



City Council Meeting
7:00 p.m., Monday, February 6, 2023
Conference Room
23600 Liberty Street
Farmington, MI 48335

MEETING AGENDA

- 1. Roll Call**
- 2. Approval of Agenda**
- 3. Public Comment**
- 4. Presentation: DTE**
- 5. Optimist Day Proclamation**
- 6. Warner Home Exterior Repairs**
- 7. Special Event Applications:**
 - A. CARES Duck Race**
 - B. Library Events: Truck a-Palooza, Family Fun in Riley Park, Pavilion Story Time**
 - C. VegMichigan**
- 8. Interlocal Agreement with Oakland County for Assessing Services**
- 9. Other Business**
- 10. Council Comment**
- 11. Adjournment**

The City will follow its normal procedures for accommodation of persons with disabilities. Those individuals needing accommodations for effective participation in this meeting should contact the City Clerk (248) 474-5500, ext. 2218 at least two working days in advance of the meeting. An attempt will be made to make reasonable accommodations.

Farmington City Council Staff Report	Council Meeting Date: Feb. 6, 2023	Item Number 5
Submitted by: Melissa Andrade, Assistant to the City Manager		
Agenda Topic: Optimist Day Proclamation		
Proposed Motion: Move to make the first Thursday of February Optimist Day.		
Background: Nicole Blackmon of the local Optimist Club requests that the City declare the first Thursday of February Optimist Day.		
Materials: Proclamation		

PROCLAMATION

CITY OF _____ / OFFICE OF THE MAYOR

OPTIMIST DAY

The First Thursday of every February

WHEREAS, Volunteers working with young people who are our joy of today and are our hope for tomorrow, are exuberant representatives of the potential to be reached and dreams to come true. They are also unbounded in their enthusiasm to use their own talent, skills, and hard work to make a difference in others' lives, and;

WHEREAS, Members of Optimist International will celebrate OPTIMIST DAY throughout the world the first Thursday of every February to promote their efforts in helping and recognizing the young people that make a difference in their communities and who will encourage a greater exchange of ideas between young people and adults, and;

WHEREAS, There are 2400 Optimist Clubs, with more than 70,000 Members, in Optimist International and Optimist members throughout the world that carry out more than 6500 service projects that serve six million young people a year;

THEREFORE, BE IT RESOLVED, that I, _____, Mayor of the City of _____, issue this Proclamation declaring the first Thursday of every February as Optimist Day in the City of _____. May this day instill pride in our city's Optimists for all of their accomplishments and for the impact they have to truly make a difference in others' lives.

Signed

Farmington City Council Staff Report	Council Meeting Date: February 6, 2023	Item Number 6
Submitted by: Charles Eudy, Superintendent		
Agenda Topic: Warner Home Exterior Repairs		
Proposed Motion: Move to approve Payment No. 3 to R. Graham Construction LLC of Farmington Michigan in the amount of \$8,550.00 for the Exterior Repairs at the Governor Warner Home.		
Background: <p>At the June 6, 2022, City Council approved the AIA Contract with R. Graham Construction LLC to begin exterior repairs at the Governor Warner Home.</p> <p>Work this month has been minimal due to weather conditions and waiting for materials to be shipped. Architect, Wayde Hoppe discovered an error last month payment No. 2. The error has been corrected in Payment Application No. 3.</p> <p><u>Payment No.3</u> in the amount of \$9500.00 (minus \$950.00 retainage) =\$8,550.00 represents payment to R. Graham Construction located at 30966 Grand River Ave, Farmington MI 48336 for demolition, temporary support wall, stair repair, columns, support beam, concrete work, basement door, porch framing replacement, and porch column replacement.</p> <p>Wayde Hoppe, Architect recommends approving Payment No. 3 in the amount of \$8,550.00 for work completed, materials installed, and materials stored. Retainage has been increased \$950.00 totaling \$8,917.50. Total due to R. Graham is \$8,550.00.</p> <p>Total work completed to date and material stored by R. Graham Construction is \$89,175.00 for the Exterior Repair Project of the original project cost of \$95,000. To date \$14,325 of change orders have been presented to City Administration, Wayde Hoppe, and City Council. The budget for this project included \$95,000 this fiscal year, \$40,000 carry over from last fiscal year and \$9,500 of contingency funds. We believe most of the unknown deterioration has been identified. Moving forward there will be a potential for additional minor wood replacements and funding appears to be adequate to accommodate the change orders.</p>		
Materials: AIA Document G702-1992 Architect Certification for payment AIA Document G703-1992 Partial Conditional Waivers		

Application and Certificate for Payment

TO OWNER: CITY OF FARMINGTON 23600 LIBERTY STREET, FARMINGTON, MI 48335	PROJECT: GOVERNOR WARNER MANSION 703 DRAW 2 33805 GRAND RIVER AVE, FARMINGTON, MI 48336	APPLICATION NO: 003 PERIOD TO: January 11, 2023 CONTRACT FOR: GENERAL CONSTRUCTION CONTRACT DATE: August 17, 2022 PROJECT NOS: 2109 / /	Distribution to: OWNER: <input checked="" type="checkbox"/> ARCHITECT: <input checked="" type="checkbox"/> CONTRACTOR: <input type="checkbox"/> FIELD: <input type="checkbox"/> OTHER: <input type="checkbox"/>
FROM CONTRACTOR: R Graham Construction LLC 30966 GRAND RIVER AVE, FARMINGTON, MI 48336	VIA ARCHITECT: HOPPE DESIGN, LLC 47032 MCBRIDE AVE, BELLEVILLE, MI 48111		

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. AIA Document G703®, Continuation Sheet, is attached.

1. ORIGINAL CONTRACT SUM	\$95,000.00
2. NET CHANGE BY CHANGE ORDERS	\$14,325.00
3. CONTRACT SUM TO DATE (Line 1 ± 2)	\$109,325.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$89,175.00
5. RETAINAGE:	
a. 10.00 % of Completed Work (Column D + E on G703)	\$7,617.50
b. 10.00 % of Stored Material (Column F on G703)	\$1,300.00
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$8,917.50
6. TOTAL EARNED LESS RETAINAGE	\$80,257.50
(Line 4 Less Line 5 Total)	
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT	\$71,707.50
(Line 6 from prior Certificate)	
8. CURRENT PAYMENT DUE	\$8,550.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$29,067.50

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$2,325.00	\$0.00
Total approved this Month	\$12,000.00	\$0.00
TOTALS	\$14,325.00	\$0.00
NET CHANGES by Change Order		\$14,325.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: [Signature]
By: _____ Date: 1/11/2023
State of: MI

County of: Wayne
Subscribed and sworn to before
me this 11 day of January 2023
[Signature]
Notary Public:
My Commission expires: 4/13/2024

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$8,550.00
(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:
By: WAYNE C. HORPE Date: 1-30-23

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.



AIA[®] Document G703[®] – 1992

Continuation Sheet

AIA Document G702®, Application and Certification for Payment, or G732™, Application and Certificate for Payment, Construction Manager as Adviser Edition, containing Contractor's signed certification is attached.
Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO:	004
APPLICATION DATE:	
PERIOD TO:	
ARCHITECT'S PROJECT NO:	HOPPE DESIGN, LLC

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G÷C)	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
1	DEMO & TEMP WALL	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00%	0.00	500.00
2	STEP REPAIR	5,400.00	2,500.00	0.00	500.00	3,000.00	55.56%	2,400.00	250.00
3	PILLARS	15,900.00	9,500.00	0.00	3,000.00	12,500.00	78.62%	3,400.00	950.00
4	BEAM	2,800.00	2,800.00	0.00	0.00	2,800.00	100.00%	0.00	280.00
5	CONCRETE WORK	7,400.00	7,400.00	0.00	0.00	7,400.00	100.00%	0.00	740.00
6	BASEMENT DOOR	3,800.00	3,800.00	0.00	0.00	3,800.00	100.00%	0.00	380.00
7	RAILINGS	14,350.00	2,500.00	0.00	5,000.00	7,500.00	52.26%	6,850.00	750.00
8	FLAT ROOF	29,500.00	29,500.00	0.00	0.00	29,500.00	100.00%	0.00	2,950.00
9	LEAD REMEDIATION	10,850.00	10,850.00	0.00	0.00	10,850.00	100.00%	0.00	1,085.00
10	CHANGE ORDER	2,325.00	2,325.00	0.00	0.00	2,325.00	100.00%	0.00	232.50
11	CHANGE ORDER 2	12,000.00	0.00	0.00	4,500.00	4,500.00	37.50%	7,500.00	450.00
		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	GRAND TOTAL	\$109,325.00	\$76,175.00	\$0.00	\$13,000.00	\$89,175.00	81.57%	\$20,150.00	\$8,567.50

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User Notes:

PARTIAL CONDITIONAL WAIVER

We have contract with R. Graham Construction to provide labor
building services for an improvement to a property described as:

Governor Warner Mansion

33805 Grand River Ave

Farmington, Mi 48336

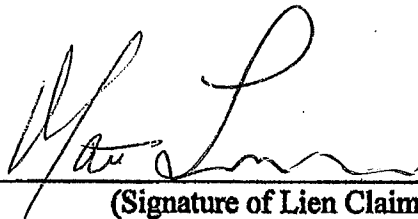
and waive our construction lien rights in the amount of \$ 35,000⁰⁰ for
materials provided or invoiced through 1/16/2023.

This waiver, together with all previous waivers if any, does cover all amounts due to us
through the date shown above.

This waiver is conditioned on receipt of payment on or before 1/16/2023

If the owner, lessee, or the designee has received a notice of furnishing from us or if we
are not required to provide one, and the owner, lessee, or designee has not received this
waiver directly from us, the owner, lessee, or designee may not rely upon this waiver
without contacting us, either in writing, by telephone, or personally, to verify that it is
authentic.

