



Agenda for Regular City Council Meeting

City Council Chambers, City Hall
Wednesday, March 9 2016
6:30 P.M.

- 1) Call to Order by the Mayor
- 2) 16-075. Opportunity for the Mayor and three re-elected City Council Members to be sworn in by the City Clerk
- 3) 16-076. Review and Approve Agenda
- 4) 16-077. General Business and Appearances
- 5) 16-078. Consideration of the Consent Agenda:
 - a) Minutes from the City Council's February 4th Special Meeting; and February 24th Regular Meeting. 
 - b) Contract awards (2) for FY16 Highway Pavement Markings 
 - c) Become the Liquor Control Commission for the purpose of acting on the following:
 - 1) Annual renewal of Liquor Licenses (City Clerk will distribute list of applications at the meeting.)
 - d) Payroll and Bills
- 6) 16-079. Election of President, Vice President and Parliamentarian of City Council
- 7) 16-080. Re-adoption of City Council's Ethics Policy 
- 8) 16-081. Re-adoption of City Council's Rules of Procedure 

9) 16-082. Committee Assignments

a) Included with these assignments is the request from the Central Vermont Solid Waste Management District for a City representative and alternate.

10) 16-083. Appointment of two additional citizens to Montpelier's Bicycle Advisory Committee

11) 16-084. Public Hearing for French Block CDBG Application

12) 16-085. Orientation and Overview for 2016-17 Council Year

13) 16-086. 2015-16 Goals Review

14) 16-087. Other Business

15) 16-088. Council Reports

16) 16-089. Mayor's Report

17) 16-090. City Clerk's Report

18) 16-091. City Manager's Report

19) *Adjournment*



CITY COUNCIL Agenda Item # 16-086

Date: March 9, 2016

Consent ☐ Discussion ☒

SUBJECT: *2015-16 Goals Review*

SUBMITTING DEPARTMENT: *City Manager's Office*

RECOMMENDED ACTION: *Review and discuss*

RELATED COUNCIL GOAL/PRIOR ACTION: *All Goals*

EXPENDITURE REQUIRED: *N/A*

SOURCE OF FUNDS: *N/A*

LEGAL REQUIREMENTS: *No legal requirements*

BACKGROUND INFORMATION: *Council adopted Goals and Priority Activities on April 29, 2015. The City Manager has provided periodic status reports throughout the year. This is the final status report on this set of goals. The 2016-17 Goals discussion will begin at the next meeting.*

SUPPORTING DOCUMENTS: *Status Report on Adopted 2015-16 City Council Goals*

CITY MANAGER'S APPROVAL:

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2015-2016 City Council Goals

Reference Letter	Council Goal	Projects/Next Steps	Timeline	Lead Staff	Funds Available	Funds Needed	Goal in Future Years
A	Maintain current level of city services	Overall - Meet performance management standards as established in the budget. DPW - complete staffing; increase cross-training; plan for and fund additional summer interns. Fully integrate District Heat operations. Public Safety - continue diligence in addressing substance abuse related criminal activity.	Ongoing	City Manager, Asst City Manager, Department Heads	FY16 budget		Continued
B	Balance and control municipal budgeting, taxes and services relative to current population and grand list tax base	Initiate public discussion regarding long term budget choices. Identify & address budget implications regarding unfunded state & federal mandates.	Data collection spring, summer. Public discussion fall.	City Manager, Finance Director			Continued
C	Maintain the timeline for "steady state plan" infrastructure improvements	Fully fund year 4 of Steady State general fund plan. Where possible incorporate elements from bike plan, storm water master plan, water, waste water, retaining walls, transportation and all infrastructure. Advance projects on current DPW work list.	Funding in FY17 budget. Construction projects proceeding throughout year. 5% of parking revenues for bike/ped	Public Works Director		Increased CIP funds in FY18	Continued

2015-2016 City Council Goals

Reference Letter	Council Goal	Projects/Next Steps	Timeline	Lead Staff	Funds Available	Funds Needed	Goal in Future Years
		Devote sufficient resources to accomplish goals. Complete and implement ADA transition plan;				Need consultant resources	
D	Address long term utility and environmental infrastructure needs.	Develop a Stormwater Management Master Plan to meet minimum requirements for the MS4 (Needed BEFORE Water Park). Develop a Master Plan and funding plan to address our Water and Wastewater system needs. Seek control of Berlin Pond via Charter change	Stormwater plan by 9/1/16. Utility plan when funds identified. Charter change for March 2016 ballot.	Public Works Director, Planning Director. City Manager and Council to take lead on charter change.	\$40K grant	Implementati on funds in the future	Continued
E	Maintain current timeline and budget for the 1 Taylor Street redevelopment project	Secure right of way. Complete permitting and final design. Put project out to bid.	15-16; Construction to start in 2016	City Manager, Asst City Manager, Public Works Director	\$5.2M available for construction (including required City match)	Additional City Match \$250K to \$600K	Continued in 16-17 then becomes a new operational requirement
F	Support and promote a vibrant downtown	Continue DID appropriation; Pursue streetscape improvements at Taylor Street; Seek opportunities to fund a downtown master plan and	Annually 2015-16	Council Planning Director/DPW Director	FY16 DID funds	\$800k for Taylor Street (seeking grant funding)	Continued

2015-2016 City Council Goals

Reference Letter	Council Goal	Projects/Next Steps	Timeline	Lead Staff	Funds Available	Funds Needed	Goal in Future Years
		implementation strategy; (Greening America's capitals)	2015-2025	Planning Director		Grant app for FY18	
		Universal recycling implementation;	2015-16	DPW Director		Done city;s part, CVSWMD	
		Maintain financial support for Montpelier Alive.	Ongoing	Finance Director			
G	Alleviate parking pressures in Montpelier to maintain a vibrant downtown	Complete the Zoning Revisions; Continue parking counts; Conduct a strategic planning process to address parking concerns	5 years to construction of structure	Planning Director	\$0	TBD	16-17 - Implementation Plan; future years construction
H	Explore and encourage intra-municipal and other regional efforts with the goal of maintaining service levels and reducing costs	Maintain dispatch relationship with Capital West; Implement Recreation Department transition; Begin work on internal consolidation (Rec, Sr Ctr, Parks, Cem) Consider recommendations of Public Safety Authority	Ongoing. Rec transition by 1/1/16 After Rec transition When presented	Police Chief, Fire Chief City Manager, Asst City Manager, Finance Director Police Chief, Fire Chief, Council			Continued
I	Create a hospitable environment for economic development and grand list growth	Complete an Economic Development Strategic Plan; Improve tax stabilization policy and Business Loan Fund;	In works. Change policies after plan.	Planning Director	\$0	\$30K for EDSP;	Continued

