

MILFORD CITY COUNCIL
MINUTES OF MEETING
March 11, 2019

The City Council of the City of Milford met in Workshop Session on Monday, March 11, 2019 in the Joseph Ronnie Rogers Council Chambers at Milford City Hall, 201 South Walnut Street, Milford, Delaware at 6:48 p.m.

PRESIDING: Mayor Archie Campbell

IN ATTENDANCE: Councilpersons Christopher Mergner, Mike Boyle, Lisa Ingram Peel, Todd Culotta, Owen Brooks Jr., Douglas Morrow and Jason James Sr.

STAFF: City Manager Eric Norenberg, Police Captain Gary Bailey and
Deputy City Clerk Christine Crouch

COUNSEL: Solicitor David Rutt, Esquire

Update/Downtown Milford, Incorporated

DMI Executive Director Murrie Zlotziver and President Sara Pletcher were in attendance to update City Council on recent activity.

The following quarterly report is as follows:

- ✓ Our Mission: Partnering to build Milford's historic downtown into a unique, vibrant and livable place for all.
- ✓ Our Vision: Our community will become a unique and vibrant destination place, a welcoming focal point for community gatherings, and a desirable place to live, shop, learn, work and enjoy recreational activities.
- ✓ Developed and implemented Strategic Plan 2018-2020
- ✓ Annual Membership Meeting (Nov. 1,
- ✓ Volunteer Appreciation Picnic (Aug. 19)
- ✓ Board Retreat (Feb. 2)
- ✓ New Board Members: Jason Peel, Denise Morris, Cat Perfetti and Kelly Turner
- ✓ Volunteer hours estimated 2,715 valued at an estimated \$53,135
- ✓ Big Ask campaign initiated giving sponsors the opportunity to donate to their favorite activities on a one-time annual basis. Raised \$18,350 to date
- ✓ Awards: Kent County Tourism's Quaint Village of the Year and Southern Delaware Tourism's Best New Event 2018 – Ladybug Festival - Milford
- ✓ Community liaison with Nationwide Healthcare, Mobious Group, Milford Rotary and Osher Lifelong Learning Institute
- ✓ Senator Tom Carper visited DMI and the Vinyard Shipyard on Jan. 22
- ✓ King's Ice Cream @ the Santa House - very successful and will be returning in 2019

Economic Vitality

- ✓ New downtown marketing materials: business brochure, business map, Shop Early, Shop Local, Shop Local, updated business resources tab on website
- ✓ Collaborating with the City Planning Office on access to available building spaces for rent or sale
- ✓ Developed new subcommittee to work on new business recruitment
- ✓ Vinyard Project: RFP issues and accepted Architectural Alliance's proposal. Funding commitments received from the City of Milford (\$15,000) and Kent County (\$15,000). Exploring applying for USDA Grant for the second phase for planning promotional material.
- ✓ 2018 Riverwalk Farmers Market: 33 vendors, 3,162 estimated shoppers and \$46,243 estimated total sales
- ✓ Collaborate with the Milford Chamber of Commerce through quarterly meetings and workforce development committee

- Monthly Entrepreneurial Network meetings

Promotion

- 2018 Ladybug Music Festival: estimated 3,000 attendees, 14 venues, \$25,000 sponsorships and additional \$17,500 of in-kind services.
- DE Division of the Arts Grant request for 2019 \$10,500
- Special 2018 3rd Thursdays: Artists and Artisans, Light Up the River, Milford City Birthday Party
- 2019 Full event rack card created and was included in electric bill
- 2018 Holiday Stroll: carriage rides returned and largest turnout in history of event
- 2018 Santa House: 1,120 children, 1,388 adults, 50 elves, 1,300 stockings, 600 volunteer hours
- 2019 Bug and Bud Festival date change: May 4 with New Kid Zone activities
- New 2019 events: St Patrick's Weekend Irish Music and Dance Concert (March 15) and Jazz and Film Noir Festival (August 2 and 3)
- Contract for TV commercials with ABC Channel 47 for six commercials to highlight events and promote business/shopping/downtown.
- Advertising and Promotions: Milford Chronicle, Milford Live, Delaware Visitors Guides, Delaware Explore, Sussex 2019 Profile, social media, DMI website, press releases

Design

- Milford in Bloom Winter 2018 planting; Spring 2019 will happen in May
- Sail Banner Project: 20+ large banners decorated by local artists to be placed along the Riverwalk. An additional 10+ small banners to be decorated by local businesses to be placed in the downtown shopping district. Funded by a grant from the Lion's Club.
- 30 branded bicycle racks to be placed around the city – placement has begun. \$10,000 raised through crowd funding and a National Main Street Grant
- Created Design Guide for Downtown Milford
- Wayfinding signage committee looking to improve signage to downtown businesses
- 2018 Holiday Wreath Sale
- Working with City Planning Department on updating sign code
- Letter being sent to businesses/property owners reminding them of DMI's Sign and Paint Grants as well as our Small Business Loan program and the Efficiency Smart program

Other

- Building and ground maintenance continues on a regular basis

President Pletcher updated Council with their major annual accomplishments/activities. She also recalled that DMI's bylaws were changed to reflect the new fiscal year of July 1-June 30th to coincide with the City of Milford's budget. Prior to that, November 1st to October 31st. The submitted budget report reflects a short budget year as a result of the change.

A copy of DMI's budget is attached.

Director Zlotziver added information regarding various happenings throughout the year.

Quarterly Update/Milford Museum

Executive Director Claudie Leister was present on behalf of the museum and presented the following report:

EVENTS

- Agreed to be open and participate in DMI 3rd Thursdays.

- Wrote flyer and press release for Speaker's Series talks beginning in February. Orlando Camp was our speaker with a full house of 130 people attending. March program will be Marvin Schelhouse and David Kenton talking about General A.T.A. Torbert.
- Attend Downtown Entrepreneurs meetings.
- Attended State Tourism Workshop in Dover.
- Held first "Winter Blues" Dance at Senior Center. 50 people attended.
- Held Chamber's February PRO meeting at the Museum.
- Attended Chamber Luncheon.
- Claudia Leister was the speaker for the Chamber's February Sunrise Seminar.

EXHIBITS

- 1) Both the "Made in Milford" and "A Legacy of Caring: From Milford Emergency Hospital to Bayhealth Memorial Hospital" will remain on display for 2019 since they are integral to our Milford story.
- 2) Removed Christmas Exhibit.
- 3) Painted wall and re-arranged ship building exhibit. Printed and dry mounted new photographs and information on Vinyard Shipyard Project.
- 4) Met with Mimi Galligan from MAL to discuss June exhibit partnership of Museum artwork made in Milford by well-known Delaware artists.
- 5)

VISITATION

(Visitation from June 1, 2018 to Dec 30, 2018 = 2,151)

January = 165 visitors

February = 310 visitors

PROJECTS

- 1) Compiled and mailed Winter newsletter. Color printing is compliments of Davis, Bowen and Friedel.
- 2) Met with Techno Goober to discuss new website.
- 3) Purchased two lateral file cabinets. Moved them to basement for genealogical files, and re-arranged other large items.
- 4) Unfortunately had theft of our donation box on February 21. New box has been purchased and will be bolted to the stand.

UPCOMING EVENTS

3/7 Marvin Schelhouse and David Kenton will be our speakers from 7pm -8pm at the Century Club. They will share the stories of General A.T.A. Torbert and Milford during the Civil War.