1/16/23
(Date)


(Signature of Lien Claimant/Title)
MTR0 Remodeling

WARNING: DO NOT SIGN BLANK OR INCOMPLETE FORMS

RETAIN A COPY

PARTIAL CONDITIONAL WAIVER

We have contract with R Graham Construction to provide Lead Abatement; for an improvement to a property described as:

Governor Warner Mansion
33805 Grand River Ave
Farmington, MI 48336

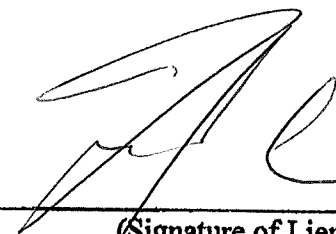
and waive our construction lien rights in the amount of \$ 11,857.50 for materials provided or invoiced through 1/19/2023.

This waiver, together with all previous waivers if any, does cover all amounts due to us through the date shown above.

This waiver is conditioned on receipt of payment on or before 1/19/2023

If the owner, lessee, or the designee has received a notice of furnishing from us or if we are not required to provide one, and the owner, lessee, or designee has not received this waiver directly from us, the owner, lessee, or designee may not rely upon this waiver without contacting us, either in writing, by telephone, or personally, to verify that it is authentic.

1/19/23
(Date)


(Signature of Lien Claimant/Title)
ABF Environmental

WARNING: DO NOT SIGN BLANK OR INCOMPLETE FORMS

RETAIN A COPY

**Farmington City Council
Staff Report**

**Council Meeting
Date: Feb. 6, 2023**

**Item
Number
6A**

Submitted by: Melissa Andrade

Agenda Topic: Special Event Application: CARES Duck Race

Proposed Motion: Move to approve the Special Event Application for CARES Duck Race to be held in Shiawassee Park on Wednesday, Aug. 2, 2023 from 2 – 8 p.m., and, in conjunction, to approve the Local Governing Body Resolution for Charitable Gaming Licenses for this event.

Background: CARES Executive Director Todd Lipa has applied for this event as a means to raise funds for the CARES food pantry. Some tents along, with two rides and a DJ are planned for this event.

Because the fund raiser involves “betting” on the winning duck, a state gaming license is required.

The park fee is waived because CARES is a local non-profit using the park between Monday – Thursday per policy. DPW fees for this event will total \$390, that is \$65/hour for six hours.

Materials: Application and resolution.

Event Name CARES of Farmington Hills Duck Race

CITY USE ONLY
Approval Needed:
<input type="checkbox"/> City Manager
<input type="checkbox"/> City Council
<hr/>
<input type="checkbox"/> Approved
<input type="checkbox"/> Denied



City of Farmington Special Event Application

This application is for all events in Riley Park and any other event in the City of Farmington that will bring in more than 25 people. Complete this application in accordance with the city of Farmington's Special Events Policy and return it to the City Manager's Office at least 30 days prior to the starting date of the event. If your event is approved, you will receive a written confirmation of approval.

Park fees are \$100 for residents and \$200 for non-residents.

Event Name _____

CARES Duck Rack

CERTIFICATION AND SIGNATURE: I understand and agree on behalf of myself or the sponsoring organization, the following:

- a. For public events, a certificate of insurance and endorsement must be provided naming the City of Farmington as additional insured. See Parks Reservation, Facility Use, and Special Events Policy, page 19, item J, for specific requirements and limits.
- b. If the event includes solicitation by workers standing in street intersections, the required safety precautions will be maintained at all times in accordance with the Department of Public Safety. Reference the Parks Reservation, Facility Use, and Special Events Policy, page 20, item K.
- c. All food vendors must be approved by the Oakland County Health Department and follow all required health regulations. Each food vendor must provide the City with a Certificate of Insurance as well as an endorsement naming the City of Farmington as additional insured. Form CG 20 26 or its equivalent is recommended. See Parks Reservation, Facility Use, and Special Events Policy, page 20, item M for more details.
- d. The approval of this special event may include additional requirements and/or limitations based on the city's review of this application, and in accordance with the city's Parks Reservation, Facility Use, and Special Events Policy. The event will be operated in conformance with the written confirmation of approval. See Parks Reservation, Facility Use, and Special Events Policy, page 21, item Q.
- e. The sponsoring organization may provide a security deposit for the estimated fees as may be required by the city and will promptly pay any billing for city services which may be rendered. See Parks Reservation, Facility Use, and Special Events Policy, page 17, items E and F.

To the fullest extent permitted by law, the individual or sponsoring organization assume(s) all risks and agrees to defend, pay on behalf of, indemnify, and hold harmless, the City of Farmington, including all of its elected and appointed officials, all employees and volunteers, against any and all claims, demands, suits, or loss, including all costs connected therewith, including but not limited to attorney fees, and for any damages which maybe asserted, claimed, or recovered against or from the City of Farmington, by reason of personal injury, including bodily injury or death, and/or property damage, including loss of use thereof, which arise out of your actions during this event.

As the duly authorized individual or agent of the sponsoring organization, I hereby apply for approval of this special event, affirm the above understandings, and agree that I (or the sponsoring organization) will comply with the city's Parks Reservation, Facility Use, and Special Events Policy, the terms of the Written Confirmation of Approval and all other city requirements, ordinances and other laws which apply to this special event.

Jan 19, 2023

Date

Todd L Lipa

Signature

RETURN THIS APPLICATION AT LEAST THIRTY (30) DAYS PRIOR TO THE FIRST DAY OF THE EVENT TO:

City Manager's Office
23600 Liberty Street
Farmington, MI 48336

Phone: 248-474 5500, ext. 2221

Failure to provide the above items shall result in cancellation of the event. The city shall not be liable for any cost incurred.

Sponsoring Individual/Organization's Name: Todd L. Lipa / CARES in Farmington Hills

Individual/Organization Phone: 248-231-8493 / 248-882-7800

Individual/Organization Address: 27835 Shiawassee Rd, Farmington Hills Mi 48336

Organization's Contact: Todd L. Lipa Phone: 248-231-8493

Contact's Title: Executive Director E-mail: tlipa@caresfh.org

Address: 27835 Shiawassee Rd. Farmington Hills, Mi 48336

Event Name: CARES Duck Race

- Type of Event:
- | | |
|-------------------------------------------------|-----------------------------------------------------------------------------------------|
| <input type="radio"/> Sponsored/City Operated | <input type="radio"/> Co-Sponsored (all parties must provide info and sign application) |
| <input checked="" type="radio"/> Non-Profit | <input type="radio"/> For Profit |
| <input type="radio"/> Political or Ballot Issue | <input type="radio"/> Wedding |
| <input type="radio"/> Video or Film Production | <input type="radio"/> Running Event |
| <input type="radio"/> Block Party | <input type="radio"/> Other (describe) |

Riley Park Permit Fee:

\$100 residents/\$200 non-residents

Event Purpose: Raising funds for our local communities food pantry

Event Dates: Wednesday August 2, 2023

Event Times: Starting at 2:00 p.m. and ending at around 8 p.m.

Event Location: Shiawassee City Park .. 32515 Shiawassee Rd Farmington, Mi 48336

Number of People Expected: We hope over a 1000

Contact Person on Day of Event: Patrick McElroy or Todd L. Lipa

Phone: Patrick McElroy 248-408-4865 or Todd L. Lipa 248-231-8493

Email tlipa@caresfh.org

Estimated Time of Setup: 12:00 p.m.

Estimated Time of Cleanup: 8:00 p.m.

Crowd Control Plans:

We will have a number of volunteers working with us throught the day.

Sidewalk use? YES NO

If yes, describe sidewalk use:

Reserved Parking: Are you requesting exempt Parking? (See Policy Section 5)

YES NO

If yes, list the lots or locations where parking is requested:

Both the top lot and the lower lot

Will street closures be necessary? YES NO

If yes, describe street closures, include time of closure and re-open:

Will music be provided? YES NO

If yes, describe amplification and proposed location of band, speakers, equipment, etc.:

Our plan is stage a DJ out on the outfield of the baseball diamond near the playscape.

Will electricity be needed for the event? YES NO

Will the following be constructed or located in event area?

- | | | | |
|------------------|--------------------------------------|-------------------------------------|-------------------------------------------------------|
| Booths | <input checked="" type="radio"/> YES | <input type="radio"/> NO | Quantity: <input type="text" value="Five"/> |
| Tents/Canopies | <input checked="" type="radio"/> YES | <input type="radio"/> NO | Quantity: <input type="text" value="Eight"/> |
| Rides | <input checked="" type="radio"/> YES | <input type="radio"/> NO | Quantity: <input type="text" value="Two"/> |
| Tables | <input checked="" type="radio"/> YES | <input type="radio"/> NO | Quantity: <input type="text" value="Twenty"/> |
| Portable Toilets | <input type="radio"/> YES | <input checked="" type="radio"/> NO | Quantity: <input type="text"/> |
| Inflatables | <input checked="" type="radio"/> YES | <input type="radio"/> NO | Quantity: <input type="text" value="Four"/> |
| Food Vending | <input checked="" type="radio"/> YES | <input type="radio"/> NO | Quantity: <input type="text" value="Four"/> |
| Other Vendors | <input checked="" type="radio"/> YES | <input type="radio"/> NO | Quantity: <input type="text" value="? at this time"/> |

Other (describe)

If yes to food vendors, concessions, and/or other vendors, please list all of the vendors by vendor name, refer to Policy Section IV.2.N for license and insurance requirements:

Modes Catering

Printhouse

? we are looking to have a kids craft area

? Ice cream vender

**If mobile food vending is proposed as part of an activity that also requires a special event permit, no additional or separate mobile food vending permit shall be required as state in the City Cod of Ordinances (Appendix A in policy).*

An Event Map [is] [is not] attached. If your event will use streets and/or sidewalks (for a parade, run, etc.) or will use multiple locations, please attach a complete map showing the assembly and dispersal locations and the route plan. Also show any streets or parking lots that you are requesting to be blocked off.

For events in Riley Park: Invitation to Civic Organizations and Merchants in the Event Vicinity.

Non-profit organizations and local merchants in the vicinity of Riley Park – the Central Business District -- should be given the opportunity to participate in the special event to the greatest extent practical; e.g., a local Deli might come out and sell bratwurst. You must demonstrate that reasonable efforts have been made with regard to such inclusion and participation. The City Manager's office shall be responsible for determining whether this requirement has been met.

