KENT COUNTY LEVY COURT
Dover, DE 19901 (302) 744-2300
www.kentcountyde.gov

Kent County Levy Court Workshop
Meeting Notice and Agenda
555 Bay Road , Dover, DE 19901
Caucus - Room 230
Tuesday, May 5, 2026

6:00 PM, WORKSHOP

Join the Meeting:
The public is welcome to attend in person, via WebEx, or by phone.
to join via WebEx go to: https://kentcountyde.webex.com/kentcountyde/j.php?MTID=mb5be1b37cbbf8809edf94daf921c9a4b
or by phone: 1-408-418-9388; Meeting number (access code): 2342 429 6539; Meeting password: #

CALL TO ORDER

DETERMINATION OF QUORUM

WORKSHOP ITEMS:
1. DE Turf Dome Project
2. Opioid Abatement and Remediation Strategies (OARS) Grant Review
3. Ordinance LC26-04 Kent County Code Relating to Ethics, Post-Employment Restrictions and Standards of Conduct
4. Ordinance LC25-24 amending Chapter 128 (Fees), Article XI (Fees Enumerated), 128-49 (Meeting Room Fee Schedule)
5. Ethical Separation of Official Duties and Campaign Activities

PUBLIC COMMENTS

COMMISSIONERS' COMMENTS

Executive Session
Following the Workshop, if needed
Caucus Room

For preliminary discussion on site acquisition for a publicly funded capital improvement; legal strategy session regarding collective bargaining or pending or potential litigation; and personnel matters pursuant to 29 Del.C. 10004(b)(2), (4), & (9).

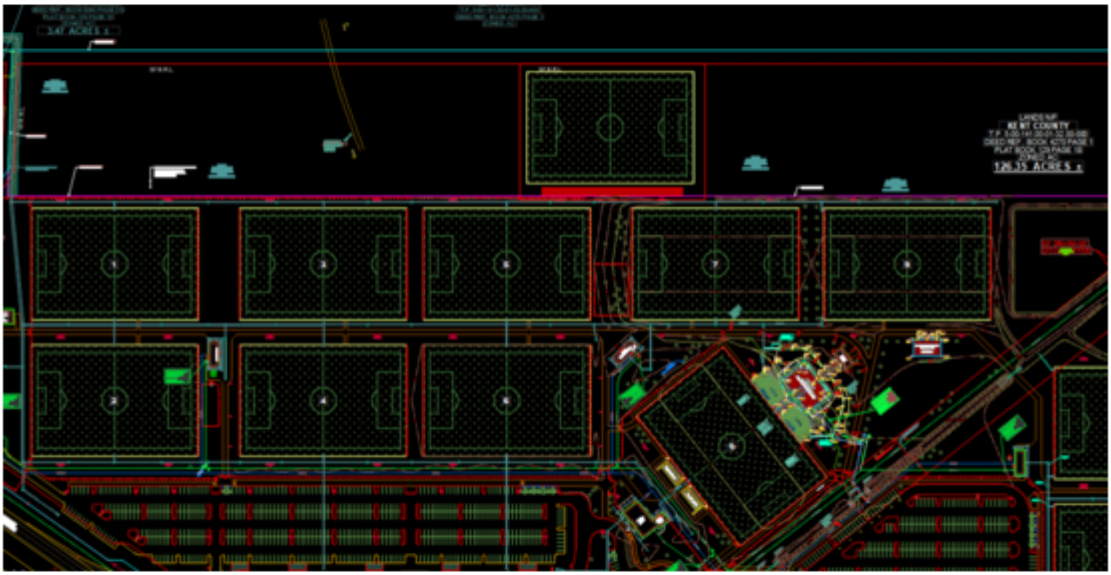
ADJOURN

Posting Info:

Posted: 4/28/26
Revised:
Posted by: L. Tanaka
Time: 5:00PM
Take down: Upon Replacement or on 5/6/26

29 Del.C. §10004(e)(2). The Agenda items as listed may not be considered in sequence. This Agenda is subject to change to include additional items including Executive Sessions or the deletion of items including Executive Sessions, which arise at the time of the meeting.


