Council Committee of the Whole Meeting Agenda

January 12, 2021 - 6:00 p.m.

The Legislative, Finance, and Administration Committee agenda has been revised to update the Staff recommendation for Item #1 - Sale and Disposition of Real Property - Right of Way Adjacent to 107 Silver Lake Drive.

This meeting will be held remotely via WebEx. Public participation information is as follows:

Phone: 1-408-418-9388

Link: https://rb.gy/7okqzc

Event number: 179 790 7516

Event password: DOVER (if needed)

If you are new to WebEx get the app now at https://www.webex.com/ to be ready when the meeting starts.

Public comments are welcomed on any item and will be permitted at the appropriate time. When possible, please notify the City Clerk (736-7008 or email at cityclerk@dover.de.us) should you wish to be recognized.

Utility Committee

Adoption of the Agenda

Actionable Items

1. **Evaluation of Bids - Ross Street and West Street Alley West Water Main Replacement**
   (Staff recommendation: Award the contract to Teal Construction, Inc., for the City of Dover, Ross Street and West Street Alley West Water Main Replacement Project, Bid #21-0015WW, for the amount of $599,599)

2. **Evaluation of Proposals - Elevated Water Storage Tank Inspection and Maintenance**
   (Staff recommendation: Award the contract to Corrosion Control for Elevated Water Storage Tank Inspection and Maintenance ten (10) year contract)

3. **Wellhead Redevelopment Program - Change Order**
   (Staff recommendation: Approve the proposed amendment to the Wellhead Redevelopment Program and provide additional funding to make the necessary improvements to our wells)

4. **Adjournment of Utility Committee meeting**

Legislative, Finance, and Administration Committee

Adoption of the Agenda

Actionable Items

1. **Sale and Disposition of Real Property - Right of Way Adjacent to 107 Silver Lake Drive**
   (Staff recommendation: Authorize the City Manager to sell the property located adjacent to 107 Silver Lake Drive to Bruce D. and Della M. Parham for $1.00 under Exception D of Section 2-422 of the City of Dover Code of Ordinances)

2. **Adjournment of Legislative, Finance, and Administration Committee meeting**

Parks, Recreation, and Community Enhancement Committee

Adoption of the Agenda

Informational Items

1. **Update on Park Workshops**

2. **Adjournment of Parks, Recreation, and Community Enhancement Committee meeting**

Adjournment of Council Committee of the Whole meeting

S:\AGENDAS-MINUTES-PACKETS-PRESENTATIONS-ATT&EXH\Committee-Agendas\2021\01-12-2021 CCW Agenda - REVISED 1-12-2021.wpd

The agenda items as listed may not be considered in sequence. Pursuant to 29 Del.C. §1004(e)(2), this agenda is subject to change to include the addition or deletion of items, including executive sessions, which arise at the time of the meeting.

ACTION FORM

PROCEEDING: Council Committee of the Whole (Utility)	**AGENDA ITEM NO.:**
DEPARTMENT OF ORIGIN: Water & Wastewater	**DATE SUBMITTED**: 12/30/2020
PREPARED BY: Kate L. Mills, P.E., Water Production Manager	
SUBJECT: Evaluation of Bids – Ross Street & West Street Alley West Water Main Replacement	
REFERENCE: CIP- Water Quality Improvement	
RELATED PROJECT: N/A	
APPROVALS: Interim City Manager	
EXHIBITS: Exhibit A – Aerial Map	
EXPENDITURE REQUIRED: $599,599	**BUDGET**: $980,500
FUNDING SOURCE (Dept./Page in CIP & Budget): Department of Water & Wastewater - Water Management, CIP Projects #WQ2101 Ross Street & West Street Alley West Water Main Replacement, CIP Project Name: Water Quality Improvements Account No.: 401-40-68-99-000-54031.	
TIME TABLE: Notice to proceed to be issued within thirty (30) days of Council approval. Project anticipated to be completed in ninety (90) calendar days.	
STAFF RECOMMENDATION: Award the contract to Teal Construction, Inc., for the City of Dover, Ross Street & West Street Alley West Water Main Replacement Project, Bid #21-0015WW, for the amount of $599,599.	

BACKGROUND AND ANALYSIS

The Fiscal Year 2021 Capital Improvement Plan includes a project called Water Quality Improvements. Staff identified the need for upgrading the existing six-inch (6") and four-inch (4") water mains in Ross Street from Pear Street to Fairview Avenue Alley and West Street Alley West from William Street to Walker Road. The existing undersized main was installed prior to 1965. This project will replace this main with new eight-inch (8") cement lined ductile iron pipe water line. The new water main will provide City of Dover customers with improved water quality, increased system reliability and improved fire protection.

The bid was advertised to the public as an Invitation to Bid in accordance with the City's purchasing policy by the City's Purchasing Agent under ITB #21-0015WW. Bids were opened on December 1, 2020. The City of Dover received six (6) bids shown in the table below:

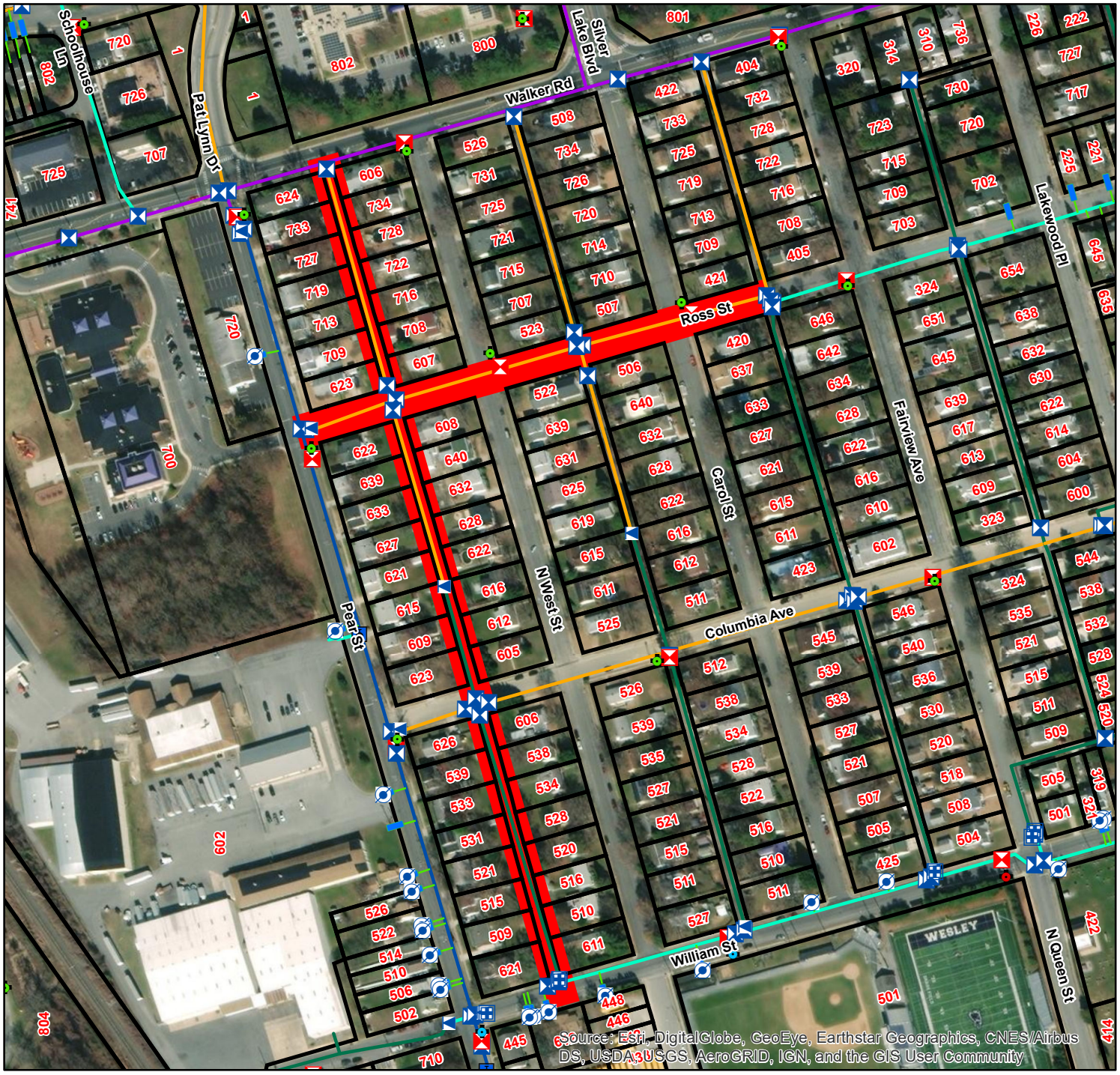
CONTRACTOR	LOCATION	BASE BID	EVALUATED PRICE
TEAL CONSTRUCTION CO.	**DOVER, DE**	**$599,999**	**$581,611.03***
GATEWAY CONSTRUCTION, INC.	CLAYTON, DE	$587,520	$587,520
REYBOLD CONSTRUCTION GROUP, LLC	BEAR, DE	$899,960	$899,960
LINDSTROM EXCAVATING	MIDDLETOWN, DE	$988,520	$988,520
ECM CORPORATION	FORT WASHINGTON, MD	$820,396	$820,396
JJID, INC.	BEAR, DE	$949,000	$949,000

**- Teal Construction Co., was awarded a 3% reduction, due to local vendor preference, Rule 1.*

City staff reviewed the submissions and found that Teal Construction, Inc.'s bid met all requirements for the qualifications of the project. Staff recommends awarding the contract to Teal Construction, Inc. in the amount of $599,599 for the Ross Street and West Street Alley West Water Main Replacement Project.

Exhibit A

Ross Street & West Street Alley
Water Main Replacement



0 150 300 Feet

N

Legend

Location
- Ross St & West St Alley
- Dover Parcels
- Dead End
- Reducer

Fire Hydrants
- 1500 GPM
- 1000 - 1499 GPM
- 500 - 999 GPM
- Below 500 GPM
- Service Line

Valve
- Service Connection
- Meter Pit
- Hydrant Valve
- Division Valve

- Curb Stop/Meter Pit
- Curb Stop/House
- Curb Stop
- Blow Off

Main
- 1"
- 2"
- 3"
- 4"
- 6"
- 8"
- 10"
- 12"
- 14"
- 16"
- 20"

Date Printed: December 22, 2020
File: m:\gis_data\projects\tech_mxds
\jason_lyon_maps\caf_maps
\caf_rossstweststalley_water_replacement
Department: Public Works GIS
City of Dover, Delaware

ACTION FORM

PROCEEDING: Council Committee of the Whole (Utility) **AGENDA ITEM NO.:**

DEPARTMENT OF ORIGIN: Water & Wastewater **DATE SUBMITTED**: 12/30/2020

PREPARED BY: Jason A. Lyon, P.E., Director of Water & Wastewater

SUBJECT: Evaluation of Proposals – Elevated Water Storage Tank Inspection & Maintenance

REFERENCE: N/A

RELATED PROJECT: N/A

APPROVALS: City Manager

EXHIBITS: N/A

EXPENDITURE REQUIRED: $583,615 (FY21) **AVAILABLE BUDGET**: $155,300 (FY21)

FUNDING SOURCE (Dept./Page in CIP & Budget): Department of Water & Wastewater- Water Treatment & Production Operational Budget, Account No.: 401-40-76-99-000-53031. The necessary budget amendment will be covered by a budget transfer from project WQ2001, CIP Project Name: Water Quality Improvement Project, Account No.: 401-40-68-99-000-5403 and WQ2101, CIP Project Name: Water Quality Improvement Project, Account No.: 401-40-68-99-000-5403

TIME TABLE: Upon approval, contractor schedule work to begin for Fiscal Year 2021 and complete prior to June 30, 2021.

RECOMMENDED ACTION: Staff recommends awarding the contract to Corrosion Control for Elevated Water Storage Tank Inspection & Maintenance ten (10) year contract.

BACKGROUND AND ANALYSIS

This project includes annual inspection and reporting on the status of seven (7) elevated storage tanks and fully clean and paint both the exterior and interior of each elevated storage tank once within the contract period of ten (10) years. Also included in this contract is the following (inspection and reporting required): exterior cleaning and painting of the Granular Activated Carbon Columns (GACC) & Anti-Siphon Loop, exterior painting of the Lime Silo, interior cleaning and painting of the Lime Mix Tank, exterior inspection of the pressure filters, and cleaning and painting of the Water Treatment Plant Clear Wells (hereinafter referenced as WTP Facilities). The organization or individual must be familiar with relevant American Water Works Association (AWWA) standards and Delaware Department of Natural Resources and Environmental Control (DNREC) Source Category Permit requirements.

This proposal was advertised to the public as a Request for Proposals in accordance with the City's purchasing policy by the City's Purchasing Agent under RFP – 21-0001WW. Proposals were received on September 15, 2020. The City of Dover received one (1) proposal:

Contractor	Location	Year 1 Cost	Year 2 Cost	Year 3 Cost	Year 4 Cost	Year 5 Cost	Year 6 Cost	Year 7 Cost	Year 8 Cost	Year 9 Cost	Year 10 Cost
Corrosion Control Corp.	Pedricktown, NJ	$583,615	$145,615	$654,615	$138,615	$96,615	$73,115	$175,615	$116,615	$188,615	$71,165

The City of Dover budgets for this work in the Operating Budget of the Water Treatment and Production Division. Staff budgeted $155,300 for the current Fiscal Year. Due to DNREC permit requirements, activities in the first year of this contract will require dry abrasive removal of the existing paint on a water tank. These new requirements require the tank to be tented while the old paint is removed, which significantly increases the cost of the work. This work will also occur in year 3 of the proposed contract. If approved, staff will budget for each out year in the operational budget, except for year 3, which is proposed to be budgeted in the Capital Improvement Plan. The shortfall for this proposed work will be supplemented by a budget amendment from the savings of the Water Quality Improvement projects. A breakdown of the funding sources is provided below:

Funding Source	Description	Current Budget	Total Project Cost	Over / Under Budget	Requested Change	Proposed Budget Remaining
Water	Elevated Water Tank Maintenance	$155,300	$0	$155,300	$428,315	$0
Water	WQ2001 Water Quality Improvements	$773,000	$520,860	$252,140	($252,140)	$0
Water	WQ2101 Water Quality Improvements	$980,500	$599,599*	$380,901	($176,175)	$204,726

**-Assuming that Council Committee of the Whole and Council approves the Committee Action form entitled, "Evaluation of Bids – Ross Street and West Street West Alley Water Main Replacement".*

Staff has reviewed the submittal and finds that the contractor is qualified for the work and the costs are fair and reasonable. Staff recommends awarding the contract to Corrosion Control Corporation for the ten (10) year contract of the Elevated Water Storage Tank Inspection & Maintenance project.

ACTION FORM

PROCEEDING: Council Committee of the Whole (Utility) **AGENDA ITEM NO.:**
DEPARTMENT OF ORIGIN: Water & Wastewater **DATE SUBMITTED**: 12/30/2020
PREPARED BY: Jason A. Lyon, P.E., Director of Water & Wastewater
SUBJECT: Wellhead Redevelopment Program – Change Order
REFERENCE: N/A
RELATED PROJECT: N/A
APPROVALS: City Manager
EXHIBITS: N/A
EXPENDITURE REQUIRED: $198,600 **AVAILABLE BUDGET**: $140,000
FUNDING SOURCE (Dept./Page in CIP & Budget): Department of Water & Wastewater- Water Management, CIP Project #WD2101, CIP Project Name: Wellhead Redevelopment Program Account No.: 401-40-68-99-000-54031. The necessary budget amendment will be covered by a budget transfer from project WQ2101, CIP Project Name: Water Quality Improvement Project, Account No.: 401-40-68-99-000-54031.
TIME TABLE: Upon approval, contractor will be released to work to complete all work by June 30, 2021.
RECOMMENDED ACTION: Staff recommends City Council approval of the proposed amendment to the Wellhead Redevelopment Program and provide additional funding to make the necessary improvements to our wells.

BACKGROUND AND ANALYSIS

The Fiscal Year 2021 Capital Improvement Plan included the Wellhead Redevelopment Program. This project was budgeted at $140,000. This work is conducted by AC Schultes, which was awarded a multi-year contract to perform well inspection and repairs in July of 2018. The contract is for three (3) years with the City option of two (2) one (1) year extensions. The original plan for this fiscal year was to inspect and conduct repairs on the following wells: 8R, 9, 10 and PW6A. Unfortunately, well 2 encountered unexpected issues and needed to be repaired, which caused the depletion of the original budget. Additional issues have now surfaced and need attention. These include a new intermediate pump that is used for our shallow wells in the Columbia Aquifer, new variable frequency drives (VFD) at well 2 and 10, and a redevelopment of shallow well 5A, which has encountered production issues. This proposed change order will also provide enough money to inspect the scheduled well inspections for this fiscal year.

These proposed repairs were unforeseen and are necessary for the Water Treatment and Production Division to maintain their production levels and meet demand of the City's customers. The prices provided for these improvements are provided by the contract that the City has entered into with AC Schultes. The shortfall for this proposed work will be supplemented by a budget amendment from the savings of the Water Quality Improvement projects. A breakdown of the funding sources is provided below:

Funding Source	Description	Current Budget	Total Project Cost	Over / Under Budget	Requested Change	Proposed Budget Remaining
Water	WD2101- Wellhead Redevelopment Program	$140,000	$140,000	$0	$58,600	$0
Water	WQ2101- Water Quality Improvement	$980,500	$775,774*	$204,726	($58,600)	$146,126

**-Assuming that Council Committee of the Whole and Council approves the Committee Action form entitled, "Evaluation of Bids – Ross Street and West Street West Alley Water Main Replacement" and the "Evaluation of Proposals – Elevated Water Storage Tank Inspection & Maintenance"*

Staff recommends approving this change order to increase the reliability and efficiency of our well system. The funds are available from previous project savings and will make the improvements now, instead of waiting for the next budget.

