

MILFORD CITY COUNCIL
MINUTES OF MEETING
September 11, 2017

The City Council of the City of Milford met in Workshop Session on Monday, September 11, 2017 in the Joseph Ronnie Rogers Council Chambers of Milford City Hall, 201 South Walnut Street, Milford, Delaware.

PRESIDING: Mayor Bryan Shupe

IN ATTENDANCE: Councilpersons Arthur Campbell, Lisa Ingram Peel, James Burk,
Owen Brooks Jr. and Douglas Morrow

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

COUNSEL: City Solicitor David Rutt, Esquire

CALL TO ORDER

Mayor Shupe called the Council Workshop to order at 6:01 p.m.

City Manager recalled the budget included funding for the Milford Resident Survey to be conducted by the National Citizen Survey. Started in June, the results were received three or four weeks ago. Fellow Evan Miller will present the findings which will lead into a discussion about how it will be used in the City's Strategic Planning effort.

National Citizen Survey Resident Results
Evan Miller, City Management Fellow

Mr. Miller explained the key findings of the survey have been identified by him, City staff, department heads and the City Manager. He thanked the residents who participated in the survey adding that their time and willingness are much appreciated.

The National Citizen Survey (NCS) was distributed in June and the reports were returned mid to end of August.

Mr. Miller then reported the following:

Of the 1,500 households selected to receive the survey, 1,435 households actually received the survey because many came back undelivered and 411 surveys, or 29%, were returned. Comparatively, a 29% response rate is a high average when compared to NCS's average of 20 to 30%. A map showed the location of the households that received the survey. Broken down by wards, 40% of Ward 1, 32% of Ward 2, 25% of Ward 3 and 18% of Ward 4 returned the surveys.

The sample density also closely mirrors the density of the housing units; areas on the map that appear empty are areas with little or no housing such as commercial areas, parks, or farmland.

The NCS broadly measures Milford's livability which can be defined as the sum of factors that add up to a community's quality of life. The NCS captures residents' opinions within the three pillars of a community. These three pillars include community characteristics, governance, and participation. Within each pillar are eight facets including safety, mobility, natural environment, built environment, economy, recreation, wellness, education, enrichment and community engagement.

NCS measures Milford's livability which can be defined as the sum of factors that add up to a community's quality of life. The overall quality of life actually represents the natural ambience, services and amenities that make for an attractive community. A majority of the respondents, or 77%, positively rated their overall quality of life.

Positively involves the answer choices of excellent and good based on a scale of excellent, good, fair, poor.

Respondents identified safety and economy as top priorities in the Milford Community in the next two years. Broken down, 94% viewed the overall feeling of safety in Milford as essential or very important.

That response was based on a scale of essential, very important, somewhat important, or not at all important.

Of that 94%, 96% would strongly support or somewhat support, additional financial resources for safety, again based on the same scale.

Additionally, 89% viewed the overall economic health of Milford as essential or very important in the coming two years and 90% would strongly support or somewhat support, additional financial resources for economic development.

Councilwoman Peel then asked how these residents might have elected supporting additional financial resources and whether or not that means allocating current funds or supporting an increase in taxes. Mr. Miller explained the question broadly asked 'how much do you support or oppose additional financial resources for each of the following focus areas' and did not address the degree of financial support. That would be more of a target for the community conversations once they start to meet with residents.

Councilman Campbell questioned the two-year time frame. Mr. Miller verified this survey focused more on the upcoming two years though a question was asked about the coming five years to aid in the process for the strategic plan.

Mr. Miller then proceeded with a review of the pillars that were included the survey:

Community characteristics, defined as the inherent and acquired amenities, design and opportunities that contribute to the livability of a community.

Of the respondents, 84% positively rated the City as a place to live. Also rated were several aspects of the community's qualities:

- 78% positively rated their neighborhood as place to live;
- 75% positively rated Milford as a place to raise children;
- 65% positively rated Milford as a place to retire;
- 52% of respondents work full-time followed by 32% who are fully retired;
- 59% of respondents felt the availability of affordable housing was fair or poor.

All answer choices again were based on a rating of excellent, good, fair or poor.

The intent is to allow residents to identify how they define affordable housing during the community conversations. This will allow the City to improve the availability.

Governance is defined as services provided by local government, government function and levels of trust residents have in government leaders. Of those residents surveyed, 75% of the respondents positively rated the overall quality of services provided by the City (55% good and 20% excellent) with the City's fire service receiving the highest mark at 96% positive and Code Enforcement services receiving the lowest at 39% positive.

