



**CITY OF
MONTPELIER
MONTPELIER,
VERMONT**

Agenda for City
Council Meeting
Wednesday,
November 8, 2017
06:00 P.M.

- 1) Call to Order by the Mayor
- 2) 17-334. Review and Approve Agenda
- 3) 17-335. General Business and Appearances
- 4) 17-336. Consideration of the Consent Agenda
 - a) Consideration of the Minutes
 - i) November 1, 2017 Regular Council Meeting
 - b) Rally for Life street closure
 - c) New Year's Eve Run street closure
 - d) Approve purchase of a new septage pump for the Water Resource Recovery Facility (WRRF)
 - e) Approve purchase of two zero-turn lawn mowers for the Recreation Department
 - f) Payroll and bills
 - g) Approve Liquor License (Addendum to Agenda)

- 5) 17-337. Parklet Ordinance, 1st Reading
- 9) 17-341. ADA Committee Presentation
- 6) 17-338. Parking Subcommittee report
- 7) 17-339. Wayfinding Signs
- 8) 17-340. Local Options Tax
- 10) 17-342. Approve Master Plan Public Hearing warning
- 11) 17-343. Quality of Life goal
- 12) 17-344. Other Business
- 13) 17-345. Council Reports
- 14) 17-346. Mayor's Report
- 15) 17-347. City Clerk's Report
- 16) 17-348. City Manager's Report
- 17) 17-349. City Manager Check-in
 - a) It is possible that the entire substance of this discussion will be conducted in Executive Session in accordance with Title I, VSA §313, Executive Sessions, (a) (3), The appointment or employment or evaluation of a public officer or employee.
- 18) Adjournment

Minutes of the Montpelier City Council Meeting
November 1, 2017, 5:30 PM
City Council Chambers, City Hall

In attendance: Mayor John Hollar (Chair), Councilors Dona Bate, Justin Turcotte, Anne Watson, Ashley Hill, Jean Olson, Rosie Krueger. City Manager Bill Fraser was in attendance. City Clerk John Odum acted as secretary of the meeting.

The Mayor called the meeting to order at 5:30 PM.

- 17-319. Councilor Olson asked that the City Manager “check in” be postponed to a future meeting. The City manager asked that a review of a letter from the city attorney regarding Berlin Pond be added to the agenda. Without objection, the proposed agenda was approved as amended, by unanimous consent.
- 17-321. Councilor Turcotte moved approval of the consent agenda. Councilor Olson seconded. Motion carried unanimously at 5:35.
- 17-322. After discussion, Councilor Watson moved to authorize the city staff to assign the term periods for the Montpelier Housing authority (*for the recently appointed members*) based on lottery, unless one does express interest in a particular term. Councilor Bate seconded. Motion carried unanimously at 5:37.
- 17-323. Candidates for appointments to the Montpelier Transportation Infrastructure Committee Amber Collett, Anna Milkowski and Celia Riechel all addressed the Council. After discussion, Councilor Watson moved that Amber Collett and Celia Riechel be appointed to the Montpelier Transportation Infrastructure Committee. Councilor Hill seconded. The motion carried unanimously at 5:49.
- 17-324. The Council discussed the proposed Central Vermont Public Safety Authority Resolution and letter. After discussion Councilor Turcotte moved that the Council remove the words “for another year,” from the second paragraph of the resolution. Councilor Hill seconded. Further discussion followed.

Councilor Watson moved to amend the motion to include taking out the last sentence of the letter. Councilor Bate seconded. After discussion, the motion was withdrawn.

The underlying motion was then approved unanimously and without modification at 6:03.

Councilor Watson moved approval of the letter with the removal of the last sentence of the first paragraph. Councilor Turcotte seconded. After discussion, the motion carried 4-2 (Councilors Bate and Hill voting nay).

Councilor Turcotte moved the Council approve the proposed resolution as amended. Councilor Hill seconded. The motion carried unanimously at 6:06.

- 17-325. After discussion, Councilor Krueger moved that Councilors Bate and Hill, and Mayor Hollar be appointed to a new "Committee on Committees." Councilor Turcotte seconded. Motion carried unanimously at 6:08.
- 17-326. Planning Director Mike Miller came forward to discuss the proposed zoning ordinance. Alan Goldman offered comments. Jay Ancel & Tom Green (President of the Vermont College of Fine Arts) as well as Doug Zorzi came forward for discussion at the Mayor's request. Further comments were offered by Phil Dodd.
- The Mayor called for a recess at 6:59. The meeting reconvened at 7:15. Further discussion followed. At 8:56, the Mayor called for a recess. The meeting reconvened at 9:02.
- 17-327. The Council discussed River Hazard Area regulations.
- 17-326. The Council returned to the discussion of the zoning ordinance. After discussion, Councilor Bate moved the Council accept all the changes to draft that appear on the matrix and the final punch list as changed tonight, and to set a date for public hearings on the amended Unified Development Regulations for December 13th and 20th. Councilor Turcotte seconded, and the motion carried unanimously.
- 17-327. Councilor Krueger moved the Council accept all the changes to draft in the final punch list as discussed tonight and to set a date for public hearings on the amended River Hazard Area Regulations for December 13th and 20th. Councilor Turcotte seconded, and the motion carried unanimously.
- 17-329. Councilor Krueger recognized the work of the Planning Commission and the Planning Director, and thanked the Mayor for his service (in light of his recent announcement that he would not seek re-election). Councilors Watson and Hill also thanked the Mayor for his service. Councilor Bate offered praise for the downtown merchants as well as Lost Nation Theater. Councilor Olson thanked the Mayor for his service. Councilor Turcotte thanked the Mayor for his service before indicating that there may be a forthcoming update on the paving progress.
- 17-330. The Mayor recognized the councilors, adding that he will miss the group.
- 17-331. The City Clerk thanked the Mayor for his service.
- 17-332. The City Manager thanked the Mayor for his service before starting a brief discussion of the timing for a coming eminent domain hearing. He then offered a status update on the Mowatt transaction.

Councilor Bate moved the Council enter executive session for the purpose of reviewing the letter from the City Attorney concerning legal options in regards to Berlin Pond. Councilor Hill seconded. The motion carried unanimously at 9:54.

Without objection, the Mayor declared the meeting returned to open session and subsequently adjourned by unanimous consent.



CITY COUNCIL Agenda Item #17-336(b)

Date: November 8, 2017

Consent X Discussion

SUBJECT: Consideration of a Street Closure Permit Application for Rally for Life, January 13, 2018.

SUBMITTING DEPARTMENT: City Manager's Office

RECOMMENDED ACTION: Approve a Street Closure Permit Application from Vermont Right to Life for the closure of half of Main Street from City Hall to the corner of State Street, and half of State Street from Main Street to the State House on Saturday, January 13, 2018 from 10:45 A.M. to 11:30 A.M. for their Annual Rally for Life.

RELATED COUNCIL GOAL/PRIOR ACTION: N/A

EXPENDITURE REQUIRED: N/A

SOURCE OF FUNDS: N/A

LEGAL REQUIREMENTS: Requests for street closures require Council approval.

BACKGROUND INFORMATION: The City's new Street Closure Permit Application has a section which shows that Police, Public Works, Fire and Montpelier Alive have reviewed and signed off on these applications. Another step in the new Street Closure Policy is that if the request is for State, Main, Langdon or Elm Streets or adjacent parking lots, the City will provide public notification of both the proposed closure and the date the Council will consider this request. If this request is approved, the organizers will then provide written notice of their event to all nearby property owners.

SUPPORTING DOCUMENTS: Street Closure Application

INTERESTED PARTIES: Property owners/businesses on State and Main Streets; Montpelier Alive; Fire; Police and Public Works

CITY MANAGER'S APPROVAL:

Susan Allen

Street Closure Permit Application

1. Event Sponsor

Name: Vermont Right to Life	Email: vrlc@vrlc.net
Address: PO Box 1079, Montpelier, VT 05601	
Cell Phone: 802-338-5341	Other Phone: 802-229-4885 office#

2. Event Details

Name of Event: Annual Rally for Life - 2018	
General description of the event (1 to 3 sentences): Participants gather behind City Hall to march to State House Steps.	
Date of Event: Sat. January 13 th 2018	Start and End Time of Event: 10:45am to 11:30am
Street(s) to be Closed - Please provide a sketch of the event layout. - half of street closed from City Hall turn onto State Street and ending at sidewalk to SH steps	
Time Street will close (recommend up to an hour before event): 10:45am	Time Street will reopen (recommend 30 minutes after the event ends): 11:30am
Number of Staff/Volunteers on site for Event: 7-10	
Number of people expected at event: 250-300	Number of vendors and/or entertainers who will participate: none

3. Community Support

Is this a reoccurring event in Montpelier? Yes	If no, do you have experience elsewhere with such events? Please explain.
How does this event benefit the public (as outlined in the Street Closure Policy)? having the street closed on one side allows for the march to move quickly and keeps the side walk clear for foot traffic.	

Street Closure Permit Application

4. Public Safety and Public Health

Please describe any discussions or arrangements that the Event Sponsor has made with public safety or public works professionals in Montpelier.

This event has been happening for decades now - it involves just a march to the Stl - no food, no lingering, no speeches

What arrangements have been made for food, water, and toilet facilities (if applicable)?

not necessary

What arrangements have been made to assure that litter will be cleaned up and disposed of and that trash and recycling containers will be provided?

Volunteers insured that all signs are collected

If additional law enforcement officials will be hired for your event, please list:

Please note any other unique aspects of this event: The march does not last more than 1/2 an hour and has a history of being peaceful + respectful.

Will noise levels or hours exceed the city's noise ordinance? If so, will this event require a request for variance from the noise ordinance? no

5. Accessibility

As this event will take place on public property, I, as the Event Sponsor, attest that this event and all related programming and facilities meet the Americans with Disabilities Act accessibility requirements. These requirements are available at the City's website.

Street Closure Permit Application

Mary Beerworth

Signature

Mary Beerworth

Printed Name

Date 10/24/17

6. Signature

I, the undersigned, certify that the information provided above is valid and I will abide by any additional provisions note by Officials below. I acknowledge that I have read and understand the Montpelier Street Closure policy and that I am responsible for compliance with all requirements contained in that policy. I also agree to be onsite for the duration of the above mentioned street closure.

Mary Beerworth

Signature

Mary Beerworth

Printed Name

Date 10/24/17

Notice Documentation

Name of Event:	
Date of Event:	Start and End Time of Event:
Street(s) to be Closed:	
Time Street will close (recommend up to an hour before event):	Time Street will reopen (recommend 30 minutes after the event ends):
Date of City Council Meeting to consider permit request:	
Describe Efforts made to notify residents and businesses along the street to be closed. Notification must include both the date/time of the proposed event and the date/time of the City Council meeting where the street closure will be considered.	

Street Closure Permit Application

Reviewed by: <u>Robert Gouvas</u> Print Name <u>[Signature]</u> Signature <u>10-25-17</u> Date	☒ Reviewed – recommend approval with no conditions ☐ Reviewed – recommend approval with conditions: ☐ Reviewed – do not recommend approval
MONTPELIER ALIVE <u>PUBLIC WORKS</u>	
Reviewed by: <u>Thomas McArdle</u> Print Name <u>[Signature]</u> Signature <u>10/25/17</u> Date	☒ Reviewed – recommend approval with no conditions ☐ Reviewed – recommend approval with conditions: ☐ Reviewed – do not recommend approval
OTHER <u>MONTPELIER ALIVE</u>	
Reviewed by: <u>Mont Alive</u> <u>Ashley Lyle</u> Print Name <u>Ashley Winters</u> Signature <u>Oct 30, 2017</u> Date	☒ Reviewed – recommend approval with no conditions ☐ Reviewed – recommend approval with conditions: ☐ Reviewed – do not recommend approval

This permit request was reviewed at the _____ City Council

Street Closure Permit Application

FOR OFFICIAL USE ONLY

The following parties have reviewed and approved:

POLICE	
Reviewed by: <u>Anthony J. Facos</u> Print Name <u>[Signature]</u> Signature <u>10/25/2017</u> Date	☐ Reviewed – recommend approval with no conditions ☒ Reviewed – recommend approval with conditions: <i>Police to control traffic / escort parade</i> ☐ Reviewed – do not recommend approval
PUBLIC WORKS OTHER	
Reviewed by: Print Name Signature Date	☐ Reviewed – recommend approval with no conditions ☐ Reviewed – recommend approval with conditions: ☐ Reviewed – do not recommend approval
FIRE DEPARTMENT	



Street Closure Permit Application

(MONTH/DAY/YEAR)

meeting. This permit request was:

APPROVED _____ DENIED _____



CITY COUNCIL Agenda Item #17-336(c)

Date: November 8, 2017

Consent X Discussion

SUBJECT: Consideration of a Street Closure Permit Application for New Year's Eve Run, December 31, 2017.

SUBMITTING DEPARTMENT: City Manager's Office

RECOMMENDED ACTION: Approve a Street Closure Permit Application from Central Vermont Runners for the closure of Bailey Avenue at State Street from 2:05-2:20 and Taylor Street/Gov. Davis Avenue at State Street from 2:00-2:10 on December 31, 2017 for their New Year's Eve Run.

RELATED COUNCIL GOAL/PRIOR ACTION: N/A

EXPENDITURE REQUIRED: N/A

SOURCE OF FUNDS: N/A

LEGAL REQUIREMENTS: Requests for street closures require Council approval.

BACKGROUND INFORMATION: The City's new Street Closure Permit Application has a section which shows that Police, Public Works, Fire and Montpelier Alive have reviewed and signed off on these applications. Another step in the new Street Closure Policy is that if the request is for State, Main, Langdon or Elm Streets or adjacent parking lots, the City will provide public notification of both the proposed closure and the date the Council will consider this request. If this request is approved, the organizers will then provide written notice of their event to all nearby property owners.

SUPPORTING DOCUMENTS: Street Closure Application

INTERESTED PARTIES: Central Vermont Runners; Montpelier Alive; Fire; Police and Public Works

CITY MANAGER'S APPROVAL:

A. S. Allen

Street Closure Permit Application

1. Event Sponsor

Name: Central Vermont Runners race director: Ann Bushey	Email: busheya@wssu.org
Address: 7 Hillcrest Dr. Montpelier	
Cell Phone: 802-917-1773	Other Phone: 802-343-2100

2. Event Details

Name of Event: New Years Eve Run	
General description of the event (1 to 3 sentences): Fundraiser for youth running programs, Central Vermont Runners hosts this annual race at 2:00 on New Year's Eve. About 100 runners.	
Date of Event: 12/31/2017	Start and End Time of Event: 2:00 - 3:00
Street(s) to be Closed - Please provide a sketch of the event layout. See attached	
Time Street will close (recommend up to an hour before event): 1:55	Time Street will reopen (recommend 30 minutes after the event ends): 2:05
Number of Staff/Volunteers on site for Event:	
Number of people expected at event: 100 +	Number of vendors and/or entertainers who will participate: 0

3. Community Support

Is this a reoccurring event in Montpelier? yes	If no, do you have experience elsewhere with such events? Please explain.
How does this event benefit the public (as outlined in the Street Closure Policy)? ① healthy, substance-free, family New Years event ② part of New Years Eve downtown festivities	

4. Public Safety and Public Health

Please describe any discussions or arrangements that the Event Sponsor has made with public safety or public works professionals in Montpelier.

*we use the pavilion building
on state st., we keep runners on sidewalk for finish*

What arrangements have been made for food, water, and toilet facilities (if applicable)?

All at Pavilion

What arrangements have been made to assure that litter will be cleaned up and disposed of and that trash and recycling containers will be provided?

CVR has a crew to follow course and clean

If additional law enforcement officials will be hired for your event, please list:

Ø

Please note any other unique aspects of this event:

Ø

Will noise levels or hours exceed the city's noise ordinance? If so, will this event require a request for variance from the noise ordinance?

NO

5. Accessibility

As this event will take place on public property, I, as the Event Sponsor, attest that this event and all related programming and facilities meet the Americans with Disabilities Act accessibility requirements. These requirements are available at the City's website.

Street Closure Permit Application

Ann Bushey

Signature

Ann Bushey

Printed Name

Oct. 19, 2017

Date

6. Signature

I, the undersigned, certify that the information provided above is valid and I will abide by any additional provisions note by Officials below. I acknowledge that I have read and understand the Montpelier Street Closure policy and that I am responsible for compliance with all requirements contained in that policy. I also agree to be onsite for the duration of the above mentioned street closure.

Ann Bushey

Signature

Ann Bushey

Printed Name

Oct. 19, 2017

Date

Notice Documentation

Name of Event: <u>First Night / New years' Eve race - 5K</u>	
Date of Event: <u>Dec. 31</u>	Start and End Time of Event: <u>2:00 - 3:00</u>
Street(s) to be Closed: <u>1. State and Davis</u> <u>2. State and Bailey</u> <i>we would love some police help</i>	
Time Street will close (recommend up to an hour before event): <u>2:00 - just 5-10 minutes</u>	Time Street will reopen (recommend 30 minutes after the event ends): <u>2:20 - at Bailey/st.</u>
Date of City Council Meeting to consider permit request:	
Describe Efforts made to notify residents and businesses along the street to be closed. Notification must include both the date/time of the proposed event and the date/time of the City Council meeting where the street closure will be considered. <u>There will be race signs posted by 10:30 the morning of</u>	

Street Closure Permit Application

Reviewed by: <u>Thomas McArdle</u> Print Name <u>[Signature]</u> Signature <u>10/25/17</u> Date	☒ Reviewed – recommend approval with no conditions ☐ Reviewed – recommend approval with conditions: <u>[Signature]</u> ☐ Reviewed – do not recommend approval
MONTPELIER ALIVE	
Reviewed by: <u>Ashley Witzberger</u> Print Name <u>[Signature]</u> Signature <u>OCT. 25, 2017</u> Date	☒ Reviewed – recommend approval with no conditions ☐ Reviewed – recommend approval with conditions: <u>Have fun!</u> ☐ Reviewed – do not recommend approval
OTHER	
Reviewed by: _____ Print Name _____ Signature _____ Date	☐ Reviewed – recommend approval with no conditions ☐ Reviewed – recommend approval with conditions: ☐ Reviewed – do not recommend approval

This permit request was reviewed at the _____ City Council

Street Closure Permit Application

FOR OFFICIAL USE ONLY

The following parties have reviewed and approved:

POLICE Reviewed by: <i>Anthony J. Facos</i> Print Name <i>[Signature]</i> Signature <i>10/26/2017</i> Date	☐ Reviewed – recommend approval with no conditions ☒ Reviewed – recommend approval with conditions: <i>Police to assist w/ traffic control on Gov Davis, State Street and Bailey Ave.</i> ☐ Reviewed – do not recommend approval
PUBLIC WORKS <i>FIRE Dept</i> Reviewed by: <i>Robert Gowans</i> Print Name <i>[Signature]</i> Signature <i>10-25-17</i> Date	☐ Reviewed – recommend approval with no conditions ☒ Reviewed – recommend approval with conditions: <i>Maintain Emergency Vehicle Access</i> ☐ Reviewed – do not recommend approval
FIRE DEPARTMENT	

(MONTH/DAY/YEAR)

meeting. This permit request was:

APPROVED _____ DENIED _____



CITY COUNCIL Agenda Item #17-336(d)

Date: November 8, 2017

Consent X Discussion Time Sensitive

SUBJECT: Consideration of approving the purchase of a new septage pump for the Water Resource Recovery Facility (WRRF).

SUBMITTING DEPARTMENT: Public Works

RECOMMENDED ACTION: Authorize the public works department to purchase a new Penn Valley Pump in the amount of \$31,059.

RELATED COUNCIL GOAL/PRIOR ACTION: Goal "G": Achieve a steady state for infrastructure maintenance and improvements, facilities and equipment.

EXPENDITURE REQUIRED: \$31,059

SOURCE OF FUNDS: Sewer Fund (Budgeted Sewer fund CIP item)

LEGAL REQUIREMENTS: N/A

BACKGROUND INFORMATION: There are two septage pumps at the WRRF, used to pump both septage and primary sludge. These pumps are critical to the operation of the plant. One pump was replaced several years ago and is now in need of maintenance. The other pump is undersized and beyond it's useful life. This purchase will allow for redundancy in operations and allow staff to perform necessary maintenance work. This pump is also in alignment with the improvement work currently in design phase with ESG.

SUPPORTING DOCUMENTS: Penn Valley Pump Quote

INTERESTED PARTIES: DPW, Sewer Rate Payers

CITY MANAGER'S APPROVAL:

Susan Allen



Penn Valley Pump Co., Inc.

998 Easton Road • Warrington, PA 18976

Ph: 215-343-8750 • Fax: 215-343-8753

www.pennvalleypump.com

To: Mathew Lamson Montpelier, VT	Date: October 17, 2017
	Quote No: 17219A Rev 1
	Project: Montpelier, VT WWTP

Qty	Description	Unit Price	Total Price
	Application: Primary Sludge transfer		
	Duty: 250GPM @ 40ft TDH		
	Suction: Flooded		
	Proposed Equipment:		
1	6" Model 6DDSX107CN55U-MK1 Penn Valley Double Disc™ pump • 6" ASA/ANSI 150# flanged suction and discharge connections • Cast iron housings and neoprene elastomers • Maintain-in-place hinged housing design for ease of maintenance • Two-piece swan neck design with full port rigid clack valve • 15HP, 1200RPM 230-460/3/60 Severe duty, inverter ready motor • 250RPM Max pump speed achieved with V-belt and pulley drive • Suction and Discharge pulsation dampeners • 304SS Welded base with OSHA approved guards and covers • Pump and dampeners coated with industrial primer and topcoat • Per drawing PVD728 Piggy-Back motor mount	\$25,529.00	\$25,529.00
	Recommended Accessories:		
1	PVP Model 420 Suction vacuum switch assembly consisting of: 1" NPT SS316 sensor with EPDM sleeve, adjustable pressure switch set at 10"Hg and 4" (30"Hg-30psi) SS gauge. Mounts to top of dampener to provide protection against plugged lines and closed valves.	\$890.00	\$890.00
1	PVP Model 420 Discharge pressure switch assembly consisting of: 1" NPT SS316 sensor with EPDM sleeve, adjustable pressure switch set at 30psi and 4" (0-100psi) SS gauge. Mounts to top of dampener to provide protection against plugged lines and closed valves.	\$890.00	\$890.00
1	Set of recommended spare parts to include: two (2) discs, two (2) trunnions, one (1) clack valve and one (1) set of gaskets (suction, discharge, swan neck and clack valve).	\$2,300.00	\$2,300.00
1	Days of start-up and training services (one-trip)	\$800.00	\$800.00
1	Estimated transport to site. Estimated weight of shipment is 1600lbs.	\$650.00	\$650.00

Commercial Information:

1. Delivery is 6 – 8 weeks after receipt of purchase order or approved submittals.
2. Submittals, if required, are 2 – 3 weeks after receipt of purchase order.
3. Freight terms are F.O.B. Factory, Warrington, PA with freight allowed to jobsite.
4. Terms are Net 30 days after receipt of invoice.
5. Quotation is valid for 60 days from date of issue.
6. Warranty is two (2) years from date of shipment for manufacturer's defects in materials and workmanship.
A complete warranty statement is available for review.

The following items have not been included:

- Installation
- Foundations, anchor bolts, grouting and foundation design
- Motor starters, Variable Frequency Drives (VFD's) or Controls

Quoted by: Preston Campbell



CITY COUNCIL Agenda Item #17-336(e)

Date: November 8, 2017

Consent X Discussion ____

SUBJECT: Approve purchase of Zero Turn Mowers Bids.

SUBMITTING DEPARTMENT: Recreation Department

RECOMMENDED ACTION: Accept the low bid from Tucker Machine Co. Inc. of \$23,500.00 to purchase two replacement Zero Turn Mowers.

RELATED COUNCIL GOAL/PRIOR ACTION:

F: Quality of Life – The outdoor facilities of the Recreation Department really enhance many opportunities from sports, leisure walks in the parks, picnics and many other outdoor activities. Having this equipment helps us to keep our parks and athletic fields looking their best and creating beautiful areas for people to visit.

EXPENDITURE REQUIRED: The expenditure required is \$23,500.00 for both mowers. We emailed bid requests to five companies and put out a Notice to Bidders on the City website.

SOURCE OF FUNDS: The funds are from the Equipment Fund from the City Equipment Plan in the Budget that we had \$22,500.00 budgeted. We plan to sell the Zero Turns we are replacing to make up for the short fall.

LEGAL REQUIREMENTS: N/A

BACKGROUND INFORMATION: Our current Zero Turn Mowers are 9 and 16 years old and need replacement.

SUPPORTING DOCUMENTS: Please see attached.

INTERESTED PARTIES: City Council, Recreation Department

CITY MANAGER'S APPROVAL:

Jana Allen



America's Small Town Capital

**CITY OF MONTPELIER, VERMONT
Department of Recreation
October 26, 2017**

NOTICE TO BIDDERS

The City of Montpelier, Vermont is accepting bids for:

Scag Turf Tiger II with a 61 inch deck and a 26 HP Liquid Cooled Kawasaki with Digital Fuel injection. Model #STT1161V-26DFI

And

Scag Turf Tiger II with a 61 inch deck and a 31 HP Liquid Cooled Kawasaki with Digital Fuel injection.

For the Montpelier Recreation Department. Listed below are instructions and conditions to bidders, and specifications on attached specification sheets.

INSTRUCTIONS AND CONDITIONS

Bidders are requested to submit their proposals to the Recreation Department Office, 58 Barre, Montpelier, Vermont 05602, on or before **10:30 AM, Nov. 1, 2017**. Bids will be opened and read aloud at that time. FAXES are acceptable at 802-262-6285. It is the bidder's responsibility to confirm their fax has been received and is readable. Verification should be performed by calling the Recreation Office at 802-225-8699.

Prompt delivery is essential and bidders are requested to indicate a delivery date for the completed machine.

Bids must be submitted in an envelope plainly marked:

BID – 2-Zero Turn Mowers – See Below.

Scag Turf Tiger II with a 61 inch deck and a 26 HP Liquid Cooled Kawasaki with Digital Fuel injection. Model #STT1161V-26DFI

And

Scag Turf Tiger II with a 61 inch deck and a 31 HP Liquid Cooled Kawasaki with Digital Fuel injection.

1. The City of Montpelier, as a municipal corporation, is exempt from taxes, and taxes should be omitted from quotations. Federal Excise Exemption Certificates will be executed upon request.

2. The successful bidder must provide a customary owner's service policy, manufacturer's warranty of parts and workmanship, and new equipment inspection service.
3. The City Council of the City of Montpelier reserves the right to accept or reject any and all bids, and make the award in the best interest of the City of Montpelier. The Council also reserves the right to waive any informality or technicality. Award will be made on base price only. Items listed as optional will not factor into the award.
4. RESPONSIVE BIDDER: The determination of whether or not a bidder is "responsive" will be determined by whether or not they meet the submission requirements provided below. Failure to fully complete the bid will render the bidder non-responsive and the bid will not be read.
5. RESPONSIBLE BIDDER: The determination of whether or not a bid is "responsible" will be made by the City after thoroughly evaluating the bid.
6. The bidder will return the following completed "Bid Form", with each item completed with the actual sizes and capacities of the unit bid and the latest specifications and advertising literature of the unit bid.
7. The City of Montpelier assumes no responsibility and no liability for costs incurred by the vendor in responding to the bid prior to issuance of an award and purchase order for the equipment being bid.
8. The successful bidder will guarantee to provide with the unit, delivered to the Montpelier Recreation Field Garage at no additional charge, current shop manual CD-ROM covering service, parts, electrical and diagnostic information for the new unit. Should the successful bidder be unable to provide shop manuals at the time of invoicing, the City will retain One Thousand Dollars (\$100) from the unit price until the manuals are presented. If the manuals are not received within thirty (30) days of invoice, the City will consider the One Hundred Dollars (\$100) as a discount for the dealer being unable to provide said manuals.
9. Bidders are hereby notified that the City of Montpelier will accept only prices guaranteed for a minimum of 60 days. Failure to guarantee the bid price could jeopardize the acceptance of future bids from bidder.
10. Questions should be directed to Rick Lachapelle, Maintenance Foreman, 802-477-3971. Other than routine inquiries, all questions will be answered in writing and distributed to all prospective bidders. It is the responsibility of the bidder to contact the City of Montpelier prior to the closing of the bid, to see if any change or addendum has been made.

