



MAYOR MICHAEL O'BRIEN
 Mayor@onioncity.com
 DEPUTY KATHERINE PICARD

27 WEST ALLEN STREET
 WINOOSKI, VERMONT 05404

(802) 655-6428
 (802) 655-6414 (fax)

CITY OF WINOOSKI

CITY COUNCIL

COUNCILOR JODI HARRINGTON
 COUNCILOR MICHAEL MAHONEY
 COUNCILOR ERIK HEIKEL

Bus Station "Opening" 5:00 pm

Located at 25 Winooski Falls Way (directly across from Champlain Mill)

Agenda

Monday, December 1, 2008 at 6:00 p.m.

Claire Burke Chamber

I. Call to Order and Pledge of Allegiance

a. Important Announcements

II. Public Comment Period

III. Regular Agenda Items

			<i><u>Action Required:</u></i>
1.	6:05	Consent Agenda: Minutes of September 30 & November 17, 2008 Accounts Payable Warrant as Closed November 26, 2008 WHA - Reappointments (Leon Sabourin, Joe Gamache)	<i>Motion: I move that we accept the items on the consent agenda as presented/amended."</i>
2.	6:10	Municipal Plan- intention to adopt 2003 Municipal Development Plan as Community Development Plan- J. Trzepacz, J Ladd	<i>Introduce</i>
3.	6:20	CCMPO – Introduce herself, current projects, innovative financing for transportation, upcoming legislative session, any other issues –Michele Boomhower	<i>Discussion</i>
4.	6:35	Housing VT – Neighborhood Designation – J Ladd	<i>Discussion</i>
5.	6:50	Chapter 21 "Winooski Falls Way" – S. Palmer	<i>Adoption</i>
6.	6:55	Chapter 21 "Malletts Bay Avenue" No parking – S. Palmer	<i>Adoption</i>
7.	7:10	Assessor's "Error & Omission" – J. Trzepacz	<i>Approval</i>
8.	7:15	Outline of TIF District – J. Trzepacz	<i>Discussion</i>
9.	7:20	Chapter 5 "Housing" – R. Crete	<i>Introduce</i>
10.	7:30	Chapter 10 "Landlord/Rental Registry" Amendment	<i>Introduce</i>
11.	7:35	City Manager Update ⌚ Budget Format "FY10" ⌚ Financial Update "FY09"	<i>Discussion</i>

12.	7:50	Channel 17 Advisory Board “Representative” WVPD Representative – G. Cross	<i>Discussion/Approval</i>
13.	7:55	Previous Warrant Article related to \$139,000 – G. Cross	<i>Discussion</i>
14.	8:00	Council/Mayor Charter – G. Cross	<i>Discussion</i>

IV. Potential Executive Session (Personnel and/or Contract Issues)

V. Adjourn, Announce Next Meeting and Potential Agenda Items

MINUTES

Regular City Council Meeting called to order by the Mayor at 6 pm.

Members Present:

Mayor Michael O’Brien

Council Members: Katherine Picard, Michael Mahoney, Erik Heikel, Jodi Harrington.

Officers Present:

George Cross, City Manager; Angela M. Aldieri, Clerk’s Office; Steve Palmer, City Engineer; Ray Crete, Building Inspector; Jim Trzepacz, Assessing/Planning/Zoning Administrator; J. Ladd, Community Development Director;

Others Present:

Marc Bouffard, Dave Bowers, Tammy Cusson-Ducharme, Erica Gadbois, Eileen Andreoli, Katherine Kirby, Michelle Boomhower; CCMPO, Andy Broderick; Housing Vermont

I. The meeting began with the Pledge of Allegiance led by Deputy Mayor Picard.

II. Public Comment:

Katherine Kirby inquired about the possibility of a dog park being created in Winooski. She stated that the Patchen Road dog park may close soon due to construction and other area parks are not convenient or Winooski residents to use. She stated that a dog park is a low or no cost service the City could offer. It was suggested that volunteers and other monetary contributions may be made to offset any costs of installing the dog park

Eileen Andreoli inquired as to the timeline for developing 100 Acre Park in the Winooski Downtown and suggested that a small portion of this area could be used for a dog park. It was stated that there are no formal discussions or plans for the development of that area, but that a large portion of the park is wetlands or wetlands buffer. The 6-10 acre portion that is not considered wetland or buffer zone is still in the flood plain.

