

**MAYOR & CITY COUNCIL
CAPITAL PROJECTS
June 5, 2018**

MINUTES

The Capital Projects Committee of the Mayor & City Council held a meeting on **June 5, 2018 in the Council Chambers at Lewes City Hall**, in accordance with proper notification, with the following members present: Mayor Ted Becker, Deputy Mayor Fred Beaufait, Councilpersons Bonnie Osler, Dennis Reardon and Rob Morgan. Ex-Officio members present were: City Manager Ann Marie Townshend, GMB Engineers Charlie O'Donnell & Morgan Helfrich and Recording Secretary Alice Erickson.

- 1. CALL TO ORDER & COMMENTS:** *Mayor Becker* called the meeting to order at **1:30pm**.
- 2. PRESENTATION & CONSIDERATION OF THE DECEMBER 6, 2017 MEETING MINUTES**

ACTION: *Deputy Mayor Beaufait made a motion to approve the minutes as presented, seconded by Councilperson Morgan, all voting in favor, motion carried.*

- 3. STATUS REPORT ON CURRENT CAPITAL PROJECTS**

- **City Hall Project:** *Morgan Helfrich* explained the preliminary drawings on the first floor were designed to create more offices for a 5 to 10-year plan. They don't really have a clear view of the extent of what will need to be replaced so the proposed budget includes all the finishes. The preliminary total cost would be for 4122 s/f at \$93.62 per s/f, with 10% contingency. The cost should come down as they have a clearer picture of what is needed.

Ms. Townshend stated staff has reviewed several versions of the plan and she has shared the last two versions with council. The reception area and back office need to be revised but the balance of the project will depend on the cost. *Mayor Becker* stated they need more information to make any decisions. He requested *Morgan* bring a breakout of the cost per section to council.

Councilperson Morgan stated they need to consider if council wants to move forward with a much larger cost than the budgeted \$50,000.

Councilperson Osler stated she has an overall concern with the additional development within the city, the potential need for additional staff and with that the need for additional space. The other question is what kind a flexibility do we have in either of the plans to absorb additional personnel. We don't want to go down the road of approving a massive renovation only to find ourselves short on space.

Deputy Mayor Beaufait stated he is concerned about the offices being too crowded and not open enough. Currently our city hall is very nice, open, uncluttered and welcoming. It makes a good impression on people coming into city hall and he doesn't want to lose that.

Councilperson Morgan would like to do a walk through on what is proposed. *Ms. Townshend* agreed that would be helpful.

Ms. Helfrich stated there are several options and there is not a consensus on the final floor plan. She reminded council that the second floor can still be considered if needed. She explained how the space would be used. They are not planning to reduce the open space in the lobby, they will be shifting the reception area to what is currently the hallway.

Councilperson Reardon stated they need to look into keeping the building official's offices on the second floor. *Councilperson Osler* stated they would need to consider if the building official's office is the right group to put on the second floor. It is a management decision but if everyone cannot be together then it is a question as to which group would be located in that space. It might be the building official's, it might be someone else.

- **Beach 1 Bathroom:** *Mr. O'Donnell* explained they will be meeting onsite to review the punch list. *Ms. Townshend* stated some of the issues are not necessarily on a punch list. They were discussed with EDIS and it was determined that it could be less expensive for the city to purchase and handle these issues with our city staff. Also, there were a couple items beyond the scope of the project.

Councilperson Osler stated there have been some issue in the beach restrooms and questioned if there is the possibility of considering a bathroom attendant. Ms. Townshend explained they will monitor the situation through this season to see if the issues continue to be a problem. Rehoboth contracts out their restrooms services at about \$100,000 per year, but they have a longer season. City staff has been handling them so far, but there has also been some physical damage. The beach restrooms and occasionally the canalfront park restrooms are the only facilities with these problems.

- **Beach 2 parking lot:** Mr. O'Donnell explained the parking lot is complete but there is a problem with a utility cut-off into Cape Henlopen Drive. Cape Henlopen Drive is a state road and therefore under DeIDOT's purview. The contractor did not get DeIDOT to review and approve the work prior to construction, therefore, DeIDOT is saying they are not going to accept the work unless it is redone with DeIDOT approved materials.

4. REPORT FROM GMB REGARDING THE STATUS OF THE STREET PROJECTS LIST TO INCLUDE PRIORITIZATION OF STREETS TO BE CONSIDERED WITH CONSIDERATION OF PENDING BPW PROJECTS.