I have invited local businesses to participate.

Those invited include: We will be inviting local business to join at this event
We do not have them all in place at this time I will be
happy to provide this as we get closer to the event

Event Signs: Will this event include the use of signs YES NO

If yes, refer to Policy Section 8 for requirements and describe the size and location of your proposed signs. All signage must be approved by the City Manager's Office.

Event Cost Worksheet

	Cost	Quantity	Total
Park usage fee			
Public Safety Assistance			
Public Services Assistance	\$65/hour	6	\$390
Cones			
Additional Barricades			
Additional Trash Barrels			
Other			
Total			\$390

Usage fee for Riley Park is \$100 for residents, \$200 for non-residents. Assistance from Public Services or Public Safety is \$65/hour with a minimum of two hours. The Public Services fee includes four trash barrels and four barricades. If additional equipment is needed, the fee will be determined by Public Services. Equipment is limited to cones, barricades and trash barrels.

Checks can be dropped off or mailed to the City Manager's Office at Farmington City Hall: 23600 Liberty Street, Farmington, MI 48335. Make checks payable to the "City of Farmington." There is a processing fee for credit cards payments. Credit card payments must be made at City Hall, we do not take credit card information via the phone.

QUALIFICATION INFORMATION

Complete this form and submit with the required qualification documents listed on the attached Qualification Requirements sheet. A Bingo, Raffle, or Charity Game Ticket license application and fee may also be submitted with this information. See box #5 below for mailing instructions.

1. ORGANIZATION INFORMATION

Organization Name C.A.R.E.S of Farmington Hills INC.			
Organization Physical Street Address 27835 Shiawassee Rd.			
City Farmington Hills	State Michigan	Zip Code 48336	County Oakland
Organization Mailing Address 27835 Shiawassee Rd.			<input type="checkbox"/> Same as Physical Address
City Farmington Hills	State Michigan	Zip Code 48336	County Oakland
Organization Telephone Number 248-882-7800			

2. ORGANIZATION PURPOSE

Briefly describe the purpose of your organization.

Support services with food and social services needs, in the nine communities we serve.

3. LICENSE APPLICATION

Enclosed is a completed application and fee for a Bingo Raffle Charity Game Ticket license
 Make checks payable to STATE OF MICHIGAN.

4. AUTHORIZED CONTACT PERSON

First Name Todd		Last Name Lipa		Position/Role with Organization Executive Director	
Mailing Address 27835 Shiawassee rd.				City Farmington Hills	
State Michigan	Zip Code 48336	Telephone Number (Day) 248-231-8493	Telephone Number (Evening) 248-231-8493		
By signing below, I hereby certify that the representations, information, and data presented are true, accurate, and complete to the best of my knowledge. I understand that failure to answer truthfully, completely, and accurately could preclude the organization from receiving an approval to obtain a gaming license.					
Authorized Contact Person Signature <i>Todd L Lipa</i>				Date Jan 18,2023	
Print Authorized Contact Name and Title Todd L. Lipa					

5. MAILING INSTRUCTIONS

Mail this completed Qualification Information form, the required qualification documentation listed on the Qualification Requirements sheet, and the completed license application and fee (if also applying for a gaming license) to Charitable Gaming Division, PO Box 30023, Lansing, MI 48909. If submitting by overnight carrier (FedEx, UPS, etc.), send to Charitable Gaming Division, 101 East Hillsdale, Lansing, MI 48933.





LOCAL CIVIC ORGANIZATION QUALIFICATION REQUIREMENTS

If the organization has never submitted qualifying information as a local civic organization, the following information shall be submitted in the name of the organization prior to being approved to conduct a bingo, raffle, or charity game. A previously qualified organization may be required to submit updated qualification information to assure its continued eligibility under the act.

1. A signed and dated copy of the organization's current bylaws or constitution, including membership criteria.
2. A complete copy of the organization's Articles of Incorporation that have been filed with the Corporations and Securities Bureau, if the organization is incorporated.
3. A copy of the letter from the IRS stating the organization is exempt from federal tax under IRS code 501(c) OR copies of one bank statement per year for the previous five years, excluding the current year.
4. A provision in the bylaws, constitution, or Articles of Incorporation that states should the organization dissolve, all assets, and real and personal property will revert to the benefit of the local government or another nonprofit organization.
5. A revenue and expense statement for the previous 12 month period to prove all assets are used for charitable purposes, i.e. 990's, treasurer's report, audit. Do not send check registers or cancelled checks. Explain the purpose of each expenditure made to an individual. Once the organization has conducted licensed gaming events, the Bureau may require the organization to provide additional proof that all assets are being used for charitable purposes.
6. A copy of a resolution passed by the local body of government stating the organization is a recognized nonprofit organization in the community (form attached).
7. A provision in the bylaws, constitution, or Articles of Incorporation indicating the organization will remain nonprofit forever.

Additional information may be requested after the initial documents submitted have been reviewed. If you have any questions or need further assistance, please call our office at (517) 335-5780.

Act 382 of the Public Acts of 1972, as amended, defines "A local civic organization in this state that is organized not for pecuniary profit; that is not affiliated with a state or national organization; that is recognized by resolution adopted by the local governmental subdivision in which the organization conducts its principal activities; whose constitution, charter, articles of incorporation, or bylaws contain a provision for the perpetuation of the organization as a nonprofit organization; whose entire assets are used for charitable purposes; and whose constitution, charter, articles of incorporation, or bylaws contain a provision that all assets, real property, and personal property must revert to the benefit of the local governmental subdivision that granted the resolution or another nonprofit organization on dissolution of the organization."



Charitable Gaming Division
 Box 30023, Lansing, MI 48909
 OVERNIGHT DELIVERY:
 101 E. Hillsdale, Lansing MI 48933
 (517) 335-5780
 www.michigan.gov/cg

LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES
 (Required by MCL.432.103(K)(ii))

At a _____ meeting of the _____
REGULAR OR SPECIAL TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD

called to order by _____ on _____
DATE

at _____ a.m./p.m. the following resolution was offered:
TIME

Moved by _____ and supported by _____

that the request from _____ of _____,
NAME OF ORGANIZATION CITY

county of _____, asking that they be recognized as a
COUNTY NAME

nonprofit organization operating in the community for the purpose of obtaining charitable

gaming licenses, be considered for _____.
APPROVAL/DISAPPROVAL

APPROVAL

DISAPPROVAL

Yeas: _____

Yeas: _____

Nays: _____

Nays: _____

Absent: _____

Absent: _____

I hereby certify that the foregoing is a true and complete copy of a resolution offered and

adopted by the _____ at a _____
TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD REGULAR OR SPECIAL

meeting held on _____.
DATE

SIGNED: _____
TOWNSHIP, CITY, OR VILLAGE CLERK

PRINTED NAME AND TITLE

ADDRESS

COMPLETION: Required.
 PENALTY: Possible denial of application.
 BSL-CG-1153(R6/09)

Farmington City Council Staff Report	Council Meeting Date: Feb. 6, 2023	Reference Number 7B
Submitted by: Melissa Andrade		
Description Farmington Community Library Special Event Requests – Pavilion Story Time, Family Fun in Riley Park, and Truck-a-Palooza.		
Requested Action Move to approve Farmington Community Library 2023 Special Events: Applications for: <ul style="list-style-type: none"> • Pavilion Story Time, Thursdays at Riley Park on June 15, 22 and 29; and July 6, 13, 21 (relocate to Warner Mansion because of Founders Festival) & 28 from 11 a.m. until noon; and • Family Fun in Riley Park, Wednesday evenings on June 21, July 5, 19 (relocate to Gazebo in front of Farmington Place (adjacent to School Street) because of Founders Festival), and August 2, 2023 with set-up time starting at 6 p.m. and the actual concert from 7 until 8 p.m. • Truck-a-Palooza, Tuesday, June 20, 2023, from noon until 2 p.m. in the parking lot across the street from the Library. 		
Background <p>The City received three special event requests from Maria Showich-Gallup, Interim Head Librarian with the Farmington Community Library Farmington branch.</p> <p>Family Fun in Riley Park and Pavilion Story Time are popular annual events that have been a part of the community for about 15 years. Truck-a-Palooza is a newer event, but is also well received.</p> <p>Maria indicated that she will call the owner of the State Street building whose parking lot they are using to make logistical arrangements.</p>		
Materials: Three applications: Family Fun in Riley Park, Pavilion Story Time & Truck-a-Palooza		

Event Name Pavilion Story time

CITY USE ONLY
Approval Needed:
<input type="checkbox"/> City Manager
<input type="checkbox"/> City Council
<input type="checkbox"/> Approved
<input type="checkbox"/> Denied



City of Farmington Special Event Application

This application is for all events in Riley Park and any other event in the City of Farmington that will bring in more than 25 people. Complete this application in accordance with the city of Farmington's Special Events Policy and return it to the City Manager's Office at least 30 days prior to the starting date of the event. If your event is approved, you will receive a written confirmation of approval.

Park fees are \$100 for residents and \$200 for non-residents.

Event Name Pavilion Storytime

CERTIFICATION AND SIGNATURE: I understand and agree on behalf of myself or the sponsoring organization, the following:

- a. For public events, a certificate of insurance and endorsement must be provided naming the City of Farmington as additional insured. See Parks Reservation, Facility Use, and Special Events Policy, page 19, item J, for specific requirements and limits.
- b. If the event includes solicitation by workers standing in street intersections, the required safety precautions will be maintained at all times in accordance with the Department of Public Safety. Reference the Parks Reservation, Facility Use, and Special Events Policy, page 20, item K.
- c. All food vendors must be approved by the Oakland County Health Department and follow all required health regulations. Each food vendor must provide the City with a Certificate of Insurance as well as an endorsement naming the City of Farmington as additional insured. Form CG 20 26 or its equivalent is recommended. See Parks Reservation, Facility Use, and Special Events Policy, page 20, item M for more details.
- d. The approval of this special event may include additional requirements and/or limitations based on the city's review of this application, and in accordance with the city's Parks Reservation, Facility Use, and Special Events Policy. The event will be operated in conformance with the written confirmation of approval. See Parks Reservation, Facility Use, and Special Events Policy, page 21, item Q.
- e. The sponsoring organization may provide a security deposit for the estimated fees as may be required by the city and will promptly pay any billing for city services which may be rendered. See Parks Reservation, Facility Use, and Special Events Policy, page 17, items E and F.

