City of Montpelier vermont

Agenda for Regular City Council Meeting

City Council Chambers, City Hall
Wednesday, October 26, 2016
6:30 P.M.

1) Call to Order by the Mayor

2) 16-302. Review and Approve Agenda

3) 16-303. General Business and Appearances

4) 16-304. Consideration of the Consent Agenda:

a) Consideration of the Minutes from the October 12, 2016 City Council Meeting.

b) Authorize City Manager to sign a Grant Agreement Resolution to accept $850,000 in CDBG-Disaster Recovery Funds for the Reconstruction of the One Taylor Street River Wall.

c) Award of a construction contract as recommended by the Department of Public Works staff and the Project Engineer for the reconstruction of a retaining wall bordering the Winooski River which provides lateral support for a portion of the One Taylor Street property.

d) Approve an Engineering Services Contract with Dufresne Group Engineering Services and assign the City Manager as duly authorized agent for the contract.

e) Authorize City Manager to Sign Contract with Designing Local LLC to complete the Montpelier ArtSynergy Public Art Master Plan.

f) Authorize budget-approved purchase of 4 police cruiser "dash" cameras.

g) Payroll and Bills

5) 16-305. Junkyard Ordinance – 2nd Public Hearing/Reading

6) 16-306. Appointment(s) to Montpelier's Conservation Commission

7) 16-307. FEAST Discussion

8) 16-308. Discuss and Approve Budget Schedule; Set Target Dates

9) 16-309. Presentation from ***New Directions***

10) 16-310. Community Fund Budget

11) 16-311. Council Reports
12) 16-312. Mayor's Report
13) 16-313. City Clerk's Report

14) 16-314. City Manager's Report

a) Discussion Related to Personnel: It is anticipated that the entire substance of this discussion will be conducted in Executive Session in accordance with Title 1, V.S.A. §313, Executive Sessions, (a)(1).

b) Discussion Regarding Property Acquisition: It is anticipated that the entire substance of this discussion will be conducted in Executive Session in accordance with Title 1, V.S.A. §313, Executive Sessions, (a)(2).

15) *Adjournment*

Addendum to Agenda
for
Regular City Council Meeting

October 26, 2016

16-306(a) Appointment of an Animal Control Committee

City of Montpelier vermont

CITY COUNCIL Agenda Item #16-306(a)
Date: October 26, 2016
Consent ___ Discussion _x_

SUBJECT: Animal Control Committee

SUBMITTING DEPARTMENT: City Manager's Office

RECOMMENDED ACTION: Appointment of Merritt Kennedy and Sheryl Begin, both AKC evaluators, and Marilyn Mode as the citizen rep. The Police Chief (or designee) and the Health Officer (or designee) will make up the other two members.

RELATED COUNCIL GOAL/PRIOR ACTION: At the second public hearing/reading on August 20, 2016, the Council approved an entirely rewritten Article II, Dog Control Ordinance, of the City's Code of Ordinances.

EXPENDITURE REQUIRED: None

SOURCE OF FUNDS: N/A

LEGAL REQUIREMENTS: City Council appoints and guides City boards and commissions

BACKGROUND INFORMATION: Section 2-201, DEFINITIONS, reads:

6. "Animal Control Committee" shall mean a committee appointed by the City Council for the purpose of determining a recommended course of action for dangerous dogs with multiple violations after sufficient police investigation in order to maintain public safety consistent with the provisions of this ordinance. The committee shall be composed of 5 individuals: the Health Officer, the Police Chief or designee, and three individuals which will include two dog advocates (veterinarian, veterinary behaviorist, certified animal behaviorist) appointed by the City Council. In the event that qualified volunteers are not available, the City will contract with professionals to fill the dog advocate positions.

Due to a recent incident in the Terrace Street area, staff has recruited three individuals willing to serve on this committee and, ultimately, would begin working on this case immediately.

The committee's responsibilities are outlined in:

Sec. 8-213. ANIMAL CONTROL COMMITTEE REVIEW AND APPEAL PROCESS FOR DANGEROUS DOGS.

Prior to making any recommendation, the Animal Control Committee will receive information from the dog owner such as testimony, witnesses or other evidence if the dog owner wishes to present information. The Committee will, likewise, receive information from the citing officer. Any recommendation made by the Animal Control Committee can be appealed to the City Manager. In the event that the City Manager affirms euthanasia as the correct remedy, the decision may be appealed to the City Council in a hearing open to the public.

Any recommendation for euthanasia made by the Animal Control Committee shall be made after the Committee has consulted with a certified animal or veterinary behaviorist and that individual has determined euthanasia is the only appropriate remedy.

The owner of the dog must be notified immediately of all decisions made in the review and appeals process. If the owner contests the decision, he or she may, within five days of receiving the notice of determination, appeal the decision of the hearing entity to the Civil Division of the Superior Court which shall consider the matter de novo. (V.S.A., Sec. 3550).

SUPPORTING DOCUMENTS: None

INTERESTED PARTIES: Affected Parties, City Council, Staff and Applicants

CITY MANAGER'S APPROVAL:

(802)-223-9502, Telephone *39 Main Street, Montpelier, Vt 05602* *(802)-223-9519, Fax*
www.montpelier-vt.org

CITY COUNCIL Agenda Item #16-308.
Date: October 26, 2016
Consent __ Discussion __x__

SUBJECT: Budget Schedule and Background for FY18 Budget

SUBMITTING DEPARTMENT: City Manager's and Finance Offices

RECOMMENDED ACTION: Review budget schedule and preliminary budget information for fiscal year 2018.

RELATED COUNCIL GOAL/PRIOR ACTION:

- A: Keep Montpelier Affordable for residents
- B: Maintain excellent services
- C: Maintain a safe community
- D: Create and maintain a healthy environment for housing and economic growth
- E: Maintain a healthy community for people
- F: Maintain a vibrant downtown
- G: Achieve a steady state for infrastructure maintenance and improvements, facilities and equipment
- H: Maintain a clean and healthy natural environment

EXPENDITURE REQUIRED: None

SOURCE OF FUNDS: N/A

LEGAL REQUIREMENTS: City Council approves the budget presented to voters.

BACKGROUND INFORMATION: N/A

SUPPORTING DOCUMENTS: Budget schedule, background information for FY18 budget

INTERESTED PARTIES: Council, voters and City staff

CITY MANAGER'S APPROVAL:

America's Small Town Capital

CITY OF MONTPELIER
FY 18 BUDGET SCHEDULE (JULY 1, 2017– JUNE 30, 2018)

City Council Capital Improvements (CIP) Committee Members: Dona Bate, Justin Turcotte, John Hollar, Planning Commission member TBD, Bill Fraser, Tom McArdle, Todd Provencher Montpelier Alive Representative

Thursday October 6, 2016
Distribute Capital Projects & Equipment Request forms to Management team.

Wednesday October 12, 2016
Regular Council Meeting

Friday October 14, 2016
FY 18-FY 22 Capital Improvement Program (CIP) and Equipment Requests Due to Finance Department. Exception: DPW will provide CIP Requests by Friday October 21.

Tuesday October 18, 2016
FY 18 budget process and funding letter to Inside Agencies, Boards and Commissions ready for mailing – Sandy Pitonyak.

Wednesday October 19, 2016
Leadership meeting 9 AM, performance measurements and department report formats.
Distribute Initial Operations Budget Worksheets/Guidelines to Management Team.

Wednesday, October 26, 2016
Regular Council Meeting, present budget schedule, goals and targets.

Thursday October 27, 2016
Management Team Meeting **9AM**-12 PM – Budget Workshop – CIP, Equipment, New Debt, Staffing
Distribute Performance Measurement Worksheets/Guidelines to Management Team

Friday November 4, 2016
Funding Requests Due from Inside Agencies, Boards and Commissions

Tuesday November 8, 2016
ELECTION DAY

Wednesday November 9, 2016
Regular Council Meeting – CVPSA, Fire and Police Department presentations
Capital Improvements Committee meeting at **5pm pending availability.**

Departmental Operating and Budget Requests Due to Finance including changes to the organizational chart and any supporting documents

Thursday November 10, 2016
Management Team meeting - 9:30-11 AM

Wednesday November 16, 2016
Special Council Meeting, Public Works and Planning Department presentations.
2nd Meeting of Capital Improvements (CIP) Committee-**5 pm pending availability.**

Thursday November 17, 2016
Management Team Meeting – 9:30 – 11 AM

Friday November 18, 2016
Departmental Performance Measures due to Assistant City Manager

Monday November 28, 2016
First draft of Budget completed and presented to City Manager by Finance Director.
Community Fund applications due.

Tuesday November 29 through Friday December 2, 2016
City Manager and Finance Director to complete draft budget

Monday December 5 - 9, 2016
Management Team meets with City Manager and Finance Director to finalize budget
Management Teams provide Budget Book Documents

Wednesday December 14, 2016
Council Meeting – City Manager presents preliminary budget.

Thursday December 15, 2016
Management team Meeting – 9:30 – 11 AM

Wednesday December 21, 2016
Regular Council Meeting – City Manager presents budget with budget books.

Wednesday January 4, 2017
Special Council Meeting - budget discussion

<u>Wednesday January 11, 2017</u>
Regular Council Meeting –Finalize and Approve Council's Budget

<u>Thursday January 12, 2017</u>
Management Team Meeting 9:30 – 11 AM

<u>Wednesday January 18, 2017</u>
Special Council Meeting - First Public Hearing on Budget
Public Hearing on Bond
Necessity Resolution for Bond
Draft Warning for Annual Meeting

<u>Thursday, January 26, 2017</u>
Regular Council Meeting - Second and Final Public Hearing on Budget
Deadline for petitions
Approve Warning for Annual Meeting
Montpelier Community Fund Award Recommendation
School Board Budget Presentation at City Council Meeting

<u>Thursday January 26, 2017</u>
Management team meeting 9:30 – 11 AM

<u>Tuesday March 7, 2017</u>
Annual Meeting Day to Vote on Budget and Related Articles

America's Small Town Capital

October 21, 2016

TO: City Council Members
City Leadership Team

FROM: Todd Provencher, Finance Director

SUBJECT: **BACKGROUND INFORMATION FOR FY 18 BUDGET**

YEAR	VOTER APPROVAL
★ FY 17	80%
★ FY 16	80%
★ FY 15	75%
★ FY 14	75%
★ FY 13	70%

MUNICIPAL PROPERTY TAXES AND ECONOMIC INDICATORS

FIVE YEAR HISTORY - % Changes	FY13	FY14	FY15	FY16	FY17	AVERAGE
Property Tax Increases - Municipal	3.20%	0.50%	1.30%	2.80%	2.70%	2.12%
Median Tax Bill Increases - Municipal	3.00%	0.60%	1.30%	2.50%	2.50%	1.98%
Consumer Price Index (Annual)	2.00%	2.00%	1.3% Aug	0.20%	1.1% Aug	0.84%
City Employee Cost of Living Adjustment	0-2.5%	2-2.25%	1.5%-2.25	1.-2%	1.-2%	0.00%
Grand List (Property Values) - Municipal	0%	1.50%	0.70%	0.40%	1.00%	0.72%
Unemployment Rate - Montpelier	5.30%	4.00%	3.70%	3.20%	3.00%	3.84%
Total Budgeted Expenditures - General Fund	2.30%	2.70%	1.60%	4.20%	3.74%	2.91%
Property Tax Dollars Raised - Municipal	3.90%	2.30%	2%	2.70%	2.80%	2.74%

Note: In FY18 every 1% increase in the tax rate adds 2.77 cents to the current tax rate and raises an additional $237,530

MUNICIPAL PROPERY TAXES

Based on 2015 Grand List data, Montpelier has the 16th highest municipal tax rate (13th highest in the previous year) in the state (Barre City, Springfield, Rutland City, Windsor, St. Johnsbury, Newport, Brattleboro and Winooski are higher). When the education tax rates are included in the total, Montpelier has the 20th highest residential tax rate in the state, the same as the previous year.

The FY17 tax rate increased from $2.6963 to $2.7461 (up 1.8%). The change in the municipal tax rate was small - only up $.0267 (2.7% increase).

For FY17 (fourth year), a Downtown Improvement Tax rate of $0.0515 was approved for downtown commercial properties.

INFRASTRUCTURE SUPPORT-CAPITAL IMPROVEMENT PROGRAM

The Capital Projects, Equipment and Debt Service Program costs will increase $166,300 (approx 2 cents) in FY18 as per the "Steady-State" plan.

Preliminary details for FY18:

Preliminary Debt Payments	$722,475
Annual Capital Projects	966,037
Equipment	515.000
Total (per Multi-year Plan)	$2,203,512

There is an approved borrowing of $710,000 in the current year for capital projects. The repayments on that loan are not included in the preliminary debt payments. The CIP Committee will meet in November to review the city's capital needs and recommend a plan for FY18 expenditures.

FY 18 GENERAL FUND NET OPERATING BUDGET

- ASSUME NO GROWTH IN NON-TAX REVENUE
- ASSUME NO GROWTH IN GRAND LIST
- PROJECT PERSONNEL SALARIES INCREASE OF 4.6% (COLA and step increases)
- ASSUME PERSONNEL BENEFITS TO INCREASE 3.7%

SUMMARY OF PRELIMINARY PROJECTIONS FOR FY18:

Note: This is a starting point only, before Departments present their budget requests.

Increase in operating – Personnel Costs	$503,000	4.6% increase
Increase in CIP/Equipment/Debt	$166,300	CIP planned increase
Total increase in General Fund Budget	$503,300	3.9% of FY17 Exp Budget

To fund this $503,300, the property tax rates would increase 5.87 cents which is a 2.1% increase.

EXPENSE TRENDS/PROJECTIONS - Details

Consumer Price Index – The Consumer Price Index "All Items" for the 12 months ending August 2016 increased 1.1%. The seasonally adjusted increase for the 6 months ended August 2016 increased 2.2%. The increases are driven primarily by the housing, transportation and medical care segments.

Personnel Cost Projections: Only the Fire Department union contract has been negotiated for FY18. Cost of Living Adjustments for those employees will increase 2% for FY18. Police and Public Works union contracts expire June 30, 2017. For preliminary budgeting purposes, I will assume the same increase for all staff.

When I add steps, staffing adjustments and known staff increases, the total salaries and wages will increase approximately 4.6%.

City-wide this means a $329,000 increase in employee wages. When I add the FICA/Medicare, Workers Compensation (assuming a 4% premium increase) and pension costs, this number increases to $395,000

Other Employee-related increases:

Estimated Increase in VMERS Employer Contribution (.1%)	$8,000
Health Insurance (3.5% 2017, 10% 2018 rate increase)	$100,000
Subtotal Projected Other Employee-related Increases	$108,000
Total Projected Employee Wages and Benefit Increase	$503,000

The General Fund has 68% of Employee Salaries. Therefore, $342,000 of the personnel cost increase will be in the General Fund.

The final 2017 BlueCross/BlueShield health insurance premiums are being wrapped up. The proposal is expected to be much better than prior years. Our current expected increase is 3.5% compared to 17% in 2016. This can be attributed to a better claims history in 2016, active efforts by the employee wellness team representing the employees through "Montpelier University" with on-site programs. The integration of program staff from BC/BS has kept this program on track and productive. The city's employee health insurance committee will continue working to reduce increases in 2017 for our 2018 renewal but overall medical trend is approximately 6%. BC/BS has agreed to again assist funding of our wellness initiatives in 2017 through $6,000 in reimbursable expenditures under their Accountable Blue program. As Montpelier University has brought new life to employee wellness, establishing a city match of these funds in FY18 will continue to have a positive impact on our claims trend. In my projection above, I used a 3.5% increase in health insurance premiums for 2017 and budgeted a 10% increase for the first half of 2018 as there are always unknown variables that could negatively impact our experience.

Note on Health Insurance: There are currently no health exchange options for the city because our number of employees exceeds 100. There is no future option for large employers to join the exchange. There is uncertainty about the effect of the implementation of "Cadillac taxes" on the city's health insurance. Current legislation has postponed this tax until 2020, however it is unlikely this tax will ever be implemented as it is wildly unpopular. We will continue to monitor these issues and our options annually.

CVPSA – Continues to evolve with the expectation that dispatch services will be consolidated in FY18. I have not addressed budget considerations of this transfer as of this writing.

Supplies and Vehicle Fuel Costs – With oil prices continuing to be low there may be very little increase in the cost of supplies and vehicle fuel for FY18. This is a preliminary projection. The Management Team will be researching these cost as they develop their operating budgets.

Energy Costs - The City is always looking for opportunities to make energy conservation improvements and lock into fixed fuel prices when the market is favorable. The District Heat project is helping to control the cost of heating our downtown facilities using renewable resources. The Finance office is working with the Montpelier Energy Advisory Committee to monitor the city's baseline energy consumption and identify areas of savings. The Sharon and Broad Brook solar projects have now been implemented and credits to our electric utilities are expected to begin this month. As the CIP is reviewed and expenditures authorized, we should prioritize funding of improvements that move us toward the city's NetZero goal.

Grant Revenue –

Montpelier continues to receive state and federal funds for street improvements, the transit center and the bike path projects. State grants provide the majority of funding for the City's Community Justice Center and assist with seasonal work in the Parks Department.

FUND BALANCE

The City's Fund Balance Policy states that the City Council's goal is to achieve a minimum unassigned fund balance equal to 15% of the budgeted General Fund expenditures." As of June 30, 2015 the unassigned fund balance was 7.78% ($902,023/$11,596,226) of the budgeted expenditures, an increase of .58%. Audit field work for the FY16 begins October 24, 2016. The FY16 audit report will be completed in December and will have final fund balance information.

DEBT

The Council approved a Debt Management Policy in September 2011 which helps guide the decisions regarding borrowing in FY17 and beyond. Budgeted debt service in FY17 is 5.6% of budgeted revenues. The policy threshold is 8.2%

COMMUNITY SERVICES

The Recreation Department transition is complete and continues to evolve. Continued discussions and planning over the coming months will illuminate the path toward a consolidation of resources between Recreation, Parks and Senior Center staff to benefit all Montpelier Residents.

CITY COUNCIL Agenda Item #16-304(b)
Date: October 26, 2016
Consent: __x__ Discussion:______

SUBJECT: Resolution to accept $850,000 in CDBG-Disaster Recovery Funds for the Reconstruction of the One Taylor Street Retaining Wall

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

RECOMMENDED ACTION: Authorize City Manager to Sign Grant Agreement

RELATED COUNCIL GOAL/PRIOR ACTION:

D: "Create and maintain a healthy environment for housing and economic growth"
F: "Maintain a vibrant downtown"

EXPENDITURE REQUIRED: N/A

SOURCE OF FUNDS: Community Development Block Grant Funds

LEGAL REQUIREMENTS: N/A

BACKGROUND INFORMATION: To close the funding gap on the 1 Taylor Street Redevelopment project, the City secured $850,000 from CDBG-DR II funds to complete site work including the rebuilding of the retaining wall along the site. This work is planned for late fall and early winter 2016.

SUPPORTING DOCUMENTS: Resolution to Accept Grant Agreement

INTERESTED PARTIES: All interested in 1 Taylor Street redevelopment.