The City of Montpelier invites you to submit a bid for **Two Commercial Zero Turn Mowers as specified below.**

SPECIFICATIONS

Scag Turf Tiger II with a 61 inch deck and a 26 HP Liquid Cooled Kawasaki with Digital Fuel injection. Model #STT1161V-26DFI

And

Scag Turf Tiger II with a 61 inch deck and a 31 HP Liquid Cooled Kawasaki with Digital Fuel injection.

BID FORM

Miscellaneous Service and Delivery:

The machine shall be delivered to the Recreation Garage as a complete unit, ready to operate. The quotation must state specifically the substance of any or all warranties covering the machine.

Please specify earliest date that can be guaranteed.

Actual Specifications:

Scag Turf Tiger II with a 61 inch deck and a 26 HP Liquid Cooled Kawasaki with Digital Fuel injection. Model #STT1161V-26DFI

Total price of Model Above: \$ _____

Scag Turf Tiger II with a 61 inch deck and a 31 HP Liquid Cooled Kawasaki with Digital Fuel injection.

Total price of Model Above: \$ _____

Municipal discount offered, if any: \$ _____

Net cost for both Scags (Bid Price): \$ _____

Date of Delivery: _____

Please **print** the following information:

Name of Vendor: _____
Contact: _____
Address: _____

Phone Number: _____
Email: _____

Authorized signature of bidder: _____

Bids on Zero Turns	Model	11/1/2017	10:30 A.M.
Name of Business	Model Number	Bids	
Turf Depot	Scag Turf Tiger 26HP #STT1161V-26DFI	\$12,803.00	
	Scag Turf Tiger 31HP #STT1161V-31DFI	\$13,475.00	
Municipal Discount offered, If any		\$0.00	
Combined Price		\$26,278.00	
Tucker MachineCo. Inc.	Scag Turf Tiger 26HP #STT1161V-26DFI	\$11,500.00	
	Scag Turf Tiger 31HP #STT1161V-31DFI	\$12,000.00	
Municipal Discount offered, If any		Included in above Price	
Combined Price		\$23,500.00	
Got That Rental and Sales	Scag Turf Tiger 26HP #STT1161V-26DFI	\$12,669.15	
	Scag Turf Tiger 31HP #STT1161V-31DFI	\$13,179.15	
Municipal Discount offered, If any		-\$2,294.85	
Combined Price		\$23,553.45	

BID FORM**Miscellaneous Service and Delivery:**

The machine shall be delivered to the Recreation Garage as a complete unit, ready to operate. The quotation must state specifically the substance of any or all warranties covering the machine.

Please specify earliest date that can be guaranteed.

Actual Specifications:

See Attached

Scag Turf Tiger II with a 61 inch deck and a 26 HP Liquid Cooled Kawasaki with Digital Fuel injection. Model #STT1161V-26DFI

Total price of Model Above:

\$ 12,803.⁰⁰ EA

Scag Turf Tiger II with a 61 inch deck and a 31 HP Liquid Cooled Kawasaki with Digital Fuel injection.

Total price of Model Above:

\$ 13,475.⁰⁰ EA

Municipal discount offered, if any:

\$ _____

Net cost for both Scags (Bid Price):

\$ 26,278.⁰⁰

Date of Delivery:

2 weeks after Award

Please **print** the following information:

Name of Vendor:

Turf Depot

Contact:

Shawn Blewins

Address:

288 North Broadway
Salem NH 03079

Phone Number:

603-898-1484

Email:

Sblewins@TurfDepot.com

Authorized signature of bidder:

[Signature]

BID FORMMiscellaneous Service and Delivery:

The machine shall be delivered to the Recreation Garage as a complete unit, ready to operate. The quotation must state specifically the substance of any or all warranties covering the machine.

Please specify earliest date that can be guaranteed.

Actual Specifications:

AS DESCRIBED BELOW

Scag Turf Tiger II with a 61 inch deck and a 26 HP Liquid Cooled Kawasaki with Digital Fuel Injection. Model #STT1161V-26DFI

Total price of Model Above:

\$ 11,500

Scag Turf Tiger II with a 61 inch deck and a 31 HP Liquid Cooled Kawasaki with Digital Fuel Injection.

Total price of Model Above:

\$ 12,000

Municipal discount offered, if any:

\$ INCLUDED IN

Net cost for both Scags (Bid Price):

\$ 23,500

ABOVE
PRICE

Date of Delivery:

NOV 15TH

Please **print** the following information:

Name of Vendor:

Tucker Machine Co, Inc.

Contact:

Seth Tucker

Address:

267 So. Main Street

Barre, VT 05641

Phone Number:

802-479-9841

Email:

info@tucker-machine.com

Authorized signature of bidder:

Seth Tucker

FAX 802-262-6285

BID FORM**Miscellaneous Service and Delivery:**

The machine shall be delivered to the Recreation Garage as a complete unit, ready to operate. The quotation must state specifically the substance of any or all warranties covering the machine.

Please specify earliest date that can be guaranteed.

Actual Specifications:

Scag Turf Tiger II with a 61 inch deck and a 26 HP Liquid Cooled Kawasaki with Digital Fuel Injection. Model #STT1161V-26DFI

Total price of Model Above:

\$ 12669.15

Scag Turf Tiger II with a 61 inch deck and a 31 HP Liquid Cooled Kawasaki with Digital Fuel Injection.

Total price of Model Above:

\$ 13179.15

Municipal discount offered, if any:

\$ 2294.85

Net cost for both Scags (Bid Price):

\$ 25848.30

Date of Delivery: _____

Please print the following information:

Name of Vendor:

GOT THAT RENTAL AND SALES

Contact:

BRIAN HERMANSON

Address:

224 COLCHESTER RD.

ESSEX, VT 05452

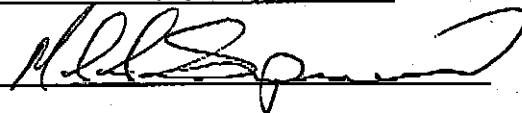
Phone Number:

802-878-0404

Email:

BRIAN.GOTTHATRENTAL@GMAIL.COM

Authorized signature of bidder: _____





CITY COUNCIL Agenda Item #17-337

Date: November 8, 2017

Consent ☐ **Discussion** ☒ **Time Sensitive** ☐
(outlined below)

SUBJECT: Parklet Ordinance – First Reading

SUBMITTING DEPARTMENT: City Manager

RECOMMENDED ACTION: Conduct First reading. Approve language. Set Second Reading for November 15, 2017.

RELATED COUNCIL GOAL/PRIOR ACTION: F: Quality of Life – Institutionalize Parklet Program

EXPENDITURE REQUIRED: None

SOURCE OF FUNDS: N/A

LEGAL REQUIREMENTS: Ordinances require two readings before being effective. Proposed ordinance was prepared by Attorney Paul Giuliani with input from city staff.

BACKGROUND INFORMATION: The City has conducted a trial period for parklets in the downtown area over the last few years. The Council has concluded that they wish to continue the program on a more permanent basis.

This ordinance was drafted to establish criteria, requirements and process for the installation and use of parklets in the downtown.

SUPPORTING DOCUMENTS: Draft ordinance

INTERESTED PARTIES: Montpelier Alive, Montpelier Business Association, downtown business

CITY MANAGER'S APPROVAL:

A handwritten signature in black ink, appearing to read "W. J. [unclear]".

PARKLETS

Section 1. This ordinance is intended to regulate the temporary establishment, maintenance and operation of space within dedicated street and highway right-of-way limits for public, private, civic and commercial use as parklets.

Section 2. From time to time, the City Council shall designate the location and boundaries of space within one or more dedicated street or highway as areas in which parklets may be established and maintained. Such designation will take into consideration impediment to public use of streets and highways, vehicular and pedestrian safety, congestion, noise, litter and public health.

Section 3. The City Council may adopt a rotating or lottery system of allocating parklet sites to and among applicants.

Section 4. A person seeking to install a parklet in a designated location shall submit a completed application form and parklet plan (architectural renderings & site plan) to the City Manager or his/her designee, and shall remit to the City Treasurer a non-refundable application fee of \$50.00 (or as may be amended from time to time). The forms of application along with parklet design and placement standards are attached as Exhibit A and Exhibit B respectively.

Section 5. Parklet applications will be evaluated by City staff, including the Public Works Department and the Police Department, using the following technical compliance criteria:

- (a) Suitable location in central business district (Designated Downtown);
- (b) Pedestrian access and ADA accessibility;
- (c) Material maintenance, installation and removal portability;
- (d) Safety considerations including barriers, traffic signs, railings, wind stresses, traffic & pedestrian visibility;
- (e) Assignment of maintenance responsibility – trash, etc.; and
- (f) Drainage management & access.

Section 6. Following City staff report and approval by the City Council, each applicant shall enter into an agreement with the City under which the applicant shall construct and operate the parklet, as well as provide specified daily maintenance. The applicant's failure to comply with said agreement shall result in the termination of applicant's approval to install and operate the parklet, and removal of said parklet immediately upon receipt of notice, and restoration of the area to a condition at least equal to pre-existing conditions. The City reserves the right to take legal action to recover costs if applicant fails to remove parklet in a required time frame and the City must handle removal.

Section 7. Prior to the construction, installation or operation of any parklet component, the applicant shall:

- (a) Furnish the City Clerk with proof of comprehensive general liability insurance in a minimum of \$1,000,000 per occurrence, naming the City as additional insured; and
- (b) Remit to the City Treasurer a sum equal to \$810.00 (27 weeks @ \$30/week) (or as may be amended from time to time) for each metered parking space which will be displaced by the parklet.

Section 8. At all times the parklet is in operation, smoking is prohibited and the applicant shall conform to all laws and regulations relating to the sale and consumption of alcoholic beverages and food safety within the parklet.

Section 9. Parklets may be maintained and operated only during the period commencing April 15th until Nov. 8th of each year.



CITY COUNCIL Agenda Item: 17-338

Date: November 8, 2017

Consent: _____ Discussion: X

SUBJECT: Council Sub-Committee Recommendation on Parking Strategy

SUBMITTING DEPARTMENT: City Manager's Office and Planning and Community Development

1. **RECOMMENDED ACTION:** Affirm the Subcommittee's recommendation to Pursue the Development of a Demand Management Parking Program
2. Direct the City Manager to work with staff to develop a Demand Management Implementation plan for review at a future council meeting.

RELATED COUNCIL GOAL/PRIOR ACTION: "Alleviate parking pressures in Montpelier to maintain a vibrant downtown"

EXPENDITURE REQUIRED: NA

SOURCE OF FUNDS: NA

LEGAL REQUIREMENTS: NA

BACKGROUND INFORMATION:

The Parking Sub Committee formed at the June 28, 2017 City Council meeting was tasked with evaluating the Parking Strategy Memo forwarded to council in the Spring of 2017. The Sub-Committee has decided to break the discussion into a two parts. First, the subcommittee is asking City Council to approve a strategy. This will be followed at a later date with a discussion of options to implement that approach. The goal of this memo is to outline the recommendation of the subcommittee to pursue demand management as the City's parking strategy.

SUPPORTING DOCUMENTS: Subcommittee Memo to Council; Subcommittee's May 10, 2017 memo to Council.

INTERESTED PARTIES: Council, Montpelier Alive, MBA

CITY MANAGER'S APPROVAL:

Sam Allen



To: Mayor John Hollar
Montpelier City Council

From: City Council Parking Sub-Committee

Date: Friday, November 03, 2017

Subject: Sub-Committee Recommendation on Parking Strategy

Executive Summary:

The Parking Sub Committee was tasked with evaluating the Parking Strategy Memo forwarded to council in the Spring of 2017. The goal of this memo is to outline the recommendation of that subcommittee and to provide a framework for discussion amongst the whole council.

The Committee has decided to break the discussion into a two parts. First, the subcommittee is asking City Council to approve an overall strategy. This will be followed at a later date with a discussion of options to implement that approach.

The Subcommittee was comprised of Council Members Bate and Watson as well as assistant City Manager Sue Allen, Director Planning and Community Development Mike Miller, Community Development Specialist Kevin Casey and Police Chief Anthony Facos. After review of the options presented in the Parking Strategy Memo it is the opinion and recommendation of this subcommittee to pursue demand management (option #4) as the first phase of the City's parking strategy.

Background:

The Department of Planning and Community Development was asked by City Council in 2016 to prepare a parking strategy to accomplish City Council's express goal to "Alleviate parking pressures in Montpelier to maintain a vibrant downtown". In support of this goal staff has worked with the Parking Committee, Police Department, Department of Public Works and residents to address a myriad of issues including a more flexible winter parking ban, accommodating tour buses during peak tourist season, supporting free parking during the holidays, and most recently the conversion from coin operated meters to credit/debit card enabled smart meters. Each of these steps have helped to address a problem however, they are

solutions to individual problems and are not coordinated actions in support of a larger strategy.

In 2015, the Department of Planning and Community Development undertook an 8 month daily parking count to give a snapshot of the seasonal fluctuations, trends, and conditions relative to Winter/Legislative Session vs. the Summer/Tourist Season. The study area was limited, and not meant to be a comprehensive examination of all downtown parking, just municipal parking (on street and off street) in the core downtown. The counts were simple counts of vehicles broken down by areas.

Other studies related to parking have also been ongoing or completed including the Economic Development Strategic Plan (EDSP), Strong Communities Better Connections Grant (SCBC), and the Master Plan update. Addressing the parking issues is a strategic imperative as defined by the 2016 Economic Development Strategic Plan prepared by Fairweather Consulting and adopted by Council in June 2016. Tactic 2 recommends "Making Strategic Investments in sites, infrastructure..." specifically to "ensure adequate employee parking at each site through a comprehensive parking strategy" and "ensure pedestrian and bike connections to development sites".

The Department of Planning and Community Development prepared a memo outlining possible strategies for review by council at its regularly scheduled meetings on March 22, April 26, and May 10, 2017. City Council deferred taking action on staff recommendation, and on June 28, 2017 City Council created a council sub-committee to review the memo and submit a recommendation for Council to proceed. Councilors Bate and Watson were assigned to the committee.

The Committee has decided to break the initial discussion into a two parts. First, the subcommittee is asking City Council to approve an overall demand-side strategy. This will be followed at a later date with a discussion of options to implement that approach. There are other parking options on the table, some the result of pending changes (such as completion of the Transit Center), and some suggested in the Team Bridges report, that will require longer-term study.

The goal of this memo is to outline the recommendation of the subcommittee to pursue demand management as the City's parking strategy.

Fiscal Impacts:

The fiscal impacts will be discussed when council reviews a recommended implementation plan. Initial indications are that parking enforcement will need an increase from .50 FTE to .75 FTE to accommodate increased enforcement needs. Additional resources may be needed, these will be addressed in the implementation plan

Pros:

A new parking demand management program if properly implemented will have significant benefits including improved quality of service, revenue generation , increased use of public transportation , improved walkability, reduced environmental impact, and more livable communities by focusing attention on alternative transportation options and working on achieving our net-zero objectives .

Cons:

1. **Anticipated Additional Costs:** An effective parking management plan may need additional staff support, training, technology, and infrastructure investments and administrative costs related to planning, operations, and enforcement.
2. **Reduced Motorist convenience:** Some parking management strategies increase the distance that motorists need to walk to get to their destination.
3. **Spillover Impacts:** Parking Management may increase spillover parking into the neighborhoods.
4. **Uncertainty:** some management strategies will not be effective, so flexibility is critical to success. There will be some element of trial and error as each strategy is implemented. However, failure of one strategy does not mean eliminating the entire program; it only means that we try something new.

Other Options:

The following options were presented in a separate Parking Strategy Memo initially presented to Council on March 22, and discussed on April 26, May 10 (attached), and June 28, 2017.

Option #1: Pursue Conceptual Plan in support of Team Bridges proposal for reactivated rail line and Transit Oriented Development

Option #2: Pursue the Construction of a Public Parking Structure

This strategy would fast track this effort and seeks opportunities to construct a public parking structure in Downtown Montpelier. The parking structure could be used to increase capacity or merely to vertically integrate parking in order to redevelop surface lots for economic development.

Option #3: Public Transportation

Work with Partners at GMT to increase the use of public transportation. Thereby reducing demand

Option 5: Maintain Status Quo or Null Option

Take no action at this time. Due to the quickly changing landscape in regards to downtown development this option would promote a wait and see approach.

Sub-Committee Recommendation & Next Steps

1. Affirm the Subcommittee's recommendation to Pursue the Development of a Demand Management Parking Program
2. Direct the City Manager to work with staff to develop a Demand Management Implementation plan for review at a future council meeting.

MEMORANDUM

To: Montpelier City Council
From: Department of Planning & Community Development
Re: Parking Strategy Update
Date: Friday, May 05, 2017

Since 2012 Montpelier City Council has had the express goal to “Alleviate parking pressures in Montpelier to maintain a vibrant downtown”. In support of this goal staff has worked with the Parking Advisory Committee, Police Department, Department of Public Works and residents to address a myriad of issues including a more flexible winter parking ban, accommodating tour buses during peak tourist season, supporting free parking during the holidays, and most recently the conversion from coin operated meters to credit/debit card enabled smart meters.

Each of these steps have helped to address a problem however, they are solutions to individual problems and are not coordinated actions in support of a larger strategy. Through this memo and presentation, the Planning & Community Development staff hopes to begin a more comprehensive conversation on parking in Montpelier; one that we hope will result in a long term solution to issues. This is memo will propose a long term vision and outline a series of goals and the strategies that will be needed to accomplish these goals. It will outline the five main parking areas and difference strategies to accomplish the goals in that specific area. These include On-Street Parking, Off-Street Parking, and Neighborhoods and Remote Parking options, as well as the role of private parking.

Finally, the staff will provide its recommendation on how to proceed in order to accomplish the express goal of alleviating parking pressures to maintain a vibrant downtown. This recommendation is a place for people to begin the conversation. If the city decides to change its vision or goals then we may need to adjust strategies. If some strategies are not desirable that may affect our goals. We hope this memo framing the discussion will be helpful for you.

Background

In 2015, the Department of Planning and Community Development undertook an 8 month daily parking count to give a snapshot of the seasonal fluctuations, trends, and conditions relative to Winter/Legislative Session vs. the Summer/Tourist Season. The study area was limited, and not meant to be a comprehensive

examination of all downtown parking, just municipal parking (on street and off street) in the core downtown. The counts were simple counts of vehicles broken down by areas (e.g. Blanchard lot, Pitkin lot, Main Street (Barre to E. State), Jacobs's lot, etc.).

There were 4 findings in the initial survey that have defined the direction of this strategy.

First, there is an inadequate supply of parking in high demand locations during certain times. This was evidenced by on street and off street occupancy rates exceeding 85% at key times of the year and being fully occupied at certain times.

Second, the peak demand times were seasonal and directly related to the legislative sessions. Occupancy rates were at or exceeding 85%¹ during the session while the warmer weather months (July-September) the demand decreased and occupancy rates fell below the 85% occupancy benchmark.

Third, demand for parking is highest midday from 10 am -2:30 p.m. Initial analysis of the data shows that demand for parking is highest between 10:00 am – 2:30 p.m. During the Feb-April period this is when finding a long term parking space is most difficult. However, the data indicated that drivers looking to find a spot prior to 9:00 a.m. or after 4:00 p.m. will find that parking is available. This could also indicate there is room for more efficient management of existing parking.

Other studies related to parking have also been ongoing or completed including the Economic Development Strategic Plan (EDSP), Strong Communities Better Connections Grant (SCBC), and the Master Plan update. Addressing the parking issues is a strategic imperative as defined by the 2016 Economic Development Strategic Plan prepared by Fairweather Consulting and adopted by Council in June 2016. Tactic 2 recommends “Making Strategic Investments in sites, infrastructure...” specifically to “ensure adequate employee parking at each site through a comprehensive parking strategy” and “ensure pedestrian and bike connections to development sites”.

The EDSP proposes that Montpelier seeks to maintain itself as a premium location superior to low cost alternatives for its targeted sectors as identified in the EDSP and fundamental to that is providing the convenience for employees, businesses, and visitors. Tactic 2 of the EDSP identified; “Providing adequate infrastructure for development, including parking, broadband, access for foot, bike and auto transportation, etc.”²

The SCBC grant is being used to develop what is called street typologies. Roads in the city will be described by how they are (or should be) used regarding all types of uses including pedestrian, bikes, vehicle travel lanes and on street parking. Creating bicycle networks will require removing on street parking in some places but, as will be described later, the surrounding neighborhoods have also served as parking lots for many years due to the shortage of parking downtown. When the SCBC plan is complete in the summer of 2017, the city will have a strategy for complete streets but that strategy does not discuss off street parking which will be needed to offset any on-street parking losses. The overall strategy for parking starts here.

Finally we have the current master plan update scheduled for completion in December 2017. That plan is trying to develop a more strategic approach to accomplishing all of the city's goals. As can be seen above, parking affects many things from transportation to alternative transportation to economic development. The

¹ Target Occupancy Rate (The High Cost of Free Parking Shoup pg. 305)

² The Innovative Capital: Economic Development Strategy Plan for the City of Montpelier pg.20 Peter Fairweather

Master Plan looks to describe our aspirations, set goals, and assign tasks for implementing those goals. The results of this parking strategy will be incorporated into that plan so we can start moving forward on whatever strategy we settle on.

Scope of the Strategy

As mentioned in the introduction, the scope of this memo is not to provide answers but rather to frame the discussion and provide some recommendations to start the conversation. Committing to any one of the strategies outlined herein will mean a long term commitment to that choice with the full knowledge that some strategies are more effective at accomplishing the Council's outlined goals than others.

We will try to walk through this in the same manner as the Master Plan is being developed – discussing our aspirations, goals and then strategies. Staff cannot offer strategies in the absence of aspirations and goals; we can't tell you how to achieve goals that haven't been clearly articulated. We therefore have taken some liberties to try to describe what we think we have heard from city officials and the public on this issue. These will eventually need to be fully vetted by all the interested parties and the public before any strategy is finalized.

Aspirations:

Aspirations are the long term goal of what we are trying to accomplish. They are usually affirmative statements: *Montpelier will have a healthy housing market; Each of Montpelier's utilities – water, wastewater, and stormwater and district heat – will achieve a steady state plan for maintenance of the plants and systems.* The statement helps establish the vision we are striving for. The goals, discussed later, are the steps along the way of achieving the vision.

So, what is our aspiration for parking? It's a hard one to describe. Modern American lifestyles almost require people to have cars. Once committed to personal transportation with everyone in their own cars, parking becomes necessary everywhere. You need parking because you have cars to get you from one place to another and when you get to your destination you need to store it while you go to work or run your errand and you need a place to store it when you return home. Land, though, is expensive and using it to store vehicles is inefficient, unsightly and most parking lots spend very little time being fully used. To begin to move away from that paradigm we need to acknowledge that parking may be less convenient or cost more. How much we want to shift and how quickly is a matter of policy.

Our first fact that needs to be addressed is that we are not going to simply ban cars and immediately move to a new system. That cannot happen and the economic consequences would be tremendous. What we can do is create situations where people can use other transportation options (walking, biking, and public transit), can use car shares or taxi services so they only need one car instead of two, and other options that reduce the amount of parking that the city would need to provide. The Council has had a goal to become a nationally recognized bike and pedestrian friendly city so meeting that objective would accomplish that goal as well. We also can repurpose downtown parking lots for infill housing to increase housing for people who want to live without a car or who cannot afford a car. Again the City Council has a goal to increasing housing- particularly in the downtown. This is addressing the demand side of the parking equation – reducing the need for parking

– rather than increasing the number of available spaces. Historically these demand solutions have had only modest impacts on parking but they could have greater impact moving forward with other land use changes.

The second approach is on the supply side. As a result of spaces being limited, especially in the downtown, the city needs to look how we manage the spaces that we have to benefit specific users. For example, in order to create short term parking spaces for shopping downtown we may need to provide longer term parking in the periphery and use the cost of parking to direct people there. Having an adequate supply of all parking types is essential to our economic wellbeing and where these spaces are located is critical to a wide range of other goals including where bike lanes exist on roads.

Let's try this aspiration for a start:

The City of Montpelier recognizes that vehicle parking is an important and necessary part of our lives but that it has economic, social and environmental costs that need to be considered and minimized. The City recognizes that parking vehicles is possibly something that may change significantly in the next 20 years with car share and possibly self-driving cars that eventually could park themselves in lots outside of town. Our parking strategy will, therefore, be flexible and responsive to changing technologies and environmental considerations.

In the future Montpelier will reduce parking demands by maximizing the opportunity to use alternative forms of transportation including walking, biking, carpooling, car sharing, taxis, and public transportation including perhaps rail buses.

Montpelier will also have more options for parking vehicles depending on the needs of the user and the willingness to pay for convenience. Parking long term will be affordable and will be accommodated in remote lots with shuttles into downtown by rail or by bus. Some long term affordable parking may be accommodated in neighborhoods where they will not interfere with bike lanes. Short-term higher-cost parking would be handled with on street spaces where appropriate while other moderate cost spaces may be available in downtown lots or possibly in garages. The City will have adequate parking for each user type (short, moderate, and long term) as it is critical for the city's long term economic wellbeing.

Finally, private parking's impact on the character of neighborhoods will be minimized by using design (located beside or behind buildings, screened from view, or put under buildings) or concentrated into parking structures designed to blend into the surrounding architecture.

Goals and Objectives:

There are six separate goals for parking with the first overall goal addressing the related plans and strategies discussed in the aspiration. Parking is a piece of the transportation system therefore our parking strategy must help implement those plans and not run counter to them. The five remaining goals are broken down based on the type of parking: On-street metered parking; downtown municipal parking; on-street neighborhood parking; remote parking; and private parking. Each of these parking types needs to work with the other types in an overall strategy. For example, if on-street parking is to be managed to result in 85% occupancy then the other cars that had previously been on the street must be pushed somewhere else. If we decide to push them to municipal lots that are already at capacity then we either need to push them somewhere else or we need to increase capacity (i.e. build a garage). Below is one parking strategy that could function if all components are built. It is not the only solution and we will not alternatives as they come up.

Goal 1: Adjust parking management to be consistent with Montpelier's complete streets plan and overall transportation plan.

Most notably this will involve removing on-street parking from some streets but this also includes supporting public transit, rail and implementation of alternative transportation as a means of reducing demand (see **Improve Pedestrian, Transit, and Bicycle Facilities** tool in Appendix A). The implementation of those other plans will also make meeting parking needs easier or harder depending on the plan.

