

MILFORD CITY COUNCIL
MINUTES OF MEETING
April 11, 2016

A Meeting of Milford City Council was held in the Joseph Ronnie Rogers Council Chambers at Milford City Hall on Monday, April 11, 2016.

PRESIDING: Mayor Bryan Shupe

IN ATTENDANCE: Councilpersons Christopher Mergner, Garrett Grier III, Lisa Ingram Peel, James Burk, Owen Brooks, Jr., Douglas Morrow, James Starling Sr. and Katrina Wilson

City Manager Eric Norenberg, Police Chief Kenneth Brown and Deputy City Clerk/
Christine Crouch

COUNSEL: City Solicitor David Rutt, Esquire

CALL TO ORDER

Mayor Shupe called the Council Meeting to order at 7:00 p.m.

INVOCATION AND PLEDGE

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

APPROVAL OF PREVIOUS MINUTES

Motion to approve the March 3, March 14 and March 28, 2016 Committee and Council Meeting minutes made by Mr. Brooks, seconded by Mr. Morrow. Motion carried.

RECOGNITION

Introduction/Chief Kenneth Brown/Milford Police Department Officers

Chief Brown then introduced the last five officers hired:

Brandon Hartlove began working with Milford Police Department in October 2015. Patrolman Hartlove came to Milford from Milton Police Department where he served for almost two years. Patrolman Hartlove attended the Delaware Police Academy and is now a Patrolman on the C Shift with Milford.

Officer Cory Swan started at the Delaware State Police Academy in September 2015. In 2012, he spent time as a seasonal officer in Milford and was subsequently hired as a full-time officer by Milford Police Department in September 2015. He is currently in the field training program.

Sean Hudson came to Milford from the Harrington Police Department, where he served for six years. He graduated from the Wilmington Police Academy and is currently in Milford's Field Training Program and is expected to be released by the end of the month.

Officer Tell Clayton comes from Keiser, West Virginia where he was certified and worked for two years. Hired in March 2016, he is currently undergoing training to become Delaware certified. He will begin Milford's field training program upon receipt of his certification.

Officer Jonathan Ricketts was employed by the Milford Police Department from July 2010 until June 2014 at which time he resigned to work in the private sector. He was rehired in March 2016 and is currently in the field training program and should be released by the end of April.

Chief Brown said the new hirings bring the department up to full staff and there are no anticipated retirements or resignations. However, the department is in need of part-time dispatchers because two full-time dispatchers will be out on FMLA in September.

MONTHLY POLICE REPORT

Mr. Morrow presented the monthly report on behalf of Chief Brown. Ms. Wilson moved to accept the March report, seconded by Mr. Brooks. Motion carried.

CITY MANAGER REPORT

Mr. Norenberg referenced the new format for his report that will be published on the city website under his page. He asked for any comments or suggestions for future reports.

He reminded council of the DEMEC Community briefing event in June. Key account holders will be invited to the event as well.

The city is in the process of ordering additional garbage and recycling carts to fill some gaps in our inventory. The supplier is recommending one container color with different color lids which will control costs. Overtime, these new containers will be phased in.

Notice was received today that the Teamsters have appealed the PERB ruling from last month. The city will prepare for a Chancery Court hearing related to the Unfair Labor Practice charge that was ruled in the city's favor.

Mr. Norenberg informed council he will be out of town from Friday to Sunday and Finance Director Jeff Portmann will be acting city manager.

Mr. Grier moved to accept the city manager's report, seconded by Mr. Starling. Motion carried.

COMMITTEE & WARD REPORTS

Economic Development Committee

Chairman Grier reported his committee met prior to this meeting. The purpose was to begin brainstorming with regard to incentives for the Downtown Development District (DDD) application which will be submitted to the State of Delaware by June 1st.

COMMUNICATIONS & CORRESPONDENCE

Councilman Burk recognized MSD Teacher Veronica Evans whom he met earlier this week. He has been working since last year to get the youth in our school system involved in government. On May 9th, some students will attend the council meeting to observe and become familiar with the process.

He then announced that the 'We are Milford Mural' was unveiled yesterday at Arena's. He encourages everyone to visit adding it is an important part of our community.