HIBIT "B"
ENT COUNTY
RTS COMPLEX
BECKER MORGAN GROUP
ARCHITECTURE
ENGINEERING
Dover, DE
309 S. Governors Ave.
Dover, DE 19904
Ph. 302.734.7950
EXHIBIT "B"


126.35 ACRES ±





BECKER MORGAN GROUP

ARCHITECTURE
ENGINEERING

DE TURF SPORTS DOME

KENT COUNTY, DE

4.15.2025

MEMORANDUM

TO: Levy Court Commissioners
FROM: Kevin R. Sipple, County Administrator
SUBJECT: POSDC Local Government Funding
DATE: April 30, 2026

Kent County has received a total of **$518,507.90** in available funding through the Local Government Opioid Settlement Fund (OARS) for this grant cycle. These funds are intended to support evidence-based programs and initiatives that address opioid misuse, treatment, recovery, and prevention efforts within our community.

The County issued competitive grant solicitation and received multiple applications from qualified organizations proposing a range of services aligned with approved opioid abatement strategies.

Staff conducted a comprehensive review of all submitted applications based on alignment with approved opioid abatement strategies, demonstrated need within Kent County, program effectiveness, organizational capacity, measurable outcomes, and overall financial reasonableness. Consideration was also given to ensuring a balanced portfolio of programs across prevention, treatment, recovery support, and harm reduction.

Based on this evaluation, staff recommend allocating the available funding across a prioritized mix of initiatives, including treatment and recovery support programs, prevention and youth-focused services, harm reduction efforts, and community outreach initiatives. These programs are intended to provide both immediate impact and long-term benefits to Kent County residents.

Kent County has elected to utilize the **POSDC-Managed Grant (Third-Party Contract) option**, which allows the County to identify and select qualified external organizations to execute specific projects within its jurisdiction. Under this approach, the Prescription Opioid Settlement Distribution Commission (POSDC) will serve as the fiscal agent and

enter into grant agreements directly with the selected organizations on behalf of the County.

A detailed funding allocation table outlining the recommended awards by organization is attached hereto as **Exhibit "A."**

Recommended Motion:

"I MOVE TO APPROVE THE ALLOCATION OF $518,507.90 IN LOCAL GOVERNMENT OPIOID SETTLEMENT (OARS) FUNDING, AS PRESENTED BY STAFF AND OUTLINED IN EXHIBIT 'A,' AND TO AUTHORIZE THE COUNTY ADMINISTRATOR TO EXECUTE ALL NECESSARY DOCUMENTATION ASSOCIATED WITH THE POSDC-MANAGED GRANT PROCESS ON BEHALF OF KENT COUNTY."

INTRODUCED BY:
DATE INTRODUCED:
PUBLIC HEARING DATE:
PUBLIC HEARING TIME: 7:00 p.m.
ADOPTION DATE:
EFFECTIVE DATE: Upon Adoption

Ordinance LC26-04
Ethics

An Ordinance to replace Kent County Code, Vol. II, CHAPTER 41 ETHICS, CODE OF WITH KENT COUNTY CODE RELATING TO ETHICS, POST-EMPLOYMENT RESTRICTIONS, AND STANDARDS OF CONDUCT by repealing and replacing the current language in its entirety.

WHEREAS

The Levy Court finds that public confidence in County government requires clear, enforceable ethical standards; and

The State of Delaware has established ethics requirements under Title 29, Chapter 58; and

Kent County desires to adopt those standards and supplement them with additional local safeguards;

THE LEVY COURT OF KENT COUNTY, DELAWARE, HEREBY ORDAINS:

Section 1. That the existing Kent County Code, Vol. II, Chapter 41 ETHICS, CODE OF be replaced with Kent County Code, Vol. II, CHAPTER 41 OF THE KENT COUNTY CODE RELATING TO ETHICS, POST-EMPLOYMENT RESTRICTIONS, AND STANDARDS OF CONDUCT by deleting the current language in its entirety and replacing it with the following underlined language:

Chapter 41 — Ethics and Standards of Conduct

§ 41-1. Adoption of State Ethics Law.

A. Incorporation by Reference

Kent County adopts and incorporates by reference Title 29, Chapter 58 of the Delaware Code, as amended, as the governing ethics standards for County officers, employees, and appointed officials.

B. Applicability

All County elected officials, appointed officials, employees, and members of boards, commissions, and committees are subject to the code of conduct, conflict-of-interest, financial disclosure, gift, post-employment, advisory opinion, and complaint requirements and procedures set forth in Title 29, Chapter 58.

C. Enforcement

Enforcement authority remains with the Delaware Public Integrity Commission in accordance with the procedures outlined in Title 29, Chapter 58.

