



Milford City Hall Council Chambers 201 South Walnut Street Milford DE 19963

Public Works & Utilities Committee Agenda March 10, 2025

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Call 301 715 8592 Webinar ID: 932 6789 5262

5:00 PM

15-Minute Public Comment Period*

Virtual attendees must register prior to start time of meeting by calling 302-422-1111 Extension 1300 or 1303, or by sending an email to cityclerk@milford-de.gov and providing your name, address, phone number, and item name and/or description you wish to comment on. Persons in attendance wishing to speak must sign up prior to the start of the Council Meeting.

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- 1. Public Comment**
- 2. Call to Order – Chair Madula Kalesis**
- 3. Sidewalk Replacement Program**

Sidewalk Memo

- a. [Sidewalk Memo.pdf](#) 

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- 4. Adjournment**

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

ALL SUPPORTING DOCUMENTS MUST BE SUBMITTED TO THE CITY CLERK IN ELECTRONIC FORMAT NO LATER THAN ONE WEEK PRIOR TO MEETING. NO ADDITIONAL DOCUMENTS

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030325

To: Public Works and Utilities Committee
Thru: Mark Whitfield, City Manager
From: Willis Shafer, Director of Public Works
Subject: Sidewalk Infrastructure Plan
Date: February 4, 2025

Tonight, we are having our third discussion on the sidewalk infrastructure program. The committee requested additional information and clarification during the last meeting. The following were the questions, with answers in red.

- Complete the sidewalk inventory. According to the City engineer, every sidewalk section has been inspected and rated. All high priority rated sections have been replaced except for South Walnut, Lakeview and NW Front Street.
- Provide map of missing sidewalk. The map has been updated by the engineering team and provided for your review.
- What remains to be repaired/replaced from the 3rd and final phase of the original program. According to the City engineer all phases of the sidewalk inspection program are complete and the only remaining repairs are on South Walnut, Lakeview and NW Front. There is approximately 745 lf to be replaced at a cost of \$99,275. The cost of these repairs will be billed to the property owner based on the formula used for previous sidewalk repairs made by all other property owners.

Questions for the Public Works and Utilities Committee

- Should the plan include reimbursement to residents that have previously replaced their sidewalk at their own expense? If so, how much? This issue of reimbursement will need to be reviewed by the City Solicitor.
- If reimbursement is not to occur this budget calendar year, should the remaining funds go towards the gap program, which will require citizen outreach and support?
- If reimbursement is not to be made, does Council wish to take over all maintenance of sidewalks effective Jan 1, 2026, with no cost to property owners? Or a shared cost?

The following is some additional information to consider.

According to the City engineer, missing sidewalk and gaps are addressed and incorporated into the yearly road rehabilitation program. This budget year, approximately 1,018 lf of sidewalk was repaired, replaced and added, at a cost of \$137,430. Incorporating hazardous sidewalk and gap replacement in the annual road rehabilitation program may be the best approach to moving forward.

The approved FY25 CIP Sidewalk Replacement and Gap Project, project number 3ST29, sheet attached, has \$388,000 for sidewalk replacement, gap fill in and resident reimbursement. Public Works will be scheduling repairs this spring on South Walnut, Lakeview and NW Front, at a cost of \$99,275. There will be a balance of \$288,725 for resident reimbursement if Council approves.

Staff recommend that the City continue to incorporate sidewalk replacement to address safety hazards and gap installation into the yearly road rehabilitation program scope of work, which generally addresses over 1,000 lf per year of sidewalk replacement. Ownership of the sidewalk would continue to be the responsibility of the homeowner and if a homeowner wants to improve their sidewalk, a permit is required, and the improvements are paid by the homeowner.

Existing sidewalks outside the downtown area that consist of a material other than concrete should remain the responsibility of the property owner. Replacement of those sidewalks should be borne by the property owner.

The proposed sidewalk infrastructure plan will be edited to incorporate the committee's recommendation and resubmitted for final approval before being presented to the Council.

Willis Shafer
Director, Public Works

Streets & Sidewalks

Sidewalk Repair Program

In an effort to improve the walkability and quality of city sidewalks, the City has undertaken a program to identify deficient sidewalks and notify property owners of required repairs. In accordance with City Code §197-7, Conditions Requiring Repair or Removal and Replacement of Sidewalks, the City repaired deficient sidewalks in the Spring of 2023. [Here](#) is a map of the City Sidewalk Masterplan.

To minimize the financial impact, repairs were combined with all others and completed at a significantly lower cost. Below are the payment options available to all impacted property owners:

- Option A – Prompt Payment Discount: Pay the full amount by October 23, 2023 and receive a 15% discount for a reduced price. Payments can be mailed to 119 S. Walnut St., Milford, DE 19963 or you may pay in person at our drive-thru window by cash, check, or credit card. Please note that if you choose this option and you fail to make the discounted payment by the specified date, your discount will be forfeited and the City will automatically enroll you in Option B.
- Option B – Payment Plan (default option): Pay your total cost in 60 equal consecutive monthly installments with no interest. The installment amount will be added to your monthly utility account. Please note that any property will be subject to a lien for any unpaid portion of the repair cost.



- Option C – Low or Very Low Income Discount: Property owners who reside in the subject property and meet HUD income guidelines for either low or very low income may qualify for an additional discount. [Apply here](#). A copy of your 2022 Federal Income Tax Return must be submitted with your application to the City's Customer Service Department by Monday, October 23, 2023.

Here are some FAQs regarding the Sidewalk Repair Program:

Can I complete the repairs myself?

Yes, but you MUST notify the City Engineer in writing within 30 days of receipt of the letter, a sidewalk permit must be obtained and work must be completed within 90 days of receipt of the letter. Should you fail to perform either of these actions, the work will be completed through the City's contract at the rates provided, and billed to the property owner.

What if I already completed my sidewalk repairs?

If you previously received a notice and the work has been completed you must contact the City Engineer for an inspection, regardless of previous contact.

I received a letter and do not believe my sidewalk needs repaired. What should I do?

If you believe you have received the letter in error or that the sidewalk listed does not require repair, you must contact the City Engineer, in writing, within 30 days of receipt of the letter. The City Engineer will schedule a time to meet with you on site to review the issue(s) and provide a second opinion. If after having a second opinion you would like to appeal the notice you may do so through the Board of Appeals. Please submit an appeal request in writing through the City Manager's office at City Hall, 201 S. Walnut Street, Milford, DE 19963.

 Hi, I'm Bucky! How can I help you?

How do I contact the City Engineer?