Ms. Wilson reported the Cultural Awareness Gospel Concert which be held Saturday, May 14th in the Library Amphitheater.

She and City Manager Norenberg recently attended the Haitian Community meeting at Perdue (noting that the name needs to be changed because it is not only about the Haitian Community). She said its purpose is to help bridge communications between the diverse groups in Milford.

Mr. Norenberg feels one of the most important things that has happened in the two meetings is the connection and

communication between several organizations, including nonprofit as well as businesses. Representatives of the school district, police department, library, DMI and several employers attended. That resulted in some great ideas about English as a second language, employment issues, etc.

Mayor Shupe reminded council that the annual Bug and Bud Festival is next Saturday, April 23rd and includes the 2nd annual River Race.

Also that day, the Annual City Election will be held at City Hall from noon until 8:00 p.m. The only contested race is for the 1st Ward Council Seat where two candidates filed after Councilman Grier announced he was stepping down back after six years of service.

UNFINISHED BUSINESS

Authorization/Letter of Intent/AMP Smart Meter Project

Mr. Norenberg recalled the American Municipal Power (AMP) presentation at the last meeting. The next step is to sign a non-binding Letter of Intent that will allow the city to start working with AMP to gather data, infrastructure needs and develop the budget beyond the cost estimates presented.

They will then come back to council to decide which components need to be added to the system.

The city manager has contacted the USDA representative to determine if we are able to apply for USDA money for the project and is waiting on their answer. He is also exploring state water resources for potential funding. However, most of the money for this project has already been set aside through electric reserves.

Mr. Brooks moved to authorize the Letter of Intent for the AMP Smart Meter Project, seconded by Mr. Morrow. Motion carried.

Introduction/Ordinance 2016-04/Chapter 174-Property Maintenance Code Amendment

Mayor Shupe introduced Ordinance 2016-04. Planning Coordinator Rob Pierce reported that the purpose is to update the International Property Maintenance Code from the 2006 to the 2015 version which is long overdue. This was discussed at a Community Affairs Committee meeting last month.

*ORDINANCE 2016-04
CODE OF THE CITY OF MILFORD
PART II-GENERAL LEGISLATION
CHAPTER 174-PROPERTY MAINTENANCE*

WHEREAS, the City of Milford deems it necessary to regulate and govern the conditions and maintenance of all property, buildings and structures; and

WHEREAS, the City provides the standards for supplied utilities and facilities and other physical things and conditions essential to ensure that structures are safe, sanitary and fit for occupation and use and the condemnation of buildings and structures unfit for human occupancy and use, and the demolition of such existing structures as herein provided; and

WHEREAS, the City provides for the issuance of permits and collection of fees therefor; and

WHEREAS, each and all of the regulations, provisions, penalties, conditions and terms of said Property Maintenance Code on file in the office of the City of Milford are hereby referred to, adopted, and made a part hereof, as if fully set out in this chapter.

NOW, THEREFORE, THE CITY OF MILFORD HEREBY ORDAINS:

Section 1. An Ordinance to Amend the Code of the City of Milford by Amending Chapter 174 entitled Property Maintenance.

Section 2. Chapter 174-1. Adoption of Property Maintenance Code.

A certain document, three copies of which are on file in the office of the City Clerk of the City of Milford, Delaware, being marked and designated as the International Property Maintenance Code, 2006 2015 edition, as published by the International Code Council, is hereby adopted as the Property Maintenance Code of the City of Milford, in the State of Delaware, for regulating and governing the conditions and maintenance of all property, buildings and structures; by providing the standards for supplied utilities and facilities and other physical things and conditions essential to ensure that structures are safe, sanitary and fit for occupation and use; and the condemnation of buildings and structures unfit for human occupancy and use, and the demolition of such existing structures as herein provided; providing for the issuance of permits and collection of fees therefor; and each and all of the regulations, provisions, penalties, conditions and terms of said Property Maintenance Code on file in the office of the City of Milford are hereby referred to, adopted, and made a part hereof, as if fully set out in this chapter, with the additions, insertions, deletions and changes, if any, prescribed in §174-2 of this chapter.

Section 3. Chapter 174-2. Additions, insertions and changes.

