



**Regular City Council Meeting
7:00 p.m., Tuesday, Feb. 18, 2024
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 Report**
 - C. Farmington Public Safety Monthly Report**
 - D. Board and Commission Reappointments**
 - E. Pathways Committee Resignation**
 - F. DDA ByLaws update**
 - G. Beautification Committee Appointment: Faye Schuette**
 - H. Special Events:**
 - 1. Library**
 - 2. Crop Walk**
 - 3. South Farmington Baseball Parade**
- 5. APPROVAL OF REGULAR AGENDA**
- 6. PRESENTATION/PUBLIC HEARINGS**
 - A. Events 360: Founders Festival**
 - B. RRRASOC Update**
- 7. NEW BUSINESS**
 - A. Purchase of replacement van for water & sewer**
 - B. Salt storage structure deposit**
- 8. OTHER BUSINESS**
- 9. PUBLIC COMMENT**
- 10. CITY COUNCIL COMMENTS**
- 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.



City Council Meeting
7:00 p.m., Tuesday, January 21, 2025
23600 Liberty Street
Farmington, MI 48335

REGULAR MEETING MINUTES

A meeting of the Farmington City Council was held on January 21, 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 7:03 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
City Treasurer, Jaime Pohlman
DPW Superintendent, Chuck Eudy
Farmers Market Director, Walt Gajewski
OHM Client Representative, Austin Downie
City Attorney, Joellen Shortley

2. PLEDGE OF ALLEGIANCE

3. PUBLIC COMMENT

No public comment was heard.

4. APPROVAL OF ITEMS ON CONSENT AGENDA

- A. City of Farmington Minutes
- B. Farmington Monthly Payments Report
- C. Farmington Public Safety Monthly Report
- D. DPW Quarterly Report
- E. Quarterly Investment Report
- F. Quarterly Building Report
- G. Optimist Week Proclamation

Motion by Balk
Seconded by Taylor

Resolved, move to approve the consent agenda as presented.

Motion carried unanimously 5-0

5. APPROVAL OF REGULAR AGENDA

Motion by Balk
Seconded by Parkins

Resolved, move to approve the agenda as presented.

Motion carried unanimously 5-0

6. PRESENTATION/PUBLIC HEARINGS

- A. Pathways Presentation – Tim Prince, Chair of the Pathways Committee presented Council with an annual update.
- B. Farmers Market - Walt Gajewski, Market Manager presented Council with an annual update of the Farmers Market. The Market will be open from May 3rd through November 1, 2025. Mr. Gajewski asked Council to approve the 2025 dates, and the following motion was made:

Motion by Taylor
Seconded by Balk

Resolved, to approve the 2025 Farmers Market dates from May 3, 2025, through November 1, 2025.

Motion carried unanimously 5-0

- C. Holly Days – Annette Compo spoke of Holly Days and the partnership with the Farmers Market. It was noted the event application will be submitted soon for Council approval.

7-A. TIME LIMITED PARKING ON FARMINGTON ROAD

Motion by Balk
Seconded by Taylor

The Parking Committee recommends to the Farmington City Council consider limit parking to 2 hours 7:00a.m. to 6:00p.m. Monday through Saturday.

Resolved, motion to approve resolution amending Chapter 14 of Farmington City Traffic Control Order to add a new Section 14.7 to limit the number of hours of parking on Farmington Road from Grand River Avenue to Alta Loma Street.

Roll Call Vote:

Yeas: Balk, LaRussa, Parkins, Schneemann, Taylor

Nays: None

Motion carried unanimously 5-0

7-B. SALT STORAGE STRUCTURE

Motion by Schneemann

Seconded by Taylor

This item was presented by Chuck Eudy, DPW Superintendent. Trunkline Maintenance agreement for Grand River Avenue with Michigan Department of Transportation (MDOT) allows the community to take advantage of the limited time MDOT Chemical Storage Facility (CSF) program. 42% of our annual salt purchase is used for maintaining Grand River Avenue. The MDOT CSF program will fund up to 42% of the cost to demolish and reconstruct the salt storage building. Clear Heights Construction (CHC) is the Sourcewell prequalified cooperative purchasing vendor for our area. CHC has significant portfolio of buildings constructed in Michigan. Public Works has been reviewing three different sized buildings. We recommend approving the 48 foot x 60- foot building with 12 foot tall, poured concrete wall to replace the 61-foot diameter salt dome. City Administration recommends approving the purchase and construction of the 48 x 60-foot salt storage building to be constructed per the included plans by Clear Heights Construction LLC located in Grandville, Mich. in the amount of \$535,187.00 with a 15% contingency of \$80,268, totaling \$615,455 subject to any minor amendments to the final form of the City Manager's office and the City Attorney's office.

Resolved, move to approve contract with Clear Heights Construction to construct replacement salt storage structure to be located at the DPW Building, 33720 West Nine Mile Road not to exceed \$615,455 and allow City Manager to execute contact documents. Subject to any minor amendments to the final form by the City Manager's office and the City Attorney's office.

Roll Call Vote:

Yeas: LaRussa, Parkins, Schneemann, Taylor, Balk

Nays: None

Motion carried unanimously 5-0

7-C. DPW SALT DOME ELECTRICAL SERVICE

Motion by Schneemann

Seconded by Balk

Resolved, move to approve payment to Michigan Electrical Service LLC in the amount of \$12,198.88 to install new electrical for the DPW salt dome.

Roll Call Vote:

Yeas: Parkins, Schneemann, Taylor, Balk, LaRussa

Nays: None

Motion carried unanimously 5-0

7-D. EMERGENCY SANITARY SEWER LINING

Motion by Parkins

Seconded by Taylor

Resolved, move to approve Emergency Sanitary Sewer Lining Payment No. 4 in the revised amount of \$169,272 to Pipeline Management for work completed during the months of October and November 2024.

Roll Call Vote:

Yeas: Schneemann, Taylor, Balk, LaRussa, Parkins

Nays: None

Motion carried unanimously 5-0

7-E. EMERGENCY SEWER REPAIR

Motion by Balk

Seconded by Parkins

Resolved, move to approve payment to D'Angelo Brothers Incorporated in the amount of \$57,120.87 to conduct emergency sanitary sewer repair near 21790 Farmington Road due to Hydrogen Sulfide Gas (H₂S) deterioration.

Roll Call Vote:

Yeas: Taylor, Balk, LaRussa, Parkins, Schneemann

Nays: None

Motion carried unanimously 5-0

7-F. CONSIDERATION TO APPROVE AGREEMENT WITH OAKLAND COUNTY TO RECEIVE A \$200,000 GRANT FOR THE NFC (NATIONAL FITNESS CAMPAIGN) FITNESS COURT.

Motion by Balk

Seconded by Parkins

The National Fitness Campaign (NFC) is a private entity that works with public bodies to install outdoor "Fitness Courts" in local parks or other public areas to provide places for "free" outdoor exercise. There is a Michigan-based program that is built around the provision of grant funding through local counties and the Michigan health insurance provider Priority Health. On August 19, 2024, the City Council approved a resolution stating that the City would like to collaborate with NFC on a project in the City. On behalf of the City, Mayor LaRussa and City staff/consultants put together a proposal for two separate Fitness Courts in the City—a larger one at Shiawassee Park

and a smaller one at Flanders Park. The total project cost per NFC's funding estimate is \$472,500. Currently there are promises of grants of:

- \$90,000 from Priority Health
- \$200,000 from Oakland County Parks (this proposed Agreement)

The city could have a possible cost of \$182,500, unless offset by grants from others.

Resolved, move to approve the agreement with Oakland County for a \$200,000 grant to be used for the NFC Fitness Courts and authorize Mayor to sign on the City's behalf. Input will be included by the Master Plan Committee regarding location and other ideas.

Roll Call Vote:

Yeas: Balk, LaRussa, Parkins, Schneemann, Taylor

Nays: None

Motion carried unanimously 5-0

8. Public Comment

No public comment was heard.

9. Council Comment

Mayor Pro-Tem Balk announced, with the assistance of the Farmington Area Arts Commission (FAAC), the City of Farmington is seeking submissions for its rotating art program located within City Hall. She encouraged all to share this opportunity.

Mayor LaRussa distributed a draft agenda to Council for the upcoming Joint Meeting with Farmington Hills Council and Farmington School District.

12. Adjournment

Motion by Balk

Seconded by Taylor

Resolved, move to adjourn the meeting at 8:56 p.m.

Motion carried unanimously 5-0

Joe LaRussa, Mayor

Meaghan K. Bachman, City Clerk



City Council Meeting
7:00 p.m., Monday, February 3, 2025
23600 Liberty Street
Farmington, MI 48335

REGULAR MEETING MINUTES

A meeting of the Farmington City Council was held on February 3, 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 7:00 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
City Treasurer, Jaime Pohlman
City Attorney, Tom Schultz

2. APPROVAL OF THE AGENDA

Motion by Balk
Seconded by Parkins

Resolved, move to approve the agenda with the amendment of adding a report from the Public Safety Director.

Motion carried unanimously 5-0

REPORT FROM PUBLIC SAFETY DIRECTOR

Bob Houhanisin, Director of Public Safety updated the Council on an incident that took place on February 2, 2025. The Farmington Public Safety Department responded to an assault in progress the evening of February 2, 2025. Upon arrival, officers discovered a 47-year-old female victim who had been shot. She was immediately placed in the care of the Farmington Hills Fire Department for medical attention, but unfortunately, did not survive her injuries. The suspect, a 51-year-old male, retreated into the residence and took his own life. Director Houhanisin expressed condolences to both families during this difficult time. He also thanked his department, the Farmington Hills Police and Fire Departments, along with the Oakland County Sheriff's Department, who played a critical role in assisting Farmington with this situation.

3. PUBLIC COMMENT

Cathy Bilger of 19170 Augusta, Livonia, presented the Mayor and Council with a certificate for the Bicentennial Year.

Hayley Orzech of 21020 Robinwood voiced concerns regarding executive orders from the President of the United States.

4. Committee Interviews:

- a. Kevin Daniels, Pathways
- b. Rob Card, Emergency Preparedness Committee

Motion by Taylor
Seconded by Balk

Resolved, move to appoint Rob Card to the Emergency Preparedness Committee for a partial term expiring on February 1, 2026

Motion carried unanimously 5-0

5. CITY HALL LAND USE OPTIONS (LIBRARY/SCHNEEMANN REQUEST)

This item was for discussion only. Councilmember Schneemann presented three high-level potential options for expansion/new facilities that would include City Hall, Police, Library and a parking structure.

6. WOMEN'S PARK PHASE II PARTIAL PAYMENT

Motion by Taylor
Seconded by Schneemann

Resolved, move to approve the first payment for phase II of the improvements to Women's Park as presented in the amount of \$17,250.00. Payment is made to Wilson-Swykert Lawn and Landscape Maintenance.

Roll Call Vote:

Yeas: Balk, LaRussa, Parkins, Schneemann, Taylor

Nays: None

Motion carried unanimously 5-0

7. LOAN TO CIVIC THEATER

Motion by Balk
Seconded by Taylor

The General Fund has a loan to the Civic Theater in the amount of \$154,000 that was due on January 1, 2025. The Civic Theater does not have the ability to repay the loan currently. It was

recommended Council extend the due date to June 30, 2026. This should give the theater enough time to evaluate their operations.

Resolved, move to approve the extension of the Civic Theater loan from the General Fund to June 30, 2026, with interest charged at 4%.

Roll Call Vote:

Yeas: LaRussa, Parkins, Schneemann, Taylor, Balk

Nays: None

Motion carried unanimously 5-0

8. CONSIDERATION TO AMEND FISCAL YEAR 2024-25 BUDGET

Motion by Balk

Seconded by Parkins

At the January 21, 2025 council meeting, Council approved a contract for a new salt storage shed. The contract amount is significantly less than what is currently included in the budget. This budget amendment adjusts for the decrease. Also at the January 21, 2025 council meeting, Council authorized entering into a grant agreement with Oakland County for Fitness Courts. This budget amendment provides funding for the fitness courts.

Resolved, move to adopt Budget Amendment Resolution #6, amending Fiscal Year 2024-25 Budget.

Roll Call Vote:

Yeas: Parkins, Schneemann, Taylor, Balk, LaRussa

Nays: None

Motion carried unanimously 5-0

9. CONSIDERATION TO APPROVE THE PURCHASE OF FITNESS COURTS FOR SHIAWASSEE PARK AND FLANDERS PARK

Motion by Taylor

Seconded by Balk

On August 19, 2024, the City Council approved a resolution stating that the City would like to collaborate with NFC on a project in the City. On behalf of the City, Mayor LaRussa and City staff/consultants put together a proposal for two separate Fitness Courts in the City—a larger one at Shiawassee Park and a smaller one at Flanders Park. A depiction of what those might look like is attached. The total project cost per NFC's funding estimate is \$472,500. Currently there are promises of grants of:

- \$90,000 from Priority Health
- \$200,000 from Oakland County Parks

That leaves the city with a possible cost of \$182,500, unless offset by grants from others. The requested action is for City Council to consider approving the purchase of the Fitness Courts considering the factors stated in the agenda item and at a cost not to exceed \$182,500.

Resolved, move to approve the purchase of two Fitness Courts in the City—a larger one at Shiawassee Park and a smaller one at Flanders Park.

Roll Call Vote:

Yeas: Schneemann, Taylor, Balk, LaRussa, Parkins

Nays: None

Motion carried unanimously 5-0

10. OTHER BUSINESS

City Manager David Murphy spoke of the upcoming MML Capital Conference, and he discussed the cost estimate for the design of Thomas Street.

11. PUBLIC COMMENT

No members of the public spoke.

11. COUNCIL COMMENT

Mayor LaRussa presented Councilmember Taylor with the Farmington Bicentennial emblem in recognition of her year-long leadership and commitment to the Bicentennial.

The Mayor noted Senator Slotkin and Congresswomen Stevens noted community project funding is possibly starting up soon. Some potential qualifying projects would be sidewalk on Thomas Street, water & sewer projects, infrastructure projects and police/fire vehicles.

Mayor LaRussa noted a meeting with the Oakland County Water Resource Commissioner, Oakland County Treasurer, and Commissioner Miller about potentially installing a revolving fund that municipalities could use. He also noted a correspondence received from GLWA regarding water and sewer rate increases.

Mayor LaRussa spoke of upcoming SEMCOG outreach in Pontiac on February 25th and encouraged all to learn more about the tools they offer for community outreach. He also noted the Regional Showcase Award Nominations are due in March and suggested Masons Corner or the streetscape as a possible nomination.

12. Adjournment

Motion by Balk
Seconded by Taylor

Resolved, move to adjourn the meeting at 8:56 p.m.