To the fullest extent permitted by law, the individual or sponsoring organization assume(s) all risks and agrees to defend, pay on behalf of, indemnify, and hold harmless, the City of Farmington, including all of its elected and appointed officials, all employees and volunteers, against any and all claims, demands, suits, or loss, including all costs connected therewith, including but not limited to attorney fees, and for any damages which maybe asserted, claimed, or recovered against or from the City of Farmington, by reason of personal injury, including bodily injury or death, and/or property damage, including loss of use thereof, which arise out of your actions during this event.

As the duly authorized individual or agent of the sponsoring organization, I hereby apply for approval of this special event, affirm the above understandings, and agree that I (or the sponsoring organization) will comply with the city's Parks Reservation, Facility Use, and Special Events Policy, the terms of the Written Confirmation of Approval and all other city requirements, ordinances and other laws which apply to this special event.

9/20/22
Date

Mari Stwid Gully
Signature

RETURN THIS APPLICATION AT LEAST THIRTY (30) DAYS PRIOR TO THE FIRST DAY OF THE EVENT TO:

City Manager's Office
23600 Liberty Street
Farmington, MI 48336

Phone: 248-474 5500, ext. 2221

Failure to provide the above items shall result in cancellation of the event. The city shall not be liable for any cost incurred.

Sponsoring Individual/Organization's Name: Farmington Community Library

Individual/Organization Phone: 248-553-0300

Individual/Organization Address: 23500 Liberty St.

Organization's Contact: Maria Showrich-Gallup Phone: 248-473-3118

Contact's Title: Interim Branch Head E-mail: ms.gallup@farmlib.org

Address: 23500 Liberty St

Event Name: Pavilion Story time

- Type of Event:
- | | |
|-------------------------------------------------|-----------------------------------------------------------------------------------------|
| <input type="radio"/> Sponsored/City Operated | <input type="radio"/> Co-Sponsored (all parties must provide info and sign application) |
| <input checked="" type="radio"/> Non-Profit | <input type="radio"/> For Profit |
| <input type="radio"/> Political or Ballot Issue | <input type="radio"/> Wedding |
| <input type="radio"/> Video or Film Production | <input type="radio"/> Running Event |
| <input type="radio"/> Block Party | <input type="radio"/> Other (describe) |

Riley Park Permit Fee:

\$100 residents/\$200 non-residents

Event Purpose: Bring Storytime outside into the community
Event Dates: June 15, 22, 29, July 6, 13, 20* & 27 *July 20 at Warner Mansion
Event Times: 10:00 - 11 a.m. to noon due to Founders Fest
Event Location: Riley Park
Number of People Expected: 100 +
Contact Person on Day of Event: Maria Showich - Gallup
Phone: 734-395-6037
Email: msigallup@farmlib.org
Estimated Time of Setup: 30 min
Estimated Time of Cleanup: 30 min

Crowd Control Plans:

Sidewalk use? YES NO

If yes, describe sidewalk use:

Reserved Parking: Are you requesting exempt Parking? (See Policy Section 5)

YES NO

If yes, list the lots or locations where parking is requested:

Will street closures be necessary? YES NO

If yes, describe street closures, include time of closure and re-open:

Will music be provided? YES NO

If yes, describe amplification and proposed location of band, speakers, equipment, etc.:

from a blue tooth speaker

Will electricity be needed for the event? YES NO

Will the following be constructed or located in event area?

Booths	<input type="radio"/> YES	<input checked="" type="radio"/> NO	Quantity: <input type="text"/>
Tents/Canopies	<input type="radio"/> YES	<input checked="" type="radio"/> NO	Quantity: <input type="text"/>
Rides	<input type="radio"/> YES	<input checked="" type="radio"/> NO	Quantity: <input type="text"/>
Tables	<input type="radio"/> YES	<input checked="" type="radio"/> NO	Quantity: <input type="text"/>
Portable Toilets	<input type="radio"/> YES	<input checked="" type="radio"/> NO	Quantity: <input type="text"/>
Inflatables	<input type="radio"/> YES	<input checked="" type="radio"/> NO	Quantity: <input type="text"/>
Food Vending	<input type="radio"/> YES	<input checked="" type="radio"/> NO	Quantity: <input type="text"/>
Other Vendors	<input type="radio"/> YES	<input checked="" type="radio"/> NO	Quantity: <input type="text"/>

Other (describe)

If yes to food vendors, concessions, and/or other vendors, please list all of the vendors by vendor name, refer to Policy Section IV.2.N for license and insurance requirements:

**If mobile food vending is proposed as part of an activity that also requires a special event permit, no additional or separate mobile food vending permit shall be required as state in the City Cod of Ordinances (Appendix A in policy).*

An Event Map [is] [is not] attached. If your event will use streets and/or sidewalks (for a parade, run, etc.) or will use multiple locations, please attach a complete map showing the assembly and dispersal locations and the route plan. Also show any streets or parking lots that you are requesting to be blocked off.

For events in Riley Park: Invitation to Civic Organizations and Merchants in the Event Vicinity. Non-profit organizations and local merchants in the vicinity of Riley Park – the Central Business District -- should be given the opportunity to participate in the special event to the greatest extent practical; e.g., a local Deli might come out and sell bratwurst. You must demonstrate that reasonable efforts have been made with regard to such inclusion and participation. The City Manager’s office shall be responsible for determining whether this requirement has been met.

I have invited local businesses to participate.

Those invited include:

Event Signs: Will this event include the use of signs YES NO

If yes, refer to Policy Section 8 for requirements and describe the size and location of your proposed signs. All signage must be approved by the City Manager’s Office.

Event Cost Worksheet

	Cost	Quantity	Total
Park usage fee			
Public Safety Assistance			
Public Services Assistance			
Cones			
Additional Barricades			
Additional Trash Barrels			
Other			
Total			0

Usage fee for Riley Park is \$100 for residents, \$200 for non-residents. Assistance from Public Services or Public Safety is \$65/hour with a minimum of two hours. The Public Services fee includes four trash barrels and four barricades. If additional equipment is needed, the fee will be determined by Public Services. Equipment is limited to cones, barricades and trash barrels.

Checks can be dropped off or mailed to the City Manager’s Office at Farmington City Hall: 23600 Liberty Street, Farmington, MI 48335. Make checks payable to the “City of Farmington.” There is a processing fee for credit cards payments. Credit card payments must be made at City Hall, we do not take credit card information via the phone.

Event Name Family Fun in Riley Park

CITY USE ONLY
Approval Needed:
<input type="checkbox"/> City Manager
<input type="checkbox"/> City Council
<input type="checkbox"/> Approved
<input type="checkbox"/> Denied



City of Farmington Special Event Application

This application is for all events in Riley Park and any other event in the City of Farmington that will bring in more than 25 people. Complete this application in accordance with the city of Farmington's Special Events Policy and return it to the City Manager's Office at least 30 days prior to the starting date of the event. If your event is approved, you will receive a written confirmation of approval.

Park fees are \$100 for residents and \$200 for non-residents.

Event Name Family Fun in Riley Park

CERTIFICATION AND SIGNATURE: I understand and agree on behalf of myself or the sponsoring organization, the following:

- a. For public events, a certificate of insurance and endorsement must be provided naming the City of Farmington as additional insured. See Parks Reservation, Facility Use, and Special Events Policy, page 19, item J, for specific requirements and limits.
- b. If the event includes solicitation by workers standing in street intersections, the required safety precautions will be maintained at all times in accordance with the Department of Public Safety. Reference the Parks Reservation, Facility Use, and Special Events Policy, page 20, item K.
- c. All food vendors must be approved by the Oakland County Health Department and follow all required health regulations. Each food vendor must provide the City with a Certificate of Insurance as well as an endorsement naming the City of Farmington as additional insured. Form CG 20 26 or its equivalent is recommended. See Parks Reservation, Facility Use, and Special Events Policy, page 20, item M for more details.
- d. The approval of this special event may include additional requirements and/or limitations based on the city's review of this application, and in accordance with the city's Parks Reservation, Facility Use, and Special Events Policy. The event will be operated in conformance with the written confirmation of approval. See Parks Reservation, Facility Use, and Special Events Policy, page 21, item Q.
- e. The sponsoring organization may provide a security deposit for the estimated fees as may be required by the city and will promptly pay any billing for city services which may be rendered. See Parks Reservation, Facility Use, and Special Events Policy, page 17, items E and F.

To the fullest extent permitted by law, the individual or sponsoring organization assume(s) all risks and agrees to defend, pay on behalf of, indemnify, and hold harmless, the City of Farmington, including all of its elected and appointed officials, all employees and volunteers, against any and all claims, demands, suits, or loss, including all costs connected therewith, including but not limited to attorney fees, and for any damages which maybe asserted, claimed, or recovered against or from the City of Farmington, by reason of personal injury, including bodily injury or death, and/or property damage, including loss of use thereof, which arise out of your actions during this event.

As the duly authorized individual or agent of the sponsoring organization, I hereby apply for approval of this special event, affirm the above understandings, and agree that I (or the sponsoring organization) will comply with the city's Parks Reservation, Facility Use, and Special Events Policy, the terms of the Written Confirmation of Approval and all other city requirements, ordinances and other laws which apply to this special event.

Sept 20, 2022
Date

Maura Swartz-Gulley
Signature

RETURN THIS APPLICATION AT LEAST THIRTY (30) DAYS PRIOR TO THE FIRST DAY OF THE EVENT TO:

City Manager's Office
23600 Liberty Street
Farmington, MI 48336

Phone: 248-474 5500, ext. 2221

Failure to provide the above items shall result in cancellation of the event. The city shall not be liable for any cost incurred.

Sponsoring Individual/Organization's Name: Farmington Community Library

Individual/Organization Phone: 248-553-0300

Individual/Organization Address: 23500 Liberty St.

