



FINAL

SPECIAL MEETING MINUTES

A special meeting of the Farmington City Council was held on July 18, 2016, in 23600 Liberty Street, Farmington, MI. Notice of the meeting was posted in compliance with Public Act 267-1976.

The meeting was called to order at 6:00 PM by Mayor William Galvin.

1. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Sara Bowman	Councilmember	Present	
Greg Cowley	Councilmember	Present	
William Galvin	Mayor	Present	
Steve Schneemann	Mayor Pro Tem	Present	
Jeff Scott	Councilmember	Present	

City Administration Present

Director Christiansen
City Clerk Halberstadt
City Manager Murphy
Attorney Schultz

2. APPROVAL OF AGENDA

Move to approve the agenda as amended, reversing the order of agenda items No. 8 and 6.

RESULT:	APPROVED AS AMENDED [UNANIMOUS]
MOVER:	Greg Cowley, Councilmember
SECONDER:	Steve Schneemann, Mayor Pro Tem
AYES:	Bowman, Cowley, Galvin, Schneemann, Scott

3. PUBLIC COMMENT

No public comment was heard.

4. CITY BOARD AND COMMISSION INTERVIEW

A. Interview David Delind for Board of Review & Zoning Board of Appeals

Move to appoint David Delind to the Board of Review as an alternate to fill an unexpired term ending June 30, 2018.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Jeff Scott, Councilmember
SECONDER:	Sara Bowman, Councilmember
AYES:	Bowman, Cowley, Galvin, Schneemann, Scott

5. OTHER BUSINESS

No other business was heard.

6. DISCUSS MANAGER'S EVALUATION

Galvin discussed his plan to use the same evaluation process that was used for the City Manager in 2014. He advised Council, department heads and City Manager will complete a 360 Degree Review in which they will rate performance in different categories. In addition, the City Manager will be given a set of essay questions to complete. The purpose of the review is to improve dialogue and communication between city administration, City Council, and department heads thereby improving services to Farmington residents. The evaluation will be completed anonymously by department heads and compiled by either the City Attorney or Mayor. The review will take place in closed session.

7. REVIEW PROPOSED FOOD TRUCK ORDINANCE

City Attorney Schultz highlighted proposed Food Truck Ordinance. The proposed ordinance codifies what is currently done. The ordinance creates definitions and regulations for various uses in the city. It makes a distinction between mobile food truck events and food trucks as part of a larger special event, like Founder's Festival.

Schneemann would like to see the language from the Special Events policy regarding approval of nearby businesses incorporated into the Food Truck Ordinance.

Schneemann questioned why there is a need for insurance of \$1 million dollars naming the City as an additional insurer. Schultz explained that it is general commercial liability and holds the city harmless even on private property.

Schneemann requested clarification on use of Riley Park for food trunk events. Schultz advised that as long as a food truck is part of a larger special event, administration could approve it.

Discussion followed regarding food truck event versus special event.

Bowman questioned the approval process in terms of Council vs. City Manager. Schultz clarified the City Manager would approve events of less than 150 people and Council approval for anything exceeding that number.

Responding to a question from Bowman, Schultz stated a policy associated with the ordinance would be established by resolution.

Scott requested clarification as to whether or not a food truck event could happen in Riley Park or Shiawassee Park. Schultz explained that it can take place as long as a Special Event permit is filed and has City Manager or Council approval.

Scott further questioned the number of times a food truck vendor can operate in the city. Schultz explained they can operate three times a year as part of a sponsorship with a local business. They can go beyond three times if part of a special event.

Galvin provided the example of Petey's Donuts, who participates weekly in the Farmer's Market and at Harvest Moon. If a vendor is part of a larger event a permit is not required.

Scott questioned procedure regarding hotdog carts. Schultz explained that hotdog carts fall under the three times a year policy. Scott asked whether South Farmington Baseball Inc. could partner with a hotdog vendor as part of a larger Special Event permit. He also questioned ice cream trucks that park at Shiawassee Park. Schultz said as long as the ice cream truck stops and moves on they are not part of this ordinance.

Scott questioned the availability of adequate sanitation for events involving mobile vendors. Schultz explained events would be reviewed on a case-by-case basis by the City Manager. Scott also expressed concern about whether or not the trucks power source was self-contained.

Cowley expressed disappointment in the Downtown Development Authority (DDA). He believes one of the fundamental tenants of the DDA is to try and promote policies and procedures that do no harm to existing businesses. He is on the record saying food truck events in Shiawassee Park are not a problem. He questioned whether or not a food truck event can occur in Riley Park based on the parking regulations.

Schultz explained that larger events are looked at differently; one-time events will most likely not happen.

Galvin explained that he had dialogue with the DDA to make this more of an administrative process rather than political. He emphasized the proposed policy represents what is currently being done.

Galvin doesn't believe Council is ready to take action on this proposed ordinance. He suggested the City Manager consult with the DDA, Department Heads, and City Attorney to incorporate some of what was discussed at this meeting.

8. COUNCIL COMMENT

No Council Comment was heard.

9. ADJOURNMENT

Motion to adjourn the meeting.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Steve Schneemann, Mayor Pro Tem
SECONDER:	Jeff Scott, Councilmember
AYES:	Bowman, Cowley, Galvin, Schneemann, Scott

The meeting adjourned at 7:00 p.m.

William E. Galvin, Mayor

Susan K. Halberstadt, City Clerk

Approval Date: _____