



Agenda

Regular City Council Meeting

Montpelier Senior Activity Center, 58 Barre Street, Montpelier, VT 05602 & Zoom

<https://us06web.zoom.us/j/84831697388?pwd=ssMBx8Gdv8bqf3bAGXMUHLvsbouTjt.1>

Meeting ID: 848 3169 7388 Passcode: 354565

Dial by your location: +16469313860,,84831697388# US +19292056099,,84831697388# US (New York)

Wednesday, May 27, 2026

6:30 P.M.

1. Call To Order By The Mayor
2. 2026-202. Meeting Logistics and Remote Introductions
 - Display your first and last name if you are joining remotely.
 - When speaking, state your name and where you live.
 - Keep comments to about three minutes so others have the opportunity to speak.
 - If you have several questions, please ask them together.
 - Focus comments on the agenda item under discussion.
 - Direct remarks toward policies, decisions, and ideas, not individuals.
 - Avoid comments about a person's character or intent.
 - Wait to be recognized by the Mayor before speaking.
 - Follow the rules of procedure included in the agenda packet, which guide how the meeting is conducted and may be applied as needed to maintain orderly discussion.
3. 2026-203. Approve Agenda
4. 2026-204. General Business and Appearances
5. 2026-205. Consent Agenda
 - a. Minutes
 - b. Payroll and Warrant Approval
 - c. Liquor & Tobacco Licenses
 - d. Tree Well Guards & Gates Purchase Approval
 - e. Elm St. Water Service Replacement
6. 2026-206. Pride Month Resolution
7. 2026-207. North Branch Resolution
8. 2026-208. Foundation for a Resilient Montpelier River's Edge Master Plan

9. 2026-209. Resilience Expenses Approval — Montpelier Commission on Resilience and Recovery Reserve Fund
10. 2026-210. FEAST Program Update
11. 2026-211. Homelessness Update
12. 2026-212. Montpelier Community Fund Grant Award Approval
13. 2026-213. Clerk's Records Digitizing
14. 2026-214. City Manager Performance
15. 2026-215. Summer Schedule Check-In
16. 2026-216. Other Business
17. 2026-217. City Council Reports
18. 2026-218. City Clerk's Report
19. 2026-219. City Manager's Report
20. 2026-220. Mayor's Report
21. Adjournment

City of Montpelier
Regular Meeting of the City Council
May 13, 2026, 6:30 p.m.

Montpelier Senior Activity Center
58 Barre St., Montpelier, VT 05602
Virtual attendance option provided

Present: Mayor Marc Gwinn, and Councilors Adrienne Gil, Pelin Kohn, Sal Alfano, Cary Brown and Jim Sheridan (virtual). Excused: Councilor Ben Doyle and City Clerk John Odum. Deputy City Clerk Sara McMillon acted as secretary.

Mayor Marc Gwinn called the meeting to order at 6:32 p.m. A quorum was present.

2026-185. Meeting Logistics and Remote Introductions

Mayor Gwinn reviewed meeting rules and logistics. He welcomed members of the public attending.

2026-186. Approve Agenda

Councilor Gil moved to add an agenda item, the condition requiring immediate action is focused on the unhoused in Montpelier and revisiting our encampment policy for possible amendments to include the downtown. Councilor Sheridan seconded. Mayor Gwin ruled the agenda addition required unanimous approval. The motion failed (4-1). Councilors Alfano, Gil, Kohn and Sheridan voted in favor. Councilor Brown voted against the motion.

Councilors agreed homelessness should be a standing item on every regular meeting agenda for an updated report at a minimum.

The agenda for the meeting was reviewed and approved unanimously (5-0).

2026-187. General Business and Appearances

Stephen Whitaker, a Montpelier resident, addressed the Council concerning the downtown area.

Zachary Hughes, chair of the Montpelier homelessness committee, provided a report on the committee's efforts.

David Bellini, a Montpelier resident, discussed road conditions and state government relations.

Alan Goldman, a Montpelier property owner, commented on the reduction of opportunities for public comments during regular Council meetings.

Jameson Rise, a downtown Montpelier employee, discussed the benefits of outdoor events for the city.

Councilor Kohn commented on Mental Health Awareness Month.

2026-188. Consent Agenda

Councilor Brown moved to approve the consent agenda. Councilor Alfano seconded. The motion carried unanimously (5-0).

- a. Minutes of the April 22, 2026, regular City Council meeting and April 29, 2026, special Council meeting;
- b. Payroll and Warrant Approval;
- c. Liquor & Tobacco Licenses for Hunger Mountain Co-Op, 2nd class liquor; Namaste Indian Nepali Kitchen, 1st and 3rd class liquor; Parker's Quick Stop, 2nd class liquor, tobacco, tobacco substitute; Skinny Pancake, 1st class liquor, outside consumption; Cumberland Farms, tobacco, tobacco substitute; Montpelier Vineyards, outside consumption; Sarducci's, outside consumption; Curry Leaf, 3rd class liquor; Now is the Time Productions, 1st class liquor;
- d. WRRF Air Blower Rebuild, approval of the proposal from Aerzen USA Corp. to inspect and overhaul the Water Resource Recovery Facility rotary lobe compressor;
- e. Big Belly Trash Receptacles – Info from Montpelier ALIVE, authorizing the purchase of two Big Belly double station systems;
- f. Berlin Sewer Replacement, authorizing a contract with Cutting Edge Excavation for the Berlin Street Sewer Replacement Project; and
- g. 2026 Transportation Alternatives/Municipal Highway and Stormwater Mitigation Program Grant, authorizing the execution of the project commitment form and grant agreement for the 2026 Transportation Alternatives/Municipal Highway Stormwater Program Grant.

2026-189. Resolution Honoring National Police Week

Mayor Gwinn read the resolution designating May 10-16, 2026, as National Police Week and honoring the contributions of Montpelier Police Department officers and employees.

Councilor Alfano Sal moved to adopt the national police week resolution. Councilor Gil seconded. The motion carried unanimously (5-0).

2026-190. Resolution Honoring National Public Works Week

Mayor Gwinn read the resolution recognizing National Public Works Week 2026, which is the week of May 17.

Councilor Alfano moved to adopt the resolution recognizing National Public Works Week 2026. Councilor Brown seconded. The motion carried unanimously (5-0).

City Manager Kury thanked staff of the police and public works departments for their hard work and professionalism despite the challenges they encounter daily.

2026-191. River Hazard Amendment Second Reading

Mayor Gwinn opened a public hearing at 7:25 p.m. Planning Director Mike Miller reviewed major changes to River Hazard Area regulations.

Stephen Whitaker, a Montpelier resident, spoke in favor of allowing property owners in River Hazard Areas to create affordable housing units on the first floor of their structures.

Mr. Miller said residential use is allowed on the first floor, but property owners would have to bring the units up to current code, which could require flood proofing or elevation. Short-term housing is permitted.

Mayor Gwinn closed the public hearing at 7:32 p.m.

Councilor Brown moved that we approve the amendment to the River Hazard Area regulation amendments as presented. Councilor Alfano seconded. The motion carried unanimously (5-0).

2026-192. Reappointments to the Development Review Board

Kevin O'Connell reviewed his qualifications for serving on the Montpelier Development Review Board and answered Council questions.

Councilor Brown moved that we reappoint Kevin O'Connell to the Development Review Board. Councilor Kohn seconded. The motion carried unanimously (5-0).

Meredith Crandall, zoning administrator, said Bryan Jones could not be in attendance, and she answered Council questions.

Councilor Kohn moved to reappoint Bryan Jones to the Development Review Board. Councilor Alfano seconded. The motion carried (4-1). Councilors Alfano, Brown, Gil and Kohn voted in favor. Councilor Sheridan was opposed.

2026-193. Local Emergency Management Plan Annual Readoption

Fire Chief Derek Libby discussed the updated Montpelier Action Plan for Local Emergency, which serves as the City's Local Emergency Management Plan. He answered Council questions concerning upcoming plan supplements.

Councilor Alfano moved to approve the 2026 Montpelier Action Plan for Local Emergency. Councilor Kohn seconded.

After discussion, Mayor Gwinn restated the motion as adopting the Montpelier Action Plan for Local Emergency, Local Emergency Management Plan as presented with the amendment that the Berlin Shelter photograph will be added later. The motion carried unanimously (5-0).

2026-194. Water/Sewer Rate Setting

Public Works Director Kurt Motyka and Finance Director Heather Graves gave a presentation concerning planned utility projects and a proposed increase in utility rates. The 4.3% increase is consistent with the Water Sewer Master Plan and budgets previously approved by the City Council. Director Graves explained the rate is the current Consumer Price Index plus one percent.

After Council discussion, Councilor Alfano moved to approve the water and sewer rates as proposed. Councilor Brown seconded. The motion carried (4-1). Councilors Alfano, Brown, Gil and Sheridan voted in favor. Councilor Kohn was opposed.

At 8:49 p.m., the Council took a recess, and the meeting reconvened at 9 p.m.

2026-195. Infrastructure Update

Mr. Motyka and Deputy Public Works Director Zach Blodgett provided a presentation on infrastructure improvement projects and answered Council questions.

2026-196. City Manager Onboarding

Councilor Gil gave a presentation concerning a process for onboarding and evaluating the new City Manager's performance, which could be made applicable to other members of staff. She received Council input.

2026-197. Other Business

Stephen Whitaker, a Montpelier resident, spoke concerning various topics.

2026-198. City Council Reports

Councilor Sheridan reported the Community Fund has executed all its business and distributed funds. Funding for safety and needs was prioritized followed by wants. Councilor Sheridan asked City Manager Kury for information on city property that was not used for a water tower as originally planned.

Councilor Gil discussed a citizen-generated idea for an artistic installation that could have been positive for economic development but is not feasible. She said she plans to work with Chris Thierren who generated the idea and the arts committee on this type of project. Councilor Gil discussed encampment policies and said she would like more information on best practices.

Councilor Brown said the Council should be specific about its expectations for the homelessness committee. She said she would like the committee to report to the Council more frequently. The Council has asked for input on where picnic tables could be placed. Councilor Brown spoke in favor of a revised legislative agenda for the City of Montpelier.

Councilor Kohn reported on the youth committee. She talked with high school students last week and shared the committee's ideas with City Manager Kury. She said she plans to provide the Council with a more detailed report at the next regular meeting.

Councilor Alfano said he would like to discuss committee structures, reporting requirements and other organizational matters during future meetings.

2026-199. City Clerk's Report

Deputy City Clerk McMillon had no report.

2026-200. City Manager's Report

City Manager Kury said she would like to continue discussing how the issue of homelessness should be addressed at future Council meetings. She reported on the number of public records requests. She said she is working with other members of staff on filling vacant positions. Interviews are in process for the senior center director role, and the assistant city manager position will be advertised within a week. Manager Kury requested receiving notice about agenda items so that information can be prepared in advance for the Council.

City Manager Kury reported on the status of City efforts to assist the homeless. Conversations continue concerning the placement of picnic tables. She is working to prepare an analysis on using the City Hall more extensively for sheltering. Staff have attempted to connect people in homeless encampments with services. Some individuals have been referred to the regional situation table which has resulted in people finding housing and services. Manager Kury said additional conversations about the policy landscape would be productive.

2026-201. Mayor's Report

Mayor Gwinn encouraged Councilors to take emergency management training and said he would email links to these opportunities.

Adjournment

Hearing no objection, Mayor Gwinn announced meeting adjournment at 10:58 p.m.

Liquor:

- Oakes and Evelyn, LLC: 1st and 3rd class liquor
- Blacksheep Food Company (Chico's Tacos & Bar), 1st and 3rd class liquor, Outdoor Consumption Permit
- VFH Brown-Johnson Post: 1st and 3rd class liquor



CITY COUNCIL Agenda Item Cover Sheet

Date: 05/27/2026

Consent x Discussion

SUBJECT: Purchase of guards and grates for tree wells

SUBMITTING DEPARTMENT: Parks Department

RECOMMENDED ACTION: Recommend purchasing guards and grates for downtown tree wells from lowest cost vendor Neenah Foundries.

RELATED COUNCIL GOAL/PRIOR ACTION (Highlight as many as needed):

1. Housing
2. Infrastructure
3. Economic Development

EXPENDITURE REQUIRED: \$31,414

SOURCE OF FUNDS: Community Tree Planting Grant and E State St. Bond

LEGAL REQUIREMENTS: N/A

BACKGROUND INFORMATION: This is the order of tree grates and guards for 9 tree wells to be installed on East State Street. All steel needs to be Buy America certified. We solicited 4 quotes from vendors. 2 got back to us with prices, and 2 said they were unable to supply what we needed. We are recommending purchasing from the lower cost vendor Neenah Foundries.

