

MILFORD CITY COUNCIL
MINUTES OF MEETING
February 8, 2016

A Meeting of Milford City Council was held in the Joseph Ronnie Rogers Council Chambers at Milford City Hall on Monday, February 8, 2016.

PRESIDING: Mayor Bryan Shupe

COUNCIL MEMBERS
IN ATTENDANCE: Councilpersons Garrett Grier III, Lisa Peel, James Burk, Owen Brooks Jr.,
Douglas Morrow and James Starling Sr.

City Manager Eric Norenberg, Police Chief Kenneth Brown and
City Clerk/Recorder Terri Hudson

COUNSEL: City Solicitor David Rutt, Esquire

CALL TO ORDER

Mayor Shupe called the Council Meeting to order at 7:02 p.m.

INVOCATION AND PLEDGE

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

APPROVAL OF PREVIOUS MINUTES

Motion to approve the January 5, 11 and 25, 2016 Committee and Council Meeting minutes made by Mr. Brooks, seconded by Mr. Morrow. Motion carried.

RECOGNITION

Carlisle Volunteer Fire Company/Check Presentation

Mayor Shupe presented Carlisle Fire Chief Duane Fox with a check for its annual allotment of \$140,000 from the city.

Milford Police Department/Introductions & Commendations

Chief Brown introduced his staff to council, the majority of whom were recently promoted. He advised that Captain Gary Bailey has been with the department for approximately 27 years and will be his second in command; Lieutenant Edward Huey, also a 27-year veteran, is the primary IT person and fleet services manager; Lieutenant Rick Jefferson, who oversees the criminal and communications division in addition to training, has been with the department the same amount of time. Lieutenant David Wells, a 19-year veteran, oversees the entire patrol division.

Chief Brown then introduced Officers Brandon Dodd and Officer Miles Kosiorowski. He noted that these two officers are totally on board with the chief's vision of enhanced community policing and exhibited that by assisting one of our seniors. They were patrolling Hearthstone Manor the Sunday following the recent snowstorm and observed a female starting to shovel her driveway. Concerned, they asked why she needed to shovel her driveway and she informed them she had to go to a doctor's appointment the following day. These two officers then exited their patrol vehicles and proceeded to shovel her driveway.

Mayor Shupe and Chief Brown then presented the officers with a Certificate of Recognition for an act above and beyond by aiding an elderly Milford resident on January 24, 2016.

Mayor Shupe thanked Chief Brown for keeping with his commitment to community services. He added that they also

had an officer come into his business to notify them of a situation and appreciates the personal interaction by these officers.

He then thanked all the officers in attendance for their services to our residents and businesses..

Proclamation 2016-01/Black History Month

Mayor Shupe read the following proclamation into record:

WHEREAS, Black History Month was first celebrated in February 1976 by the Association for the Study of African American Life and History (ASALH); and

WHEREAS, the Association continues to support the study of African American History in homes, schools, churches, organizations, businesses, and government; and while it believes that Black history, like American history, should be studied 365 days a year, it continues to view February as the critical month for pursuing this mission; and

WHEREAS, the Association continues to support the study of African American history in homes, schools, churches, organizations, businesses, and government; and while it believes that Black history, like American history, should be studied 365 days a year, it continues to view February as the critical month for pursuing this mission; and

WHEREAS, the history of African Americans unfolds across the canvass of America, beginning before the arrival of the Mayflower and continuing to the present. From port cities where Africans disembarked from slave ships to the battle fields where their descendants fought for freedom, from the colleges and universities where they pursued education to places where they created communities during centuries of migration, the imprint of Americans of African descent is deeply embedded in the narrative of the American past. These sites prompt us to remember and over time became hallowed grounds; and

WHEREAS, the Association has made "Hallowed Grounds: Sites of African American Memories" the Black History theme for the month-long celebration in 2016 to bring attention to the centennial celebration of the National Park Service and the more than twenty-five sites and the Underground Railroad Network to Freedom that are part of America's hallowed grounds, including the home of the father of black history, Dr. Carter G. Woodson; and

WHEREAS, Milford is the home of the Milford Eleven, a special group who gained national attention as the first African American students to attend a previously all-white Milford School in 1954. Though only in the Milford School District for 28 days, their impact was far reaching as they proudly paved the way for future generations.

NOW, THEREFORE, I, Bryan W. Shupe, Mayor of the City of Milford, Delaware, on behalf of Milford City Council, proclaim the month of February 2016 as BLACK HISTORY MONTH and urge all citizens of Milford to participate in the appropriate programs and activities of our schools, churches, museum, library, and other organizations that recognize and honor the significant contributions Americans of African heritage have made to the City of Milford, the State of Delaware, to the Nation and throughout the World.

MONTHLY POLICE REPORT

Mr. Morrow presented the monthly report on behalf of Chief Brown. He moved to accept the January report, seconded by Mr. Burk. Motion carried.

CITY MANAGER REPORT

Mr. Norenberg referenced the departmental reports in the packet.

The city manager then discussed a few vehicles that are many years out of date. He informed council that a process is needed for disposal of such items and he will be working on that. He will follow up with council via an e-mail within

two weeks.

