



CITY COUNCIL AGENDA

CITY OF NOVI
Regular City Council Meeting

May 22, 2023 | 7:00 PM

Council Chambers | Novi Civic Center | 45175 Ten Mile Road
(248) 347-0460

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL – Mayor Gatt, Mayor Pro Tem Staudt, Council Members Casey, Crawford, Fischer, Smith, Thomas

APPROVAL OF AGENDA

PUBLIC HEARINGS

PRESENTATIONS

REPORTS

1. Manager/Staff
2. Attorney

AUDIENCE COMMENT – In order to hear all citizen comments at a reasonable hour, the City Council requests that speakers respect the three-minute time limit. This is not a question-answer session. However, it is an opportunity to voice your thoughts with City Council. Speakers wishing to display visual materials through the City's audiovisual system must provide the materials to the City Clerk's Office no later than 12:00 P.M. the day of the meeting. The materials cannot be changed before the meeting.

CONSENT AGENDA REMOVALS AND APPROVALS – All items listed under Consent Agenda are considered routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Council Member so requests, in which event the item will be removed from the Consent Agenda and considered at the end of the normal Agenda.

MATTERS FOR COUNCIL ACTION

CONSENT AGENDA REMOVALS FOR COUNCIL ACTION – Consent Agenda items which have been removed for discussion and/or action.

AUDIENCE COMMENT – In order to hear all citizen comments at a reasonable hour, the City Council requests that speakers respect the three-minute time limit. This is not a question-answer session. However, it is an opportunity to voice your thoughts with City Council. Speakers wishing to display visual materials through the City's audiovisual system must provide the materials to the City Clerk's Office no later than 12:00 P.M. the day of the meeting. The materials cannot be changed before the meeting.

COMMITTEE REPORTS

MAYOR AND COUNCIL ISSUES

COMMUNICATIONS

CONSENT AGENDA – Background information for Consent Agenda items is available for review at the City Clerk's Office.

- A. Approve Minutes of:
May 8, 2023 - Regular Meeting
- B. Approval to award the Sport Clothing and Apparel contract to Empire Printing, LLC for one (1) year with two (2) renewal options in one-year increments based on unit pricing; with an annual estimated annual amount of \$34,000.
- C. Adoption of Resolution seeking reimbursement from Oakland County for expenses associated with the City of Novi's annual Mosquito Control Program.
- D. Approval to accept the residential streets as part of Dunhill Park and adoption of Act 51 New Street Resolution accepting Dunhill Drive, Dunhill Court, and Wales Court as public, adding 0.42 miles of roadway to the City's public street system.
- E. Approval to participate in Oakland County's Urban County Community Development Block (CDBG) Grant Program for the years 2024, 2025 and 2026.
- F. Approval of the Resolution for Adoption of the Novi Fire Department Strategic Plan 2022-2027.
- G. Approval of claims and warrants – Warrant 1132

ADJOURNMENT

SCHEDULED MEETINGS – All Regular Council meetings are held in the Council Chambers unless otherwise noted. For a complete listing of scheduled meetings, please visit the Event Calendar at cityofnovi.org.

NOTICE: *People with disabilities needing accommodations for effective participation in this meeting should contact the City Clerk (248) 347-0456 at least two working days in advance of the meeting. An attempt will be made to make reasonable accommodations.*

**REGULAR MEETING OF THE COUNCIL OF THE CITY OF NOVI
MONDAY, MAY 8, 2023 AT 7:00 P.M.**

Mayor Gatt called the meeting to order at 7:00 P.M.

PLEDGE OF ALLEGIANCE

ROLL CALL: Mayor Gatt, Mayor Pro Tem Staudt, Council Members Casey, Crawford, Fischer, Smith, Thomas

ALSO PRESENT: Victor Cardenas, Interim City Manager
Thomas Schultz, City Attorney

APPROVAL OF AGENDA:

CM 23-05-056 Moved by Crawford, seconded by Thomas; CARRIED UNANIMOUSLY

To approve the Agenda as presented.

Roll call vote on CM 23-05-056	Yeas: Staudt, Casey, Crawford, Fischer, Smith, Thomas, Gatt Nays: None
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PUBLIC HEARINGS:

1. FY 2023-24 Budget and 2023 Millage Rates

The Public Hearing opened at 7:01 P.M. and closed at 7:02 P.M., with no public input.

PRESENTATIONS: None

MANAGER/STAFF REPORT: None

ATTORNEY REPORT: None

AUDIENCE COMMENTS:

Joseph Bertera, 130 Rexton, Lake Wall Subdivision said he was there once again to speak about the Lakefront Protection Ordinance and how it affects Lake Wall Subdivision. He said he wanted to point out that there is an Audience Participation Rule which says each speaker may address the City Council for three minutes and the Chair has the authority to grant additional time if requested by the speaker, and in Section J where it says the Mayor may direct the Administration to respond to the speaker. He stated that was contrary to what we just heard. First, he wanted to bring up the fact that he was saddened that none of you agreed to meet with him regarding his concerns about the Lakefront Protection Ordinance. He said it could be a private or public meeting. He didn't care how the meeting took place because he had nothing to hide. He believed many met privately with Laurie McLean, who lives on the lake, whose un-factual complaints landed us where we are today. He said McLean met privately with the Mayor, City Attorney, City Manager, and Maureen from Code Enforcement regarding her complaints

about the lake lot next to her house. He wondered why she was granted exclusive meetings with City leaders without being denied the same meetings. Is it because she is a woman, is it because she lives on the lake and pays higher taxes or is it because City Council is afraid to hear the truth and facts of what transpired in 1986. He said it is his main objective to bring truth to light and stop the bullying by not only Laurie McLean, but also now the city of Novi. He said he should have as much right to meet with City leaders as she does. He stated even more disturbing is that the City Attorney coached McLean, collecting information the City did not verify any of it and took her at her word and began an expensive lawsuit with taxpayer money. He had a photograph of Laurie McLean staring down at them on their lake lot like she does all the time. He referred to what he just said from a meeting from 1984 and it says the tax base for those residents who live on the lake pay more taxes, get more of a say than he does because he is a backlot owner. He wanted to give some background on the type of person that's Laurie McLean is that she harasses them every time they go down on the lake property now, she is the nuisance, not us. He believed Laurie McClean had been empowered by the City of Novi, taunting himself and his neighbors by saying and he quoted, "how do you like your lawsuit" and she walks away laughing as she does it. He believed that McLean does the antagonizing, and she will tell you as she states in these letters, that she owns the water and not anybody is even allowed to float a tube in front of her property. Mr. Bertera requested more time to finish. Mayor Gatt responded and said he had to wrap it up. Mr. Bertera said in the Audience Rules he could request more time with good cause. Mayor Gatt reiterated that he had to wrap it up. Mr. Bertera said you are empowering this woman, she is now taunting us with this lawsuit paid for with taxpayer dollars. Mayor Gatt said he had to wrap it up and he could participate in the next Audience Participation.

CONSENT AGENDA REMOVALS AND APPROVALS:

CM 23-05-057 Moved by Casey, seconded by Thomas; CARRIED UNANIMOUSLY

To approve the Consent Agenda as presented.

- A. Approve Minutes of:
 - A. April 13, 2023 - Special Meeting
 - B. April 17, 2023 - Regular Meeting
- B. Approval of Resolution Authorizing parking and staging for the "2023 Motor City Comic-Con" to occur on certain parcels near the Suburban Collection Showplace property at 46100 Grand River Avenue
- C. Approval of Zoning Ordinance Text Amendment 18.300 to update the Novi Site Plan and Development Manual in its entirety and to amend the Zoning Ordinance at Section 6, "General Provisions," Section 6.1, "Site Plan Review (All Districts)" to reference the updated 2023 version of the Site Plan and Development Manual. **SECOND READING**

- D. Approval to award Healey Fire Protection, Inc. \$54,775.00 to upgrade the existing fire monitoring panel for the Public Safety building as part of the elevator system upgrades.
- E. Approval of an annual maintenance contract with SCADA Blocks for assistance with the operation and maintenance of the City's water and sewer SCADA system, in the estimated annual amount of \$35,347.60 and one-time onboarding costs of \$24,850.00. The contract term is two years with three one-year renewal options.
- F. Approval of the 2023 Summer Maintenance Agreement between the City of Novi and the Road Commission for Oakland County for street sweeping selected County Roads in Novi; and adoption of resolution authorizing Novi to provide summer maintenance on selected County roads.
- G. Approval to accept the residential street as part of Park Place East and adoption of Act 51 New Street Resolution accepting a portion of Boardwalk Avenue as public, adding 0.12 miles of roadway to the City's public street system.
- H. Approval of a Storm Drainage Facility Maintenance Easement Agreement from Novi Forum, LLC for Fountain View Professional Center, located north of Twelve Mile Road, east of Dixon Road (parcel 50-22-10-400-074).
- I. Approval of a Storm Drainage Facility Maintenance Easement Agreement from KEMPL Group, LLC for The Goddard School of Novi, located on the South of Thirteen Mile Road West of Cabot Drive (parcel 50-22-12-200-050).
- J. Approval of a Storm Drainage Facility Maintenance Easement Agreement from AMKT Novi Reality, LLC for Storie Lou Plaza, located on the North of Grand River Ave. East of Novi Road (parcel 50-22-14-352-002).
- K. Approve the completion and submission of the Oakland County 2023 Interim Local Transportation Reimbursement Program application to seek funding through the Program for a total project cost not to exceed \$172,550 and authorize the City Manager to sign all program-related documents on behalf of City of Novi.
- L. Approval to purchase a three-year subscription of the SentinelOne software package through People Driven Technology in the amount of \$58,872.00.
- M. Enter Executive Session immediately following the regular meeting of May 8, 2023 in the Council Annex to discuss property acquisition and privileged correspondence.
- N. Approval of claims and warrants – Warrant 1131

Roll call vote on CM 23-05-057

**Yeas: Casey, Crawford, Fischer, Smith,
Thomas, Gatt, Staudt**

Nays: None

MATTERS FOR COUNCIL ACTION:

1. Approval of Resolution for 2023 Millage Rates

Interim City Manager Cardenas said the Budget and 2023 Millage Rates are two different items. He stated the first one as we are considering right now, it is just the millage rates which is established by resolution. He said the millage rates have not changed since last year. He said that we are proposing that bids be set at 10.5376 mills and that will cover all the assorted millages as levied by the City as outlined in your packet. Mayor Gatt asked him to repeat the number. Mr. Cardenas replied, 10.5376 mills. Mayor Gatt said that is still one of the lowest millages in Oakland County. Mr. Cardenas said that it is the second lowest for a City.

CM 23-05-058

Moved by Fischer, seconded by Thomas; CARRIED UNANIMOUSLY

Approval of Resolution for 2023 Millage Rates

Roll call vote on CM 23-05-058

**Yeas: Crawford, Fischer, Smith, Thomas, Gatt,
Staudt, Casey**

Nays: None

2. Approval of Resolution for Fiscal-Year 2023-2024 Budget and Acknowledging the Multi-Year Budget, Including Projections of Future Fiscal-Years 2024-2025 and 2025-2026.

Interim City Manager Cardenas said this is the actual Budget itself. He noted you will see in the Motion Sheet that it denotes and reflects the motion that was made at the budget session to establish a one time \$250,000 expenditure budget placeholder in Fiscal-Year 2024, for additional cost associated with the possible creation of a standalone Senior Department with the General Fund, funded by General Fund Balance. He said this is where the Council can deliberate and make any additions or changes to the Budget as it stands currently.

Mayor Gatt commented before he turned it over to City Council he wanted to say again, to our management and our staff, and to our residents, that this is a balanced budget, we just approved the millage rate that is either the lowest or the second lowest of all of Oakland County, yet the services that the City provides are truly second to none. He was sure he spoke on behalf of everybody. He said we appreciated everybody's hard work. He said he was going to make a motion that we amend this budget just one little bit. He stated if you will indulge him, we have been talking on and off over a year now about the Field of Honors in front of our Civic Center. He said that our previous City Manager

provided them with some of the plans, if you will, that were not discussed in great length, they really were not debated at the table. He did not remember exactly what was on them, but he believed that the city of Novi is the best city, as you have heard him say and he knew you all think he was just making it up, but he really thought it is the greatest city in the state, maybe the whole country. He thought for us to go forward with something like this Field of Honors will just make us more unique and better than before. His idea was for a horseshoe type Field of Honors out in front of City Hall that faces 10 Mile that people driving on that road, will look at and just wow, wow, they are going to see something that you will not see anywhere else. Mayor Gatt made a motion that we take \$500,000 out of our proposed Rainy-Day Fund and put it over into the CIP Fund, in that the City management working with our PRCS Director, and anybody else in the City that the City Manager feels appropriate to work with, and come up with a real plan that they can present the City Council in the next four to six weeks that we can talk about at this table.

CM 23-05-059 Moved by Gatt, seconded by Staudt; MOTION CARRIED: 4-3

To approve moving \$500,000 from the proposed Rainy-Day Fund to the Capital Improvement Program (CIP) for the Field of Honors.

Mayor Pro Tem Staudt thanked the Mayor and noted he is the brother of three retired Army veterans who all were in active combat and has dozens of uncles, cousins, nieces and nephews who all served in the Military. He thought this is the type of thing that is important to our residents, and he completely supports it. He said he would like to see it get done sooner than later, this is something we have been talking about for probably a couple of years now. He thought this is something that we need to get done soon and he asked for his colleague's support.

Member Thomas agreed that we need to take care of our veterans and support our veterans. However, she thought that it was a lot of money to set aside, and she would like to see a plan. She knew we have asked for plans to come forward and have some idea what it would cost to be able to put forth something she thought that it would make sense to wait until we have a plan that is an idea of what it costs to implement that plan.

**Roll call vote on CM 23-05-059 Yeas: Fischer, Gatt, Staudt, Crawford
Nays: Smith, Thomas, Casey**

Member Smith said he noticed looking through the Budget that there is an item, FPM 006, for heat trace wire installation to gutters at the Lakeshore Park building. He noted it was scheduled for the 2025-2026 Budget Year for \$66,600 from the General Fund. He said he talked to Interim City Manager Cardenas about it to ask if we can move that up. He said Mr. Cardenas said there was no technical reason that we could not do it immediately given the massive amount of damage that ice dams can cause.

CM 23-05-060 Moved by Smith, seconded by Casey; CARRIED UNANIMOUSLY

To approve pulling forward FPM 006 for heat trace wire installation to gutters at Lakeshore Park for the 2023-2024 Fiscal Year.

Member Fischer wondered if PRCS Director Muck or CIO Petty were available for questions. He said he is always interested in the staff's perspective, as a member of the CIP Committee, we have gone through many of these different projects. He stated oftentimes there is a reason why staff has things. He commented that it may be just because that is when the funding comes in, or maybe that is because they think that it is the best fit for that project to be done. He said before he decided if he could support moving it, he wanted to hear the staff's opinion on this proposal. Mr. Petty responded to his question. He said we chose during the process of the construction, no to do it, to see what the outcome of the winter months would be. He noted that once they noticed that and we could identify the areas that dammed up, then we brought that forward, we are still under a warranty. He said that strategy, we had a backup plan on that strategy, because we did have a warranty, but that was our approach to it. Member Fischer wondered if he thought waiting and getting more data would be more advantageous or do you think that going ahead and installing this in the next year is more appropriate. Mr. Petty replied that he would recommend that we install it. He thought we had a good winter to get an idea of what we were going to see.

Roll call vote on CM 23-05-060

**Yeas: Smith, Thomas, Gatt, Staudt, Casey
Crawford, Fischer
Nays: None**

CM 23-05-061

Moved by Staudt, seconded by Gatt; CARRIED UNANIMOUSLY

Approval of Resolution for Fiscal-Year 2023-2024 Budget and acknowledging the Multi-Year Budget, including projections of Future Fiscal-Years 2024-2025 through 2025-2026.

Member Casey noted that she voted no on the previous amendment related to moving \$500,000 from the General Fund into the CIP. She explained the reason she did that is not because she disagreed with the intent and not because she disagreed with the need. She stated we have talked about this at the table, it was the dollar figure that came out of nowhere. She said it was not anything that specifically she remembered seeing as the final cost or any kind of real costs from the previous city manager. She stated she had a hard time saying yes to something when we are just randomly putting in dollar figures in the budget, we are doing it now for this, we did it for the \$250,000 for the Older Adult Department. She said she was struggling with understanding why this Council in years past and even recently, has been very careful to make sure that we are clear and understanding and have data when it comes to cost and putting cost in the budget. She commented that now we are just putting money in. She said now, she was going to be approving the budget or voting to approve the budget because we have a deadline that is coming up in front of us in the next couple of weeks. She said she did not know if we would have time to make a lot of or to have another meeting to have another conversation. She just wanted to go on record saying this is kind of counter to the practice

that we have had in years past. She hoped that for the next budget, we get ourselves back on track to putting dollars in the budget and assigning dollars in the budget based on having data in front of us.

Member Thomas said she voted against the addition of the \$500,000. She felt that we didn't have the information necessary to determine exactly what we should be going forward with or how much that should cost. She stated she was also against the money set aside for the creation of the Older Adult Department. She thought that we were in the process of going through the needs, it is premature, we are not there yet. She was not saying that we should not take care of our older adults. What she was saying is that we are working towards determining what the needs are in the community, what needs are already met, and what needs should be handled by the City. She thought it was premature to make that decision. She noted since we are required to have a budget, she would support it, but she wanted her objections on record.

Member Smith agreed with Member Thomas and Member Casey. He also wanted to go on record that he would like to see the data before he committed to putting money into a budget.

Mayor Pro Tem Staudt said having gone through 16 budgets, this is not an expenditure. He said this is putting a line item into a budget. He said we have a whole Capital Improvement Budget, that we have line items and they do not have any specific costs associated with them.

Roll call vote on CM 23-05-061

Yeas Thomas, Gatt, Staudt, Casey Crawford, Fischer, Smith

Nays: None

- 3. Consideration of approval to award a unit price contract to Scodeller Construction, Inc., the lowest qualified bidder, for the Joint and Crack Seal Program in the estimated annual amount of \$250,000. The contract term is one year with two one-year renewal options.**

CM 23-05-062

Moved by Casey, seconded by Smith; CARRIED UNANAMOUSLY

Approval to award a unit price contract to Scodeller Construction, Inc., the lowest qualified bidder, for the Joint and Crack Seal Program in the estimated annual amount of \$250,000. The contract term is one year with two one-year renewal options.

Roll call vote on CM 23-05-062

Yeas: Gatt, Staudt, Casey, Crawford, Fischer, Smith, Thomas

Nays: None

4. **Consideration of approval to award the construction contract to Fer-Pal Construction USA LLC, the low bidder, for the Westminster Subdivision Water Main Lining project, in the amount of \$952,481.**

CM 23-05-063 Moved by Casey, seconded by Thomas; CARRIED UNANIMOUSLY

Approval to award the construction contract to Fer-Pal Construction USA LLC, the low bidder, for the Westminster Subdivision Water Main Lining project, in the amount of \$952,481.

Roll call vote on CM 23-05-063

**Yeas: Staudt, Casey, Crawford, Fischer,
Smith, Thomas, Gatt
Nays: None**

5. **Consideration of approval to authorize additional design services to Spalding DeDecker for the next three phases of water main replacement in the City's water distribution system, in the amount of \$280,790.76.**

Interim City Manager Cardenas stated that we have a couple of phases already in progress. He said it was prudent to add the final phases to make this a complete project, so we know what we are getting ourselves into before we initiate it.

CM 23-05-064 Moved by Casey, seconded by Smith; CARRIED UNANIMOUSLY

Approval to authorize additional engineering design services to Spalding DeDecker for the next three phases of water main replacement in the City's water distribution system, in the amount of \$280,790.76.

Roll call vote on CM 23-04-064

**Yeas: Casey, Crawford, Fischer, Smith,
Thomas, Gatt, Staudt
Nays: None**

CONSENT AGENDA REMOVALS FOR COUNCIL ACTION: None

AUDIENCE COMMENT:

Joseph Bertera, 130 Rexton, Novi said he was back to continue talking about Laurie McLean although it does not seem to be having any kind of impact. He still objected that you met with her, and you are refusing to meet with him. He wanted to get into the history of the ordinance. In 1983, the City of Novi was trying to pass this ordinance and wanted Walled Lake to participate. There were many notes where the City of Novi was complaining that Walled Lake was not participating in passing this ordinance. He believed Member Johnson in 1985 stated she thought there was a problem with Walled Lake feeling that Novi was trying to push things down their throat, regarding the City of

Walled Lake, so they decided let's just pass the ordinance, throw the ordinance in Walled Lake's face and force them to pass the same ordinance. He said again, more bullying, just like Laurie McLean is doing now and the City is doing to his neighborhood. He commented that this seems to be an ongoing theme with the city of Novi, they are just going to bully to get what they want, and if they do not get it, watch out. He moved on to an email from the current City Council, City Attorney Beth Saarela, there are no docks, none bigger than four or five boats on Walled Lake just for your information. He said the current city attorney doesn't work he guessed works for Mr. Schultz. He claimed his firm made a false statement, bullying to a certain extent, you know, narrative control. He said let's look at Lily Pond, there are 10 boats on that dock that subdivision was built in 1999. He wondered why they have a dock and the City is not pursuing it, and more than four or five boats here is Harbor Cove. He stated they have five docks, one had 17 boats on it, but your city attorney says there is not a dock with more than four or five boats. He said let's look at South Pointe Condos, they had an approval for a dock that was 120 feet and there has been two times that the City Council approved. He said that the dock could be extended from 120 feet to 130 feet to 170 feet. He said none of these place's pass the Lakefront Protection Ordinance that Lakefront Protection Ordinance was written in a way that nobody would ever pass that you would need a lot that is 200 feet wide and 200 feet deep on the lake. He said the City has upgraded variances to three different condo complexes, and this ordinance was never meant for existing subdivisions. He said he had the documentation to back it up and he will bring that in at some point when he does not run out of time. He said this could get very messy for the city of Novi. He said he will bring in all the subdivisions you have prosecuted in the past and this could get uglier than Sandstone was 20 years ago. He said he would like to meet with the City's leaders, he has lived here for 23 years. Mayor Gatt asked him to wrap it up. Mr. Bertera said he has requested a meeting and you are denying it, and he is not involved in any pending litigation with the City, he wondered why Laurie McLean has a right to meet with you. Mayor Gatt said he was well past his three minutes, and it was time to wrap it up. Mr. Bertera thought he was being discriminated against and he wanted that on the record.

Chris Martin, 140 N. Haven, Novi agreed with Mayor Gatt out of the gate here, Novi is one of the best cities if not the best city in the state. He commented that is why a lot of the issue in our neighborhood with the boat dock and what Joe has been talking about is very concerning. He said that is why he was there that evening. That is why we are discussing or at least, not so much discussing it, but communicating to the rest of Novi what is going on. He felt information is power, let's just tell everyone what is going on. He said it is like it has been one sided up to this point. He was not sure whose fault it had been to that point where we will figure that out in court if possible. He did not think the 1986 ordinance applies to their situation; he thought this has been a one-sided narrative. He stated initially we will get this process started. He thought that it was in everybody's best interest to figure this out outside the court and come up with a solution.

COMMITTEE REPORTS: None

MAYOR AND COUNCIL ISSUES:

ADJOURNMENT – There being no further business to come before Council, the meeting was adjourned at 7:28 P.M.

Cortney Hanson, City Clerk

Robert J. Gatt, Mayor

Transcribed by Deborah S. Aubry

Date approved: May 8, 2023



CITY OF NOVI CITY COUNCIL
MAY 8, 2023

SUBJECT: Approval to award the Sport Clothing and Apparel contract to Empire Printing, LLC for one (1) year with two (2) renewal options in one-year increments based on unit pricing; with an annual estimated annual amount of \$34,000.

SUBMITTING DEPARTMENT: Parks, Recreation and Cultural Services

EXPENDITURE REQUIRED	\$ Estimated annual \$34,000
AMOUNT BUDGETED	\$ Approximately \$37,000
APPROPRIATION REQUIRED	\$0
LINE ITEM NUMBER	Various PRCS accounts; various uniform accounts

BACKGROUND INFORMATION:

Parks, Recreation and Cultural Services (PRCS) purchases a variety of sport clothing and apparel throughout the year related to programs and staff, therefore a comprehensive bid was developed. The bid includes t-shirts, sweatshirts, jackets, and other apparel purchased for various classes and programs, including those given as awards to sport league winners. This bid does not include sport league uniforms. Items related to the programs are budgeted as part of the expense for each program and are figured into the program price.

Shirts for staff are also purchased throughout the year for building attendants, seasonal staff and full-time staff, as needed, and are budgeted accordingly. Uniform t-shirts and sweatshirts for Department of Public Works field staff (as required by union contract) and uniform shirts for Ordinance and Police Records Clerks are also purchased on this contract.

After reviewing the eight bids received, staff is recommending Empire Printing, LLC for sports clothing and apparel for one year, with two renewal options in one-year increments. All shipping fees, no matter the order size, are including in the line-item costs of the Empire Printing bid. Included is the bid tab sheet along with the proposal of the recommended bidder.

RECOMMENDED ACTION: Approval to award the Sport Clothing and Apparel contract to Empire Printing, LLC for one (1) year with two (2) renewal options in one-year increments based on unit pricing; with an annual estimated annual amount of \$34,000.



cityofnovi.org

CITY OF NOVI PROPOSAL FORM

SPORT CLOTHING AND APPAREL

We, the undersigned as bidder, propose to furnish to the City of Novi, according to the conditions and instructions attached hereto and made a part thereof:

PRICE

Setup/Artwork

- | | | |
|---------------------------|------------------------|----------------|
| 1. Logo Setup/Artwork Fee | (City/Department logo) | \$ <u>0.00</u> |
| 2. Logo Setup/Artwork Fee | (Sponsor logo) | \$ <u>0.00</u> |

Silkscreen Costs

- | | | |
|--|----------------|----------------|
| 3. 1 color logo/1 location | \$ <u>1.00</u> | PER SHIRT/ITEM |
| 4. 2 color logo/1 location | \$ <u>1.75</u> | PER SHIRT/ITEM |
| 5. 1 color logo/2 locations | \$ <u>2.00</u> | PER SHIRT |
| 6. 2 color logo/2 locations | \$ <u>3.50</u> | PER SHIRT |
| 7. "Supervisor", "Staff" or "Coach" on back of shirt | \$ <u>1.00</u> | PER SHIRT |

Embroidery Costs

- | | | |
|--|----------------|----------|
| 8. One color embroidered logo (7,250 stitches) | \$ <u>5.00</u> | PER LOGO |
| 9. Two color embroidered logo (7,250 stitches) | \$ <u>5.00</u> | PER LOGO |
| 10. One-color embroidered logo on customer supplied item | \$ <u>6.00</u> | PER LOGO |
| 11. Two-color embroidered logo on customer supplied item | \$ <u>6.00</u> | PER LOGO |

ADULT SOFTBALL / COACH APPAREL / STAFF

12. Tees – short sleeve (50-50 cotton/poly)

Brand & style number Gildan 8000

Youth Small – Youth XL

\$ 3.50 EA

Adult Small – Adult XL

\$ 3.50 EA

Adult 2XL	\$ <u>5.50</u> EA
Adult 3XL	\$ <u>6.50</u> EA
Adult 4XL	\$ <u>7.50</u> EA

13. Tees – long sleeve (50-50 cotton/poly)

Brand & Style number Gildan 8400

Adult Small – Adult XL	\$ <u>6.71</u> EA
Adult 2XL	\$ <u>8.71</u> EA
Adult 3XL	\$ <u>9.71</u> EA
Adult 4XL	\$ <u>16.71</u> EA

14. Tees – short sleeve, wicking

Brand & style number: Augusta 790

Adult Small – Adult XL	\$ <u>5.50</u> EA
Adult 2XL	\$ <u>7.50</u> EA
Adult 3XL	\$ <u>8.50</u> EA

15. Tees – Long sleeve, wicking

Brand & style number: Augusta 788

Adult Small – Adult XL	\$ <u>7.66</u> EA
Adult 2XL	\$ <u>9.66</u> EA
Adult 3XL	\$ <u>10.66</u> EA

16. Polo Shirt – Short Sleeve

Brand & style number: Nike 373749 Adult, 354064 Ladies *Discontinued style*

Adult Small – Adult XL	\$ <u>16.14</u> EA
Adult 2XL	\$ <u>18.14</u> EA
Adult 3XL (not available in Ladies)	\$ <u>19.14</u> EA
Adult 4XL (not available in Ladies)	\$ <u>20.14</u> EA

17. Crew Neck Sweatshirt (8 oz)

Brand & style number: Gildan G180

Adult Small – Adult XL	\$ <u>9.10</u> EA
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Adult 2XL	\$ <u>11.10</u> EA
Adult 3XL	\$ <u>12.10</u> EA
Adult 4XL	\$ <u>13.10</u> EA

18. Crew Neck Sweatshirt (9 oz)

Brand & style number: Port & Co. PC90

Adult Small – Adult XL	\$ <u>12.17</u> EA
Adult 2XL	\$ <u>14.17</u> EA
Adult 3XL	\$ <u>15.17</u> EA
Adult 4XL	\$ <u>16.17</u> EA

19. Crew Neck Sweatshirt (12 oz)

Brand & style number: Fruit of the Loom #82300

Adult Small – Adult XL	\$ <u>14.92</u> EA
Adult 2XL	\$ <u>16.92</u> EA
Adult 3XL	\$ <u>17.92</u> EA

20. Crew Neck Sweatshirt (12 oz)

Brand & style number: Sport-Tek F280

Adult Small – Adult XL	\$ <u>24.12</u> EA
Adult 2XL	\$ <u>26.12</u> EA
Adult 3XL	\$ <u>27.12</u> EA
Adult 4XL	\$ <u>29.12</u> EA

21. Full Zip Hooded Sweatshirt (9 oz)

Brand & style number: Port & Co. PC90ZH

Adult Small – Adult XL	\$ <u>19.31</u> EA
Adult 2XL	\$ <u>21.31</u> EA
Adult 3XL	\$ <u>22.31</u> EA
Adult 4XL	\$ <u>23.31</u> EA

22. Full Zip Hooded Sweatshirt (12 oz)

Brand & style number: Sport-Tek F282

Adult Small – Adult XL	\$ <u>30.41</u> EA
Adult 2XL	\$ <u>32.41</u> EA
Adult 3XL	\$ <u>33.41</u> EA
Adult 4XL	\$ <u>34.41</u> EA

23. Full Zip Hooded Sweatshirt (12 oz)

Brand & style number: Fruit of the Loom #82230R

Adult Small – Adult XL	\$ <u>13.05</u> EA
Adult 2XL	\$ <u>15.05</u> EA
Adult 3XL	\$ <u>16.05</u> EA

24. Fleece Jacket, long sleeve, Men's & Ladies

Brand & style number: Core365 #88190/78190

Adult Small – Adult XL	\$ <u>21.27</u> EA
Adult 2XL	\$ <u>23.27</u> EA
Adult 3XL	\$ <u>24.27</u> EA
Adult 4XL (Men's only)	\$ <u>25.27</u> EA
Adult 5XL (Men's only)	\$ <u>26.27</u> EA

25. Tees – long sleeve (100% cotton)

Brand & Style number Gildan 5400 (5400L)

Adult Small – Adult XL	\$ <u>6.08</u> EA
Adult 2XL	\$ <u>8.08</u> EA
Adult 3XL	\$ <u>9.08</u> EA
Adult 4XL	\$ <u>10.08</u> EA

26. Wind Shirt, long sleeve, unlined, V-neck

Brand & style number: Augusta 3415

Adult Small – Adult XL	\$ <u>18.95</u> EA
Adult 2XL	\$ <u>20.95</u> EA
Adult 3XL	\$ <u>21.95</u> EA
Adult 4XL	\$ <u>22.95</u> EA

27. Polo Shirt, short sleeve, wicking fabric, Men's & Ladies

Brand & style number: Harriton M315/M315W

Adult Small – Adult XL	\$ <u>15.50</u> EA
Adult 2XL	\$ <u>17.50</u> EA
Adult 3XL	\$ <u>18.50</u> EA
Adult 4XL	\$ <u>19.50</u> EA

28. Crew Neck Sweatshirt

Brand & style number: Jerzees #4662M

Adult Small – Adult XL	\$ <u>12.61</u> EA
Adult 2XL	\$ <u>14.61</u> EA
Adult 3XL	\$ <u>15.61</u> EA
Adult 4XL	\$ <u>16.61</u> EA

29. Hoodie Pullover Sweatshirt

Brand & style number: Hanes F170

Adult Small – Adult XL	\$ <u>21.61</u> EA
Adult 2XL	\$ <u>23.61</u> EA
Adult 3XL	\$ <u>24.61</u> EA

30. We are interested in specialty items that can be used as Championship prizes for Adult Softball. Past items have included bleacher chairs, small coolers, etc. Please submit a separate document with suggested items, showing picture and prices.

- **Delivery GUARANTEED** 23 days after receipt of order
- **Reprint delivery guaranteed** 23 days after receipt of reprint order
- **How many days/weeks from the time of order does it take for Championship items (shirts/promotional items) to be shipped to the team?** 23 days ARU
- ***Please be sure to include the description of your ordering/delivery process as requested.***

Comments/Exceptions: _____

We acknowledge the following addenda 1 _____

References: Please provide at least three (3) current references for which you provide a similar scope of service:

Company See attached info & reference sheet
Address _____
Phone _____ Contact name _____

Company _____
Address _____
Phone _____ Contact name _____

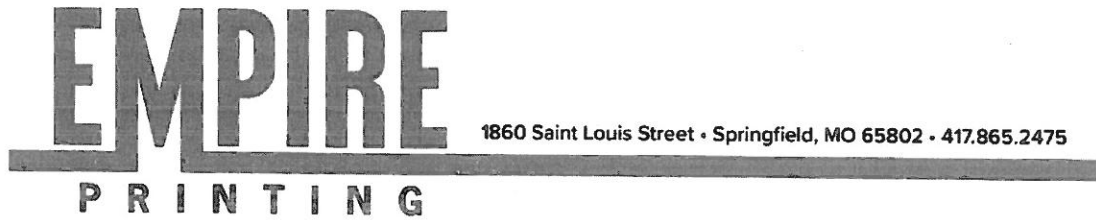
Company _____
Address _____
Phone _____ Contact name _____

This bid submitted by:

Company (Legal Registration) Empire Printing LLC
Address 1800 E St Louis St
City Springfield State MO Zip 65801

Telephone 417-865-2475 Fax N/A
Representative's Name (please print) Joshua Marler
Representative's Title Bids Rep
Representative's Signature Josh Marler
E-mail bids@empireprinting.com
Date 3-14-2013

1/2/2023



Company Background:

Empire Printing has been serving the Ozarks since 1964. We specialize in screen-printing, embroidery, sports numbering and lettering, buttons, promotional products, and all kinds of offset paper printing needs. With every order we offer professional quality, free artwork, excellent customer service, and fast turnaround.

God has continued to bless our company and watch over us, as we watch over our customer's orders. Our annual gross revenues have passed \$3,000,000, as organizations across the country have put their trust in our proven track record.

Our experienced staff of 40 team members are here to make your printing order smooth from start to finish. We are available by phone Monday-Friday, 8AM-5PM (CST) at 417-865-2475 or you can browse our website 24/7 at www.empireprinting.com.

1/2/2023

Sustainability Practices:

Our small business utilizes a variety of eco-friendly techniques in our production process. We hire local, experienced craftsmen who specialize in printing manually. This helps minimize ink wastage and shirt errors. We also recycle all cardboard, film, and screens, as well as, donate all unused or unwanted garments to local shelters. We also offer several earth friendly options such as organic cotton and Made in USA t-shirts.

Warranty Information:

We stand behind our product by guaranteeing quality workmanship for a period of one year from purchase. This warranty covers both the product and the embellishment. We will replace the item whenever possible and as quickly as possible or will offer a refund. All warranty claims will need to go through Austin Owens, Sales Manager, who can be emailed at austin@empireprinting.com.

Extended Pricing:

Any style sized XXL or larger will incur an additional cost.

XXL +\$2.00

XXXL +\$3.00

XXXXL +\$4.00, etc.

Additional Purchases:

We will allow all employees to purchase items personally at these same contracted prices as well as fellow entities in the district, if the purchaser allows it.

1/2/2023

References:

Springfield Public Schools
1458 E. Chestnut Expressway
Springfield, MO 65802
417-523-0071
Michelle Bentley
mbentley@spsmail.org

Amarillo Independent School District
7200 Interstate 40 West
Amarillo, TX 79106
806-326-1506
Tina Hawley
Tina.hawley@amaisd.org

Town of Perinton
1350 Turk Hill Road
Fairport, NY 14450
585-223-5050
Jeff Nutting
jnutting@perionton.org

Great Parks of Hamilton County
10245 Winton Road
Cincinnati, OH 45231
513-367-9370 ext. 3
Andi Lanz
alanz@greatparks.org

One Stop Apparel
5556 S. Harmony Ave.
Rogersville, MO 65742
417-860-3995
Ginger Martin
ginger@onestopapparel.net

1/2/2023

City of Irving
3000 Rock Island
Irving, TX 75060
469-693-1768
Rob Fowler
rfowler@cityofirving.org

Town of North Kingstown
80 Boston Neck Road
North Kingstown, RI 02852
401-294-3331
Al Southwick
asouthwick@northkingstown.org

Town of Greenburgh
11 Olympic Lane
Ardsley, NY 10502
914-693-8985
Peggy Malone
pmalone@greenburghny.com

University of Utah
University Guest House
110 S Fr Douglas Blvd
Sal Lake City, UT 84113
Patty Jennings
801-587-1008
pjennings@guesthoues.utah.edu

Missouri State University
901 S National Ave
Springfield, MO 65897
Cindy Steiner
417-836-5839
clsteiner@missouristate.edu

1/2/2023

Washburn University
1700 SW College Ave
Morgan Hall RM 214
Topeka, KS 66621
Joseph Tinsley
785-670-2333
Joseph.tinsley@washburn.edu



CITY OF NOVI
SPORT CLOTHING & APPAREL
BID NOTICE

This bid is issued by the Purchasing Office of the City of Novi.

IMPORTANT DATES

Bid Issue Date	March 3, 2023
Last Date for Questions	Wednesday, March 15, 2023 by 12:00 p.m. Please submit all questions via email to: Tracey Marzonie, Purchasing Department tmarzonie@cityofnovi.org
Response Due Date	Wednesday, March 22, 2023 by 2:00 P.M. Uploaded to www.mitn.info

DESCRIPTION:

This contract is for team/league T-shirts, coach shirts, and staff uniform clothing.

NOTICE TO BIDDERS:

This solicitation, along with all attachments, may be downloaded from the Michigan Intergovernmental Trade Network (MITN) website at www.mitn.info. Any and all addenda issue by the City of Novi must be viewed or downloaded from the above listed site. Award results will also be posted on the website.

The City reserves the right to accept any or all alternative bids and award a contract to other than the lowest bidder, to waive any irregularities or informalities or both; to reject any or all bids; to subdivide the award, and in general to make the award of the contract in any manner deemed by the City, in its sole discretion, to be in the best interest of the City of Novi.

INSTRUCTIONS TO BIDDERS

BID SUBMITTALS

Proposals must be uploaded to the MITN (www.mitn.info) website by the due date and time. Allow sufficient time to go through the uploading process. The MITN system will not allow for late submittals. This responsibility rests entirely with the bidder respondent, regardless of delays resulting from the uploading process.

Submit as a single file, in DOC, DOCX, PDF, or JPG format with a size limitation of 20MB. If the file size exceeds 20 MB, please upload in 20 MB increments. PDF is preferred.

Due to security risks associated with some file formats, the following file types are not able to be opened by the City: DOCM, DOT, XLS, XLSM, XLSB, XLT, PPT, PPTM, TIF, or RTF. All of these formats can contain malicious code. The City will not accept ZIP files. Alternatively, you could convert these files to PDF.

For assistance on how to upload, contact MITN directly at (800) 835-4603.

As this ITB is being made available by electronic means, the proposer accepts full responsibility to ensure that no changes are made to the ITB documents. In the event of conflict between a version of the ITB submitted by proposer, the version maintained by the City of Novi Purchasing Department shall govern.

FAILURE TO SUBMIT PRICING ON THE BID FORM PROVIDED BY THE CITY OF NOVI MAY CAUSE THE BID TO BE CONSIDERED NON-RESPONSIVE AND INELIGIBLE FOR AWARD.

QUESTIONS

Please email all questions to the staff member listed above. Please write the name of the bid in the subject line. If you write anything else in the subject line, your email may be deleted as spam. *Vendors/contractors are specifically directed not to contact any other City staff. Unauthorized contact of any City department employee may result in rejection of submittal.*

CHANGES TO THE BID/ADDENDA

Should any prospective Bidder be in doubt as to the true meaning of any portion of the ITB, or should the Bidder find any patent ambiguity, inconsistency, or omission therein, the Bidder shall make a written request (via email) for official interpretation or correction. Such request shall be submitted to the staff member indicated above. The individual making the request shall be held responsible for its prompt delivery.

Such interpretation or correction, as well as any additional Bid provisions that the City may decide to include, will be made as an addendum, which will be posted on the MITN website at www.mitn.info. Any addendum issued by the City shall become part of the ITB and subsequent contract and shall be taken into account by each bidder in preparing its bid. Only written addenda is binding. It is the Bidder's responsibility to be sure they have obtained all addenda. Receipt of all addenda must be acknowledged on bid form.

SUBMISSION OF BID

To be considered, bids must be uploaded to the MITN website (www.mitn.info) on or before the specified time and date. There will be no exceptions to this requirement. The MITN website will not accept late bids. Faxed, emailed, or telephone bids are not acceptable.

Bids must be signed by an Authorized Representative of the submitting company on the enclosed form when one is provided. Bids must show unit and total prices if requested. In case of mistakes in price extension, unit pricing shall govern.

A bid may be withdrawn by giving written notice to the Purchasing Manager before the stated due date/closing time. After the stated closing time, the bid may not be withdrawn or canceled for a period of One Hundred and Twenty (120) days from closing time.

Bidders are expected to examine all specifications and instructions. Failure to do so will be at the bidder's risk.

Failure to include in the bid all information requested may be cause for rejection of the bid.

No bid will be accepted from, or contract awarded to any person, firm, or corporation that is in arrears or is in default to the City of Novi upon any debt or contract, or that is in default as surety or otherwise, or failed to perform faithfully any previous contract with the City.