Organization's Contact: Maria Showich-Gallup Phone: 248-473-3118

Contact's Title: Interim Branch Head E-mail: ms.gallup@farmlib.org

Address: 23500 Liberty St.

Event Name: Family Fun in Riley Park - FFIRP

- Type of Event:
- | | |
|-------------------------------------------------|-----------------------------------------------------------------------------------------|
| <input type="radio"/> Sponsored/City Operated | <input type="radio"/> Co-Sponsored (all parties must provide info and sign application) |
| <input checked="" type="radio"/> Non-Profit | <input type="radio"/> For Profit |
| <input type="radio"/> Political or Ballot Issue | <input type="radio"/> Wedding |
| <input type="radio"/> Video or Film Production | <input type="radio"/> Running Event |
| <input type="radio"/> Block Party | <input type="radio"/> Other (describe) |

Riley Park Permit Fee:
\$100 residents/\$200 non-residents

Event Purpose: Summer fun activity to bring families & community together

Event Dates: June 21, July 5, 19* and Aug 2 *July 19 in Shiawassee
due to Founders Fest

Event Times: 7-8

Event Location: Riley Park

Number of People Expected: 100+

Contact Person on Day of Event: Maria Showich-gallup

Phone: 734-395-6037

Email: ms.gallup@farmlib.org

Estimated Time of Setup: 1 hr

Estimated Time of Cleanup: 1 hr.

Crowd Control Plans:

Sidewalk use? YES NO

If yes, describe sidewalk use:

Reserved Parking: Are you requesting exempt Parking? (See Policy Section 5)

YES NO

If yes, list the lots or locations where parking is requested:

Will street closures be necessary? YES NO

If yes, describe street closures, include time of closure and re-open:

Will music be provided? YES NO

If yes, describe amplification and proposed location of band, speakers, equipment, etc.:

No sound board and speakers (Performer will provide)

Will electricity be needed for the event? YES NO

Will the following be constructed or located in event area?

Booths	<input type="radio"/> YES	<input checked="" type="radio"/> NO	Quantity: <input type="text"/>
Tents/Canopies	<input type="radio"/> YES	<input checked="" type="radio"/> NO	Quantity: <input type="text"/>
Rides	<input type="radio"/> YES	<input checked="" type="radio"/> NO	Quantity: <input type="text"/>
Tables	<input checked="" type="radio"/> YES	<input type="radio"/> NO	Quantity: <input type="text" value="1"/>
Portable Toilets	<input type="radio"/> YES	<input checked="" type="radio"/> NO	Quantity: <input type="text"/>
Inflatables	<input type="radio"/> YES	<input checked="" type="radio"/> NO	Quantity: <input type="text"/>
Food Vending	<input type="radio"/> YES	<input checked="" type="radio"/> NO	Quantity: <input type="text"/>
Other Vendors	<input type="radio"/> YES	<input checked="" type="radio"/> NO	Quantity: <input type="text"/>

Other (describe)

If yes to food vendors, concessions, and/or other vendors, please list all of the vendors by vendor name, refer to Policy Section IV.2.N for license and insurance requirements:

**If mobile food vending is proposed as part of an activity that also requires a special event permit, no additional or separate mobile food vending permit shall be required as state in the City Cod of Ordinances (Appendix A in policy).*

An Event Map [is] [is not] attached. If your event will use streets and/or sidewalks (for a parade, run, etc.) or will use multiple locations, please attach a complete map showing the assembly and dispersal locations and the route plan. Also show any streets or parking lots that you are requesting to be blocked off.

For events in Riley Park: Invitation to Civic Organizations and Merchants in the Event Vicinity. Non-profit organizations and local merchants in the vicinity of Riley Park – the Central Business District -- should be given the opportunity to participate in the special event to the greatest extent practical; e.g., a local Deli might come out and sell bratwurst. You must demonstrate that reasonable efforts have been made with regard to such inclusion and participation. The City Manager’s office shall be responsible for determining whether this requirement has been met.

I have invited local businesses to participate.

Those invited include:

Event Signs: Will this event include the use of signs YES NO

If yes, refer to Policy Section 8 for requirements and describe the size and location of your proposed signs. All signage must be approved by the City Manager’s Office.

Event Cost Worksheet

	Cost	Quantity	Total
Park usage fee			
Public Safety Assistance			
Public Services Assistance			
Cones			
Additional Barricades			
Additional Trash Barrels			
Other			
Total			0

Usage fee for Riley Park is \$100 for residents, \$200 for non-residents. Assistance from Public Services or Public Safety is \$65/hour with a minimum of two hours. The Public Services fee includes four trash barrels and four barricades. If additional equipment is needed, the fee will be determined by Public Services. Equipment is limited to cones, barricades and trash barrels.

Checks can be dropped off or mailed to the City Manager’s Office at Farmington City Hall: 23600 Liberty Street, Farmington, MI 48335. Make checks payable to the “City of Farmington.” There is a processing fee for credit cards payments. Credit card payments must be made at City Hall, we do not take credit card information via the phone.

Event Name Truck A-Palooza

CITY USE ONLY
Approval Needed:
<input type="checkbox"/> City Manager
<input type="checkbox"/> City Council
<input type="checkbox"/> Approved
<input type="checkbox"/> Denied



City of Farmington Special Event Application

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Park fees are \$100 for residents and \$200 for non-residents.

Event Name Truck A- Palooza

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To the fullest extent permitted by law, the individual or sponsoring organization assume(s) all risks and agrees to defend, pay on behalf of, indemnify, and hold harmless, the City of Farmington, including all of its elected and appointed officials, all employees and volunteers, against any and all claims, demands, suits, or loss, including all costs connected therewith, including but not limited to attorney fees, and for any damages which maybe asserted, claimed, or recovered against or from the City of Farmington, by reason of personal injury, including bodily injury or death, and/or property damage, including loss of use thereof, which arise out of your actions during this event.

As the duly authorized individual or agent of the sponsoring organization, I hereby apply for approval of this special event, affirm the above understandings, and agree that I (or the sponsoring organization) will comply with the city's Parks Reservation, Facility Use, and Special Events Policy, the terms of the Written Confirmation of Approval and all other city requirements, ordinances and other laws which apply to this special event.

Date 9/20/22

Signature Marc Stewart Galley

RETURN THIS APPLICATION AT LEAST THIRTY (30) DAYS PRIOR TO THE FIRST DAY OF THE EVENT TO:

City Manager's Office
23600 Liberty Street
Farmington, MI 48336

Phone: 248-474 5500, ext. 2221

Failure to provide the above items shall result in cancellation of the event. The city shall not be liable for any cost incurred.

Sponsoring Individual/Organization's Name: Farmington Community Library

Individual/Organization Phone: 248-553-0300

Individual/Organization Address: 23500 Liberty St.

Organization's Contact: Maria Showich-gallup Phone: 248-473-3118

Contact's Title: Interim Branch Head E-mail: ms.gallup@farmlib.org

Address: 23500 Liberty St

Event Name: Lib. Truck & Poloa

- Type of Event:
- | | |
|-------------------------------------------------|-----------------------------------------------------------------------------------------|
| <input type="radio"/> Sponsored/City Operated | <input type="radio"/> Co-Sponsored (all parties must provide info and sign application) |
| <input checked="" type="radio"/> Non-Profit | <input type="radio"/> For Profit |
| <input type="radio"/> Political or Ballot Issue | <input type="radio"/> Wedding |
| <input type="radio"/> Video or Film Production | <input type="radio"/> Running Event |
| <input type="radio"/> Block Party | <input type="radio"/> Other (describe) |

Riley Park Permit Fee:
\$100 residents/\$200 non-residents

Event Purpose: Library and cities working together to support a family activities
Event Dates: Tuesday June 20, 2023 (Monday is a national Holiday) For the children
Event Times: 12-2 p.m.
Event Location: Parking lot across the street will contact owner of building
Number of People Expected: 350 +
Contact Person on Day of Event: Maria Showich - gallup
Phone: 734-395-6037
Email: ms.gallup@farm.lib.or.us
Estimated Time of Setup: 1 1/2 hr.
Estimated Time of Cleanup: 30 min.

Crowd Control Plans:

Sidewalk use? YES NO

If yes, describe sidewalk use:

Reserved Parking: Are you requesting exempt Parking? (See Policy Section 5)

YES NO

If yes, list the lots or locations where parking is requested:

Will street closures be necessary? YES NO

If yes, describe street closures, include time of closure and re-open:

Will music be provided? YES NO

If yes, describe amplification and proposed location of band, speakers, equipment, etc.:

Will electricity be needed for the event? YES NO

Will the following be constructed or located in event area?

Booths	<input type="radio"/> YES	<input type="radio"/> NO	Quantity: <input type="text"/>
Tents/Canopies	<input type="radio"/> YES	<input type="radio"/> NO	Quantity: <input type="text"/>
Rides	<input type="radio"/> YES	<input type="radio"/> NO	Quantity: <input type="text"/>
Tables	<input type="radio"/> YES	<input type="radio"/> NO	Quantity: <input type="text"/>
Portable Toilets	<input type="radio"/> YES	<input type="radio"/> NO	Quantity: <input type="text"/>
Inflatables	<input type="radio"/> YES	<input type="radio"/> NO	Quantity: <input type="text"/>
Food Vending	<input type="radio"/> YES	<input type="radio"/> NO	Quantity: <input type="text"/>
Other Vendors	<input type="radio"/> YES	<input type="radio"/> NO	Quantity: <input type="text"/>

Other (describe)

If yes to food vendors, concessions, and/or other vendors, please list all of the vendors by vendor name, refer to Policy Section IV.2.N for license and insurance requirements:

**If mobile food vending is proposed as part of an activity that also requires a special event permit, no additional or separate mobile food vending permit shall be required as state in the City Cod of Ordinances (Appendix A in policy).*

An Event Map [is] [is not] attached. If your event will use streets and/or sidewalks (for a parade, run, etc.) or will use multiple locations, please attach a complete map showing the assembly and dispersal locations and the route plan. Also show any streets or parking lots that you are requesting to be blocked off.