CITY MANAGER'S APPROVAL:

GRANT AGREEMENT RESOLUTION - SINGLE GRANTEE Form PM-1

WHEREAS, the (check one) [ ] Town [x] City [ ] Village of Montpelier has applied for funding under the Community Development Block Grant – Disaster Recovery (CDBG-DR) administered by Vermont Community Development Program, as provided for in 10 VSA Ch. 29, and has received an award of funds under said provisions; and

WHEREAS, the Agency of Commerce and Community Development has tendered a Grant Agreement #DR-IG-2014-Montpelier City-00013 to this municipality for said funding:

Now, THEREFORE, BE IT RESOLVED as follows:

1) that the legislative body of this municipality accepts and agrees to the terms and conditions of said Grant Agreement;

2) that (Name) Jessie Baker Title Assistant City Manager is hereby designated as the person with overall Administrative responsibility for the CDBG-DR activities related to this Grant Agreement; and

3) that (Name) William J. Fraser Title City Manager who is either the Chief Executive Officer (CEO), as defined by 10 VSA §683(8), or is the Town Manager, the City Manager, or the Town Administrator, hereby designated as the Authorizing Official (AO) to execute the Grant Agreement and other such Documents as may be necessary to secure these funds.

Passed this 26th day of October, 2016.

LEGISLATIVE BODY

(Typed Name)	(Signature)
Mayor John Hollar	Jean Olson
Dona Bate	Anne Watson
Jessica Edgerely Walsh	
Tom Golonka	
Justin Turcotte	

For Agency Use:

Processed By: ______________________ Date: ____________

City of Montpelier vermont

CITY COUNCIL Agenda Item #16-310
Date: October 26, 2016
Consent __ Discussion _x__ Time Sensitive ____
(outlined below)

SUBJECT: Community Fund Board Budget Discussion

SUBMITTING DEPARTMENT: Community Fund Committee

RECOMMENDED ACTION: Receive request from the Community Fund Committee, discussion, and vote to appropriate funds.

RELATED COUNCIL GOAL/PRIOR ACTION: On September 14, 2016 the City Council provided guidance to the Community Fund Board on their proposed FY18 process.

EXPENDITURE REQUIRED: To be determined by the Council.

SOURCE OF FUNDS: General Fund

LEGAL REQUIREMENTS: N/A

BACKGROUND INFORMATION: The Community Fund Committee has requested time on the Council agenda to discuss the FY18 funding.

SUPPORTING DOCUMENTS: N/A

INTERESTED PARTIES: Montpelier public

CITY MANAGER'S APPROVAL:

CITY COUNCIL Agenda Item #16-306
Date: October 26, 2016
Consent ___ Discussion _x_

SUBJECT: Conservation Commission – Alternate Vacancy

SUBMITTING DEPARTMENT: City Manager's Office

RECOMMENDED ACTION: Appoint an Alternate for a 1-year term; possibly appoint two.

RELATED COUNCIL GOAL/PRIOR ACTION: N/A

EXPENDITURE REQUIRED: None

SOURCE OF FUNDS: N/A

LEGAL REQUIREMENTS: City Council appoints and guides City boards and commissions

BACKGROUND INFORMATION: The Conservation Commission has been operating with only one Alternate; in the past, there have always been two. Staff recently received letters (with resumes) from two interested citizens.

SUPPORTING DOCUMENTS: Letters of interest from Nicholas J. Giannetti (College Street) and Brenna Toman (College Street)

INTERESTED PARTIES: Conservation Commission Members; City staff

CITY MANAGER'S APPROVAL: *Wfraser*

Nicholas J. Giannetti
58 College Street, Apartment 1
Montpelier, VT 05602
Phone: (203) 379-6399
E-mail: njgiannetti@gmail.com

Mayor Hollar and Members of the City Council
c/o City Manager's Office
City Hall – 39 Main Street
Montpelier, VT 05602

October 19, 2016

Dear Mayor Hollar and Members of the City Council,

Enclosed you may find my application to be considered for the alternate-member vacancy on the Montpelier Conservation Commission.

I am confident that my professional experience and personal values will be an asset to the City of Montpelier. I have professional experience working with schools, industrial facilities and municipalities to protect and improve the quality of Vermont's natural resources. I am passionate about the challenges Montpelier and the entire State of Vermont face to improve water quality throughout the State, especially within the Lake Champlain Basin. Personally, I am an advocate for the responsible use and enjoyment of the planet's natural resources. I believe in maintaining a relationship with the environment that allows for the protection and sustainable development of its natural communities. I am capable and motivated to provide education and out-reach to residents about the importance of maintaining the integrity of these natural communities. I hope that you find these attributes relevant.

This month marks my one-year anniversary as a Montpelier resident. I am grateful and inspired to be a member of a community that has a clear passion for Vermont's natural resources and small-town heritage. If chosen, I would be a dedicated member of this Commission. Please, feel free to contact me, I welcome the opportunity to discuss how my strengths can serve this Commission.

Sincerely,
Nick Giannetti

Nicholas J. Giannetti
58 College Street, Apartment 1
Montpelier, VT 05602
Phone: (203) 379-6399
E-mail: njgiannetti@gmail.com

EDUCATION: Siena College
BA, Environmental Studies, May 2013

PROFESSIONAL EXPERIENCE:

Environmental Analyst – Direct Discharge Program, Watershed Management Division, Vermont Department of Environmental Conservation, Montpelier, VT
June 2016 – Present

- Set effluent limitations for direct discharges to waters of the State based upon technology standards and water quality indicators such as in-stream water chemistry parameters and aquatic biota health.
- Facilitate elimination of combined sewer overflow (CSO) outfalls from municipal wastewater treatment facility collection systems under the Vermont CSO Rule.
- Inspect and provide technical assistance to industrial and municipal wastewater treatment facilities in Washington and Windham Counties.

Environmental Engineer, Finch Paper LLC, Glens Falls, NY
June 2013 – April 2015

- Hosted EPA and New York State Department of Environmental Conservation (DEC) multimedia inspections.
- Designed and implemented an Erosion and Sediment Control Plan and stormwater best management practices to abate non-point source stormwater pollution to the Hudson River.
- Developed and implemented the spill containment and countermeasure program for on-site oil and hazardous substances.
- Provided pollution prevention training to facility operations staff.

Environmental Engineering Technician 1, New York State Department of Environmental Conservation, Warrensburg, NY
June 2012 – October 2012

- Managed New York State's Rotated Integrated Basin Study water quality sampling for the Upper Hudson River and Lake Champlain Drainage Basins.

GIS Resource Center Co-Manager, Siena College Dept. of Environmental Studies, Loudonville, NY
September 2012 – May 2013

- Used GIS to map and quantify stormwater runoff throughout the Kromma Kill Watershed with collected rainfall data in Albany County, NY.

RELATED EXPERIENCE:

New York State Pollution Prevention Institute: G2C - Go Green on Campus, Siena College Department of Environmental Studies, Loudonville, NY
September 2012 – May 2013

- Received grant from NYS Pollution Prevention Institute to construct low-impact development green infrastructure to capture and treat on-campus runoff to improve watershed water quality and reduce flooding of downstream communities.

Finch Paper LLC, "A Comparison of Dissolved Oxygen Measurement Methods for Random and Systematic Uncertainty", Finch Paper LLC, Glens Falls, NY
June 2014

- Analytical study using ASME Test Uncertainty to evaluate systematic and random uncertainty in biochemical oxygen demand testing methodologies.

Brenna Toman
58 College Street, Apt.1
Montpelier, VT 05602
(908)797-8247
brenna.r.toman@gmail.com

Dear City Council,

I became a resident of Montpelier in December of 2015, drawn here by the Green Mountains and the conservation-minded attitude of Vermont residents. I have been recently employed by the Central Vermont Solid Waste Management District, where my colleague, John Jose, referred me to attend several Conservation Comission meetings. Excited and inspired by the work that the commission accomplishes, I have decided to apply as an alternate.

Before working at CVSWMD, I served with Stowe Land Trust as an AmeriCorps member, naturalist, and stewardship assistant. I gained experience working with the Stowe Conservation Comission. Before that, I earned my BS in Environmental Science and Chemistry and worked park naturalist and park ranger positions in New York State and Oregon. I hope to contribute energy and experience communicating the wonder of the natural world to the public. I have experience leading volunteers, restoring natural communities, and speaking to the public about important environmental issues. My connections with neighboring towns and AmeriCorps members will serve to rally support for the causes we find most important.

I am looking forward to learning more about and working to address the ecological and environmental issues that face Montpelier. I want to live with a sense of place. Serving on the conservation comission would help me to act locally to improve the place I live in. Although Montpelier tends to be a forward thinking and sustainably-minded town, there is always room for improvement. I would appreciate the change to be a part of that change. Please consider my application, and I look forward to meeting you all.

Best Wishes,
Brenna Toman

Brenna Toman
58 College Street, Apt.1
Montpelier, VT 05602
brenna.r.toman@gmail.com

EDUCATION: Roger Williams University, Bristol, RI May 2014
Bachelor of Science in Environmental Science and Chemistry, Minor in Mathematics

EXPERIENCE:

Central Vermont Solid Waste Management District, Montpelier, VT
School Zero Waste Coordinator September 2016-Present
- Engage 27 district public schools in composting, recycling, and waste reduction efforts through educational programming, waste audits, and compost construction
- Coordinate the implementation of Act 148, Vermon't Universal Recycling Law

Stowe Land Trust, Stowe, VT Spring and Summer 2016
Stewardship & Outreach Assistant (Vermont Housing & Conservation Board AmeriCorps)
- Identified and completed stewardship tasks on easement and fee-owned lands including boundary marking, annual monitoring reports, invasive species mapping and removal, bird monitoring, and trailwork
- Planned, developed, and implemented environmental education and cultural history programs for youth groups, school groups, and the general public
- Bolstered membership and community connections by expanding and developing Stowe Land Trust's social media outreach and constituent database

Grafton Lakes State Park, Grafton, NY
Assistant Park Naturalist-Student Conservation Association (AmeriCorps) 2015
- Stewarded over 2000 acres of public land by monitoring lakes for changes in nutrient levels, mapping and removing invasive species, and maintaining trails
- Researched, developed, and implemented environmental education programs and interpretive hikes for the general public and local schools
- Managed the Beach Nature Center by creating/interpreting content and ensuring the safe catch, handling, and release of live fish and amphibians
- Coordinated large service project events like National Trails Day and I Love My Parks Day

Fisherman's Bend Recreation Site, Mill City, OR
Invasive Plant Technician and Recreation Technician Summers 2013-2014
- Inventoried and mapped invasive plant distribution and density using ArcGIS
- Managed long-term volunteers and work crews to complete park/trail maintenance and invasive removal
- Maintained visitor contact throughout the park and as the back-up office manager

Roger Williams University, Bristol, RI
President of Students for a Sustainable Future 2012- 2014
- Developed new campus initiatives and events, i.e. waste reducing and energy saving competitions, beach cleanups, and native plant restoration
- Raised money for local conservation organizations like Save the Bay
- Petitioned and succeeded in installing a public compost bin for students on campus

Research Assistant for Dr. Nancy Breen and Dr. David Taylor Fall 2013- Spring 2014
- Prepared and analyzed samples of fish for fatty acid content for a seafood health research initiative
- Compiled and interpreted GC-MS data

Independant Research under Dr. Loren Byrne Spring and Summer 2012
- Wrote and revised a grant proposal for CEED funds to investigate and present the effects of flower addition, soil fertility, and proximity to greenspace on arthropod abundances in an urban setting

SKILLS AND TRAINING: Wilderness First Aid and CPR certified; Hand and power tools for maintenance and trail work; navigation with a map and compass; *Education Training*: Project Learning Tree, Project WET, Project WILD, Fundamentals of Interpretation, Interpretation with George Steele; *Software*: Microsoft Office, Gaia GPS, ArcGIS, Little Green Light, JMP, Maple, Sage, data entry, statistical analysis

CITY COUNCIL Agenda Item #16-304(e)
Date: October 26, 2016
Consent: x Discussion: ______

SUBJECT: Selection of Designing Local LLC to complete Montpelier ArtSynergy Public Art Master Plan

SUBMITTING DEPARTMENT: Department of Planning and Community Development and Montpelier Alive, on behalf of the Art Synergy Steering Committee

RECOMMENDED ACTION: Authorize City Manager to Sign Contract with Designing Local LLC to complete the Montpelier ArtSynergy Public Art Master Plan

RELATED COUNCIL GOAL/PRIOR ACTION: Goal: Support and promote a vibrant downtown

EXPENDITURE REQUIRED: N/A

SOURCE OF FUNDS: 2015 NEA Our Town Grant/ City Matching Funds

LEGAL REQUIREMENTS: N/A

BACKGROUND INFORMATION: The consultant will help lead a community-wide planning process that engages the greater community in the development of the Public Art Master Plan. The planning process will include small focus groups, individual interviews, large community exercises, and public hearings. The centerpiece of the planning process will be a series of five creative visioning workshops led by teaching artists from different disciplines. These hands-on workshops will lead community members to create expressions of their vision for how art can increase our sense of place and community. Each workshop will culminate in a public event to exhibit the creative visioning work, with reflection time with the audience to gather input for the master plan. These creative workshops will take place in various locations downtown.

After the consultants work is complete on the Public Art Master Plan, the project will culminate with the installation of the first major city-funded public art work. This commissioned work, which is budgeted for $50,000 as part of the project, will celebrate the community's work at developing the Public Art Master Plan and the adoption of the plan as a central component of city planning.

SUPPORTING DOCUMENTS: Memo Outlining Selection Process Designing Local Proposal

INTERESTED PARTIES: City Council and Montpelier Alive

CITY MANAGER'S APPROVAL:

To: Montpelier City Council
From: Montpelier ArtSynergy Public Art Master Plan Steering Committee
Re: Recommendation to Select Designing Local LLC as Project Consultant
Date: Friday October 21, 2016

Committee Members:

Paul Gambill, Committee Chair; Executive Director, Community Engagement Lab
Ashley Witzenberger, Executive Director Montpelier Alive
Kevin Casey, Department of Planning and Community Development

Summary:

The City of Montpelier received a $50,000 grant from the National Endowment for the Arts to establish a Public Art Master Plan. The City released an RFP seeking to hire a consultant to help lead a community-wide planning process that engages the greater community in the development of the Public Art Master Plan. The planning process will include small focus groups, individual interviews, large community exercises, and public hearings. The centerpiece of the planning process will be a series of five creative visioning workshops led by teaching artists from different disciplines. These hands-on workshops will lead community members to create expressions of their vision for how art can increase our sense of place and community. Each workshop will culminate in a public event to exhibit the creative visioning work, with reflection time with the audience to gather input for the master plan. These creative workshops will take place in various locations downtown.

After the consultants work is complete on the Public Art Master Plan, the project will culminate with the installation of the first major city-funded public art work. This commissioned work, which is budgeted for $50,000 as part of the project, will celebrate the community's work at developing the Public Art Master Plan and the adoption of the plan as a central component of city planning.

The Steering Committee invited Michelle Bailey, Senior Program Director at the Vermont Arts Council, and David Schutz, Curator at the State of Vermont, to join the Committee for the consultant search process. The RFP was release on August 1, 2016 with a proposal due date of September 1, 2016. The Committee received seven submissions from the following consultants:

1. Barreto, McGregor & Piechocki
2. Designing Local
3. Greenmen Pedersen Inc., (GPI)
4. Gadson & Ravits Public Art and Design Consultants
5. Gail Goldman LLC
6. The Lakota Group
7. Wheel Arts Administration

The Committee met on September 6, 2016 to receive copies of each proposal and to review criteria for scoring the proposals. The committee met a second time on September 13, 2016 to discuss the proposals and select the finalists. Three consultants were chosen for final interviews, including:

2. Designing Local
3. GPI
4. Gail Goldman LLC

The interviews took place on October 6, 2016. Six days prior to the interviews the committee sent each applicant the following questions, which they were asked to prepare:

1. What is it about public art that is exciting to you?

2. What would you say to the "nay-sayer" or person in the room who doesn't feel that public art is important and that we shouldn't be spending public dollars on art?

3. Describe your experiences working in rural communities. What was the population size and what were some of the challenges that you faced and how did you overcome them?

4. Please outline how you would present your recommendations so that our plan does not become a document for the shelf, but rather a living strategy that guides policy and action.

5. How do you see your work informing and integrating with the creative visioning workshops outlined in the RFP?

6. Beyond meetings --what are some alternative methods you have used in the past (or would propose to use with this project) to encourage and obtain community input/engagement into the planning process.

7. What are your expectations of skill sets you need from City Staff, the steering committee and local partners to make this project a success?

Each Interview lasted 45 minutes and each consultant addressed these questions in turn, as well as additional questions from the Committee that grew organically from the interviews.

Recommendation:

After careful consideration the Committee felt that Designing Local LLC from Columbus, Ohio would be the most qualified candidate to undertake the Montpelier ArtSynergy Public Art Master Plan Project. Their combination of experience, energy and innovation impressed the committee. The committee voted 5-0 to forward Designing Local's proposal to City Council for Approval.

Recommended Action:

Authorize City Manager to Sign Contract with Designing Local LLC to complete the Montpelier ArtSynergy Public Art Master Plan

Project Outcomes:
Livability outcomes for the Montpelier ArtSynergy Project include: 1) increased capacities of our cultural sector, city government and greater community to work together to create a stronger sense of place that supports shared community and economic goals; 2) Increased interweaving of cultural and community assets: arts, transit, commerce, green space; 3) Increased opportunities for expression of our community's cultural values; 4) increased levels of social and civic engagement through the arts.

Key Project Dates:
OCT 2016-JAN 2017 (3-4 months): Final assemblage of key stakeholders and consultant. Responsibility outlines with project scope and details.

JAN-JUN 2017 (4-6 months): Information-gathering and research, planning, additional partner development.

JUN-OCT 2017 (4-5 months): Confirm artist jury, RFP to artists, commission artist, engage teaching artists for visioning workshops. OCT-NOV 2017 (2 months): Initial public consultations.

JAN-MAY 2018 (4-5 months): Creative visioning workshops and community-engaged design sessions with commissioned artist.

MAY-JUL 2018 (2-3 months): Finalizing and adopting of the Public Art Master Plan. JULY 2018: Commissioned art work installation and celebration/public announcement of the Public Art Master Plan

MONTPELIER
Public Art Master Plan Proposal
DESIGNING LOCAL

PRIDE | LEGACY | PROSPERITY

DESIGNING LOCAL™
PRIDE | LEGACY | PROSPERITY

Amanda Golden
Managing Principal
Designing Local, Ltd.
87 N 20th Street
Columbus, OH 43203
706.346.5696
Federal Tax ID: 46-5172793

www.**designinglocal**.com

August 24, 2016

Kevin Casey
Community Development Specialist
City of Montpelier
39 Main St
Montpelier, Vermont 05602-2950
Kcasey@montpelier-vt.org

Re: Public Art Master Plan Proposal

Dear Mr. Casey,

Thank you for the opportunity to submit this proposal to the The City of Montpelier for your Downtown Public Art Master Plan effort. Based on our research and understanding of Montpelier, it is clear that economic development, tourism, business retention and expansion, and good planning are important to you. Our approach to achieving these goals is helping communities invest in the enhancement of their unique arts and cultural assets. We are looking forward to the possibility of working with the City of Montpelier to solidify continued investment in itself through the creation of a Public Art Master Plan as a supplement to your in-process comprehensive plan.

