



Regular City Council Meeting
7:00 p.m., Tuesday, Jan. 20, 2026
City Council Chambers
23600 Liberty Street
Farmington, MI 48335

REGULAR MEETING AGENDA

- 1. ROLL CALL**
- 2. PLEDGE OF ALLEGIANCE**
- 3. PUBLIC COMMENT**
- 4. APPROVAL OF ITEMS ON CONSENT AGENDA**
 - A. City of Farmington Minutes**
 - B. Farmington Monthly Payments Reports**
 - C. Farmington Public Safety Monthly Report**
 - D. Annual Library Special Events:**
 - 1. Truck-a-Palooza**
 - 2. Family Fun in Riley Park**
 - 3. Pavilion Story Time**
 - 4. Last Day of School Celebration**
 - E. Proclamation: Optimist Day**
- 5. APPROVAL OF REGULAR AGENDA**
- 6. NEW BUSINESS**
 - A. Approve resolution adopting Park and Recreation Master Plan**
 - B. Special Event: Praise in the Park**
 - C. Recommended appointments to the Founders Festival Committee**
- 7. PRESENTATION/PUBLIC HEARINGS**
 - A. Holly Days Recap**
 - B. Farmers Market**
- 8. PUBLIC COMMENT**
- 9. CITY COUNCIL COMMENTS**
- 10. 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.



City Council Meeting
7:00 p.m., December 1, 2025
23600 Liberty Street
Farmington, MI 48335

REGULAR MEETING MINUTES

A meeting of the Farmington City Council was held on December 1, 2025, at 23600 Liberty Street, Farmington, Michigan. Notice of the meeting was posted in compliance with Public Act 267-1976.

The meeting was called to order at 7:02 PM by Mayor LaRussa.

1. Roll Call

Attendee Name	Title	Status	Arrived
Johnna Balk	Mayor Pro-Tem	Present	
Joe LaRussa	Mayor	Present	
Kevin Parkins	Councilmember	Present	
Steve Schneemann	Councilmember	Present	
Maria Taylor	Councilmember	Present	

City Administration Present:

City Manager, David Murphy
Assistant City Manager, Chris Weber
City Clerk, Meaghan Bachman
Deputy Public Safety Director, Todd Anderson
City Treasurer, Jaime Pohlman
City Attorney, Beth Saarela
Austin Downie, OHM Advisors

2. Approval of the Agenda

Motion by Balk
Seconded by Taylor

Resolved, move to approve the agenda as presented.

Motion carried unanimously 5-0

3. Public Comment

Victoria Kirby of 34935 Oakland Street, addressed the council expressing concerns about authorizing deer culls in residential areas, urging consideration of more humane non-lethal solutions for wildlife management.

4. Board and Commission Interview: Commission for Children, Youth and Families, Bridget Gibbons

Bridget Gibbons was interviewed for the Commission for Children, Youth, and Families position. No action was taken on an appointment at this meeting.

5. Consideration to Amend Fiscal Year 2025-26 Budget: Salt Dome

Motion by Taylor
Seconded by Balk

Move to adopt Budget Amendment Resolution #6, amending Fiscal Year 2025-26 Budget.

Motion carried unanimously 5-0

6. Workplan Review Quarterly Report

City Manager David Murphy presented the quarterly workplan update. City Council reviewed the final quarterly report for the 2024–2025 goals cycle, noting progress made and acknowledging that some goals remain ongoing due to capacity limitations and emerging priorities. Council discussed opportunities to improve the goals-setting process, including clearer expectations, action plans, and improved prioritization.

Council also received an update on the Civic Theater, including early planning related to serving alcohol and potential future enhancements. The Downtown Development Authority has expressed interest in partnering on Civic Theater initiatives.

Council discussed the need for improved tracking of long-term versus short-term goals, the importance of holding planned study sessions, and balancing goal implementation with projects that arise during the cycle. Council emphasized the value of focusing more on strategic discussions and policy direction. Council referenced the Capital Improvement Plan (CIP) as a potential model for improved prioritization.

A Council goals session was tentatively scheduled for January 17, 2025 to further refine the process and establish priorities for the next cycle. The facilitator of the goals meeting was discussed. Mr. Murphy provided a quarterly report on the 2024-2025 goals, noting that approximately 11 out of 27 items were completed or ongoing.

7. Discussion: Update on Governor Warner Mansion

Councilmember Steve Schneemann presented updates on the Governor Warner Mansion renovations, recommending removal of walls on the east side of the second floor to create one large gathering space while keeping smaller rooms on the west side intact. It was noted that while Council previously reviewed initial design concepts, there has not yet been full consensus on the intended use of the second floor.

Council reviewed earlier discussions that discussed limiting second-floor use to non-event purposes, such as an artist-in-residence program, to reduce structural and code requirements. However, additional consideration has been given to allowing limited gathering space on the second floor while managing structural capacity and cost.

Council discussed the need for accessibility improvements, including installation of a limited-use/limited-application (LULA) elevator to provide access to the second floor. Council expressed strong support for ensuring full accessibility and inclusivity within the historic structure.

Additional building considerations discussed included restroom placement on both levels, warming kitchens, and potential structural reinforcement of the second floor to safely accommodate limited group use.

8. Discussion: Update to the Shiawassee Connection

Council received an update from Austin Downie and Claire Martin of OHM on the Shiawassee Connection project as it advances toward final design. Staff reviewed the proposed ADA-compliant pathway alignment connecting downtown to Shiawassee Park, including replacement of the eastern pedestrian bridge and removal of the non-compliant western staircase and bridge.

Staff explained that geotechnical analysis supports construction of a raised boardwalk on pilings to minimize floodplain impacts and hillside disturbance while meeting accessibility and HUD funding requirements. The project also includes a new bridge above the 500-year floodplain, paved ADA-accessible paths within the park, and stair connections where ramps are not feasible.

Council discussed safety, lighting, emergency access, and potential funding opportunities. Council expressed general support for the proposed approach and directed staff to continue with final design and funding evaluation.

9. Oakland County Transportation Grant

Motion by Balk

Seconded by Taylor

Resolved, move to approve the use of the Oakland County Transportation grant funds to construct three (3) pedestrian shelters at Jamestown Apartments, Chatham Hills Apartments (western stop location), and near the intersection of Drake and Grand River as recommend.

Roll Call Vote:

Yea: Balk, LaRussa, Parkins, Schneemann, Taylor

Nay: None

Motion carried unanimously 5-0

10. Proposal to Consolidate Voting Precincts

Motion by Balk
Seconded by Taylor

Resolved, move to approve the consolidation of the City's voting precincts from five (5) to three (3), effective for the 2026 election cycle, with Precinct 1 located at City Hall, Precinct 2 at Farmington High School, and Precinct 3 at Farmington High School.

Motion carried unanimously 5-0

11. Other Business

City Manager Murphy provided updates on the estate sale scheduling, noting delays until January to allow historical commission review of items for potential museum preservation.

12. Public Comment

Della James commended the Shiawassee Connection project and said that it looks great. She also raised concerns about potential voter confusion due to precinct consolidations and emphasized the importance of clear communication.

13. Council Comment

Mayor LaRussa noted the State of the Cities event is scheduled for March 5, 2026. He also announced the Michigan Association of Mayors will visit Farmington August 5-7, 2026, with a group dinner currently planned for August 6 and August 5 reserved as a backup date.