For events in Riley Park: Invitation to Civic Organizations and Merchants in the Event Vicinity. Non-profit organizations and local merchants in the vicinity of Riley Park – the Central Business District -- should be given the opportunity to participate in the special event to the greatest extent practical; e.g., a local Deli might come out and sell bratwurst. You must demonstrate that reasonable efforts have been made with regard to such inclusion and participation. The City Manager’s office shall be responsible for determining whether this requirement has been met.

I have invited local businesses to participate.

Those invited include:

Event Signs: Will this event include the use of signs YES NO

If yes, refer to Policy Section 8 for requirements and describe the size and location of your proposed signs. All signage must be approved by the City Manager’s Office.

Event Cost Worksheet

	Cost	Quantity	Total
Park usage fee			
Public Safety Assistance			
Public Services Assistance			
Cones			
Additional Barricades			
Additional Trash Barrels			
Other			
Total			0

Usage fee for Riley Park is \$100 for residents, \$200 for non-residents. Assistance from Public Services or Public Safety is \$65/hour with a minimum of two hours. The Public Services fee includes four trash barrels and four barricades. If additional equipment is needed, the fee will be determined by Public Services. Equipment is limited to cones, barricades and trash barrels.

Checks can be dropped off or mailed to the City Manager’s Office at Farmington City Hall: 23600 Liberty Street, Farmington, MI 48335. Make checks payable to the “City of Farmington.” There is a processing fee for credit cards payments. Credit card payments must be made at City Hall, we do not take credit card information via the phone.

Farmington City Council Staff Report	Council Meeting Date: Feb. 6, 2023	Item Number 7C
Submitted by: Melissa Andrade		
<u>Agenda Topic:</u> Special Event Application: VegMichigan Free Festival		
<u>Proposed Motion:</u> Move to approve the Special Event Application allowing VegMichigan Free Festival to be held on Sunday, Sept. 10 from 11 am. until 5 p.m. in Riley Park and the Sundquist Pavilion.		
<p><u>Background:</u> Tom Progar applied to host VegMichigan Festival in Riley Park on Sunday Sept. 10 from 7:30 a.m. until 7 p.m. He requested the same lot closures used for the Farmer Market.</p> <p>The event has become annual and began in 2019. At that time, Public Services and Public Safety met with Tom to ensure everything be well managed. It was a successful, well-received event.</p> <p>Tom has invited many of the surrounding businesses to participate, including Chive Kitchen, Fresh Thyme and The Cheese Lady.</p> <p>***VegMichigan also put Sept. 24 as another possible date, but we have an application for Deaf Celebration on Sept. 23 or 24.</p>		
<u>Materials:</u> Application, Event Map		

Event Name VegMichigan Fall Vegfest

CITY USE ONLY

Approval Needed:

- City Manager
 City Council

- Approved
 Denied



City of Farmington Special Event Application

This application is for all events in Riley Park and any other event in the City of Farmington that will bring in more than 25 people. Complete this application in accordance with the city of Farmington's Special Events Policy and return it to the City Manager's Office at least 30 days prior to the starting date of the event. If your event is approved, you will receive a written confirmation of approval.

Park fees are \$100 for residents and \$200 for non-residents.

Event Name VegMichigan Fall VegFest

CERTIFICATION AND SIGNATURE: I understand and agree on behalf of myself or the sponsoring organization, the following:

- a. For public events, a certificate of insurance and endorsement must be provided naming the City of Farmington as additional insured. See Parks Reservation, Facility Use, and Special Events Policy, page 19, item J, for specific requirements and limits.
- b. If the event includes solicitation by workers standing in street intersections, the required safety precautions will be maintained at all times in accordance with the Department of Public Safety. Reference the Parks Reservation, Facility Use, and Special Events Policy, page 20, item K.
- c. All food vendors must be approved by the Oakland County Health Department and follow all required health regulations. Each food vendor must provide the City with a Certificate of Insurance as well as an endorsement naming the City of Farmington as additional insured. Form CG 20 26 or its equivalent is recommended. See Parks Reservation, Facility Use, and Special Events Policy, page 20, item M for more details.
- d. The approval of this special event may include additional requirements and/or limitations based on the city's review of this application, and in accordance with the city's Parks Reservation, Facility Use, and Special Events Policy. The event will be operated in conformance with the written confirmation of approval. See Parks Reservation, Facility Use, and Special Events Policy, page 21, item Q.
- e. The sponsoring organization may provide a security deposit for the estimated fees as may be required by the city and will promptly pay any billing for city services which may be rendered. See Parks Reservation, Facility Use, and Special Events Policy, page 17, items E and F.

To the fullest extent permitted by law, the individual or sponsoring organization assume(s) all risks and agrees to defend, pay on behalf of, indemnify, and hold harmless, the City of Farmington, including all of its elected and appointed officials, all employees and volunteers, against any and all claims, demands, suits, or loss, including all costs connected therewith, including but not limited to attorney fees, and for any damages which maybe asserted, claimed, or recovered against or from the City of Farmington, by reason of personal injury, including bodily injury or death, and/or property damage, including loss of use thereof, which arise out of your actions during this event.

As the duly authorized individual or agent of the sponsoring organization, I hereby apply for approval of this special event, affirm the above understandings, and agree that I (or the sponsoring organization) will comply with the city's Parks Reservation, Facility Use, and Special Events Policy, the terms of the Written Confirmation of Approval and all other city requirements, ordinances and other laws which apply to this special event.

1/13/2023
Date

Thomas C Progan
Signature

RETURN THIS APPLICATION AT LEAST THIRTY (30) DAYS PRIOR TO THE FIRST DAY OF THE EVENT TO:

City Manager's Office
23600 Liberty Street
Farmington, MI 48336

Phone: 248-474 5500, ext. 2221

Failure to provide the above items shall result in cancellation of the event. The city shall not be liable for any cost incurred.

Sponsoring Individual/Organization's Name: Veg Michigan

Individual/Organization Phone: 248-867-2155

Individual/Organization Address: 20244 Farmington Rd Livonia
48152

Organization's Contact: Tom Progar Phone: 248-867-2155

Contact's Title: President E-mail: tom@vegmichigan.org

Address: 21245 Flanders, Farmington Hills, 48335

Event Name: Veg Michigan Fall VegFest

- Type of Event:
- | | |
|-------------------------------------------------|-----------------------------------------------------------------------------------------|
| <input type="radio"/> Sponsored/City Operated | <input type="radio"/> Co-Sponsored (all parties must provide info and sign application) |
| <input checked="" type="radio"/> Non-Profit | <input type="radio"/> For Profit |
| <input type="radio"/> Political or Ballot Issue | <input type="radio"/> Wedding |
| <input type="radio"/> Video or Film Production | <input type="radio"/> Running Event |
| <input type="radio"/> Block Party | <input type="radio"/> Other (describe) |

Riley Park Permit Fee:
\$100 residents/\$200 non-residents

Event Purpose: Fun, Food, Promote Plant-Based Food
Event Dates: Either Sept 10 or Sept 24
Event Times: 11am until 5pm
Event Location: Riley Park + Sundquist Pavilion
Number of People Expected: 2,000
Contact Person on Day of Event: Tom Progar
Phone: 248-867-2155
Email: tom@vegmichigan.org
Estimated Time of Setup: 7:30am - 11am
Estimated Time of Cleanup: 5pm - 7pm

Crowd Control Plans:

Volunteers will be directing the crowd
+ signage

Sidewalk use? YES NO

If yes, describe sidewalk use:

Reserved Parking: Are you requesting exempt Parking? (See Policy Section 5)

YES NO

If yes, list the lots or locations where parking is requested:

Will street closures be necessary? YES NO

If yes, describe street closures, include time of closure and re-open:

Will music be provided? YES NO

If yes, describe amplification and proposed location of band, speakers, equipment, etc.:

A small band will play at a reasonable sound level as they have for the 3 previous years at this event. See attached photo for stage location

Will electricity be needed for the event? YES NO

Will the following be constructed or located in event area?

Booths	<input checked="" type="radio"/> YES	<input type="radio"/> NO	Quantity: <input type="text" value="32"/>
Tents/Canopies	<input checked="" type="radio"/> YES	<input type="radio"/> NO	Quantity: <input type="text" value="32"/>
Rides	<input type="radio"/> YES	<input checked="" type="radio"/> NO	Quantity: <input type="text"/>
Tables	<input checked="" type="radio"/> YES	<input type="radio"/> NO	Quantity: <input type="text" value="55"/>
Portable Toilets	<input type="radio"/> YES	<input checked="" type="radio"/> NO	Quantity: <input type="text"/>
Inflatables	<input type="radio"/> YES	<input checked="" type="radio"/> NO	Quantity: <input type="text"/>
Food Vending	<input checked="" type="radio"/> YES	<input type="radio"/> NO	Quantity: <input type="text" value="25"/>
Other Vendors	<input checked="" type="radio"/> YES	<input type="radio"/> NO	Quantity: <input type="text" value="7"/>

Other (describe)

Vendors include +-shirts, hand-made art, home decor, & nonprofit organizations

If yes to food vendors, concessions, and/or other vendors, please list all of the vendors by vendor name, refer to Policy Section IV.2.N for license and insurance requirements:

Chive Kitchen, New Kombucha, Fresh
Thyme Market, Better Health Market
Sipp, Beyond Juice Eatery, Detroit Nut
Earthen Jar, The Brinery (25 Food Vendor in total)

**If mobile food vending is proposed as part of an activity that also requires a special event permit, no additional or separate mobile food vending permit shall be required as state in the City Cod of Ordinances (Appendix A in policy).*

An Event Map [is] [is not] attached. If your event will use streets and/or sidewalks (for a parade, run, etc.) or will use multiple locations, please attach a complete map showing the assembly and dispersal locations and the route plan. Also show any streets or parking lots that you are requesting to be blocked off.

For events in Riley Park: Invitation to Civic Organizations and Merchants in the Event Vicinity. Non-profit organizations and local merchants in the vicinity of Riley Park – the Central Business District -- should be given the opportunity to participate in the special event to the greatest extent practical; e.g., a local Deli might come out and sell bratwurst. You must demonstrate that reasonable efforts have been made with regard to such inclusion and participation. The City Manager's office shall be responsible for determining whether this requirement has been met.