He will need to speak with the city solicitor about including a defined process in the codified ordinances. Because council approves vehicle purchases, he feels they should be informed when a vehicle is being disposed of as well.

Mr. Norenberg also noted that the process of easement approvals for the Bayhealth Campus is underway.

A draft agreement has been submitted to the Milford Aquarium director which is under review by their board. Once approved by their board, the city will provide the funding previously approved by city council.

A few weeks ago, council established a charter review committee. Some internal review has been done and he will consult with the city solicitor when the items will be presented at the charter review committee.

He anticipates the first charter review committee meeting will be held the end of the month.

Motion made by Mr. Grier and seconded by Mr. Starling to accept the city manager report. Motion carried.

COMMITTEE & WARD REPORTS

No reports provided.

COMMUNICATIONS & CORRESPONDENCE

Included in packet.

UNFINISHED BUSINESS

Planning Commission Vacancy

Mr. Norenberg has only heard of one potential candidate. She will meet with the city planner to learn more about the position. He anticipates an application will be submitted for review and a possible appointment made at the next council meeting.

Downtown Master Plan/Rivertown Rebirth Update/Muldrow and Associates

Ben Muldrow of Muldrow and Associates referred to the strategy board (attached) summary. He explained that a one hundred page report was reduced to a one page implementation plan. It breaks out the first year goals to accomplish in year 2016-2017, followed by years 2018-2019, then 2020 and beyond.

Three major categories were created--"Engage the River", "Create a Destination" and "Enhance Connections".

Mr. Muldrow explained there are seven primary partners in the implementation of this process. They include the City of Milford, Chamber of Commerce, Downtown Milford, Parks and Recreation, private sector, Downtown Development Corporation and Milford Police Department.

Mr. Muldrow then discussed the first year of implementation. One of the first things they are excited about is the idea of the Vinyard Village Micro Retail Space that will provide additional retail density along the river.

They are also recommending an annual river race to connect with the river. A meeting will be held to discuss that second year event which will be sponsored by DMI and Parks and Recreation during the Bug and Bug Festival on April 23rd.

The third idea is to create a new event to highlight the river. Create another strategic event during a different time during

the year that may engage in the water in a different way.

The fourth recommendation is to position Milford as a gateway to the bayshore.

— Mr. Muldrow explained that DNREC recently launched the region in the eastern part of the state known as the Delaware Bayshore; Milford plays an opportunity to serve as a gateway. With that, Milford may be able to tap into state level support.

In the second category “Create a Destination”, DMI needs to engage our business community to create an ‘extended hour campaign’. This will be a targeted campaign focused on getting our downtown stores to stay open longer. He feels this is a long process and most likely a three-year plan will be needed to complete an extended hour campaign. During the first year, the goal is to add one night a month. In year two, migrate to one night a week. By the third year, move into an extended weekend.

We also want to attract one new restaurant into the downtown district and they would like the city to lead that charge. In addition, attract three new businesses in a net gain. What has been occurring in downtown is an overall churn and instead an overall net gain can be accomplished.

Milford Skating Center and Lou’s Bootery building enhancements were recommended and both have owners who are amenable.

Mr. Muldrow noted that public safety is a perception issue and there are actual safety issues versus the perception of safety. We want to take advantages of the recent leadership changes to reinvigorate the sense of safety downtown.

They want DMI organization to go out and target a co-working space. This is a space in downtown that provides an office space for professionals to share.

— One of the major items is a public restroom and an ATM in the downtown. Some funding mechanisms are possible where the city can partner with a local bank and install an ATM; the revenue transactions can then actually fund the upkeep of the bathrooms.

Mr. Muldrow then reviewed the “Enhance the Connections” category. He urged the city to create a Downtown Development Corporation which would be a 501(c)(3) nonprofit organization that would be used as a partner in this community. It can help leverage property, help make real estate transactions and make deals work where it may not as a city. This would be a volunteer board made up by representatives of downtown property owners, city council and DMI board members.

The Downtown Entrepreneur Group is something that DMI has already done. They are planning a second meeting later this month at which time they will be learning about the downtown plan.

He also feels that now is a time to re-engage with the community by reconnecting with the downtown merchants and recent changes in some of the downtown businesses. Ongoing rivertown rebirth updates to the community and a biannual rebirth review are suggested, such as a leadership summit among these partner groups.

The Chamber of Commerce recently kicked off an economic development effort and there is a need to keep a focus on downtown.

Parks and Recreation will provide some public beautification by adding overhead decorative lighting on Park Avenue.

— Mr. Muldrow pointed out the next step involves Mayor Shupe and Mr. Muldrow planning the first Rivertown Rebirth review.

The consultant stated that every six months, this group will review the summary page. They will grade each point; at

that time, they will re-evaluate why they accomplished what they did and any reasons why they did not. That will establish appropriate goals moving forward.

This document will become a living document and at each meeting, it will be updated and will continue to grow and change.