4/4 Joan Lofland and Claudia Leister will be our speakers from 7pm - 8pm at the Century Club. They will share a slideshow of newly discovered "lantern slides" of early Milford scenes.

5/2 Dan Griffith will be our speaker from 7pm - 8pm at the Century Club. Dan was the former State Archaeologist. He will share a new program entitled "Seventeenth Century Indian Towns in Sussex County, Delaware".

5/4 Visit our booth at the BUG and BUD FESTIVAL.

5/17 ROARING 20's LAWN PARTY AT CAUSEY MANSION -You won't want to miss our 5th year celebrating this fun event! Moved to Friday this year.

5/25 SOUTH MILFORD WALKING TOUR. Join local historian David Kenton to learn more about Milford's shipbuilding history. Tour starts at the Museum at 10:00am. Cost \$10/person.

6/6 Charles Hammond will be our speaker from 7pm - 8pm at the Century Club. He will share stories of the "Milford Seven". The first group of African-American students to officially graduate from Milford High School.

6/22 NORTH MILFORD WALKING TOUR. Join local historian David Kenton to learn more about downtown Milford's early history. Tour starts at the Museum at 10:00am. Cost \$10/person.

The Museum joins DMI for 3rd Thursdays in Downtown Milford. We will be open late and offer a 15% discount on a Milford ornament. Be sure to pick up your free participation button in advance. We have them at the museum!

-Speaker Series re-initiated monthly. Physically there is not enough space within the building to hold lectures and they are moved to the Milford Senior Center, which is a detriment, due to those attending.

Outside collage is courtesy of Lions Club grant.

Having problems with ramp, because it is State building, they are responsible for repairs. Caulking is loose which has caused water to run down interior walls.

Davis, Bowen and Friedel does color printing for museum newsletters.

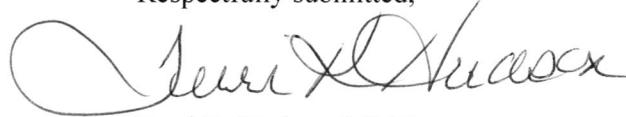
Director Leister reported that she continues to learn the budgetary process. The biggest change in the upcoming year's budget is the additional solid waste service fees that were assessed this past year.

She also referenced the Museum budget, also attached, of which the majority is going toward salaries of the three part-time employees.

She concluded by encouraging Council and members of the public to visit the museum.

There being no further business, the Workshop concluded at 7:00 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Terri K. Hudson". The signature is fluid and cursive, with a large loop at the beginning and a long, sweeping tail.

Terri K. Hudson, MMC
City Clerk/Transcriber

Attachment:

DMI Budget

Milford Museum Budget

Downtown Milford, Inc.
Budget

		Approved	Proposed	Proposed
		FY 10/19	Short year end 11/1 - 6/30/19	7/1 - 6/30/20
Income				
4000	Operations Income			
4010	Grant Income			
4020	City of Milford	\$ 46,000.00	\$ -	\$ 46,000.00
4030	DEDO Delaware Economic Development			
	Total Grant Income	46,000.00	-	46,000.00
4100	Director Occupancy Contribution	4,500.00	3,000.00	4,500.00
4190	Interest Income	250.00	190.00	250.00
	Total Operations Income	50,750.00	3,190.00	50,750.00
4200	Organization Committee Income			
4210	Corporate Sponsors	7,500.00	7,500.00	7,500.00
4270	Ice Cream Rental	4,000.00	1,600.00	4,000.00
4300	General Sponsors	7,500.00	7,500.00	7,500.00
4350	Board Support (\$50 x 14)	700.00	700.00	700.00
	Total Organization Committee Income	19,700.00	17,300.00	19,700.00
4400	Promotion Committee Income			
4410	Bug and Bud Festival			
4412	Games and Activities	4,500.00	4,500.00	4,500.00
4414	Sponsorships	10,000.00	10,000.00	10,000.00
4416	Vendors			
4418	Arts & Crafts	11,875.00	11,875.00	11,875.00
4420	Food	3,000.00	3,000.00	3,000.00
4422	Non-profit	1,250.00	1,250.00	1,250.00
	Total Vendors	16,125.00	16,125.00	16,125.00
	Total Bug and Bud Festival	30,625.00	30,625.00	30,625.00
4440	Santa House			
4442	Donors	1,800.00	1,800.00	1,800.00
	Total Santa House	1,800.00	1,800.00	1,800.00
4450	Holiday Stroll	-	-	-
4460	St. Patrick's Pub Crawl			
4462	Bib Sales	10,000.00	10,000.00	10,000.00
	Total St. Patrick's Pub Crawl	10,000.00	10,000.00	10,000.00
4480	Irish Dance & Music Concert			
4482	Ticket Sales	3,500.00	3,500.00	3,500.00
	Total Dance & Music Concert Income	3,500.00	3,500.00	3,500.00
4500	3rd Thursday Events			
4502	Small Business Saturday			
4505	Light up the River	1,100.00	-	1,100.00
4506	Music Grant	5,000.00	-	5,000.00
4507	Food Vendors	1,600.00	-	1,600.00
	Total 3rd Thursday Events Income	7,700.00	-	7,700.00

Downtown Milford, Inc.
Budget

	Approved FY 10/19	Proposed Short year end 11/1 - 6/30/19	Proposed 7/1 - 6/30/20
4530 Gift Certificates			
4540 Jazz & Film Noir Festival			
4542 Ticket Sales	10,000.00	-	10,000.00
4544 Jazz Party	1,500.00	-	1,500.00
4546 Scholarship/Grants	3,805.00	-	3,805.00
Total Jazz & Film Noir Festival	15,305.00	-	15,305.00
4570 Ladybug Festival			
4572 Production Sponsors	35,000.00	-	35,000.00
4574 Venue Fees	2,500.00	-	2,500.00
4576 T-Shirt Sales	1,500.00	-	1,500.00
4578 Beer & Wine Sponsors	2,500.00	-	2,500.00
Total Ladybug Festival	41,500.00	-	41,500.00
Total Promotion Income	110,430.00	45,925.00	110,430.00
4600 Design Committee Income			
4610 Milford in Bloom			
4611 MIB Flower & Plant Sale	3,500.00	3,500.00	3,500.00
4612 MIB Sponsors	2,000.00	2,000.00	2,000.00
4613 Wreath Sale	1,500.00	1,500.00	1,500.00
Total Milford in Bloom	7,000.00	7,000.00	7,000.00
Total Design Committee Income	7,000.00	7,000.00	7,000.00
4800 EV Committee Income			
4810 Farmers Market			
4811 Vendors	8,790.00	1,300.00	8,790.00
4812 Shopping Bags	60.00	30.00	60.00
4814 Raffle	300.00	50.00	300.00
Total Farmers Market	9,150.00	1,380.00	9,150.00
4880 Vineyard Shipyard	60,000.00	60,000.00	-
Total EV Committee Income	69,150.00	61,380.00	9,150.00
Total Income	\$ 257,030.00	\$ 134,795.00	\$ 197,030.00