INELIGIBILITY OF IRAN LINKED BUSINESS

Under 2012 PA 517, an Iran Linked Business, as defined therein, is not eligible to contract with the City and shall not submit a bid.

CONSIDERATION OF BIDS

In cases where items are requested by a manufacturer's name, trade name, catalog number or reference, it is understood that the bidder/proposer intends to furnish the item so identified or an item of "equal" quality and value as determined by the City of Novi.

Reference to any of the above is intended to be descriptive, but not restrictive, and only indicates articles that will be satisfactory. Bids of "equal" quality and value will be considered, provided that the bidder states in his/her bid what he/she proposed to furnish, including literature, or other descriptive matter which will clearly indicate the character of the item covered by such bid.

The Purchasing Manager hereby reserves the right to approve as an "equal", any item proposed which contains minor or major variations from specification requirements, but which may comply substantially therewith.

RESPONSIVE BIDS

All pages and the information requested herein shall be furnished completely in compliance with instructions. The manner and format of submission is essential to

permit prompt evaluation of all bids on a fair and uniform basis. Unit prices shall be submitted if space is provided on bid form. In cases of mistakes in extension, the unit price shall govern. Accordingly, the City reserves the right to declare as non-responsive, and reject an incomplete bid if material information requested is not furnished, or where indirect or incomplete answers or information is not provided. Any exceptions to the specifications must be noted on the bid form.

EXCEPTIONS

The City will not accept changes or exceptions to the bid documents/specifications unless Contractor indicates the change or exception in the "Exceptions" section of the bid form. If Contractor neglects to make the notation on the bid form but writes it somewhere else within the bid documents and is awarded the contract, the change or exception will not be included as part of the contract. The original terms, conditions and specifications of the bid documents will be applicable during the term of the contract.

CONTRACT AWARD

The contract will be awarded to that responsible, responsive bidder whose bid, conforming to this solicitation, will be most advantageous to the City of Novi. Qualifications, experience, references, comparable projects, price, previous experience with vendor/contractor, delivery, and other factors will be considered in the evaluation process and award of contract. The City reserves the right to accept any or all alternative bids and award the contract to other than the lowest bidder, to waive any irregularities or informalities or both; to reject any or all bids; and in general to make the award of the contract in any manner deemed by the City, in its sole discretion, to be in the best interest of the City of Novi.

The City reserves the right to accept any or all alternative bids and award a contract to other than the lowest bidder, to waive any irregularities or informalities or both; to reject any or all bids; to subdivide the award, and in general to make the award of the contract in any manner deemed by the City, in its sole discretion, to be in the best interest of the City of Novi.

After contract award, a summary of total price information for all submissions will be posted on the MITN website at www.mitn.info.

The City may, from time to time, find it necessary to continue this contract on a month-to-month basis only, not to exceed a six (6) month period. Such month-to-month extended periods shall be by mutual agreement of both parties, with all provisions of the original contract or any extension thereof remaining in full force and effect.

VENDOR DISQUALIFICATION

The City maintains the right to disqualify vendors under the following conditions:

1. In addition to any other remedies authorized by law, a vendor may be disqualified from bidding on any City contracts for up to three (3) years if it has been determined that the vendor, after award of the contract:
 - (a) Failed to provide the service or supplies required;
 - (b) Provided the service or supplies in an untimely manner causing delays and

interference;

- (c) Lacked financial resources and the ability to satisfactorily perform the contract or provide the services or supplies;
 - (d) Exhibited poor quality of performance in delivering the service;
 - (e) Delivered poor quality of goods;
 - (f) Failed to comply with laws and ordinances relating to the contract performance;
 - (g) Defaulted on its quotations;
 - (h) Such other action what leads the City to believe that the contractor's duties will not comport or comply with the bid requirements.
2. Vendors who are listed on the Excluded Parties List System at www.sam.gov

GENERAL CONDITIONS

CONTRACT RENEWAL

No contract shall be automatically renewed at the end of any contract term.

NO EXCLUSIVE CONTRACT

Contractor agrees and understands that the contract shall not be construed as an exclusive agreement and further agrees that the City may, at any time, secure similar or identical products/services at its sole option. The Contractor will not be reimbursed for any anticipatory profits should the City exercise this option.

NOTICE TO BIDDERS

The City of Novi officially distributes bid documents through the Michigan Intergovernmental Trade Network (MITN). **Copies of bid documents obtained from any other source are not considered official copies.** The City of Novi cannot guarantee the accuracy of any information not obtained from the MITN website and is not responsible for any errors contained by any information received from alternate sources. Only those vendors who obtain bid documents from the MITN system are guaranteed access to receive addendum information, if such information is issued. If you obtained this document from a source other than the source indicated, it is recommended that you register on the MITN site, www.mitn.info and obtain an official copy.

TAX EXEMPT STATUS

It is understood that the City of Novi is a governmental unit, and as such, is exempt from the payment of all Michigan State Sales and Federal Excise taxes. Do not include such taxes in the bid prices. The City will furnish the successful bidder with tax exemption certificates when requested. The City's tax-exempt number is 38-6032551.

The following exception shall apply to installation projects: When sales tax is charged to the successful bidder for materials to be installed during the project, that cost shall be included in the "Complete for the sum of" bid price and not charged as a separate line item. The City is not tax exempt in this case and cannot issue an exemption certificate.

FREIGHT CHARGES/SHIPPING/HANDLING

All bid/proposal pricing is to be F.O.B. destination.

DOWN PAYMENTS OR PREPAYMENTS

Any bid submitted which requires a down payment or prepayment prior to delivery and full acceptance, as being in conformance with specifications, will not be considered for award. No payments will be made until work is performed/goods are received to the satisfaction of the authorized City representative.

INVOICING

Invoices may be mailed to: City of Novi, Attn: Finance Department, 45175 Ten Mile Road, Novi, MI 48375, OR emailed to: invoices@cityofnovi.org. *This email is to be used for invoices and statements only and not for any other type of communication or sales. We are unable to respond to any inquiries from this email.*

CONTRACT TERMINATION

The City may terminate and/or cancel this contract (or any part thereof) at any time during the term, any renewal, or any extension of this contract, upon thirty days (30) days written notice to the Contractor, for any reason, including convenience without incurring obligation or penalty of any kind. The effective date for termination or cancellation shall be clearly stated in the written notice.

TRANSFER OF CONTRACT/SUBCONTRACTING

The successful bidder will be prohibited from assigning, transferring, converting or otherwise disposing of the contract agreement to any other person, company or corporation without the expressed written consent of the City of Novi. Any subcontractor, so approved, shall be bound by the terms and conditions of the contract. The contractor shall be fully liable for all acts and omissions of its subcontractor(s) and shall indemnify the City of Novi for such acts or omissions.

NON-DISCRIMINATION

In the hiring of employees for the performance of work described in this ITB and subsequent contract, neither the contractor, subcontractor, nor any person acting in their behalf shall by reason of religion, race, color, national origin, age, sex, height, weight, handicap, ancestry, place of birth, sexual preference or marital status discriminate against any person qualified to perform the work required in the execution of the contract.

ACCEPTANCE OF BID CONTENT

Should a contract ensue, the contents of the bid of the successful Bidder may become contractual obligations. Failure of a contractor to accept these obligations may result in cancellation of the award.

DISCLOSURE

All documents, specifications, and correspondence submitted to the City of Novi become the property of the City of Novi and are subject to disclosure under the provisions of Public Act No. 442 of 1976 known as the "Freedom of Information Act". This Act also provides for the complete disclosure of contracts and attachments hereto. This means that any informational material submitted as part of this ITB is available without redaction to any individual or organization upon request.

ECONOMY OF PREPARATION

Bids should be prepared simply and economically, providing a straightforward and concise description of the bidder's ability to meet the requirements of the bid. Emphasis should be on completeness and clarity of content. Included in the response must be a point by point response to the Requirements and other sections of the bid.

The City of Novi is not liable for any costs incurred by bidders prior to issuance of a contract.



CITY OF NOVI
SPORT CLOTHING AND APPAREL
SPECIFICATIONS

OVERVIEW

The City is seeking a single company to provide T-shirts and other apparel for team sports and City staff as needed.

TYPE OF CONTRACT

If a contract is executed as a result of the bid, it stipulates a fixed price for products. The contract period will be for one (1) year. Upon mutual consent of the City of Novi and the successful bidder, the contract may be renewed two (2) times in one (1) year increments at the same terms and conditions of the original contract.

GENERAL INFORMATION

All items listed in the bid form **MUST** be quoted unless otherwise noted. When a particular brand name is indicated, no substitutions are allowed for those items.

Additional items may be required during the course of the contract period. Should this occur, contractor must provide a written quote to the department requesting the item and to the Purchasing Manager. If price is acceptable to the City, the item(s) will be added to the contract at the quoted price for the remainder of the contract and any renewals. If pricing is not acceptable to the City, the City reserves the right to order the merchandise elsewhere.

If a size or color of an item included in bid is backordered, contractor may be asked to provide an equivalent item (which must be approved by City staff) at the same price.

BID SUBMITTALS/PRICING

All items are to be priced without printing or embroidery. Setup/artwork, logo printing and embroidery fees will be priced separately.

Please submit a detailed description of your ordering process, from ordering to delivery, with a timeline and any other procedures you have in place to show the City how you will be able to deliver the goods on time and accurately. If you have an order form you would like the City to use, please submit a sample with your bid.

CITY LOGO

When silkscreened, the logo will be done in one color. When embroidered, the logo may be done in one color or two colors. On occasion, the City may provide one or more items to have a logo embroidered on them.

SAMPLES

Samples may be requested by the City of Novi during bid evaluation. Failure to submit requested samples may result in rejection of your bid.

Samples may be requested during the contract. A pre-paid return shipping label will be provided so samples can be returned.

There will be no charge to the City for samples. If vendor wants samples returned, they must be clearly marked when delivered, otherwise they will not be returned.

CATALOGS

Web links to catalogs must be provided to the Purchasing Department after the award. Contractor must provide a link whenever the catalogs are updated to the new calendar year version.

ESTIMATED QUANTITIES

Quantities shown below are estimated based on prior years purchases and may or may not be ordered during the term of the contract. The City is not obligated to purchase these or any other quantities. The City makes no guarantee of items to be ordered, quantities to be ordered, or number of orders to be placed.

	<u>Estimated quantity</u>
Coach Apparel	400 annually
Adult Softball	310 annually
Staff T-shirts/polos/sweatshirts/fleeces	625 annually

ORDERING

Vendor must obtain a three-digit department code from the staff member placing the order and include it on the invoice.

DELIVERY

The City requires a packing list with all delivered items.

It is extremely important that the team/league apparel is delivered in a timely manner. The contractor will provide a delivery date when the order is placed. If contractor encounters a problem which affects the delivery date, they must immediately communicate this information to the staff member who placed the order. Failure to meet delivery dates could result in termination of the contract.

INVOICING

Invoices should be mailed to: City of Novi, Attention Finance Department, 45175 Ten Mile Rd., Novi, MI 48375, or emailed to invoices@cityofnovi.org. *This email is to be used for invoices and statements only and not for any other type of communication or sales. We are unable to respond to any inquiries from this email.*

TAX EXEMPTION

It is understood that the City of Novi is a governmental unit, and as such, is exempt from the payment of all Michigan State Sales and Federal Excise taxes. Do not include such taxes in the bid prices. The City will furnish the successful bidder with tax exemption certificate when requested. The City's tax-exempt number is 38-6032551.

FREIGHT CHARGES

Prices are to be quoted F.O.B. Destination (City of Novi facility, or other address provided by the City). Championship shirts for sport teams & promotional items are sent directly to the coach, not the City. Freight should be factored into the "per item" price.

SAMPLE AGREEMENT

CONTRACT FOR SPORT CLOTHING AND APPAREL

THIS CONTRACT FOR MATERIALS AND SERVICES ("Contract"), shall be considered as made and entered into as of the date of the last signature ("Effective Date"), and is between the City of Novi, a Michigan municipal corporation, whose address is 45175 Ten Mile, Novi, Michigan 48375, (hereinafter referred to as "Client"), and _____, whose address is _____, (hereinafter referred to as "Contractor").

THE CLIENT AND CONTRACTOR AGREE AS FOLLOWS:

Article I. Statement and Performance of Work.

For payment by the Client as provided under this Contract, Contractor shall provide the materials and perform the services described on and in Schedule A (the "Work"), which is attached hereto and made a part of this Contract by this reference, in a competent, accurate, efficient, timely, good, professional, thorough, complete and responsible manner, and in compliance with the terms and conditions set forth below.

Article II. Timing of Performance.

Performance of this Contract shall commence on 4/15/2023 and end on 3/31/2024. Upon mutual consent of the Client and the Contractor, the contract may be renewed two (2) additional years in one (1) year increments at the same prices, terms, and conditions of the original contract.

Article III. Contract Price and Payment.

Subject to the terms and conditions of this Contract, the Client agrees to pay Contractor an amount for materials and services as specifically set forth in the completed Proposal attached which is part of the attached Schedule A. Such payments are in exchange for and consideration of the timely and satisfactory performance and completion of the work required under and pursuant to this Contract. The Client agrees to pay Contractor amounts due within thirty (30) days of receipt of an itemized billing/invoice from Contractor detailing all materials and services that have been provided in connection with the billing and charges applicable to each such item. Such itemized billings shall be submitted and shall be paid only upon satisfactory completion of the work itemized in the billing.

All costs and expenses incurred by Contractor under this Contract are deemed to be included in the amounts set forth in Schedule A. Contractor will obtain written approval of the Client prior to proceeding with any work that is not stated on Schedule A; otherwise, the Client will not be billed for such extra/additional work.

Payments shall be made upon verification of invoices received by the Client. All payments to Contractor shall be submitted by mail at Contractor's address first listed above, unless Contractor provides written notice of a change in the address to which such payments are to be sent.

Article IV: Termination.

- A. 1. For cause: In the event that either party shall breach the terms and conditions of this Contract, the aggrieved party may notify the other party, in writing via certified mail, of such breach and demand that the same be remedied within ten (10) days. If the defaulting party fails to remedy the breach as demanded, the aggrieved party shall then have the right to terminate by giving the defaulting party thirty (30) days written notice. In addition, if at any time a voluntary petition in bankruptcy shall be filed against either party and shall not be dismissed within thirty (30) days, or if either party shall take advantage of any insolvency law, or if a receiver or trustee of any of a party's property shall be appointed and such appointments shall not be vacated within thirty (30) days, the other party shall have the right, in addition to any other rights of whatsoever nature that it may have at law or in equity, to terminate by giving thirty (30) days' notice in writing of such termination.
2. For convenience: The Client may terminate the agreement, in whole or in part, without showing cause upon giving thirty (30) days written notice to the Contractor. The Client shall pay all reasonable costs incurred by the Client up to the date of notice of termination. The Contractor will not be reimbursed for any anticipatory profits that have not been earned up to the date of notice of termination.
- B. In the event this Contract is terminated before completion, the Client shall not be responsible to make any further payments for work performed after the effective date of such termination, and shall pay Contractor for such materials as have been delivered and for such work as has been completed and is eligible for payment under the terms of this Contract through the date of such termination. In all events, the Client shall only be responsible to make the payments described in the preceding sentence if, at the Client's request, Contractor continues to fully perform its duties and obligations in full compliance with the terms of this Contract through the effective date of the termination.

Article V: Independent Contractor/Vendor Relationship.

- A. In the performance of this Contract, the relationship of Contractor to the Client shall be that of an independent contractor and/or vendor and not that of an employee or agent of Client. Contractor is and shall perform under this Contract as an independent contractor and/or vendor, and no liability or responsibility with respect to benefits of any kind, including without limitation, medical benefits, worker's compensation, pension rights, or other rights or liabilities arising out of or related to a contract for hire or employer/employee relationship shall arise or accrue to either party as a result of the performance of this Contract.

Contractor, as an independent contractor and/or vendor, is not authorized to enter into or sign any agreements on behalf of the Client or to make any representations to third parties that are binding upon the Client.

SAMPLE AGREEMENT

- B. Contractor represents that it will dedicate sufficient resources and provide all necessary personnel required to perform the work described in Schedule A in accordance with the terms and conditions of this Contract. Except as may be specifically stated and agreed to in Schedule A, Contractor shall perform all of the work under this Contract and no other person or entity shall be assigned or sub-contracted to perform the work, or any part thereof, unless approved by the Client in advance.

Article VI: Liability and Insurance.

- A. Contractor agrees to indemnify and hold harmless the Client, its elected and appointed officials and employees, from and against any and all claims, demands, suits, losses and settlements, including actual attorney fees incurred and all costs connected therewith, for any damages which may be asserted, claimed or recovered against the Client by reason of (i) personal injury, death and/or property damages which arises out of or is in any way connected or associated with the actions or inactions of Contractor in performing or failing to perform the work; or (ii) civil damages which arise out of any dispute between Contractor and its subcontractors, affiliates, employees or other private third parties in connection with this Contract. Contractor specifically agrees that it is Contractor's responsibility, and not the responsibility of the Client, to safeguard the property and materials used in performing this Contract. Contractor agrees to hold the City harmless from any loss of or damage to such property and materials used in connection with Contractor's performance of this Contract.
- B. Contractor shall provide evidence of adequate insurance coverage in the types and amounts set forth in Schedule A, which is attached hereto and incorporated herein by this reference. Such insurance shall be maintained at the specified level of coverage throughout the term of this Contract, including any extension of such term, and will cover all work, acts and omissions by and on behalf of Contractor in connection with this Contract, with the Client as named additional insureds, but with such coverage being primary and non-contributory as described in the attached Schedule A.

Article VII: Information.

It is expressly acknowledged and agreed that all reports, opinions, compilations, research work, studies, data, materials, artifacts, samples, documents, plans, drawings, specifications, correspondence, ledgers, permits, manuals, applications, contracts, accountings, schedules, maps, logs, invoices, billings, photographs, videotapes and all other materials generated by and/or coming into the possession of Contractor during the term of this Contract, and any extension thereof, that in any way relate to the performance of work by Contractor under this Contract or that are otherwise related or relevant to the work, belong exclusively to the Client and shall be promptly delivered to the Client upon the termination of this Contract or, at any time, upon the Client's request.

SAMPLE AGREEMENT

Article VIII: General Provisions.

- A. Entire Agreement. This instrument, together with the attached Schedules, contains the entire Contract between the Client and Contractor. No verbal agreement, conversation, or representation by or between any officer, agent, or employee of the parties hereto, either before or after the execution of this Contract, shall affect or modify any of the terms or obligations herein contained.
- B. Compliance with Laws. This Contract and all of Contractor's work and practices shall be subject to all applicable state, federal and local laws, ordinances, rules or regulations, including without limitation, those which apply because Client is a public governmental agency or body. Contractor represents that it is in compliance with all such laws and eligible and qualified to enter into this Contract.
- C. Governing Law. This Contract shall be governed by the laws of the State of Michigan.
- D. Assignment. Contractor shall not assign this Contract or any part thereof without the written consent of the Client. This Contract shall be binding on the parties, their successors, assigns and legal representatives.
- E. Third Parties. It is the intention of the parties hereto that this Agreement is not made for the benefit of any private third party. It is acknowledged that Client may receive a portion of the funding for the payments under this Contract from one or more private sources, and it is understood by Contractor that it is hired by Client to work exclusively for Client (and by extension for the Township should the work be accepted and implemented by the Township) and Contractor agrees that no private party or parties will be allowed to hold sway or influence, in any way, over Contractor's performance of the work.
- F. Notices. Written notices under this Contract shall be given to the parties at their addresses contained in this Contract by personal or registered mail delivery to the attention of the following persons:
- Client: Interim City Manager Victor Cardenas and City Clerk Cortney Hanson
Contractor:
- G. Changes. Any changes in the provisions of this Contract must be in writing and signed by the Client and Contractor.
- H. Waivers. No waiver of any term or condition of this Contract shall be binding and effective unless in writing and signed by all parties, with any such waiver being limited to that circumstance only and not applicable to subsequent actions or events.
- I. Jurisdiction and Venue of Contract. This Contract shall be considered for all purposes, including the establishment of jurisdiction and venue in any court action

SAMPLE AGREEMENT

between the parties, as having been entered into and consummated in the City of Novi, Oakland County, Michigan.

- J. Conflict. In the event of any conflict or inconsistency between the above provisions of this Contract and either or both of the attached Schedules, the provisions in the above text shall govern.

- K. Anti-Discrimination. The Contractor shall not discriminate against any employee, or applicant for employment because of religion, race, color, national origin, age, sex, height, weight, handicap, ancestry, place of birth, sexual preference or marital status. The Contractor further covenants that it will comply with the Civil Rights Act of 1973, as amended; and the Michigan Civil Rights Act of 1976 (78. Stat. 252 and 1976 PA 453) and will require a similar covenant on the part of any consultant or subcontractor employed in the performance of this contract.

IN WITNESS WHEREOF, the Client and the Contractor have executed this Contract in Oakland County, Michigan, as of the date first listed above.

WITNESS AND DATES
OF SIGNATURES:

CITY OF NOVI

Date: _____

By: Robert J. Gatt
Its: Mayor

Date: _____

By: Cortney Hanson
Its: Clerk

"CONTRACTOR"

Date: _____

By:
Its:



CITY OF NOVI
SPORT CLOTHING & APPAREL
ADDENDUM #1

INTENT: This addendum has been issued to modify and/or interpret the original specifications for the bid/RFP named above. Unless otherwise instructed, the information contained within this Addendum shall take precedence over anything contrary in the original specifications, and shall hereinafter be considered as part of the package.

RESPONSE: The Contractor shall verify receipt of this Addendum on the Bid/Fee Proposal Form.

CONTENTS: Included in this Addendum is one (1) page of bidder questions with answers.

QUESTIONS:

1. Do you know how many different logos would go on the items that you have listed, and the quantities involved for each logo.

A – The City of Novi logo would be standard on every shirt, and then mostly wording for whatever championship is won. Factoring in division champions who all get a shirt, and playoff teams who select a shirt, roughly 1200 a year.

Tracey Marzonie
Purchasing Department

Notice dated: March 17, 2023

CITY OF NOVI - SPORT CLOTHING APPAREL

Bid due 3/24/23 2:00 p.m.

Item	Description	Impressive Promotional	Destination Athlete of Macomb	Express Press	Hilton Screeners	Inkpressions
SETUP/ARTWORK						
1	Logo Setup/Artwork Dept/City	5.00	118.50	0.00	0.00	40.00
2	Logo Setup/Artwork Sponsor	5.00	118.50	0.00	0.00	40.00
PRINTING COSTS (per shirt)						
3	1 color logo/1 location	1.00	6.75	1.00	3.00	3.26
4	2 color logo/1 location	1.50	7.75	1.75	4.00	3.70
5	1 color logo/2 location	2.00	10.75	2.00	5.00	6.52
6	2 color logo/2 location	3.00	13.00	3.50	6.90	7.40
7	"Coach", "Supervisor", "Staff"	1.00	10.00	1.00	3.00	8.00
EMBROIDERY COSTS (per logo)						
8	Embroidered logo - 1 color	5.00	16.25	5.00	8.00	3.80
9	Embroidered logo - 2 color	5.00	20.25	5.00	8.00	3.80
10	Embroidered logo - 1 color, on customer supplied item	7.50	18.25	6.00	8.00	4.75
11	Embroidered logo - 2 color, on customer supplied item	7.50	22.00	6.00	8.00	4.75
ADULT SOFTBALL/COACHSTAFF						
12	T-Shirts, SS, 50/50 cotton/poly	Gildan G800/G800b	Port & Co. PC55	Gildan 8000	Gildan 8000	Port & Co. PC55
	Youth Small - Youth XL	4.50	8.90	3.50	3.95	3.79
	Adult Small - Adult XL	4.50	8.90	3.50	3.95	4.35
	Adult 2XL	6.50	10.50	5.50	7.00	6.22
	Adult 3XL	7.50	13.00	6.50	8.50	8.40
	Adult 4XL	7.50	14.00	7.50	8.50	8.40
13	T-shirts, LS, 50/50 cotton/poly	Port & Co PC55LS	Port & Co PC55LS	Gildan 8400	No Brand Name	Port & Co PC55LS
	Adult Small - Adult XL	9.00	14.75	6.71	8.00	7.59
	Adult 2XL	11.00	15.50	8.71	9.75	9.03
	Adult 3XL	12.00	16.25	9.71	10.95	10.19
	Adult 4XL	12.00	17.25	10.71	10.95	10.19
14	T-shirt - SS, 100 % poly, wicking	Augusta 790	Augusta 790	Augusta 790	Augusta 790	Augusta 790
	Adult Small - Adult XL	7.50	13.50	5.56	5.20	6.28
	Adult 2XL	9.50	15.50	7.56	6.75	8.02
	Adult 3XL	10.50	17.00	8.56	9.50	11.12

CITY OF NOVI - SPORT CLOTHING APPAREL

Bid due 3/24/23 2:00 p.m.

Item	Description	Impressive Promotional	Destination Athlete of Macomb	Express Press	Hilton Screeners	Inkpressions
15	T-shirt - LS, 100% poly, wicking	Augusta 788	Augusta 788	Augusta 788	Augusta 788	Augusta 788
	Adult Small - Adult XL	10.50	16.50	7.66	7.95	9.43
	Adult 2XL	12.50	18.50	9.66	9.40	10.78
	Adult 3XL	14.50	20.00	10.66	12.25	14.82
16	Nike Style Discontinued Polo, SS	Nike 267020/286772	Under Armour (1370399)	No Brand Name	Nike 373749/354064	Nike 373749/354064
	Adult Small - Adult XL	45.50	42.25	16.14	26.00	24.27
	Adult 2XL	47.50	42.25	18.14	27.50	25.70
	Adult 3XL (no ladies)	48.50	46.25	19.14	30.75	28.56
	Adult 4XL (no ladies)	48.50	n/a	20.14	32.25	28.56
17	Sweatshirt - Crew Neck	Gildan G180	Gildan G180	Gildan G180	Gildan G180	Gildan G180
	Adult Small - Adult XL	14.00	20.50	9.10	10.25	11.26
	Adult 2XL	16.00	22.50	11.10	12.30	13.46
	Adult 3XL	17.00	24.00	12.10	15.75	15.70
	Adult 4XL	17.00	25.00	13.10	15.75	15.70
18	Sweatshirt - Crew Neck	Port & Co PC 90	Port & Co PC 90	Port & Co PC 90	Port & Co PC 90	Port & Co PC 90
	Adult Small - Adult XL	17.50	21.25	12.17	11.00	10.29
	Adult 2XL	19.50	23.00	14.17	13.00	12.15
	Adult 3XL	20.50	25.50	15.17	15.00	14.08
	Adult 4XL	20.50	26.50	16.17	15.00	14.08
19	Sweatshirt - Crew Neck	FOL #82300	FOL #82300	FOL #82300	FOL #82300	FOL #82300
	Adult Small - Adult XL	21.00	n/a	14.92	18.25	15.89
	Adult 2XL	23.00	n/a	16.92	24.50	20.42
	Adult 3XL	24.00	n/a	17.92	27.25	22.85
20	Sweatshirt - Crew Neck	Sport Tek F280	Sport Tek F280	Sport Tek F280	Sport Tek F280	Sport Tek F280
	Adult Small - Adult XL	35.00	36.25	24.12	30.75	28.56
	Adult 2XL	37.00	37.25	26.12	32.25	29.99
	Adult 3XL	38.00	38.25	27.12	35.40	32.85
	Adult 4XL	38.00	40.00	28.12	35.75	34.28

CITY OF NOVI - SPORT CLOTHING APPAREL

Bid due 3/24/23 2:00 p.m.

Item	Description	Impressive Promotional	Destination Athlete of Macomb	Express Press	Hilton Screeners	Inkpressions
21	Sweatshirt - Full zip, hood	Port & Co. PC90ZH	Port & Co. PC90ZH	Port & Co. PC90ZH	Port & Co. PC90ZH	Port & Co. PC90ZH
	Adult Small - Adult XL	28.00	31.25	19.31	24.50	22.83
	Adult 2XL	30.00	33.00	21.31	26.50	24.58
	Adult 3XL	31.00	35.75	22.31	32.00	29.86
	Adult 4XL	31.00	36.75	23.31	32.00	29.86
22	Sweatshirt - Full zip, hood	Sport Tek F282	Sport Tek F282	Sport Tek F282	Sport Tek F282	Sport Tek F282
	Adult Small - Adult XL	45.50	46.00	30.41	39.25	36.42
	Adult 2XL	47.50	48.00	32.41	40.75	37.85
	Adult 3XL	48.50	49.50	33.41	43.75	40.70
	Adult 4XL	48.50	51.00	34.41	45.40	42.13
23	Sweatshirt - Full zip, hood	FOL #82230R	FOL #82230R	FOL #82230R	FOL #82230R	FOL #82230R
	Adult Small - Adult XL	33.25	n/a	23.05	30.95	27.13
	Adult 2XL	35.25	n/a	25.05	35.75	30.72
	Adult 3XL	36.25	n/a	26.05	39.75	32.85
24	Fleece Jacket, LS, Mens & Ladies	Core 365 #88190/78190	Core 365 #88190/78190	Core 365 #88190/78190	Core 365 #88190/78190	Core 365 #88190/78190
	Adult Small - Adult XL	31.50	48.00	21.27	27.95	25.00
	Adult 2XL	33.50	51.00	23.27	31.25	27.86
	Adult 3XL	34.50	53.00	24.27	32.75	29.29
	Adult 4XL (Men's only)	34.50	54.00	25.27	34.25	30.72
	Adult 5XL (Men's only)	34.50	55.00	26.27	36.25	32.15
25	T-shirts, LS, 100% cotton	Gildan 5400/5400L	Gildan 5400/5400L	Gildan 5400/5400L	Gildan 5400/5400L	Gildan 5400/5400L
	Adult Small - Adult XL	8.75	14.25	6.08	7.25	7.13
	Adult 2XL	10.75	15.00	8.08	9.15	9.27
	Adult 3XL	11.75	16.00	9.08	11.40	11.42
	Adult 4XL (mens only)	11.75	17.00	10.08	n/a	n/a
26	Wind Shirt, LS, unlined, V-neck	Sport-Tek JST72	Sport-Tek JST62	Agusta 3415	Sport Tek J343	Agusta 3415
	Adult XSmall - Adult XL	22.75	27.25	18.95	16.95	22.10
	Adult 2XL	24.75	29.00	20.95	18.50	23.60
	Adult 3XL	25.75	32.00	21.95	21.50	26.89
	Adult 4XL	25.75	33.00	22.95	23.00	28.24

CITY OF NOVI - SPORT CLOTHING APPAREL

Bid due 3/24/23 2:00 p.m.

Item	Description	Impressive Promotional	Destination Athlete of Macomb	Express Press	Hilton Screeners	Inkpressions
27	Polo Shirt - SS, wicking, Mens & Ladies	Harriton M315/M315W	Harriton M315/M315W	Harriton M315/M315W	Harriton M315/M315W	Harriton M315/M315W
	Adult XSmall - Adult XL	22.75	24.00	15.50	20.75	18.58
	Adult 2XL	24.75	27.00	17.50	23.95	21.43
	Adult 3XL	25.75	29.00	18.50	25.55	24.28
	Adult 4XL	25.75	30.00	19.50	27.00	25.71
28	Crew Neck Sweatshirt	Jerzees 4662M	Jerzees 4662M	Jerzees 4662M	Jerzees 4662M	Jerzees 4662M
	Adult XSmall - Adult XL	19.25	22.25	12.61	14.25	14.36
	Adult 2XL	21.25	23.75	14.61	18.75	17.22
	Adult 3XL	22.25	25.00	15.61	21.25	20.08
	Adult 4XL	22.25	26.50	16.61	21.25	n/a
29	Hoodie Pullover Sweatshirt	Hanes F170	Hanes F170	Hanes F170	Hanes F170	Hanes F170
	Adult XSmall - Adult XL	31.50	31.50	21.61	27.35	25.43
	Adult 2XL	33.50	38.50	23.61	32.75	30.50
	Adult 3XL	34.50	42.50	24.61	38.25	35.65
	Delivery after receipt of order	10-15 days	15 business days	23 days	5-7 business days	10-12 business days
	Reprint delivery	5-10 days	15 business days	23 days	5-7 business days	10-12 business days
	How much time to ship Championship items to teams	5-10 days	15 business days	23 days	Approx 15 business days	10-12 business days
Comments		Current global supply chain issues may affect availability of above specified items. Substitute items may be subject to price adjustment. Shipping to Novi Facilities only included in price.		Any style sized XXL or larger will incur an addtl. Cost 2XL +\$2 3XL +\$3 4XL +\$4 Will allow employees to make personal purchases at the contract price	Depending on order size and turn around time. Goods will either be delivered by us or UPS. UPS will incur a freight charge. All small orders will be sent UPS.	

CITY OF NOVI - SPORT CLOTHING APPAREL

Bid due 3/24/23 2:00 p.m.

Item	Description	Jonahs Enterprises	Riddell/ All American	Seaside Companies	Sources Inc.
SETUP/ARTWORK					
1	Logo Setup/Artwork Dept/City	1 Color = \$50 2 Color = \$100	22.00	60.00	40.00
2	Logo Setup/Artwork Sponsor	1 Color = \$50 2 Color = \$100	22.00	60.00	40.00
PRINTING COSTS (per shirt)			(12-96 pieces)		
3	1 color logo/1 location	6.00	4.15	1.25	1.60
4	2 color logo/1 location	6.00	4.40	2.19	1.95
5	1 color logo/2 location	12.00	8.30	2.80	3.20
6	2 color logo/2 location	12.00	8.80	4.06	3.90
7	"Coach", "Supervisor", "Staff"	6.00	4.15	1.56	10.00
EMBROIDERY COSTS (per logo)					
8	Embroidered logo - 1 color	12.00	6.00	5.00	4.50
9	Embroidered logo - 2 color	12.00	6.00	5.00	4.50
10	Embroidered logo - 1 color, on customer supplied item	12.00	6.00	5.00	7.00
11	Embroidered logo - 2 color, on customer supplied item	12.00	6.00	5.00	7.00
ADULT SOFTBALL/COACHSTAFF					
12	T-Shirts, SS, 50/50 cotton/poly	Gildan 5000	Gildan G8000/G8000b	Port & Co. PC55	Port & Co.
	Youth Small - Youth XL	7.25	4.68	3.20	4.80
	Adult Small - Adult XL	7.40	5.08	3.25	6.44
	Adult 2XL	9.39	9.39	5.45	6.44
	Adult 3XL	10.74	9.39	7.35	8.35
	Adult 4XL	10.74	9.39	7.35	8.35
13	T-shirts, LS, 50/50 cotton/poly	Delta 12640	Gildan 8400	Port & Co. PC55LS	Port & Co.
	Adult Small - Adult XL	10.12	8.55	6.43	7.64
	Adult 2XL	11.63	10.65	7.90	8.90
	Adult 3XL	14.06	10.65	8.90	9.90
	Adult 4XL	14.06	10.65	8.90	9.90
14	T-shirt - SS, 100 % poly, wicking	Augusta 790	Augusta 790	Augusta 790	Augusta 790
	Adult Small - Adult XL	8.86	5.00	5.70	6.50
	Adult 2XL	10.21	7.00	7.28	8.01
	Adult 3XL	12.91	7.50	10.10	10.73

CITY OF NOVI - SPORT CLOTHING APPAREL

Bid due 3/24/23 2:00 p.m.

Item	Description	Jonahs Enterprises	Riddell/ All American	Seaside Companies	Sources Inc.
15	T-shirt - LS, 100% poly, wicking	Augusta 788	Augusta 788	Augusta 788	Augusta 788
	Adult Small - Adult XL	11.43	7.65	8.50	9.25
	Adult 2XL	12.78	9.65	9.70	10.43
	Adult 3XL	15.48	10.65	13.25	13.96
16	Nike Style Discontinued Polo, SS	Nike 373749/354064	Nike 373749/354064	Nike 373749/354064	Nike 373749/354064
	Adult Small - Adult XL	26.94	no bid	19.10	22.24
	Adult 2XL	28.29	no bid	20.20	23.49
	Adult 3XL (no ladies)	30.99	no bid	22.45	25.99
	Adult 4XL (no ladies)	32.34	no bid	23.58	27.24
17	Sweatshirt - Crew Neck	Gildan G180	Gildan G18000	Gildan G180	Gildan G180
	Adult Small - Adult XL	17.34	11.55	8.50	11.73
	Adult 2XL	19.42	14.35	11.78	13.65
	Adult 3XL	21.51	14.35	13.74	15.61
	Adult 4XL	16.04	14.35	13.74	15.61
18	Sweatshirt - Crew Neck	Port & Co PC 90	Port & Co PC 90	Port & Co PC 90	Port & Co PC 90
	Adult Small - Adult XL	16.42	11.00	9.00	10.88
	Adult 2XL	18.18	16.00	10.63	12.50
	Adult 3XL	20.00	16.00	12.31	14.19
	Adult 4XL	20.00	16.00	12.31	14.19
19	Sweatshirt - Crew Neck	FOL #82300	One Stop #FL375	FOL #82300	FOL #82300
	Adult Small - Adult XL	19.58	19.75	14.43	14.90
	Adult 2XL	24.02	24.65	18.54	18.86
	Adult 3XL	26.41	24.65	20.75	20.99
20	Sweatshirt - Crew Neck	Sport Tek F280	Sport Tek F280	Sport Tek F280	Sport Tek F280
	Adult Small - Adult XL	36.39	33.85	24.98	26.86
	Adult 2XL	37.74	38.00	26.24	28.11
	Adult 3XL	40.44	38.00	28.74	30.61
	Adult 4XL	41.79	38.00	29.98	31.86

CITY OF NOVI - SPORT CLOTHING APPAREL

Bid due 3/24/23 2:00 p.m.

Item	Description	Jonahs Enterprises	Riddell/ All American	Seaside Companies	Sources Inc.
21	Sweatshirt - Full zip, hood	Port & Co. PC90ZH	Port & Co. PC90ZH	Port & Co. PC90ZH	Port & Co. PC90ZH
	Adult Small - Adult XL	30.97	28.77	19.98	21.85
	Adult 2XL	32.62	29.65	21.50	23.38
	Adult 3XL	37.62	29.65	26.13	28.00
	Adult 4XL	37.62	29.65	26.13	28.00
22	Sweatshirt - Full zip, hood	Sport Tek F282	Sport Tek F282	Sport Tek F282	Sport Tek F282
	Adult Small - Adult XL	43.81	37.70	31.87	33.74
	Adult 2XL	45.16	41.80	33.12	34.99
	Adult 3XL	47.86	41.80	35.61	37.49
	Adult 4XL	49.21	41.80	36.87	38.74
23	Sweatshirt - Full zip, hood	FOL #82230R	FOL #82230R	FOL #82230R	FOL #82230R
	Adult Small - Adult XL	29.73	32.23	24.64	25.61
	Adult 2XL	32.81	37.45	27.90	28.74
	Adult 3XL	35.04	37.45	29.83	30.61
24	Fleece Jacket, LS, Mens & Ladies	Core 365 #88190/78190	Core 365 #88190/78190	Core 365 #88190/78190	Core 365 #88190/78190
	Adult Small - Adult XL	28.53	no bid	22.72	23.75
	Adult 2XL	31.32	no bid	25.30	26.25
	Adult 3XL	32.73	no bid	26.60	27.50
	Adult 4XL (Men's only)	34.13	no bid	27.90	28.75
	Adult 5XL (Men's only)	35.54	no bid	29.20	30.00
25	T-shirts, LS, 100% cotton	Gildan 5400/5400L	Gildan 5400/5400L	Gildan 5400/5400L	Gildan 5400/5400L
	Adult Small - Adult XL	9.27	8.55 / 7.15	6.68	7.68
	Adult 2XL	10.20	10.60 / 10.40	7.92	8.91
	Adult 3XL	12.44	n/a	9.94	10.94
	Adult 4XL (mens only)	13.79	n/a	n/a	11.15
26	Wind Shirt, LS, unlined, V-neck	Sport Tek JST72	Sport Tek JST72	Sport Tek JST72	Sport Tek JST72
	Adult XSmall - Adult XL	24.24	19.98	16.24	17.24
	Adult 2XL	25.59	24.19	17.49	18.49
	Adult 3XL	28.29	24.19	19.98	20.99
	Adult 4XL	29.64	24.19	21.24	22.24

CITY OF NOVI - SPORT CLOTHING APPAREL

Bid due 3/24/23 2:00 p.m.

Item	Description	Jonahs Enterprises	Riddell/ All American	Seaside Companies	Sources Inc.
27	Polo Shirt - SS, wicking, Mens & Ladies	Harriton M315/ M315W	Harriton M315/ M315W	Harriton M315/ M315W	Harriton M315/ M315W
	Adult XSmall - Adult XL	22.21	no bid	16.87	17.25
	Adult 2XL	25.02	no bid	19.46	19.75
	Adult 3XL	26.42	no bid	20.76	21.00
	Adult 4XL	27.83	no bid	22.06	22.25
28	Crew Neck Sweatshirt	Jerzees 4662M	Jerzees 4662M	Jerzees 4662M	Jerzees 4662M
	Adult XSmall - Adult XL	18.08	15.72	13.43	14.44
	Adult 2XL	20.89	18.25	16.05	16.94
	Adult 3XL	23.68	18.63	18.55	19.44
	Adult 4XL	23.83	20.48	n/a	20.57
29	Hoodie Pullover Sweatshirt	Hanes F170	HN345	Hanes F170	Hanes F170
	Adult XSmall - Adult XL	28.03	32.90	22.56	24.13
	Adult 2XL	32.82	37.89	27.09	28.56
	Adult 3XL	37.68	38.89	31.89	33.06
	Delivery after receipt of order	30-60 days	30 days	7-10 days	21 days
	Reprint delivery	30 days	Contact Sales Rep	30-45 days	14 days
	How much time to ship Championship items to teams	30 days	30 days	n/a	21 days
Comments		Once PO is received we will fulfill orders between 30-60 days.		In stock blank items ship within 2-3 days	



CITY OF NOVI CITY COUNCIL
MAY 22, 2023

SUBJECT: Adoption of Resolution seeking reimbursement from Oakland County for expenses associated with the City of Novi's annual Mosquito Control Program.