Motion carried unanimously 5-0

Joe LaRussa, Mayor

Meaghan K. Bachman, City Clerk

CITY OF FARMINGTON - MONTHLY PAYMENTS REPORT

MONTH OF JANUARY 2025

FUND #	FUND NAME	AMOUNT:
101	GENERAL FUND	\$ 508,969.56
202	MAJOR STREET FUND	\$ 17,697.28
203	LOCAL STREET FUND	\$ 5,668.21
285	AMERICAN RESCUE ACT	\$ 32,268.66
401	CAPITAL IMPROVEMENT MILLAGE	\$ 23,613.83
592	WATER & SEWER FUND	\$ 586,686.25
595	FARMINGTON COMMUNITY THEATER FUND	\$ 36,029.88
640	DPW EQUIPMENT REVOLVING FUND	\$ 17,010.60
701	AGENCY FUND	\$ 500.00
703	CURRENT TAX COLLECTION FUND	\$ 4,070.59
736	PUBLIC EMPLOYEE HEALTH CARE FUND	\$ 34,981.78
	TOTAL CITY PAYMENTS ISSUED:	\$ 1,267,496.64
136	47TH DISTRICT COURT FUND	\$ 107,435.54
248	DOWNTOWN DEVELOPMENT AUTHORITY FUND	\$ 287,622.63
	TOTAL OTHER ENTITIES PAYMENTS ISSUED:	\$ 395,058.17
	TOTAL PAYMENTS ISSUED	\$ 1,662,554.81

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

CITY OF FARMINGTON - ACH PAYMENTS REPORT

MONTH OF JANUARY 2025 ✓

TRANSFER FROM:	TRANSFER TO:	DESCRIPTION:	AMOUNT:
Agency Tax	Farmington Public Schools	Tax Payment #13	776,305.88
Agency Tax	Oakland County	Tax Payment #13	340,645.10
Agency Tax	Farmington Comm. Library	Tax Payment #13	87,529.20
Agency Tax	Farmington Public Schools	Tax Payment #14	87,766.38
Agency Tax	Oakland County	Tax Payment #14	37,441.80
Agency Tax	Farmington Comm. Library	Tax Payment #14	8,091.42
Agency Tax	Farmington Public Schools	Tax Payment #15	322,393.97
Agency Tax	Oakland County	Tax Payment #15	97,151.13
Agency Tax	Farmington Comm. Library	Tax Payment #15	24,975.59
Agency Tax	Farmington Public Schools	Tax Payment #16	67,966.51
Agency Tax	Oakland County	Tax Payment #16	28,333.46
Agency Tax	Farmington Comm. Library	Tax Payment #16	6,189.29
Agency Tax	Farmington Public Schools	Tax Payment #17	105,277.05
Agency Tax	Oakland County	Tax Payment #17	28,084.15
Agency Tax	Farmington Comm. Library	Tax Payment #17	6,517.18
General Fund	Chase (Payroll Acct)	Direct Deposit Payroll	402,997.17 ✓
General Fund	Federal Gov't	W/H & FICA Payroll	89,519.30 ✓
General Fund	MERS	Retirement Plans	148,849.40 ✓
General Fund	Total Administrative Services Corp.	Flexible Spending Accounts	5,142.09 ✓
TOTAL CITY ACH TRANSFERS			2,671,176.07 ✓
Court Fund	Chase (Payroll Acct)	Direct Deposit Payroll	150,292.56 ✓
Court Fund	Federal Gov't	W/H & FICA Payroll	32,775.74 ✓
Court Fund	Total Administrative Services Corp.	Flexible Spending Accounts	2,915.67 ✓
Court Fund	MissionSquare	Retirement Plans	13,021.99 ✓
Court Fund	UMB	HSA	500.00 ✓
TOTAL OTHER ENTITIES ACH TRANSFERS			199,505.96 ✓





Farmington Public Safety Department

Public Safety Director Bob Houhanisin

January 2025 Public Safety Incidents

Noise complaint/Felony Warrant

On 01/02/2025 at approximately 11:20 PM Farmington Public Safety officers were dispatched to a local apartment complex for a 51-year-old male subject causing a disturbance inside the building. Officers arrived to find an intoxicated male subject inside of the building. Further investigation revealed that the male subject had felony warrants out of a neighboring jurisdiction. The male subject was taken into custody on his felony warrants and transported to the neighboring jurisdiction.

OWI/PDA

On 01/11/2025 at approximately 12:14 AM Farmington Public Safety officers were dispatched to an accident located at Grand River and School. It was reported that a vehicle had struck a light pole. The accident investigation revealed the 28-year-old driver to be intoxicated. The driver failed field sobriety tests and refused a PBT. The driver was arrested for OWI. The driver refused a chemical test, so a blood draw was completed at Corewell Hospital. The driver was cited for OWI and PBT refusal.

RETAIL FRAUD

On 01/10/25 officers were dispatched to Tweeny's Deli located at 34707 Grand River on a retail fraud which occurred at approximately 20:30 hours on 01/09/25. A review of surveillance footage showed an unknown male placing a \$20.00 bottle of Titos Vodka in his pants. The male purchased a soda but did not pay for the Vodka. The suspect left the business and left in a silver Grand AM. The surveillance footage was captured on a CD as evidence.

Felony Warrant (Parole absconder)

On 01/18/2025 at approximately 11:20 PM A officers were dispatched to a local apartment complex for a male subject causing a disturbance inside the building. Officers arrived to find an intoxicated male subject inside of the building. Further investigation revealed that the male subject had felony warrants out of a neighboring jurisdiction. The male subject was taken into custody and transported to the neighboring jurisdiction.

Operating While Intoxicated

On 01/24/2025 at approximately 03:15 am officers were on routine patrol of WB M5 and Farmington when they observed a vehicle that was having difficulty maintaining its lane. Officers conducted a traffic stop and contacted the driver. An OWI investigation led to the arrest of the suspect, a 34-year-old female who was lodged until sober and issued a citation for operating while intoxicated.



Operating While Intoxicated

On 01/25/2025 at approximately 08:00 pm officers were on routine patrol of Drake and Grand River when a vehicle ran thru a red light. Officers conducted a traffic stop and learned that the driver had been drinking. An OWI investigation led to the arrest of the driver, a 48-year-old male. He was lodged until sober and issued a citation for operating while intoxicated.

CALL TYPE & QUANTITY				
TOTAL CALLS	TRAFFIC STOPS	MEDICALS	FIRE CALLS	CRASHES
549	239	66	3	19
OWI	OUID	DWLS	WARRANT	FELONY
5	0	7	15	2



Farmington City Council Staff Report	Council Meeting Date: Feb. 18, 2025	Item Number 4D
Submitted by: Melissa Andrade, Assistant to the City Manager		
Agenda Topic: Board and Commission Reappointments		
Proposed Motion: <ul style="list-style-type: none"> • Reappoint Jordan Scrimger to the Commission on Children, Youth and Families for term ending Dec. 31, 2027 • Reappoint Janay Marie School Hill to the Commission on Community Health for a term ending Dec. 31, 2027 • Reappoint Dr. Harrison Igwe to the Emergency Preparedness Committee for a term both ending Feb. 1, 2028 • Reappoint Tim Prince and Jamie Palmisano to the Pathways Committee for terms ending Dec. 31, 2027 • Reappoint Thomas Killeen to the Board of Review for term ending Dec. 31, 2027 		
Background: Each of the committee/commission members listed said they were interested in serving another term. Committee chairs or admins agreed that they are assets to the boards. Two commissioners do not wish to seek reappointment, they are Linda Deskins of the Downtown Development Authority and Cassandra Williams of the Emergency Preparedness Committee.		
Materials:		

Farmington City Council Staff Report	Council Meeting Date: Feb. 18, 2025	Item Number 4E
Submitted by: Melissa Andrade, Assistant to the City Manager		
Agenda Topic: Resignation from the Pathways Committee, Bill Gesaman		
Action: Accept the resignation for Bill Gesaman from the Pathways Committee		
Background: Bill was appointed to the committee in 2021. The term his is leaving will expire on Dec. 31, 2025.		
Materials: Resignation email.		

January 26, 2025

Attn: Chris Weber
The City of Farmington
23600 Liberty Street
Farmington, MI, 48335

Dear Chris,

It is with a heavy heart that I must tender my resignation from my volunteer position on the City of Farmington Pathways Committee, effective immediately.

Due to family obligations, I find myself unable to attend the regular meeting times of the committee. These commitments require my full attention, and I regret that I can no longer balance these responsibilities with the requirements of my volunteer role.

I have thoroughly enjoyed my time on the Pathways Committee and have been very proud of the work we have accomplished together. It has been an honor to serve alongside such dedicated individuals who are passionate about improving our city's pathways and community spaces.

Thank you for the opportunity to contribute to the committee. I am grateful for the experience and the friendships I have made during my tenure. I hope to have the opportunity to volunteer again in the future when my circumstances allow. I plan to continue engaging downtown with my office and supporting the surrounding businesses and activities!

Warm regards,

Bill Gesaman
248.396.7830
billgesaman@gmail.com

Farmington City Council Staff Report	Council Meeting Date: February 18, 2025	Reference Number 4F	
Submitted by: DDA Director			
Description Consideration to amend the DDA's Bylaws to change term limits to three terms for DDA Board Members.			
Requested Action To amend DDA Bylaws to change two term limit on DDA Board Members to three terms.			
<p>Background</p> <p>In 2006, the DDA Bylaws were amended to include term limit on Members of the DDA Board, except for the Mayor. The term limit was for two consecutive four year terms. Current DDA Board Members are seeking to remain on the DDA for additional terms, There are currently not a significant number of candidates seeking to replace current Board Members. The change does not prevent City Council from replacing Board Members as the end of a term if City Council so chooses. The DDA Board may amend this provision of the Bylaws with City Council Approval:</p> <p style="text-align: center;"><u>Article 11</u> Amendments to the Bylaws</p> <p><u>Section 1: Amendments</u></p> <p>The board shall have power to make, alter, or amend the bylaws in whole or in part, to be effective upon approval of the City Council of the city of Farmington.</p>			
Agenda Review			
Department Head	Finance/Treasurer	City Attorney	City Manager



8:00AM Wednesday, Feb 5, 2025
City Hall Conference Room
23600 Liberty Street
Farmington, MI 48335

REGULAR AGENDA

1. Roll Call

Present: Donovan Singleton, Sean Murphy, Claire Perko, Todd Craft, Johnna Balk, James McLaughlan, Linda Deskins

Others Present: Kate Knight, Jess Westendorf, Tim Colbeck (Main Street Oakland County)

Absent: Tom Pascaris, Shawn Kavanagh

2. Approval of Consent Agenda

a. **Minutes: January 8, 2025 Regular Meeting**

b. **Minutes: September 25, 2024 DDA Public Art Committee Meeting**

c. **Minutes: December 19, 2024 DDA Design Committee Meeting**

d. **Minutes: December 6, 2024 DDA Executive and Org Committee Meeting**

e. **Memo: Date change for March Regular Meeting from March 5 to March 12**

Motion by Balk, seconded by Deskins to approve the items on the consent agenda. Motion passes unanimously.

3. Approval of Regular Agenda

Motion by McLaughlan, seconded by Singleton to approve the items on the regular agenda. Motion passes unanimously.

4. Public Comment

Opened and closed by craft at 8:04am

5. Financial Report

Overview by Knight

6. Executive Director Report

Main Street accreditation is February 21st and we will be welcoming leadership team from Main Street National.

Construction continues at Masons Corner. Consumers Energy denied attaching natural gas line because of deterioration of Masons' gas line, so we will re-pipe the Masons' connection which is a win-win. Masons Corner opening on February 21st with Main Street accreditation and Patronicity donors' party. Downtown Master Plan process kicked off January 28, simultaneous effort with the City Master Plan and Parks and Recreation Plan.

7. Approval of Main Street Accreditation Agenda

Motion to approve, McLaughlan, Support, Singleton. Motion passes unanimously.

8. Consideration to Amend DDA By-Laws

Board discussed amending the by-laws from a two-term limit to a three-term limit.

Motion to approve, Singleton, Support, Murphy via roll call.

9. Approval of FY 2024-25 Work Plan

Motion to approve, Singleton, Support, Balk. Motion passes unanimously.

10. Consideration to Approve Sign Grant to Sante' Wine Tasting Room
Motion to approve, Perko, Support, Deskins. Motion passes unanimously via roll call.

11. Committee Updates:

a. Promotions Committee

Year in Review and merchant organization

b. Organization Committee

Celebrated Linda Deskins's last board meeting.

c. Business Development Committee

Singleton updated. Oakland Thrive request for assistance through the portal to understand the process. Discussed incubation project. Detroit apparel retailer is close to finalizing spot in Bella Nora Building.

d. Design Committee

Perko updated. Reviewed concepts for Thomas Street parking lot reconfiguration and connection from Cannelle to RLT Books. Meeting on 2/13 to discuss Art Park Promenade. Mason Corner is in progress.

e. Public Art Committee

Perko updated. Continue to move around the Faces of Farmington. Currently located at Apricot Lane. Much art to celebrate now. Riley Park sculptures change will come up quickly. City Hall art is out for submission.

12. Other Business

Main Street Award catalog from 2025. Historical preservation project at Masonic Lodge is a strong candidate. Consulting through Ron Campbell is a huge contribution to our district. Sneak peek of enamel pins and commemorative coins that will be distributed during Masons Corner donor party.

McLaughlan, recognizes Linda as a fantastic mentor and congrats on retirement filled with travel.

Craft recognizes Linda and her efforts.

Murphy, echoing everything said about Linda. A happy warrior. Her contributions will be long-lasting.

Murphy, Craft is a tremendous leader and it would have been a huge loss for him to leave right now.

Craft looking forward to serving another term and continuing the momentum.

13. Board Comment

14. Adjournment

Motion to approve, Balk, Support, Singleton

Dates of Interest:

February 21, 2025 Main Street Accreditation, 8:00am-all day

Patronicity Donor Thank You Opening Event Masons Corner, 6-8pm

March 4, Michigan Downtown Association Legislative Advocacy Day, Lansing

March 5, Michigan Downtown Association Spring Workshop, Lansing

Change of March 5 to March 12, 2025 Regular DDA Board Meeting, 8:00am

AMENDED BYLAWS OF
THE DOWNTOWN DEVELOPMENT AUTHORITY
OF THE CITY OF FARMINGTON

Article 1
Purposes and Powers

Section 1: Purposes

The Downtown Development Authority is organized pursuant to City of Farmington Ordinance No. C-532-86 (the "Ordinance") and Act 197 of the Public Acts of 1975 of the State of Michigan (the "Act"). The Authority shall seek to fulfill the purposes listed in the Ordinance and shall provide for the ongoing maintenance, promotion, security, and continued operation of the downtown district as provided in Act No. 260 of the Public Acts of the State of Michigan.