Downtown Milford, Inc.
Budget

		Approved	Proposed	Proposed
		FY 10/19	Short year end 11/1 - 6/30/19	7/1 - 6/30/20
Expenses				
5000	Operations Expenses			
5010	Accounting Fees - Tax	750.00	-	750.00
5015	Administrative Assistant	8,600.00	5,720.00	8,600.00
5020	Bank Charges	50.00	30.00	50.00
5030	Computer & Software Expense	250.00	150.00	250.00
5060	Donations			
5064	Milford Parade	50.00	-	50.00
5066	Misc. Memorials	50.00	50.00	50.00
	Total Donations	100.00	50.00	100.00
5100	Insurance	2,100.00	798.00	2,100.00
5120	Internet and Domain Name	1,000.00	800.00	1,000.00
5130	Website Enhancements	700.00	400.00	700.00
5250	Postage and Delivery	750.00	400.00	750.00
5300	Repairs & Maintenance (Equipment)	500.00	300.00	500.00
5350	Stationary & Printing (Copy Works)	800.00	500.00	800.00
5360	Supplies	1,000.00	550.00	1,000.00
5380	Taxes & Licensing	50.00	50.00	50.00
5390	Telephone	2,000.00	1,400.00	2,000.00
5400	Travel, Training & Entertainment			
5404	Local Meetings/Training	800.00	320.00	800.00
5406	National Main Street Convention	3,600.00	2,600.00	3,600.00
	Total Travel, Training & Entertainment	4,400.00	2,920.00	4,400.00
5610	Meals & Discretionary Expenses	1,000.00	300.00	1,000.00
5800	Executive Director Expenses			
5830	Health Insurance	1,430.00	953.36	1,430.00
5820	Payroll Taxes	3,210.00	1,900.00	3,210.00
5810	Salary	37,420.00	25,000.00	37,420.00
5840	Residence Fringe Benefit	4,500.00	4,500.00	4,500.00
	Total Executive Director Expenses	46,560.00	32,353.36	46,560.00
5900	Office/House Occupancy Expense			
5920	Repairs and Maintenance	1,200.00	800.00	1,200.00
5930	Utilities			
5932	Electric	2,200.00	1,300.00	2,200.00
5934	Fuel Oil	3,000.00	3,000.00	3,000.00
5940	Refuse/Trash	300.00	200.00	300.00
5945	Director - Residence	(3,100.00)	(2,100.00)	(3,100.00)
5950	Water/Sewer	400.00	250.00	400.00
	Total Utilities	2,800.00	2,650.00	2,800.00
	Total Office/House Occupancy Expense	4,000.00	3,450.00	4,000.00
6180	DMI Fixed Asset			
6181	New Computer	1,500.00	1,500.00	-
6182	New Printer	500.00	500.00	-
	Total DMI Fixed Asset Expense	2,000.00	2,000.00	-
	Total Operations Expenses	76,610.00	52,171.36	74,610.00

Downtown Milford, Inc.
Budget

	Approved FY 10/19	Proposed Short year end 11/1 - 6/30/19	Proposed 7/1 - 6/30/20
6200 Organization Committee Expenses			
6210 Annual Volunteer Appreciation	500.00	-	500.00
6270 Ice Cream	-	-	500.00
6280 Miscellaneous G&A Expense	200.00	130.00	200.00
6350 Annual Meeting	800.00	800.00	800.00
6590 Bike Rack Crowdfunding Project - C/O	4,000.00	4,000.00	-
Total Organization Committee Expenses	5,500.00	4,930.00	2,000.00
6400 Promotion Committee Expenses			
6410 Bug and Bud Expenses			
6412 Entertainment	800.00	800.00	800.00
6414 Advertising/Promotional	2,000.00	2,000.00	2,000.00
6416 Equipment Rental	7,200.00	7,200.00	7,200.00
6416 Miscellaneous & Fees	1,000.00	1,000.00	1,000.00
6418 Parks & Recreation Share of Profit	9,040.00	9,040.00	9,040.00
6419 Taxes & Fees	50.00	50.00	50.00
6420 Supplies and Materials	1,500.00	1,500.00	1,500.00
Total Bug and Bud Expenses	21,590.00	21,590.00	21,590.00
6440 Santa House Expenses			
6441 Advertising	125.00	125.00	125.00
6442 Candy	200.00	200.00	200.00
6443 Casual Labor - Santa	400.00	400.00	400.00
6445 Entertainment/Utilities	400.00	400.00	400.00
6447 Instant Photos	500.00	500.00	500.00
6449 Supplies and Materials	1,000.00	1,000.00	1,000.00
Total Santa House Expenses	2,625.00	2,625.00	2,625.00
6459 Mothers Day/Fathers Day	200.00	200.00	200.00
6460 St. Patrick's Pub Crawl			
6462 Advertising/Promotional	700.00	700.00	700.00
6464 Beer, Wine, Liquor	1,000.00	1,000.00	1,000.00
6465 Supplies	300.00	300.00	300.00
6466 Bibs	450.00	450.00	450.00
6468 Taxes and Licenses	50.00	50.00	50.00
Total St. Patrick's Pub Crawl	2,500.00	2,500.00	2,500.00
6480 Irish Music & Dance Concert			
6482 Beer, Wine, Liquor	400.00	400.00	400.00
6484 Supplies	200.00	200.00	200.00
6486 Taxes and Licenses	10.00	10.00	10.00
6487 Music	250.00	250.00	250.00
6488 Venue Rental	200.00	200.00	200.00
6489 Food	500.00	500.00	500.00
Total Irish Music & Dance Concert	1,560.00	1,560.00	1,560.00
6452 Entrepreneur Network			
6454 Buttons DE Turf	500.00	330.00	500.00
6456 Bags	1,000.00	650.00	1,000.00
Total Entrepreneur Network Expenses	1,500.00	980.00	1,500.00
6485 Holiday Stroll	900.00	900.00	900.00
6510 3rd Thursday Events			
6512 Small Business Saturday	250.00	250.00	250.00
6515 Light up the River	400.00	-	400.00
6516 Mailer	700.00	-	700.00
6518 Entertainment	5,000.00	3,300.00	5,000.00

Downtown Milford, Inc.
Budget

	Approved FY 10/19	Proposed Short year end 11/1 - 6/30/19	Proposed 7/1 - 6/30/20
6519 Buttons Milford	500.00	330.00	500.00
Total 3rd Thursday Events Expenses	6,850.00	3,880.00	6,850.00
6530 Gift Certificates - Giveaways	600.00	400.00	600.00
6540 Jazz & Film Noir Festival			
6541 Films	1,200.00	1,200.00	1,200.00
6542 Food	1,000.00	1,000.00	1,000.00
6543 Entertainment	2,000.00	2,000.00	2,000.00
6544 Rental Facility	1,000.00	1,000.00	1,000.00
6546 Misc. Supplies	500.00	500.00	500.00
Total Jazz & Film Noir Expenses	5,700.00	5,700.00	5,700.00
6560 Ladybug Festival			
6561 Venue Fees	2,500.00	-	2,500.00
6562 T-Shirt Purchases	755.00	-	755.00
6563 Production Cost	35,000.00	-	35,000.00
6564 Promotion Cost	700.00	-	700.00
Total Ladybug Festival Expenses	38,955.00	-	38,955.00
6570 Advertising/Promotional			
6573 Internet Advertising	5,000.00	5,000.00	5,000.00
6574 Print Advertising	4,500.00	2,250.00	4,500.00
6575 Radio Advertising - BMI	300.00	200.00	300.00
6670 Total Advertising/Promotional Expenses	9,800.00	7,450.00	9,800.00
Total Promotion Committee Expenses	92,780.00	47,785.00	92,780.00
6600 Design Committee Expenses			
6610 Milford in Bloom			
6613 Flowers/Wreath Purchases	1,600.00	1,200.00	1,600.00
6614 Baskets, Liners, Plants	3,500.00	3,500.00	3,500.00
Total Milford in Bloom	5,100.00	4,700.00	5,100.00
6650 Public Art Project			
6652 Maintenance	300.00	120.00	300.00
Total Public Art Project	300.00	300.00	300.00
6630 Signage - Directional	1,500.00	1,500.00	-
6645 Five for Free Paint	250.00	150.00	250.00
6660 WSFS Façade Project - C/O	4,500.00	3,000.00	1,500.00
6670 Sailboat Banner Project - C/O	2,000.00	2,000.00	-
Total Design Committee Expenses	13,650.00	11,650.00	7,150.00
6800 EV Committee Expense			
6810 Farmer's Market Expenses			
6812 Entertainment	350.00	175.00	350.00
6814 Market Labor	3,900.00	1,950.00	3,900.00
6816 Misc. Expenses	1,250.00	550.00	1,250.00
6819 FM New Assets	650.00	325.00	650.00
Total Farmer's Market Expenses	6,150.00	3,000.00	6,150.00
6880 Vineyard Shipyard - Feasibility Study	60,000.00	60,000.00	-
6890 Recruiting - Pamphlets	400.00	265.00	400.00
Total EV Committee Expense	66,550.00	63,265.00	6,550.00
Total Expenses	255,090.00	179,801.36	183,090.00
Net Operating Income (Loss)	\$ 1,940.00	\$ (45,006.36)	\$ 13,940.00

