

# City of Milford



## NOTICE OF SPECIAL SECOND WARD ELECTION

Please cast your vote on  
Thursday, August 23, 2018 between the hours of 7:00 am and 7:00 pm

THE POLLING PLACE FOR ELIGIBLE CITY OF MILFORD VOTERS IS:  
**MILFORD CITY HALL - 201 SOUTH WALNUT STREET**

An Election will be held for the following seat:

***Office of Council-Second Ward-Remaining Term Ends May 2019***

**Qualified Persons in the Second Ward MUST BE PROPERLY REGISTERED  
at Milford City Hall by Tuesday, July 24, 2018**

**The City of Milford maintains its OWN VOTER REGISTRATION SYSTEM.  
To determine if you are currently REGISTERED TO VOTE,  
please contact City Hall at 302-422-1111**

### **ABSENTEE BALLOTS**

Any qualified elector, duly registered to vote in the CITY OF MILFORD SECOND WARD,  
may cast their vote by **ABSENTEE BALLOT**.

If unavailable to vote at the polls on Thursday, August 23, 2018,  
please call 302-422-1111 for information on how to obtain an **ABSENTEE BALLOT**.

***The following candidates have submitted their nominating petitions for the vacant council seat:***

F. Todd Culotta  
211 South Walnut Street  
Milford, DE 19963

Andrew P. Fulton  
15 East Clarke Avenue  
Milford, DE 19963

For additional information, including **ABSENTEE AFFIDAVIT AND BALLOT** questions, please contact the City Clerk's Office  
at the above phone number.

# City of Milford



August 23, 2018

Mayor and City Council  
City of Milford  
Milford, DE 19963

Honorable Mayor and Members of City Council:

We, the members of the City of Milford Board of Election, in accordance with 15 Del. C. § 7558(d) and the City of Milford Charter, determined at a Special Election and confirmed at the August 23, 2018 Board of Election Meeting, do certify the results of the Election required for the Second Ward Council Seat, to be as follows:

Total Votes Cast: 169

Ward Two Council Seat Votes:

F. Todd Culotta 92

Andrew P. Fulton 77

Hence, F. Todd Culotta has been elected and will serve the remaining eight-month term as the City of Milford Council Representative in the Second Ward.

Second Ward Council Elect Culotta will be sworn in prior to the City Council Meeting on Monday, September 10, 2018 at 7:00 p.m. in the Council Chambers of Milford City Hall.

Respectfully submitted,

*City of Milford Board of Elections*

*s/Board Member Karen Boone, Inspector    s/Board Member Joanne Leuthauser    s/Board Member Katrina White*

# City of Milford



## **CITY COUNCIL AGENDA**

**Monday, September 10, 2018**

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

**7:00 P.M.**

**Swearing-In Ceremony**

Councilman F. Todd Culotta

### **COUNCIL MEETING**

Call to Order - Mayor Archie Campbell

Invocation

Pledge of Allegiance

Approval of Previous Minutes

Recognition

MPD Recognition

Proclamation 2018-14/National Suicide Prevention Awareness Week

Monthly Police Report

Monthly City Manager Report

Monthly City Finance Report

Committee & Ward Reports

Communication & Correspondence

Unfinished Business

Adoption/Ordinance 2018-21/Chapter 55/Personnel Code/Sick Leave ®

Authorization/Kent Economic Partnership/Agreement

Bid Award/Police Department/2018 Police Vehicles

Appropriation/Funding/Cost of Service Study/Water, Wastewater and Solid Waste

New Business

Adoption/Resolution 2018-16/Annexation Committee Investigation/Simpson Land  
Funding Authorization/Demolition Expenses/415 South Washington Street  
Bid Award/Purchase/Front End Loader  
Bid Award/Sidewalk Repair Project  
Funding Authorization/Police Department/HVAC

EXECUTIVE SESSION

Motion to Recess into Executive Session

{Pursuant to 29 Del. C. 29 §10004 (b)(4) Collective Bargaining Matters

Return to Open Session

MPD Teamsters Negotiations

Adjourn

All items on the Council Meeting Agenda are subject to a potential vote.

**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.**

Ⓟ *Public Comment, up to three minutes per person, will be accepted.*

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MILFORD CITY COUNCIL  
MINUTES OF MEETING  
August 13, 2018

A Meeting of the City of Milford Finance and Public Works Committee was held in the Joseph Ronnie Rogers Council Chambers at Milford City Hall, 201 South Walnut Street, Milford, Delaware on Monday, August 13, 2018.

PRESIDING: Chairman Douglas Morrow

IN ATTENDANCE: Committee Members: Councilman Mike Boyle and  
Councilwoman Lisa Ingram Peel

Mayor Arthur Campbell

STAFF: City Manager Eric Norenberg and City Clerk Terri Hudson

#### CALL TO ORDER

Chairman Morrow called the Committee Meeting to order at 5:33 p.m.

Public Works Director Mark Whitfield was also present.

City Manager introduced DEMEC Vice President Scott Lynch who was in attendance to explain the Demand Response program in the City and the proposed exclusive arrangement.

#### *DEMEC Demand Response Exclusivity*

Mr. Lynch explained that demand response, by definition, is measurable reduction of electric usage in response to market conditions. When the price of electricity is very high, DEMEC makes calls to have large load customers reduce their load so that the price of electricity that is being paid in the future will be lower.

He shared there are several win-wins for being a part of the program and can provide customers money or actual compensation, for performance. It provides a savings to the utility by reducing the higher priced electric costs after which those savings are passed onto their member/municipalities. It helps with greater liability and also environmental stewardship.

With demand response, there are automatic load drops, energy management systems, lighting systems, backup generation, etc. All of those means are employed throughout the State of Delaware and the Country as a way to shed load when needed.

Mr. Lynch explained that DEMEC has been an exclusive provider since 2012 when the program was started. Seven of the nine DEMEC members currently have an exclusive arrangement with DEMEC meaning they are the provider of the services. The program has been very successful and presently there is, they are ten megawatts of capacity enrolled. Since 2012, DEMEC has given back \$1.6 million worth of incentives.

He stated that there is an administrative component of running the demand response programs. With various providers in the City, they are putting a demand on City's resources to provide data and to obtain approvals which require staff time and effort to acquire that data, particularly when working with multiple customers.

Mr. Lynch shared that when this program was started in 2012, they were looking at ways to benefit their customers. They established a partner as a result which was originally Comverge, who is now Cpower. DEMEC negotiates a higher incentive level each year. He explained that when customers participate in demand response, there is a 100% incentive. The curtailment service provider, which is the company actually making the calls to help the customers participate, make money by having a split of the incentives. A customer in DEMEC's program receives 78% of the 100% of the incentive and the other 22% goes to the provider/contractor.

This could be a much higher incentive when compared to other municipalities and throughout the country. He noted that generally the rates are less favorable with most at 75% to the customer and 25% to the provider and that number decreasing.

For example, some programs are at 60/40 or 50/50, and in some cases that has been reduced all the way down to a 40% splits for the customer.

The third benefit is lower wholesale costs. Most demand response providers have found they participate mostly in an emergency event call, meaning the grid is very constrained and before a possible power outage, demand response is called with the customer responding.

He shared that over the past four years, there have not been any emergency calls and only one-hour test events to ensure compliance. This has been referred to the 'free money program', meaning you only have to work one hour of the year and you get paid all of your money. Working the one hour a year does nothing to help lower the wholesale cost of electricity to the City of Milford or its customers.

He stated that DEMEC, on the other hand, does issue non-emergency calls. In advance of days that the temperature is expected to be extremely hot, they try to shave the peak. The demand of electricity is very high at those times which results in the price of electricity being very high. DEMEC makes calls throughout the year, mostly during the summer, to try and shave those peaks off. Shaving those peaks this summer saves money next year which is referred to as mitigating the future cost of electricity.

The exclusivity saves the City and customers money because DEMEC makes the calls, according to Mr. Lynch.

DEMEC's partner, Cpower, has been in the business for a very long time providing demand response services. This is their primary focus and what they do and are good at it. Mr. Lynch pointed out that in speaking with other customers, their curtailment provider (contractor) has not been that concerned about whether or not they could actually achieve an emergency call if called. Many customers feel they can only do the one hour call and are comfortable with that. With Cpower, they actually evaluate the participant's ability to perform when called. To accurately understand the expectations of the program, the need to ensure that participant is actually able to reduce load when needed. With that additional evaluation, they spend a lot of time disqualifying potential participants, versus qualifying them. Their goal is that the City of Milford and DEMEC have customers that can be counted on.

Mr. Lynch makes the following recommendations:

The City of Milford grant DEMEC exclusivity beginning June 1, 2019 (program year begins June 1<sup>st</sup>).

The City of Milford Demand Respond Participants not enrolled with DEMEC as of June 1, 2018, will be granted an exemption to exclusivity, if they continue using their current curtailment service provider and only until the end of the participant's contract, per the terms effective June 1, 2018 (participants in a contract with a curtailment service provider could remain in that contract as long as they stayed with that provider until their current contract term ends).

If a customer wants to enroll in the Demand Response Program, prior to June 1, 2019, they could do so, but only up to May 31, 2019.

He also announced there are some programs that PJM offers that does not require starting June 1<sup>st</sup> and a customer could elect to select a rolling throughout the year instead.

Councilman Boyle asked what an auto load drop means; Mr. Lynch explained that at a certain peak, some systems may automatically be shut down. It was confirmed this shut down is controlled by the customer and is an internal control and not something imposed upon them.

As an example of the 78/22 split, Mr. Lynch stated that if after enrollment in the program, a customer earned \$100,000 total incentive, the customer would receive \$78,000 and the \$22,000 would go to the curtailment provider (not DEMEC). He noted that the demand response is a split between the customer and provider only.

Chairman Morrow asked how many customers are involved in the program in Milford; Mr. Lynch reported that US Cold

Storage, SeaWatch, Perdue and Milford School District participate at this time.

It was noted there are presently two curtailment providers being used in Milford at this time.

Mr. Norenberg then added that each of the companies operating as a curtailment provider requires a substantial amount of paperwork be done by the City. If there are three providers, Mr. Norenberg has to sign three sets of paperwork through the City Clerks Office and the Electric Department. Therefore, it would benefit the City if only one provider handled it through DEMEC.

It was confirmed the program is voluntary and the City has very or little direct communication and it is only geared toward large, commercial industrial customers. Mr. Lynch added that they use social media to announce requests the public take small actions during high peak period.

Chairman Morrow agreed that it has worked well for Seawatch.

Mr. Lynch emphasized that they are trying to give more money back to the customer and more of savings to the community as a whole and the reason DEMEC is bringing the exclusivity option to the table. Those customers currently with other providers will not be required to relinquish the lease. Only when the contract term has ended, will that customer participate with DEMEC and they will continue to offer as good or better a program than other providers. Though there are only four customers participating at this time though DEMEC's intention is to continue growing the program and is always encouraging large customers to engage in the program.

The usage level for the threshold is 100 kilowatts which is a smaller compressor. The upper limit is their peak load during the summer.

Mr. Lynch reiterated that DEMEC's only benefit is that they are able to provide lower electricity costs to its customers.

Chairman Morrow said he will not vote on it, but for the record Seawatch participates and he believes they are not with DEMEC or Cpower. However, he prefers the free enterprise option. He noted there are only four participants and is unsure of the advantage. He feels the choice should be the customers as most of them can negotiate the deal. He could understand if there were hundreds of customers, but with only four, he is unsure how much of a burden it can be to have two providers.

Chairman Morrow said he is unsure who their carrier is, because he was not involved in that process though he is confident that part of the reason was based on service and financial arrangements.

When asked the impact on the Electric Department, City Manager Norenberg said he is unsure in terms of supplying information. Electric Superintendent Rick Carmean then stated that they have two or three customers that were under Johnson Control at one time. They used to have a representative call him needing three months of data and now they are being asked for two and three years. And then if a mistake is made, the City meter techs spends a minimum of eight or nine hours having to do spreadsheets.

Mr. Norenberg pointed out that DEMEC provides a number of services to its nine members from energy efficiency to demand response, in addition to providing training for our staff.

Mr. Lynch also noted that the City of Milford is part of the Efficiency Smart Program, which is a very successful program elsewhere, and is currently being heralded by the large, commercial industrial customers. When speaking to them about Efficiency Smart, they also inform them about demand response which is an additional benefit of Cpower.

He further explained that a customer can have demand response on both an active and passive level. When it is hot outside in the middle of the afternoon, something is turned off and considered active action. On the passive side, the lighting may be changed out which results in less kilowatt hours each day due to energy efficiency.

Mr. Lynch agrees the City was having some difficulty with staff time keeping up with the paperwork.

In addition, Mr. Lynch has to get a customer into the program by June 1<sup>st</sup> regardless of if they are DEMEC's customer or not. He then has to work with them and he find that frequently at the end of the season, he is calling around to the other providers asking them for their data and telling them they need to be enrolled.

He emphasized that having multiple providers slows down and mitigates some of the administrative work.

Mr. Lynch then confirmed that of the four demand response customers, three are with a different provider (two with the same provider; one is under another provider).

Prior to making a policy, it was recommended the City Manager reach out to the City's big customers to discuss this proposal and determine the reasons they are with other providers. He feels there is a need for communication to make them aware of this possibility.

Councilman Boyle feels if there is an administrative burden on City staff, perhaps a fee can be considered. He does not want the City Electric Department spending hours and hours gathering this information for those providers.

Chairman Morrow reiterated Mr. Carmean's concerns in regard to the amount of time City staff is spending gathering the information for outside providers. He recommends a cost evaluation be performed in comparison to DEMEC doing this work versus the cost of City staff. However, not communicating to these large industries could create a lot of problems.

When asked the percentage of the four large users mentioned, Mr. Carmean said they use approximately 25% of the total electricity in the City.

Mr. Norenberg said he will do some outreach. Chairman Morrow does not want these big industries to consider moving out and feels there is a need to get ahead of this before a decision is made.

Committee members agreed to postpone any action until the large customers have been contacted.

Mr. Norenberg said that Mr. Lynch, Superintendent Rick Carmean and he will plan to meet with those big industries.

Councilman Boyle also recommends that during the conversations, they also provide the dollar amount it is costing to process these applications for the outside providers by City staff and the possibility of implementing an additional fee when outside providers are used.

*Consideration/Sidewalk Repair Exceptions  
(Water Meter Pits, Wastewater Sewer Cleanouts, and Street Tree issues)*

City Manager Norenberg referenced a recent meeting after letters were sent to property owners. Approximately 75 people were in attendance, during which time he and Public Works Director Whitfield answered a lot of questions with City Engineer Erik Retzlaff's help.

Mr. Whitfield then stated that one of the issues is whether the City or the property owner is responsible for sidewalk damage causes by water and meter pits, sewer cleanouts, and tree roots from City trees, as well as locations of previous utility poles that were replaced or installed. He feels the City Code is clear that it falls under the property owners' responsibility. However, when considering the causes of the damage and if it can be attributed to some work done by the City, he felt it was best brought before Council to consider.

He reported that the project is currently out for bid. Mr. Retzlaff met with three contractors today who are interested in bidding on it in order to provide property owners a price of what it would cost if the City were to replace the sidewalk blocks.

Mayor Campbell pointed out that on some of the feedback, he has been informed that DeIDOT is going to do some work that will cause further damage and asked for confirmation the repairs would not be completed until the project. Mr. Whitfield said that is correct and some of the public meeting notices were sent to properties on Southeast Second Street though they will not

be sent notices of the required sidewalk repairs until after DelDOT has completed their work. That is also the reason he urged residents not to do any repairs until they receive the final notice.

Mr. Whitfield also shared that should the City do any work with curb, sewer, water lines, etc., those sidewalk lines would be replaced by the City if attributed to those elements.

Mayor Campbell also questioned damage caused by tree roots. The Public Works Director explained the code states that the property owners must call the City Arborist prior to removing any roots. He recommends the City take responsibility for any tree root damage caused by a City tree. One of his fears is altering a tree by removing the wrong root. Therefore, he feels it will benefit the City to pay an arborist to perform an evaluation.

He reported that Citywide, approximately 3,215 blocks have been found deficient. At a replacement cost of about \$200 per block, the total value of sidewalks needing to be replaced City wide is \$643,000. If about 25% of the City was inspected each year, approximately \$160,750 would be needed on an annual basis.

Chairman Morrow pointed out there are 64 blocks that contain damage caused by City tree roots. He confirmed there is a larger number of blocks with trees that have no damage.

Public Works Director Whitfield stated the number of trees is probably less than that because some may be damaged from a tree that is no longer there though the stump may be.

The Mayor also asked who is responsible for sidewalk damage that is close to a school. Mr. Whitfield explained that he had our City Solicitor check on a similar situation related to DelDOT. There was a provision in the school building code that is related to bond funding that can be used to install sidewalks to schools at the initial stage and not as part of on-going maintenance or repairs.

Chairman Morrow feels that because we are responsible for the poles, water meters, manholes, etc., the City should be responsible for any related damage. Mr. Whitfield explained that if the City is found to be at fault with the meter or meter pit, the City does replace the sidewalk block.

Councilman Boyle looked at the list whose damage is related to some City function such as a water pit, utility pole, manhole, tree root or street sign. He feels if the damage is caused by maintenance or installation, the City is most likely responsible.

City Manager Norenberg agrees adding that this consensus mimics the conversation he and the Public Works Director have had and this be an additional expense as is outlined in the memo in the packet. In those cases, the cost would be charged back to the appropriate enterprise fund.

Mr. Norenberg said they support the City taking the responsibility for impacts on those sidewalks adding that it is important for the safety of the community and the integrity of the relationship with our citizens. They will need to get Council concurrence at the time the contract is awarded for the overall project.

Chairman Morrow recommends that in the future, should there be sidewalk damage created by a manhole, the City should simply go in and repair it. Mr. Norenberg feels that if there is a safety issue, such as a tripping hazard, it makes sense to go in and fix it as soon as possible.

Chairman Morrow said he is talking about the City having ownership over all of those repairs. Mr. Norenberg said that as we work our way through the four-year project, a regular monitoring program will be established. Currently, it will be less costly to the City because of massive work that is needed versus a random sidewalk repair from time to time. Those situations can be reviewed on a case-by-case basis.

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Chairman Morrow suggests the total number of City blocks that are damaged and the cost of those caused by poles, sewer or manhole damage, tree root damage, etc. be determined.

Councilwoman Peel asked what the delineation will be and if someone is having their sidewalk repaired for one of these reasons, then another person is going to try and claim the damage was caused by one of these loopholes so the City will pay for it. Mr. Whitfield explained that these will be completely removed from the property owners' list.

Councilwoman Peel asked if when looking at a map, could the damaged blocks be flagged that are going to be the City's responsibility; Chairman Morrow suggested the grand total of City blocks be considered. Mr. Whitfield feels that would be more difficult to come up with and it was not easy coming up with the list he has presented. They had to go back out and revisit each block that has since been earmarked.

Chairman Morrow believes the question will be how is the City willing to take on as their responsibility. Councilwoman Peel agrees adding that it must be fair and transparent, otherwise residents will get the impression that certain blocks were selected because of whom lives there and it does not need to become fuzzy.

Mayor Campbell said that a lot of the residents prefer to have their own contractor do the work because they are unsure of the costs being charged by the City.

Mr. Norenberg reported that letters will be sent and property owners given at least ninety days, though that will be stretched out longer considering the winter months are approaching.

Should they have questions, he recommends our Public Works Director or Engineer meet with them on site to evaluate the damage. This is only the first phase out of the four-year project and the entire City has yet to be evaluated.

Mr. Whitfield also noted there was no guaranteed number given at the time the bid was published. This now provides that these blocks are guaranteed and will be more apt to be replaced in the earlier part of the ninety days versus the latter part.

When asked about a payment plan, Mr. Whitfield explained the only issue still in question is the interest rate. However, a \$200 block over a sixty-month period is roughly \$3 a month that will be added to the property owners' monthly utility bill. He stressed that is only for one sidewalk block and will increase, based on the number of sidewalk blocks.

Mr. Norenberg asked if the Committee feels it should be discussed with full Council prior to the bid award being added to an agenda, or at the same time.

Chairman Morrow recommends it be brought before Council. The Committee members agreed with Councilman Boyle that it be treated as a separate item and not at the same time the bid is awarded. He pointed out the City is basically assuming responsibility for a specific number of sidewalk blocks.

Councilwoman Peel moved to bring the issue of the City's responsibility to City Council, in regard to sidewalk repairs, as alluded to in the memo, seconded by Councilman Boyle. Motion carried.

#### *Consideration/Cost of Service Study for Water, Sewer & Solid Waste*

Mr. Norenberg recalled the Cost of Service designed for Electric Services approved over a year ago. That involved a three-year rate design that was phased in and lowered electric rates, adding a negative power cost adjustment this summer.

Because of the help of outside experts, the Public Works Department has obtained a proposal from Utility Financial Solutions, Incorporated of Michigan to complete a similar Cost of Services and Rate Design Study for water, wastewater, and solid waste.

Mr. Whitfield explained that some items included in the rate design are the depreciation of the infrastructure, equipment, as well as any future capital items that will be needed.

When initially considering this, he was looking more at the refuse side. The more he thought about it, he felt it would be beneficial for water and sewer as well.

Mr. Whitfield noted the recent questions about how much money needs to be reserves. The Electric Department has a reserve account based on the outcome of the UFS study and how much needs to be added to accommodate any planned infrastructure. He explained that nothing has ever been done for water, sewer or refuse.

He also feels that there is a need to look at the rate structure to ensure it is fair to all users. Also, should a base rate be added as was done for electric to pay for infrastructure and fixed costs. A number of items need to be considered in terms of the rate.

This was not budgeted and he is asking it be paid from water and wastewater reserves. Solid waste would need to be paid from the operating budget.

Councilman Boyle agrees it will provide an understanding of where we are and what our projected needs are, thus a better overall game plan.

When questioned, Mr. Norenberg reiterated that presently there are no requirements or limitations on reserve funds in terms of how much is needed for operating capital, cash, future replacement of infrastructure and equipment, etc. The Finance Department, along with ICMA Fellow Evan Miller, have continued to work on a depreciation schedule to determine the lifespan of those items and to be able to plan for the future.

Chairman Morrow asked if this will be over the bid threshold and whether the project needs to be bid out; Mr. Norenberg stated that it will be more than \$50,000 but because it is a professional service, a competitive bid is not required. There are very few firms that do this and we have worked with this firm in the past with good results.

The City Manager suggests it be put on the next agenda as an appropriation, at which time Council can be briefed and because it is less than \$50,000, Council does not need to award the contract and only make the appropriation.

Councilwoman Peel moved to initiate the appropriation of funding for the Cost of Service Study for Water, Wastewater and Solid Waste, seconded by Councilman Boyle. Motion carried.

#### *Update/Water Code Revisions*

Public Works Director Whitfield and his Department are recommending several changes be made the Water Code. As was recommended with the Solid Waste Code, the Schedule of Rates, Fees and Fines should be removed and made into a resolution. In that manner, City Council can make those changes on an annual basis and not have to change the ordinance.

Another change recommended is the definition of curb or the street. He noted that the definition is really a “curb stop” which defines where the meter is located and who is responsible up to the meter location, etc.

Mr. Whitfield reiterated the point of the City’s responsibility ending at the meter pit or “curb stop”.

There is a need to clearly define the temporary uses of water and where it can be obtained. Presently there is nothing in the ordinance.

The fourth item involves the backflow preventer valve. This is typically a valve on the customer side of the meter which prevents water coming back from the house. For example, a garden hose with a fertilizer container on its end that is never turned off allows the opportunity to pull the water back into the system, which becomes contaminated by fertilizer. It can also pull water out of the hot water heater into the system.

This would require a backflow preventer valve be installed on all services to ensure the safety of the water in the City system by preventing water from being siphoned into the system. Presently there is state legislation pending for this requirement though it has never been adopted in Delaware.

In regard to fixed units and impact fees, presently the City uses both the City and Kent County’s document. They basically mirror one another and having duplicate documents requires ours to be amended whenever Kent County changes their

document. He recommends we simply refer to the Kent County unit counts in the Code for EDU and impact fees.

Other items recommended for consideration are:

1. Fines increased from the minimum/maximum of \$25 to \$300 to \$50 to \$1000.
2. Consideration of an impact fee on irrigation meters and connections.
3. Agricultural wells and irrigation wells. Presently they are prohibited on lots three acres or smaller. There is a question of whether that lot size be reduced or eliminated altogether; However, there are concerns with the potential of several wells drawing from the same aquifer in a small geographic area as occurred in Shawnee Acres.

Cross connection is another problem. It was recently determined that a home had sewer flow but no water. That was an indication there had been a well on the property at some point and it was determined the residents were continuing to tap into that well. In the meantime, that is adding to the City's sewer flow though the customer is not paying for water or sewage.

In addition, there is a limit to what can be produced from the City system if everyone were to install irrigation. Therefore, an irrigation well might create less demand on the system.

Mr. Whitfield explained it is difficult to provide an exact number of properties with irrigation because not everyone has elected to put an irrigation system in. That ties into the cost of the irrigation meter, though they end up paying for water and sewer versus just water if a separate meter was installed.

Councilwoman Peel asked how we know who has it, how to determine if we are going to charge fees and what is appropriate; Mr. Whitfield said the City can provide the number of irrigation meters have been installed in the City.

He recommends reconsidering the lot size, which will eliminate a lot of properties. Possibly reducing the lot size from three acres to a smaller size may also be considered. For example, Kent County allows a well with one acre or more.

It was agreed to postpone any action until we determine what other cities do, determine the number of irrigation systems in the City and the basis for Council's decision to allow it on parcels larger than three-acres. In addition, Chairman Morrow recommends determining how many lots are larger than three acres, other than large industries.

In the meantime, the City Manager will follow-up with Councilman Brooks to see what he recalls.

Mr. Whitfield also commented on the following proposed changes

4. Pond-Fill Well. The Code is silent regarding whether a well solely used for filling a wet pond within a subdivision is permissible. As long as the well is used for solely this purpose, it should be permissible.

5. Water/Sewer Inspection Fee. Presently there is a one-time charge of \$35 for the inspection. Unfortunately, staff is called multiple times for inspections. First, \$35 does not cover the cost of a single inspection and the intent is there would be at most, two inspections. It is recommended changing the ordinance to allow for a flat \$100 fee for inspection, that would include two site inspections, and a \$50 fee for each inspection visit beyond that.

6. Account Set-up Fee. It is recommended a \$50 account set-up fee be added to the ordinance to pay for the staff time in creating a new water account. A similar charge is charged for electric service.

Chairman Morrow asked if these fees will be addressed under the study that is being proposed; Mr. Whitfield explained that typically not one-time charges. His concern is the costs associated with setting up the account for water and sewer.

Mr. Norenberg said his understanding is the old customer set-up fee for water for \$35 was removed a year before he arrived by the then City Manager.

Chairman Morrow again asked for more information, including a comparison with what other municipalities charge. It was agreed an analysis of “How Much it Costs to Move to Milford” will be done.

Mr. Norenberg said he will have some additional analysis done by Customer Service as to the actual costs associated with employees.

*Update/Wastewater Code Revisions*

Mr. Whitfield said there are a few changes recommended be made to the Sewer Code and include:

1. Establish a Schedule of Rates, Fees and Fines. Because rates, fees and fines may change on an annual basis, creating a Schedule of Rates, Fees and Fines would allow Council to change fees and fines by Resolution, rather than making a Code change.
2. Define “Cleanout”. Presently, the Sewer Ordinance uses the word “curb” or “curbline” similar to the Water Ordinance. “Cleanout” or some other term should be utilized to establish a breakpoint for City’s versus Owner’s maintenance responsibility.
3. Define “City Manager” under Section 185-2 and include definition as “the Chief Administrative Official of the City as selected by Council or his duly appointed representative”. Throughout the Ordinance, it states that “the City Manager shall cause specific work to be done” or “if required by the City Manager”. As this is a position held within the City, this legally requires all of those items to come directly from that position.
4. A requirement that any new out-of-town customers desiring sewer service be annexed into the City, once the property becomes contiguous.
5. Remove EDU & Fixture Count Tabulations. Presently we use Kent Counties flow per fixture units and impact fees based on Specific Assessment by Usage. Rather than changing the code ever time Kent County changes theirs, simply refer to the Kent County Code.

Additionally, staff is recommending the Finance and Public Works Committee consider the following changes:

1. Increase fines from minimum \$50/maximum \$500 to minimum \$100 /\$1000 maximum.
2. Water/Sewer Inspection Fee – Presently there is a one-time charge of \$35 for the inspection. Unfortunately, staff is called multiple times for inspections. First, \$35 does not cover the cost of a single inspection. Secondly, the intent was to be, at most, two (2) inspections. Staff recommends changing the ordinance to allow for a flat \$100 fee for inspection, which includes two (2) site inspections, and a \$50 fee for each inspection visit beyond the two (2).
3. Cleanout Installation Fee – Currently, the fee for installing a cleanout is \$300. Based on how I interpret the Code, the City would be installing the cleanout. Costs for the materials alone are close to \$300. Staff recommends changing this to Construction Cost (Materials & Labor) plus 10% Administrative Fee.
4. In order to promote a perception of fairness with developers, the City could charge the Impact Fees listed based off of the tabulated EDU’s up front and evaluate the actual usage after a designated period has elapsed. The EDU’s could then be adjusted to reflect actual usage and any additional fees charged when underestimated or fees refunded where overestimated.

Mr. Norenberg will continue with acquiring additional information and data. The Committee is scheduled to meet in another two months which will provide a sufficient amount of time for him to do this.

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

The Committee Meeting adjourned at 7:05 p.m.

Respectfully submitted,

Terri K. Hudson, MMC  
City Clerk/Recorder

MILFORD CITY COUNCIL  
MINUTES OF MEETING  
August 13, 2018

A Meeting of Milford City Council was held in the Joseph Ronnie Rogers Council Chambers at Milford City Hall, 201 South Walnut Street, Milford, Delaware on Monday, August 13, 2018.

PRESIDING: Mayor Arthur Campbell

IN ATTENDANCE: Councilmembers Christopher Mergner, Mike Boyle, Lisa Ingram Peel,  
Owen Brooks Jr., Douglas Morrow and Katrina Wilson

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

COUNSEL: City Solicitor David Rutt, Esquire

ABSENT: Councilmember James Starling Sr.  
Second Ward Council Seat Vacant

#### CALL TO ORDER

Mayor Campbell called the Council Meeting to order at 7:06 p.m.

#### INVOCATION AND PLEDGE

The Pledge of Allegiance, followed the invocation given by Councilmember Wilson.

#### BOARD OF APPEAL & REVISION–Canceled

City Manager Norenberg announced that all tax appeals have been resolved by our Tyler Technology representative. Therefore, no hearings are required this evening.

#### APPROVAL OF PREVIOUS MINUTES

Included in the packet were minutes from the July 9, 23 and 24, 2018 Committee and Council Meetings. Motion to approve made by Councilmember Brooks, seconded by Councilmember Peel. Motion carried.

#### RECOGNITION

No special guests in attendance.

#### MONTHLY POLICE REPORT

Police Committee Chairwoman Wilson presented the monthly Police Report. Chief Brown stated traffic arrest numbers continue to increase due to the efforts of his officers.

Councilman Brooks noted that the City received less fines, despite the increase in traffic. Chief Brown explained that is based on the court system and the number of judges who are waiving fines.

There being no questions from Council, a motion was made by Councilmember Morrow, seconded by Councilmember Peel to accept the Monthly Police Report as submitted. Motion carried.

#### MONTHLY CITY MANAGER REPORT

City Manager Norenberg referenced his report noting that in addition to what was included, the deck and other improvements to the riverwalk are underway as of this past weekend.

There are three 5K's scheduled over the next couple months that the Parks and Recreation Director is working to coordinate their routes. That is in addition to the Annual Riverfest in September.

Councilmember Boyle moved to accept the City Manager report, seconded by Councilmember Wilson. Motion carried.

MONTHLY FINANCE REPORT

Finance Committee Chairman Morrow reported that through July 2018 and the end of Fiscal Year 2017-2018, 101% of revenues have been received and 94% of the total operating budget expended. As a result, approximately \$400,000 can be transferred into the Fiscal Year 2018-2019 to pay for police officers.

Thanking the City Manager Norenberg, Finance Director Jeff Portmann and City Accountant Suzannah Frederick, Councilmember Morrow moved to accept the July 2018 Finance Report, seconded by Councilmember Wilson. Motion carried.

COMMITTEE AND WARD REPORTS

No reports.

COMMUNICATIONS & CORRESPONDENCE

City Manager Norenberg invited Council to City Hall 'Selfie Day' on Wednesday for a group photo at 8:55 p.m.

UNFINISHED BUSINESS

*Adoption/FY18-19 City of Milford Tax Warrant*

Councilman Brooks moved to adopt the following tax warrant, seconded by Councilman Boyle:

GREETINGS:

The Charter of the City of Milford provides the following:

"Article VII, Section 7.12: Attached to said tax list shall be a warrant, under the Seal of the City of Milford, Signed by the Mayor and Attested to by the City Clerk, commanding the City Manager to make collection of Taxes as stated in the Tax Lists."

THEREFORE, YOU, THE CITY MANAGER, DULY APPOINTED BY THE COUNCIL OF THE CITY OF MILFORD, ARE HEREBY COMMANDED TO COLLECT THE TAXES AS LEVIED IN THE FOUR WARDS, AS FOLLOWS:

Assessed Per Billing Register	\$1,062,352,665
Exemptions	[\$221,624,800]
TOTAL ASSESSED VALUE	\$850,757,865
	<u>          </u> x .0046
ESTIMATED TAX PER PROPERTY VALUES	\$3,913,348.18
Senior Citizen Discount	[31,280.00]
<b>TOTAL TAXABLE (Fiscal Year 2018-2019)</b>	<b>\$3,882,068.18</b>
Due Date:	September 30, 2018

Motion carried.

*Authorization/Corrected Funding Source/Five Police Officers*

City Manager Norenberg explained that there is need to be cautious of how we use the City's enterprise funds. The Finance and Public Works Committee are going to recommend a study of utilities be done, similar to what was done for electric services. This will ensure we have adequate controls and that our rates and charges are appropriate.

As a result, the previous motion authorizing the funding of the five additional police officers needs to be paid from the general fund reserves in lieu of the water reserves, as was previously stated. In addition, it will prepare the City when we are ready to finance bonds for the new police facility and ensure reserves are being used for the correct purpose.

Councilwoman Wilson moved to amend the previous funding source approved June 25, 2108, for the five additional Milford Police Officers, from Water Reserves to General Fund Reserves in the amount of \$1.3 million, seconded by Councilwoman Peel. Motion carried.

