



**BURLINGTON CITY COUNCIL
CONTOIS AUDITORIUM, 149 CHURCH STREET, 2ND FLOOR
MINUTES OF MEETING
December 1, 2025**

1. Agenda

1. Agenda

City Council President Traverse convened the meeting at 6:05 pm.

Members present: City Council President Traverse, Councilors Barlow, Bergman, Broderick, Carpenter, Grant, Kane, Litwin, McKnight, Schachter and Singh (all in person); Councilor Neubieser (online)

Others present: Mayor Mulvaney-Stanak, COS Jacobsen, City Attorney Brown, Assistant City Attorney Ramakrishnan and Lori Olberg

Subject	1.1. Motion to amend/adopt agenda
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Meeting	December 1, 2025 - City Council Meeting - Monday, December 1, 2025, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
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Category	1. Agenda
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Department	Council and Board
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Type	Action Procedural
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Recommended Action	Motion to amend/adopt agenda as follows: remove from the consent agenda item 5.6. Designation of Staff to Issue Municipal Tickets - Police and place on the deliberative agenda as item 6.6. (per City Council President Traverse per Councilor Grant)
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1.1. Motion to amend/adopt agenda

Motion made by Councilor Singh, seconded by Councilor Bergman, to adopt the agenda as amended/presented. Motion passed unanimously.

2. Executive Session (25 mins.)

2. Executive Session (25 mins.)

City Attorney Brown spoke to this agenda item.

Subject	2.1. Executive Session to confer with City Attorney's office regarding overdose prevention center
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Meeting	December 1, 2025 - City Council Meeting - Monday, December 1, 2025, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
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Category	2. Executive Session (25 mins.)
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Department	City Attorney
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Type	Action Procedural
Recommended Action	1. To make a specific finding that premature general public knowledge of confidential attorney-client communications made for purposes of providing professional legal services to the City Council would clearly place the City at a substantial disadvantage by discussing privileged matters and attorney work product in public; and 2. To move into executive session based upon the foregoing specific finding, pursuant to 1 V.S.A. § 313(a)(1)(F), to confer with the City Attorney regarding funding under Act. 178 (2024) for an overdose prevention center, to include the members of the City Council, the City Attorney and her staff, the Mayor and her staff, and the Chief Administrative Officer and her staff. 2.1. Executive Session to confer with City Attorney's office regarding overdose prevention center Motion 1 as presented: Made by Councilor Singh, seconded by Councilor Schachter. Motion passed unanimously. Motion 2 as presented: Made by Councilor Singh, seconded by Councilor Bergman. Motion passed unanimously. The City Council went into Executive Session at 6:08 pm. The City Council came out of Executive Session at 6:40 pm.

3. Public Forum: Time Certain: 6:30 pm **See above for signup instructions**

3. Public Forum: Time Certain: 6:30 pm **See above for signup instructions**

City Council President Traverse opened Public Forum at 6:42 pm.

City Council President Traverse closed Public Forum at 6:48 pm.

Subject	3.1. Verbal Comments
Meeting	December 1, 2025 - City Council Meeting - Monday, December 1, 2025, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	3. Public Forum: Time Certain: 6:30 pm **See above for signup instructions**
Department	Council and Board
Type	Action Procedural
Recommended Action	open Public Forum close Public Forum

3.1. Verbal Comments

BTV residents (in person):

Andrea Viets: Services for Seniors; Heineberg MOU, 6.3, in support of Nolan Rogers: construction etc./vacant building ordinance enforcement

BTV resident (online):

Sharon Bushor: parking ordinance, 6.2, in support of

4. Mayor - General City Affairs (up to 10 mins.)

4. Mayor - General City Affairs (up to 10 mins.)

Subject	4.1. Verbal reports
Meeting	December 1, 2025 - City Council Meeting - Monday, December 1, 2025, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	4. Mayor - General City Affairs (up to 10 mins.)
Department	Council and Board
Type	Information

4.1. Verbal reports

5. Consent Agenda

5. Consent Agenda

Motion made by Councilor Litwin, seconded by Councilor Grant, to adopt the consent agenda as amended and take the actions indicated. Motion passed unanimously.
Councilor Bergman was not at the table to vote.

