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CITY OF WINOOSKI

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KATHERINE R. DECARREAU
CITY MANAGER

MAYOR MICHAEL O'BRIEN
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CITY COUNCIL

COUNCILOR SALLY TIPSON
COUNCILOR JOHN LITTLE
COUNCILOR SARAH ROBINSON

DEPUTY MICHAEL MAHONEY

AGENDA

Monday, April 5, 2010 at 6:00 p.m.

Claire Burke Chamber

- I. Call to Order and Pledge of Allegiance**
- II. Public Comment Period – Non agenda items (3 minute limit please)**
- III. Consent Agenda:**
 - a. Minutes of March 15, 2010 Council Meeting
 - b. Accounts Payable Warrants as Closed April 5, 2010
(Motion: "I move that we accept the items on the consent agenda as presented/amended.")
- IV. City Manager Update**
 - a. Census
 - b. Winooski Coalition for Safe and Peaceful Community (WCSPC) Change in Status
 - c. Current Work Plan for the City of Winooski
 - d. Channel 17 Presentation
- V. Action Agenda:**
 - a. Library Board Appointment – K. Decarreau
(Motion: "I move to approve...")
 - b. Cycling Event – Fundraiser for Lance Armstrong Foundation – Benjamin Kaufman
(Motion: "I move to approve...")
 - c. Select Finance Committee Chair – K. Decarreau
(Motion: "I move to approve...")
 - d. Planning Director Appointment – K. Decarreau
(Motion: "I move to approve...")
 - e. Zoning Administrator Appointment – K. Decarreau
(Motion: "I move to approve...")
 - f. Assistant Zoning Administrator Appointment – K. Decarreau
(Motion: "I move to approve...")
 - g. Disposition of Engine 1 – K. Decarreau
(Motion: "I move to approve...")
 - h. Town Highway Annual Financial Plan – A. Aldieri
(Motion: "I move to approve...")
 - i. Access Control Bid & Resolution – S. Palmer

Minutes of April 5, 2010

Winooski City Council

(Motion: "I move to approve...")

- j. Grant Application Resolution for Community Wellness Department – N. Ribhibhinyo

(Motion: "I move to approve...")

VI. Discussion Agenda:

- a. Chicken Permit for 111 West Street – J. Trzepacz
- b. Saint Peter Street One Way Introduction – Robin McCormick
- c. East Allen Street Multiuse Path – S. Palmer
- d. Public Works Orientation – S. Palmer
- e. Parking Garage Overview & New Access Control System – R. Gaulin & S. Palmer
- f. Parking Garage Revenue & Expense Projection – S. Palmer & K. Decarreau

VII. Executive Session

VIII. Adjourn

MINUTES

The meeting was called to order by the Mayor at 6:30 p.m.

The meeting started with the Pledge of Allegiance led by Deputy Mayor Michael Mahoney.

Members Present:

Mayor Michael O'Brien

Councilors: Michael Mahoney, Sally Tipson, Sarah Robinson, John Little

Officers Present:

Katherine R. Decarreau, City Manager; Angela M. Aldieri, Clerk's Office Administration; Steve Palmer, City Engineer; Rick Gaulin, Parking Garage Superintendent; Jim Trzepacz, Planning/Assessing/Zoning; Amanda Webster-Perry, Librarian; Nina Ribhibhinyo, Rec. & Wellness; Keegan Albaugh, Rec. & Wellness;

Others Present:

Dave Bowers; Dick Lesage; Jim Read; Nan Spence; Irene Bowman; Anne Linton Elston; Emily Haggerty; Emilie Riddle; Prudence Doherty; Cathy Resmer; Matthew Gang; Lauren Glenn Davitian, Channel 17;

II. Public Comment Period – Non Agenda Items

Anne Linton Elston thanks those present for moving the City Manager Update earlier in the meeting. She went on to state that Bob Kiss was giving a state of the state address in Burlington and suggested it as something Winooski should consider for the future.

III. Consent Agenda

MOTION by Councilor Robinson, seconded by Councilor Mahoney to approve the consent agenda as presented. Voted and passed 4-0.