10. Adjournment

Motion by Balk
Seconded by Taylor

Resolved, move to adjourn the meeting at 9:22 PM.

Motion carried unanimously 5-0

Joe LaRussa, Mayor

Meaghan K. Bachman, City Clerk



**Special City Council Meeting
6:00 p.m., December 15, 2025
Conference Room
23600 Liberty Street
Farmington, MI 48335**

SPECIAL MEETING MINUTES

A special meeting of the Farmington City Council was held on December 15, 2025, at 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 6:01 PM by Mayor LaRussa

1. ROLL CALL

Attendee Name	Title	Status	Arrived
Johnna Balk	Mayor Pro-Tem	Present	
Joe LaRussa	Mayor	Present	
Kevin Parkins	Councilmember	Present	
Steve Schneemann	Councilmember	Present	
Maria Taylor	Councilmember	Present	

City Administration Present:

City Manager, David Murphy
Assistant City Manager, Chris Weber
City Clerk, Meaghan Bachman
DPW Superintendent, Josh Leach
City Attorney, Beth Saarela
OHM Advisors, Austin Downie

2. APPROVAL OF REGULAR AGENDA

Motion by Balk
Seconded by Taylor

Resolved, move to approve the agenda as presented.

Motion carried unanimously 5-0

3. PUBLIC COMMENT

No members of the public spoke.

4. John Kaczor, Principal, Municipal Analytics, presented a comprehensive water and sewer rate study analysis. John explained that the city's current cash position is weak and insufficient to handle emergencies or take advantage of grants.

The presentation covered three main funding scenarios for a 10-year capital plan totaling \$15.2 million for water and \$6.5 million for sewer improvements.

The first scenario maintained current rate structures with minimal increases of approximately 8% for sewer and 7.3% for water, resulting in a combined impact of about \$6.54 per quarter for average residential customers.

The second scenario involved aggressive rate increases with a 40% water rate increase in the first year, resulting in a 22.5% combined impact in year one.

The third scenario proposed a more gradual approach with 18% annual water rate increases for three years, resulting in approximately 13% combined annual increases for the first three years.

Council members expressed concerns about the impact on residents, particularly lower-income households. Some members requested additional analysis showing how different rate structures would affect various customer categories based on meter size and usage patterns.

The item will be brought back to City Council in February 2026.

5. Appointment to Commission on Children, Youth and Families

Motion by Balk
Seconded by Parkins

Resolved, move to approve the appointment of Bridget Gibbons to the Farmington seat on the Farmington/Farmington Hills Commission for Children, Youth and Families for a term ending December 31, 2027.

Motion Carried Unanimously

6. Other Business

City Manager Murphy asked to add payment to Robertson Brothers to the regular meeting agenda.

7. Public Comment

No members of the public spoke.

8. COUNCIL COMMENT

No members of council spoke.

9. ADJOURNMENT

Motion by Balk
Seconded by Taylor

Resolved, move to adjourn the special meeting at 7:19 PM.

Motion carried unanimously

Joe LaRussa, Mayor

Meaghan K. Bachman, City Clerk



City Council Meeting
7:00 p.m., December 15, 2025
23600 Liberty Street
Farmington, MI 48335

REGULAR MEETING MINUTES

A meeting of the Farmington City Council was held on December 15, 2025, at 23600 Liberty Street, Farmington, Michigan. Notice of the meeting was posted in compliance with Public Act 267-1976.

The meeting was called to order at 7:23 PM by Mayor LaRussa.

1. Roll Call

Attendee Name	Title	Status	Arrived
Johnna Balk	Mayor Pro-Tem	Present	
Joe LaRussa	Mayor	Present	
Kevin Parkins	Councilmember	Present	
Steve Schneemann	Councilmember	Present	
Maria Taylor	Councilmember	Present	

City Administration Present:

City Manager, David Murphy
Assistant City Manager, Chris Weber
City Clerk, Meaghan Bachman
Public Safety Director, Bob Houhanisin
DDA Director, Jessica Westendorf
City Attorney, Beth Saarela
Civic Theater Manager, Clare Cooney

2. Public Comment

Mike Sweeney from the Emergency Preparedness Commission provided winter preparedness recommendations and tips.

3. Approval of the Consent Agenda

Motion by Balk
Seconded by Taylor

Resolved, move to approve the consent agenda as presented.

- A. City of Farmington Minutes
- B. Farmington Public Safety Monthly Report
- C. Form 5572 Submittal - Pension and OPEB
- D. Revised 2026 City Council Meeting Dates
- E. SMART Agreement

Motion carried unanimously 5-0

4. Approval of the Regular Agenda

Motion by Schneemann
Seconded by Taylor

Resolved, move to approve the consent agenda as presented with the following amendment:

Add: 6-D payment for Robertson Brothers.

Motion carried unanimously 5-0

6-A. Civic Theater Liquor License

Motion by Taylor
Supported by Balk

Clare Cooney presented a proposal for theater concession upgrades, specifically requesting a municipal civic center liquor license for the Farmington theater. She discussed that the theater would install a small bar in the upstairs lobby serving canned beer and poured wine.

Resolved, move to adopt resolution approving on-premises municipal civic center liquor license application.

Roll Call Vote:
Yea: Balk, LaRussa, Parkins, Schneemann, Taylor
Nay: None

Motion carried unanimously 5-0

6-B. DDA 2026 Events Calendar, Temporary Liquor License Applications, Street Closures and Designated Sidewalk Shopping

Motion by Balk
Seconded by Taylor

Resolved, move to Adopt Resolution Approving the 2026 DDA Community Events Calendar, Temporary Liquor License Applications, Street Closures and Designated Sidewalk Shopping dates as presented.

Motion carried unanimously 5-0

6-C. Board and Commission Appointment: Board of Review

Motion by Balk
Supported by Parkins

Resolved, move to appoint Ula Kajtoch to the Farmington Board of Review for a term ending December 31, 2028.

Motion carried unanimously 5-0

6-D. Payment to Robertson Brothers

Assistant City Manager Chris Weber presented grant payment approval for Robertson Brothers, explaining that EGLE had approved eligible costs and dispersed \$500,000 in grant funds, with \$497,000 requested for disbursement to Robertson Brothers for environmental cleanup and demolition activities.

Motion by Parkins
Supported by Taylor

Resolved, move to approve grant payment to Robertson Brothers.

Roll Call Vote:
Yea: LaRussa, Parkins, Schneemann, Taylor, Balk
Nay: None

Motion carried unanimously 5-0

7. Public Comment

No members of the public spoke.

8. Council Comment

Mayor LaRussa announced that Farmington received \$481,675 in transportation alternatives program funding from the Southeast Michigan Council of Governments (SEMCOG) for sidewalk and crossing improvements. The city has made the covers of multiple statewide association publications and completed the second public space project.

Mayor LaRussa noted the city has done a lot of great things and felt that it is a testament to the leadership of the City Council and the diligence and the hard work of the administration, the department chairs and the department teams as well. He noted it has been a great year and is looking forward to another great year.

9. Closed Session

Motion by Taylor
Supported by Balk

Resolved, move to convene into closed session to discuss labor negotiations and confidential correspondence from the City Attorney.