NEW BUSINESS

*Alcohol Waiver/Milford Boys and Girls Club/Chapter 77 Alcoholic Beverages/Running of the Goat 5K*

Councilperson Peel abstained from the discussion and the vote due to being a member of this Committee.

Councilperson Boyle questioned the application that indicated that no ambulance would be on site. His concern relates mainly to the extreme heat we are experiencing and amount of running that will be done that evening. Committee Chair/Milford Boys and Girls Club Board Member Tiffany Schrader was present and responded by apologizing for the error on the application, stating there will be an ambulance on site.

Councilman Morrow moved to approve the Alcohol Waiver for the Post 5k Event, seconded by Councilman Mergner. Motion carried.

*Certification/2018 Special Second Ward Election Voter Registration List*

Included in the meeting packet, Councilwoman Peel moved for certification of the Voter Registration List for the August 23, 2018 Special Second Ward Election, seconded by Councilwoman Peel. Motion carried.

*Appointment/2018 Special Election Ward Two Clerk*

Councilman Boyle moved to appoint Donna Merchant of 108 Franklin Street as the Second Ward Clerk for the August 23, 2018 Special Second Ward Election, seconded by Councilwoman Peel. Motion carried.

*Introduction/Ordinance 2018-19/Salt Air Homes Conditional Use*

Mayor Campbell introduced the following ordinance:

*ORDINANCE 2018-19  
Salt Air Homes LLC for a Conditional Use to  
allow a single-family semidetached dwelling in an R2 zoning district.  
.245+/- acres in an R2 Zoning District;  
Located at 418 S Washington Street, Milford, Delaware  
Present Use: Vacant; Proposed Use: Single-family semi detached dwelling  
Tax Map 3-30-10.08-040.00*

*WHEREAS, the City of Milford Planning Commission considered the ordinance, as described, at a duly noticed Public Hearing on July 17, 2018 and recommended its adoption to City Council; and*

*WHEREAS, Milford City Council conducted a duly noticed Public Hearing on August 27, 2018 to consider all information presented by City Staff, the Applicant, and written and verbal public testimony; and*

*WHEREAS, it is deemed reasonable, beneficial, and in the best interest of the City of Milford to allow a Conditional Use to allow a single-family semidetached dwelling in an R2 zoning district, as herein described.*

*NOW, THEREFORE, the City of Milford hereby ordains as follows:*

*Section 1. Upon the adoption of this ordinance by City Council, Salt Air Homes LLC is hereby granted a Conditional Use Permit to allow a single-family semidetached dwelling in an R2 zoning district, in accordance with the application, effective on the date so noted.*

*Section 2. Construction or operation shall commence within one year of the date of issuance of the permit, otherwise the conditional use becomes void.*

*Section 3. Dates.*

*Planning Commission Review & Public Hearing: July 17, 2018*

*City Council Introduction: August 13, 2018*

*City Council Public Hearing: August 27, 2018*

*Adoption: August 27, 2018*

*Effective: September 6, 2018*

Planning Director Rob Pierce provided a brief synopsis of the application.

*Introduction/Ordinance 2018-20/AC Lucas Conditional Use*

Mayor Campbell introduced the following ordinance:

*ORDINANCE 2018-20  
AC Lucas for a Conditional Use to  
allow the conversion of a one-family dwelling into multiple dwelling units  
.491+/- acres in an R1 Zoning District  
Located at 430 S Walnut Street, Milford, Delaware  
Present Use: Single-family detached dwelling; Proposed Use: Same with efficiency apartment  
Tax Map 1-30-3.08-081.00*

*WHEREAS, the City of Milford Planning Commission considered the ordinance, as described, at a duly noticed Public Hearing on July 17, 2018 and recommended its adoption to City Council; and*

*WHEREAS, Milford City Council conducted a duly noticed Public Hearing on August 27, 2018 to consider all information presented by City Staff, the Applicant, and written and verbal public testimony; and*

*WHEREAS, it is deemed reasonable, beneficial, and in the best interest of the City of Milford to allow a Conditional Use to allow the conversion of a one-family dwelling into multiple dwelling units, as herein described.*

*NOW, THEREFORE, the City of Milford hereby ordains as follows:*

*Section 1. Upon the adoption of this ordinance by City Council, AC Lucas is hereby granted a Conditional Use Permit to allow the conversion of a one-family dwelling into multiple dwelling units, in accordance with the application, effective on the date so noted.*

*Section 2. Construction or operation shall commence within one year of the date of issuance of the permit, otherwise the conditional use becomes void.*

*Section 3. Dates.*

*Planning Commission Review & Public Hearing: July 17, 2018*

*City Council Introduction: August 13, 2018*

*City Council Public Hearing: August 27, 2018*

*Adoption: August 27, 2018*

*Effective: September 6, 2018*

Planning Director Pierce referenced the application which will be presented to Council and the public at the next meeting.

*Approval/Public Works Facility Improvements Project/Funding Authorization*

Public Works Director Mark Whitfield reported that the Finance and Public Works Committee at their meeting in June looked at a proposal for two needed projects at the Public Works Facility.

In 2017, the Department contracted with Gipe & Associates of Easton MD to evaluate the HVAC at the Public Works Facility. In short, he explained that numerous repairs were needed and it was verified the present system has gone beyond its useful life and needs to be replaced. The evaluation also made numerous suggestions for upgrades that would lead to a better work environment, in addition to more efficient use of energy. Three different repair/replacement options were given, ranging in cost from \$174,000 to \$606,000.

Recommended was the option, with a projected cost of \$333,672, which includes \$308,672 for construction and \$25,000 for engineering.

Also in 2017, Davis Bowen and Friedel was contacted to review various layout options for an expanded break room that would accommodate all Public Works employees at one time. In addition, a locker room within the Public Works Administration Building would be added.

Prior to 2017, each division had separate break rooms/locker room areas scattered throughout the facility. Having a central area within the Administration Building will provide more staff contact, as well as an efficient use of space and energy in terms of heating and cooling. He is asking for approximately \$97,135, which includes \$82,235 for construction and \$14,900 for architectural fees.

After consulting with the Finance Director, both projects can be completed with Water, Sewer and Electric Reserve Funds, as was used to fund the building initially.

Mr. Portmann recommended that 25% or \$112,500 be paid from both the Water and Sewer Reserve Accounts and 50% or \$225,000, from Electric Reserves.

Mr. Whitfield said they hope to have the HVAC work done in October or November prior to the winter heating system. If unable to complete during that time frame, they will wait until early spring of 2018. The other improvements can be completed over the winter months.

The facility is eighteen years old and approximately \$25,000 has already been put into repairs of the HVAC system. Mr. Whitfield also determined that most parts are no longer available.

The Public Works Director confirmed this was included in the Capital Improvement Plan though no funding appropriation was made.

Mr. Norenberg added that it was discussed during the budget process and the Finance and Public Works Committee reviewed the matter in June and made a recommendation to move forward.

It was confirmed the main building has very small inadequate lockers though larger ones are needed to accommodate both work clothes and clothes that can be changed into.

When asked why an architect is needed, Mr. Whitfield explained that the City has to be able to bid the project out to ensure Code compliance.

Mr. Norenberg added that the designs will be prepared and bid, after which that project will need to be awarded in both situations due to the estimated costs.

Councilwoman Wilson expressed concern about the amount of money that has been spent at the facility from the time it was built when everyone thought it was adequate to meet all future needs of that division. She also recalls the amount of work and money spent when it was gutted and changed into a customer service hub.

Councilman Brooks agreed it was a nice facility though 90% of the time it has never been used for the purposes originally planned.

Mr. Whitfield pointed out the building has a very serious moisture and cold air issue. One thermostat controls six offices and based on its location, the air/heat is confined to that office.

Councilman Boyle also noted that the needs have changed at Public Works over the years. He can understand how the lunchroom needs to be reconfigured to accommodate the upgraded shower and locker room area. It is just the nature of the business that now demands a reconfiguration. What has suffered is the break room area where employees actually get a chance to sit down and eat lunch is that it was never made large enough. He agrees that an extensive renovation is needed, in addition to repairing the HVAC issues.

Councilwoman Wilson agrees it is an extensive renovation based on the price tag. She hopes that the work done this time will adequately meet our needs in the future to prevent another extensive renovation in five or so years.

Councilman Morrow emphasized the great job that Public Works Director Whitfield has done by consolidating the separate functions of each department. He recalls when the departments were separated years ago and during those years, the City ended up with the same equipment in each department such as three backhoes, three dump trucks etc. With everyone working together, that will not longer be the case so he understands the need for the larger break room.

Mr. Whitfield agreed and explained there were actually four different break rooms within that facility which has been consolidated into one. The problem is everyone cannot fit at one time. As a result, staggered lunches have to be arranged, with some employees opting to eat in their vehicles.

In addition, not having to cool and heat four separate areas should be a good overall savings at the facility. He hopes this will encourage the employees to use the showers once this renovation is completed.

Mr. Norenberg encouraged Council to go out and visit Public Works by scheduling a time with Mr. Whitfield or him.

Councilman Boyle moved to authorize the project for Public Works Facility Improvements with an appropriation of \$450,000, with \$112,500 being paid from Water Reserves, \$112,500 from Sewer Reserves and \$225,000 Electric Reserves, seconded by Councilwoman Peel. Motion carried.

#### *Approval/Disbursement of Workforce Development Commission Funds*

ICMA Fellow Evan Miller reminded Council the City of Milford has a Workforce Development Commission (WDC) originally formulated in 2012. One of the original founders, William Pilecki, is in attendance.

Since that time, he reported that the Commission has been relatively stagnant with their last meeting occurring in January 2017.

The Workforce Development Commission was assigned with the following powers and duties:

- A. Create an environment that would give the student an opportunity to develop marketable job skills and a work history to successfully compete in the job market upon graduation from Milford High School.
- B. Participate in the growth of an educational fund to be made available to the student upon graduation.
- C. Help the student learn what is expected of an employee in a business environment.
- D. Give the student an opportunity to acquire a sense of pride in earning an income.

- E. Collaborate with the school district to monitor and evaluate the effectiveness of the program.
- F. Monitor the financial aspects of the program, including but not limited to, donations and disbursements.

The Commission had developed an agreement with the Delaware Community Foundation (DCF), a nonprofit organization that manages long term funds, to become a charitable home for a work/scholarship fund. The fund was supported by the following sources:

1. The student working an internship would contribute \$1.00 per hour of his/her earnings
2. The employer would contribute \$1.00 per hour for each hour the student worked
3. Donations would be utilized to contribute \$1.00 per hour for each hour the student worked.

Today, there is roughly \$7,800 that remains in the fund and DCF is looking to close smaller funds such as the Milford Scholarship Fund. The fund is being charged a 5% fee when a disbursement is made from the fund to the City of Milford because it has such a small balance.

Per the agreement signed by the City of Milford and DCF back in 2012, the City determined grantees and amounts based on the parameters of the Scholarship Program. Furthermore, the City or the Commission is able to change those parameters without the Foundation's involvement.

One thought is the Chamber of Commerce Economic Development Commission start a Workforce Development Subcommittee that he and the City Manager will sit on. Other members will include representatives from State government, School District, local businesses and the community.

One of many things discussed during the first meeting was the internship opportunity to students in the Milford School District. The School District has been working on this over the summer and is starting to solicit businesses that may be interested in hosting students for an internship. One of the things talked about was this fund, where it stands right now and what could be done to provide scholarships or educational stipends.

As a result, the recommendation is that the Workforce Development Subcommittee of the Chamber of Commerce Economic Development Commission be authorized to review and approve requests for educational stipends, scholarships, etc. consistent with the original WDC program goal as defined by the City and in support of Milford High School students as they work/intern in the community and prepare for the workforce. It is still to be determined how the funds would be disbursed.

Mr. Norenberg also noted that the Workforce Development Subcommittee is still on the books and is one of several bodies on the books that are inactive and without members. For the past couple of years, the City Clerk has recommended a legal review of the Code to help identify several stray items, one being defunct Committees/Commissions.

Councilwoman Peel moved that the Workforce Development Subcommittee of the Chamber of Commerce Economic Development Commission be authorized to review and approve requests within the perimeters consistent with the original WDC program, seconded by Councilman Boyle. Motion carried.

#### *Bid Award/Public Works Department/Pavement Crack Sealer*

Mr. Whitfield is requesting City Council consider a recommendation to replace the pavement crack sealer used by the Street and Utility Division. The pavement crack sealer is used to seal various cracks within the pavement to prohibit water intrusion into the subbase of the pavement.

The replacement unit comes with an air compressor that will allow cracks to be blown free of dirt prior to sealing. Currently two separate units are needed. The unit has a 150-gallon heated tank with applicator wands and a LED flashing arrow board for traffic control.

The present 1995 unit contains a blown engine and has exceeded its useful life. Council authorized \$70,000 in the Streets Capital Budget to cover the replacement of the unit.

The Street and Utility Division staff has evaluated several different replacement units after which the Cimline/Duraco unit

was recommended from Cimline Pavement Maintenance Group at a price of \$64,952.50. The purchase can be made through the HGACBuy Contract #SM10-16 through the Delaware State Procurement System.

Councilwoman Peel moved to authorize the purchase of a Cimline Magma M1 Model Crack Sealer in the amount of \$64,952.50 to be paid from the Street Capital Budget, seconded by Councilman Mergner. Motion carried.

#### EXECUTIVE SESSION

Councilmember Mergner moved to go into Executive Session reference the below statutes, seconded by Councilmember Morrow:

*Pursuant to 29 Del. C. 29 §10004(b)(4) Collective Bargaining Matters*

*Pursuant to 29 Del. C. 29 §10004(b)(9) Personnel Matters*

*Pursuant to 29 Del. C. 29 §10004(b)(2) Site Acquisition*

Motion carried.

Mayor Campbell recessed the Council Meeting at 7:58 p.m. for the purpose as is permitted by the Delaware Freedom of Information Act.

*Return to Open Session*

City Council returned to Open Session at 8:06 p.m.

*MPD Teamsters Negotiations*

*Employee/Position Change*

*Purchase of Land*

Mayor Campbell announced that no action was needed as a result of the discussion in Executive Session.

#### ADJOURNMENT

There being no further action, Councilmember Peel moved to adjourn the Council Meeting, seconded by Councilmember Morrow. Motion carried.

Mayor Campbell adjourned the City Council Meeting at 8:07 p.m.

Respectfully submitted,

Terri K. Hudson, MMC  
City Clerk/Recorder

MILFORD CITY COUNCIL  
MINUTES OF MEETING  
August 27, 2018

The City Council of the City of Milford met in Workshop Session on Monday, August 27, 2018 in the Joseph Ronnie Rogers Council Chambers at Milford City Hall, 201 South Walnut Street, Milford, Delaware at 6:34 p.m.

PRESIDING: Mayor Archie Campbell

IN ATTENDANCE: Councilpersons Christopher Mergner, Mike Boyle, Owen Brooks Jr.,  
Douglas Morrow, James Starling Sr. and Katrina Wilson

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

COUNSEL: City Solicitor David Rutt, Esquire

ABSENT: Second Ward Council Seat Vacant

*Amendments/Land Use Application Process & Scheduling*

City Planning Director Rob Pierce was also present.

Mr. Pierce referred to the following memo addressed to the Community and Economic Development Committee:

*At the May 29, 2018 Community and Economic Development Committee meeting, staff presented the current Land Use application procedures as required by the Delaware Code, City Charter, and Chapters 200 & 230 of the City Code. The committee requested staff to investigate ways to reduce the time it takes for applications to get through the City's land use process. As a result, discussions will be held with the Planning Commission in July to develop code amendments to Chapter 200 and Chapter 230 regarding administrative approvals for minor subdivisions, lot line adjustments, and lot consolidations which may eliminate the need for Planning Commission and City Council review for these types of applications.*

*In addition, the City Manager, Solicitor, Clerk and Planning Director met to review the timing of application submissions, document review, advertisement and meeting dates to determine if there were ways to modify the process to reduce the amount of time needed. The enclosed exhibit illustrates the current schedule for applications that require public hearings, the current schedule for applications that do not require public hearings and a proposed revision to the schedule for applications that require public hearings. The exhibit outlines which types of applications require public hearings in the preliminary and final approval stages. Major tasks are color coded and labeled below the calendars.*

*As shown on the "Revised Process with Public Hearings" schedule, a month could be eliminated from the process if the Planning Commission and City Council public hearings are scheduled in the same month. This would not place an additional burden on City staff for review, advertising and publishing tasks. However, this approach would mean that the City Council public hearing would occur less than one week from the Planning Commission public hearing, and the Planning Commission meeting minutes would not be available for review by the City Council. Any other option to reduce the amount of application processing time would require significant modifications to Chapter 200 and Chapter 230.*

The Planning Director then provided a quick synopsis of the land application process (approximate dates):

Applications without Public Hearings

\*First day of month-application deadline

\*Next two weeks-plan reviewed and issues addressed

\*Last Wednesday of month-Planning Commission agenda finalized

\*Two weeks (Tuesday) before Planning Commission hearing-packet mailed to Planning Commissioners

\*Planning Commission meeting held third Tuesday of month.

#### Applications with Public Hearings

\*First day of month-application deadline

\*Next two weeks-plan reviewed and issues addressed

\*Last Wednesday of month-Planning Commission agenda finalized

\*Public Notice submitted to local newspaper at least twenty days prior to Planning Commission hearing (notices also mailed to required property owners).

\*Two weeks (Tuesday) before Planning Commission Hearing-packet mailed to Planning Commissioners

\*City Council Public Hearing scheduled for second meeting of following month

\*Ordinance introduced at first Council meeting of month

\*Public Hearing held on second meeting of Month.

The Planning Director announced that a condensed schedule is being proposed that the City Council Public Hearing be moved to the Monday (second meeting) following the Planning Commission hearing (held on the third Tuesday) versus waiting an additional month. This would shorten the process by approximately thirty days. The only downside is that the minutes of the Planning Commission meeting, in which the application was heard, would not be available for Council review.

The Community and Economic Development Committee felt it was more appropriate that it be considered by all members of City Council.

Councilman Brooks pointed out he does not receive the local newspaper the Public Hearing is advertised in.

Councilman Boyle asked what would happen if there was a contentious issue and the Planning Commission was not unanimous in their recommendation. The Planning Director recommended any action be postponed and the Public Hearing be heard the following month.

Solicitor Rutt explained that it could be deferred for receipt of the Planning Commission minutes. However, the Public Hearing would be held and any evidence presented. A decision would be postponed until after the minutes were received after which time Council had been given time to review them.

Mr. Rutt asked if there is a way to tweak some of the dates in relation to when the application is due and how quickly the applicant needs to respond. He feels that instead of using a local newspaper published only once a week that requires submission twenty days in advance, another form be considered. He suggests the Notice be placed on line and posted on City Hall's bulletin board to meet the notice requirements.

Mr. Pierce pointed out that would still require approximately three weeks because of the fifteen-day, mandatory notice. However, it can be shortened by making the deadline earlier by a week or so. However, his Department generally works with any applicants who may be submitting a day or so beyond the first of the month. That also depends on the complexity of the project and whether or not it contains a number of errors. His goal was to eliminate the approximate forty days in which nothing is occurring between the Planning Commission and City Council hearings, now scheduled the following month.

Councilman Morrow feels that both the City Manager and the Planning Director provide good descriptions of the application and the vote of the Commissioners so that should not be a problem. He also noted that Council typically based on the recommendation of the Commissioners. He, too, hears complaints about how slow our application process is.

Councilman Mergner explained that was the purpose of it going before the Community and Economic Development Committee with the goal to be more business friendly and to speed up the process. The Committee felt implementing this strategy would not require any code changes. The Committee wanted Councils' input though they were willing to move forward with the plan.

Councilman Morrow agrees if we run into problems as a result, we can revert back to the old process.

Mayor Campbell agrees that he has also heard complaints about the amount of time it takes an application to receive approval.

Councilman Boyle reiterated his only concern is a contentious issue that is going to require more information. He does not feel Councilmembers should be put in a blind spot to vote on an issue that needs a more in depth review. He added that this could also apply to an application that has been recommended for denial by the Planning Commission and the applicant may prefer to have more time to prepare for the Council hearing.

Councilman Boyle suggests some exception of sorts when an application needs to be deferred until the following month. Councilwoman Wilson agrees that she likes that safety net and prefers an option for deferral be added though it would be an unusual situation.

Solicitor Rutt does not feel it would be appropriate for Council to vote on a matter if it has been deferred by the Planning Commission. Though the hearing is scheduled before Council, he does not recommend a vote be taken.

Councilmembers questioned if the Public Hearing would actually be held if the recommendation was on hold with most feeling it should be postponed as well. According to Mr. Rutt, because the Public Hearing before Council is already scheduled, the matter should be presented, but the vote postponed until a recommendation has been made by the Planning Commission and the minutes have been provided.

Mr. Rutt emphasized that if the Planning Commission does not vote on a matter and the Public Hearing is already scheduled before City Council, the hearing has to be held.

Councilman Boyle expressed concern that if the Planning Commission voted to recommend denial, and the applicant asked to appeal to City Council, that Council is being forced to address a matter before all the facts have been presented to them. He believes Council would prefer to defer the hearing until after the Planning Commission minutes are received.

Councilman Morrow agreed, though the City Manager or Planner always reports the outcome to Council but does not have a problem deferring the hearing until all facts, including the completed minutes, have been received.

Solicitor Rutt said City Council could open the Public Hearing, then defer it to a later date, though in his opinion that is 'messy'. He added that if the Planning Commission recommends denial, a vote to overturn that decision would require a super majority (3/4) vote of City Council, or six members.

Mr. Norenberg reported there are procedures to follow to keep a Public Hearing open. However, he thinks it is very important we communicate with the public so that they are aware of the rescheduled date and time so that they still have the ability to provide feedback and comments.

Mr. Pierce announced that they are also working with the Kent Economic Partnership to come up with a standardized process throughout Kent County though it will not be required. He may be coming back with additional recommendations to make our process more uniform with other municipalities.

City Manager Norenberg reminded Council there are a few of the steps that will be handled administratively and approval granted in house to simplify the process and reduce some reviews by City Council.

The consensus of Council was to move forward with the condensed process as was recommended by Mr. Pierce.

Mr. Norenberg concluded by stating the new process can be reviewed in a couple months and we always have the option to return to the old process if needed at that time.

Councilman Mergner recommends we also communicate with the developers and applicants so that they understand we are

making an effort to change the process to make it faster for their benefit.

There being no further business, the Workshop concluded at 6:55 p.m.

Respectfully submitted,

Terri K. Hudson, MMC  
City Clerk/Recorder

MILFORD CITY COUNCIL  
MINUTES OF MEETING  
August 27, 2018

Milford City Council held Public Hearings on Monday, August 27, 2018 in the Joseph Ronnie Rogers Council Chambers at Milford City Hall, 201 South Walnut Street, Milford, Delaware.

PRESIDING: Mayor Arthur Campbell

IN ATTENDANCE: Councilmembers Christopher Mergner, Mike Boyle, Owen Brooks Jr.,  
Douglas Morrow, James Starling Sr. and Katrina Wilson

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

COUNSEL: City Solicitor David Rutt, Esquire

ABSENT: Councilmembers Lisa Ingram Peel  
Second Ward Council Seat Vacant

Mayor Shupe called the Public Hearing to order at 7:00 p.m.

Planning Director Rob Pierce was also present.

*ORDINANCE 2018-19*

*Salt Air Homes LLC for a Conditional Use*

*Allow Single-family Semi-Detached Dwelling*

*R2 Zoning District*

*.245+/- acres*

*418 South Washington Street, Milford, Delaware*

*Present Use: Vacant; Proposed Use: Single-Family Semi-Detached Dwelling*

*Tax Map 3-30-10.08-040.00*

*Salt Air Homes LLC for a Final Minor Subdivision*

*.245+/- acres*

*R2 Zoning District*

*418 South Washington Street, Milford, Delaware*

*Tax Map 3-30-10.08-040.00*

Mr. Pierce reported a Public Notice of the hearing was published in the Milford Beacon on June 27, 2018 and all properties within 200 feet of the parcel were mailed a copy.

The applicant proposes to subdivide a parcel of land into two buildable lots for single-family semi-detached products. The property formerly contained a condemned single-family detached dwelling which was demolished by the applicant in May 2018.

According to Chapter 230-10(C), single-family semi-detached dwellings require the approval of a conditional use permit from City Council. The proposed minor subdivision also required a variance from the minimum lot width requirement of forty feet for Lot 1 and Lot 2. That request was reviewed and approved by the Board of Adjustment on July 12, 2018. The applicant proposes a lot width of 37.51 feet for Lot 1 and Lot 2.

Other than the lot width variance, the proposed minor subdivision meets the requirements of Milford's Zoning and Subdivision of Land Codes. Separate utility services will be required for each dwelling unit and the applicant will be required to replace sidewalk sections that are in poor or failing condition along the front of the property.

The Planning Commission held a public hearing on July 17, 2018 and recommended approval by unanimous vote.

A map of the proposed subdivision was then referenced by the Planning Director.

Applicant Salvatore Leone of 91 Brenda Lane, Camden, Delaware stated that they agreed to replace the entire sidewalk in front of the property for aesthetic purposes. In addition, the rear garage will be removed to meet the impervious requirements. They felt the lot was conducive to a duplex and believe it will make the street more appealing and the community better.

They are developing the 1,500 to 1,600 square foot unit with first time home buyers in mind, making it affordable with a nice garage and yard for children to play in.

There being no questions from City Council, Mayor Campbell opened the floor to public comment. No one responded. The floor was closed.

Councilman Boyle moved to adopt 2018-19, for a Conditional Use to allow a single-family semi-detached dwelling in an R2 District at 418 South Washington Street, seconded by Councilman Morrow.

Motion carried by the following 6-0 vote:

Mergner-votes to approve the application based on the unanimous decision to recommend by the Planning Commission.

Boyle-votes yes based on the review and recommendation of the Planning Commission.

Brooks-votes yes based on the Planning Commission.

Morrow-votes yes as recommended by the Planning Commission.

Starling-votes yes based on the recommendation of the Planning Commission.

Wilson-votes yes based on the recommendations of the Planning Commission and the City Planner.

Councilwoman Wilson moved to approve the Final Minor Subdivision at 418 South Washington Street, seconded by Councilman Starling.

Motion carried by the following 6-0 vote:

Mergner-votes to approve the request based on the unanimous decision to recommend approval by the Planning Commission.

Boyle-votes yes based on the review and approval of the Planning Commission.

Brooks-votes yes based on the Planning Commission.

Morrow-votes yes as recommended by the Planning Commission.

Starling-votes yes based on the recommendation of the Planning Commission.

Wilson-votes yes based on the recommendation of the Planning Commissioners.

*ORDINANCE 2018-20*

*AC Lucas for a Conditional Use*

*Conversion of a One-Family Dwelling into Multiple Dwelling Units*

*.491 +/- acres*

*R1 Zoning District*

*430 South Walnut Street, Milford, Delaware*

*Present Use: Single-family detached dwelling*

*Proposed Use: Same with efficiency apartment*

*Tax Map 1-30-3.08-081.00*

Planning Director Pierce reported the applicant proposes to convert the existing single-family detached dwelling into multiple units by partitioning off 515 square feet of floor area for an efficiency apartment. The dwelling was previously used as a home occupation for a hair salon by the applicant's parent. The site already contains a separate electric meter for the proposed living area.

Chapter 230-9 (C)(4) states conversion of a one-family dwelling into multiple dwelling units is permitted with the approval of a conditional use permit by City Council, if such dwelling is structurally sound but too large for use by one-family and if that conversion would not impair the character of the neighborhood and is subject to conformance with the following

requirements:

- \* There shall be a lot area of at least 2,000 square feet for each unit to be accommodated.
- \* 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.
- \* No dwelling shall be converted unless it complies with Chapter 145, Housing Standards, and Chapter 88, Building Construction, of Milford's Code.
- \* No addition shall extend within the front yard, side yards or rear yard required for the district within which it is located.
- \* 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.
- \* Two off-street parking spaces shall be provided for each additional dwelling unit created.

The evaluation was based on the criteria found under Chapter 230-48 for conditional uses, along with an evaluation of those specific requirements pertaining to the conversion.

Mr. Pierce advised the Public Notice was published in the Milford Beacon on June 27, 2018 and all properties within 200 feet of the parcel were mailed a copy.

The Planning Commission held their hearing on July 17, 2018 and recommended approval of the application by unanimous vote, with the condition that the conversion must obtain approvals from the building department and fire marshal for the separation of the additional unit. Additionally, should the owner sell the property, the home would revert back to a single family use or the new owners would be required to also live in the main unit.

Referenced was the zoning map showing the property primarily in the R-1 zoned area, though there are some H-1 industrial zoning district properties which are the remnants of the medical uses surrounding the current Milford Memorial Hospital. He also referenced the size of the lot, which is a larger lot along the street, with a larger driveway that is able to accommodate additional parking.

A sketch of the floor plan was provided by the applicant and is included in the packet, showing the driveway, divided area and residential access.

Mr. Pierce advised that a few neighbors did attend and speak at the Planning Commission hearing.

Mr. Pierce confirmed that one property owner supported the application and another had some general questions about being sold to a new owner and the concern of an absentee landlord. That led to the motion made by the Planning Commission to restrict the home to an owner occupied and tenant situation.

He noted that those residents are in attendance this evening.

Councilman Mergner confirmed the driveway is adjacent to Plum Street, which is a paved alleyway behind the residence, and would be used as an access for parking. Mr. Pierce stated that is correct and is a similar situation to several homes along South Walnut that have rear access from the alley. In addition, Mr. Lucas is planning to include some additional area to the north of the existing driveway to accommodate two lines of parking.

It was confirmed that two off-street parking spaces are required for each additional dwelling unit created.

Applicant AC Lucas of 430 South Walnut Street stated that he has lived in the 1,800 + square feet home for five years by himself. He does not access the in-law suite or this portion of the home. His plan is to divide the home and rent that portion to one or two persons, adding that it sits on an approximate half-acre lot.

There being no questions from City Council, Mayor Campbell opened the floor to public comment. No one responded. The floor was closed.

Councilman Brooks moved to adopt Ordinance 2018-20 allowing the conversion of a One-Family Dwelling into a Two-Dwelling Home at 430 South Walnut Street, provided Fire Marshal approval is obtained, a building permit is issued from the City if necessary and with the condition that should the owner sell the property, the home would revert back to single family or the new owner would be required to live in the main unit, seconded by Councilman Morrow.

Motion carried by the following 6-0 vote:

Mergner-votes to approve based on the unanimous decision by the Planning Commission and their special conditions.

Boyle-votes yes based on the recommendations of the Planning Commission.

Brooks-votes yes based on the Planning Commission.

Morrow-votes yes as recommended by the Planning Commission and because it is a large lot for this use.

Starling-votes yes based on the comments of the Planning Commission.

Wilson-votes yes based on the decision and recommendations of the Planning Commission.

*Milford Ponds LLC for a Final Major Subdivision (Phase I)*

*178.03 +/- acres in R1, R2 and R3 Zoning Districts*

*East side of South DuPont Boulevard approximately 5,500 feet south of the Seabury Avenue Intersection, Milford, Delaware*

*Present Use: Vacant Land*

*Proposed Use: 459 Single Family Units, 0 Duplex Units, 91 Townhouse Units and 150 Apartment Units*

*for a 700-Unit Subdivision*

*Tax Map 1-30-3.00-264.00, 1-30-3.00-264.01, 1-30-6.00-108.00, 1-30-6.00-167.00 thru 558.00, 1-30-6.00-601.00 thru 691.00*

Mr. Pierce reported that building in this community has begun in the past couple of months by Ryan Homes. The applicant is planning some modifications to the subdivision by reducing the number of townhouse units and making them single detached products.

The applicant received Preliminary Major Subdivision and Planned Unit Development approval from City Council on April 23, 2018. The revised major subdivision plan is for Phase I only of the subdivision and includes 364 single family detached units. The applicant has obtained all agency approvals, including DelDOT, Sussex Conservation District, Office of Drinking Water and Fire Marshal, as well as a letter of no objection from the City Engineer for infrastructure.

Any comments discussed during the preliminary process have been addressed.

The Public Notice was published in the Milford Beacon on August 1, 2018 and property owners within 200 feet of the entire subdivision received a notice of the hearing. The Planning Commission held a hearing on August 21, 2018 and recommended approval of the application by unanimous vote.

Mr. Pierce clarified that Phase I involves the front phase and that Phase II was previously recorded. Phase III is in the center portion of the property to the northeast.

Councilman Brooks confirmed this will expand to Old State Road. Mr. Pierce explained that it will eventually, however, there are some items that need to be addressed according to DelDOT.

Timothy Metzner of Davis, Bowen and Friedel, spoke on behalf of the Milford Ponds LLC and reiterated that all agency approvals were received, in addition to a recommendation for approval from the Planning Commission.

Mayor Campbell opened the floor to public comments.

Deborah Contravo of South Walnut Street asked if there are any provisions for units with persons with disabilities and if yes, how many. Mr. Metzner stated that all access and public areas will be ADA compliant, including sidewalks and crossings. Though he is unaware of any ADA designed units at this time, he is confident the builder would be willing to discuss that if any interested buyer who had those specific needs.

Councilman Mergner moved to approve the Final Major Subdivision for Phase I of Milford Ponds LLC, seconded by

Councilwoman Wilson.

Motion carried by the following 6-0 vote:

Mergner-votes to approve based on the materials presented and the information in the packet.

Boyle-votes yes based on the recommendation of the Planning Commission.

Brooks-votes yes based on the Planning Commission and he is glad to see this get started because it was done years ago.

Morrow-votes yes as recommended by the Planning Commission and looks forward to construction.

Starling-votes yes based on the Planning Commissioner's recommendation.

Wilson-votes yes and reiterates Councilman Mergner's comments.

There being no further applications, the Public Hearing was adjourned at 7:40 p.m.

Respectfully submitted,

Terri K. Hudson, MMC  
City Clerk/Recorder

MILFORD CITY COUNCIL  
MINUTES OF MEETING  
August 27, 2018

A Meeting of Milford City Council was held in the Joseph Ronnie Rogers Council Chambers at Milford City Hall on Monday, August 27, 2018.

PRESIDING: Mayor Archie Campbell

IN ATTENDANCE: Councilpersons Christopher Mergner, Mike Boyle, Owen Brooks Jr., Douglas Morrow, James Starling Sr., and Katrina Wilson

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

COUNSEL: City Solicitor David Rutt, Esquire

ABSENT: Councilmembers Lisa Ingram Peel  
Second Ward Council Seat Vacant

CALL TO ORDER

Mayor Campbell called the Council Meeting to order at 7:41 p.m.