Our fresh perspective in delivering master plans that are tailor-made for our clients is a niche service that separates us from other consultant teams; through the creation of the Public Art Master Plan, Montpelier will stand out even more from other communities in the Montpelier region, the state of Vermont, and the nation.

Montpelier's history, local stories, and aspirations are different in many ways from Berlin and other nearby (and faraway) places. Your plan will continue to showcase Montpelier's creative flair while setting standards for local public art that celebrates the soul of your community.

Our team has a combined 40+ years of experience in arts and culture planning, placemaking, urban design, as well as place-based master plans. We believe that our range of age groups provides a good blend of wisdom and fresh eyes that will enrich your Public Art strategy for your downtown . Our team enjoys working in communities that offer a mix of historic creative culture and the promise of interesting, remarkable new initiatives on the horizon. The city of Montpelier is just this sort of place.

On behalf of our team, we look forward to working with you and your City. .

Sincerely,

Amanda Golden

Amanda Golden
Managing Principal | Designing Local

Montpelier, Vermont

Public Art Master Plan

Contents

YOUR PLACE. REVEALED.
Invest in locally-inspired art and design for a powerful local economy.

CONTACT INFORMATION AND EXPERIENCE

DESIGNING LOCAL™
PRIDE | LEGACY | PROSPERITY

COLUMBUS, OHIO

Designing Local is a woman-owned business dedicated to helping communities tell their story in a unique and authentic way. Born from the belief that homogeneity has plagued communities for far too long, our team believes in helping the communities in which they are working, and desires to help those communities recognize that prosperity does not equate to copying what others are doing, but is found in generating pride in who they already are and who they are going to become.

We believe authenticity is powerful. That's why we're passionate about helping our clients extract locally-unique attributes and desires, as offered by The Locals, that can be translated into locally-inspired projects of every kind. The result: better community relations, increased pride and ownership by stakeholders, and extraordinary, revered places that people and businesses naturally choose to be a part of. We seek to help communities grow their pride, realize their ability to influence the future, and create a prosperous community for all.

Our process is straightforward and simple. Through public engagement we help to extract the essence of the place in which we are working. We take that essence, as stated by the Locals, and create something for Montpelier by Montpelier: a Public Art Master Plan.

CONTACT INFORMATION | *ALL PROPOSAL QUESTIONS AND NEGOTIATIONS SHOULD BE DISCUSSED WITH AMANDA GOLDEN, THE PROJECT'S CENTRAL POINT OF CONTACT:*

Amanda Golden
Managing Principal
Designing Local
c. 706. 346. 5696
87 North 20th Street
Columbus, Ohio 43203

BUSINESS INFORMATION
Designing Local, Ltd.
c. 706. 346. 5696
87 North 20th Street
Columbus, Ohio 43203

BUSINESS FILING:
Limited Liability Company
State of Ohio

YEARS IN BUSINESS:
Incorporated May 2013, Providing master plan services since incorporation

All three principals previously worked for other firms and municipalities that also provided master planning services.

AREAS OF EXPERTISE:

- Public Art Planning
- Public Art Calls
- Placemaking
- Community Engagement
- Historic Preservation Planning
- Historic Tax Credits
- Economic Development Initiatives
- Neighborhood Planning and Redevelopment
- Community Visioning

POTENTIAL FINANCIAL REVERSALS:
N/A

Appointments

- Central Ohio APA, Assistant Director
- Young Ohio Preservationists, Communications Committee Member
- Columbus Design Weeks Core Team Member

Amanda Golden, Creative Placemaker

MANAGING PRINCIPAL | DESIGNING LOCAL | PROJECT MANAGER

Amanda is a Certified Creative Placemaker and an Executive Board Member of the Central Ohio Chapter of the American Planning Association. She has extensive knowledge and practice in tapping and extracting the beloved local stories and values people care about in every community. She also has an insatiable curiosity for helping citizens visually define their local culture utilizing her urban planning, research, and public participation background. As a writer, graphic designer, and a plan publisher, Amanda's joy is putting her skills to work for places that want to stand out from the rest.

Amanda holds a Bachelor's degree in City & Regional Planning from the Ohio State University and a Master of City & Regional Planning degree from The Ohio State University. Amanda is also a certified Creative Placemaker through the National Consortium for Creative Placemaking.

Recent Related Projects

- Emeryville Public Art Master Plan, Emeryville, California, Principal, Project Manager
- San Luis Obispo Public Art Master Plan, San Luis Obispo, California, Principal, Project Manager
- University District Community Character Enhancement Plan, Columbus, Ohio, Engagement Strategist
- Duluth Public Art Master Plan, Duluth, Georgia, Principal, Project Manager
- The Essence of Athens Plan, Athens, Ohio, Principal
- cbus:FOTO project, Columbus, Ohio Design Weeks Core Team Member
- Mansfield, Ohio Historic Preservation Plan, Principal, Engagement Lead
- Roscoe Village, Ohio Heritage Tourism Plan, Ohio Humanities Council Grant Recipient
- Madisons and White Haines Buildings, State and Federal Historic Tax Credits, Columbus, Ohio
- Worthington Masonic Lodge, State and Federal Historic Tax Credits, Worthington, Ohio
- State and Federal Historic Tax Credits, Newark, Ohio
- State Historic Tax Credit, Athens, Ohio
- Leveque Tower, Federal Historic Tax Credits, Columbus, Ohio
- Pop-Up Container Exhibit, Columbus, Ohio Design Weeks Columbus, Curator
- The Monroe Foundation, Philanthrophy planner for CEO of Thirty-One Gifts
- Columbus Parklet Project, Columbus, Ohio, Core Team Member
- Upper Arlington Connectivity Plan, Upper Arlington, Ohio, Project Manager
- Cultural Mapping, Offinso North District, Ghana, Project Manager

Appointments

- Commissioner, Italian Village Architecture Review Commission
- Transit Columbus multimodal advocacy group, Vice-Chair of Board

Joshua Lapp

PRINCIPAL | DESIGNING LOCAL | ENGAGEMENT STRATEGIST

As a city planner who has extensive professional experience in real estate development, Josh knows what it takes to get something built. From a prominent role on leading a transit advocacy organization to working in neighborhoods as an urban planner, his strongest skillset is in public involvement and community action. He wants to take your community's collective passion and uniqueness and translate that into your brand and your physical form. Josh believes that the branding and built environment of a place should communicate the essence of its people.

Josh holds a Bachelor's degree in City & Regional Planning from the Ohio State University.

Recent Related Projects

- University District Community Character Enhancement Plan, Columbus, Ohio, Project Manager
- The Essence of Athens Plan, Athens, Ohio, Principal
- Duluth Public Art Master Plan, Duluth, Georgia, Principal
- San Luis Obispo Public Art Master Plan, Principal
- Mansfield Ohio Historic Preservation Plan, Engagement Lead
- Roscoe Village, Ohio Heritage Tourism Plan, Ohio Humanities Council Grant Recipient
- Madisons and White Haines Buildings, State and Federal Historic Tax Credits, Columbus, Ohio
- Worthington Masonic Lodge, State and Federal Historic Tax Credits, Worthington, Ohio
- State and Federal Historic Tax Credits, Newark, Ohio
- State Historic Tax Credit, Athens, Ohio
- Leveque Tower, Federal Historic Tax Credits, Columbus, Ohio
- Retune the King-Lincoln District tactical economic development initiative, Columbus, Ohio, Project Manager
- Good Ideas Columbus, Columbus, Ohio, Organizer
- Columbus Open Streets Initiative, Columbus, Ohio, Co-organizer
- American Addition redevelopment initiative, Columbus, Ohio, Project Manager
- Retune the KLD, economic development initiative, Columbus, Ohio, creator
- Design Your Transit, Columbus, Ohio, Organizer
- North of Broad redevelopment initiative, Columbus, Ohio, Project Manager
- Cross the C creative crosswalk initiative, Columbus, Ohio, Project Manager
- Fairfield Growing Agricultural Economic Development Plan, Fairfield, Ohio, Organizer

J. Kyle Ezell, AICP

PRINCIPAL EMERITUS | DESIGNING LOCAL | LEAD STRATEGIST

Kyle is an Associate Professor of Practice and Distinguished Faculty at The Ohio State University's Knowlton School of Architecture, City and Regional Planning Program. He has 21 years experience as a practicing city planner, and has been a professor at OSU, teaching various planning courses including public art planning, since 2005 - but he believes that's boring stuff. He'd rather you know that for as long as he can remember, he has studied how communities implement ideas that shape their physical identities and has spent all of his working life to help make good local design a reality. His goal for the next 20 years is to help as many places as possible extract their essence through original local planning and design.

Kyle holds a Bachelor's of Science in Business Administration from The University of Tennessee and a Master of Science in Geography from South Dakota State University.

Recent Related Projects

- The Essence of Athens Plan, Principal, Project Manager
- Duluth Public Art Master Plan, Duluth, Georgia, Principal
- Dublin (Ohio) Community Plan, Senior Planner
- Eco Tourism Master Plan for Benque Viejo del Carmen, Belize, Faculty
- Experience US: Enhancing Columbus' Identity Through Tourism Infrastructure, Faculty
- Columbus 2050: A Regional Blueprint for Change, Public Participation Manager
- The Franklinton Smart Revitalization Plan, Faculty
- Chattanooga, Tennessee Downtown Strategic Plan, Project Manager
- Dublin (Ohio) Community Plan, Senior Planner
- Downtown Maryville, Tennessee Plan, Project Manager
- Walden Tennessee Design Charrette, Project Manager

Awards and Honors

- The Ohio State University's College of Engineering's Distinguished Faculty Charles MacQuigg Award for Outstanding Teaching, 2014
- The Ohio State University's College of Engineering's Distinguished Faculty Award for Outstanding Teaching
- Ohio Planning Conference State Planning Award for Excellence
- Comprehensive Planning for The Dublin Community Plan
- American Planning Association National Award for Plan Implementation: Tennessee Riverpark
- Faculty Award for University Community Members Who Have Made a Positive Influence on Ohio State Students, presented by Residence on 10th Hall, 2014

Books

Ezell, Kyle, 2014. Designing Local

Ezell, Kyle, 2006. Retire Downtown: The Lifestyle Destination for Active Retirees and Empty Nesters. Andrews McMeel Publishing

Ezell, Kyle, 2004. Get Urban! The Complete Guide to City Living Capital Books.

On Designing Local

"Kyle Ezell has written an important and timely manifesto that challenges planners, designers, and place-makers of every stripe to stop confusing imitation with innovation. There are 90,000 municipalities in the US and every one of them has its own story to tell. As Designing Local makes abundantly clear, local integrity is more than an aesthetic preference. Authentic design is a powerful driver of economic development." – Richard Florida, University or Toronto, NYU, Atlantic Cities, author of The Rise of the Creative Class.

Shoshanah B. D. Goldberg- Miller, Ph.D.

CULTURAL STRATEGIST | CULTURAL STRATEGIST

Shoshanah B. D. Goldberg-Miller, PhD is Assistant Professor specializing in arts administration and policy in the Department of Arts Administration, Education and Policy at The Ohio State University. Dr. Goldberg-Miller's research focuses on: arts & cultural entrepreneurship; creative economic development; national and global cultural policy; leadership in the philanthropic and nonprofit sectors; management and administration of nonprofit organizations; fund development in nonprofit organizations; and media management. Her forthcoming book, Planning for a City of Culture: Toronto and New York, now under review by University of Toronto Press, explores how the two cities used arts and culture to build their brand, enhance public good, and create economic prosperity in the decade of the 2000's. The book is based upon Dr. Goldberg- Miller's doctoral dissertation, The Role of Arts and Culture in Modern Cities: Making Art Work in Toronto and New York, which was supported by a generous grant from The Rockefeller Foundation.

Over the past decade, Goldberg-Miller has taught graduate and undergraduate-level courses in cultural policy, creative economic development, media management, arts administration, fundraising, grant writing, and management for urban planners at The New School, Hunter College, and Columbia University. Dr. Goldberg-Miller is a fundraising, arts management and marketing professional with more than twenty years of experience in nonprofit administration, major gifts and corporate sponsorship. She has been on the executive team at many prominent nonprofit organizations, including The Paley Center for Media, American Cancer Society, Greenwich House Pottery, March of Dimes, American Museum of Natural History, and Museum of Holography.

Dr. Goldberg-Miller is a featured speaker at academic conferences, seminars and workshops for organizations including the Association for Collegiate Schools of Planning, the Society for American City and Regional Planning History, Fundraising Day in New York, the National Arts Leadership Institute, and the AIGA Design Conference.
As a management consultant, she has served clients such as Parsons School of Design, Aspen Institute, Socrates Sculpture Park, Smack Mellon Gallery, MoMA, New York State Psychological Association, National Geographic, Sesame Workshop, and Polaroid, as well as numerous individuals and community-based organizations. Goldberg-Miller holds a BFA in ceramics (University of Michigan) an MBA in arts management (SUNY Binghamton) and PhD in public and urban policy (The New School).

Professional Publications and Reviews

- Goldberg-Miller, S.B.D. (March 2015). Book Review: Culture and Planning. Journal of Planning Education and Research. 35(1), 100-102.
- Goldberg-Miller, S.B.D. (Winter 2015). Creative Toronto: Harnessing the Economic Development Power of Arts & Culture, Artivate. 4(1), 25-48.
- Wyszomirski, M. J. & Goldberg-Miller, S. B. D. (2015). Adapting the Promethean Fire of Business Entrepreneurship for the Arts. In Teaching and Learning Cultural Entrepreneurship, Ars Nova, Utrecht. (Forthcoming)
- Goldberg-Miller, S.B.D. (2015). Planning for a City of Culture: Toronto and New York, University of Toronto Press (Under Review)
- Goldberg-Miller, S.B.D. (November 2014). We (re) built this city on arts & culture: Creative economic development policy in New York and Toronto, International Journal of Cultural and Creative Industries (Under Review)
- Journal of Arts Management, Law and Society, Peer Reviewer
- Cambridge Journal of Regions, Economy and Society, Peer Reviewer

Areas of Expertise

- Arts Entrepreneurship; Cultural Entrepreneurship
- Creative Economic Development
- Cultural Policy
- Fund Development in Nonprofit Organizations
- Leadership in the Philanthropic and Nonprofit Sectors
- Management and Administration of Nonprofit Organizations
- Media Management

OUR CURRENT AND COMPLETED RELATED PROJECTS

A sampling of projects can be found in the Appendix. It is clear, the team has an array of experiences in various communities. Many of the communities we've worked in pride themselves on strong Arts leadership and vision.

- University District Arts and Culture Master Plan | Columbus, Ohio | To be formally adopted January 2017
- Emeryville, California Public Art Master Plan | To be formally adopted September 2016
- San Luis Obispo, California Public Art Master Plan | To be formally adopted July 19, 2016
- Barret Symposium: Planning Creative Cities | Coordinator of Programming | Columbus, Ohio | May 12, 2016
- Central Ohio APA "Why I Plan" Interactive exhibit | 2016
- Cross the C creative crosswalk initiative | Columbus, Ohio | 2016
- Duluth Public Art Master Plan, Duluth Defined: Art is Duluth, Duluth is Art. | Duluth, Georgia | 2015
- Mansfield, Ohio Historic Preservation Plan | 2015
- Roscoe Village, Ohio Heritage Tourism and Cultural Entrepreneurship Plan | 2015
- Thirty-One Gifts Pop-up Participatory Installation | Columbus, Ohio | 2015
- State and Federal Historic Tax Credit Certifications | Ohio | 2014- present
- Pop-Up Container Exhibit | Columbus, Ohio | 2014
- The Essence of Athens Plan, A strategic Design Plan for Economic Enhancement and Community Competitiveness | 2014 | Awards: *American Society of Landscape Architects Merit Award on October 10, 2014, the 2015 Vernon Deines Award for an Outstanding Small Town Special Project Plan by the American Planning Association's Small Town and Rural Division, and the Donald E. Hunter Award for Excellence in Economic development Planning for the American Planning Association and the 2015 Focused Planning Project for the Ohio APA.*
- cbus:FOTO project, Columbus, Ohio Design Weeks | Columbus, Ohio | 2014
- Open Streets Initiative and Parklet Pilot Project | Columbus, Ohio | 2014
- Eco Tourism Master Plan for Benque Viejo del Carmen, Belize | 2014
- Upper Arlington Connectivity Plan, |Upper Arlington, Ohio | 2013
- Neighborhood Plan: Near East Side Community | Columbus, Ohio | 2013
- Design Your Transit | Columbus, Ohio | 2013
- Experience US: Enhancing Columbus' Identity Through Tourism Infrastructure | Columbus, Ohio | 2012
- Columbus 2050: A Regional Blueprint for Change | Columbus, Ohio | 2012
- Creative Community Neighborhood Plan | East Franklinton, Ohio | 2012
- Columbus 200: The Story of Us | Columbus, Ohio | 2012
- Cultural Mapping | Offinso North District, Ghana | 2012
- Good ideas Columbus | Columbus, Ohio 2012
- Retune the King-Lincoln District tactical economic development initiative | Columbus, Ohio | 2012
- Business Development, Marketing & Public Relations Consultant to: Sens Productions, Aspen Institute Global Initiative on Culture and Society, NY State Psychological Association, Publicolor, Museum of Chinese in America, Metropolitan NY Library Council, Polaroid, National Geographic, Children's Television Workshop, Henry Luce Foundation, Socrates Sculpture Park and Knoedler Gallery.
- Grant solicitation from: Xerox Foundation, Tom Hanks, National Endowment for the Arts, Pope Foundation, NY State Council on the Arts, and NYC Department of Cultural Affairs.
- The Franklinton Smart Revitalization Plan | Columbus, Ohio | 2010

REFERENCES

DESIGNING LOCAL

Nancy Recchie
CEO
Benjamin D. Rickey & Co.
393 Library Park South
Columbus, Ohio 43215

614.221.0358
nrecchie@columbus.rr.com

Nick Colonna, AICP
Community Development Director
City of Duluth, Georgia
3167 Main Street
Duluth, GA 30096

770.476.1790
ncolonna@duluthga.net

Melissa Mudgett
Recreation Department
and Public Art Manager
City of San Luis Obispo
1341 Nipomo Street
San Luis Obispo, CA 93401

805. 781. 7296
mmudgett@slocity.org

Matthew Hansen, AICP
Executive Director
University District Organization
Columbus, OH
2231 N. High St.
Columbus, OH 43201