ACTION FORM

PROCEEDING: Council Committee of the Whole (Leg & Fin) **AGENDA ITEM**:
DEPARTMENT OF ORIGIN: Water & Wastewater **DATE SUBMITTED**: 12/30/2020
PREPARED BY: Jason A. Lyon, P.E., Director of Water & Wastewater
SUBJECT: Disposition of City Owned Land – Right of Way Adjacent to 107 Silver Lake Drive
REFERENCE: N/A
RELATED PROJECT: N/A
APPROVALS: City Manager
EXHIBITS: Exhibit A: Legal Description of Land to be Disposed Exhibit B: Minor Lot Line Adjustment Plan Exhibit C: Section 2-422 – Sale and Disposition of Real Property, City of Dover Code of Ordinances
EXPENDITURE REQUIRED: $ N/A **AMOUNT BUDGETED**: $ N/A **FUNDING SOURCE (Dept./Page in CIP & Budget)**: N/A
TIMETABLE: Applicant to complete property transfer if approved, upon Council action.
RECOMMENDED ACTION: Authorize the City Manager to sell the property located adjacent to 107 Silver Lake Drive, to Bruce D. & Della M. Parham for $1.00 under Exception D of the Section 2-422 of the City of Dover Code of Ordinances

BACKGROUND AND ANALYSIS

The property owners of 107 Silver Lake Drive, Bruce & Della Parham approached the City to request that excess right-of-way adjacent to their land be added to their property. The southern property line for this address is approximately thirty-eight feet (38') north of their neighbors southern property line. The proposed disposition of land would provide a uniform width of right-of-way on this street. The resulting right-of-way width will be fifty feet (50'). Due to the existing width of the disposed land in question, this property would not be considered a buildable lot. Additionally, the City will still have right-of-way on Silver Lake Drive all the way down to Silver Lake.

Based upon the above facts, the City Manager's Office has determined that the parcel of land is excess in nature and that the disposal of same would be beneficial to the City of Dover and hereby requests that the Dover City Council consider the disposal in the amount of $1.00. Staff is recommending waiving the appraisal of the land value, due to the limited potential use of the property in question.

SCOTT ENGINEERING, INC.
Consulting Engineers ● Surveyors ● Land Planners

December 10, 2020

Description of Lands
East Lake Gardens Subdivision, Dover, DE
Silver Lake Drive - Right-of-Way Vacating and Abandonment

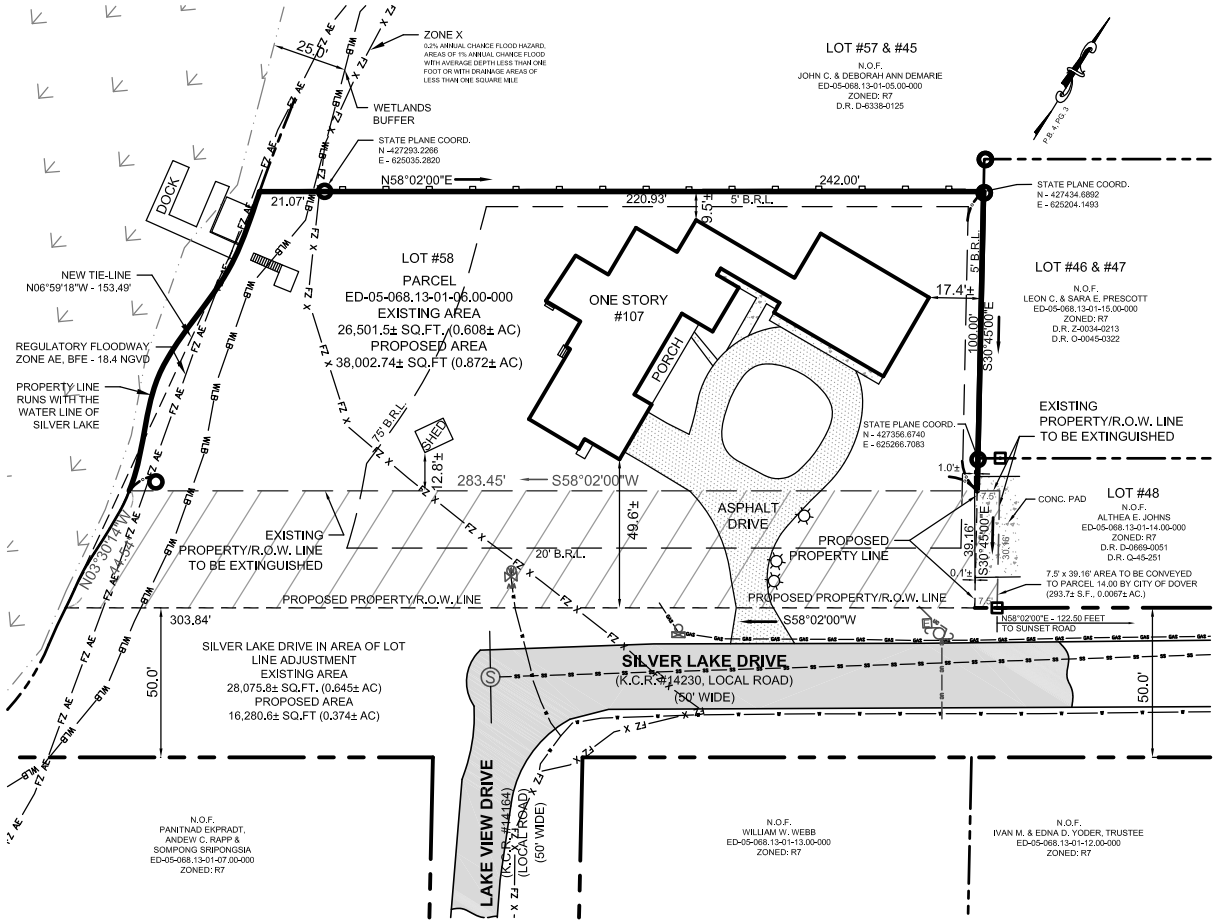
R.O.W. about to be conveyed to
Bruce D. & Della M. Parham

ALL that certain lot, piece or parcel of land, situate in the City of Dover, East Dover Hundred, Kent County, and the State of Delaware, being a certain portion of a public street known as Silver Lake Drive, in East Lake Gardens, said parcel or portion of said public street herein conveyed being bounded on the east and south by other portions of said street, on the west by Silver Lake, and on the north by Lot #58, lands now or formerly of Bruce D. & Della M. Parham (D.R. D-6335-0083), said parcel or portion of said public street herein being conveyed being 39.16 feet wide and approximately 303.84 feet in length as shown on the "Minor Lot Line Adjustment Plan – Lands of Bruce D. & Della M. Parham", as prepared by Scott Engineering, Inc., Consulting Engineers and Surveyors, Drawing No. M-5154 dated July 12, 2020, and as recorded in the Office of the Recorder of Deeds in and for Kent County, Delaware, and being more particularly bounded and described in accordance with said plan, as follows, to-wit:

BEGINNING for the same at a point in the newly established northerly right-of-way for Silver Lake Drive (50.00 feet wide), said point being the southeasterly corner for this parcel or portion of said public street to be vacated and abandoned, said point being further located South 58° 02' 00" West – 7.5 feet from the point of commencement being a found concrete monument at the southwesterly corner for Lot #48, lands now or formerly of Althea E. Johns, in the northerly right-of-way line of the portion of Silver Lake Drive presently at 50.00 feet wide, said concrete monument being located 122.50 feet westerly from the intersection of the northerly right-of-way line of Silver Lake Drive with westerly right-of-way line of Sunset Road; thence from the said point of beginning, running with the newly created northerly line for Silver Lake Drive, South 58° 02' 00" West – 303.84 feet to a point in the water's edge of Silver Lake; thence running generally with the water's edge of Silver Lake the various meanderings and courses having a survey tie-line of North 03° 30' 14" West – 44.54 feet to a point at a corner for this parcel and Lot #58, lands now or formerly of Bruce D. & Della M. Parham; thence running with the line for Lot #58, lands now or formerly of said Bruce D. & Della M. Parham, North 58° 02' 00" East – 283.45 feet to a point in the center of a former 15.0 feet wide alley at the southeasterly corner for lands of said Bruce D. & Della M. Parham and a corner for lands now or formerly of Althea E. Johns; thence, South 30° 45' 00" East – 39.16 feet to a point, the **Place of Beginning**.

Containing within the above described metes and bounds 11,497.36 square feet (0.2639 acres) of land, be the same more or less.

22 Old Rudnick Lane ● Suite 2 ● Dover, Delaware 19901 ● Tel: 302-736-3058 ● Fax: 302-736-3059
info@scottengineering.com ● www.scottengineering.com



DATA COLUMN

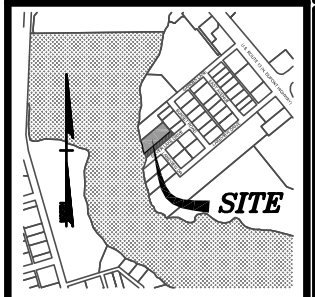
TAX MAP PARCEL:	ALL OF ED-05-068.13-01-06.00-000 AND PART OF SILVER LAKE DRIVE
OWNER OF RECORD:	BRUCE D. & DELLA M. PARHAM 107 SILVER LAKE DRIVE DOVER, DELAWARE 19901 (914) 400-5874
PROPERTY ADDRESS:	107 SILVER LAKE DRIVE DOVER, DELAWARE 19901
DEED REFERENCE	D-5335-0083
ZONING	R7
TOTAL LOTS EXISTING	1
TOTAL LOTS PROPOSED	1
TOTAL AREA:	54,577.3 SQ.FT. ±
EXISTING AREA:	
PARCEL 06.00	26,501.5 SQ.FT. ±
SILVER LAKE DRIVE	28,075.8 SQ.FT. ±
PROPOSED AREA:	
PARCEL 06.00	38,002.7 SQ.FT. ±
PARCEL 14.00	293.7 SQ.FT. ±
SILVER LAKE DRIVE	16,280.6 SQ.FT. ±
AREA OF ADJUSTMENT	55,577.3 SQ.FT. ±
AREA AFFECTED BY LOT LINE ADJUSTMENT	11,794.9 SQ.FT. ±
PRESENT USE:	
PARCEL 06.00	RESIDENTIAL
SILVER LAKE ROAD	PUBLIC
PROPOSED USE:	
PARCEL 06.00	RESIDENTIAL
SILVER LAKE ROAD	PUBLIC
SEWER:	CITY OF DOVER
WATER:	CITY OF DOVER
FEMA PANEL NO.:	10001C1067H
MONUMENTS FOUND:	7
MONUMENTS PROPOSED:	0
STRUCTURES:	AS SHOWN
EASEMENTS:	NONE CREATED
YARDS AND SETBACKS:	
FRONT YARD:	20 FT.
REAR YARD:	30 FT.
SIDE YARD:	5 FT. (AGG. 10 FT.)
IMPERVIOUS COVERAGE PERMITTED	40 PERCENT
DENSITY (NUMBER OF LOTS PER GROSS ACRE)	1.695
RELATION TO GROWTH ZONE	INSIDE
ROADWAY CLASSIFICATION:	
COUNTY ROAD #14230 (SILVER LAKE DRIVE)	LOCAL ROAD
POSTED SPEED LIMITS:	
SILVER LAKE ROAD	25 M.P.H.
MINIMUM WIDTH:	50 FEET
MINIMUM DEPTH:	100 FEET

NOTES

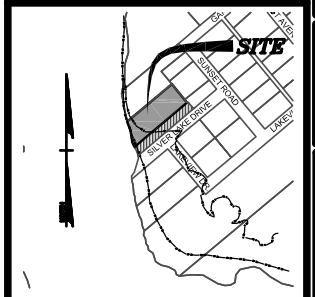
1. THIS BOUNDARY SURVEY WAS COMPILED BY USE OF PUBLIC LAND RECORDS AND UPON PHYSICAL EVIDENCE AS COLLECTED BY A FIELD SURVEY. SAID BOUNDARY SURVEY IS SUBJECT TO ANY EASEMENTS, RIGHTS-OF-WAY OR ENCUMBRANCES AS MAY BE EVIDENCED BY A SUBSEQUENT TITLE SEARCH.
2. THE BEARING SYSTEM FOR THIS PLAN IS BASED UPON DEED RECORD D-6335-0083. STATE PLANE COORDINATES HAVE BEEN PROVIDED AT PROPERTY CORNERS TO CONVERT THE PROPERTY TO THE STATE PLANE COORDINATE SYSTEM.
3. ALL CERTIFICATIONS HEREON ARE VALID FOR THIS MAP AND COPIES THEREOF ONLY IF SAID MAP AND COPIES BEAR THE RED SEAL OF THE LICENSED ENGINEER WHOSE NAME APPEARS THEREON.
4. THIS PLAN WAS PREPARED FOR THE CLIENT NOTED, NO RESPONSIBILITY IS IMPLIED AND/OR ASSUMED BY THE ENGINEER TO ANY FUTURE LAND OWNER OR OCCUPANT.
5. PROPERTY LINES DEFINED BY OR RUNNING WITH WATERWAYS OR DITCHES ARE SUBJECT TO CHANGE DUE TO NATURAL CAUSES AND MAY OR MAY NOT REPRESENT THE ACTUAL LOCATION OF THE LIMIT OF TITLE.
6. THIS PROPERTY MAY BE IMPACTED BY STREAMS, DITCHES, PONDS, OR LAKES. THE CITY OF DOVER HAS REGULATIONS REGARDING THE PRESERVATION OF STREAMS, DITCHES, PONDS, OR LAKES AND THE OWNER IS ADVISED TO CONSULT WITH THE KENT COUNTY PLANNING DEPARTMENT TO DETERMINE THE SETBACKS FROM STREAMS, DITCHES, PONDS, OR LAKES.
7. THIS PROPERTY MAY BE IMPACTED BY WETLANDS. THE CITY OF DOVER HAS REGULATIONS REGARDING THE PRESERVATION OF WETLANDS AND THE OWNER IS ADVISED TO CONSULT WITH THE DELAWARE DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENTAL CONTROL TO DETERMINE IF WETLANDS EXIST.
8. THIS PROPERTY IS LOCATED IN THE 100-YEAR FLOOD PLAIN AS DEPICTED ON FEMA PANEL 10001C0167H, DATED MAY 5, 2005.
9. DATE OF FIELD SURVEY - 03/18/2020.
10. NO TITLE EXAMINATION FURNISHED TO OR PERFORMED BY THE PREPARERS HEREOF.
11. SHRUBBERY, PLANTINGS, SIGNS AND/OR OTHER VISUAL BARRIERS THAT COULD OBSTRUCT THE SIGHT DISTANCE OF A DRIVER PREPARING TO ENTER THE ROADWAY ARE PROHIBITED.
12. IF EXISTING ENTRANCES ARE ALTERED, THEY SHALL CONFORM TO THE CITY OF DOVER REGULATIONS AND DELDOT'S DEVELOPMENT COORDINATION MANUAL (DCM) AND SHALL BE SUBJECT TO ITS APPROVAL. NO CONSTRUCTION ACTIVITY SHALL OCCUR IN THE RIGHT-OF-WAY (ROW) WITHOUT A PERMIT.
13. THIS PROPERTY IS NOT LOCATED IN THE NEARBY VICINITY OF ANY TRAFFIC IMPROVEMENT DISTRICTS (TID) IN OPERATION OR UNDER DEVELOPMENT.



LOCATION MAP SCALE: 1"=2000'



WETLANDS MAP SCALE: 1"=500'



FEMA MAP PANEL 10001C0167H
SCALE:1"=250'

LEGEND

PROPERTY LINE
PROPOSED PROPERTY/R.O.W. LINE
SETBACK LINE
CENTERLINE ROAD
EXISTING R.O.W.
WETLANDS BUFFER (WLB)
MARKED SANITARY SEWER
MARKED WATER LINE
MARKED GAS LINE
MARKED CABLE LINE
UTILITY POLE
WATER METER
WATER VALVE
UTILITY BOX
TRANSFORMER
FOUND IRON PIPE
FOUND CONCRETE MONUMENT
EXISTING TREE
WETLANDS
MAIL BOX
ROAD SIGN

CLASS "B" SURVEY

GRAPHIC SCALE

20 0 10 20 40 80

(IN FEET)
1 inch = 20 ft.

CITY OF DOVER APPROVAL

ENGINEERS CERTIFICATION

I, GREGORY SCOTT, HEREBY CERTIFY THAT I AM A REGISTERED ENGINEER IN THE STATE OF DELAWARE, THAT THE INFORMATION SHOWN HEREON HAS BEEN PREPARED UNDER MY SUPERVISION AND TO THE BEST OF MY KNOWLEDGE AND BELIEF REPRESENTS GOOD ENGINEERING AS REQUIRED BY THE APPLICABLE LAWS OF THE STATE OF DELAWARE.