Subject	5.1. Motion to adopt the consent agenda and take the actions indicated
Meeting	December 1, 2025 - City Council Meeting - Monday, December 1, 2025, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	5. Consent Agenda
Department	Council and Board
Type	Action (Consent) Procedural

Recommended Action Motion to adopt the consent agenda and take the actions indicated

5.1. Motion to adopt the consent agenda and take the actions indicated

Subject	5.2. Accountability List - CT
Meeting	December 1, 2025 - City Council Meeting - Monday, December 1, 2025, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	5. Consent Agenda
Department	Department of Finance and Administration
Type	Action (Consent) Communication Information

Recommended Action waive the reading, accept the communication and place it on file

5.2. Accountability List - CT

Subject	5.3. November 17, 2025 Local Control Commission Meeting Minutes - DFA
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Meeting December 1, 2025 - City Council Meeting - Monday, December 1, 2025, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor

Category 5. Consent Agenda

Department Department of Finance and Administration

Type Action (Consent) Minutes

Recommended Action approve the minutes

5.3. November 17, 2025 Local Control Commission Meeting Minutes - DFA

Subject 5.4. November 17, 2025 Local Cannabis Control Commission Meeting Minutes - DFA

Meeting December 1, 2025 - City Council Meeting - Monday, December 1, 2025, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor

Category 5. Consent Agenda

Department Department of Finance and Administration

Type Action (Consent) Minutes

Recommended Action approve the minutes

5.4. November 17, 2025 Local Cannabis Control Commission Meeting Minutes - DFA

Subject 5.5. November 17, 2025 Regular City Council Meeting Minutes - DFA

Meeting December 1, 2025 - City Council Meeting - Monday, December 1, 2025, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor

Category 5. Consent Agenda

Department Department of Finance and Administration

Type Action (Consent) Minutes

Recommended Action approve the minutes

5.5. November 17, 2025 Regular City Council Meeting Minutes - DFA

Subject 5.6. Designation of Staff to Issue Municipal Tickets - Police **NOW AGENDA ITEM 6.6**

Meeting December 1, 2025 - City Council Meeting - Monday, December 1, 2025, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor

Category 5. Consent Agenda

Department Police Department

Type Action (Consent)

Recommended Action to approve the designation of CSO Ratna Polk as a municipal enforcement officer for purposes of enforcing the Burlington City Ordinances, authorizing CSO Polk to issue civil tickets for violations of the same; and, to further authorize the Burlington Police Department to submit the attached designation form so designating CSO Polk to the Vermont Judicial Bureau, subject to approval as to form by the City Attorney's Office

5.6. Designation of Staff to Issue Municipal Tickets - Police ****NOW AGENDA ITEM 6.6****

Subject 5.7. Great Streets Main Street Project Budget Amendment - DPW

Meeting December 1, 2025 - City Council Meeting - Monday, December 1, 2025, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor

Category 5. Consent Agenda

Department Public Works Department

Type Action (Consent)

Recommended Action

1. To approve the increase in the Great Streets Main Street by \$559,215.50 for the PCF, Ravine Sewer, and Grant funds; with \$640,000 in TIF Earnings subject to the review and approval by VEPC; for a total increase in the overall project budget of up to \$1,199,215.50. Resulting in the total authorized amount from \$35,391,395.09 to \$36,590,610.59 for the Great Streets Main Street project.
2. To approve the amendment of the Downtown TIF Substantial Change application dated October 6, 2025 to VEPC to include the PCF funds that have been reimbursed to the City.
3. To authorize the Chief Administrative Officer, or their designee, to effect all necessary budget amendments and transfers of funds to and from the above-referenced funding sources as needed to pay the above-referenced project expenses and Overall Project Budgets, in substantial conformance with the attached budget transfer request.

5.7. Great Streets Main Street Project Budget Amendment - DPW

Subject 5.8. BHS/BTC Project Update - Burlington School District

Meeting December 1, 2025 - City Council Meeting - Monday, December 1, 2025, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor

Category 5. Consent Agenda

Department Burlington School District

Type Action (Consent)
Information
Communication

Recommended Action waive the reading, accept the communication and place it on file

5.8. BHS/BTC Project Update - Burlington School District

Subject	5.9. Reclassification of one (1) DPI - Zoning Division Manager as summarized
Meeting	December 1, 2025 - City Council Meeting - Monday, December 1, 2025, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	5. Consent Agenda
Department	Permitting & Inspections
Type	Action (Consent)
Recommended Action	☐ to approve the reclassification of the Department of Permitting and Inspections Zoning Division Manager/Principal Planner a Regular, Full-time Exempt, Non-union Grade 22 step 15 position to Zoning Division Manager/Principal Planner, a Regular, Full-time Exempt, Non-union Grade 24 step 13 position, retroactive to July 1, 2025