2015-2016 City Council Goals

Reference Letter	Council Goal	Projects/Next Steps	Timeline	Lead Staff	Funds Available	Funds Needed	Goal in Future Years
J	Create a hospitable environment for housing development and grand list growth	Complete Zoning revisions;	2015	Planning Director	\$12K grant and \$2k of match for consultant's contract	Restore Housing Trust Funding	Continued
		Fund Housing Trust Fund; make recommendations to improve the Fund.	2015				
		Complete 1 Taylor St.	2017	Asst City Manager			
		Work with Downstreet on other potential projects;	Ongoing				
		Work with property owner to explore possibilities on Sabin's Pasture.	2015-2016	City Manager			
K	Consistently collect and communicate information in a transparent manner.	Launch new website;	Winter 2016. Operational need after	Asst City Manager, IT Manager, for website	FY16 budget = \$22,000 for upfront cost and \$5,400 for maintenance; Staff salary time for all Departments		New operational requirement
		Expanded use of surveying tools to collect information on services (for planning and multi-year budgeting);	Spring, summer for survey	City Manager and Asst City Mgr for survey			
		Improve Winter Parking Ban.	Have revised Ban practices for 12/15/15	DPW Director, Police Chief for parking ban.			
		Continue current communication methods.	Ongoing			\$12,000 for survey	
L	Maintain investments to become a bike and pedestrian friendly city	Complete permitting, final design and bidding of Bike Path Extension and Bike Path at 1 Taylor;	Bike path construction in 16-17; Fully implement	Planning Director, Public Works Director, Asst City Manager	\$40K from parking fund	City Match for bike path extension	Continued

2015-2016 City Council Goals							
Reference Letter	Council Goal	Projects/Next Steps	Timeline	Lead Staff	Funds Available	Funds Needed	Goal in Future Years
		Integrate Montpelier in Motion recommendations into CIP and funding plan. Receive plan from the Bike Committee to appropriate 5% of the parking meter revenue to the implementation of Montpelier in Motion	Montpelier in Motion - 15 years				
M	Establish a clear plan for short-term, medium-term, and long-term Net Zero implementation	Implement a 1 MW Solar project Receive a Net Zero implementation plan from MEAC	2030 or 2050	Planning Director, VISTA MEAC	\$0	Needs .5 FTE in the future	Continued

Updated March 2016

Comments on items in **Red:**

C - Fully fund year 4 of Steady State general fund plan. As discussed extensively during the budget process, the steady state plan is still in place but this item was marked in red because it was not fully funded this year as intended when the goal was adopted.

E - One Taylor Street - Complete permitting and final design, put project out to bid. These two items cannot proceed until right of way is acquired.

I - Improve tax stabilization policy and Business Loan Fund. No work will be done on these policies until the EDSP is completed so that changes can be made which are consistent with new strategy.

J - Make recommendations to improve the Housing Trust Fund. No work was done on this.

L - Complete permitting, final design and bidding Bike Path at 1 Taylor. Same situation as E.



CITY COUNCIL Agenda Item # 16-082

Date: March 9, 2016

Consent ☐ Discussion ☒

SUBJECT: *Committee Assignments*

SUBMITTING DEPARTMENT: *City Manager's Office*

RECOMMENDED ACTION: *Review, discuss and assign Council reps*

RELATED COUNCIL GOAL/PRIOR ACTION: *N/A*

EXPENDITURE REQUIRED: *N/A*

SOURCE OF FUNDS: *N/A*

LEGAL REQUIREMENTS: *No legal requirements*

BACKGROUND INFORMATION: *The Council discusses and each member volunteers to serve on various boards for the ensuing year; this generally occurs at the first meeting after March elections.*

SUPPORTING DOCUMENTS: *Copy of current list of Committees with Council/Staff representation*

CITY MANAGER'S APPROVAL:

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COMMITTEES WITH COUNCIL/STAFF REPRESENTATIVES
(As of March, 2015)

Americans with Disabilities (ADA)	No Council Rep	Jessie Baker, Assistant City Manager Tom McArdle, DPW Director
Bike Advisory Committee	Anne Watson	Mike Miller, Planning Director
Building Code Appeals Committee	Tom Golonka Jeff A. Stetter →	Bob Gowans, Fire Chief Bill Fraser, City Manager (Gossens Bachman Architects)
Capitol Complex Committee	No Council Rep	Paul Carnahan
Capital Projects Committee	Justin Turcotte Dona Bate Jessica Edgerly Walsh	Tom McArdle, DPW Director Sandy Gallup, Finance Director Bill Fraser, City Manager Planning Commission Rep Montpelier Alive Executive Director
CVRPC	No Council Rep	Tina Ruth, PC Member Kim Cheney, Alternate
CVRPC/TAC	Dona Bate	Tom McArdle, DPW Director
Central Vermont Solid Waste	Dona Bate, Alternate	Claire Wheeler
Citizen Advisory Board for Community Justice Center	Anne Watson	Yvonne Byrd, CJC Director
Economic Development Strategic Plan	Jean Olson	Kevin Casey, CD Specialist
Energy Advisory Committee	Anne Watson	Mike Miller, Planning Director Vistas
GMTA/CCTA Advisory Board	No Council Rep	Harold Garabedian
Harry Sheridan Scholarship	Anne Watson	
Housing Task Force	Jessica Edgerly Walsh	Kevin Casey, CD Specialist
Housing Trust Fund Committee	Tom Golonka Jessica Edgerly Walsh	Kevin Casey, CD Specialist
Investment Committee	Tom Golonka	Sandy Gallup, Finance Director
Kellogg-Hubbard Library Board Rep	Thierry Guerlain	Rachel Muse
Montpelier Alive Board		
Montpelier Transportation Advisory Committee	Dona Bate	Tom McArdle, DPW Director
One Taylor Street Design Committee	Mayor John Hollar Jessica Edgerly-Walsh Dona Bate	Bill Fraser, City Manager Jessie Baker, Ass't. City Manager
Parking Advisory Committee	Anne Watson	Kevin Casey, Community Dev. Specialist

Pedestrian Advisory Committee	Jessica Edgerly-Walsh	Kevin Casey, Community Dev. Specialist
Public Safety Authority	Tom Golonka Dona Bate	2 Representatives from each Community 3 Members at Large Bill Fraser, City Manager
Recreation Board	Tom Golonka	Arne McMullen
Water Rate Study Committee	Tom Golonka Justin Turcotte Jean Olson	Sandy Gallup, Finance Director Tom McArdle, DPW Director Bill Fraser, City Manager
T.W. Wood Art Gallery Board	Anne Watson John Hollar	<i>(By the TW Wood deed of gift of paintings, the Mayor is automatically a member of the board.)</i>



CITY COUNCIL Agenda Item# 16-080

Date: March 9, 2016

Consent ☐ Discussion ☒

SUBJECT: *Re-adoption of City Council's Ethics Policy*

SUBMITTING DEPARTMENT: *City Manager's Office*

RECOMMENDED ACTION: *Review and approve, with or without further amendments*

RELATED COUNCIL GOAL/PRIOR ACTION: *N/A*

EXPENDITURE REQUIRED: *N/A*

SOURCE OF FUNDS: *N/A*

LEGAL REQUIREMENTS: *No legal requirements.*

BACKGROUND INFORMATION: *The Council adopts an Ethics Policy for itself for the ensuing year; this generally occurs at the first meeting after March elections.*

SUPPORTING DOCUMENTS: *Copy of current Policy*

CITY MANAGER'S APPROVAL:

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ETHICS POLICY

City of Montpelier Vermont

Adopted by City Council on February 10, 1999

Passed after two public hearings on April 21, 1999

Amended March 11, 2015

Re-affirmed annually at first meeting in March.