Part of this purchase is being covered by our "Community Tree Planting Grant" from Vermont Urban and Community Forestry. Those are federal dollars with a hard grant deadline of 8/31/26 to spend the funds and complete the work. Since East State St. has been delayed beyond that date and an extension is not possible, the funder has allowed us to purchase materials and stockpile them. We will also be completing 2 tree wells on main st this Summer using these materials. We anticipate moving forward with that work as soon as possible, which is why we are ordering these grates now. Materials will be stockpiled at the stump dump and/or at our shop in Hubbard Park.

SUPPORTING DOCUMENTS:

1. Item 1: Neenah Foundry quote
2. Item 2: Quote tabulation sheet
3. Item 3: Urban Accessories quote

INTERESTED PARTIES: DPW

CITY MANAGER'S APPROVAL:

Kelly McMichaela King



CITY COUNCIL Agenda Item Cover Sheet

Date: May 27th, 2026

Consent **X** **Discussion**

SUBJECT: Elm Street Water Service Replacement Project

SUBMITTING DEPARTMENT: Department of Public Works

RECOMMENDED ACTION: Authorize City Manager or Purchasing Agent to sign a contract with the lowest responsive bidder responsible for the Elm Street Water Service Replacement Project, Jason Merrill Construction.

RELATED COUNCIL GOAL/PRIOR ACTION (Highlight as many as needed):

1. Housing
2. **Infrastructure**
3. Economic Development

EXPENDITURE REQUIRED: Lowest responsible bidder - \$331,820.00

SOURCE OF FUNDS: FY 2026 Water Operating Fund

LEGAL REQUIREMENTS: N/A

BACKGROUND INFORMATION: DPW prepared engineering plans and specifications for the Elm Street Water Service Replacement Project. Elm Street is currently scheduled for repaving as part of the FY27 paving program between State St. and Spring St. In order to address the aging infrastructure within this area, the water services need to be transferred from the older 8" diameter main to the larger more recently installed 12" main, to allow for the abandonment of the 8" water main. The project was advertised to contractors and posted on the Vermont Bid Registry. Bids were opened at 10:00 AM on May 21, 2026, and Jason Merrill Construction was the low bidder.

SUPPORTING DOCUMENTS:

1. Bid Tabulation

INTERESTED PARTIES: Dept. Public Works, water rate payers

CITY MANAGER'S APPROVAL:

Kelly McMichael Key

City of Montpelier
Project: Elm Street Water Service Replacement

Bid Opening
5/21/2026 10:00

				Contractor #1 J. Merrill Construction		Contractor #2 Cutting Edge	
Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price	Unit Price	Total Price
1	Cut & Cap Existing Main	5	EA.	\$ 5,000.00	\$ 25,000.00	\$ 8,500.00	\$ 42,500.00
2	Remove Existing Hydrant	1	EA.	\$ 10,000.00	\$ 10,000.00	\$ 5,500.00	\$ 5,500.00
3	1" Corporation	19	EA.	\$ 500.00	\$ 9,500.00	\$ 1,150.00	\$ 21,850.00
4	1 1/2" Corporation	2	EA.	\$ 1,000.00	\$ 2,000.00	\$ 2,450.00	\$ 4,900.00
5	1" Curb Stop with Boxes	19	EA.	\$ 500.00	\$ 9,500.00	\$ 1,650.00	\$ 31,350.00
6	1 1/2" Curb Stop with Boxes	2	EA.	\$ 2,000.00	\$ 4,000.00	\$ 2,950.00	\$ 5,900.00
7	1" Copper Water Service	410	LF	\$ 150.00	\$ 61,500.00	\$ 68.00	\$ 27,880.00
8	1 1/2" Copper Water Service	50	LF	\$ 80.00	\$ 4,000.00	\$ 88.00	\$ 4,400.00
9	4" DI Water Pipe	30	LF	\$ 150.00	\$ 4,500.00	\$ 225.00	\$ 6,750.00
10	4-Inch Tapping Sleeve with Gate Valve and Box	1	EA.	\$ 15,000.00	\$ 15,000.00	\$ 8,800.00	\$ 8,800.00
11	6-Inch Tapping Sleeve with Gate Valve and Box	1	EA.	\$ 15,000.00	\$ 15,000.00	\$ 11,500.00	\$ 11,500.00
12	Trench Pavement (2.5" Type II & 1.5" Type IV)	240	SY	\$ 125.00	\$ 30,000.00	\$ 185.00	\$ 44,400.00
13	Concrete Sidewalk (5-Inch)	150	SY	\$ 200.00	\$ 30,000.00	\$ 210.00	\$ 31,500.00
14	Remove & Reset Granite Curbing	270	LF	\$ 100.00	\$ 27,000.00	\$ 85.00	\$ 22,950.00
15	Insulation Board	1	MFBM	\$ 6,250.00	\$ 6,250.00	\$ 1,250.00	\$ 1,250.00
16	Thrust Blocks Non-Structural Concrete	6	CY	\$ 1,000.00	\$ 6,000.00	\$ 1,450.00	\$ 8,700.00
17	Certified Flagger	250	HR	\$ 100.00	\$ 25,000.00	\$ 150.00	\$ 37,500.00
18	Misc. Work & Cleanup	1	LS	\$ 34,810.00	\$ 34,810.00	\$ 202,000.00	\$ 202,000.00
19	Performance Bond	1	LS	\$ 12,760.00	\$ 12,760.00	\$ 25,000.00	\$ 25,000.00
				Total	\$ 331,820.00	Total	\$ 544,630.00

Bid Alt #1



CITY COUNCIL Agenda Item Cover Sheet

Date: May 27, 2026

Consent __ **Discussion** **_X_**

SUBJECT: Resolution Recognizing Pride Month 2026

SUBMITTING DEPARTMENT: City Manager/City Council

RECOMMENDED ACTION: Review the draft resolution recognizing Pride Month 2026.

RELATED COUNCIL GOAL/PRIOR ACTION (Highlight as many as needed):

1. Housing
2. Infrastructure
3. Economic Development
4. Good Governance

EXPENDITURE REQUIRED: N/A

SOURCE OF FUNDS: N/A

LEGAL REQUIREMENTS: N/A

BACKGROUND INFORMATION: Pride Month is nationally recognized and celebrated during the month of June. The City has historically recognized Pride Month; view past Resolutions and Proclamations on the City's website here: <https://www.montpelier-vt.org/1303/Proclamations-and-Resolutions>. Learn more about Pride Month on the Library of Congress's website here: <https://www.loc.gov/lgbt-pride-month/about/>

SUPPORTING DOCUMENTS:

1. Draft Resolution – to be read aloud and distributed at the meeting

INTERESTED PARTIES: City Council, City Staff, Community Members

CITY MANAGER'S APPROVAL:

Kelly McMichael Krug



CITY COUNCIL Agenda Item Cover Sheet

Date: May 27, 2026

Consent _ **Discussion** _X_

SUBJECT: Resolution Recognizing North Branch Nature Center's 30 Years of Nature Connection

SUBMITTING DEPARTMENT: City Council/City Manager

RECOMMENDED ACTION: Review the draft resolution recognizing the North Branch Nature Center's 30 years of nature connection in Montpelier.

RELATED COUNCIL GOAL/PRIOR ACTION (Highlight as many as needed):

1. Housing
2. Infrastructure
3. Economic Development
4. Good Governance

EXPENDITURE REQUIRED: N/A

SOURCE OF FUNDS: N/A

LEGAL REQUIREMENTS: N/A

BACKGROUND INFORMATION: Learn more about the North Branch Nature Center on their website here: <https://northbranchnaturecenter.org/>

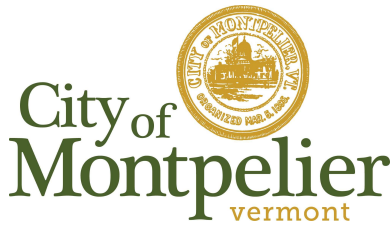
SUPPORTING DOCUMENTS:

1. Draft Resolution – to be read aloud and distributed at the meeting

INTERESTED PARTIES: City Council, City Staff, Community Members

CITY MANAGER'S APPROVAL:

A handwritten signature in black ink that reads "Kelly McMichael Kutz". The signature is written in a cursive, flowing style.



CITY COUNCIL Agenda Item Cover Sheet

Date: May 27, 2026

Consent ____ Discussion X

SUBJECT: Approval of a contract, Memorandum of Understanding (MOU), and expenses with the Foundation for a Resilient Montpelier (FRM).

SUBMITTING DEPARTMENT: Planning & Community Development

RECOMMENDED ACTION: Looking for three motions:

1. Motion to approve the expenditure of up to \$81,040 from the reserve account for the Montpelier Commission on Resilience and Recovery for the purposes of grant match (\$40,040) and other costs associated with the development of the Rivers Edge Master Plan (up to \$36,000).
2. Motion to approve the attached MOU to establish a formal partnership between the City and FRM to collaborate on the development of the Rivers Edge Master Plan. This MOU outlines the respective roles, responsibilities, and financial arrangements necessary to ensure the successful delivery of a comprehensive vision for Montpelier's riverfront.
3. Motion to approve the attached Vermont Municipal Planning Grant (MPG) Program FY26 contract for personal services between the City of Montpelier and FRM for project management in the development of the Rivers Edge Master Plan.

RELATED COUNCIL GOAL/PRIOR ACTION (Highlight as many as needed):

1. Housing
2. Infrastructure
3. Economic Development

EXPENDITURE REQUIRED: up to \$111,040

SOURCE OF FUNDS: \$81,040 from FRM Reserve and \$30,000 MPG

LEGAL REQUIREMENTS: All legal requirements of the grant are embedded in the contract with FRM. The contract is a model document provided by the Department of Housing and Community Development (DHCD).

BACKGROUND INFORMATION: Re-envisioning Montpelier's relationship to its rivers was identified as a strong community priority at public forums held after the 2023 floods. The Montpelier Commission for Recovery and Resilience (MCRR) refined this concept – proposing the development of a Rivers Edge Master Plan for the city. It received strong support during the development of the new Montpelier City Plan 2025 and was identified as a priority for enhancing flood resilience and creating public access. On February 26, 2025, City Council authorized the use of up to \$100,000 for three initiatives for the Commission on Resilience and Recovery which included this Rivers Edge Master Plan.

At the request of MCRR (now the Foundation for a Resilient Montpelier (FRM)) in the fall of 2025, the city supported their application for a municipal planning grant to cover some of the cost of developing the river's edge plan. That application was approved and a grant agreement signed with DHCD earlier this year.

Typically, these Municipal Planning Grant projects and grants would be managed by the planning

department, but the Planning & Community Development Department lacks the staff time to administer it at this time. This river's edge plan has been a concept that FRM has conceived and advanced and they are well positioned to handle the Request for Proposal (RFP) process and work with the consultant to develop the final plan. Handing project management to a third party required special approval by DHCD which has been authorized (staff in the City will still manage the grant funds including paying consultants for any work completed). The grant requirements from DHCD state that we cannot cover staff time for administration and project management with any grant funds and this requirement is carried forward to FRM. For FRM to be paid for their work they will need to be paid, separately, out of their FRM Reserve account in the City's General Fund.

To align with grant conditions, staff at FRM and the Planning & Community Development Department propose managing the project by two separate agreements. First is an MOU which would cover paying FRM for their work, and any of the stakeholders, using funds from the FRM Reserve. They will invoice this time separately and they will be paid directly from the city. The second will be the attached contract with FRM who will solicit a consultant and manage the development of the river's edge master plan. The contract will only cover the costs of the consultant. FRM will approve the consultant's work and invoices before submitting them to the city and we will review and pay the consultant directly using MPG and FRM reserve funds.

To coordinate these agreements, we first need authorization to expend \$81,040 from the FRM Reserve account. Some of the money will cover FRM's work (up to \$25,000), a portion for the stakeholders (up to \$11,000) and a portion will cover the consultant (\$45,040). We then need to approve each of the two agreements with FRM- one contract to manage the consultant and one MOU for the remainder of the costs.

SUPPORTING DOCUMENTS:

1. Minutes from February 28, 2025 Council meeting
2. Packet from the February 28, 2025 Council meeting
3. Memorandum of Understanding between the City of Montpelier and FRM
4. Vermont Municipal Planning Grant Program FY26 contract for personal services between Montpelier and FRM.

INTERESTED PARTIES: Planning Commission, Conservation Commission.

CITY MANAGER'S APPROVAL:

A handwritten signature in cursive script, appearing to read "Kelly McMichael".

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

(802)-223-9519, Fax

**Minutes of the Montpelier City Council meeting
February 26, 2025, 6:30 PM
Montpelier Roxbury High School Library**

Present: Mayor Jack McCullough, Councilors Tim Heney, Cary Brown, and Pelin Kohn. City Clerk John Odum acted as secretary.

