

**City of New Castle Delaware  
City Council Special Meeting  
201 Delaware Street, New Castle  
Monday, August 5, 2019 - 6:00 P. M.**

**Call to Order: 6:00 PM**

**Roll Call**

Councilperson Suzanne M. Souder  
Councilperson Russell P. Smith  
Council President Linda Ratchford  
Councilperson Michael M. Platt

**Absent:**

Councilperson Valarie W. Leary

**Also present:**

William Barthel, City Administrator  
Janet Carlin, City Treasurer  
Geena George, Representing the City Solicitor  
Jeff Bergstrom, Building Official and Fire Marshal

The City Administrator provided an overview of methods that could be used to establish city fee adjustments, including straight percentages and comparisons with other communities.

The City Building Official briefly described the city's rental inspection and licensing processes.

Discussion followed on the topics of residential and commercial property rental inspections and licensing fees and processes.

A placeholder of \$75 will be considered for a residential rental license fee. More research is needed related to commercial property.

Increasing the Board of Adjustment fee from \$600 to \$800 will be researched and considered. Different fees based on zoning will be researched.

The City Building Official briefly described the city's business license fee history, determinants and processes. Discussion followed on this topic, as well as on contractors' license fees. A general 20% increase across the board, for business license fees, will be researched and considered, and the number of these licenses issued to businesses with over 50 employees will be looked into.

An increase to \$100 for a vendor license fee will be considered.

More research will be completed on the topic of the building permit and land development filing fees.

Special trash pick-up fees were discussed and will be researched further.

A vendor license fee increase to \$100 will be considered.

Fees related to vacant properties were discussed.

The topic of city branding implementation was discussed. The new logo will replace the seal in all materials except for the official city seal itself. The new logo will be phased in, as replacement items are needed/ordered. New nametags for Council members will be looked into, as well as a new city flag.

A City Council Special Meeting will be scheduled for September 16 at 6:00 PM, to discuss the Delaware Street project. A City Council Special Meeting will be tentatively scheduled for September 23, if needed, to discuss the Delaware Street project.

After a motion and second, the meeting was adjourned at 8:01 p.m.

Respectfully submitted,

Brian Whitaker Clerk of the City of New Castle

Next Regular Meeting Date: August 13, 2019