

City of Milford



CITY COUNCIL AGENDA

Monday, September 25, 2017

Joseph Ronnie Rogers Council Chambers
Milford City Hall, 201 South Walnut Street, Milford, Delaware

6:00 P.M. WORKSHOP

Call to Order - Mayor Bryan Shupe

New Business

Freedom of Information Act Training/Max Walton, Esq.

Adjourn

7:00 P.M. BOARD OF REVISION AND APPEAL

Please be advised that on Monday, September 25, 2017 at 7:00 p.m., the City Council of the City of Milford will sit in the Council Chambers at Milford City Hall, 201 South Walnut Street, Milford, Delaware, as a Board of Revision and Appeal in regard to the 2017-2018 City of Milford General Property Assessment.

PUBLIC HEARING

Richard D & Janice Comstock

For a Final Minor Subdivision of .81+/- acres in an R1 (Single Family Residential) Zoning District. Property is located at 442 Kings Hwy, Milford Delaware.

Present Use: Single Family Dwelling and Vacant Land; Proposed Use: Same
Tax Map 1-30-1.19-038.00 and 1-30-1.19-038.06

COUNCIL MEETING

Call to Order - Mayor Bryan Shupe

Invocation

Pledge of Allegiance

Recognition

Tribute/Rajene Bowe

Tribute/Nia Bowe

Tribute/CJ Kohel

Proclamation 2017-19/Public Power Week

Communication & Correspondence

Unfinished Business

Public Parking Lot Paving Project (previous M&T site)
Service Club Sign Display
Kent County Tourism Board of Directors Appointee

New Business

2017 Justice Assistance Grant Authorization
Resolution 2017-09/Support of Delaware Outdoor Recreation, Parks and Trails Grant Application
Introduction-Ordinance 2017-20/Chapter 180-Residential Rental Operating License
Introduction/Ordinance 2017-21/Chapter 57-Planning Commission
Introduction/Ordinance 2017-22/Chapter 178-Real Estate Transfer Tax
Street Sweeper Purchase Authorization
Trailer Mounted Sewer Flusher Purchase Authorization
Budget Adjustment/Growmark Phase II Environmental Site Assessment

Adjourn

All items on the agenda are subject to a potential vote.

This agenda shall be subject to change to include additional items including executive sessions or the deletion of items including executive sessions which arise at the time of the public body's meeting.

SUPPORTING DOCUMENTS MUST BE SUBMITTED TO THE CITY CLERK IN ELECTRONIC FORMAT NO LATER THAN ONE WEEK PRIOR TO MEETING; NO PAPER DOCUMENTS WILL BE ACCEPTED OR DISTRIBUTED AFTER PACKET HAS BEEN POSTED ON THE CITY OF MILFORD WEBSITE.

080117 081617 090517 091217 091317

*Freedom of Information Act
(FOIA)
City of Milford*

September 25, 2017

Max B. Walton
Connolly Gallagher LLP
302-888-6297
mwalton@connollygallagher.com



CONNOLLY
GALLAGHER LLP

Public Policy of FOIA

It is vital in a democratic society that public business be performed in an open and public manner so that our citizens shall have the opportunity to observe the performance of public officials and to monitor the decisions that are made by such officials in formulating and executing public policy; and further, it is vital that citizens have easy access to public records in order that the society remain free and democratic.

Public Bodies

- While the City Council is clearly a public body, the statute has a far broader reach.
- A public body includes any regulatory, administrative, advisory, executive, appointive, or legislative body of any political subdivision of the State.
- That means any board, bureau, commission, department, agency, committee, ad hoc committee, special committee, temporary committee, advisory board and committee, subcommittee, legislative committee, association, group, panel, council or any other entity or body is subject to FOIA.

Public Bodies

- Thus, if the matter is related to the City (even an ad hoc committee with only the power to recommend), the open meeting requirements of FOIA apply.
- If there is a quorum of members present, there is a meeting of the public body.

Open Meetings

- The general rule, subject to a few exceptions, is that every meeting of all “public bodies” shall be open to the public. Del. Code Ann. tit. 29 § 10004(a).
- Meetings must be held within the jurisdiction of the public body.
- No serial meetings can be held – all decisions and deliberations must be made in public.

Open Meeting Requirements

- Notice
- Agenda
- Minutes

Notice

- All public bodies shall give public notice of their regular meetings and of their intent to hold an executive session closed to the public, at least 7 days in advance thereof.
- “Regularly scheduled meeting” means any meeting of a public body held on a periodic basis.

Notice

- Public notice is a conspicuous posting of notice at the principal office of the public body holding the meeting, or if no such office exists, at the place where meetings of the public body are regularly held.
- If you plan to do video conferencing, you must say so in the meeting notice.
- The video conferencing should be done from a public location.

Agendas

- Agendas are required for all meetings.
- “Agenda” is defined as a general statement of the major issues expected to be discussed at a public meeting.
- Only in very rare circumstances can the agenda be amended within seven days.

Agendas

- As a rule of thumb, if seven days notice of the agenda item could have been given, the agenda cannot be amended.
- There must be some emergency situation that permits the agenda to be amended.
- If the agenda is amended, the reason why the agenda is amended must be stated.

Minutes

- Minutes are always required.
- Minutes, at minimum, must include a record of those members present and a record, by individual members, of each vote taken and action agreed upon.
- Minutes of executive sessions must be taken and the minutes are considered public records “so long as public disclosure would defeat the lawful purpose for the executive session, but no longer.”



Executive Sessions

Executive Sessions

- Executive sessions, while necessary, are in contravention of the public policy of the open meeting laws.
- Thus, executive sessions are closely scrutinized to assure that they are proper.

Executive Sessions

- Executive sessions are permitted **ONLY** IF they fall under the categories listed in Del. Code Ann. tit. 29 § 10004(b).
- The big ones are:

Executive Sessions

1) Discussion of an individual citizen's qualifications to hold a job or pursue training unless the citizen requests that such a meeting be open.

- This provision does not apply to an individual citizen's qualifications to pursue any profession or occupation for which a license must be issued by the public body in accordance with Delaware law.

Executive Sessions

- (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, but only when an open meeting would have an adverse effect on the bargaining or litigation position of the public body.
- (6) Discussion of the content of documents, excluded from the definition of “public record” where such discussion may disclose the contents of such documents.

Executive Sessions

- (8) The hearing of employee disciplinary or dismissal cases unless the employee requests a public hearing.
- (9) Personnel matter in which the names, competency and abilities of individual employees or students are discussed, unless the employee or student requests that such a meeting be open. (**Must be only employees-not subcontractors).

Executive Session Rules

- Minutes must be taken.
- Governing body must vote to hold an executive session.
- Executive session must be on the agenda.
- Agenda must be specific about the statutory exemption that applies.

Executive Session Rules

- No votes may be taken in executive session – votes must be in public session.
- The executive session topics cannot stray from the issues on the agenda.
- Prohibited from having a straw poll.

Public Records

Public Records

- Public records are defined by Del. Code Ann. tit. 29 § 10002(1) as:
 - “information of any kind, owned, made, used, retained, received, produced, composed, drafted or otherwise compiled or collected, by any public body, relating in any way to public business, or in any way of public interest, or in any way related to public purposes, regardless of the physical form or characteristic by which such information is stored, recorded or reproduced.”

Non-Public Records

- Examples of non-public records:
 - (1) Any personnel, medical or pupil file, the disclosure of which would constitute an invasion of personal privacy;
 - (2) Trade secrets and commercial or financial information obtained from a person which is of a privileged or confidential nature;

Non-Public Records

- (3) Investigatory files compiled for civil or criminal law-enforcement purposes;
- (4) Criminal files and criminal records, the disclosure of which would constitute an invasion of personal privacy;

Non-Public Records

- (5) Any records specifically exempted from public disclosure by statute or common law;
- (6) Any records which disclose the identity of an anonymous contributor of a bona fide and lawful charitable contribution to the public body;
- (7) Any records involving labor negotiations or collective bargaining;

Non-Public Records

- (8) Any records pertaining to pending or potential litigation which are not records of any court;
- (9) Subject to certain exceptions, any record of discussions held in executive session;

Non-Public Records

- (10) Any records of a public library which contain the identity of a user and the books, documents, films, recordings or other property of the library which a patron has used; and
- (11) Emails received or sent by members of the Delaware General Assembly or their staff.

Responses to Requests – Production of Public Documents

- Responses to FOIA requests must be made within 15 business days.
- If more time is needed, the reason for more time must be legitimate and must be explained.

Responses to Requests – Production of Public Documents

- If the request is denied, the reason for denial must be explained.
- Documents may be reviewed prior to disclosure to assure that non-public records are excluded from the request.

Enforcement

- Attorney General's Office generally enforces FOIA and/or decides a FOIA complaint, although citizens may bring suit as well in certain circumstances.
- For public records denials, there is a 60 day statute of limitations.
- For open meeting violations, the statute of limitations is 6 months.

Enforcement

- The burden is on the custodian denying access to public records.
- Open question – how do you satisfy that burden?

Case Examples

- ❖ Agenda Violations
- ❖ Committees
- ❖ Serial Quorum
- ❖ Beyond Scope of Executive Session Topic

Questions?

CITY OF MILFORD
PUBLIC NOTICE

City of Milford Property Tax Appeals

Please be advised that on Monday, September 25, 2017 at 7:00 p.m., the City Council of the City of Milford will sit in the Council Chambers at Milford City Hall, 201 South Walnut Street, Milford, Delaware, as a Board of Revision and Appeal in regard to the 2017-2018 City of Milford General Property Assessment.

Property owners wishing to appeal the value of their property under the 2017-2018 General Assessment must contact Carol Scott at 302-422-6616 Extension 1204 by 4:30 p.m. on Wednesday, September 6, 2017.

Copies of the 2017-2018 General Assessment are posted for public information at Milford City Hall, 201 South Walnut Street, Milford, Delaware and the City of Milford Customer Service Center, 119 South Walnut Street, Milford, Delaware.

Issued this 24th day of August 2017 pursuant to Article 7 of the Charter of the City of Milford, Delaware.

s/Eric Norenberg
City Manager

Posted 08/24/17 and Advertised: Beacon 08/30/17

CITY OF MILFORD
NOTICE OF PUBLIC HEARINGS

PLANNING COMMISSION PUBLIC HEARING: AUGUST 15, 2017
CITY COUNCIL PUBLIC HEARING: SEPTEMBER 25, 2017

NOTICE IS HEREBY GIVEN the Planning Commission for the City of Milford will hold a Public Hearing on Tuesday, August 15, 2017 at 7:00 p.m., or as soon thereafter as possible, in the Joseph Ronnie Rogers Council Chambers at Milford City Hall, 201 South Walnut Street, Milford, Delaware.

A FINAL PUBLIC HEARING is scheduled before Milford City Council on Monday, September 25, 2017 at 7:00 p.m., or as soon thereafter as possible, in the Joseph Ronnie Rogers Council Chambers at Milford City Hall, 201 South Walnut Street, Milford, Delaware.

Richard D & Janice Comstock

For a Final Minor Subdivision of .81+/- acres in an R1 (Single Family Residential) Zoning District.
Property is located at 442 Kings Hwy, Milford Delaware.
Present Use: Single Family Dwelling and Vacant Land; Proposed Use: Same
Tax Map 1-30-1.19-038.00 and 1-30-1.19-038.06

All parties of interest are hereby notified to be present and to express their views before a final decision is rendered. If unable to attend, written comments will be accepted up to one week prior to the hearing. For additional information, please contact Rob Pierce in the Planning Department at Milford City Hall, via email at RPierce@milford-de.gov or by calling 302.424.8396 x1311.

By: Christine Crouch, CMC
Deputy City Clerk

Advertised: Beacon 072617

DATA SHEET FOR LANDS OF RICHARD & JANICE COMSTOCK

Planning Commission Meeting: August 15, 2017

Application Number / Name	:	17-011 / Richard & Janice Comstock
Applicant	:	Richard & Janice Comstock 442 Kings Highway Milford, DE 19963
Owner	:	Same
Application Type	:	Final Minor Subdivision/Lot Line Adjustment
Present Comprehensive Plan Map Designation	:	Low Density Residential
Present Zoning District	:	R-1 (Single-Family Residential District)
Present Use	:	Single-family detached dwelling unit
Proposed Use	:	same
Size and Location	:	0.40 +/- acres and 0.40 +/- acres of land located along Kings Highway 150 feet east of Woodland Drive.
Tax Map & Parcel	:	1-30-1.19-038.00 & 1-30-1.19-038.06

ENC: Staff Recommendation Report
Exhibit A – Location & Zoning Map
Exhibit B – Survey

STAFF REPORT
July 5, 2017

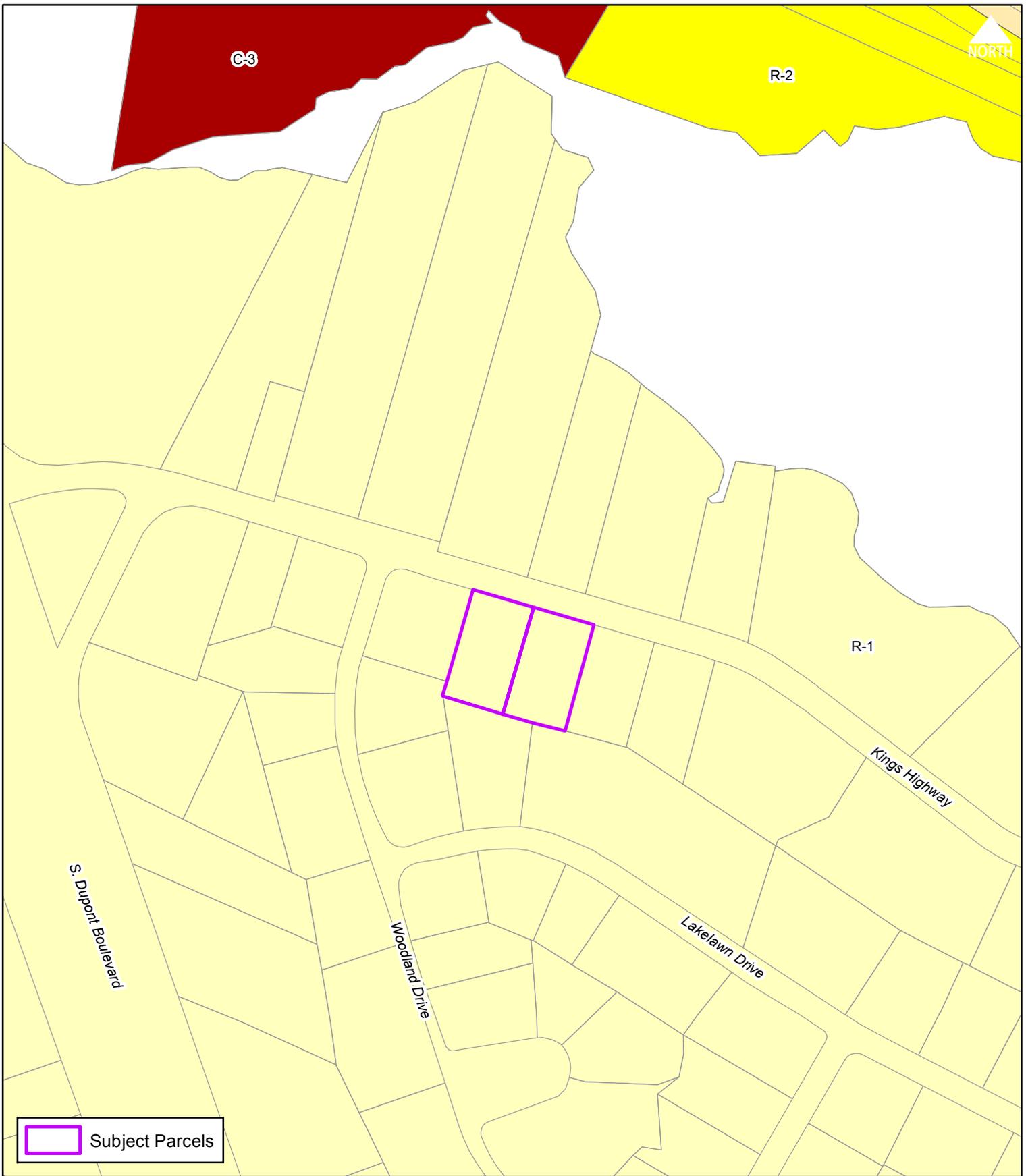
Application Number / Name	:	17-011 / Richard & Janice Comstock
Present Comprehensive Plan Designation	:	Low Density Residential
Present Zoning District	:	R-1 (Single-family Residential District)
Present Use	:	Single-family detached
Proposed Use	:	Same
Tax Map & Parcel	:	1-30-1.19-038.00 & 1-30-1.19-038.06
Size and Location	:	0.40 +/- acres and 0.40 +/- acres of land located along Kings Highway 150 feet east of Woodland Drive.

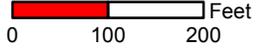
I. STAFF ANALYSIS:

The applicant proposes to move the western property line of parcel 38.00 ten (10) feet to the west, reducing the lot width of parcel 38.06 by ten (10) feet. The application meets all requirements set forth in Chapter 230 Zoning and Chapter 200 Subdivision of the City Code.

II. AGENCY COMMENTS:

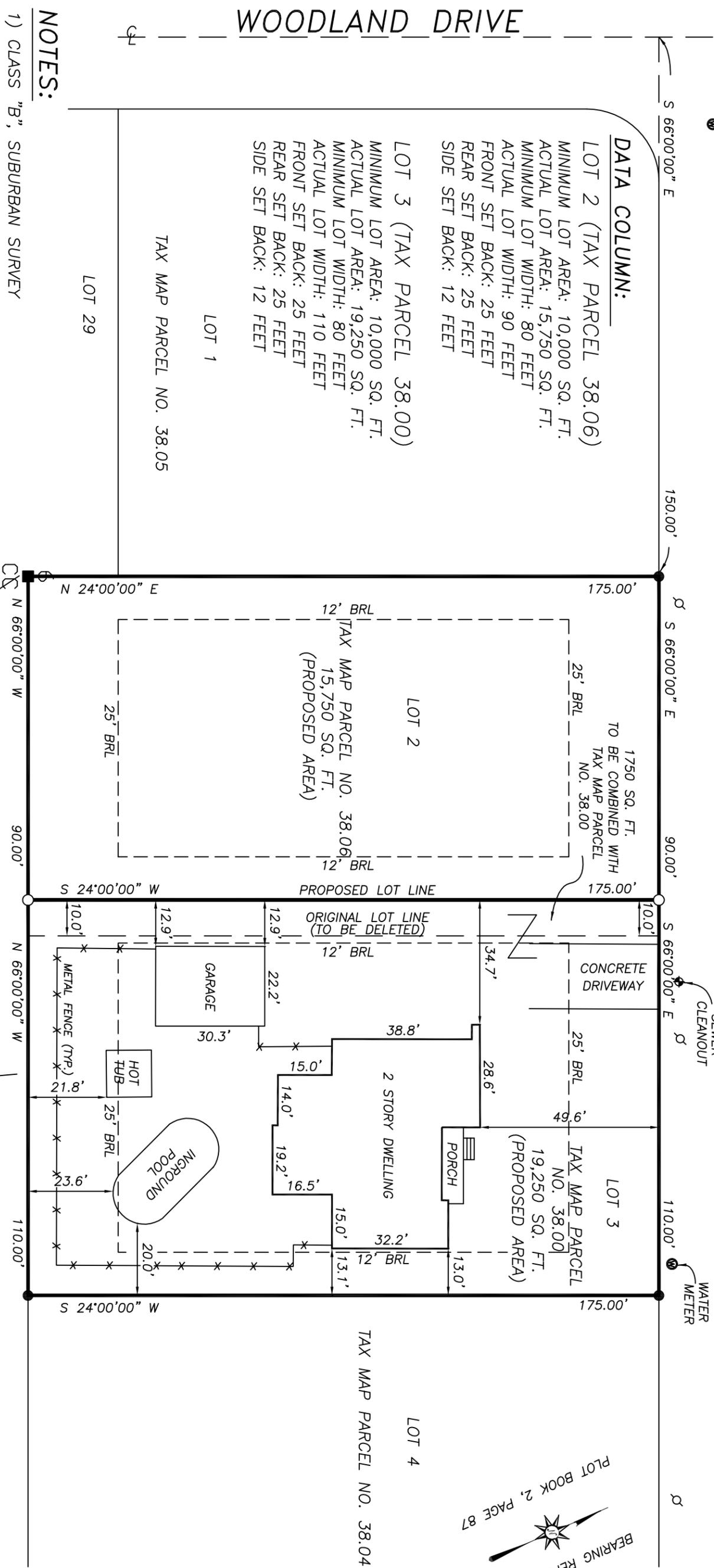
- DelDOT – No comments solicited
- Sussex Conservation District – No comments solicited
- State Fire Marshal – No comments solicited



	Scale:  Feet 0 100 200	Title: Minor Subdivision/Lot Line Adjustment Richard & Janice Comstock Location & Zoning Map
	Drawn by: WRP Date: 06/20/17	
Filepath: MinorSubdivision_Comstock.mxd		

KINGS HIGHWAY (40' WIDE)

TAX MAP NO. 1-30-1.19, PARCELS 38.00 & 38.06



DATA COLUMN:

LOT 2 (TAX PARCEL 38.06)
 MINIMUM LOT AREA: 10,000 SQ. FT.
 ACTUAL LOT AREA: 15,750 SQ. FT.
 MINIMUM LOT WIDTH: 80 FEET
 ACTUAL LOT WIDTH: 90 FEET
 FRONT SET BACK: 25 FEET
 REAR SET BACK: 25 FEET
 SIDE SET BACK: 12 FEET

LOT 3 (TAX PARCEL 38.00)
 MINIMUM LOT AREA: 10,000 SQ. FT.
 ACTUAL LOT AREA: 19,250 SQ. FT.
 MINIMUM LOT WIDTH: 80 FEET
 ACTUAL LOT WIDTH: 110 FEET
 FRONT SET BACK: 25 FEET
 REAR SET BACK: 25 FEET
 SIDE SET BACK: 12 FEET

NOTES:

- 1) CLASS "B", SUBURBAN SURVEY
- 2) SOURCE OF TITLE: DEED BOOK 2841, PAGE 294 & DEED BOOK 2866, PAGE 112
- 3) ACCORDING TO FIRM PANEL 10001C0362 J, EFF. 7/7/2014, LOTS 2 AND 3 ARE LOCATED IN A ZONE X, AREA OF MINIMAL FLOOD HAZARD.
- 4) THERE ARE NO WETLANDS ON THIS SITE.
- 5) THIS IS NOT A WATER SOURCE PROTECTION AREA.

LEGEND:

- FOUND CONCRETE MONUMENT
- FOUND IRON PIPE
- SET IRON PIPE
- ⊙ SANITARY SEWER MANHOLE
- ⊕ UTILITY POLE

**FOR PROPERTY AT 442 KINGS HIGHWAY
 PREPARED FOR
 RICHARD D. COMSTOCK, JR. &
 JANICE L. COMSTOCK, TRUSTEES**

FOR PROPERTY KNOWN AS LOTS 2 & 3
 LAKELANE ESTATES, PLOT BOOK 2, PAGE 87
 SITUATED IN
 CITY OF MILFORD, SUSSEX COUNTY, STATE OF DELAWARE
 SCALE: 1" = 30'
 DATE: JUNE 11, 2017
 REVISED: JULY 13, 2017

DOUGLAS J. ANNAND, PLS 622

Prepared By
 DOUGLAS J. ANNAND
 PROFESSIONAL LAND SURVEYOR
 10027 NORTH OLD STATE ROAD
 LINCOLN, DELAWARE 19960
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Chapter 200 - SUBDIVISION OF LAND

§ 200-1. - Purpose.