The mayor called the meeting to order at 6:34 PM.

- 2025-074. The meeting logistics were reviewed by the mayor.
3. 2025-075. The agenda, with the removal of items e from the consent agenda and item 9, was approved by unanimous consent.
4. 2025-076. Stephen Whitaker felt that we public need bathrooms and a warming shelter. He said that snow removal has cost too much despite damage to signs and traffic lights, there is hydraulic fluid in the snow, and expressed frustration at the follow-up with his stated concerns. Finally, he noted the issue of trash disposal. Zack Hughes thanked the city council for their work, in particular offering a welcome to Jim Sheridan. He asked a question about city council appointments.
5. 2025-077. Councilor Brown asked to pull off item f from the consent agenda for purposes of discussion. Councilor Kohn seconded, and the motion carried unanimously with the vote of the mayor.
- a. Minutes
 - b. Payroll and Warrant Approval
 - c. Building Resilient Infrastructure and Communities Grant Application (BRIC) - Letter of Support
 - d. AARP 2025 Flagship AARP Community Challenge Grant - Letter of Support
 - f. Montpelier Commission for Recovery and Resilience - City Financial Support for Commission Projects
 - g. Liquor and tobacco licenses
- In the discussion of item f - Montpelier Commission for Recovery and Resilience - City Financial Support for Commission - Jon Copans and Stephen Whitaker participated. Councilor Brown moved approval of consent agenda item f and was seconded under Robert's Rules of Order § 4:13. The motion carried unanimously.
6. 2025-078. Councilor Brown moved to void Montpelier Annual City Meeting Ballot Article 12. Councilor Heney seconded, and the motion carried unanimously. Councilor Heney seconded, and the motion carried unanimously

- 7&8. 2025-079/80. The ballot and bond informational session was opened. The assistant city manager presented on both the ballot in general and the proposed bond to practically open both sessions. Stephen Whitaker spoke on the Downtown Improvement District (and the city manager severance package) while the following people spoke: Lex Leiken, Marni Leiken, and Phyllis Rubenstein. No action taken. There were no comments for the bond information portion of the discussion when specifically asked for by the mayor.
11. 2025-083. City Council Reports. Councilor Kohn noted meetings with department heads and gave a statement in support of her re-election. Councilor Heney noted the Valentine's Day Phantom Candidate, noted signs in support to the Department of Public Works, applauded their work, and gave a final statement on his term as councilor.
12. 2025-084 The mayor thanked the council for their work in challenging times and congratulated the high school teams on their recent victories.
13. 2025-085. The city clerk reported on early voting.
14. 2025-086. The city manager opened a brief discussion of the potential use of the Elks Club property by Turtle Island Children's Center.

Without objection, the meeting was adjourned at 7:41 PM.



CITY COUNCIL Agenda Item #

Date: February 26, 2025

Consent X Discussion

SUBJECT: Montpelier Commission for Recovery and Resilience – City Financial Support for Commission Projects

SUBMITTING DEPARTMENT: Finance & City Manager's Office

RECOMMENDED ACTION: Review

RELATED COUNCIL GOAL/PRIOR ACTION:

A. Provide Responsible and Engaged Government

EXPENDITURE REQUIRED: None

SOURCE OF FUNDS: N/A

LEGAL REQUIREMENTS: N/A

BACKGROUND INFORMATION: The Council committed to reserve funds in the General Fund fund balance for Montpelier Commission for Recovery and Resilience (MCRR) in the amount of \$100,000.

SUPPORTING DOCUMENTS: City Council Funds Request MCRR

INTERESTED PARTIES: City Council, Voters, City Staff

CITY MANAGER'S APPROVAL:

The **Montpelier** **Commission** for **Recovery & Resilience**

To: Montpelier City Council

From: Jon Copans, Executive Director, Montpelier Commission for Recovery and Resilience

Re: City Financial Support for Commission Projects

At the City Council meeting on June 13, 2024 the Council voted to set aside \$100,000 to support resilience projects initiated by the Commission for Recovery and Resilience. We are requesting the transfer of these funds as key projects move closer to implementation. These funds will be dedicated to some mix of the 3 Commission projects described below.

As you will see, the overall cost estimate for these projects is well in excess of the requested \$100,000. The Commission is actively pursuing other funding sources - the City funds will be used as “match” to supplement the funding package. Once funds are disbursed by the Commission we will prepare a report to City Council providing details. Here is a summary of the projects:

1. **Downtown Building Assessment** - Our historic downtown core lies along the Winooski River and right at the confluence with the North Branch. It has flooded multiple times historically and we must prepare for it to flood again. 100 buildings in the downtown area were impacted by the 2023 floods. This project will provide a property-by-property assessment of each building to identify improvements to make the building more resilient to flooding. Property owners will also be provided with detailed information about the elevation of their building relative to potential flood levels of the Winooski River. Based on input from potential contractors, an estimated total cost for this project is \$500,000. In collaboration with City staff the Commission is actively pursuing funding for this project from both state and federal sources. Having funds on-hand allocated from the City will be a strong indication of our commitment and readiness to proceed with implementation.
2. **Rivers Edge Master Plan** - The 2023 floods served as a stark indication that we need to re-envision our relationship with our rivers here in the City. Along our rivers edge there is too much impervious pavement and not enough potential flood storage. Meanwhile, multiple properties along the river are slated for the FEMA buyout process meaning they will transfer to greenspace under ownership of the city. Planning should happen for those parcels. Finally, the state is actively considering different scenarios for the Capitol Complex as they plan for how to rebuild. All of this argues for a cohesive vision for our rivers edge throughout the city. A process to develop a Rivers Edge Master Plan will bring together the city, the state, the Capitol Complex Commission and the full community to develop this vision. We estimate that this project will cost \$100,000.

3. Seizing the opportunity presented by disposition of the Federal Building - The General Services Administration has announced plans to dispose of the federal building at 87 State Street in Montpelier. The city and state should ensure that this transition in ownership results in the maximum benefit to our Capitol City. Given the potential pace of the GSA disposition process, the City should quickly begin to develop a vision for repurposing that parcel of land. Because it is contiguous with two other parcels that share a wide swath of paved parking commonly known as “the pit,” a broader vision should also be developed. In 2016 a feasibility study was conducted that evaluated the potential to reconfigure the parcels owned by the State of Vermont and Vermont Mutual Insurance Company. At the time the contiguous federal parcel was not in play. This feasibility study should be dusted off and updated given the opportunity to incorporate the federal parcel and with flood resilience as a key priority. There could be multiple uses for this land and/or the building to benefit our city. An updated feasibility study is a first step on the path to realizing a new vision for this central downtown parcel. We estimate the total cost for this work to cost \$125,000 and are communicating with legislators about a possible appropriation.

We understand that the city is under significant financial pressure and we deeply appreciate the shared commitment to our city’s resilience after the 2023 floods. As noted above, the investment in these projects from the city will unlock significant other resources and each will contribute to the vitality and resilience of Montpelier. All of them originate with the community, supported as ideas for action at community forums hosted after the 2023 floods.

We deeply appreciate the partnership we have with the Council and city staff as we work to bring a vision for a resilient Montpelier to fruition.

Memorandum of Understanding

BETWEEN: The City of Montpelier, Vermont ("City")

AND: Foundation for a Resilient Montpelier ("FRM")

DATE: May 11, 2026

1. Purpose

The purpose of this Memorandum of Understanding (MOU) is to establish a formal partnership between the City and FRM to collaborate on the development of the Rivers Edge Master Plan. This document outlines the respective roles, responsibilities, and financial arrangements necessary to ensure the successful delivery of a comprehensive vision for Montpelier's riverfront.

2. Whereas

WHEREAS, over 1,000 Montpelier community members came together in a series of public forums after the 2023 floods and, at those forums, a re-envisioned downtown emerged as a key priority;

WHEREAS, the Foundation for a Resilient Montpelier (formerly the Montpelier Commission for Recovery and Resilience) has served as a primary driver of this initiative, facilitating initial community engagement and securing grant interest;

WHEREAS, the City of Montpelier adopted the 2025 City Plan, which identifies the creation of a Rivers Edge Master Plan (Strategy RS.23) as a priority for enhancing flood resilience and public access;

WHEREAS, the City has been awarded a \$30,000 Municipal Planning Grant (MPG) from the State of Vermont to support this work and, in addition, has committed a portion of the previously-dedicated \$100,000 in City resilience reserve funds to cover the remaining project costs; and

WHEREAS, both parties recognize that FRM possesses the unique capacity to lead public engagement and provide project management services;

THEREFORE, the parties agree as follows:

3. Roles and Responsibilities

3.1 The City of Montpelier

- **Grantee of Record:** Maintain responsibility for all State MPG terms, including fiscal agency, grant requisitions, and closeout reporting.
- **Final Approval:** Review and approve the final RFP, consultant selection, and the ultimate Rivers Edge Master Plan document.
- **Funding:** Provide compensation to FRM for services rendered and manage payments to the selected planning consultant from dedicated City resilience funds.
- **Technical Support:** The Planning Director will provide guidance on regulatory compliance including municipal procurement rules.

3.2 Foundation for a Resilient Montpelier (FRM)

- **Project Leadership:** Serve as the primary point of contact for project implementation and coordination between the City, stakeholders, and the consultant.
- **Management:** Facilitate the procurement process and oversee the day-to-day progress of the planning consultant.
- **Engagement Lead:** Design and execute a robust public participation strategy to ensure diverse community input.

4. FRM Task List

FRM shall perform the following specific tasks in furtherance of the Rivers Edge Master Plan:

1. **Consultant Procurement:** Draft the Request for Proposals (RFP) in compliance with City and State requirements, convene a selection committee, and provide a recommendation for contract award.
2. **Steering Committee Coordination:** Recruit a diverse multidisciplinary steering committee and facilitate monthly meetings to guide the planning process.
3. **Public Engagement Implementation:** Lead at least three public forums, develop online surveys, and work with the hired consultant to create digital/print materials to maximize community buy-in.
4. **Stakeholder Liaison:** Coordinate participation from key partners, including but not limited to the Vermont River Conservancy, Friends of the Winooski River, and organizations representing unhoused populations.

5. **Project Integration:** Work with the hired consultant to insure the plan incorporates findings from previous studies, such as the RIVER program, and addresses contemporary resilience standards like the Waterfront Edge Design Guidelines (WEDG).

5. Compensation and Term

- **Hourly Rate:** The City agrees to compensate FRM at a rate of **\$85.00 per hour** for project management and engagement services.
- **Not-to-Exceed Amount:** Total compensation for FRM's services under this MOU shall not exceed **\$36,000.00**. Of this total, up to \$11,000 will be set aside for stakeholder compensation.
- **Invoicing:** FRM shall submit monthly invoices to the City Planning Department detailing actual time spent on the tasks outlined in Section 4.
- **Term:** This agreement shall commence upon signature and remain in effect until the completion of the Rivers Edge Master Plan, expected by December 31, 2027, unless terminated earlier by either party. In the event of termination, the City shall compensate FRM for any services that have been completed at the time of termination.

6. Signatures

FOR THE CITY OF MONTPELIER:

 Person

Kelly McNicholas Kury, City Manager

Date:  Date

FOR FOUNDATION FOR A RESILIENT MONTPELIER:

 Person

Jon Copans, Executive Director

Date:  Date

VERMONT MUNICIPAL PLANNING GRANT PROGRAM FY26
CONTRACT FOR PERSONAL SERVICES
City of Montpelier

- 1. Parties:** This is a contract for personal services between the *City of Montpelier, Vermont* (Town) and *Foundation for a Resilient Montpelier* (Contractor), its principal place of business in Montpelier, Vermont. Contractor's form of business organization is a non-profit corporation.
- 2. Subject Matter:** The subject matter of this contract is personal services generally about providing project management in the development of a Rivers Edge Master Plan. Detailed services that Contractor will provide are described in Attachment A.
- 3. Maximum Amount:** In consideration of the services to be performed by Contractor, Town agrees to contribute the grant award to the development of the Rivers Edge Master Plan. No fee is provided to the Contractor for the project management services. Contractor, in accordance with the payment provisions specified in Attachment B and procurement provisions in Attachment D, will hire a firm to develop a Rivers Edge Master Plan and invoice a sum not to exceed the total in Attachment B.
- 4. Contract Term:** The period of Contractor's performance shall begin on April 1, 2026 and end on December 31, 2027.
- 5. Amendment:** No changes, modification or amendments in the terms and conditions of this contract shall be effective unless reduced to writing, numbered and signed and dated by the duly authorized representative of Contractor and Town.
- 6. Cancellation:** This contract may be canceled by either party by giving written notice at least 15 days in advance.
- 7. Attachments:** This contract consists of 15 pages including the following Attachments that are incorporated herein:

Attachment A:	Specifications of work to be performed (Work Plan in Grant)
Attachment B:	Payment Provisions (Budget in Grant)
Attachment C:	State of Vermont Pass-through Grant Provisions
Attachment D:	Procurement Provisions
- 8. Subcontracts.** In accordance with Vermont Agency of Administration Bulletin 3.5, the Contractor may not assign, subcontract or sub-grant the performance of a Contract or any portion thereof to any other subcontractor without the prior written approval by the State. If subcontracting is approved by the State, the Contractor remains responsible and liable to the State for all acts or omissions of subcontractors and any other person performing work under the Contract. When a contract involves subcontracting (sub-agreement), the State encourages the Contractor to follow a fair and open award process and create clear and thorough subcontracts to enable the Contractor to properly monitor the performance and compliance of the subcontractor(s). Contractors shall include the provisions of Attachment C listed in this agreement in Contractor's subcontracts for work that is to be performed solely for the State of Vermont or performed in the State of Vermont.
- 9. Interpretation:** This contract shall be interpreted according to the laws of the State of Vermont.