SUBMITTING DEPARTMENT: Department of Public Works, Field Operations Division

BACKGROUND INFORMATION:

The Department of Public Works continues to work with Oakland County Health Division officials to identify and destroy mosquito habitats to prevent the spread of the West Nile Virus (and incidentally, the Zika Virus). By participating in the County's program, DPW's Field Operations Division has been effectively treating catch basins and standing water areas with chemical pesticide briquettes. The briquettes are distributed annually in late spring and are effective for 180 days.

County health officials continue to emphasize the importance of public education on mosquito control, early source reduction, and strong personal protection measures. City staff promotes public awareness of these topics on the City's website, at homeowner association meetings, and at City events.

The Oakland County Board of Commissioners has approved this year's reimbursement for West Nile Virus expenses incurred by cities, villages, and townships (CVT). Each qualifying CVT receives funds according to a formula established by the County (75% for populations/25% for total square miles). This year the City's reimbursement will be \$9,092.68. The cost to purchase the required amount of chemical briquettes was \$14,520.00, for a difference of \$5,427.32, which was expensed against the Drain Fund.

RECOMMENDED ACTION: Adoption of Resolution seeking reimbursement from Oakland County for expenses associated with the City of Novi's annual Mosquito Control Program.

CITY OF NOVI
COUNTY OF OAKLAND, MICHIGAN

RESOLUTION AUTHORIZING WEST NILE VIRUS FUND EXPENSE REIMBURSEMENT REQUEST

Minutes of a Meeting of the City Council of the City of Novi, County of Oakland, Michigan, held in the City Hall of said City on _____, _____, at ____ o'clock P.M. Prevailing Eastern Time.

PRESENT: Councilmembers _____

ABSENT: Councilmembers _____

The following preamble and Resolution were offered by Councilmember _____ and supported by Councilmember _____.

WHEREAS; the Oakland County Board of Commissioners has established a West Nile Virus Fund Program to assist Oakland County cities, villages, and townships in addressing mosquito control activities; and,

WHEREAS; Oakland County's West Nile Virus Fund Program authorizes Oakland County cities, villages, and townships to apply for reimbursement of expenses incurred in connection with mosquito protection activities, mosquito larviciding; and,

WHEREAS; the City of Novi has incurred expenses in connection with mosquito control activities; and,

WHEREAS; the City of Novi is eligible for reimbursement under Oakland County's West Nile Virus Fund Program.

NOW, THEREFORE, BE IT RESOLVED, that the Novi City Council authorizes the Department of Public Works, Field Operations Senior Manager, Matt Wiktorowski, as agent for the City of Novi, to request reimbursement for mosquito control activities under Oakland County's West Nile Virus Fund Program.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

Cortney Hanson, City Clerk

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Novi, County of Oakland, and State of Michigan, at a regular meeting held this _____ day of _____, 2023, and that public notice of said meeting was given pursuant to and in full compliance with Act No. 267, Public Acts of Michigan, 1976, and that the minutes of said meeting have been kept and made available to the public as required by said Act.

Cortney Hanson, City Clerk
City of Novi



April 18, 2023

VIA E-MAIL

CITY COUNCIL

Mayor
Bob Gatt

Mayor Pro Tem
Dave Staudt

Laura Marie Casey

Hugh Crawford

Justin Fischer

Brian Smith

Ericka Thomas

Interim City Manager
Victor Cardenas

Director of Public Works
Jeffrey Herczeg

Deputy Director of Public Works
Megan Mikus

City Engineer
Ben Croy, P.E.

Ms. Genessa Doolittle
Oakland County Health Department
1200 N. Telegraph, 34-E
Pontiac MI 48341

Re: Reimbursement from the West Nile Virus Fund Request

Dear Ms. Doolittle:

The City of Novi would like to request reimbursement for expenses we expect to incur this year to purchase larvicide tablets for distribution into catch basins and public ponds. Attached for your review is the City of Novi's mosquito control project description and a quote for 15 cases of Natular XRT tablets (\$14,520.00).

If you have any questions regarding our program, please contact me.

Sincerely,

Matt Wiktorowski
Field Operations Senior Manager

Enclosures

cc: Jeff Herczeg, Director of Public Works
Carl Johnson, Finance Director

Department of Public Works
26300 Lee BeGole Drive
Novi, Michigan 48375
248.735.5640
248.735.5659 fax

cityofnovi.org

PROJECT PLAN

For the past 20 years, the Public Works Field Operations Division has executed a larvicide briquette program. The program consists of distributing briquettes/tablets into catch basins and public ponds as recommended by Oakland County. Each application is effective for approximately 180 days.

Currently, the City has 7 cases of Natular XRT tablets in stock from the prior application. An additional 15 cases will be purchased and distributed into catch basins and public ponds during the month of May.

The City of Novi continually promotes mosquito control activities through public education, basin cleaning, and monitoring for potential mosquito breeding areas.



// COPY //

Page: 1(1)

675 Sidwell Ct
St Charles, IL 60174
U.S.A.
www.clarke.com
TOLL-FREE: 800-323-5727

PH: 630-894-2000
FAX: 630-443-3070

EMAIL: customer@clarke.com

QUOTATION

B City of Novi Public Works Department (004749)
I Matt Wiktorowski
L 45175 W. Ten Mile Road
L Finance Department
Novi, MI 48375-3006
T 248-735-5640
O 248-735-5659

S City of Novi Public Works Department
H Matt Wiktorowski
I 26300 Lee BeGole Drive
P Formerly Delwal Drive
Novi, MI 48375-1247
T 248-735-5640
O

Address ID: 000002

Quotation #	Quote Date	Salesperson	Written by	Valid to
0002030301	03/20/23	Chris Novak	Angie Gaul	03/31/23

Delivery Method	Terms
United Parcel Post	Net 30 Days

Item #	Item Description	Qty Ordered	Unit Price	Extended Price
11850	NATULAR XRT TABLET US EPA Current Label	15 cs	968.0000/cs	14,520.00

Order Total	14,520.00
Total	14,520.00

* For your convenience we also accept Visa and MasterCard

Clarke will charge applicable sales taxes unless a valid exemption certificate is Emailed to: accountsreceivable@clarke.com or faxed to: 630-672-7439

* A 15% restocking fee plus freight costs may be assessed to any returned items.
Items must be returned within 120 days of shipment and in an acceptable condition.





CITY OF NOVI CITY COUNCIL
MAY 22, 2023

SUBJECT: Approval to accept the residential streets as part of Dunhill Park and adoption of Act 51 New Street Resolution accepting Dunhill Drive, Dunhill Court, and Wales Court as public, adding 0.42 miles of roadway to the City's public street system.

SUBMITTING DEPARTMENT: Department of Public Works, Engineering Division

BACKGROUND INFORMATION:

Hunter Pasteur Homes Dunhill Park, LLC has requested the dedication and acceptance of Dunhill Drive, Dunhill Court, and Wales Court as a public asset. The Dunhill Park development is comprised of 31 single family home lots. The project is located west of Beck Road and north of Eight Mile Road. The right-of-way width for the proposed streets shall be sixty (60) feet wide.

According to the City's consulting engineer and the City Engineering Division, the streets meet city design and construction standards (Spalding DeDecker, November 10, 2020, and Engineering Division, November 24, 2021). The legal documents required for street acceptance took a few months to be approved and executed after Spalding DeDecker's site work approval letter was issued on November 10, 2020. During this time, additional issues with the streets were discovered and communicated to the developer. The streets were approved the second time by the Engineering Division on November 24, 2021. From November 24, 2021, to November 30, 2022, the street maintenance bond was not paid, and streets were not accepted. Once the bond was paid, an additional final site work approval letter was issued on April 28, 2023.

The related acceptance documents have been reviewed by the City's consulting engineer and the City Attorney and are in a form so as to permit acceptance by City Council (Spalding DeDecker, July 19, 2021, and Beth Saarela, July 22, 2021, respectively). The enclosed resolution satisfies the Michigan Department of Transportation requirement for adding 0.42 miles of roadway to Act 51 funding.

RECOMMENDED ACTION: Approval to accept the residential streets as part of Dunhill Park and adoption of Act 51 New Street Resolution accepting Dunhill Drive, Dunhill Court, and Wales Court as public, adding 0.42 miles of roadway to the City's public street system.

CITY OF NOVI
COUNTY OF OAKLAND, MICHIGAN

RESOLUTION

NEW STREET ACCEPTANCE

**Dunhill Park
Dunhill Drive, Dunhill Court, and Wales Court**

Minutes of a Meeting of the City Council of the City of Novi, County of Oakland, Michigan, held in the City Hall of said City on May 22, 2023, at 7:00 o'clock P.M. Prevailing Eastern Time.

PRESENT: Councilmembers_____

ABSENT: Councilmembers_____

The following preamble and Resolution were offered by Councilmember _____and supported by Councilmember _____.

WHEREAS; the City's Act 51 Program Manager is requesting formal acceptance of Dunhill Drive, Dunhill Court, and Wales Court and,

WHEREAS; that said streets are located within a City right-of-way that is under the control of the City of Novi, and,

WHEREAS; that Dunhill Drive, Dunhill Court, and Wales Court were open to the public since April 2023.

NOW THEREFORE, IT IS THEREFORE RESOLVED that the Mayor and Novi City Council hereby accept Dunhill Drive, Dunhill Court, and Wales Court and direct such to be included in the City's public street system.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

Cortney Hanson, City Clerk

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Novi, County of Oakland, and State of Michigan, at a regular meeting held this 22nd day of May, 2023 and that public notice of said meeting was given pursuant to and in full compliance with Act No. 267, Public Acts of Michigan, 1976, and that the minutes of said meeting have been kept and made available to the public as required by said Act.

Cortney Hanson, City Clerk
City of Novi

Dunhill Park Street Acceptance

Location Map



Map Author: Kate Purpura
Date: 11/23/2021
Project: Dunhill Park
Version: 1.0

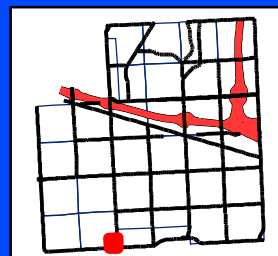
Amended By:
Date:
Department:

MAP INTERPRETATION NOTICE

Map information depicted is not intended to replace or substitute for any official or primary source. This map was intended to meet National Map Accuracy Standards and use the most recent, accurate sources available to the people of the City of Novi. Boundary measurements and area calculations are approximate and should not be construed as survey measurements performed by a licensed Michigan Surveyor as defined in Michigan Public Act 132 of 1970 as amended. Please contact the City GIS Manager to confirm source and accuracy information related to this map.

Legend

- Major Roads
- Minor Roads
- Proposed Public Streets



City of Novi

Engineering Division
Department of Public Works
26300 Lee BeGole Drive
Novi, MI 48375
cityofnovi.org

Feet
0 37.5 75 150 225
1 inch = 175 feet



April 28, 2023

Mrs. Humna Anjum
Project Engineer
Department of Public Works
Field Services Complex – Engineering Division
26300 Lee BeGole Drive
Novi, MI 48375

**Re: Dunhill Park
Site Work Final Approval**
Novi SP No.: JSP15-0013
SDA Job No.: NV16-226

Dear Mrs. Anjum:

Please be advised that the public site utilities, grading, and pavement for the above referenced project were confirmed by SDA to have been completed in accordance with the approved construction plans on November 10, 2020. Hunter Pasteur did not submit the required paperwork for street acceptance, so the roads continued to deteriorate and additional repairs were needed. Those repairs were completed in December 2022, and at this time, we recommend that the Incomplete Site Work/Utilities Financial Guarantee can be released. The condition of the streets will be evaluated for additional repairs prior to the street maintenance bond expiration.

Please note that we have not addressed any items related to landscaping, woodlands or wetlands because the appropriate City staff or consultants will need to address these issues.

If you have any questions, please do not hesitate to contact us at our office.

Sincerely,

SPALDING DEDECKER

Heather Gendron
Digitally signed by Heather Gendron
Date: 2023.05.04 10:34:06-04'00'

Heather Gendron
Project Manager

cc: Sarah Marchioni, City of Novi – Building Project Coordinator (e-mail)
Angela Sosnowski, City of Novi – Bond Coordinator (e-mail)
Scott Roselle, City of Novi – Water and Sewer Asset Manager (e-mail)
Andrew Milia, Franklin Construction Co. (e-mail)
Seth Herkowitz, Hunter Pasteur Homes (e-mail)
SDA Job File

July 19, 2021

Jeff Herczeg
City of Novi
26300 Lee BeGole Drive
Novi, Michigan 48375

Re: Dunhill Park - Acceptance Documents Review
Novi # JSP15-0013
SDA Job No. NV16-226
FINAL DOCUMENTS APPROVED

Dear Mr. Herczeg:

We have reviewed the Acceptance Document Package received by our office on June 16, 2021 against the Final Site Plan (Stamping Set) approved on August 25, 2016. We offer the following comments:

Final Acceptance Documents

The following items must be provided prior to the issuance of a Temporary Certificate of Occupancy. All documents must be completed using blue/black ink as the County will reject them otherwise.

1. Warranty Deed for Streets Right-of-Way
(executed 05/21/21, unrecorded, dated 10/28/16)
Exhibits Approved
2. Bills of Sale: Sanitary Sewer System and Water Supply System
SUPPLIED – APPROVED
3. Bill of Sale: Streets
SUPPLIED – APPROVED
4. Full Unconditional Waivers of Lien from contractors installing streets
SUPPLIED – APPROVED
5. Sworn Statement signed by Developer for Streets Installation
SUPPLIED - APPROVED

Unless otherwise stated above, the documents as submitted were found to be acceptable by our office pending review by the City Attorney. Legal review will not occur until a current title policy is submitted to the City. For those documents which require revisions, please forward those revised documents to the City for further review and approval.

The City Attorney's Office will retain the original documents in their files until such time as they are approved and ready (notarized and executed properly) for the mayor's signature.

It should be noted that the Plan Review Center Report dated July 1, 2016 contains all documentation requirements necessary prior to construction and occupancy of the facility.

If you have any questions regarding this matter, please contact this office at your convenience.

Sincerely,

SPALDING DEDECKER



Mike Freckelton, EIT
Project Engineer

Cc (via Email): Victor Boron, City of Novi
Taylor Reynolds, Spalding DeDecker
Courtney Hanson, City of Novi
Madeleine Daniels, City of Novi
Sarah Marchioni, City of Novi
Ted Meadows, Spalding DeDecker
Kate Purpura, City of Novi
Beth Saarela, Rosati, Schultz, Joppich, Amtsbuechler
Angie Sosnowski, City of Novi
Melissa Morris, City of Novi

ELIZABETH KUDLA SAARELA
esaarela@rsjalaw.com

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



ROSATI | SCHULTZ
JOPPICH | AMTSBUECHLER

July 22, 2021

Jeffrey Herczeg, Director of Public Works
City of Novi
Field Services Complex
26300 Lee BeGole Drive
Novi, MI 48375

**RE: Dunhill Park JSP 15-0013
Right-of-Way Acceptance Documents – Interior Roads**

Dear Mr. Herczeg:

We have received and reviewed the following **original** documents for Dunhill Park, enclosed:

1. Warranty Deed for Interior Roads (***Approved***)
2. Bill of Sale for Paving (***Approved***)
3. Title Search
4. Partial Discharge of Mortgage – Roads and General Common Elements (***Approved***)

Warranty Deed

The Warranty Deed provided conveys the Condominium's interior roads to the City. The Warranty Deed is consistent with the title search provided. The legal descriptions of the right-of-way area being dedicated have been reviewed and approved by the City's Consulting Engineer. The Bill of Sale for paving conveys the paving and is acceptable as provided. The Warranty Deed may be placed on an upcoming City Council Agenda for acceptance. Once accepted, it should be recorded with the Oakland County Register of Deeds in the usual manner. The original Bill of Sale should be retained in the City's file. The Partial Discharge of Mortgage releasing the roads from the Developer's Construction Mortgage has been recorded.

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

Jeffrey Herczeg, Director of Public Works
City of Novi
July 22, 2021
Page 2

Very truly yours,

ROSATI SCHULTZ JOPPICH
& AMTSBUECHLER PC



Elizabeth Kudla Saarela

EKS

Enclosures

C: Cortney Hanson, Clerk (w/ Original Enclosures)
Charles Boulard, Community Development Director (w/Enclosures)
Barb McBeth, City Planner (w/Enclosures)
Lindsay Bell, Planner (w/Enclosures)
Christian Carroll, Planner (w/Enclosures)
Madeleine Daniels, Planning Assistant (w/Enclosures)
Sarah Marchioni, Community Development Building Project Coordinator (w/Enclosures)
Angie Sosnowski, Community Development Bond Coordinator (w/Enclosures)
Ben Croy, City Engineer (w/Enclosures)
Rebecca Runkel, Project Engineer (w/Enclosures)
Kate Richardson, Project Engineer (w/Enclosures)
Victor Boron, Project Engineer (w/Enclosures)
Humna Anjum, Project Engineer (w/Enclosures)
Melissa Morris, Administrative Assistant (w/Enclosures)
Michael Freckelton, Taylor Reynolds & Ted Meadows, Spalding DeDecker (w/Enclosures)
Wendy Taylor, Hunter Pasteur Homes (w/Enclosures)
Thomas R. Schultz, Esquire (w/Enclosures)

WARRANTY DEED

KNOW ALL MEN BY THESE PRESENTS, that Hunter Pasteur Homes Dunhill Park, LLC, a Michigan limited liability company, whose address is 32300 Northwestern Highway, Suite 230, Farmington Hills, Michigan 48334, conveys and warrants to City of Novi, a Michigan Municipal Corporation, whose address is 45175 West Ten Mile Road, Novi, Michigan 48375, for right-of-way purposes, the following described premises situated in the City of Novi, County of Oakland, State of Michigan, to wit:

See attached Exhibits "A, B and C" attached hereto and made a part hereof.

Together with all and singular the tenements, hereditaments and appurtenances thereunto belonging or in anywise appertaining, for the sum of One and no/100-----Dollars (\$1.00), and subject to all building and use restrictions, easements, encumbrances and other matters of record.

Grantor grants to Grantee the right to make zero (0) divisions under Section 108 of the Land Division Act, Act No. 288 of the Public Acts of 1967. The property conveyed by this deed may be located within the vicinity of farm land or a farm operation. Generally accepted agricultural and management practices which may generate noise, dust, odors, and other associated conditions may be used and are protected by the Michigan Right to Farm Act.

Dated this 21st day of May 2021

Hunter Pasteur Homes Dunhill Park, LLC,
a Michigan Limited Liability Company

By: [Signature]
Randy Wertheimer
Its: Member



STATE OF MICHIGAN)
) ss.
COUNTY OF OAKLAND)

The foregoing instrument was acknowledged before me this 21st day of May 2021, by Randy Wertheimer, a Member of Hunter Pasteur Homes Dunhill Park, LLC, a Michigan Limited Liability Company.

[Signature], Notary Public
Oakland County, Michigan
My Commission Expires 4/3/2027
Acting in Oakland County

When Recorded Return to: Maryanne Cornelius, Clerk City of Novi 45175 West Ten Mile Road Novi, MI 48375-3024	Send Subsequent Tax Bills to: City of Novi 45175 West Ten Mile Road Novi, Michigan 48375	Drafted by: Elizabeth M. Kudla 27555 Executive Drive, Suite 250 Farmington Hills, Michigan 48331
--	---	---

Tax Parcel Nos. _____

Job No. _____ Recording Fee _____ Transfer Tax _____

EXHIBIT A

“DUNHILL PARK”

LEGAL DESCRIPTION
SUBJECT PROPERTY

PART OF THE SOUTHEAST 1/4 OF SECTION 32, T1N-R8E, CITY OF NOVI, DESCRIBED AS: COMMENCING AT THE SOUTHEAST CORNER OF SAID SECTION 32; THENCE N00°00'00"E 60.00 FEET ALONG THE EAST LINE OF SAID SECTION 32 AND THE CENTERLINE OF BECK ROAD; THENCE S89°25'00"W 33.00 FEET TO THE POINT OF BEGINNING; THENCE CONTINUING S89°25'00"W 974.64 FEET ALONG THE NORTH RIGHT-OF-WAY LINE OF EIGHT MILE ROAD; THENCE N00°00'00"E 1260.00 FEET; THENCE N89°25'00"E 330.00 FEET; THENCE S00°00'00"W 330.00 FEET; THENCE N89°25'00"E 644.64 FEET; THENCE S00°00'00"W 930.00 FEET TO THE POINT OF BEGINNING, CONTAINING 23.31 ACRES OF LAND, MORE OR LESS.

EXHIBIT B

"DUNHILL PARK"

LEGAL DESCRIPTION

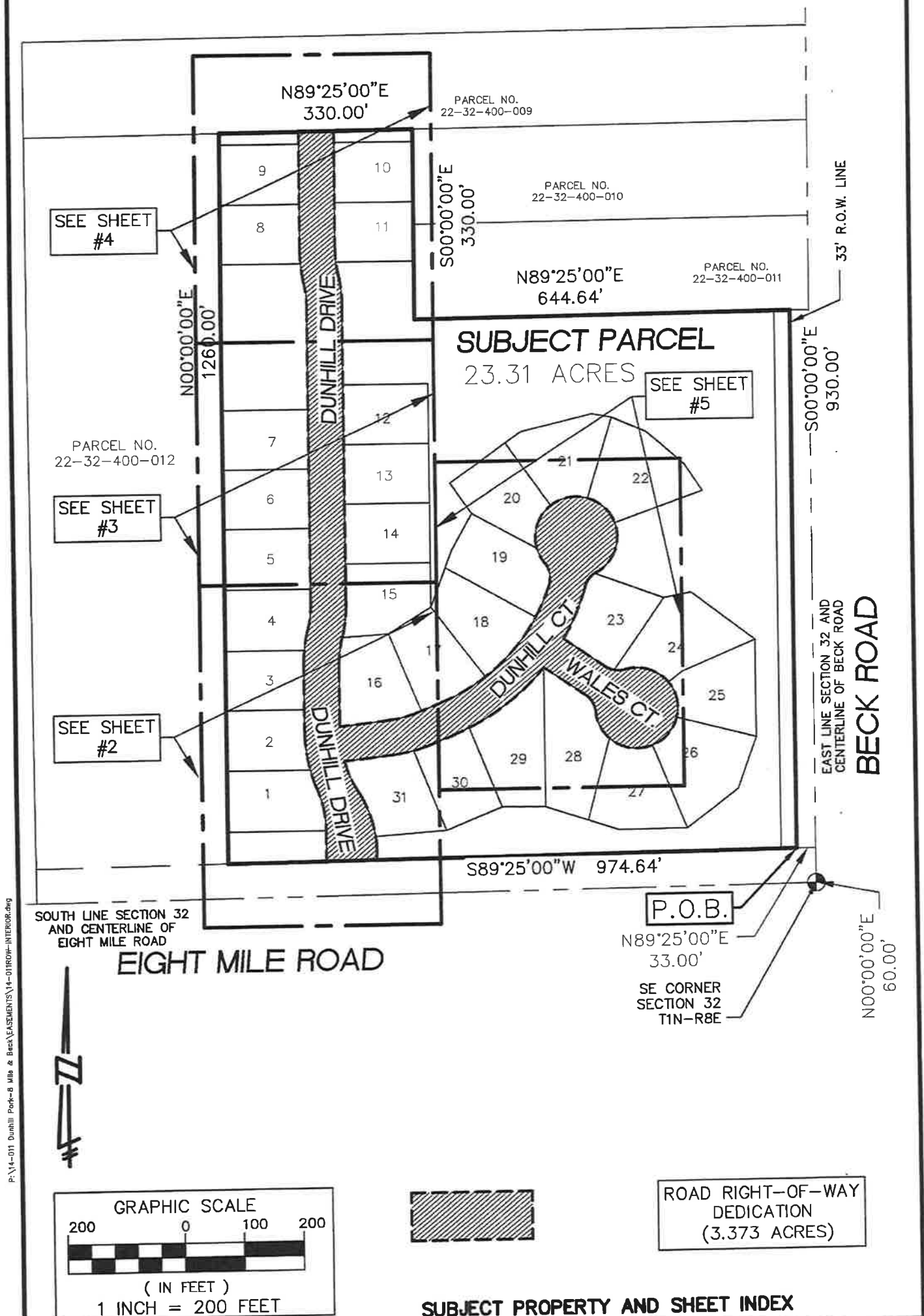
ROAD RIGHT-OF-WAY DEDICATION

A Road Right-Of-Way Dedication located in a part of the Southeast 1/4 of Section 32, Town 1 North, Range 8 East, City of Novi, Oakland County, Michigan; being more particularly described as commencing at the Southeast Corner of said Section 32; thence Due North, 60.00 feet, along the East Line of said Section 32 and centerline of Beck Road; thence South 89°25'00" West, 754.57 feet, to a point on the Northerly right-of-way line of Eight Mile Road and the Southerly line of Subject Property, for a POINT OF BEGINNING; thence continuing South 89°25'00" West, 86.00 feet, along the Northerly line of said Eight Mile Road and the Southerly line of said Subject Property; thence Due North, 48.78 feet; thence 77.25 feet along a curve to the left, said curve having a radius of 200.00 feet, a central angle of 22°07'52" and a chord bearing and distance of North 11°03'56" West, 76.77 feet; thence 100.43 feet along a curve to the right, said curve having a radius of 260.00 feet, a central angle of 22°07'52" and a chord bearing and distance of North 11°03'56" West, 99.80 feet; thence Due North, 116.10 feet; thence 61.57 feet along a curve to the right, said curve having a radius of 260.00 feet, a central angle of 13°34'06" and a chord bearing and distance of North 06°47'03" East, 61.43 feet; thence 47.36 feet along a curve to the left, said curve having a radius of 200.00 feet, a central angle of 13°34'06" and a chord bearing and distance of North 06°47'03" East, 47.25 feet; thence Due North, 507.96 feet; thence 43.84 feet along a curve to the left, said curve having a radius of 200.00 feet, a central angle of 12°33'36" and a chord bearing and distance of North 06°16'48" West, 43.76 feet; thence 57.00 feet along a curve to the right, said curve having a radius of 260.00 feet, a central angle of 12°33'36" and a chord bearing and distance of North 06°16'48" West, 56.88 feet; thence Due North, 205.59 feet, to a point on the Northerly line of said Subject Property; thence North 89°25'00" East, 60.00 feet, along the Northerly of said Subject Property; thence Due South, 206.20 feet; thence 43.84 feet along a curve to the left, said curve having a radius of 200.00 feet, a central angle of 12°33'36" and a chord bearing and distance of South 06°16'48" East, 43.76 feet; thence 5.00 feet along a curve to the right, said curve having a radius of 260.00 feet, a central angle of 12°33'36" and a chord bearing and distance of South 06°16'48" East, 56.88 feet; thence Due South, 507.96 feet; thence 61.57 feet along a curve to the right, said curve having a radius of 260.00 feet, a central angle of 13°34'06" and a chord bearing and distance of South 06°47'03" West, 61.43 feet; thence 47.36 feet along a curve to the left, said curve having a radius of 200.00 feet, a central angle of 13°34'06" and a chord bearing and distance of South 06°47'03" West, 47.25 feet; thence Due South, 108.35 feet; thence North 83°35'56" East, 81.42 feet; thence 54.12 feet along a curve to the left, said curve having a radius of 200.00 feet, a central angle of 15°30'13" and a chord bearing and distance of North 75°50'50" East, 53.95 feet; thence North 68°05'43" East, 44.18 feet; thence 282.00 feet along a curve to the left, said curve having a radius of 330.00 feet, a central angle of 48°57'45" and a chord bearing and distance of North 43°36'51" East, 273.50 feet; thence 42.27 feet along a curve to the left, said curve having a radius of 42.00 feet, a central angle of 57°40'01" and a chord bearing and distance of North 09°42'03" West, 40.51 feet; thence 341.31 feet along a curve to the right, said curve having a radius of 70.00 feet, a central angle of 279°21'47" and a chord bearing and distance of South 78°51'10" East, 90.58 feet; thence 32.52 feet along a curve to the left, said curve having a radius of 42.00 feet, a central angle of 44°22'03" and a chord bearing and distance of South 38°38'42" West, 31.72 feet; thence 95.61 feet along a curve to the right, said curve having a radius of 390.00 feet, a central angle of 14°02'48" and a chord bearing and distance South 23°29'05" West, 95.37 feet; thence South 55°04'49" East, 85.44 feet; thence 36.65 feet along a curve to the left, said curve having a radius of 42.00 feet, a central angle of 49°59'41" and a chord bearing and distance of South 80°04'40" East, 35.50 feet; thence 342.07 feet along a curve to the right,

EXHIBIT B

said curve having a radius of 70.00 feet, a central angle of $279^{\circ}59'23''$ and a chord bearing and distance of South $34^{\circ}55'11''$ West, 90.00 feet; thence 36.65 feet along a curve to the left, said curve having a radius of 42.00 feet, a central angle of $49^{\circ}59'41''$ and a chord bearing and distance of North $30^{\circ}04'59''$ West, 35.50 feet; thence North $55^{\circ}04'49''$ West, 85.44 feet; thence 195.79 feet along a curve to the right, said curve having a radius of 390.00 feet, a central angle of $28^{\circ}45'50''$ and a chord bearing and distance of South $53^{\circ}42'48''$ West, 193.74 feet; thence South $68^{\circ}05'43''$ West, 44.18 feet; thence 70.35 feet along a curve to the right, said curve having a radius of 260.00 feet, a central angle of $15^{\circ}30'13''$ and a chord bearing and distance of South $75^{\circ}50'50''$ West, 70.14 feet; thence South $83^{\circ}35'56''$ West, 81.26 feet; thence 58.40 feet along a curve to the left, said curve having a radius of 200.00 feet, a central angle of $16^{\circ}43'51''$ and a chord bearing and distance of South $23^{\circ}23'36''$ East, 58.19 feet; thence 110.86 feet along a curve to the right, said curve having a radius of 200.00 feet, a central angle of $31^{\circ}45'31''$ and a chord bearing and distance of South $15^{\circ}52'46''$ East, 109.45 feet; thence Due South, 10.66 feet, to the Point of Beginning. All of the above containing 3.373 Acres.

EXHIBIT C



**SEIBER, KEAST
ENGINEERING, L.L.C.**

CONSULTING ENGINEERS

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PHONE: 248.308.3331 EMAIL: INFO@SEIBERKEAST.COM

DUNHILL PARK

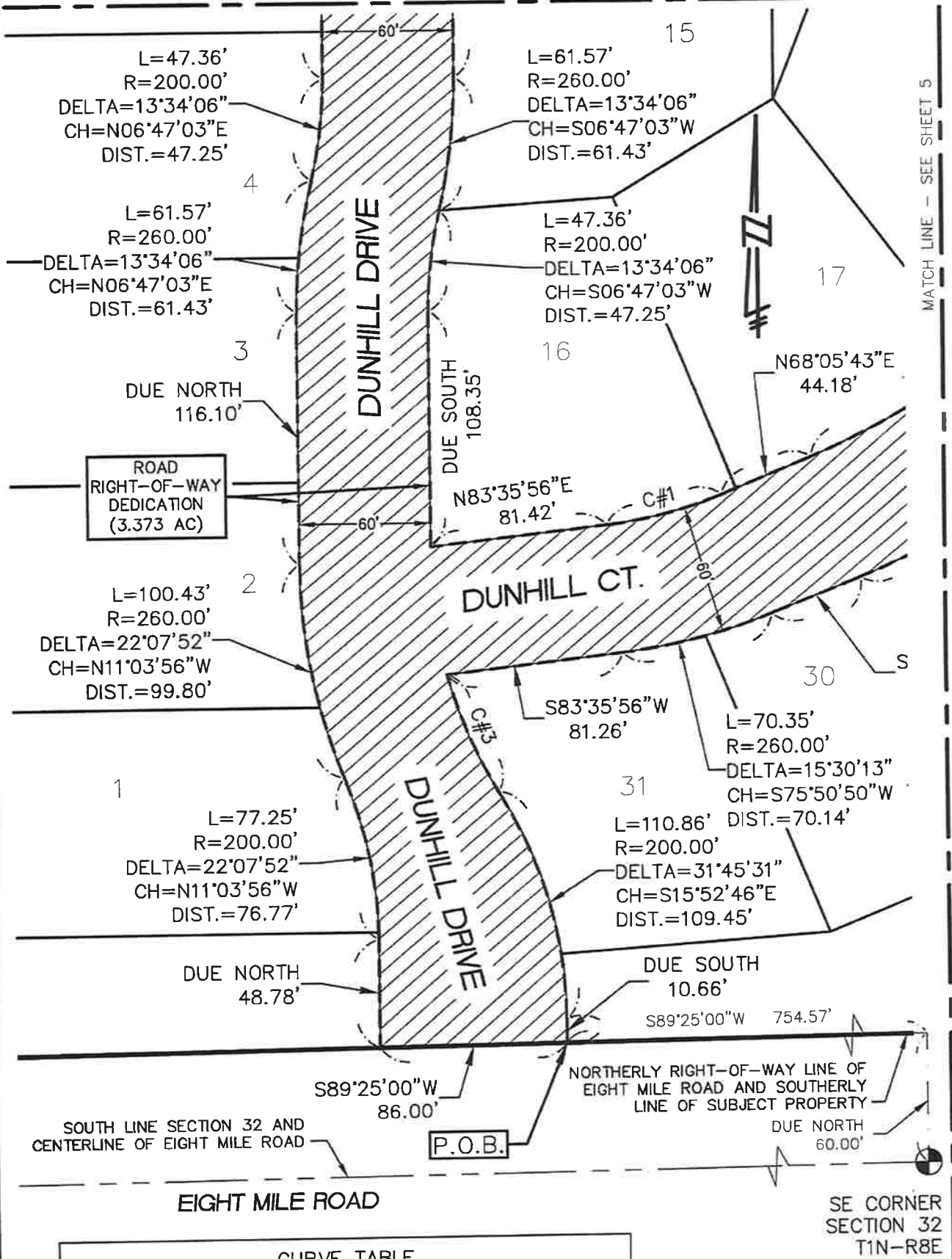
SECTION 32, TOWN 1 NORTH,
RANGE 8 EAST, CITY OF NOVI,
OAKLAND COUNTY, MICHIGAN

SCALE: 1" = 200'
DATE: 10-28-16
JOB NO.: 14-011
DWG FILE: 14-011ESMT-ROW
DRAWN BY: AT, OFR
CHECK: BE
SHEET: 1 OF 5

EXHIBIT C

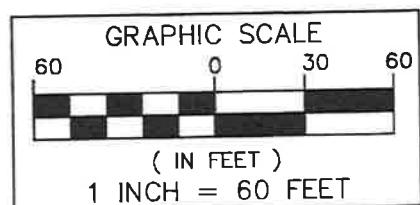
MATCH LINE - SEE SHEET 2

MATCH LINE - SEE SHEET 5



CURVE TABLE					
CURVE	LENGTH	RADIUS	DELTA	CHORD BEARING	CHORD
C#1	54.12'	200.00'	15°30'13"	N75°50'50"E	53.95'
C#3	58.40'	200.00'	16°43'51"	S23°23'36"E	58.19'

ROAD RIGHT-OF-WAY
DEDICATION
(3.373 ACRES)



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CONSULTING ENGINEERS

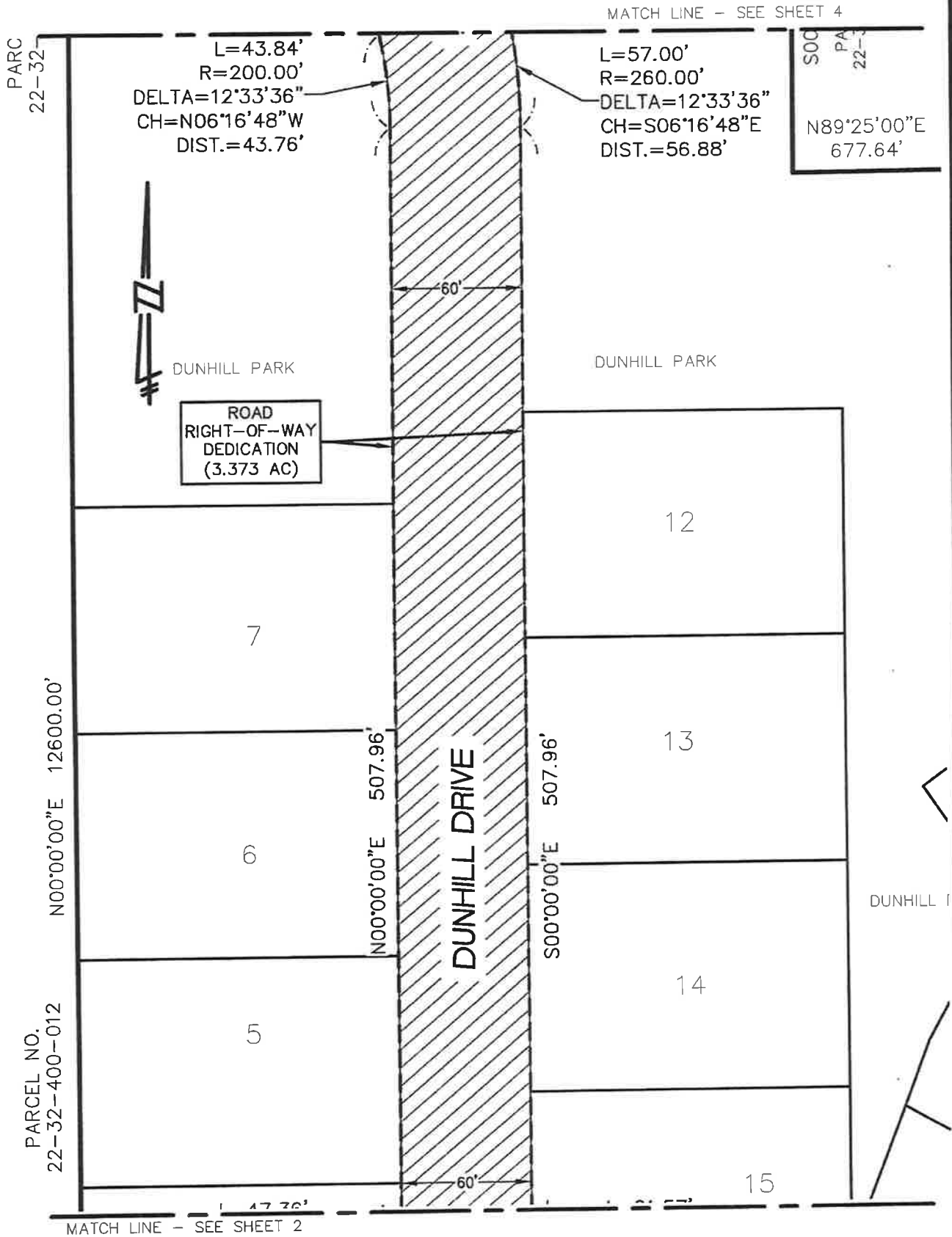
100 MAINCENTRE • SUITE 10 • NORTHVILLE, MICHIGAN • 48167
PHONE: 248.308.3331 EMAIL: INFO@SEIBERKEAST.COM

DUNHILL PARK

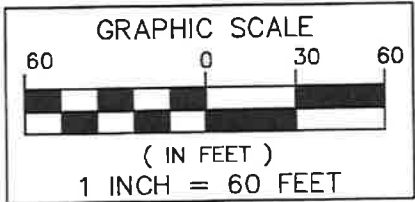
SECTION 32, TOWN 1 NORTH,
RANGE 8 EAST, CITY OF NOVI,
OAKLAND COUNTY, MICHIGAN

SCALE: 1" = 60'
DATE: 10-28-16
JOB NO.: 14-011
DWG FILE: 14-011ESMT-ROW
DRAWN BY: AT, DFR
CHECK: BE
SHEET: 2 OF 5

EXHIBIT C



ROAD RIGHT-OF-WAY
DEDICATION
(3.373 ACRES)



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DUNHILL PARK

SECTION 32, TOWN 1 NORTH,
RANGE 8 EAST, CITY OF NOVI,
OAKLAND COUNTY, MICHIGAN

SCALE: 1" = 60'
DATE: 10-28-16
JOB NO.: 14-011
DWG FILE: 14-011ESMT-ROW
DRAWN BY: AT, DFR
CHECK: BE
SHEET: 3 OF 5

EXHIBIT C

PARCEL NO.
22-32-400-009

NORTHERLY LINE OF
SUBJECT PROPERTY

N89°25'00"E
60.00'

N89°25'00"E
330.00'

PARCEL NO.
22-32-400-012
N00°00'00"E 12600.00'

PARCEL NO.
22-32-400-010

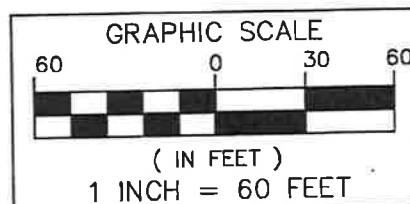
330.00'
S00°00'00"E
PARCEL NO.
22-32-400-011

N89°25'00"E
677.64'



MATCH LINE - SEE SHEET 3

ROAD RIGHT-OF-WAY
DEDICATION
(3.373 ACRES)



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ENGINEERING, L.L.C.**

CONSULTING ENGINEERS

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DUNHILL PARK

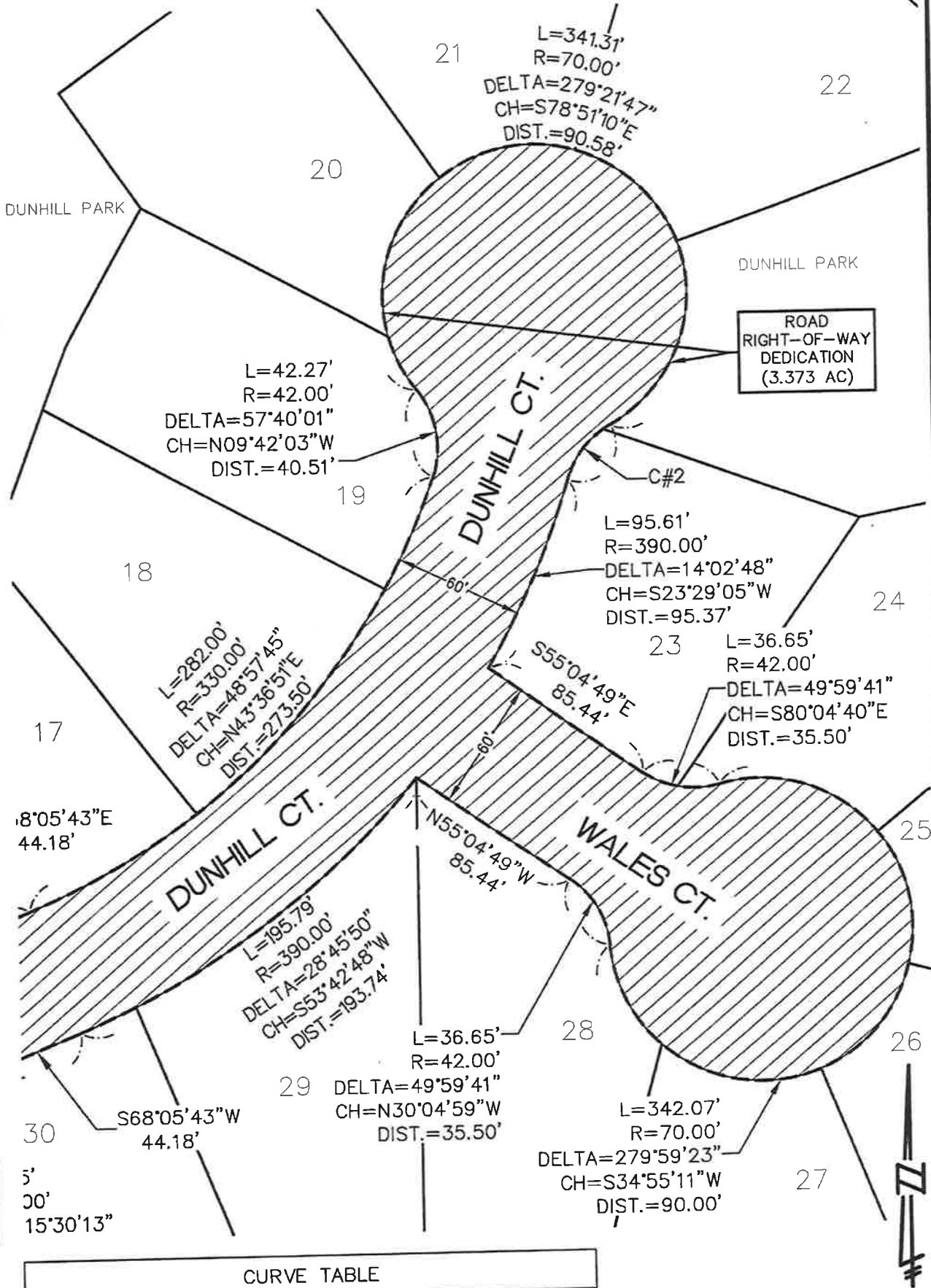
SECTION 32, TOWN 1 NORTH,
RANGE 8 EAST, CITY OF NOVI,
OAKLAND COUNTY, MICHIGAN

SCALE: 1" = 60'
DATE: 10-28-16
JOB NO.: 14-011
DWG FILE: 14-011ESMT-ROW
DRAWN BY: AT, DFR
CHECK: BE
SHEET: 4 OF 5

P:\14-011 Dunhill Park-8 Mile & Beck\ASSEMBLYS\14-011ROW-INTERIOR.dwg

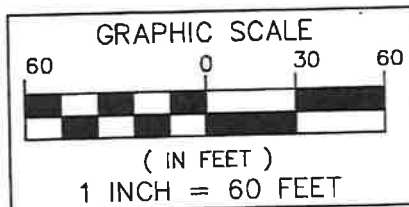
EXHIBIT C

MATCH LINE - SEE SHEET 2



CURVE TABLE					
CURVE	LENGTH	RADIUS	DELTA	CHORD BEARING	CHORD
C#2	32.52'	42.00'	44°22'03"	S38°38'42"W	31.72'

ROAD RIGHT-OF-WAY
DEDICATION
(3.373 ACRES)



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DUNHILL PARK

SECTION 32, TOWN 1 NORTH,
RANGE 8 EAST, CITY OF NOVI,
OAKLAND COUNTY, MICHIGAN

SCALE: 1" = 60'
DATE: 10-28-16
JOB NO.: 14-011
DWG FILE: 14-011ESMT-ROW
DRAWN BY: AT, DFR
CHECK: BE
SHEET: 5 OF 5

BILL OF SALE

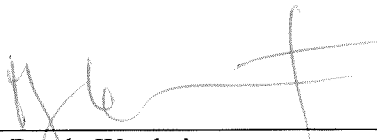
KNOW ALL MEN BY THESE PRESENTS, that Hunter Pasteur Homes Dunhill Park LLC, whose address is 32300 Northwestern Highway, Suite 230, Farmington, Michigan 48334 for the sum of \$1.00 One Dollar, the receipt and sufficiency of which is hereby acknowledged, does hereby grant, bargain, sell and convey the CITY OF NOVI, 45175 West Ten Mile Road, Novi, Michigan 48375, all of the street paving according to the public rights-of-way therefore established described as follows:

{See attached Exhibits “A, B, and C” attached hereto and made a part hereof}

In witness whereof, the undersigned has executed these presents this 13th day of July, 2021

Signed by

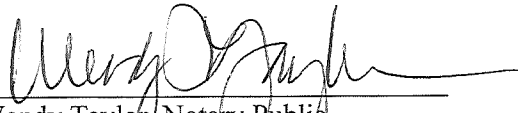
Hunter Pasteur Homes Dunhill Park LLC.
a Michigan Limited Liability Company



By: Randy Wertheimer

STATE OF MICHIGAN)
) SS
COUNTY OF OAKLAND)

The foregoing instrument was acknowledged before me this 13th day of July, 2021, by Randy Wertheimer, Managing Member of Hunter Pasteur Homes Dunhill Park LLC, a Michigan Limited Liability Company on behalf of said company.