Roll Call Vote:
Yea: Parkins, Taylor, Balk, LaRussa, Schneemann
Nay: None

Motion carried unanimously 5-0

Reconvene into Regular Meeting

Motion by Balk
Supported by Schneemann

Resolved, to reconvene into the regular meeting.

Motion carried unanimously 5-0

Vote on Closed Session Item

Motion by LaRussa
Supported by Taylor

Resolved, move to ratify the POAM agreement as presented, subject to final amendments or minor modifications that may be determined by our labor attorney, the city's attorney, or the City of Farmington.

Roll Call Vote:
Yea: Schneemann, Taylor, Balk, LaRussa, Parkins
Nay: None

Motion carried unanimously 5-0

10. Adjournment

Motion by Schneemann
Seconded by Taylor

Resolved, move to adjourn the meeting at 8:32 PM.

Motion carried unanimously 5-0

Joe LaRussa, Mayor

Meaghan K. Bachman, City Clerk

CITY OF FARMINGTON - MONTHLY PAYMENTS REPORT

MONTH OF NOVEMBER 2025

FUND #	FUND NAME	AMOUNT:
101	GENERAL FUND	\$ 314,072.58
202	MAJOR STREET FUND	\$ 220,495.10
203	LOCAL STREET FUND	\$ 10,816.55
284	OPIOID SETTLEMENT FUND	\$ 39,006.99
401	CAPITAL IMPROVEMENT MILLAGE	\$ 12,534.14
592	WATER & SEWER FUND	\$ 220,902.76
595	FARMINGTON COMMUNITY THEATER FUND	\$ 14,720.46
640	DPW EQUIPMENT REVOLVING FUND	\$ 4,039.65
701	AGENCY FUND	\$ 2,678.00
703	CURRENT TAX COLLECTION FUND	\$ 8,782.12
736	PUBLIC EMPLOYEE HEALTH CARE FUND	\$ 38,315.65
TOTAL CITY PAYMENTS ISSUED:		\$ 886,364.00
136	47TH DISTRICT COURT FUND	\$ 644,142.76
243	BROWNFIELD REDEVELOP AUTHORITY	\$ 15,858.50
244	CORRIDOR IMPROVEMENT AUTHORITY FUND	\$ 2,583.05
248	DOWNTOWN DEVELOPMENT AUTHORITY FUND	\$ 46,771.28
TOTAL OTHER ENTITIES PAYMENTS ISSUED:		\$ 709,355.59
TOTAL PAYMENTS ISSUED		\$ 1,595,719.59

A detailed Monthly Payments Report is on file in the Treasurer's Office.



CITY OF FARMINGTON - ACH PAYMENTS REPORT

MONTH NOVEMBER 2025

TRANSFER FROM:	TRANSFER TO:	DESCRIPTION:	AMOUNT:
Agency Tax	Farmington Public Schools	Tax Payment #10	28,348.61
Agency Tax	Oakland County	Tax Payment #10	53,084.36
Agency Tax	Farmington Comm. Library	Tax Payment #10	2,998.02
General Fund	Chase (Payroll Acct)	Direct Deposit Payroll	262,733.64
General Fund	Federal Gov't	W/H & FICA Payroll	87,562.16
General Fund	MERS	Retirement Plans	151,430.37
General Fund	Total Administrative Services Corp.	Flexible Spending Accounts	3,332.54
TOTAL CITY ACH TRANSFERS			505,058.71
Court Fund	Chase (Payroll Acct)	Direct Deposit Payroll	105,509.10
Court Fund	Federal Gov't	W/H & FICA Payroll	34,595.31
Court Fund	Total Administrative Services Corp.	Flexible Spending Accounts	1,823.78
Court Fund	MissionSquare	Retirement Plans	8,032.62
TOTAL OTHER ENTITIES ACH TRANSFERS			149,960.81

CITY OF FARMINGTON - MONTHLY PAYMENTS REPORT

MONTH OF DECEMBER 2025

FUND #	FUND NAME	AMOUNT:
101	GENERAL FUND	\$ 446,813.38
202	MAJOR STREET FUND	\$ 44.18
359	2013 LTGO BONDS (OPEB)	\$ 300.00
592	WATER & SEWER FUND	\$ 286,111.55
595	FARMINGTON COMMUNITY THEATER FUND	\$ 30,183.66
640	DPW EQUIPMENT REVOLVING FUND	\$ 24,749.54
701	AGENCY FUND	\$ 1,275.00
703	CURRENT TAX COLLECTION FUND	\$ 8,077.14
736	PUBLIC EMPLOYEE HEALTH CARE FUND	\$ 45,385.05
	TOTAL CITY PAYMENTS ISSUED:	\$ 842,939.50
136	47TH DISTRICT COURT FUND	\$ 71,844.97
243	BROWNFIELD REDEVELOP AUTHORITY	\$ 500,512.04
244	CORRIDOR IMPROVEMENT AUTHORITY FUND	\$ 1,601.11
248	DOWNTOWN DEVELOPMENT AUTHORITY FUND	\$ 56,198.58
	TOTAL OTHER ENTITIES PAYMENTS ISSUED:	\$ 630,156.70
	TOTAL PAYMENTS ISSUED	\$ 1,473,096.20

A detailed Monthly Payments Report is on file in the Treasurer's Office.



CITY OF FARMINGTON - ACH PAYMENTS REPORT

MONTH DECEMBER 2025

TRANSFER FROM:	TRANSFER TO:	DESCRIPTION:	AMOUNT:
Agency Tax	Farmington Public Schools	Tax Payment #11	631.78
Agency Tax	Oakland County	Tax Payment #11	17,097.66
Agency Tax	Farmington Comm. Library	Tax Payment #11	1,096.67
Agency Tax	Farmington Public Schools	Tax Payment #12	425,130.72
Agency Tax	Oakland County	Tax Payment #12	126,271.74
Agency Tax	Farmington Comm. Library	Tax Payment #12	29,884.96
General Fund	Chase (Payroll Acct)	Direct Deposit Payroll	454,504.49
General Fund	Federal Gov't	W/H & FICA Payroll	94,450.55
General Fund	MERS	Retirement Plans	180,747.21
General Fund	Total Administrative Services Corp.	Flexible Spending Accounts	3,333.72
TOTAL CITY ACH TRANSFERS			1,333,149.50
Court Fund	Chase (Payroll Acct)	Direct Deposit Payroll	104,752.49
Court Fund	Federal Gov't	W/H & FICA Payroll	33,947.40
Court Fund	Total Administrative Services Corp.	Flexible Spending Accounts	1,824.64
Court Fund	MissionSquare	Retirement Plans	7,359.51
Court Fund	Western Michigan Health Insurance Plan	Medical Insurance	24,276.51
TOTAL OTHER ENTITIES ACH TRANSFERS			172,160.55



Farmington Public Safety Department

Public Safety Director Bob Houhanisin

December 2025 Public Safety Incidents

Possession of Cocaine:

On 12/02/2025 at approximately 8:45 PM an Officer conducted a traffic stop in the area of Power Rd and Grand River Ave. Upon contacting the driver (48 YO Male) it was discovered he had a revoked drivers license. Officers advised the male to step out of the vehicle and conducted a pat down for weapons to which several vials containing a white powdery substance were located on his person. Officers conducted a field test of the substance that tested positive for cocaine. The male was subsequently arrested for Possession of Cocaine, Possession of Drug Paraphernalia, as well as Driving While License Revoked. The case has been forwarded to the Oakland County Prosecutors' Office.