10. Counterparts: This contract shall be executed in two counterparts, with each party hereto retaining a fully executed original

WE THE UNDERSIGNED PARTIES AGREE TO BE BOUND BY THIS CONTRACT.

BY: City of Montpelier

BY: Foundation for a Resilient Montpelier

Signature

Signature

Kelly McNicholas Kury, City Manager

Type name and title

Type name and title

Date and place of execution

Date and place of execution

ATTACHMENT A SPECIFICATIONS OF WORK TO BE PERFORMED

Task: Objective

1. **Select and convene a steering committee:** Engage a diverse group of stakeholders to help guide the planning process. Meetings of this group will take place at least monthly for the duration of the planning process.
2. **Draft and distribute RFP:** Work with the steering committee to develop a scope for the planning effort and draft a corresponding RFP for planning services.
3. **Select consultant:** Work with the Steering Committee or a subset to review RFP responses and select a planning consultant.
4. **Existing Conditions Assessment:** Analysis of existing conditions, policies and previous planning efforts will establish a common understanding of the current conditions along the river's edge and previous planning efforts.
5. **Public Engagement Plan:** Draft a public engagement plan to facilitate broad and diverse participation and to increase buy-in for the resulting plan.
6. **Public Engagement Plan – Consultant:** Consultant will provide input into the Public Engagement Plan.
7. **Publicly Launch Planning Effort:** To capture public attention issue a press release and potentially a public event to launch the planning process.
8. **Public Forums:** Host at least one and not more than two public forums to raise awareness about the planning process and collect public input.
9. **Publish Survey:** Draft, publish, and promote a public survey as a tool to facilitate the gathering of public input.
10. **Focus Conversations:** Identify key stakeholders for whom focused conversations is the most appropriate engagement approach. These could be through special or pre-existing meetings.
11. **Generate and publish draft plan:** Craft a draft vision and plan for Montpelier's rivers edge that charts a viable course towards projects that increase flood resilience and river access while also improving water quality.
12. **Publish Final Plan:** Craft a final vision and plan for Montpelier's rivers edge that charts a viable course towards projects that increase flood resilience and river access while also improving water quality.

Required Provisions:

I. Final Documents

1. All paper and electronic documents, plans, data, materials, and work products produced with State funding are public records. The parties may utilize the information for their own purposes but shall not copyright these materials. No proprietary products may be produced without authorization in writing by the Department of Housing and Community Development.
2. All electronic documents, plans, data, materials, and work product produced using State funding must meet Federal and [State of Vermont Accessibility Standards](#).

II. GIS Work [Only include for any projects including a GIS component:]

1. The Grantee shall ensure that any contracts, subgrant agreements or subcontracts that are issued through this grant to develop GIS data shall require that the contractor, subgrantee, or subcontractor complete the [GIS Data Submission Online Intake Form](#) as part of its final work product.
2. With the GIS Data Submission Online Intake Form, Grantee shall also submit digital copies of GIS data produced with the Grant Award or any portion thereof if such data is not already available in the Vermont Open Geodata Portal. Digital GIS data includes spatial and tabular data attributes, documentation files, and must meet applicable standards as to data format and documentation of all products using the VGIS metadata standard. *Note: It is not necessary to submit subsets of data layers that are already listed in the VGIS Data Catalog (data hosted at the Vermont Open Geodata Portal). A subset would be an extract of existing data, such as road centerline data, for example.*
3. Digital Spatial Data will be submitted via the GIS Data Submission Online Intake Form as a single .zip file with documents in the Vermont State Plane Coordinate System, as specified in Title 1, Chapter 17 § 671- 679. Any of the following file formats is acceptable:
 - a. .shp (Shapefile – which also consist of files with other extensions such as .dbf and .shx)
 - b. .dwg (CAD file)
 - c. .dxf (CAD file)
4. All data and materials created or collected under this Agreement – including all digital data – are public records. The parties may utilize the information for their own purposes but shall not copyright these materials.

[Technical assistance and information on these GIS standards, guidelines and procedures are available from the Vermont Center for Geographic Information, Inc. (vcgi.vermont.gov or 802-585-0820).]

III. Press and Public Communication

1. If the Grantee, Subgrantee, or contractor issues any press release, public communication or product pertaining to the Project assisted by this Agreement, it shall include a statement that the project is funded by a Municipal Planning Grant awarded by the Department of Housing and Community Development.

ATTACHMENT B PAYMENT PROVISIONS

1. Budget:

Task Title	Objective	MCRR	Stakeholders	Consultant	Total
Select and convene a steering committee	Engage a diverse group of stakeholders to help guide the planning process. Meetings of this group will take place at least monthly for the duration of the planning process.	\$1,000	\$4,000		\$5,000
Draft and distribute RFP	Work with the steering committee to develop a scope for the planning effort and draft a corresponding RFP for planning services.	\$1,000	\$2,000		\$3,000
Select consultant	Work with the Steering Committee or a subset to review RFP responses and select a planning consultant.	\$1,000	\$1,000		\$2,000
Existing Conditions Assessment	Analysis of existing conditions, policies and previous planning efforts will establish a common understanding of the current conditions along the rivers edge and previous planning efforts.			\$19,200	\$19,200
Public Engagement Plan	Draft a public engagement plan to facilitate broad and diverse participation and to increase buy-in for the resulting plan.	\$1,000	\$2,000		\$3,000
Public Engagement Plan - Consultant	Consultant will provide input into the Public Engagement Plan			\$17,600	\$17,600
Publicly Launch Planning Effort	To capture public attention issue a press release and potentially a public event to launch the planning process	\$1,000			\$1,000
Public Forums	Host at least one and not more than two public forums to raise awareness about the planning process and collect public input.	\$2,000	\$2,000		\$4,000
Publish Survey	Draft, publish, and promote a public survey as a tool to facilitate the gathering of public input.	\$500			\$500
Focus Conversations	Identify key stakeholders for whom focused conversations is the most appropriate engagement approach. These could be through special or pre-existing meetings.	\$1,500			\$1,500
Generate and publish draft plan	Craft a draft vision and plan for Montpelier's rivers edge that charts a viable course towards projects that increase flood resilience and river access while also improving water quality.			\$21,600	\$21,600
Publish Final Plan	Craft a final vision and plan for Montpelier's rivers edge that charts a viable course towards projects that increase flood resilience and river access while also improving water quality.			\$16,640	\$16,640
		\$9,000*	\$11,000*	\$75,040	\$95,040

* to paid through other funds.

2. Invoice procedure:

The Contractor shall submit invoices to the designated contact person with the City on a monthly basis or upon completion of one or more tasks as defined in the cost proposal. Each invoice will break out hours spent on each task and the hourly charge. The City agrees to pay the Contractor within 30 days of receipt. The final 10% of charges may be withheld by the City until completion of the final deliverable.

Only expenses for the Consultant hired by the Contractor will be eligible for reimbursement under the Municipal Planning Grant Program funds.

**ATTACHMENT C:
STANDARD STATE PROVISIONS
FOR CONTRACTS AND GRANTS
REVISED OCTOBER 1, 2024**

REQUIRED PROVISIONS FOR CONTRACTS USING STATE FUNDS:

This contract/subcontract is being made using funds of the State of Vermont. The following provisions **must be included** in all sub-agreements made using State funds. These provisions are those made pertinent via Clause 19 of Attachment C: Standard State Provisions for Contracts and Grants.

10. False Claims Act: Any liability to the State under the Vermont False Claims Act (32 V.S.A. § 630 et seq.) shall not be limited notwithstanding any agreement of the State to otherwise limit Party's liability.

11. Whistleblower Protections: The Party shall not discriminate or retaliate against one of its employees or agents for disclosing information concerning a violation of law, fraud, waste, abuse of authority, or acts threatening health or safety, including but not limited to allegations concerning the False Claims Act. Further, the Party shall not require such employees or agents to forego monetary awards as a result of such disclosures, nor should they be required to report misconduct to the Party or its agents prior to reporting to any governmental entity and/or the public.

12. Use and Protection of State Information:

- A. As between the State and Party, "State Data" includes all data received, obtained, or generated by the Party in connection with performance under this Agreement. Party acknowledges that certain State Data to which the Party may have access may contain information that is deemed confidential by the State, or which is otherwise confidential by law, rule, or practice, or otherwise exempt from disclosure under the State of Vermont Access to Public Records Act, 1 V.S.A. § 315 et seq. ("Confidential State Data").
- B. With respect to State Data, Party shall:
 - i. take reasonable precautions for its protection;
 - ii. not rent, sell, publish, share, or otherwise appropriate it; and
 - iii. upon termination of this Agreement for any reason, Party shall dispose of or retain State Data if and to the extent required by this Agreement, law, or regulation, or otherwise requested in writing by the State.
- C. With respect to Confidential State Data, Party shall:
 - i. strictly maintain its confidentiality;
 - ii. not collect, access, use, or disclose it except as necessary to provide services to the State under this Agreement;
 - iii. provide at a minimum the same care to avoid disclosure or unauthorized use as it provides to protect its own similar confidential and proprietary information;
 - iv. implement and maintain administrative, technical, and physical safeguards and controls to protect against any anticipated threats or hazards or unauthorized access or use;
 - v. promptly notify the State of any request or demand by any court, governmental agency or other person asserting a demand or request for Confidential State Data so that the State may seek an appropriate protective order; and

- vi. upon termination of this Agreement for any reason, and except as necessary to comply with subsection B.iii above in this section, return or destroy all Confidential State Data remaining in its possession or control.
- D. If Party is provided or accesses, creates, collects, processes, receives, stores, or transmits Confidential State Data in any electronic form or media, Party shall utilize:
 - i. industry-standard firewall protection;
 - ii. multi-factor authentication controls;
 - iii. encryption of electronic Confidential State Data while in transit and at rest;
 - iv. measures to ensure that the State Data shall not be altered without the prior written consent of the State;
 - v. measures to protect against destruction, loss, or damage of State Data due to potential environmental hazards, such as fire and water damage;
 - vi. training to implement the information security measures; and
 - vii. monitoring of the security of any portions of the Party's systems that are used in the provision of the services against intrusion.
- E. No Confidential State Data received, obtained, or generated by the Party in connection with performance under this Agreement shall be processed, transmitted, stored, or transferred by any means outside the United States, except with the express written permission of the State.
- F. Party shall notify the State within twenty-four hours after becoming aware of any unauthorized destruction, loss, alteration, disclosure of, or access to, any State Data.
- G. State of Vermont Cybersecurity Standard Update: Party confirms that all products and services provided to or for the use of the State under this Agreement shall be in compliance with State of Vermont Cybersecurity Standard Update in effect at the time of incorporation of this Attachment C into this Agreement. The State of Vermont Cybersecurity Standard Update prohibits the use of certain branded products in State information systems or any vendor system, and a copy is available at:
<https://digitalservices.vermont.gov/cybersecurity/cybersecurity-standards-and-directives>
- H. In addition to the requirements of this Section 12, Party shall comply with any additional requirements regarding the protection of data that may be included in this Agreement or required by law or regulation.

14. Fair Employment Practices and Americans with Disabilities Act: Party agrees to comply with the requirement of 21 V.S.A. Chapter 5, Subchapter 6, relating to fair employment practices, to the full extent applicable, and shall include this provision in all subcontracts for work performed in Vermont. Party shall also ensure, to the full extent required by the Americans with Disabilities Act of 1990, as amended, that qualified individuals with disabilities receive equitable access to the services, programs, and activities provided by the Party under this Agreement.

16. Taxes Due to the State: Party certifies under the pains and penalties of perjury that, as of the date this Agreement is signed, the Party is in good standing with respect to, or in full compliance with, a plan to pay any and all taxes due the State of Vermont.