Downtown Milford, Inc.
Budget

	Approved FY 10/19	Proposed Short year end 11/1 - 6/30/19	Proposed 7/1 - 6/30/20
Other Income (Expense)			
9020 Major Expenses - Office Improvements	\$ (5,000.00)	\$ (5,000.00)	\$ -
9640 Transfer from Reserves - Operations - Office Improvements	5,000.00	5,000.00	-
9642 Transfer from Reserves - Design - Banner Project	2,000.00	2,000.00	-
9644 Transfer from Reserves - Design - WSFS Façade	4,500.00	3,000.00	1,500.00
9646 Transfer from Reserves - Organization - Bike Rack	4,000.00	4,000.00	-
Total Other Income (Expense)	<u>\$ 10,500.00</u>	<u>\$ 9,000.00</u>	<u>\$ 1,500.00</u>
Net Income (Loss)	<u>\$ 12,440.00</u>	<u>\$ (36,006.36)</u>	<u>\$ 15,440.00</u>

**MILFORD MUSEUM
PROJECTED BUDGET
FOR FISCAL YEAR 2019 & 2020**

INCOME	PROJECTED FY19	ACTUAL Thru February	PROJECTED FY20
Grants	\$38,000	37,560	38,000
Membership Dues	\$4,000	4,050	4,500
Donations	\$3,500	3,000	3,500
Capital Campaign	\$10,000	9,500	10,000
Misc. Royalties	\$100	100	100
Events	\$5,000	9,345	10,000
Sale Materials	\$2,000	2,300	2,000
Dividends	\$2,000	1,200	1,000
TOTAL ESTIMATED INCOME	\$64,600	\$67,055	\$69,100

EXPENSES	PROJECTED FY19	ACTUAL Thru February	PROJECTED FY20
Payroll	\$43,000	45,000	45,000
Office Supplies	\$2,000	1,341	1,300
Utilities	\$8,600	12,154	12,150
Maintenance	\$200	635	200
Advertising	\$4,000	2,821	2,000
Printing/Sales Items	\$2,700	1,952	2,000
Events	\$350	7,362	7,000
Exhibits	\$200	200	200
Dues & Subscriptions	\$200	243	250
Misc. & Franchise Taxes	\$200	191	200
TOTAL ESTIMATED EXPENSE	\$65,000	\$71,899	\$70,300

MILFORD CITY COUNCIL
MINUTES OF MEETING
March 11, 2019

A Meeting of Milford City Council was held in the Joseph Ronnie Rogers Council Chambers at Milford City Hall on Monday, March 11, 2019.

PRESIDING: Mayor Archie Campbell

IN ATTENDANCE: Councilpersons Christopher Mergner, Mike Boyle, Lisa Ingram Peel, Todd Culotta, Owen Brooks Jr., Douglas Morrow and Jason James Jr.

STAFF: City Manager Eric Norenberg, MPD Captain Gary Bailey and City Clerk Terri Hudson

COUNSEL: Solicitor David Rutt, Esquire

ABSENT: Councilmember Katrina Wilson

CALL TO ORDER

Mayor Campbell called the Council Meeting to order at 7:04 p.m.

INVOCATION AND PLEDGE

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

APPROVAL OF PREVIOUS MINUTES

Included in the packet were minutes from the February 11 and February 25, 2019 Committee and Council Meetings. Motion to approve made by Councilmember Peel, seconded by Councilmember Culotta. Motion carried.

RECOGNITION

Mayor Campbell commended ICMA Fellow Evan Miller for the number of projects he has completed for the City of Milford, adding that he was recently recognized by the University of Delaware School of Public Policy for completing two educational sessions.

Mr. Evan provided follow up information. He thanked the City for supporting those efforts.

MONTHLY POLICE REPORT

MPD Captain Gary Bailey presented the monthly Activity Report noting that the numbers are within the normal limits.

Councilmember Morrow moved to accept the report, seconded by Councilmember Mergner. Motion carried.

MONTHLY CITY MANAGER REPORT

City Manager Norenberg stated that his report consists of a new format to provide more data and comparison information. In addition, an employee newsletter was added to the packet that Deputy City Clerk assisted with.

He noted that DMI recently included an insert in the City utility bills. Also included was information on the City's efficiency smart program which was provided in both Haitian and Spanish languages.

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

MONTHLY FINANCE REPORT

Finance Committee Chairman Morrow reported that through the seventh month of Fiscal Year 2018-2019 with 58% of the year having passed, 62% of revenues have been received and 52% of the operating budget expended. Revenues are up as a result of the continued increase in planning and zoning fees, building permits and real estate taxes.

Councilmember Peel moved to accept the January 2019 Finance Report, seconded by Councilmember Brooks. Motion carried.

COMMITTEE & WARD REPORTS

None to report.

COMMUNICATION & CORRESPONDENCE

Included in packet.

UNFINISHED BUSINESS

Adoption/Ordinance 2019-01/Chapter 222/Water Code Amendments

Public Works Director Mark Whitfield stated that based on Councils' comments from February 25, 2019, regarding the permit fee and actual cost of inspections, he reviewed the process and determined there is a cost of approximately \$50.

He also considered the issues associated with reinspections due to some contractors not being ready when they schedule an inspection, along with the fact that sewer and water inspections are done at the same time. Additionally, inspections for several water or sewer lines are done at the same time when a multi-family unit/complex is done. For these reasons, staff is content that the \$35 fee, on average, will cover the costs associated with the initial inspection. The \$50 fee also appears sufficient to cover the associated costs of any reinspection.

He also pointed out that other municipalities charge very similar fees as a result of the associated costs.

He did report that once the contractor, who consistently calls the City before he is prepared for the inspection, was informed of the new fee, he has adjusted and has since been ready when the inspector arrives.