IV. City Manager Update

a. Census

Ms. Decarreau reminded the community to complete and send in the Census forms. The count can affect future funding and grant awards for the City.

b. Winooski Coalition for Safe and Peaceful Community (WCSPC) Change in Status

Ms. Decarreau informed the Council that the WCSPC has a draft of their articles of incorporation. The City would continue to act as a fiscal agent, but the WCSPC would become a separate entity.

At this time Ms. Decarreau acknowledged the work of Professor Kelly Young of CCV and her class who worked to clean up the Riverwalk recently.

Ms. Decarreau informed the Council that we have an audit draft in hand. The City continues to work with the auditor on some numbers. She expects to present to the Council on April 19th when we have a better idea of the numbers.

c. Current Work Plan for the City of Winooski

Ms. Decarreau noted that process policies and procedures have not been updated in the City recently. There are two major projects that will be undertaken between now and July 1st. Those projects are a streamlining of the administrative workflow and ordinances. Ms. Decarreau went on to detail the goal of these projects.

d. Channel 17 Presentation

Lauren Glenn Davitian asked the Council for feedback regarding the Channel 17 services the City uses. Currently, Channel 17 covers three meetings per month and the City allocates \$3000 annually to place our meetings streaming online. The Council was in agreement that the coverage is great and had no suggestions for improvement as all the issues have been resolved. Discussion followed about meetings which could be covered by Channel 17 in the coming months in addition to the two Council meetings.

At this time Ms. Decarreau suggested some items, both action and discussion, be moved up to allow members of the public to leave following their issue.

V. & VI. Action & Discussion Agenda

a. Library Board Appointment

Mrs. Webster-Perry brought before the Council Emily Haggerty, Emilie Riddle, and Prudence Doherty for new appointment to the Library Board. Ms. Haggerty and Ms. Riddle were seeking two year terms and Ms. Doherty a three year term. Cathy Resmer was brought before the Council for reappointment for a three year term. Each of the appointees gave a brief introduction to the Council.

MOTION by Councilor Little; seconded by Councilor Tipson to appoint the members to the Library Board as presented. Voted and passed 4-0.

b. Saint Peter Street One Way

Ms. Decarreau informed the Council that this item has been before the Traffic Advisory Board, but that the proposed change would require Council approval. Currently Saint Peter Street is one way only certain periods of time each day; however, due to safety concerns St. Francis Xavier School is requesting that the road become one way westbound at all times. Robin McCormick of the St. Francis School Board presented the current issues and proposed solution to the Council. Irene Bowman of Hall Street voiced her opposition to making the road one way at all times.

INTRODUCED by Councilor Mahoney with a public hearing to follow on May 3rd. Notice of the public hearing will be posted and mailed with the utility bills on April 15th.

a. Chicken Permit for 111 West Street

Mr. Trzepacz introduced the applicant, Matthew Gang, to the Council. Discussion followed regarding the process for obtaining a chicken permit.

MOTION by Councilor Mahoney, seconded by Councilor Tipson to approve the chicken permit as presented. Voted and passed 4-0.

It was noted that this item was on the discussion agenda, but had previously been presented to the Council for discussion and should have been up for action at this meeting. The consensus was to place the item on the next action agenda for reaffirmation of the approval; the applicant will not need to attend.

j. Grant Application Resolution for Community Wellness Department

Ms. Ribhibhinyo and Mr. Albaugh brought two grant applications for funding from the Vermont Children's Trust Grant. One application is for \$14,000 to continue operations of the afterschool program the other is for \$5,000 to fund a middle school program assessment. Discussion followed regarding coordination with the school for co-programming.

MOTION by Councilor Robinson; seconded by Councilor Mahoney to approve the grant applications as presented. Voted and passed 4-0.

b. Cycling Event – Fundraiser for Lance Armstrong

Ms. Decarreau informed the Council that Officer Benjamin Kaufman has applied for an event permit allowing him to cycle around the circle on Sunday, April 18th from 6:00am until 2:00pm or for one hundred miles whichever comes first. This is a fundraiser for the Lance Armstrong foundation. There are a number of businesses that will be holding their own special events/promotions in coordination with this event. This has been approved by all department heads and the Downtown Association.

