CITY COUNCIL AGENDA

CITY OF NOVI
Regular City Council Meeting
December 01, 2025 | 7:00 PM
Council Chambers | Novi Civic Center | 45175 Ten Mile Road
(248) 347-0460

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL – Mayor Fischer, Mayor Pro Tem Casey, Council Members Gurumurthy, Heintz, Martinez, Smith, Staudt

APPROVAL OF AGENDA

PUBLIC HEARINGS

1. Program Year 2026 Community Development Block Grant (CDBG) Application

PRESENTATIONS

Annual Comprehensive Financial Audit for year-end June 30, 2025 – Rehmann

PRESENTATIONS

Interviews for Boards and Commissions

1. Blair Bowman - Corridor Improvement Authority

2. Toby Brazwell - Cultural Arts Commission, Beautification Commission

3. Lori Burke - Library Board

4. Cheryl Champion - Election Commission, Library Board

5. Jonathan Gold - Public Utilities and Technology Committee

6. Marc Jappaya - Zoning Board of Appeals

7. Linda Krieger - Zoning Board of Appeals

8. Yogesh Kumar - Election Commission, Zoning Board of Appeals

9. Kim Nice - Historical Commission

10. Sophia Rusk - Beatification Commission

11. Tracy Wick - Beautification Commission, Cultural Arts Commission

12. Peter Winter - Board of Review

13. Ezra Zimbler - Economic Development Corporation

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

1. Consideration of a Labor Agreement between the City of Novi and the Police Officers Labor Council (POLC) for a term of July 1, 2025 through June 30, 2028.

2. Approve the Program Year 2026 Community Development Block Grant (CDBG) Application in the approximate amount of $140,000

3. Consideration tentative approval of the Camelot Parc Townhomes Planned Suburban Low-Rise (PSLR) Overlay Development Agreement Application and Concept Plan.

4. Approval of the final payment to M-K Construction Company, Inc. for the Middle Rouge Streambank Stabilization and Meadowbrook Lake Dredging project, in the amount of $136,724.49, plus interest earned on retainage.

5. Consideration of awarding a contract to Anglin Civil, LLC, the qualified low bidder, for the Orchard Hill Place and Leavenworth Basin Improvements project in the amount of $768,417.

6. Consideration of awarding engineering design services to OHM Advisors for the 2026 and 2027 Neighborhood Road Program (NRP) in the amount of $318,500.

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

1. Finance & Administration Committee - Mayor Fischer

2. Mobility Committee - Councilmember Staudt

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:
November 17, 2025 - Regular Meeting

B. Approval of a Storm Drainage Facility Maintenance Easement Agreement for Primrose Daycare located on the south side of Ten Mile Road, west of Novi Road (parcels 50-22-27-200-089 and 50-22-27-200-088).

C. Acceptance of a highway easement and a temporary construction easement from the property owner of 26900 Beck Road (parcels 50-22-16-151-012 and 50-22-16-151-010) for the reconstruction and widening of Beck Road between 11 Mile Road and Grand River Avenue, in the amount of $181,000.

D. Approval to award the Heating, Ventilation, and Air Conditioning (HVAC) Services contract to Lyon Mechanical Inc. for one year with the option of two additional one-year renewals at $54,333 annually.

E. Approval of claims and warrants – Warrant 1192

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.

Cultivating Community Together

ANNUAL COMPREHENSIVE FINANCIAL REPORT

For Fiscal Year Ended June 30, 2025

City of Novi, Michigan

CITY OF NOVI

cityofnovi.org

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City of Novi, Michigan

Year Ended
June 30, 2025

Annual Comprehensive Financial Report

Prepared by: Finance Department

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CITY OF NOVI, MICHIGAN

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INTRODUCTORY SECTION

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November 25, 2025

Honorable Mayor Justin Fischer
Members of the City Council
Citizens of the City of Novi, Michigan

CITY COUNCIL

Mayor
Justin Fischer

Mayor Pro Tem
Laura Marie Casey

David Staudt

Brian Smith

Aaron Martinez

Matt Heintz

Priya Gurumurthy

City Manager
Victor Cardenas

City Clerk
Cortney Hanson

We are pleased to submit the Annual Comprehensive Financial Report of the City of Novi for the fiscal year ended June 30, 2025. This report is prepared for the purpose of disclosing the City's financial condition to its residents, elected officials and other interested parties. The financial statements contain all disclosures necessary to enable the reader to gain an understanding of the City's financial activities. Responsibility for both the accuracy of the data and the completeness and fairness of the presentation, including all disclosures, rests with the City. We believe the data presented is accurate in all material aspects, that it is presented in a manner designed to fairly set forth the financial position and results of operations of the City, and that all disclosures necessary to enable the reader to gain the maximum understanding of the City's financial affairs have been included.

Generally accepted accounting principles (GAAP) require management provide a narrative introduction, overview, and analysis to accompany the basic financial statements in the form of Management's Discussion and Analysis (MD&A). This letter of transmittal is designed to complement the MD&A and should be read in conjunction with it. The City's MD&A can be found immediately following the report of the independent auditors.

All local units of government within the State of Michigan must comply with the Uniform Budgeting and Accounting Act, PA 2 of 1968, as amended, which requires an annual audit of the financial records and transactions of the City by independent certified public accountants. The primary purpose of the auditing requirements of this act is to maintain the confidence of all interested parties in the integrity of the record-keeping and financial reporting of local units of government.

Profile of the Government

City of Novi
45175 Ten Mile Road
Novi, Michigan 48375
248.347.0460
248.347.0577 fax

cityofnovi.org

The City of Novi, incorporated in 1969, is strategically located in the southwestern portion of vibrant Oakland County. Located just 30 miles northwest of downtown Detroit, the suburban City government serves approximately 66,000 residents (per the 2020 U.S. Census Bureau) and encompasses an area of approximately 32 square miles. Novi is considered a choice community to live and work. A dynamic, growing community, Novi offers an abundance of rolling, wooded acreage, which provides a unique natural backdrop for residential, commercial and industrial land development. Novi is well connected to highway, rail, and air transportation routes offering outstanding accessibility to the rest of the world.

Businesses can also count on an abundance of county and regional resources or help with creating new business opportunities, securing financing, improving technological business expertise, and learning to do business abroad. Novi's quality of life stems from its successful balance of residential and commercial tax base. In its effort to maintain open relationships with businesses and residents, Novi maintains a comprehensive website at cityofnovi.org. The City's economic development department's website, InvestNovi.org, is devoted to attracting new and retaining existing businesses. The site informs potential business investors and celebrates existing businesses' successes.

The City of Novi operates under the Council-Manager form of government. Policy-making and legislative authority are vested in City Council which is presided over by the Mayor, who is elected for a two-year term. The six other Council members are elected for four-year overlapping terms. The City Manager is appointed by City Council. This official heads the administrative branch of City government and directs all City operations, projects and programs.

The City provides a full range of municipal services including police and fire/medical protection; public services, parks, recreational and cultural activities; library; building inspection; code enforcement and planning and development. In addition to general government activities, the activities of the Economic Development Corporation and Corridor Improvement Authority are reported as separate component units of the City. Component units are legally separate entities for which the primary government is financially accountable.

The City of Novi prepares budgets in accordance with the Michigan Uniform Budgeting and Accounting Act, PA 2 of 1968, as amended. Under the direction of the City Manager, the Finance Director prepares an initial projection of revenue for the next fiscal year. Spending priorities are then established based upon the City's financial policies and mandated requirements. The activities of the General Fund and Special Revenue Funds are included in the annual appropriated budget. The level of budgetary control (the level at which expenditures cannot exceed the appropriated amount) is established by function. It takes a five-vote majority to adopt and amend the budget.

Factors Affecting Financial Condition

Local Economy

Standard & Poor's, which provides credit ratings and other financial analysis, affirmed the City of Novi's high-quality rating on general obligation bonds as AAA in November 2015 (most recent rating). Standard & Poor's defines an AAA rating as "being the highest possible rating and reflects the opinion that the issuer has extremely strong capacity to meet its financial commitments." This rating places Novi in an elite group of communities throughout the country. Standard & Poor's notes that "Novi has a very strong economy with a projected per capita effective buying income of 147% of the national level and per capital market value of $124,081. A very strong management with strong financial policies and practices and a very strong budgetary flexibility with an available fund balance of $12.0 million."

Due to the City of Novi's strong financial policies and budgetary procedures, the COVID-19 pandemic had less of an impact on the City than many other surrounding communities. The City took quick action to amend its budget in early May 2020 to account for an anticipated loss in revenue and reduced all departments' expenditures. The City has continued to be conservative in its budgeting. The City is seeing activity return to pre pandemic levels in fiscal year 2025 and budgeted in fiscal year 2026. The City's General Fund original budget had a budgeted net increase to fund balance of $745,111. The amended budget forecasted a net increase to fund balance of $562,476 with the General Fund ending Fiscal Year 2025 with a net increase of $941,943 to fund balance. The amended budget accounted for an increase in use of fund balance mostly due to the City adding a 2050 community strategic plan to the budget ($50,000), to cover costs for an owner's representative for new public safety buildings ($110,000) and a futurist consultant to assist City Council with their future goals for the City ($25,000). While the aforementioned amendments were increases to expenditures, the City also had amendments which provided for savings and increases to revenue. The expenditure savings from budget to actual as of June 30, 2025 is mostly due to capital project savings for projects started in fiscal year 2025 but not completed. These projects will be rolled over into fiscal year 2026 for completion.

Novi is also proud of its strong economic climate and offers a diverse mix of business opportunities spanning from automotive research and development to world-class healthcare providers and medical device manufacturers. Within the City of Novi, there are many good stories that aid in the overall quality of economic development. Some of these milestones include:

- Gentherm moved its corporate headquarters, bringing over 200 employees to Novi. They develop and market innovative thermal management technologies, primarily for vehicle heating and cooling systems like heated seats, but also for patient temperature management systems in the medical field.

- Scout Motors, an electric truck and SUV manufacturer, opened its Innovation Center in Novi, bringing 200 new engineering jobs to the community.

- Dick's Sporting Goods House of Sport will occupy the old Sears location at Twelve Oaks Mall. The House of Sport is a larger, more experiential concept store that offers activities like rock climbing, batting cages and golf simulator bays. It will be one of the first of its kind in Michigan.

- Sakura Novi off Grand River Avenue had its ribbon cutting. This section of Novi will feature a mixed-use Asian village consisting of retail and dining in the front of the complex near Grand River and apartments along the back of the property.

- Primrose Daycare wrapped up construction south of 10 Mile, west of Novi Road.

- New developments taking over former establishments include: CAVA Restaurant, Culver's, and Sheetz.

Novi remains strong with a diverse tax mix of residential, manufacturing, office, service and technology, and retail-recreational centers and continues to provide a stable environment to attract new investment within Novi. Novi remains on sound financial footing despite the prevailing tough economic conditions because of continued focus on core strategies and investments within our community that have produced sound financial results and satisfied citizen perceptions (National Citizen Survey). U.S. News and World Report named Novi #4 Best Places to Live in Michigan and #34 in the United States in 2025. Niche.com also rated Novi as the 5th best place to live in the State of Michigan in 2025.

Financial Policies

Fund Balance Policy

The City follows the City Council's adopted, by resolution, fund balance/reserve policy. The policy establishes a reserve to pay for expenditures, states the City will attempt to obtain additional revenue sources to ensure a balanced budget and aggressively collect revenue, establishes user charges and fees at a level to take into account the cost of providing the service, maintain a level of reserves to comply with terms and conditions of debt instruments, and review fund balance/reserves annually during the budget process. In addition, in the event the level of expenditures exceeds the estimated appropriations, the City will create a plan to replenish fund balance/reserves within three years by controlling operating expenditures, adjusting operations, and/or dedicating excess or specific revenue sources. The policy establishes a target percentage of budgeted expenditures of 28-30% in the General Fund, 10-20% individually and collectively amongst the three road funds, 12-22% for Parks and Recreation, and varying reserves for the remaining special revenue funds, dependent on the funds' yearly activity and capital needs.

Debt Policy

The City of Novi, as a home rule unit, presently has a statutory limit on the amount of general obligation debt outstanding. The limit on the outstanding indebtedness cannot exceed 10% of the equalized assessed valuation. The debt policy approved by City Council in March 2013 put forth these additional debt limits:

- The City's net bonded indebtedness incurred for all public purposes should not exceed $2,500 per capita,
- Debt service payments are limited to 20% of the combined operating and debt service fund expenditures, and
- Municipal securities issued for capital improvements purposes shall not exceed 5% of the state equalized valuation of the property assessed in the City.

Investment Policy

The City's investment objectives in priority order are: safety, liquidity, and yield. Disbursement, collection and deposit of all funds will be managed to ensure that all cash is invested promptly until needed. The City will strive to maximize the return on the portfolio, with the primary objective of preserving capital by prudent investment practices.

Long-term Financial Planning

The City continues to be proactive and strategically plans into the future by annually preparing a three-year financial forecast. In addition, the City prepares a six year Capital Improvement Plan (CIP) which is approved by the City Planning Commission and accepted by the City Council. A capital improvement is defined as real property greater than $25,000 that has a life expectancy of at least five years and personal property costing more than $25,000 with a life expectancy of at least one year. The City will maintain its physical assets at a level adequate to protect the City's capital investment and to reduce future maintenance and replacement costs. The budget will provide for the adequate maintenance and the orderly replacement of the capital plant and equipment from current revenues where possible.

The 2020 Census numbers were released in August 2021. Novi's population increased to 66,243, up from the 2010 Census, which reported a population of 55,224, or a 20% increase. The Census data is required to be used for the Constitutional portion of State Shared Revenue distributions. A constitutional portion is distributed to cities, villages and townships based on a community's population and cannot be eliminated without a vote of the people. For the fiscal year ended June 30, 2025, Novi's reliance on revenue sharing payments represents 16.9% of total General Fund revenues or $7,560,069. Novi's revenue sharing distribution increased $134,544 or 2% from the prior year.

The City of Novi has made great strides over the past twenty years in both managing and reducing debt while recognizing savings from refunded/called debt activities. For the fiscal year ended June 30, 2025, **debt obligations were reduced by $2,295,000 from the prior fiscal year.** Total direct debt at June 30, 2025 was $3,750,000.

Internal Controls

Management of the City is responsible for establishing and maintaining internal controls designed to provide reasonable assurance that the assets of the City are protected from loss, theft or misuse and to ensure that adequate accounting data is compiled to allow for the preparation of financial statements in conformity with generally accepted accounting principles (GAAP). Internal controls are designed to provide reasonable, but not absolute, assurance that these objectives are met. The concept of reasonable assurance recognizes that the cost of a control should not exceed the benefits likely to be derived and the valuation of costs and benefits requires estimates and judgments by management. The City believes staffing levels are adequate to provide for segregation of duties as well and to provide for proper checks and balances giving reasonable assurance that assets are protected and financial transactions are properly recorded.

Major Initiatives

The residents of Novi approved a ten-year capital improvement millage (CIP) which was first levied July 2017. The City continues to invest in infrastructure to maintain its current structures as well as provide investments in new acquisitions. In fiscal year 2025, the CIP millage was used to provide for the purchase of Shawood Lake Island and the completion of pickleball courts at Wildlife Woods Park.

Awards

The Government Finance Officers Association (GFOA) awarded a Certificate of Excellence in Financial Reporting to the City of Novi for its Annual Comprehensive Financial Report for the fiscal year ended June 30, 2024. This was the 27th year that the City of Novi has received this prestigious award.

Acknowledgements

The preparation of this Annual Comprehensive Financial Report was made possible by the efficient and dedicated service of many individuals. We wish to express our sincere appreciation to each of them. Special thanks to the Mayor and City Council members, as well as City Manager, Victor Cardenas for their leadership and support in matters pertaining to the financial affairs of the City.

Respectfully submitted,

Sabrina Lilla

Sabrina Lilla
Interim Finance Director

CITY OF NOVI, MICHIGAN

List of Principal Officials

Title	Name
Mayor	Justin Fischer
Mayor Pro-Tem	Laura Casey
Council Member	David Staudt
Council Member	Brian Smith
Council Member	Matt Heintz
Council Member	Priya Gurumurthy
Council Member	Aaron Martinez
City Manager	Victor Cardenas
Assistant City Manager	Danielle Mahoney
Assessor	Jan Ziozios
Deputy Assessor	Kristin Corbett
City Clerk	Cortney A. Hanson
Deputy City Clerk	Melissa Morris
Human Resources Director	Tia M. Gronlund-Fox
Human Resources Deputy Director	Elise Marra
Communications Director	Sheryl L. Walsh
Communications Deputy Director	Damon Parnell
Economic Develolpment Director	Vacant
Public Works Director	Jeff Herczeg
Public Works Deputy Director	Megan Mikus
Chief Information Officer	Robert L. Petty
Community Development Director	Charles S. Boulard
Community Development Deputy Director	Alan Hall
Parks, Recreation and Cultural Services Director	Jeff Muck
Parks, Recreation and Cultural Services Deputy Director	Tracie Ringle
Public Safety Director/Police Chief	Erick Zinser
Assistant Police Chief	Scott Baetens
Fire Chief	John Martin
Assistant Fire Chief	Todd Seog
Library Director	Julie E. Farkas
Finance Director/Treasurer/CFO	Vacant
Deputy Finance Director	Sabrina Lilla
Assistant Treasurer	Tina Glenn

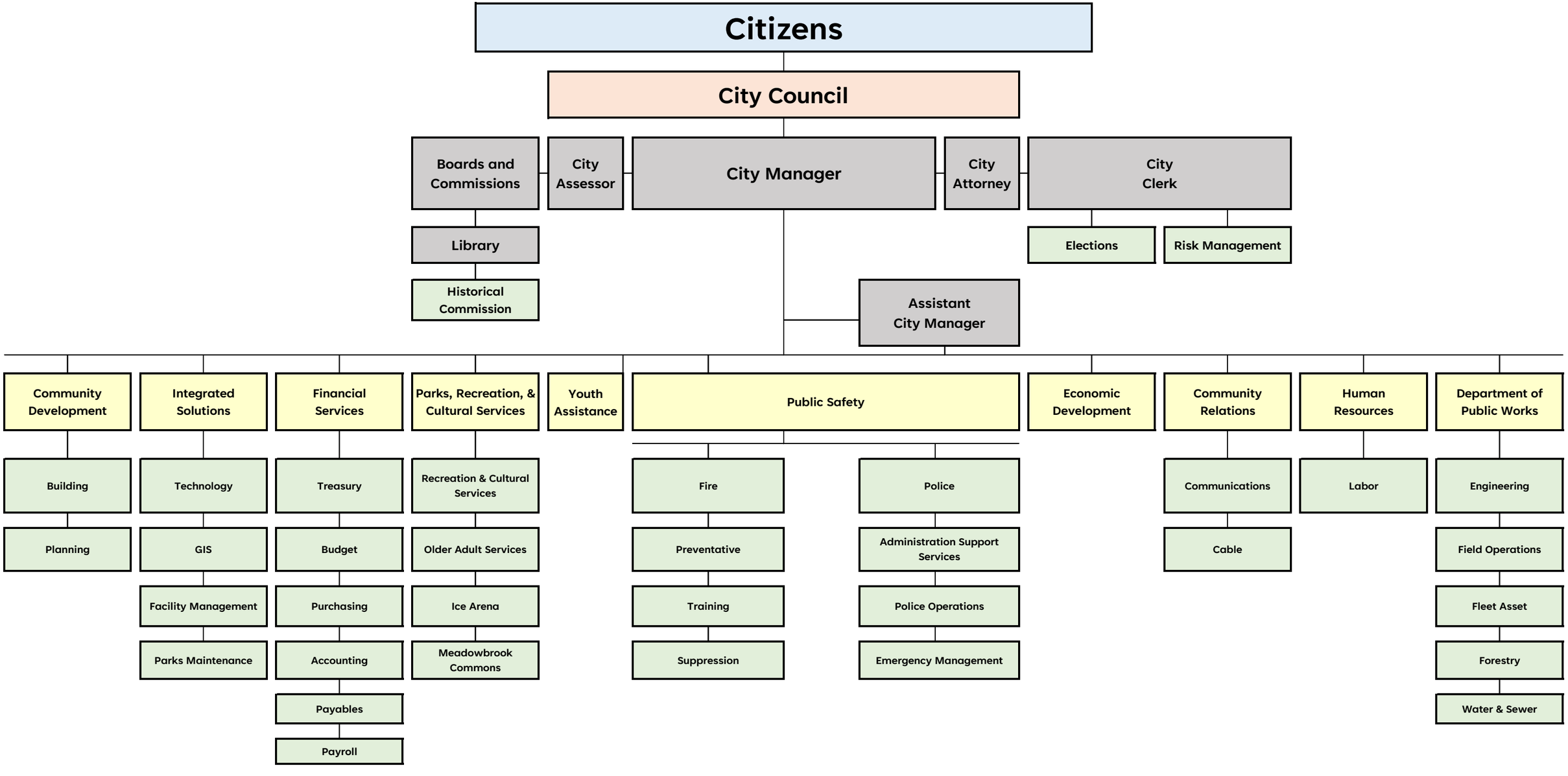
CITY OF NOVI, MICHIGAN
Organizational Chart

NOVI DIAGRAM

cityofnovi.org

CITY OF NOVI, MICHIGAN

Organizational Chart



CITY OF NOVI, MICHIGAN

Fund Organization Chart

Governmental Funds

General Fund

Debt Service Fund

2008 Library Construction Debt

Capital Projects Funds

Capital Improvement Program
Special Assessment Revolving
Gun Range Facility
PEG Cable
Public Improvement Fund

Permanent Funds

Drain Perpetual Maintenance

Special Revenue Funds

Major Street
Local Street
Municipal Streets
Parks, Recreation, and Cultural Services
Tree
Drain Revenue
Community Development Block Grant
Forfeiture
Library
Library Contribution
Rubbish Collection
West Oak Street Lighting
West Lake Drive Street Lighting
Town Center Street Lighting
Opioid Settlement
CLEMIS-Crash & Citation Revenue Sharing

Proprietary Funds

Enterprise Funds

Water and Sewer
Ice Arena
Senior Housing

Internal Service Fund

Health Care Self Insurance Fund

Fiduciary Funds

Pension and Other Employee Benefit Trust Fund

Retiree Health Care Benefits

Custodial

Tax Collection

Component Units

Economic Development Corporation
Corridor Improvement Authority

Government Finance Officers Association

Certificate of Achievement for Excellence in Financial Reporting

Presented to

City of Novi
Michigan

For its Annual Comprehensive
Financial Report
For the Fiscal Year Ended

June 30, 2024

Christopher P. Morrill

Executive Director/CEO

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FINANCIAL SECTION

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Rehmann

INDEPENDENT AUDITORS' REPOR

November 25, 2025

The Honorable Mayor and Members of the City Council
City of Novi, Michigan

Report on the Audit of the Financial Statements

Opinions

We have audited the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the ***City of Novi, Michigan*** (the "City"), as of and for the year ended June 30, 2025, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the City, as of June 30, 2025, and the respective changes in financial position, and, where applicable, cash flows thereof, and the budgetary comparisons for the general fund and the major special revenue fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards,* issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Independent Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the City and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

HLB We are an Independent Member of THE GLOBAL ADVISORY AND ACCOUNTING NETWORK

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Independent Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards,* we:

- exercise professional judgment and maintain professional skepticism throughout the audit.

- identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.

- obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, no such opinion is expressed.

- evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.

- conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control–related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis and the schedules for the pension and other postemployment benefit plans, as listed in the table of contents, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City's basic financial statements. The combining and individual fund financial statements and schedules are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining and individual fund financial statements and schedules are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Information

Management is responsible for the other information included in the annual comprehensive financial report. The other information comprises the introductory and statistical sections but does not include the basic financial statements and our auditors' report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards,* we have also issued, under separate cover, our report dated November 25, 2025, on our consideration of the City's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control over financial reporting and compliance.

Rehmann Lohan LLC

MANAGEMENT'S DISCUSSION AND ANALYSIS

Management's Discussion and Analysis

As management of the City of Novi, Michigan (the "City"), we offer readers an overview of the City's financial activities for the fiscal year ended June 30, 2025. We encourage readers to consider the information presented here in conjunction with additional information that is furnished in the financial statements and notes to the financial statements.

Financial Highlights

· Total net position	$ 426,225,567
· Change in total net position	5,084,870
· Fund balances, governmental funds	47,857,393
· Change in fund balances, governmental funds	5,697,286
· Unassigned fund balance, general fund	11,708,746
· Change in fund balance, general fund	941,943
· Total general obligation bonds outstanding	3,750,000
· Change in general obligation bonds	(2,295,000)

Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the City's basic financial statements, which comprise three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other required supplementary information in addition to the basic financial statements.

Government-wide Financial Statements. The *government-wide financial statements* are designed to provide readers with a broad overview of the City's finances, in a manner similar to a private sector business.

The *statement of net position* presents information on all of the City assets, deferred outflows of resources, liabilities, and deferred inflows of resources, with the difference reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the City is improving or deteriorating.

The *statement of activities* presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., earned but unused vacation leave).

Both of the government-wide financial statements distinguish functions of the City that are principally supported by taxes and intergovernmental revenues (*governmental activities)* or from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (*business-type activities).* The governmental activities of the City include general government, public safety, public works, community and economic development, and recreation and culture. The business-type activities of the City include water and sewer, the ice arena, and senior housing (nonmajor).

The government-wide financial statements include not only the City itself (known as the *primary government),* but also two legally separate *component units* for which the City is financially accountable. Financial information for the component units are reported separately from the financial information presented for the primary government itself.

Fund Financial Statements. A *fund* is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The City, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance related legal requirements. All of the funds of the City can be divided into three categories: governmental funds, proprietary funds, and fiduciary funds.

Governmental Funds. *Governmental funds* are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on *near term inflows and outflows of spendable resources,* as well as on *balances of spendable resources* available at the end of the fiscal year. Such information may be useful in evaluating a government's near term financing requirements.

Management's Discussion and Analysis

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for *governmental funds* with similar information presented for *governmental activities* in the government-wide financial statements. By doing so, readers may better understand the long term impact of the government's near term financing decisions. Following both the governmental fund balance sheet and the governmental fund statement of revenue, expenditures and changes in fund balances are reconciliations to facilitate this comparison between *governmental funds* and *governmental activities.*

Information for each of the City's individual governmental funds is presented separately in the governmental funds balance sheet and in the governmental funds statement of revenues, expenditures, and changes in fund balances for the general fund, major street special revenue fund, and the capital improvement program capital projects fund, which are considered to be the City's major funds. Data from the other governmental funds are combined into a single, aggregated presentation. Individual fund data for each of these nonmajor governmental funds is provided in the form of combining statements elsewhere in this report.

The City adopts an annual appropriated budget for its general, special revenue, debt service, capital projects, and permanent funds. Budgetary comparisons statements or schedules have been provided herein to demonstrate compliance with those budgets.

Proprietary Funds. The City maintains two types of proprietary funds. *Enterprise funds* are used to report the same functions presented as business-type activities in the government-wide financial statements. The City uses enterprise funds to account for its water and sewer, ice arena, and senior housing operations. *Internal service funds* are an accounting device used to accumulate and allocate costs internally among the City's various functions. The City uses an internal service fund to account for its healthcare self-insurance.

Proprietary funds provide the same type of information as the government-wide financial statements, only in more detail. The proprietary fund financial statements provide information for the water and sewer and ice arena funds, which are considered major enterprise funds, the senior housing operations, which is considered a nonmajor enterprise fund, and the internal service fund.

Fiduciary Funds. Fiduciary funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are not reflected in the government-wide financial statements because the resources of those funds are not available to support the City's own programs. The accounting used for fiduciary funds is much like that used for proprietary funds.

Notes to the Financial Statements. The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

Other Information. In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information. Required supplementary information includes this management's discussion and analysis and the schedules for the City's pension and other postemployment benefits plans.

The *combining and individual fund financial statements and schedules* referred to earlier in connection with nonmajor governmental funds are presented immediately following the required supplementary information.

The economic development corporation component unit financial statements and the corridor improvement authority component unit financial statements follow the nonmajor governmental funds combining statements and schedules.

Management's Discussion and Analysis

Government-wide Financial Analysis

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of the City, assets and deferred outflows of resources exceeded liabilities and deferred inflows of resources by $426,225,567 at the close of the most recent fiscal year.

	Net Position					
	Governmental Activities		Business-type Activities		Total	
	2025	2024	2025	2024	2025	2024
Current and other assets	$ 64,405,125	$ 59,098,594	$ 31,707,643	$ 38,431,252	$ 96,112,768	$ 97,529,846
Capital assets, net	217,324,826	212,289,813	177,101,584	180,055,801	394,426,410	392,345,614
Net other postemployment benefit asset	9,205,593	8,363,132	284,709	258,654	9,490,302	8,621,786
Total assets	290,935,544	279,751,539	209,093,936	218,745,707	500,029,480	498,497,246
Deferred outflows of resources	7,218,421	9,983,900	218,395	301,498	7,436,816	10,285,398
Long-term liabilities	53,598,435	54,933,998	2,580,865	3,563,872	56,179,300	58,497,870
Other liabilities	13,491,221	13,570,244	5,278,190	6,001,044	18,769,411	19,571,288
Total liabilities	67,089,656	68,504,242	7,859,055	9,564,916	74,948,711	78,069,158
Deferred inflows of resources	3,008,295	6,169,362	3,283,723	3,403,427	6,292,018	9,572,789
Net position:						
Net investment in capital assets	211,935,900	206,020,929	175,625,770	176,175,141	387,561,670	382,196,070
Restricted	51,446,741	47,435,582	284,709	258,654	51,731,450	47,694,236
Unrestricted (deficit)	(35,326,627)	(38,394,676)	22,259,074	29,645,067	(13,067,553)	(8,749,609)
Total net position	$ 228,056,014	$ 215,061,835	$ 198,169,553	$ 206,078,862	$ 426,225,567	$ 421,140,697

By far the largest portion of the City's net position reflects its investment in capital assets (e.g. land, construction in progress, roads, nonmotorized pathway improvements, bridges, drains, buildings and improvements, machinery and equipment, land improvements, library books, lease equipment, subscription assets, and water and sewer distribution systems), less any related debt used to acquire those assets that are still outstanding. The City uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. Although the City's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

An additional portion of the City's net position (12.1 percent) represents resources that are subject to external restrictions on how they may be used. The remaining balance is *unrestricted net position (deficit).* At the end of the current fiscal year, the City reported positive balances in the net investment of capital assets and restricted net position; however, the unrestricted deficit in governmental activities was primarily the result of net pension liability and related deferred amounts.

Management's Discussion and Analysis

The City's assets and deferred outflows of resources decreased approximately $1.3 million from the prior year. This is largely due to the following:

- The deferred outflow for other postemployment benefit assumptions. The governmental activities deferred outflow for assumptions decreased by $1.3 million.

The City's liabilities and deferred inflows of resources decreased by approximately $6.4 million from the prior year. This is largely due to the following:

- The deferred inflow for other postemployment benefit experience decreased by $2.7 million for governmental activities.

- Total general obligation bonds decreased by $2,295,000. Total debt outstanding at June 30, 2025 is $3,750,000.

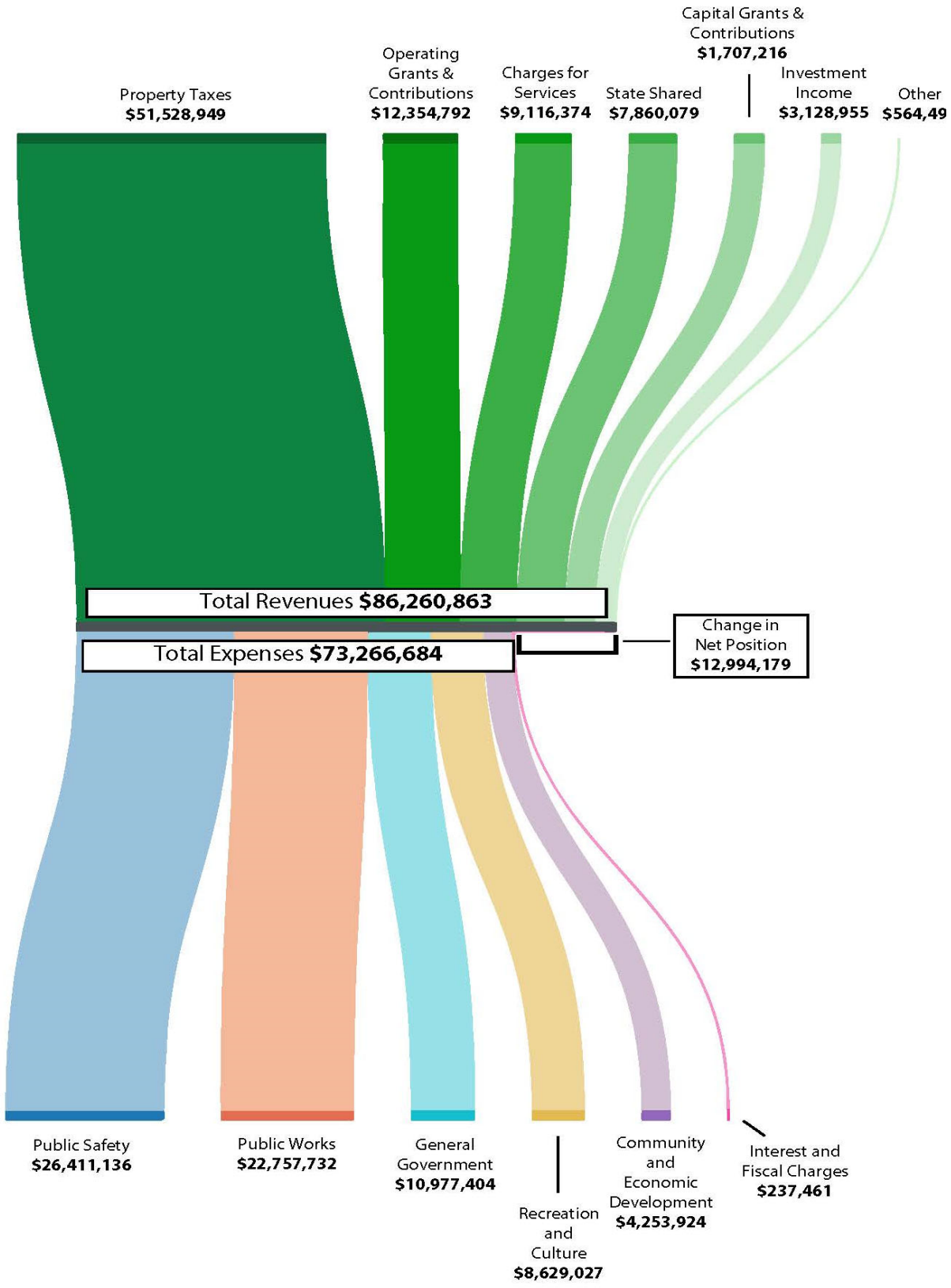
The City's net position increased by $5,084,870 from the prior year net position, compared to the prior year's $16,192,542 increase. This is largely due to the City's continued capital investments. The net capital investment in capital assets increased by approximately $5.4 million from fiscal year 2024 to 2025.

Management's Discussion and Analysis

	Change in Net Position					
	Governmental Activities		Business-type Activities		Total	
	2025	2024	2025	2024	2025	2024
Revenues						
Program revenues:						
Charges for services	$ 9,116,374	$ 8,916,379	$ 32,908,548	$ 30,645,852	$ 42,024,922	$ 39,562,231
Operating grants and contributions	12,354,792	11,816,398	-	150,000	12,354,792	11,966,398
Capital grants and contributions	1,707,216	4,770,475	1,324,878	3,953,534	3,032,094	8,724,009
General revenues:						
Property taxes	51,528,949	48,688,322	-	-	51,528,949	48,688,322
State shared revenues	7,860,079	7,585,733	-	-	7,860,079	7,585,733
Investment income	3,128,955	3,089,387	1,198,733	1,615,951	4,327,688	4,705,338
Other	564,498	275,450	-	-	564,498	275,450
Total revenues	86,260,863	85,142,144	35,432,159	36,365,337	121,693,022	121,507,481
Expenses						
General government	10,977,404	10,067,047	-	-	10,977,404	10,067,047
Public safety	26,411,136	24,926,535	-	-	26,411,136	24,926,535
Public works	22,757,732	20,938,283	-	-	22,757,732	20,938,283
Community and economic development	4,253,924	4,534,197	-	-	4,253,924	4,534,197
Recreation and culture	8,629,027	8,296,381	-	-	8,629,027	8,296,381
Interest and fiscal charges	237,461	274,130	-	-	237,461	274,130
Water and sewer	-	-	39,424,191	32,610,624	39,424,191	32,610,624
Ice arena	-	-	2,318,770	2,186,402	2,318,770	2,186,402
Senior housing	-	-	1,598,507	1,481,340	1,598,507	1,481,340
Total expenses	73,266,684	69,036,573	43,341,468	36,278,366	116,608,152	105,314,939
Change in net position	12,994,179	16,105,571	(7,909,309)	86,971	5,084,870	16,192,542
Net position:						
Beginning of year	215,061,835	198,956,264	206,078,862	205,991,891	421,140,697	404,948,155
End of year	$ 228,056,014	$ 215,061,835	$ 198,169,553	$ 206,078,862	$ 426,225,567	$ 421,140,697

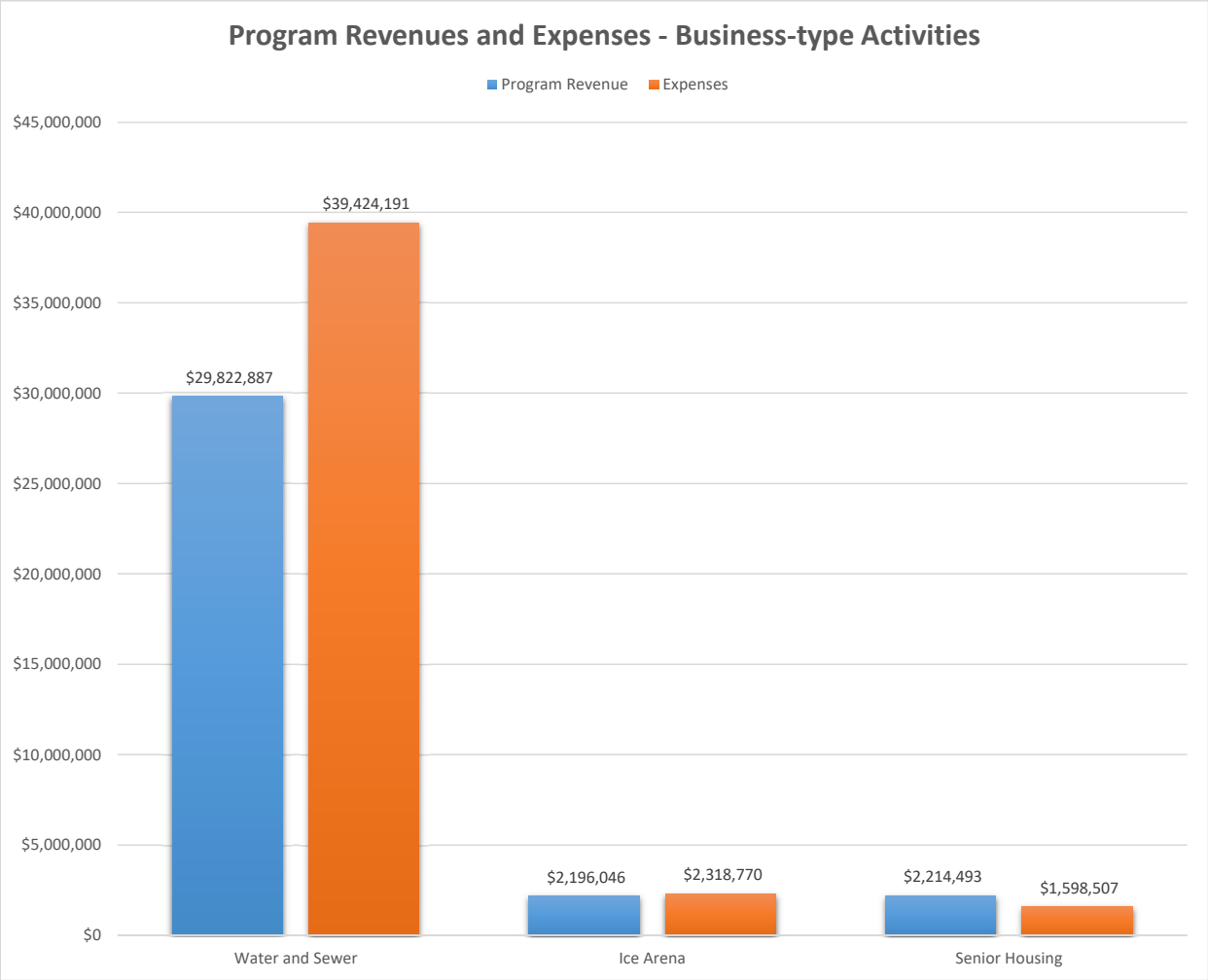
Governmental activities. Governmental activities increased the City's net position by $12,994,179 (as compared to a prior year increase of $16,105,571). Key elements of this increase and the change from the prior year include:

- Property taxes increased 5.8% from fiscal year 2024 to fiscal year 2025. The inflation rate multiplier of 5% for the current year, in addition to the new construction and uncapping of property values allowed for the increase.
- Capital contributions from MDOT (cost sharing projects with MDOT) and developer donated assets decreased by $2,854,731 from fiscal year 2024 to 2025.
- The City experienced an increase in public works costs of $1.8 million. Winter maintenance costs were $353,000 higher in fiscal year 2025 than 2024. In addition, the County's drain assessments increased $160,000. The City also saw a spike for vehicle maintenance due to increased costs in parts and labor.
- Total public safety costs increased $1.5 million from fiscal year 2024 to 2025.


Property Taxes
$51,528,949
Operating Grants & Contributions
$12,354,792
Charges for Services
$9,116,374
State Shared
$7,860,079
Capital Grants & Contributions
$1,707,216
Investment Income
$3,128,955
Other
$564,49
Total Revenues $86,260,863
Total Expenses $73,266,684
Change in Net Position
$12,994,179
Public Safety
$26,411,136
Public Works
$22,757,732
General Government
$10,977,404
Recreation and Culture
$8,629,027
Community and Economic Development
$4,253,924
Interest and Fiscal Charges
$237,461

Business-type activities. Business-type activities decreased the City's net position by $7,909,309, as compared to an increase of $86,971 in the prior year. Key elements of this decrease and the change from the prior year include:

- $6.0 million paid to Oakland County Water Resource Commission for cost sharing improvements to the Huron-Rouge Sewer Disposal System. The system is not a City asset, therefore the cost remains as an expense and is not capitalized as a capital asset.



Financial Analysis of the City's Governmental Funds

As noted earlier, the City uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental funds. The focus of the City's *governmental funds* is to provide information on near-term inflows, outflows, and balances of *spendable resources.* Such information is useful in assessing the City's financing requirements. In particular, *unassigned fund balance* may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

As of the end of the current fiscal year, the City's governmental funds reported combined ending fund balances of $47,857,393, an increase of $5,697,286. The nonspendable portion of fund balance increased from $7,674,048 to $8,291,465. Nonspendable fund balance is not available for new spending because it has been set aside for the following purposes:

- for prepaid items and other assets ($876,996); and
- for perpetual drain fund maintenance ($7,414,469).

The general fund is the chief operating fund of the City. At the end of the current fiscal year, unassigned fund balance was $11,708,746, while total fund balance was $13,026,334. As of June 30, 2025, the unassigned fund balance represented 89.9% of total fund balance.

Management's Discussion and Analysis

The fund balance of the City's general fund increased by $941,943 during the current fiscal year. This can be attributed to $501,000 of capital projects that were started during fiscal year 2025 but not yet completed by year end. These projects will be rolled over into fiscal year 2026. The remaining increase to fund balance was due to savings throughout the various departments.

The fund balance of the City's major street fund decreased by $2,223,175 during the current fiscal year. This can be attributed to an increase in capital projects with the Wixom Road and left turn lane project having a current year cost of $2.6 million.

The capital improvement program capital project fund was created to account for the collection and corresponding expenditures related to the August 2016 voter-approved CIP millage (1 mill), which was levied beginning July 1, 2017. This fund has a deficit fund balance of $5,320,793 at year end. The fund balance increased from prior year in the amount of $3,730,311, compared to a decrease of $5,356,036 in the prior year. This is largely due to less capital projects taking place during fiscal year 2025. Total capital projects expenditures in the prior year was $9.98 million compared to only $1.3 million in the current year. The current year projects included construction of pickleball courts at Wildlife Woods Park as well as the purchase of Shawood Lake island.

Total net position of the water and sewer fund at the end of the year amounted to $182,962,359. Of this amount, $162,198,493 represents the investment in capital assets and $20,479,157 represents unrestricted net position. The fund had a decrease in total net position for the year of $8,558,732. This decrease is largely due to the $6,000,000 investment expenditure due to Oakland County's Water Resource Commission for the Huron-Rouge Sewer Disposal System Upgrade.

Total net position of the ice arena fund at the end of the year amounted to $5,213,967. Of this amount, $4,628,929 represents the net investment in capital assets and $585,038 represents unrestricted net position. The fund had an increase in total net position for the year of $12,112. This increase is largely due to the ice arena activity returning to pre-pandemic levels. Program revenues were up from fiscal year 2024, while expenditures were also increased to accommodate the increased programs and usage. In addition, there was no debt service payments in the ice arena as the bonds were paid off in fiscal year 2024.

Management's Discussion and Analysis

General Fund Budgetary Highlights

The fiscal year 2025 general fund original budget estimated revenues to be greater than expenditures and other financing uses (increase in fund balance) by $745,111. The final amended budget estimated revenues to be $1,735,340 more than the original budget, and expenditures and other financing uses that were $1,917,975 more than the original budget. Significant budget amendments included:

- $1.4 million increase to interest income.
- $187,000 increase to grant funding (police training grants and energy efficient grant).
- $257,000 increase in police personnel costs due to final payouts for staff who left employment and additional overtime costs.
- $607,000 increase in total fire personnel costs mostly due to an increased effort to fully staff paid on call and auxiliary positions. Training costs for new staff as well as recruitment and signing bonuses also factored into the additional budget needed.
- $110,000 increase for an owners representative for the public safety bond related to new public safety buildings.
- $382,000 increase in vehicle maintenance due to increase in tariff costs and increase in labor associated with the maintenance.
- $43,000 increase for the master plan land use and throughfare, $50,000 for 2050 strategic plan, and $25,000 for futurist training session.

The fiscal year 2025 general fund amended budget estimated revenues to be more than expenditures and other financing uses (increase in fund balance) by $562,476. The actual expenditures and other financing uses were more than revenues (increase of fund balance) by $941,943.

Revenues were $101,002 less than expected primarily due to:

- $104,000 of state grant money was not received within 60 days of year end causing the lower than expected revenue.
- Investment income was less than expected due to market conditions.

Expenditures and other financing uses were $480,469 less than expected primarily due to:

- Capital projects that began in fiscal year 2025 but were not complete at year end. The remaining budgets will be rolled over into fiscal year 2026 to allow for project completion.

Management's Discussion and Analysis

Capital Assets and Debt Administration

Capital Assets. The City's investment in capital assets for its governmental and business-type activities as of June 30, 2025, amounted to $394,426,410 (net of accumulated depreciation/amortization). This investment in capital assets includes land, construction in progress, roads, nonmotorized pathway improvements, bridges, drains, buildings and improvements, machinery and equipment, land improvements, library books, lease equipment, subscription assets, and water and sewer distribution systems. Net capital assets for governmental activities increased by 2.4% and for business-type activities decreased by 1.6%.

	Capital Assets (Net of Depreciation/Amortization)					
	Governmental activities		Business-type activities		Total	
	2025	2024	2025	2024	2025	2024
Land	$ 41,931,141	$ 41,721,141	$ 2,272,256	$ 2,272,256	$ 44,203,397	$ 43,993,397
Construction in progress	22,523,669	17,254,846	3,176,281	17,350,786	25,699,950	34,605,632
Roads	77,691,894	74,986,805	-	-	77,691,894	74,986,805
Nonmotorized pathway improvements	9,575,933	10,377,661	-	-	9,575,933	10,377,661
Bridges	330,454	401,108	-	-	330,454	401,108
Drains	8,731,173	9,434,259	-	-	8,731,173	9,434,259
Buildings and improvements	35,521,384	36,627,768	18,038,044	18,368,459	53,559,428	54,996,227
Machinery and equipment	6,227,745	7,067,196	1,198,892	1,223,136	7,426,637	8,290,332
Land improvements	11,621,689	11,074,866	3,050,654	2,534,028	14,672,343	13,608,894
Library books	3,037,580	3,154,150	-	-	3,037,580	3,154,150
Lease equipment	49,395	65,860	-	-	49,395	65,860
Subscription assets	82,769	124,153	-	-	82,769	124,153
Water and sewer distribution systems	-	-	149,365,457	138,307,136	149,365,457	138,307,136
Total	$ 217,324,826	$ 212,289,813	$ 177,101,584	$ 180,055,801	$ 394,426,410	$ 392,345,614

Major capital asset events during the current fiscal year included:

- $6.8 million asbestos - cement water main replacement
- $6 million Lanny and Drake sanitary sewer upgrade and pump station rehabilitation
- $6 million neighborhood road program (concrete and asphalt) 2023 and 2024 program years
- $1.5 million water main replacement at Roethel Drive
- $694,000 Pickleball courts at Wildlife Woods Park
- $687,000 Pickleball courts at Meadowbrook Commons
- $210,000 Shawood Lake

Additional information on the City's capital assets can be found in Note 9 to the financial statements.

Management's Discussion and Analysis

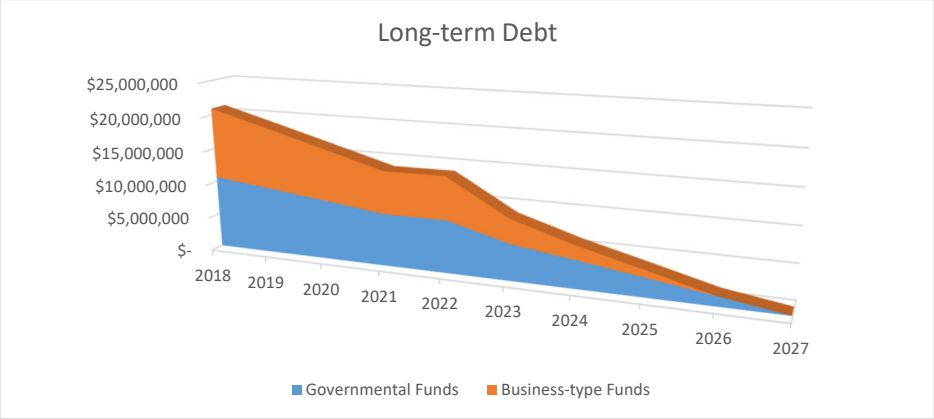
Long-term Debt. At the end of the current fiscal year, the City had total bonded debt outstanding of $3,750,000. Of this amount, $2,730,000 is comprised of debt backed by the full faith and credit of the government. The remainder of the City's bonded debt represents bonds secured solely by specified revenue sources.

	General Obligation and Revenue Bonds					
	Governmental activities		Business-type activities		Total	
	2025	2024	2025	2024	2025	2024
General obligation bonds	$ 2,730,000	$ 4,025,000	$ 1,020,000	$ 2,020,000	$ 3,750,000	$ 6,045,000
Unamortized premium	128,031	256,061	-	-	128,031	256,061
Compensated absences	3,117,488	2,853,596	91,424	71,142	3,208,912	2,924,738
Total	$ 5,975,519	$ 7,134,657	$ 1,111,424	$ 2,091,142	$ 7,086,943	$ 9,225,799

The City's total bonded debt decreased by $2,295,000 (38.0 percent) during the current fiscal year as a result of scheduled debt payments.

State statutes limit the amount of general obligation debt a governmental entity may issue to 10 percent of its total state equalized valuation. The City's current outstanding general obligation debt is substantially below the current debt limit of $610,671,153.

The outstanding bonded debt by year is show below:



Additional information on the City's long-term debt can be found in Note 10 to the financial statements.

Economic Factors and Next Year's Budgets and Rates

- The budget plan, as originally approved for fiscal year 2026, has general fund revenues greater than expenditures of $1,076,638. In an effort to increase fund balance and increase the percentage of fund balance to total expenditures in the general fund, City Council concluded to keep capital outlay expenditures to a minimum. Fiscal Year 2026 capital outlay is only $493,258.

- The 2026 fiscal year approved tax millage rate remained at 10.5376 from fiscal year 2025. The total general fund tax revenue is expected to increase $1.6 million or 5.4%.

- State Shared Revenue was expected to increase by $453,451 in the original 2026 fiscal year budget. The City is awaiting an update from the State of Michigan to recognize the effects of the State budget approved in September 2025. The Major and Local Streets is expected to see an increase in Act 51 money with the passage of the State's budget. Again, the City is waiting to see the true effects of the budget on the local communities.

- Licenses, permits and charges for services have rebounded from the COVID pandemic years. The City is expecting an increase of $377,050 from fiscal year 2025 to fiscal year 2027 in total licenses and permits.

Management's Discussion and Analysis

- The City continues to place an importance on its infrastructure in fiscal year 2026. The City has $19,790,066 of budgeted costs in its capital improvement plan for fiscal year 2026. The CIP includes $13.7 million of road, sidewalk and pathway improvements, $1.5 million of storm sewer and drainage projects, $2.5 million of water and improvements, $310,000 in parks projects,$741,000 in parking lots, $448,000 in building and property developments, and $604,000 in machinery, equipment and vehicles.

Requests for Information

This financial report is designed to provide a general overview of the City of Novi, Michigan's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the finance department, City of Novi, 45175 Ten Mile Road, Novi, MI 48375. You may also visit our website at www.cityofnovi.org or contact the finance department directly at 248-347-0465.

BASIC FINANCIAL STATEMENTS

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Statement of Net Position

June 30, 2025

	Primary Government			Component Units
	Governmental Activities	Business-type Activities	Total	
Assets				
Cash and cash equivalents	$ 2,320,298	$ 274,989	$ 2,595,287	$ 86,757
Investments	57,700,205	16,947,107	74,647,312	-
Receivables	4,934,714	11,101,182	16,035,896	-
Advance to component unit	1,561,862	-	1,561,862	-
Internal balances	(3,227,950)	3,227,950	-	-
Other assets	1,115,996	156,415	1,272,411	-
Net other postemployment benefit asset	9,205,593	284,709	9,490,302	-
Capital assets not being depreciated/amortized	64,454,810	5,448,537	69,903,347	35,000
Capital assets being depreciated/amortized, net	152,870,016	171,653,047	324,523,063	3,490,305
Total assets	290,935,544	209,093,936	500,029,480	3,612,062
Deferred outflows of resources				
Deferred charge on refunding	156,993	-	156,993	-
Deferred pension amounts	5,838,238	180,564	6,018,802	-
Deferred other postemployment benefit amounts	1,223,190	37,831	1,261,021	-
Total deferred outflows of resources	7,218,421	218,395	7,436,816	-
Liabilities				
Accounts payable and accrued liabilities	6,606,932	5,014,722	11,621,654	-
Refundable deposits	6,757,088	263,468	7,020,556	-
Unearned revenue	127,201	-	127,201	-
Advance from primary government	-	-	-	1,561,862
Bonds and other long-term liabilities:				
Due within one year	3,364,682	1,103,106	4,467,788	-
Due in more than one year	2,721,819	8,318	2,730,137	-
Net pension liability (due in more than one year)	47,511,934	1,469,441	48,981,375	-
Total liabilities	67,089,656	7,859,055	74,948,711	1,561,862
Deferred inflows of resources				
Deferred other postemployment benefit amounts	2,383,735	73,723	2,457,458	-
Deferred lease amounts	624,560	3,210,000	3,834,560	-
Total deferred inflows of resources	3,008,295	3,283,723	6,292,018	-
Net position				
Net investment in capital assets	211,935,900	175,625,770	387,561,670	1,963,443
Restricted for:				
Roads	17,174,128	-	17,174,128	-
Public safety	1,456,148	-	1,456,148	-
Community and economic development	9,023	-	9,023	-
Debt service	844,306	-	844,306	-
Infrastructure improvements	6,833,728	-	6,833,728	-
Parks, recreation, and cultural services	1,520,049	-	1,520,049	-
Library	4,145,980	-	4,145,980	-
Stormwater systems	1,151,367	-	1,151,367	-
Tree replacement and maintenance	1,602,628	-	1,602,628	-
Rubbish collection	1,204	-	1,204	-
Street lighting improvement	88,118	-	88,118	-
Perpetual drain maintenance	7,414,469	-	7,414,469	-
Other postemployment benefits	9,205,593	284,709	9,490,302	-
Unrestricted (deficit)	(35,326,627)	22,259,074	(13,067,553)	86,757
Total net position	$ 228,056,014	$ 198,169,553	$ 426,225,567	$ 2,050,200

The accompanying notes are an integral part of these basic financial statements.

Statement of Activities

For the Year Ended June 30, 2025

Functions/Programs	Expenses	Program Revenues: Charges for Services	Program Revenues: Operating Grants and Contributions	Program Revenues: Capital Grants and Contributions	Net (Expense) Revenue
Primary government					
Governmental activities:					
General government	$ 10,977,404	$ 3,220,356	$ 543,235	$ -	$ (7,213,813)
Public safety	26,411,136	1,363,680	388,081	-	(24,659,375)
Public works	22,757,732	2,313,613	10,435,112	1,707,216	(8,301,791)
Community and economic development	4,253,924	212,595	98,393	-	(3,942,936)
Recreation and culture	8,629,027	2,006,130	889,971	-	(5,732,926)
Interest and fiscal charges	237,461	-	-	-	(237,461)
Total governmental activities	73,266,684	9,116,374	12,354,792	1,707,216	(50,088,302)
Business-type activities:					
Water and sewer	39,424,191	28,498,009	-	1,324,878	(9,601,304)
Ice arena	2,318,770	2,196,046	-	-	(122,724)
Senior housing	1,598,507	2,214,493	-	-	615,986
Total business-type activities	43,341,468	32,908,548	-	1,324,878	(9,108,042)
Total primary government	$ 116,608,152	$ 42,024,922	$ 12,354,792	$ 3,032,094	$ (59,196,344)
Component units					
Economic Development Corporation	$ 52,199	$ -	$ -	$ -	$ (52,199)
Corridor Improvement Authority	210,741	-	-	-	(210,741)
Total component units	$ 262,940	$ -	$ -	$ -	$ (262,940)

continued…

Statement of Activities

For the Year Ended June 30, 2025

	Primary Government			
	Governmental Activities	Business-type Activities	Total	Component Units
Change in net position				
Net expense	$ (50,088,302)	$ (9,108,042)	$ (59,196,344)	$ (262,940)
General revenues:				
Property taxes	51,528,949	-	51,528,949	845,594
State shared revenues	7,860,079	-	7,860,079	-
Investment income	3,128,955	1,198,733	4,327,688	-
Other	564,498	-	564,498	25,000
Total general revenues	63,082,481	1,198,733	64,281,214	870,594
Change in net position	12,994,179	(7,909,309)	5,084,870	607,654
Net position, beginning of year	215,061,835	206,078,862	421,140,697	1,442,546
Net position, end of year	$ 228,056,014	$ 198,169,553	$ 426,225,567	$ 2,050,200

concluded.

The accompanying notes are an integral part of these basic financial statements.

Balance Sheet

Governmental Funds
June 30, 2025

	General Fund	Major Street	Capital Improvement Program Fund	Nonmajor Governmental Funds	Total Governmental Funds
Assets					
Cash and cash equivalents	$ 409,000	$ 10	$ -	$ 1,891,788	$ 2,300,798
Investments	16,552,895	5,100,002	-	33,801,776	55,454,673
Receivables:					
Accrued interest	265,483	-	-	-	265,483
Leases	624,560	-	-	-	624,560
Other	459,002	1,062	-	596,750	1,056,814
Due from other governments	1,447,788	1,038,703	1,592	370,029	2,858,112
Advances to other governments	-	-	-	2,375	2,375
Due from other funds	2,159,490	-	-	-	2,159,490
Advances to component units	-	-	-	1,561,862	1,561,862
Prepaid items and other assets	813,683	-	-	63,313	876,996
Total assets	$ 22,731,901	$ 6,139,777	$ 1,592	$ 38,287,893	$ 67,161,163
Liabilities					
Accounts payable	$ 1,202,083	$ 1,002,248	$ 50,226	$ 2,434,405	$ 4,688,962
Accrued salaries and wages	888,297	-	-	121,242	1,009,539
Other accrued liabilities	114,900	-	15,200	349,221	479,321
Refundable deposits	6,748,938	-	-	8,150	6,757,088
Unearned revenue	112,001	-	-	15,200	127,201
Advances from other funds	-	-	3,100,000	-	3,100,000
Due to other funds	-	-	2,156,959	2,531	2,159,490
Total liabilities	9,066,219	1,002,248	5,322,385	2,930,749	18,321,601
Deferred inflows of resources					
Unavailable revenue - grants	-	-	-	9,023	9,023
Unavailable revenue - other	14,788	-	-	333,798	348,586
Deferred lease amounts	624,560	-	-	-	624,560
Total deferred inflows of resources	639,348	-	-	342,821	982,169
Fund balances					
Nonspendable:					
Prepaid items and other assets	813,683	-	-	63,313	876,996
Perpetual drain maintenance	-	-	-	7,414,469	7,414,469
Restricted:					
Roads	-	5,137,529	-	10,370,038	15,507,567
Public safety	2,728	-	-	1,107,855	1,110,583
Debt service	-	-	-	867,756	867,756
Infrastructure improvements	-	-	-	6,833,728	6,833,728
Parks, recreation, and cultural services	-	-	-	1,476,330	1,476,330
Library	-	-	-	4,142,830	4,142,830
Stormwater systems	-	-	-	708,077	708,077
Tree replacement and maintenance	-	-	-	1,602,628	1,602,628
Rubbish collection	-	-	-	1,204	1,204
Street lighting improvement	-	-	-	88,118	88,118
Committed -					
Infrastructure improvements	-	-	-	347,000	347,000
Assigned -					
Project rollovers	501,177	-	-	-	501,177
Unassigned (deficit)	11,708,746	-	(5,320,793)	(9,023)	6,378,930
Total fund balances	13,026,334	5,137,529	(5,320,793)	35,014,323	47,857,393
Total liabilities, deferred inflows of resources and fund balances	$ 22,731,901	$ 6,139,777	$ 1,592	$ 38,287,893	$ 67,161,163

The accompanying notes are an integral part of these basic financial statements.

Reconciliation

Fund Balances of Governmental Funds
to Net Position of Governmental Activities
June 30, 2025

Fund balances - total governmental funds	$ 47,857,393
Amounts reported for *governmental activities* in the statement of net position are different because:	
Capital assets used in governmental activities are not financial resources, and therefore are not reported in the fund financial statements.	
Capital assets not being depreciated/amortized	64,454,810
Capital assets being depreciated/amortized, net	152,870,016
The focus of governmental funds is on short-term financing. Accordingly, some assets will not be available to pay for current-period expenditures. Those assets (such as certain receivables) are offset by deferred inflows in the governmental funds, and thus are not included in fund balance.	
Unavailable grants and other receivables	357,609
Internal service funds are used by management to charge the costs of certain health insurance costs to individual funds. The assets and liabilities of the internal service fund are included in governmental activities in the statement of net position.	
Net position of governmental internal service fund	2,327,403
Portion of internal service fund net position attributed to business-type activities	(127,950)
Certain liabilities, such as bonds and other long-term liabilities, are not due and payable in the current period, and therefore are not reported in the funds.	
Accrued interest on bonds payable	(23,950)
Bonds payable	(2,730,000)
Lease liability	(52,979)
Subscription liability	(58,003)
Unamortized bond premium	(128,031)
Accrued compensated absences	(3,117,488)
Unamortized deferred charge on refunding	156,993
Claims and judgments	(101,161)
Certain pension and other postemployment benefit-related amounts are not due and payable in the current period or do not represent current financial resources and therefore are not reported in the funds.	
Net pension liability	(47,511,934)
Deferred outflows related to the net pension liability	5,838,238
Net other postemployment benefit asset	9,205,593
Deferred outflows related to the net other postemployment benefit asset	1,223,190
Deferred inflows related to the net other postemployment benefit asset	(2,383,735)
Net position of governmental activities	$ 228,056,014

The accompanying notes are an integral part of these basic financial statements.

Statement of Revenues, Expenditures and Changes in Fund Balances

Governmental Funds
For the Year Ended June 30, 2025

	General Fund	Major Street	Capital Improvement Program Fund	Nonmajor Governmental Funds	Total Governmental Funds
Revenues					
Property taxes	$ 29,951,740	$ -	$ 4,637,002	$ 16,940,207	$ 51,528,949
Special assessments	-	-	-	27,300	27,300
Licenses, permits, and charges for services	3,622,258	-	-	2,829,410	6,451,668
Intergovernmental:					
Federal grants	110,410	38,076	-	199,845	348,331
State-shared revenue and grants	7,971,625	6,516,434	33,534	2,720,498	17,242,091
Other grants	-	124,962	-	158,876	283,838
Fines and forfeitures	279,708	-	-	194,954	474,662
Investment income	1,926,046	273,037	579	1,829,839	4,029,501
Other:					
Local donations	9,900	-	347,431	96,069	453,400
Recreational programs	-	-	-	2,006,130	2,006,130
Tap-in fees	-	-	-	6,096	6,096
Miscellaneous	949,179	-	-	555,678	1,504,857
Total revenues	44,820,866	6,952,509	5,018,546	27,564,902	84,356,823
Expenditures					
Current:					
General government	10,473,484	-	277,942	34,155	10,785,581
Public safety	24,730,338	-	144,045	1,144,576	26,018,959
Public works	4,153,234	9,175,684	-	13,981,139	27,310,057
Community and economic development	4,050,316	-	-	277,568	4,327,884
Recreation and culture	47,483	-	695,474	7,809,057	8,552,014
Debt service:					
Principal	70,098	-	-	1,295,000	1,365,098
Interest and fiscal charges	6,970	-	170,774	122,200	299,944
Total expenditures	43,531,923	9,175,684	1,288,235	24,663,695	78,659,537
Revenues over (under) expenditures	1,288,943	(2,223,175)	3,730,311	2,901,207	5,697,286
Other financing sources (uses)					
Transfers in	-	-	-	2,413,000	2,413,000
Transfers out	(347,000)	-	-	(2,066,000)	(2,413,000)
Total other financing sources (uses)	(347,000)	-	-	347,000	-
Net change in fund balances	941,943	(2,223,175)	3,730,311	3,248,207	5,697,286
Fund balances (deficits), beginning of year, as previously reported	12,084,391	-	(9,051,104)	39,126,820	42,160,107
Change within financial reporting entity	-	7,360,704	-	(7,360,704)	-
Fund balances (deficits), beginning of year, as adjusted	12,084,391	7,360,704	(9,051,104)	31,766,116	42,160,107
Fund balances (deficits), end of year	$ 13,026,334	$ 5,137,529	$ (5,320,793)	$ 35,014,323	$ 47,857,393

The accompanying notes are an integral part of these basic financial statements.

Reconciliation

Net Changes in Fund Balances of Governmental Funds
to Change in Net Position of Governmental Activities
For the Year Ended June 30, 2025

Net change in fund balances - total governmental funds	$ 5,697,286
Amounts reported for *governmental activities* in the statement of activities are different because:	
Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives and reported as depreciation/amortization expense.	
Capital assets purchased / constructed	15,985,692
Donated capital assets	482,112
Contributed capital	1,197,804
Depreciation/amortization expense	(12,346,891)
Loss on disposal of capital assets	(283,704)
Revenues in the statement of activities that do not provide current financial resources are not reported as revenues in the funds, but rather are deferred to the following fiscal year.	
Net change in deferred inflows for grants and other receivable	(21,793)
Internal service funds are used by management to charge the costs of certain health insurance costs to individual funds. The net increase (decrease) in the net position of the internal service fund is reported with governmental activities.	
Net operating loss from governmental internal service fund	(516,294)
Investment earnings from governmental internal service fund	245,917
Net operating income attributable to business-type activities	27,898
Bond proceeds provide current financial resources to governmental funds in the period issued, but issuing bonds increases long-term liabilities in the statement of net position. Repayment of bond principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the statement of net position.	
Principal payments on bonds and other long-term liabilities	1,365,098
Some expenses reported in the statement of activities do not require the use of current financial resources and therefore are not reported as expenditures in governmental funds.	
Amortization of deferred charge on refunding and premium and change in accrued interest payable on bonds	62,483
Change in net pension liability and related deferred amounts	(648,406)
Change in net other postemployment benefit asset and related deferred amounts	2,021,580
Change in the accrual for compensated absences	(263,892)
Change in the claims and judgments liability	(10,711)
Change in net position of governmental activities	$ 12,994,179

The accompanying notes are an integral part of these basic financial statements.

Statement of Revenues, Expenditures and Changes in Fund Balance

Budget and Actual - General Fund
For the Year Ended June 30, 2025

	Original Budget	Final Budget	Actual	Actual Over (Under) Final Budget
Revenues				
Taxes:				
Current property taxes	$ 29,706,644	$ 29,745,470	$ 29,752,256	$ 6,786
Trailer fees	12,500	11,174	11,174	-
Penalties and interest	235,000	214,625	188,310	(26,315)
Licenses, permits, and charges for services	3,560,766	3,557,306	3,622,258	64,952
Intergovernmental:				
Federal grants	153,000	153,000	110,410	(42,590)
State-shared revenue and grants	7,734,386	7,938,731	7,971,625	32,894
Fines and forfeitures	325,000	325,000	279,708	(45,292)
Investment income	631,112	2,041,792	1,926,046	(115,746)
Other:				
Local donations	-	9,900	9,900	-
Miscellaneous	828,120	924,870	949,179	24,309
Total revenues	43,186,528	44,921,868	44,820,866	(101,002)
Expenditures				
Current:				
General government:				
City council	63,995	245,995	163,877	(82,118)
City manager	796,074	783,135	783,128	(7)
Financial services	1,514,272	1,536,967	1,536,947	(20)
City clerk	1,100,379	1,103,067	1,103,058	(9)
Assessing	866,921	890,533	890,544	11
City attorney, insurance, and claims	837,200	800,100	805,870	5,770
Integrated solutions	4,424,320	4,465,553	4,406,674	(58,879)
Human resources	751,121	783,401	783,386	(15)
Total general government	10,354,282	10,608,751	10,473,484	(135,267)
Public safety:				
Police	16,300,153	16,468,847	16,527,460	58,613
Fire	7,199,326	8,122,191	8,202,878	80,687
Total public safety	23,499,479	24,591,038	24,730,338	139,300
Public works	4,403,628	4,606,663	4,153,234	(453,429)
Community and economic development	3,970,185	4,097,139	4,050,316	(46,823)

continued...

Statement of Revenues, Expenditures and Changes in Fund Balance

Budget and Actual - General Fund
For the Year Ended June 30, 2025

	Original Budget	Final Budget	Actual	Actual Over (Under) Final Budget
Expenditures (concluded):				
Current (concluded):				
Recreation and culture	$ 38,843	$ 49,143	$ 47,483	$ (1,660)
Debt service:				
Principal	-	55,132	70,098	14,966
Interest and fiscal charges	-	4,526	6,970	2,444
Total debt service	-	59,658	77,068	17,410
Total expenditures	42,266,417	44,012,392	43,531,923	(480,469)
Revenues over (under) expenditures	920,111	909,476	1,288,943	379,467
Other financing uses				
Transfers out	(175,000)	(347,000)	(347,000)	-
Net change in fund balance	745,111	562,476	941,943	379,467
Fund balance, beginning of year	11,413,640	12,084,391	12,084,391	-
Fund balance, end of year	$ 12,158,751	$ 12,646,867	$ 13,026,334	$ 379,467

concluded.

The accompanying notes are an integral part of these basic financial statements.

Statement of Revenues, Expenditures and Changes in Fund Balance

Budget and Actual - Major Street Special Revenue Fund
For the Year Ended June 30, 2025

	Original Budget	Final Budget	Actual	Actual Over (Under) Final Budget
Revenues				
Intergovernmental:				
Federal grants	$ -	$ 8,016	$ 38,076	$ 30,060
State-shared revenue and grants	6,220,038	6,374,322	6,516,434	142,112
Other grants	-	249,924	124,962	(124,962)
Investment income	76,251	125,027	273,037	148,010
Total revenues	6,296,289	6,757,289	6,952,509	195,220
Expenditures				
Current -				
Public works	9,338,289	14,718,755	9,175,684	(5,543,071)
Revenues over (under) expenditures	(3,042,000)	(7,961,466)	(2,223,175)	5,738,291
Other financing sources				
Transfers in	2,806,000	2,075,106	-	(2,075,106)
Net change in fund balance	(236,000)	(5,886,360)	(2,223,175)	3,663,185
Fund balance, beginning of year	1,175,345	7,360,704	7,360,704	-
Fund balance, end of year	$ 939,345	$ 1,474,344	$ 5,137,529	$ 3,663,185

Statement of Net Position

Proprietary Funds
June 30, 2025

	Business-type Activities - Enterprise Funds				Governmental Activities
	Water and Sewer	Ice Arena	Nonmajor - Senior Housing	Total	Internal Service Fund
Assets					
Current assets:					
Cash and cash equivalents	$ -	$ 115,441	$ 159,548	$ 274,989	$ 19,500
Investments	15,173,477	619,187	1,154,443	16,947,107	2,245,532
Receivables:					
Special assessments	52,314	-	-	52,314	-
Water and sewer billing	7,152,114	-	-	7,152,114	-
Leases	-	24,186	-	24,186	-
Other	-	17,062	81	17,143	127,370
Inventory	144,138	3,238	-	147,376	-
Prepaid items and other assets	994	6,609	1,436	9,039	239,000
Total current assets	22,523,037	785,723	1,315,508	24,624,268	2,631,402
Noncurrent assets:					
Receivables:					
Special assessments	669,611	-	-	669,611	-
Leases	-	3,185,814	-	3,185,814	-
Advances to other funds	3,100,000	-	-	3,100,000	-
Net other postemployment benefit asset	284,709	-	-	284,709	-
Capital assets not being depreciated	3,333,339	409,701	1,705,497	5,448,537	-
Capital assets being depreciated, net	159,122,766	4,417,430	8,112,851	171,653,047	-
Total noncurrent assets	166,510,425	8,012,945	9,818,348	184,341,718	-
Total assets	189,033,462	8,798,668	11,133,856	208,965,986	2,631,402
Deferred outflows of resources					
Deferred pension amounts	180,564	-	-	180,564	-
Deferred other postemployment benefit amounts	37,831	-	-	37,831	-
Total deferred outflows of resources	218,395	-	-	218,395	-
Liabilities					
Current liabilities:					
Accounts payable	4,537,776	272,394	32,532	4,842,702	-
Accrued salaries and wages	46,536	9,771	12,021	68,328	303,999
Other accrued liabilities	70,598	4,513	28,581	103,692	-
Refundable deposits	-	88,023	175,445	263,468	-
Current portion of bonds and other long-term liabilities	83,106	-	1,020,000	1,103,106	-
Total current liabilities	4,738,016	374,701	1,268,579	6,381,296	303,999
Noncurrent liabilities:					
Bonds and other long-term liabilities, net of current portion	8,318	-	-	8,318	-
Net pension liability	1,469,441	-	-	1,469,441	-
Total noncurrent liabilities	1,477,759	-	-	1,477,759	-
Total liabilities	6,215,775	374,701	1,268,579	7,859,055	303,999
Deferred inflows of resources					
Deferred other postemployment benefit amounts	73,723	-	-	73,723	-
Deferred lease amounts	-	3,210,000	-	3,210,000	-
Total deferred inflows of resources	73,723	3,210,000	-	3,283,723	-
Net position					
Net investment in capital assets	162,198,493	4,628,929	8,798,348	175,625,770	-
Restricted for other postemployment benefits	284,709	-	-	284,709	-
Unrestricted	20,479,157	585,038	1,066,929	22,131,124	2,327,403
Total net position	$ 182,962,359	$ 5,213,967	$ 9,865,277	$ 198,041,603	$ 2,327,403

The accompanying notes are an integral part of these basic financial statements.

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CITY OF NOVI, MICHIGAN

Reconciliation

Net Position of Enterprise Funds
to Net Position of Business-type Activities
June 30, 2025

Net position - enterprise funds	$ 198,041,603
Amounts reported for *business-type activities* in the statement of net position are different because:	
Internal service fund is used by management to charge health insurance costs to individual funds. A portion of the net position of the internal service fund attributable to these charges are included in business-type activities in the statement of net position.	127,950
Net position of business-type activities	$ 198,169,553

The accompanying notes are an integral part of these financial statements.

Statement of Revenues, Expenses and Changes in Fund Net Position

Proprietary Funds
For the Year Ended June 30, 2025

	Business-type Activities - Enterprise Funds					Governmental Activities
	Water and Sewer	Ice Arena	*(Formerly Major Fund)* Senior Housing	Nonmajor - Senior Housing	Total	Internal Service Fund
Operating revenues						
Charges for services:						
Sale of water	$ 13,478,801	$ -		$ -	$ 13,478,801	$ -
Sewage disposal charges	14,424,026	-		-	14,424,026	-
Concession sales	-	90,270		-	90,270	-
Installation fees	354,651	-		-	354,651	-
Rentals and other	-	2,105,776		2,208,008	4,313,784	-
Insurance	-	-		-	-	3,693,584
Fines and forfeitures	203,464	-		-	203,464	-
Other	37,067	-		6,485	43,552	574,158
Total operating revenues	28,498,009	2,196,046		2,214,493	32,908,548	4,267,742
Operating expenses						
Sewage treatment	13,261,078	-		-	13,261,078	-
Maintenance and operation	12,317,755	885,576		538,344	13,741,675	-
Depreciation	5,504,674	336,004		518,075	6,358,753	-
Salaries and fringes	1,730,424	-		-	1,730,424	4,784,036
Professional services	-	1,097,190		513,005	1,610,195	-
Supplies and other	582,362	-		-	582,362	-
Total operating expenses	33,396,293	2,318,770		1,569,424	37,284,487	4,784,036
Operating income (loss)	(4,898,284)	(122,724)		645,069	(4,375,939)	(516,294)
Nonoperating revenues (expenses)						
Interest income	1,014,674	134,836		49,223	1,198,733	245,917
Interest and fiscal charges	-	-		(29,083)	(29,083)	-
Payments to other governments	(6,000,000)	-		-	(6,000,000)	-
Total nonoperating revenues (expenses)	(4,985,326)	134,836		20,140	(4,830,350)	245,917
Income (loss) before capital contributions	(9,883,610)	12,112		665,209	(9,206,289)	(270,377)
Capital contributions (expense)						
Lines donated by developers and others	682,667	-		-	682,667	-
Customer assessments - tap fees	642,211	-		-	642,211	-
Total capital contributions (expense)	1,324,878	-		-	1,324,878	-
Change in net position	(8,558,732)	12,112		665,209	(7,881,411)	(270,377)
Net position, beginning of year, as previously reported	191,521,091	5,201,855	$ 9,200,068	-	205,923,014	2,597,780
Change within financial reporting entity	-	-	(9,200,068)	9,200,068	-	-
Net position, beginning of year, as restated/adjusted	191,521,091	5,201,855	$ -	9,200,068	205,923,014	2,597,780
Net position, end of year	$ 182,962,359	$ 5,213,967		$ 9,865,277	$ 198,041,603	$ 2,327,403

The accompanying notes are an integral part of these basic financial statements.

CITY OF NOVI, MICHIGAN

Reconciliation

Change in Net Position of Enterprise Funds
to Change in Net Position of Business-type Activities
For the Year Ended June 30, 2025

Net change in net position - total enterprise funds	$ (7,881,411)
Amounts reported for *business-type activities* in the statement of activities are different because:	
Internal service fund is used by management to charge health insurance costs to individual funds. A portion of the net operating loss attributable to those funds is reported with business-type activities.	(27,898)
Change in net position of business-type activities	$ (7,909,309)

The accompanying notes are an integral part of these financial statements.

Statement of Cash Flows

Proprietary Funds
For the Year Ended June 30, 2025

	Business-type Activities - Enterprise Funds				Governmental Activities
	Water and Sewer	Ice Arena	Nonmajor - Senior Housing	Total	Internal Service Fund
Cash flows from operating activities					
Cash received from customers	$ 27,964,377	$ 2,188,110	$ 2,214,412	$ 32,366,899	$ 4,128,336
Cash payments for goods and services	(26,790,030)	(1,792,552)	(1,327,348)	(29,909,930)	-
Cash payments to employees	(1,733,768)	-	-	(1,733,768)	(4,587,037)
Net cash provided by (used in) operating activities	(559,421)	395,558	887,064	723,201	(458,701)
Cash flows from capital and related financing activities					
Acquisition/construction of capital assets	(1,935,608)	(699,456)	(86,805)	(2,721,869)	-
Principal paid on bonds and other long-term liabilities	-	-	(1,000,000)	(1,000,000)	-
Interest paid on bonds and other long-term liabilities	-	-	(29,083)	(29,083)	-
Customer assessments - tap fees received	642,211	-	-	642,211	-
Payments to other governments	(6,000,000)	-	-	(6,000,000)	-
Net cash provided by (used in) capital and related financing activities	(7,293,397)	(699,456)	(1,115,888)	(9,108,741)	-
Cash flows from investing activities					
Sale of securities	6,822,713	110,570	290,502	7,223,785	231,606
Interest and dividends received	1,014,674	134,836	49,223	1,198,733	245,917
Net cash provided by (used in) investing activities	7,837,387	245,406	339,725	8,422,518	477,523
Net change in cash and cash equivalents	(15,431)	(58,492)	110,901	36,978	18,822
Cash and cash equivalents, beginning of year	15,431	173,933	48,647	238,011	678
Cash and cash equivalents, end of year	$ -	$ 115,441	$ 159,548	$ 274,989	$ 19,500

continued…

Statement of Cash Flows

Proprietary Funds
For the Year Ended June 30, 2025

	Business-type Activities - Enterprise Funds				Governmental Activities
	Water and Sewer	Ice Arena	Nonmajor - Senior Housing	Total	Internal Service Fund
Reconciliation of operating income (loss) to net cash provided by (used in) operating activities:					
Operating income (loss)	$ (4,898,284)	$ (122,724)	$ 645,069	$ (4,375,939)	$ (516,294)
Adjustments to reconcile operating income (loss) to net cash provided by (used in) operating activities:					
Depreciation expense	5,504,674	336,004	518,075	6,358,753	-
Change in assets and liabilities:					
Receivables:					
Special assessments	(6,696)	-	-	(6,696)	-
Water and sewer billing	(293,940)	-	-	(293,940)	-
Leases	-	23,475	-	23,475	-
Other	-	(8,092)	(81)	(8,173)	(58,061)
Due from other governments	(300,000)	-	-	(300,000)	-
Inventory	67,004	156	-	67,160	-
Prepaid items and other assets	28,106	7	(1,035)	27,078	(81,345)
Net other postemployment benefit asset	(26,055)	-	-	(26,055)	-
Deferred outflows of resources - pension amounts	39,345	-	-	39,345	-
Deferred outflows of resources - other postemployment benefit amounts	43,758	-	-	43,758	-
Accounts payable	(661,141)	184,070	(277,172)	(754,243)	-
Accrued salaries and wages	18,844	-	-	18,844	196,999
Other accrued liabilities	4,200	62	(2,299)	1,963	-
Refundable deposits	-	6,075	4,507	10,582	-
Compensated absences	20,282	-	-	20,282	-
Net pension liability	(3,289)	-	-	(3,289)	-
Deferred inflows of resources - pension amounts	(16,003)	-	-	(16,003)	-
Deferred inflows of resources - other postemployment benefit amounts	(80,226)	-	-	(80,226)	-
Deferred lease amounts	-	(23,475)	-	(23,475)	-
Net cash provided by (used in) operating activities	$ (559,421)	$ 395,558	$ 887,064	$ 723,201	$ (458,701)

Noncash item: During the year ended June 30, 2025, developers and others constructed water and sewer lines with an estimated value of $682,667 and donated them to the City's water and sewer enterprise fund.

concluded.

The accompanying notes are an integral part of these basic financial statements.

CITY OF NOVI, MICHIGAN

Statement of Fiduciary Net Position

June 30, 2025

	Postemployment Benefits - Retiree Health Care Benefits Trust Fund	Tax Collection Custodial Fund
Assets		
Cash and cash equivalents	$ 36,920	$ -
Investments, at fair/new asset value:		
U.S. government securities	9,658,064	-
U.S. agency securities	3,485,250	-
Corporate bonds	3,489,774	-
Equities	7,051,056	-
Mutual funds	5,884,515	-
MERS Retiree Healthcare Funding Vehicle	5,576,566	-
Hedge funds	2,251,430	
Private equity funds	1,000,000	
Total assets	38,433,575	-
Net position		
Restricted for other postemployment benefits	$ 38,433,575	$ -

The accompanying notes are an integral part of these basic financial statements.

CITY OF NOVI, MICHIGAN

Statement of Changes in Fiduciary Net Position

For the Year Ended June 30, 2025

	Postemployment Benefits - Retiree Health Care Benefits Trust Fund	Tax Collection Custodial Fund
Additions		
Contributions -		
Employer	$ 81,097	$ -
Investment income:		
Net change in fair value of investments	2,627,734	-
Interest and dividends	861,700	-
Total investment income	3,489,434	-
Less: investment expense	(348,461)	-
Net investment income	3,140,973	-
Taxes collected for other governments	-	152,229,754
Total additions	3,222,070	152,229,754
Deductions		
Healthcare insurance premiums	1,510,416	-
Administrative expense	18,750	-
Payments of taxes to other governments	-	152,229,754
Total deductions	1,529,166	152,229,754
Change in net position	1,692,904	-
Net position, beginning of year	36,740,671	-
Net position, end of year	$ 38,433,575	$ -

The accompanying notes are an integral part of these basic financial statements.

Combining Statement of Net Position

Discretely Presented Component Units
June 30, 2025

	Economic Development Corporation	Corridor Improvement Authority	Totals
Assets			
Cash and cash equivalents	$ 86,757	$ -	$ 86,757
Capital assets not being depreciated	35,000	-	35,000
Capital assets being depreciated, net	-	3,490,305	3,490,305
Total assets	121,757	3,490,305	3,612,062
Liabilities			
Advance from primary government	-	1,561,862	1,561,862
Net position			
Net investment in capital assets	35,000	1,928,443	1,963,443
Unrestricted	86,757	-	86,757
Total net position	$ 121,757	$ 1,928,443	$ 2,050,200

The accompanying notes are an integral part of these basic financial statements.

CITY OF NOVI, MICHIGAN

Combining Statement of Activities

Discretely Presented Component Units
For the Year Ended June 30, 2025

	Economic Development Corporation	Corridor Improvement Authority	Totals
Expenses			
Economic Development Corporation	$ 52,199	$ -	$ 52,199
Corridor Improvement Authority	-	210,741	210,741
Total expenses	52,199	210,741	262,940
General revenues			
Property taxes	-	845,594	845,594
Other	25,000	-	25,000
Total general revenues	25,000	845,594	870,594
Change in net position	(27,199)	634,853	607,654
Net position, beginning of year	148,956	1,293,590	1,442,546
Net position, end of year	$ 121,757	$ 1,928,443	$ 2,050,200

The accompanying notes are an integral part of these basic financial statements.

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NOTES TO FINANCIAL STATEMENTS

Notes to Financial Statements

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The City of Novi, Michigan (the "City") was incorporated in 1969. In 1909, the City came under the provisions of Act 279, P.A. 1909, as amended ("Home Rule City Act"). The City is governed by an elected seven-member council.

The accounting and reporting policies of the City conform in all material respects to generally accepted accounting principles (GAAP) as applicable to governments. The Governmental Accounting Standards Board (GASB) is the standard setting body for establishing governmental accounting and financial reporting principles, which are primarily set forth in the GASB's Codification of Governmental Accounting and Financial Reporting Standards (GASB Codification). Following is a summary of the significant policies:

Reporting Entity

As required by generally accepted accounting principles, these financial statements present the City and its component units, entities for which the City is considered to be financially accountable. The financial data of the component units are included in the City's reporting entity because of the significance of their operational or financial relationships with the City.

Blended Component Unit

A blended component unit is a legally separate entity from the City but is so intertwined with the City that it is, in substance, the same as the City. It is reported as part of the City and its financial data is combined with data of the appropriate funds. The City's only blended component unit is described as follows:

The City of Novi Building Authority (the "Building Authority") is governed by a commission that is appointed by the City Council. Although it is legally separate from the City, the Building Authority is reported as if it were part of the primary government. Its sole purpose is to finance the City's ice arena and senior housing projects. Currently, the Building Authority has no debt outstanding and no activity.

Discretely Presented Component Units

Discretely presented component units are entities that are legally separate from the City but for which the City is financially accountable, or their relationship with the City is such that exclusion would cause the City's financial statements to be misleading or incomplete. The City's discretely presented component units are described as follows:

The Economic Development Corporation of the City of Novi (the "Corporation") was created to provide means and methods for the encouragement and assistance of industrial and commercial enterprises in relocating, purchasing, constructing, improving, or expanding within the City so as to provide needed services and facilities of such enterprises to the residents of the City. The Corporation's governing body is selected by the City Council. The City also has the ability to impose its will on the Corporation. The Corporation is reported within the component unit column in the government-wide financial statements. It is reported in a separate column to emphasize that it is legally separate from the City. The Corporation does not issue a separate financial report.