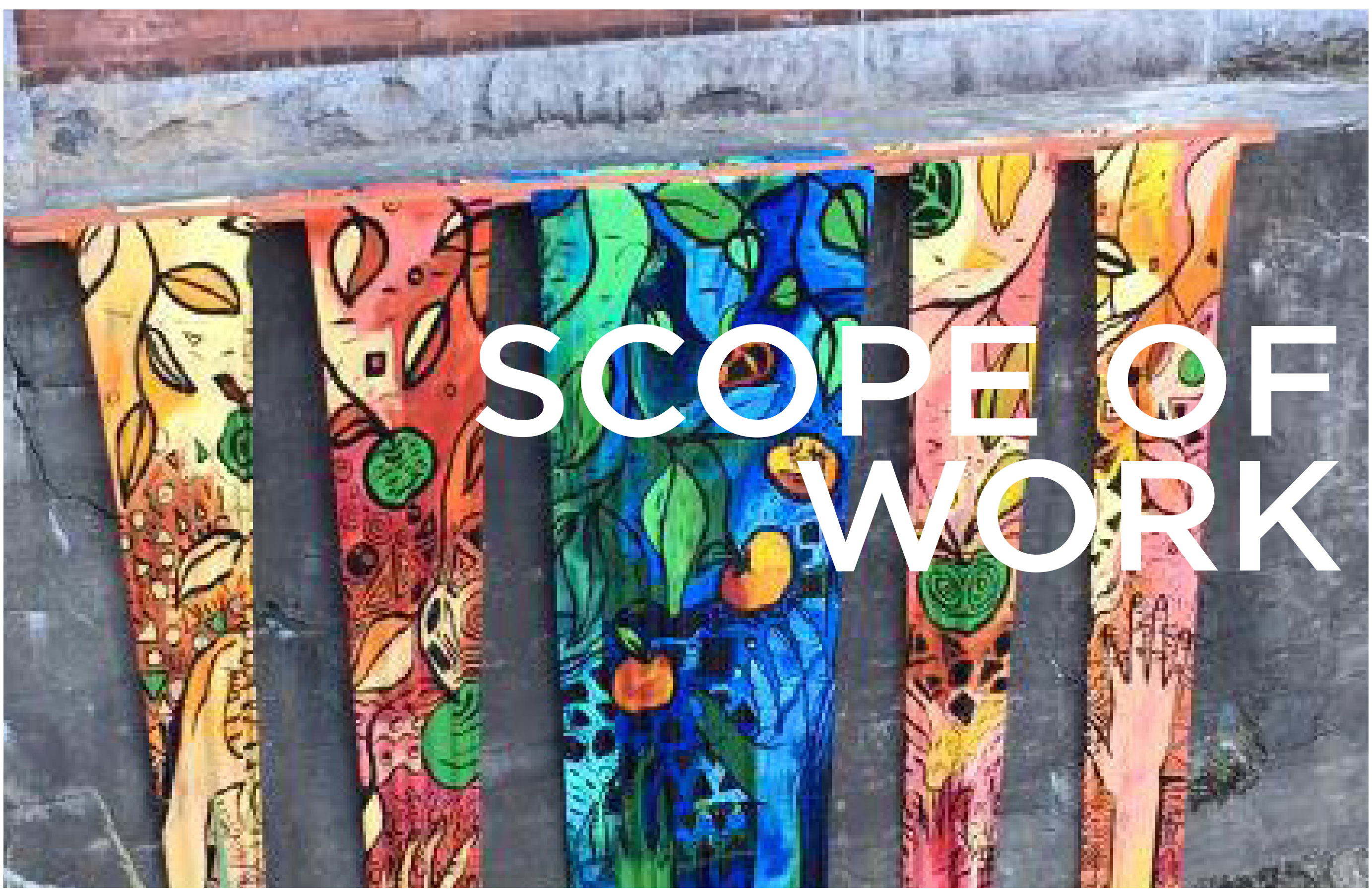
614.294.5113
matt@universitydistrict.org

Paul Logue, AICP
City Planner
Athens, Ohio
28 Curran Dr.
Athens, Ohio 45701

740.592.3306
plogue@ci.athens.oh.us

Amber Evans
Community Development
Coordinator, Economic
Development & Housing Div.,
Community Dev. Dept.
City of Emeryville, California

510.596.4382
aevans@emeryville.org



SCOPE OF WORK

Task 1: DISCOVERY *(ASSESSMENT AND ANALYSIS)*

1.1 Research existing art and cultural assets. The team will work with staff to determine what current cultural destinations and attributes are revered and valued. The team will be familiar with the following:

- Current Comprehensive Planning Process
- One Taylor Street Plans
- Economic Development Plans
- Montpelier Public Art Collection
- Any relevant Montpelier Municipal Plan Documents
- Geographic Distribution of cultural attributes
- Montpelier demographics
- Montpelier history
- NEA Grant Application
- Locations for Future Projects in Montpelier
- National assessment of conditions and trends in Placemaking

1.2 Discover the city of Montpelier. The Team will meet with the staff for an orientation. This is anticipated to be a full day session and include a tour of the community, highlighting existing art, cultural, and historic destinations throughout the community. A staff person will be expected to lead this tour.

1.3 Design a work plan and overall timeline for the creation of the Public Art Master Plan. This will address the work of the staff and consultants and timing of any meetings. This will be refined and monitored by both the staff and the team project manager.

1.4 Design a project website. The team will create a project website or webpage on the existing city site, that will allow the public to be engaged throughout the Public Art Master Planning process. The website/webpage will include a home page, events page, images from public engagement events, an Online workshop and any other relevant information to the planning process.

TASK 1 DELIVERABLES

- **Work plan and overall timeline of the project**
- **Project website/webpage**
- **Stakeholder List**

Please note that references to "staff" mean Montpelier staff and the "team" means Designing Local team members.

ASSUMPTIONS OF STAFF

- This approach will be converted to a detailed scope of work finalized in collaboration with the staff that will address coordination among the Montpelier Staff, Steering Committee, City Council and others.
- The team is prepared to have work sessions and project updates at minimum, every two weeks with staff via telephone or skype.
- The staff will assist in obtaining any referenced documents and data.

SAMPLE STAKEHOLDER LIST

- National, Regional and Local artists
- City Staff (Public Works, Planning and Zoning, Engineering)
- City Council members
- Montpelier Mayor
- Historic Preservationists
- Montpelier Art Leaders
- Members of the Downtown Merchants Association
- Local developers
- Neighborhood Organizations
- Local business owners
- Chamber of Commerce
- Convention and Tourism Board
- Gallery owners
- Montpelier High School Art teachers and students
- Community College of Vermont
- Vermont College of Fine Arts
- Vermont History Museum

Task 2: COMMUNITY INPUT GATHERING *(PUBLIC ENGAGEMENT)*

The following sub tasks will be undertaken by the team to establish a relationship with the community and to develop a public engagement strategy that best suits the residents of Montpelier.

2.1 Determine existing attitudes and perceptions about developing a Public Art Master Plan for the City of Montpelier. Upon completion of Task 1, the team will meet with stakeholders to listen and learn about the city of Montpelier. Stakeholder meetings may take place in a one on one or group sessions. During this series of meetings, the team will determine an internal vision for the City's Public Art Master Plan and discuss the plan for fulfilling the vision.

2.2 Determine the best methods for community engagement sessions in Montpelier. The team will work with the City to design and facilitate a series of workshops. These events will be highly interactive and inclusive and yield essential insight to craft a narrative about Montpelier and the values of the community.

a: Create. The team will work with the staff to design the specific details for each workshop, including specific engagement activities, background research and products. Selecting a mix of engagement tools ensures diversity of input by all ages and cultures, as well as personal preference for participation.

b: Promote. The team will assist with promoting the workshops, including developing the design of all marketing material. The team will utilize the Arts Community and the city to promote the workshops within their networks as well as through the city channels.

c: Facilitate. The team will lead and facilitate an informative and engaging program. This includes the creation of an identical Online workshop experience in which participants can choose to participate virtually. This method will allow for a higher level of involvement, one that is not limited to in-person meetings.

d: Consult. Staff will play an active role in the workshops and the team anticipates consulting them at key parts of the program.

TASK 2 DELIVERABLES

- **Minimum of 3 Public Workshops**
- **Marketing Material for Workshops**
- **Public Engagement Summary Report**

SAMPLING OF CREATIVE PUBLIC ENGAGEMENT TOOL OPTIONS

- Pop-up Public Engagement meetings throughout the city
- Data collection through the use of hashtags on instagram and twitter
- Cocktails for Creativity, Brews for Blues, and Wine and Chat evenings are low key evenings with a loose agenda for arts and culture discussion.
- Creativity over Coffee is a more intimate way to discuss community topics, this captures those who prefer the local coffee shop to the local bar.
- Workshops at the Elementary, Middle and High School during regularly scheduled art classes and after school art programs
- Full day Charrettes that include a SWOT Analysis of Downtown
- Artist-led workshops that create a community piece
- Surveys distributed through mail, Online and through social media.
- Focus Groups of people from the arts community
- Workshops at the local Senior Center

ASSUMPTIONS OF STAFF

- Staff is expected to help the team solidify locations for public meetings and to help facilitate details with local partners and stakeholder groups.
- Staff and the Steering Committee will assist in marketing the workshops to the public through city channels and other local opportunities.

Task 3: SYNTHESIZE IDEAS AND DEFINE STRATEGY

The following sub tasks will be undertaken to finalize the development of the Public Art Master Plan.

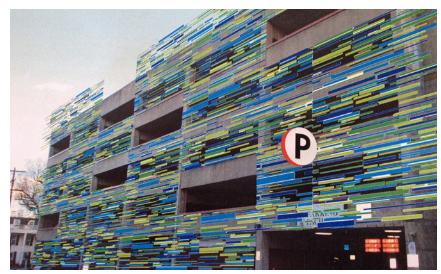
3.1 Articulate a common vision for the Montpelier's public art. Based on the public workshops and stakeholder meetings, the team will extract the story Montpelier wants to tell to the outside world. This narrative, the "essence framework", will become the foundation on which the Public Art Master Plan is built. The plan will contain goals and action steps for public art that are achievable within 3-5 years as well as long-term initiatives. The Public Art Master Plan will cover the following topics (in no particular order):

- A Vision of Public Art that captures Montpelier's desired Downtown sense of place and incorporates Public Art objectives.
- Summary of the relevant, unique, cultural characteristics, elements and aspirations of Downtown Montpelier as a focus area
- Suggestions and rationales for themes or aspects of the community's unique character to highlight or address through public art
- Summary of research, observations and community outreach results; confirmation or revision of the community's art and culture goals
- Public Art policies, procedures and organizational structure to successfully execute and maintain Public Art policy. Policies include: percent for art, temporary art, integration of aesthetic elements and architecture design.
- Suggestions and rationales for happenings, time-based art, temporary art, cultural events or any other arts and culture-related activities that will support and enhance the community's goals
- Funding and sustainability of Public Art in Montpelier through partnerships and foundation support
- Public Art project types based on geographic priorities and community values, including rationales for the placement of artwork at specific sites to support and enhance the community's goals
- Site identification criteria and recommendations for gateways, parks, new and existing development, aesthetic architecture integration, functional signage, bike racks, utility boxes, bus shelters, benches, etc. for both permanent and temporary installation.
- Budget estimates for any recommended projects and priorities
- Recommendations for maintenance and conservation planning as well as for existing inventory and archive procedures
- Public Art Action Plan that includes short, mid, and long -term goals and implementation schedule
- Evaluation of alignment of goals with any Montpelier existing plans
- Additional and creative marketing collateral to educate the community and strengthen the support for Public Art

3.2 Gain community consensus for the Public Art Master Plan.
The team will work to determine the tools and information needed to create the basis for community wide consensus building.

Why an Essence Framework?

The Essence Framework will lay the foundation for the vision of public art in Montpelier. By understanding what characteristics make up the basis of your identity we can shape the plan to fit your unique needs. The Framework helps to ensure that your art is special to you and that your plan will stand the test of time.



Above: Athens, OH skins it's only parking garage in the passion flower pieces, a local craft made by local, differently abled artisans.

Above: Athens, OH makes stairs safer by lighting them and offering locally designed signs for easy navigation.

3.3 Present Public Art Master Plan to City Leadership, Advisory Committee, and City Staff. The team will present the Public Art Master Plan to relevant stakeholders in order to gain approval.

TASK 3 DELIVERABLES

- **Draft Public Art Master Plan**

Task 4: INITIAL RECOMMENDATIONS

The following sub tasks will be undertaken to finalize the development of the Public Art Master Plan.

4.1 Present proposed graphics and structure of the plan. The team will present the structure and components of the Public Art Master Plan, including design concepts and format to staff. Staff will play an integral role in selecting graphic elements of the final plan. A list of proposed education and PR materials for public consumption will be included.

4.2 Present draft master plan to the City Staff and Elected Officials. The team will provide the steering committee, the staff and elected officials with recommendations and will solicit final comments to gauge the level of support and feedback for any plan changes.

4.3 Creation of the final Public Art Master Plan. The team will finalize the plan based on feedback from the Steering Committee as well as from the staff and elected officials.

4.4 Outreach Materials. The team will develop education and PR materials that will communicate process and outcomes of the Public Art Master Plan for consumption.

TASK 4 DELIVERABLES

- **Presentation of initial recommendations to Steering Committee, staff, and Elected Officials**

Note* All deliverables from all phases will be compatible with Montpelier's software and all materials will become property of the city.

Task 5: FINAL REVIEW AND RECOMMENDATION

5.1 Presentation to City Council and Montpelier residents. The team will present the final Public Art Master Plan to the City Council, City Staff, and the public at large.

TASK 5 DELIVERABLES

- **Final Public Art Master Plan Presentation to City Staff, and Elected Officials**
- **Final Public Art Master Plan Presentation to the public**

ASSUMPTIONS OF STAFF

- Staff and the Steering committee are expected to help the team refine recommendations as needed to ensure local support.
- Staff will coordinate the location and meeting times of the Steering Committee and presentation to relevant stakeholders.

ATTACHMENT A: BUDGET

The following outlines a proposed budget for the approach to the Public Art Master Plan described in the Approach section of the proposal. The proposal includes all travel costs. Designing Local will not exceed the fee that is proposed.

The proposed budget, like the approach, should be refined with the input from staff.

TASK 1 DELIVERABLES
- Work plan and overall timeline of the project
- Project website/webpage
- Stakeholder List
- Timeline: October 2016 - February 2017

*Includes one visit to Montpelier

TASK 2 DELIVERABLES
- Minimum of 3 Public Workshops
- Marketing Material for Workshops
- Public Engagement Summary Report
- Timeline: March 2017 -November 2017

**Includes up to two visits to Montpelier

TASK 3 DELIVERABLES
- Draft Public Art Master Plan
- Timeline: December 2017

TASK 4 DELIVERABLES
- Presentation of initial recommendations to Steering Committee, staff, and Elected Officials
- Timeline: January 2018 - February 2018

TASK 5 DELIVERABLES
- Final Public Art Master Plan Presentation to City Staff, and Elected Officials
- Final Public Art Master Plan Presentation to the public
- Timeline: March 2018

*****Includes one visit to Montpelier

**Note: all dates corresponding to tasks are general in nature and should be reviewed and finalized with Montpelier Staff in contract negotiations.*

Montpelier Public Art Master Plan Proposed Budget						
	Amanda Golden	Kyle Ezell	Joshua Lapp	Shoshanah Goldberg-Miller	Associated Cost	Total Cost by Task
HOURLY RATE:	**$125/hr**	**$125/hr**	**$75/hr**	**$200/hr**		
TASK	**HOURS OVER DURATION OF PROJECT**					
TASK 1: Discovery (total cost)						**$ 8,086.00**
1.1 Research and document	**6**	**6**	**12**	**3**	**$ 2,586.00**	
1.2 Discover the city of Montpelier	**24**		**12**		**$ 4,200.00**	
1.3 Work plan and schedule	**2**				**$ 250.00**	
1.4 Design project website/webpage			**14**		**$ 1,050.00**	
TASK 2: Community Input Gathering (total cost)						**$ 17,860.00**
2.1 Determine existing attitudes	**30**	**16**	**20**	**5**	**$ 8,250.00**	
2.2 Determine optimal method for engagement						
a. Create engagement process	**10**	**10**	**10**	**5**	**$ 3,310.00**	
b. Promote engagement process			**7**		**$ 525.00**	
c. Facilitate engagement process	**30**		**22**		**$ 5,400.00**	
d. Consult Staff			**5**		**$ 375.00**	
TASK 3: Synthesize Ideas and Define Strategy (total cost)						**$ 9,482.00**
3.1 Articulation of common vision	**22**	**22**	**25**	**10**	**$ 7,382.00**	
3.2 Develop strategy to gain consensus			**3**		**$ 300.00**	
3.3 Present Master Plan	**12**		**6**		**$ 2,100.00**	
TASK 4: Initial Recommendations (total cost)						**$ 12,475.00**
4.1 Present outline and graphic elements of the plan	**10**				**$ 1,250.00**	
4.2 Present draft master plan	**5**	**10**	**10**		**$ 1,685.00**	
4.3 Creation of final Public Art Master Plan	**26**	**15**	**43**	**5**	**$ 8,640.00**	
4.4 Outreach materials			**9**		**$ 900.00**	
TASK 5: Final Review and Recommendation (total cost)						**$ 2,000.00**
5.1 Presentation to City Council and residents	**16**				**$ 2,000.00**	
TOTAL PERSONNEL CATEGORY HOURS	**131**	**79**	**198**	**28**		
TOTAL COST						**$ 49,903.00**

APPENDIX

The Essence of Athens

CITY OF ATHENS, OHIO

WHY

Athens, Ohio is a forward-thinking town that doesn't shy away from new ideas. Its a unique place, tucked in valley in the Appalachian foothills, but it knows it could be even more special.

Community leaders were keen to build upon their assets to help continue attracting new residents, tourists, and businesses as well as students to Ohio University. This is why they came together to discuss how to make Athens a 100% original community and an uncopyable city.

HOW

The community was asked a simple question: "What is the Essence of Athens?" The collective answer helped the Designing Athens Committee understand and define the specific elements involved in making Athens an original city. Nearly 500 photos were contributed by the community. These photos represented what makes Athens truly special. Several essays were also submitted.

Based on the community's input, the committee agreed on a framework that should represent Athens in any new civic infrastructure projects and suggestions for commercial and residential development. The Committee met multiple times to match this new Essence of Athens framework for ideas to create Athens specific civic infrastructure (roads, sidewalk, lights and poles, parking garage, pavers, staircases, community spaces, signs, benches, and anything that can be used and seen). The meetings were passionate. Their ideas were amazing.

*Note** The Essence of Athens was the recipient of an American Society of Landscape Architects Merit Award on October 10, 2014, the 2015 Vernon Deines Award for an Outstanding Small Town Special Project Plan by the American Planning Association's Small Town and Rural Division, and the Donald E. Hunter Award for Excellence in Economic development Planning for the American Planning Association and the 2015 Focused Planning Project for the Ohio APA.*

View the full plan here: http://www.designinglocal.com/portfolio-of-work/portfolio/client-athens-design-plan/

> **“Athenians love living in Athens and we all think this is a very unique and special place. We also want to grow and develop in ways that incorporate that uniqueness into our everyday lives.”**
>
> **-Paul Logue,** Athens City Planner

ESSENCE FRAMEWORK

- Hills—defining our landscape, our neighborhoods, ascending and descending, overlapping, layered, uneven, at times lush, at times colorful, at times gray—great seasonal transformation.
- River—meandering, graceful, flowing, cutting, rising and falling, ever seeking to break its bounds, providing habitat, both barrier and corridor, part of the city’s origin story.
- Brick and Stone—also part of Athens origin, the built environment fashioned from the earth, attempting to impose an organized grid, to prop up the hills, providing pathways, containers and canvasses, ever warping with the movement of nature, reflecting the patina of time and culture.
- Nature—lush, diverse in size, color and form, ever attempting to reclaim and repopulate, defying the grid, seasonally variable, edible/nourishing/delicious.
- Youthful—playful, whimsical, hopeful, enthusiastic, boisterous, testing boundaries, ever seeking a purpose or mate (they don’t call it Court St. for nothing).
- Innovative—original, intellectually curious, creative ingenuity, forward-looking, neither stuck in the past nor ignoring its lessons, reuse/repurpose of materials, environmental respect.
- Musical—reflecting its Appalachian origins infused with the ongoing immigration of outside influences, variety of forms—big band, garage, orchestra, street musicians, bars and coffee shops, festivals, etc.
- Little Big—we’re a little town that doesn’t feel like a little town, dynamic energy in a small space, not so much ambitious as passionate.