It was decided that the staff will put together options for a dog park and it will come before the Council at a later date as an agenda item for discussion. Residents are encouraged to contact staff with ideas.

III. Regular Agenda Items:

1. Consent Agenda

All items will be included with the exception of the reappointments of Leon Sabourin and Joseph Gamache to the Winooski Housing Authority. Those appointments are typically made by the Mayor and will be approved.

Items for approval include the Minutes of September 30th, Minutes of November 17th; and Accounts Payable Warrant as closed on November 26, 2008.

Councilor Picard requested an amendment to the November 17th minutes be made to reflect her question to Pauline Schmoll, City Treasurer as to whether the \$660,000 transfer to the TIF had occurred and the response of the Ms. Schmoll in the affirmative.

MOTION by Councilor Harrington, seconded by Councilor Mahoney to approved the above consent items as amended. Voted and passed 4-0.

2. Municipal Plan/Community Development Plan

J. Ladd and Jim Trzepakz informed the Council that the current Municipal Plan has expired. It was adopted in 2003 and had a five year life. They propose that the City adopt the lapsed Municipal Plan as a Community Development Plan. The process of redeveloping the Municipal Plan has begun and will be warned tomorrow; there is a 30 day warning period and the entire process through Council adoption will take about 90 days. The Community Development Plan has a shorter warning period of 15 days and can be adopted in a much shorter time frame. By having a Community Development Plan the City will be able to qualify for certain grants in the interim prior to adopting the Municipal Plan. The Municipal Plan and the Community Development Plan will be congruent. The updated Municipal Plan will reflect the addition of CCV and other changes in the downtown as well as updated census data. A Community Development Plan is community development activity specific and will not conflict with information in the updated Municipal Plan.

Mayor O'Brien stated that agenda items 5 and 6 are being moved up as Steve Palmer needs to leave the meeting early.

5. Chapter 21 "Winooski Falls Way"

Mr. Palmer stated this revision of the parking ordinance changes the time limited signage on Winooski Falls Way as was introduced at the November 17th meeting. The signs are in place the ordinance change will reflect the physical change.

MOTION by Councilor Harrington, seconded by Councilor Picard to adopt the change to Chapter 21 "Winooski Falls Way". Voted and passed 4-0.

6. Chapter 21 "Malletts Bay Avenue"

Mr. Palmer stated revision of the parking ordinance proposes no parking 60' from the south entrance of the Community Center west eliminating approximately 3 parking spaces along Malletts Bay Avenue to allow a designated CCTA bus stop.

MOTION by Councilor Heikel, seconded by Councilor Picard to adopt the change to Chapter 21 "Malletts Bay Avenue". Voted and passed 4-0.

The Council returned to agenda item 3 and continued the meeting.

3. CCMPO

Michelle Boomhower of the CCMPO was present at the meeting. She introduced herself to the Council as the new executive director of the CCMPO. Ms. Boomhower went on to present to the Council various programs and assistance that the MPO offers to the community. Ms. Boomhower cited MPO assistance in Winooski with the Route 15 repaving project and the Exit 15 reconfiguration. In addition she presented the Council with plans the MPO has for the future work in Winooski.