Whereas, the residents of Montpelier deserve the finest municipal government possible and;

Whereas, the Montpelier City Council desires to maintain the public trust by conducting all municipal operations in the most ethical and fair manner possible and;

Whereas, the Montpelier City Council appoints many various boards, commissions and committees, as well as the City Manager, and;

Whereas, the Montpelier City Council recognizes that conflicts of interest will occasionally arise in the course of the conduct of municipal affairs, and;

Whereas, the Montpelier City Council desires to provide ethical guidelines and standards for all branches of city government;

Now be it resolved that the Mayor and City Council of the City of Montpelier, Vermont for the purpose of promoting public accountability and trust, hereby adopt the following policy concerning ethical conduct and conflicts of interest for itself and for all subordinate boards, commissions, agencies, committees and employees:

I - Recusal from Official Action

- A. A public officer shall not take any official action if he or she has a conflict of interest in a matter that could result in the officer receiving direct or indirect financial benefit.
- B. In matters involving a conflict of interest other than those previously set forth above, a public officer shall not take any official action on any matter in which he or she has a conflict or interest. A public officer shall not take any action on any matter in which he or she has an appearance of a conflict of interest unless in his or her own estimation, he or she is able to do so fairly, objectively and in the public interest in spite of the appearance of conflict of interest.

- C. It is recognized that Montpelier may have a large number of Vermont State Employees as members of local public agencies. These individuals may generally participate in matters involving state government but should consider recusal or disclosure when matters involve their specific work responsibilities or employment unit.
- D. Public officers shall not offer their individual professional services to applicants after an application is filed.
- E. Officials who are recused as per Sections I-A and I-B of this policy shall physically remove themselves from the remaining members of the Board, Commission, Committee, Council or other such group and refrain from any discussion, deliberation, or communication about the relative issue. When feasible, the recused member shall leave the room where the meeting is being held during consideration of the item in question.

II - Disclosure

- A. A public officer who has reason to believe that he or she has a conflict of interest shall recuse themselves. A public officer who has reason to believe they have an appearance of a conflict of interest but believes he or she is able to act fairly, objectively and in the public interest in spite of the appearance of conflict of interest shall, prior to taking any official action on the matter involving the conflict, disclose to other board members during an official public meeting of the board the nature of the potential appearance of conflict of interest, the action required by the board and the reason why the official believes he or she is able to take such action fairly, objectively and in the public interest in spite of the potential appearance of conflict.
- B. In the event a public officer personally (or through any member of the household, business associate, employer or employee) represents, appears for, or negotiates in a private capacity on behalf of any person or organization in any cause, proceeding, application or other matter pending before the public body in which the officer holds office, the public officer shall disclose his/her relationship to that public body. In such cases, the officer shall not sit with the remaining members of the public body nor be included in any deliberations other than to the extent that all applicants/members of the public are included.

- C. If a public officer does not voluntarily withdraw from official action on any matter in which that public officer has or may have a conflict of interest, another member of the same public body or any interested party to the matter being heard may request that the public body consider the issue of whether that member should recuse him/herself because of conflict of interest. Upon such request the members of the public body, excluding the member with the potential conflict, shall act on the following motion. “Should _____ recuse him/herself because of a conflict of interest or an appearance of a conflict of interest?” If a majority of those voting vote in favor of the motion and if the member with the potential conflict does not recuse him/herself, the chair of the public body shall refer the action of the public body to the City Council.
- D. Violations of this ethics regulation may be grounds for removal from public office, except if such removal is prohibited by law.

III - Emergency

- A. The provisions of Section I shall not apply if the City Council has voted that an emergency exists and that actions of the public body or agency otherwise could not take place. In such cases, a public officer who has reason to believe he or she has a conflict of interest shall disclose such conflict as provided in Section II - A.

IV - Definitions

- A. **“Conflict of Interest”** means a personal or pecuniary interest of a public officer or his or her relative (as defined in 12 VSA 61 (a) and 24 VSA 1203), member of the household, business associate, employer or employee, in the outcome of a cause, proceeding, application or any other matter pending before the public body in which he or she holds office or is employed. “Conflict of Interest” does not arise in the case of votes or decisions on matters in which the public officer has a personal or pecuniary interest in the outcome no greater than that of other persons generally affected by the decision (such as adopting a bylaw or setting a tax rate) who are residents of Montpelier.
- B. **“Emergency”** means an imminent threat or peril to the public health, safety or welfare.
- C. **“Public Body”** means the City Council of the City of Montpelier as defined in the City Charter and all other boards, councils, commissions or committees under the administrative control of the City Council.

- D. **“Public Officer”** means a member of the City Council and/or members of all other boards, councils, commissions or committees under the administrative control of the City Council elected or appointed to perform executive, administrative, legislative or quasi-judicial functions as a member of or for a public body.
- E. **“Official Action”** means engaging in a vote, entering into a contract, authorizing the issuance of a permit, deliberating in connection with or rendering a written or recorded decision, conducting a criminal or disciplinary investigation, or taking any formal action in a quasi-judicial capacity in the course of a public officer’s performance of the duties and responsibilities of his or her office.



CITY COUNCIL Agenda Item # 16-084

Date: March 9, 2016

Consent ☐ Discussion ☐ Public Hearing ☒

SUBJECT: Public Hearing for French Block CDBG Application

SUBMITTING DEPARTMENT: Department of Planning and Community Development

RECOMMENDED ACTION: Open Hearing, take public Comment then close Hearing

RELATED COUNCIL GOAL/PRIOR ACTION: Housing

EXPENDITURE REQUIRED: None

SOURCE OF FUNDS: ACCD/ CDBG

LEGAL REQUIREMENTS: Must be on Council Agenda on March 9th / Ad was Posted in Times Argus on Tuesday February 23, 2016

BACKGROUND INFORMATION:

The City of Montpelier is considering making application to the State of Vermont for an Implementation Grant under the Vermont Community Development Program. A public hearing will be held at 6:30 PM on March 9th, 2016 at 39 Main Street, Montpelier VT 05602 to obtain the views of citizens on community development, to furnish information concerning the amount of funds available and the range of community development activities that may be undertaken under this program, the impact to any historic and archaeological resources that may be affected by the proposed project, and to give affected citizens the opportunity to examine the proposed statement of projected use of these funds. The proposal is to apply for \$510,000 in VCDP Funds which will be used to accomplish the following activities:

The proposed project site is at 32-42 Main Street, Montpelier. The City of Montpelier will act as Municipal sponsor for the application to VCDP for Community Development Block Grant Funds (CDBG) to conduct acquisition, residential rehab multi-family, general administration and program management activities for improvements to property which shall be purchased by Downstreet Housing and Community Development.

SUPPORTING DOCUMENTS: Notice of Public Hearing

CITY MANAGER'S APPROVAL:

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Notice of Public Hearing

The City of Montpelier is considering making application to the State of Vermont for an Implementation Grant under the Vermont Community Development Program. A public hearing will be held at 6:30pm on March 9th, 2016 at 39 Main St, Montpelier VT 05602 to obtain the views of citizens on community development, to furnish information concerning the amount of funds available and the range of community development activities that may be undertaken under this program, the impact to any historic and archaeological resources that may be affected by the proposed project, and to give affected citizens the opportunity to examine the proposed statement of projected use of these funds. The proposal is to apply for \$510,000 in VCDP Funds which will be used to accomplish the following activities:

The proposed project site is at 32-42 Main St, Montpelier. The City of Montpelier will act as Municipal sponsor for the application to VCDP for Community Development Block Grant Funds (CDBG) to conduct acquisition, residential rehab multi-family, general administration and program management activities for improvements to property which shall be purchased by Downstreet Housing and Community Development.