Goal 2: Adjust on-street parking management to target an 85% occupancy rate

The 85% figure is an industry standard (see Donald Shop's, *the high cost of free parking*). It is estimated that as much as 30% of all vehicles in urban areas are drivers looking for an open parking space (i.e. cruising). By appropriately pricing on-street parking, you can create openings in the on-street environment and thereby reduce congestion (see *demand management & dynamic pricing*). Using that tool the city can vary price by time of year or even time of day in more elaborate systems to create parking opportunities. Parking counts undertaken by the Department of Planning and Community Development indicated that parking occupancy exceeds 85% during the January-June legislative session. Managing parking to the target 85% occupancy rate would, if effective, reduce the perception that finding parking is a problem. Going forward, upgrading our current smart meters (M-3 type) to new M-5 type meters would give use valuable data to make pricing decisions? M-5 meters have electric eyes that monitor when spaces are occupied which gives us the information to: determine if we are pricing too high or too low; inform whether the city should increase hours or days of enforcement or are we enforcing times that we should not be; identify how long are people staying (should we have 4 hour meters in places instead of two). Information is valuable in parking management and we are just starting to get some information. New meters would be a game changer in terms of learning how people park in Montpelier.

Because some areas have more demand than others, Montpelier could also consider pricing based on where in downtown the space is located. This can be accomplished by simply painting meter bonnets different colors (see *color coded meters*). Barre City has such a system where prices are highest on black meters (2 hour), reduced for less convenient yellow meters (4 hour max), and still more

reduced for green meters (8 hours). In their system someone with a parking pass can park at a green meter without paying.

A final option to review regarding on-street parking would be increase parking in specific areas where the right of way is wide enough to accommodate angle parking (see *on-street angle parking*) and where it would not conflict with bicycles.

Goal 3: Adjust downtown municipal parking management to provide adequate “moderate price/more convenient” parking usable for the mid and long term.

The municipal lots are the first overflow points for visitors looking for moderate term parking or short term parking where the on-street parking has filled. These lots would ideally not be filled more than 85% to 90%. Visitors and shoppers looking to stay in the downtown for a few hours should always be able to find a place to stay. These spaces will be some of the most difficult to manage because we will need to move longer term (employee) parking to remote lots (see goal 5) to free up spaces for use by others. These spaces are also the most in demand for developers looking to reserve spaces for their new development project or tenant.

The EDSP identified the critical factors for Montpelier to continue to position itself as the premium location and as Peter Fairweather identified in his 2016 report “the top six factors associated with job growth include having sites available for development, site amenities (i.e. walkable and vibrant downtown), economic development marketing, timely approvals, and available parking for employees and visitors. In premium locations the best parking will cost more especially in places like Montpelier where there is only a limited amount of high quality parking.

One option used by many municipalities is to build one or more parking garages. With an average cost of \$25,000 to \$30,000 per space it could cost \$3M for a small garage (100 spaces) and \$10M or more for a modest garage (400 spaces). They make sense where communities have no other options and where the cost of parking is high enough that the city can charge a high enough fee to cover most of the bond and maintenance. They generally lose money for communities but are done because it allows for an increase in density and the growth in grand list offsets and deficit in parking revenue. Many communities today are cautiously looking at self-drive technologies (and self-parking cars) to see if it will make garages obsolete in 10 to 20 years. We are not here proposing a parking garage solution for Montpelier although the City should not turn down conversations where a public – private partnership could make sense (e.g. a new large employer pays for a portion of a parking garage but allows public use in off peak hours).

Amending parking policies and permit fees will be critical to accomplishing this goal. The first critical policy is to have a policy statement that shared parking is the most efficient and therefore there will be no “dedicated parking spaces”. Reserving spaces is the most inefficient means of allocating parking because when that person is not in the space cannot be used by someone else. Also, dedicated parking does not allow “park once/ shop many”. We want people to park and visit many destinations – not to park in the spaces reserved for bank customers and then move the car in order to visit the restaurant around the corner. Occasionally cities can sell a portion of spaces for dedicated parking as a means of raising revenues. A handful of spaces in each lot would be auctioned off to the

highest bidder for a one year right to have an assigned space. We don't recommend using dedicated spaces at all in downtown parking lots.

A second parking policy would be that the city will sell parking passes to those who want to have the right to park in downtown lots. The city should sell more passes than spaces (usually at 160% more passes than spaces) and will be first come first serve. That will help to maximize usage in downtown but the City must be careful not to be back in apposition where we have greater than 85% occupancy. Prices will be set at a point where demand for permits is in balance with the number of passes for sale. Parking passes can either be used in any lot or in a portion of a lot signed for permit use.

Goal 4: Continue to use certain neighborhood streets for long term parking.

Montpelier has a long history of using neighborhood streets for de facto parking lots. The new complete streets plan will likely, when adopted, remove on street parking from a number of arterial and collector streets in an effort to create more bike lanes. That plan will also identify streets where parking will be appropriate. The nature of certain residential streets is that bikes can safely share the lane with cars. For example, the Meadow is a popular place to park cars and walk into town. Those streets do not carry through traffic and speeds are slow making it safe for bike riders to use the travel lane for travel rather than creating a separate bike lane.

These neighborhood parking areas will continue to be most important north of downtown where "rail bus" parking lots will not be available (see goal 5 below). These parking options are not convenient for short trips as one either need to take a short walk into downtown or wait for the circulator. The advantage is that it is free so although parking in the downtown will cost money, walking in would be free.

Goal 5: Create new remote parking lots along rail line in conjunction with upgrades to the rail to support rail-buses.

This is most radical solution to Montpelier's long term parking. If the City first removes on-street parking from a number of arterials (per the complete street plan) and then we use cost to push on street parking and municipal lots down to 85% occupancy then the city has created a deficit in the number of spaces needed to meet demand. This puts the city at a crossroads for either investing heavily in a parking garage or investing in an alternative strategy like remote lots and shuttles to cover that difference. The idea of remote lots is not new. It has been discussed in the past and is currently used in few places such as Department of Labor parking lot and the recreation fields.

The reason the rail line option is treated more favorably than the parking garage idea is three fold. First is cost. The \$10M needed for a parking garage has been estimated to be enough money to fix the rail line from Barre City to Montpelier. Those costs could be split among the three communities instead of one. Also, grants could be sought to pay some of the cost of those improvements whereas there are no grants available for garages.

Second, the rail line, especially if it extends to Barre City, will also act to reduce parking demand. When someone lives in Barre but works in Montpelier, they can commute by walking or biking to a

rail station for commuting. A parking garage may consolidate and share parking but in the end it does not reduce the number of cars driving to town.

Third the rail line opens up land along the rail corridor for redevelopment as Transit Oriented Development (TODs). In areas like the Barre to Montpelier corridor we don't have a landscape that makes for easy expansion of the urban core. All the communities have floodplains and steep slopes which makes a typical gridded street pattern difficult. The rail option will help with economic and housing development that would not be possible with the garage solution.

Goal 6: Private parking lots should be designed to minimize environmental and aesthetic impacts and to be the minimum needed to serve their purpose.

The goal should set the stage for how we regulate private parking in the city through zoning. Current proposed zoning requires parking to be behind the front face of the building, limits are established for lighting and screening, reduces minimum parking requirements so fewer spaces may be needed, allows for shared parking between different properties, and allows for different ways of counting spaces that should reduce the number of parking spaces needed to allow a project to move forward. In the future, stormwater requirements will be added to help maintain water quality in our rivers and streams.

Department of Planning and Community Development

Strategy Recommendation: Strategy #1

As laid out above our strategy is to manage on street parking to 85% and municipal lots to 85% as well by using the cost of parking as a driver of behavior change. These areas will be targeted to short and moderate term parking demands as well as long term parking where someone is willing to pay for the convenience of downtown parking. We will remove on-street parking in places to meet our complete streets objectives and continue to use some neighborhood streets for long term parking. To meet our overall deficit of parking we will use a combination of remote lots, particularly along the rail line, to allow buses and rail bus shuttles to move people who want long term affordable parking into the downtown. Private parking will not be required for downtown projects and minimum parking requirements will only be set when needed to limit off site impacts. Using this paradigm, solving our parking problem will also advance our economic and housing goals as well as helping to reduce the need for parking and reduce our carbon footprint.

These pieces only work if the entire plan is implemented. As mentioned above, there are other ways to achieve these goals including building a parking garage and there is, of course, always the option of doing nothing (keep doing what we are doing). There still may be garage opportunities that we may explore from time to time. If Tax Increment Financing (TIF) became available a large employer, housing development or hotel/convention center wanted some structured parking downtown, the city should evaluate the proposal. To build a garage with TIF revenue the garage would need to be publicly owned and open to all. A garage that supported more density in the downtown and allowed additional parking lots to be converted to useful land development would be a positive thing for Montpelier.

The Null option assumes that the City of Montpelier will not make any changes and continue on its current course which takes a passive approach to parking management. Parking enforcement is a tool to ensure parking spaces have turnover and the revenue generated by meters is a political decision, insofar as prices are set by City Council, rather than a reflection of market conditions whereby areas of increased demand command higher prices. Implicit in doing nothing is a thought that parking is not a problem or at least not a significant one.

Option #1: Pursue Conceptual Plan in support of Team Bridges proposal for reactivated rail line and Transit Oriented Development		
Phase/Year	Indicator(s)	Actions
Phase I Year 6 months -1 year	Usage Data Revenue	1. Evaluate usage based on data from new CC enabled meters. Data collection over year 2. Identify Administrative responsibility for Operations and Parking Management (On Street Strategy)
Phase II Year 1-Year 3	Enforcement and Data Collection & Preparation for Rail Shuttle Project	3. Implement Parking Demand Management Strategies using Pricing models to influence parking behavior. Adjust pricing based on demand. (ON Street Strategy) 4. Implement Parking Zones & Color Coding of Meters(ON Street Strategy) 5. Implement New Parking Policies with changes to Permits, Reserved Spaces, and reverse angle parking (Policy Strategy) 6. Implement reverse angle parking where appropriate (On Street Strategy) 7. Improve Bike, Pedestrian and Transit Facilities (On Street/Off Street Strategies) 8. Identify funding opportunities and partnerships to conduct feasibility and scoping studies (Off Street & Remote Lot Strategy) 9. Continue Conceptual Planning and Discussions(OFF Street & Remote Lot Strategy) 10. Expand Parking Meters into Residential Neighborhoods where feasible and (On Street Strategy)
Phase III: Year 3-5	Increase Supply & Secure Funding for Rail Project	11. Seeks leases, options to purchase, or partnerships with private developers for remote parking lots and underutilized land adjacent to bike path and rail line. (OFF Street & Remote Lot Strategy) 12. Secure funding to implement feasible projects identified in Phase II(OFF Street & Remote Lot Strategy)
Phase IV 5 Years +	Implementation	13. Implement Projects to Improve bike, transit and pedestrian facilities as identified in Phases I-III

Option #2: Pursue the Construction of a Public Parking Structure Description:

Construction of a Public Parking Structure to vertically integrate parking, increase supply, and facilitate economic and housing development in Downtown Montpelier. Since the 1980s' the City of Montpelier has explored a number of locations and has pursued opportunities to construct a parking structure in Downtown Montpelier. This strategy would fast track this effort and seeks opportunities to construct a public parking structure in Downtown Montpelier. The parking structure could be used to increase capacity or merely to vertically integrate parking in order to redevelop surface lots for economic development.

Option #2: Pursue the Construction of a Public Parking Structure		
Phase/Year	Indicator(s)	Actions
Phase I Year 6 months -1 year	Usage Data Revenue	1. Evaluate usage based on data from new CC enabled meters. Data collection over year 2. Identify Administrative responsibility for Operations and Parking Management (On Street Strategy) 3. Review previous studies & identify preferred location. 4. Define the scope of the project
Phase II Year 1-2	Secure Option	5. Seek leases, options to purchase, or partnerships with private developers for parking structures (OFF Street & Remote Lot Strategy) 6. Secure an option to purchase land
Phase III Year (1-3) Running Concurrently	Begin Preparations	7. Identify Funding Sources: a. TIF: Secure Approval From the State b. Municipal Bond: Begin Process c. Revenue Sources: Identify 8. Conduct Cost Benefit Analysis a. What is the cost of the infrastructure? b. What new development will occur but for the City creation of a parking structure c. Will That Tax Revenue offset the cost of investment 9. Begin Preliminary Design Work: 10. Cost estimates
Phase IV: Year 3-5	Secure Funding For Parking Structure	11. Secure funding to implement feasible projects identified in Phase II & III
Phase IV 5 Years +	Implementation	12. Begin Construction

Goal that this strategy seeks to accomplish:

Address Parking as issue as defined in EDSP. Montpelier's EDSP identified the need to make infrastructure investments in support of its goal to maintain its position as a premium location in Central Vermont. External pressure from Barre and Waterbury make this need critical if Montpelier is to maintain this position. As a higher cost location, there is a presumption that if a business chooses to locate in Montpelier it must have adequate parking for the convenience of its employees.

Cost: \$5-12 million Dollars (approximately \$25,000 per space)

Barriers to Implementation:

- ☐ The City would need to have all financing tools at their disposal. Most notably, receiving approval from the Legislature for a TIF District.
- ☐ Private Sector Partners: the City will need to identify the partners and projects that will help to finance the project and will be the beneficiaries of the improved infrastructure (TIF)
- ☐ Public Support: there is widespread disagreement on the need for a parking structure. Public perceptions will need to be changed in order to explain the costs and benefits to the general public.

Option #3: Public Transportation

Increase Use Public Transportation Description: Partner with Green Mountain Transit and State of Vermont to Increase the usage of Public Transportation by developing policies and investing in strategies to foster increased use of public transit.

Cost: N/A

Goal that this strategy seeks to accomplish: Increase Supply by reducing Demand

- Barriers to Implementation: Programs are generally housed in state agencies for GMT and not within the City's purview
- Success is contingent upon buy in from employers, employees , and large institutions

Option #3: Increase Use Public Transportation		
Phase/Year	<u>Indicator(s)</u>	<u>Action</u>
Phase I Year 6 months -1 year	GMT Ridership Data Parking Counts Parking Surveys	Evaluate usage based on data from new CC enabled meters. Data collection over year Identify Administrative responsibility for Operations and Parking Management Identify Targets for Utilization and Metrics to gauge success
Phase II Year 1-2	GMT Ridership Data Parking Counts Parking Surveys	Develop City Policies to Encourage Employees use public transportation. Develop a Fleet Policy for City Employees Provide Financial Incentives to Employees
Phase IV: Year 3-5	GMT Ridership Data Parking Counts Parking Surveys Fleet Usage Data Utilization Rates of Financial Incentive	Maximize Incentives based on utilization Rates
Phase IV 5 Years +		<u>Evaluate, Reassess and Implement Changes</u>

Option #4: Demand Management:

Strategy: Demand Management and Dynamic Pricing

Description: Using Data to develop dynamic pricing strategies that respond to seasonal or daily demand. As demand rises in a given area, the price goes up accordingly thereby encouraging parkers in the high demand area to seek options further away at a lower cost

<u>Option #4: Demand Management</u>		
Phase I Year 6 months -1 year	Collect and Analyze Usage Data	Evaluate usage based on data from new CC enabled meters. Data collection over year. Develop Demand Based Pricing Model Identify Administrative Responsibility for Operations and Parking Management and Data Collection Develop Policy to eliminate Reserved parking spaces
Phase II Year 1-2	Collect and Analyze Usage Data	Price Parking : Charge Motorists for their use and convenience (i.e. higher demand location command higher price) Provide Financial Incentives Develop Policies Regarding: • Shared Parking • Implement Smart Growth Policies • Improve Bike and Ped Facilities • Increase Capacity of Existing Parking Facilities
Phase III Year (1-3) Running Concurrently	Collect and Analyze Usage Data	Unbundle Parking : recognizing parking as a tangible benefit and give employees the choice between cash back or convenience Provide Bicycle Parking Facilities Improve Efficiency of Enforcement and Control of Parking Facilities
Phase IV: Year 3-5	Collect and Analyze Usage Data	Establish Overflow Parking Plans Address Spillover Problems Improve Parking Facility Design Manage Parking in Neighborhoods through active management or residential permitting

Phase IV 5 Years +	Collect and Analyze Usage Data	Work with State of Vermont to reduce their demand and impact on the City.
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Cost: N/A

Goal that this strategy seeks to accomplish: Reducing Demand through pricing strategy

Barriers to Implementation:

- ☐ Police Department and Parking Enforcement currently have Limited Capacity within Enforcement Staff to Implement the personnel to collect, analyze, and implement
- ☐ Lack of adequate housing proximate to the largest employers limits the ability for bike and pedestrian commutes to work seasonally or in difficult weather conditions
- ☐ Demand Management requires a significant investment in technology, administration ,enforcement and outreach to effectively manage transportation decisions and parking behaviors

Option 5: Status Quo

Description : No Action Taken maintain Status Quo of Enforcement, Periodic Rate Increases as needed to cover costs , no active demand management, no significant investments in technology, staff , or facilities.

<u>Option #5: No Action or Null Option</u>		
Phase/Year	<u>Indicator(s)</u>	<u>Action</u>
Phase I Year 6 months -1 year	<u>No Action</u>	<u>Collect Data on Usage and Revenue</u>
Phase II Year 1-2	<u>No Action</u>	<u>Collect Data on Usage and Revenue</u>
Phase III Year (1-3) Running Concurrently	<u>No Action</u>	<u>Collect Data on Usage and Revenue</u>
Phase IV: Year 3-5	<u>No Action</u>	<u>Collect Data on Usage and Revenue</u>
Phase IV 5 Years +	<u>No Action</u>	<u>Collect Data on Usage and Revenue</u>

Appendix

On Street Tools

Strategy: Demand Management and Dynamic Pricing

Description: Using Data to develop dynamic pricing strategies that respond to seasonal or daily demand. As demand rises in a given area, the price goes up accordingly thereby encouraging parkers in the high demand area to seek options further away at a lower cost

Cost: N/A

Goal that this strategy seeks to accomplish: Reducing Demand through pricing strategy

Barriers to Implementation:

- ☐ Police Department and Parking Enforcement currently have Limited Capacity within Enforcement Staff to Implement the personnel to collect, analyze, and implement

Strategy: Color Coding of Meters

Description: The Color Coding of Meters is a cost-effective way to manage parking behaviors by notifying the drivers of the relative cost of parking in particular “zone”. The City would paint the meter heads with a color code to indicate from afar the cost of parking in a particular are. For example, a driver that sees a black meter head would be able to see that this is a high demand area where parking is short term and high cost location. This visual que would allow the driver to make an informed decision on the parking choices. Those drivers that seek convenience would be more likely willing to pay for the premium location whereas, a driver who is looking for a longer term cheaper option would make a choice to continue on searching for a cheaper alternative further from their destination and walk or take a shuttle to their final destination

Cost: Inexpensive

Goal that this strategy seeks to accomplish:

Alleviate parking pressures in downtown and satisfy Goals #2 and Goals #3

Barriers to Implementation:

This strategy may or may not have a demonstrably significant impact on downtown parking pressures. It will, however, push more drivers into cheaper off-street parking options when they are available or it may push more drivers further into the adjacent neighborhoods. Consequently, this will have an impact on the City’s Complete Streets Planning and limit the ability to have dedicated bike lanes in the residential neighborhoods. Increased demand in the neighborhoods will mean that sharrows will be the preferred option, in order to ensure the safety of the bicycling community.

Strategy: Introduce Angle Parking where appropriate

Description: Where there is adequate street width, change on street parking orientation from parallel to angled spaces (nose in or reverse in) this will significantly increase the total supply of available parking by maximizing the curb area.

Cost: The cost to restripe on street parking to accommodate angled parking would not represent a significant barrier to implementation. Further, the increase in parking revenues would be net positive.

Barriers to Implementation: There has been opposition to angled parking solutions in Montpelier. Most notably in the Spring of 2015 when a proposal from the Parking Advisory Committee to introduce reverse angle parking in front of the State House was met with significant opposition from the Bicycle Advisory Committee due to safety concerns.

Goal that this strategy seeks to accomplish: Alleviate Parking Pressures by increasing available supply.

Off Street Tools

Strategy: Shared Parking Policy

Description: Shared parking is public parking spaces built with the in-lieu revenue allow shared use among different sites whose peak parking demands occur at different times (a bank and a bar for example) and fewer spaces are needed to meet the combined peak parking³ demand. This strategy more efficiently uses existing parking facilities in an effort to match up non-competitive parking uses to utilize parking at its most efficient.

Cost: In order to facilitate an effective shared parking system the City would have to secure access and control of existing parking sites to effectively manage. For example, a shared parking policy would allow the City to provide overnight parking in lots currently not available to residents' downtown. However, effectively managing the users will take administrative time and attention otherwise users on both ends will be frustrated and shared use will not be embraced.

Goal that this strategy seeks to accomplish: Increasing supply through effective management

Barriers to Implementation:

- ☐ Sharing parking can increase administrative and enforcement costs. It reduces user convenience and prestige (no reserved spaces)
- ☐ The State controls the largest inventory of parking spaces and would need to be primary partner with non-competitive users that would utilize the parking facilities during their non-peak hours (mainly nights and weekends)

³ Shoup pg. 231 Public Parking in Lieu of Private Parking

Strategy: Build new surface lots or increase capacity of existing surface lots

Description: Focus on removing underperforming properties and converting these properties to surface lots.

Cost: TBD

Barriers to Implementation: There are very few opportunities to create new surface lots without endangering the historic structures that are a hallmark of our Downtown.

Goal that this strategy seeks to accomplish:

Address Parking as issue as defined in EDSP

Staff Recommendation: Not Recommended due to high cost including financial, environmental, and damage to the historical integrity of Downtown.

Neighborhoods & Remote Lot Tools

Strategy: Relocation of Parking and Creating Satellite Parking Description: Parking in the downtown area and all new parking for new development will be located on the periphery of town. These remote lots will be accessed via Rail Cars, Street Cars, which will bring commuters and visitors from the periphery

(primary at the River Street/302 intersection to Montpelier Junction



Cost: \$6-10million

Revenue: Positive due to increased development opportunities along the transit corridor and population growth.

Barriers to

Implementation:

- ☐ Political will at Local, State, and Federal levels needs to be forthcoming
- ☐ Conceptual Planning has been done by the project Team. Next phase to determine the feasibility would need to be funded locally or regionally.

Goal that this strategy seeks to accomplish: Increase Supply

Description: This concept as outlined in the NetZero Vermont 2030 Design Competitions Winning proposal is to relocate approximately 751 out of the downtown area to the satellite parking lots

- a. : (I) 531 parking spaces owned by the State in the area south of State Street and west of Taylor Street and
- b. (ii) 220 public parking spaces owned by the City of Montpelier in the area west of the North Branch, south of State Street and east of Taylor Street. Satellite parking - Several satellite parking lots will be created with the two most important being located at the eastern and western terminus of the streetcar line. The 17-acre parcel adjacent to the Amtrak station can accommodate 1500-2000 spaces and the 7-acre Grossmans site an additional 600+. Additional satellite parking will be available at Montpelier High School (137) and an expanded Dog River

Road park and ride lot (219). In total, nearly 3,000 parking spaces will be in satellite lots served by the streetcar line

- c. *Establishing streetcar service along the existing Washington County Railroad that runs 13.1 miles from Montpelier Junction to Barre is essential if Montpelier and the Capital Corridor are to achieve Net Zero status..... The State has estimated that it would cost more than \$4 million to upgrade the bridges and an additional \$6.5 million to upgrade the track on this line to meet current day freight needs.*

(Team Bridges pg.4)

Strategy: Improve Pedestrian, Transit, and Bicycle Facilities

Description: The City has been actively working for over 20 years on improving bicycle and pedestrian connections including the Winooski East-West Bike path extension, One Taylor Street Transit Center. In addition, The SCBC Complete Streets project will help to outline the long term road typologies that will allow DPW to plan and implement complete streets improving bike and pedestrian access throughout the City.

Cost: NA

Barriers to Implementation:

- ☐ The largest barriers to improving transit facilities is cost as well as balancing the needs of all modes of transportation including bicycle, pedestrian, and vehicle demands.
- ☐ Inadequate Housing Supply limits the effectiveness of improved bike and pedestrian facilities if the daily population still has to commute from outside town.
- ☐ Neighborhoods will have to dovetail with SCBC Complete Streets Plan

Goal that this strategy seeks to accomplish: Reduce Demand by increasing options.

Policy Modifications in Support of Effective Parking Management

Strategy: Permit Policy

Description: Currently, the City issues the same number of permit spaces as there are spaces. However, on any given day parking permit utilization rates are lower than the number of permits issued. Issuing more permits will maximize the number of permits that are used on a daily basis, maximizing the efficiency of permit areas as well as increasing revenue.

Cost: Increased Staff time

Barriers to Implementation: Limited Staff and Capacity to develop and implement

Revenue: Positive

Strategy: Develop policies to limit Reserved Spaces and increase Shared Parking

Description: Develop policy to restrict or prohibit “reserved” spaces. Instead Permits will allow consumer to park anywhere within a parking zone within the allotted length of time. However, if the City Council does decide to offer some limited reserved paces. It is the staff recommendation that these spaces are auctioned (at a premium) in addition to the requirement that the Reserved Space Holder must also purchase a parking permit.

Cost: NA

Revenue: Positive

Barrier to Implement: Historically “grandfathered permit holders and reserved space holders” will be resistant



CITY COUNCIL Agenda Item #17-339

Date: November 8, 2017

Consent ☐ **Discussion** ☒ **Time Sensitive** ☐
(outlined below)

SUBJECT: Wayfinding Signage, postponed from 10/11/17 meeting

SUBMITTING DEPARTMENT: Montpelier Alive

RECOMMENDED ACTION: Review Plan & Give Feedback

RELATED COUNCIL GOAL/PRIOR ACTION: F: Enhance Sense of Place

EXPENDITURE REQUIRED: \$5,000

SOURCE OF FUNDS: Downtown Improvement District (DID) Budget

LEGAL REQUIREMENTS: N/A

BACKGROUND INFORMATION: For the past three years, we have been saving DID dollars to complete a wayfinding signage plan for the City of Montpelier. After an RFP process, Surface Matter Design was selected to complete the Wayfinding Signage Plan. Montpelier Alive formed a committee of members representing different interests and locations in Montpelier.

The plan has been reviewed and approved by the Montpelier Transportation Committee and has been reviewed by the State TIC and will need to go back to the committee for final approval by first quarter of 2018.

SUPPORTING DOCUMENTS: PowerPoint presentation

INTERESTED PARTIES: Downtown Businesses, Community Members, Council, DPW

CITY MANAGER'S APPROVAL:

A handwritten signature in black ink, appearing to read "W. Hoffman", written over a horizontal line.