These regulations are adopted in order to promote and protect the public health, safety, convenience and general welfare; ensure the orderly growth and development of the City, the conservation, protection and proper use of land and adequate provision for housing, recreation, circulation, utilities and services; and safeguard the City from undue future expenditure for the maintenance of streets and public spaces.

§ 200-2. - Title.

These regulations shall be known and may be cited as the "City of Milford, Delaware, Land Subdivision Regulations."

§ 200-3. - Definitions.

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

ALLEY — A service roadway providing a secondary means of public access to abutting property and not intended for general traffic circulation.

COMMISSION — The Planning Commission of the City of Milford, Delaware.

OPEN SPACE — Areas of land within residential subdivisions or developments including planned unit developments that are available to all residents and or the public and which have the purpose to provide active and/or passive recreational opportunities, maintain land in a predominantly undeveloped and natural state including lands used for:

- (1) Community gardens;
- (2) Promotion of conservation and protection of wildlife;
- (3) Perpetual conservation easements;
- (4) Parks, plazas, walkways, sidewalks and trails;
- (5) Buffers or forested areas; or
- (6) For recreational uses as defined herein.

Open space shall not include areas of land for the following unless otherwise approved by Council:

- (1) Wetlands or stormwater management facilities;
- (2) Drainage easements;
- (3) Flagpole areas;
- (4) Medians (unless designed as a park);
- (5) Signage areas;
- (6) Landscaping in parking areas;
- (7) Predominantly impervious surfaces such as streets and parking lots;
- (8) Required front, side, or rear yards;
- (9) Any land included within designated lot lines; or
- (10) Utility facilities for uses such as sewer, water, gas or electric.

PLAT — The final drawing on which the subdivision plan is presented to the City Council for approval and which is submitted to the County Recorder of Deeds for recording.

PROPERTY OWNERS' ASSOCIATION — An association established by the subdivider as a non-stock corporation to provide for the perpetual maintenance of the common property in the subdivision.

RECREATIONAL USE — Areas of land within residential subdivisions or developments including planned unit developments which have the purpose to provide active recreational opportunities that are available to all residents of the community and/or the public including lands used for:

- (1) Indoor club houses;
- (2) Swimming pools and pool houses;
- (3) Tennis courts;
- (4) Basketball courts;
- (5) Athletic fields;
- (6) Picnic areas with tables;
- (7) Ponds for recreational use (boat, fishing or swimming);
- (8) Playgrounds; and
- (9) Bike or multi-model trails.

RIGHT-OF-WAY — A strip of land acquired by reservation, dedication, forced dedication, prescription, or condemnation and intended to be occupied by a road, crosswalk, railroad, electric transmission lines, gas pipelines, and water line, sanitary storm sewer, and other similar uses.

ROADWAY — The paved portion of the street primarily used for vehicular traffic.

- A. **ARTERIAL STREET and HIGHWAY** — A street primarily used for fast and/or heavy traffic.
- B. **COLLECTOR STREET** — A street carrying traffic from minor streets to arterial streets and highways, including the principal traffic and entrance streets of a residential development.
- C. **MINOR STREET** — A street primarily used for access to the abutting properties.
- D. **MARGINAL ACCESS STREET** — A minor street paralleling and adjacent to an arterial street or highway and providing access to abutting properties and protection from through traffic.
- E. **DEAD-END STREET or CUL-DE-SAC** — A street closed at one end and having only one connection with any other street.
- F. **HALF STREET** — A street paralleling the boundary of a subdivision and lying partly in an abutting tract.

STANDARD SPECIFICATIONS FOR INSTALLATION OF UTILITY CONSTRUCTION PROJECTS AND SUBDIVISION PAVEMENT DESIGN — The current specifications regulating subdivision design and construction as adopted by the City.

STREET — All land between property lines, whether designated as a street, highway, throughway, thoroughfare, avenue, boulevard, road, parkway, right-of-way lane, place, court or any similar term.

SUBDIVIDER — Any person, firm, corporation, partnership or association or duly authorized agent who or which shall apply to the Commission for approval of the layout of any subdivision.

SUBDIVISION — The division or redivision of any tract of land into two or more lots or parcels for immediate or future sale or for building development.

SUBDIVISION, MINOR — Any subdivision fronting on an existing street, not involving any new street or road, not involving the extension of any municipal water or wastewater mains, not adversely affecting the development of the remainder of the parcel or adjoining property, and not in conflict with any provision or portion of the development plan, Official Map, Chapter 230, Zoning, or this chapter; limited to four lots.

SUPERBLOCK — An oversize residential block wherein private open spaces, closed to automobile traffic, are provided for the common use of all residents in the block.

[Ord. No. 2009-18, §§ 1, 2, 4-26-2010]

§ 200-4. - Application procedure.

A. Preliminary approval.

- (1) A preliminary plan and documents, as specified by the Planning Department, shall be prepared by the subdivider and submitted in accordance with the submission schedule as determined by the City Planner, along with the appropriate fees, as specified in § 230-57.
- (2) The Development Advisory Committee (DAC) shall review the application and plan. Comments from the DAC must be addressed via either submitting revised plans and/or necessary documents or via a narrative submitted to the City Planner. Upon confirmation by the City Planner that all DAC issues have been addressed satisfactorily, the application will then be scheduled to be heard by the Planning Commission.
- (3) The Planning Commission shall review the application and provide either a recommendation of preliminary approval with or without conditions, a recommendation of denial, or table the application. Upon a recommendation of approval with or without conditions or recommendation of denial, the application shall be scheduled to be heard by the City Council.
- (4) City Council shall grant preliminarily approval of the application with or without conditions, deny the application, or table the application.
- (5) Preliminary approval from City Council shall be void after one year, unless an extension is requested by the owner and approved by City Council prior to the expiration.

B. Final approval.

- (1) A final plat and documents, as specified by the Planning Department, shall be prepared by the subdivider and submitted in accordance with the submission schedule as determined by City Planner, along with the appropriate fees, as specified in § 230-57.
- (2) The Development Advisory Committee shall review the application and plan. Comments from the DAC must be addressed via either submitting revised plans and/or necessary documents or via a narrative submitted to the City Planner. The final plan shall also be reviewed by the City Planner for confirmation that the application is designed in accordance with all subdivision, zoning and other land use regulations of the City. The final plan shall also be reviewed by the City Engineer for confirmation that the application is designed in accordance with the construction standards and specifications of the City. Upon confirmation by the City Planner and City Engineer that all issues have been addressed satisfactorily, the application will be scheduled to be heard by the Planning Commission.
- (3) The Planning Commission shall review the application and provide either a recommendation of final approval with or without conditions, a recommendation of denial, or table the application. Upon a recommendation of approval with or without conditions, or recommendation of denial, the application shall be scheduled to be heard by City Council.
- (4) City Council shall approve the application with or without conditions, deny the application, or table the application.
- (5) Within 90 days of final approval from City Council, the subdivider shall record the plat at the County Recorder of Deeds office and provide the City Planner a receipt of the recordation including the deed book and page number. Prior to recording the plat, five copies of the plat must be submitted to the City Planner for stamping and signing. Four sets will be returned to the subdivider.

- (6) Upon recordation of the plat, the subdivider shall provide the Land Data Manager of the City a mylar copy of the plat including the deed book and page printed thereon.
- (7) Failure to record the approved plat within one year from the date of City Council approval shall void the final approval. In order to obtain final approval after it has been voided, the subdivider must make application for final approval again.
- (8) Failure to record the approved plat in more than one year from the date of City Council approval shall void the preliminary approval and final approval. In order to obtain preliminary and final approval after they have been voided, the subdivider must make application for and receive preliminary approval, then make application for and receive final approval.

§ 200-5. - General requirements and design standards.

The following shall be deemed to be minimum requirements and may be varied or waived by the Commission only under circumstances set forth in § 200-6:

A. Streets.

- (1) The layout, character, extent, width, grade and location of proposed streets shall be established with due regard to:
 - (a) Public convenience and safety.
 - (b) Proposed uses of the land to be served by said streets.
 - (c) Proper relation and connection with and continuation and projection of streets in the adjacent areas, whether these streets are existing or proposed in another subdivision in a neighborhood plan, in the development plan or in the Official Map, as approved or adopted by the Commission.
 - (d) Topography and other land features.
- (2) The layout of proposed streets shall furthermore be arranged in a manner acceptable to the Commission and City Council.
- (3) Minor streets shall be laid out so as to discourage their use by through traffic.
- (4) Where a subdivision abuts or contains an existing or proposed arterial street, limited-access highway or railroad, the City Council may require marginal access or service streets, reverse frontage with screen planting contained in a nonaccess reservation along the rear property line and deep lots with rear service alleys or other treatment, such as parks, which may be necessary for the protection of residential properties and for separation of through and local traffic, with due regard for the requirements of future approach grades and grade separations.
- (5) Where a tract of land is subdivided into lots substantially larger than the minimum size required in the zoning district in which a subdivision is located, the Commission may require that streets and lots be laid out so as to permit future resubdivision in accordance with the requirements of this chapter.
- (6) Reserve strips controlling access to streets shall be prohibited except where the control and disposal of land comprising such strips has been placed in the governing body under conditions approved by the City Council such as provided in Subsection A(4) above.
- (7) Certain proposed streets may be required to be extended to the boundary line of the subdivision to provide access to tracts which may be subdivided in the future. Wherever necessary, when a street is carried to the boundary line of the subdivision, the City Council may require a temporary turnaround improved to the satisfaction of the City Engineer and of the size specified in Subsection A(16) below at the stub end.
- (8) The creation of dead-end or loop streets and superblocks will be encouraged wherever the City Council finds that such layout will not interfere with traffic convenience and safety. The City Council shall determine the number of connections of streets in the proposed subdivision with

existing streets. At least two such connections shall be provided, except where a proposed subdivision only contains one dead-end street.

- (9) Street jogs shall be prohibited. Street intersections, where center lines do not meet, shall have center-line offsets of 150 feet or more.
- (10) A tangent at least 100 feet long shall be introduced between reverse curves on arterial and collector streets and may be required on all other streets.
- (11) Street right-of-way lines deflecting from each other at any point shall be connected with a curve, the radius of which for the inner right-of-way lines shall not be less than 750 feet on arterial streets, 300 feet on collector streets and 100 feet on minor streets. The outer right-of-way line shall be parallel to said inner right-of-way line.
- (12) Streets shall be laid out so as to intersect as nearly as possible at right angles. The inner right-of-way line of a street intersecting another street at an angle of less than 90° shall be tangent to and follow a curve with a minimum radius of 150 feet centered on the nearest right-of-way line of the intersecting street. The outer right-of-way line shall be parallel to said inner right-of-way line.
- (13) Street right-of-way lines at intersections shall be connected with a curve, the radius of which shall be 25 feet.
- (14) Right-of-way widths.
 - (a) Street right-of-way widths shall be as shown on the Official Map or development plan, and, if not shown thereon, said widths for the various street types between face of curb or edge of road shall not be less than as follows:

Street Type (feet)	Right-of-Way Roadway (feet)	
	Arterial	80 to 110
Collector	60	28
Minor, for townhouses and apartments	60	30
Minor, for other residences	50	25
Dead-end	50	22
Marginal access	30	16
*Alley	20	12

Note:

* If utilities are present in an alley, the City reserves the right to modify the minimum right-of-way and roadway widths.

- (b) Subdivisions utilizing open swale drainage shall have a ten-foot drainage easement along the front of each property to accommodate the back slope of the drainage swales.
- (15) Half streets shall be prohibited except where essential to the reasonable development of a subdivision in conformity with the requirements of this chapter and where the Commission finds that it shall be practicable to require the dedication of the other half when the abutting property is subdivided. Wherever an approved half street shall be adjacent to a subdivision, the other half of the street shall be platted within said subdivision.
- (16) Dead-end streets, designed to be so permanently, shall not be longer than 400 feet and shall be provided at the closed end with a turnaround having an outside roadway diameter of 76 feet and a street right-of-way diameter of 100 feet.
- (17) Street names.
 - (a) Street names shall be selected so as not to duplicate or be confused with the names of existing streets. Street names shall be subject to the approval of the Commission. It is recommended that all new streets shall be named in the following manner:

General direction	Long	Short (under 1,000 feet)
North and south	Streets	Places
East and west	Avenues	Courts
Diagonal	Roads	Ways
Curving	Drives	Lanes or Circles

- (b) Arterial streets shall be named "boulevards."
 - (18) Street grades shall not exceed 5%.
 - (19) Street grades shall be not less than 0.5% wherever feasible.
 - (20) Changes in street grades shall be connected by vertical curves of suitable length.
 - (21) The width of streets adjacent to areas designed, proposed or zoned for nonresidential use shall be increased by such amount as may be deemed necessary by the Commission to assure the free flow of through traffic without interference by parked or parking cars and to provide adequate and safe parking space.
 - (22) All required roads shall be constructed in accordance with the standard specifications as issued by the City Engineer.
- B. Sidewalks and curbs.
- (1) Sidewalks shall be required in all subdivisions on both sides of the street. Sidewalks shall have the following widths:
 - (a) In residential subdivisions: four feet unless otherwise specified.
 - (b) In commercial and industrial subdivisions: from the curb to property lines unless otherwise specified.

- (2) Curbs or drainage swales conveying stormwater shall be required in all subdivisions.
 - (3) All required sidewalks shall be constructed in accordance with standard specifications as issued by the City Engineer.
- C. Easements. Where a subdivision is traversed by a watercourse, drainageway, channel, pipe or stream, there shall be provided a stormwater easement or drainage right-of-way of such width as will be adequate for the purpose, in accordance with requirements specified by the City Engineer. Parallel streets or parkways may be required in relation thereto.
- D. Blocks.
- (1) The lengths, widths and shapes of blocks shall be determined with due regard to:
 - (a) The provision of building sites suitable to the needs of the type of use contemplated.
 - (b) Zoning requirements as to lot sizes and dimensions.
 - (c) The control, safety and convenience of pedestrian and vehicular traffic.
 - (d) The characteristics of topography.
 - (2) Block length shall not exceed 1,200 feet.
 - (3) Block widths shall be not less than 275 feet nor more than 450 feet and shall be planned to provide two rows of lots.
 - (4) Pedestrian walkways other than in streets may be required where deemed essential to provide for circulation or access to schools, playgrounds, shopping centers, transportation and other community facilities. Said walkways shall be not less than four feet wide.
 - (5) Alleys shall be provided if required by the City Engineer.
- E. Lots.
- (1) Lot width, depth, shape and orientation and the building setback lines shall be appropriate for the location of the subdivision, for the type of development and for the use contemplated.
 - (2) Lot sizes shall conform to the requirements of Chapter 230, Zoning.
 - (3) Depth and width of properties reserved or laid out for commercial and industrial purposes shall be adequate to comply with the off-street parking and loading requirements contained in Chapter 230, Zoning.
 - (4) Corner lots shall have sufficient width to provide an adequate building site within all the yard requirements. Corner lots shall have two front yard setbacks fronting each street, one side yard setback, and one rear yard setback.
 - (5) All lots in a subdivision shall have frontage on a public street.
 - (6) Double-frontage lots shall be avoided. Reverse-frontage lots shall be provided where necessary for protection of residential properties from through traffic and adverse nonresidential uses, for separation of through and local traffic and to overcome difficulties of topography or other specific conditions. Screen planting and a fence or wall shall be provided along the rear property line within an easement 10 feet or more in width, across which there shall be no right of access.
 - (7) Side lot lines shall be at right angles or radial to street lines.
 - (8) No lots shall be platted on land subject to flooding for residential or any other use where danger to life or property or an aggravation of flood hazard may result. Such land should be set aside for uses which would not be endangered by periodic or occasional inundations.
 - (9) No lots shall be platted within 25 feet of land under the jurisdiction of the U.S. Army Corps of Engineers.
- F. Parks, playgrounds, open spaces, school sites and natural features.

- (1) Parks and playgrounds. Where a proposed park or playground is located in whole or in part in a subdivision, the Commission may require the dedication or reservation of such area within the subdivision, in those cases in which the Commission deems such requirements to be reasonable.
 - (2) Open spaces. Where deemed essential by the Commission and City Planner, upon consideration of the particular type of development proposed in the subdivision, and especially in large-scale developments, the Commission or City Planner may require the dedication or reservation of sites of a character, extent and location suitable to the needs created by such development for playgrounds or parks. The Commission shall not require that more than 10% of the gross area of the open space of the subdivision to be so dedicated or reserved unless otherwise specified by the Zoning Code. ² ¶ In case of a conflict, the requirement of the Zoning Code prevails. The Commission shall give due credit for the provision of open spaces reserved for the common use of all property owners within the proposed subdivision by covenants in the deeds. Generally, the minimum area of contiguous open space acceptable for dedication for public use shall be at least three acres and preferably five acres. Open spaces with a lesser area may be approved by the Commission whenever it deems that the difference between the area offered and three acres may be made up in connection with the future subdivision of adjacent land or added to an existing recreation area.
 - (3) School sites or sites for other public uses. The Commission may also require a subdivider to set aside such area as it may deem to be required for a school or other public use. Upon failure of the proper authorities to purchase such site within one year after the date of the approval of the plat, the subdivider, upon application to the Commission and approval of such application, shall be relieved of the responsibility of reserving such land for public purposes.
 - (4) Preservation of natural features. The Commission may require the preservation of all natural features which add value to residential developments and to the community, such as large trees or groves, watercourses and historic spots and similar irreplaceable assets. In no case shall a tree over 12 inches in diameter measured three feet from the base be removed without prior approval by the City Arborist.
- G. General grading. No final slope on the property shall exceed the normal angle of repose of the soil of said slope as determined by the City Engineer, except where said slope consists of a natural rock formation or is supported by a retaining wall or equivalent of a design acceptable to the City Engineer.
- H. Improvements.
- (1) In major subdivisions the following improvements are required:
 - (a) Paved streets.
 - (b) Street signs.
 - (c) Curbs and gutters, or roadside swales. Curbs shall be required as per standard specifications to stabilize intersections, entrances, and parking areas, and where they are necessary for the conveyance of stormwater and protecting road surfaces and driveway surfaces from vehicular traffic.
 - (d) Sidewalks.
 - (e) Streetlighting.
 - (f) Shade trees. Shade trees 150 feet on center each side of the road shall be located so as not to interfere with utilities or sidewalks and shall be of the types recommended by the City Arborist.
 - (g) Topsoil protection. No topsoil shall be removed from the site or used as spoil. Topsoil moved during the course of construction shall be redistributed so as to provide at least six inches of cover to all areas of the subdivision and shall be stabilized by seeding or planting.
 - (h) Monuments. Monuments shall be of the type, size and shape required by the City Engineer.
 - (i) Water mains, culverts, storm sewers and sanitary sewers.

- [1] All water installations shall be looped; all sewer and storm sewer systems shall be extended at minimum slope, maximum depth, and connected with an approved method and shall be adequate to handle all present and probable future development.
 - [2] All of the above-listed improvements shall be subject to inspection and approval by the City Engineer, who shall be notified by the subdivider at least 24 hours prior to the start of construction. No underground installation shall be covered until inspected and approved.
 - [3] Utility easements shall be required to be granted and recorded by the subdivider to allow extension of utilities to neighboring properties.
- (j) Swales. Conveyance of stormwater is permitted by open drainage systems where appropriate for environmental and engineering integrity and design. Such systems shall be separated from the edge of road to the top of bank by a minimum five-foot shoulder. The depth of such systems shall not exceed two feet below crown of road. The side slope shall be a maximum of 4:1. The bottom of the system shall have a minimum width of two feet. The system slope shall be such that the maximum velocity does not exceed two feet per second. The system has to be designed in such a way as to incorporate driveway and crossroad drainage pipes; such systems shall be restored with topsoil and sod. Temporary check dams shall be placed in intervals not to exceed 300 feet.
 - (k) Headwalls. Storm drainage pipes which are part of an open swale drainage system shall be terminated with a headwall in accordance with standard specifications.
- (2) The developer shall complete all utilities and street improvements not specifically waived by the Commission in accordance with standard specifications as issued by the City Engineer and with any additional requirements specified by the Commission. Construction drawings shall be submitted in a form satisfactory to the City Engineer.
 - (3) When the Commission or the City Engineer, due to planning considerations extraneous to the subdivision, requires a standard of improvements higher than that which is sufficient to serve the subdivision, the amount of the bond to be posted shall be deemed to be satisfactory if it adequately covers the cost of improvements which would be normally required.
 - (4) The developer shall pay the review and inspection fees as set forth in Chapter 230, Zoning, § 230-57, Planning, Zoning and Engineering Fees. The cost for each segment or phase of the development shall be paid prior to commencement of utility construction.

§ 200-6. - Variances and waivers.

Applicants may request, at the time of application submission, the varying or waiving of requirements of Chapter 200, and the Planning Commission may, at its discretion, recommend to City Council the varying or waiving of said requirements and request conditions that substantially secure the objectives of the requirements so waived. Upon the findings of the City Council that, due to special conditions peculiar to a subdivision or a site, certain requirements of these regulations are inappropriate or that strict compliance with said requirements may cause extraordinary and unnecessary hardships, the City Council may vary or waive said requirements, provided that such variance or waiver shall not be detrimental to the public health, safety or general welfare or have the effect of nullifying the intent and purpose of the Official Map, Chapter 230, Zoning, the Development Plan or this chapter. In varying or waiving certain requirements, the City Council may specify such conditions at will, in its judgment, secure substantially the objectives of the requirements so varied or waived.

§ 230-9. - R-1 Single-Family Residential District.