18. Child Support: (Only applicable if the Party is a natural person, not a corporation or partnership.) Party states that, as of the date this Agreement is signed, Party is not under an obligation to pay child support or is in good standing with respect to or in full compliance with a plan to pay any and all child support payable under a support order. Party makes this statement with regard to support owed to any and all children residing in Vermont. In addition, if the Party is a resident of Vermont, Party makes this

statement with regard to support owed to any and all children residing in any other state or territory of the United States.

20. No Gifts or Gratuities: Party shall not give title or possession of anything of substantial value (including property, currency, travel, and/or education programs) to any officer or employee of the State during the term of this Agreement.

22. Certification Regarding Debarment: Party certifies under pains and penalties of perjury that, as of the date that this Agreement is signed, neither Party nor Party's principals (officers, directors, owners, or partners) are presently debarred, suspended, proposed for debarment, declared ineligible, or excluded from participation in Federal programs, or programs supported in whole or in part by Federal funds. Party further certifies under pains and penalties of perjury that, as of the date that this Agreement is signed, Party is not presently debarred, suspended, nor named on the State's debarment list at: <https://bgs.vermont.gov/purchasing-contracting/debarment>.

30. State Facilities: If the State makes space available to the Party in any State facility during the term of this Agreement for purposes of the Party's performance under this Agreement, the Party shall only use the space in accordance with all policies and procedures governing access to, and use of, State facilities, which shall be made available upon request. State facilities will be made available to Party on an "AS IS, WHERE IS" basis, with no warranties whatsoever.

32. Requirements Pertaining Only to State-Funded Grants:

- A. Certification Regarding Use of State Funds:** If Party is an employer and this Agreement is a State-funded grant in excess of \$1,000, Party certifies that none of these State funds will be used to interfere with or restrain the exercise of Party's employee's rights with respect to unionization.

**ATTACHMENT D
PROCUREMENT PROCEDURES
AND
OTHER GRANT REQUIREMENTS**

I. Procurement Procedures

A. Background:

Municipal planning grants are state funds granted to municipalities. Procedures for spending these funds should be consistent with the principles of fair access for vendors of goods and services that govern the expenditure of state funds directly by state government.

Procurement refers to the purchase of personal services (performed by people) or tangible goods. The grantee may use its established procurement procedures provided they are at least equivalent to the standards set forth below.

B. Methods of Procurement:

1. Purchases of material goods under \$500– The Grantee is not required to obtain price or rate quotations for material goods under \$500, such as materials for a public meeting.
2. Purchases of personal services greater than \$500 and up to and including \$1,000 – the Grantee is required to obtain price or rate quotations, but no less than two, and maintain a record of the same in its files but is not required to contract for such services.
3. Contracts up to and including \$10,000 – the Grantee is required to obtain price or rate quotations from a reasonable number of sources, but no less than two, and maintain a record of the same in its files.
4. Contracts for more than \$10,000 – Competitive Selection: An RFP or RFQ should be broadly publicized. Depending on the subject matter of the contract, notice should be published in local newspapers, newspapers of general circulation, relevant websites, and/or trade or professional publications, as the circumstances warrant. Grantee may also solicit bids from potential contractors directly.
 - a. Proposals/qualifications shall be solicited from an adequate number of qualified sources to permit reasonable competition consistent with the nature and requirements of the project.
 - b. The RFP/RFQ shall identify the scope of services, the procedural and substantive requirements of the bidding process, the key elements of the contract to be signed by the successful bidder, and all significant evaluation criteria, including their relative importance in the selection process.
 - c. The Grantee shall document the method it uses to objectively evaluate the proposals and to make its final selection. Such documentation shall

be maintained in Grantee's official records.

- d. The contract shall be awarded to the bidder whose proposal is most responsive to the RFP/RFQ evaluation criteria taking into consideration price and other factors identified by the Grantee.
5. Noncompetitive Selection: This method of procurement may be used when competitive selection is not possible for any of the following reasons:
- a. The item or service is available only from a single source.
 - b. Public emergency or urgent need for the service or item does not allow time for a competitive selection process.
 - c. After solicitation of a number of sources, competition is determined inadequate.

The Grantee must maintain in its files a thorough explanation of why non-competitive procurement is appropriate under the circumstances.

In no event shall any contract greater than \$10,000 be sole sourced without prior written approval from the Department.

6. Other Methods of Selection: Grantee may use alternative procurement methods with the prior written approval of the Department.
7. Negotiations with Potential Contractors: The Grantee may select the winning bidder based on the responses to the RFP/RFQ, and then negotiate final terms of the contract with that entity.

C. Exceptions to Procurement Requirements:

1. Use of the regional planning commission (RPC) as agent (for rural towns and consortium projects only): If the Grantee is a rural town as defined in Vermont Statutes Title 24 section 4303 (25), or is a consortium of two or more municipalities, Grantee need not engage in competitive procurement procedures to contract with the RPC, subject to the following:
 - a. The Grantee must identify the RPC as its agent for carrying out the provisions of this Agreement. As such, the RPC will be responsible for grant reporting and other administration associated with the grant. The Grantee will remain responsible for writing checks, and other fiscal agent tasks.
 - b. The RPC must document and justify its charges. All charges must be in accord with local standards for similar work.
 - c. Any contracts awarded by the RPC to other contractors or suppliers in connection with this Agreement must follow these procurement standards and must incorporate the contract provisions contained in Sections E and F, below.

2. Use of Contractor selected in competitive process at an earlier stage: If the Grantee engaged in a competitive procurement process as part of developing its Grant Application, and selected a contractor at that time, there is no requirement to re-open the selection process, provided that the scope of work remains substantially similar to what was in the Contractor's proposal.
3. Use of same architect, engineer, or other professional at different stages of the same project. If the Grantee is satisfied with the qualifications and performance of the architect, engineer or other professional who was awarded and performed some work with a clear and direct connection to the grant's scope of work and subject, it may offer that firm or individual additional work under the grant agreement without going through the competitive selection process.
4. Use of an appointed non-staff municipal attorney for a legal review of a deliverable.
5. If the Grantee utilized the services of a consultant to prepare its grant application but did not go through a competitive process to select that consultant, the grantee must make the application available to prospective bidders as part of the RFP/RFQ process to ensure a fair and open competition among vendors.
6. Waiver: Upon prior request by the Grantee, the Department may waive any provision of the procurement procedures not required by law whenever it is determined that undue hardship will result from applying the requirement and that the best interests of the State are served by such waiver.

D. Conflict of Interest:

Conflict of interest is defined as "a significant pecuniary interest of an elected officer of the municipality, or of an appointed official whose work is related to the subject of this grant, or a member of such a person's immediate family or household, or of a business associate of such a person, in the selection of a vendor of goods and/or services under this grant."

The municipality must avoid actual conflicts of interest in this grant program. In addition, it should be sensitive to the appearance of conflict of interest with respect to its procurement of goods and services using these grant funds, and consult the Department when questions arise.

E. Contract Requirements:

1. For personal services or goods up to and including \$1,000, a written contract is not required although it is recommended. Any written contract should address the issues outlined below.
2. Form of contract for personal services over \$1,000 (required):
 - a. A written contract signed by an authorized representative of (1) the Contractor and (2) the Grantee's legislative body is required. The contract must identify: the parties, the subject matter, the scope of work, the maximum amount to be paid, the products to be delivered and the duration of the contract. The contract should also contain provisions for

amendment, cancellation, attachments, and controlling law. See model personal services contract at

https://outside.vermont.gov/agency/ACCD/ACCD_Web_Docs/CD/CPR/Funding-and-Incentives/Municipal-Planning-Grant/CPR-MPG-Sample-Contract.doc

- b. The contract shall include the basis for the total cost or contract price, an itemization of all costs for materials, personal services, which include the hiring of staff, the names of any persons whose participation the Grantee considers to be crucial to the award of the contract and provisions for what to do if such persons need to be replaced, consultants, and any other purchased items which together add up to the total cost.
- c. Payment provisions shall include the schedule of payment. It is useful to schedule the withholding of a percentage, such as 10%, until the Grantee is sure the work has been satisfactorily completed, for instance, until after the report has been completed and Grantee has reviewed it, or until Grantee has found the product to work as it was intended.
- d. All relevant products must be compatible with the Vermont Geographic Information System (VGIS) and meet all VGIS standards, which are available from the Vermont Center for Geographic Information.

F. Standard State Requirements of Bidders:

Grantees must ensure the following requirements are met by those awarded a contract and are explicitly included in any such contract:

1. The Contractor will maintain all books, documents, payrolls, papers, accounting records and other evidence pertaining to costs incurred under this Agreement and make them available at reasonable times to the Grantee and the State during the period of this contract and for three years thereafter for inspection by any authorized representatives of the State. The official records, however, will be maintained by the Grantee. If any litigation claim, or audit is started before the expiration of the three-year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved, including any period for filing an appeal. The Grantee and the State, by any authorized representative, shall have the right at all reasonable times to inspect or otherwise evaluate the work performed or being performed under this contract.
2. The Contractor certifies under the pains and penalties of perjury that he or she is in good standing with respect to, or in full compliance with a plan to pay, any and all taxes due the State of Vermont as of the date the Contractor signs this contract.
3. The Contractor shall not assign or subcontract the performance of this agreement or any portion thereof to any other contractor without the prior written approval of the State. The Contractor also agrees to include in all subcontract agreements a tax certification in form substantially identical to paragraph 2 above.
4. The Contractor agrees to comply with the requirements of Title 21 of the Vermont Statutes, sections 495-496, relating to fair employment practices, to the extent

applicable. Contractor shall also ensure, to the full extent required by the Americans with Disabilities Act of 1990, that qualified individuals with disabilities receive equitable access to the services, programs, and activities provided by the contractor. Contractor further agrees to include this provision in all subcontracts.

5. The Contractor states that as of the date the contract is signed, he/she:
 - a. Is not under any obligation to pay child support; or
 - b. Is under such an obligation and is in good standing with respect to that obligation; or
 - c. Has agreed to a payment plan with the Vermont Office of Child Support and is in full compliance with that plan. Contractor makes this statement with regard to support owed to any and all children residing in Vermont. In addition, if the Contractor is a resident of Vermont, Contractor makes this statement with regard to support owed to any and all children residing in any other state, territory, or possession of the United States.

II. Press and Public Communication

If the Grantee, Subgrantee, or contractor issues any press release, public communication or product pertaining to the Project assisted by this Agreement, it shall include a statement that the project is funded by a Municipal Planning Grant awarded by the Department of Housing and Community Development.

III. GIS Work

For any projects including a GIS component:

1. The Grantee shall ensure that any contracts, subgrant agreements or subcontracts that are issued through this grant to develop GIS data shall require that the contractor, subgrantee, or subcontractor complete the [GIS Data Submission Online Intake Form](#) as part of its final work product.
2. With the GIS Data Submission Online Intake Form, Grantee shall also submit digital copies of GIS data produced with the Grant Award or any portion thereof if such data is not already available in the Vermont Open Geodata Portal. Digital GIS data includes spatial and tabular data attributes, documentation files, and must meet applicable standards as to data format and documentation of all products using the VGIS metadata standard. *Note: It is not necessary to submit subsets of data layers that are already listed in the VGIS Data Catalog (data hosted at the Vermont Open Geodata Portal). A subset would be an extract of existing data, such as road centerline data, for example.*
3. Digital Spatial Data will be submitted via the GIS Data Submission Online Intake Form as a single .zip file with documents in the Vermont State Plane Coordinate System, as specified in Title 1, Chapter 17 § 671- 679. Any of the following file formats is acceptable:
 - a. .shp (Shapefile – which also consist of files with other extensions such as .dbf and .shx)

- b. .dwg (CAD file)
 - c. .dxf (CAD file)
4. All data and materials created or collected under this Agreement – including all digital data – are public records. The parties may utilize the information for their own purposes but shall not copyright these materials.

[Technical assistance and information on these GIS standards, guidelines and procedures are available from the Vermont Center for Geographic Information, Inc. (vcgi.vermont.gov or 802-585-0820).]

IV. Final Documents

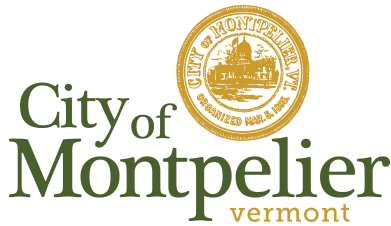
All paper and electronic documents, plans, data, materials, and work products produced with State grant funding are public records. The parties may utilize the information for their own purposes but shall not copyright these materials. No proprietary products may be produced without authorization in writing by the Department of Housing and Community Development.