Councilman Campbell asked if the survey indicated the number of employees we have in Code Enforcement; Mr. Miller confirmed that information was not included.

Mr. Miller then continued with the survey review:

Of those residents survey, 47% positively rated drinking water. During early summer, there were some events that may have influenced the results; therefore, it will be interesting to see over time, how those responses may change.

Participation is defined as connection to neighbors, resident activities; use of community amenities and services and social capital.

The results of the survey in response to participation are as follows:

- 54% positively rated the City's sense of community;
- 84% of respondents would recommend living in Milford to someone who asks;
- 81% would remain in Milford for the next five years;
- 79% have not at all attended a public meeting in the last twelve months
(City Council, advisory boards, town halls, HOA, etc.)

Sense of community is defined as belongingness with members of the community mattering to one another and feeling as though others will be there for you.

Councilman Brooks believes that if everything is going smoothly in Milford, residents are happy and have no desire to attend meetings. However, a controversial annexation or development always fills the seats in the Council Chambers and the hallway.

Mr. Miller then discussed facets:

Mobility is defined as accessibility of a community by motorized and non-motorized modes of transportation. Examples are ease of travel, traffic flow and walking. Results were as follows:

- 65% rated the traffic flow on major streets in Milford which was higher than the national average;
- 93% have not used public transportation versus driving during the past twelve months
(7% had used public transportation);
- 42% selected poor when asked to rate the ease of travel by public transportation in Milford;
- 56% walked or biked instead of driving.

Public transportation is an overall issue in lower Delaware in general. This past spring, City Staff discussed establishing a circulator or fixed route to provide public transportation through DART. That would connect with existing routes on South Walnut, US Route 113 and State Route 1.

City Planner Rob Pierce is working on improving walkability and bikeability in Milford. Given those results, he has submitted a Cycling Infrastructure Innovation Grant application. The proposal would be to connect the southeast neighborhood, the fastest growing area, to the downtown riverwalk trail system in the central business district.

In addition, he has submitted a Transportation Alternatives Program (TAP) application through Delaware Department of Transportation (DelDOT) for bicycle and pedestrian improvements to Northeast Front Street between Walnut and Rehoboth Boulevard, along with Northwest Front Street between Church Street and Route 113.

Recreation and wellness are defined as recreation, healthy lifestyles, preventive and curative healthcare and supportive services including fitness opportunities and recreation centers. The results are as follows:

- 72% positively rated City parks;
- 75% have visited a neighborhood park or City park at least once a month;
- 73% positively rated health services in Milford;
- 49% positively rated recreational opportunities available in Milford.

More than half, or 38%, have visited a neighborhood park or City park at least once a month.

The rating for recreational opportunities is lower than the national benchmark. As a result, the Parks and Recreation Director has agreed to talk with residents to figure out what opportunities should be brought to Milford.

Mr. Miller then proceeded with the review of the facets:

Education and enrichment are defined as learning, enrichment and work force readiness for children, youth and adults with the

following results:

- 81% positively rated public library services;
- 49% positively rated education and enrichment opportunities;
- 29% positively rated adult educational opportunities;
- 58% positively rated K-12 education.

The last three bullet points are lower when compared to the national benchmark and the results will be presented to the Milford Public School District. A better understanding will be obtained during the community conversations of how to improve in this area. Community engagement is defined as the quality and frequency of social interactions, such as civic groups and volunteer opportunities.

The results are as follows:

- 90% said talked to or visited with neighbors;
- 86% have done a favor for a neighbor;
- 18% have participated in a club;
- 21% have attended a local public meeting;
- 34% have volunteered.

The participation pillar is defined as connection to neighbors and resident activities. Although the percentage for residents participating in a club seems low, it is still similar to the national benchmark.

Economy is defined as maintenance of a diverse economy including a vibrant downtown, cost of living, etc. The results are as follows:

- 49% positively rated Milford as place to visit;
- 77% usually or always purchase goods or services from a business located in Milford;
- 49% positively rated Milford as a place to visit;
- 27% positively rated employment opportunities in Milford.

The ratings for Milford as a place to visit are lower than the national benchmark. Because of the focus on economic development throughout the City the past couple of years, those numbers could increase.