5.9. Reclassification of one (1) DPI - Zoning Division Manager as summarized

Subject	5.10. Communication: Troy Headrick, re: Strong Support for Dormitory Inspection Resolution - Agenda Item 6.4
Meeting	December 1, 2025 - City Council Meeting - Monday, December 1, 2025, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	5. Consent Agenda
Department	Department of Finance and Administration
Type	Action (Consent) Communication
Recommended Action	waive the reading and place the communication on file

5.10. Communication: Troy Headrick, re: Strong Support for Dormitory Inspection Resolution - Agenda Item 6.4

Subject	5.11. UVM Student Tenant Union Testimonials, CC Public Forum 11/17/25
Meeting	December 1, 2025 - City Council Meeting - Monday, December 1, 2025, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	5. Consent Agenda
Department	Department of Finance and Administration
Type	Action (Consent) Communication Information
Recommended Action	waive the reading and place the communication on file

5.11. UVM Student Tenant Union Testimonials, CC Public Forum 11/17/25

Subject **5.12. Burlington Local Health Office Annual Report: 2025**

Meeting December 1, 2025 - City Council Meeting - Monday, December 1, 2025, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor

Category 5. Consent Agenda

Department Department of Finance and Administration

Type Action (Consent)
Information
Report

Recommended Action waive the reading and place the report on file

5.12. Burlington Local Health Office Annual Report: 2025

Subject **5.13. Robert Miller Community Center Energy Improvement and Equipment Replacement Project - BPRW**

Meeting December 1, 2025 - City Council Meeting - Monday, December 1, 2025, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor

Category 5. Consent Agenda

Department Parks, Recreation, & Waterfront

Type Action (Consent)

Recommended Action to approve and authorize that the City Council approve and authorize the execution of a contract with Energy Efficient Investments, Inc., for the Robert Miller Community Center Energy Improvement and Equipment Replacement project, in the amount of \$1,325,300, plus a project contingency of \$132,000, for a total authorized contract expenditure including contingency not to exceed \$1,457,300, and to authorize the Director of Parks, Recreation and Waterfront, or designee to execute the contract and any related documents necessary or convenient to effecting the contract or carrying out the project, subject to the review and approval as to form of the City Attorney's Office

5.13. Robert Miller Community Center Energy Improvement and Equipment Replacement Project - BPRW

Subject **5.14. Innovative Finance and Asset Concession (IFAC) Grant - Spending Authorization - CEDO**

Meeting December 1, 2025 - City Council Meeting - Monday, December 1, 2025, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor

Category 5. Consent Agenda

Department Community & Economic Development Office (CEDO)

Type Action (Consent)

Department Public Works Department - Water Resources

Type Action (Consent)
Resolution

Recommended Action waive the reading and adopt the resolution

5.17. Resolution: Authorization For \$1,808,000 Construction Loan From Vermont Drinking Water State Revolving Fund For Upgrade Of Distribution System (Board of Finance)

6. Deliberative Agenda

6. Deliberative Agenda

Subject 6.1. Authorization to Sign a Cooperation Agreement with HowardCenter Inc. - Mayor's Office (25 mins.)

Meeting December 1, 2025 - City Council Meeting - Monday, December 1, 2025, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor

Category 6. Deliberative Agenda

Department Mayor's Office

Type Action

Recommended Action to authorize the Mayor to execute the agreement and to take all such further actions, and to execute all such further instruments approved as to form by the City Attorney, as may be necessary or convenient to effectuate the transactions contemplated hereby

6.1. Authorization to Sign a Cooperation Agreement with HowardCenter Inc. - Mayor's Office (25 mins.)
COS Jacobsen spoke to this agenda item.
Motion made by Councilor Bergman, seconded by Councilor McKnight, to approve the motion as presented.
Motion passed unanimously.

Subject 6.2. Ordinance: Parking Enforcement (Public Works Commission)(15 mins.)

Meeting December 1, 2025 - City Council Meeting - Monday, December 1, 2025, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor

Category 6. Deliberative Agenda

Department City Attorney

Type Action
Ordinance - Second Reading

Recommended Action (1) To waive and approve the second reading of the proposed ordinance amending Chapters 20 and 27 of the Burlington Code of Ordinances.
(2) To refer provisions of the ordinance regarding noticing of temporary parking restrictions back to the Ordinance Committee for review and to report back concerning any further recommended actions.

6.2. Ordinance: Parking Enforcement (Public Works Commission)(15 mins.)

Assistant City Attorney Erik Ramakrishnan was present to answer any questions regarding this agenda item. Motion made by Councilor Bergman, seconded by Councilor Barlow, to approve the motion as presented. Motion passed unanimously.

