



**Regular City Council Meeting  
7:00 p.m., Monday, December 3, 2018  
Conference Room  
23600 Liberty Street  
Farmington, MI 48335**

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## **REGULAR MEETING AGENDA**

- 1. Roll Call**
- 2. Approval of Agenda**
- 3. Public Comment**
- 4. Special Event Application – Founders Festival**
- 5. Consideration to Adopt Oakwood Cemetery Crypt Lot Fee's**
- 6. Council Liaison Updates on Boards and Commissions**
- 7. First Reading of Proposed Pedestrian Crosswalk Ordinance**
- 8. Discuss Renting Riley Park Ice Rink**
- 9. Schedule Date for Board and Commission Re-Appointment Interviews**
- 10. Other Business**
- 11. Council Comment**
- 12. Adjournment**

<b>Farmington City Council Agenda Item</b>	<b>Council Meeting Date:</b> December 3, 2018	<b>Item Number</b> <b>4</b>
<b>Submitted by</b> <b>Melissa Andrade</b>		
<b><u>Agenda Topic</u></b> 2019 Founders Festival as presented by Chamber of Commerce Executive Director Mary Martin.		
<b><u>Proposed Motion</u></b> Move to adopt resolution approving the 2019 Founders Festival which includes approving event locations, authorizing road closures and applications for temporary liquor licenses.		
<b><u>Background</u></b> The Greater Farmington Area Chamber of Commerce will present its plans for the 2019 Founders Festival which include moving the whole event from the downtown to Shiawassee Park. The 2019 Festival will take place from July 18 until July 21.  Attached is a resolution approving dates for the Festival, event locations, authorizing closing of roads, and authorizing applications for a temporary liquor license.		
<b><u>Materials Attached</u></b> Letter to Council Special Events Application Resolution		
<b>Agenda Review</b>		



November 28, 2018

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

Re: Founders Festival 2019

Dear City Council:

At the annual Greater Farmington Area Chamber of Commerce Strategy and Planning meeting, Nov. 15, the GFACC Board of Directors approved a motion to relocate the entire 2019 Founders Festival to Shiawassee Park. This was based on thoughtful discussion and in consideration of many factors including but not limited to:

- Parking
- Weather
- Space allocation
- Beer Tent
- Security
- Cost effectiveness
- Sponsor benefit, and
- Business impact

Attached is the first draft of the map, which depicts significant elements of the Festival from last year, including Fido Fest, color run, bingo, vendors, touch a truck and the beer tent, among others.

The GFACC held a meeting on Nov. 27 with Farmington DPW and Public Safety along with the City Manager and Mayor Schneemann to further discuss any concerns and address questions regarding the move. The major concerns were related to parking, marketing (signage), lighting and communication to the businesses. This is an ongoing effort but the Chamber would like to address these items individually:

#### **Parking**

The Chamber has been in contact with Farmington Public Schools to discuss use of Farmington High School parking lot (approx. 800 spaces), school administration building parking, Our Lady of Sorrows and the Freedom Gateway parking lot at the corner of Shiawassee and Orchard Lake Rd. We have not yet reached out to the owner of the lot beyond Freedom Gateway but will do so. We are also planning on a shuttle for handicap and senior citizens. There is also signage planned for parking within the downtown center and at the Maxfield Training Center for those who can take the stairs down to the park, with a focus on the little-known secret staircase and its close proximity to the downtown.



### **Marketing and Signage**

A dedicated workplan will be in place for marketing and signage. Change is not easy and of course longer lead time will hopefully result in less confusion overall. Plans will include parking signage, change of location, banners at Shiawassee and across Grand River stating Shiawassee Park as the location. We will also utilize press, and social media to help inform as soon as possible. The website and FB pages will inform on the new location and the map will be available online.

### **Lighting**

Lighting concerns were brought up by Public Safety. To ensure appropriate lighting, there will be a walkthrough of the area since new lighting has been installed and the GFACC will also look at placing light towers in the park as appropriate (between 3-4). Ensuring the path for people coming to and leaving the beer tent will be well lit.

### **Communication to Downtown Businesses**

In the past, the Festival spanned a weeks-time with many secondary events and celebrations occurring throughout the area. The Festival atmosphere was carried throughout with individual organizations and "mini-events" that created an extended celebration. For example, the beer tent used to be at the Farmington Elks Lodge on Orchard Lake, and there was a carnival at the Uptown Plaza on Mooney and Grand River just to mention a few that were not in the downtown area. However, in the recent past, businesses close during Festival and other businesses experience a decline. Conversely some businesses thrive during that time. The Chamber is working with the DDA to begin communicating with the merchants and businesses to gain a better understanding of the impact and what strategies can be considered for a mutually successful change.