§ 41-2. Supplemental Local Standards.

The following provisions supplement and do not replace State law.

A. General Ethical Conduct

Officials and employees shall conduct themselves so as to maintain public confidence and avoid both actual impropriety and the appearance of impropriety.

B. Prohibition on Nepotism

1. No official or employee shall participate in or influence any decision relating to the hiring, evaluation, promotion, discipline, assignment, or compensation of a relative.
2. A relative shall be defined in accordance with §5806A. of Title 29 as amended to include:
    a. A person's spouse or domestic partner
    b. A person's parent, stepparent, child, or stepchild
    c. The parent, stepparent, child, or stepchild of a person's spouse or domestic partner
    d. A person's grandparent or grandchild
    e. A person's sibling
    f. The spouse of a person's child
    g. A minor child for whom the person has assumed and carried out parental responsibilities
3. No employee shall be placed in a position of direct supervision over a relative.
4. Relatives must be disclosed to Human Resources within thirty (30) days of hire or occurrence.
5. If a supervisory conflict question arises, Human Resources, in consultation with the County Administrator, applicable department heads, and the County Attorney's office (as necessary) shall determine appropriate reassignment or structural safeguards consistent with operational needs.

C. Procurement Conflict Certification

Individuals participating in bid or proposal evaluations above thresholds set by County policy must execute a written conflict-of-interest certification before participation. All conflicts of

interest with relatives (as defined herein) shall be disclosed. For projects requiring sealed bids, a relative having an interest in the entity bidding shall not preclude the bidder from receiving the awarded conflict provided that all conflicts of interest are disclosed. For non-competitive bidding, such as professional services, all conflicts of interest must be disclosed and no relative shall participate in the selection process.

§ 41-3. County-Specific Post-Employment Restrictions.

In addition to State post-employment restrictions:

A. Two-Year Representation Restriction

No former County employee shall, within two (2) years after separation, represent or assist a private entity before Kent County in connection with any matter in which the employee participated personally and substantially during County service.

B. One-Year Cooling-Off for Senior Personnel

For one (1) year after separation, no former Department Head, Division Director, Procurement Officer, or employee with final decision-making authority shall accept employment with or compensation from a private entity if:

1. The entity had a contract, regulatory approval, development application, or procurement pending before the employee during their final year of service; and
2. The employee exercised discretionary authority affecting that entity.

C. Confidential Information

Officials and employees shall not use or disclose confidential information (e.g. site acquisition, collective bargaining, litigation, or personnel matters) acquired during County service for personal benefit or for the benefit of any private party.

D. Contracting Prohibition

No former employee may assist a private party in securing a County contract where the employee was directly involved in drafting specifications, evaluating proposals, negotiating terms, or approving the contract.

E. Waiver Authority

The County Attorney may issue written advisory guidance regarding the applicability of this section; however, enforcement authority remains with the Public Integrity Commission.

§ 41-4. Ethics Training.

All officials and employees shall complete ethics training as approved by the County Administrator upon swearing-in / appointment / hiring.

§ 41-5. Consequences.

A confirmed violation of Title 29 or this Chapter shall constitute grounds for discipline under County personnel policy, up to and including reprimand or censure, termination, removal from boards, or other penalties or remedies as sanctioned in Title 29 Chapter 58.

§ 41-6. Severability.

If any provision is invalid, the remainder shall remain in effect.

Section 2. Severability.

The provisions of this Ordinance are severable and if any of its provisions or any sentence, clause, or paragraph or the application thereof to any person or circumstance shall be held unconstitutional or violative of the Laws of the State of Delaware by any court of competent jurisdiction, the decision of such court shall not affect or impair any of the remaining provisions which can be given effect without the invalid provision or application.

Section 3. Effective Date.

This Ordinance shall be effective upon the date of adoption.

ADOPTED BY THE LEVY COURT OF KENT COUNTY, DELAWARE

_____
President, Kent County Levy Court

This _____ day of _____, 20__

ATTEST: _____
Clerk of the Peace

Synopsis: This ordinance repeals and reenacts Chapter 41, Ethics, Code of to explicitly incorporate Title 29, Chapter 58 of the Delaware Code, as amended, as the

governing ethics standards for County officers, employees, and appointed officials and includes specific ethics standards for Kent County elected officials and employees.