Wendy Taylor, Notary Public
Oakland County, Michigan
My Commission Expires:

Drafted by:	Return To:
Elizabeth M. Kudla	Cortney Hanson, Clerk
30903 Northwestern Highway	City of Novi
Farmington Hills, MI 48334	45175 West Ten Mile Road
	Novi, MI 48375-3024

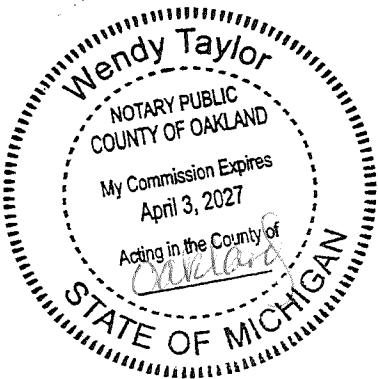


EXHIBIT A

“DUNHILL PARK”

LEGAL DESCRIPTION
SUBJECT PROPERTY

PART OF THE SOUTHEAST 1/4 OF SECTION 32, T1N-R8E, CITY OF NOVI, DESCRIBED AS: COMMENCING AT THE SOUTHEAST CORNER OF SAID SECTION 32; THENCE N00°00'00"E 60.00 FEET ALONG THE EAST LINE OF SAID SECTION 32 AND THE CENTERLINE OF BECK ROAD; THENCE S89°25'00"W 33.00 FEET TO THE POINT OF BEGINNING; THENCE CONTINUING S89°25'00"W 974.64 FEET ALONG THE NORTH RIGHT-OF-WAY LINE OF EIGHT MILE ROAD; THENCE N00°00'00"E 1260.00 FEET; THENCE N89°25'00"E 330.00 FEET; THENCE S00°00'00"W 330.00 FEET; THENCE N89°25'00"E 644.64 FEET; THENCE S00°00'00"W 930.00 FEET TO THE POINT OF BEGINNING, CONTAINING 23.31 ACRES OF LAND, MORE OR LESS.

EXHIBIT B

“DUNHILL PARK”

LEGAL DESCRIPTION

ROAD RIGHT-OF-WAY DEDICATION

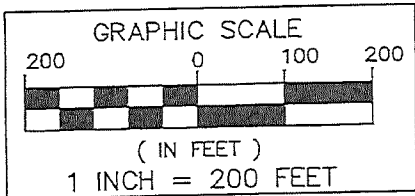
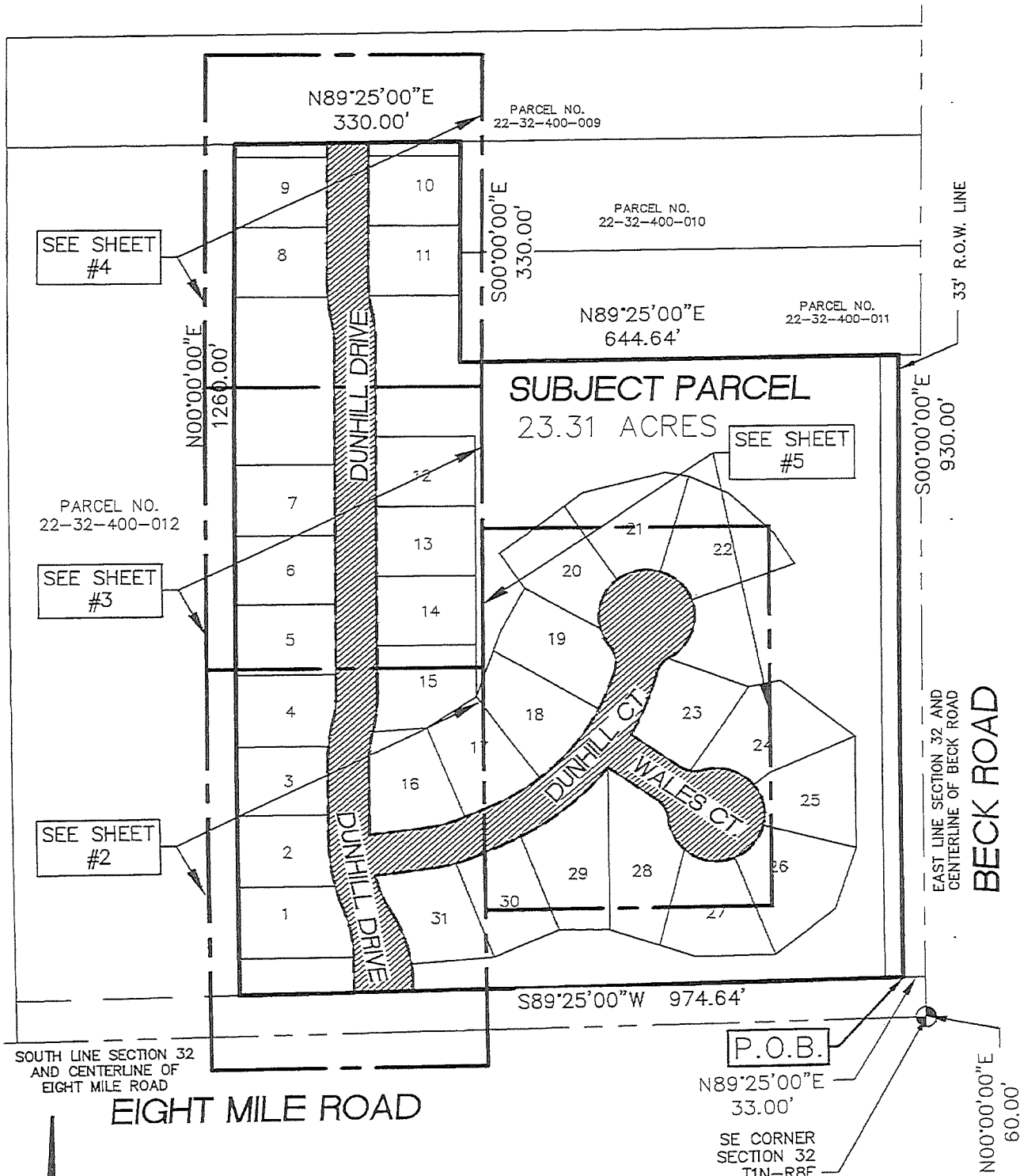
A Road Right-Of-Way Dedication located in a part of the Southeast 1/4 of Section 32, Town 1 North, Range 8 East, City of Novi, Oakland County, Michigan; being more particularly described as commencing at the Southeast Corner of said Section 32; thence Due North, 60.00 feet, along the East Line of said Section 32 and centerline of Beck Road; thence South 89°25'00" West, 754.57 feet, to a point on the Northerly right-of-way line of Eight Mile Road and the Southerly line of Subject Property, for a POINT OF BEGINNING; thence continuing South 89°25'00" West, 86.00 feet, along the Northerly line of said Eight Mile Road and the Southerly line of said Subject Property; thence Due North, 48.78 feet; thence 77.25 feet along a curve to the left, said curve having a radius of 200.00 feet, a central angle of 22°07'52" and a chord bearing and distance of North 11°03'56" West, 76.77 feet; thence 100.43 feet along a curve to the right, said curve having a radius of 260.00 feet, a central angle of 22°07'52" and a chord bearing and distance of North 11°03'56" West, 99.80 feet; thence Due North, 116.10 feet; thence 61.57 feet along a curve to the right, said curve having a radius of 260.00 feet, a central angle of 13°34'06" and a chord bearing and distance of North 06°47'03" East, 61.43 feet; thence 47.36 feet along a curve to the left, said curve having a radius of 200.00 feet, a central angle of 13°34'06" and a chord bearing and distance of North 06°47'03" East, 47.25 feet; thence Due North, 507.96 feet; thence 43.84 feet along a curve to the left, said curve having a radius of 200.00 feet, a central angle of 12°33'36" and a chord bearing and distance of North 06°16'48" West, 43.76 feet; thence 57.00 feet along a curve to the right, said curve having a radius of 260.00 feet, a central angle of 12°33'36" and a chord bearing and distance of North 06°16'48" West, 56.88 feet; thence Due North, 205.59 feet, to a point on the Northerly line of said Subject Property; thence Due North 89°25'00" East, 60.00 feet, along the Northerly of said Subject Property; thence Due South, 206.20 feet; thence 43.84 feet along a curve to the left, said curve having a radius of 200.00 feet, a central angle of 12°33'36" and a chord bearing and distance of South 06°16'48" East, 43.76 feet; thence 5.00 feet along a curve to the right, said curve having a radius of 260.00 feet, a central angle of 12°33'36" and a chord bearing and distance of South 06°16'48" East, 56.88 feet; thence Due South, 507.96 feet; thence 61.57 feet along a curve to the right, said curve having a radius of 260.00 feet, a central angle of 13°34'06" and a chord bearing and distance of South 06°47'03" West, 61.43 feet; thence 47.36 feet along a curve to the left, said curve having a radius of 200.00 feet, a central angle of 13°34'06" and a chord bearing and distance of South 06°47'03" West, 47.25 feet; thence Due South, 108.35 feet; thence North 83°35'56" East, 81.42 feet; thence 54.12 feet along a curve to the left, said curve having a radius of 200.00 feet, a central angle of 15°30'13" and a chord bearing and distance of North 75°50'50" East, 53.95 feet; thence North 68°05'43" East, 44.18 feet; thence 282.00 feet along a curve to the left, said curve having a radius of 330.00 feet, a central angle of 48°57'45" and a chord bearing and distance of North 43°36'51" East, 273.50 feet; thence 42.27 feet along a curve to the left, said curve having a radius of 42.00 feet, a central angle of 57°40'01" and a chord bearing and distance of North 09°42'03" West, 40.51 feet; thence 341.31 feet along a curve to the right, said curve having a radius of 70.00 feet, a central angle of 279°21'47" and a chord bearing and distance of South 78°51'10" East, 90.58 feet; thence 32.52 feet along a curve to the left, said curve having a radius of 42.00 feet, a central angle of 44°22'03" and a chord bearing and distance of South 38°38'42" West, 31.72 feet; thence 95.61 feet along a curve to the right, said curve having a radius of 390.00 feet, a central angle of 14°02'48" and a chord bearing and distance South 23°29'05" West, 95.37 feet; thence South 55°04'49" East, 85.44 feet; thence 36.65 feet along a curve to the left, said curve having a radius of 42.00 feet, a central angle of 49°59'41" and a chord bearing and distance of South 80°04'40" East, 35.50 feet; thence 342.07 feet along a curve to the right,

P:\14-011 Dunhill Park-8 Mile & Beck\LEGALS\14-011LEGAL-ROW-INTERIOR.docx

EXHIBIT B

said curve having a radius of 70.00 feet, a central angle of $279^{\circ}59'23''$ and a chord bearing and distance of South $34^{\circ}55'11''$ West, 90.00 feet; thence 36.65 feet along a curve to the left, said curve having a radius of 42.00 feet, a central angle of $49^{\circ}59'41''$ and a chord bearing and distance of North $30^{\circ}04'59''$ West, 35.50 feet; thence North $55^{\circ}04'49''$ West, 85.44 feet; thence 195.79 feet along a curve to the right, said curve having a radius of 390.00 feet, a central angle of $28^{\circ}45'50''$ and a chord bearing and distance of South $53^{\circ}42'48''$ West, 193.74 feet; thence South $68^{\circ}05'43''$ West, 44.18 feet; thence 70.35 feet along a curve to the right, said curve having a radius of 260.00 feet, a central angle of $15^{\circ}30'13''$ and a chord bearing and distance of South $75^{\circ}50'50''$ West, 70.14 feet; thence South $83^{\circ}35'56''$ West, 81.26 feet; thence 58.40 feet along a curve to the left, said curve having a radius of 200.00 feet, a central angle of $16^{\circ}43'51''$ and a chord bearing and distance of South $23^{\circ}23'36''$ East, 58.19 feet; thence 110.86 feet along a curve to the right, said curve having a radius of 200.00 feet, a central angle of $31^{\circ}45'31''$ and a chord bearing and distance of South $15^{\circ}52'46''$ East, 109.45 feet; thence Due South, 10.66 feet, to the Point of Beginning. All of the above containing 3.373 Acres.

EXHIBIT C



ROAD RIGHT-OF-WAY
DEDICATION
(3.373 ACRES)

SUBJECT PROPERTY AND SHEET INDEX



**SEIBER, KEAST
ENGINEERING, L.L.C.**

CONSULTING ENGINEERS

100 MAINCENTRE • SUITE 10 • NORTHVILLE, MICHIGAN • 48167
PHONE: 248.308.3331 EMAIL: INFO@SEIBERKEAST.COM

DUNHILL PARK

SECTION 32, TOWN 1 NORTH,
RANGE 8 EAST, CITY OF NOVI,
OAKLAND COUNTY, MICHIGAN

SCALE: 1" = 200'
DATE: 10-28-16
JOB NO.: 14-011
DWG FILE: 14-011ESMT-ROW
DRAWN BY: AT, DFR
CHECK: BE
SHEET: 1 OF 5

MATCH LINE - SEE SHEET 2

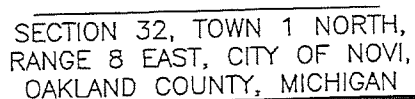
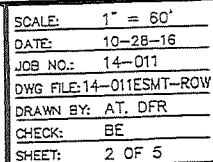
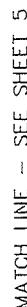
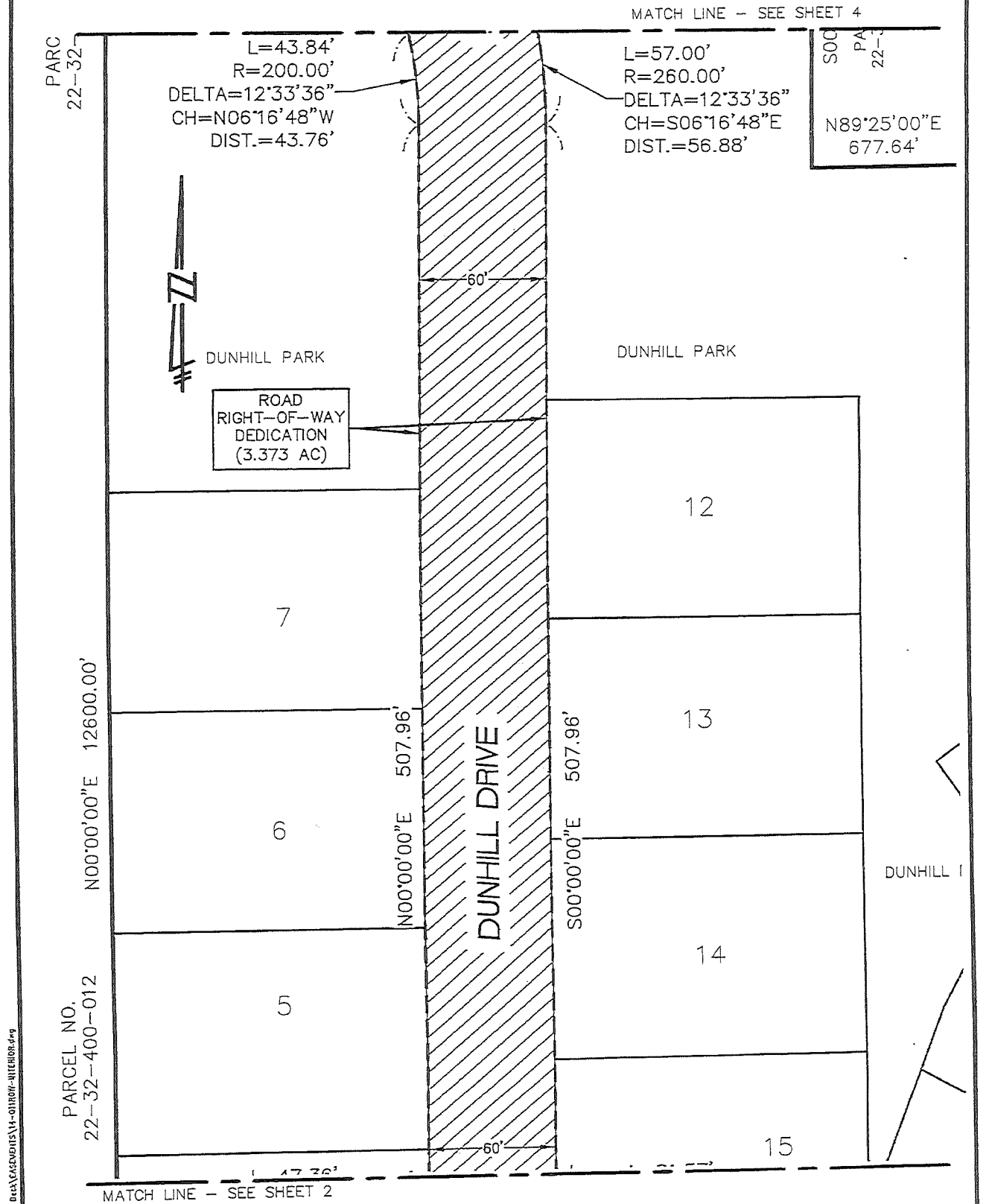
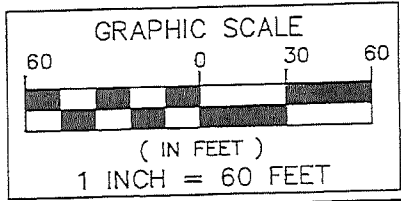


EXHIBIT C



P:\14-011 Dunhill Park-B Me & Det\CASEMENTS\14-011ROW-INTERIOR.dwg

ROAD RIGHT-OF-WAY DEDICATION (3.373 ACRES)



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DUNHILL PARK

SECTION 32, TOWN 1 NORTH,
RANGE 8 EAST, CITY OF NOVI,
OAKLAND COUNTY, MICHIGAN

SCALE: 1" = 60'
DATE: 10-28-16
JOB NO.: 14-011
DWG FILE: 14-011ESMT-ROW
DRAWN BY: AT, DFR
CHECK: BE
SHEET: 3 OF 5

EXHIBIT C

PARCEL NO.
22-32-400-009

NORTHERLY LINE OF
SUBJECT PROPERTY

N89°25'00"E
60.00'

N89°25'00"E
330.00'

PARCEL NO.
22-32-400-012
N00°00'00"E 12600.00'

9

DUE NORTH
205.59'

10

DUE SOUTH
206.20'

PARCEL NO.
22-32-400-010

8

11

L=57.00'
R=260.00'
DELTA=12°33'36"
CH=N06°16'48"W
DIST.=56.88'

L=43.84'
R=200.00'
DELTA=12°33'36"
CH=S06°16'48"E
DIST.=43.76'

500'00"00"E 330.00'
PARCEL NO.
22-32-400-011

L=43.84'
R=200.00'
DELTA=12°33'36"
CH=N06°16'48"W
DIST.=43.76'

L=57.00'
R=260.00'
DELTA=12°33'36"
CH=S06°16'48"E
DIST.=56.88'

N89°25'00"E
677.64'

DUNHILL DRIVE

DUNHILL PARK

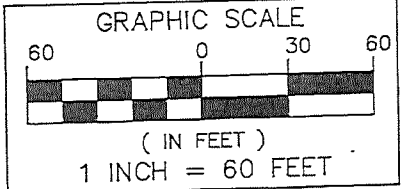
DUNHILL PARK

ROAD
RIGHT-OF-WAY
DEDICATION
(3.373 AC)

12

MATCH LINE - SEE SHEET 3

ROAD RIGHT-OF-WAY
DEDICATION
(3.373 ACRES)



**SEIBER, KEAST
ENGINEERING, L.L.C.**

CONSULTING ENGINEERS

100 MAINCENTRE • SUITE 10 • NORTHVILLE, MICHIGAN • 48167
PHONE: 248.308.3331 EMAIL: INFO@SEIBERKEAST.COM

DUNHILL PARK

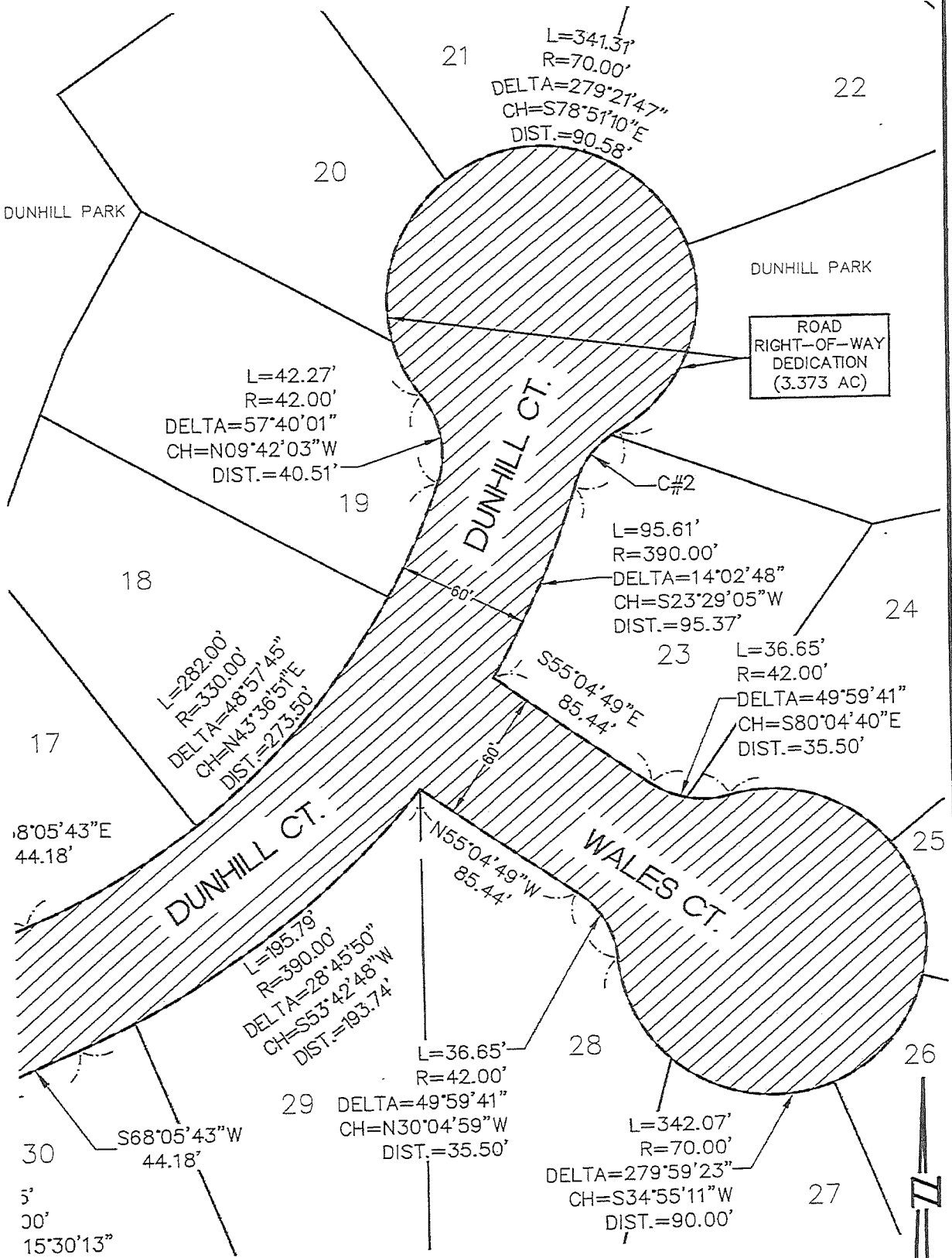
SECTION 32, TOWN 1 NORTH,
RANGE 8 EAST, CITY OF NOVI,
OAKLAND COUNTY, MICHIGAN

SCALE: 1" = 60'
DATE: 10-28-16
JOB NO.: 14-011
DWG FILE: 14-011ESMT-ROW
DRAWN BY: AT, DFR
CHECK: BE
SHEET: 4 OF 5

P:\14-011 Dunhill Park-0 Mts & Bck\EASEMENTS\14-011ROW-INTERIOR.dwg

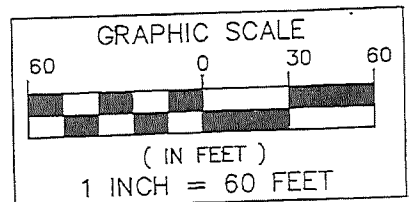
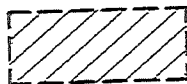
EXHIBIT C

MATCH LINE - SEE SHEET 2



CURVE TABLE					
CURVE	LENGTH	RADIUS	DELTA	CHORD BEARING	CHORD
C#2	32.52'	42.00'	44°22'03"	S38°38'42"W	31.72'

ROAD RIGHT-OF-WAY
DEDICATION
(3.373 ACRES)



**SEIBER, KEAST
ENGINEERING, L.L.C.**

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100 MAINCENTRE • SUITE 10 • NORTHVILLE, MICHIGAN • 48167
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DUNHILL PARK

SECTION 32, TOWN 1 NORTH,
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SCALE: 1" = 60'
DATE: 10-28-16
JOB NO.: 14-011
DWG FILE: 14-011ESMT-ROW
DRAWN BY: AT, DFR
CHECK: BE
SHEET: 5 OF 5



CITY OF NOVI CITY COUNCIL
MAY 22, 2023

SUBJECT: Approval to participate in Oakland County's Urban County Community Development Block (CDBG) Grant Program for the years 2024, 2025 and 2026.

SUBMITTING DEPARTMENT: Finance

BACKGROUND INFORMATION:

The U.S. Department of Housing and Urban Development (HUD) requires Oakland County to renew their Cooperation Agreements with participating communities every three years. Due to federal requirements, a resolution must be submitted to Oakland County no later than Monday June 12, 2023, stating our intent to continue our participation in the Oakland County Urban programs.

Since 2001, the City has received over \$2.6 million in Community Development Block Grant (CDBG) funds to provide needed programs such as minor home repair, child and youth services, assistance to battered and abused spouses and other public services to address the needs of disabled and low to moderate income residents. The CDBG program continues to provide needed assistance to our residents through these programs. Our partnership with the County has been very successful and we are recommending our continued participation in the Oakland County Urban County Community Development Block Grant (CDBG) program for program years 2024-2026. The only requirement to continue participating is to forward a certified resolution to both the County and HUD by June 12, 2023. A copy of the required resolution language from the County is attached.

RECOMMENDED ACTION: Approval to participate in Oakland County's Urban County Community Development Block (CDBG) Grant Program for the years 2024, 2025, and 2026.



OAKLAND COUNTY EXECUTIVE DAVID COULTER

NEIGHBORHOOD
& HOUSING DEVELOPMENT

Shane Bies, Manager
(248) 858-0493 | biess@oakgov.com

May 5, 2023

Robert J. Gatt, Mayor
City of Novi
45175 Ten Mile Rd.
Novi, MI 48375

RE: 2024-2026 Cooperation Agreement

Dear Mayor Gatt:

We invite the City of Novi to continue to participate in the Oakland County urban county Community Development Block Grant (CDBG) program for program years 2024-2026. The City has participated during the past three years. During this period, approximately \$391,004.00 has funded programs to address the needs of low-income residents.

The U. S. Department of Housing and Urban Development (HUD) requires the County to renew its Cooperation Agreement with participating communities every three years. Your participation is essential to the County and the other cities, townships and villages that combine demographics each year to achieve the highest level of federal funding for local projects. Participation in the urban county requires a three-year commitment and your community must remain in the program for the three-year duration. If your community chooses to remain with the urban county, it is ineligible to apply for grants under the State CDBG program while a part of the urban county. Besides the annual CDBG allocation, participating communities also benefit from the County's federally funded HOME Investment Partnerships and Emergency Solutions Grant (ESG) programs. HOME funds are combined with CDBG funds each year to improve local housing stock through our Home Improvement Program. HOME funds are also used to develop affordable rental and owner housing. ESG funds are used to meet the needs of the homeless through emergency shelters, rapid re-housing and homeless prevention activities.

As a current participant, there is a Cooperation Agreement between the City of Novi and Oakland County on file. This three-year Cooperation Agreement is automatically renewed for each three-year cycle unless an amendment is required by HUD. Your CDBG primary contact was provided a copy of the most current Cooperation Agreement and should have it on file. If you require a copy, please contact us.

In order to continue to participate in the Oakland County urban county program the City must submit the following document to the County by **Monday, June 12, 2023**:

A resolution (see attached) specifically designed to meet HUD requirements. Please ensure that the original resolution is signed, dated and certified by the City Clerk. Alternatively, the original resolution can be signed and dated by the City Clerk and embossed with a seal. Please send us the original resolution and keep a copy for your records.

If you decide to opt out of the urban county program, a letter signed by the chief executive officer is required. The letter should state that the community intends to opt out of the Oakland County urban county program. Due to federal requirements, you must submit this letter to the County **and** to HUD. Please mail HUD's copy of the letter to Keith E. Hernandez, AICP, Director, Office of Community Planning and Development, U.S. Dept of Housing and Urban Development, Patrick V. McNamara Federal Building 477 Michigan Ave., Ste. 1600, Detroit MI 48226 by **Monday, June 12, 2023**. The County's copy of the letter should be mailed to Samantha Ferguson, Grant Compliance Coordinator, by **Monday, June 12, 2023**. If you have questions, please contact Samantha at (248) 858-5312.

Sincerely,



Shane Bies, Manager

cc: Sabrina Lilla, Deputy Finance Director

CITY OF NOVI
COUNTY OF OAKLAND, MICHIGAN

**RESOLUTION APPROVING PARTICIPATION IN THE OAKLAND COUNTY'S URBAN COUNTY
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAMS FOR 2024, 2025, 2026.**

Minutes of a Meeting of the City Council of the City of Novi, County of Oakland, Michigan, held in the City Hall of said City on May 22, 2023, at 7 o'clock P.M. Prevailing Eastern Time.

PRESENT: Councilmembers_____

ABSENT: Councilmembers_____

The following preamble and Resolution were offered by Councilmember _____ and supported by Councilmember _____.

WHEREAS the City of Novi resolves to participate in Oakland County's Urban County Community Development Block Grant (CDBG) programs for the years 2024, 2025, 2026 and

FURTHERMORE, we resolve to remain in Oakland County's Urban County Community Development programs, which shall be automatically renewed in successive three-year qualification periods of time, or until such time that it is in the best interest of the local Community to terminate the Cooperative Agreement and

NOW THEREFORE, IT IS THEREFORE RESOLVED that the City of Novi hereby resolves to remain in Oakland County's Urban County Community Development programs for 2024, 2025, and 2026, participation shall be automatically renewed in successive three-year qualification periods of time, or until such time that it is in the best interest of the local Community to terminate the Cooperative Agreement.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

Cortney Hanson, City Clerk

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Novi, County of Oakland, and State of Michigan, at a regular meeting held this 22nd day of May, 2023, and that public notice of said meeting was given pursuant to and in full compliance with Act No. 267, Public Acts of Michigan, 1976, and that the minutes of said meeting have been kept and made available to the public as required by said Act.

Cortney Hanson, City Clerk
City of Novi



CITY OF NOVI CITY COUNCIL
MAY 22, 2023

SUBJECT: Approval of the Resolution for Adoption of the Novi Fire Department Strategic Plan 2022-2027.

SUBMITTING DEPARTMENT: Public Safety – Fire Department

BACKGROUND INFORMATION:

In 2021, the Fire Department was tasked with updating its strategic plan. The purpose was to evaluate the current trends of the Fire and Emergency Medical Services (EMS) system and provide recommendations to improve services delivered within the City of Novi. The process included surveying the community and working closely with Career and Part-Time Members/Union Leadership and Administration to identify and understand the department's current state.

The plan provides a five-year vision of recommendations to continue as a Combination Fire and EMS organization. The plan includes specific information that will enhance the overall performance of the Fire and EMS system. Beginning in March 2022, all the goals and objectives have been assigned to the Fire Officers, and they are actively working on each task to complete them.

The 2022-2027 Strategic Plan will guide the Fire Department by providing a road map for the next five years. The focus will remain on continuous improvement and improving the Fire Department daily. City Council needs to formally adopt the plan as a component of the department's accreditation efforts, even though it was shared with them at the end of 2022.

RECOMMENDED ACTION: Approval of the Resolution for Adoption of the Novi Fire Department Strategic Plan 2022-2027.

CITY OF NOVI
COUNTY OF OAKLAND, MICHIGAN

RESOLUTION – FIRE DEPARTMENT STRATEGIC PLAN ADOPTION

Minutes of a Meeting of the City Council of the City of Novi, County of Oakland, Michigan, held in the City Hall of said City on _____, _____, at ____ o'clock P.M. Prevailing Eastern Time.

PRESENT: Councilmembers _____

ABSENT: Councilmembers _____

The following preamble and Resolution were offered by Councilmember _____ and supported by Councilmember _____.

WHEREAS ; the Novi Fire Department developed a Strategic Plan 2022-2027 which will guide them over the next five years for the benefit of the Novi Fire Department and the entire community to assist in meeting the public safety needs of the community.

NOW THEREFORE, IT IS THEREFORE RESOLVED that the City Council hereby adopts the Novi Fire Department Strategic Plan 2022-2027 for the future benefit of the community.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

Cortney Hanson, City Clerk

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Novi, County of Oakland, and State of Michigan, at a regular meeting held this _____ day of _____, 2023, and that public notice of said meeting was given pursuant to and in full compliance with Act No. 267, Public Acts of Michigan, 1976, and that the minutes of said meeting have been kept and made available to the public as required by said Act.

Cortney Hanson, City Clerk
City of Novi

Novi Fire Department Strategic Plan

September 2022



STRATEGIC PLANNING STEERING COMMITTEE

Erick W. Zinser, Director of Public Safety /
Chief of Police

Jeffery R. Johnson, Fire Chief

Scott Baetens, Assistant Chief of Police

Charles Boulard, Community Development Director

Jessica Dorey, Senior Budget Analyst

Dustin Hawley, Superior Ambulance of Michigan
General Manager

Philip Duczynski, Training Officer

Carl Johnson, Finance Director / Chief Financial Officer

John B. Martin, Assistant Fire Chief

Barbara McBeth, City Planner

Larry Morabito, Ret. Fire Chief / National Fire Academy Adjunct Faculty

Kevin Pierce, Fire Marshal

Stacey Stover EdD, Novi Resident / Education Consultant with the Michigan Department of Education

Sheryl Walsh-Molloy, Director of Communications

Alisha Welicki, Superior Ambulance of Michigan Operations Manager North



CITY COUNCIL

Bob Gatt, Mayor

Dave Staudt, Mayor Pro Tem

Laura Marie Casey

Hugh Crawford

Justin Fischer

Brian Smith

Ericka Thomas

CITY MANAGER

Peter E. Auger

ASSISTANT CITY MANAGER

Victor Cardenas

DIRECTOR OF PUBLIC SAFETY/ CHIEF OF POLICE

Erick W. Zinser

FIRE CHIEF

Jeffery R. Johnson



Message from the Director

On behalf of the Novi Fire Department, I am proud to present the Department's 2022-27 Strategic Plan. This plan and incorporated goals are the result of hours of input and planning by not only the Strategic Planning Team, but also the Fire Department team members.

This document established five Strategic Priorities: Equipment and Technology; Organizational Culture; Community Outreach; Training; and Partnerships. The Novi Public Safety Administrative Team continues to work closely with the Fire Department command team and all staff to further develop action items and goals to advance the Novi Fire Department.



Additional recent milestones include:

- Completed staffing coverage 24 hours/7 days per week at all fire stations on July 1, 2017.
- An enhanced new Emergency Medical Service contract with Superior Air-Ground Ambulance in January 2018 with increased performance measurements.
- Added Automatic Mutual Aid Agreements with Northville Township in 2016; City of Farmington Hills in 2018; and Salem Township in 2021 for a total of six, including the cities of Wixom, Northville, and Walled Lake.
- In 2019, the Novi Fire Department earned a Class 2 from Insurance Services Office (ISO).
- The 2020 National Citizen Survey completed for the City of Novi shows a 94% positive rating of excellent/good for the Fire Department.

During our 2021 planning process, we developed and renamed our five Strategic Priorities as follows: **Infrastructure; Wellness and Health; Community Risk Reduction; Training; and Response.**

We are proud of the many great accomplishments previously mentioned and of all our dedicated team members for their service and sacrifice to our community. The new 2022-27 Strategic Plan will guide us by providing the road map for the next five years. Our focus will remain on continuous improvement and making the Novi Fire Department better every day.

Erick W. Zinser
Director of Public Safety/Chief of Police



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Mission

The Novi Fire Department shall strive to provide protection of life, property, and the environment from the effects of fire, medical emergencies, and hazards.

We will engage the community in our mission through progressive community outreach and education in the areas of health, safety, and emergency preparedness all the while accomplishing this in a professional fashion which embodies respect, dignity, patience, and empathy for all.

Vision

“Partners With Our Community”

Values

The Novi Fire Department takes pride in our commitment to delivering quality, professional service by maintaining our skills, knowledge, and abilities. All members will conduct themselves in an ethical manner and treat each other and those we serve humanely, decently, and honestly. We subscribe to the following values:

Accountability – Members of the Novi Fire Department will be accountable to each other and the community we serve. We accept responsibility for our decisions and actions.