As a result, the following amendments are being recommended to the Water Code:

1. Added a definition of EDU (Equivalent Dwelling Unit)
2. Revised both the Water and Sewer Rate schedule to reflect the \$35 inspection fee, with a \$50 reinspection fee
3. Revised Sewer Ordinance 185.3.B and 185.3.C to strike the first "shall" and replace with "to"

Mayor Campbell opened the floor to public comment on Ordinance 2019-01 and Resolution 2019-01. No one responded. The floor was closed.

Councilmember Peel moved to adopt Ordinance 2019-01, as presented this evening, seconded by Councilmember James. Motion carried.

Adoption/Resolution 2019-01/Updated Water Rates

Mayor Campbell opened the floor to public comment. Vincent Olsen of 213 South Walnut Street, referenced the \$35 and asked the annual increase to the City and how much money it will generate and what are the associated expenses.

City Manager Norenberg then provided a history of the previous reviews of the ordinance and rates.

Mr. Olsen then asked how much it will impact each person, how much money the City will get and if it will improve the quality of City water. He asked if we need more manpower or the City was simply not getting enough money to address the inspections. Mr. Whitfield responded by explaining the fee will remain at the current \$35, which covers the permit fee and the related inspection.

There being no further comment, Mayor Campbell closed the floor to further comments.

Councilmember Boyle moved to adopt Resolution 2019-01, seconded by Councilmember Peel:

RESOLUTION 2019-01
WATER FEE SCHEDULE

Now, Therefore, be it Resolved, the following resolution was adopted by majority vote of City Council on March 11, 2019:

MONTHLY BILLING FEES			
Description		Fee	
Usage Fee; Residential; In-City Users	0 gallons of metered water	\$3.25 per month	
	1-4,000 gallons of metered water consumption	\$3.25 per 1,000 gallons, per month	
	4,001-8,000 gallons of metered water consumption	\$3.50 per 1,000 gallons, per month	
	Over 8,000 gallons of metered water consumption	\$4.00 per 1,000 gallons, per month	
Usage Fee; Residential Out-of-City Users	0 gallons of metered water	\$3.25 per month	
	1-4,000 gallons of metered water consumption	\$4.88 per 1,000 gallons, per month	
	4,001-8,000 gallons of metered water consumption	\$5.25 per 1,000 gallons, per month	
	Over 8,000 gallons of metered water consumption	\$6.00 per 1,000 gallons, per month	
Usage Fee; Commercial	1" meter	Up to 10,000 gallons	\$32.50 per month
		10,001-31M gallons	\$2.60 per 1,000 gallons, per month
		Over 31M gallons	\$3.25 per 1,000 gallons, per month
	1.25" meter	Up to 15,000 gallons	\$48.75 per month
		15,001-31M gallons	\$2.60 per 1,000 gallons, per month
		Over 31M gallons	\$3.25 per 1,000 gallons, per month
	1.5" meter	Up to 25,000 gallons	\$81.25 per month
		25,001-31M gallons	\$2.60 per 1,000 gallons, per month
		Over 31M gallons	\$3.25 per 1,000 gallons, per month
	2" meter	Up to 50,000 gallons	\$162.50 per month
		50,001-31M gallons	\$2.60 per 1,000 gallons, per month
		Over 31M gallons	\$3.25 per 1,000 gallons, per month
	3" meter	Up to 125,000 gallons	\$406.25 per month
		125,001-31M gallons	\$2.60 per 1,000 gallons, per month
		Over 31M gallons	\$3.25 per 1,000 gallons, per month
	4" meter	Up to 300,000 gallons	\$975.00 per month
		300,001-31M gallons	\$2.60 per 1,000 gallons, per month
		Over 31M gallons	\$3.25 per 1,000 gallons, per month
	6" meter	Up to 800,000 gallons	\$2,600.00 per month
		800,001-31M gallons	\$2.60 per 1,000 gallons, per month
		Over 31M gallons	\$3.25 per 1,000 gallons, per month
	8" meter	Up to 1.2M gallons	\$3,900.00 per month
		1.21M-31M gallons	\$2.60 per 1,000 gallons, per month

		Over 31M gallons	\$3.25 per 1,000 gallons, per month
	10” meter	Up to 1.6M gallons	\$5,200.00 per month
		1.61M-31M gallons	\$2.60 per 1,000 gallons, per month
		Over 31M gallons	\$3.25 per 1,000 gallons, per month
	12” meter	Up to 2M gallons	\$6,500.00 per month
		2.1M-31M gallons	\$2.60 per 1,000 gallons, per month
		Over 31M gallons	\$3.25 per 1,000 gallons, per month
Temporary Water Usage Fee			\$50.00 per day, plus \$4.00 per 1,000 gallons, per month
Fire Line/Hydrant, Private	Availability Fee		\$15.00 per month
Late Monthly Utility Payment Fee			1.50% per month
Water Tampering Fee			\$250.00 per occurrence
Water Account Set Up Fee			\$50.00 each
Water Service Re-connection Fee			
Service Call; during normal business hours			\$50.00 per occurrence
Service Call; after normal business hours			\$100.00 per occurrence
Water Meter Testing Fee			\$100.00
PERMITTING FEES			
Description			Fee
Water Tap/Connection Permit			\$10.00
Water Tap/Connection Fee			Actual City cost
Water Line Installation Fee			Actual City cost, plus 10%
Water Line Inspection Fee			\$35.00
Water Line Re-inspection Fee			\$50.00
Water Meter Fee	Residential, 1”		\$200.00
	Commercial, 1”		\$350.00
	Over 1”		Calculated on individual basis
Water Meter Installation Fee			\$35.00
Fire Line	2” line size		\$2,500
	4” line size		\$3,000
	6” line size		\$3,500
	8” line size		\$4,000
	10” line size		\$6,000
Impact Fee, City	July 1, 2018		\$2,840 per EDU
	July 1, 2019		\$2,954 per EDU
	July 1, 2020		\$3,072 per EDU
	July 1, 2021		\$3,195 per EDU
	July 1, 2022		\$3,323 per EDU
	July 1, 2023		\$3,456 per EDU
	July 1, 2024		\$3,594 per EDU
	July 1, 2025		\$3,738 per EDU
	July 1, 2026		\$3,887 per EDU
Impact Fee, Irrigation			\$2,840 per connection
MISC FEES			
Description			Fee
Penalties & Fines			Not less than \$50 nor more than \$1,000 plus cost of prosecution

Be it further Resolved, that to remain consistent with the effective date of Ordinance 2019-01, Resolution 2019-01 shall become EFFECTIVE MARCH 22, 2019.

Motion carried.

Adoption/Ordinance 2019-02/Chapter 185/Sewer Code Amendments

Public Works Director Whitfield explained the same comments associated with the Water Code apply to the Sewer Code. The \$35 fee will remain, with a \$50 reinspection fee added and an amended EDU definition. It also includes some minor change in the language.

Mayor Campbell opened the floor to public comment; no one responded. The floor was then closed.

Councilmember Peel moved to adopt Ordinance 2019-02, seconded by Councilmember Culotta. Motion carried.

Adoption/Resolution 2019-02/Updated Sewer Rates

Mr. Whitfield ask that his comment reflect what has been previously stated with regard to the \$35 fee and \$50 reinspection fee and confirmed there is no increase to the sewer rates.

Councilmember Peel thanked the Public Works Director for his due diligence in responding to Councils' concerns.

Mayor Campbell opened the floor to public comment; no one responded. The floor was then closed.