The idea of getting merchants and business leaders to brainstorm on how to leverage the change is a possibility. For instance, the merchants could utilize Riley Park for a community sidewalk sale and/or pool resources for a party bus that stops at area restaurants and takes patrons back and forth to the beer tent. Think of the shuttle bus from Nemo's to Comerica Park!

The DDA has sent an email to the merchants to garner feedback and will do so again after the holidays.

The GFACC would like to respectfully thank City Council for thoughtfully considering the location change as we strive to make the Festival a new and fresh alternative to all the summer entertainment options in southeastern lower Michigan.

Best,

A handwritten signature in black ink that reads "Mary Martin". The signature is written in a cursive, flowing style.

Mary Martin  
Executive Director  
GFACC



<b>CITY USE ONLY</b>
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 city event that will bring in more than 100 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 60 days prior to the starting date of the event.

Sponsoring Organization's Name Greater Farmington Area Chamber of Commerce

Organization Phone: 248-957-9585

Organization Address: 32780 Grand River Ave. Suite 207A Farmington, MI

Organization's Agent: Mary Martin Phone: 248-957-9585

Agent's Title: Executive Director E-mail: mary@gfachamber.com

Agent's Address: Same

Event Name: Farmington Founders Festival

Event Purpose: To promote and celebrate the community of Farmington

Event Dates: July 18-21, 2019

Event Times: July 18; 5-11p, July 19; 10am-11pm; July 20; 10am-11pm, July 21; 12noon-5pm

Event Location: Shiawassee Park

Number of People Expected: 100K

1. **Type of Event:** Based on policy section 2, this event is:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> City Operated Event | <input checked="" type="checkbox"/> Co-sponsored Event | <input type="checkbox"/> Private Event<br><i>Prohibited in Riley Park</i> |
| <input type="checkbox"/> Non-Profit Event    | <input type="checkbox"/> For-Profit Event              |   |

2. **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 lot that you are requesting to be blocked off.

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

3. Vendors: Food Concessions (YES) (NO) Other vendors (YES) (NO)  
Food Truck (YES) (NO)

If food truck, please complete the food truck registration, which you can obtain from the City Manager's office.

If yes, refer to Policy Section IV.2.M for license and insurance requirements.

If yes, please list all of the vendors by vendor name:

Please refer to attached list from 2018. The same vendors will be asked to

Participate in 2019, in addition to local non-profit organizations.

4. 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: This request is not seeking approval for use of Riley Park.

See letter addressed to City Council regarding communication to local businesses within the Central Business District

5. Exempt Parking: Are you requesting exempt Parking? (See Policy Section 5)  
(YES) (NO)

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

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6. Other Requests:

Closure of Shiawassee Road, East of Farmington and West of Power

Also, closure of Grand River for Color Run and Parade, Saturday, July 20<sup>th</sup>

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**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: Please complete sign illustrations below.

**2 Banners Across Grand River and 2 Banners in Shiawassee Park.**

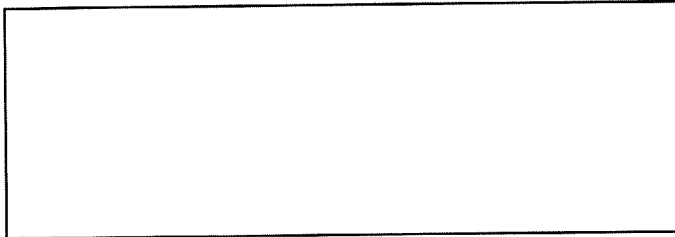
**Additional signage to promote and provide direction to the Shiawassee Park location will also be used.**

Signs or banners approved by the city of Farmington for special events shall be designed and made in an artistic and workman-like manner. THE CITY MANAGER MUST APPROVE ALL SIGNS. SIGNS CANNOT BE ERECTED UNTIL APPROVAL IS GIVEN.

Total square footage of the banner cannot exceed 32 square feet.

Banner Length

Width



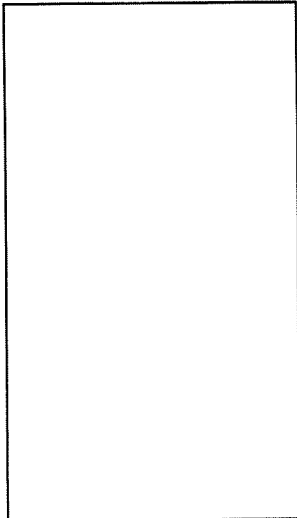
Write copy of banner in the box.

Total Square Footage of the sign cannot exceed eight square feet

Height

Write copy of sign in the box.