In an R-1 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 intent of the R-1 Residential District is to preserve the spacious residential atmosphere and quality of living of existing low-density residential development, to provide for the orderly and appropriate development of new low-density housing and to allow related uses that would not be detrimental to the residential character of the district.
- B. Permitted uses. Permitted uses for the R-1 District shall be as follows:
- (1) A single-family detached residential dwelling.
 - (2) Farming, agricultural activities and roadside stands for the sale of farm and nursery products produced on the property where offered for sale.
 - (3) Municipal and public services and facilities, including City Hall, water storage towers, water reservoirs, water pumping stations, water treatment plants, sewage pumping stations, sewers (storm and sanitary), street rights-of-way, utility transmission and distribution lines, public transportation bus or transit stops, police and fire stations and substations for electric, gas and telephone facilities.
 - (4) Parks, playgrounds, athletic fields, recreation buildings, swimming pools and community centers operated on a noncommercial basis for recreation purposes.
 - (5) Customary accessory uses, such as private garages, swimming pools and storage sheds, subject to the following special requirements:
 - (a) The primary residence must exist or be under construction.
 - (b) Private residential garages shall not exceed 750 square feet.
 - (c) Residential storage sheds or related outbuildings shall not exceed 150 square feet.
 - (6) Home occupational/office (subject to the following special requirements):
 - (a) All employees are to be of the immediate family.
 - (b) The appearance of the dwelling shall not be inconsistent with the primary use of the structure.
 - (c) The area used for the home occupation shall not exceed 30% of the total floor area of the dwelling, unless, as in the case of family day care, the state has final jurisdiction of the area requirements.
 - (d) No storage of products or associated materials is allowed in accessory structures/buildings, and no products are to be stored where they are outwardly visible to the public view.
 - (e) Family day care shall involve a maximum of six full-time and two after-school children, as specified by state regulations.
 - (f) The occupation will not cause excessive vehicular traffic or noise.
 - (g) The occupation will not involve animal boarding and/or care.
 - (h) A maximum of one nonilluminated sign (size and setback specified in Article VI of this chapter) may be affixed to the building or placed within the front property line.
- C. Conditional uses subject to special regulations. The following uses may be permitted with the approval of a conditional use permit by the Milford City Council in accordance with the provisions in Article IX of this chapter:
- (1) Churches and other places of worship and cemeteries.
 - (2) Public and private elementary, junior or senior high schools.
 - (3) Day-care centers.
 - (4) Conversion of a one-family dwelling into multiple dwelling units, if such dwelling is structurally sound but too large to be in demand for one-family use and if that conversion would not impair the character of the neighborhood, subject to conformance with the following requirements:

- (a) There shall be a lot area of at least 2,000 square feet for each unit to be accommodated.
 - (b) There shall be a gross leasable floor area, computed as the sum of those areas enclosed by the outside faces of all exterior walls surrounding each story used for the residence, exclusive of any area for any accessory private garage, of at least 500 square feet per family to be accommodated.
 - (c) No dwelling shall be converted unless it complies with Chapter 145, Housing Standards, and Chapter 88, Building Construction, of this code.
 - (d) No addition shall extend within the front yard, side yards or rear yard required for the district within which it is located.
 - (e) Fire escapes and outside stairways leading to a second or higher story shall, where practicable, be located on the rear of the building and shall not be located on any building wall facing a street.
 - (f) Two off-street parking spaces shall be provided for each additional dwelling unit created.
- (5) Professional occupation restricted to the owner/occupant, subject to conformance with the following requirements:
- (a) There shall be three off-street parking spaces in addition to those otherwise required.
 - (b) No more than two persons shall be employed by the practitioner of the professional occupation to provide secretarial, clerical, technical or similar assistance.
 - (c) No storage of materials or products outside the dwelling shall be permitted unless completely housed.
 - (d) The area used for the practice of a professional occupation shall occupy no more than 50% of the total floor area, including garages or other accessory buildings.
 - (e) The professional use shall be clearly incidental to the residential use of the dwelling and shall not change the essential residential character of the dwelling.
 - (f) No external alterations inconsistent with the primary residential use of the dwelling shall be allowed.
 - (g) No display of products shall be visible from outside the building.
 - (h) A maximum of one nonilluminated display sign affixed to the building not exceeding two square feet shall be permitted.
- (6) Customary home occupation or a studio for artists, designers, photographers, musicians, sculptors and other similar persons, subject to conformance with the following requirements:
- (a) The area used for the practice of the home occupation or studio shall occupy no more than 50% of the total floor area of the dwelling unit in which it is located.
 - (b) No storage of materials or products outside the dwelling shall be permitted unless completely housed.
 - (c) The home occupation or studio shall be clearly incidental to the residential use of the dwelling and shall not change the essential residential character of the dwelling.
 - (d) No external alterations inconsistent with the primary residential use of the dwelling shall be allowed.
 - (e) No display of products shall be visible from outside the building.
 - (f) A maximum of one nonilluminated display sign affixed to the building not exceeding two square feet shall be permitted.
 - (g) A maximum of two employees shall be permitted in the operation of the home occupation or studio.

- (7) Social club or fraternal, social service, union or civic organization.
- (8) Cultural facilities, including a library, museum or art gallery.
- (9) Country club, regulation golf course, including customary accessory uses, provided that all buildings have a minimum setback of 120 feet from all street and property lines.
- (10) Planned unit residential development.
- (11) Planned Residential Neighborhood Development.
 - (a) Planned Residential Neighborhood Development. In order to encourage superior residential environments through a unified planning process, the Planned Residential Neighborhood Development shall be permitted in the R-1 Single Family Residential District Zone as a conditional use subject to the provisions of this chapter and after a determination by the Planning Commission that the proposed planned neighborhood design presents a community design that would not be possible under the conventional zone and is in accordance with the goals and policies of the Comprehensive Plan. The minimum size required for a Planned Residential Neighborhood Development (PRND) shall be 10 acres.
 - (b) Review process. The planned neighborhood design option shall involve a three-step review and approval process. In the first step, the developer shall meet with the City Council and present a general sketch plan and a statement documenting the project's compliance with the goals of the Comprehensive Plan for review. The general sketch plan shall reflect the general layout of streets, open space, and housing areas and types. The City Council shall determine whether the proposed project is of such a design and type that it warrants further review by the Planning Commission. If the City Council determines that further review is warranted, the second step shall be the conditional use review process which involves the submission of a conceptual plan which conforms in content to the design standards and requirements specified in this section, as well as the plan submission requirements of this chapter and Subdivision Ordinance. If the conditional use/conceptual subdivision plan is approved, the plan would proceed to the third step which involves the submission of a site development plan and preliminary/final subdivision plans for review and approval by the Planning Commission and City Council.
 - (c) Maximum density. The gross residential density in a Planned Residential Neighborhood Development shall not exceed four dwelling units per acre, however the density could be increased to eight dwelling units per acre, provided the development provides the amenities listed under the density bonus section. In no case shall the development exceed eight dwellings units per gross acre.
 - (d) Design standards. The design standards and dimensional requirements (bulk and parking regulations) shall be in accordance with this chapter.
 - [1] Lot coverage. Based on the following type of residential construction, the following is the maximum lot coverage:
 - [a] Single-family detached dwelling: 35%.
 - [b] Single-family semidetached dwelling: 35%.
 - [c] Single-family attached dwelling: 40%.
 - [d] Garden apartments/condominiums: 30%.
 - [2] Minimum setback areas. New buildings shall observe a twenty-five-foot minimum front yard, ten-foot minimum side yards, and a twenty-five-foot minimum rear yard.
 - [3] Height of buildings. The height of buildings shall not exceed three stories or 35 feet. Accessory buildings shall not exceed 15 feet in height.
 - [4] Off-street parking. Off-street parking shall be provided for residents, visitors and employees of the facility. The applicant shall demonstrate to the satisfaction of the

Planning Commission that, based on total potential occupancy load (resident, visitor and employee), a sufficient number of off-street parking spaces will be provided.

(e) Design requirements.

[1] Common open space.

[a] The area set aside and preserved for open space shall aggregate no less than 25 percent of the total site area. Common open space shall be provided in the PRND proposals. The common open space shall not include any wetlands, floodways or similar area not suitable for building as determined by the Planning Commission and City Council. Significant natural features shall be incorporated into common open space whenever possible.

[b] The common open space shall be designed as a contiguous area if possible, and shall be interspersed with residential areas so as to provide pedestrian access and visual amenity. The common open space shall be designed and maintained by the property owner/s or an HOA. Recreational areas shall be constructed and may be located within the 25% of open space set aside.

[2] Planned neighborhoods. The area set aside and preserved for open space shall aggregate no less than 25% of the total site area.

[3] Buffers. Buffers shall be required to provide transition between planned residential development and adjacent properties/rights-of-way or changes in land use. Buffers should consist of earth berms and a planting area. No building shall be constructed less than 40 feet from the perimeter property line of the development. This buffer may consist of either common open space, earth berms, planting areas or private yards or a combination of both; however, no more than 30% of the required buffer area may be counted toward the minimum common open area requirement.

[4] Disruption of natural environment. The planned neighborhood design development shall be designed and scheduled so as to minimize earthmoving, erosion, tree clearance and other disruption of the natural environment. Existing vegetation shall be preserved wherever possible. Where extensive natural tree cover and vegetation do not exist or cannot be preserved on the site, landscaping shall be undertaken in order to enhance the appearance of the development and screen streets and parking areas, and enhance privacy of private dwellings. Natural drainage systems shall be preserved wherever possible.

[5] Privacy. Dwelling unit structures shall be located and arranged so as to promote privacy for residents within the development and maintain privacy for residents adjacent to the development. Recreational and nonresidential uses shall be located and designed so as not to interfere with nearby residential areas. All structures and activities located near the periphery of the site shall be designed so as to harmonize with neighboring areas.

(f) Density bonus.

[1] A density bonus may be granted if the developer furnishes improvements that significantly demonstrate to the Planning Commission that the improvements contribute to superior design and which exceed the standard requirements of the city ordinances in accordance with the following schedule:

[a] Open space. For each increase of 10% in common open space over the minimum requirement of 25%, a density bonus of 10% shall be granted.

[b] Housing types. Neighborhood design which integrates a variety of housing types to provide architectural diversity and which avoids monotony and segregation by dwelling type in order that single housing type does not dominate the planned neighborhood or section thereof shall be awarded a density bonus of 10%. The term "housing type" refers to each of the following dwelling types: single-family

detached houses, semidetached and duplex houses, multiplexes, townhouses, and garden apartments.

- [c] Public buildings. The construction and leasing of a public building, including a firehouse, or a library, or a branch library which is necessitated, either wholly or partially, by the development, may increase the permitted density by 10%, if approved by the City, the Planning Commission and the agency to which the building is to be leased.
- [d] School sites. The donation of a school site may increase the permitted density by 25%, if approved by the City, the Planning Commission and the local school board.
- [e] Recreation facilities. Where the developer provides recreation facilities in accordance with recommendations from the City, the Planning Commission, and the Parks and Recreation Department where the facilities are in excess of those required by City ordinances, a density bonus of 5% shall be given. Such facilities may include, but are not limited to walking trails, bike paths, tennis courts, and boating access areas.
- [f] Community gardens. The reservation of additional common land for the establishment of community gardening space for the raising of flowers, fruits and vegetables shall be awarded a 5% of density bonus.
- [g] Community day-care facilities. The construction of a building to house a day-care center for use primarily by residents of the community shall be awarded a density bonus of 10%.
- [h] Community buildings. The construction of a community building to serve as a meeting hall for various community functions, including, but not limited to, civic meetings, recreational purposes, receptions and special events, shall be awarded a density bonus of 10%.
- [i] Conservation easements. The establishment of a permanent easement for the purpose of conserving and protecting a woodland area, a wetland area, and/or a stream corridor from removal of existing natural vegetation, and/or encroachment by future development shall be awarded a density bonus of 5%.
- [j] Parking lot landscaping. The construction of landscaping in and around parking lots/areas shall be awarded a density bonus of 2%.
- [k] Low-level lighting. The construction of low level light within the development and in/around parking lots/areas shall be awarded a density bonus of 3%.
- [l] School bus pull off/school bus shelter. The construction of school bus pull offs or school bus shelters within the development shall be awarded a density bonus of 5%.
- [2] Note: City Council will have the final determination in determining the amount of the allowable density bonus.

(g) Conditional use plan approval.

- [1] In addition to the minimum conditional use plan requirements listed in this chapter and the minimum conceptual subdivision plan requirements listed in the Land Subdivision Regulations, the following additional items shall be reflected on or shall accompany the conditional use plan:
 - [a] Architectural drawings illustrating exterior elevations of typical dwelling units and nonresidential structures to be constructed.
 - [b] Statements and illustrations of the materials to be used in construction and their compatibility with the City Building Code and other codes relating to construction.

- [c] Total acreage of development, land uses in each area, total number of dwelling units, average gross residential density, average lot area and lot width by unit type, and gross residential density in each section.
 - [d] Building coverage lines accurately locating all types of dwelling units, and nonresidential structures, giving dimensions of the structures, distances between the structures, and distances to street rights-of-way and parking areas, with distances accurate to the nearest hundredth of a foot, and total amount and percentage of impervious area.
 - [e] Accurate dimensions of common open space areas specifically indicating those areas to be developed for active recreation. Where common space areas are to be developed, the exact location of the structures in common open space will be illustrated.
 - [f] Locations and dimensions of parking areas and pedestrian walkways.
- [2] Each application for a conditional use plan approval shall be accompanied by a fee of \$700 (§ 230-57).
- (h) Site development preliminary subdivision plan review.
- [1] Application for site development plan approval shall be made to the Planning Commission in accordance with this chapter and the land subdivision regulations. Such application may be requested in stages. The following additional requirements shall be included for review along with the site development plan submission:
- [a] A development phasing plan if proposed, which clearly defines the boundaries of each phase of the development and indicates the number of dwelling units to be constructed in each phase. Each phase shall be assigned a number which represents that phase's order in the construction sequence of the development.
 - [b] Architectural drawings illustrating exterior and interior designs of typical dwelling units of each type and nonresidential structures to be constructed.
 - [c] Statements and illustrations of the materials to be used in construction and their compatibility with the City Building Code and other codes relating to construction.
 - [d] All covenants running with the land governing the reservation and maintenance of dedicated or undedicated open space land. These shall bear the certificate of approval of the City Solicitor as to their legal sufficiency.
 - [e] Restrictions of all types which will run with the land and become covenants in this chapter or in the Land Subdivision Regulations.
 - [f] In the case of a planned neighborhood design which is proposed to be developed over a period of years in specific phases, the site development/preliminary subdivision plan requirements as listed in this section shall apply to the phase or phases for which approval is being sought. The site development plan for each phase must demonstrate compliance with minimum plan requirements and shall provide phase specific information regarding proposed development density and dwelling types, locations of common open space, sanitary sewer and water distribution systems, and street systems consistent with the approved conditional use conceptual plan developed for the entire neighborhood.
- [2] Each application for a preliminary plan approval and final plan approval shall be accompanied by a fee of \$1,000 plus \$10 per dwelling unit (§ 230-57).
- (i) Site requirements.
- [1] All structures shall be so located as to provide proper access to the building for fire-fighting equipment, trash collection and deliveries.
- [2] All off-street parking shall be provided at the rate of 2.5 spaces for every dwelling unit.

- [3] Outdoor light fixtures shall be provided at locations that will assure the safe and convenient use of walks, steps, parking areas, driveways, streets and other facilities.
 - [4] Facilities for temporary trash/refuse storage shall be provided in such manner that is adequate for the dwelling units they support.
- (j) Final subdivision plat approval.
- [1] Final subdivision plat review and approval for planned neighborhood design projects involving subdivision of land shall follow the requirements pertaining to the review and recordation of final subdivision plats. In the case of projects for which a phasing plan has been approved, the final subdivision plat for each phase shall demonstrate compliance with minimum plan requirements and shall provide phase specific information regarding proposed development density and dwelling types, locations of common open space, sanitary sewer and water distribution systems, and street systems consistent with the approved conditional use conceptual plan developed for the entire neighborhood.
 - [2] Each application for a preliminary plan approval shall be accompanied by a fee of \$1,000 plus \$10 per dwelling unit (§ 230-57).
- (k) Signs. Signs shall be reviewed and approved by the Planning Commission and City Council to ensure they meet the requirements of this chapter.
- (12) Bed-and-breakfast, subject to the following requirements:
- (a) The bed-and-breakfast establishment does not adversely affect the residential character of the neighborhood and such use is carried on in an existing residential structure.
 - (b) The building proposed for use as a bed-and-breakfast must have the owner of the bed-and-breakfast residing in the building as his/her principal residence.
 - (c) The serving of meals shall be limited to breakfast and afternoon tea for overnight guests and customers.
 - (d) Rooms used for sleeping shall be part of the primary residential structure and shall not have been specifically constructed for rental purposes.
 - (e) No exterior alterations other than a sign and those required by law to ensure the safety of the structure shall be made.
 - (f) The bed-and-breakfast operation shall not use more than 50% of the floor area of the principal residence. Common areas such as the kitchen, foyer, living room or dining room are not included in this calculation.
 - (g) No areas shall be floodlit. Drives and parking areas shall not be illuminated by lighting fixtures higher than 20 feet. Sidewalks shall not be illuminated by lighting fixtures higher than 15 feet. Exterior lighting shall be so shaded as to prevent illumination off-site. All external lighting, except for demonstrated security needs, shall be extinguished by 10:00 p.m.
 - (h) All bed-and-breakfasts must be in compliance with the requirements of the Uniform Building Code and Uniform Fire Code as adapted and enforced by the state fire marshal. Requirements include smoke detectors centrally located on each floor with sleeping rooms and the basement stairway. They must have battery backup and be connected or have a sounding device to provide an alarm which can be heard in all sleeping areas. Every sleeping room must provide at least 50 square feet of floor area per guest and have an operable window of 5.7 square feet or more of clear opening or exterior door for emergency escape or rescue. The maximum distance to a fire extinguisher rated 2A and having a BC rating is 75 feet.
 - (i) Safe food handling is the responsibility of the "host." He/She must properly train employees and other household members in safe food handling procedures and requirements and secure the proper state health permit if applicable.

- (j) Parking requirements: one space per guestroom plus two spaces for residence. Spaces shall be located to the side and rear of the building and shall be screened from adjacent properties by a five-foot-high wood or masonry fence or by sight-obscuring vegetation of the same height. The area of the parking lot, including driveways, shall be graded, surfaced with asphalt or other suitable material and drained to the satisfaction of the City Engineer to the extent necessary to prevent dust, erosion or excessive water flow across streets or adjoining properties.
- (k) Signs. For each bed-and-breakfast, one small unlighted announcement sign not exceeding three square feet in area may be attached to and parallel with the front porch or wall of the building.

D. Area regulations.

- (1) Minimum lot area shall be 10,000 square feet. Minimum interior lot shall be 10,000 square feet. Minimum corner lot shall be 13,000 square feet.
- (2) Maximum lot coverage shall be 30%, exclusive of accessory buildings.
- (3) Minimum lot width shall be 80 feet.
- (4) Height of buildings shall not exceed three stories or 35 feet. Accessory buildings shall not exceed 15 feet in height.
- (5) Minimum front building setback line shall be 25 feet.
- (6) Minimum rear yard shall be 25 feet. For corner lots the rear yard may be reduced 20% in depth to allow for skewing of a residential dwelling on the lot.
- (7) Side yards shall be provided as follows: each lot shall have two side yards with a minimum of 12 feet each.
- (8) Parking shall comply with the requirements provided in Article IV of this chapter.
- (9) Signs shall comply with the requirements provided in Article VI of this chapter.
- (10) Decks, subject to the following requirements:
 - (a) The deck cannot be located in the front yard.
 - (b) A minimum distance of 10 feet must be maintained from the deck to the rear property line.



Kent County Levy Court Tribute to
The City of Milford, Delaware
A Gem of the First State

On this, the 21st Day of September, 2017, Kent County Levy Court is pleased to present this Tribute to The Honorable Mayor Bryan W. Shupe in jubilant recognition of the **230th Anniversary of the Founding of The City of Milford**, in the Great State of Delaware.

From its humble beginnings in 1680 as a small milling village on the northern banks of the Mispillion River to the charming, idyllic All-American Town of today, **The City of Milford** enjoys a rich historic and cultural heritage. Since its incorporation in 1807 as a bustling center of the Shipbuilding Industry, **The City of Milford** has remained an exemplary Center of Commerce and Civic Life on the Delmarva Peninsula.

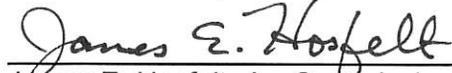
Over the centuries, **The City of Milford** has witnessed significant change along with abundant growth and prosperity. Today, as a full service City with over 10,000 Residents and 5.5 Square Miles to its proud name, **The City of Milford** continues to flourish and make history as a vibrant Center of Business, Social and Cultural Life in Central Delaware.

It is with great delight that Kent County Levy Court stands in witness of the **230th Anniversary of the Founding of The City of Milford** and is privileged to extend Best Wishes to **The City of Milford** on this momentous occasion.

HAPPY 230th BIRTHDAY MILFORD!



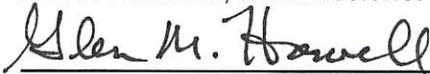
P. Brooks Banta, President



James E. Hosfelt, Jr., Commissioner



Eric L. Buckson, Commissioner



Glen M. Howell, Commissioner



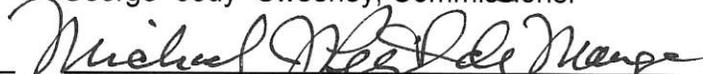
Terry L. Pepper, Vice-President



Allan F. Angel, Commissioner



George "Jody" Sweeney, Commissioner



Michael J. Petit de Mange, County Administrator

City of Milford



TRIBUTE 2017-23

RECOGNIZING RAJENE BOWE

WHEREAS, The City of Milford is proud to recognize the athletic accomplishments of former Milford High School student and softball athlete Rajene Bowe; and

WHEREAS, Ms. Bowe's double digit steals and home run during the State Championship game assisted in the Milford Lady Bucs clinching the 2017 DIAA Softball State Championship; and

WHEREAS, Rajene went on to earn the First Team All-State after her senior season; and

WHEREAS, Ms. Bowe continued to play softball after her senior season with the Delaware Express, who claimed the title at the 2017 USSSA World Series; and

WHEREAS, during the tournament, the Delaware Express played fourteen total games, winning six in one day proving the mental and physical strength of all the girls on the team; and

WHEREAS, Ms. Bowe was awarded the USSSA World Series Tournament VIP.

NOW, THEREFORE, BE IT RESOLVED, that I, Bryan W. Shupe, Mayor of the City of Milford, take this opportunity to congratulate Ms. Rajene Bowe and wish her much success as she attends Dominican College in Orangeburg, New York.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Official Seal of the City of Milford to be affixed this 25th day of September in the Year of Our Lord, Two Thousand Seventeen.

Mayor Bryan W. Shupe

Attest:

Christine R. Crouch, Acting City Clerk

City of Milford



TRIBUTE 2017-24

RECOGNIZING NIA BOWE

WHEREAS, The City of Milford is proud to recognize the athletic accomplishments of former Milford High School student and softball athlete Nia Bowe; and

WHEREAS, Ms. Bowe played third base during the Championship game which assisted the Milford Lady Bucs in clinching the State Championship; and

WHEREAS, during the tournament, Nia added two home runs, including her first ever grand slam; and

WHEREAS, after her senior season, Nia continued to play softball with the Delaware Express, who claimed the title at the 2017 USSSA World Series; and

WHEREAS, the Delaware Express played fourteen total games, winning six in one day proving the mental and physical strength of all the girls on the team; and

NOW, THEREFORE, BE IT RESOLVED, that I, Bryan W. Shupe, Mayor of the City of Milford, take this opportunity to congratulate Ms. Nia Bowe and wish her well as she begins her higher education at Coppin State University in Baltimore, Maryland.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Official Seal of the City of Milford to be affixed this 25th day of September in the Year of Our Lord, Two Thousand Seventeen.

Mayor Bryan W. Shupe

Attest:

Christine R. Crouch, Acting City Clerk

City of Milford



TRIBUTE 2017-25

RECOGNIZING CJ KOHEL

WHEREAS, The City of Milford is proud to recognize the athletic accomplishments of Milford High School student and softball athlete CJ Kohel; and

WHEREAS, during the State Championship game, CJ's three run homer assisted in the Milford Lady Bucs clinching the 2017 DIAA Softball State Championship; and

WHEREAS, Ms. Kohel not only plays on the Milford Lady Bucs softball team, she also plays on the Delaware Express as catcher; and

WHEREAS, after playing fourteen total games, winning six in one day, the Delaware Express claimed the title at the 2017 USSSA World Series;

WHEREAS, playing over 12 hours straight during the tournament proved the mental and physical strength of all the girls on the team; and

NOW, THEREFORE, BE IT RESOLVED, that I, Bryan W. Shupe, Mayor of the City of Milford, take this opportunity to congratulate Ms. CJ Kohel and wish her continued success as a senior at Milford High School.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Official Seal of the City of Milford to be affixed this 25th day of September in the Year of Our Lord, Two Thousand Seventeen.