Duluth Public Art Master Plan

CITY OF DULUTH, GEORGIA

WHY

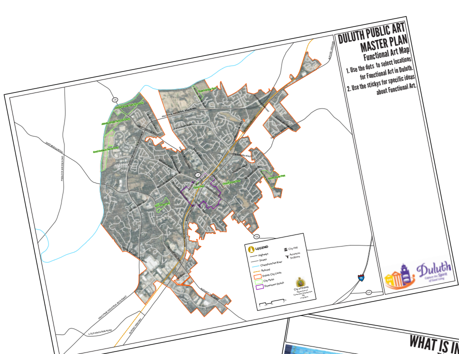
Duluth, Georgia, a community in the Atlanta region, took a journey to identify itself to the state and to the world as an arts destination. A pioneer in the public art field, Duluth became the first city in the region to complete a Public Art Master Planning Process.

With an understanding of the competition with other suburbs in the area for residents and businesses, Duluth forged a new course in defining its character and translating that character into public art throughout the city.

HOW

With an eye toward inclusive public outreach, the City of Duluth sought extensive public engagement. This included a series of stakeholder meetings, two rounds of public workshops and a custom built Online engagement tool to allow residents to participate in the workshops Online. In-person and virtual attendees of the workshops viewed the same video and were able to engage with the same workshop content, worksheets for in-person attendees, and Online worksheets for virtual workshop attendees. Residents were also asked to submit photos using a series of hashtags. These images were used as a way to encourage participation in the process as well as for data collection.

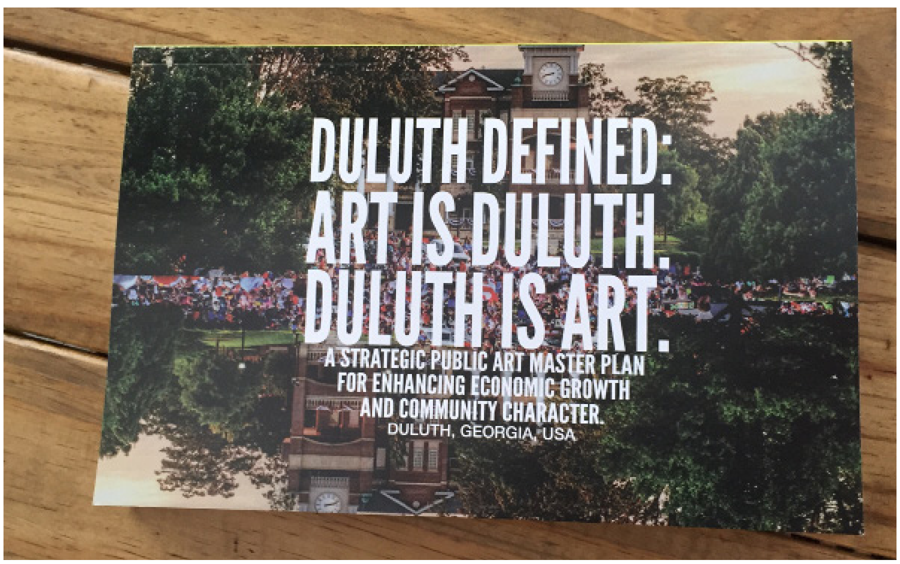
This method allowed many residents who have long commutes to participate in their free time, as well as those who were unable to participate for other scheduling conflicts, experience the same material. The result was a collaborative, engaging Public Art Master Plan that gives a blueprint and action plan for public art in Duluth. The Duluth Public Art Master Plan was adopted on April 13, 2015 and has begun implementation.



Above and right: Participants were asked to select locations for six different types of public art as well as vote for which type of art they would like to see.

Right: The workshop tab on the project site contained the video and workshop materials from the first round of workshops. This tool allowed participants to attend the workshops virtually. The project website has custom plug-ins for an instagram feed corresponding with a series of hash tags as well as built in surveys. See more at: www.duluthgapublicart.com

> **“My culture can be expressed through art in a way that it never has been before. I can help create that.”**
>
> -Duluth High School Student



PALETTES FOR INSPIRATION

SOUTHERN GROWN

NORMAN ROCKWELL MEETS MODERN FAMILY

SOUL OF DULUTH

SMALL AND SOPHISTICATED

OUR COLORS

OUR LEGACY

San Luis Obispo Public Art Master Plan

CITY OF SAN LUIS OBISPO, CALIFORNIA

WHY

San Luis Obispo's vision for public art stems from a long legacy of public art champions and from over twenty-five years of investment in the arts at a citywide level. In 1990, the city of San Luis Obispo established and funded a public art program. This funding included a percent (1%)of the estimated construction cost of eligible projects in the Capital Improvement Plan to be set aside for public art.

Just ten years later, the city passed an ordinance securing funding for public art in private development. This ordinance guaranteed a parallel investment in the arts as developers and property owners improved their private property or constructed new developments. Developers and property owners now elect to purchase a piece of art and donate it to the city or pay a public art in-lieu fee totaling 0.5% of the total construction costs. As a result of increased developments, this ordinance ensured investment in the expansion of the city's public art collection.

As the program continued to grow, the collection expanded to include sixty-nine pieces of public art- including mosaics, oil and watercolor paintings, utility box art, stained glass, sculptures, benches, bridge railings and much more.

With an exceptional first twenty five years in action, the San Luis Obispo Public Art Program has secured San Luis' reputation as a community who uses its public art to promote community excellence, creativity, and cohesiveness. In an effort to build upon their strong legacy of public art and to look forward to the next twenty five years, the city decided to seek the input of the community to find out what is next for the public art program in San Luis Obispo.

HOW

To kick off the planning process, stakeholders were asked a series of questions about how public art relates to their sense of place, to the overall identity of San Luis, economic growth, business development, education, downtown development and community engagement.

San Luis Obispo residents were then invited to participate in a week-long series of events. Participants were asked to consider where new pieces of public art should go and what types of art they would like to see in their community. They also discussed attributes that make San Luis Obispo stand out among other Central Coast communities, California communities, and the rest of the United States.

In addition to the three public meetings, engagement opportunities also took place at an Elementary after-school program, during a Middle School lunch break, and during regularly scheduled San Luis Obispo High School art classes. An Online survey was also conducted to capture the ideas of those who were unable to attend any of the scheduled workshops.
Recommendations from the Public Art Master Plan include an increase in Art in Public Places funding, developing a full time Public Art Manager position in the Parks and Recreation Department, and the development of a maintenance and conservation plan, among others.
The Public Art Master Plan is scheduled to be adopted by City Council in early August.

To learn more about the public art master planning process in San Luis Obispo, visit: www.discoverslopublicart.com


Mansfield, Ohio Historic Preservation Plan

MANSFIELD, OHIO

WHY

Mansfield has a long history of historic preservation activities, including both public and private sector involvement. There have been some notable successes, including the preservation of the Ohio State Reformatory, the designation of both local and National Register historic districts and individual landmarks, the work of Downtown Mansfield, Inc., and the ongoing work of the Historic Preservation Commission of Mansfield. There have been significant challenges, as well. The loss of historic fabric, especially in the area of manufacturing and industrial facilities and the loss of population that has had an impact on historic housing stock.

Given this scenario and the fact that the original historic preservation plan was nearly 30 years old, it was an ideal time to evaluate past successes, identify current and future challenges, and develop a plan that addresses these issues. The current project to update the plan will broaden the focus of what might be potentially eligible for the National Register, local listing and for long-term preservation.

The updated plan will include existing incentives, as well as other strategies that have been proven successful in a number of communities. These include land banks, revolving loan funds and grants.

HOW

The Mansfield Historic Preservation Plan update began in January of 2015, and will commence in September of 2015. Through strategic public involvement, including a pop-up meeting in an abandoned Eagles building and a social media campaign called "This Place Matters", the plan will be created through generating the excitement of the community. The City of Mansfield believes in the community's ability to come together around preservation and protect was is most important to them.

Far Left: Images from the "This Place Matters Campaign". Participants were asked to take photos of themselves holding the sign in front of places they cared about. To date, there are over 100 submissions.

Middle: Flier that was distributed throughout the City of Mansfield to local businesses to promote the Pop-Up meeting. Over 75 citizens showed up to participate in the meeting.

Right: Participants in Pop-Up for Preservation

City of Montpelier vermont

CITY COUNCIL Agenda Item #16-304(d)
Date: October 26, 2016
Consent __x__ Discussion ___

SUBJECT: Engineering Services Contract Approval

SUBMITTING DEPARTMENT: Public Works

RECOMMENDED ACTION: Approve an engineering services contract with Dufresne Group engineering services and assign the City Manager as duly authorized agent for the contract.

RELATED COUNCIL GOAL/PRIOR ACTION: Goal G – Make Steady progress toward maintaining and improving infrastructure and establish a clear timeline for achieving steady state.

EXPENDITURE REQUIRED: $20,000

SOURCE OF FUNDS: State of Vermont Water System Asset Management Grant

LEGAL REQUIREMENTS: N/A

BACKGROUND INFORMATION: The City of Montpelier received a grant to improve mapping of the water system, establish asset design life and perform a water rate study, which will be incorporated into a water system asset management plan. Dufresne Group was selected for this work due to their high level of recent involvement in water system hydraulic modeling, treatment plant expertise and familiarity with the distribution system. The engineering contract matches the grant amount.

SUPPORTING DOCUMENTS: Engineering Services Agreement.

INTERESTED PARTIES: DPW / Water Rate Payers

CITY MANAGER'S APPROVAL: Wfraser

DUFRESNE GROUP CONSULTING ENGINEERS
ENGINEERING SERVICES AGREEMENT

This AGREEMENT, dated on the day last signed below, is made between Dufresne & Associates, PC d/b/a DUFRESNE GROUP (DG) and:

CLIENT: City of Montpelier

ADDRESS: City Hall, 39 Main Street
Montpelier, Vermont 05602-2950

The services, terms and conditions provided in this AGREEMENT and any attachments represent all such provisions and supercede any prior written or oral understandings. The AGREEMENT may only be modified by a written amendment executed by authorized representatives of the CLIENT or DG.

PROJECT: Water Distribution System Asset Management Plan
Grant # 2016-DWGWPD-AMP-27

STANDARD PROVISIONS: As shown in Attachment 1

SCOPE OF SERVICES: As shown in Attachment 2

FEE: As shown in Attachment 3

SCHEDULE: As shown in Attachment 4

The authorized signatures representing the CLIENT and DG so execute this AGREEMENT and authorize initiation of services unless otherwise provided.

CITY OF MONTPELIER (CLIENT)		DUFRESNE GROUP (DG)	
Signed		Signed	Robert E. Dufresne
By	William Fraser (printed name)	By	Robert E. Dufresne, PE (printed name)
Title	City Manager	Title	President
Date		Date	October 14, 2016

*Dufresne Group is owned by Dufresne & Associates, PC

Dufresne Group Consulting Engineers

ATTACHMENT 1 - STANDARD PROVISIONS

1. PAYMENTS TO DG: Invoices will be submitted monthly and are payable within thirty (30) days from date of invoice. Interest may be charged at the rate of 1.5 % per month on any balance that remains unpaid 30 days after the date of the invoice. Failure to pay within 30 days will also permit DG to suspend or terminate services 10 days after written notice of intent to suspend or terminate. The CLIENT agrees to be liable for all reasonable collection costs, including attorney's fees, and the DG time and expenses. CLIENT agrees to accept responsibility for securing sufficient funds to ensure prompt payments to DG.

2. DEFINITIONS CONCERNING PAYMENT: Where the term “time and expense” (T&E) is used, it shall mean that hourly rates of pay for various employees plus incidental expenses such as mileage, lodging, printing, postage, or other project related items are invoiced to the client. Work by others including subconsultants or specialty firms are marked up by an additional 8% for administration. Where an amount is established as a budget for a T&E amount, DG can exceed the budget by 10% without specific authorization by the CLIENT. DG agrees to cease scope activities at or below the 110% budget amount until the budget is increased by the CLIENT. DG cannot assure completion of scope items for any budget amount using the T&E method of payment.

3. STANDARD OF CARE: The standard of care applicable to services provided by DG is based on the standards, skills and diligence normally provided by other engineers performing similar services at the same time, in the same area, and under the same circumstances

4. COST ESTIMATES: Estimates of construction or total project cost provided by DG are based on experience and judgment. Actual costs will differ from the estimates given due to market conditions or unforeseen circumstances. DG does not warrant that these estimates will represent actual costs.

5. USE OF DOCUMENTS: The CLIENT agrees that all documents provided to the CLIENT by DG are instruments of service to be utilized solely for this PROJECT exclusively by the CLIENT. The CLIENT agrees to indemnify and hold harmless DG and DG’s sub-consultants from all claims, damages, losses and expenses, including attorney’s fees arising from reuse of these documents.

6. LIMITATION OF LIABILITY: The CLIENT agrees to limit DG’s total liability from claims to the total compensation received by DG under this AGREEMENT. The CLIENT agrees not to personally charge any employee of DG with any liability arising from the performance of services provided in this AGREEMENT.

7. SEVERABILITY AND REFORMATION: The parties agree that any provisions held to be void or unenforceable shall be stricken without invalidating the intent of this AGREEMENT. The parties agree to reform the remaining terms and provisions and to replace the stricken provision or part thereof with a valid and enforceable provision which best represents the original intent.

8. ENGINEERING SERVICES DURING CONSTRUCTION: The CLIENT recognizes that construction review is a vital element of DG’s complete service to minimize problems during construction. Such services allow rapid response to unanticipated or changed conditions, or errors or omissions committed by design professionals, contractors, materials providers or others. The CLIENT recognizes that construction review is a technique employed to minimize the risk of problems arising during construction; that construction review by DG is not insurance and does not constitute a warranty or guarantee of any type. In all cases, Contractors, et al. (that is, the General Contractor, subcontractors, subcontractors, material-persons and others) shall retain responsibility for the quality of their work and for adhering to plans and specifications. The CLIENT agrees to utilize DG for on-site resident engineering services during the construction phase of the PROJECT or hold DG harmless for any claims made during construction.

9. TERMINATION: The CLIENT or DG may terminate this AGREEMENT for cause without penalty. Such termination requires 21 days written notice. In the event of termination by either party DG shall be paid for services rendered up to the date of termination. The CLIENT may terminate the AGREEMENT for convenience after a termination expense of 10% of the fee or estimate for services is provide to DG in addition to payment for services rendered up to the date of termination.

10. ESTIMATED FEE: DG will attempt to estimate the total fee involved for the project for budgeting purposes. The CLIENT should be aware that the estimate is based on the project scope as outlined to us by the CLIENT. If the project scope changes, the original estimated fee may change. In addition, specific project conditions such as local/state permit requirements may affect project costs. When such factors appear to affect the project estimate, DG will endeavor to contact the CLIENT to discuss alternatives to limit the work or modify the estimate.

ATTACHMENT 2
SCOPE OF SERVICES
ENGINEERING SERVICES FOR ASSET MANAGEMENT PLAN
OWNER OF MONTPELIER, VERMONT
October 14, 2016

I. GENERAL:

A. The following scope for the City of Montpelier (Owner) Asset Management Plan (AMP) is based on the 2016 State of Vermont Grant Agreement provided by the Owner. The results of tasks II.A-F will be compiled in an AMP for continued use and development by the Owner.

II. PRELIMINARY ENGINEERING SERVICES:

A. Review the level of service developed by the Owner, and recommend any revisions based on our experience with other systems

B. Assist the Owner and review mid-grant progress reports to the State for funding compliance.

C. Map System Assets:

1. Obtain and Update GIS based asset inventory map:
   a) Obtain existing GIS mapping prepared by the Owner.
   b) Review the existing GIS information and assess its completeness and identify any missing information. Any needed information will be gathered by the Owner and incorporated in the mapping and inventory by DG.
   c) Update the GIS mapping and provide Owner with copy of Asset Maps to submit to State

D. Creating asset inventory:

1. Create an asset inventory with data stored on a generic Excel spreadsheet with specific format conforming to standard AMP format. The spreadsheet will be part of an AMP database that includes photos, inspection reports, repair records and field notes. All components of the water distribution system will be included in the inventory.
2. The condition of the above ground water distribution system assets such as hydrants and meters will be assessed by visual inspection by the Owner.
3. The condition of below ground assets such as pipes, valves, and curb stops will be based on examination of documents relevant to installation date, discussions with Owner staff, and operational history.

4. All water booster pump stations, large meter vaults, and pressure control vaults such as Terrace Street Pump Station, and Town Hill Booster Pump Station will be assessed by field visits by the Engineer with assistance from the Owner. The Owner will photograph and record all system equipment and scan all shop drawings and O& M manuals and provide digital files to the Engineering for inclusion into the AMP.
5. All water storage tanks, level control valve vaults, and level sensing assets will be assessed based on previous tank inspection reports and by field visits by the Engineer with assistance from the Owner.
6. Provide Owner with copy of Asset Inventory to submit to the Owner and State.

E. Conducting a Risk Assessment to Identify Priority Assets:

1. The assessment and risk of failure for the individual assets will be determined by functionality and analysis by the Engineer and through collaboration with Owner officials. The consequences of failure will be determined by examining the individual asset characteristics in relation to the entire water distribution system and weighing the relative importance of the individual asset. Redundancy of equipment in inventory will be considered when determining consequences of asset failure.
2. The probability of failure of the assets will be determined with collaboration with the Owner and the consultant Engineer’s knowledge of the assets function and lifespan. A risk assessment and probability of failure will be determined by reviewing the characteristics for the individual system asset and reviewing records of past malfunctions, deficiencies, and by reviewing manufacturer’s recommended use and life span.
3. The priority assets will be identified as those having the highest consequences of failure, weighted by the probability of failure. By comparing the potential consequences with an expected probability of failure, the Owner can identify priority replacements, repairs, and upgrades.
4. Provide the Owner with a copy of the Risk Assessment to submit to the State.

F. Developing Risk and Life Cycle Cost Reduction Measures:

1. Water system policies will be reviewed to identify potential efficiency improvements and the need for any beneficial policy updates. Repair, operation, and maintenance schedules will be considered as ways to potentially improve efficiency and reduce life cycle cost. Efficiency and proactive maintenance consistency will be target goals when analyzing the water distribution system operation.

2. Propose a five-year program for asset repair, maintenance, and replacement that serves as a compromise between the system needs and customer affordability for a sustainable water system.
3. Provide the Owner with a copy of the Risk and Life Cycle Reduction Measures to submit to the State.