Width



7. CERTIFICATION AND SIGNATURE: I understand and agree on behalf of the sponsoring organization that:

- a. For public events, a certificate of insurance must be provided which names the city of Farmington as an additional named insured party on the policy. (see Event Policy Sec. IV.2.K for insurance requirements)
- b. Event sponsors and participants will be required to sign Indemnification Agreement forms. (refer to Policy Section IV.2.M)
- c. 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. (see Policy Section IV.2.L)
- d. All food vendors must be approved by the Oakland County Health Department, and each food and/or other vendor must provide the city with a certificate of insurance which names the city of Farmington as an additional named insured party on the policy. (see Policy Section IV.2.N)
- e. The approval of this special event may include additional requirements and/or limitations based on the city's review of this application, in accordance with the city's special event policy. The event will be operated in conformance with the written confirmation of approval. (see Policy Section IV.2.R)
- f. The sponsoring organization will 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, pursuant to Policy Sections IV.2 e and f.

As the duly authorized agent of the sponsoring organization, thereby apply for approval of this special event, affirm the above understandings, and agree that my sponsoring organization will comply with the city's Special Event Policy, the terms of the Written Confirmation of Approval and all other city requirements, ordinances and other laws which apply to this special event.

Nov 27, 2018

Date

*Mary Martin*

Signature of Sponsoring Organization's Agent

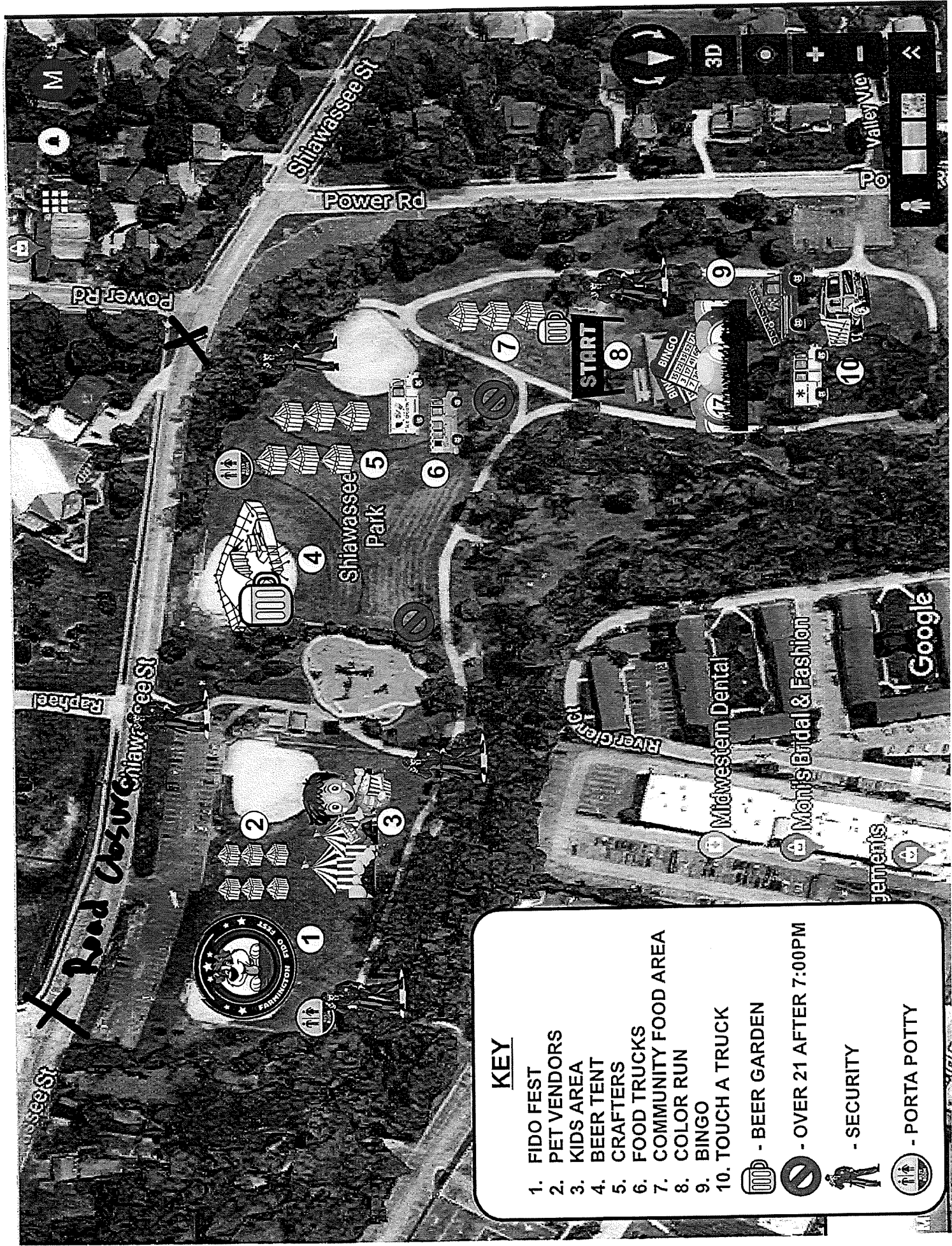
RETURN THIS APPLICATION at least sixty (60) days prior to the first day of the event to:

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

Phone: 248-474-5500, ext. 2221



<b>Farmington Founders 2018</b>
<b>Food</b>
Bestie's Frozen Treats
Billy Sims BBQ
Cottage Inn
Detroit BBQ Co.
Different Twist Pretzel
Gold Kettle Corn
Motor City Casino High Octane Food Truck
Naughty Boys Rolled Ice Cream
Razzy's
Tropic Love
What's Poppin' Kettle Corn
Seridiptiy



**KEY**

- 1. FIDO FEST
- 2. PET VENDORS
- 3. KIDS AREA
- 4. BEER TENT
- 5. CRAFTERS
- 6. FOOD TRUCKS
- 7. COMMUNITY FOOD AREA
- 8. COLOR RUN
- 9. BINGO
- 10. TOUCH A TRUCK
- BEER GARDEN
- OVER 21 AFTER 7:00PM
- SECURITY
- PORTA POTTY

**RESOLUTION NO. XX-XX-XXX**

**RESOLUTION**

**A RESOLUTION OF THE FARMINGTON CITY COUNCIL APPROVING THE GREATER FARMINGTON AREA CHAMBER OF COMMERCE'S *GREATER FARMINGTON FOUNDERS FESTIVAL FOR 2019* WHICH INCLUDES DATES, TIMES, LOCATIONS, AUTHORIZATION FOR ROAD CLOSURES, AND AUTHORIZATION TO APPLY FOR A TEMPORARY LIQUOR LICENSE.**

WHEREAS, the Greater Farmington Area Chamber of Commerce (GFACC) has prepared for the 2019 Greater Farmington Founders Festival; and

WHEREAS, the GFACC presented the Festival plan to the Farmington City Council; and

WHEREAS, the proposed event will require authorization from the City Council to close roads and parking lots for certain events and to authorize the GFACC to apply for a temporary liquor license.

NOW, THEREFORE BE IT RESOLVED that the Farmington City Council hereby approves the GFACC's request to hold the 2019 Greater Farmington Founders Festival with the following conditions:

1. **Days:** Thursday, July 18 - Sunday, July 21

2. **Hours of Operation:**

July 18: 5-11 p.m.

July 19: 10 a.m. – 11 p.m.

July 20: 10 a.m. – 11 p.m.

July 21: noon – 5 p.m.

3. **Location:** Beginning July 17 through July 21

a. Shiawassee Park;

b. Closure of Shiawassee Road, east of Farmington to Power Road

c. Closure of Grand River Avenue for Color Run and Parade the morning of Saturday, July 20

4. **Temporary Liquor Licenses:** Authorize the Greater Farmington Area Chamber of Commerce to apply for a temporary liquor licenses July 18 thru July 21 for the Beer Garden in Shiawassee Park.

5. **Other Authorizations**

a. Authorize the Department of Public Safety to apply for the permit necessary to close Grand River Avenue from 8 a.m. until 1 p.m. on Saturday, July 20 for the purpose of conducting parade activities and the Color Run.

- b. Hold the State of Michigan Department of Transportation harmless for liability, which may result in the closing of Grand River and authorize City departments to provide the service required for the Farmington Founders Festival.
- c. Allow Department of Public Works to coordinate with the City of Farmington Hills regarding banner placement over Grand River (21 day placement).