DATE SEAL GREGORY R. SCOTT

OWNER'S CERTIFICATION

WE, BRUCE D. & DELLA M. PARHAM, HEREBY CERTIFY THAT WE ARE THE LEGAL OWNERS OF THE PROPERTY DESCRIBED AND SHOWN ON THIS PLAN, AND THAT THE PLAN WAS MADE AT OUR DIRECTION, AND THAT WE ACKNOWLEDGE THE SAME TO BE OUR ACT AND DESIRE THE PLAN BE DEVELOPED AS SHOWN IN ACCORDANCE WITH ALL APPLICABLE LAWS AND REGULATIONS OF THE CITY OF DOVER

DATE BRUCE D. PARHAM

DATE DELLA M. PARHAM

SCOTT
ENGINEERING, INC.
CONSULTING ENGINEERS
SURVEYORS
LAND PLANNERS
22 OLD RUDNICK LANE, SUITE-E
DOVER, DE 19901
(302)-736-3058
(302)-736-3059 (FAX)
WWW.SCOTTENGINEERING.COM

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REVISIONS	DATE

MINOR LOT LINE ADJUSTMENT PLAN

LANDS OF
BRUCE D. & DELLA M. PARHAM
107 SILVER LAKE DRIVE
DOVER, DE

SITUATE IN: CITY OF DOVER, EAST DOVER HUNDRED, KENT COUNTY, DELAWARE

ISSUED FOR AGENCY REVIEW

SURVEYED BY:	S.E.H.
DESIGNED BY:	A.M.W.
DRAWN BY:	S.E.H.
CHECKED BY:	G.R.S.
SCALE:	1" = 20'
DATE:	07/12/2020
DWG. NO:	M-5154
SHEET NO:	C-1

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EXHIBIT C

Sec. 2-422. - Sale and disposition of real property.

(a) *Authorized.* Except as otherwise provided and upon approval of the city council, the city manager is hereby authorized to sell or dispose of excess property.

(b) *Determination of excess status.* The city manager, upon determining that a city owned parcel of land is excess in nature and that the disposal of such land would be beneficial to the City of Dover, will request, through the legislative, finance, and administration committee, that city council consider disposal of such land.

(c) *Costs of conveyance.* Unless otherwise specified by the city council, all fees and costs, legal or otherwise, associated with the sale and conveyance of all excess lands shall be paid by the purchaser.

(d) *Standard method of disposition.*

(1) The legislative, finance, and administration committee, upon receiving a request to dispose of excess real property, shall, prior to making a recommendation to city council, request all pertinent information including, but not limited to, the following:

a. Determination that subject parcel is not required by any other city department.

b. Written explanation of why subject parcel is now surplus.

c. Determination of whether a zoning change would enhance the sale value of subject parcel and recommend said change if warranted.

d. Determination if the parcel's exact location and size is known and, if not, recommend whether said parcel should be surveyed by the city prior to any sale attempts.

(2) City council, after receiving a positive recommendation from the legislative, finance, and administration committee to dispose of a surplus parcel of land, shall, as part of its deliberations:

a. Determine if disposal of the parcel is in the city's best interests.

b. Determine if disposal by sale, gift, or some other means would best serve the city's interests.

c. Determine if the city planner should be requested to initiate rezoning procedures.

d. Publicize the pertinent information concerning the surplus parcel and its availability for purchase to the general public at least once a week for two weeks in a local newspaper.

e. Make public, and a part of the record, all written correspondence received and, after the publicizing requirements of subsection (2)d. are met, hold a public hearing to receive any other citizen input.

(3) City council, after voting to proceed with the sale of surplus land, shall determine:

a. If an unbiased appraisal is needed to establish a minimum acceptable price.

b. Whether to sell the parcel by public auction or by sealed bid, and what the minimum acceptable offer will be.

c. The degree and scope of advertising, with a minimum of exposure being advertisement once a week for two weeks in a newspaper of general circulation within the county.

d. Whether the circumstances of and surrounding a particular sale may be such that the best interests of the city would be served by listing the property for sale with a licensed real estate agent.

(4) City staff shall, with city council's direction:

a. Arrange for advertisement of the sale.

b. Draft the sale bill setting out a description of the parcel to be sold, time, date, and place of sale or bid opening, the terms and conditions of sale, and the city's reservation of acceptance or rejection of any or all bids received at the time of sale or bid opening.

c. Order and distribute a sufficient number of sale bills for posting and distribution in the county courthouse, at the site, and in the general area of the parcel.

d. Obtain the services of a professional auctioneer if said sale is to be a public auction.

e. Conduct the sale and submit the results to city council.

f. Obtain the services of a licensed real estate agent if the sale is to be brokered.

(5) City council, after confirming the sale, shall:

a. Request the city solicitor to prepare a deed for execution and to arrange for final settlement with the purchaser, at which time the city will deliver the deed, the purchaser will pay all balances due, and the city solicitor will record said deed in the Recorder of Deeds Office for Kent County.

(e) *Exceptions to standard method of disposition.*

(1) Exception A—Sale to an abutting owner. When, in the opinion of city council, a public sale would be detrimental to the lands of an abutter, and/or that a public sale would place the abutter at undue risk; or that the combination of abutter's land and city's land would be substantially greater in value than that of the sum of the parcels considered individually, city council may direct the city assessor to have prepared one or more unbiased fee appraisals of the parcel. Thereafter, the subject land will be offered for sale to the said abutter at the appraisal price, plus the appraisal fees, plus the legal costs. In the event the offer is not accepted, a public sale may be ordered.

Examples of detrimental affect might be when the surplus city parcel lies between an abutting property and the street and development of the parcel would obstruct visibility of the abutter's property, or when the surplus parcel is zoned multi-family and abuts a single-family parcel.

(2) Exception B—Trade of lands. Trade of lands may be approved when it is shown beyond doubt that such a trade will be equal to or better than the lands to be traded either on a "square foot for square foot" measure and/or on a "dollar for dollar" measure.

(3) Exception C—Conveyance of odd shaped and/or unbuildable parcels. City acquisitions for roads, utility usages, etc. may, after such usage is accomplished, leave a small strip of land that is odd shaped and unbuildable. City council may approve the conveyance of this strip of land to an abutting property owner on request of said owner. The price for these lands shall be at the same cost basis as that paid by the city. If conveyance is made in excess of two years after the date of city acquisition, then the consideration shall either be based on a price established by an unbiased fee appraisal made on the basis of the value added to the abutting property by the acquisition of said lands, or on the city's cost basis for the parcel adjusted for inflation, whichever city council shall select. All fees, legal or otherwise, associated with the conveyance are to be paid by the purchaser.

(4) Exception D—Sale of small or irregular shaped lot to an abutting owner. If any excess parcel of land is too small or irregular in shape to be of any value to anyone other than an abutting owner, it may be sold to such owner at either its fee appraised fair market value, or at its fair market value as established by the city's assessment records, whichever city council shall select. The costs of the appraisal and all legal costs shall be paid by the owner requesting the conveyance.

(5) Exception E—Donation of land to non-profit organizations. If, in the opinion of city council, the donation of a parcel of excess land to a non-profit organization would be in the best interest of the city, council then reserves unto itself the right to make such donation.

(Code 1981, § 2-80; Ord. of 3-12-2001; Ord. No. 2017-02 , 2-13-2017)



SCHUTTE PARK SKATEPARK

DESIGN WORKSHOP

December 15th, 2020

AGENDA

- Welcome / Rules of the Road
- Previous Meeting Recap
- Preliminary Concept Presentation
- Discussion – Q&A
- Next Steps
- Milestone Schedule
- Contact Information

SCHUTTE PARK SKATEPARK

DOVER, DE

RULES OF THE ROAD



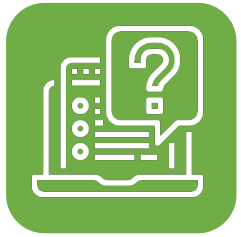
Please keep your microphone on mute during the presentation.



Please use the Q & A feature to ask questions or provide comments



Questions will be answered during the discussion/questions section.



If your question is not answered, we are tracking all questions and will create a Q/A document to share after the meeting.



Please email any additional comments or questions to **Leah Kacanda** at lkacanda@wrallp.com

PROJECT TEAM

Landscape Architecture,
Planning, and Civil Engineering

Skatepark Design

SCHUTTE PARK
SKATEPARK

DOVER, DE

PROJECT GOALS

- Design and construction of a 10,000 square ft. world class Skatepark for the community of Dover
- Integrate skatepark with other current / future park uses
- Accessible for all proficiency levels
- Safety
- Durability & structural high performance
- New character & identity to the skatepark and the community
- Premier design quality
- Incorporate amenities such as shade & seating
- Co-creation process involving skatepark users



