



**Special City Council Meeting  
6:00 p.m., Tuesday, July 6, 2021  
Farmington City Hall  
23600 Liberty Street  
Farmington, MI 48335**

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## **SPECIAL MEETING AGENDA**

- 1. Roll Call**
- 2. Approval of Agenda**
- 3. Public Comment**
- 4. Special Event Application: Festival on Masonic Lawn**
- 5. MTC Purchase Agreement**
- 6. Other Business**
- 7. Public Comment**
- 8. Council Comment**
- 9. Adjournment**

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

**Farmington City Council  
Staff Report**

**Council Meeting Date:**  
July 6, 2021

**Item  
Number  
4**

**Submitted by:** David Murphy

**Description:** Consideration to Approve Farmington Masonic Temple #151 Event Application.

**Proposed Motion:**

Move to approve Special Event Request to hold "Festival on Masonic Lawn" by the Farmington Masonic Temple #151 on their property on July 15 - July 17<sup>th</sup> from 10:00 am to 10:00 pm.

**Background:**

The City received a request from David Dereczyk, Temple Board President, Farmington Free and Accepted Masonic Temple #151 to hold the "Festival on Masonic Lawn" event. This is similar to the events they have held on their property during previous Founders Festivals. They want to go from 10:00 am to 10:00 pm July 15 - July 17<sup>th</sup>.

**Attachments:**

The original Event Application. I am waiting for more information and clarification, but in the interest of time I am attaching what I have.

Masonic event application – Founders Festival

Dear David Murphy and Melissa Andrade,

Please find attached in this packet the requested information including a different title as to not conflict with **Farmington's Founders Festival**. We are calling our **Festival on Masonic Lawn**

There is also a detailed map or drawing indicating the areas we are using. Please note these are all within Masonic Temple property and there is no use of public property planned.

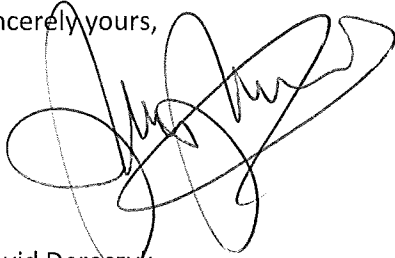
A copy of the proof of insurance as requested.

The vendors are seasoned crafts persons, and we will see to it that any tents or canopies will be well secured either by spikes or sandbag.

Upon completion of the City of Farmington special event application please note that this is not a Riley Park site application. The small venue will be as has been in the past, a small group of vendors entirely on the Masonic Temple lawn. We've invited vendors who have been here before and most recently from the list of participants of 2018 and 2019, our most recent and last endeavor. Invitations and contracts are still coming in and out and the amount of expected persons and vendors is at this point is the estimated **maximum**.

Please advise any other recommendations or requirements as we will comply and respond as soon as possible.

Sincerely yours,

A handwritten signature in black ink, appearing to read 'David Dereczyk', written over a large, stylized circular scribble.

David Dereczyk

Temple Board President

Farmington Free and Accepted Masonic Temple #151

Farmington, MI 48336

248-320-0818

### Masonic Event Application - Founders Festival

Melissa Andrade <mandrade@farmgov.com>

Fri 6/25/2021 9:34 AM

To: ddd320@hotmail.com <ddd320@hotmail.com>

📎 1 attachments (143 KB)

2020 SPECIAL EVENTS APPLICATION.pdf;

Hi Mr. Dereczyk,

After reviewing the special event application, it looks like you will need to file a revised application that addresses the following:

*Summer Fest -*

- **Change the name of your event**, since it conflicts with an already-approved event that is separate from yours.
- **Provide a detailed map or drawing of all of the areas to be used**, including any public property. Given the **number of people expected to be downtown at this time**, the City needs to know exactly what areas are to be affected by your particular use.
- **Provide proof of insurance for your event**. The minimum insurance requirements are in the attachment to this e-mail.
- Since you indicate that you are using tents, **please indicate how they will be secured to the ground (e.g., weighted)**, so that the City can confirm safety.
- **Please show on the map/drawing the layout of any booths or tents**, for the same reason.

Your application will need to be reviewed and approved by the City Council, so please submit this additional information to both me and the city manager, who is copied on this email, by next Thursday at noon.

