Commissioners Present: Commissioner Archambeau, Commissioner Barr, Commissioner Hogan (Chair), Commissioner O’Neill-Vivanco (Vice-Chair), Commissioner Overby.

Commissioners Absent: Commissioner Bose and Commissioner Gilman

**ITEM 1 – CALL TO ORDER**

Commissioner Hogan called meeting to order at 6:32 p.m.

**ITEM 2 – AGENDA**

Commissioner Overby asked to pull Item C off the agenda for more discussion as she had an email exchange about this item off-line.

Commissioner Barr made a motion to accept the agenda with pulling Item C off and making it Item 4.1

Commissioner O’Neill-Vivanco seconded

Unanimous approval

**ITEM 3 – PUBLIC FORUM –**

Jason Van Dreische spoke at Public Forum in reference to upcoming Commission review of City Engineer Baldwin. Van Dreische said that while CE Baldwin loves Burlington, he is too cautious on safety improvements; project implementation has been substandard and there have been delays in implementing safety improvements. He does not believe CE Baldwin should be re-appointed and wanted the Commission to factor this in to their recommendation to the Mayor for re-appointment.

**ITEM 4 – CONSENT AGENDA**

A – Update to Free Employee Parking Policy
B – Parking Request for Lakewood Parkway GSII Project

Commissioner Barr made a motion to accept consent agenda for Items A and B

Commissioner O’Neill-Vivanco seconded

Unanimous approval

**ITEM 4.1 – DESIGN VEHICLE GUIDELINES**
DPW Engineer Olivia Darisse stated that with the growing need for intersection design standards that meet the needs and objectives specific to the City of Burlington, an Intersection Design Vehicles Guidance document has been developed as a resource for engineers and designers. Existing design resources provide general guidance that lacks consideration for unique downtown settings and pedestrian safety. This document standardizes the intersection design process for the City of Burlington and will be used as a design resource for city staff and consultants to balance the needs of various road users and modes of travel. This is not to change any existing and functioning intersections but rather provide guidance when intersections are undergoing a capital project redesign or reconstruction.

Commissioner Overby’s concern is that this document does not mention the use of roundabouts and is only focused on traditional intersection treatments.

DPW Engineer clarified that this resource really only addresses existing intersections.

Discussion ensued about incorporating language offered by Commissioner Overby.

Chair Hogan clarified that no action was required for this item.

City Engineer Baldwin stated that the need for this resource grew out of the St. Paul Street implementation where an intersection was designed to be narrower and more pedestrian friendly. However, the public felt like we went too far in that direction. This resource is meant to address and clarify existing intersections.

DPW Engineer Darisse stated that in the future there will be supplemental guidance for roundabouts as there are no resources to cater to the city.

Commissioner Overby stated that intersections are an issue in Burlington and roundabouts need to be considered as an option.

DPW staff pulled this item and will bring it back after further internal deliberation.

ITEM 5 – WATER RESOURCES RATE RECOMMENDATIONS

Division Director Megan Moir shared a power point presentation. She stated that her team has done extensive outreach, including going to multiple NPA meetings and mailing post cards to all residents with the new rate structure. Updates include irrigation rates, fire service fees, a fixed fee and flexible payment plans. Division Director Moir also addressed next steps for implementation.

Commissioner Archambeau offered compliments for the hard work of Water Resources.
Commissioner Barr echoed these sentiments and underscore how important help will be for those who need financial assistance.

Commissioner O’Neill-Vivanco shared that she sat in on the citywide meeting and requested an impact summary which she received. Asked about whether those with automatic sprinklers may complain and wondering what strategies DPW will use to deal with pushback. Division Director Moir stated that letters are being sent to people who have irrigation and fire service accounts so they are prepared for the changes.

Commissioner Overby offered compliments for the amount of work that went into the outreach and work. Underscored how important it is letting people know about the true cost of water. Offered support for the changes.

Chair Hogan asked clarifying questions about the presentation, such as what “meter removal” might indicate, given the importance of having a meter.

Commissioner Barr made a motion to approve with the language in the packet. Commissioner O’Neill Vivanco seconded. Unanimous approval

ITEM 6 – CONSOLIDATED COLLECTION STUDY UPDATE

Division Director Lee Perry provided a power point presentation on the steps the City has taken to study Consolidated Collection. This includes the results of the franchise study AND the municipal model that DPW has evaluated.

Vice-Chair O’Neill-Vivanco suggested if the city takes on this increased capacity then perhaps priorities shift if trash and compost are added to responsibilities. Concerned the City may not have the capacity to take this on and if this is where priorities should be focused. Also asked about enforcement options if we do undertake the municipal model.

Division Director Perry stated that performance indicators would be language written into a RFP to ensure proactive standards are met. DD Perry said that we would play the role one way or another.