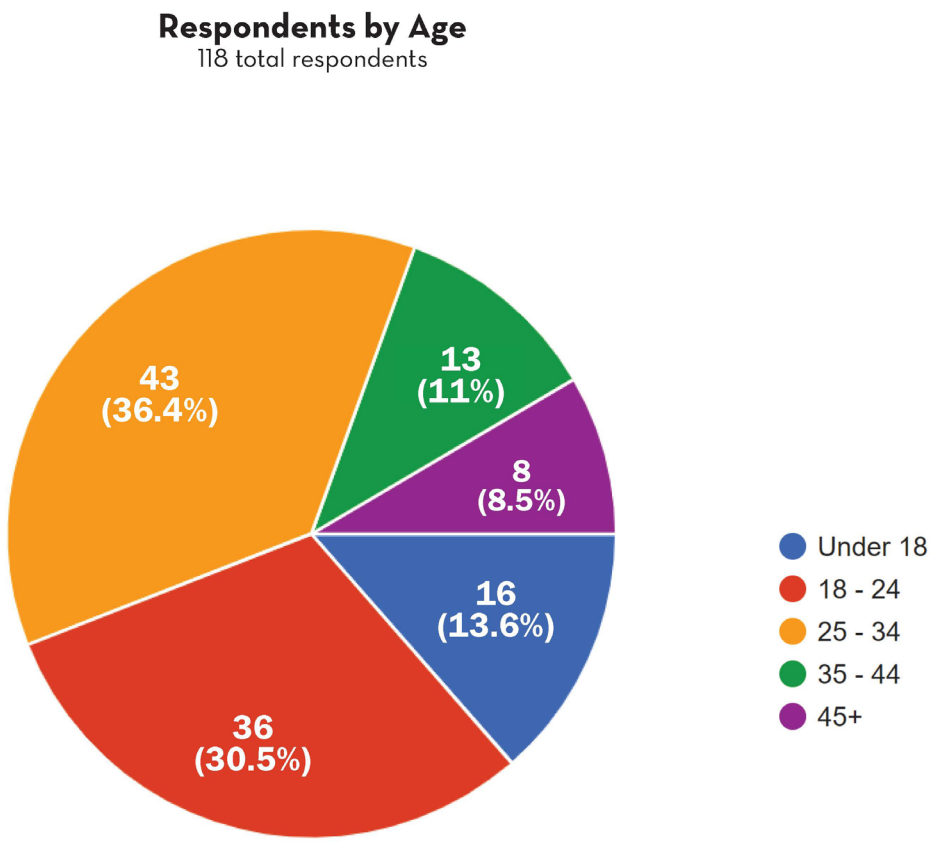
SCHUTTE PARK SKATEPARK

DOVER, DE

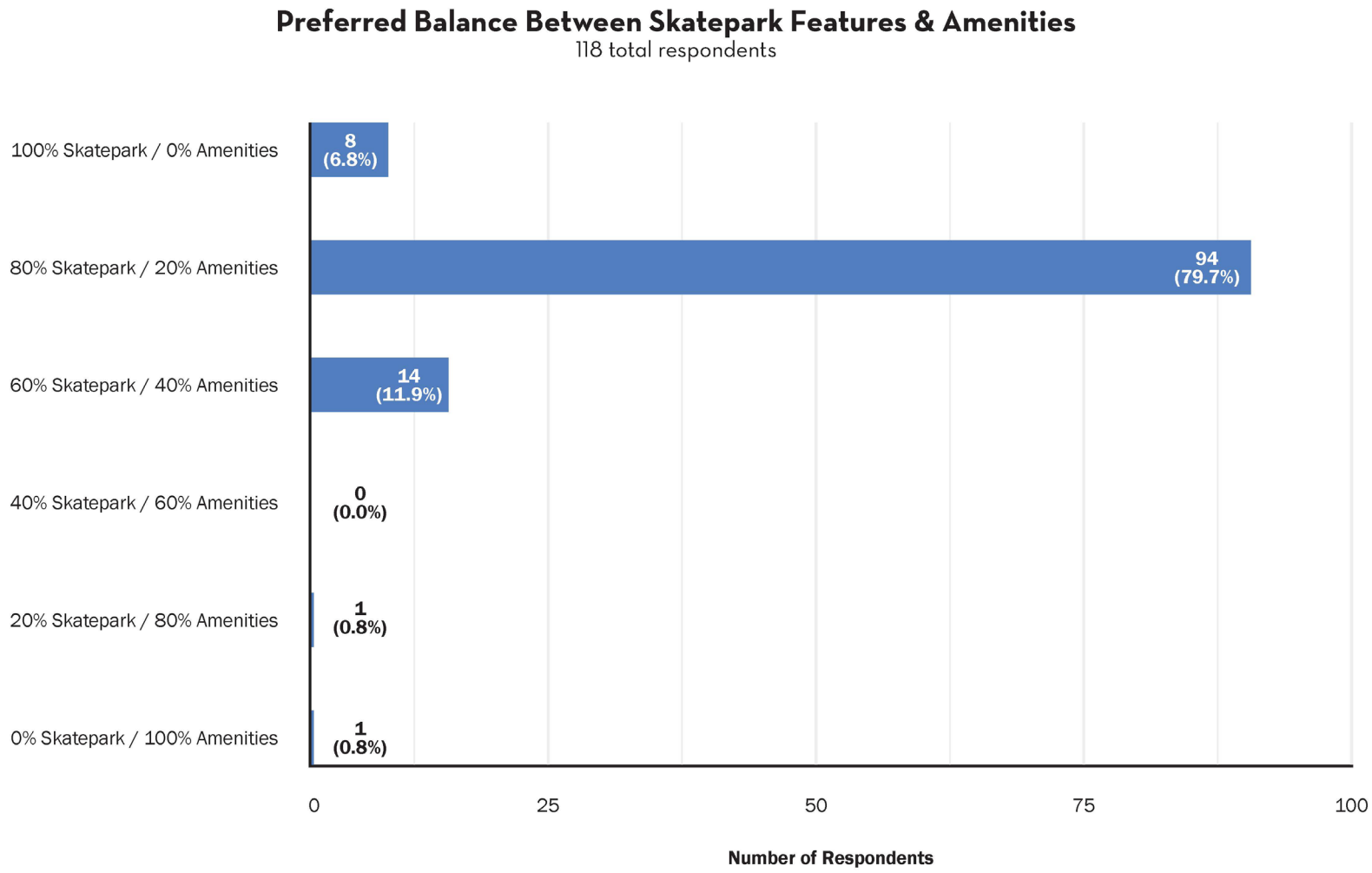
COMMUNITY INPUT

SCHUTTE PARK SKATEPARK

DOVER, DE



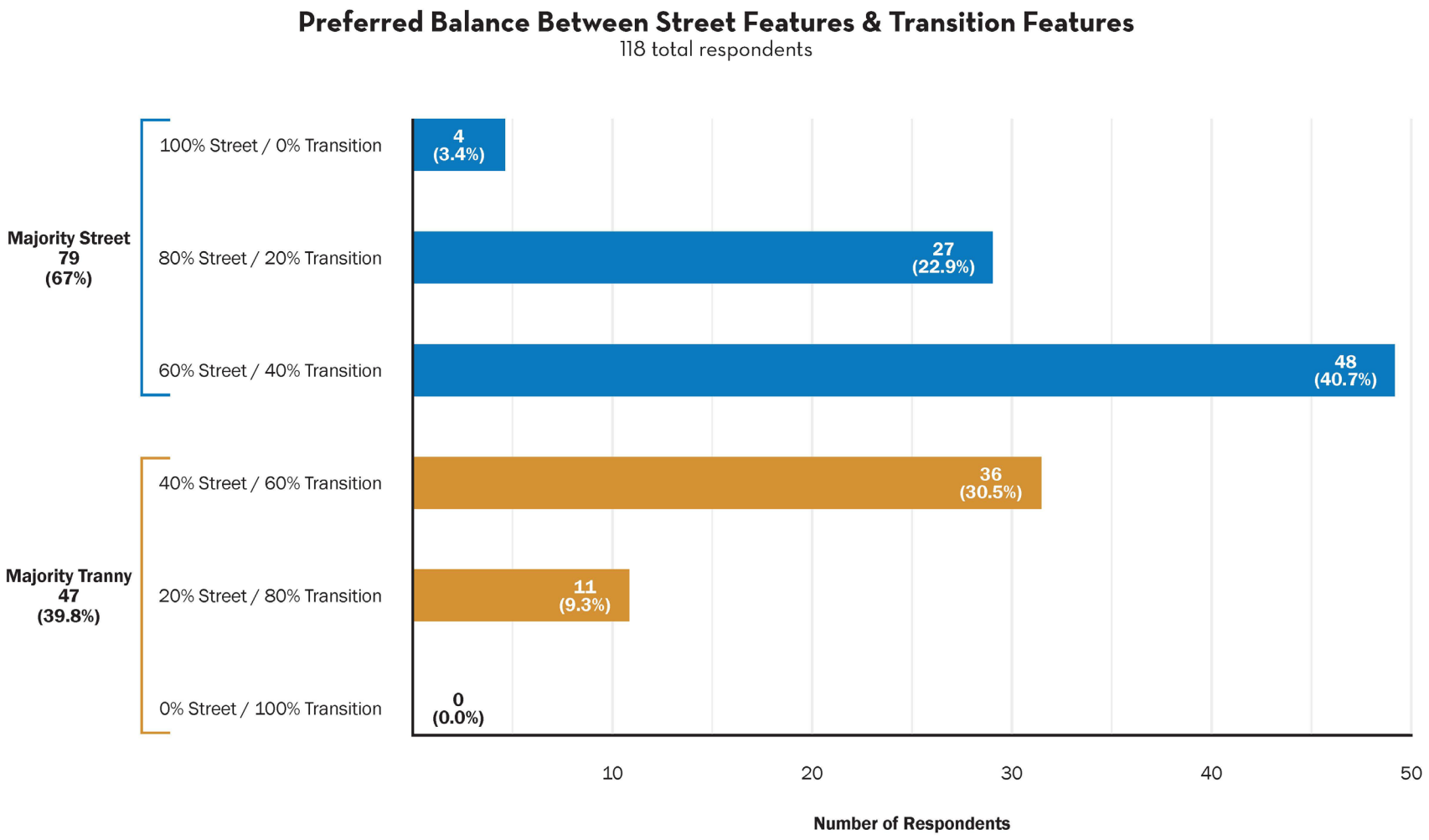
COMMUNITY INPUT



SCHUTTE PARK SKATEPARK

DOVER, DE

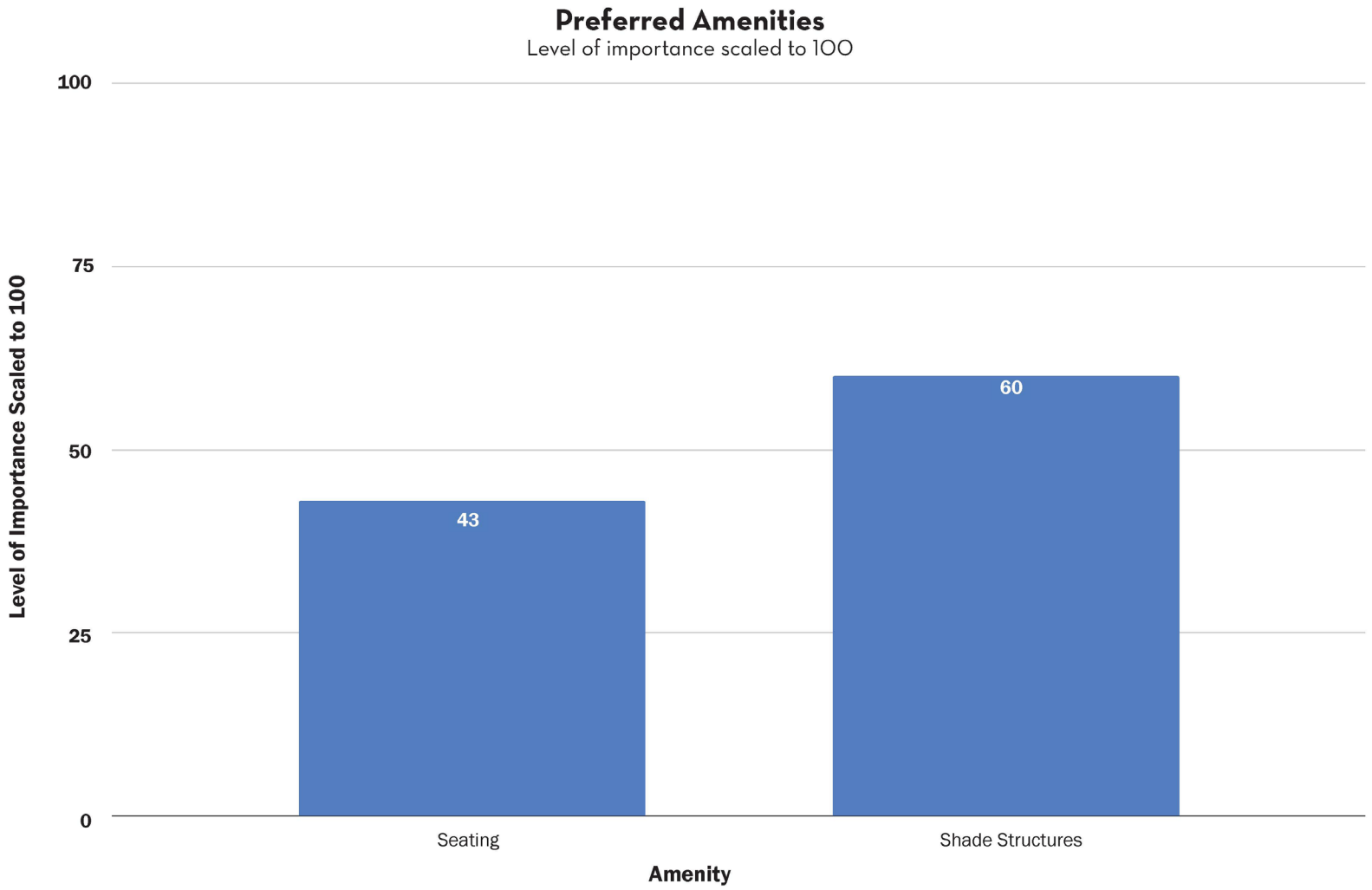
COMMUNITY INPUT



SCHUTTE PARK SKATEPARK

DOVER, DE

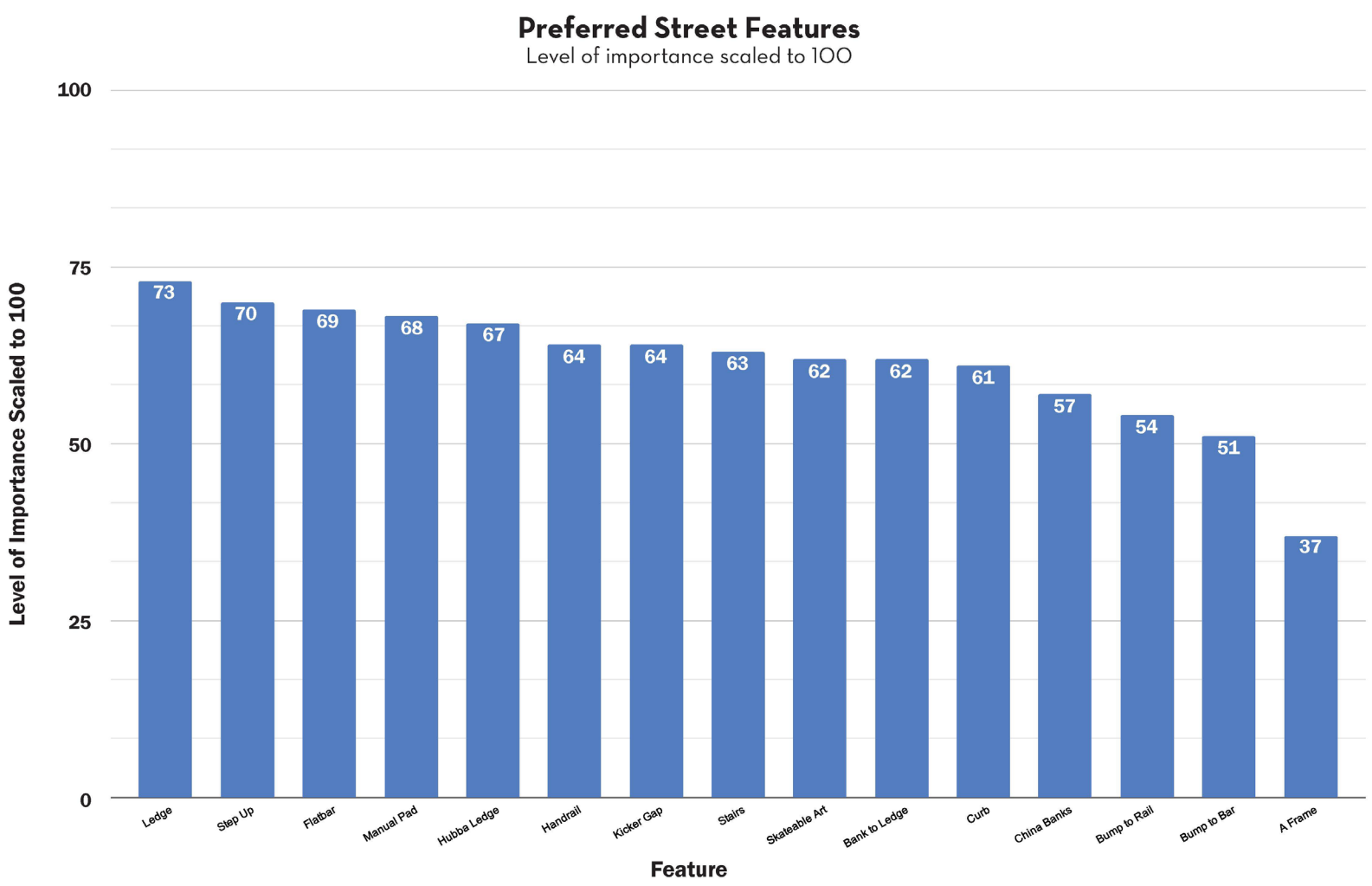
COMMUNITY INPUT



SCHUTTE PARK SKATEPARK

DOVER, DE

COMMUNITY INPUT



SCHUTTE PARK SKATEPARK

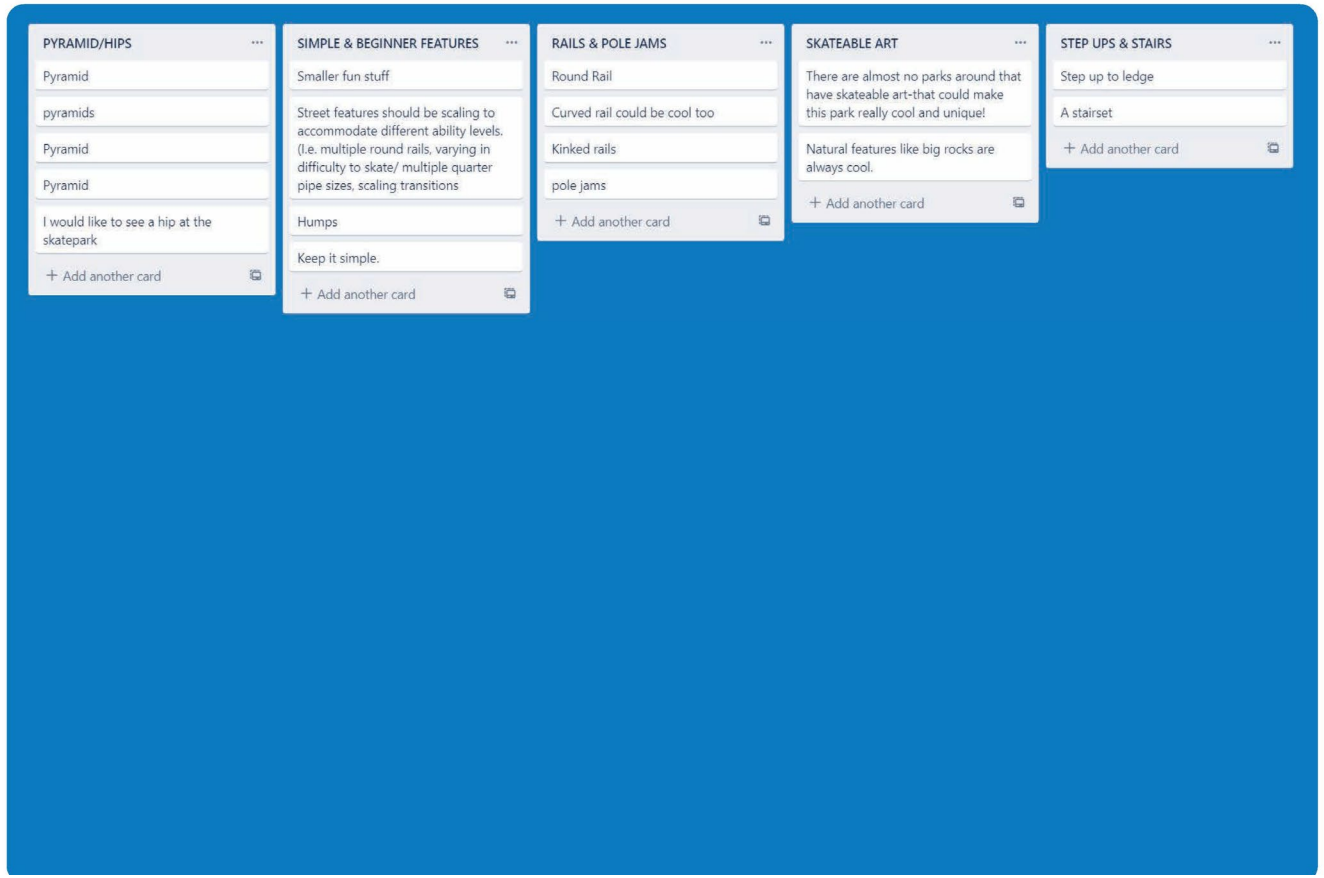
DOVER, DE

COMMUNITY INPUT

Street Features Suggested by the Community

Tier 1 Findings & Recommendations

Tier 1 Findings



Recommendations

PYRAMID/HIPS

5 respondents requested a pyramid or a hip be included in the street section of the park.

SIMPLE & BEGINNNER FEATURES

4 respondents requested either a rail or a pole jam.

RAILS & POLE JAMS

4 respondents asked that simple, beginner features be included in the design.

SKATEABLE ART

3 respondents requested skateable art be added to the park's design.

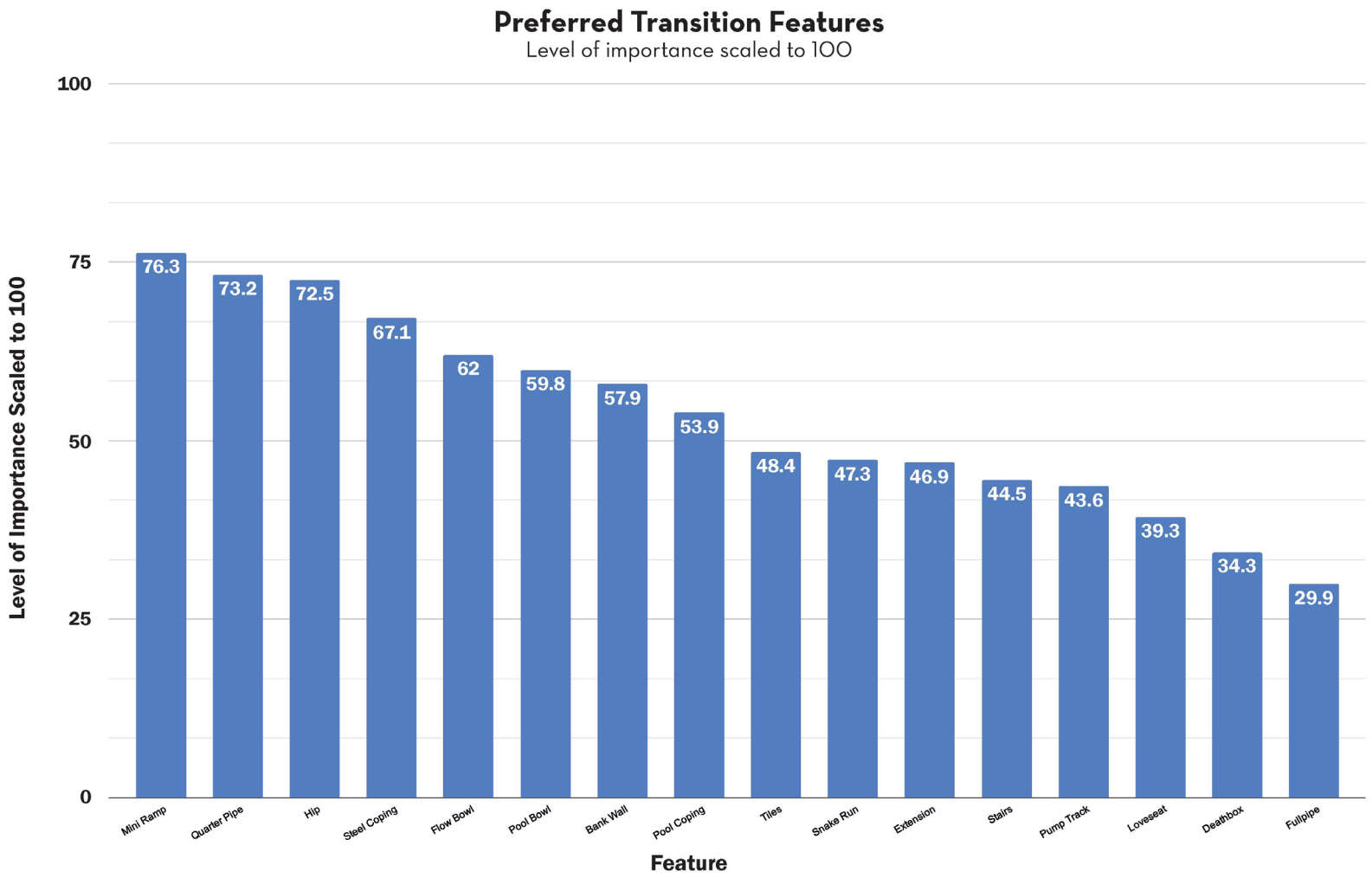
STEP UPS & STAIRS

2 respondents would like to see a step or stairs in the park.