Thank you.

Sincerely,  
 Melissa Andrade  
 City of Farmington  
 Assistant to the City Manager  
 248-474-5500, ext. 2221

*name : Summerfest*

*\* map :*

*# of people :*

*proof of insurance :*

*tents secured :*

*\* map of layout :*

Event Name Festival on the Masonic Lawn

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 9 Festival on the Masonic Lawn

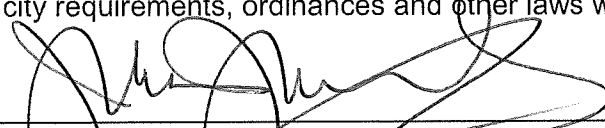
CERTIFICATION AND SIGNATURE: I understand and agree on behalf of myself or the sponsoring organization, the following:

- 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.

6/29/21  
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: Farmington Free and Accepted

Individual/Organization Phone: 248-419-0371  
Masonic Lodge #151

Individual/Organization Address: 23715 Farmington Rd, Farmington  
Michigan 48336

Organization's Contact: DAVID DERECZYK Phone: 248-320-0818

Contact's Title: Temple Board President E-mail: dodd320@hotmail.com

Address: 30647 Country Ridge Circle, Farm. Hills, MI  
48331

Event Name: "Festival on the Masonic Lawn"

- 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: Funds for Masonic Community projects  
Event Dates: Setup 7/15/21 4-8pm; Fri 7/16 and Sat 7/17  
Event Times: 10<sup>am</sup>-10<sup>pm</sup> 10<sup>am</sup>-10<sup>pm</sup>  
Event Location: 23715 Farmington Rd (corner Gr. River Rd  
↓ Farmington Rd  
Number of People Expected: 10-15  
Contact Person on Day of Event: DAVID DERECZYK  
Phone: 248-320-0818  
Email: ddd 320-0818  
Estimated Time of Setup: 2 hours  
Estimated Time of Cleanup: 2 hours

Crowd Control Plans:

Several members of lodge present and monitoring traffic.

Sidewalk use?  YES  NO

If yes, describe sidewalk use:

Vendors set up along existing walkways surrounding the Masonic lodge grounds



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

YES  NO

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

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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 checked="" type="radio"/> YES	<input type="radio"/> NO	Quantity: <input type="text" value="10"/>
Tents/Canopies	<input checked="" type="radio"/> YES	<input type="radio"/> NO	Quantity: <input type="text" value="10"/>
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="5"/>
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:

Origami Owl, Kimberley's Diamond Coalmine  
Kiss of Color, My Garden of Earrings, SLM Sale  
Cutco Cutlery, Great Lake Treasures  
Ear Fashion, Lulu Roe Clothes

*\*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:

- local craft persons
- Warner Mansion Historical Assoc.
- Blue Hat Coffee

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

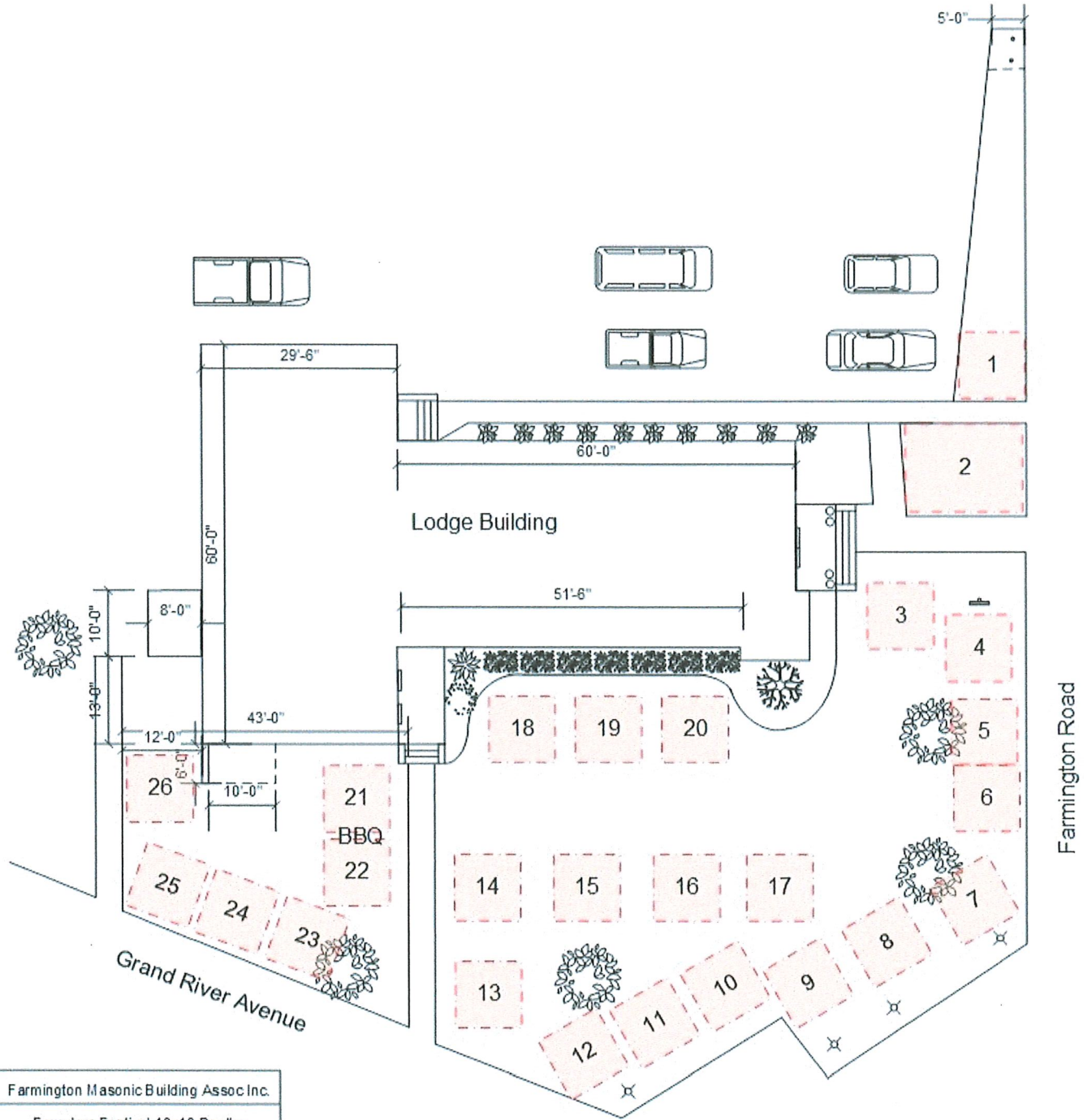
If yes, refer to Policy Section 8 for requirements and describe the size and location of your proposed signs. All signage must be approved by the City Manager's Office.

**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 Masonic Building Assoc Inc.
Founders Festival 10x10 Booths
Rev 1.9   GGB   June 2018
Scale: 1" = 20'

**THE CINCINNATI INSURANCE COMPANY**  
**MEMORANDUM OF INSURANCE**

Policies of insurance as described below have been issued and are in force at this time, and held by The Grand Lodge of Free and Accepted Masons of Michigan

Mailing Address:     c/o Gary Bouwkamp  
Farmington Masonic Temple Association  
23715 Farmington Rd  
Farmington, MI 48024

Constituent Lodges and/or Temple Associations of The Grand Lodge of Free and Accepted Masons of Michigan, only if scheduled on the policy.

Locations Covered:     23715 Farmington Rd, Farmington, MI 48024

COVERAGES	INSURER	POLICY NUMBER
COMMERCIAL PACKAGE	THE CINCINNATI INSURANCE COMPANY	ETD0608698

**COVERAGES**

**LIMITS OF COVERAGE**

**PROPERTY**

**DEDUCTIBLE \$2,500**

Building :	\$1,411,100
Contents :	\$65,000
Business Income:	INCLUDED
Equipment Breakdown:	INCLUDED
Social Services Property Form :	INCLUDED

**TOTAL PREMIUM: \$5,999**

All policies effective from April 1, 2021 at 12:01 a.m. to April 1, 2022 at 12:01 a.m.