The following sections are revised as follows:

- A. Section PM-101.1. Title. These regulations shall be known as the International Property Maintenance Code of **Insert: City of Milford**, hereinafter referred to as "this code."*
- B. Section PM-103.5. Fees. The fees for activities and services performed by the department in carrying out its responsibilities under this code shall be as indicated in the following schedule.*
- Add: Fees shall be assessed as described throughout this chapter.*
- C. Add: Section PM-104.7. Conflict of interest. No officer or employee who has an official duty in connection with the administration and enforcement of this chapter shall be financially interested in the furnishing of labor, materials or appliances or the construction, alteration or maintenance of a building or in making the plans or specifications therefor unless that person is the owner of such building. No such officer or employee shall engage in any activity which is inconsistent with the public interest and the officer's official duties.*
- D. Section PM-106.4. 106.4 Violation penalties. Any person who shall violate a provision of this code, or fail to comply therewith, or with any of the requirements thereof, shall be prosecuted within the limits provided by state or local laws. Each day that a violation continues after due notice has been served shall be deemed a separate offense.*
- Add: Any person or persons who shall violate a provision of this code shall, upon conviction thereof, shall be fined not less than \$50 nor more than \$1,000.*
- E. Section PM-108.3. Notice. Whenever the code official has condemned a structure or equipment under the provisions of this section, notice shall be posted in a conspicuous place in or about the structure affected by such notice and served on the owner, owner's authorized agent or the person or persons responsible for the structure or equipment in accordance with Section 107.3. If the notice pertains to equipment, it shall be placed on the condemned equipment. The notice shall be in the form prescribed in Section 107.2.*

Add: If the owner or a holder of a lien of record cannot be found, the order may be served by posting it on the main entrance of the building and by publishing it once each week for three successive weeks in a newspaper of general circulation.

- F. *Section PM-111.1 Application for appeal. Any person directly affected by a decision of the code official or a notice or order issued under this code shall have the right to appeal to the board of appeals, provided that a written application for appeal is filed within 20 days after the day the decision, notice or order was served. An application for appeal shall be based on a claim that the true intent of this code or the rules legally adopted thereunder have been incorrectly interpreted, the provisions of this code do not fully apply, or the requirements of this code are adequately satisfied by other means.*

Add: Appeals of orders, decisions, or determination made by the Building and/or Code Official relative to the application and interpretation of this code, shall proceed as described in Chapter 88, Article III of the Code of the City of Milford.

- G. *Section PM-112.4. Failure to comply. Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be liable to a fine of not less than *Insert: \$250* or more than *Insert: \$1000*.*

- H. *Section PM-202. General Definitions.*

Add: INDOOR FURNITURE — Furniture and similar objects that are not specifically designed by the manufacturer to withstand the elements or are otherwise not intended for outdoor use. Indoor furniture includes, but is not limited to, beds and upholstered chairs, love seats and couches.

OUTDOOR AREA — That portion of real property or the improvement located thereon that is not fully enclosed and fully roofed so as to provide effective protection from the elements. Outdoor areas include, but are not limited to, sidewalks, yards, driveways, unenclosed porches, patios and balconies.

- I. *Section PM-302.3. Sidewalks and driveways. Sidewalks, walkways, stairs, driveways, parking spaces and similar areas shall be kept in a proper state of repair, and maintained free from hazardous conditions.*

Add: All vehicles must park on an approved parking surface. Approved parking surfaces include the following: crushed stone, gravel or similar material installed to a depth approved by the Code Official; asphalt, concrete, brick, paving block, or similar durable, dustless surface. Grass or dirt surfaces are not approved surfaces. All parking areas must be maintained in good order and free from vegetation, standing water and structural defects.

- J. *Section PM-302.4. Weeds. Premises and exterior property shall be maintained free from weeds or plant growth in excess of *Insert: 6 inches*. Noxious weeds shall be prohibited. Weeds shall be defined as all grasses, annual plants and vegetation, other than trees or shrubs provided; however, this term shall not include cultivated flowers and gardens. Upon failure of the owner or agent having charge of a property to cut and destroy weeds after service of a notice of violation, they shall be subject to prosecution in accordance with Section 106.3 and as prescribed by the authority having jurisdiction. Upon failure to comply with the notice of violation, any duly authorized employee of the jurisdiction or contractor hired by the jurisdiction shall be authorized to enter upon the property in violation and cut and destroy the weeds growing thereon, and the costs of such removal shall be paid by the owner or agent responsible for the property.*

Add: When cutting the grass as part of yard maintenance, all grass clippings must be removed immediately from the sidewalk and out of the street upon completion.