Mayor Bryan W. Shupe

Attest:

Christine R. Crouch, Acting City Clerk

City of Milford



PROCLAMATION 2017-19

PUBLIC POWER WEEK OCTOBER 4-10, 2017

WHEREAS, we, the citizens of the City of Milford, place high value on local control over community services and therefore have chosen to operate a community owned, locally controlled, not-for-profit electric utility and, as consumers and owners of our electric utility, have a direct say in utility operations and policies;

WHEREAS, the City of Milford Electric Division provides our homes, businesses, farms, social service, and local government agencies with reliable, efficient, and cost-effective electricity employing sound business practices designed to ensure the best possible service at not-for-profit rates;

WHEREAS, the Electric Division is a valuable community asset that contributes to the well-being of local citizens through energy efficiency, customer service, environmental protection, economic development, and safety awareness;

WHEREAS, the Electric Division is a dependable and trustworthy institution whose local operation provides many consumer protections and continues to make our community a better place to live and work, and contributes to protecting the global environment;

NOW, THEREFORE BE IT RESOLVED: that the City of Milford Electric Division will continue to work to bring lower-cost, safe, reliable electricity to community homes and businesses just as it has since the utility was created to serve all the citizens of the City of Milford; and

BE IT FURTHER RESOLVED: that the week of October 4-10 be designated Public Power Week to recognize the Electric Division for its contributions to the community and to educate consumer-owners, policy makers, and employees on the benefits of public power;

BE IT FURTHER RESOLVED: that our community joins hands with more than 2,000 other public power systems in the United States in this celebration of public power, which is best for consumers, business, the community, and the nation.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Official Seal of the City of Milford to be affixed this 25th day of September in the Year of Our Lord, Two Thousand Seventeen.

Mayor Bryan W. Shupe

Attest:

Christine R. Crouch, Acting City Clerk



Did you know??

You live in a public power community! Your **local** electric utility has no stockholders, just customers. The utility's main focus is customer service and powering your community.

What is public power??

Public power is a community owned and operated electric utility. Most are governed by a **local** city council, while others are overseen by **locally** elected or appointed boards.

How does public power benefit you??

Public power provides **reliable** and safe, not-for-profit electricity at a reasonable price while protecting the environment.

Public Power Facts:

- 💡 **49 million** people across the nation are served by public power.
- 💡 There are more than **2,000 public power systems** in the U.S.
- 💡 **Reliability is a high priority.** We measure outages in minutes while others measure them in days.
- 💡 Public power **gives 33% more** back to the community than private utilities.





The City of Milford celebrates

**PUBLIC POWER
WEEK**

Reliable, affordable, community-owned, Public Power.





The City of Milford celebrates

**PUBLIC
POWER
WEEK**

OCTOBER 1-7, 2017

Powering Strong Communities



**Chamber of Commerce for Greater Milford
Annual General Membership Meeting Luncheon**

Sponsored By:



Dover Federal
CREDIT UNION
LOCAL PEOPLE • LOCAL DECISIONS

Wednesday, October 18, 2017
The Rookery North
6152 S. Rehoboth Blvd., Milford
11:00 a.m.-1:00 p.m.
~Buffet Lunch~

- Roasted Tomato Basil Soup and Chef's Choice of Soup
- House Salad Bowl with Assorted Dressings
- Assorted Gourmet Grilled Cheese Sandwiches
 - Ham & Brie w/ Sliced Apple
 - Roast Beef w/ Caramelized Onions, blue cheese and arugula;
 - Sliced Tomato, Mozzarella & Pesto
- Pickle Spears and Potato Chips
- Dessert tray includes: Cookies and Brownies
- Beverage station includes: Water, Ice Tea, and Coffee

This is a PRE-PAY event. The luncheon is \$25.00 per person, Cash, Credit Card, Check made payable to:

Chamber of Commerce for Greater Milford or use the Pay Online feature.

Organization/Business: _____

Name(s): _____

Must return this form by Friday, October 6, 2017 BY NOON.

milford@milfordchamber.com, call (302) 422-3344 or fax (302) 422-7503



PUBLIC WORKS DEPARTMENT
180 Vickers Drive
Milford, DE 19963

PHONE 302.422.1110
FAX 302.422.1117
www.cityofmilford.com

To: Eric Norenberg, City Manager
From: Mark A. Whitfield, Public Works Director
Subject: North Walnut Street Parking Lot Paving (Touch of Italy)
Date: September 20, 2017

The Public Works Department requests City Council's approval to pay an invoice for the paving of the North Walnut Street Parking Lot (Touch of Italy). The original estimate for the project was under \$30,000, and staff proceeded with a purchase order. However, due to an increase in asphalt prices, as well as additional paving work necessary for adequate drainage, the final cost for the project came to \$31,374.07. The work was done prior to the new Charter adoption, which raised the purchasing threshold to \$50,000.

Staff requests City Council approve an invoice from Jerry's Paving in the amount of \$31,374.07 for the paving of the North Walnut Street Parking Lot (Touch of Italy) with funds from Account 139-1110-413-72-11 (Economic Development Fund).

CAPITAL



Invoice

17776 Oak Hill Drive • Milford, Delaware 19963
302-422-7676 FAX: 302-422-3434

Date of Invoice:
08/14/2017

Invoice Number:
17191

To: City of Milford
Department of Public Works
180 Vickers Drive
Milford, DE 19963
Attn: Tim Webb

SEP - 7 2017

Listed below is the description and cost for the work completed at the specified project location:

Project: Touch of Italy Parking Lot- P E 08-14-2017
Proposal No. JP170158

Phone: (302) 422-6616 x113
Email: twebb@milford-de.gov

Completed Work:

**Touch of Italy Parking Lot-
Period Ending August 14, 2017**

Please see attached sheets for breakdown of work and Liquid AC Adjustments.....

*OK
Twebb
8/14/17*

139-1110-413-72-1)

Total Amount Due: \$31,374.07

Attachments Payment Request No. 1- Final- Period Ending August 14, 2017
Liquid AC Adjustment sheet
Delaware Posted Asphalt Price sheet

Previously Submitted Certificate of Insurance
Copy of Business License
Copy of W-9 Form

Payment Due 30 Days 2% Service Charge after 30 Days

Thank You

City of Milford
 201 S. Walnut Street
 Milford, DE 19963

Jerry's Inc.
 17776 Oak Hill Drive
 Milford, DE 19963

Old M&T Parking Lot
 JP-170158

Item	Payment Request No.	1 Final	Unit	Bid Quantity	Installed Quantity	Period ending Unit Price	14-Aug-17 Total Complete
1	Prep and Pave		LS	1	100.00%	\$ 29,186.00	\$ 29,186.00
					Total	\$ 29,186.00	\$ 29,186.00
	Change Orders						
1							
2							
						Total	\$ -
	Special Conditions						
1	Adjustments						\$ 332.31
2	Additional Mix used for grade changes						\$ 1,855.76
						Total	\$ 2,188.07

1	Original Contracted Amount	\$ 29,186.00
2	Amount Completed	\$ 29,186.00
3	Change Orders	\$ -
4	Total Completed Contracted	\$ 29,186.00
5	Special Conditions	\$ 2,188.07
6	Total	\$ 31,374.07
7	Previous Invoices	\$ -
8	Payment Due	\$ 31,374.07

City of Milford
201 S. Walnut Street
Milford, DE 19963

Jerry's Inc
17776 Oak Hill Drive
Milford, DE 19963

Prepared By
Peter J. Parks
8/24/2017 11:12 AM

Old M&T Parking Lot
JP-170158

Surface Mix

DATE	C MIX
Friday, August 11, 2017	207.64
Monday, August 14, 2017	138.52

Total Placed 346.16

Bid Liquid AC	\$	373.33	Per Ton
Paved Liquid AC	\$	401.67	Per Ton
AC Change	\$	28.34	Per Ton
Adjustment (3.4% per 100)	\$	0.96	Per Ton
Material adjustment	\$	-	Per Ton
Haul rate adjustment	\$	-	Per Ton
Total Adjustments	\$	0.96	Per Ton
Total mix placed		346.16	Tons
Total Adjustment	\$	332.31	

Total Adjustment \$ 332.31

Competitive Bids

Delaware Posted Asphalt Price

English 1999-2009

January	\$340.00	\$388.33	\$578.33	\$560.00	\$550.00	\$606.67	\$480.00	\$455.00
February	\$360.00	\$365.00	\$563.33	\$560.00	\$538.33	\$613.33	\$491.67	\$475.00
March	\$373.33	\$346.67	\$550.00	\$546.67	\$535.00	\$626.67	\$510.00	\$491.67
April	\$395.00	\$335.00	\$535.00	\$541.67	\$546.67	\$636.67	\$546.67	\$505.00
May	\$405.00	\$331.67	\$511.67	\$553.33	\$561.67	\$641.67	\$636.67	\$506.67
June	\$406.67	\$341.67	\$491.67	\$561.67	\$595.00	\$640.00	\$648.33	\$491.67
July	\$403.33	\$360.00	\$495.00	\$581.67	\$600.00	\$615.00	\$635.00	\$480.00
August	\$401.67	\$361.67	\$491.67	\$608.33	\$578.33	\$593.33	\$618.33	\$473.33
September		\$358.33	\$476.67	\$623.30	\$575.00	\$571.67	\$595.00	\$470.00
October		\$350.00	\$455.00	\$618.33	\$573.33	\$566.67	\$590.00	\$470.00
November		\$338.33	\$433.33	\$608.33	\$563.33	\$571.67	\$590.00	\$470.00
December		\$338.33	\$410.00	\$596.67	\$553.33	\$563.33	\$593.33	\$476.67

PARKS & RECREATION DEPARTMENT
207 Franklin Street
Milford, DE 19963



PHONE 302.422.1104
FAX 302.422.0409
www.cityofmilford.com

MEMO

TO: Eric Norenberg
City Manager

FR: Brad Dennehy
Parks & Recreation Director

DA: September, 21 2017

RE: **Installation of Service Club Sign**

As you will recall, several of the Milford service club signs were removed when the old "Welcome to Milford" sign near the overpass leading into Milford at the Route 1/Route 113 split was removed. As a result of the DelDOT requirements for installation of the new "Welcome to Milford" sign, additional signs could not be reinstalled at that location.

Since that time there has been a proposal that the City find a new, prominent location to have such signs installed. Several new locations have been discussed internally with City staff, with Council and also with representatives of the Milford Elks Lodge. The selected location is along NE Front Street on City-owned land located between the Milford Police Station and the Kent County Pump Station.

Renderings of example clusters of service club signs were presented to City Council earlier this summer, with "Option 2" (attached) receiving consensus. Following that discussion, Parks and Recreation staff were asked to get quotes for a similar sign and landscaping for installation in Milford.

At this time, we are waiting for a proposal from a sign manufacturer for the cost of the proposed sign.

It is my recommendation that once we receive the proposal we move forward with installation, with the City taking the lead to have the sign installed and contributing landscaping (flowers, mulch, etc.) and that staff approach the service clubs regarding sharing in the cost of the sign and its installation.

As always, if you require further information please don't hesitate to contact me.

Thank you.



8) .080 / 18 x 18 inch aluminum panels on a steel welded box tubing frame
 The base will be a welded box tube frame with a 1/2 MDO skin and a faux stone front facade. The top will be a painted 1" thick komacel plastic composite.
TOTAL COST WITH MATERIALS AND LABOR EXCLUDING PERMITS AND PAPERWORK = 8750.00

Crouch, Christine

Subject: FW: Kent County Tourism Board of Directors Appointee to represent Milford
Attachments: Kent County Tourism Board of Directors Informational Sheet.pdf

From: Wendie Vestfall [<mailto:wvestfall@visitdelawarevillages.com>]

Sent: Friday, August 18, 2017 11:50 AM

To: Morrow, Doug <dmorrow@milford-de.gov>; Mayor Shupe <Mayor@milford-de.gov>; Mergner, Christopher <CMergner@milford-de.gov>; Campbell, Archie <acampbell@milford-de.gov>; Peel Lisa <lpeel@milford-de.gov>; Burk, James <JBurk@milford-de.gov>; Brooks, Owen <obrooks@milford-de.gov>; Starling, James <JStarling@milford-de.gov>; Wilson, Katrina <kwilson@milford-de.gov>

Cc: Norenberg, Eric <ENorenberg@milford-de.gov>

Subject: Kent County Tourism Board of Directors Appointee to represent Milford

Honorable Mayor and Milford City Council Members:

Over the past year, Kent County Tourism has worked diligently to create and drive visitor interest to our County. Those efforts include a 5-year Strategic Plan, a new brand identity – Delaware’s Quaint Villages, targeted social media campaign, trade show sales strategy, media buys and relations, hosting influencers and writers, and the launching of a brand new responsive design website (VisitDelawareVillages.com). Since the launch of our site in April, we have seen over 70,000 visitors. Our efforts are proving that Kent County is not only a great place to live and work, but to also visit, explore, experience, and recharge.

As part of the new strategic plan, the Board of Directors and I are seeking out new members to be on the board that are passionate and have a stake in growing tourism/ economic development for the County. We believe that with the right people on our board, Kent County Tourism could become a powerful partner for the county & it’s cities like Milford in helping to bring new hospitality business and events to the area. Kent County is a great place and we’d like to see everyone working together and have a stake in our and ultimately the county’s success.

To do this, we have revised our by-laws to allow the City Councils of Milford, Smyrna, Dover & Harrington to appoint a representative to serve on our board. This appointed member may be the Mayor or City council member themselves or a designee who resides or conducts business in their City. The designee should engage in tourism/economic development and understands the requirements of board membership. (see attached document).

Our goal is to have all nominated/appointed board members voted in by our current board at our September 21st meeting. New board members would start the following month in October.

I am hoping that I can count on you to participate/take advantage of having someone be the voice of tourism in Kent County for Milford. As it is truly our goal to make sure everyone is represented as part of our efforts.

Please let me know if you have any questions and/or would like more information regarding our strategic plan and current efforts to appoint someone. I can be reached at wvestfall@visitdelawarevillages.com or 302-734-4888 ext. 14. I would also be more than happy to come meet with you and/or your appointee prior to them accepting the seat. Please let me know no later than Friday, August 25th if you intend to appoint someone to our board. I will then need to know who that appointee will be by Monday, September 11th in order to have the board vote them in at our next meeting.

Thanks!

Kent County Tourism Board of Directors Information Sheet



Board Job Description:

A member of the Board of Directors is responsible for ensuring that Kent County Tourism fulfills its mission by planning for the future, monitoring operations, and evaluating the organization's performance. Board members serve as the link between Kent County Tourism, its funding sources, and the community in which it operates. As a Board member, you agree to uphold the values and mission of the organization with trust and loyalty, and without conflict of interest. As such, you agree to represent the Board and organization in a manner that projects a positive image of the organization and the tourism industry in Kent County. **By becoming a Board Member, you are making a commitment of your time and talent toward the betterment of the tourism industry in Kent County.**

Term Length: 3-year term (per bylaws), Appointees are limited to serving (3) consecutive terms

Time commitment:

Monthly meetings; additional time required for committee and/or volunteer work at events

Reports to: Board Chairperson

Financial Compensation: No financial compensation shall be made to any member of the corporation except those expenses approved by the Executive Board.

Key Responsibilities:

Advance the mission of Kent County Tourism

- Actively promote the mission of Kent County Tourism by contributing ideas and expertise that facilitate the growth of economic development in Kent County through tourism.
- Keep up-to-date on developments in the Tourism/Hospitality field
- Be informed about the organization's mission, services, policies, and programs; inform others about the organization, and work to enhance the organization's public image.

Ensure effective organizational planning.

- Monitor the organization's programs and services.
- Participate in the development of strategic plans to accomplish the mission and evaluate its success.

Actively participate in all board activities.

- Attend in person monthly board meetings. All members must attend 8 out of 11 meetings per year. There is no board meeting in August.
- Review agenda and supporting materials prior to board and committee meetings.
- Serve on a committee and/or volunteer at Kent County Tourism events. In addition to periodically taking on special assignments
- Suggest nominees to the board who can make significant contributions to the work of the board and to the organization.
- Assess the board's performance.

Ensure adequate resources.

- Carry out the fiduciary responsibilities of the board; reviewing the organization's annual financial statements, protect and preserve the organization's current funding, help in the solicitation of additional funds for the organization.

Meetings:

Full Board Meetings:

3rd Thursday of every month 7:30am. *Time may change
There is no meeting in August.

Executive Board Meetings: Quarterly (Dates TBD)

Committee Meetings: TBD by Committee Chairs

Committees:

Kent County Tourism Board Committees works closely with staff to implement industry and CVB strategies, as well as to strengthen the organization. Other committees may be formed from time to time pending the need of the organization.

Executive Committee: The Executive Committee shall have, and may exercise, the powers of the Board except that the Executive Committee shall not have the power to adopt the budget, or take any action that represents a major change of the affairs, business or policy of the organization. The Executive Committee shall annually review the operations and activities of all standing committees established by the Board of Directors and shall report to the Board of Directors the findings of such annual reviews. The Executive Committee shall review the Strategic Plan Initiatives and oversee the President's performance review and compensation.

Finance Committee: The Finance Committee purpose is to oversee the preservation and protection of current public accommodation tax funding to the Kent County Tourism Corporation, along with exploring potential expansion of funding. The Finance Committee shall oversee the preparation of the annual budget, with guidance from the President, and shall review the Corporation's financial position and make recommendations and reports regarding these matters to the Board of Directors. The final approval of the annual budget shall remain with the Board of Directors. They shall also oversee the annual audit review of the Bureau's financial statements prepared by an independent certified public accountant or accounting firm and prepared in accordance with generally accepted standards.

Compliance and Policy Committee: The Compliance and Policy Committee will meet as necessary and shall oversee the Bylaws, Certificate of Formation, along with the creation and review of the Employee Policy Handbook and other organizational policies.

Nominating Committee: The Nominating Committee shall solicit input from the Board of Directors and other community leaders for prospective candidates. These candidates shall be contacted by the Nominating Committee and must indicate their willingness to serve before they can be submitted to the Board of Directors for approval.

Legislative Committee: This committee focuses on legislative issues that are important to the Kent County Tourism and Tourism related businesses. They assist staff with educating local, county and state government on those issues along with Kent County Tourism role in the economic development of county and its jurisdictions. This committee will collaborate from time with the Finance Committee when it comes to the preservation and protection of current public accommodation tax funding for the organization.

About Kent County Tourism Corporation

(Delaware's Quaint Villages)

Kent County Tourism Corporation (dba Delaware's Quaint Villages) is the destination marketing organization for Kent County, Delaware and its incorporated cities and towns. As the primary programmatic arm for Kent County travel and tourism promotion, it leads the Kent County Tourism industry to work together to generate visitor spending by developing and implementing comprehensive destination marketing programs. It is a self-governing private not-for-profit 501 © 6 corporation with a Board of Directors.

Mission Statement:

Kent County Tourism Corporation is the official destination marketing organization for the county and its jurisdictions, whose mission is to generate incremental economic impact for the community through the attraction of visitors.

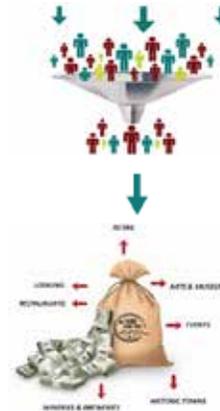
Kent County Tourism Objectives:

- Generate positive awareness of Kent County as a destination of choice for travelers by positioning the area as a competitively unique and compelling destination
- Create positive awareness, support, and participation for Kent County Tourism by increasing the development and execution of mutually beneficial collaborative marketing partnerships
- Stimulate interest and desire on the part of consumers to act and visit by creating marketing materials and messaging that engages the consumer and establish a strong emotional connection to the area's product offerings
- Maximize visitor length and frequency of stay to increase economic generation and enhance the value of the visitor's experience by providing outstanding visitor service assistance and in-person tourist information
- Increase the business volume of local tourism business partners and constituents by expanding, promoting and supporting existing attractions, meeting space and sports facilities
- Pro-actively support and provide the development of additional tourism products and services to enhance the visitor experience.
- Protect, support and promote the infrastructure that sustains tourism while continuing to develop new tourism product
- Maintain a research base for the community's tourism industry to provide detailed, relevant, up-to-date local tourism information and industry trends that empower

DELAWARE'S QUAIN VILLAGES MARKETING MODEL

(UMBRELLA MARKETING)

Job Functions of Kent County Tourism Personnel
TV ADVERTISING * RADIO ADVERTISING*PRINT ADVERTISING
PUBLIC RELATIONS*SOCIAL MEDIA*ONLINE MARKETING
*GROUP SALES & RECRUITMENT
PROMOTIONS*CONTESTS*TOUR PACKAGES



Virtually everything Kent County Tourism does is designed to drive traffic to the destination's website (www.VisitDelawareVillages.com). Kent County Tourism's marketing model is founded on the fundamental strategy of generating targeted customers (determined by our Visitor Profile and Branding) through a comprehensive mix of MARKETING, SALES, and COMMUNICATIONS programs, then driving those customers to the website, where they are connected to Kent County tourism partners (Hotels, Attractions, Restaurants, Retail, Parks & Recreational Facilities).

As a non-membership, publicly funded organization, Kent County Tourism offers free listings on their website to tourism partners to ensure transient room tax dollars benefit the entire tourism industry. The premise is: We attract visitors to Kent County and provide opportunities for local businesses to convert those visitors to customers

Kent County Tourism Integrated Services:

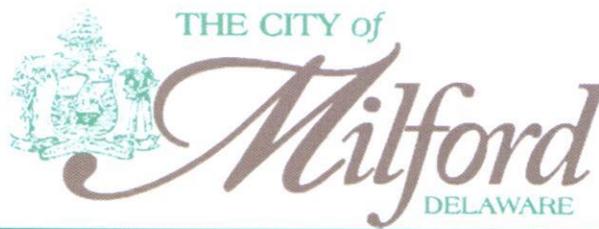
- **Marketing/Communications** inspires visitation to benefit the local tourism economy
- **Group Sales** attract the memorable experiences that motivate group travelers and provide fuel for our marketing machine
- **Visitors Services** ensure that visitors get the most out of their stay, spend more, enjoy themselves and come back soon
- **Industry Relations** lift the industry and acts as the conduit between Kent County Tourism and our tourism partners

Kent County Tourism Corporation
435 N. Dupont Highway
Dover, DE 19901

302-734-4888
www.VisitDelawareVillages.com



POLICE DEPARTMENT
400 NE Front Street
Milford, DE 19963



Phone 302.422.8081
Fax 302.424.2330
www.milfordpolicede.org

The City of Milford will make its Fiscal Year 2017 JAG application available to the City of Milford City Council for review and comment on September 25, 2017.

The City of Milford made its Fiscal Year 2017 JAG solicitation available to citizens for comment on the City of Milford Website on August 8, 2017, and will remain posted for 30 days.

City of Milford Police Department Files Application for Funding Through The Bureau of Justice Assistance Edward Byrne Memorial Justice Assistance Grant.

The City of Milford Police Department is giving Public Notice that it intends to file an application for funding through The Bureau of Justice Assistance 2017 Edward Byrne Memorial Justice Assistance Grant. The total eligible allocation that may be requested by the Milford Police Department is \$17,669. The purpose of the request for funding is to enhance law enforcement initiatives. This total allocation of \$40,882.00 is for a disparate of Sussex County agencies, with recommended allocations of \$13,160 to the City of Seaford, \$10,053 to the Town of Georgetown, and \$17,669 to the City of Milford.