MARCH 28, 2017

prepared by:

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CITY OF MONTPELIER WAYFINDING MASTER PLAN — CONTENTS

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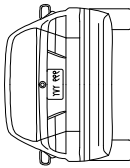
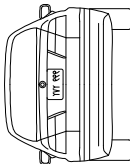
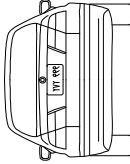
PROJECT GOALS AND OBJECTIVES



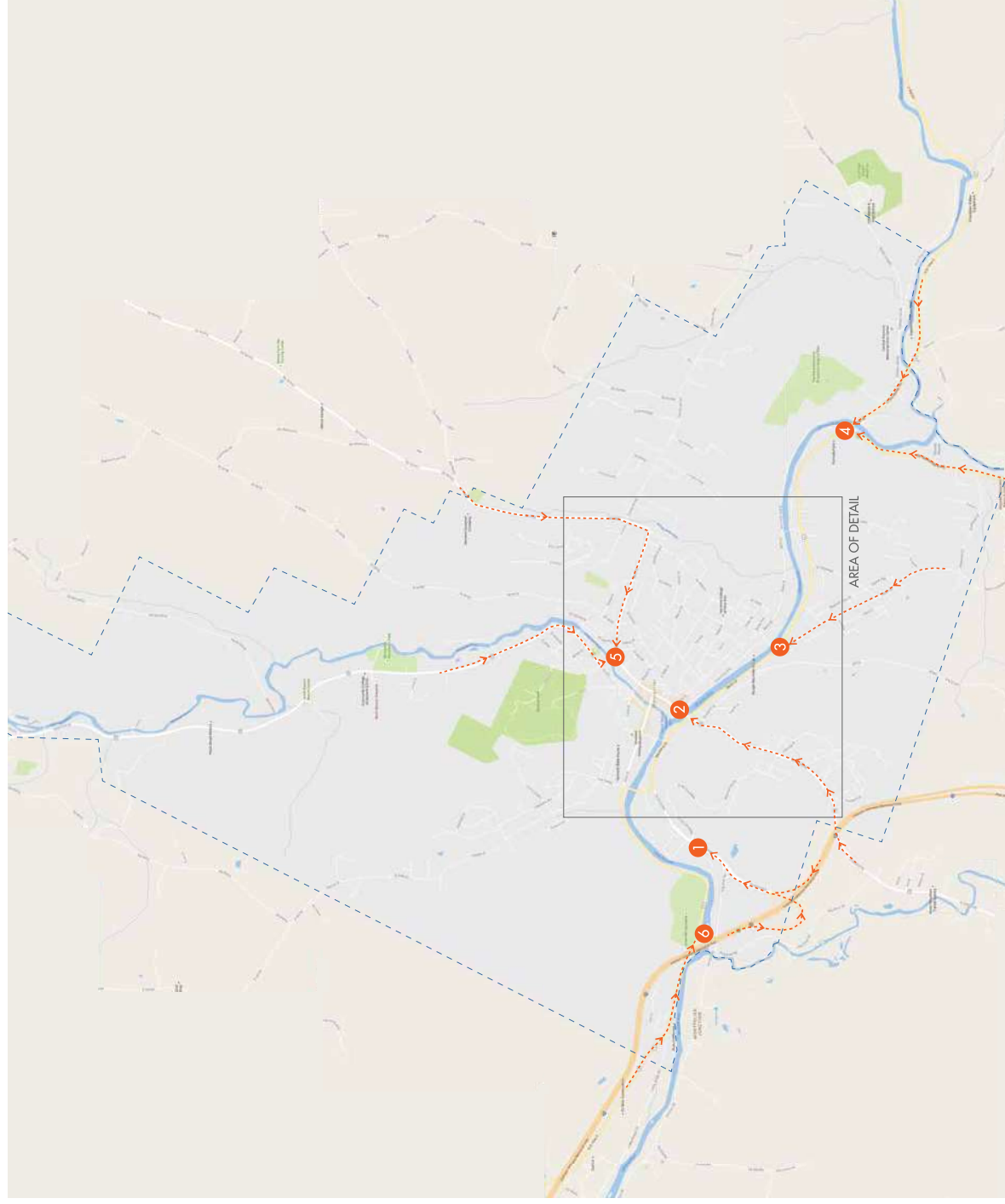
- **CREATE A COMPREHENSIVE WAYFINDING MASTER PLAN** — POSITIVE USER EXPERIENCE FOR ALL
- **ESTABLISH MONTEPELIER AS A LANDMARK DESTINATION IN NEW ENGLAND** — PROMOTE LOCAL CULTURAL DESTINATIONS & BUSINESSES
- **MAXIMIZE AWARENESS IN THE COMMUNITY** — REINFORCE SENSE OF PLACE AND VISUAL IDENTITY OF MONTEPELIER
- **DEVELOP A SYSTEM HIERARCHY FOR FUTURE EXPANSION** — FLEXIBLE, SCALABLE, AND MAINTAINABLE

I. WAYFINDING RECOMMENDATIONS

RECOMMENDATIONS — SIGN TYPES (DIAGRAMS ONLY)

IDENTIFICATION	DIRECTION
  1 - 6 GATEWAY ID/LANDMARK	     VEHICLE DIRECTION TRAILBLAZERS PEDESTRIAN DIRECTION
INFORMATION	  BICYCLE DIRECTION
INFORMATION	 INFORMATION KIOSK/MAP

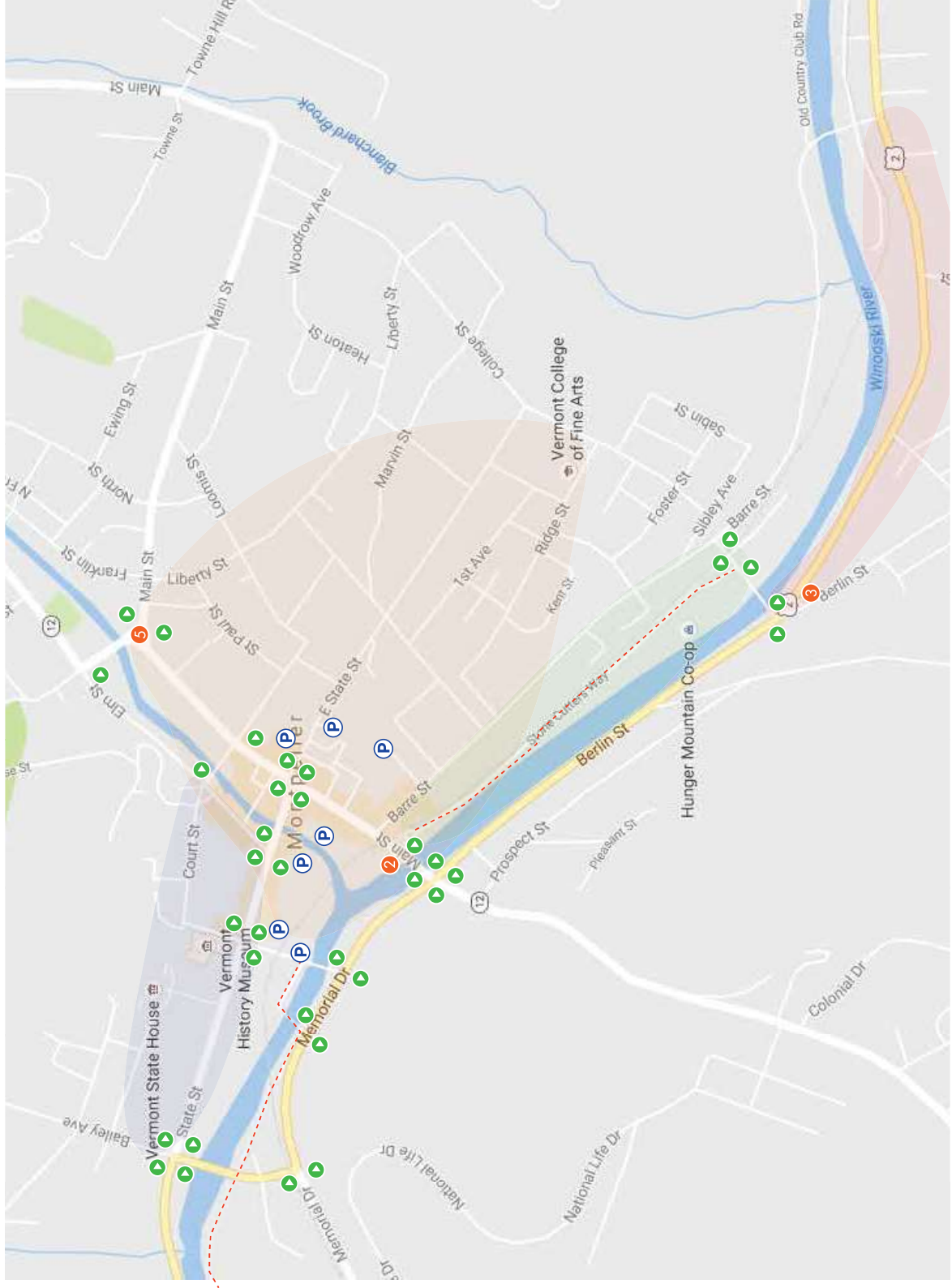
RECOMENDATIONS — SIGN LOCATION PLAN — GATEWAYS INTO MONTPELIER



GATEWAYS & ENTRY POINTS:

- 1 MEMORIAL DRIVE (EXIT 8)
- 2 MEMORIAL DR. / MAIN ST. (AT BRIDC
- 3 BERLIN / RIVER
- 4 ROTARY @ RT. 2 / RT. 302
- 5 ROTARY @ MAIN / SPRING RD.
- 6 RT. 2 (EAST OF OVERPASS, ACROSS
FROM GREEN MT. CEMETARY)

RECOMMENDATIONS — SIGN LOCATION PLAN — DOWNTOWN



VEHICULAR WAYFINDING

- GATEWAYS 1 - 6
- VEHICLE DIRECTIONAL
- BIKE PATH
- PARKING P

VERMONT STATE REQUIREMENTS (PORTION RELATED TO SIGN MESSAGING ONLY)

VERMONT STATUTE TITLE 10 — CHAPTER 21: TOURIST INFORMATION SERVICES ARTICLE 494

"A municipality may provide alternative signs of a guidance or informational nature and creative design to assist persons in reaching destinations that are transportation centers, geographic districts, historic monuments and significant or unique educational, recreational or cultural landmarks, including farmers markets that are members of the Vermont farmers market association selling Vermont agricultural products, provided that such destinations are not private, for-profit enterprises."

SIGN MESSAGE HIERARCHY — DIRECTIONAL SIGNS

I. DISTRICTS

(CAPITAL COMPLEX, DOWNTOWN, STONE CUTTERS WAY, RIVER STREET)

II. PUBLIC SPACES & GOVERNMENT

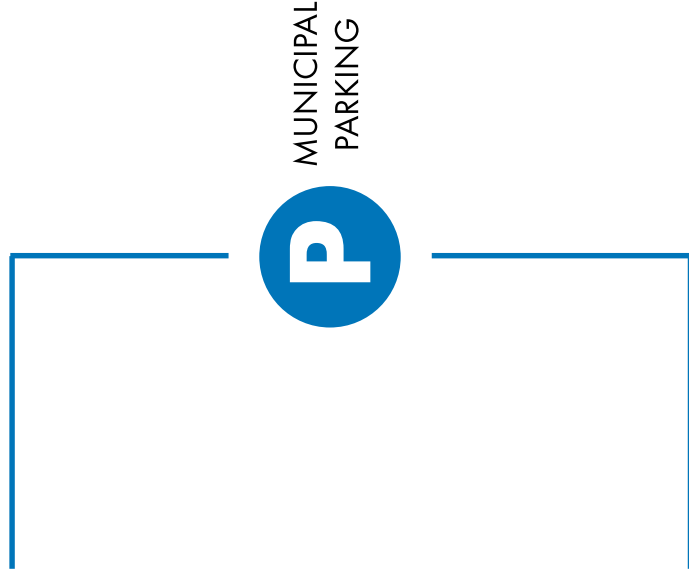
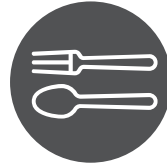
(PUBLIC PARKS, CITY AND STATE GOVERNMENT BUILDINGS, STATE HOUSE, ETC.)

III. NON PROFIT INSTITUTIONS & CULTURE

(EDUCATION, MUSEUMS, NON PROFIT GALLERIES AND THEATERS)

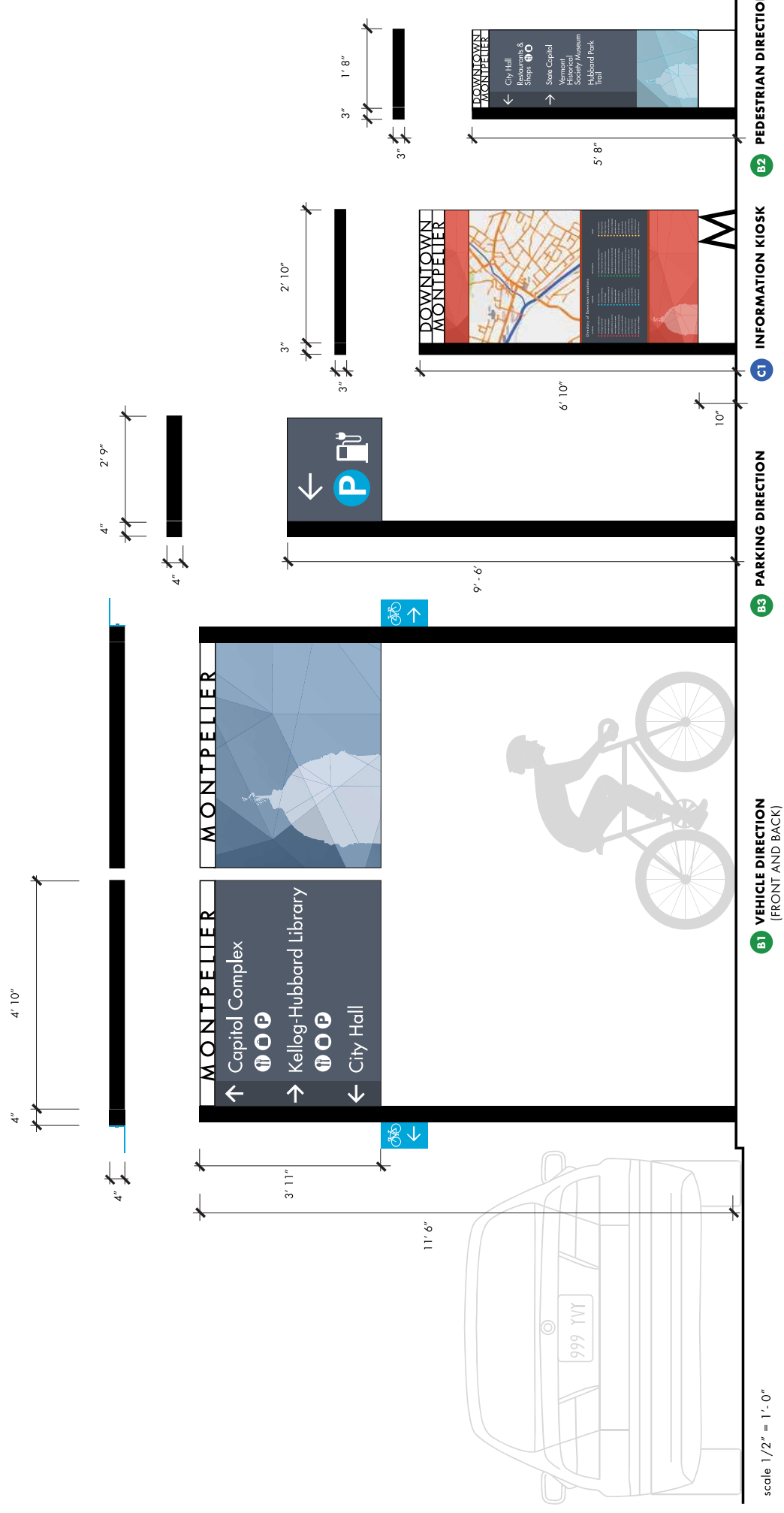
IV. SHOPS & RESTAURANTS

(GENERAL CATEGORY WITH GRAPHIC SYMBOLS)



II. SIGN TYPES & DESIGN SPECIFICATIONS

SIGN TYPE FAMILY



THE MONTPELIER ALIVE BRAND



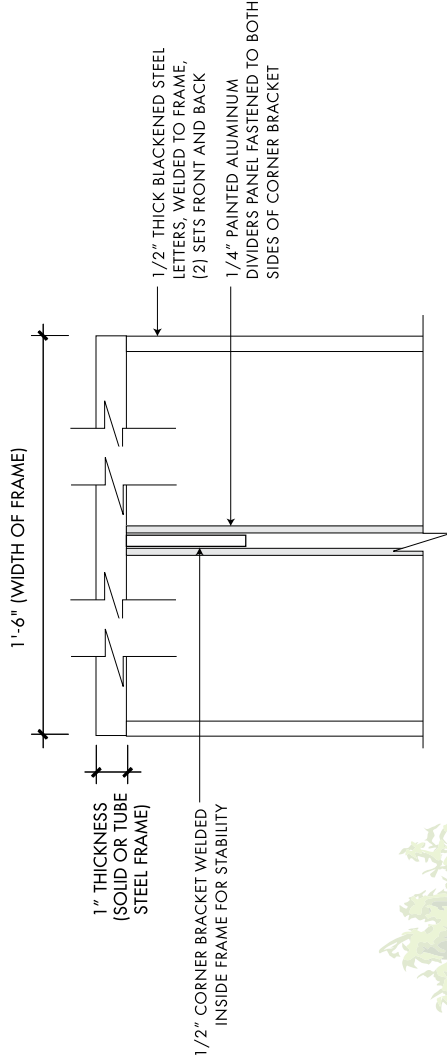
SIGN FAMILY COLOR PALETTE



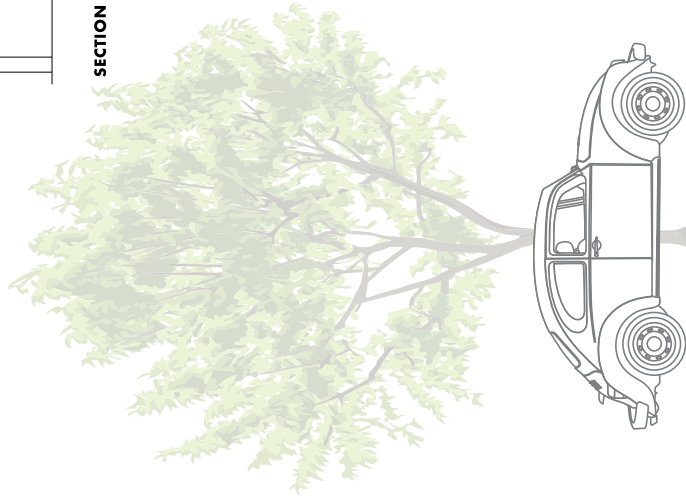
A1.1 _ A1.2 — MONTPELIER LANDMARK ID (MEMORIAL DRIVE, AND MAIN STREET LOCATIONS - QTY -2)



COLOR OPTIONS FOR DIVIDER PANEL



SECTION A



1'-6"

5'-3"

2'-5" (TYP.)

16'-0"

2'-5" (STONE SECTION)