Commissioner Overby said that the control over cost and quality is an important consideration and that we lose an advantage here if things are privatized. Asked clarifying questions about number of households who “opt-out.” Director Spencer said that, according to the survey from consultant, approximately up to 25% in Burlington opt out. Commissioner Overby also wants the focus to be on how to reduce waste generated by residents.
Commissioner Archambeau stated that he is a big fan of consolidation. Suggests that equity is an important consideration in how we move forward. For instance, safety considerations can be factored in more stringently with city control. Recommends that if we do go private, that we work with haulers who have a good working history with the City; don’t accommodate violators. He is a fan of the municipal option – it’s about equity, including retirement, livable wages, etc.

Commissioner Barr agreed with most of the comments and is a fan of consolidated pick up. However, with rising municipal costs in a variety of areas, too high of a cost can push people out of the City. Is probably leaning toward the ranchise model. Put in RFP to set specific guidelines like minimum wages, etc.

Chair Hogan wanted to clarify if a single cart would be used for all 3 services and if all services would be handled on the same day. Director Perry stated there would be a split body truck for trash and compost, recycling would still be done in a similar manner. Also underscored the need to write performance standards into the contract.

Gene Bergman spoke during public comment and supports a change to a consolidated system, specifically a public system. It is the most in the public interest. Democratic, public control can take other priorities into account beside cost, which includes ratepayer interests, the environment and workers. Privatization is not in the public interest.

from the public stated solid waste collection is essential to fight climate system. Public consolidation system is most in public interest. Need to give the public greater control over the rates, be more flexible.

**ITEM 7 – BSD SCHOOL TRAVEL PLAN KICKOFF**

Associate Engineer Philip Peterson shared a power point presentation on an ongoing project to conduct a holistic survey of Burlington School District travel conditions.

Commissioner Overby asked for more clarity on the end result of this project, what is driving the project.

Associate Engineer Peterson stated that it is a comprehensive evaluation of the transit and transportation network around the schools – including how do kids get to school, how can safety be improved, etc.

Director Spencer stated we have heard of the need to make improvements at certain schools, curb pick up, sidewalk and bike routes. DPW will work with the school district and there will be independent plans for each school. We want total involvement from schools, parents and students.
Commissioner Barr asked about the Safe Routes to School position with BSD and whether it’s filled?

City Engineer Baldwin stated that Nicole Losch is working with the School Department for safer route to schools and evaluating conditions where parents see problems.

Vice Chair O’Neill-Vivanco stated that the crosswalk at Union and Main Street has not been fixed yet. Make sure to prioritize the most vulnerable users. Make plans to fit into the walk/bike plan. Keep in mind the high school will be in the downtown for next 3 years.

Chair Hogan requested a check-in on the project in summer or fall and to have some material ahead of time to evaluate.

**ITEM 8 – ANNUAL DOWNTOWN PARKING REPORT**

Division Director Padgett provided material ahead of time and offered to answer questions on the parking report.

Commissioner Archambeau thanked DD Padgett for the effort.

Commissioner Barr appreciated the data.

Vice Chair O’Neill-Vivanco asked about the auditing of the businesses through the free employee parking program. DD Padgett described how the monthly process works to validate employee parking.

Commissioner Overby stated that the wayfinding sign was not working at Marketplace.

**ITEM 9 - APPROVAL OF DRAFT MINUTES**

Commissioner Overby had changes to March’s minutes. The Commission decided to defer this item until the next month when staff can present changes to minutes in a way more conducive to Zoom.

**ITEM 10 – DIRECTOR’S REPORT**

Director Spencer referred the Commission to his submitted report.

**ITEM 11 – COMMISSIONER COMMUNICATIONS**

Commissioner O’Neill-Vivanco read a letter from a concerned citizen about recycling and how it has been blowing all over the place making the Henry Street and Loomis Street neighborhood full of trash on windy days. People who do not have bins have
been using boxes to put recycling in and this makes the stuff blow around even more. He understands that toters are being recommended for apartment buildings but would like to see them for the city as this would cut down on trash blowing around. This was on See Click Fix.

Commissioner Overby had some questions about the goals and objectives but stated she would contact Director Spencer later this week and discuss this with him.

Commissioner Archambeau offered support to the City Engineer. The City struggles with a lot of voices from within city and he is not convinced the problem is with the City Engineer but with trying to balance multiple, competing voices.

Commissioner Hogan asked about where things will land with how some streets during Covid 19 last year were dedicated to local traffic only. He would like to see this a permanent fixture in some neighborhoods in the city.

**ITEM 12 – ADJOURNMENT AND NEXT MEETING DATE – MAY 19, 2021**

Commissioner Barr made a motion to adjourn
Commissioner O’Neill-Vivanco seconded
Unanimous approval

Meeting adjourned at 9:32 p.m.