

VERGENNES CITY COUNCIL  
MARCH 22, 2016  
MINUTES

Mayor William Benton called the regular meeting to order at 6:00 p.m. at the Vergennes Fire Station meeting room located at 50 Green Street. Those in attendance were:

Alderman Mayor William Benton	City Manager Mel Hawley
Alderman Lowell Bertrand	Assistant City Clerk Melissa Wright
Alderman Jeffrey Fritz	Shannon Haggett
Alderman Mathew Chabot	Cheryl Brinkman
Alderman Mark Koenig	Michelle Tisbert
Alderman Lynn Donnelly	Elise Shanbacker

Mayor William Benton welcomed the recently elected Aldermen.

VISITOR: Michelle Tisbert, a member of the Vergennes Partnership, advised new banners for downtown have been ordered and should be received within two weeks. A copy of the design was distributed. She said the Vergennes Partnership will be paying for the banners which cost \$915 for ten banners and they hope to start fundraising efforts to defray the cost. Alderman Lynn Donnelly advised she would sponsor a banner and Alderman Jeffrey Fritz advised he would sponsor two banners. After a discussion about possibly adding the text "City of Vergennes" to the banners, Michelle advised she would check on the additional cost.

WARRANT: The Warrant totaling \$139,557.29 was circulated for review and signatures of approval.

MINUTES: The minutes to the meeting of February 23, 2016 were reviewed. The sentence "Mayor Benton stated he agrees in theory to the City's \$20,000 share from the Water Tower Fund and the potential loan to Hans Vorsteveld, owner of the property, for another \$20,000." was unclear and is replaced with the sentence "Mayor Benton stated he agrees with allocating \$40,000 from the Water Tower Fund as the 50 percent local match with the understanding that Hans Vorsteveld, principal of Lincoln Geronimo, LLC and owner of the adjacent property, will repay \$20,000. Alderman Lowell Bertrand moved to approve the revised minutes, seconded by Alderman Jeffrey Fritz, with all voting in favor. Alderman Lynn Donnelly felt that the details of the loans from the Water Tower Fund should be clear and duly authorized by the City Council. Manager Hawley suggested the practice of such loans for streetscape projects in the downtown be incorporated in the Water Tower Fund Policy and will provide a draft amendment for review at the next meeting.

ROBERTS RULES OF ORDER: Manager Hawley explained it is customary to adopt rules of the City Council for conducting business at their meetings. The City has in the past adopted Roberts Rules of Order for executive boards and small committees which waives various formalities and calls for the Mayor to vote on all motions. Alderman Lowell Bertrand moved to adopt Roberts Rules of Order for executive boards and small committees. The motion was seconded by Alderman Lynn Donnelly with all voting in favor.

SENIOR ALDERMAN: Mayor Benton advised the City Charter requires the City Council to choose a Senior Alderman who will, in case of the Mayor's absence, resignation or inability, perform the duties of the Mayor. Mayor Benton advised Alderman Renny Perry expressed interest in continuing as Senior Alderman. Alderman Lynn Donnelly nominated Alderman Renny Perry for this position, seconded by Alderman Jeffrey Fritz, with all voting in favor.

CONFLICT OF INTEREST POLICY: The purpose of the Conflict of Interest Policy is to ensure that no member of the City Council will gain a personal or financial advantage from his decisions but that decisions will be based on the best interest of the community. The policy requires that it be reviewed by the City Council annually at the first regular meeting in March at which time it may be amended, repealed, or readopted. Alderman Lynn Donnelly suggested that a City Council member should not have to leave the table when they have disclosed a conflict of interest as directed by the policy. Alderman Lynn Donnelly moved to adopt the Conflict of Interest Policy with the amendment of Article 6.A.2 as follows: "A Member who has recused him or herself from a proceeding shall not deliberate with the City Council or participate in that proceeding as a Member in any capacity." The motion was seconded by Alderman Lowell Bertrand with all voting in favor.

DESIGNATION OF NEWSPAPER: City Manager Mel Hawley advised the City Council is required by statute to annually designate a newspaper of general circulation in the municipality where legal notices will be published. Alderman Lowell Bertrand moved to designate the Addison Independent. The motion was seconded by Alderman Mark Koenig with all voting in favor.