FRONT ELEVATION

SIDE ELEVATION

REAR ELEVATION



CONCRETE FOUNDATION AS REQUIRED

A1 — MONTPELIER LANDMARK ID — FOR REFERENCE



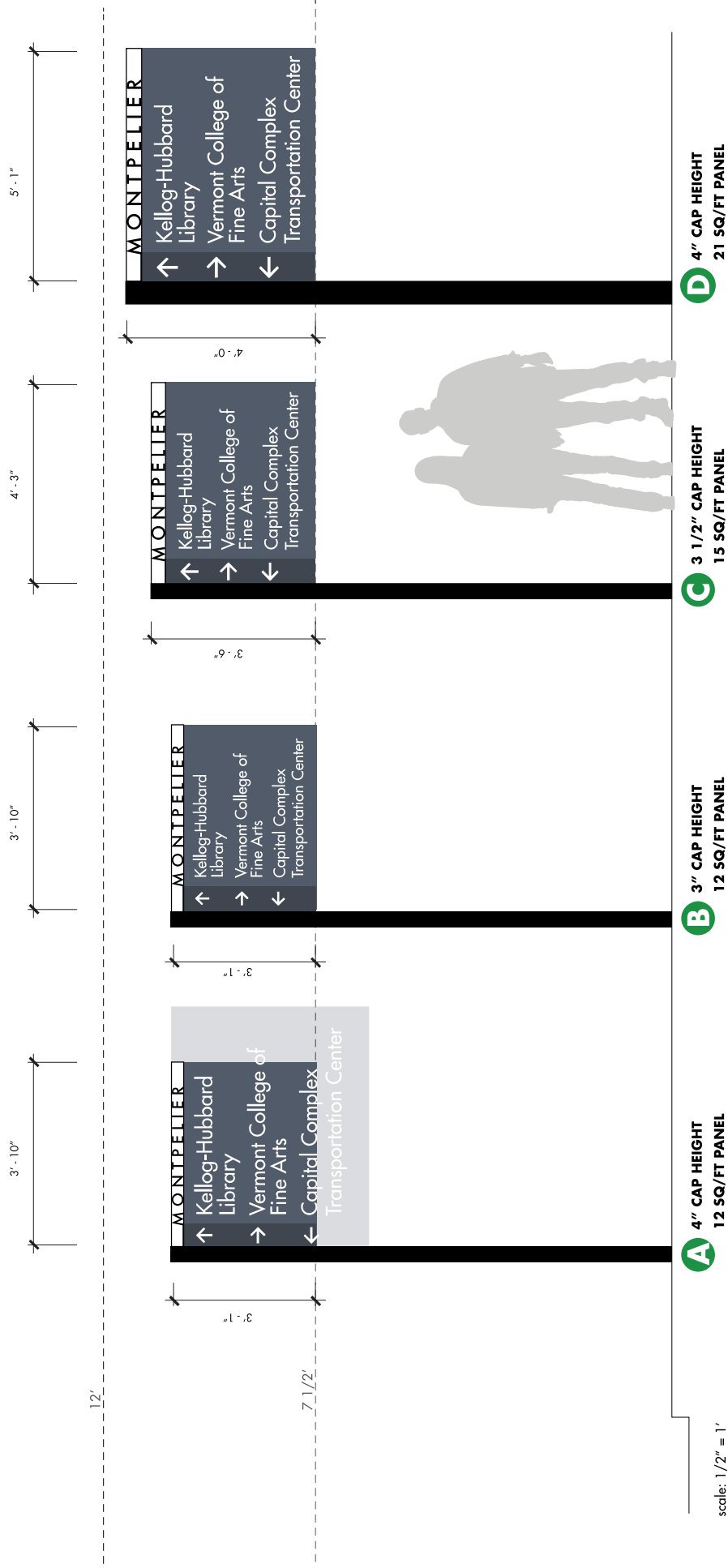
MEMORIAL DRIVE - WEST BOUND

NOTE: INTERNAL STRUCTURE TO INCLUDE
BREAKAWAY POSTS AS REQUIRED

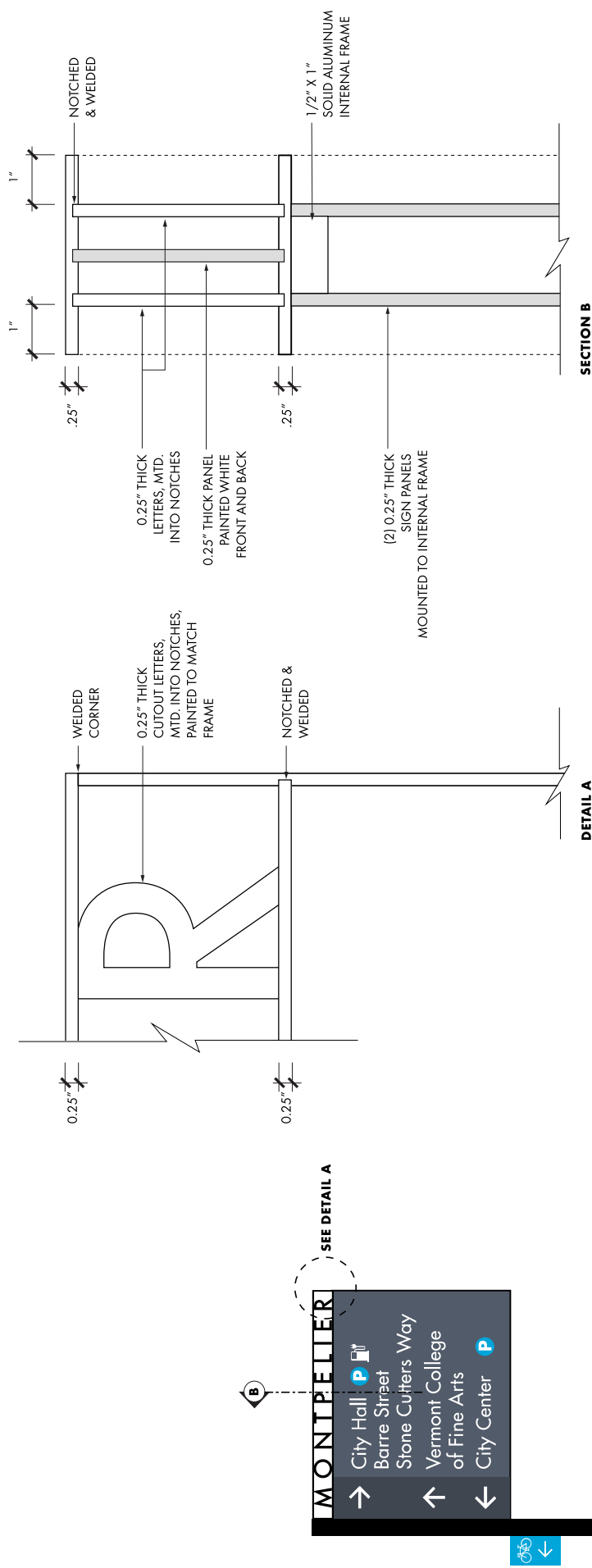


MAIN STREET / MEMORIAL DRIVE

B1 — VEHICLE DIRECTION SIGN — SIZE AND CAP HEIGHT STUDY



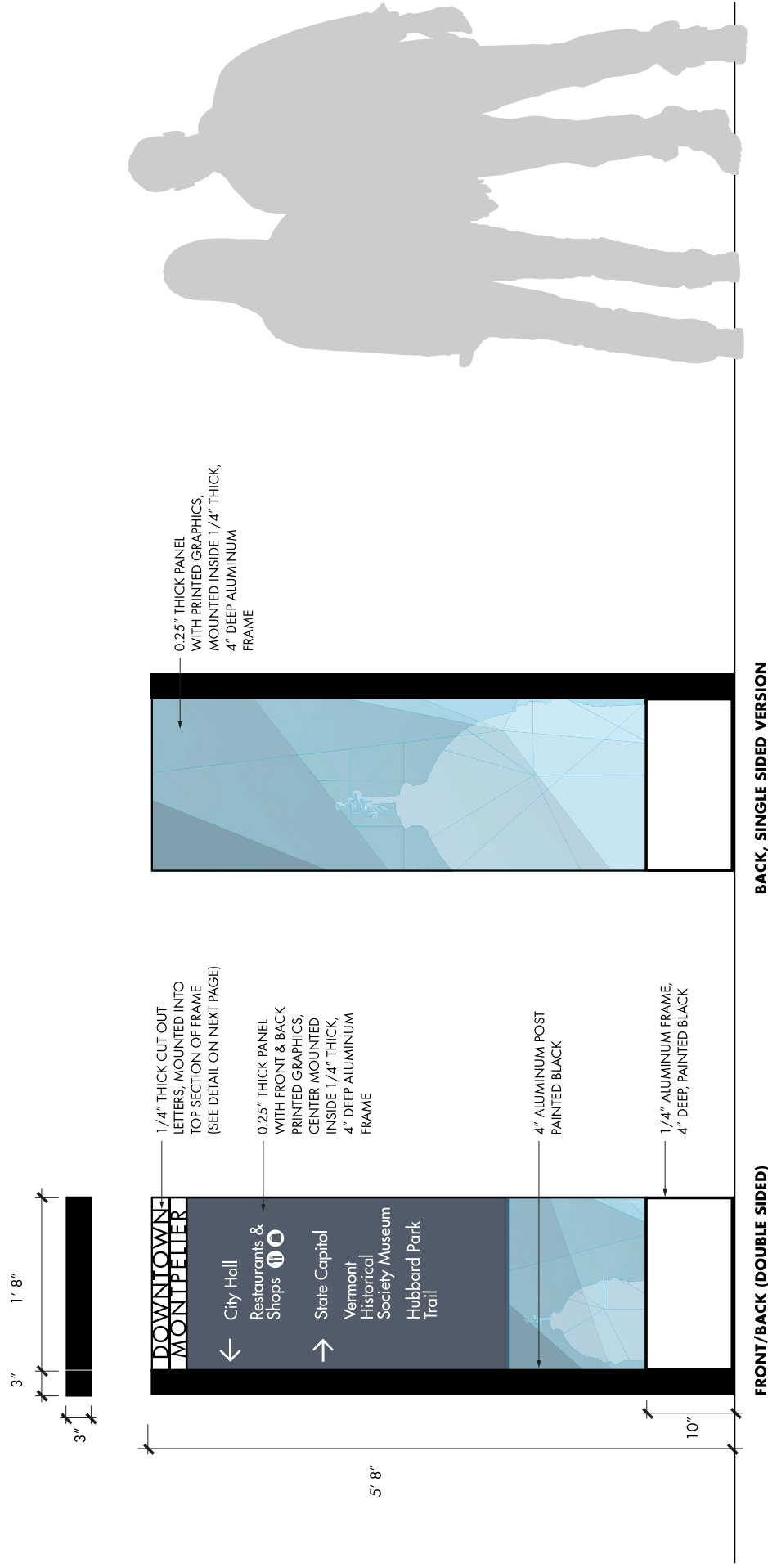
B1 — VEHICLE DIRECTION SIGN — DETAILS



A1 — MONTPELIER LANDMARK ID — FOR REFERENCE

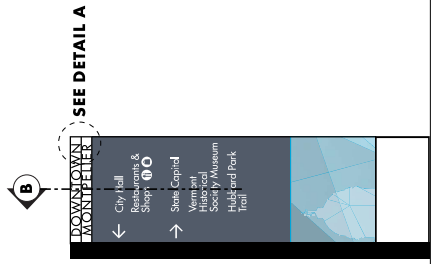
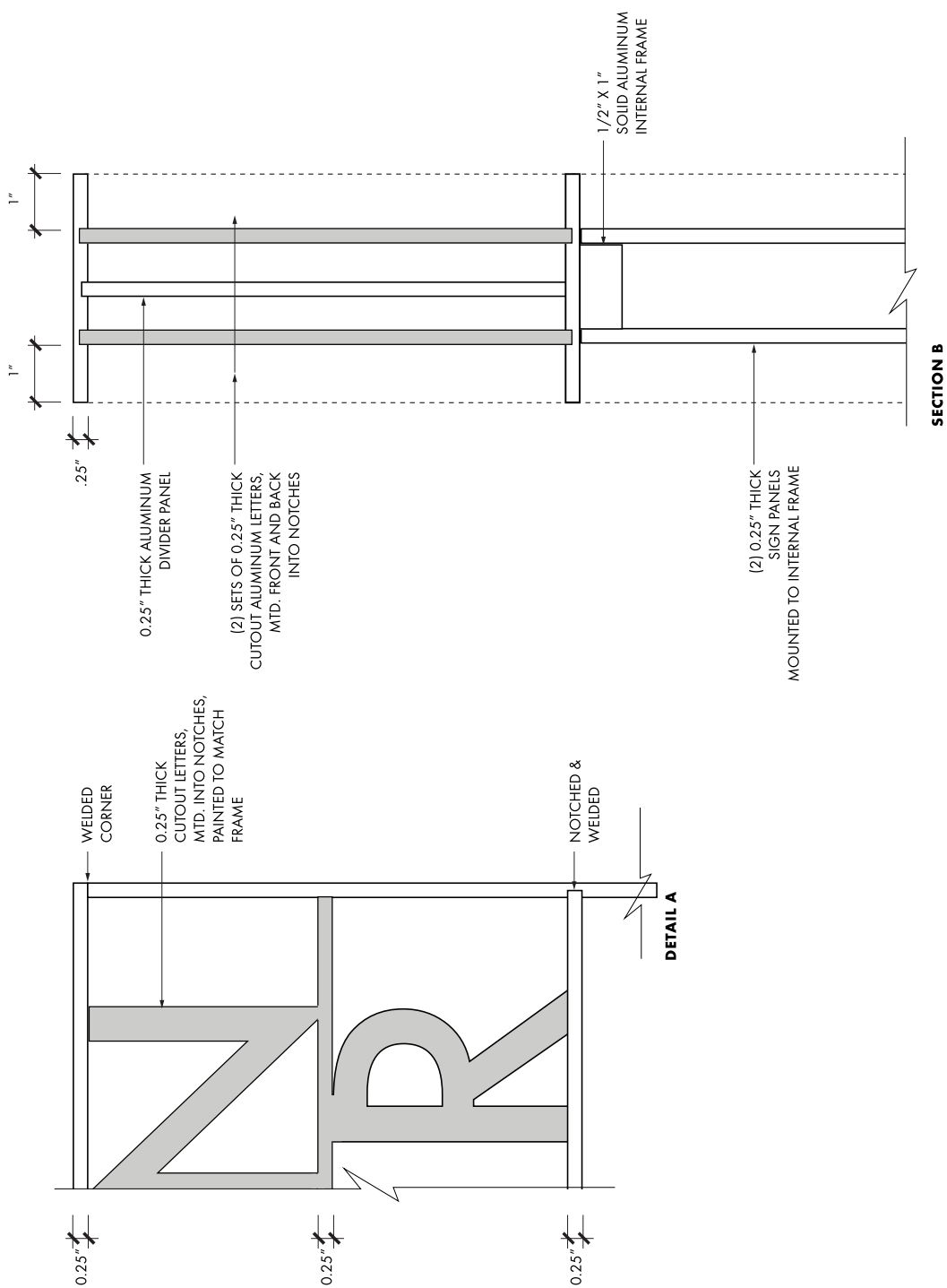


B2 — PEDESTRIAN DIRECTIONAL SIGN

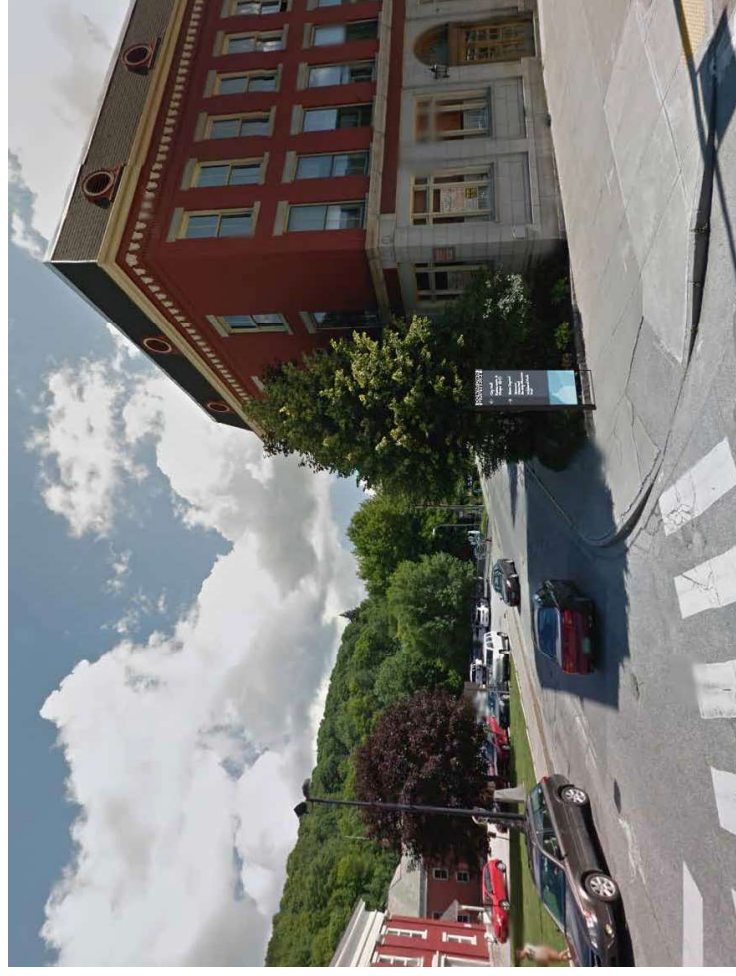


B2 PEDESTRIAN DIRECTIONAL
scale: 1" = 1'

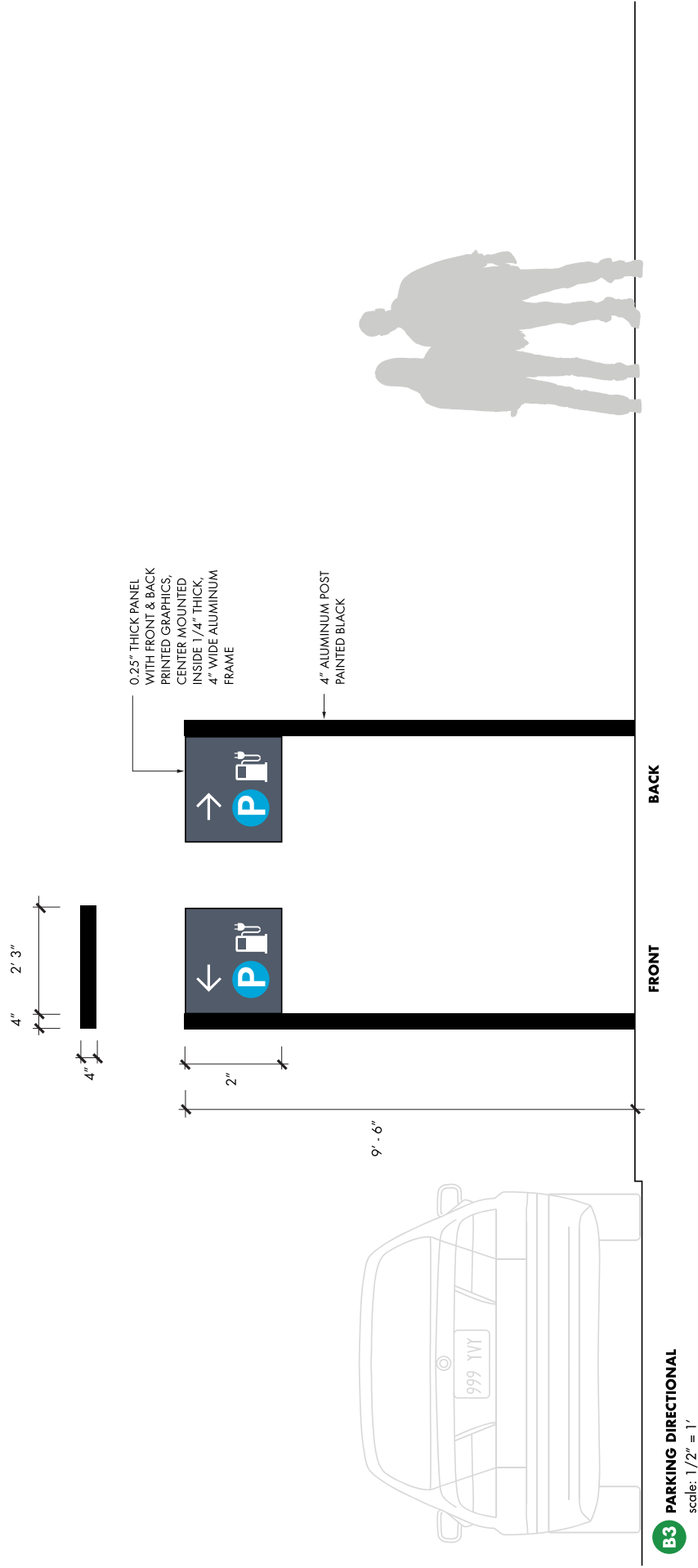
B2 — VEHICLE DIRECTION SIGN



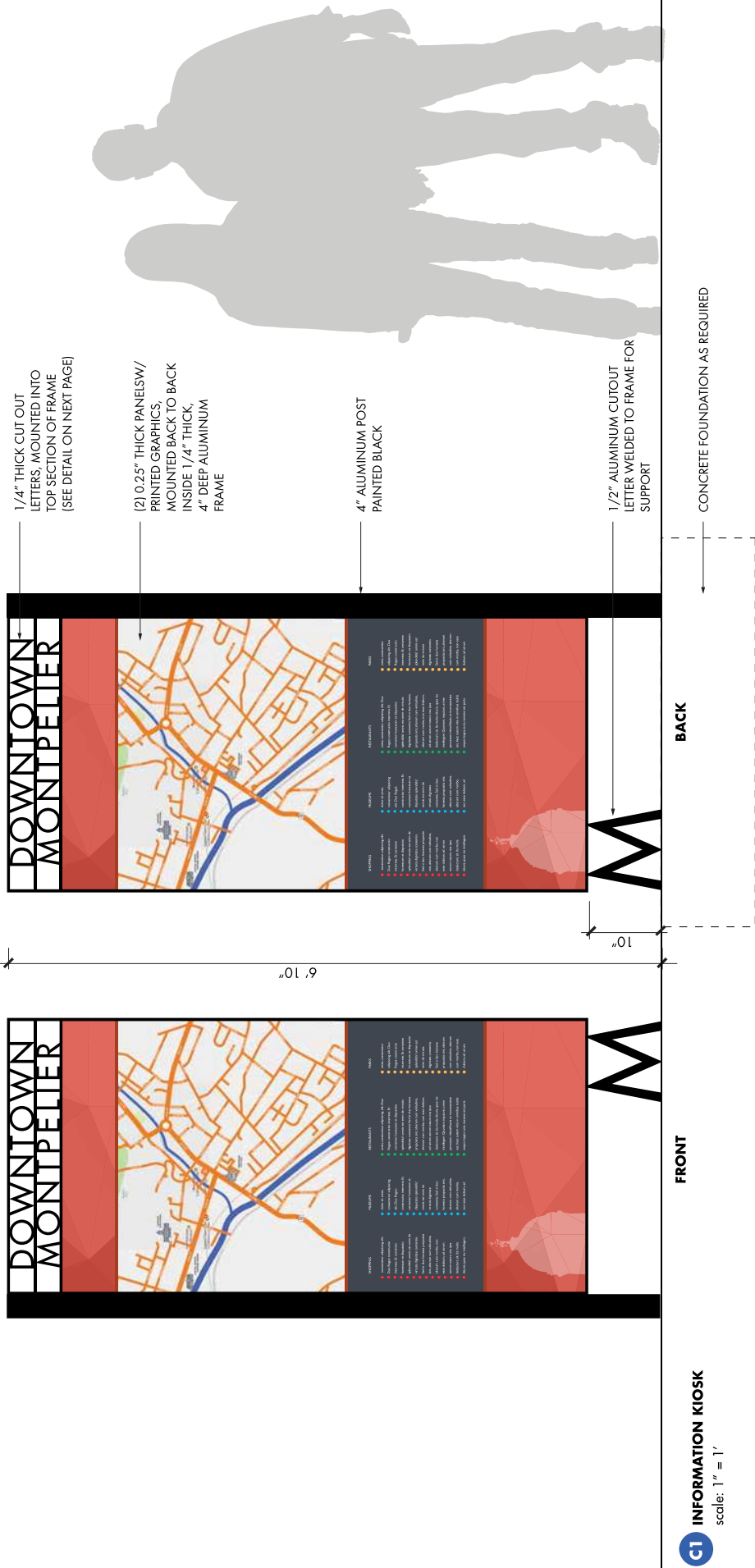
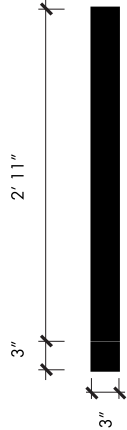
B2 — PEDESTRIAN DIRECTION SIGN — FOR REFERENCE



B3 — PARKING DIRECTION SIGN

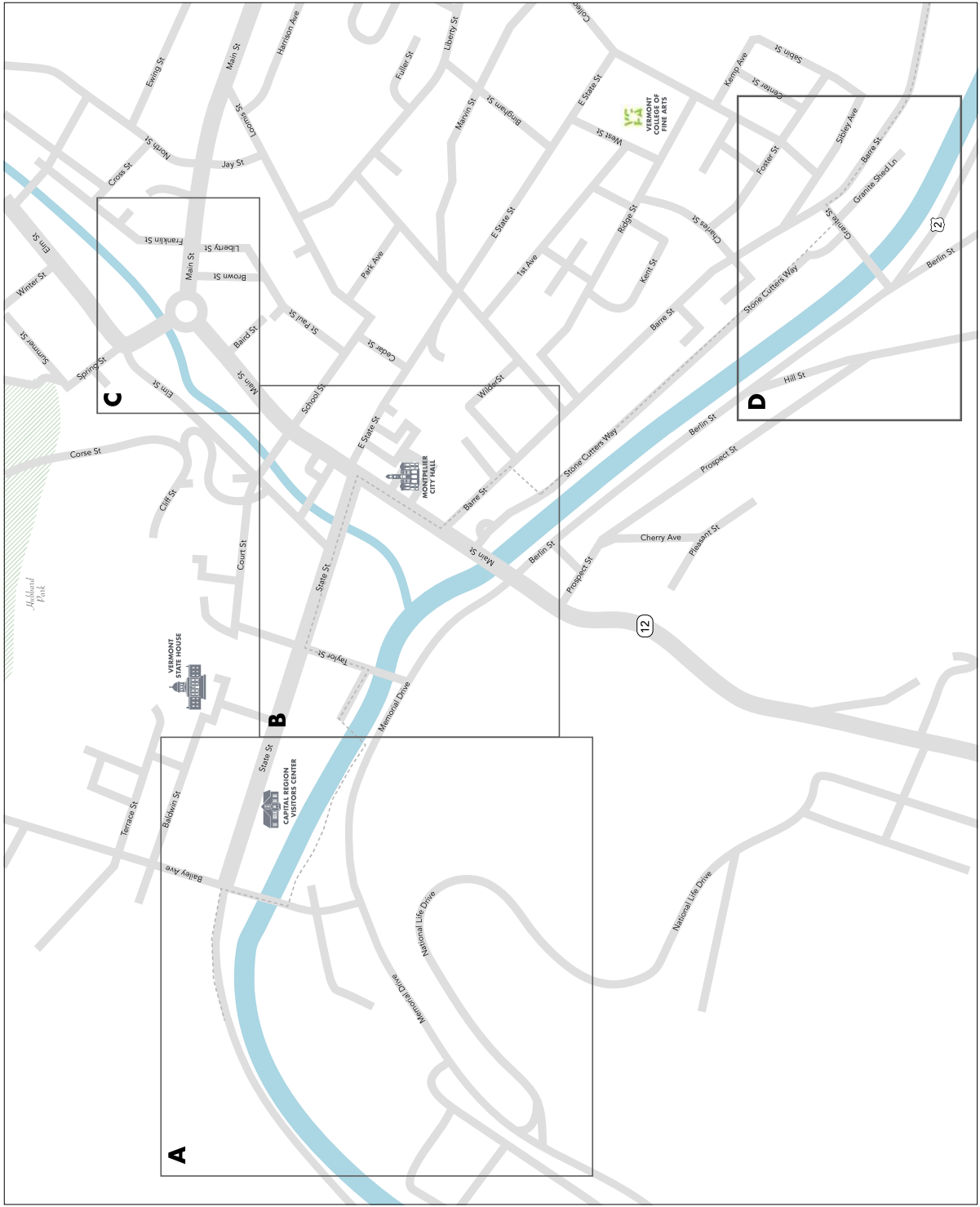


C1 — INFORMATION KIOSK

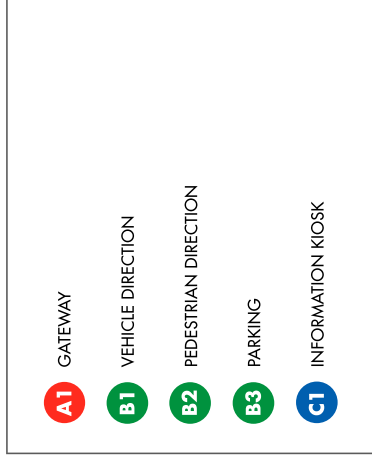
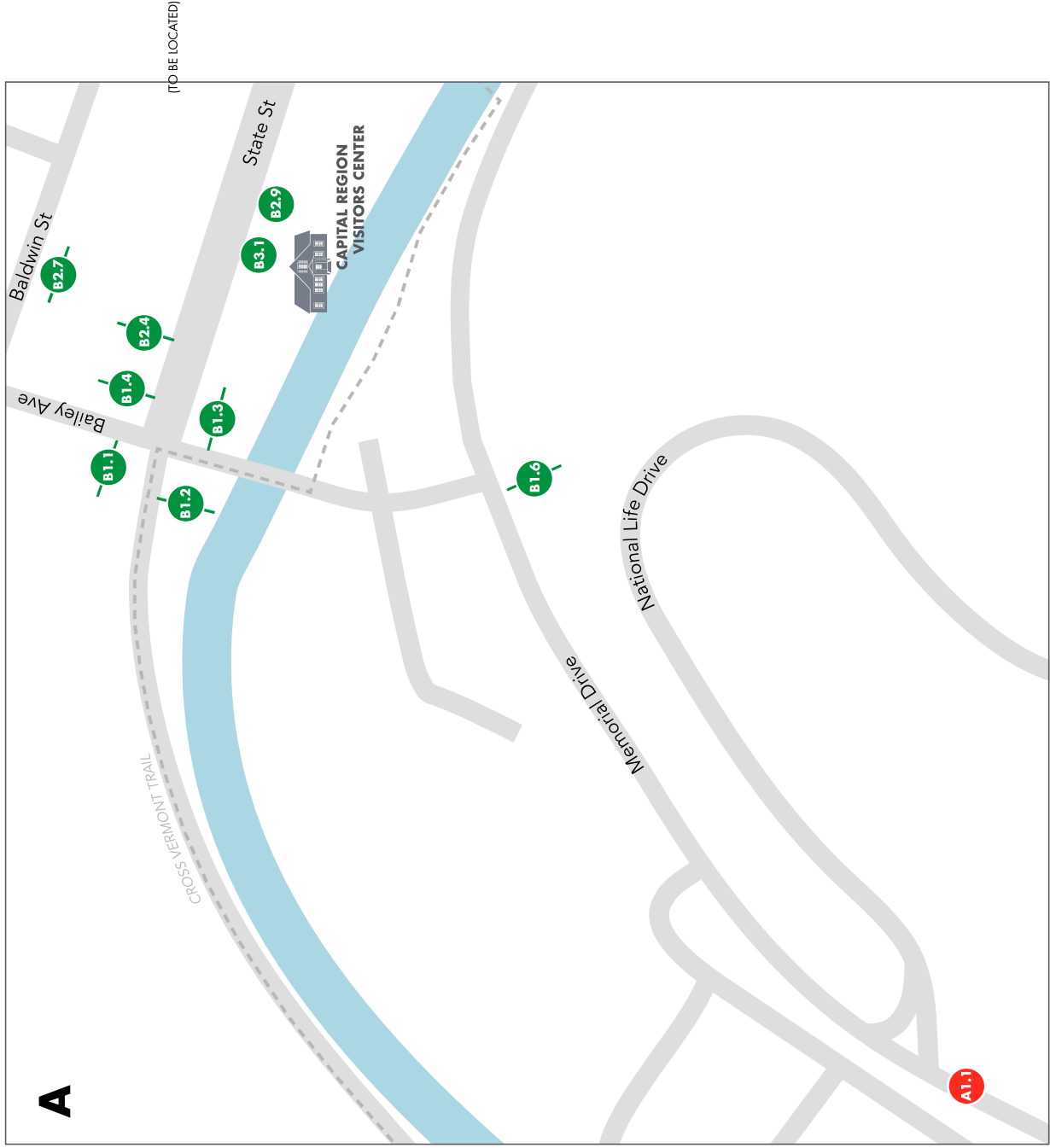