Notes to Financial Statements

The Corridor Improvement Authority of the City of Novi (the "CIA") was created by the City in January 2018 as a funding mechanism for corridor improvements on either side of the Grand River Avenue from Wixom Road to Haggerty Road. The CIA is authorized under the Corridor Improvement Authority Act (PA 280 of 2005) and is governed by a Board of Directors whose primary purpose is to correct and prevent deterioration and promote economic growth within the corridor. The CIA's governing body is selected by the City council. The City also has the ability to impose its will on the CIA. The CIA is reported within the component unit column in the government-wide financial statements. It is reported in a separate column to emphasize that it is a legally separate from the City. The CIA does not issue a separate financial report.

Fiduciary Component Unit

The Retiree Health Care Plan Trust Fund (the "RHC") was created by the City to provide funding for future retiree healthcare payments to retirees. City Council has approved an investment policy for the fund which dictates how the assets are invested. Assets are invested with the Michigan Employees Retirement System (MERS) and two financial institutions. The City has the ability to impose its will upon the trust fund.

Joint Ventures

The City is a member of the Resource Recovery and Recycling Authority of Southwest Oakland County (the "Authority"). The Authority is incorporated by the cities of Farmington, Farmington Hills, Novi, South Lyon, Southfield, Walled Lake, and Wixom, Michigan and the Charter Township of South Lyon. The City appoints one member to the Authority's governing board, which then approves the annual budget. The Authority receives its operating revenue from member contributions and miscellaneous income. The financial information of the Authority as of June 30, 2025 can be obtained from the Authority's administrative offices at 20000 W. 8 Mile Road, Southfield, Michigan. The City is unaware of any circumstances that would cause an additional benefit or burden to the participating governments in the near future.

Government-wide and Fund Financial Statements

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the nonfiduciary activities of the primary government and its component units. For the most part, the effect of interfund activity has been removed from these statements. *Governmental activities,* which normally are supported by taxes and intergovernmental revenues, are reported separately from *business-type activities,* which rely to a significant extent on fees and charges for support. Likewise, the primary government is reported separately from certain component units for which the primary government is financially accountable.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. *Program revenues* include (1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as *general revenues.*

Notes to Financial Statements

Separate financial statements are provided for governmental funds, proprietary funds and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements.

Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting,* as are the proprietary fund and fiduciary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met. They do, however, use the accrual basis of accounting to recognize receivables and payables.

Governmental funds are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting.* Under this method, revenues are recognized when measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. The City considers amounts collected within 60 days of year end to be available for recognition. The following major revenue sources meet the availability criterion: state-shared revenue, state gas and weight tax revenue, district court fines, and interest associated with the current fiscal period. Conversely, special assessments and federal grant reimbursements will be collected after the period of availability; receivables have been recorded for these, along with a "deferred inflow". Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

Property taxes, intergovernmental revenue, licenses, and interest associated with the current fiscal period are all considered to be susceptible to accrual and as such have been recognized as revenues of the current fiscal period. Only the portion of special assessments receivable due within the current fiscal period is considered to be susceptible to accrual as revenue of the current period. All other revenue items are considered to be measurable and available only when cash is received by the City.

The City reports the following major governmental funds:

The *general fund* is the City's primary operating fund. It accounts for all the financial resources of the primary government, except those accounted for and reported in another fund.

The *major street special revenue fund* is used to account for expenditures associated with the construction and maintenance needs of the major street portion (as defined by State Act 51) of the City's street network. Of the 192.34 total centerline miles that make up the City of Novi road network, the City has 45.2 centerline miles of major streets. Financing is primarily provided by the City's share of state gas and weight taxes.

The *capital improvement program capital projects fund* is used to account for the collection and corresponding expenditures related to the August 2016 voter approved CIP millage (1 mill) that was levied beginning on July 1, 2017.

Notes to Financial Statements

The City reports the following major enterprise funds:

The *water and sewer fund* provides water to customers and disposes of sanitary sewage in exchange for quarterly user charges.

The *ice arena fund* accounts for the City's two-sheet arena.

Additionally, the City reports the following fund types:

Special revenue funds are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects that comprise, or are expected to comprise a substantial portion of the fund's total reported inflows.

The *debt service fund* is used to account for and report financial resources that are restricted, committed, or assigned to expenditure for principal, interest and related costs.

Capital projects funds are used to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets.

The *permanent fund* accounts for resources that are legally restricted to the extent that only earnings, and not principal, may be used for purposes that support the government's programs.

The *enterprise fund* accounts for those operations that are financed and operated in a manner similar to private business or where the City has decided that the determination of revenues earned, costs incurred and/or net income is necessary for management accountability.

The *internal service fund* accounts for operations that provide services to other departments or agencies of the City, or to other governments, on a cost-reimbursement basis to operate the City's self-insurance services.

The *custodial fund* is used to account for assets held by the City as an agent for individuals, private organizations, and/or other governments. They primarily hold tax remittances due to schools and other governmental units.

The *retiree health care benefits trust fund* accumulates resources for future retiree healthcare payments to retirees.

As a general rule the effect of interfund activity has been eliminated from the government-wide financial statements. Exceptions to this general rule are payments in lieu of taxes and various other functions of the government. Elimination of these charges would distort the direct costs and program revenues reported for the various functions concerned.

Amounts reported as program revenues include 1) charges to customers or applicants for goods, services, or privileges provided, 2) operating grants and contributions, and 3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as general revenues rather than as program revenues. Likewise, general revenues include all taxes.

Notes to Financial Statements

Proprietary funds distinguish *operating* revenues and expenses from *nonoperating* items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the City's enterprise fund are charges to customers for sales and services. Operating expenses for enterprise funds include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

Nonexchange transactions, in which the City gives (or receives) value without directly receiving (or giving) equal value in exchange, include property taxes, grants, entitlements and donations. On an accrual basis, revenue from property taxes is recognized in the fiscal year for which the taxes are levied. Revenue from grants, entitlements and donations is recognized in the fiscal year in which all eligibility requirements have been satisfied.

Restricted net position represents amounts that are subject to restrictions beyond the City's control. The restrictions may be externally imposed or imposed by law. When both restricted and unrestricted resources are available for use, it is the City's policy to use restricted resources first, then unrestricted resources as they are needed.

Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources, and Equity

Deposits and Investments

The City's cash and cash equivalents are considered to be cash on hand, demand deposits and short-term investments with original maturities of three months or less from the date of acquisition.

Investments are stated at fair value or estimated fair value. Short-term investments are reported at cost, which approximates fair value. Securities traded on a national or international exchange are valued at the last reported sales price at current exchange rates. Mortgages are valued on the basis of future principal and interest payments, and are discounted at prevailing interest rates for similar instruments. Investments that do not have established market values are reported at estimated fair value. Cash deposits are reported at carrying amounts, which reasonably approximates fair value.

Unrealized appreciation or depreciation on other postemployment benefits trust fund investments due to changes in fair value are recognized each year.

The City participates in the Oakland County Investment Pool (the "Pool") which is managed by the County Treasurer. In accordance with GASB 79, the City's shares are recorded at amortized cost, which approximates fair value. The Pool is not subject to regulatory oversight, is not registered with the SEC (Securities Exchange Commission) and does not issue separate financial statements. The value of the City's position in the Pool is the same as the value of the Pool shares, and includes accrued interest.

Receivables

All receivables are reported at their gross value and, where appropriate, are reduced by the estimated portion that is expected to be uncollectible. At June 30, 2025, the City did not record an allowance for uncollectible accounts, as they expect to collect all outstanding receivables.

In addition to transactions related to pooled cash, numerous transactions occur between individual funds for goods provided or services rendered. These receivables and payables are included in the "due from other funds" or "due to other funds" accounts on the balance sheet. Any residual balances outstanding between the governmental activities and business-type activities are reported in the government-wide financial statements as “internal balances”.

Amounts due from other governments include amounts due from grantors for specific programs and capital projects. Program grants and capital grants for capital assets are recorded as receivables and revenues at the time reimbursable project costs are incurred. Amounts received in advance of project costs being incurred are reported as unearned revenue.

Leases

Lessee. The City is a lessee for a noncancellable lease of equipment. The City recognizes a lease liability and an intangible right-to-use lease asset (lease asset) in the government-wide financial statements. The City recognizes lease liabilities with an initial, individual value of $5,000 or more.

At the commencement of a lease, the City initially measures the lease liability at the present value of payments expected to be made during the lease term. Subsequently, the lease liability is reduced by the principal portion of lease payments made. The lease asset is initially measured as the initial amount of the lease liability, adjusted for lease payments made at or before the lease commencement date, plus certain initial direct costs. Subsequently, the lease asset is amortized on a straight-line basis over its useful life.

Key estimates and judgments related to leases include how the City determines (1) the discount rate it uses to discount the expected lease payments to present value, (2) lease term, and (3) lease payments. The City uses the interest rate charged by the lessor as the discount rate. When the interest rate charged by the lessor is not provided, the City generally uses its estimated incremental borrowing rate as the discount rate for leases. The lease term includes the noncancellable period of the lease. Lease payments included in the measurement of the lease liability are composed of fixed payments and purchase option price (if applicable) that the City is reasonably certain to exercise.

The City monitors changes in circumstances that would require a remeasurement of its lease and will remeasure the lease asset and liability if certain changes occur that are expected to significantly affect the amount of the lease liability.

Lessor. The City is a lessor for noncancellable leases of cell towers, an ice arena, and use of City fire station. The City recognizes a lease receivable and a deferred inflow of resources in the government-wide, proprietary fund and governmental fund financial statements.

At the commencement of a lease, the City initially measures the lease receivable at the present value of payments expected to be received during the lease term. Subsequently, the lease receivable is reduced by the principal portion of lease payments received. The deferred inflow of resources is initially measured as the initial amount of the lease receivable, adjusted for prepaid lease payments received at lease inception. Subsequently, the deferred inflow of resources is recognized as revenue over the life of the lease term.

Key estimates and judgments include how the City determines (1) the discount rate it uses to discount the expected lease receipts to present value, (2) lease term, and (3) lease receipts. The City uses its estimated incremental borrowing rate as the discount rate for leases. The lease term includes the noncancellable period of the lease. Lease receipts included in the measurement of the lease receivable is composed of fixed payments from the lessee.

The City monitors changes in circumstances that would require a remeasurement of its lease and will remeasure the lease receivable if certain changes occur that are expected to significantly affect the amount of the lease receivable.

Subscription-Based Information Technology Arrangements (SBITA)

The City has noncancellable subscription-based information technology arrangements. The City recognizes a subscription liability and an intangible right-to-use subscription asset in the government-wide financial statements. The City recognizes subscription liabilities with an initial, individual value of $5,000 or more.

At the commencement of a subscription, the City initially measures the subscription liability at the present value of payments expected to be made during the SBITA term. Subsequently, the subscription liability is reduced by the principal portion of subscription payments made. The subscription asset is initially measured as the initial amount of the subscription liability, adjusted for subscription payments made at or before the subscription commencement date, plus certain initial direct costs. Subsequently, the subscription asset is amortized on a straight-line basis over its useful life.

Key estimates and judgments related to subscriptions include how the City determines (1) the discount rate it uses to discount the expected SBITA payments to present value, (2) subscription term, and (3) subscription payments. The City uses the interest rate charged by the SBITA vendor as the discount rate. When the interest rate charged by the SBITA vendor is not provided, the City generally uses its estimated incremental borrowing rate as the discount rate for SBITAs. The subscription term includes the noncancellable period of the subscription. Subscription payments included in the measurement of the subscription liability are composed of fixed payments and purchase option price (if applicable) that the City is reasonably certain to exercise.

The City monitors changes in circumstances that would require a remeasurement of its subscription and will remeasure the subscription asset and subscription liability if certain changes occur that are expected to significantly affect the amount of the subscription liability.

Inventory and Prepaid Items and Other Assets

All inventories are valued at cost using the first-in/first-out (FIFO) method.

Prepaid items and other assets represent payments made to vendors for goods and services applicable to future fiscal years. Prepaids of governmental funds are recorded as expenditures when consumed rather than when purchased. Prepaid and other asset balances are offset by nonspendable fund balance in governmental funds.

Notes to Financial Statements

Capital Assets

Capital assets are reported in the applicable governmental or business-type activities columns in the government-wide financial statements. Capital assets are defined by the government as assets with an initial, individual cost of more than $5,000 and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated acquisition cost at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized. Major outlays for capital assets and improvements are capitalized as projects are constructed. Interest incurred during the construction phase of capital assets of business-type activities, if any, is included as part of the capitalized value of the asset constructed.

Capital assets are depreciated using the straight-line method over the following estimated useful lives:

	Years
Governmental activities:	
Roads	15-25
Non-motorized pathway improvements	15-30
Bridges	20-25
Drains	5-25
Buildings and improvements	15-40
Machinery and equipment	4-10
Land improvements	20-25
Library materials	10
Business-type activities:	
Water and sewer distribution systems	30-50
Buildings and improvements	7-40
Machinery and equipment	4-15
Land improvements	20-25
Component units -	
Roads	25

Deferred Outflows of Resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element represents a consumption of net assets that applies to one or more future periods and so will not be recognized as an outflow of resources (expense/ expenditure) until then. The City reports deferred outflows for the charge on refunding. This amount represents the difference in the carrying value of refunded debt to its reacquisition price. The amount is deferred and amortized over the shorter of the life of the refunded or refunding debt. The City also reports deferred outflows of resources related to its pension and other postemployment benefit plans.

Unearned Revenue

Unearned revenue consists of amounts received prior to the delivery of goods/service or expenditure on allowable costs.

Compensated Absences

The City recognizes a liability for compensated absences for leave time that (1) has been earned for services previously rendered by employees, (2) accumulates and is allowed to be carried over to subsequent years, and (3) is more likely than not to be used as time off or settled during or upon separation from employment. Based on the criteria listed, two types of leave qualify for liability recognition for compensated absences - personal and sick. The liability for compensated absences is reported as incurred in the government-wide financial statements. A liability for these amounts is reported in governmental funds only if they have matured, for example, as a result of employee resignations and retirements. The liability for compensated absences includes salary-related benefits, where applicable.

Long-term Obligations

In the government-wide financial statements, and proprietary fund types in the fund financial statements, long-term debt and other long term obligations are reported as liabilities in the applicable governmental activities, business-type activities, or proprietary fund type statement of net position. Bond premiums and discounts, are deferred and amortized over the life of the bonds using the straight-line basis. Bonds payable are reported net of the applicable bond premium or discount. Bond issuance costs are reported as expense when incurred.

In the fund financial statements, governmental fund types recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

Deferred Inflows of Resources

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net assets that applies to one or more future periods and so will not be recognized as an inflow of resources (revenue) until that time. The City reports deferred inflows of resources related to its other postemployment benefit plans. The governmental funds also report unavailable revenues, which arise only under a modified accrual basis of accounting that are reported as deferred inflows of resources. These amounts are deferred and recognized as an inflow of resources in the period that the amounts become available. Finally, the statements of net position and governmental funds balance sheets report deferred inflows related to leases. The amounts are deferred and amortized over the remaining life of the lease.

Notes to Financial Statements

Fund Balances

Governmental funds report nonspendable fund balance for amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact. Restricted fund balance is reported when externally imposed constraints are placed on the use of resources by grantors, contributors, or laws or regulations of other governments. Committed fund balance is reported for amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the government's highest level of decision-making authority, the City Council. A formal resolution of the City Council is required to establish, modify, or rescind a fund balance commitment. The City reports assigned fund balance for amounts that are constrained by the government's intent to be used for specific purposes, but are neither restricted nor committed. The City Council approves fund balance assignments and has not delegated the authority to assign fund balance.

When the City incurs an expenditure for purposes for which various fund balance classifications can be used, it is the government's policy to use restricted fund balance first, then committed, assigned, and finally unassigned. The general fund is the only fund that reports a positive unassigned fund balance.

The City Council adopted an updated Fund Balance Reserve Policy in October 2024. As part of the policy, the City Council has agreed to maintain the City's general fund fund balance to pay for expenditures as a result of unforeseen emergencies or for shortfalls caused by revenue declines. For the general fund, the reserve will be maintained at a target of 28%-30% of the proposed budgeted expenditures for the following year. The policy also sets specific requirements on how to address variances form the target (+/- 3%).

If the fund balance is expected to fall to 25% or lower, the following corrective action plan is required: The City will immediately create a plan such that fund balance is greater than 25% within three years by:

a. controlling operating expenditures, adjusting operations and/or dedicating excess or specific revenue sources
b. adjusting operations and capital projects and/or
c. dedicating excess or specific revenue sources
d. any other means as recommended by staff and approved by City Council

If fund balance is expected to be 33% or greater, the following action is required: The City Council shall discuss elevated fund balance level, and shall consider:

a. moving a portion of fund balance from unassigned to assigned
b. lowering taxes
c. appropriating funds over the next three fiscal years to one time/capital projects and/or
d. articulating reason for elevated balance (saving for pension paydown, anticipated economic downturn, etc.)
e. other option as council deems appropriate

The City's minimum reserve as a percentage of budgeted expenditures is 10%-20% individually and collectively amongst the three road funds, 12%-22% for parks and recreational services, and varying reserves for the remaining special revenue funds dependent on the funds' yearly activity and capital needs. Subsequent to year end, the City amended the policy to update the minimum reserve percentages, which will be in effect for the fiscal year ended June 30, 2026. The City's reserve policies are based on sound fiscal principles designed to maintain adequate fund balance levels, which are an important component of the City's financial strength. The City will seek to maintain a diversified and stable revenue system to shelter itself from short-run fluctuations in any one revenue source and will establish all user charges and fees at a level consistent with the cost of providing such services.

Notes to Financial Statements

Interfund Transactions

During the course of normal operations, the City has numerous transactions between funds, including expenditures and transfers of resources to provide services, construct assets, and service debt. The accompanying financial statements generally reflect such transactions as transfers. Balances outstanding at year-end are reported as due to/from other funds. Transfers between governmental or proprietary funds are netted as part of the reconciliation to the government-wide financial statements.

Pensions and Other Postemployment Benefits

For purposes of measuring the net pension liability and net other postemployment benefits asset, deferred outflows of resources and deferred inflows of resources related to pensions and other postemployment benefits, and pension and other postemployment benefit expense, information about the fiduciary net position of the plans and additions to/deductions from the plan fiduciary net position have been determined on the same basis as they are reported by the plans. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Special Assessments

Special assessments, if any, are recorded as revenues in the fund financial statements when due, not when levied. Estimated annual installments not yet available are reflected as deferred inflows of resources in the governmental fund financial statements and as revenues in the government-wide financial statements. Special assessments are billed July 1 and are due and payable August 31 with the City's regular tax levies.

Property Tax Revenue

Property taxes are levied on each July 1 and become an enforceable lien at that time; the tax is based on the taxable valuation of property as of the preceding December 31. Taxes are considered delinquent on March 1 of the following year, at which time penalties and interest are assessed.

The City's 2024 property tax revenue was levied and collectible on July 1, 2024 and is recognized as revenue in the year ended June 30, 2025 when the proceeds of the levy are budgeted and available for the financing of operations.

Notes to Financial Statements

Taxes were levied as follows:

Purpose	Millage Rate	Revenue
General operating	4.7505	$ 23,518,000
Police and fire supplemental millage	1.3518	6,706,000
Parks and recreation operations	0.3648	1,808,000
Library operations	0.7303	3,620,000
Street maintenance operations	1.4197	7,037,000
Drains maintenance operations	0.6120	3,033,000
Debt levies for library	0.3471	1,721,000
Capital improvements	0.9514	4,716,000
Economic development	0.0100	49,000
		$ 52,208,000

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

The City utilizes various investment instruments which are exposed to various risks, such as interest rate, credit and overall market volatility. Due to the level of risk associated with certain investment securities, it is reasonably possible that changes in the values of investment securities will occur in the near term and that such changes could materially affect the amounts reported in the financial statements.

2. STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY

Budgetary Data

The City is legally subject to the budgetary control requirements of State of Michigan P.A. 621 of 1978 (the "Uniform Budgeting Act"). The following is a summary of the requirements of this act according to the State Treasurer's Bulletin for Audits of Local Units of Government in Michigan, dated April 1982, as amended by P.A. 493 of 2000:

- Budgets must be adopted for the general fund and special revenue funds.
- Budgeted expenditures cannot exceed budgeted revenue and fund balance.
- The budgets must be amended when necessary.
- Public hearings must be held before budget adoptions.
- Expenditures cannot exceed budget appropriations.
- Expenditures must be authorized by a budget before being incurred.

Notes to Financial Statements

The City adopts a formal budget for the general fund and all special revenue funds. A comparison of the budget with statements of actual revenue and expenditures, including budget variances, for the general fund and the major street special revenue fund are presented as a part of the basic financial statements. A comparison of the budget with statements of actual revenue and expenditures, including budget variances, for the nonmajor governmental funds is presented as other supplemental information.

The budget is adopted by activity (departmental). Although spending estimates are produced for each line item, budgetary control is exercised at this activity (departmental) level. Expenditures at this level must be approved by the City Council. Expenditures at this level in excess of budget appropriation are a violation of Michigan law.

In accordance with the State of Michigan Uniform Budgeting and Account Act, Act 2 of 1968, "the legislative body of each local unit shall pass a general appropriations act for all funds except trust or agency, internal service, enterprise, debt service or capital project funds for which the legislative body may pass a special appropriation act". The City legally adopts a budget for all funds except fiduciary, internal service, enterprise, debt service or capital project funds, these funds have an adopted budget for information and expenditure tracking purposes only. GAAP serves as the basis of budgeting.

The City follows these procedures in establishing the budgetary data reflected in the financial statements:

1. Prior to the third Monday in April, the City Manager submits to the City Council a proposed operating budget for the fiscal year commencing on the following July 1. The operating budget includes proposed expenditures and the means of financing them.

2. A public hearing is conducted to obtain taxpayer comments.

3. Prior to the third Monday in May, the budget is legally enacted through passage of an ordinance.

During the current year, the budgets were approved and amended in a legally permissible manner.

Expenditures in Excess of Appropriations

P.A. 621 of 1978 of the State of Michigan, as amended, provides that a local unit shall not incur expenditures in excess of the amount appropriated in budget resolutions of the governing body. Budgets are required by State law for general and special revenue funds.

In the body of the financial statements, the City's actual and budgeted expenditures for the budgetary funds have been shown on a categorical level, with the approved budgets of the City of those budgetary funds being adopted at the department level.

Notes to Financial Statements

During the year ended June 30, 2025, the City incurred expenditures in excess of the amounts appropriated as follows:

	Final Budget	Actual	Over Budget
General fund			
Current:			
General government:			
Assessing	$ 890,533	$ 890,544	$ 11
City attorney, insurance, and claims	800,100	805,870	5,770
Public safety:			
Police	16,468,847	16,527,460	58,613
Fire	8,122,191	8,202,878	80,687
Debt service:			
Principal	55,132	70,098	14,966
Interest and fiscal charges	4,526	6,970	2,444

Deficit Fund Equity

At year end, the City reported unassigned fund balance deficits in the capital improvement program capital projects fund and the nonmajor community development block grant special revenue fund of $5,320,793 and $9,023, respectively. The deficit in the capital improvement program capital projects fund resulted largely from internal borrowing. In prior years, the City council approved a plan to advance construct significant projects totaling approximately $17 million and to borrow funds either internally or externally to fund the projects. After reviewing funding options (internal borrowings vs. bond issuance), it was determined that the most beneficial way to handle the financing was to borrow internally using long-term capital reserves from other City funds. Internal borrowing will save the City several hundred thousand dollars of bond issuance costs and the millions in interest costs incurred would stay within the City. The City has an approved deficit elimination plan ("DEP") with the State of Michigan for the fiscal year ended June 30, 2024 and will be updating the plan based on the final June 30, 2025 audit. The deficit in the community development block grant special revenue fund was equal to the revenues deferred as a result of receivables collected outside of the period of availability.

State Construction Code Act

The City oversees building construction, in accordance with the State's Construction Code Act, including inspection of building construction and renovation to ensure compliance with the building codes. The City charges fees for these services. The law requires that collection of these fees be used only for construction code costs, including an allocation of estimated overhead costs. A summary of the current year activity and the cumulative surplus or shortfall is as follows:

Shortfall at July 1, 2024	$ (3,472,005)
Current year building permit revenue	1,904,571
Related costs	(1,886,273)
Cumulative shortfall at June 30, 2025	$ (3,453,707)

Notes to Financial Statements

3. DEPOSITS AND INVESTMENTS

Following is a reconciliation of deposit and investment balances as of June 30, 2025:

	Primary Government	Component Units	Totals
Statement of net position			
Cash and cash equivalents	$ 2,595,287	$ 86,757	$ 2,682,044
Investments	74,647,312	-	74,647,312
Statement of fiduciary net position			
Postemployment benefits -			
Retiree healthcare benefits trust fund:			
Cash and cash equivalents	36,920	-	36,920
Investments	38,396,655	-	38,396,655
Total	$ 115,676,174	$ 86,757	$ 115,762,931

Deposits and investments	
Bank deposits:	
Checking / savings accounts	$ 2,689,935
Certificates of deposit	16,400,995
Portfolio cash - Retiree Health Care Benefits Trust Fund	24,924
Investments:	
City pool	58,246,317
Retiree Health Care Benefits Trust Fund	38,396,655
Cash on hand	4,105
Total	$ 115,762,931

Custodial Credit Risk - Deposits. Custodial credit risk is the risk that, in the event of a bank failure, the City's deposits might not be returned. As of June 30, 2025, $18,575,817 of the City's bank balance of $22,268,448 was exposed to custodial credit risk because it was uninsured and uncollateralized.

The City's investment policy does not specifically address this risk, although the City believes that due to the dollar amounts of cash deposits and the limits of FDIC insurance, it is impractical to insure all bank deposits. As a result, the City evaluates each financial institution with which it deposits City funds and assesses the level of risk of each institution; only those institutions with an acceptable estimated risk level are used as depositories.

Custodial Credit Risk - Investments. For investments, custodial credit risk is the risk that, in the event of the failure of the counterparty, the City will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. As of June 30, 2025, none of the City's investments, excluding the money market accounts which are not subject to custodial credit risk were exposed to risk since the securities are held in the City's name by the counterparty.

Notes to Financial Statements

The City's investments at fair value, as determined by quoted market price are as follows:

	City	Retiree Health Care Benefits Trust Fund
U.S. government securities	$ 922,149	$ 9,658,064
U.S. agency securities	13,652,079	3,485,250
Corporate bonds	-	3,489,774
Municipal bonds	12,485,991	-
Equities	-	7,051,056
Mutual funds	-	5,884,515
Money market funds	11,185,442	-
Michigan CLASS government investment pool	19,005,850	-
Commercial paper	992,249	-
MERS Retiree Healthcare Funding Vehicle	-	5,576,566
Hedge funds	-	2,251,430
Private equity funds	-	1,000,000
Bank investment pool - Oakland County	2,557	-
Total investments	$ 58,246,317	$ 38,396,655

Credit Risk. Statutes and various bond indentures authorized the City to invest in obligations of the U.S. Treasury, governmental agencies and instrumentalities, commercial paper rated at the time of purchase within the two highest classifications established by not less than two standard rating services, bankers' acceptances of U.S. banks, U.S. government or federal agency obligation repurchase agreements, obligations of the State of Michigan or any of its political subdivisions rated as investment grade by not less than one standard rating service, and mutual funds composed of the types of investment vehicles named previously.

Notes to Financial Statements

The City's investments were rated as follows:

	City	Retiree Health Care Benefits Trust Fund
Standard & Poor's AAA	$ 19,005,850	$ -
Standard & Poor's AA+	10,043,862	-
Standard & Poor's AA	7,040,266	-
Standard & Poor's AA-	1,496,302	136,489
Standard & Poor's A+	-	651,991
Standard & Poor's A	197,112	1,291,862
Standard & Poor's A-	-	864,249
Standard & Poor's BBB+	-	390,230
Standard & Poor's BBB	-	154,953
Standard & Poor's A1	992,249	-
Moody's Aa1	-	9,658,064
Moody's Aa3	233,479	-
Moody's A1	175,777	-
Unrated	-	3,485,250
Not subject to credit risk	19,061,420	21,763,567
Total investments	$ 58,246,317	$ 38,396,655

Interest Rate Risk. Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment. As of June 30, 2025, maturities of the City's investments were as follows:

	City	Retiree Health Care Benefits Trust Fund
Less than 1 year	$ 9,822,010	$ 72,791
1 - 5 years	15,798,127	9,027,559
6 - 10 years	2,256,554	3,520,751
More than 10 years	175,777	4,011,987
No maturity	30,193,849	21,763,567
Total	$ 58,246,317	$ 38,396,655

Concentration of Credit Risk. Concentration of credit risk is the risk of loss attributed to the magnitude of the City's investment in a single issuer. The State generally limits investments in a single issuer to no more than 5% of the total portfolio assets, with the exception of obligations issued, assumed, or guaranteed by the United States.

Notes to Financial Statements

At June 30, 2025, the investment portfolio was concentrated as follows:

Investment Type	Issuer	Percentage of Portfolio	
		City	Retiree Health Care Benefits Trust Fund
MERS Retiree Healthcare Funding Vehicle	MERS	N/A	14.5%
MFS International Diversification Fund Class A Mutual Fund	Morgan Stanley	N/A	7.7%
Michigan CLASS investment pool	Michigan CLASS	32.6%	N/A
Money market funds	Huntington National Bank	19.2%	N/A

Fair Value Measurement. The City categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset, as determined by the investment advisors. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; and Level 3 inputs are significant unobservable inputs. These levels are determined by the City's investment manager, and are determined at the fund level based on a review of the investment's class, structure, and what kind of securities are held in the funds. The City had the following recurring fair value measurements as of June 30, 2025:

	Level 1	Level 2	Level 3	Total
U.S. government securities	$ 10,580,213	$ -	$ -	$ 10,580,213
U.S. agency securities	17,137,329	-	-	17,137,329
Corporate bonds	3,489,774	-	-	3,489,774
Municipal bonds	-	12,485,991	-	12,485,991
Equities	6,837,184	213,872	-	7,051,056
Mutual funds	-	5,884,515	-	5,884,515
Money market funds	11,185,442	-	-	11,185,442
Commercial paper	992,249	-	-	992,249
MERS Retiree Healthcare Funding Vehicle	5,576,566	-	-	5,576,566
	$ 55,798,757	$ 18,584,378	$ -	74,383,135
Investments measured at NAV				
Michigan CLASS investment pool				19,005,850
Hedge funds				2,251,430
Private equity funds				1,000,000
Investments measured at amortized cost				
Bank investment pool - Oakland County				2,557
				$ 96,642,972

Notes to Financial Statements

The fair value of the City's Level 1 investments is based on quotes from publicly traded securities markets, where available. The fair value of the City's Level 2 investments is determined primarily by a matrix pricing technique, which is used to value securities based on their relationship to benchmark quoted prices. Due to the inherent uncertainty of determining the fair value of investments that are not publicly traded, the fair value reported for these investments may differ significantly from the values that would have been used had a publicly traded market existed for such investments. The investments in the Michigan CLASS government investment pool are not categorized as they are measured at net asset value per share or its equivalent.

Investments in Entities that Calculate Net Asset Value per Share. The City holds share in Michigan CLASS whereby the fair value of the investment is measured on a recurring basis using net asset value per share (or its equivalent) of the investment pool as a practical expedient.

At year end, the net asset value of the City's investment in Michigan CLASS was $19,005,850. The investment pool had no unfunded commitments, specific redemption frequency or redemption notice period required. The Michigan CLASS investment pool invests in U.S. treasury obligations, federal agency obligations of the U.S. government, high-grade commercial paper (rated 'A-1' or better) collateralized bank deposits, repurchase agreements (collateralized at 102% by Treasuries and agencies), and approved money-market funds. The program seeks to provide safety, liquidity, convenience, and competitive rates of return, and is designed to meet the needs of Michigan public sector investors. It purchases securities that are legally permissible under state statutes and are available for investment by Michigan counties, cities, townships, school districts, authorities, and other public agencies.

In addition, the City holds shares in two hedge funds (BCRED and BREIT) and one private equity fund (ARES), with net asset values at year end of $2,251,430 and $1,000,000, respectively. These three investments are considered alternative investments and are part of the overall asset allocation for diversification and long-term appreciation. There were no unfunded commitments related to these investments as all were fully funded at the time of investment. There is a quarterly redemption feature for BCRED and ARES, and a monthly redemption feature for BREIT, with a required notice of one to three days to the end of the quarter/month to get liquidated for that quarter/month. Each fund has a 5% redemption feature quarterly/monthly of the entire fund balance. If the total value of the redemption request is more than 5% of the outstanding total fund value, investors will be able to redeem on a pro rata basis. The City has no intention to sell these investments, aside from selling to keep the asset allocation in line over time, which would result in a shaving off of the position. However, there is no cost to sell after the fund has been held by the City for one year.

Notes to Financial Statements

4. RECEIVABLES

Receivables are comprised of the following at year-end:

	Governmental Activities	Business-type Activities
Special assessments receivable	$ -	$ 721,925
Water and sewer billing receivable	-	7,152,114
Accrued interest receivable	265,483	-
Leases receivable	624,560	3,210,000
Other receivables	1,184,184	17,143
Due from other governments	2,858,112	-
Advances to other governments	2,375	-
	$ 4,934,714	$ 11,101,182
Amount not expected to be collected within one year	$ 859,098	$ 3,855,425

Notes to Financial Statements

5. LEASES

Lessee - The City is involved in one agreement as a lessee that qualifies as a long-term lease agreement. Below is a summary of the nature of this agreement. This agreement qualifies as an intangible, right-to-use asset and not a financed purchase, as the City will not own the asset at the end of the contract term and the noncancelable term of the agreement surpasses one year.

The right-to-use asset and the related activity are included in Note 9, Capital Assets. The lease liability and related activity are presented in Note 10, Bonds and Other Long-term Liabilities.

	Remaining Term of Agreement
Asset Type	
Equipment	4 years

The net present value of future minimum payments as of June 30, 2025, were as follows:

Year Ended June 30,	Principal	Interest
2026	$ 15,575	$ 1,836
2027	16,210	1,201
2028	16,870	541
2029	4,324	29
Totals	$ 52,979	$ 3,607

Lessor - The City is involved in five agreements as a lessor that qualify as long-term lease agreements. Below is a summary of these agreements. These agreements qualify as long-term lease agreements as the City will not surrender control of the asset at the end of the term and the noncancelable term of the agreement surpasses one year. Total lease revenue for the year ended June 30, 2025 was $73,173.

	Remaining Term of Arrangement
Asset type	
Cell towers	1-31 years
Ice arena	1 year
Use of City fire station	7 years

Notes to Financial Statements

6. SUBSCRIPTION-BASED INFORMATION TECHNOLOGY ARRANGEMENTS

The City is involved in one arrangement that qualifies as a long-term subscription-based information technology ("SBITA") arrangement. Below is a summary of the nature of this arrangement. This arrangement qualifies as an intangible, right-to-use subscription asset as the City has the control of the right to use another party's IT software and the noncancelable term of the arrangement surpasses one year.

	Remaining Term of Agreement
Asset Type	
Subscription assets	1 year

The right-to-use asset and the related activity are included in Note 9, Capital Assets. The subscription liability and related activity are presented in Note 10, Bonds and Other Long-term Liabilities.

The net present value of future minimum payments as of June 30, 2025, were as follows:

Year Ended June 30,	Principal	Interest
2026	$ 58,003	$ 2,320

7. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

Accounts payable and accrued liabilities are comprised of the following at year-end:

	Governmental Activities	Business-type Activities
Accounts payable	$ 4,688,962	$ 4,842,702
Accrued salaries and wages	1,313,538	68,328
Other accrued liabilities	479,321	103,692
Accrued interest payable	23,950	-
Claims and judgments payable	101,161	-
	$ 6,606,932	$ 5,014,722

Notes to Financial Statements

8. INTERFUND RECEIVABLES AND PAYABLES AND TRANSFERS

The composition of interfund balances as of June 30, 2025, was as follows:

	Due from Other Funds	Due to Other Funds
General fund	$ 2,159,490	$ -
Capital improvement program capital projects fund	-	2,156,959
Nonmajor governmental funds	-	2,531
Total	$ 2,159,490	$ 2,159,490

The above balances generally resulted from a time lag between the dates that interfund goods and services are provided or reimbursable expenditures occur, transactions are recorded in the accounting system, and payments between funds are made.

Advances between funds are comprised of the following at year-end:

	Advances to Other Funds	Advances from Other Funds
Capital improvement program capital projects fund	$ -	$ 3,100,000
Water and sewer enterprise fund	3,100,000	-
Total	$ 3,100,000	$ 3,100,000

To minimize the overall cost of securing funds to maximize the amount of capital projects that be completed using the capital improvements millage, the City identified long-term capital reserves in the water and sewer enterprise fund that were available for temporary advancement to the capital improvement program capital projects fund without impacting the operations or rates charged to customers. On June 19, 2017, the City Council approved the advancement of an amount not to exceed $17 million from the water and sewer enterprise fund to the capital improvement program capital projects fund to be disbursed on an "as needed" basis. The advancement would bear a fixed interest rate of 3%, which represents the approximate market rate of interest the City would pay if it bonded independently to fund the projects. The repayment period is not to exceed 10 years, with amounts to be repaid monthly, via internal transfers, using the proceeds from the voter-approved capital improvements millage or other funds at the City's discretion. Principal payments on the outstanding loan are straight-line over the 10 year period beginning July 2017 through June 2027. Payments have first preference from the annual capital improvements millage before any other expenditure from the capital improvement program capital projects fund.

Notes to Financial Statements

Advances between the primary government and component unit are as follows:

	Advances to Component Unit	Advances from Primary Government
Nonmajor governmental funds	$ 1,561,862	$ -
Corridor improvement authority	-	1,561,862
Total	$ 1,561,862	$ 1,561,862

The advance between the special assessment revolving nonmajor capital projects fund and the Corridor Improvement Authority ("CIA") component unit is to advance fund the construction of a portion of the crescent boulevard extension (NE portion of the Ring Road). The CIA will repay the internal borrowing with its annual tax captures and is projected to be paid in full over the next six years, beginning June 30, 2020, ending June 30, 2026.

For the current fiscal year, interfund transfers consisted of the following:

	Transfers in
Transfers Out	Nonmajor Governmental Funds
General fund	$ 347,000
Nonmajor governmental funds	2,066,000
	$ 2,413,000

Transfers are used to: (1) move revenues from the fund that is required to collect them to the fund that is required or allowed to expend them; (2) move receipts restricted to or allowed for debt service from the funds collecting the receipts to the debt service fund as debt service payments become due; and (3) use unrestricted revenues collected in the general fund to finance various programs accounted for in other funds in accordance with budgetary authorizations.

Transfers were made as follows:

- The transfer from the general fund to the public improvement capital projects fund (nonmajor) was to fund future capital projects.
- The transfer from the municipal street special revenue fund (nonmajor) to the local street special revenue fund (nonmajor) was to fund current and future street improvement projects.

Notes to Financial Statements

9. CAPITAL ASSETS

Capital asset activity for the year of the City's governmental activities was as follows:

	Beginning Balance	Additions	Disposals	Transfers	Ending Balance
Governmental activities					
Capital assets not being depreciated/amortized:					
Land	$ 41,721,141	$ 210,000	$ -	$ -	$ 41,931,141
Construction in progress	17,254,846	9,873,418	-	(4,604,595)	22,523,669
	58,975,987	10,083,418	-	(4,604,595)	64,454,810
Capital assets being depreciated/amortized:					
Roads	162,995,413	4,718,967	(12,126,448)	4,126,084	159,714,016
Nonmotorized pathway improvements	18,488,121	-	-	-	18,488,121
Bridges	2,256,131	-	-	-	2,256,131
Drains	18,598,832	-	-	-	18,598,832
Buildings and improvements	64,816,713	333,618	(329,513)	95,723	64,916,541
Machinery and equipment	26,099,629	1,258,829	(404,680)	-	26,953,778
Land improvements	13,243,129	738,859	-	382,788	14,364,776
Library books	3,416,875	531,917	(468,513)	-	3,480,279
Lease equipment (Note 5)	82,325	-	-	-	82,325
Subscription assets (Note 6)	165,537	-	-	-	165,537
	310,162,705	7,582,190	(13,329,154)	4,604,595	309,020,336
Less accumulated depreciation/amortization for:					
Roads	(88,008,608)	(6,139,962)	12,126,448	-	(82,022,122)
Nonmotorized pathway improvements	(8,110,460)	(801,728)	-	-	(8,912,188)
Bridges	(1,855,023)	(70,654)	-	-	(1,925,677)
Drains	(9,164,573)	(703,086)	-	-	(9,867,659)
Buildings and improvements	(28,188,945)	(1,511,871)	305,659	-	(29,395,157)
Machinery and equipment	(19,032,433)	(2,072,686)	379,086	-	(20,726,033)
Land improvements	(2,168,263)	(574,824)	-	-	(2,743,087)
Library books	(262,725)	(414,231)	234,257	-	(442,699)
Lease equipment (Note 5)	(16,465)	(16,465)	-	-	(32,930)
Subscription assets (Note 6)	(41,384)	(41,384)	-	-	(82,768)
	(156,848,879)	(12,346,891)	13,045,450	-	(156,150,320)
Total capital assets being depreciated/amortized, net	153,313,826	(4,764,701)	(283,704)	4,604,595	152,870,016
Governmental activities capital assets, net	$ 212,289,813	$ 5,318,717	$ (283,704)	$ -	$ 217,324,826

Notes to Financial Statements

Capital asset activity for the year of the City's business-type activities was as follows:

	Beginning Balance	Additions	Disposals	Transfers	Ending Balance
Business-type activities					
Capital assets not being depreciated:					
Land	$ 2,272,256	$ -	$ -	$ -	$ 2,272,256
Construction in progress	17,350,786	669,720	-	(14,844,225)	3,176,281
	19,623,042	669,720	-	(14,844,225)	5,448,537
Capital assets being depreciated:					
Water and sewer distribution systems	236,168,887	1,841,255	-	14,116,246	252,126,388
Buildings and improvements	34,399,407	567,744	(39,343)	37,825	34,965,633
Machinery and equipment	4,240,146	278,712	(98,349)	50,302	4,470,811
Land improvements	3,310,343	47,105	-	639,852	3,997,300
	278,118,783	2,734,816	(137,692)	14,844,225	295,560,132
Less accumulated depreciation for:					
Water and sewer distribution systems	(97,861,751)	(4,899,180)	-	-	(102,760,931)
Buildings and improvements	(16,030,948)	(935,984)	39,343	-	(16,927,589)
Machinery and equipment	(3,017,010)	(353,258)	98,349	-	(3,271,919)
Land improvements	(776,315)	(170,331)	-	-	(946,646)
	(117,686,024)	(6,358,753)	137,692	-	(123,907,085)
Total capital assets being depreciated, net	160,432,759	(3,623,937)	-	14,844,225	171,653,047
Business-type activities capital assets, net	$ 180,055,801	$ (2,954,217)	$ -	$ -	$ 177,101,584

Notes to Financial Statements

Capital asset activity for the year of the discretely presented component units was as follows:

	Beginning Balance	Additions	Disposals	Transfers	Ending Balance
Component Unit - Economic Development Corporation					
Capital assets not being depreciated -					
Historical treasure	$ 35,000	$ -	$ -	$ -	$ 35,000

	Beginning Balance	Additions	Disposals	Transfers	Ending Balance
Component Unit - Corridor Improvement Authority					
Capital assets being depreciated -					
Roads	$ 3,966,256	$ -	$ -	$ -	$ 3,966,256
Less accumulated depreciation for -					
Roads	(317,300)	(158,651)	-	-	(475,951)
Total capital assets being depreciated, net	3,648,956	(158,651)	-	-	3,490,305
Component Unit - Corridor Improvement Authority capital assets, net	$ 3,648,956	$ (158,651)	$ -	$ -	$ 3,490,305

Depreciation/amortization expense was charged to governmental activities functions as follows:

General government	$ 644,227
Public safety	1,462,401
Public works	8,474,467
Community and economic development	111,261
Recreation and culture	1,654,535
Total governmental activities	$ 12,346,891

Depreciation expense was charged to business-type activities functions as follows:

Water and sewer	$ 5,504,674
Ice arena	336,004
Nonmajor - senior housing	518,075
Total business-type activities	$ 6,358,753

Notes to Financial Statements

Construction commitments consisted of the following at June 30, 2025:

Governmental activities	
Sidewalks and pathways	$ 4,629
Street construction	5,195,298
Drains	1,016,692
Total governmental activities	$ 6,216,619
Business-type activities	
Water and sewer	$ 197,794

10. BONDS AND OTHER LONG-TERM LIABILITIES

The following is a summary of bonds and other long-term liabilities transactions of the City for the year ended June 30, 2025:

	Beginning Balance	Additions	Deductions	Ending Balance	Due Within One Year
Governmental activities					
General obligation bonds					
$8,715,000 2016 Unlimited Tax Library Refunding Bonds, installments of $165,000 to $1,390,000 through October 1, 2026, interest at 2.0% to 4.0%	$ 4,025,000	$ -	$ (1,295,000)	$ 2,730,000	$ 1,340,000
Lease liability (Note 5)	67,945	-	(14,966)	52,979	15,575
Subscription liability (Note 6)	113,135	-	(55,132)	58,003	58,003
Unamortized premium					
2016 Unlimited Tax Library Refunding Bonds	256,061	-	(128,030)	128,031	128,031
Compensated absences*	2,853,596	263,892	-	3,117,488	1,823,073
Total governmental activities	$ 7,315,737	$ 263,892	$ (1,493,128)	$ 6,086,501	$ 3,364,682

Notes to Financial Statements

	Beginning Balance	Additions	Deductions	Ending Balance	Due Within One Year
Business-type activities					
General obligation bonds					
$9,075,000 2015 Senior Complex Recreation Facility Refunding Bonds, installments of $850,000 to $1,020,000 through October 1, 2025, interest at 2.29%	$ 2,020,000	$ -	$ (1,000,000)	$ 1,020,000	$ 1,020,000
Compensated absences*	71,142	20,282	-	91,424	83,106
Total business-type activities	$ 2,091,142	$ 20,282	$ (1,000,000)	$ 1,111,424	$ 1,103,106

* The change in compensated absences liability is presented as a net change.

Annual debt service requirements to maturity for general obligation bonds are as follows:

	Governmental Activities		Business-type Activities	
Year Ended June 30,	Principal	Interest	Principal	Interest
2026	$ 1,340,000	$ 75,700	$ 1,020,000	$ 11,679
2027	1,390,000	27,800	-	-
	$ 2,730,000	$ 103,500	$ 1,020,000	$ 11,679

All general obligation bonded debt is supported by the City's full faith and credit. Interest is payable on all obligations semi-annually. Principal is paid on an annual basis.

Notes to Financial Statements

11. RISK MANAGEMENT

The City is exposed to various risks of loss related to property loss, torts, errors and omissions, and employee injuries (workers' compensation), as well as medical benefits provided to employees. The City has purchased commercial insurance for employee medical benefit claims, property and casualty claims, and for vehicle and contractor equipment damage claims. The City participates in the Michigan Municipal League (MML) risk pool for claims relating to workers' compensation. Settled claims relating to the commercial insurance have not exceeded the amount of insurance coverage in any of the past five fiscal years.

The Michigan Municipal League risk pool program operates as a common risk-sharing management program for local units of government in Michigan; member premiums are used to purchase commercial excess insurance coverage and to pay member claims in excess of deductible amounts.

The City estimates the liability for general liability claims that have been incurred through the end of the fiscal year, including claims that have been reported as well as those that have not yet been reported, as follows:

	Fiscal Year Ended June 30,	
	2025	2024
Estimated liability, beginning of year	$ 90,450	$ 613,117
Estimated claims incurred, including changes in estimates	56,888	23,708
Claim recoveries (payments)	(46,177)	(546,375)
Estimated liability, end of year	$ 101,161	$ 90,450

12. PROPERTY TAXES

Property taxes attach as an enforceable lien on property as of the date they are levied. City, county operating, ISD, community college, and 50% of school taxes are levied and due July 1 and become delinquent after August 31. Non-operating county taxes and the balance of school taxes are levied and due December 1 and become delinquent after February 14. In March, taxes on real property still delinquent are purchased by the County's tax revolving funds. Collections of ISD, community college, school, and county taxes and remittances are accounted for in the tax custodial fund. City property tax revenues are recognized in the fiscal year for which the taxes are levied.

The City is permitted by charter and state law to levy taxes up to $6.50 per $1,000 of assessed valuation for general operations other than the payment of principal and interest on long-term debt. The tax rate to finance general governmental services other than the payment of principal and interest on long-term debt for the year ended June 30, 2025 was $4.7505 per $1,000 of taxable value.

Notes to Financial Statements

13. TAX ABATEMENTS

The City received reduced property tax revenues during fiscal year 2025 as a result of industrial facilities tax exemptions (IFT's) and Brownfield Redevelopment agreements.

The IFT's were entered into based upon the Plant Rehabilitation and Industrial Development Districts Act, (known as the Industrial Facilities Exemption), PA 198 of 1974, as amended. IFT's provide a tax incentive to manufacturers to enable renovation and expansion of aging facilities, assist in the building of new facilities, and to promote the establishment of high tech facilities. Properties qualifying for IFT status are taxed at 50% of the millage rate applicable to other real and personal property in the City. The abatements amounted to approximately $241,000 in reduced City tax revenues for fiscal year 2025.

Brownfield Redevelopment Agreements are granted in the State of Michigan under the Brownfield Redevelopment Act, PA 381 of 1996, as amended, and are intended to promote the redevelopment of properties with presence or perception of contamination. Under this act, a municipality may create a Brownfield Redevelopment Authority to develop and implement Brownfield projects. Tax increment financing may be used as a tool for property redevelopment. The abatements amounted to approximately $230,000 in reduced City tax revenues for fiscal year 2025.

14. PENSION PLAN - AGENT MULTIPLE-EMPLOYER PLAN

General Information About the Plan

Plan Description. The City's defined benefit pension plan provides certain retirement, disability and death benefits to plan members and beneficiaries. The City participates in the Municipal Employees Retirement System (MERS) of Michigan. MERS is an agent multiple-employer, statewide public employee pension plan established by the Michigan Legislature under Public Act 135 of 1945 and administered by a nine member Retirement Board. MERS issues a publicly available financial report that includes financial statements and required supplementary information. This report may be obtained accessing the MERS website at www.mersofmich.com.

Employees Covered by Benefit Terms. At the December 31, 2024 valuation date, plan membership consisted of the following:

Inactive employees or beneficiaries currently receiving benefits	246
Inactive employees entitled to but not yet receiving benefits	52
Active employees	122
Total membership	420

Notes to Financial Statements

Contributions and Benefits Provided

The employer is required to contribute amounts at least equal to the actuarially determined rate, as established by the MERS Retirement Board. The actuarially determined rate is the estimated amount necessary to finance the cost of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. In addition, the employer may establish contribution rates to be paid by its covered employees. For the year ended June 30, 2025, employer contribution amounts for closed plans were based on projected payroll and for open plans were based on a percentage of payroll.

Employee contribution amounts or rates and benefits provided, by division/bargaining unit, were as follows for the year ended June 30, 2025:

- ***General Nonunion (Administrative Staff)*** - Retirement benefits for employees are calculated as 2.5 percent of the employee's final three-year average salary times the employee's years of service with a retirement maximum benefit of 80 percent of final average compensation. Normal retirement age is 60 with early retirement at 55 with 25 years of service (unreduced), 55 with 15 years of service (reduced), or 50 with 25 years of service (reduced). The vesting period is 10 years. Employees are eligible for nonduty disability benefits after 10 years of service and for duty-related disability benefits upon hire. Disability retirement benefits are determined in the same manner as retirement benefits, but are payable immediately without an actuarial reduction with duty disability no less than 25 percent of the member's final average compensation. Death benefits are computed in the same manner as a regular retirement allowance and may be payable to a spouse or children. Employees are eligible for nonduty death benefits after meeting the vesting requirements for a regular pension. The vesting requirements are waived for duty-connected death benefits, and the minimum benefit is 25 percent of the deceased member's final average compensation. An employee who leaves service before vesting withdraws his or her contributions plus any accumulated interest. Members contribute 4.48 percent of their salary to fund benefits. The defined benefit plan was closed to new hired members of this group effective May 1, 2006.

- ***POLC*** - Retirement benefits for employees are calculated as 2.8 percent of the employee's final three-year average salary times the employee's years of service with a retirement maximum benefit of 80 percent of final average compensation. Normal retirement age is 60 with early retirement at 55 with 25 years of service (unreduced) or 55 with 15 years of service (reduced). The vesting period is 10 years. Employees are eligible for nonduty disability benefits after 10 years of service and for duty-related disability benefits upon hire. Disability retirement benefits are determined in the same manner as retirement benefits, but are payable immediately without an actuarial reduction with duty disability no less than 20 percent of the member's final average compensation. Death benefits are computed in the same manner as a regular retirement allowance and may be payable to a spouse or children. Employees are eligible for nonduty death benefits after meeting the vesting requirements for a regular pension. The vesting requirements are waived for duty-connected death benefits, and the minimum benefit is 25 percent of the deceased member's final average compensation. An employee who leaves service before vesting withdraws his or her contributions, plus any accumulated interest. Members contribute 9.24 percent of their salary to fund benefits. The defined benefit plan was closed to new hired members of this group effective May 1, 2006.

- ***Fire Local 3232*** - Retirement benefits for employees are calculated as 2.5 percent of the employee's final three-year average salary times the employee's years of service with a retirement maximum benefit of 80 percent of final average compensation. Normal retirement age is 60 with early retirement at 50 with 25 years of service (unreduced) or 55 with 15 years of service (reduced). The vesting period is 10 years. Employees are eligible for nonduty disability benefits after 10 years of service and for duty-related disability benefits upon hire. Disability retirement benefits are determined in the same manner as retirement benefits, but are payable immediately without an actuarial reduction with duty disability no less than 25 percent of the member's final average compensation. Death benefits are computed in the same manner as a regular retirement allowance and may be payable to a spouse or children. Employees are eligible for nonduty death benefits after meeting the vesting requirements for a regular pension. The vesting requirements are waived for duty-connected death benefits, and the minimum benefit is 25 percent of the deceased member's final average compensation. An employee who leaves service before vesting withdraws his or her contributions, plus any accumulated interest. Members contribute 6.33 percent of their salary to fund benefits. The defined benefit plan was closed to new hired members of this group effective June 1, 2009.

- ***General Union (Police Clerks)*** - Retirement benefits for employees are calculated as 2.5 percent of the employee's final three-year average salary times the employee's years of service with a retirement maximum benefit of 80 percent of final average compensation. Normal retirement age is 60 with early retirement at 50 with 25 years of service (reduced) or 55 with 15 years of service (reduced). The vesting period is 10 years. Employees are eligible for nonduty disability benefits after 10 years of service and for duty-related disability benefits upon hire. Disability retirement benefits are determined in the same manner as retirement benefits, but are payable immediately without an actuarial reduction with duty disability no less than 25 percent of the member's final average compensation. Death benefits are computed in the same manner as a regular retirement allowance and may be payable to a spouse or children. Employees are eligible for nonduty death benefits after meeting the vesting requirements for a regular pension. The vesting requirements are waived for duty-connected death benefits, and the minimum benefit is 25 percent of the deceased member's final average compensation. An employee who leaves service before vesting withdraws his or her contributions, plus any accumulated interest. Members contribute 3.89 percent of their salary to fund benefits. The defined benefit plan was closed to new hired members of this group effective October 1, 2011.

- ***General Teamster (MAPE)*** - Retirement benefits for employees are calculated as 2.25 percent of the employee's final five-year average salary times the employee's years of service with a retirement maximum benefit of 80 percent of final average compensation. Normal retirement age is 60 with early retirement at 50 with 25 years of service (reduced) or 55 with 15 years of service (reduced). The vesting period is 10 years. Employees are eligible for nonduty disability benefits after 10 years of service and for duty-related disability benefits upon hire. Disability retirement benefits are determined in the same manner as retirement benefits, but are payable immediately without an actuarial reduction with duty disability no less than 25 percent of the member's final average compensation. Death benefits are computed in the same manner as a regular retirement allowance and may be payable to a spouse or children. Employees are eligible for nonduty death benefits after meeting the vesting requirements for a regular pension. The vesting requirements are waived for duty-connected death benefits, and the minimum benefit is 25 percent of the deceased member's final average compensation. An employee who leaves service before vesting withdraws his or her contributions, plus any accumulated interest. Members contribute 2.45 percent of their salary to fund benefits. The defined benefit plan was closed to new hired members of this group effective December 1, 2006.

- ***Library*** - Retirement benefits for employees are calculated as 1.7 percent of the employee's final five-year average salary times the employee's years of service. Normal retirement age is 60 with early retirement at 50 with 25 years of service (reduced) or 55 with 15 years of service (reduced). The vesting period is 10 years. Employees are eligible for nonduty disability benefits after 10 years of service and for duty-related disability benefits upon hire. Disability retirement benefits are determined in the same manner as retirement benefits, but are payable immediately without an actuarial reduction with duty disability no less than 25 percent of the member's final average compensation. Death benefits are computed in the same manner as a regular retirement allowance and may be payable to a spouse or children. Employees are eligible for nonduty death benefits after meeting the vesting requirements for a regular pension. The vesting requirements are waived for duty-connected death benefits, and the minimum benefit is 25 percent of the deceased member's final average compensation. An employee who leaves service before vesting withdraws his or her contributions, plus any accumulated interest. Members contribute 3 percent of their salary under $4,200 and 5 percent over $4,200 to fund benefits. The defined benefit plan was closed to new hired members of this group effective July 1, 2007.

- ***Appointed Officials*** - Retirement benefits for employees are calculated as 2.5 percent of the employee's final three-year average salary times the employee's years of service with a retirement maximum benefit of 80 percent of final average compensation. Normal retirement age is 60 with early retirement at 55 with 25 years of service (unreduced), 55 with 15 years of service (reduced), or 50 with 25 years of service (reduced). The vesting period is 10 years. Employees are eligible for nonduty disability benefits after 10 years of service and for duty-related disability benefits upon hire. Disability retirement benefits are determined in the same manner as retirement benefits, but are payable immediately without an actuarial reduction with duty disability no less than 25 percent of the member's final average compensation. Death benefits are computed in the same manner as a regular retirement allowance and may be payable to a spouse or children. Employees are eligible for nonduty death benefits after meeting the vesting requirements for a regular pension. The vesting requirements are waived for duty-connected death benefits, and the minimum benefit is 25 percent of the deceased member's final average compensation. An employee who leaves service before vesting withdraws his or her contributions, plus any accumulated interest. Members contribute 2.43 percent of their salary to fund benefits. The defined benefit plan was closed to new hired members of this group effective May 1, 2006.

- ***Dispatchers*** - Retirement benefits for employees are calculated as 2.5 percent of the employee's final three-year average salary times the employee's years of service with a retirement maximum benefit of 80 percent of final average compensation. Normal retirement age is 60 with early retirement at 50 with 25 years of service (unreduced) or 55 with 15 years of service (reduced). The vesting period is 10 years. Employees are eligible for nonduty disability benefits after 10 years of service and for duty-related disability benefits upon hire. Disability retirement benefits are determined in the same manner as retirement benefits, but are payable immediately without an actuarial reduction with duty disability no less than 25 percent of the member's final average compensation. Death benefits are computed in the same manner as a regular retirement allowance and may be payable to a spouse or children. Employees are eligible for nonduty death benefits after meeting the vesting requirements for a regular pension. The vesting requirements are waived for duty-connected death benefits, and the minimum benefit is 25 percent of the deceased member's final average compensation. An employee who leaves service before vesting withdraws his or her contributions, plus any accumulated interest. Members contribute 4.11 percent of their salary to fund benefits. The defined benefit plan was closed to new hired members of this group effective September 1, 2011.

Notes to Financial Statements

- ***COAM*** - Retirement benefits for employees are calculated as 2.5 percent of the employee's final three-year average salary times the employee's years of service with a retirement maximum benefit of 80 percent of final average compensation. Normal retirement age is 60 with early retirement at 50 with 25 years of service (unreduced) or 55 with 15 years of service (reduced). The vesting period is 10 years. Employees are eligible for nonduty disability benefits after 10 years of service and for duty-related disability benefits upon hire. Disability retirement benefits are determined in the same manner as retirement benefits, but are payable immediately without an actuarial reduction with duty disability no less than 25 percent of the member's final average compensation. Death benefits are computed in the same manner as a regular retirement allowance and may be payable to a spouse or children. Employees are eligible for nonduty death benefits after meeting the vesting requirements for a regular pension. The vesting requirements are waived for duty-connected death benefits, and the minimum benefit is 25 percent of the deceased members' final average compensation. An employee who leaves service before vesting withdraws his or her contributions, plus any accumulated interest. Members contribute 6.44 percent of their salary to fund benefits.

- ***HA-POLC*** - Members of this class of employees are eligible for a hybrid defined benefit defined contribution plan. These benefits are established by resolution of the City and negotiation with the collective bargaining unit representing these employees. Retirement benefits for employees participating in the hybrid plan are calculated as 1.5 percent of the employee's final three-year average salary times the employee's credited years of service. Normal retirement age is 60 with early retirement at 55 with 25 years of service (unreduced). The vesting period is six years. Employees are eligible for nonduty disability benefits after 10 years of service and for duty-related disability benefits upon hire. Disability retirement benefits are determined in the same manner as retirement benefits, but are payable immediately without an actuarial reduction with duty disability no less than 25 percent of the member's final average compensation. Death benefits are computed in the same manner as a regular retirement allowance and may be payable to a spouse or children. Employees are eligible for nonduty death benefits after meeting the vesting requirements for a regular pension. The vesting requirements are waived for duty-connected death benefits, and the minimum benefit is 25 percent of the deceased member's final average compensation. An employee who leaves service before vesting withdraws his or her contributions, plus any accumulated interest. Members of this group are not required to contribute to fund benefits.

Net Pension Liability. The City's net pension liability was measured as of December 31, 2024, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date.

Actuarial Assumptions. The total pension liability in the December 31, 2024 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	2.50%
Salary increases	3.00% in the long-term
Investment rate of return	6.93%, net of investment and administrative expense including inflation

Notes to Financial Statements

The base mortality tables used are constructed as described below and are based on amount weighted sex distinct rates:

- Pre-retirement mortality based on 100% of Pub-2010 Juvenile Mortality Tables for ages 0-17, 100% of PubG-2010 Employee Mortality Tables for Ages 18-80, and 100% of PubG-2010 Healthy Retiree Tables for ages 81-120
- Non-disabled retired plan members and beneficiaries mortality based on 106% of Pub-2010 Juvenile Mortality Tables for ages 0-17, 106% of PubG-2010 Employee Mortality Tables for Ages 18-49, and 106% of PubG-2010 Healthy Retiree Tables for ages 50-120
- Disabled retired plan members mortality based on 100% of Pub-2010 Juvenile Mortality Tables for ages 0-17, and 100% of PubNS-2010 Disabled Retiree Tables for ages 18-120

The actuarial assumptions used in the December 31, 2024 valuation were based on the results of the most recent actuarial experience study of 2019-2023.

Long-term Expected Rate of Return. The long-term expected rate of return on pension plan investments was determined using a model method in which the best-estimate ranges of expected future real rates of return (expected returns, net of investment and administrative expenses and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

Asset Class	Target Allocation	Long-term Expected Real Rate of Return	Expected Money-Weighted Rate of Return
Global equity	60.0%	4.50%	2.70%
Global fixed income	20.0%	2.00%	0.40%
Private investments	20.0%	7.00%	1.40%
	100.0%		
Inflation			2.50%
Dedicated gains adjustment			-0.07%
Administrative expenses netted above			0.25%
Investment rate of return			7.18%

In February 2022, the MERS Retirement Board adopted a Dedicated Gains Policy. The purpose of the Policy is to automatically reduce the assumed rate of investment return for annual actuarial valuation purposes if the plan year's fair value of investment income exceeds the expected investment income.

Discount Rate. The discount rate used to measure the total pension liability as of December 31, 2024 was 7.18%. The projection of cash flows used to determine the discount rate assumes that employer and employee contributions will be made at the rates agreed upon for employees and the actuarially determined rates for employers. Based on these assumptions, the pension plan's fiduciary net position was projected to be available to pay all projected future benefit payments of current active and inactive employees. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Changes in Net Pension Liability

The components of the change in the net pension liability are summarized as follows:

	Total Pension Liability (a)	Plan Fiduciary Net Position (b)	Net Pension Liability (a) - (b)
Balances at December 31, 2023	$ 129,797,372	$ 80,706,381	$ 49,090,991
Changes for the year:			
Service cost	1,391,576	-	1,391,576
Interest	9,080,916	-	9,080,916
Differences between expected and actual experience	1,655,961	-	1,655,961
Changes in assumptions	41,928	-	41,928
Employer contributions	-	5,857,057	(5,857,057)
Employee contributions	-	481,867	(481,867)
Net investment income	-	6,118,507	(6,118,507)
Benefit payments, including refunds of employee contributions	(8,036,041)	(8,036,041)	-
Administrative expense	-	(177,434)	177,434
Net changes	4,134,340	4,243,956	(109,616)
Balances at December 31, 2024	$ 133,931,712	$ 84,950,337	$ 48,981,375

Changes in assumptions. A 5-year experience study analyzing historical experience from 2019 through 2023 was completed in February 2025. The experience study recommended updated demographic assumptions, including adjustments to the following actuarial assumptions: mortality, retirement, and termination rates.

Sensitivity of the Net Pension Liability to Changes in the Discount Rate. The following presents the net pension liability of the City, calculated using the discount rate of 7.18%, as well as what the City's net pension liability would be if it were calculated using a discount rate that is 1% lower (6.18%) or 1% higher (8.18%) than the current rate:

	1% Decrease (6.18%)	Current Discount Rate (7.18%)	1% Increase (8.18%)
City's net pension liability	$ 64,152,542	$ 48,981,375	$ 36,242,829

Notes to Financial Statements

Pension Plan Fiduciary Net Position. Detailed information about the pension plan's fiduciary net position is available in the separately issued Plan financial statements.

Pension Expense and Deferred Outflows/Inflows of Resources Related to Pensions

For the year ended June 30, 2025, the City recognized pension expense of $6,487,345. The City reported deferred outflows/inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources	Net Deferred Outflows (Inflows) of Resources
Difference between expected and actual experience	$ 2,203,241	$ -	$ 2,203,241
Changes in assumptions	343,504	-	343,504
Net difference between projected and actual earnings on pension plan investments	2,832,739	-	2,832,739
	5,379,484	-	5,379,484
Contributions subsequent to the measurement date	639,318	-	639,318
Total	$ 6,018,802	$ -	$ 6,018,802

The amount reported as deferred outflows of resources resulting from contributions subsequent to the measurement date will be recognized as a reduction in the net pension liability for the year ending June 30, 2025. Other amounts reported as deferred outflows/inflows of resources related to the pension will be recognized in pension expense as follows:

Year Ended June 30,	Amount
2026	$ 3,280,884
2027	2,833,060
2028	(656,242)
2029	(78,218)
Total	$ 5,379,484

Payable to the Pension Plan. At June 30, 2025, the City had $127,146 payable for contributions to the pension plan.

The net pension liability is generally liquidated by the general fund and the water and sewer enterprise fund.

Notes to Financial Statements

15. DEFINED CONTRIBUTION PENSION PLAN

Effective May 1, 2006, December 1, 2006, July 1, 2007, June 1, 2009, September 1, 2011, and October 1, 2011, all new administrative, MAPE, library, full-time firefighter employees, dispatchers, and police clerks, respectively, will participate in the MERS defined contribution (DC) program. Administrative employees hired prior to May 1, 2006 had the irrevocable option to transfer from the defined benefit (DB) program to the DC program on December 1, 2006. MAPE employees hired prior to December 1, 2006 had an irrevocable option to transfer from the DB program to the DC program on June 1, 2007.

The City and each member contribute a percentage of eligible earnings to an individual account established for each participant. For the administrative and MAPE groups, the City's contribution rate is 9 percent, and the employee's contribution rate is 3 percent. For the dispatch and fire groups, the City's contribution rate is 10 percent, and the employee's contribution rate is 6 percent. For the police clerks group, the City's contribution rate is 8 percent, and the employee's contribution rate is 6 percent. For the library group, the City's contribution rate is 6 percent, and the employee's contribution rate is 3 percent.

All contributions are remitted to a third-party plan administrator. The DC plan maintains a schedule of vesting with the participants becoming fully vested upon completion of seven years of continuous service. The contribution requirements of plan members are established and may be amended by the City Council in accordance with city policies, union contracts, and MERS plan provisions. There were 154 members participating in the DC plan as of June 30, 2025. During the year ended June 30, 2025, the City contributed $1,138,417 to the plan.

16. OTHER POSTEMPLOYMENT HEALTH BENEFITS

Plan Administration. The City provides healthcare benefits to most full-time employees upon retirement through a single employer postemployment benefit plan. The City includes pre-Medicare retirees and their spouses in its insured healthcare plan. The City purchases Medicare supplemental insurance for retirees eligible for Medicare. This healthcare benefit plan is closed to all general non-union employees and appointed officials hired after May 1, 2006, general union and MAPE employees hired after December 1, 2006, fire employees hired after June 1, 2009, dispatchers hired after August 23, 2011, POLC employees hired after March 15, 2012, and COAM employees hired after April 1, 2012. These employees are enrolled into an individual retiree healthcare savings account. The benefits are provided under collective bargaining agreements. The plan does not issue a separate stand-alone financial statement. Administrative costs are paid by the plan through employer contributions.

The City has created a retiree’s health care fund, an other employee benefit trust, in anticipation of pre-funding retiree’s health care for employees. The funds set aside are held in a fund authorized by Public Act 149 of the State of Michigan.

Management of the plan is vested in the City Council, which consists of seven elected members.

Notes to Financial Statements

Plans Membership. Membership of the plans consisted of the following at June 30, 2023 (the date of the most recent valuation):

Inactive plan members receiving or entitled to future benefits	101
Active plan members	85
Total	186

Benefits Provided. The City of Novi Retiree Health Care Plan provides healthcare, prescription drug, and vision benefits for retirees and their dependents. Benefits are provided through a third-party insurer, and 80 percent of the cost of benefits is covered by the plan.

Contributions. The City has no obligation to make contributions in advance of when the insurance premiums or benefits are due for payment; in other words, the plan may be financed on a pay-as-you-go basis. Administrative costs of the plan are paid for by the City's Retiree Health Care Benefits Trust fund. Plan participants are required to make co-payments, as noted above. For the year ended June 30, 2025, employer contributions totaled $81,097, which was entirely comprised of the implicit rate subsidy.

Actuarial Assumptions. The total other postemployment liability was determined by respective actuarial valuations as of June 30, 2023 (and rolled forward to June 30, 2025), using the following actuarial assumptions, applied to all periods included in the measurement:

Actuarial cost method	Entry-age normal
Amortization method	Level dollar
Remaining amortization period	15 years, closed
Asset valuation method	Fair value of assets
Price inflation	2.5%
Salary increases	3.0% to 9.7%, including inflation
Investment rate of return	7.0%, net of OPEB plan investment expense
Retirement age	Experience-based tables of rates that are specific to the type of eligibility condition
Mortality	The rates of mortality used for individual members are based upon the sex distinct Pub-2010 tables, as published by the Society of Actuaries, and include a margin for future mortality improvements projected using a fully generational improvement scale. The tables used were as follows: 1) **Pre-Retirement Mortality:** Sex distinct Pub-2010 General Employees table without adjustment. The base year is 2010 and future mortality improvements are assumed each year using scale MP-2019, as published by the Society of Actuaries. Ninety percent (90%) of active member deaths are assumed to be non-duty deaths and 10% of the deaths are assumed to be duty related.

	2) **Healthy Post-Retirement Mortality:** Sex distinct Pub-2010 General Healthy Retiree tables scaled by a factor of 106%. The base year is 2010 and future mortality improvements are assumed each year using scale MP-2019, as published by the Society of Actuaries. 3) **Disability Retirement Mortality:** Sex distinct PubNS-2010 Disabled tables without adjustment. The base year is 2010 and future mortality improvements are assumed each year using scale MP-2019, as published by the Society of Actuaries.
Healthcare cost trend rate	Non-Medicare: 7.25%, gradually decreasing to 3.5% in year 15 Medicare: 6.50%, gradually decreasing to 3.5% in year 15

Long-term Expected Rate of Return. The long-term expected rate of return on other postemployment benefit plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Best estimates of arithmetic real rates of return for each major asset class included in the other postemployment benefit plan's target asset allocation as of June 30, 2025 (see the discussion below of the investment allocation policy) are summarized in the following table:

Asset Class	Target Allocation	Long-term Expected Real Rate of Return	Expected Money-Weighted Rate of Return
Cash/cash equivalents	0.0%	3.70%	0.00%
Fixed income	59.1%	4.80%	2.84%
Domestic equities	22.1%	6.50%	1.44%
International equities	8.9%	7.30%	0.65%
Other alternative investments	9.9%	6.50%	0.64%
	100.0%		
Inflation			2.50%
Risk adjustment			-1.07%
Investment rate of return			7.00%

Notes to Financial Statements

Investment Allocation Policy. The primary investment return objective shall be asset preservation and risk reduction – preservation of capital and reducing risk and volatility to meet a stated rate or return. The secondary investment return objective is to achieve a balanced return of current income and modest growth of principal. The investment policy is set to establish a long-term strategic investment plan for the Fund, including, but not limited to, evaluating the City's risk tolerance and determining a long-term investment objectives, financial needs and circumstances of the fund and the City. The policy is set to diversify its investment portfolios as to minimize the risk of large losses, unless under the circumstances it is clearly prudent not to do so. The City's Treasurers Department will monitor the performance of the fund. The City's Treasurers Department will evaluate the investment manager's contribution toward meeting the investment objectives outlined below over a three-to-five-year time period and a full market cycle, unless otherwise noted. Over a given market cycle, (typically defined as 3 to 5 years), the time weighted total rate of investment return should exceed, for the total fund, an appropriately designed custom benchmark. The custom benchmark is based on the fund's and investment manager's investment style, actual asset allocations, and constructed with appropriate indices given the asset mix. The real return goal (return after adjusting for inflation) for the Fund assets is 3.0% Inflation shall be measured by the U.S. All Urban Consumers Price Index ("CPI"). In addition, the Fund is expected to outpace the style index return measured on a compound average annual return basis after the deduction of investment management fees and annualized over a three-to-five-year rolling time period and a full market cycle. In order to achieve a prudent level of portfolio diversification, the securities of any one company should not exceed 5% of the total fund, and no more than 20% of the total fund should be invested in any one industry. The total allocation to treasury bonds and notes may represent up to 100% of the City of Novi Retiree Health Care Fund's aggregate bond position and treasury securities may represent up to 60% of the total fund.

Discount Rate. A single discount rate of 7.00% was used to measure the total other postemployment benefit liability. This single discount rate was based on the expected rate of return on other postemployment benefit plan investments of 7.00%. The projection of cash flows used to determine this single discount rate assumed that employer contributions will be made at rates equal to the actuarially determined contribution rate. Based on these assumptions, the other postemployment benefit plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on OPEB plan investments was applied to all periods of projected benefit payments to determine the total other postemployment benefit liability.

Rate of Return. For the year ended June 30, 2025, the annual money-weighted rate of return on investments, net of investment expense, was 1.28%. The money-weighted rate of return expresses investment performance, net of investment expense, adjusted for the changing amounts actually invested.

Notes to Financial Statements

Changes in the Net Other Postemployment Benefit Asset. The components of the change in the net other postemployment benefit asset are summarized as follows:

	Total OPEB Liability (a)	Plan Fiduciary Net Position (b)	Net OPEB Asset (a) - (b)
Balances at June 30, 2024	$ 28,118,885	$ 36,740,671	$ (8,621,786)
Changes for the year:			
Service cost	257,383	-	257,383
Interest	1,924,466	-	1,924,466
Differences between expected and actual experience	152,955	-	152,955
Employer contributions	-	81,097	(81,097)
Net investment income	-	3,140,973	(3,140,973)
Benefit payments, including refunds of employee contributions	(1,510,416)	(1,510,416)	-
Administrative expense	-	(18,750)	18,750
Net changes	824,388	1,692,904	(868,516)
Balances at June 30, 2025	$ 28,943,273	$ 38,433,575	$ (9,490,302)

Sensitivity of the Net OPEB Asset to Changes in the Discount Rate. The following presents the net OPEB asset of the City, calculated using the discount rate of 7.00%, as well as what the City's net OPEB asset would be if it were calculated using a discount rate that is 1% lower (6.00%) or 1% higher (8.00%) than the current rate:

	1% Decrease (6.00%)	Current Discount (7.00%)	1% Increase (8.00%)
City's net OPEB asset	$ (5,991,313)	$ (9,490,302)	$ (12,405,580)

Notes to Financial Statements

Sensitivity of the Net OPEB Asset to Changes in the Healthcare Cost Trend Rates. The following presents the net OPEB asset of the City, calculated using the healthcare cost trend rates as follows:

- Non-Medicare: Initial rate of 7.25%, graded down to 3.50% in year 15, as well as what the City's net OPEB asset would be if it were calculated using a healthcare cost trend rate that is 1% lower (6.25% graded down to 2.50% over 12 years) or 1% higher (8.25% graded down to 4.50% over 12 years) than the current rate.

- Medicare: Initial rate of 6.50%, decreasing 0.25% per year to a 3.50% long-term rate, as well as what the City's net OPEB asset would be if it were calculated using a healthcare cost trend rate that is 1% lower (5.50% graded down to 2.50%) or 1% higher (7.50% graded down to 4.50%) than the current rate.

	1% Decrease	Current Healthcare Cost Trend Rate	1% Increase
City's net OPEB asset	$ (13,019,761)	$ (9,490,302)	$ (5,219,510)

Other Postemployment Benefit Expense and Deferred Outflows/Inflows of Resources Related to Other Postemployment Benefits. For the year ended June 30, 2025, the City recognized other postemployment benefit expense of $(2,003,007). At June 30, 2025, the City reported deferred outflows and inflows of resources related to other postemployment benefits from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources	Net Deferred Outflows (Inflows) of Resources
Difference between expected and actual experience	$ 171,300	$ 2,334,182	$ (2,162,882)
Changes in assumptions	1,089,721	-	1,089,721
Net difference between projected and actual earnings on other postemployment benefit plan investments	-	123,276	(123,276)
Total	$ 1,261,021	$ 2,457,458	$ (1,196,437)

The net other postemployment benefit asset is generally liquidated by the general fund and the water and sewer fund.

Notes to Financial Statements

Amounts reported as deferred outflows and inflows of resources related to other postemployment benefits will be recognized in other postemployment benefits expense through annual amortization as follows:

Year Ended June 30,	Amount
2026	$ 215,500
2027	(810,207)
2028	(477,770)
2029	(123,960)
	$ (1,196,437)

17. NET INVESTMENT IN CAPITAL ASSETS

The composition of the net investment in capital assets as of June 30, 2025, was as follows:

	Governmental Activities	Business-type Activities	Component Units
Capital assets:			
Capital assets not being depreciated/amortized	$ 64,454,810	$ 5,448,537	$ 35,000
Capital assets being depreciated/amortized, net	152,870,016	171,653,047	3,490,305
	217,324,826	177,101,584	3,525,305
Related debt:			
Bonds payable	2,730,000	1,020,000	-
Lease liability	52,979	-	-
Subscription liability	58,003	-	-
Unamortized bond premium	128,031	-	-
Advance from primary government	-	-	1,561,862
Less: unamortized deferred charge on refunding	(156,993)	-	-
Construction related payables	2,576,906	455,814	-
	5,388,926	1,475,814	1,561,862
Net investment in capital assets	$ 211,935,900	$ 175,625,770	$ 1,963,443

Notes to Financial Statements

18. OPIOID SETTLEMENT

The City is part of various nationwide Opioid settlements reached by states and local political subdivisions against pharmaceutical distributors, manufacturers, and pharmacies. The terms of the settlements vary by entity; however, the City received installments beginning in 2023 and expects to receive future installments through 2030. The City currently expects the total amount of the settlement to be $534,543. Settlement payments received during the year ended June 30, 2025 were $25,573. The total receivable for all of the settlement agreements was recorded at the net present value, using a discount rate for payments to be received subsequent to 2025 of 3%. The net present value of the combined settlement payments to be received as of June 30, 2025 is $324,908.

Additional settlements with other pharmacies and manufacturers may be forthcoming as well. However, as of June 30, 2025, the amounts to be allocated to and collected by the City were not able to be determined, and as such, no amounts have been reported related to these settlements in the financial statements.

19. ADJUSTMENTS TO BEGINNING NET POSITION/FUND BALANCE

For the year ended June 30, 2025, the City had the following adjustments to beginning net position/fund balance.

	Governmental Activities		Business-type Activities - Enterprise Funds	
	Major Street Special Revenue Fund	Nonmajor Governmental Funds	Senior Housing	Nonmajor
Net position/fund balances, beginning of year, as previously reported	$ -	$ 39,126,820	$ 9,200,068	$ -
Change within the financial reporting entity:				
Change from nonmajor to major fund	7,360,704	(7,360,704)	-	-
Change from major to nonmajor fund	-	-	(9,200,068)	9,200,068
Net position/fund balances, beginning of year, as adjusted	$ 7,360,704	$ 31,766,116	$ -	$ 9,200,068

The City previously reported the major street special revenue fund as nonmajor. The major street special revenue fund now meets the quantitative threshold for major funds in accordance with GAAP for the year ended June 30, 2025.

The City previously reported the senior housing enterprise fund as major. The senior housing enterprise fund no longer meets the quantitative threshold for major funds in accordance with GAAP for the year ended June 30, 2025.

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REQUIRED SUPPLEMENTARY INFORMATION

Required Supplementary Information

MERS Agent Multiple-Employer Defined Benefit Pension Plan

Schedule of Changes in the City's Net Pension Liability and Related Ratios

	Year Ended June 30,			
	2025	2024	2023	2022
Total pension liability				
Service cost	$ 1,391,576	$ 1,301,708	$ 1,208,770	$ 1,165,302
Interest	9,080,916	8,698,248	8,633,411	8,443,443
Changes of benefit terms	-	-	-	-
Differences between expected and actual experience	1,655,961	3,297,799	(1,600,261)	964,642
Changes in assumptions	41,928	946,656	-	4,442,998
Benefit payments, including refunds of member contributions	(8,036,041)	(7,544,009)	(7,244,224)	(6,943,708)
Net change in total pension liability	4,134,340	6,700,402	997,696	8,072,677
Total pension liability, beginning	129,797,372	123,096,970	122,099,274	114,026,597
Total pension liability, ending (a)	133,931,712	129,797,372	123,096,970	122,099,274
Plan fiduciary net position				
Contributions - employer	5,857,057	5,357,811	5,464,228	5,661,548
Contributions - member	481,867	451,944	453,554	487,219
Net investment income (loss)	6,118,507	8,214,905	(8,549,268)	10,489,200
Benefit payments, including refunds of member contributions	(8,036,041)	(7,544,009)	(7,244,224)	(6,943,708)
Administrative expense	(177,434)	(173,037)	(154,966)	(120,330)
Net change in plan fiduciary net position	4,243,956	6,307,614	(10,030,676)	9,573,929
Plan fiduciary net position, beginning	80,706,381	74,398,767	84,429,443	74,855,514
Plan fiduciary net position, ending (b)	84,950,337	80,706,381	74,398,767	84,429,443
City's net pension liability, ending (a)-(b)	$ 48,981,375	$ 49,090,991	$ 48,698,203	$ 37,669,831
Plan fiduciary net position as a percentage of the total pension liability	63.4%	62.2%	60.4%	69.1%
Covered payroll	$ 11,901,669	$ 11,201,084	$ 10,486,885	$ 10,865,211
City's net pension liability as a percentage of covered payroll	411.6%	438.3%	464.4%	346.7%

See notes to required supplementary information.

Year Ended June 30,					
2021	2020	2019	2018	2017	2016
$ 1,177,587	$ 1,197,540	$ 1,225,434	$ 1,255,498	$ 1,279,328	$ 1,402,754
7,991,416	7,897,801	7,788,580	7,586,392	7,325,066	6,983,009
-	-	-	-	-	23,615
365,639	617,296	(1,404,136)	(366,993)	248,579	301,433
3,299,601	3,298,884	-	-	-	3,305,619
(6,738,163)	(6,409,461)	(6,051,911)	(5,813,104)	(5,335,884)	(4,731,967)
6,096,080	6,602,060	1,557,967	2,661,793	3,517,089	7,284,463
107,930,517	101,328,457	99,770,490	97,108,697	93,591,608	86,307,145
114,026,597	107,930,517	101,328,457	99,770,490	97,108,697	93,591,608
4,245,191	4,359,997	4,389,615	3,725,305	3,115,902	3,024,626
495,015	520,863	528,872	558,097	602,714	652,652
8,618,891	8,323,727	(2,592,555)	7,797,188	6,176,312	(898,140)
(6,738,163)	(6,409,461)	(6,051,911)	(5,813,104)	(5,335,884)	(4,731,967)
(136,616)	(143,529)	(126,495)	(123,263)	(122,174)	(124,928)
6,484,318	6,651,597	(3,852,474)	6,144,223	4,436,870	(2,077,757)
68,371,196	61,719,599	65,572,073	59,427,850	54,990,980	57,068,737
74,855,514	68,371,196	61,719,599	65,572,073	59,427,850	54,990,980
$ 39,171,083	$ 39,559,321	$ 39,608,858	$ 34,198,417	$ 37,680,847	$ 38,600,628
65.6%	63.3%	60.9%	65.7%	61.2%	58.8%
$ 10,519,199	$ 10,574,181	$ 10,645,669	$ 10,616,668	$ 10,614,530	$ 11,371,927
372.4%	374.1%	372.1%	322.1%	355.0%	339.4%

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CITY OF NOVI, MICHIGAN

Required Supplementary Information

MERS Agent Multiple-Employer Defined Benefit Pension Plan
Schedule of City Contributions

Fiscal Year Ended	Actuarially Determined Contribution	Contributions in Relation to the Actuarially Determined Contribution	Contribution Excess (Deficiency)	Covered Payroll	Contributions as a Percentage of Covered Payroll
6/30/2025	$ 5,619,684	$ 5,818,886	$ 199,202	$ 12,554,362	46.3%
6/30/2024	5,344,188	5,556,523	212,335	12,111,684	45.9%
6/30/2023	5,494,020	5,518,963	24,943	11,360,424	48.6%
6/30/2022	5,029,860	5,083,057	53,197	11,057,881	46.0%
6/30/2021	4,252,968	4,886,819	633,851	12,095,482	40.4%
6/30/2020	4,388,425	4,388,425	-	11,078,798	39.6%
6/30/2019	3,963,525	4,273,525	310,000	11,316,209	37.8%
6/30/2018	3,769,303	4,219,303	450,000	12,710,865	33.2%
6/30/2017	3,137,158	3,137,158	-	11,360,375	27.6%
6/30/2016	3,054,597	3,054,597	-	12,074,423	25.3%

See notes to required supplementary information.

Required Supplementary Information

Retiree Healthcare Benefits Plan

Schedule of Changes in the City's Net Other Postemployment Benefit Liability (Asset) and Related Ratios

	Year Ended June 30,			
	2025	2024	2023	2022
Total other postemployment benefit liability				
Service cost	$ 257,383	$ 243,558	$ 333,568	$ 320,367
Interest	1,924,466	2,047,878	1,975,959	2,069,304
Differences between expected and actual experience	152,955	(4,619,075)	223,097	(5,422,973)
Changes in assumptions	-	2,052,164	-	3,011,009
Benefit payments, including refunds of member contributions	(1,510,416)	(1,478,520)	(1,441,898)	(1,193,717)
Net change in total other postemployment benefit liability	824,388	(1,753,995)	1,090,726	(1,216,010)
Total other postemployment benefit liability, beginning	28,118,885	29,872,880	28,782,154	29,998,164
Total other postemployment benefit liability, ending (a)	28,943,273	28,118,885	29,872,880	28,782,154
Plan fiduciary net position				
Contributions - employer	81,097	84,252	114,329	117,308
Net investment income (loss)	3,140,973	4,166,533	2,958,462	(6,123,365)
Benefit payments, including refunds of member contributions	(1,510,416)	(1,478,520)	(1,441,898)	(1,193,717)
Administrative expense	(18,750)	(6,500)	(17,900)	(6,500)
Other	-	-	-	-
Net change in plan fiduciary net position	1,692,904	2,765,765	1,612,993	(7,206,274)
Plan fiduciary net position, beginning	36,740,671	33,974,906	32,361,913	39,568,187
Plan fiduciary net position, ending (b)	38,433,575	36,740,671	33,974,906	32,361,913
City's net other postemployment benefit liability (asset), ending (a)-(b)	$ (9,490,302)	$ (8,621,786)	$ (4,102,026)	$ (3,579,759)
Plan fiduciary net position as a percentage of the total other postemployment benefit liability	132.79%	130.66%	113.73%	112.44%
Covered payroll	$ 7,921,005	$ 8,446,103	$ 9,047,472	$ 8,862,466
City's net other postemployment benefit liability (asset) as a percentage of covered payroll	-119.81%	-102.08%	-45.34%	-40.39%

See notes to required supplementary information.