One of the special topics was asked about Third Thursdays and specifically many Milford businesses have extended hours on the 3rd Thursday of each month. Respondents were asked to select the option that comes closest to their level of 3rd Thursday events and activities in Downtown Milford during the past twelve months:

- 50% - Not aware of 3rd Thursday
- 31% - Aware but have not attended
- 15% - Attended once or twice
- 3% - Attended three times or more

The survey was mailed in mid June with many residents receiving it in mid July. The numbers may change if it were mailed today in the sense that more people may be aware of the event and have attended.

One of the last special topics asked was related to Downtown Milford businesses expanding their normal hours. Most businesses are currently open on weekdays with limited evening and/or weekend hours. The question was asked how likely, if at all, one would frequent the Downtown Milford businesses during the indicated times with the following results:

- 32% very likely - Saturday afternoons or evenings (45% somewhat likely)
- 22% very likely - Friday evenings (46% somewhat likely)
- 23% very likely - Sunday afternoons or evenings (34% somewhat likely)
- 9% very likely - Monday through Thursday evenings (41% somewhat likely)

Councilman Burk asked if there is anyway the results can be broken down by wards; Mr. Miller explained that was an option for an additional cost from National Citizen Survey. However, he believes that option may still be available if Council wants that data.

The final topic was investing in the future. The question was asked how much one would support or oppose additional financial resources for each of the below focus areas with the following results (based on a scale of strongly support, somewhat support, somewhat oppose and strongly oppose):

Economic Development - 39% strongly support; 47% somewhat support
Utilities and Environment - 58% strongly support; 34% somewhat support
Neighborhoods - 45% strongly support; 38% somewhat support
Safety 71% - strongly support; 22% somewhat support
Parks & Recreation - 41% strongly support; 43% somewhat support

Safety received the highest support, followed by utilities and environment, economic development, parks and recreation and neighborhoods.

When asked to define 'somewhat support', there may have been some reservations in the sense that respondents might not have known where the additional financial resource would come from as Councilwoman Peel alluded to earlier. Because it was not clearly stated, those numbers may more likely to be in the middle as opposed to strongly support or strongly oppose.

The community conversations related to Third Thursdays should be considered because of the fact that most people who have moved here come from places where the stores are open every night. A number of people may not be aware of the event which could be addressed by publicizing the event more frequently.

City Manager Norenberg recalled discussing the survey in the spring. At that point, a draft with standard questions was provided. At that time, there was an opportunity to add special questions. Three of the questions were custom to Milford. The two questions about Downtown's Third Thursday is information that will help Downtown Milford and local businesses while incorporating the Rivertown Rebirth Plan to expand hours and customer bases.

There was only a small space to include the topic about investing in additional financial resources, though it was agreed to get a consensus about public sentiment to help lead into the Strategic Planning effort based on a five-year time frame. The City Manager further explained that even though the other questions in the survey were more geared toward a two-year time horizon, those were focused on the next five years.

He recommends that this survey be done in another two to three years for comparison purposes.

As far as livability, we are average, have met the benchmark and are similar to other communities across the country. Mr. Norenberg noted that those who think highly of our community and the things that are being done, still believe we can do better in a lot of respects. He hopes the future survey shows improvements in a number of categories.

The City Manager also noted that the survey results drop off after five years though right now, Milford is the only City in Delaware that has used the survey in the past five years though Newark did this approximately ten years ago. As a result, Milford is being compared to cities across the country.

He stated there is a discount because the City is a member of the National League of Cities or the City Manager is a member of the International City/County Management Association (ICMA). He is aware of a number of cities who do this on a regular basis and use the data to help plan future improvements, budgeting, etc.

*Strategic Plan Kick Off
Fran Fletcher & Leann Moore
University of Delaware Institute of Public Administration*

Ms. Fletcher recalled discussing the Strategic Plan with Council this past April. She reminded Council the Strategic Planning process is about achieving a vision and a mission, as well as creating goals. The four basic questions of where are we now, where do we want to be in the future, how we will get there and how we measure our progress needs to be considered as this is put together.

She continued by saying that this was started almost a year ago in September. At that time, this was discussed from each of Council's perspective and is referred to as the SWOT (strengths, weaknesses, opportunities and threats) analysis. Council began to look at priority issues and themes, as well as some of the focus areas and how to move forward with strategic initiatives and action steps.

Ms. Fletcher pointed out the City is still in that planning of looking outside to know where Council stands. This is an external view at what the City's residents and businesses think about the topics that NCS put together.