Any comments from the public regarding this application should be submitted in writing to:

Victoria R. Knorr
400 NE Front Street
Milford, DE 19963

Public Notice for 2017 JAG Fund solicitations were also posted on City of Seaford website on August 8, 2017 and on Town of Georgetown website on August 16, 2017.

2017 DELAWARE LOCAL JAG ALLOCATIONS

Listed below are all jurisdictions in the state that are eligible for FY 2017 JAG funding, as determined by the JAG formula. For additional details regarding the JAG formula and award calculation process, with examples, please refer to the updated JAG Technical report here: <https://www.bja.gov/Jag/pdfs/JAG-Technical-Report.pdf> and current JAG Frequently Asked Questions here: <https://www.bja.gov/Funding/JAGFAQ.pdf>

Finding your jurisdiction:

(1) Disparate jurisdictions are listed in shaded groups below, in alphabetic order by county.

(2) Eligible individual allocations are listed alphabetically below the shaded, disparate groupings.

(3) Counties that have an asterisk (*) under the "Eligible Individual Allocation" column did not submit the level of violent crime data to qualify for a direct award from BJA, but are in the disparate grouping indicated by the shaded area. The JAG legislation requires these counties to remain a partner with the local jurisdictions receiving funds and must be a signatory on the required Memorandum of Understanding (MOU). A sample MOU is provided online at: <https://www.bja.gov/Funding/JAGMOU.pdf>. Disparate jurisdictions do not need to abide by the listed individual allocations, which are provided for information only. Jurisdictions in a funding disparity are responsible for determining individual amounts within the Eligible Joint Allocation and for documenting individual allocations in the MOU.

State	Jurisdiction Name	Government Type	Direct Allocation	Joint Allocation
DE	KENT COUNTY	County	*	
DE	DOVER CITY	Municipal	\$48,071	
DE	SMYRNA TOWN	Municipal	\$11,210	\$59,281
DE	SUSSEX COUNTY	County	*	
DE	GEORGETOWN TOWN	Municipal	\$10,053	
DE	MILFORD CITY	Municipal	\$17,669	
DE	SEAFORD CITY	Municipal	\$13,160	\$40,882
DE	MIDDLETOWN TOWN	Municipal	\$11,028	
DE	NEW CASTLE COUNTY	County	\$175,711	
DE	NEWARK CITY	Municipal	\$18,887	
DE	WILMINGTON CITY	Municipal	\$218,603	
	Local total		\$524,392	

Name of Applicant: City of Milford – Disparate, Application #2017-H3326-DE-DJ

Title of Project: 2017 Equipment and Technology Upgrade - Disparate

Goals: The Milford, Seaford, and Georgetown Police Departments will be using allocated grant funds to purchase in-car camera equipment, ballistic vests & helmets, tactical speaker microphone and multi items to encompass a crime scene lab. After the award of the funds and departments purchase the requested equipment, equipment will be deployed and used to enhance officer safety with better verbal, visual and hands-on communications throughout communities.

Abstract Identifiers: Crime Prevention, Equipment-Tactical, Equipment-Forensic, Officer Safety, Policing, Civil Rights, Traffic Enforcement.

Abstract Narrative:

The Milford Police Department, Seaford Police Department, and Georgetown Police Department, in an effort to better protect its officers and the public, will be purchasing the requested equipment to achieve this goal. The departments intend to purchase, in-car camera equipment, ballistic vests and helmets and equipment to build a forensic evidence processing lab in an effort to keep up with upgraded technology, to better enhance standards for traffic enforcement and for the processing and collection of evidence for prosecution. This equipment will continue to enhance the officer's safety and the safety of the citizens they serve.

Program Narrative:

The total allocation for Disparate for Sussex County is \$40,882. All departments involved plan to use awarded funds to purchase equipment which will promote public, officer safety and help to successfully prosecute violent felons.

The Milford Police Department will receive \$17,669 and will utilize these funds to purchase new equipment and update antiquated equipment to establish a forensic processing lab.

The Seaford Police Department will receive \$13,160 and will utilize funds to replace/upgrade ballistic vests, ballistic helmets, a mobile vision in-car camera system and portable radio speaker microphones/ear piece.

The Georgetown Police Department will receive \$10,053 and will utilize funds to replace and enhance an In-Car Camera system that is becoming inoperable.

Purchasing this equipment will keep each department in line with the most current visual communications technology, forensic technology and tactical equipment needed to improve law enforcement services. These tools will continue the ongoing efforts to enhance our police officer's abilities to provide the public with a safe environment in which to live, work and vacation.

FY 2017 BJA Justice Assistance Grant Abstract

NAME: City of Milford, Application # 2017-H3326-DE-DJ

TITLE OF PROJECT: CSI Lab

GOALS OF PROJECT: The goal of this project is to purchase equipment used to collect evidence to identify the innocent and to build stronger criminal cases by using up-to-date technology. The equipment will be used for the processing and collection of evidence for prosecution.

DESCRIPTION OF STRATEGIES:

The Milford Police Department, in order to better serve its community by collecting essential evidence needed in prosecuting violent felonies, is requesting equipment to build a forensic evidence processing lab. This lab will be utilized to process and collect finger prints, DNA and trace particles used for examination and comparison to known suspect data. The Milford Police Department currently utilizes antiquated equipment that is no longer serviceable or is required to use crime scene examiners and their equipment from outside agencies. The purchase of this equipment will supply dedicated personnel with up to date forensic equipment. This equipment is essential to our mission statement and goal of successful prosecution of violent felons to keep our citizen's safe.

PROJECT IDENTIFIERS: Sexual Assault
Evidence-Based
Equipment - Forensic
Civil Rights
Crime Laboratory

Detailed Budget Breakdown:

D. Equipment – List non-expendable items that are purchased (Note: Organization’s own capitalization policy for classification of equipment should be used). Expendable items should be included in the “Supplies” category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technological advances. Rented or leased equipment costs should be listed in the “Contractual” category. Explain how the equipment is necessary for the success of the project, and describe the procurement method to be used.

EQUIPMENT (FEDERAL)

Item	Quantity	Cost	Cost
Laser Trajectory Kit	1	\$385.41	\$385.41
Safefume Automatic Cyanoacrylate Fuming Chamber	1	\$5,009.00	\$5,009.00
DWS Downflow Ductless Fume Hood	1	\$2,222.00	\$2,222.00
HandScope Xenon HSX-5000 – Forensic Ultra-Portable Light Source	1	\$7,130.00	\$7,130.00
Nikon D7100 DSLR Camera	1	\$996.00	\$996.00
Nikon Speed SB5000 Speed Flash	1	\$596.95	\$596.95
Nikon AF-S VR Macro Lens	1	\$896.95	\$896.95
Smith Victor 42” Pro-Duty Copy Stand	1	\$439.99	\$439.99
Any overage will be paid out of City of Milford Budget.		FEDERAL TOTAL	\$17,676.30

EQUIPMENT NARRATIVE (FEDERAL)

Equipment: The City of Milford Police Department will be updating and enhancing its forensic evidence processing lab by replacing antiquated equipment that is no longer serviceable and by purchasing additional equipment to be used to process and collect finger prints, DNA and trace particles used for examination and comparison to known suspect data.

The City of Milford does not have pending applications submitted within the last 12 months for federally funded assistance that include request for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitations.

Budget Summary: - When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal funds requested and the amount of non-Federal funds that will support the project.

Budget Categories	Federal Request	Non-Federal Amounts	Total Cost
A. Personnel	\$0.00	\$0.00	\$0.00
B. Fringes	\$0.00	\$0.00	\$0.00
C. Contractual	\$0.00	\$0.00	\$0.00
D. Equipment	\$17,699	\$7.30	\$17,676.30
E. Supplies	\$0.00	\$0.00	\$0.00
F. Construction	\$0.00	\$0.00	\$0.00
G. Consultants/Contracts	\$0.00	\$0.00	\$0.00
H. Other	\$0.00	\$0.00	\$0.00
Total Direct Costs	\$0.00	\$0.00	\$0.00
I. Indirect Costs	\$0.00	\$0.00	\$0.00
TOTAL PROJECT COST	\$17,669	\$7.30	\$17,676.30

Federal Request	\$17,699.00
Non-Federal Amount	\$ 7.30
Total Project Cost	\$17,676.30

City of Milford



RESOLUTION 2017-09

SUPPORT OF DELAWARE OUTDOOR RECREATION, PARKS AND TRAILS GRANT APPLICATION - CITY OF MILFORD RIVERWALK IMPROVEMENTS

WHEREAS, the City of Milford has worked with residents to begin a process to restore sections of the Riverwalk; and

WHEREAS, the City of Milford has previously approved and adopted a Master Plan for the development of the Riverwalk; and

WHEREAS, the City has filed Delaware Outdoor Recreation, Parks and Trails (ORPT) Grant pre-applications to the Delaware Division of Parks and Recreation for both purposes; and

WHEREAS, the City has been authorized to submit formal ORPT applications in the amount of \$75,000 for improvements to the Riverwalk, to be done using a phasing approach, for the purpose of removing and replacing the existing worn timber decking with composite deck materials; and

WHEREAS, the City has set aside funds in the General Fund Capital reserves to support these efforts; and

WHEREAS, the City hereby designates Parks and Recreation Director Bradley Dennehy to manage the project and coordinate the ORPT Program requirements for reporting and reimbursement; and

WHEREAS, the City understands that improvements funded through the ORPT Grant Program will remain as outdoor recreation uses in perpetuity.

NOW, THEREFORE BE IT RESOLVED, that the City of Milford hereby approves the applications for the Riverwalk improvements through the ORPT Grant and shall abide by all requirements of the ORPT Grant Program for reimbursement and stewardship responsibilities.

IN WITNESS WHEREOF, I hereunto set my hand and caused the Seal of the City of Milford to be affixed this 25th day of September 2017.

Mayor Bryan W. Shupe

Attest: City Clerk Teresa K. Hudson

**PUBLIC NOTICE
ORDINANCE 2017-20**

CODE OF THE CITY OF MILFORD
PART II-GENERAL LEGISLATION
CHAPTER 180
RESIDENTIAL RENTAL OPERATING LICENSE

NOTICE is hereby given that the following ordinance is presently under review by the City Council of the City of Milford:

WHEREAS, the City of Milford enacted a Residential Rental Operating License Ordinance, to protect the health, safety, and welfare of its residents and to prevent the deterioration of the housing stock in the City; and

WHEREAS, from time to time, City Council determines a need for amendments and additions to the Residential Rental Operating License Ordinance of the City of Milford; and

WHEREAS, it is recommended that the transfer of a license during the licensing period be permitted upon payment of administrative fees; and

WHEREAS, it is recommended that no rental unit be occupied by another renter until a rental inspection has been performed.

NOW, THEREFORE, THE CITY OF MILFORD HEREBY ORDAINS:

Section 1. Section 180-5. Application for rental operating license and agreement to comply is hereby amended by removing text indicated in strikethrough and incorporating new text in red and underlined as follows:

- C. It shall be unlawful for any person to operate any rental dwelling without obtaining a rental license from the ~~Licensing Division of the Department of Planning and Inspections~~ City in order to determine compliance. The license shall expire annually on December 31. The fee for the annual license shall be ~~\$50 for each unit.~~ set by City Council as part of the City Fee Schedule.

Section 2. Section 180-6. Contents of applications is hereby amended by removing text indicated in strikethrough and incorporating new text in bold and red as follows:

- D. Landlord's name, mailing address, ~~and~~ telephone number, email address, website and leasing agent contact information, if different from the landlord.

Section 3. 180-7. Regulations for issuance of licenses is hereby amended by removing text indicated in strikethrough and incorporating new text in red and underlined as follows:

- C. ~~Timing for reapplication.~~
(1) ~~Application to renew a rental operating license shall be made at least 60 days prior to the expiration date of the current license.~~
(2) ~~When reapplication is made fewer than 30 days before the expiration date, the pendency of the application will not prevent the expiration of the license.~~

Transfer of license. If a rental property is purchased or sold during the annual licensing period, the license may be transferred from owner to owner upon payment of \$50 for administrative expenses. Purchaser must make application as outlined in §180-6.

- D. Every rental unit owned shall have a "caretaker" designated by the owner.

- (1) The caretaker may be the property owner if residing within a ten-mile radius of Milford, Delaware.
- (2) The caretaker shall be an adult person(s) 18 years or older, specifically identified in writing by the owner on the rental license application (stating name, address and telephone numbers) and reside in such proximity to the City as to allow him or her to meet with the Code Enforcement Official at the rental unit within 48 hours of receipt of notice from the Code Enforcement Official. The caretaker may also be a management company (corporation, LLC and/or partnership); however, the management company must assign a contact person.

Section 4. 180-8. Inspections is hereby amended by removing text indicated in strikethrough and incorporating new text in red and underlined as follows:

- A. The Code Enforcement Official reserves the right to inspect property at any time to ensure compliance with all property maintenance (Chapter 174), Building Construction (Chapter 88), Zoning (Chapter 230) and other City codes.
- B. No rental unit shall be occupied after a vacancy by any person other than the owner or persons related directly to the owner unless a rental inspection has been requested by the Landlord. The City reserves the right to inspect the property to insure the dwelling unit is in substantial compliance with codes of the City.
- ~~B~~C. When such inspections are deemed necessary, the Code Enforcement Official will provide at least 48 hours' notice to the owner or caretaker. Exceptions to this rule will apply when health or safety conditions exist that require immediate inspection.
- ~~C~~D. A rental unit shall be deemed to be not in substantial compliance if:
 - (1) There are one or more violations that pose a serious and substantial threat to the health, safety or welfare of the occupants.
 - (2) There are an extensive number of minor violations that, cumulatively, pose a significant threat to the health, safety, and welfare of the occupants.
- ~~D~~E. When the Code Enforcement Official schedules an inspection, it is the responsibility of the property owner to make sure the structure/property is ready by the time the inspector arrives on site.
 - (1) If an inspection needs to be cancelled or rescheduled, the Code Enforcement Official must be notified by ~~8:30 a.m. the day of the inspection~~ 4:00 p.m. the day before the inspection.
 - (2) If an inspector arrives on site and the structure/property is not ready and the inspection was not cancelled or rescheduled, a fee of ~~\$100~~ \$50 must be paid at City Hall before the inspection can be rescheduled. This fee may be waived if the property is not ready for inspection due to circumstances beyond the control of the landlord/caretaker.
- ~~E~~F. When conditions of a property are such that cause more than one follow-up inspection, for the purpose of ensuring compliance, a fee of \$50 per inspection will be imposed.

Section 5. 180-9. Violations and penalties; enforcement is hereby amended by removing text indicated in strikethrough as follows:

- A. Penalty for violation.
 - (1) Any property owner who shall violate any provisions of this chapter or who fails to comply with any notice or order issued by a Code Enforcement Official pursuant to the provisions of this chapter shall be guilty of violating the provisions of this chapter and, upon conviction thereof, shall be fined not less than \$500 nor more than \$1,000. The minimum fine is not subject to suspension or reduction.
 - (2) Except where an appeal is taken, each day of a separate and continuing violation shall be deemed a separate offense.
- B. Should the aforesaid penalties not be paid within 30 days of being assessed, and after notice of said failure is served, then the property covered by this chapter will be assessed for the unpaid penalties, which shall be collected in the same manner and at the same time as City taxes.
- C. If any of the cited violations are not remedied, the Code Enforcement Official shall revoke the residential rental operating license.

Section 6. Dates.

City Council Introduction: September 25, 2017

City Council Public Hearing: October 9, 2017

Adoption: October 9, 2017

Effective: October 19, 2017

This ordinance shall take effect and be in force ten days after its adoption.

A complete copy of the Code of the City of Milford is available by request through the City Clerk's office or by accessing the city website at www.cityofmilford.com.

Advertised: Beacon, 09/20/17

Ordinance 2017-21

Chapter 57 – Planning Commission

NOTICE is hereby given that the following ordinance is presently under review by the City Council of the City of Milford:

WHEREAS, Chapter 57 of the City of Milford Code requires the City Planning Commission to consist of nine members; and

WHEREAS, it has been difficult to find nine qualified members to have a full complement; and

WHEREAS, Title 22, Section 701 of the Delaware Code states that Municipal Planning Commissions shall consist of not less than five, nor more than nine members; and

WHEREAS, reducing the required number to align with Title 22, Section 701 would allow the Planning Commission to convene by having a smaller majority present versus the five currently needed to conduct often time-sensitive or emergent circumstances; and

WHEREAS, An Act to Amend the City of Milford Charter was signed into law by Governor John Carney on August 30, 2017 and reflects the reduction of members as so stated.

NOW, THEREFORE, the City of Milford hereby ordains:

Section 1. Chapter 57, Section 57-2 is being amended as indicated below (new language in underlined italics and omitted language by strikeout text),

Chapter 57 - PLANNING COMMISSION

§ 57-1. - Establishment.

There is hereby established, pursuant to 22 Del. C. § 701 et seq., the Milford Planning Commission.

§ 57-2. - Membership; terms of office

The Commission shall consist of [~~nine members to be appointed by the Council~~] no less than 5 and no more than 9 members as recommended by the Mayor and appointed by the Council. The term of each member so appointed and confirmed shall be for three years, except that of the members first appointed, three shall be appointed to a term of three years, three shall be appointed to a term of two years and three shall be appointed to a term of one year.

§ 57-3. - Removal; vacancies.

Any member of the Planning Commission may be removed for cause, after a public hearing, by the Mayor with the approval of the City Council. A vacancy occurring otherwise than by expiration of term shall be filled for the unexpired term in the same manner as an original appointment.

§ 57-4. - Ex officio members.

The Mayor and City Manager shall be ex officio members of the Planning Commission and may exercise all of the powers of the regular members; provided, however, that an ex officio member may not hold an office on the Commission and shall have no right to vote on matters coming before the Commission.

§ 57-5. - Salaries and compensation.

All members of the Commission shall serve without compensation but may be reimbursed for actual expenses incurred in connection with their official duties.

§ 57-6. - Officers; staff; custodian of records.

The Commission shall elect annually a Chairman and Secretary from among its own number and may employ experts, clerical help and other assistants. The Commission may appoint a custodian of its Comprehensive Plan and records, who may be the City Manager or other employee of the Council.

§ 57-7. - Rules of procedure; meetings; records.

The Commission shall adopt its own rules of procedure and determine the times of its meetings and methods of notice thereof. All meetings of the Commission at which any official action is taken shall be open to the public, and all records of the Commission shall be public records.

§ 57-8. - Powers and duties; reports.

The Milford Planning Commission shall have all the powers and authority vested in municipal planning commissions under the provisions of Title 22, Delaware Code, Chapter 7, subject to the same conditions and limitations set forth therein at the effective date of this chapter. The Planning Commission shall report at each monthly meeting of the Council and shall present copies of its minutes of the preceding month.

Section 2. Dates.

Council Introduction: 09-25-2017

Council Adoption: 10-09-2017

**PUBLIC NOTICE
ORDINANCE 2017-22**

CODE OF THE CITY OF MILFORD
PART II-GENERAL LEGISLATION
CHAPTER 178
REALTY TRANSFER TAX

NOTICE is hereby given that the following ordinance is presently under review by the City Council of the City of Milford:

WHEREAS, Chapter 178, Section 178-2D. of the Code of the City of Milford currently excepts from the City Realty Transfer Tax transactions where all grantees qualify as first-time home buyers under Section 178-1H.; and

WHEREAS, Section 178-2A. provides that the City transfer tax shall be split equally between the grantor and grantee unless otherwise agreed to by the parties; and

WHEREAS, the City of Milford desires to amend Chapter 178, Section 178-2D. to limit the first-time home buyer exception solely to the grantee's portion of the City realty transfer tax as defined in Section 178-2A, (typically one-half (1/2) of the total City transfer tax); and

WHEREAS, grantors shall still be subject to and required to pay grantor's portion of the City realty transfer tax as defined in Section 178-2A, (typically one-half (1/2) of the total City transfer tax); and

WHEREAS, for purposes of the first-time home buyer exception, grantor and grantee shall be prohibited from contractually modifying the apportionment of the transfer tax, as stated in Section 178-2A to decrease the grantor's portion of the transfer tax;

NOW, THEREFORE, THE CITY OF MILFORD HEREBY ORDAINS:

Section 1. The Code of City of Milford, Chapter 178, Section 178-2, entitled "Rate of tax; when payable; exception", is hereby amended by deleting the language indicated in ~~strikeout text~~ and inserting the underlined language in its place as follows:

~~"D. [There shall be no tax imposed on those]~~ On transfers where all grantees qualify as first-time home buyers, no transfer tax shall be imposed on the grantee's portion of any transfer tax as defined in §178-2A. hereof. For purposes of this article, "first-time home buyer" shall have that meaning given in §178-1H. The first-time home buyer exception shall apply only to the grantee's portion of the transfer tax as defined in §178-2A. hereof and shall not relieve the grantor from payment of grantor's portion of the transfer tax as defined in §178-2A. hereof. For purposes of the first-time home buyer exception, grantor and grantee shall be prohibited from contractually modifying the apportionment of the transfer tax as set forth in §178-2A. to decrease the grantor's portion of the transfer tax. This provision shall apply to all contracts entered into as of October 19, 2017.

Section 2. Dates.

City Council Introduction: September 25, 2017

City Council Public Hearing: October 9, 2017

Adoption: October 9, 2017

Effective: October 19, 2017

This ordinance shall take effect and be in force ten days after its adoption.

A complete copy of the Code of the City of Milford is available by request through the City Clerk's office or by accessing the city website at www.cityofmilford.com.

Advertised: Beacon, 09/28/17



PUBLIC WORKS DEPARTMENT

180 Vickers Drive

Milford, DE 19963

PHONE 302.422.1110

FAX 302.422.1117

www.cityofmilford.com

To: Eric Norenberg, City Manager
From: Mark A. Whitfield, Public Works Director
Subject: Street Sweeper Purchase
Date: September 20, 2017

The Public Works Department requests City Council consider a recommendation to replace the street sweeper used by the Street and Utility Division. The street sweeper is used for the sweeping of streets and cleaning of storm sewer catch basins.

Routine street sweeping is critical to maintaining a high level of service to residents by keeping streets clean. Routine catch basin cleaning helps reduce storm sewer backups and on-street flooding. Street sweeping removes sand, grit, de-icing materials, litter, and other debris from the City streets. Catch basin cleaning removes sand, soil, grit, leaves, litter and other debris from storm sewer inlets.

The replacement unit will also come with a "WeedSeeker" spray unit to routinely spray weeds within the curbs along city streets. Weeds within the curbs along City streets are not only unsightly, but also cause pre-mature pavement failure along the edges, which allows water intrusion to the under surface of the street. The WeedSeeker unit is designed to spray only when it detects weeds, and thereby reduces the amount of herbicide needed to control weeds. The unit will also significantly reduce the number of labor hours needed for curb weed control, since the work will be done simultaneously with street sweeping, and not as two separate operations.

The present 2006 unit has over 5360 hours of use and has become unreliable due to constant breakdowns. Council authorized \$145,000 be set aside in the Streets Capital Budget for the past two years to cover the replacement cost of the unit. Presently, \$290,000 is available for the purchase.