Copies of the proposed application are available at the Montpelier City Hall, Planning and Community Development Department and may be viewed during the hours of 8-4:30pm on Monday – Friday. Should you require any special accommodations, please contact Kevin Casey at 802-223-9507 to ensure appropriate accommodations are made. For the hearing impaired please call (TTY) # 1-800-253-0191.

Legislative Body for the City of Montpelier.

Copy submitted by Alison Freidkin 802-476-4493.

Minutes of the Montpelier Special City Council Meeting
February 4, 2016, 5:30PM
City Council Chambers, City Hall

In attendance: Mayor John Hollar, Councilors Justin Turcotte, Tom Golonka and Jean Olson, Jessica Edgerly Walsh, Dona Bate and Anne Watson. City Clerk John Odum served as Secretary of the meeting.

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

Hearing no objection, the Mayor declared that the meeting would enter executive session pursuant to statute for the purposes of discussing the City Manager's contract, by unanimous consent.

Without objection, the Chair ruled the Council return to open session, and subsequently adjourn by unanimous consent.

Minutes of the Montpelier City Council Meeting
February 24, 2016, 5:30PM
City Council Chambers, City Hall

In attendance: Mayor John Hollar, Councilors Justin Turcotte, Tom Golonka and Jean Olson, Dona Bate and Jessica Edgerly Walsh. Councilor Anne Watson participated via webconference. Assistant City Manager Jessie Baker participated. City Clerk John Odum served as Secretary of the meeting.

The Chair called the meeting to order at 5:35pm.

- 16-063. Councilor Turcotte moved the Council enter executive session (with Bernie Lambek) to discuss a personnel issue (the City Manager's contract). Councilor Olson seconded. The vote was 3-0 (Councilors Bate, Olson, Turcotte voting in favor), and the Mayor voted aye making the final vote 4-0. The motion carried. Councilors Golonka & Edgerly Walsh, who were out of the room at the time of the vote, joined the closed session, as did Councilor Watson.
- 16-062. Hearing no objection, the Chair declared the proposed agenda approved (with the February 4 meeting minutes removed at the Clerk's request) by unanimous consent.
- 16-065. Councilor Turcotte moved approval of the consent agenda, with Item c pulled for discussion, and the Capital Plaza liquor license pulled from item g. Councilor Golonka seconded the motion, and the motion carried by a unanimous roll call vote.
- Councilor Golonka recused himself from voting on approval of the Capitol Plaza liquor license. Councilor Bate moved approval, and was seconded by Councilor Olson. The motion carried on a 5-0 roll call vote (with Councilor Golonka not voting).
- On the discussion of consent agenda Item c, Councilor Turcotte recused himself from the discussion. Councilor Golonka moved approval of item c, with Councilor Watson seconding. The motion carried on a 5-0 roll call vote (Councilor Turcotte abstaining).
- 16-066. The Mayor opened the second Public Hearing to consider proposed amendments to the City's Charter. Hearing no comments, the Mayor closed the Public Hearing at 6:39.
- 16-067. Public Works Director Tom McArdle addressed the Council on consideration of authorizing the installation of traffic control devices (signs) to prohibit through travel by semi-trailer trucks on Phelps Street and Blodgett Avenue. Vicki Lane participated in the discussion. Councilor Turcotte moved the council approve the proposed installation, Councilor Bate seconded. The motion carried on a unanimous roll call vote (6-0).
- 16-068. Assistant City Manager Baker opened the discussion of the Dog Ordinance. Parks Director Geoff Beyer participated in the discussion, as did Carolyn Grodinsky, who spoke to the proposed approach to improving relations around the issue of dogs and the parks. Danis Regal and Marilyn Mode spoke, advocating for minimal changes to the current approach.

16-070. Councilor Bate noted that a group of Councilors and the City Clerk had met to discuss the proposed charter change regarding Berlin Pond. She also recommended the Council consider bringing in a facilitator for the goal-setting process.

Councilor Olson noted the upcoming meeting on economic development, encouraging citizens to attend.

Councilor Turcotte encouraged election participation from citizens.

16-072. The City Clerk noted the voter registration deadline has passed for the coming Town Meeting Day elections, adding that if one tried to register in good faith and it didn't work, to give him a call. Early voting hours Saturday were again set for Saturday from 10AM and 2PM. He added that polls were open on Election Day from 7AM to 7PM.

16-073. Assistant City Manager Baker gave an update on work on a community services transition plan for the Recreation Department, and the Recreation building.

Hearing no objection, the Mayor declared the meeting adjourned by unanimous consent.



CITY COUNCIL Agenda Item # 16-085

Date: March 9, 2016

Consent Discussion X

SUBJECT: Orientation and Overview for 2016-17 Council Year

SUBMITTING DEPARTMENT: City Manager's Office

RECOMMENDED ACTION: Receive report, discussion if needed.

RELATED COUNCIL GOAL/PRIOR ACTION: Maintain Current Level of Service

EXPENDITURE REQUIRED: None

SOURCE OF FUNDS: N/A

LEGAL REQUIREMENTS: None

BACKGROUND INFORMATION: The City Manager will make a brief presentation about the city's organization, roles, leadership philosophy, values and decision making.

SUPPORTING DOCUMENTS: The 2016 edition of the City Council Handbook will be distributed at the meeting.

CITY MANAGER'S APPROVAL:

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

CITY COUNCIL OVERVIEW
March 2014
William Fraser, City Manager

The City Charter is the document which defines the local government authority and operations. The current version was most recently amended in 2012 and a large series of amendments were just approved this March. The charter and any amendments are adopted by Montpelier voters then approved by the legislature. Issues not specifically addressed by the charter are governed by the general laws of the state concerning municipalities. These are found in Title 24 and other places in Vermont statutes. The Powers and Duties of the Mayor and City Council are enumerated specifically in Titles III and IV of the City Charter.

Powers & Duties:

Council Voting: All of the Council's authority flows from actions of the group as an entity and not from unilateral actions of individual members. A minimum of four council members present is required to have a quorum to conduct business. Any action requires an affirmative vote of four city councilors regardless of attendance at a meeting. By tradition but not requirement, the Mayor only votes to break a tie or create a fourth vote. The charter also provides veto authority to the Mayor with five votes required to override a veto.

Appointments: The City Council directly appoints the City Manager, City Treasurer, Auditors, City Attorneys, Regional Planning Commission representative, Regional Planning Transportation Advisory Committee representative, Solid Waste District Representative, Public Library Trustee, Housing Authority Board members, Planning Commissioners, Development Review Board, Design Review Committee, Tree Board, Conservation Commission and other ad hoc committees. The Council generally advertises for applicants to fill vacancies in any of the above committee assignments. Applicants are offered the opportunity to speak to the council about their application and respond to questions from the Council.