4. Housing Vermont – “Neighborhood Designation”

Mr. Ladd presented with Andy Broderick of Housing Vermont the Vermont Neighborhood Designation program. This program allows communities to apply for Neighborhood Designation which relaxes Act 250 jurisdiction and state permitting where adequate local regulation exists. Local permitting and fees would not be affected by this designation. Mr. Ladd and Mr. Broderick suggest that the creation of a Neighborhood Designation in Winooski would be best accomplished in two steps. The first step would be to apply for the current Designated Downtown District to have Neighborhood Designation; the second application would expand the Neighborhood Designation by 50% to include contiguous areas on Malletts Bay Avenue and Main Street where redevelopment is needed. The Neighborhood Designation cannot exist separately from the Designated Downtown. Housing Vermont has offered to apply for Neighborhood Designation on behalf of the City. Representatives of Housing Vermont met with the Winooski Community Partnership regarding this application and Peg Allen, President of the Partnership, has submitted a letter of support for the application to the Council. Mr. Ladd and Mr. Broderick asked for and received Council approval to move forward with the application process with the understanding that the completed application is to be brought before the Council for approval by motion and a signed resolution at a future meeting.

7. Assessor’s Errors & Omissions

Mr. Trzepacz presented the Council with a revision to the Merchants Bank personal property bill, account PP127, increasing the grand list value from \$7,240 to \$120,596. This error was caused by incomplete or improper paperwork filed with the City during a Merchants Bank employee’s maternity leave.

MOTION by Councilor Heikel, seconded by Councilor Picard to accept the change in grand list value of the Merchants Bank personal property, account PP127. Voted and passed 4-0.

8. Outline of TIF District

Mr. Cross stated he had asked Mr. Trzepacz to provide a map to the Council depicting the TIF district boundaries to give the Council a better understanding of what it encompasses. Mr. Trzepacz indicated there were two maps included with the Council packet, one prior to redevelopment and one current. He stated that the definition of the TIF District was properties within the Downtown District with frontage on East Allen Street or Main Street. He pointed out that there has been some area added to the TIF due to the CCV site purchasing some land on Abenaki Way with land on East Allen Street and combining them into a single lot for development Mr. Trzepacz stated the grand list value of the TIF in 2004 was \$24,822,900. This is the base number used in the collection of taxes. Taxes collected on property value above this base valuation are deposited into the TIF account for future repayment of the debt incurred in the Downtown Redevelopment. Mr. Trzepacz went on to state the valuation of the TIF district in the

2009 fiscal year is approximately \$61,220,000. As a point of reference Mr. Trzepacz informed the Council the complete 2009 Grand List value for Winooski is approximately \$497,000,000.

9. Chapter 5 “Housing”

Ray Crete informed the Council that this introduction included a single section of Chapter 5. The changes made to the ordinance reflect an update in language. Changes were also made to the ordinance to reflect there are separate certificates issued by three people now instead of one by a single person. The Council had a number of questions regarding definitions within the section which Mr. Crete stated were addressed elsewhere in the Chapter. Mr. Cross suggested and all present agreed that the current section before the Council not be introduced and that the entire chapter should come before the Council at a later date for introduction.

In the course of discussion Councilor Harrington inquired as to who was responsible for trash left on the side of the road for unacceptable periods of time and what the process was for having it removed. Mr. Crete stated that he has been the point of contact for such issues in the past, but he only took action when complaints were received from the neighbors, he does not actively look for this violation. Mr. Cross stated that there would be a more formal policy for this by the end of the week to be brought back before the Council.

10. Chapter 10 “Landlord/Rental Registry” Amendment

Mr. Cross stated that as with Chapter 5 this revision included a single section of the Chapter. He suggested and all present agreed to hold on the introduction until the entire Chapter is ready for introduction.

11. City Manager Update

Mr. Cross presented to the Council a municipal comparability chart with comparisons to other towns similar in population (+/- 500) or grand list value (+/- \$50,000). Mayor O’Brien suggested that we should be comparing ourselves to other towns with similar services and urban make up i.e. Vergennes. Mr. Trzepacz noted that such municipal comparisons had been made previously using those types of town for comparison.