Year Ended June 30,				
2021	2020	2019	2018	2017
$ 360,278	$ 359,236	$ 416,798	$ 372,847	$ 440,432
1,996,301	2,117,673	2,017,676	2,136,783	2,030,554
(217,034)	(3,397,416)	(15,504)	(4,022,732)	(86,522)
-	1,222,422	-	1,819,912	-
(959,652)	(1,026,609)	(995,230)	(983,213)	(885,353)
1,179,893	(724,694)	1,423,740	(676,403)	1,499,111
28,818,271	29,542,965	28,119,225	28,795,628	27,296,517
29,998,164	28,818,271	29,542,965	28,119,225	28,795,628
73,750	315,689	363,994	647,350	617,207
9,140,709	1,222,103	2,224,284	2,845,010	3,399,591
(959,652)	(1,026,609)	(995,230)	(983,213)	(885,353)
(9,000)	(20,774)	(293,630)	(293,400)	(245,933)
-	-	1,397	244	-
8,245,807	490,409	1,300,815	2,215,991	2,885,512
31,322,380	30,831,971	29,531,156	27,315,165	24,429,653
39,568,187	31,322,380	30,831,971	29,531,156	27,315,165
$ (9,570,023)	$ (2,504,109)	$ (1,289,006)	$ (1,411,931)	$ 1,480,463
131.90%	108.69%	104.36%	105.02%	94.86%
$ 8,785,682	$ 9,388,956	$ 10,505,955	$ 10,800,824	$ 10,711,843
-108.93%	-26.67%	-12.27%	-13.07%	13.82%

CITY OF NOVI, MICHIGAN

Required Supplementary Information

Retiree Healthcare Benefits Plan
Schedule of City Contributions

Fiscal Year Ended	Actuarially Determined Contribution	Contributions in Relation to the Actuarially Determined Contribution	Contribution Excess (Deficiency)	Covered Payroll	Contributions as a Percentage of Covered Payroll
6/30/2025	$ -	$ 81,097	$ 81,097	$ 7,921,005	1.0%
6/30/2024	-	84,252	84,252	8,446,103	1.0%
6/30/2023	-	114,329	114,329	9,047,472	1.3%
6/30/2022	34,487	117,308	82,821	8,862,466	1.3%
6/30/2021	36,952	73,750	36,798	8,785,682	0.8%
6/30/2020	277,238	315,689	38,451	9,388,956	3.4%
6/30/2019	277,674	363,994	86,320	10,505,955	3.5%
6/30/2018	613,678	647,350	33,672	10,800,824	6.0%
6/30/2017	617,207	617,207	-	10,711,843	5.8%

See notes to required supplementary information.

CITY OF NOVI, MICHIGAN

Required Supplementary Information

Retiree Healthcare Benefits Plan
Schedule of Investment Returns

Fiscal Year Ended	Annual Money-Weighted Rate of Return, net of Investment Expense
6/30/2025	1.28%
6/30/2024	12.03%
6/30/2023	9.77%
6/30/2022	-14.36%
6/30/2021	27.21%
6/30/2020	3.35%
6/30/2019	6.81%
6/30/2018	8.99%
6/30/2017	12.20%

See notes to required supplementary information.

Notes to Required Supplementary Information

MERS Agent Multiple-Employer Defined Benefit Pension Plan

Notes to the Schedule of Changes in the City's Net Pension Liability and Related Ratios

The amounts presented for each fiscal year were determined as of December 31 of the preceding year.

The significant changes in benefit terms for the year ended June 30, 2016 were as follows:

- Employee contributions for the Fire Local 3232 employees decreased from 8.83% to 6.33%.

The significant changes in assumptions for the year ended June 30, 2016 were as follows:

- The mortality table was adjusted to reflect longer lifetimes.
- The assumed annual rate of investment return, net of all expenses, was lowered from 8% to 7.75%.
- The asset smoothing was changed from 10 to 5 years.
- The amortization period was moved to a fixed period amortization for the December 31, 2014 annual valuations.

The significant changes in assumptions for the year ended June 30, 2020 were as follows:

- The investment rate of return assumption decreased from 7.75% to 7.35%.
- The assumed rate of wage inflation decreased from 3.75% to 3.00%.

The significant changes in assumptions for the year ended June 30, 2021 were as follows:

- There were updates to demographic assumptions, including adjustments to the following actuarial assumptions: mortality, retirement, disability, and termination rates.

The significant changes in assumptions for the year ended June 30, 2022 were as follows:

- The assumed rate of return decreased from 7.35% to 7.00%.

The significant changes in assumptions for the year ended June 30, 2024 were as follows:

- The assumed rate of return decreased from 7.00% to 6.93%.

The significant changes in assumptions for the year ended June 30, 2025 were as follows:

- There were updates to demographic assumptions, including adjustments to the following actuarial assumptions: mortality, retirement, and termination rates.

Notes to Required Supplementary Information

Notes to Schedule of Contributions

Valuation date	Actuarially determined contribution rates are calculated as of the December 31 that is 18 months prior to the beginning of the fiscal year in which contributions are reported.

Methods and assumptions used to determine contribution rates (2025, based on the 12/31/2022 actuarial valuation):

Actuarial cost method	Entry-age normal
Amortization method	Level percent of payroll, open
Remaining amortization period	16 years
Asset valuation method	5-year smoothed fair value
Inflation	2.50%
Salary increases	3.00% in the long-term
Investment rate of return	7.00%, net of investment and administrative expense including inflation
Normal retirement age	Age 60
Mortality	• Pre-retirement mortality based on 100% of Pub-2010 Juvenile Mortality Tables for ages 0-17, 100% of PubG-2010 Employee Mortality Tables for Ages 18-80, and 100% of PubG-2010 Healthy Retiree Tables for ages 81-120 • Non-disabled retired plan members and beneficiaries mortality based on 106% of Pub-2010 Juvenile Mortality Tables for ages 0-17, 106% of PubG-2010 Employee Mortality Tables for Ages 18-49, and 106% of PubG-2010 Healthy Retiree Tables for ages 50-120 • Disabled retired plan members mortality based on 100% of Pub-2010 Juvenile Mortality Tables for ages 0-17, and 100% of PubNS-2010 Disabled Retiree Tables for ages 18-120

Notes to Required Supplementary Information

Retiree Healthcare Benefits Plan

Notes to the Schedule of Changes in the City's Net Other Postemployment Benefit Liability (Asset) and Related Ratios

GASB 74 was implemented in fiscal year 2017. This schedule is being built prospectively. Ultimately, 10 years of data will be presented.

The June 30, 2018 changes in assumptions are due to the following:

- Removal of the Excise Tax load to the liabilities, to account for future excise taxes for Cadillac plans under the Patient Protection and Affordable Care Act (PPACA).
- Resetting the health care cost trend assumption.
- The long-term rate of investment return used for GASB Statement Nos. 74 and 75 reporting purpose was 7.25%. For purposes of the June 30, 2017 GASB Statement No. 74 report the long-term rate of investment return used was 7.50%.

The June 30, 2020 changes in assumptions are due to the following:

- A reduction in the valuation interest rate assumption from 7.50% to 7.00%.
- Resetting the initial health care cost trend assumption to 8.25%.
- Updating the mortality tables and other demographic assumptions to be consistent with the MERS pension assumptions.

The June 30, 2022 changes in assumptions are due to the following:

- Updating the mortality tables and other demographic assumptions to be consistent with the MERS pension assumptions.
- Updating the health care cost trend rates.

The June 30, 2024 changes in assumptions are due to the following:

- Updating the health care cost trend rates.

Notes to Required Supplementary Information

Notes to Schedule of Contributions

Valuation date	Actuarially determined contribution rates are calculated as of June 30 that is 12 months prior to the beginning of the fiscal year for which the contributions are reported.

Methods and assumptions used to determine contribution rates (2025, based on the 6/30/2023 actuarial valuation):

Actuarial cost method	Entry-age normal
Amortization method	Level dollar
Remaining amortization period	14 years, closed
Asset valuation method	5-year smoothed fair value
Price inflation	2.5%
Salary increases	3.0% to 9.7%, including 3.0% wage inflation
Investment rate of return	7.0%, net of OPEB plan investment expense
Retirement age	Experience-based tables of rates that are specific to the type of eligibility condition
Mortality	**Pre-Retirement Mortality:** Sex distinct Pub-2010 General Employees tables without adjustment. The base year is 2010 and future mortality improvements are assumed each year using scale MP-2019, as published by the Society of Actuaries. Ninety percent (90%) of active member deaths are assumed to be non-duty deaths and 10% of the deaths are assumed to be duty related. **Healthy Post-Retirement Mortality:** Sex distinct Pub-2010 General Healthy Retiree tables scaled by a factor of 106%. The base year is 2010 and future mortality improvements are assumed each year using scale MP-2019, as published by the Society of Actuaries. **Disability Retirement Mortality:** Sex distinct PubNS-2010 Disabled tables without adjustment. The base year is 2010 and future mortality improvements are assumed each year using scale MP-2019, as published by the Society of Actuaries.
Healthcare cost trend rate	Non-Medicare (Pre-65): Initial trend of 7.25%, gradually decreasing to 3.50% in year 15 Medicare (post-65): Initial trend of 6.50%, gradually decreasing to 3.50% in year 15
Aging factors	Based on the 2013 SOA Study "Health Care Costs - From Birth to Death"

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COMBINING AND INDIVIDUAL FUND FINANCIAL STATEMENTS AND SCHEDULES

CITY OF NOVI, MICHIGAN

Schedule of Revenues, Expenditures and Changes in Fund Balance

Budget and Actual - General Fund
For the Year Ended June 30, 2025

	Original Budget	Final Budget	Actual	Actual Over (Under) Final Budget
Revenues				
Taxes:				
Current property taxes	$ 29,706,644	$ 29,745,470	$ 29,752,256	$ 6,786
Trailer fees	12,500	11,174	11,174	-
Penalties and interest	235,000	214,625	188,310	(26,315)
Licenses, permits, and charges for services	3,560,766	3,557,306	3,622,258	64,952
Intergovernmental:				
Federal grants	153,000	153,000	110,410	(42,590)
State-shared revenue and grants	7,734,386	7,938,731	7,971,625	32,894
Fines and forfeitures	325,000	325,000	279,708	(45,292)
Investment income	631,112	2,041,792	1,926,046	(115,746)
Other:				
Local donations	-	9,900	9,900	-
Miscellaneous	828,120	924,870	949,179	24,309
Total revenues	43,186,528	44,921,868	44,820,866	(101,002)
Expenditures				
Current:				
General government:				
City council:				
Personnel services	36,093	36,093	36,093	-
Supplies	200	225	204	(21)
Other services and charges	27,702	209,677	127,580	(82,097)
Total city council	63,995	245,995	163,877	(82,118)
City manager:				
Personnel services	678,373	692,432	692,428	(4)
Supplies	1,500	2,853	2,853	-
Other services and charges	116,201	87,850	87,847	(3)
Total city manager	796,074	783,135	783,128	(7)
Financial services:				
Finance:				
Personnel services	950,429	950,161	950,152	(9)
Supplies	9,500	10,261	10,260	(1)
Other services and charges	99,580	96,264	96,262	(2)
Total finance	1,059,509	1,056,686	1,056,674	(12)
Treasury:				
Personnel services	374,043	409,876	409,869	(7)
Supplies	33,000	32,849	32,849	-
Other services and charges	47,720	37,556	37,555	(1)
Total treasury	454,763	480,281	480,273	(8)
Total financial services:	1,514,272	1,536,967	1,536,947	(20)

continued...

Schedule of Revenues, Expenditures and Changes in Fund Balance

Budget and Actual - General Fund
For the Year Ended June 30, 2025

	Original Budget	Final Budget	Actual	Actual Over (Under) Final Budget
Expenditures (continued):				
Current (continued):				
General government (continued):				
City clerk:				
Personnel services	$ 712,976	$ 717,039	$ 717,034	$ (5)
Supplies	90,000	110,617	110,615	(2)
Other services and charges	297,403	263,217	263,215	(2)
Capital outlay	-	12,194	12,194	-
Total city clerk	1,100,379	1,103,067	1,103,058	(9)
Assessing:				
Personnel services	654,671	681,791	681,784	(7)
Supplies	19,500	18,450	18,447	(3)
Other services and charges	192,750	190,292	190,313	21
Total assessing	866,921	890,533	890,544	11
City attorney, insurance, and claims:				
Other services and charges	797,200	794,772	800,543	5,771
Capital outlay	40,000	5,328	5,327	(1)
Total city attorney, insurance, and claims	837,200	800,100	805,870	5,770
Integrated solutions:				
Technology:				
Personnel services	968,277	1,006,701	1,006,699	(2)
Supplies	102,700	62,100	62,098	(2)
Other services and charges	496,410	430,796	413,381	(17,415)
Capital outlay	13,630	14,275	14,275	-
Total integrated solutions	1,581,017	1,513,872	1,496,453	(17,419)
Facility management:				
Personnel services	436,733	433,694	433,689	(5)
Supplies	26,270	31,103	25,404	(5,699)
Other services and charges	778,184	806,361	806,353	(8)
Capital outlay	345,810	320,682	308,489	(12,193)
Total facility management	1,586,997	1,591,840	1,573,935	(17,905)
Park maintenance:				
Personnel services	668,729	693,075	693,072	(3)
Supplies	45,340	43,224	43,222	(2)
Other services and charges	542,237	519,009	518,987	(22)
Capital outlay	-	104,533	81,005	(23,528)
Total park maintenance	1,256,306	1,359,841	1,336,286	(23,555)
Total integrated solutions	4,424,320	4,465,553	4,406,674	(58,879)

continued...

Schedule of Revenues, Expenditures and Changes in Fund Balance

Budget and Actual - General Fund
For the Year Ended June 30, 2025

	Original Budget	Final Budget	Actual	Actual Over (Under) Final Budget
Expenditures (continued):				
Current (continued):				
General government (concluded):				
Human resources:				
Personnel services	$ 533,486	$ 631,002	$ 630,999	$ (3)
Supplies	2,500	552	551	(1)
Other services and charges	215,135	151,847	151,836	(11)
Total human resources	751,121	783,401	783,386	(15)
Total general government	10,354,282	10,608,751	10,473,484	(135,267)
Public safety:				
Police:				
Personnel services	14,691,780	14,958,769	15,018,381	59,612
Supplies	419,000	399,550	399,542	(8)
Other services and charges	1,189,373	1,110,528	1,109,537	(991)
Total police	16,300,153	16,468,847	16,527,460	58,613
Fire:				
Personnel services	6,266,402	6,873,810	6,954,628	80,818
Supplies	191,500	348,128	348,120	(8)
Other services and charges	741,424	895,588	895,465	(123)
Capital outlay	-	4,665	4,665	-
Total fire	7,199,326	8,122,191	8,202,878	80,687
Total public safety	23,499,479	24,591,038	24,730,338	139,300
Public works:				
Administration:				
Personnel services	416,984	420,819	420,813	(6)
Supplies	12,100	15,370	15,366	(4)
Other services and charges	206,578	214,789	214,780	(9)
Total administration	635,662	650,978	650,959	(19)
Engineering:				
Personnel services	618,794	699,477	699,472	(5)
Supplies	2,000	1,309	1,310	1
Other services and charges	83,643	89,915	89,912	(3)
Allocated to other funds	(371,780)	(371,780)	(371,784)	(4)
Total engineering	332,657	418,921	418,910	(11)
Field operations:				
Personnel services	2,150,327	2,327,629	2,327,623	(6)
Supplies	154,500	170,839	170,835	(4)
Other services and charges	787,001	833,540	833,536	(4)
Allocated to other funds	(1,450,000)	(1,783,092)	(1,783,092)	-
Capital outlay	621,048	431,190	221,219	(209,971)
Total field operations	2,262,876	1,980,106	1,770,121	(209,985)

continued…

Schedule of Revenues, Expenditures and Changes in Fund Balance

Budget and Actual - General Fund
For the Year Ended June 30, 2025

	Original Budget	Final Budget	Actual	Actual Over (Under) Final Budget
Expenditures (continued):				
Current (continued):				
Public works (concluded):				
Fleet asset:				
Personnel services	$ 477,686	$ 568,371	$ 568,367	$ (4)
Supplies	26,000	27,276	27,275	(1)
Other services and charges	349,449	652,466	652,188	(278)
Allocated to other funds	(100,000)	(85,935)	(85,935)	-
Capital outlay	419,298	394,480	151,349	(243,131)
Total fleet asset	1,172,433	1,556,658	1,313,244	(243,414)
Total public works	4,403,628	4,606,663	4,153,234	(453,429)
Community and economic development:				
Community development:				
Building:				
Personnel services	1,844,235	2,052,584	2,052,569	(15)
Supplies	37,200	16,552	16,551	(1)
Other services and charges	214,960	198,238	196,924	(1,314)
Capital outlay	-	9,262	9,262	-
Total building	2,096,395	2,276,636	2,275,306	(1,330)
Planning:				
Personnel services	647,578	647,638	647,632	(6)
Supplies	5,400	2,523	2,515	(8)
Other services and charges	87,818	92,148	95,928	3,780
Total planning	740,796	742,309	746,075	3,766
Total community development:	2,837,191	3,018,945	3,021,381	2,436
Community relations:				
Administration:				
Personnel services	408,548	456,341	456,334	(7)
Supplies	10,900	8,295	8,295	-
Other services and charges	352,032	352,293	325,312	(26,981)
Capital outlay	20,000	20,000	-	(20,000)
Total administration	791,480	836,929	789,941	(46,988)
Studio 6:				
Personnel services	218,178	215,520	215,514	(6)
Supplies	5,000	1,275	1,275	-
Other services and charges	45,458	24,470	22,205	(2,265)
Total studio 6	268,636	241,265	238,994	(2,271)
Total community relations	1,060,116	1,078,194	1,028,935	(49,259)

continued...

Schedule of Revenues, Expenditures and Changes in Fund Balance

Budget and Actual - General Fund
For the Year Ended June 30, 2025

	Original Budget	Final Budget	Actual	Actual Over (Under) Final Budget
Expenditures (concluded):				
Current (concluded):				
Community and economic development (concluded):				
Economic development:				
Personnel services	$ 29,084	$ -	$ -	$ -
Other services and charges	43,794	-	-	-
Total economic development	72,878	-	-	-
Total community and economic development	3,970,185	4,097,139	4,050,316	(46,823)
Recreation and culture:				
Youth assistance:				
Personnel services	26,943	25,343	24,209	(1,134)
Supplies	3,200	1,500	982	(518)
Total youth assistance	30,143	26,843	25,191	(1,652)
Historical commission -				
Other services and charges	8,700	22,300	22,292	(8)
Total recreation and culture	38,843	49,143	47,483	(1,660)
Debt service:				
Principal	-	55,132	70,098	14,966
Interest and fiscal charges	-	4,526	6,970	2,444
Total debt service	-	59,658	77,068	17,410
Total expenditures	42,266,417	44,012,392	43,531,923	(480,469)
Revenues over (under) expenditures	920,111	909,476	1,288,943	379,467
Other financing uses				
Transfers out	(175,000)	(347,000)	(347,000)	-
Net change in fund balance	745,111	562,476	941,943	379,467
Fund balance, beginning of year	11,413,640	12,084,391	12,084,391	-
Fund balance, end of year	$ 12,158,751	$ 12,646,867	$ 13,026,334	$ 379,467

concluded.

CITY OF NOVI, MICHIGAN

Schedule of Revenues, Expenditures and Changes in Fund Balance

Budget and Actual - Major Street Special Revenue Fund
For the Year Ended June 30, 2025

	Original Budget	Final Budget	Actual	Actual Over (Under) Final Budget
Revenues				
Intergovernmental:				
Federal grants	$ -	$ 8,016	$ 38,076	$ 30,060
State-shared revenue and grants -				
Gas and weight tax	6,220,038	6,374,322	6,516,434	142,112
Other grants	-	249,924	124,962	(124,962)
Investment income	76,251	125,027	273,037	148,010
Total revenues	6,296,289	6,757,289	6,952,509	195,220
Expenditures				
Current -				
Public works:				
Other services and charges	1,729,215	1,948,020	1,661,680	(286,340)
Capital outlay	7,609,074	12,770,735	7,514,004	(5,256,731)
Total expenditures	9,338,289	14,718,755	9,175,684	(5,543,071)
Revenues over (under) expenditures	(3,042,000)	(7,961,466)	(2,223,175)	5,738,291
Other financing sources				
Transfers in	2,806,000	2,075,106	-	(2,075,106)
Net change in fund balance	(236,000)	(5,886,360)	(2,223,175)	3,663,185
Fund balance, beginning of year	1,175,345	7,360,704	7,360,704	-
Fund balance, end of year	$ 939,345	$ 1,474,344	$ 5,137,529	$ 3,663,185

CITY OF NOVI, MICHIGAN

Schedule of Revenues, Expenditures and Changes in Fund Balance

Budget and Actual - Capital Improvement Program Capital Projects Fund
For the Year Ended June 30, 2025

	Original Budget	Final Budget	Actual	Actual Over (Under) Final Budget
Revenues				
Property taxes	$ 4,613,359	$ 4,617,408	$ 4,637,002	$ 19,594
Intergovernmental -				
State-shared revenue and grants	-	33,535	33,534	(1)
Investment income	3,641	3,641	579	(3,062)
Other -				
Local donations	400,000	347,431	347,431	-
Total revenues	5,017,000	5,002,015	5,018,546	16,531
Expenditures				
Current:				
General government:				
Other services and charges	1,000	777	777	-
Capital outlay	-	277,169	277,165	(4)
Total general government	1,000	277,946	277,942	(4)
Public safety -				
Capital outlay	-	2,370,060	144,045	(2,226,015)
Recreation and culture -				
Capital outlay	-	781,296	695,474	(85,822)
Debt service -				
Interest and fiscal charges	206,000	206,000	170,774	(35,226)
Total expenditures	207,000	3,635,302	1,288,235	(2,347,067)
Net change in fund balance	4,810,000	1,366,713	3,730,311	2,363,598
Fund balance (deficit), beginning of year	(12,818,643)	(9,051,104)	(9,051,104)	-
Fund balance (deficit), end of year	$ (8,008,643)	$ (7,684,391)	$ (5,320,793)	$ 2,363,598

Combining Balance Sheet

Nonmajor Governmental Funds
June 30, 2025

	Special Revenue Funds	2008 Library Construction Debt Service Fund	Capital Projects Funds	Drain Perpetual Maintenance Permanent Fund	Total Nonmajor Governmental
Assets					
Cash and investments	$ 1,364,265	$ 436,878	$ 63,827	$ 26,818	$ 1,891,788
Investments	19,731,622	435,798	6,246,705	7,387,651	33,801,776
Receivables:					
Other	567,525	-	29,225	-	596,750
Due from other governments	369,448	581	-	-	370,029
Advances to other governments	2,375	-	-	-	2,375
Advances to component units	-	-	1,561,862	-	1,561,862
Prepaid items and other assets	42,156	500	20,657	-	63,313
Total assets	$ 22,077,391	$ 873,757	$ 7,922,276	$ 7,414,469	$ 38,287,893
Liabilities					
Accounts payable	$ 2,434,405	$ -	$ -	$ -	$ 2,434,405
Accrued salaries and wages	121,242	-	-	-	121,242
Other accrued liabilities	343,720	5,501	-	-	349,221
Refundable deposits	8,150	-	-	-	8,150
Unearned revenue	15,200	-	-	-	15,200
Due to other funds	2,531	-	-	-	2,531
Total liabilities	2,925,248	5,501	-	-	2,930,749
Deferred inflows of resources					
Unavailable revenue - grants	9,023	-	-	-	9,023
Unavailable revenue - other	333,798	-	-	-	333,798
Total deferred inflows of resources	342,821	-	-	-	342,821
Fund balances					
Nonspendable:					
Prepaids	42,156	500	20,657	-	63,313
Perpetual drain maintenance	-	-	-	7,414,469	7,414,469
Restricted:					
Roads	10,370,038	-	-	-	10,370,038
Public safety	386,964	-	720,891	-	1,107,855
Debt service	-	867,756	-	-	867,756
Infrastructure improvements	-	-	6,833,728	-	6,833,728
Parks, recreation, and cultural services	1,476,330	-	-	-	1,476,330
Library	4,142,830	-	-	-	4,142,830
Stormwater systems	708,077	-	-	-	708,077
Tree replacement and maintenance	1,602,628	-	-	-	1,602,628
Rubbish collection	1,204	-	-	-	1,204
Street lighting improvement	88,118	-	-	-	88,118
Committed -					
Infrastructure improvements	-	-	347,000	-	347,000
Unassigned (deficit)	(9,023)	-	-	-	(9,023)
Total fund balances	18,809,322	868,256	7,922,276	7,414,469	35,014,323
Total liabilities, deferred inflows of resources and fund balances	$ 22,077,391	$ 873,757	$ 7,922,276	$ 7,414,469	$ 38,287,893

Combining Statement of Revenues, Expenditures and Changes in Fund Balances

Nonmajor Governmental Funds
For the Year Ended June 30, 2025

	Special Revenue Funds	2008 Library Construction Debt Service Fund	Capital Projects Funds	Drain Perpetual Maintenance Permanent Fund	Total Nonmajor Governmental
Revenues					
Property taxes	$ 15,240,344	$ 1,699,863	$ -	$ -	$ 16,940,207
Special assessments	27,300	-	-	-	27,300
Licenses, permits, and charges for services	2,490,815	-	338,595	-	2,829,410
Intergovernmental:					
Federal grants	199,845	-	-	-	199,845
State-shared revenue and grants	2,708,264	12,234	-	-	2,720,498
Other grants	158,876	-	-	-	158,876
Fines and forfeitures	194,954	-	-	-	194,954
Investment income	1,059,702	10,107	396,504	363,526	1,829,839
Other:					
Local donations	96,069	-	-	-	96,069
Recreational programs	2,006,130	-	-	-	2,006,130
Tap-in fees	-	-	-	6,096	6,096
Miscellaneous	555,678	-	-	-	555,678
Total revenues	24,737,977	1,722,204	735,099	369,622	27,564,902
Expenditures					
Current:					
General government	-	-	34,155	-	34,155
Public safety	240,214	-	904,362	-	1,144,576
Public works	13,424,624	-	556,515	-	13,981,139
Community and economic development	81,135	-	196,433	-	277,568
Recreation and culture	7,807,457	389	1,211	-	7,809,057
Debt service:					
Principal	-	1,295,000	-	-	1,295,000
Interest and fiscal charges	-	122,200	-	-	122,200
Total expenditures	21,553,430	1,417,589	1,692,676	-	24,663,695
Revenues over (under) expenditures	3,184,547	304,615	(957,577)	369,622	2,901,207
Other financing sources (uses)					
Transfers in	2,066,000	-	347,000	-	2,413,000
Transfers out	(2,066,000)	-	-	-	(2,066,000)
Total other financing sources (uses)	-	-	347,000	-	347,000
Net change in fund balances	3,184,547	304,615	(610,577)	369,622	3,248,207
Fund balances, beginning of year, as previously reported	22,985,479	563,641	8,532,853	7,044,847	39,126,820
Change within financial reporting entity	(7,360,704)	-	-	-	(7,360,704)
Fund balances, beginning of year, as adjusted	15,624,775	563,641	8,532,853	7,044,847	31,766,116
Fund balances, end of year	$ 18,809,322	$ 868,256	$ 7,922,276	$ 7,414,469	$ 35,014,323

Nonmajor Special Revenue Funds

Special revenue funds are used to account for specific revenues that are legally restricted to expenditure for particular purposes.

Local Street Fund - This fund is used to account for expenditures associated with the construction and maintenance needs of the local street portion (as defined by State Act 51) of the City's street network. Of the 195.69 total centerline miles that make up the City of Novi road network, the City has 149.78 centerline miles of local streets. Financing is primarily provided by the City's share of state gas and weight taxes.

Municipal Streets Fund - This fund is used to enhance the Major and Local Street Funds and to provide matching funds for county roads. This fund accounts for a City Charter-authorized property tax millage to supplement the Major and Local Street Funds that have limited resources due to the reliance on the state gas and weight tax.

Parks, Recreation, and Cultural Services Fund - The departments within this fund administer all parks, recreation, and cultural services operations, including strategic direction, policy development, resource identification, and serves as the liaison to the Parks, Recreation, and Cultural Services Commission and the Novi Parks Foundation.

Tree Fund - This fund was established to cover most of the cost of city tree replacement and future maintenance costs. Proceeds vary from year to year and come from fines, fees paid by developers, and street tree maintenance charges pursuant to the City Charter and Code of Ordinances.

Drain Revenue Fund - This fund includes a special property tax millage that was approved for the purpose of improving and maintaining the City’s regional and arterial detention system.

Community Development Block Grant (CDBG) Fund - This fund records federal grant monies passed through to the City from Oakland County. These funds are used to support the youth assistance program and minor home repair program.

Forfeiture Fund - This fund records all receipts and expenditures relating to federal, state, local, and OWI, forfeited and legally restricted, funds relating to narcotic trafficking, money laundering, state laws, and ordinances.

Library Fund - Novi Public Library (the "Library") provides the resources and programs to support the educational, cultural, informational, and recreational needs of its diverse community. The Library supports intellectual freedom and access to information resources for all, while maintaining the privacy of its patrons and providing a safe and secure environment. The Library is funded primarily from property taxes in accordance with a special City Charter millage.

Nonmajor Special Revenue Funds

Library Contribution Fund - In May 2004, the City of Novi, Michigan's library received a generous gift of $1,000,000 from Charles and Myrtle Walker for use in the replacement or expansion of the then-existing library building. As of January 1, 2014, the legal restrictions on the use of these funds has expired. The library board continues to restrict the use of the funds for improvements to the library. The library board also entered into a Library Building Fund Gift Agreement with the Walker family to encourage additional donations. The Library has continued to receive donations.

Rubbish Collection Fund - On May 23, 2016, City Council approved a contract for the collection of solid waste, recycling, yard waste, and other services. This fund was established to account for the rubbish collection activities.

West Oak Street Lighting Fund - This fund was established by a vote of the City Council to account for a special assessment levy to provide street lighting to West Oak Street.

West Lake Drive Street Lighting Fund - This fund was established by a vote of the City Council to account for a special assessment levy to provide street lighting to West Lake Drive.

Town Center Street Lighting Fund - This fund was established by a vote of the City Council to account for a special assessment levy to provide street lighting to Town Center Street.

Opioid Settlement Fund - This fund was established to track the funds received from the nationwide settlement reached in July 2021 to resolve all Opioids litigation brought by states and local political subdivisions against several major pharmaceutical distributors.

CLEMIS-Crash & Citation Revenue Sharing Fund - This revenue sharing money is generated by the Novi Police Department's participation in the CLEMIS e-Commerce site for payment of CLEMIS Crash Reports and/or CLEMIS Citations. These funds are intended for use by the police agency for law enforcement costs at the discretion of the Chief of Police.

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CITY OF NOVI, MICHIGAN

Combining Balance Sheet

Nonmajor Governmental Funds
Special Revenue Funds
June 30, 2025

	Local Street	Municipal Streets	Parks, Recreation, and Cultural Services	Tree
Assets				
Cash and cash equivalents	$ 589,829	$ -	$ 90,339	$ 58,672
Investments	1,067,654	10,080,527	1,584,759	1,675,480
Receivables:				
Other	-	-	42,122	-
Due from other governments	357,569	-	610	-
Advances to other governments	-	2,375	-	-
Prepaid items and other assets	-	12,280	14,503	-
Total assets	$ 2,015,052	$ 10,095,182	$ 1,732,333	$ 1,734,152
Liabilities				
Accounts payable	$ 1,356,354	$ 86,369	$ 157,131	$ 83,260
Accrued salaries and wages	-	-	61,529	1,837
Other accrued liabilities	-	285,193	5,800	31,227
Refundable deposits	-	-	8,150	-
Unearned revenue	-	-	-	15,200
Due to other funds	-	-	-	-
Total liabilities	1,356,354	371,562	232,610	131,524
Deferred inflows of resources				
Unavailable revenue - grants	-	-	-	-
Unavailable revenue - other	-	-	8,890	-
Total deferred inflows of resources	-	-	8,890	-
Fund balances				
Nonspendable for prepaids	-	12,280	14,503	-
Restricted:				
Roads	658,698	9,711,340	-	-
Public safety	-	-	-	-
Parks, recreation, and cultural services	-	-	1,476,330	-
Library	-	-	-	-
Stormwater systems	-	-	-	-
Tree replacement and maintenance	-	-	-	1,602,628
Rubbish collection	-	-	-	-
Street lighting improvement	-	-	-	-
Unassigned (deficit)	-	-	-	-
Total fund balances (deficits)	658,698	9,723,620	1,490,833	1,602,628
Total liabilities, deferred inflows of resources and fund balances	$ 2,015,052	$ 10,095,182	$ 1,732,333	$ 1,734,152

Drain Revenue	Community Development Block Grant	Forfeiture	Library	Library Contribution	Rubbish Collection
$ 316,212	$ -	$ 52,595	$ 7,718	$ 7,140	$ -
875,719	-	-	2,642,113	1,624,113	181,257
-	-	-	-	13,313	3,884
1,024	9,023	-	1,222	-	-
-	-	-	-	-	-
12,223	-	-	3,150	-	-
$ 1,205,178	$ 9,023	$ 52,595	$ 2,654,203	$ 1,644,566	$ 185,141
$ 475,078	$ 6,492	$ 131	$ 81,395	$ 1,818	$ 183,937
-	-	-	57,876	-	-
9,800	-	-	11,700	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	2,531	-	-	-	-
484,878	9,023	131	150,971	1,818	183,937
-	9,023	-	-	-	-
-	-	-	-	-	-
-	9,023	-	-	-	-
12,223	-	-	3,150	-	-
-	-	-	-	-	-
-	-	52,464	-	-	-
-	-	-	-	-	-
-	-	-	2,500,082	1,642,748	-
708,077	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	1,204
-	-	-	-	-	-
-	(9,023)	-	-	-	-
720,300	(9,023)	52,464	2,503,232	1,642,748	1,204
$ 1,205,178	$ 9,023	$ 52,595	$ 2,654,203	$ 1,644,566	$ 185,141

continued…

CITY OF NOVI, MICHIGAN

Combining Balance Sheet

Nonmajor Governmental Funds
Special Revenue Funds
June 30, 2025

	West Oak Street Lighting	West Lake Drive Street Lighting	Town Center Street Lighting	Opioid Settlement
Assets				
Cash and cash equivalents	$ 53,213	$ 4,605	$ 32,740	$ 151,202
Investments	-	-	-	-
Receivables:				
Other	-	-	-	324,908
Due from other governments	-	-	-	-
Advances to other governments	-	-	-	-
Prepaid items and other assets	-	-	-	-
Total assets	$ 53,213	$ 4,605	$ 32,740	$ 476,110
Liabilities				
Accounts payable	$ 429	$ 263	$ 1,748	$ -
Accrued salaries and wages	-	-	-	-
Other accrued liabilities	-	-	-	-
Refundable deposits	-	-	-	-
Unearned revenue	-	-	-	-
Due to other funds	-	-	-	-
Total liabilities	429	263	1,748	-
Deferred inflows of resources				
Unavailable revenue - grants	-	-	-	-
Unavailable revenue - other	-	-	-	324,908
Total deferred inflows of resources	-	-	-	324,908
Fund balances				
Nonspendable for prepaids	-	-	-	-
Restricted:				
Roads	-	-	-	-
Public safety	-	-	-	151,202
Parks, recreation, and cultural services	-	-	-	-
Library	-	-	-	-
Stormwater systems	-	-	-	-
Tree replacement and maintenance	-	-	-	-
Rubbish collection	-	-	-	-
Street lighting improvement	52,784	4,342	30,992	-
Unassigned (deficit)	-	-	-	-
Total fund balances (deficits)	52,784	4,342	30,992	151,202
Total liabilities, deferred inflows of resources and fund balances	$ 53,213	$ 4,605	$ 32,740	$ 476,110

CLEMIS-Crash & Citation Revenue Sharing	Total
$ -	$ 1,364,265
-	19,731,622
183,298	567,525
-	369,448
-	2,375
-	42,156
$ 183,298	$ 22,077,391
$ -	$ 2,434,405
-	121,242
-	343,720
-	8,150
-	15,200
-	2,531
-	2,925,248
-	9,023
-	333,798
-	342,821
-	42,156
-	10,370,038
183,298	386,964
-	1,476,330
-	4,142,830
-	708,077
-	1,602,628
-	1,204
-	88,118
-	(9,023)
183,298	18,809,322
$ 183,298	$ 22,077,391

concluded.

Combining Statement of Revenues, Expenditures and Changes in Fund Balances

Nonmajor Governmental Funds
Special Revenue Funds
For the Year Ended June 30, 2025

	(Formerly Nonmajor Fund) Major Street	Local Street	Municipal Streets	Parks, Recreation, and Cultural Services	Tree
Revenues					
Property taxes		$ -	$ 6,919,836	$ 1,778,070	$ -
Special assessments		-	-	-	-
Licenses, permits, and charges for services		-	120,764	-	-
Intergovernmental:					
Federal grants		-	-	-	-
State-shared revenue and grants		2,243,251	334,920	12,858	-
Other grants		-	158,876	-	-
Fines and forfeitures		-	-	-	-
Investment income		95,938	457,047	81,742	90,913
Other:					
Local donations		-	-	4,457	-
Recreational programs		-	-	2,006,130	-
Miscellaneous		-	31,048	75,641	268,557
Total revenues		2,339,189	8,022,491	3,958,898	359,470
Expenditures					
Current:					
Public safety		-	-	-	-
Public works		6,575,547	1,757,193	-	513,313
Community and economic development		-	-	-	-
Recreation and culture		-	-	3,532,653	-
Total expenditures		6,575,547	1,757,193	3,532,653	513,313
Revenues over (under) expenditures		(4,236,358)	6,265,298	426,245	(153,843)
Other financing sources (uses)					
Transfers in		2,066,000	-	-	-
Transfers out		-	(2,066,000)	-	-
Total other financing sources (uses)		2,066,000	(2,066,000)	-	-
Net change in fund balances		(2,170,358)	4,199,298	426,245	(153,843)
Fund balances (deficits), beginning of year, as previously reported	$ 7,360,704	2,829,056	5,524,322	1,064,588	1,756,471
Change within financial reporting entity	(7,360,704)	-	-	-	-
Fund balances (deficits), beginning of year, as adjusted	$ -	2,829,056	5,524,322	1,064,588	1,756,471
Fund balances (deficits), end of year		$ 658,698	$ 9,723,620	$ 1,490,833	$ 1,602,628

Drain Revenue	Community Development Block Grant	Forfeiture	Library	Library Contribution	Rubbish Collection
$ 2,982,882	$ -	$ -	$ 3,559,556	$ -	$ -
-	-	-	-	-	-
-	-	-	-	-	2,186,753
-	98,393	101,452	-	-	-
21,547	-	-	95,688	-	-
-	-	-	-	-	-
-	-	94,869	100,085	-	-
64,910	-	-	181,502	83,142	4,508
-	-	-	20,135	71,477	-
-	-	-	-	-	-
10,203	-	70,837	68,579	-	-
3,079,542	98,393	267,158	4,025,545	154,619	2,191,261
-	-	240,214	-	-	-
2,359,242	-	-	-	-	2,190,057
-	81,135	-	-	-	-
-	-	-	4,118,982	155,822	-
2,359,242	81,135	240,214	4,118,982	155,822	2,190,057
720,300	17,258	26,944	(93,437)	(1,203)	1,204
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
720,300	17,258	26,944	(93,437)	(1,203)	1,204
-	(26,281)	25,520	2,596,669	1,643,951	-
-	-	-	-	-	-
-	(26,281)	25,520	2,596,669	1,643,951	-
$ 720,300	$ (9,023)	$ 52,464	$ 2,503,232	$ 1,642,748	$ 1,204

continued...

Combining Statement of Revenues, Expenditures and Changes in Fund Balances

Nonmajor Governmental Funds
Special Revenue Funds
For the Year Ended June 30, 2025

	West Oak Street Lighting	West Lake Drive Street Lighting	Town Center Street Lighting	Opioid Settlement
Revenues				
Property taxes	$ -	$ -	$ -	$ -
Special assessments	4,000	3,300	20,000	-
Licenses, permits, and charges for services	-	-	-	-
Intergovernmental:				
Federal grants	-	-	-	-
State-shared revenue and grants	-	-	-	-
Other grants	-	-	-	-
Fines and forfeitures	-	-	-	-
Investment income	-	-	-	-
Other:				
Local donations	-	-	-	-
Recreational programs	-	-	-	-
Miscellaneous	-	-	-	30,813
Total revenues	4,000	3,300	20,000	30,813
Expenditures				
Current:				
Public safety	-	-	-	-
Public works	5,145	3,157	20,970	-
Community and economic development	-	-	-	-
Recreation and culture	-	-	-	-
Total expenditures	5,145	3,157	20,970	-
Revenues over (under) expenditures	(1,145)	143	(970)	30,813
Other financing sources (uses)				
Transfers in	-	-	-	-
Transfers out	-	-	-	-
Total other financing sources (uses)	-	-	-	-
Net change in fund balances	(1,145)	143	(970)	30,813
Fund balances (deficits), beginning of year, as previously reported	53,929	4,199	31,962	120,389
Change within financial reporting entity	-	-	-	-
Fund balances (deficits), beginning of year, as adjusted	53,929	4,199	31,962	120,389
Fund balances (deficits), end of year	$ 52,784	$ 4,342	$ 30,992	$ 151,202

CLEMIS-Crash & Citation Revenue Sharing	Total
$ -	$ 15,240,344
-	27,300
183,298	2,490,815
-	199,845
-	2,708,264
-	158,876
-	194,954
-	1,059,702
-	96,069
-	2,006,130
-	555,678
183,298	24,737,977
-	240,214
-	13,424,624
-	81,135
-	7,807,457
-	21,553,430
183,298	3,184,547
-	2,066,000
-	(2,066,000)
-	-
183,298	3,184,547
-	22,985,479
-	(7,360,704)
-	15,624,775
$ 183,298	$ 18,809,322

concluded.

CITY OF NOVI, MICHIGAN

Schedule of Revenues, Expenditures and Changes in Fund Balance

Budget and Actual - Local Street Special Revenue Fund
For the Year Ended June 30, 2025

	Original Budget	Final Budget	Actual	Actual Over (Under) Final Budget
Revenues				
Intergovernmental -				
State-shared revenue and grants -				
Gas and weight tax	$ 2,140,228	$ 2,197,311	$ 2,243,251	$ 45,940
Investment income	28,547	56,464	95,938	39,474
Total revenues	2,168,775	2,253,775	2,339,189	85,414
Expenditures				
Current -				
Public works:				
Other services and charges	2,907,765	2,957,650	2,139,787	(817,863)
Capital outlay	4,675,010	6,699,010	4,435,760	(2,263,250)
Total expenditures	7,582,775	9,656,660	6,575,547	(3,081,113)
Revenues under expenditures	(5,414,000)	(7,402,885)	(4,236,358)	3,166,527
Other financing sources				
Transfers in	5,418,000	5,503,000	2,066,000	(3,437,000)
Net change in fund balance	4,000	(1,899,885)	(2,170,358)	(270,473)
Fund balance, beginning of year	755,169	2,829,056	2,829,056	-
Fund balance, end of year	$ 759,169	$ 929,171	$ 658,698	$ (270,473)

CITY OF NOVI, MICHIGAN

Schedule of Revenues, Expenditures and Changes in Fund Balance

Budget and Actual - Municipal Streets Special Revenue Fund
For the Year Ended June 30, 2025

	Original Budget	Final Budget	Actual	Actual Over (Under) Final Budget
Revenues				
Property taxes	$ 6,963,067	$ 6,963,067	$ 6,919,836	$ (43,231)
Licenses, permits, and charges for services	20,000	20,000	120,764	100,764
Intergovernmental:				
State-shared revenue and grants	316,000	316,000	334,920	18,920
Other grants	150,000	150,000	158,876	8,876
Investment income	99,163	212,163	457,047	244,884
Other -				
Miscellaneous	-	-	31,048	31,048
Total revenues	7,548,230	7,661,230	8,022,491	361,261
Expenditures				
Current -				
Public works:				
Other services and charges	684,700	688,102	595,042	(93,060)
Capital outlay	548,530	2,828,462	1,162,151	(1,666,311)
Total expenditures	1,233,230	3,516,564	1,757,193	(1,759,371)
Revenues over (under) expenditures	6,315,000	4,144,666	6,265,298	2,120,632
Other financing uses				
Transfers out	(8,224,000)	(7,578,106)	(2,066,000)	(5,512,106)
Net change in fund balance	(1,909,000)	(3,433,440)	4,199,298	7,632,738
Fund balance, beginning of year	3,215,166	5,524,322	5,524,322	-
Fund balance, end of year	$ 1,306,166	$ 2,090,882	$ 9,723,620	$ 7,632,738

CITY OF NOVI, MICHIGAN

Schedule of Revenues, Expenditures and Changes in Fund Balance

Budget and Actual - Parks, Recreation, and Cultural Services Special Revenue Fund
For the Year Ended June 30, 2025

	Original Budget	Final Budget	Actual	Actual Over (Under) Final Budget
Revenues				
Property taxes	$ 1,771,762	$ 1,771,762	$ 1,778,070	$ 6,308
Intergovernmental -				
State-shared revenue and grants	8,000	12,860	12,858	(2)
Investment income	35,253	40,968	81,742	40,774
Other:				
Local donations	500	16,965	4,457	(12,508)
Recreational programs	1,787,370	1,940,580	2,006,130	65,550
Miscellaneous	1,000	76,120	75,641	(479)
Total revenues	3,603,885	3,859,255	3,958,898	99,643
Expenditures				
Current -				
Recreation and culture:				
Personnel services	1,516,426	1,678,553	1,678,504	(49)
Supplies	90,250	47,707	47,208	(499)
Other services and charges	1,615,599	1,617,806	1,651,932	34,126
Capital outlay	536,610	668,095	155,009	(513,086)
Total expenditures	3,758,885	4,012,161	3,532,653	(479,508)
Revenues over (under) expenditures	(155,000)	(152,906)	426,245	579,151
Other financing sources				
Transfers in	25,000	-	-	-
Net change in fund balance	(130,000)	(152,906)	426,245	579,151
Fund balance, beginning of year	750,139	1,064,588	1,064,588	-
Fund balance, end of year	$ 620,139	$ 911,682	$ 1,490,833	$ 579,151

CITY OF NOVI, MICHIGAN

Schedule of Revenues, Expenditures and Changes in Fund Balance

Budget and Actual - Tree Special Revenue Fund
For the Year Ended June 30, 2025

	Original Budget	Final Budget	Actual	Actual Over (Under) Final Budget
Revenues				
Investment income	$ 71,471	$ 71,471	$ 90,913	$ 19,442
Other -				
Miscellaneous	315,000	315,000	268,557	(46,443)
Total revenues	386,471	386,471	359,470	(27,001)
Expenditures				
Current -				
Public works:				
Personnel services	105,563	105,658	82,770	(22,888)
Supplies	1,000	1,000	876	(124)
Other services and charges	485,848	485,753	429,667	(56,086)
Capital outlay	44,060	-	-	-
Total expenditures	636,471	592,411	513,313	(79,098)
Net change in fund balance	(250,000)	(205,940)	(153,843)	52,097
Fund balance, beginning of year	1,861,352	1,756,471	1,756,471	-
Fund balance, end of year	$ 1,611,352	$ 1,550,531	$ 1,602,628	$ 52,097

CITY OF NOVI, MICHIGAN

Schedule of Revenues, Expenditures and Changes in Fund Balance

Budget and Actual - Drain Revenue Special Revenue Fund
For the Year Ended June 30, 2025

	Original Budget	Final Budget	Actual	Actual Over (Under) Final Budget
Revenues				
Property taxes	$ 2,969,236	$ 2,969,236	$ 2,982,882	$ 13,646
Intergovernmental -				
State-shared revenue and grants	13,000	13,000	21,547	8,547
Investment income	25,028	25,028	64,910	39,882
Other -				
Miscellaneous	10,000	10,000	10,203	203
Total revenues	3,017,264	3,017,264	3,079,542	62,278
Expenditures				
Current -				
Public works:				
Other services and charges	1,384,693	1,856,265	1,630,636	(225,629)
Capital outlay	4,409,667	5,936,946	728,606	(5,208,340)
Total expenditures	5,794,360	7,793,211	2,359,242	(5,433,969)
Revenues over (under) expenditures	(2,777,096)	(4,775,947)	720,300	5,496,247
Other financing sources				
Transfers in	2,777,096	4,775,947	-	(4,775,947)
Net change in fund balance	-	-	720,300	720,300
Fund balance, beginning of year	-	-	-	-
Fund balance, end of year	$ -	$ -	$ 720,300	$ 720,300

CITY OF NOVI, MICHIGAN

Schedule of Revenues, Expenditures and Changes in Fund Balance

Budget and Actual - Community Development Block Grant Special Revenue Fund
For the Year Ended June 30, 2025

	Original Budget	Final Budget	Actual	Actual Over (Under) Final Budget
Revenues				
Intergovernmental -				
Federal grants	$ 131,000	$ 157,281	$ 98,393	$ (58,888)
Expenditures				
Current -				
Community and economic development -				
Other services and charges	131,000	131,000	81,135	(49,865)
Net change in fund balance	-	26,281	17,258	(9,023)
Fund balance (deficit), beginning of year	-	(26,281)	(26,281)	-
Fund balance (deficit), end of year	$ -	$ -	$ (9,023)	$ (9,023)

CITY OF NOVI, MICHIGAN

Schedule of Revenues, Expenditures and Changes in Fund Balance

Budget and Actual - Forfeiture Special Revenue Fund
For the Year Ended June 30, 2025

	Original Budget	Final Budget	Actual	Actual Over (Under) Final Budget
Revenues				
Intergovernmental -				
Federal grants	$ -	$ -	$ 101,452	$ 101,452
Fines and forfeitures	347,990	324,490	94,869	(229,621)
Other -				
Miscellaneous	33,000	56,500	70,837	14,337
Total revenues	380,990	380,990	267,158	(113,832)
Expenditures				
Current -				
Public safety:				
Supplies	20,000	20,000	5,527	(14,473)
Capital outlay	510,990	386,510	234,687	(151,823)
Total expenditures	530,990	406,510	240,214	(166,296)
Revenues over (under) expenditures	(150,000)	(25,520)	26,944	52,464
Other financing sources				
Transfers in	150,000	-	-	-
Net change in fund balance	-	(25,520)	26,944	52,464
Fund balance, beginning of year	-	25,520	25,520	-
Fund balance, end of year	$ -	$ -	$ 52,464	$ 52,464

CITY OF NOVI, MICHIGAN

Schedule of Revenues, Expenditures and Changes in Fund Balance

Budget and Actual - Library Special Revenue Fund
For the Year Ended June 30, 2025

	Original Budget	Final Budget	Actual	Actual Over (Under) Final Budget
Revenues				
Property taxes	$ 3,547,534	$ 3,566,934	$ 3,559,556	$ (7,378)
Intergovernmental -				
State-shared revenue and grants	65,000	78,049	95,688	17,639
Fines and forfeitures	88,000	99,626	100,085	459
Investment income	54,000	132,000	181,502	49,502
Other:				
Local donations	9,500	19,956	20,135	179
Miscellaneous	44,950	64,808	68,579	3,771
Total revenues	3,808,984	3,961,373	4,025,545	64,172
Expenditures				
Current -				
Recreation and culture:				
Personnel services	2,781,800	2,762,293	2,720,354	(41,939)
Supplies	774,300	756,000	693,934	(62,066)
Other services and charges	739,450	718,541	675,419	(43,122)
Capital outlay	37,000	37,000	29,275	(7,725)
Total expenditures	4,332,550	4,273,834	4,118,982	(154,852)
Net change in fund balance	(523,566)	(312,461)	(93,437)	219,024
Fund balance, beginning of year	2,187,443	2,596,669	2,596,669	-
Fund balance, end of year	$ 1,663,877	$ 2,284,208	$ 2,503,232	$ 219,024

CITY OF NOVI, MICHIGAN

Schedule of Revenues, Expenditures and Changes in Fund Balance

Budget and Actual - Library Contribution Special Revenue Fund
For the Year Ended June 30, 2025

	Original Budget	Final Budget	Actual	Actual Over (Under) Final Budget
Revenues				
Investment income	$ 22,500	$ 57,448	$ 83,142	$ 25,694
Other -				
Local donations	9,500	36,827	71,477	34,650
Total revenues	32,000	94,275	154,619	60,344
Expenditures				
Current -				
Recreation and culture:				
Supplies	8,500	24,527	21,785	(2,742)
Capital outlay	247,000	137,084	134,037	(3,047)
Total expenditures	255,500	161,611	155,822	(5,789)
Net change in fund balance	(223,500)	(67,336)	(1,203)	66,133
Fund balance, beginning of year	1,527,586	1,643,951	1,643,951	-
Fund balance, end of year	$ 1,304,086	$ 1,576,615	$ 1,642,748	$ 66,133

CITY OF NOVI, MICHIGAN

Schedule of Revenues, Expenditures and Changes in Fund Balance

Budget and Actual - Rubbish Collection Special Revenue Fund
For the Year Ended June 30, 2025

	Original Budget	Final Budget	Actual	Actual Over (Under) Final Budget
Revenues				
Licenses, permits, and charges for services	$ 2,297,000	$ 2,297,000	$ 2,186,753	$ (110,247)
Investment income	-	-	4,508	4,508
Total revenues	2,297,000	2,297,000	2,191,261	(105,739)
Expenditures				
Current -				
Public works-				
Other services and charges	2,297,000	2,297,000	2,190,057	(106,943)
Net change in fund balance	-	-	1,204	1,204
Fund balance, beginning of year	-	-	-	-
Fund balance, end of year	$ -	$ -	$ 1,204	$ 1,204

Schedule of Revenues, Expenditures and Changes in Fund Balance

Budget and Actual - West Oak Street Lighting Special Revenue Fund
For the Year Ended June 30, 2025

	Original Budget	Final Budget	Actual	Actual Over (Under) Final Budget
Revenues				
Special assessments	$ 7,529	$ 7,529	$ 4,000	$ (3,529)
Expenditures				
Current -				
Public works -				
Other services and charges	5,229	5,229	5,145	(84)
Net change in fund balance	2,300	2,300	(1,145)	(3,445)
Fund balance, beginning of year	53,746	53,929	53,929	-
Fund balance, end of year	$ 56,046	$ 56,229	$ 52,784	$ (3,445)

CITY OF NOVI, MICHIGAN

Schedule of Revenues, Expenditures and Changes in Fund Balance

Budget and Actual - West Lake Drive Street Lighting Special Revenue Fund
For the Year Ended June 30, 2025

	Original Budget	Final Budget	Actual	Actual Over (Under) Final Budget
Revenues				
Special assessments	$ 3,300	$ 3,300	$ 3,300	$ -
Expenditures				
Current -				
Public works -				
Other services and charges	3,300	3,300	3,157	(143)
Net change in fund balance	-	-	143	143
Fund balance, beginning of year	4,106	4,199	4,199	-
Fund balance, end of year	$ 4,106	$ 4,199	$ 4,342	$ 143

Schedule of Revenues, Expenditures and Changes in Fund Balance

Budget and Actual - Town Center Street Lighting Special Revenue Fund
For the Year Ended June 30, 2025

	Original Budget	Final Budget	Actual	Actual Over (Under) Final Budget
Revenues				
Special assessments	$ 25,000	$ 25,000	$ 20,000	$ (5,000)
Expenditures				
Current -				
Public works -				
Other services and charges	22,300	22,300	20,970	(1,330)
Net change in fund balance	2,700	2,700	(970)	(3,670)
Fund balance, beginning of year	31,250	31,962	31,962	-
Fund balance, end of year	$ 33,950	$ 34,662	$ 30,992	$ (3,670)

CITY OF NOVI, MICHIGAN

Schedule of Revenues, Expenditures and Changes in Fund Balance

Budget and Actual - Opioid Settlement Special Revenue Fund
For the Year Ended June 30, 2025

	Original Budget	Final Budget	Actual	Actual Over (Under) Final Budget
Revenues				
Other -				
Miscellaneous	$ 50,610	$ 50,610	$ 30,813	$ (19,797)
Expenditures				
Current -				
Public safety -				
Other services and charges	50,610	50,610	-	(50,610)
Net change in fund balance	-	-	30,813	30,813
Fund balance, beginning of year	-	120,389	120,389	-
Fund balance, end of year	$ -	$ 120,389	$ 151,202	$ 30,813

CITY OF NOVI, MICHIGAN

Schedule of Revenues, Expenditures and Changes in Fund Balance

Budget and Actual - CLEMIS - Crash & Citation Revenue Sharing Special Revenue Fund
For the Year Ended June 30, 2025

	Original Budget	Final Budget	Actual	Actual Over (Under) Final Budget
Revenues				
Licenses, permits, and charges for services	$ -	$ -	$ 183,298	$ 183,298
Fund balance, beginning of year	-	-	-	-
Fund balance, end of year	$ -	$ -	$ 183,298	$ 183,298

Nonmajor Debt Service Fund

Debt service funds are used to account for the accumulation of resources and payment of general obligation bond principal and interest from governmental resources and special assessment bond principal and interest from special assessment levies when the government is obligated in some manner for the payment.

2008 Library Construction Debt Fund - This fund was established to account for annual debt service payments for a bond that was issued to construct a new library building. The annual debt service is paid from property tax collections authorized by a voter-approved millage.

CITY OF NOVI, MICHIGAN

Schedule of Revenues, Expenditures and Changes in Fund Balance

Budget and Actual - 2008 Library Construction Debt Service Fund
For the Year Ended June 30, 2025

	Original Budget	Final Budget	Actual	Actual Over (Under) Final Budget
Revenues				
Property taxes	$ 1,695,913	$ 1,695,913	$ 1,699,863	$ 3,950
Intergovernmental -				
State-shared revenue and grants	25,000	25,000	12,234	(12,766)
Investment income	287	287	10,107	9,820
Total revenues	1,721,200	1,721,200	1,722,204	1,004
Expenditures				
Current -				
Recreation and culture -				
Other services and charges	500	500	389	(111)
Debt service:				
Principal	1,295,000	1,295,000	1,295,000	-
Interest and fiscal charges	121,700	122,200	122,200	-
Total expenditures	1,417,200	1,417,700	1,417,589	(111)
Net change in fund balance	304,000	303,500	304,615	1,115
Fund balance, beginning of year	333,146	563,641	563,641	-
Fund balance, end of year	$ 637,146	$ 867,141	$ 868,256	$ 1,115

Nonmajor Capital Projects Funds

Capital projects funds are used to account for the acquisition and construction of major capital facilities other than those financed by proprietary funds and trust funds.

Special Assessment Revolving Fund - This fund is used to account for the construction of capital assets funded in whole or in part by long-term special assessment debt. The City has self-funded previous projects and has elected to maintain the cumulative interest, as well as the initial General Fund contribution in this fund. All future uses of this fund will be determined as part of the City's annual capital improvement plan (CIP).

Gun Range Facility Fund - As of July 1, 2014, the City Council has elected to place the gross revenue from users of the gun range facility (previously in the General Fund) into a separate capital project fund to be used toward planned future capital improvements.

PEG Cable Capital Fund - As of September 2019, the revenues related to PEG Cable have been placed into this separate capital project fund to be used toward planned future capital improvements.

Public Improvement Fund - The fund was established in fiscal year 2024 to set aside General Fund and Parks, Recreation and Culture Fund capital projects that were originally budgeted in the current fiscal year, but not spent during the current year. The funds will be set aside in the Public Improvement Fund until and expensed here as the project continues.

CITY OF NOVI, MICHIGAN

Combining Balance Sheet

Nonmajor Governmental Funds
Capital Projects Funds
June 30, 2025

	Special Assessment Revolving	Gun Range Facility	PEG Cable	Public Improvement	Total
Assets					
Cash and cash equivalents	$ 37,551	$ 22,611	$ 3,665	$ -	$ 63,827
Investments	3,319,573	684,280	976,320	1,266,532	6,246,705
Receivables -					
Other	-	14,000	15,225	-	29,225
Advances to component units	1,561,862	-	-	-	1,561,862
Prepaid items and other assets	-	20,657	-	-	20,657
Total assets	$ 4,918,986	$ 741,548	$ 995,210	$ 1,266,532	$ 7,922,276
Fund balances					
Nonspendable -					
Prepaids	$ -	$ 20,657	$ -	$ -	$ 20,657
Restricted:					
Public safety	-	720,891	-	-	720,891
Infrastructure improvements	4,918,986	-	995,210	919,532	6,833,728
Committed -					
Infrastructure improvements	-	-	-	347,000	347,000
Total fund balance	$ 4,918,986	$ 741,548	$ 995,210	$ 1,266,532	$ 7,922,276

Combining Statement of Revenues, Expenditures and Changes in Fund Balances

Nonmajor Governmental Funds
Capital Project Funds
For the Year Ended June 30, 2025

	Special Assessment Revolving	Gun Range Facility	PEG Cable	Public Improvement	Total
Revenues					
Licenses, permits, and charges for services	$ -	$ 126,000	$ 212,595	$ -	$ 338,595
Investment income	201,546	30,665	42,158	122,135	396,504
Total revenues	201,546	156,665	254,753	122,135	735,099
Expenditures					
Current:					
General government	-	-	-	34,155	34,155
Public safety	-	8,956	-	895,406	904,362
Public works	407	-	-	556,108	556,515
Community and economic development	-	-	47,234	149,199	196,433
Recreation and culture	-	-	-	1,211	1,211
Total expenditures	407	8,956	47,234	1,636,079	1,692,676
Revenues over (under) expenditures	201,139	147,709	207,519	(1,513,944)	(957,577)
Other financing sources					
Transfers in	-	-	-	347,000	347,000
Net change in fund balances	201,139	147,709	207,519	(1,166,944)	(610,577)
Fund balances, beginning of year	4,717,847	593,839	787,691	2,433,476	8,532,853
Fund balances, end of year	$ 4,918,986	$ 741,548	$ 995,210	$ 1,266,532	$ 7,922,276

CITY OF NOVI, MICHIGAN

Schedule of Revenues, Expenditures and Changes in Fund Balance

Budget and Actual - Special Assessment Revolving Capital Projects Fund
For the Year Ended June 30, 2025

	Original Budget	Final Budget	Actual	Actual Over (Under) Final Budget
Revenues				
Investment income	$ 66,525	$ 66,525	$ 201,546	$ 135,021
Expenditures				
Current -				
Public works -				
Other services and charges	525	525	407	(118)
Net change in fund balance	66,000	66,000	201,139	135,139
Fund balance, beginning of year	4,609,761	4,717,847	4,717,847	-
Fund balance, end of year	$ 4,675,761	$ 4,783,847	$ 4,918,986	$ 135,139

Schedule of Revenues, Expenditures and Changes in Fund Balance

Budget and Actual - Gun Range Facility Capital Projects Fund
For the Year Ended June 30, 2025

	Original Budget	Final Budget	Actual	Actual Over (Under) Final Budget
Revenues				
Licenses, permits, and charges for services	$ 71,000	$ 113,000	$ 126,000	$ 13,000
Investment income	5,000	16,000	30,665	14,665
Total revenues	76,000	129,000	156,665	27,665
Expenditures				
Current -				
Public safety -				
Capital outlay	28,000	28,000	8,956	(19,044)
Net change in fund balance	48,000	101,000	147,709	46,709
Fund balance, beginning of year	526,378	593,839	593,839	-
Fund balance, end of year	$ 574,378	$ 694,839	$ 741,548	$ 46,709

CITY OF NOVI, MICHIGAN

Schedule of Revenues, Expenditures and Changes in Fund Balance

Budget and Actual - PEG Cable Capital Projects Fund
For the Year Ended June 30, 2025

	Original Budget	Final Budget	Actual	Actual Over (Under) Final Budget
Revenues				
Licenses, permits, and charges for services	$ 305,000	$ 305,000	$ 212,595	$ (92,405)
Investment income	2,000	12,000	42,158	30,158
Total revenues	307,000	317,000	254,753	(62,247)
Expenditures				
Current -				
Community and economic development -				
Capital outlay	-	57,885	47,234	(10,651)
Net change in fund balance	307,000	259,115	207,519	(51,596)
Fund balance, beginning of year	881,452	787,691	787,691	-
Fund balance, end of year	$ 1,188,452	$ 1,046,806	$ 995,210	$ (51,596)

Schedule of Revenues, Expenditures and Changes in Fund Balance

Budget and Actual - Public Improvement Capital Projects Fund
For the Year Ended June 30, 2025

	Original Budget	Final Budget	Actual	Actual Over (Under) Final Budget
Revenues				
Investment income	$ -	$ -	$ 122,135	$ 122,135
Expenditures				
Current:				
General government:				
Other services and charges	-	6,160	6,160	-
Capital outlay	-	27,995	27,995	-
Public safety -				
Capital outlay	-	956,418	895,406	(61,012)
Public works -				
Capital outlay	-	1,090,790	556,108	(534,682)
Community and economic development:				
Other services and charges	-	43,383	31,601	(11,782)
Capital outlay	-	122,480	117,598	(4,882)
Recreation and culture -				
Capital outlay	-	186,249	1,211	(185,038)
Total expenditures	-	2,433,475	1,636,079	(797,396)
Revenues over (under) expenditures	-	(2,433,475)	(1,513,944)	919,531
Other financing sources				
Transfers in	-	347,000	347,000	-
Net change in fund balance	-	(2,086,475)	(1,166,944)	919,531
Fund balance, beginning of year	-	2,433,476	2,433,476	-
Fund balance, end of year	$ -	$ 347,001	$ 1,266,532	$ 919,531

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Nonmajor Permanent Fund

Drain Perpetual Maintenance Fund - A citizen's committee has been established to oversee the building and maintenance of the drain system. This fund was initially created with allocations from the Drain Fund. Additional revenue has come from tap fees for properties connecting to regional systems. The intent is to build an investment base in which earnings will eventually cover the cost of maintaining the system and reduce or eliminate the need for the Drain Fund millage.

Schedule of Revenues, Expenditures and Changes in Fund Balance

Budget and Actual - Drain Perpetual Maintenance Permanent Fund
For the Year Ended June 30, 2025

	Original Budget	Final Budget	Actual	Actual Over (Under) Final Budget
Revenues				
Investment income	$ 130,000	$ 130,000	$ 363,526	$ 233,526
Other -				
Tap-in fees	5,000	5,000	6,096	1,096
Total revenues	135,000	135,000	369,622	234,622
Other financing uses				
Transfers out	(2,777,096)	(4,775,947)	-	(4,775,947)
Net change in fund balance	(2,642,096)	(4,640,947)	369,622	5,010,569
Fund balance, beginning of year	4,592,784	7,044,847	7,044,847	-
Fund balance, end of year	$ 1,950,688	$ 2,403,900	$ 7,414,469	$ 5,010,569

CITY OF NOVI, MICHIGAN

Balance Sheet / Statement of Net Position

Economic Development Corporation Component Unit
June 30, 2025

	General Fund	Adjustments	Statement of Net Position
Assets			
Cash and cash equivalents	$ 86,757	$ -	$ 86,757
Capital assets not being depreciated	-	35,000	35,000
Total assets	$ 86,757	35,000	121,757
Fund balance			
Unassigned	$ 86,757	(86,757)	-
Net position			
Investment in capital assets		35,000	35,000
Unrestricted		86,757	86,757
Total net position		$ 121,757	$ 121,757

CITY OF NOVI, MICHIGAN

Statement of Revenues, Expenditures

and Changes in Fund Balance / Statement of Activities
Economic Development Corporation Component Unit
For the Year Ended June 30, 2025

	General Fund	Adjustments	Statement of Activities
Revenues			
Other	$ 25,000	$ -	$ 25,000
Expenditures / expenses			
Community and economic development	52,199	-	52,199
Change in fund balance / net position	(27,199)	-	(27,199)
Fund balance / net position, beginning of year	113,956	35,000	148,956
Fund balance / net position, end of year	$ 86,757	$ 35,000	$ 121,757

CITY OF NOVI, MICHIGAN

Balance Sheet / Statement of Net Position

Corridor Improvement Authority Component Unit
June 30, 2025

	General Fund	Adjustments	Statement of Net Position
Assets			
Capital assets being depreciated, net	$ -	3,490,305	3,490,305
Liabilities			
Advance from primary government	$ 1,561,862	-	1,561,862
Fund balance			
Unassigned (deficit)	(1,561,862)	1,561,862	-
Total liabilities and fund balance	$ -		
Net position			
Net investment in capital assets		$ 1,928,443	$ 1,928,443

CITY OF NOVI, MICHIGAN

Statement of Revenues, Expenditures

and Changes in Fund Balance / Statement of Activities
Corridor Improvement Authority Component Unit
For the Year Ended June 30, 2025

	General Fund	Adjustments	Statement of Activities
Revenues			
Property taxes	$ 845,594	$ -	$ 845,594
Expenditures / expenses			
Community and economic development	-	158,651	158,651
Debt service -			
Interest and fiscal charges	52,090	-	52,090
Total expenditures / expenses	52,090	158,651	210,741
Change in fund balance / net position	793,504	(158,651)	634,853
Fund balance (deficit) / net position, beginning of year	(2,355,366)	3,648,956	1,293,590
Fund balance (deficit) / net position, end of year	$ (1,561,862)	$ 3,490,305	$ 1,928,443

STATISTICAL SECTION

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CITY OF NOVI, MICHIGAN

Statistical Section Table of Contents

This part of the City of Novi's annual comprehensive financial report presents detailed information as a context for understanding what the information in the financial statements, note disclosures, and required supplementary information says about the government's overall financial health.

		Page
Financial Trends	These schedules contain trend information to help the reader understand how the City's financial performance and well-being have changed over time.	174
Revenue Capacity	These schedules contain information to help the reader assess the City's most significant local revenue source, property taxes.	186
Debt Capacity	These schedules present information to help the reader assess the affordability of the City's current levels of outstanding debt and the City's ability to issue additional debt in the future.	193
Demographic and Economic Information	These schedules offer demographic and economic indicators to help the reader understand the environment within which the City's financial activities take place.	198
Operating Information	These schedules contain information about the City's operations and resources to help the reader understand how the City's financial information relates to the services the City provides and the activities it performs.	200

Sources: Unless otherwise noted, the information in these schedules are derived from the annual financial reports for the applicable year.

CITY OF NOVI, MICHIGAN

Net Position by Component

Last Ten Fiscal Years

(accrual basis of accounting)

	2016	2017	2018	2019
Governmental activities				
Net investment in capital assets	$ 126,474,197	$ 138,682,792	$ 143,347,891	$ 163,467,366
Restricted	37,216,395	31,767,695	33,060,671	29,889,601
Unrestricted (deficit)	(15,805,367)	(20,402,611)	(26,055,697)	(32,788,366)
Total governmental activities	$ 147,885,225	$ 150,047,876	$ 150,352,865	$ 160,568,601
Business-type activities				
Net investment in capital assets	$ 123,718,769	$ 125,665,962	$ 126,934,551	$ 127,568,547
Restricted	-	-	-	-
Unrestricted	62,575,016	66,158,721	70,232,964	74,023,410
Total business-type activities	$ 186,293,785	$ 191,824,683	$ 197,167,515	$ 201,591,957
Primary government				
Net investment in capital assets	$ 250,192,966	$ 264,348,754	$ 270,282,442	$ 291,035,913
Restricted	37,216,395	31,767,695	33,060,671	29,889,601
Unrestricted (deficit)	46,769,649	45,756,110	44,177,267	41,235,044
Total primary government	$ 334,179,010	$ 341,872,559	$ 347,520,380	$ 362,160,558

Source: City's annual financial statements

Schedule 1
Unaudited

2020	2021	2022	2023	2024	2025
$ 174,166,371	$ 180,144,479	$ 182,188,251	$ 190,523,575	$ 206,020,929	$ 211,935,900
28,300,716	30,070,067	33,451,932	38,880,938	47,435,582	51,446,741
(37,880,102)	(33,948,100)	(25,549,033)	(30,448,249)	(38,394,676)	(35,326,627)
$ 164,586,985	$ 176,266,446	$ 190,091,150	$ 198,956,264	$ 215,061,835	$ 228,056,014
$ 134,704,908	$ 145,842,809	$ 153,326,680	$ 168,641,373	$ 176,175,141	$ 175,625,770
-	48,782	95,842	127,404	258,654	284,709
72,415,363	64,030,746	52,656,125	37,223,114	29,645,067	22,259,074
$ 207,120,271	$ 209,922,337	$ 206,078,647	$ 205,991,891	$ 206,078,862	$ 198,169,553
$ 308,871,279	$ 325,987,288	$ 335,514,931	$ 359,164,948	$ 382,196,070	$ 387,561,670
28,300,716	30,118,849	33,547,774	39,008,342	47,694,236	51,731,450
34,535,261	30,082,646	27,107,092	6,774,865	(8,749,609)	(13,067,553)
$ 371,707,256	$ 386,188,783	$ 396,169,797	$ 404,948,155	$ 421,140,697	$ 426,225,567

Changes in Net Position

Last Ten Fiscal Years
(accrual basis of accounting)

	2016	2017	2018	2019
Expenses				
Governmental activities:				
General government	$ 7,260,647	$ 5,064,097	$ 7,822,056	$ 9,773,538
Public safety	18,811,184	22,712,180	21,046,372	21,159,849
Public works	12,136,916	15,781,996	18,638,195	19,254,786
Community and economic development	3,954,669	3,565,698	4,060,811	2,994,733
Recreation and culture	5,666,367	5,697,673	6,236,403	5,926,881
Interest and fiscal charges	777,562	399,077	367,467	340,183
Total governmental activities	48,607,345	53,220,721	58,171,304	59,449,970
Business-type activities:				
Water and sewer	27,282,209	25,569,364	26,211,694	25,278,115
Ice arena	1,735,010	1,657,727	1,597,966	1,682,737
Senior housing	1,898,830	1,393,543	1,358,521	1,366,882
Total business-type activities	30,916,049	28,620,634	29,168,181	28,327,734
Total primary government expenses	79,523,394	81,841,355	87,339,485	87,777,704
Program revenues				
Governmental activities:				
Charges for services:				
General government	-	-	-	4,127,393
Public safety	1,017,405	986,285	438,432	948,648
Public works	-	-	-	2,436,551
Community and economic development	-	-	-	362,344
Recreation and culture	2,176,230	1,688,012	1,644,806	1,498,614
Other activities	3,706,651	4,964,178	5,244,540	-
Operating grants and contributions	5,663,304	5,663,346	6,662,970	8,946,984
Capital grants and contributions	847,547	1,561,439	1,846,192	1,319,020
Total governmental activities	13,411,137	14,863,260	15,836,940	19,639,554
Business-type activities:				
Charges for services:				
Water and sewer	24,666,297	24,184,714	23,997,466	23,725,843
Ice arena	2,202,031	2,132,426	1,957,549	2,021,295
Senior housing	2,020,797	2,037,187	2,050,896	2,084,754
Operating grants and contributions	-	-	-	190,521
Capital grants and contributions	5,337,278	5,718,715	5,747,324	4,835,047
Total business-type activities	34,226,403	34,073,042	33,753,235	32,857,460
Total primary government program revenues	47,637,540	48,936,302	49,590,175	52,497,014
Net (expense)/revenue				
Government activities	(35,196,208)	(38,357,461)	(42,334,364)	(39,810,416)
Business-type activities	3,310,354	5,452,408	4,585,054	4,529,726
Total primary government net expense	(31,885,854)	(32,905,053)	(37,749,310)	(35,280,690)

Schedule 2
Unaudited

2020	2021	2022	2023	2024	2025
$ 9,387,526	$ 8,898,409	$ 9,905,432	$ 11,863,462	$ 10,067,047	$ 10,977,404
21,208,513	21,551,905	22,497,361	24,526,976	24,926,535	26,411,136
18,850,707	19,252,805	18,111,865	20,604,227	20,938,283	22,757,732
3,061,226	2,600,165	2,897,554	3,134,666	4,534,197	4,253,924
6,163,622	5,646,891	6,937,364	7,248,812	8,296,381	8,629,027
530,373	530,246	364,139	256,768	274,130	237,461
59,201,967	58,480,421	60,713,715	67,634,911	69,036,573	73,266,684
27,569,649	28,870,835	29,992,246	31,163,262	32,610,624	39,424,191
1,572,998	1,327,214	1,768,305	1,998,428	2,186,402	2,318,770
1,408,239	1,272,985	1,343,739	1,429,467	1,481,340	1,598,507
30,550,886	31,471,034	33,104,290	34,591,157	36,278,366	43,341,468
89,752,853	89,951,455	93,818,005	102,226,068	105,314,939	116,608,152
3,562,331	2,840,437	2,617,673	3,017,318	3,205,368	3,220,356
863,033	894,287	984,832	1,001,550	1,130,754	1,363,680
2,535,094	2,651,784	2,128,289	2,119,912	2,230,290	2,313,613
302,931	393,919	318,061	304,592	291,987	212,595
918,821	1,014,449	1,696,624	2,036,614	2,057,980	2,006,130
-	-	-	-	-	-
9,374,675	13,062,153	11,231,630	10,534,659	11,816,398	12,354,792
1,115,277	67,698	2,693,631	2,297,078	4,770,475	1,707,216
18,672,162	20,924,727	21,670,740	21,311,723	25,503,252	23,178,382
24,106,703	26,196,210	24,966,499	26,912,677	26,378,066	28,498,009
1,563,471	1,143,307	1,806,725	1,819,955	2,080,950	2,196,046
2,103,672	2,116,622	2,143,900	2,169,680	2,186,836	2,214,493
262,487	261,668	179,713	-	150,000	-
3,495,517	3,701,535	1,163,815	2,743,881	3,953,534	1,324,878
31,531,850	33,419,342	30,260,652	33,646,193	34,749,386	34,233,426
50,204,012	54,344,069	51,931,392	54,957,916	60,252,638	57,411,808
(40,529,805)	(37,555,694)	(39,042,975)	(46,323,188)	(43,533,321)	(50,088,302)
980,964	1,948,308	(2,843,638)	(944,964)	(1,528,980)	(9,108,042)
(39,548,841)	(35,607,386)	(41,886,613)	(47,268,152)	(45,062,301)	(59,196,344)

continued…

CITY OF NOVI, MICHIGAN

Changes in Net Position

Last Ten Years

(accrual basis of accounting)

	2016	2017	2018	2019
General revenues and transfers				
Governmental activities:				
Property taxes	$ 32,932,970	$ 33,087,219	$ 36,658,748	$ 38,636,830
State shared revenue	4,963,301	4,651,780	5,173,080	5,658,307
Cable franchise fees	1,334,136	1,304,367	1,288,833	-
Investment income (loss)	2,455,405	219,207	733,912	1,468,783
Other	-	1,017,539	1,195,623	266,640
Gain on sale of capital assets	-	-	-	114,911
Transfers	-	240,000	-	2,421,260
Total governmental activities	41,685,812	40,520,112	45,050,196	48,566,731
Business-type activities:				
Investment income (loss)	1,593,678	318,490	828,498	2,220,521
Other	-	-	-	33,061
Transfers	-	(240,000)	-	(2,421,260)
Total business-type activities	1,593,678	78,490	828,498	(167,678)
Total primary government	43,279,490	40,598,602	45,878,694	48,399,053
Change in net position				
Governmental activities	6,489,604	2,162,651	2,715,832	8,756,315
Business-type activities	4,904,032	5,530,898	5,413,552	4,362,048
Total primary government	$ 11,393,636	$ 7,693,549	$ 8,129,384	$ 13,118,363

Source: City's annual financial statements

Schedule 2
Unaudited

2020	2021	2023	2023	2024	2025
$ 40,650,305	$ 42,583,648	$ 44,332,235	$ 46,116,218	$ 48,688,322	$ 51,528,949
4,977,778	5,646,493	8,263,773	7,480,045	7,585,733	7,860,079
-	-	-	-	-	-
1,332,096	723,864	(368,897)	911,429	3,089,387	3,128,955
249,270	126,134	387,625	680,610	275,450	564,498
-	155,016	252,943	-	-	-
(2,661,260)	-	-	-	-	-
44,548,189	49,235,155	52,867,679	55,188,302	59,638,892	63,082,481
1,886,090	853,758	(1,000,052)	858,208	1,615,951	1,198,733
-	-	-	-	-	-
2,661,260	-	-	-	-	-
4,547,350	853,758	(1,000,052)	858,208	1,615,951	1,198,733
49,095,539	50,088,913	51,867,627	56,046,510	61,254,843	64,281,214
4,018,384	11,679,461	13,824,704	8,865,114	16,105,571	12,994,179
5,528,314	2,802,066	(3,843,690)	(86,756)	86,971	(7,909,309)
$ 9,546,698	$ 14,481,527	$ 9,981,014	$ 8,778,358	$ 16,192,542	$ 5,084,870

concluded.

Fund Balances - Governmental Funds

Last Ten Fiscal Years

(modified accrual basis of accounting)

	2016	2017	2018	2019
General fund				
Nonspendable	$ 164,628	$ 486,817	$ 229,382	$ 242,421
Restricted	25,240	24,189	22,700	21,722
Assigned	1,884,723	1,408,718	1,033,033	1,310,001
Unassigned	11,670,611	10,986,117	10,533,951	9,722,965
Total general fund	13,745,202	12,905,841	11,819,066	11,297,109
All other governmental funds				
Nonspendable	-	18,951	740	495,625
Restricted	36,323,281	31,696,279	32,712,155	29,475,530
Committed	-	-	-	-
Assigned	2,100,000	2,493	-	-
Unassigned (deficit)	(33,932)	(1,487)	275,737	(6,762,839)
Total all other governmental funds	38,389,349	31,716,236	32,988,632	23,208,316
Total all governmental funds	$ 52,134,551	$ 44,622,077	$ 44,807,698	$ 34,505,425

Source: City's annual financial statements

Schedule 3
Unaudited

2020	2021	2022	2023	2024	2025
$ 232,326	$ 465,889	$ 428,259	$ 426,373	$ 597,804	$ 813,683
19,670	17,377	15,028	6,640	2,728	2,728
727,865	2,773,299	2,040,575	3,134,485	-	501,177
9,616,267	10,418,637	13,925,291	10,877,896	11,483,859	11,708,746
10,596,128	13,675,202	16,409,153	14,445,394	12,084,391	13,026,334
6,712,569	7,000,108	6,957,059	7,038,431	7,076,244	7,477,782
21,593,522	21,513,093	23,483,865	27,407,793	29,779,832	32,336,093
-	-	-	-	2,308,777	347,000
-	-	-	-	-	-
(11,174,362)	(10,333,452)	(4,902,461)	(3,710,646)	(9,089,137)	(5,329,816)
17,131,729	18,179,749	25,538,463	30,735,578	30,075,716	34,831,059
$ 27,727,857	$ 31,854,951	$ 41,947,616	$ 45,180,972	$ 42,160,107	$ 47,857,393

Changes in Fund Balances - Governmental Funds

Last Ten Fiscal Years

(modified accrual basis of accounting)

	2016	2017	2018	2019
Revenues				
Property taxes	$ 32,932,970	$ 33,087,219	$ 36,658,748	$ 38,636,830
Special assessments	1,604,014	25,336	49,598	48,861
Licenses, permits, and charges for services	4,542,923	4,005,981	3,466,502	7,408,819
Intergovernmental	9,653,887	9,870,824	11,580,519	12,048,707
Fines and forfeitures	757,403	661,549	677,681	820,770
Investment income (loss)	1,862,098	219,945	734,650	2,263,009
Other	5,007,027	5,759,163	6,307,787	3,537,910
Total revenues	56,360,322	53,630,017	59,475,485	64,764,906
Expenditures				
Current:				
City council	44,292	47,834	59,258	46,815
City manager	605,833	601,402	633,358	647,112
Finance	906,575	860,661	962,018	960,130
Treasury	314,398	329,479	346,965	331,059
Integrated solutions	1,058,956	1,094,249	995,548	1,168,737
Assessing	680,102	727,634	796,566	788,255
City attorney, insurance, and claims	736,524	634,805	681,227	747,932
City clerk	725,047	829,982	707,748	884,283
Facility management	1,172,435	1,786,574	2,155,715	2,302,322
Forestry and park maintenance	-	-	-	1,389,177
Human resources	414,577	394,393	487,489	498,429
Neighborhood and business relations group	1,260,956	958,328	756,466	1,046,015
General administration	2,395,339	3,749,428	3,486,735	3,367,005
Public safety - Police department	11,954,737	15,583,586	13,686,649	13,286,226
Public safety - Fire department	4,979,561	5,761,346	5,791,591	7,697,519
Community development - Building division	2,088,270	1,926,104	2,040,944	1,963,524
Community development - Planning division	736,558	530,385	590,816	591,019
Department of public works	255,647	746,075	6,852,777	11,387,750
Engineering	-	-	-	516,477
Construction	8,075,475	10,330,582	7,826,415	6,166,795
Street maintenance	3,760,085	5,160,645	1,875,569	9,925,159
Drain maintenance	-	-	-	578,171
Recreational programs	3,772,846	3,765,974	3,752,479	6,826,606
Library programs	2,779,842	2,768,005	2,928,428	3,049,354
Economic development	-	-	529,753	161,225
Debt service:				
Principal	4,051,000	2,340,000	920,000	965,000
Interest and fiscal charges	818,163	455,020	425,350	398,292
Total expenditures	53,587,218	61,382,491	59,289,864	77,690,388

Schedule 4
Unaudited

2020	2021	2022	2023	2024	2025
$ 40,650,305	$ 42,583,648	$ 44,332,235	$ 46,116,218	$ 48,688,322	$ 51,528,949
35,829	35,829	35,829	35,829	35,829	27,300
6,811,251	6,297,547	5,571,654	5,894,040	6,260,674	6,451,668
11,784,904	17,888,798	19,373,669	16,601,531	17,496,735	17,874,260
567,292	480,860	471,441	539,415	558,644	474,662
1,917,241	959,562	(746,873)	1,291,600	4,169,344	4,029,501
2,399,717	2,249,472	2,710,731	3,534,843	3,292,181	3,970,483
64,166,539	70,495,716	71,748,686	74,013,476	80,501,729	84,356,823
83,873	63,165	45,178	49,952	57,774	163,877
684,132	594,169	679,226	675,298	735,699	789,288
867,556	869,678	899,174	998,525	955,942	1,056,674
325,683	382,789	442,560	435,986	471,476	480,273
1,332,851	1,526,898	1,387,063	1,637,831	1,774,259	1,496,453
785,872	782,795	916,200	746,503	770,738	918,539
696,458	697,077	1,059,326	740,544	774,444	805,870
1,021,388	901,185	811,120	1,006,396	1,080,682	1,103,058
1,244,818	1,432,810	1,273,596	1,638,857	2,049,187	1,722,579
1,121,928	1,054,029	1,062,152	1,416,379	1,379,610	1,441,281
507,682	522,690	539,817	751,532	774,627	783,386
937,573	894,707	914,557	1,299,491	1,178,972	1,028,935
3,489,033	3,909,603	3,161,031	2,983,003	3,571,134	3,020,746
13,711,285	14,530,407	14,756,986	15,632,927	16,726,664	17,287,847
6,693,640	6,703,280	7,357,554	6,736,560	7,777,787	8,212,259
2,142,362	1,855,640	1,905,997	2,144,838	2,225,441	2,359,226
513,348	520,413	671,858	845,766	842,367	811,354
1,354,702	3,191,538	3,172,522	4,069,549	3,144,703	4,290,432
187,517	333,346	363,257	358,487	417,213	418,910
5,059,575	2,185,750	2,112,370	3,384,151	11,031,026	1,484,106
10,370,753	13,178,389	11,808,368	12,863,109	12,142,164	17,508,424
703,158	724,534	717,907	975,320	1,190,809	1,200,312
9,932,172	4,835,649	3,526,437	4,022,237	6,692,807	4,254,338
3,039,985	3,053,271	3,256,463	3,491,515	4,005,899	4,275,193
128,836	150,762	353,226	362,113	356,186	81,135
1,015,000	1,070,000	1,135,000	1,195,000	1,306,782	1,365,098
588,731	591,630	425,026	318,251	336,064	299,944
68,539,911	66,556,204	64,753,971	70,780,120	83,770,456	78,659,537

continued…

CITY OF NOVI, MICHIGAN

Changes in Fund Balances - Governmental Funds

Last Ten Fiscal Years

(modified accrual basis of accounting)

	2016	2017	2018	2019
Revenues over (under) expenditures	$ 2,773,104	$ (7,752,474)	$ 185,621	$ (12,925,482)
Other financing sources (uses)				
Issuance of bonds and other long-term liabilities	9,995,301	-	-	-
Proceeds from sale of capital assets	-	-	-	114,911
Insurance recovery	-	-	-	87,038
Payment to refund bond escrow agent	(9,887,462)	-	-	-
Transfers in	13,834,940	7,561,984	5,551,500	10,797,120
Transfers out	(13,834,940)	(7,321,984)	(5,551,500)	(8,375,860)
Total other financing sources (uses)	107,839	240,000	-	2,623,209
Net changes in fund balances	$ 2,880,943	$ (7,512,474)	$ 185,621	$ (10,302,273)
Debt services as a percentage of noncapital expenditures	9.1%	4.6%	2.3%	2.8%

Source: City's annual financial statements

Schedule 4
Unaudited

2020	2021	2022	2023	2024	2025
$ (4,373,372)	$ 3,939,512	$ 6,994,715	$ 3,233,356	$ (3,268,727)	$ 5,697,286
-	-	-	-	247,862	-
215,383	157,230	3,089,374	-	-	-
41,681	30,352	8,576	-	-	-
-	-	-	-	-	-
6,342,329	7,746,716	6,997,881	5,584,200	9,030,243	2,413,000
(9,003,589)	(7,746,716)	(6,997,881)	(5,584,200)	(9,030,243)	(2,413,000)
(2,404,196)	187,582	3,097,950	-	247,862	-
$ (6,777,568)	$ 4,127,094	$ 10,092,665	$ 3,233,356	$ (3,020,865)	$ 5,697,286
3.2%	3.3%	3.0%	2.7%	2.8%	2.7%

concluded.

