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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 JODI HARRINGTON
COUNCILOR ERIK HEIKEL
COUNCILOR SALLY TIPSON

DEPUTY MICHAEL MAHONEY

AGENDA

Monday, December 21, 2009 at 6:00p.m.

Claire Burke Chamber

- I. Call to Order and Pledge of Allegiance**
- II. Important Announcements and Good News**
- III. Public Comment Period – Non agenda items (3 minute limit please)**
- IV. Consent Agenda:**
 - a. Minutes of December 7, 2009
 - b. Accounts Payable Warrant as Closed December 17, 2009
(Motion: "I move that we accept the items on the consent agenda as presented/amended.")
- V. Action Agenda:**
 - a. Advisory Planning Council Appointment – Charlie Willner
(Motion: "I move to approve...")
 - b. Clerk/Treasurer Interim Appointment
(Motion: "I move to approve...")
 - c. Retirement Policy Adoption
(Motion: "I move to approve...")
 - d. Request to Correct Manifest Error in the Grand List – J. Trzepacz
(Motion: "I move to approve...")
 - e. Watershed Grant Application
(Motion: "I move to approve...")
 - f. WC120 "waiving excavation fee" resolution
(Motion: "I move to approve...")
- VI. Discussion Agenda:**
 - a. Parking in Downtown
 - b. Samosaman (Hillside Park, food production facility) Presentation – Fuad Ndibalema & J. Ladd
 - c. Fire Truck
 - d. November Closing Reports
- VII. City Manager Update**
- VIII. Executive Session if posted**
- IX. Adjourn**

MINUTES

The meeting was called to order by the Mayor at 6:05 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, Erik Heikel, Jodi Harrington, Sally Tipson

Officers Present:

Katherine R. Decarreau, City Manager; Angela M. Aldieri, Clerk's Office Administration; J. Ladd, Community Development; Ray Crete, Building & Health Officer; Steve Palmer, City Engineer

Others Present:

James Read, Dave Bowers, Rita Martell, Edna Yates, Phil Gardner, Fuad Ndibalema, Fatu Kankolongo, Asha Fuad, Karim Fuad, and Hakeem Fuad.

II. Important Announcements and Good News:

Ms. Decarreau informed the Council of a fatal accident in the City on Friday. She stated that the family had complimented the officer, Jason Nokes, who responded and wanted to acknowledge him publicly.

Councilor Tipson noted that there are two new businesses located at the Crete Mini Mall on Main Street, an antique shop and a shop selling Vermont products.

Mayor O'Brien mentioned that the Block Gallery in the Winooski Block building is now open.

III. Public Comment Period

Rita Martell and Edna Yates acknowledged the support from Steve Palmer and his crew, Adam Wahl, Ross Moberg, and Ricky L'Ecuyer, for their work in cutting down the dead trees in the gully at Hood's Crossing. The ladies have cleared out the trash and planted flowers in the area take pride in the way it looks and appreciated the assistance. Mayor O'Brien took the opportunity to thank the ladies and acknowledge their work in the Hood's Crossing area to keep it looking nice.

Phil Gardner informed the Council that he has recently moved to Winooski from Burlington and uses a skateboard as a form of transportation. He was dismayed the other day to be stopped on Winooski Falls Way and issued a citation for skating. Mayor O'Brien stated he was not familiar with the ordinance. Mr. Bowers stated that a couple of years ago the Council approved an ordinance which banned skateboarding in the downtown as the boards chip the brick sidewalks. Ms. Decarreau stated that she will

look into the specifics of the ordinance and if Mr. Gardner left his contact information she would get back to him on the issue.

IV. Consent Agenda

MOTION by Councilor Harrington, seconded by Councilor Mahoney to accept the items on the consent agenda as presented. Voted and passed 4-0.

Mayor O'Brien stated the Council would jump ahead on the agenda to discussion item B. Samosaman Presentation.

VI. Discussion Agenda

b. Samosaman Presentation

Mr. Fuad Ndibalema, his wife Fatu Kankolongo, and their children Asha, Karim, and Hakeem came to thank the Council for the City's assistance in getting their business started in Winooski. The Community Development Department assisted them in planning, funding, and construction of their kitchen in Hillside Park on East Allen Street. They had their official open house last weekend and it exceeded their expectations. Their kitchen is the largest in the state of Vermont and they are currently distributing to 47 locations. They plan to open a café at their Hillside Park location in Winooski soon. J. Ladd informed the Council that the Samosaman employs a very diverse staff, often new Americans. Currently twenty-one people are employed locally. As a gesture of their thanks Mr. Ndibalema gave all those present an apple samosa to sample.

Mayor O'Brien called for a brief recess at 6:25p.m. The meeting reconvened order at 6:30p.m.

V. Action Agenda

a. Advisory Planning Council Appointment – Charlie Willner

Charlie Willner introduced himself to the Council. He stated he had just moved back to Winooski from Oregon where he had gotten his master's degree in architecture. He would like to be on the Advisory Planning Council to put his knowledge and background as a carpenter to good use. The Advisory Planning Council meets with the DRB, is involved with zoning ordinance changes, and conducts site plan reviews.

