



Winooski City Council Meeting

Monday, March 13, 2023, at 6 PM

Members Present: Mayor Kristine Lott, Councilor Thomas Renner, Councilor Aurora Hurd, Councilor Bryn Oakleaf and Councilor Charles Judge

Officers Present: Elaine Wang, City Manager, Paul Sarne, Communications Director, Jon Rauscher, Public Works Director, Jenny Willingham, City Clerk & Jesse Acri, Human Resources Director

I. Call to Order

The meeting was called to order at 6:07 PM.

II. Agenda Review

None

III. Public Comment

None

IV. Consent Agenda

- a. Approval: City Council, Liquor Control Board, and Winooski Community Development Trust Board of Trustees Minutes of February 21, 2023

Minutes: To approve the City Council Minutes, Liquor Control Board and Winooski Community Development Trust Board of Trustees minutes of February 21, 2023

Motion: A motion by Councilor Oakleaf seconded by Councilor Hurd to approve the minutes. Voted and passed 3-0. Councilor Judge abstained.

V. Council Reports

Minutes: Councilor Oakleaf announced Municipal Infrastructure Commission will meet Thursday at 6:30 PM at Myers Pool. CSWD Board approved moving the budget forward to the member towns. Councilor Oakleaf congratulated new Council member, Charles Judge. Councilor Hurd announced the Inclusion & Belonging Commission met on February 23rd to talk about and provide feedback for the Equity Audit Assessment. The Safe, Healthy Connected People will have a meeting at 6:30 PM on Tuesday.

Mayor Lott announced the Finance Commission will meet at 5:30 PM on Tuesday. In addition, the Planning Commission will meet to discuss land use, parking & historical preservation.

The Housing Commission met at Winooski School District with faculty. Some potential scenarios are providing emergency housing to families as well as create a resource for those families.

Councilor Renner announced that Downtown Winooski is in the process of hiring a director.

VI. City Updates

Minutes: City Manager Wang announced the Clerk's Office will continue having reduced hours on Monday, Wednesday, Thursday & Friday from 8:00 AM to 4:00 PM due to staffing shortage. City Manager Wang thanked the residents for passing the budget as well as the election workers.

VII. Regular Items

- a. Winooski City Council Orientation - Mayor Kristine Lott, Elaine Wang, City Manager

Minutes: City Manager Wang and Mayor Lott provided a detailed orientation to the Councilors. Within this presentation included an overview of roles and responsibilities, Strategic Vision and Goals, Council Authority- Mayor and City Manager-Authority, Council protocols, Communicating with Staff & Legal requirements. A comprehensive overview was provided to the Council.

- b. Appointment of Deputy Mayor - Mayor Kristine Lott

Minutes: Mayor Lott appointed Thomas Renner as the Deputy Mayor.

Motion: A motion was made by Mayor Lott seconded by Councilor Oakleaf. Motion passed by 3-0. Councilor Renner abstained.

- c. Discussion/Approval: Conflict of Interest Policy - Elaine Wang, City Manager

Minutes: City Manager Wang provided an overview of this Conflict of Interest Policy. The one change from 2022 (recommended by staff) is to replace all gendered pronouns with "public officer" or "themselves".

Motion: A motion by Councilor Renner and seconded by Councilor Hurd to approve the Conflict of Interest Policy with some minor edits. Voted and passed 4-0.

- d. Discussion/Approval: Rules of Procedure - Elaine Wang, City Manager

Minutes: City Manager Wang provided an extensive overview of the Rules of Procedure proposed policy including a simplified version of Robert's Rules of Order, Liaison and Commission Assignments, replacing "his/hers" pronouns with "they pronouns to be more gender inclusive. Some other changes were made to this procedure.

Motion: A motion was made by Councilor Renner seconded by Councilor Hurd to approve and adopt the Rules of Procedure with some minor edits. Voted and passed 4-0.



City of Winooski

Vermont's Opportunity City

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- e. Discussion/Approval: Winooski City Council 2023 - 2024 Schedule - Elaine Wang, City Manager

Minutes: City Manager Wang offered a proposed Council schedule along with possible dates for the City Council Policy Priorities and Strategies Retreat. Discussion ensued and it was decided to set the date for the retreat to occur on May 13th.

Motion: A motion by Councilor Judge seconded by Councilor Hurd to accept the Council schedule as well as setting the date for the Retreat (Council & Staff) on May 13th. Voted and passed 4-0

- f. Discussion/Approval - Equity Assessment Tool, Councilor Aurora Hurd

Minutes: Councilor Hurd provided an overview of the changes for the Equity Assessment Tool as proposed by the Inclusion and Belonging Commission for the Council to utilize including developing a language access plan combined with other goals. This assessment will be applied in discussions of agenda items and other related areas. One of the goals is to be in alignment with Winooski's Abenaki Land Acknowledgement and Land Use Rights resolutions.

Motion: A motion by Councilor Renner and seconded by Councilor Judge to approve the Equity Assessment Tool with some minor edits. Voted and passed 4-0.

- g. Discussion/Approval: Historic Roadside Marker Approval Request – 10 Manseau Street (Parc Terrace) - Jon Rauscher, Director of Public Works

Minutes: Britta Tonn (VHB) has proposed placing a Historic 2-sided Roadside Marker for the Historic significance of the development of 10 Manseau Street (Parc Terrace). Discussion ensued on possible wording and references.

Motion: A motion was made by Councilor Renner seconded by Councilor Hurd to approve the placement & installation of the Historic 2-sided marker at 10 Manseau Street (Parc Terrace). Voted and passed 4-0

- h. Discussion/Approval: Accounting Clerk Title, Purpose, Funding Source - Jesse Acri, Human Resources Director

Minutes: Human Resources Director Acri provided an overview in the change of title in the Finance Department. A request for Council to approve the position description (Title & Purpose) as presented to Accounting Clerk.

Motion: A motion of Councilor Judge seconded by Councilor Renner to approve the change in the Title. Voted and passed 4-0

VIII. Adjourn

Motion: A motion by Councilor Renner seconded by Councilor Hurd to adjourn at 7:55 PM.

Voted and passed 4-0

Attest: _____
Jenny Willingham, City Clerk