V. Termination

In the event of termination prior to disbursement of the entire grant amount, the parties shall agree upon the termination conditions and, in the case of partial terminations, the work that will be deleted from the Work Plan. The Grantee shall not incur new obligations for the terminated portion after the date of termination and shall cancel as many outstanding obligations as possible. The Grantee shall be allowed credit for non-cancelable obligations properly incurred prior to termination, to the extent funds are available and at the discretion of the Department.

If the Grantee shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or violate any of the covenants, agreements, or stipulations of this Agreement, the Department shall have the right to terminate this Agreement by giving written notice to the Grantee of such termination and specifying the date thereof.

[END OF ATTACHMENT D]



CITY COUNCIL Agenda Item Cover Sheet

Date: May 27, 2026

Consent ☐ Discussion ☒

SUBJECT: Approval of resilience expenses from the Montpelier Commission on Resilience and Recovery reserve fund.

SUBMITTING DEPARTMENT: Planning & Community Development

RECOMMENDED ACTION: Motion to approve the expenditure of \$66,000 from the reserve account for the Montpelier Commission on Resilience and Recovery for the purposes of advancing the four resilience projects outlined in the cover memo.

RELATED COUNCIL GOAL/PRIOR ACTION (Highlight as many as needed):

1. Housing
2. Infrastructure
3. Economic Development

EXPENDITURE REQUIRED: \$66,000

SOURCE OF FUNDS: MCRR reserve fund

LEGAL REQUIREMENTS: None

BACKGROUND INFORMATION: The Montpelier Commission for Resilience and Recovery (MCRR) existed for two years and received funding from the city to support their efforts. Much of their work was supported by grants and donations. When MCRR finished their work and dissolved, \$200,000 remained in their reserve account that the city had committed to them. The other item on the May 27, 2026, meeting agenda discussed expending a portion of the first \$100,000 but another \$100,000 remains.

City staff have been working to advance several resilience initiatives in the city and one of these projects needs some consulting work to get to the "award phase". The Pioneer dam/Home Farm Way project has received approval for a Hazard Mitigation Grant (HMGP) but the city needs a phase 1 archeology assessment at Home Farm Way, a historic and archeology survey for Pioneer Dam, and a bat survey before being able to access the \$3.2M in funding. The City applied for and received \$38,000 in funding from the Certified Local Government Program to pay for a portion of the Home Farm Way assessment but, so far, has been unsuccessful at securing the rest of the money. Some of these costs may be reimbursed in the future but we need to assume they will not, so we need \$55,000 to complete all this work this year so we can start construction in 2027.

The City also needs to update our Local Hazard Mitigation Plan (LHMP) which is a partner plan to the MAPLE plan which is the Local Emergency Operations Plan (LEOP). The LHMP is valid for 5 years and ours will expire this year. Normally the CVRPC would develop this plan using Federal Emergency Management funding, but those funds were cut by the administration. The LHMP is a requirement of many federal emergency management grants and is a requirement for Vermont's Emergency Relief Assistance Fund (ERAF) which saved Montpelier millions of dollars in the 2023 flood. Completing this plan is necessary and will cost \$11,000 but, again, we lack any source of revenues.

Speaking with Jon Copans from FRM, his board is willing to release the other \$100,000 in reserve for additional resilience work, such as the ones described above. Staff is asking the Council to authorize the use of a portion of those funds in reserve to continue work on these critical resilience efforts.

SUPPORTING DOCUMENTS:

1. None

INTERESTED PARTIES: Foundation for a Resilient Montpelier.

CITY MANAGER'S APPROVAL:

A handwritten signature in cursive script, reading "Kelly McMichael-Kurz".



CITY COUNCIL Agenda Item Cover Sheet

Date: May 27, 2026

Consent ☐ **Discussion** ☒

SUBJECT: Update on Montpelier Meals on Wheels program

SUBMITTING DEPARTMENT: Montpelier Senior Activity Center, Kim Myers

RECOMMENDED ACTION: Receive update on the rebranding of the Montpelier Meals on Wheels program, formerly known as the FEAST program, and status of the program.

RELATED COUNCIL GOAL/PRIOR ACTION (Highlight as many as needed):

1. Housing
2. Infrastructure
3. Economic Development
4. Good Governance

EXPENDITURE REQUIRED: N/A

SOURCE OF FUNDS: N/A

LEGAL REQUIREMENTS:

BACKGROUND INFORMATION:

Kim Myers, the FEAST Senior Meals Program Manager will give an update to the council on the program.

SUPPORTING DOCUMENTS:

Memo to City Council

INTERESTED PARTIES: City Council, City Manager, Community

CITY MANAGER'S APPROVAL:

Kelly McMichael-King



MEMO:

To: City Council

From: Kim Myers, Senior Meals Program Manager

Date: May 27, 2026

RE: FEAST Senior Meals / Montpelier Meals on Wheels – City Council Update

I'd like to provide an update on FEAST Senior Meals and begin with a brief history of the program because understanding where we came from helps explain where we are today.

HISTORY

The roots of Meals on Wheels and senior nutrition services in Montpelier go back many years and have taken many forms. That history merges with MSAC in 2013 when FEAST was formally established as a partnership between MSAC, Just Basics, and Good Taste Catering. It grew out of a long community effort to ensure that older adults and vulnerable residents had access to meals and support. Over the years, annual meals served grew from approximately 10,000 meals to nearly 17,000. Since then, the program has gone through multiple partnerships, operational models, and transitions. Through those changes, people have continued to show up because they believe this work matters.

REBRANDING TO MONTPELIER MEALS ON WHEELS

As part of that continued evolution, I want to share that FEAST Senior Meals will be transitioning to Montpelier Meals on Wheels as our primary public-facing name. Meals on Wheels is a name people recognize and understand. While our work has grown beyond traditional meal delivery, we want our name to better reflect both our history and the core work we do.

Today, the program operates out of the kitchen at the Montpelier Senior Activity Center at 58 Barre Street. I serve as Program Manager, we have a Chef, and beyond that the program functions because of a large and incredibly committed volunteer team.

FINANCIAL OUTLOOK

Montpelier Meals on Wheels is a city program of the City of Montpelier. It operates in a city-owned building, the employees are city employees, and the finances are administrated by the city Finance Department. To date, the FEAST program has not received monetary funds from the City's General Fund. However, in FY2027, \$28,000 of the \$124,000 General Fund appropriation was designated for the FEAST program.

In addition, the balance of our \$241,000 budget comes from outside sources including federal reimbursement dollars, grants, contracts, fundraising efforts, and community donations. Federal funding comes through the Older Americans Act nutrition funding, which is administered through the Central Vermont Council on Aging. These programs support older adults who often cannot shop independently, prepare food for themselves, or easily leave their homes.



We also maintain a contract with the Vermont Center for Independent Living to provide meals to individuals living with disabilities and chronic illness, and we recently began a partnership with Good Samaritan Haven where we currently provide approximately 60 meals each month to unhoused neighbors. I am actively pursuing grant funding to continue expanding access to those meals.

Financially, Montpelier Meals on Wheels has historically operated under pressure, and most recently, the program was operating at a significant deficit. In response, in 2025, a FEAST Working Group identified long-term sustainability as a major priority and outlined recommendations around financial planning, fundraising, and strategic development. Over the past year, much of my work has focused on implementing those recommendations.

I developed a fundraising and development plan, expanded grant writing efforts, strengthened partnerships and outside funding sources. MMOW has received over \$50,000 in new grant funding this year, and recently secured grant funding to support a broader strategic planning process that is expected to conclude in the coming weeks. I'm happy to report that we are currently on track to achieving sustainability than in the past.

SERVICE SUCCESSES

Now that I have talked about the financial piece of MMOW, let me tell you about the real work that happens. Last year, MMOW served more than 18,000 meals, averaging approximately 400–500 meals each week, reaching roughly 260 community members in different ways. This current fiscal year we are on track to serve close to 20,000 meals and the demand is increasing. Alongside meal services, one of the most meaningful parts of our work has become our workforce development program.

Five years ago, we partnered with local schools in response to a growing need for students who were struggling in traditional classroom settings and needed another pathway toward graduation. What began as a small partnership has grown into a program that has changed the lives of many students. This year alone, we have six students earning diplomas who have told us they would not be graduating without our program. We currently work with approximately 20 students from Montpelier High School, U-32 Middle and High School, and The New School of Montpelier. Students earn school credit while participating in real work that directly supports the community.

We currently rely on approximately 60 volunteers, many of whom do much more than prepare meals or deliver food. They mentor students, build relationships, and create an environment where young people feel successful and supported. Additionally, our volunteers check on homebound neighbors and keep them connected and safe at home. Over time, our kitchen has become something increasingly rare, an intergenerational space where high school students and older adults spend time together every day, teach one another, support one another, and genuinely enjoy being together.



There is a lot of joy in our kitchen, and the impact extends far beyond meal production and delivery. This summer, thanks to support from local businesses, we will also hire several of these same students to continue working in our kitchen. After five years of partnership with local schools, we now have curriculum, strategies, and experience grounded in evidence-based practices and see significant opportunity to continue deepening this work moving forward.

We also provide a weekly community lunch at noon on Tuesday, and grab-and-go meals at noon time on Mondays, Tuesdays, and Wednesdays. Our kitchen manager works with gleaning organizations and local farms and producers to incorporate as much local food into our meals as our budget will allow. Supporting local producers is a core value of our program. Community meal attendance has more than doubled over the last year. Grab-and-go participation has steadily increased since launching in April, and we continue seeing increased demand for Meals on Wheels services.

SUSTAINABILITY

Currently, MMOW is sustainable. But I think it is important to distinguish between sustainability and stability. As I stated, much of our progress has come through grants, fundraising, partnerships, and continuously building outside support.

That work matters and it has made a tremendous difference. But grants end. Funding priorities change. Opportunities shift. The question moving forward is not simply whether we can piece together another year. It is whether we want essential community programs to operate through continual uncertainty, or whether we want to make a stronger commitment to work that we already know is making a difference.

I think Montpelier Meals on Wheels is one of those programs that is making a difference. This program feeds people. It supports independence. It creates pathways for students. It builds partnerships. And it addresses real day-to-day needs in our community. We have something here that is working.

I believe it is important to recognize it, strengthen it, and continue investing in it. Because some of the systems that hold communities together are easy to overlook, right up until they're gone. I hope that you will all take the opportunity to visit MSAC and the Meals on Wheels program. Join us for lunch on a Tuesday. Ride along on a Meal delivery route. Volunteer in our kitchen one morning. Come see what a lively and life-giving program Montpelier Meals on Wheels is!

Thank you.



CITY COUNCIL Agenda Item Cover Sheet

Date: May 27, 2026

Consent __ **Discussion** X

SUBJECT: Homelessness Update

SUBMITTING DEPARTMENT: City Manager/City Council

RECOMMENDED ACTION: Receive an update on various projects in the workflow; discuss.

RELATED COUNCIL GOAL/PRIOR ACTION (Highlight as many as needed):

1. Housing
2. Infrastructure
3. Economic Development
4. Good Governance

EXPENDITURE REQUIRED: N/A

SOURCE OF FUNDS: N/A

LEGAL REQUIREMENTS: N/A

BACKGROUND INFORMATION:

Staff will provide a status update on the following items:

- Picnic table locations for day use
- Updates on the encampment policy language
- Feasibility of City Hall shelter space for extended use
- Consistent coordination of partners
- Collaboration with End Homelessness Vermont on mobile health unit
- Assessment of designated overnight camping locations

INTERESTED PARTIES: City Council, City Staff

CITY MANAGER'S APPROVAL:

Kelly McMichael-King



CITY COUNCIL Agenda Item Cover Sheet

Date: May 27, 2026

Consent ☐ Discussion ☒

SUBJECT: Montpelier Community Fund Board Grant Recommendations

SUBMITTING DEPARTMENT: Montpelier Community Fund Board via the City Manager's Office

RECOMMENDED ACTION: Review the Minutes from the MCFB meeting on May 7, 2026, and consider approving the recommended allocation of grants totaling \$138,175 for FY27.

Suggested motion: *"I move to approve the Community Fund Board's recommended grants for FY27."*

RELATED COUNCIL GOAL/PRIOR ACTION (Highlight as many as needed):

1. Housing
2. Infrastructure
3. Economic Development

EXPENDITURE REQUIRED: Yes.

SOURCE OF FUNDS: General fund, as approved by voters on March 3, 2026, and City Council on January 21, 2026.

LEGAL REQUIREMENTS: MCF Board reviews applications and recommends funding to the Council. Council awards funding.