INVOCATION AND PLEDGE

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

RECOGNITION

*Proclamation 2018-12/Constitution Week*

Mayor Campbell read the following proclamation into record:

*PROCLAMATION  
2018-12  
CONSTITUTION WEEK IN THE CITY OF MILFORD*

*WHEREAS:*

*September 17, 2018, marks the Two Hundred and Thirty-First Anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention; and*

*The United States Constitution stands as a testament to the tenacity of Americans throughout history to maintain their liberties, freedoms and inalienable rights; and*

*It is fitting and proper to accord official recognition to this magnificent document and its memorable anniversary; and to the patriotic celebrations which will commemorate the occasion; and*

*Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23, 2018 as Constitution Week.*

*Now, Therefore, Be It Proclaimed, that I, Arthur J. Campbell, by virtue of the authority vested in me as Mayor of the City of Milford, do hereby proclaim the week of September 17, 2018 through September 23, 2018 as CONSTITUTION WEEK in the City of Milford and ask our citizens to reaffirm the ideals of the Framers of the Constitution in 1787 by vigilantly protecting the freedoms and privileges guaranteed to us through this guardian of our liberties, remembering that lost rights may never be regained.*

*In Witness Whereof, I have hereunto set my hand and caused the Seal of the City to be affixed hereto this 27th day of August 2018.*

#### COMMUNICATIONS & CORRESPONDENCE

Mr. Norenberg reminded Council that a group photo of Councilmembers will be taken at 6:00 p.m. on Monday, September 10<sup>th</sup> before the Swearing in Ceremony at 7:00 p.m.

SCAT and Delaware League of Local Governments meetings are resuming as of September for anyone interested in attending.

DEMEC is holding their Annual Dinner Meeting for members on Wednesday, September 19, 2018.

Please contact the Deputy City Clerk if you wish to attend any of these upcoming events.

#### UNFINISHED BUSINESS

None.

#### NEW BUSINESS

##### *Alcohol Waiver/Chapter 77/Alcoholic Beverages/Ladybug Festival*

DMI Board President Sara Pletcher provided a synopsis of the event in addition to the following information:

Downtown Milford, Inc. (DMI) is partnering with Gable Music Ventures to expand the popular and successful Ladybug Music Festival to Downtown Milford on Saturday, September 22.

The Ladybug Music Festival is a free block party celebrating women in music that provides a valuable economic boost for the community. The event has taken place exclusively in Wilmington since 2012 and Gable Music Ventures is expanding their operation to Milford. The event is expected to bring 2,500 residents and visitors to our downtown from 3:00 to 9:00 p.m. A total of fifteen different downtown businesses will participate, including Arena's Deli, Park Place Restaurant & Lounge, Lifecycle, Causey Mansion, My Sister's Fault and Riverside Gifts. Seventeen music venues will be showcased in all.

DMI approached Mispillion River Brewing to coordinate and run three bars placed throughout the Festival. They have committed to partner with NKS Distributors to sell MRB beer exclusively along with a small selection of NKS wines and seltzer beverages. No spirits will be sold. With licensed servers throughout, MRB will set up a bar near Dolce, on Park Avenue near the Main Stage and in the Farmers Market Park. A portion of the proceeds will be provided to DMI and will be the only source of funding DMI receives from the event. Since the purpose of this Festival is economic development, they have asked to expand the beer garden boundaries to include all of Walnut Street from South Front to North Front and over to Washington Street via Park Ave. up through the amphitheater area. This will permit attendees to enter stores they couldn't otherwise visit and listen to music inside the Walnut Street venues. A temporary fence will be installed along Washington Street from Park Avenue to the Library and behind Gallery 37 next to the Riverfront Theater in order to restrict alcohol to those areas.

The Gathering License has been requested from 3:00 to 10:00 p.m. to allow for an additional hour during cleanup after last call.

Chief Brown has informed them the department has the funding to pay Milford Police Officers overtime for foot patrol that day. All participants will be carded and wrist banded.

DMI Executive Director Murrie Zlotziver was also present to answer a few technical questions about the event.

Councilman Morrow moved to approve the Alcohol Waiver for the Ladybug Festival on Saturday, September 22, 2018, seconded by Councilman Mergner. Motion carried with a 5-1 vote with Councilman Starling casting the dissenting vote.

*Appropriation/Funding/Sidewalk Inspection Proposal/City Responsibility*

City Manager Norenberg presented the proposal on behalf of Public Works Director Mark Whitfield, who was away at training.

He recalled the Public Works Department has concluded the sidewalk inspection on all collector streets and streets serving public schools. For this area, approximately 2,000 sidewalk blocks were found to be deficient.

At a meeting held July 23<sup>rd</sup> with property owners, they questioned their responsibilities for sidewalk damage caused by meter pits, sewer cleanouts, City-tree roots, hydrants, utility poles or street signs that created safety hazards as a result.

Staff did perform a followup evaluation of the causes and determined the following:

<u>Cause</u>	<u># Blocks</u>	<u>Cost at \$200/block</u>	<u>Cost at \$250/block</u>
Water Meter Pit/Hydrant	83	\$16,600	\$20,750
Utility Pole	36	\$ 7,200	\$ 9,000
Sewer CO/Manhole	2	\$ 400	\$ 500
Tree Roots (from City tree)	64	\$12,800	\$16,000
Street signs	2	\$ 400	\$ 500
<b>Total</b>	<b>187</b>	<b>\$37,400</b>	<b>\$46,750</b>

The Public Works and Finance Committee agreed the City should be responsible for the repair to those blocks as described above. Costs would be divided between General Fund (tree roots and street signs), Water Fund (meter pits and hydrants), Electric Fund (utility poles) and Sewer Fund (cleanouts and manholes).

Mr. Norenberg explained that they wanted to get concurrence from Council before proceeding and providing notification to property owners.

Mr. Whitfield will return with a bid result and the next steps regarding the entire sidewalk program within the next month even though the work would most likely not be done until spring of 2019.

Councilwoman Wilson advised that she has had a number of concerns expressed about the potential hardship this could create for residents who are required to repair their sidewalks. Her response was they wait until they received a letter and if this created a hardship, they could meet with Mr. Norenberg to discuss it.

Mr. Norenberg agreed emphasizing that the City is focusing mainly on sidewalk blocks that have trip hazards and damage that make them unsafe. Public Works is willing to work with the property owner and are more than happy to discuss alternatives. One such alternative involves a company who uses a different process who has contacted the City about possible repairs at a lower cost. In addition, there is a possibility of financing the costs over a five-year period. He emphasized the last thing the City wants is a lot of rumor and fears about this project.

Councilman Brooks said he has a lady he is representing who is ten years older than he is and has a daughter that is very sick. Her letter almost made her have a heart attack. He said she is living on social security and wants to know how she can pay it.

Mr. Norenberg encouraged that resident to wait until she receives a more detailed letter. At the time the letter was sent, no numbers were provided nor specific damage at any address described to prevent that type of reaction. He added that staff is very willing to go to her home and meet with her.

Councilwoman Wilson appreciates that gesture adding that though we are growing as a City, we never want to lose that personal touch of helping our residents and she is very grateful for that.

Councilman Morrow said this has been needed for years and it has been talked about since he and Councilman Brooks were on Council and remembered when both wanted something done before. However, he agrees there is a need to quell the fears and take our time and work out the situations one on one in order to make Milford a safer City.

It was also noted that any projects planned and funded by the City, including curb work, will be completed prior to those

adjacent property owners being notified.

Councilman Morrow feels that at the appropriate time, Council can dive into the minutia of who, where and how this will be funded. Councilman Boyle agreed and pointed out that at this time, we still do not know what the cost will be.

Planning Director Pierce confirmed that sidewalks are included on the list of inspection items for rentals. However, because the programs are unrelated with different priorities, it was put on hold. It could be integrated at a later time and the 400 plus rental inspections that have occurred did not include sidewalk inspections.

Councilman Mergner moved to authorize the funding for sidewalk replacements found to be deficient as a result of water meter pits/hydrants from Water Reserves, sewer cleanouts/manholes from Sewer Reserves, tree roots from City trees from the Street Operating Budget, street signs from the Streets Operating Budget and utility poles from the Electric Fund Reserves, seconded by Councilman Brooks. Motion carried.

*Appropriation/Funding/Cost of Service Study/Water, Wastewater and Solid Waste*

Mr. Norenberg recalled that in 2017, City Council approved a cost of service study for the electric utility. The purpose of the study was to ensure our rate structures were fair and equitable, after which a new rate design was approved.

Several months ago Council had conversations about appropriate fund balances for water, wastewater and solid waste for future needs. That included the possibility of a study to ensure the rates are properly set and adequate reserves are available in each area.

Since that time, the Public Works Department obtained a proposal from Utility Financial Solutions, Incorporated to complete a Cost of Services and Rate Design Study for Water, Wastewater, and Solid Waste. Staff recommends Council consider the study for several reasons:

1. To determine if the rate structure is fair to all users.
2. To determine if rates meet both operating as well as future capital needs.
3. To determine if adequate reserves are being held in each account to adequately meet future infrastructure improvements.
4. To determine if rates meeting the needs of associated debt repayment.

The recommendation from the Public Works and Finance Committee is to proceed and move ahead with the allocation for the project as follows:

Water Reserves - \$12,500  
Sewer Reserves - \$12,500  
Solid Waste Operating Budget - \$9,000

When asked why this can't be done in house, Mr. Norenberg explained this is a very detailed analysis as is described in the proposal included in the packet. City Staff can write a policy but the intent is to ensure a fair rate structure that will adequately meet any future capital needs.

Councilman Morrow pointed out that this study may determine that our fees are higher than necessary or that there is too much money in reserves. Therefore, it could result in a rate decrease and does not necessarily mean our rates will increase.

Councilman Brooks recalled that when five new police officers were being considered at a cost of \$1.8 million, the money was going to be taken from the water reserves. That tells him there is a lot of money in it.

Councilman Morrow does not like studies that cost money, but the right dollar amount needs to be determined. In addition, it will provide an independent third party opinion. Councilmembers agreed and recalled that electric rates that were decreased following the electric utility study.

Councilman Brooks does not think that is why the rates went down. He then referenced a newspaper article stating Delmarva Power is having to refund millions of dollars to its customers. Mr. Norenberg agreed adding that was the result of a tax bill

passed in December and because the City of Milford is tax exempt, we have no tax status and do not qualify.

It was confirmed that new tax bill only impacts Delmarva Power customers who purchase power. The City of Milford purchases its power through DEMEC.

Councilman Brooks noted that a lot of our rates are due to the long term loans the City took out.

Councilman Morrow responded that he does not want to spend the money either, but feels there is a need for a consultant's opinion of what the City reserves should be. Councilman Boyle agreed adding it will also provide a long term projection of where we should be and provide a foundation and a better budget in the coming years. It has already proven its worth in the electric study.

Mayor Campbell said the bottom line is we do not have the in-house expertise to handle this.

Councilman Brooks has no problem with the study other than we seem to have one study done after another.

Councilman Morrow recommends going back to the contractor to see if the cost can be reduced.

Mr. Norenberg recommends a not-to-exceed amount. He will then review the proposal to see if anything can be done to lower the total costs. This will allow the project to move forward. Council will not have to approve the actual contract because it is under \$50,000 though the funding authorization is needed.

Councilman Morrow suggests this be postponed until the next Council meeting; Council agreed.

Councilwoman Wilson moved to defer the appropriation of funding for this project until the September 10, 2018, seconded by Councilman Boyle. Motion carried.

*Introduction/Ordinance 2018-21/Chapter 55/Personnel Code/Sick Leave*

City Manager Norenberg introduced the following ordinance:

ORDINANCE 2018-21  
CODE OF THE CITY OF MILFORD  
PART I-ADMINISTRATION LEGISLATION  
CHAPTER 55 PERSONNEL

WHEREAS, Chapter 55 of the City of Milford Code governs personnel practices for all City of Milford employees; and

WHEREAS, the City Council for the City of Milford desires to update Chapter 55 to comply with current personnel practices as set forth herein; and

WHEREAS, the Sick Leave provision does not include time off for medical appointments.

NOW, THEREFORE, THE CITY OF MILFORD HEREBY ORDAINS:

Section 1. Section 7, Employee Benefits, Subsection 7.2, Sick Leave of Chapter 55, Personnel is hereby amended in the following respect:

Section 2. Section 7.2, Sick Leave, is hereby amended to read as indicated (new language will be bold and underlined):

**7.2 SICK LEAVE**

Regular, full-time employees (including introductory employees) will be provided with paid sick leave benefits for periods of temporary absence due to illness or injuries. Sick leave benefits will accrue at the rate of eight (8) hours per month and can accumulate up to a maximum of 1,040 hours.

An eligible employee may use sick leave benefits for an absence due to illness or injury sustained by either that employee or a family member. **An eligible employee may also use sick leave benefits for a personal or family member medical appointment.** For this section, family member shall mean: employee's spouse, parent, child, step-child, grandparents, grandchildren or siblings.

Section 3. Dates.

Introduction: August 27, 2018

Adopted: September 10, 2018

Effective date shall be ten days following adoption.

#### EXECUTIVE SESSION

Councilmember Mergner moved to go into Executive Session reference the below statutes, seconded by Councilmember Wilson:

*Pursuant to 29 Del. C. 29 §10004(b)(4) Collective Bargaining Matters*

*Pursuant to 29 Del. C. 29 §10004(b)(2) Site Acquisition*

Motion carried.

Mayor Campbell recessed the Council Meeting at 8:22 p.m. for the purpose as is permitted by the Delaware Freedom of Information Act.

*Return to Open Session*

Council returned to Open Session at 8:29 p.m.

*MPD Teamsters Negotiations*

*Purchase of Land*

Mayor Campbell announced that no formal action was required.

#### ADJOURNMENT

There being no further business, Councilmember Wilson moved to adjourn the Council Meeting, seconded by Councilmember Boyle. Motion carried.

The Council Meeting adjourned at 8:31 p.m.

Respectfully submitted,

Terri K. Hudson, MMC  
City Clerk/Recorder

# City of Milford



## PROCLAMATION

2018-14

### NATIONAL SUICIDE PREVENTION AWARENESS WEEK

- WHEREAS, September is known around the United States as National Suicide Prevention Awareness Month and is intended to help promote awareness surrounding each of the Suicide Prevention resources available to us and our community. The simple goal is to learn how to help those around us and how to talk about suicide without increasing the risk of harm; and
- WHEREAS, Suicidal thoughts can affect anyone regardless of age, gender, race, orientation, income level, religion, or background; and
- WHEREAS, According to the Center for Disease Control, each year more than 41,000 people die by suicide; and
- WHEREAS, Suicide is the tenth leading cause of death among adults in the US, and the second leading cause of death among people aged 10-24; and
- WHEREAS, The City of Milford is no different than any other community in the country, but chooses to publicly state and place our full support behind local educators, mental health professionals, athletic coaches, pack leaders, police officers, and parents, as partners in supporting our community in simply being available to one another; and
- WHEREAS, Organizations like the National Suicide Prevention Lifeline and the American Foundation for the Prevention of Suicide are on the front lines of a battle that many still refuse to discuss in public, as suicide and mental illness remain too taboo a topic to speak on; and
- WHEREAS, Every member of our community should understand that throughout life's struggles, we all need the occasional reminder that we are all silently fighting our own battles; and
- WHEREAS, I encourage all residents to take the time to inquire as to the well being of their family, friends, and neighbors over the next few days and to genuinely convey their appreciation for their existence by any gesture they deem appropriate. A simple phone call, message, handshake, or hug can go a long way towards helping someone realize that suicide is not the answer.

**Now, Therefore, Be It Resolved,** that I, Arthur J. Campbell, by virtue of the authority vested in me as Mayor of the City of Milford, do hereby proclaim the month of September 2018, as National Suicide Prevention Awareness Month in the City of Milford.

**In Witness Whereof,** I have hereunto set my hand and caused the Seal of the City to be affixed hereto this 10<sup>th</sup> day of September 2018.

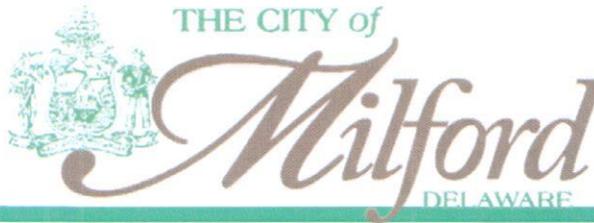
Mayor Arthur J. Campbell

Attest:

City Clerk Teresa K. Hudson



OFFICE OF THE CHIEF OF POLICE  
KENNETH L. BROWN  
kenneth.brown@cj.state.de.us



400 NE Front Street  
Milford Delaware 19963  
302.422.8081 Fax 302.424.2330

TO: Mayor and Members of City Council  
FROM: Kenneth L. Brown, Chief of Police *KLB*  
DATE: September 6, 2018  
RE: Activity Report/Aug 2018

### MONTHLY STATS:

A total of 637 arrests were made by the Milford Police Department during August 2018. Of these arrests, 161 were for criminal offenses and 476 for traffic violations. Criminal offenses consisted of 36 felonies and 125 misdemeanors. Traffic violations consisted of 221 Special Duty Radar, 2 Drunk-Driving charges, 253 other.

Police officers investigated 66 accidents during the month and issued 111 written reprimands. In addition, they responded to 1,408 various complaints including city requests and other agency assistance.

### MONTHLY ACTIVITIES:

#### Chief of Police –

Met with Mr. Joe Cook with Growmark on August 1, 2018, to discuss security issues.

Held a conference call Demo with Jeff Sanders and other staff member to review the Power DMS program on August 1, 2018.

Attended a conference call with Gary Simpler in reference to contract negotiations between the City of Milford and the General Teamsters Local 326 on August 1, 2018.

Attended Perdue's Community Relations Luncheon at Abbott's Grill on August 2, 2018.

Met with Downtown Milford Incorporated on August 7, 2018, in reference to the Lady Bug Festival.

Met with FirstNet and AT&T on August 7, 2018, in reference to FirstNet Deployment.

Attended the 24<sup>th</sup> Annual Milford Night Out event held at Bicentennial Park on August 7, 2018.

Toured the White House with other Sussex County Chiefs on August 8, 2018.

Attended the Milford Senior Center Board Meeting & Luncheon held at the Milford Senior Center on August 9, 2018.

Presented at the community forum held on August 10, 2018, at the First Presbyterian Church in reference to a new building for the Police Department.

Met with the City Manager and Human Resources on August 13, 2018, in reference to the hours & pay for Crossing Guards for the 2018-2019 school year.

Met with Jim Liguori on August 13 & 14, 2018 in reference to an internal investigation.

Interviewed potential candidates to attend the New Castle County Police Academy in December 2018. Last month it was noted that four candidates were hired to attend the DSP Academy. Due to a disqualifying factor there are now only three cadets attend the DSP Academy starting September 9, 2018.

Met with Police & City Staff and property owners at Seabury Avenue to discuss the placement of a permanent Radar/Speed Sign on August 23, 2018.

Teleconference with Attorney on August 30, 2018, in reference to pending lawsuit.

### **Training** –

Two officers attended Emergency Vehicle Operators Training held at the Delaware State Police Academy on August 7, 2018.

### **SRO** –

The 24th Annual Milford's Night Out was held on August 7, 2018. This year's event was once again a success with plans for the 25th annual event already starting.

Sgt. Masten conducted intruder training for the staffs of Vision Quest, Kids First Academy, and Brandywine Counseling.

Sgt. Masten, S/Corporal Bloodsworth, and Pfc. Stanton all attended the annual Back to School Block Party on Truitt Avenue.

Sr. Corporal Bloodsworth conducted intruder training for the staffs at Mispillion Elementary, Banneker Elementary, and Lulu Ross Elementary.

### **K9 Unit** –

For the month of August 2018 the Milford Police Department K9 unit had the following stats:

- Utilized 18
- Building Searches 3
- Foot Patrols 5

- Assist Other Agency 2
- Tracks 1
- Crowd Control 2
- Demo 1
- Drug Sniff 2

**Seized Items**

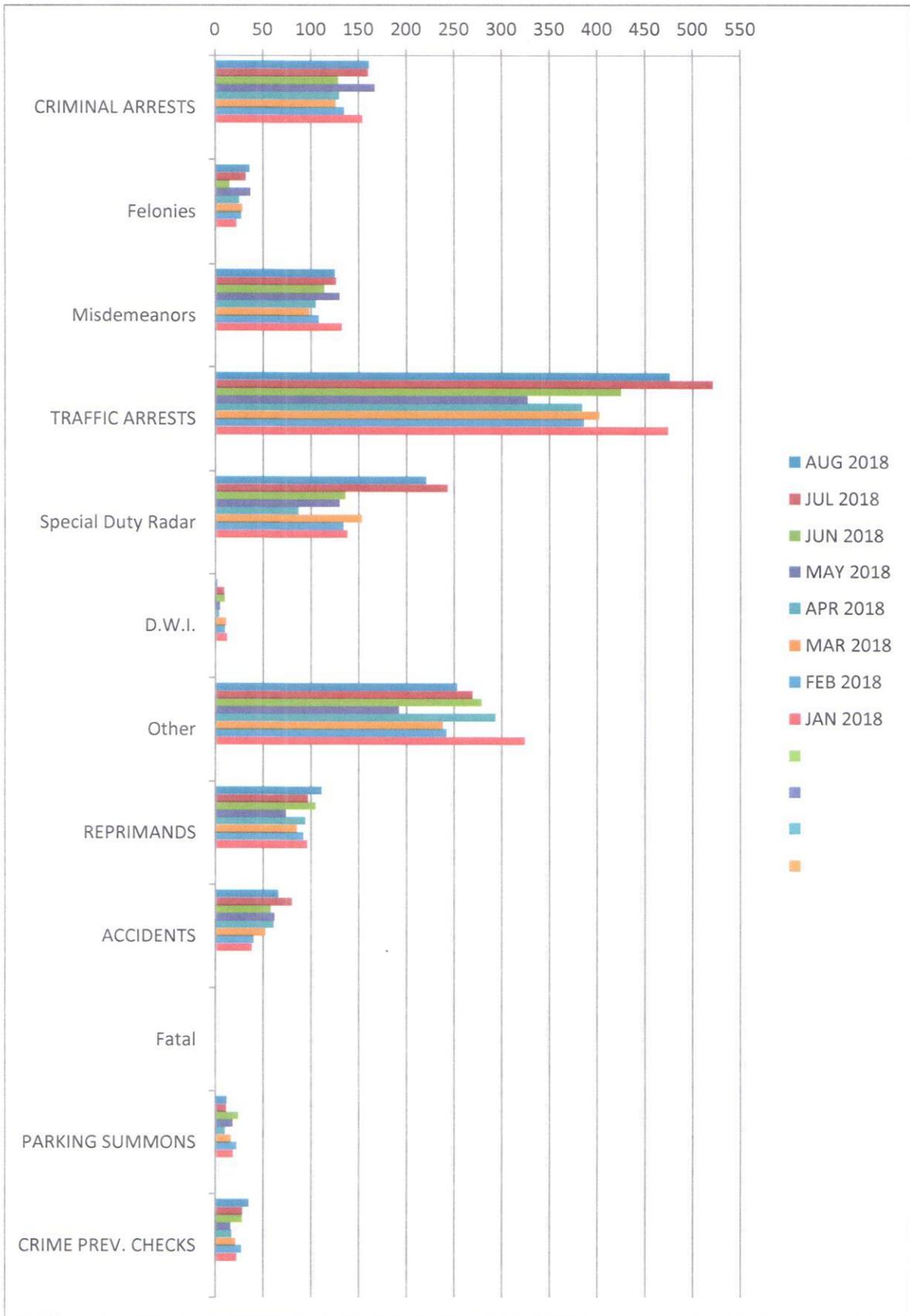
**Amount**

**Value**

- Heroin .42 grams
- Marijuana 3.2 grams
- Other Paraphernalia, Vehicle

AUG 2018 ACTIVITY REPORT

	AUG 2018	TOTAL 2018	AUG 2017	TOTAL 2017
COMPLAINTS	1408	9987	1394	9635
CRIMINAL ARRESTS	161	1162	220	1206
Felonies	36	222	36	186
Misdemeanors	125	938	184	1015
TRAFFIC ARRESTS	476	3395	499	3175
Special Duty Radar	221	1242	180	844
D.W.I.	2	63	1	31
Other	253	2090	318	2300
REPRIMANDS	111	754	148	909
ACCIDENTS	66	457	72	436
Fatal	0	1	0	0
PARKING SUMMONS	12	131	7	107
CRIME PREV. CHECKS	35	194	7	183
FINES RECEIVED	\$9,102.72	\$ 66,509.05	\$ 7,496.11	\$ 69,463.68





## City Manager's Report September 10, 2018

### **FINANCE DEPARTMENT**

#### *Customer Service Division*

Payment Plan/Delinquent/New Accounts/Terminated Accounts	
Payment Plans Arranged	333
Sent to Collections	0
Delinquent Notices Mailed	1,577
Disconnect for Non-Payment	141
Accounts Not Re-Connected	14
Door Tags (requesting customer contact us)	11
Final Bills Mailed	62
New Services Set Up	148
Services Terminated	94
Total	2,380

Payments Processed	
Cash	\$184,117.34
Check	\$2,584,256.26
Money Orders	\$ 9,800.59
Direct Deposit Payments	\$661,808.09
Credit Card (Utilities)	\$129,604.56
Online Credit Card (Utilities)	\$350,775.20
Online Credit Card (Taxes)	\$4,475.79
Online E-Check (Utilities)	\$117,948.00
Online E-Check (Taxes)	\$2,861.98
City Accounts	\$46,370.63
Total	\$4,092,018.44

- We continue to have issues with the smart meters not reading and communicating with the software. Multiple hours are spent on the phone with the two software companies.
- Ms. Aisha Young, who is a contracted, temporary employee (Customer Service Floor Supervisor) started in August. She has been observing floor staff and we look forward to her recommendations on how to improve processes.

Accounts Billed for the Month	
Residential	6,042
Small General	746
Medium General Service	367
Contract Services	3
Large General Service	6
General Service Primary	14
City Accounts	52
Lights: Street/Security	177
Total	7,407

#### *Information Technology Division*

Issues Addressed	
Administration/Council	7
Customer Service	31
Finance	10
Parks & Recreation	2
Planning	4
Police	1
Public Works	15
Information Technology	39
Vendor/3 <sup>rd</sup> Party	24
Total	133

- Does not include routine maintenance items such as changing back up tapes, performing morning systems checks, etc.

## **PARKS & RECREATION DEPARTMENT**

### *Parks Division*

- The Riverwalk decking removal and replacement project continued through August. The big priority in August was to get the pedestrian bridges in Bicentennial Park completed before the Freedom Festival. Both bridges had all the old wooden boards removed and replaced with new. Work continues into September with the removal and replacement on the other two pedestrian bridges. Following the bridges, work will begin on the elevated areas on the Riverwalk with removal and replacement of the new composite deck material.
- Park crews assisted Milford Police Department in their successful “Night Out” event by sprucing up Bicentennial Park. Many hours were spent cutting grass, weed eating, trimming bushes, picking up trash and cleaning up the parking lots in preparation for the event.
- The “Running of the Goat” 5k required preparation of Goat Island. An additional 40 yards of donated wood chips were spread on the Island trail for the runners by Park staff. Crews also ensured the entire 5k course along the Riverwalk was in top condition.
- The Department took possession of a new tractor which was approved as part of the capital improvement plan. It will be used primarily at the sports fields but is very versatile with the ability to swap out different attachments.
- A meeting was held with DMI to discuss Parks & Rec role in the up and coming “Ladybug” festival and it was established that we will responsible for trash removal.



### *Recreation Division*



- The annual “Challenger” soccer camp took place the week of August 6<sup>th</sup>-10<sup>th</sup> with 25 participants age 6-12.
- Registration for our fall programs began on Saturday August 11 with a variety of fall programs. New colorful fall brochures were created, printed and were delivered to the local schools to be given out the first week of school.
- Preseason soccer practices began late August.
- Parks & Rec supervisors attended an informative training session held by HR on supervision, leadership and ethics. All who attended thought this was effective training and look forward to similar sessions.



- Staff also attended an information session on the new Swiftreach 911 system. We feel that this could be another tool which our department could use to effectively communicate with our citizens.
- The Department Director successfully completed the National Recreation and Parks Association program and graduated with honors.

## **PLANNING & DEVELOPMENT DEPARTMENT**

### *Building Inspections & Permitting Division*

<b>Building Permits Issued</b>	
Commercial Foundation	0
Commercial Building Permit	4
Construction / Office Trailer	1
Demolition	2
Residential New Construction	37
Residential Renovation/Accessory Structure	10
Roof/Siding	7
Sign	8
Solar Panels	1
Utility (Electric/Water)	1
<b>Total</b>	<b>71</b>

### *Economic Development Division*

<b>Downtown Development District</b>	<b>Investment since 09/16</b>
Private Developers & Homeowners Investment	\$9,154,491.00
State of DE Grants (Reserved or Received)	\$1,205,290.00
Kent/Sussex County Matching Grants	\$21,500.00
City Fee Waivers/Tax Abatements	\$126,700.44

### *Code Enforcement & Licensing Division*

<b>Case Activity</b>		<b>Case Violations</b>		<b>Inspections &amp; Licensing</b>	
New Cases	33	Abandoned Vehicle	1	Rental Licenses Issued	2
Closed Cases	20	Dangerous Tree	0	Vendor Licenses Issued	0
Open at Start of Month	237	Furniture	3	Contractors Licenses Issued	31
Open at End of Month	222	Generic	2		
		Property Maintenance	3		
		Rubbish/Garbage	2		
		Weeds & Grass	22		
		Zoning Use	0		
		<b>Total</b>	<b>33</b>		

*\*171 of the 237 Open Cases are for tall grass which stay open the entire growing season.*

- 397 of the 784 rental units in Sussex County have been inspected since March 1, 2018 (approximately 51%). Approximately 81% of these units comply.
- The new Code Enforcement Official II will be starting September 17. The Director interviewed candidates for the vacant Building Code Official position is in the process of selecting.

*Planning & Zoning Division*

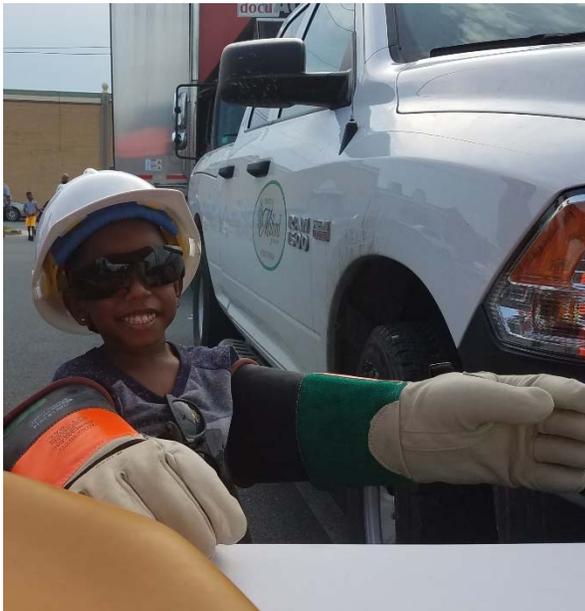
- The Planning Commission met during the month of August and approved a revised final major subdivision for Milford Ponds – Phase I, granted an extension for the Crop Production Services final site plan, discussed changes to Chapter 130 Floodplain.
- The Planning Commission will begin holding workshops to review and update the City’s sign code. The City has invited representatives from DMI, the Chamber of Commerce and local sign companies to provide input on the code amendments.
- The Director continues to work on code amendments to Chapter 200 which would give the him administrative approval rights for minor subdivisions, lot line adjustments and other minor land use applications.
- The Director is working on code amendments to implement the Transfer of Development Rights (TDR) program outlined in the City’s Comprehensive Plan. He is working with the Delaware Department of Agriculture (DDA) to prepare materials for a presentation to City Council in late September or early October.
- The Board of Adjustment met during the month of August to review sixteen variance requests related to the 200 NW Front Street redevelopment project. This project proposes to subdivide land located along the north side of NW Front Street between West Street and N Church Street into eight townhouse lots. The Board approved the variances related to the eight townhouse units but denied the requests related to an additional single-family lot.
- The Director met with DelDOT and Sussex County regarding the proposed Southeast Neighborhood Transportation Improvement District (TID) in an effort to move this Comprehensive Plan goal forward.
- Met with DART, Bayhealth, Nemours and Nationwide to finalize revisions to the local transit loop that currently serves Milford in advance of Bayhealth’s transition to the new Sussex Health Campus.
- Met with representatives of the Delaware Bike Council regarding a Cycling Innovation Grant submitted by the City to improve cycling infrastructure along Marshall Street, SE Second Street and Franklin Street.

**PUBLIC WORKS DEPARTMENT**

*Electric Division*

Power Outages	>100*
Poles Replaces (due to age, rot or damage)	6
Closed Work Orders	11
Trouble Service Calls	33
After Hours Calls	12
New Electric Service Installed	5
Preventative Maintenance/Trees Trimmed	8
Miss Utility Locates	325

- \*A violent thunderstorm came through Milford on August 31 at approximately 12:30 p.m. with high winds, dangerous lightning and torrential rain which caused flooding. Storm caused multiple power outages from blown fuses throughout the entire City, affecting >100 residents. Areas that were affected included: Brightway Commons, Orchard Hill, Hearthstone Manor, Cedar Beach Rd and SeaWatch. The public works building sustained flooding in several offices, and a possible lightning strike, which came through the cable co-ax.
- Three staff members completed LTAP Step #5 of the Lineman Apprentice Training in Palmyra, VA.
- Three staff members participated in the Police Department’s National Night Out. 100 bags were handed out to adults that included led bulbs, energy efficiency tips, storm preparation information, lightning safety, and SwiftReach information. 150 bags were handed out to kids that included electrical safety activity books, crayons, stickers and energy efficiency tips. Children were presented the opportunity to “Dress Like a Lineman” by trying on gloves, sleeves, hard hats, safety glasses and learn about various hand tools that Lineman use every day.



*Engineering Division*

- The Sidewalk Inspection Program bid opening was held; results to be discussed by City Council.
- The final walkthrough inspection for the Matlinds Estates Pavement Repair Project has been completed.
- Meeting held with multiple department staff regarding the ongoing City Hall basement flooding issues to discuss what has been evaluated and what needs to be done to determine the root cause of the flooding.
- SE Regional Pump Station Project nears completion.
- Shawnee Acres Pump Station Improvement Project to begin construction in coming months.
- SE Second Street Utility Improvements Project is being prepped for bid.
- City Construction Standards updates continue to be drafted.
- Bayhealth Campus work continues with water being provided for startup testing of stormwater pumping system, comments being provided for final site plan approval and meetings to discuss required utility extension, submetering of electric and water utilities for the Nemours medical office building.
- Reviewed and provided comments or met with the Planning Department on the following projects: Silicato Parkway subdivision, Milford Ponds, Mispillion Landing, Swain property and Watergate.