Section 2: Powers

The Authority holds all of the powers granted by the Ordinance and the Act now or hereafter conferred by law on Authorities organized under the Act.

Article 2
Board of Directors

Section 1: General Powers

The Authority shall be under the supervision and control of a board of directors who may exercise all of the powers provided under the Ordinance and the Act.

Section 2: Number, Tenure, and Qualifications

The board of directors shall consist of nine persons, the Mayor of the City of Farmington and eight additional members, each appointed for four years. With the exception of the Mayor, a member shall not serve for more than ~~two~~ three consecutive four-year terms. ~~These term limits shall apply to members appointed after the revisions of February 20, 2006 have been approved by City Council.~~ At least five of the members shall have an interest in property in the downtown district; at least one shall be a resident of an adjacent residential area and at least one shall be a resident of the downtown district if the district has one hundred or more persons residing within it.

Before assuming the duties of office, a member shall qualify by taking the constitutional oath of office.

Members of the board shall continue in office until a successor has been appointed.

Section 3: Selection of Board Members

The Mayor of the City of Farmington, with the advice and consent of the City Council, shall appoint the members of the board.

If a vacancy is created by death, resignation, or removal of a member, a successor shall be appointed by the Mayor, with the advice and consent of the City Council, within thirty days to hold office for the remainder of the term so vacated.

Section 4: Compensation of Members

Members of the board shall serve without compensation, but shall be reimbursed for actual and necessary expenses.

Section 5: Removal

Pursuant to proper notice and an opportunity to be heard, a member may be removed from office for cause by a majority vote of the City Council. Sufficient cause for removal includes, but is not limited to, neglect of duty, nonattendance at meetings, or loss of status conferred by an interest in the downtown district.

Section 6: Disclosure of Interest

A board member who has a conflict of interest regarding any matter before the Authority shall disclose the interest prior to any action by the Authority with respect to the matter. The disclosure shall become a part of the record. Any member making such disclosure shall then refrain from participating in the Authority's decision making process relative to the matter.

Article 3
Officers

Section 1: Election and Tenure

The officers of the Authority shall be a president, vice president, and secretary; and shall be elected, by the board of directors, at the first regular meeting and each annual meeting thereafter.

An officer shall serve a term of one year and until a successor has been elected. No term of office shall extend beyond the membership term of the member.

Section 2: Vacancies and Removal

A vacancy may be filled by majority action of the board of directors. An officer may be removed at any time by majority action of the board.

Section 3: President

The president shall preside at meetings of the board and shall perform such duties as may be assigned from time to time by the board.

Section 4: Vice President

The vice president shall perform the duties of the president in the latter's absence and such other duties as may be assigned from time to time by the board.

Section 5: Secretary

The secretary shall have and perform the following duties and responsibilities:

- (a) Maintain custody of the official seal and of records, books, documents and other papers; attend meetings of the board and keep a record of its proceedings.
- (b) Perform other duties as may be assigned from time to time by the Board.

Article 4
Employment of Personnel

Section 1: Staff

The board may employ and fix the compensation of an executive director and other personnel as provided in the Act; Section 5.

Employees of the Authority shall be eligible to participate in the retirement and insurance programs of the city of Farmington and shall be subject to the procedures stated in the personnel manual of the city.

Section 2: Contracts for Administrative Services

The board may contract with the city of Farmington for any or all administrative, planning and legal services in support of its operations.

The treasurer of the city of Farmington shall serve as treasurer of the Authority and shall have the following duties:

- (a) Maintain the financial records of the Authority.
- (b) Sign all checks, which must be countersigned by either the president or the secretary of the board.
- (c) Prepare financial reports as required by law.
- (d) Furnish bond in an amount determined by the board.

Article 5
Meetings

Section 1: Annual Meeting

An annual meeting shall be held in March of each year. Officers of the board shall be elected at the annual meeting. If, for any reason, election of officers should not occur at the annual meeting, the board shall elect officers at a regular or special meeting within ninety days.

Section 2: Regular Meetings

Regular meetings of the board shall be held at a time and place set by the board.

Section 3: Special Meetings

Special meetings shall be held whenever called by the president, the executive director, or any two members of the board upon eighteen hours written notice of the time and place of the meeting.

Section 4: Notice of Meetings

All meetings shall be preceded by public notice posted eighteen hours prior to the meeting in accordance with Act 267 of the Public acts of 1976, as amended (the Open Meetings Act).

Section 5: Agenda

An agenda shall be prepared for all meetings and copies provided to the Authority members at least 18 hours prior to the meeting. Any member of the Authority may place an item on the agenda.

Section 6: Quorum and Voting

Any five members of the board shall constitute a quorum. The vote of the majority of the members present at the meeting at which a quorum is present shall constitute the action of the board unless the vote of a larger number is required by statute or elsewhere in these bylaws.

Section 7: Order

Robert's Rules of Order will govern the conduct of all meetings.

Section 8: Open Meetings

All meetings of the Authority shall be open to the public in accordance with Public Act 267 of 1976.

Article 6

Advisory Committees

Section 1: Establishment

The board of directors, by majority action, may designate one or more committees to advise the board. The president shall appoint the members of advisory committees with the consent of a majority of the board of directors.

The Executive Committee shall be one such standing committee. The Executive Committee shall be comprised of the DDA president and the Chairs of the Organization, Promotions, Design, and Business Development committees from the Main Street Program. This committee shall meet periodically to review upcoming DDA agenda items and to coordinate between the various Main Street Committees.

Section 2: Terms of Office

Each member of an advisory committee shall continue in office until the next annual meeting of the Authority and until a successor is appointed, unless the committee shall be terminated, or unless the member shall be removed by majority vote of the board of directors.

Section 3: Chairpersons

The president of the board shall appoint a chairperson of each advisory committee with the consent of a majority of the board of directors..

Section 4: Quorum

A majority of the whole committee shall constitute a quorum and acts of a majority of the members present at a meeting shall be the acts of the committee.

Article 7 Main Street Program

Section 1: Purpose

The Farmington Main Street Program shall utilize the technical assistance provided by Main Street Oakland County and its partner National Main Street Center to further economic development in the Downtown Development Authority District ("DDA District") while maintaining the historic character of Farmington.

Section 2: Committees

Four committees ("Main Street Committees") shall be maintained to set goals and revitalize the DDA District.

- a. Organization – builds consensus and cooperation among the many groups and individuals who have an important role in the process

- b. Promotion – markets the traditional commercial district’s assets to customers, potential investors, new businesses, local citizens and visitors
- c. Design – enhances the physical appearance of the DDA District by rehabilitating historic buildings, encouraging supportive new construction, developing sensitive design management systems and long-term planning
- d. Business Development – strengthens the DDA District’s existing economic base while finding ways to expand it to meet new opportunities and challenges from outlying development.

Section 3: Membership

The committees shall be comprised of volunteers of residents and business owners in the greater Farmington area. The president shall appoint the members of the Main Street Committees with the consent of a majority of the board of directors.

Section 4: Chairpersons

The president of the board shall appoint a chairperson of each Main Street Committee, with the consent of a majority of the board of directors. The Chairperson shall be responsible for running the committee meetings and for serving on the Executive Committee.

Section 5: Quorum

A majority of the whole committee shall constitute a quorum and acts of a majority of the members present at a meeting shall be the acts of the committee.

Article 8

Fiscal Year, Budget, Financial Reports

Section 1: Fiscal Year

The fiscal year of the Authority shall be the same as the fiscal year of the city of Farmington.

Section 2: Adoption of a Budget

The board shall annually prepare a budget and shall submit it to City Council on the same date that the recommended budget for the city is required by City Charter to be submitted by the city manager to the Council. The board shall not finally adopt a budget for any fiscal year until it has been approved by the City Council. The board may temporarily adopt a budget in connection with the operation of any improvements which have been financed by revenue bonds where required to do so by the ordinance authorizing the bonds.

Section 3: Audit and Financial Reports

The Authority shall submit financial reports to the City Council at the same time and on the same basis as departments of the city are required to submit reports. The Authority shall be audited annually by the same independent auditors auditing the city and copies of the audit report shall be filed with the City Council.

As required by the Act, the financial records of the Authority shall always be open to the public and a monthly accounting of expenses will be made at a regular board meeting, or to the City Council if the Authority is not scheduled to meet.

Article 9
District Boundaries

The Authority shall exercise its powers within the DDA District of the city of Farmington as designated in the Ordinance establishing the Authority as the Ordinance may be amended from time to time.

Article 10
Miscellaneous

Section 1: Corporate Seal

The board shall adopt a corporate seal.

Section 2: Books and Records

The Authority shall keep correct and complete books and records of account and shall keep minutes of the proceedings of its members, board, and committees having any of the powers of the board, and shall keep at the principal office a record of the names and addresses of members entitled to vote. All books and records of the Authority shall be open to the public.

Section 3: Offices

The Authority may establish an office, or offices, as the board may determine, or as the affairs of the Authority may require.

Article 11
Amendments to the Bylaws

Section 1: Amendments

The board shall have power to make, alter, or amend the bylaws in whole or in part, to be effective upon approval of the City Council of the city of Farmington.

City of Farmington DDA Bylaws
Page 8

RCS/map
3/3/86 (original)

(1/31/05 - Retyped with no change in wording)

AMENDMENTS INTRODUCED: 1-17-06

ADOPTED: 2-20-06

EFFECTIVE: 3-13-06

PUBLISHED: 3-05-06

AMENDMENTS ADOPTED: 10-3-13

EFFECTIVE: 3-10-14

Farmington City Council Staff Report	Council Meeting Date: Feb. 18, 2025	Item Number 4G
Submitted by: Melissa Andrade, Assistant to the City Manager		
Agenda Topic: Appointment to the Beautification Committee		
Action: Appoint Faye Schuette to the Farmington Beautification Committee to a 3-term ending June 30, 2027.		
Background: City Council interviewed Faye Schuette at its Nov. 26 City Council meeting for a seat on the Library Board. Although Faye was not selected for the Library Board, she'd still like to work with the city of Farmington. She has since applied for the Pathways Committee and the Beautification Committee. She'd said she'd be happy to serve on both. There are currently three vacancies on the Beautification Committee. The vacancies have been posted since June, 2024.		
Materials:		

Farmington City Council Staff Report	Council Meeting Date: Feb. 18, 2025	Reference Number 4H(1)
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"> • Pavilion Story Time, Thursdays at Riley Park on June 19, 26; and July 3, 10, 17(relocate to Warner Mansion because of Founders Festival on this date), 24, & 31 from 11 a.m. until noon; and • Family Fun in Riley Park, the following Wednesday evenings: June 18 (relocate to Gazebo in front of Farmington Place - adjacent to School Street - because of Founders Festival on this date), June 25, July 2 & 9 with set-up time starting at 6 p.m. and the actual concert from 7 until 8 p.m. • Truck-a-Palooza, Monday, June 16, 2025, from noon until 2 p.m. in the parking lot across the street from the Library. • Last Day of School Celebration, Thursday, June 12, 2025 from noon until 3 p.m. on side parking between the library and City Hall. 		
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>These are all annual events.</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: Four applications: Family Fun in Riley Park, Pavilion Story Time & Truck-a-Palooza and Last Day of School Celebration		

Event Name Pavilion Story time

June 19 and 26; July 3, 10, 17, 24 and 31

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 Story Time

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.

1-17-25
Date

Maura Shewchuk-Galley
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: 248-553-6265

Individual/Organization Address: 23500 Liberty St.

Organization's Contact: Maria Showick-Gallup Phone: 248-553-6265

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

Address: 23500 Liberty St

Event Name: Pavilion Storytime

- 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 to the Community

Event Dates: June 19, 26 July 3, 10, 17, 24 & 31

Event Times: 11- Noon

Event Location: Sundquist Pavilion and Riley Park

Number of People Expected: 100+

Contact Person on Day of Event: Maria Showich-Gallup

Phone: 248-473-3118

Email: ms.gallup@farm.lib.or.gov

Estimated Time of Setup: 30 min

Estimated Time of Cleanup: 30 min

Crowd Control Plans:

Sidewalk use? YES NO

If yes, describe sidewalk use:

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).*

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

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

June 18, 25; July 2 and 9

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 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.

1-17-25
Date

Mario Stawick
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: 248-553-6265

Individual/Organization Address: 23500 Liberty St

Organization's Contact: Maria Skowich-Gallup Phone: 248-423-3118

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

Address: 23500 Liberty St.

Event Name: Family Fun in City Park

- 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 free family entertainment to the community

Event Dates: June 18, 25 July 2, 9

Event Times: 7-8 pm

Event Location: Sundquist Pavilion @ Riley Park

Number of People Expected: 200+

Contact Person on Day of Event: Maria Shawick-Gallup

Phone: 734-395-6037

Email: ms.gallup@farmlib.org

Estimated Time of Setup: 1 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.:

Per former bring their own equipment

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 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.

Event Name Truck-A-Palooza

June 16

Parking lot across the street from Library

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 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.
- 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.

1-17-25
Date

Maria Stovick-Galey
Signature

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

City Manager's Office Phone: 248-474 5500, ext. 2221
23600 Liberty Street
Farmington, MI 48336

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: 248-553-6265

Individual/Organization Address: 23500 Liberty St.

Organization's Contact: Maria Showick-Gallup Phone: 248-553-6265

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

Address: 23500 Liberty Street

Event Name: Truck-A-Palooza

- 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 Reading Program

Event Dates: June 16

Event Times: 12-2

Event Location: Parking lot across the Street

Number of People Expected: 400+

Contact Person on Day of Event: Marisa Showick -gallup

Phone: 248-473-3118

Email: msigallup@FarmLib.org

Estimated Time of Setup: 1hr

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:

Since the parking lot will need to be closed talked
to building owner and we will leave one driveway open to
Will street closures be necessary? YES NO get to the back side
parking lot.

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.

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 Last Day of School Celebration
June 12, 2025
Parking lot between Library and City Hall

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.

1/17/25
Date

Maria Sharvit Gulev
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: 248-553-6265

Individual/Organization Address: 23500 Liberty St.

Organization's Contact: Maria Shawick Gallup Phone: 248-553-6265

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

Address: 23500 Liberty St.

Event Name: Last Day of School Celebration

- 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) |

[Handwritten notes in a box, including "Approved" and "Date" with illegible signatures and dates.]

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

Event Purpose: to celebrate the last Day of School kick-off
SED

Event Dates: 6-12-25

Event Times: 12-3

Event Location: side parking lot between library & city hall

Number of People Expected: 800

Contact Person on Day of Event: Maria Snowich-Gallup

Phone: 248-473-3118

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

Estimated Time of Setup: 1 hr

Estimated Time of Cleanup: 30 min.

Crowd Control Plans:

Sidewalk use? YES NO

If yes, describe sidewalk use:

We will use the library sidewalk around the building.

