters. The total was \$1,599 and does require council action though he prefers to wait until the next meeting.

His intent is not to bring another change order to city council. The issues he brings to council this evening relate to the basement, windows on the second floor and the roof which were excluded from the original contract.

Mr. Medlarz is meeting with a roofing contractor out of Harrington in hopes of addressing the roof problems. They became apparent during the recent freeze when ice was discovered in the walkway alley and the front where it was found coming down the front entrance.

In addition, two windows on the second floor have a leak though Mr. Medlarz has not yet contacted a window company. Though this will not prevent staff from moving in, the wet basement will prevent any use. The guttering problems will cause problems with icing conditions and heavy rains.

The same thing occurred at city hall where an icy spot was found at the bottom of the steps as a result of a gutter problem.

He has been discussing the matter with Mid-Atlantic Waterproofing who came highly recommended. Though the original price was well over \$10,000, it has been reduced. There was a couple of scope changes made that our staff will now handle.

Mr. Medlarz asked council to approve a 'not to exceed' \$10,000 to address the issues in the basement. He referenced a picture of the standing water in the crawl space in addition to water coming through the dividing wall between the crawl space and the basement. He said there is also water coming in behind the electrical cabinets in the basement on the rear wall.

This has been occurring for some time and instead of the bank repairing the project, they built an elevated wood platform in front of the electrical cabinet. Electric Superintendent Rick Carmean and City Manager Medlarz recommend this be repaired before the staff moves in. He hopes to have this addressed because we should not be working on electrical cabinets while standing in a wet cabinet.

He has information on the roof and the second story windows which will be presented to council for later approval.

Mr. Pikus moved that an amount, not to exceed \$10,000, be approved for waterproofing and associated work needed at the Customer Service Center (former PNC Bank), to be paid from electric reserves, seconded by Mr. Gleysteen. Motion carried.

MONTHLY FINANCE REPORT

Finance Committee Chairman Pikus reported that through the seventh month of Fiscal Year 2014-2015 with 58% of the fiscal year having passed, 63% of revenues have been received and 56% of the operating budget expended.

He also noted that the General Improvement Fund has been reimbursed from DeIDOT and another \$525,000 is expected.

Mr. Grier moved to accept the January 2015 Finance Report, seconded by Mr. Brooks. Motion carried.

ADJOURN

With no further business, Mr. Pikus moved to adjourn the Council Meeting, seconded by Mr. Morrow. Motion carried.

The meeting adjourned at 8:06 p.m.

Respectfully submitted,



Terri K. Hudson, MMC
City Clerk/Recorder

MILFORD CITY COUNCIL
MINUTES OF MEETING
March 9, 2015

The City Council of the City of Milford met in Workshop Session on Monday, March 9, 2015 in the Joseph Ronnie Rogers Council Chambers of Milford City Hall, 201 South Walnut Street, Milford, Delaware.

PRESIDING: Mayor Bryan W. Shupe

IN ATTENDANCE: Councilpersons Christopher Mergner, Garrett Grier III, S. Allen Pikus, Dirk Gleysteen, Owen Brooks, Jr., Douglas Morrow and James Starling, Sr.

City Manager Hans Medlarz, Police Chief Keith Hudson and City Clerk/
Recorder Terri Hudson

COUNSEL: City Solicitor David Rutt, Esquire

The Workshop Session convened at 8:06 p.m.

City Manager Presentation

In response to the teamster's three-year contract proposal, City Manager Medlarz has worked on a comparison of Milford Police Department to Seaford, Smyrna, Middletown and Rehoboth Beach whose municipalities and departments are similar in size.

Mr. Medlarz presented the organizational chart of the Milford Police Department broken down by union officers and their various duties including patrol, K-9, detectives or school resource officers. The department consists of 5 administrative officers, 27 union officers and 10 civilian employees.

He explained that union officers are placed in their pay grade range at a percentage of midpoint. Each year the mid point increase is based on a negotiated index (Mid Atlantic CPI). Raises are based on a percentage of the midpoint scale. Officers above the midpoint receive a lower percentage in their hourly compensation than those below the midpoint. Those at midpoint receive the exact percentage.

The city manager explained that an officer at 110 % of midpoint receives a 1.8% raise of a 2% increase, while an officer at 80% of midpoint receives a 2.4% raise.

The city pays 90% of the medical premium for all employees and 100% of life insurance and long term disability insurance premium.

All civilian employees contribute 3% of their pay toward the municipal plan through the state; police contribute 7%. The city pays 6.48% on civilian employees and 14.18% for police.