*Public Service Division*

Bulk Pick Ups	48
Brush Collections	6
New Service Deliveries	
Trash	12
Recycle	14
Yard Waste	11
Change Container Size	7
Damaged/Replaced Container	95

- Streets crews cleared storm drains and removed downed limbs after the storm.
- Discolored water issues reported at Meadows of Shawnee; found to be result of the new hospital site filling two very large tanks.

**CITY OF MILFORD  
FUND BALANCES REPORT**

Date: July 2018

Cash Balance - General Fund Bank Balance	2,019,961
Cash Balance - Electric Fund Bank Balance	5,518,293
Cash Balance - Water Fund Bank Balance	1,696,439
Cash Balance - Sewer Fund Bank Balance	562,638
Cash Balance - Trash Fund Bank Balance	108,626

	<u>General Improvement</u>	<u>Municipal Street Aid</u>	<u>Real Estate Transfer Tax</u>	<u>Economic Development Fund</u>
Beginning Cash Balance	441,233	119,084	2,432,179	\$418,308
Deposits			56,022	
Interest Earned this Month	452	153	3,201	
Disbursements this Month	(8,983)		(41,667)	
Investments				
Ending Cash Balance	\$432,702	\$119,237	\$2,449,735	\$418,308

	<u>GF Capital Reserves</u>	<u>Water Capital Reserves</u>	<u>Sewer Capital Reserves</u>	<u>Electric Reserves</u>
Beginning Cash Balance	2,783,288	8,109,765	3,768,999	9,288,223
Deposits				
Interest Earned this Month	2,114	6,161	2,863	7,383
Disbursements this Month	(233)	(678)	(315)	(150,358)
Investments				
Ending Cash Balance	\$2,785,169	\$8,115,248	\$3,771,547	\$9,145,248

	<u>Water Impact Fee</u>	<u>Sewer Impact Fee</u>	<u>Electric Impact Fee</u>
Beginning Cash Balance	1,987,572	\$1,257,773	\$572,815
Deposits	35,631	\$18,831	\$7,200
Interest Earned this Month			
Disbursements this Month			
Investments			
Ending Cash Balance	\$2,023,203	\$1,276,604	\$580,015

**INTEREST THROUGH THE FIRST MONTH OF THE FISCAL YEAR:**

General Fund	2,608	Water Fund	2,174
GF Capital Reserves	2,114	Water Capital Reserves	6,161
Municipal Street Aid	153	Sewer Fund	721
Real Estate Transfer Tax	3,201	Sewer Capital Reserves	2,863
Electric Fund	7,072	Trash Fund	139
Electric Reserves	7,383		

TOTAL INTEREST EARNED TO DATE \$22,531

**REVENUE REPORT**

Page Two

Date: July 2018

8% of Year Expended

ACCOUNT	AMOUNT BUDGETED	MTD	YTD	YTD%
Economic Development Fund	125,000	45,415	45,415	36.33%
General Fund Reserves	500,500	0	0	0.00%
Realty Transfer Tax-Police	500,000	41,667	41,667	8.33%
Real Estate Tax	3,927,717	14,742	14,742	0.38%
Business License	50,000	1,200	1,200	2.40%
Rental License	85,000	350	350	0.41%
Building Permits	160,000	14,485	14,485	9.05%
Planning & Zoning	15,000	5,160	5,160	34.40%
Grasscutting Revenue	16,000	2,000	2,000	12.50%
Police Revenues	462,485	47,616	47,616	10.30%
Misc. Revenues	376,065	19,953	19,953	5.31%
Transfers From	3,370,720	280,893	280,893	8.33%
<b>Total General Fund Revenues</b>	<b>\$9,588,487</b>	<b>\$473,481</b>	<b>\$473,481</b>	<b>4.94%</b>
Water Revenues	2,848,500	274,936	274,936	9.65%
Sewer Revenues	2,606,500	241,271	241,271	9.26%
Kent County Sewer	1,850,000	174,088	174,088	9.41%
Solid Waste Revenues	1,178,243	93,935	93,935	7.97%
Electric Revenues	25,125,000	2,504,916	2,504,916	9.97%
<b>TOTAL REVENUES</b>	<b>\$43,196,730</b>	<b>\$3,762,627</b>	<b>\$3,762,627</b>	<b>8.71%</b>
YTD Enterprise Expense		(12,391)		
YTD Enterprise Revenue		7,288		
LTD Carlisle Fire Company Building Permit Fund		144,857		

**EXPENDITURE REPORT**

Page Three

Date: July 2018

8% of Year Expended

ACCOUNT	AMOUNT BUDGETED	MTD	YTD	YTD%	UNEXPENDED BALANCE
<b>City Manager</b>					
Personnel	522,678	\$25,877	25,877	4.95%	496,801
O&M	117,430	\$5,825	5,825	4.96%	111,605
Capital	0	\$0	0		0
<b>Total City Manager</b>	<b>\$640,108</b>	<b>\$31,702</b>	<b>\$31,702</b>	<b>4.95%</b>	<b>608,406</b>
<b>Planning &amp; Zoning</b>					
Personnel	145,345	\$8,996	8,996	6.19%	136,349
O&M	38,475	\$3,736	3,736	9.71%	34,739
Capital	0	\$0	0		0
<b>Total P, C &amp; I</b>	<b>\$183,820</b>	<b>\$12,732</b>	<b>\$12,732</b>	<b>6.93%</b>	<b>171,088</b>
<b>Code Enforcement &amp; Inspections</b>					
Personnel	312,525	\$8,440	8,440	2.70%	304,085
O&M	51,050	\$2,075	2,075	4.06%	48,975
Capital	0	\$0	0		0
<b>Total P, C &amp; I</b>	<b>\$363,575</b>	<b>\$10,515</b>	<b>\$10,515</b>	<b>2.89%</b>	<b>353,060</b>
<b>Council</b>					
Personnel	31,230	\$1,492	1,492	4.78%	29,738
O&M	55,000	\$16	16	0.03%	54,984
Council Expense	17,500	\$7,275	7,275	41.57%	10,225
Contributions	175,500	\$75,500	75,500	43.02%	100,000
Codification	10,000	\$3,888	3,888	38.88%	6,112
Employee Recognition	21,000	\$0	0	0.00%	21,000
Insurance	18,200	\$4,349	4,349	23.90%	13,851
Christmas Decorations	10,000	\$0	0	0.00%	10,000
Economic Development	5,000	\$415	415	8.30%	4,585
Resident Survey	15,000	\$0	0	0.00%	15,000
Kent Economic Partnership	30,000	\$0	0	0.00%	30,000
Repair Parking Lot	15,000	\$0	0	0.00%	15,000
Armory Expenses	12,000	\$1,356	1,356	11.30%	10,644
Capital	30,400	\$0	0	0.00%	30,400
<b>Total Council</b>	<b>\$445,830</b>	<b>\$94,291</b>	<b>\$94,291</b>	<b>21.15%</b>	<b>351,539</b>
<b>Finance</b>					
Personnel	427,660	\$27,289	27,289	6.38%	400,371
O&M	84,850	\$2,844	2,844	3.35%	82,006
Capital	0	\$0	0		0
<b>Total Finance</b>	<b>\$512,510</b>	<b>\$30,133</b>	<b>\$30,133</b>	<b>5.88%</b>	<b>482,377</b>
<b>Information Technology</b>					
Personnel	159,366	\$9,507	9,507	5.97%	149,859
O&M	200,450	\$8,933	8,933	4.46%	191,517
Capital	49,000	\$9,692	9,692	19.78%	39,308
<b>Total Information Technology</b>	<b>\$408,816</b>	<b>\$28,132</b>	<b>\$28,132</b>	<b>6.88%</b>	<b>380,684</b>

**EXPENDITURE REPORT****Page Four**

Date: July 2018

8% of Year Expended

ACCOUNT	AMOUNT BUDGETED	MTD	YTD	YTD%	UNEXPENDED BALANCE
<b>Police Department</b>					
Personnel	4,199,720	\$247,298	247,298	5.89%	3,952,422
O&M	541,888	\$45,057	45,057	8.31%	496,831
Capital	95,100	\$0	0	0.00%	95,100
<b>Total Police</b>	<b>\$4,836,708</b>	<b>\$292,355</b>	<b>\$292,355</b>	<b>6.04%</b>	<b>4,544,353</b>
<b>Streets &amp; Grounds Division</b>					
Personnel	394,200	\$23,028	23,028	5.84%	371,172
O&M	444,305	\$22,952	22,952	5.17%	421,353
Capital	182,000	\$0	0	0.00%	182,000
<b>Total Streets &amp; Grounds</b>	<b>\$1,020,505</b>	<b>\$45,980</b>	<b>\$45,980</b>	<b>4.51%</b>	<b>974,525</b>
<b>Parks &amp; Recreation</b>					
Personnel	701,515	\$57,303	57,303	8.17%	644,212
O&M	286,100	\$22,163	22,163	7.75%	263,937
Capital	189,000	\$28,713	28,713	15.19%	160,287
<b>Total Parks &amp; Recreation</b>	<b>\$1,176,615</b>	<b>\$108,179</b>	<b>\$108,179</b>	<b>9.19%</b>	<b>1,068,436</b>
<b>Total General Fund</b>					
<b>Operating Budget</b>	<b>\$9,588,487</b>	<b>\$654,019</b>	<b>\$654,019</b>	<b>6.82%</b>	<b>8,934,468</b>

**EXPENDITURE REPORT**

Page Five

Date: July 2018

8% of Year Expended

ACCOUNT	AMOUNT BUDGETED	MTD	YTD	YTD%	UNEXPENDED BALANCE
<b>Water Division</b>					
Personnel	269,170	\$14,612	14,612	5.43%	254,558
O&M	1,216,187	\$99,981	99,981	8.22%	1,116,206
Capital	1,033,378	\$0	0	0.00%	1,033,378
Debt Service	329,765	\$0	0	0.00%	329,765
<b>Total Water</b>	<b>\$2,848,500</b>	<b>\$114,593</b>	<b>\$114,593</b>	<b>4.02%</b>	<b>2,733,907</b>
<b>Sewer Division</b>					
Personnel	267,659	\$13,803	13,803	5.16%	253,856
O&M	1,201,036	\$136,600	136,600	11.37%	1,064,436
Capital	742,315	\$0	0	0.00%	742,315
Debt Service	395,490	\$12,735	12,735	3.22%	382,755
<b>Sewer Sub Total</b>	<b>\$2,606,500</b>	<b>\$163,138</b>	<b>\$163,138</b>	<b>6.26%</b>	<b>2,443,362</b>
Kent County Sewer	1,850,000	\$174,092	174,092	9.41%	1,675,908
<b>Total Sewer</b>	<b>\$4,456,500</b>	<b>\$337,230</b>	<b>\$337,230</b>	<b>7.57%</b>	<b>4,119,270</b>
<b>Solid Waste Division</b>					
Personnel	355,828	\$21,142	21,142	5.94%	334,686
O&M	822,415	\$98,209	98,209	11.94%	724,206
Capital	0	\$0	0	0.00%	0
<b>Total Solid Waste</b>	<b>\$1,178,243</b>	<b>\$119,351</b>	<b>\$119,351</b>	<b>10.13%</b>	<b>1,058,892</b>
<b>Total Water, Sewer Solid Waste</b>	<b>\$8,483,243</b>	<b>\$571,174</b>	<b>\$571,174</b>	<b>6.73%</b>	<b>7,912,069</b>
<b>Electric Division</b>					
Personnel	1,394,940	\$79,797	79,797	5.72%	1,315,143
O&M	2,055,683	\$147,076	147,076	7.15%	1,908,607
Transfer to General Fund	2,500,000	\$208,333	208,333	8.33%	2,291,667
Capital	554,412	\$2,200	2,200	0.40%	552,212
Debt Service	319,965	\$0	0	0.00%	319,965
<b>Electric Sub Total</b>	<b>\$6,825,000</b>	<b>\$437,406</b>	<b>\$437,406</b>	<b>6.41%</b>	<b>6,387,594</b>
Power Purchased	18,300,000	\$1,681,476	1,681,476	9.19%	16,618,524
<b>Total Electric</b>	<b>\$25,125,000</b>	<b>\$2,118,882</b>	<b>\$2,118,882</b>	<b>8.43%</b>	<b>23,006,118</b>
<b>TOTAL OPERATING BUDGET</b>	<b>\$43,196,730</b>	<b>\$3,344,075</b>	<b>\$3,344,075</b>	<b>7.74%</b>	<b>39,852,655</b>

**INTERSERVICE DEPARTMENTS REPORT**

Page Six

Date: July 2018

ACCOUNT	AMOUNT BUDGETED	MTD	YTD	8 % of Year Expended	UNEXPENDED BALANCE
				YTD%	
<b>Garage</b>					
Personnel	91,215	6,137	6,137	6.73%	85,078
O&M	106,393	9,573	9,573	9.00%	96,820
Capital	50,000	16,855	16,855	33.71%	33,145
<b>Total Garage Expense</b>	<b>\$247,608</b>	<b>32,565</b>	<b>\$32,565</b>	<b>13.15%</b>	<b>215,043</b>
<b>Public Works</b>					
Personnel	554,980	33,649	33,649	6.06%	521,331
O&M	206,055	13,977	13,977	6.78%	192,078
Capital	10,000	0	0	0.00%	10,000
<b>Total Public Works Expense</b>	<b>\$771,035</b>	<b>47,626</b>	<b>\$47,626</b>	<b>6.18%</b>	<b>723,409</b>
<b>Billing &amp; Collections</b>					
Personnel	559,820	34,974	34,974	6.25%	524,846
O&M	225,650	18,353	18,353	8.13%	207,297
Capital	20,000	0	0		20,000
<b>Total Billing &amp; Collections</b>	<b>\$805,470</b>	<b>53,327</b>	<b>\$53,327</b>	<b>6.62%</b>	<b>752,143</b>
<b>City Hall Cost Allocation</b>					
Personnel	0				0
O&M	45,800	4,048	4,048	8.84%	41,752
Capital	0				0
<b>Total City Hall Cost Allocation</b>	<b>\$45,800</b>	<b>4,048</b>	<b>\$4,048</b>	<b>8.84%</b>	<b>41,752</b>

ALL COSTS SHOWN ON PAGE 6 ARE ALSO INCLUDED IN THE VARIOUS DEPARTMENTS LISTED ON PAGES 3-5 OF THE EXPENDITURE REPORT WHO UTILIZE THE SERVICES OF THE DEPARTMENTS LISTED ABOVE. INTERSERVICE FUNDS ARE ENTIRELY FUNDED BY OTHER CITY DEPARTMENTS.



Dear Members ~

DEMEC will be hosting our 24th Annual Dinner on **Wednesday, September 19<sup>th</sup>** at the Dover Downs Hotel and Conference Center. (Invitation attached.) Mr. Patrick E. McCullar, DEMEC President & CEO, will speak about ***"The Power of Public Power"***. A presentation will also be offered by Mr. Walter Haase, General Manager of the Navajo Tribal Utility Authority (NTUA). Mr. Haase's presentation is titled ***"Light Up the Navajo Nation"***. Please forward this invitation to your Mayors, Councils and Municipal Utility Committees.

***\*\*Please note: Hard copies of this invitation were mailed to Mayors, Councils and Municipal Utility Committees.\*\****

**In keeping with years past, the agenda for the day is as follows:**

**What:** DEMEC Annual Dinner  
Speaker: Patrick E. McCullar, DEMEC President & CEO  
Speaker: Walter Haase, General Manager, Navajo Tribal Utility Authority (NTUA)

**Where:** Dover Downs Hotel and Conference Center

**When:** Wednesday, September 19, 2018

**Purpose:** Educational opportunity to learn current electric industry issues directly affecting our communities.

**Time:** 5:30 p.m. Social Hour  
6:30 p.m. Dinner and Presentations

**Audience:** Municipal City & Town Managers, City Mayors and Councils, Municipal Utility Committees.

Please provide a list of attendees no later than Friday, September 7. Registrations can be submitted by responding to this email or contacting me at 302-653-2733.

Thank you!

**Kendra D. Friel**

*Administrative Assistant*

22 Artisan Dr, Smyrna, DE 19977

Ph: 302-653-2733

Fax: 302-653-2734

[www.demecinc.net](http://www.demecinc.net)

[Like us on Facebook!](#)



**CITY OF MILFORD  
NOTICE OF ORDINANCE REVIEW**

**ORDINANCE 2018-21  
CODE OF THE CITY OF MILFORD  
PART I-ADMINISTRATIVE LEGISLATION  
CHAPTER 55 PERSONNEL**

WHEREAS, Chapter 55 of the City of Milford Code governs personnel practices for all City of Milford employees; and

WHEREAS, the City Council for the City of Milford desires to update Chapter 55 to comply with current personnel practices as set forth herein; and

WHEREAS, the Sick Leave provision does not include time off for medical appointments.

NOW, THEREFORE, THE CITY OF MILFORD HEREBY ORDAINS:

*Section 1.* Section 7, Employee Benefits, Subsection 7.2, Sick Leave, of Chapter 55, Personnel, is hereby amended in the following respect:

*Section 2.* Section 7.2, Sick Leave, is hereby amended to read as indicated (new language will be bold and underlined):

**7.2 SICK LEAVE**

Regular, full-time employees (including introductory employees) will be provided with paid sick leave benefits for periods of temporary absence due to illness or injuries. Sick leave benefits will accrue at the rate of eight (8) hours per month and can accumulate up to a maximum of 1,040 hours.

An eligible employee may use sick leave benefits for an absence due to illness or injury sustained by either that employee or a family member. **An eligible employee may also use sick leave benefits for a personal or family member medical appointment.** For this section, family member shall mean: employee's spouse, parent, child, step-child, grandparents, grandchildren or siblings.

*Section 3.* Dates.

Introduction: August 27, 2018

Adoption (Proposed): September 10, 2018

Effective (Proposed): September 20, 2018

## **AGREEMENT FOR ECONOMIC DEVELOPMENT SERVICES**

**THIS AGREEMENT**, made and entered into the 27th day of August, 2018, by and between **THE CITY OF MILFORD, DELAWARE**, a Delaware Municipal Corporation (herein after called "City") located within both Kent and Sussex Counties and whose mailing address is 201 South Walnut Street, Milford, Delaware 19963, organized and existing pursuant to the laws of the State of Delaware and the Kent Economic Partnership, a non-profit organization (herein after called "KEP") whose mailing address is 555 Bay Road, Dover, Delaware 19901.

### **WITNESSETH THAT:**

**WHEREAS**, the City desires to acquire certain services from KEP in lieu of hiring additional permanent staff and expending additional City funds to accomplish these services; and

**WHEREAS**, the KEP and its member organizations desire to expand the economic prosperity of Kent County and Milford through a public-private partnership model that includes funding from private sources, other municipalities and Kent County Levy Court; and

**WHEREAS**, KEP will in the coming year develop services and resources to serve the economic development needs of the entire Milford community;

**NOW, THEREFORE**, the parties hereto have agreed and do agree as follows:

#### **I. PURPOSE AND INTENT**

The purpose of this Agreement is to procure certain economic development-related services for the City as hereinafter described and set out; to establish the methods, procedures, terms and conditions governing payment by the City for such services; and, to establish other duties, responsibilities, terms and conditions mutually undertaken and agreed to by the parties hereto in consideration of the services to be performed and monies paid.

#### **II. SCOPE OF SERVICES**

In consideration for the payment of \$30,000 in accordance with Section III, the KEP shall provide the following economic development related services to the City and Kent County during the term of this agreement:

- a. KEP agrees to provide City with the ability to participate in decision making, including at least one seat on the KEP Board of Directors and additional representation on other KEP committees, task forces and teams;
- b. KEP agrees to provide City with a breakdown of how the monies paid by the City to KEP is being used; The monthly KEP Financial Report will be provided to the KEP Board and included in the minutes and a copy of minutes of each Board meeting will be sent to the City Manager;
- c. KEP agrees to develop a system for managing, tracking and communicating leads on economic development-related activities and share access to this system with City;

- d. City and KEP agree to work collaboratively with other partners to create and share a database of available commercial and industrial properties, buildings and sites.
- e. KEP agrees to hold regular meetings between municipal and county Planners, Town and City Managers, local commercial real estate brokers, and other groups as may be determined for the purpose of encouraging economic development in Kent County and within partnering municipalities;
- f. City and KEP agree to hold quarterly meetings between the KEP Executive Director and the City Manager to provide status updates and get feedback;
- g. KEP's Executive Director will provide a quarterly report to City detailing publicly available information on KEP activity, leads, wins and plans for the upcoming period;
- h. KEP will provide City with quarterly financial reports and, when requested, presentations on KEP activity to the City Council.
- i. KEP and City will jointly evaluate grants/loans/incentives related to economic development in Milford that will benefit both Kent County and the entire City.

### III. CITY RESPONSIBILITIES

As KEP provides the economic development related services outlined above, the City will support the work of KEP in the following ways:

- a. City will provide a prompt response to KEP related to inquires/leads, requests for information, and all other communications;
- b. City will provide assistance with applying for grants/loans/incentives related to economic development activities when there is a clear benefit for Kent County and the entire City, as determined by the City Manager and/or City Council;
- c. City will provide tours of available land, properties, etc. to KEP, prospective businesses, sites selectors and/or community stakeholders for the purpose of encouraging economic development;

### IV. METHOD OF PAYMENT

Payment for services will be made by the City in one (1) lump sum payment, payable on or before September 15, 2018. The maximum total amount payable by the City under this agreement is \$30,000 as detailed in the SCOPE OF SERVICES (Section II of this contract), and no greater amount shall be paid. KEP will make available all receipts if requested by the City.

### V. DURATION AND EXTENSION

This Agreement shall be effect from July 1, 2018, until June 30, 2019. If mutually agreeable to City Council and KEP, this Agreement may be extended. Such extension will be documented by written amendment, duly signed and dated by both parties. However, either party may terminate this contract due to non-fulfillment with 30 day's prior written notice.

## VI. REQUIREMENTS

- a. Non-Discrimination: KEP will not discriminate against any employee, business, prospective business or investor because of race, creed, color, religion, citizenship status, gender, age, national origin, ancestry, disability, sexual orientation, gender identity or expression, marital status, pregnancy, military veteran status, political beliefs or affiliation, genetic history, or other characteristic protected by law. These protections apply to all areas of employment, including recruitment, hiring, training and development, promotion, transfer, dismissal, layoff, compensation, benefits, social and recreational programs.
- b. Compliance with Law: All parties shall comply with all applicable federal, state and local laws, ordinances, codes and regulations.
- c. Conflicts of Interest / Political Activity:
  - i. The elected officials, public officials, employees and agents of the City shall comply with all applicable laws and regulations relating to conflicts of interest with regard to the work and compensation covered by this Agreement.
  - ii. The board members, officials, employees and agents of KEP shall comply with all applicable laws and regulations relating to conflicts of interest with regard to the work and compensation covered by this Agreement.
  - iii. KEP shall not use the compensation paid through this Agreement for political activities or legislative activities. For the purpose of this Agreement, the terms "political activities" and "legislative activities" shall have the meanings ascribed to them by the Internal Revenue Service.
- d. KEP is not authorized or empowered to make any commitments or incur any obligation on behalf of the City, but merely to provide the services provided for herein as an independent contractor.

## VII. TERMINATION

Either party may terminate this Agreement, with or without cause, upon 60 written notice to the other party.

## VIII. INDEMNITY

City shall indemnify, defend, and hold harmless KEP from any and all suits, claims, demands, or actions arising from actions taken in connection with City's agreement for economic development related services. KEP shall indemnify, defend, and hold harmless the City from any and all suits, claims, demands, or actions arising from actions taken in connection with KEP's agreement to provide economic development related services.

## IX. NOTICE

All notices, requests, demands and other communications, required or permitted under this Agreement shall be in writing, signed by or on behalf of the person giving such notice and shall be addressed to the following persons:

CITY:

Eric Norenberg, City Manager  
201 South Walnut Street  
Milford, DE 19963

KENT ECONOMIC PARTNERSHIP:

Linda Parkowski, Executive Director  
555 Bay Road  
Dover, DE 19901

IN WITNESS WHEREOF, the parties hereto have executed this AGREEMENT the day and year first written above.

---

Attest  
CITY CLERK

---

Arthur J. Campbell, Mayor  
CITY OF MILFORD

---

Witness

---

Gregg Moore, Board chair  
KENT ECONOMIC PARTNERSHIP







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: Funding for Cost of Services and Rate Design Study –  
Water, Wastewater, and Solid Waste  
Date: August 17, 2018

The Public Works Department has obtained a proposal from Utility Financial Solutions, Inc of Holland, Michigan to complete a Cost of Services and Rate Design Study for Water, Wastewater, and Solid Waste. Staff recommends Council consider the study for several reasons:

1. To determine if the rate structure is fair to all users
2. To determine if rates meet both operating as well as future capital needs
3. To determine if adequate reserves are being held in each account to adequately meet future infrastructure improvements
4. To determine if rates meeting the needs of associated debt repayment.

UFS, Inc completed a similar study for the Electric Division in 2017, which resulted in a major rate structure change for City costumers. Staff believes it is in the City's best interest to ensure rates not only meet the needs of the City, but remain competitive with other Delmarva communities and allow the City to be an attractive location for future developers and businesses.

Staff presented the proposal to the Public Works and Finance Committee on August 13, 2018. The Committee voted to endorse the staff recommendation. Council approval for funding the study is needed since the study was not included in the 2019 budget.

**Recommendation:** Staff recommends Council authorize the study and allocate funding for the project as follows: Water Reserves - \$12,500, Sewer Reserves - \$12,500 and Solid Waste Operating Budget - \$9,000.

City of Milford  
RESOLUTION 2018-16

Annexation/Lands belonging to Gilbert C. & Irene D. Simpson  
Tax Map 3-30-11.00-43.00  
1.940 +/- Acres  
Current Zone AR-1/Proposed Zone C-1

COMMITTEE DIRECTED TO INVESTIGATE ANNEXATION

Whereas, a Petition, signed by the legal property owners and duly witnessed, requesting annexation into the City of Milford, all that piece or parcel of land, hereinafter described, situate, lying and being on the northeasterly side of Business Route 1 and located in the City of Milford, Cedar Creek Hundred, Sussex County, Delaware; said piece or parcel of land being more particularly described as follows:

BEGINNING at a point formed by the intersection of the northeasterly right-of-way line of said Business Route 1 with the northwesterly line of the lands of, now or formerly, Jesse C. Webb, Sr. and Joyce L. Webb, as recorded in the Office of the Recorder of Deeds in and for Sussex County and the State of Delaware in Deed Book 3349, Page 256; said beginning point being coordinated on the Delaware State Grid as North 330,144.801 feet, East 657,801.748; thence,

1) leaving said Webb lands and running by and with said Business Route 1, North 32 degrees 55 minutes 23 seconds West 211.06 feet to a point on the southeasterly line of the lands of, now or formerly, Janet R. Swain, as recorded in said Office of the Recorder of Deeds in Deed Book 2635, Page 47, thence,

2) leaving said Business Route 1 and running by and with said Swain lands, North 58 degrees 33 minutes 27 seconds East 400.53 feet to a point on the southwesterly line of other lands of, now or formerly, Janet R. Swain, identified as Tax Parcel 3-30-11.00-264.00, thence,

3) leaving said Swain lands and running by and with said other Swain lands, South 32 degrees 56 minutes 20 seconds East 211.09 feet to a point on said northwesterly line of Webb lands, thence,

4) leaving said other Swain lands and running by and with said Webb lands, South 58 degrees 33 minutes 43 seconds West 400.59 feet to the point and place of beginning;

CONTAINING 1.940 acres of land, more or less.

has been submitted to the City Council of the City of Milford.

Now, Therefore, a Committee, composed of three (3) elected members of City Council and one (1) member of the Planning Commission has been appointed by the Mayor to investigate the possibility of annexing said property, said Committee to be comprised of Chair Owen Brooks, Councilmembers Christopher Mergner and James Starling Sr. along with Planning Commission Chairman Marvin Sharp.

Be It Further Resolved, that said Committee shall submit a written report containing its findings and conclusions, including the advantages and disadvantages of the proposed annexation both to the City and to the property proposed to be annexed and said report shall further contain the committees' recommendations whether or not to proceed with the proposed annexation and the reasons therefor.

---

City Clerk

Adopted: September 10, 2018



# Land Use Application Cover Sheet

File Name: \_\_\_\_\_

Date Stamp

File Number: \_\_\_\_\_

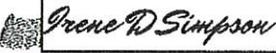
**Instructions for Applicants:**

Please read and follow all instructions on your application carefully. If you have any questions about the process or your project, it is strongly recommended that you speak with staff prior to submitting your application to help ensure that processing can advance in a timely manner. Every application must include this cover sheet, the application/checklist and all required items. No applications will be accepted/processed if violations exist or if any fees are owed to the City.

**Specify Type of Land Use Application to be submitted (check all that apply):**

- Preliminary Site Plan
- Preliminary Major Subdivision
- Final Minor Subdivision
- Final Site Plan
- Final Major Subdivision
- Variance/Appeal
- Change of Zone
- Conditional Use
- Annexation

**Please Type or Print Legibly**

<b>Property Owner(s):</b> Gilbert C. and Irene D. Simpson			<b>Phone:</b>
<b>Address:</b> 19145 Duck Lake Trail			<b>Cell:</b>
<b>City:</b> Eden Prarle	<b>State:</b> MN	<b>Zip:</b> 55346	<b>Fax:</b>
<b>E-Mail:</b>			
<b>Applicant Name and Company:</b> Windward Communities LLC			<b>Phone:</b> 302-226-6631
<b>Address:</b> 246 Rehoboth Avenue			<b>Cell:</b>
<b>City:</b> Rehoboth Beach	<b>State:</b> DE	<b>Zip:</b> 19971	<b>Fax:</b> 302-226-6408
<b>E-Mail:</b> nhammonds@jackllngo.com			
<b>Surveyor or Engineer:</b> Ashton McLaughlin - Davis, Bowen & Friedel, Inc.			<b>Phone:</b> 302-424-1441
<b>Address:</b> 1 Park Avenue			<b>Cell:</b>
<b>City:</b> Milford	<b>State:</b> DE	<b>Zip:</b> 19963	<b>Fax:</b> 302-424-0430
<b>E-Mail:</b> anm@dbfinc.com			
<b>Site Address:</b> 5919 South Rehoboth Blvd Milford, DE			<b>Zoning:</b> AR-1
<b>Tax Map &amp; Parcel Number(s):</b> 330-11.00-43.00			<b>Acreage:</b> 1.90
I/We certify that the information provided in this application, including all submittals and attachments, is true and correct to the best of my/our knowledge.			
<b>Signature of Property Owner(s):</b> 		<small>dotloop verified 06/05/18 11:28AM EDT 4FQN-A0XK-MYF-J0NN</small>	<b>Date:</b>
<b>Signature of Applicant(s):</b> 			<b>Date:</b> 6/1/18
<b>Office Use Only:</b>			
<input type="checkbox"/> Current on Utilities	<input type="checkbox"/> Current on Taxes	<input type="checkbox"/> No Outstanding Violations	

REVISED: 05.2016



# Annexation Application

File Name: \_\_\_\_\_

Date Stamp

File Number: \_\_\_\_\_

A Land Use Application for Annexation is deemed complete when it is accompanied by the required items identified below. Please be advised that additional information may be required during the review process in order to respond to or resolve particular issues. No application shall be considered complete if any of the required information is missing.

Current County Zoning: \_\_\_\_\_ Requested Zoning: \_\_\_\_\_ Comprehensive Plan Designation: \_\_\_\_\_

REQUIRED ITEMS		For Staff Use ONLY	
		Verified	Waived
<input type="checkbox"/>	1. Land Use Application Cover Sheet.		
<input type="checkbox"/>	2. Petition for annexation, signed by ALL property owners with signature of each petitioner duly witnessed; petition must contain:		
	A. Site address;		
	B. Tax map number (s);		
	C. Size of property in acres;		
	D. Reasons for request;		
	E. General location description (proximity to closest roadways, streets and intersections).		
<input type="checkbox"/>	3. A full legal description of the property in Word format.		
<input type="checkbox"/>	4. Current recorded deed showing legal description and ownership.		
<input type="checkbox"/>	5. Current sealed survey (no larger than 11" x 17"), drawn to scale, showing:		
	A. Property identified for annexation which clearly shows the parcel(s) and demonstrates contiguity to the City;		
	B. Date, scale and north arrow;		
	C. Existing right-of-ways and improvements;		
	D. Existing utilities;		
	E. Existing natural features;		
	F. Existing structures and other improvements;		
	G. All structures, natural features and other improvements on abutting property.		
<input type="checkbox"/>	6. Application fee (see page 2).		

I/We certify that the information provided in this application, including all submittals are attachments, is true and correct to the best of my/our knowledge.