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 type="radio"/> NO	Quantity: <input type="text"/>

Other (describe)

Kona Ice will be using 2 parking space in front of the library

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. 18, 2025

**Item
Number
4H(2)**

Submitted by: Melissa Andrade, Assistant to the City Manager

Agenda Topic: Special Event Application: Crop Walk

Action: NA, consent agenda; is an annual event

Background:

Farmington/Farmington Hill/West Bloomfield Crop Walk is planning its annual walk through the communities on Sunday May 4, 2025. The walk is to raise funds for hunger awareness and support. Event registration is at the First United Methodist Church in Farmington at 1 p.m. on Sunday and the walk begins at 1:30 p.m.

There will be an officer placed at Grand River for traffic control when the walk starts. Walkers remain on sidewalks and the pack thins out depending on various paces.

Materials: application

Farmington/Farmington Hills/West Bloomfield

Event Name CROP Hunger Walk

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.

To be provided closer to walk date of Sunday May 4, 2025!

Certificate of Insurance

Map of Walk Route - Final

Event Name CROP Hunger Walk

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.

01.06.25
Date

Thomas R. Page
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/Farmington Hills/West Bloomfield
CROP Hunger Walk

Individual/Organization Phone: 248.207.1225

Individual/Organization Address: 30445 SUNDERLAND DR
Farmington Hills MI 48331

Organization's Contact: Tom Pegler Phone: 248.207.1225 Cell
248.615.9500 Work

Contact's Title: Co-Chair /
Treasurer E-mail: tpegler@sbcglobal.net
tpegler@sals.net

Address: 30445 SUNDERLAND DR
Farmington Hills MI 48331

Event Name: Farmington/Farmington Hills/West Bloomfield
CROP Hunger Walk

- 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: Raise funds for hunger awareness and support. 25% of funds raised stay local with the other 75% going to Church World Service hunger efforts in US / internationally

Event Dates: Sunday May 4, 2025

Event Times: Registration 1:00 Walk 1:30

Event Location: First United Methodist Church Farmington

Number of People Expected: 175-225

Contact Person on Day of Event: Tom Pegler

Phone: 248.207.1225

Email tpegler@sbcglobal.net t.pegler@sns.net

Estimated Time of Setup: 12:30

Estimated Time of Cleanup: 3:30

Crowd Control Plans:

A + FUMC will be INSIDE UNTIL WALK START.
Police crossing at GR to hold car traffic.
Walk participants spread out at that point

Sidewalk use? YES NO

If yes, describe sidewalk use:

Walk will be held throughout downtown Farmington area and surrounding neighborhoods

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:

N/A

**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.

Prior year walk route attached. Final map will be provided closer to walk

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 *Along walk route*

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.

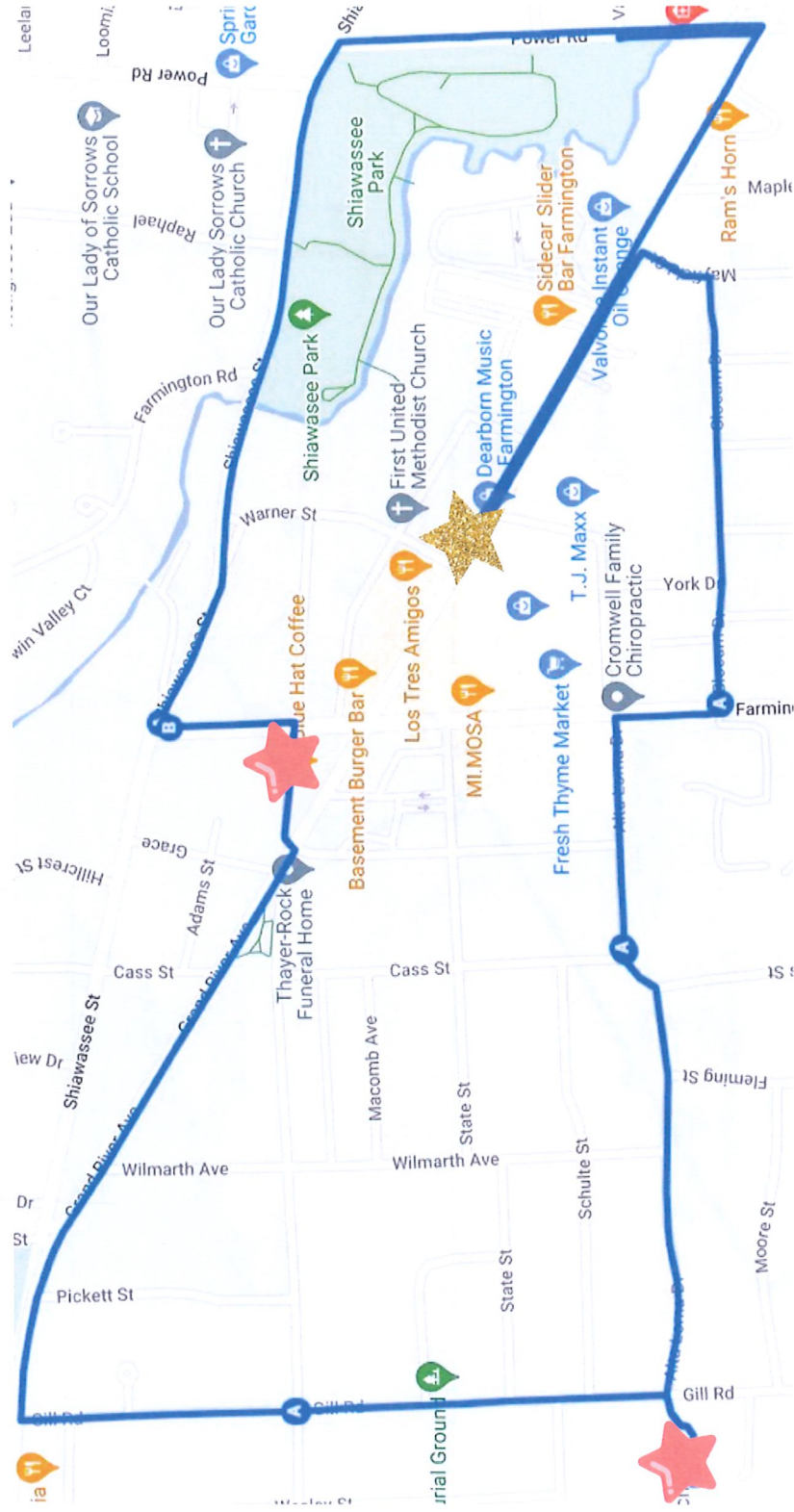
01.08.25

FARMINGTON / FARMINGTON HILLS
 WEST BLOOMFIELD
 CROP HUNGER WALK
 SUMMARY OF WALK
 2024

Organization	2024	2024	2023	2023	2023	2022	2021
	Total	Online	Bank	Total	Online	Bank	Total
Church World Service	-	-	-	1,075.00	975.00	100.00	100.00
C.A.R.E.S. of Farmington Hills	521.52	521.52	-	1,837.00	1,837.00	-	100.00
Dawoodi Bohras of Detroit	760.00	760.00	-	1,565.00	1,000.00	-	-
First Presbyterian Church of Farmington	1,303.00	326.00	977.00	1,485.00	1,290.00	565.00	3,695.00
First United Methodist of Farmington	1,328.85	1,308.85	20.00	950.00	950.00	-	945.00
Nardin Park United Methodist	1,535.02	963.02	572.00	230.00	230.00	-	460.00
Neighborhood House	320.00	220.00	100.00	3,050.00	2,870.00	-	100.00
North Congregational	2,131.00	2,131.00	-	35,084.04	33,484.04	1,600.00	2,720.00
Orchard United Methodist	38,519.93	36,816.93	1,703.00	-	-	-	32,089.48
Our Lady of Sorrows Catholic Church / School	2,503.00	1,373.00	1,130.00	966.00	966.00	-	1,827.00
Pine Hill Congregational Church	1,972.00	1,897.00	75.00	620.04	420.04	200.00	-
Salem United Church of Christ	815.00	750.00	65.00	-	-	-	-
St. Fabian	100.00	100.00	-	2,385.00	2,085.00	300.00	1,785.85
St. John Lutheran	1,592.00	1,592.00	-	20.00	-	20.00	-
Temple Kol Ami	-	-	-	2,944.00	2,754.00	190.00	-
Trinity in the Woods Episcopal	3,316.03	3,251.03	65.00	4,680.99	3,632.99	1,048.00	2,285.00
Unity Of Farmington Hills	-	-	-	-	-	-	748.85
Universalist Unitarian Church of Farmington	4,175.55	3,474.55	701.00	1,570.00	100.00	1,470.00	3,650.00
Walled Lake United Methodist Church	-	1,010.00	1,240.00	939.00	939.00	-	1,415.00
West Bloomfield United Methodist	380.00	380.00	-	627.00	322.00	305.00	1,950.00
Yad Ezra	845.00	150.00	695.00	-	-	-	160.00
Unidentified Deposits	-	-	-	-	-	-	580.00
Totals for the Year	64,367.90	56,924.90	7,443.00	60,028.07	53,855.07	6,173.00	54,611.18

Farmington/Farmington Hills/West Bloomfield CROP Hunger Walk

3.55 Mile Route Map



- 1) Start at Farmington First United Methodist Church
- 2) Cross Grand River Ave & turn left (East) toward Mayfield St.
- 3) Turn right on Mayfield St and continue to Slocum Dr.
- 4) Turn right on Slocum Dr and continue to Farmington Rd.
- 5) Turn right on Farmington Rd and continue to Alta Loma St.
- 6) Turn left on Alta Loma Dr. and continue to Gill Rd
- 7) Arrive at St. John's Lutheran Church for the first rest stop at the corner of Gill Rd and Alta Loma Dr
- 8) Turn North on Gill Rd. and continue toward Grand River Ave. Turn right on Grand River Ave and continue on Grand River Ave to Oakland St and then veer left.

- 10) The second rest stop will be at Salem United Church of Christ on Oakland St.
- 11) Continue along Oakland St. to Farmington Rd.
- 12) Turn left on Farmington Rd. to Shiawassee St.
- 13) Cross Shiawassee St and turn right.
- 14) Continue along Shiawassee St to Power Rd.
- 15) Turn right on Power Rd toward Grand River Ave
- 16) Turn right on Grand River Ave and end at First United Methodist Church.



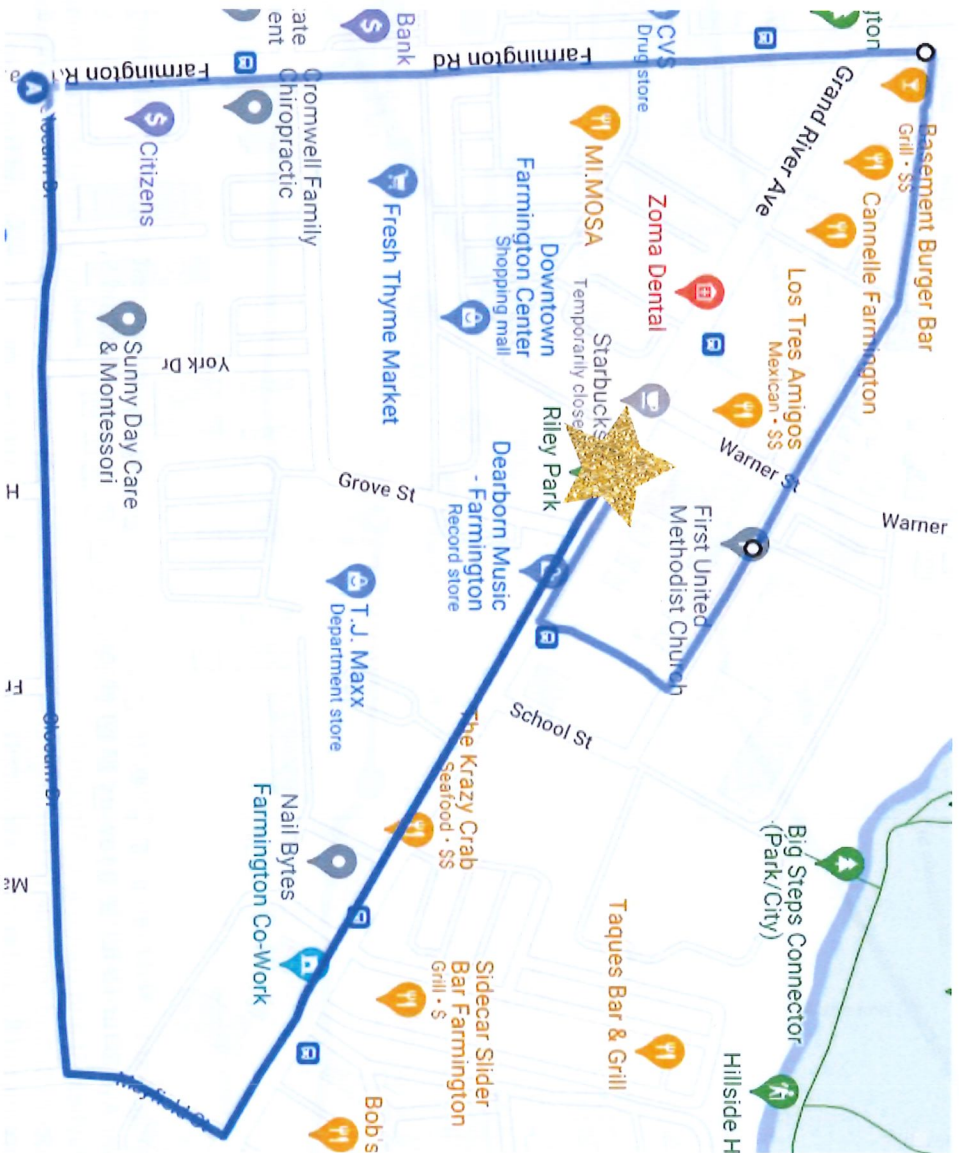
Start/Finish



Rest Stop

*****In case of an emergency, please contact Tom Pegler at (248) 207-1225 for transportation**

Farmington/Farmington Hills/West Bloomfield CROP Hunger Walk 1 Mile Route Map



- 1) Start at Farmington First United Methodist Church
- 2) Cross Grand River Ave & turn left (East) toward Mayfield St.
- 3) Turn right on Mayfield St and continue to Slocum Dr.
- 4) Turn right on Slocum Dr and continue to Farmington Rd.
- 5) Turn right on Farmington Rd and continue across Grand River Ave until Thomas St.
- 6) Turn right on Thomas St and end at First United Methodist Church.

