



27 WEST ALLEN STREET
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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, May 17, 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 May 3rd Liquor Control Board and City Council Meeting
- IV. City Manager Update**
 - a. CCV Opening Parade
 - b. Memorial Day Parade
 - c. Update on St. Peter Street
 - d. Audit Report
- V. Action Items**
 - a. Permits
 - i. Event Permit
 1. Riverwalk Festival
 2. Farmers Market
 3. Peddler Permit for hot dog cart
 - ii. Chicken Permit
 1. 183 Lafountain Street – Bob DiMasi
 2. 243 Malletts Bay Avenue – Michael Kellogg
 3. 345 Malletts Bay Avenue – Melissa Mercer & Sabin Gratz
 - b. Oversight Selection (no need for a motion)
 - iv. CCTA (*I move the City of Winooski appoints Thomas Buckley to the Chittenden County Transportation Authority Board for a three year term expiring April 2013*)
- VI. Scheduling**
 - a. Joint Meeting with the School Board – June 16th
 - b. Enterprise Funds Budget Meeting
 - c. City Walk About

VII. Public Hearing – Change to City Ordinance

- a. Proposal to amend the parking ordinance to create option for residential parking in neighborhoods adjacent to the downtown.

VIII. Discussion

IX. Executive Session

- a. City Manager Evaluation – The City Manager will not attend

X. Adjourn

MINUTES

The meeting was called to order by the Mayor at 6:00 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

Officers Present:

Katherine R. Decarreau, City Manager; Angela M. Aldieri, Clerk's Office Administration; Rich Benoit, Deputy Chief; Steve Palmer, City Engineer; Jim Read, City Treasurer; Jim Trzepacz, City Assessing/Planning/Zoning; Jeff Turner, WPD Code Enforcement Officer;

Others Present:

Marty Martinez, RVA; Robert Dimasi; Gayle Dimasi; Michael Kellogg; Sabin Gratz; Norman Burnett; Kathy Burnett; Michelle Blais, WCP; Steven Hopkins, Onion River Cobbler; Laura Brown, Purple Shutter Herbs

II. Public Comment Period – Non Agenda Items

Mr. Martinez thanked the Council for continuing to work with the RVA. He went on to announce the RVA's involvement in the Memorial Day and Riverwalk events.

III. Consent Agenda

MOTION by Councilor Tipson, seconded by Councilor Mahoney to approve the consent agenda with the noted correction of Tom Moreau's name. Voted and passed 3-0.

IV. City Manager Update

- b. Memorial Day Parade

Ms. Decarreau announced that the Memorial Day Parade will be held on May 29th at noon. The route will be from the school to Richard's Park with a ceremony to follow at 12:45pm. A community barbeque will be held as well. Those interested in joining should contact Councilor Mahoney.

a. CCV Opening Parade

Ms. Decarreau stated that CCV moved in last week. The college will hold its grand opening on June 3rd with a 3pm ribbon cutting ceremony. Around 1:30pm they will hold a parade on the sidewalks of downtown.

c. Update on St. Peter Street

Ms. Decarreau stated that the MPO has agreed to look at traffic counts in the St. Peter Street area. The internal cost research regarding the signs is ongoing.

d. Audit Report

The fiscal year 2009 audit is complete and here. There is no real change from the draft. Structural changes are taking place in the finance department. Mr. Read reviewed a balance sheet with a year end projection based on the estimated adjustments to be made following account review.

V. Action Items

a. i. 1. Permits – Event – Riverwalk Festival

Michelle Blais stated that the Riverwalk Festival is to take place on June 25th. They are still looking for vendor and additional sponsorship is needed. Ms. Blais reminded everyone that the Downtown Business Association is a nonprofit.

MOTION by Councilor Mahoney, seconded by Councilor Robinson to approve the event permit for the Riverwalk Festival on June 25th as presented. Voted and passed 3-0.

a. i. 2. Permits – Event – Farmer’s Market

Ms. Blais stated that the Winooski Farmer’s Market will take place every Thursday from May 20th until October 14th in front of the Champlain Mill. They are also looking for additional vendors.

MOTION by Councilor Robinson, seconded by Councilor Tipson to approve the event permit for the Farmer’s Market from May 20th until October 14th as presented. Voted and passed 3-0.

a. i. 3. Peddler Permit for Hot Dog Cart

Ms. Aldieri noted that Mr. Palmer, the Public Works Director, had not signed off on the permit as there were questions regarding the location and its potential impact on pedestrian and/or vehicle traffic. Norman and Kathy Burnett stated that the location they would like is near the bus shelter at Cascade and Winooski Falls Way by the Champlain Mill. They are also considering using some area for tables.