Notice of violation; removal by the City. The owner or agent of the property has five working days, after receipt of said notice, to comply with notice. No such notice shall be required for second and/or subsequent violations in the same calendar year. The notice shall be served upon the property owner or agent acting on behalf of the property owner. If the premises is vacant or unoccupied, notice may be served by posting of a notice placard on the premises and mailing a copy of said notice to the owner or his/her agent at his/her last known address. The City may cause the vegetation to be cut and removed and will impose a fee of \$100 per man hour, plus 10% for inspection and other

added costs or fees that might be incurred to render the property in compliance with this chapter. In extreme cases, the fee will be levied in accordance with actual costs of equipment and personnel, and the hourly rate could be higher. These costs shall become and form part of the taxes next to be assessed and levied upon such lot or land and shall bear interest at the same rate as taxes and shall be collected and enforced by the same officers and in the same manner as taxes.

K. Add: Section PM-302.10. Indoor furniture in outdoor areas.

No person shall place, use, keep, store or maintain in any outdoor area any appliance, mattresses, indoor furniture, furnishings, or decorations customarily associated with the interior portion of a residential dwelling in any outdoor area.

Notice and removal. An occupant(s) shall receive a notice in the form set forth in Section PM-107 to remove said appliance, mattresses, indoor furniture, furnishings or decorations. If the appliance, mattresses, indoor furniture, furnishings or decorations are not removed within 5 days of notification, the Code Official or his/her designated agent will have them removed and collected by the City of Milford, not as a regular service, but at a rate determined by the Code Official or his/her designee, and appropriate fees will be applied to the next utility bill for the address.

L. Section PM-304.14. Insect screens. During the period from *Insert: April 1 to October 1*, every door, window and other outside opening required for ventilation of habitable rooms, food preparation areas, food service areas or any areas where products to be included or utilized in food for human consumption are processed, manufactured, packaged or stored shall be supplied with approved tightly fitting screens of minimum 16 mesh per inch (16 mesh per 25 mm), and every screen door used for insect control shall have a self-closing device in good working condition.

Exception: Screens shall not be required where other approved means, such as air curtains or insect repellent fans, are employed.

M. Section PM-602.3. Heat supply. Every owner and operator of any building who rents, leases or lets one or more dwelling units or sleeping units on terms, either expressed or implied, to furnish heat to the occupants thereof shall supply heat during the period from *Insert: October 1 to April 30* to maintain a minimum temperature of 68°F (20°C) in all habitable rooms, bathrooms and toilet rooms.

Exceptions:

- 1. When the outdoor temperature is below the winter outdoor design temperature for the locality, maintenance of the minimum room temperature shall not be required provided that the heating system is operating at its full design capacity. The winter outdoor design temperature for the locality shall be as indicated in Appendix D of the International Plumbing Code.*
- 2. In areas where the average monthly temperature is above 30°F (-1°C), a minimum temperature of 65°F (18°C) shall be maintained.*

N. Section PM-602.4. Occupiable work spaces. Indoor occupiable work spaces shall be supplied with heat during the period from *Insert: October 1 to April 30* to maintain a minimum temperature of 65°F (18°C) during the period the spaces are occupied.

Exceptions:

- 1. Processing, storage and operation areas that require cooling or special temperature conditions.*
- 2. Areas in which persons are primarily engaged in vigorous physical activities.*

O. Include: Appendix A is hereby adopted.

Section 4. Dates.

City Council Introduction: 04/11/16

Adoption: 04/25/16

Effective: 05/05/16

All main insertions, additions and changes from the supplemental section will be kept.

Introduction/Ordinance 2016-05/Chapter 88-Building Construction/Article III-Board of Appeals Amendment

Mayor Shupe introduced Ordinance 2016-05.