Excellence – Striving for constant improvement to better serve the community and one another.

Integrity – Always doing what is right even when it is difficult or unpopular so what we do individually and as an organization will stand up to public scrutiny.

Safety – The safety of our citizens and employees is a top priority of the Novi Fire Department. Every effort will be made to balance personal risk versus the value of life and property.

Valor – Courageously encountering adversity, accepting responsibility for one’s actions, and providing respectful and professional conduct to the public and our members.

Dedication – Wholly committed to the mission and vision of our department. The faithful observance of duty beckons us to fulfill our obligations professionally and honestly.

Unity – Place a high importance on unity in the organization and individual contributions to the work group. It is essential that we pull together in routine and stressful times and support each other.



History of the Novi Fire Department

The Novi Fire Department was established in 1929 to protect the lives and property of the people of Novi from fire and other threatening circumstances. It was at this time the township purchased a REO fire truck and enlisted Walter Tuck as the first Fire Chief, a position he filled for nearly 25 years. The REO fire truck was used until 1946 when it was replaced by a Chevrolet truck with a 350-gallon water tank. Two years later the REO truck was updated, reinstated, and turned into a water wagon.

The vehicles were housed in a garage behind the Novi Auto Parts Store until 1953 when a modern township office was completed that included bays for the fire trucks. This building served as the Township Office and headquarters for the Police Department, the Fire Department, and dispatch. A family living in the apartment above the truck bays would set off the siren to alert volunteers of a fire emergency and initiate a chain of phone calls.

In 1954, the township hired Lee BeGole as the Director of Public Safety. The existing Fire Department was comprised solely of paid-on-call community members serving the township of just less than 5,000. When a fire call came into the station, BeGole would drive the fire truck and the fire fighters would meet him at the scene. By 1956, the Township had purchased an American La France fire truck with a 700-gallon tank and BeGole had appointed Fred Loynes as the Fire Chief and Homer Kent as the Assistant Fire Chief. Duane Bell, who ran a local sporting goods store, succeeded Loynes as the Chief, serving until 1978.



In 1978, Arthur Lenaghan was hired as the Chief and Station 3 was completed, including two full-size truck bays, an office, and small kitchen. Station 2 was a pole barn on the south end of Walled Lake, erected in the early 1970's.

In 1981, two new stations were completed — one to replace the old pole barn at Thirteen Mile Road and Paramount and a second to become the new Headquarters, Fire Station 1, on Grand River Avenue, east of Novi Road. The modern Station 1 included three full size drive-through bays, a classroom, and offices for the Fire Chief, Fire Marshal, and Clerk.

A fourth station was built in 1984 at Beck and Eleven Mile Roads and served as Station 4 until 2003 when a modern training center and tower and spacious new station was built at Ten Mile



History of the Novi Fire Department

and Wixom Roads. The Beck Road Station now serves as an emergency medical services satellite station.

The old township building continued to be used as a training center in the 1990's, until it was finally razed at the close of the decade.

With the retirement of Chief Lenaghan in 2006, Frank Smith became Novi's Fire Chief. Chief Smith retired from the fire department in 2010.

In early 2010, the City of Novi created a Public Safety Administration team to provide the management accountability for Police and Fire functions. David E. Molloy was named Director of Public Safety/Chief of Police and Jeffery Johnson Director of EMS and Fire Operations.

In 2019, Director Johnson was named Fire Chief overseeing the Novi Fire Department.

In early 2022, David E. Molloy retired and Erick W. Zinser was named the Director of Public Safety



Background

The Novi Fire Department is a combination fire department made up of 30 professional firefighters who work the weekday shifts and 62 professional firefighters who work the nighttime and weekend shifts.

As a Combination Fire Department, we provide the City of Novi and our visitors with the most efficient and effective organization by delivering fire and emergency medical service response. All firefighters are professionally trained to the same state required fire and emergency medical services standards. Many Fire Protection Officers also complete the Fire Inspector training. All staff are held to the same performance directives, rules, and standards of conduct. We work together as teams to solve challenges and believe everyone exercises leadership, from the newest recruit to the most senior firefighter. All fire officers are selected through a professional process.



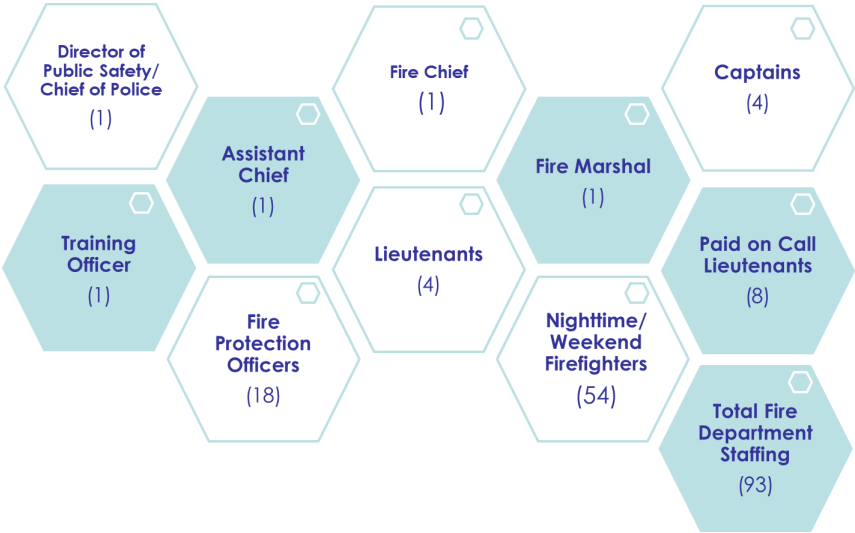
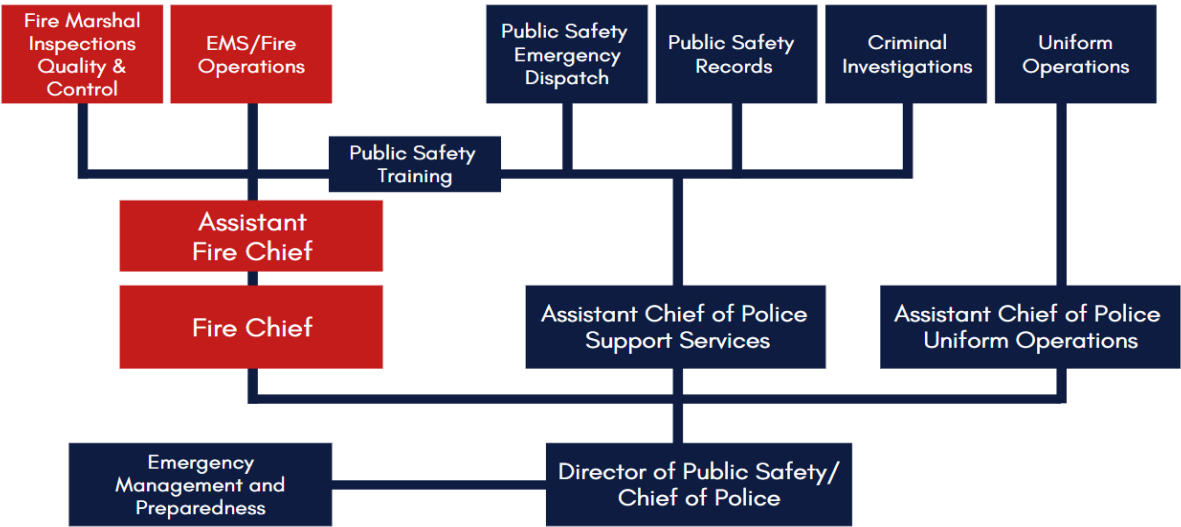
Effective February 1, 2019, the Novi Fire Department earned a Classification “2” rating from the Insurance Services Office (ISO), making us one of the highest-rated Fire Departments in the State of Michigan. ISO reviews specific areas of fire protection then assigns a Public Protection Classification (PPC). Class 1 represents a department that delivers the most exceptional fire protection, and a class 10 designation does not meet ISO’s minimum criteria. The City of Novi’s previous classification was a “5”.



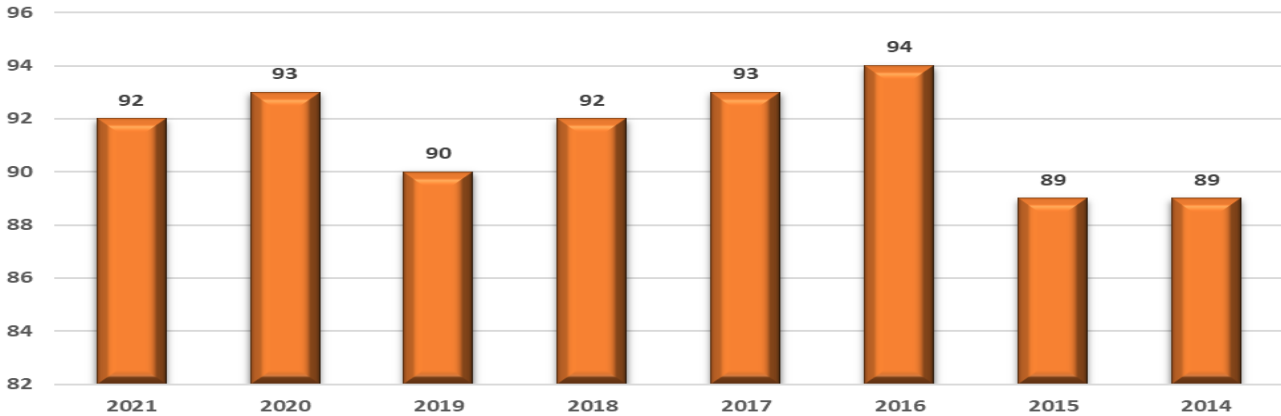
In 2018, the City of Novi entered into a 5-year contract agreement with Superior Air-Ground Ambulance Service for Advanced Life Support (ALS) and transportation. The contractual benchmark for priority calls is a 7-minute and 00 second response time on 90% of the priority calls with no responses exceeding 10 minutes, except for extenuating circumstances. The benchmark for non-priority calls is a 10-minute response on 90% of the calls with no responses exceeding 12 minutes, except for extenuating circumstances. Our Novi Public Safety Executive Team, in cooperation with our Fire Command Team are committed to assuring delivery of the highest degree of emergency medical treatment and transport to our community members and visitors. Superior Ambulance is an integral part of our service deployment model.



Background



Staffing Totals 2014 to 2021



Future Challenges/Trends

Aging Population

The Novi Fire Department provides a tiered first response to emergency medical services (EMS) in partnership with our private advanced life support provider, Superior Ambulance. The City of Novi currently services 12 Adult Group Homes, 3 Assisted Living Facilities, 4 Long-Term Care/ Rehabilitation Facilities, and 14 Multiple (Independent, Assisted Living, and Memory) Care Facilities. The Novi Fire Department and Superior Ambulance have closely monitored our calls for service including new senior facilities opened in the past two years.

From 2018 to 2021 a total of 12,437 patients sixty-five years and older received care by the Novi Fire Department. During the same time frame there were a total of 7,554 requests for EMS to Seniors residing at these care facilities. The only exception is during the 2020 COVID year when all our statistics slightly decreased. It is important for the Novi Fire Department and Superior Ambulance to continually examine the data and adjust as it impacts our EMS services.

The Novi Fire Department continues to experience an upward trend in total calls for service. Between 2020 to 2021, recovering from the pandemic we experienced a 12.18% increase in calls. The rise in EMS patients went from 4,036 in 2020 to 5,108 in 2021 a 26.6% increase. This demonstrates that the trend of increasing calls for service is on track to pre-pandemic expectations, especially with our aging population.

New Energy Sources

Fire Departments are increasingly experiencing challenges with lithium-ion batteries, solar and wind turbine alternative energy sources as the world shifts away from fossil fuels. Electric vehicles and mobile devices are becoming more prevalent, yet have increase risks for potential fire and thermal runaway making them very difficult to control and extinguish.

Technology

Advances in technology will assist firefighters to respond to fire and emergency medical calls. Some of these improvements like firefighting turn-out gear, self-contained breathing apparatus and thermal imaging cameras have greatly enhanced firefighting. Additionally the use of new types of safe foam with encapsulating agents to address battery fires and drone technology to support aerial views for structure fires, missing persons and technical rescues.



Future Challenges/Trends

Recruitment/Retention

The Novi Fire Department and Human Resource teams are focused on city council's goal to develop and increase recruiting efforts, ensure highly qualified new hires into the system. This plan provides highlights from some of our ongoing efforts that are producing significant results.

- Recruitment banners have been installed at Fire Stations 1, 2, 3, 4, and the Civic Center. These banners have been extremely successful. When we ask candidates how they found out about the position, many have mentioned driving by and seeing the banners. Candidates also mention seeing the posting that Human Resources places on multiple job sites and directs them to Application Pro.
- Another way we are gaining interest is from Engage Magazine. In a previous edition, we highlighted five of our members. The article showcased these staff members and helped promote our recruitment efforts.
- 17,000 postcards/mailers featuring our members were sent to select zip codes in Novi. Specifically, we targeted 48374 and 48375. These cards are also handed out at community events like the City's "Meet Your City Superhero" at ITC Sports Park and Walled Lake Elementary in June 2021.

Pandemic: COVID-19

When we first learned of Coronavirus (COVID-19) in early March 2020, the City of Novi and the Novi Fire Department began taking immediate measures to change operational procedures and protocols to adhere with State and County Executive Orders.

Firefighter Health and Safety

Heart Attack, Cancer, Mental Health

Mandated Training

State EMS/Fire

Communications

Cloud-base technologies, First Net, Mobile Computers, and devices.



Mutual and Automatic Aid

For years, the Novi Fire Department has provided mutual aid to our Western Wayne County and Oakland County neighbors through existing inter-local agreements.

As a member of the Western Wayne County Fire Department Mutual Aid Association (WWCFDMAA), the Novi Fire Department is one of 21 fire departments from Oakland, Wayne, and Washtenaw Counties to benefit from the ability to immediately call for assistance from any of the member departments for fire and emergency medical services. In addition, members share a Hazardous Incident Response Team (HIRT) and Urban Search and Rescue (USAR) team that provide vehicles, equipment and support trailers for hazardous materials and search and rescue incidents.

The Novi Fire Department is also a member of the Oakland County Mutual Aid Association (OCMAA) which consists of 30 Fire and Public Safety Departments in Oakland County. These neighboring communities can immediately be called to provide fire and emergency medical services with back-up staff and fire vehicles. OCMAA also provides HIRT, USAR and Incident Management Teams for additional specialized support. We are also members of the Western Oakland Fire Department Mutual Aid Association (WOMAA) with neighboring department serving southwest Oakland County.

The Novi Fire Department is a member of the State of Michigan Mutual Aid Box Alarm System (MABAS) through WWCFDMAA (MABAS 3203) and OCMAA (MABAS 3201). MABAS provides fire departments the ability to build “Box Cards” listing out predetermined fire, medical, disaster resources and assets to assist the City of Novi for manmade or natural disasters. MABAS improves disaster response capabilities, communication, and coordination, reduces the impact of a disaster, strengthens interstate mobilization, and brings fire service stakeholders together.



The Novi Regional 911 Communications Center can use MABAS to aide in the mitigation of large-scale incidents. As an incident grows beyond the capabilities of the local resources, the Novi regional 911 Communications Center, at the direction of the Incident Commander, will contact the Oakland County Sheriff’s Dispatch and request MABAS assistance.

The City of Novi Fire Department has proactively established Automatic Mutual Aid Agreement (AMA) with the City of Wixom, City of Northville, Northville Township, City of Walled Lake, Farmington Hills and Salem Township fire departments that have all proven to be highly effective.



Mutual and Automatic Aid

With AMA, the resources are **automatically** provided at no cost. The AMA agreements provide an engine, ladder or tender, and send them automatically to any confirmed structure fire (e.g., multiple calls of smoke/flames visible) in designated areas of the city.

Reasons for AMA:

- Immediate response of a minimum 2-person firefighting crew with fire apparatus to structure fires.
- Can utilize crew for initial fire attack or rapid intervention team to back firefighting crews (two in-two out) and provides immediate resources without having to take extra steps to call and further delay the response.
- Safer operations by having the extra resource and personnel to back-up the initial fire attack will help both fire departments meet the National Fire Protection Association recommend standard for minimum staffing and crews to effectively operate at a working structure fire.
- The Insurance Service Office (ISO) rating schedule utilized by the insurance industry recognizes communities with AMA and count these additional resources in the overall rating schedule. This may help to reduce the City of Novi's fire rating.
- The locations of assets from a neighboring community are closer to respond and assist one another.



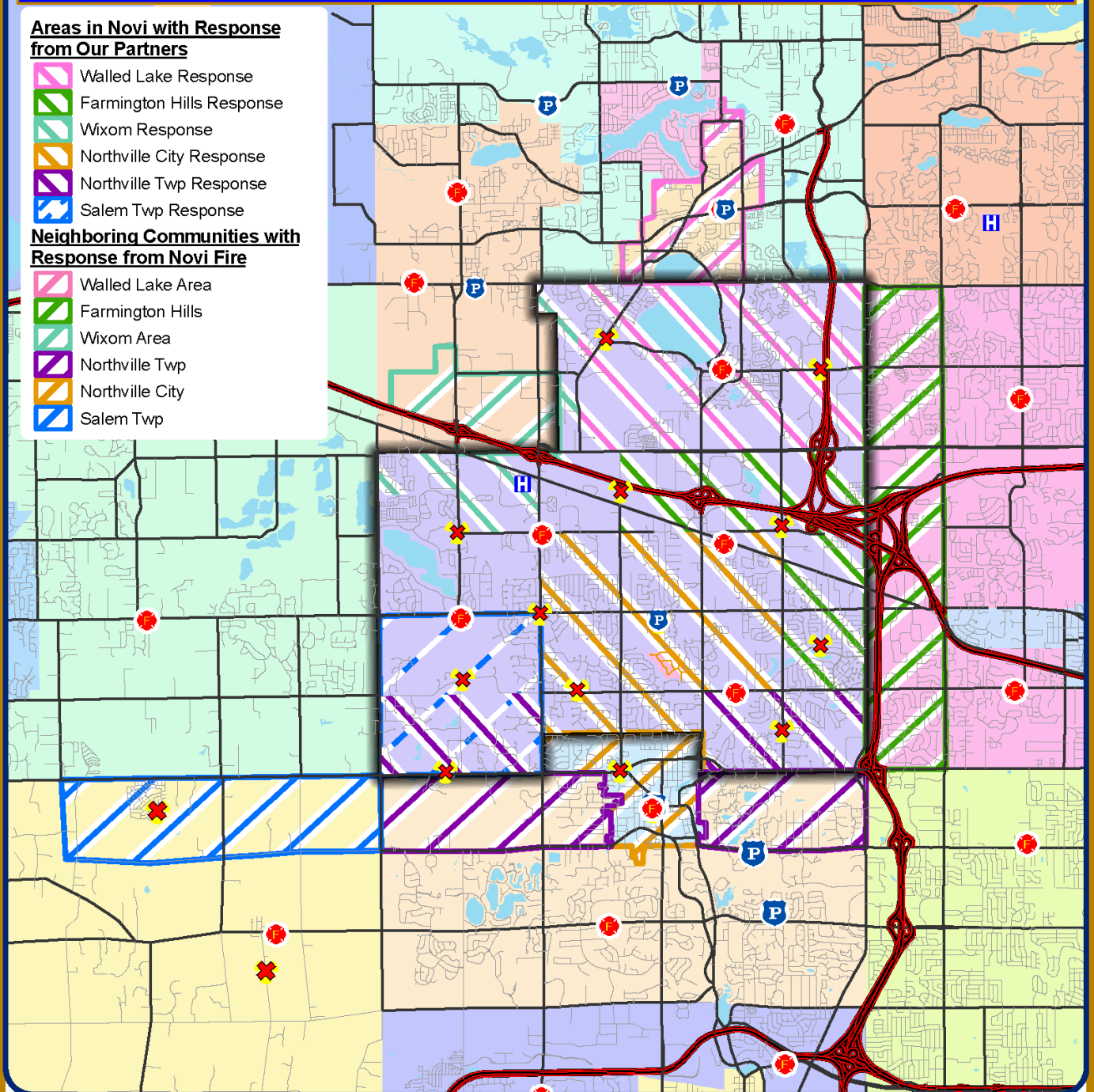
Public Safety Facilities & Resources Serving Southwestern Oakland, Northwestern Wayne, Northeastern Washtenaw Counties

Areas in Novi with Response from Our Partners

-  Walled Lake Response
-  Farmington Hills Response
-  Wixom Response
-  Northville City Response
-  Northville Twp Response
-  Salem Twp Response

Neighboring Communities with Response from Novi Fire

-  Walled Lake Area
-  Farmington Hills
-  Wixom Area
-  Northville Twp
-  Northville City
-  Salem Twp



Map Author: J. Gartha
Date: January 12, 2022
Project: Regional Public Safety
Version #: 1.0

Amended By:
Date:
Department:

MAP INTERPRETATION NOTICE

Map information depicted is not intended to replace or substitute for any official or primary source. This map was intended to meet National Map Accuracy Standards and use the most recent, accurate source available to the people of the City of Novi. Boundary measurements and area calculations are approximate and should not be construed as survey measurements performed by a licensed Michigan Surveyor as defined in Michigan Public Act 132 of 1970 as amended. Please contact the City GIS Manager to confirm source and accuracy information related to this map.

Emergency Service Locations



Fire Stations



Police Stations



Public Safety Departments



Hospitals



Tornado Siren



City of Novi

Integrated Solutions Department
Geospatial Resources Division
45175 W Ten Mile Rd
Novi, MI 48375
cityofnovi.org

Miles
0 0.5 1 2
1 inch = 2 miles



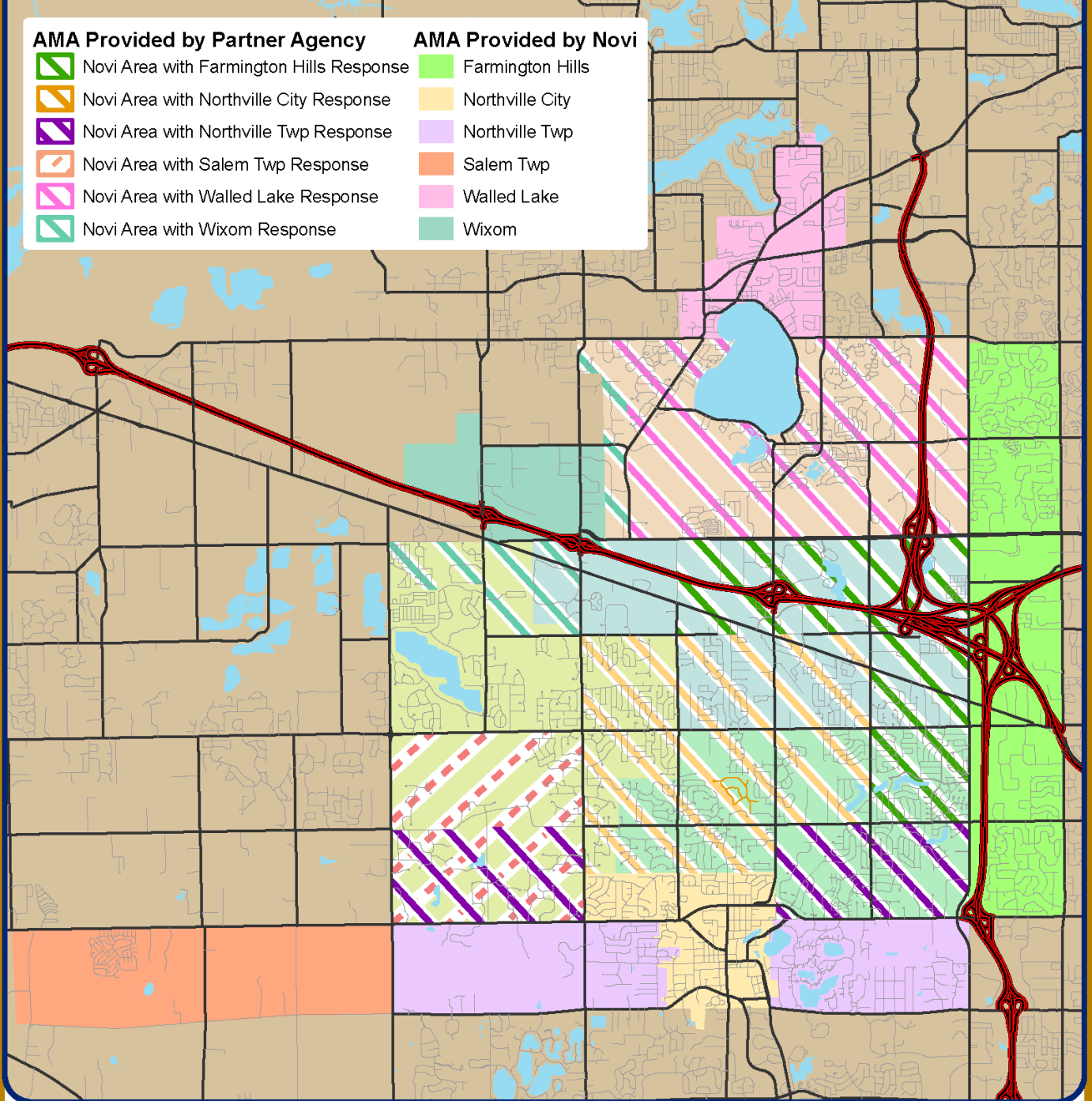
City of Novi Fire Districts & Automatic Mutual Aid Response Areas

AMA Provided by Partner Agency

-  Novi Area with Farmington Hills Response
-  Novi Area with Northville City Response
-  Novi Area with Northville Twp Response
-  Novi Area with Salem Twp Response
-  Novi Area with Walled Lake Response
-  Novi Area with Wixom Response

AMA Provided by Novi

-  Farmington Hills
-  Northville City
-  Northville Twp
-  Salem Twp
-  Walled Lake
-  Wixom



Map Author: J. Gartha
Date: January 12, 2022
Project: Fire Districts & Mutual Aid
Version #: 1.0

Amended By:
Date:
Department:

MAP INTERPRETATION NOTICE

Map information depicted is not intended to replace or substitute for any official or primary source. This map was intended to meet National Map Accuracy Standards and use the most recent, accurate source available to the people of the City of Novi. Boundary measurements and area calculations are approximate and should not be construed as survey measurements performed by a licensed Michigan Surveyor as defined in Michigan Public Act 132 of 1970 as amended. Please contact the City GIS Manager to confirm source and accuracy information related to this map.

Novi Fire Station Boundaries

-  Station #1
-  Station #2
-  Station #3
-  Station #4



City of Novi

Integrated Solutions Department
Geospatial Resources Division
45175 W Ten Mile Rd
Novi, MI 48375
cityofnovi.org



Peer Communities



Commerce Township

The Commerce Township Fire Department is a combination fire department comprised of both full and part-time personnel. During their last audit by the Insurance Services Office (ISO) in 2018, they received a Public Protection Classification rating of 4. The Commerce Fire department has a total of four fire stations located throughout the township.

The fire department provides Basic Life Support (BLS) emergency medical non-transporting service. Star Ambulance is contracted to provide Advanced Life Support (ALS) capabilities and patient transport services. A similar arrangement as the City of Novi and Superior with no subsidy.

The total number of calls in 2020 was 3,542. Of this total, 3,477 were emergency medical calls.

Demographics:

28.2 Square Miles & 42,000 Residents

Staffing Levels:

There are a total of 34 full-time personnel (Fire Chief, Fire Marshal, 3 Captains, 3 Lieutenants, and 26 Firefighters). Currently, there are 12 part-time personnel all of which are Paid-on-Call members.

Budget:

The actual budget for the Commerce Fire Department in 2020 was \$4,572,753. The adopted budget for 2021 is \$5,823,284.



Macomb Township

The Macomb Township Fire Department is a combination fire department comprised of both full and part-time (Paid-on-Call and Auxiliary) personnel. During their last audit with ISO in 2018 they received a PPC classification rating of 3. The Department has a total of four fire stations located throughout the township. The most recent was the remodel of Station No. 1 which is now a Public Safety Facility opened in early 2021. This houses a Macomb County Sheriff Office substation as part of the facility.

The fire department provides BLS emergency medical non-transporting service. Medstar Ambulance is contracted to provide ALS capabilities and patient transport. A similar arrangement as the City of Novi and Superior with no subsidy.



Peer Communities

The total number of calls in 2020 was 5,436. Of this total 4,651 were emergency medical calls.

Demographics:

36.1 Square Miles & 97,404 Residents

Staffing Levels:

There is a total of 29 full-time personnel (Fire Chief, Deputy Fire Chief, 6 Sergeants and 21 Fire-fighters). Currently there are 36 part-time personnel (4 Officers, 28 Paid-on-Call and 4 Auxiliary).

Budget:

The actual budget for the Macomb Township Fire Department in 2020 was \$7,240,514. The adopted budget for 2021 is \$7,435,614.



Portage

The Portage Public Safety Department Fire Division is a combination fire department. As a Public Safety Department, they maintain separate police and fire divisions. The fire division at one time was one of only three departments in the Michigan that held accreditation through the Commission on Fire Accreditation International (CFAI). Currently, they are one of 10 departments in Michigan that are listed as Registered Agencies with CFAI. This means they are in the process of entering back into accreditation with CFAI. The fire division is comprised of both full and part-time personnel. During their last audit by ISO in 2018 they received a PPC classification rating of 3. The Portage Fire Division has a total of three fire stations located throughout the municipality. In October 2020, they dedicated the new Station No. 2 to the community.

The Portage Fire Division provides Medical First Response (MFR) emergency medical non-transporting service. Pride Care Ambulance is contracted to provide ALS capabilities and patient transport services. A similar arrangement as the City of Novi and Superior with no subsidy.

The total number of calls in 2020 was 4,128. Of this total, 3,229 were emergency medical calls.

Demographics:

35.17 Square Miles & 49,500 Residents

Staffing Levels:

There is a total of 36 full-time personnel (Director, Deputy Fire Chief, Assistant Fire Chief, Division Chief of Training, Fire Marshal, Accreditation Manager, 3 Battalion Chiefs, 9 Captains, and



Peer Communities

18 Firefighters). Currently there are 5 part-time Paid-on-Call personnel (Allocated for 34 total).

Budget:

The actual amended budget for the Portage Fire Division for 2020 was \$5,662,945. The adopted budget for 2021 is \$5,568,505.



City of Wyoming

The City of Wyoming Department of Public Safety Fire Bureau is a combination fire department. As a Public Safety Department, they maintain separate police and fire divisions. The fire bureau is comprised of both full and part-time personnel. The Wyoming DPS Fire Bureau is currently one of 10 fire departments in Michigan that are Registered Agencies with CFAI. This means that they are in the process of entering into accreditation with CFAI. During their last audit by ISO in 2019, they received a PPC classification rating of 4. The Wyoming PSD has a total of four fire stations located throughout the municipality. Two fire stations are staffed by Paid-on-Call and two by full-time personnel 24 hours a day/seven days a week.

The City of Wyoming DPS Fire Bureau provides Basic Life Support (BLS) emergency medical non-transporting service. AMR Ambulance and Life EMS are contracted to provide ALS capabilities and patient transport services. A similar arrangement as the City of Novi and Superior with no subsidy.

The total number of calls that the Wyoming DPS Fire Bureau responded to in 2020 was 6,474. Of this total 4,069 were emergency medical calls.

Demographics:

24.5 Square Miles & 75,820 Residents

Staffing Levels:

There is a total of 31 full-time personnel (Fire Chief/Deputy Director, Deputy Fire Chief, Fire Marshal, Fire Inspector, 3 Lieutenants, 3 Equipment Operators, and 21 Firefighters). Currently there are 16 part-time personnel (1 part-time, 1 Paid-on-Call Lieutenant, 6 Paid-on-Call Firefighters and 8 dual trained employees).

Budget:

The actual amended budget for the City of Wyoming DPS Fire Bureau for 2020 was \$5,554,451. The adopted budget for 2021 is \$6,280,907.



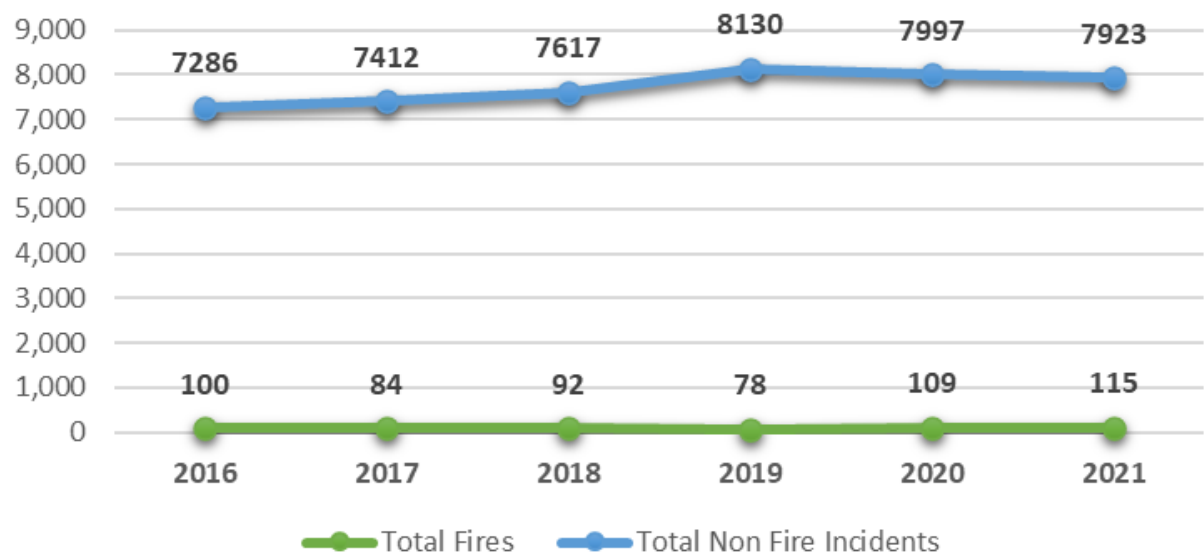
Incident Breakdown Report

Novi Fire Department						
INCIDENT BREAKDOWN REPORT 2016-2021						
	2016	2017	2018	2019	2020	2021
Fire Incidents						
Structure Fires	46	27	42	39	39	39
Outside Structure Fires	0	1	1	0	3	3
Vehicles	26	23	25	19	29	24
Grass	15	21	16	7	22	23
Refuse	8	8	5	4	9	9
Other Fires	5	4	3	9	7	17
Total Fire Incidents	100	84	92	78	109	115
Non Fire Incidents						
	2016	2017	2018	2019	2020	2021
Overpressure/Explosion	0	0	0	3	0	0
EMS/Rescues/Extrications	4,189	4121	4396	4617	4354	5129
Hazardous Conditions (1)	163	208	204	198	169	244
Public Service	530	516	610	717	674	644
Good Intent (2)	322	302	278	301	270	263
False Alarms	346	496	467	506	435	533
System Malfunctions	82	22	15	24	11	17
Weather Emergencies	28	34	67	38	19	49
Other Non-Fires	1,626	1713	1580	1726	2065	1044
Total Non Fire Incidents	7286	7412	7617	8130	7997	7923
	2016	2017	2018	2019	2020	2021
Total Fires	100	84	92	78	109	115
Total Non Fire Incidents	7286	7412	7617	8130	7997	7923
Total Alarms	7,386	7496	7709	8208	8106	8038
Where Fires are Occurring						
	2016	2017	2018	2019	2020	2021
Public Assembly	1	1	6	4	1	3
Educational	0	0	0	0	0	1
Institutional	0	0	1	1	2	0
Single Family Dwelling	19	14	14	12	20	14
Apartments	12	4	15	11	6	15
Motel/Hotel	6	2	2	3	1	2
Stores/Sales	3	4	2	0	1	0
Office	1	1	0	0	0	0
Industrial	2	0	0	1	2	2

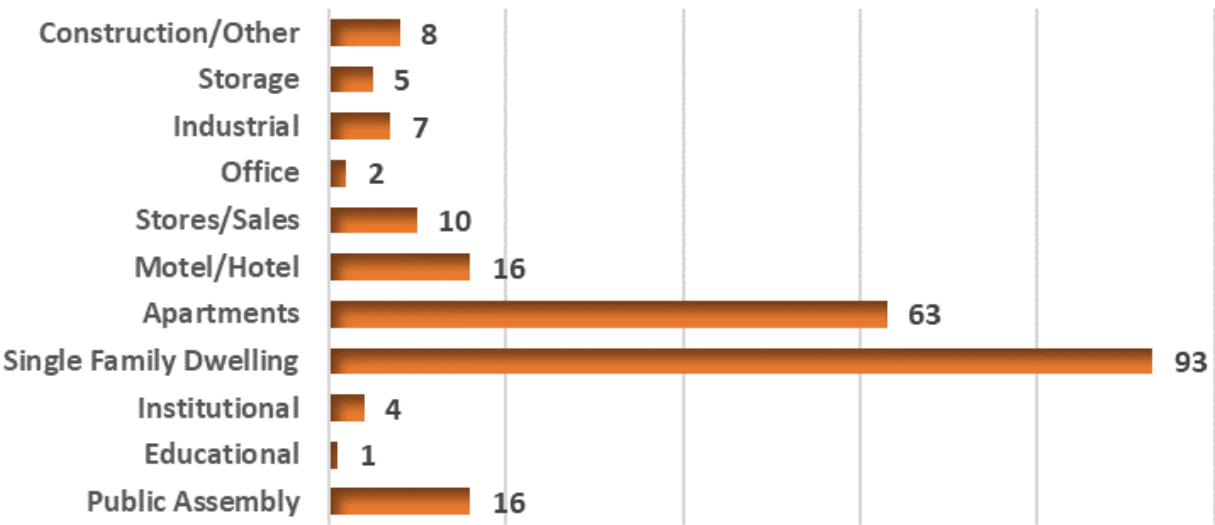


Incident Breakdown Report

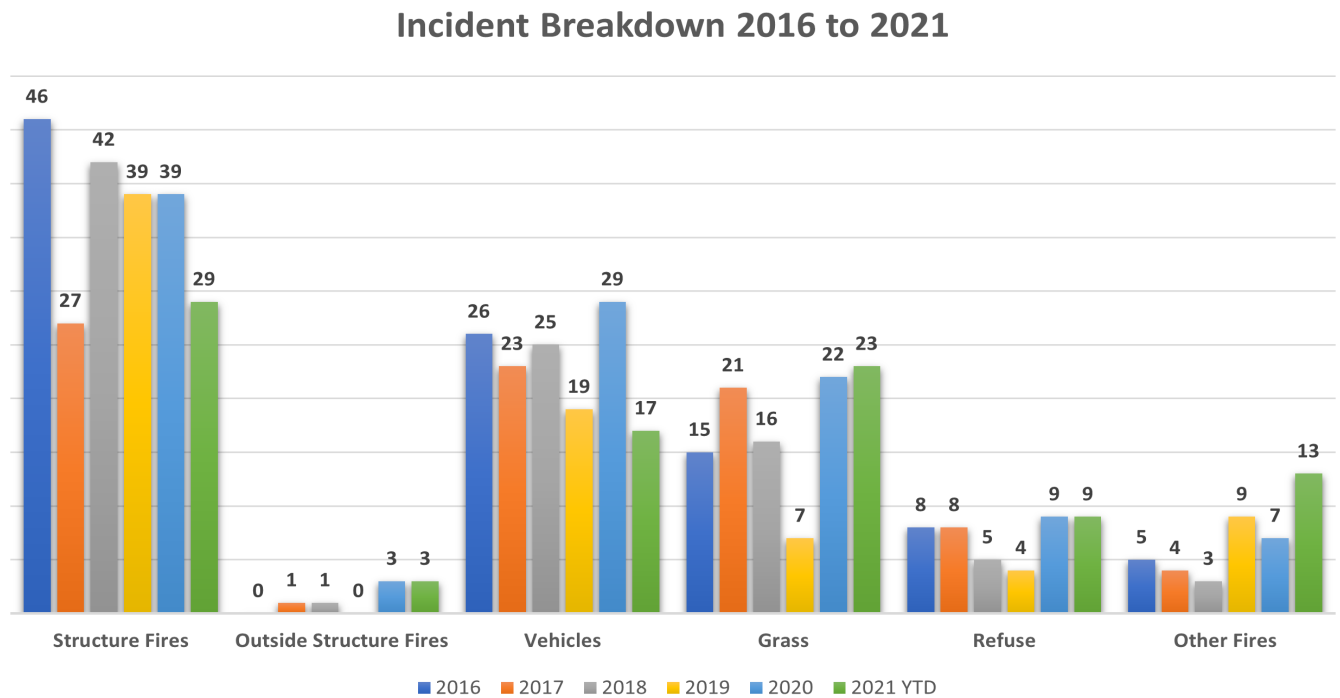
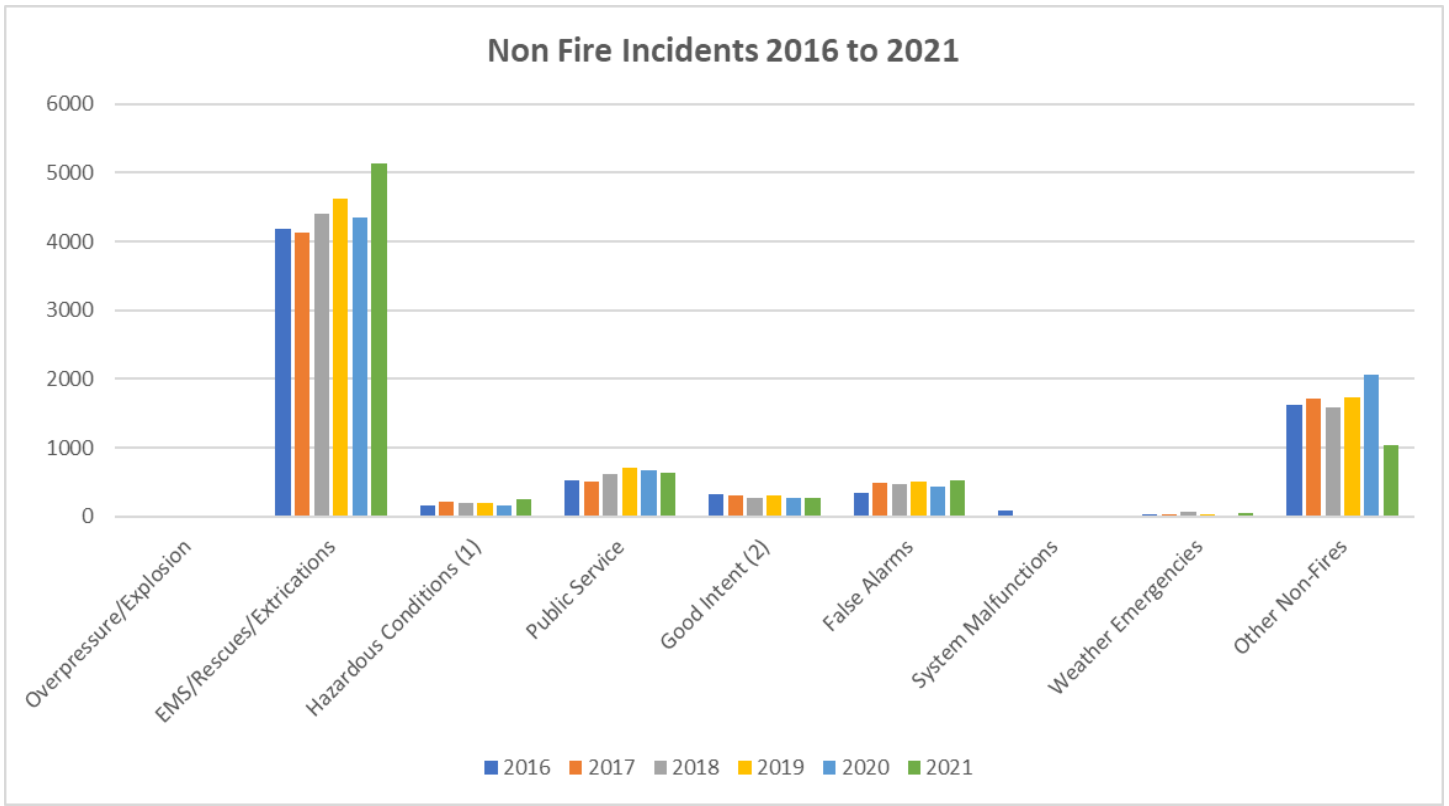
Total Fires Vs. Non-Fire Incidents
2016 to 2021



Where Fires are Occuring in Novi
2016 to 2021



Incident Breakdown Report



Personnel List

Director of Public Safety/Chief of Police

Erick Zinser

Fire Chief

Jeffrey R. Johnson

Assistant Fire Chief

John B. Martin

Barratt, Dennis R.	Gearns-Hazlett, Jonathan	Oliverio, Remo M.	Tejero, Tabitha I.
Behan, Steven S.	Gengle, Adorian F.	Osborne, Matthew H.	Theisen, Mark
Blamy, Matthew J.	Giovannini, Kimberly A.	Paterni, George M.	Tunnard, Matthew B.
Boggs, Mitchell S.	Gonwicha, William D.	Pehrson, Mark A.	Villanueva, Jose L.
Bostwick, Paul E.	Jackson, Noah A.	Petersen, Daniel J.	Welter, Niklaus P.
Breuhan, Peter G.	Johnson, Conner G.	Pierce, Kevin S.	Zemla, Frank B.
Brogan, Nathan L.	Kassab, Zahi A.	Porter, Timothy S.	
Calhoun, Alex M.	Kellerman, Joeseeph R.	Prokes, Mark R.	
Cannon, Ryan P.	Kesselly, Molubah M.	Racicot, Troy D.	
Copeland, Andrew J.	Koons, Michelle L.	Ruccolo, Anthony J.	
Correia, Joshua M.	Kouda, Mark S.	Ryan, Nathan A.	
Cox, Victor A.	Krabach, Sean L.	Rydzewski, Brandon J.	
Discher, Scott D.	Lawson, Eric W.	Schira, Vincent J.	
Duczynski, Philip C.	Leung, Eric W.	Schulkey, Daniel J.	
Dudley, Craig S.	Lis, Greg M.	Schultz, Daniel S.	
Farahani, Amir	Luke, Brian J.	Schwartz, Adam M.	
Ferman, Raymond S.	Marken, Mathew W.	Sentz, Trevor J.	
Fitzgerald, Dane F.	Moss, Jason P.	Seog, Todd D.	
Franklin, Jeffery B.	O' Neill, Andrew W.	Skalski, Eric R.	
Freier, Logan M.	Olando, Michael A.	Takla, Bechara A.	



