



Church Street Marketplace Commission

**Wednesday, October 8, 2025, 9:00 AM, Zoom/Contois Auditorium, First Floor, City Hall
149 Church Street**

Zoom Link: <https://zoom.us/j/7366336595>

1. Adopt the Agenda

2. Adopt Minutes

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| Subject | 2.1. Adoption of Minutes |
| Meeting | October 8, 2025 - Church Street Marketplace Commission Agenda 10/08/2025 - Wednesday, October 8, 2025, 9:00 AM, Zoom/Contois Auditorium, First Floor, City Hall 149 Church Street |
| Type | Minutes |
| Department | Church St. Marketplace |

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| File Attachments |
| 1. CSMC DRAFT Meeting Minutes 17SEPT25 CSMC DRAFT Meeting Minutes 17SEPT25.pdf |

3. Public Forum

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| Subject | 3.1. Verbal Comments |
| Meeting | October 8, 2025 - Church Street Marketplace Commission Agenda 10/08/2025 - Wednesday, October 8, 2025, 9:00 AM, Zoom/Contois Auditorium, First Floor, City Hall 149 Church Street |
| Category | 3. Public Forum |
| Department | Church St. Marketplace |
| Type | Discussion |

4. Commissioner Updates (Marketplace Updates: Up to 5 minutes per commissioner)

5. Reports

and repeating at 1:00 am and 7:00 am the following day. The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status, crime victim status or genetic information.

Meeting October 8, 2025 - Church Street Marketplace Commission Agenda 10/08/2025 -
Wednesday, October 8, 2025, 9:00 AM, Zoom/Contois Auditorium, First Floor, City Hall
149 Church Street

Category 7. Informational and Non-Discrimination Statements

Department Council and Board

Type



CHURCH STREET MARKETPLACE DISTRICT COMMISSION

September 17, 2025

9:00 AM

Location: City Hall, Bushor Conference Room, 149 Church St.

Attendance:

Commissioners: Mark Bouchett, Becky Holt, Linda Magoon, Kara Tobin, Sam Tolstoi, Erik Monsen, Sarah Beal (Zoom), Chris Haessly, Romeo von Hermann

Staff: Kara Alnasrawi – CEDO Director, Samantha McGinnis – CSM Director, Isa Paredes – Marketing Coordinator, Aida Washburn – Project & Event Coordinator, Kimberly Rojas – Community Engagement Coordinator, Colin Storrs - Public Art and Grants Program Manager at BCA

- I. COME TO ORDER
 - a. Meeting is brought to order at 9:08am
- II. APPROVE AGENDA
 - a. Agenda approved unanimously
- III. APPROVE MINUTES
 - a. Minutes approved by Mark Bouchett, Linda Magoon, Kara Tobin, Sam Tolstoi, Erik Monsen, Chris Haessly, Romeo von Hermann.
 - b. Becky Holt and Sarah Beal abstain. Not at August 20, 2025 meeting.
- IV. PUBLIC FORUM – GENERAL
 - a. Ava Stanley: submitted RFP for 62 Church St. Currently owns Olive & Ollie. Gave background on her history with the space and her goals.
- V. COMMISSIONER UPDATES
 - a. Chris Haessly: AC hotel will be opening on September 18, 2025.
 - b. Romeo von Hermann: Fly by 5k at BTV airport on September 20, 2025.
- VI. SKINNY PANCAKE RESCISSION

- a. Discussion between commissioners around The Skinny Pancake cart on Church Street. Cart operated as scheduled beginning in June 2025. However, on August 14, 2025, Kate Litke, cart manager, contacted Marketplace staff to inform us that the cart would cease operations for the remainder of the 2025 season due to ongoing staffing issues. She also requested a full or partial waiver of the cart vendor fees for August and September.

The cart was active on the Marketplace during the first week of August but did not vend afterward. Ms. Litke has expressed continued interest in participating in future vending seasons.