MOTION by Councilor Mahoney; seconded by Councilor Little to approve this event for Sunday, April 18th as presented. Voted and passed 4-0.

c. Select Finance Committee Chair

The Council came to the consensus that Councilor Mahoney would replace Erik Heikel as the chair of the finance committee.

d. Planning Director Appointment

Ms. Decarreau recommended that the Council appoint Jim Trzepacz the Planning Director.

MOTION by Councilor Mahoney; seconded by Councilor Robinson to appoint Mr Trzepacz the Planning Director. Voted and passed 4-0.

e. Zoning Administrator Appointment

Ms. Decarreau recommended that the Council appoint Jim Trzepacz the Zoning Administrator.

MOTION by Councilor Little; seconded by Councilor Robinson to appoint Mr. Trzepacz the Zoning Administrator. Voted and passed 4-0.

f. Assistant Zoning Administrator Appointment

Ms. Decarreau offered to serve as the assistant zoning administrator as there was no one else able to do so. In this position she would act as zoning administrator in the event of Mr. Trzepacz's absence or in cases of conflict of interest.

MOTION by Councilor Mahoney; seconded by Councilor Robinson to appoint Ms. Decarreau assistant zoning administrator to act in the administrator's absence or in cases of conflict. Voted and passed 4-0.

g. Disposition of Engine 1

Ms. Decarreau reminded the Council that the City has a 1972 fire truck with broken springs that we are working on replacing. Its materials are not worth enough to be scrapped. Chief Bergeron is interested in donating the truck to the BFA Fairfax technical center on fire safety and would like the Council's authorization to do so.

MOTION by Councilor Mahoney; seconded by Councilor Tipson to donate the 1972 fire truck to the BFA Fairfax technical center. Voted and passed 4-0.

h. Town Highway Annual Financial Plan

Ms. Aldieri stated that this is a street budget provided to the Agency of Transportation (AOT) which determines mileage grant amounts. It was noted that failure to submit this document would make the City ineligible for AOT grant funding.

MOTION by Councilor Mahoney, seconded by Councilor Little to approve the Town Highway Annual Financial Plan as presented. Voted and passed 4-0.

Ms. Decarreau announced that item d. Public Works Orientation on the discussion agenda will be tabled until a later time.

e. Parking Garage Overview & New Access Control System

Mr. Palmer introduced Rick Gaulin to the Council as superintendent of the parking garage. Mr. Gaulin proceeded with a presentation about garage operations.

Mr. Palmer stated that he was going to combine action item **i. Access Control Bid & Resolution** with discussion item **f. Parking Garage Revenue & Expense Projection** for clarity.

Mr. Palmer presented to the Council the problems with the current access control system. He went on to explain the bidding process that had been completed. Mr. Palmer asked the Council's approval of the bid contract to the low bidder on the project, Round Hill Security. An explanation of the parking garage funds revenues and expenses followed with emphasis that revenues will be below expected and that budgeted expenses would need to be moved within the fund. It was noted that with the purchase of the new access control system as presented there would be a \$78,000 shortfall that would come from the current fund balance.

MOTION by Councilor Mahoney, seconded by Councilor Little to approve resolution awarding the bid contract to Round Hill Security and the movement of budgeted money within the fund as presented. Voted and passed 4-0.

c. East Allen Street Multiuse Path

Mr. Palmer reviewed the past and future plans for street reconstruction in the City. He went on to describe the next project intended for construction, the East Allen Street multi-use path. This project is intended to be completed in three parts creating a multi-use path from the Winooski downtown to Colchester. The intent is for Colchester to pick up the path and continue it to Essex.

VIII. Executive Session

No executive session held.

MOTION by Councilor Tipson, seconded by Councilor Little to adjourn at 9:20pm. Voted and passed 4-0.

ATTEST: _____
Clerk's Office Administration