Mayor Shupe noted that several residents and business owners have been instrumental in getting this started. He said there have been many questions about when this will get started and concluded by stating that time is very close. He looks forward to using the strengths and abilities of our residents and business owners in seeing this come to fruition.

NEW BUSINESS

Bid Approval/138kV Dead End Structure, Switch & Accessories/Electric Department

PE Alan Cobb of Progressive Engineering, Charlotte, North Carolina, oversaw this process and submitted the following recommendation:

Sealed bids were received, publicly opened and read on January 14, 2016 for furnishing the referenced equipment to be installed in your 138 kV Delivery #1. As shown by the enclosed tabulation of bids received, Substation Enterprises, Inc. offered the most attractive proposal in the amount of \$45,426.00. We have reviewed the proposal and believe it to be in compliance with the requirements of the specifications and therefore recommend this proposal for acceptance.

City Manager Norenberg said this project was budgeted and will modernize some of the equipment that will increase safety and prevent future outages. It will also increase the safety of our employees as they open and close these switches.

Mr. Brooks moved to award the bid, in the amount of \$45,426.00, to Substation Enterprises, Incorporated, seconded by Mr. Starling. Motion carried.

MONTHLY FINANCE REPORT

Through the sixth month of Fiscal Year 2015-2016 with 50% of the fiscal year having passed, 55% of revenues have been received and 46% of the operating budget expended.

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

EXECUTIVE SESSION

Mr. Grier moved to go into Executive Session reference below reason, seconded by Mr. Morrow:

Pursuant to 29 Del. C. §10004(b)(4), Collective Bargaining Update/Teamsters Local 326

Motion carried.

Mayor Shupe recessed the Council Meeting at 7:28 p.m. for the purposes as are permitted by the Delaware Freedom of Information Act.

Return to Open Session

City Council resumed their regular session at 8:00 p.m.

Collective Bargaining Update/Teamsters Local 326

Mr. Rutt stated that the motion will be to authorize the city manager, police chief and negotiating team to negotiate within the perimeters discussed in Executive Session.

Ms. Peel moved to adopt the motion as stated, seconded by Mr. Grier. Motion carried.

ADJOURN

Mr. Brooks moved to adjourn the meeting, seconded by Mr. Morrow. Motion carried.

The Council Meeting adjourned at 8:01 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Terri K. Hudson". The signature is written in a cursive style with a large initial "T" and "H".

Terri K. Hudson, MMC
City Clerk/Recorder

Attachment:
Rivertown Rebirth Strategy Implementation Plan

A Plan for Downtown Milford...to make Milford known as a dynamic place to do business; a successful, lively and historic rivertown capturing all of the best of creativity and vibrancy, a community loved by its citizens, attractive to businesses, and a destination for people who want to relax.



STRATEGIES

2016-17

2018-19

2020 & Beyond

Vision

Engage the River

Milford will become Delmarva's premier rivertown, for a place to stroll, shop and dine along the river, along with being a perfect place to get on the water.

- Vineyard Village Microretail
- Hold River Race to expose region to river
- Create a New Event to Highlight River
- Position Milford as Gateway to Bayshore

- Splash Pad
- Fire House Reuse
- Amphitheater / Festival Space
- Destination Riverfront Restaurant

- RiverPlace Mixed Use
- River Bend Mixed-Use
- God's Way Property

Milford is the region's premier rivertown, and the Mispillion is know throughout the region for its beauty.

Create a Destination

Milford will be a vibrant downtown district, with a multitude of shopping options, a selection of restaurants, and the kind of place where people love to spend their time.

- Extended Hours Campaign
- Attract One new Restaurant
- Attract Three New Businesses (Net Gain)
- Skating Center Building Enhancements
- Lou's Bootery Building Enhancements
- Public Safety Campaign
- Co-working Space
- Build Public Restroom/ATM

- Extended Hours Full Weekend
- Art League Building Enhancements
- Warren Furniture Property
- Park Avenue District
- Attract Five New Businesses (Net Gain)
- Riverwalk Plaza Enhancements

- 20 Hour Downtown
- Streetscapes
- Historic Milford Shipyard
- Centennial Park Mixed Use

Milford is the perfect, vibrant, comfortable, engaging small town, the destination to truly enjoy yourself.

Enhance Connections

Milford will come together as one community, realizing that its many groups and organizations are working to make this Milford the best Milford it can be.

- Create a Downtown Development Corp.
- Downtown Entrepreneur Group
- Reconnect with the Downtown Merchants
- Rivertown Rebirth Update
- Bi-annual Rebirth Review
- Chamber Economic Development
- Lights on Park Ave

- Tree Planting
- Extended Street Scape
- Move Basketball Courts
- Events/Programming
- Facade Enhancement Strategies
- Signs to Parking
- Bi-annual Rebirth Review
- Cohesive Business Community

- Facade Masterplan
- Full Wayfinding System
- Bi-annual Rebirth Review

Milford is one community. Through communication, inclusion, & caring, we create a community that symbolizes unity.

- City of Milford
- Milford Chamber of Commerce
- Downtown Milford Inc.
- Private Sector
- Milford Parks & Rec
- Downtown Development Corp.
- Milford Police