Councilmember Boyle moved to adopt Resolution 2019-02, seconded by Councilmember Peel:

RESOLUTION 2019-02
SEWER FEE SCHEDULE

Now, Therefore, be it Resolved, the following resolution was adopted by majority vote of City Council on March 11, 2019:

MONTHLY BILLING FEES		
	Description	Fee
Usage Fee; In-City Users	0-1,000 gallons of metered water consumption	\$10.00 per month
	Over 1,000 gallons of metered water consumption	\$2.78 per 1,000 gallons per month
	Kent County Sewer Treatment	As determined by Kent County per month
Usage Fee; Out-of-City Users	0-1,000 gallons of metered water consumption	\$15.00 per month
	Over 1,000 gallons of metered water consumption	\$4.17 per 1,000 gallons per month
	Kent County Sewer Treatment	As determined by Kent County per month
Late Monthly Utility Payment Fee		1.50% per month
PERMITTING FEES		
	Description	Fee
Sewer Utility Permit		\$10.00
Sewer Tap/Connection Fee		Actual City cost
Sewer Inspection Fee		\$35 per inspection
Sewer Re-inspection Fee		\$50.00 per inspection
Impact Fee, Kent County	As determined by Kent County	Per EDU
Impact Fee, City	July 1, 2018	\$1,501 per EDU
	July 1, 2019	\$1,561 per EDU

	July 1, 2020	\$1,623 per EDU
	July 1, 2021	\$1,688 per EDU
	July 1, 2022	\$1,756 per EDU
	July 1, 2023	\$1,826 per EDU
	July 1, 2024	\$1,899 per EDU
	July 1, 2025	\$1,975 per EDU
	July 1, 2026	\$2,054 per EDU
	July 1, 2027	\$2,136 per EDU
MISC FEES		
	<i>Description</i>	<i>Fee</i>
Penalties & Fines		Not less than \$100 nor more than \$1,000 plus cost of prosecution

Be it further Resolved, that to remain consistent with the effective date of Ordinance 2019-02, Resolution 2019-02 shall become EFFECTIVE MARCH 22, 2019.

Motion carried.

Acceptance/City of Milford FY17-18 Audit

Mr. Norenberg recalled that a question had been raised by Councilmember James. As a result, we were waiting for the auditor to return to his office so that he could respond though that did not occur. He is unaware of any other questions or concerns.

Councilmember James explained his question involved a change in the number(s) from one year's audit to the next. As a result, a disclosure addressing the change, will be added to future audits. His concerns have been satisfied as a result.

Councilmember James moved to accept the City of Milford Fiscal Year 2017-2018 audit as presented, seconded by Councilmember Morrow. Motion carried.

Authorization/First State Manufacturing/Land Exchange

Planning Director Rob Pierce recalled that in October 2015, City Council authorized the execution of a Sales Agreement with GrowUSA, LLC, aka First State Manufacturing, to exchange (2.055 acres) land adjacent to Milford Little League for a portion of Lot 13 in Independence Commons (2.022 acres).

A copy of the minor plat plans showing the separating lands by the Little League fields and the portion of the parcel that would be subdivided off, that are adjacent to the solar panels placed on Lot 13 by the City in 2012. With the addition of the solar panels, the lot was less appealing to potential buyers.

Approvals had been granted in 2015 and 2016 though the subdivision plans were never recorded and the two parties never settled on the land exchange.

Mr. Pierce reported that GrowUSA has recently requested the City honor the previously executed three plus year old sales agreement and move forward with settlement.

An appraisal dated November 10, 2014 was prepared by W.R. McCain & Associates. Those results are as follows:

Parcel	Acreage	\$/Acre	Value
Grow USA LLC	2.055	\$88,000	\$180,840
Independence Commons Lot 13b	2.022	\$92,000	\$186,024
Difference			\$5,184

It was agreed that GrowUSA, LLC pay the City the difference in the appraised values between the two parcels in addition to any settlement costs.

He is asking for Council direction on whether to move forward with the land exchange.

Mayor questioned the liability associated with the land exchange.

Sher Valenzuela, owner First State Manufacturing, stated that the majority of the people involved are not part of the current Council or no longer associated with her company. She then provided a background on their company that has been in Milford for more than twenty years.

She stated that when they moved to the then Sussex Company building in 2010, the previous owners had a gentleman's agreement to keep the portion of the little league property available for their use even though it was part of their property. At the time, it made sense to continue under the current agreement.

Three years ago, First State's attorney advised them the situation presented a liability and recommended they transfer the property to the City.

According to Ms. Valenzuela, another person was handling the transfer for FSM as they were transitioning out of the company. Since then, he passed away suddenly and their company has been through some major transitions. Three years later, they are again faced with the same liability issues.

Ms. Valenzuela asked that the additional money needed to cover the cost of this property transfer be waived because for the past 56 years, the owners of their building had made that portion of their land available to Milford Little League. She said they worked hard to make sure the value of the land next to the Little League park would be equal to the parcel on Airport Road and believe this is a fair request at this time.

Council asked for a clarification of the costs she is asking to be waived; Ms. Valenzuela said they want an even land swap.

When asked, Solicitor Rutt explained the City has limited sovereign immunity because the City Charter states no action can be brought against the City unless they are noticed within one year of the act. He also discussed some other situations in which the City might be exempt from damages and recommends installing signs. However, during the little league season, the league is in control of the land and needs to have the appropriate coverage. The City would only need to be diligent during their off season.

Based on how good First State Manufacturing has been to the City of Milford and what they have provided to the City and Milford Little League through the use of their properties, Councilman Culotta feels it should be an even swap. In turn, the City would provide them a parcel in an industrial area, which is more appropriate for their company.

Councilmember James asked for more clarification on the amount that Ms. Valenzuela is requesting and whether she is referring to the value of the land or including the legal costs associated with the transfer. She confirmed she is only asking for an even land swap.

City Manager Norenberg said that because the document in the Council packet was approved in 2015, the City Solicitor will need to determine whether an amendment is needed. Should Council agree to move forward and the terms amended, Mr. Rutt would need to draft the amendment.

Ms. Valenzuela agreed to pay their closing costs associated with the transfer.

Planning Director Pierce then pointed out the original appraisals were prepared by First State Manufacturing's appraiser though they agreed to pay the difference.

Councilmember Culotta moved to authorize the land swap, waive the \$5,184 difference as noted in the 2014 land value, and instruct the City Solicitor to make the amendment which is to be signed by all parties and proceed with the land swap, seconded by Councilmember Peel. Motion carried.

NEW BUSINESS

Milford Little League/Relief/Water Bills/Pipe Damage

Lance Skinner introduced himself as the Fundraising Chair on Milford Little League Board. He also introduced Board Member Scott Willey. He noted that there are over 300 children that participate in little league and everyone associated with the league is a volunteer.

Mr. Skinner referenced two water/sewer bills. One is for 6 Geyer Field and the second is for 110 Southeast Fourth Street. Over the winter, pipe bursts in both concessions stands causing substantial damage. The City turned off the water as soon as they were notified. However, they had already been accessed two bills in the amount of \$538.52 and \$916.96.

Mr. Skinner asked Council to authorize the waiver of both bills.

It was noted that waivers were previously provided for Milford Community Cemetery who had the same situation.

In addition, the person who was familiar with the maintenance and winterizing of utilities retired. During that transition, this was overlooked though Mr. Skinner said it will be addressed from this point on.

Councilmember Brooks moved to waive the bills, seconded by Councilmember James. Motion carried.