On the civilian side, the county and municipal pension plan is based on all work wages including overtime. The police retirement is calculated only using their base pay; overtime does not apply.

Today a general fund employee and enterprise employee receive a pension after thirty years, based on their highest 5 years salary; a police officer only has to work 20 years with their pension based on their highest 3 years of service.

A deferred compensation 457b Plan is offered to all employees of which the city matches up to 6%.

Annual vacation is accrued at 80 hours after the 1st year of service; beginning year 6, they will accrue 12 hours; beginning in year 10, employees receive 160 hours. Employees receive 200 hours after 15 years of service.

All employees receive sick leave at 8 hours per month up to a maximum of 1,040 hours.

Hourly office staff is paid for ½ hour paid lunch; public work staff receives ½ unpaid and two 15 minute paid breaks.

According to the city manager, a police officer does not have a fixed lunch break due to unexpected circumstances. Therefore, they receive a paid lunch which depends on shift conditions.

He reported that city employees receive 13½ accrued holidays. Officers and dispatchers working holidays also accrue holiday leave.

Civilians receive overtime pay for any time worked over 40 hours in a weekly pay period. Worked hours include regular hours worked, vacation, sick and holidays. Mr. Medlarz said this is different from the fair labor standard's act which states that overtime is only paid after 40 physical hours are worked.

Any employee working a holiday is compensated at the overtime rate.

Mr. Medlarz reported that police officers have a number of extra hours and arrangements under their contract. When an officer works in excess of 80 hours per pay or in excess of 12 hours per work day, they receive overtime. Community policing officers and detectives work 8 hour days; K-9 officers work 10 hours days. After they work 80 hours or daily hours worked, those officers are compensated by being paid overtime.

Officers working a holiday are paid the overtime rate or they can opt to accrue holiday/overtime hours.

When the city is closed for inclement weather, Mr. Medlarz explained that the officers receive holiday accrual.

Officers who are on court duty receive a minimum of 3 hours. An officer on call receives an additional 3 hours per day.

When questioned, Chief Hudson confirmed that two officers are on call every week.

The city manager pointed out that officers working special duty events are paid \$50 an hour at a minimum of two hours.

Chief Hudson explained that special duty is when a third entity requests a police officer for security at a particular event which is not affiliated with the city. In those situations, the city is reimbursed what that officer is paid.

Mr. Medlarz also informed council that any officer working 7:00 p.m. to 7:00 a.m. receives \$1 shift differential for each hour worked.

He recalled that city council came up with an idea to provide a financial incentive to officers living in city limits. The city manager explained that he came up with a permanent funding source by eliminating any future increases of the top 10 general fund salaries. The increase discussed was 2% after the .6 percent CPI adjustment which would create an additional \$17,336 per year that could be used for this incentive.

Mr. Medlarz said council could establish an incentive without taking away from anyone else in the department. He said this is a way to do it without reaching into someone else's pocket.

A chief comparison was done in which years of service was considered. Mr. Medlarz explained that as you move through the ranks, it is related to the years of service because you move through the ranks over the many years. The salary increases as a result.

He recalled when the city bought into the state retirement at the request of the police union. Around the time that Milford bought our police in with ten years, Seaford City Council voted to vest their police chief and captain at 25 years of service. Therefore, he said it is a case of 'pay me now or pay me later' when comparing the Milford and Seaford salaries whose years of service were identical.

All other chiefs have a significantly less tenure and average 13 to 15 years tenure.

A population comparison from 1990 to 2014 shows Middletown with a tremendous amount of growth in recent years. Milford has had its share of growth though we leveled out after 2010. Rehoboth Beach has declined in population and Seaford has remained stagnant. Smyrna is now larger than Milford.

A comparison of officers per 1,000 residents shows Middletown at 1.4, Smyrna at 2.2, Milford at 2.8, Seaford at 3.2 and Rehoboth Beach at 10.8.

Mr. Medlarz pointed out that Milford and Seaford are very comparable in all of these ratios.

The city manager noted that the number of officers in Milford has increased over the years. However, the number of both union and administrative officers have remained stable over time. His comparison shows the department has a very stable force when it comes to population. Neither number is out of line historically nor comparatively according to Mr. Medlarz.

A comparison of union officers per administrative shows Milford at the midpoint when compared to the four departments. The city manager reiterated this shows stability and similarity to the other four municipalities.

The calls of service per officer comparison determined that officers in 1990 handled less complaints than in recent years though it is comparable according to Mr. Medlarz. Though the total number of complaints have increased, the number of officers has increased which is why he said it remains similar.