*****In case of an emergency, please contact Tom Pegler at (248) 207-1225 for transportation**

Farmington City Council Staff Report	Council Meeting Date: Feb. 18, 2025	Item Number 4H(3)
Submitted by: Melissa Andrade, Assistant to the City Manager		
Agenda Topic 2025 South Farmington Baseball League Parade		
Proposed Motion Move to authorize the event permit for the South Farmington Baseball Parade, Saturday, May 3, 2025 at 9 a.m. until 2 p.m.		
<p><u>Background</u></p> <p>The South Farmington Baseball League has requested authorization to hold its annual parade on May 3, 2025 at 9 a.m. The request was to have the parade participants' stage on the west side of city hall. The participants/parade will then process north across Grand River, east on Oakland Street, north on Farmington Road, east on Shiawassee Street and then end at Shiawassee Park.</p> <p>The proposed route does not cause the public safety department any concerns as this is the normal parade route from past years that has worked without incident. Farmington Public Safety typically has three officers assist with this parade on overtime.</p>		
Materials: Event application		

Event Name: South Farmington Baseball & Softball
Date: May 3rd 2025
Location: Downtown Farmington / city 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 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.

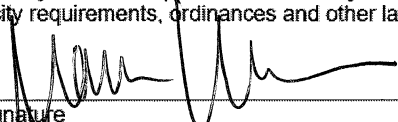
CERTIFICATION AND SIGNATURE: I understand and agree on behalf of myself or the sponsoring organization, the following:

- 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.

2-12-25
Date


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: South Farmington Baseball & Softball

Individual/Organization Phone: Maureen Lukas 218-894-1099
Meghan Rhinehart 218-342-5131

Individual/Organization Address: N/A

Event Contact: Maureen Lukas Phone: 218-894-1099
Meghan Rhinehart 218-342-5131

Contact's Title: Opening Day Directores E-mail: Mfitzpatrick99@hotmail.com
Rhinehart.meghan@gmail.com

Address: N/A

Event Name: Opening Day Parade - South Farmington Baseball & Softball

Event Date & Time: May 3rd, 2015 - see below for times

Event Location: Downtown Farmington → City Park

- 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) |

- * 9:00 am - 9:15 am parents start to arrive & gather by Oakland Avenue / Farmington Road. By blue hat coffee.
- * 9:30 - line up teams down Oakland Avenue.
- * 10:00 am - parade starts.
- * 10:45-11:00 am - parade over, open road back up.

Event Purpose: Opening Day Parade

Number of People Expected: 400+

Estimated Time of Setup: 8:00 am

Estimated Time of Cleanup: 11:00 am

Crowd Control Plans:

parents, coaches, police - help guide the parade w/ kids

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:

Oakland Ave → city park (fields 2-4 entrance)

Will music be provided? YES NO

Are any of the following proposed in event area?

- Booths YES NO Quantity:
- Tents/Canopies* YES NO Quantity:
- Tables YES NO Quantity:
- Portable Toilets YES NO Quantity:
- Food Vending YES NO Quantity:
- Other Vendors YES NO Quantity:

Other (describe)

*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:

**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:

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

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 Agenda Item	Council Meeting Date: Feb. 18, 2025	Item Number 6A
Submitted by: Founders Festival Committee		
<u>Agenda Topic</u> 2025 Founders Festival		
<u>Proposed Motion</u> None at this point. Presentation and discussion.		
<u>Background</u> Farmington Founders Festival is an annual event. The 2025 event will be July 17 -19.		
<u>Materials Attached</u> Special Events Application		



February 12, 2025

City of Farmington
Members of City Council
23600 Liberty Street
Farmington, MI 48335

Re: Farmington Founders Festival 2025

Dear City Council:

360 Event Productions is excited to bring the Farmington Founders Festival back to Downtown Farmington in 2025.

Below are the feature events and locations. Attached is the festival layout

- Fido Fest ~ Riley Park ~ Friday/Saturday
 - Ultimate Air Dogs - Dock Diving Competition
 - K9 Star Productions Variety Show
 - Dog Contests throughout the day
 - Vendors
 - Local Rescue Groups
- Beer Tent/Live Music ~ Fresh Thyme Parking Lot ~ Thursday/Friday/Saturday
 - Entertainment Schedule:
 - Thursday - Power Play Detroit
 - Friday - Sunset Blvd
 - Saturday - Fifty Amp Fuse
 - Support from Farmington Baseball League
- Food Court ~ Fresh Thyme Parking Lot ~ Thursday/Friday/Saturday
- Bingo ~ Fresh Thyme Parking Lot (inside Beer Tent area) ~ Saturday **tentative*
- Farmington Talent Show ~ Fresh Thyme Parking Lot (Main Stage) ~ Saturday
 - Farmington School of Rock will be participating in production process
- Crafters Market ~ Farmington Road/Alleyway ~ Friday/Saturday
- Kids Zone ~ Parking Lot off State & Farmington (CVS lot) ~ Friday/Saturday
 - Bounce Zone
 - MichLug Lego Exhibit
 - Farmington Baseball Pitch Radar Fundraiser **tentative*
 - Foam Party
- Touch a Truck ~ State Street (location **tentative*) ~ Friday
- Parade ~ Grand River ~ Saturday
 - 2025 Theme: Movie Mania
 - Parade Grand Marshall
 - Application deadline June 16, 2025

- Announce June 20, 2025
 - Parade Volunteer Team led by Roger Avie
 - Parade Announcements read by Annette Compo
 - 5K Run ~ Detailed route in map ~ Saturday
 - Warner Mansion Porch Party ~ Warner Mansion **tentative**
 - Hosted by Historical Commission - Laura Myers

Marketing and Signage

A dedicated work plan will be in place for marketing and signage to clearly communicate the location of the event. Plans will include banners, posters and flyers throughout the downtown and within businesses. We will utilize press and social media along with a dedicated website and Facebook page to inform guests of the location including maps of the area.

Communications to Downtown Businesses

As in the past, 360 Event Productions is encouraging the DDA businesses and surrounding businesses to get involved in the festival with their own sales and celebrations within their own establishments that highlight their businesses and encourage guests to experience the downtown area. Incorporated this year will be local breweries at the Beer Tent.

360 Event Productions would like to thank the City Council for your support entrusting us with your hometown festival. We strive to continue to make the Farmington Founders Festival a family destination for years to come!

Thank you,
Julie Law
President
360 Event Productions

Road/Parking Lot Closure Requests

Wednesday at 8am - Sunday 5pm

- Fresh Thyme Parking Lot (Beer Tent/Food Court/Bingo/Farmington Talent Show)

Thursday Morning 8am- Sunday 12 noon

- Barricades enclosing Parking Area behind Riley Park.
- Barricade on Farmington Road at Grand River.
- Barricade on Farmington Road, just north of Orchard Street. Allow traffic to turn onto the street in front of Fresh Thyme and access CVS parking lot. Barricade entrance into the parking lot (Food Court Area).
- Barricade on State Street east of the alleyway between Farmington Road and Liberty Street.
- Barricade portion of CVS parking lot
- Barricade in parking area leading to Riley Park and by Starbucks off of Grand River.
- Barricade Parking lot behind Riley Park.
- Barricades in CVS parking lot to prevent people exiting out the north entrance onto Farmington.
- Barricades to enclose the parking lot behind Joe's Headquarters.
- Barricades to enclose street in front of Starbucks / Bulldog's Cheesesteaks (Formerly Tubby's)

Parade Closures Saturday 6am - 12 noon

- Grand River from Orchard Lake Road to Farmington Road

5k Color Run Closures 6am - 12 noon

- Run Route begins at Shiawassee Park on Power Road and travels to Cloverdale. Cloverdale to Hayden to Slocum Drive.
- Slocum to Farmington Road, to Alta Loma Drive.
- Alta Lorna to Wilmarth Ave.
- Wilmarth Ave. to Oakland, Oakland to Grand River.
- Grand River Ave all the way back to Power and Power back to Shiawassee Park.

****All roads that intersect with this route will need to be barricaded along the route to ensure a safe path for all runners. Please see attached map.

Event Name Farmington Founders Festival

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 Farmington Founders Festival

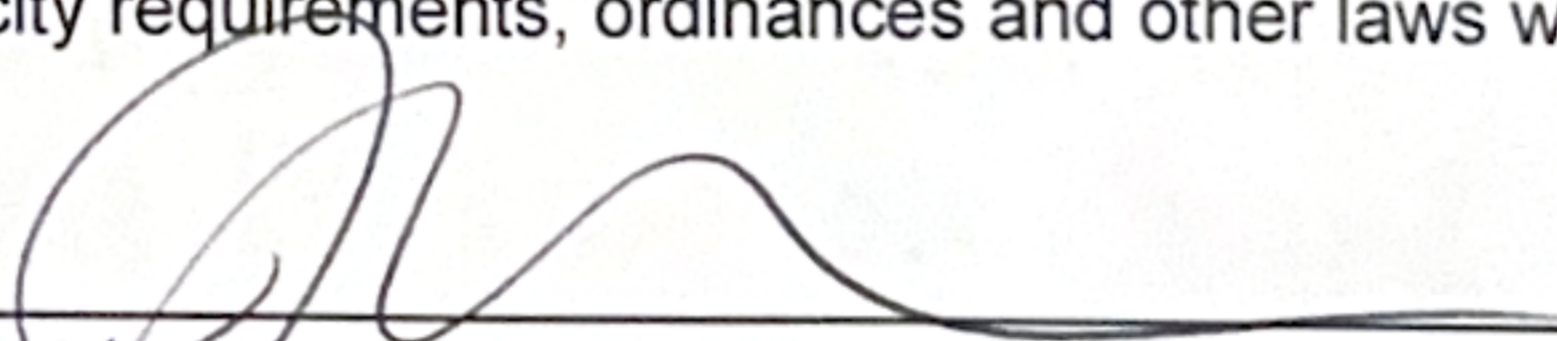
CERTIFICATION AND SIGNATURE: I understand and agree on behalf of myself or the sponsoring organization, the following:

- 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.

2/12/25
Date


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: 360 Event Productions

Individual/Organization Phone: 313-400-7952

Individual/Organization Address: 142 Maple St., Wyandotte, MI 48192

Organization's Contact: Julie Law Phone: 313-402-5657

Contact's Title: President E-mail: jlaw@360eventproductions.com

Address: 142 Maple St., Wyandotte, MI 48192

Event Name: Farmington Founders Festival

- Type of Event:
- | | |
|---|--|
| <input type="radio"/> Sponsored/City Operated | <input checked="" 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) |

Beer Tent, Bingo, Craft Show, Dog Festival, Kids Zone, Parade and 5K Run on Grand River on Saturday.

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

Event Purpose: Promote and Celebrate the Community of Farmington.

Event Dates: July 17-19, 2025

Event Times: 7/17 5pm-11pm, 7/18 10am-11pm, 7/19 10am-11pm

Event Location: Downtown Farmington

Number of People Expected: 50,000+

Contact Person on Day of Event: Julie Law / Jenna (Smith) Susewitz

Phone: 313-402-5657 / 313-400-7952

Email: jlaw@360eventproductions.com / jenna@360eventproductions.com

Estimated Time of Setup: Beer Tent area Wednesday / All other areas Thursday morning.

Estimated Time of Cleanup: Monday Morning

Crowd Control Plans:

Beer tent area fenced with security team placed throughout the event along with strolling police presence.

Sidewalk use? YES NO

If yes, describe sidewalk use:

N/A

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

YES NO

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

Vendor Parking behind Fresh Thyme

Will street closures be necessary? YES NO

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

See attached letter for details:

- Fresh Thyme lot
- Farmington Insurance lot
- Farmington Road
- State Street
- Grand River
- Color Run Route
- Paddle Route
- CVS Parking lot

Will music be provided? YES NO

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

Professional sound equipment from audio company at Main Stage located in parking lot off Main in front of Fresh Thyme.

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="80-100"/>
Tents/Canopies	<input checked="" type="radio"/> YES	<input type="radio"/> NO	Quantity: <input type="text" value="3"/>
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="70"/>
Portable Toilets	<input checked="" type="radio"/> YES	<input type="radio"/> NO	Quantity: <input type="text" value="30"/>
Inflatables	<input checked="" type="radio"/> YES	<input type="radio"/> NO	Quantity: <input type="text" value="8"/>
Food Vending	<input checked="" type="radio"/> YES	<input type="radio"/> NO	Quantity: <input type="text" value="8"/>
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:

The Indian Express, Keaik's Mediterranean Halal Food Truck, Jackson's 5 Star Catering Elephant Ears, Olive Thyme Catering, All City Dogs, Different Twist Pretzel, Heights Brewing BBQ

*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:

Communications will be sent to local businesses within the central business area regarding 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			
Cones			
Additional Barricades			
Additional Trash Barrels			
Other			
Total			0

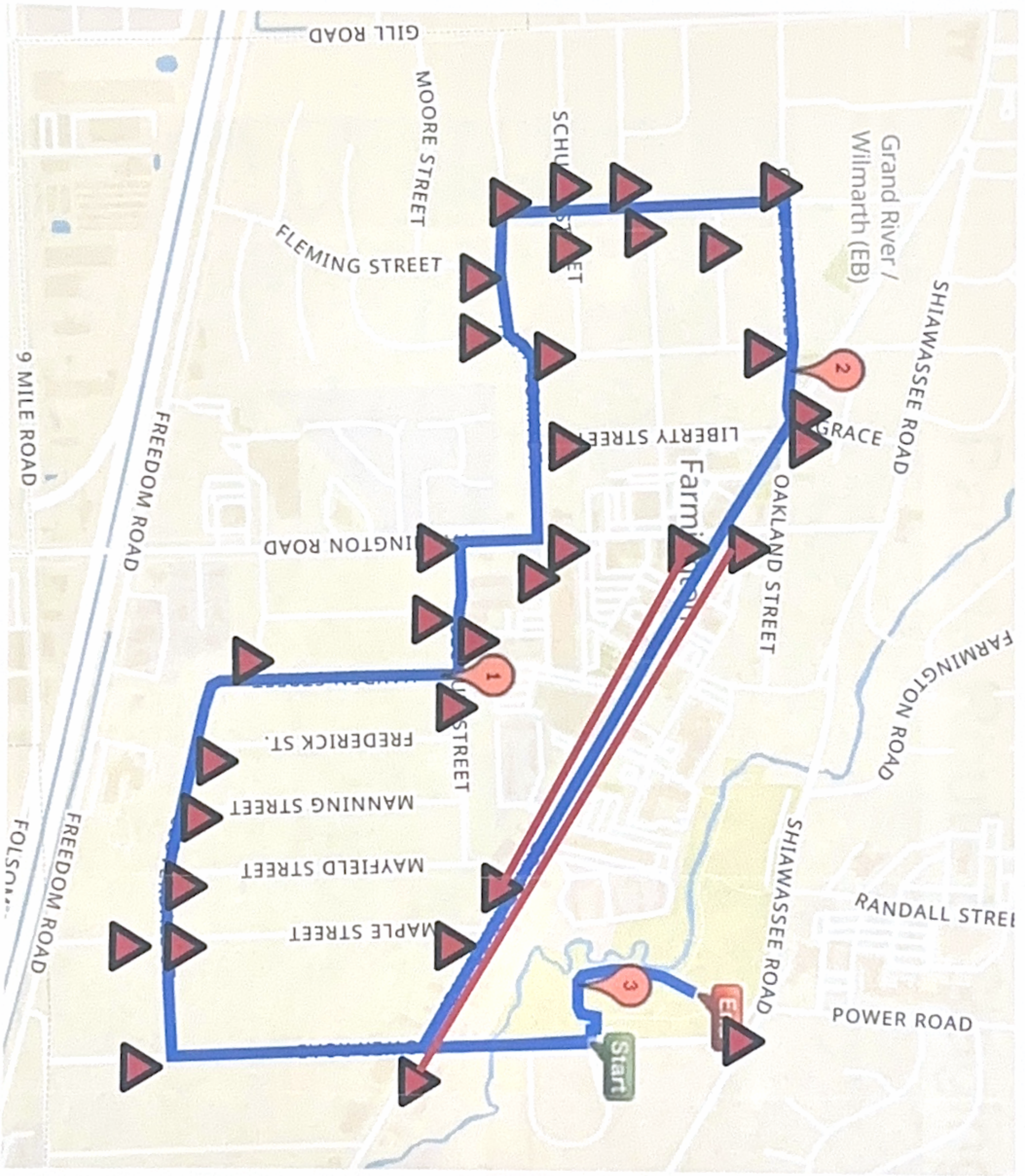
Usage fee for Riley Park is \$100 for residents, \$200 for non-residents. Assistance from Public Services or Public Safety is \$65/hour with a minimum of two hours. The Public Services fee includes four trash barrels and four barricades. If additional equipment is needed, the fee will be determined by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