The next step is looking within and how to get there. This is reliant on Council as the leaders of the community and includes the vision, mission, core values and the guiding principal. We will be honing into goals, results, objectives and what the City anticipates.

She then discussed the action plan and how that will be monitored to ensure a good job is done, and whether it has been met or not met and if it needs to be changed.

The overall time frame of September through November involves community conversations with facilitator(s) though Ms. Fletcher is hoping to have Council participate as well. That will allow the City to hear more about the concerns, wants and desires. Out of that will be the creation of the vision, mission and the values and guiding principles which should occur sometime between November and December.

At that point, Ms. Fletcher and Ms. Moore will put together a draft plan that will be sent out for review and input by both Council and the community.

She hopes for a final plan by March 2018.

Ms. Moore explained the community conversations are similar to a focus group meeting where pointed questions, associated with the NCS results, are presented by Mr. Miller.

For example, what does 'additional funds' mean and whether the current funds need to be redistributed so that more money is going into safety and economic development or whether that is referring to a tax or different form of revenue.

She pointed out that some of the people that attend the community conversation meeting may not have had an opportunity to fill out the survey. As a result, their input is needed.

They want to ensure we continue to strengthen the good things happening in Milford and not let them fall by the wayside because we of only focusing on the negatives.

Ms. Moore explained that there should be at least two community conversations in each of the wards. She then invited Council to a Train the Trainer Workshop with staff on how to facilitate these conversations. Included would be talking points and discussion questions and how to take notes.

When asked the date for the training, Ms. Moore stated that the Train the Trainer will be working with staff on the full community conversation including discussion questions. In that manner, they can get staff's feedback while they observe them. After the discussion questions are created, they will prepare for what to look for. A pamphlet will then be provided to every co-facilitator which can be used during these conversations. Included will be a checklist and the discussion questions.

She wants each Councilmembers' input on the best way to advertise in each ward to ensure participation. Homeowner Associations (HOAs), faith-based community groups or other ways will be considered.

Councilman Burk stated that normally Councilwoman Peel knocks on doors; Councilwoman Peel noted that is when there is a short time frame but in this situation there is enough time to use social media and an ad or a flyer. Councilman Campbell recommends HOAs be used in his ward.

Ms. Moore then asked Council if they are willing to participate as co-facilitators for one or two conversations in their ward. She feels it is important to have the ward representative present to show a vested interest so that the constituents understand the importance of them participating. Ms. Moore and Ms. Fletcher are willing to help with advertising or flyers, as well as talking points, in order to get more valuable input.

City Manager Norenberg added that if not a co-facilitator, he recommends each Councilmember at least host the meetings and help get their constituents to attend. He feels that outreach will be very critical adding that he, along with Ms. Moore, Ms. Fletcher and Mr. Miller will all be volunteering.

Ms. Moore explained they are also looking at ways where people can request a facilitated community conversation. This can include small businesses, large businesses, faith-based groups, civic groups or anything similar in each ward. If Council is aware of another group that may be interested, they can request that as well.

They hope to kick this off in the next two weeks.

The City Manager and Mr. Miller will receive half page flyers whereby information on the time and place of meetings can be filled in, according to Ms. Moore. Included will be the top four reasons a strategic plan is important—budget decisions, where money will be spent, priorities and making sure of consistency throughout election terms but also through time. These are needed to prevent things from getting continually derailed and in order to become reactionary versus being proactive.

When asked the recommended location, Ms. Moore recommends having it somewhere in the ward though Councilmembers will know that answer best, depending on what type of group is attending and how many people are expected.

Many of the topics Council has discussed are already included in the questions and include funding, affordable housing, etc. If Council thinks of another topic, they should contact the City Manager or Mr. Miller.

Mr. Norenberg explained this is the most interactive phase of this strategic plan. As stated, the community conversations have probably been referred to as focus groups in the past though that is more of a marketing term. This will be more of an opportunity to engage our residents in all of the topics and questions that have been discussed. In addition, connections and relationships can be built within the wards which is good for the community.

The City Manager emphasized the need for a cross section of community input.