I have invited local businesses to participate.

Those invited include: Chive Kitchen, New Kombucha, Sipp
Fresh Thyme Market, Los Amigos, Grand Control
Bodhi Yoga, Masa Mexican St Food, and others

Event Signs: Will this event include the use of signs YES NO

If yes, refer to Policy Section 8 for requirements and describe the size and location of your proposed signs. All signage must be approved by the City Manager's Office.

Event Cost Worksheet

	Cost	Quantity	Total
Park usage fee	\$100		\$100
Public Safety Assistance			
Public Services Assistance	\$65/hour	6	\$390
Cones		15	
Additional Barricades			
Additional Trash Barrels		10	
Other			
Total			\$490.000

Usage fee for Riley Park is \$100 for residents, \$200 for non-residents. Assistance from Public Services or Public Safety is \$65/hour with a minimum of two hours. The Pubic Services fee includes four trash barrels and four barricades. If additional equipment is needed, the fee will be determined by Public Services. Equipment is limited to cones, barricades and trash barrels.

Checks can be dropped off or mailed to the City Manager's Office at Farmington City Hall: 23600 Liberty Street, Farmington, MI 48335. Make checks payable to the "City of Farmington." There is a processing fee for credit cards payments. Credit card payments must be made at City Hall, we do not take credit card information via the phone.

1. Motor City GreyH (1 tent, 2 chair, 1 table)
2. Sasha Farm*
3. Attorneys for Animals (2 chairs, 1 table)
4. HSUS (2 chairs, 1 table)
5. I Heart Dog Rescue*
6. Michigan Humane Society*
7. PBNSG*
8. Hungry Harvest (2 chairs, 1 table)
9. Simply Vegan Food (2 chairs, 1 table)
10. Cannabinoid Creations*
11. Buy the Change*
12. Age of Asparagus (1 tent)
13. Journey to Health*
14. Crystalline Dream*
15. The Art Forest*
16. Green Olive Soap*
17. Detroit Gourmet Nut*
18. Radical Plants*
19. Crushed Smoothies*
20. The Cheese Lady*
21. Ice Cream Plant (Tent)
22. Achatz Pie Co. (2 chairs, 1 table)
23. Earthen Jar *
24. Neu Kombucha*
25. GreenSpace & Go (Tent, 2 tables)
26. Fresh Thyme Market*
27. Ms K's Kitchen*
28. Nutcase Vegan Meat (3 chairs, 2 tables)
29. The Brinery*
30. Siam Spicy (1 Tent, 2 tables)
31. Old Shilleagh (2 Tent, 5 chairs, 5 tables)
32. Urge Juice*
33. Veg-O-Rama (3 chairs, 2 tables)
34. Thyme & A Bottle*
35. Cheeweenie's*

VegMichigan (6 tables)
 Music Stage (1 tent, 3 chairs)
 Kid's Area (1 tent, 2 tables, 14 chairs)

Bob B's Tent
 Set Up Location

Picnic area



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Farmington City Council Staff Report	Council Meeting Date: 02/06/23	Reference Number 8	
Submitted by: David Murphy, City Manager			
Description Interlocal Agreement with Oakland County to appoint the County Equalization Director as the Designated Assessor for the City in the event that the State Tax Commission invokes the Designated Assessor process to perform duties on behalf of the City.			
Proposed Motion Approve the Interlocal Agreement with Oakland County for a Designated Assessor and authorize the Mayor to sign the Agreement.			
Background Public Act 660 of 2018 amended the General Property Tax Act to provide a statutory framework that all local units of government and assessors must follow. The City is required to contract with a "Designated Assessor" who will be the assessor of record if the City is not in substantial compliance with the requirements of P.A. 660 as determined by the State Tax Commission. The Interlocal Agreement authorizes the Oakland County Equalization Director to be the Assessor of Record for the City. Since the County provides assessing services to the City, it is not likely that the City would be in noncompliance with the requirements of Act 660.			
Agenda Review			
Department Head	Finance/Treasurer	City Attorney	City Manager

**INTERLOCAL AGREEMENT FOR OAKLAND COUNTY TO APPROVE
THE DESIGNATED ASSESSOR FOR THE PERIOD January 1, 2023
THROUGH December 31, 2027**

Public Act 660 of 2018 requires a county to have a Designated Assessor on file with the State Tax Commission as of December 31, 2020. On December 29, 2020, Oakland County met this requirement, having a majority of the Assessing Districts in favor of the Equalization Officer serving as its Designated Assessor. On August 4, 2022, Oakland County Commissioners voted to retain Micheal R Lohmeier, MMAO as its new Equalization Officer for its Equalization Division, and as a result, the interlocal agreements were required to be revised. A majority of the Assessing Districts are in favor of the Equalization Officer serving as its Designated Assessor.

The following interlocal agreement (hereinafter “Agreement”) has been executed by the Board of Commissioners for Oakland County, a majority of the Assessing Districts in Oakland County, and the individual put forth as the proposed Designated Assessor. Oakland County and the Assessing Districts are collectively referred to throughout this Agreement as the “Parties.”

RECITALS

WHEREAS, The Assessing Districts are Municipal Corporations (cities and townships) located within the County of Oakland, in the State of Michigan;

WHEREAS, The Michigan Constitution of 1963, Article 7, Section 28 permits a political subdivision to exercise jointly with any other political subdivision any power, privilege or authority which such political subdivisions share in common with each other and which each might exercise separately;

WHEREAS, The Urban Cooperation Act of 1967, being MCL 124.505 *et seq*, and the Intergovernmental Transfer of Functions and Responsibilities Act, give effect to the Constitutional provision by providing that public agencies may enter into interlocal agreements to carry out their respective functions, powers and authority;

WHEREAS, P.A. 660 of 2018 requires each County to enter into an Agreement that designates the individual who will serve as the County’s Designated Assessor. That interlocal agreement must be approved by the County Board of Commissioners and a majority of the Assessing Districts in the County.

WHEREAS, P.A. 660 of 2018 mandates that the Designated Assessor shall be an advanced assessing officer or a master assessing officer.

NOW, THEREFORE, based on the foregoing Recitals, and in consideration of the terms of this Agreement, the Parties agree as follows:

BACKGROUND INFORMATION

Oakland County names **MICHEAL R. LOHMEIER (R-6101)**, in his official capacity as the Equalization Officer for Oakland County, as the Designated Assessor for all of the Assessing Districts within Oakland County¹. Included as an addendum to this Agreement are the Oakland County SEV totals by class, including special act values, those properties deemed unique or complex by a local Assessing District, and a listing of the total number of parcels, by classification, including special act rolls, within each Assessing District.

If the State Tax Commission (STC) invokes the Designated Assessor process for any Assessing District in Oakland County, the Parties agree that the Designated Assessor will perform the duties associated with being the Assessor of Record for an Assessing District at the Oakland County Equalization Division offices in the City of Pontiac, County of Oakland, State of Michigan, unless the duties of the Designated Assessor require on-site visits to the Assessing District's location.

QUALIFICATIONS OF DESIGNATED ASSESSOR

Micheal R. Lohmeier has been certified as a Michigan Master Assessing Officer since 2012. In his capacity as the Oakland County Equalization Officer, he is responsible for managing the Oakland County Equalization Division. Along with its statutory duties, the Equalization Division currently acts as the contracted Assessor of Record for thirty of the fifty-two Assessing Districts in Oakland County.

Micheal R. Lohmeier has disclosed any conflicts of interest involving the proposed Designated Assessor, the County, or any Assessing District, if applicable: **[NONE]**.

It is understood that Micheal R. Lohmeier will, during the length of this agreement, maintain his assessor certification in good standing with the State Tax Commission and if required to serve as the Designated Assessor for an Assessing District in Oakland County shall act as the Assessor of Record for that Assessing District. When acting as the Assessor of Record for an Assessing District, the Designated Assessor shall meet all the requirements as set forth by the State Tax Commission's *Supervising Preparation of the Assessment Roll* approved by the State Tax Commission August 21, 2018.

Any additional requirements that are agreed to by the Designated Assessor, the County and the Assessing Districts may not conflict with the State Tax Commission's *Supervising Preparation of the Rolls*.

¹ Oakland County contains 52 Assessing Districts (cities and townships), two of which (City of Fenton and City of Northville) are not considered to be "in" Oakland County for purposes of MCL 211.10g as the largest share of their state equalized value is located in another county.

A list of the remaining 50 Assessing Districts can be found here:
<https://www.oakgov.com/mgtbud/equal/Pages/assessing-offices.aspx>

1.0 DUTIES AND RESPONSIBILITIES OF DESIGNATED ASSESSOR

- 1.1 The Designated Assessor, while serving as the Assessor of Record for an Assessing District within Oakland County, shall satisfy all requirements contained State Tax Commission's *Supervising Preparation of the Assessment Roll* approved by the State Tax Commission August 21, 2018.
- 1.2 Within 30 (thirty) days of being appointed as the Assessor of Record for the Assessing District by the STC or the voluntary election by the Assessing District to utilize the Designated Assessor, the Designated Assessor shall prepare and transmit to the Assessing District's supervisor, manager, or chief executive a detailed proposal, including a schedule for delivery of documents, to correct deficiencies identified by the STC's audit.
- 1.3 The Parties agree that the Designated Assessor, while serving as the Assessor of Record for an Assessing District, shall do the following things, as applicable to bring the Assessing District into compliance with the Audit of Minimum Assessing Requirements:
 - 1.3.1 Make assessments of real and personal property within the Assessing District;
 - 1.3.2 Appraise all property, process all real and personal property description changes, and prepare the assessment roll for real and personal property in the Assessing District;
 - 1.3.3 Attend (or have a designee attend) all March, July, and December Board of Review meetings;
 - 1.3.4 Be available for consultation on all Michigan Tax Tribunal real and personal property and special assessment appeals, and assist the Assessing District in the preparation of both the oral and written defense of appeals;
 - 1.3.5 Prepare all necessary reports for review by the supervisor, manager, chief executive, board, or council of the Assessing District, as applicable;
 - 1.3.6 Performs any other duties required under PA 660 of 2018.
- 1.4 For an Assessing District employing assessing staff other than the Assessor of Record, assessing staff will conduct their duties as under the direction and supervision of the Designated Assessor, subject to any limitations as may be agreed by the applicable Assessing District and the Designated Assessor. However, no members of said assessing staff will become employees or independent contractors of Oakland County.
- 1.5 While not acting in the capacity as the Designated Assessor for an Assessing District, the Designated Assessor will have the following duties and responsibilities for Oakland County and the Assessing Districts within Oakland County: Equalization Officer.
- 1.6 The parties understand and agree that the duties outlined in this Agreement only apply if and when the Designated Assessor is required, or the Assessing District chooses to request the Designated Assessor, to take over the assessing duties for an Assessing District

pursuant to the terms of PA 660 of 2018. This Agreement will have no effect on any pre-existing agreements that the parties may have, under which Oakland County performs contracted assessing services for the Assessing District.