Strategic Planning Session

The Novi Fire Department held a Staff Visioning Session at the Novi Public Library on August 31, 2021. All members from the Novi Fire Department (internal stakeholders) were invited and encouraged to participate. A total of 29 staff were in attendance, including the Strategic Planning Team members.

To help participants prepare for the retreat, numerous documents (Mission, Vision and Values) and videos “Meaningful Vision” (2020) and “Strategic Thinking” (2012) by Simon Sinek and “Developing Strategic Plan Goals and Objectives” by Center for Public Safety Excellence University (2021) were sent to all department members. Included were the proposed five strategic themes: Infrastructure, Health and Wellness, Community Risk Reduction, Training, and Response with a definition for each.



By sending this information ahead of the session, it challenged members to critically examine the values, beliefs, philosophies, desires, and drives of the Novi Fire Department. The aim was to ensure that they align with not just what we say, but what we do and where we are going.

The agenda and presentation were designed to promote positive team dynamics, while meeting a specific set of desired outcomes. The retreat was intended to foster open communication, drive collaboration, and discuss critical changes necessary for improving the future of the Novi Fire Department. To share and gather information from our internal stakeholders in an open forum. The Strategic Planning Team early in the process followed two reference books as guidelines including Applied Strategic Planning by Goodstein (2008) and Fire Department Strategic Planning, 2nd edition by Wallace (2006).

Each participant was given a packet that included: the Strategic Planning Staff Visioning Session Agenda, S.M.A.R.T. Goals Definitions (Pullein, 2021) and Worksheet (Rintablee Daily Printable Graphics, 2013), Strategic Themes/Initiatives Defined, with several SWOT Analysis Templates including Online S3 (2016) and Template Business (2021). All participants were randomly placed in one of three work groups for the duration of the session.

The program began with an introduction by the Director of Public Safety who encouraged participants to focus on the best interest of the community. Professor Stacey Stover, lead facilitator, helped set the atmosphere of what the attendees were about to embark on by showing a brief inspirational video called “Make an Impact” (Scott, 2020).



Strategic Planning Session

To ensure community needs are incorporated into the departments strategic plan, Nathan Mueller, Community Relations Manager for the City of Novi, shared the results from the August 2021 SurveyMonkey (Addendum A). The focus of the survey was to determine what is important (goals, objectives, and services) to our external stakeholders and where we can improve based on the Citizen/Business Survey feedback.

Two other facilitators, Novi Middle School Principal Rob Baker and former City of Novi Emergency Management Coordinator Marshall Johnson, steered their team's discussion and captured the results/ideas through each phase. First, they conducted a SWOT Analysis defining our Strength, Weakness, Opportunities and Threats. Results were captured and shared among all three groups. Each group briefly reported out on their SWOT Analysis results to all in attendance. These results were added to our Strategic Plan in the final SWOT Analysis.



The final group activity of the evening took place to develop our Goal and Objectives for each of the five Strategic Themes: Infrastructure, Health and Wellness, Community Risk Reduction, Training, and Response. Professor Stover had previously shared the “Brainstorm Rules” (DESIGN KIT, n.d.) and the results were captured by the facilitators then shared with everyone. Each group briefly reported out on their goals and objectives to all in attendance.



All members were given the opportunity to weigh in on the priority of each goal, using stickers to determine the internal stakeholder's personal importance of the objectives.

The results for the Goals and Objectives were then incorporated into the Strategic Plan. They are listed under each Strategic Theme with an estimated timeline for completion and assignment to key team members.



SWOT Analysis

Strengths

Tax base - Cost-effective model - Education - Training
Community feedback - Pay scale - Progressive
Equipment - Professionalism - Experience level - Resources
Budget - Apparatus maintenance - Progressive leadership
Diverse workforce - Response times - Committed personnel
Call volume - Empathetic leadership - New /latest technology
EMS training - Community partnerships - Apparatus
replacement - Health & fitness equipment/programs

Weaknesses

Facilities - Officer development - Staffing
Recruiting and retention - Combined training with shifts
Standardization between shifts - Public perception
Social media presence - Fragmented department - Training
Communication - Leadership - Department Marketing
Post event debriefings - Splintering from department mission
Live burn training facility

Source: AHA! (2021)



SWOT Analysis

Opportunities

Standardization of shifts - Community Risk Reduction - File of Life program - Senior blood pressure checks
Partnering with schools - Building inspections - Customer service - Birthday drive-by details - Staff health and wellness
Social media - More diversity - Joint training (full/part-time and ambulance company)
More community outreach - Accreditation - Support people in need - Department marketing - Develop leaders - Mutual Aid packs - Adequate staffing - Fire prevention programs

Threats

Mental health - Community growth - Ego's - Aging population
Social issues - Light weight building construction - High risk low frequency calls - Pandemics - Remaining status quo
Reduction in fires - Lack of Paid-on-Call
Fragmentation of Department - Political interference
Not keeping up with changing times
Shortage of resources - Social media - EMS transports Community make-up - Education or knowledge
New technology

Source: AHA! (2021)



Strategic Goals

Goal 1: Infrastructure

Ensure the fire department has the appropriate facilities to meet the evolving needs of our department and community, now and in the future.

Objective 1A

Evaluate the current conditions of the existing four fire stations and develop a plan to meet the needs of the department now and into the future.

Timeline: 2023

Assignment

Architect/Consultant

Objective 1B

Conduct a long-term needs analysis for all four fire stations.

Timeline: 2023

Assignment

Architect/Consultant

Objective 1C

Evaluate and establish a Capital Improvement Plan for all four City of Novi Fire Stations.

Timeline: 2026

Assignment

Fire Chief

Assistant Fire Chief



Strategic Goals

Goal 2: Infrastructure

Create a sustainable system of internal communication that facilitates the receiving and sharing of information in a manner that is timely, relevant, and accurate.

Objective 2A

Identify the current methods of internal communication used by the fire department and determine how effective they are by surveying department members assessing for timeliness, accuracy, and clarity.



Assignment

Captain

Lieutenant

Objective 2B

Analyze technology deficiencies used in communications based on results from Objective 2A and develop an improvement plan.



Assignment

Captain



Strategic Goals

Goal 3: Infrastructure

Ensure that effective recruitment, selection, retention, and promotional programs meet the long-term needs of the fire department.

Objective 3A

Analyze and evaluate current recruitment and retention efforts for all fire department positions.



Assignment

Lieutenant

Human Resources Department

Objective 3B

From the information obtained in Objective 3A, develop and begin implementing recruitment and retention initiatives from successful fire departments nationwide.



Assignment

Captain

Lieutenant

Human Resources Department

Objective 3C

Develop a plan to research/implement the best practices for integrating all fire department staffing.



Assignment

Assistant Fire Chief

Training Officer

Lieutenant

Human Resources Department



Strategic Goals

Goal 4: Infrastructure

Evaluate the necessary performance objectives to achieve department accreditation through the Commission on Fire Accreditation International.

Objective 4A

Prepare and develop a community-driven, five-year strategic plan for the Fire Department.

Timeline: 2022

Assignment

Fire Chief

Assistant Fire Chief

Objective 4B

Conduct a comprehensive community hazard and risk assessment. Develop and publish a Community Risk and Standards of Cover document for the department.

Timeline: 2024

Assignment

Fire Chief

Assistant Fire Chief

Objective 4C

Develop a self-assessment appraisal document of the fire department utilizing the Center for Public Safety Excellence/Commission on Fire Accreditation International Fire and Emergency Services Self Assessment Manual criteria.

Timeline: 2025

Assignment

Fire Chief

Assistant Fire Chief

Emergency Management Coordinator/
Fire Accreditation Manager

Objective 4D

Achieve agency accreditation for by the Commission on Fire Accreditation International.

Timeline: 2026

Assignment

Fire Chief

Assistant Fire Chief

Emergency Management Coordinator/
Fire Accreditation Manager



Strategic Goals

Goal 5: Health & Wellness

Prioritize and enhance a wellness culture to improve the mental and physical readiness of the individual and organization.

Objective 5A

Review, create, and maintain initiatives that promote and sustain staff health and wellness.

Timeline: 2022

Assignment

Training Officer

Lieutenant

Human Resources Department

Objective 5B

Evaluate the current fitness equipment currently supplied by the department and its use for physical health by fire department members.

Timeline: 2023

Assignment

Captain

Lieutenant

Objective 5C

Research best practices for cancer identification, reduction, and prevention for fire personnel.

Timeline: 2023

Assignment

Captain

Lieutenant

Objective 5D

Identify and implement beneficial mental health policies, training, and services for all department personnel.

Timeline: 2022

Assignment

Training Officer

Lieutenant



Strategic Goals

Goal 6: Community Risk Reduction

Develop comprehensive outreach programs to ensure community education which fosters civic engagement and increases active participation.

Objective 6A

Compile and evaluate historical data of Community Risk Reduction initiatives the fire department performed over the last 10 years.



Timeline: 2022

Assignment

Fire Marshal
Captain
Lieutenant

Objective 6B

Develop a committee to identify community needs and establish new initiatives to deliver quality Community Risk Reduction programs to the public.



Timeline: 2023

Assignment

Fire Marshal

Objective 6C

Develop and implement a strategy to market Community Risk Reduction programs identified in Objective 6B with the use of social media platforms.



Timeline: 2022

Assignment

Fire Marshal
Captain
Lieutenant



Strategic Goals

Goal 7: Training

Enhance the department's training program that supports all fire department employees in their professional development.

Objective 7A

Evaluate all training, EMS, and fire to ensure program requirements comply with Federal, State, Michigan Occupational Safety and Health Administration, and department standards.



Timeline: 2022

Assignment

Assistant Fire Chief
Training Officer
Human Resources Department

Objective 7B

Evaluate the strengths and weaknesses of the current department training plan and delivery methods. Develop recommendations for changes based upon the evaluation and implement.



Timeline: 2023

Assignment

Training Officer
Lieutenant

Objective 7C

Evaluate the use of technology to increase training retention and proficiency.



Timeline: 2022

Assignment

Captain
Lieutenant



Strategic Goals

Goal 7: Training

Enhance the fire department training program that supports all employees in their professional development.

Objective 7D

Develop and provide training with our Automatic Mutual Aid, Mutual Aid Box Alarm and neighboring fire departments.



Timeline: 2022

Assignment

Training Officer
Lieutenant

Objective 7E

Develop a structured succession plan for all employees to increase opportunities for advancement within the department.



Timeline: 2023

Assignment

Fire Chief
Assistant Fire Chief



Strategic Goals

Goal 8: Response

Provide timely and efficient service delivery to a growing and dynamic population, ensuring safety to our community.

Objective 8A

Evaluate if the current procedure for priority medical dispatching by the outside ambulance company is efficient to reduce response times.

Timeline: 2023



Assignment

Assistant Fire Chief
Dispatch Manager
Superior Leadership

Objective 8B

Evaluate the current deployment model of department apparatus to determine if staging of resources at peak times in strategic areas reduces response times.

Timeline: 2023



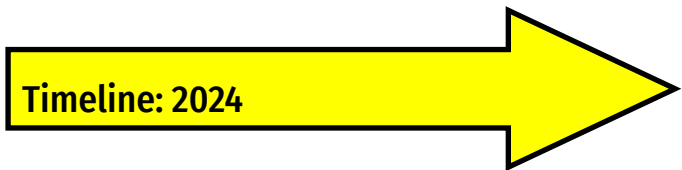
Assignment

Captain
Lieutenant

Objective 8C

Evaluate service delivery, policies, and programs to develop a list of improvements.

Timeline: 2024



Assignment

Assistant Fire Chief
Captain



Strategic Goals

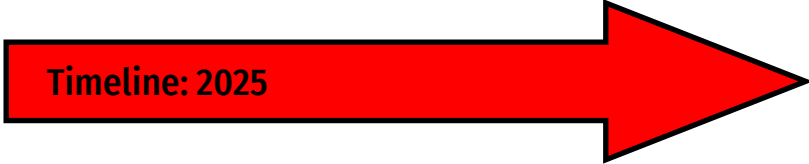
Goal 8: Response

Provide timely and efficient service delivery to a growing and dynamic population, ensuring safety to our community.

Objective 8D

Compile historical data, analyze and modify response model to meet current and future service delivery requirements.

Timeline: 2025



Assignment

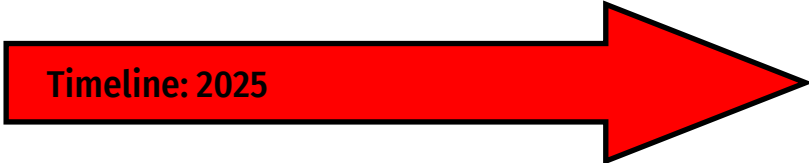
Captain

Lieutenant

Objective 8E

Create and implement a schedule that balances the expectations and abilities of all fire department staffing with the anticipated call volumes.

Timeline: 2025



Assignment

Fire Chief

Captain

Lieutenant

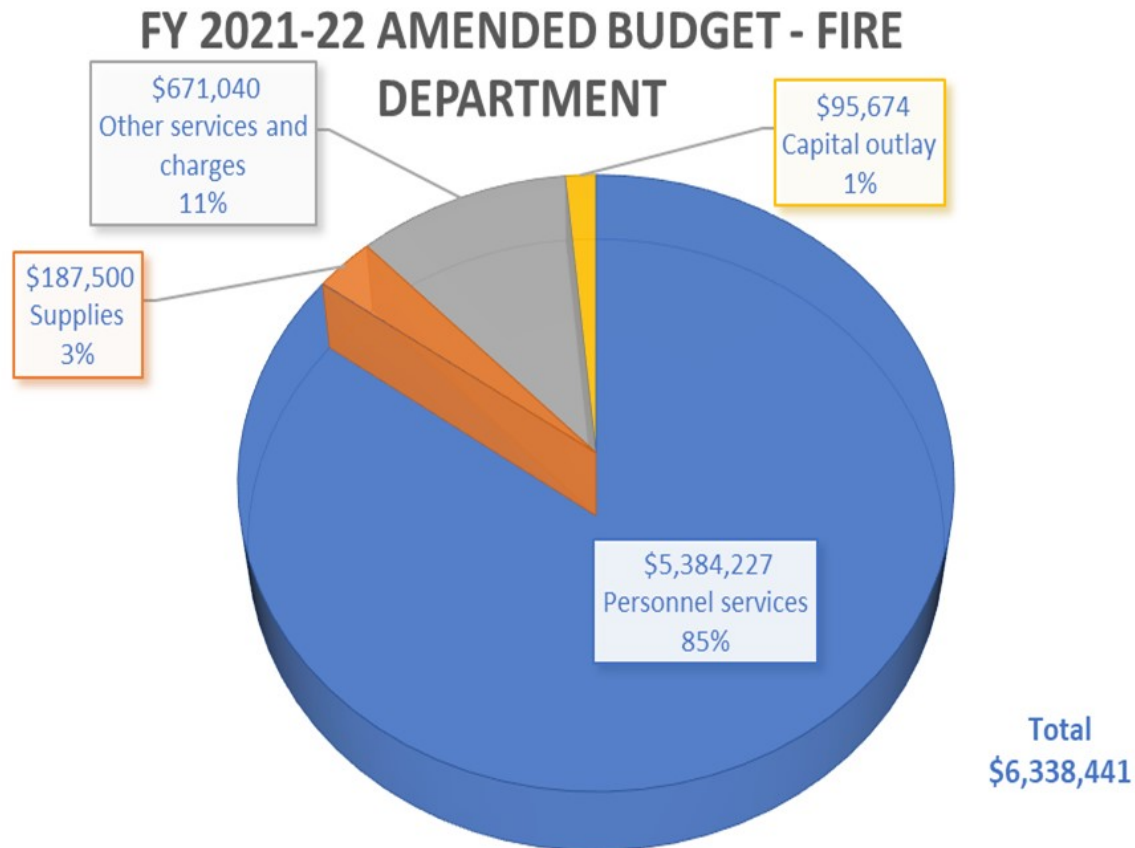


Funding

The Novi Public Safety Department is funded by a dedicated police and fire charter millage that was authorized to supplement the operations of the police and fire departments, including payment for personnel-related expenditures and for the purchase of fire trucks, apparatus, and equipment. Voters approved the dedicated millage in November 1987 (1.8 mills.)

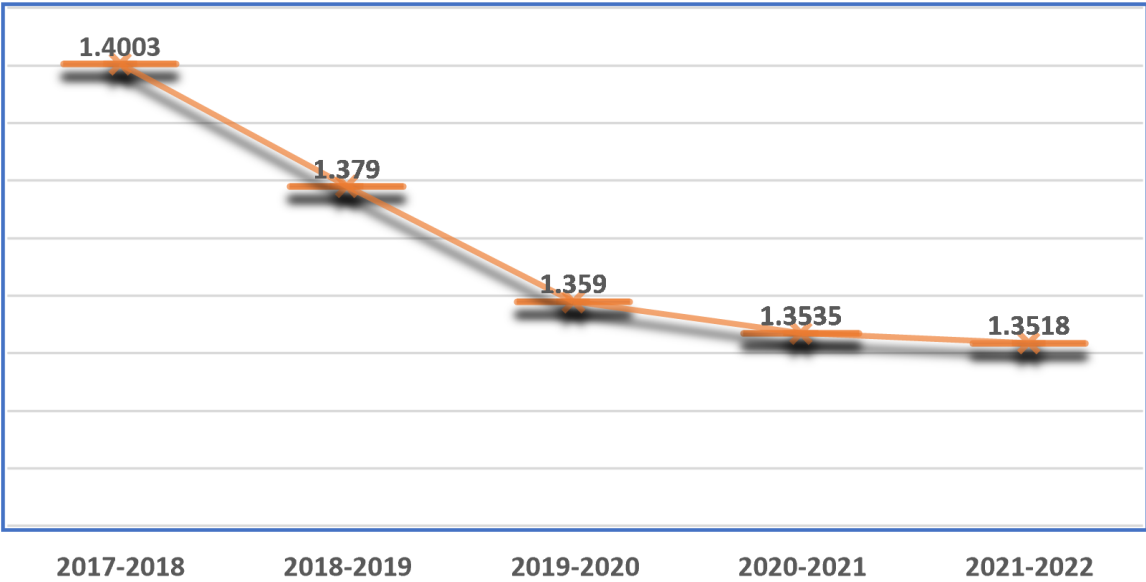
The Police and Fire Departments' annual operating budget includes salaries & fringe benefits, supplies, other services and charges, and capital expenditures. The Fire Department's FY 2021-22 amended budget is **\$6,338,441**.

As a regular practice, both the Police and Fire Departments actively seek out federal and local grand funding opportunities for personnel costs and capital equipment purchases that might otherwise not occur.

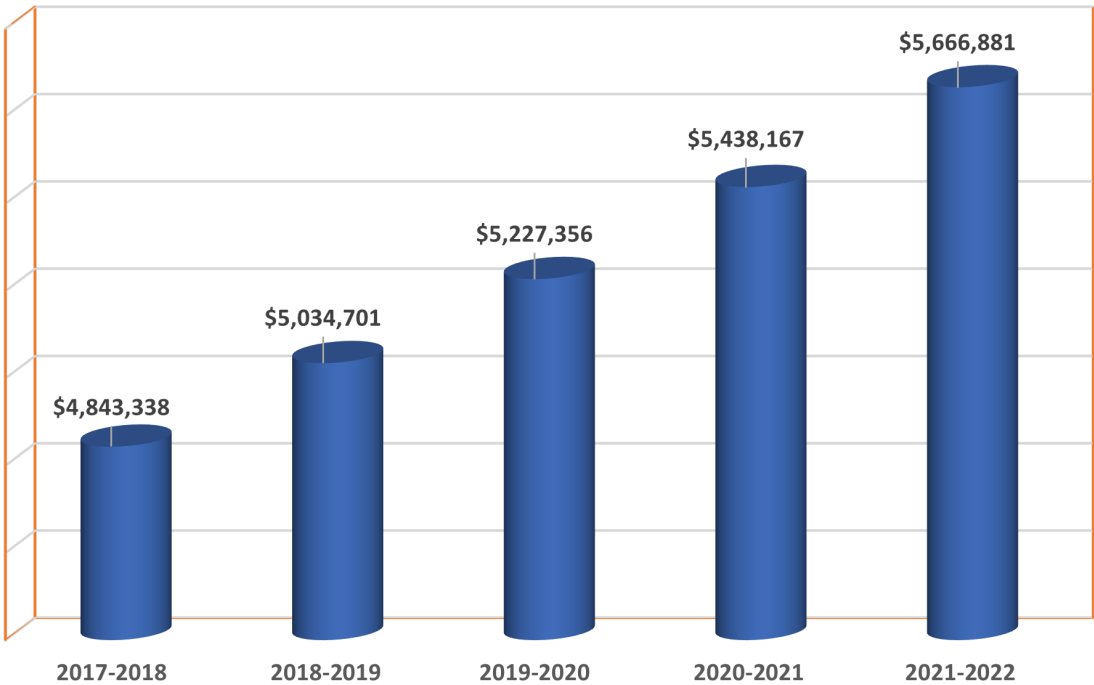


Funding

Police & Fire Millage Rate



5 Year Revenue History



Public Safety Administration Building

In February 2010, the City of Novi created a Public Safety Administration Team to provide management and accountability for Police and Fire functions, the City's most critical services. Fire Administration, Public Safety Records, and Public Safety 911 Communications are located at 45125 W. Ten Mile Road on the Civic Center Campus.



Fire Station 1

Fire Station 1 was built in 1981 to serve central Novi. The original building consisted of 6,481 square feet, including three apparatus bays, support spaces, and administrative offices. In 1988, 2,295 square feet were added to accommodate the expanding needs of the department. The station is located in a downtown commercial district near the busy intersection of Novi Road and Grand River Avenue. This station is staffed with 24-hour firefighting operations/seven days per week. A Fire Captain is also assigned to this station.



Fire Station 2

Fire Station 2 was built in 1981 as a 4,123 square foot facility to serve northwestern Novi. In 2009, 900 square-feet were added to accommodate future needs of the department. The station is located in a residential district on the north side of 13 Mile Road, west of Novi Road. This station includes two bay areas and is staffed with 24-hour firefighting operations and Superior Ambulance crews seven days per week. A Fire Lieutenant is currently assigned to this station. Firefighters at this station also respond to water rescues at nearby Walled Lake.



Facilities

Fire Station 3

Fire Station 3 was built in 1978 to serve southeast Novi. The building consists of 3,880 square feet and is located in an industrial district south of Nine Mile Road, between Novi and Meadowbrook Roads. This station includes two bay areas and is staffed with 24-hour firefighting operations and Superior Ambulance crews seven days per week.



Fire Station 4

In 2003, Fire Station 4 was built to service southwest Novi. The building consists of 11,380 square feet. The station is located in a residential district at the intersection of Ten Mile and Wixom Roads. This station includes three bay areas, a Training Center and three-and-a-half story Fire Training Tower. This facility serves as the City's back-up Emergency Operations Center and is staffed with 24-hour firefighting operations/seven days per week.



Fire Station 5 — Superior Air-Ground Ambulance

Station 5 was built in 1984 and served as Fire Station 4 for the western sections of Novi until 2003 when a new Fire Station 4 and Training Center was built. The building is a two-bay station with a one-story area adjacent to the apparatus bay for housing support spaces, an office and living quarters. The building is 2,480 square feet in size plus a mezzanine of 415 square feet. The station is located at the intersection of Beck and Eleven Mile Roads. Station 5 is currently being leased by Superior Air-Ground Ambulance and staffed with at least 2 Superior employees. A total of 3 Advanced Life Support Ambulances are dedicated 24 hours a day exclusively to the City of Novi under the current agreement.



Facilities

Relocation Study

The City of Novi Planning Department was asked to assist the Fire Department with identifying possible alternate locations for Fire Stations #1 and #3. This builds on and updates information that was provided over the course of a few years, following the detailed Long-Term Needs Assessment prepared by the Sidock Group in 2014.

The standards identified for the possible relocation sites include the following:

- Within an approximately ¼ mile radius of the intersection of Grand River Avenue and Novi Road due to the benefits the new Fire Station #1 being close to that intersection, and for easy access to I-96; and within ¼ mile radius of existing Fire Station #3.
- Minimum site area of approximately 2 acres.
- Either privately owned, or already owned by the City.
- Property may be vacant or may have improvements.
- Access or proximity to a major thoroughfare with a traffic signal is preferred.
- Avoid known highly contaminated sites

Other aspects noted in the Sidock report that are not being evaluated in this memo are Runtime (the time required to respond to a call for service from location to arrival on scene), where the site is located within the Fire District Map, and any other critical Fire Department standards that the Planning Department is not aware of at this time.

Fire Station #1

Fire Station #1 is located at the southwest corner of Grand River Avenue and Main Street. The site fronts on and has direct access to Grand River Avenue, a major thoroughfare. The site is approximately 2.4 acres (and shares parking with the adjacent commercial development). The total building area is approximately 10,000 square feet per the Sidock study. The attached spreadsheet and maps offer several



alternate locations that the Fire Department may want to consider for additional study.

Option D as shown on the first attached chart is the Country Building Supply property that was recently acquired by the City to assist in the construction of Bond Street on the south side of Grand River Avenue. The remainder of Option D property meets most of the criteria noted above, including proximity to the intersection of Grand River and Novi Road, access to and frontage on a



Facilities

Relocation Study

major thoroughfare with the benefit of access on two streets (once Bond Street is completed), and location at a planned traffic signal. The site is less than the minimum size that is determined by the Fire Department (~1.46 acres vs. 2.0 acres minimum is desirable), however, there are three residential lots immediately to the west that could expand the usable area, if those lots were acquired and the homes demolished.

Fire Station #3

Fire Station #3 is located at the southwest corner of Nine Mile Road and Roethel Drive. The site fronts on and has direct access to Roethel Drive. The site is approximately 0.84 acres, and the total building area is approximately 4000 square feet. The attached spreadsheet and map offer several alternate locations in the immediate area that the Fire Department may want to consider for additional study.

Since the previous alternative location report was prepared for this Fire Station, one additional parcel has been acquired by the City, referred to as Option C1 and located on Venture Drive. This parcel is 1.76 acres. Since it is on the west side of Venture Drive, it does not abut a residential district but instead backs up to the railroad tracks. The property is currently vacant land, and does not appear to contain any regulated woodlands or wetlands, so it may be simpler to develop than some other options.



Facilities Relocation Study

Fire Station #1 Potential Relocation Sites

FOR CONSIDERATION												
Option	Parcel #s	Location	Acres	Total Site Acreage	Access to Major Throughfare?	Access to Two Streets?	Within 1/4 mile of Existing Fire Station?	Zoning	Assessed Value	Owner	Occupant	Comments
Option A	22-23-176-034	43277 Main St	1.61	2.08	Yes	Yes	Yes	TC-1	\$291,000.00	Cassis, Victor R. Trust	Vacant Land	Former site of Novi Fire Station, will be near residential in the future
	22-23-102-013	East of Novi Rd	0.47					TC-1	\$81,850.00	Cassis, Victor R. Trust	Vacant Land	
Option B	22-22-276-017	West of Novi Road	2.31	2.31	No	No	Yes	I-1	\$0.00	Road Commission for Oakland County	Vacant Land	Access to Gen Mar Drive only due to elevation
Option C	22-22-400-027	West of Novi Road	10.51	10.51	Yes	No	No	OS-1	\$0.00	City of Novi	Vacant Land	Large presence of wetlands and woodlands
Option D	22-15-477-005	43755 Grand River Ave	1.46	1.46	Yes	Yes	No	TC-1	\$0.00	City of Novi	Country Bldg. Supply	Will have access to Bond Street in the future. Ability to expand with 3 residential lots nearby.
Option E	22-14-451-002	26300 Lee BeGole Dr (Southwest Corner)	3.54	3.54	Yes	Yes	No	I-1	\$0.00	City of Novi	DPW	DPW Site, focusing on the southwest corner; next to residential in the future
Option F	22-23-226-021	South of Eleven Mile	1.75	3.5	Yes	No	No	I-1	\$85,250.00	Stoychoff, Richard & Eleanor	Vacant Land	Wetland on a small portion of the site, near residential to the east
	22-23-226-022	South of Eleven Mile	1.75					I-1	\$91,100.00	Roberts, Michael	Vacant Land	

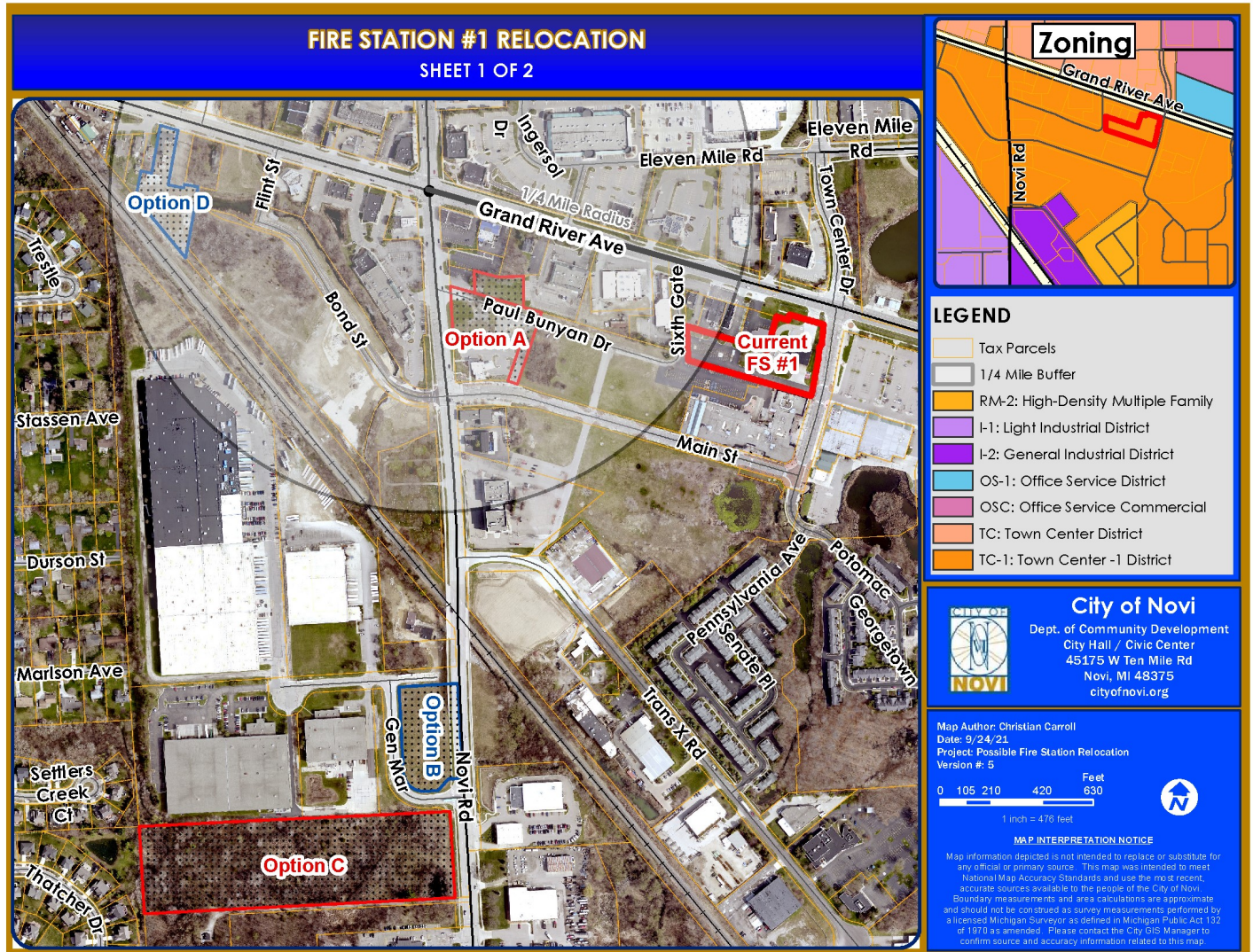
Facilities

Relocation Study

Fire Station #3 Potential Relocation Sites

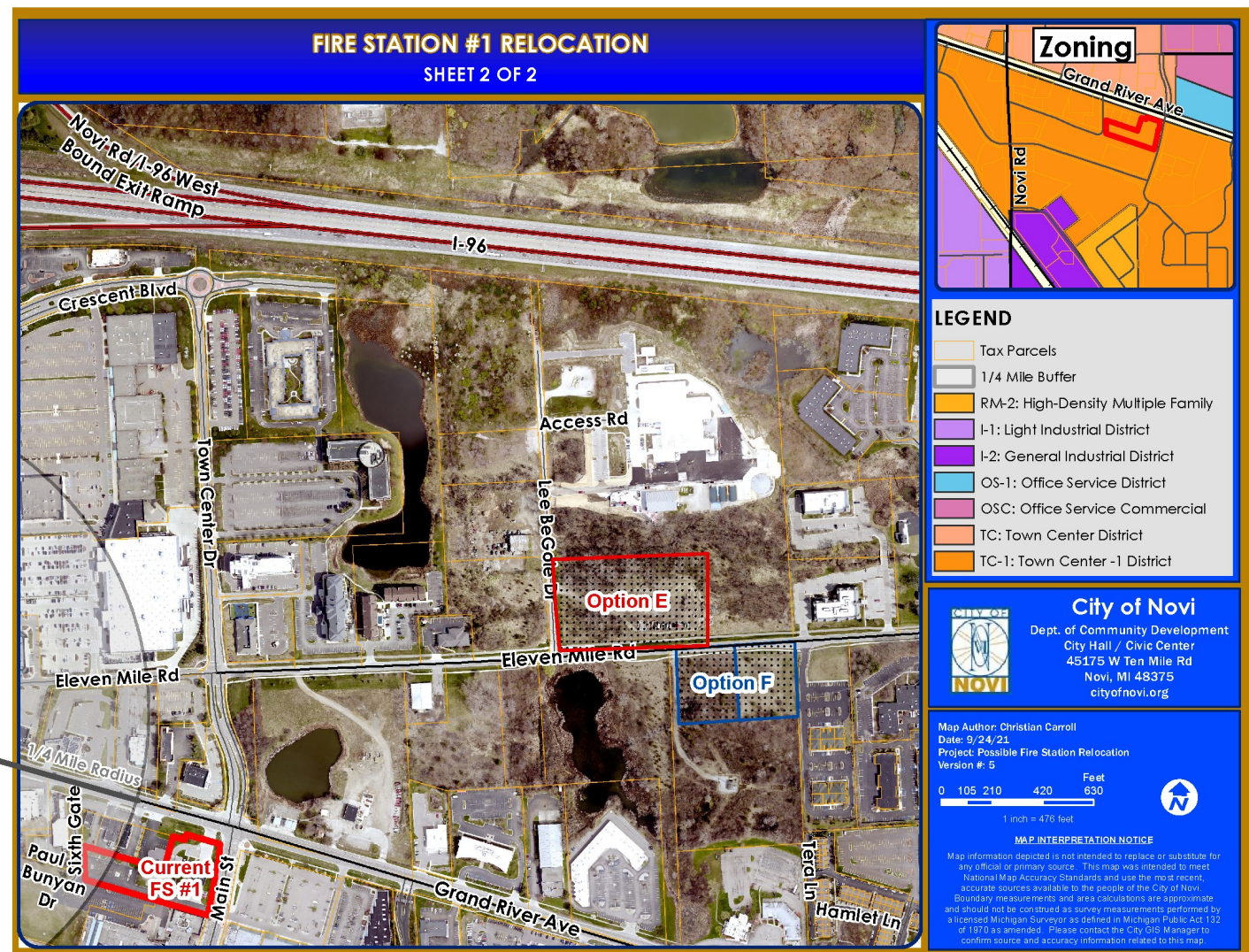
FOR CONSIDERATION												
Option	Parcel #s	Location	Acres	Total Site Acreage	Access to Major Throughfare?	Access to Two Streets?	Within 1/4 mile of Existing Fire Station?	Zoning	Assessed Value	Owner	Occupant	Comments
Option A	22-26-401-023	22650 Venture Dr	1.25	2.45	No	No	Yes	I-1	\$69,550.00	KEL Investments	Vacant land	Residential use to the east
	22-26-401-022	22700 Venture Dr	1.2					I-1	\$67,000.00	KEL Investments	Vacant land	Residential use to the east
Option B	22-26-401-021	22750 Venture Dr	1.2	2.82	No	No	Yes	I-1	\$67,000.00	KEL Investments	Vacant land	Residential use to the east
	22-26-401-033	22850 Venture Dr	1.62					I-1	\$90,250.00	Dougmore, LLC	Vacant land	Residential use to the east
Option C1	22-26-401-041	West of Venture Dr	1.76	3.38	No	No	No	I-1	\$97,550.00	City of Novi	Vacant land	Recently acquired by the City of Novi
Option C2	22-26-401-043	22705 Venture Dr	1.62		No	No	Yes	I-1	\$78,600.00	Boll Filter Corp	Vacant land	Directly south of City-Owned Property
Option D	22-26-377-025	East side Heslip Dr	8.88	8.88	No	No	Yes	I-1	\$1,192,650.00	Arkin LLC	Arkin Ind. Park & Vacant land	Vacant land still available on the south portion of the parcel. The parcels were combined.