G. Evaluate Funding Strategies including water rate structure modifications:

1. Obtain Excel files from the Owner for meter records for all water system customers for the past three years.
2. Obtain Excel files from the Owner for grand list information including appraised value for all water system customers.
3. Evaluate water system customers and group into categories including single unit residential, multiunit residential, commercial, industrial, institutional, wholesalers, and municipal.
4. Based on Owner records, evaluate the current water rate, including existing revenue generated and total system expenses including operation, maintenance, and principal/interest charges on both long-term and short-term debt. The capital retirement and O&M costs relating to the water treatment will be used in this analysis, but will be considered as a system expense and not evaluated for modifications.
5. Consider water use by customer class and estimate charges attributable to the various customer classes. Use a typical ratio for charges for potable water and for providing fire protection.
6. Using general assumptions, allocate system expenses attributable to potable water and to fire protection.
7. Develop an alternative water rate structure that recovers charges attributable for producing and distributing potable water and recovers fire protection charges based on the property value protected.
8. Based on the results of the five-year program for asset maintenance and replacement, develop a rate that provides revenue for all system charges.
9. Prepare a letter form report with a recommendation for a revised water rate for consideration by the Owner.
10. Provide the Owner with a copy of the Funding Strategies to submit to the State.

ATTACHMENT 3
FEES and CHARGES
ENGINEERING SERVICES FOR ASSET MANAGEMENT PLAN
CITY OF MONTPELIER, VERMONT
October 14, 2016

I. General

A. DG agrees to provide the Engineering Services described in Attachment 2 upon receipt of signed copy of the AGREEMENT.

B. The CLIENT agrees to pay DG for the services described in Attachment 2 as described below.

II. Fees and Charges

A. The CLIENT agrees to pay DG for the services described in Attachment 2 as described in this attachment.

1. Basic services during final design as described in Attachment 2, Part II, A-F, for a fixed fee of $20,000

a) With the individual tasks budgeted as follows:

1) Review level of service developed by the City $500
2) Submit mid-grant progress reports.. $0
3) Map System Assets $2,300
4) Creating an Asset Inventory and Assessing Condition of Assets $5,900
5) Conducting a Risk Assessment to Identify Priority Assets . $3,230
6) Developing Risk & Life Cycle Cost Reduction Measures ... $2,200
7) Creating Funding Strategies $5,870

This AGREEMENT provides for a total of $20,000 as outlined above.

III. Definitions Concerning Payment:

A. Services provided under a fixed fee shall be billed on a percent complete basis.

ATTACHMENT 4
PROJECT SCHEDULE
ENGINEERING SERVICES FOR ASSET MANAGEMENT
CITY OF MONTPELIER, VERMONT
October 14, 2016

I. General:

A. The CLIENT and DG recognize the project schedule is based on the initiation of services on the Notice to Proceed date/start date shown below. Delays in the initiation of the start date or CLIENT and regulatory review may delay other interim dates as shown herein.

B. Engineering services as provided under this AGREEMENT begin with the execution of this AGREEMENT.

II. Schedule:

A. Services are expected to commence upon receipt of a signed agreement and proceed along the following general schedule:

1. Receive Notice to Proceed by..................................October 21, 2016
2. Complete existing mapping requirements.................October 31, 2016
3. Life cycle and risk assessments .... December 30, 2016
4. Risk and life cycle cost reduction measures meeting with City ....January 15, 2017
5. Funding strategies meeting with City ....January 15, 2017
6. Prepare draft of Asset Management plan and present to City for review .... January 31, 2017
7. Receive comments of Draft Asset Management Plan...February 28, 2017
8. Provide final copy of Asset Management plan to City and State .... March 31, 2017

City of Montpelier vermont

CITY COUNCIL Agenda Item #16-307
Date: October 26, 2016
Consent ___ Discussion _x_

SUBJECT: FEAST Program Management Partnership

SUBMITTING DEPARTMENT: Montpelier Senior Activity Center

RECOMMENDED ACTION: Receive memo, discuss FEAST partnership options, vote in support of City undertaking major role in FEAST program management.

RELATED COUNCIL GOAL/PRIOR ACTION: E: Maintain a healthy community for people

EXPENDITURE REQUIRED: TBD, $88,000-$119,000, depending on variables, to cover contract for meal production (labor and food) as well as addition of part-time employee.

SOURCE OF FUNDS: $73-75,000 through combination of Meal donations and Federal funds contracted through Central Vermont Council on Aging. The remaining $15,000-$46,000 would need to be funded through some combination of options including city tax appropriation, Berlin tax appropriation increase, private and/or government grants, community appeals, business sponsorships, private meal sales, and potential other funds.

LEGAL REQUIREMENTS: 1. Federal senior nutrition reimbursements have clear nutritional guidelines and reporting requirements. 2. State of Vermont Department of Health Kitchen Licensure must be maintained. 3. City Attorney recently provided a Conflict of Interest Analysis.

BACKGROUND INFORMATION: Within the City Council's goal of "maintain a healthy community for people" is a strategy to "maintain the senior nutrition program to improve health and socialization for aging populations." One of the FY17 planned actions has been "Meet meal demand and explore potential changes to FEAST partnership" and deliverables were outlined as "*FY16 actual data and FY17 projections" and "Discussions among current FEAST partners and stakeholders about options by September." This summer and fall, the City and Just Basics, Inc. (JBI) have been in talks about the long-term vision for FEAST, and JBI's Board of Directors recently voted to ask City to explore assuming responsibility for the FEAST program, and related issues.

SUPPORTING DOCUMENTS: Memo from Janna Clar, Director, MSAC

INTERESTED PARTIES: MSAC staff, Just Basics, Inc. and Meal Recipients

CITY MANAGER'S APPROVAL:

City of Montpelier
CITY MANAGER'S OFFICE

Mayor John Hollar

City Council Members:
Dona Bate
Jessica Edgerly Walsh
Tom Golonka
Jean Olson
Justin Turcotte
Anne Watson

William Fraser
City Manager

Jessie Baker
Assistant City Manager

MEMORANDUM

To:	Mayor Hollar & City Council Members
From:	Janna Clar, Director, Montpelier Senior Activity Center
	Jessie Baker, Assistant City Manager
	William Fraser, City Manager
Re:	FEAST
Date:	October 21, 2016

Within the City Council's goal of "maintain a healthy community for people" is a strategy to "maintain the senior nutrition program to improve health and socialization for aging populations." This summer and fall, the City and Just Basics, Inc. (JBI) have been in talks about the long-term vision for FEAST. The three options are:

(1) Maintain status-quo with a three-way management partnership.
(2) JBI leaves management partnership and City takes on a larger management role, continuing to contract for meal production.
(3) City takes on primary management role and hires a chef.

At their October 6, 2016 board meeting, the JBI Board approved the following: *Just Basics recommends exploring:*

- *The City of Montpelier assuming responsibility for the FEAST program, including the employment of the FEAST Manager;*
- *The bidding of the contract or exploring other avenues to provide FEAST meals;*
- *The appropriate transition from Just Basics responsibility for the FEAST program to City responsibility; and*
- *The extent and nature of continued involvement by Just Basics in the FEAST program.*

- *In the event the City does assume responsibility for the FEAST program, the City providing appropriate notice to Just Basics if the City decides to no longer provide home-delivered meals and granting Just Basics the opportunity to assume responsibility for the FEAST program, including use of the MSAC kitchen.*

What is FEAST, and what are its benefits to the community?

- FEAST is the successful senior nutrition program providing nutritious and high-quality meals to Montpelier area seniors.
- Hot and frozen meals are produced, according to stringent federal nutrition guidelines, and incorporating fresh local food, at Montpelier Senior Activity Center, Monday through Friday.
- FEAST Together community meals are served on-site every Tuesday and Friday.
- FEAST at Home delivered meals (up to 7 weekly) are served to eligible seniors residing in Montpelier (85%)and Berlin (15% - they give public tax support to two of FEAST's three management partners).
- Seniors age 60 and up are served meals at no charge but are given the opportunity to make a donation (suggested at $7). People below 60 are charged $7 per meal.
- In addition to meeting people's nutritional needs and reducing community food insecurity, participation in FEAST reduces isolation and provides socialization.
- The program also provides skills and job training for people of all ages. It is supported by a multitude of major and minor stakeholders.

How is FEAST currently managed?

FEAST has been managed as a three-way partnership for 3.25 years, when the 58 Barre Street kitchen was completed. In essence:

1. Just Basics, Inc. (a non-profit), has a contract with the Council on Aging to receive federal senior nutrition funding, and in turn recruits and supervises volunteers for hospitality and home deliveries, and contracts with:
2. Good Taste Catering (a for-profit business), which provides labor and food for home-delivered and on-site meal production, along with training and supervision of paid and volunteer production labor.
3. The City of Montpelier (MSAC, a municipal department), provides the facility, utilities, staff and material support, marketing, and $21,000 in support paid directly to JBI in quarterly installments.

Summary of Primary vs Shared Responsibilities for FEAST

Responsibility for ….	Primary	Shared/Secondary
Volunteer oversight including drivers	JBI and GTC	None for MSAC
Volunteer recruitment		JBI / MSAC
Promotion and Outreach	MSAC	JBI
Fundraising		JBI / MSAC
Strategic Planning for Home Delivered Meals	JBI	MSAC
Strategic Planning for Congregate Meals		JBI / MSAC
Management, registration and consumer support for all meal services	JBI	MSAC (limited)
Financial contracts with CVCOA and GTC	JBI	None for MSAC
Facility management and financial responsibility for kitchen equipment maintenance	MSAC	None for JBI

What are the benefits of the City taking over the management of FEAST?

1. Such a transition would be responsive to the MSAC Advisory Council's recent vote in support of the City taking on a greater role. The group also voted in support of making a greater financial commitment to raising money for the highly-valued FEAST program.
2. Such a move would be in keeping with the April 2011 Senior Services Coordinating Committee's recommendations for greater involvement of the Senior Center in offering a senior nutrition program that maximizes use of the kitchen, enhances health, and offers many opportunities for volunteerism and socialization.
3. The City/Senior Center has a more robust infrastructure and success rate with fund-raising compared with JBI.
4. Many in the community already identify FEAST with the City/Senior Center. A simplification in the partnership, removing JBI as a major partner, would make the program easier for meal recipients, the general public, and funders to understand and support. Less fundraising competition for limited resources, too.

5. A City commitment to FEAST would be a strong statement about City support of a healthy aging community. We know from surveys that food insecurity acutely affects those served through FEAST. Seniors experience greater difficulty reconciling food needs with transportation challenges, costs of medical care, and problems of rural isolation. Findings from the Community Nutrition Program Survey show that 46% of seniors served by the FEAST program are considered at nutritional risk. FEAST provides nutritious meals, at no charge, to serve those at nutritional risk, while offering all recipients the opportunity to contribute toward the cost of meals. Additionally, 33% of FEAST meal recipients report that they eat most meals alone. FEAST meals help to combat the mental health implications of frequent isolation.

What are the drawbacks of the City taking over the management of FEAST?

1. There is no indication that such a move will save money or create significant economic efficiencies over the existing management.

2. There would be a need for increased funding/fund-raising, which puts city at greater financial risk.
   a. Amount estimated: $15,000-$45,000 depending on variables of contracted food and labor choices and costs, federal reimbursement levels, and actual meal frequency and counts.
   b. Potential sources: city tax appropriation, Berlin tax appropriation increase, private and/or government grants, community appeals, business sponsorships, private meal sales, other funding streams, or some combination.

3. There would be a need for increased Community Services/Senior Center staffing and supervision to employ a FEAST Program Manager for approximately 20 hours/week.
   a. Current JBI position is under-staffed.
   b. Current MSAC annual contribution of $21,000 to JBI would cover a good portion of the new personnel expenses.
   c. City could hire JBI's employee already doing this job.

4. Community Services Integration happening in current and coming years is an already complicated process that could make a smooth FEAST transition more challenging in the short-term.
   a. Fundraising burden increases
   b. Personnel level increases
   c. Reporting and Outreach activity/responsibility increases

What are some of the financial considerations?

a. **Total Combined FEAST Budget for JBI and MSAC**
    - FY16 Expenses: $162,076 (estimated $50,701 for MSAC)
    - FY16 Revenue: $153,612
    - FY16 Total Meal Count: 17,306
    - FY16 Congregate vs. Home Delivered Meal Counts: 3827 and 12,515
    - FY16 Meal Count for volunteers under 60: 964
    - FY16 Average total cost per meal: $9.37 (below state average)
    - Current cost per meal for contracted food/labor JBI pays to GTC: $5.49
    - FY16 average donation for FEAST meals: $1.11
    - Current # meals contracted with CVCOA at $3.50 reimbursement rate (federally funded): 14,936 (every meal above that count receives no reimbursement)

b. **Projected Change in FY17:** Expenses of $55,250 for MSAC (roughly a $4,500 increase). MSAC still receives no revenue restricted specifically for FEAST.

c. **Projected Change in FY18 if MSAC takes over larger management role in FEAST:**

    - Increase in expenses for MSAC: $88,000-$119,000 (mainly the per meal contract price plus the personnel costs of employing the FEAST program manager)
    - Increase in revenue for MSAC prior to doing additional fundraising: $73,000-$75,000 (mainly the federal senior nutrition funding and meal recipient donations)

America's Small Town Capital

October 21, 2016

TO: City Council Members
City Leadership Team

FROM: Todd Provencher, Finance Director

SUBJECT: **BACKGROUND INFORMATION FOR FY 18 BUDGET**

YEAR	VOTER APPROVAL
★ FY 17	80%
★ FY 16	80%
★ FY 15	75%
★ FY 14	75%
★ FY 13	70%

MUNICIPAL PROPERTY TAXES AND ECONOMIC INDICATORS

FIVE YEAR HISTORY - % Changes	FY13	FY14	FY15	FY16	FY17	AVERAGE
Property Tax Increases - Municipal	3.20%	0.50%	1.30%	2.80%	2.70%	2.12%
Median Tax Bill Increases - Municipal	3.00%	0.60%	1.30%	2.50%	2.50%	1.98%
Consumer Price Index (Annual)	2.00%	2.00%	1.3% Aug	0.20%	1.1% Aug	0.84%
City Employee Cost of Living Adjustment	0-2.5%	2-2.25%	1.5%-2.25	1.-2%	1.-2%	1.7% average*
Grand List (Property Values) – Municipal	0%	1.50%	0.70%	0.40%	1.00%	0.72%
Unemployment Rate – Montpelier	5.30%	4.00%	3.70%	3.20%	3.00%	3.84%
Total Budgeted Expenditures - General Fund	2.30%	2.70%	1.60%	4.20%	3.74%	2.91%
Property Tax Dollars Raised - Municipal	3.90%	2.30%	2%	2.70%	2.80%	2.74%

Note: In FY18 every 1% increase in the municipal tax rate adds 1.02 cents to the current tax rate and raises an additional $87,000

MUNICIPAL PROPERTY TAXES

Based on 2015 Grand List data, Montpelier has the 16th highest municipal tax rate (13th highest in the previous year) in the state (Barre City, Springfield, Rutland City, Windsor, St. Johnsbury, Newport, Brattleboro and Winooski are higher). When the education tax rates are included in the total, Montpelier has the 20th highest residential tax rate in the state, the same as the previous year.

The FY17 municipal tax rate increased from $.9958 to $1.0225 (up 2.68%).

For FY17 (fourth year), a Downtown Improvement Tax rate of $0.0515 was approved for downtown commercial properties.

INFRASTRUCTURE SUPPORT-CAPITAL IMPROVEMENT PROGRAM

The Capital Projects, Equipment and Debt Service Program costs will increase $166,300 (approx 2 cents) in FY18 as per the "Steady-State" plan.

Preliminary details for FY18:

Preliminary Debt Payments	$722,475
Annual Capital Projects	966,037
Equipment	515.000
Total (per Multi-year Plan)	$2,203,512

There is an approved borrowing of $710,000 in the current year for capital projects. The repayments on that loan are not included in the preliminary debt payments. The CIP Committee will meet in November to review the city's capital needs and recommend a plan for FY18 expenditures.

FY 18 GENERAL FUND NET OPERATING BUDGET

- ASSUME NO GROWTH IN NON-TAX REVENUE
- ASSUME NO GROWTH IN GRAND LIST
- PROJECT PERSONNEL SALARIES INCREASE OF 4.6% (COLA and step increases)
- ASSUME PERSONNEL BENEFITS TO INCREASE 3.7%

SUMMARY OF PRELIMINARY PROJECTIONS FOR FY18:

Note: This is a starting point only, before departments present their budget requests.

Increase in operating – Personnel Costs	$503,000	4.6% increase (city-wide)
Increase in CIP/Equipment/Debt	$166,300	CIP planned increase
Total increase in General Fund Budget	$669,300	5.17% of FY17 Exp Budget

To fund this $669,300 the municipal property tax rates would increase 7.69 cents which is a 7.52% increase.

EXPENSE TRENDS/PROJECTIONS - Details

Consumer Price Index – The Consumer Price Index "All Items" for the 12 months ending August 2016 increased 1.1%. The seasonally adjusted increase for the 6 months ended August 2016 increased 2.2%. The increases are driven primarily by the housing, transportation and medical care segments.

Personnel Cost Projections: Only the Fire Department union contract has been negotiated for FY18. Cost of Living Adjustments for those employees will increase 2% for FY18. Police and Public Works union contracts expire June 30, 2017. For preliminary budgeting purposes, I will assume the same increase for all staff.

When I add steps, staffing adjustments and known staff increases, the total salaries and wages will increase approximately 4.6%.

City-wide this means a $329,000 increase in employee wages. When I add the FICA/Medicare, Workers Compensation (assuming a 4% premium increase) and pension costs, this number increases to: $395,000

Other Employee-related increases:

Estimated Increase in VMERS Employer Contribution (.1%)	$8,000
Health Insurance (3.5% 2017, 10% 2018 rate increase)	$100,000
Subtotal Projected Other Employee-related Increases	$108,000
Total Projected Employee Wages and Benefit Increase	$503,000

The General Fund has 68% of Employee Salaries. Therefore, $342,000 of the personnel cost increase will be in the General Fund.

The final 2017 BlueCross/BlueShield health insurance premiums are being wrapped up. The proposal is expected to be much better than prior years. Our current expected increase is 3.5% compared to 17% in 2016. This can be attributed to a better claims history in 2016, active efforts by the employee wellness team representing the employees through "Montpelier University" with on-site programs. The integration of program staff from BC/BS has kept this program on track and productive. The city's employee health insurance committee will continue working to reduce increases in 2017 for our 2018 renewal but overall medical trend is approximately 6%. BC/BS has agreed to again assist funding of our wellness initiatives in 2017 through $6,000 in reimbursable expenditures under their Accountable Blue program. As Montpelier University has brought new life to employee wellness, establishing a city match of these funds in FY18 will continue to have a positive impact on our claims trend. In my projection above, I used a 3.5% increase in health insurance premiums for 2017 and budgeted a 10% increase for the first half of 2018 as there are always unknown variables that could negatively impact our experience.

Note on Health Insurance: There are currently no health exchange options for the city because our number of employees exceeds 100. There is no future option for large employers to join the exchange. There is uncertainty about the effect of the implementation of "Cadillac taxes" on the city’s health insurance. Current legislation has postponed this tax until 2020, however it is unlikely this tax will ever be implemented as it is wildly unpopular. We will continue to monitor these issues and our options annually.

CVPSA – Continues to evolve with the expectation that dispatch services will be consolidated in FY18. I have not addressed budget considerations of this transfer as of this writing.

Supplies and Vehicle Fuel Costs – With oil prices continuing to be low there may be very little increase in the cost of supplies and vehicle fuel for FY18. This is a preliminary projection. The Management Team will be researching these cost as they develop their operating budgets.