2.0 DUTIES AND RESPONSIBILITIES OF ASSESSING DISTRICTS

2.1 Any Assessing District in Oakland County that is required to utilize the services of the Designated Assessor will, during the period the Assessing District is required to or chooses to utilize the services of the Designated Assessor, do the following:

2.1.1 Provide the Designated Assessor with reasonable access to records, documents, databases and information in order to allow the Designated Assessor to serve as the Assessor of Record for the Assessing District and satisfy all requirements *Supervising Preparation of the Assessment Roll* approved by the State Tax Commission August 21, 2018.

2.1.2 Furnish the Designated Assessor with any applicable policies and procedures that the Designated Assessor may be subject to during the period of time the Designated Assessor serves as the Assessing District's Assessor of Record.

2.1.3 Provide, while the Designated Assessor or his designee is physically working on behalf of the Assessing District and within the geographical boundaries of the Assessing District, any technology, equipment, and workspace necessary for the Designated Assessor or his designee to carry out their requirements under this Agreement.

2.2 The Assessing District shall, at all times and under all circumstances, remain solely liable for any and all costs, legal obligations, and/or civil liabilities associated with or in any way related to any Assessing District tax appraisal or assessment functions or any other Assessing District legal obligation under any applicable State Property Tax Laws. The Assessing District shall employ and retain its own legal representation, as necessary, to defend any such claim or challenge before the State Tax Tribunal or any other court or review body.

2.3 Except for those express statutory and/or regulatory obligations incumbent only upon licensed Equalization Division Personnel (i.e., State Licensed and Certified Real and/or Personal Property Tax Assessors) to defend property tax appraisals and assessments that they either performed, or were otherwise performed under their supervision, before the Michigan Tax Tribunal, the Parties agree that no other County employees, including any County attorneys shall be authorized, required and/or otherwise obligated under this Agreement or pursuant to any other agreement between the Parties to provide any legal representation to or for the Assessing District and/or otherwise defend, challenge, contest, appeal, or argue on behalf of the Assessing District before the Michigan Tax Tribunal or any other review body or court except to the extent the matters have been traditionally and previously handled by assessing staff, such as, but not limited to, Michigan Tax Tribunal small claims division hearings and matters before the State Tax Commission.

2.4 The Assessing District shall, at all times and under all circumstances, remain solely liable for any and all costs, legal obligations, and/or civil liabilities associated with or in any way related to any tax appraisal or assessment functions or any other legal obligation. The Assessing District agrees that under no circumstances shall the County or the Designated Assessor be responsible for any costs, obligations, and/or civil liabilities or any responsibility under any State Property Tax Law.

3.0 DESIGNATED ASSESSOR COMPENSATION

3.1 The Designated Assessor may charge an Assessing District that is required to contract with the Designated Assessor and that Assessing District shall pay for the reasonable costs incurred by the Designated Assessor in serving as the Assessing District's Assessor of Record, including, but not limited to, the costs of overseeing and administering the annual assessment, preparing and defending the assessment roll, and operating the assessing office.

3.2 If the Designated Assessor is required to serve as the Assessor of Record for an Assessing District within Oakland County, the parties understand and agree that he will be serving in his official capacity as the Oakland County Equalization Officer. Therefore, an Assessing District will not make any direct payments to the Designated Assessor. Instead, the Assessing District will be responsible for paying a fee to Oakland County which fee is intended to compensate Oakland County for the reasonable costs incurred by the Designated Assessor and his staff. Oakland County will charge the Assessing District a fee equal to the average rate per parcel that it charges those districts for whom it already performs contracted assessing services, as of the date the Designated Assessor is required to serve as the Assessor of Record. The parties agree that should the standard fee not reasonably reflect the actual cost of the provision of the services required that the standard fee will be modified to a higher or lower fee, and so the fee is reasonable. The modification of the standard fee will be dependent upon the complexity of the work to be performed by the Designated Assessor, the number of staff needed to assist in completing the work and whether the Assessing District provides its own staff to assist the Designated Assessor. The Assessing District is not required to pay a retainer fee. In the event that the Designated Assessor is acting on behalf of an Assessing District for which Oakland County Equalization Department is currently contracted with to provide assessing services, the Designated Assessor will provide its Designated Assessor services at no additional cost to said Assessing District.

3.3 If the Assessing District fails, for any reason, to pay the County any monies when and as due under this Contract, the Assessing District agrees that unless expressly prohibited by law, the County or the County Treasurer, at their sole option, shall be entitled to a setoff from any other Assessing District funds that are in the County's possession for any reason. Funds include but are not limited to the Delinquent Tax Revolving Fund ("DTRF"). Any

setoff or retention of funds by the County shall be deemed a voluntary assignment of the amount by the Assessing District to the County. The Assessing District waives any claims against the County or its Officials for any acts related specifically to the County's offsetting or retaining such amounts. This paragraph shall not limit the Assessing District's legal right to dispute whether the underlying amount retained by the County was actually due and owing under this Agreement.

3.4 If the County chooses not to exercise its right to setoff or if any setoff is insufficient to fully pay the County any amounts due and owing the County under this Contract, the County shall have the right to charge up to the then-maximum legal interest on any unpaid amount. Interest charges shall be in addition to any other amounts due to the County under this Agreement. Interest charges shall be calculated using the daily unpaid balance method and accumulate until all outstanding amounts and accumulated interest are fully paid.

3.5 Nothing in this Section shall operate to limit the County's right to pursue or exercise any other legal rights or remedies under this Contract against the Assessing District to secure reimbursement of amounts due the County under this Agreement. The remedies in this Section shall be available to the County on an ongoing and successive basis if Assessing District at any time becomes delinquent in its payment. Notwithstanding any other term and condition in this Contract, if the County pursues any legal action in any court to secure its payment under this Contract, the Assessing District agrees to pay all costs and expenses, including attorney's fees and court costs, incurred by the County in the collection of any amount owed by the Assessing District.

4.0 EFFECTIVE DATE AND TERM OF AGREEMENT

This Agreement shall become effective when it is executed by the Oakland County Board of Commissioners, Micheal R. Lohmeier, and the governing bodies of a majority of the Assessing Districts within Oakland County, and shall expire on December 31, 2027. The terms and conditions in Section 3.0 (Compensation) shall survive and continue in full force beyond the termination of this Agreement if the Assessing District owes money to the County under this Agreement.

5.0 DESIGNATED ASSESSOR EMPLOYMENT STATUS

It is understood by the parties that Micheal R. Lohmeier is appointed as the Designated Assessor based on his employment status as Oakland County Equalization Officer and that if his employment status materially changes, the parties will request that the State Tax Commission designate and approve an interim Designated Assessor until the parties are able to amend this Agreement.

6.0 ENTIRE AGREEMENT

This Agreement sets forth all covenants, promises, agreements, conditions and understandings between the parties and there are no covenants, promises, agreements, conditions, or understandings, either oral or written, between the Parties other than are set forth in this Agreement.

7.0 AMENDMENTS

This Agreement cannot be modified unless reduced to writing and signed by both Parties.

8.0 SEVERABILITY

If a court of competent jurisdiction finds a term or condition of this Agreement to be illegal or invalid, then the term or condition shall be deemed severed from this Agreement. All other terms or conditions shall remain in full force and effect.

9.0 GOVERNING LAW

This Agreement shall be governed, interpreted, and enforced by the laws of the State of Michigan.

10.0 COUNTERPARTS

This Agreement may be executed in one or more counterparts, including facsimile copies, each of which shall be deemed an original, but all of which shall together constitute one instrument.

IN WITNESS WHEREOF, Sara Bowman, Mayor, hereby acknowledges that she has been authorized by a resolution of the City of Farmington, a certified copy of which is attached, to execute this Agreement on behalf of Public Body and hereby accepts and binds Public Body to the terms and conditions of this Agreement.

[Signatures contained on following page]

EXECUTED: _____
Name and Title:

DATE: _____

WITNESSED: _____
Name and Title:

DATE: _____

IN WITNESS WHEREOF, David Woodward, Chairperson, Oakland County Board of Commissioners, hereby acknowledges that he has been authorized by a resolution of the Oakland County Board of Commissioners to execute this Agreement on behalf of Oakland County, and hereby accepts and binds Oakland County to the terms and conditions of this Agreement.

EXECUTED: _____
David Woodward, Chairperson
Oakland County Board of Commissioners

DATE: _____

WITNESSED: _____
Name and Title:

DATE: _____

MICHEAL R. LOHMEIER, in his official capacity as Equalization Officer for Oakland County, hereby accepts the role of Designated Assessor as outlined in this Agreement.

EXECUTED: _____
Micheal R. Lohmeier
Oakland County Equalization Officer

DATE: _____

ADDENDUM – SEV TOTALS

OAKLAND COUNTY SEV TOTALS BY CLASS

Class	Parcel Counts	State Equalized Values
Agricultural	392	87,150,370
Commercial	20,907	14,614,165,290
Industrial	4,441	2,896,770,040
Residential Personal Property	448,068	68,274,369,769
Special Acts	52,372	3,863,299,665
	650	507,403,698