CITY OF NOVI, MICHIGAN

Taxable and Estimated Actual Value of Property

Last Ten Fiscal Years

Year Ended June 30,	Real Property			Personal Property	Total Taxable Value
	Residential Property	Commercial Property	Industrial Property		
2025	$ 3,365,327,040	$ 1,247,371,560	$ 85,412,970	$ 264,809,328	$ 4,962,920,898
2024	3,148,345,420	1,166,867,580	81,508,830	252,542,520	4,649,264,350
2023	2,941,366,920	1,123,579,520	64,247,100	273,415,990	4,402,609,530
2022	2,775,266,092	1,085,214,260	60,114,070	278,095,777	4,198,690,199
2021	2,661,331,380	1,041,383,540	57,273,630	278,747,760	4,038,736,310
2020	2,533,927,750	991,963,100	59,532,240	267,518,910	3,852,942,000
2019	2,389,711,290	948,154,150	50,960,580	256,827,350	3,645,653,370
2018	2,267,135,430	898,845,980	37,866,980	246,268,600	3,450,116,990
2017	2,169,188,620	878,201,150	38,362,030	237,292,830	3,323,044,630
2016	2,087,604,500	840,859,240	37,269,450	239,836,740	3,205,569,930

Source: City's assessor's department records/State Tax Commission

Note: Under Michigan Law, the revenue base is taxable value

Schedule 5
Unaudited

Tax Rate (mills)	State Equalized Value (SEV)	Taxable Value as a Percentage of Actual Value
10.5376	$ 6,106,711,533	81.27%
10.5376	5,599,482,760	83.03%
10.5376	5,268,635,410	83.56%
10.5376	5,117,122,329	82.05%
10.5376	4,953,366,010	81.54%
10.5376	4,704,211,310	81.90%
10.5376	4,429,863,848	82.30%
10.5376	4,234,030,940	81.49%
9.9950	3,952,090,850	84.08%
10.2000	3,704,488,760	86.53%

CITY OF NOVI, MICHIGAN

Direct and Overlapping Property Tax Rates

Last Ten Fiscal Years

(rate per $1,000 of taxable value)

	City of Novi							
Fiscal Year	General	Public Act 359 Advertising	Municipal Street	Police and Fire	Parks and Recreation	Drain Revenue	Capital Improvements	Library
2025	4.7505	0.0100	1.4197	1.3518	0.3648	0.6120	0.9514	0.7303
2024	4.7505	0.0107	1.4197	1.3518	0.3648	0.6113	0.9514	0.7303
2023	4.7505	0.0113	1.4197	1.3518	0.3648	0.6107	0.9514	0.7303
2022	4.7505	0.0119	1.4197	1.3518	0.3648	0.6101	0.9514	0.7303
2021	4.7563	0.0123	1.4215	1.3535	0.3653	0.5978	0.9526	0.7312
2020	4.7755	0.0129	1.4273	1.3590	0.3668	0.5583	0.9565	0.7342
2019	4.8458	0.0137	1.4484	1.3790	0.3722	0.4157	0.9706	0.7451
2018	4.9206	-	1.4708	1.4003	0.3780	0.2648	0.9856	0.7567
2017	4.9925	-	1.4923	1.4208	0.3836	0.2120	-	0.7678
2016	5.0056	-	1.4962	1.4246	0.3847	-	-	0.7699

Source: City's finance department records

Note: All rates are expressed in dollars per $1,000 of taxable value

Schedule 6
Unaudited

City of Novi		Novi Schools		South Lyon Schools		Walled Lake Schools		Northville Schools	
Debt Service	Total	Homestead	Non-Homestead	Homestead	Non-Homestead	Homestead	Non-Homestead	Homestead	Non-Homestead
0.3471	10.5376	8.9810	26.9810	7.0000	25.0000	4.8567	21.6028	4.3357	22.3357
0.3471	10.5376	9.0178	25.9078	7.0000	25.0000	4.6300	21.3761	4.3396	22.3396
0.3471	10.5376	9.0442	28.8580	7.0000	25.0000	4.5969	21.3430	4.3396	22.3396
0.3471	10.5376	9.1832	25.1550	7.0000	25.0000	6.0742	21.5648	4.5816	22.5816
0.3471	10.5376	10.8878	25.6862	7.1000	25.1000	6.1582	21.7335	4.5853	22.5853
0.3471	10.5376	11.2645	25.8379	7.9000	25.9000	6.2300	21.9531	4.5919	22.5919
0.3471	10.5376	11.1456	26.0482	8.0000	26.0000	6.7968	22.5643	4.6041	22.6041
0.3608	10.5376	11.2525	26.3118	9.0000	27.0000	6.9458	22.7592	4.6140	22.6140
0.6810	9.9500	12.0109	27.0560	9.6000	27.6000	7.0150	22.9279	5.2448	22.6248
1.1190	10.2000	12.0656	27.0722	10.5228	25.5294	7.2841	23.1180	4.7370	22.7937

continued…

CITY OF NOVI, MICHIGAN

Schedule 6
Unaudited

Direct and Overlapping Property Tax Rates

Last Ten Fiscal Years

(rate per $1,000 of taxable value)

Fiscal Year	Oakland County	Oakland Community College	Schoolcraft Community College	Oakland Intermediate Schools	Wayne Intermediate Schools	State Education
2025	5.5503	1.4836	2.2700	3.1541	5.4092	6.0000
2024	5.7577	1.4891	2.2700	3.1658	5.4275	6.0000
2023	5.7577	1.4891	2.2700	3.1658	5.4275	6.0000
2022	4.0132	1.5057	2.2700	3.2012	5.4520	6.0000
2021	4.8682	1.5184	2.2877	3.2280	5.4643	6.0000
2020	4.7748	1.5303	2.2516	3.2539	5.4643	6.0000
2019	4.7805	1.5431	1.7662	3.2813	3.4643	6.0000
2018	4.7849	1.5555	1.7766	3.3079	3.4643	6.0000
2017	4.7909	1.5707	1.7881	3.3398	3.4643	6.0000
2016	4.8450	1.5819	1.7967	3.3633	3.4643	6.0000

concluded.

CITY OF NOVI, MICHIGAN

Schedule 7
Unaudited

Principal Property Tax Payers

Current Year and Nine Years Ago

Taxpayer	Fiscal 2016 (2015 Taxable Value) Taxable Value	Rank	Percentage of Total	Fiscal 2025 (2024 Taxable Value) Taxable Value	Rank	Percentage of Total
Redwood-ERC Novi LLC/Fox Run Village	$ 34,884,280	4	1.1%	$ 73,264,180	1	1.5%
TVO Mall Owner LLC/Twelve Oaks Mall (Taubman)	52,806,020	1	1.7%	56,976,970	2	1.1%
Singh Development /Waltonwood	43,603,360	3	1.4%	51,504,130	3	1.0%
Detroit Edison	26,792,660	8	0.8%	38,291,690	4	0.8%
International Transmission Co	28,228,540	5	0.9%	37,000,250	5	0.7%
Occidental Development Ltd.	27,901,640	6	0.9%	34,740,520	6	0.7%
TBON LLC (Bowman)	27,399,110	7	0.9%	34,380,910	7	0.7%
Haggerty Corp./HCP Land LLC				32,064,830	8	0.6%
Providence Hospital	20,827,540	9	0.7%	31,326,890	9	0.6%
GR Meadowbrook LLC				28,193,790	10	0.6%
Northern Equities, et al	49,172,110	2	1.5%			
Sun Valley, Ltd./Foundation Walk	14,501,410	10	0.5%			
	$ 326,116,670		10.2%	$ 417,744,160		8.4%

Source: City assessor's department records

CITY OF NOVI, MICHIGAN

Schedule 8
Unaudited

Property Tax Levies and Collections

Last Ten Fiscal Years

Year	Taxes Levied for the Fiscal Year	Collected within the Fiscal Year of the Levy		Delinquent (1) Tax Collection	Total Collections to Date	
		Current Tax Collection	Percent of Levy Collected		Total (2) Tax Collection	Collections as a Percent of Levy
2025	$ 52,343,703	$ 51,706,993	98.78%	$ 505,927	$ 52,212,920	99.75%
2024	51,335,919	50,923,957	99.20%	341,128	51,265,085	99.86%
2023	48,736,463	48,258,357	99.02%	388,721	48,647,078	99.82%
2022	47,433,163	46,807,690	98.68%	541,820	47,349,510	99.82%
2021	42,350,979	41,818,638	98.74%	400,776	42,219,414	99.69%
2020	40,470,851	40,059,638	98.98%	343,492	40,403,130	99.83%
2019	38,505,820	38,128,936	99.02%	364,391	38,493,327	99.97%
2018	36,512,501	36,087,781	98.84%	336,294	36,424,075	99.76%
2017	32,889,924	32,493,813	98.80%	307,117	32,800,930	99.73%
2016	32,612,845	32,242,851	98.87%	307,113	32,549,964	99.81%

(1) Delinquent Tax Collection represents amounts received in the indicated fiscal year.

(2) Amounts are net of chargebacks from the County Tax Revolving Funds for taxes still delinquent after three years.

Source: City's finance department records

CITY OF NOVI, MICHIGAN

Schedule 9
Unaudited

Ratios of Outstanding Debt by Type

Last Ten Fiscal Years

	Governmental Activities				Business-type Activities				
Fiscal Year Ending June 30,	General Obligation Bonds	Unamortized Premium	Lease Liability	Subscription Liability	General Obligation Bonds	Special Assessment Bonds	Total Primary Government	% of Taxable Value	Per Capita
2025	$ 2,730,000	$ 128,031	$ 52,979	$ 58,003	$ 1,020,000	$ -	$ 3,989,013	0.08%	58.86
2024	4,025,000	256,061	67,945	113,135	2,020,000	-	6,482,141	0.14%	95.21
2023	5,265,000	384,091	-	-	3,520,000	-	9,169,091	0.21%	137.71
2022	7,655,000	640,151	-	-	6,230,000	-	14,525,151	0.35%	219.27
2021	7,595,000	640,151	-	-	6,225,000	-	14,460,151	0.36%	218.29
2020	8,665,000	768,181	-	-	7,570,000	-	17,003,181	0.44%	265.82
2019	9,680,000	896,211	-	-	8,950,000	-	19,526,211	0.54%	307.34
2018	10,645,000	1,024,241	-	-	10,330,000	-	21,999,241	0.64%	359.51
2017	11,565,000	1,152,271	-	-	11,685,000	150,000	24,552,271	0.74%	414.66
2016	13,905,000	1,280,301	-	-	13,030,000	300,000	28,515,301	0.89%	480.67

Source: City's annual financial statements

CITY OF NOVI, MICHIGAN

Schedule 10
Unaudited

Ratios of General Bonded Debt Outstanding

Last Ten Fiscal Years

Fiscal Year Ending June 30,	General Obligation Bonds and Unamortized Premium	Less: Amounts Available in Debt Service Funds	Total	Debt as a percentage of Taxable Value	Per Capita
2025	$ 3,878,031	$ 844,306	$ 3,033,725	0.06%	$ 44.77
2024	6,301,061	526,741	5,774,320	0.12%	84.82
2023	9,169,091	281,746	8,887,345	0.20%	133.48
2022	14,525,151	142,548	14,382,603	0.34%	217.12
2021	14,460,151	66,519	14,393,632	0.36%	217.29
2020	17,003,181	41,047	16,962,134	0.44%	265.17
2019	19,526,211	71,031	19,455,180	0.53%	306.22
2018	21,999,241	252,483	21,746,758	0.63%	355.39
2017	24,552,271	341,141	24,211,130	0.73%	408.90
2016	28,215,301	880,019	27,335,282	0.85%	460.78

Source: City's finance department records

CITY OF NOVI, MICHIGAN

Schedule 11
Unaudited

Direct and Overlapping Governmental Activities Debt

June 30, 2025

	Net Debt Outstanding	Percentage Applicable to City	Estimated Share of Overlapping Debt
Direct debt			
City of Novi	$ 2,969,013	100.00%	$ 2,969,013
Overlapping debt			
Novi School District	178,705,000	99.87%	178,472,684
Northville School District	128,200,000	19.25%	24,678,500
Walled Lake School District	392,235,000	12.95%	50,794,433
South Lyon School District	140,880,000	3.92%	5,522,496
Oakland County	123,902,591	6.18%	7,657,180
Oakland Intermediate School District	36,680,000	5.22%	1,914,696
Schoolcraft School District	41,105,000	5.03%	2,067,582
Net overlapping debt			271,107,570
Total direct and overlapping debt			$ 274,076,583

Source: Various taxing authorities

Overlapping debt is determined using the individual debt records of each political subdivision as a percentage of the total taxable value pledged as security of the City supporting the debt.

CITY OF NOVI, MICHIGAN

Schedule 12
Unaudited

Legal Debt Margin

Last Ten Fiscal Years

Assessed value		$ 6,106,711,533
Legal debt limit (10% of SEV)		$ 610,671,153
Gross indebtedness	$ 3,878,031	
Amount available in debt service funds	(844,306)	
Net bonded debt		3,033,725
Legal debt margin		$ 607,637,428
Net bonded debt as a percentage of assessed value		0.05%

Fiscal Year	Debt Limit	Total Net Debt Applicable to Limit	Legal Debt Margin	Total Net Debt Applicable to Limit as a Percentage of Debt Limit
2025	$ 610,671,153	$ 3,033,725	$ 607,637,428	0.50%
2024	559,948,276	5,774,320	554,173,956	1.03%
2023	526,863,541	8,887,345	517,976,196	1.69%
2022	511,712,233	11,704,573	500,007,660	2.29%
2021	495,336,601	14,393,632	480,942,969	2.91%
2020	470,421,131	17,044,228	453,376,903	3.62%
2019	442,986,385	19,597,242	423,389,143	4.42%
2018	425,826,339	21,999,241	403,827,098	5.17%
2017	397,398,215	24,402,271	372,995,944	6.14%
2016	371,885,911	28,215,301	343,670,610	7.59%

Source: City's finance department records

CITY OF NOVI, MICHIGAN

Schedule 13
Unaudited

Pledged-Revenue Coverage

Last Ten Fiscal Years

Fiscal Year Ended June 30,	Special Assessment Collections	Debt Service	Coverage
2025	$ -	$ -	-
2024	-	-	-
2023	-	-	-
2022	-	-	-
2021	-	-	-
2020	-	-	-
2019	-	-	-
2018	-	-	-
2017	286,913	153	1,875.25
2016	1,798,863	1,549	1,161.31

Source: City's annual financial statements

CITY OF NOVI, MICHIGAN

Schedule 14
Unaudited

Demographic and Economic Statistics

Last Ten Fiscal Years

Year	Population	Personal Income	Per Capita Personal Income	Unemployment Rate
2025	67,770	*	*	2.80%
2024	68,080	*	*	2.40%
2023	66,584	*	*	2.40%
2022	66,243	*	*	2.40%
2021	66,243	*	*	4.60%
2020	63,966	*	*	10.40%
2019	63,533	*	*	2.50%
2018	61,192	*	*	2.20%
2017	59,211	$ 2,749,462,785	$ 46,435	1.90%
2016	59,324	2,687,792,468	45,307	2.80%

Source: Southeast Michigan Council of Governments; Michigan Department of Labor and Economic Growth; U.S. Bureau of the Census; and U.S. Bureau of Labor, Statistics, Local Area Unemployment Statistics

* Not available

CITY OF NOVI, MICHIGAN

Schedule 15
Unaudited

Principal Employers

Current Year and Nine Years Ago

	2016			2025		
Employer	**Employees**	**Rank**	**% of Total City Employment**	**Employees**	**Rank**	**% of Total City Employment**
St. John Health/Ascension Providence	1,600	1	2.70%	2,395	1	4.15%
Harman				935	2	1.62%
Novi Community Schools	892	3	1.50%	683	3	1.18%
ITC Holding, Inc.	600	5	1.01%	583	4	1.01%
Ryder System	500	6	0.84%	500	5	0.87%
Yanfeng				450	6	0.78%
Hanon				375	7	0.65%
Lineage Logistics				371	8	0.64%
Fox Run	744	4	1.25%	331	9	0.57%
Intier/Magna	1,000	2	1.69%	311	10	0.54%
Macy's	500	7	0.84%			
Eberspaecher North America, Inc.	408	8	0.69%			
Michigan CAT	310	9	0.52%			
City of Novi	255	10	0.43%			
	6,809		11.48%	6,934		12.02%

Source: The City's Neighborhood and Business Relations Group
Southeast Michigan Council of Governments

Full-time Employees by Function / Program

Last Ten Fiscal Years

Function/Program	2016	2017	2018	2019
Full-time				
City Manager	3.00	3.00	3.00	3.00
Finance Department (1)	9.00	9.00	9.00	9.00
Information Technology	6.00	7.00	7.00	8.00
Assessing	5.00	5.00	5.00	5.00
City Clerk	5.00	5.00	5.00	5.00
Facility Operations (5)	3.00	3.00	3.00	3.00
Human Resources (3)	4.00	4.00	4.00	4.00
Department of Public Safety	115.00	118.00	123.00	125.00
Department of Public Services (4)	36.00	36.00	36.00	37.25
Parks, Recreation, and Cultural Services	12.00	12.00	12.00	12.00
Water and Sewer	14.00	14.00	14.00	13.75
Library	17.00	16.00	16.00	16.00
Community Relations	6.00	6.00	6.00	6.00
Economic Development	-	-	1.00	1.00
Community Development (2)	21.00	21.00	21.00	21.00
	256.00	259.00	265.00	269.00

(1) Finance includes both the Finance Department and Treasury Department in Fiscal Year 2013
(2) Combined building and planning
(3) Employees included under General Administration in previous years
(4) Engineering staff combined with DPS
(5) Facility Operations combined with Integrated Solutions

Source: City's finance department records

Schedule 16
Unaudited

2020	2021	2022	2023	2024	2025
3.00	3.00	3.00	3.00	3.00	3.00
9.00	8.00	9.00	8.25	8.25	8.25
8.00	8.00	8.00	8.00	20.00	20.00
5.00	5.00	5.00	5.00	5.00	5.00
5.00	5.00	5.00	5.00	5.00	5.00
3.00	3.00	4.00	4.00	-	-
4.00	4.00	4.00	5.00	5.00	5.00
121.00	121.00	126.00	129.00	128.00	128.00
37.00	36.00	36.25	36.50	30.50	30.50
12.00	10.00	13.00	11.00	11.00	12.00
12.00	12.00	13.75	15.25	14.25	14.25
17.00	19.00	19.00	20.00	23.00	23.00
6.00	5.00	5.00	5.00	5.00	5.00
-	1.00	1.00	1.00	1.00	1.00
20.00	20.00	22.00	23.00	23.00	23.00
262.00	260.00	274.00	279.00	282.00	283.00

Operating Indicators by Function / Program

Last Ten Fiscal Years

Function/Program	2016	2017	2018	2019
Election Data				
Registered voters	38,706	39,706	40,661	40,720
Voters at polls	3,423	20,160	4,126	18,472
Absentee ballots	2,588	9,937	4,141	8,921
Early voting (6)	-	-	-	-
Percent voting	154%	76%	20%	67%
Police				
Part A crimes	1,508	1,596	1,454	1,246
Part B crimes	638	577	1,128	1,009
Injury accidents	300	273	339	262
Property damage	1,084	1,174	1,413	1,446
Moving traffic violations	7,916	5,904	5,427	3,376
Parking violations	231	392	755	317
Adult arrests	2,428	1,965	2,101	1,996
Juvenile arrests	98	100	119	64
OUIL arrests	217	145	186	135
False alarms	2,094	2,074	1,885	1,312
Fire				
Fire incidents	124	78	95	84
Service incidents	642	502	543	720
Fire inspections conducted	2,898	2,944	2,322	2,057
Medical emergencies	3,784	4,064	4,175	4,439
Paid-on-call staff	71	63	67	59
Parks and Recreation				
Youth classes/clinics	1,475	1,577	1,790	2,172
Adult classes/clinics	549	3,268	2,750	2,856
Youth leagues	2,934	3,403	2,724	2,652
Adult leagues	3,868	3,630	4,373	3,549
Summer day camp	747	691	864	1,017
Lakeshore Park vehicle entry (3)	14,995	14,620	10,285	-
Lakeshore Park attendance (3)	37,488	37,217	25,713	-
Lakeshore Park picnic shelter rental	231	150	166	48
Senior citizens served (4)	77,687	66,845	65,395	73,015
Special event attendance	18,153	26,026	27,670	26,645
Civic Center rentals	1,203	916	1,074	747
Civic Center Attendance (5)	23,023	21,731	22,156	20,135

Schedule 17
Unaudited

2020	2021	2022	2023	2024	2025
41,877	45,457	46,161	46,822	47,530	47,760
4,027	9,811	4,143	14,434	4,351	11,038
6,333	25,945	7,625	14,637	7,813	17,522
-	-	-	-	-	7,113
25%	78%	25%	62%	27%	75%
1,115	1,133	1,208	1,337	1,209	1,093
808	474	525	618	426	502
254	262	299	368	324	317
1,457	904	1,607	1,448	1,630	1,630
2,742	6,039	4,825	4,107	4,041	3,369
389	22	27	104	55	89
1,306	955	810	926	936	1,211
25	14	15	95	74	91
119	92	111	130	128	177
1,847	2,290	1,929	1,666	480	838
80	133	98	109	84	91
687	616	1,910	2,356	3,024	3,001
2,945	4,048	2,581	2,390	2,727	2,132
4,516	4,566	5,246	5,708	5,924	6,362
54	62	40	30	37	38
1,801	2,011	2,618	3,167	2,852	2,505
2,201	823	2,593	3,599	5,220	3,832
2,229	2,381	2,850	3,106	3,108	2,971
2,319	3,217	3,423	3,556	3,976	4,199
295	495	1,867	1,998	1,844	1,692
-	-	-	-	-	-
-	-	-	-	-	-
-	204	773	433	392	545
58,587	50,261	78,623	70,914	90,680	89,283
14,321	2,268	5,289	6,512	5,630	5,646
214	12	104	370	-	-
12,030	284	4,695	-	-	-

continued…

Operating Indicators by Function / Program

Last Ten Fiscal Years

Function/Program	2016	2017	2018	2019
Library (2)				
Items circulated	793,991	833,558	812,025	857,854
Book collections	140,895	141,129	141,638	139,449
Audio/Video/CD collections	29,077	29,737	30,642	30,100
Periodical subscriptions	207	218	203	190
Requests of information	113,778	117,235	116,219	114,709
Youth Summer Reading	2,084	2,362	2,465	2,029
Program participants	46,854	56,026	60,246	75,595
Visitors	404,979	424,401	488,778	463,818
Interlibrary loans	112,016	115,222	111,236	102,655
Water and Sewer Customers:				
Residential	14,105	14,220	14,411	13,648
Commercial (1)	1,264	1,239	928	935
Water (in thousand gallons)				
Purchased from Detroit (GLWA)	2,276,389	2,349,960	2,298,596	2,144,615
Sold to residents	1,963,221	2,231,717	2,159,537	2,106,440
Rates				
Fixed rate quarterly water charge	$ 80.00	$ 56.00	$ 56.00	$ 56.00
Additional usage per 1,000 gallons	3.05	3.20	3.20	3.26
Fixed rate quarterly sewer charge	30.00	30.00	30.00	30.00
Sewer (per thousand gallons of water usage)	3.40	3.60	3.60	3.89

(1) Fewer accounts because the fire line accounts were discontinued in the spring of 2018.
(2) Early voting went into effect November 2023.
(3) Lakeshore no-resident vehicle entry fees eliminated in September 2017, no longer tracking.
(4) As of June 30, 2022, department changed the way they calculate the number of seniors served. Seniors participating in fitness classes are included in the adult classes and leagues in 2022 since programs offered by class and skill, not by age.
(5) The City stopped tracking attendance after June 30, 2022.
(6) Early voting went into effect November 2023.

Source: City's finance department records

Schedule 17
Unaudited

2020	2021	2022	2023	2024	2025
719,842	952,505	822,947	836,089	855,872	844,079
138,683	141,928	141,503	137,566	131,909	133,132
29,193	26,073	23,918	23,639	21,731	21,931
167	166	152	129	123	117
88,345	67,245	65,317	62,322	81,142	82,158
1,338	1,918	2,050	1,956	1,355	1,839
54,334	30,762	23,167	36,914	43,672	37,890
325,645	178,569	348,353	388,677	390,728	374,825
74,748	129,224	89,439	90,016	94,113	94,052
13,856	13,794	14,161	14,250	14,840	14,926
936	922	939	943	938	941
2,212,444	2,328,828	2,239,768	2,392,407	2,203,864	2,157,338
1,958,177	2,180,865	2,042,883	2,097,418	1,999,928	2,031,335
$ 56.00	$ 56.00	$ 56.00	$ 56.00	$ 56.00	$ 56.00
3.33	3.43	3.43	3.73	3.95	4.72
30.00	30.00	30.00	30.00	30.00	30.00
4.01	4.33	4.33	4.72	5.14	5.45

concluded.

Capital Asset Statistics by Function / Program

Last Ten Fiscal Years

Function/Program	2016	2017	2018	2019
Police stations	1	1	1	1
Fire stations	4	4	4	4
Public works				
Miles of major streets	44	44	44	44
Miles of local streets	143	144	147	148
Estimated sidewalks in miles (1)	272	275	293	296
Bridges	10	10	10	10
Street lights	691	680	689	777
Parks and recreation				
Acres	1,276	1,277	1,329	1,419
Locations	17	17	21	30
Library				
Library branches	1	1	1	1
Water and sewer				
Miles of water mains	336	341	359	362
Miles of sanitary sewers	268	271	285	290
Fire hydrants	4,181	4,267	4,344	4,382

Source: City's finance department records

(1) Prior year adjustments were made as a result of changes in the GIS mapping system to more accurately reflect miles.

Schedule 18
Unaudited

2020	2021	2022	2023	2024	2025
1	1	1	1	1	1
4	5	5	5	5	5
44	45	45	45	46	46
162	149	149	150	152	153
305	307	311	311	316	316
10	17	12	12	12	12
864	877	915	915	918	920
1,419	1,419	1,419	1,419	1,493	1,493
30	30	30	30	30	30
1	1	1	1	1	1
366	367	361	363	366	366
292	287	288	288	290	290
4,411	4,473	4,508	4,530	4,596	4,565

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ANNUAL COMPREHENSIVE FINANCIAL REPORT

For Fiscal Year Ended June 30, 2025

City of Novi, Michigan

CITY OF NOVI

cityofnovi.org

Rehmann
EMPOWER YOUR PURPOSE®

INDEPENDENT AUDITORS' COMMUNICATION WITH THOSE CHARGED WITH GOVERNANCE

November 25, 2025

The Honorable Mayor and Members of the City Council
City of Novi, Michigan

We have audited the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the ***City of Novi, Michigan*** (the "City") as of and for the year ended June 30, 2025, and have issued our report thereon dated November 25, 2025. Professional standards require that we advise you of the following matters relating to our audit.

Our Responsibility in Relation to the Financial Statement Audit

As communicated in our engagement letter dated June 30, 2025, our responsibility, as described by professional standards, is to form and express opinions about whether the financial statements that have been prepared by management with your oversight are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of the City solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

We have provided our findings regarding internal control over financial reporting and compliance noted during our audit in a separate letter to you dated November 25, 2025. In addition, we noted a certain other matter which is included in Attachment A to this letter.

HLB WE ARE AN INDEPENDENT MEMBER OF THE GLOBAL ADVISORY AND ACCOUNTING NETWORK

Planned Scope and Timing of the Audit

We performed the audit according to the planned scope and timing previously communicated to you in our engagement letter.

Compliance with All Ethics Requirements Regarding Independence

The engagement team, others in our firm, as appropriate, and our firm has complied with all relevant ethical requirements regarding independence.

Qualitative Aspects of the City's Significant Accounting Practices

Significant Accounting Policies

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by the City is included in Note 1 to the financial statements.

The City changed accounting policies related to accounting for the liability for compensated absences by adopting Statement of Governmental Accounting Standards Board (GASB) Statement No. 101, *Compensated Absences.*

No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Significant Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments.

The most sensitive accounting estimates affecting the financial statements were:

- Management's estimate of the fair value of certain investments (primarily those that are not traded on a national or international exchange) is based on a variety of factors including the purchase price, changes in the financial condition and prospects of the issuer, calculations of the total enterprise value using discounted cash flow projections, trading of securities of comparable companies engaged in similar businesses, estimation of liquidation value, the existence of restrictions on transferability, prices received in recent significant placements of securities of the same issuer, and other analytical data related to the investment.

- The assumptions used in the actuarial valuations of the other postemployment benefits plan are based on historical trends and industry standards.

In addition, the financial statements include the net pension liability and other related amounts, which are dependent on estimates made by the plan. These estimates are based on historical trends and industry standards but are not within the control of management.

We evaluated the key factors and assumptions used to develop these estimates and determined that they are reasonable in relation to the basic financial statements taken as a whole and in relation to the applicable opinion units.

Significant Difficulties Encountered During the Audit

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

Uncorrected and Corrected Misstatements

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole and each applicable opinion unit. In addition, professional standards require us to communicate to you all material, corrected misstatements that were brought to the attention of management as a result of our audit procedures. None of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

The schedule of adjustments passed is included with management's written representations in Attachment C to this letter, and summarizes uncorrected financial statement misstatements whose effects in the current and prior periods, as determined by management, are immaterial, both individually and in the aggregate, to the financial statements taken as a whole and each applicable opinion unit.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the City's financial statements or the auditors' report. No such disagreements arose during the course of the audit.

Representations Requested from Management

We have requested certain written representations from management, which are included in Attachment C to this letter.

Management's Consultations with Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

Other Significant Matters, Findings, or Issues

In the normal course of our professional association with the City, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, operating and regulatory conditions affecting the City, and operational plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as the City's auditors.

Other Information in Documents Containing Audited Financial Statements

Our responsibility for the supplementary information accompanying the financial statements, as described by professional standards, is to evaluate the presentation of the supplementary information in relation to the financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole. We made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Upcoming Changes in Accounting Standards

Generally accepted accounting principles (GAAP) are continually changing in order to promote the usability and enhance the applicability of information included in external financial reporting. While it would not be practical to include an in-depth discussion of every upcoming change in professional standards, Attachment B to this letter contains a brief overview of recent pronouncements of the Governmental Accounting Standards Board (GASB) and their related effective dates. Management is responsible for reviewing these standards, determining their applicability, and implementing them in future accounting periods.

This information is intended solely for the use of the governing body and management of the ***City of Novi, Michigan*** and is not intended to be and should not be used by anyone other than these specified parties.

Rehmann Lohan LLC

CITY OF NOVI, MICHIGAN

Attachment A - Comments and Recommendations

For the June 30, 2025 Audit

During our audit, we became aware of a certain other matter that is an opportunity for strengthening internal control and/or improving operating efficiency. This memorandum summarizes our comment and recommendation regarding this matter. Our consideration of the City's internal control over financial reporting is described in our report, dated November 25, 2025, issued in accordance with *Government Auditing Standards.* This memorandum does not affect that report or our report dated November 25, 2025, on the financial statements of the ***City of Novi, Michigan.***

Other Matter

Budgeted Fund Balance Deficit (Repeat)

Through the *Uniform Budgeting and Accounting Act, Act 2 of 1968,* the State of Michigan Department of Treasury requires that the total estimated expenditures, including an accrued deficit, in the budget shall not exceed the total estimated revenues plus fund balance. The City budgeted for an ending fund balance deficit in the capital improvement program capital projects fund.

Management's Response to Other Matter:

The capital improvement program capital projects fund ended fiscal year 2025 with a fund balance deficit of $5,320,793, a decrease of $3,730,311 from fiscal year 2024's deficit. The decrease in the current fiscal year was due primarily to property tax revenue exceeding expenditures in the current year. The deficit was planned and approved by City Council. City of Novi residents approved a ten year CIP millage in August of 2016 with the first levy on July 1, 2017. The CIP millage was estimated to bring in more than $42 million over the ten year period of the levy. City Council identified six projects that were to begin immediately with an estimated cost of $21 million. Construction on the various projects was projected to span over several fiscal years. After reviewing funding options (internal borrowings vs bond issuance), on June 19, 2017, the Mayor and Council passed a resolution approving internal borrowing rather than issuing bonds. Internal borrowing allows the City to make monthly loan payments and interest paid on the loan stays within its own funds. Had the City issued bonds, the bond proceeds would have provided the City with bond proceed revenue and generated a positive fund balance, but would have cost the City millions in closing costs and interest. Governmental accounting rules require internal borrowings not be shown as proceeds on the statement of revenue, expenditures and changes in fund balance, but rather a liability on the balance sheet. As of June 30, 2025, the six projects noted above are complete and the estimated remaining property tax revenue from the CIP millage totals $9.6 million over the remaining two years.

The State requires any municipality which has a deficit in any fund in the annual audit report to file a formal deficit elimination plan (DEP) addressing how the deficit will be eliminated. The Mayor and City Council approved a DEP for fiscal years 2024, 2023, 2022, 2021 and 2020, and will submit an updated DEP for fiscal year 2025 for State approval.

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CITY OF NOVI, MICHIGAN

Attachment B – Upcoming Changes in Accounting Standards / Regulations

For the June 30, 2025 Audit

The following pronouncements of the Governmental Accounting Standards Board (GASB) have been released recently and may be applicable to the City in the near future. We encourage management to review the following information and determine which standard(s) may be applicable to the City. For the complete text of these and other GASB standards, visit www.gasb.org and click on the "Standards & Guidance" tab. If you have questions regarding the applicability, timing, or implementation approach for any of these standards, please contact your audit team.

GASB 103 ■ Financial Reporting Model Improvements
Effective 06/15/2026 (your FY 2026)

This standard establishes new accounting and financial reporting requirements—or modifies existing requirements—related to the following: a. management's discussion and analysis (MD&A), b. unusual or infrequent items, c. presentation of the proprietary fund statement of revenues, expenses, and changes in fund net position, d. information about major component units in basic financial statements, e. budgetary comparison information, and f. financial trends information in the statistical section.

GASB 104 ■ Disclosure of Certain Capital Assets
Effective 06/15/2026 (your FY 2026)

This standard requires certain types of capital assets to be disclosed separately in the capital assets note disclosures, requires certain intangible assets to be disclosed separately by major class, and requires additional disclosures for capital assets held for sale.

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CITY OF NOVI, MICHIGAN

Attachment C – Management Representations

For the June 30, 2025 Audit

The following pages contain the written representations that we requested from management.

November 25, 2025

Rehmann Robson
675 Robinson Road
Jackson, Michigan 49203

This representation letter is provided in connection with your audit of the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the ***City of Novi, Michigan*** (the "City"), as of and for the year ended June 30, 2025, and the related notes to the financial statements, for the purpose of expressing opinions on whether the basic financial statements present fairly, in all material respects, the financial position, results of operations, and cash flows, where applicable, and the respective budgetary comparison for the general fund and the major special revenue fund of the City in conformity with accounting principles generally accepted for governments in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in the light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement.

We confirm that, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves as of November 25, 2025:

Financial Statements

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated June 30, 2025, for the preparation and fair presentation of the financial statements of the various opinion units referred to above in accordance with U.S. GAAP.
2. The financial statements referred to above have been fairly presented in accordance with U.S. GAAP, and include all properly classified funds, required supplementary information, and notes to the basic financial statements.
3. We have reviewed and approved the various adjusting journal entries that were proposed by you for recording in our books and records and reflected in the financial statements.
4. With respect to the nonattest services provided, which include any assistance you provided in drafting the financial statements and related notes, proposing standard, adjusting or conversion journal entries, assistance with maintaining/updating a GASB 68 template for pension, assistance with maintaining/updating a GASB 75 template for OPEB, assistance with maintaining/updating a GASB 87 template for leases, assistance with maintaining/updating a GASB 96 template for subscription-based information technology arrangements, and assistance with maintaining/updating a GASB 101 template for compensated absences, we have performed the following:

CITY COUNCIL

Mayor
Justin Fischer

Mayor Pro Tem
Laura Marie Casey

David Staudt

Brian Smith

Matt Heintz

Priya Gurumurthy

Aaron Martinez

City Manager
Victor Cardenas

City Clerk
Cortney Hanson

City of Novi
45175 Ten Mile Road
Novi, Michigan 48375
248.347.0460
248.347.0577 fax

cityofnovi.org

a. Made all management decisions and performed all management functions;
b. Assigned a competent individual to oversee the services;
c. Evaluated the adequacy of the services performed;
d. Evaluated and accepted responsibility for the result of the service performed; and
e. Established and maintained internal controls, including monitoring ongoing activities.

5. We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
6. We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
7. Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.
8. Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP. For the purposes of this letter, related parties mean members of the governing body; board members; administrative officials; immediate families of administrative officials, board members, and members of the governing body; and any companies affiliated with or owned by such individuals.
9. All events subsequent to the date of the financial statements and for which U.S. GAAP requires adjustment or disclosure have been adjusted or disclosed.
10. The effects of uncorrected misstatements summarized in the attached schedule and aggregated by you during the current engagement are immaterial, both individually and in the aggregate, to the applicable opinion units and to the financial statements as a whole.
11. The effects of all known actual or possible litigation and claims have been accounted for and disclosed in accordance with U.S. GAAP.
12. With regard to items reported at fair value:
    a. The underlying assumptions are reasonable, and they appropriately reflect management's intent and ability to carry out its stated courses of action.
    b. The measurement methods and related assumptions used in determining fair value are appropriate in the circumstances and have been consistently applied.
    c. The disclosures related to fair values are complete, adequate, and in conformity with U.S. GAAP.
    d. There are no subsequent events that require adjustments to the fair value measurements and disclosures included in the financial statements.
13. All component units, as well as joint ventures with an equity interest, are included and other joint ventures and related organizations are properly disclosed.
14. All funds and activities are properly classified.
15. All funds that meet the quantitative GASB criteria for presentation as major are identified and presented as such and all other funds that are presented as major are considered important to financial statement users.
16. All components of net position and fund balance classifications have been properly reported.
17. All revenues within the statement of activities have been properly classified as program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.

18. All expenses have been properly classified in or allocated to functions and programs in the statement of activities, and allocations, if any, have been made on a reasonable basis.
19. All interfund and intra-entity transactions and balances have been properly classified and reported.
20. Deposit and investment risks have been properly and fully disclosed.
21. Capital assets, including infrastructure assets, are properly capitalized, reported, and if applicable, depreciated.
22. All required supplementary information is measured and presented within the prescribed guidelines.
23. We believe that the actuarial assumptions and methods used to measure the net pension liability and the other postemployment benefit asset and costs for financial accounting purposes are appropriate in the circumstances.
24. We are responsible for the fair presentation of the City's net pension liability as calculated by the Municipal Employees' Retirement System of Michigan (MERS) and related amounts. We provided MERS with complete and accurate information regarding the City's participation in the plan, and have reviewed the information provided by MERS for inclusion in the City's financial statements.
25. There were no omissions from the participants' data provided to the single-employer OPEB Plan's actuary for the purpose of determining the actuarial present value of the Plan's benefit obligations and the other actuarially determined amounts in the financial statements.
26. The single-employer OPEB Plan's administrator agrees with the actuarial methods and assumptions and methods used by the actuary for funding purposes and for determining the Plan's benefit obligations and has no knowledge or belief that such methods or assumptions are inappropriate in the circumstances. We did not give any, nor cause any, instructions to be given to the Plan's actuary with respect to the values of amounts derived, and we are not aware of any matters that have impacted the independence or objectivity of the Plan's actuary.
27. The following have been properly recorded and disclosed in the financial statements:
    a. The actuarial methods or assumptions used in calculating amounts recorded or disclosures in the financial statements.
    b. Changes in the single-employer OPEB Plan's provisions between the actuarial valuation date and the date of this letter.
28. All required filings of the single-employer OPEB Plan's documents with the appropriate agencies have been made.
29. The single-employer OPEB Plan (and the trust established by the Plan) is qualified under the appropriate section of the internal revenue code and we intend to continue as a qualified plan (and trust). The Plan sponsor has operated the Plan in a manner that did not jeopardize this tax status.
30. The single-employer OPEB Plan has complied with the Department of Labor's regulations concerning the timely remittance of participants' contributions to trusts containing assets of the Plan.
31. The single-employer OPEB Plan's management has obtained and reviewed the relevant service auditor's SOC-1 reports and management is performing the applicable user control.

Information Provided

32. We have provided you with:

a. Access to all information, of which we are aware that is relevant to the preparation and fair presentation of the financial statements of the various opinion units referred to above, such as records, documentation, meeting minutes, and other matters;
b. Additional information that you have requested from us for the purpose of the audit; and
c. Unrestricted access to persons within the City from whom you determined it necessary to obtain audit evidence.

33. All transactions have been recorded in the accounting records and are reflected in the financial statements.
34. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
35. We have no knowledge of any fraud or suspected fraud that affects the City and involves:
    a. Management;
    b. Employees who have significant roles in internal control; or
    c. Others where the fraud could have a material effect on the financial statements.
36. We have no knowledge of any instances, that have occurred or are likely to have occurred, of fraud and noncompliance with provisions of laws and regulations that have a material effect on the financial statements or other financial data significant to the audit objectives, and any other instances that warrant the attention of those charged with governance, whether communicated by employees, former employees, vendors (contractors), regulators, or others.
37. We have no knowledge of any instances that have occurred or are likely to have occurred, of noncompliance with provisions of contracts and grant agreements that has a material effect on the determination of financial statement amounts or other financial data significant to the audit objectives.
38. We have no knowledge of any instances that have occurred or are likely to have occurred of abuse that could be quantitatively or qualitatively material to the financial statements or other financial data significant to the audit objectives.
39. We have a process to track the status of audit findings and recommendations.
40. We have identified for you all previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
41. We have provided views on your reported audit findings, conclusions, and recommendations, as well as our planned corrective actions, for the report.
42. We have disclosed to you all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements.
43. We have disclosed to you the identity of the City's related parties and all the related party relationships and transactions of which we are aware.
44. There have been no communications from regulatory agencies concerning noncompliance with or deficiencies in accounting, internal control, or financial reporting practices.
45. The City has no plans or intentions that may materially affect the carrying value or classification of assets and liabilities.
46. We have disclosed to you all guarantees, whether written or oral, under which the City is contingently liable.

47. We have identified and disclosed to you the laws, regulations, and provisions of contracts and grant agreements that could have a direct and material effect on financial statement amounts, including legal and contractual provisions for reporting specific activities in separate funds.
48. There are no:
    a. Violations or possible violations of laws or regulations, or provisions of contracts or grant agreements whose effects should be considered for disclosure in the financial statements or as a basis for recording a loss contingency, including applicable budget laws and regulations.
    b. Unasserted claims or assessments that our lawyer has advised are probable of assertion and must be disclosed in accordance with GASB Statement No. 62, *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements*.
    c. Other liabilities or gain or loss contingencies that are required to be accrued or disclosed by GASB Statement No. 62.
49. The City has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset or future revenue been pledged as collateral, except as disclosed to you.
50. We have complied with all aspects of grant agreements and other contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
51. We have disclosed to you all significant estimates and material concentrations known to management that are required to be disclosed in accordance with GASB Statement No. 62. Significant estimates are estimates at the balance sheet date that could change materially within the next year. Concentrations refer to volumes of business, revenues, available sources of supply, or markets or geographic areas for which events could occur that would significantly disrupt normal finances within the next year.
52. We have conducted a comprehensive risk assessment and determined that no material concentrations or constraints are required to be disclosed in accordance with GASB Statement No. 102, *Certain Risk Disclosures.* These disclosures provide sufficient detail to enable users of financial statements to understand the nature of the circumstances disclosed and the City's vulnerability to the risk of a substantial impact associated with the concentration or constraint, if applicable.
53. We have evaluated the concentrations and constraints, including those that occur subsequent to the statement of net position date but before the financial statements are issued and have been properly disclosed in the financial statements as subsequent events, if any.

Supplementary Information in Relation to the Financial Statements as a Whole

54. With respect to the supplementary information accompanying the financial statements:
    a. We acknowledge our responsibility for the presentation of the supplementary information in accordance with accounting principles generally accepted in the United States of America.
    b. We believe the supplementary information, including its form and content, is fairly presented in accordance with accounting principles generally accepted in the United States of America.
    c. The methods of measurement or presentation have not changed from those used in the prior period.
    d. We believe the significant assumptions or interpretations underlying the measurement or presentation of the supplementary information, and the basis for our assumptions and interpretations, are reasonable and appropriate in the circumstances.

Required Supplementary Information

55. With respect to the required supplementary information accompanying the financial statements:
    a. We acknowledge our responsibility for the presentation of the required supplementary information in accordance with accounting principles generally accepted in the United States of America.
    b. We believe the required supplementary information, including its form and content, is measured and fairly presented in accordance with accounting principles generally accepted in the United States of America.
    c. The methods of measurement or presentation have not changed from those used in the prior period.
    d. We believe the significant assumptions or interpretations underlying the measurement or presentation of the required supplementary information, and the basis for our assumptions and interpretations, are reasonable and appropriate in the circumstances.

Victor Cardenas, City Manager

Sabrina Lilla

Sabrina Lilla, Deputy Finance Director

CITY OF NOVI, MICHIGAN

Schedule of Adjustments Passed (SOAP)

For the June 30, 2025 Audit

In accordance with generally accepted auditing standards, we have prepared the following schedule of proposed audit adjustments, which we believe are immaterial both individually and in the aggregate. We are providing this schedule to both management and those charged with governance to receive their assurance that they agree that the amounts listed below are not material to the financial statements, either individually or in the aggregate, and do not need to be recorded.

	Effect of Passed Adjustment - Over(Under)Statement				
	Assets	**Liabilities**	**Beginning Equity**	**Revenues**	**Expenses/ Expenditures**
Governmental activities					
Prior period adjustment for the implementation of GASB 101, *Compensated Absences*	$ -	$ -	$ 170,905	$ -	$ 170,905
Misstatement as a percentage of total assets - governmental activities	0.0%	0.0%	0.1%	0.0%	0.1%

Rehmann

INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

November 25, 2025

The Honorable Mayor and Members of the City Council
City of Novi, Michigan

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the ***City of Novi, Michigan*** (the "City"), as of and for the year ended June 30, 2025, and the related notes to the financial statements, which collectively comprise the City's basic financial statements, and have issued our report thereon dated November 25, 2025.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

HLB We are an independent member of THE GLOBAL ADVISORY AND ACCOUNTING NETWORK

675 Robinson Road, Jackson, MI 49203 517.787.6503

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards.*

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Rehmann Lohan LLC

MEMORANDUM

TO: MAYOR FISCHER AND COUNCIL MEMBERS
CC: CORTNEY HANSON, CITY CLERK
FROM: MELISSA MORRIS, DEPUTY CITY CLERK
SUBJECT: APPOINTMENTS FOR BOARDS AND COMMISSIONS
DATE: NOVEMBER 27, 2025

Attached please find applications for the current openings on Boards and Commissions along with a ratings sheet and current Boards & Commissions Booklet List.

- Mary Angela Winter is unable to interview at the December 1st meeting. She made a brief introduction during audience comments at the October 21st meeting.
- The following members are not seeking reappointment:
  - Matthew Thibaudeau (Corridor Improvement Authority)
  - Pamela Superfisky (Election Commission)
  - Dan Pierce (Historical Commission)
  - Ageeta Gawalapu (Library Board)
  - Siddharth "Mav" Sanghvi (Zoning Board of Appeals)

In accordance with Council Rules amended in February 2021, all boards and commissions candidates will present to City Council. Please see below for current openings for which candidates are presenting.

City Council Appointments

Board or Commission	Number of openings	Term expiration
Beautification Commission	1 alternate term	03/01/2026
Board of Review	1 full term 1 alternate term	01/01/2029 01/01/2027
Construction Board of Appeals	1 partial term	03/01/2029
Election Commission	1 full term	01/01/2029
Historical Commission	2 full terms	01/01/2029
Zoning Board of Appeals	2 full terms 1 alternate term	01/01/2028 01/01/2027

Attendance records for those seeking reappointment (since January 2024):

- Peter Winter (Board of Review) – attended 10 of 11 (91%) meetings.
- Kim Nice (Historical Commission) – attended 23 of 23 (100%) meetings.
- Linda Krieger (Zoning Board of Appeals) – attended 20 of 23 (87%) meetings.

Mayoral Appointments

Corridor Improvement Authority **mayoral appointment*	2 full term (1 business, 1 resident)	12/31/2029
City Council Cultural Arts Advisory Committee **mayoral appointment*	3 full terms	(2) 2-year (1) 3-year
Economic Development Corporation **mayoral appointment*	2 partial term	03/01/2030
Library Board **mayoral appointment*	2 full terms	03/01/2029
Public Utilities & Technology Committee **mayoral appointment*	2 full terms	No end dates

Attendance records for those seeking reappointment (since January 2024):

- Blair Bowman (Corridor Improvement Authority) – attended 3 of 3 (100%) meetings.
- Lori Burke (Library Board) – Attended 18 of 23 (78%) meetings.

CITY OF NOVI CITY COUNCIL
DECEMBER 1, 2025

SUBJECT: Consideration of a Labor Agreement between the City of Novi and the Police Officers Labor Council (POLC) for a term of July 1, 2025 through June 30, 2028.

SUBMITTING DEPARTMENT: Human Resources

KEY HIGHLIGHTS:

- Contract was ratified by a majority vote of the POLC membership on Tuesday, November 18, 2025.
- Draft Contract with changes attached.
- Three-year contract, expiring on June 30, 2028
- Annual salary increases (percentages) are 5%, 4% and 4%

BACKGROUND INFORMATION:

The City and Union bargaining teams began negotiating in good faith in March of 2025 to secure a successor labor agreement. The parties reached a Tentative Agreement in October. The Union board met with its membership, and held a vote, which was tallied on November 18, 2025. The vote passed overwhelmingly, and the draft successor agreement is attached for City Council consideration and approval.

RECOMMENDED ACTION: Approval of Labor Agreement between the City of Novi and the Police Officers Labor Council (POLC) for a term of July 1, 2025 through June 30, 2028.

AGREEMENT BETWEEN
THE CITYOF NOVI AND THE POLICE OFFICERS LABOR COUNCIL

EFFECTIVE JULY 1, 2025 - JUNE 30, 2028

AGREEMENT BETWEEN THE CITY OF NOVI AND POLICE OFFICERS LABOR COUNCIL

This agreement, signed this ____ day of ____, 2025, , for the contract period July 1, 2025 through June 30, 2028, by and between the City of Novi in Oakland County, Michigan, hereinafter referred to as the "City", and the Police Officers Labor Council, hereinafter referred to as the "Union". It is the desire of both parties to this Agreement to continue to work harmoniously and to promote and maintain high standards between the City and its Police Officers, hereinafter referred to as "officers", which will better serve the citizens of the City of Novi.

1. RECOGNITION

Section 1.1: The City recognizes the Police Officers Labor Council, POLC, as the exclusive bargaining agent for the Novi police officers below the rank of Sergeant, for the purposes of collective bargaining with respect to rates of pay, wages, hours of employment and other terms and conditions of employment, in the following bargaining unit for which it has been certified, and in which the Union is recognized as sole and exclusive bargaining representative, subject to and in accordance with the provisions of Act 336 of the Public Acts of 1947, as amended.

2. AGENCY SHOP AND DUES CHECKOFF

Section 2.1: A bargaining unit employee may sign an authorization for deduction of dues/fees for membership in the Union. The authorization for deduction of dues/fees may be revoked by the bargaining unit member upon written notice to the City, with copy of the Union and shall cease in accordance with the Union's by-laws and governing documents.

Section 2.2: The amount of dues/fees shall be designated by written notice form the Union to the City. If there is a change in the amount of dues/fees, such change shall become effective the month following transmittal of the written notice to the City. The City shall deduct the dues/fees on a bi-weekly basis from the pay of the employees that have authorized such deductions.

Section 2.3: Deduction of dues/fees shall be remitted to the Union. In the event a refund is due an employee for any sums deducted from wages and paid to the Union, it shall be the responsibility of the employee to obtain the appropriate refund from the Union.

Section 2.4: If an authorized deduction for an employee is not made, the City shall make the deduction from the employee's next pay after the error has been called to the City's attention by the employee or Union.

Section 2.5: The Union will protect, save harmless and indemnify the City from any and all claims, demands, suits and other forms of liability by reason of action taken by the City for the purpose of complying with this article of the agreement.

Section 2.6: Unless otherwise provided in this article, all matters pertaining to a bargaining unit employee establishing or reestablishing membership in the Union, including requirements established by the Union for providing paid services to non-union bargaining unit employees, if permissible shall be governed by the internal conditions mandated by the Union pursuant to its authority under section 10(2) of the Public Employment Relations Act.

3. MANAGEMENT RESPONSIBILITY

Section 3.1: The City Council on its own behalf and on behalf of its electors, hereby retains and reserves unto itself, all powers, rights, authority, duties, and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of Michigan and of the United States. Further, all rights which ordinarily *vest* in and are exercised by employers are reserved to and remain *vested* in the City Council, including, but without limiting the generality of the foregoing, the right:

A. to manage its affairs efficiently and economically, including the determination of quantity and quality of services to be rendered to the public, the control of equipment to be used, and the discontinuance of any services or methods of operation;

B. to introduce new equipment, methods, or process, change or eliminate existing equipment and institute technological changes, decide on supplies and equipment to be purchased;

C. to direct the work force, to assign the type and location of work assignments and determine the number of employees assigned to operations;

D. to determine the number, location, and type of facilities and installations;

E. to determine the size of the work force and increase or decrease its size;

F. to hire new employees, to promote employees and to assign, transfer and lay off employees;

G. to establish and change work schedules, work standards, and the methods, processes, and procedures by which such work is to be performed;

H. to discipline, suspend, and discharge employees for cause;

I. to maintain the discipline and efficiency of officers;

J. to establish the methods of departmental operation.

Section 3.2: The City reserves the foregoing rights except such as are specifically relinquished or modified by the terms of this Agreement.

Section 3.3: It is agreed that these enumerations of management prerogatives shall not be deemed to exclude other prerogatives not enumerated, and except as specifically abridged, delegated, modified, or granted by this Agreement, all of the rights, powers and authority the City had prior to the signing of this Agreement are retained by the City and remain within the rights of the City, whether or not such rights *have* been exercised in the past.

4. BASIS OF REPRESENTATION

Section 4.1: There shall be one Union representative and an alternate to act in his/her absence.

Section 4.2: There shall be a grievance committee consisting of not more than two (2) members of the Union.

Section 4.3: The names of officers selected as Union representatives and alternates, and the name of the President of the Union, shall be certified in writing to the City by the Union.

Section 4.4: The Union representatives may investigate and process grievances during working hours without loss of pay, if the case so warrants and this privilege shall not be abused. Union representatives will be permitted to leave their work, after obtaining approval of their respective supervisors and recording their time. Permission for Union representatives to leave their workstations will not be unreasonably withheld. Union representatives will report their time to their respective supervisors upon returning from a grievance discussion.

5. GRIEVANCE PROCEDURE

Section 5.1: Definition: A Grievance is defined as an alleged violation of a specific article and section of this Agreement. No dispute or controversy shall be adjusted under this procedure unless it shall be a true grievance as defined above.

Section 5.2: Any grievance or dispute which may arise between the parties concerning the meaning, application or interpretation of this Agreement, and disputes as to wages, hours and working conditions, shall be settled in the following manner:

Step 1: The parties recognize informal resolution of grievances at the lowest possible level of supervision is desirable and herein encouraged. In the event that an officer or the Union believes there is a basis for a grievance, the officer or the Union representatives shall first discuss the alleged grievance with the aggrieved party's

immediate supervisor. If after an informal discussion with the immediate supervisor the grievance has not been settled within ten (10) business days, (business days referred to herein shall not include Saturday, Sunday or legal holidays) the Officer or the Union may discuss the alleged grievance with the Chief. The Union shall have a response from the Chief within ten (10) business days.

Step 2: If after an informal discussion with the Chief the grievance has not been settled, the Officer or the Union may reduce the grievance to writing and the written grievance shall be presented by the Union representative to the Chief of Police within ten (10) business days of the discussion with the Chief. It shall name the employee(s) involved, shall state the facts giving rise to the grievance, shall identify the provisions of this Agreement alleged to be violated by appropriate reference, shall state the contention of the employee and of the Union with respect to these provisions, shall indicate the relief requested, and shall be signed by the employee.

Step 3: Within ten (10) business days of receipt of the grievance, the Chief shall respond to the grievance in writing or resolve the grievance to the satisfaction of the Union. Step 4: If the Union is not satisfied with the disposition of the grievance or if no disposition has been made by the Chief of Police within ten (10) business days, the grievance may be appealed in writing to the Director of Human Resources. The Director of Human Resources shall within ten (10) business days of the receipt of said grievance, respond to the grievance and render his written disposition of said grievance.

Step 5: If either party is not satisfied with the disposition of the grievance at the step 4 level, either party may, within ten (10) business days of the date of the written disposition or of the date on which said disposition is due, whichever is the earliest, invoke arbitration by sending to the other party written notice of the intention to arbitrate the Grievance.

Section 5.3: The arbitration proceedings shall be conducted by an arbitrator to be selected by the City and the Union. If the parties cannot agree as to the arbitrator, he/she shall be selected by the Federal Mediation and Conciliation Services (FMCS) in accordance with its rules and regulations. Notice to the FMCS shall be made within twenty (20) calendar days after the written notice of the intention to arbitrate the grievance. The decision of the arbitrator shall be final and binding upon the parties. The arbitrator shall have no power to alter, add to or subtract from the terms of this Agreement.

Section 5.4: Expenses for the Arbitrator's services shall be borne equally by the parties. All other expenses shall be borne by the parties incurring them.

Section 5.5: The arbitrator shall have jurisdiction only to interpret, apply and determine compliance with the provisions of this agreement insofar as the arbitrator may deem necessary for the determination of the grievance appealed to him. The arbitrator shall have no power to add to; subtract from or modify any of the terms of this agreement or any supplement or amendment thereto or to go beyond the scope of the grievance as filed in writing. The arbitrator shall have no power to substitute his discretion in cases where the City

is given sole discretion to act by this agreement or by any supplement or amendment thereto. In the event the arbitrator decides he has no power to decide or rule on an issue, he shall so rule and the matter shall be referred back to the parties.

Section 5.6: Any grievance not appealed from a decision in one of the steps of the grievance procedure to the next step as herein described shall be considered dropped and the last decision final and binding, except that time limits may be extended by mutual written agreement of the parties.

Section 5.7: Notification within a reasonable time shall be given to the Union of any disciplinary action taken against any member which may result in official entries being made in his/her personnel files. All information forming the basis for disciplinary action shall be made available to the member and the Union. All members shall be entitled to review the contents of their personnel files at all reasonable times. A member shall be permitted to have inserted in his/her file, his/her written response to any unfavorable communication from a citizen.

Section 5.8: For purposes of privacy, members shall be allowed to use department address as personal address on all reports, complaints and testimony.

Section 5.9: The City agrees that it will continue to regard all personnel files as confidential records to be under direct control of the Director of Human Resources, and no unauthorized person shall be allowed to see a member's files without his/her prior written consent nor shall his/her name, home address, or photographs be given to the press or news media without his/her express consent.

Section 5.10: The City agrees to furnish to the Union in response to reasonable requests, information which may be necessary for the Union to process any grievance.

Section 5.11: The Union shall have the right to file a grievance if the Union believes that an alleged violation affects any members of the Union. In such a case, the Union shall be deemed to be the grievant.

Section 5.12: The Department shall make recordings of all disciplinary hearings available to the Union upon request.

6. DISCIPLINARY LAYOFF AND DISCHARGE

Section 6.1: The City may discharge or discipline any officer only for just cause Any officer who has been disciplined by suspension or discharge may request the presence of a Union representative before he/she is required to leave the station, to discuss the matter with the officer and the City representative, as long as the circumstances permit prompt and orderly conversation on the matter. The Union representative will be called promptly, if available. In the case of a discharge, the officer and the Union will be given a written statement of the general nature of the charges causing the discipline.

Section 6.2: It is important that complaints regarding discipline be handled promptly, and if

a hearing is desired, the Union or the officer shall file an appeal with the Chief of Police or his designee, within two (2) working business days after such discharge or discipline is first imposed. The hearing will be held within two (2) working business days after the filing of the complaint. Union representatives at the hearing will be the same as indicated in Section 6.6 of the Grievance Procedure In addition, the disciplined officer has the right to be present.

Section 6.3: If the Chief or his designee finds in his judgment that the discipline is too severe, he may reduce the discipline to a more appropriate penalty. The Chief will render a decision within five (5) working business days of the date of hearing. If his/her decision is not satisfactory to the Union, the grievance may be appealed under Step Four of the Grievance procedure. If such appeal is not filed within five (5) working business days of the date of the Chiefs decision, or of the date on which it was due, the matter will be considered automatically settled on the basis of the last decision and not subject to further appeal.

Section 6.4: The aggrieved officer shall have a right to be present and participate in the hearing before the Director of Public Safety/Chief of Police. The Director of Public Safety/Chief of Police shall, within five (5) working business days of the receipt of said complaint, hold a meeting thereon and within three (3) working business days of said meeting, render his written disposition of the complaint, copies of which shall be delivered to theUnion, the Union, and the disciplined officer. In the event there is no decision, the opinion rendered by the Chief shall continue in effect.

Section 6.5: If the Union is not satisfied with the disposition of the complaint under paragraph "6.4"; it may, within ten (10) working business days of the written disposition of the City Manager, appeal said grievance to binding arbitration in accordance with the procedures set forth in Step Five of the Grievance procedure. In the event of such appeal, the decision of the arbitrator shall be final and binding upon the parties, including the disciplined officer.

Section 6.6: All officers shall have the right to be represented by the President of the Union or a member of the Union Grievance Committee at all disciplinary conferences or hearings under this procedure and to be represented by an attorney if he/she chooses.

Section 6.7: Employee Rights:

A. At no time shall any member of the Union be required to answer to any allegation(s) of misconduct unless said allegation(s) has been reduced to writing and the member shall be provided with a copy of the allegation(s) an opportunity to read same before answering any questions or making any statements regarding the allegation(s) provided, however, that such answer or statement shall be made within forty-eight (48) hours immediately following the receipt of such allegation(s). Further, at his/her request, the member shall have the right to representation from the Union, or an attorney of his/her choice, present during the time any answers are given or statements made.

    1. If at any time a member is answering to an allegation(s) which may result in criminal charges being filed against him/her, the Union member shall be advised of his/her rights (MIRANDA WARNING) prior to any questioning.

2. At no time shall any member of the Union be required to take a polygraph test or stand in any line-ups to prove or disprove any allegation(s) made against them unless he/she so desires.

B. The private and personal life of any employee is not within the appropriate concern or attention of the City, as long as it is consistent with the high standards which the profession and Union have set. No restriction, other than the approval of the Chief of Police, is placed upon the freedom of employees to use their own time for gainful employment, or other activities insofar as it does not interfere with the satisfactory performance of their police duties. Such approval shall not be unreasonably withheld.

C. Within a two-year period following the insertion of a counseling memo or letter of reprimand in the personnel files of the member, he/she may ask that a review be made by the Director of Human Resources, and unless there is substantial reason otherwise, the letter will be removed and the record of it expunged.

7. SENIORITY

Section 7.1: New officers may acquire seniority after working twelve (12) continuous months in which event the officer's seniority will date back to the date the employee was sworn in. However, rank shall also be used to determine seniority so that Detectives shall be deemed to be senior to all Patrol officers despite the fact that Patrol officers may have been hired prior to a Detective. In the event that two (2) or more officers of the same rank have the same date of hire, then seniority shall be determined among such officers by the date of the application for employment, the one with the earliest date of application having the greatest seniority. New officers hired after the date of signing of this Agreement shall be considered probationary for one year after they have completed the shadow phase of the Field Training Program.

Section 7.2: The Union shall represent probationary employees for the purposes of collective bargaining in respect to rates of pay, wages, hours of employment and other conditions of employment as set forth in this Agreement, except that the Union shall not represent probationary employees with respect to discharge or discipline by the City for other than Union activity.

Section 7.3: An officer shall lose his/her seniority for the following reasons only:

A. He/she quits.

B. He/she is discharged. In the event that the discharge is reversed through the grievance procedure, his/her seniority shall be reinstated to date of hire.

C. He/she is absent for three (3) consecutive working days without notifying his/her supervisor or the Chief of Police. After such absence, the City will send

written notification to the officer at his/her last known address that he/she has lost his/her seniority, and his/her employment has been terminated. If the disposition made of any case is not satisfactory, the matter may be referred to the grievance procedure.

D. If he/she does not return to work from sick leave and leaves of absence within three (3) days of the end of the leave.

E. Retirement or regular service retirement.

Section 7.4: An officer who at any time returns from leave granted by the City shall be entitled to return to his/her former position without loss of rank or seniority.

Section 7.5: An officer who is promoted from the bargaining unit to a command position with the City shall retain all seniority accumulated by him as a member of the bargaining unit, and shall be entitled to exercise that seniority at any time that he/she is either laid off or demoted from his/her position as a command officer.

8. LAYOFFS AND RECALL

Section 8.1: Definition: A layoff is a reduction of the work force. A layoff reduction is defined to be the reduction of an employee's rank within this bargaining unit, or the Command bargaining unit, when the employer has decided to layoff members of the Police Department because of lack of work, lack of funds, or reasons other than the acts or delinquencies of the employee. The employer will adhere to the principle of last hired, first laid off.

Section 8.2: Method: In such cases where the number of employees laid off necessitates a reduction of rank, it shall be done in the following manner. First the City shall decide the number of Sergeants to be reduced. That number of Sergeants shall be reduced to the rank of Detective/Road Patrol Officer by inverse order of the length of service in rank of Sergeant and become members of this bargaining unit. After any Sergeants have been reduced and if the City decides to reduce any member of the Detective/Road Patrol Officer, it shall be done in the following manner. The Detective/Road Patrol Officer who has the least amount of time shall be laid off. The names of persons holding permanent positions in the rank effected, who have been reduced in rank under this article, shall be placed on an appropriate layoff reduction promotional list in the inverse order of their reduction, The City agrees that no promotion of any employee in this bargaining unit, or the COAM, Lieutenant's and Sergeants bargaining unit shall take place until those persons who were laid off are first returned to work, and all members reduced in rank are re-promoted.

Section 8.3: Notice of Layoff: The Chief shall give written notice to the City Manager, to the employees, and to the union on any proposed layoff. Such notice shall state the reasons therefor, and shall be submitted at least fourteen (14) calendar days, or earlier if possible, before the effective date thereof.

Section 8.4: Recall Procedure: When the working force is increased after a layoff, employees will be recalled in the inverse order of layoff. Notice of recall shall be sent to the employee at his/her last known address by telegram or certified mail. If an employee fails to report for work within ten (10) days from notice of recall, he/she shall be considered to have voluntarily terminated his/her employment.

9. PROMOTIONS AND ASSIGNMENTS

Section 9.1: A promotion is defined as a movement to a higher pay range. Any movement not involving a change in pay shall be considered an assignment.

Limited Temporary Assignments: Any assignment lasting less than three (3) years shall be considered a limited temporary assignment except that all temporary assignments may be extended for a fourth year at the discretion of the Chief of Police and the agreement of the officer involved. Limited temporary assignments are selected by the Chief of Police without regard to the promotional process. All assignments will be posted for 7 calendar days in advance and during which time officers will have the opportunity to submit letters of interest. In an emergency the Chief may select a volunteer to fill the position during the posting process, will then post the position within 1 business day of the selection of the volunteer. The Chief must make a selection from the letters of interest within 7 days of the closing of the posting period.

Unlimited Assignments: Detective positions are unlimited temporary assignments, not promotions. Officers assigned to the General Services Division as a detective carrying out the duties of General Assignment, District Assignment, DARE, School Liaison, Juvenile, Court Services, Property or Crime Prevention may be assigned for as long as the City wishes to retain the officer in that assignment. Accreditation Officer and Training Officer positions are also unlimited temporary assignments, whose duties will be separate from the detectives. Traffic Officers are unlimited temporary assignments but still fall under the Uniformed Operations Division. The time limitations found in the Unlimited Temporary Assignment language do not apply to these assignments. Should no officer express interest in these positions during the posted period, the officer who is not on probation, with the least seniority, will be given the assignment.

Employees assigned to a Limited or Unlimited Assignment will continue to get their normal annual salary including all normal and annual pay increases.

In the event the City returns to an eight (8) hour schedule during the term of this contract, all promotional and assignment language will revert to the terms as found in the collective bargaining agreement effective July 1, 1996 through June 30, 1999.

Section 9.2: Effective July 1, 2013, the Property Room shall no longer be staffed with a sworn police officer.

Section 9.3: An assessment center shall be used for promotion to Sergeant. The assessment center shall be selected by mutual consent between the City and Union. Effective July 1, 2004, a committee, previously formed and made up of police officers, supervisory staff and

administrative staff will meet, not less than weekly, to discuss the development of a new promotional process, to include performance evaluations as they relate to promotional opportunities only.

Section 9.4: The City will announce their intent to hold an assessment center at least 30 days in advance.

Section 9.5: Candidates must possess a minimum of six (6)-years of service in the calendar year of the posting to compete in an assessment center. The job posting shall allow seven-(7) calendar days during which all candidates must submit a letter of intent to Human Resources Department.

Section 9.6: Candidates must obtain a minimum of 70% on the written exam to be considered for promotion to Sergeant.

Section 9.7: Participants of the assessment center will be ranked numerically and vacancies will be filled in the same rank order. If the employee holding the highest score would like to pass on a position offered, he/she will remain at the top of the list until he/she accepts a position, or until the list is no longer valid. An eligibility list using these ranking will remain in effect for a period of two (2) years from the date of the assessment center.

10. TRAINING

Section 10.1: The City may schedule an officer for training either during a scheduled day of work or during a regular day off. For the purpose of training, the schedule may be changed a minimum of fourteen days in advance or within 14 days by agreement with the officer. If the training orders are not issued 14 days in advance of the date the training will take place, the officer will have the right to refuse the schedule change.

Section 10.2: Training on a Scheduled Work Day: Any training of eight hours or more, including driving time, constitutes a day worked. Officers attending training less than 8 hours will report to their shift supervisor for assignment for the remaining work hours in their shift. Officers may take leave time, if approved, in lieu of working the remainder of the shift. If the training is longer in duration than the Officer/Detective's regular shift (12/8), the overtime provisions of the Collective Bargaining Agreement will apply.

In the event the City returns to an eight hour patrol schedule during the term of this contract, all training language will revert to the terms as found in the letter of agreement dated June 15, 1998.

11. ILLNESS, DISABILITY AND PERSONAL BUSINESS

Section 11.1: Officers covered by this Agreement shall be allowed up to twelve (96 hours) illness days per calendar year at full base salary. When an officer uses five (40 hours) or more consecutive days for reasons of illness, the City may require a letter from the officer's physician prior to authorization of payment for such days. All unused sick time shall be carried over in his/her account from year to year on a cumulative basis, to a maximum of One Hundred Thirty (130) days. An officer may use as many of his/her accumulated days

as he/she has for purposes of illness at full pay. An officer whose employment is terminated by death, retirement or other valid reasons, or his/her legal representative if he/she dies while employed by the City, shall be entitled to be paid for up to One Hundred Thirty (130) accumulated sick days in his/her account at the rate of one half (50%) of regular straight time pay at the time of termination for each such day, provided that sick leave days accumulated prior to July 1, 1979, will be paid for as provided above except at the rate of full pay at the time of termination for each such day.

Section 11.2: An unused sick day bank may be established and administered by the Union for the purpose of providing additional days to officers who have exhausted their normal and accumulated sick days. It is understood that administration of such bank shall not be the responsibility of the City and the City shall not be required to grant any days in addition to the twelve (12) per officer provided in paragraph "11.1" above. It is understood that all donations to the bank shall be voluntary and accompanied by a letter of transfer signed by the transferring officer.

Section 11.3: All employees using less than 48 hours of sick time from January 1 through December 31 shall receive all unspent hours in excess of 48 hours multiplied by .333 in straight time payment. Payment shall be made no later than the first pay period in February. To be eligible for payment, an officer must have a minimum of 24 hours in their sick leave bank on the last day of the previous calendar year.

Formula: 96-48=48 hours -hours used x .333 x hourly rate = $_____

All unused sick time will continue to accumulate to the one hundred thirty (130) day maximum accumulation.

Section 11.4: In addition to the twelve (96 hours) illness days, the officers covered by this Agreement shall be allowed five (40 hours) personal business days with pay, per year for personal business. Personal business days will be authorized only by permission of the Bureau Commander with approval of the Chief of Police upon advance written request by the officer. It will be necessary, except in an emergency that a twenty-four (24) hour notice be given the Bureau commander when requesting a personal business day. If the Bureau Commander is not available to grant an immediate request, such time may be granted by the shift commander, in such event the oral request will be followed by a written one from the officer. Any unused personal business days at the end of the calendar year shall be added to the offers sick day bank.

Section 11.5: Duty Disability and Duty Disability Leave: A "Duty Disability Leave" shall mean a leave required as a result of the employee incurring a compensable illness or injury covered by Michigan Worker's Compensation Act while in the employ of the City.

Section11.6: In order to be eligible for duty disability leave, an employee shall immediately report any illness or injury to his/her immediate supervisor, who shall note same in writing.

Section 11.7: In the event an employee's illness or disability exceeds seven (7) calendar days, he/she shall cause an applicable insurance disability form to be completed and filed with

the City.

Section 11.8: If an employee suffers a duty disability and it is ascertained that the nature of the injury or illness is such that the employee will be unable to work, such employee will be retired under the City's retirement system.

Section 11.9: Eligibility for disability benefits shall depend upon a clear showing by competent medical evidence that such disability leave is necessary.

Section 11.10: When absence results from a "Duty Disability", the benefits provided in the Article will terminate at the start of worker's compensation payments, thereafter, a seniority employee who is disabled and unable to work because of a duty disability, shall be entitled to receive ninety-five percent (95%) of the employee's regular take-home pay, including sums received by way of weekly benefits under the workers compensation law, any other disability benefits provided by law, any disability insurance provided for by the Agreement, and any social security benefits. The City will pay the difference, if any, between all such payments and ninety-five percent (95%) of the employee's regular straight time pay for the period of the employee's disability, but not to exceed twelve (12) months from the date of injury or illness.

Section 11.11: Effective September 1, 2004, the City will provide the Optional Disability benefit, D-2 for members of this bargaining unit.

Section 11.12: Effective July 1, 2020, Police Officers hired after April 1, 2012, who are unable to perform the essential duties of their job requirements due to a duty death or duty disability, as defined and approved by the Municipal Employees' Retirement System (MERS), shall be eligible to receive the difference between the MERS Hybrid Plan Defined Benefit Disability Retirement benefit at the time of death or disability and sixty (60%) percent of the employee's Final Average Compensation (FAC) at the time of death or disability, paid at a minimum monthly. The payment made by the City shall be offset by any other income or disability benefit paid to the Officer (see Disability Income Limitation contained in the MERS handbook). In the case of a duty death, said payment(s) shall be made to the eligible spouse, or if no spouse, any eligible minor children up to the age of 21. In the case of a duty disability, payments shall be made to the employee after Workers Compensation payments have expired and MERS has provided their determination of the disability. Payments shall be retroactive to the expiration of Workers Compensation. It shall be the responsibility of the employee to complete all MERS required documentation for such duty disability determination. The payment by the City will continue as long as the employee continues to be deemed disabled and receives the MERS disability benefit. Upon the death of a member who received a duty disability retirement the spouse shall be eligible for survivor benefits and/or children up to the age of 21 as determined by MERS, except as noted in paragraph 4 below.

Section 11.13: Effective July 1, 2020, Police Officers hired after April 1, 2012, who meet the eligibility requirements for a duty-related disability or duty related death pension, and have been granted such duty-related pension by MERS, will receive, and in the case of death, the spouse and all eligible dependents will receive retiree health insurance so long as they continue to receive a duty disability pension from MERS. The applicable premium share will apply. This section shall be subject to the following conditions:

1. Insurance will cover the duty disabled retiree, spouse at the time of disability, and eligible dependents until they reach the age of 21, except as outlined below, or in the case of death of the member, their spouse at the time of disability or death, and if minor children, until they reach age 21, except as noted in paragraph 4 below;
2. During the time period when they are eligible, the member's eligible spouse and eligible dependents will be provided the same health insurance and prescription drug coverage provided to active employees, this may change due to mirroring;
3. A member will not be eligible to receive benefits under this provision if they or their spouse are eligible to receive health insurance benefits under any other health insurance plan that is substantially equivalent insurance to that of the active work force.
4. This benefit will cease upon the occurrence of any of the below events:
   a. Termination of the employee's duty disability retirement and pension;
   b. Eligibility to participate in a federal or state health care program that provides substantially equivalent insurance to that of the active workforce;
   c. Attainment of regular retirement age, but under no circumstances will this benefit continue past age sixty-five (65).
   d. If spouse remarries, benefits will terminate.

Section 11.14: If the health care plan is not accepted in the region where the retiree or surviving spouse resides, the retired employee and spouse may seek their own insurance coverage. The retired employee and spouse will pay any additional amount for premiums, deductibles and/or co-pays that the then-current comparable active employees pay with the employer's responsibility limited to only the premium amount that the City is required to pay for the coverage offered to the retiree by the City. Only that amount will be reimbursed to the retiree.

Section 11.15: Funeral Leave: Officers shall be granted a funeral leave of up to five (5) days off (regardless of work schedule) , with pay, in the event of a death of:; spouse, father, mother, sister (including step or half), brother (including step or half), son or step-son, daughter or step-daughter, mother-in-law, father-in-law (step or parent). Officers at their discretion may split and attach the five (5) days off to the front or back of normally

scheduled days off. Up to three (3) consecutive days off (regardless of work schedule) with pay in the event of the death of: grandparents (including in-laws), grandchildren, aunt, uncle, brother-in-law, sister-in-law, son-in-law, daughter-in-law, niece or nephew. Officers at their discretion may split and attach the three (3) days off to the front or back of normally scheduled days off.

Section 11.16: The Chief with the written consent of the Human Resource Director may authorize additional leaves of absence without pay, for any period or periods not to exceed one (1) year for the following purposes:

A. Attendance at college, university or business school for the purpose of training in subjects related to the work of the officer and which will benefit the officer and the city.

B. Urgent personal business requiring an officer's attention for an extended period such as settling estates, liquidating business, running for public or union elective positions or for purposes other than the above that are deemed justifiable.

Section 11.17: An officer who has been elected or appointed to a public or union position will be granted a leave of absence without pay for a period not to exceed two (2) years to serve in such position.

Section 11.18: Any leave set forth in the contract, requested by Officers, will be granted at the discretion of management so long as the requested leave does not create a staffing problem or overtime for the department. The requested leave shall be granted on a shift basis.

12. NO STRIKE PROVISION

Section 12.1: The Union agrees that no strike, work stoppage, slow down or other intentional interference with the normal operation of the department, by officers, of any kind shall be caused or sanctioned by the Union at the time during the life of this Agreement. The occurrence of any such acts or actions prohibited in this section by the Union shall be deemed a violation of this Agreement.

13. VETERANS LAW

Section 13.1: The re-employment rights of officers and probationary officers who are veterans shall be as prescribed by applicable laws and regulations.

Section 13.2: Officers who are in some branch of the armed forces, Reserve or National Guard, will be paid the difference between their reserve pay and their regular pay under this Agreement while they are on active duty in the Reserve or National Guard, provided proof of active duty and pay are submitted to the City. The obligation of the City under this provision is for a maximum of two weeks per fiscal year per officer.

14. DISCRIMINATION

Section 14.1: The provisions of this Agreement shall be applied without regard to race, creed, religion, color, national origin, age, sex or marital status.

15. BULLETIN BOARD

Section 15.1: The City shall assign appropriate space on bulletin boards which may be used by the Union for posting notices, bearing the written approval of the President of the Union, which shall be restricted to:

A. Notices of Union Recreational and social affairs.

B. Notices of Union elections.

C. Notices of Union appointments and results of Union elections.

D. Notices of Union meetings.

E. Other notices of bona fide Union affairs which are not political in nature.

16. RETIREMENT

Section16.1: All full time police offices of the POLC shall be members of the Michigan Municipal Employees Retirement System and shall be entitled to benefits of Plan B-2, including options F-50 with 25 years of service, and FAC-3. All contributions to this retirement system shall be fully paid by the City.

Section 16.2: Effective June 30, 1998, the retirement plan shall be revised to Plan B-3. Employees shall make contributions from gross earnings to fund the employee/member cost for the above benefit as determined by the MERS actuaries. Contributions shall commence effective June 30, 1998.

Section 16.3: Effective June 30, 2004, the retirement plan shall be revised to Plan B-4. Employees shall make contributions from gross earnings to fund the cost for the above benefit as determined by the MERS actuaries. The actuary study shall be ordered by April 1, 2003 for the contribution amount. The amount shall be forwarded to the appropriate POLC representatives. Contributions shall commence effective June 30, 2004.

Section 16.4: Effective June 1, 2010, the F25 retirement rider shall be implemented with the cost being paid by the City. Effective June 1, 2010, the retirement plan shall be revised to a 2.8% pension retirement benefit. The City shall contribute 1% toward the cost of the 2.8% pension benefit with the remaining cost paid through employee/member contributions. An actuary study shall be ordered by April 1, 2010 to establish the cost of the 2.8% pension benefit. Contributions shall commence June 1, 2010.

Section 16.5: Those officers who are eligible to receive the Defined Benefit 2.8% pension benefit, i.e., those officers hired prior to March 14, 2012, the F25 retirement rider will replace the F50/25 rider.

Section 16.6: Effective March 15, 2012, the number of overtime and compensatory time hours which shall be considered in the calculation of an employee's final average compensation shall be capped at a maximum of 350 hours per fiscal year in the final average compensation period (based on pay records from July 1 to June 30 each fiscal year) completed after the date of the Award (March 15, 2012).

Section 16.7: Effective March 15, 2012, employees hired after that date shall participate in the MERS Hybrid Plan with a 1.5% multiplier for the defined benefit portion of the plan, and a defined contribution plan with a 3% employee contribution and a 2% City contribution. Vesting for the defined benefit plan shall be six (6) years. Vesting for the defined contribution plan is 25% after three (3) years, 50% after five (5) years and a 100% after 7 years. The retiree will be eligible for the defined contribution benefits at age 50, and for the defined benefit portion of the plan at age 55 with 25 years of service (MERS benefit F55/25 Rider). Eligible earnings for computing contributions (also use for purposes of final average compensation) shall include base salary and holiday pay.

Section 16.8: Effective date of ratification, July 25, 2016, employees who participate in the MERS Hybrid Plan shall contribute an additional 1%, for a maximum contribution of 4%, in the defined contribution portion of the Hybrid Plan.

Section 16.9: Effective July 1, 2021, eligible employees shall contribute an additional 1%, for a maximum of 5%, into the defined contribution portion of the Hybrid Plan.

Section 16.10: Effective July 1, 2019, City shall contribute an additional 1% into eligible employees defined contribution portion of their MERS Hybrid Plan for a total employer contribution of 3%.

Section 16.11: Effective July 1, 2021, City shall contribute an additional 1%, for a maximum of 4%, into eligible employees defined contribution portion of their Hybrid Plan.

Section 16.12: Effective July 1, 2026, City shall contribute an additional one percent (1%) into eligible employee's defined contribution portion of their MERS Hybrid Plan for a total of five percent (5%).

Section 16.13: Effective July 1, 2027, City shall contribute an additional one percent (1%) into eligible employee's defined contribution portion of their MERS Hybrid Plan for a total of six percent (6%).

Section 16.12: Retiree Health Care benefits defined for employees hired prior to April 1, 2012.

A. Upon full retirement, or disability retirement the City shall provide the same health care coverage as is in effect at the date of retirement for employee and one (1) dependent. The City shall have the right to select the plan, carrier,

and/or to become self-insured, provided that the coverage shall be, on the whole, substantially equal or better than the level of coverage in effect at the time of retirement. Any substitute plan, carrier and/or self-insured arrangement must offer coverage on a national basis, provided that coverage may not be available in every state or location. The City will provide at least sixty (60) days' notice of possible of impending changes, and, at the request of the Union, shall meet and discuss said possible changes.

If coverage is not offered in the location of the retiree's residence, the City shall reimburse the retiree for his/her cost for any replacement coverage up to an amount equal to 80% of the applicable premium (single or two person) under the retiree coverage offered by the City at the time of reimbursement. The City will provide reimbursement promptly after the retiree provides proof of enrollment and payment. If allowable by law, reimbursement will be made on a non-taxable basis.

B. The sole obligation of the City shall be to provide the benefits upon retirement as defined by contract. Any funds established by the City shall be vested in the City, and no officer covered by this Agreement shall be considered to have any proprietary interest in these funds. In the event that alternative funding sources become available, either by legislative action or at the option of the City, any funds established for the purpose of providing medical coverage upon retirement shall belong entirely to the City. Furthermore, the City reserves the right to change providers within the limitations as described in Article 21. Insurance, Section 21.7.

C. The City agrees to pay 80% of the retiree's medical coverage, and the retiree agrees to pay the remaining 20%. Failure to remit the employee's share of the premium cost in a timely fashion shall be grounds for suspending the above coverage.

1. Effective July 1, 2004, all retiree health care premiums shall be made through the City's direct payment program. Authorization forms shall be obtained and signed at the time of benefit eligibility.

D. City agrees to allow retiree, at the time of retirement, to obtain the dental insurance that is in effect at the time of retirement for retiree and one (1) dependent, with retiree paying 100% of the premium which shall be paid by way of auto payment to the City.

E. To qualify for this coverage an employee must possess a minimum of twenty (20) years of seniority upon retirement. Employees granted a disability retirement shall be excluded from this provision.

F. The spouse of a retiree shall have survival rights to the medical coverage, as described above, subject to the following conditions:

1. The City agrees to pay 80% of the spouse's medical coverage, and the spouse agrees to pay the remaining 20%.

2. In the event that the spouse shall have comparable or better insurance available, the City shall have no obligation to continue coverage. In the event the spouse loses the comparable coverage, the spouse will then become eligible for coverage from the employer.

G. Effective March 15, 2012, employees who retire on or after that date, who are eligible for retiree health care, who reach the age of 65, shall receive their primary health care through Medicare, requiring the retiree (and spouse, if applicable) to be enrolled in, and pay 100% of premium for Medicare Parts A and B (as is currently). Secondary coverage will be provided through a supplemental plan equivalent to Plan F. As set forth in Article 16, Retirement, the City agrees to pay 80% of the premium for this supplemental plan, and the retiree and spouse agree to pay the remaining 20% of the cost of the premium for this coverage.

Section 16.13: Retiree Health Savings (RHS) benefits defined for employees newly hired as of April 1, 2012. Employees hired after March 15, 2012, shall be enrolled in a Retiree Health Savings Account. The City will contribute $50 per pay to the employee's RHS account. Employees hired on or after the above date will not be eligible for retiree health care insurance or any health-related benefit through the City.

Section 16.14: Effective date of ratification July 25, 2016, City shall contribute an additional $25 per pay into eligible employee's Retiree Health Savings Account for a total City contribution of $75 per pay.

Section 16.15: Effective July 1, 2021, City shall make contributions to eligible employee's Retiree Health Savings (RHS) Account as follows:

1-5 years of service – City shall contribute 3% of base wages into employee's RHS account;

6-9 years of service – City shall contribute 5% of base wages into employee's RHS account;

10+ years of service – City shall contribute 8% of base wages into employee's RHS account.

Section 16.16: Effective date of ratification (July 25, 2016) eligible employee's shall contribute $75 per pay into their established Retiree Health Savings Account. Employee contributions shall be made by way of payroll deduction.

Section 16.17: Effective July 1, 2021, eligible employee shall contribute 3% of their base wages into their established Retiree Health Savings Account. Employee contributions shall be made by way of payroll deduction.

Section 16.18: Upon the retirement or disability retirement the City shall provide to the officer his/her badge, uniform "silverware", and sidearm with magazines as a token of the City's appreciation for the officer's years of service.

Section 16.19: Effective July 1, 2005, when an officer retires from the City of Novi he/she will receive a longevity payment, if eligible, prorated on the months worked up to the date of retirement. An officer must work through the fifteenth of the month for that month to be included in the longevity calculation.

17. HOURS OF EMPLOYMENT

Section 17.1: It is recognized that work assignments will be scheduled by the Department as set forth below.

A. The Road Patrol schedule shall be prepared around a basic two (2), twelve (12) hour shift system augmented by supplemental shifts as the need dictates.