**RESULT:      APPROVED [UNANIMOUS]**

**MOVER:**

**SECONDER:**

**AYES:**

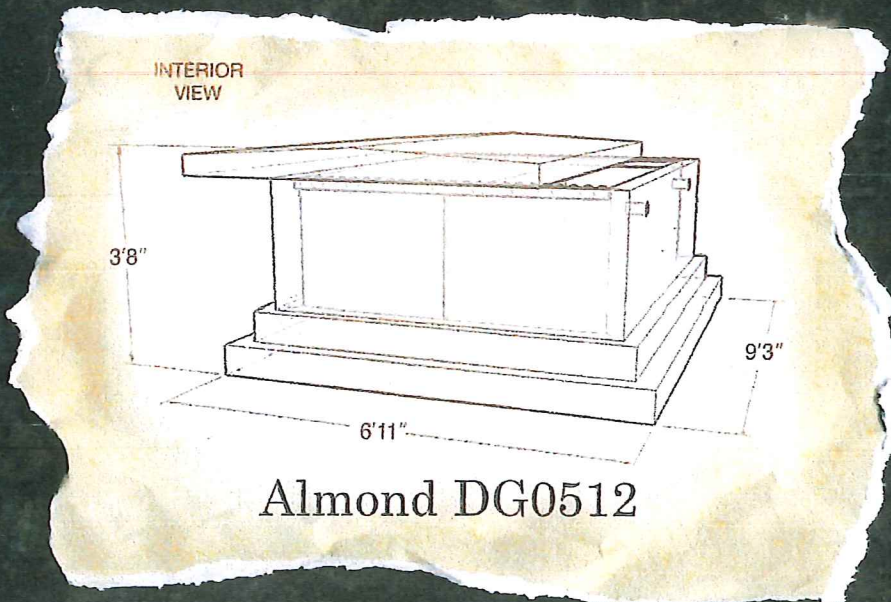
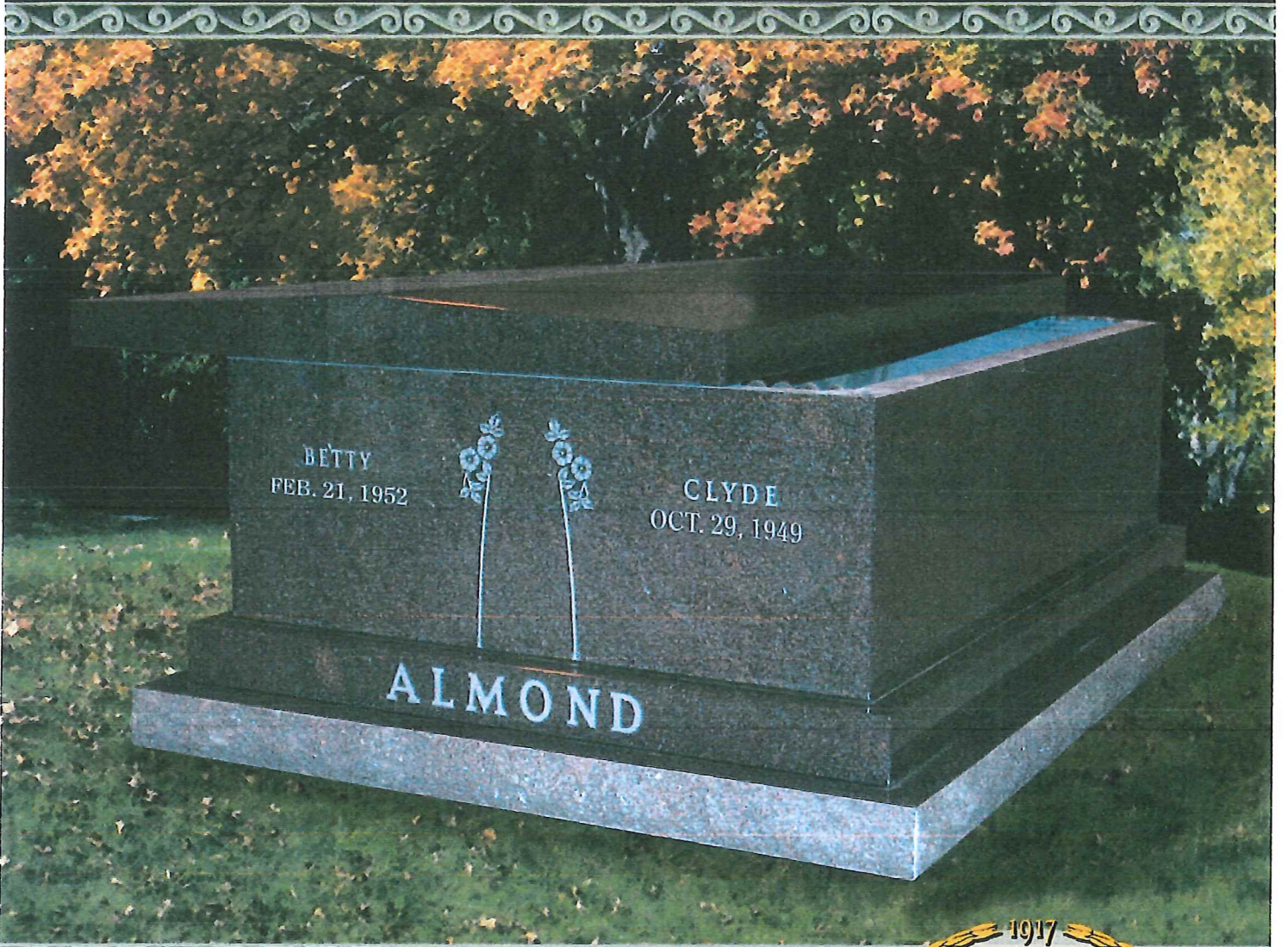
**ABSENT:**

I, Mary J. Mullison, duly authorized City Clerk for the City of Farmington do hereby certify that the foregoing is a true and correct copy of a motion adopted by the Farmington City Council at a regular meeting held on Monday, December 3, 2018 in the City of Farmington, Oakland County, Michigan.