OWI Second Offense:

On 12/12/2025 at approximately 11:30 PM an officer on patrol was passed by a vehicle on EB M5 near Farmington at an estimated 110 MPH. The officer noted that the vehicle was unable to maintain its lane and driving erratically. A traffic stop and subsequent investigation led to the arrest of the driver, a 31-year-old male for OWI second offense. He was housed until sober and released pending submission to the prosecutors office.

Smoke Investigation:

On 12/14/2025 at approximately 00:30 AM officers were dispatched to the 37000 block of Grand River for a reported fire alarm. Officers arrived and located smoke inside one of the suites, which had a kitchen. Towels left unattended on a stove were found smoldering, removed from the building and extinguished. The building was ventilated and turned back over to the owner. There were no injuries as a result of the incident.

Personal Injury Crash/OWI 2nd Offence:

On 12/16/2025 at approximately 02:30 AM officers were dispatched to the area of NB M5 and Halstead Rd on the report of a road runoff. It was reported a Dark SUV was in the ditch. It was reported by the caller that the driver had attempted to walk away from the vehicle but had fallen. Upon arrival, Officers located the driver (35 YO female) laying in the snow several yards south of the vehicle. The vehicle was heavily damaged as it appeared to have rolled multiple times. Upon rendering medical aid to the female Officers noted the presence of intoxicants. The female was transported by ambulance to Corewell Health Hospital for non-life-threatening injuries. A search warrant was obtained for the female's blood. Case pending toxicology results.

OWI 1st Offense:

On 12/23/2025 at approximately 6:15 PM officers were dispatched to a welfare check of a subject in a vehicle stopped on Longacre at Arundel. Officers made contact with the driver of the vehicle, a 35-year-old female, and a subsequent investigation led to her arrest for OWI. The case has been forwarded to the prosecutor for charging considerations.



Smoke Investigation:

On 12/28/2025 at approximately 10:45 PM officers were dispatched to the 35000 block of Drakeshire Ln. on a reported cooking fire with smoke in the apartment. Officers arrived to find a stove top cooking fire that had been extinguished by the occupants with a fire extinguisher. The building was ventilated and able to be occupied with no reported injuries.

CALL TYPE & QUANTITY

TOTAL CALLS	TRAFFIC STOPS	MEDICALS	FIRE CALLS	CRASHES
1007	272	91	10	21
OWI	OID	DWLS	WARRANT	FELONY
6	0	12	14	4



Farmington City Council Staff Report	Council Meeting Date: Jan. 20, 2026	Reference Number 4D
Submitted by: Melissa Andrade		
Description Farmington Community Library Special Event Requests – Pavilion Story Time, Family Fun in Riley Park, Truck-a-Palooza, and Last Day of School Celebration.		
Action Approve Farmington Community Library 2025 Special Event Applications for:		
<ul style="list-style-type: none"> • Last Day of School Celebration, Thursday, June 11, 2026 from noon until 3 p.m. on side parking between the library and City Hall. • Truck-a-Palooza, Monday, June 15, 2026, from noon until 2 p.m. in the parking lot across the street from the Library. • Family Fun in Riley Park, the following Wednesday evenings: June 17 & 24, July 8 & 15 (relocate to Gazebo in front of Farmington Place - adjacent to School Street - because of Founders Festival set up on this date) with set-up time starting at 6 p.m. and the actual concert from 7 until 8 p.m. • Pavilion Story Time, Thursdays at Riley Park on June 18 and 25; and July 2, 9, 16 (relocate to Warner Mansion because of Founders Festival on this date), 23, & 30 from 11 a.m. until noon. 		
Background		
<p>The City received four special event requests from Maria Showich-Gallup, Branch Head & Head of Children's Service with the Farmington Community Library Farmington branch.</p>		
<p>These are all annual events.</p>		
<p>Materials: Four applications: Family Fun in Riley Park, Pavilion Story Time & Truck-a-Palooza and Last Day of School Celebration</p>		

Event Name Last Day of School
celebration

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 Last Day of School Celebration

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.

1/3/26
Date

Marci Shavick-Salley
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.

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.:

we will have our Karoke machine in use

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 checked="" type="radio"/> YES	<input type="radio"/> NO	Quantity: <input type="text"/> <i>2 mobile</i>
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"/> <i>4</i>
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"/> <i>2 Kona Ice Trucks</i>
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 stated in the City Code 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.

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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.

Sponsoring Individual/Organization's Name:

Farmington Community Library

Individual/Organization Phone:

248-473-3118

Individual/Organization Address:

23500 Liberty St.

Organization's Contact:

Maria Shawich-Gallup

Phone: 248-473-3118

Contact's Title:

Branch Head

E-mail: ms.gallup@farm.lib.org

Address:

23500 Liberty St.

Event Name:

last Day of School Celebration

Type of Event:

- Sponsored/City Operated
- Co-Sponsored (all parties must provide info and sign application)
- Non-Profit
- For Profit
- Political or Ballot Issue
- Wedding
- Video or Film Production
- Running Event
- Block Party
- Other (describe)

Library Program - with Kona Ice Truck (2)

Riley Park Permit Fee:

\$100 residents/\$200 non-residents

Event Purpose: Celebrate the last day of school -

Event Dates: June 11, 2024

Event Times: 12-3

Event Location: Parking lot at the back of the library

Number of People Expected: 1000 +

Contact Person on Day of Event: maria Showch - gallup

Phone: 734-395-6037 (cell)

Email: ms.gallup@farmlib.org

Estimated Time of Setup: 2 hrs.

Estimated Time of Cleanup: 1 hrs.

Crowd Control Plans:

Sidewalk use? YES NO

If yes, describe sidewalk use:

Event Name Truck-A-Palooza

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 Truck-A-Palooza

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.
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- 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.

1/3/20
Date

Mark Stewart - Sealley
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: 248-473-3118

Individual/Organization Address: 23500 Liberty St.

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

Contact's Title: Branch Head E-mail: ms.gallup

Address: 23500 Liberty St.

Event Name: Truck-A-Palooza

Type of Event:

- Sponsored/City Operated
- Co-Sponsored (all parties must provide info and sign application)
- Non-Profit
- For Profit
- Political or Ballot Issue
- Wedding
- Video or Film Production
- Running Event
- Block Party
- Other (describe)

Big Truck event for children

Riley Park Permit Fee:

\$100 residents/\$200 non-residents

Event Purpose: Big Truck Event for children to enjoy

Event Dates: June 15, 2026

Event Times: 12 - 2

Event Location: Parking lot across the street from the library

Number of People Expected: 100 +

Contact Person on Day of Event: Maria Showich-Gallup

Phone: 248-473-3118

Email ms.gallup@farmlib.org

Estimated Time of Setup: 1 ~~30~~ min 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 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.

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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.

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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

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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.

1/3/20
Date

Mark Shewich - Gallop
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.

Event Purpose: Family Entertainment

Event Dates: June 17, 24 : July 8, 15,

Event Times: 7-8 p.m.

Event Location: Pavilion @ Riley Park

Number of People Expected: 150 +

Contact Person on Day of Event: Maria Showich - Gallup

Phone: cell 734-385-6037 248-473-3118

Email: ms.gallup @ farm.lib.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:

Sponsoring Individual/Organization's Name:

Farmington Community Library

Individual/Organization Phone:

248-473-3118

Individual/Organization Address:

23500 Liberty St.

Organization's Contact: Maria Shawrich-Gallup

Phone: 248-473-3118

Contact's Title: Branch Head

E-mail: ms.gallup@farm.lib.org

Address: 23500 Liberty St.