SCHUTTE PARK SKATEPARK

DOVER, DE

COMMUNITY INPUT



SCHUTTE PARK SKATEPARK

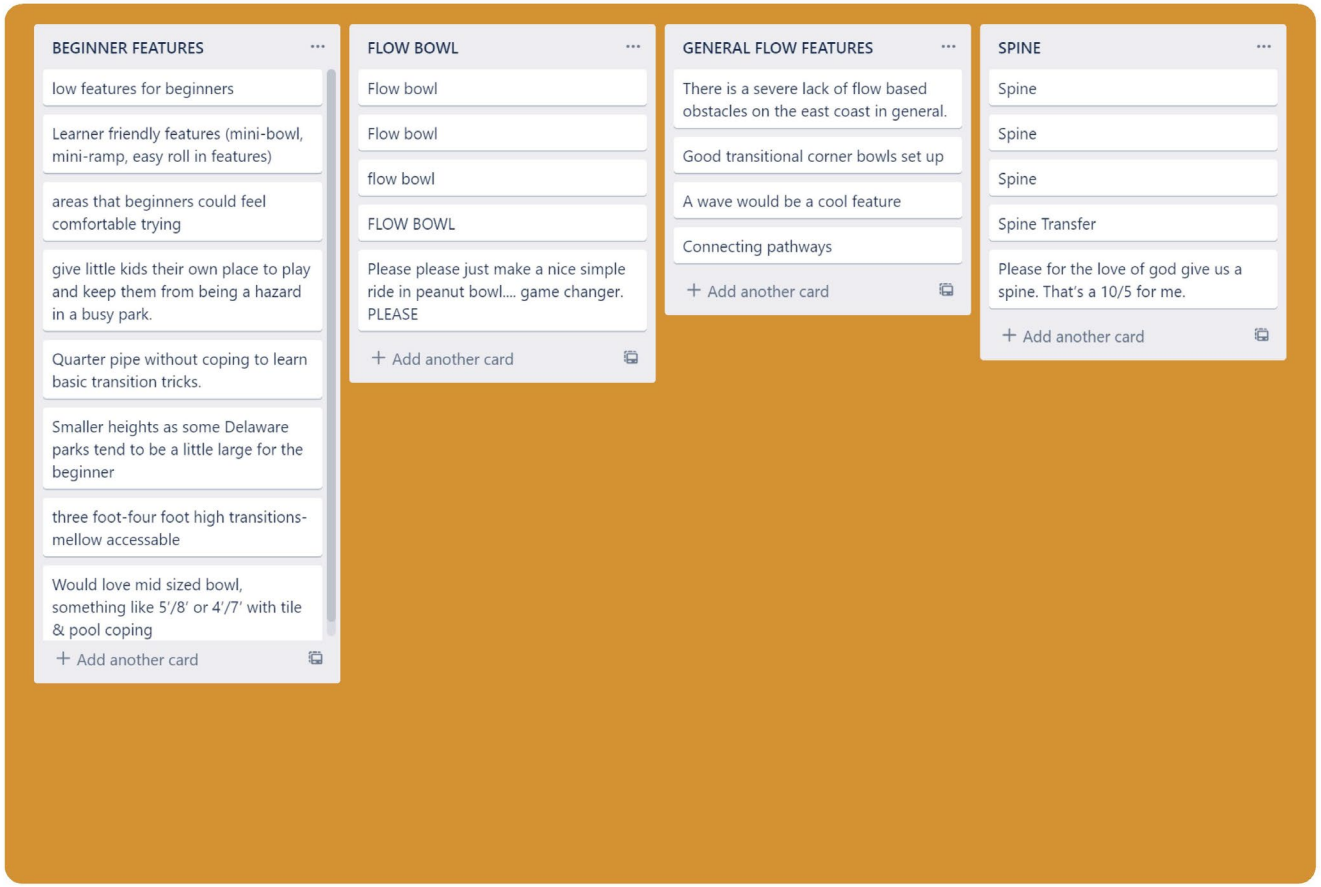
DOVER, DE

COMMUNITY INPUT

Transition Features Suggested by the Community

Tier 1 Findings & Recommendations

Tier 1 Findings



Recommendations

BEGINNER FEATURES

18 respondents requested that transition elements be kept small so that they could be enjoyed by beginners.

FLOW BOWL

5 respondents requested that the park include a flow bowl.

SPINE

5 respondents asked for a spine to be included in the park's design.

SCHUTTE PARK SKATEPARK

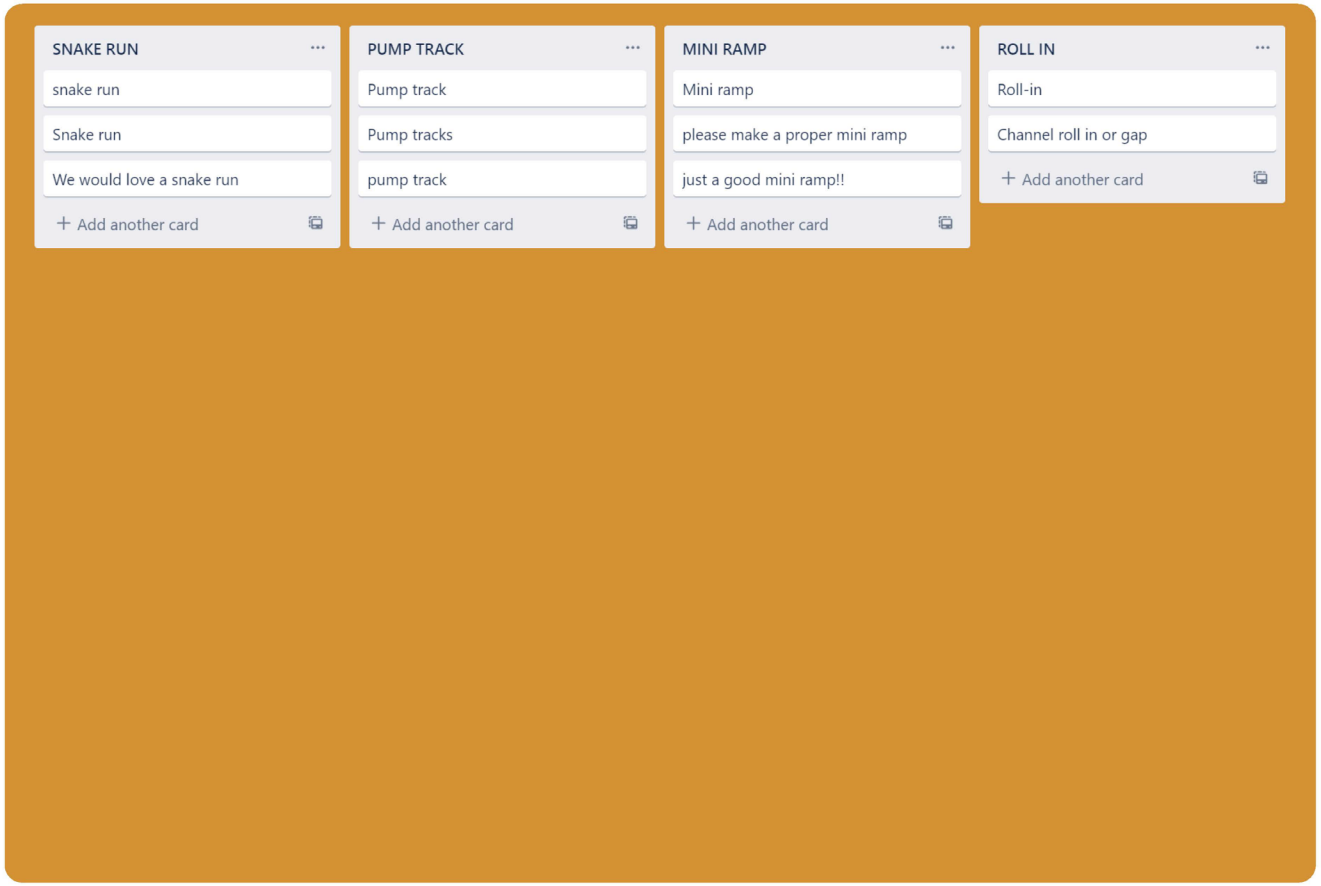
DOVER, DE

COMMUNITY INPUT

Transition Features Suggested by the Community

Tier 2 Findings & Recommendations

Tier 2 Findings



Recommendations

SNAKE RUN

3 respondents requested that a snake run be added to the park.

PUMP TRACK

3 respondents suggested adding pump track to the park's design.

MINI RAMP

3 respondents asked that a mini ramp be a part of the park's design.

ROLL IN

2 respondents asked that a roll in be included in the transition section of the park.

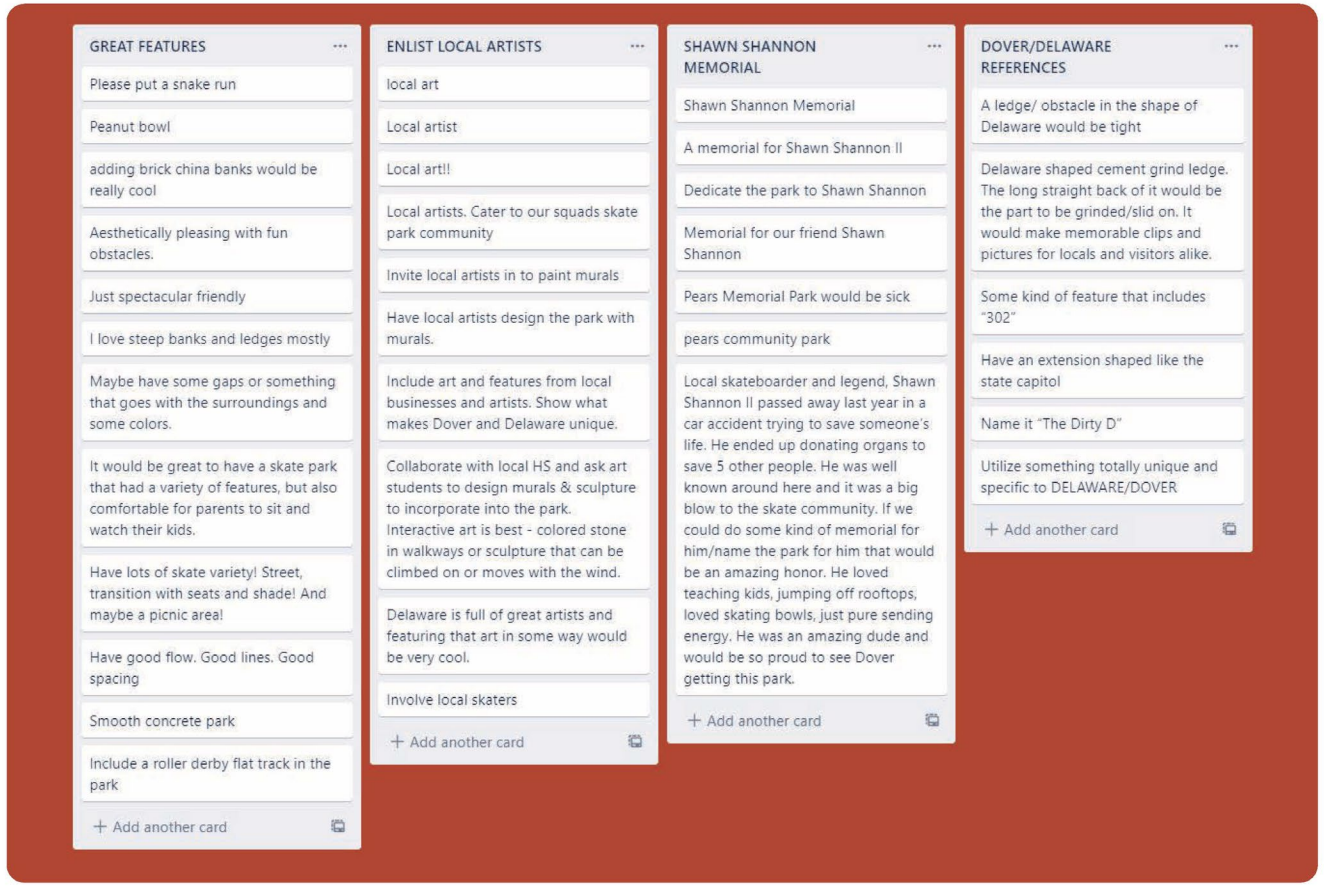
SCHUTTE PARK SKATEPARK

DOVER, DE

COMMUNITY INPUT

Making Schutte Park Unique to the Local Area
Tier 1 Findings & Recommendations

Tier 1 Findings



Recommendations

GREAT FEATURES

Respondents were most concerned with regular features as opposed to features that are unique to the local community. **12 respondents** answered by advocating generic features.

ENLIST LOCAL ARTISTS

10 respondents emphasized their interest in enlisting local artists to enhance the park.

SHAWN SHANNON MEMORIAL

7 respondents asked that local skate legend Shawn Shannon be memorialized in some way at the park.

DOVER/DELAWARE REFERENCES

6 respondents suggested that the design should reference the city of Dover or the State of Delaware

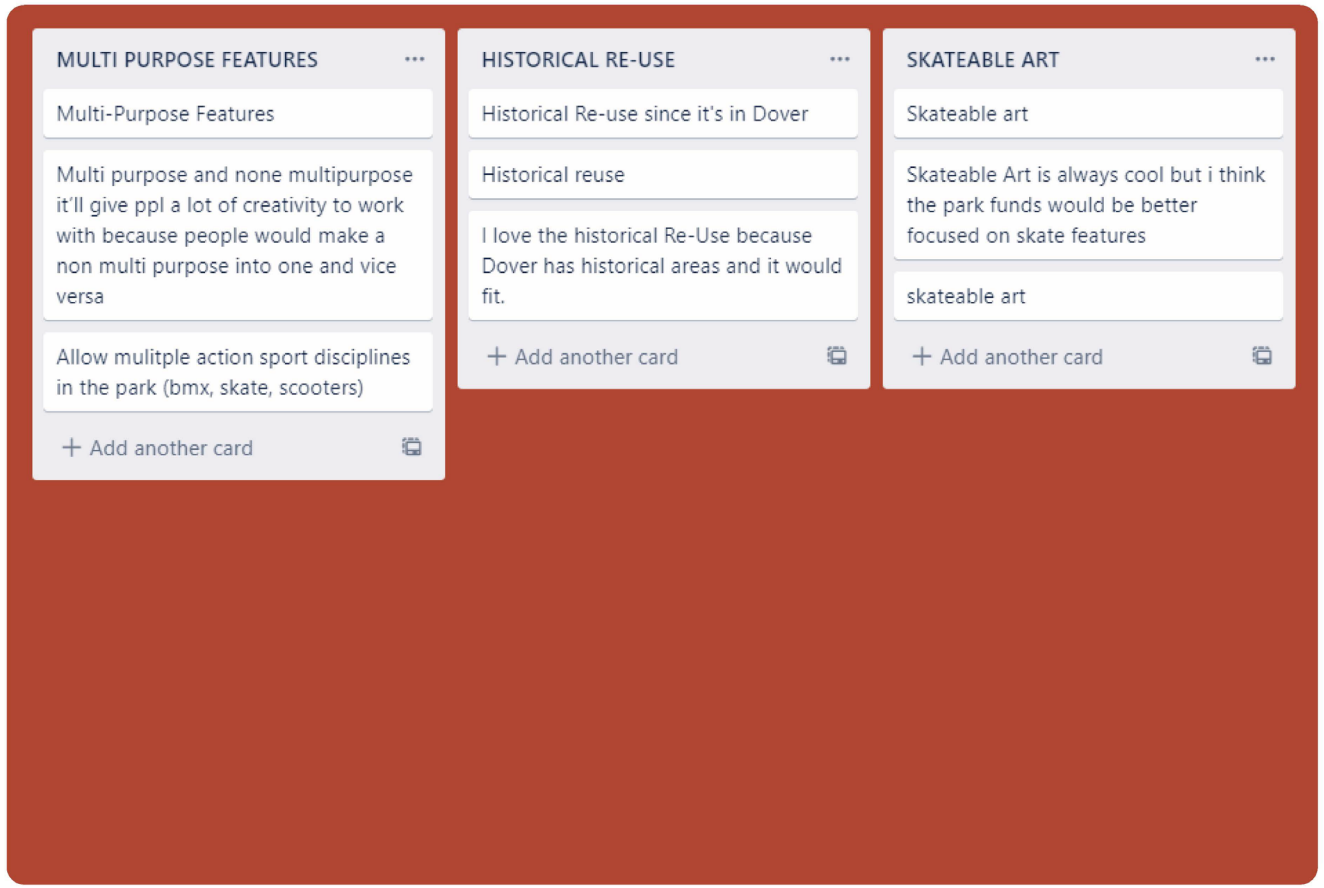
SCHUTTE PARK SKATEPARK

DOVER, DE

COMMUNITY INPUT

Making Schutte Park Unique to the Local Area
Tier 2 Findings & Recommendations

Tier 2 Findings



Recommendations

MULTI PURPOSE FEATURES

3 respondents requested features that have more than one purpose.

HISTORICAL RE-USE

3 respondents suggested borrowing materials from Dover's historical areas.

SKATEABLE ART

3 respondents requested skateable art be added to the park's design.

SCHUTTE PARK SKATEPARK

DOVER, DE

COMMUNITY INPUT

Making Schutte Park Unique to the Local Area
Tier 3 Findings & Recommendations

Tier 3 Findings



Recommendations

REPLICATE LOCAL SPOTS

2 respondents suggested replicating existing skate spots from around the country.

GRAFFITTI

2 respondents asked that graffitti be allowed at the skatepark.

