



CHURCH STREET MARKETPLACE DISTRICT COMMISSION

December 17, 2025

9:00 AM

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

Attendance:

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

Absent: Cara Tobin

Staff: Kara Alnasrawi – CEDO Director, Samantha McGinnis – CSM Director, Jessica Dudley - Marketing Manager, Aida Washburn – Project & Event Coordinator, Andrew Bacher – CSM Coordinator, Kimberly Rojas – Community Engagement Coordinator

- I. COME TO ORDER
 - a. Meeting is brought to order at 9:04am
- II. APPROVE AGENDA
 - a. Motion to approve – Romeo von Hermann
 - i. Seconded – Sam Tolstoi
 - b. Agenda approved unanimously
- III. APPROVE MINUTES
 - a. Motion to approve – Romeo von Hermann
 - i. Seconded – Sam Tolstoi
 - b. Minutes approved unanimously
- IV. PUBLIC FORUM – GENERAL
 - a. No members of the public had comments for public forum
- V. COMMISSIONER UPDATES
 - a. No commissioners had updates to provide

VI. BURLINGTON PUBLIC PRIVATE PARTNERSHIP

- a. Mark as preface: ModGov – work has begun to modernize how our government operates, which makes this a good time to consider this proposal
- b. Jeff Nick presents on private/public partnership model for the future of the Marketplace that would remove the Marketplace as a city department and create a new non-profit to manage the four blocks of the Marketplace.
- c. Kara: background on charter change process
- d. Commissioner discussion on merits of various model structures
- e. City Councilor Buddy Singh comments
- f. Public comments: merchants and property owners offered their perspectives
- g. Commissioner Sarah Beal: suggested organizing a subcommittee to explore this topic further.

VII. ZA-26-02: DOWNTOWN FENCES DISCUSSION

- a. Sarah Morgan presentation on planning the current proposals for lot 1 fence height and materials in the downtown
- b. Commissioner questions surrounding allowances in specific scenarios
- c. Jeff Nick comment of how fence improved an alleyway by one of his properties
- d. Commissioners showing support/suggesting improvements to current proposal

VIII. TREASURER'S REPORT

- a. Received ~80% of expected revenue.
- b. Waiting to receive ~100K in marketplace fees - largely from property owners.
- c. Still looking for more corporate sponsors.
- d. Commissioner discussion on how to approach the issue of non-fee-paying entities.

IX. DIRECTOR'S REPORT

Samantha McGinnis reports that:

- a. Most of the way through the holidays
- b. Many continuing and creative programs through the end of the holiday season. Samantha went with Mayor to visit multiple Marketplace businesses on Saturday, December 13th.

- c. Starting to work on Q1 events. BTV Love Notes and Maple Madness will return.
- d. Mayor convened emergency meeting regarding lack of low barrier shelters in Burlington this winter.
- e. VSP presence will end at the end of December
- f. City Circle launching in early January
- g. Samantha working with Parking Department to create new ticket for people parking on marketplace after 10:30am. No tow, but there will be a fine.
- h. Many RFPs coming in 2026. Leunig's Kiosk, lighting, and snow removals as example.
- i. Hired temp to help with snow removal
- j. Working on food cart program updates
- k. Black Cap closed. Olive & Ollie moved to former Whim space. Found a tenant to replace them at old location.

X. CHAIR'S REPORT

- a. Shoutout to CSM team for their hard work on the holidays
- b. Additional lights in the downtown look fantastic
- c. Mark feels shop and sip was a huge success
- d. Seeing much more positive feedback this year compared to last
- e. Will be gathering a group to join governance subcommittee

XI. ADJOURN

- a. Motion to adjourn
 - i. Moved by Romeo von Hermann
 - ii. Seconded by Sam Tolstoi
- b. Meeting is brought to close at 10:51 am

Next Meeting: Wednesday, January 21, 2026