Mr. Cross went on to present the Council with a sample fiscal year 2010 budget sheet for the Finance and Records Department. He cited that the new budget will be standardized across the board. The budget sheets that will eventually be present to the Council for approval will also include more detail than in previous years, specifying what employees, equipment are indicated by a line item. Council requested a breakdown of employee salary allocations by department. In addition he showed the Council how benefits will be expensed by department rather than separate. He noted that in doing this the General Fund Reimbursements from the Enterprise Funds will be less than usual because they will no longer be reimbursing the General Fund for benefits; however, the reimbursement will include a detailed breakdown. Another change to begin in fiscal year 2010 is that grants will be separated from departments. This will ensure that grants cannot be over expended without consequence. This will encourage those applying for grants to consider all costs associated with them including benefits. In response to a question posed by the Council, Mr. Cross agreed that all grants will go before Council for approval. Mr. Cross stated that in the future any new positions created including those for grant funded programs will need to be approved by Council. He stated that many new positions he noted as not approved by Council were explained to be temporary positions, but that this term is not defined in the personnel manual. It was pointed out by Councilor Picard that the current personnel manual is a draft and has not yet been adopted. Mr. Cross stated it would be coming before the Council for approval at a future date. Mr. Cross stated he is meeting with all department heads one at a time to review their

budgets. Departments will present their proposed fiscal year 2010 budgets to the Council at the December 8th and December 15th meetings. Names and addresses for the members of the community who have been invited by the Council to participate in these budget meetings should be provided to Mr. Cross. He will see that they receive the required packets for these meetings. Councilor Picard requested that these two meetings be held at an earlier time due to a conflict in her schedule. The members of the Council agreed to hold the meetings on December 8th and 15th beginning at 5:30pm until 7:00pm. Councilor Picard noted she may have to leave slightly early. Councilor Heikel inquired about a provision in the City Charter that requires that the next fiscal year budget be approved by Council 90 days prior to town meeting day in March. He expressed concern that we would not meet this deadline. Mr. Cross stated he knew about the charter provision, but there was no way it would be met given the current situation.

Mr. Cross stated that he is still working with the staff to balance the fiscal year 2009 budget. Currently being resolved is where the budgeted revenue was intended to come from. The hold on major purchases is continuing. Mr. Cross and several City employees will be meeting with Kate Kronk and Steve Bittel on Wednesday to establish the anticipated revenue stream to the TIF.

12. Channel 17 Advisory Board “Representative” & WVPD Representative

Mr. Cross stated that the City Manager generally brings recommendations to the Council of those who should serve as representatives on local boards. He stated he would like to move away from the City employees serving as representatives to more citizen participation. The available positions would be advertised and applicants would be interviewed by the City Manager prior to recommendation to the Council. It was stated that the Council recently discontinued donations to the Winooski Valley Park District and that the City may no longer have a spot on the board or that it wouldn't be a welcoming spot to offer to a member of the community. Mr. Cross agreed to hold off on filling that slot at this time. Council gave approval for Mr. Cross to begin the search for a Channel 17 Advisory Board representative within the community.

13. Previous Warrant Article related to \$139,000

Mr. Cross reminded the Council they had discussed at a previous meeting a warrant article to raise approximately \$139,000 to cover the deficit, but they had taken no action at that time.

14. Council/Mayor Charter

Mr. Cross requested that this agenda item be postponed to a later meeting due to the lateness of the hour and the need to go into executive session. The Council agreed to this suggestion.

IV. Potential Executive Session (Personnel and/or Contract Issues)

V. Adjourn, Announce Next Meeting and Potential Agenda Items

MOTION by Councilor Picard, seconded by Councilor Heikel to go into executive session to discuss a pending legal action against the City at 8:45pm with the understanding the Council would only reconvene to adjourn the meeting. Voted and passed 4-0.

Council came out of executive session.

MOTION by Councilor Harrington, seconded by Councilor Heikel to adjourn the meeting at 9:16pm. Voted and passed 4-0.