APPOINTMENTS: Manager Hawley read through the list of positions open for appointment, explained the responsibilities of the respective positions, and recommended appointees. Alderman Lowell Bertrand moved to adopt the slate as presented, seconded by Alderman Jeffrey Fritz, with all voting in favor. The appointments are as follows:

Delinquent Tax Collector	Mel Hawley
Tree Warden	Mel Hawley
Service Officer	Joan Devine
Bixby Library Trustee Designation	Christine Bradford
ACSWMD Board of Supervisors Member	Cheryl Brinkman
ACSWMD Alternate Member	Mel Hawley
ACRPC Delegates	Mel Hawley
	Shannon Haggett
ACRPC Alternate Delegates	William Benton
	Cheryl Brinkman

Manager Hawley reported that no one filed a nominating petition to be on the ballot for one of the two seats representing the City of Vergennes on the Vergennes Union High School Board of Directors and no one received the requisite number of write-in votes so one of the seats is vacant. He said a notice needs to be posted and the process for appointing one to the position needs to be developed. The City Council decided that if one is interested in serving as one of the representatives from the City of Vergennes on the Vergennes Union High School Board of Directors they must submit a letter of interest addressed to Mayor William Benton by April 8, 2016. Candidates are also expected to attend the April 12, 2016 City Council meeting for a brief interview.

2016 LIQUOR LICENSES, OUTSIDE CONSUMPTION PERMITS, LIVE ENTERTAINMENT LICENSES AND LICENSE AGREEMENTS FOR OUTSIDE SEATING: Liquor License applications and associated licenses, permits, and agreements for 2016 were submitted by Addison County Eagles, American Legion Post #14, Bar Antidote, Black Sheep Bistro, Champlain Farms, City Limits Night Club, Kinney Drugs, Pork Squid, LLC (Park Squeeze), Shaw's Supermarket, Small City Market, Strong House Inn, Three Squares Café, Vergennes Laundry, Vergennes Redemption, and Vergennes Wine. Alderman Lowell Bertrand moved, acting as the local control commissioners, to approve the applications as submitted and to authorize City Manager Mel Hawley to approve License Agreements for Outside Seating to Black Sheep Bistro, Vergennes Laundry, Three Squares Café, and Pork Squid, LLC (Park Squeeze). The motion was seconded by Alderman Mark Koenig with all voting in favor. A restriction

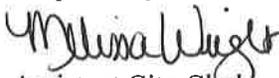
was placed on all Live Entertainment Licenses that exterior doors and windows must remain closed during time periods of live entertainment.

ADDISON COUNTY COMMUNITY TRUST SIDEWALK EXTENSION PROPOSAL: Elise Shanbacker, Executive Director of Addison County Community Trust, requested the City participate financially in the cost of extending the sidewalk in the City's right-of way resulting in improved pedestrian safety for the residents of the 14 new living units in Waltham and for the two or three existing homes on South Maple Street in the city. The sidewalk extension project would be on the westerly side of South Maple Street starting across from Thomas Circle and extend to the so-called Gevry Trailer Park in Waltham which will soon be purchased by Addison County Community Trust. Following much discussion amongst the City Council ranging from supporting the request to assist with funding the cost of the project to questioning the already existing condition of many sidewalks in the city, it was decided that more information was needed to make a decision. The matter will be on the agenda of the next meeting provided more detail on design and estimated cost is available. Shannon Haggett, Chair of the Planning Commission, advised sidewalks are incorporated into the municipal development plan and suggest coming up with a way for residents with concerns about the conditions of sidewalks around the city to take a picture and upload those pictures to develop an inventory of problem areas.

MANAGER'S REPORT: City Manager Mel Hawley advised budget line items for workers' compensation and property insurance were at about 100 percent because all quarterly contributions have been paid for the fiscal year. Alderman Lynn Donnelly expressed concern with the line item for building maintenance in the Administration budget and the line item for police vehicle maintenance; both are over 100 percent. She also asked about the Sewer Department's State operation fee which is way over budget. City Manager Hawley advised the building maintenance expenses are related to the renovations associated with the Vergennes Partnership office and the so-called ticket booth. He said at some point he will request an allocation from the Water Tower Fund to cover those expenses. He said that police vehicle maintenance is directly related to aging cruisers. As for the State operation fee, he said the State was late in informing municipalities of a substantial increase in the fee. A draft schedule of City Council meetings for the next year was presented. Members were asked to check any potential conflicts with personal schedules and report back at the next meeting.

ADJOURNMENT: At 7:20 p.m. Alderman Lowell Bertrand moved to adjourn the meeting, seconded by Alderman Mathew Chabot, with all voting in favor.

Respectfully submitted,

  
Assistant City Clerk