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SPECIAL QUARTERLY ROUNDTABLE
MINUTES

JANUARY 20, 2020

THE SPECIAL QUARTERLY ROUNDTABLE OF THE RICHMOND CITY COUNCIL WAS CALLED TO ORDER AT 6:00 P.M., ON MONDAY, JANUARY 20, 2020, BY MAYOR RIX.

ROLL CALL

Present: Allen, LaFore, Misteravich, Reindel, Rix, Warn

Absent: Greene

Others: City Manager Moore, City Clerk Stagl

Visitors: Library Director Kammer

Motion by **Reindel**, seconded by **Allen**, to excuse Councilor Greene from tonight's meeting, due to being out of town.

All yeas

Motion passes

AUDIENCE PARTICIPATION

None

ADOPTION OF AGENDA

Motion by **Warn**, seconded by **Allen**, to adopt the Agenda as presented.

All yeas

Motion passes

ITEMS FOR CONSIDERATION

1. Discussion of Items of General Concern

Food Truck Ordinance – MI Junktiques Events

City Manager Moore explained that the Junk in the Trunk Vintage Market and the Richmond Rummage and Relic events have already been approved by Council, but the approval of the mobile food vendors had been removed from the approval, with the understanding that Council would discuss allowing mobile food vendors for these events at the quarterly meeting. City Manager Moore presented Council with a motion, with 10

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conditions, that could be approved at the regular meeting beginning at 7:00 pm.

Council discussed the motion and made the following recommendations:

1. Under hours (#5), change to read: The hours of the mobile food vendors will be the same as the markets 8 am to 5 pm both days dates.
2. Under trash (#9), it needs to be made clear that all trash needs to be removed from the site at the end of the event.
3. Under proof of permit (#4), mobile food vendors should also be required to provide proof of insurance.
4. A definition needs to be provided that will identify the difference between vendors that provide pre-packaged food (usually consumed off-site) and vendors that prepare food on-site (usually consumed on-site)

The consensus of Council was to approve the mobile food vendors in conjunction with the markets planned on April 25th and July 25th.

Food Truck Ordinance – General Discussion

Council has discussed this issue several times at recent meetings. Council had discussed having “Food Truck” ordinance – which was eventually voted down. Council then proposed amending the Peddler and Solicitor Ordinance that could cover Mobile Food Vendors. Council ultimately decided that they want all mobile food vendors to come before Council for approval.

City Manager Moore presented Council with a draft of a special Event Application-Mobile Food Vendors that may be able to be used when a request is received.

Council recessed at 6:52 pm.

Council reconvened at 7:52 pm

Food Truck Ordinance – General Discussion (cont'd)

City Manager Moore informed Council that the zoning ordinance will need to be amended to include language that will require mobile food vendors to receive approval from Council.

Several issues were brought up by Council.

- Need to define the difference between a mobile food vendor and a vendor of packaged foods for consumption elsewhere.
- Need to determine if mobile food vendors on public vs. private property.
- Should mobile food vendors on public property only be allowed in

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conjunction with a special event?

- Should there be a fee charged for a mobile food vendor on public property.

Council did come to a consensus on the following:

- We should begin using The Special Event Application-Mobile Food Vendor form.
- Mobile Food Vendors on public property must be in conjunction with a special event.

The following items were discussed but a final determination has not been reached:

- The application form needs to indicate that trash must be removed from the site at the end of the event.
- The form needs to indicate the number of food vendors being requested and provide their menus
- The form needs to indicate that no blinking or carnival lights were allowed on the mobile food truck
- The form needs to inform the application that any sound/music will need to be approved by Council
- Mobile food vendors on private property must supply hours and it will be determined by Council if the request will enhance local business

Council came to the agreement that they would discuss this issue at a special meeting, following the second meeting of each month, until all issues are addressed.

Library Design Estimates

Council had been provided with the cost estimates for the library design services.

Library Director Kammer informed Council that the plan shows the best way to use the available space that we have to make the best use of the facility.

Some discussion on where the funds would be taken from. City Manager Moore explained that part of the funding could come from TIFA. Discussions would have to take place with the Treasurer to determine how the funding should be split between the general fund and TIFA.

Councilors were surprised at the costs – felt it was very costly and the plans did not even address updating the outdated bathrooms.

Discussion on whether adding on to the current library would be a better route to go.

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City Manager Moore suggested that a joint meeting be held with the Library Board, at which time the Kyle Haning from Library Design Associates could explain to Council how the costs were determined.

The Consensus of Council was to have a joint meeting with the Library Board on Monday, February 24th at 7:00 pm at the Library.

Goals and Objectives

City Manager Moore informed Council that Steve Mann will be filing the Mutual Annex and Detachment Forbearance Agreement. We will begin meeting with other township if Council wants to move in this direction.

EDC had developed a list of commercial businesses to begin sending information packages to. Rix would like to see the information being presented to potential businesses.

City Manager Moore briefly discussed available options for Board/Commission Training.

Reindel questioned when the non-profit organization signs would be installed. City Manager Moore will be working with the non-profits to order the signs.

No changes were made to the Goals and Objective as provided.

Employee Assistance Program

City Manager Moore provided a proposal for an Employee Assistance Program that would be provided by CARE of Southeastern Michigan. The program offers counseling on a variety of topics including “grief, substance abuse, elder care, mental health, marital counseling, financial services, professional development training and crisis response.”

Councilors were in favor of the program and agreed that it should be placed on the February 3rd Council Agenda for approval.

CITY MANAGER COMMENTS

None.

COUNCIL COMMENTS

None.

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ADJOURNMENT

Motion by **Misteravich**, seconded by **Allen**, to adjourn the Special Quarterly Roundtable Meeting at 9:38 p.m.

All yeas

Motion carried

Respectfully submitted:

Karen Stagl
City Clerk