MOTION by Councilor Mahoney, seconded by Councilor Harrington to appoint Charlie Willner to the Advisory Planning Council. Voted and passed 4-0.

b. Clerk/Treasurer Interim Appointment

Ms. Decarreau stated that the City Manager appoints the person to fill the Clerk's position. She is recommending Carol Barret for the position as she has been performing many of the duties required in her role as Assistant Clerk for years. She would like to go into executive session to discuss at the end of the meeting. The item is tabled until that time.

c. Retirement Policy Adoption

Ms. Decarreau states that the policy provides for continued vision and health coverage for those seeking early retirement at the age of 62 after forty years of service. The insurance offered would not be our policy, but rather a form of COBRA or comparable coverage. It

has been reviewed by the City Attorney. This policy is set to be reviewed in April 2011 so if necessary any federal guidelines that would affect the policy can be integrated.

MOTION by Councilor Harrington, seconded by Councilor Heikel to approve the early retirement policy as presented. Voted and passed 4-0.

d. Request to Correct Manifest Error in the Grand List

Ms. Decarreau stated that Mr. Trzepakz was out sick, but that this would be a minimal increase in tax revenue. At this time the exact amount of the change is not known.

MOTION by Councilor Heikel, seconded by Councilor Mahoney to give approval for the Mayor to sign this manifest error correction when calculated. Voted and passed 4-0.

e. Watershed Grant Application

This is a resubmittal of the grant discussed two weeks ago in the correct format. Mr. Palmer stated that this grant would cover designing a new stormwater pond on the east side of upper North Street across from Landry Park. The goal is to bring the stormwater treatment for that area to current standards as it flows into the Morehouse brook which is a declared impaired waterway by the state of Vermont. There is additional funding for this project being provided by a previously awarded grant.

MOTION by Councilor Heikel, seconded by Councilor Harrington to approve the application for the \$18,500 Watershed Grant. Voted and passed 4-0.

f. WC120 “waiving excavation fee” Resolution

Mr. Palmer stated that this is a resolution supporting an issue discussed two weeks ago. He is requesting the waiver of \$5000 in excavation fees in exchange for the developer doing \$150,000-\$200,000 worth of work on our behalf.

MOTION by Councilor Heikel, seconded by Councilor Harrington to approve the waiver of the excavation fees as presented. Voted and passed 4-0.

VI. Discussion Agenda

a. Parking in Downtown

Mr. Palmer stated that they are trying to make parking work for all the tenants in the downtown before CCV opens and students swamp the on street parking. Systematic thought will be required to solve this matter and avoid taking up resident and business parking. There is a staff meeting scheduled this Wednesday and a meeting on Tuesday with Father Searles of St. Stephen’s regarding the parking lot at that location. This issue is going before the Traffic Advisory Board at their meeting on January 7, 2010 for recommendations. Mr. Palmer went on to state that there are currently monthly meetings with CCV regarding parking. CCV has supplied parking statistics for the Burlington campus. The goal is to have a solution by late spring. In hopes to alleviate some of the parking pressure CCV will subsidize bus passes to encourage alternate transportation.

c. Fire Truck

Ms. Decarreau informed the Council that the City of Levittown still has the fire truck available for the City to purchase. There is a USRDA grant available for 35% of the purchase price and we will be able to lease to purchase for the remaining balance. The cost would be about \$10,000 per year with interest. A \$2,000 to \$2,500 deposit will be

required to hold the truck. The total cost of the truck would be \$60,000 with approximate fit up costs estimated to be \$10,000 on the high side. Before we go forward with this acquisition Ms. Decarreau wanted to get a sense of the Council's position. The general consensus of the Council was to go forward as long as it is accounted for in the budget and the Fire Department had inspected and approved the vehicle.

d. November Closing Reports

Ms. Decarreau gave the Council a summary of the budget to date as of the end of November with a projection as to where the budget will stand at the end of the fiscal year. She noted that there are several items not accounted for on this summary that could affect the bottom line, specifically two lawsuits and their associated expenses. It was noted that an allowance for doubtful tax collection appears on the summary. This number represents taxes due to date this fiscal year that have not been paid. Ms. Decarreau stated that we need to be more aggressive in our tax collections. The \$95,000 in current year late tax payments is a small portion of the overall \$277,000 in delinquent taxes. Ms. Decarreau believes that if we catch delinquencies early on we will be more likely to collect than further down the road when penalty and interest have inflated the balance due. Councilor Harrington suggested that we notify mortgage companies of those properties in arrears to keep these amounts under control. Another method of collection on delinquent taxes suggested by Ms. Decarreau was the possible sale of the tax lien to a third party who would be responsible for the collection or the foreclosure on the property in the event of default. It was also suggested that a new delinquent tax collector could be appointed by the City Clerk.

VII. City Manager Update

Ms. Decarreau stated that she had met with Bill Hall a financial consultant with VLCT. He will be coming on board through VLCT to align NEMRC and our policy to standards and bring our staff up to speed. The Finance Committee is discussing if we will look for in a replacement treasure after that.

VIII. Executive Session

MOTION by Councilor Harrington, seconded by Councilor Heikel to go into executive session to discuss personnel appointments with the understanding the Council would only reconvene to adjourn. Voted and passed 4-0.

ATTEST: _____
Clerk's Office Administration