LIGHTS

2 respondents asked that lights be added to the park so skaters can skate at night

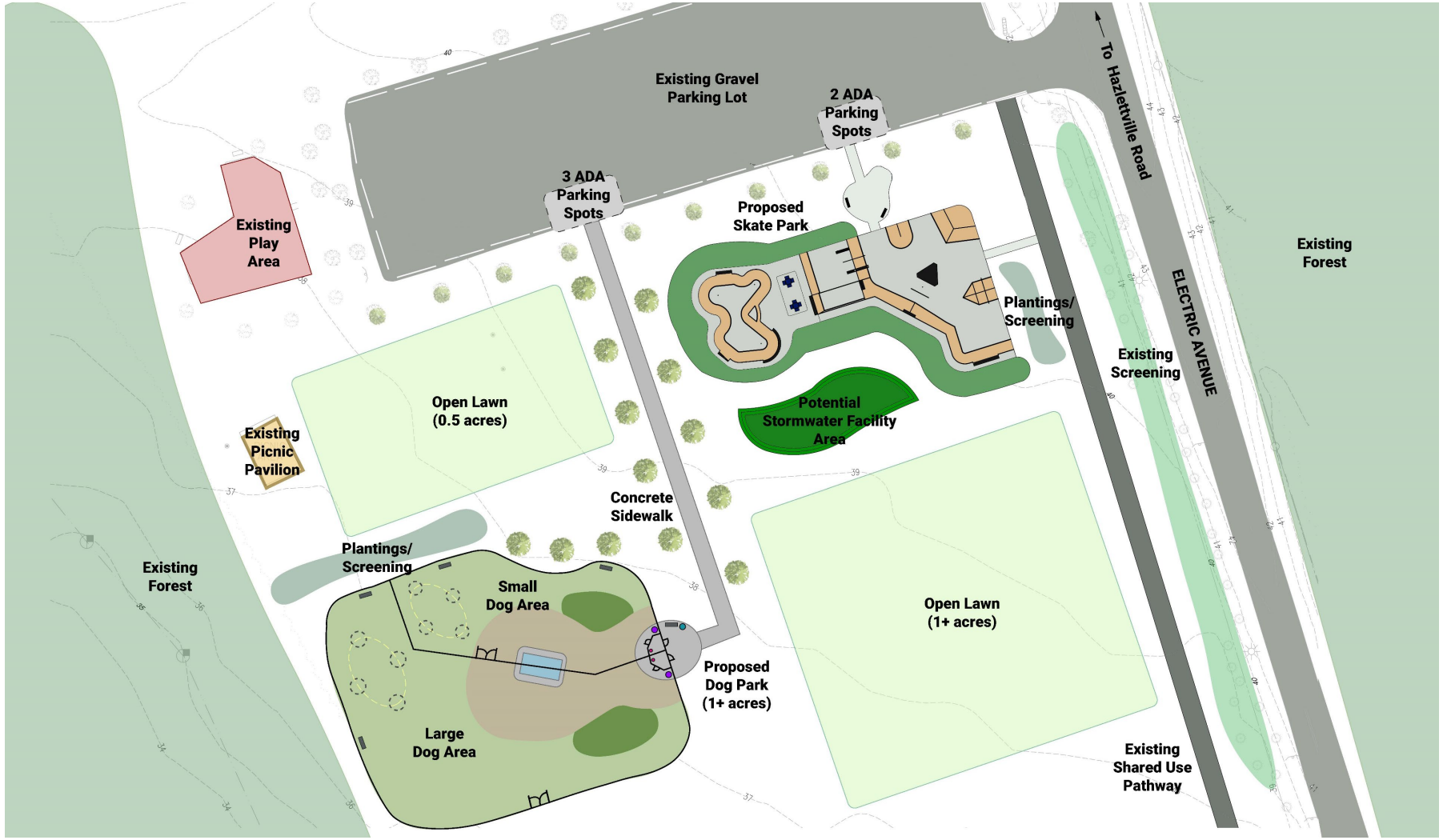
AIRPLANE REFERENCE

2 respondents suggested that the design should reference an airplane or the Dover Air Force.

SCHUTTE PARK SKATEPARK

DOVER, DE

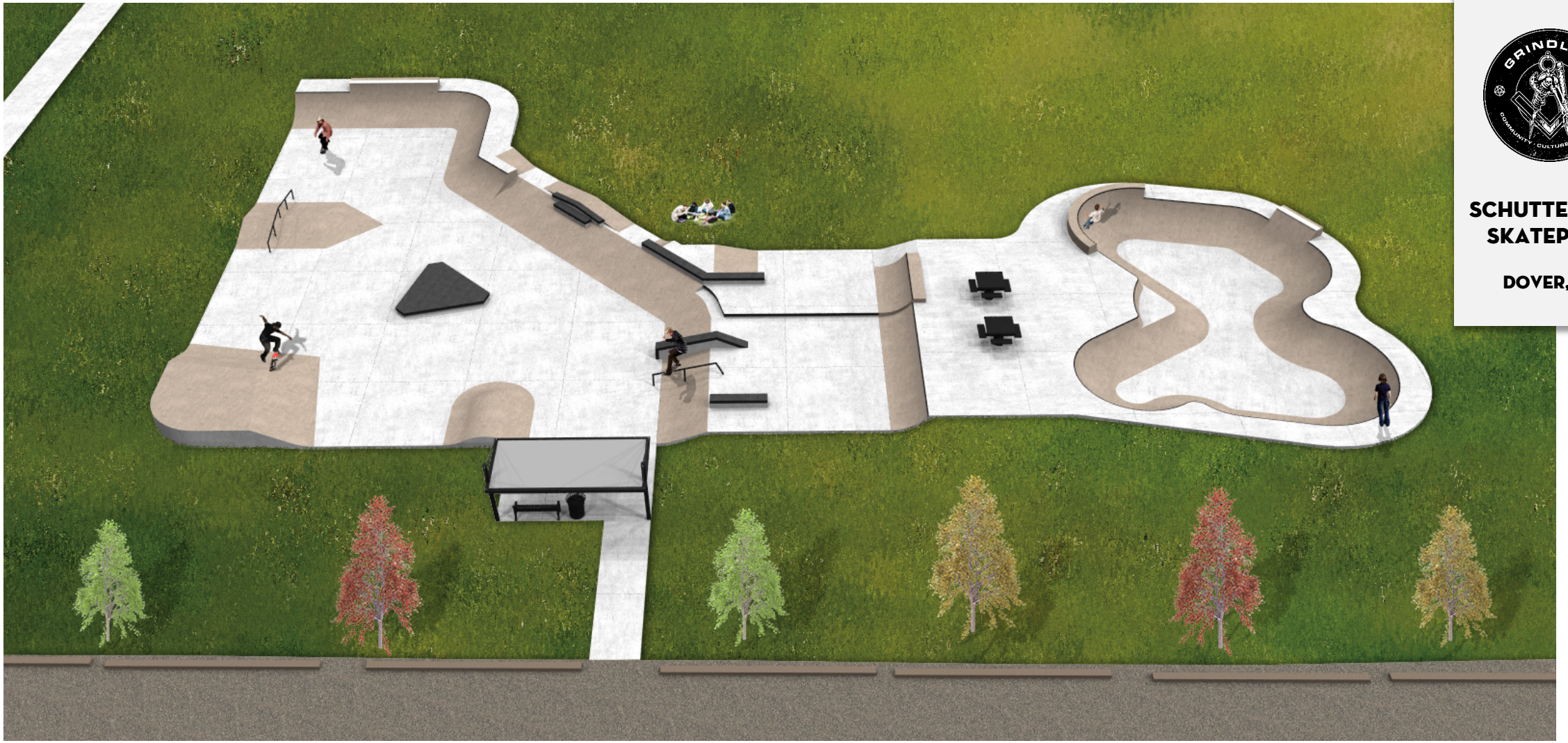
Schutte Park Dog Park and Skatepark Master Plan Sketch



SCHUTTE PARK SKATEPARK

DOVER, DE

PRELIMINARY CONCEPT



SCHUTTE PARK SKATEPARK

DOVER, DE

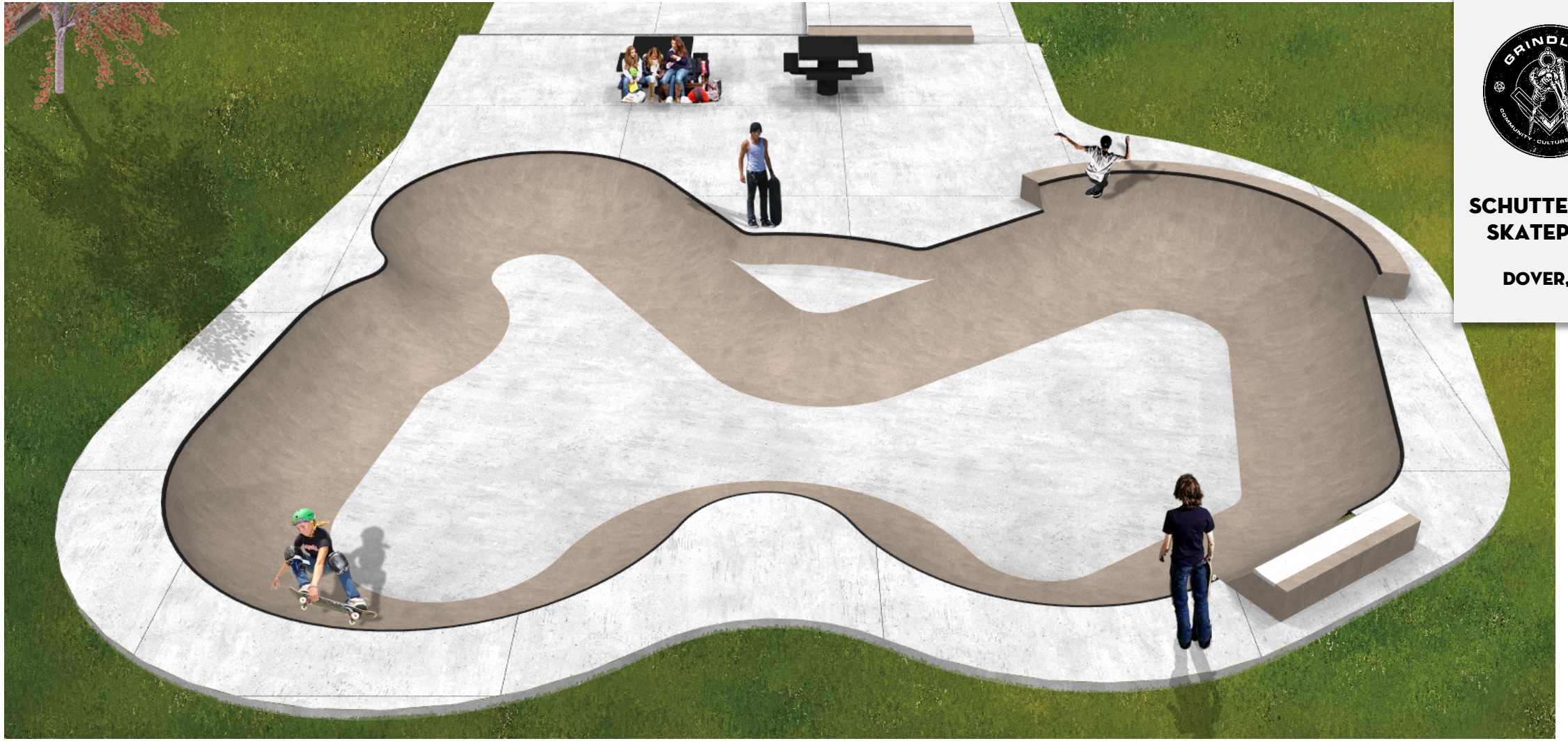
PRELIMINARY CONCEPT



SCHUTTE PARK SKATEPARK

DOVER, DE

PRELIMINARY CONCEPT



SCHUTTE PARK SKATEPARK

DOVER, DE

MILESTONE SCHEDULE

• Project Kickoff Meeting	September 29, 2020
• Concept Design Phase	September – October 2020
• Community Meeting to Review Concept Design	December 2020
• Schematic Design Phase	November – December 2020
• Online Outreach to Review Schematic Design (1)	January 2021
• Design Dev'p, Construction Documents & Permitting	January – February 2021
• Construction Kickoff / Final Community Meeting	TBD

NEXT STEPS

- We will collect all comments regarding the Preliminary Concept and use them to create the Final Concept.

- Grindline will distribute the Final Concept developed based on your comments via email, the City website, and social media. Meeting date TBD.

POINTS OF CONTACT

Micah Shapiro
Grindline Skateparks
micah@grindline.com

Leah Kacanda
Senior Planner
lkacanda@wrallp.com

Carolyn Courtney
Dover Parks & Recreation Department
ccourtney@dover.de.us

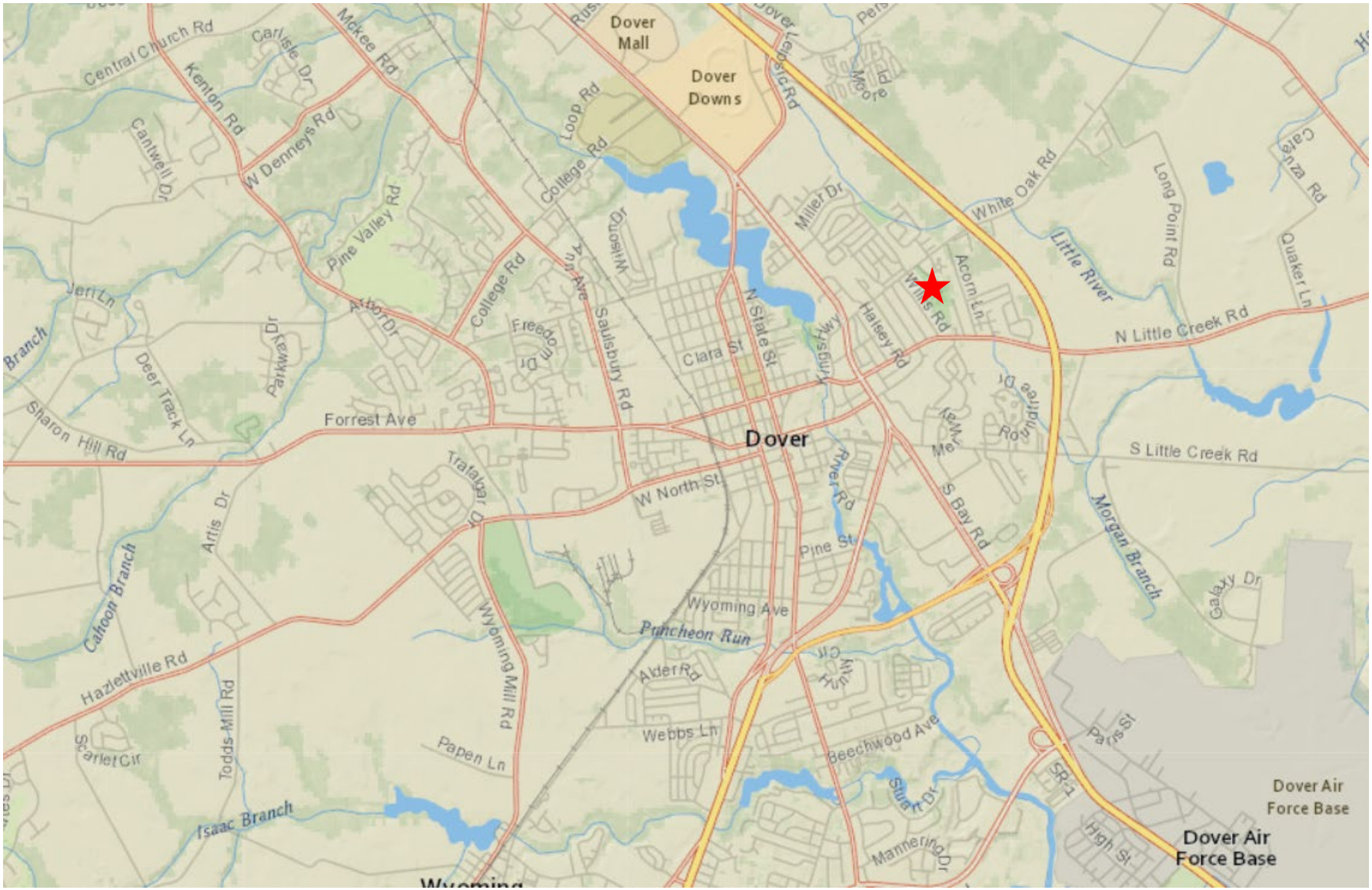
Project Website
cityofdover.com/Parks-Recs-Home