The Street and Utility Division staff has evaluated several different units for the possible replacement. After viewing demonstrations as well as checking various references, staff recommends a Johnston unit be purchased from Johnston North America of Mooresville, NC for \$289,711.70. The purchase can be made through the HGACBuy Purchasing Agreement (Contract #SW04-16) through the Delaware State Contract.

Specifications for the sweeper unit are attached.

Staff requests City Council consider the replacement of street sweeper, and recommends authorizing the purchase of the unit through HGACBuy to City Council.



CONTRACT PRICING WORKSHEET
For Standard Equipment Purchases

Contract No.:

SW04-16

Date Prepared:

8/9/2017

This Worksheet is prepared by Contractor and given to End User. If a PO is issued, both documents MUST be faxed to H-GAC @ 713-993-4548. Therefore please type or print legibly.

Buying Agency:	City of Milford	Contractor:	Johnston North America
Contact Person:	Mark Whitfield	Prepared By:	Todd Parsons
Phone:	302-422-1110	Phone:	704-658-1333
Fax:	302-422-1119	Fax:	704-658-1377
Email:	mwhitfield@milford-de.gov	Email:	todd.parsons@johnstonnorthamerica.com

Product Code:	BD-02	Description:	VT651, vacuum sweeper, dula engine, chassis mounted
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A. Product Item Base Unit Price Per Contractor's H-GAC Contract: 145000

B. Published Options - Itemize below - Attach additional sheet if necessary - Include Option Code in description if applicable.
(Note: Published Options are options which were submitted and priced in Contractor's bid.)

Description	Cost	Description	Cost
BD-02 VT-651 Hopper Deluge Washout	1100		
BD-02 VT651-08 Top Mount Catch Basin Cleaner	7500	BD-02 FL M2-VT651 Chassis	102000
BD-02 VT651-12 Electric Storm Grate Lifter	3800		
BD-02 VT-651-22 Rear Vision Camera System	1850		
BD-02 VT651-42 Simultaneous Sweep	1200		
BD02 VT651-30 JD 115 HP aux. engine	4000		
BD02 VT651-32 GB Downpressure Control	1800		
BD-02 VT651- 36 In Cab GB tilt	3800		
BD-02 VT651-40 In cab GB lateral Control	1400		
		Subtotal From Additional Sheet(s):	
		Subtotal B:	128450

C. Unpublished Options - Itemize below - Attach additional sheet if necessary.
(Note: Unpublished options are items which were not submitted and priced in Contractor's bid.)

Description	Cost	Description	Cost
USMWS Weedkill spray system	2980	K39914 Extension Rack, rear door	2560
K30483 Amber Strobe w/limbguard	800	K30145 HP Washdown, handlance, front, nozzle	9400
USMb500T Fire Extin	45.5		
USMHWK Triangle warning kit	26.2		
USMWkit1 - winterization kit	450		
		Subtotal From Additional Sheet(s):	
		Subtotal C:	16261.7

Check: Total cost of Unpublished Options (C) cannot exceed 25% of the total of the Base Unit Price plus Published Options (A+B). For this transaction the percentage is: 6%

D. Total Cost before any other applicable Charges, Trade-Ins, Allowances, Discounts, Etc. (A+B+C)

Quantity Ordered:	1	X Subtotal of A + B + C:	289711.7	=	Subtotal D:	289711.7
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E. Other Charges, Trade-Ins, Allowances, Discounts, Etc.

Description	Cost	Description	Cost
		Subtotal E:	0

Delivery Date: 120-150 ARO **F. Total Purchase Price (D+E):** 289711.7

GENERAL:

8.5 Cubic yard debris hopper dual gutter brooms, vacuum street sweeper, truck mounted on a Freightliner M2 conventional chassis. This specification describes an environmentally controlled and silenced street sweeper.

The sweeper shall be a truck chassis mounted type, 8.5 cubic yard volumetric capacity vacuum street sweeper, with dual gutter brooms. It shall be the manufacturer's latest model and design.

Details of unit as proposed

1. Sound Control (Bidders **MUST** furnish compliance certificate)

- 1.1 The external sound pressure level shall be 79 dB(A) average at 16 meters per noise test code ISO 3746:1996, while the impeller fan is rotating at 3,400 RPM.
- 1.2 The In-Cab sound level shall not exceed 68 dB(A) max per noise test code ISO 3746:1996 while the impeller fan is rotating at 3,400 RPM in sweeping mode.

2. Truck Cab & Chassis

State:
Chassis Make: Freightliner
Chassis Model: M2106
Sweeper Make: Johnston
Sweeper Model: VT651

3. Vehicle Weight

- 3.1. GVWR: 33,000 lbs. minimum.
- 3.2. Wheel Base maximum 178".
- 3.3. Cab shall be conventional type.
- 3.4 G.V.W.R of chassis: 33,000 lbs
- 3.5 Empty weight of chassis: 10,500 lbs
- 3.6 Empty weight of sweep equipment: 8,500 lbs

4. Axles

- 4.1 Front axle: 12,000 lbs.
- 4.2 Rear axle shall be a two speed Meritor RS-21-230, 21,000 lbs. Capacity with ratio of 5.86 / 8.17:1.
- 4.3 Front & Rear oil seals.
- 4.4 Front & Rear dust shields.

5. Suspension

- 5.1 Front suspension: 12,000 lbs. at ground load rating.
- 5.2. Front shock absorbers.
- 5.3. Rear suspension: 23,000 lbs. minimum with multi-leaf springs.

6. Brake System – ABS

- 6.1. WABCO 4S/4M ABS brake system will be supplied.
- 6.2. Front & Rear service brakes: “full air” “S” cam type
Front with 15”x4” and Back with 16.5”x7” brake linings.
- 6.3. Automatic slack adjusters on front and rear brakes.
- 6.4. Parking brake: spring set on rear axle and cab controlled.
- 6.5. Low air warning indicator.
- 6.6 Wabco 1200 SS Brake Line Air dryer with heater.
- 6.7. Cummins 18.7 CFM air compressor.

7. Steering

- 7.1 Complete OEM tilt dual cross-over power steering system with complete dual gauges at each operator’s position. Steering wheels shall include tilt feature.
- 7.2 Gauges and controls at the LEFT SIDE operator’s position: oil pressure gauge, water temperature gauge, tachometer voltage digital display, speedometer, odometer, dual air pressure gauges, transmission oil temperature gauge, fuel gauge, hour meter, DEF gauge, and centrally located ignition switch.
- 7.3 Gauges and controls at the RIGHT SIDE operator’s position: oil pressure gauge, water temperature gauge, tachometer speedometer, dual air pressure gauges, transmission oil temperature gauge, fuel gauge, DEF gauge, and centrally located ignition switch.

8. Engine

- 8.1 Engine: Four cycle diesel, turbo-charged and after cooled.
- 8.2 Engine: 200 H.P. @ 2300 RP with 6.7 liters of displacement minimum.
- 8.3 Engine: Torque rating, 520 ft lbs. at 1,600 RPM.
- 8.4 Engine: Water cooled antifreeze protection to –34 degrees Fahrenheit.

8.5 Engine shall have vertical muffler and exhaust pipe and be equipped with a Diesel Particulate Filter & SCR system for 2014 EPA emission requirements.

8.6. Integral electronic protection shutdown system for low oil pressure and high water temperature.

9. Transmission

9.1. Transmission shall be an Allison 2500 Series automatic with return line filtration.

9.2 Transmission shall come installed with synthetic transmission fluid.

10. Engine Equipment

10.1. 12 volt alternator: 160 amp output rating.

10.2. Two (2) batteries: Maintenance free and each rated at 1,125 CCA (2,250 total) with a master battery disconnect.

10.3. Heavy duty dry air cleaner with dash mounted in-cabrestriction indicator with graduations.

10.4. Horton HT650 frontal air on/off clutch engine fan with automatic controls.

10.5. A full flow oil filter shall be supplied.

11. Cab

11.1. Two (2) air suspension fully adjustable bucket seats with approved seat belts.

11.2. Seats: Bostrom Model T910 high back with heavy duty cloth upholstery over foam rubber seat cushion.

11.3. Sun visors: Both sides.

11.4. Door armrests: Both sides.

11.5. Heater: Full width defrosters, fresh air ducts and two-speed fan.

11.6. Dual, two speed electric intermittent windshield wipers with washers, operable from either side.

11.7. Two (2) bright finish heated and remote West Coast type mirrors, 7" x 16" and 8" convex mirrors

11.8. Two (2) 8" stainless steel fender mounted convex mirrors.

11.9. Factory A/C shall be supplied and mounted in cab.

11.10. AM/FM/CD radio shall be supplied.

- 11.11. Two (2) independent accelerator pedals in cab to facilitate operation from either side.
- 11.12. A full 'cross-over' system to change steering control, throttle and all gauges, from left to right hand side and vice versa.
- 11.13. All cross-over functions shall be controlled by a single switch on the central console. This circuit shall be inter-locked to the parking brake and shall only be capable of being activated with the parking brake applied.

12. Fuel Tank

- 12.1. 50 gallon fuel tank shall supply chassis engine. Tank shall be manufactured from aluminum and located under LH side of the cab.
- 12.2 SCR system tank: 6 gallons and located to the rear of the chassis fuel tank.

13. Lights

- 13.1. All lamps and reflectors shall comply with federal regulations.
- 13.2. Four-way hazard warning lights.
- 13.3 The following lights to be LED type: stop/tail/turn/back-up/marker.

14. Frame

- 14.1. Heavy Duty frame: RBM of 1,015,000 lb/in.
- 14.2 Frame Section Modulus: 12.69
- 14.3 Frame: High tensile steel, 120,000 psi
- 14.4 Front tow hooks.
- 14.5 Steel front & rear bumpers: (front shall have flexible plastic ends).
- 14.6 A weight overload indicator shall be installed on frame.

15. Wheels & Tires

- 15.1. Wheel rims: Disc type 22.5 X 8.25.
- 15.2. Tires: two (2) front and four (4) rear premium radial tires; type 11.00R 22.5-14 ply rated.
- 15.3. Rear tire sets to be protected by Heavy Duty replaceable plastic fenders.

16. Warranty

- 16.1. The basic truck chassis & drive train shall be warranted by the manufacturer for two (2) years, unlimited miles unless otherwise specified.

SWEeper

- 17. Power Pack** John Deere 1115 HP
- 17.1 Heavy-duty turbo charged industrial diesel engine, fuel supplied from a minimum 50 gallon molded high strength composite fuel tank.
- 17.2 Engine: four cylinder, four cycle, water cooled, antifreeze protected to -40 degrees Fahrenheit.
- 17.3 Engine: 4.5 liter (275 cubic inches) displacement with 295 ft-lb of torque @ 1250 RPM minimum.
- 17.4 The engine must conform minimally to EPA Tier 4 regulations.
- 17.5 The unit shall be capable of operating within a temperature range of -40 degrees to +126 degrees Fahrenheit with the manufacturer's full warranty approval.
- 17.6 Heavy duty, dry dual element air filtration with restriction indicator and Turbo III pre cleaner.
- 17.7 Fuel system will have a primary filter & sediment bowl as first stage filtration from the fuel tank.
- 17.8 All daily engine inspections of oil level, coolant level and air filter restriction to be checked and monitored from inside the cab.
- 17.9 Engine water pump shall be a direct drive to eliminate possibility of engine damage due to drive belt breakage.
- 17.10 12 volt 55 amp alternator.
- 17.11 High coolant temperature and low oil pressure shutdown system shall be supplied.
- 17.12 Engine: Sound suppressed and pod mounted in a low profile tub with a bolt-on heavy duty cowling liner and seal for maximum sound attenuation.
- 17.13 Engine tub: Separately mounted from the body and capable of being removed from the entire sweeper framework by four (4) bolts.
- 17.14 ONLY the engine, transmission and turbine shall be "live" mounted and free floating.
- 17.15 The engine compartment: Completely sealed with a bolt-on sound suppressing liner of 1.25 inches thick to reduce noise levels and protect against dust contaminants.
- 17.16 Engine shall have four (4) remote fluid drains accessible from ground level for coolant, hydraulic oil, engine oil and gearbox oil to allow for easy and cleaner maintenance.
- 17.17 Engine muffler and exhaust pipe: Stainless steel.
- 17.18 Auxiliary engine fuel consumption: Not exceed 5.4 G.P.H (gallons per hour) while producing a continuous impeller fan speed of 3,400 RPM. State G.P.H.
- 17.19 Throttle control of power output: Adjusted by means of an electronic, infinitely variable actuator.

- 17.21 In- cab tachometer and hour meter.
- 17.22 Radiator: Sealed and dedicated air intake duct. Air intake duct located in the roof of sweeper cowling.
- 17.23 Keyless start with integral cold weather start aid and a anti-crank device to prevent re-engagement of starter while engine is running furnished.
- 17.24 All sweeping controls: Easily accessible to the operator from either side driving position.
- 17.25 Two position rocker switches supplied for gutter brooms, nozzles and main broom. Position one for raising and lowering, position two shall activate water system for sweep gear.
- 17.26 Warning lights: Low oil pressure, high water temperature, low voltage, body weight limit, low hydraulic oil level and low sweeper water tank level.
- 17.27 All of the above controls in addition to the chassis engine ignition, parking brake control, and gutter broom speed control shall be centrally mounted in cab.

18. Sweeper Hopper Body

- 18.1 The **entire** hopper body shall be fabricated from (9) gauge high content chromium stainless steel. All seams shall be continuously welded. The entire debris hopper, excluding inlet wear plates and exhaust screens, shall carry a **LIFETIME WARRANTY** as long as the customer owns the sweeper.
The warranty shall include, but not be limited to, the floor, sides, roof, and rear door. The warranty shall cover rust, corrosion and abrasion perforation, including normal wear and tear. Dealer will be financially responsible for all repairs, parts and labor, for the life of the sweeper. 100% parts and labor with no pro-rating or hour limitations.
- 18.2 Body volume capacity: 8.5 cubic yards .
- 18.3 Rear door: Hydraulically operated, fully sealed, full width, top hinged rear with 10.5 inch long rear discharge chute with side splash guard.
- 18.4 Door : Opened, closed and latched hydraulically.
- 18.5 Door opening: 125 degrees.
- 18.6 The door cylinder shall incorporate a counterbalance valve to prevent accidental closing in the event of a hydraulic hose or cylinder failure.
- 18.7 Sweeper hopper body prop: Automatically engage and disengage when the hopper is raised and lowered. And the prop is to be the same width as the frame to provide full and even weight support.
- 18.8 The sweeper shall incorporate a warning beeper anytime the debris hopper or rear door is being raised or lowered.
- 18.9 A master safety switch must be depressed and simultaneously held while the operator activates the controls to raise/lower the debris hopper or rear door.

- 18.10 Body intake tube: Constructed of (10) gauge A/R steel with bolt-in seals.
- 18.11 Raise/lower cylinder shall be power up and power down.
- 18.12 Hopper discharge angle: 55 degrees minimum.
- 18.13 The hopper body incorporates a inter-connecting transfer port to the water tank that will enable the machine to additionally function as a either a water tanker or flusher with a total water capacity of 1930 gallons.
- 18.14 Body intake tubes: Equipped with equal distant mounting holes to permit quarter, half or three quarter turn rotation for extended life and even wear compensation.
- 18.15 Two (2) heavy duty inspection doors: Equipped with heavy duty lever lock handles and recessed seals that fit snugly over a raised flange on the body. Mounted one each side of the hopper with step and handle for operator safety.
- 18.16 Body exhaust screens: Full width Stainless Steel mesh filter screens
- 18.17 Screens: "one-handed" operation removable from ground level without entering the hopper and without the use of tools.
- 18.18 Body roof inspection plate: Externally mounted, removable plate to permit inspection and cleaning of upper air tunnel area.
- 18.19 Rear door shall have two (2) drain ports: Staggered heights to enable water to be drained off. One 3" located in upper left with a hose stowed on its own stowage bracket. One located in middle bottom of rear door with a 1-1/2" ball valve.
 - 18.19.1 Hopper deluge system: Dual nozzles with remote water connection.

19. Vacuum Impeller Fan

- 19.1 Single stage centrifugal type: Direct drive, dynamically balanced. Capable of producing 65" of negative water column at the suction nozzle.
- 19.2 Impeller: 31.5" diameter, 3.15" wide and of stainless steel construction.
- 19.3 Impeller shall incorporate eight (8) hardened stainless steel vanes with built-in "wear safe" characteristics - meaning that every other vane blade is thicker to enhance wear safety.
- 19.4 Impeller housing: Equipped with a port for inspection and constructed of A/R steel.
- 19.5 Blower to drive system: Fluid coupler
- 19.6 Impeller drive: Adjustment free 'step-up' gear-box, with gear-box of 1: 1.79 permitting higher impeller speeds at low engine RPM.
- 19.9 **Blower drive system:** The entire blower drive system, excluding the auxiliary engine and impeller, **shall be guaranteed for 5 years.** Warranty shall include all components between the engine flywheel and the blower. Warranty shall cover all components, including normal wear items, such as, but not limited to, belts, pulleys,

bearings, shafts, fluid couplings, clutches, seals, etc. Warranty shall include all parts and labor for a period of 5 years. 100% parts and labor. No pro-rating or hour limitations acceptable.

19.10 Blower exhaust port: Sealed, air exhausted rearwards over full width of the body through a sound suppressed roof tunnel vent.

20. Intake System

20.1 Intake system: 10" I.D. diameter straight inlet tubes into the debris hopper to maximize air speed up to 300 mph.

20.2 Intake system shall separate when the debris hopper is raised. The make break inlet point shall be no more than 57 inches off of ground.

21. Gutter brooms- Right and Left Side

21.1 Gutter brooms: One piece, of steel tine construction, and 28" inch diameter.

21.2 Gutter brooms: Direct hydraulic drive type with relief valve protection.

21.3 Gutter brooms: Variable speed from within the cab, 0 -140 RPM independent of engine RPM.

21.4 Gutter brooms: Variable down pressure with In-Cab Controls.

21.5 Gutter broom: Pneumatically raise/lower.

21.6 Gutter brooms: Incorporate a lock for transport activated automatically from within the cab.

21.7 Gutter brooms: Components shall be free floating, trailing arm configuration with adjustable "kick back".

21.8 Four (4) water spray jets provided at each gutter broom along with a LED work light.

21.9 Two (2) water spray jets mounted on lower rear corners of cab. They are to be wired and activated separately to provide additional dust suppression when required. The same control will activate a weedkill system when chosen

21.10 Gutter brooms: Capable of being operated independently of all other sweep gear.

21.11 Gutter brooms: Capable of sweeping on top of sidewalk edge or curb.

21.12 Right and left side gutter broom components: Identical (unhanded) to permit interchangeability from side to side.

21.12.1 Gutter brooms and intake nozzles: Capable of simultaneous operation.

21.12.2 Gutter broom in-cabtilt control: Right and left side

]

21.12.3 Gutter broom in-cab lateral control: Right and left side

22. Wide Sweep broom

- 22.1. Polypropylene under-body broom.
- 22.2. Broom diameter:16"
- 22.3. Broom length: 50"
- 22.4. Wide sweep broom: Towed by drawbar weldment .
- 22.5. Wide sweep broom: Enclosed within its own hood.
- 22.6. Broom: Hydraulically driven at a constant speed with adjustable pressure and flotation system.
- 22.7. Wide sweep broom water: Four (4) water spray nozzles mounted at front bumper for early dust control.
 - 22.7.1 High pressure front spray bar: In addition to the standard front spray bar a high pressure bar willbe provided.
- 22.8. Wide sweep broom: Capable of being changed without removing any parts other than the broom side cover plate.
- 22.9. Wide sweep broom: Capable of being operated independently of all other sweep gear.
- 22.10 The wide sweep broom down pressure: Can be accomplished from inside or outside cab via the pendant control.
- 22.11 Wide sweep broom: Equipped with road crown compensation pivot with remote greasing provision.

23. Suction Nozzles- Right and Left Side

- 23.1 Alloy construction, rubber lined and including curb guards and rubber skirts.
- 23.2 Nozzles: Raise/lower pneumatically.
- 23.3 Nozzles: Four (4) internal water jets,non-clog type, utilizing spring applied, hydraulically released pins.
 - 23.3.1 Additional Water sprays: Both nozzles equipped with high pressure spray bars
- 23.4 Nozzle carriages: Equipped with two (2)adjustable heavy duty rubber tired, 10" diameter wheels, capable of being independently adjusted.
- 23.5 Wheels: Equipped with lube fittings.
- 23.6 An in-cab tilt control: Permits the operator to remotely tilt the nozzle backwards to accommodate the ingestion of large items.

- 23.7 Right and left nozzles: Components are identical (unhanded) to permit interchangeability from side to side.
- 23.8 Nozzle assemblies: Attached to the sweep gear framework via tool free, detachable, self-aligning draw bar and track independently of chassis.
- 23.9 Nozzles shall: Capable of being operated independently of other sweeping gear.

24. Hydraulic System

- 24.1 Hydraulic system: To operate the following: wide sweep broom rotation, gutter broom rotation, wide sweep broom swiveling and lateral positioning
- 24.2 Reservoir capacity to pump output shall be minimum of 2:1 ratio.
- 24.3 Hydraulic oil system capacity: 20 gallons
- 24.4 Hydraulic circuits: Protected by relief valves.
- 24.5 Hydraulic reservoir: Equipped with a fluid level sight glass.
- 24.6 The hydraulic system filters: Two (2) filters. 125 micron suction filter and a 25 micron return filter.
- 24.7 Body raise/lower: Powered off the auxiliary engine. An electric over hydraulic back-up system furnished in the event the auxiliary engine does not start.
- 24.8 Body dump controls: Controlled via a handheld pendant to permit operation from within the cab or outside the cab. The pendant shall have a 15' reach from the cab allowing for a full view overhead for safe dumping.
- 24.9 Sweeping gear functions: Powered from its timing gear power take-off feature
- 24.10 Hydraulic valves: Equipped with LED status indicators for fast, easy diagnostics.
- 24.11 The hydraulic system shall have a quick disconnect test port.

25. Water System

- 25.1 Water tank: Integral with the hopper body and shall be fabricated of stainless steel. Shall carry a **LIFETIME WARRANTY** as long as the customer owns the sweeper.
- 25.2 Water tank capacity: 415 gallons minimum with an in-cab gauge and tank must be baffled to minimize stress related movement.
- 25.3 Water pump drive and related systems shall have an air purge protection system against freeze-up.

- 25.4 Water pump: Driven hydraulically from a direct coupled motor and be self priming and not subject to to damage when operated dry.
- 25.5 A 25' hydrant fill hose with quick connect coupling and wrench shall be furnished. Storage compartment shall be provided for both the hose and wrench when not in use.
- 25.6 Machine shall be equipped with a 25' wash down hose with an adjustable spray nozzle.
- 25.7 All water valves shall have manual drain provisions.
- 25.8 The water tank shall have three (3) drain and flush out ports.
- 25.9 Provision shall be made to enable water tank filling to be accomplished by either hydrant or garden type hose and be filled from either side of unit.
- 25.10 All water system rigid lines shall be constructed of non ferrous materials.
- 25.11 An external water filter: The filter must be accessible with body lowered. A shut off (isolation) valve must be provided to facilitate servicing.
- 25.12 Water manifold: Constructed of stainless steel.
- 25.13 The water system shall have a quick connect test port.
- 25.14 The water system shall have an adjustable relief valve.
- 25.15 The water system connectors shall be push-in type for easy repair or replace.