Days 7:00 a.m. - 7:00 p.m.
Midnights 7:00 p.m. - 7:00 a.m.

The City reserves the right to change the hours of the basic two (2) shifts by not more than two (2) hours in either direction.

B. The City has the right to designate one (1) K-9 assignment to each shift.
   i. K9 Officers shall work a 10-hour shift.

C. Administration will have the ability to establish any additional shift(s) as needed.

D. Once the schedule has been established, it will not be changed without 28 days notification and discussion with a union representative.

E. The twelve (12) hour shift shall be on a rotating basis, three (3) days on, two (2) days off, two (2) days on, three (3) days off, two (2) days on, two (2) days off and then will repeat. The three consecutive days off shall fall on a Friday, Saturday and Sunday.

F. Employees shall be entitled to two (2) thirty (30) minute periods off-duty for lunch during the twelve (12) hour shift.

Section 17.2: The City shall have the right to establish the number of teams per shift, and the number of Officers per team. The City also reserves the right to assign all probationary employees to a specific team and shift.

The shift/team selection process shall be on a seniority basis as described below:

A. The City shall establish the number of Officers per team.

B. In order of seniority Officers will select their shifts.

C. In order of seniority Officers will select their team.

D. All selections shall be effective for a six (6) month period.

E. Selections will go into effect on the first new pay period of April and first new pay period of October

F. Trading of shifts and or teams shall be allowed, except when such trading of shifts would result in the paying of premiums. Trading of shifts will be limited to two (2) connecting pay periods. However, no Officer shall work or be scheduled more than sixteen (16) consecutive hours.

G. In emergency situations, such as major natural disasters, mass civil disobedience, etc., the Chief has the right to temporarily waive the above scheduling provision.

H. In the event of an absence that is going to exceed twenty-eight (28) days, the City has the right to re-schedule by seniority.

Section 17.3: Selection for shifts and days off will be accomplished by posting a blank shift manning chart forty-five (45) days prior to a new shift period. The work schedules for all members shall be posted at least twenty-eight (28) days in advance.

A. Selection of shifts and days off shall be completed by members of the bargaining unit within fourteen (14) days of posting. Such selection will be made in accordance with the provisions of seniority as indicated in Section 17.2.

B. Officers must select one shift and team for the entire six (6) month period. Bumping, preempting another Officer's selection after the selection period, based on seniority, shall not be permitted.

C. Work hours as indicated on the blank shift manning chart will remain in effect throughout that period.

D. Members of the bargaining unit who may be on vacation, sick leave, or other approved leave at the time of the posting and selection process shall assume responsibility for making their shift selection, in writing, or by phone to the Division Commander. Failure to communicate their selection will result in the Department assigning them to the remaining available shift after all others have selected.

Section 17.4: Probationary officers shall be excluded from the permanent shift selection and shall be assigned by the Department according to its needs and/or the Officer's need for training.

18. EVALUATION OF TWELVE HOUR SHIFTS

Section 18.1: The City reserves the right to evaluate twelve (12) hour shifts. A review will be conducted annually measuring against the productivity standards and sick leave usage as

established in the memorandum prepared by Deputy Chief dated June 20, 2000, and as accepted by the Union and marked as Appendix B and attached to this Agreement. If productivity standards have been found to have unexplainably lessened or sick leave usage unexplainably increased, the City reserves the right to return to an eight (8) hour shift schedule.

Section 18.2: If the City makes the decision to discontinue the twelve (12) hour shift Longevity will be reinstated to all members hired during the period of time that Longevity was discontinued. No payments will be issued to those members that did not receive Longevity payments during that period. The Longevity language in the 1996-1999 Patrol Officers Contract will be in effect. Each member's original date of hire will then be used to compute their Longevity rate, including those members hired after the date of signature of this Agreement.

19. WAGES

Section 19.1: Officers shall be compensated in accordance with the wage schedule attached to this Agreement and marked Appendix A. The attached wage schedule shall be considered a part of this Agreement. Effective October 1, 2004, all POLC members shall be paid by way of direct deposit.

Section 19.2: Officers who work or are regularly scheduled to work between the hours of 7 PM and 7 AM shall be paid a shift premium per hour. All officers who work after 7 PM and extend beyond 7 AM because of overtime will continue to receive the shift premium per hour to the end of their shift.

July 1, 2025, $1.00 an hour shift premium, effective upon ratification (no retro.)
July 1, 2027, $1.25 an hour shift premium

Section 19.3: When any position not listed on the wage schedule is established, the City may designate a job classification and rate structure for the position. In the event the Union does not agree that the classification or rate is proper, the Union shall have the right to submit the issue as a grievance through the grievance procedure.

Section 19.4: Effective date of ratification (July 25, 2016) "A Field Training Officer" shall be paid 1 hour of straight time overtime per day for training a new recruit officer, not to exceed 24 weeks, one FTO per 24 weeks to receive training premium. FTO premium pay shall be paid to officers whether or not they are classified as FTO's in so far as they are responsible for recruits for a minimum of 8 hours in a work day.

Section 19.5; Effective July 1, 2025 current members of the bargaining unit shall receive a 5% wage increase.

Section 19.6: Effective July 1, 2026, current members of the bargaining unit shall receive a 4% wage increase.

Section 19.7: Effective July 1, 2027, current members of the bargaining unit shall receive a 4% wage increase.

20. OVERTIME, STANDBY AND CALL-BACK PAY

Section 20.1: Officers working a twelve (12) hour shift shall receive time and one-half (1-1/2) for all work scheduled or approved in excess of twelve (12) hours in anyone day, as hereinafter defined, or in excess of eighty-four (84) hours in anyone pay period, including time spent in court appearances. Members working an 8-hour shift shall receive time and one-half (1-1/2) for all work scheduled or approved in excess of eight (8) hours in anyone day, or in excess of eighty (80) hours in anyone pay period including time spent in court appearances. The hourly rate for all Officers covered by this contract is depicted on the attached Wage Schedule and marked Appendix A.

Section 20.2: Detectives shall work under the hours as defined by the General Service Bureau. Detectives (excluding individuals assigned to specialty positions such as DARE, Crime Prevention, NET, Court Services) must carry their provided departmental issued cell phones at all times. Detectives shall promptly respond to departmental calls and/or pagers. Failure to respond to a call will result in disciplinary action. An on-call rotation system will be established by the Chief of Police after consultation with the Union. While a Detective is on-call, they must carry the provided departmental-issued cell phone and shall promptly respond to departmental calls. Failure to respond to a call will result in disciplinary action. Trading of on-call days among eligible Detectives will be permitted. The on-call Detective will report to the Police Department or crime scene within one hour after notification by the Department.

A. The Police Department will provide a City vehicle to be driven for commuting purposes while on-call.

B. Effective upon ratification, eight (8) hours of compensatory time and four (4) hours of straight time pay shall be earned for each week a Detective is on call.

C.

Section 20.3: The term "work week" shall be defined as a period of one hundred and sixty-eight (168) consecutive hours, I.e., seven (7) consecutive twenty-four (24) hour days beginning at 7:01 P.M. Sunday, each calendar week, and ending at that time the following Sunday.

Section 20.4: An Officer who is called back to work during his/her regularly scheduled off time on a day off, for any reason, including court time, shall receive compensation at the rate of time and one-half (1-1/2) for the actual hours worked for a minimum of three (3) hours. An Officer who goes to Court time prior to his/her regular shift duty will be paid the minimum three (3) hours regardless of whether there is overlap time.

Section 20.5: An Officer who is called in early will be paid the rate of time and one-half (1-1/2) from time he/she starts until the beginning of his/her regular scheduled.

Section 20.6: An Officer who is in Court during a regular scheduled shift and is held over beyond his/her shift termination will be paid the rate of time and one-half (1-1/2) for actual time worked beyond end of shift. (Three hour minimum does not apply).

Section 20.7: Officers who are placed on court standby after regular duty hours or on a day off by being served with a court issued subpoena, will be paid at the rate of one-half (1/2) of their normal base pay for all of such time during which they are required to stand by, to a maximum of four (4) hours per day.

Section 20.8: Officers who are placed on mobilization alert after regular duty hours or on a day off by the Chief or his authorized representative shall receive pay at the rate of one-half (1/2) of their normal base pay for the entire period of such alert.

Section 20.9: Leave or vacation days shall not be changed, switched or rescheduled by the City for the purpose of avoiding payment of overtime or call back pay.

Section 20.10: There shall be no pyramiding of overtime pay under any provision of this Agreement.

Section 20.11: Any Officer who is called back to work during a regularly scheduled vacation shall be reimbursed for all costs and expenses which he/she would not have incurred but for such callback. Such officer shall not lose any vacation days by virtue of such call-back.

Section 20.12: Scheduling among officers will be done on an equitable basis and will not be arbitrary or capricious.

Section 20.13: Officers working twelve (12) hour shifts shall receive time and one-half (1-1 /2) for all work scheduled or approved in excess of twelve (12) hours in anyone day, including time spent in court appearances. Officers working eight (8) hour shifts shall receive time and one-half (1-1/2) for all work scheduled or approved in excess of eight (8) hours in anyone day, including time spent in court appearances.

Section 20.14: In the event of an absence that is going to exceed 30 days, the City has the right to re-schedule by seniority.

Section 20.15: Compensatory Time – Full-time employees shall be given the option of banking time earned instead of receiving money for Court appearances, call-in or overtime. A carry over of 40 hours from one year to the next is allowed. Hours put into an employee's comp bank shall be at the same rate as would have been paid had the employee elected pay. The maximum compensatory time allowed to be banked is 104 hours. All hours accrued over 104 hours will be paid out a the officer's current rate of pay.

Upon death or separation from the City, comp bank time shall be paid out at employee's current rate of pay.

21. INSURANCE

Section 21.1: . The City will provide health care insurance to each employee and his/her dependents, subject to the Patient Protection and Affordable Care Act. As such, health insurance plans may be subject to change in order to remain in compliance with the Act and avoid penalties. In the event that compliance with the Patient Protection and Affordable Care Act becomes necessary, the City or the Union may reopen the Collective Bargaining Agreement to bargain only the Patient Protection and Affordable Care Act issues.

Effective April 1, 2012, the prescription drug co-payment shall be $10/$20/$40.

Effective April 1, 2012, the office visit co-payment will be $20.

Effective July 1, 2007, employees shall contribute 20% of the premium cost for Family Continuation coverage (eligible dependents ages 19-25). This contribution will be paid through payroll on a pre-tax basis. This contribution will commence with the first payroll of July 2007.

Section 21.2: Effective April 1, 2012, each employee shall contribute 20% of the cost of the premium by way of monthly payroll deductions on a pre-tax basis.

Section 21.3: Effective January 1, 2022, employees who are enrolled in the Health Alliance Plan (HAP) shall pay fifteen percent (15%) of the monthly premium, paid through payroll deduction on the first and second pay of the month. Should the City lower the monthly premium of the Health Alliance Plan (HAP) below 15% for any other unit within the City, excluding as a result of a non-stipulated Act 312 award, employees within the POLC unit shall also receive the reduced monthly premium.

Section 21.4: Optical: The City shall provide group optical insurance coverage for each officer and his/her dependents. Coverage will be no less than present coverage.

Section 21.5: Life Insurance: The City shall provide life insurance in the face amount of Fifty Thousand ($50,000) Dollars for each officer in the bargaining unit, with triple indemnity provisions.

Section 21.6: Dental: The City shall provide each employee with the Delta Dental Plan Class I Benefits (75%) and Class II Benefits (50%). Effective January 1, 1998 the annual cap will be $1,000 per calendar year. Effective July 1, 2004, the City will provide orthodontic coverage with a $1,500 lifetime maximum for dependents up to age 19.

Section 21.7: Disability Insurance: The City shall provide disability insurance which will pay sixty percent (60%) of an employee's salary at time of disability for a period not to exceed five (5) years. Such coverage shall become effective after a period of six (6) months of

continuous disability.

Section 21.8: The City will continue to have the right to select the plan carrier, and/or to become self-insured, provided that the coverage shall be, on the whole, substantially equal or better than the level of coverage in effect in the July 1, 2013 through June 30, 2016 Collective Bargaining Agreement between the City and the Union (Summary of Benefits attached). It is further agreed that the only liability assumed under this Article is to pay the premiums as provided herein. The City will provide at least sixty (60) days' notice if possible of impending changes, and, at the request of the Union, shall meet and discuss said possible changes. Any claim settlement between the employee and the insurance carrier shall not be subject to the grievance procedure.

Section 21.9: The City will provide the Union with a complete copy of all insurance plans and riders a minimum of one time a year, to be received no later than January 31st and additional copies will be provided upon the City's knowledge of same.

Section 21.10: Effective date of ratification (July 25, 2016), employees of this bargaining unit electing to opt out of City provided health insurance shall receive a monthly opt out payment of $200. Married officers shall not be entitled to receive the opt out payment. Current married officers, as of this date, shall be grandfathered.

Section 21.11: Effective July 1, 2021, the Blue Cross Blue Shield Community Blue 2 Plan option shall no longer be offered.

22. VACATIONS

Section 22.1: Seniority officers shall receive vacations as follows:

A. One (1) to four (4) years of service = 88 hours per year.

B. Five (5) to nine (9) years of service = 128 hours per year.

C. Ten (10) to fourteen (14) years of service = 168 hours per year.

D. Beginning the fifteenth (15) year of service an officer will be given one (1) additional 8-hour day per year of service to a maximum of twenty-five (26) 8-hour working days per year.

Section 22.2: Eligibility for vacation time earned shall be administered in the following manner:

A. An officer will begin to earn vacation time immediately upon hire. At the end of the calendar year of hire, an officer will be eligible for vacation leave. The amount of leave earned will be pro-rated against the vacation allotment as shown above in this agreement. Thereafter, vacation leave will be earned on a calendar year basis and vacation leave taken in the following calendar year.

B. Consistent with the requirements of the service, officers shall be entitles to take their vacations during their period which they request, except in cases of conflict which would create a staffing problem or overtime for the department. The requested vacation leave will be granted at the discretion of management. Vacation selection shall be conducted on a shift basis. In event of conflict, the officers with the most seniority shall be entitled to vacation preference.

C. A carry-over of vacation time, not to exceed 80 hours will be allowed with the permission of the Chief of Police and the approval of the Director of Human Resources for one (1) year, and will not be allowed in any two (2) consecutive year. Carryover of vacation time shall not be arbitrarily denied.

D. In the event of voluntary separation (i.e. not discharged for cause) an employee shall be paid out for all accrued vacation, personal business, compensatory time, sick time and accrued holidays. The employee needs to give a two-week (14) days notice of separation. No payout of vacation, sick time or personal business time shall be paid to an employee who voluntarily leaves during FTO or probation.

23. HOLIDAYS

Section23.1: Each officer covered under this Agreement shall receive thirteen (14) paid holidays: New Year's Day, President's Day (observed), Martin Luther King Jr.'s birthday (observed), Good Friday, Memorial Day, Juneteenth, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day and Friday after Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Eve Day, In the event an Officer is not scheduled to work the holiday, he/she will receive his/her base rate of pay. Every effort will be made to allow an Officer to be off duty for the holiday. In addition to his/her holiday pay, if the Officer's schedule starts on such holiday, he/she will be paid his/her base rate plus an additional eight (8) hours (or hours worked) at straight time, payable that pay period.

Section 23.2: Payment for each of the foregoing holidays shall be made to each officer in a separate check on the last regular pay day in the month of November, each year.

Section 23.3: Officers must meet the following conditions to receive the November Holiday Pay:

A. During the payroll period in which an approved holiday occurs the officer must have worked a minimum of eighty-four (84) hours.

B. Approved leave time including vacation days, personal business days, approved sick days, or other approved leave, including approved workers comp, can be included in the eighty-four (84) hour definition of working hours. However, a vacation or funeral day will be the only leave day which can be substituted as a Holiday.

C. If the combined work and approved leave time does not compute to eighty-four (84) hours during any payroll containing a holiday the pay for the specific

holiday will be deducted from the November holiday check.

If a General Service Officer is not scheduled to work on a Holiday he/she will be given the option of working additional hours during the payroll period in order to reach a total of eighty (80) hours and receive the November Holiday Pay. The schedule for the additional hours will be issued by the City and such hours will not qualify for overtime premium pay if scheduled in addition to eight (8) hour work days in the Holiday payroll period. Only officers assigned to work a Holiday by the City will have the right to work the Holiday. The additional "makeup" hours will be worked at the rate of two additional hours per day or one regular full eight (8) hour day. The employee, at his option and with the Employer's approval, may work the holiday in lieu of the makeup time but will not be paid the premium rate of pay.

Section 23.4: When an officer terminates his/her employment for any reason, he/she shall be entitled to be paid at the time of termination for all holidays which he/she has worked and for which he/she has not yet been paid.

24. UNIFORMS, CLEANING AND MAINTENANCE ALLOWANCE

Section 24.1: The City shall provide each newly hired officer the following items which shall comprise the full and complete uniform allotment of each uniformed officer employed by the City.

5 winter shirts and patches
4 pairs winter pants
1 trooper hat
1 trooper jacket
6 summer shirts with patches
4 pairs summer pants
2 police caps
1 summer lightweight jacket
2 ties
1 reversible raincoat
1 pair shoes
2 pair fatigue uniforms
1 pair zippered galoshes or boots
department patches
1 long sleeve turtle neck
1 dickey (Officer's choice to wear tie or dickey/turtle neck)

Section 24.2: Quartermaster Program: The City will assume the responsibility for cleaning and replacement of uniforms for Patrol Officers.

Section 24.3: The City shall pay to all detectives covered by this Agreement a yearly maintenance allowance of Four Hundred ($400.00) Dollars payable on April 15, and a yearly

clothing allowance of Four Hundred ($400.00) Dollars payable on August 15. If an officer has not been assigned to that position for one full year the above listed money shall be pro-rated for the amount of time spent out of uniform. Effective date of ratification (July 25, 2016) this amount shall be increased by $100 payable April 15 and $100 payable August 15.

Section 24.4: The City shall not change the uniform code without the approval of the Union, nor shall the city unilaterally add items to the required uniform allotment without the Union's approval.

Section 24.5: Equipment Allotment
The following items shall comprise the complete equipment allotment of each officer employed by the City:

Patrol Officer
1 Departmental approved semi-automatic
1 pair of handcuffs (at least on pair of Flex cuffs in glove compartment of each car)
1 flashlight, as per NPOA specifications
3 badges
1 holster, basket weave style
1 handcuff case
1 ammunition holder, basket weave style
ammunition for approved semi-automatic
1 garrison belt
1 ASP night stick and carrier
1 whistle
2 sets of collar pins
1 name badge
1 Novi tie bar
1 riot helmet and complete protectors
1 Freeze +P chemical spray

Detective
1 Dept. approved semi-automatic. In applicable cases, a sub or additional weapon may be used upon proper authorization
1 pair handcuffs
1 holster
1 badge case
1 magazine holder

City will provide an annual shoe/boot allowance of up to $100 with proof of purchase.

25. LONGEVITY

Section 25.1: Annually on or before the first pay in December the City will pay to eligible officers in addition to base rate of compensation, longevity payments of:

A. Two (2%) percent of base compensation after five (5) years of service.

B. Four (4%) percent of base compensation after ten (10) years of service.

C. Six (6%) percent of base compensation after fifteen (15) years of service.

D. Eight (8%) percent of base compensation after twenty (20) years of service.

E. Employees hired after July 27, 2000 are not eligible for longevity.

Section 25.2: The elimination of Longevity will not be an issue for future contract negotiations.

Section 25.3: Should the Officers revert to eight (8) hour shifts Longevity will be reinstated for those employees hired after July 27, 2000 (see Section 25.1(E).

26. MILEAGE REIMBURSEMENT AND TUITION REIMBURSEMENT

Section 26.1: Mileage Reimbursement: Officers shall receive prompt reimbursement of the rate established by the Internal Revenue Service for the use of personal cars in connection with assigned duties. It is understood that if an adjustment is made in mileage payments to all City employees, the increase will apply to members of the bargaining unit.

Section 26.2: Tuition Reimbursement: The City will reimburse each officer the actual cost of tuition and books for all approved, job related courses taken and completed with a "C" or better grade. Total reimbursable costs shall not exceed $1,200 per year per Officer. Effective date of ratification July 25, 2016, this reimbursement shall not exceed $3,500 per year per Officer. Should this reimbursement amount increase for any other bargaining group this group reserves the right to elect that same benefit for its members.

27. NEGOTIATIONS WITHOUT LOSS OF COMPENSATION

Section 27.1: Negotiations for successor agreements shall be held during daytime hours and Union negotiators shall suffer no loss of compensation for time during which they participate in negotiations. The Officer shall be compensated with comp time for each hour in negotiations.

28. PROTECTION OF HEALTH AND SAFETY

Section 28.1:The City will afford each officer all necessary equipment maintained in proper working order to protect the health and safety of the officers. City agrees to repair the seat of the marked or semi-marked vehicle driven, if necessary.

Section 28.2: Physical Fitness Testing: All employees shall have the option of participating in the City's Physical Fitness Testing Program (PFT). All participants must pass a medical examination to qualify for this program. The cost of this exam shall be the responsibility of the City. The PFT shall be scheduled by the City during the months of September or October (two

(2) sessions per shift, plus one (1) make-up session, be scheduled so as to hold the testing, so far as possible, during on-duty time), participate in a physical fitness test as outlined below, unless excused from participation by a physician's certification. Employees who successfully complete the PFT by meeting the minimum levels for their age/sex categories in all three (3) events shall receive a $100 incentive bonus payment at the next pay period following completion of the test. Those who fail to successfully complete the test who are excused from participation will receive no incentive bonus.

Participants shall be permitted to dress in comfortable, athletic-type clothing and wear running or athletic shoes.

Personnel on duty shall participate without loss of pay; personnel off duty shall not receive additional compensation.

The physical fitness test shall consist of three (3) events; pushups with a two (2) minute time limit, sit-ups with a two (2) minute time limit, and a two (2) mile run.

A. Pushups: Pushups shall be done with palms of the hands flat on the ground and toes on the ground; no other portion of the body will be permitted to touch the ground during the duration of the exercise period of two (2) minutes. Exercise will start with arms extended. The body will be lowered until the upper arm is horizontal or slightly below horizontal, it is not necessary to touch the chest, chin or any other portion of the body to the ground. The body will be raised back up until the arms are fully extended. The lowering of the body and raising back will constitute one (1) repetition.

B. Sit-ups: Sit-ups shall be done with knees bent, hands locked behind the head, and the feet held down. Exercise will start with the participant lying with the upper body on the ground until the upper body is past the vertical, then lower the upper body back to the ground. Raising the upper body from the starting position and return to the starting position shall constitute one (1) repetition. The exercise will have a two (2) minute duration.

C. Run: The run shall consist of traversing a measured two (2) mile distance within a time period.

D. Scoring: Minimum acceptable scores are as follows:

Age	Pushups Men/Women	Sit-ups Men/Women	Run Men/Women
18-25	40/18	40/27	17:55/22:14
26-30	38/15	38/25	18:30/22-29
31-35	33/14	36/23	19:10/24:04
36-39	32/13	34/21	19:35/25:34
40-45	30/12	32/19	20:00/26:00
46-50	28/11	30/17	21:00/27:00

51-55	26/10	28/15	22:00/28:00
56-60	24/09	26/13	23:00/29:00

The physical fitness program will be mandatory for all officers hired after August 1, 1987.

29. DEFINITIONS

Section 29.1: The use of the term "officer" or "officers" or "employee", in this Agreement shall include all members of the bargaining unit as defined in Article 1.

30. UNION DAYS

Section 30.1: The City hereby grants to the Union forty-eight (48) paid hours during each year of this Agreement to be used by the President, Vice-President, Secretary or Treasurer for the purpose of conducting the following union business: Conferences and seminars which related to the bargaining unit, negotiations, disciplinary hearings, grievances, arbitrations and official union business. A written notice must be provided by the union 72 hours in advance specifying the dates/times/union personnel who will be attending union conferences or seminars.

31. COPIES OF ORDERS AND REGULATIONS APPLICABLE TO OFFICERS

Section 31.1: A copy of any order, general order, rule, regulation, training bulletin or document of a similar nature which applies to more than one officer shall be posted in an appropriate place and copy made available to the Union.

32. LEGAL REPRESENTATION FOR OFFICERS AND POLICE PROFESSIONAL LIABILITY INSURANCE

Section 32.1: The City shall provide at its own expense such legal assistance as shall be required or needed by an officer as the result of acts occurring when and while said officer was in good faith performance of his/her police duties and responsibilities. If, for any reason, such legal assistance is denied, then the City shall submit a written report to the affected officer and the Union stating forth the specific reasons for such denial, which denial and reasons may be the subject of a grievance.

Section 32.2: The City shall further keep in effect and maintain a Police Professional Liability Policy insuring each employee in the amount of not less than One Million ($1,000,000.) Dollars for any claim, suits and/or judgments against the employee and occasioned by the officer's employment. In the event the City shall fail to maintain such a policy, the City shall agree to assume and pay any claims, suits or judgments rendered against the officer which arise out of his/her employment.

33. MAINTENANCE OF CONDITIONS

Section 33.1: Wages, hours, benefits, and working conditions of employment in effect at the execution of this Agreement shall be maintained during the term of this Agreement.

Section 33.2: The City will make no unilateral changes in wages, hours, benefits, and working conditions during the term of this Agreement.

Section 33.3: This Agreement shall supersede any existing rules and regulations inconsistent herewith.

34. MODIFICATION

Section 34.1: The City and the Union shall have the right, during the period of negotiations of this Agreement, to change, delete from and/or add to any and all of the provisions contained herein; and to add further requests for consideration during these negotiations.

35. WAIVER CLAUSE

Section 35.1: The parties acknowledge that during the negotiations which resulted in this Agreement each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the City and the Union, for the life of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated to, bargain collectively with respect to any subject or matter referred to or covered by this Agreement and with respect to any subject or matter not specifically referred to or covered in this Agreement, even though such subject or matter may not have been within the knowledge and contemplation of either or both of the parties at the time that they negotiated or signed this Agreement.

36. CITY AND DEPARTMENT RULES

Section 36.1: The City shall continue to have the right to establish, adopt, change, amend and enforce City rules and/or Departmental rules and regulations, not in conflict with the terms of this Agreement, governing discipline, health and safety, duties, rules of conduct and work rules. The City reserves the right to unilaterally cease the practice of City employees using City vehicles for commuting to and from work. Such action by the City will not be a subject for the grievance procedure.

Section 36.2: New or amended work rules and/or regulations will be announced ten (10) days prior to their effective date.

37. SAVINGS CLAUSE

Section 37.1: If any Article or Section of this Agreement or any appendices or supplements thereto should be held invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any article or section should be restrained by such tribunal, the remainder of this Agreement shall not be affected thereby, and the parties shall enter into immediate collective bargaining negotiations for the purpose of arriving at a mutually satisfactory replacement for such Article or Section.

38. MISCELLANEOUS PROVISIONS

Section 38.1: Patrol Car Equipment: All marked and semi-marked patrol cars will be equipped with the following:

A. Plexiglas protectors between the front and rear seats

B. Rifle rack with locking mechanism

C. Electric ignition locks

D. Outside right hand mirror

E. Air conditioning in all cars

F. Individually adjusted bucket seats or split bench (providing availability from Big 3)

G. Control panel, on future cars put in service

H. Spotlights on both sides of patrol vehicle

Section 38.2: The City may, in its discretion, require that employees submit to medical examinations by the City appointed doctors when such tests and examinations are considered to be of value to the City in maintaining a capable work force, employee health and safety, etc., provided, however, that the City will pay the cost of such tests and examinations.

39. RESIDENCY

Section 39.1: All employees shall, as a condition of continued employment, be residents and reside within that area which is within thirty (30) miles from any corporate city limit of the City of Novi, Michigan.

Section 39.2: The City may, in its sole discretion, employ new employees without regard to the requirements of Section 36.1 of this Article, provided that such new employees (as a condition of continued employment) become residents and reside within that area which is within thirty (30) miles from any corporate city limit of the City of Novi, Michigan, within ninety (90) days after successfully completing the probationary period of employment.

40. TERMINATION

Section 40.1: This Agreement, unless otherwise stated, shall be effective as of the 1st day of July, 2025 and shall remain in full force and effect until the 30th day of June, 2028, except as otherwise provided. It shall be automatically renewed from year to year thereafter unless

either party shall notify the other in writing sixty (60) days prior to the anniversary date that it desires to modify this Agreement. In the event that such notice is given negotiations shall begin no later than forty-five (45) days prior to the anniversary date; this Agreement shall remain in full force and be effective during the period of negotiations and until notice of termination of this Agreement is provided to the other party in the manner set forth in the following paragraph.

Section 40.2: In the event that either party desires to terminate this Agreement, written notice must be given to the other party no less than ten (10) days prior to the desired termination date which shall not be before the anniversary date set forth in the preceding paragraph.

Section 40.3: IN WITNESS WHEREOF, the parties hereto have set their hands on the day and year first above written.

41. RESTRICTED DUTY POLICY

Section 41.1: Effective on August 12, 2013, as amended the date below, the City's Restricted Assignment Policy will be in effect for all members of the POLC bargaining unit as attached to this Agreement and marked as Appendix C.

42. DRUG TESTING POLICY

Section 42.1: The attached Drug Testing Policy shall be in effect as of the date of signing of this Agreement for members of the POAM bargaining unit. Attached hereto and marked as Appendix D.

Police Officers Labor Council

_____
James O'Connor
Labor Representative
Date: _____

Novi Police Officers Association

_____
Samantha Grockau
Local President
Date: _____

City of Novi

_____
Justin Fischer, Mayor
Date: _____

_____
Cortney Hansen, City Clerk
Date: _____

_____
Tim Hartland
Local Vice-President
Date: _____

WAGE SCHEDULE
APPENDIX A

		7/1/2024 2.5%	7/1/2025 5.0%	7/1/2026 4.0%	7/1/2027 4.0%
Level 1	A	64,748.01	67,985.41	70,704.83	73,533.02
	B	29.647	31.129	32.374	33.669
	C	2,490.30	2,614.82	2,719.41	2,828.19
Level 2	A	72,116.58	75,722.41	78,751.31	81,901.36
	B	33.020	34.671	36.058	37.501
	C	2,773.71	2,912.40	3,028.89	3,150.05
Level 3	A	79,524.74	83,500.98	86,841.02	90,314.66
	B	36.412	38.233	39.762	41.353
	C	3,058.64	3,211.57	3,340.04	3,473.64
Level 4	A	86,893.32	91,237.98	94,887.50	98,683.00
	B	39.79	41.776	43.447	45.185
	C	3,342.05	3,509.15	3,649.52	3,795.50
Level 5	A	94,252.59	98,965.22	102,923.82	107,040.78
	B	43.156	45.314	47.126	49.011
	C	3,625.10	3,806.36	3,958.61	4,116.96
Detective (80 hrs)	A	94,256.57	98,965.22	102,923.82	107,040.78
	B	45.316	47.579	49.483	51.462
	C	3,625.25	3,806.35	3,958.61	4,116.95

AGREEMENT BETWEEN
THE CITYOF NOVI AND THE POLICE OFFICERS LABOR COUNCIL

EFFECTIVE JULY 1, 2021~~1~~5 - JUNE 30, 2025~~8~~

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AGREEMENT BETWEEN THE CITY OF NOVI AND POLICE OFFICERS LABOR COUNCIL

This agreement, signed this ____ day of ____, 202~~1~~5, , for the contract period July 1, 202~~1~~5 through June 30, 202~~5~~8, by and between the City of Novi in Oakland County, Michigan, hereinafter referred to as the "City", and the Police Officers Labor Council, hereinafter referred to as the "Union". It is the desire of both parties to this Agreement to continue to work harmoniously and to promote and maintain high standards between the City and its Police Officers, hereinafter referred to as "officers", which will better serve the citizens of the City of Novi.

1. RECOGNITION

Section 1.1: The City recognizes the Police Officers Labor Council, POLC, as the exclusive bargaining agent for the Novi police officers below the rank of Sergeant, for the purposes of collective bargaining with respect to rates of pay, wages, hours of employment and other terms and conditions of employment, in the following bargaining unit for which it has been certified, and in which the Union is recognized as sole and exclusive bargaining representative, subject to and in accordance with the provisions of Act 336 of the Public Acts of 1947, as amended.

2. AGENCY SHOP AND DUES CHECKOFF

Section 2.1: A bargaining unit employee may sign an authorization for deduction of dues/fees for membership in the Union. The authorization for deduction of dues/fees may be revoked by the bargaining unit member upon written notice to the City, with copy of the Union and shall cease in accordance with the Union's by-laws and governing documents.

Section 2.2: The amount of dues/fees shall be designated by written notice form the Union to the City. If there is a change in the amount of dues/fees, such change shall become effective the month following transmittal of the written notice to the City. The City shall deduct the dues/fees on a bi-weekly basis from the pay of the employees that have authorized such deductions.

Section 2.3: Deduction of dues/fees shall be remitted to the Union. In the event a refund is due an employee for any sums deducted from wages and paid to the Union, it shall be the responsibility of the employee to obtain the appropriate refund from the Union.

Section 2.4: If an authorized deduction for an employee is not made, the City shall make the deduction from the employee's next pay after the error has been called to the City's attention by the employee or Union.

DRAFT

Section 2.5: The Union will protect, save harmless and indemnify the City from any and all claims, demands, suits and other forms of liability by reason of action taken by the City for the purpose of complying with this article of the agreement.

Section 2.6: Unless otherwise provided in this article, all matters pertaining to a bargaining unit employee establishing or reestablishing membership in the Union, including requirements established by the Union for providing paid services to non-union bargaining unit employees, if permissible shall be governed by the internal conditions mandated by the Union pursuant to its authority under section 10(2) of the Public Employment Relations Act.

3. MANAGEMENT RESPONSIBILITY

Section 3.1: The City Council on its own behalf and on behalf of its electors, hereby retains and reserves unto itself, all powers, rights, authority, duties, and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of Michigan and of the United States. Further, all rights which ordinarily *vest* in and are exercised by employers are reserved to and remain *vested* in the City Council, including, but without limiting the generality of the foregoing, the right:

A. to manage its affairs efficiently and economically, including the determination of quantity and quality of services to be rendered to the public, the control of equipment to be used, and the discontinuance of any services or methods of operation;

B. to introduce new equipment, methods, or process, change or eliminate existing equipment and institute technological changes, decide on supplies and equipment to be purchased;

C. to direct the work force, to assign the type and location of work assignments and determine the number of employees assigned to operations;

D. to determine the number, location, and type of facilities and installations;

E. to determine the size of the work force and increase or decrease its size;

F. to hire new employees, to promote employees and to assign, transfer and lay off employees;

G. to establish and change work schedules, work standards, and the methods, processes, and procedures by which such work is to be performed;

H. to discipline, suspend, and discharge employees for cause;

I. to maintain the discipline and efficiency of officers;

J. to establish the methods of departmental operation.

Section 3.2: The City reserves the foregoing rights except such as are specifically relinquished or modified by the terms of this Agreement.

Section 3.3: It is agreed that these enumerations of management prerogatives shall not be deemed to exclude other prerogatives not enumerated, and except as specifically abridged, delegated, modified, or granted by this Agreement, all of the rights, powers and authority the City had prior to the signing of this Agreement are retained by the City and remain within the rights of the City, whether or not such rights *have* been exercised in the past.

4. BASIS OF REPRESENTATION

Section 4.1: There shall be one Union representative and an alternate to act in his/her absence.

Section 4.2: There shall be a grievance committee consisting of not more than two (2) members of the Union.

Section 4.3: The names of officers selected as Union representatives and alternates, and the name of the President of the Union, shall be certified in writing to the City by the Union.

Section 4.4: The Union representatives may investigate and process grievances during working hours without loss of pay, if the case so warrants and this privilege shall not be abused. Union representatives will be permitted to leave their work, after obtaining approval of their respective supervisors and recording their time. Permission for Union representatives to leave their workstations will not be unreasonably withheld. Union representatives will report their time to their respective supervisors upon returning from a grievance discussion.

5. GRIEVANCE PROCEDURE

Section 5.1: Definition: A Grievance is defined as an alleged violation of a specific article and section of this Agreement. No dispute or controversy shall be adjusted under this procedure unless it shall be a true grievance as defined above.

Section 5.2: Any grievance or dispute which may arise between the parties concerning the meaning, application or interpretation of this Agreement, and disputes as to wages, hours and working conditions, shall be settled in the following manner:

Step 1: The parties recognize informal resolution of grievances at the lowest possible level of supervision is desirable and herein encouraged. In the event that an officer or the Union believes there is a basis for a grievance, the officer or the Union representatives shall first discuss the alleged grievance with the aggrieved party's

immediate supervisor. If after an informal discussion with the immediate supervisor the grievance has not been settled within ten (10) business days, (business days referred to herein shall not include Saturday, Sunday or legal holidays) the Officer or the Union may discuss the alleged grievance with the Chief. The Union shall have a response from the Chief within ten (10) business days.

Step 2: If after an informal discussion with the Chief the grievance has not been settled, the Officer or the Union may reduce the grievance to writing and the written grievance shall be presented by the Union representative to the Chief of Police within ten (10) business days of the discussion with the Chief. It shall name the employee(s) involved, shall state the facts giving rise to the grievance, shall identify the provisions of this Agreement alleged to be violated by appropriate reference, shall state the contention of the employee and of the Union with respect to these provisions, shall indicate the relief requested, and shall be signed by the employee.

Step 3: Within ten (10) business days of receipt of the grievance, the Chief shall respond to the grievance in writing or resolve the grievance to the satisfaction of the Union. Step 4: If the Union is not satisfied with the disposition of the grievance or if no disposition has been made by the Chief of Police within ten (10) business days, the grievance may be appealed in writing to the Director of Human Resources. The Director of Human Resources shall within ten (10) business days of the receipt of said grievance, respond to the grievance and render his written disposition of said grievance.

Step 5: If either party is not satisfied with the disposition of the grievance at the step 4 level, either party may, within ten (10) business days of the date of the written disposition or of the date on which said disposition is due, whichever is the earliest, invoke arbitration by sending to the other party written notice of the intention to arbitrate the Grievance.

Section 5.3: The arbitration proceedings shall be conducted by an arbitrator to be selected by the City and the Union. If the parties cannot agree as to the arbitrator, he/she shall be selected by the Federal Mediation and Conciliation Services (FMCS) in accordance with its rules and regulations. Notice to the FMCS shall be made within twenty (20) calendar days after the written notice of the intention to arbitrate the grievance. The decision of the arbitrator shall be final and binding upon the parties. The arbitrator shall have no power to alter, add to or subtract from the terms of this Agreement.

Section 5.4: Expenses for the Arbitrator's services shall be borne equally by the parties. All other expenses shall be borne by the parties incurring them.

Section 5.5: The arbitrator shall have jurisdiction only to interpret, apply and determine compliance with the provisions of this agreement insofar as the arbitrator may deem necessary for the determination of the grievance appealed to him. The arbitrator shall have no power to add to; subtract from or modify any of the terms of this agreement or any supplement or amendment thereto or to go beyond the scope of the grievance as filed in writing. The arbitrator shall have no power to substitute his discretion in cases where the City

is given sole discretion to act by this agreement or by any supplement or amendment thereto. In the event the arbitrator decides he has no power to decide or rule on an issue, he shall so rule and the matter shall be referred back to the parties.

Section 5.6: Any grievance not appealed from a decision in one of the steps of the grievance procedure to the next step as herein described shall be considered dropped and the last decision final and binding, except that time limits may be extended by mutual written agreement of the parties.

Section 5.7: Notification within a reasonable time shall be given to the Union of any disciplinary action taken against any member which may result in official entries being made in his/her personnel files. All information forming the basis for disciplinary action shall be made available to the member and the Union. All members shall be entitled to review the contents of their personnel files at all reasonable times. A member shall be permitted to have inserted in his/her file, his/her written response to any unfavorable communication from a citizen.

Section 5.8: For purposes of privacy, members shall be allowed to use department address as personal address on all reports, complaints and testimony.

Section 5.9: The City agrees that it will continue to regard all personnel files as confidential records to be under direct control of the Director of Human Resources, and no unauthorized person shall be allowed to see a member's files without his/her prior written consent nor shall his/her name, home address, or photographs be given to the press or news media without his/her express consent.

Section 5.10: The City agrees to furnish to the Union in response to reasonable requests, information which may be necessary for the Union to process any grievance.

Section 5.11: The Union shall have the right to file a grievance if the Union believes that an alleged violation affects any members of the Union. In such a case, the Union shall be deemed to be the grievant.

Section 5.12: The Department shall make recordings of all disciplinary hearings available to the Union upon request.

6. DISCIPLINARY LAYOFF AND DISCHARGE

Section 6.1: The City may discharge or discipline any officer only for just cause Any officer who has been disciplined by suspension or discharge may request the presence of a Union representative before he/she is required to leave the station, to discuss the matter with the officer and the City representative, as long as the circumstances permit prompt and orderly conversation on the matter. The Union representative will be called promptly, if available. In the case of a discharge, the officer and the Union will be given a written statement of the general nature of the charges causing the discipline.

Section 6.2: It is important that complaints regarding discipline be handled promptly, and if

a hearing is desired, the Union or the officer shall file an appeal with the Chief of Police or his designee, within two (2) working business days after such discharge or discipline is first imposed. The hearing will be held within two (2) working business days after the filing of the complaint. Union representatives at the hearing will be the same as indicated in Section 6.6 of the Grievance Procedure In addition, the disciplined officer has the right to be present.

Section 6.3: If the Chief or his designee finds in his judgment that the discipline is too severe, he may reduce the discipline to a more appropriate penalty. The Chief will render a decision within five (5) working business days of the date of hearing. If his/her decision is not satisfactory to the Union, the grievance may be appealed under Step Four of the Grievance procedure. If such appeal is not filed within five (5) working business days of the date of the Chiefs decision, or of the date on which it was due, the matter will be considered automatically settled on the basis of the last decision and not subject to further appeal.

Section 6.4: The aggrieved officer shall have a right to be present and participate in the hearing before the ~~City Manager~~Director of Public Safety/Chief of Police. The ~~City Manager~~Director of Public Safety/Chief of Police shall, within five (5) working business days of the receipt of said complaint, hold a meeting thereon and within three (3) working business days of said meeting, render his written disposition of the complaint, copies of which shall be delivered to the ~~Chief~~Union, the Union, and the disciplined officer. In the event there is no decision, the opinion rendered by the Chief shall continue in effect.

Section 6.5: If the Union is not satisfied with the disposition of the complaint under paragraph "6.4"; it may, within ten (10) working business days of the written disposition of the City Manager, appeal said grievance to binding arbitration in accordance with the procedures set forth in Step Five of the Grievance procedure. In the event of such appeal, the decision of the arbitrator shall be final and binding upon the parties, including the disciplined officer.

Section 6.6: All officers shall have the right to be represented by the President of the Union or a member of the Union Grievance Committee at all disciplinary conferences or hearings under this procedure and to be represented by an attorney if he/she chooses.

Section 6.7: Employee Rights:

A. At no time shall any member of the Union be required to answer to any allegation(s) of misconduct unless said allegation(s) has been reduced to writing and the member shall be provided with a copy of the allegation(s) an opportunity to read same before answering any questions or making any statements regarding the allegation(s) provided, however, that such answer or statement shall be made within forty-eight (48) hours immediately following the receipt of such allegation(s). Further, at his/her request, the member shall have the right to representation from the Union, or an attorney of his/her choice, present during the time any answers are given or statements made.

    1. If at any time a member is answering to an allegation(s) which may result in criminal charges being filed against him/her, the Union member shall be advised of his/her rights (MIRANDA WARNING) prior to any questioning.

2. At no time shall any member of the Union be required to take a polygraph test or stand in any line-ups to prove or disprove any allegation(s) made against them unless he/she so desires.

B. The private and personal life of any employee is not within the appropriate concern or attention of the City, as long as it is consistent with the high standards which the profession and Union have set. No restriction, other than the approval of the Chief of Police, is placed upon the freedom of employees to use their own time for gainful employment, or other activities insofar as it does not interfere with the satisfactory performance of their police duties. Such approval shall not be unreasonably withheld.

C. Within a two-year period following the insertion of a counseling memo or letter of reprimand in the personnel files of the member, he/she may ask that a review be made by the Director of Human Resources, and unless there is substantial reason otherwise, the letter will be removed and the record of it expunged.

7. SENIORITY

Section 7.1: New officers may acquire seniority after working twelve (12) continuous months in which event the officer's seniority will date back to the date ~~of hire~~the employee was sworn in. However, rank shall also be used to determine seniority so that Detectives shall be deemed to be senior to all Patrol officers despite the fact that Patrol officers may have been hired prior to a Detective. In the event that two (2) or more officers of the same rank have the same date of hire, then seniority shall be determined among such officers by the date of the application for employment, the one with the earliest date of application having the greatest seniority. New officers hired after the date of signing of this Agreement shall be considered probationary for one year after they have completed the shadow phase of the Field Training Program.

Section 7.2: The Union shall represent probationary employees for the purposes of collective bargaining in respect to rates of pay, wages, hours of employment and other conditions of employment as set forth in this Agreement, except that the Union shall not represent probationary employees with respect to discharge or discipline by the City for other than Union activity.

Section 7.3: An officer shall lose his/her seniority for the following reasons only:

A. He/she quits.

B. He/she is discharged. In the event that the discharge is reversed through the grievance procedure, his/her seniority shall be reinstated to date of hire.

C. He/she is absent for three (3) consecutive working days without notifying his/her supervisor or the Chief of Police. After such absence, the City will send

written notification to the officer at his/her last known address that he/she has lost his/her seniority, and his/her employment has been terminated. If the disposition made of any case is not satisfactory, the matter may be referred to the grievance procedure.

D. If he/she does not return to work from sick leave and leaves of absence within three (3) days of the end of the leave.

E. Retirement or regular service retirement.

Section 7.4: An officer who at any time returns from leave granted by the City shall be entitled to return to his/her former position without loss of rank or seniority.

Section 7.5: An officer who is promoted from the bargaining unit to a command position with the City shall retain all seniority accumulated by him as a member of the bargaining unit, and shall be entitled to exercise that seniority at any time that he/she is either laid off or demoted from his/her position as a command officer.

8. LAYOFFS AND RECALL

Section 8.1: Definition: A layoff is a reduction of the work force. A layoff reduction is defined to be the reduction of an employee's rank within this bargaining unit, or the Command bargaining unit, when the employer has decided to layoff members of the Police Department because of lack of work, lack of funds, or reasons other than the acts or delinquencies of the employee. The employer will adhere to the principle of last hired, first laid off.

Section 8.2: Method: In such cases where the number of employees laid off necessitates a reduction of rank, it shall be done in the following manner. First the City shall decide the number of Sergeants to be reduced. That number of Sergeants shall be reduced to the rank of Detective/Road Patrol Officer by inverse order of the length of service in rank of Sergeant and become members of this bargaining unit. After any Sergeants have been reduced and if the City decides to reduce any member of the Detective/Road Patrol Officer, it shall be done in the following manner. The Detective/Road Patrol Officer who has the least amount of time shall be laid off. The names of persons holding permanent positions in the rank effected, who have been reduced in rank under this article, shall be placed on an appropriate layoff reduction promotional list in the inverse order of their reduction, The City agrees that no promotion of any employee in this bargaining unit, or the COAM, Lieutenant's and Sergeants bargaining unit shall take place until those persons who were laid off are first returned to work, and all members reduced in rank are re-promoted.

Section 8.3: Notice of Layoff: The Chief shall give written notice to the City Manager, to the employees, and to the union on any proposed layoff. Such notice shall state the reasons therefor, and shall be submitted at least fourteen (14) calendar days, or earlier if possible, before the effective date thereof.

Section 8.4: Recall Procedure: When the working force is increased after a layoff, employees will be recalled in the inverse order of layoff. Notice of recall shall be sent to the employee at his/her last known address by telegram or certified mail. If an employee fails to report for work within ten (10) days from notice of recall, he/she shall be considered to have voluntarily terminated his/her employment.

9. PROMOTIONS AND ASSIGNMENTS

Section 9.1: A promotion is defined as a movement to a higher pay range. Any movement not involving a change in pay shall be considered an assignment.

Limited Temporary Assignments: Any assignment lasting less than three (3) years shall be considered a limited temporary assignment except that all temporary assignments may be extended for a fourth year at the discretion of the Chief of Police and the agreement of the officer involved. Limited temporary assignments are selected by the Chief of Police without regard to the promotional process. All assignments will be posted for 7 calendar days in advance and during which time officers will have the opportunity to submit letters of interest. In an emergency the Chief may select a volunteer to fill the position during the posting process, will then post the position within 1 business day of the selection of the volunteer. The Chief must make a selection from the letters of interest within 7 days of the closing of the posting period.

Unlimited Assignments: Detective positions are unlimited temporary assignments, not promotions. Officers assigned to the General Services Division as a detective carrying out the duties of General Assignment, District Assignment, DARE, School Liaison, Juvenile, Court Services, Property or Crime Prevention may be assigned for as long as the City wishes to retain the officer in that assignment. Accreditation Officer and Training Officer positions are also unlimited temporary assignments, whose duties will be separate from the detectives. Traffic Officers are unlimited temporary assignments but still fall under the Uniformed Operations Division. The time limitations found in the Unlimited Temporary Assignment language do not apply to these assignments. Should no officer express interest in these positions during the posted period, the officer who is not on probation, with the least seniority, will be given the assignment.

Employees assigned to a Limited or Unlimited Assignment will continue to get their normal annual salary including all normal and annual pay increases.

In the event the City returns to an eight (8) hour schedule during the term of this contract, all promotional and assignment language will revert to the terms as found in the collective bargaining agreement effective July 1, 1996 through June 30, 1999.

Section 9.2: Effective July 1, 2013, the Property Room shall no longer be staffed with a sworn police officer.

Section 9.3: An assessment center shall be used for promotion to Sergeant. The assessment center shall be selected by mutual consent between the City and Union. Effective July 1, 2004, a committee, previously formed and made up of police officers, supervisory staff and

administrative staff will meet, not less than weekly, to discuss the development of a new promotional process, to include performance evaluations as they relate to promotional opportunities only.

Section 9.4: The City will announce their intent to hold an assessment center at least 30 days in advance.

Section 9.5: Candidates must possess a minimum of six (6)-years of service in the calendar year of the posting to compete in an assessment center. The job posting shall allow seven-(7) calendar days during which all candidates must submit a letter of intent to Human Resources Department.

Section 9.6: Candidates must obtain a minimum of 70% on the written exam to be considered for promotion to Sergeant.

Section 9.7: Participants of the assessment center will be ranked numerically and vacancies will be filled in the same rank order. If the employee holding the highest score would like to pass on a position offered, he/she will remain at the top of the list until he/she accepts a position, or until the list is no longer valid. An eligibility list using these ranking will remain in effect for a period of two (2) years from the date of the assessment center.

10. TRAINING

Section 10.1: The City may schedule an officer for training either during a scheduled day of work or during a regular day off. For the purpose of training, the schedule may be changed a minimum of fourteen days in advance or within 14 days by agreement with the officer. If the training orders are not issued 14 days in advance of the date the training will take place, the officer will have the right to refuse the schedule change.

Section 10.2: Training on a Scheduled Work Day: Any training of eight hours or more, including driving time, constitutes a day worked. Officers attending training less than 8 hours will report to their shift supervisor for assignment for the remaining work hours in their shift. Officers may take leave time, if approved, in lieu of working the remainder of the shift. If the training is longer in duration than the Officer/Detective's regular shift (12/8), the overtime provisions of the Collective Bargaining Agreement will apply.

In the event the City returns to an eight hour patrol schedule during the term of this contract, all training language will revert to the terms as found in the letter of agreement dated June 15, 1998.

11. ILLNESS, DISABILITY AND PERSONAL BUSINESS

Section 11.1: Officers covered by this Agreement shall be allowed up to twelve (96 hours) illness days per calendar year at full base salary. When an officer uses five (40 hours) or more consecutive days for reasons of illness, the City may require a letter from the officer's physician prior to authorization of payment for such days. All unused sick time shall be carried over in his/her account from year to year on a cumulative basis, to a maximum of One Hundred Thirty (130) days. An officer may use as many of his/her accumulated days

as he/she has for purposes of illness at full pay. An officer whose employment is terminated by death, retirement or other valid reasons, or his/her legal representative if he/she dies while employed by the City, shall be entitled to be paid for up to One Hundred Thirty (130) accumulated sick days in his/her account at the rate of one half (50%) of regular straight time pay at the time of termination for each such day, provided that sick leave days accumulated prior to July 1, 1979, will be paid for as provided above except at the rate of full pay at the time of termination for each such day.

Section 11.2: An unused sick day bank may be established and administered by the Union for the purpose of providing additional days to officers who have exhausted their normal and accumulated sick days. It is understood that administration of such bank shall not be the responsibility of the City and the City shall not be required to grant any days in addition to the twelve (12) per officer provided in paragraph "11.1" above. It is understood that all donations to the bank shall be voluntary and accompanied by a letter of transfer signed by the transferring officer.

Section 11.3: All employees using less than 48 hours of sick time from January 1 through December 31 shall receive all unspent hours in excess of 48 hours multiplied by .333 in straight time payment. Payment shall be made no later than the first pay period in February. To be eligible for payment, an officer must have a minimum of 24 hours in their sick leave bank on the last day of the previous calendar year.

Formula: 96-48=48 hours -hours used x .333 x hourly rate = $_____

All unused sick time will continue to accumulate to the one hundred thirty (130) day maximum accumulation.

Section 11.4: In addition to the twelve (96 hours) illness days, the officers covered by this Agreement shall be allowed five (40 hours) personal business days with pay, per year for personal business. Personal business days will be authorized only by permission of the Bureau Commander with approval of the Chief of Police upon advance written request by the officer. It will be necessary, except in an emergency that a twenty-four (24) hour notice be given the Bureau commander when requesting a personal business day. If the Bureau Commander is not available to grant an immediate request, such time may be granted by the shift commander, in such event the oral request will be followed by a written one from the officer. Any unused personal business days at the end of the calendar year shall be added to the offers sick day bank.

Section 11.5: Duty Disability and Duty Disability Leave: A "Duty Disability Leave" shall mean a leave required as a result of the employee incurring a compensable illness or injury covered by Michigan Worker's Compensation Act while in the employ of the City.

Section11.6: In order to be eligible for duty disability leave, an employee shall immediately report any illness or injury to his/her immediate supervisor, who shall note same in writing.

Section 11.7: In the event an employee's illness or disability exceeds seven (7) calendar days, he/she shall cause an applicable insurance disability form to be completed and filed with

the City.

Section 11.8: If an employee suffers a duty disability and it is ascertained that the nature of the injury or illness is such that the employee will be unable to work, such employee will be retired under the City's retirement system.

Section 11.9: Eligibility for disability benefits shall depend upon a clear showing by competent medical evidence that such disability leave is necessary.

Section 11.10: When absence results from a "Duty Disability", the benefits provided in the Article will terminate at the start of worker's compensation payments, thereafter, a seniority employee who is disabled and unable to work because of a duty disability, shall be entitled to receive ninety-five percent (95%) of the employee's regular take-home pay, including sums received by way of weekly benefits under the workers compensation law, any other disability benefits provided by law, any disability insurance provided for by the Agreement, and any social security benefits. The City will pay the difference, if any, between all such payments and ninety-five percent (95%) of the employee's regular straight time pay for the period of the employee's disability, but not to exceed twelve (12) months from the date of injury or illness.

Section 11.11: Effective September 1, 2004, the City will provide the Optional Disability benefit, D-2 for members of this bargaining unit.

Section 11.12: Effective July 1, 2020, Police Officers hired after April 1, 2012, who are unable to perform the essential duties of their job requirements due to a duty death or duty disability, as defined and approved by the Municipal Employees' Retirement System (MERS), shall be eligible to receive the difference between the MERS Hybrid Plan Defined Benefit Disability Retirement benefit at the time of death or disability and sixty (60%) percent of the employee's Final Average Compensation (FAC) at the time of death or disability, paid at a minimum monthly. The payment made by the City shall be offset by any other income or disability benefit paid to the Officer (see Disability Income Limitation contained in the MERS handbook). In the case of a duty death, said payment(s) shall be made to the eligible spouse, or if no spouse, any eligible minor children up to the age of 21. In the case of a duty disability, payments shall be made to the employee after Workers Compensation payments have expired and MERS has provided their determination of the disability. Payments shall be retroactive to the expiration of Workers Compensation. It shall be the responsibility of the employee to complete all MERS required documentation for such duty disability determination. The payment by the City will continue as long as the employee continues to be deemed disabled and receives the MERS disability benefit. Upon the death of a member who received a duty disability retirement the spouse shall be eligible for survivor benefits and/or children up to the age of 21 as determined by MERS, except as noted in paragraph 4 below.

Section 11.13: Effective July 1, 2020, Police Officers hired after April 1, 2012, who meet the eligibility requirements for a duty-related disability or duty related death pension, and have been granted such duty-related pension by MERS, will receive, and in the case of death, the spouse and all eligible dependents will receive retiree health insurance so long as they continue to receive a duty disability pension from MERS. The applicable premium share will apply. This section shall be subject to the following conditions:

1. Insurance will cover the duty disabled retiree, spouse at the time of disability, and eligible dependents until they reach the age of 21, except as outlined below, or in the case of death of the member, their spouse at the time of disability or death, and if minor children, until they reach age 21, except as noted in paragraph 4 below;
2. During the time period when they are eligible, the member's eligible spouse and eligible dependents will be provided the same health insurance and prescription drug coverage provided to active employees, this may change due to mirroring;
3. A member will not be eligible to receive benefits under this provision if they or their spouse are eligible to receive health insurance benefits under any other health insurance plan that is substantially equivalent insurance to that of the active work force.
4. This benefit will cease upon the occurrence of any of the below events:
   a. Termination of the employee's duty disability retirement and pension;
   b. Eligibility to participate in a federal or state health care program that provides substantially equivalent insurance to that of the active workforce;
   c. Attainment of regular retirement age, but under no circumstances will this benefit continue past age sixty-five (65).
   d. If spouse remarries, benefits will terminate.

Section 11.14: If the health care plan is not accepted in the region where the retiree or surviving spouse resides, the retired employee and spouse may seek their own insurance coverage. The retired employee and spouse will pay any additional amount for premiums, deductibles and/or co-pays that the then-current comparable active employees pay with the employer's responsibility limited to only the premium amount that the City is required to pay for the coverage offered to the retiree by the City. Only that amount will be reimbursed to the retiree.

Section 11.15: Funeral Leave: Officers shall be granted a funeral leave of up to five (5) ~~consecutive~~ days off (regardless of work schedule) , with pay, in the event of a death of:; spouse, father, mother, sister (including step or half), brother (including step or half), son or step-son, daughter or step-daughter, mother-in-law, father-in-law (step or parent). Officers at their discretion may split and attach the five (5) days off to the front or back of normally

scheduled days off. Up to three (3) consecutive days off (regardless of work schedule) with pay in the event of the death of: grandparents (including in-laws), grandchildren, aunt, uncle, brother-in-law, sister-in-law, son-in-law, daughter-in-law, niece or nephew. Officers at their discretion may split and attach the three (3) days off to the front or back of normally scheduled days off.

Section 11.16: The Chief with the written consent of the Human Resource Director may authorize additional leaves of absence without pay, for any period or periods not to exceed one (1) year for the following purposes:

A. Attendance at college, university or business school for the purpose of training in subjects related to the work of the officer and which will benefit the officer and the city.

B. Urgent personal business requiring an officer's attention for an extended period such as settling estates, liquidating business, running for public or union elective positions or for purposes other than the above that are deemed justifiable.

Section 11.17: An officer who has been elected or appointed to a public or union position will be granted a leave of absence without pay for a period not to exceed two (2) years to serve in such position.

Section 11.18: Any leave set forth in the contract, requested by Officers, will be granted at the discretion of management so long as the requested leave does not create a staffing problem or overtime for the department. The requested leave shall be granted on a shift basis.

12. NO STRIKE PROVISION

Section 12.1: The Union agrees that no strike, work stoppage, slow down or other intentional interference with the normal operation of the department, by officers, of any kind shall be caused or sanctioned by the Union at the time during the life of this Agreement. The occurrence of any such acts or actions prohibited in this section by the Union shall be deemed a violation of this Agreement.

13. VETERANS LAW

Section 13.1: The re-employment rights of officers and probationary officers who are veterans shall be as prescribed by applicable laws and regulations.

Section 13.2: Officers who are in some branch of the armed forces, Reserve or National Guard, will be paid the difference between their reserve pay and their regular pay under this Agreement while they are on active duty in the Reserve or National Guard, provided proof of active duty and pay are submitted to the City. The obligation of the City under this provision is for a maximum of two weeks per fiscal year per officer.

14. DISCRIMINATION

Section 14.1: The provisions of this Agreement shall be applied without regard to race, creed, religion, color, national origin, age, sex or marital status.

15. BULLETIN BOARD

Section 15.1: The City shall assign appropriate space on bulletin boards which may be used by the Union for posting notices, bearing the written approval of the President of the Union, which shall be restricted to:

A. Notices of Union Recreational and social affairs.

B. Notices of Union elections.

C. Notices of Union appointments and results of Union elections.

D. Notices of Union meetings.

E. Other notices of bona fide Union affairs which are not political in nature.

16. RETIREMENT

Section16.1: All full time police offices of the POLC shall be members of the Michigan Municipal Employees Retirement System and shall be entitled to benefits of Plan B-2, including options F-50 with 25 years of service, and FAC-3. All contributions to this retirement system shall be fully paid by the City.

Section 16.2: Effective June 30, 1998, the retirement plan shall be revised to Plan B-3. Employees shall make contributions from gross earnings to fund the employee/member cost for the above benefit as determined by the MERS actuaries. Contributions shall commence effective June 30, 1998.

Section 16.3: Effective June 30, 2004, the retirement plan shall be revised to Plan B-4. Employees shall make contributions from gross earnings to fund the cost for the above benefit as determined by the MERS actuaries. The actuary study shall be ordered by April 1, 2003 for the contribution amount. The amount shall be forwarded to the appropriate POLC representatives. Contributions shall commence effective June 30, 2004.

Section 16.4: Effective June 1, 2010, the F25 retirement rider shall be implemented with the cost being paid by the City. Effective June 1, 2010, the retirement plan shall be revised to a 2.8% pension retirement benefit. The City shall contribute 1% toward the cost of the 2.8% pension benefit with the remaining cost paid through employee/member contributions. An actuary study shall be ordered by April 1, 2010 to establish the cost of the 2.8% pension benefit. Contributions shall commence June 1, 2010.

Section 16.5: Those officers who are eligible to receive the Defined Benefit 2.8% pension benefit, i.e., those officers hired prior to March 14, 2012, the F25 retirement rider will replace the F50/25 rider.

Section 16.6: Effective March 15, 2012, the number of overtime and compensatory time hours which shall be considered in the calculation of an employee's final average compensation shall be capped at a maximum of 350 hours per fiscal year in the final average compensation period (based on pay records from July 1 to June 30 each fiscal year) completed after the date of the Award (March 15, 2012).

Section 16.7: Effective March 15, 2012, employees hired after that date shall participate in the MERS Hybrid Plan with a 1.5% multiplier for the defined benefit portion of the plan, and a defined contribution plan with a 3% employee contribution and a 2% City contribution. Vesting for the defined benefit plan shall be six (6) years. Vesting for the defined contribution plan is 25% after three (3) years, 50% after five (5) years and a 100% after 7 years. The retiree will be eligible for the defined contribution benefits at age 50, and for the defined benefit portion of the plan at age 55 with 25 years of service (MERS benefit F55/25 Rider). Eligible earnings for computing contributions (also use for purposes of final average compensation) shall include base salary and holiday pay.

Section 16.8: Effective date of ratification, July 25, 2016, employees who participate in the MERS Hybrid Plan shall contribute an additional 1%, for a maximum contribution of 4%, in the defined contribution portion of the Hybrid Plan.

Section 16.9: Effective July 1, 2021, eligible employees shall contribute an additional 1%, for a maximum of 5%, into the defined contribution portion of the Hybrid Plan.

Section 16.10: Effective July 1, 2019, City shall contribute an additional 1% into eligible employees defined contribution portion of their MERS Hybrid Plan for a total employer contribution of 3%.

Section 16.11: Effective July 1, 2021, City shall contribute an additional 1%, for a maximum of 4%, into eligible employees defined contribution portion of their Hybrid Plan.

Section 16.12: Effective July 1, 2026, City shall contribute an additional one percent (1%) into eligible employee's defined contribution portion of their MERS Hybrid Plan for a total of five percent (5%).

Section 16.13: Effective July 1, 2027, City shall contribute an additional one percent (1%) into eligible employee's defined contribution portion of their MERS Hybrid Plan for a total of six percent (6%).

Section 16.12: Retiree Health Care benefits defined for employees hired prior to April 1, 2012.

A. Upon full retirement, or disability retirement the City shall provide the same health care coverage as is in effect at the date of retirement for employee and one (1) dependent. The City shall have the right to select the plan, carrier, and/or to become self-insured, provided that the coverage shall be, on the whole, substantially equal or better than the level of coverage in effect at the

time of retirement. Any substitute plan, carrier and/or self-insured arrangement must offer coverage on a national basis, provided that coverage may not be available in every state or location. The City will provide at least sixty (60) days' notice of possible of impending changes, and, at the request of the Union, shall meet and discuss said possible changes.

If coverage is not offered in the location of the retiree's residence, the City shall reimburse the retiree for his/her cost for any replacement coverage up to an amount equal to 80% of the applicable premium (single or two person) under the retiree coverage offered by the City at the time of reimbursement. The City will provide reimbursement promptly after the retiree provides proof of enrollment and payment. If allowable by law, reimbursement will be made on a non-taxable basis.

B. The sole obligation of the City shall be to provide the benefits upon retirement as defined by contract. Any funds established by the City shall be vested in the City, and no officer covered by this Agreement shall be considered to have any proprietary interest in these funds. In the event that alternative funding sources become available, either by legislative action or at the option of the City, any funds established for the purpose of providing medical coverage upon retirement shall belong entirely to the City. Furthermore, the City reserves the right to change providers within the limitations as described in Article 21. Insurance, Section 21.7.

C. The City agrees to pay 80% of the retiree's medical coverage, and the retiree agrees to pay the remaining 20%. Failure to remit the employee's share of the premium cost in a timely fashion shall be grounds for suspending the above coverage.

1. Effective July 1, 2004, all retiree health care premiums shall be made through the City's direct payment program. Authorization forms shall be obtained and signed at the time of benefit eligibility.

D. City agrees to allow retiree, at the time of retirement, to obtain the dental insurance that is in effect at the time of retirement for retiree and one (1) dependent, with retiree paying 100% of the premium which shall be paid by way of auto payment to the City.

E. To qualify for this coverage an employee must possess a minimum of twenty (20) years of seniority upon retirement. Employees granted a disability retirement shall be excluded from this provision.

F. The spouse of a retiree shall have survival rights to the medical coverage, as described above, subject to the following conditions:

1. The City agrees to pay 80% of the spouse's medical coverage, and the spouse agrees to pay the remaining 20%.

2. In the event that the spouse shall have comparable or better insurance available, the City shall have no obligation to continue coverage. In the event the spouse loses the comparable coverage, the spouse will then become eligible for coverage from the employer.

G. Effective March 15, 2012, employees who retire on or after that date, who are eligible for retiree health care, who reach the age of 65, shall receive their primary health care through Medicare, requiring the retiree (and spouse, if applicable) to be enrolled in, and pay 100% of premium for Medicare Parts A and B (as is currently). Secondary coverage will be provided through a supplemental plan equivalent to Plan F. As set forth in Article 16, Retirement, the City agrees to pay 80% of the premium for this supplemental plan, and the retiree and spouse agree to pay the remaining 20% of the cost of the premium for this coverage.

Section 16.13: Retiree Health Savings (RHS) benefits defined for employees newly hired as of April 1, 2012. Employees hired after March 15, 2012, shall be enrolled in a Retiree Health Savings Account. The City will contribute $50 per pay to the employee's RHS account. Employees hired on or after the above date will not be eligible for retiree health care insurance or any health-related benefit through the City.

Section 16.14: Effective date of ratification July 25, 2016, City shall contribute an additional $25 per pay into eligible employee's Retiree Health Savings Account for a total City contribution of $75 per pay.

Section 16.15: Effective July 1, 2021, City shall make contributions to eligible employee's Retiree Health Savings (RHS) Account as follows:

1-5 years of service – City shall contribute 3% of base wages into employee's RHS account;

6-9 years of service – City shall contribute 5% of base wages into employee's RHS account;

10+ years of service – City shall contribute 8% of base wages into employee's RHS account.

Section 16.16: Effective date of ratification (July 25, 2016) eligible employee's shall contribute $75 per pay into their established Retiree Health Savings Account. Employee contributions shall be made by way of payroll deduction.

Section 16.17: Effective July 1, 2021, eligible employee shall contribute 3% of their base wages into their established Retiree Health Savings Account. Employee contributions shall be made by way of payroll deduction.

Section 16.18: Upon the retirement or disability retirement the City shall provide to the officer his/her badge, uniform "silverware", and sidearm with magazines as a token of the City's appreciation for the officer's years of service.

Section 16.19: Effective July 1, 2005, when an officer retires from the City of Novi he/she will receive a longevity payment, if eligible, prorated on the months worked up to the date of

retirement. An officer must work through the fifteenth of the month for that month to be included in the longevity calculation.

17. HOURS OF EMPLOYMENT

Section 17.1: It is recognized that work assignments will be scheduled by the Department as set forth below.

A. The Road Patrol schedule shall be prepared around a basic two (2), twelve (12) hour shift system augmented by supplemental shifts as the need dictates.

Days 7:00 a.m. - 7:00 p.m.
Midnights 7:00 p.m. - 7:00 a.m.

The City reserves the right to change the hours of the basic two (2) shifts by not more than two (2) hours in either direction.

B. ~~B.~~ The City has the right to designate one (1) K-9 assignment to each shift.

i. K9 Officers shall work a 10-hour shift.

C. Administration will have the ability to establish any additional shift(s) as needed.

D. Once the schedule has been established, it will not be changed without 28 days notification and discussion with a union representative.

E. The twelve (12) hour shift shall be on a rotating basis, three (3) days on, two (2) days off, two (2) days on, three (3) days off, two (2) days on, two (2) days off and then will repeat. The three consecutive days off shall fall on a Friday, Saturday and Sunday.

F. Employees shall be entitled to two (2) thirty (30) minute periods off-duty for lunch during the twelve (12) hour shift.

Section 17.2: The City shall have the right to establish the number of teams per shift, and the number of Officers per team. The City also reserves the right to assign all probationary employees to a specific team and shift.

The shift/team selection process shall be on a seniority basis as described below:

A. The City shall establish the number of Officers per team.

B. In order of seniority Officers will select their shifts.

C. In order of seniority Officers will select their team.

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D. All selections shall be effective for a six (6) month period.

E. Selections will go into effect on the first new pay period of April and first new pay period of October

F. Trading of shifts and or teams shall be allowed, except when such trading of shifts would result in the paying of premiums. Trading of shifts will be limited to two (2) connecting pay periods. However, no Officer shall work or be scheduled more than sixteen (16) consecutive hours.

G. In emergency situations, such as major natural disasters, mass civil disobedience, etc., the Chief has the right to temporarily waive the above scheduling provision.

H. In the event of an absence that is going to exceed twenty-eight (28) days, the City has the right to re-schedule by seniority.

Section 17.3: Selection for shifts and days off will be accomplished by posting a blank shift manning chart forty-five (45) days prior to a new shift period. The work schedules for all members shall be posted at least twenty-eight (28) days in advance.

A. Selection of shifts and days off shall be completed by members of the bargaining unit within fourteen (14) days of posting. Such selection will be made in accordance with the provisions of seniority as indicated in Section 17.2.

B. Officers must select one shift and team for the entire six (6) month period. Bumping, preempting another Officer's selection after the selection period, based on seniority, shall not be permitted.

C. Work hours as indicated on the blank shift manning chart will remain in effect throughout that period.

D. Members of the bargaining unit who may be on vacation, sick leave, or other approved leave at the time of the posting and selection process shall assume responsibility for making their shift selection, in writing, or by phone to the Division Commander. Failure to communicate their selection will result in the Department assigning them to the remaining available shift after all others have selected.

Section 17.4: Probationary officers shall be excluded from the permanent shift selection and shall be assigned by the Department according to its needs and/or the Officer's need for training.

18. EVALUATION OF TWELVE HOUR SHIFTS

Section 18.1: The City reserves the right to evaluate twelve (12) hour shifts. A review will be conducted annually measuring against the productivity standards and sick leave usage as

established in the memorandum prepared by Deputy Chief dated June 20, 2000, and as accepted by the Union and marked as Appendix B and attached to this Agreement. If productivity standards have been found to have unexplainably lessened or sick leave usage unexplainably increased, the City reserves the right to return to an eight (8) hour shift schedule.

Section 18.2: If the City makes the decision to discontinue the twelve (12) hour shift Longevity will be reinstated to all members hired during the period of time that Longevity was discontinued. No payments will be issued to those members that did not receive Longevity payments during that period. The Longevity language in the 1996-1999 Patrol Officers Contract will be in effect. Each member's original date of hire will then be used to compute their Longevity rate, including those members hired after the date of signature of this Agreement.

19. WAGES

Section 19.1: Officers shall be compensated in accordance with the wage schedule attached to this Agreement and marked Appendix A. The attached wage schedule shall be considered a part of this Agreement. Effective October 1, 2004, all POLC members shall be paid by way of direct deposit.

Section 19.2: Officers who work or are regularly scheduled to work between the hours of 7 PM and 7 AM shall be paid a shift premium ~~of fifty cents ($.50)~~ per hour. All officers who work after 7 PM and extend beyond 7 AM because of overtime will continue to receive the shift premium ~~of fifty cents ($.50)~~ per hour to the end of their shift. ~~Effective date of ratification July 25, 2016 shift premium pay shall be paid only for those hours worked from 7P-7A.~~

July 1, 2025, $1.00 an hour shift premium
July 1, 2027, $1.25 an hour shift premium

Section 19.3: When any position not listed on the wage schedule is established, the City may designate a job classification and rate structure for the position. In the event the Union does not agree that the classification or rate is proper, the Union shall have the right to submit the issue as a grievance through the grievance procedure.

Section 19.4: Effective date of ratification (July 25, 2016) "A Field Training Officer" shall be paid 1 hour of straight time overtime per day for training a new recruit officer, not to exceed 24 weeks, one FTO per 24 weeks to receive training premium. FTO premium pay shall be paid to officers whether or not they are classified as FTO's in so far as they are responsible for recruits for a minimum of 8 hours in a work day.

Section 19.5; Effective July 1, 202~~1~~5 current members of the bargaining unit shall receive a ~~3~~5% wage increase.

Section 19.6: Effective July 1, 202~~2~~6, current members of the bargaining unit shall receive a ~~2.5~~4% wage increase.

Section 19.7: Effective July 1, 2023~~7~~, current members of the bargaining unit shall receive a ~~2.5~~4% wage increase.

~~Section 19.8: Effective July 1, 2024, current members of the bargaining unit shall receive a 2.5% wage increase.~~

20. OVERTIME, STANDBY AND CALL-BACK PAY

Section 20.1: Officers working a twelve (12) hour shift shall receive time and one-half (1-1/2) for all work scheduled or approved in excess of twelve (12) hours in anyone day, as hereinafter defined, or in excess of eighty-four (84) hours in anyone pay period, including time spent in court appearances. Members working an 8-hour shift shall receive time and one-half (1-1/2) for all work scheduled or approved in excess of eight (8) hours in anyone day, or in excess of eighty (80) hours in anyone pay period including time spent in court appearances. The hourly rate for all Officers covered by this contract is depicted on the attached Wage Schedule and marked Appendix A.

Section 20.2: Detectives shall work under the hours as defined by the General Service Bureau. Detectives (excluding individuals assigned to specialty positions such as DARE, Crime Prevention, NET, Court Services) must carry ~~pagers~~their provided departmental issued cell phones at all times. Detectives shall promptly respond to departmental calls and/or pagers. Failure to respond to a call will result in disciplinary action. An on-call rotation system will be established by the Chief of Police after consultation with the Union. While a Detective is on-call, they must carry the provided departmental-issued cell phone and shall promptly respond to departmental calls. Failure to respond to a call will result in disciplinary action. Trading of on-call days among eligible Detectives will be permitted. The on-call Detective will report to the Police Department or crime scene within one hour after notification by the Department.

A. The Police Department will provide a City vehicle to be driven for commuting purposes while on-call.

B. Effective upon ratification, eight (8) hours of compensatory time and four (4) hours of straight time pay shall be earned for each week a Detective is on call.~~Six (6) hours of comp time shall be earned per week for each week a detective is on call.~~

C. ~~Effective July 1, 2021, eight (8) hours of comp time shall be earned per week for each week a detective is on call.~~

Section 20.3: The term "work week" shall be defined as a period of one hundred and sixty-eight (168) consecutive hours, I.e., seven (7) consecutive twenty-four (24) hour days beginning at 7:01 P.M. Sunday, each calendar week, and ending at that time the following Sunday.

Section 20.4: An Officer who is called back to work during his/her regularly scheduled off

time on a day off, for any reason, including court time, shall receive compensation at the rate of time and one-half (1-1/2) for the actual hours worked for a minimum of three (3) hours. An Officer who goes to Court time prior to his/her regular shift duty will be paid the minimum three (3) hours regardless of whether there is overlap time.

Section 20.5: An Officer who is called in early will be paid the rate of time and one-half (1-1/2) from time he/she starts until the beginning of his/her regular scheduled.

Section 20.6: An Officer who is in Court during a regular scheduled shift and is held over beyond his/her shift termination will be paid the rate of time and one-half (1-1/2) for actual time worked beyond end of shift. (Three hour minimum does not apply).

Section 20.7: Officers who are placed on court standby after regular duty hours or on a day off by being served with a court issued subpoena, will be paid at the rate of one-half (1/2) of their normal base pay for all of such time during which they are required to stand by, to a maximum of four (4) hours per day.

Section 20.8: Officers who are placed on mobilization alert after regular duty hours or on a day off by the Chief or his authorized representative shall receive pay at the rate of one-half (1/2) of their normal base pay for the entire period of such alert.

Section 20.9: Leave or vacation days shall not be changed, switched or rescheduled by the City for the purpose of avoiding payment of overtime or call back pay.

Section 20.10: There shall be no pyramiding of overtime pay under any provision of this Agreement.

Section 20.11: Any Officer who is called back to work during a regularly scheduled vacation shall be reimbursed for all costs and expenses which he/she would not have incurred but for such callback. Such officer shall not lose any vacation days by virtue of such call-back.

Section 20.12: Scheduling among officers will be done on an equitable basis and will not be arbitrary or capricious.

Section 20.13: Officers working twelve (12) hour shifts shall receive time and one-half (1-1 /2) for all work scheduled or approved in excess of twelve (12) hours in anyone day, including time spent in court appearances. Officers working eight (8) hour shifts shall receive time and one-half (1-1/2) for all work scheduled or approved in excess of eight (8) hours in anyone day, including time spent in court appearances.

Section 20.14: In the event of an absence that is going to exceed 30 days, the City has the right to re-schedule by seniority.

Section 20.15: Compensatory Time – Full-time employees shall be given the option of banking time earned instead of receiving money for Court appearances, call-in or overtime. A carry over of 40 hours from one year to the next is allowed. Hours put into an

employee's comp bank shall be at the same rate as would have been paid had the employee elected pay. The maximum compensatory time allowed to be banked is 104 hours. All hours accrued over 104 hours will be paid out a the officer's current rate of pay. Upon death or separation from the City, comp bank time shall be paid out at employee's current rate of pay.

21. INSURANCE

Section 21.1: . The City will provide health care insurance to each employee and his/her dependents, subject to the Patient Protection and Affordable Care Act. As such, health insurance plans may be subject to change in order to remain in compliance with the Act and avoid penalties. In the event that compliance with the Patient Protection and Affordable Care Act becomes necessary, the City or the Union may reopen the Collective Bargaining Agreement to bargain only the Patient Protection and Affordable Care Act issues.

Effective April 1, 2012, the prescription drug co-payment shall be $10/$20/$40.

Effective April 1, 2012, the office visit co-payment will be $20.

Effective July 1, 2007, employees shall contribute 20% of the premium cost for Family Continuation coverage (eligible dependents ages 19-25). This contribution will be paid through payroll on a pre-tax basis. This contribution will commence with the first payroll of July 2007.

Section 21.2: Effective April 1, 2012, each employee shall contribute 20% of the cost of the premium by way of monthly payroll deductions on a pre-tax basis.

Section 21.3: Effective January 1, 2022, employees who are enrolled in the Health Alliance Plan (HAP) shall pay fifteen percent (15%) of the monthly premium, paid through payroll deduction on the first and second pay of the month. Should the City lower the monthly premium of the Health Alliance Plan (HAP) below 15% for any other unit within the City, excluding as a result of a non-stipulated Act 312 award, employees within the POLC unit shall also receive the reduced monthly premium.

Section 21.4: Optical: The City shall provide group optical insurance coverage for each officer and his/her dependents. Coverage will be no less than present coverage.

Section 21.5: Life Insurance: The City shall provide life insurance in the face amount of Fifty Thousand ($50,000) Dollars for each officer in the bargaining unit, with triple indemnity provisions.

Section 21.6: Dental: The City shall provide each employee with the Delta Dental Plan Class I Benefits (75%) and Class II Benefits (50%). Effective January 1, 1998 the annual cap

will be $1,000 per calendar year. Effective July 1, 2004, the City will provide orthodontic coverage with a $1,500 lifetime maximum for dependents up to age 19.

Section 21.7: Disability Insurance: The City shall provide disability insurance which will pay sixty percent (60%) of an employee's salary at time of disability for a period not to exceed five (5) years. Such coverage shall become effective after a period of six (6) months of continuous disability.

Section 21.8: The City will continue to have the right to select the plan carrier, and/or to become self-insured, provided that the coverage shall be, on the whole, substantially equal or better than the level of coverage in effect in the July 1, 2013 through June 30, 2016 Collective Bargaining Agreement between the City and the Union (Summary of Benefits attached). It is further agreed that the only liability assumed under this Article is to pay the premiums as provided herein. The City will provide at least sixty (60) days' notice if possible of impending changes, and, at the request of the Union, shall meet and discuss said possible changes. Any claim settlement between the employee and the insurance carrier shall not be subject to the grievance procedure.

Section 21.9: The City will provide the Union with a complete copy of all insurance plans and riders a minimum of one time a year, to be received no later than January 31st and additional copies will be provided upon the City's knowledge of same.

Section 21.10: Effective date of ratification (July 25, 2016), employees of this bargaining unit electing to opt out of City provided health insurance shall receive a monthly opt out payment of $200. Married officers shall not be entitled to receive the opt out payment. Current married officers, as of this date, shall be grandfathered.

Section 21.11: Effective July 1, 2021, the Blue Cross Blue Shield Community Blue 2 Plan option shall no longer be offered.

22. VACATIONS

Section 22.1: Seniority officers shall receive vacations as follows:

A. One (1) to four ~~five~~ (~~5~~4) years of service = 8~~0~~8 hours per year.

B. Five (5) to nine ~~ten~~ (~~10~~9) years of service = 12~~0~~8 hours per year.

C. Ten ~~After ten~~ (10) to fourteen (14) years of service ~~to fifteen (15) years of service~~ = 16~~0~~8 hours per year.

D. Beginning the fifteenth ~~sixteenth~~ (1~~6~~5) year of service an officer will be given one (1) additional 8-hour day per year of service to a maximum of twenty-five (2~~5~~6) 8-hour working days per year.

Section 22.2: Eligibility for vacation time earned shall be administered in the following manner:

A. An officer will begin to earn vacation time immediately upon hire. At the end of the calendar year of hire, an officer will be eligible for vacation leave. The amount of leave earned will be pro-rated against the vacation allotment as shown above in this agreement. Thereafter, vacation leave will be earned on a calendar year basis and vacation leave taken in the following calendar year.

B. Consistent with the requirements of the service, officers shall be entitles to take their vacations during their period which they request, except in cases of conflict which would create a staffing problem or overtime for the department. The requested vacation leave will be granted at the discretion of management. Vacation selection shall be conducted on a shift basis. In event of conflict, the officers with the most seniority shall be entitled to vacation preference.

C. A carry-over of vacation time, not to exceed 80 hours will be allowed with the permission of the Chief of Police and the approval of the Director of Human Resources for one (1) year, and will not be allowed in any two (2) consecutive year. Carryover of vacation time shall not be arbitrarily denied.

~~C.~~ D. In the event of voluntary separation (i.e. not discharged for cause) an employee shall be paid out for all accrued vacation, personal business, compensatory time, sick time and accrued holidays. The employee needs to give a two-week (14) days notice of separation. No payout of vacation, sick time or personal business time shall be paid to an employee who voluntarily leaves during FTO or probation.

23. HOLIDAYS

Section23.1: Each officer covered under this Agreement shall receive thirteen (1~~3~~4) paid holidays: New Year's Day, President's Day (observed), Martin Luther King Jr.'s birthday (observed), Good Friday, Memorial Day, Juneteenth, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day and Friday after Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Eve Day, In the event an Officer is not scheduled to work the holiday, he/she will receive his/her base rate of pay. Every effort will be made to allow an Officer to be off duty for the holiday. In addition to his/her holiday pay, if the Officer's schedule starts on such holiday, he/she will be paid his/her base rate plus an additional eight (8) hours (or hours worked) at straight time, payable that pay period.

Section 23.2: Payment for each of the foregoing holidays shall be made to each officer in a separate check on the last regular pay day in the month of November, each year.

Section 23.3: Officers must meet the following conditions to receive the November Holiday Pay:

A. During the payroll period in which an approved holiday occurs the officer must have worked a minimum of eighty-four (84) hours.

B. Approved leave time including vacation days, personal business days, approved sick days, or other approved leave, including approved workers comp, can be included in the eighty-four (84) hour definition of working hours.

However, a vacation or funeral day will be the only leave day which can be substituted as a Holiday.

C. If the combined work and approved leave time does not compute to eighty-four (84) hours during any payroll containing a holiday the pay for the specific holiday will be deducted from the November holiday check.

If a General Service Officer is not scheduled to work on a Holiday he/she will be given the option of working additional hours during the payroll period in order to reach a total of eighty (80) hours and receive the November Holiday Pay. The schedule for the additional hours will be issued by the City and such hours will not qualify for overtime premium pay if scheduled in addition to eight (8) hour work days in the Holiday payroll period. Only officers assigned to work a Holiday by the City will have the right to work the Holiday. The additional "makeup" hours will be worked at the rate of two additional hours per day or one regular full eight (8) hour day. The employee, at his option and with the Employer's approval, may work the holiday in lieu of the makeup time but will not be paid the premium rate of pay.

Section 23.4: When an officer terminates his/her employment for any reason, he/she shall be entitled to be paid at the time of termination for all holidays which he/she has worked and for which he/she has not yet been paid.

24. UNIFORMS, CLEANING AND MAINTENANCE ALLOWANCE

Section 24.1: The City shall provide each newly hired officer the following items which shall comprise the full and complete uniform allotment of each uniformed officer employed by the City.

5 winter shirts and patches
4 pairs winter pants
1 trooper hat
1 trooper jacket
6 summer shirts with patches
4 pairs summer pants
2 police caps
1 summer lightweight jacket
2 ties
1 reversible raincoat
1 pair shoes
2 pair fatigue uniforms
1 pair zippered galoshes or boots
department patches
1 long sleeve turtle neck
1 dickey (Officer's choice to wear tie or dickey/turtle neck)

Section 24.2: Quartermaster Program: The City will assume the responsibility for cleaning and replacement of uniforms for Patrol Officers.

Section 24.3: The City shall pay to all detectives covered by this Agreement a yearly maintenance allowance of Four Hundred ($400.00) Dollars payable on April 15, and a yearly clothing allowance of Four Hundred ($400.00) Dollars payable on August 15. If an officer has not been assigned to that position for one full year the above listed money shall be pro-rated for the amount of time spent out of uniform. Effective date of ratification (July 25, 2016) this amount shall be increased by $100 payable April 15 and $100 payable August 15.

Section 24.4: The City shall not change the uniform code without the approval of the Union, nor shall the city unilaterally add items to the required uniform allotment without the Union's approval.

Section 24.5: Equipment Allotment
The following items shall comprise the complete equipment allotment of each officer employed by the City:

Patrol Officer
1 Departmental approved semi-automatic
1 pair of handcuffs (at least on pair of Flex cuffs in glove compartment of each car)
1 flashlight, as per NPOA specifications
3 badges
1 holster, basket weave style
1 handcuff case
1 ammunition holder, basket weave style
ammunition for approved semi-automatic
1 garrison belt
1 ASP night stick and carrier
1 whistle
2 sets of collar pins
1 name badge
1 Novi tie bar
1 riot helmet and complete protectors
1 Freeze +P chemical spray

Detective
1 Dept. approved semi-automatic. In applicable cases, a sub or additional weapon may be used upon proper authorization
1 pair handcuffs
1 holster
1 badge case
1 magazine holder

City will provide an annual shoe/boot allowance of up to $100 with proof of purchase.