Signature of Property Owner:

*Irene D Simpson*

dotloop verified  
06/05/18 11:28AM  
EDT  
FTQ1-QINZ-SJCF-EH21

Date:

Signature of Applicant:

*D. Ramo*

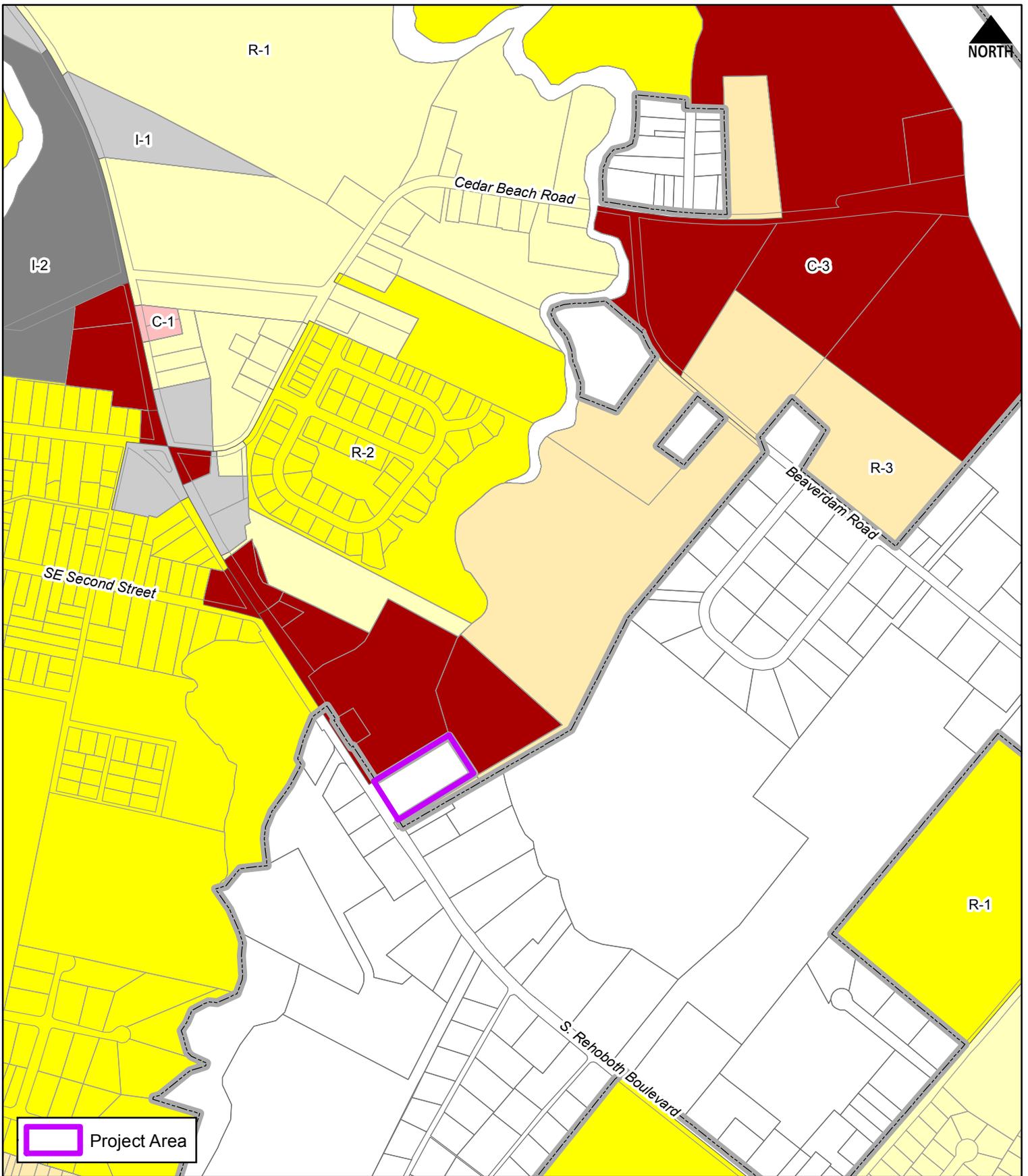
Date:

6/1/18

FOR STAFF USE ONLY			
City Council	Annexation Committee	Planning Commission	City Council
Applicant			
Owner			

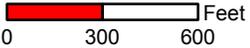
REVISED: 01.2014





 Project Area



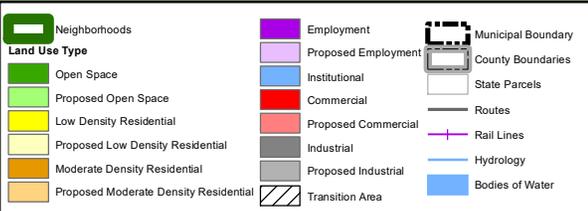
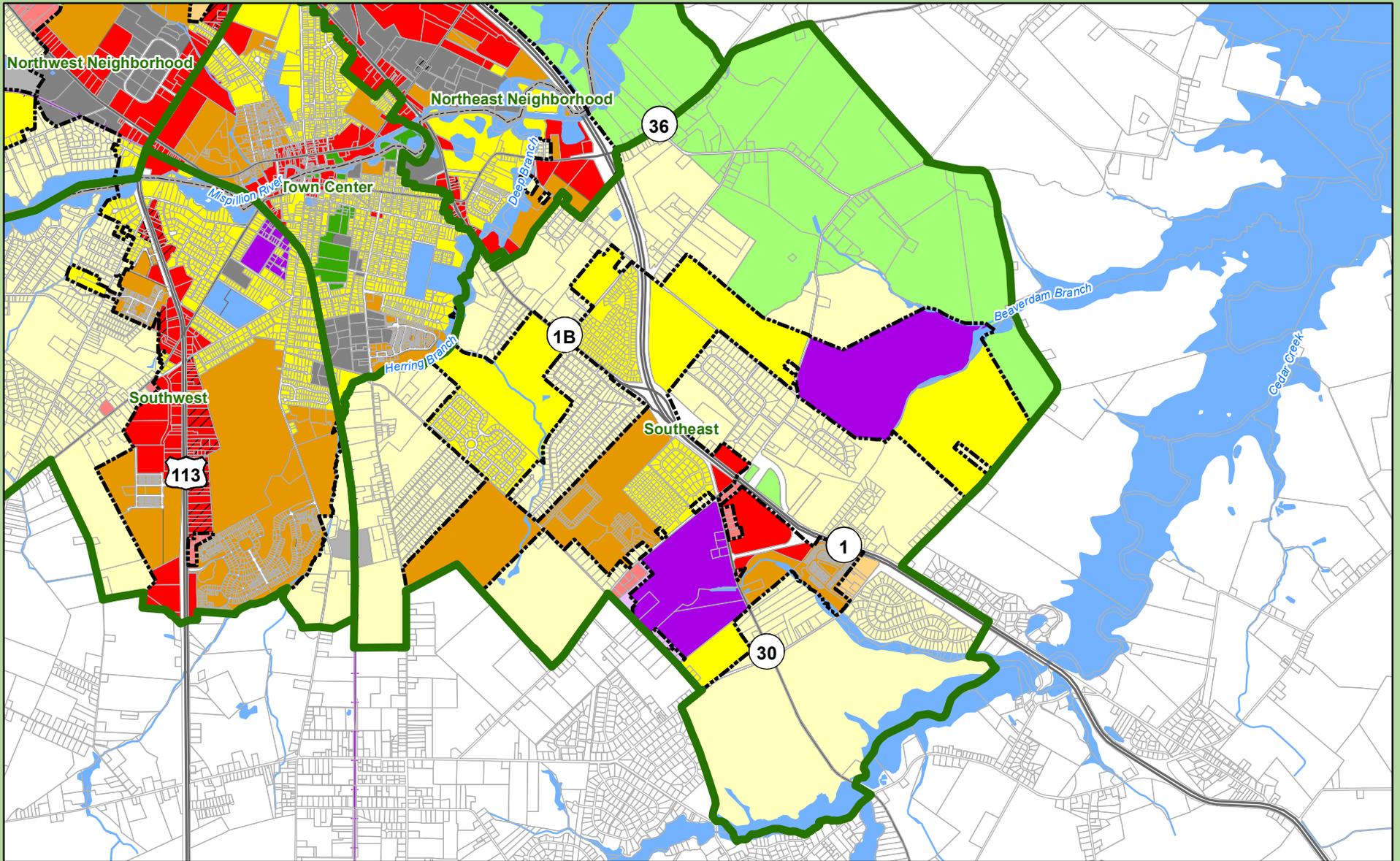
Scale:  Feet  
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Drawn by: WRP Date: 08/10/18

Title:

Annexation  
Lands of Gilbert & Irene Simpson  
Location & Zoning Map

Filepath: Annexation\_GilbertSimpson.mxd

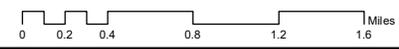


## City of Milford, Delaware

### Future Land Use

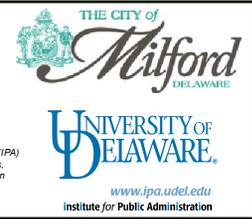
#### Southeast

Adopted Jan. 22, 2018, Certified TBD



**Sources:**  
 Municipal Boundaries - Delaware Office of State Planning Coordination, FirstMap 10/17.  
 DRAFT Future Landuse - City of Milford, Delaware 01/18.  
 Road and Rail Network - Delaware Department of Transportation, FirstMap 01/18.  
 Hydrology - USGS and EPA, FirstMap 01/18.

Note: This map is provided by the University of Delaware, Institute for Public Administration (IPA) solely for display and reference purposes and is subject to change without notice. No claims, either real or assumed, as to the absolute accuracy or precision of any data contained herein are made by IPA, nor will IPA be held responsible for any use of this document for purposes other than which it was intended.



**Gilbert C. Simpson**  
**Irene D. Simpson**  
19145 Duck Lake Trail  
Eden Prairie, MN 55346

May 30, 2018

City of Milford  
City Council  
201 South Walnut Street  
Milford, Delaware 19963

Re: Annexation Request  
Sussex County Tax Map No. 3-30-11.00-43.00  
Property Address: 5919 South Rehoboth Blvd Milford, DE 19963

Dear Mayor and City Council,

Please accept this letter as our formal request for annexation of the above referenced parcel into the City of Milford. The land is currently zoned as Agricultural Residential (AR-1) and the Land Use is Single-Family Dwellings. As per the City's 2018 Comprehensive Plan the parcel is located in proposed low density residential area. Based on this, we are requesting Residential District (R-2) zoning for this parcel, which contains 1.90 +/- acres. The purpose of this request is to utilize all the services and resources that the City has to offer as well as provide access to adjacent parcels currently located within City limits.

If you should have any questions, please contact us via Windward Communities LLC at 302-226-6631.

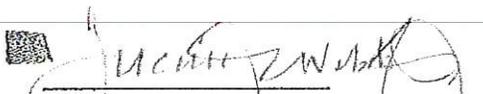
Sincerely,

  
\_\_\_\_\_  
~~Gilbert C. Simpson~~

  
\_\_\_\_\_  
Irene D. Simpson

dotloop verified  
06/05/18 11:28AM EDT  
Q1PM-LPLH-OHSQ-4EV2

  
\_\_\_\_\_  
Witness

  
\_\_\_\_\_  
Witness

LEGAL DESCRIPTION

GILBERT C. SIMPSON

IRENE D. SIMPSON

TAX PARCELS 3-30-11.00-43.00

May 29, 2018

All that piece or parcel of land, hereinafter described, situate, lying and being on the northeasterly side of Business Route 1 and located in the City of Milford, Cedar Creek Hundred, Sussex County, Delaware; said piece or parcel of land being more particularly described as follows:

**BEGINNING** at a point formed by the intersection of the northeasterly right-of-way line of said Business Route 1 with the northwesterly line of the lands of, now or formerly, Jesse C. Webb, Sr. and Joyce L. Webb, as recorded in the Office of the Recorder of Deeds in and for Sussex County and the State of Delaware in Deed Book 3349, Page 256; said beginning point being coordinated on the Delaware State Grid as North 330,144.801 feet, East 657,801.748; thence,

1) leaving said Webb lands and running by and with said Business Route 1, North 32 degrees 55 minutes 23 seconds West 211.06 feet to a point on the southeasterly line of the lands of, now or formerly, Janet R. Swain, as recorded in said Office of the Recorder of Deeds in Deed Book 2635, Page 47, thence,

2) leaving said Business Route 1 and running by and with said Swain lands, North 58 degrees 33 minutes 27 seconds East 400.53 feet to a point on the southwesterly line of other lands of, now or formerly, Janet R. Swain, identified as Tax Parcel 3-30-11.00-264.00, thence,

3) leaving said Swain lands and running by and with said other Swain lands, South 32 degrees 56 minutes 20 seconds East 211.09 feet to a point on said northwesterly line of Webb lands, thence,

4) leaving said other Swain lands and running by and with said Webb lands, South 58 degrees 33 minutes 43 seconds West 400.59 feet to the point and place of beginning;

**CONTAINING** 1.940 acres of land, more or less.

NO LIEN OR TITLE SEARCH WAS DONE AS NONE WAS REQUESTED.

BOOK 1405 PAGE 139

5659

MORRIS, NICHOLS, ARSHT & TUNNELL

ATTORNEYS AT LAW

GEORGETOWN, DELAWARE 19867

**This Deed**, made this *4<sup>th</sup>* day of *April* 1986, by

and between: GILBERT C. SIMPSON and IRENE D. SIMPSON, his wife, of R.D. 1, Box 69, Milford, DE, 19963, and LOLA S. JOHNSON, of 916 S.E. Second Street, Milford, DE, 19963,

parties of the first part,

- AND -

GILBERT C. SIMPSON and IRENE D. SIMPSON, his wife, of

R.D. 1, Box 69, Milford, DE, 19963,

parties of the second part:

**Witnesseth**, that the said parties of the first part, for and in consideration of the sum of ONE DOLLAR (\$1.00)-----

-----, current lawful money of the United States of America, the receipt whereof is hereby acknowledged, hereby grant and convey unto the said parties of the second part, their heirs and assigns,

ALL that certain tract, piece and parcel of land situate, lying and being in Cedar Creek Hundred, Sussex County, State of Delaware, being on the eastern side of the Rehoboth State Highway south of Marshall's Old Mill Pond, bounded on the south by lands of Carl A. Colell, on the east by lands of Roland Wilson, on the west by lands of the aforesaid Rehoboth State Highway, on the north by other lands now or formerly of Samuel Carl Simpson, having a frontage of two hundred eleven (211) feet on said Highway and extending back between parallel lines easterly approximately four hundred and eight (408) feet to lands of the said Roland Wilson, containing one and nine-tenths (1.9) acres of land, be the same more or less.

BEING a part of the same lands conveyed to Gertrude M. Simpson by Deed of Lola E. Johnson, Gilbert C. Simpson and Irene L. Simpson dated November 9, 1962 and filed for record in the Office of the Recorder of Deeds in and for Sussex County at Georgetown, Delaware, at Deed Book 554, Page 142. Gertrude M. Simpson departed this life testate leaving the property to Gilbert C. Simpson and Lola E. Johnson as the same may more fully and at large appear by reference to her Will dated February 18, 1963 and filed for record in the Office of the Register of Wills in and for Sussex County at Georgetown, Delaware, at Will Book 80, Page 352.

MI 7  
APR 11 1986  
State of Delaware  
STATE TAX DEPT  
REALETY TRANSFER TAX  
123.00

In Witness Whereof, the said parties of the first part have hereunto set their hands and seals the day and year first above written.

Sealed and delivered in the presence of

[Signature]

Gilbert C. Simpson (SEAL)  
GILBERT C. SIMPSON

[Signature]

Irene D. Simpson (SEAL)  
IRENE D. SIMPSON

[Signature]

Lola S. Johnson (SEAL)  
LOLA S. JOHNSON

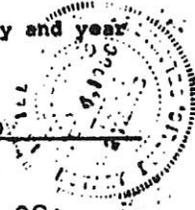
\_\_\_\_\_ (SEAL)

STATE OF DELAWARE I  
COUNTY OF KENT I SS:

BE IT REMEMBERED, that on this 4<sup>th</sup> day of April 1986, personally came before me, the subscriber, a notary public in and for the county and state aforesaid, GILBERT C. SIMPSON and IRENE D. SIMPSON, his wife, and LOLA S. JOHNSON, parties to this indenture, known to me personally to be such, and they acknowledged this indenture to be their act and deed.

Given under my hand and seal of office the day and year aforesaid.

Priscilla D. Rogers  
Notary Public



RECEIVED  
MARY ANN HAMMOND

STATE OF DELAWARE  
1986 APR -9 AM 11:33  
COUNTY OF SUSSEX  
RECORDS OF DEEDS:  
SUSSEX COUNTY

PURCHASERS REPORT MADE  
THIS 10 DAY OF April 1986  
ASSESSMENT DIVISION OF SUSSEX COUNTY

BE IT REMEMBERED, that on this \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_, personally came before me, the subscriber, a notary public in and for the county and state aforesaid,

part and \_\_\_\_\_ to this indenture, known to me personally to be such, acknowledged this indenture to be \_\_\_\_\_ act and deed.

Given under my hand and seal of office the day and year aforesaid.

\_\_\_\_\_  
Notary Public

Mr & Mrs Gilbert C. Simpson  
RD#1 Box 69  
Hockessin Del 4/18/86



TO: Mayor and City Council

FROM: Rob Pierce, Planning & Development Director

CC: Eric Norenberg, City Manager  
Jeff Portman, Finance Director

DATE: September 10, 2018

RE: Demolition – 415 S. Washington Street

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The Planning Department requests an appropriation of \$17,955 from General Fund Reserves to the Enforcement and Inspections Department *Demolition* budget item (101-1045-429.68-10) to cover expenses associated with the demolition of 415 S. Washington Street. Three written quotes were obtained from contractors with Jimmy Smalls Landscaping, LLC being the lowest bidder.

The City notified the property owner on April 4, 2018 that the single family-detached dwelling was condemned and provided the owner with four options; (1) arrange the demolition privately; (2) repair the building to code and postpone demolition; (3) appeal the determination; or (4) take no action and the City will demolish the structure. The owner has elected to have the City of Milford demolish the structure and place a lien on the property for the expenses associated with the removal of the structure. The owner of the property intends to sign a payment arrangement agreement with the Finance Department.



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: Wheeled Loader Purchase  
Date: September 5, 2018

The Public Works Department requests City Council consider a recommendation to purchase a wheeled 4WD loader to replace a 2002 Caterpillar backhoe/loader. Because the Department has a 2011 John Deere Backhoe (Street Division), the loader will fulfill a need within the Department for a wheeled loader. The loader will have multiple uses within the department, including loader material (stone, snow, salt, brush, etc), snow removal, material handling, as well as numerous other uses.

The Street and Utility Division staff have evaluated the proposed unit, as well as demonstrated the unit, and staff recommends a John Deere 524K-II 4WD Loader with a 2.75CY bucket be purchased. Staff also recommends a set of Construction Forks as well as a JRB Grappler Bucket be purchased as attachments with the unit. The construction forks can be used for loading and unloading skid pallets, as well as various other material handling. The Grappler Bucket can be used for collecting large piles of brush, bulk items, and other materials. The unit is available for purchase through the NJPA Cooperative Contract 032515-JDC (and Delaware State Contract) at a price of \$158,208.79, including the attachments.

The vendor also included a trade-in price (trading the 2002 Caterpillar backhoe) of \$28,000, which would bring the final purchase price to \$130,208.79. However, staff solicited bids for the sale of the backhoe, and was able to sell the backhoe via [www.govdeals.com](http://www.govdeals.com) for a price of \$31,500. The City's past practice has been to deposit money from the sale of equipment into the General Fund, regardless of the original funding source for the equipment. In this case, the original funding source was the Water and Sewer Funds.

The budgeted amount for the loader was \$150,000. Sufficient funds are available if the equipment was to be traded. However, a high yield was realized by selling the equipment outright. Therefore staff recommends that \$8,208.79 from the sale of the equipment be used to offset the overall cost of the loader.

Specifications for the loader are attached.

**Recommendation:** Staff recommends Council award the purchase of a John Deere 524-II 4WD Loader, with 2.75 CY bucket, construction forks, and grapple bucket to Jesco, Inc of South Plainfield, NJ through NJPA Cooperative Contract 032515-JDC in the amount of \$158,208.79 with funds from the Water and Sewer Capital Funds (\$150,000) and from the proceeds of the sale of the Caterpillar backhoe (\$8,208.79).



John Deere Construction, Industrial & Utility Equipment

PREPARED FOR:

City of Milford

9/5/2018

**NJPA Quote: 524K 4WD Loader, NJPA Cooperative Contract 032515-JDC**

All the prices in the detailed sections are Per machine basis.

**Machine Configuration:**

Code	Description	Qty	Unit Price
7550DW	524K-II 4WD LOADER	1	\$ 155,485.00
810	STANDARD GATHERING GROUP	1	IN BASE
924	FT4 ENGINE	1	\$ 15,638.00
1520	REVERSING FAN DRIVE	1	\$ 1,550.00
1430	CENTRIFUGAL ENGINE AIR PRECLEANER	1	\$ 617.00
1330	ENGINE EXHAUST - CHROME	1	\$ 344.00
1610	STANDARD FUEL FILTER AND WATER SEPARATOR	1	IN BASE
1215	130 AMP ALTERNATOR	1	\$ 585.00
2715	24 VOLT TO 12 BOLT - 15 AMP CONVERTER	1	\$ 115.00
7120	HD LED MARKER/TURN LIGHTS	1	\$ 257.00
2890	NO PAYLOAD SCALE	1	IN BASE
1110	TRANSMISSION - 5 SPEED	1	IN BASE
3046	FRONT HYD. LOCKING DIFFERENTIAL - REAR CONVENTIONAL	1	IN BASE
3120	MANUAL AXLE DIFFERENTIAL LOCK	1	IN BASE
8220	REAR CAST BUMPER/COUNTERWEIGHT: HITHC AND LOCK PIN	1	\$ 688.00
4934	20.5R25 1* L3 RADIAL 3PC	1	\$ 13,138.00
5530	FRONT FENDERS	1	IN BASE
2010	STANDARD Z-BAR	1	IN BASE
2432	3 FUNCTION - JOYSTICK WITH FNR AND 3RD FUNCTION AUX	1	\$ 2,929.00
2510	RIDE CONTROL	1	\$ 4,015.00
8422	ROPS QUIET CAB WITH A/C, HEATER, AND DEFROSTER	1	\$ 12,100.00
5620	LEFT & RIGHT SIDE STEPS	1	\$ 920.00
8450	A/C CHARGE	1	IN BASE
2220	STANDARD FABRIC AIR SUSPENSION SEAT	1	IN BASE
8310	OUTSIDE MIRRORS	1	IN BASE
2120	STEERING WHEEL	1	IN BASE
1915	NEVER GREASE STEERING CYLINDER JOINTS	1	IN BASE
170C	JDLINK ULTIMATE CELLULAR 5 YEAR	1	IN BASE
1010	STANDARD LOADER	1	IN BASE
9015	ENGINE BLOCK HEATER	1	\$ 243.00
9043	ENVIRONMENTAL DRAINS AND SAMPLING PORTS	1	\$ 410.00
9420	TRANSMISSION SIDE FRAME GUARDS	1	\$ 450.00
9430	BOTTOM GUARDS	1	\$ 1,362.00
9106	AM/FM/WB RADIO	1	\$ 576.00
8825	2.75 YD BUCKET W/ CUTTING EDGE	1	\$ 7,348.00
8560	Z-BAR HYDRAULIC ATTACHMENT COUPLER	1	\$ 5,051.00
9065	AXLE COOLERS	1	\$ 2,071.00

9131	REAR CAMERA	1	\$ 1,285.00
9460	LEVEL 2 SOUND PACKAGE	1	\$ 223.00
9050	WHEEL SPIN CONTROL SYSEM	1	\$ 747.00
<b>Total</b>			<b>\$ 228,147.00</b>
<b>NJPA Discount</b>			<b>43.00% \$ (98,103.21)</b>
<b>Net Price</b>			<b>\$ 130,043.79</b>

**Attachments**

Code	Description	Qty	Price
001	CONSTRUCTION FORKS	1	\$ 4,625.00
002	JRB GRAPPLER BUCKET	1	\$ 18,340.00
<b>Total</b>			<b>\$ 22,965.00</b>

**Custom Jobs**

Code	Description	Qty	Price
PDI	PRE-DELIVERY INSPECTION	1	\$ 500.00
DELIVERY	LOCAL DELIVERY	1	\$ 1,000.00
<b>Total</b>			<b>\$ 1,500.00</b>

**Freight**

Code	Description	Qty	Price
FREIGHT	FACTORY FREIGHT	1	\$ 3,700.00
<b>Total</b>			<b>\$ 3,700.00</b>

**Quote Summary- 524K 4WD LOADER (Per Unit)**

Item Description:	Prices
<b>Machine net Price</b>	<b>\$ 130,043.79</b>
<b>Attachments</b>	<b>\$ 22,965.00</b>
<b>Custom Jobs</b>	<b>\$ 1,500.00</b>
<b>Freight</b>	<b>\$ 3,700.00</b>
<b>Price Per Machine</b>	<b>\$ 158,208.79</b>

Trade Information	Trade in Value
CAT 420D BACKHOE S/N P09312	\$ 28,000.00
<b>Total Net Price (Quantity = 1)</b>	<b>\$ 130,208.79</b>

**Warranty Terms**

*Warranty: 12 Months/Unlimited hour full machine coverage*

**Remarks:**

*Please note that this quote is valid for 30 days*

*Purchase Orders must be made out to: Jesco Inc, 118 St Nicholas Ave, South Plainfield, NJ*

# 524K-II/544K-II/ 624K-II LOADERS

106–141 kW (142–188 net hp)



**JOHN DEERE**





# Powerful. And proven.

Got a material-handling app that demands extra agility and ability? There's a John Deere K Series-II Loader for that. Built on the highly reliable platform of their predecessors, these models are loaded with even more customer-inspired productivity- and uptime-increasing features. John Deere PowerTech™ EPA Tier 3/EU Stage IIIA and Tier 2/Stage II diesels provide generous displacement, power, and lugging ability. Daily checks and maintenance access are even easier. And all new K Series-II Loaders come with a standard five-speed transmission and a new adaptive clutch cutoff that will help improve productivity compared to previous K-Series models. Get more in a K Series-II.



K-Series Specifications	524K-II	544K-II	624K-II
<b>Net Peak Power</b>	106 kW (142 hp)	122 kW (163 hp)	141 kW (188 hp)
<b>Bucket Capacity</b>	1.9–2.1 m <sup>3</sup> (2.5–2.75 cu. yd.)	2.3 m <sup>3</sup> (3.0 cu. yd.)	2.7 m <sup>3</sup> (3.5 cu. yd.)
<b>Z-Bar: Tipping Load (40-deg. full turn, no tire deflection, with pin-on bucket)</b>	9411 kg (20,748 lb.)	9619 kg (21,206 lb.)	12 006 kg (26,470 lb.)
<b>Breakout Force</b>	9638 kg (21,248 lb.)	10 115 kg (22,300 lb.)	12 821 kg (28,266 lb.)
<b>Operating Weight</b>	12 622 kg (27,827 lb.)	13 121 kg (28,927 lb.)	15 614 kg (34,423 lb.)

# Easy rider.

Long days seem shorter when you're getting things done. And what operator wouldn't be more productive in the high-back air-ride seat of a K Series-II Loader? Up-front, an enhanced multifunction monitor displays operating, diagnostic, and maintenance info on a color LCD screen with easy-on-the-eyes clarity. Generous tinted glass and a low-profile console allow a commanding view of the work ahead. Spacious and quiet cab boasts plenty of legroom and fatigue-beating ergonomics, including convenience features such as seat-mounted loader controls. And sealed-switch module (SSM) with keyless start and effortless push-button operation of numerous machine functions. So you can work harder with less effort.

Adjustable automotive-style louvers provide effective airflow to keep the glass clear and the pressurized cab comfortable.

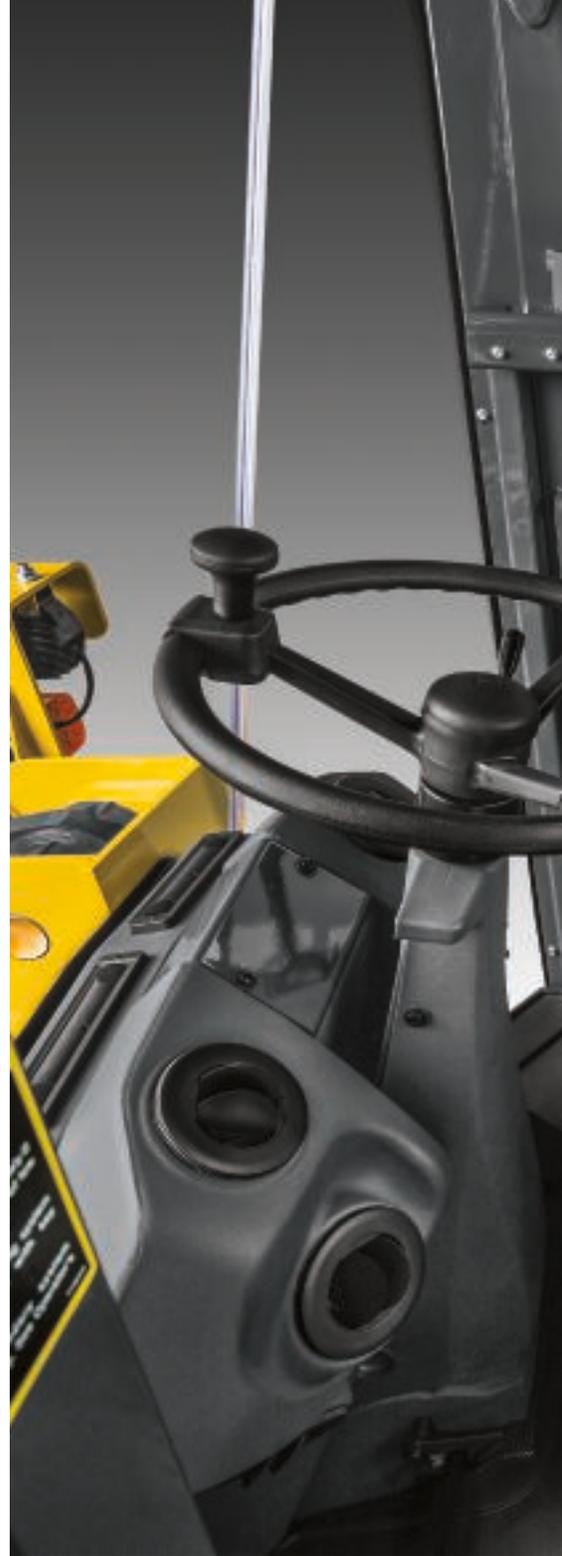
Cushioning deluxe fabric-covered seat with backrest extension features full adjustment, lumbar support, and air suspension with full-damping capability.

To help prevent unauthorized machine operation, the keyless-start security system requires a numeric pass code (when activated).



Multi-language color LCD monitor provides push-button access to a wealth of machine data and functions:

- A. Vital and general operating info**, including transmission mode, gear, engine rpm, ground speed, fuel level, and fluid temps.
- B. Enhanced onboard diagnostics** with speed, pressure, and temperature readings and real-time switch status.
- C. Customized machine settings** such as Quick Shift, Auto-to-1st, and optional Ride Control let you match operating characteristics to specific jobs and conditions.





1. Cooler compartment and beverage holder make it handy to stow your lunch.

2. Optional rearview camera and radar object-detection system or rearview camera only displays the activity behind the machine on the LCD screen. Emits an audible alert for extra awareness in tight quarters and high-traffic areas.

3. Backlit touchpad in the SSM controls keyless start and 24 other machine functions, allowing the operator to activate boom-height kick-out, return-to-carry, and return-to-dig from the seat.



# Control your productivity.

If you want maximum productivity, a K Series-II Loader should be on your jobsite. It's not just their big torque reserves that make them such impressive performers. Single-lever joystick or two-lever fingertip controls provide smooth effortless control. Excavator-style hydraulics sense the load and deliver the flow needed for smooth combined functions and fast work cycles. PowerShift™ torque-converter transmission on the 524K-II employs smart shift technology to continuously evaluate speed and load conditions, and adjusts clutch-pack engagement to suit. 544K-II and 624K-II feature standard five-speed transmission with lockup torque converter in gears 2–5, to increase acceleration, speed cycles, and optimize power and fuel efficiency during transport, roading, and ramp climbing. You won't find a smoother-shifting loader.

Boom-height kick-out and return-to-carry functions help speed production in repetitive loading applications.

Engine/hydraulic match maintains good boom and bucket power into and out of the pile, for big loads, even in wet or packed materials.

Responsive steering and full 80-deg. articulation increase maneuverability in tight quarters, for faster cycle times and fewer three-point turns.

Optional wheel-spin control boosts productivity by improving traction in troublesome material or underfoot conditions. Reduces tire wear, fuel costs, and operator fatigue, too.



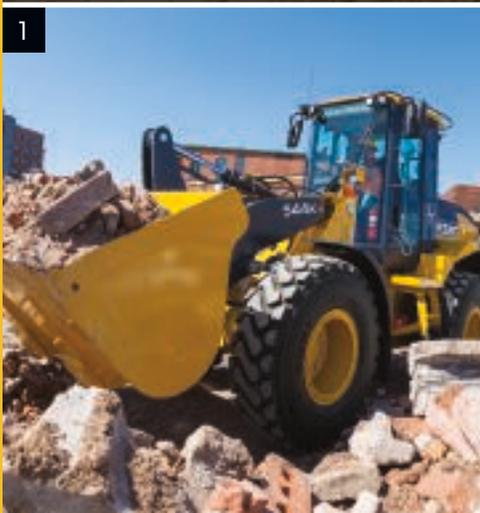


1. Choose single-lever joystick or two-lever fingertip pilot-operated hydraulic controls. Joystick F-N-R selector provides convenient direction and full-range gear changes. Both include innovative Quick-Shift feature for push-button gear changes, one gear at a time.
2. Hinged panel tilts away for quick ground-level access to the fuel tank, making refills convenient and easy.
3. New adaptive clutch cutoff automatically provides more power to the hydraulic system, ensures smooth control at high engine rpms and low speeds, and allows for better machine handling in all terrain without the operator having to change settings.

# Designed to hit deadlines — and new heights.

K Series-II Loaders come equipped with plenty of production-boosting features to help you handle almost anything you throw their way. But if yours isn't just any application, we've got you covered with a wide variety of factory- or dealer-installed options. So you can equip your loader with exactly what you need to maximize your efforts and expand your opportunities. Not all options are available on all loaders, so see your dealer for specific details.

1. With optional ride control, the lift cylinders act as shock absorbers, cushioning bumps to enable quick and easy navigation over rough ground without losing the load. Auto-actuation travel speed is adjustable from 1.5 to 24.0 km/h (1.0 to 15.0 mph) in increments of 0.5 units.
2. General-purpose or excavating buckets are available in pin-on or coupler configurations from 1.9–2.7 m<sup>3</sup> (2.5–3.5 cu. yd.).



Full-tire front and rear fenders and flaps help keep the machine free of mud and debris.

Two side-mounted mirrors enable additional visibility to the jobsite outside the machine.



Opt for forks with 1.52-m (60 in.) tines for versatility in handling a variety of material-moving tasks.

Self-cleaning steps and convenient hand-rails provide right-side access to the skid-resistant platform for cleaning windows.

Optional corrosion package shields electrical components and connections to help prevent corrosive materials from short-circuiting productivity.

# Built to tackle whatever you've got.

It's all about uptime. So we gave the K Series-II plenty of resources to help **you** succeed. All three loaders come loaded with traditional John Deere durability features such as heavy-duty wet-sleeve diesels, Quad-Cool™, and solid-state electrical systems. Reinforced articulation joints with double-tapered roller bearings. Plus, booms and mainframes so tough they're warranted for three years or 10,000 hours. When you know how they're built, you'll run a Deere.





Auto-idle applies the brakes and automatically reduces engine speed to help conserve fuel after an operator-determined period of inactivity. Auto shutdown turns off the engine after extended idleness.

Standard starter protection limits cranking time and requires cool-down periods between attempts.