INTRODUCED BY: _____
INTRODUCTION DATE: _____
PUBLIC HEARING DATE: _____
PUBLIC HEARING TIME: _____
ADOPTION DATE: _____
EFFECTIVE DATE: _____

ORDINANCE LC25-24

An Ordinance amending The Code of Kent County, State of Delaware, Volume I, Chapter 128 (Fees), Article XI (Fees Enumerated), §128-49 (Meeting Room Fee Schedule) to implement a routine housekeeping update, incorporating updated terms, facility names, procedures, and potential rental fee increases.

NOW, THEREFORE, THE LEVY COURT OF KENT COUNTY, DELAWARE, HEREBY ORDAINS:

Section 1. That Article XI. Fees Enumerated, §128-49, Meeting Room Fee Schedule is hereby amended by deleting the language identified in brackets and strike-through, and adding underlined language as follows:

§128-49 Meeting Room Use and Fee Schedule [Added 5-12-2009 by Ord. No. 09-09]

~~Meeting room space in any County building or facility may be used, or reserved by individuals and groups **that are** not part of the Kent County government organization for a fee in accordance with the following schedule:~~

A. Purpose. The purpose of this section is to establish guidelines and fees for the use of County meeting rooms by external organizations.

B. Eligibility. Meeting rooms may be reserved by non-profit corporations, government agencies, and civic organizations as defined by Delaware code. Reservations are subject to availability and compliance with County policies.

C. Fee Schedule. The following fees apply to the use of County meeting rooms:

[~~A~~]D. **Kent County Administrative Complex** [~~County Complex~~] at 555 Bay Road, Dover, Delaware. [Amended 9-24-2019 by Ord. No. 19-19]

Room	Base Rental (per hour)	Optional Support Staff Fee (per hour)
Levy Court Chamber*	$60	$40
Room 220	$50	$40
Room 221**	$35	$40

~~Room Location~~	~~Base Rental~~	~~[With PA System]~~	~~With Audio-Visual Equipment~~	~~Reference Section~~
~~Levy Court Chamber*~~	~~$40/hour~~	~~[$55/hour]~~	~~[$60] $80/hour~~	~~§ 4-1.C~~
~~[Room 117**]~~	~~[$20/hour]~~	~~[n/a]~~	~~[n/a]~~	
~~[Room 126**]~~	~~[$20/hour]~~	~~[n/a]~~	~~[n/a]~~	
~~Room 220~~	~~$30/hour~~	~~[$45/hour]~~	~~[$50] $60/hour~~	~~§ 128-49.A~~
~~Room 221**~~	~~$20/hour~~	~~[n/a]~~	~~[$35] $40/hour~~	~~§ 128-49.A~~

*The Levy Court Chamber may be authorized for use by state or other government-affiliated agencies.

**~~[After]~~5:00 p.m. – 8:00 p.m., Monday through Thursday, nonprofit and civic organizations are exempt from ~~[the fees associated with usage of Rooms [117, 126 and] 221 (without audio-visual equipment) [and the Library Conference Room.]]~~ the base rental fees for Room 221.

E. Support Staff Fee. All meeting rooms are equipped with audio-visual equipment. The base rental fee applies regardless of equipment usage. If support staff is requested or required to be present for the duration of the meeting or event to assist with setup, operation, or troubleshooting of equipment, an additional hourly support staff fee of $40 shall apply.

F. Usage and Fee Waivers and Extended Building Hours. The Building may be opened beyond the designated times by the County Administrator or by majority vote of the Levy Court upon special request. When deemed appropriate, the County Administrator or a majority vote of the Levy Court may waive fees or usage policies for these spaces. ~~and if a Levy Court Commissioner reserves a room to sponsor a group, the fee shall be waived provided the sponsoring Commissioner attends the meeting.~~

Other County Facilities with Meeting Rooms:

G. **EMS Conference Room at 911 Public Safety Boulevard, Dover, Delaware.**

(1) Affiliated public safety, police, fire, EMS, and emergency services groups: no charge.
~~(2) All other outside groups: $30/hour.~~

H. **EMS Conference Room at Wheatley Pond Road Center, Smyrna, Delaware.**

(1) Affiliated public safety, police, fire, EMS, and emergency services groups: no charge.
~~(2) All other outside groups: $20/hour.~~

l. **Kent County Public Library Conference Room, Dover, Delaware.**

(1) Affiliated library services support groups: no charge.

(2) All other outside groups: $30/hour. Pending availability, [A]after 5:00 p.m., nonprofit and community service organizations are exempt from the fees associated with usage of the Library Conference Room.