Councilman Burk noted that he and Second Ward Council representative Peel are two of the three members of the Community Affairs Committee, which results in a quorum of that committee and questioned whether minutes needed to be taken. Because of that, he feels that City Hall would be the most appropriate place to take minutes or whatever else is suggested. Mr. Norenberg agreed that is one of the things they have talked about though he needs to continue that conversation with City Clerk Hudson and Deputy City Clerk Crouch. His opinion is that a lot of the notes that will be taken will constitute the minutes as long as there is a good way of gathering all the information that is expressed versus one person taking scant notes. They want the valuable data gathered during the process.

Mr. Norenberg further explained that these are public meetings so they will be posted as well. He pointed out there is one other committee that consists of both ward members which also creates a quorum of that committee. He will also discuss that with the City Clerk and will update Council by the end of the week.

Councilman Brooks said for years he and Councilman Morrow had monthly ward meetings, but were told they could no longer do that. Councilman Morrow agreed when asked.

Mr. Norenberg reiterated that he will provide that information in his Friday update.

Councilman Brooks feels his ward meeting should be held at City Hall instead of deciding on another location where only certain people are invited. In that manner, the whole ward can be invited.

Ms. Fletcher emphasized they want to encourage as many people to attend as possible. They want to make the process quick, simple and easy so that they are comfortable providing this information.

When asked about scheduling the conversations, Ms. Moore said if anyone has specific dates in mind, they are willing to start with that and that their schedules are in Councils' hands.

There being no further business, Mayor Shupe adjourned the Workshop Session at 6:50 p.m.

Respectfully submitted,

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

Terri K. Hudson, MMC
City Clerk/Transcriber

MILFORD CITY COUNCIL
MINUTES OF MEETING
September 11, 2017

A Meeting of Milford City Council was held in the Joseph Ronnie Rogers Council Chambers at Milford City Hall on Monday, September 11, 2017.

PRESIDING: Mayor Bryan Shupe

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

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

CALL TO ORDER

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

INVOCATION AND PLEDGE

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

APPROVAL OF PREVIOUS MINUTES

Councilmember Brooks made a motion to approve the August 14, 2017 and August 28, 2017 Council Meetings, seconded by Councilmember Burk. Motion carried.

RECOGNITION

Tribute 2017-22/US Senate Intern Rony Baltazar

Mayor Shupe read the following tribute into record:

Tribute 2017-22

WHEREAS, it has been brought to the attention of the City of Milford that Rony Baltazar, a former Milford High School student, has been hired as a Staff Assistant in the United States Senate; and

WHEREAS, during Rony's scholastic years he participated in soccer, band and martial arts and while attending Milford High School, Mr. Baltazar excelled, especially in Government and History; and

WHEREAS, upon graduation, Mr. Baltazar continued his education by enrolling in the Student Excellence Equals Degree (SEED) program where he attended University of Delaware at the Delaware Technical and Community College until his final two years of college where he attended classes on the main campus; and

WHEREAS, in order to not financially burden his family, Rony maintained employment, volunteered and interned all while commuting an hour each day to attend college. Mr. Baltazar's hard work and determination paid off when he graduated debt free; and

WHEREAS, after graduation, Rony joined the National Alliance on Mental Illness (NAMI) Delaware as a Hispanic Programs Coordinator where he educated, supported and advocated for people who live with a severe mental illness; and

WHEREAS, when an internship in Senator Tom Carper's office became available, Mr. Baltazar applied and was the successful candidate; and

WHEREAS, realizing his passion for helping people, Rony also interned at Legislative Hall for former Governor Jack Markell as a Constituent Relations Intern; and

WHEREAS, on August 7, 2017, Mr. Baltazar started a new position with the United States Senate as a Staff Assistant.

NOW, THEREFORE, BE IT RESOLVED, that I, Bryan W. Shupe, Mayor of the City of Milford, take this opportunity to congratulate Mr. Baltazar and wish him continued success as he begins the next chapter of his life.

The resolution was then presented to Mr. Baltazar.