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Mary J. Mullison, City Clerk

<b>Farmington City Council Staff Report</b>	<b>Council Meeting Date:</b> December 3, 2018	<b>Item Number 5A</b>																
<b>Submitted by:</b> Charles Eudy, Superintendent																		
<b>Agenda Topic:</b> Consideration to adopt Oakwood Cemetery Crypt Lot Fee's																		
<b>Proposed Motion:</b> Move to adopt Oakwood Cemetery Crypt Lot Fee's establishing the fee of \$4,500 for Farmington Resident and \$8,450 for non-Farmington resident.																		
<b>Background:</b> <p>Currently at the Oakwood Cemetery there are no graves available to sell. Oakwood Cemetery has an area which has been determined it could be developed to allow Cemetery Crypts. This area is shown on the drawing included in the staff report. This area could allow for up to eleven (11) Crypt Lots. The Crypt lot size is 12 feet x 16 feet in size.</p> <p>Expenses the City has incurred for the development of the Crypt Lots is:</p> <table border="0"> <tr> <td><b>Legal expense</b></td> <td>\$2,923.00</td> <td></td> </tr> <tr> <td><b>Engineering/Survey</b></td> <td>\$2,377.00</td> <td></td> </tr> </table> <p>The Most recent grave fees were:</p> <table border="0"> <tr> <td><b>Resident</b></td> <td>single grave \$900.00</td> <td>Full Lot \$3,600.00</td> </tr> <tr> <td><b>Non Resident</b></td> <td>single grave \$1,800.00</td> <td>Full Lot \$7,200.00</td> </tr> </table> <p>Crypt Lot fees should be set to recover our administrative expense of developing the Crypt Lots, Legal and Engineering/Survey cost. If City Council agrees with the recommended Crypt lot fees, Administrative staff recommend to set Oakwood Cemetery Crypt lot fees at a minimum fee of:</p> <table border="0"> <tr> <td><b>Resident</b></td> <td>\$4,500.00</td> </tr> <tr> <td><b>Non Resident</b></td> <td>\$8,450.00</td> </tr> </table> <p>Fees are reviewed annually and can be adjusted as needed.</p>			<b>Legal expense</b>	\$2,923.00		<b>Engineering/Survey</b>	\$2,377.00		<b>Resident</b>	single grave \$900.00	Full Lot \$3,600.00	<b>Non Resident</b>	single grave \$1,800.00	Full Lot \$7,200.00	<b>Resident</b>	\$4,500.00	<b>Non Resident</b>	\$8,450.00
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<b>Resident</b>	\$4,500.00																	
<b>Non Resident</b>	\$8,450.00																	
<b>Materials:</b> Oakwood Cemetery Crypt Location Map Example of a Crypt (monument_1)																		



Number of Crypts: 2  
 Weight: 21,000 lbs.  
 Thickness: Floor - 6 in. Walls - 4 in.  
 Roof - 6 in. Sub-Base - 6 in.  
 All-Granite Construction  
 Full Perpetual Warranty  
 Top Rolls Back on Hidden Hardware  
 Roof Locks into Place