Charlie O'Donnell reviewed FY 2019 Capital Street Projects as follows:

Phase 23 Street Improvements: Beebe Avenue, Dewey Avenue, and Beach Parking Lot 1- Mill & Overlay

- Beach Parking Lot 1 includes Virginia Avenue: new parking bumpers and striping
 - Beebe & Dewey Avenues: to include ADA Ramp/Crosswalk Improvements at Kings Highway
- City: **\$511,200** (if using \$70,000 from MSA Funding = \$446,000)

Mr. O'Donnell explained that by law the city is responsible to address the ADA ramps. Mayor Becker questioned if they must address both sides of Kings Highway. Mr. O'Donnell stated they will be meeting with DeIDOT to discuss this issue. There is not an existing cross walk so it needs to be determined if it will be required. Councilperson Osler questioned that as this is a state road, wouldn't DeIDOT be responsible for it and give the city some compensation for doing the work. Mr. O'Donnell stated the agreement between the city and DeIDOT says they are responsible from face of curb to face of curb on all DeIDOT maintained roads inside the city of Lewes. When they were repaving Savannah Road DeIDOT addressed the ramps because ADA regulations state that when paving, ADA ramps must be addressed. The responsibility shifts to the city because we are doing the repaving. Mayor Becker suggested estimating this cost separately just in case there is some compensation. Mr. O'Donnell agreed, they can inquire. It is in the state's right of way, but based on the agreement, they are only responsible from face of curb to face of curb.

Councilperson Morgan questioned if the MSA funding can be used on any street project? Ms. Townshend agreed. It is still the city's funds that are being spent. There was discussion about if using MSA funds would require bidding at prevailing wages. Mr. O'Donnell will look into it.

Tennessee Avenue Paving: Full Re-Build. **Fourth Street Park to New Road:** Crack Sealing & Patching
City: \$126,433.27 + BPW: \$64,379.57 + Engineering: \$25,000 - \$51,000 (Rep Smyk funds) = **\$139,813.04**

A pre-construction meeting is being scheduled with Kent Construction Company. Ms. Townshend stated the city will be reimbursed for the paving of Tennessee Avenue with the proceeds from the sale of the lots.

Burton Avenue: Mill & Overlay

City: \$128,000 + Engineering \$21,000 = **\$149,000**

Mr. O'Donnell has spoken with Darrin Gordon about a water main project on Burton Avenue from Third Street to Johnson Avenue. Mr. Gordon stated it is on the back burner and may or may not happen this year. If it does happen the city would then get involved with resurfacing the street.

Ms. Helfrich stated they are seeing 30-50% overages in cost estimates. There was discussion about how long the increased rates would last.

Beach Parking Lot 2 Rest Room Upgrades:

City \$145,000 + Architectural/Engineering Estimate \$22,600 = **\$167,600**

Mayor Becker stated the cost estimate from the March presentation has gone up almost 50%. Mr. O'Donnell explained there are some additional items. The March figure was very preliminary.

City Hall Floor Plan:

Actual construction cost TBD, design & bidding \$14,600 - \$50,000 budgeted

Mr. O'Donnell stated they are in the preliminary design phase. There was discussion about the high cost of construction at this time and if it would be better to wait until costs come down. *Councilperson Osler* stated it is something worth considering if it can be done responsibly.

Street Department Facility Improvements/breakroom:

Construction cost TBD, architectural fees \$25,000 - \$50,000 budgeted

Mr. Helfrich stated they are at least 50% complete with the design. *Mr. O'Donnell* explained some of the design & construction issues that are raising the costs. *Ms. Townshend* stated the end result will be well above the amount budgeted by council. *Ms. Helfrich*. She explained some of the issues that are bringing up the cost, one of which is being over the 10% accessory use of space. They could try to reduce the space to get under the 10% which would help reduce the cost. *Ms. Townshend* stated she is concerned if they reduce the space too much it will not allow room for growth.

Street Maintenance Schedule: *Mr. O'Donnell* stated the street maintenance schedule needs to be reassessed and updated. *Matt Carter, University of Delaware, Department of Transportation*, gave a presentation on street maintenance and pavement management.

Mr. Carter explained it is important to set goals & define expectations in a pavement plan. Ask the question- what are we trying to accomplish- and remember the higher the expectation, the higher the price tag.

Deferring street maintenance will cause problems and increase the end cost. Crack sealing is the most inexpensive way to improve the life expectancy of pavement and extend the life of a road.