Ordinances: The Council adopts and amends municipal ordinances after two public readings which are really public hearings. Zoning ordinances and zoning amendments must be considered by the Planning Commission prior to Council action. There are also specific warning requirements for zoning amendments. The Council often holds a concept discussion on a potential ordinance before directing that specific wording be drafted for consideration. State law provides citizens the opportunity to disapprove ordinances adopted by the Council. This can be done through a petition and special election process although it rarely happens in practice.

Policies: The City Council is the policy making body of the city government. As with ordinances, general discussion sometimes precedes a formal policy draft. Proposed policies may be initiated by the City Manager or staff based on perceived need. Policy can also be established through Council decisions on various issues or through initiative of a Council Member.

Budget: The City Council approves an annual budget which is then presented to the voters for consideration on Town Meeting Day. The process by which that budget is developed requires additional time spent by Council Members. In September/October the City Manager provides

Council Members with a questionnaire about various aspects of city operations and finances. Council members complete the survey which includes an opportunity for general comments. In some years, the Council has developed specific finance and budget policy from the surveys, in other years the surveys have been used as broad guidelines.

Based on a Council approved schedule and process, the City Manager and Finance Director compile the budget, review departmental requests and make an assessment of community needs. The City Manager presents the Council with a recommended budget in early December. The Council conducts public budget workshops with Department Heads to discuss operations, budget requests and specific issues. These workshops are held in December. During or immediately after these workshops, the Council may make changes to the Managers recommended budget. The Council then conducts televised public budget hearings in January which may include the ability for citizens to participate by telephone. Throughout the process, city staff provides budget information to the public through press releases, an article in the Montpelier Bridge, website and other opportunities. After the public hearings, the Council adopts the budget and places it on the annual City Meeting Warning for voter consideration. The annual report details the proposed budget for the public.

City Council Operations:

Meeting Schedule: Regular Council Meetings are normally held on the second and fourth Wednesdays of each month. There are occasional special meetings held outside of this time frame such as the budget and goals workshops and others as necessary. The schedule is sometimes switched to accommodate vacations, anticipated absences, etc. When feasible, one meeting during the summer is cancelled.

Meeting Agenda: The City Manager and Mayor prepare the agenda for Council meetings. The agenda and packet of supporting information is usually prepared by the Friday preceding a Wednesday meeting. Any council member can place an item on an agenda by request. Such requests are most helpful when they are as specific as possible and received by the Manager's office by the Thursday preceding a meeting. The weekly packet will contain a tentative schedule of upcoming agenda items so that Council members can anticipate certain discussions. One method of introducing items for the agenda is to raise the issue during a member's Council report. This provides others an opportunity to react, allows the Manager to schedule the item as appropriate and gives staff time to prepare back up information for the Council. Citizens may request agenda items as well.

Consent Agenda: Virtually all Council meetings contain a consent agenda item. This item is used to handle routine or administrative matters in one vote. Typical consent agenda items are meeting minutes, license approvals, bid awards, authorization for contract signatures, etc. Any item can be pulled off of the consent agenda for full discussion at the request of any individual council member. The consent agenda is intended to be used for convenience and time savings, not to sidestep discussion or deliberation.

Council Reports: Each council meeting contains a Council Reports agenda item. At this time, each council member is provided the opportunity to speak on any topic they feel is relevant. This

time has been used to request agenda items, relay communications from citizens, present initiatives or state concerns/positions on issues. It is also often used to offer congratulations, thanks or acknowledgments.

Citizen Comments: Each council meeting begins with General Business and Appearances. This provides an opportunity for anybody to raise an issue or make a comment about something not on that night's agenda. In addition, citizens are generally offered an opportunity to participate in deliberation of agenda items - especially during public hearings. City staff makes an effort to contact citizens known to be interested in or directly impacted by particular agenda items, council members are urged to do the same with their constituents.

Weekly Packet: The City Manager's office prepares and distributes a weekly packet of information for Council Members. This information is uploaded for digital distribution to council members' iPads or computers. The packet includes meeting agendas and supporting information for agenda items. The packet information is also posted on the city's website on Friday afternoons or Monday mornings.

The packet includes a weekly memo from the Manager and Department Heads updating the council on various activities. Please read this memo as soon as you can as it often contains time sensitive information - for example the Manager may inform the council of an action that will be taken on a certain date unless objections are received earlier. The packet also contains copies of correspondence and other matters of interest to the council. Council members may provide material to the Manager's office that they'd like included in the packet. All material in the Council packet is considered public information unless clearly marked otherwise with proper statutory citation. Items that are confidential are typically restricted to active litigation, contract negotiations or personnel issues consistent with the public records law.

Public Hearings: Public Hearings are required for a variety of issues including some ordinances, grant applications, bond issues, budgets and warning articles. Public Hearings are different from regular agenda items in that they are specifically designed to elicit public comment and are warned as such on the meeting agenda. During a public hearing, the Mayor usually calls for an explanation of the issue being considered then will officially open the hearing. Council Members should refrain from deliberation during the public hearing since that is the time for input from the general public. If an unusually large crowd wishes to speak, the Mayor may ask for people to sign up and may impose time limits on speakers. Council members may add comments and take action after the Mayor closes the hearing.

Goals and Priorities: Both Council and Staff have found that issues move forward more efficiently when the Council as a whole establishes some clear goals, objectives and priorities for the City. The work plan for the year as well as the pacing of council agenda items is then geared toward accomplishing these priorities. The Council has typically identified five to ten major policy goals with specific activities/objectives designated for each goal. Once developed, these goals are formally adopted at a regular council meeting. The Manager provides the council with progress reports on the goals.

Legislative Priorities: As issues arise during the session, the council may be asked to take positions. The council may wish to revisit how and when/if they want to take positions on legislative issues.

Lobbying: In an effort to maintain consistency in the city's voice or position, legislative advocacy efforts are coordinated through the City Manager's office. The current Mayor, for his own work reasons, maintains a regular presence at the State House during the legislative session. Therefore he often functions as the city's de facto chief legislative liaison. The City Manager also visits the State House occasionally and generally testifies on behalf of the city on significant issues or priorities. The Mayor and/or Council Members are occasionally called in for major items. In addition to the city's direct efforts, the Vermont League of Cities and Towns (VLCT) represents the interests of municipal governments. The city works closely with the League to coordinate efforts and tracking of issues. VLCT adopts a municipal policy which directs its advocacy work. At the present time, the City Manager is a member of the VLCT Board of Directors.

Communications with public: Council members will receive communications from residents in the form of phone calls, letters, e-mail and sidewalk conferences as well as citizen participation at council meetings. If the communication involves a direct complaint about city services, Council members should relay the information to the City Manager's office as soon as reasonably possible. Staff will address the concern, contact the citizen directly (or work through the council member whichever is preferable) and either develop a path for resolution or an explanation of the city's actions/decision/policy etc.

Letters or comments dealing with broader city policy should be shared with other council members. This can be done through the council packet and/or council reports. It is still advisable to contact the City Manager's office immediately so that the Council member can obtain as much information for response as possible. It is good general policy to copy all council members and the City Manager on e-mail correspondence concerning city business.