Dover Park Improvements Project

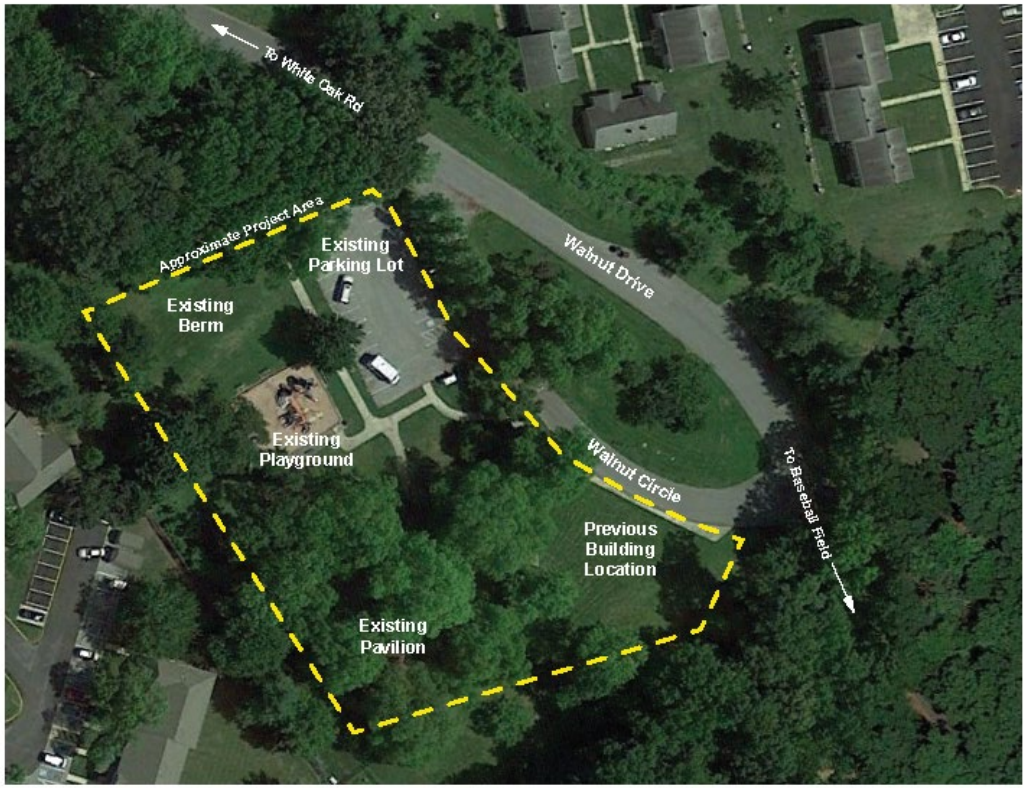


Virtual Meeting • December 17, 2020

Project Location



Project Overview



Aerial of Dover Park Project Area



Dover Park Master Plan

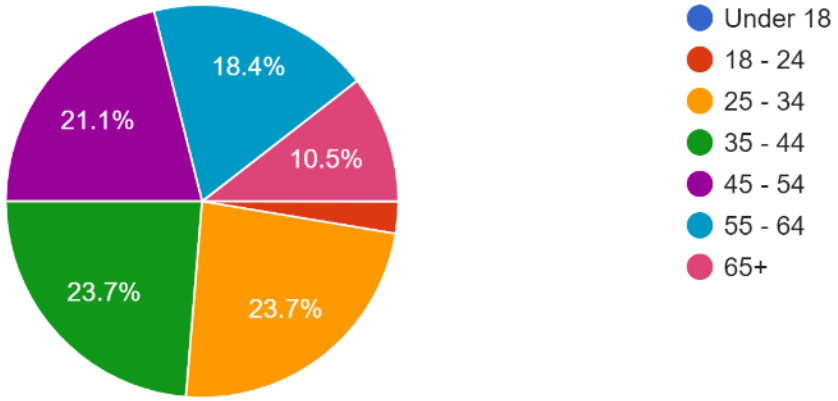
October Public Workshop

- Held on October 1
- Online Survey – 38 respondents
- Major survey findings:
  - 50% of respondents currently use Dover Park
  - Swings - most desired playground component
  - Ground sprayers - most desired spray pad component
  - Seating – most desired supporting amenity

Survey Results

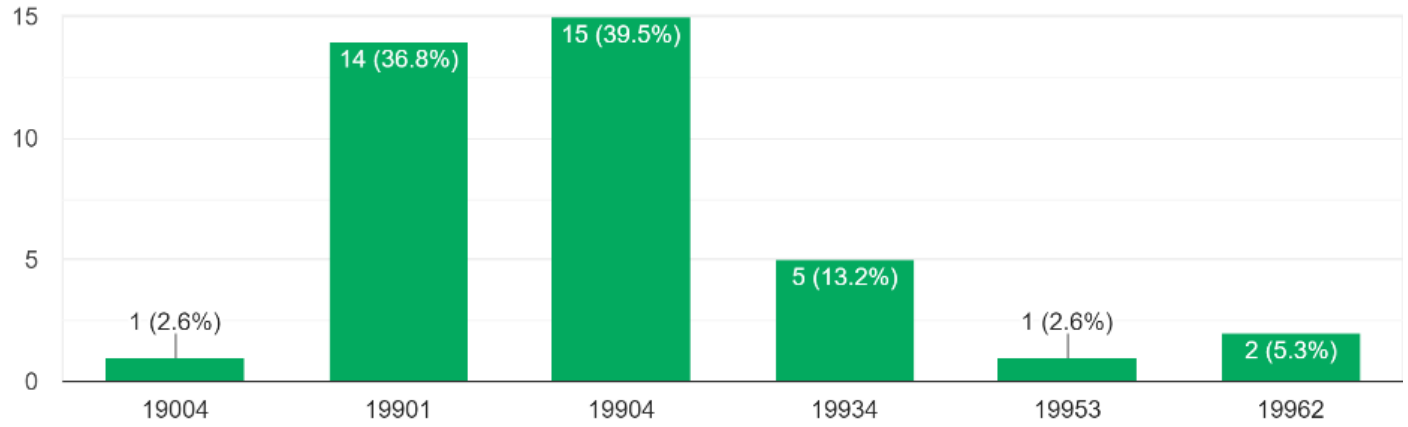
How old are you?

38 responses



What is your zip code?

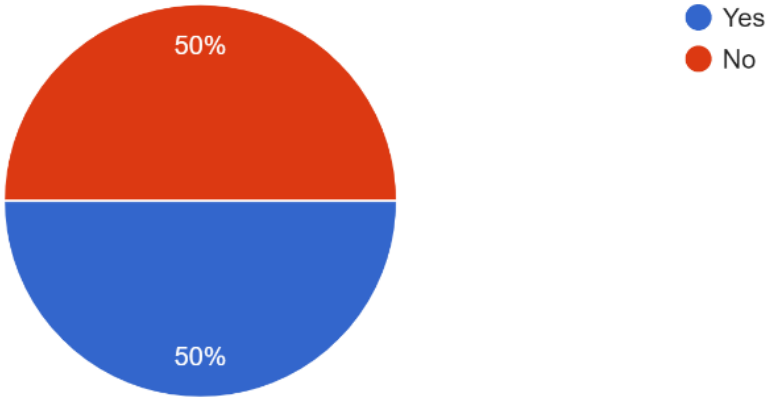
38 responses



Survey Results

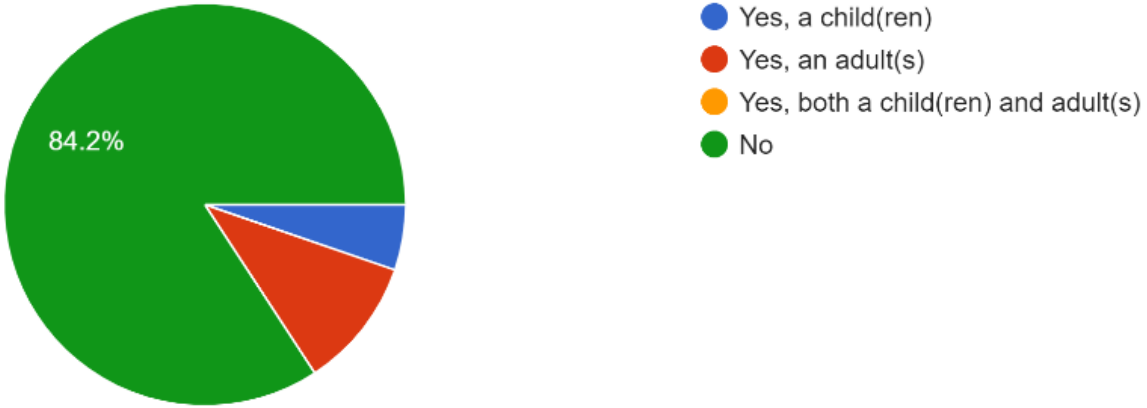
Do you or members of your household currently use Dover Park?

38 responses



Do you or anyone in your household live with a disability?

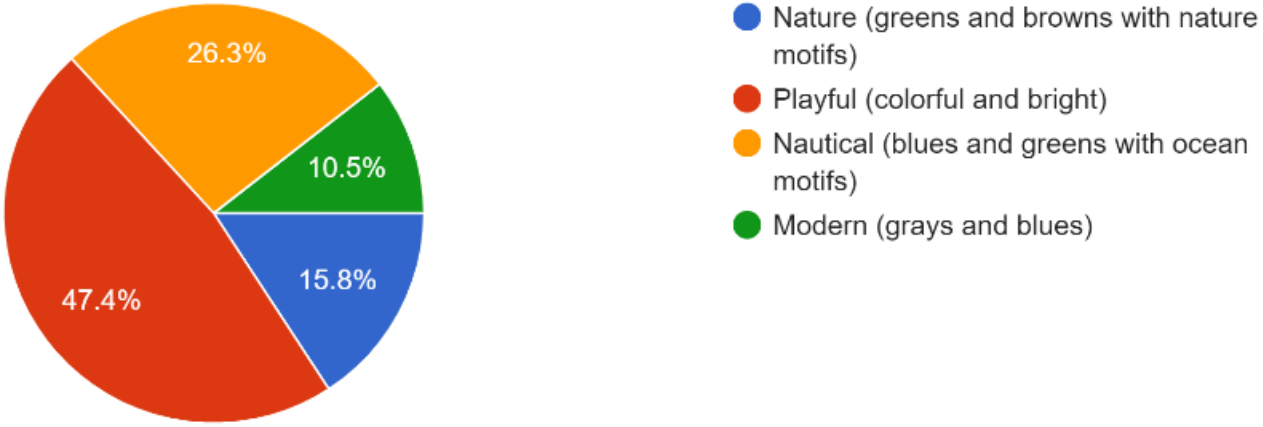
38 responses



Survey Results

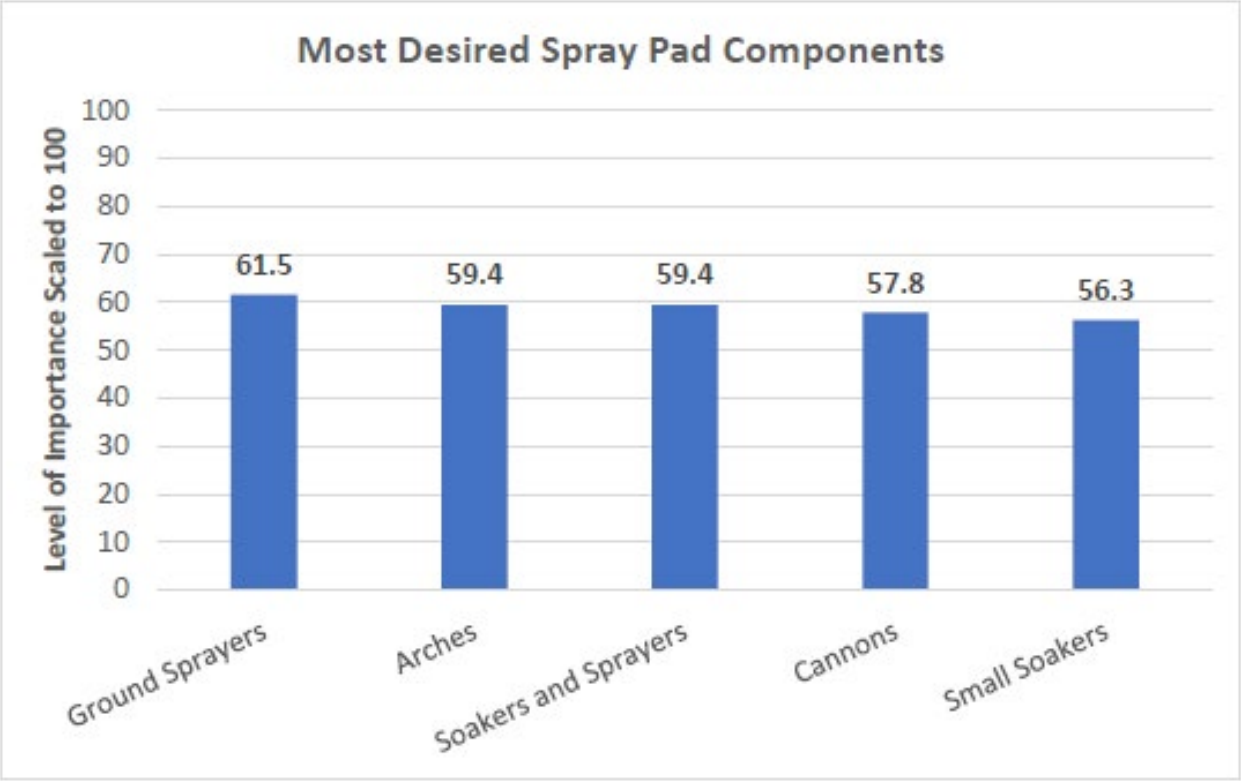
What theme would you like for the spray pad?

38 responses



Survey Results

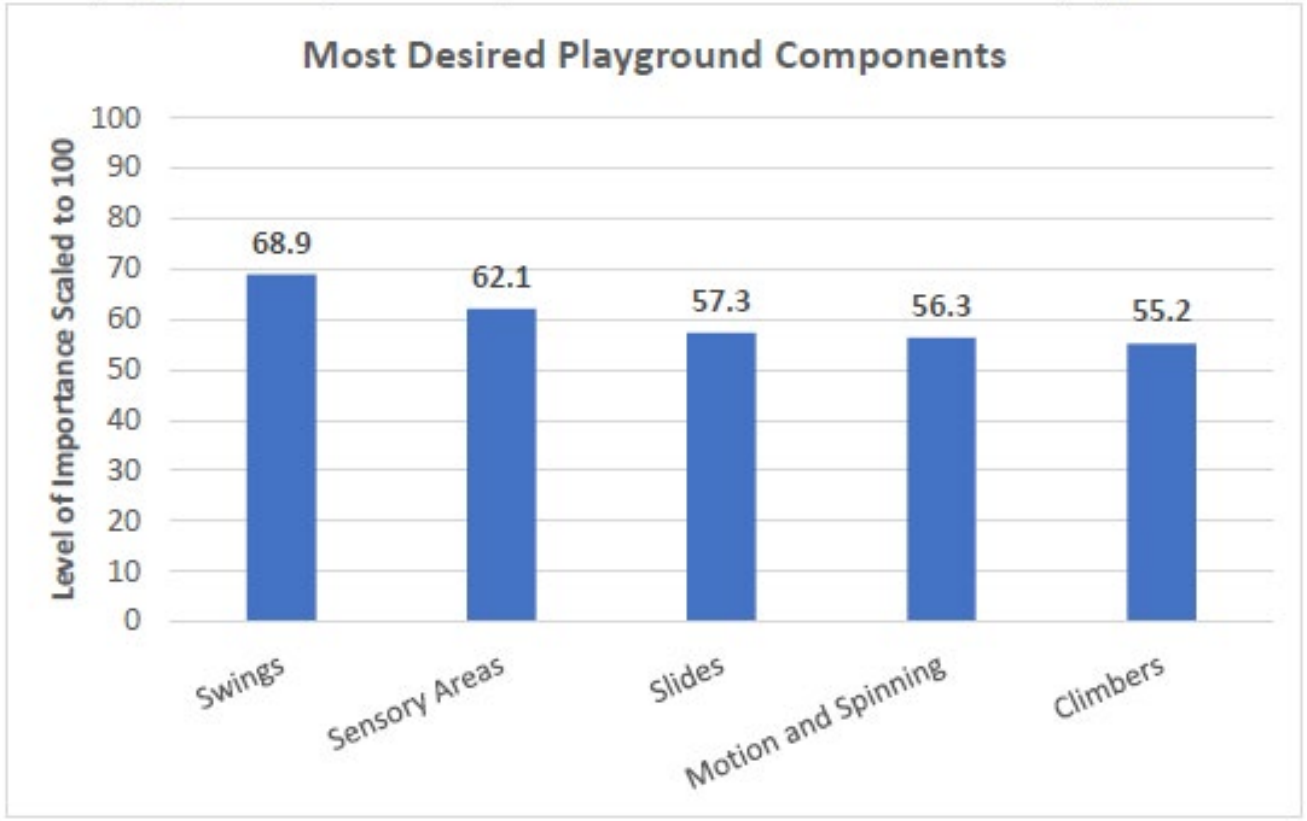
What water features do you desire the most for the spray pad?



Survey Results

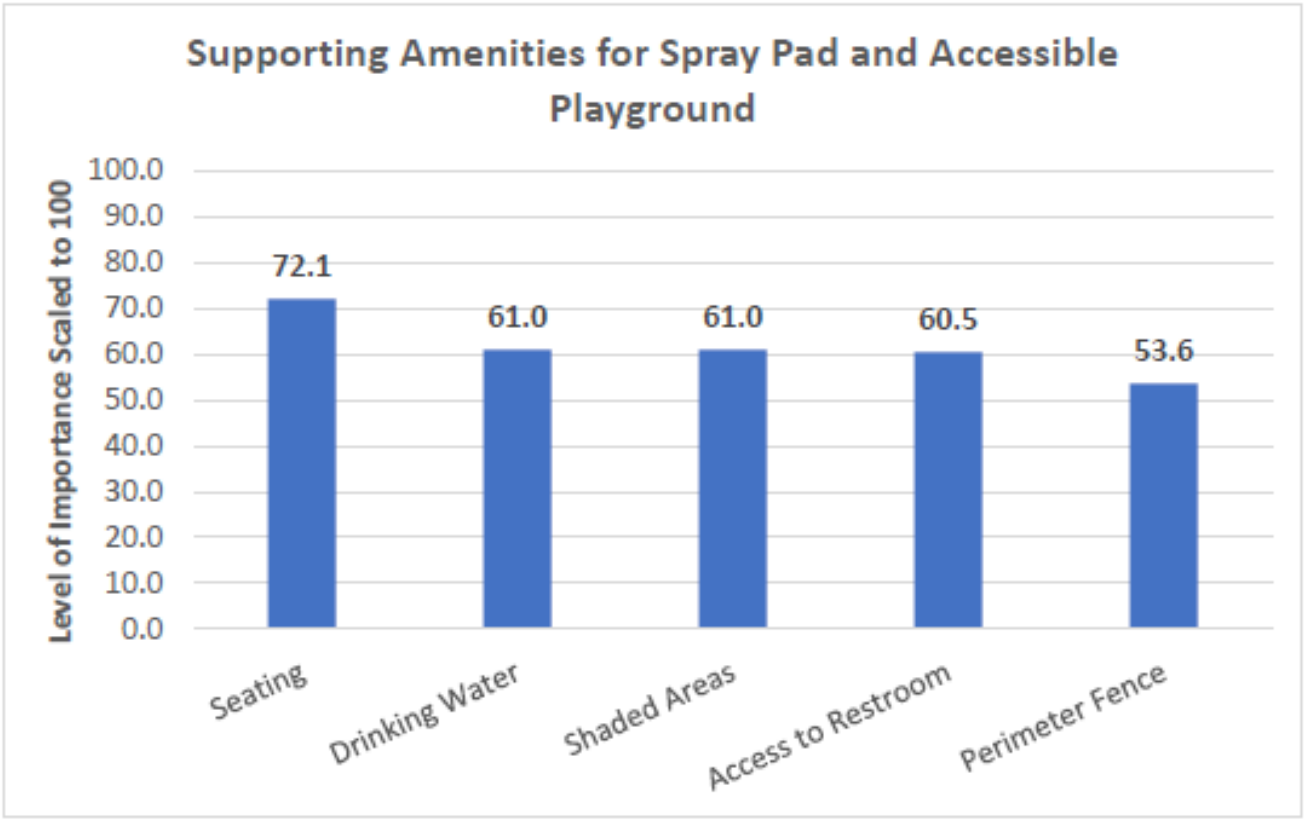
Accessible Playground

What playground **components** do you desire the most for the accessible playground?

