

MILFORD CITY COUNCIL
MINUTES OF MEETING
May 3, 2018

A Meeting of the City of Milford Police Committee was held in the Joseph Ronnie Rogers Council Chambers at Milford City Hall, 201 South Walnut Street, Milford, Delaware on Thursday, May 3, 2018.

PRESIDING: Chairman James Burk

IN ATTENDANCE: Committee Members:
Councilmembers Owen Brooks Jr. and Katrina Wilson

Councilmembers Archie Campbell and Douglas Morrow

Mayor Bryan Shupe, City Manager Eric Norenberg and City Clerk Terri Hudson

Chairman Burk called the Committee Meeting to order at 5:00 p.m.

Review Draft RFQ/Police Department Building Project
Review Police Facility Referendum Timeline

City Manager Norenberg advised that over the past several months, Chief Brown and he have worked with City Planning Director Rob Pierce and Public Works Director Mark Whitfield, who have assisted with the RFQ to secure an Architect/Engineering Firm to help with the next phase of planning for the new Police Facility.

To get ready for the borrowing referendum, a site plan and rendering is needed for educational purposes as well as an updated budget.

Mr. Norenberg recalled that a year and a half ago, Dan Redstone from Redstone Architects, updated the projections on space needs and related items. That will feed into the next phase so it does not need to be completely recreated. However, a new budget is needed based on current construction cost estimates in Delaware so that the City can provide the public with accurate numbers.

He referred to the draft RFQ (see May 3, 2018 Committee Packet) which breaks the project into two phases of work. The first phase would be site planning, renderings and budgeting. That information would then be used for the referendum. After the referendum passes, we would proceed with the construction drawings, development, etc. Those items could be paid for out of the proceeds from the approved bonds as part of the referendum.

The up-front costs would have to be paid out of the General Fund for the architectural services prior to the referendum. After that, everything would be paid from the proceeds authorized by Milford's voters. Those voters would also be asked to authorize the final purchase of the land.

It was confirmed that the proceeds from the bonds could not pay for the pre-requisition costs; Mr. Norenberg believes that cost will be approximately \$20,000 and the Finance Director is recommending it be paid from the General Fund.

The last exhibit in the RFQ was the timeline that he also discussed with the City Clerk and Finance Director:

Anticipated Election Cycle

May 3, 2018: Police Committee reviews draft RFQ and considers recommendation for City Council to authorize release of RFQ.

May 14, 2018: City Council reviews draft RFQ and considers authorizing release of RFQ.

(Assuming approval)

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May 20, 2018: RFQ is advertised in the Delaware State News and on the City website.

June 20, 2018: Responses due to the City Clerk's Office by 3:00 p.m.

June 25, 2018: Police Committee reviews responses, selects firms for interviews.

Week of July 9: Interviews are held. Preferred firm selected. Contract negotiations begin.

July 23 or August 13: Police Committee prior to City Council meeting to review contract / make recommendation. City Council approves contract.

August - September: Firm prepares updated project budget, revised site plan, elevations, etc. for City Council to review and for public outreach effort.

September 24: Police Committee prior to City Council meeting to review budget, plans, etc. / make recommendation. City Council considers approving project moving forward as presented.

Once approved by City Council, City Clerk advertises the Resolution to approve project borrowing at least 30 days prior to Public Hearing.

November 12, 2018: Public Hearing and City Council considers Resolution to approve borrowing. City Council considers Resolution calling an Election on the Referendum for the financing of the land and Police Station project and funding for five additional officers for December 15.

December 15, 2018: Referendum on Police Station and Funding five additional officers.

Mr. Norenberg shared that Chief Brown is concerned with the timeline because he wanted to have his five new police officers start the police academy in September.

Councilman Brooks asked if the last study done by Redstone can be used; Mr. Norenberg explained that was more of a space/needs study that will be used.

When asked if Redstone will have the opportunity to bid for the project, Mr. Norenberg reported that Chief Brown and he just looked at the Redstone website and it appears they normally work with a local architect. Therefore, they could be involved as a consultant though their involvement will need to be clarified.

It was confirmed that French and Ryan were the previous local architects that worked with Redstone in a number of local projects, though both architects have since retired.

Mr. Norenberg also noted that the timeline may change in terms of how long it takes the architect/engineer to prepare the renderings and updated budgets that will be used for voter education. He stressed how important it is that voters understand what they are going to get for their money as well as the quality and safety risks at the current location.