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25. LONGEVITY

Section 25.1: Annually on or before the first pay in December the City will pay to eligible officers in addition to base rate of compensation, longevity payments of:

A. Two (2%) percent of base compensation after five (5) years of service.

B. Four (4%) percent of base compensation after ten (10) years of service.

C. Six (6%) percent of base compensation after fifteen (15) years of service.

D. Eight (8%) percent of base compensation after twenty (20) years of service.

E. Employees hired after July 27, 2000 are not eligible for longevity.

Section 25.2: The elimination of Longevity will not be an issue for future contract negotiations.

Section 25.3: Should the Officers revert to eight (8) hour shifts Longevity will be reinstated for those employees hired after July 27, 2000 (see Section 25.1(E).

26. MILEAGE REIMBURSEMENT AND TUITION REIMBURSEMENT

Section 26.1: Mileage Reimbursement: Officers shall receive prompt reimbursement of the rate established by the Internal Revenue Service for the use of personal cars in connection with assigned duties. It is understood that if an adjustment is made in mileage payments to all City employees, the increase will apply to members of the bargaining unit.

Section 26.2: Tuition Reimbursement: The City will reimburse each officer the actual cost of tuition and books for all approved, job related courses taken and completed with a "C" or better grade. Total reimbursable costs shall not exceed $1,200 per year per Officer. Effective date of ratification July 25, 2016, this reimbursement shall not exceed $3,500 per year per Officer. Should this reimbursement amount increase for any other bargaining group this group reserves the right to elect that same benefit for its members.

27. NEGOTIATIONS WITHOUT LOSS OF COMPENSATION

Section 27.1: Negotiations for successor agreements shall be held during daytime hours and Union negotiators shall suffer no loss of compensation for time during which they participate in negotiations. The Officer shall be compensated with comp time for each hour in negotiations.

28. PROTECTION OF HEALTH AND SAFETY

Section 28.1:-The City will afford each officer all necessary equipment maintained in proper working order to protect the health and safety of the officers. ~~The City agrees that no officer~~

~~shall be required to use a marked or semi-marked car which has been driven in excess of one hundred thousand (100,000) miles.~~ City agrees to repair the seat of the marked or semi-marked vehicle driven, if necessary.

Section 28.2: Physical Fitness Testing: All employees shall have the option of participating in the City's Physical Fitness Testing Program (PFT). All participants must pass a medical examination to qualify for this program. The cost of this exam shall be the responsibility of the City. The PFT shall be scheduled by the City during the months of September or October (two (2) sessions per shift, plus one (1) make-up session, be scheduled so as to hold the testing, so far as possible, during on-duty time), participate in a physical fitness test as outlined below, unless excused from participation by a physician's certification. Employees who successfully complete the PFT by meeting the minimum levels for their age/sex categories in all three (3) events shall receive a $100 incentive bonus payment at the next pay period following completion of the test. Those who fail to successfully complete the test who are excused from participation will receive no incentive bonus.

Participants shall be permitted to dress in a comfortable, athletic-type clothing and wear running or athletic shoes.

Personnel on duty shall participate without loss of pay; personnel off duty shall not receive additional compensation.

The physical fitness test shall consist of three (3) events; pushups with a two (2) minute time limit, sit-ups with a two (2) minute time limit, and a two (2) mile run.

A. Pushups: Pushups shall be done with palms of the hands flat on the ground and toes on the ground; no other portion of the body will be permitted to touch the ground during the duration of the exercise period of two (2) minutes. Exercise will start with arms extended. The body will be lowered until the upper arm is horizontal or slightly below horizontal, it is not necessary to touch the chest, chin or any other portion of the body to the ground. The body will be raised back up until the arms are fully extended. The lowering of the body and raising back will constitute one (1) repetition.

B. Sit-ups: Sit-ups shall be done with knees bent, hands locked behind the head, and the feet held down. Exercise will start with the participant lying with the upper body on the ground until the upper body is past the vertical, then lower the upper body back to the ground. Raising the upper body from the starting position and return to the starting position shall constitute one (1) repetition. The exercise will have a two (2) minute duration.

C. Run: The run shall consist of traversing a measured two (2) mile distance within a time period.

D. Scoring: Minimum acceptable scores are as follows:

Age	Pushups Men/Women	Sit-ups Men/Women	Run Men/Women
18-25	40/18	40/27	17:55/22:14
26-30	38/15	38/25	18:30/22-29
31-35	33/14	36/23	19:10/24:04
36-39	32/13	34/21	19:35/25:34
40-45	30/12	32/19	20:00/26:00
46-50	28/11	30/17	21:00/27:00
51-55	26/10	28/15	22:00/28:00
56-60	24/09	26/13	23:00/29:00

The physical fitness program will be mandatory for all officers hired after August 1, 1987.

29. DEFINITIONS

Section 29.1: The use of the term "officer" or "officers" or "employee", in this Agreement shall include all members of the bargaining unit as defined in Article 1.

30. UNION DAYS

Section 30.1: The City hereby grants to the Union forty-eight (48) paid hours during each year of this Agreement to be used by the President, Vice-President, Secretary or Treasurer for the purpose of conducting the following union business: Conferences and seminars which related to the bargaining unit, negotiations, disciplinary hearings, grievances, arbitrations and official union business. A written notice must be provided by the union 72 hours in advance specifying the dates/times/union personnel who will be attending union conferences or seminars.

31. COPIES OF ORDERS AND REGULATIONS APPLICABLE TO OFFICERS

Section 31.1: A copy of any order, general order, rule, regulation, training bulletin or document of a similar nature which applies to more than one officer shall be posted in an appropriate place and copy made available to the Union.

32. LEGAL REPRESENTATION FOR OFFICERS AND POLICE PROFESSIONAL LIABILITY INSURANCE

Section 32.1: The City shall provide at its own expense such legal assistance as shall be required or needed by an officer as the result of acts occurring when and while said officer was in good faith performance of his/her police duties and responsibilities. If, for any reason, such legal assistance is denied, then the City shall submit a written report to the affected officer and the Union stating forth the specific reasons for such denial, which denial and reasons may be the subject of a grievance.

Section 32.2: The City shall further keep in effect and maintain a Police Professional Liability

Policy insuring each employee in the amount of not less than One Million ($1,000,000.) Dollars for any claim, suits and/or judgments against the employee and occasioned by the officer's employment. In the event the City shall fail to maintain such a policy, the City shall agree to assume and pay any claims, suits or judgments rendered against the officer which arise out of his/her employment.

33. MAINTENANCE OF CONDITIONS

Section 33.1: Wages, hours, benefits, and working conditions of employment in effect at the execution of this Agreement shall be maintained during the term of this Agreement.

Section 33.2: The City will make no unilateral changes in wages, hours, benefits, and working conditions during the term of this Agreement.

Section 33.3: This Agreement shall supersede any existing rules and regulations inconsistent herewith.

34. MODIFICATION

Section 34.1: The City and the Union shall have the right, during the period of negotiations of this Agreement, to change, delete from and/or add to any and all of the provisions contained herein; and to add further requests for consideration during these negotiations.

35. WAIVER CLAUSE

Section 35.1: The parties acknowledge that during the negotiations which resulted in this Agreement each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the City and the Union, for the life of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated to, bargain collectively with respect to any subject or matter referred to or covered by this Agreement and with respect to any subject or matter not specifically referred to or covered in this Agreement, even though such subject or matter may not have been within the knowledge and contemplation of either or both of the parties at the time that they negotiated or signed this Agreement.

36. CITY AND DEPARTMENT RULES

Section 36.1: The City shall continue to have the right to establish, adopt, change, amend and enforce City rules and/or Departmental rules and regulations, not in conflict with the terms of this Agreement, governing discipline, health and safety, duties, rules of conduct and work rules. The City reserves the right to unilaterally cease the practice of City employees using City vehicles for commuting to and from work. Such action by the City will not be a subject for the grievance procedure.

Section 36.2: New or amended work rules and/or regulations will be announced ten (10) days prior to their effective date.

37. SAVINGS CLAUSE

Section 37.1: If any Article or Section of this Agreement or any appendices or supplements thereto should be held invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any article or section should be restrained by such tribunal, the remainder of this Agreement shall not be affected thereby, and the parties shall enter into immediate collective bargaining negotiations for the purpose of arriving at a mutually satisfactory replacement for such Article or Section.

38. MISCELLANEOUS PROVISIONS

Section 38.1: Patrol Car Equipment: All marked and semi-marked patrol cars will be equipped with the following:

A. Plexiglas protectors between the front and rear seats

B. ~~Shotgun~~ Rifle rack with locking mechanism

C. Electric ignition locks

D. Outside right hand mirror

E. Air conditioning in all cars

F. Individually adjusted bucket seats or split bench (providing available from Big 3)

G. Control panel, on future cars put in service

H. Spotlights on both sides of patrol vehicle

Section 38.2: The City may, in its discretion, require that employees submit to medical examinations by the City appointed doctors when such tests and examinations are considered to be of value to the City in maintaining a capable work force, employee health and safety, etc., provided, however, that the City will pay the cost of such tests and examinations.

39. RESIDENCY

Section 39.1: All employees shall, as a condition of continued employment, be residents and reside within that area which is within thirty (30) miles from any corporate city limit of the City of Novi, Michigan.

Section 39.2: The City may, in its sole discretion, employ new employees without regard to the requirements of Section 36.1 of this Article, provided that such new employees (as a condition of continued employment) become residents and reside within that area which is

within thirty (30) miles from any corporate city limit of the City of Novi, Michigan, within ninety (90) days after successfully completing the probationary period of employment.

40. TERMINATION

Section 40.1: This Agreement, unless otherwise stated, shall be effective as of the 1st day of July, 2021 and shall remain in full force and effect until the 30th day of June, 2025, except as otherwise provided. It shall be automatically renewed from year to year thereafter unless either party shall notify the other in writing sixty (60) days prior to the anniversary date that it desires to modify this Agreement. In the event that such notice is given negotiations shall begin no later than forty-five (45) days prior to the anniversary date; this Agreement shall remain in full force and be effective during the period of negotiations and until notice of termination of this Agreement is provided to the other party in the manner set forth in the following paragraph.

Section 40.2: In the event that either party desires to terminate this Agreement, written notice must be given to the other party no less than ten (10) days prior to the desired termination date which shall not be before the anniversary date set forth in the preceding paragraph.

Section 40.3: IN WITNESS WHEREOF, the parties hereto have set their hands and the day and year first above written.

41. RESTRICTED DUTY POLICY

Section 41.1: Effective on August 12, 2013, the City's Restricted Assignment Policy will be in effect for all members of the POLC bargaining unit as attached to this Agreement and marked as Appendix C.

42. DRUG TESTING POLICY

Section 42.1: The attached Drug Testing Policy shall be in effect as of the date of signing of this Agreement for members of the POAM bargaining unit. Attached hereto and marked as Appendix D.

Police Officers Labor Council

_____
James O'Connor
Labor Representative

Novi Police Officers Association

_____

City of Novi

_____
~~Robert J. Gatt~~Justin Fischer, Mayor

_____
Cortney Hansen, City Clerk

_____

DRAFT

~~Timothy Farrell~~Samantha Grockau, Local President ~~Scott Woodley, Local Vice President~~

Dated:_____

DRAFT

CITY OF NOVI CITY COUNCIL
DECEMBER 1, 2025

SUBJECT: Approve the Program Year 2026 Community Development Block Grant (CDBG) Application in the approximate amount of $140,000

SUBMITTING DEPARTMENT: Finance

KEY HIGHLIGHTS:

- Funding requests were reviewed individually by the Beautification Commission at their meeting on September 10, 2025.
- Per Oakland County, public service requests are limited to 15% of total allocated funds or $21,000.
- The County allocation is based on a competitive process.

BACKGROUND INFORMATION:

The City of Novi receives Community Development Block Grant ("CDBG") funds as a subrecipient of Oakland County. There are 51 other communities that participate as sub-recipients of Oakland County. During October of every year, the County holds a CDBG pre-application training. During this training the County reminds it's subrecipients how to fill out the application form and provides the local communities with an estimate of funds they can expect for the upcoming program year. On average, the City receives $115,000 annually.

Per County restrictions, the City can allocate no more than 15% of its total allocation to public service activities. The City receives funding requests from organizations that provide public services in September/October each year. In the prior years, the County provided communities with their estimated allocated funds prior to the application process. In the current year, the County changed their allocation process to a competitive process. Communities are to ask for the funds they believe they can use and or need and the County will evaluate all funding requests. Community's accepted projects will be announced prior to the availability of the program year 2026 funding. Once final funding allocations are confirmed by HUD, necessary adjustments will be made and communicated. The committee felt it was reasonable to ask for a slightly increased spending amount than we have received in the prior year given the costs of inflation but also not to be excessively greedy and ask for funds that cannot be spent in the allotted 18-month window. Based on the

average funding provided to Novi as well as the requested funds this year, the Beautification Committee recommends the following allocation:

CDBG Program Description	Organization Requesting Funding	Description	2025 Allocation	2026 Agency Request	2026 Beautification Commission Recommendation
Public Service	HAVEN	Domestic Violence	$4,773	$15,000	$6,000
Public Services	Novi Youth	Specialized counseling and camp /fieldtrip sponsorship	$7,284	$9,000	$8,500
Public Services	Hospitality House	Emergency Services	$4,773	$9,950	$6,500
		Subtotal	**$16,830**	**$33,950***	**$21,000**
Minor Home Repair	City of Novi	Residential Repair Program	$95,375	$106,050	$119,000
		Total	**$112,205**	**$140,000**	**$140,000**

* *Capped at 15% of total allocation. Assume $140,000 total allocation, public services are capped at $21,000 total.*

Due to the public service cap, the public service requests could not be 100% funded. The Beautification Committee chose to allocate funds based on the greatest funding impact to each organization. CDBG funds make up the following gross revenue for each organization: 30-40% NYA, 0.56% of Hospitality House, and 0.003% of Haven. The Committee felt not only would NYA feel the effects more if CDBG funds were reduced for NYA, but also all funds of NYA directly impact Novi. Hospitality House and Haven both service Novi residents; however, the funds are pooled with additional funding sources.

RECOMMENDED ACTION: Approve the Program Year 2026 Community Development Block Grant (CDBG) Application in the approximate amount of $140,000 and authorize the Mayor to sign the Application.

NOTICE OF INTENT TO APPLY

CDBG PY 2026

APPLICANT INFORMATION

A – APPLICANT CONTACT

Community: Novi Contact Person: Sabrina Lilla

Telephone: 248-735-5692 Best time to contact: 9:00-3:00

☒ Cooperation Agreement 2023-2026

Novi will request application to CDBG funds for program year (PY)

2026. B - PROPOSED ACTIVITY(S) List highest Priority and requested allocation amount.

1. Name: Minor Home Repair Allocation: $ 119,000 Activity Type OF
2. Name: Youth Services Allocation: $ 8500 Activity Type PS
3. Name: Domestic Violence Allocation: $ 6000 Activity Type PS
4. Name: Emergency Services Allocation: $ 6500 Activity Type PS

ACTIVITY TYPE

PUBLIC SERVICE (PS) Matrix Code 05_

PUBLIC FACILITY Activity (PF) Matrix Code 03_ with Davis Bacon requirements

OTHER FACILITY Activity (OF) Matrix Code 03_ Senior Center Access Fee, 14A Minor/Mobile Home Repair, 15 Code Enforcement

Signature: Sabrina Lilla

Date: 9/10/2025

THIS IS NOT AN APPLICATION FOR CDBG FUNDING.

FUNDING IS BASED ON AVAILABLITY AND DEMAND. IT IS NOT GUARANTEED.

CITY OF NOVI CITY COUNCIL
DECEMBER 1, 2025

SUBJECT: Consideration tentative approval of the Camelot Parc Townhomes Planned Suburban Low-Rise (PSLR) Overlay Development Agreement Application and Concept Plan.

SUBMITTING DEPARTMENT: Community Development Department - Planning

KEY HIGHLIGHTS:

- An updated plan for Camelot Parc Townhomes has been submitted for a vacant parcel totaling 8.24 acres (net) south of the Novi Promenade Shopping Center, east of Wixom Road.
- The plan shows the development of 22 townhome units in five 2-story buildings.
- The units would be for-sale, and each would have a two-car garage.
- The subject property is currently zoned R-1, One Family Residential, with a PSLR Overlay.
- To satisfy the requirement of the Zoning Ordinance that the project "will result in a recognizable and substantial benefit to the ultimate users of the project and to the community," the applicant proposes conservation easements and enhancements to areas to be preserved, as well as a donation to fund improvements to the adjacent Wildlife Woods Park pavilion and restrooms, which are expected to be utilized by residents of the development.
- In 2023 the City Council denied a previous PSLR request on the site with 46 apartment units.

BACKGROUND INFORMATION:

The applicant is proposing a Planned Suburban Low-Rise Overlay (PSLR) Concept Plan to construct 22 for-sale townhome units on the east side of Wixom Road, north of Eleven Mile Road. The homes will be in five low-rise (2-story) buildings with a proposed density of 2.7 units per acre. The concept plan indicates the main entrance to the development off Stonebrook Drive, with secondary emergency-only access provided on the west side directly to Wixom Road. The applicant is proposing a trail for residents through the open space areas and proposes wetland preservation and mitigation on-site. Low rise multiple family is considered a Special Land Use in the PSLR overlay.

In the PSLR Overlay, low-rise multiple family residential uses are permitted as a special land use up to 6.5 dwellings per acre. As stated in the Ordinance: "The intent of the

PSLR, Planned Suburban Low Rise Overlay district is to promote the development of high-quality uses, such as low-density multiple family residential, office, quasi-public, civic, educational, and public recreation facilities that can serve as transitional areas between low-intensity detached one-family residential and higher intensity office and retail uses while protecting the character of neighboring areas by encouraging high-quality development with single-family residential design features that will promote residential character to the streetscape." The PSLR district requires a Development Agreement between the property owner and the City of Novi, which may be approved by City Council following a recommendation from the Planning Commission. This is the same type of development agreement that the Villas of Stonebrook was approved under.

The access easement to the property from Stonebrook Drive was a condition of approval in the PSLR Agreement for the Villas at Stonebrook in order to limit the number of driveways with direct access to Wixom Road, in the interest of safety. The applicant has proposed to contribute to the maintenance costs for Stonebrook Drive, which would need to be formalized in a private agreement between the two communities. The proposed development is largely in conformance with ordinance requirements, with requested deviations noted in the suggested motion. About half of the property contains natural features, which has caused the remaining area to be more densely developed, leading to the need for these deviations.

This property had previously been proposed for a development a few years ago that included 46 apartment units in 3 buildings. One of the big concerns at that time was the density and open parking areas. The current proposal eliminates much of the surface parking by providing 2-car garages for each unit. The number of units has also been reduced by more than half, which reduces the traffic generated.

Special Land Use Conditions

When the PD-2 Option is utilized, all uses fall under the Special Land Use requirements. Section 6.1.2.C of the Zoning Ordinance outlines specific factors the Planning Commission shall consider in the review and recommendation to City Council of the Special Land Use Permit request. The Planning Commission reviewed and recommended approval of the Special Land Use request with the findings provided in the Recommended Action section of this document.

Staff Reviews and Ordinance Deviations

All staff and consultants have reviewed the proposed concept plan and recommended approval having found the plan to generally be in compliance with the stated intent of the PSLR Overlay District which is to:

"*Promote the development of high-quality uses, such as low-density multiple family residential, office, quasi-public, civic, educational, and public recreation facilities that can serve as transitional areas between lower-intensity detached one-family residential and higher-intensity office and retail uses while protecting the character of neighboring areas by encouraging high-quality development with single-family residential design features that will promote a residential character to the streetscape.*"

Section 3.21.1 permits deviations from the strict interpretation of the Zoning Ordinance within a PSLR Overlay agreement. These deviations may be granted by the City Council on the condition that "*there are specific, identified features or planning mechanisms deemed beneficial to the City by the City Council which are designed into the project for the purpose of achieving the objectives for the District.*" The applicant has provided a narrative document describing each deviation request and substitute safeguards for each item that does not meet the strict requirements of the Zoning Ordinance.

PSLR Overlay Procedures

Section 3.21.3.B of the Ordinance provides the general review standards for use of the PSLR project: (i) it will result in a recognizable and substantial benefit to the ultimate users of the project and to the community; (ii) it will not result in an unreasonable increase in the use of public services, facilities and utilities, and will not place an unreasonable burden upon the subject property, surrounding land, nearby property owners and occupants, or the natural environment; (iii) it will not cause a negative impact upon surrounding properties; and (iv) it will be consistent with the goals and objectives of the City of Novi Master Plan, and will be consistent with the requirements of this Article.

At its September 10, 2025, meeting the Planning Commission held a public hearing, and reviewed the PSLR Overlay Concept Plan and other information relative to the PSLR Overlay Development Agreement Application. The Planning Commission has provided a favorable recommendation to the City Council of the PSLR Overlay application and Concept Plan, subject to a number of conditions (see attached minutes).

The City Council is asked to review the application and take one of two possible actions under Section 3.21.3.C of the zoning ordinance:

a) Indicate its tentative approval of the PSLR Overlay Development Agreement Application and PSLR Overlay Concept Plan, and direct the City Administration and City Attorney to cause to be prepared, for review and approval by the City Council, a PSLR Overlay Development Agreement; or

b) Deny the proposed PSLR Overlay Development Agreement Application and PSLR Overlay Concept Plan.

If tentative approval is granted, following preparation of a proposed PSLR Overlay Development Agreement, the City Council will be asked to make a final determination regarding the approval of the PSLR Overlay Concept Plan and Agreement. Following final approval of the PSLR Overlay Concept Plan and Agreement, the applicant could proceed with the standard site plan review and approval procedures outlined in Section 6.1 and Section 3.21of the Zoning Ordinance.

Updates following the Planning Commission Public Hearing

Following the discussion by the Planning Commission at the September 10th public hearing, **the applicant proposed to provide a conservation easement over the wetland**

and woodland areas to be preserved, and to propose an additional public benefit prior to consideration by the City Council. Given the proximity of Wildlife Woods Park and the likelihood that new residents will utilize the park, the applicant reached out to Director Muck to inquire about needs for the park. In a letter to the City dated November 17, 2025, the applicant proposes to provide funding ($30,000) to put toward a list of improvements to Wildlife Woods Park pavilion and restrooms, which were identified as needed:

- New roofing
- Seal and paint the pillars and exterior gutters
- 2 new steel picnic tables
- Improve the lighting and add security cameras
- Epoxy bathroom floor
- Paint restrooms
- Install new faucets
- Repair concrete behind pavilion
- Install bathroom partition wraps

In addition, the developer states they will enhance the habitat of the remaining natural features to be preserved on the property by removing invasive species, providing native plant seeding to promote the growth of desirable wetland species, placing habitat structures within the emergent wetland areas, and planting additional trees in the mitigation areas.

RECOMMENDED ACTION:

Tentative approval of the request of Avalon Investment Group, LLC, JSP25-02, for a Planned Suburban Low-Rise (PSLR) Overlay Development Agreement Application and Concept Plan for the Camelot Parc Townhomes based on the following findings, City Council deviations, and conditions, with the direction that the applicant shall work with the City Attorney's Office to prepare the required Planned Suburban Low-Rise Overlay Agreement and return to the City Council for Final Approval:

1. The PSLR Overlay Development Agreement and PSLR Overlay Concept Plan will result in a recognizable and substantial benefit to the ultimate users of the project and to the community. [*The applicant proposes a walking trail through a 0.77acre area of woodland to be preserved, which is 0.05 acre short of the 10% site area requirement. There is also a requirement for 200 square feet of private open space per unit that is not fully provided, but each unit will have a covered porch of about 125 square feet. There are benches in separate locations as enhancements of the common open spaces shown on the site. Since so much of the property is wetland area to be preserved and wetland mitigation, it is difficult to achieve some of the "active" open space requirements. The site would have a connection to Wildlife Woods Park, the extensive pathway system within Ascension Providence Park*

hospital campus to the east and ITC Trail. The applicant also proposes to undertake a list of improvements to the Wildlife Woods Park pavilion and restrooms as a benefit to the larger public.]

2. In relation to the underlying zoning or the potential uses contemplated in the City of Novi Master Plan, the proposed type and density of use(s) will not result in an unreasonable increase in the use of public services, facilities and utilities, and will not place an unreasonable burden upon the subject property, surrounding land, nearby property owners and occupants, or the natural environment. [*The estimated number of daily vehicle trips is 132, which is less than the 750 trip threshold for a Traffic Study. Peak hour trips also do not reach the threshold of 100 trips (Estimated: 5 peak hour AM trips, 10 peak hour PM trips). The proposed use is expected to have minimal impacts on the use of public services, facilities, and utilities over what the underlying zoning would allow. The proposed concept plan impacts about 0.37 acres of existing 2.41 acres of wetlands and proposes removal of approximately 20 of the regulated woodland trees. The plan indicates appropriate mitigation measures on-site and payment into the Tree Fund for the replacement credits.]*
3. In relation to the underlying zoning or the potential uses contemplated in the City of Novi Master Plan, the proposed development will not cause a negative impact upon surrounding properties. *[The proposed buildings are buffered by landscaping and preserved natural features. The multi-family residential use is a reasonable transition from the two-family and one-family developments to the west, east and south and the commercial shopping center to the north.]*
4. The proposed development will be consistent with the goals and objectives of the City of Novi Master Plan and will be consistent with the requirements of this Article [Article 3.1.27]. [*The proposed development could help provide for missing middle housing needs that are walkable to the commercial areas to the north, which is recommended in the City's Master Plan for Land Use. The area was included in the PSLR overlay in the Master Plan and Zoning Ordinance, which permits multiple-family uses as a special land use. The proposed arrangement of buildings and site layout minimizes the impact on existing natural features.]*
5. City Council deviations for the following *(as the Concept Plan provides substitute safeguards for each of the regulations and there are specific, identified features or planning mechanisms deemed beneficial to the City by the City Council which are designed into the project for the purpose of achieving the objectives for the District as stated in the planning review letter)*:
    a. Deviation from Sec. 3.21.2.A.i to allow development to front on an approved private drive, which does not conform to the City standards with respect to required sixty-foot right-of-way, as the road was previously approved for the Villas at Stonebrook development, and because the shared access reduces the number of curb cuts on Wixom Road;

b. Deviation from Sec. 3.21.2.A.ii.d. to allow two buildings to be a minimum of 25 feet apart (minimum 30 feet required) as the remaining buildings are properly spaced, and the 5-foot deviation is relatively minor;

c. Deviation from Sec. 3.21.2.A.iii.c. to allow parking spaces to be within 8 feet of a building (15 feet minimum required), as they are no closer than the driveway parking permitted;

d. Deviation from Sec. 3.21.2.A.v to allow a reduction in the minimum required private open space (4,400 square feet total required, 2,750 square feet provided), as constructing additional private open space would cause greater wetland and woodland impacts;

e. Deviation from Sec. 3.21.2.A.v to allow reduction of minimum percentage of active recreation areas (50% of open spaces required, approximately 29% provided), and less than 10% of the total site (9.4% proposed), *as the development proposes connection and improvements to Wildlife Woods Park, which contains connections to the Providence and the ITC tail systems, and providing additional active recreation would cause greater wetland and woodland impacts;*

f. Deviation from Sec. 3.21.2.A.iii and Sec. 5.5.3 to allow absence of required landscaped berm along Wixom Road north of the emergency access drive due to resulting woodland impacts and there is no development proposed in that area. In addition, the berm south of the access drive is not long enough to provide undulation.

g. Deviation from Sec. 3.6.2.M to allow deficiencies in the required 25-foot wetland buffers north of Avalon Drive, with the condition that the developer install signage and plantings to prevent mowing and other disturbance.

h. Deviation from Sec. 5.5.3.B(10) to allow a deficiency in street trees along Wixom Road, as the existing utility easements and pathway do not provide room for them.

i. Deviation from Sec. 5.10.1.B.ii to allow a minor drive to exceed 600 feet. The anticipated traffic for 22 units is low, and a major drive would require wider road width and not permit perpendicular visitor parking and would be unnecessary for this small site and cause greater impacts to natural features.

j. Deviation from Sec. 4.04, Article IV, Appendix C-Subdivision ordinance of City Code of Ordinances for absence of a stub street required at 1,300 feet intervals along the property boundary to provide connection to the adjacent property boundary, due to conflict with existing wetlands and woodlands.

k. Deviation from Design and Construction Standards to allow sidewalks to be placed adjacent to the curbed roadway, as to locate them further from the

road would cause greater impacts to natural features, and traffic volume and speeds are low.

l. Deviation from Code of Ordinances, Section 11-256, to allow an absence of sidewalks in some areas north of Avalon Drive, as there are no buildings adjacent to those areas, and building the sidewalks would cause greater impacts to wetlands.

m. The findings of compliance with Ordinance standards in the staff and consultant review letters and the conditions and the items listed in those letters being addressed on the Preliminary Site Plan; and

6. *The following conditions shall also be made part of the PSLR Agreement:*
    a. *Consistent with its representations at the Planning Commission meeting, the applicant shall work in good faith with the Villas of Stonebrook to enter into a reasonable Maintenance Agreement that requires the applicant's property to share in maintenance costs for Stonebrook Drive (subject to City review).*
    b. *A conservation easement shall be provided for the remaining woodland and wetland areas, woodland tree replacements, and wetland mitigation area, to ensure permanent protection of these natural features. Such easements shall also be reflected on the Master Deed for the property.*
    c. *Wetland areas and buffers shall be enhanced with appropriate seeding and plant selection, as well as invasive species removal, which will be shown and reviewed during site plan submittals.*
    d. *Wetland and Woodland impacts shall be permitted by the Planning Commission during site plan review under the process and conditions of the Code of Ordinances.*
    e. *Disturbance of the wetland buffer area shall be discouraged by the installation of appropriate landscaping and signage.*
    f. *The applicant shall provide funding to the Department of Parks, Recreation and Cultural Services to complete the improvements to Wildlife Woods Park pavilion and restrooms, as proposed in the applicant's letter dated November 17, 2025, in order to address potential impacts of use by residents of those facilities.*
    g. *Items noted in the Staff and Consultant review letters, except as otherwise noted in the Agreement, shall be addressed in the site plan process.*

This motion is made because the plan is otherwise in compliance with Article 3, Article 4 and Article 5 of the Zoning Ordinance and all other applicable provisions of the Ordinance.

MAPS

Location

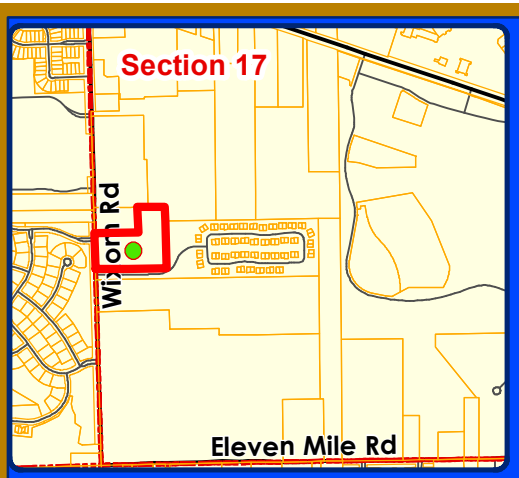
Zoning

Future Land Use

Natural Features

JSP25-02 CAMELOT PARC TOWNHOMES

LOCATION



Legend

Subject Property

City of Novi
Dept. of Community Development
City Hall / Civic Center
45175 W Ten Mile Rd
Novi, MI 48375
cityofnovi.org

Map Author: Lindsay Bell
Date: 9/4/25
Project: CAMELOT PARC
Version #: 1

Feet
0 65 130 260 390

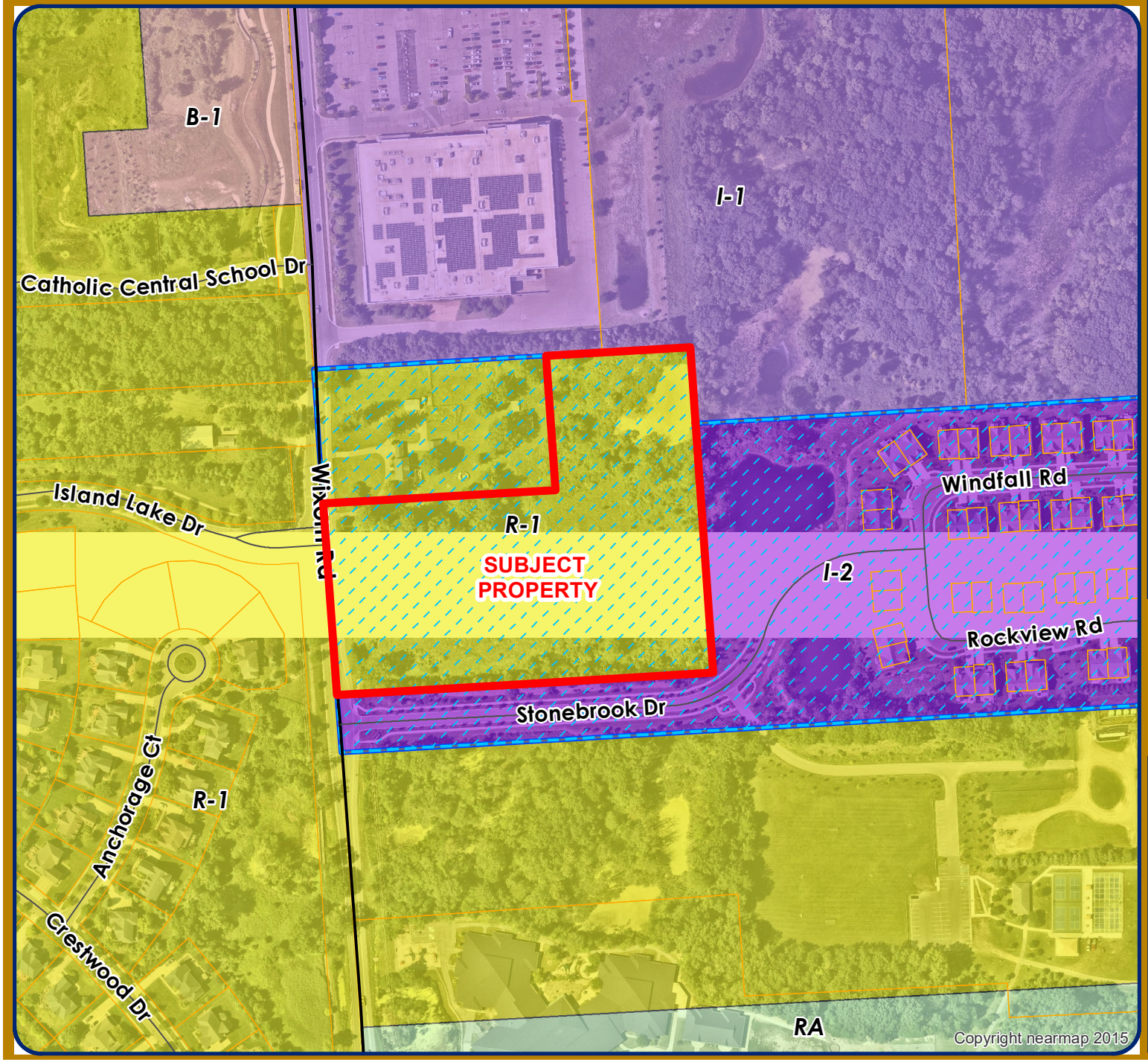
1 inch = 292 feet

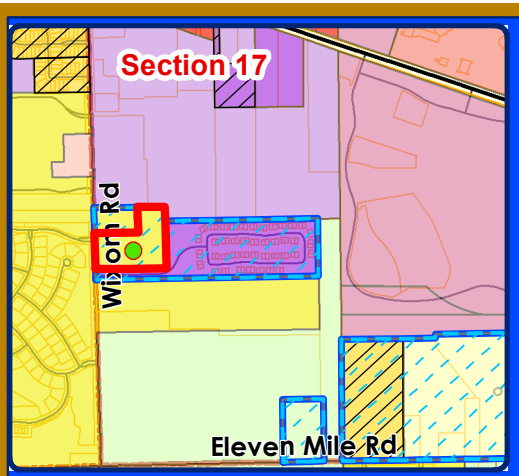
MAP INTERPRETATION NOTICE

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.

JSP25-02 CAMELOT PARC TOWNHOMES

ZONING





Legend

- R-A: Residential Acreage
- R-1: One-Family Residential District
- R-3: One-Family Residential District
- R-4: One-Family Residential District
- RM-1: Low-Density Multiple Family
- B-1: Local Business District
- B-2: Community Business District
- B-3: General Business District
- I-1: Light Industrial District
- I-2: General Industrial District
- OSC: Office Service Commercial
- Planned Suburban Low-Rise (PSLR)
- Planned Rezoning (PRO)

City of Novi
Dept. of Community Development
City Hall / Civic Center
45175 W Ten Mile Rd
Novi, MI 48375
cityofnovi.org

Map Author: Lindsay Bell
Date: 9/4/25
Project: CAMELOT PARC
Version #: 1

Feet
0 65 130 260 390

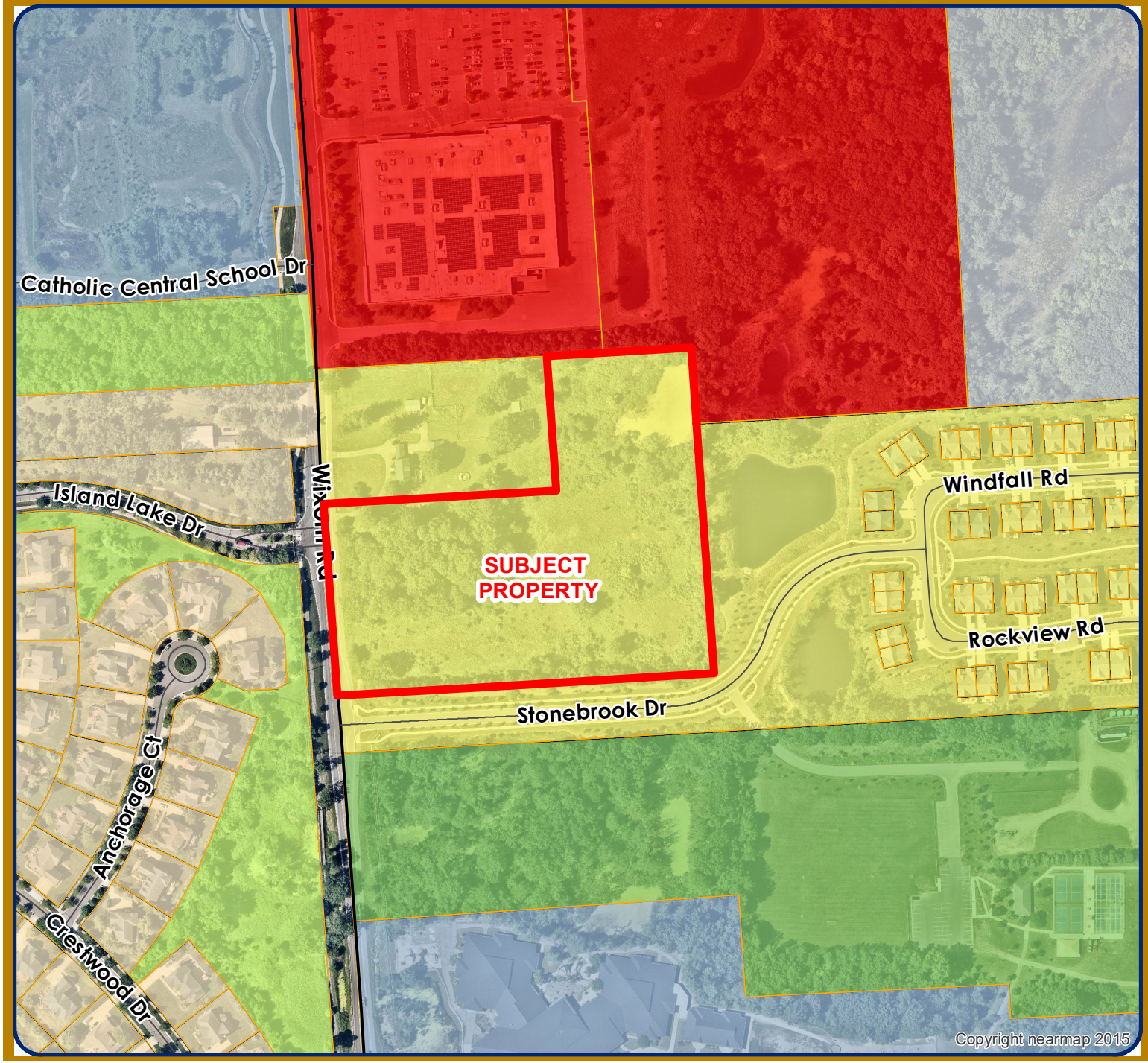
1 inch = 292 feet

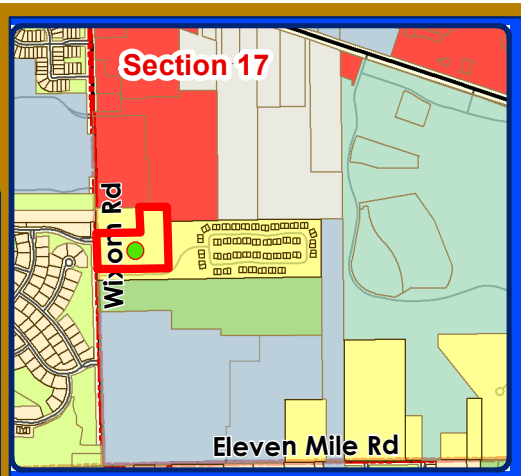
MAP INTERPRETATION NOTICE

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.

JSP25-02 CAMELOT PARC TOWNHOMES

FUTURE LAND USE





Legend

Land Use Code

- COMMUNITY COMMERCIAL
- INDUSTRIAL OFFICE
- OFFICE SERVICE COMM
- PUBLIC/QUASI PUB
- PUBLIC PARK
- PRIVATE PARK
- SINGLE FAMILY
- SUBURBAN LOW RISE

City of Novi
Dept. of Community Development
City Hall / Civic Center
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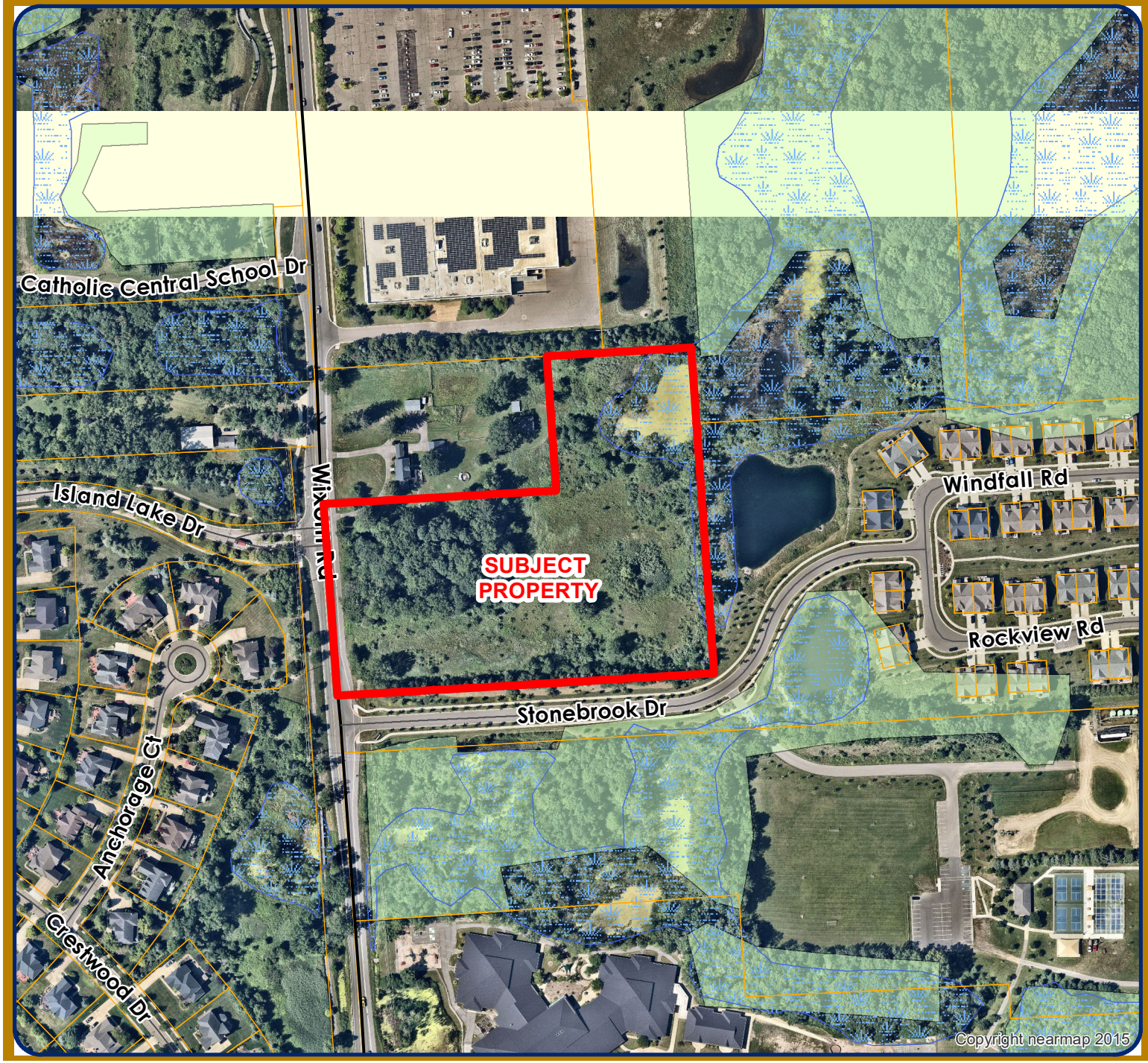
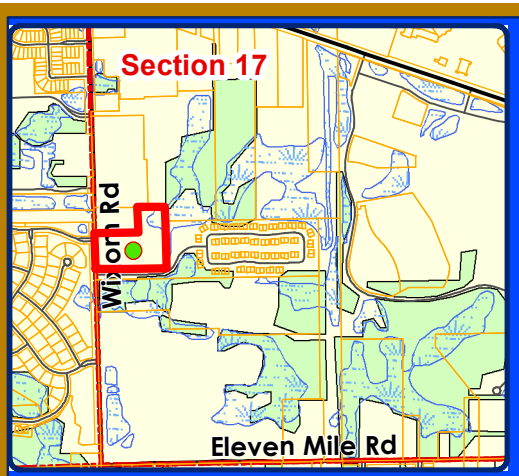
JSP25-02 CAMELOT PARC TOWNHOMES

NATURAL FEATURES





Legend

- WETLANDS
- WOODLANDS
- Subject Property

City of Novi
Dept. of Community Development
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Novi, MI 48375
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PSLR ENHANCEMENTS LETTER

AVALON INVESTMENT GROUP, LLC

14955 Technology Dr.
Shelby Township, MI 48315
586-944-8660 - jpolyzois@yahoo.com

November 17, 2025

City of Novi
Lindsay Bell
Community Development/Planning Division
45175 Ten Mile Rd
Novi, MI 48375

Re: Camelot Parc Townhomes

Dear Mrs. Bell:

Please allow this letter to serve as an explanation of the public benefits provided by the proposed Camelot Parc Townhomes in connection with our PSLR request. The proposed development is a 22-unit residential development featuring two-story townhomes located on 8.78 acres on the east side of Wixom Road between West 11 Mile Road and Grand River Avenue. The site is currently vacant with both wetland and woodland present. Public benefits are as follows:

1. Shared access location on to Wixom Rd (rather than a separate private entrance) reducing the number of conflict points and congestion along Wixom Rd. thereby improving vehicular safety along this busy corridor.

2. The townhome product serves the often referred to "missing" middle market providing an attractive for-sale home for young professionals in the transitional period of their lives who may not be ready to settle into a larger family home.

3. Natural features preservation – The development proposes a conservation easement over the existing and proposed wetlands and woodlands located on the property to support the community goals of preservation.

4. Habitat enhancement – As part of the development of the property, the developer proposes to enhance the habitat of the preserved natural features within the property which includes:

   - Removal of invasive species (phragmites)

- Native seeding to promote new growth

- Place new habitat structures within the existing emergent wetland areas

- Planting of additional trees within the proposed wetland mitigation areas to create higher quality wetlands and reduce the number of trees to be mitigated through payment to the tree fund.

5. $30,000 contribution toward the desired public improvements for the Wildlife Woods Park pavilion and restrooms along with 2 steel picnic tables. This donation acknowledges the expected impact of our development near the park, which will likely be regularly utilized by our residents. The donation would occur upon final approval to commence construction of the Camelot Parc Townhomes.

If you have any questions, please do not hesitate to contact my office.

Sincerely,

Jim Polyzois

PSLR NARRATIVE

ATWELL

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INFINITE SOLUTIONS.

June 17, 2025

Lindsay Bell, AICP, Senior Planner
City of Novi
45175 W. Ten Mile
Novi, MI 48375

Re: Camelot Parc – PSLR Overlay Deviation Request

Dear Ms. Bell:

Camelot Parc is a 22-unit residential development featuring two-story townhomes located on 8.78 acres on the east side of Wixom Road between West 11 Mile Road and Grand River Avenue. The site is currently vacant with both wetland and woodland present. A berm was built along the south side to screen from the previous driveway for an industrial use to the east that has since been replaced with a residential development. The northern portion of the site contains an existing shed and a pond within one of the wetlands.

While the current zoning and future land use designation is R1, the parcel has an existing PSLR overlay associated with it. This overlay allows for low-rise multiple- family residential as a special land use. Residential developments are located to the east (Stonebrook) and to the west (Island Lake).

With 2.69 acres of open space, the development contains a walking path that embraces a park like setting. The development will be serviced by public utilities and an entrance to Stonebrook Drive (private). There is an existing access easement for this parcel from Stonebrook Drive.

This proposed development offers the following community benefits:

- 2.69 acres of open space contiguous to surrounding area
- walking paths and park features
- lower density than allowable
- no new curb cuts on Wixom Road

As part of the approval process for the PSLR overlay development, deviations from the standards of the zoning ordinance may be authorized by the City Council with features deemed beneficial to the City for purposes of achieving the objective of the district. Below we have addressed each of the identified deviations.

Two Towne Square, Suite 700, Southfield, MI 48076 Tel: 248.447.2000 Fax: 248.447.2001
www.atwell-group.com

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1. To allow development to front on approved private roadway, which does not conform to the City standards with respect to 60' ROW, as the road was previously approved for the Villas at Stonebrook development with planned access to the development parcel to reduce the number of curb cuts on Wixom Road (Sec. 3.21.2.A.i).

   The connection to the private roadway was previously planned for in order to reduce curb cuts along Wixom Road. A public ingress/egress easement exists over this private roadway and a separate access easement and agreement has been executed specific to the new proposed development.

2. A Waiver to the requirement of a stub street to the property boundary at intervals not to exceed 1,300-feet along the perimeter. No secondary access street is being provided (ZO SEC 4.04).

   Providing additional stub roads would require impacts to woodland trees and wetlands and there are no logical connection points. Due to the site's existing natural features, expansion of the proposed development and/or connection to adjacent properties is not feasible.

3. Reduction in required parking distance from the buildings (15 feet required) from the facade down to 8 feet diagonally from units 5/6 and 11 feet diagonally from units 14, 15, & 19 (Sec. 3.21.2.A.iii.c).

   These angular dimensions to supplemental parking spaces are the only locations where the separation distance deviates from the ordinance standard. Additional separation could only be achieved by either removing the parking or shifting the layout north which would increase wetland impacts north of the drive. The minor reduction will have no noticeable impact on the development and allow for greater preservation of the site's natural features. Additionally, the driveway of each unit provides closer proximity of parking to the buildings than these supplemental spaces.

4. A waiver for less than 200 square feet of open space per unit (Sec 3.21.2.A.v).

   Some private open space is provided for each unit via private patios/balconies; however, the available space is deficient from the ordinance criteria (approximately 125 sf covered porch per unit). Revising the layout to provide this private open space adjacent to each unit would require increased wetland impacts by expanding the developed area to the north. Additionally, achieving private open space is difficult in a 2-story townhome development

with limited space for private patios and balconies. To compensate, a significant portion of the property is being preserved as natural open space with an added walking trail through the woodlands and wetlands.

5. A waiver for the requirement of active recreation areas shall comprise at least 50% of the open space provided (Sec 3.21.2.A.v).

   Due to the extensive natural features and wetland mitigation areas onsite, meeting the 50% requirement for active open space is not feasible. Walking trails have been provided where possible to maximize the use around the natural features areas.

6. A waiver for greater than 10% of the total site area as active open space (Sec 3.21.2.A.v).

   Due to the extensive natural features and wetland mitigation areas onsite, meeting the 10% of total site area requirement for active open space is not feasible. Walking trails have been provided where possible to maximize the use around the natural features areas.

7. A waiver for the requirement of all buildings, parking lots and loading areas to be separated from section line road rights-of-way by a 50 ft. landscape buffer containing an undulating 3-5 ft. tall, landscaped berm for the area north of the emergency access drive (Sec. 3.21.2.A.iii and Sec. 5.5.3).

   The area north of the emergency access drive is proposed to remain in its natural state to preserve the existing woodland trees and wetlands. Providing a berm in this location would be detrimental to these natural features. Additionally, there are no proposed improvements adjacent to this area that would require this screening. In the area along Stonebrook Drive, the existing preserved landscape berm satisfies this requirement.

8. A waiver for the landscape requirements along Wixom Road and Stonebrook Drive of 1 deciduous canopy or evergreen tree per 40 LF, 1 deciduous sub-canopy tree per 25 LF, and 1 deciduous canopy tree per 35 LF between the area of the sidewalk and curb. After preserving the existing trees and vegetation in these areas and having separation from existing utilities the requirement can not be met. (Sec. 5.5.3.B.ii)

   With preserving the wooded wetland area along Wixom road and the existing vegetation along Stonebrook Drive while also having separation from existing utilities, the landscape requirement can not be met.

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9. A waiver to allow the two western-most buildings to be 25-feet apart in lieu of the required minimum 30-feet. (Sec. 3.21.2.A.ii)

   Due to the natural features constraints of the site and all other buildings exceeding the requirement a waiver is being requested.

10. A waiver to the requirement for minor drives are not to exceed 600-feet. (Sec. 5.10.1.B.ii)

    Due to the existing wetlands which constrain development to the southern area of the site the waiver is being requested. A wider road width is unnecessary for the small site and would cause greater impacts to the natural features. Additionally, this minor drive is accessed in the middle, meaning the length in each direction from the access intersection is less than the length requirement.

11. A waiver to allow sidewalks to be at the back of curb in lieu of the requirement for the outside edge of the sidewalk is a minimum of 15-feet from back of curb. (Design and construction standards)

    In this case, locating the sidewalk further from the roadway would cause additional impacts to wetland areas. The traffic volume is expected to be low enough for this small development that the safety of pedestrians would not be at risk with the current sidewalk locations.

12. A waiver to allow sidewalks to be only on part of the north side of Avalon Drive in lieu of the requirement to have 5-foot sidewalks on both sides of the private roadways. (CO. Sec. 11-256)

    The areas without sidewalk are not near buildings, and installing them would require greater impacts to the wetlands.

13. A waiver to the 25-foot wetland buffer north of Avalon Drive. (Sec. 3.6.2.M)

    Due to the natural features constraining the development to the southern area of the site a waiver is being requested. Wetland protection area signage has been provided around the building within the buffer and along the drive and pathways stating "Wetland Protection Area Do Not Mow" to provide a visual reminder to help protect the wetland area.

ONE COMPANY.
INFINITE SOLUTIONS.

Sincerely,
ATWELL, LLC

Jared M. Kime, PE
Project Manager

Two Towne Square, Suite 700, Southfield, MI 48076 Tel: 248.447.2000 Fax: 248.447.2001
www.atwell-group.com

PSLR CONCEPT PLAN

ALLENDESIGN
LAND PLANNING / LANDSCAPE ARCHITECTURE
517 Carpenter
Northville, Michigan 48167
e. jca@wideopenwest.com
t. 248.467.4668

Seal:

JAMES C. ALLEN Landscape Architect No. 1301 REGISTERED LANDSCAPE ARCHITECT STATE OF MICHIGAN

Title:

Site Plan

Project:

Camelot Parc
Novi, Michigan

Prepared for:

Avalon Park Development, LLC
14955 Technology Drive
Shelby Township, Michigan 48315
248.890.5897

Revision:	Issued:
Submission	January 24, 2025
Revised	June 16, 2025

Job Number:

25-006

Drawn By:	Checked By:
jca	jca

0' 10' 20' 40'

NORTH
1"=40'

Sheet No.

L-1

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CAMELOT PARC TOWNHOMES

A PLANNED SUBURBAN LOW-RISE (PSLR) OVERLAY RESIDENTIAL COMMUNITY
CITY OF NOVI, OAKLAND COUNTY, MICHIGAN
PSLR OVERLAY PRELIMINARY PLAN

DEVELOPMENT TEAM

DEVELOPER / APPLICANT
AVALON PARK DEVELOPMENT, LLC
1137 PRESCOTT DR.
ROCHESTER HILLS, MI 48303
CONTACT: ASHOK GUDI
PHONE: (248) 890-5897
EMAIL: GUDIASHOK@GMAIL.COM

CIVIL ENGINEER
ATWELL, LLC
TWO TOWNE SQUARE, SUITE 700
SOUTHFIELD, MICHIGAN 48076
CONTACT: JARED KIME, PE
PHONE: (248) 447-2000
EMAIL: JKIME@ATWELL.COM

LANDSCAPE ARCHITECT
ALLEN DESIGN
557 CARPENTER
NORTHVILLE, MI 48167
PHONE: (248) 467-4668
CONTACT: JIM ALLEN

PROPOSED PSLR OVERLAY DEVIATIONS

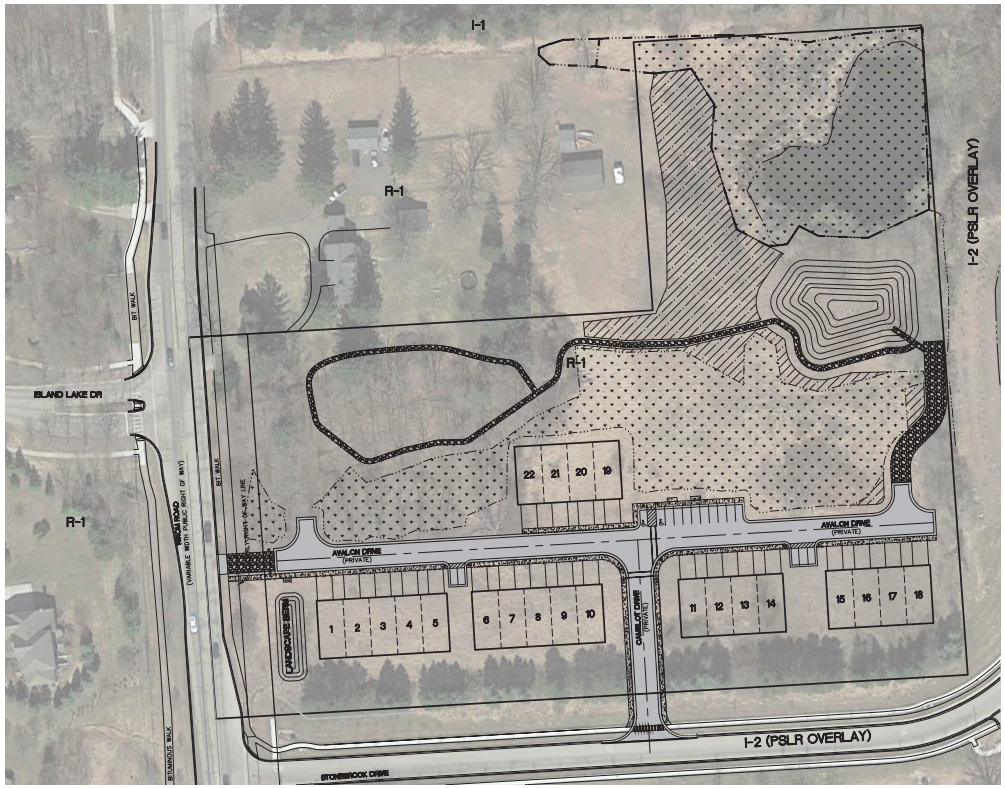
1. TO ALLOW DEVELOPMENT TO FRONT ON APPROVED PRIVATE ROADWAY, WHICH DOES NOT CONFORM TO THE CITY STANDARDS WITH RESPECT TO 60' ROW, AS THE ROAD WAS PREVIOUSLY APPROVED FOR THE VILLAS AT STONEBROOK DEVELOPMENT WITH PLANNED ACCESS TO THE DEVELOPMENT PARCEL TO REDUCE THE NUMBER OF CURB CUTS ON WIXOM ROAD (SEC. 3.21.2.A.I).
2. A WAIVER TO THE REQUIREMENT OF A STUB STREET TO THE PROPERTY BOUNDARY AT INTERVALS NOT TO EXCEED 1,300-FEET ALONG THE PERIMETER. NO SECONDARY ACCESS STREET IS BEING PROVIDED (ZO SEC. 4.04).
3. REDUCTION IN REQUIRED PARKING DISTANCE FROM THE BUILDINGS (15 FEET REQUIRED) FROM THE FACADE DOWN TO 8 FEET DIAGONALLY FROM UNITS 5/6 AND 11 FEET DIAGONALLY FROM UNITS 14, 15, & 19 (SEC. 3.21.2.A.III.C).
4. A WAIVER FOR LESS THAN 200 SQUARE FEET OF OPEN SPACE PER UNIT (SEC 3.21.2.A.V).
5. A WAIVER FOR THE REQUIREMENT OF ACTIVE RECREATION AREAS SHALL COMPRISE AT LEAST 50% OF THE OPEN SPACE PROVIDED (SEC 3.21.2.A.V).
6. A WAIVER FOR GREATER THAN 10% OF THE TOTAL SITE AREA AS ACTIVE OPEN SPACE (SEC 3.21.2.A.V).
7. A WAIVER FOR THE REQUIREMENT OF ALL BUILDINGS, PARKING LOTS AND LOADING AREAS TO BE SEPARATED FROM SECTION LINE ROAD RIGHTS-OF-WAY BY A 50 FT. LANDSCAPE BUFFER CONTAINING AN UNDULATING 3-5 FT. TALL, LANDSCAPED BERM FOR THE AREA NORTH OF THE EMERGENCY ACCESS DRIVE (SEC. 3.21.2.A.III AND SEC. 5.5.3).
8. A WAIVER FOR THE LANDSCAPE REQUIREMENTS ALONG WIXOM ROAD AND STONEBROOK DRIVE OF 1 DECIDUOUS CANOPY OR EVERGREEN TREE PER 40 LF, 1 DECIDUOUS SUB-CANOPY TREE PER 25 LF, AND 1 DECIDUOUS CANOPY TREE PER 35 LF BETWEEN THE AREA OF THE SIDEWALK AND CURB. AFTER PRESERVING THE EXISTING TREES AND VEGETATION IN THESE AREAS AND HAVING SEPARATION FROM EXISTING UTILITIES THE REQUIREMENT CAN NOT BE MET. (SEC. 5.5.3.B.ii)
9. A WAIVER TO ALLOW THE TWO WESTERN-MOST BUILDINGS TO BE 25-FEET APART IN LIEU OF THE REQUIRED MINIMUM 30-FEET. (SEC. 3.21.2.A.ii)
10. A WAIVER TO THE REQUIREMENT FOR MINOR DRIVES ARE NOT TO EXCEED 600-FEET. (SEC. 5.10.1.B.ii)
11. A WAIVER TO ALLOW SIDEWALKS TO BE AT THE BACK OF CURB IN LIEU OF THE REQUIREMENT FOR THE OUTSIDE EDGE OF THE SIDEWALK IS A MINIMUM OF 15-FEET FROM BACK OF CURB. (DESIGN & CONSTRUCTION STANDARDS)
12. A WAIVER TO ALLOW SIDEWALKS TO BE ONLY ON PART OF THE NORTH SIDE OF AVALON DRIVE IN LIEU OF THE REQUIREMENT TO HAVE 5-FOOT SIDEWALKS ON BOTH SIDES OF PRIVATE ROADWAYS. (CO. SEC. 11-256)
13. A WAIVER TO THE 25-FOOT WETLAND BUFFER NORTH OF AVALON DRIVE. (SEC. 3.6.2.M)

GENERAL NOTES

1. ALL WORK SHALL CONFORM TO THE CITY OF NOVI'S CURRENT STANDARDS AND SPECIFICATIONS, UNLESS OTHERWISE APPROVED IN THE PRO AGREEMENT.
2. THE CONTRACTOR MUST OBTAIN A PERMIT FROM THE CITY OF NOVI FOR ANY WORK WITHIN THE WIXOM ROAD RIGHT-OF-WAY.
3. ALL PAVEMENT MARKINGS, TRAFFIC CONTROL SIGNS, AND PARKING SIGNS SHALL COMPLY WITH THE DESIGN AND PLACEMENT REQUIREMENTS OF THE 2011 MICHIGAN MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES.
4. EMERGENCY ACCESS LOCATION TO BE USED AS CONSTRUCTION ENTRANCE.

FIRE DEPARTMENT NOTES

1. ALL FIRE HYDRANTS AND WATER MAINS SHALL BE INSTALLED AND IN SERVICE PRIOR TO ABOVE FOUNDATION BUILDING CONSTRUCTION AS EACH PHASE IS BUILT.
2. ALL ROADS SHALL BE PAVED AND CAPABLE OF SUPPORTING 35 TONS PRIOR TO CONSTRUCTION ABOVE FOUNDATION.
3. BUILDING ADDRESSES SHALL BE POSTED FACING THE STREET DURING ALL PHASES OF CONSTRUCTION. ADDRESSES SHALL BE A MINIMUM OF THREE INCHES IN HEIGHT ON A CONTRASTING BACKGROUND.
4. PROVIDE 4"-6" DIAMETER OF CONCRETE FILLED STEEL POST 48" ABOVE FINISH GRADE AT EACH HYDRANT AS REQUIRED.
5. FIRE LANES SHALL BE POSTED WITH "FIRE LANE - NO PARKING" SIGNS IN ACCORDANCE WITH ORDINANCE #85.99.02.



OVERALL DEVELOPMENT MAP

SCALE 1"=60'

PROJECT NARRATIVE

CAMELOT PARC TOWNHOMES IS A RESIDENTIAL DEVELOPMENT FEATURING 22 TWO-STORY TOWNHOMES LOCATED ON 8.78 ACRES ON THE EAST SIDE OF WIXOM ROAD BETWEEN WEST 11 MILE ROAD AND GRAND RIVER AVENUE. THE SITE IS CURRENTLY VACANT WITH BOTH WETLAND AND WOODLAND PRESENT. A BERM WAS BUILT ALONG THE SOUTH SIDE TO SCREEN FROM THE PREVIOUS DRIVEWAY FOR AN INDUSTRIAL USE TO THE EAST THAT HAS SINCE BEEN REPLACED WITH A RESIDENTIAL DEVELOPMENT. THE NORTHERN PORTION OF THE SITE CONTAINS AN EXISTING SHED AND A POND WITHIN ONE OF THE WETLANDS.

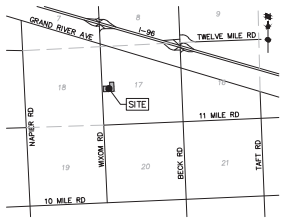
WHILE THE CURRENT ZONING AND FUTURE LAND USE DESIGNATION IS R1, THE PARCEL HAS AN EXISTING PSLR OVERLAY ASSOCIATED WITH IT. THIS OVERLAY ALLOWS FOR LOW-RISE MULTI- FAMILY RESIDENTIAL AS A SPECIAL LAND USE. RESIDENTIAL DEVELOPMENTS ARE LOCATED TO THE EAST (STONEBROOK) AND TO THE WEST (ISLAND LAKE).

WITH 2.69 ACRES OF OPEN SPACE, THE DEVELOPMENT CONTAINS A WALKING PATH THAT EMBRACES A PARK LIKE SETTING. THE DEVELOPMENT WILL BE SERVICED BY PUBLIC UTILITIES AND AN ENTRANCE TO STONEBROOK DRIVE (PRIVATE). THERE IS AN EXISTING ACCESS EASEMENT FOR THIS PARCEL FROM STONEBROOK DRIVE.

THIS PROPOSED PSLR OVERLAY DEVELOPMENT OFFERS THE FOLLOWING COMMUNITY BENEFITS:

- 2.69 ACRES OF OPEN SPACE CONTIGUOUS TO SURROUNDING AREA
- WALKING PATHS AND PARK FEATURES
- LOWER DENSITY THAN ALLOWABLE
- NO NEW CURB CUTS ON WIXOM ROAD

STATE OF MICHIGAN
JARED M. KIME
ENGINEER
No. 57544
LICENSED PROFESSIONAL ENGINEER



VICINITY MAP
NOT TO SCALE

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4	LAYOUT PLAN
5	UTILITY PLAN
6	STORM WATER MANAGEMENT AND GRADING PLAN
7	WETLAND MITIGATION PLAN
8	FIRE PROTECTION PLAN
9	DETAIL SHEET
10	TREE LIST
11	STONEBROOK DRIVE MAINTENANCE PLAN
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2 OF 12	SECOND FLOOR PLANS
3 OF 12	LOWER LEVEL PLANS
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5 OF 12	3 PLEX - REAR ELEVATION CONCEPT
6 OF 12	3 PLEX - RIGHT ELEVATION CONCEPT
7 OF 12	4 PLEX - FRONT ELEVATION CONCEPT
8 OF 12	4 PLEX - REAR ELEVATION CONCEPT
9 OF 12	4 PLEX - RIGHT ELEVATION CONCEPT
10 OF 12	5 PLEX - FRONT ELEVATION CONCEPT
11 OF 12	5 PLEX - REAR ELEVATION CONCEPT
12 OF 12	5 PLEX - RIGHT ELEVATION CONCEPT

SITE DATA

GROSS SITE AREA	8.78 AC
R.O.W. AREA	0.54 AC
NET SITE AREA	8.24 AC
WETLANDS AREA (PRESERVED)	2.30 AC
WETLAND AREA (MITIGATION)	0.66 AC
ZONING:	
EXISTING	R-1
PROPOSED	R-1 WITH PSLR OVERLAY
PROPOSED UNITS	22 UNITS (5 BUILDINGS)
BUILDING SIZES	59.5' x 133.8' (5 UNITS) - 2 7,961 SF* 59.5' x 107.2' (4 UNITS) - 3 6,378 SF*
*BUILDING SF BASED ON FIRST STORY FOOTPRINT	
BUILDING LOT COVERAGE	9.17%
ALLOWABLE UNIT DENSITY	6.5 DU/ACRE
DENSITY - PROPOSED (GROSS)	2.5 DU/ACRE
DENSITY - PROPOSED (NET)	2.7 DU/ACRE
SETBACKS:	
FRONT:	30' (50' LANDSCAPE)
REAR:	30'
SIDE:	30'
PARKING REQUIRED (2 PER UNIT):	44 SPACES
PARKING PROVIDED:	104 SPACES 4 PER UNIT + 16 SURFACE SPACES

JSP25-0002

NOT FOR CONSTRUCTION

Know what's below. Call before you dig.

THE LOCATIONS OF EXISTING UNDERGROUND UTILITIES SHOWN HEREON ARE APPROXIMATE ONLY AND HAVE NOT BEEN INDEPENDENTLY VERIFIED BY THE OWNER OR ITS REPRESENTATIVE. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL UTILITIES BEFORE THE WORK BEGINS. COMMENCING WORK, AND AGREES TO BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH MIGHT BE OCCASIONED BY THE CONTRACTOR'S FAILURE TO EXACTLY LOCATE AND PRESERVE ANY AND ALL UNDERGROUND UTILITIES.

NOTICE:
CONSTRUCTION SITE SAFETY IS THE SOLE RESPONSIBILITY OF THE CONTRACTOR; NEITHER THE OWNER NOR THE ENGINEER SHALL BE EXPECTED TO ASSUME ANY RESPONSIBILITY FOR SAFETY OF THE WORK, OF PERSONS ENGAGED IN THE WORK, OF ANY NEARBY STRUCTURE OR OF ANY OTHER PERSONS.

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ATWELL
(248) 447-2000 www.atwell-group.com
TWO TOWNE SQUARE, SUITE 700
SOUTHFIELD, MI 48076
FAX: 447-2001

SECTION 17
TOWN 1 NORTH, RANGE 8 EAST
CITY OF NOVI
OAKLAND COUNTY, MICHIGAN

AVALON PARK DEVELOPMENT, LLC
CAMELOT PARC TOWNHOMES
PSLR OVERLAY CONCEPT PLAN
COVER SHEET

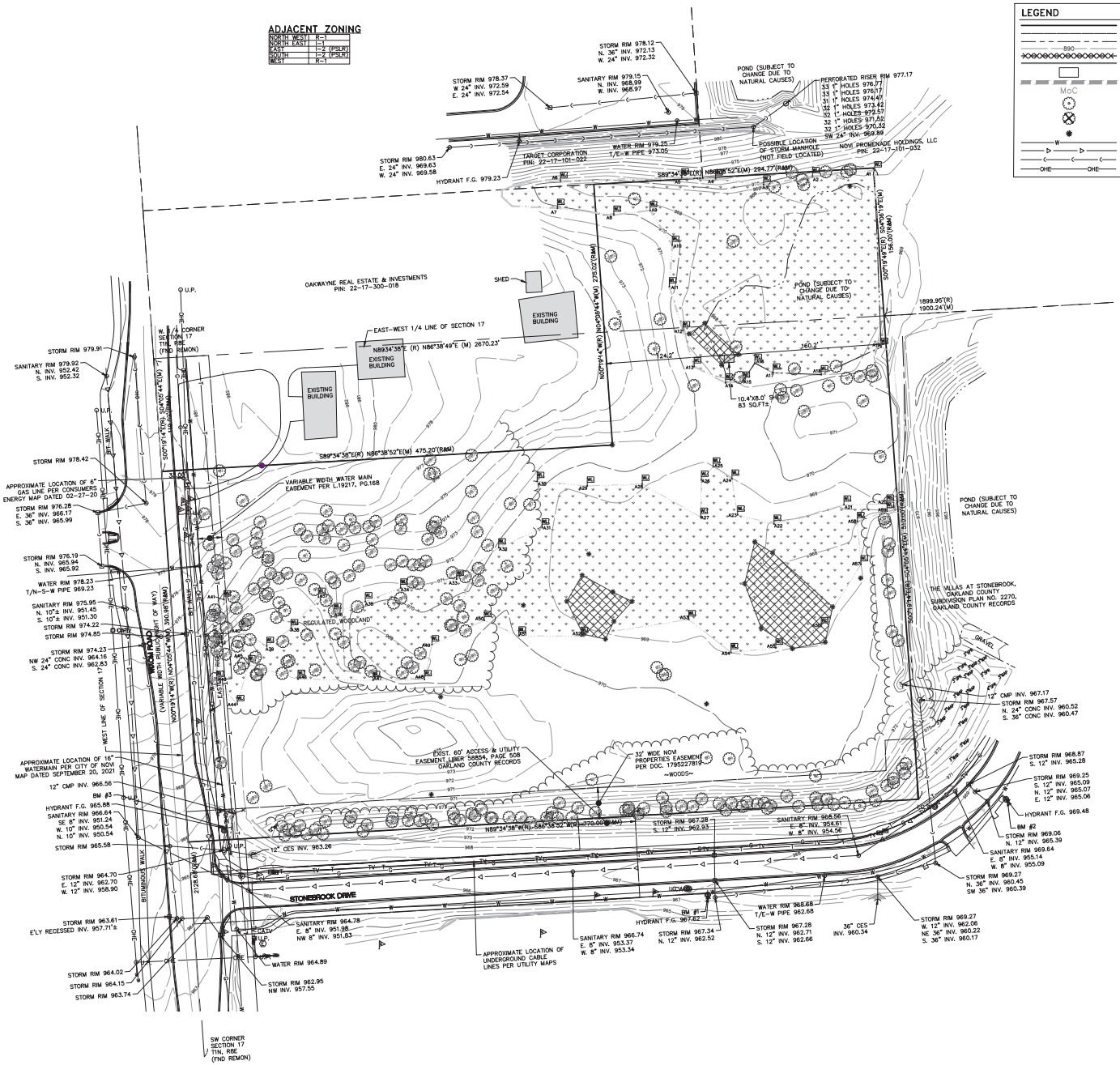
DATE
JAN 24, 2025
2025-06-17 PER CITY

REVISIONS

SCALE: 1" = 60 FEET
DRAWN BY: MM
CHECKED BY: JK
P.M.: JKIME
JOB #: 20004113
FILE CODE: –
SHEET NO. 1

K:\20004113\DWG\PLAN SETS\PSLR\20004113C-01-CV.DWG 6/18/2025 11:00 AM KEVIN SULLIVAN

CAD FILE: 20004113C-01-CV.DWG



SOIL LEGEND

SYMBOL	NAME	SLOPE	HSG
11B	CAPAC SANDY LOAM	0–4%	C
10B	MARLETTE SANDY LOAM	1–6%	B
12	BROOKSTON & COLWOOD LOAMS		D/B
27	HOUGHTON & ADRIAN MUCKS		D/A
59	URBAN LAND		NA

WETLAND NOTES

1. WETLAND DELINEATION PERFORMED ON APRIL 30, 2025 BY ASTI. REFER TO THE WETLAND DELINEATION AND JURISDICTIONAL ASSESSMENT REPORT DATED MAY 2, 2025.
2. REMOVE ALL PHRAGMITES OR JAPANESE KNOTWEED IN ALL WETLAND AREA.
3. JAPANESE KNOTWEED WAS NOT OBSERVED DURING INVASIVE SPECIES ASSESSMENT.

SURVEY NOTES

1. BEARINGS ARE BASED ON MICHIGAN STATE PLANE COORDINATES (NAD83), SOUTH ZONE, GROUND DISTANCES, INTERNATIONAL FEET. MEASURED BEARINGS AS SHOWN DIFFER FROM RECORD TITLE BEARINGS. VERTICAL DATUM IS BASED ON NAVD88.
2. THE SITE SHOWN HEREON IS LOCATED WITHIN ZONE X (AREAS DETERMINED TO BE OUTSIDE OF THE 0.2% ANNUAL CHANCE FLOODPLAIN) ACCORDING TO MAP NUMBER 26125C0060F OF THE FLOOD INSURANCE RATE MAP, EFFECTIVE DATE SEPTEMBER 29, 2006.
3. WATER MAIN, STORM SEWER, SANITARY SEWER AND FRANCHISE UTILITY STRUCTURES HAVE BEEN FIELD LOCATED WHERE VISIBLE. UTILITY AND AS–BUILT MAPS HAVE BEEN REQUESTED AND SOME MAPS HAVE BEEN RECEIVED AT DATE OF THIS SURVEY. FRANCHISE UTILITY MAPS HAVE BEEN REQUESTED FROM THE APPROPRIATE FRANCHISE COMPANIES, BUT NOT ALL MAPS HAVE BEEN RECEIVED AT DATE OF SURVEY.

   NOTE: THE SURVEYOR MAKES NO GUARANTEES THAT THE UNDERGROUND UTILITIES SHOWN COMPRISE ALL SUCH UTILITIES IN THE AREA, EITHER IN–SERVICE OR ABANDONED.

   NOTE TO THE CLIENT – SOURCE INFORMATION FROM PLANS AND MARKINGS WILL BE COMBINED WITH OBSERVED EVIDENCE OF UTILITIES TO DEVELOP A VIEW OF THE UNDERGROUND UTILITIES. HOWEVER, LACKING EXCAVATION, THE EXACT LOCATION OF UNDERGROUND FEATURES CANNOT BE ACCURATELY, COMPLETELY, AND RELIABLY DEPICTED. IN ADDITION, IN SOME JURISDICTIONS, 811 OR OTHER SIMILAR UTILITY LOCATE REQUESTS FROM SURVEYORS MAY BE IGNORED OR RESULT IN AN INCOMPLETE RESPONSE, IN WHICH CASE THE SURVEYOR SHALL NOTE ON THE PLAT OR MAP HOW THIS AFFECTED THE SURVEYOR'S ASSESSMENT OF THE LOCATION OF THE UTILITIES. WHERE ADDITIONAL OR MORE DETAILED INFORMATION IS REQUIRED, THE CLIENT IS ADVISED THAT EXCAVATION AND/OR A PRIVATE UTILITY LOCATE REQUEST MAY BE NECESSARY.
4. THERE WERE NO PARKING STALLS OBSERVED AT THE DATE OF THE FIELD WORK.
5. NO PARTY WALLS WERE DESIGNATED BY THE CLIENT OR OBSERVED AT THE DATE OF THE FIELD WORK.
6. THE SUBJECT PROPERTY IS LOCATED 2100'± NORTH OF THE INTERSECTION OF WIXOM ROAD AND 11 MILE ROAD, ON WIXOM ROAD.
7. THERE WAS NO EVIDENCE OF RECENT EARTH MOVING WORK, BUILDING CONSTRUCTION OR BUILDING ADDITIONS OBSERVED IN THE PROCESS OF CONDUCTING THE FIELD WORK.
8. THERE WAS NO EVIDENCE OF RECENT STREET OR SIDEWALK CONSTRUCTION OR REPAIRS OBSERVED IN THE PROCESS OF CONDUCTING THE FIELD WORK.
9. TREE PROTECTION FENCE TO EXTEND TO DRIPLINE OF TREES TO BE PROTECTED.

LEGAL DESCRIPTION AS SURVEYED

DESCRIPTION OF TAX PARCEL 50-22-17-300-019 PER PROPERTY STATUS REPORT BY VANGUARD TITLE COMPANY, REFERENCE NO.: VGA303463, CERTIFIED TO: SEPTEMBER 8, 2021:

LAND SITUATED IN THE CITY OF NOVI, COUNTY OF OAKLAND, STATE OF MICHIGAN, MORE PARTICULARLY DESCRIBED AS:

A PART OF THE NORTHWEST 1/4 AND SOUTHWEST 1/4 OF SECTION 17, TOWN 1 NORTH, RANGE 8 EAST, CITY OF NOVI, COUNTY OF OAKLAND, STATE OF MICHIGAN AND BEING MORE PARTICULARLY DESCRIBED AS: COMMENCING AT THE WEST 1/4 CORNER OF SAID SECTION 17; THENCE SOUTH 00 DEGREES 19 MINUTES 14 SECONDS EAST, 119.02 FEET ALONG THE WEST LINE OF SAID SECTION 17 AND THE CENTERLINE OF WIXOM ROAD TO THE POINT OF BEGINNING; THENCE SOUTH 89 DEGREES 34 MINUTES 38 SECONDS EAST 475.20 FEET; THENCE NORTH 00 DEGREES 19 MINUTES 14 SECONDS WEST 275.02 FEET; THENCE SOUTH 89 DEGREES 34 MINUTES 38 SECONDS EAST 294.77 FEET; THENCE SOUTH 00 DEGREES 19 MINUTES 49 SECONDS EAST, 156.00 FEET TO THE EAST AND WEST 1/4 LINE OF SAID SECTION 17, (SAID POINT BEING NORTH 89 DEGREES 34 MINUTES 38 SECONDS WEST, 1899.95 FEET FROM THE CENTER OF SAID SECTION 17); THENCE SOUTH 00 DEGREES 19 MINUTES 14 SECONDS EAST, 510.00 FEET; THENCE NORTH 89 DEGREES 34 MINUTES 38 SECONDS WEST, 770.00 FEET TO THE WEST LINE OF SAID SECTION 17 AND THE CENTERLINE OF SAID WIXOM ROAD. (SAID POINT BEING NORTH 00 DEGREES 19 MINUTES 14 SECONDS WEST, 2128.71 FEET FROM THE SOUTHWEST CORNER OF SAID SECTION 17); THENCE NORTH 00 DEGREES 19 MINUTES 14 SECONDS WEST, 390.98 FEET ALONG THE WEST LINE OF SAID SECTION 17 AND THE CENTERLINE OF SAID WIXOM ROAD TO THE POINT OF BEGINNING.

CITY OF NOVI REFERENCE BENCHMARK:

BENCHMARK ID 1733: "X" ON NORTH NORTHWEST FLANGE BOLT OF FIRE HYDRANT ELEVATION: 960.59 (NAVD88)

SITE BENCHMARKS:

BENCHMARK #1: ARROW ON FIRE HYDRANT ELEVATION: 969.70 (NAVD88)

BENCHMARK #2: ARROW ON FIRE HYDRANT ELEVATION: 971.45 (NAVD88)

NOT FOR CONSTRUCTION

811 Know what's below. Call before you dig.

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NOTICE: CONSTRUCTION SITE SAFETY IS THE SOLE RESPONSIBILITY OF THE CONTRACTOR; NEITHER THE OWNER NOR THE ENGINEER SHALL BE EXPECTED TO ASSUME ANY RESPONSIBILITY FOR SAFETY OF THE WORK, OF PERSONS ENGAGED IN THE WORK, OF ANY NEARBY STRUCTURES OR OF ANY OTHER PERSONS.