Communications with city staff: The city operates in a Council-Manager form of government. In the strictest sense of the form, the council should communicate with city staff solely through the City Manager (Title X, section 9 of the charter). In reality, Council members occasionally contact department heads directly for the purposes of obtaining information or sharing information. Council Members should be aware that Department Heads are expected to inform the City Manager of the content of all such contacts. Council Members are urged to begin their inquiries with the Manager who may refer them to the appropriate staff member. This maintains open lines of communication. Council members should exercise restraint and discretion with regard to official contact with all other city employees (excluding the Manager's office staff) unless absolutely necessary and should inform the Manager if and when such contact occurs. Whenever possible, inquiries from individual Council members will be followed up with a written summary so that all Council members receive the same information. Council members should be clear that electronic mail communications between municipal officials, particularly between fellow members of elected bodies, are considered public information and should be treated as such. The city provides an e-mail address for council members so that all city related communications can be maintained on the city's server.

Communications with the press: Statements to the press on behalf of the official city government are generally made by either the Mayor or the City Manager or a specifically authorized representative of the city on a particular matter. Such statements are intended to communicate the policy or philosophy of the council as a whole and not necessarily nuances that each individual member may be concerned with. Council members may speak individually, of course, but need to be clear whether they are expressing their personal opinion or speaking as an authorized representative of the entire council.

In addition to responding to regular questions from the press as matters arise, City staff occasionally issues press releases about council actions or city government activities. The Manager and Mayor also write a regular article for the *Montpelier Bridge* newspaper and the city maintains a web site (www.montpelier-vt.org) and Facebook (City of Montpelier, VT) and Twitter (@vtmontpelier) accounts to provide public information.

Legal Issues: In matters involving legal issues - especially active litigation, the council usually adopts a motion referring all press or public inquiries to the City Manager and/or City Attorney. This maintains a consistent line of communication and reduces the opportunities for statements which may disrupt or confuse resolution of the matter.

City Attorneys: The City uses three main law firms. Primmer Piper in Montpelier, is the city's general law firm. Paul Giuliani handles matters of general municipal law as well as contracts, collections, ordinance enforcement, etc. Steven Stitzel and Robert Fletcher, of Stitzel, Page & Fletcher in Burlington, handle land use cases and specialized matters. That means they, or another member of the firm (usually Joe McLean), handles zoning appeals and advice, permit issues, Act 250 issues and other cases as requested. John Klesch has been handling insurance and public records cases. Scott Cameron, Bernie Lambek and Steve Cusick, of Zalinger, Cameron & Lambek in Montpelier, handle labor issues such as collective bargaining questions, arbitrations, and compliance with employment related laws. In addition, the city is occasionally covered by our liability insurance carrier when general liability suits are brought against the city. The carrier will hire an attorney for the city who works in conjunction with the City Attorneys office. Additionally, the City may retain other attorneys for specialized work or when a conflict of interest occurs with one or more of our regular firms.

Legal Case Management: If the city is sued or if a local board decision is appealed to court, the council will receive immediate e-mail notice and a copy of the suit. If the case involves unusual issues or will require an extraordinary expenditure of funds, the case attorney will meet with the City Council in executive session to review the facts, options and strategies. The Council generally provides broad guidance to the attorney and delegates case management to the attorney and City Manager. The matter is brought back to the council as updates are necessary or key decisions are required.

If the city is about to commence a legal action such as a law suit or major enforcement action, the Council must be directly involved in the decision. The council also directly makes decisions about appeals of Superior Court decisions to the Supreme Court.

Open Meeting Law: As a public body, the City Council is subject to the provisions of the open meeting law. Over the last few years, the Council has attempted to utilize executive sessions as infrequently as possible. The Council has adopted a formal statement regarding open meetings as guidance for city committees. It is particularly important to avoid deliberation and decision making on substantive matters either electronically or in non- public meetings. (i.e. four or council members standing on a sidewalk or at a social event or even in the council chambers after a meeting has formally adjourned). Council meetings are televised on local cable TV, streamed live on the web with the video archived on the web so that they can be viewed after the fact.

Public Records: Similarly, the City is subject to the state's open records law. Generally all city documents or records are considered open to the public. The law contains some specific exemptions. There is evolving law developing on electronic records and communications. As stated earlier, any e-mail you send or receive in your capacity as a City Council Member may be considered a public record and could be released to a member of the public or press. Please keep that in mind when communicating by e-mail.

Rules of Procedure: The Council adopts Rules of Procedure for itself for the ensuing year. This generally occurs at the first meeting after March elections.

Vermont League of Cities & Towns: The city is a member of VLCT. The League is an association of all municipal governments in Vermont. Their mission is to strengthen and serve Vermont local government. They are the lobbying voice of municipalities and also provide many direct services, products and training. The city purchases property and casualty liability insurance, worker's compensation insurance and unemployment insurance through VLCT insurance trusts, for example.

City Manager:

Montpelier operates under the Council-Manager form of city government. Under this system, the City Council is the legislative body with responsibility for adopting policy (including financial policy) for the city, making certain board/commission appointments and enacting ordinances and regulations. The City Manager is appointed by the City Council to implement council policies, appoint/remove city staff, enforce local ordinances and regulations and run the local government. Title X of the City Charter details the duties and authority of the City Manager. In practical terms, the relationship between Council and Manager is similar to that of School Board-Superintendent or a Board of Directors and an Executive Director.

In this system, all city employees (except the City Clerk) report directly or indirectly to the City Manager and the Manager has administrative authority over all departments. This includes appointment and removal authority. The Manager is the link between the elected representatives of the community (the Council) and the administrative and service delivery end of government (the departments/employees).

Interaction with City Council: The Manager has very frequent interaction with the Council at meetings, in writing, by e-mail and by telephone. The Manager provides reports, updates and

action recommendations to the council. As mentioned earlier, Council actions are a product of the group as a whole. As such, priority is placed on those issues which have been endorsed, supported, approved or directed by the group. Requests from individual council members are handled as appropriate and may be referred to the whole council for consideration. Constituent complaints, however, will be responded to directly unless they involve policy decisions. The Manager's office also receives many direct citizen comments and is handling any number of internal operational issues at a given time.

Annual Performance Review; The City Council conducts an annual performance review of the City Manager in January and February (prior to elections and potential changes on the Council). Each Council member receives a written evaluation form which they complete and return. A compilation of all responses is made and distributed to the Council for review. The Council and Manager then meet in a special workshop executive session to discuss the written comments, the manager's performance and the performance of all city operations. This has proven to be a very productive and constructive process for both the Manager and the Council.

Employment Agreement; The City Manager has a written employment agreement with the City Council. The agreement is usually reviewed in conjunction with the Managers annual review.

Municipal Operations; The City government is responsible for the following operations.