Unit Price  
**\$36,487.1**

JOB BENCHMARK #200  
 SET COTTON SPINDLE VERTICALLY IN  
 N/SIDE OF 96" OAK TREE. ELEV 806.98

TRAVERSE POINT #100  
 N 354872.28  
 E 13388178.61 ELEV 806.93

TRAVERSE POINT #101  
 N 354685.45  
 E 13388454.08 ELEV 790.17

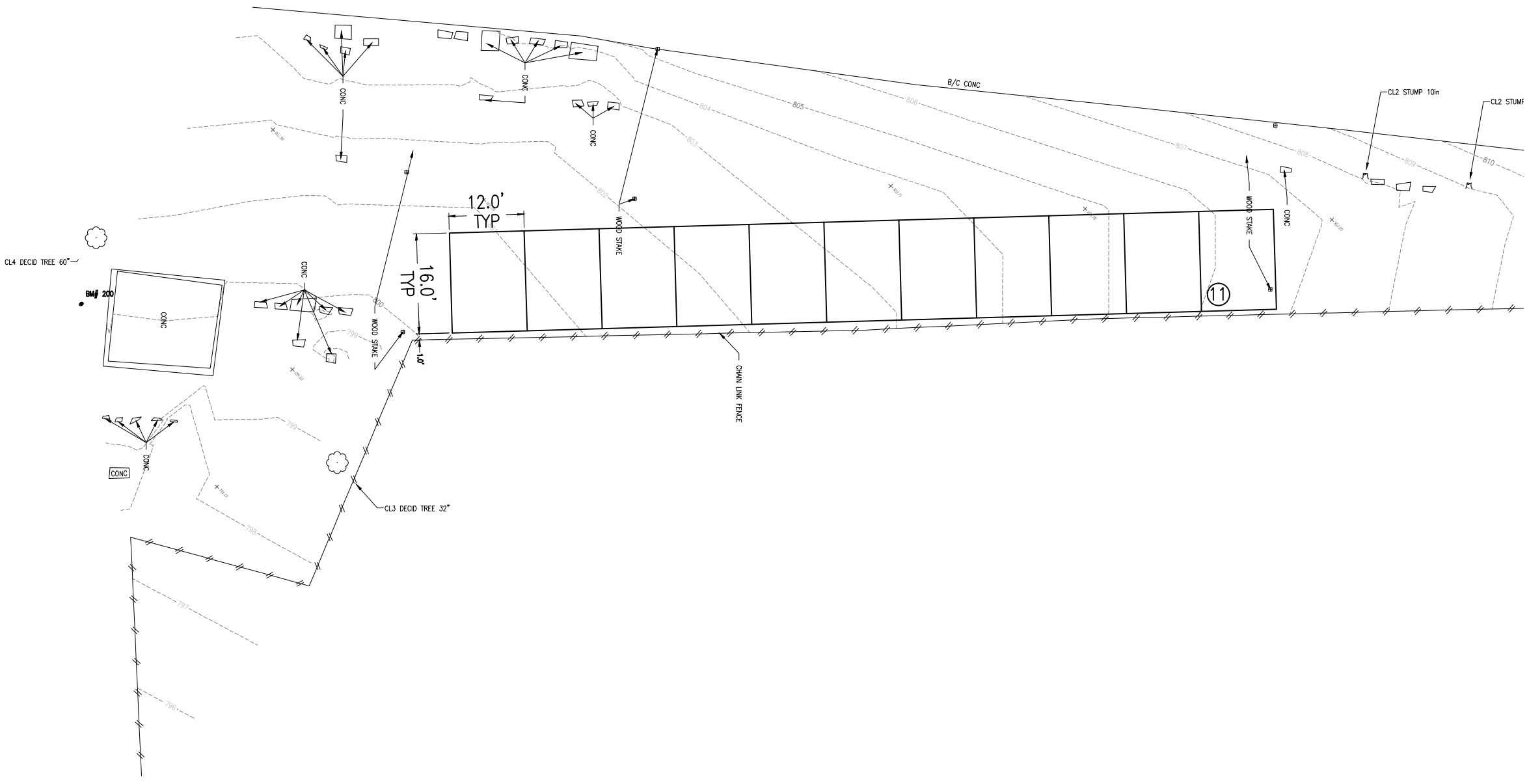
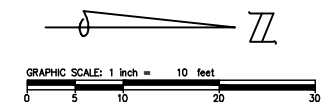
# OAKWOOD CEMETERY



ARCHITECTS ENGINEERS PLANNERS

34000 Plymouth Road  
 Livonia, MI 48150  
 P (734) 522-6711 | F (734) 522-6427

OHM-ADVISORS.COM



NO.	DATE	DESCRIPTION

NO.	DATE	DESCRIPTION

DATE	PROJ NUMBER	ENG	PROJ LEAD	CADD	COUNTY	MUNICIPALITY
	0111-24100	JH		SM	OHIO	CITY OF FARMINGTON
CITY OF FARMINGTON OAKWOOD CEMETERY CONSTRUCTION PLAN						

SHEET	
OF VALUE	



Know what's below.  
 Call before you dig.

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DRAWING PATH: P:\0101\_0125011170100\_Oakwood\_Cemetery\_Assistance\Drawings\Civil\Plans\_Constr\170100CON.dwg Dec 12 2017 8:18am

**Farmington City Council  
Staff Report**

**Council Meeting Date:**  
December 3, 2018

**Reference  
Number  
7**

**Submitted by:** Frank Demers, Public Safety Director

**Description** First Reading of Proposed Ordinance To Amend Chapter 31, Section 31-55 of the Farmington City Code of Ordinances, Requiring Motorists to Stop for Pedestrians Within A Crosswalk.

**Requested Action** Motion to Approve First Reading of Amendment to Chapter 31, "Traffic and Motor Vehicles," Article II, "Motor Vehicle and Uniform Traffic Codes," Division 2, "Uniform Traffic Code," of the City of Farmington Code of Ordinances to Add Section 31-55, "Pedestrians; Right-of-Way in Crosswalk"

**Background**

In an effort to enhance pedestrian safety and contribute to a more walkable community, City Administration is recommending the passage of a proposed ordinance that requires motorists to **STOP** for pedestrians within a crosswalk. This ordinance goes beyond the requirements listed in the Michigan Uniform Traffic Code (UTC) R 28.1702 Rule 702 that only requires motorists to YIELD to a pedestrian within a crosswalk. The City Attorney's office has drafted a proposed amendment to the Pedestrian Crosswalks ordinance.