*ORDINANCE 2016-05
CODE OF THE CITY OF MILFORD
PART II-GENERAL LEGISLATION
CHAPTER 88-BUILDING CONSTRUCTION
ARTICLE III-BOARD OF APPEALS*

WHEREAS, the City has adopted a Building Construction code in order to regulate and govern the conditions and maintenance of all property, buildings and structures; and

WHEREAS, the Board of Appeals serves as an important function of the Building Construction Code and requires updating.

NOW, THEREFORE, THE CITY OF MILFORD HEREBY ORDAINS:

Section 1. An Ordinance to Amend the Code of the City of Milford by Amending Chapter 88 entitled Building Construction.

Section 2. Chapter 88-6 General shall be amended as follows:

General. In order to hear and decide appeals of orders, decisions, or determinations made by the building or code official relative to the application and interpretation of the code, there shall be and is hereby created a board of appeals. The Board of Appeals shall be appointed by City Council and shall hold office at its pleasure. The Board shall adopt rules of procedure for conducting its business, and shall render all decisions and findings in writing to the appellant with a duplicate copy to the building official.

Section 3. Chapter 88-8 Membership of the board shall be amended as follows:

The Board of Appeals shall consist of three members: the City Manager or his designate, a design professional (architect or engineer), and a representative of the contracting industry. The City Manager or his designate will be a standing member of the Board of Appeals. City Council shall appoint the design professional and the representative from the contracting industry. The initial term of the design professional shall be two years and the initial term of the representative of the contracting industry shall be for one year. The term of all subsequent appointments shall be two years. The Board of Appeals shall consist of members who are qualified by experience and training to pass on matters pertaining to building construction and are not employees of the jurisdiction. City Council shall appoint three members for terms of three years, provided that the terms of the original members shall be established in a manner that the term of at least one member shall expire each year and the successor shall be appointed for a term of three years.

Section 4. Chapter 88-8.2 Chairman shall be amended as follows:

§ 88-8.2. – Chairman person.

The Board shall annually select one of its members to serve as chairman person.

Section 5. Chapter 88-9.1 Hearing fee shall be amended as follows:

The following non-refundable fee schedule shall apply for hearings of the Board of Appeals:

International Residential Code: \$300.00

International Building Code: \$1,000.00

International Property Maintenance Code: \$300.00

Section 6. Chapter 88-10 Notice of hearing shall be amended as follows:

The Board shall meet upon notice from the Chairman person. The meeting date and time shall be scheduled in accordance with the state guidelines for public hearings. Surrounding property owners within 200 feet of the property or building in question shall be notified by mail.

Section 7. Dates.

City Council Introduction: 04/11/16

Adoption: 04/25/16

Effective: 05/05/16

Planning Coordinator Pierce then reported the Board of Appeals composition by removing the city manager and assigning three members in relation to appeals to the property maintenance code.

NEW BUSINESS

Comprehensive Plan Update Process/City Planner Rob Pierce

Planning Coordinator Pierce advised the city is required to review its adopted comprehensive plan every five years to determine if the provisions are still relevant given changing conditions in the municipality and surrounding areas. The adopted comp plan must be revised, updated and re-adopted at least every ten years.

He said the 2008 comp plan covered the majority of the city and was certified by the State of Delaware in July 2009. That means we are approaching our mandated ten-year requirement. In addition, the southeast master plan, adopted in 2011, will also need to be updated.

Mr. Pierce provided an outline showing the next eighteen months.

They plan to submit the pre-plus application by the end of April to be reviewed by State Planning Office next month. That involves the current document with some minor tweaks to the demographics, zoning and land use maps. Comments relating to policy and the state's recommendation will be received.

The planning coordinator said we hope to engage a consultant after July 1st to assist with developing some portions of the comprehensive plan.

Until September, staff will work with the consultant to develop the draft plan components which will be the basis of the public workshops. Late summer, a community questionnaire will be mailed to solicit responses from the community which will be discussed during workshops in the fall.

From October to March, several workshops, many of which will be held during planning commission meetings, to discuss the planning components.

By April 2017, a final draft will be prepared for planning commission recommendation and in May, city council could approve the draft so it can be submitted to state planning for their review and possible adoption.

Mr. Pierce noted this is a typical turnaround time to update the comprehensive plan.