Mr. Skinner thanked the City on behalf of the Milford Little League Board.

Following a recommendation, Councilmember Culotta moved to amend the agenda by rearranging the agenda items, seconded by Councilmember Mergner. Motion carried.

Presentation/Authorization/Lights On-Milford Strong Campaign

Mr. Norenberg explained that Efficiency Smart is partnering with the City of Milford to provide free energy-efficient measures and outreach to residential electric customers who participate in their program. Energy efficiency improvements help customers save money on electricity and this partnership has been designed specifically to serve vulnerable populations, including low-income families and senior citizens.

Help Initiative Board President Harold Stafford was present along with Executive Director Charlie Kissler. Also in attendance was Lead Administrator Angie Bivens from Franklin Energy, NCALL's Stand by Me Program Sandra Freeman and Outreach Coordinator Dr. Chandra Jackson.

Mr. Stafford reported this is an extension of the programs currently underway in Seaford and Dover. The focus of the lights has been public safety and energy efficiency.

In Dover, LED lights were installed on the front of 368 homes and solar powered LED lights on the rear of homes in some of the high targeted crime districts.

As a result of that success, the Seaford Mayor, City Manager and Police Chief requested the same program be considered in their City. As a result, the same process occurred in 404 homes in Seaford.

They are now asking to implement a similar program in Milford.

Mr. Stafford then followed with a synopsis of the program and discussed their associated partners.

Mr. Kissler later provided information on their background and how they profile and identify target high crime areas.

He emphasized that the reasons for this program are public safety primary, energy efficiency and the education that his three team members represent. He said they will be an extension of community policing and community outreach. This is a perfect vehicle to sell people and building trust toward the referendum.

They also educate Seaford's residents about the need to register to vote in Seaford.

The budget prepared by Mr. Stafford and Mr. Kissler covers approximately 400 installations primarily in the DDD area.

The role of the City's Code Enforcement and Licensing Division will be to:

- Distribute 1 bulb to each targeted Milford Electric Utility Customer.
- Provide Efficiency Smart with verification that bulbs were distributed to Efficiency Smart and the City of Milford Electric Utility customers.
- Efficiency Smart will assume responsibility for ordering and delivering materials.
- Efficiency Smart will assume responsibility for bulbs once customer receives them; any broken or malfunctioning bulb issues will be addressed by Efficiency Smart staff
- Agency will ensure that deliveries of products are kept in a safe and controlled environment to avoid damage or theft
- Agency is responsible for any discrepancy in inventories once energy efficiency kits are received and will replace any lighting products that are missing from inventories

Mr. Norenberg noted the City is responsible for approximately \$20,000 and is eligible for funding through our green energy fund account due to this being an energy saving program.

It was noted that Ward 1 was not included. Planning Director Pierce noted that these areas were identified by Chief Brown in terms of high concentration of crime with the hope to deter that type of activity. In addition, there was an overlay with the DDD area.

Mr. Norenberg pointed out the entire City can participate in the Efficiency Smart program in which 600 bulbs were sold in February. Franklin Energy and Energize Delaware have some energy efficiency workshops scheduled on April 9th at the Boys and Girls Club and more information will be provided.

When asked if this can be expanded citywide, Mr. Norenberg pointed out that outfitting 400 homes will cost approximately \$20,000 in green energy funds and emphasized that public safety is their highest priority.

Captain Bailey said he was not privy to the meetings though he is aware of the program. He did recall Chief Brown discussing the need to identify high crime areas and though it did not encompass the entire City, it provides a great start.

Councilmember James is in favor of the program, but is also in favor of expanding it citywide, particularly considering the energy efficiency and crime migration aspects.

Mr. Kissler encouraged Council to move forward and get the initial phase completed and to keep working with the Attorney General on the Energize Delaware program and the State's matching funds.

Mr. Norenberg announced that Milford has been provided with 624 additional LED bulbs by Energy Smart for each rental unit being inspected this year as a way of thanking those residents for the inconvenience.

Councilmember Boyle moved to authorize Mayor Campbell to execute the MOU for the Help Initiative Incorporated Lights on Campaign with matching funds from the City's green energy fund, seconded by Councilmember Peel. Motion carried.

Councilmember Peel also recommended that Lifecycle's Glow Night Riders assist in educating our residents about the campaign.

Adoption/Resolution 2019-04/Appointment DDD Administrator

Mr. Pierce shared that with the recent program updates from the Office of State Planning, each of the eight districts is required to appoint a DDD Administrator through formal action by legislative body.

Mayor Campbell opened the floor to public comment. No one responded and the floor was closed.

Councilmember James moved to adopt Resolution 2019-04, appointing Rob Pierce as Milford's DDD Administrator, seconded by Councilmember Boyle:

Appointment of DDD Administrator

WHEREAS, the Downtown Development District Program is a partnership between the State of Delaware and local governments with Designated Districts; and

WHEREAS, in addition to funding the DDD Rebate Program, the State provides considerable staff time and technical assistance resources from OSPC and DSHA; and

WHEREAS, the City of Milford is responsible for administering the DDD program in Milford's Downtown Development District; and

WHEREAS, the City of Milford provides an aggressive package of local incentives to compliment the DDD Rebate Program; and

WHEREAS, the Delaware DDD Program Guidelines require a District Administrator be appointed by Milford City Council to be the chief point of contact for the program responsible for all economic development outreach, marketing, record keeping, and reporting in relation to the DDD program; and

WHEREAS, the District Administrator can be assisted by other City staff or consultants, but shall supervise and is responsible for all tasks involved in implementing the City of Milford's DDD program.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council, that Planning and Economic Development Director Rob Pierce is hereby appointed the City of Milford's DDD District Administrator, in accordance with Chapter 5, Administration of the District, as established by the Office of State Planning Coordination as revised on January 23, 2019.

Motion carried.

Update/City of Milford Election

Mr. Norenberg reported the packet includes updated information on the Ward 1 Candidates:

The following candidates have submitted their nominating petitions to run for the Office of City Council 1st Ward:

Daniel Marabello
1 Windy Drive

Samuel J. Passwaters III
317 Columbia Street Meadows at Shawnee

The following candidates submitted petitions and are uncontested:

F. Todd Culotta
Douglas E. Morrow
Jason L. James Sr.

211 South Walnut Street – 2nd Ward Council Seat
803 North Walnut Street – 3rd Ward Council Seat
1 James Drive – 4th Ward Council Seat

Appointment/City of Milford Board of Election

Councilmember Brooks moved to appoint the following residents to the 2019 Board of Election:

Karen Boone 303 Parson Thorne Apartments
Joanne Leuthauser 509 Ashley Way
Katrina White 122 S.E. Second Street

Councilmember Peel seconded. Motion carried.

Introduction/Ordinance 2019-09/Shawnee Farm LLC/Conditional Use

Mayor Campbell introduced the following introduction, related to the Cypress Hall residential project, south of the Redner's complex:

Ordinance 2019-09

*An Ordinance for a Conditional Use to allow a Planned Unit Development to be known as Cypress Hall (Residential) consisting of 546 dwelling units (162 single-family detached units, 96 townhouse units and 288 multi-family units) on 91.69 +/- acres in an R3 zone located on the west side of Route 113 approximately 3,100 feet south of the Shawnee Road intersection, Milford, Delaware.
Tax Parcels 1-30-3.00-261.01, 1-30-3.00-562.00 thru 659.00.*

City Council Introduction: March 11, 2019

Planning Commission Public Hearing: March 19, 2019

City Council Public Hearing: March 25, 2019

Effective (Projected): April 4, 2019

Council will hear the application and any public comments at their next meeting.