At the September 3<sup>rd</sup> City Council meeting, Council agreed to move forward with the implementation of the proposed ordinance.

**Materials:**

Draft of Crosswalk Ordinance



**STATE OF MICHIGAN**  
**COUNTY OF OAKLAND**  
**CITY OF FARMINGTON**  
**ORDINANCE NO. C-\_\_\_\_-2018**

**AN ORDINANCE TO AMEND THE CITY OF FARMINGTON CITY CODE OF ORDINANCES, CHAPTER 31, "TRAFFIC AND MOTOR VEHICLES," ARTICLE II, "MOTOR VEHICLE AND UNIFORM TRAFFIC CODES," DIVISION 2, "UNIFORM TRAFFIC CODE," IN ORDER TO ADD A NEW SECTION AMENDING A PROVISION RELATED TO RIGHT-OF-WAY PEDESTRIAN CROSSWALKS.**

**THE CITY OF FARMINGTON ORDAINS:**

**PART I.** That Chapter 31, "Traffic and Motor Vehicles," Article II, "Motor Vehicle and Uniform Traffic Codes," Division 2, "Uniform Traffic Code," of the City of Farmington Code of Ordinances is hereby amended to add Section 31-55, "Pedestrians; Right-of-Way in Crosswalk," to read as follows:

Section 31-55. "Pedestrians; Right-of-Way in Crosswalk":

Rule 702 is amended to read as follows:

- (1) The driver of a vehicle shall stop for a pedestrian crossing the roadway within any marked crosswalk, or within any unmarked crosswalk at an intersection, except at intersections where the movement of traffic is being regulated by a police officer or a traffic control signal; and at such regulated intersections operators of vehicles shall stop for all pedestrians crossing or who have started to cross the roadway on the "go" or "walk" signal.
- (2) A person who violates this Section is responsible for a civil infraction.

**Part II            Severability**

Should any section, subsection, paragraph, sentence, clause, or word of this ordinance be held invalid for any reason, such decisions shall not affect the validity of the remaining portions of the ordinance.

**Part III            Savings**

This amendatory ordinance shall not affect violations of the zoning ordinance or any other ordinance existing prior to the effective date of this ordinance and such violation shall be governed and shall continue to be separately punishable to the full extent of the law under the provisions of such ordinance at the time the violation was committed.

**Part IV**      **Effective Date: Publication.**

This amendatory ordinance shall be effective 10 days after adoption by the City Council and after publication as provided by the Charter of the City of Farmington.

Ayes:

Nayes:

Abstentions:

Absent:

STATE OF MICHIGAN )

) ss.

COUNTY OF OAKLAND)

I, the undersigned, the qualified and acting City Clerk of the City of Farmington, Oakland County, Michigan, do certify that the foregoing is a true and complete copy of the Ordinance adopted by the City Council of the City of Farmington at a meeting held on the \_\_\_\_ day of \_\_\_\_\_, 2018, the original of which is on file in my office.

\_\_\_\_\_  
MARY MULLISON, City Clerk  
City of Farmington

Adopted:

Published:

Effective:

**Farmington City Council  
Staff Report**

**Council Meeting  
Date: December 3, 2018**

**Item  
Number  
9**

**Submitted by: Melissa Andrade**

**Agenda Topic:**

Discuss the possibility of renting Riley Park Ice Rink for private parties

**Proposed Motion:**

NA

**Background:**

A couple of organizations have contacted the city and asked to rent the ice rink for private parties. While this might be a great idea to help generate rink revenue and increase usage, our Riley Park rules state that all events at Riley Park must be open to the public.

If it is decided that we allow the rink to be rented, I recommend it be only during off-peak hours which are Monday through Wednesday. It should also be open to be public any time our schools has a day off, such as MLK Day.

**Materials:**

**Farmington City Council  
Staff Report**

**Council Meeting  
Date: December 3, 2018**

**Item  
Number  
9**

**Submitted by: Melissa Andrade**

**Agenda Topic:** Schedule a date to interview board members and commissioners who are seeking reappointment

**Background:** Several City of Farmington Board and Commission terms have expired on June 30 or will on Dec. 31. The expirations are as follows:

Planning Commission, June 30:

Miriam Kmetzo  
David Gronbach  
Steve Majaros

Commission on Aging, June 30:

Nancy Cook  
Mariam Schulte

Arts Commission, June 30:

Cheryl Blau  
Susan Warner

Beautification, June 30

Linda Chiara  
Meg Day  
Gayanthrhri Illango

Children Youth and Family, Dec. 31

Kathleen Ascraft  
Joan McGlincy  
Eugene Thomas

Parking, June 30

Joe Mantey

Board of Review, Dec. 31

Mary Bush

ZBA, June 30

Geof Perrot, alternate

City council typically interviews the candidates for reappointment in groups according to their board or commission.