Proclamation 2017-16/Prostate Cancer Awareness Month

PROSTATE CANCER AWARENESS MONTH

Cancer Survivor David Saul requested the following proclamation:

Proclamation 2017-16

WHEREAS, Prostate cancer constitutes 19% of all cancer diagnoses and 8% of all cancer deaths; and

WHEREAS, In Delaware an estimated 5,660 new cases of prostate cancer and an estimated 2,050 deaths will occur; and

WHEREAS, Men with relatives - father, brother, son - with a history of prostate cancer are twice as likely to develop the disease; and

WHEREAS, Veterans are 1.5 times more likely to get prostate cancer; and

WHEREAS, Prostate cancer is the #1 most commonly diagnosed cancer in American men and the #3 cause of cancer death behind lung and colon cancer; and

WHEREAS, this year approximately 161,360 men will be diagnosed with prostate cancer in the United States alone every year - that's one man every 3.3 minutes and roughly 26,730 die this year from the disease - which is one man every 20 minutes; and

WHEREAS, African American men are 2.4 times more likely to die of prostate cancer than Caucasian men; and

WHEREAS, Education regarding prostate cancer and early detection strategies is critical to saving lives and preserving and protecting our families; and

WHEREAS, all men are at risk for prostate cancer and we encourage the citizens of Milford to increase the importance of prostate screenings.

NOW, THEREFORE, I, Bryan W. Shupe, Mayor of the City of Milford, and the City Council of the City of Milford do hereby proclaim September 2017 as Prostate Cancer Awareness Month in the City of Milford and ask the community to increase awareness about the importance for men to make an informed decision with their health care provider about early detection and testing for prostate cancer.

The proclamation will be forwarded to the appropriate parties.

Proclamation 2017-26/National Day of Service and Remembrance

Mayor Shupe requested the following proclamation be prepared, in honor of 9/11:

Proclamation 2017-26

WHEREAS, on September 11, 2001, the American people endured the worst terrorist attack on U.S. soil in the nation's history with courage and heroism; and

WHEREAS, in response to this tragedy, Americans across the country came together in a remarkable spirit of patriotism and unity and carried out countless acts of kindness, generosity and compassion; and

WHEREAS, community organizations and family members of 9/11 victims began observing the Anniversary of September 11th as a charitable service day to honor the memory of those who were lost and those who united in response to the tragedy, including first responders and volunteers; and

WHEREAS, the Serve America Act, approved by Congress and enacted into law on April 21, 2009, directed September 11th to be observed and recognized as an annual "National Day of Service and Remembrance" and charged the Corporation for National and Community Service with leading this nationwide effort; and

WHEREAS, participating in service and remembrance activities on September 11th is a positive and respectful way to remember the lives of those lost, pay tribute to those who rose in service, and honor those who continue to serve our country today, including active-duty and reserve soldiers and their families, veterans, and first responders; and

WHEREAS, on September 11, 2017, and on the days leading up to and following this day, citizens in the City of Milford have an opportunity to participate in activities that honor 9/11 victims and heroes by joining together in service projects to meet community needs.

NOW, THEREFORE, I, Bryan W. Shupe, Mayor of the City of Milford, proclaim September 11th a Day of Service and Remembrance in the City of Milford and call upon all its people to honor the lives of those lost by participating in community service and remembrance ceremonies on this day and throughout the year.

Certificate of Appreciation/Parks & Recreation Employee RJ Skinner

City Manager Norenberg referenced the Annual Run for Goat 5K and Post Party organized by Milford Boys and Girls Club and Arena's that has become a major event downtown. He recalled the hot, muggy weather that week and the amount of work performed by the Parks and Recreation crews to get ready for the event.

He referenced a letter written by Organizer Joe Gannon saluting Parks Supervisor RJ Skinner who oversaw the work as a result of the Director's absence.

City Manager Norenberg felt it was appropriate to comment Mr. Skinner's work and the following Certificate of Appreciation was presented to Mr. Skinner, who was in attendance:

"For Outstanding Professionalism as Parks Superintendent to wit: always responding to special requests promptly and with a smile, for tackling every task with purpose driven, vigor and energy and for setting a great example to staff and the public of commitment, dedication and work ethics. Thank you for the pride you take in your job, for your service to Milford and for your team."

He added that P&R Director Brad Dennehy, who was also present, has also been doing a superior job. The team's spirit and enthusiasm were demonstrated last October 31, 2016 when that Department won the Halloween Decorating Contest.

In addition, the Parks and Recreation Staff recently put together the most creative City Hall selfie that they posted on social media. Mr. Dennehy was photo shopped into the selfie because he was away on vacation.

Milford Police Department Introductions

Chief Brown then introduced his newest dispatcher Jennifer Darling who has served overseas in the military and previously worked for the Kent and County 911 centers.

He also introduced Lawrence Simkiss who recently retired from Dover Police Department after 21 years of service. During his tenure, one of his roles was as their Evidence Technician. In 2009, he attended the National Forensic Academy in Knoxville, Tennessee after which he received his certification for the International Association for Identification. He is the only person with that certification in Delaware.