Energy Costs - The City is always looking for opportunities to make energy conservation improvements and lock into fixed fuel prices when the market is favorable. The District Heat project is helping to control the cost of heating our downtown facilities using renewable resources. The Finance office is working with the Montpelier Energy Advisory Committee to monitor the city’s baseline energy consumption and identify areas of savings. The Sharon and Broad Brook solar projects have now been implemented and credits to our electric utilities are expected to begin this month. As the CIP is reviewed and expenditures authorized, we should prioritize funding of improvements that move us toward the city’s NetZero goal.

Grant Revenue –

Montpelier continues to receive state and federal funds for street improvements, the transit center and the bike path projects. State grants provide the majority of funding for the City’s Community Justice Center and assist with seasonal work in the Parks Department. The Senior Center continues to receive corporate and foundation grants to support its work.

FUND BALANCE

The City’s Fund Balance Policy states that the City Council’s goal is to achieve a minimum unassigned fund balance equal to 15% of the budgeted General Fund expenditures.” As of June 30, 2015 the unassigned fund balance was 7.78% ($902,023/$11,596,226) of the budgeted expenditures, an increase of .58%. Audit field work for the FY16 begins October 24, 2016. The FY16 audit report will be completed in December and will have final fund balance information.

DEBT

The Council approved a Debt Management Policy in September 2011 which helps guide the decisions regarding borrowing in FY17 and beyond. Budgeted debt service in FY17 is 5.6% of budgeted revenues. The policy threshold is 8.2%

COMMUNITY SERVICES

The Recreation Department transition is complete and continues to evolve. Continued discussions and planning over the coming months will illuminate the path toward a consolidation of resources between Recreation, Parks and Senior Center staff to benefit all Montpelier Residents.

City of Montpelier vermont

CITY COUNCIL Agenda Item #16-305
Date: October 26, 2016
Consent ___ Discussion _x_

SUBJECT: Second Reading for Proposed Junkyard Ordinance

SUBMITTING DEPARTMENT: City Manager's Office

RECOMMENDED ACTION: Conduct public hearing; approve ordinance.

RELATED COUNCIL GOAL/PRIOR ACTION: C: Maintain a safe community; E: Maintain a healthy community for people; and H: Maintain a clean and healthy natural environment.

EXPENDITURE REQUIRED: None

SOURCE OF FUNDS: N/A

LEGAL REQUIREMENTS: Ordinance adoption requires two public hearings (readings). Authority for this action comes from general statute and City Charter.

BACKGROUND INFORMATION: The Mayor raised concern about the need for junkyard regulations. This draft ordinance is based upon the Vermont League of Cities and Towns' model junkyard ordinance and processes used by the City of Barre. The ordinance passed first reading on September 14, 2016; the second reading scheduled for September 21st was tabled.

SUPPORTING DOCUMENTS: Draft ordinance

INTERESTED PARTIES: Property owners who store junk on their property, abutters to said property owners

CITY MANAGER'S APPROVAL:

REGULATING OUTDOOR STORAGE OF JUNK AND JUNK VEHICLES

WHEREAS, the City of Montpelier has,_____________ by authority granted in 24 V.S.A. §§ 1971 et seq., 2246 and 2291, and §702 of the City Charter, the powers to adopt, amend, repeal, and enforce ordinances, and to manage and regulate outdoor storage of junk and junk motor vehicles within its boundaries;

NOW, THEREFORE, to protect the public health, safety and well being, and to promote the responsible use of resources and protection of the environment, the City Council of the City of Montpelier _______________ hereby adopts this ordinance to regulate outdoor storage of junk and junk motor vehicles.

ARTICLE I. Definitions.

a. "Abandon" means to leave without claimed ownership for 30 days or more.

b. "Abutting property owner" means any person or persons, corporation or other entity that owns, leases, or in any other way uses or controls the real property abutting any portion of the property of another.

c. "Enforcement Officer" means any health officer, deputy health officer, building inspector or fire chief appointed by the City Manager to enforce the provisions of this ordinance.

d. "Highway" means any highway, road, street or other public way, regardless of classification.

e. "Household appliance" means any range, stove, refrigerator, washing machine, clothes dryer, water pump, power tool and the like.

f. "Junk" means old or discarded scrap copper, brass, iron, steel or other metals, or materials including but not limited to tires, household appliances, furniture, rope, rags, batteries, glass, rubber debris, waste, trash, construction debris, plumbing fixtures, or any discarded, dismantled, wrecked, scrapped, or ruined motor vehicle or parts thereof. Any of the above items used in a bona fide agricultural operation are excluded from this definition.

g. "Junkyard" means any place of outdoor storage or deposit that is maintained, operated or used in connection with a business for storing, keeping, processing, buying or selling junk or as a scrap metal processing facility. "Junkyard" also means any place of outdoor storage or deposit, not in connection with a business, which is maintained or used for the storing or keeping of one or more junk motor vehicles which are visible from any portion of a public highway. However, the term does not include a private garbage dump or a sanitary landfill that is in compliance with 24 V.S.A. §§ 2201 et seq. and any applicable state regulations. It does not mean a garage where wrecked or disabled motor vehicles are stored for less than 90 days for inspection or repairs.

h. "Junk motor vehicle" means a discarded, dismantled, wrecked, scrapped or ruined motor vehicle or parts thereof, an unregistered motor home not connected to water and/or sewer, or a vehicle other than an on-premise utility vehicle which is allowed to remain unregistered for a period of 90 days from the date of discovery.

i. "Motor vehicle" means any vehicle propelled or drawn by power other than muscular power, including trailers. Functional vehicles and equipment used for agricultural and construction operations are excluded from this definition.

j. "Traveled way" means that portion of a public highway designed for the movement of a motor vehicle, shoulders, and roadside parking, rest, observation areas, and other areas immediately adjacent and contiguous to the traveled portion of the roadway.

ARTICLE 2. Requirements.

a. It shall be unlawful to place, discard or abandon junk or junk motor vehicles in a place where any such item is visible from the traveled way of a highway or town road, or visible to an abutting landowner from that portion of the abutter's land used on a regular basis. Any such item so placed, discarded or abandoned is hereby declared to be a public nuisance.

b. It shall be unlawful to place, discard or abandon junk or junk motor vehicles upon the land of another with or without the consent of the owner, when any such item is visible from the traveled way of a highway or town road, or visible to an abutting landowner from that portion of the abutter's land used on a regular basis. Any such item so placed, discarded or abandoned is hereby declared to be a public nuisance.

c. A person who wishes to operate a junkyard within the City of Montpelier __________ is required to:
   - obtain a certificate of approval for the location of the junkyard, and
   - obtain a license to operate, establish or maintain a junkyard from the State of Vermont.

   1. **Certificate of Approved Location**. Application for a certificate of approved location shall be made in writing to the City Council of the City of Montpelier through the City Manager. The application shall contain a description of the land to be included within the junkyard, which description shall be by reference to so-called permanent boundary markers. The procedures to be followed after an application has been made are those specified in 24 V.S.A. §§ 2252-2256, as from time to time amended. The application shall be accompanied by a certificate from the Zoning Administrator that the proposed location is not within an established district restricted against such uses or otherwise contrary to such zoning ordinance

   2. **State Junkyard License.** The procedures for obtaining a junkyard license from the State of Vermont are those specified in 24 V.S.A. §§ 2261-2264, as from time to time amended.

d. All junkyards, scrap yards, and places of outdoor storage of junk shall be effectively screened from public view by a fence or vegetation at least eight feet in height. Any fence shall be of sound construction and of solid vertical board or 'stockade' type construction, and shall be maintained neatly and in good repair. Such a fence shall not be used for advertising signs or other displays which are visible from the traveled way of a highway. Any vegetation used for screening shall be of sufficient density so that it effectively screens the area from view. Failure to provide screening as required herein shall be considered a violation of this ordinance.

ARTICLE 3. Enforcement and Penalties.

a. Upon receiving written notice from the Enforcement Officer to do so, the owner of any junk or junk motor vehicle discovered in violation of Article 2 of this ordinance shall remove or screen the item(s) or vehicle(s) from the view of the traveled way of the highway or town road to cure the violation. Such items shall also be screened from the view of an abutting landowner as seen from that portion of the abutter's land used on a regular basis. If the owner of the junk or junk motor vehicle(s) does not remove or screen the items from view within 30 days from the date of mailing of the written notice by the Enforcement Offier, the Officer may notify the appropriate state agency or may issue a ticket as prescribed in subsection c below.

b. Additional Provisions for Junk Motor Vehicles.

   1. If the owner of the land on which a junk motor vehicle is discovered in violation of Article 2 of this ordinance does not hold title or disclaims title to the vehicle, and the true owner of the vehicle is known or can be ascertained, the true owner shall move, screen or dispose of the vehicle upon receiving written notice from the Enforcement Officer.

   2. If the last known registered owner fails or refuses to reclaim the vehicle upon receiving said written notice, or if after an investigation the owner of the vehicle cannot be ascertained, the Enforcement Officer may notify the appropriate state agency or may issue a ticket as prescribed in subsection c below.

   3. Further procedures by the state agency are specified in 24 V.S.A. § 2272.

c. A violation of this ordinance shall be a civil matter which may be enforced in the Vermont Judicial Bureau or in the ________ Washington County Superior Court, at the election of the legislative body.

   1. Violations enforced in the Judicial Bureau shall be in accordance with the provisions of 24 V.S.A. §§ 1974a and 1977 et seq. A civil penalty of not more than $500____ per violation may be imposed for violation of this ordinance.

      A. A municipal ticket will be issued 30 days after written notification of violation is mailed by the City Council if the violation has not been corrected in accordance with this ordinance. Each day that the violation continues shall constitute a separate violation of this ordinance.

B. For purposes of enforcement in the Judicial Bureau, the City Enforcement Officers shall be the designated enforcement officer(s). Said designee(s) shall issue tickets and may be the appearing officer at any hearing.

2. Violations enforced in the Superior Court shall be in accordance with the Vermont Rules of Civil Procedure. The legislative body may pursue all appropriate injunctive relief. In addition, a civil penalty of not more than _ ______ $500 per violation may be imposed for violation of this ordinance. A civil action may be initiated within [30 days] after written notification of violation is mailed by the City Council if the violation has not been corrected in accordance with this ordinance. Each day that the violation continues shall constitute a separate violation of this ordinance.

ARTICLE 4. Severability. If any section of this ordinance is held by a court of competent jurisdiction to be invalid, such finding shall not invalidate any other part of this ordinance.

ARTICLE 5. Effective Date. This ordinance shall become effective 15 days after its adoption by the City Council as per § 702 (c) of the City Charter. A petition may be filed under § 702 (c), which shall govern the taking effect of this ordinance.

City of Montpelier vermont

CITY COUNCIL Agenda Item #
Date: October 26, 2016
Consent ___ Discussion _x_

SUBJECT: New Directions' update on: local opiate initiatives; local smoking advertising and impact on youth; downtown smoke free surveys; cigarette butts litter data from high school students' project and Trash Tramps; installed buttlers; November community forum on smoke free downtown; and next steps.

SUBMITTING DEPARTMENT: City Manager's Office

RECOMMENDED ACTION: Support November Community Forum on Smoke Free Downtown and schedule follow-up presentation on forum.

RELATED COUNCIL GOAL/PRIOR ACTION: N/A

EXPENDITURE REQUIRED: None

SOURCE OF FUNDS: N/A

LEGAL REQUIREMENTS: N/A

BACKGROUND INFORMATION: Ginny Burley and Ann Gilbert from New Directions have previously come before City Council to share information on smoke free downtowns and parks; cigarette butts litter; and request to make Montpelier parks and downtown smoke free.

SUPPORTING DOCUMENTS: None with packet

INTERESTED PARTIES: General Public, Parents, Schools, Mental Health Professionals, and Police

CITY MANAGER'S APPROVAL: Wfraser

Minutes of the Montpelier City Council Meeting
October 12, 2016, 6:30 PM
City Council Chambers

In attendance:. Mayor John Hollar (Chair), Councilors Anne Watson, Justin Turcotte, Dona Bate, Tom Golonka and Jessica Edgerly Walsh. Councilor Jean Olson was not in attendance. City Manager William Fraser was in attendance. City Clerk John Odum served as Secretary of the meeting.

16-284. Without objection, the Chair declared the proposed agenda approved by unanimous consent.

16-285. Erica Garfin and John Snell of the Pedestrian Advisory Committee briefed the Council on their project distributing reflective/light-up armbands.

City Manager Fraser acknowledged the recent tragic accident that caused the death of five Harwood students.

16-286. Councilor Watson moved approval of the Consent Agenda without the proposed minutes, which were tabled at Councilor Bate's request. Councilor Edgerly Walsh seconded the motion, which carried unanimously. Mayor Hollar congratulated Todd Provencher at becoming the new Finance Director.

16-287. The City Manager offered a report on Council Goal F (Vibrant Downtown). Discussion followed, with no formal action taken.

16-288. After a brief discussion, Councilor Bate moved the Council appoint Paul A. Audy to another 5-year term on the Montpelier Housing Authority Board. Councilor Watson seconded, and the motion carried unanimously at 6:47.

16-289. The Council considered appointments to the Energy Advisory Committee. Wavell Cowan addressed the Council on his candidacy. Councilor Watson moved the Council appoint Wavell Cowan, KarlJohnson, Jared Duval, and Paul Markowitz to the Energy Advisory Committee. Councilor Edgerly Walsh seconded the motion, which passed unanimously at 6:49.

16-290. The Council discussed appointing "Complete Streets" Committee members. The discussion included a review of the previous meeting's discussion as reflected in the proposed minutes. Planning Director Mike Miller joined the discussion. Councilor Bate moved the Council appoint Jenn Gordon, Anthony Mennona, Mark Provost, Jonathan Harries, Heather Voisin, Per Tonn, Jon Budreski, Erin Aguayo, Dan Jones, Dan Costin be appointed to the Committees. The motion was seconded by Councilor Watson. The motion carried on a 4-1 vote, with Councilor Turcotte voting nay.

16-291. The Council considered appointments to the Local Development Corporation (LDC) Board. Josyn Wischek and Wavell Cowan addressed the council on their interest in serving. Discussion followed.

Councilor Watson moved the Council enter executive session to discuss the appointments. Councilor Bate seconded. The motion carried unanimously at 7:26.

Councilor Edgerly Walsh moved the Council return to open session, and was seconded by Councilor Watson. The motion carried unanimously at 7:57.

Councilor Edgerly Walsh moved the Council appoint Tim Heney, Bill Kaplan, Cheryl LaFrance, Steve Ribolini, and Michael Nobles to the LDC. Councilor Turcotte seconded. The motion carried unanimously at 7:58.

16-292. Delia Clark and Tim Traber offered a power point presentation to initiate discussion of the Community Services Proposal. No formal action was taken.

16-293. At 8:41, the Stormwater Plan Public Hearing was opened. Public Works Director Tom McArdle and Planning Director Mike Miller joined Julie Moore up front for the discussion. Mary Hooper participated. The hearing was closed at 8:52. No formal action was taken.

At 8:53, the Chair called for a recess. The meeting reconvened at 8:57.

16-294./16-295 A discussion of a Water Source Protection Plan, including the implications of the Berlin Pond status change, was held with Kurt Motyka (Public Works Department), Tom McCardle , Liz Royer, Robert “Red” Defresne, Jeff Wilson (chief operator of water facility) and Steve Stitzel (city attorney). An extensive discussion followed. Page & Jed Guertin participated.

16-297. Councilor Watson reported on the Vermont League of Cities and Towns meeting, noting that source protection was discussed. She added that she was pleased at the bike path’s repaving.

Councilor Bate expressed frustration that the minutes did not provide more detail. The City Clerk indicated he was following professionally identified “best practices.” A brief discussion followed. Councilor Bate moved the Council approve the minutes from the prior meeting. The motion was seconded by Councilor Watson and passed unanimously at 10:14.

Councilor Edgerly Walsh made an agenda request for a comprehensive report on Berlin Pond strategizing to date.

Councilor Turcotte noted it was a beautiful time of year to be outside, referencing the corn maze in East Montpelier on Sibley Road. Also, he made note of the current inflation rate going into budget season.

Councilor Bate moved the Council enter executive session to discuss the Berlin Pond Issue with counsel. Councilor Edgerly Walsh seconded. The motion carried unanimously.

Hearing no objection, the Mayor declared the meeting returned to open session and subsequently adjourned, by unanimous consent.

CITY COUNCIL Agenda Item #16-309
Date: October 26, 2016
Consent ___ Discussion _x_

SUBJECT: New Directions' update on: local opiate initiatives; local smoking advertising and impact on youth; downtown smoke free surveys; cigarette butts litter data from high school students' project and Trash Tramps; installed buttlers; November community forum on smoke free downtown; and next steps.

SUBMITTING DEPARTMENT: City Manager's Office

RECOMMENDED ACTION: Support November Community Forum on Smoke Free Downtown and schedule follow-up presentation on forum.

RELATED COUNCIL GOAL/PRIOR ACTION: N/A

EXPENDITURE REQUIRED: None

SOURCE OF FUNDS: N/A

LEGAL REQUIREMENTS: N/A

BACKGROUND INFORMATION: Ginny Burley and Ann Gilbert from New Directions have previously come before City Council to share information on smoke free downtowns and parks; cigarette butts litter; and request to make Montpelier parks and downtown smoke free.

SUPPORTING DOCUMENTS: None with packet

INTERESTED PARTIES: General Public, Parents, Schools, Mental Health Professionals, and Police

CITY MANAGER'S APPROVAL: Wfraser

CENTRAL VERMONT NEW DIRECTIONS COALITION
73 Main Street #33 Montpelier VT 05602 (802) 223-4949 www.cvndc.org

Montpelier Smoking Survey – **Business**

***Note: Downtown is defined as "where the parking meters are" – State St., Main St., Langdon St., School St., Barre St.**

83 individuals submitted surveys

1)	How often does smoking occur in front of your business? **18** Very often **26** Often **29** Sometimes **9** Rarely
2)	How often does smoking occur in back of your business? **31** Very often **17** Often **13** Sometimes **18** Rarely
3)	Does the smoking downtown bother you? (check all that apply) **24** No **39** Yes, smoke gets in my business **44** Yes, litter outside my business **18** Yes, people loitering by my business **17** Yes, it gives people a negative impression of downtown or my business
4)	Does the **smoking downtown*** impact your business? **36** No **36** I don't know **10** Yes (explain how) 3 said smoking impacted them positively; 7 said smoking impacted them negatively –litter, smells
5)	Would a **smoking restriction** impact your business? **33** No **35** I don't know **13** Yes (explain how) 7 said a restriction would have a positive impact; 7 said a restriction would have a negative impact.
6)	What is your level of support for a smoking restriction of some kind in downtown* Montpelier? **14** Very supportive **24** Supportive **24** Undecided **8** Not very supportive **13** Not supportive at all supportive or very supportive **– 46%** undecided **-- 29%** not very supportive or not at all – **24%**
7)	What are the current barriers to reducing smoking near your business? (check all that apply) **25** Not comfortable asking smokers to move **7** Smokers do not listen to my request **27** Presence or lack of cigarette butt receptacles **41** No designated smoking areas to refer to
8)	What types of restrictions do you think would be most effective? (check all that apply) **10** 24/7 smoke-free designated Downtown District* **15** Smoke-free buffer zones (Example: 50 feet away from occupied buildings) **11** Smoke-free times or days (Example: 8 am to 8 pm or Mon-Fri) **16** Smoke-free areas or streets (not whole downtown) **36** Designated smoking areas **17** Not supportive at all
9)	Do you clean cigarette litter around your business? **60** Yes **23** No How often? 23 daily; 4 several times a week; 3 weekly; 7 rarely/occasionally
10)	Do you keep a butt receptacle outside your business? **14** Yes **67** No Why? Don't want to encourage smokers; gross; smell; cost; fire hazard; don't want to deal with the trash; don't have them – where do I get one?
11)	How important do you think reducing smoking and secondhand smoke is to the overall downtown* community? **18** Very important **16** Important **15** Somewhat important **14** Undecided **11** Not very important **8** Not important at all
12)	If the downtown* area sidewalks became smoke-free, where do you think people should be allowed to smoke? (check all that apply) **8** Outside the downtown* area only **17** In parking lots and alleys **22** In parking lots but at least 25 feet away from buildings **54** In designated smoking areas
13)	What else would you like to tell us?