Facilities Relocation Study

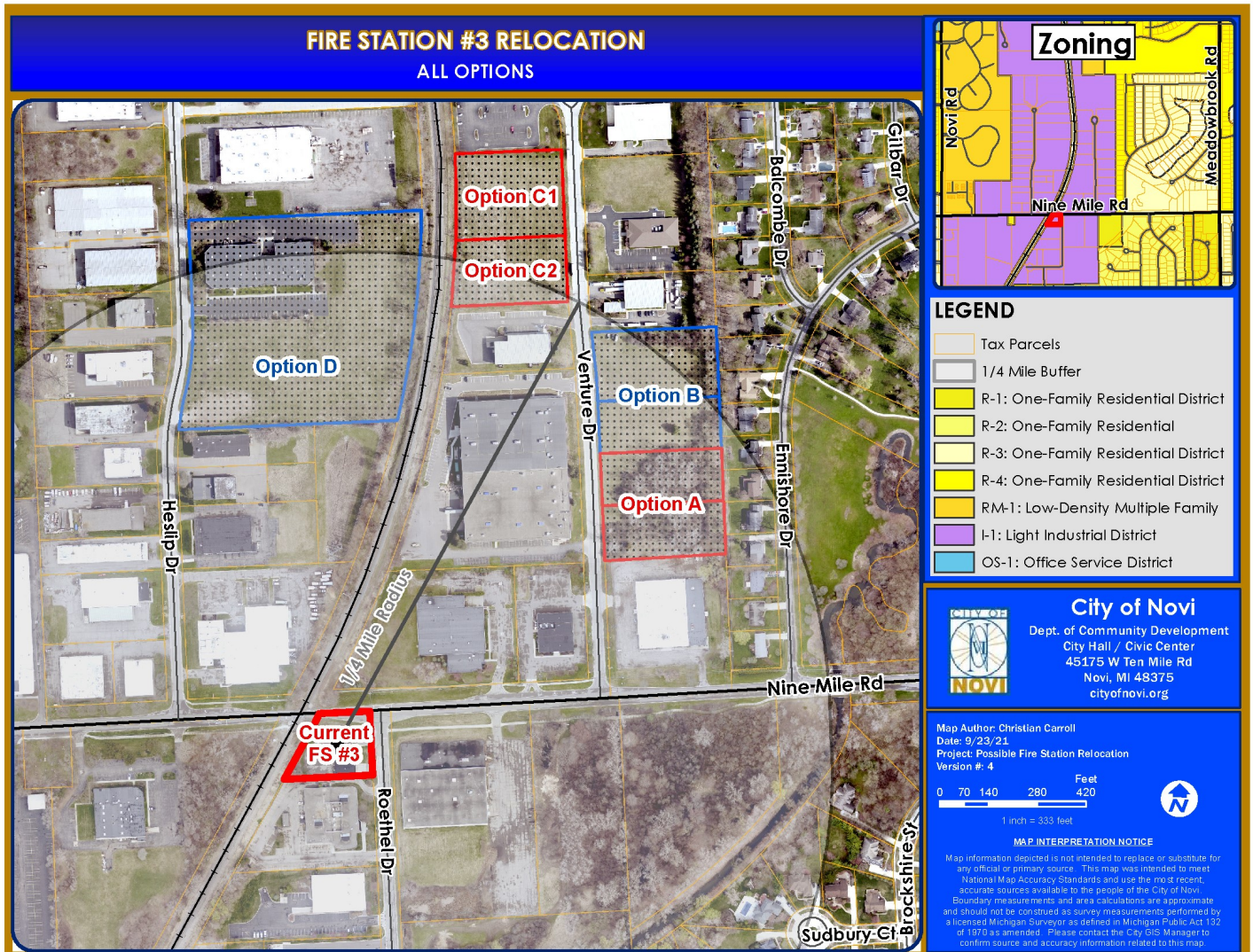


Facilities

Relocation Study



Facilities Relocation Study



Facilities

Station 1 & 3 Response Heat Maps

Station No. 1's response heat map was developed using the 9,727 total priority calls that Station 1's resources responded to from January 1, 2017 to January 1, 2022. This map shows the actual response times from the current location of Fire Station 1 to the call location.

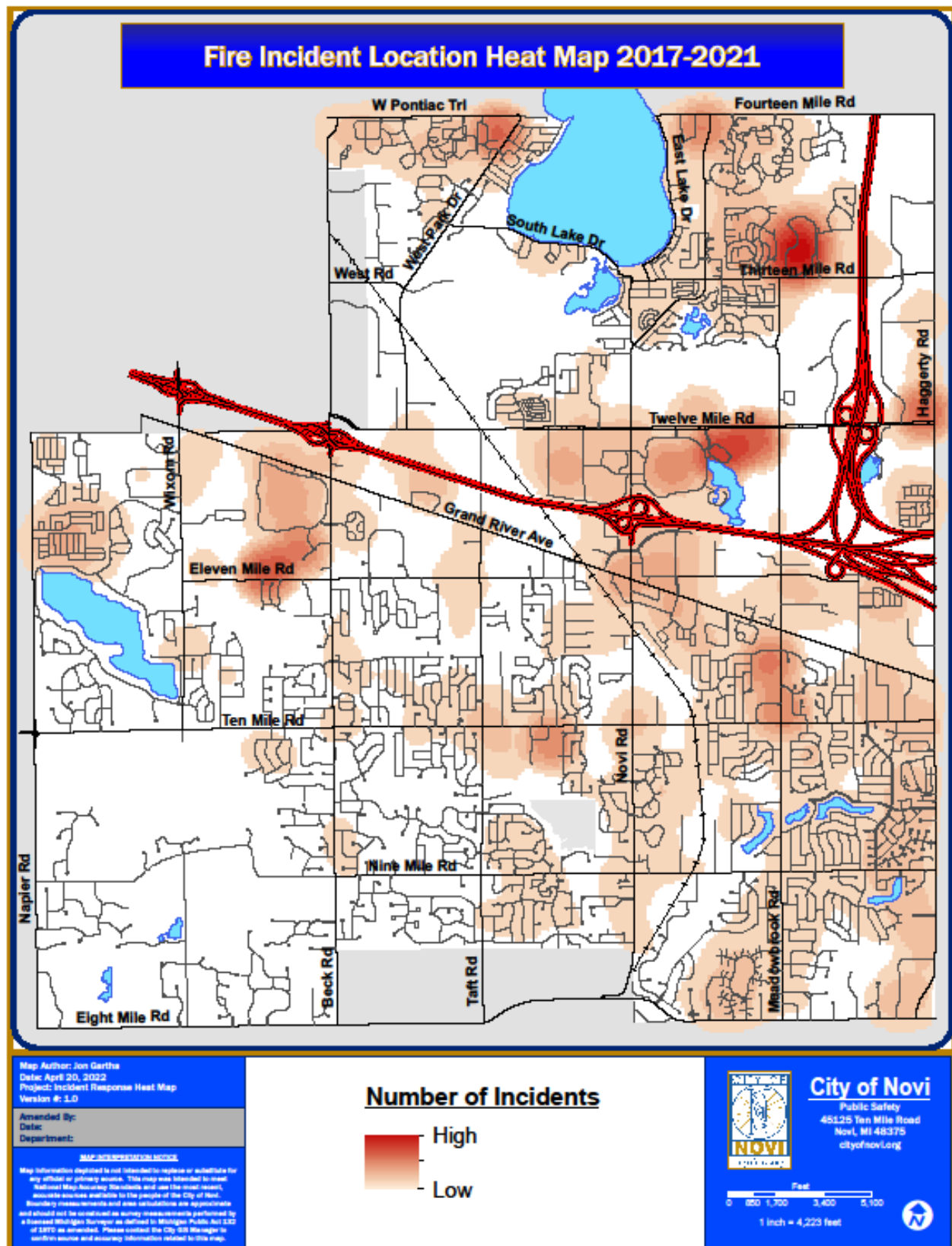
The map developed for the proposed location of Station 1 was based on the distance that a vehicle can travel in a specific amount of time while driving at posted speed limits. This map shows the theoretical travel time to areas surrounding proposed Fire Station 1.

Station No. 3's response map was developed by taking the 3,097 total priority calls that Station 3's resources responded to from January 1, 2017 to January 1, 2022. This map shows the actual response times from the current location of Fire Station 3 to the call location.

The map developed for the proposed location of Station 3 was based on the distance that a vehicle can travel in a specific amount of time while driving at posted speed limits. This map shows the theoretical travel time to areas surrounding proposed Fire Station 3.

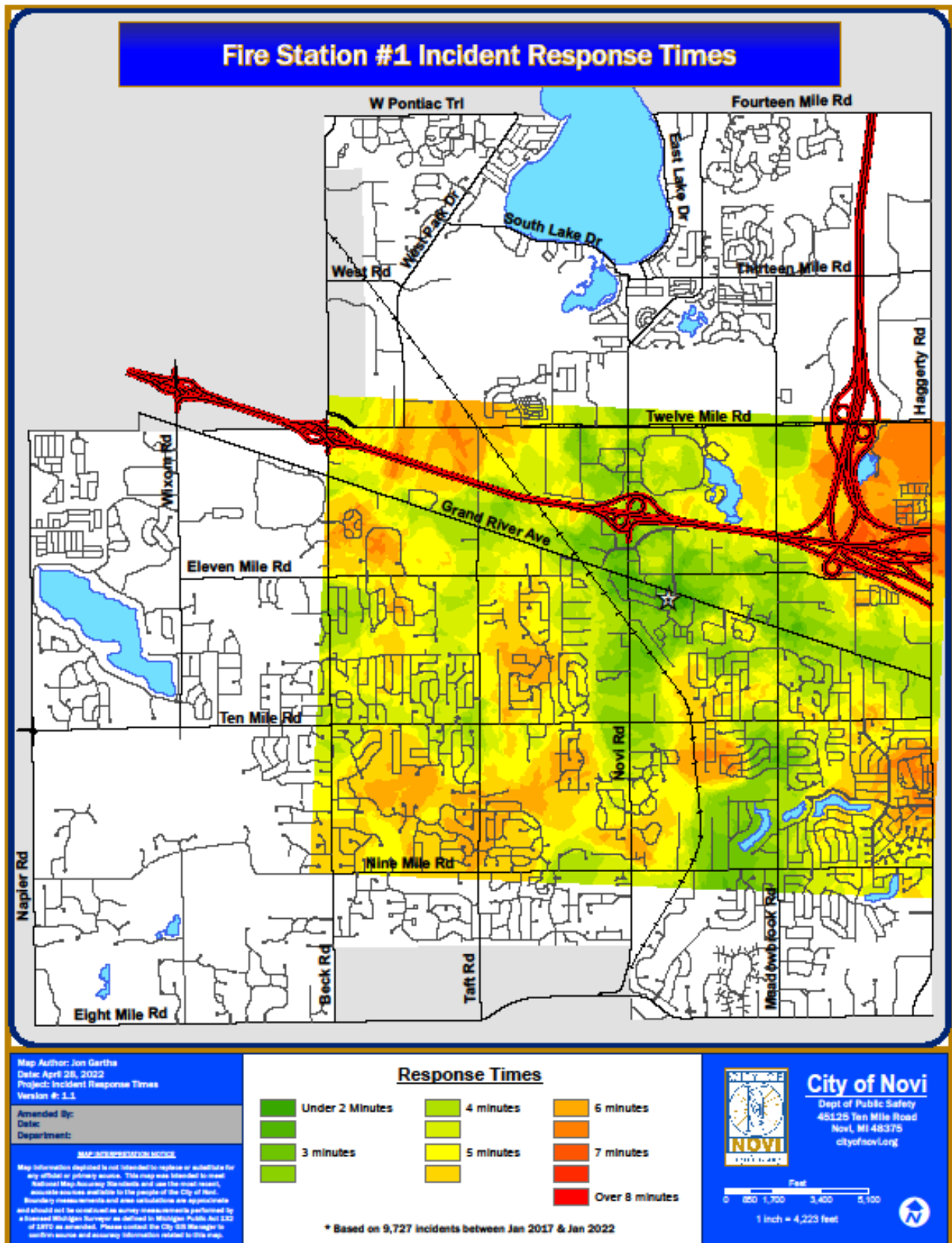
Facilities

Station 1 & 3 Response Heat Maps



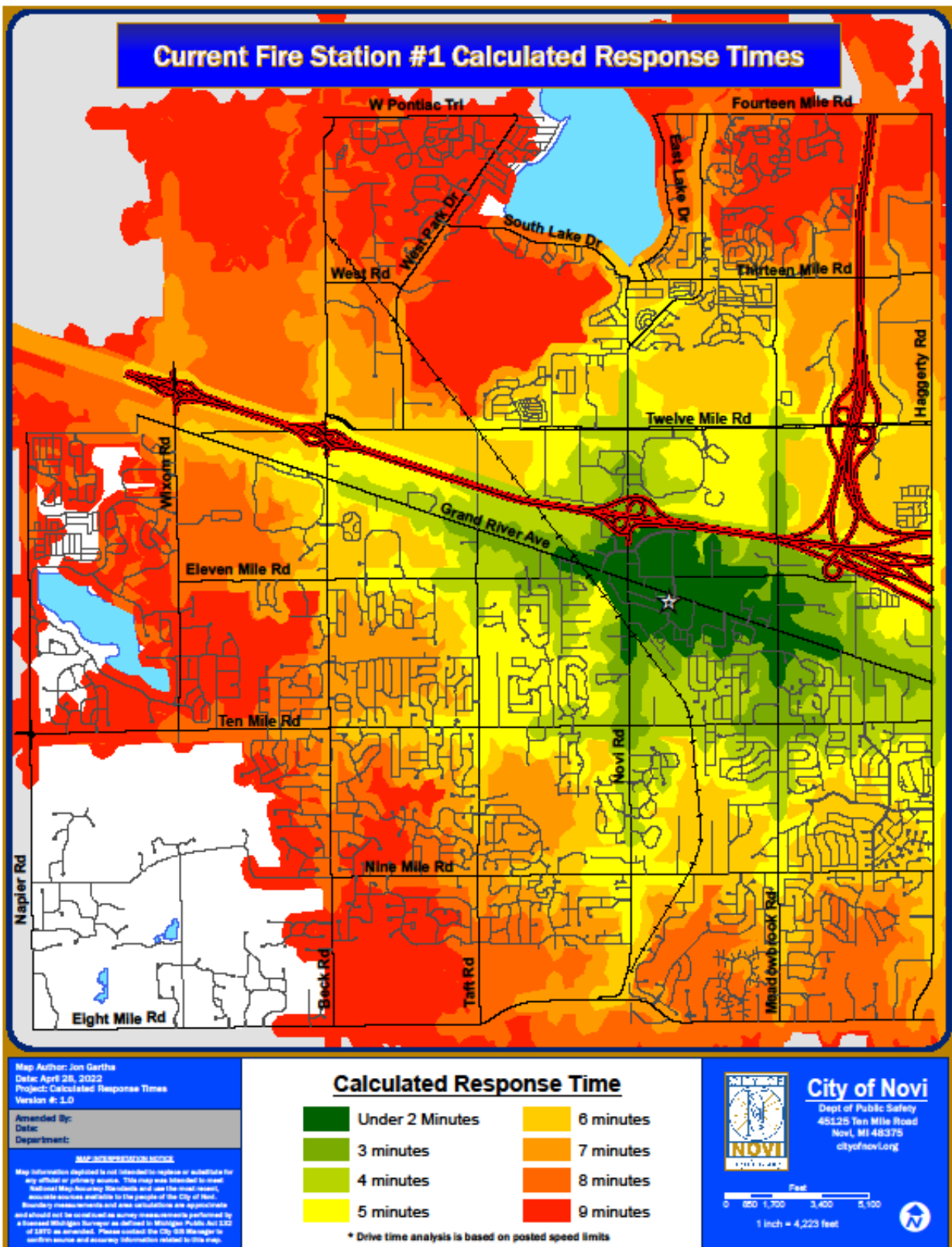
Facilities

Station 1 & 3 Response Heat Maps



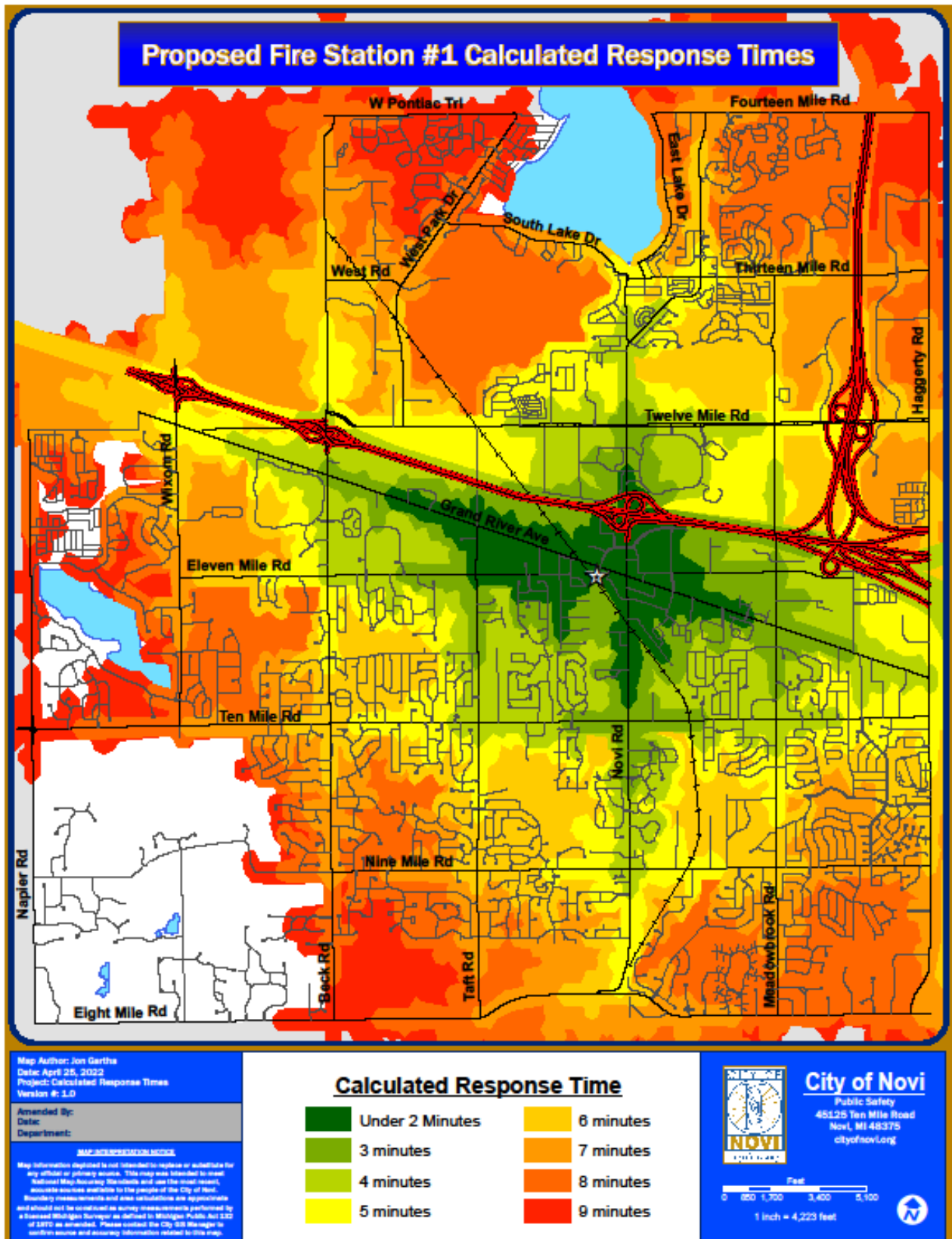
Facilities

Station 1 & 3 Response Heat Maps



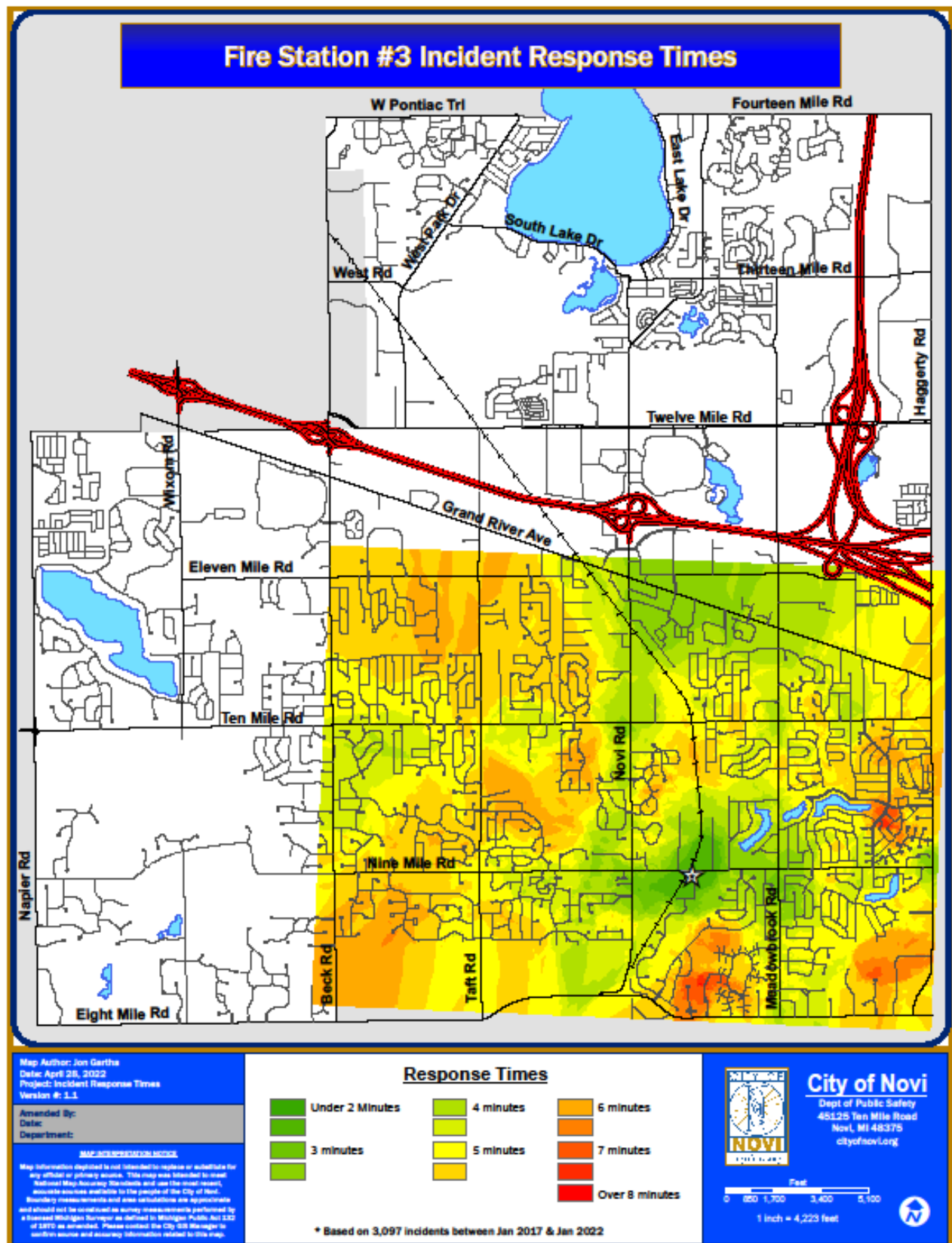
Facilities

Station 1 & 3 Response Heat Maps



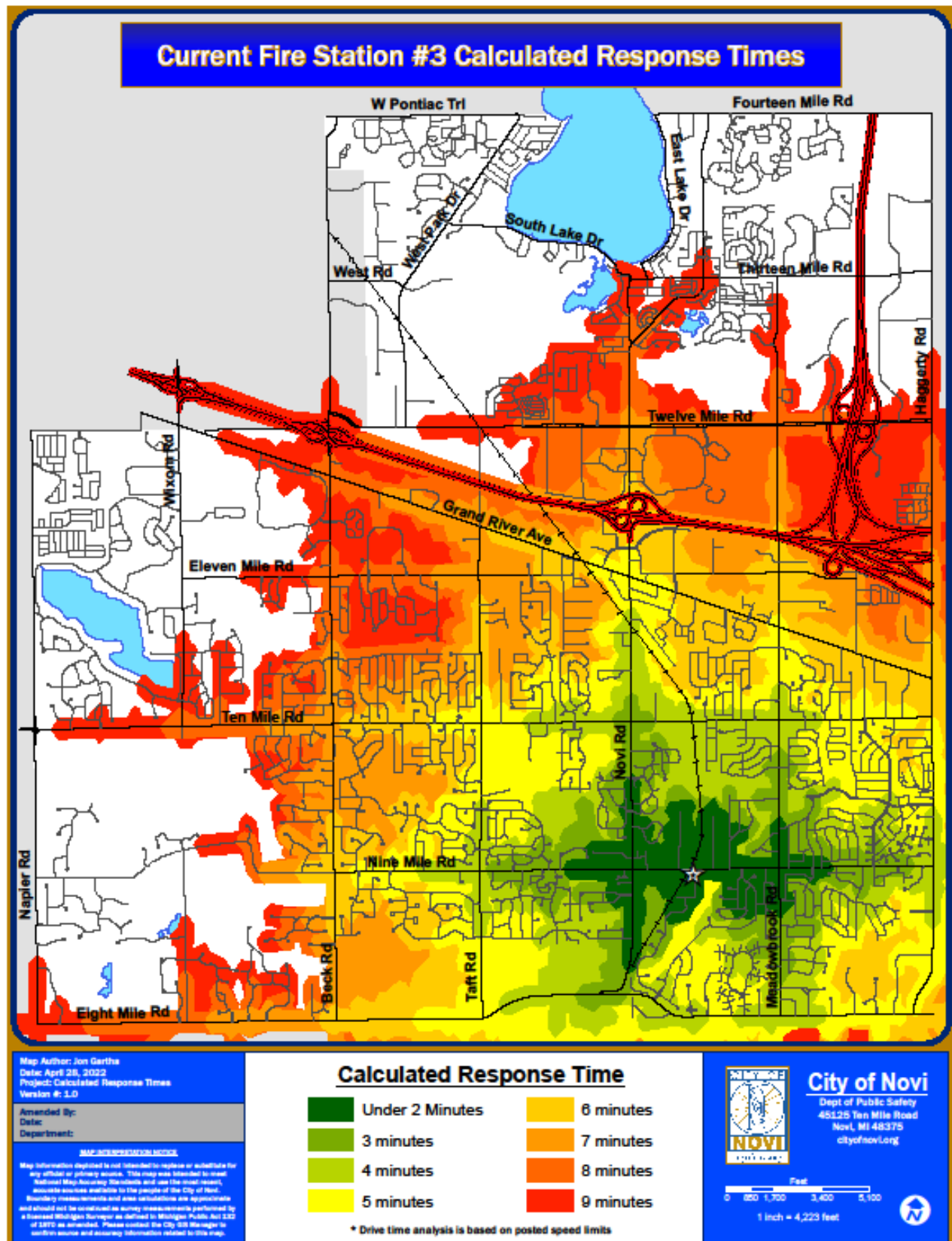
Facilities

Station 1 & 3 Response Heat Maps



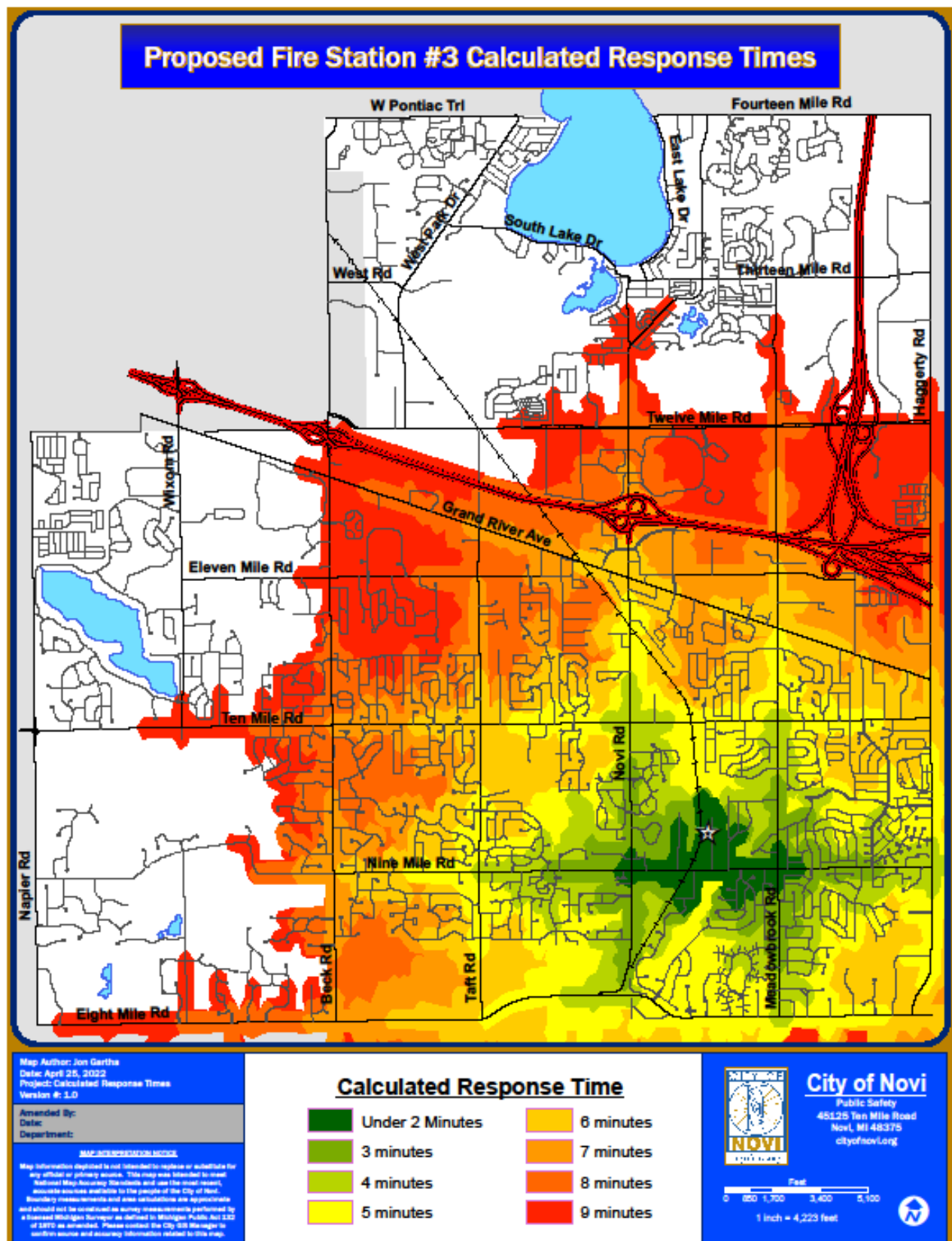
Facilities

Station 1 & 3 Response Heat Maps



Facilities

Station 1 & 3 Response Heat Maps



Commitment Statement/Implementation

The Novi Fire Department is committed to implementing the goals suggested in this Strategic Plan over the next five years. The Strategic Planning team, along with Department leadership teams, will review the goals on an annual basis to ensure we are keeping track with the benchmarks established. We understand some objectives may require adjustments or adaptations, and changes will be made as necessary to meet the overall goals of the organization.

Ultimately, we will continuously strive to improve the Novi Fire Department's delivery and services to all residents, businesses, and guests of the City of Novi.



References

1. Aha! (2021). *Free SWOT analysis templates: PowerPoint SWOT analysis templates – Simple matrix*. <https://www.aha.io/roadmapping/guide/templates/swot-analysis>
2. Center of Public Safety Excellence (2021). *CPSE University: Resource Library. Developing Strategic Plan Goals and Objectives*. [CPSE University: Resource Library](#)
3. DESIGN KIT (n.d.). *Brainstorm Rules*. IDEO.org. <https://www.google.com/search?q=designkit.org+brainstorm+rules&ie=UTF-8&oe=UTF-8&hl=en-us&client=safari>
4. Goodstein, L.D., ET. AL. (2008, July 15). *Applied Strategic Planning: An Introduction*. Wiley & Sons. Pfeiffer, San Francisco, CA.
5. National Citizen Survey (2020). *City of Novi, Michigan*. [https://www.cityofnovi.org/community/national-citizens-survey-results-\(citizen-percepti](https://www.cityofnovi.org/community/national-citizens-survey-results-(citizen-percepti)
6. Online S3 (2016, Apr.6). *2.7 SWOT analysis – Online S3 Project website*. <https://www.onlines3.eu/phase-2-analysis-context/2-7-swot-analysis/>
7. Pullein, Carl (2021, May 16). *What Are SMART Goals (and How to Use Them to Be Successful)*. Lifehack. <https://www.lifehack.org/759949/how-to-use-smart-goal>
8. Rintablee Daily Printable Graphics (2013, August 4). *Blank Printable Goals Template SMART*. https://www.printablee.com/post_blank-printable-goals-template-smart_331401/
9. Scott, Ben Lionel (April 7, 2020). *Make An Impact- Inspirational Video – YouTube*. <https://www.google.com/search?q=make+an+impact+inspirational+video&ie=UTF-8&oe=UTF-8&hl=en-us&client=safari>
10. Sinek, Simon (2020, December 30). *Meaningful Vision*. <https://www.youtube.com/watch?v=zpzZumZCdWA>
11. Sinek, Simon (2012, November 17). *How to Improve Strategic Thinking*. https://www.youtube.com/watch?v=bnwvd_TtWmw
12. Southeast Michigan Council of Governments (2021). *Community Profiles: City of Novi Older Adults and youth Populations*. <https://www.semcog.org/community-profiles>
13. TEMPLATE BUSINESS (2021). *SWOT Analysis Templates*. <https://nationalgriefawarenessday.com/122/swot-analysis-template>
14. United States Census Bureau (2021, July). *QuickFacts Novi City, Michigan*. <https://www.census.gov/quickfacts/novicitymichigan>
15. Wallace, Mark (2006). *Fire Department Strategic Planning: Creating Future Excellence 2nd Ed*. Fire Engineering Books & Videos, Tulsa, Okla.



Addendum

Citizens/Business Survey Results

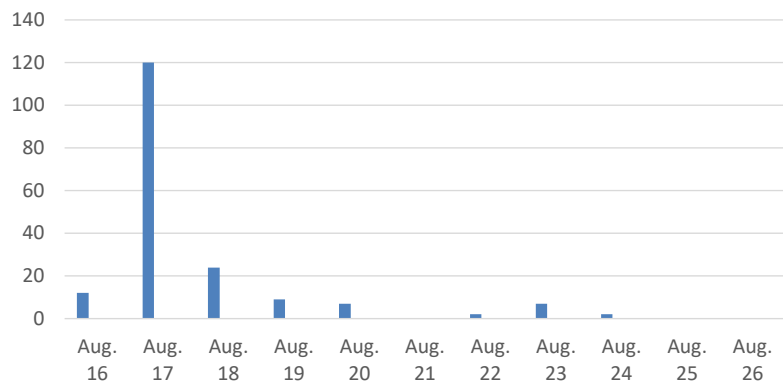
Strategic Plan Survey Results



How we shared the survey:

- Facebook & Nextdoor (8/16)
- Homepage of cityofnovi.org
- Two e-mails (8/17)
 - NBC – 2,365 sent, 713 opens, 109 clicks
 - The 6 – 9,513 sent, 2,806 opens, 471 clicks

Survey Responses



Addendum

Citizens/Business Survey Results

Strategic Plan Survey Results

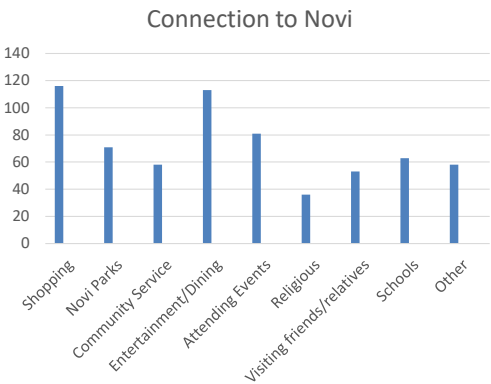
Who were our responders and how are they connected to Novi?

185

Total Responses	
174	11
Novi Residents	Non-Residents
64	119
Work in Novi	Don't work in Novi

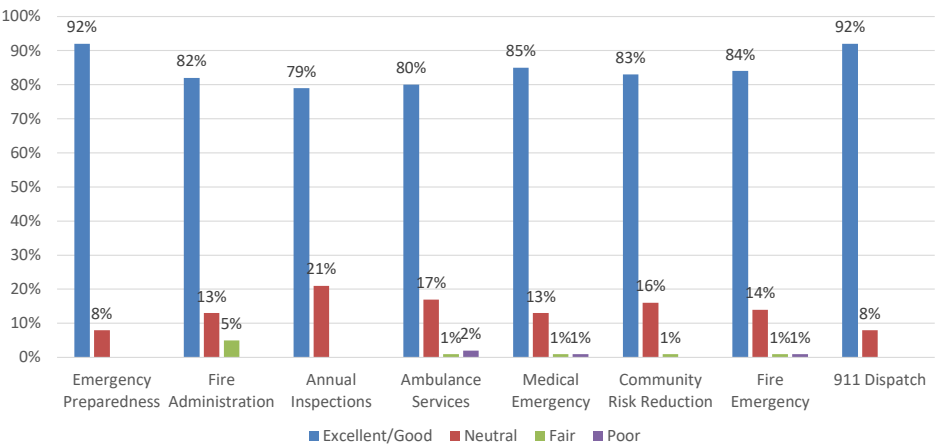
General Overall Impression

130	43
Excellent	Good
9	1
Neutral	Fair



Strategic Plan Survey Results

How would you rate your interaction with the Novi FD?



Addendum

Citizens/Business Survey Results

Strategic Plan Survey Results

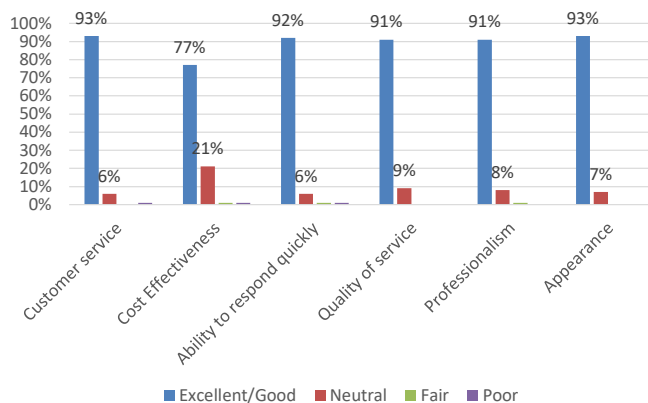
Services not listed that are important to you:

- CERT Training
- Child seat installation
- Community Risk Reduction
- Community Outreach (5)
- Construction Inspections
- CPR Training
- Fire Safety Seminars
- Home Fire Protection
- Individual Store Inspections
- Response to calls for odors, fire alarms & chair lift after surgery
- Special needs outreach
- Staffing (1), Full-time staffing (2) with paramedic services (1)



Strategic Plan Survey Results

Rate the Novi Fire Department in the following areas:



Why fair or poor ratings?

- Inspectors have come into my business with no smiles, no greetings, acting like self-important dictators.
- Only complaint is with the volunteer fire department.
- We need 24-hour, full-time coverage. Not part-time, paid-on-call.



Addendum

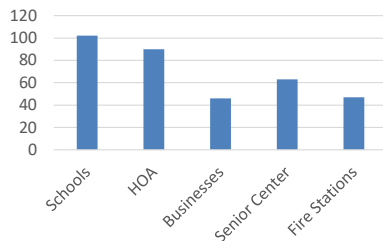
Citizens/Business Survey Results

Strategic Plan Survey Results

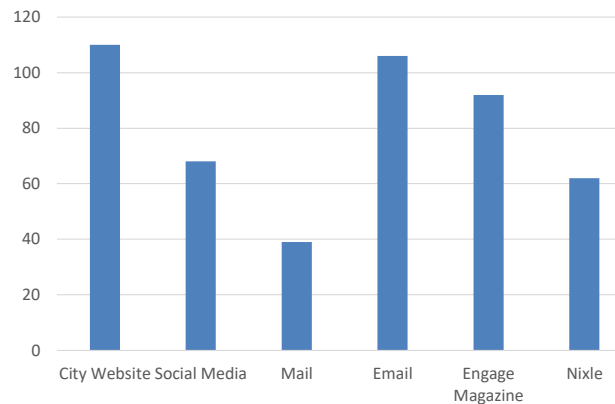
Are you satisfied with the communication from the Novi FD?

168 Yes
5 No

Where would you like additional outreach?

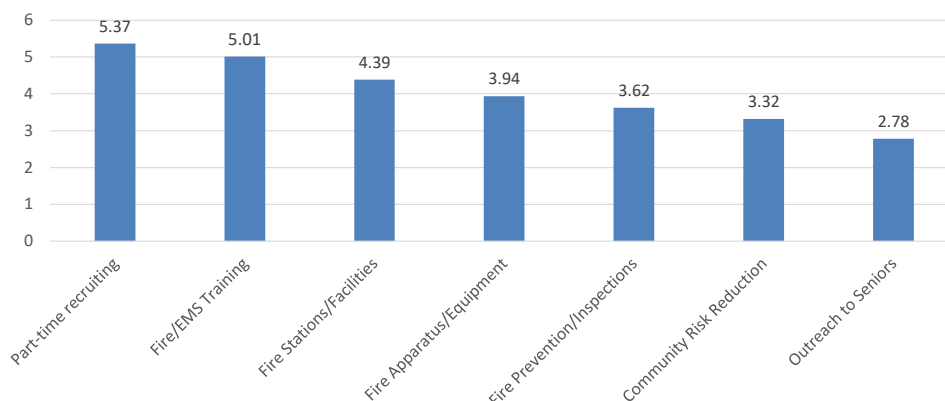


How would you like the Novi Fire Department to communicate with you:



Strategic Plan Survey Results

Rank challenges Novi FD will face in next five years
(1 most important, 7 least):

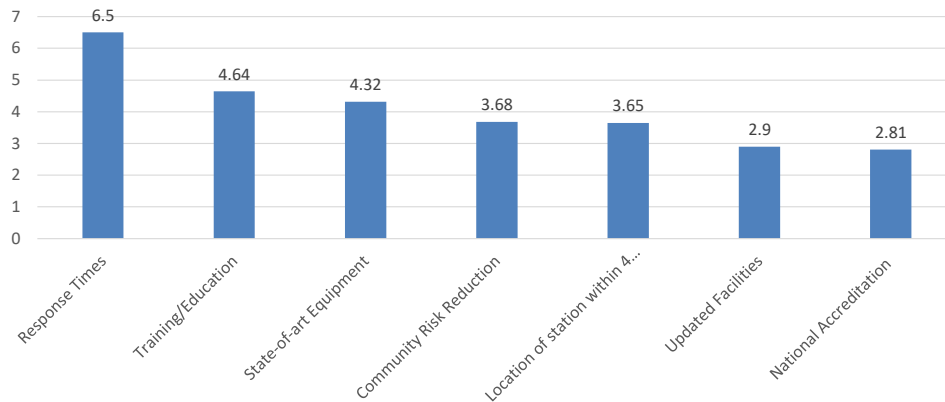


Addendum

Citizens/Business Survey Results

Strategic Plan Survey Results

Rank your priorities for Novi FD services
(1 most important, 7 least):



Strategic Plan Survey Results

Additional Comments:

- Access when you need it most will always be No. 1. Training and talent will always be second.
- All the contacts I have had with Novi Fire have been very informative and positive. With our growth, must make sure staffing meets demands.
- Chief Johnson and AC Martin are excellent leaders for our Novi. Proud of them and their dedication.
- EMS needs to be looked at. Your department should provide ALS.
- I think everything but national accreditation is vital for our department.
- If the City continues training, updating equipment, etc. they will remain a top FD. To be nationally accredited is a lot of paperwork, money, and sometimes a waste of time.
- Public safety is my number one priority in the community.
- Response times trump all others. Minutes count.
- With the turnover Novi FD has, training is the hardest to maintain quality and experience.
- Would like to see Novi with more full-time and less volunteers. Novi is too big of a community for volunteers.