Event Name:

Family Fun in Riley Park

Type of Event:

<input type="radio"/> Sponsored/City Operated	<input type="radio"/> Co-Sponsored (all parties must provide info and sign application)
<input 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)

Family Entertainment

Riley Park Permit Fee:

\$100 residents/\$200 non-residents

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 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.

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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

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Event Name Pavilion Storytime

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



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

Event Name Pavilion Story time

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- 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.

1/3/26
Date

Marci Shewchuk
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.

Event Purpose: Story time

Event Dates: June 18, 25, July 2, 9, 16, 23, & 30

Event Times: 11^{am} - 12 p.m

Event Location: Pavilion in Riley Park

Number of People Expected: 100 +

Contact Person on Day of Event: maria Shawich - gallup

Phone: 248-473-3115 - cell 734-345-6037

Email: ms.gallup@farm.lib.mi.us

Estimated Time of Setup: 30 min.

Estimated Time of Cleanup: 15 min.

Crowd Control Plans:

Sidewalk use? YES NO

If yes, describe sidewalk use:

Sponsoring Individual/Organization's Name: Farmington Community Library

Individual/Organization Phone: 248-473-3118

Individual/Organization Address: 23500 Liberty St.

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

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

Address: 23500 Liberty St.

Event Name: Pavilion Story time

Type of Event:

- Sponsored/City Operated
- Co-Sponsored (all parties must provide info and sign application)
- Non-Profit
- For Profit
- Political or Ballot Issue
- Wedding
- Video or Film Production
- Running Event
- Block Party
- Other (describe)

storytime @ Riley Park Pavilion

Riley Park Permit Fee:

\$100 residents/\$200 non-residents

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.:

just our Karoke machine

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:

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I have invited local businesses to participate.

Those invited include:

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

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Event Cost Worksheet

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

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Farmington City Council Staff Report	Council Meeting Date: Jan. 20, 2025	Item Number 4F
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 - Feb. 5, 2026.		
Background: The local Optimist Club asked Mayor LaRussa to consider having City declare the first Thursday of February Optimist Day - this is Feb. 5, 2026.		
Materials: Proclamation		

PROCLAMATION



CITY OF FARMINGTON, MICHIGAN
OFFICE OF THE MAYOR

OPTIMIST DAY

The First Thursday of 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, Joe LaRussa, Mayor of the City of Farmington, issue this Proclamation declaring the first Thursday of February as Optimist Day in the City of Farmington. May this day instill pride in our city's Optimists for all their accomplishments and for the impact they have to truly make a difference in others' lives.

Signed Jan. 20, 2026

Farmington City Council Staff Report	Council Meeting Date: January 20, 2026	Item Number 6A
Submitted by: Christopher M. Weber, Assistant City Manager		
Agenda Topic: Review the 2025 Parks and Recreation Master Plan and consider adopting a resolution approving the plan		
Proposed Motion: Move to approve the resolution to adopt the 2025 Parks and Recreation Master Plan		
Background: The Parks and Recreation Master Plan is a chapter in the City's Master Plan. Additionally, preparation of a formal Parks and Recreation Master Plan gives the City the ability to submit requests for various recreation-based grants—most notably for grants from the Michigan Natural Resources Trust Fund (MNRTF). As part of its application process, the MNRTF requires that a formal 5-year Parks and Recreation Master Plan be on file, and that the Plan has been subject of appropriate public input, including a formal public hearing, and has been adopted by "a resolution of the governing body that has the final authority on recreation expenditures, such as a city council." The Planning Commission discussed and reviewed the attached City of Farmington 2025 Parks and Recreation Master Plan, and held the required public hearing at their January 12, 2026 meeting. The Commission recommended forwarding the Plan to City Council for their review and consideration for adoption. The Draft of the City of Farmington 2025 Parks and Recreation Master Plan can be found on the City's website at: https://www.farmingtonforward2025.com/parksandrec The requested action of City Council, as governing body of the City, is to adopt the resolution to approve the City of Farmington 2025 Parks and Recreation Master Plan.		
Materials: City of Farmington Parks and Recreation Master Plan Resolution		

**CITY OF FARMINGTON
OAKLAND COUNTY, MICHIGAN**

RESOLUTION NO. XX-XX-XX

A RESOLUTION OF THE FARMINGTON CITY COUNCIL TO ADOPT 2025 PARKS AND RECREATION MASTER PLAN

At a regular meeting of the City Council of the City of Farmington, held on the 20TH day of January, 2026 at 7:00 o'clock p.m.

The following resolution was offered by Councilmember _____ and seconded by Councilmember _____.

WHEREAS, the Farmington City Council of the City of Farmington has undertaken a process of developing a Parks and Recreation Master Plan in accordance with the most recent guidelines developed by the Michigan Department of Natural Resources and made available to local communities, and

WHEREAS, the 2025 Parks and Recreation Master Plan describes the physical features, existing recreation facilities and the desired actions to be taken to improve and maintain recreation facilities; and

WHEREAS, a public hearing was held by the Farmington Planning Commission on January 12, 2026 at Farmington City Hall, 23600 Liberty Street, Farmington, Michigan to provide an opportunity for citizens to express opinions, ask questions, and discuss all aspects of the Parks and Recreation Master Plan, which such opportunity was well-advertised and included reasonable accommodations to allow interested individuals to review the proposed document; and

WHEREAS, the Farmington City Council has developed the Parks and Recreation Master Plan for the benefit of the entire community and to adopt the Plan as a document to assist in meeting the recreation and/or natural resource conservation needs of the community; and

WHEREAS, after the public hearing, the Farmington Planning Commission recommended that the City Council of the City of Farmington, Oakland County, Michigan, adopt said Parks and Recreation Master Plan.

NOW, THEREFORE BE IT RESOLVED the Farmington City Council of the City of Farmington, Oakland County, Michigan hereby adopts the 2025 City of Farmington Parks and Recreation Master Plan as a guideline for improving recreation for the residents of the City of Farmington.

RESULT:

MOVED:

SECONDED:

AYES:

ABSENT:

RESOLUTION DECLARED ADOPTED JANUARY 20, 2026.

I, Meaghan Bachman, duly authorized City Clerk for the City of Farmington do hereby certify that the foregoing is a true and correct copy of a motion adopted by the Farmington City Council at a regular meeting held on Tuesday, January 20, 2026, in the City of Farmington, Oakland County, Michigan.