Elections/Licenses/Revenues/Land Records - *City Clerk John Odum 223-9500*
jodum@montpelier-vt.org

Fire/Ambulance/ Emergency Management/Health- *Fire Chief Robert Gowans 229-4913*
rgowans@montpelier-vt.org

Police/Parking/Dispatch - *Police Chief Anthony Facos 223-3445* afacos@montpelier-vt.org

Public Works incl. Streets, Water, Sewer, Equipment - *Public Works Director Todd Law 223-9508* tlaw@montpelier-vt.org

Planning/Development/Zoning/Housing/Building Inspection - *Planning Director vacant 223-9506*

Finance/Risk Management/Information Systems/Human Resources/Treasury - *Finance Director Sandy Gallup 223-9510* sgallup@montpelier-vt.org

Property Assessment - *Assessor Stephen Twombly 223-9504* stwombly@montpelier-vt.org

Parks & Parks Commission – *Elected Parks Commission, Parks Director Geoff Beyer 223-7335*
gbeyer@montpelier-vt.org

Green Mount Cemetery – *Elected Independent Cemetery Commission, Cemetery Superintendent Patrick Healy 223-5352* gcemetery@montpelier-vt.org

The City Clerk is elected directly by public, the City Treasurer is appointed by the City Council, all others are appointed by City Manager except Cemetery Superintendent who is appointed by the Cemetery Commission. Presently the Treasurer is Charlotte Hoyt who works part time in the Finance Department.

City Managers Office

City Hall - 39 Main Street
Montpelier, Vermont 05602
802-223-9502 Phone
802-223-9519 Fax
wfraser@montpelier-vt.org

City Managers Residence

93 Towne Hill Road
Montpelier, Vermont 05602
802-223-5936 Phone
802-522-5846 Cell Phone

The Assistant City Manager is Jessie Baker. jbaker@montpelier-vt.org 802-262-6250

The City Manager's Executive Assistant is Sandy Pitonyak spitonyak@montpelier-vt.org

The other Staff Assistant in the Manager's office (Assessor's Assistant) is Jane Aldrighetti
jaldrigh@montpelier-vt.org

City Hall Official Hours of operation are 8:00 AM to 4:30 PM Monday through Friday. Closed on Holidays.



CITY COUNCIL Agenda Item # 16-078(b)

Date:

Consent X Discussion ____

SUBJECT: Recommendation of contract awards (2) for FY16 Highway Pavement Markings.

SUBMITTING DEPARTMENT: Public Works

RECOMMENDED ACTION: Award of the pavement marking contract for crosswalks, stop bars, and stenciled markings to the lowest bidder, Hi-Way Safety Systems, Inc. in the base bid amount of \$10,970.00 and award of the pavement marking contract for painted lines to the lowest bidder, Hi-Way Safety Systems, Inc. in the base bid amount of \$7,171.00.

RELATED COUNCIL GOAL/PRIOR ACTION: L. Maintain investments to become a bike and pedestrian friendly city

EXPENDITURE REQUIRED: \$18,141.00

SOURCE OF FUNDS: General Fund & Parking Fund

LEGAL REQUIREMENTS: All streets, highways, bikeways, or private roads open to public travel shall conform to the National Manual on Uniform Traffic Control Devices which indicates "Physical maintenance of traffic control devices should be performed to retain the legibility and visibility of the device, and to retain the proper functioning of the device".

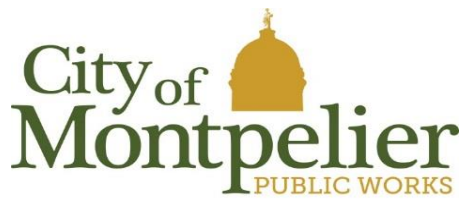
BACKGROUND INFORMATION: The Public Works Department solicited bids for applying painted crosswalks (90), stop bars (45), and bike stencils (122) throughout the city. Five sealed bids were received and publicly opened on Friday, February 19, 2016 (Bid Tabulation attached). Hi-Way Safety Systems, Inc. provided the lowest bid of \$10,970.00.

The Public Works Department solicited bids for applying center lines, lane lines, edge lines, and bike lane lines throughout the city. Four sealed bids were received and publicly opened on Friday, February 19, 2016 (Bid Tabulation attached). Hi-Way Safety Systems, Inc. provided the lowest bid of \$7,171.00.

DPW staff has worked with Hi-Way Safety Systems, Inc. in the past and received acceptable results and concluded that the low bid is in compliance with the contract instructions and requirements.

SUPPORTING DOCUMENTS: Bid Tabulations

CITY MANAGER'S APPROVAL:



BID TABULATION

Project Name: FY2016 Highway Pavement Markings/Crosswalks, Stop Bars, & Stenciled Markings

Release Date: 2/1/2016

Quote Due Date/Time: 1/19/2016 @ 10:00 a.m.

Firm	Item	Unit	Quantity	Unit Price	Total Price	Bid Amount
Hi Way Safety Systems, Inc.	1. Bike Lane Stencils	EA	42	\$25.00	\$1,050.00	\$10,970.00
	2. Sharrow Stencils	EA	80	\$25.00	\$2,000.00	
	3. Piano Key Crosswalks	SF	14,500	\$0.45	\$6,525.00	
	4. Stop Bars	SF	3,100	\$0.45	\$1,395.00	
Markings, Inc.	1. Bike Lane Stencils	EA	42	\$31.50	\$1,323.00	\$13,447.00
	2. Sharrow Stencils	EA	80	\$43.75	\$3,500.00	
	3. Piano Key Crosswalks	SF	14,500	\$0.49	\$7,105.00	
	4. Stop Bars	SF	3,100	\$0.49	\$1,519.00	
Markings, Inc.	1. Bike Lane Stencils	EA	42	\$50.00	\$2,100.00	\$15,780.00
	2. Sharrow Stencils	EA	80	\$50.00	\$4,000.00	
	3. Piano Key Crosswalks	SF	14,500	\$0.55	\$7,975.00	
	4. Stop Bars	SF	3,100	\$0.55	\$1,705.00	
Frank's Line Striping, Inc.	1. Bike Lane Stencils	EA	42	\$20.00	\$840.00	\$20,040.00
	2. Sharrow Stencils	EA	80	\$20.00	\$1,600.00	
	3. Piano Key Crosswalks	SF	14,500	\$1.00	\$14,500.00	
	4. Stop Bars	SF	3,100	\$1.00	\$3,100.00	
L&D Safety Markings Corp.	1. Bike Lane Stencils	EA	42	\$25.00	\$1,050.00	\$28,810.00
	2. Sharrow Stencils	EA	80	\$50.00	\$4,000.00	
	3. Piano Key Crosswalks	SF	14,500	\$1.35	\$19,575.00	
	4. Stop Bars	SF	3,100	\$1.35	\$4,185.00	



BID TABULATION

Project Name: FY2016 Highway Pavement Markings/Painted Lines

Release Date: 2/1/2016

Quote Due Date/Time: 1/19/2016 @ 10:00 a.m.