MOTION by Councilor Tipson, seconded by Councilor Mahoney to approve the Burnett’s peddler permit for a hot dog cart within the downtown with a maximum of two tables allowed with the understanding that they will work with City employees regarding the placement of their cart. Voted and passed 3-0.

a. ii. 1. Permit – Chicken – 183 Lafountain Street

Mr. Trzepacz presented to the Council the Dimasi's completed application for chickens with his recommendation for approval. Ms. Decarreau noted that the City is reviewing the current policy on chickens to revise the manner in which a permit is obtained.

MOTION by Councilor Mahoney, seconded by Councilor Tipson to approve the permit to raise chickens at 183 Lafountain Street. Voted and passed 3-0.

a. ii. 2. Permit – Chicken – 243 Malletts Bay Avenue

Mr. Trzepacz presented Mr. Kellogg's application for a chicken permit. Mr. Kellogg is a teacher and will be hatching the chicks himself in his classroom. In lieu of a health certificate from the retailer Mr. Kellogg has offered to provide a veterinarian's certificate of health when the chicks are to be brought home. Mr. Trzepacz recommended approval with the stipulation that the health certification must be filed.

MOTION by Councilor Mahoney, seconded by Councilor Robinson to approve the permit to raise chickens at 243 Malletts Bay Avenue with the stipulation a health certificate must be provided. Voted and passed 3-0.

a. ii. 3. Permit – Chicken – 345 Malletts Bay Avenue

Mr. Trzepacz presented Mr. Gratz application for a chicken permit. Mr. Trzepacz recommended approval with the stipulation a health certificate must be provided.

MOTION by Councilor Mahoney, seconded by Councilor Tipson to approve the permit to raise chickens at 345 Malletts Bay Avenue with the stipulation a health certificate must be provided. Voted and passed 3-0.

b. Oversight Selection.

Ms. Decarreau announced the proposed division of City Departments among the Council, see attached rubric.

VI. Scheduling

a. Joint Meeting with the School Board – June 16th

Ms. Decarreau announced that there will be a joint City Council/School Board meeting on June 16th at 6:30pm at the school. Items to be addressed will include the school resource officer, plowing, a truck, and the Safe Routes to School grant. All Council members present agreed to the date and time.

b. Enterprise Funds Budget Meeting

Ms. Decarreau stated that the Enterprise Fund budgets need to be set by July 1st. The meeting would be about one and a half hours. She stated that we could include this in a regular Council meeting, but the agendas look full. The Council was in agreement to schedule a separate meeting for this purpose via e-mail.

c. City Walk About

Councilor Tipson suggested that the Council attend the community pot luck on Thursday and do a walk about in the area following. Question arose as to if a walk about needed to be warned; Ms. Decarreau stated she would look into it.

VII. Public Hearing – Change to City Ordinance

a. Proposal to amend the parking ordinance to create option for residential parking in neighborhoods adjacent to the downtown.

Mr. Palmer reviewed the goals for changing the parking ordinance. Deputy Chief Benoit reviewed the resident only parking section again. Discussion followed regarding the specific residential permit requirements. It was noted that there would be a grace period where tickets will be forgiven for residents.

Steven Hopkins and Laura Brown, downtown business owners, expressed concern about the lack of employee parking. Discussion followed regarding contracting with private lots for space. It was noted that the City would not negotiate between private property owners, but that the Downtown Business Associate could.

Mr. Palmer reviewed each proposed change one by one with the Council. Discussion of the changes followed. It was decided that the commercial parking permits should be removed from the ordinance and left to the businesses to propose a solution.

A second reading was proposed by the Council for June 7th due to substantive changes to the proposal. The draft will be posted on the website for public review.

VIII. Discussion

There were no items up for discussion.

VIII. Executive Session

Ms. Decarreau stated that the Council would go into executive session to discuss her evaluation as City Manager. A draft of the position description was given to the Council. No evaluation is to be completed, just discussion of the evaluation process.

MOTION by Councilor Tipson, seconded by Councilor Robinson to go into executive session at 8:45pm with the understanding the Council would only reconvene to adjourn. Voted and passed 3-0.

IX. Adjourn

Council adjourned following executive session at 9:30pm.

ATTEST: _____
Assistant City Clerk