26. Air System

- 26.1 Sweeper air system: Incorporates a safety device which will ensure that in the event of a pneumatic failure, the chassis braking system will be automatically protected and air brake pressure will be maintained.
- 26.2 A self purging air dryer: Equipped with a built in timer to expel condensation.
- 26.3 Cold Weather Water Purge System to easily and quickly allow operator to drain all air lines by operating a simple in-cab switch.
 - 26.3.1 In addition to the air purge system the unit shall be equipped with a RV anti-freeze induction system for extended or additional winter storage provisions.
- 26.4 The regulator shall have a shut off valve to purge only the sweeper system while maintaining chassis air pressure.
- 26.5 All sweep system pneumatic valves shall be housed in a weather proof systems locker and activated by cab mounted rocker switches.
- 26.6 The pneumatic system shall have a quick connect test port.

- 26.7 Pneumatic hose connectors: "Tool free" push-in type.
- 26.8 Nozzle, and wide sweep broom pneumatic cylinders have a common seal repair kit.
- 26.9 Pneumatic system air lines: Color coded for easy recognition of "live supply," "switched supply" and "exhaust".
- 26.10 The pneumatic system shall operate the following functions:
 - (1) Wide sweep raise/lower/road pressure.
 - (2) Nozzle raise/lower/tilt for large debris.
 - (3) Gutter broom raise, lower and latch

27. System Controls Locker

- 27.1 All controlling elements for the sweeper's pneumatics, water and hydraulics shall be centrally housed in a single easily accessible, sealed, and weatherproof locker.
- 27.2 Systems Locker will have an internal LED light for visibility and a recessed garage style door.
- 27.3 Each system shall be equipped with L.E.D. status indicators on all solenoids for fast, easy diagnostics.
- 27.4 Test ports shall be provided for each system.
- 27.5 All electrical wiring shall be contained within flame retardant conduit.
- 27.6 All wiring shall be color coded and numbered for easy troubleshooting.
- 27.7 All internal wiring shall conform to an IP65 standard, to insure protection against dust and sprayed water intrusion.
- 27.8 All external wiring shall conform to an IP67 standard, to insure, protection against migration of dust and immersion into water.
- 27.9 Can-Bus Control System to provide easy fault diagnostics and data capture of daily and cumulative sweeping performance, such as fuel consumption, average RPM, engine hours and hours to next service.

28. Safety

- 28.1 Two (2) rear LED Strobes with limb guards shall be supplied.
 - 28.1.1 A cab mounted strobe with limb guard will be provided.
- 28.2 A back up alarm of not less than 107 dB(A) shall be installed and shall sound when reverse gear is selected.
- 28.3 A 60" x 12" safety catwalk mounted behind cab shall be supplied.
- 28.4 A "two footed" access ladder with 3 points of contact with sure grip treads shall be installed for the purpose of gaining safe access to auxiliary engine compartment & Catwalk.

28.4.1 A safety grip auxiliary engine service platform is provided

28.5 Automatic pickup in reverse gear of all sweeping equipment shall be supplied.

28.6 A pre-programmed single master override sweep switch shall control all sweep gear. The sweeping gear shall raise and the water shall shut off when switch is moved out of "work" position. All functions shall resume their previously programmed settings when the switch is returned to "work" position.

29. Paint

29.1 Sweeper components are to be aluminum oxide bead prior to the application of a corrosion resistant primer (60 micron nominal). The gloss top coat is to be two part epoxy paint finish, standard white (60 micron nominal).

29.2 All sweep gear and bracketry are to be hot washed, zinc phosphate and power painted dark grey for maximum protection in a sweeping environment.

30. Warranty

30.1 The sweeper auxiliary engine shall carry a two (2) year warranty, 100% parts and labor minimum. Warranty repairs to include all parts and labor, 100% coverage, no pro-rating.

30.2 Sweeper components other than wear items shall carry a standard two-year warranty.

30.3 Hopper warranty shall be for life as per section 18.1 of specifications.

30.4 Blower drive warranty shall be five (5) years as per section 19.9 of specifications.

30.5 Water tank warranty shall be for life as per Section 25.1 of bid specifications.

31. Manuals

The following documentation shall be supplied upon delivery of unit:

31.1 Sweeper:
1-Driver/ Operator Guide, 1 parts list, 1 service/maintenance manual and 1 troubleshooting manual.

31.2 Truck Chassis:
1-Owner/ Operator's Guide.

31.3 Transmission:
1-Driver's Handbook.

31.4 Sweeper Engine:
1-User's Handbook.

Additional optional items to be included on unit:

Top mounted, hydraulically controlled catch basin cleaner is provided. It is 8" diameter and complete with two intake hose extensions. It is capable of 270 degree operation range.

A rear mounted catch basin extension rake capable of storing additional extensions will be provided.

A electric winch powered grate lift will be provided and frame mounted transversely in a fashion to enable operation from mid-chassis on either side of the chassis.

A rear vision camera system with in-cab head's up display will be provided.

A high pressure wash-down system will provide 8 GPM at 1500 PSI to a hand reel with shutoff wand, front spray bars and nozzle mounted spray bars.

A weed-kill system with 3 gallon herbicide reservoir and mixer control will be provided.

A triangle flare safety kit and a 5lb fire extinguisher will be provided.

A set of spare keys for the sweeper locker and fuel tank will be provided.



PUBLIC WORKS DEPARTMENT
180 Vickers Drive
Milford, DE 19963

PHONE 302.422.1110
FAX 302.422.1117
www.cityofmilford.com

To: Eric Norenberg, City Manager
From: Mark A. Whitfield, Public Works Director
Subject: Trailer Mounted Sewer Cleaner
Date: September 20, 2017

The Public Works Department requests City Council consider a recommendation to purchase a trailer mounted sewer cleaner for the Water/Sewer Division. The sewer cleaner is used for the maintenance of sanitary sewer lines and manholes, as well as storm sewer lines and inlets.

Routine jetting of sewer lines is critical to maintaining a high level of service to residents and helps reduce sewer main back-ups. The jetting removes grease, roots, and other debris from the sewer mains. The trailer mounted unit is needed to service lines within rights-of-way (off City streets) where access cannot be made with the truck mounted unit. The trailer mounted unit will also serve as a back-up to the truck mounted unit, when the unit is down for maintenance or repairs, and to address multiple sewer back-ups within the city's sewer system. The unit will also be used to clean storm sewer lines. Presently, the City does not have a trailer mounted unit. The old truck mounted unit has been used in the past as a backup, however it does not allow access to rights-of-way, and repair parts are no longer available to maintain the unit.

The Water/Sewer Division staff has evaluated several different units for the possible replacement. After viewing demonstrations as well as checking various references, staff recommends a Vactor unit be purchased from Maryland Industrial Trucks of Linthicum, Maryland for \$59,427.00. The purchase can be made through the NJPA Purchasing Agreement (Contract #022014-FSC) through the Delaware State Contract.

Specifications for the unit are attached.

Staff requests City Council consider the purchase of the trailer mounted sewer cleaner, and recommends authorizing the purchase of the unit through the NJPA National Contract to City Council.

Home > Cooperative Purchasing > Contracts - Fleet > Public Utility & Airport Equipment > Vactor



Vactor



Overview

Contract Documentation

Pricing

Marketing Materials

NJPA Contact Information

HOW TO PURCHASE

Our step-by-step guide



Vendor Contact Info

David Panizzi
Direct Phone: (847) 622-7153
DPanizzi@elginsweeper.com
www.vactor.com

Contract#: 022014-FSC

Category: Public Utility & Airport Equipment

Description: Sewer, Catch Basin Cleaners & Hydro-Excavators

Maturity Date: 03/18/2018

Vactor Manufacturing, located in Streator, IL, leads the way in providing solutions for sewer and catch basin cleaning including powerful truck-mounted jetters and combination units that combine water jetting with vacuum for the most effective sewer cleaning and maintenance available. For over 45 years Vactor has been designing and manufacturing products that are easy to operate, easy to maintain and built to last. Now the Vactor 2100 Plus has set a new standard for state-of-the-art combination sewer cleaning, with outstanding vacuum performance, incredible fuel efficiency, Intelli-View® electronic monitoring and low noise for improved productivity and operator safety and comfort.

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Presents a Proposal Summary

of the



Jetter

Single Engine Sewer Cleaner Mounted on a Trailer

for

Milford

,

Mike Moylan
Tel:

PRODUCT DESCRIPTION

- Trailer-Series RamJet 750 Gallons, Shrouded - 30GPM

STANDARD FEATURES

- E-Stop
- Pulsation System
- Run Dry, Stainless Steel, Belt Driven
- 500' x 3/4 Sewer Hose at 3000 PSI
- Finned Nozzle Extension
- Auto Shutdown (for High Engine Temp/Low Oil Pressure)
- Tachometer w/Hour Meter
- Hydraulic Speed Control Valve
- Twin 42" Aluminum Toolbox, Front Opening
- Round Steel Fenders
- Dual anchor Tie-Point at rear of unit
- NEMA Ignition Switch Control Panel
- LED Stop/ Turn/ Tail Lights
- Magnetic Base Hand Light
- By Pass Valve
- 30 @ 3000
- Water Pressure Gauge
- LED Strobe Light
- Electric Brakes
- Electronic Throttle Controls
- Stainless Steel Water Selector
- Two Drain Jet Nozzles
- Water Recirculator and Antifreeze System
- 3" Tiger Tail Hose Protector
- 2.5" Fill System
- Nozzle Storage Rack
- Module Paint - Standard Powder Coated Frame, Engine White, Reel Black
- 10' Leader Hose
- Hatz 74 HP 4 Cyl Diesel Engine Liquid Cooled
- Vactor Manual, Partial Manual and USB Version - 1 + Dealer

ADDITIONAL FEATURES

- Toolbox Drying Deck
- Power Pull-out Option for VTJ Reels
- LED FloodLight
- LED ArrowBoard

Chassis Source - Vector Supplied

Module Paint Match Cab - Yes
Module Paint Color - White
Cab Color - White
Door Stripe Color - None
Chassis Axle - Tandem
Certified Unit Weight Required - No

NJPA Total: \$59,427.00

Price valid for 30 Days from date of 9/18/2017

Product Model: Jetter

Proposal Date: 9/18/2017

Quote Number: 2017-19998

Price List Date: 1/1/2017

P.O. Number:

Qty: _____ Customer Initials: _____

By signing I acknowledge and agree to the terms and conditions listed below.

Payment Terms:

Proposal Notes: XSL

1. Multiple unit orders will be identical to signed proposal. Changes or deviations to any unit of a multiple unit order will require a new signed proposal.
2. Chassis specifications and data codes for customer supplied chassis must be submitted to and approved by XSL prior to submittal of customer purchase order
3. All prices quoted are in US Dollars unless otherwise noted.

SIGNED BY:

_____ Date: _____

LIMITED WARRANTY

Limited Warranty. Each machine manufactured by VACTOR/GUZZLER MANUFACTURING (or, "the Company") is warranted against defects in material and workmanship for a period of 12 months, provided the machine is used in a normal and reasonable manner and in accordance with all operating instructions. In addition, certain machines and components of certain machines have extended warranties as set forth below. If sold to an end user, the applicable warranty period commences from the date of delivery to the end user. If used for rental purposes, the applicable warranty period commences from the date the machine is first made available for rental by the Company or its representative. This limited warranty may be enforced by any subsequent transferee during the warranty period. This limited warranty is the sole and exclusive warranty given by the Company.

STANDARD EXTENDED WARRANTIES (Total Warranty Duration)

<u>2100 Series, HXX, Series and Jetters</u>	10 years against metal water tank leakage due to corrosion. Nonmetallic water tanks are covered for 5 yrs against any factory defect in material or workmanship.
<u>2100 Series and HXX only</u>	5 years against leakage of debris tank, centrifugal compressor or housing due to rust-through.
<u>2100 Series and Jetters</u>	2 years - Vactor Rodder pump on all unit serial numbers starting with 13##V#####.

Exclusive Remedy. Should any warranted product fail during the warranty period, the Company will cause to be repaired or replaced, as the Company may elect, any part or parts of such machine that the Company's examination discloses to be defective in material or factory workmanship. Repairs or replacements are to be made at the selling Vactor/Guzzler distributor's location or at other locations approved by the Company. In lieu of repair or replacement, the Company may elect, at its sole discretion, to refund the purchase price of any product deemed defective. The foregoing remedies shall be the sole and exclusive remedies of any party making a valid warranty claim.

This Limited Warranty shall not apply to (and the Company shall not be responsible for):

1. Major components or trade accessories that have a separate warranty from their original manufacturer, such as, but not limited to, trucks, engines, hydraulic pumps and motors, tires and batteries.
2. Normal adjustments and maintenance services.
3. Normal wear parts such as, but not limited to, oils, fluids, vacuum hose, light bulbs, fuses, gaskets.
4. Failures resulting from the machine being operated in a manner or for a purpose not recommended by the Company.
5. Repairs, modifications or alterations without the express written consent of the Company, which in the Company's sole judgment, have adversely affected the machine's stability, operation or reliability as originally designed and manufactured.
6. Items subject to misuse, negligence, accident or improper maintenance.

NOTE The use in the product of any part other than parts approved by the Company may invalidate this warranty. The Company reserves the right to determine, in its sole discretion, if the use of non-approved parts operates to invalidate the warranty. Nothing contained in this warranty shall make the Company liable for loss, injury, or damage of any kind to any person or entity resulting from any defect or failure in the machine.

THIS WARRANTY SHALL BE IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION, ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, ALL OF WHICH ARE DISCLAIMED.

This warranty is in lieu of all other obligations or liabilities, contractual and otherwise, on the part of the Company. For the avoidance of doubt, the Company shall not be liable for any indirect, special, incidental or consequential damages, including, but not limited to, loss of use or lost profits. The Company makes no representation that the machine has the capacity to perform any functions other than as contained in the Company's written literature, catalogs or specifications accompanying delivery of the machine. No person or affiliated company representative is authorized to alter the terms of this warranty, to give any other warranties or to assume any other liability on behalf of the Company in connection with the sale, servicing or repair of any machine manufactured by the Company. Any legal action based hereon must be commenced within eighteen (18) months of the event or facts giving rise to such action.

The Company reserves the right to make design changes or improvements in its products without imposing any obligation upon itself to change or improve previously manufactured products.



VACTOR/GUZZLER MANUFACTURING

TERMS AND CONDITIONS

ORDERS: All orders are subject to acceptance by Vactor Manufacturing, Inc. or Guzzler Manufacturing, Inc. (hereafter referred to as Vactor). Orders for products not normally carried in stock or requiring special engineering or manufacturing is in every case subject to approval by Vactor's Management.

PRICES: All orders are subject to current prices in effect at the time of order acknowledgement.

F.O.B. Point: Unless otherwise stated, all prices listed are F.O.B. factory.

PAYMENT TERMS: The company's payment terms are due upon receipt, unless otherwise stated. However, until such time as Vactor receives full payment, Vactor shall maintain a purchase money security interest in the product.

CANCELLATION: Orders regularly entered cannot be cancelled except upon terms that will compensate Vactor for any loss or damage sustained. Such loss will be a minimum of 10% of the purchase price.

SHIPMENT: All proposals are based on continuous and uninterrupted delivery of the order upon completion, unless specifications distinctly state otherwise. In the event that agreement is reached for Vactor to store completed items, they will be immediately invoiced to the customer and become due and payable. Storage shall be at the risk of the customer and Vactor shall be liable only for ordinary care of the property.

STORAGE CHARGES: Vactor shall charge the customer at current rates for handling and storing customer's property (e.g. truck chassis) held for more than thirty (30) days after notification of availability for shipment. All customer's property, or third party's property, that is stored by Vactor is at the customer's or other party's risk. Vactor is not liable for any loss or damage thereto caused by fire, water, corrosion, theft, negligence, or any caused beyond its reasonable control.

PERFORMANCE: Vactor shall not be liable for failure to complete the contract in accordance with its terms if failure is due to wars, strikes, fires, floods, accidents, delays in transportation or other causes beyond its reasonable control.

EXPERIMENTAL WORK: Work performed at customer's request such as sketches, drawings, design, testing, fabrication and materials shall be charged at current rates.

SKETCHES, ENGINEERING DRAWINGS, MODELS and all preparatory work created or furnished by Vactor, shall remain its exclusive property; and no use of same shall be made nor may ideas obtained therefrom be used except with the consent of and on terms acceptable to Vactor.

TAXES: The pricing attached does not include Federal, State or local taxes which are the buyer's responsibility. However, Vactor/Guzzler Manufacturing, Inc. shall be responsible for Federal Excise Tax (F.E.T.) unless it is separately stated on the invoice and added to the selling price. If F.E.T. is not separately stated on the invoice it has not been included in the price and Vactor/Guzzler will pay any F.E.T. due itself and bear the cost of the tax. Any refunds or adjustments to the F.E.T. in such cases belong to Vactor/Guzzler.

PRODUCT IMPROVEMENTS: Vactor reserves the right to change manufacturing specifications and procedure in accordance with its product improvement policy.

MOUNTING PRICES: Mounting prices assume normally factory installation on a truck chassis suitable for the unit purchased. Relocation of batteries, fuel tanks, mufflers, air tanks, etc. will be an additional charge, billed at the standard factory labor rate.

WARRANTY: Vactor warrants its products to be free from defects in material and workmanship, subject to the limitations and conditions set forth in its current published warranty. Other than those expressly stated herein. THERE ARE NOT OTHER WARRANTIES OF ANY KIND EXPRESS OR IMPLIED, AND SPECIFICALLY EXCLUDED BUT NOT BY WAY OF LIMITATION, ARE THE IMPLIED WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE AND MERCHANTABILITY.

IT IS UNDERSTOOD AND AGREED THE SELLER'S LIABILITY WHETHER IN CONTRACT, IN TORT, UNDER ANY WARRANTY IN NEGLIGENCE OR OTHERWISE SHALL NOT EXCEED THE RETURN OF THE AMOUNT OF THE PURCHASE PRICE PAID BY THE PURCHASER AND UNDER NO CIRCUMSTANCES

TERMS AND CONDITIONS

SHALL SELLER BE LIABLE FOR SPECIAL, INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES. THE PRICES STATED FOR THE EQUIPMENT IS A CONSIDERATION IN LIMITING SELLER'S LIABILITY. NO ACTION REGARDLESS OF FORM, ARISING OUT OF THE TRANSACTION OF THE AGREEMENT MAY BE BROUGHT BY PURCHASER MORE THAN ONE YEAR AFTER THE CAUSE OF ACTION HAS ACCURED.

SELLER'S MAXIMUM LIABILITY SHALL NOT EXCEED AND BUYER'S REMEDY IS LIMITED TO EITHER (I) REPAIR OR REPLACEMENT OF THE DEFECTIVE PART OF PRODUCT, OR AT SELLER'S OPTION (II) RETURN OF THE PRODUCT AND REFUND OF THE PURCHASE PRICE AND SUCH REMEDY SHALL BE BUYER'S ENTIRE AND EXCLUSIVE REMEDY.

This agreement shall be construed according to the laws of the State of Illinois. Failure at anytime by Vactor to exercise any right of the Company may have under this agreement shall not constitute a waiver thereof nor prejudice Vactor's right to enforce it thereafter.

This order, including the above terms and conditions, contains the complete and final agreement between the parties hereto and no other agreement in any way modifying any of said terms and conditions will be binding on Vactor unless in writing and agreed to by an authorized representative of Vactor.

2017 Vactor NJPA Price List

Ref: 022014-FSC

850 RAMJET

Sales Codes	Description	NJPA Price
JF1500	850-Series Front Reel RamJet 1500 Gallons	128092
JR1500	850-Series Rear Reel RamJet 1500 Gallons	116452
J5000	40 GPM @ 2500 PSI (Certified) in lieu of standard 80 GPM/2500	0
J5001A	60 GPM @ 2500 PSI (Certified) in lieu of standard 80 GPM/2500	0
J5002ASTD	80 GPM @ 2500 PSI (Certified)	0
J5003	50 GPM @ 3000 PSI (Certified) in lieu of 80 GPM/2500	0
J5003A	70 GPM @ 3000 PSI (Certified) in lieu of 80 GPM/ 2500	0
J5004	100 GPM @ 2000 PSI -Includes 1-1/4" x 500' Rodder Hose in lieu of 80 GPM @ 2500	3634
J5004PB	100 GPM @ 2000 PSI -Does Not Include Rodder Hose in lieu of 80 GPM @ 2500	1929
005STDJ	2-1/2" x 25' Fill Hose w/ Connections Street Side and Curb Side	0
015STDJ	304 Stainless Steel Tank w/Baffle w/10 Yr Warranty	0
019STDJ	Vansco Electronic Package w/ onboard Diagnostics, Intelliview Display	0
025STDJ	1" X 700' Capacity Rotating Hose Reel	0
025STDJ	1" X 700' Capacity Rotating Hose Reel	0
025STDJ	1" X 700' Capacity Rotating Hose Reel	0
032STDJ	(3) Nozzles with Carbide Inserts w/Rack	0
035STDJ	1" x 10' Leader Hose w/ 1" Nozzle Pipe	0
035STDJ	1" x 10' Leader Hose w/ 1- 1/4" Nozzle Pipe	0
040STDJ	Hose Reel Manual Rewind Guide	0
060STDJ	Hydrant Wrench	0
065STDJ	Handgun Assembly w/ 1/2" x 35' Hose w/ Quick Disconnect at Midship	0
075STDJ	Water Pressure Gauge at Hose Reel	0
090STDJ	Un-Shrouded	0
115STDJ	Color Coded Sealed Electrical System (Nema 4)	0
120STDJ	Aluminum Rear Fenders w/ Mud Flaps and Anti-Sail Brackets	0
150STDJ	Hydraulic Oil Sight Gauge	0
151STDJ	Electric Back-Up Alarm	0

181STDJ	10'-6" Low Profile (Based on Vactor Stock Chassis Spec)	0
183STDJ	High Efficiency MultiFlow Water System w/ Hi-Low Switch	0
184STDJ	Hydraulic Manifold Hose Reel Controls	0
2013STDJ	Tiger Tail Hose Protector w/ Tie Off Rope	0
5022STDJ	Side Mounted Jet Rodder Pump W/ Two Yr. Warranty	0
6005STDJ	Hose Footage Counter - Mechanical	0
6007STDJ	Hose Reel Manual 15" Hydraulic Extend/Retract	0
J6017STD	Hydraulic Tank Suction Shutoff Valves	0
6000BSTDJ	400' x 1" Sewer Hose 2500 PSI, Piranha	0
7001STDJ	Engine Monitoring Parameters:	0
	*Hour Meter, Coolant Temperature, Oil Temperature & Pressure, Fuel	
7001STDJA	Rate, RPM	0
7001STDJB	*Water Pump Hour Meter	0
7001STDJC	*PTO Hour Meters	0
8000STDJ	Circuit Breakers	0
J2011STD	3" Y-Strainer Filter in Water Tank Fill w/ Cleanable Filter Accessable at Ground Level	0
J2077STD	3" Y-Strainer Filter in Jet Rodder Pump Suction w/ Cleanable Filter Accessable at Ground Level	0
J9021STD	Camera System, Rear Only (Back-Up)	0
J090	Rodder Pump Cabinet / Enclosure	9215
J090B	Rear Shroud Package- Cylinder Shroud w/ Hood, Rodder Pump Cabinet, Transition Tool Cabinet (Includes Rodder Pump Drain Valves)	25220
J091	Rear Hose Reel Shroud Lights	485
J092	Rodder Pump Cabinet Lights	291
J2001STD	Low Water Indicator w/Alarm	0
J2001GB	Water Pump Flow Meter	580
J2003	Laval Water Separator at Fill in lieu of 3" Y Strainer	1431
J2004	Continuous Water Tank Fill	1594
J2006	Air Purge	1164
J2007	650 Gallon Street Flusher, 4 Heads	19388
J2008	300 Gallon Street Flusher, 2 Heads	13333
J2403A	Heater Package -Rodder Pump Cabinet	776
J2403B	Heater Package- Hose Reel and Rodder Pump Cabinet	1940
J3019	Digital Water Pressure Gauge	573
J3019	Digital Water Pressure Gauge Included w/ Vactor Trak	0
J4011A	Wireless Remote w/Hose Reel Controls - Hand-held	2134
J4011B	Wireless Remote w/Hose Reel Controls - Belly-Pack	3007
J5008B	Cold Weather Recirculator, PTO Driven, 25 GPM	1543
J5010STD	Jet Rodder Water System Accumulator	0
J5014STD	1" High Pressure Water Relief Valve	0
J5015	Handgun Couplers, Front and Rear	473