BACKGROUND INFORMATION:

The Community Fund Board was created by the City Council in 2012 to review requests and recommend allocation of municipal funds to local non-profit organizations and individual artists. Each year, the Board solicits applications for grants from the fund. The Board takes into consideration prior funding, breadth of support, and the extent to which the grant benefits Montpelier, its residents, and the public good. The MCF Board is responsible to the City for determining that grant funds are used for the purposes for which they were approved. Current MCF Board members: Dan Groberg, Shaina Kasper, Avram Patt, Jim Sheridan, & Elizabeth Malone.

SUPPORTING DOCUMENTS: Minutes from Community Fund Board Meeting on May 7, 2026.

INTERESTED PARTIES: City Council, Community members, Community organizations.

CITY MANAGER'S APPROVAL:

A handwritten signature in cursive script, reading "Kelly McMichael King".

Notes: Montpelier Community Fund Board, May 5, 2026

City Manager's Conference Room, 39 Main St., Montpelier, & Zoom

<https://us06web.zoom.us/j/81688786853?pwd=QQ4JGDZCvRGeuWIO7yNicqnfeiZmso.1>

Meeting ID: 816 8878 6853; Passcode: 960648

One tap mobile: +13052241968,,81688786853# US

1. Call to order - 12:02 Dan agenda approved by unanimous consent
2. General Business/Public Comment - none
3. Approve Minutes from March. 5 th , 2026, Meeting - didn't review
4. Discussion/Grant Application Review for FY27 Grant
 - Cancer Support Foundation: appreciate their emergency financial assistance for cancer patients \$500
 - Capstone: Appreciate work. Regional organization based in Barre, concern not based in Montpelier. Level Fund \$2K
 - Central Vermont Adult Basic Education: Regional Organization. Appreciate operating in Montpelier and serving many Montpelier residents including many New Vermonters. Level fund \$4K
 - Council on Aging: Appreciate that they numbered 500 unduplicated Montpelierites; and appreciate the 40% increase in residents served since last year. Level fund \$10K
 - CVHOH: No housing in Montpelier for a while, no report for 2025 work, no budget provided: \$0
 - CIRCLE: Appreciate serving residents and they are the only ones doing what they are doing in the county. Recommend full \$3K
 - Community Harvest: Appreciate the work, and understand food prices going up tremendously. (Need to pay staff more!) Level fund \$7K
 - Community Table: Appreciate the mix of people coming to the meals and supporting members of our community. Entire budget is \$8500 and being more than 1/3 of the whole budget is big, but they are new and not counting all the in-kind time. Recommend full \$3K.
 - Downstreet Housing: Appreciate new housing providing in previous years. With such a big budget with such big grants from the government, what difference are we providing. And we have a lot of Downstreet Housing Funding Cut to half \$2,500
 - Elevate Youth Services: Dan recused; Appreciate they are the only teen space in Washington county. They serve 60 kids, would like to see them expand and like to have afterschool; funding full \$15K
 - Family Center of Washington County: Appreciate their work. Level fund \$2K
 - FEAST: Appreciate brand update, expansion and innovation. Appreciate them employing local students and their innovative work preparing take out meals. Good food! Appreciate their program work and honoring different groups. Appreciate local healthy food. First application. AND recognize that they get significant funds from the city as part of the Senior Center using city facility. And when they are in the red, the City picks up the remainder. \$0

- Freeride: new applicant; appreciate their work in the city. Don't have specific Montpelier data. \$500
- Friends of the Winooski: didn't provide Montpelier data, don't get funds from other towns: \$1K
- Good Beginnings of Central Vermont: Appreciate the work they do for Montpelier residents. Unique among the applicants for the work they do. Appreciate low overhead. \$1750
- Good Sam: appreciate all their work. Full fund \$20K
- Home Share: Appreciate their work, recognize their important role. \$2750 is the amount to facilitate one match
- Just Basics: Appreciate Rebrand to Montpelier Community Market. Operating costs - 71% served are Montpelier residents. Appreciate the rising cost of food \$20,000
- Lund: appreciate their work and want to show we care but don't have the funds to go around. \$750
- North Branch Nature Center: Appreciate that they are a local group. Level funds of \$5500
- Pathways: No report on Montpelier impact \$0
- Prevent Child Abuse: Appreciate estimated impact on Montpelier residents in their work \$1000
- VABVI: They support a small number of people and small request: \$500
- VCIL: Appreciate the work they do with their community leadership and support. \$3000
- Vermont River Conservancy: Appreciate that they are in the midst of Montpelier-specific flood mitigation work: \$5,000
- Window Dressers: Appreciate filling a need and their work on low income communities \$1,000
- Youth First: Appreciate their work! \$1,000
- Bright Blue EcoMedia: No budget provided. \$0
- Capitol City Band: appreciate their work providing free outdoor concerts and folks coming in from outside Montpelier. \$500
- Capitol City Concerts: Would like to see more outreach. Level fund \$3,000
- Julia Chafetz and Jamie Carroll: Reapply after opening and see the arts council \$0
- Central Vermont Community Radio: Appreciate the need for the tower. Being in Plainfield and not understanding the impact on Montpelier, come back next year when they are covering Vermont \$0
- TW Wood: incomplete application: \$0
- Festival for Creative Pianists: appreciate supporting Vermont events. \$750
- Green Mountain Youth Symphony: appreciate supporting Montpelier musicians. Level fund at \$750
- Green Mountain Film Festival: Appreciate being a draw during off season: \$2500
- Lost Nation Theatre: Level fund \$4,000
- Monteverdi: appreciate the impact on Montpelierites. Application to support gen ops was not inspiring. Lower to \$3,035
- Montpelier Chamber Orchestra: Appreciate the specificity of the project budget. Level Fund \$1,000

- Montpelier Gospel Choir: Appreciate the musical diversity of their work. \$2,500
- Maple Roots: Do not know impact on Montpelier, projecting profit, and self-sustaining music festival. \$0
- Montpelier Historical Society: appreciate their work preserving history. Appreciate all volunteer work. \$1,000
- Shidaa: appreciate their work with so many groups in Montpelier. \$3,000
- Vermont Historical Society: appreciate incorporating universal design standards. Level fund for half of request \$1140
- Vermont Fiddle Orchestra: appreciate meetings in Montpelier \$750
- Vermont Granite Museum: appreciate supporting Central Vermont tourism. And not in Montpelier. Not a good fit \$0
- Vermont Humanities Council: Appreciate the work on poetry. \$1,500

5. Other Business, if any

- Process notes for the future:
 - Next year, can we list out the whole name in the folder, not acronyms?
 - Next year, should discuss eligibility if they get dollars or in-kind from the city in another way
 - Next year, could explore making a rubric for evaluation so that grants are less reflective of just what they ask for.

6. Adjourn: unanimous consent 2:04



CITY COUNCIL Agenda Item Cover Sheet

Date: May 27, 2026

Consent ☐ **Discussion** ☒

SUBJECT: Authorize expenditure from Preservation and Restoration Fund for digitizing land records.

SUBMITTING DEPARTMENT: Clerk.

RECOMMENDED ACTION: Authorize the clerk to spend \$28,500 from the Preservation and Restoration Fund to digitize all land records from 1992 to 1984.

RELATED COUNCIL GOAL/PRIOR ACTION (Highlight as many as needed):

EXPENDITURE REQUIRED: \$28,500.

SOURCE OF FUNDS: City Restoration and Preservation Fund.

LEGAL REQUIREMENTS: Authorization by council as per policy, expenditure related to the restoration and preservation of city land records, vital records, or other historical records.

BACKGROUND INFORMATION: Current digitized land records go back through 1993. Digitization provides for further protection to the records (for example, several original records were lost in the flood and were fortunately preserved digitally), and continues to migrate those records into the online system to facilitate online research. It is among the primary intents for the use of the fund.

SUPPORTING DOCUMENTS:

Item 1: Contract

INTERESTED PARTIES: Clerk, city staff, attorneys, realtors, surveyors, and other interested parties.

CITY MANAGER'S APPROVAL:

Kelly McMichael Key



Contract for

Hosted Online Index Books Add On

Montpelier, Vermont
John Odum, City Clerk

April 16, 2026



Valsoft Corporation Inc., dba Cott Systems
2800 Corporate Exchange Dr.
Columbus, OH 43231
(800) 234-2688 | cottsystems.com



ADDENDUM FOR ONLINE INDEX SERVICES

This **Addendum for Online Index Services** ("Addendum") is by and between Valsoft Corporation Inc., dba Cott Systems ("Cott") and Montpelier, Vermont ("Customer"). This Addendum is being "Executed" (signed) under the Terms and Conditions of Cott's Master Agreement for Products and Services.

1. **Service.** Cott will electronically capture, where applicable, and catalog pages from the index books and/or index cards and/or record books along with, where applicable, the associated key tables, sub index, charts or tabs, and create setout names, alphabetical breakdowns or numeric breakdowns for the index book pages and/or index cards where appropriate, as specified. The electronic pages of the book(s) will be examined for quality and readability, and pages will be numbered to allow for linkage between index book and/or index card entries and record book entries where applicable.
2. **Source.** The source of index and record book images and/or index card images, may include, though is not limited to, microfilm, microfiche, aperture cards, CD/DVDs containing information in .TIF format and original hardcopy index and record books and/or index cards. Project efforts may include onsite scanning from original books and/or index cards, and if so, would be specified. While Cott will use reasonable efforts to provide a quality image, Customer is responsible for ensuring that the quality of captured index and record books pages and/or index cards is acceptable.
3. **Fees.** The fees are set forth in the "Fees" and "Payments" sections.
4. **Early Termination.** Customer may terminate this service and this Addendum by providing written notice to Cott. Cott is entitled to recover from Customer all fees incurred through the date of termination (even if Go-Live has not occurred yet).
5. **Ownership.** Cott and Customer acknowledge the Customer owns all rights and privileges to the information made available through this service. Cott will not remarket or claim ownership of the information.
6. **Information Presented.** While Cott's systems allow for excluding certain information from being viewable when accessing Customer's base system utilizing Online Index Books or Online Books, Customer acknowledges and agrees that Customer is responsible for complying with all applicable laws regulating the disclosure of private, sensitive or personal information. Cott exercises no control over, specifically rejects any responsibility for and will be held harmless from and against any liability for the form, content, accuracy or quality of information passing or obtained through or resident on the Online Index Books system or the Online Books. Customer is responsible for determining which records, fields, data, images or portions thereof, are available for searching or viewing. Customer will be responsible for implementing and carrying out such standards and any information input errors.
7. **Disclaimer of Warranty.** EXCEPT AS SPECIFICALLY SET FORTH HEREIN, NEITHER COTT NOR ANY OF ITS VENDORS MAKES ANY REPRESENTATIONS OR WARRANTIES OF ANY KIND, EXPRESS OR IMPLIED, WITH

RESPECT TO THE INFORMATION MADE AVAILABLE THROUGH THIS SERVICE OR THE OTHER PRODUCTS OR SERVICES PROVIDED BY COTT OR THE FUNCTIONALITY, PERFORMANCE, RELIABILITY, COMPLETENESS, TIMELINESS, SECURITY OR RESULTS OF USE THEREOF. WITHOUT LIMITING THE FOREGOING, EXCEPT AS SPECIFICALLY SET FORTH HEREIN, NEITHER COTT NOR ANY OF ITS VENDORS WARRANTS THAT THE INFORMATION OR THE OTHER PRODUCTS OR SERVICES PROVIDED BY COTT OR THE OPERATION THEREOF ARE OR WILL BE COMPLETE, ACCURATE, ERROR-FREE, UNINTERRUPTED OR SECURE OR MEETS OR WILL MEET CUSTOMER'S REQUIREMENTS.

8. **Standard Terms.** Cott's Master Agreement for Products and Services also applies to the provision of products and services by Cott under this Addendum and the terms of such Agreement are hereby incorporated by reference. The terms actually set forth in this Addendum will govern in the event of any conflict or inconsistency between its terms and the terms set forth in any other document between the parties.

The terms of this Addendum govern the provision of services by Cott under this Addendum and any Schedules executed by Cott and Customer hereunder from time to time.

X Customer Acknowledgement: _____ **Date:** _____

Cott and Customer have executed this contract to be effective as of the date it is signed by Customer. Cott's **Master Agreement for Products and Services** also applies to the provision of services by Cott under this contract and the terms of such agreement are hereby incorporated by reference. The terms actually set forth in this contract will govern in the event of any conflict or inconsistency between its terms and the terms set forth in any other document between the parties.

Master Agreement for Products and Services

9/6/2023

(Date Signed)

Resolution3 Online Index Books Hosted Services Addendum

9/6/2023

(Date Signed)

RECORDhub Services Addendum

9/6/2023

(Date Signed)

Montpelier, Vermont

(County, Parish, Town)

VALSOFT CORP, INC. dba COTT SYSTEMS
CUSTOMER

(Signature)

(Date)

Mani Alaei

(Print Name)

Chier Executive Officer

(Print Title)

(Attest)

(Signature)

(Date)

(Print Name)

(Print Title)

(Attest)

Customer acknowledgement required on additional page(s).