As a result, there are a lot of activities that will have to be added to the timeline, including voter education events and a possible open house at the department.

In the meantime, Chief Brown and the City Manager will follow up with Mr. Redstone about his firm's ability to participate, assuming the Police Committee makes a recommendation to the full Council to authorize proceeding with the project.

The City Manager stated that Rehoboth Beach created a video showing all the issues with their previous station which was very effective in educating their voters and can be presented any time.

Mayor Shupe asked if the police are permitted to go door-to-door similar to candidate campaigning; Mr. Norenberg said he will need to follow up with Solicitor Rutt about that type of activity.

Councilman Brooks suggests having an open house at the police station one night and let them walk through and view its size and condition.

When asked if the time line can be expedited, Mr. Norenberg stated that before May 14th, he will check the capability of using Redstone Architects and check with the City Solicitor to ensure we are not violating a procurement procedure by working with them. He will also double check the timeline in the Growmark Agreement regarding the land purchase.

The other possibility is if the selected firm agrees to speeding up their process, we may be able to have those items in hand earlier than expected. If the referendum is held earlier in November, the City Manager feels that would be an advantage versus trying to hold it around the holidays.

Chairman Burk moved to recommend that City Council proceed as illustrated in the Committee packet, seconded by Councilwoman Wilson. Motion carried.

School Resource Office Agreement Renewal

Chief Brown and the City Manager have worked with the Milford School Superintendent and Finance Director on this agreement.

Chief Brown stated that both sides agreed to continue what has been done. However, there have been some issues with one of the school resource officers who in the National Guards and was called to active duty in late fall. That took him out of the school for two to three months. The Department was very short at that time and there were no additional officers to place in the school.

The School Superintendent was not pleased with the situation though he understood according to Chief Brown.

In recent discussions about the SRO Agreement, the School Superintendent brought the subject up and again expressed concern that when one of the officers is out, there is a need to replace them. The same officer was recently out again on FMLA, came back for a short time and is out again for military training. The School Superintendent expressed great concern that another officer should be filling that position. Chief Brown is desperately trying to do that because the officers are very busy and continue to run short on manpower.

Chief Brown said these are all reasons he needs the five additional officers.

He added that the School Superintendent also talked about Morris School in Lincoln, which is part of the Milford School District. The Chief said that Captain Bailey read in the contract that Milford Police Department is responsible for the entire district.

Chief Brown emphasized that his Department is really only responsible for the schools in the City of Milford. He recalled when Chief Hudson met with the State Police several years ago with the same concern. Their position at that time was that Morris School was in Lincoln which was their jurisdiction and they were not relinquishing it to Milford. At that time, Chief Hudson put an officer down there periodically to build relationships with the students. However, any police action needed was handled by the State Police.

At the request of the Superintendent, Chief Brown agreed to talk to the State Police Administration, which has changed over the years so he is hoping they are willing to work this out now. If that occurs, a minor adjustment may be needed to the contract.

The City Manager said that though it has not been addressed in the contract, there were also some questions about the cost of special duty (officers who work dances, athletic events, etc.). During the Teamsters' negotiations, Mr. Norenberg said it was tentatively agreed the special duty rate would remain the same for the school district, though it increased for officers working other events.

He and Chief Brown were very appreciative that the Teamsters understood the importance of the partnership with the school

district and the need to control the districts' costs as well.

Chairman Burk then moved to recommend to City Council the SRO Agreement be approved, with the possibility of a slight modification related to the jurisdiction of the Evelyn Morris School in Lincoln, seconded by Councilwoman Wilson. Motion carried.

Resignation

Chairman Burk announced his resignation from City Council effective this date, due to being hired as the Assistant City Manager at the Town of Millsboro. As a result, he must step down from Council as of May 3, 2018. He said he is very happy to be back in Sussex County and feels that Millsboro is doing a lot of great things and is anxious to begin this next chapter of his career.

He said it has been a pleasure working with everyone though he is very excited about his future.

Those present congratulated Chairman Burk and wished him the best of luck in his future endeavors.

ADJOURNMENT

There being no further business, Chairman Burk moved to adjourn the Committee Meeting, seconded by Councilwoman Wilson. Motion carried.

Chairman Burk adjourned the Police Committee Meeting at 5:28 p.m.

Respectfully submitted,



Terri K. Hudson, MMC
City Clerk/Recorder