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CITY OF WINOOSKI

MAYOR SEIH LEONARD
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DEPUTY MAYOR NICOLE MACE

CITY COUNCIL

JESSIE BAKER
CITY MANAGER
COUNCILOR HAL COLSTON
COUNCILOR ERIC COVEY
COUNCILOR KRISTINE LOTT

Agenda
Monday, January 14, 2019
6:00 P.M.
CLAIRE BURKE COUNCIL CHAMBERS

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Agenda Review**
- IV. Public Comment**
- V. Consent Agenda**
 - a. Approval: City Council Minutes of January 7, 2019
- VI. City Update**
- VII. Council Reports**
- VIII. Regular Items:**
 - a. Discussion: Auditors – Presentation of the FY18 Audit – A Aldieri
 - b. Discussion: Treasurer’s Quarterly Report – A Anastasi-Hill
 - c. Discussion/Approval: CCRPC FY20 Unified Planning Work Program Grant – J Rauscher
 - d. Discussion/Approval: Winooski Master Plan Presentation – E Vorwald
 - e. Discussion: FY20: Public Safety Budget – J Audy and R Hebert
 - f. Approval: Library Grant – R Coffey
 - g. Discussion/Approval: Interim Council Appointment for February – S Leonard
 - h. Discussion/Approval: City Manager’s Review Process – S Leonard
- IX. Adjourn:**

MINUTES

The Mayor called the meeting to order at 6:02 p.m. The meeting began with the Pledge of Allegiance led by Deputy Mayor Nicole Mace.

Members Present:

Mayor Seth Leonard
Councilors: Nicole Mace, Eric Covey, Kristine Lott and Hal Colston

Officers Present:

Jessie Baker, City Manager; Angel Lane, Assistant City Clerk, Angela Aldieri, Finance Director; Alex Anastasi-Hill, Treasurer; Jon Rauscher, Public Works Director; Ray Coffey, Community Services Director; John Audy, Fire Chief; Rick Hebert, Police Chief; John Spittle, Battalion Chief

Others Present:

Fred Duplessis, CPA Sullivan Powers & Co, Robert Millar, Regina Mahoney, Mike O’Brien, Joseph Perron

III. Agenda Review – None

IV. Public Comment – None

V. Consent Agenda

MOTION by Councilor Covey and seconded by Councilor Lott to approve the consent agenda as presented. Voted and passed 4 – 0.

VI. City Update

The City Manager gave the following updates:

- Steve Woodworth celebrates his 40th anniversary with the City tomorrow!
- Downtown Association meeting on the hotel and garage proposal. Significant support!
- Met with Vermont Economic Progress Council, who oversee the TIF districts, on Friday in advance of the State Auditors process. We anticipate this audit being conducted in 2019 as we are ¾ through the life of our district.
- Paul Sarne – building out the website. The vendor will be here this Wednesday to Friday to train staff on the use of the site.
- Middlebury J-term class is focusing on development in Winooski as their project. They will be in the City on Friday meeting with me and local developers as part of their education.
- We are finalists for the Land and Water Conservation Fund grant for pool funding. Ray and others will be going to Montpelier on Friday or present our project. We've applied for \$150,000 in funding to support the construction of the Pool.
- Federal Shut Down Impacts
 - Review of data for the new Noise Exposure Map including the F-35 data. May delay getting funding request in for Noise Compatibility Program
 - Engineering contract for Main Street must be reviewed by USDA. This is awaiting their return.
- Register today for Youth Basketball, yoga and card making!

VII. Council Reports

Councilor Colston – Had a conference call with the City Manager, Councilor Mace and the two facilitators on the upcoming Equity Training. The plan is to hold the training session on Saturday, April 6th. The plan is to reach out to have as many of the community leaders as possible in attendance. The details are coming together well.

Councilor Covey – Public Safety Commission did not have a quorum for their meeting this week. Met with a couple of the members and engaged in a good discussion. Will meet with City Manager, John Audy and Rich Hebert to discuss what the future will look like for this commission. Downtown Winooski Board meeting will be this Thursday. The next step will be to discuss the appropriation of the reserves that were recently approved for their use.

Mayor Leonard – Met with the City Manager and Councilor Mace on some transition items to ensure a smooth handoff. Housing Commission met on Thursday. Very busy and productive meeting. Then the same night was also able to attend the Planning Commission meeting. This will be covered on the agenda later in this meeting.

Councilor Mace – None

Councilor Lott – Met with the Public Works Commission on Thursday and reviewed the hotel and garage plans. Also discussed a scoping study on East Allen St from Roland Court to the Rotary. The committee will review safety and flow improvements with various stakeholders.