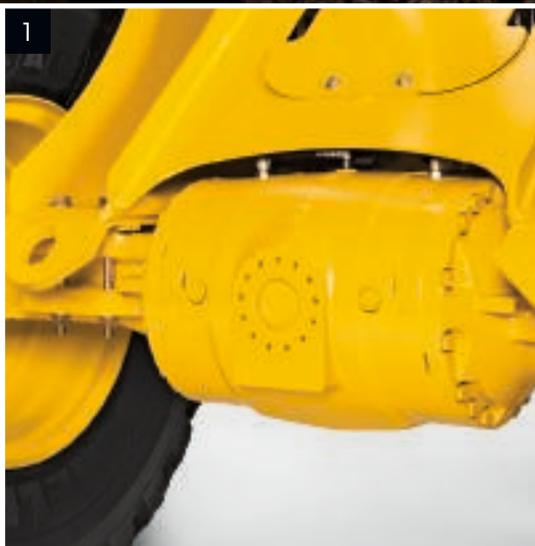
Hydraulically driven fan runs only as needed for efficient cooling. Helps conserve precious fuel, too.

Electrical-distribution center employs highly reliable circuit-board technology and solid-state switches that eliminate numerous wiring harnesses, fuses, relays, and connectors. Sealed gold-pin electrical connectors resist corrosion, for superior long-term integrity.

1. Planetary final drives are mounted inboard. Hydraulic wet-disc brakes on all models self-adjust.

2. Optional programmable fan automatically reverses at predetermined intervals, ejecting debris from the radiator and cooler cores. Or set individual cleaning cycles through the monitor.

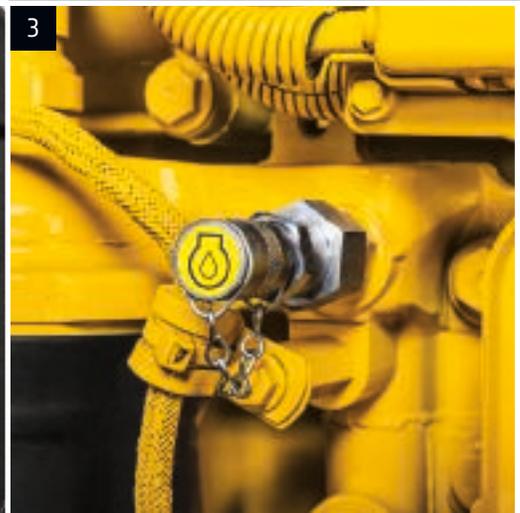
3. Quad-Cool places the radiator, air-conditioner condenser, intercooler, and hydraulic, transmission, and axle coolers (standard on the 624K-II, optional on the 524K-II and 544K-II) in a unique boxed configuration that's isolated from engine heat, boosting efficiency and durability.



# Save time — and your bottom line.

Controlling daily owning and operating costs shouldn't stretch your resources — and it doesn't on a K Series-II Loader. Same-side ground-level service points make quick work of the daily routine. Unique Quad-Cool system provides wide-open access to both sides of the coolers, easing cleanout. Extended service intervals let you work longer between changes. And because no maintenance beats low maintenance, standard self-adjusting serpentine engine belts and wet-disc brakes seldom, if ever, require attention. The list of maintenance-minimizing features — and the owning and operating savings — goes on and on.

1. Vertical spin-on filters allow quick, no-spill changes. 500-, 2,000-, and 4,000-hour engine, transmission, and hydraulic oil-change intervals help reduce operating costs.
2. Easy-to-navigate LCD monitor displays diagnostic messages if problems occur, and even offers possible solutions to help get you back up and running quickly.
3. Color-coded fluid-sample and diagnostic test ports help speed preventative maintenance and troubleshooting. Noninvasive design helps keep out contaminants.
4. Conveniently located, easy-to-read sight gauges and see-through reservoirs let you check transmission, hydraulic, coolant, and windshield washer fluid levels at a glance.
5. Master electrical-disconnect switch is enclosed in a lockable compartment beneath the right-side step, for ground-level convenience.



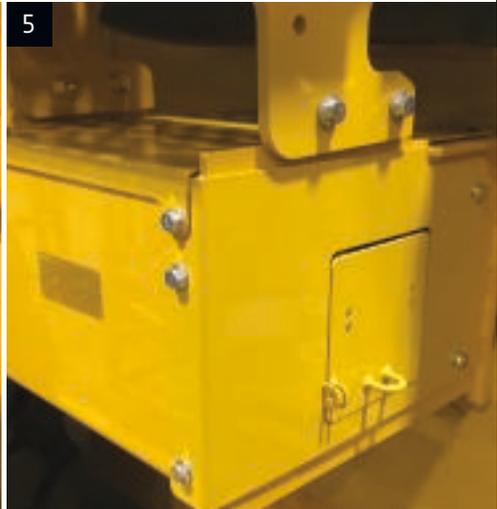


3-mm (0.12 in.) side-shield perforations block most airborne debris. Unlike stacked coolers, Quad-Cool cores resist plugging and are easily accessible from either side, for quick and easy cleanout.

All daily service points including fuel are conveniently grouped on the left side of the machine.

Greasing is less messy, with centralized lube banks providing easy access to difficult-to-reach zerks. Periodic lube and maintenance chart conveniently confirms that nothing gets overlooked.

John Deere WorkSight™ is an exclusive suite of telematics solutions that increases uptime while lowering operating costs. At its heart, JDLink™ Ultimate machine monitoring provides real-time utilization data and alerts to help you maximize productivity and efficiency while minimizing downtime. Remote diagnostics enable your dealer to read codes and record performance data without a trip to the jobsite.



# 524K-II

<b>Engine</b>		<b>524K-II Z-BAR / HIGH-LIFT</b>	
Manufacturer and Model	John Deere PowerTech™ E 6068H	John Deere PowerTech™ Plus 6068H	
Non-Road Emission Standard	EPA Tier 3/EU Stage IIIA and Brazil MAR-I emissions	EPA Tier 3/EU Stage IIIA and Brazil MAR-I emissions	
Cylinders	6	6	
Valves per Cylinder	2	4	
Displacement	6.8 L (414 cu. in.)	6.8 L (414 cu. in.)	
<b>Peak Power (ISO 9249)</b>			
Net	106 kW (142 hp) at 1,900 rpm	106 kW (142 hp) at 1,900 rpm	
Gross	112 kW (150 hp) at 2,000 rpm	112 kW (150 hp) at 2,000 rpm	
<b>Peak Torque (ISO 9249)</b>			
Net	644 Nm (475 lb.-ft.) at 1,300 rpm	645 Nm (476 lb.-ft.) at 1,100 rpm	
Gross	670 Nm (494 lb.-ft.) at 1,400 rpm	670 Nm (494 lb.-ft.) at 1,700 rpm	
Net Torque Rise	43%	64%	
Fuel System (electronically controlled)	High-pressure common rail	High-pressure common rail	
Lubrication	Full-flow spin-on filter and integral cooler	Full-flow spin-on filter and integral cooler	
Aspiration	Turbocharged, charge air cooled	Turbocharged, charge air cooled	
Air Cleaner	Under-hood dual-element dry type, restriction indicator in cab monitor for service		
<b>Cooling</b>			
Fan Drive	Hydraulically driven, proportionally controlled, fan aft of coolers		
<b>Electrical</b>			
Electrical System	24 volt with 80-amp alternator (optional 100-amp alternator)		
Batteries (2 – 12 volt)	750 CCA (each)		
Lights	Driving lights with guard, turn signals, and flashers; stop- and taillight; work lights: front (4) and rear (2)		
<b>Transmission System</b>			
Type	Countershaft-type PowerShift™		
Torque Converter	Single stage, single phase		
Shift Control	Electronically modulated, adaptive, load and speed dependent		
Operator Interface	Steering-column or joystick-mounted F-N-R and gear-select lever; Quick-Shift button on hydraulic lever		
Shift Modes	Manual/auto (1st–D or 2nd–D); Quick-Shift button with 2 selectable modes: kick-down or kick-up/down; and adaptive clutch cutoff		
<b>Maximum Travel Speeds (with 20.5 R 25 tires)</b>			
	<i>Forward</i>	<i>Reverse</i>	
Gear 1	5.5 km/h (3.4 mph)	5.8 km/h (3.6 mph)	
Gear 2	11.7 km/h (7.3 mph)	12.3 km/h (7.6 mph)	
Gear 3	17.9 km/h (11.1 mph)	27.6 km/h (17.1 mph)	
Gear 4	25.8 km/h (16.0 mph)	N/A	
Gear 5	38.5 km/h (23.9 mph)	N/A	
<b>Axles/Brakes</b>			
Final Drives	Heavy-duty inboard-mounted planetary		
Differentials	Conventional non-locking rear and front – standard; hydraulic locking front with rear conventional – optional; dual locking front and rear – optional		
Rear Axle Oscillation, Stop to Stop (with 20.5 R 25 tires)	24 deg. (12 deg. each direction)		
<b>Brakes (conform to ISO 3450)</b>			
Service	Hydraulically actuated, inboard sun-shaft mounted, single disc; oil cooled – optional		
Parking	Automatic spring applied, hydraulically released, driveline mounted, sealed wet multi disc		
<b>Tires/Wheels (see page 16 for complete tire adjustments)</b>			
	<i>Tread Width</i>	<i>Width Over Tires</i>	
Michelin 20.5 R 25, 1 Star L-3	1950 mm (76.8 in.)	2574 mm (101.3 in.)	
<b>Serviceability</b>			
<b>Refill Capacities</b>			
Fuel Tank with Lockable Cap	220 L (58 gal.)		
Cooling System	22.5 L (23.8 qt.)		
Engine Oil with Vertical Spin-On Filter	19 L (20 qt.)		
Transmission Reservoir with Vertical Filter	21.5 L (22.7 qt.)		
Axle Oil (front and rear, each)	18 L (19 qt.)		
Hydraulic Reservoir and Filter	92 L (24.3 gal.)		
Park Brake Oil (wet disc)	0.3 L (10 oz.)		
<b>Hydraulic System/Steering</b>			
Pump (loader and steering)	Variable-displacement, axial-piston pump; closed-center, pressure-compensating system		
Maximum Rated Flow at 6895 kPa (1,000 psi) and 2,200 rpm	177 L/m (47 gpm)		
System Relief Pressure (loader and steering)	24 994 kPa (3,625 psi)		
Loader Controls	2-function valve, joystick control or fingertip controls, hydraulic-function enable/disable, optional 3rd- and 4th-function valve with auxiliary lever		
Steering (conforms to ISO 5010)	Steering-column-mounted, twist-grip shift lever; Quick-Shift button on hydraulic lever		
Type	Power, fully hydraulic		
Articulation Angle	80-deg. arc (40-deg. each direction)		

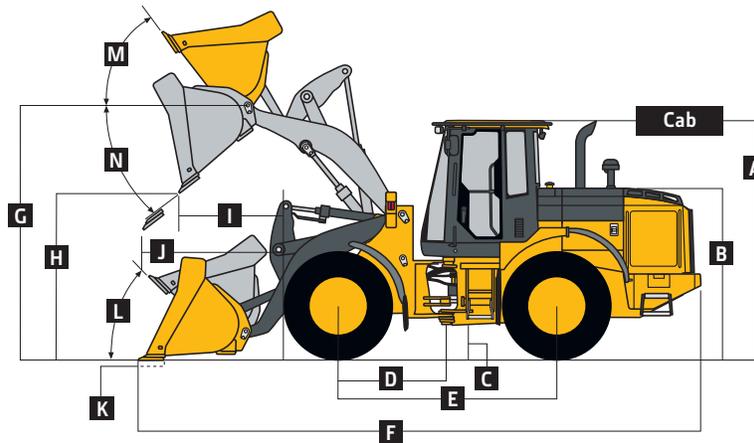
# 524K-II

## Hydraulic System/Steering (continued)

## 524K-II Z-BAR / HIGH-LIFT

Turning Radius (measured to centerline of outside tire)	5.00 m (16 ft. 5 in.)
Hydraulic Cycle Times	
Raise	6.1 sec.
Dump	1.4 sec.
Lower (float down)	3.0 sec.
Total	10.5 sec.

## Dimensions and Specifications with Pin-On Bucket



### 524K-II Z-BAR AND HIGH-LIFT LOADERS WITH PIN-ON BUCKET

	Z-Bar	Z-Bar	High-Lift	High-Lift
<b>Dimensions with Bucket</b>	1.9-m <sup>3</sup> (2.5 cu. yd.) general-purpose with bolt-on edge	2.1-m <sup>3</sup> (2.75 cu. yd.) general-purpose with bolt-on edge	1.9-m <sup>3</sup> (2.5 cu. yd.) general-purpose with bolt-on edge	2.1-m <sup>3</sup> (2.75 cu. yd.) general-purpose with bolt-on edge
<b>A</b> Height to Top of Cab	3.25 m (10 ft. 8 in.)	3.25 m (10 ft. 8 in.)	3.25 m (10 ft. 8 in.)	3.25 m (10 ft. 8 in.)
<b>B</b> Hood Height	2.30 m (7 ft. 7 in.)	2.30 m (7 ft. 7 in.)	2.30 m (7 ft. 7 in.)	2.30 m (7 ft. 7 in.)
<b>C</b> Ground Clearance	0.40 m (15.7 in.)	0.40 m (15.7 in.)	0.40 m (15.7 in.)	0.40 m (15.7 in.)
<b>D</b> Length from Centerline to Front Axle	1.45 m (4 ft. 9 in.)	1.45 m (4 ft. 9 in.)	1.45 m (4 ft. 9 in.)	1.45 m (4 ft. 9 in.)
<b>E</b> Wheelbase	2.93 m (9 ft. 7 in.)	2.93 m (9 ft. 7 in.)	2.93 m (9 ft. 7 in.)	2.93 m (9 ft. 7 in.)
<b>F</b> Overall Length, Bucket on Ground	7.25 m (23 ft. 9 in.)	7.34 m (24 ft. 1 in.)	7.58 m (24 ft. 10 in.)	7.67 m (25 ft. 2 in.)
<b>G</b> Height to Hinge Pin, Fully Raised	3.77 m (12 ft. 5 in.)	3.77 m (12 ft. 5 in.)	4.12 m (13 ft. 6 in.)	4.12 m (13 ft. 6 in.)
<b>H</b> Dump Clearance, 45 deg., Full Height	2.77 m (9 ft. 1 in.)	2.77 m (9 ft. 1 in.)	3.16 m (10 ft. 4 in.)	3.12 m (10 ft. 3 in.)
<b>I</b> Reach, 45-deg. Dump, Full Height	0.81 m (32 in.)	0.98 m (3 ft. 2 in.)	0.90 m (4 ft. 0 in.)	0.99 m (3 ft. 3 in.)
<b>J</b> Reach, 45-deg. Dump, 2.13-m (7 ft. 0 in.) Clearance	1.41 m (4 ft. 7 in.)	1.44 m (4 ft. 9 in.)	1.70 m (5 ft. 7 in.)	1.73 m (5 ft. 8 in.)
<b>K</b> Maximum Digging Depth	78 mm (3.1 in.)	97 mm (3.8 in.)	160 mm (6.3 in.)	222 mm (8.7 in.)
<b>L</b> Maximum Rollback at Ground Level	41 deg.	41 deg.	41 deg.	41 deg.
<b>M</b> Maximum Rollback, Boom Fully Raised	55 deg.	55 deg.	50 deg.	50 deg.
<b>N</b> Maximum Bucket Dump Angle, Fully Raised	51 deg.	51 deg.	47 deg.	47 deg.
Loader Clearance Circle, Bucket Carry Position	11.50 m (37 ft. 8 in.)	11.60 m (38 ft. 1 in.)	11.80 m (38 ft. 8 in.)	11.90 m (39 ft. 1 in.)
<b>Specifications with Bucket</b>				
Capacity, Heaped	1.9 m <sup>3</sup> (2.5 cu. yd.)	2.1 m <sup>3</sup> (2.75 cu. yd.)	1.9 m <sup>3</sup> (2.5 cu. yd.)	2.1 m <sup>3</sup> (2.75 cu. yd.)
Capacity, Struck	1.5 m <sup>3</sup> (2.0 cu. yd.)	1.7 m <sup>3</sup> (2.27 cu. yd.)	1.5 m <sup>3</sup> (2.0 cu. yd.)	1.7 m <sup>3</sup> (2.27 cu. yd.)
Bucket Weight with Bolt-On Cutting Edge	968 kg (2,134 lb.)	1013 kg (2,233 lb.)	968 kg (2,134 lb.)	1013 kg (2,233 lb.)
Bucket Width	2.54 m (8 ft. 4 in.)	2.54 m (8 ft. 4 in.)	2.54 m (8 ft. 4 in.)	2.54 m (8 ft. 4 in.)
Breakout Force	9638 kg (21,248 lb.)	9060 kg (19,974 lb.)	8922 kg (19,670 lb.)	8371 kg (18,455 lb.)
Tipping Load, Straight, No Tire Deflection	10 828 kg (23,872 lb.)	10 688 kg (23,563 lb.)	9240 kg (20,371 lb.)	9111 kg (20,086 lb.)
Tipping Load, Straight, with Tire Deflection	10 296 kg (22,699 lb.)	10 158 kg (22,394 lb.)	8841 kg (19,491 lb.)	8709 kg (19,200 lb.)
Tipping Load, 40-deg. Full Turn, No Tire Deflection	9411 kg (20,748 lb.)	9281 kg (20,461 lb.)	8007 kg (17,652 lb.)	7887 kg (17,388 lb.)
Tipping Load, 40-deg. Full Turn, with Tire Deflection	8739 kg (19,266 lb.)	8607 kg (18,975 lb.)	7479 kg (16,488 lb.)	7365 kg (16,237 lb.)
Rated Operating Load, 50% Full-Turn Tipping Load, No Tire Deflection (conforms to ISO 14397-1)*	4706 kg (10,374 lb.)	4640 kg (10,229 lb.)	4003 kg (8,826 lb.)	3943 kg (8,693 lb.)
Rated Operating Load, 50% Full-Turn Tipping Load, with Tire Deflection (conforms to ISO 14397-1)*	4369 kg (9,633 lb.)	4303 kg (9,486 lb.)	3739 kg (8,244 lb.)	3682 kg (8,117 lb.)
Operating Weight	12 622 kg (27,827 lb.)	12 667 kg (27,926 lb.)	12 792 kg (28,201 lb.)	12 837 kg (28,300 lb.)

Loader operating information is based on machine with identified linkage and standard equipment, PowerTech E 6068H (EPA Tier 3/EU Stage IIIA and Brazil MAR-I emissions) engine, ROPS cab, rear cast bumper/counterweight, transmission side-frame guards, bottom guards, standard tires, full fuel tank, and 79-kg (175 lb.) operator. This information is affected by changes in tires, ballast, and different attachments, and assumes no tire deflection per the standard ISO 14397-1 section 5.

\*Rated operating capacity based on Deere attachments only.

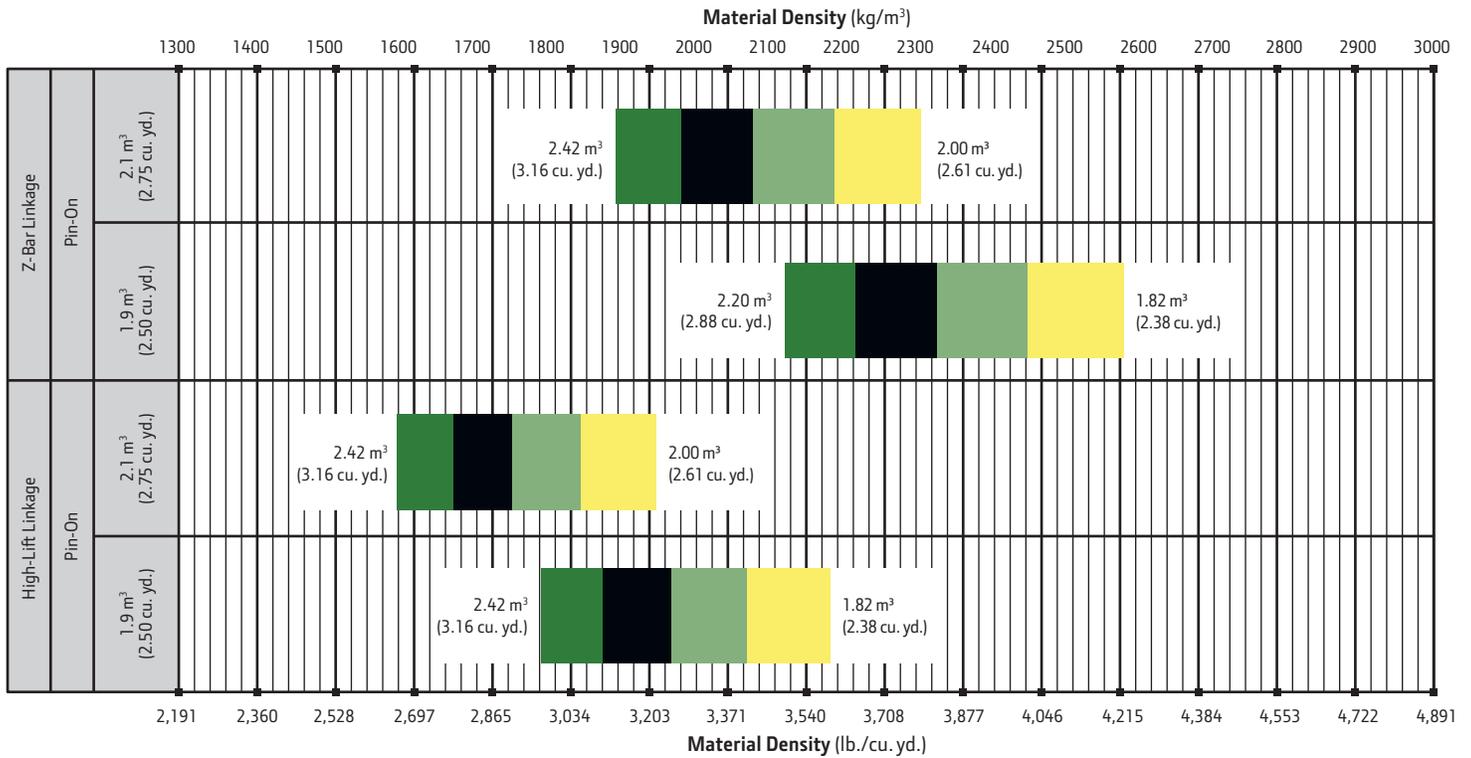
**Adjustments to Operating Weights and Tipping Loads  
with Buckets**

**524K-II Z-BAR / HIGH-LIFT**

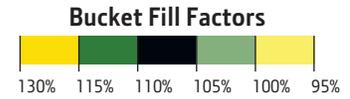
Adjustments to operating weights, tipping loads, and tires are based on Z-Bar machine with pin-on 2.1-m<sup>3</sup> (2.75 cu. yd.) general-purpose bucket with bolt-on cutting edge, ROPS cab, rear cast bumper/counterweight, transmission side-frame guards, bottom guards, standard tires, full fuel tank, and 79-kg (175 lb.) operator\*

Add (+) or deduct (-) kg (lb.) as indicated for loaders with 3-piece rims	<i>Operating Weight</i>	<i>Tipping Load, Straight</i>	<i>Tipping Load, 40-deg. Full Turn</i>	<i>Tread Width</i>	<i>Width Over Tires</i>	<i>Vertical Height</i>
John Deere PowerTech E 6068H	0 kg (0 lb.)	0 kg (0 lb.)	0 kg (0 lb.)	N/A	N/A	N/A
John Deere PowerTech Plus 6068H	28 kg (90 lb.)	90 kg (198 lb.)	73 kg (162 lb.)	N/A	N/A	N/A
Michelin 20.5 R 25, 1 Star L-3	0 kg (0 lb.)	0 kg (0 lb.)	0 kg (0 lb.)	0 mm (0 in.)	0 mm (0 in.)	0 mm (0 in.)
Bridgestone 20.5 R 25, 1 Star L-3	+44 kg (+97 lb.)	+32 kg (+70 lb.)	+28 kg (+62 lb.)	0 mm (0 in.)	-5 mm (-0.2 in.)	-5 mm (-0.2 in.)
Titan 20.5-25, 16 PR L-2	-256 kg (-564 lb.)	-187 kg (-412 lb.)	-165 kg (-368 lb.)	0 mm (0 in.)	-2 mm (-0.1 in.)	+3 mm (+0.1 in.)
Firestone 20.5-25, 16 PR L-2	-276 kg (-608 lb.)	-201 kg (-443 lb.)	-178 kg (-392 lb.)	0 mm (0 in.)	-2 mm (-0.1 in.)	+3 mm (+0.1 in.)
Firestone 20.5-25, 16 PR L-3	-296 kg (-652 lb.)	-216 kg (-476 lb.)	-190 kg (-419 lb.)	0 mm (0 in.)	-2 mm (-0.1 in.)	+9 mm (+0.4 in.)
Pirelli 17.5-25 16 PR L-3	-476 kg (-1,049 lb.)	-347 kg (-765 lb.)	-306 kg (-675 lb.)	0 mm (0 in.)	-78 mm (-3 in.)	-63 mm (-2.5 in.)
Titan 17.5-25 16 PR L-3	-476 kg (-1,049 lb.)	-347 kg (-765 lb.)	-306 kg (-675 lb.)	0 mm (0 in.)	-78 mm (-3 in.)	-63 mm (-2.5 in.)
Pirelli 20.5 R 25 1 Star L-3	-16 kg (-35 lb.)	-12 kg (-26 lb.)	-10 kg (-22 lb.)	0 mm (0 in.)	+32 mm (+1.3 in.)	+7 mm (+0.3 in.)
Titan 20.5-25 16 PR L-3	-296 kg (-653 lb.)	-216 kg (-476 lb.)	-190 kg (-419 lb.)	0 mm (0 in.)	+2 mm (+0.08 in.)	+7 mm (+0.3 in.)
Michelin 20.5 R 25 XLDN L-3	-16 kg (-35 lb.)	-12 kg (-26 lb.)	-10 kg (-22 lb.)	0 mm (0 in.)	-8 mm (-0.3 in.)	-3 mm (-0.1 in.)
Michelin 17.5 R 25 G3 XHA	-348 kg (-767 lb.)	-254 kg (-560 lb.)	-224 kg (-494 lb.)	0 mm (0 in.)	-78 mm (-3 in.)	-73 mm (-2.8 in.)
CaCl <sub>2</sub> in 20.5-25, L-3 Rear Tires, 75% Fill	+825 kg (+1,820 lb.)	+1010 kg (+2,227 lb.)	+891 kg (+1,964 lb.)	N/A	N/A	N/A

\*May change based on vehicle configuration, weight, or tire-pressure adjustments.



LOOSE MATERIALS	kg/m³	lb./cu. yd.	LOOSE MATERIALS	kg/m³	lb./cu. yd.
Chips, pulpwood	288	486	Limestone, coarse, sized	1570	2,646
Cinders (coal, ashes, clinkers)	673	1,134	Limestone, mixed sizes	1682	2,835
Clay and gravel, dry	1602	2,700	Limestone, pulverized or crushed	1362	2,295
Clay, compact, solid	1746	2,943	Sand, damp	2083	3,510
Clay, dry in lump loose	1009	1,701	Sand, dry	1762	2,970
Clay, excavated in water	1282	2,160	Sand, voids, full of water	2083	3,510
Coal, anthracite, broken, loose	865	1,458	Sandstone, quarried	1314	2,214
Coal, bituminous, moderately wet	801	1,350	Shale, broken crushed	1362	2,295
Earth, common loam, dry	1218	2,052	Slag, furnace granulated	1955	3,294
Earth, mud, packed	1843	3,105	Stone or gravel, 37.5 to 87.5-mm (1.5 to 3.5") size	1442	2,430
Granite, broken	1538	2,592	Stone or gravel, 18.75-mm (3/4") size	1602	2,700
Gypsum	2275	3,834			



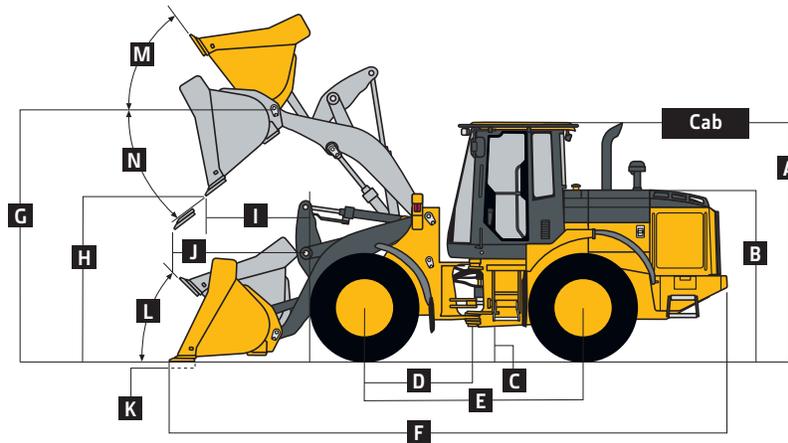
# 544K-II

Engine		544K-II Z-BAR / HIGH-LIFT	
Manufacturer and Model	John Deere PowerTech™ E 6068H	John Deere PowerTech™ Plus 6068H	
Non-Road Emission Standard	EPA Tier 3/EU Stage IIIA and Brazil MAR-I emissions	EPA Tier 3/EU Stage IIIA and Brazil MAR-I emissions	
Cylinders	6	6	
Valves per Cylinder	2	4	
Displacement	6.8 L (414 cu. in.)	6.8 L (414 cu. in.)	
Peak Power (ISO 9249)			
Net	122 kW (163 hp) at 1,900 rpm	122 kW (163 hp) at 1,800 rpm	
Gross	128 kW (172 hp) at 1,900 rpm	128 kW (172 hp) at 1,900 rpm	
Peak Torque (ISO 9249)			
Net	659 Nm (486 lb.-ft.) at 1,600 rpm	683 Nm (504 lb.-ft.) at 1,100 rpm	
Gross	687 Nm (507 lb.-ft.) at 1,600 rpm	713 Nm (526 lb.-ft.) at 1,700 rpm	
Net Torque Rise	39%	45%	
Fuel System (electronically controlled)	High-pressure common rail	High-pressure common rail	
Lubrication	Full-flow spin-on filter and integral cooler	Full-flow spin-on filter and integral cooler	
Aspiration	Turbocharged, charge air cooled	Turbocharged, charge air cooled	
Air Cleaner	Under-hood, dual-element dry type, restriction indicator in cab monitor for service		
Cooling			
Fan Drive	Hydraulically driven, proportionally controlled, fan aft of coolers		
Electrical			
Electrical System	24 volt with 80-amp alternator (optional 100-amp alternator)		
Batteries (2 – 12 volt)	750 CCA (each)		
Lights	Driving lights with guard, turn signals, and flashers; stop- and taillight; work lights: front (4) and rear (2)		
Transmission System			
Type	Countershaft-type PowerShift™		
Torque Converter	Single stage, single phase		
Shift Control	Electronically modulated, adaptive, load and speed dependent		
Operator Interface	Steering-column or joystick-mounted F-N-R and gear-select lever; kick-down button on hydraulic lever		
Shift Modes	Manual/auto (1st-D or 2nd-D); Quick-Shift button with 2 selectable modes: kick-down or kick-up/down; and adaptive clutch cutoff		
	<i>Standard 5-Speed with Lockup Torque Converter [LUTC]</i>		<i>Optional 5-Speed without LUTC</i>
Maximum Travel Speeds (with 20.5 R 25 tires)	<i>Forward</i>	<i>Reverse</i>	<i>Forward</i>
Gear 1	5.8 km/h (3.6 mph)	6.3 km/h (3.9 mph)	5.2 km/h (3.2 mph)
Gear 2	12.0 km/h (7.5 mph)	12.7 km/h (7.9 mph)	10.9 km/h (6.8 mph)
Gear 3	18.6 km/h (11.6 mph)	29.1 km/h (18.1 mph)	16.6 km/h (10.3 mph)
Gear 4	27.7 km/h (17.2 mph)	N/A	23.8 km/h (14.8 mph)
Gear 5	40.0 km/h (24.9 mph)	N/A	37.6 km/h (23.4 mph)
<i>Reverse</i>			5.5 km/h (3.4 mph)
<i>Reverse</i>			11.5 km/h (7.2 mph)
<i>Reverse</i>			25.3 km/h (15.7 mph)
<i>Reverse</i>			N/A
<i>Reverse</i>			N/A
Axles/Brakes			
Final Drives	Heavy-duty inboard-mounted planetary		
Differentials	Hydraulic locking front with conventional rear – standard; dual locking front and rear – optional		
Rear Axle Oscillation, Stop to Stop (with 20.5 R 25 tires)	24 deg. (12 deg. each direction)		
Brakes (conform to ISO 3450)			
Service	Hydraulically actuated, inboard sun-shaft mounted, single disc; oil cooled – optional		
Parking	Automatic spring applied, hydraulically released, driveline mounted, sealed wet multi disc		
Tires/Wheels (see page 20 for complete tire adjustments)			
	<i>Tread Width</i>	<i>Width Over Tires</i>	
Michelin 20.5 R 25, 1 Star L-3	1950 mm (76.8 in.)	2574 mm (101.3 in.)	
Serviceability			
Refill Capacities			
Fuel Tank with Lockable Cap	325 L (86 gal.)		
Cooling System	22.5 L (23.8 qt.)		
Engine Oil with Vertical Spin-On Filter	19 L (20 qt.)		
Transmission Reservoir with Vertical Filter	18.5 L (19.5 qt.)		
Axle Oil (front and rear, each)	17 L (18 qt.)		
Hydraulic Reservoir and Filter	92 L (24.3 gal.)		
Park Brake Oil (wet disc)	0.3 L (10 oz.)		
Hydraulic System/Steering			
Pump (loader and steering)	Variable-displacement, axial-piston pump; closed-center, pressure-compensating system		
Maximum Rated Flow at 6895 kPa (1,000 psi) and 2,200 rpm	188 L/m (50 gpm)		
System Relief Pressure (loader and steering)	25 166 kPa (3,650 psi)		
Loader Controls	2-function valve, joystick control or fingertip controls, hydraulic-function enable/disable, optional 3rd- and 4th-function valve with auxiliary lever		
Steering (conforms to ISO 5010)	Steering-column-mounted, twist-grip shift lever; Quick-Shift button on hydraulic lever		
Type	Power, fully hydraulic		
Articulation Angle	80-deg. arc (40-deg. each direction)		



Hydraulic System/Steering <i>(continued)</i>		544K-II Z-BAR / HIGH-LIFT
Turning Radius (measured to centerline of outside tire)		5.00 m (16 ft. 5 in.)
Hydraulic Cycle Times		
Raise		5.8 sec.
Dump		1.2 sec.
Lower (float down)		3.2 sec.
Total		10.2 sec.