Using a national reporting system, a comparison of crimes against persons and crimes against properties found Milford and Seaford to be very similar though Middletown is much lower. Georgetown was added because their numbers were also similar to Smyrna. Rehoboth Beach is much higher which is driven up during the summer months.

The city manager then reported that over the past 5 years, Milford has collected an average of \$366,862, the second lowest in comparison to the other 4 towns. He would like that to be higher because that would mean a lot of economic activity and real estate transfers.

The average 5-year real estate transfer tax collection per officer determined that Rehoboth Beach receives the highest at \$94,929, Middletown receives \$58,437, then Smyrna at \$18,969. Milford and Seaford collect \$13,588 and 9,272 respectively per officer.

The total expense comparison per union officer finds the 4 towns spend basically the same amount. Smyrna is higher by approximately \$20,000 per officer.

Mr. Medlarz also determined that Milford is by far collecting the highest total of property taxes in the comparison. Rehoboth Beach enjoys the benefit of receiving the highest real estate transfer tax so they can afford a lower property tax rate which makes up more than the difference.

The amount of property taxes collected determines Milford is the highest on a per officer basis. He pointed out that Middletown and Rehoboth flip flop back and forth because it is based on their population.

He emphasized that the comparison is based on tax collected per resident and reminded council that Rehoboth Beach has a very small year-round population.

Mr. Medlarz then provided a two-year comparison that determined Milford is the second highest for 2010 and 2014 of what was collected per resident. Milford is very similar to Seaford and significantly higher than Smyrna and Middletown.

When considering the median household income per officer, Milford is the lowest. Milford and Seaford both have \$1,000 less available in the median household income per officer when compared to Smyrna and Middletown. He pointed out that Milford is fairly highly taxed and finds itself in a situation where our residents have a somewhat lower

median household income when compared to Middletown and Smyrna.

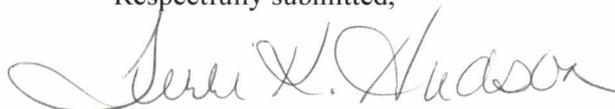
Mr. Medlarz noted that the average transfer tax collected was \$366,000 which is where we find ourselves this fiscal year. Comparing that to what the city transfers into the general fund leaves a current balance of \$1,774,681. In 2010, there was \$2.5 million in the fund; that has since been reduced to \$1.75 million.

If we continue on this track, Mr. Medlarz says we run out of real estate transfer taxes in six to seven years.

Adjourn

With no further business, the Workshop Session was adjourned by Mayor Shupe at 8:36 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Terri K. Hudson". The signature is written in black ink and is positioned above the printed name.

Terri K. Hudson, MMC
City Clerk/Recorder

MILFORD CITY COUNCIL
MINUTES OF MEETING
March 9, 2015

Milford City Council held a second meeting on Monday, March 9, 2015 in the Joseph Ronnie Rogers Council Chambers of Milford City Hall, 201 South Walnut Street, Milford, Delaware.

PRESIDING: Mayor Bryan W. Shupe

IN ATTENDANCE: Councilpersons Christopher Mergner, Garrett Grier III, S. Allen Pikus, Dirk Gleysteen, Owen Brooks, Jr., Douglas Morrow and James Starling, Sr.

City Manager Hans Medlarz, Police Chief Keith Hudson and City Clerk/
Recorder Terri Hudson

COUNSEL: City Solicitor David Rutt, Esquire

CALL TO ORDER

Mayor Shupe called the second Council Meeting to order at 8:36 p.m.

EXECUTIVE SESSION

Mr. Morrow moved to go into Executive Session reference below reasons, seconded by Mr. Pikus.

Pursuant to 29 Del. C. §10004(b)(4) Strategy sessions, including those involving legal advice or opinion from an attorney-at-law, with respect to collective bargaining or pending or potential litigation (Union Contract).

Mayor Shupe recessed the Council Meeting at 8:37 p.m. for the purpose of an Executive Session as permitted by Delaware's Freedom of Information Act.

Motion carried.

Return to Open Session

City Council returned to Open Session at 9:21 p.m.

Teamsters Contract

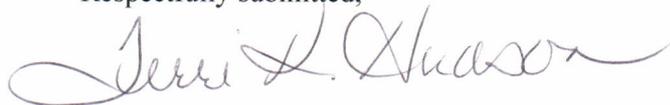
Mayor Shupe announced there is no action to be taken at this time.

ADJOURN

With no further business, Mr. Gleysteen moved to adjourn the Council Meeting, seconded by Mr. Morrow. Motion carried.

The Council Meeting adjourned at 9:22 p.m.

Respectfully submitted,



Terri K. Hudson, MMC
City Clerk/Recorder