Subject **6.3. Authorization to Execute Cooperative Agreement with Heineberg Senior Center - Mayor's Office (20 mins.)**

Meeting December 1, 2025 - City Council Meeting - Monday, December 1, 2025, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor

Category 6. Deliberative Agenda

Department Mayor's Office

Type Action

Recommended Action authorize the Mayor to provide a grant to, and execute a cooperative agreement with, the Heineberg Senior Center, subject to review and approval by the City Attorney's Office; authorize also the Parks and Recreation Department to make all necessary grant payments to the Heineberg Senior Center per the terms of the executed agreement

6.3. Authorization to Execute Cooperative Agreement with Heineberg Senior Center - Mayor's Office (20 mins.)

Mayor Mulvaney-Stanak, COS Jacobsen and Heineberg Center Executive Director Viets spoke to this agenda item.

Motion made by Councilor Carpenter, seconded by Councilor Schachter, to approve the motion as presented. Motion passed unanimously.

Councilor Broderick was not at the table to vote.

Subject **6.4. Authorization to Execute Subrecipient Agreement with Vermonters for Criminal Justice Reform (VCJR) - Mayor's Office (35 mins.)**

Meeting December 1, 2025 - City Council Meeting - Monday, December 1, 2025, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor

Category 6. Deliberative Agenda

Department Mayor's Office

Type Action

Recommended Action Updated Motion Language at 8 pm, 12/1/25:

1. Authorize the Mayor to execute the subrecipient agreement with VCJR, subject to review and approval by the City Attorney's Office, and subject further to negotiation of a modification of Section 4.d, to read substantially as follows:

"Subject to Section 14(a) and all Applicable Laws, including any additional requirements of the Guidelines and the Passthrough Requirements, Provider shall provide reasonable access to the OPC to the Mayor, the Mayor's designee, and members of the City Council upon request to determine compliance with this Agreement. under a policy to be developed in collaboration with the City, pursuant to Section 1.n of the Scope of Work. The City shall provide no less than forty-eight (48) hours prior notice to Provider to access the OPC. The parties further

acknowledge that any policies and procedures submitted to the City for review pursuant to Section 1.n of the Scope of Work will be delivered both to the Mayor and/or the Mayor's designee and the City Council."

2. Authorize the Chief Administrative Officer to make all necessary amendments to the approved budget to reflect the execution of the subrecipient agreement.
3. Designate the Board of Health to collaborate with the City and the OPC Provider in developing a plan for addressing community concerns related to the OPC operated pursuant to the Subrecipient Agreement, in an advisory capacity to the City Council.

Updated Motion Language:

1. Authorize the Mayor to execute the subrecipient agreement with VCJR, subject to review and approval by the City Attorney's Office, and subject further to negotiation of a modification of Section 4.d, to read substantially as follows: "Subject to Section 14(a) and all Applicable Laws, including any additional requirements of the Guidelines and the Passthrough Requirements, Provider shall provide reasonable access to the OPC to the Mayor and/or the Mayor's designee upon request to determine compliance with this Agreement. Members of the City Council shall be provided reasonable access to the OPC under a policy to be developed in collaboration with the City, pursuant to Section 1.n of the Scope of Work. The City shall provide no less than forty-eight (48) hours prior notice to Provider to access the OPC."
2. Authorize the Chief Administrative Officer to make all necessary amendments to the approved budget to reflect the execution of the subrecipient agreement.
3. Designate the Board of Health to collaborate with the City and the OPC Provider in developing a plan for addressing community concerns related to the OPC operated pursuant to the Subrecipient Agreement, in an advisory capacity to the City Council.

Original Motion Language:

Authorize the Mayor to execute the subrecipient agreement with VCJR, subject to review and approval by the City Attorney's Office.
Authorize the Chief Administrative Officer to make all necessary amendments to the approved budget to reflect the execution of the subrecipient agreement.

6.4. Authorization to Execute Subrecipient Agreement with Vermonters for Criminal Justice Reform (VCJR) - Mayor's Office (35 mins.)

Theresa Vezina spoke to this agenda item. Bill Dalton and Jess Kirby were online to answer any questions. City Council President Traverse took a roll call vote regarding a 5 minute recess:

Ayes: Councilors Barlow, Bergman, Broderick, Carpenter, Kane, Litwin, McKnight, Neubieser, Schachter, Singh and City Council President Traverse

Nay: Councilor Grant

Motion passed 11:1.

Motion made by Councilor Bergman, seconded by Councilor McKnight, to approve the motion that was presented/updated at 8 pm on December 1st.