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WWW.ATWELL-GROUP.COM
TWO TOWNE SQUARE, SUITE 700
SOUTHFIELD, MI 48076
(248) 447-2000

SECTION 17
TOWN 1 NORTH, RANGE 8 EAST
CITY OF NOVI
OAKLAND COUNTY, MICHIGAN

AVALON PARK DEVELOPMENT, LLC

CAMELOT PARC TOWNHOMES
PSLR OVERLAY CONCEPT PLAN
EXISTING CONDITIONS

DATE
JAN 24, 2025
2025-06-17 PER CITY

REVISIONS

SCALE: 1" = 50 FEET

DRAWN BY: MM
CHECKED BY: JK
P.M.: J.KIME
JOB #: 20004113
FILE CODE: –
SHEET NO. 2

CAD FILE: 20004113C-02-EC.DWG

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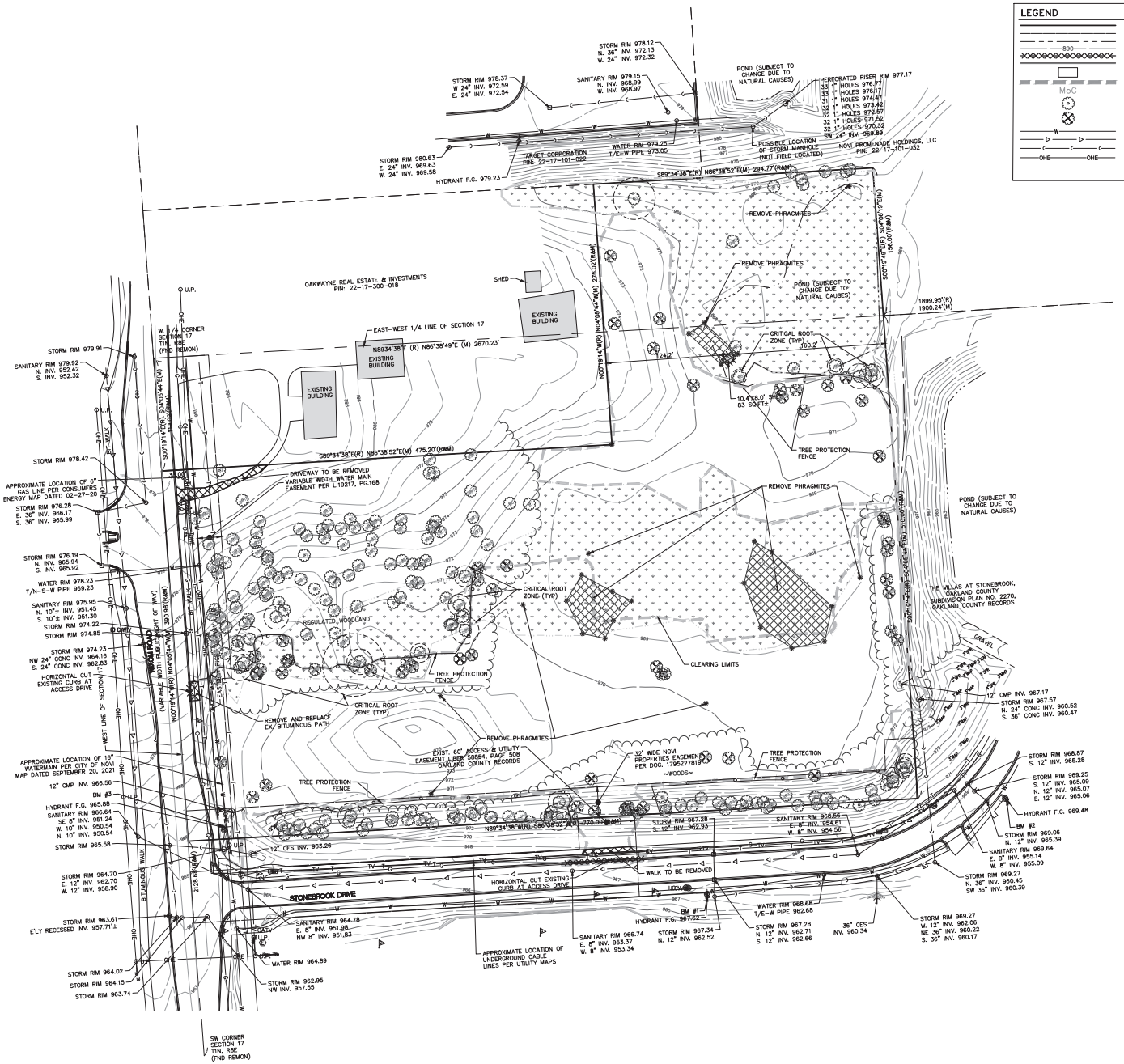
LEGEND
BOUNDARY LINE
EXIST. EASEMENT
SECTION LINE
EXIST. CONTOUR
PROP. DEMO
EXIST. CURB AND GUTTER
EXIST. BUILDING
EXIST. SOIL BOUNDARY
EXIST. SOILS TYPE
EXIST. TREE
EXIST. TREE DEMO
EXIST. WATER MAIN
EXIST. SANITARY
EXIST. STORM
EXIST. OVERHEAD ELEC. LINE
EXIST. CULVERT
EXIST. CATCH BASIN/INLET
EXIST. HYDRANT
EXIST. VALVE
EXIST. SANITARY SEWER
EXIST. UNSPECIFIED UTILITY
EXIST. SIGN
EXIST. LIGHT POLE
EXIST. UTILITY POLE
EXIST. WETLAND
EXIST. GAS
EXIST. UNDERGROUND UTILITY
EXIST. WOODLAND
CLEARING LIMITS
TREE PROTECTION FENCE
PHRAGMITES
PHRAGMITE REMOVAL NOTES
TEN AREAS OF PHRAGMITES AUSTRALIS (PHRAGMITES) WERE IDENTIFIED BY ASTI. OF THOSE 10 AREAS, SIX WILL BE REMOVED AS PART OF THE REDEVELOPMENT LEAVING FOUR AREAS TO BE TREATED. THOSE FOUR AREAS ARE PART OF WETLANDS A AND C.
AREA OF PHRAGMITES TREATMENT: WETLAND A TOTALS 950 SF; WETLAND C TOTALS 5,505 SF.
TREAT PHRAGMITES WITH GLYPHOSATE IN LATE AUGUST/FIRST WEEK OF SEPTEMBER. WAIT THREE WEEKS OR THE FIRST WEEK OF OCTOBER (WHICHEVER COMES SOONER) FOR DIE BACK. THEN CUT DOWN AND DISPOSE OF OFF-SITE. RAKE TO REMOVE STEMS AND RHIZOMES AND EXPOSE BARE SOIL. SEED AREAS WITH A FORESTED WETLAND SEED MIX NATIVE TO MICHIGAN.
CHECK AREAS THE FOLLOWING FALL AND SPOT TREAT AS NECESSARY. SPOT TREATMENT SHOULD OCCUR UNTIL PHRAGMITES IS ELIMINATED.
NO JAPANESE MILKWEED WAS OBSERVED ON SITE.
EXISTING TREE
INCORRECT
CORRECT
PROTECTIVE FENCING ORANGE POLYETHYLENE LAMINAR GRID FENCE. LOCATE AT BEYOND DRIP LINE OF TREE.
7' X 2' PICKETS DRIVEN INTO GROUND
NOTES:
TREE PROTECTION FENCE
NOT TO SCALE
NOTE: TREE FENCE INSTALLATION AND REMOVAL: 1,268 LF x 6 $/LF = $7,608
STONEBROOK DRIVE
WIXOM ROAD
REGULATED WOODLAND
CRITICAL ROOT ZONE (TYP)
REMOVE PHRAGMITES
REMOVE AND REPLACE EX/ BITUMINOUS PATH
HORIZONTAL CUT EXISTING CURB AT ACCESS DRIVE
DRIVEWAY TO BE REMOVED
WALK TO BE REMOVED
CLEARING LIMITS
POND (SUBJECT TO CHANGE DUE TO NATURAL CAUSES)
THE VILLAS AT STONEBROOK, OAKLAND COUNTY SUBDIVISION PLAN NO. 2270, OAKLAND COUNTY RECORDS
OAKWAYNE REAL ESTATE & INVESTMENTS PIN: 22-17-300-018
NOVI PROMENADE HOLDINGS, LLC PIN: 22-17-101-032
TARGET CORPORATION PIN: 22-17-101-022
EXISTING BUILDING
SHED
GRAVEL
BITUMINOUS WALK
SW CORNER SECTION 17 T1N, R8E (FND REMON)
W 1/4 CORNER SECTION 17 T1N, R8E (FND REMON)
EAST-WEST 1/4 LINE OF SECTION 17
N89°34'38"E (R) N86°38'49"E (M) 2670.23'
S89°34'38"E(R) N86°38'52"E(M) 475.20'(R&M)
N89°34'38"W(N) 586°38'52"W(M) 770.00'(R&M)
N00°19'14"W(R) N00°20'44"W(M) 390.98'(R&M)
S00°19'14"E(R) S00°20'44"E(M) 130.00'(R&M)
N00°19'14"W(R) N00°20'44"W(M) 225.00'(R&M)
S00°19'49"E(R) S00°20'44"E(M) 156.00'(R&M)
1899.95'(R) 1900.24'(M)
2128.04'(M&M)
24.2'
10.4'X8.0' 83 SQFT±
32' WIDE NOVI PROPERTIES EASEMENT PER DOC. 17952278192
POST. 60' ACCESS & UTILITY EASEMENT LIBER 58854, PAGE 508 OAKLAND COUNTY RECORDS
APPROXIMATE LOCATION OF UNDERGROUND CABLE LINES PER UTILITY MAPS
APPROXIMATE LOCATION OF 16" WATERMAIN PER CITY OF NOVI MAP DATED SEPTEMBER 20, 2021
APPROXIMATE LOCATION OF 6" GAS LINE PER CONSUMERS ENERGY MAP DATED 02-27-20
STORM RIM 978.12 N. 36" INV. 972.13 W. 24" INV. 972.32
STORM RIM 978.37 W 24" INV. 972.59 E. 24" INV. 972.54
SANITARY RIM 979.15 N. INV. 968.99 W. INV. 968.97
PERFORATED RISER RIM 977.17 33 1" HOLES 976.77 33 1" HOLES 976.17 31 1" HOLES 974.47 32 1" HOLES 973.42 32 1" HOLES 972.57 32 1" HOLES 971.52 32 1" HOLES 970.52 SW 24" INV. 969.89
STORM RIM 980.63 E. 24" INV. 969.63 W. 24" INV. 969.58
HYDRANT F.G. 979.23
WATER RIM 979.25 T/E-W PIPE 973.05
POSSIBLE LOCATION OF STORM MANHOLE (NOT FIELD LOCATED)
STORM RIM 979.91
SANITARY RIM 979.92 N. INV. 952.42 S. INV. 952.32
STORM RIM 978.42
STORM RIM 976.28 E. 36" INV. 966.17 S. 36" INV. 965.99
STORM RIM 976.19 N. INV. 965.94 S. INV. 965.92
WATER RIM 978.23 T/N-S-W PIPE 969.23
SANITARY RIM 975.95 N. 10"± INV. 951.45 S. 10"± INV. 951.30
STORM RIM 974.22
STORM RIM 974.85
STORM RIM 974.23 NW 24" CONC INV. 964.16 S. 24" CONC INV. 962.83
12" CMP INV. 967.17
STORM RIM 967.57 N. 24" CONC INV. 960.52 S. 36" CONC INV. 960.47
STORM RIM 968.87 S. 12" INV. 965.28
STORM RIM 969.25 S. 12" INV. 965.09 N. 12" INV. 965.07 E. 12" INV. 965.06
HYDRANT F.G. 969.48
BM #2
STORM RIM 969.06 N. 12" INV. 965.39
SANITARY RIM 969.64 E. 8" INV. 955.14 W. 8" INV. 955.09
STORM RIM 969.27 N. 36" INV. 960.45 SW 36" INV. 960.39
STORM RIM 969.27 W. 12" INV. 962.06 NE 36" INV. 960.22 S. 36" INV. 960.17
36" CES INV. 960.34
STORM RIM 967.28 S. 12" INV. 962.93
STORM RIM 967.34 N. 12" INV. 962.52
STORM RIM 967.28 N. 12" INV. 962.71 S. 12" INV. 962.66
WATER RIM 968.68 T/E-W PIPE 962.68
HYDRANT F.G. 967.62
BM #1
SANITARY RIM 966.74 E. 8" INV. 953.37 W. 8" INV. 953.34
SANITARY RIM 968.56 E. 8" INV. 954.61 W. 8" INV. 954.56
12" CES INV. 963.26
STORM RIM 965.58
STORM RIM 964.70 E. 12" INV. 962.70 W. 12" INV. 958.90
STORM RIM 963.61 E'LY RECESSED INV. 957.71'±
SANITARY RIM 964.78 E. 8" INV. 951.98 NW 8" INV. 951.83
WATER RIM 964.89
STORM RIM 962.95 NW INV. 957.55
STORM RIM 964.02
STORM RIM 964.15
STORM RIM 963.74
TREE PROTECTION FENCE
CRITICAL ROOT ZONE (TYP)
REMOVE PHRAGMITES
REMOVE PHRAGMITES
REMOVE PHRAGMITES
TREE PROTECTION FENCE
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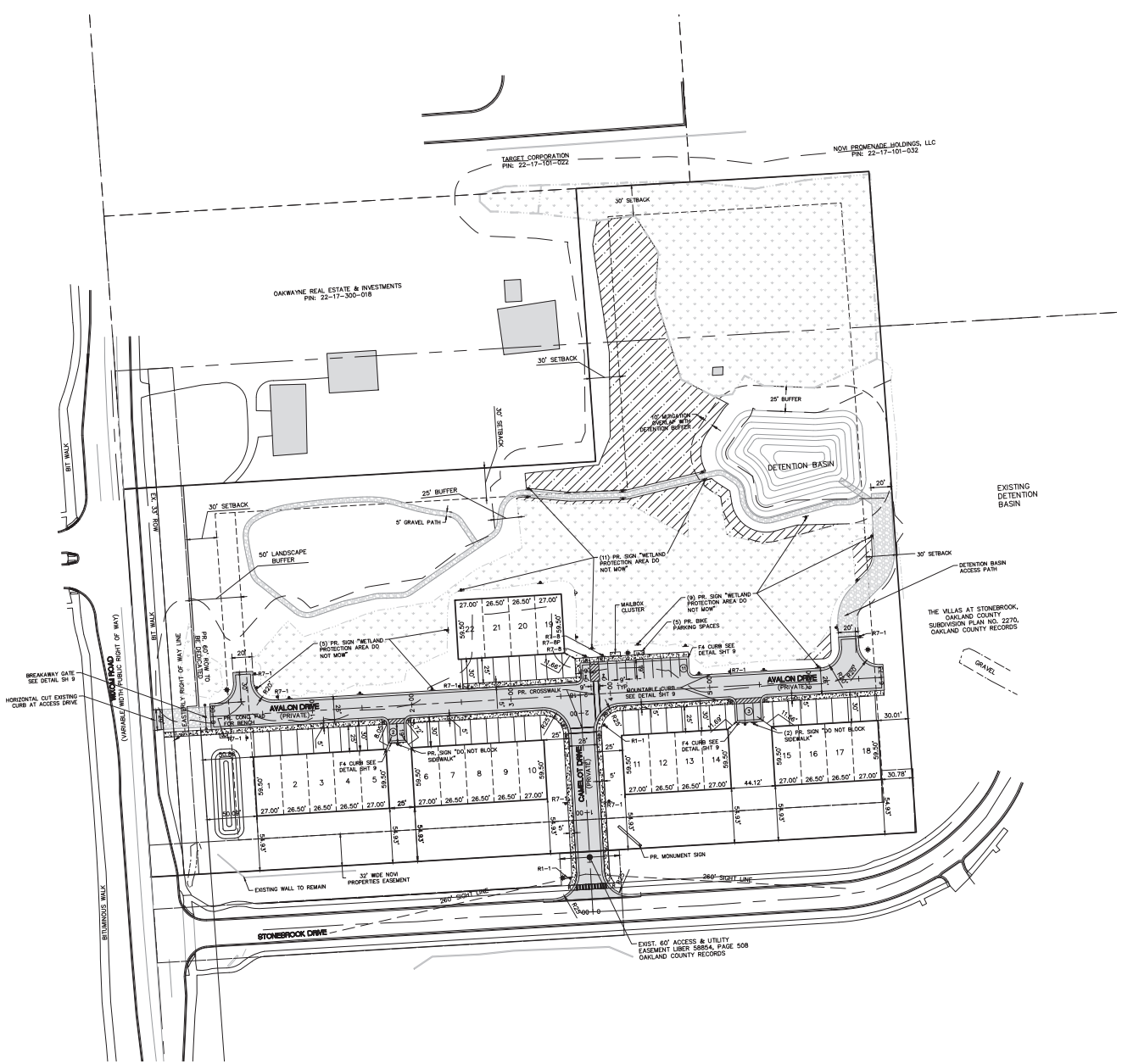

LEGEND

- BOUNDARY LINE
- EXIST. EASEMENT
- SECTION LINE
- EXISTING RIGHT OF WAY
- EXIST. CURB AND GUTTER
- EXIST. WETLAND BUFFER
- PROP. SETBACK
- PROP. BUILDING
- PROP. BACK OF CURB
- EXIST. WETLAND
- PROP. CONCRETE WALK
- PROP. ASPH.
- PROP. GRAVEL PATH
- R — PROP. SIDEWALK RAMP
- PROP. LIGHT POLE

WETLAND PROTECTION | WALK SIGN | R1-1 | R7-1 | R7-8 | R7-8P

SIGNAGE NOTES

1. SIGNS 12" X 18" OR SMALLER IN SIZE SHALL BE MOUNTED ON A GALVANIZED 2 LB. U-CHANNEL POST
2. SIGNS GREATER THAN 12" X 18" SHALL BE MOUNTED ON A GALVANIZED 3 LB. OR GREATER U-CHANNEL POST
3. SIGN BOTTOM HEIGHT OF 7' FROM FINAL GRADE
4. SIGNING SHALL BE PLACED 2' FROM THE FACE OF THE CURB OR EDGE OF THE NEAREST SIDEWALK TO THE NEAR EDGE OF THE SIGN
5. FHWA STANDARD ALPHABET SERIES USED FOR ALL SIGN LANGUAGE
6. HIGH-INTENSITY PRISMATIC (HIP) SHEETING TO MEET FHWA RETRO-REFLECTIVITY

SIGN QUANTITIES

SIGN TYPE	SIGN SIZE	QUANTITY
R1-1	30"x30"	2
R7-1	18"x12"	8
R7-8	18"x12"	2
R7-8P	6"x12"	1
WALK SIGN	18"x12"	3
WETLAND	18"x12"	25

LAYOUT NOTES

1. THE PROPOSED DEVELOPMENT IS PLANNED TO BE DEVELOPED USING THE CITY'S PLANNED SUBURBAN LOW-RISE (PSLR) OVERLAY DEVELOPMENT OPTION, UNDER OVERLAY SPECIAL USE APPROVAL ALLOWING FOR "LOW-RISE MULTIPLE-FAMILY" RESIDENTIAL USES.
2. THE PURPOSE OF THIS CONCEPT PLAN SUBMITTAL IS FOR PRELIMINARY ZONING REVIEW WITH THE CITY. IN ACCORDANCE WITH THE EXISTING PSLR OVERLAY.
3. SITE ACCESS WILL BE VIA PRIVATE ENTRANCE AND PARKING LOT. THE PROPOSED CONNECTION WILL BE COORDINATED WITH THE CITY OF NOVI.
4. ALL SIDEWALKS AND SIDEWALK RAMPS WILL BE ADA COMPLIANT.
5. SEE SHEET 9 FOR T-TURN AROUND DETAIL.
6. THE DEVELOPMENT IS PROPOSED TO BE SERVED BY PUBLIC SEWER AND WATER. THE LOCATIONS OF THE EXISTING WATER AND SEWER AS SHOWN ARE APPROXIMATE. FIRE PROTECTION IN ACCORDANCE WITH CITY OF NOVI STANDARDS WILL BE DEPICTED ON SUBSEQUENT SUBMITTALS.
7. STORM WATER MANAGEMENT IS PROPOSED TO BE ADDRESSED THROUGH THE CONSTRUCTION OF A DETENTION BASIN AS SHOWN. REFER TO THE GRADING AND DETAILS SHEET FOR CONCEPTUAL SIZING CALCULATIONS. THE STORM WATER OUTLET IS CURRENTLY PLANNED TO BE DETAINED FOR THE 100-YEAR EVENT ON-SITE AND THEN DIRECTED TO THE REGIONAL DETENTION BASIN TO THE SOUTH.
8. THIS PROJECT IS TO BE COMPLETED IN A SINGLE PHASE.
9. EMERGENCY ACCESS GATE IS TO BE INSTALLED AND CLOSED PRIOR TO THE ISSUANCE OF THE FIRST BUILDING PERMIT IN THE SUBDIVISION.
10. THE DEVELOPMENT IS PROPOSED TO BE SERVICED BY INDIVIDUAL RESIDENTIAL WASTE MANAGEMENT SERVICE.
11. ALL UNITS WILL HAVE CARRIAGE LIGHTS MOUNTED OUTSIDE OF GARAGES FOR LIGHTING. LIGHT POLES ARE PROPOSED AT EACH TURNAROUND AREA, THE CENTRAL MAILBOX PARKING AREA, AND A CITY LIGHT POLE AT THE ENTRANCE LOCATION ON STONEBROOK DRIVE.
12. ALL UNITS ARE PROPOSED TO HAVE BASEMENTS.

NOT FOR CONSTRUCTION

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ATWELL
TWO TOWNE SQUARE, SUITE 700
SOUTHFIELD, MI 48076
(248) 447-2000

SECTION 17
TOWN 1 NORTH, RANGE 8 EAST
CITY OF NOVI
OAKLAND COUNTY, MICHIGAN

AVALON PARK DEVELOPMENT, LLC

CAMELOT PARC TOWNHOMES
PSLR OVERLAY CONCEPT PLAN
LAYOUT PLAN

DATE
JAN 24, 2025
2025-06-17 PER CITY

REVISIONS

SCALE: 1" = 50 FEET

DRAWN BY: MM
CHECKED BY: JK
P.M.: J.KIME
JOB #: 20004113
FILE CODE: --
SHEET NO. 4

CAD FILE: 20004113C-03-LDWG

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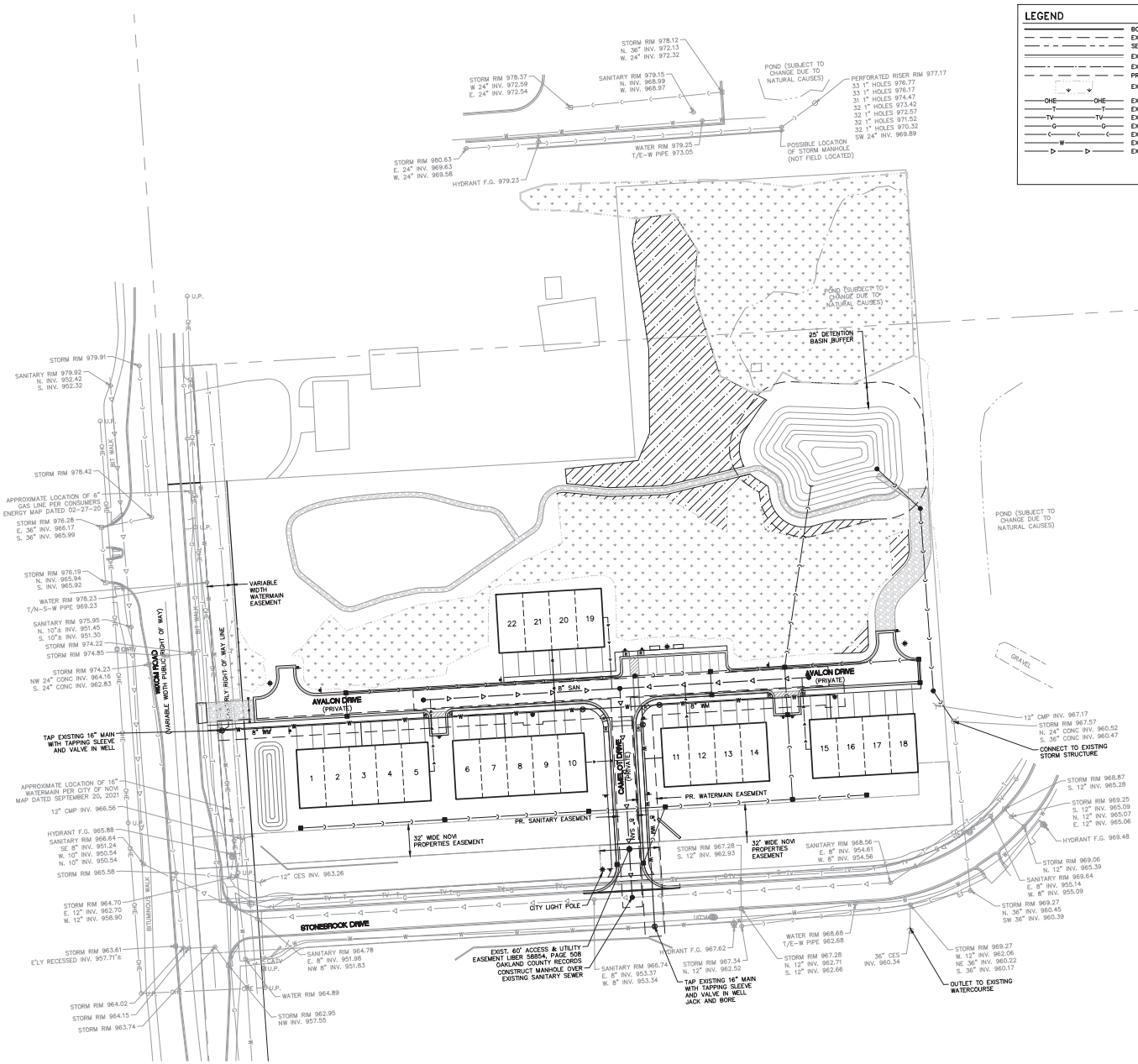

LEGEND

	BOUNDARY LINE		EXIST. CULVERT
	EXIST. EASEMENT		EXIST. CATCH BASIN/INLET
	SECTION LINE		EXIST. HYDRANT
	EXIST. CURB AND GUTTER		EXIST. VALVE
	EXIST. GRAVEL		EXIST. SANITARY SEWER
	PROP. SETBACK		PROP. WETLAND BUFFER
	EXIST. WETLAND		PROP. BUILDING
			PROP. BACK OF CURB
OHE OHE	EXIST. OVERHEAD ELEC. LINE		PROP. EASEMENT
T T	EXIST. OVERHEAD TELE. LINE		PROP. STORM SEWER
TV TV	EXIST. CABLE LINE		PROP. SANITARY
G G	EXIST. GAS	W	PROP. WATER MAIN
C C	EXIST. STORM		PROP. END SECTION
W	EXIST. WATER MAIN		PROP. CATCH BASIN/INLET
S S	EXIST. SANITARY		PROP. WATER VALVE
			PROP. FIRE HYDRANT
			PROP. MANHOLE
			PROP. LIGHT POLE

SANITARY SEWER BASIS OF DESIGN

No. of Units			22 Units 22 R.E.U.
No. of Users per Unit:			3.2 Persons
Total Expected Population Served:			70 Persons
Average Daily Flow (per capita):			100 G.P.D.
Peaking Factor:			4.00
Average Flow:	POP * 100 =		**7,040 G.P.D.** 4.9 G.P.M. 0.011 C.F.S.
Peak Flow:	7,040	* 4. =	**28,160 G.P.D.** 19.6 G.P.M. 0.044 C.F.S.
Pipe Capacity:	8 in. diameter 0.40% slope 0.013 Manning's 'n'		A= 0.349 sf R= 0.167 ft
	Manning's Capacity =		0.766 C.F.S.
	Velocity Flowing Full =		2.20 F.P.S.

UTILITY NOTES

1. ALL SANITARY SEWER ON SITE SHALL BE 8" PVC SDR 26.
2. ALL SANITARY LEADS SHALL BE 6" PVC SDR 23.5 AND ARE TO BE BURIED AT LEAST 5' DEEP WHERE UNDER INFLUENCE OF PAVEMENT.
3. ALL WATER MAIN TO BE DIP CL-54.
4. ALL WATER SERVICES TO BE 2" TYPE "K" COPPER FOR DOMESTIC SERVICE, 4" DUCTILE IRON FOR FIRE SERVICE.
5. HYDRANT LEADS MUST BE 8" DIAMETER IF LENGTH EXCEEDS 25 LF.
6. COMPACTED SAND BACKFILL (MDOT SAND CLASS II) SHALL BE PROVIDED FOR ALL UTILITIES WITHIN THE INFLUENCE OF PAVED AREAS.

NOT FOR CONSTRUCTION

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SECTION 17
TOWN 1 NORTH, RANGE 8 EAST
CITY OF NOVI
OAKLAND COUNTY, MICHIGAN

AVALON PARK DEVELOPMENT, LLC
CAMELOT PARC TOWNHOMES
PSLR OVERLAY CONCEPT PLAN
UTILITY PLAN

DATE
JAN 24, 2025
2025-06-17 PER CITY

REVISIONS

0 25 50
SCALE: 1" = 50 FEET

DRAWN BY: MM
CHECKED BY: JK
P.M.: J.KIME
JOB # 20004113
FILE CODE: --
SHEET NO. 5

CAD FILE: 20004113C-04-UTILITY.DWG

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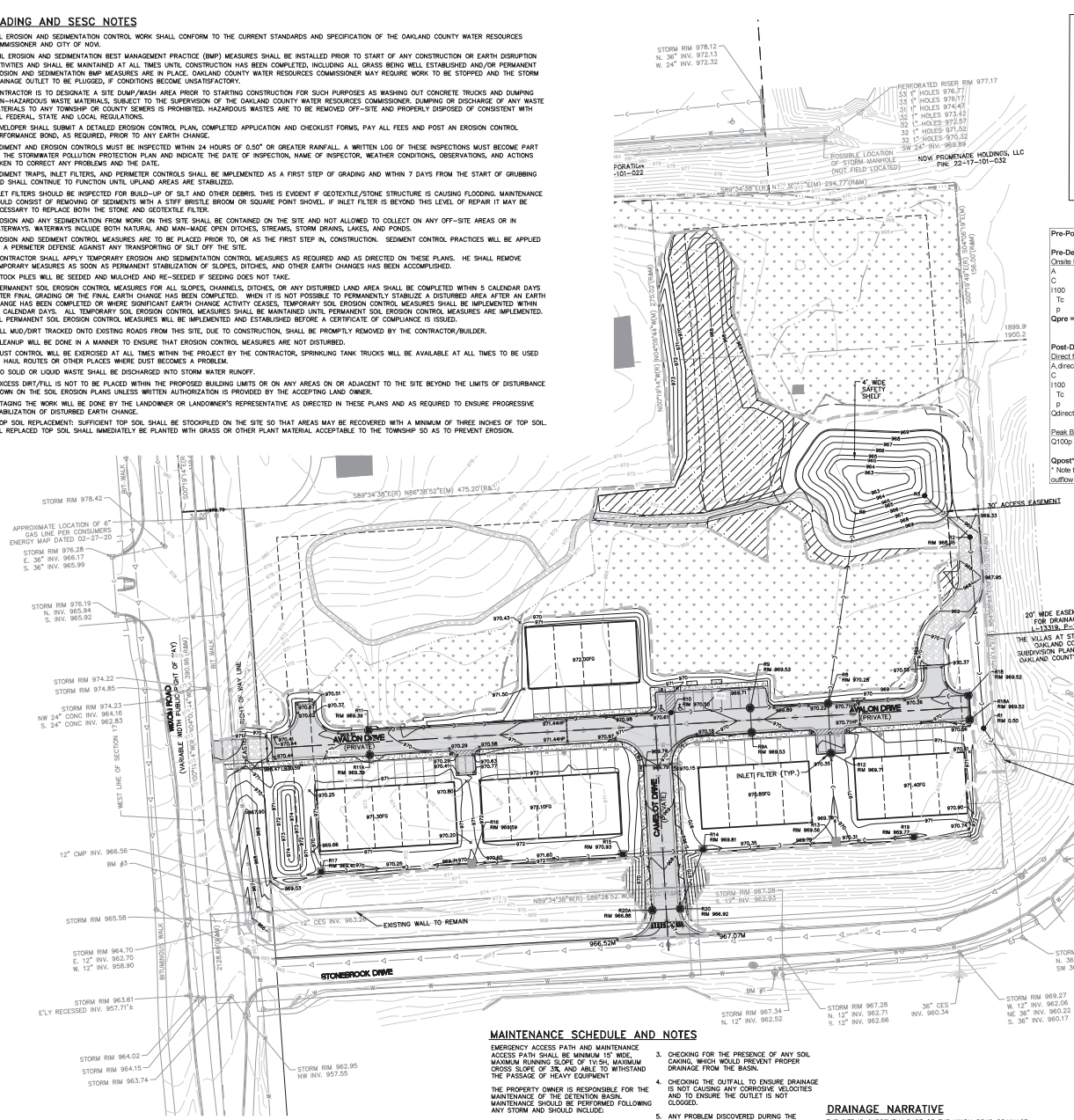
GRADING AND SESC NOTES

1. ALL EROSION AND SEDIMENTATION CONTROL WORK SHALL CONFORM TO THE CURRENT STANDARDS AND SPECIFICATION OF THE OAKLAND COUNTY WATER RESOURCES COMMISSIONER AND CITY OF NOVI.
2. SOIL EROSION AND SEDIMENTATION BEST MANAGEMENT PRACTICE (BMP) MEASURES SHALL BE INSTALLED PRIOR TO START OF ANY CONSTRUCTION OR EARTH DISRUPTION ACTIVITIES AND SHALL BE MAINTAINED AT ALL TIMES UNTIL CONSTRUCTION HAS BEEN COMPLETED, INCLUDING ALL GRASS BEING WELL ESTABLISHED AND/OR PERMANENT EROSION AND SEDIMENTATION BMP MEASURES ARE IN PLACE. OAKLAND COUNTY WATER RESOURCES COMMISSIONER MAY REQUIRE WORK TO BE STOPPED AND THE STORM DRAINAGE OUTLET TO BE PLUGGED, IF CONDITIONS BECOME UNSATISFACTORY.
3. CONTRACTOR IS TO DESIGNATE A SITE DUMP/WASH AREA PRIOR TO STARTING CONSTRUCTION FOR SUCH PURPOSES AS WASHING OUT CONCRETE TRUCKS AND DUMPING NON-HAZARDOUS WASTE MATERIALS, SUBJECT TO THE SUPERVISION OF THE OAKLAND COUNTY WATER RESOURCES COMMISSIONER. DUMPING OR DISCHARGE OF ANY WASTE MATERIALS TO ANY TOWNSHIP OR COUNTY SEWERS IS PROHIBITED. HAZARDOUS WASTES ARE TO BE REMOVED OFF-SITE AND PROPERLY DISPOSED OF CONSISTENT WITH ALL FEDERAL, STATE AND LOCAL REGULATIONS.
4. DEVELOPER SHALL SUBMIT A DETAILED EROSION CONTROL PLAN, COMPLETED APPLICATION AND CHECKLIST FORMS, PAY ALL FEES AND POST AN EROSION CONTROL PERFORMANCE BOND, AS REQUIRED, PRIOR TO ANY EARTH CHANGE.
5. SEDIMENT AND EROSION CONTROLS MUST BE INSPECTED WITHIN 24 HOURS OF 0.50" OR GREATER RAINFALL. A WRITTEN LOG OF THESE INSPECTIONS MUST BECOME PART OF THE STORMWATER POLLUTION PROTECTION PLAN AND INDICATE THE DATE OF INSPECTION, NAME OF INSPECTOR, WEATHER CONDITIONS, OBSERVATIONS, AND ACTIONS TAKEN TO CORRECT ANY PROBLEMS AND THE DATE.
6. SEDIMENT TRAPS, INLET FILTERS, AND PERIMETER CONTROLS SHALL BE IMPLEMENTED AS A FIRST STEP OF GRADING AND WITHIN 7 DAYS FROM THE START OF GRUBBING AND SHALL CONTINUE TO FUNCTION UNTIL UPLAND AREAS ARE STABILIZED.
7. INLET FILTERS SHOULD BE INSPECTED FOR BUILD-UP OF SILT AND OTHER DEBRIS. THIS IS EVIDENT IF GEOTEXTILE/STONE STRUCTURE IS CAUSING FLOODING. MAINTENANCE WOULD CONSIST OF REMOVING OF SEDIMENTS WITH A STIFF BRISTLE BROOM OR SQUARE POINT SHOVEL. IF INLET FILTER IS BEYOND THIS LEVEL OF REPAIR IT MAY BE NECESSARY TO REPLACE BOTH THE STONE AND GEOTEXTILE FILTER.
8. EROSION AND ANY SEDIMENTATION FROM WORK ON THIS SITE SHALL BE CONTAINED ON THE SITE AND NOT ALLOWED TO COLLECT ON ANY OFF-SITE AREAS OR IN WATERWAYS. WATERWAYS INCLUDE BOTH NATURAL AND MAN-MADE OPEN DITCHES, STREAMS, STORM DRAINS, LAKES, AND PONDS.
9. EROSION AND SEDIMENT CONTROL MEASURES ARE TO BE PLACED PRIOR TO, OR AS THE FIRST STEP IN, CONSTRUCTION. SEDIMENT CONTROL PRACTICES WILL BE APPLIED AS A PERIMETER DEFENSE AGAINST ANY TRANSPORTING OF SILT OFF THE SITE.
10. CONTRACTOR SHALL APPLY TEMPORARY EROSION AND SEDIMENTATION CONTROL MEASURES AS REQUIRED AND AS DIRECTED ON THESE PLANS. HE SHALL REMOVE TEMPORARY MEASURES AS SOON AS PERMANENT STABILIZATION OF SLOPES, DITCHES, AND OTHER EARTH CHANGES HAS BEEN ACCOMPLISHED.
11. STOCK PILES WILL BE SEEDED AND MULCHED AND RE-SEEDED IF SEEDING DOES NOT TAKE.
12. PERMANENT SOIL EROSION CONTROL MEASURES FOR ALL SLOPES, CHANNELS, DITCHES, OR ANY DISTURBED LAND AREA SHALL BE COMPLETED WITHIN 5 CALENDAR DAYS AFTER FINAL GRADING OR THE FINAL EARTH CHANGE HAS BEEN COMPLETED. WHEN IT IS NOT POSSIBLE TO PERMANENTLY STABILIZE A DISTURBED AREA AFTER AN EARTH CHANGE HAS BEEN COMPLETED OR WHERE SIGNIFICANT EARTH CHANGE ACTIVITY CEASES, TEMPORARY SOIL EROSION CONTROL MEASURES SHALL BE IMPLEMENTED WITHIN 30 CALENDAR DAYS. ALL TEMPORARY SOIL EROSION CONTROL MEASURES SHALL BE MAINTAINED UNTIL PERMANENT SOIL EROSION CONTROL MEASURES ARE IMPLEMENTED. ALL PERMANENT SOIL EROSION CONTROL MEASURES WILL BE IMPLEMENTED AND ESTABLISHED BEFORE A CERTIFICATE OF COMPLIANCE IS ISSUED.
13. ALL MUD/DIRT TRACKED ONTO EXISTING ROADS FROM THIS SITE, DUE TO CONSTRUCTION, SHALL BE PROMPTLY REMOVED BY THE CONTRACTOR/BUILDER.
14. CLEANUP WILL BE DONE IN A MANNER TO ENSURE THAT EROSION CONTROL MEASURES ARE NOT DISTURBED.
15. DUST CONTROL WILL BE EXERCISED AT ALL TIMES WITHIN THE PROJECT BY THE CONTRACTOR, SPRINKLING TANK TRUCKS WILL BE AVAILABLE AT ALL TIMES TO BE USED ON HAUL ROUTES OR OTHER PLACES WHERE DUST BECOMES A PROBLEM.
16. NO SOLID OR LIQUID WASTE SHALL BE DISCHARGED INTO STORM WATER RUNOFF.
17. EXCESS DIRT/FILL IS NOT TO BE PLACED WITHIN THE PROPOSED BUILDING LIMITS OR ON ANY AREAS ON OR ADJACENT TO THE SITE BEYOND THE LIMITS OF DISTURBANCE SHOWN ON THE SOIL EROSION PLANS UNLESS WRITTEN AUTHORIZATION IS PROVIDED BY THE ACCEPTING LAND OWNER.
18. STAGING THE WORK WILL BE DONE BY THE LANDOWNER OR LANDOWNER'S REPRESENTATIVE AS DIRECTED IN THESE PLANS AND AS REQUIRED TO ENSURE PROGRESSIVE STABILIZATION OF DISTURBED EARTH CHANGE.
19. TOP SOIL REPLACEMENT: SUFFICIENT TOP SOIL SHALL BE STOCKPILED ON THE SITE SO THAT AREAS MAY BE RECOVERED WITH A MINIMUM OF THREE INCHES OF TOP SOIL. ALL REPLACED TOP SOIL SHALL IMMEDIATELY BE PLANTED WITH GRASS OR OTHER PLANT MATERIAL ACCEPTABLE TO THE TOWNSHIP SO AS TO PREVENT EROSION.



LEGEND

BOUNDARY LINE		EXIST. CULVERT	
EXIST. EASEMENT		EXIST. CATCH BASIN/INLET	
SECTION LINE		EXIST. HYDRANT	
EXIST. CURB AND GUTTER		EXIST. VALVE	
EXIST. GRAVEL		EXIST. SANITARY SEWER	
923 EXIST. CONTOUR		PROP. SETBACK	
923 PROP. CONTOUR		PROP. BUILDING	
EXIST. WETLAND		PROP. BACK OF CURB	
OHE EXIST. OVERHEAD ELEC. LINE		PROP. WETLAND BUFFER	
T EXIST. UNDERGROUND UTILITY		PROP. GRADING LIMITS	
TV EXIST. CABLE LINE		PROP. STORM SEWER	
G EXIST. GAS		PROP. SANITARY	
C EXIST. STORM		PROP. WATER MAIN	
W EXIST. WATER MAIN		PROP. END SECTION	
EXIST. SANITARY		PROP. CATCH BASIN/INLET	
		PROP. WATER VALVE	
		PROP. FIRE HYDRANT	
		PROP. MANHOLE	

Pre-Post Runoff - Rational Method

Pre-Development Condition
Onsite flow to downstream outlet

A	6.16 ac
C	0.35
I100	5.41 in/hr
Tc	20 min
p	100 yr
Qpre =	**11.7 cfs**

Post-Development Condition
Direct flow to downstream outlet

A direct	2.88 ac
C	0.35
I100	5.41 in/hr
Tc	20 min
p	100 yr
Qdirect	5.5 cfs

Peak Basin Outflow (See Basin Calc)
Q100p = 3.3 cfs

Qpost* = 8.8 cfs < Qpre... OK
* Note this value is conservative. The basin peak outflow will occur at a later time than the peak direct runoff.

PRELIMINARY STORM WATER CALCULATIONS

Drainage Area and Runoff Coefficient

Land Cover	Quantity	Unit	Area, sf	A, ac	C	CA	
Water	-	-	12,500	0.29	1.0	0.287	
Impervious	100%	-	76,664	1.76	0.95	1.672	
Pervious	-	-	49,357	1.13	0.35	0.397	'C' per NSG
Total:	-	-	138,521	3.18	NA	2.356	

Time of Concentration

Flow	S, slope	L, ft	V, ft/sec	T	
Sheet	1.0%	120	0.48	4.2 min	
Shallow	1.3%	300	1.37	3.6 min	
Initial	--	--	--	0 min	Calculated
Sewer	--	1300	3.0	7.2 min	V or Tc from sewer calcs
Time of Concentration, T (round to nearest min.)				20.0 min	(min. varies by use)

1. Design Drainage Area Parameters

Design Drainage Area, A	=	3.18 ac	
Runoff Coeff, C	=	0.74	Calculated C = ΣCA/A
Time of Concentration, Tc	=	20.0 min	Assigned

2. Channel Protection Volume Control — *Post-development site runoff volume from a 1.5-inch rainfall event*

Vcp = r × 4,719 × C x A = 11,105 cf
Vcp = (provided) = - cf

3. Channel Protection Rate Control: Extended Detention — *Based on a 2-year / 24-hour storm*

Ved = 6,897 × C x A = 16,230 cf

4. Water Quality Control (Foreboy) — *Foreboy design volume = 15% of the Water Quality Volume*

Vf = (0.15)(Vwq = 545 x C x A = 1,282 cf

5. Detention and Flood Control — *Implemented to manage the 100-year peak runoff rate*

5.1. Variable Release Rate Calculations — *Qor is the allowable release rate in cfs/ac*

Assume drain has capacity (not restricted by OWCRC) therefore use Variable Release Rate
Qorr = 1.1055 - 0.206 x ln(A) = 0.867 cfs/ac
Q100p is the allowable 100-year post-development peak flow rate is cfs
Q100p = Qorr x A = 2.76 cfs

5.2. 100 Year Runoff Volume
V100 = 18,985 × C x A = 44,676 cf

5.3. 100 Year Peak Inflow Rate
Q100n = I100 x C x A = 12.8 cfs
I100 = 83.3/(Tc + 9.17)^0.81 = 5.42 in/hr; Tc= 20.0 min

5.4. Storage Curve Factor
R = (0.206 - 0.15ln(Q100p/Q100in) = 0.436

5.5. 100 Year Detention Volume
V100d = (V100n x R) - Vcp-p = 19,479 cf - Design 100-year storage volume

Site Plan must be designed to accommodate the following volumes:

Vcp=c =	11,105	cf
Ved =	16,230	cf
V100d (min volume = Ved) =	19,479	cf (min Ved)
Soils unsuitable for infiltration BMPs	-	cf (from BMP table)

6. Detention volume check: V100d ≥ Ved

Ved	=	16,230
V100d	=	19,479 Volume Check: OK

Detention Basin Summary

	Elevation (Stage)	Surface Area (SF)	Depth (FT)	Cumulative Volume (Storage, CF)	V (ED)	Zed	100-Year Z100
Zo	965.0	4,000	1.0	0	16,230		19,479
	966.0	5,500	1.0	4,730	-		-
	967.0	7,500	1.0	13,204	-		-
	968.0	10,000	1.0	19,924	967.58		967.95
Ztop	969.0	12,500	1.0	31,151	-		-
				-	-		-
		-		-	-		-
				Design Elevations:	967.58		967.95

Total Basin Volume Provided to EL 969 = 31,151 cf
Freeboard Provided = Top of Bank - Z100 = 1.05 ft

Outlet Calculations

Extended Detention Orifice

Average Discharge Rate, Qave = Ved / 172,800 =		0.094 cfs	release over 48-hours
Water level at Ved (per stage/storage), h(ave) =		2.58 ft	refer to basin above
Water level at 50% Ved E(D = h(ave) / 2 =		1.29 ft	
ED Orifice Area, a = Qave/(0.62 x √(64.4 x h(ave)) =		0.0166 sf	
ED Orifice Diameter, d = 12 x √(4 x a/π) =		1.70 in	assuming single orifice
Selected Orifice size (Ao = 0.0123 sf)	=	1.50 in	
ED orifice holes required	=	**1 - 1.5 in dia holes**	

Flood Control (100-yr) Orifice

Peak Flood Hyd. (per stage/storage), h100 =		2.95 ft	per basin sizing above
100-yr Head, h(res) = Z100 - Zed =		0.37 ft	over 100-yr orifice
100-yr flow thru ED, QED = a(D) * 0.62 √(64.4 * h100) =		0.105 cfs	
Remaining flow for 100-yr orifice, Qres = Qp - QED =		2.655 cfs	
Flood Control Orifice Area (a) = Qres/(0.62√(64.4 x h)) =		0.877 sf	
Flood Control Orifice Diameter, d = 12 x √(4 x a/π) =		12.70 in	assuming single orifice
Selected Orifice size (Ao = 0.6481 sf)	=	3.00 in	
100-yr orifice holes required	=	**17 - 3 in dia holes**	

Outlet Pipe (sized for peak design outflow)

100-yr Peak Allowable Discharge, Qp =	=	2.76 cfs	from above
100-yr Peak Pond Inflow, Qi = C x I100 x A	=	12.76 cfs	from above
Outlet pipe size (Ao = 0.7854 sf)	=	12 in	min 4 in diameter
Outlet pipe elevations	Invert =	965.00 Springline =	965.50
Head, h = Z100 - Springline	=	2.45 ft	
Capacity Qxp = Ao * 0.62√(64.4 * h)	=	6.12 cfs - see spillway design	

Basin Overflow Weir

Pipe Head, h = Ztop - Springline	=	3.50 ft	
Capacity Qxp = Ao * 0.62√(64.4 * h)	=	7.31 cfs < peak inflow	flow through pipe
100-yr Peak Pond Inflow, Qi = C x I100 x A	=	12.76 cfs	from above
h = Ztop - Zweir	=	0.55 ft	Zweir =Z100 - 0.5'
Weir length, L = Q/(C x h^(3/2))	=	10 ft (min. 3')	use L=3.33

Permanent Pool Volume Summary

	Elevation (Stage)	Surface Area (SF)	Depth (FT)	Cumulative Volume (Storage, CF)	First Flush 2ff
Zo	963.0	500	0	0	0
	964.0	1,500	1.0	955	-
Top	965.0	3,000	1.0	3,162	-

MAINTENANCE SCHEDULE AND NOTES

EMERGENCY ACCESS PATH AND MAINTENANCE ACCESS PATH SHALL BE MINIMUM 15' WIDE, MAXIMUM RUNNING SLOPE OF 1V:5H, MAXIMUM CROSS SLOPE OF 3%, AND ABLE TO WITHSTAND THE PASSAGE OF HEAVY EQUIPMENT

THE PROPERTY OWNER IS RESPONSIBLE FOR THE MAINTENANCE OF THE DETENTION BASIN. MAINTENANCE SHOULD BE PERFORMED FOLLOWING ANY STORM AND SHOULD INCLUDE:

1. CHECKING THE DEPTH OF SEDIMENT DEPOSIT TO ENSURE THE CAPACITY OF THE BASIN IS ADEQUATE FOR STORM WATER AND SEDIMENT DEPOSITION, AND FOR THE REMOVING OF SEDIMENT.
2. CHECKING THE BASIN FOR PIPING, SEEPAGE OR OTHER MECHANICAL DAMAGE.
3. CHECKING FOR THE PRESENCE OF ANY SOIL CAKING, WHICH WOULD PREVENT PROPER DRAINAGE FROM THE BASIN.
4. CHECKING THE OUTFALL TO ENSURE DRAINAGE IS NOT CAUSING ANY CORROSIVE VELOCITIES AND TO ENSURE THE OUTLET IS NOT CLOGGED.
5. ANY PROBLEM DISCOVERED DURING THE MAINTENANCE CHECKS SHOULD BE ADDRESSED IMMEDIATELY.
6. SEDIMENT REMOVED DURING CLEANING SHOULD BE PLACED AT AN UPLAND AREA AND STABILIZED SO THAT IT DOES NOT RE-ENTER THE DRAINAGE COURSE.

DRAINAGE NARRATIVE

THE SITE IS CURRENTLY PART OF THE WIXOM ROAD DRAINAGE DISTRICT. THE AVALON PARK DEVELOPMENT RUNOFF WILL BE CAPTURED, DETAINED, AND RELEASED SOUTH INTO THE WIXOM ROAD DRAINAGE DISTRICT. THE PROPOSED PLAN REDUCES THE RUNOFF RATE TO THE WIXOM ROAD DRAINAGE DISTRICT BY DETAINING ON SITE. OFFSITE DRAINAGE FROM ADJACENT PROPERTIES DRAIN INTO EXISTING WETLANDS.

NOT FOR CONSTRUCTION

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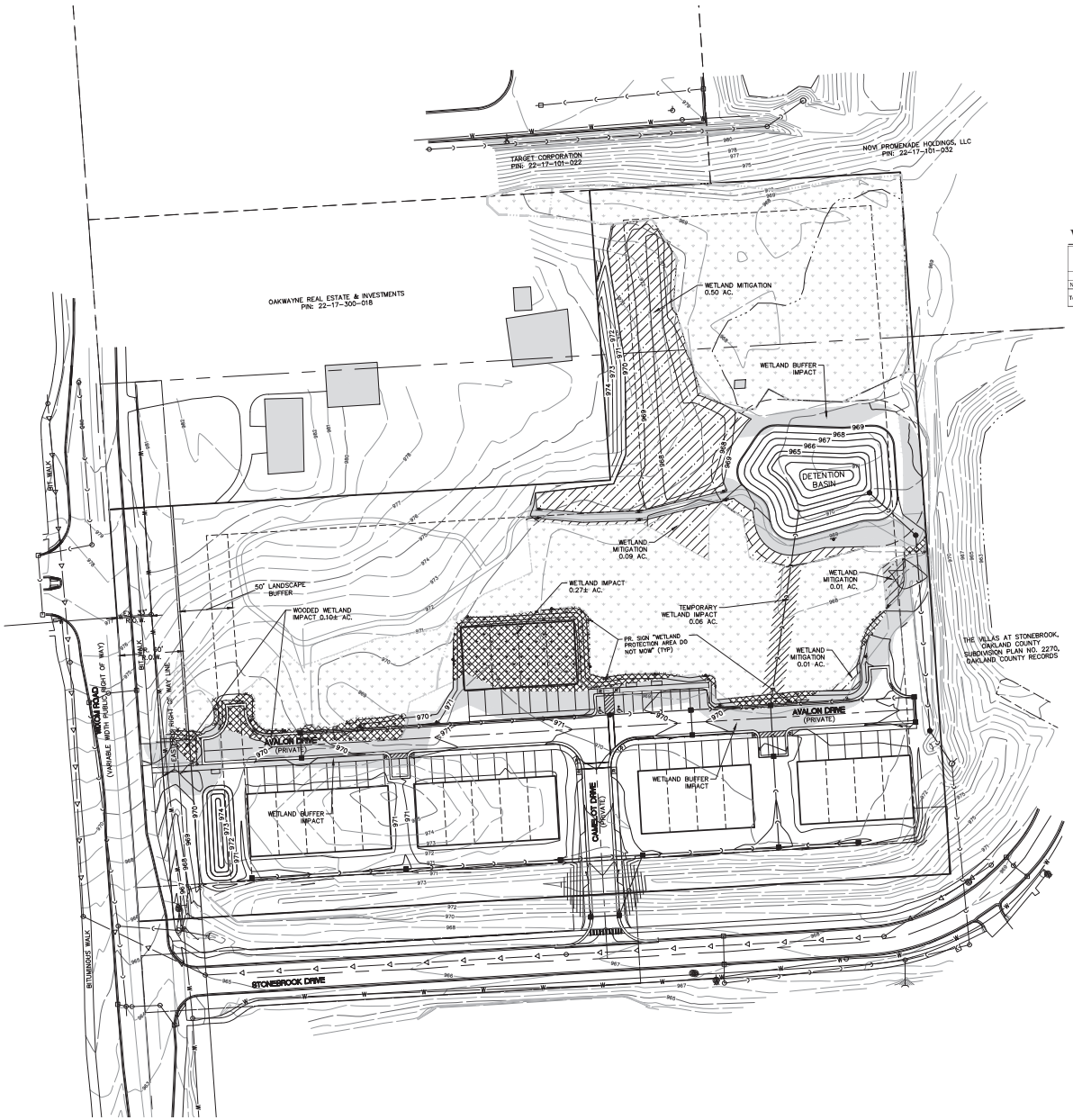

LEGEND

- BOUNDARY LINE
- EXIST. EASEMENT
- SECTION LINE
- EXISTING RIGHT OF WAY
- EXIST. CURB AND GUTTER
- PROP. DETENTION BASIN BUFFER
- PROP. SETBACK
- PROP. BUILDING
- PROP. BACK OF CURB
- EXIST. WETLAND
- EXIST. WETLAND DEMO
- PROP. WETLAND BUFFER DEMO
- PROP. WETLAND MITIGATION

WETLAND IMPACTS

Wetland	EGLE Regulated	City Regulated	Wetland Area (AC)	Wetland Impact Area (SF)	Wetland Impact Area (AC)	Buffer Impact Area (SF)	Buffer Impact Area (AC)	Wetland Impact Fill Volume (CY)	Temporary Impact Area (SF)	Temporary Impact Area (AC)	Mitigation Ratio	Mitigation Area (AC)
WOODED	Yes	Yes	0.33	4,483	0.10	8,198	0.19	170	0.00	0.00	2.00	0.21
NON-WOODED	Yes	Yes	1.15	11,612	0.27	23,060	0.53	263	2,417	0.06	1.50	0.40
Total (EGLE):				16,095	0.37	31,258	0.72	433	2,417	0.06	REQUIRED MITIGATION:	0.61
											MITIGATION PROVIDED	0.61

NOTES

1. SEE LANDSCAPE SHEETS FOR TREE REPLACEMENT QUANTITIES.
2. MITIGATION NOT PROPOSED FOR TEMPORARY WETLAND IMPACT
3. FOR TEMPORARY WETLAND DISTURBANCE USE EMERGENT SEED MIX.
4. FOR BUFFER DISTURBANCE USE THE CRP POLLINATOR MIX

TEMPORARY WETLAND RESTORATION

1. INSTALL GEOTEXTILE SILT FENCE AND ANY OTHER SOIL EROSION CONTROL STRUCTURES AS INDICATED ON DRAWINGS AND/OR SOIL EROSION CONTROL PERMIT.
2. CLEAR AND GRUB AREA IF INDICATED ON DRAWINGS.
3. EXCAVATE TRENCH. SOIL FROM TRENCH SHALL BE SIDE CAST ON A GEOTEXTILE MAT WITHIN THE WETLAND. THE FIRST ONE (1) FOOT OF TOPSOIL SHALL BE SAVED AND RESTORED TO THE ORIGINAL EXCAVATED AREA.
4. IF NECESSARY, PROVIDE LOCALIZED PUMPING TO DEWATER THE TRENCH. SILT BAGS SHALL BE USED TO MINIMIZE SILT AT POINT OF DISCHARGE.
5. INSTALL PIPE AND FITTINGS.
6. BACKFILL TRENCHES ACCORDING TO THE DETAILS PROVIDED IN THE DRAWINGS.
7. GRADE CONSTRUCTION AREA TO MEET EXISTING CONTOURS. ALL EXCESS MATERIAL MUST BE REMOVED OUTSIDE WETLAND AREAS.
8. SEED DISTURBED AREA WITH A WETLAND SEED MIX USING ONLY SPECIES NATIVE TO MICHIGAN.

CRP POLLINATOR SEED MIX

GRASSES		PLS OZ/ACRE	SEEDS/SQ FT
ANDROPOGON GERARDII	BIG BLUESTEM	10.00	2.30
ELYMUS CANADENSIS	CANADA WILD RYE	14.00	1.67
SCHIZACHYRIUM SCOPARIUM	LITTLE BLUESTEM	24.00	8.26
SORGHASTRUM NUTANS	INDIAN GRASS	16.00	4.41
	TOTAL GRASSES	64.00	16.64
FORBS		PLS OZ/ACRE	SEEDS/SQ FT
ACHILLEA MILLEFOLIUM	YARROW	1.45	5.93
ASCLEPIAS SYRIACA	COMMON MILKWEED	1.75	0.16
ASCLEPIAS TUBEROSA	BUTTERFLY MILKWEED	0.75	0.07
ASTER NOVAE-ANGLIAE	NEW ENGLAND ASTER	0.25	0.38
CASSIA FASCICULATA (CHAMAECRISTA F.)	PARTRIDGE PEA	4.75	0.29
COREOPSIS LANCEOLATA	LANCE-LEAF COREOPSIS	4.85	2.23
ECHINACEA PURPUREA	PURPLE CONEFLOWER	4.75	0.72
HELIOPSIS HELIANTHOIDES	FALSE SUNFLOWER	4.00	0.58
MONARDA FISTULOSA	WILD BERGAMOT	0.25	0.40
PETALOSTEMUM PURPUREUM (DALEA P.)	PURPLE PRAIRIE CLOVER	3.00	1.24
RATIBIDA PINNATA	YELLOW CONEFLOWER	3.00	2.07
RUDBECKIA HIRTA	BLACK-EYED SUSAN	2.80	5.91
SOLIDAGO RIGIDA	STIFF GOLDENROD	0.25	0.24
ZIZIA AUREA	GOLDEN ALEXANDER	0.50	0.13
	TOTAL FORBS	32.35	20.35

EMERGENT WETLAND MIX

GRASSES, SEDGES & RUSHES		PLS OZ/ACRE	SEEDS/SQ FT
CAREX COMOSA	BRISTLY SEDGE	3.00	2.07
CAREX CRINITA	FRINGED SEDGE	3.00	1.58
CAREX HYSTERICINA	PORCUPINE SEDGE	4.50	3.10
CAREX STIPATA	AWL-FRUITED SEDGE	1.50	1.17
CAREX VULPINOIDEA	FOX SEDGE	4.00	9.18
ELEOCHARIS PALUSTRIS	GREAT SPIKE RUSH	0.25	0.29
GLYCERIA CANADENSIS	CANADA MANNA GRASS	2.00	3.40
GLYCERIA GRANDIS	REED MANNA GRASS	4.00	7.35
JUNCUS EFFUSUS	SOFT RUSH	0.25	5.74
JUNCUS TORREYI	TORREY'S RUSH	0.25	9.18
LEERSIA ORYZOIDES	RICE CUT GRASS	2.00	1.56
SCIRPUS ACUTUS (SCHOENOPLECTUS A.)	HARD-STEM BULRUSH	1.00	0.46
SCIRPUS ATROVIRENS	DARK GREEN BULRUSH	2.00	21.12
SCIRPUS CYPERINUS	WOOL GRASS	0.25	9.76
SCIRPUS FLUVIATILIS (BOLBOSCHOENUS F.)	RIVER BULRUSH	4.00	0.39
SCIRPUS VALIDUS (S. TABERNAEMONTANI)	SOFT-STEM BULRUSH	4.00	2.85
	TOTAL GRASSES	36.00	79.20
FORBS PLS		OZ/ACRE	SEEDS/SQ FT
ACORUS AMERICANUS	SWEET FLAG	3.50	0.53
ALISMA SUBCORDATUM	COMMON WATER PLANTAIN	4.00	5.51
ASCLEPIAS INCARNATA	SWAMP MILKWEED	2.50	0.28
ASTER PUNICEUS	SWAMP ASTER	0.50	0.92
BIDENS CERNUA	NODDING BUR MARIGOLD	1.00	0.48
CICUTA MACULATA	WATER HEMLOCK	0.75	0.21
EUPATORIUM MACULATUM	JOE PYE WEED	0.50	1.09
EUPATORIUM PERFOLIATUM	BONESET	0.25	0.92
IRIS VIRGINICA SOUTHERN	BLUE FLAG IRIS	2.00	0.05
LOBELIA CARDINALIS	CARDINAL FLOWER	0.15	1.38
LOBELIA SIPHILITICA	GREAT BLUE LOBELIA	0.15	1.72
MIMULUS RINGENS	MONKEY FLOWER	0.25	13.20
PELTANDRA VIRGINICA	ARROW ARUM	8.00	0.01
PENTHORUM SEDOIDES	DITCH STONECROP	0.50	14.92
POLYGONUM PENSYLVANICUM (PERSICARIA P.)	PENNSYLVANIA SMARTWEED	3.00	0.90
PONTEDERIA CORDATA	PICKEREL WEED	8.00	0.23
RUMEX ORBICULATUS	GREAT WATER DOCK	0.25	0.05
SAGITTARIA LATIFOLIA	COMMON ARROWHEAD/DUCK POTATO	0.25	0.35
SPARGANIUM EURYCARPUM	COMMON BUR REED	7.00	0.08
VERBENA HASTATA	BLUE VERVAIN	1.45	3.10
	TOTAL FORBS	44.00	45.90
TEMPORARY GRASS COVER		OZ/ACRE	SEEDS/SQ FT
LOLIUM MULTIFLORUM	ANNUAL RYEGRASS	100.00	30.99
AVENA SATIVA	SEED OATS	320.00	7.35
	TOTAL TEMP GRASSES	420.00	38.34

NOT FOR CONSTRUCTION

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SECTION 17
TOWN 1 NORTH, RANGE 8 EAST
CITY OF NOVI
OAKLAND COUNTY, MICHIGAN

AVALON PARK DEVELOPMENT, LLC

CAMELOT PARC TOWNHOMES
PSLR OVERLAY CONCEPT PLAN
WETLAND MITIGATION PLAN

DATE
JAN 24, 2025
2025-06-17 PER CITY

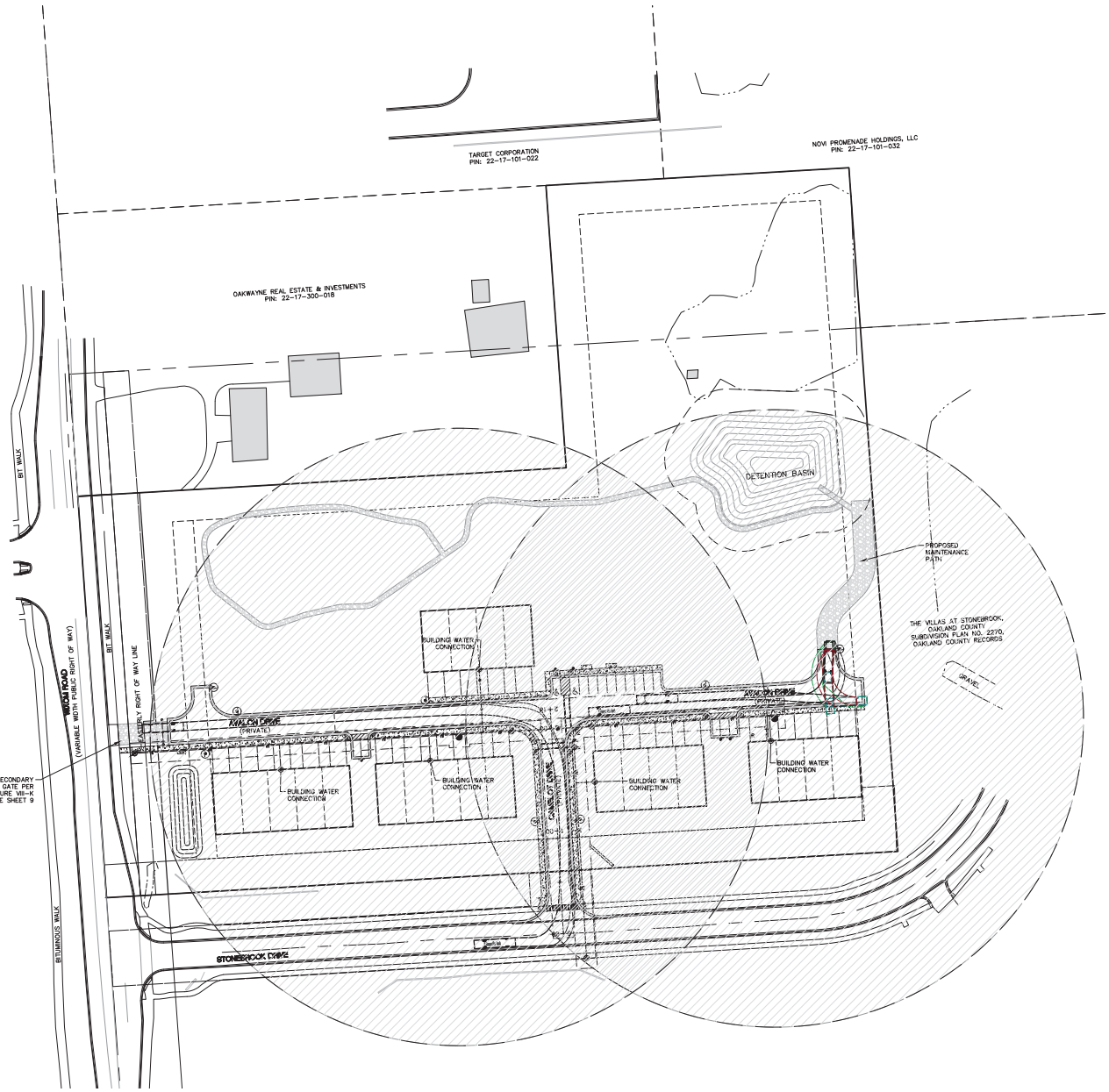
REVISIONS

SCALE: 1" = 50 FEET

DRAWN BY: MM
CHECKED BY: JK
P.M.: J.KIME
JOB # 20004113
FILE CODE: --
SHEET NO. 7

CAD FILE: 20004113-07-WETLAND.DWG

\\MI2SVR2\Civil\20004113\DWG\PLAN SETS\PSLR\20004113-07-WETLAND.DWG 6/18/2025 10:36 AM KEVIN SULLIVAN

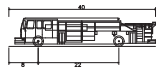


LEGEND

- PROPOSED WATER MAIN
- 300' RADIUS HYDRANT COVERAGE (TYP.)
- PROPOSED HYDRANT
- 'NO PARKING – FIRE LANE' SIGN

FIRE DEPARTMENT NOTES

1. ALL FIRE HYDRANTS MUST BE INSTALLED AND OPERATIONAL PRIOR TO ANY COMBUSTIBLE MATERIAL IS BROUGHT ON SITE.
2. THE MINIMUM WIDTH OF A POSTED FIRE LANE IS 20 FEET. THE MINIMUM HEIGHT OF A POSTED FIRE LANE IS 14 FEET.
3. AN UNOBSTRUCTED OUTSIDE TURNING RADIUS OF 50 FEET MINIMUM AND AN INSIDE TURNING RADIUS OF 30 FEET MAXIMUM ARE TO BE PROVIDED AT INTERSECTIONS OF PRIVATE OR PUBLIC ROADWAYS AND CUL-DE-SACS
4. THE DISTRIBUTION SYSTEM IN ALL DEVELOPMENTS REQUIRING MORE THAN EIGHT HUNDRED (800) FEET OF WATER MAIN SHALL HAVE A MINIMUM OF TWO (2) CONNECTIONS TO A SOURCE OF SUPPLY AND SHALL BE A LOOPED SYSTEM
5. THE ABILITY TO SERVE AT LEAST TWO THOUSAND (2,000) GALLONS PER MINUTE IN SINGLE-FAMILY DETACHED RESIDENTIAL; THREE THOUSAND (3,000) GALLONS PER SCHOOL AREAS; AND AT LEAST FOUR THOUSAND (4,000) GALLONS PER MINUTE IN OFFICE, INDUSTRIAL AND SHOPPING CENTERS IS ESSENTIAL
6. HYDRANTS SHALL BE SPACED APPROXIMATELY THREE HUNDRED (300) FEET APART ONLINE IN COMMERCIAL, INDUSTRIAL, AND MULTIPLE-RESIDENTIAL AREAS. IN CASES WHERE THE BUILDINGS WITHIN DEVELOPMENTS ARE FULLY FIRE SUPPRESSED, HYDRANTS SHALL BE NO MORE THAN FIVE HUNDRED (500) FEET APART. THE SPACING OF HYDRANTS AROUND COMMERCIAL AND/OR INDUSTRIAL DEVELOPMENTS SHALL BE CONSIDERED AS INDIVIDUAL CASES WHERE SPECIAL CIRCUMSTANCES EXIST UPON CONSULTATION WITH THE FIRE CHIEF.
7. ONSITE WATER MAINS ARE 8" DIAMETER.



Pumper Fire Truck	
Overall Length	40.000ft
Overall Width	8.167ft
Overall Body Height	7.745ft
Min Body Ground Clearance	0.656ft
Track Width	8.167ft
Lock-to-lock time	5.00s
Max Wheel Angle	45.00°

FIRE TRUCK DETAILS

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SECTION 17
TOWN 1 NORTH, RANGE 8 EAST
CITY OF NOVI
OAKLAND COUNTY, MICHIGAN

AVALON PARK DEVELOPMENT, LLC
CAMELOT PARC TOWNHOMES
PSLR OVERLAY CONCEPT PLAN
FIRE PROTECTION PLAN

DATE
JAN 24, 2025
2025-06-17 PER CITY

REVISIONS

SCALE: 1" = 50 FEET

DRAWN BY: MM
CHECKED BY: JK
P.M.: JJKIME
JOB # 20004113
FILE CODE: –
SHEET NO. 8

CAD FILE: 20004113C-03-FP.DWG

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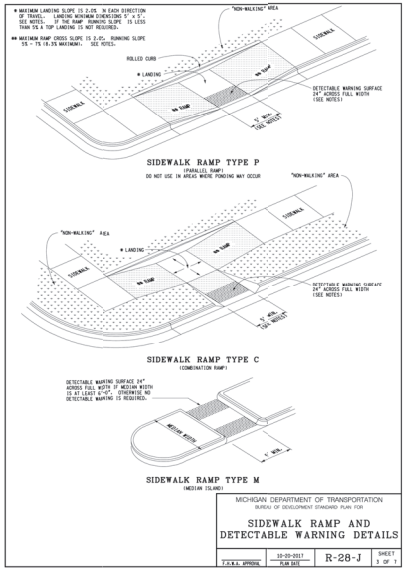
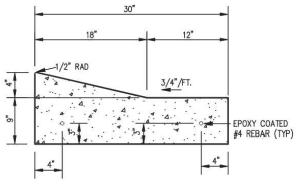
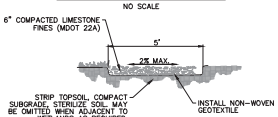
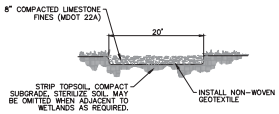




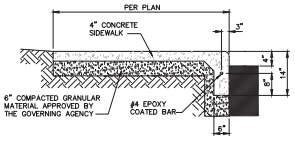
MOUNTABLE CURB AND GUTTER – DETAIL 3A
NO SCALE



GRAVEL NATURE PATH CROSS SECTION
NOT TO SCALE



POND MAINTENANCE AND EMERGENCY ACCESS DRIVE
NOT TO SCALE

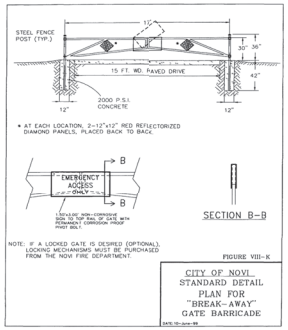


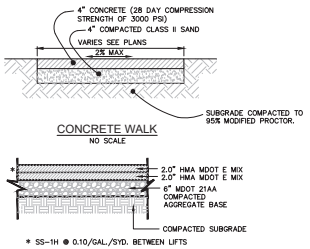
NOTE:
WHERE THE CURB HEIGHT IS BEING REDUCED FOR ADA RAMPS THE RE-BAR SHALL HAVE A MINIMUM OF 3 INCHES OF COVER BELOW THE TOP OF CURB

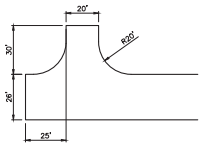
INTEGRAL CURB AND SIDEWALK
NO SCALE

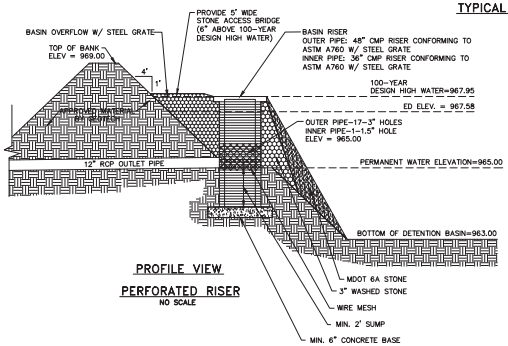
NOTE:
BASE AND SUBBASE AGGREGATES TO EXTEND MINIMUM 1'-0" BEHIND BACK OF CURB.

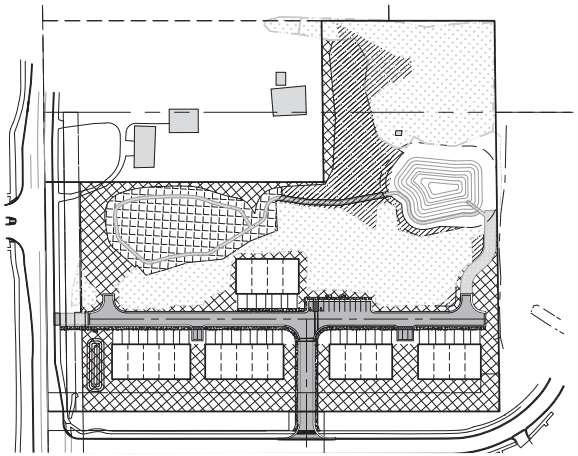
F4 CURB DETAIL
NO SCALE











	PROPOSED	REQUIRED
TOTAL NET SITE AREA =	8.24 ACRES	–
TOTAL OPEN SPACE =	2.69 ACRES	–
PASSIVE OPEN SPACE=	1.92 ACRES	–
ACTIVE OPEN SPACE= (WALKING TRAIL)	0.77 ACRES	0.82 ACRES (10% OF SITE)
WETLAND MITIGATION AREA	0.61 ACRES	

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SECTION 17
TOWN 1 NORTH, RANGE 8 EAST
CITY OF NOVI
OAKLAND COUNTY, MICHIGAN

AVALON PARK DEVELOPMENT, LLC
CAMELOT PARC TOWNHOMES
PSLR OVERLAY CONCEPT PLAN
DETAIL SHEET

DATE
JAN 24, 2025
2025-06-17 PER CITY

REVISIONS
NA NA NA
N/A

DRAWN BY: MM
CHECKED BY: JK
P.M.: JJKIME
JOB #: 20004113
FILE CODE: –
SHEET NO. 9

CAD FILE: 20004113-07-DET.DWG

Tree Tag #	*Scientific Name*	Common Name	DBH (inches)	Condition	Regulated Woodland	To Be Removed	CRITICAL ROOT ZONE
1	*Picea abies*	Norway Spruce	9	Good			
2	*Picea abies*	Norway Spruce	9.5	Good			
3	*Fraxinus pennsylvanica*	Green Ash	8	Good		Y	
4	*Ulmus rubra*	Slippery Elm	9	Good			
5	*Populus deltoides*	Cottonwood	10.5	Good		Y	
6	*Picea pungens*	Blue Spruce	8	Good			
7	*Picea pungens*	Blue Spruce	8.5	Good			
8	*Picea pungens*	Blue Spruce	8.5	Good			
9	*Acer saccharinum*	Silver Maple	8	Good			
10	*Ulmus americana*	American Elm	14	Good			
11	*Ulmus americana*	American Elm	8	Good			
12	*Picea glauca*	White Spruce	9	Good			
13	*Acer saccharinum*	Silver Maple	8	Good			Y
14	*Ulmus americana*	American Elm	8	Good	Y	Y	
15	*Acer saccharinum*	Silver Maple	11.5	Good			
16	*Ulmus americana*	American Elm	8	Good			
17	*Carya cordiformis*	Bitternut Hickory	8	Good			
18	*Ulmus americana*	American Elm	9	Good			
19	*Quercus bicolor*	Swamp White Oak	9	Good	Y	Y	
20	*Acer saccharinum*	Silver Maple	8.5	Fair			
21	*Acer saccharum*	Sugar Maple	15.5	Good			
22	*Acer saccharinum*	Silver Maple	8	Good			
23	*Carya cordiformis*	Bitternut Hickory	8	Good			
24	*Quercus bicolor*	Swamp White Oak	10	Good			
25	*Morus alba*	White Mulberry	11	Good			
26	*Fraxinus pennsylvanica*	Green Ash	9	Fair			
27	*Quercus bicolor*	Swamp White Oak	8	Fair			
28	*Quercus alba*	White Oak	9.5	Good		Y	
29	*Prunus serotina*	Black Cherry	10	Good		Y	
30	*Salix nigra*	Black Willow	9	Good			
31	*Acer saccharinum*	Silver Maple	22	Good			
32	*Quercus rubra*	Red Oak	23	Good			
33	*Carya ovata*	Shagbark Hickory	8.5	Good			
34	*Juglans nigra*	Black Walnut	8	Good		Y	
35	*Tilia americana*	Basswood	8.5	Good			
36	*Juglans nigra*	Black Walnut	8	Good		Y	
37	*Carya cordiformis*	Bitternut Hickory	11.5	Good		Y	
38	*Populus tremuloides*	Quaking Aspen	8	Good			
39	*Fraxinus pennsylvanica*	Green Ash	8	Good		Y	
40	*Acer saccharinum*	Silver Maple	9.5	Good		Y	
41	*Acer saccharinum*	Silver Maple	12.5	Good		Y	
42	*Acer saccharinum*	Silver Maple	14.5	Good		Y	
43	*Acer saccharinum*	Silver Maple	11	Good		Y	
44	*Acer saccharinum*	Silver Maple	11	Good		Y	
45	*Acer saccharinum*	Silver Maple	17	Good		Y	
9550	*Ulmus americana*	American Elm	20	Good			
9552	*Quercus alba*	White Oak	15.5	Good		Y	
9553	*Prunus serotina*	Black Cherry	16.5	Good		Y	
9554	*Ulmus americana*	American Elm	17	Good		Y	
9555	*Ulmus americana*	American Elm	17	Good		Y	
9557	*Salix nigra*	Black Willow	24	Fair			
9558	*Quercus alba*	White Oak	12	Good		Y	
9559	*Juglans nigra*	Black Walnut	15.5	Good		Y	
9560	*Juglans nigra*	Black Walnut	15.5	Good		Y	
9561	*Acer saccharum*	Sugar Maple	12.5	Good			Y
9562	*Acer saccharum*	Sugar Maple	11	Good			
9563	*Carya ovata*	Shagbark Hickory	13	Good			Y
9568	*Acer saccharinum*	Silver Maple	37.5	Good	Y	Y	
9569	*Acer saccharinum*	Silver Maple	20	Good			
9570	*Morus alba*	White Mulberry	12	Good			
9571	*Picea pungens*	Blue Spruce	29	Good			
9572	*Picea pungens*	Blue Spruce	29.5	Good			
9574	*Morus alba*	White Mulberry	16.5	Good			
9575	*Morus alba*	White Mulberry	9	Good			
9576	*Acer saccharinum*	Silver Maple	25.5	Good			
9577	*Picea pungens*	Blue Spruce	28.5	Good			
9578	*Quercus bicolor*	Swamp White Oak	14.5	Good			
9579	*Quercus bicolor*	Swamp White Oak	16	Good			
9581	*Ulmus americana*	American Elm	11.5	Fair			
9583	*Acer saccharum*	Sugar Maple	13.5	Good			
9584	*Acer saccharinum*	Silver Maple	8	Good			
9585	*Acer saccharinum*	Silver Maple	16	Good			
9586	*Acer saccharinum*	Silver Maple	25.5	Fair			
9587	*Quercus bicolor*	Swamp White Oak	13	Good			
9588	*Quercus bicolor*	Swamp White Oak	11	Good			Y
9589	*Ulmus americana*	American Elm	10	Good	Y	Y	
9590	*Acer saccharum*	Sugar Maple	11.5	Good	Y	Y	
9591	*Salix nigra*	Black Willow	20	Good	Y	Y	
9592	*Quercus bicolor*	Swamp White Oak	10	Good			
9593	*Acer saccharinum*	Silver Maple	20	Good			
9594	*Acer saccharinum*	Silver Maple	17.5	Good			
9595	*Fraxinus pennsylvanica*	Green Ash	11.5	Poor			
9596	*Acer saccharinum*	Silver Maple	14.5	Good			Y
9597	*Ulmus americana*	American Elm	15.5	Good	Y	Y	
9599	*Acer saccharinum*	Silver Maple	26.5	Good	Y	Y	
9600	*Acer saccharinum*	Silver Maple	12.5	Good	Y	Y	
9601	*Acer saccharinum*	Silver Maple	27.5	Good	Y	Y	
9602	*Acer saccharinum*	Silver Maple	21.5	Good	Y	Y	
9603	*Quercus bicolor*	Swamp White Oak	13.5	Good			Y
9604	*Acer saccharum*	Sugar Maple	11.5	Good			
9605	*Picea pungens*	Blue Spruce	28.5	Good			
9606	*Acer rubrum*	Red Maple	9	Good			
9607	*Acer saccharum*	Sugar Maple	8.5	Good			
9609	*Acer saccharum*	Sugar Maple	9	Good			
9610	*Carya cordiformis*	Bitternut Hickory	15.5	Good			
9611	*Picea glauca*	White Spruce	11.5	Good			
9612	*Ulmus americana*	American Elm	11.5	Good			
9613	*Ulmus rubra*	Slippery Elm	13	Good			Y
9615	*Ulmus rubra*	Slippery Elm	11.5	Good			
9617	*Juglans cinerea*	Butternut	17.5	Fair			

Tree Tag #	*Scientific Name*	Common Name	DBH (inches)	Condition	Regulated Woodland	To Be Removed	CRITICAL ROOT ZONE
9618	*Picea abies*	Norway Spruce	29.5	Good			
9619	*Acer saccharinum*	Silver Maple	14.5	Good			
9620	*Acer saccharinum*	Silver Maple	10	Good			
9621	*Acer saccharum*	Sugar Maple	13	Good			
9622	*Acer saccharum*	Sugar Maple	17	Good			
9623	*Acer saccharum*	Sugar Maple	9.5	Good			
9624	*Acer saccharum*	Sugar Maple	15.5	Good			
9626	*Picea glauca*	White Spruce	13	Good			
9628	*Ulmus rubra*	Slippery Elm	18	Good			
9629	*Ulmus rubra*	Slippery Elm	9.5	Good			
9630	*Acer saccharinum*	Silver Maple	15	Good			
9631	*Picea pungens*	Blue Spruce	34	Good			
9632	*Ulmus americana*	American Elm	11.5	Good			
9633	*Ulmus rubra*	Slippery Elm	17	Dead			
9634	*Acer saccharinum*	Silver Maple	9	Good			
9635	*Acer saccharinum*	Silver Maple	11	Good			
9636	*Ulmus rubra*	Slippery Elm	13.5	Good			
9637	*Acer saccharum*	Sugar Maple	14.5	Good			
9639	*Acer saccharinum*	Silver Maple	16	Good			
9640	*Acer saccharinum*	Silver Maple	11	Good			
9641	*Ulmus americana*	American Elm	10	Good			
9642	*Ulmus rubra*	Slippery Elm	15.5	Poor			
9643	*Acer saccharum*	Sugar Maple	11	Good			
9644	*Ulmus americana*	American Elm	15	Good			
9645	*Acer saccharum*	Sugar Maple	14	Good			
9646	*Acer saccharinum*	Silver Maple	8.5	Good			
9647	*Acer saccharinum*	Silver Maple	21	Good			
9648	*Acer saccharinum*	Silver Maple	16	Good			
9649	*Acer saccharinum*	Silver Maple	15	Good			
9650	*Ulmus americana*	American Elm	9.5	Good			
9651	*Ulmus americana*	American Elm	9.5	Good			
9652	*Carya cordiformis*	Bitternut Hickory	18.5	Good			
9653	*Acer saccharinum*	Silver Maple	15.5	Good			
9654	*Ulmus americana*	American Elm	10.5	Good			
9655	*Acer saccharinum*	Silver Maple	17	Good			
9656	*Quercus bicolor*	Swamp White Oak	11.5	Good			
9657	*Quercus bicolor*	Swamp White Oak	17	Good			
9658	*Ulmus rubra*	Slippery Elm	20	Good			
9659	*Acer saccharinum*	Silver Maple	20.5	Good			
9660	*Acer saccharinum*	Silver Maple	51	Fair			
9661	*Carya cordiformis*	Bitternut Hickory	9	Good			
9662	*Carya cordiformis*	Bitternut Hickory	10.5	Good			
9663	*Ulmus americana*	American Elm	8.5	Good			
9664	*Ulmus americana*	American Elm	12	Good			
9666	*Carya cordiformis*	Bitternut Hickory	9	Good			
9667	*Ulmus americana*	American Elm	17.5	Good			
9668	*Ulmus americana*	American Elm	8	Good			
9669	*Ulmus americana*	American Elm	8.5	Good			
9670	*Ulmus americana*	American Elm	16	Good			
9671	*Acer saccharinum*	Silver Maple	9.5	Good			
9672	*Quercus bicolor*	Swamp White Oak	22.5	Good			
9673	*Acer saccharinum*	Silver Maple	11.5	Good			
9674	*Ulmus americana*	American Elm	9.5	Good			Y
9675	*Acer saccharinum*	Silver Maple	13	Good	Y	Y	
9676	*Acer saccharinum*	Silver Maple	16.5	Good			Y
9679	*Acer saccharinum*	Silver Maple	9	Good	Y	Y	
9680	*Acer saccharinum*	Silver Maple	27	Good	Y	Y	
9681	*Acer saccharinum*	Silver Maple	35	Good	Y	Y	
9682	*Acer saccharinum*	Silver Maple	13	Good	Y	Y	
9683	*Ulmus americana*	American Elm	10.5	Good	Y	Y	
9684	*Acer saccharinum*	Silver Maple	9.5	Good	Y	Y	
9685	*Acer saccharinum*	Silver Maple	10	Good	Y	Y	
9686	*Ulmus americana*	American Elm	14	Dead			
9687	*Acer saccharinum*	Silver Maple	33	Dead	Y	Y	
9688	*Acer saccharinum*	Silver Maple	33	Good			Y
9689	*Quercus bicolor*	Swamp White Oak	10	Good			Y
9690	*Ulmus rubra*	Slippery Elm	14.5	Good		Y	
9691	*Populus deltoides*	Cottonwood	25.5	Good		Y	
9692	*Populus deltoides*	Cottonwood	21	Good		Y	
9693	*Pinus resinosa*	Red Pine	14	Good			
9694	*Pinus resinosa*	Red Pine	8	Good			
9695	*Pinus resinosa*	Red Pine	11	Good			
9696	*Pinus resinosa*	Red Pine	13	Good			
9697	*Pinus resinosa*	Red Pine	11.5	Good			
9698	*Pinus resinosa*	Red Pine	16	Good			
9699	*Pinus resinosa*	Red Pine	12	Good			
9700	*Pinus resinosa*	Red Pine	11	Good			
9701	*Pinus resinosa*	Red Pine	12	Good			
9702	*Picea pungens*	Blue Spruce	11	Good			
9703	*Picea pungens*	Blue Spruce	13.5	Good			
9704	*Picea pungens*	Blue Spruce	10	Good			
9705	*Picea pungens*	Blue Spruce	13.5	Good			
9706	*Picea pungens*	Blue Spruce	11	Good			
9707	*Picea pungens*	Blue Spruce	9	Good			
9708	*Picea pungens*	Blue Spruce	10.5	Good			
9709	*Picea pungens*	Blue Spruce	8	Good			
9710	*Picea pungens*	Blue Spruce	11	Good			
9711	*Picea pungens*	Blue Spruce	9.5	Fair			
9712	*Picea pungens*	Blue Spruce	10	Good			
9713	*Picea pungens*	Blue Spruce	9	Good			
9714	*Picea pungens*	Blue Spruce	10	Good			
9715	*Picea pungens*	Blue Spruce	10.5	Good			
9716	*Picea pungens*	Blue Spruce	10.5	Good			
9717	*Picea pungens*	Blue Spruce	8.5	Good			
9718	*Tilia americana*	Basswood	10.5	Good			
9719	*Pinus resinosa*	Red Pine	14.5	Good			
9720	*Pinus resinosa*	Red Pine	13.5	Good			
9721	*Pinus resinosa*	Red Pine	8	Dead			
9722	*Pinus resinosa*	Red Pine	12	Good			
9723	*Pinus resinosa*	Red Pine	14	Good			

Tree Tag #	*Scientific Name*	Common Name	DBH (inches)	Condition	Regulated Woodland	To Be Removed	CRITICAL ROOT ZONE
9724	*Pinus resinosa*	Red Pine	11.5	Good			
9725	*Pinus resinosa*	Red Pine	10	Good		Y	
9726	*Picea pungens*	Blue Spruce	10.5	Good		Y	
9727	*Picea pungens*	Blue Spruce	14	Good		Y	
9728	*Picea pungens*	Blue Spruce	10	Good		Y	
9729	*Picea pungens*	Blue Spruce	10	Good		Y	
9730	*Picea pungens*	Blue Spruce	8.5	Good		Y	
9731	*Picea pungens*	Blue Spruce	11.5	Good		Y	
9732	*Picea pungens*	Blue Spruce	10	Good		Y	
9733	*Picea pungens*	Blue Spruce	10.5	Good			
9734	*Picea pungens*	Blue Spruce	12	Good			
9735	*Picea pungens*	Blue Spruce	13	Good			
9736	*Picea pungens*	Blue Spruce	12	Good			
9737	*Pyrus calleryana*	Bradford Pear	15	Fair			
9738	*Pinus resinosa*	Red Pine	12	Good			
9739	*Pinus resinosa*	Red Pine	13	Good			
9740	*Pinus resinosa*	Red Pine	15	Good			
9741	*Pinus resinosa*	Red Pine	10	Good			
9742	*Pinus resinosa*	Red Pine	12.5	Good			
9743	*Pinus resinosa*	Red Pine	10.5	Good			
9744	*Pinus resinosa*	Red Pine	11.5	Good			
9745	*Pinus resinosa*	Red Pine	12.5	Good			
9746	*Pinus resinosa*	Red Pine	12	Good			
9747	*Pinus resinosa*	Red Pine	12.5	Good			
9748	*Pinus resinosa*	Red Pine	14	Good			
9749	*Picea abies*	Norway Spruce	13	Good			
9750	*Picea abies*	Norway Spruce	10.5	Good			
9751	*Picea abies*	Norway Spruce	9.5	Good			
9752	*Picea abies*	Norway Spruce	9	Good			
9754	*Picea abies*	Norway Spruce	10.5	Good			
9755	*Picea pungens*	Blue Spruce	10	Good			
9756	*Pyrus calleryana*	Bradford Pear	11.5	Good			
9757	*Picea pungens*	Blue Spruce	9	Good			
9758	*Picea pungens*	Blue Spruce	11	Good			
9760	*Picea pungens*	Blue Spruce	9.5	Good			
9761	*Picea pungens*	Blue Spruce	9	Good			
9762	*Picea pungens*	Blue Spruce	10.5	Good			
9763	*Populus deltoides*	Cottonwood	13	Good		Y	
9764	*Salix nigra*	Black Willow	10	Fair		Y	
9765	*Salix nigra*	Black Willow	12	Good		Y	
9767	*Salix nigra*	Black Willow	9	Good		Y	
9768	*Salix nigra*	Black Willow	8.5	Fair			
9769	*Populus deltoides*	Cottonwood	25	Good			
9770	*Populus deltoides*	Cottonwood	14.5	Good			
9771	*Quercus bicolor*	Swamp White Oak	14	Good			
9772	*Juniperus virginiana*	Eastern Redcedar	11.5	Good			
9773	*Populus deltoides*	Cottonwood	35.5	Good			
9774	*Ulmus americana*	American Elm	8	Poor			
9775	*Ulmus americana*	American Elm	14	Dead			

Regulated Woodlands Replacement Calculations	
Total Trees Removed	56
Total Regulated Woodland Trees Removed	20
Trees 8" < 11" Removed	7
Trees 11" < 20" Removed	12
Trees 20" < 29" Removed	12
Trees >30" Removed	12
Total Replacement Trees Required	43

NOTES:
TREE SURVEY WAS PERFORMED BY ATWELL LLC. ON 04/18/2025

NO TREES OVER 36" D.B.H ARE BEING REMOVED. TREE REPLACEMENT BASED ON WOODLANDS TABLE IN SECTION 37-8 OF THE WOODLANDS PROTECTION NOVI CODE OF ORDINANCES.