III. SIGN LOCATIONS & MESSAGING

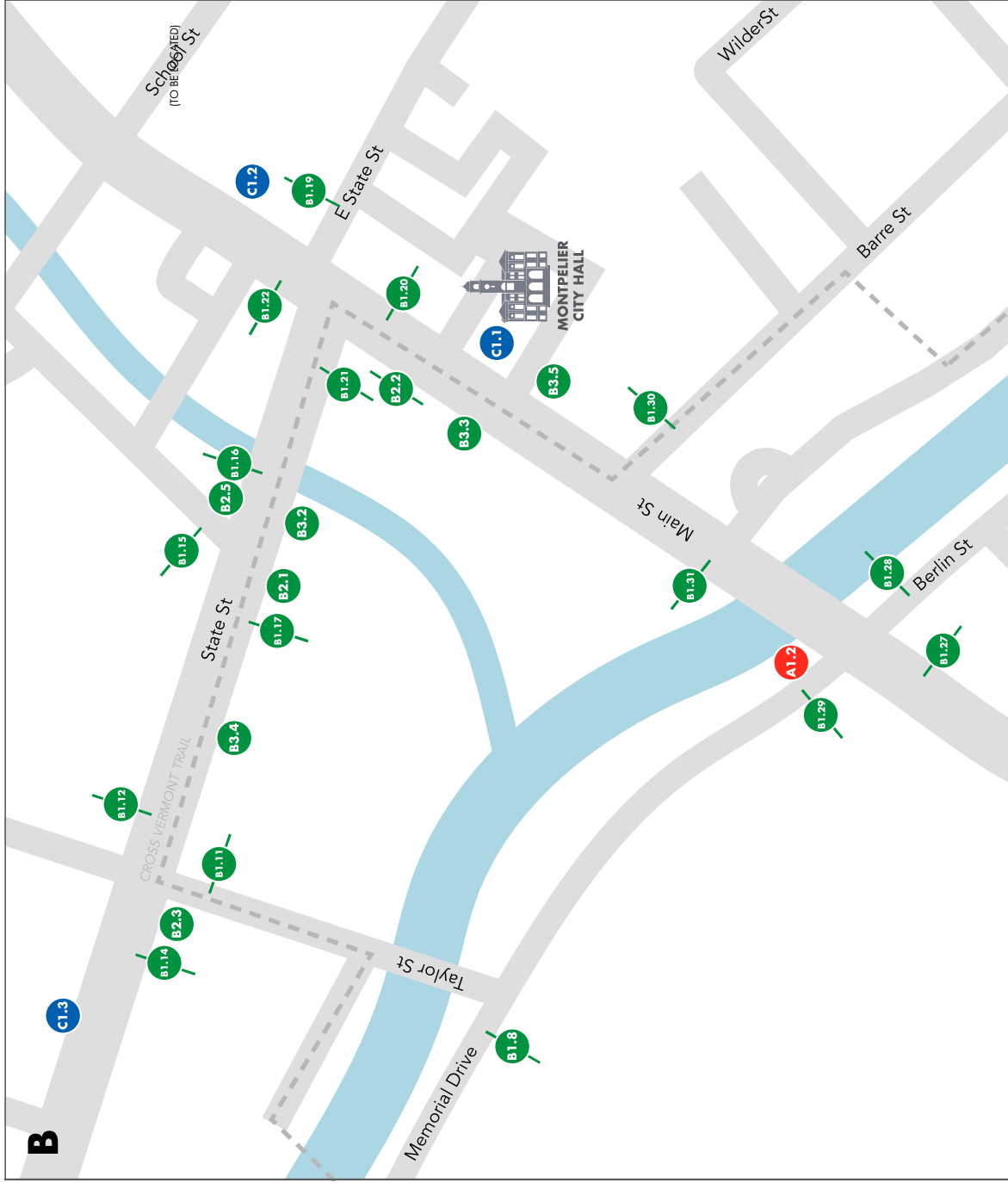
SIGN LOCATION PLAN



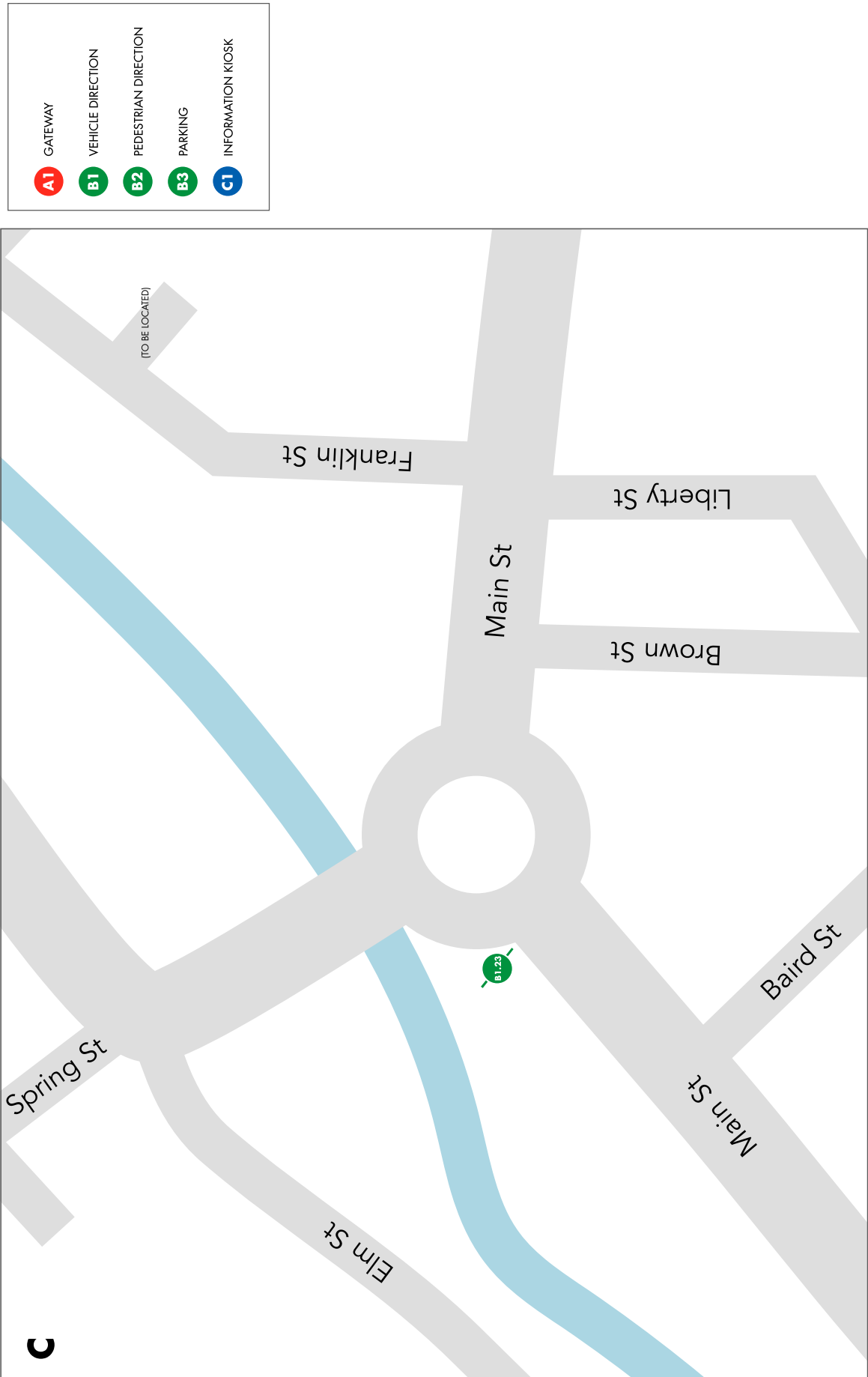
SIGN LOCATION PLAN – KEYMAP A



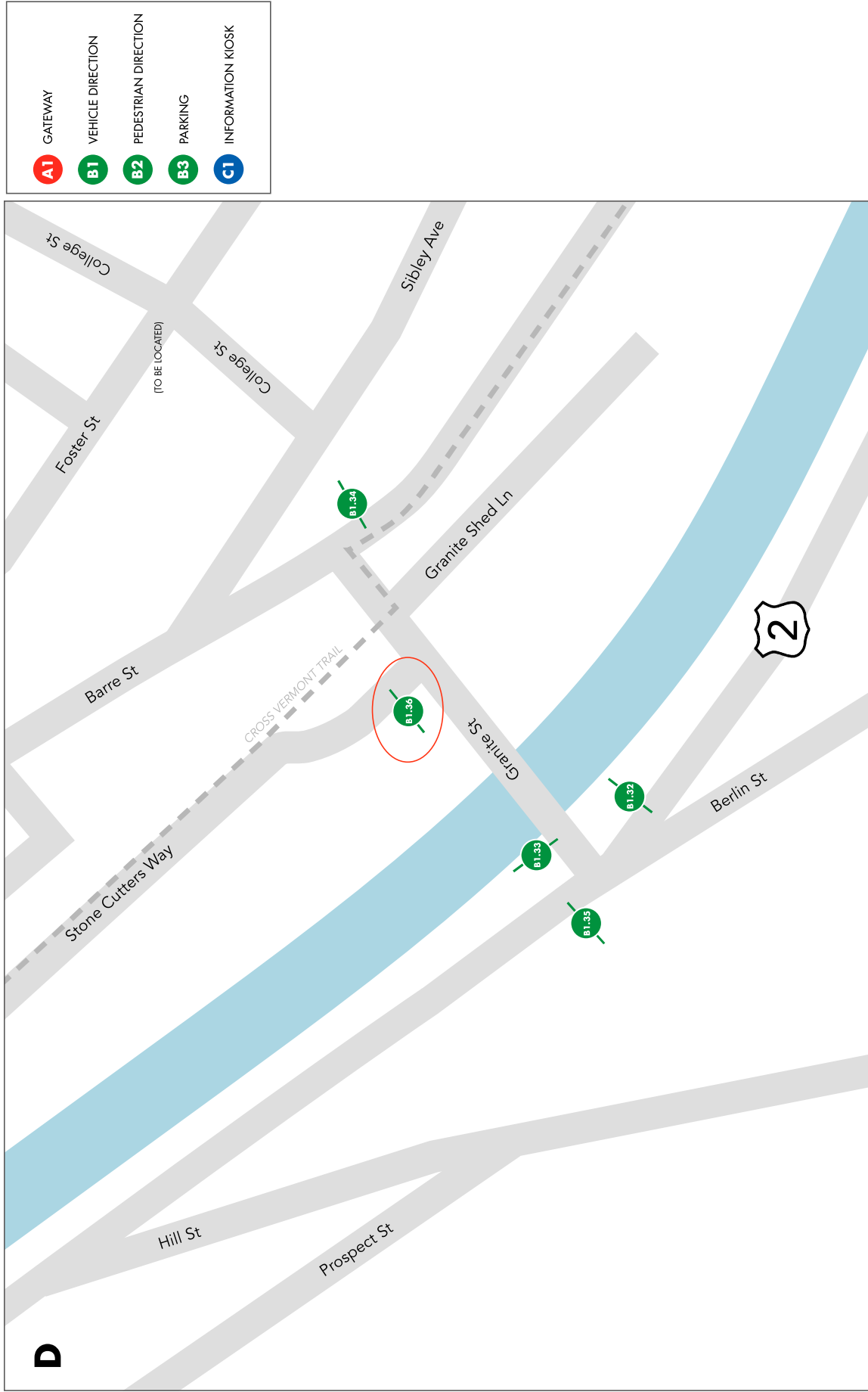
SIGN LOCATION PLAN – KEYMAP B



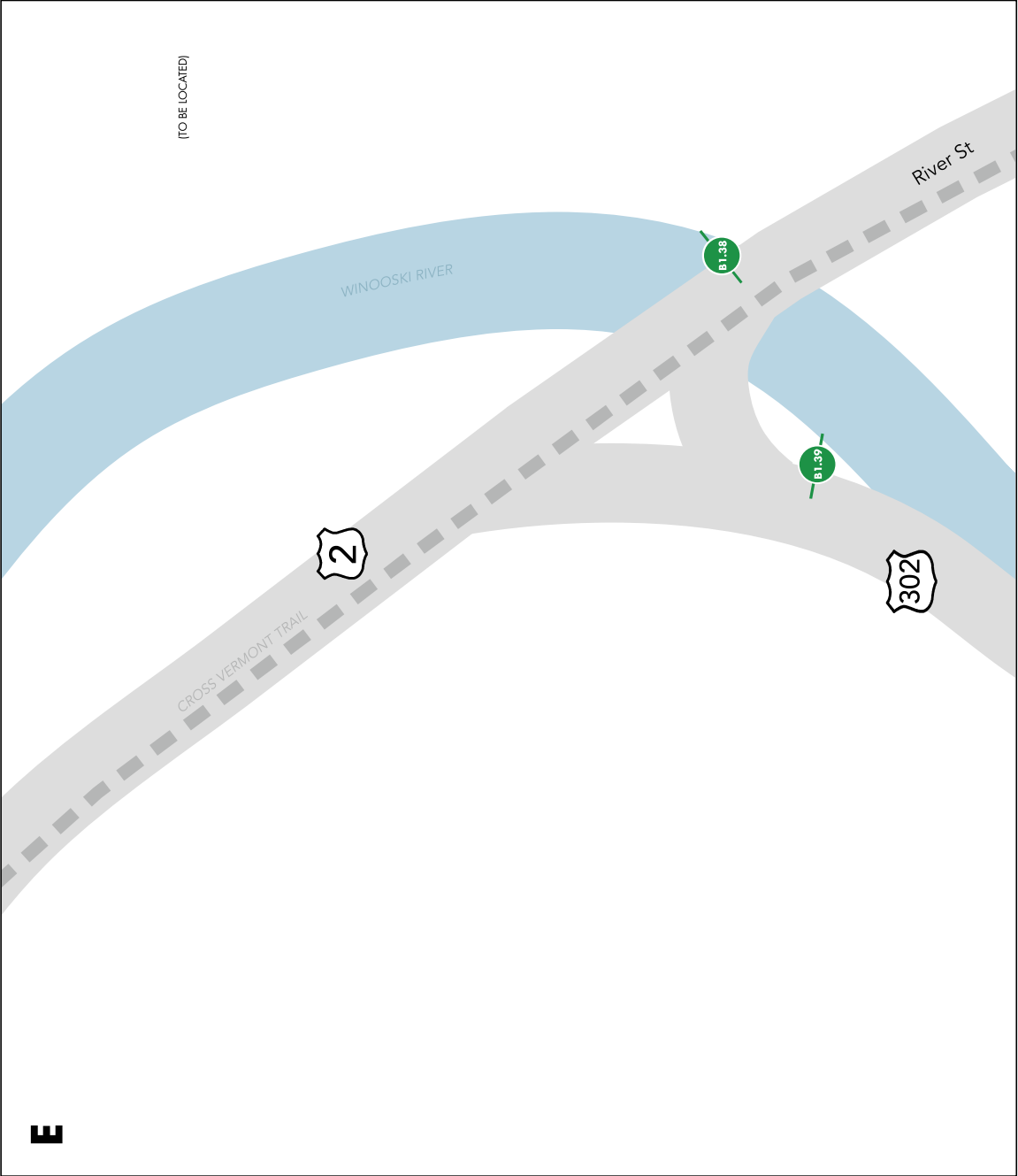
SIGN LOCATION PLAN – KEYMAP C



SIGN LOCATION PLAN – KEYMAP D



SIGN LOCATION PLAN – KEYMAP E



MESSAGE SCHEDULE — 01

KEY MAP A

SIGN TYPE B1 – VEHICLE DIRECTIONAL

- B1.1  CITY HALL
 DOWNTOWN
STATE HOUSE
TRANSPORTATION CENTER
 
- B1.2  DOWNTOWN
STATE HOUSE
VT HISTORICAL SOCIETY
MUSEUM
 
TRANSPORTATION CENTER
- B1.3  DOWNTOWN
STATE HOUSE
VT HISTORICAL SOCIETY
MUSEUM
TRANSPORTATION CENTER
 
- B1.4  TRANSPORTATION CENTER
 HUBBARD PARK
- B1.6  DOWNTOWN MONTPELIER
STONE CUTTERS WAY
BARRE STREET
TRANSPORTATION CENTER
 CAPITOL COMPLEX 
CAPITAL REGION
VISITORS CENTER

KEY MAP B

SIGN TYPE B1 – VEHICLE DIRECTIONAL

- B1.8  DOWNTOWN MONTPELIER
STONE CUTTERS WAY
BARRE STREET
 CAPITOL COMPLEX
VT HISTORICAL SOCIETY
MUSEUM
TRANSPORTATION CENTER
- B1.11  PARKING 
 DOWNTOWN
CITY HALL
 
 STATE HOUSE
CAPITAL REGION VISITORS
CENTER 
- B1.12  STATE HOUSE
CAPITAL COMPLEX 
CAPITAL REGION VISITORS
CENTER
 TRANSPORTATION CENTER
- B1.14  DOWNTOWN
CITY HALL
CITY CENTER
 
 TRANSPORTATION CENTER

SIGN TYPE B2 – PEDESTRIAN DIRECTIONAL

- B2.4 **SIDE A (EAST)**
 HUBBARD PARK TRAIL
SIDE B (WEST)
 DOWNTOWN
VT HISTORICAL SOCIETY MUSEUM
KELLOG-HUBBARD LIBRARY
CITY CENTER
 
- B2.7 **TRAIL SIGN**
(NEED CLARIFICATION FOR LOCATION)
SIDE A
 HUBBARD PARK
SIDE B
 CAPITAL COMPLEX
DOWNTOWN
 
- B2.9  HUBBARD PARK (TRAIL ACROSS ST)
 DOWNTOWN  
VT HISTORICAL SOCIETY MUSEUM
KELLOG-HUBBARD LIBRARY
CITY HALL
CITY CENTER
TRANSPORTATION CENTER

MESSAGE SCHEDULE — 02

KEY MAP B - CONTINUED SIGN TYPE B1 – VEHICLE DIRECTIONAL

B1.15  STATE HOUSE
VT. HISTORICAL SOCIETY
MUSEUM 

 TRANSPORTATION CENTER
DOWNTOWN
CITY HALL
CITY CENTER
 

B1.16  CAPITOL COMPLEX
VT. HISTORICAL SOCIETY
MUSEUM
TRANSPORTATION CENTER 
LANGDON ST  

B1.17  CITY HALL
KELLOG-HUBBARD LIBRARY

 LANGDON ST
 

B1.19  CAPITOL COMPLEX
VT HISTORICAL SOCIETY
MUSEUM
 
TRANSPORTATION CENTER
 KELLOG-HUBBARD LIBRARY
 CITY HALL
STONE CUTTERS WAY
 

B1.20  KELLOG-HUBBARD LIBRARY
 VT COLLEGE OF FINE ARTS
 CAPITOL COMPLEX
 
TRANSPORTATION CENTER

B1.21  VT COLLEGE OF FINE ARTS
 CITY HALL
STONE CUTTERS WAY
 
 CITY CENTER
KELLOG-HUBBARD LIBRARY

B1.22  CITY HALL
STONE CUTTERS WAY
 
 CAPITOL COMPLEX
TRANSPORTATION CENTER
 VT COLLEGE OF FINE ARTS

B1.27  DOWNTOWN MONTPELIER
 RIVER STREET  
 CAPITOL COMPLEX 
TRANSPORTATION CENTER

B1.28  TRANSPORTATION CENTER
 DOWNTOWN MONTPELIER
CAPITOL COMPLEX
CITY HALL

B1.29  RIVER STREET
 DOWNTOWN MONTPELIER
STONE CUTTERS WAY
BARRE STREET

B1.30  CITY HALL
CITY CENTER
 
 STONE CUTTERS WAY

B1.31  RIVER STREET
 STONE CUTTERS WAY

MESSAGE SCHEDULE — 03

KEY MAP B - CONTINUED SIGN TYPE B2- PEDESTRIAN DIRECTIONAL

B2.1  STATE HOUSE
HUBBARD PARK
TRANSPORTATION CENTER

 DOWNTOWN
CITY HALL 
CITY CENTER
LANGDON ST

B2.2 **SIDE A**
 STATE HOUSE
CAPITOL COMPLEX
CAPITAL REGION VISITORS CENTER
VT HISTORICAL SOCIETY MUSEUM
KELLOG HUBBARD LIBRARY 
 BARRE ST
STONE CUTTERS WAY 

SIDE B
 STATE HOUSE
CAPITOL COMPLEX
CAPITAL REGION VISITORS CENTER
VT HISTORICAL SOCIETY MUSEUM
KELLOG HUBBARD LIBRARY 

 BARRE ST
STONE CUTTERS WAY 

B2.3  STATE HOUSE
HUBBARD PARK
CAPITAL REGION VISITORS CENTER

 DOWNTOWN
CITY HALL
VT HISTORICAL SOCIETY MUSEUM 

B2.5  LANGDON ST 
 DOWNTOWN 

 STATE HOUSE
CAPITAL REGION VISITORS CENTER
VT HISTORICAL SOCIETY MUSEUM
HUBBARD PARK TRAIL
TRANSPORTATION CENTER

KEY MAP C

SIGN TYPE B1 - VEHICULAR DIRECTIONAL

B1.23  DOWNTOWN
CAPITOL COMPLEX
CITY HALL
STONE CUTTERS WAY 

KEY MAP D

SIGN TYPE B1 - VEHICULAR DIRECTIONAL

B1.32  DOWNTOWN MONTPELIER
CAPITOL COMPLEX

 STONE CUTTERS WAY
BARRE STREET

B1.33  DOWNTOWN MONTPELIER
CAPITOL COMPLEX
STONE CUTTERS WAY
BARRE STREET 
 RIVER STREET

B1.34  STONE CUTTERS WAY
 DOWNTOWN MONTPELIER 

B1.35  RIVER STREET
 STONE CUTTERS WAY
BARRE STREET

MAP E

B1.38  DOWNTOWN MONTPELIER
CAPITOL COMPLEX
STONE CUTTERS WAY
BARRE ST
TRANSPORTATION CENTER

B1.39  DOWNTOWN MONTPELIER
CAPITOL COMPLEX
STONE CUTTERS WAY
BARRE ST
TRANSPORTATION CENTER



CITY COUNCIL Agenda Item #17-340

Date: November 8, 2017

Consent ☐ **Discussion** ☒ **Time Sensitive** ☐
(outlined below)

SUBJECT: Local Options Sales Tax

SUBMITTING DEPARTMENT: City Manager

RECOMMENDED ACTION: City Manager recommends taking no action now and creating a working group to consider a possible proposal for the November 2018 or March 2019 ballot. This would include a review of impact in other communities, a recommendation for use of the funds and a plan for public communication & discussion about the topic.

If the Council chooses to proceed now, direct the City Manager to prepare charter amendment language for consideration at the December 13 meeting.

RELATED COUNCIL GOAL/PRIOR ACTION: A: Affordability – Decide whether to pursue local sales tax.

EXPENDITURE REQUIRED: None

SOURCE OF FUNDS: N/A

LEGAL REQUIREMENTS: Implementation of local sales taxes requires a charter amendment approved by both city voters and the legislature. Requirements and schedule for amending the charter are outlined in attached memo.

BACKGROUND INFORMATION: There is no specific enabling legislation for local options taxes in most Vermont municipalities except those specifically allowed under Act 60 and Act 68. By practice, however, the legislature has generally supported charter amendments enacting such taxes when done consistently with the statutory terms for the entitled communities. This means that such taxation is limited to up to 1% if sales, rooms, meals & alcohol revenues within a community. Additionally, 30% of that revenue is retained by the state for the PILOT fund and for administrative expenses.

In March of 2016, Montpelier voters approved a 1% local rooms, meals and alcohol tax charter amendment. This tax passed the legislature and was implemented beginning October 1, 2016. The current fiscal year (FY18) is be the first full year of revenue collection from this source. This money was allocated to infrastructure and economic development.

Based on FY17 Vermont Tax Department collections data, a 1% local sales tax could potentially result in over \$1.4 million in revenue for Montpelier. (See attached summary). This is considerably higher than the \$900,000 estimate in FY15. Although I am using the exact same calculation methodology, I'd like to review this further with the Tax Department to understand the difference.

Options include: 1) taking no action. 2) moving forward with a charter amendment. If the latter, choices include fractions of a percent up to the full 1%, whether or not to dedicate revenue to specific projects or programs or have it as general revenue to the city. If proceeding, even tentatively, we should include the Montpelier Business Association, Montpelier Alive, the Chamber of Commerce and other local businesses in the discussion.

SUPPORTING DOCUMENTS: Charter time line memo and tax revenue outline from City Manager

INTERESTED PARTIES: Montpelier businesses and related organizations.

CITY MANAGER'S APPROVAL:





America's Small Town Capital

Mayor John Hollar

City Council Members:

Dona Bate
Ashley Hill
Rosie Krueger
Jean Olson
Justin Turcotte
Anne Watson

William Fraser,
City Manager

Sue Allen,
Assistant City Manager

MEMORANDUM

To: Mayor Hollar & City Council Members
From: William Fraser, City Manager
Re: Charter Amendment Time Line
Date: November 3, 2017

In the event that you wish to pursue any charter amendments, the following timeline applies the statutory requirements for the March 6, 2018 elections.

The statutes allow for charter amendments to be initiated either by the legislative body (the City Council) or by petition of five percent of the registered voters. The hearing and adoption process is similar but not identical depending on how the amendment is initiated. For our purposes, I will focus on amendments proposed by the Council.

- 1) The first requirement is that an official copy of the proposed charter amendments must be filed with the City Clerk at least 10 days prior to the first public hearing on the amendment. That means that a draft of the amendment must be on a Council agenda in sufficient time to allow for formal adoption of the item and the timely filing of that item with the Clerk.
- 2) Charter Amendments require two public hearings. The first public hearing **MUST** be held more than 30 days prior to voting day. The second must be held in advance of the election but the timing is otherwise not specified.
- 3) If the Council changes the proposed amendment based on comments heard at the first public hearing, the revisions must be posted publicly and filed with the Clerk at least 20 days prior to the election day.
- 4) Otherwise, notices of the charter change must be warned and publicized in the same manner as the annual or special town meeting.

Working backward from the election date the following dates hit the timing requirements precisely with no room for error or accounting for weekends:

(802)-223-9502, Telephone 39 Main Street, Montpelier, Vt 05602

(802)-223-9519, Fax

www.montpelier-vt.org

Voting Day

March 6, 2018

20 days for revisions	February 13, 2018
30 days/ 1 st Pub. Hearing	February 3, 2018
10 days for filing with Clerk	January 24, 2018

Using our meeting schedules and printing deadlines we would more realistically be looking at the following:

2 nd Public Hearing	February 14 or 28, 2018
20 days for revisions	January 25, 2018
1 st Public Hearing (at least 30 days in advance of voting)	January 10, 2018
Adopt language to file with Clerk (at least 10 days prior to 1 st PH)	December 20, 2017
One working meeting to discuss possible amendment(s) if needed	December 13, 2017

TITLE 17: Elections , Chapter 55: Local Elections

§ 2645. Charters, amendment, procedure

(a) A municipality may propose to the general assembly to amend its charter by majority vote of the legal voters of the municipality present and voting at any annual or special meeting warned for that purpose in accordance with the following procedure:

(1) A proposal to adopt, repeal or amend a municipal charter may be made by the legislative body of the municipality or by petition of five percent of the voters of the municipality.

(2) An official copy of the proposed charter amendments shall be filed as a public record in the office of the clerk of the municipality at least ten days before the first public hearing and copies thereof shall be made available to members of the public upon request.

(3) The legislative body of the municipality shall hold at least two public hearings prior to the vote on the proposed charter amendments. The first public hearing shall be held at least 30 days before the annual or special meeting.

(4) If the proposals to amend the charter are made by the legislative body, the legislative body may revise the amendments as a result of suggestions and recommendations made at a public hearing, but in no event shall such revisions be made less than 20 days before the date of the meeting. If revisions are made, the legislative body shall post a notice of these revisions in the same places as the warning for the meeting not less than 20 days before the date of the meeting and shall attach such revisions to the official copy kept on file for public inspection in the office of the clerk of the municipality.

(5) If the proposals to amend the charter are made by petition, the second public hearing shall be held no later than ten days after the first public hearing. The legislative body shall not have the authority to revise proposals to amend the charter made by petition. After the warning and hearing requirements of this section are satisfied, proposals by petition shall be submitted to the voters at the next annual meeting, primary or general election in the form in which they were filed, except that the legislative body may make technical corrections.

(6) Notice of the public hearings and of the annual or special meeting shall be given in the same way and time as for annual meetings of the municipality. Such notice shall specify the sections to be amended, setting out sections to be amended in the amended form, with deleted matter in brackets and new matter underlined or in italics. If the legislative body of the municipality determines that the proposed charter amendments are too long or unwieldy to set out in amended form, the notice shall include a concise summary of the proposed charter amendments and shall state that an official copy of the proposed charter amendments is on file for public inspection in the office of the clerk of the municipality and that copies thereof shall be made available to members of the public upon request.

(7) Voting on charter amendments shall be by Australian ballot. The ballot shall show each section to be amended in the amended form, with deleted matter in brackets and new matter underlined or in italics and shall permit the voter to vote on each proposal of amendment separately. If the legislative body determines that the proposed charter amendments are too long or unwieldy to be shown in the amended form, an official copy of the proposed charter amendments shall be maintained conspicuously in each ballot booth for inspection by the voters during the balloting and voters shall be permitted to vote upon the charter amendments in their entirety in the form of a yes or no proposition.

(b) The clerk of the municipality, under the direction of the legislative body, shall announce and post the results of the vote immediately after the vote is counted. The clerk, within 10 days after the day of the election, shall certify to the secretary of state each proposal of amendment showing the facts as to its origin and the procedure followed.

(c) The secretary of state shall file the certificate and deliver copies of it to the attorney general and clerk of the house of representatives, the secretary of the senate and the chairman of the committees concerned with municipal charters of both houses of the general assembly.

(d) The amendment shall become effective upon affirmative enactment of the proposal, either as proposed or as amended by the general assembly. A proposal for a charter amendment may be enacted by reference to the amendment as approved by the voters of the municipality. (Added 1977, No. 269 (Adj. Sess.), § 1; amended 1979, No. 200 (Adj. Sess.), § 100; 1981, No. 239 (Adj. Sess.), § 22, eff. May 4, 1982; 1983, No. 161 (Adj. Sess.); 1987, No. 63.)