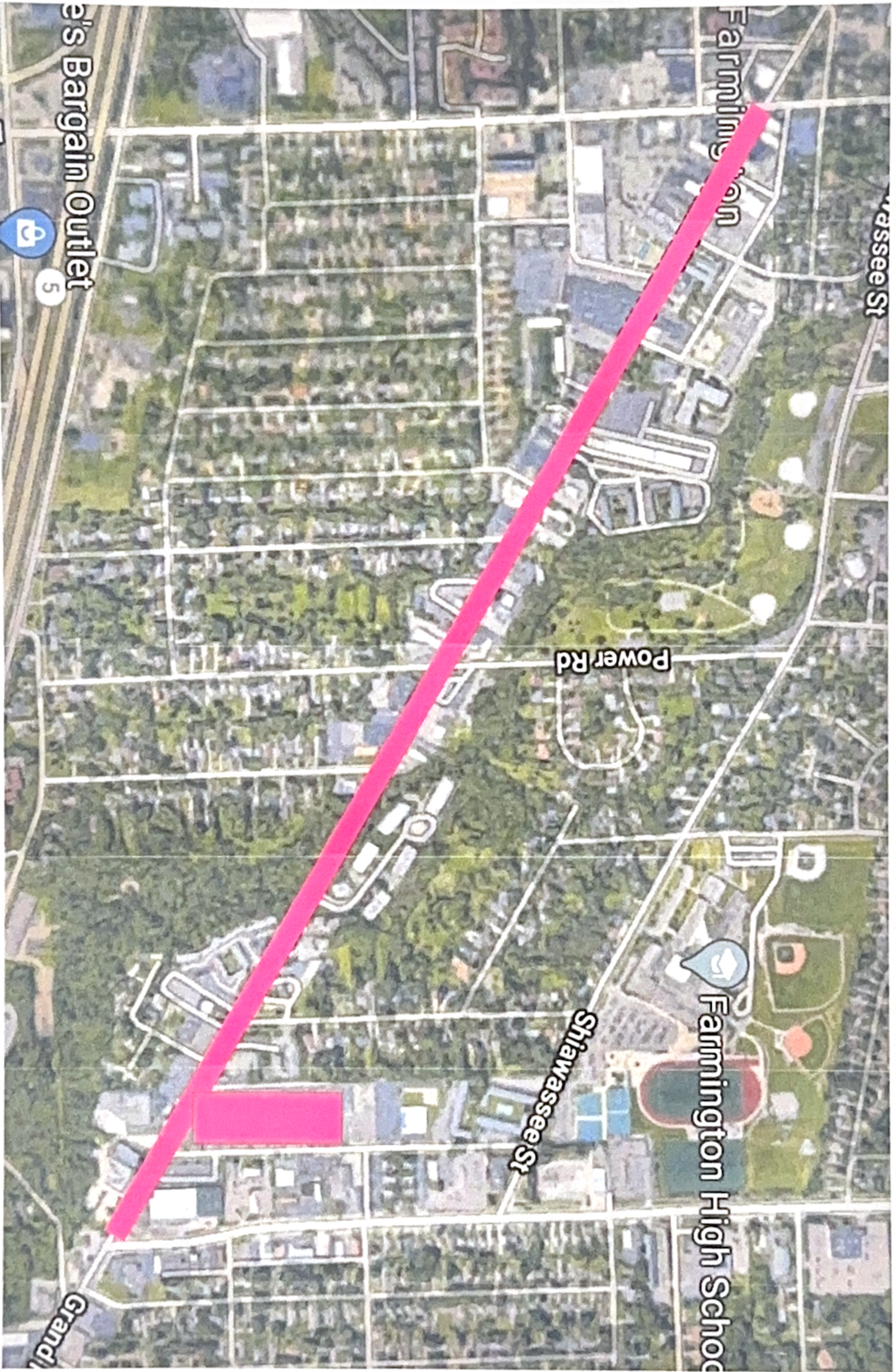
Color Run



Road Closed - Barricade



Parade Route & Staging





- Fencing
- Road Barricades
- Beer Tent (30x75ft)
- RV
- PortaJohns
- Stage
- Food Court Area
- Storage Cube
- 3-10x10ft Tents
- Tent (40x80ft)
- Kids Zone Area
- Vendor Areas
- Dog Pool
- Fido Fest Area

Farmington City Council Staff Report	Council Meeting Date: Feb. 18, 2025	Item Number 6B
Submitted by: David Murphy, City Manager		
Agenda Topic: RRRASOC presentation		
Proposed Motion: None		
Background: Resource Recovery and Recycling Authority of Southwest Oakland County General Manager Mike Csapo will give an update on Farmington's progress.		
Materials:		

CITY OF FARMINGTON

SOLID WASTE & RECYCLING

2024 METRICS

HOW WELL ARE WE RECYCLING?



Materials Recycled



Materials Reused



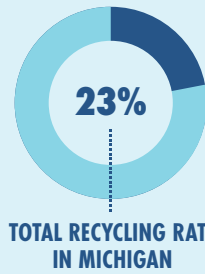
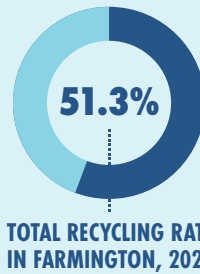
HHW Properly Managed



Yard Waste Composted



3,824 TONS
TOTAL SOLID WASTE



FARMINGTON
HAD A **HIGHER**
RESIDENTIAL
RECYCLING RATE
THAN THE
MICHIGAN
AVERAGE.

HOW MUCH DID IT COST?

(per capita)

\$113.70
SOUTHEAST MICHIGAN
(regional average)

FARMINGTON
SPENT **43%**
BELOW THE
REGIONAL
AVERAGE!

\$64.88
FARMINGTON



ENVIRONMENTAL IMPACTS



Energy Saved



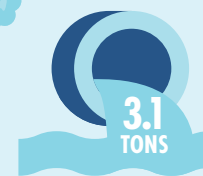
Reduced CO₂e



Trees Saved



Reduced Air/Waterborne Emissions



RRRASOC

**THE RECYCLING
AUTHORITY**

Farmington City Council Staff Report	Council Meeting Date: February 18, 2025	Item Number 7A								
Submitted by: Charles Eudy, Superintendent										
Agenda Topic: Consideration to authorize purchase of replacement Van for Water & Sewer										
Proposed Motion: Move to authorize the purchase of a 2025 Ram 2500 ProMaster C/V HR 136 wb from LaFontaine CDJR-Lansing in the amount of \$49,699.00.										
Background: The current Fiscal Year budget has funds allocated for the replacement of Water & Sewer Crew Chief Van #15. The current truck is a 2014 Chevrolet Savana 2500 equipped to conduct Miss Digs and water meter installation/reading. Most DPW pick-up trucks and vans are on an 8 year or 12-year replacement schedule. This van is the Crew Chief's van and logs considerably more hours and miles, so it should have been replaced in 2022, but due to other replacements we held onto this vehicle a couple additional years. Chevrolet and GMC vans are only available in white exterior color, quotes were requested for Chevrolet and GMC vans, but no quotes were provided because we requested the van to be red. The Ford Transit is comparable to the Ram ProMaster, but the ProMaster is available in the medium height roof with a shorter wheelbase than the Ford. Public Works Administration recommends accepting the quote from LaFontaine CDJR-Lansing 6131 S. Pennsylvania Avenue, Lansing, MI 48911 in the amount of \$49,571 plus \$2.00 per mile delivery fees totaling \$49,699.00 which reflects the State Michigan MiDeal state bid for this vehicle and equipment. <table data-bbox="115 1333 1031 1480"> <tr> <td>Berger Chevrolet (MiDeal)</td> <td>No Quote</td> </tr> <tr> <td>Todd Wenzel GMC (Mi Deal)</td> <td>No Quote</td> </tr> <tr> <td>Lunghamer Ford of Owosso (Macomb County)</td> <td>\$52,232</td> </tr> <tr> <td>LaFontaine CDJR-Lansing (MiDeal))</td> <td>\$49,699</td> </tr> </table> Outfitting of the van with bulkhead, shelving, and inverter will be completed by Truck & Trailer Specialties a MiDeal approved vehicle outfitter.			Berger Chevrolet (MiDeal)	No Quote	Todd Wenzel GMC (Mi Deal)	No Quote	Lunghamer Ford of Owosso (Macomb County)	\$52,232	LaFontaine CDJR-Lansing (MiDeal))	\$49,699
Berger Chevrolet (MiDeal)	No Quote									
Todd Wenzel GMC (Mi Deal)	No Quote									
Lunghamer Ford of Owosso (Macomb County)	\$52,232									
LaFontaine CDJR-Lansing (MiDeal))	\$49,699									
Materials: LaFontaine CDJR-Lansing Quote # 021025										

LaFontaine CDJR-Lansing

6131 S. Pennsylvania Ave.

Lansing, MI 48911

517-394-1022-Direct

517-394-1205-Fax

mdeacon@lafontaine.com

Name: City of Farmington
Address: 23600 Liberty St.
City: Farmington State: MI Zip: 48335
Contact: Joshua Leach
Phone: 248.473.7250 ext 5112
Email: jleach@farmgov.com

Date: 2/10/2025

Quote 021025

State of Michigan Contract 240000001206		
VF2L13	2025 Ram 2500 ProMaster C/V HR 136 wb	\$45,161.00
22B	3.6L V6	
PR4	Flame Red Clear	
B7X9	Black Vinyl Bucket Seats	
TBB	Full Size Spare Tire	\$266.00
AZ3	Upfitter's Prep Package	\$446.00
LCP	Cargo Area Lighting -LED	\$446.00
GXK	Additional Key Fobs (2)	\$243.00
GLB	Rear Hinged Doors w/Fixed Glass	\$400.00
CSR	Rear Assist Handles	\$136.00
CME	Wood Floor	\$446.00
CCK	Slush Mat Front Walk Thru	\$162.00
ACL	Roadside Safety Kit	\$176.00
XFH	Class IV Receiver Hitch	\$446.00
CTE	Side Wall Paneling U&L	\$531.00
ATT	Power Group	\$446.00
ALV	Storage Group	\$266.00
	Per Contract Delivery is \$2.00 a mile one way mileage	\$128.00
	64 miles	
	Total Cost:	\$49,699.00

Signed Michelle Deacon

Please note payment is due within 30 days of delivery. Any invoices paid after 30 days may be subject to a 1.5% late fee

Farmington City Council Staff Report	Council Meeting Date: February 18, 2025	Item Number 7B
Submitted by: Charles Eudy, Superintendent		
Agenda Topic: Salt Storage Structure Deposit		
Proposed Motion: Move to approve the deposit to Clear Heights Construction LLC in the amount of \$187,315.45 for the reconstruction of the Salt Storage Structure, located at 33720 W. 9 Mile Road.		
Background: City Council approved the proposal from Clear Heights Construction LLC (CHC) at the January 21, 2025, City Council Meeting for the demolition and reconstruction of the salt storage structure located at 33720 W. 9 Mile Road. CHC has provided the required bonding, and insurance documentation. CHC has applied for permitting. Legal counsel has reviewed and approved the documentation from CHC. Section 2: General Sales Conditions Article C: Payment Terms of the contract requires a 35% deposit (\$187,315.45) to begin ordering materials. Proposed start date is April 14, 2025, substantial completion September 1, 2025, and final inspection October 1, 2025. Public Works Superintendent recommends approving the deposit payment for the Salt Storage Structure reconstruction to Clear Heights Construction LLC located at 6686 Wilson Ave S.W., Grandville Michigan 49418 in the amount of \$187,315.45.		
Materials: Clear Heights Construction LLC invoice #8242-1 RSJA Law notice		

Clear Heights Construction, LLC.

6686 Wilson Ave S.W.

Grandville, MI 49418

Fax: (616) 930-3345 Phone: (800) 787-1862



Invoice

DATE	INVOICE #
2/6/2025	8242-1

BILL TO:
City of Farmington 23600 Liberty St. Farmington, MI 48335

SHIP TO:
City of Farmington DPW 33720 W. 9 Mile Rd. Farmington, MI 48335

SALES REP.	Job#	BBS SOURCEWELL #	FARMINGTON SOURCEWELL #	TERMS
JD	CA-8242	071223-BRT	155197	NET 15

QUANTITY	ITEM CODE	DESCRIPTION	UNIT PRICE	AMOUNT
1		48' x 60' Britespan Atlas Structure		
1		Concrete foundation and floor around perimeter		
1		Existing building demolition, cut-outs, and concrete removal		
1		New asphalt inside building		
1		Excavation for footings and fill for floor		
1		Electrical package		
1		Bonds for performance and payment		
1		Permits		
1		Testing		
1		Engineering		
TOTAL CONTRACT AMOUNT: \$535,187.00				
		35% Deposit per order agreement		\$ 187,315.45

Thank you for your business.			Total Due	\$ 187,315.45
-------------------------------------	--	--	------------------	----------------------

ELIZABETH KUDLA SAARELA
esaarela@rsjalaw.com

27555 Executive Drive, Suite 250
Farmington Hills, Michigan 48331
P 248.489.4100 | F 248.489.1726
rsjalaw.com



ROSATI | SCHULTZ
JOPPICH | AMTSBUECHLER

February 7, 2025

Charles J. Eudy, Superintendent
Department of Public Works
City of Farmington
33720 West Nine Mile Road
Farmington, MI 48335

Re: *Salt Storage Building Installation – Clear Heights Construction – Contract, Bonds and Insurance*

Dear Mr. Eudy:

We received and reviewed the contract, bonds and insurance for the Salt Storage Building Installation Project. The contract, bonds and insurance appear to be in order.