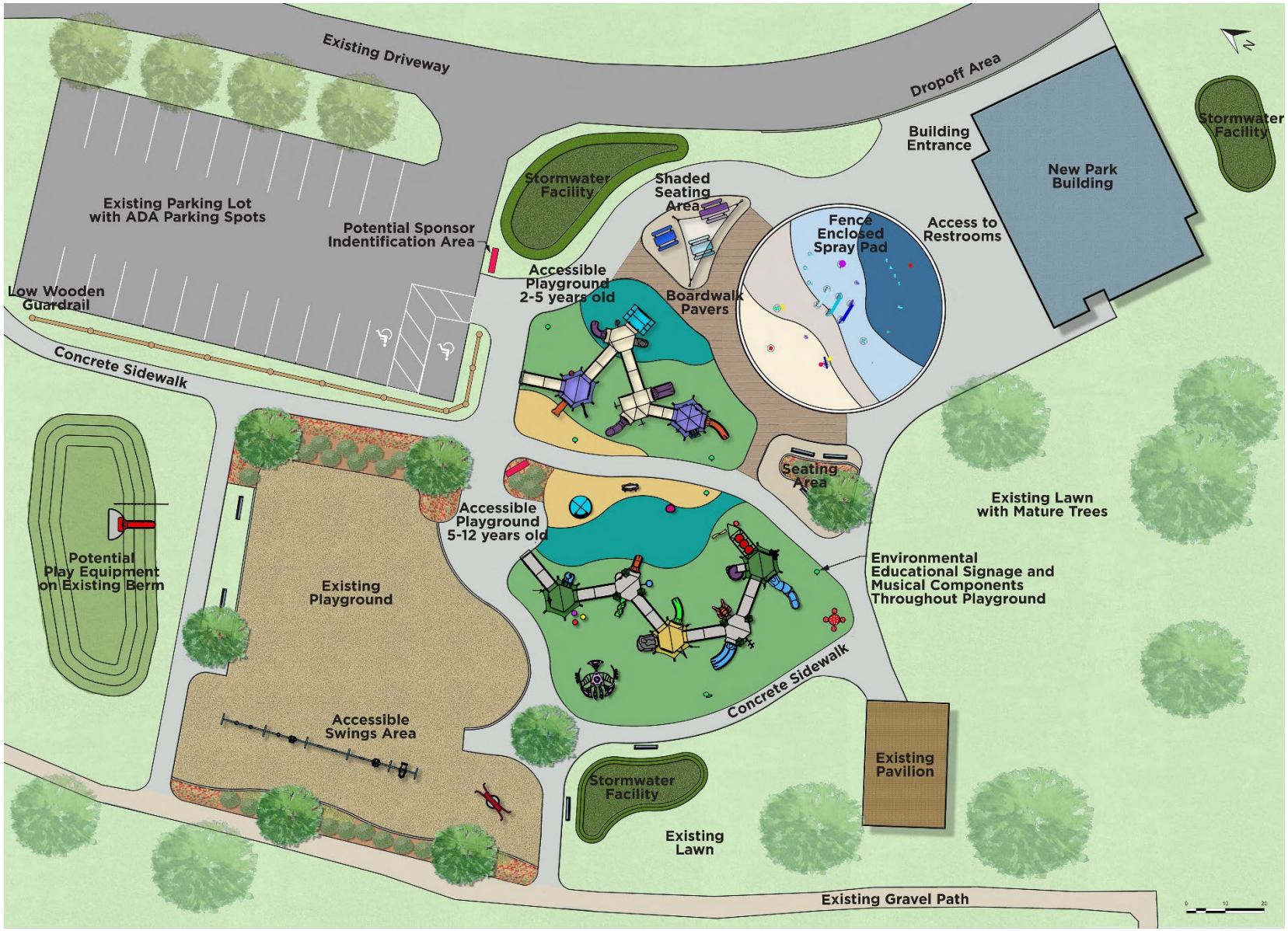


Survey Results

What supporting **amenities** for the spray pad and accessible playground are most important for you?



Overall Concept Plan



Park Building

Building Parameters

- Provide an open space multi-purpose room, restrooms, an office, storage room, mechanical room, and service pump room for the spray pad
- Estimated size is 3,000 square feet
- One story
- Located close to spray pad



Park Building

Building Programming

- Summer day camps
- Youth and adult education programs
- Arts and crafts classes
- Fitness and dance classes
- Senior social activities

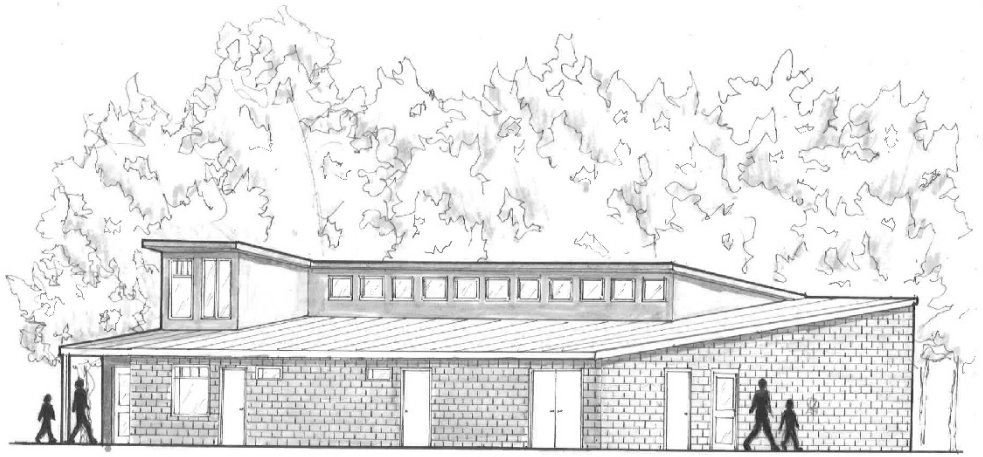






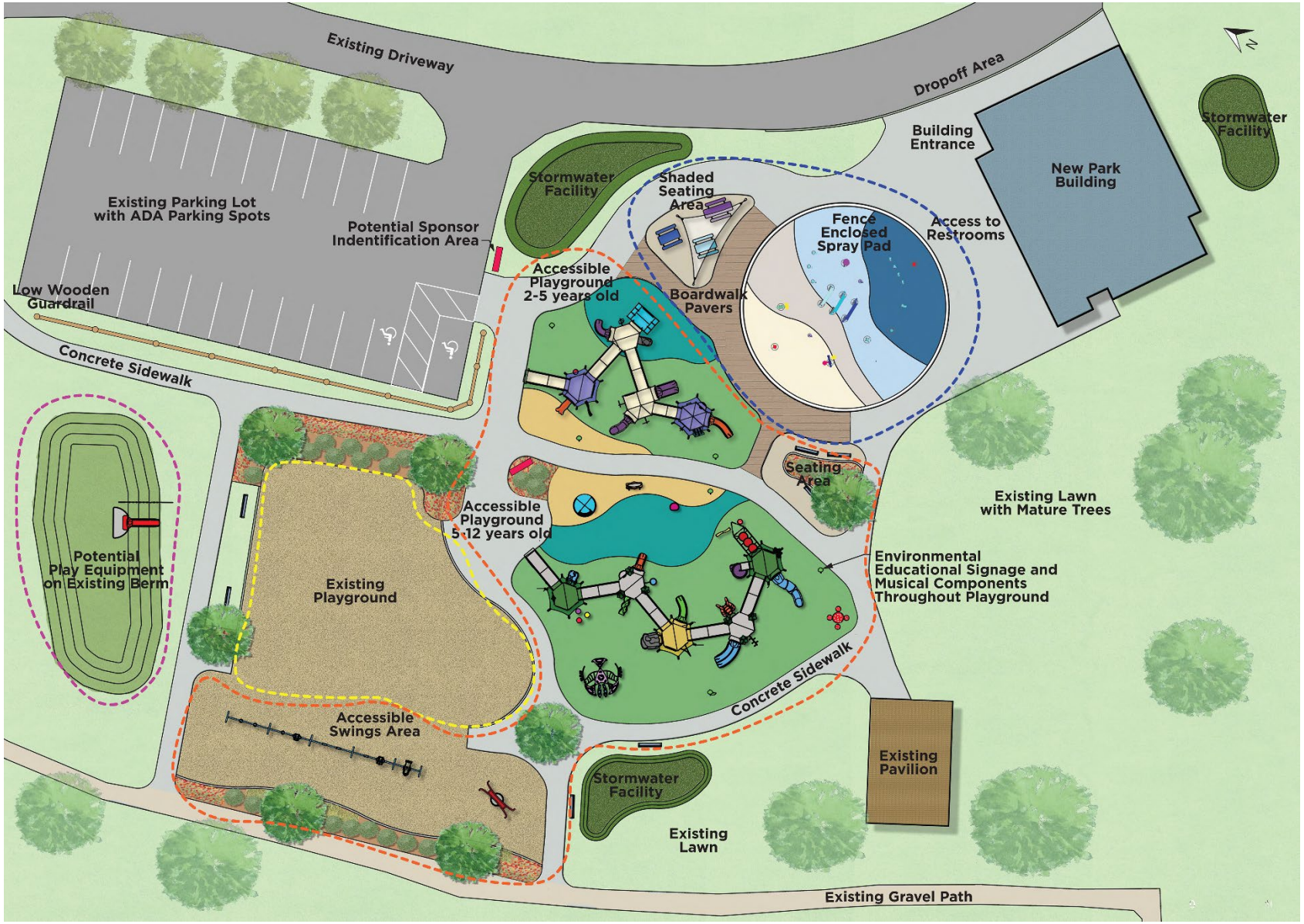
Park Building

- Sub-dividable multi-purpose room to accommodate up to 60 occupants
- Clerestory windows above multi-purpose room for natural light
- Office/Reception area with unobstructed views to main entry and spray pad





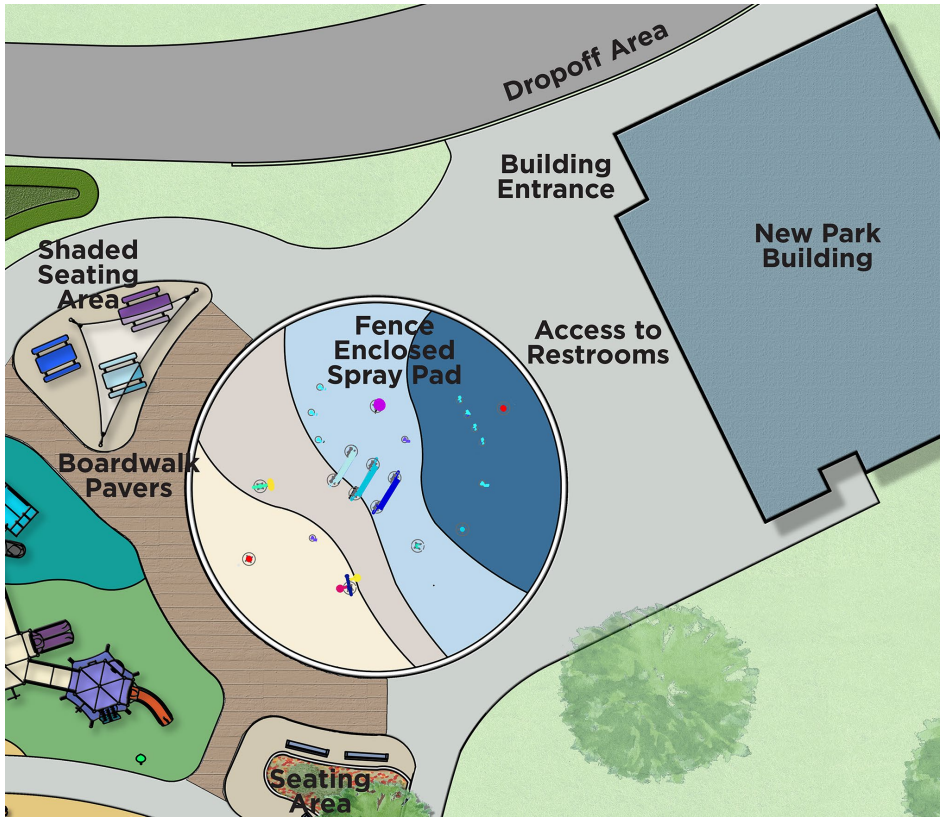
Spray Pad & Accessible Playground



Spray Pad

Spray Pad Parameters

- Locate close to building (pump room, office, restrooms)
- Approximately 2,000 square feet
- 8-10 spray components
- Accommodate 20-30 youth
- Must have 4’ perimeter fence and gate(s)
- Provide area for younger and older youth
- Brushed concrete surface



Spray Pad



Spray Pad



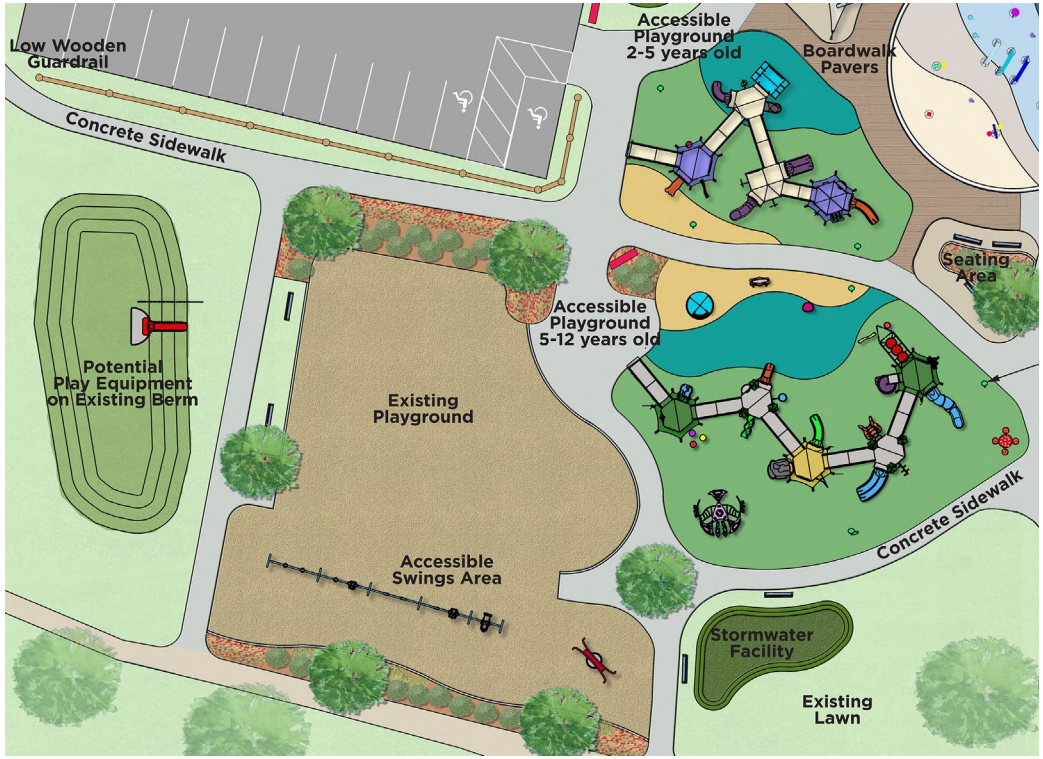
Spray Pad



Accessible Playground

Accessible Playground Parameters

- ADA accessible
- Offer opportunities of all ages and abilities
- Keep existing playground; incorporate with new playground area
- Swings most desirable component from public survey and public meeting
- Provide connecting pathways and desirable amenities; seating most important to public
- Public desire for different surface/texture types



Accessible Playground



Accessible Playground

CUNNINGHAM RECREATION

Dover Park
2-5 Unit

Design • Build • PLAY!



www.cunninghamrec.com

800.438.2780

Accessible Playground



Accessible Playground







Supporting Amenities

- Access to restrooms
- Benches
- Picnic tables
- Shade structures
- Bike rack
- Waste receptacles
- Sidewalks
- Landscaping

Project Schedule and Funding

WE ARE HERE

Winter 2020	Spring 2021	Fall 2021	Spring 2022	Fall 2022
Preliminary design and fund raising	Final construction documentation and permitting	Commence park building and spray pad construction	Park building and spray pad construction complete	Accessible playground construction (schedule TBD based on available funding)

Park Building	FUNDED
Spray Pad	FUNDED
Accessible Playground	CONSTRUCTION FUNDING NEEDED

Thank you!

Next Steps

Provide comments and follow our progress at:

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Questions or Concerns?

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