LOCAL OPTIONS TAX INFORMATION**Sales****Based on FY17 State Tax Numbers****\$208,786,672**

1% Tax Revenue			\$2,087,867
Less State PILOT Fund	30.00%		\$626,360
NET TOTAL			\$1,461,507
FY18 General Fund Budget	\$13,584,292	% of Budget:	10.8%
FY18 Municipl Prop Tax - ALL	\$9,159,905	% of Tax:	16.0%
FY18 Municipal Grand List	\$816,271,429	Rate Impact:	\$0.1790
Current Municipal Tax Rate	\$1.0582	% of Rate:	16.92%
Avg. Res. Prop. Value	\$228,000	Avg \$ Saved:	\$408.23
Amount to Spend In Montpelier to break even			\$40,822.64
Weekly Average to spend to break even			\$785.05
Total Grand List required to raise same money			\$1,041,900,719
Increase from current GL required			\$225,629,290
Percent of GL increase required			27.6%
Equivalent Avg. Residential Units			990
Equivalent "National Lives"			5.13
Montpelier PILOT potential	12.50%		\$78,295



CITY COUNCIL Agenda Item #17-341

Date: November 8, 2017

Consent ☐ Discussion ☒ Time Sensitive

SUBJECT: Presentation of the Montpelier ADA Committee (Americans with Disabilities Act)

SUBMITTING DEPARTMENT: ADA Committee and City Staff

RECOMMENDED ACTION:

- Receive presentation. Open the floor for questions and comments from the public.
- Consider project funding recommendations and provide direction to the Committee and staff.
- Consider the Committee's recommendation to update & revise the current staff assignments and the number of citizens appointed to the committee. Adopt a motion to amend the composition of the committee as recommended or as revised as a result of discussion.
- Ratify existing citizen committee members as named in the presentation memorandum.

RELATED COUNCIL GOAL/PRIOR ACTION:

Goal E: Maintain a Healthy Community for People (promote equity & fairness).

Prior Action: Council reestablished the ADA Committee on 7/8/2009 and approved "A proclamation of Recommitment to Full Implementation of the ADA" dated 9/18/2009.

EXPENDITURE REQUIRED: \$43,000 for Transition Plan development and other expenditures as may be required from time to time under the law which are undefined at this time

SOURCE OF FUNDS: Transition Plan: A portion may be funded by the unexpended balance of the CDBG fund dedicated to ADA Compliance. Other funds from CIP (sidewalks & transportation) and general funds (staff & operations)

LEGAL REQUIREMENTS: The Americans with Disabilities Act of 1990 - A Federal Civil Rights Act. (Title I: Employment & Title II: Public Services & Transportation)

BACKGROUND INFORMATION: One of the ADA Committee's priorities is to keep the City Council updated and informed. The ADA Committee last presented to the City

Council in May, 2014. This presentation is intended to:

- ✓ explain who we are & the history of the committee,
- ✓ what we do, why it's necessary,
- ✓ who is impacted and who benefits,
- ✓ and the many accomplishments so far.

The Committee's continuing mission will also be discussed and explained. The Committee also wishes to encourage community engagement to obtain a full understanding of the ADA which is intended to ensure equal opportunity and access for all.

An accompanying memorandum includes Committee recommendations to revise the composition of the Committee including the number of staff & citizen committee members. It is also recommended that the current citizen members be formally appointed and ratified.

SUPPORTING DOCUMENTS: Memorandum Staff & Committee Chair, ADA documents on the City Web Site @ <http://www.montpelier-vt.org/378/Documents>

INTERESTED PARTIES: People with disabilities, all City departments, Council committees & commissions, the business community and the public at large.

CITY MANAGER'S APPROVAL:



City of Montpelier
Department of Public Works
Memorandum

To: Montpelier City Council

From: Thomas McArdle, Director of Public Works
Franklin Shiner, Chair, Montpelier ADA Committee

Date: November 1, 2017

Subject: Montpelier ADA Committee Presentation
City Council Meeting Discussion & Recommendations

Introduction & Background

The Americans with Disabilities Act (ADA) of 1990 is a federal civil rights law that mandates equal opportunity for individuals with disabilities. The ADA prohibits discrimination in access to jobs, public accommodations, government services, public transportation and telecommunications. The law required that a comprehensive re-evaluation of its policies, programs and facilities was necessary to determine the extent to which individuals with disabilities may be restricted in their access to City services, activities and facilities.

The ADA consists of five Titles that outline required access and accommodations:

- **Title I - Employment:** This pertains to employers with 15 or more workers, labor organizations and employment agencies. It is enforced by the Equal Employment Opportunity Commission.
- **Title II – Public Services & Transportation:** This applies to Public Entities, such as state and local government, as well as public transportation systems. It is enforced by the Department of Justice, Department of Transportation or other federal agencies, depending on the nature of the entity.
- **Title III – Public Accommodations:** This applies to private sector facilities and other places where people meet or where business is conducted, known as Public Accommodations. It is enforced by the Department of Justice.
- **Title IV – Telecommunications:** This applies to providers of telecommunications and information technology services. It is enforced by the Federal Communications Commission.
- **Title V – Miscellaneous:** These contain supplemental provisions that clarify that both states and Congress are covered by all provisions of the ADA. It also provides for recovery of legal fees, establishes a mechanism for technical assistance, and instructs requisite federal agencies about how to implement the Act. Additionally, Title V includes a provision

prohibiting either (a) coercing or threatening, or (b) retaliating against the disabled or those attempting to aid people with disabilities in asserting their rights under the ADA.

In 1992, the City prepared its first ADA Self-Evaluation and Transition Plan soon after the Americans with Disabilities Act was signed into law, with a goal of achieving compliance by 1995.

A review of the original records by the committee made it clear that an entirely new plan is necessary. The original plan is out-of-date, no longer active, and is therefore not in compliance with the Act. The ADA has been amended several times since its passage in 1990 and it undergoes perpetual reinterpretation in the court systems. Likewise, municipal entities routinely update various town plans, programs, and policies, while also maintaining, replacing, or upgrading its facilities in accord with the applicable standards. It is therefore imperative that municipalities maintain a current Transition Plan and implement the ADA requirements as a matter of routine practice to ensure equal accommodations for all. A draft plan was prepared by staff with committee input and the committee has been instrumental thus far in prioritizing and addressing various areas of non-compliance which were found to be out-of-date or not available in Montpelier records. Restoring the ADA Coordinator position was at the top of the list of priorities, followed by preparation and presentation of a Notice of Provision of Service and a Grievance Procedure for adoption by the Montpelier City Council.

As its first major effort to revisit the original ADA Transition Plan, the City Council organized an ADA Committee July of 2009, to review the status of ADA compliance and to update and revise the Self-Evaluation and Transition Plan to meet Title II specifications. Since 2009, the committee has continued to meet regularly and it guides all facets of ADA review. The ADA Committee's continuing mission aims to:

- (1) Coordinate and monitor City ADA compliance;
- (2) Provide guidance and evaluate efforts to improve access to City facilities and programs;
- (3) Develop procedures to identify and correct access deficiencies, including access to communications;
- (4) Advise the City Council regarding compliance-related issues and recommend appropriate remedial actions;
- (5) Field complaints alleging the City's noncompliance with ADA;
- (6) Connect City and community to achieve greater awareness of the ADA.

Revised Final Regulations Implementing the ADA on September 15, 2010.

On the 20th anniversary of the enactment of the ADA, revised regulations for Title II (State & Local

Government Services) and Title III (Public Accommodations & Commercial Facilities) were published in the Federal Register. These requirements or rules clarified and refined issues that arose over the previous 20 years and contain new and updated requirements. March 15, 2012 was the compliance date for using the 2010 Standards for new construction, alterations, program accessibilities, and barrier removals. This also was the date when Public Entities must utilize the 2010 standards to assess compliance with program accessibility and apply the 2010 standards to those architectural changes required to achieve compliance.

In January, 2010, the Montpelier City Council adopted a "Notice of Provisions of Services Under the Americans with Disabilities Act (ADA)". This resolution publicly states that the City of Montpelier will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. The Notice contains three parts and describes how the notice will be made available for public review and proper notice. In October 2010, as part of the national celebration of the 20th anniversary of the ADA, the Montpelier City Council participated in the national "Two Thousand Ten by 2010 ADA Recommitment Campaign." The objective of the campaign was to collect proclamations of recommitment from at least 2,010 Public Entities. This resolution was adopted by the City Council in October 2010, further signifying Montpelier City Government's resolve to complete an updated Transition Plan.

Transition Plan

The ADA also sets forth specific requirements for preparation of an acceptable Transition Plan. At a minimum, the elements of the plan should include:

- A list of the current physical barriers in City facilities that limit the accessibility of its programs, activities, or services to individuals with disabilities;
- A detailed outline of the methods to be used to remove these barriers and meet the current standards and accessibility regulations;
- A schedule for taking the steps necessary to achieve compliance with Title I (Employment Practices) & Title II of the ADA; and
- The name of the individual responsible for the plan's implementation.

Until the ADA Committee was re-activated in 2009, City staff found it difficult to consistently monitor and accurately assess the City's responsibilities and obligations under the ADA. A self-evaluation and Transition Plan require regular revision as a living document to reflect best practices and updated standards reflecting realities of today's implementation environment including technological advances. The plan is currently out of date so work on a new draft began a

few years ago. The update will describe the processes necessary to undertake a full re-evaluation of Montpelier's activities, policies and programs to identify any remaining barriers to accessibility. The ADA Self-Evaluation and Transition Plan Update is significant in that it establishes the City's ongoing commitment to the development and maintenance of policies, programs and facilities.

The committee has concluded that an updated plan will need to be prepared by a qualified consultant due to the complexity and wide ranging requirements under the ACT. A cost proposal has been obtained and a possible funding source identified which will be described at this presentation. Once a final draft is available, a public hearing and comment period will be necessary before adoption.

The Committee wishes to make clear that significant progress has been made over the last 27 years in all facets of accessibility through the removal of barriers and providing accommodations whenever and wherever necessary in spite of not having a current comprehensive transition plan. Highlights of recent accomplishments will be described at the presentation and general examples are noted below including:

- Public Right-of-Way: compliant crosswalk ramps, accessible parking spaces, pedestrian accessible routes, accessible traffic signals, etc.
- Facilities: In 2011, a capital needs assessment (CNA) of public buildings was conducted which included an accessibility assessment with recommended work completed on restrooms, offices, doors, polling places and meeting spaces.
- Emergency Services: self-evaluation of communications and staff training completed
- Schools & Recreation: The school department decided to join the committee and elected to be part of the Transition Plan update. Multiple accessibility accomplishments achieved at all facilities and programs. Recreation programs relocated to accessible facilities.
- Employment & Administrative: Job descriptions revised, hiring practices updated, accessible documents, web site, etc.
- Events: accessible facilities for parades, the baseball field, etc.

Committee Organization Update & Recommended Revisions

With the passage of 8 years since the current committee was reformed, various changes have occurred with regard to meeting attendance and staffing to support the Committee and its missions. The ADA touches on so many aspects of our public service responsibilities and obligations within each of the City Departments. As such, staff representation is imperative to

ensure we comply in every facet of civil rights in a welcoming and inclusive way. The committee composition as described in 2009 is as follows:

"The ADA Advisory Committee consists of 7 members appointed by the City Council: the acting ADA Coordinator, Assistant Director of Public Works, a City Council Representative, a Representative of the Montpelier School System, and 3 community residents".

The Committee proposes the following revised organizational structure to represent and formalize the Committee as it has been currently operating which is felt to be more appropriate and representative. A fifth staff position is recommended to allow for a possible representative from Emergency Services.

The ADA Advisory Committee consists of nine (9) members appointed by the City Council: the ADA Coordinator as recommended by the Committee and appointed by the City Manager, a Representative of the Montpelier School System, a Representative of the City Manager's office and up to five (5) City Staff members to represent the various municipal departments which may rotate from time to time, and up to four (4) community residents".

The current department staffing representatives are: two staff from the Department of Planning & Community Development, including the building code enforcement officer, a representative of the Community Services Department, and a representative of the Public Works Department (current ADA Coordinator).

In regard to citizen involvement, currently three citizen appointments are identified. The Committee has felt the need for more citizen involvement and occasionally advertised to obtain more participation which has yielded few responses. The Committee recently received an inquiry from a well-qualified resident who expressed interest in becoming an active member. The Committee unanimously welcomed her interest and fully support expanding the appointment to include four citizens which is recommended at this time. Upon approval of the revised committee organizational structure, an advertisement will be issued to fill the fourth citizen position and the Committee will seek the Council appointment.

Citizen Appointment: Ratification

The Committee also requests the current citizen committee members be formally appointed at this time; Dianne Richardson and Martha Roberts.



CITY COUNCIL Agenda Item #17-342

Date: November 8, 2017

Consent ☐ Discussion ☒

SUBJECT: Date setting for the Master Plan readoption

SUBMITTING DEPARTMENT: Planning & Community Development

RECOMMENDED ACTION: The Director recommends a motion to warn the Master Plan, Montpelier, Vermont for adoption with hearings set for December 13th and 20th.

RELATED COUNCIL GOAL/PRIOR ACTION: The City Plan supports all of the Council Goals.

EXPENDITURE REQUIRED: None

SOURCE OF FUNDS: N/A

LEGAL REQUIREMENTS: Title 24 Chapter 117 lays out the requirements for the development and adoption of municipal plans.

BACKGROUND INFORMATION: Following Council's directives from August, the Planning Director reviewed the 2010 and 2015 Master Plans to make updates to information. The Planning Commission held a public hearing on October 23rd, took comments from the public, and made changes to the plan. The Commission then voted to forward this to council for consideration. You received the draft Master Plan and required report from the Planning Commission and need to warn the public hearing for readoption of the plan.

SUPPORTING DOCUMENTS: The draft Master Plan has been sent to you and is available by following the link in two forms- a redline strike out version and a clean version. The clean version is the official version if any differences are discovered. The required report has also been provided which outlines compliance with state law.

<http://www.montpelier-vt.org/974/20172018-Master-Plan-Re-adoption>

INTERESTED PARTIES: Planning Commission.

CITY MANAGER'S APPROVAL:

Pusa Allen



CITY COUNCIL Agenda Item #17-343

Date: November 8, 2017

Consent ☐ **Discussion** ☒ **Time Sensitive** ☐
(outlined below)

SUBJECT: Monthly Goals Update – Quality of Life

SUBMITTING DEPARTMENT: City Manager

RECOMMENDED ACTION: Review report. Discussion as needed.

RELATED COUNCIL GOAL/PRIOR ACTION: Goals document

EXPENDITURE REQUIRED: None

SOURCE OF FUNDS: N/A

LEGAL REQUIREMENTS: None

BACKGROUND INFORMATION: The Council adopted goals, policies and priorities on July 27, 2017. Each month the Council will focus on one goal and receive information on all goals and activities.

SUPPORTING DOCUMENTS: Summary of quality of life goal, progress report on all goals, update on activity calendar.

INTERESTED PARTIES: City Council, Staff

CITY MANAGER'S APPROVAL:

A handwritten signature in black ink, appearing to read "W. Hoffman", written over a horizontal line.



America's Small Town Capital

Mayor John Hollar

William Fraser,
City Manager

City Council Members:

Dona Bate
Ashley Hill
Rosie Krueger
Jean Olson
Justin Turcotte
Anne Watson

Sue Allen,
Assistant City Manager

MEMORANDUM

To: Mayor Hollar & City Council Members
From: William Fraser, City Manager
Re: Goal Update: Quality of Life
Date: September 27, 2017

This is the third of our monthly updates on the adopted 2017-18 goals. Specific action items will appear on agendas throughout the year but reviews of overall goal categories will also be included. The current schedule is as follows:

October: Quality of Life
November: Public Safety
December: Affordability
January: Infrastructure
February: Good Government
March: Environment
April: Adopt new goals

The topic for this month is F: Quality of Life. An excerpt from the Overall Goals document is color coded to denote progress. The overall work calendar, also color coded, is included as well. I've also included the overall goals document with color coding.

Color Code – **Bold** = completed. **Green** = proceeding as planned **Yellow** = proceeding but slower than planned. **Red** = Started but not proceeding well. **Purple** = Not started yet.

Summary: Items within the Quality of Life goal include a lot of high focus work. We are about ready to sign the Mowatt purchase and sale agreement which is the last logistical step for the One Taylor Street project. That will turn all the One Taylor items to green status. The Council parking sub committee is working on a recommendation to be presented in November. Once a direction is adopted this will be included in the Master Plan. Similarly – open space plans and official maps will be part of the extended Master Plan process. The Dog ordinance is near completion while discussions of dog parks have begun. The Council tasked the Parks Commission to recommend a plan for dogs within 6 months.

Quality of Life	Improve downtown infrastructure	One Taylor St	Right of Way obtained Final design of path and building. Architectural and construction documents executed. Option agreement signed/housing Right of Way obtained
		Taylor St reconstruction and water quality improvements	Complete Project
		Downtown Paving Project	Complete Project
	Improve Parking	Complete Parking Plan	Plan to be integrated into Master Plan. Look at city staff parking benefit. Understand parking needs as related to development. Feasibility analysis on rail initiative.
	Provide Financial and Logistic Support for downtown	Continue DID	Review and approve DID budget
		Fund Montpelier Alive	Review in budget
	Enhance Sense of Place	Complete Art Master Plan	Complete and approve design Identify funding sources
		Wayfinding Sign Plan	Complete and approve design. Identify funding sources
		Institutionalize Parklet program	Adopt parklet ordinance
Policy Goal	Key Strategies	FY18 Focus	FY18 Actions
	Develop a Healthy and Welcoming Community	Continue with pedestrian and bicycling initiatives	Implement Montpelier in Motion Plan, Complete Streets Plan. Consider multi-use trail options
		Accessible programs	Ensure Community Services programs are available to all ages, incomes and abilities Complete ADA Transition Plan Consider gender neutral bathrooms in city buildings
		Promote open space	Adopt Open Space Master Plan Adopt Official Map Incremental improvement of Blanchard Park Create management plan for Stonewall Meadows Park
		Address dog concerns in a balanced manner	Consider revised ordinance
			Consider creation of dog parks

2017-2018 City Council Goals



Reference Letter	Policy Goal	Key Strategies	FY18 Focus	FY18 Actions	Future Actions	Lead Agency	Future Resources Needed	Anticipated Council Review/Update	Deliverables
A	Affordability	Adopt budget within resources available	Set funding levels and priorities	Early discussion about budget	Budget projections presentation	Finance	Workshop	Sept. 27, 2017 Oct. 11, 2017	Establish budget process Budget projections presented
			Review Personnel Costs	Negotiate fair but contained collective bargaining agreements Update staff/salary study	Continue negotiations Report on current staffing, ideas to bring number below 100	City Manager, Finance City Manager, Finance		Oct. 2017 Nov 2017 Part of budget discussion	Update Council on Police negotiations Suggestions to Council on Potential of cutting staff below 100
			Continue to seek efficiencies and savings	Secure grants; improve energy efficiency in city facilities.	Progress Reports to Council	All Depts.		On-going, starting in Dec. 2017	Updates to Council outlining Specific progress improving Efficiency in city buildings
			Establish long term sustainability target	Develop a 3-5 year budget plan	Agenda item for Council	City Manager Finance Council	time	Nov 8 2017	Staff will update existing 5-year plan for Council discussion, with additional needed information.
		Keep tax rates and user fees sustainable	Decide whether to pursue local sales tax	Compile data on sales tax and a recommended plan for decision making; include outside input (chamber of commerce)	Report on data, potential process	City Manager		Nov 8 2017	Present local sales tax info And options to Council; Discuss tax options/action.

2017-2018 City Council Goals



Reference Letter	Policy Goal	Key Strategies	FY18 Focus	FY18 Actions	Future Actions	Lead Agency	Future Resources Needed	Anticipated Council Review/Update	Deliverables
B	Good Governance	Strengthen high performing organization	Promote Leadership Values and Philosophy	Continue Staff leadership team model, encourage training, Council provides regular feedback to staff through City Manager.		City Manager, Council	None	Begin immediately, on-going	Document and report on staff training participation; Council is comfortable providing staff feedback.
		Maintain excellent public communications	Improve outreach	Improve website, Facebook and other social media; develop specific communications strategy for major projects, and plan for city depts. to communicate with public/Council. Obtain updated survey data	Work with all departments and Council. Conduct updated National Citizen Survey	Asst. City Manager, Interested Council Members Asst. City Manager	No financial obligation, but increased staff time. Already underway. \$10,000, Contingent on FY 18 budget.	This has already begun: Web page improvements increased social media; but must be expanded. Oct. 25, 2017	Keep Council updated on changes, track Facebook and other social media interactions. Survey report to the Council. Discussion of next actions.
		Meet organizational needs	Update Personnel Plan	Meet to focus on personnel issues/concerns/ideas	Work with Pers. Plan committee	City Manager, HR	TBD	June 2018	Present Council with updated plan that suggests changes to ensure efficient, effective city government.
			Establishing a clearer, more directive evaluation process for city manager and Council	Create a formal process for both manager and council evaluation	Committee to draft proposed plan for Council approval	City Manager and 2 Council Members	None	September 13, 2017	Evaluation process reported to Council; action taken
			Emphasize Employee Wellness	Continue wellness program	On-Going	Finance		On-going	Provide briefing for Council as desired.
			Implement asset management program	Provide status update and demonstration of the program to Council	Implementation of plan	DPW		Dec. 2017	Demonstration for Council



2017-2018 City Council Goals

Reference Letter	Policy Goal	Key Strategies	FY18 Focus	FY18 Actions	Future Actions	Lead Agency	Future Resources Needed	Anticipated Council Review/Update	Deliverables
C	Public Safety	Address Drug Issues proactively	Continue all efforts to educate the public and curb drug abuse in our community, including expanding Project Safe Catch; Integrate support programs throughout city government	Re-emphasize and publicize Safe Catch (using last year's # as a base); Convene a public forum to discuss problems/alternatives; Provide staff training in recognition of drug abuse and referral to treatment programs.	Provides stats ie overdoses; expand programs for families of addicts; Increase needle drop-boxes.	MPD, Community Services, State's Attorney, others	TBD	Planning gets underway in Nov. 2017; drug forum held in the Spring.	Public forum is held; Council is regularly updated on drug-related stats.
		Maintain Emergency Preparedness	Prepare in advance for Events, Marches, Street Closures and Protests	Provide summary of costs and resources needed at public events. Discuss whether costs can be assessed to participants.	Consider fee for Corp. Cup; list these costs as budget line item; include in event cost list.	Finance,MPD MFD,DPW	TBD	Currently collecting event costs, and reporting to Council. Decision is part of budgeting work.	Council to decide if a fee or other charges are appropriate. Staff will recommend.
			Maintain resiliency from Natural disasters	Complete Flood Mitigation Plan	Receive and review plan from consultant	DPW Council	None, recommended action might require costs (dam control?)	Flood plan is underway; expected as early as Aug.	Council will be briefed on plan, staff will recommend any action; Council discussion and action
		Improve Public Safety Capacity	Make decision on participation in Regional Public Safety Authority	Negotiations continue with additional communities for dispatch	Council will be briefed on final recommendation; decision on Ceding authority	Council reps MPD, MFD,City Manager,City reps	Unclear, that will be part of CVPSA report	Oct 11, 2017	Council has asked for specific information, including cost impacts, of plan.

2017-2018 City Council Goals



Reference Letter	Policy Goal	Key Strategies	FY18 Focus	FY18 Actions	Future Actions	Lead Agency	Future Resources Needed	Anticipated Council Review/Update	Deliverables
C (CONT.)	Public Safety		Update Continuity of Operations Plan (COOP) and conduct training on Plan.	Continue joint training with neighboring communities	Conduct Preparedness drill with Council	MPD, MFD, EMS	None		Safety plan and active drill for Council; staff
			Continue Paramedic program	Hire qualified paramedic staff as opportunities occur	Explore funding opportunities for training	Fire	Trans Funds	On-going	Update Council during budget discussions.
		Use Restorative Justice practices	Continue ordinance review and changes	Incorporate restorative justice language into ordinances and policies as opportunities arise.	Review all ordinance proposals	CJC, Manager, Council	N/A	On-going	Complete review, make language changes
		Maintain Safe facilities	Improve crosswalk safety Identify cooling and warming centers for extreme temperature conditions Expand E-911 compliance	Provide information on options and implement selected plan, enforce crosswalk parking Identify public locations where people can seek relief E911 sub-committee will research resources needed; brief full Council	Staff will make proposal for Council discussion and action Work with public/private groups to develop plan and publicize Develop a plan for expanding E911 compliance	DPW Council's MTIC MPD Community Service, MPD, With partners Planning, Small Council group	Unclear, that will be part of budget work and the proposal. No cost anticipated; services exist No cost anticipated; work already underway	Nov. 2017 Nov 2017 Subcommittee has been appointed.	Work is already started, but Council will be updated Present plan to Council, actively publicize centers Brief Council on suggested action to increase E911 compliance

2017-2018 City Council Goals



Reference Letter	Policy Goal	Key Strategies	FY18 Focus	FY18 Actions	Future Actions	Lead Agency	Future Resources Needed	Anticipated Council Review/Update	Deliverables
D	Economic Development	Enact responsible growth policies	Adopt and implement zoning	Conduct hearings, make final changes and adopt	Council and Public Hearings	Planning Council		On-going	Council approval of zoning report
			Implement EDSP	Work with MDC Approve MOU with MDC Provide funding as per EDSP	MOU presented, being reviewed	MDC, City Manager, Council	\$100,000 /yr for 5 years		Update Council Part of Council's budget work
			Master Plan	Decision on deadline Planning Commission to begin work Consider Net Zero finalist concepts	Need decision on deadline	Planning Council		July 26, 2017	Council sets process
			Develop internal toolkit and policies to increase capacity to support development	Create policy on infrastructure needs for development for council consideration Formalize internal revolving loan fund Recommendation on TIF implementation	Create policy Presentation on July 26, Update on Oct 25	City Manager Planning MDC City Manager	 \$20,000 initially, another \$30,000 if move forward, plus application and consultant fees	June 2018 July 26, 2017 proceed with consultant	For budget discussion Council kept updated on TIF plans, action might eventually be required
		Facilitate Economic Development opportunities	Support Existing businesses	NECI River St and Berlin St. area Community promotion Use DID	On-going	MDC Mont. Alive City Manager	Montpelier Alive	On-going	Council will be updated on a timely basis of progress/issues
			Provide support, coordination, review, contract assistance, communication to potential commercial projects	Mowatt Capitol Plaza Caledonia Spirits Actively recruiting new projects	On-Going	City Manager, MDC	Cost included in various Taylor Street pieces	Hoping to close Mowatt by end of August, working with Cap Plaza, Cal Spirits deals near completion. Will update	Keep Council up to date on progress.

2017-2018 City Council Goals



Reference Letter	Policy Goal	Key Strategies	FY18 Focus	FY18 Actions	Future Actions	Lead Agency	Future Resources Needed	Anticipated Council Review/Update	Deliverables
E	Housing	Facilitate Housing projects	Continue support of One Taylor Street, French Block and other housing projects currently being discussed and/or planned.	Continue project assistance as needed; keep Council well-briefed moving forward.		City Manager, DPW, Planning, Partners including DEW, Downstreet	We are investing staff time, contracts break out costs. Vary on projects.	Pieces of the various projects might require Council approval; staff will provide information and keep Council informed.	Progress on project Update Council
			Support work with landowner on Sabins Pasture development plan	Help facilitate discussions with potential developers and land owners, neighbors, etc.	Meet with landowner, set up meetings with interested developers	City Manager MDC DPW	N/A	This is already underway. City Manager will keep the Council informed going forward. Hoping for solid progress by July 2018	Progress on project Update Council
		Promote varieties of housing opportunities	Complete housing strategic plan	Included in the Master Plan	Write Plan	Planning Housing Task Force	N/A	On-going	Complete and Council approval of plan
			Improve quality of rental housing	Discuss fee to expand inspection program, to ensure safer and healthier rental options.		Planning Housing Task Force	Expense would be determined, possibly ½-time inspector, funded with appropriate fee	Part of budget work Discussiobn on Nov 15	Decision by Council on whether to add and inspector, or improve process in another way.
			Address barriers to housing	Review sprinkler ordinance	Staff will review ordinance, make recommendation to Council	Fire; Planning	Cost impacts, if any, will be included in staff recommendation	September 2017	Council will consider and act on any staff recommendation.
				Review rehab programs for existing housing (this is a resource issue/CDBG?)		Planning Housing Task Force	Costs TBD	February 2018	Recommendation will be presented to the Council for action.
				Enact regulations and policies which support housing development	This is a key piece of zoning discussions	Council Planning		On-going	Council approval of zoning changes.