Business Name________________________________ **Contact Person**_________________________ **Phone**___________

CENTRAL VERMONT NEW DIRECTIONS COALITION

73 Main Street #33 Montpelier VT 05602 (802) 223-4949 www.cvndc.org

Montpelier Smoking Survey – **Pedestrians**

***Note: Downtown is defined as "where the parking meters are" – State St., Main St., Langdon St., School St., Barre St.**

1) What is your age? 7-19 **10** 20-29 **32** 30-39 **37** 40-49 **46** 50-59 **54** 60-69 **46** 70-79 **26** 80+ **6**
285 responded

2) What is your gender? *289 responded*
- **103** Male
- **183** Female
- **3** Prefer not to answer

3) Do you live/work/study in Montpelier? (check all that apply) **151** Live **133** Work **12** Study **82** Other: shop, eat, hang out, library, senior center, church, doctor, visit, play, meetings, classes, haircuts, recreation, do business, own property, more.

4) How often do you shop, eat or do other activities in downtown* Montpelier? *289 responded*
- **244** Often (twice a week or more)
- **40** Occasionally (twice a month)
- **2** Seldom (once to a few times a year)
- **1** Never [End here]

5) Have you ever been bothered by secondhand smoke while downtown* Montpelier? *290 responded*
- **64** Yes, a great deal
- **120** Yes, a little
- **99** Not at all

6) When visiting downtown* Montpelier, do you try and avoid secondhand smoke? **177** Yes **105** No *282 responded*

7) Have you ever noticed or been bothered by cigarette butts while in downtown Montpelier? *285 responded*
- **162** Yes, I have noticed and it **has** bothered me
- **29** Yes, I have noticed, but it **hasn't** bothered me
- **94** No, I haven't noticed

8) If smoking were not allowed in downtown* Montpelier, I would continue shopping, dining and visiting downtown: *288 responded*
- **212 at the same** frequency
- **41 more** frequently
- **35 less** frequently

9) Do you use tobacco? **29** Yes **256** No *286 responded*

10) What are your main concerns about smoking downtown*? (check all that apply) *289 responded*
191 Litter **148** Health issues **139** Children **105** Rights of non-smokers **133** Exposure to youth **180** Second hand smoke (breathing/smelling) **79** Less attractive to tourists **54** No concerns

11) What are your main concerns about a smoke-free downtown*? (check all that apply) *287 responded*
79 Business impact **91** Law enforcement **118** Rights of smokers **46** Less attractive to tourists **106** No concerns

12) To what degree do you support a smoke-free policy for downtown* Montpelier? *289 responded*
- **117 Very** Supportive
- **57 Somewhat** Supportive
- **102 Not** supportive
- **14** Unsure

13) If the downtown* area sidewalks became smoke-free, where do you think people should be allowed to smoke? (check all that apply) *281 responded*
- **72** Outside the downtown* area
- **54** In parking lots and alleys
- **56** In parking lots but at least 25 feet away from buildings
- **191** In designated smoking areas

14) What else would you like to tell us?

City of Montpelier vermont

CITY COUNCIL Agenda Item #16-304(c)
Date: 10/26/2016
Consent _x_ Discussion ___ Time Sensitive _x__
(outlined below)

SUBJECT: Construction Contract Award: 1 Taylor Street Retaining Wall Reconstruction

SUBMITTING DEPARTMENT: Public Works

RECOMMENDED ACTION: Approve award of contract to DuBois Construction, Inc. as recommended by the Director of Public Works and grant authorization for the City Manager to serve as the duly authorized agent.

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

EXPENDITURE REQUIRED: $580,795.00

SOURCE OF FUNDS: Community Development Block Grant

LEGAL REQUIREMENTS: N/A

BACKGROUND INFORMATION: DPW staff solicited bids for reconstructing the retaining wall on the 1 Taylor Street site which borders the Winooski River. Six sealed bids were publicly opened on Thursday, October 20, 2016 (Bid Tabulation attached). DuBois Construction, Inc. provided a base bid of $526,795.00 and a cost of $54,000.00 for an optional bid item to truck/haul contaminated soils to the Coventry Landfill which the City has decided to utilize. This results in a total project cost of $580,795.00.

A mathematical error was found in one of the bids. No other errors or irregularities were found in any of the other bids.

All State and Federal permits have been acquired for this project and work will commence in the beginning of November and be completed in early December.

SUPPORTING DOCUMENTS: Bid Tabulation, Bid Analysis

INTERESTED PARTIES: Public Works Department, Planning Department

CITY MANAGER'S APPROVAL:

CITY OF MONTPELIER, VERMONT
1 Taylor Street: Retaining Wall Repair Project
Bid Opening: October 20, 2016 at 10:00 am

				J.Hutchins, Inc.		Herbert Excavation Corp.		**DuBois Construction, Inc.**		SumCo Eco-Contracting, LLC		G.W. Tatro Construction, Inc.		B.U.R. Construction, LLC.	
ITEM NO:	DESCRIPTION	EST QUAN	UNITS	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT	**UNIT PRICE**	**TOTAL AMOUNT**	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT
201.10	Clearing and Grubbing, Including Individual Trees and Stumps	1	LS	$ 3,500.00	$ 3,500.00	$ 6,000.00	$ 6,000.00	**$ 15,000.00**	**$ 15,000.00**	$ 6,000.00	$ 6,000.00	$ 23,000.00	$ 23,000.00	$ 10,000.00	$ 10,000.00
203.16	Solid Rock Excavation	10	CY	$ 275.00	$ 2,750.00	$ 200.00	$ 2,000.00	**$ 300.00**	**$ 3,000.00**	$ 900.00	$ 9,000.00	$ 250.00	$ 2,500.00	$ 300.00	$ 3,000.00
203.30	Earth Borrow	1,280	CY	$ 16.00	$ 20,480.00	$ 24.00	$ 30,720.00	**$ 10.00**	**$ 12,800.00**	$ 27.50	$ 35,200.00	$ 5.00	$ 6,400.00	$ 21.50	$ 27,520.00
204.20	Trench Excavation of Earth	100	CY	$ 45.00	$ 4,500.00	$ 30.00	$ 3,000.00	**$ 20.00**	**$ 2,000.00**	$ 20.00	$ 2,000.00	$ 15.00	$ 1,500.00	$ 25.00	$ 2,500.00
204.22	Trench Excavationof Earth, Explortory (N.A.B.I.)	10	CY	$ -	$ -	$ 100.00	$ 1,000.00	**$ 100.00**	**$ 1,000.00**	$ 150.00	$ 1,500.00	$ 75.00	$ 750.00	$ -	$ -
204.30	Granular Backfill for Structures	1,060	CY	$ 35.00	$ 37,100.00	$ 30.00	$ 31,800.00	**$ 60.00**	**$ 63,600.00**	$ 22.50	$ 23,850.00	$ 35.00	$ 37,100.00	$ 48.00	$ 50,880.00
301.26	Subbase of Crushed Gravel, Fine Graded	250	CY	$ 32.00	$ 8,000.00	$ 36.00	$ 9,000.00	**$ 35.00**	**$ 8,750.00**	$ 55.00	$ 13,750.00	$ 55.00	$ 13,750.00	$ 43.00	$ 10,750.00
301.35	Subbase of Dense Graded Crushed Stone	500	CY	$ 32.00	$ 16,000.00	$ 34.00	$ 17,000.00	**$ 40.00**	**$ 20,000.00**	$ 25.00	$ 12,500.00	$ 50.00	$ 25,000.00	$ 43.00	$ 21,500.00
613.10	Stone Fill, Type I	60	CY	$ 50.00	$ 3,000.00	$ 70.00	$ 4,200.00	**$ 40.00**	**$ 2,400.00**	$ 90.00	$ 5,400.00	$ 50.00	$ 3,000.00	$ 48.00	$ 2,880.00
635.11	Mobilization/ Demobilization	1	LS	$ 92,000.00	$ 92,000.00	$ 45,000.00	$ 45,000.00	**$ 35,000.00**	**$ 35,000.00**	$ 61,000.00	$ 61,000.00	$ 67,250.00	$ 67,250.00	$ 84,000.00	$ 84,000.00
651.15	Seed	4	LBS	$ 25.00	$ 100.00	$ 9.50	$ 38.00	**$ 30.00**	**$ 120.00**	$ 120.00	$ 480.00	$ 100.00	$ 400.00	$ 10.00	$ 40.00
651.35	Topsoil	15	CY	$ 60.00	$ 900.00	$ 40.00	$ 600.00	**$ 45.00**	**$ 675.00**	$ 95.00	$ 1,425.00	$ 60.00	$ 900.00	$ 75.00	$ 1,125.00
651.40	Grubbing Material	60	SY	$ 20.00	$ 1,200.00	$ 30.00	$ 1,800.00	**$ 10.00**	**$ 600.00**	$ 15.00	$ 900.00	$ 20.00	$ 1,200.00	$ 20.00	$ 1,200.00
653.20	Temporary Erosion Matting	250	SY	$ 5.00	$ 1,250.00	$ 4.00	$ 1,000.00	**$ 3.00**	**$ 750.00**	$ 11.00	$ 2,750.00	$ 5.00	$ 1,250.00	$ 2.00	$ 500.00
900.608	Special Provision (Excavation for Retaining Wall)	1,800	CY	$ 208.00	$ 374,400.00	$ 48.00	$ 86,400.00	**$ 52.00**	**$ 93,600.00**	$ 86.50	$ 155,700.00	$ 85.00	$ 153,000.00	$ 17.00	$ 30,600.00
900.608	Special Provision (Repair Retaining Wall, Stacked Stone)	10	CY	$ 1,750.00	$ 17,500.00	$ 1,000.00	$ 10,000.00	**$ 300.00**	**$ 3,000.00**	$ 1,700.00	$ 17,000.00	$ 1,600.00	$ 16,000.00	$ 1,900.00	$ 19,000.00
900.608	Special Provision (Retaining Wall Dry- Laid Stone)	700	CY	$ 208.00	$ 145,600.00	$ 296.00	$ 207,200.00	**$ 285.00**	**$ 199,500.00**	$ 194.00	$ 135,800.00	$ 280.00	$ 196,000.00	$ 243.00	$ 170,100.00
900.608	Special Provision (Excavation for Future Bike Path and Green Spaces)	200	CY	$ 30.00	$ 6,000.00	$ 24.00	$ 4,800.00	**$ 25.00**	**$ 5,000.00**	$ 25.00	$ 5,000.00	$ 25.00	$ 5,000.00	$ 20.00	$ 4,000.00
900.608	Special Provision (Temporary Cofferdam/ Control of Water)	1	LS	$ 39,000.00	$ 39,000.00	$ 60,000.00	$ 60,000.00	**$ 60,000.00**	**$ 60,000.00**	$ 59,000.00	$ 59,000.00	$ 131,000.00	$ 131,000.00	$ 125,000.00	$ 125,000.00
	TOTAL BASE BID				$ 773,280.00		$ 521,558.00		**$ 526,795.00**		$ 548,255.00		$ 685,000.00		$ 564,595.00
	BID ADD ITEM														
A.	Trucking/ Hauling of Excavated Materials to Coventry Landfill Site	3,000	TON	$ 20.00	$ 60,000.00	$ 23.00	$ 69,000.00	**$ 18.00**	**$ 54,000.00**	$ 21.50	$ 64,500.00	$ 17.00	$ 51,000.00	$ 12.50	$ 37,500.00
TOTAL WITH BID ADD ITEM					$ 833,280.00		$ 590,558.00		**$ 580,795.00**		$ 612,755.00		$ 736,000.00		$ 602,095.00

Discrepancies noted by Engineer

Jeffrey W. Tucker, P.E., Project Manager

CITY COUNCIL Agenda Item #16-304(f)
Date: October 12, 2016
Consent _x_ Discussion ___ Time Sensitive _____

SUBJECT: Purchase of police cruiser "dash" cameras (4 units total from this request)

SUBMITTING DEPARTMENT: Police

RECOMMENDED ACTION: Authorize budget approved equipment purchase

RELATED COUNCIL GOAL/PRIOR ACTION: N/A

EXPENDITURE REQUIRED: $28,846.00

SOURCE OF FUNDS: Equipment 30-9400-33-02 (Cruiser cameras--$29,690 budgeted)

LEGAL REQUIREMENTS: N/A

BACKGROUND INFORMATION: We are replacing our in-car video systems, which are over five years old. The ones we have are unreliable and out of warranty. Replacement parts have proven to be costly and we can't afford to have a system down as it will cause us to not be able to record events which should be recorded. The quality of the audio and video is fair at best. The company is based in Kansas and their tech support is only available Monday-Friday during business hours. They don't have any local installers or technicians to work on them either, so we are left to troubleshoot them ourselves by phone with tech support, which takes time away from patrol and casework.

SUPPORTING DOCUMENTS: Attached

INTERESTED PARTIES: Police and the general public

CITY MANAGER'S APPROVAL: Wolfram

MONTPELIER POLICE DEPARTMENT
ONE PITKIN COURT
MONTPELIER, VT 05602
Phone-802-223-3445

PURCHASE ORDER

Purchase Order #: 203587
Date:

Bill and Ship To:

Montpelier Police Department
One Pitkin Court
Montpelier, VT 05602

Vendor: WatchGuard In Car Video
Address: PO Box 677996
Dallas, TX

Pay From # 30-9400-83-02
(Cruiser Cameras)

Quantity	Item Code	Description	Price Each	Amount	Total
4		4RE DVR Camera			
		Systems w/ Hardware			
		Software & Licensing			
		Costs			
4		Warranties			$27,246.00
		for 5 years			
4		Installations of Above		$400 x 4	$1,600
					$28,846

Approved By: [signature] Date: 10/11/2016

WATCH GUARD

4RE/VISTA Price Quote

CUSTOMER: Montpelier Police Department

ISSUED: 9/14/2016 4:08 PM

EXPIRATION: 10/17/2016 3:00 AM

TOTAL PROJECT ESTIMATED AT:
$27,246.00

ATTENTION: Christopher Truhan

SALES CONTACT: Kevin Coughlin

PHONE: 802-223-3445

NOT including install @ $400 each $1600

DIRECT:

E-MAIL: ctruhan@montpelier

E-MAIL: KCoughlin@WatchGuardVideo.com

4RE and VISTA Proposal

Evidence Library 4 Web Software and Licensing

Part Number	Detail	Qty	Direct	Discount	Total Price
KEY-EL4-SRV-001	Evidence Library 4 Web Server Site License Key	1.00	$1,000.00	$0.00	$1,000.00
KEY-EL4-DEV-001	Evidence Library 4 Web 4RE In-Car Device License Key	4.00	$150.00	$0.00	$600.00

4RE In-Car System and Options

Part Number	Detail	Qty	Direct	Discount	Total Price
4RE-STD-GPS-RV2	4RE Standard DVR Camera System with integrated 200GB automotive grade hard drive, 16GB USB removable thumb drive, rear facing cabin camera, GPS, hardware, cabling and your choice of mounting bracket.	4.00	$4,795.00	$96.00	$18,796.00
CAM-4RE-PAN-NHD	Front Camera, 4RE, HD Panoramic	4.00	$200.00	$0.00	$800.00

4RE Hardware Warranties

Part Number	Detail	Qty	Direct	Discount	Total Price
WAR-4RE-CAR-1ST	Warranty, 4RE, In-Car, 1st Year (Months 1-12)	4.00	$0.00	$0.00	$0.00
WAR-4RE-CAR-2ND	Warranty, 4RE, In-Car, 2nd Year (Months 13-24)	4.00	$100.00	$100.00	$0.00
WAR-4RE-CAR-3RD	Warranty, 4RE, In-Car, 3rd Year (Months 25-36)	4.00	$200.00	$200.00	$0.00
WAR-4RE-CAR-4TH	Warranty, 4RE, In-Car, 4th Year (Months 37-48)	4.00	$325.00	$25.00	$1,200.00
WAR-4RE-CAR-5TH	Warranty, 4RE, In-Car, 5th Year (Months 49-60)	4.00	$450.00	$50.00	$1,600.00

Software Maintenance and CLOUD-Share

WATCH GUARD 4RE/VISTA Price Quote

Part Number	Detail	Qty	Direct	Discount	Total Price
SFW-MNT-EL4-001	Software Maintenance, Evidence Library, 1st Year (Months 1-12)	4.00	$0.00	$0.00	$0.00
SFW-MNT-EL4-002	Software Maintenance, Evidence Library, 2nd Year (Months 13-24)	4.00	$150.00	$0.00	$600.00
SFW-MNT-EL4-003	Software Maintenance, Evidence Library, 3rd Year (Months 25-36)	4.00	$150.00	$0.00	$600.00
SFW-MNT-EL4-004	Software Maintenance, Evidence Library, 4th Year (Months 37-48)	4.00	$150.00	$0.00	$600.00
SFW-MNT-EL4-005	Software Maintenance, Evidence Library, 5th Year (Months 49-60)	4.00	$150.00	$0.00	$600.00
SFW-EL4-CLD-BAS	Evidence Library 4 Web CLOUD-SHARE - Basic	20.00	$0.00	$0.00	$0.00

WatchGuard Video Technical Services

Part Number	Detail	Qty	Direct	Discount	Total Price
SVC-4RE-RMT-410	4RE Remote System Setup, Configuration, Testing and Admin Training	1.00	$750.00	$0.00	$750.00

Shipping and Handling

Part Number	Detail	Qty	Direct	Discount	Total Price
Freight	Shipping and Handling Charges	1.00	$100.00	$0.00	$100.00
					$27,246.00

Total Estimated Tax, may vary from State to State $0.00

Configuration Discounts	**$1,884.00**
Additional Quote Discount	**$0.00**
Total Amount	**$27,246.00**

NOTE: This is only an estimate for 4RE & VISTA related hardware, software and WG Technical Services. Actual costs related to a turn-key operation requires more detailed discussion and analysis, which will define actual back-office costs and any costs associated with configuration, support and installation. Please contact your sales representative for more details.

To accept this quotation, sign, date and return with Purchase Order: ____________________ DATE: __________

415 Century Parkway • Allen, TX • 75013
Toll Free (800) 605-6734 • Main (972) 423-9777 • Fax (972) 423-9778
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