Feel free to contact me with any questions or concerns in regard to this matter.

Very truly yours,

ROSATI SCHULTZ JOPPICH
& AMTSBUECHLER PC

A handwritten signature in blue ink, appearing to read 'Elizabeth Kudla Saarela', is written over a horizontal line. The signature is fluid and cursive.

Elizabeth Kudla Saarela

EKS

C: Meaghan Bachman, Clerk
Dave Murphy, City Manager
Chris Weber, Assistant City Manager
Thomas R. Schultz, Esq.

Farmington City Council Staff Report	Council Meeting Date: Feb. 18, 2025	Informational
Submitted by: Melissa Andrade, Assistant to the City Manager		
Agenda Topic: Minutes from City's Boards and Commissions		
<p>CIA: February meeting canceled DDA: January 2024 Historical: January meeting canceled Parking: No parking meeting this month Pathways: February meeting canceled Planning: January 2025 ZBA: February meeting canceled Library: January 2025 - draft Commission on Aging: January minutes not yet approved Farmington/Farmington Hills Arts Commission: January minutes not yet posted Commission on Children, Youth and Families: January 2025 Emergency Preparedness Committee: January minutes not yet approved</p>		



8:00AM Wednesday, January 8, 2025
City Hall Conference Room
23600 Liberty Street
Farmington, MI 48335

MINUTES

The meeting was called to order by Todd Craft at 8:41am.

1. Roll Call

- a. Present: Todd Craft, Johnna Balk, Sean Murphy, Claire Perko, Donovan Singleton
- b. Others Present: Kate Knight, Jess Westendorf, Walker
- c. Absent: Tom Pascaris, Shawn Kavanagh, Linda Deskins, James McLaughlan

2. Approval of Consent Agenda

- a. **Minutes: December 4, 2024 DDA Regular Meeting**
- b. **Minutes: November 12, 2024 DDA Design Committee Meeting**
- c. **Minutes: December 12, 2024 DDA Design Committee Meeting**
- d. **Minutes: October 11, 2023 DDA Executive Committee Meeting**

Motion by Balk, seconded by Singleton, to approve the items on the consent agenda. Motion passes unanimously.

3. Approval of Regular Agenda

Motion to remove item 8 from the agenda and approve the amended agenda by Singleton, seconded by Murphy, to approve the items on the regular agenda. Motion passes unanimously.

4. Public Comment

Opened and closed by Craft at 8:43am.

5. Executive Director Report

Public art is in progress at Masons Corner.

National Main Street Accreditation is scheduled for February 21, to be hosted at Blue Hat and followed by a celebration of Main Street and Masons Corner.

Capital Improvement Planning Meeting is in progress.

Master plan kickoff is January 28th.

The DDA Board has three positions opening in March 2025. Todd Craft is finishing his maximum term of more than nine years, serving as Chair for the last several as the DDA has achieved recognition for MDA Organization of the Year and GAMSA Semi-Finalist. He intends to continue serving in a Business Development Committee role, as does Linda Deskins, who finishes a full term and has graciously agreed to continuing volunteering on the Organization Committee. Claire Perko will continue for a second term on the DDA Board.

6. Publication of Annual TIF Report

Motion by Singleton, seconded by Perko, to authorize the publication of the Fiscal Year 2024-25 Annual Report on the DDA website. Motion passes unanimously.

7. Consideration to Approve 2025 Calendar of Events

Motion by Murphy, seconded by Perko, that the Board shall approve the 2025 Events Calendar. Motion passes unanimously.

9. Consideration to Approve Agreement Dinan Park Open Land Lease

Motion by Perko, Seconded by Balk, to approve DDA receipt of Open Space Lease agreement and annual payment schedule going forward, beginning in December 2025. Motion passed unanimously via roll call.

Ayes: 5, Balk, Singleton, Craft, Murphy, Perko

Nays: 0,

Absent: 4, Pascaris, Kavanagh, McLaughlan, Deskins

10. Consideration to Approve Warren Construction Pay Request #2 Masons Corner

Motion by Perko, Seconded by Singleton, to approve Pay Order #2, in the amount of \$175,010.00 to Warren Construction for Masons Corner for services rendered. Motion passed unanimously via roll call.

Ayes: 5, Balk, Singleton, Craft, Murphy, Perko

Nays: 0,

Absent: 4, Pascaris, Kavanagh, McLaughlan, Deskins

11. Consideration to Approve Detroit Design Center Payment of Balance of Public Art Installations for Masons Corner (Art Swing and Unity Torch)

MOTION by Perko, SECONDED by Singleton, to authorize DDA executive director to pay balance of \$76,200.00 to Detroit Design Center upon installation and completion of Art Swing and Unity Torch sculptures. Motion passed unanimously via roll call.

Ayes: 5, Balk, Singleton, Craft, Murphy, Perko

Nays: 0,

Absent: 4, Pascaris, Kavanagh, McLaughlan, Deskins

12. Committee Updates:

- a. **Promotions Committee** – Fantastic engagement on latest Bicentennial celebration video between Christmas and New Year. Over 30K views and excellent collaboration between Farmers Market, City, DDA, and FCT to all co-host and share the video launch.
- b. **Organization Committee** – Open position discussed during the Executive Director Update.
- c. **Business Development Committee** – Has not met but will be meeting with Oakland Thrive next week.
- d. **Design Committee** – Met on art park promenade and connection through Hillside Townes. Connection between Riley and Art Park crossing grand River will be a major consideration.
- e. **Public Art Committee** – Met on art park promenade. Will meet to take over the moving of Faces of Farmington sculpture to discuss passive promotion of art in February.

13. Other Business

Celebrated the certificate of proclamation from Michigan Downtown Association for being the Organization of the year.

Discussed pathways committee survey that was posted on City's Facebook Page. Discussed improving collaboration between departments and organizations.

Craft communicated that there is a board seat available on the Friends of the Library Board.

14. Board Comment

Craft: One more meeting as chair. Expressed want and need to continue momentum and direction with whom takes the next chair position.

15. Adjournment

Motion by Balk, seconded by Singleton to adjourn. Motion passes unanimously.

Dates of Interest:

February 4, DDA Board Regular Meeting

February 5, DDA Board Regular Meeting, 8am

February 21 National Main Street Accreditation all day and Masons Corner Donor Celebration, 6-8pm

FARMINGTON PLANNING COMMISSION PROCEEDINGS
23600 Liberty Street
Farmington, Michigan
January 13, 2025

Chairperson Perrot called the meeting to order in Council Chambers, 23600 Liberty Street, Farmington, Michigan, at 7:00 p.m. on Monday, January 13, 2025.

ROLL CALL

Present: Crutcher, Gray, Kmetzo, Mantey, Perrot,
Absent: Majoros, Westendorf

A quorum of the Commission was present.

OTHER OFFICIALS PRESENT: Chris Weber, Assistant City Manager; Brian Belsky, Director of Media, Brian Golden, Director of Media, Bonnie Murphy, Recording Secretary.

APPROVAL OF AGENDA

MOTION by Kmetzo, seconded by Crutcher, to approve the agenda.
Motion carried, all ayes.

APPROVAL OF ITEMS ON CONSENT AGENDA

A. November 11, 2024 Minutes

MOTION by Kmetzo, seconded by Crutcher to approve the items on Consent Agenda.
Motion carried, all ayes.

ELECTION OF OFFICERS

- A. Accept Nominations for Chairperson**
- B. Accept Nominations for Vice Chairperson**
- C. Accept Nominations for Secretary**

Chairperson Perrot introduced this item and stated there are three positions on the Planning Commission and former protocol called for a nomination for the position and acceptance of the nomination and then a vote.

Commissioner Crutcher asked if there could be one vote to just move forward with the current board as it is slated and Weber replied there is no issue with that.

MOTION by Crutcher, supported by Mantey, to move to approve the current slate of officers of the Planning Commission to serve in the same capacity for the 2025 year .
Motion carried, all ayes.

UNFINISHED BUSINESS

a. Master Plan Update

Chairperson Perrot introduced this item and turned it over to staff.

Assistant City Manager Weber stated as reported last meeting, OHM was chosen as the consultant to help us with our Master Plan, our Downtown Master Plan, and our Parks & Rec Master Plan, so we are working on a contract with them currently and should be signed by the end of this week. The first meeting for this whole process is going to be Tuesday, January 26th, we are all going to meet that day and circling over the administrative topics. We do have a listing of phases that this project will take place in, there will be five phases, I passed out a sheet that I put together that describes those phases that just gives you a general idea for when things will be happening as part of this process. We'll post this on the website for people, once the website gets developed, this is just a rough sketch of things that will happen. But the first phase which will happen in February and March is really kind of an internal phase where we come up with a communications and engagement strategy, OHM starts collecting data and reviewing all of our current plans and then create a website that's going to coordinate the whole project and come up with communication materials for the public. So, that's all kind of internal for February and March. Starting April-May timeframe is when they'll really take a look at Farmington's specific conditions, where things are at now and start getting an idea of what should be put together in the final document. And really where the community will start coming in will be in June through August, that's when a community survey will go out, our consultant will be meeting with small groups to solicit their input, maybe it's brokers, maybe it's local businesses, that sort of thing. And then also, there will be a large community workshop that people can come in and provide their feedback. And then going into August through November is the Phase 4 which is developing the plan where they'll be working on putting together the documents and analyzing specific areas to concentrate on for the development of the City. They have a pretty good idea of which areas of the City are going to be focus areas that will really be the eastern side of town going down Grand River and Orchard Lake, so it will be specific areas for those locations. And then Phase 5 which will happen December through January, there will be another public outreach to show what's been come up with to date and get feedback from the public and then finalizing the plan. So, it's about a year long process with again the community really getting involved in the June through August timeframe.

Perrot thanked Weber for the additional information and the update and he then opened the floor for comments or questions from the Commission.

b. Capital Improvement Plan

Weber stated the first meeting of the Steering Committee that helps the Planning Commission put together the documents, we collected information from all the different boards and commissions and department heads and put together a list of new projects to add to the plan, totaling about twenty new projects totaling about 16 million dollars. And then also recognizing the completion and the removal of about 9 million dollars of projects, so we got quite a bit done in the last year and we can report on that at a future meeting. So, we've got two more meetings that we're going to be working on the Capital Improvement Plan and it should come, a draft of that, either in February or March to the Planning Commission for their review.

NEW BUSINESS

A. Planning Commission 2024 Annual Report

Perrot introduced this item and turned it over to staff.

Weber stated that for a number of years now we have put together an annual report for the Planning Commission which you have in your packet is the 2024 Annual Report and it just summarizes all the different things that the Planning Commission has addressed over the 2024 calendar year. It's just a real nice tool to track all of the things that the Planning Commission has done. You know, a lot of times you try to look back and say okay, when was this decision made or that project got off the ground, so there's a one or two page annual report for each year where you can find those projects so you don't have to go through each packet, you can just look at the Annual Report and see what's been done.

Perrot stated that's exactly why he likes this tool for that exact fact, for example talking with neighbors and fielding questions and things like that, just because we vote and approve something doesn't mean that the shovels go into the ground the next day. We've had plenty of business that has come across our plate that never comes to light, sometimes you just get contractors that just put feelers out there and then they decide to go do something else or whatever, so these are really handy and personally I appreciate these. He then opened the floor for questions or comments from the Commission.

Commissioner Kmetzo asked if there is a required number of meetings that the Planning Commission needs to have per year and Weber replied he is not aware of a required number. As long as there's business, we'll have a meeting and if there's not, we do not need a meeting.

UPDATE – CURRENT DEVELOPMENT PROJECTS

Perrot introduced this item and turned it over to staff.

Weber stated where the Annual Report came in handy is we have some work going on on Grand River, I don't know if everyone has noticed, but Los Tres Amigos is doing work on their patio and I was going to report the date that that was approved by the Planning Commission and I went to these Annual Reports to track it down and it happened, they came here in April of 2021. And Covid hit and kind of put the brake on that project and now they're picking it up again.

Crutcher asked if they had to come back before the Planning Commission for approval and is there an expiration on approvals and Weber replied that is not deemed necessary because they are not making any changes.

Crutcher then asked for clarification if there are not changes they don't have to come back there is no expiration and Weber replied he will look into that and get back with the answer. Crutcher then stated Detroit has an expiration date after approval and that's why he was asking and further discussion was held. Weber stated they came back to get their building permits and if the Building Official felt there was a problem, he would have directed them back to the Planning Commission.

Weber continued with his update saying that Mason's Corner is close to being a completed project, they're working on the gas lines that are going to connect the main art feature, that's a fire feature, so that should be done by the end of this week or next and then plantings will go in in the Spring and there should be a grand opening at the park.

Perrot asked if that track of land that runs from Farmington Road back to Memorial Park and Weber replied Memorial Park would be the corner where the World War I monument is, and Perrot said that's a City park and is that City property?

Weber replied Memorial Park is a City property. The City got a lease from the Mason's for the corner of Grand River and Farmington, we probably have a little bit of right-of-way but there was a substantial amount of their land that they gave a 99-year lease to build the park on. Weber stated he thinks there was a lease that was existing for part of it, and we designed the park and wanted more space and they were very nice in allowing us to sign a lease for additional space.

Perrot stated we do a good job taking care of parks and public property so I think for a small town we should give ourselves a pat on the back, those guys do a great job year-round.

Weber stated and we keep adding to them so the DPW Director is very accommodating. He went on to report our Pathways Committee are looking at crossings on Grand River. We walked from Halstead all the way down past Orchard Lake, so the whole length of Grand River so we thought about different points where crossings might be helpful to the public and came up with a number of them. And a survey was sent out to collect feedback and very shortly we had over 350 response which is amazing for a survey to get that much feedback so rapidly, along with 175 or more written comments in the feedback, so people are really interested in that will definitely pass all that feedback onto our Master Plan Committee and have that analyzed as part of the Master Plan process.

Crutcher asked if the DDA was involved in those conversations and Weber replied the DDA became involved, unfortunately there wasn't the best communication between those groups, so but the DDA has boosted that message through their channels now as well.