2017-2018 City Council Goals



Reference Letter	Policy Goal	Key Strategies	FY18 Focus	FY18 Actions	Future Actions	Lead Agency	Future Resources Needed	Anticipated Council Review/Update	Deliverables
F	Quality of Life	Improve downtown infrastructure	One Taylor St	Right of Way obtained Final design of path and building Architectural and construction documents executed Option agreement signed/housing	Include action on Mowatt property, architectural design completion, etc.	City Manager Planning DPW		On-Going	City Manager will keep the Council updated on progress of this important project.
			Taylor St reconstruction and water quality improvements	Complete Project	This work is progressing	DPW	TBD	On-Going	Update Council
			Downtown Paving Project	Complete Project	On-Going	DPW		On-Going	Update Council
		Improve Parking	Complete Parking Plan	Plan to be integrated into Master Plan Look at city staff parking benefit Understand parking needs as related to development Feasibility analysis on rail initiative	Council members are meeting on this issue, and will look at parking issues in details.	City Manager Planning Council members	Bond Or Revised Capital Plan	Oct. 11, 2017 Run ads in paper two months prior	Council subcommittee reports progress/decisions? To full Council. Council will decide how to proceed.
		Provide Financial and Logistic Support for downtown	Continue DID	Review and approve DID budget		Council Mont. Alive		Due on Sept. 13, 2017	This will be part of budget discussion.
			Fund Montpelier Alive	Review in budget	Part of budget work, which begins in Sept.	Council, Mont. Alive		Budget work begins Sept. 27, 2017	Decision by Council on funding Mont. Alive
		Enhance Sense of Place	Complete Art Master Plan	Complete and approve design Identify funding sources		Planning Montpelier Alive			Report to Council
			Wayfinding Sign Plan	Complete and approve design Identify funding sources	Mont. Alive is working on this; will update council	Mont. Alive; DPW	N/A	Oct. 2017	Report to Council on status.
			Institutionalize Parklet program	Adopt parklet ordinance	Council Action	City Manager	N/A	Aug. 23, 2017 – moved to November	Ordinance approved
		Develop a Healthy and Welcoming Community	Continue with pedestrian and bicycling initiatives	Implement Montpelier in Motion Plan, Complete Streets Plan Consider multi-use trail options	This work is on-going; Council will be kept up to speed.	Parks MTIC/REC	N/A	This is in process; Council will be briefed as this progresses.	Council will be briefed, action sought as needed, and appropriate plans implemented

2017-2018 City Council Goals



Reference Letter	Policy Goal	Key Strategies	FY18 Focus	FY18 Actions	Future Actions	Lead Agency	Future Resources Needed	Anticipated Council Review/Update	Deliverables
F (CONT.)	Quality of Life		Accessible programs	Ensure Community Services programs are available to all ages, incomes and abilities	Staff will review scholarship/income issues, etc., to identify barriers.	Community Services	Review costs	Nov. 2017	Provide an update to Council of any barriers identified; action recommended.
				Complete ADA Transition Plan	Staff and ADA committee working toward compliance.	DPW City Manager ADA Committee	Funds earmarked for compliance	On-going	Regular updates on progress presented to Council.
				Consider gender neutral bathrooms in city buildings	Staff will research best practices; current status of buildings	Facilities Council	TBD	August 23, 2017	Report findings and recommendations to Council for approval
			Promote open space	Adopt Open Space Master Plan	Council needs to be briefed on plan	Conservation Commission	Costs, if any, will be included in plan		Council will be asked to discuss and act on plan.
				Adopt Official Map	Council needs briefing	Planning/ Planning Commission	N/A	2018	Act on Official Map
				Incremental improvement of Blanchard Park	Staff to prepare plan	Parks MPD	Costs will be part of plan	On-going	Report plan to Council; approval
				Create management plan for Stonewall Meadows Park	Staff to prepare plan	Parks	Part of plan	On-going	Report plan to Council; approval
			Address dog concerns in a balanced manner	Consider revised ordinance	For Council agenda	City Manager Parks	N/A	August 23, 2017	Ordinance Action
				Consider creation of dog parks	Prepare plan, seek public input	Rec Parks	Cost will be included in plan	April 2018	Make a recommendation to Council

2017-2018 City Council Goals



Reference Letter	Policy Goal	Key Strategies	FY18 Focus	FY18 Actions	Future Actions	Lead Agency	Future Resources Needed	Anticipated Council Review/Update	Deliverables
G	Infrastructure	Complete Current Major Projects	One Taylor St Taylor St. Reconstruction Shared Use Path (Winooski East Extension) Downtown repaving Northfield Street	On-Going	Construction 2018 2017-18 2018 2017 2017-18				City Manager will keep the Council updated on progress and changes to any projects in a timely manner.
		Fund/Implement CIP Maintenance	Complete projects Reference CIP plan with dates Full funding in budget	Review plan for sufficiency of funding for future needs	Bring streets to 70 PCI Update Council	CIP DPW	Funded CIP (update PCI index)	2019	Agenda item for Council
			Implement adopted water/sewer plan Implement equipment plan	Review plans for sufficiency of funding for future needs	Staff will review needs/funding/options	DPW CIP Council	TBD	Part of budget work to begin in Sept. 2017 On-going	Budget
		Consider new projects/initiatives	Establish process for project approval	Draft a project development plan		City Manager		May 2018	Present to council for discussion/approval.
			Determine future of Rec Center/ Community Center possibilities	Feasibility Study; Identify partners, gauge community support	CIP to consider RFP proposal	Community Services Planning	\$40,000 CIP request	July 2017 for RFP; longer timeline for study and eventual report to Council	Issue RFP for study, keep Council informed
		Address Facility needs in a coordinated manner	Consider facility maintenance and operational needs	Maintain buildings	Update on facilities manager position	City Manager DPW	\$25,000 (manager's cost)	Maintenance is on-going Update Council in Dec. 2017	Update Council on maintenance, Council discussion of facilities manager position.
		Ensure that District Heat Montpelier is financially sound	Pursue new customers	Unitarian Church Capitol Plaza TD Bank	Grant funding MEAC	MEAC Council	N/A	This is already underway; Update council in Dec. 2017	Keep Council informed



2017-2018 City Council Goals



Reference Letter	Policy Goal	Key Strategies	FY18 Focus	FY18 Actions	Future Actions	Lead Agency	Future Resources Needed	Anticipated Council Review/Update	Deliverables
H	Environment	Move toward Net Zero	Continue progress with Municipal efforts	Track and report energy use Use revolving loan fund	MEAC report to Council; RFP issued to assess municipal building efficiency	Finance MEAC	Assessment will clarify what funds might be needed	Spring 2018	Council update; might have action item to expand efficiency work
		Provide Effective Storm Water management	Implement Stormwater Master Plan Continue focus on storm water management	Create a working group to implement Stormwater Master Plan and consider policy for private property Complete low cost/high impact recommendations Consider long term funding (utility?)	Review permit requirements in 2018	Council, DPW Conserv. Commission, CJC (support) CIP	Grants?	March 2018	Report progress to Council. Outline any action required.
		Assure Clean rivers and waterways	Implement CSO rules	Identify needs, projects. Develop cost estimates. Complete roof drain study	Prepare for long-range control plan Recommend implementation plan	DPW DPW	Costs being developed Grant	March 2018 June 2018	Report to Council Study completed, implementation plan presented to Council for discussion.
		Be as Energy Efficient as possible	Implement efficiency practices	Consider fuel switching, track vehicle miles and usage, review possible acquisition of hybrid and electric vehicles for city, review city vehicle idling	Consider charger installation increase (part of parking plan?) Document miles, review issues, idling data	Finance Police	TBD	April 2018	Update Council with data and information collected on transportation efficiency opportunities.
		Provide Clean Drinking water	Limit risk related to water source	Charter Change – continue with negotiation process	Discuss options going forward	DPW City Manager	Unclear	On-Going	Council action will be required
		Implement Greening America’s Capitals	Evaluate concepts and selection for advancement	Taylor St reconstruction	Select next project; identify funding	Planning	TBD	May 2018	Present proposed ‘next project’ to Council.



City Council

Calendar of Goal Initiatives

MONTH	Ref. Letter	Proposed Policy Goal	Proposed Action-Deliverable to Council	Lead
2017				
July	D	Adopt Implement Zoning & Master Plan	Make decision on timing of Master Plan/Zoning (DONE)	Mike
	D	TIF Implementation	Council to act on hiring TIF consultant (DONE)	Sue
	D	Implement EDSP	Approve MOU with MDC (DONE)	Bill
Aug.	B	Clearer evaluation process	Council reviews new evaluation proposal DONE 9/13	Bill
	B	Promote Leadership values & Philosophy	Leadership team meeting to review model and strategies DONE 8/16	Bill
	C	Improve Public Safety	Council safety briefing DONE 8/23	Tony
	D	Adopt & Implement Zoning	Council to work through proposed ordinance	Mike
	D	Master Plan	Planning Staff to draft - DONE	Mike
	F	Parklet Program	Council acts on ordinance – moved to November 8	Bill
	F	Accessibility	Council considers proposal for gender neutral bathrooms in City buildings DONE 8/23	Sue
	F	Dog Ordinance	Council to act on proposed ordinance 8/23, 9/13, 11/8	Bob
	G	Address Facility Needs	Council decision on contract for WRRF upgrade (DONE) 8/10	Tom
Sept.	A	Start budget work: Set funding levels	Establish budget process/projections; this will be on-going (include report on staffing levels, new revenue, efficiencies, etc.) – moved to Nov 8 & 15	Todd/Bill
	B	Meet organizational needs	Update council on asset management program – moved to Nov 15	Tom
	B	Improve outreach	Leadership team to review presentations and communication – Done Oct 18	Bill/Sue
	C	Address drug issues proactively	Proposal for safe needle disposal – done Sept 27	
	D	Adopt & Implement Zoning	Council to work through proposed ordinance	Mike
	D	Master Plan	Planning Commission to review draft	Mike
	D	Update on Economic Development Goal	MDC presentation Done Sept 27	Bill
	E	Address barriers to housing	Council to review Sprinkler ordinance – Committee formed on Sept 13	Bob
	F	Parking Plan/Team Bridges	Subcommittee formed - decide how to proceed – moved to Nov 1	Kevin
	G	Determine Future of Rec. Center	Council will consider funding feasibility study – Done Sept 27	CS

Oct.	A	Keep tax rates and fees sustainable	Staff will update current 5-year budget plan – moved to Nov 8	Todd
	A	New revenue sources	Staff will present local tax options/Council action? – moved to Nov 11	Todd
	C	Address drug issues proactively	Leadership team to plan staff training and support efforts – Done Oct 18	Bill/Sue
	C	Improve public safety capacity	Public Safety Authority update Oct 11 , follow up on Nov 1 and 8	Tony
	D	TIF	Update Council on TIF process – moved to Nov 8	Sue
	D	Adopt & Implement Zoning	Council to work through proposed ordinance Nov 1	Mike
	D	Master Plan	Planning Commission to hold hearings	Mike
	F	Wayfinding Signs	Mont. Alive reports plan to Council – moved to Nov 1	Ashley
	F	Parklet Program	Council acts on ordinance – postponed to Oct 11, 25	Bill
Nov.	A	Adopt Budget with resources available	Staff to begin budget work	Todd
	C	Crosswalk safety	Update council on crosswalks safety Nov 15	Tom
	C	Warming and cooling shelter	Present plan to Council, begin publicizing Nov. 8	CS
	C	Expand E911 compliance	Brief Council on action to increase compliance Nov 15	Mike/Audra
	C			
	D	Master Plan	Planning commission completes work,, sends to Council, Council warns hearings on master plan	Mike
	F	Accessible programs	Council briefed on accessibility of city buildings/programs – Nov 15	Tom/CS ADA Comm.
	G	Fund/Implement CIP/Maintenance Plans	Review plans for sufficiency – CIP Committee to meet	Tom/Bill CIP comm
Dec.	A	Energy efficiency savings	Update Council on progress with city buildings - budget	Tom
	A	Adopt Budget with resources available	Council budget work sessions Dec 13 & 20	Bill/Todd
	B	Improve Citizen Outreach	Council will consider Citizen Survey proposal - budget	Sue
	D	Adopt & Implement Zoning	Council holds zoning hearings Dec 13 & 20	Mike
	D	Master Plan	Council holds Master Plan hearings Dec 13 & 20	Mike
	G	District heat	Update Council on potential new customers - budget	Bill
	G	Consider facility maintenance needs	Update Council on maintenance progress/facilities director position - budget	Bill/Sue
	G	Implement CIP	Council reviews and approves CIP (incl W/S/SW) and Equipment plans - budget	Tom/Todd Bill
	G	Consider new projects	Council makes decisions about WRRF, Rec Center and possible bonds – Dec 13 & 20	
2018				
Jan.				

	A	Adopt Budget with resources available	Council public hearings, adopt budget for ballot – Jan 8, 22	Bill/Todd
	D	Adopt & Implement Zoning	Council holds final hearing and adopts zoning by Jan 8	Mike
	D	Master Plan	Council holds final hearing and adopts Master Plan	Mike
	F	Official Map	Council to act on adoption of Official Map	Mike
Feb.	E	Barriers to housing	Council will consider rehab of existing housing (\$)	Mike
	G	Establish process for project approval	Draft a City project development plan	Tom/Sue
March	H	Stormwater Masterplan/management	Working group reports progress to Council; outlines and action required. Update on CSO rules/controls.	Tom
	C	Maintain resiliency from Natural Disasters	Present Flood Mitigation Plan	Bill/Tom
	C	Update COOP and training	Conduct training, include Council	Bob
April	F	Dog Parks	Council to consider recommendation on dog parks	Geoff
	H	Track efficiency in city buildings	Brief Council, might have action item	Steve T.
	H	City Vehicle efficiency study	Presented to Council (electric vehicles?)	Tony
May	G	Establish process for project approval	Present to Council for discussion/action	Bill/Tom
	H	Select next Greening America project	Present project to Council	MEAC?
June	B	Meet City/staff organizational goals	Present updated personnel plan	Sue
	D	Increase capacity to support growth	Create policy on infrastructure needs for development	Bill/Mike MDC
	D	Increase development support	Formalize internal revolving loan fund	Bill/Todd
	H	Complete roof drain study	Implementation plan presented to Council	Tom
July	E	Sabins Pasture housing project	Solid progress by July 2018; brief Council	Mike
	G	Plan for future funding needs	Agenda item: Infrastructure needs/adequate funding	Tom/Todd
On-Going	B	Strengthen good government	Provide timely info to Council, improve staff skills – staff training held 10/17	Bill
			Provide summary of event costs, consider fees	Todd
			Incorporate restorative justice into ordinances/policies	Yvonne
	F	Develop welcoming community	Consider multi-use trails	Geoff
	D	Implement EDSP	Work cooperatively with MDC	Bill
	D	Facilitate Economic	Support existing businesses	Bill/Sue

		Development		Mike
	D	Facilitate Economic Development	Provide support and assistance to potential commercial projects	Bill/Sue Mike/MDC
	C	Continue Paramedic Plan	Hire staff incrementally	Bob
	C	Update COOP	Continue joint training with neighboring communities	Bob
	B	Improve outreach	Improve website, social media use, communications plans for projects, etc.	Sue
	B	Meet organizational needs	Continue wellness program	Todd/Tanya
	F	Maintain vibrant neighborhoods	Enforce nuisance and junk ordinances	Chris L.
	G	Complete Current Projects	One Taylor, Taylor St, Bike Path, Downtown repaving, Northfield St.	Bill/Tom
	G	Complete Paving Projects	Bring Streets to 70 PCI average	Tom
	H	Environment: Assure clean waterways	Implement CSO rules, identify needs and projects	Tom



CITY COUNCIL Agenda Item #17-349

Date: November 8, 2017

Consent ___ Discussion X **Time Sensitive ___**
(outlined below)

SUBJECT: Midyear Check In with City Manager (Postponed from 11/1 meeting)

SUBMITTING DEPARTMENT: City Manager

RECOMMENDED ACTION: Discussion with City Manager (Possible that the entire substance of this discussion will be conducted in Executive Session in accordance with Title I, VSA §313, Executive Sessions, (a) (3), *The appointment or employment or evaluation of a public officer or employee.*)

RELATED COUNCIL GOAL/PRIOR ACTION: B: Good Governance, Create a formal process for both manager and council evaluation. Process adopted in August 23, 2017 included an informal midyear discussion.

EXPENDITURE REQUIRED: None

SOURCE OF FUNDS: N/A

LEGAL REQUIREMENTS: None

BACKGROUND INFORMATION: The Council and Manager conducted a retreat in the spring which resulted in adoption of certain practices, understandings and processes. Among those were a defined plan for City Manager evaluation which included a midyear check in.

SUPPORTING DOCUMENTS: Council Members were to provide comments directly to the City Manager.

INTERESTED PARTIES: City Manager and City Council

CITY MANAGER'S APPROVAL:

A handwritten signature in black ink, appearing to read "W. J. [unclear]".



**Addendum to Consent Agenda
for
City Council Meeting**

November 8, 2017

- 17-336(g). Act as Liquor Control Commission for the purpose of acting on the following: Approve application for Class 1 Liquor License from Montpelier Mart, LLC (3 Berlin Street).



FIRST/SECOND CLASS LIQUOR LICENSE AND TOBACCO APPLICATION
LICENSE YEAR IS MAY 1ST THROUGH APRIL 30TH OF THE FOLLOWING YEAR

Montpelier Mart LLC.
Print Name of Person, Partnership, Corp., Club or LLC

Mobil Mart
Doing Business as – Trade Name

3 Berlin Street
Street

Montpelier V.T. 05602.
Town or City & Zip Code

646-576-7677
Telephone Number

42A Sykes Mtn. Ave. White River Jct V.T. 05001
Mailing Address (if different from above)

Email address: Janice.zheng234@gmail.com

Please check appropriate categories

☐ FIRST CLASS
☒ SECOND CLASS ☐ RETAIL DELIVERY PERMIT
☐ TOBACCO ☒ TOBACCO ENDORSEMENT

☐ Restaurant
☐ Hotel
☐ Club
☐ Commercial Kitchen (a Liquor Control Commercial Caterer's
License is needed with this license)

APPLICATION FEES:

FIRST CLASS LICENSE - \$115.00 to DLC **and** \$115.00 to Town/City

SECOND CLASS LICENSE - \$70.00 to DLC **and** \$70.00 to Town/City

SECOND CLASS RETAIL DELIVERY PERMIT - \$100.00 to DLC

TOBACCO LICENSE - (there is no application fee for tobacco if
applying for second class)

TOBACCO ENDORSEMENT PERMIT - \$50.00 to DLC

**If applying for Tobacco only license, please use the Tobacco Only form.*

TO THE CONTROL COMMISSIONERS OF THE TOWN/CITY OF _____

Application is hereby made for a license to sell malt and vinous beverages under and in accordance with Title 7, Vermont Statutes Annotated, as amended, and certify that all statements, information and answers to questions herein contained are true; and in consideration of such license being granted do promise and agree to comply with all local and state laws; and to comply with all regulations made and promulgated by the Liquor Control Board. Upon hearing, the Liquor Control Board may, in its discretion, suspend or revoke such license whenever it may determine that the law or any regulations of the Liquor Control Board have been violated, or that any statement, information or answers herein contained are false.

MISREPRESENTATION OF A MATERIAL FACT ON ANY LICENSE APPLICATION SHALL BE GROUNDS FOR SUSPENSION OR REVOCATION OF THE LICENSE, AFTER NOTICE AND HEARING.

If this premise was previously licensed, please indicate name _____

I/we are applying as: Please check one:

☐ INDIVIDUAL ☒ LIMITED LIABILITY COMPANY ☐ PARTNERSHIP ☐ CORPORATION

Please fill in name and address of individual, partners, directors or members.

LEGAL NAME

Guo Jie Zheng

STREET/CITY/STATE

37 Foster Terr Apt#2 Derby Line V.T

Are all of the above **citizens** or **lawful permanent residents** of the UNITED STATES? ☒ Yes ☐ No

If naturalized citizen or lawful permanent resident of the United States, please provide a copy of the naturalization or lawful permanent resident documentation.

CORPORATE INFORMATION:

If you have checked the box marked CORPORATION, please fill out this information for stockholders (attach sheet if necessary).

LEGAL NAME

STREET/CITY/STATE

Date of incorporation _____ Is corporate charter now valid? _____

Corporate Federal Identification Number _____

Have you registered your corporation and/or trade name with the Town/City Clerk? _____ and/or Secretary of State? _____ (as required by VSA Title 11 § 1621, 1623 & 1625).

ALL APPLICANTS

HAVE ANY OF THE APPLICANTS EVER BEEN CONVICTED OR PLED GUILTY TO **ANY** CRIMINAL OR MOTOR VEHICLE OFFENSE IN ANY COURT OF LAW (**INCLUDING TRAFFIC TICKETS**) AT ANY TIME?

____ YES ☒ NO

If yes, please complete the following information: (attached sheet if necessary)

Name	Court/Traffic Bureau	Offense	Date
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Do any of the applicants hold any elective or appointive state, county, city, village/town office in Vermont? (See VSA, T.7, Ch. 9, §223) ____ YES ☒ NO If yes, please complete the following information:

Name	Office	Jurisdiction
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Please give name, title and date attended of manager, director, partner or individual who has attended a Liquor Control Licensee Education Seminar, as required by Education Regulation No. 3:

NAME: Janice Zheng
TITLE: Manager
DATE: 06/30/2017

(If you have not attended an Education Seminar prior to making application, please visit www.liquorcontrol.vermont.gov and click on Seminar Schedule for a list of Seminars in your area)

FOR ALL APPLICANTS: DESCRIPTION /LOCATION OF PREMISES (Section 4)

Description of the premises to be licensed: gas station, Convenient Store

Does applicant own the premises described? NO If not owned, does applicant lease the premises? Yes

If leased, name and address of lessor who holds title to property: Summit Distributing LLC
240 Mechanic St., Lebanon, NH

Are you making this application for the benefit of any other party? NO

FIRST CLASS APPLICANTS ONLY: No first-class license may be issued without the following information.

HEALTH LICENSE #: Food _____ Lodging _____ (if licensed as a Hotel)

VERMONT TAX DEPARTMENT: Meals & Rooms Certificate/Business Account # _____

Please check one: Business is devoted primarily to:

_____FOOD (restaurant) _____HOTEL _____ CLUB _____COMMERCIAL CATERING

If you are considering Outside Consumption service on decks, porches, cabanas, etc. you must complete an Outside Consumption Permit. This form can be found on our website at www.liquorcontrol.vermont.gov and then click on licensing and then forms.

ALL APPLICANTS MUST COMPLETE AND SIGN BELOW

The applicant(s) understands and agrees that the Liquor Control Board may obtain criminal history record information from State and Federal repositories prior to acting on this application.

I/We hereby certify, under pains and penalties of perjury, that I/We are in good standing with respect to or in full compliance with a plan approved by the Commissioner of Taxes to pay any and all taxes due the State of Vermont as of the date of this application. (VSA, Title 32, §3113).

In accordance with 21 VSA, §1378 (b) I/We certify, under pains and penalties of perjury, that I/We are in good standing with respect to or in full compliance with a plan to pay any and all contributions or payments in lieu of contributions due to the Department of Employment and Training.

If applicant is applying as an individual: I hereby certify that I/We are not under an obligation to pay child support or that I/We are in good standing with respect to child support or am in full compliance with a plan to pay any and all child support payable under a support order. (VSA, Title 15, §795).

Dated at _____ in the County of _____ and State of _____,

this _____ day of _____, 20____

Corporations/Clubs: Signature of Authorized Agent

Individuals/Partners: (All partners must sign)

TOWN/CITY APPROVAL/DISAPPROVAL

Upon being satisfied that the conditions precedent to the granting of this license as provided in Title 7 of the Vermont Statutes Annotated, as amended, have been fully met by the applicant, the commissioners will endorse their recommendation on the back of the applications and transmit both copies to the Liquor Control Board for suitable action thereon, before any license may be granted. For the information of the Liquor Control Board, all applications shall carry the signature of each individual commissioner registering either approval or disapproval. Lease or title must be recorded in town or city before issuance of license.

_____, Vermont, _____
Town/City Date

APPROVED

DISAPPROVED

Please check one: _____ Approved _____ Disapproved

by the Board of Control Commissioners of the City or Town of _____

Total Membership _____ Members present _____

Attest, _____
City or Town Clerk

TOWN OR CITY CLERK SHALL MAIL ONE APPLICATION DIRECTLY TO THE DEPARTMENT OF LIQUOR CONTROL, 13 Green Mountain Drive, Montpelier, VT 05602. If application is disapproved, local control commissioners shall notify the applicant by letter.

No formal action taken by any agency or authority of any town board of selectmen or city board of aldermen on a first or second-class application shall be considered binding except as taken or made at an open public meeting. VSA Title 1 §312.

SECTION 5111 AND 5121 OF THE INTERNAL REVENUE CODE OF 1954 REQUIRE EVERY RETAIL DEALER IN ALCOHOLIC BEVERAGES TO FILE A FORM ANNUALLY AND PAY A SPECIAL TAX IN CONNECTION WITH SUCH SALES ACTIVITY. FOR FURTHER INFORMATION, CONTACT:

THE BUREAU OF ALCOHOL, TOBACCO & FIREARMS (TTB)
DEPARTMENT OF THE TREASURY
550 MAIN STREET, CINCINNATI, OH 45202

(513) 684-2979

NOTICE: All new applications are investigated by the Enforcement and Licensing Division prior to approval/disapproval of the license by the Liquor Control Board. Please note that this process can take anywhere from 2 weeks to 6 weeks to complete once Liquor Control receives the application.

Please fill in for Individual, Partners, or Directors

Applicant/s Personal Information

Legal
Name: Guo J Zhengy Address: 37 Foster Terr Apt #2 Derby Line Vt
Date of Birth 06/17/1984 Place of Birth China Sex M SS# 127-92-6977

Legal
Name: _____ Address: _____
Date of Birth _____ Place of Birth _____ Sex _____ SS# _____

Legal
Name: _____ Address: _____
Date of Birth _____ Place of Birth _____ Sex _____ SS# _____

Legal
Name: _____ Address: _____
Date of Birth _____ Place of Birth _____ Sex _____ SS# _____

Legal
Name: _____ Address: _____
Date of Birth _____ Place of Birth _____ Sex _____ SS# _____

Legal
Name: _____ **Address:** _____

Date of Birth _____ **Place of Birth** _____ **Sex** _____ **SS#** _____

Legal
Name: _____ **Address:** _____

Date of Birth _____ **Place of Birth** _____ **Sex** _____ **SS#** _____