Mr. Brooks asked if this will be handled in workshops or committee meetings. Mr. Norenberg said probably both in addition to a number of community meetings. One of the key things about the comp plan update is to engage the public

so the plan is to hold public meetings in each of the wards, as well as take residents' feedback on line and through various surveys.

Mr. Grier confirmed that this is the time for a property owner who desires to change their zoning district to make their pitch to allow public feedback at these workshops.

Mr. Pierce explained that a property owner wishing to change their land use/zoning district should present their request as soon as they can. Once the requests are compiled, they would be forwarded to the planning commission for their comments. They would then try to formulate their overall land use plan for the comprehensive and master plan.

They will also engage state agencies that are involved in the review to make sure they are in compliance with the state goals and policies.

Mr. Brooks asked if we can hold these workshops at the fire house as was done in the past; Mr. Pierce said that or the meeting room at public works.

City Solicitor Rutt emphasized this falls under the duties of the planning commission. It is then brought before council for approval of the final plan. Under state law, the planning commission is charged with the responsibility of preparing the comprehensive plan though council adopts the final version.

Mr. Brooks asked if the planning commission handles all the public hearings. Mr. Rutt said council can go to the workshops but in terms of taking the information and preparing the plan and actually conducting the workshops and conducting public hearings, that is the planning commission responsibility as they are charged by state law to do that.

Ms. Wilson then confirmed that residents with concerns would bring them to council, the planning coordinator or attend these meetings. Mr. Pierce explained that any request for a land use change should be in writing. Once this update is completed, he plans to set up a schedule for future comp plan amendments on an annual basis.

Ms. Wilson said it seems as though city council was more involved in the first comp plan process. Mr. Pierce said council can be part of the workshops and listen to the comments during the public meetings.

Mr. Morrow said that he and Ms. Wilson were talking and this may be appropriate time to discuss something, He said he is aware that all of council has had calls from a developer about the letter the city manager sent about postponing development. He said that the developer has continued to call him and his answer to him would be that we are getting ready to update the plan and to contact Mr. Pierce and get it on the agenda.

City Solicitor Rutt said he is familiar with who Mr. Morrow is referring to and he spoke to his attorney on Thursday. During that conversation, the solicitor laid out this process and his attorney understood. They are aware of how this will unfold.

Mr. Morrow said he and Ms. Wilson have been talking about this and they were told what Sussex County is about to do south of Milton on the east side of Route 1. Ms. Wilson pointed out that development is planned very soon. Mr. Morrow said if that happens, it could potentially impact Milford.

Ms. Wilson said she is very concerned that here we are again putting Milford in an economic development situation and not being ready. Mayor Shupe explained we have to go through the legal process before anything can be done. Ms. Wilson understands but if the developer comes before council, city council can agree to do an amendment before the process is complete. Mr. Rutt said we still have to go through the process. If city council makes an amendment to the comp plan, it has to go through the legal process which includes planning commission reviews and public hearings. Once there is a recommendation, it goes to the State of Delaware who then presents the amendment to its agencies for reviews. If they disagree with what is being proposed, it goes to the governor. The governor can then hold it up if necessary.

Ms. Wilson asked if it has to be held up for two years. They do not want to miss out on an opportunity and does not want this developer to have to wait while we go through the process. If there is a potential opportunity out there, the city needs to be ready. It could be just prepping the land for a mall.

Mayor Shupe highly recommends that we work with the State of Delaware to make sure that all developments are legally compliant with the process. In the past we have had developers come before the city and the developments were rushed and we are still dealing with those issues as a result. He feels it is important that everything goes through the legal process and that we work with the state. In addition, we need to make sure the residents are heard as we go through this process.

Ms. Wilson said she wants council to understand there is a developer ready to move forward and wants the comp plan amended before the process is complete.

When asked, no other council member had comments or questions.

Downtown Development District Process/City Planner Rob Pierce

Mayor Shupe recalled that three communities—Dover, Seaford and Wilmington have been approved as Downtown Development Designations. They have been able to take advantage of some state grants within that district. The governor announced last month they will be increasing the number of towns that can apply for the Downtown Development District (DDD) to receive grants through commercial and residential properties. Milford will again be applying for the designation.