This Memorandum of Insurance neither amends, extends nor alters the insurance afforded by the policy designated above. The Memorandum of Insurance is issued on behalf of the insurers named above, each member of Cincinnati Insurance Company.

**DATE AMENDED: March 17, 2021**



# The Campbell Group

4808 Broadmoor Ave SE  
Kentwood, MI 49512

Phone: (800) 748-0351

Fax: (800) 847-3129

Farmington Masonic Temple Asso c/o Gary Bouwkamp  
23715 Farmington Rd  
Farmington, MI 48024

Invoice # 340086	Page 1 of 1
Account Number GRANL0D-01	Date 3/19/2021
Balance Due On 4/15/2021	Transacted By OSTEVENS
Amount Paid	Amount Due \$5,999.00

## Remit Payment To:

The Campbell Group  
Attention: Accounting  
P.O. Box 1788  
Grand Rapids, MI 49501

Commercial Package Policy Number: ETD0608698 Effective: 4/1/2021 to 4/1/2022

Item #	Trans Eff Date	Due Date	Trans	Description	Amount
6180034	4/1/2021	4/15/2021	RENB	Renewal of CPKG Effective 4/1/2021	\$5,999.00

Payment Due Upon Receipt. Thank you

**Total Invoice Balance: \$5,999.00**

The Farmington Masonic Temple Association Presents

FOUNDERS FESTIVAL ON THE LAWN

2021 EVENT CONTRACT

SET-UP DAY	EVENT DAYS
Thursday July 15 2021	Friday July 16 and Saturday July 17
4:00 pm until 8:00 pm	10:00 am until 10:00 pm

Space Rental Fee: \$200.00 per 10' x 10' space. Please return pages 1 and 2

This event happens Rain or Shine. There are no refunds.

Contact Name: \_\_\_\_\_

Company or Product Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_

E-Mail: \_\_\_\_\_

I request # \_\_\_\_\_ Booths @ \$200.00 = \$ \_\_\_\_\_ Total Fee

A minimum 50% Deposit is required with your application.

**Payable to:**

The Farmington Masonic Temple Association

**Mail to:**

FOUNDERS FESTIVAL COMMITTEE  
23715 Farmington Road  
Farmington, Michigan 48336

Any questions? Contact Vendor Coordinator:  
David Dereczyk: 248-320-0818 or ddd320@hotmail.com



The Farmington Masonic Temple Association Presents  
FOUNDERS FESTIVAL ON THE LAWN

SET-UP DAY	EVENT DAYS
Thursday July 15 2021 4:00 pm until 8:00 pm	Friday July 16 and Saturday July 17 10:00 am until 10:00 pm

Vendor Risk and Indemnification Agreement

In consideration of my participation in this event and with the understanding that my participation in this event is only on the condition that I enter into this agreement for myself and my heirs and assignees I assume the inherent and extraordinary risks involved with the Downtown Farmington Founders Festival in the use of the Farmington Masonic Temple Association equipment, facilities and or property and any other activities connected with this event in which I may voluntarily participate. I expressly assume the risk of and accept full responsibility for any and all injuries (including death) and accident that may occur as a result of any and all injury to my person or property as a result of my participation in this event and release from liability the Farmington Masonic Temple Association, their agents, employees, directors, officers and representatives. I waive any claim I may later have because of any injury to my person or property because of my participation in this event, my use of the Farmington Masonic Temple Association equipment, facilities and/or property and any other activities connected with this event in which I may voluntarily participate.

I agree to indemnify the Farmington Masonic Temple Association and any other persons or organizations named above for all claims, including attorney costs and fees, that may be brought against any of them by anyone claiming to have been injured as a result of any injury to me or my property; or as a result of injury or property damage caused by my actions, my property, or the goods sold by me at this event; or that may occur as a result of this event.