Meaghan Bachman, City Clerk

Farmington City Council Staff Report	Council Meeting Date: Jan. 20, 2026	Item Number 6B
Submitted by: Melissa Andrade, Assistant to the City Manager		
Agenda Topic: Special Event Application: Praise in the Park		
Proposed Motion: Move to approve the Praise in the Park event application for Shiawassee Park on Saturday, July 25 from 4 – 7 p.m.		
<p>Background: The application states the event may have 400-600 people. They are planning to have music, food vending and inflatables, and are requesting some parking be reserved.</p> <p>The applications requests hiring Public Safety officers to monitor the event. Director Houhanisin recommends they hire a security service instead. He did call the event organizer and let them know.</p> <p>The City will also charging 3 hours of DPW time for supplying extra garbage cans and cleaning the park. This is reflected in the application.</p>		
Materials: Application		

Praise in the Park

Event Name: _____

Date: _____ **July 26 2026**

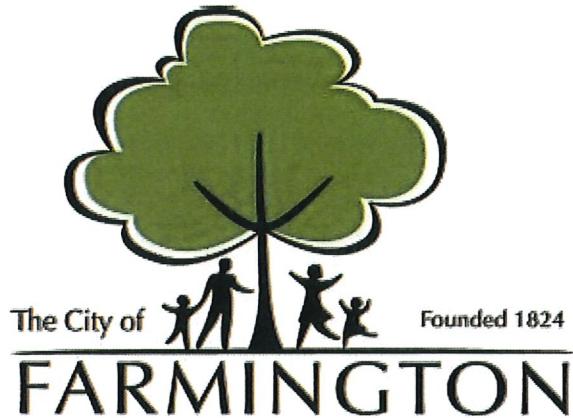
Location: _____ **Shiawasee Park and Pavilion**

CITY USE ONLY

Approval Needed:

City Manager
 City Council

Approved
 Denied



City of Farmington Special Event Application

This application is for events 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.

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.

11-10-25

Date

Jennifer Trewartha

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: 248-699-5121

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: Another Way Pregnancy Center

Individual/Organization Phone: 248-939-5900

Individual/Organization Address: 28552 Orchard Lake Rd., Suite 300, Farmington Hills, MI 48334

Event Contact: Jennifer Trevathan Phone: 218-206-4343

Contact's Title: Executive Director E-mail: director@awpc4life.com

Address: 28552 Orchard Lake Rd., Suite 300, Farmington Hills, MI 48334

Event Name: Praise in the Park

Event Date & Time: July 25, 2026 4:00 PM - 7:00 PM

Event Location: Shiawasee Park and Pavilion, and Baseball Fields

Type of Event:

<input type="radio"/>	Sponsored/City Operated	<input type="radio"/>	Wedding
<input checked="" type="radio"/>	Non-Profit	<input type="radio"/>	For Profit
<input type="radio"/>	Video or Film Production	<input type="radio"/>	Running Event
<input type="radio"/>	Block Party	<input type="radio"/>	Other (describe)

Praise and worship concert in the park benefiting Another Way Pregnancy Center. The goal is to provide a FREE, family-friendly event for the community. The event will have an opportunity for participants to donate material goods to a local nonprofit and learn more about AWPC's services. E.g. diapers, baby wipes, baby wash. We will invite local churches, businesses, and community partners to sponsor a table. We will be inviting licensed food trucks to provide food.

Event Purpose: Free praise and worship concert benefiting Another Way Pregnancy Center

Number of People Expected: 400-600

Estimated Time of Setup: 9:00 AM (AV Team) and 12:00 PM (AWPC Event Team)

Estimated Time of Cleanup: 11:00 PM

Crowd Control Plans:

We will hire 3-4 public safety personnel from 4:00 PM - 9:00 PM.

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, include times:

Will music be provided? YES NO

Are any of the following proposed in event area?

Booths	<input type="radio"/> YES	<input checked="" type="radio"/> NO	Quantity: <input type="text"/>
Tents/Canopies*	<input checked="" type="radio"/> YES	<input type="radio"/> NO	Quantity: <input type="text" value="2-3"/>
Tables	<input checked="" type="radio"/> YES	<input type="radio"/> NO	Quantity: <input type="text" value="20"/>
Portable Toilets	<input checked="" type="radio"/> YES	<input type="radio"/> NO	Quantity: <input type="text" value="4-5"/>
Food Vending	<input checked="" type="radio"/> YES	<input type="radio"/> NO	Quantity: <input type="text" value="4-5"/>
Other Vendors	<input checked="" type="radio"/> YES	<input type="radio"/> NO	Quantity: <input type="text"/>

Other (describe)

We will open the event to churches, businesses, and community partners.

Craft vendors, inflatables, etc.

*Tent area is only permitted to cover a 40x40 space.

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:

We will provide a list of licensed food vendors for approval prior to the event

**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 stated in the City Code of Ordinances (Appendix A in policy).*

Please include event map. 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.

I have invited local businesses to participate.

Those invited include: Churches and businesses in Farmington, Farmington Hills,
and the surrounding communities.

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	\$125		\$125
Public Safety Assistance			
Public Services Assistance	\$195	3 hours	
Cones			
Additional Barricades			
Additional Trash Barrels		8	
Other Baseball Diamonds		All	
Total			\$320.00 0

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.

**CITY USE ONLY**Confirmed by:
(Initials) _____

Date: _____

SHIAWASSEE PARK RESERVATION PERMIT

32515 Shiawassee Rd. Farmington, MI 48336**Applicant Information:**Name: **Jennifer Trevathan**Phone #: **248-939-5900**Address: **28552 Orchard Lake Road, Ste. 300, Farmington Hills, MI 48334**Email: **director@awpc4life.com****Reservation Selection: (select one) **Non-Residents: No weekends for Pavilion/Gazebo****Pavilion:
(100 persons capacity)Playscape Gazebo:
(2 hour maximum reservation and up to 20 people)**Event Details:**Event Date: **July 26, 2026**Start/End Time: **All Day**Type of Event: **Worship Concert**Organization: **Another Way Pregnancy Center**Group Size: **300-600**(Groups 100 or over require Special Event Permit)**Fees: (select one)** Resident:

• \$35 per hour

_____ Hrs.

• \$125 All Day

Total= **\$125** Non-Resident:

• \$65 per hour

_____ Hrs.

• \$300 All Day

Total= _____

RELEASE OF LIABILITY

To the fullest extent permitted by law the above organization agrees to defend, pay on behalf of, indemnify, and hold harmless the City of Farmington, its elected and appointed officials, employees, agents, volunteers, and others working on behalf of the City of Farmington against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be 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 arises out of, or is in any way connected or associated in whole or in part with the sponsoring organization's special event. By signing below, I state that I have authority to sign this document on behalf of the sponsoring organization.

- Acceptance of this permit acknowledges receipt of Park Rules and Regulations.
- Use of the park, other than for activities that have been specifically provided for by the city, must be approved by the Director of Public Services.

Permit Fee is Non-refundable.
Events may be rescheduled within the same calendar year based on availability of day and time.
Exception: Special Events denied approval will have Permit Fees refunded in full.