Planning Coordinator Pierce then referred to a packet provided by the state with its application outlining several stage agencies and the general incentives or programs they provide, along with the ones that are specific to the DDD designation.

He noted that one of the major components found under the state housing authority section is a rebate of up to 20% of invested hard costs associated with the development of residential, commercial or industrial real estate. If someone were to come in and build a million dollar project, they could potentially receive \$200,000 returned. This is a huge deal to a lot of the private investors and developers.

The housing authority is also trying to incentivize homeownership through special financing and downpayment assistance.

He said there are also historic preservation credits and customized technical assistance to targeted areas.

Mr. Pierce announced that he needs some guidance on the boundary line of the district. Based on Milford's population, we are limited to 170 acres. He then referenced the DDD boundary as shown in the packet. He explained the primary focus will be the Downtown Rebirth Master Plan that Muldrow and Associates prepared which covers the central corridor which is primarily commercial. Radiating out, he included the communities that need and can be positively impacted by these state incentives.

He then reviewed the area by streets and asked for council to solidify the boundary line so that he can proceed with the analysis for the need and impact section which makes up 50% of the scoring in the application.

Ms. Wilson found this interesting adding that years ago, homeownership was promoted. Now, over 170 homes are rentals. She is pleased that the housing authority is still encouraging homeownership.

Mr. Pierce then reported on code violations, age of the structures, etc. He noted that 73% of the downtown area was built prior to 1950.

The planning coordinator said that about 1/3 of the downtown is made up of commercial and 2/3 are residential. He feels this really expands upon the Rivertown Rebirth Commercial Redevelopment Plan by including 60 plus residential area.

He said the Economic Development Committee met earlier this evening on how to incentivize homeownership or revitalization of aging buildings or in a state of disrepair and how to improve our housing stock in the form of tax abatement, etc.

Mr. Pierce hopes to have a decent revision of those draft changes of the economic development plan in the next couple weeks.

Ms. Peel asked if we are looking for other partners noting there are references to the farmer's market, education, etc. She asked if this would be appropriate to partner with the school district and DMI; Mr. Pierce commented that he believes the state took the opportunity to outline all the programs offered though some are not specific to DDD's. He feels there is a good amount of detail about the programs provided by the state that most people are unaware of.

He stated that we will partner with DMI who will be part of the implementation process considering their involvement in the master plan. The Chamber of Commerce and Bayhealth will be two other key partners.

Ms. Peel recommends we consider the school district since we are serving the children. She just read that one suggestion is to use the farmer's market to provide meals for children on weekends when they do not have meals through the schools. She asked that we think out of the box and not just about physical structures.

City Manager Norenberg agreed that having as many partners as possible to be supportive of the DDD project. He added this is the point in time when new ideas should be considered and encouraged council to direct anyone to speak with Mr. Pierce or him to make this a stronger proposal.

City of Milford 2016 Annual Election:

Certification/2016 Voter Registration Log

Mr. Burk moved to certify the 2016 City of Milford Voter Registration log for the April 23, 2016 Annual Election, seconded by Ms. Peel. Motion carried.

Confirmation/Appointment/City of Milford Election Board

Mr. Brooks moved to appoint Karen Boone, Joanne Leuthauser and Carlene Wilson as the City of Milford Election Board, seconded by Mr. Starling. Motion carried.

Confirmation/Appointment/Election Officials

Mr. Burk moved to appoint Antoinette Sauls, Rita Cartwright and Kayla Boone as Election Officials for the April 23, 2016 City of Milford Annual Election, seconded by Ms. Wilson. Motion carried.

MONTHLY FINANCE REPORT

Finance Committee Chairman Morrow reported that through the eighth month of Fiscal Year 2015-2016 with 67% of the fiscal year having passed, 69% of revenues have been received and 61% of the operating budget expended.

Mr. Grier moved to accept the April 2016 Finance Report, seconded by Ms. Wilson. Motion carried.

ADJOURN

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

Council Meeting adjourned at 7:54 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Terri K. Hudson". The signature is written in a cursive style with a large initial "T" and a long horizontal stroke at the end.

Terri K. Hudson, MMC
City Clerk/Transcriber