Please digitally sign and initial; or print, sign, and initial original copy.

Once contract is signed, please fax or email the **entire** contract to Cott.

To: Cott Systems | ATTN: Finance Dept. | 1.866.540.1072 | contracts@cottsystems.com

ORDER SUMMARY

1. Online Index Books.

- Land Records, 1984 – 1988, Volumes 184-220.
- Land Records 1988 – 1992, Volumes 221-252.

2. Index and Records Source. On-site scanning.

3. Total Volumes. 69 (loose-leaf).

4. Total Estimated Images. 42,750.

5. Requirements.

- Source documents provided by the Customer are assumed to be of usable quality, are complete, and are numbered and presented in sequence.
- Cott will provide Quality Control for sequencing and naming of images to match the actual page numbers or instrument numbers on the documents.

6. GB of Images. This project will yield approximately 10 GB worth of images.

7. User Licenses. Unlimited search, rights to use software for term of contract.

8. Deployment. Hosted deployment; records to be imported into existing OIB.

9. Implementation. Project management and import are included.

Fees		\$28,500 and \$15 / month
Schedule of Payments	Invoice upon receipt of signed contract	\$21,375
	Invoice upon project completion	\$7,125 ¹
	Invoice monthly upon Go-Live Date	\$ 15 / month ²
¹ Cott will issue subsequent invoice upon project completion. ² Monthly fee to begin 1 st of the month following Go-Live Date (deployment). Monthly fee is in addition to current system fee.		

PLEASE NOTE: The pricing in this offer is valid through 6/16/2026. After this date, this offer will be priced at the current rate.

TERM: To be coterminous with system term through 9/30/2026.

X Customer Acknowledgement: _____ **Date:** _____



CITY COUNCIL Agenda Item Cover Sheet

Date: May 27, 2026

Consent _ **Discussion** _X_

SUBJECT: Update on City Manager's Onboarding, Orientation, and Performance Management plan

SUBMITTING DEPARTMENT: Councilors Gil and Kohn, Mayor Gwinn

RECOMMENDED ACTION: Approve performance management plan for the City Manager for year 1 evaluation to be conducted in February 2027.

RELATED COUNCIL GOAL/PRIOR ACTION (Highlight as many as needed):

1. Housing
2. Infrastructure
3. Economic Development
4. Good Governance

EXPENDITURE REQUIRED: N/A

SOURCE OF FUNDS: N/A

LEGAL REQUIREMENTS: The contract between the City Council and the City Manager requires an annual performance management plan to be developed collaboratively and executed.

BACKGROUND INFORMATION:

Councilors will present performance evaluation plan

INTERESTED PARTIES: City Council, City Manager, Community

CITY MANAGER'S APPROVAL:

Kelly McMichael-Kurz

City of Montpelier City Manager Performance Evaluation Plan

(Year 1)

Employee:Kelly McNicholas Kury (City Manager)

Evaluation Period:.....February 2026 – February 2027

Adopted by City Council:May 27, 2026

*Prepared for the City Council of Montpelier, Vermont
to establish a transparent, measurable, and strategic
performance evaluation process for the City Manager.*

Introduction & Guiding Principles

The purpose of this evaluation framework is to create a clear, fair, and measurable process for evaluating the performance of the City Manager. This document aligns the City Manager's responsibilities with the strategic priorities of the City of Montpelier and establishes accountability, organizational transparency, and continuous improvement practices.

This framework is intended to:

- Establish SMART (Specific, Measurable, Achievable, Relevant, and Time-Bound) goals.
- Align annual objectives with the City Council's adopted priorities and City Plan.
- Provide regular opportunities for feedback and communication.
- Support professional development and organizational effectiveness.
- Ensure measurable outcomes are documented and reviewed annually.
- This evaluation process reflects leading practices from the International City/County Management Association (ICMA) and the Vermont League of Cities and Towns (VLCT).

Implementation & Annual Update Instructions

This document is intended to serve as a living performance management tool for both the City Council and the City Manager.

Implementation Process

1. Review and Adopt:
City Council reviews and formally adopts the evaluation framework.
2. Collaboratively Finalize SMART Goals:
The City Manager and Council refine goals, timelines, and measurable outcomes.
3. Establish Baselines:
Departments identify current performance baselines and available data sources.
4. Quarterly Check-Ins:
Informal discussions are held to review progress, barriers, and emerging priorities.
5. Mid-Year Review:
Conduct a formal mid-year review to assess progress and adjust goals if necessary.
6. Annual Evaluation:
Complete the formal annual performance review and establish subsequent year priorities.

Annual Update Process

This framework should be reviewed and updated annually to ensure alignment with changing community needs, strategic priorities, budget realities, and organizational capacity.

- Recommended annual review process:
- Review prior year performance outcomes and lessons learned.
- Evaluate which goals were completed, in progress, or deferred.
- Update performance metrics to ensure they remain measurable and achievable.
- Incorporate new Council priorities, flood recovery needs, infrastructure projects, and economic development goals.
- Review weighting categories to ensure alignment with current priorities.
- Revise timelines, KPIs, and reporting expectations as needed.
- Formally adopt the updated evaluation plan annually during the City Manager review cycle.

Document Control & Versioning

Version:.....1.0 – Initial Draft Framework

Prepared:.....May 2026

Next Scheduled Review:February 2027

Future revisions should include:

- Date of revision
- Summary of changes
- Council approval date
- Updated strategic priorities or metrics

City of Montpelier City Manager Performance Evaluation Plan

(Year 1)

Employee:Kelly McNicholas Kury (City Manager)

Evaluation Period:February 2026 – February 2027 and September 2027

Adopted by City Council:May 27, 2026

I. Purpose

This evaluation framework establishes clear, measurable expectations for the City Manager and provides a structured process for assessing performance aligned with the City of Montpelier’s strategic priorities:

- Housing
- Climate Resilience & Infrastructure
- Flood Recovery
- Economic Development
- Organizational Excellence & Governance

This process reflects best practices from the International City/County Management Association and the Vermont League of Cities and Towns.

II. Evaluation Structure

A. Evaluation Timeline

- **3 Months:** Orientation & Goal Confirmation (informal review) (May 2026)
- **6 Months:** Mid-Year Performance Review (August 2026)
- **9 Months:** Progress Check-In (November 2026)
- **12 Months:** Formal Annual Evaluation/February 2027 (Merit Increase)

B. Evaluation Methods

- City Council assessment (primary)
- City Manager self-assessment
- Optional staff or stakeholder input (as determined by Council)

III. Performance Rating Scale

Rating	Description
5 – Exceptional	Performance consistently exceeds expectations with significant impact
4 – Exceeds Expectations	Frequently exceeds established goals
3 – Meets Expectations	Successfully achieves established goals
2 – Needs Improvement	Partially meets expectations
1 – Unsatisfactory	Does not meet expectations

IV. Year 1 SMART Goals & Performance Metrics

1. Housing (Priority Weight: 10%)

Goal 1.1 (0-12 Months):

Increase the number of homes in Montpelier by a minimum of 75 units per year.

Performance Metrics:

- Assess how CHIP funding can be best used for housing-related projects
- 4-5 partnerships formed with developers and non-profits to build new homes

Goal 1.2 (0-12 Months):

Maintain a mix of housing types, sizes, occupancies, and costs.

Performance Metrics:

- 0-1 zoning amendments annually

Goal 1.3 (0-12 Months):

Increase support for homeowners, developers and nonprofit partners in the creation of housing that would not otherwise be provided by the private market

Performance Metrics:

- 0-2 new housing projects initiated with government or nonprofit partnership

2. Infrastructure & Climate Resilience (Weight: 10%)

Goal 2.1 (0-12 Months):

Meet Steady State Paving Plan

Performance Metrics:

- 64% of road paving projects completed on time (annual improvement on PCI)
- 2 miles paved annually

Goal 2.2 (6-12 Months):

Meet Steady State Plan - Waterlines.

Performance Metrics:

- 2750 miles of waterlines replaced or repaired

Goal 2.3 (0-12 Months):

Storage and Treatment Plant Maintenance

Performance Metrics:

- <12 boil water notices (year over year reduction)

3. Flood Recovery (Weight: 10%)

Goal 3.1 (0-12 Months):

Stabilize and secure funding for flood recovery efforts.

Performance Metrics:

- $\geq 70\%$ of eligible FEMA/state funding applied for
- Develop timeline and launch project for City Hall rebuild

Goal 3.2 (0-12 Months):

Achieve major recovery milestones.

Performance Metrics:

- 100% of funding raised for Home Farm Way and Pioneer Dam Removal

Goal 3.2 (0-12 Months):

Strengthen emergency preparedness

Performance Metrics:

- Coordinate tabletop exercises with staff and partners at VEM

4. Economic Development (Weight: 10%)

Goal 4.1 (0-12 Months):

Business Retention and Expansion

Performance Metrics:

- 0-1 businesses retained/expanded
- Revenue growth in Local Options Tax
- Economic development strategy drafted

Goal 4.2 (0-12 Months):

Implement economic development initiatives.

Performance Metrics:

- Reduction in downtown vacancy rate
- Launch of ≥ 1 new economic initiative

5. Organizational Leadership & Governance (Weight: 10%)

Goal 5.1 (0-12 Months):

Establish strong governance and performance systems.

Performance Metrics:

- Regular council communications established
- Staff leadership positions filled and onboarded
- Department KPIs defined (100%)
 - all departments in City of Montpelier, aligned to City Plan

Goal 5.2 (0-12 Months):

Demonstrate high-performing leadership and organizational effectiveness.

Performance Metrics:

- Modernize systems for internal and external service delivery
- Balanced budget aligned with strategic priorities

V. Ongoing Performance Expectations

In addition to strategic goals, the City Manager will be evaluated on:

A. Leadership & Ethics (Weight: 10%)

- Integrity, transparency, and accountability
- Professional conduct and public trust

B. Council Relations (Weight: 10%)

- Clear communication and responsiveness
- Alignment with Council priorities
- “No surprises” governance approach

C. Financial Stewardship (Weight: 10%)

- Budget accuracy and fiscal sustainability
- Effective use of public resources

D. Community Engagement (Weight: 10%)

- Accessibility and responsiveness to residents
- Stakeholder collaboration

E. Policy Facilitation and Implementation (Weight: 10%)

- Presentation of thoroughly researched policy options
- Accurate and efficient implementation of Council policy decisions

VI. Reporting & Accountability

- Quarterly progress reports
- Annual “State of the City” presentation

VII. Evaluation Process

1. City Manager submits self-assessment
2. Council members complete individual evaluations
3. Council convenes to discuss and finalize ratings
4. Final evaluation document issued with:
 - a. Overall rating
 - b. Summary of strengths
 - c. Areas for improvement
 - d. Goals for next evaluation period

VIII. Signatures

Mayor / Council Chair: _____ **Date:** _____

City Manager: _____ **Date:** _____



CITY COUNCIL Agenda Item Cover Sheet

Date: May 27, 2026

Consent _ Discussion _X_

SUBJECT: Summer Schedule Discussion

SUBMITTING DEPARTMENT: City Manager

RECOMMENDED ACTION: Review the current City Council meeting dates for June, July, & August; confirm or adjust dates accordingly.

RELATED COUNCIL GOAL/PRIOR ACTION (Highlight as many as needed):

1. Housing
2. Infrastructure
3. Economic Development
4. Good Governance

EXPENDITURE REQUIRED: N/A

SOURCE OF FUNDS: N/A

LEGAL REQUIREMENTS: N/A

BACKGROUND INFORMATION:

The City Council is scheduled to meet as follows:

- June 10
- June 24
- July 8
- July 22
- August 12
- August 26

Parking Lot Agenda Items:

6/27 Agenda (proposed)	Short Term	Long Term
CVRPC/TAC appointments	Tax Stabilization Policy	Tax Credit – Sprinkler
MPD Cruisers & Taser contracts	Committee Policy Review/Follow-Up	Land Use Map
White & Burke Contract amendment	Report on Special Events Costs	CCR Use Policy Amendment – Dogs/Hunting
Housing Trust Application Criteria	Local Options Tax	Local Hazard Mitigation Plan (LHMP)
Public Comment Practice Review	Housing Trust	Debt Policy Review
Homelessness Update	CDBG-DR Acceptance	12-16 Main St. RFP
Zoning Fees	Council's Strategic Plan Update	WRRF Capacity Study
	Fiscal Year End Budget Update	Water Rate Study

INTERESTED PARTIES: City Council, City Staff

CITY MANAGER'S APPROVAL:

Kelly McMichael Ruiz