- a. VOTE ANTICIPATED
 - i. MOTION: To consider the rescission of The Skinny Pancake cart
 1. Moved by Linda Magoon, Second by Romeo von Hermann
 2. Discussion: Commissioners discussed the precedent their actions would be setting and whether or not they should establish a standard process for similar vendor inquiries. Commissioners support adding language for vendors seeking rescission for next season.
 3. Amendment: To not rescind the contract and keep the full monthly fees for August and September in place.
 4. Vote in favor: Mark Bouchett, Becky Holt, Kara Tobin, Sam Tolstoi, Erik Monsen, Sarah Beal (Zoom), Chris Haessly, Romeo von Hermann
 5. Vote opposed: Linda Magoon

II. 62 CHURCH STREET LEASE

- a. Director Samantha McGinnis provided the following background: the Church Street Marketplace issued a Request for Proposals (RFP) to identify a new tenant. We first posted the RFP in June 2025, and it closed on July 1. We did not receive any responses to this RFP. The RFP was reposted from August 6th – August 29th. We received two applications from this RFP. The applications were reviewed by a committee composed of City staff and Marketplace Commissioners and graded on the four criteria outlined in the RFP (see attached). After scoring and reviewing the applications, the Committee chose to move forward with Ava Stanley's concept of a children's clothing store. She proposed an annual rent of \$20,800 which meets the requirements laid out in the RFP. Previously the annual rent was \$17,662. Ava has extensive knowledge of the space, having worked for the

previous tenant for many years, is in good financial standing, with her current business free of debt and loans, and has a demonstrated a proof on concept within her first few months of operation. The Marketplace team is in the process of reviewing Stanley's financial references, personal and professional were provided, and the approval to offer her the lease opportunity for 62 Church Street is contingent on those going well.

- b. RECOMMENDED ACTION: The Marketplace RFP Review Committee recommends awarding a three-year lease for 62 Church Street to Ava Stanley of Olive and Ollie, contingent upon receiving a satisfactory recommendation from her financial institution. Her personal and professional references were positive.
 - i. Commissioners discuss
 - c. VOTE ANTICIPATED
 - i. MOTION: To adopt RFP recommendation and award a three-year lease for 62 Church Street to Ava Stanley of Olive and Ollie, contingent upon receiving a satisfactory recommendation from her financial institution.
 - 1. Moved by: Chris Haessly
 - 2. Seconded by: Erik Monsen
 - ii. Vote unanimously approved by the commissioners
- III. BCA Presentation: Public Art Installation at Main St and Church St Intersection
- a. Presentation from Colin Storrs, Public Art and Grants Program Manager at BCA, of *Block by Block* by Vermont based artist Noa Younse.
 - i. MOTION: To approve the installation of *Block by Block* on the Church Street Marketplace
 - 1. Moved by: Linda Magoon
 - 2. Seconded by: Sam Tolstoi
 - a. Commissioners discussed
 - ii. Vote in favor: Mark Bouchett, Becky Holt, Kara Tobin, Sam Tolstoi, Linda Magoon, Erik Monsen, Sarah Beal (Zoom), Chris Haessly
 - iii. Abstain: Romeo von Hermann

IV. HOLIDAY REVIEW

- a. Holiday presentation from Church Street Marketplace Director,
Samantha McGinnis

V. TREASURER'S REPORT

- a. Just over 20% through fiscal year. Received ~75% of annual revenue.
Underbudget at this time - most expenses happen over the winter. Currently
looking for new snow removal for street team.

VI. DIRECTOR'S REPORT

- a. Samantha McGinnis reports that:
 - i. Church Street Marketplace team has moved to City Hall
 - ii. Twilight Block Party on Saturday 9/20
 - iii. UVM weekend 9/26 - 9/28. Interactive brick sticker piece, mini
golf and music.
 - iv. Outright firetruck pull on 9/27 will be the last year of this event
 - v. 10/4 Construction Fest, 10am-12pm
 - vi. Dog costume contest Marketplace on 10/25
 - vii. Great Streets: Main Street project update
 - viii. High number of vacancies on Marketplace
 - ix. Golden hour moving to 87 Church St. Will be keeping top block
space
 - x. Whizbangs now open
 - xi. Weenies pivoted and will operate as a toy store under a new name.
 - xii. Burlington nudity ordinance going to full council for vote soon.
 - xiii. AC Hotel opening September 18, 2025
 - xiv. Council accepted funds for overdose prevention center

VII. CHAIR'S REPORT

- a. Emphasis on the city and state working closely together. Positive ideas all
around including the attorney general's new system. Businesses bring
incredible value to their community that goes beyond what's within their
stores.

VIII. ADJOURN

- a. Motion to adjourn
 - i. Moved by Chris Haessly
 - ii. Seconded by Romeo von Hermann
- b. Meeting is brought to close at 10:32 am

Next Meeting: October 8, 2025