**Dimensions and Specifications with Pin-On Bucket**



**544K-II Z-BAR AND HIGH-LIFT LOADERS WITH PIN-ON BUCKET**

	Z-Bar <i>Narrow 2.3-m<sup>3</sup> (3.0 cu. yd.) general-purpose with bolt-on edge</i>	High-Lift <i>Narrow 2.3-m<sup>3</sup> (3.0 cu. yd.) general-purpose with bolt-on edge</i>
<b>Dimensions with Bucket</b>		
A Height to Top of Cab	3.24 m (10 ft. 8 in.)	3.24 m (10 ft. 8 in.)
B Hood Height	2.30 m (7 ft. 7 in.)	2.30 m (7 ft. 7 in.)
C Ground Clearance	0.40 m (15.7 in.)	0.40 m (15.7 in.)
D Length from Centerline to Front Axle	1.45 m (4 ft. 9 in.)	1.45 m (4 ft. 9 in.)
E Wheelbase	2.93 m (9 ft. 7 in.)	2.93 m (9 ft. 7 in.)
F Overall Length, Bucket on Ground	7.43 m (24 ft. 4 in.)	7.75 m (25 ft. 5 in.)
G Height to Hinge Pin, Fully Raised	3.82 m (12 ft. 6 in.)	4.17 m (13 ft. 8 in.)
H Dump Clearance, 45 deg., Full Height	2.76 m (9 ft. 1 in.)	3.11 m (10 ft. 3 in.)
I Reach, 45-deg. Dump, Full Height	0.99 m (3 ft. 3 in.)	0.99 m (3 ft. 3 in.)
J Reach, 45-deg. Dump, 2.13-m (7 ft. 0 in.) Clearance	1.46 m (4 ft. 10 in.)	1.76 m (5 ft. 9 in.)
K Maximum Digging Depth	95 mm (3.72 in.)	221 mm (8.7 in.)
L Maximum Rollback at Ground Level	42 deg.	37 deg.
M Maximum Rollback, Boom Fully Raised	55 deg.	50 deg.
N Maximum Bucket Dump Angle, Fully Raised	49 deg.	46 deg.
Loader Clearance Circle, Bucket Carry Position	11.65 m (38 ft. 3 in.)	11.96 m (39 ft. 3 in.)
<b>Specifications with Bucket</b>		
Capacity, Heaped	2.3 m <sup>3</sup> (3.0 cu. yd.)	2.3 m <sup>3</sup> (3.0 cu. yd.)
Capacity, Struck	2.0 m <sup>3</sup> (2.6 cu. yd.)	2.0 m <sup>3</sup> (2.6 cu. yd.)
Bucket Weight with Bolt-On Cutting Edge	1066 kg (2,350 lb.)	1066 kg (2,350 lb.)
Bucket Width	2.54 m (8 ft. 4 in.)	2.54 m (8 ft. 4 in.)
Breakout Force	10 115 kg (22,300 lb.)	9351 kg (20,615 lb.)
Tipping Load, Straight, No Tire Deflection	11 103 kg (24,478 lb.)	9528 kg (21,006 lb.)
Tipping Load, Straight, with Tire Deflection	10 533 kg (23,221 lb.)	9090 kg (20,040 lb.)
Tipping Load, 40-deg. Full Turn, No Tire Deflection	9619 kg (21,206 lb.)	8228 kg (18,140 lb.)
Tipping Load, 40-deg. Full Turn, with Tire Deflection	8883 kg (19,584 lb.)	7656 kg (16,878 lb.)
Rated Operating Load, 50% Full-Turn Tipping Load, No Tire Deflection (conforms to ISO 14397-1)*	4809 kg (10,602 lb.)	4114 kg (9070 lb.)
Rated Operating Load, 50% Full-Turn Tipping Load, with Tire Deflection (conforms to ISO 14397-1)*	4441 kg (9,791 lb.)	3828 kg (8439 lb.)
Operating Weight	13 121 kg (28,927 lb.)	13 240 kg (29,189 lb.)

*Loader operating information is based on machine with identified linkage and standard equipment, PowerTech E 6068H (EPA Tier 3/EU Stage IIIA and Brazil MAR-I emissions) engine, ROPS cab, rear cast bumper/counterweight, transmission side-frame guards, bottom guards, standard tires, full fuel tank, and 79-kg (175 lb.) operator. This information is affected by changes in tires, ballast, and different attachments, and assumes no tire deflection per the standard ISO 14397-1 section 5.*

*\*Rated operating capacity based on Deere attachments only.*

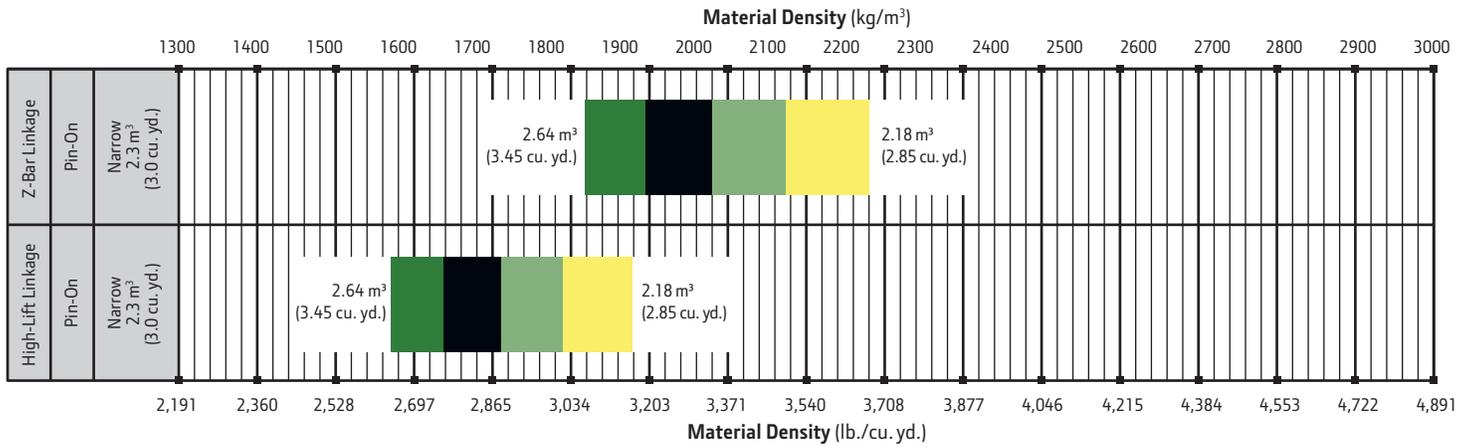
**Adjustments to Operating Weights and Tipping Loads  
with Buckets**

**544K-II Z-BAR / HIGH-LIFT**

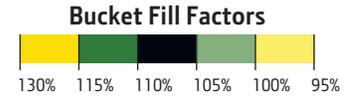
Adjustments to operating weights, tipping loads, and tires are based on Z-Bar machine with pin-on 2.3-m<sup>3</sup> (3.0 cu. yd.) general-purpose bucket with bolt-on cutting edge, ROPS cab, rear cast bumper/counterweight, transmission side-frame guards, bottom guards, standard tires, full fuel tank, and 79-kg (175 lb.) operator\*

Add (+) or deduct (-) kg (lb.) as indicated for loaders with 3-piece rims	Operating Weight	Tipping Load, Straight	Tipping Load, 40-deg. Full Turn	Tread Width	Width Over Tires	Vertical Height
John Deere PowerTech E 6068H	0 kg (0 lb.)	0 kg (0 lb.)	0 kg (0 lb.)	N/A	N/A	N/A
John Deere PowerTech Plus 6068H	28 kg (90 lb.)	90 kg (198 lb.)	73 kg (162 lb.)	N/A	N/A	N/A
Michelin 20.5 R 25, 1 Star L-3	0 kg (0 lb.)	0 kg (0 lb.)	0 kg (0 lb.)	0 mm (0 in.)	0 mm (0 in.)	0 mm (0 in.)
Bridgestone 20.5 R 25, 1 Star L-3	+44 kg (+97 lb.)	+32 kg (+71 lb.)	+28 kg (+62 lb.)	0 mm (0 in.)	-5 mm (-0.2 in.)	-5 mm (-0.2 in.)
Titan 20.5-25, 16 PR L-2	-256 kg (-564 lb.)	-186 kg (-410 lb.)	-164 kg (-362 lb.)	0 mm (0 in.)	-2 mm (-0.1 in.)	+3 mm (+0.1 in.)
Firestone 20.5-25, 16 PR L-2	-276 kg (-608 lb.)	-201 kg (-443 lb.)	-180 kg (-397 lb.)	0 mm (0 in.)	-2 mm (-0.1 in.)	+3 mm (+0.1 in.)
Firestone 20.5-25, 16 PR L-3	-296 kg (-653 lb.)	-215 kg (-474 lb.)	-190 kg (-419 lb.)	0 mm (0 in.)	-2 mm (-0.1 in.)	+9 mm (+0.4 in.)
Pirelli 20.5 R 25 1 Star L-3	-16 kg (-35 lb.)	-12 kg (-26 lb.)	-10 kg (-22 lb.)	0 mm (0 in.)	+2 mm (+0.1 in.)	+7 mm (+0.3 in.)
Titan 20.5-25 16 PR L-3	-296 kg (-653 lb.)	-215 kg (-474 lb.)	-190 kg (-419 lb.)	0 mm (0 in.)	+2 mm (+0.1 in.)	+7 mm (+0.3 in.)
Michelin 20.5 R 25 XLDN L-3	-16 kg (-35 lb.)	-12 kg (-26 lb.)	-10 kg (-22 lb.)	0 mm (0 in.)	+2 mm (+0.1 in.)	-3 mm (-0.11 in.)
CaCl <sub>2</sub> in 20.5-25, L-3 Rear Tires, 75% Fill	+825 kg (+1,820 lb.)	+1010 kg (+2,227 lb.)	+891 kg (+1,964 lb.)	N/A	N/A	N/A

\*May change based on vehicle configuration, weight, or tire-pressure adjustments.



LOOSE MATERIALS	kg/m³	lb./cu. yd.	LOOSE MATERIALS	kg/m³	lb./cu. yd.
Chips, pulpwood	288	486	Limestone, coarse, sized	1570	2,646
Cinders (coal, ashes, clinkers)	673	1,134	Limestone, mixed sizes	1682	2,835
Clay and gravel, dry	1602	2,700	Limestone, pulverized or crushed	1362	2,295
Clay, compact, solid	1746	2,943	Sand, damp	2083	3,510
Clay, dry in lump loose	1009	1,701	Sand, dry	1762	2,970
Clay, excavated in water	1282	2,160	Sand, voids, full of water	2083	3,510
Coal, anthracite, broken, loose	865	1,458	Sandstone, quarried	1314	2,214
Coal, bituminous, moderately wet	801	1,350	Shale, broken crushed	1362	2,295
Earth, common loam, dry	1218	2,052	Slag, furnace granulated	1955	3,294
Earth, mud, packed	1843	3,105	Stone or gravel, 37.5 to 87.5-mm (1.5 to 3.5") size	1442	2,430
Granite, broken	1538	2,592	Stone or gravel, 18.75-mm (3/4") size	1602	2,700
Gypsum	2275	3,834			



# 624K-II

Engine		624K-II Z-BAR / HIGH-LIFT	
Manufacturer and Model	John Deere PowerTech™ Plus 6068H	John Deere PowerTech™ 6068H	
Non-Road Emission Standard	EPA Tier 3/EU Stage IIIA and Brazil MAR-I emissions	EPA Tier 2/EU Stage II	
Cylinders	6	6	
Valves per Cylinder	4	4	
Displacement	6.8 L (414 cu. in.) standard and lockup torque converter (LUTC) transmissions		
Peak Power (ISO 9249)			
Net	141 kW (188 hp) at 1,800 rpm	141 kW (188 hp) at 1,800 rpm	
Gross	149 kW (200 hp) at 1,800 rpm	149 kW (200 hp) at 1,800 rpm	
Peak Torque (ISO 9249)			
Net	804 Nm (593 lb.-ft.) at 1,400 rpm	804 Nm (593 lb.-ft.) at 1,400 rpm	
Gross	844 Nm (623 lb.-ft.) at 1,600 rpm	844 Nm (623 lb.-ft.) at 1,600 rpm	
Net Torque Rise	57% standard transmission / 50% LUTC transmission	57% standard transmission / 50% LUTC transmission	
Fuel System (electronically controlled)	High-pressure common rail		
Lubrication	Full-flow spin-on filter and integral cooler		
Aspiration	Turbocharged, charge air cooled		
Air Cleaner	Under-hood, dual-element dry type, restriction indicator in cab monitor for service		
Cooling			
Fan Drive	Hydraulically driven, proportionally controlled, fan aft of coolers		
Electrical			
Electrical System	24 volt with 80-amp alternator (optional 100-amp alternator)		
Batteries (2 – 12 volt)	750 CCA (each)		
Lights	Driving lights with guard, turn signals, and flashers; stop- and taillight; work lights: front (4) and rear (2)		
Transmission System			
Type	Countershaft-type PowerShift™		
Torque Converter	Single stage, single phase		
Shift Control	Electronically modulated, adaptive, load and speed dependent		
Operator Interface	Steering-column or joystick-mounted F-N-R and gear-select lever; Quick-Shift button on hydraulic lever		
Shift Modes	Manual/auto (1st-D or 2nd-D); Quick-Shift button with 2 selectable modes: kick-down or kick-up/down; and adaptive clutch cutoff		
	<i>Standard 5-Speed with LUTC</i>		<i>Optional 5-Speed without LUTC</i>
Maximum Travel Speeds (with 20.5 R 25 tires)	<i>Forward</i>	<i>Reverse</i>	<i>Forward</i> <i>Reverse</i>
Gear 1	6.2 km/h (3.85 mph)	6.6 km/h (4.1 mph)	6.4 km/h (4.0 mph)      6.7 km/h (4.2 mph)
Gear 2	11.1 km/h (6.9 mph)	11.8 km/h (7.3 mph)	11.3 km/h (7.0 mph)      11.9 km/h (7.4 mph)
Gear 3	17.1 km/h (10.6 mph)	28.1 km/h (17.5 mph)	17.0 km/h (10.6 mph)      26.5 km/h (16.5 mph)
Gear 4	26.7 km/h (16.6 mph)	N/A	25.4 km/h (15.8 mph)      N/A
Gear 5	40.0 km/h (24.9 mph)	N/A	36.3 km/h (22.5 mph)      N/A
Axles/Brakes			
Final Drives	Heavy-duty inboard-mounted planetary		
Differentials	Hydraulic locking front with conventional rear – standard; dual locking front and rear – optional		
Rear Axle Oscillation, Stop to Stop (with 20.5 R 25 tires)	24 deg. (12 deg. each direction)		
Brakes (conform to ISO 3450)			
Service	Hydraulically actuated, spring-retracted, self-adjusting, inboard sun-shaft mounted, oil cooled, single disc		
Parking	Automatic spring applied, hydraulically released, driveline mounted, oil cooled, multi disc		
Tires/Wheels (see page 24 for complete tire adjustments)			
	<i>Tread Width</i>	<i>Width Over Tires</i>	
Michelin 20.5 R 25, 1 Star L-3	2050 mm (80.7 in.)	2670 mm (105.1 in.)	
Serviceability			
Refill Capacities			
Fuel Tank with Lockable Cap	352 L (93 gal.)		
Cooling System	27 L (29 qt.)		
Engine Oil with Vertical Spin-On Filter	19 L (20 qt.)		
Transmission Reservoir with Vertical Filter	22 L (23 qt.)		
Axle Oil			
Front	22 L (23 qt.)		
Rear	17 L (18 qt.)		
Hydraulic Reservoir and Filter	110 L (29 gal.)		
Park Brake Oil (wet disc)	0.3 L (10 oz.)		
Hydraulic System/Steering			
Pump (loader and steering)	Variable-displacement, axial-piston pump; closed-center, pressure-compensating system		
Maximum Rated Flow at 6895 kPa (1,000 psi) and 2,200 rpm	208 L/m (55 gpm)		
System Relief Pressure (loader and steering)	24 821 kPa (3,675 psi)		
Loader Controls	2-function valve, joystick control or fingertip controls, hydraulic-function enable/disable, optional 3rd- and 4th-function valve with auxiliary lever		



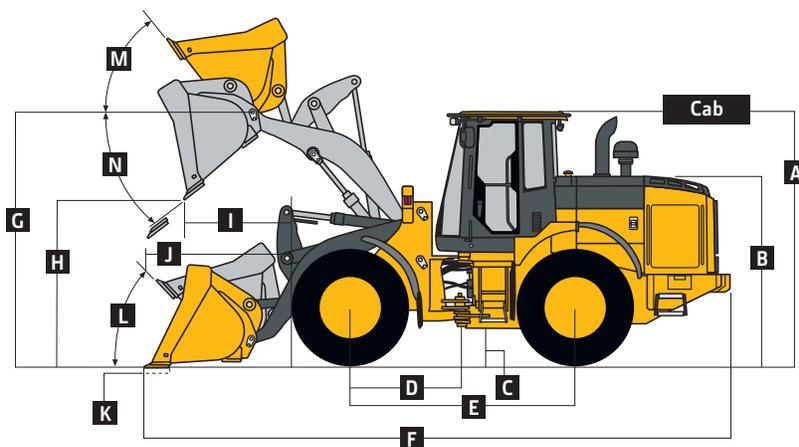
### Hydraulic System/Steering *(continued)*

### 624K-II Z-BAR / HIGH-LIFT

Steering (conforms to ISO 5010)

Type	Power, fully hydraulic
Articulation Angle	80-deg. arc (40-deg. each direction)
Turning Radius (measured to centerline of outside tire)	5.27 m (17 ft. 4 in.)
Hydraulic Cycle Times	
Raise	5.9 sec.
Dump	1.3 sec.
Lower (float down)	2.7 sec.
Total	9.9 sec.

### Dimensions and Specifications with Pin-On Bucket



624K-II Z-BAR AND HIGH-LIFT LOADERS WITH PIN-ON BUCKET

	Z-Bar	High-Lift
<b>Dimensions with Bucket</b>	2.7-m <sup>3</sup> (3.5 cu. yd.) general-purpose with bolt-on edge	2.7-m <sup>3</sup> (3.5 cu. yd.) general-purpose with bolt-on edge
<b>A</b> Height to Top of Cab	3.32 m (10 ft. 11 in.)	3.32 m (10 ft. 11 in.)
<b>B</b> Hood Height	2.46 m (8 ft. 1 in.)	2.46 m (8 ft. 1 in.)
<b>C</b> Ground Clearance	384 mm (15.1 in.)	384 mm (15.1 in.)
<b>D</b> Length from Centerline to Front Axle	1.52 m (5 ft. 0 in.)	1.52 m (5 ft. 0 in.)
<b>E</b> Wheelbase	3.09 m (10 ft. 1 in.)	3.09 m (10 ft. 1 in.)
<b>F</b> Overall Length, Bucket on Ground	7.76 m (25 ft. 5 in.)	8.17 m (26 ft. 9 in.)
<b>G</b> Height to Hinge Pin, Fully Raised	3.95 m (13 ft. 0 in.)	4.30 m (14 ft. 2 in.)
<b>H</b> Dump Clearance, 45 deg., Full Height	2.86 m (9 ft. 5 in.)	3.23 m (10 ft. 7 in.)
<b>I</b> Reach, 45-deg. Dump, Full Height	1.02 m (3 ft. 4 in.)	1.11 m (3 ft. 8 in.)
<b>J</b> Reach, 45-deg. Dump, 2.13-m (7 ft. 0 in.) Clearance	1.57 m (5 ft. 2 in.)	1.93 m (6 ft. 4 in.)
<b>K</b> Maximum Digging Depth	95 mm (3.8 in.)	203 mm (8.0 in.)
<b>L</b> Maximum Rollback at Ground Level	37 deg.	36 deg.
<b>M</b> Maximum Rollback, Boom Fully Raised	50 deg.	49 deg.
<b>N</b> Maximum Bucket Dump Angle, Fully Raised	45 deg.	46 deg.
Loader Clearance Circle, Bucket Carry Position	12.24 m (40 ft. 2 in.)	12.61 m (41 ft. 4 in.)
<b>Specifications with Bucket</b>		
Capacity, Heaped	2.7 m <sup>3</sup> (3.5 cu. yd.)	2.7 m <sup>3</sup> (3.5 cu. yd.)
Capacity, Struck	2.3 m <sup>3</sup> (3.0 cu. yd.)	2.3 m <sup>3</sup> (3.0 cu. yd.)
Bucket Weight with Bolt-On Cutting Edge	1148 kg (2,532 lb.)	1148 kg (2,532 lb.)
Bucket Width	2.69 m (8 ft. 10 in.)	2.69 m (8 ft. 10 in.)
Breakout Force	12 821 kg (28,266 lb.)	11 662 kg (25,709 lb.)
Tipping Load, Straight, No Tire Deflection	13 849 kg (30,532 lb.)	11 628 kg (25,636 lb.)
Tipping Load, Straight, with Tire Deflection	13 158 kg (29,008 lb.)	10 836 kg (23,889 lb.)
Tipping Load, 40-deg. Full Turn, No Tire Deflection	12 006 kg (26,470 lb.)	10 044 kg (22,144 lb.)
Tipping Load, 40-deg. Full Turn, with Tire Deflection	11 043 kg (24,346 lb.)	9114 kg (20,093 lb.)
Rated Operating Load, 50% Full Turn Tipping Load, No Tire Deflection (conforms to ISO 14397-1)*	6003 kg (13,234 lb.)	5022 kg (11,072 lb.)
Rated Operating Load, 50% Full Turn Tipping Load, with Tire Deflection (Conforms to ISO 14397-1)*	5522 kg (12,173 lb.)	4557 kg (10,046 lb.)
Operating Weight	15 614 kg (34,423 lb.)	15 818 kg (34,872 lb.)

Loader operating information is based on machine with identified linkage and standard equipment, PowerTech Plus 6068H (EPA Tier 3/EU Stage IIIA and Brazil MAR-I emissions) engine, ROPS cab, rear cast bumper/counterweight, transmission side-frame guards, bottom guards, standard tires, full fuel tank, and 79-kg (175 lb.) operator. This information is affected by changes in tires, ballast, and different attachments, and assumes no tire deflection per the standard ISO 14397-1 section 5.

\*Rated operating capacity based on Deere attachments only.

**Adjustments to Operating Weights and Tipping**

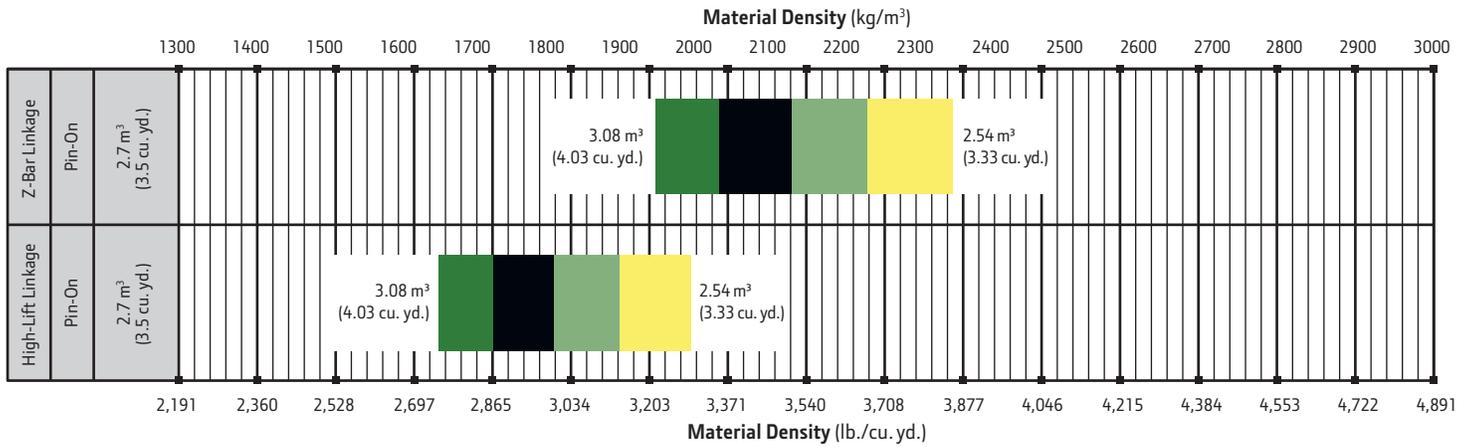
**Loads with Buckets**

**624K-II Z-BAR / HIGH-LIFT**

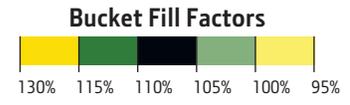
Adjustments to operating weights, tipping loads, and tires are based on Z-Bar machine with pin-on 2.7-m<sup>3</sup> (3.5 cu. yd.) general-purpose bucket with bolt-on cutting edge, ROPS cab, rear cast bumper/counterweight, transmission side-frame guards, bottom guards, standard tires, full fuel tank, and 79-kg (175 lb.) operator\*

Add (+) or deduct (-) kg (lb.) as indicated for loaders with 3-piece rims	<i>Operating Weight</i>	<i>Tipping Load, Straight</i>	<i>Tipping Load, 40-deg. Full Turn</i>	<i>Tread Width</i>	<i>Width Over Tires</i>	<i>Vertical Height</i>
John Deere PowerTech Plus 6068H	0 kg (0 lb.)	0 kg (0 lb.)	0 kg (0 lb.)	N/A	N/A	N/A
John Deere PowerTech 6068H	0 kg (0 lb.)	0 kg (0 lb.)	0 kg (0 lb.)	N/A	N/A	N/A
Michelin 20.5 R 25, 1 Star L-3	0 kg (0 lb.)	0 kg (0 lb.)	0 kg (0 lb.)	0 mm (0 in.)	0 mm (0 in.)	0 mm (0 in.)
Bridgestone 20.5 R 25, 1 Star L-3	+44 kg (+97 lb.)	+33 kg (+73 lb.)	+29 kg (+64 lb.)	0 mm (0 in.)	-16 mm (-0.6 in.)	0 mm (0 in.)
Firestone 20.5-25, 16 PR L-3	-252 kg (-556 lb.)	-189 kg (-417 lb.)	-167 kg (-367 lb.)	0 mm (0 in.)	-12 mm (-0.5 in.)	+13 mm (+0.5 in.)
Firestone 20.5-25, 16 PR L-2	-280 kg (-617 lb.)	-210 kg (-464 lb.)	-185 kg (-408 lb.)	0 mm (0 in.)	-12 mm (-0.5 in.)	+6 mm (+0.2 in.)
Michelin 20.5 R 25 XLDN L-3	-32 kg (-76 lb.)	-24 kg (-53 lb.)	-21 kg (-46 lb.)	0 mm (0 in.)	-16 mm (-0.6 in.)	-3 mm (-0.1 in.)
Titan 20.5-25 16 PR L-3	-204 kg (-450 lb.)	-153 kg (-337 lb.)	-135 kg (-298 lb.)	0 mm (0 in.)	-16 mm (-0.6 in.)	-3 mm (-0.1 in.)
Pirelli 20.5 R 25 1 Star L-3	-32 kg (-76 lb.)	-24 kg (-53 lb.)	-21 kg (-46 lb.)	0 mm (0 in.)	-12 mm (-0.5 in.)	+6 mm (+0.2 in.)
CaCl <sub>2</sub> in 20.5-25, L-3 Rear Tires	+1166 kg (+2,571 lb.)	+1432 kg (+3,157 lb.)	+1305 kg (+2,878 lb.)	N/A	N/A	N/A

\*May change based on vehicle configuration, weight, or tire-pressure adjustments.



LOOSE MATERIALS	kg/m³	lb./cu. yd.	LOOSE MATERIALS	kg/m³	lb./cu. yd.
Chips, pulpwood	288	486	Limestone, coarse, sized	1570	2,646
Cinders (coal, ashes, clinkers)	673	1,134	Limestone, mixed sizes	1682	2,835
Clay and gravel, dry	1602	2,700	Limestone, pulverized or crushed	1362	2,295
Clay, compact, solid	1746	2,943	Sand, damp	2083	3,510
Clay, dry in lump loose	1009	1,701	Sand, dry	1762	2,970
Clay, excavated in water	1282	2,160	Sand, voids, full of water	2083	3,510
Coal, anthracite, broken, loose	865	1,458	Sandstone, quarried	1314	2,214
Coal, bituminous, moderately wet	801	1,350	Shale, broken crushed	1362	2,295
Earth, common loam, dry	1218	2,052	Slag, furnace granulated	1955	3,294
Earth, mud, packed	1843	3,105	Stone or gravel, 37.5 to 87.5-mm (1.5 to 3.5") size	1442	2,430
Granite, broken	1538	2,592	Stone or gravel, 18.75-mm (3/4") size	1602	2,700
Gypsum	2275	3,834			



# Additional equipment

Key: ● Standard ▲ Optional or special See your John Deere dealer for further information.

524	544	624	Engine
●	●	●	Wet-sleeve cylinder liners
		●	Automatic glow plugs for cold start
●	●	●	Programmable auto-idle and auto shutdown
●	●	●	Selected idle adjustment from 900–1,250 rpm
●	●	●	Starter protection
●	●	●	Automatic derating for exceeded system temperatures
●	●	●	Serpentine drive belt for automatic tensioner
●	●		Under-hood prescreened air intake
		●	Electrical fuel-priming pump
●	●	●	Dual-stage fuel filter and water separator
●	●	●	500-hour vertical spin-on oil filter
▲	▲	▲	Centrifugal engine air pre-cleaner
▲	▲	▲	Chrome exhaust stack
▲	▲		Automatic ether starting aid (recommended for cold starts below –12 deg. C [10 deg. F])
			Powertrain
●	●	●	Axle oil temperature sensing
●	●	●	Programmable maximum high gear
●	●	●	Clutch calibration engaged from monitor
●	●	●	2,000-hour vertical spin-on transmission filter
●	●	●	Transmission fill tube and sight gauge
▲	●	●	Front locking differential
▲	▲	▲	Rear locking differential
●	●	●	Transmission diagnostic ports
	●	●	5-speed transmission with lockup torque converter
●	▲	▲	5-speed transmission with non-lockup torque converter
▲	▲	▲	Automatic differential lock
▲	▲	▲	Wheel-spin control
			Quad-Cool™ Cooling System
●	●	●	Heavy-duty, trash-resistant radiator and high-ambient cooling package
●	●	●	2-side access to all coolers
●	●	●	Isolated from engine compartment
●	●	●	Engine radiator
●	●	●	Integral engine oil cooler
●	●	●	Hydraulic oil cooler (oil to air)
●	●	●	Transmission oil cooler (oil to air)
●	●	●	Charge air cooler (air to air)
●	●	●	Coolant recovery tank
●	●	●	Antifreeze, –37 deg. C (–34 deg. F)
●	●	●	Cool-on-demand, hydraulically driven, swing-out fan
●	●	●	Enclosed fan safety guard
▲	▲	▲	Automatic reversing fan drive
▲	▲	●	Axle and service-brake coolers

524	544	624	Hydraulics
●	●	●	Automatic return-to-dig bucket positioner
●	●	●	In-cab adjustable automatic boom-height kickout/return to carry
●	●	●	Reservoir with sight gauge and fill strainer
●	●	●	Hydraulic diagnostic ports
●	●	●	4,000-hour in-tank filter
●	●	●	2 function — joystick with F-N-R
▲	▲	▲	2 function — joystick with steering column F-N-R
▲	▲	▲	2 function — 2-lever fingertip controls and steering column F-N-R
▲	▲	▲	3 function — joystick with F-N-R and 3rd-function auxiliary lever
▲	▲	▲	3 function — 3-lever fingertip controls and steering column F-N-R
▲	▲	▲	Ride control, automatic with monitor-adjustable speed settings
			Steering Systems
●	●	●	Conventional steering wheel with spinner knob
			Electrical
●	●	●	Solid-state electrical power-distribution system
●	●	●	Lockable master electrical-disconnect switch
●	●	●	Battery-terminal safety covers
●	●	●	By-pass start safety cover at starter
●	●	●	Pre-wired for beacon/strobe light
●	●	●	Lights: Halogen driving lights with guards (2) / Front (4) and rear (2) cab work lights / Turn signals and flashers / LED stop- and taillights
▲			Lights: Halogen driving lights with guards (2) / Front cab work lights (2) and rear (2) / Turn signals and flashers / LED stop- and taillights
▲	▲	▲	Heavy-duty front LED turn signal and marker lights
●	●	●	Programmable courtesy lights
●	●	●	Horn, electric
●	●	●	Reverse warning alarm
●	●	●	Multi-function/multi-language LCD color monitor includes: Digital instruments — Analog display (hydraulic oil temperature, engine coolant temperature, transmission oil temperature, and engine oil pressure) / Digital display (engine rpm, transmission gear/direction indicator, hour meter, fuel level, speedometer, and odometer)
●	●	●	Indicator lights: Standard and selected options / Amber caution and red stop
●	●	●	Operator-warning messages

Actual machine configuration may differ from image. Not all models available in all countries.

Net engine power is with standard equipment including air cleaner, exhaust system, alternator, and cooling fan at test conditions per ISO 9249. No derating is required up to 3050-m (10,000 ft.) altitude. Specifications and design subject to change without notice. Specifications with the exception of bucket capacity are in accordance with all applicable ISO standards. Except where otherwise noted, these specifications are based on units with applicable linkage and standard equipment, ROPS cab, rear cast bumper/counterweight, transmission side-frame guards, bottom guards, standard tires, full fuel tank, and 79-kg (175 lb.) operator.

# Additional equipment *(continued)*

Key: ● Standard ▲ Optional or special See your John Deere dealer for further information.