J6000	400' x 1" Aeroquip Sewer Hose 2500 PSI in lieu of STD	107
J6000A	400' x 1" Shark Sewer Hose 3000 PSI in lieu of STD	3653
J6001G	400' x 1" Piranha Armor Belt Sewer Hose 2500 PSI in lieu of STD	533
J6001H	400' x 1" Piranha Armor Belt Beacon Sewer Hose 2500 PSI in lieu of STD	707
J6001	500' x 1" Aeroquip Sewer Hose 2500 PSI in lieu of STD	504
J6001A	500' x 1" Shark Sewer Hose 3000 PSI in lieu of STD	4936
J6001B	500' x 1" Piranha Sewer Hose 2500 PSI in lieu of STD	440
J6001C	500' x 1" Piranha Armor Belt Sewer Hose 2500 PSI in lieu of STD	1035
J6001D	500' x 1" Piranha Armor Belt Beacon Sewer Hose 2500 PSI in lieu of STD	1253
J6002	600' x 1" Aeroquip Sewer Hose 2500 PSI in lieu of STD	901
J6002A	600' x 1" Shark Sewer Hose 3000 PSI in lieu of STD	6219
J6002B	600' x 1" Piranha Sewer Hose 2500 PSI in lieu of STD	823
J6002E	600' x 1" Piranha Armor Belt Sewer Hose 2500 PSI in lieu of STD	1539
J6002F	600' x 1" Piranha Armor Belt Beacon Sewer Hose 2500 PSI in lieu of STD	1800
J6002H	700' x 1" Aeroquip Sewer Hose 2500 PSI in lieu of STD	1297
J6003F	700' x 1" Shark Sewer Hose 3000 PSI in lieu of STD	7502
J6002G	700' x 1" Piranha Sewer Hose 2500 PSI in lieu of STD	1207
J6002C	700' x 1" Piranha Armor Belt Sewer Hose 2500 PSI in lieu of STD	2042
J6002D	700' x 1" Piranha Armor Belt Beacon Sewer Hose 2500 PSI in lieu of STD	2347
J6003	800' x 1" Aeroquip Sewer Hose 2500 PSI in lieu of STD	1694
J6003A	800' x 1" Shark Sewer Hose 3000 PSI in lieu of STD	8786
J6003C	800' x 1" Piranha Sewer Hose 2500 PSI in lieu of STD	1591
J6003D	800' x 1" Piranha Armor Belt Sewer Hose 2500 PSI in lieu of STD	2546
J6003E	800' x 1" Piranha Armor Belt Beacon Sewer Hose 2500 PSI in lieu of STD	2893
J6004A	Hose Wind Guide (Dual Roller), Auto, Non-Indexing w/ Pinch Roller	4279
J6004B	Hose Wind Guide (Dual Roller), Auto, Indexing w/ Pinch Roller	4669
J6004D	Rodder Hose Pinch Roller	1275
J6005A	Additional Hose Footage Counter, Rear of Hose Reel	448
J6005D	Digital Hose Footage Counter	1543
J6006	Rodder Hose Guard - Lexan	1035
J6008	Hose Reel Manual Rewind	473
J6011	Handgun Hose Reel w/Spring Retract	1159
J6012	Lateral Cleaning Kit w/150' Hose and Nozzle	2792
J6014STD	Hydraulic Extending 15", Rotating Hose Reel, 1" x 800' Capacity	0
J6014	Hydraulic Extending 15", Rotating Hose Reel, 1" x 1000' Capacity	2037
J6015B	Rotating Hose Reel, 1" x 1000' Capacity	2037
J7005STD	Hydraulic Oil Temp Alarm w/Indicator and Shutdown	0
J8001	Rear Directional Control, Split Arrow Traffic Controller, 10 Lights, LED	1441
J8001G	Rear Directional Control, Signal Master LED Arrow Stick, 8 Lights /32" LG	873
J8001H	Front Directional Control, Signal Master LED Arrow Stick, 8 Lights / 32" LG	873
H8002A	Handheld Wireless12V/110V Rechargeable LED Spotlight w/Storage Basket	321

J8004B	Revolving LED Beacon, Front Water Tank Mount Federal Signal SLR Series, Amber	910
J8004C	Revolving LED Beacon, Rear Federal Signal SLR Series, Amber	910
J8007B	Strobe Light, LED, Front Water Tank Mount, Federal Signal, Amber	980
J8007C	Strobe Light, LED, Rear, Federal Signal, Amber	980
J8008	Brackets and Wiring for Customer Installed Strobe/Revolving Light, Rear	391
J8008A	Brackets and Wiring for Customer Installed Strobe/Revolving Light, Front	391
J8009	Worklight, Operators Station, LED	559
J8009A	Worklight, Hose Reel Manhole, LED	559
J8013	Rear Beacon Limb Guard	179
J8013	Front Beacon Limb Guard	179
J8016	Worklights (2), Rear, LED	679
J8020F	DOT 3 Lighting Package, 4 Federal Signal Strobe Lights	2062
J8020G	DOT 3 Lighting Package, 5 Federal Signal Strobe Lights, LED	2386
J8025ASTD	LED Lights, Clearance, Stop, Tail, Turn, Backup	0
J8030	Hose Reel Wrapped for Delivery	0
J9001	Ziebart Corrosion Protection	1164
J9001A	Road Salt Protection	325
J9002STD	Tow Hooks, Front	0
J9002ASTD	Tow Hooks, Rear	0
J9011	Pintle Hitch Assembly, 20,000 LBS	1261
J9018A	Over Fender Tool Tray- Driver Side	1164
J9070A	Aluminum Tool Box, Front Bumper Mounted, 16x12x18 w/2 LED Side Markers	1455
J9070B	Aluminum Tool Box, Front Bumper Mounted, 16x12x18 w/2 LED Side Markers	1940
J9021A	Camera System, Front and Rear	565
J9021B	Camera System, Front, Rear and Both Sides	1087
J9021C	Camera System, Manhole Cameras (3)	1087
J9023	Safety Cone Storage Rack	146
J9023B	Additional Safety Cone Storage Rack	146
J9024	Water Cooler Storage Rack	146
S560STD	Road Side Hazard Kit	0
S590STD	Fire Extinguisher 5 Lbs.	0
Chassis-MODS	Customer Supplied Chassis Modification Charge, Vector Spec	970

TRAILER JETTER

Sales Code	Description	NJPA List Price
T1840-300	Trailer-Series RamJet 300 Gallons, 18GPM @ 4000 PSI	\$42,874.00
T1840-600	Trailer-Series RamJet 600 Gallons, 18GPM@4000 PSI	\$47,386.00
T1840-300-RD	Trailer-Series RamJet 300 Gallons, 18GPM @ 4000 PSI – Run Dry	\$45,718.00
T1840-600-RD	Trailer-Series RamJet 600 Gallons, 18GPM@4000 PSI – Run Dry	\$50,235.00
T4030 -750	Trailer-Series RamJet 750 Gallons, 40GPM @ 3000 PSI	\$62,418.00
T4020 -750	Trailer-Series RamJet 750 Gallons, 40GPM @ 2000 PSI	\$58,200.00
T3030 -750	Trailer-Series RamJet 750 Gallons, 30GPM @ 3000 PSI	\$57,236.00
T3030 -375	Trailer-Series RamJet 375 Gallons, 30GPM @ 3000 PSI	\$55,424.00
T4030 -375	Trailer-Series RamJet 375 Gallons, 40GPM @ 3000 PSI	\$59,768.00
T4020 -375	Trailer-Series RamJet 375 Gallons, 40GPM @ 2000 PSI	\$56,388.00
T6520 -750	Trailer-Series RamJet 750 Gallons, 65GPM @ 2000 PSI	\$91,423.00
TK1840-300	Truck-Series RamJet 300 Gallons, 18GPM @ 4000 PSI	\$42,195.00
TK1840-600	Truck-Series RamJet 600 Gallons, 18GPM @ 4000 PSI	\$44,426.00
TK1840-300- RD	Truck-Series RamJet 300 Gallons, 18GPM @ 4000 PSI – Run Dry	\$45,043.00
TK1840-600-RD	Truck-Series RamJet 600 Gallons, 18GPM @ 4000 PSI- Run Dry	\$47,274.00
TK3030 -750	Truck-Series RamJet 750 Gallons, 30GPM @ 3000 PSI	\$55,406.00
TK3030 -375	Truck-Series RamJet 375 Gallons, 30GPM @ 3000 PSI	\$54,175.00
TK4030 -750	Truck-Series RamJet 750 Gallons, 40GPM @ 3000 PSI	\$61,951.00
TK4030 -375	Truck-Series RamJet 375 Gallons, 40GPM @ 3000 PSI	\$60,139.00
TK4020 -750	Truck-Series RamJet 750 Gallons, 40GPM @ 2000 PSI	\$58,200.00
TK4020 -375	Truck-Series RamJet 375 Gallons, 40GPM @ 2000 PSI	\$56,388.00
TK6520 -750	Truck-Series RamJet 750 Gallons, 65GPM @ 2000 PSI	\$89,973.00
SK6520 -750	Skid-Series RamJet 750 Gallons, 65GPM @ 2000 PSI	\$89,973.00
SK1840-300	Skid-Series RamJet 300 Gallons, 18GPM @ 4000 PSI	\$42,195.00
SK1840-600	Skid-Series RamJet 600 Gallons, 18GPM @ 4000 PSI	\$44,426.00
SK1840-300- RD	Skid-Series RamJet 300 Gallons, 18GPM @ 4000 PSI – Run Dry	\$45,043.00
SK1840-600- RD	Skid-Series RamJet 600 Gallons, 18GPM @ 4000 PSI – Run Dry	\$47,274.00
SK3030 -750	Skid-Series RamJet 750 Gallons, 30GPM @ 3000 PSI	\$55,406.00
SK3030 -375	Skid-Series RamJet 375 Gallons, 30GPM @ 3000 PSI	\$54,175.00
SK4030 -750	Skid-Series RamJet 750 Gallons, 40GPM @ 3000 PSI	\$61,951.00
SK4030 -375	Skid-Series RamJet 375 Gallons, 40GPM @ 3000 PSI	\$60,139.00
SK4020 -750	Skid-Series RamJet 750 Gallons, 40GPM @ 2000 PSI	\$58,200.00
SK4020 -375	Skid-Series RamJet 375 Gallons, 40GPM @ 2000 PSI	\$56,388.00
J5000	40 GPM @ 2000 PSI	\$0.00
J5000A	40 GPM @ 3000 PSI	\$0.00
J5003	18 GPM @ 4000 PSI	\$0.00
J5006	30 GPM @ 3000 PSI	\$0.00

J5001B	65 GPM @ 2000 PSI (Certified)	\$0.00
015STDJA	300 gal Water Tank	\$0.00
015STDJB	600 gal Water Tank	\$0.00
015STDJC	Twin 375 gal Water Tank	\$0.00
015STDJD	375 gal Water Tank	\$0.00
017STDJ	Ceramic Plunger, Belt Driven	\$0.00
017STDJ	Run Dry, Stainless Steel, Belt Driven	\$0.00
017STDJ	Ceramic Plunger, Belt Driven	\$0.00
017STDJ	Gear Box Direct Pump	\$0.00
017STDJ	Run Dry Pump	\$0.00
017STDJ	Non- Run Dry Pump	\$0.00
027STDJ	Standard Ignition Switch	\$0.00
035STDJ	10' Leader Hose	\$0.00
117STDJ	DOT Approved Lighting	\$0.00
117STDJ	LED Lights in rear	\$0.00
016STDJ	Pulsation System	\$0.00
023STDJ	E-Stop	\$0.00
025STDJ	600' Capacity Fixed Hose Reel	\$0.00
025STDJ	600' Capacity Pivot Hose Reel	\$0.00
050STDJ	Flexible Hose Guide	\$0.00
061STDJ	4" Skid & 9" extension	\$0.00
061STDJ	4" Finn & 9" extension	\$0.00
062STDJ	Auto Shutdown (for High Engine Temp/Low Oil Pressure)	\$0.00
070STDJ	Tachometer w/Hour Meter	\$0.00
076STDJ	Gauge Package (Hour Meter, Tach, Volt, Oil Pressure, Temp)	\$0.00
090STDJ	Non-Silent/ Non-Shrouded	\$0.00
090STDJ	Non-Silent/ 49 Hp Hatz	\$0.00
095STDJ	Twin 42" Aluminum Toolbox, Front Opening	\$0.00
095STDJ	(1) 42" Aluminum Toolbox, Front Opening	\$0.00
097STDJ	Round Steel Fenders	\$0.00
116STDJ	Nema 4 Ignition Switch Control Panel	\$0.00
150STDJA	Water Pressure Gauge	\$0.00
170STDJ	LED Flashing Beacon	\$0.00
172STDJ	Electric Brakes	\$0.00
172STDJ	Hydraulic Brakes	\$0.00
172J	Hydraulic Brakes	\$203.00
173STDJ	Aluminum Rock Guard Standard on Fenders	\$0.00
174STDJ	Chip Guard Coating	\$0.00
175STDJ	Electronic Throttle Controls	\$0.00
180STDJ	Stainless Steel Water Selector	\$0.00
2011STDJ	Two Drain Jet Nozzles	\$0.00

2012STDJ	Water Recirculator and Antifreeze System	\$0.00
2013STDJ	3" Tiger Tail Hose Protector	\$0.00
J090A	Silent Pak/ 49 Hp Hatz	\$1,855.00
J090BSTD	Engine Shroud/ 74 Hp Hatz 4 Cyl Diesel	\$0.00
J090CSTD	Engine Shroud/ 74 Hp Hatz 4 Cyl Diesel	\$0.00
J090STD	Engine Shroud standard on 99 HP Kubota	\$0.00
J2006A	Air Purge	\$1,746.00
J3018STD	Hatz 49 HP 3 Cyl	\$0.00
J3018A	Hatz 74 HP 4 Cyl Diesel Engine Liquid Cooled	\$5,731.00
J3018ASTD	Hatz 74 HP 4 Cyl Diesel Engine Liquid Cooled	\$0.00
J3018BSTD	Kubota 99 HP 4 Cyl Diesel Engine	\$0.00
J6005A	Footage Counter (Mounted on Jet Hose Reel)	\$540.00
J6012	Lateral Cleaning Kit w/150' Hose and Nozzle	\$2,009.00
J6015G	Power Pull-out Option for VTJ Reels	\$1,747.00
J6015H	Power PullOut Option for VTJ Reels with 1000' Capacity Hose Reel	\$2,415.00
J6015E	1000' Capacity Fixed Hose Reel	\$669.00
J6015F	1000' Capacity Pivot Hose Reel	\$669.00
J6023A	Dual Telescoping Hose Reel (1/2 " x 800' Capacity Hose Reel and Second Hose Reel with 3/8' x 500' Capacity) Includes two additional nozzles with nozzle rack	\$7,275.00
J6018STD	Nozzle Storage Rack	\$0.00
J8025STD	LED Lights, Clearance, Stop, Tail & Turn	\$0.00
J9017A	Passenger Side 72" Aluminum Toolbox, Front Opening	\$538.00
J9017A	Driver Side 72" Aluminum Toolbox, Front Opening	\$538.00
J9017A	Twin 72" Aluminum Toolbox, Front Opening	\$1,074.00
J9017B	Twin Aluminum Square Fenders	\$804.00
J9023	Six (6) 18" DOT Safety Cones and Holders	\$169.00
175STDJ	Electronic Throttle Controls	\$0.00
2015STDJ	2.5" Fill System	\$0.00
J2405	Manual Hand Crank Swage Machine	\$1,342.00
J2405B	Hydraulic swage Machines	\$2,151.00
J6003FSTD	500' x 1/2 Piranha Sewer Hose at 4000 PSI	\$0.00
J6003G	600' x 1/2 Piranha Sewer Hose at 4000 PSI in lieu of Standard	\$291.00
J6003HSTD	500' x 3/4 Piranha Sewer Hose at 2500 PSI	\$0.00
J6003K	600' x 3/4 Piranha Sewer Hose at 2500 PSI in lieu of Standard	\$291.00
J6003L	700' x 1/2 Piranha Sewer Hose at 4000 PSI in lieu of Standard	\$582.00
J6003M	600' x 1/2 Piranha Sewer Hose at 4000 PSI in lieu of Standard	\$291.00
J6003N	700' x 3/4 Piranha Sewer Hose at 2500 PSI in lieu of Standard	\$582.00
J6003P	800' x 3/4 Piranha Sewer Hose at 2500 PSI in lieu of Standard	\$872.00
J6003Q	900' x 1/2 Piranha Sewer Hose at 4000 PSI in lieu of Standard	\$1,162.00
J6003R	1000' x 1/2 Piranha Sewer Hose at 4000 PSI in lieu of Standard	\$1,451.00

J6003S	900' x 3/4 Piranha Sewer Hose at 2500 PSI in lieu of Standard	\$1,162.00
J6003T	1000' x 3/4 Piranha Sewer Hose at 2500 PSI in lieu of Standard	\$1,451.00
J6003FSTD	500' x 3/4 Piranha Sewer Hose at 3000 PSI	\$0.00
J6003G	600' x 3/4 Piranha Sewer Hose at 3000 PSI in lieu of Standard	\$291.00
J6003N	700' x 3/4 Piranha Sewer Hose at 3000 PSI in lieu of standard	\$582.00
J6003P	800' x 3/4 Piranha Sewer Hose at 3000 PSI in lieu of Standard	\$872.00
J6003Q	900' x 3/4 Piranha Sewer Hose at 3000 PSI in lieu of Standard	\$1,162.00
J6003R	1000' x 3/4 Piranha Sewer Hose at 3000 PSI in lieu of Standard	\$1,451.00
J6003USTD	500' x 1 Piranha Sewer Hose at 2500 PSI	\$0.00
J6003V	600' x 1 Piranha Sewer Hose at 2500 PSI in lieu of Standard	\$291.00
J6003USTD	500' x 1 Piranha Sewer Hose at 3000 PSI	\$0.00
J6003V	600' x 1 Piranha Sewer Hose at 3000 PSI in lieu of Standard	\$291.00
J6020	JMS Control System(Includes Water on/off controls)	\$3,095.00
J6020A	JMS Control System(Includes Water on/off controls) w/ Handheld Remote	\$5,387.00
J6020B	USJ 2 Button Remote Control System	\$3,096.00
J6021	Electronic Water on/off Control	\$0.00
J6022	By Pass Valve	\$357.00
J6024	Fill Hose Storage Rack	\$183.00
J6027A	25' x 3/4" Leader Hose (in lieu of standard)	\$156.00
J6027B	25' x 1" Leader Hose (in lieu of standard)	\$141.00
J6031	25' Fill Hose for fill system	\$156.00
J6032	Winterization System. Upgraded tank to 23 gal.	\$1,072.00
J6035	3/8" Sewer Hose 250' length	\$601.00
J6040	Hydraulic Speed Control Valve	\$380.00
J8027	LED Plug-In Hand Light	\$263.00
J8028	LED Strobe Light	\$129.00
J8029	LED ArrowBoard	\$965.00
J9004	Spare Tire with Rim	\$499.00
J9005	Power Jack	\$1,692.00
J9007	12 Ft Flat Bed	\$5,394.00
J9007A	14 Ft Flat Bed	\$6,742.00
J9007B	16 Ft Flat Bed	\$8,090.00
J9011A	Pintle Hitch	\$63.00
J9075	Rear Basket	\$634.00
J9076	Toolbox Drying Deck	\$103.00
J9025	Auxiliary Fuel Tank	\$1,746.00
J9077	Eye Hooks	\$534.00
J9045	One (1)Additional 1/2" WARTHOG WS Nozzle w/ Service Kit	\$1,596.00
J9046	One (1) Additional 1/2" PENETRATOR NOZZLE 1F 5R @ 30 deg.	\$175.00
J9047	One (1)1/2" BALL-JET 6R @ 15 deg.	\$76.00
J9048	One (1) 1/2" Slim Spin Nozzle	\$737.00

J9049	One (1) 1/2" RPD Egg Head Nozzle	\$258.00
J9050	One (1) 3/8" WARTHOG WT NOZZLE w/ 1/4" Adapter and Service Kit	\$1,046.00
J9051	One (1) 1/2" WARTHOG WH NOZZLE w/Service Kit	\$1,596.00
J9052	3/16" Mini Drain Kit w/ Pressure Gauge (75' of Hose includes adapter to 1/2" hose and nozzle)	\$925.00
J9053	3/8" Drain Cart (200' of Hose on a Cart with 2 Nozzles)	\$1,614.00
J9054	Mounting of Mini Drain Kit to Deck	\$311.00
J9055	High Efficiency Dump Gun	\$934.00
J9056	Upper Manhole Roller	\$256.00
J9057	VTJ Vac Pump	\$1,053.00
J9058	One (1) RPD Chisel, 6R1F	\$242.00
J9059	One (1) RPD Egg, 6R	\$258.00
J9060	One (1) RPD Egg, 8R	\$323.00
J9061	One (1) 3/4" Dragon Jet	\$873.00
J9062	One (1) 3/4" Warthog	\$1,758.00
J9063	One (1) 3/4" KBR No Thrust	\$1,189.00
J9064	One (1) 3/4" KBR with Thrust	\$1,343.00
J9065	One (1) 3/4" ENZ Egg	\$582.00
J9066	One (1) 3/4" Rotodrill	\$586.00
J9067	One (1) 3/4" ENZ Chain Scraper	\$3,530.00
J9068	One (1) 3/4" Grenade Bomb	\$906.00
J9069	One (1) 3/4" ENZ Chisel	\$542.00

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September 21, 2017

TO: Mayor and City Council
FROM: Eric Norenberg
SUBJECT: Supplemental Appropriation for Phase II Analysis of Growmark Site

As you are aware, we are in the midst of the due diligence phase as part of the acquisition of the property on at the northeast corner of NE Fourth and NE Front Streets. The Phase I analysis was completed and additional investigatory tasks were recommended.

Earlier this week, staff met to review the recommended tasks and to arrive at a scope of work for the Phase II analysis. These include subsurface evaluation, soil sampling, chemical laboratory testing and evaluation with ground-penetrating radar.

The revised scope of work is projected to cost no more than \$45,000. Accordingly, it is recommended that the City Council authorize a supplemental appropriation of \$48,000 be made from the General Fund Reserves for the purpose of the Phase I and Phase II analysis.