Introduction/Ordinance 2019-10/Shawnee Farm LLC/Amended Preliminary Major Subdivision

Mayor Campbell introduced the following ordinance:

Ordinance 2019-10

*An Ordinance approving an Amendment to the Preliminary Major Subdivision/Residential, Phase I, commonly referred to as Cypress Hall, located on the west side of Route 113 approximately 3,100 feet south of the Shawnee Road intersection, Milford, Delaware.
Tax Parcels 1-30-3.00-261.01, 1-30-3.00-562.00 thru 659.00*

Dates

City Council Introduction: March 11, 2019

Planning Commission Public Hearing: March 19, 2019

City Council Public Hearing: March 25, 2019

Effective (Projected): April 4, 2019

The public hearing will be held at the March 25th meeting.

Authorization/Downtown Development District Boundary/Expansion

Planning Director Pierce reminded Council that in January 2019, the Office State Planning Coordination issued updated Downtown Development District program guidelines which increased the local district acreage for municipalities with populations between 9,000 to 30,000 persons from 170 acres to 185 acres or 15 acres. The City of Milford's DDD area currently includes 169 +/- acres of land.

Areas adjacent to the District were analyzed for low income populations, high vacancy rates, available vacant land, property maintenance violations and blighted structures and higher than normal crime rates. Two options are under consideration.

Option 1 includes land adjacent to the northwest portion of the District, north of Northwest Fifth Street between Truitt Avenue and North Street up to Banneker School. It includes 91 tax parcels and 17 vacant lots that could be built with new construction. The character of the neighborhood is older single-family detached and semidetached dwellings. The zoning is R2 which permits single-family detached, semi-detached, townhouse and apartment units by right.

This area is also located in Milford's Opportunity Zone which provides tax incentives and is in close proximity to former investments by Milford Housing Development Cooperation and the Delaware State Housing Authority through the Strong Neighborhood Housing Fund program.

Option 2 involves the area along South Washington Street between Southeast Second Street and Ball Park Lane, includes lots north of the Little League fields and the Parks and Recreation facility. This area is slightly smaller with 76 tax parcels and only 5 vacant lots that could be built on for new housing opportunities.

The character of the neighborhood is similar to option one and contains many older single-family detached dwellings. The zoning is primarily zoned R-2 Residential District which permits only single-family detached dwellings by-right and semi-detached by conditional use. It also includes a small cluster of C-1 Neighborhood Commercial parcels and a few C-2 Central Business District properties.

It was discussed by the Community and Economic Development Committee members just prior to this meeting though their preference was to present it to full Council.

The amendment will need to be submitted to the Cabinet Committee on State Planning Issues for review. Upon their approval, the boundary amendment would be presented again to City Council for official adoption.

Councilman James pointed out there are more vacant lots with option one. Mr. Pierce agreed the main difference is that option one has 91 parcels versus 76 parcels in option two. In terms of code violations and concerns from the police with regard to crime, the other option may be a better choice.

He noted that Milford Housing is considering another Strong Neighborhood Housing Fund application in the fourth ward as well. Layering the investments make it much more attractive to the developers/investments.

Councilman Mergner recommends Mr. Pierce make the determination as he is the expert for the City.

When asked if there has been interest expressed by homeowners in the option two area, Mr. Pierce said that someone who has is receiving property maintenance violations may have the tendency to react quicker if they received a rebate. However, he has not had a chance to speak with individual property owners in either area.

Councilman Boyle questions whether it is more beneficial to current homeowners to take advantage of the program and redevelop the neighborhood or have new investors come in and build homes to sell. Councilman Peel is anxious to see how it can be used for code enforcement and clean up. Mr. Pierce said they are already using that tool throughout the DDD area with the goal of compliance versus some type of reprimand.

Mr. Pierce feels both areas are similar in terms of demographics and housing though option one may provide more opportunity and incentives.

Councilman Culotta pointed out the current DDD area includes a chunk of ward four. Therefore, he will lean toward the southside of town or option two, though both are similar in value.

Councilmember James said with both areas being fairly equal, he feels the greatest advantage would be option one.

When asked for a motion, Councilmember Culotta then moved to select option two as the expansion area for the Downtown Development District, seconded by Councilmember Peel.

Motion failed by the following roll call vote:

Mergner - no
Boyle - yes
Peel - yes
Culotta - yes
Brooks - no
Morrow - no
James - no

Councilmember Mergner again pointed out that he feels Council does not have enough clarity to make a decision. It appears that both areas are very similar when considering the pros and cons.

He also noted that a large portion of his ward is not included. He is uncomfortable making the decision considering he does not have any analytics other than a personal opinion.

Councilman James concurs with Councilman Mergner and his recommendation was purely objective even though it includes his ward. His opinion was based on the information presented which results in option one having more pros.

Councilmember Culotta disagreed noting that there are houses in the south part of town that don't fall inside the district. In the interest of being fair, he feels that ward four has capitalized already on funding and recalled how Dan Bond has invested in several properties in ward four.

However, his preference would be to encompass the entire downtown though arguments can be made for either option.

Councilmember Boyle suggests attaining more data and perhaps canvassing the neighborhood. Councilmember Culotta agreed that crime rates, housing vacancies and similar criteria can easily be obtained.

Councilmember Mergner moved to defer action in order to obtain additional data and statistics from prior applications in an attempt to understand the better option, seconded by Councilmember James.

Mr. Pierce said he will acquire code violations, rental properties, age of the house and related data. Councilman Mergner recommends including any new construction that has occurred in those areas as well.

Motion carried.

Authorization/AT&T Water Tower Lease

City Manager Norenberg advised that this item will be added to a future agenda.

Authorization/Electric/Power Cost Adjustment

City Manager Norenberg reported that he has shared recent rate information from DEMEC in his weekly emails he sends to City Council. As a result of favorable investments and energy contracts, power costs from DEMEC have decreased for 2019 and we now have the option of passing along the reduction to consumers as was done in 2018.

Last summer, the City passed along an across the board electric rate reduction of \$0.0013/kWh effective for the July billing. This was implemented using the power cost adjustment authority provided in the Code. Historically, this has been an adjustment used when power costs spike due to high generation charges, but it can also be used as a negative adjustment to reduce the power charge when rates decrease.

Utility Financial Solutions reviewed the 2019 DEMEC rate relative to the rate structure approved by City Council in 2017. They calculated a \$747,009 reduction in the City's power supply cost for 2019. A PCA reduction totaling \$0.0034/kWh could be implemented in place of the prior PCA. For the winter rate period, the combined rate reduction is 2.87% compared with this time last year.

When asked the average reduction in electric bills, City Accountant Suzannah Frederick reported that her bill would be reduced by approximately \$5.

Councilmember Morrow moved to authorize the 2.87% rate reduction for 2019, seconded by Councilmember Brooks. Motion carried.

EXECUTIVE SESSION

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

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

Motion carried.

Mayor Campbell recessed the Council Meeting at 9:04 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 9:53 p.m.

Personnel Matters-Evaluations

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

ADJOURNMENT

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

The Council Meeting adjourned at 9:55 p.m.

Respectfully submitted,



Terri K. Hudson, MMC
City Clerk/Recorder