There needs to be a good utility ordinance that clearly outlines the expectations of street repairs for utilities. As owner of the streets, the city has a reasonable right to protect their investment. When doing patch work try to replace a larger section, use good materials and do the very best installation possible.

Mr. Carter explained the method for assessing the pavement condition of streets or parking lots, Pavement Condition Rating (PCR), looks at the kinds of distresses to pavement to determine the condition grade. There are different factors taken into consideration, such as heavy truck traffic or a residential neighborhood that has limited traffic.

Mayor Becker stated there is a problem with some of the streets in subdivisions that were never built to city standards that have cul-de-sacs off a main street. Does it make sense to build to two different standards? *Mr. Carter* stated there is nothing wrong with having different standards for different standards of roads. The branch streets with relatively light traffic off a more heavily traveled main boulevard could be constructed at different levels. Roads that were not constructed to city standards should have to be brought up to those standards before they are taken over by the city. This could create an unreasonable situation and might not be a reality. A reasonable solution would have to be found but there are no easy answers.

Mr. O'Donnell stated that Oceanview Boulevard from Pilottown Road to Phase 2, just past Harbor Healthcare, will be all the same but the cul de sacs will be a completely different, lighter section. *Deputy Mayor Beaufait* pointed out that there have be problems with the intersections at the cul de sacs at the main road. It might be cheaper to do it the same in the cul de sacs as along Oceanview Boulevard. *Mr. Carter* agreed a good plan has to have some flexibility.

Mr. O'Donnell reviewed the Street Inventory and Maintenance Schedule. Each street section is identified with its cross street, including size, previous maintenance and proposed maintenance. Also listed is if any ADA work is required. The three options for street maintenance are mill & overlay, recycle & overlay and full rebuild. Microsurfacing had been removed but can be revisited if council chooses. *Mayor Becker* stated that some of the lighter traffic streets might be worth looking at.

Councilperson Morgan questioned if the city has a utility ordinance. *Ms. Townshend* stated the city has one and *Mr. O'Donnell* has been reviewing it. He will be helping to develop a procedure on implementing it and making sure the street cuts are inspected and comply with the city's standards. *Councilperson Osler* stated the city has the authority and collects a fee but has not been making sure the curb cuts are properly restored. *Ms. Townshend* stated the city needs to make sure whoever is doing the curb cut has the technical information to do a proper repair. GMB will be doing the inspections. *Mayor Becker* stated there are only one or two contractors that are doing the curb cuts.

Mayor Becker suggested adding a column to the chart and circulating it with the BPW to determine what they are planning for these streets. The city needs to know if any coordination is needed with the BPW prior to scheduling a project.

There was discussion about rating the streets in Lewes. This would be very expensive. *Mr. O'Donnell* stated they are trying to do it themselves as they look at each street.

Ms. Townshend reported she has received correspondence from a resident on Milton Avenue. Milton is one of several cul de sacs that were supposed to be paved in Phase 22 but was postponed due to cost and ending up crack sealing. A resident is concerned that the street is starting to crumble. The other neighborhood she has heard from is Shipcarpenter Square, which is also cracking.

Councilperson Osler stated they need to do something with the DeVries Circle interior alley. *Ms. Townshend* stated *Mr. O'Donnell* is looking into it.

There was discussion about the entrance to Bay Breeze and Jefferson Apartments, which is not a city street. *Ms. Townshend* reported she may need to pursue the owner of Jefferson Apartments as they are getting complaints from Bay Breeze about potholes. *Councilperson Osler* would like something done with the concrete island also. It is really unattractive. *Ms. Townshend* stated they would need to contact DelDOT about that issue.

5. Discussion & identification of non-street related capital projects

Mayor Becker suggested looking into solar panels on city hall or the street department building. *Councilperson Osler* suggested using the railroad right of way.

Mayor Becker would like to look at building a dune on beach 1 & 2 to protect the parking lots and help mitigate storm damage to the beaches. It would cost very little. *Councilperson Reardon* felt it was a good idea. It will require a combination of building the dune, planting dune grass and installing a snow fence.

Councilperson Reardon would like to look at expanding the beach 1 parking lot off Virginia Avenue closer to Cape Henlopen Drive. It's a project they have been talking about for some time.

6. Scheduling next meeting: The next meeting was scheduled on **August 9th at 9:30am.**

7. Adjourn: There being no further business, the meeting adjourned at **3:36pm.**

Minutes submitted by

Alice Erickson
Recording Secretary
Mayor & City Council