Section 3. This ordinance shall become effective _____.

Section 4. If any section, paragraph, sentence, clause, or phrase of this Ordinance shall be declared invalid for any reason whatsoever, such decision shall not affect the remaining portions of this Ordinance which shall continue in full force and effect; and to this end, the provisions of this Ordinance are hereby declared to be severable.

ADOPTED BY THE LEVY COURT
OF KENT COUNTY, DELAWARE

_____

PRESIDENT, KENT COUNTY LEVY COURT
THIS ____ DAY OF ____, 2025

ATTEST: _____
CLERK OF THE PEACE

Ssynopsis

This Ordinance amends The Code of Kent County, State of Delaware, Volume I, Chapter 128 (Fees), Article XI (Fees Enumerated), §128-49 (Meeting Room Fee Schedule) to implement a routine housekeeping update. Key revisions include:

Removal of Rooms 117 and 126 from the schedule due to their unavailability

Updated base rental fees for the Levy Court Chamber ($60/hour), Room 220 ($50/hour), and Room 221 ($35/hour)

Addition of meeting room fee schedules for EMS Conference Rooms (911 Public Safety Boulevard and Wheatley Pond Road Center) and the Kent County Public Library Conference Room

Introduction of a standardized optional support staff fee of $40/hour, applicable when technical assistance is requested or required for the duration of a meeting or event

Clarification that all rooms are equipped with audio-visual equipment, and the base rental fee applies regardless of equipment usage

Aligned eligibility to non-profit and civic organizations and government agencies as defined by Delaware code

Refined exemption language for nonprofit and civic organizations, applicable only to Room 221 and the Library Conference Room after 5:00 p.m., subject to availability

Updated facility names and references for consistency across County documents

Authorization for the County Administrator or Levy Court to waive fees or extend building hours under specific conditions

These updates ensure consistency across County facilities, reflect current operational practices, and improve transparency in meeting room rental procedures.

DIRECTOR OF ADMINISTRATION

March 31, 2026

T0: Levy Court Commissioners

Via: Kevin Sipple, County Administrator

FROM: Joel Gartner, Director of Administration

RE: Ethical Separation of Official Duties and Campaign Activities

Purpose:
To outline widely accepted, non-partisan best practices that help public officials maintain transparency, public trust, and compliance with ethical standards.

1. Keep Government Staff Separate from Campaign Staff

- County employees perform only official duties.
- Campaign tasks (fundraising, outreach, messaging) are handled exclusively by campaign-paid personnel.
- County staff are never asked to volunteer or assist with campaign work.

2. Use Only Personal or Campaign Resources for Campaigning

- Campaign communications are sent from personal or campaign devices and accounts.
- County phones, computers, vehicles, and office supplies are not used for campaign purposes.
- Campaign materials are created and stored separately from county systems.
- Do not ask subordinates, contractors, or constituents to support your campaign in ways that could feel mandatory.
- Keep detailed, separate records for campaign and official expenditures.

3. Distinguish Public Events from Campaign Events

- Official appearances focus solely on public business and community needs.

- Campaign speeches, requests for support, and election messaging occur only at campaign-sponsored events. When speaking publicly, distinguish whether you are acting as a candidate or in your official capacity.
- No campaign literature is distributed at official events.
- If attending an event as a candidate, do not use official titles, insignia, or resources unless clearly permitted.

4. Keep Constituent Communication Non-Political

- Official newsletters, emails, and announcements provide services, updates, or policy information only.
- Campaign messages—vote requests, fundraising, volunteer recruitment—are sent solely through campaign channels.
- Official platforms (websites, social media) avoid campaign language.

5. Conduct Campaign Activity on Personal Time

- Work hours are devoted exclusively to public duties.
- Campaign meetings, outreach, and strategy sessions happen during evenings, weekends, or approved leave.
- The County building should not be used for campaign purposes.

6. Maintain Clear, Separate Branding

- County-use materials (official logos, colors, and fonts) should not be used in campaign material.
- Campaign materials use distinct branding and include required campaign disclaimers.
- Websites and social media for official duties and campaign purposes are completely separate.

7. Document and Follow All Ethical Guidelines

- Follow state and local ethics rules.
- Maintain clear internal policies for staff to keep official duties separate from campaign activities.
- Proactively disclose potential conflicts where required.
- When uncertain, consult Public Integrity Commission or legal counsel.