524	544	624	Electrical <i>(continued)</i>
●	●	●	Built-in diagnostics: Diagnostic-code details / Sensor values / Calibrations / Individual circuit tester
▲	▲	▲	Electrical corrosion-prevention package
▲	▲	▲	AM/FM/Weather-Band (WB) radio
●	●	●	24- to 12-volt, 8-amp converter
Operator's Station			
●	●	●	Quiet Cab with air conditioning/heater
●	●	●	Keyless start with multiple security modes
●	●	●	Sealed-switch module with function indicators
●	●	●	Seat with deep foam, fabric cover, and adjustable air suspension
●	●	●	Seat with backrest extension, deep foam, fabric cover, and adjustable air suspension
●	●	●	Hydraulic controls integrated to seat
●	●	●	Seat belt, 76 mm (3 in.), with retractor
●	●	●	Cup holders (2)
●	●	●	Lunch-box/cooler holder
●	●	●	Dome and reading light
●	●	●	12-volt power port
●	●	●	Rubber floor mat
●	●	●	Tilt steering column
●	●	●	Operator's manual storage compartment
●	●	●	Outside (2) and inside (1) rearview mirrors
●	●	●	Left-side operator-station access
●	●	●	Slip-resistant steps and ergonomic handholds
●	●	●	Sun visor
●	●	●	Front and rear intermittent windshield wiper and washers
▲	▲	▲	Beacon bracket
▲	▲	▲	Rear camera
▲	▲	▲	Rear camera with radar object-detection system
●	●	●	LOADRITE™ L2180™ Payload Scale Ready
Loader Linkage			
●	●	●	Z-Bar loader linkage
▲	▲	▲	High-lift Z-Bar loader linkage

524	544	624	Buckets and Attachments
●	●	●	Full line of Deere pin-on buckets
▲	▲	▲	Full line of Deere hook-on buckets and forks
Overall Vehicle			
●	●	●	JDLINK™ Ultimate wireless communication system (available in specific countries; see your dealer for details)
●	●	●	NeverGrease™ rear-axle oscillation
▲	▲	▲	NeverGrease steering cylinders
●	●	●	Front and rear tie-downs
●	●	●	Rear cast bumper with rear hitch and locking pin
●	●	●	Articulation locking bar
●	●	●	Loader boom service locking bar
●	●	●	40-deg. steering articulation to each side with rubber-cushion stops on frame
●	●	●	Vandal protection with lockable engine enclosures, right counterweight storage, battery box, and filler access for radiator/fuel/hydraulic transmission
●	●	●	Left-side service steps and handholds
●	●	●	Storage compartment
●	●	●	Fuel-tank fill strainer
●	●	●	Heavy-duty fuel-tank guard
●	●	●	Ground-level fueling
●	●	●	Same-side ground-level daily servicing
●	●	●	20.5-25 L3 16 PR tires on 3-piece rims
▲			17.5-25 L3 16 PR tires on 3-piece rims
●	●	●	Environmental drains for engine, transmission, hydraulic oils, and engine coolant
●	●	●	Fluid-sampling ports for engine, transmission, hydraulic and axle oils, and engine coolant
●	●	●	Fenders, front
▲	▲	▲	Fender, full-coverage, front
▲	▲	▲	Fenders, full-coverage, front and rear
▲	▲	▲	Transmission side-frame guards
▲	▲	▲	Bottom guards, front frame and transmission
▲	▲	▲	Lift eyes

Actual machine configuration may differ from image. Not all models available in all countries.

Net engine power is with standard equipment including air cleaner, exhaust system, alternator, and cooling fan at test conditions per ISO 9249. No derating is required up to 3050-m (10,000 ft.) altitude. Specifications and design subject to change without notice. Specifications with the exception of bucket capacity are in accordance with all applicable ISO standards. Except where otherwise noted, these specifications are based on units with applicable linkage and standard equipment, ROPS cab, rear cast bumper/counterweight, transmission side-frame guards, bottom guards, standard tires, full fuel tank, and 79-kg (175 lb.) operator.



**JOHN DEERE**



[JohnDeere.com](http://JohnDeere.com)

# 524K-II

<b>Engine</b>		<b>524K-II Z-BAR / HIGH-LIFT</b>	
Manufacturer and Model	John Deere PowerTech™ E 6068H	John Deere PowerTech™ Plus 6068H	
Non-Road Emission Standard	EPA Tier 3/EU Stage IIIA and Brazil MAR-I emissions	EPA Tier 3/EU Stage IIIA and Brazil MAR-I emissions	
Cylinders	6	6	
Valves per Cylinder	2	4	
Displacement	6.8 L (414 cu. in.)	6.8 L (414 cu. in.)	
<b>Peak Power (ISO 9249)</b>			
Net	106 kW (142 hp) at 1,900 rpm	106 kW (142 hp) at 1,900 rpm	
Gross	112 kW (150 hp) at 2,000 rpm	112 kW (150 hp) at 2,000 rpm	
<b>Peak Torque (ISO 9249)</b>			
Net	644 Nm (475 lb.-ft.) at 1,300 rpm	645 Nm (476 lb.-ft.) at 1,100 rpm	
Gross	670 Nm (494 lb.-ft.) at 1,400 rpm	670 Nm (494 lb.-ft.) at 1,700 rpm	
Net Torque Rise	43%	64%	
Fuel System (electronically controlled)	High-pressure common rail	High-pressure common rail	
Lubrication	Full-flow spin-on filter and integral cooler	Full-flow spin-on filter and integral cooler	
Aspiration	Turbocharged, charge air cooled	Turbocharged, charge air cooled	
Air Cleaner	Under-hood dual-element dry type, restriction indicator in cab monitor for service		
<b>Cooling</b>			
Fan Drive	Hydraulically driven, proportionally controlled, fan aft of coolers		
<b>Electrical</b>			
Electrical System	24 volt with 80-amp alternator (optional 100-amp alternator)		
Batteries (2 – 12 volt)	750 CCA (each)		
Lights	Driving lights with guard, turn signals, and flashers; stop- and taillight; work lights: front (4) and rear (2)		
<b>Transmission System</b>			
Type	Countershaft-type PowerShift™		
Torque Converter	Single stage, single phase		
Shift Control	Electronically modulated, adaptive, load and speed dependent		
Operator Interface	Steering-column or joystick-mounted F-N-R and gear-select lever; Quick-Shift button on hydraulic lever		
Shift Modes	Manual/auto (1st-D or 2nd-D); Quick-Shift button with 2 selectable modes: kick-down or kick-up/down; and adaptive clutch cutoff		
<b>Maximum Travel Speeds (with 20.5 R 25 tires)</b>			
	<i>Forward</i>	<i>Reverse</i>	
Gear 1	5.5 km/h (3.4 mph)	5.8 km/h (3.6 mph)	
Gear 2	11.7 km/h (7.3 mph)	12.3 km/h (7.6 mph)	
Gear 3	17.9 km/h (11.1 mph)	27.6 km/h (17.1 mph)	
Gear 4	25.8 km/h (16.0 mph)	N/A	
Gear 5	38.5 km/h (23.9 mph)	N/A	
<b>Axles/Brakes</b>			
Final Drives	Heavy-duty inboard-mounted planetary		
Differentials	Conventional non-locking rear and front – standard; hydraulic locking front with rear conventional – optional; dual locking front and rear – optional		
Rear Axle Oscillation, Stop to Stop (with 20.5 R 25 tires)	24 deg. (12 deg. each direction)		
<b>Brakes (conform to ISO 3450)</b>			
Service	Hydraulically actuated, inboard sun-shaft mounted, single disc; oil cooled – optional		
Parking	Automatic spring applied, hydraulically released, driveline mounted, sealed wet multi disc		
<b>Tires/Wheels (see page 16 for complete tire adjustments)</b>			
	<i>Tread Width</i>	<i>Width Over Tires</i>	
Michelin 20.5 R 25, 1 Star L-3	1950 mm (76.8 in.)	2574 mm (101.3 in.)	
<b>Serviceability</b>			
<b>Refill Capacities</b>			
Fuel Tank with Lockable Cap	220 L (58 gal.)		
Cooling System	22.5 L (23.8 qt.)		
Engine Oil with Vertical Spin-On Filter	19 L (20 qt.)		
Transmission Reservoir with Vertical Filter	21.5 L (22.7 qt.)		
Axle Oil (front and rear, each)	18 L (19 qt.)		
Hydraulic Reservoir and Filter	92 L (24.3 gal.)		
Park Brake Oil (wet disc)	0.3 L (10 oz.)		
<b>Hydraulic System/Steering</b>			
Pump (loader and steering)	Variable-displacement, axial-piston pump; closed-center, pressure-compensating system		
Maximum Rated Flow at 6895 kPa (1,000 psi) and 2,200 rpm	177 L/m (47 gpm)		
System Relief Pressure (loader and steering)	24 994 kPa (3,625 psi)		
Loader Controls	2-function valve, joystick control or fingertip controls, hydraulic-function enable/disable, optional 3rd- and 4th-function valve with auxiliary lever		
Steering (conforms to ISO 5010)	Steering-column-mounted, twist-grip shift lever; Quick-Shift button on hydraulic lever		
Type	Power, fully hydraulic		
Articulation Angle	80-deg. arc (40-deg. each direction)		

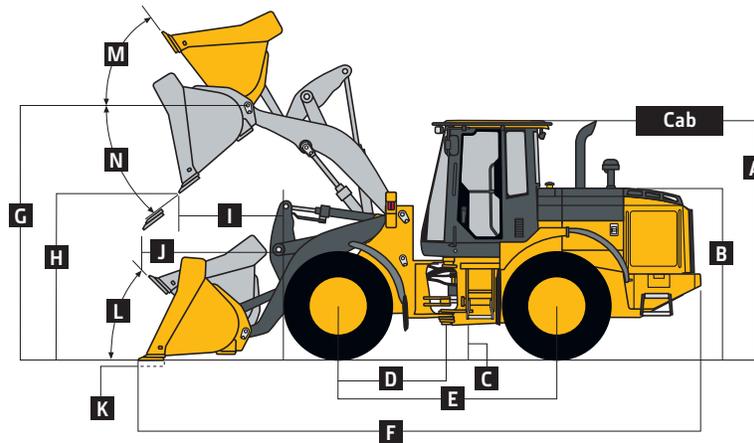
# 524K-II

## Hydraulic System/Steering (continued)

## 524K-II Z-BAR / HIGH-LIFT

Turning Radius (measured to centerline of outside tire)	5.00 m (16 ft. 5 in.)
Hydraulic Cycle Times	
Raise	6.1 sec.
Dump	1.4 sec.
Lower (float down)	3.0 sec.
Total	10.5 sec.

## Dimensions and Specifications with Pin-On Bucket



### 524K-II Z-BAR AND HIGH-LIFT LOADERS WITH PIN-ON BUCKET

	Z-Bar	Z-Bar	High-Lift	High-Lift
<b>Dimensions with Bucket</b>	1.9-m <sup>3</sup> (2.5 cu. yd.) general-purpose with bolt-on edge	2.1-m <sup>3</sup> (2.75 cu. yd.) general-purpose with bolt-on edge	1.9-m <sup>3</sup> (2.5 cu. yd.) general-purpose with bolt-on edge	2.1-m <sup>3</sup> (2.75 cu. yd.) general-purpose with bolt-on edge
<b>A</b> Height to Top of Cab	3.25 m (10 ft. 8 in.)	3.25 m (10 ft. 8 in.)	3.25 m (10 ft. 8 in.)	3.25 m (10 ft. 8 in.)
<b>B</b> Hood Height	2.30 m (7 ft. 7 in.)	2.30 m (7 ft. 7 in.)	2.30 m (7 ft. 7 in.)	2.30 m (7 ft. 7 in.)
<b>C</b> Ground Clearance	0.40 m (15.7 in.)	0.40 m (15.7 in.)	0.40 m (15.7 in.)	0.40 m (15.7 in.)
<b>D</b> Length from Centerline to Front Axle	1.45 m (4 ft. 9 in.)	1.45 m (4 ft. 9 in.)	1.45 m (4 ft. 9 in.)	1.45 m (4 ft. 9 in.)
<b>E</b> Wheelbase	2.93 m (9 ft. 7 in.)	2.93 m (9 ft. 7 in.)	2.93 m (9 ft. 7 in.)	2.93 m (9 ft. 7 in.)
<b>F</b> Overall Length, Bucket on Ground	7.25 m (23 ft. 9 in.)	7.34 m (24 ft. 1 in.)	7.58 m (24 ft. 10 in.)	7.67 m (25 ft. 2 in.)
<b>G</b> Height to Hinge Pin, Fully Raised	3.77 m (12 ft. 5 in.)	3.77 m (12 ft. 5 in.)	4.12 m (13 ft. 6 in.)	4.12 m (13 ft. 6 in.)
<b>H</b> Dump Clearance, 45 deg., Full Height	2.77 m (9 ft. 1 in.)	2.77 m (9 ft. 1 in.)	3.16 m (10 ft. 4 in.)	3.12 m (10 ft. 3 in.)
<b>I</b> Reach, 45-deg. Dump, Full Height	0.81 m (32 in.)	0.98 m (3 ft. 2 in.)	0.90 m (4 ft. 0 in.)	0.99 m (3 ft. 3 in.)
<b>J</b> Reach, 45-deg. Dump, 2.13-m (7 ft. 0 in.) Clearance	1.41 m (4 ft. 7 in.)	1.44 m (4 ft. 9 in.)	1.70 m (5 ft. 7 in.)	1.73 m (5 ft. 8 in.)
<b>K</b> Maximum Digging Depth	78 mm (3.1 in.)	97 mm (3.8 in.)	160 mm (6.3 in.)	222 mm (8.7 in.)
<b>L</b> Maximum Rollback at Ground Level	41 deg.	41 deg.	41 deg.	41 deg.
<b>M</b> Maximum Rollback, Boom Fully Raised	55 deg.	55 deg.	50 deg.	50 deg.
<b>N</b> Maximum Bucket Dump Angle, Fully Raised	51 deg.	51 deg.	47 deg.	47 deg.
Loader Clearance Circle, Bucket Carry Position	11.50 m (37 ft. 8 in.)	11.60 m (38 ft. 1 in.)	11.80 m (38 ft. 8 in.)	11.90 m (39 ft. 1 in.)
<b>Specifications with Bucket</b>				
Capacity, Heaped	1.9 m <sup>3</sup> (2.5 cu. yd.)	2.1 m <sup>3</sup> (2.75 cu. yd.)	1.9 m <sup>3</sup> (2.5 cu. yd.)	2.1 m <sup>3</sup> (2.75 cu. yd.)
Capacity, Struck	1.5 m <sup>3</sup> (2.0 cu. yd.)	1.7 m <sup>3</sup> (2.27 cu. yd.)	1.5 m <sup>3</sup> (2.0 cu. yd.)	1.7 m <sup>3</sup> (2.27 cu. yd.)
Bucket Weight with Bolt-On Cutting Edge	968 kg (2,134 lb.)	1013 kg (2,233 lb.)	968 kg (2,134 lb.)	1013 kg (2,233 lb.)
Bucket Width	2.54 m (8 ft. 4 in.)	2.54 m (8 ft. 4 in.)	2.54 m (8 ft. 4 in.)	2.54 m (8 ft. 4 in.)
Breakout Force	9638 kg (21,248 lb.)	9060 kg (19,974 lb.)	8922 kg (19,670 lb.)	8371 kg (18,455 lb.)
Tipping Load, Straight, No Tire Deflection	10 828 kg (23,872 lb.)	10 688 kg (23,563 lb.)	9240 kg (20,371 lb.)	9111 kg (20,086 lb.)
Tipping Load, Straight, with Tire Deflection	10 296 kg (22,699 lb.)	10 158 kg (22,394 lb.)	8841 kg (19,491 lb.)	8709 kg (19,200 lb.)
Tipping Load, 40-deg. Full Turn, No Tire Deflection	9411 kg (20,748 lb.)	9281 kg (20,461 lb.)	8007 kg (17,652 lb.)	7887 kg (17,388 lb.)
Tipping Load, 40-deg. Full Turn, with Tire Deflection	8739 kg (19,266 lb.)	8607 kg (18,975 lb.)	7479 kg (16,488 lb.)	7365 kg (16,237 lb.)
Rated Operating Load, 50% Full-Turn Tipping Load, No Tire Deflection (conforms to ISO 14397-1)*	4706 kg (10,374 lb.)	4640 kg (10,229 lb.)	4003 kg (8,826 lb.)	3943 kg (8,693 lb.)
Rated Operating Load, 50% Full-Turn Tipping Load, with Tire Deflection (conforms to ISO 14397-1)*	4369 kg (9,633 lb.)	4303 kg (9,486 lb.)	3739 kg (8,244 lb.)	3682 kg (8,117 lb.)
Operating Weight	12 622 kg (27,827 lb.)	12 667 kg (27,926 lb.)	12 792 kg (28,201 lb.)	12 837 kg (28,300 lb.)

Loader operating information is based on machine with identified linkage and standard equipment, PowerTech E 6068H (EPA Tier 3/EU Stage IIIA and Brazil MAR-I emissions) engine, ROPS cab, rear cast bumper/counterweight, transmission side-frame guards, bottom guards, standard tires, full fuel tank, and 79-kg (175 lb.) operator. This information is affected by changes in tires, ballast, and different attachments, and assumes no tire deflection per the standard ISO 14397-1 section 5.

\*Rated operating capacity based on Deere attachments only.

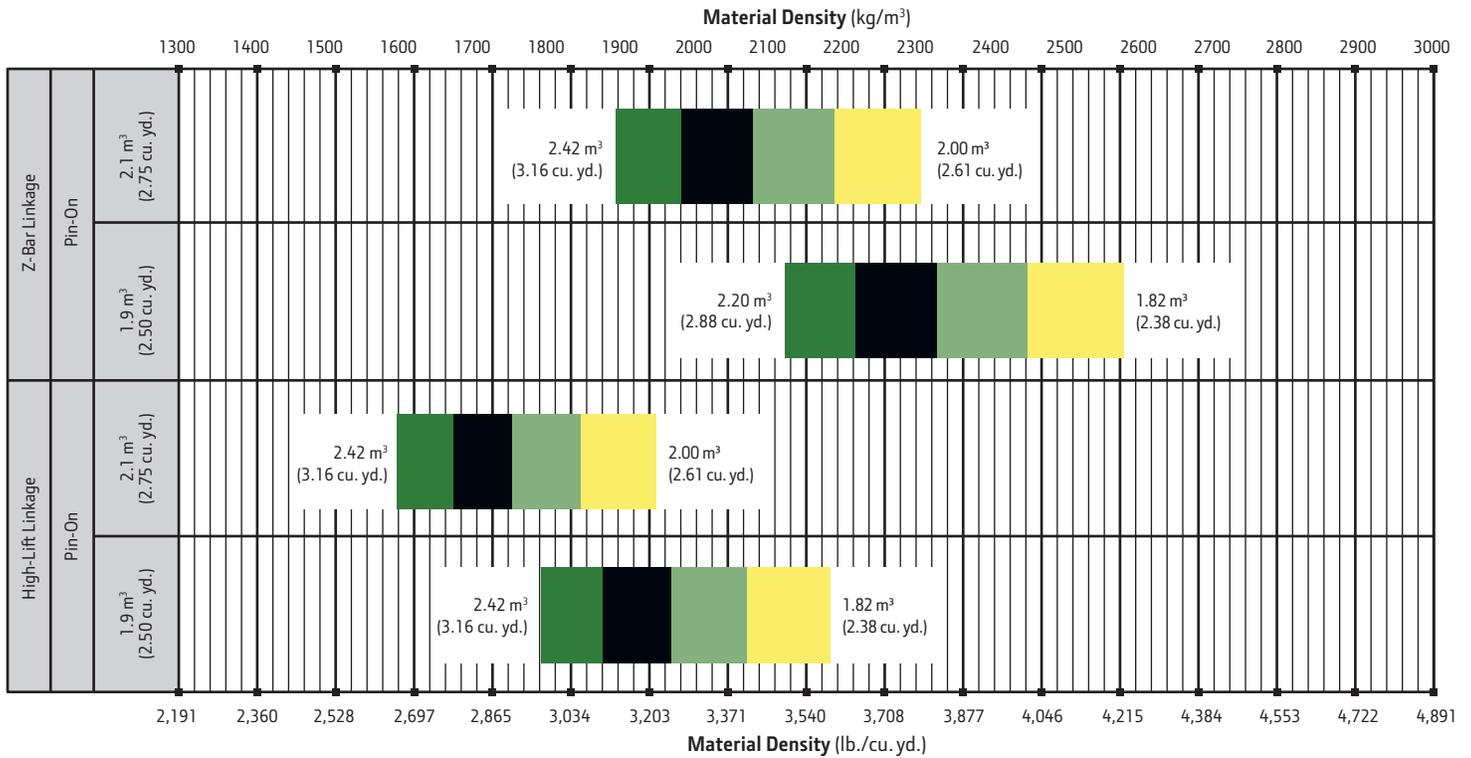
**Adjustments to Operating Weights and Tipping Loads  
with Buckets**

**524K-II Z-BAR / HIGH-LIFT**

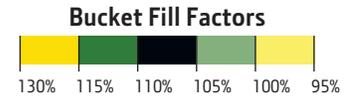
Adjustments to operating weights, tipping loads, and tires are based on Z-Bar machine with pin-on 2.1-m<sup>3</sup> (2.75 cu. yd.) general-purpose bucket with bolt-on cutting edge, ROPS cab, rear cast bumper/counterweight, transmission side-frame guards, bottom guards, standard tires, full fuel tank, and 79-kg (175 lb.) operator\*

Add (+) or deduct (-) kg (lb.) as indicated for loaders with 3-piece rims	<i>Operating Weight</i>	<i>Tipping Load, Straight</i>	<i>Tipping Load, 40-deg. Full Turn</i>	<i>Tread Width</i>	<i>Width Over Tires</i>	<i>Vertical Height</i>
John Deere PowerTech E 6068H	0 kg (0 lb.)	0 kg (0 lb.)	0 kg (0 lb.)	N/A	N/A	N/A
John Deere PowerTech Plus 6068H	28 kg (90 lb.)	90 kg (198 lb.)	73 kg (162 lb.)	N/A	N/A	N/A
Michelin 20.5 R 25, 1 Star L-3	0 kg (0 lb.)	0 kg (0 lb.)	0 kg (0 lb.)	0 mm (0 in.)	0 mm (0 in.)	0 mm (0 in.)
Bridgestone 20.5 R 25, 1 Star L-3	+44 kg (+97 lb.)	+32 kg (+70 lb.)	+28 kg (+62 lb.)	0 mm (0 in.)	-5 mm (-0.2 in.)	-5 mm (-0.2 in.)
Titan 20.5-25, 16 PR L-2	-256 kg (-564 lb.)	-187 kg (-412 lb.)	-165 kg (-368 lb.)	0 mm (0 in.)	-2 mm (-0.1 in.)	+3 mm (+0.1 in.)
Firestone 20.5-25, 16 PR L-2	-276 kg (-608 lb.)	-201 kg (-443 lb.)	-178 kg (-392 lb.)	0 mm (0 in.)	-2 mm (-0.1 in.)	+3 mm (+0.1 in.)
Firestone 20.5-25, 16 PR L-3	-296 kg (-652 lb.)	-216 kg (-476 lb.)	-190 kg (-419 lb.)	0 mm (0 in.)	-2 mm (-0.1 in.)	+9 mm (+0.4 in.)
Pirelli 17.5-25 16 PR L-3	-476 kg (-1,049 lb.)	-347 kg (-765 lb.)	-306 kg (-675 lb.)	0 mm (0 in.)	-78 mm (-3 in.)	-63 mm (-2.5 in.)
Titan 17.5-25 16 PR L-3	-476 kg (-1,049 lb.)	-347 kg (-765 lb.)	-306 kg (-675 lb.)	0 mm (0 in.)	-78 mm (-3 in.)	-63 mm (-2.5 in.)
Pirelli 20.5 R 25 1 Star L-3	-16 kg (-35 lb.)	-12 kg (-26 lb.)	-10 kg (-22 lb.)	0 mm (0 in.)	+32 mm (+1.3 in.)	+7 mm (+0.3 in.)
Titan 20.5-25 16 PR L-3	-296 kg (-653 lb.)	-216 kg (-476 lb.)	-190 kg (-419 lb.)	0 mm (0 in.)	+2 mm (+0.08 in.)	+7 mm (+0.3 in.)
Michelin 20.5 R 25 XLDN L-3	-16 kg (-35 lb.)	-12 kg (-26 lb.)	-10 kg (-22 lb.)	0 mm (0 in.)	-8 mm (-0.3 in.)	-3 mm (-0.1 in.)
Michelin 17.5 R 25 G3 XHA	-348 kg (-767 lb.)	-254 kg (-560 lb.)	-224 kg (-494 lb.)	0 mm (0 in.)	-78 mm (-3 in.)	-73 mm (-2.8 in.)
CaCl <sub>2</sub> in 20.5-25, L-3 Rear Tires, 75% Fill	+825 kg (+1,820 lb.)	+1010 kg (+2,227 lb.)	+891 kg (+1,964 lb.)	N/A	N/A	N/A

\*May change based on vehicle configuration, weight, or tire-pressure adjustments.



LOOSE MATERIALS	kg/m³	lb./cu. yd.	LOOSE MATERIALS	kg/m³	lb./cu. yd.
Chips, pulpwood	288	486	Limestone, coarse, sized	1570	2,646
Cinders (coal, ashes, clinkers)	673	1,134	Limestone, mixed sizes	1682	2,835
Clay and gravel, dry	1602	2,700	Limestone, pulverized or crushed	1362	2,295
Clay, compact, solid	1746	2,943	Sand, damp	2083	3,510
Clay, dry in lump loose	1009	1,701	Sand, dry	1762	2,970
Clay, excavated in water	1282	2,160	Sand, voids, full of water	2083	3,510
Coal, anthracite, broken, loose	865	1,458	Sandstone, quarried	1314	2,214
Coal, bituminous, moderately wet	801	1,350	Shale, broken crushed	1362	2,295
Earth, common loam, dry	1218	2,052	Slag, furnace granulated	1955	3,294
Earth, mud, packed	1843	3,105	Stone or gravel, 37.5 to 87.5-mm (1.5 to 3.5") size	1442	2,430
Granite, broken	1538	2,592	Stone or gravel, 18.75-mm (3/4") size	1602	2,700
Gypsum	2275	3,834			



# Additional equipment

Key: ● Standard ▲ Optional or special See your John Deere dealer for further information.

524	544	624	Engine
●	●	●	Wet-sleeve cylinder liners
		●	Automatic glow plugs for cold start
●	●	●	Programmable auto-idle and auto shutdown
●	●	●	Selected idle adjustment from 900–1,250 rpm
●	●	●	Starter protection
●	●	●	Automatic derating for exceeded system temperatures
●	●	●	Serpentine drive belt for automatic tensioner
●	●		Under-hood prescreened air intake
		●	Electrical fuel-priming pump
●	●	●	Dual-stage fuel filter and water separator
●	●	●	500-hour vertical spin-on oil filter
▲	▲	▲	Centrifugal engine air pre-cleaner
▲	▲	▲	Chrome exhaust stack
▲	▲		Automatic ether starting aid (recommended for cold starts below –12 deg. C [10 deg. F])
Powertrain			
●	●	●	Axle oil temperature sensing
●	●	●	Programmable maximum high gear
●	●	●	Clutch calibration engaged from monitor
●	●	●	2,000-hour vertical spin-on transmission filter
●	●	●	Transmission fill tube and sight gauge
▲	●	●	Front locking differential
▲	▲	▲	Rear locking differential
●	●	●	Transmission diagnostic ports
	●	●	5-speed transmission with lockup torque converter
●	▲	▲	5-speed transmission with non-lockup torque converter
▲	▲	▲	Automatic differential lock
▲	▲	▲	Wheel-spin control
Quad-Cool™ Cooling System			
●	●	●	Heavy-duty, trash-resistant radiator and high-ambient cooling package
●	●	●	2-side access to all coolers
●	●	●	Isolated from engine compartment
●	●	●	Engine radiator
●	●	●	Integral engine oil cooler
●	●	●	Hydraulic oil cooler (oil to air)
●	●	●	Transmission oil cooler (oil to air)
●	●	●	Charge air cooler (air to air)
●	●	●	Coolant recovery tank
●	●	●	Antifreeze, –37 deg. C (–34 deg. F)
●	●	●	Cool-on-demand, hydraulically driven, swing-out fan
●	●	●	Enclosed fan safety guard
▲	▲	▲	Automatic reversing fan drive
▲	▲	●	Axle and service-brake coolers

524	544	624	Hydraulics
●	●	●	Automatic return-to-dig bucket positioner
●	●	●	In-cab adjustable automatic boom-height kickout/return to carry
●	●	●	Reservoir with sight gauge and fill strainer
●	●	●	Hydraulic diagnostic ports
●	●	●	4,000-hour in-tank filter
●	●	●	2 function — joystick with F-N-R
▲	▲	▲	2 function — joystick with steering column F-N-R
▲	▲	▲	2 function — 2-lever fingertip controls and steering column F-N-R
▲	▲	▲	3 function — joystick with F-N-R and 3rd-function auxiliary lever
▲	▲	▲	3 function — 3-lever fingertip controls and steering column F-N-R
▲	▲	▲	Ride control, automatic with monitor-adjustable speed settings
Steering Systems			
●	●	●	Conventional steering wheel with spinner knob
Electrical			
●	●	●	Solid-state electrical power-distribution system
●	●	●	Lockable master electrical-disconnect switch
●	●	●	Battery-terminal safety covers
●	●	●	By-pass start safety cover at starter
●	●	●	Pre-wired for beacon/strobe light
●	●	●	Lights: Halogen driving lights with guards (2) / Front (4) and rear (2) cab work lights / Turn signals and flashers / LED stop- and taillights
▲			Lights: Halogen driving lights with guards (2) / Front cab work lights (2) and rear (2) / Turn signals and flashers / LED stop- and taillights
▲	▲	▲	Heavy-duty front LED turn signal and marker lights
●	●	●	Programmable courtesy lights
●	●	●	Horn, electric
●	●	●	Reverse warning alarm
●	●	●	Multi-function/multi-language LCD color monitor includes: Digital instruments — Analog display (hydraulic oil temperature, engine coolant temperature, transmission oil temperature, and engine oil pressure) / Digital display (engine rpm, transmission gear/direction indicator, hour meter, fuel level, speedometer, and odometer)
●	●	●	Indicator lights: Standard and selected options / Amber caution and red stop
●	●	●	Operator-warning messages

Actual machine configuration may differ from image. Not all models available in all countries.

Net engine power is with standard equipment including air cleaner, exhaust system, alternator, and cooling fan at test conditions per ISO 9249. No derating is required up to 3050-m (10,000 ft.) altitude. Specifications and design subject to change without notice. Specifications with the exception of bucket capacity are in accordance with all applicable ISO standards. Except where otherwise noted, these specifications are based on units with applicable linkage and standard equipment, ROPS cab, rear cast bumper/counterweight, transmission side-frame guards, bottom guards, standard tires, full fuel tank, and 79-kg (175 lb.) operator.

# Additional equipment *(continued)*

Key: ● Standard ▲ Optional or special See your John Deere dealer for further information.

524	544	624	Electrical <i>(continued)</i>
●	●	●	Built-in diagnostics: Diagnostic-code details / Sensor values / Calibrations / Individual circuit tester
▲	▲	▲	Electrical corrosion-prevention package
▲	▲	▲	AM/FM/Weather-Band (WB) radio
●	●	●	24- to 12-volt, 8-amp converter
Operator's Station			
●	●	●	Quiet Cab with air conditioning/heater
●	●	●	Keyless start with multiple security modes
●	●	●	Sealed-switch module with function indicators
●	●	●	Seat with deep foam, fabric cover, and adjustable air suspension
●	●	●	Seat with backrest extension, deep foam, fabric cover, and adjustable air suspension
●	●	●	Hydraulic controls integrated to seat
●	●	●	Seat belt, 76 mm (3 in.), with retractor
●	●	●	Cup holders (2)
●	●	●	Lunch-box/cooler holder
●	●	●	Dome and reading light
●	●	●	12-volt power port
●	●	●	Rubber floor mat
●	●	●	Tilt steering column
●	●	●	Operator's manual storage compartment
●	●	●	Outside (2) and inside (1) rearview mirrors
●	●	●	Left-side operator-station access
●	●	●	Slip-resistant steps and ergonomic handholds
●	●	●	Sun visor
●	●	●	Front and rear intermittent windshield wiper and washers
▲	▲	▲	Beacon bracket
▲	▲	▲	Rear camera
▲	▲	▲	Rear camera with radar object-detection system
●	●	●	LOADRITE™ L2180™ Payload Scale Ready
Loader Linkage			
●	●	●	Z-Bar loader linkage
▲	▲	▲	High-lift Z-Bar loader linkage

524	544	624	Buckets and Attachments
●	●	●	Full line of Deere pin-on buckets
▲	▲	▲	Full line of Deere hook-on buckets and forks
Overall Vehicle			
●	●	●	JDLINK™ Ultimate wireless communication system (available in specific countries; see your dealer for details)
●	●	●	NeverGrease™ rear-axle oscillation
▲	▲	▲	NeverGrease steering cylinders
●	●	●	Front and rear tie-downs
●	●	●	Rear cast bumper with rear hitch and locking pin
●	●	●	Articulation locking bar
●	●	●	Loader boom service locking bar
●	●	●	40-deg. steering articulation to each side with rubber-cushion stops on frame
●	●	●	Vandal protection with lockable engine enclosures, right counterweight storage, battery box, and filler access for radiator/fuel/hydraulic transmission
●	●	●	Left-side service steps and handholds
●	●	●	Storage compartment
●	●	●	Fuel-tank fill strainer
●	●	●	Heavy-duty fuel-tank guard
●	●	●	Ground-level fueling
●	●	●	Same-side ground-level daily servicing
●	●	●	20.5-25 L3 16 PR tires on 3-piece rims
▲			17.5-25 L3 16 PR tires on 3-piece rims
●	●	●	Environmental drains for engine, transmission, hydraulic oils, and engine coolant
●	●	●	Fluid-sampling ports for engine, transmission, hydraulic and axle oils, and engine coolant
●	●	●	Fenders, front
▲	▲	▲	Fender, full-coverage, front
▲	▲	▲	Fenders, full-coverage, front and rear
▲	▲	▲	Transmission side-frame guards
▲	▲	▲	Bottom guards, front frame and transmission
▲	▲	▲	Lift eyes

Actual machine configuration may differ from image. Not all models available in all countries.

Net engine power is with standard equipment including air cleaner, exhaust system, alternator, and cooling fan at test conditions per ISO 9249. No derating is required up to 3050-m (10,000 ft.) altitude. Specifications and design subject to change without notice. Specifications with the exception of bucket capacity are in accordance with all applicable ISO standards. Except where otherwise noted, these specifications are based on units with applicable linkage and standard equipment, ROPS cab, rear cast bumper/counterweight, transmission side-frame guards, bottom guards, standard tires, full fuel tank, and 79-kg (175 lb.) operator.



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 Whitfield, Public Works Director  
Erik F. Retzlaff, P.E., City Engineer  
RE: Bid Results & Recommendation  
Sidewalk Repair Project – Year 1  
Contract No. 2018-St-002  
Date: September 5, 2018

To secure pricing for the replacement of deficient sidewalk as identified in the sidewalk inspections completed to date, the Public Works Department publicly bid the work. Bids were received on August 22, 2018. Although three potential bidders purchased the bid package and attended the pre-bid meeting, only one bid was received from Shea Concrete LTD. Unit pricing on 4" sidewalk was \$16.00 per SF, which is approximately double what was anticipated.

Based on feedback from the other plan-holders, the unknown quantities prevented them from bidding. Thus, the Public Works Department recommends City Council reject all bids received and proceed with issuing the letters to the property owners with deficient sidewalks requiring replacement. After 90 days from the issuance of the letters, the City will be able to determine the amount of sidewalk to be replaced and include this quantity in the bid package to be resolicited in the winter.

Recommendation: Staff recommends City Council reject all bids for Contract No 2018-St-002 and authorize staff to rebid the project in the winter once quantities are known.