CITY OF NOVI CITY COUNCIL
MAY 22, 2023

SUBJECT: Approval of claims and warrants – Warrant 1132

SUBMITTING DEPARTMENT: Finance

BACKGROUND INFORMATION:

Per Section 8.10 of the City's charter all funds drawn by the treasury department must be approved by City Council. This approval occurs through a warrant system and appears on all City Council's agenda. The most recent Warrant, #1132 comes before city council for approval.

RECOMMENDED ACTION: Approval of claims and warrants – Warrant 1132

CITY OF NOVI
Warrant 1132
Monday, May 22, 2023

Check	Vendor Name	Description	Amount
182074-182083	DTE ENERGY	ELECTRICITY	11,149.12
182084	BAILEY, KATHRYN	ELECTION WORKER	240.00
182085	BUDDE, ANNA	ELECTION WORKER	190.00
182086	CIARELLI, JOAN	ELECTION WORKER	56.00
182087	CLARK, KEVIN	ELECTION WORKER	215.00
182088	CURRAN, NISHA	ELECTION WORKER	56.00
182089	HAMMELEF, DAVID	ELECTION WORKER	56.00
182090	KLINE, STEPHEN	ELECTION WORKER	56.00
182091	KRAMER, GORDON	ELECTION WORKER	190.00
182092	LICALZI, JACQUELINE	ELECTION WORKER	72.00
182093	LOMBARDI, KATHLEEN	ELECTION WORKER	190.00
182094	LOMBARDI, RICHARD	ELECTION WORKER	190.00
182095	LONG, CHARLES	ELECTION WORKER	56.00
182096	LONG, JANET	ELECTION WORKER	56.00
182097	MAZUCHOWSKI, GAIL	ELECTION WORKER	215.00
182098	ROLAND, JULIE	ELECTION WORKER	190.00
182099	SANOR, KRISTIN	ELECTION WORKER	56.00
182100	SCHAEFER, JACK	ELECTION WORKER	64.00
182101	SCHAEFER, JACQUELINE	ELECTION WORKER	56.00
182102	TURNBULL, SHAUNA	ELECTION WORKER	190.00
182103	WINTER, MARY ANGELA	ELECTION WORKER	240.00
182104	A AND R PLUMBING LLC	BUILDING MAINT (PARKS MAINT, FACILITIES, POLICE)	11,411.59
182105	ACCUFORM PRINTING & GRAPHICS INC	PRINTING AND PUBLISHING	307.80
182106	ADT COMMERCIAL LLC	BUILDING MAINT (FACILITIES, PARKS MAINT, SR HOUSE)	2,325.33
182107	ADVANCE AUTO PARTS	VEHICLE MAINTENANCE	114.30
182108	AECOM GREAT LAKES, INC	PROFESSIONAL SERVICES - VAR PROJ, ESCROW	80,677.60
182109	VOID	VOID	- V
182110	AIRGAS USA, LLC	VEHICLE MAINTENANCE	131.26
182111	ALLIE BROTHERS INC	SUPPLIES UNIFORMS (POLICE, FIRE)	25,884.93
182112	ALLIED INC	BUILDING MAINTENANCE	779.05
182113	ALTECH DOORS LLC	BUILDING MAINTENANCE	758.35
182114	AMAZON	OPERATING SUPPLIES (LIBRARY)	3,990.76
182115	AMERICAN GENERATORS SALES AND	BUILDING MAINTENANCE	750.00
182116	AMISTEE, INC.	INDOOR GUN RANGE (POLICE)	4,750.00
182117	APOLLO FIRE APPARATUS SALES AND	VEHICLE MAINTENANCE (FIRE)	3,663.20
182118	APPLIED INNOVATION	EQUIPMENT RENT - COPIER (P&R, MEADOWBROOK, IT)	3,032.67
182119	ARAMARK REFRESHMENT SERVICES	OPERATING SUPPLIES	661.69
182120	ARC	OPERATING SUPPLIES - SCANNING (COMM DEV)	4,701.65
182121	ARIYAMDTH, ASHOKKUMAS	WITNESS	16.80
182122	ASBURY PARK DEVELOPMENT LLC	BLDG. BOND REFUND (ESCROW)	600.00
182123	ASBURY PARK DEVELOPMENT, LLC.	BLDG. BOND REFUND (ESCROW)	1,000.00
182124	ASCENSION MICHIGAN EMPLOYER	MEDICAL SERVICES - PRE EMPLOYMENT (HR)	1,464.00
182125	ASCENSION PROVIDENCE HOSPITAL	OPERATING SUPPLIES	277.00
182126	BAKER & TAYLOR, LLC	ELECTRONIC MEDIA (LIBRARY)	1,138.40
182127	BAKER LEGAL GROUP PLLC	PROSECUTOR FEES 4/2023 (POLICE)	8,343.11
182128	BAKER, BILL -MATCO TOOL DISTRIBUTOR	VEHICLE MAINTENANCE	436.11
182129	BANK'S VACUUM	CUSTODIAL SUPPLIES	19.99
182130	BELLE TIRE	VEHICLE MAINTENANCE	94.99
182131	BERTIN, KENNETH M.	ADULT SOFTBALL	135.00
182132	BEYER, TODD A.	TENNIS (PARKS & REC)	2,931.60
182133	BIDNET	AUCTION FEES	530.17
182134	BLACKWELL FORD INC	VEHICLE MAINTENANCE	646.79
182135	BOULARD, CHARLES	REIMBURSEMENT	30.00
182136	BOUND TREE MEDICAL LLC	OPERATING SUPPLIES	296.60

182137	BREUHAN, PETER	TUITION REIMBURSEMENT	513.78
182138	BRODART CO.	LIBRARY BOOKS (LIBRARY)	3,168.24
182139	BUSINESS ORIENTED SOFTWARE	INTERNAL TECHNOLOGY (IT)	9,848.40
182140	CAPITAL TIRE INC	VEHICLE MAINTENANCE (POLICE)	1,848.00
182141	CARDENAS, VICTOR	REIMBURSEMENT	53.37
182142	CARLISLE WORTMAN ASSOCIATES, INC.	BUILDING, TRADE, & PLAN REVIEW SERV (COMM DEV)	3,390.00
182143	CAVENDISH SQUARE PUBLISHING LLC	LIBRARY BOOKS	34.45
182144	CDW GOVERNMENT LLC	INTERNAL TECHNOLOGY - CITYWIDE (IT)	14,024.37
182145	CINTAS CORP	SUPPLIES UNIFORMS (DPW, FACILITIES)	1,051.55
182146	CONSERVA ELECTRIC SUPPLY, INC.	BUILDING MAINTENANCE	76.83
182147	COSTAR REALTY INFORMATION INC	INTERNAL TECHNOLOGY (CM, ASSESSING, ECON DEV)	1,827.86
182148	CRANDALL-WORTHINGTON INC	OPERATING SUPPLIES (PARKS MAINT, P&R)	1,664.32
182149	CYNERGY WIRELESS PRODUCTS, INC.	EMERGENCY COMMUNICATION SERVICE (POLICE)	2,059.85
182150	D AND D WATER AND SEWER INC	W&S INSTALL: JESSICA'S SPLASH PAD	48,509.00
182151	DC DENTAL, INC	OPERATING SUPPLIES	780.10
182152	DELL MARKETING L.P.	INTERNAL TECHNOLOGY (FIRE, POLICE)	1,918.79
182153	DEMCO INC.	OPERATING SUPPLIES (LIBRARY)	2,050.07
182154	DINGES FIRE COMPANY	VEHICLE MAINTENANCE (FIRE)	2,062.50
182155	DLT SOLUTIONS	INTERNAL TECHNOLOGY (DPW, COMM DEV)	1,294.18
182156	DRL BUILDING CO. LLC	BUILDING MAINTENANCE (FIRE)	1,075.00
182157	DRN & ASSOCIATES, ARCHITECTS, PC	PROFESSIONAL SERVICES (ESCROW)	3,090.00
182158	DUCZYMINSKI, PHILIP	TUITION REIMBURSEMENT	680.85
182159	ELECTRICAL POWER & DESIGN INC	BLDG. BOND REFUND (ESCROW)	2,400.00
182160	EMPCO INC	PROFESSIONAL SERVICES (FIRE)	3,072.85
182161	EVERBRIDGE, INC.	INTERNAL TECHNOLOGY (POLICE)	6,000.00
182162	FARKAS, JULIE	PETTY CASH	24.77
182163	FARKAS, JULIE	REIMBURSEMENT	51.00
182164	FELDMAN CHEVROLET OF NOVI	VEHICLE MAINTENANCE	536.95
182165	FLEETPRIDE INC.	VEHICLE MAINTENANCE	315.98
182166	FONSON COMPANY INC.	CONST: LAKESHORE PARK TUNNEL REPL (DRAIN, CIP)	180,546.68
182167	FRIENDS OF THE ROUGE	WATERSHED MONITORING PROGRAM (DRAIN)	1,500.00
182168	FUDALA, MORGAN	VILLA BARR PROPERTY	253.77
182169	G2 CONSULTING GROUP, LLC.	MATERIAL TESTING & OBS SERV (DRAIN, STREETS, W&S)	10,515.00
182170	GORDON FOOD SERVICE PAYMENT PROC.	YOUTH SOCCER	535.23
182171	GRAINGER INC, W W	VEHICLE MAINTENANCE	113.86
182172	GRAPH-X SIGNS, DISPLAY & EXHIBITS	BUILDINGS/GROUNDS/FURNITURE EXPENSE	70.00
182173	GREAT AMERICA FINANCIAL SERVICES	OPERATING SUPPLIES	40.74
182174	GREAT LAKES ACE	OPERATING SUPPLIES	58.87
182175	GREAT LAKES POWER & LIGHTING INC.	BUILDING MAINTENANCE (P&R, PARKS MAINT)	4,875.65
182176	GREAT LAKES PROFILES, INC.	PROFESSIONAL SERVICES	160.00
182177	GREAT LAKES WATER AUTHORITY	WATER PURCHASES 3/2023 (WATER & SEWER)	710,350.43
182178	HALT FIRE, INC.	VEHICLE MAINTENANCE (FIRE)	2,274.85
182179	HANKA ADVISOR LLC	FEDERAL GRANT WRITING (CM)	1,000.00
182180	HARTFORD, THE	EMPLOYEE LIFE, D/D AND LTD INSURANCE	8,894.67
182181	HEALEY FIRE PROTECTION INC.	BUILDING MAINTENANCE (FIRE, FACILITIES, POLICE)	10,312.00
182182	HELT, ANGELA	ART EXHIBITS	70.00
182183	HOME DEPOT	BUILDING MAINTENANCE	121.88
182184	HOME DEPOT CREDIT SERVICES	BUILDING MAINTENANCE - CITYWIDE	1,986.24
182185	HUNTINGTON NATIONAL BANK	PRINCIPAL PAYMENT	500.00
182186	IMAGE 360 - NOVI	OPERATING SUPPLIES	25.00
182187	IMPERIAL DADE	BUILDING MAINTENANCE	970.99
182188	INCH MEMORIALS	COMMEMORATIVE TREE PROGRAM	204.00
182189	INTERNATIONAL CONTROLS	BUILDING MAINTENANCE	325.00
182190	IRONHAWK INDUSTRIAL DISTRIBUTION LL	OPERATING SUPPLIES (DPW)	3,809.28
182191	ISCG, INC.	OFFICE SUPPLIES (PARKS & REC)	8,557.30
182192	JACK AND JILL OAKLAND COUNTY	REFUND PARKS	600.00
182193	JACK AND JILL OAKLAND COUNTY	REFUND PARKS	150.00
182194	JANSON, PAMELA L.	OLDER ADULTS FITNESS (PARKS & REC)	1,728.00
182195	JOHN'S SANITATION SERVICE	BUILDING MAINTENANCE	708.50
182196	KALE, ATHARWA	WITNESS	8.16
182197	KBK LANDSCAPING, INC.	GROUNDS MAINTENANCE (FACILITIES, PARKS MAINT)	29,210.00

182198	KID CREATE STUDIO	ART PROGRAMS	399.00
182199	KIM TURNER, LLC	EDUCATION AND TRAINING	350.00
182200	KIMBALL MIDWEST	OPERATING SUPPLIES (DPW, POLICE)	1,586.24
182201	KNIGHT WATCH INC	COMPUTER SUPPLIES	210.00
182202	LANGUAGE LINE SERVICES	EMERGENCY COMMUNICATION SERVICE	161.06
182203	LEPOFSKY, BARRY J.	ADULT SOFTBALL	232.50
182204	LIBRARY NETWORK, THE	AUDIO VISUAL MATERIALS (LIBRARY)	22,168.64
182205	LUZOD REPORTING SERVICE INC	PROFESSIONAL SERVICES	411.00
182206	LYNN PEAVEY COMPANY	OPERATING SUPPLIES	116.80
182207	M-2 AUTO PARTS, INC.	OPERATING SUPPLIES TOOLS	570.46
182208	MALINOWSKI, JUDITH M.	MEDICAL SERVICE - PRE EMPLOY (POLICE, FIRE)	1,000.00
182209	MANNIK & SMITH GROUP INC, THE	PROFESSIONAL SERVICES (ESCROW)	1,696.25
182210	MCKENNA ASSOCIATES INC	HCD (COMM DEV BLOCK GRANT)	1,395.00
182211	MEADER ,RICK	VILLA BARR PLANTINGS	119.26
182212	MEDICI, MELISSA	ORAL BOARD PER DIEM	200.00
182213	MEDLINE INDUSTRIES, LP	OPERATING SUPPLIES	510.77
182214	MERLO CONSTRUCTION CO, INC.	CONST: 2020 PATHWAYS & ADA IMPROV (MUNI STREETS)	345,315.00
182215	METRO CONTROLS INC	BUILDING MAINTENANCE	655.00
182216	MICHIGAN AMMO CO INC	SUPPLIES AMMUNITION (POLICE)	1,830.00
182217	MICHIGAN LINEN SERVICE, INC.	BUILDING MAINTENANCE (FIRE, POLICE, FACILITIES)	1,656.25
182218	MICHIGAN RECREATION & PARK	ADULT SOFTBALL LEAGUE (PARKS & REC)	2,345.00
182219	MIDWEST COLLABORATIVE FOR LIBRARY	CONFERENCE	60.00
182220	MIDWEST TAPE, LLC	AUDIO VISUAL MATERIALS (LIBRARY)	1,971.50
182221	MILLENNIUM BUSINESS SYSTEMS	PRINTING AND PUBLISHING - COPIER (LIBRARY)	1,015.26
182222	MIRAGE DEVELOPMENT LLC	BLDG. BOND REFUND (ESCROW)	2,500.00
182223	MIRAGE DEVELOPMENT, LLC	BLDG. BOND REFUND (ESCROW)	5,000.00
182224	MOORE, DEREK	REIMBURSEMENT BACKGROUND SCREENING	82.16
182225	MUNICIPAL WEB SERVICES, INC	COMMUNITY PROMOTION	639.00
182226	NATIONAL SIGN BRANDING	OPERATING SUPPLIES	292.50
182227	NORTHERN CONCRETE PIPE INC	PURCHASE: 10' X 8' PRECAST BOX CULVERT (DRAIN)	94,798.00
182228	NORTHSTAR MAT SERVICE	BUILDING MAINTENANCE	321.60
182229	NOVI ROTARY CLUB	MEMBERSHIPS	300.00
182230	NOVI WATER DEPARTMENT	WATER AND SEWER - CITY USE	2,386.00
182231	O'REILLY AUTO PARTS	VEHICLE MAINTENANCE (DPW, FIRE, W&S)	2,117.36
182232	OAKLAND COUNTY ANIMAL CONTROL	APRIL DOG LICENSES (ESCROW)	1,392.00
182233	OAKLAND COUNTY PLANNING	UNDISTRIBUTED TAX COLLECT - BROWNFIELD (ESCROW)	521,856.73
182234	OAKLAND COUNTY REGISTER OF DEEDS	SANITARY SEWER MANHOLE ACCESS EASEMENT	30.00
182235	OAKLAND COUNTY REGISTER OF DEEDS	PARK PLACE EAST WARRANTY DEED	35.00
182236	OAKLAND COUNTY REGISTER OF DEEDS	FOUNTAIN VIEW SDFMA	60.00
182237	OAKLAND COUNTY REGISTER OF DEEDS	GODDARD SCHOOL SDFMEA-KEMPL GROUP	30.00
182238	OAKLAND COUNTY REGISTER OF DEEDS	STORIE LOU PLAZA AMKT REALITY SDFMEA	30.00
182239	OAKLAND COUNTY TREASURER	TRAILER TAX MARCH 2023 (ESCROW)	4,595.00
182240	OAKLAND COUNTY TREASURERS	SEWAGE TREATMENT COSTS 4/2023 (WATER & SEWER)	821,198.33
182241	ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	312.33
182242	ON DUTY GEAR, LLC	VEST PURCHASES 2022-23 (POLICE)	3,975.00
182243	ORCHARD, HILTZ & MC CLIMENT	PROFESSIONAL SERVICES - 9 MILE SEWER (W&S)	98,000.00
182244	ORKIN	BUILDING MAINTENANCE	66.99
182245	PAMAR ENTERPRISES, INC.	CONSTRUCTION: 2022 AC WATER MAIN REPLACE (W&S)	809,167.98
182246	PATRON POINT, INC	COMPUTER SUPPLIES	665.70
182247	PEOPLE DRIVEN TECHNOLOGY, INC	LICENSE FEES (IT)	38,036.48
182248	PEPPERBALL	SUPPLIES AMMUNITION (POLICE)	3,061.50
182249	PERFECT CLEANERS OF DETROIT, INC	OPERATING SUPPLIES (FIRE, POLICE, P&R)	1,161.45
182250	PHILLIPS, GEFREY FREDERICK	OLDER ADULTS SPECIAL EVENTS	800.00
182251	PROFESSIONAL DEVELOPMENT ACADEMY	CONFERENCE	500.00
182252	PROSCREENING, LLC	PROFESSIONAL SERVICES (HR)	1,364.00
182253	QUICK SILVER MARKETING SOLUTIONS	YOUTH SOCCER LEAGUE (PARKS & REC)	2,727.00
182254	RAPITIS, GEORGE	PROGRAMMING EXPENSE	190.00
182255	REASON CONSULTING CORPORATION	PERSONAL PROPERTY AUDITOR (ASSESSING)	3,333.00
182256	REDFORD LOCK COMPANY INC	BUILDING MAINTENANCE	654.53
182257	RNA FACILITIES MANAGEMENT	CUSTODIAL SERVICES (FACILITIES, LIBRARY)	22,777.34
182258	ROBERTSON BROTHERS COMPANY	BLDG. BOND REFUND (ESCROW)	5,000.00

182259	ROBY, KEVIN	PER DIEM	192.00	
182260-182262	ROSATI, SCHULTZ, JOPPICH	LEGAL FEES (ESCROW, ASSESSING)	7,180.19	
182263	ROSS, MICHAEL	ADULT SOFTBALL LEAGUE	150.00	
182264	ROWERDINK INC	VEHICLE MAINTENANCE	145.16	
182265	RRRASOC	RECYCLING CENTER (DPW)	1,334.00	
182266	SAM'S CLUB DIRECT	ADULT PROGRAMS	91.88	
182267	SANDSTONE ASSOCIATES LIMITED PART	PAYBACK WATER TAP FEES (WATER & SEWER)	3,700.00	
182268	SCA OF MI, LLC	GROUNDS MAINTENANCE	83.39	
182269	SCHULKEY, DANIEL	TUITION REIMBURSEMENT	686.50	
182270	SHAIEB, ELIZABETH A.	OLDER ADULTS FITNESS	921.60	
182271	SHIFMAN FOURNIER, PLC	LEGAL FEES - PERSONNEL (HR)	10,972.50	
182272	SIGNAL RESTORATION SERVICES	BIO HAZARD CLEANING OF JAIL CELLS	416.30	
182273	SIGNATURE SERVICES	ROUTINE MAINTENANCE (MAJOR STREETS)	22,029.77	
182274	SITEONE LANDSCAPE SUPPLY, LLC	GROUNDS MAINTENANCE	64.00	
182275	SLAVIN MANAGEMENT	PROFESSIONAL SERVICES (CM)	4,967.50	
182276	SMART BUSINESS SOURCE LLC	OFFICE SUPPLIES	974.52	
182277	SOUND PLANNING COMMUNICATIONS	COMMUNITY CENTER	340.00	
182278	SPALDING DE DECKER	PROFESSIONAL SERVICES (STREETS, W&S, ESCROW)	100,650.55	
182279	VOID	VOID	-	V
182280	SPICER GROUP INC	PARK UPDATE PLAN (CIP)	1,210.00	
182281	SQUEAKY SHINE CAR WASH	VEHICLE MAINTENANCE	485.00	
182282	STATE OF MICHIGAN	UNDISTRIBUTED TAX COLLECTION - IFT (ESCROW)	700,843.56	
182283	STATE OF MICHIGAN	LIVESCAN FEES	881.50	
182284	SUPERIOR AIR-GROUND AMBULANCE	OPERATING SUPPLIES	255.00	
182285	SYSTEMP CORPORATION	BUILDING MAINTENANCE (POLICE, FACILITIES)	5,098.20	
182286	T-MOBILE USA, INC	TELEPHONE	849.94	
182287	THEISEN, MARK	PER DIEM NATIONAL FIRE ACADEMY	161.00	
182288	THOMSON REUTERS - WEST	SUPPLIES	798.42	
182289	TOEBE CONSTRUCTION LLC	CONST: BOND/ FLINT PHASE 2- ROAD (LOCAL STREETS)	40,849.19	
182290	TRUCK & TRAILER SPECIALTIES, INC.	EQUIPMENT MAINTENANCE (DPW)	1,086.25	
182291	TSAI FONG BOOKS INC	LIBRARY BOOKS	41.18	
182292	VANESSA CARR MUSIC, LLC	OLDER ADULTS SPECIAL EVENTS	350.00	
182293	VARIPRO	PROFESSIONAL SERV - EMPLOYEE FLEX SPENDING REIMB	2,465.48	
182294	VARSITY LINCOLN, INC	VEHICLE MAINTENANCE (DPW)	1,246.62	
182295	VERCARA, LLC	INTERNAL TECHNOLOGY	428.00	
182296	VERIZON WIRELESS	TELEPHONE	457.07	
182297	WALL, MICHAEL	PROFESSIONAL LICENSE RENEWAL	300.00	
182298	WEINGARTZ SUPPLY CO INC	OPERATING SUPPLIES	144.96	
182299	WESTERN SUBURBAN SOCCER	YOUTH SOCCER (PARKS & REC)	3,735.00	
182300	WILLIAMS, NICOLE	MILEAGE REIMBURSEMENT	89.67	
182301	WILLIAMS, WENDY	OLDER ADULTS FITNESS	711.20	
182302	WORLDVIEW TECHNOLOGIES GROUP	INTERNAL TECHNOLOGY (CLERK)	3,303.50	
182303	WUOTINEN, KEITH	REIMBURSEMENT SPEED SIGN KEYS	71.45	
EFT	FIFTH THIRD BANK P-CARD	APRIL CHARGES	97,942.45	
	AMAZON.COM HM2ZT6LT0 A	PRCS- Office Supply	30.66	
	GROUPMAP TECHNOLOGY	MGR - Software	8.00	
	OMNI HOTELS	Labor Conference	1,001.83	
	AMZN MKTP US HF6EC87X2	DPW-OS	28.49	
	METRO AIRPORT PARKING	Washington DC Parking	56.00	
	AMZN MKTP US HF3ZR22Z2	FIN: office supplies	34.94	
	BS&A SOFTWARE	real estate data	3.00	
	AMZN MKTP US HM9TC94V0	Health & Wellness	24.48	
	QWIK PARK	MGR - Conference and Workshops	26.00	
	FARMERS & DISTILLERS	MGR - Conferences and Workshops	283.71	
	MEIJER # 122	PRCS- Expenses	85.00	
	SPROUT SOCIAL, INC	CR: Social marketing	279.00	
	BS&A SOFTWARE	real estate data	3.00	
	AMZN MKTP US HF7D72S52	Clerk - Elections	38.85	
	CHET S RENT ALL - NOVI	PRCS-Program Expense	25.50	
	CHET S RENT ALL - NOVI	PRCS-Program Expense	21.50	
	FEDEX397527337132	W&S Mandatory water testing	127.64	

YOTEL WASHINGTON DC	MGR - Conference and Workshops	532.76
YOTEL WASHINGTON DC	MGR - Conference and Workshops	532.76
AMAZON.COM HF5WA42F2	ASSES: office supplies	17.52
MICHIGAN MUNICIPAL LEA	MGR: Conference	490.00
AMAZON.COM HF2O49BB1 A	PRCS - Office Supply	13.47
NORTHVILLE LUMBER COMP	DPW - Mailbox repairs	527.77
MICHIGAN MUNICIPAL LEA	CC: Conference	490.00
JAPAN AMERICA SOCIETY	Japan America Society	2,800.00
DICKSSPORTINGGOODS.COM	PD - Uniforms	93.24
NATIONAL FIRE PROTECTI	FD: Training	399.00
ROCKSTARZ LIMOUSINE LL	CR: Tip	40.00
APT US&C	PRCS - training	69.00
YOTEL WASHINGTON DC	MGR - Conferences and Workshops	532.76
EIG CONSTANTCONTACT.CO	CR: Email marketing	230.00
STORY BLOCKSAUDIO	CR - Video	15.00
WWW.MICHIGANCLERKS.ORG	CITY CLERK: Conferences & Workshops	400.00
AMAZON PRIME HF3X32Q11	CR - Video	14.99
BENITO S CAFE	PRCS- Program Supplies	195.16
WM SUPERCENTER #5893	OAS event PROGRAM SUPPLIES	(21.96)
WWW.PEACHJAR.COM	PRCS-Marketing Expense	200.00
AMZN MKTP US HF47I2162	ASSES: office supplies	12.20
BALLYS HOTEL AND CASINO	PD - Conference	1,108.55
SP BLUE LINE CUSTOMS	PD - Uniforms	60.42
AMERICAN MEADOWS	PRCS - Villa Barr	33.59
BAUDVILLE INC.	FD - Employee Recognition	325.96
BAUDVILLE INC.	PD - Employee Recognition	325.95
AMZN MKTP US	ASSES: office supplies	(16.32)
URBAN LAND INSTITUTE	MGR - Subscriptions	464.00
GORDON BIER SCH 4624	Labor Conference meal	36.04
SP SPRAYERDEPOT	DPW-Operating Supplies	80.44
BS&A SOFTWARE	real estate data	3.00
NABIL ZOUROB	PD: Gas	77.57
SQ NOVI COMMUNITY SCH	LIB:Programming Expense	10.00
AMZN MKTP US HF5CG4H70	Clerk - Office supplies	28.09
WALGREENS #4454	PD: Operating Supplies	220.40
POTBELLY # 165	City Council: Committee Meetings	136.85
AMZN MKTP US HF11E0442	I.S. - Hardware	29.99
APPRAISAL INSTITUTE	Cont. Education Res Assessor	480.00
CARRIAGE CLEANERS	PRCS-Civic Center Operations	15.00
RADISSON	PRCS Conference	(26.82)
ATT CONS PHONE PMT	FACILITES - Utilities - Telephone	2,307.36
HYATT HOTELS	CR: Hotel	849.12
NSPE 888-285-6773	DPW - Membership	299.00
SAMS CLUB #6657	OAS PROGRAM SUPPLIES	50.44
MEIJER # 122	LIB: Adult Programs	160.66
INTERCONTINENTAL HOTELS	TLG Conference Expense	665.70
STAMPS.COM	LIB:Postage	19.99
MICHIGAN RECREATION &	PRCS-conference housing	637.72
AMZN MKTP US HF3G154N1	PD - Office Supplies	132.99
WAL-MART #2618	OAS PROGRAM SUPPLIES	64.24
APT US&C	Treas - Workshop	69.00
WIXOM VALERO	PD: Gas	62.28
WAL-MART #5893	OAS event supplies	130.29
PAYPAL 3CMA	CR: Award entry	95.00
BCY BACKCOUNTRY.COM	Work boots	179.95
BENITO S CAFE	Fire Mediation lunch	66.84
CRYSTAL MTN LODGING	IS - GIS Conference	155.50
UBER TRIP	TLG Conference	63.19
IMAGIN INC	IS - GIS Conference	350.00
GAYLORD OPRYLAND	Gaylord Hotel Deposit	304.44
TST NOTHING BUNDT CAK	LIB: Staff Recognition	96.00

USPS KIOSK 2569209550	LIB:Postage	63.00
PH LODGING	Conference Hotel	659.99
AMZN MKTP US HV1IW6HG2	PD - Office Supplies	78.15
TST CHOPPED OLIVE	ED Event	954.00
UBER TRIP	Taxi	13.91
AMAZON.COM HV7AK7DJ2	PRCS-Civic Center Operations	12.30
FAIRYTALE ENTERTAI	CR: superheroes	462.00
METRO AIRPORT PARKING	TLG Conference Expense	112.00
AMZN MKTP US HV20V92J1	DPW-OS	162.44
OMNI HOTELS	Labor Conference	277.41
PARTY CITY 4124	ED Event	13.78
PY LET LOVE RULE APPA	FD; Uniforms	248.00
METRO AIRPORT PARKING	Parking	140.00
BUSCH'S #1205	PD - Employee Recognition	55.82
BOTTLE YOUR BRAND	DPW: Office Supplies	92.40
AMAZON.COM HV7XC7AJ1	PD: Operating Supplies	232.45
ESRI	WS-GIS Software Login	22.60
EZPASS REPLENISHMENT C	FD - Conference	21.85
APWA - NATIONAL	DPW: Office Supplies	44.10
ALLIANCE OF ARTISTS CO	PRCS Villa Barr	300.00
AMZN MKTP US HV79408C0	PD: Operating supplies	52.85
IN RESET BRAIN + BODY	Wellness program	660.00
NATW NATW.ORG	PD: Supplies	534.80
TRAINHR	Training	145.00
DELTA	MGR - Conferences	552.80
AMAZON.COM HV14T7MU0	I.S. - Equipment	15.78
AMZN MKTP US HV0QU1MW0	I.S. - Hardware	19.94
DELTA	MGR - Conference and Workshops	552.80
PI-LIT	PD: Operating Expense	755.00
UBER TRIP	TLG Conference Expense	58.18
SPECTRUM	FACILITIES - Utilities - Cable	8,220.28
HAMPTON INN HOTELS	PD - Dispatch	165.11
FEDEX571285082	PD: FedEx	82.18
FEDEX571285082	PD: FedEx	23.18
FEDEX571285082	ENG: FedEx	11.45
SQ TOUCH OF HONEY	Staff Appreciation	250.00
DELTA	MGR - Conferences and Workshops	552.80
APPR FOUND	USPAP class materials	50.00
FBINAAMI	PD: Conference	35.00
123.NET, INC.	FACILITES - Utilities - Telephone	1,910.06
ENVATO	CR - Video	198.00
AMZN MKTP US HV9KR9ALO	PRCS- Expenses	12.95
CONCEPT SEATING	PD - Dispatch	20.00
STRESSBALLS.COM	DPW: Office Supplies	588.50
CVS/PHARMACY #08140	PD - Employee Recognition	49.70
AMZN MKTP US HJ23L6S21	PD - Range	44.00
DTV DIRECTV SERVICE	PD: Cable	40.00
CLYDE ROAD	PD: Gas	68.61
HANDLERY UNION SQUARE	IFMA Conference	904.83
PLURALSIGHT	IT - Online Training	299.00
BS&A SOFTWARE	real estate data	3.00
UBER TRIP	Taxi	19.93
EZPASS REPLENISHMENT C	FD - Conference	26.12
UBER TRIP	IFMA Conference	69.63
STATE OF MI EMS	FD: Dues	400.00
AMZN MKTP US HJ4IZ8MC1	PD: Operating Supplies	9.99
AMZN MKTP US HJ6MM50Y2	PD: Operating Supplies	194.76
MICHIGAN NOTARY SERVIC	DPW - Membership	62.85
AMZN MKTP US HJ9V33M21	I.S. - Hardware	19.94
GRIMCO INC	DPW: sign shop trng	1,295.00
AMZN MKTP US HJ0QB4PO1	Clerk - Election Supplies	14.99

VZWRLSS APOCC VISB	FACILITES - Utilities - Telephone	9,905.68
MOES ON TEN	CR: Novi University	344.21
AMZN MKTP US HJ1RL83L2	PD: Operating Expense	64.68
SP CLOUD CITY DRONES	PD: Operating supplies	106.93
SQ SARAH S. TAYLOR, O	PD - Recruitment	50.00
MOES ON TEN	PD - Dispatch	368.00
AMZN MKTP US HJ69FOCT2	FD - Operating	65.90
CENTURYLINK LUMEN	FACILITIES - Utilities - Cable	253.50
AMAZON.COM HJ0Z15TU1 A	PRCS- Expenses	91.90
WILDTYPE DESIGN NATIVE	Employee Engagement	74.16
WSJ/BARRONS SUBSCRIPTI	MGR: digital WSJ	38.99
JIMMY JOHNS - 1659	City Council: Committee Meetings	91.79
MARATHON PETRO226746	PD: Gas	67.42
GDIT FAA 347LXAC	Drone Registration	5.00
UBER TRIP	IFMA Conference	9.78
USPS STAMPS ENDICIA	LIB:Postage	100.00
CHICAGO BOOKS & JOURNA	LIB:LIBRARY BOOKS	36.87
WALGREENS #4454	PRCS - Program Expense	226.27
SEC OF STATE ESERVICES	DPW-M&D	20.34
SEC OF STATE ESERVICES	DPW-M&D	30.51
AMERICAN SOCIETY OF AP	Professional designation	275.00
AMZN MKTP US HS7Q689V2	PD - Conference	98.40
UBER TRIP	IFMA Conference	48.94
RADISSON	PRCS- Expenses	(26.82)
SPIRIT AIRLINES-SPIRIT	Clerk - conference	57.00
GOOGLE GOOGLE STORAGE	CR - Video	9.99
AMAZON.COM HS5VL6YK0	I.S. - Phone case	25.75
SQ NOVI COMMUNITY SCH	LIB:Programming Expense	250.00
AMZN MKTP US HS9FP6YGO	PD-VM	98.34
AMAZON.COM HS3N83HP2 A	ASSES: Office Supplies	13.48
CONSUMERS ENERGY CO	FACILITIES - Utilities - Gas	23,145.58
RADISSON	PRCS - Refund	(26.82)
ROCKSTARZ LIMOUSINE LL	CR: Shuttle	686.40
AMERLIBASSOC ECOMMERCE	Lib: Memberships and Dues	169.00
HOLIDAY INNS	FD - Conference	414.20
AMAZON.COM HS8CO30M2	PD - Office Supplies	29.34
MICHIGAN ASSOCIATION O	FD; Conference	40.00
MACEO	Training	20.00
MACEO	Training	20.00
AMAZON.COM HS2745JR2	CR: gift cards	100.00
FEDEX 570340627	PD: FedEx	30.10
MACEO	Training	20.00
BS&A SOFTWARE	real estate data	3.00
BS&A SOFTWARE	real estate data	3.00
BS&A SOFTWARE	real estate data	3.00
WHITLOCK BUSINESS SYST	Treas - Postage for utility bills	1,923.17
WHITLOCK BUSINESS SYST	Treas - Print utility bills	509.86
PANERA BREAD #608009 O	Supervisor staff training	352.35
WWW.MCLS.ORG	LIB:Conference	80.00
TELNETWORLDWIDE	TELNET 1042	983.00
CODETWO	I.S. - Software	500.00
CODETWO	I.S. - Software	400.00
CODETWO	I.S. - Software	400.00
CODETWO	I.S. - Software	500.00
CODETWO	I.S. - Software	998.13
AMAZON.COM HS5G21NJ2 A	DPW - supplies	69.82
FORESTRY SUPPLIERS INC	DPW: Landscape Maintenance	611.35
AMAZON.COM HS8O820M1	PD - Office Supplies	57.70
FEDEX 570097909	FIRE: FedEx	21.09
MUSIC THEATRE INTL	PRCS - Program Supply	2,081.00
MI STATE POLICE PMTS	FD; Conference	400.00

AMZN MKTP US HY1YJ5IR2	PD - Office Supplies	24.99
FEDEX 569872345	FIRE: FedEx	22.47
IN TOTAL TESTING	Candidate Testing	20.00
KROGER FUEL 9618	PD: Gas	42.15
WWW.PEACHJAR.COM	PRCS-Marketing Expense	200.00
RADISSON	PRCS Conference	26.82
RADISSON	PRCS Conference	(26.82)
LITTLE CAESARS #0057	CR: Employee Recognition & Lunch	571.45
NATIONAL EMERGENCY TRA	FD - Training	136.32
FARMINGTON HILLS FIRE	PD - Training	175.00
AMAZON.COM HS57N4ZW1	CR: gift cards	400.00
AMAZON.COM HY1W08DE2 A	CR: gift cards	2,500.00
APPLE.COM/BILL	LIB:Computer Supplies	0.99
AMZN MKTP US HS6C69FV1	PD - Office Supplies	79.74
MICHIGAN ASSOCIATION O	FD; Conference	280.00
PAYPAL OORIZE LLC	PD: Conference	179.00
AMZN MKTP US HS3B01LN1	PRCS - Program supplies	12.00
EB 38TH OAKLAND COUNT	ED event	65.00
CLYDE ROAD	PD: Gas	60.84
REALTYRATESCOM	real estate data publication	289.00
MARIA S ITALIAN BAKERY	Council	52.90
AMAZON.COM HS3R86XF0 A	CR - Video	45.89
INTEGRATED SECURITY CO	W&S water line maintenance	506.00
AMZN MKTP US HS4N234O1	I.S. - Batteries	5.78
FACEBK MFDZJLFE42	PRCS- Expenses	20.00
FACEBK MFDZJLFE42	PRCS- Marketing	20.00
FACEBK MFDZJLFE42	PRCS- Expenses	20.00
FACEBK MFDZJLFE42	PRCS- Marketing	20.00
FACEBK MFDZJLFE42	PRCS- Expenses	20.00
AMZN MKTP US HS8S72AN0	DPW-VM	51.99
COMFORT INNS	Lodging for Conf.	89.25
GFS STORE #1985	Wellness: Cornhole Tournament	40.34
PAYPAL RODZINAINDU	TREAS: Office Supplies	17.77
AMAZON PRIME HY60B8RY0	PD - Membership Renewal	139.00
AMAZON WEB SERVICES	WS-Hosting Fee	0.15
DLT SOLUTIONS 703-773-	IT - Software Renewal	492.00
WWW.VOLGISTICS.COM	Man - Volunteer Software	214.00
FREEP.COM	MGR - Subscriptions	11.99
AMAZON.COM HY9AW1GF2 A	ASSES: Office Supplies	21.63
AMZN MKTP US HY7O94A72	ASSES: Office Supplies	23.15
	PD - Refund	(59.00)
AMERLIBASSOC ECOMMERCE	LIB: Membership & Dues	217.00
AMAZON.COM	DPW- Operating supplies	(63.83)
FEDEX 569633499	ENG: FedEx	24.11
AMZN MKTP US HY37149A0	ASSES: Office supplies	22.12
COMFORT INNS	Conference lodging	178.50
GG NOVI EDUCATIONAL F	Novi Ed Found Event	810.00
AMZN MKTP US HY0TQ5I20	DPW-OS	18.98
CBI TENABLE	I.S. - Software	(191.40)

GRAND TOTAL

\$ 5,123,719.49

GENERAL FUND	101	396,254.93
MAJOR STREET FUND	202	44,379.77
LOCAL STREET FUND	203	65,793.18
MUNICIPAL STREET FUND	204	346,042.67
PARKS, REC & CULTURAL SVCS FUND	208	38,963.82
DRAIN FUND	211	228,671.00
TREE FUND	213	80.37
LIBRARY FUND	271	60,927.03
LIBRARY CONTRIBUTION FUND	272	1,346.13

COMMUNITY DVLPMNT BLOCK GRANT FUND	274	1,395.00
2008 LIBRARY CONSTRUCTION DEBT FUND	371	500.00
CAPITAL IMPROVMENT PRGRM (CIP) FUND	401	94,917.50
SENIOR HOUSING FUND	574	1,418.11
WATER AND SEWER FUND	592	2,584,052.11
AGENCY FUND	701	36,277.58
CURRENT TAX COLLECTION FUND	703	<u>1,222,700.29</u>
GRAND TOTAL		<u>\$ 5,123,719.49</u>

GRAND TOTAL		<u>5,025,777.04</u>
GENERAL FUND	101	316,500.45
MAJOR STREET FUND	202	44,379.77
LOCAL STREET FUND	203	65,793.18
MUNICIPAL STREET FUND	204	345,431.32
PARKS, REC & CULTURAL SVCS FUND	208	33,059.45
DRAIN FUND	211	228,671.00
LIBRARY FUND	271	56,405.08
LIBRARY CONTRIBUTION FUND	272	990.13
COMMUNITY DVLPMNT BLOCK GRANT FUND	274	1,395.00
2008 LIBRARY CONSTRUCTION DEBT FUND	371	500.00
CAPITAL IMPROVMENT PRGRM (CIP) FUND	401	94,917.50
SENIOR HOUSING FUND	574	1,418.11
WATER AND SEWER FUND	592	2,577,338.18

AGENCY FUND	701	36,277.58
CURRENT TAX COLLECTION FUND	703	<u>1,222,700.29</u>
GRAND TOTAL		<u><u>5,025,777.04</u></u>