I confirm that I have read and fully understand this release, that I am of lawful age and legally competent to make this agreement.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_



The Farmington Masonic Temple Association Presents  
FOUNDERS FESTIVAL ON THE LAWN

SET-UP DAY	EVENT DAYS
Thursday July 15 2021 4:00 pm until 8:00 pm	Friday July 16 and Saturday July 16 10:00 am until 10:00 pm

**Vendor Contract & Rules**

- Set-up for the event will take place on Thursday July 15th 2021 starting at 4:00 PM. Unloading will take place in the Masonic Hall parking lot located on the North side of the hall Please do not leave your vehicle or trailer in this lot; remove your vehicle as quickly as possible.
- Upon arrival, please check-in with a Staff person. This Staff person will show you to your designated area and supply you with your Festival Vendor Tag.
- The Downtown Farmington Founders Festival is scheduled to run from 10:00 AM until 10:00 PM each day.
- Returning vendors will be given advance standing in acceptance until April 15<sup>th</sup> 2021. After this date all vendors will be accepted in the order in which they are received.
- Certain crafter and vendor spots have been assigned to create a better flow for the event. If you do not have an assigned spot, you will be offered an available spot on a first come first serve basis.
- Each vendor is responsible for all sales. Please provide any change (money) you will need for the event. (There are banks located on Grand River Avenue and Farmington Road.)
- You must include a copy of your Michigan Sales Tax License Number (TR or 38.) If one is NOT included, Form 2271. (Concessionaires Sales Tax Return and Payment) will be furnished to you the day of your arrival. You are responsible to pay your own sales tax to the State of Michigan.
- Vendors are responsible for keeping track of their items. Any lost or stolen items are the sole responsibility of the owners, thus the City of Farmington, the Farmington Masonic Temple Association, its members, staff, or volunteers working the event accept no responsibility for loss or damage. There is no security provided during the Founders Festival events or after set-up. There is to be NO alcohol, firearms, tobacco products, illegal substances or unsafe liquids allowed on the Masonic property.
- Cooking is prohibited on the Masonic Temple Association property.
- Do you have any questions during the event? Please see a member, staff, or volunteers of the Masonic Hall. (Member and Workers will be wearing identification badges.)
- Electricity is not available except by prior arrangement. Also, dependent on booth location.
- Generators are not permitted.

Thank you for being a Farmington Masonic Temple Association Vendor this year.



City of Farmington  
Economic & Community Development Dept  
23600 Liberty St  
Farmington, MI 48336  
(248) 474-5500  
Fax (248) 473-7261

**TEMPORARY SPECIAL EVENT PERMIT  
APPLICATION**

Business name and type: Farmington Free and Accepted Masonic Lodge #151

Address: \_\_\_\_\_ Business Phone #: \_\_\_\_\_

Name of applicant: DAVID DELECZYK

Applicant's address: 30746 Country Ridge Circle, Farmington, MI 48331 Phone #: 248-320-0818

Email address: ddd32p@hotmail.com

Responsible Party (if different from Applicant) \_\_\_\_\_

Phone number and email for Responsible Party \_\_\_\_\_

Type and name of Business: "Festival on the Masonic Lawns"

Hours of operation: Fri 7/16/21 Sat 7/17/21 10a-10pm

**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 special event.**

As the duly authorized individual or agent of the sponsoring organization, I hereby apply for approval of this special event, affirm the above information, and agree that I (or the sponsoring organization) will comply with the City's Temporary Special Event Permit requirements and rules and all other City requirements, ordinances, and other laws which apply to this temporary special event.

\_\_\_\_\_  
APPLICANT'S SIGNATURE  
\_\_\_\_\_  
DATE

- Submission Checklist:  
Signed application  
Scaled Plan with requested information  
Landlord approval (if business is a tenant)

Right of Way Permit application if needed, for any use of City or public property, including sidewalks, parking areas, or open spaces  
Insurance certificates showing City as additional insured (if applicable)

Please submit all documents to the City of Farmington Economic & Community Development Department by mail, drop off, fax at number above or email to [kchristiansen@farmgov.com](mailto:kchristiansen@farmgov.com)  
Please allow 48 hours for review of complete applications. Once any temporary measures or fixtures are installed please call 248.474.5500 24 hours prior to opening for inspection.

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**FOR OFFICE USE ONLY**

Date Submitted \_\_\_\_\_ Layout Drawing \_\_\_\_\_  
Landlord approval \_\_\_\_\_ Approval Date \_\_\_\_\_  
Application Approved: \_\_\_\_\_ Permit # \_\_\_\_\_  
Inspection complete: \_\_\_\_\_