VIII. Regular Items

a. Discussion: Auditors – Presentation of the FY18 Audit – A. Aldieri and Fred Duplessis, CPA Sullivan Powers & Company

City Council approved the engagement of Sullivan Powers & Company to conduct an audit of the fiscal year 2018 financial statements on June 18, 2018. Fred Duplessis reviewed the audit. A clean audit was presented to the council.

There were two items highlighted that have been addressed and should not be an issue going forward. The Mayor thanked the staff for all the hard work to get to this point. The Mayor also used this opportunity to acknowledge publicly his deep appreciation to Dr. Ticehurst for his years of diligent service. Some discussion ensued.

b. Discussion: Treasurer's Quarterly Report – A. Anastasi-Hill

The Mayor gave a warm welcome to our new Treasurer. The Treasurer gave an overview of the status of the various funds. A presentation packet was presented to council and is included with the minutes. He described being conservatively positive regarding the second quarter. Discussion ensued and a few questions were asked and answered

c. Discussion/Approval: CCRPC FY20 Unified Planning Work Program Grant-J Rauscher

Each year the Chittenden County Regional Planning Commission (CCRPC) solicits requests for transportation and planning related projects for their Unified Planning Work Program (UPWP). Two storm water related projects have been Identified for FY20. This will require an expenditure of \$18,800 (20% City match amount for both projects). Seeking approval from Council to submit the grant in order to leverage non-property tax dollars available to the City.

MOTION: by Councilor Colston and seconded by Councilor Mace to approve as presented the request to submit the CCRPC FY20 Unified Planning Work Program Grant. Voted and passed 4 - 0.

d. Discussion/Approval: Winooski Master Plan Presentation – E. Vorwald

The 2018 Master Plan represents the most comprehensive update to the City's primary policy document in over a decade. This plan represents a vision and associated goals that align with the City's Strategic Vision Statement. The 2018 Master Plan incorporates the major studies, reports and initiatives that have been developed since 2014 and works to align the goals and actions within the Strategic Vision framework. PowerPoint presentation on the proposed Winooski Master Plan was reviewed. Questions were entertained by CCRPC representative Regina Mahoney and Planning Commission Chair Mike O'Brien. There was some updating to the current mission statement. Discussion ensued regarding the proposed changes. Timeline for the approval of the Master Plan was discussed. The desire of the Planning Commission is to have the approval process split between the current and incoming council.

MOTION: by Councilor Colston and Councilor Covey to set the public hearing schedule as presented. Voted and passed 4 – 0.

e. Discussion: FY20: Public Safety Budget- J Audy, R Hebert and Eliah Ferree

PowerPoint presentation reviewed. Discussion ensued. The presentation is attached to the minutes for reference.

f. Approval: Small Libraries Create Smart Spaces Grant – R Coffey

We are seeking to apply for this grant in support of improvements to the physical space at the Winooski Library. The grant program includes support in planning and community engagement to help devise a plan to leverage the \$5,000 grant award to better utilize the Library's small physical space. Some thoughts shared were obtaining more public access computers and the utilization of outside space in the warmer weather. Discussion ensued.

MOTION: by Councilor Covey and seconded by Councilor Lott to approve the request to apply for the Library grant. Voted and passed 4 – 0.

g. Discussion/Approval: Interim Council Appointment for February – S. Leonard

With the resignation of Kristine Lott after the 1/14/2019 Council meeting (as required by Charter), Seth Leonard after the 1/28 Council meeting, and the appointment of Nicole Mace as Mayor at the end of the 1/28 Council meeting, two Council vacancies will exist on the Council for the month of February. Per section 19-306 of the City Charter, the Council can appoint an individual to fill a vacant term until an election is held. A public announcement will go out seeking volunteers. Previous Council members will also be solicited as possible volunteers. City Clerk Carol Barrett will be the point of contact in the Clerk's office. The appointment will be made at the 01/28 Council meeting. The Mayor did not feel that there any need for a motion at this time. The Council will proceed with the plan as discussed.

h. Discussion/ Approval: City Manager’s Review Process – S. Leonard

Reviewed the process and material presented to Council.

MOTION: by Councilor Mace and seconded by Councilor Lott to move forward with the Manager Review Process as presented. Voted and passed 4 – 0.

IX. Adjourn:

MOTION: by Councilor Mace and seconded by Councilor Lott to adjourn at 0915 p.m. Voted and passed 4 – 0.

ATTEST: _____
Assistant City Clerk