Crutcher stated with the Maxfield development there is some plans for a connective park and one of the things that came up in discussion was the thought of crossing Grand River at Grove Street, so if they're looking at it, those pathways, then that's something that should be looked at or at least that should be part of the conversation.

Weber stated a lot of it had to do with areas outside of the downtown, there's a lot of options, although most of the feedback from the residents had to do with the crosswalks within the downtown. Really it was as you head out downtown east, there's really not too many places to cross Grand River from downtown all the way to, there's one crossing on Power Road and then the Orchard Lake crossing, so there's not a lot of good options there. And then heading west out of town, there's no crossing by the Mansion, there's no crossing by Women's Park. You see a lot of traffic crossing Grand River, not at any crosswalks so where to put the crosswalks and how to put them in, that's another challenge because that's not a Farmington Road, it's a State road and they have a lot of regulations. The speed limit on Grand River is 45, so getting people across the road safely is another issue. Crutcher said it's not 45 there and Weber replied it goes from 25 to 35 to 45 as you're heading out towards Halstead. Crutcher said from Farmington to Shiawassee, it's 25 right there and Weber replied it's 35 by the Mansion because I know we had a complaint on that and counterintuitively if you want to lower the speed limit, you have to have a study done. And maybe you're all aware but if you do the study and you find out that traffic is moving faster than what the posted speed limit is, then you need to raise the speed limit, not lower it. So, it's kind of a tricky situation so if you think people

are going too fast through there, you do the speed study and then you have to raise the speed limit, rather than lower it.

Perrot stated I am really happy that the focus is not just on the downtown because there are plenty of residents that I've heard from for years that have said why is the City only focused on the downtown. Why is all of our money, all of our time and effort, all of the volunteers and this, that and the other thing, I've heard it from people that live in Farmington and people that don't live in Farmington but I'm really happy to hear you say that. I live down right by where you're saying with one crosswalk on the east end right by Power, there's that one, and I've got kids so I'm very concerned about crosswalks and stuff like that, so I'm happy to hear that and appreciate it.

Weber said other than that, we've had a couple ribbon cuttings over the past couple months, we had Talia's Salon open and Bijous Salon and Day Spa. We've had a couple business openings in Joe's Coney Island and Pop Up Pickleball, Joe's Coney Island being where the old Panera was.

There are a couple of businesses opening in the next couple of months. We have Spruce & Ash opening up in the downtown, Lone Light Spirits late spring and Sante's Stove anticipating opening around springtime.

Gray asked if there was any update on Dream Tacos and Weber replied they're getting close to opening soon in the old KFC location and Perrot stated they also own Rolling Stoves.

Weber stated that the City has been talking with the MEDC as a redevelopment ready community, Farmington has access to resources to help with their planning and development and we're talking with the MEDC now about them funding a study for our parking requirements for the downtown and doing sort of a benchmarking and best practice review of what our standards are and that may take place and come before the Planning Commission at a later date.

PUBLIC COMMENT

None heard.

PLANNING COMMISSION COMMENT

Commissioner Crutcher was commended for his ten years of service on the Planning Commission and Perrot thanked him for his expertise and commitment of time that he has rendered to the City in his tenure.

ADJOURNMENT

MOTION by Crutcher, supported by Mantey, to adjourn the meeting.
Motion carried, all ayes.

The meeting was adjourned at 7:26 p.m.

Respectfully submitted,

Secretary

Farmington Community Library Board of Trustees
Study Session - 5:00 p.m. - January 9, 2025
Board Meeting - 6:00 p.m.

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

Board Members Absent: None

Staff Members Present: Siegrist, Baker, Showich-Gallup, Peterson

Staff Members Absent: None

CALL TO ORDER

The Study Session was called to order at 5:07 by President Ernie McClellan.

MASTER PLAN DISCUSSION

ADJOURNMENT

The Study Session was adjourned by President McClellan at 6:00.

Regular Meeting

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

Board Members Absent: None

Staff Members Present: Siegrist, Baker, Showich-Gallup, Peterson

Staff Members Absent: None

CALL TO ORDER

The Regular Board Meeting was called to order at 6:05 by President Ernie McClellan.

APPROVAL OF AGENDA

MOTION by White to approve the Agenda for the January 9, 2025 Board meeting, adding the item of swearing in a new board member, was supported by Brown.

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

Opposed: None

Motion passed.

SWEARING-IN

Dr. Steven Snead, of Farmington, is sworn in as a member of the Farmington Community Library Board of Trustees. All eight board seats are now filled.

APPROVAL OF MINUTES

MOTION by White to approve the Minutes of the Regular Board Meeting held December 12, 2024, was supported by Muthukuda.

Vote: Aye: All in favor

Opposed: None

Motion passed.

TREASURER'S REPORT

MOTION by Brown to approve paying December 2024 operating bills totaling \$395,172.05 was supported by Doby.

Vote: Aye: All in favor

Opposed: None

Motion passed.

MOTION by Brown to receive and file the December 2024 financial reports was supported by Muthukuda.

Vote: Aye: All in favor

Opposed: None

Motion passed.

FRIENDS' REPORT (S. Charlesbois)

- Oscar Shorts cannot return this year, due to several factors.
- Friends Board is considering a cities-wide postcard mailing.

- Fall Author will be Kiley Reid (novels include *Such a Fun Age* and *Come and Get It*). Date to be announced.

LIBRARY DIRECTOR'S REPORT (K. Siegrist)

- Thank-yous received from Bosch (for ongoing relationship with FCL) and from the Optimists (for a donation made by the Friends).
- Sona Avedikian, FCL graphic designer, illustrated the picture book *Lost Words: An Armenian Story of Survival and Hope*. The book was named one of the Best Books for Kids for 2024 by the New York Public Library.
- Sherri Vaughn, FCL librarian and grant expert, has obtained a \$5,000 sponsorship from T-Mobile to support the Summer Reading Program.
- Artwork from Farmington Public Schools PTA's Reflections Contest winners is on display at Twelve Mile through February 13.
- Both buildings will undergo an ADA Compliance Review with the Eastern Michigan Disability Network.

- The annual mingle and grab-a-bagel event with the Farmington Chamber of Commerce will be held April 13.
- Sarah Zitter, FCL Marketing Director, is tracking programs by attendance as well as by number of views to help staff better understand which programs generate interest as well as attendance.

UNFINISHED BUSINESS

Tax Capture

No motion. (Topic will return in February, after S. Snodgrass and E. McClellan obtain final legal input.)

SUBCOMMITTEE UPDATES

Finance (K. Brown)

- Treasurer Brown highlights amounts in MI Class accounts – listed in monthly financial reports.

Facilities (S. Snodgrass)

- Summary of January 2 committee meeting:
- S. Zitter will bring updated information on outdoor digital sign to board again at February meeting.
- New night cleaners started on January 2.
- Rocks in parking lot islands will be augmented in spring.
- Next Facilities meeting will be February 6.

MOTION by Snodgrass to approve the Master Plan created by MCD as a working vision for FCL was supported by Brown.

Vote: Aye: All in favor

Opposed: None

Motion passed.

Personnel (D. Muthukuda)

- Committee will meet with K. Siegrist on January 23 to discuss the director's evaluation.
- Comparing to other libraries, FCL's hours and holiday closures are in line with surrounding communities.

MOTION by Muthukuda to set the FCL minimum wage at \$12.48 to align with the State of Michigan was approved by Doby.

Vote: Aye: All in favor

Opposed: None

Motion passed.

MOTION by Muthukuda to update paid leave policies for full-time and part-time employees as well as for shelvers / aides / substitutes in order to align with the Michigan Paid Leave Act was supported by Brown.

Vote: Aye: All in favor

Opposed: None

Motion passed.

New business

None

CORRESPONDENCE

None

PUBLIC COMMENT

H. Missaghi, Farmington Hills: please consider staying open later, on holidays. Also, please avoid using "old" for describing patrons of more maturity.

M. Showich-Gallup: thank you for valuing relationship with DDA and not changing the amount of tax capture.

TRUSTEE COMMENT

S. Snodgrass: how do patrons like the outdoor lockers? (Report will be coming.)

C. Doby: Thank you again to K. Siegrist and M. Showich-Gallup for help with Farmington Elks Warm Welcome event. Thank you to board members who judged Elks scholarship essays.

S. Snead: board might consider when on agenda Public Comment should occur.

E. McClellan: K. Siegrist and EM have talked about possibly opening a portion of the library on closed days, or finding ways to provide service outside of hours. Lockers are a part of this. Please come to MLK Day activities (all weekend). EM acknowledges National Day of Mourning for President Jimmy Carter.

ADJOURNMENT

The Board meeting was adjourned by President McClellan at 7:43. The next meeting of the Library Board is scheduled for Thursday, February 13, 2025, at 6:00 pm.

Respectfully Submitted,

Jim White, Secretary
Library Board of Trustees

MEETING MINUTES
FARMINGTON/FARMINGTON HILLS
COMMISSION ON CHILDREN, YOUTH, & FAMILIES
JANUARY 9, 2025
COMMUNITY ROOM, FARMINGTON HILLS CITY HALL,
31555 W. ELEVEN MILE RD., FARMINGTON HILLS, MI. 48336

1) Call to Order

- A. Meeting called to order at 6:01 pm
- B. "Dad joke" shared to start meeting
- C. Bhumika brought cookies for the commission in celebration of the New Year
- D. Quorum announced
 - a. Members present: Roderick Wallace, Jordan Scrimger, Brian Spitsbergen, Tammy Luty, Marie Sarnacki, Tanya Nordhaust, Alisa Valden, Bria Barker-Lewis, Bhumika Mistry
 - b. Members absent: Sharon Snodgrass, Ashley Gabb, Adam Whitfield
 - c. Liaisons present: Doug Edwards (YMCA), Pat Spelman (Farmington Public Safety), Marla Parker (47th District Court), Sarah McCarthy (FCL), Angie Smith (FPS Board)
 - d. Others present: None

2) Approval of Agenda

- A. The following edits were proposed:
 - a. Correcting the meeting date to January 9, 2025
- B. Moved by Tammy
- C. Seconded by Rod
- D. Motion passes unanimously

3) Approval of November 7, 2024 Minutes

- A. The following edits were proposed:
 - a. Spelling of Kristel's name
 - b. Spelling of elected school board member names
- B. Moved by Marie
- C. Seconded by Rod
- D. Motion passes unanimously

4) Youth Division Update

- A. Holiday party for MS students. Archery open shoots and HAWK on Friday's nights, Free archery event with FHPD tonight, Nature field trips on March half-day with fishing at Founders Park later in the year.
- B. Camps scheduled for Feb/March breaks.
- C. No MLK events as school is not in for MLK – referring to the library for activities of interest.
- D. Rod asked about discounts available for low income community members – Free child

care is available at the HAWK's nest for members (8am-noon and 4pm to 8pm) and non-members pay only \$5 for child care. Scholarships are available for programs as well.

E. Tammy shared that she did drop off paints and rocks as discussed at the last meeting.

5) Issues Committee Update

- A. Meeting was not held this month. Jordan proposed new time for meeting on 2/4/25 @ 6pm to allow for attendance in light of time conflict. Members agreed to this time.
- B. Discussed activities wheel and officer elections at the next meeting. Descriptions of responsibilities are in the by-laws. Bhumika shared she is unable to attend next meeting.
- C. Discussed commission participation at the Library event on March 3rd – due to difficult timing it appears the commission will not participate directly but will share flyers and event information through other participants. Doug offered for the YMCA to share such items.
- D. Ashley was not at tonight's meeting but had shared she will run the Volunteer Recognition – discussed linking with Farmington Youth Assistance for discussion. Marla discussed keeping the event the same or possibly not doing the event at the discretion of the commission. Linking with other agencies may not work as the other agencies have very specific limitations on their events (i.e. recognizing youth only etc.). Jordan will link Ashley with FYA.
- E. Tammy shared that she was able to work with the Mayor of FH and secure a proclamation for World Kindness Day and has also received the same from Farmington. Angie presented the idea to the school board but was denied due to some members feeling that if a proclamation for Palestine could not be given, it was not fair for this to be given either.
- F. Tanya gave an update on the Career/Hiring Fair. It will be 3/10/25 @ 6-8pm. Members are asked to attend and support the program. New this year, tables for interviewing. Tanya assured the commission that there is no need for screens for privacy or that there will be no overlap in the needs of participants to interview possible hires. Marla discussed the ongoing interest by Corwell to participate in the program but Tanya has not yet contacted them.
- G. Jordan shared a flyer for a program that she has put together to address the text incidents from last fall that gathered local and national coverage to young /women of color. She has worked with Monica at the Better Business Bureau as well as Robin from Washtenaw Area Council for Kids to put together a program for youth and parents. This is scheduled at the HAWK for 2/10/25 6:30-8:30pm. Discussed wording of the flyer – specifically mis/disinformation wording – and alternative wording options. Discussed working with schools for extra credit for attendance as well as connecting with the school program “OK 2 Say”. Angie suggested linking with Superintendent Kelly Coffin to discuss this program.
- H. Jordan proposed \$400 budget for the event to support a stipend for speakers from outside our area, printed materials and snacks.
 - a. Seconded by Brian, and budget motion passed unanimously.
 - b. Doug shared some suggestions for support of this program.

- I. Survey results were discussed in detail by Rod; thanks to Jordan and Ashley for support and technical assistance. Two hundred responses were received with 11% being children/youth. After discussion Rod, asked the commission to pick three items in each of the areas of “concerns, needs and what to do with \$1000” and bring them to the commission meeting next month for further discussion. Liesl offered the use of Kahoot as an option for continued follow up or additional surveys and suggested using pictures for youth feedback. The commission will consider who could benefit from this data and make decisions about sharing it forward.

6) New Business and Announcements

- A. YMCA – Holiday party was a success with hot chocolate bar and a roving snowman. They are working with Jessica for an event to address sleep concerns and will share a flyer.
- B. FPS – Angie shared that the new members of the school board were sworn in by Marla Parker. There will be two openings coming this year; one in June and one in November.
- C. FPS – Pat discussed the transition to the Ice Rink events of the winter and the skate times set for kids.
- D. 47th court – Marla shared that caseloads are up from last year, both civil and criminal, this year. Numbers were down during the Sars-cov-2 pandemic.
- E. Library – Sarah shared that there are lots of events on schedule for teens for fun and volunteer opportunities as well as discussion of the teen advisory board. Spring events are planned and coming soon. There are winter break activities planned and adaptive story time series that is scheduled. Parent workshops will also be coming.

7) Public Comments

- A. None

8) Adjournment

- A. Before closing meeting, Jordan utilized a randomizer to select numbers to choose which of the survey respondents would win the gift cards.
- B. Moved by Rod
- C. Seconded by Tanya
- D. Motion passes unanimously
- E. Meeting adjourned at 7:38 pm