Non-Profit Organization? Yes No

Tax Exempt #:

38-2563847

Applicant Signature:

Jennifer Trevathan
*Another Way Pregnancy Center*Date: **11-10-25**

Farmington City Council Staff Report	Council Meeting Date: January 20, 2026	Item Number 6C
Submitted by: City Manager		
Agenda Topic: Discussion of Founders Festival Committee Members		
Proposed Motion: Approve the proposed Founders Festival Committee Members as presented.		
<p>Background: After last year's Festival and the expiration of the contract with 360 Events, the City Council decided to put out a request for proposals (RFP) to run the Festival. The Council then decided to engage JAG Entertainment to put on the Festival for the next three years. Council also determined that it wanted to form a new Founders Festival Committee to work with JAG to provide information, support, and ideas and make the Festival an enjoyable experience for the residents.</p>		
<p>In November, Council passed a motion establishing a new Festival Committee to consist of:</p>		
<ul style="list-style-type: none"> • At least two of the members with an interest in property in the downtown district • At least three residents • At least one City Council Member (but not more than two) • The DDA Director or their designee • The City Manager or their designee • The Public Safety Director or their designee • The DPW Superintendent or their designee. 		
<p>The City then put out a notice for interested applicants. The current <i>ad hoc</i> Founders Festival Committee that worked on the RFP met and reviewed the ten applications that were received. A copy of all ten applications has been provided to Council members. Members of the current Committee will be present at the Council meeting to discuss their <i>recommendations</i> for filling this newly-constituted group.</p>		

Farmington City Council Staff Report	Council Meeting Date: Jan. 20, 2026	Informational
Submitted by: Melissa Andrade, Assistant to the City Manager		
Agenda Topic: Minutes from City's Boards and Commissions		
<p>CIA: October and December minutes not yet posted DDA: December 2025 Historical: December 2025 Parking: Meets quarterly, next meeting January 21 Pathways: January meeting canceled due to weather Planning: December minutes not yet posted ZBA: January meeting canceled Library: December 2025 Commission on Aging: Did not meet in December Farmington/Farmington Hills Arts Commission: November 2025 Commission on Children, Youth and Families: Did not meet in December Emergency Preparedness Committee: Did not meet in December</p>		



DDA Board Meeting
8:00 a.m. December 3, 2025
City Hall Conference Room
23600 Liberty St
Farmington, MI 48335

Minutes

The meeting was called to order by Todd Craft at 8:01 am.

1. Roll Call

Present: Tom Pascaris, Karlyn Cassidy, Shawn Kavanagh, Claire Perko, Todd Craft, Joe LaRussa, Jaes McLaughlin, Sean Murphy

Absent: Donvan Singleton

Others Present: Beth Saarela, Jenny Gray, Jess Westendorf

2. Approval Of Consent Agenda

- a. Minutes: November 5, 2025 DDA Board Regular Meeting
- b. Minutes: November 20, 2025 DDA Executive Committee Meeting

Motion by Pascaris, seconded by McLaughlin to approve the items on the consent agenda. Motion passed unanimously.

3. Approval of Regular Agenda

Motion by LaRussa, seconded by McLaughlin to approve the items on the regular agenda. Motion passes unanimously.

4. Public Comment

Opened and closed by Todd Craft at 8:03.

5. Executive Director Update

Executive Director Jess Westendorf reported strong results from the recent Ladies Night Out event, noting increased merchant participation and strong visitor turnout. Upcoming holiday programming, including Holly Days and the Ugly Sweater Crawl, is expected to continue driving foot traffic.

Construction is underway at Art Park Promenade as weather allows. Currently on track still for completion in Spring of 2026.

She also previewed the January 13th Main Street accreditation visit at Blue Hat and will feature sessions with DDA board members, volunteers, city council, and other stakeholders.

Downtown master planning process is entering its final stretch. A draft of the Downtown Master Plan will be presented at the January 7, 2026 DDA Board meeting, with presentation materials to be provided in advance.

A \$2,000 Main Street Connect grant was awarded to Dolcetto for equipment upgrades. The grant is a matching reimbursement, administered by the DDA, with funds flowing from the county through the DDA to the business upon completion of the approved upgrades.

6. Master Plan Review Process

Parks and Recreation Master Plan enters its public review period on December 8, and the Downtown Master Plan draft will be presented to the DDA Board on January 7th. Board members were encouraged to review all three interconnected plans to ensure alignment, particularly regarding parks, connectivity, and long-term downtown needs.

7. Founders Festival Contract Approval

Motion by Perko, seconded by Kavanagh to approve professional services agreement with JAG Entertainment for the Farmington Founders Festival and approve the related MOU between the City of Farmington and the DDA. Motion passes unanimously via roll call vote.

8. Committee Updates:

- a. Promotions Committee:** Committee reviewed outcomes of recent events and discussed refinements for improving visitor engagement, data collection, and merchant participation.
- b. Business Development Committee:** Has not met recently but Donovan is working on the Late-Night Initiative and having peer conversations.
- c. Design Committee:** Has not met recently but Claire is available for any last-minute questions about Art Park construction. Also, will need to review sign for new Famous Hamburgers. At the beginning of the year or sometime this month.
- d. Public Art Committee:** Members discussed ongoing integration of public art components into downtown improvements.
- e. Organization Committee:** Preparation is underway for the Main Street accreditation visit, with attention to volunteer and partner engagement.
- f. Executive Committee:** Met to discuss succession planning with potential vacancies and to have a pool of prospective members. Identified several engaged business owners/stakeholders in the district.

9. Other Business:

The Board discussed communication strategies with merchants regarding event logistics, road closures, and business engagement opportunities.

10. Board Comment:

Craft thanked staff and board for their work during a busy event season and expressed appreciation for the continued energy and creativity around both programming and capital projects.

11. Adjournment:

The Meeting was adjourned at 9:05 am on a motion by Perko, seconded by LaRussa. The motion was approved unanimously.

HISTORICAL COMMISSION REGULAR MEETING
Minutes
November 19, 2025

1. Meeting was called to order at 7:10pm
2. Present: Laura Myers, Kevin Russom, Kevin Parkins, Jill Keller, Rudy Wengorovius
3. Agenda: approved
4. Public Comment: none
5. Approval of minutes from 10/22/2025 - approved
6. New Business:
 - a. First Baptist Church will be moving forward with upgrades to entryway - will be presenting to Historical Comm in near future.
7. Old Business:
 - a. Historic District survey (photos and website):
 - i. File including 15 more houses, zip codes and more info completed (Laura)
 - ii. Will review, prep and share with Chris Weber for next steps in geo-mapping (Rudy)
 - iii. Website development, ownership, maintenance – TBD (Hist Comm control)
 - b. Future event ideas -couple updates below - (we will refer to October 22 minutes for further detail.)
 - i. Identify buildings in the city and put a plaque up that states the history. We may be able to get the business owners to purchase the plaque or pay half.
Potentially start with Civic; quick look Plaques about \$150 on Etsy.
 - ii. Holly days booth (Dec 6) - **tabled til next year – no openings this year according to Walt.**
 - iii. Farmington Merchndise site: [Farmington Bicentennial Merchandise 2024 | POGO by Underground Printing](#). This is promoted on city website.
 - iv. Put lights on the bicentennial tree, put a sign “brought to you by the Farmington historic commission” near it. Kevin and I will put the lights on before Thanksgiving. We will look into using solar lights this year. **We did put lights on, and Kevin R created a logo for facebook posting.**
8. Commission Comments:
 - a. Next meeting December 17th
9. Adjournment at 7:55pm

**Farmington Community Library Board of Trustees
Board Meeting, 6:00 p.m. - December 11, 2025
Downtown Branch**

Board Members Present: McClellan, Muthukuda, Brown, Murphy, Snodgrass, Doby, Snead, White

Board Members Absent: None

Staff Members Present: Siegrist, Showich-Gallup, Peterson, Baker, K. Sexton

Staff Members Absent: None

CALL TO ORDER

The Regular Board Meeting was called to order at 6:12 by President McClellan.

APPROVAL OF AGENDA

MOTION by Snead to approve the Agenda for the December 11, 2025 Board meeting was supported by Brown.