Chief Brown hired Mr. Simkiss to replace Evidence Technician Kenneth Sapp who also recently retired. Because of his vast experience and education, he will be handling crime scenes in addition to duties associated with the Terminal Agency Coordinator.

MONTHLY POLICE REPORT

Police Committee Chairman Burk presented the monthly Police Report adding that the Department remains very busy.

Motion made by Chairman Burk, seconded by Councilmember Morrow to accept the August 2017 Police Report. Motion carried.

MONTHLY CITY MANAGER REPORT

Mr. Norenberg referenced his report in the packet and the photos submitted by Mr. Dennehy of his staff working at the Third Thursday event and at the Goat Island Pavilion.

Also included are a number of statistics from various departments.

The City Manager reminded Council that in addition to the early workshop this evening, there are three future workshops scheduled. On October 23rd, FOIA training will be provided by Attorney Max Walton. On October 9th, a presentation by the consultants working on the City's Classification and Compensation Study will be provided and on November 13th the State Public Integrity Commission will provide ethics training. All workshops are scheduled to begin at 6:00 p.m.

Councilman Burk moved to accept the City Manager Report as presented, seconded by Councilwoman Peel. Motion carried.

MONTHLY FINANCE REPORT

Finance Committee Chairman Morrow reported that through the first month of Fiscal Year 2017-2018 with 8% of the fiscal year having passed, 8% of revenues have been received and 7% of the operating budget expended. He informed Council that taxes do not come in until later during the year and will be appropriately reflected at that time.

Councilwoman Peel moved to accept the July 2017 Finance Report, seconded by Councilman Burk. Motion carried.

COMMITTEE & WARD REPORTS

None to report.

COMMUNICATIONS & CORRESPONDENCE

Councilman Burk mentioned the passing of WBOC Owner Thomas Draper and that the City sends its condolences.

Councilman Campbell expressed his appreciation to everyone who expressed their condolences after the death of his younger brother.

UNFINISHED BUSINESS

None to report.

NEW BUSINESS

Alcohol Waiver/Chapter 77/Melody Joy Foundation/Dancing in the Streets for Melody

Organizer JR Ennis submitted a request for an alcohol waiver on behalf of non-profit organization Melody Joy Foundation c/o Delaware Community Foundation. The event will be held Sunday, September 24th from 4:30 to 9:00 p.m. on Walnut Street in the downtown area between North and South Front Streets, in memory of Melody Booker Wilkins, who passed away last September.

Councilwoman Wilson asked what type of alcohol is being served; Deputy City Clerk Crouch stated that the application indicates sampling of beer, wine and distilled spirits. She got the impression the event would be similar to Eat in the Street.

Councilman Mergner asked if an area could be added to the application for the organizer to describe the event. He thought it was a fundraiser though it doesn't indicate that. The City Manager noted that the entire application was not included though the basic information was provided to Council.

Councilwoman Wilson said she recently discussed these events with her son, who pointed out that this type of event is helping economic development by bringing people into the community. She sees this as a sign of the times and referenced the number of requests we have received this year. She feels that adults make choices whether or not to indulge though she doesn't want it to appear as though Council is encouraging it because they are approving them.

Her point is she would rather not make alcohol a reason that people come to Milford. She does not want anyone who has a problem with alcohol to feel Council is focused on those type events. She prefers Milford be looked at as a family-oriented community as it has in the past.

Councilman Brooks added that he agrees with Councilwoman Wilson 100%. He asked if there is anything we can do to change this policy. He noted that at every Council meeting, there is a vote on an alcohol waiver. He asked if it can be changed to an automatic approval because Council always votes yes. Councilman Morrow agreed.

Mayor Shupe feels that change would need to be discussed at the committee level. Councilman Brooks asked for an opinion from the City Solicitor; Mr. Rutt explained the application to the State of Delaware Alcohol Beverage Control requires approval by the City though Council could agree to a blanket approval for alcohol. However, right now this provides some control to by the City should there be an event planned where Council did not agree with the approval.

Councilman Morrow feels we need to either approve all the requests or none of them.

Councilman Brooks said he always asks Chief Brown if he has a problem with these applications and he always says he doesn't. That is the reason he votes yes. He emphasized that the Police Department is the one in the City that has to keep peace.