Firm	Item	Unit	Quantity	Unit Price	Total Price	Bid Amount
Hi Way Safety Systems, Inc.	1. 4" Double Yellow Center Line	LF	14,200	\$0.080	\$1,136.00	\$7,171.00
	2. 4" White Lane Line	LF	5,650	\$0.040	\$226.00	
	3. 4" White Edge Line	LF	85,200	\$0.040	\$3,408.00	
	4. 6" White Edge Line	LF	49,000	\$0.049	\$2,401.00	
Poirier Guidelines	1. 4" Double Yellow Center Line	LF	14,200	\$0.082	\$1,164.40	\$8,402.95
	2. 4" White Lane Line	LF	5,650	\$0.043	\$242.95	
	3. 4" White Edge Line	LF	85,200	\$0.043	\$3,663.60	
	4. 6" White Edge Line	LF	49,000	\$0.068	\$3,332.00	
Markings, Inc.	1. 4" Double Yellow Center Line	LF	14,200	\$0.090	\$1,278.00	\$8,698.25
	2. 4" White Lane Line	LF	5,650	\$0.045	\$254.25	
	3. 4" White Edge Line	LF	85,200	\$0.045	\$3,834.00	
	4. 6" White Edge Line	LF	49,000	\$0.068	\$3,332.00	
L&D Safety Markings Corp.	1. 4" Double Yellow Center Line	LF	14,200	\$0.140	\$1,988.00	\$15,136.00
	2. 4" White Lane Line	LF	5,650	\$0.080	\$452.00	
	3. 4" White Edge Line	LF	85,200	\$0.080	\$6,816.00	
	4. 6" White Edge Line	LF	49,000	\$0.120	\$5,880.00	



CITY COUNCIL Agenda Item # 16-081

Date: March 9, 2016

Consent ☐ Discussion ☒

SUBJECT: *Re-adoption of City Council's Rules of Procedure*

SUBMITTING DEPARTMENT: *City Manager's Office*

RECOMMENDED ACTION: *Review and approve, with or without further amendments*

RELATED COUNCIL GOAL/PRIOR ACTION: *N/A*

EXPENDITURE REQUIRED: *N/A*

SOURCE OF FUNDS: *N/A*

LEGAL REQUIREMENTS: *No legal requirements*

BACKGROUND INFORMATION: *The Council adopts Rules of Procedure for itself for the ensuing year; this generally occurs at the first meeting after March elections*

SUPPORTING DOCUMENTS: *Copy of current Rules*

CITY MANAGER'S APPROVAL:

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

Montpelier, Vermont
CITY COUNCIL RULES OF PROCEDURE

Adopted April 10, 1963

(Amended March 9, 1977; May 28, 1980; May 11, 1983;
May 13, 1987; March 8, 1989; March 17, 1992;
March 9, 1994; March 27, 1996; March 11, 1998; March 10, 1999; March 8, 2000; March 28, 2001;
March 12, 2008; March 14, 2012; March 12, 2014)

1. The Chair shall preserve order in the meetings and regulate its procedure by applying the rules of order impartially to all members and the public. Absent objection, the Chair may determine the order in which the City Council considers items on the agenda. Absent such unanimous consent, the provisions of Rule 8(c) below shall control.
2. The Mayor will vote only to break a tie vote, to create a tie vote, to create a fourth vote, or for appointments and bond resolutions of necessity.
3. No one other than the Mayor may normally address the meeting unless called upon or recognized by the Chair. If members of the City Council or staff wish to speak, therefore, they must first be recognized by the Chair.
4. Members of the audience must be recognized by the Chair as well, and are required to state their name and address.
5. No vote is required unless a motion is involved.
6. Any discussion should be limited to the agenda item under consideration and not more than one person should be speaking on the same item at one time.
7. Any items discussed in the agenda under the heading of general appearances should be limited to not more than 10 minutes per subject, unless extended by majority vote of the Council.
8. Definitions:
 - (a) Regular meetings shall mean the meetings to be held on the second and fourth Wednesday of each month, and may be adjourned to a date and time certain.
 - (b) Special meetings shall mean all meetings of the City Council other than regular Meetings; notice thereof shall be given as provided by statute.
 - (c) Agenda shall mean a table of items of business for consideration at a Council meeting. Upon motion duly seconded and adopted, agenda items may be added deleted or passed over at any time.
 - (d) Executive Session shall mean meetings as provided for in V.S.A., Title I, Section 313, Subsection (a), for the purpose of discussing contracts, labor relations, agreements with employees, arbitration, grievances, civil actions at law or prosecutions by the State where premature general public knowledge would clearly place the state, municipality, other public body or person involved at a substantial disadvantage; the negotiating or securing of real estate options; the appointment or employment or

CITY COUNCIL RULES OF PROCEDURE

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evaluation of a public officer or employee; a disciplinary or dismissal action against a public officer or employee; but nothing in this subsection shall be construed to impair the right of such officer or employee to a public hearing if formal charges are brought; a clear and imminent peril to the public safety; discussion or consideration of records or documents excepted from the access to public records provisions of section 317(b) of this title, or any other purpose allowed by statute. Discussion or consideration of the excepted record or document shall not itself permit an extension of the Executive Session to the general subject to which the record or document pertains. The substance of matters discussed in Executive Session shall not be disclosed by any participant, nor shall minutes of Executive Sessions be maintained.

9. The agenda shall be prepared by the City Manager and shall include such items of business as the Mayor may wish to bring to the attention of the Council, and also such items as may be requested by any member of the City Council before 12:00 noon on a Thursday preceding the regular Council meeting.
10. The agenda for the regular meetings shall be closed at 12:00 noon on Thursday preceding the regular Council meeting and a copy of the same shall be delivered to each Council member.
11. Citizen's may request that items be placed on the Council's agenda by submitting written requests. In the event that the nature or timing of the item is such that it must be discussed at the next regular Council meeting, the written request must be submitted to the City Manager by 4:30 PM on the Thursday preceding the next Council meeting. With other requests, the Manager may determine the appropriate meeting date based on . criteria including, but not limited to, items already scheduled, continuity with other issues and required deadlines or time lines.
12. The agenda shall indicate the name of the official proposing the item and whether or not such official anticipates voting action on it.
13. Each agenda may contain a section entitled Consent Agenda. Items listed on the Consent Agenda may be voted upon collectively. Examples of such Consent Agenda items are the minutes, vendors' licenses, routine approvals and other non-controversial matters. If desired, the request of a single Council Member will be sufficient cause to remove an item from the Consent Agenda and vote on it separately.
14. Items on the agenda not indicated for vote are not to be brought on for vote without the consent of two-thirds of the Council Members present at the meeting. Matters not on the agenda of a regular meeting may be brought on for discussion and vote by the unanimous consent of all Council Members present.
15. Special and emergency meetings may be called by the Mayor. The Mayor, or, in case of his/her failure, the City Clerk, shall call special or emergency meetings on the request of three (3) members of the City Council.
16. Notice of special meetings, including a statement of the business proposed to be transacted, shall be given to each member of the City Council at least twenty-four (24) hours in advance of the time of the meeting. Notice of special meetings need not be in writing, but in event of failure of actual notice, written notice mailed or delivered to the home of the Council Members not otherwise contacted and posted at least twenty-four (24) hours in advance of the meeting shall be sufficient.

CITY COUNCIL RULES OF PROCEDURE

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17. Special emergency meetings may be held without formal notice, providing not less than five (5) members of the Council voluntarily agree to assemble for that purpose, but such meeting shall be held only after all reasonable means have been used to notify any Council Member not present, with reasonable opportunity given to such Council Member to attend, and the minutes of such meeting shall state the means used to notify or attempt to notify such absent members that the meeting was to be held.
18. Application for Council permits shall be considered as agenda items.
19. The rules of procedure to be followed by the City Council shall be Robert's Rules of Order, most recent revision, when otherwise not specified in the Rules of Procedure and City Charter.
20. Nothing in these Rules of Procedure shall conflict or alter the Rules and Procedures granted by the Montpelier City Charter and/or State Law.
21. A parliamentarian shall be elected at the same time as the President and Vice President of the City Council.