Vote: Aye: All in favor (8-0)

Opposed: None

Motion passed.

PUBLIC COMMENT

None

APPROVAL OF MINUTES

MOTION by White to approve the Minutes of the Regular Board Meeting held November 13, 2025, amended by Brown to move "Old Business" to its own line, was supported by Muthukuda,

Vote: Aye: All in favor

Opposed: None

Motion passed.

TREASURER'S REPORT

MOTION by Brown to approve paying November 2025 operating bills totaling \$360,239.36 was supported by Murphy.

Vote: Aye: All in favor

Opposed: None

Motion passed.

MOTION by Brown to receive and file November 2025 financial reports was supported by White.

Vote: Aye: All in favor

Opposed: None

Motion passed.

K. Brown:

- Year to date interest earned from Michigan Class is \$508,699.83.

FRIENDS' REPORT (S. Charlesbois)

- Fall author event will feature T.J. Klune (*House in the Cerulean Sea* and others).
- Friends have \$544,509 in their endowment.
- The Friends are giving \$45,000 for the creation of the outdoor space at Twelve Mile.
- Membership letter going out soon.

LIBRARY DIRECTOR'S REPORT (K. Siegrist)

- The First Grade field trips are beginning. All first grade classes in Farmington schools visit the library during the year, and each student gets a library card. Bus costs are covered by the Friends.
- Library of Things continues to add items, such as metal detectors, mobile document scanners, tire inflators, and a VHS/DVD player.
- FCL staff participated in the Holly Days festivities in Farmington on December 6.
- Bids for construction manager for Phase One will hopefully come to the board for selection in January.
- MCD Architects is gifting FCL a Tricolor European Beech tree to replace the one that will be lost in Phase One construction at Liberty Street.
- This is Kelley's last official report as Director. Sasha Matthews has been working since December 1.

IDEA Update

Krystal Sexton provided annual update on the work of the IDEA Taskforce (Inclusion, Diversity, Equality, Accessibility).

- FCL hosted The Library Network's (TLN) first EDI conference, "This Conference is for Everyone." This conference will now return to FCL next year.

SUBCOMMITTEE UPDATES

Personnel (D. Muthukuda)

- Welcome, Sasha Matthews!

Facilities (S. Snodgrass)

**Farmington Community Library Board of Trustees
Board Meeting, 6:00 p.m. - November 13, 2025**

- Topics discussed December 4 included construction managers, landscaping plans, and HVAC at Liberty Street. A new compressor will be needed for one of the rooftop units.
- The next Committee meeting will be January 8.

Finance (K. Brown)

- Working on memorial gift and naming rights policies.. S. Charlesbois represented Friends in discussion.

UNFINISHED BUSINESS

None

NEW BUSINESS

None

CORRESPONDENCE

None

PUBLIC COMMENT

None

TRUSTEE COMMENT

- E. McMullen: thank you to staff for work on celebration of 50 years at Liberty Street. Thank you to Friends for money given for Phase One work (on top of other Friends support).
- General: A celebration (community invited) of S. Matthews joining FCL and of K. Siegrist's retirement will be held January 6, 2026.
- C. Doby: request for help judging Elks Club scholarship applications.

ADJOURNMENT

The Board meeting was adjourned by President McClellan at 7:05. The next meeting of the Library Board is scheduled for Thursday, January 8, 2026, at 6:00 pm at Twelve Mile.

Respectfully Submitted,

Jim White, Secretary
Library Board of Trustees

MEETING MINUTES
FARMINGTON AREA ARTS COMMISSION
November 13, 2025 - 6:30 PM
THE HAWK FARMINGTON HILLS COMMUNITY CENTER
LESSON STUDIO ROOM
29995 TWELVE MILE ROAD
FARMINGTON HILLS, MI 48334
(248) 699-6712 www.fhgov.com

CALLED TO ORDER BY: Commissioner Ferencz AT: 6:30 PM

MEMBERS PRESENT: Sean Deason, Don Fritz, Ted Hadfield, Claire Perko, Celeste McDermott, Nora Mason, Lesa Ferencz, Cheryl Blau, Bree Schwartz, Lindsay Janoch (late arrival)

MEMBERS ABSENT: Cindy Carleton, Craig Nowak, Jeff Dutka

OTHERS PRESENT: Jackie Boleware, Farmington Hills City Council
Rachel Timlin, Cultural Arts Supervisor

Public: Mike Berger, Keith Janoch

APPROVAL OF AGENDA:

Motion by Commissioner Perko, support by Commissioner McDermott to approve the agenda with amendments. Add SFC presentation follow-up between items 7 & 8

MOTION CARRIED 7:0:0

APPROVAL OF OCTOBER 11, 2025 MINUTES:

Motion by Commissioner Perko, support by Commissioner Hadfield to approve the minutes with amendments.

1. Changing Art Czar to Chair of the Art Committee for the DDA
2. Amount voted and approved for the Fired and Fused Commission tiles is \$800

MOTION CARRIED 7:0:0

PUBLIC COMMENTS

FARMINGTON ART REPORT

Farmington City Hall Reception on Nov 20th at 7pm

New leaf art gifted by sister city, Vacri, in Italy

Holly Days is Dec 6th

Kickstart has a new exhibition starting Nov 21st: Richard Halprin, Gary Mayer, Mary Brooks

COMMISSION BUDGET

Will discuss art awards and other misc. budget expenses at next meeting.

CULTURAL ARTS DIVISION REPORT:

Art Awards were successful with great energy from the hosts.
Sponge Bob the Musical opens 11/13/25 with 110 kids in the show.
Detroit Metro Youth Symphony performance was very well attended
Native American event had over 70 people attend
Upcoming: Youth theater production of Scrooge and Once Upon a December Eve, and more!
Art on the Grand deadline is end of December
New Farmington Hills City Hall artwork will be installed in December with opening in January.
Bid for youth theater service contract goes out on 11/13/25
Cultural Arts programs are successfully running in the black.

SFC Presentation Follow-up

A list of questions will be submitted to our Council Liaison that we would like City Council to request from SFC.

NEW COMMISSION ROLE: PUBLIC ART

Chair Ferencz presented a summary of the new ordinances (C-7-2025, C-8-2025) to the Commission. The ordinance will go into effect 11/17/25. Discussion regarding public art. The Commission agenda should be updated to reflect the Commission's new charge.

COMMISSIONER COMMENTS

- Chair Ferencz: Arts Commission holiday party will be Dec 13 in her home. 25/26 City Budget includes 100,000 allocations for public art.
- Commissioner Fritz: Enjoyed the Paul Keller Trio jazz concert in the Black Box Theatre.
- Commissioner Perko: Inquired about scheduling the glass fusion project with Commissioners.
- Commissioner Schwartz: Enjoyed the DIA's programming for Native American Heritage month.
- Commissioner Hadfield: Shared that Albert Young's wife appreciated that he was honored at this year's Farmington Area Arts Awards.
- Commissioner Blau: Her students at Roper are studying fall trees and will be observing them and painting them throughout the season. She shared information about a book with the Commission.

LIAISON COMMENTS

Councilwoman Boleware will provide an update soon on the mural outside of Theatre.

NEXT MEETING DATE: January 8, 2026

ADJOURNMENT

Adjourned by: Chair Ferencz at 8:07 PM

Minutes drafted by: Lesa Ferencz / Lindsay Janoch