Mayor Shupe recommends reviewing the State of Delaware regulations and proceed accordingly.

City Manager Norenberg then summarized the event reporting that tickets are \$100 and includes a four-course meal prepared by Abbotts Grill, live music, flowers and greenery. Alcoholic beverages that will be served are sangria and beer. This is a foundation that is raising funds for KSI.

Councilman Mergner moved to approve the alcohol waiver for the Melody Joy Foundation for the event on September 24, 2017 from 4:30 p.m. to 9:00 p.m., seconded by Councilman Campbell. Motion approved with seven Councilmembers voting yes and Councilman Starling casting the one dissenting vote.

Alcohol Waiver/Chapter 77/St. Johns the Apostle Catholic Church/Oktoberfest

Mayor Shupe summarized the event noting this is the church's annual fundraiser on September 22nd and September 23rd includes an international food court, live music and a number of children's activities. Beer and wine will be served.

Councilman Burk moved to approve the alcohol waiver for the annual Oktoberfest on September 22nd 23rd, seconded by

Councilwoman Peel. Motion approved with seven Councilmembers voting yes and Councilman Starling casting the one dissenting vote.

Resolution 2017-07/Board of Revision and Appeal/FY18 Tax Appeals

City Manager Norenberg stated that in accordance with the City Charter, a resolution is needed for the Board of Revision and Appeal Hearing which has been scheduled on Monday, September 25th at 7:00 p.m.

Councilman Burk moved to adopt Resolution 2017-07 as follows:

WHEREAS, the provisions of Article VII, Section 7.06 of the Charter of the City of Milford state that Council shall cause a copy of the General Assessment to be hung in two public places in the City of Milford and there to remain for the space of ten days for public information; and

WHEREAS, attached to said copies shall be notice of the day, hour and place that Council will sit as a Board of Revision and Appeal for said General Assessment.

NOW, THEREFORE, BE IT RESOLVED, that on Monday, September 25, 2017 at 7:00 p.m., the City Council of the City of Milford will sit as a Board of Revision and Appeal for the 2017-2018 General Assessment.

Motion seconded by Councilman Morrow and carried.

Resolution 2017-08/Halloween Trick or Treat

Councilman Burk moved to adopt Resolution 2017-08, seconded by Councilman Morrow:

WHEREAS, the children of Milford are entitled to the fun and festivity associated with the observance of Halloween Trick-or-Treat custom of traveling with friends and family going door to door in their neighborhoods displaying their costumes and gathering treats; and

WHEREAS, parents are urged to join in the festivities by accompanying their children throughout their journeys in celebrating Halloween Trick-or-Treat; and

WHEREAS, residents are requested to indicate their willingness to welcome children by keeping their porch or exterior lights on and that youngsters call only on homes so lighted.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council, that the Halloween Trick-or-Treat observance be held in an orderly manner on Tuesday, October 31, 2017 between the hours of 6:00 P.M. and 8:00 P.M. in the City of Milford.

AND, BE IT FURTHER RESOLVED THAT:

*Only celebrants of 12 years and under will be permitted to engage in Trick-or-Treat.

*All celebrants are to refrain from committing acts of vandalism or destruction.

*Motorists are asked to be ever watchful of our youngsters making these annual rounds.

Motion carried.

EXECUTIVE SESSION

Councilmember Burk moved to go into Executive Session reference the below statute, seconded by Councilwoman Peel:

{Pursuant to 29 Del. C. §10004(b)(2)} Preliminary discussions on site acquisitions for any publicly funded capital

improvements, or sales or leases of real property

Motion carried.

Mayor Shupe recessed the Council Meeting at 7:42 p.m. for the indicated purpose as permitted by the Delaware Freedom of Information Act.

Return to Open Session

Councilmember Burk moved to return to the Regular Session, seconded by Councilman Mergner. Motion carried.

City Council returned to Open Session at 7:54 p.m.

Councilman Burk moved to authorize the City Manager to proceed with Environmental Testing for the property discussed in Executive Session, seconded by Councilwoman Peel. Motion carried.

ADJOURN

There being no further business, Councilman Mergner moved to adjourn the Council Meeting, seconded by Councilwoman Peel. Motion carried.

Mayor Shupe adjourned the Council Meeting at 7:55 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Terri K. Hudson". The signature is fluid and cursive, with a large initial "T" and "H".

Terri K. Hudson, MMC
City Clerk/Recorder