Motion passed unanimously.

Subject

6.5. City of Burlington 2026 Legislative Priorities - Mayor's Office (20 mins.)

Meeting	December 1, 2025 - City Council Meeting - Monday, December 1, 2025, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	6. Deliberative Agenda
Department	Mayor's Office
Type	Information Discussion

Recommended Action

6.5. City of Burlington 2026 Legislative Priorities - Mayor's Office (20 mins.)

Mayor Mulvaney-Stanak spoke to this agenda item.

Motion made by Councilor McKnight, seconded by Councilor Bergman, to endorse the top four (4) items in the memo.

Motion passed unanimously.

Subject	6.6. Designation of Staff to Issue Municipal Tickets - Police **WAS CONSENT AGENDA ITEM 5.6**
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Meeting	December 1, 2025 - City Council Meeting - Monday, December 1, 2025, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
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Category	6. Deliberative Agenda
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Department	Police Department
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Type	Action
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Recommended Action	to approve the designation of CSO Ratna Polk as a municipal enforcement officer for purposes of enforcing the Burlington City Ordinances, authorizing CSO Polk to issue civil tickets for violations of the same; and, to further authorize the Burlington Police Department to submit the attached designation form so designating CSO Polk to the Vermont Judicial Bureau, subject to approval as to form by the City Attorney's Office
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6.6. Designation of Staff to Issue Municipal Tickets - Police ****WAS CONSENT AGENDA ITEM 5.6****

Interim Police Chief Burke spoke to this item.

Motion made by Councilor Grant, seconded by Councilor Bergman, to approve the motion as presented.

Motion passed unanimously.

7. Committee Reports

7. Committee Reports

Subject	7.1. Verbal reports
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Meeting	December 1, 2025 - City Council Meeting - Monday, December 1, 2025, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
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Category	7. Committee Reports
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Department	Council and Board
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Type	Information
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7.1. Verbal reports

8. City Council - General City Affairs (to include Climate and Public Health & Safety Emergency Updates: up to 5 mins. per Councilor)

8. City Council - General City Affairs (to include Climate and Public Health & Safety Emergency Updates: up to 5 mins. per Councilor)

Subject	8.1. Verbal reports
Meeting	December 1, 2025 - City Council Meeting - Monday, December 1, 2025, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	8. City Council - General City Affairs (to include Climate and Public Health & Safety Emergency Updates: up to 5 mins. per Councilor)
Department	Council and Board
Type	Information

8.1. Verbal reports

9. City Council President - Council Updates (up to 5 mins.)

9. City Council President - Council Updates (up to 5 mins.)

Subject	9.1. Verbal reports
Meeting	December 1, 2025 - City Council Meeting - Monday, December 1, 2025, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	9. City Council President - Council Updates (up to 5 mins.)
Department	Council and Board
Type	Information

9.1. Verbal reports

10. Adjournment

10. Adjournment

Subject	10.1. Motion to adjourn
Meeting	December 1, 2025 - City Council Meeting - Monday, December 1, 2025, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	10. Adjournment
Department	Council and Board
Type	Action Procedural
Recommended Action	Motion to adjourn

10.1. Motion to adjourn

City Council President Traverse adjourned the meeting at 9:00 pm.

11. Informational and Non-Discrimination Statements

11. Informational and Non-Discrimination Statements

Subject	11.1. This agenda is available in alternative formats upon request. For more information on access, call Lori Olberg, Council and Licensing Coordinator (802-865-7136)(TTY 802-865-7142). Persons with disabilities who require assistance or special arrangements to participate are encouraged to contact 802-865-7000 (voice) or 802-865-7142 (TTY) at least 72 hours in advance so that proper arrangements can be made. This meeting will also air on Town Meeting TV the Wednesday after the meeting, starting at 8:00 pm 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	December 1, 2025 - City Council Meeting - Monday, December 1, 2025, 6:00 PM, Contois Auditorium, 149 Church Street, 2nd Floor
Category	11. Informational and Non-Discrimination Statements
Department	Council and Board
Type	Information

11.1. This agenda is available in alternative formats upon request. For more information on access, call Lori Olberg, Council and Licensing Coordinator (802-865-7136)(TTY 802-865-7142). Persons with disabilities who require assistance or special arrangements to participate are encouraged to contact 802-865-7000 (voice) or 802-865-7142 (TTY) at least 72 hours in advance so that proper arrangements can be made. This meeting will also air on Town Meeting TV the Wednesday after the meeting, starting at 8:00 pm 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.