ALL REPLACEMENT TREES SHALL BE TWO AND ONE-HALF (2 1/2) INCHES CALIPER OR GREATER.ALL REPLACEMENT TREES SHALL SATISFY AMERICAN ASSOCIATION OF NURSERYMAN STANDARDS.

NOT FOR CONSTRUCTION

Know what's below. Call before you dig.

THE LOCATIONS OF EXISTING UNDERGROUND UTILITIES AS SHOWN IN AN APPROXIMATE WAY ONLY AND HAVE NOT BEEN INDEPENDENTLY VERIFIED BY THE OWNER OR ITS REPRESENTATIVE. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL EXISTING UTILITIES BEFORE COMMENCING WORK, AND AGREES TO BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH MIGHT BE OCCASIONED BY THE CONTRACTOR'S FAILING TO EXACTLY LOCATE AND PRESERVE ANY AND ALL UNDERGROUND UTILITIES.

NOTICE:
CONSTRUCTION SITE SAFETY IS THE SOLE RESPONSIBILITY OF THE CONTRACTOR; NEITHER THE OWNER NOR THE ENGINEER SHALL BE EXPECTED TO ASSUME ANY RESPONSIBILITY FOR SAFETY OF THE WORK, OF PERSONS ENGAGED IN THE WORK, OF ANY NEARBY STRUCTURE OR OF ANY OTHER PERSONS.

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SECTION 17
TOWN 1 NORTH, RANGE 8 EAST
CITY OF NOVI
OAKLAND COUNTY, MICHIGAN

AVALON PARK DEVELOPMENT, LLC
CAMELOT PARC TOWNHOMES
PSLR OVERLAY CONCEPT PLAN
TREE LIST

DATE
JAN 24, 2025
2025-06-17 PER CITY

REVISIONS

NA NA NA
N/A

DRAWN BY: MM
CHECKED BY: JK
P.M.: J.KIME
JOB #: 20004113
FILE CODE: –
SHEET NO. 10

CAD FILE: 20004113C-02-EC.DWG

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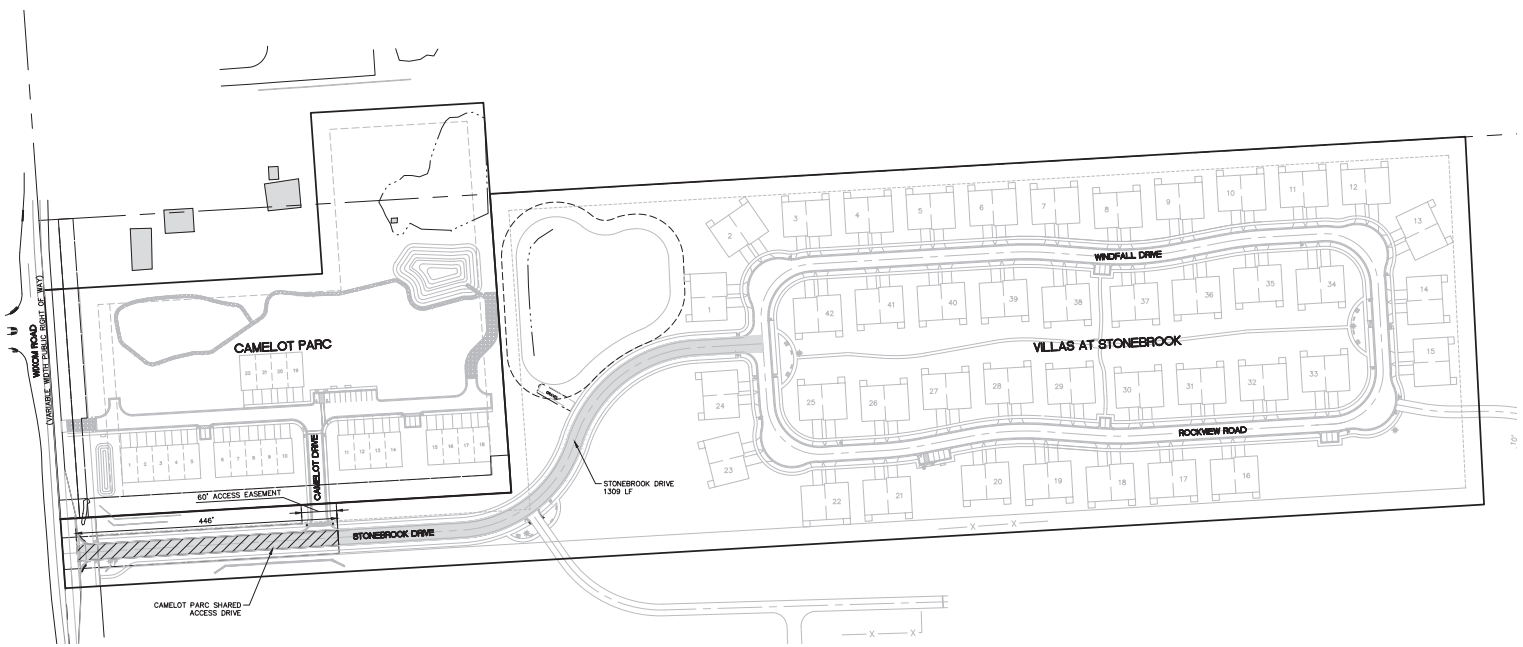

STONEBROOK DRIVE MAINTENANCE CONTRIBUTION CALCULATION

Stonebrook Drive	1,309	LF
Shared Length of Stonebrook Drive	446	LF
Percentage of shared Roadway by Camelot Parc	**34.07%**	
		Percentage of Units
Village of Stonebrook Condo Units	84	79.25%
Camelot Parc Townhome Units	22	20.75%
Total Number of Units	106	100%
Percentage of Roadway Maintenace contribution by Camelot Parc		
34.07% x 20.75% =	**7.07%**	

MAINTENANCE CONTRIBUTION NARRATIVE

CAMELOT PARC TOWNHOMES REQUIRES SHARED ACCESS FROM STONEBROOK DR WHICH CURRENTLY SERVES THE VILLAS AT STONEBROOK. STONEBROOK DR IS 1,309 LINEAL FT AND THE LENGTH OF THE PROPOSED STONEBROOK DR SHARED ACCESS UTILIZED BY BOTH CAMELOT PARC AND VILLAS AT STONEBROOK IS 446 LINEAL FT REPRESENTING 34.07% OF STONEBROOK DR.

THE VILLAS AT STONEBROOK CONSIST OF 84 UNITS AND CAMELOT PARC TOWNHOMES IS PROPOSING 22 UNITS FOR A TOTAL OF 108 UNITS. CAMELOT PARC TOWNHOMES REPRESENTS 20.75% OF THE TOTAL UNITS.

THEREFORE, CAMELOT PARC TOWNHOMES IS PROPOSING TO CONTRIBUTE 7.07% (34.07% X 20.75%) TOWARDS THE COST OF SNOW REMOVAL AND ROAD MAINTENANCE FOR THE STONEBROOK DR SHARED ACCESS.

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NOTICE:
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SECTION 17
TOWN 1 NORTH, RANGE 8 EAST
CITY OF NOVI
OAKLAND COUNTY, MICHIGAN

AVALON PARK DEVELOPMENT, LLC

CAMELOT PARC TOWNHOMES
PSLR OVERLAY CONCEPT PLAN
STONEBROOK DRIVE
MAINTENANCE PLAN

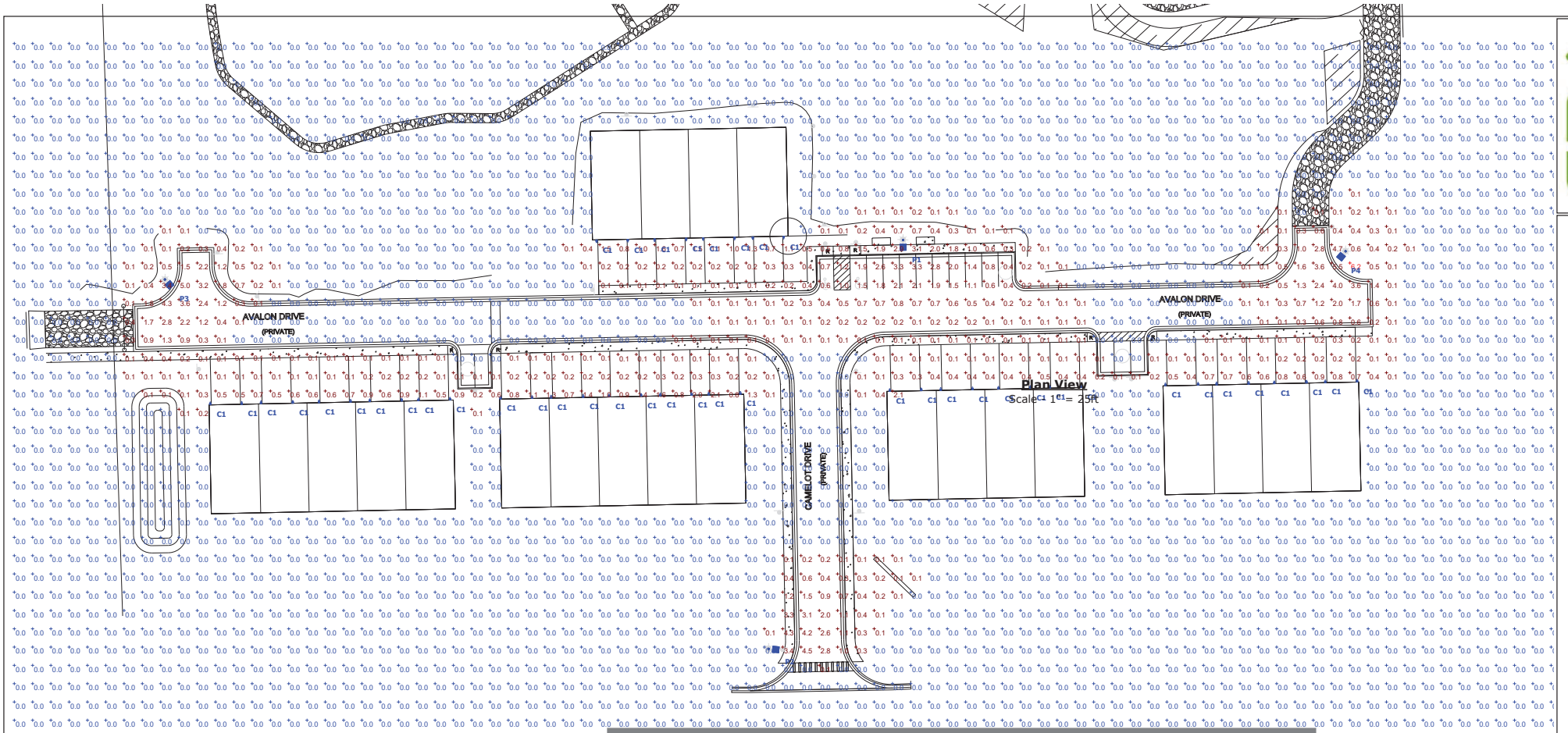
DATE
JAN 24, 2025
2025-06-17 PER CITY

REVISIONS

0 50 100
SCALE: 1" = 100 FEET
DRAWN BY: MM
CHECKED BY: JK
P.M.: J.KIME
JOB #: 20004113
FILE CODE: --
SHEET NO. 11

CAD FILE: 20004113C-08-MAINT.DWG

\\MSOU2\CIVIL\20004113\DWG\PLAN SETS\PSLR\20004113C-08-MAINT.DWG 6/18/2025 10:37 AM KEVIN SULLIVAN



Plan View
Scale: 1" = 25ft

Statistics

Description	Symbol	Avg	Max	Min	Max/Min	Avg/Min
Overall/Grade	+	0.1 fc	6.2 fc	0.0 fc	N/A	N/A

Schedule

Symbol	Label	QTY	Manufacturer	Catalog	Description	Lamp Output	LLF	Input Power
	P1	1	Lithonia Lighting	DSX1 LED P2 40K 80CRI T2M HS	D-Series Size 1 Area Luminaire P2 Performance Package 4000K CCT 80 CRI Type 2 Medium Houseside Shield	7683	0.9	67.7927
	P2	1	Lithonia Lighting	DSX1 LED P1 40K 80CRI RCCO EGS	D-Series Size 1 Area Luminaire P1 Performance Package 4000K CCT 80 CRI Right Corner Cutoff Extreme Backlight Control External Glare Shield	5070	0.9	50.9
	P3	1	Lithonia Lighting	DSX1 LED P1 40K 80CRI T3LG EGS	D-Series Size 1 Area Luminaire P1 Performance Package 4000K CCT 80 CRI Type 3 Low G Rating External Glare Shield	5758	0.9	50.9
	P4	1	Lithonia Lighting	DSX1 LED P1 40K 80CRI T4LG	D-Series Size 1 Area Luminaire P1 Performance Package 4000K CCT 80 CRI Type 4 Low G Rating	6432	0.9	50.9
	C1	44	Generation Lighting	8338701-12	Small One Light Downlight	616	0.9	5.7

General Note
1. SEE SCHEDULE FOR LUMINAIRE MOUNTING HEIGHT.
2. SEE LUMINAIRE SCHEDULE FOR LIGHT LOSS FACTOR.
3. CALCULATIONS ARE SHOWN IN FOOTCANDLES AT: GRADE

THE ENGINEER AND/OR ARCHITECT MUST DETERMINE APPLICABILITY OF THE LAYOUT TO EXISTING / FUTURE FIELD CONDITIONS. THIS LIGHTING LAYOUT REPRESENTS ILLUMINATION LEVELS CALCULATED FROM LABORATORY DATA TAKEN UNDER CONTROLLED CONDITIONS IN ACCORDANCE WITH ILLUMINATING ENGINEERING SOCIETY APPROVED METHODS. ACTUAL PERFORMANCE OF ANY MANUFACTURER'S LUMINAIRE MAY VARY DUE TO VARIATION IN ELECTRICAL VOLTAGE, TOLERANCE IN LAMPS, AND OTHER VARIABLE FIELD CONDITIONS. MOUNTING HEIGHTS INDICATED ARE FROM GRADE AND/OR FLOOR UP.

THESE LIGHTING CALCULATIONS ARE NOT A SUBSTITUTE FOR INDEPENDENT ENGINEERING ANALYSIS OF LIGHTING SYSTEM SUITABILITY AND SAFETY. THE ENGINEER AND/OR ARCHITECT IS RESPONSIBLE TO REVIEW FOR MICHIGAN ENERGY CODE AND LIGHTING QUALITY COMPLIANCE.

UNLESS EXEMPT, PROJECT MUST COMPLY WITH LIGHTING CONTROLS REQUIRMENTS DEFINED IN ASHRAE 90.1 2013. FOR SPECIFIC INFORMATION CONTACT GBA CONTROLS GROUP AT CONTROLS@GASSERBUSH.COM OR 734-266-6705.

Alternates Note
THE USE OF FIXTURE ALTERNATES MUST BE RESUBMITTED TO THE CITY FOR APPROVAL.

Ordering Note
FOR INQUIRIES CONTACT GASSER BUSH AT QUOTES@GASSERBUSH.COM OR 734-266-6705.

Drawing Note
THIS DRAWING WAS GENERATED FROM AN ELECTRONIC IMAGE FOR ESTIMATION PURPOSE ONLY. LAYOUT TO BE VERIFIED IN FIELD BY OTHERS.

Mounting Height Note
MOUNTING HEIGHT IS MEASURED FROM GRADE TO FACE OF FIXTURE. POLE HEIGHT SHOULD BE CALCULATED AS THE MOUNTING HEIGHT LESS BASE HEIGHT.

CAMELOT PARC
EXTERIOR PHOTOMETRIC PLAN
GASSER BUSH ASSOCIATES
WWW.GASSERBUSH.COM

Designer
BK
Date
06/16/2025
Scale
Not to Scale
Drawing No.
#22-81512 V5

D-Series Size 1
LED Area Luminaire

d-series

Catalog Number

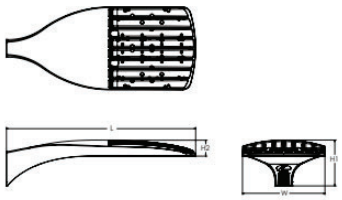
Notes

Type

Hit the Tab key or mouse over the page to see all interactive elements

Specifications

EPA:	0.69 ft² (0.06 m²)
Length:	32.71" (83.1 cm)
Width:	14.26" (36.2 cm)
Height H1:	7.88" (20.0 cm)
Height H2:	2.73" (6.9 cm)
Weight:	34 lbs (15.4 kg)



Introduction

The modern styling of the D-Series features a highly refined aesthetic that blends seamlessly with its environment. The D-Series offers the benefits of the latest in LED technology into a high performance, high efficacy, long-life luminaire.

The photometric performance results in sites with excellent uniformity, greater pole spacing and lower power density. D-Series outstanding photometry aids in reducing the number of poles required in area lighting applications with typical energy savings of 65% and expected service life of over 100,000 hours.

Ordering Information

EXAMPLE: DSX1 LED P7 40K 70CRI T3M MVOLT SPA NLTAIR2 PIRHN DDBXD

DSX1 LED

Series	LEDs	Color temperature[2]	Color Rendering Index[2]	Distribution	Voltage	Mounting
DSX1 LED	**Forward optics** P1 P6 P2 P7 P3 P8 P4 P9 P5 **Rotated optics** P10[3] P12[3] P11[3] P13[3]	**(this section 70CRI only)** 30K 3000K 40K 4000K 50K 5000K **(this section 80CRI only, extended lead times apply)** 27K 2700K 30K 3000K 35K 3500K 40K 4000K 50K 5000K	70CRI 70CRI 70CRI 80CRI 80CRI 80CRI 80CRI 80CRI	AFR Automotive front row T1S Type I short T2M Type II medium T3M Type III medium T3LG Type III low glare[3] T4M Type IV medium T4LG Type IV low glare[3] TFTM Forward throw medium T5M Type V medium T5LG Type V low glare T5W Type V wide BLC3 Type III backlight control[3] BLC4 Type IV backlight control[3] LCCO Left corner cutoff[3] RCCO Right corner cutoff[3]	MVOLT (120V-277V)[4] HVOLT (347V-480V)[5,6] XVOLT (277V - 480V)[7,8] 120[9,26] 208[9,26] 240[9,26] 277[9,26] 347[9,26] 480[9,26]	**Shipped included** SPA Square pole mounting (#8 drilling) RPA Round pole mounting (#8 drilling) SPA5 Square pole mounting #5 drilling[3] RPA5 Round pole mounting #5 drilling[3] SPA8N Square narrow pole mounting #8 drilling WBA Wall bracket[10] MA Mast arm adapter (mounts on 2 3/8" OD horizontal tenon)

Control options		Other options		Finish (required)	
Shipped installed		**Shipped installed**		DDBXD	Dark Bronze
NLTAIR2 PIRHN	nLight AIR gen 2 enabled with bi-level motion / ambient sensor, 8-40' mounting height, ambient sensor enabled at 2fc[11,12,20,21]	SPD20KV	20KV surge protection	DBLXD	Black
PIR	High/low, motion/ambient sensor, 8-40' mounting height, ambient sensor enabled at 2fc[11,20,21]	HS	Houseside shield (black finish standard)[22]	DNAXD	Natural Aluminum
PER	NEMA twist-lock receptacle only (controls ordered separate)[14]	L90	Left rotated optics[1]	DWHXD	White
PERS	Five-pin receptacle only (controls ordered separate)[14,21]	R90	Right rotated optics[1]	DDBTXD	Textured dark bronze
PER7	Seven-pin receptacle only (controls ordered separate)[14,21]	CCE	Coastal Construction[23]	DBLBXD	Textured black
FAO	Field adjustable output[15,21]	HA	50°C ambient operation[24]	DNATXD	Textured natural aluminum
BL30	Bi-level switched dimming, 30%[16,21]	BAA	Buy America(n) Act Compliant	DWHGXD	Textured white
BL50	Bi-level switched dimming, 50%[16,21]	SF	Single fuse (120, 277, 347V)[26]		
DMG	0-10v dimming wires pulled outside fixture (for use with an external control, ordered separately)[17]	DF	Double fuse (208, 240, 480V)[26]		
DS	Dual switching[18,19,21]	**Shipped separately**			
		EGSR	External Glare Shield (reversible, field install required, matches housing finish)		
		BSDB	Bird Spikes (field install required)		

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GENERATION LIGHTING

8338701-12: Small One Light Downlight Outdoor Wall Lantern

Collection: Sevier

Supplied with 6.5-inches of wire

For an eco-friendly lighting design, convert to LED bulbs to offer savings and reduce energy

Designed for damp and wet environments allowing for direct water contact

1-year manufacturer warranty

Meets Title 24 energy efficiency standards

UPC #:785652027550

Finish: Black (12)

Dimensions:

Width: 6 1/2"
Height: 12 1/2"
Weight: 2.2 lbs.
Extends: 7 3/4"
Wire: 6 1/2" (color/Black/White)
Mounting Proc.: Cap Nuts
Connection: Mounted To Box

Bulbs:

1 - Medium A19 100w Max. 120v - Not included

Features:

- Clear bulb(s) recommended for this fixture
- Easily converts to LED with optional replacement lamps
- Meets Title 24 energy efficiency standards
- Title 24 compliant if used with Joint Appendix (JA8) approved light bulbs listed in the California Energy Commission Appliance database.

Material List:

1 Body - Die Cast Aluminum - Black

Safety Listing:

Safety Listed for Wet Locations

Instruction Sheets:

English (990W83387_1-SEV)

Shade / Glass / Diffuser Details:

Part	Material	Finish	Quantity	Item Number	Length	Width	Height	Diameter	Fitter Diameter	Shade Top Length	Shade Top Width	Shade Top Diameter
Panel	Glass	Clear	6			2 1/8	6					

Backplate / Canopy Details:

Type	Height / Length	Width	Depth	Diameter	Outlet Box Up	Outlet Box Down
Back Plate	5 3/8	4 1/2	7/8		2 3/4	9 3/4

Shipping Information:

Package Type	Product #	Quantity	UPC	Length	Width	Height	Cube	Weight	Frt. Class	UPS Ship
Individual	8338701-12	1	785652027550	16	10.25	9.25	0.878	3.3	250	Yes
NJ Pallet		96		48	40	77	85.556	316.8		No
NV Pallet		96		48	40	77	85.556	316.8		No

Generation Lighting reserves the right to revise the design of components of any product due to parts availability or change in safety listing standards without assuming any obligation or liability to modify any products previously manufactured and without notice. This literature depicts a product design that is the sole and exclusive property of Generation Lighting . In compliance with U.S copyright and patent requirements, notification is hereby presented in this form that this literature, or the product it depicts, is not to be copied, altered or used in any manner without the express written consent of, or contrary to the best interests of Generation Lighting, a Visual Comfort & Co brand.

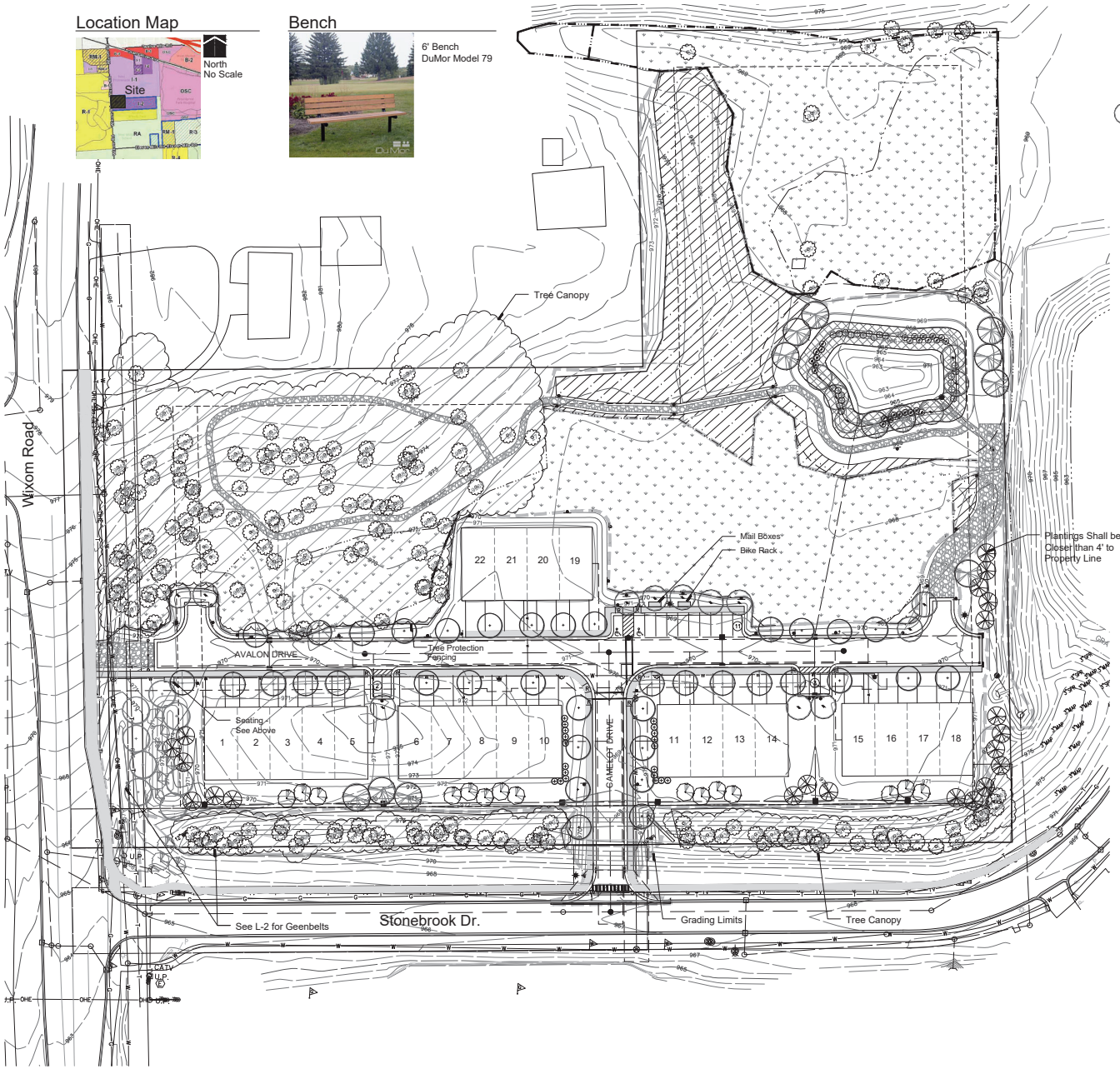
CAMELOT PARC
EXTERIOR PHOTOMETRIC PLAN
GASSER BUSH ASSOCIATES
WWW.GASSERBUSH.COM

Designer BK
Date 06/16/2025
Scale Not to Scale
Drawing No. #22-81512 V5

Location Map

Bench

6' Bench
DuMor Model 79



Landscape Summary

Street Trees		
Street Frontage		1,642 l.f.
Less Drives	352 l.f.	
Net Frontage		1,290 l.f.
Trees Required		36.8 Trees (1,290 / 35)
Trees Provided		37 Trees
Multi-Family Trees		
Total Units		22 Units
Trees Required		66 Trees (22 x 3)
Trees Provided		66 Trees
Woodland Replacement		
Replacement Required		59 Trees
Total Trees Provided		0 Trees
Trees to be Paid into Fund		59 Trees
Detention Pond Plantings		
10' Low-Water Elevation		324 l.f.
Required Planting		227 l.f. (70%)
Planting Provided		245 l.f. (75.6%)
Pond Frontage for Trees		190'
Trees Required		5.4 Trees (190 / 35)
Trees Provided		8 Trees

Notes:

- Soils Information is Shown on Sheet 2.
- Trees Shall be Planted 10' from Sanitary Sewer, Utility Structures Including Hydrants and 5' from Utility Lines.
- Tree Shall not Be Planted within 4' of Property Lines.
- Snow Shall be Deposited Adjacent to Drives and within the Curb Lawn. Any Damaged Trees Shall be Replaced as Needed.
- All Utility Boxes Shall be Screen per Detail on Sheet L-3. Approximately 8-12 Shrubs will be Required per Box.
- No Overhead Lines Exist.
- See Sheet 3 for Phragmites Locations and Removal. Japanese Knotweed is not Present on this Site.
- An Irrigation Plan will be Provided for Stamping Sets.

Requested Waivers:

1. Landscape Waiver from Sec. 5.5.3.B.ii for Deficiency of Required Wixom Road Street Lawn Trees Due to Preservation of Existing Woodland.
2. Landscape Waiver from Sec. 5.5.3.B.i.i.f for Deficiency of Wixom Road and Stonebrook Drive Greenbelt Plantings Due to Preservation of Existing Vegetation.

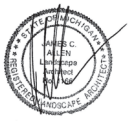
Stormwater Seed Mix

6,118 s.f. Total Area
34.2 lbs. per Acre Application Rate
4.8 lbs. of Detention Seed Mix Required
3"-6" of Topsoil with 20%-30% Compost Shall be Placed in this Area.

Note:
Contractor Shall Provide Proof of Seed to be Used in the Form of an Invoice or Photo of the Seed Bag to rmeader@cityofnovi.org for Approval Prior to Installation. If an Unacceptable Seed Mix is Used, the City Reserves the Right to Destroy the Plants and Re-seed with and Acceptable Mix at the Developer's Expense.

ALLENDESIGN
LAND PLANNING / LANDSCAPE ARCHITECTURE
557 Carpenter
Northville, Michigan 48167
e. jca@wideopenwest.com
t. 248.467.4668

Seal:



Title:

Conceptual Landscape Plan

Project:

Camelot Parc
Novi, Michigan

Prepared for:

Avalon Park Development, LLC
14955 Technology Drive
Shelby Township, Michigan 48315
248.890.5897

Revision:	Issued:
Submission	January 24, 2025
Revised	June 16, 2025

Job Number:

25-006

Drawn By:	Checked By:
jca	jca

0' 10' 20' 40'

NORTH
1"=40'

Sheet No.

L-1

Know what's below. Call before you dig.

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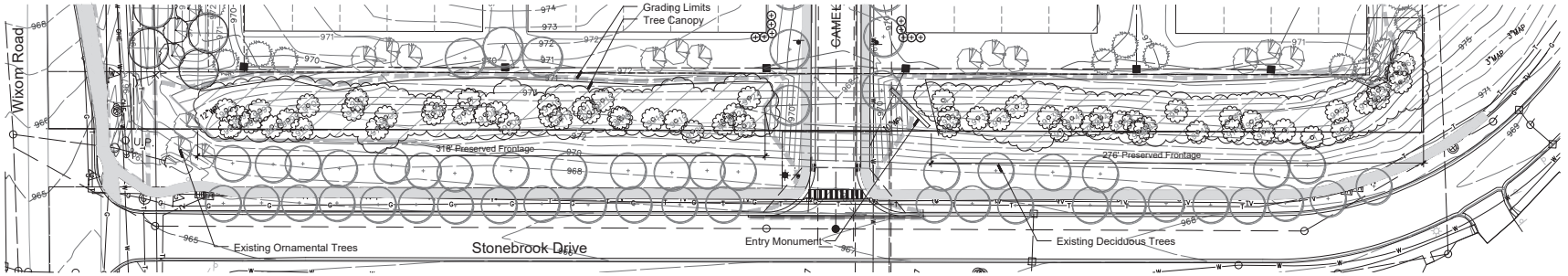
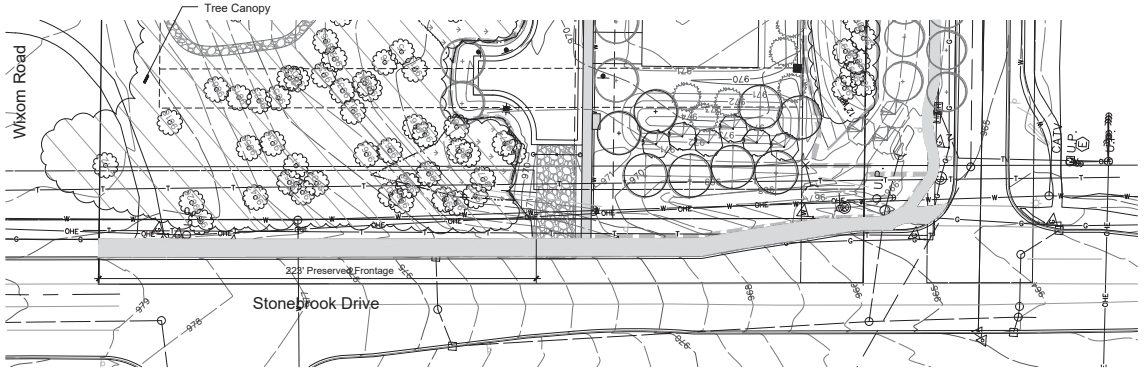
Stonebrook Drive Greenbelt



Wixom Road Greenbelt



Landscape Summary

Wixom Road

Street Lawn

Total Street Frontage	391 l.f.
Less Drive Opening	20 l.f.
Less Preserved Frontage	223 l.f.
Net Street Frontage	148 l.f.
Trees Required	4.2 Trees (148 / 35)
Trees Provided	4 Trees

Greenbelt Plantings

Total Street Frontage	391 l.f.
Less Drive Opening	20 l.f.
Less Preserved Frontage	223 l.f.
Net Street Frontage	148 l.f.
Canopy Trees Required	3.7 Trees (148 / 40)
Canopy Trees Provided	4 Trees
Sub-Canopy Trees Required	5.9 Trees (148 / 25)
Sub-Canopy Trees Provided	6 Trees

Stonebrook Drive

Street Lawn

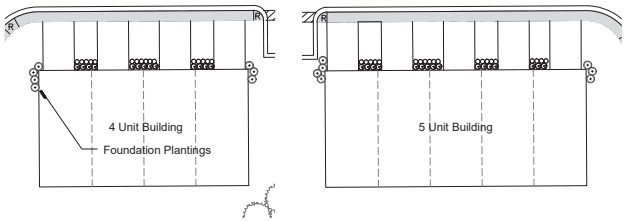
Total Street Frontage	710 l.f.
Less Drive Opening	28 l.f.
Net Street Frontage	682 l.f.
Trees Required	19.5 Trees (682 / 35)
Trees Provided	24 Trees (24 Existing)

Greenbelt Plantings

Total Street Frontage	710 l.f.
Less Drive Opening	28 l.f.
Less Preserved Frontage	594 l.f.
Net Street Frontage	88 l.f.
Canopy Trees Required	2.2 Trees (88 / 40)
Canopy Trees Provided	4 Trees (4 Existing)
Sub-Canopy Trees Required	3.5 Trees (88 / 25)
Sub-Canopy Trees Provided	4 Trees (3 Existing)

Typical Units

1"=30'



Unit Type	Unit Length	Required Landscape (35%)	Landscape Provided
4 Unit	107'	37.5'	42.8'
5 Unit	133.5'	46.7'	53.2'

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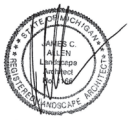

Title:

Greenbelt Plan

Project:

Camelot Parc
Novi, Michigan

Prepared for:

Avalon Park Development, LLC
14955 Technology Drive
Shelby Township, Michigan 48315
248.890.5897

Revision:	Issued:
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Revised	June 16, 2025

Job Number:

25-006

Drawn By:	Checked By:
jca	jca

0' 15' 30'

NORTH
1"=30'

811 Know what's below. Call before you dig.

Sheet No.

L-2

Camelot Park

INTERIOR UNIT FIRST FLOOR

SCALE: 1/4"= 1'-0"

FIRST FLOOR: 947 SQ. FT.
SECOND FLOOR: 1,002 SQ. FT.
TOTAL: 1,949 SQ. FT.

END UNIT FIRST FLOOR

SCALE: 1/4"= 1'-0"

FIRST FLOOR: 961 SQ. FT.
SECOND FLOOR: 1,011 SQ. FT.
TOTAL: 1,972 SQ. FT.

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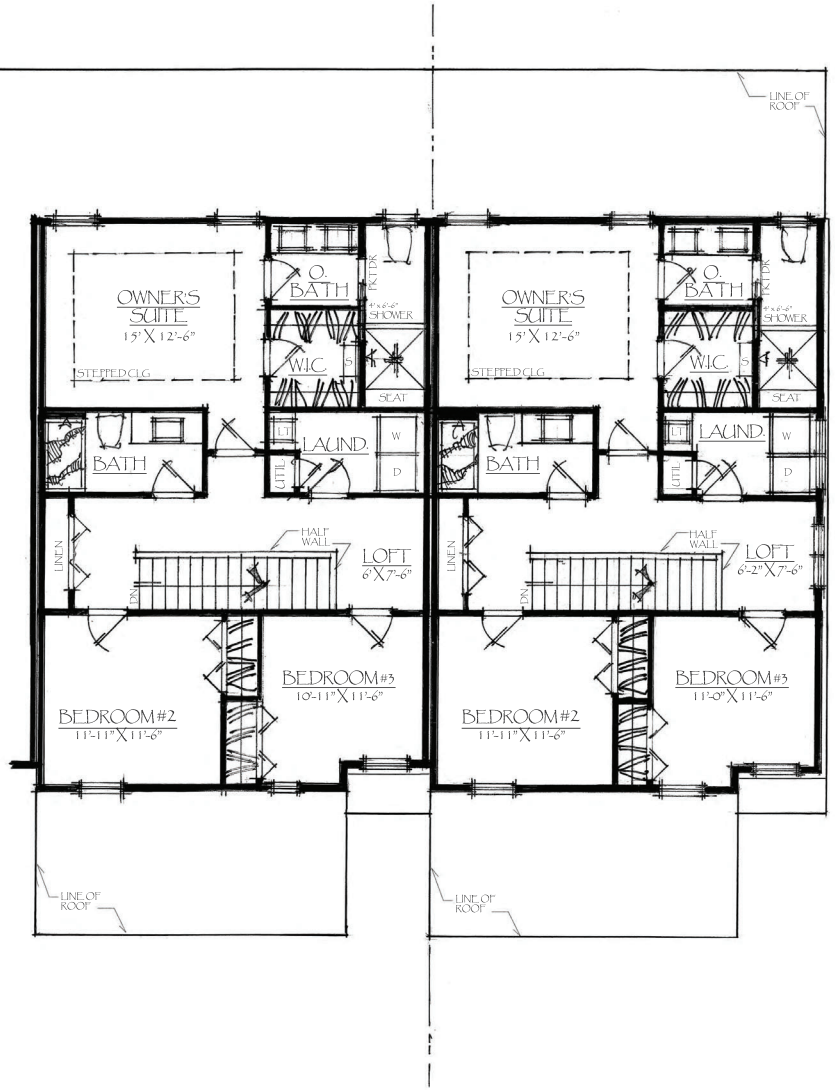
Camelot Park



INTERIOR UNIT SECOND FLOOR
SCALE: 1/4"= 1'-0"

END UNIT SECOND FLOOR
SCALE: 1/4"= 1'-0"

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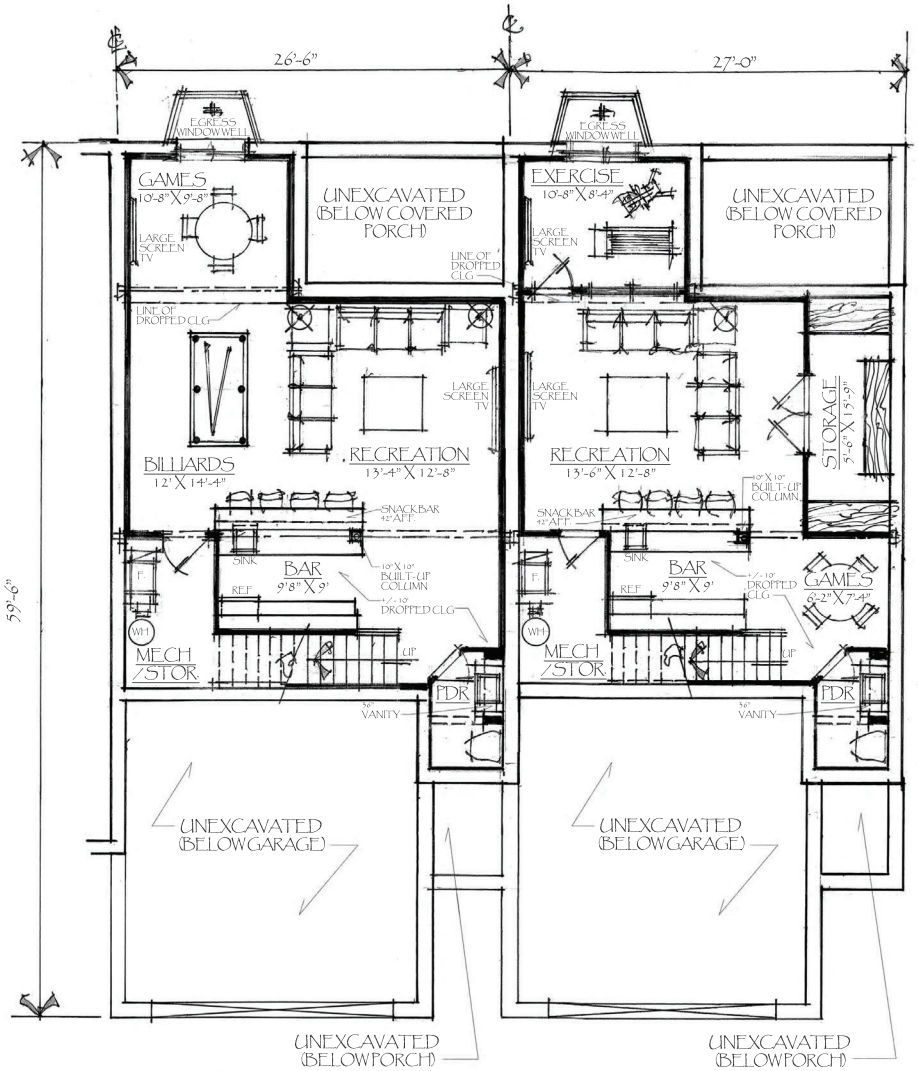
Camelot Park



INTERIOR UNIT LOWER LEVEL
SCALE: 1/4"= 1'-0"

END UNIT LOWER LEVEL
SCALE: 1/4"= 1'-0"

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Camelot Park

4,254 SQ FT. = 100%
3,518 SQ FT / 4,254 SQ FT =
83% BRICK
736 SQ FT / 4,254 SQ FT =
17% SIDING

3 PLEX - FRONT ELEVATION CONCEPT

SCALE: 1/4"= 1'-0"

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Camelot Park

3 PLEX - REAR ELEVATION CONCEPT

SCALE: 1/4"= 1'-0"

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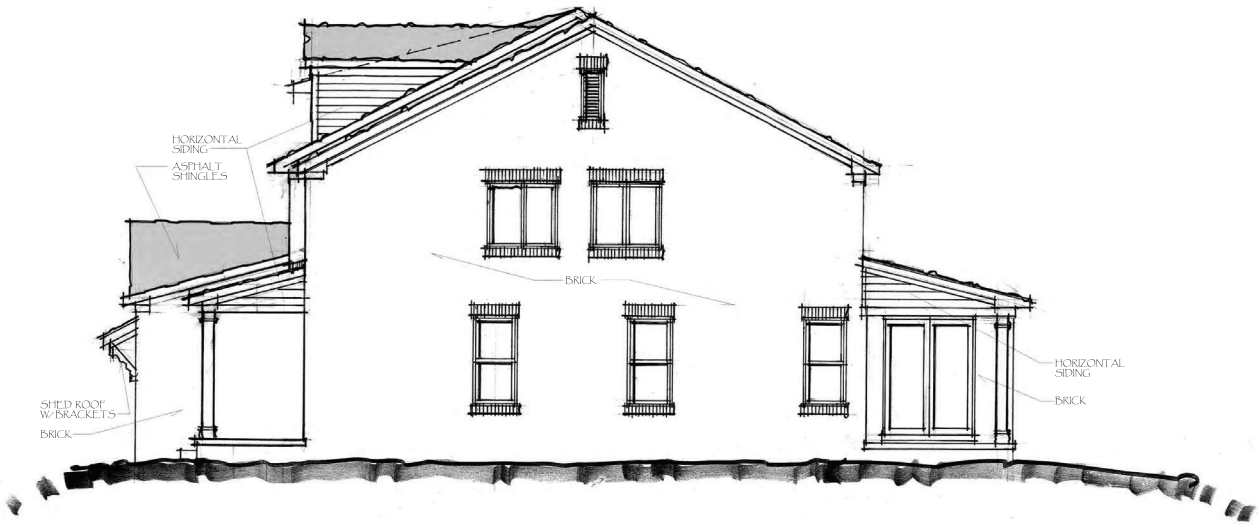
Camelot Park



3 PLEX - RIGHT ELEVATION CONCEPT

SCALE: 1/4"= 1'-0"

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Camelot Park

4-PLEX - FRONT ELEVATION CONCEPT

SCALE: 1/4"= 1'-0"

5,202 SQ FT. = 100%
4, 256 SQ FT / 5,202 SQ FT =
82% BRICK
946 SQ FT / 5,202 SQ FT =
18% SIDING

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Camelot Park

4-PLEX - REAR ELEVATION CONCEPT

SCALE: 1/4"= 1'-0"

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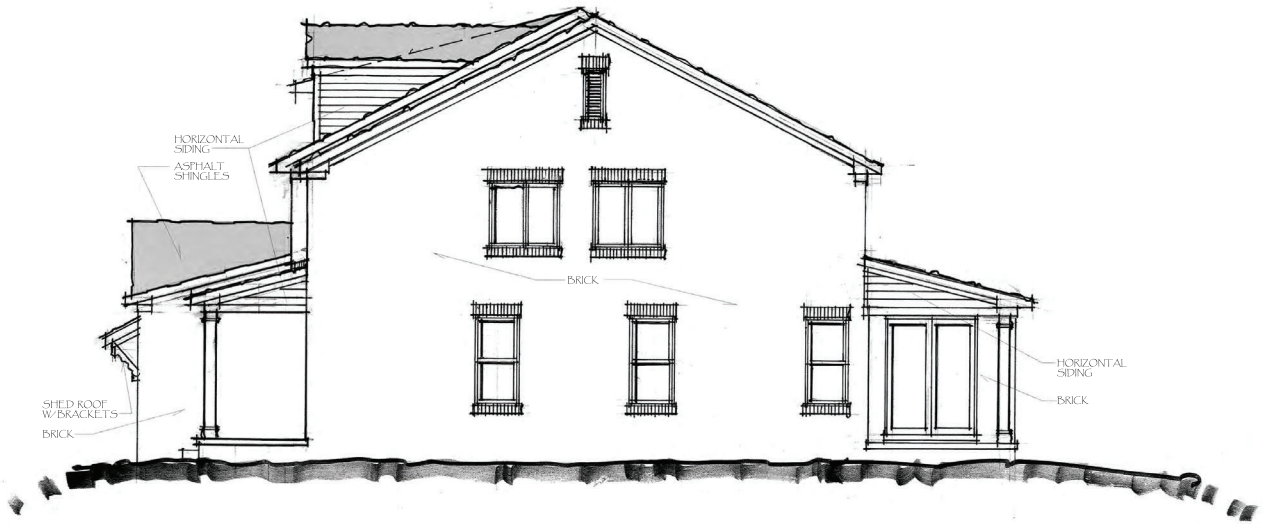
Camelot Park



4 PLEX - RIGHT ELEVATION CONCEPT

SCALE: 1/4"= 1'-0"

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Camelot Park

5 PLEX - FRONT ELEVATION CONCEPT

SCALE: 1/4"= 1'-0"

6,189 SQ FT. = 100%
5,088 SQ FT / 6,198 SQ FT =
82% BRICK
1,110 SQ FT / 6,198 SQ FT =
18% SIDING

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Camelot Park

5 PLEX - REAR ELEVATION CONCEPT

SCALE: 1/4"= 1'-0"

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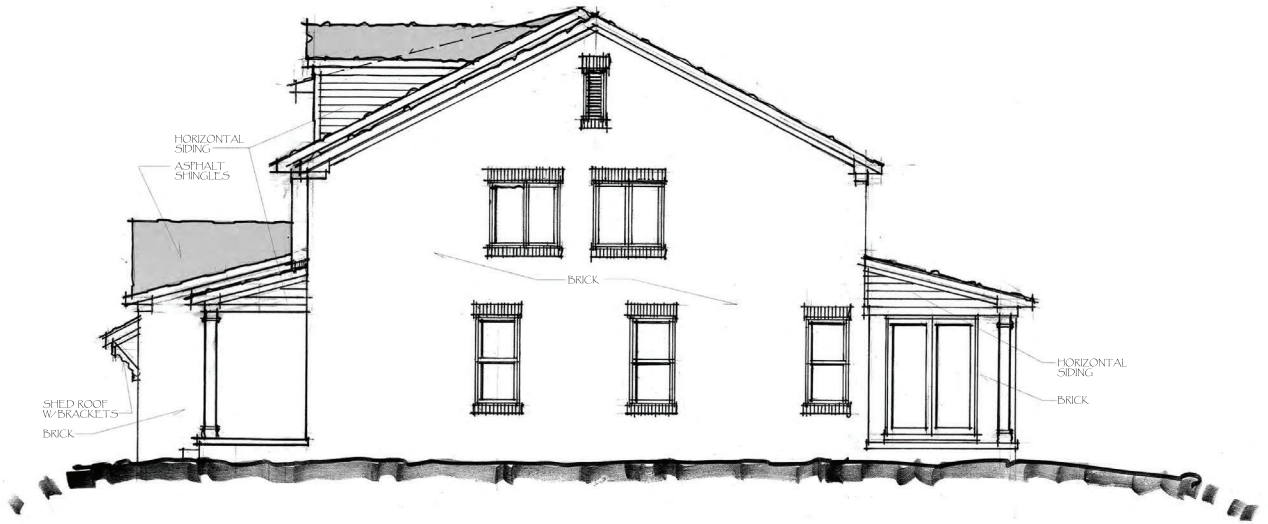
Camelot Park



5 PLEX - RIGHT ELEVATION CONCEPT

SCALE: 1/4"= 1'-0"

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PLANNING REVIEW

PLAN REVIEW CENTER REPORT

July 10, 2025

Planning Review

Camelot Parc Townhomes

JSP25-02

PETITIONER

Avalon Park Development, LLC

REVIEW TYPE

Revised PSLR Concept Plan

PROPERTY CHARACTERISTICS

Section	17	
Site Location	East side of Wixom Road, north of Eleven Mile Road; 22-17-300-019	
Site School District	Novi Community School District	
Site Zoning	R-1 One Family Residential with Planned Suburban Low-Rise Overlay (PSLR)	
Adjoining Zoning	North	I-1 Light Industrial & R-1: One-Family Residential with PSLR overlay
	East	I-2: General Industrial with PSLR overlay
	West	R-1: One-Family Residential
	South	I-2: General Industrial with PSLR overlay
Current Site Use	Vacant	
Adjoining Uses	North	Single family home, Retail shopping center (Novi Promenade)
	East	Two-family attached residential (Villas at Stonebrook)
	West	Island Lake residential subdivision
	South	Private road, Public park (Wildlife Woods Park)
Site Size	8.78 acres (Gross); 8.24 (Net)	
Plan Date	June 17, 2025	

PROJECT SUMMARY

The subject property is approximately 8.75 acres and undeveloped. It is zoned R-1, with an overlay of Planned Suburban Low Rise (PSLR). The applicant is proposing 22 attached housing units in five townhome buildings (2-stories). The concept plan indicates the main entrance to the development off Stonebrook Drive, with secondary gated emergency access provided on the west side connecting directly to Wixom Road. The applicant is proposing a trail for residents through the open space areas, and proposes wetland preservation and mitigation. Low rise multiple family is considered a Special Land Use in the PSLR overlay.

RECOMMENDATION

The PSLR Concept Plan is recommended for conditional approval, if Planning Commission and City Council find the PSLR standards for approval have been met. Please see detailed comments in this and other review letters and provide a response letter prior to the Planning Commission public hearing.

It is also recommended that the applicant meet with the Villas at Stonebrook HOA to discuss proposed road maintenance agreement with them as they are the owners of Stonebrook Drive.

PSLR OVERLAY STANDARDS AND PROCEDURES

The PSLR Overlay District requires approval of a PSLR Overlay Development Agreement and Concept

Plan by the City Council following a public hearing and recommendation from the Planning Commission.

In making its recommendation to the City Council, the Planning Commission shall consider the following: *(Staff comments are provided in italics and bracketed.)*

a. The PSLR Overlay Development Agreement and PSLR Overlay Concept Plan will result in a recognizable and substantial benefit to the ultimate users of the project and to the community. *[The applicant proposes a walking trail through an 0.77 acre area of woodland to be preserved, which is 0.05 acre short of the 10% of site area requirement. There is also a requirement for 200 square feet of private open space per unit that does not appear to be provided. There are no enhancements of the common open spaces shown besides the walking trail, although the Ordinance recommends play structures, furniture and landscaping be provided. Since so much of the property is wetland area to be preserved and wetland mitigation, it is difficult to achieve some of the "active" open space requirements.]*
b. In relation to the underlying zoning or the potential uses contemplated in the City of Novi Master Plan, the proposed type and density of use(s) will not result in an unreasonable increase in the use of public services, facilities and utilities, and will not place an unreasonable burden upon the subject property, surrounding land, nearby property owners and occupants, or the natural environment. *[The number of daily vehicle trips projected to be generated is 132, which is less than the threshold for a Traffic Study (750 trips). Peak hour trips also do not reach the thresholds. The proposed use is expected to have minimal impacts on the use of public services, facilities and utilities over what the underlying zoning would allow. The proposed concept plan impacts about 0.37 acres of existing 2.3 acres of wetlands and proposes removal of approximately 20 of the regulated woodland trees. The plan indicates appropriate mitigation measures on-site for the wetland and payment into the Tree Fund for 43 replacement credits.]*
c. In relation to the underlying zoning or the potential uses contemplated in the City of Novi Master Plan, the proposed development will not cause a negative impact upon surrounding properties. [*The proposed buildings are buffered by landscaping and preserved natural features. The multi-family residential use can serve as a transition from the two-family and one-family developments to the west, east and south and the commercial shopping center to the north.]*
d. The proposed development will be consistent with the goals and objectives of the City of Novi Master Plan, and will be consistent with the requirements of this Article [Article 3.1.27]. [*The proposed development could help provide for missing middle housing needs that are walkable to the commercial areas to the north, which is recommended in the City's Master Plan for Land Use.]*

The City Council, after review of the Planning Commission's recommendation, consideration of the input received at the public hearing, and review of other information relative to the PSLR Overlay Development Agreement Application and PSLR Overlay Concept Plan, may Indicate its tentative approval of the PSLR Overlay Development Agreement Application and PSLR Overlay Concept Plan, and direct the City Administration and City Attorney to prepare, for review and approval by the City Council, a PSLR Overlay Development Agreement or deny the proposed PSLR Overlay Concept Plan.

If tentative approval is offered, following preparation of a proposed PSLR Overlay Development Agreement, the City Council shall make a final determination regarding the PSLR Overlay Concept Plan and Agreement.

After approval of the PSLR Overlay Concept Plan and Agreement, site plans shall be reviewed in accordance with the requirements of Section 6.1 and Section 3.21 of the Ordinance and for general compliance with the approved PSLR Overlay Development Agreement and PSLR Overlay Concept Plan.

SPECIAL LAND USE CONSIDERATIONS

The concept plan is proposing low-rise multiple family residential in the PSLR district which requires a Special Land Use Permit. This must be approved by the Planning Commission in accordance with the

requirements of Section 6.1.2.C for Special Land Uses and subject to the public hearing requirements set forth and regulated in Section 6.2.

Section 6.1.2.C of the Zoning Ordinance outlines specific factors the Planning Commission shall consider in the review of any Special Land Use:

i. Whether, relative to other feasible uses of the site, the proposed use will cause any detrimental impact on existing thoroughfares in terms of overall volumes, capacity, safety, vehicular turning patterns, intersections, view obstructions, line of sight, ingress and egress, acceleration/deceleration lanes, off-street parking, off-street loading/unloading, travel times and thoroughfare level of service.
ii. Whether, relative to other feasible uses of the site, the proposed use will cause any detrimental impact on the capabilities of public services and facilities, including water service, sanitary sewer service, storm water disposal and police and fire protection to service existing and planned uses in the area.
iii. Whether, relative to other feasible uses of the site, the proposed use is compatible with the natural features and characteristics of the land, including existing woodlands, wetlands, watercourses and wildlife habitats.
iv. Whether, relative to other feasible uses of the site, the proposed use is compatible with adjacent uses of land in terms of location, size, character, and impact on adjacent property or the surrounding neighborhood.
v. Whether, relative to other feasible uses of the site, the proposed use is consistent with the goals, objectives and recommendations of the City's Master Plan for Land Use.
vi. Whether, relative to other feasible uses of the site, the proposed use will promote the use of land in a socially and economically desirable manner.
vii. Whether, relative to other feasible uses of the site, the proposed use is
    a. Listed among the provision of uses requiring special land use review as set forth in the various zoning districts of this Ordinance, and
    b. Is in harmony with the purposes and conforms to the applicable site design regulations of the zoning district in which it is located.

ORDINANCE DEVIATIONS

Section 3.21.1.D permits deviations from the strict interpretation of the Zoning Ordinance within a PSLR Overlay agreement. These deviations can be granted by the City Council on the condition that "*there are specific, identified features or planning mechanisms deemed beneficial to the City by the City Council which are designed into the project for the purpose of achieving the objectives for the District.*" **The applicant shall provide substitute safeguards for each item that does not meet the strict requirements of the Zoning Ordinance.**

The concept plan submitted with an application for a PSLR Overlay is not required to contain the same level of detail as a preliminary site plan, but the applicant has provided enough detail for the staff to identify the deviations from the Zoning Ordinance are currently shown. The following are deviations from the Zoning Ordinance and other applicable ordinances shown on the concept plan:

1. Buildings are required to be separated by a minimum of 30 feet. The two western-most buildings are 25-feet apart, which requires a deviation of 5 feet. ***This is a relatively minor deviation supported by staff because of the natural features constraints of the site and all other buildings exceed the requirements. (Sec. 3.21.2.A.ii)***
2. A stub street to the property boundary at intervals not to exceed 1,300 feet along the perimeter is required by ordinance. ***A waiver of this requirement is supported by staff since providing additional stub roads would require impacts to woodland trees and wetlands, and there are no logical connection points. (Subdivision Ordinance, Sec. 4.04)***
3. Minor drives are not to exceed 600 feet. **The proposed *Avalon Drive would be considered a minor drive, with a width of 26 feet. It has small bays of off-street visitor parking proposed in a few areas. The drive is greater than 600 feet in length, which requires a deviation. This deviation is***

supported by staff due to the existing wetlands which constrain development to the southern area of the site. A wider road width is unnecessary for the small site and would cause greater impacts to the natural features. (Sec. 5.10.1.B.ii)

4. Parking and/or access aisles are located within 8 feet of the buildings in some locations. ***The visitor parking locations are no closer than the unit driveway aprons, where parking is also permitted. Staff supports the deviation. (ZO Sec. 3.21.2.A.iv)***
5. Sidewalks along private roadways should be located such that the outside edge of the sidewalk is a minimum of 15 feet from back of curb. ***In this case, locating the sidewalk further from the roadway would cause additional impacts to wetland areas or removing more of the berm. The traffic volume is expected to be low enough for this small development that the safety of pedestrians would not be at risk with the sidewalk locations shown. (Design & Construction Standards)***
6. *Five-foot sidewalks are required along both sides of local streets and private roadways.* ***The proposed plans show 5-foot sidewalks on both sides of Camelot Drive, and along the full south side of Avalon Drive. However, sidewalks are shown on only part of the north side of Avalon Drive. This requires a deviation, which is supported by staff as the areas without sidewalk are not near buildings, and installing them would require greater impacts to the wetlands. (CO, Sec. 11-256)***
7. A minimum of 200 square feet of private open space per unit is required, but the applicant indicates 127-130 square feet per unit is proposed. ***The applicant includes the justification that providing larger spaces would result in greater impacts to the wetlands, and is difficult to achieve in the townhouse development. (ZO Sec. 3.21.2.A.v)***
8. Active recreation areas shall comprise at least 50% of the open space provided. ***Staff acknowledge that this is difficult to achieve on this site because so much of the property is wetland or wetland mitigation areas. In addition, the project is a short walking distance from the City's Wildlife Woods park, which contains active recreation and a link to the ITC trail. (ZO Sec. 3.21.2.A.v)***
9. For permanent lighting installations, the maximum Correlated Color Temperature shall be 3000 Kelvin. The lighting plan shows proposed fixtures are 4000K. **The applicant should specify 3000K fixtures, or request a deviation with sufficient justification.** ***(ZO Sec. 5.7.3.F)***
10. Deficiency in street trees along Wixom Road. **It appears that there is not room for trees with the new sidewalk and existing utilities along the road, so this would be supported by staff.** ***(ZO Sec 5.5.3.B(10))***
11. All buildings, parking lots and loading areas shall be separated from section line road rights-of-way by a 50-foot landscape buffer containing an undulating 3-5 foot-tall, landscaped berm. ***A four-foot tall landscaped berm is provided along Wixom Road, but it is not undulating due to the area's size. In addition, there is no berm or greenbelt trees proposed north of the emergency access drive. This is supported by staff since providing the berm would require additional impacts to existing woodland trees and wetlands, and there are no buildings proposed in that area.*** **(Zoning Sec. 5.5.3.B.ii, iii)**
12. Lack of a 25-foot wetland buffer north of Avalon Drive**. This is conditionally supported by staff as the applicant has proposed signage as visual protection for the wetland between Avalon Drive and the buildings is proposed. Wetland buffers are meant to remain in a natural, un-mowed state in order to protect the wetland from surface water run-off and pollutants. The applicant should also propose plantings in this wetland buffer, such as bushes, that would discourage mowing. See Wetland Review for more specific comments. (Sec. 3.6.2.M)**

ADDITIONAL REVIEW COMMENTS

This project was reviewed for conformance with the Zoning Ordinance with respect to Article 3 (Zoning Districts), Article 4 (Use Standards), Article 5 (Site Standards), and any other applicable provisions of the Zoning Ordinance**.**

Please see the attached chart for information pertaining to ordinance requirements. Items in **bold** below must be addressed and incorporated as part of the revised PSLR Concept Plan submittal:

1. **Missing middle housing:** The proposed plan provides low-rise for-sale units, which can be considered one of the recommended housing types in our 2016 City of Novi Master Plan. It fills the gap between single family units and mid-rise apartments. In Chapter 4, Market Assessment, in our Master plan, there is an example that illustrates how smaller units, clustered together, could potentially be added in well-chosen locations in the City. Walkability is a key to capturing this market segment. The concept plan includes a sidewalk connection to Stonebrook Drive, which would give residents access to the City's main trail system. The Novi Promenade shopping center would also be within walking distance, with a sidewalk proposed to connect to the existing pathway that was recently built by the City along Wixom Road. Other characteristics include medium density that can be perceived as a lower density, smaller, well-designed units, and blended densities.

2. **Unit size:** Per the City's 2016 Master Plan, missing middle housing types are expected to be smaller units than or typically found in Novi, with small or zero setback lots. The current concept plan is proposing unit sizes of 1,950-1,975 square feet. **These units are consistent with other development projects proposed to meet RM-1 and RM-2 standards, but are larger than the adjacent Villas at Stonebrook units (max. 1700 square feet).**

3. **Housing Style:** Conceptual elevations and floor plans provided indicate 2-story townhouses, with 3-, 4-, and 5-unit buildings. Each unit has its own exterior door and contains three bedrooms. Each home has a two-car attached garage.

4. **Density:** Section 4.70 of the Zoning Ordinance states, "In the PSLR district, low-rise multiple-family residential uses are permitted as a special land use up to a maximum of 6.5 dwelling units per net acre, excluding existing road rights-of-way." **The current concept plan proposes 2.7 units/net acre (ROW is excluded from the gross parcel size), which is less than what is allowed under PSLR zoning requirements.**

5. **Traffic Impacts:** As indicated in the Traffic Review letter, the proposed development is estimated to generate 5 peak hour trips in the morning, 10 peak-hour trips in the evening, and approximately 132 daily trips. These levels do not meet the City's threshold to require either a Traffic Impact Study or a Traffic Assessment, as described in the City's Site Plan and Development Manual. In addition, no new access drive is proposed to be added onto Wixom Road.

6. **Stonebrook Drive:** The applicant has included a proposed Road Maintenance Plan on Sheet 11 for Stonebrook Drive. The plan calculates a contribution for the proposed Camelot Parc toward Stonebrook Drive maintenance costs based on the length of the road, percentage of road used to access Camelot Drive, and the total number of units for each development. **As Stonebrook Drive is a private road owned by Villas at Stonebrook HOA, the applicant should meet with them to discuss proposed road maintenance agreement with them. Any cost sharing agreement would be a private agreement between the two entities.**

7. **Connection to neighboring properties:** Full time access drives shall be connected only to non-section line roads. New roads should provide public access connections to neighboring properties at location(s) acceptable to the City and the neighboring property. **The proposed development has a full-time access drive off of Stonebrook Drive, a private road belonging to the Villas at Stonebrook development. There is an ingress-egress agreement to allow this access. Wixom Road is considered a Section line road. A gated emergency access only drive is provided to Wixom Road. The only neighboring property available to connect to is the property to the north, which also has the ability to develop under the PSLR standards. Providing a connection to that parcel would mean impacting regulated wetland and woodland areas. Therefore, staff does not recommend that connection.**

8. **Open Space:** The applicant has not met requirements for several conditions related to providing open space on the property, and is requesting deviations for these conditions. While nearly 30% of the site is proposed to remain open space, it is largely existing wetland areas to be preserved and therefore not suitable for the type of open space the PSLR Overlay requires to be provided. These requirements are:

    a. *Each dwelling unit shall have a minimum of two-hundred (200) square feet of private open space adjacent to and accessible directly from the dwelling unit. This open space may include covered porches, patios, and balconies.* ***(Covered porches of about 125 sf are proposed)***
    b. *All residential developments shall provide common open space areas, enhanced with play structures, furniture, and landscaping as central to the project as possible.*
    c. *Active recreation areas shall be provided in all residential developments, with at least fifty percent of the open space area provided to be designed for active recreation.*
    d. *Active recreation area shall consist of a minimum of ten percent of the site area.*

    Staff supports the deviations requested related to open space as it is in the interest of preserving wetland and woodlands. The applicant has worked to redesign the site to minimize impacts to these features compared to earlier concept plans. The result is 32% of the overall site area will be open space, although it is mostly passive since wetland areas do not afford active recreation. In addition, the sidewalks proposed will provide linkage to the nearby Wildlife Woods Park, which provides active recreation opportunities, and a direct connection to the City's ITC trail and the campus trail network at Henry Ford Providence Novi.

9. **Plan Review Chart: Please refer to Planning Review Chart for other comments that need to be included on the Site plan.**

SUMMARY OF OTHER REVIEWS

a. Engineering Review: Additional comments to be addressed with Preliminary Site Plan. **Engineering recommends approval.**
b. Landscape Review: **Landscape recommends conditional approval if additional protections for wetland buffers are provided.**
c. Wetland Review: An EGLE Wetland Permit and a City of Novi Wetland Non-Minor Use Permit are likely required, as well as a City of Novi Authorization to Encroach the 25-Foot Natural Features Setback. Wetland mitigation is proposed (0.61 acre) on-site to compensate for wetland impacts of 0.37 acre. **Approval is recommended with the condition that environmental enhancement within the southern wetland buffer is provided to prevent mowing and disturbance.**
d. Woodland Review: A Woodland Permit from the City of Novi would be required for 20 regulated woodland tree removals. Additional comments to be addressed in the Site Plan. **Woodlands recommends approval of the PSLR Concept Plan**.
e. Traffic Review: Additional comments to be addressed with Preliminary Site Plan**. Traffic recommends approval of the PSLR Concept.**
f. Facade Review: **Façade recommends approval.** The design is in compliance with the Façade ordinance standards and specific PSLR Ordinance design standards.
g. Fire Review: Conformance with fire safety standards will be further reviewed with Site Plan submittal. **Fire recommends conditional approval of the PSLR, with comments to be addressed in the Site Plan submittals**.

NEXT STEP: PLANNING COMMISSION MEETING

This PSLR Concept Plan will be scheduled to go before the Planning Commission for public hearing and a recommendation to City Council on August 20, 2025, at 7:00 p.m. Please provide the following via email by August 13th at noon:

1. Site Plan submittal in PDF format (maximum of 10MB). **This has been received**.

2. A response letter addressing ALL the comments from ALL the review letters and a request for waivers/variances as you see fit, including justification for such waivers.
3. A color rendering of the Site Plan.

CITY COUNCIL

Following the Planning Commission meeting, the PSLR Concept Plan will be scheduled for City Council consideration. If the City Council grants tentative approval at that time, the next steps would be to develop the PSLR Agreement. Following final approval of the PSLR Plan and Agreement, the applicant would then begin the site plan approval process.

STREET AND PROJECT NAME

This project has applied for Project Naming Committee approval. **Please see letter from Stacey Choi (248-347-0483)** in the Community Development Department for information. If any further changes are proposed, the application can be found by clicking on this link.

CHAPTER 26.5

Chapter 26.5 of the City of Novi Code of Ordinances generally requires all projects be completed within two years of the issuance of any starting permit. Please contact Sarah Marchioni at 248-347-0430 for additional information on starting permits. The applicant should review and be aware of the requirements of Chapter 26.5 before starting construction.

If the applicant has any questions concerning the above review or the process in general, do not hesitate to contact me at 248.347.0484 or lbell@cityofnovi.org

Lindsay Bell, AICP – Senior Planner

PLANNING REVIEW CHART: PSLR Planned Suburban Low-Rise Overlay

Review Date: July 10, 2025
Review Type: Revised PSLR Concept Plan
Project Name: **JSP25-02 Camelot Parc Townhomes**
Parcel 22-17-300-019
Prepared by: Lindsay Bell, *AICP*, Senior Planner
Contact: **E-mail:** lbell@cityofnovi.org; **Phone:** (248) 347-0484

Items in **Bold** need to be addressed by the applicant with PSLR Concept Plan. Underlined items need to be addressed prior to the approval of the Site Plan

Item	Required Code	Proposed	Meets Code	Comments
Zoning and Use Requirements				
Master Plan *(adopted July 27, 2017)*	Suburban Low-Rise	Suburban Low-Rise	Yes	
Area Study	The site does not fall under any special category	NA	Yes	
Zoning *(Effective January 8, 2015)*	R-1 One Family Residential with PSLR (Planned Suburban Low-Rise) overlay	R-1 with PSLR overlay	Yes	**PSLR Agreement and Concept Plan must be approved by City Council after recommendation by Planning Commission.**
Uses Permitted *(Sec 3.1.27.B & C)*	Sec 3.1.27.B Principal Uses Permitted. Sec 3.1.27.C Special Land Uses	22 dwelling units – low rise multiple family (2-story)	Yes	**Special Land Use Permit required.**
Next Steps	1. Planning Commission review, public hearing and recommendation to City Council 2. City Council review and consideration of concept plan and PSLR Agreement 3. Review and approval of site plans per section 6.1.			
Low-Rise Multiple-Family Residential Uses In The PSLR District *(Sec. 4.70)*				
Low-rise multiple-family residential uses	- In the PSLR district, low-rise multiple-family residential uses are permitted as a special land use up to a maximum of 6.5 dwelling units per net acre, excluding existing road rights-of way.	22 Units on 8.24 net acres = 2.7 Dwelling units per acre	Yes	
3.21 PSLR Required Conditions				
Narrative *(Sec. 3.32.3.A)*	Explain how the development exceeds the standards of this ordinance	Narrative provided	Yes	
PSLR Overlay Concept Plan:	i. Legal description and dimensions	Provided	Yes	

Item	Required Code	Proposed	Meets Code	Comments
Required Items *(Sec. 3.21.1.A)*	ii. Existing zoning of site/adjacent properties	Provided	Yes	
	iii. Existing natural features such as wetlands and proposed impacts	Wetlands exist on site with an open body of water in the NE	Yes	**See Woodland-Wetland Review**
	iv. Existing woodlands and proposed impacts	Tree survey provided	Yes	
	v. Existing and proposed rights-of-way and road layout	60 feet ROW along Wixom Road frontage is indicated to be dedicated. The current site plan indicates private roads within the development	Yes	
	vi. Bicycle/pedestrian plan	Sidewalks, walking trail shown	Yes	
	vii. Conceptual storm water management plan	Provided	Yes	
	viii. Conceptual utility plan	Provided	Yes	
	ix. Building, Parking and Wetland Setback requirements	Min. 30 feet setback lines on all four sides indicated on the plans. 10-foot setback around wetland areas.	**No**	**Building north of the drive will be within remaining wetland buffer**
	x. Conceptual layout	Provided	Yes	
	xi. Conceptual open space/recreation plan	Information provided on sheet 9; walking path shown	Yes	
	xii. Conceptual streetscape landscape plan	Provided	Yes	**Refer to Landscape review for more details**
PSLR Overlay Concept Plan: Optional Items *(Sec. 3.21.1.A)*	xiii. Parking plan	Provided	Yes	Refer to Traffic review letter for additional comments
	xiv. Detailed layout plan	Provided	Yes	
	xv. Residential density calculations and type of units	2.7 DUA proposed	Yes	
	xvi. Detailed open space/recreation	Walking path (gravel), benches	Yes	
	xvii. Detailed streetscape landscape plan	Provided	Yes	**Refer to Landscape review for more details**
	xviii. Graphic description of each deviation from the applicable	Written description provided in the narrative	Yes?	

Item	Required Code	Proposed	Meets Code	Comments
	ordinance requested			
	xix. Phasing plan	Phasing not indicated	NA	
Community Impact Statement *(Sec. 3.21.1.B)*	- All non-residential projects over 30 acres for permitted use - All non-residential over 10 acres for special land use - Residential over 150 units - Mixed use, staff determines - Requirements within study (include: social impacts, environmental factors)	Total project area is 8.78 Acres or 8.24 Net after ROW dedication, units 22	NA	*Does not meet threshold for CIS*
Traffic Impact Study *(Sec. 3.21.1.C)*	Study as required by the City of Novi Site Plan and Development Manual	Does not meet requirements for study	NA	
Proposed Ordinance Deviations *(Sec. 3.21.1.D)*	List all proposed ordinance deviations with supporting narrative.	Deviations listed in applicant narrative.	Yes	See charts and letters for all deviations
City Council may approve deviations from the Ordinance standards as part of a PSLR Overlay Development Agreement provided there are specific, identified features or planning mechanisms deemed beneficial to the City which are designed into the project for the purpose of achieving the objectives for the District. Safeguards shall be provided for each regulation where there is noncompliance on the PSLR Overlay Concept Plan.				
Required PSLR Overlay Use Standards/ Conditions for special land uses *(Sec. 3.21.2)*				
Site Standards *(Sec. 3.21.2.A)*				
Building Frontage *(Sec. 3.21.2.A.i)*	Buildings shall front on a dedicated non-section line public street or an approved private drive	Site fronts on Section line public road and will have access via Stonebrook Drive to proposed private minor drives	Yes	
Building Setbacks *(Sec. 3.21.2.A.ii) & (Sec 3.1.27.D)* *** The maximum front and exterior side yard setback requirement when adjacent to roads and drives (other than planned or	Minimum front yard setback: 30 ft*** Maximum front yard setback: 75 ft.	30 ft. from units to private dr.	Yes	
	Minimum rear yard setback: 30 ft	30 feet	Yes	
	Exterior side yard adjacent to roads and drives 30 ft***	55 feet to South property line	Yes	
	Exterior side yard adjacent to planned or existing section line road ROW 50 ft	50 feet from Wixom Road	Yes	

Item	Required Code	Proposed	Meets Code	Comments
existing section line road right-of-way) is 75 feet.	Interior side yard 30 ft	130 ft	Yes	**2 Western-most buildings are 25-feet apart, which would require a deviation**
	Building to building 30 ft	25 ft	**No**	
	Building Corner to corner: 15 ft		NA	
Landscape Buffer *(Sec. 3.21.2.A.iii)* **and Berms** *(Sec. 5.5.3)*	All buildings, parking lots and loading areas shall be separated from section line road rights-of-way by a **50 ft. landscape buffer** containing an undulating 3-5 ft. tall landscaped berm.	landscape buffer provided with berm near building, waiver requested where no buildings and existing woodlands are present	**No**	**Refer to planning and landscape review for more details – Deviation Requested**
Parking spaces for all uses in the district (except for townhouse style multiple-family dwellings that provide private garages for each dwelling unit) *(Sec. 3.21.2.A.iv)*	Located only in the rear yard or interior side yard	A few Interior parking shown for visitor spaces	Yes	
	Screened by 3-5 ft. undulating berm from adjacent streets per Section 5.5.3.	Berms present	Yes	
	All parking and access aisles shall be Min. 15 ft. from all buildings	8-11.6 feet in some locations	**No**	**Deviation requested to allow visitor parking to be located 8- to 11.5-ft from buildings**
Parking Setbacks *(Sec. 3.21.2.A.iv.d)* ***** except that parking spaces for townhouse developments shall be permitted in the front yard setback when the parking area is also a driveway access to a parking garage contained within the unit.	Front yard parking is not permitted*	None proposed	Yes	
	Exterior side yard adjacent to a section line road - 50 ft. min		NA	
	Exterior side yard adjacent to a local street – 30 ft. min	120 ft	Yes	
	Interior side yards adjacent to single family residential districts - 30 ft. min	120 ft	Yes	
	Interior side yards not adjacent to a single family residential district – 15 ft. min		NA	
Open Space Recreation requirements for Multi-Family Residential Developments	Minimum of 200 square feet per dwelling unit of private open space accessible to building (includes covered porches, balconies and	Some private open space indicated – appears 2,750 square feet is proposed in balcony/patio areas (125 sf per unit average)	**No**	**Deviation requested for deficiency of 75 sf per unit**

Item	Required Code	Proposed	Meets Code	Comments
(Sec. 3.21.2.A.v)	patios)			
	Common open space areas as central to project as possible	Most of the open space in the northern area of the site – existing wetlands and proposed mitigation areas	Yes	
	Active recreation areas shall be provided with at least 50 % of the open spaces dedicated to active recreation	Total open spaces: 2.65 acres Active open space: 0.77 acres (walking trail area)	**No**	**Deviation requested for less than 50% as active, 29% proposed**
	Active recreation shall consist 10% of total site area. **(0.82 acre)**	Active open space 0.77	**No**	**Deviation requested for deficiency of 0.05 acre**
Other Applicable Zoning Ordinances *(Sec. 3.21.2.A.vi, vii and ix)*	Loading and Unloading per Section 5.4	Loading spaces are not required	NA	
	Off-street Parking per Section 5.2 and 5.3: 2 spaces per dwelling unit with 2 bedrooms	22 x 2 = 44 required 104 spaces provided	Yes	**Two-car garages, 2 apron spaces per unit, and 16 visitor spaces**
	Landscaping per Section 5.5, All sites shall include streetscape amenities such as but not limited to benches, pedestrian plazas, etc.	One bench, residential-style wall lights	Yes	**Suggest additional benches around the walking path**
Building Length *(Sec. 3.21.2.A.viii)*	Maximum building length as described in Sec 3.21.3.A.vii shall not exceed **180 ft.**	Does not exceed. 134 ft max	Yes	
	City Council may modify the minimum length up to a maximum of 360 ft. if: a) Building includes recreation space for min. 50 people b) Building is setback 1 ft. for every 3 ft. in excess of 180 ft. from all residential districts.	Not applicable	NA	
Outdoor Lighting *(Sec. 3.21.2.A.x)*	Maximum height of light fixtures: 20 ft.	15 ft	Yes	
	Cut-off angle of 90 degrees or less	Provided	Yes	
	No direct light source shall be visible at any property line abutting a section line road right-of-way at ground level.	Light fixture at western end of access aisle may be visible, but it is shielded	Yes	
	Maximum Illumination at property line: 0.5fc	Max proposed 0.5 fc except for entrance	Yes	

Item	Required Code	Proposed	Meets Code	Comments
		drive on Stonebrook Dr.		
Circulation Standards *(Sec. 3.21.2.B)*				
Full Time Access *(Sec. 3.21.2.B)*	Full-time access drives shall be connected only to non-section line roads	Full time access drives are connected to a proposed private drive	Yes	
Emergency Access *(Sec. 3.21.2.B)*	Emergency access with access gate may be connected to section line roads when no other practical location is available	Emergency access is proposed	Yes	
Connection to Neighboring Properties *(Sec. 3.21.2.B.i)*	New roads should provide public access connections to neighboring properties at location(s) acceptable to the City and the neighboring property	Connections to neighboring parcels are proposed via previous public access easement (Villas at Stonebrook)	Yes	
New Roads *(Sec. 3.21.2.B.ii.a)*	New roads shall be designed as pedestrian/bicycle focused corridors as identified in the Active Mobility Plan	Drive aisles are not new streets		
Non-Motorized Facilities *(Sec. 3.21.2.B.ii.b)*	Facilities shall be connected to the existing pedestrian network	Sidewalks are proposed within the site and connected to Wixom Road and Stonebrook Dr	Yes	
Proposed Non-Motorized Facilities *(Sec. 3.21.2.B.ii.c)*	Where existing non-motorized facilities do not exist on adjacent neighboring properties, facilities shall be stubbed to the property line.	Pathway existing on Wixom Road	NA	
Building Design Standards (Sec. 3.21.2.C)				
Building Height *(Sec. 3.21.2.C.i)*	35 ft. or 2 ½ stories	2-story shown, 25.5'	Yes	
Building Design *(Sec. 3.21.2.C.ii)*	Buildings must be designed with a "single-family residential character"	Residential style shown	Yes	**See previous Façade Review for comments**
Building Design *(Sec. 3.21.2.C.ii)*	Front and rear elevations have ground floor pedestrian entrances spaces no more than 60 ft	Pedestrian entrances on front and rear, for each unit	Yes	
Maximum % of Lot Area Covered	25%	9.17%	Yes	

Item	Required Code	Proposed	Meets Code	Comments
(Sec. 3.1.27.D)				
Note To District Standards *(Sec 3.6.2)*				
Off-Street Parking in Front *Yard* *(Sec 3.6.2.E)*		No front yard parking proposed	NA	
Parking setback screening *(Sec 3.6.2.P)*	Required parking setback area shall be landscaped per sec 5.5.3.	Parking lots are screened by berm/buildings	Yes	
Modification of parking setback requirements *(Sec 3.6.2.Q)*	Refer to Sec 3.6.2 for more details	Modifications are not requested	NA	
Additional Road Design, Building Setback, And Parking Setback Requirements, Multiple-Family Uses *(Sec. 5.10)*				
Road standards *(Sec. 5.10)*	A private drive network within a cluster, two - family, multiple-family, or non-residential uses and developments shall be built to City of Novi Design and Construction Standards for local street standards (28 feet back-to-back width)	Camelot Dr - 28 feet wide Avalon Dr – 26 feet	Yes	
Major Drives	Width: 28 feet	Stonebrook Dr would be the Major Drive - existing	Yes	
Minor Drive	– Cannot exceed 600 feet – Width: 24 feet with no on-street parking – Width: 28 feet with parking on one side – Parking on two sides is not allowed - Needs turn-around if longer than 150 feet	Avalon Drive exceeds 600 ft length 26-foot wide Parking bays on 1 side Turn-arounds provided	**No** Yes	**Deviation required for minor drive in excess of 600 ft**
Parking on Major and Minor Drives	– Angled and perpendicular parking, permitted on minor drive, but not from a major drive; – minimum centerline radius: 100 feet – Adjacent parking and on-street parking shall be limited near curves with less than two-hundred thirty (230) feet of centerline radius	Perpendicular parking proposed on minor drive Parking setback is required to be 15 ft in PSLR standards (see previous note)	Yes	

Item	Required Code	Proposed	Meets Code	Comments
	– Minimum building setback from the end of a parking stall shall be 25 feet in residential districts.			
Parking, Loading and Dumpster Requirements				
Number of Parking Spaces **Multiple Family** *(Sec. 5.2.12.A)*	Two for each dwelling unit For 22 units, 44 spaces	104 spaces	Yes	
Parking Space Dimensions and Maneuvering Lanes *(Sec. 5.3.2)*	<u>90° parking layout:</u> 9' x 19' parking space dimensions and 24' wide drives	26' access aisle	Yes	
	9' x 17' if overhang on 7' wide interior sidewalk or landscaped area as long as detail indicates 4'' curb	9' x 19' proposed	Yes	
Parking stall located adjacent to a parking lot entrance (public or private) *(Sec. 5.3.13)*	- shall not be located closer than twenty-five (25) feet from the street right-of-way (ROW) line, street easement or sidewalk, whichever is closer	Complies	Yes	
End Islands *(Sec. 5.3.12)*	- End Islands with landscaping and raised curbs are required at the end of all parking bays that abut traffic circulation aisles. - The end islands shall generally be at least 8 feet wide, have an outside radius of 15 feet, and be constructed 3' shorter than the adjacent parking stall as illustrated in the Zoning Ordinance		NA	**See Traffic Review for detailed comments**
Barrier Free Spaces *Barrier Free Code*	1 barrier free parking spaces (for total 26 to 50)& 1 van barrier free parking space	2 barrier free proposed		**See Traffic Review**
Barrier Free Space Dimensions *Barrier Free Code*	- 8' wide with an 8' wide access aisle for van accessible spaces - 8' wide with a 5' wide access aisle for regular accessible spaces	9' wide, 9' access aisle – appears to comply	Yes?	**Could reduce spaces to 8' each with 8' access to recover a couple feet of pavement**

Item	Required Code	Proposed	Meets Code	Comments
Barrier Free Signs *Barrier Free Code*	One sign for each accessible parking space.			**See Traffic Review**
Minimum number of Bicycle Parking *(Sec. 5.16.1)*	One (1) space for each five (5) dwelling units: **5 spaces required**	5 spaces shown	Yes	**Provide required bike parking**
Bicycle Parking General requirements *(Sec. 5.16)*	- No farther than 120 ft. from the entrance being served - When 4 or more spaces are required for a building with multiple entrances, the spaces shall be provided in multiple locations - Spaces to be paved and the bike rack shall be inverted "U" design - Shall be accessible via 6 ft. paved sidewalk		**TBD**	**Will be reviewed in Final Site Plan submittal**
Bicycle Parking Lot layout *(Sec 5.16.6)*	Parking space width: 7 ft. One tier width: 11 ft. Two tier width: 18 ft. Maneuvering lane width: 4 ft. Parking space depth: 32 in		**TBD**	**Will be reviewed in Site Plan submittals**
Dumpster *(Sec 4.19.2.F)*	- Located in rear yard or interior side yard in case of double frontage - Attached to the building or - No closer than 10 ft. from building if not attached - Not located in parking setback - If no setback, then it cannot be any closer than 10 ft, from property line. - Away from Barrier free Spaces	Not proposed – individual trash pick up	NA	
Dumpster Enclosure *(Sec. 21-145.(c) City code of Ordinances)*	- Screened from public view - A wall or fence 1 ft. higher than height of refuse bin - And no less than 5 ft.		NA	

Item	Required Code	Proposed	Meets Code	Comments
	on three sides - Posts or bumpers to protect the screening - Hard surface pad. - Screening Materials: Masonry, wood or evergreen shrubbery			
Sidewalk Requirements				
ARTICLE XI. OFF-ROAD NON-MOTORIZED FACILITIES *Sec. 11-256. Requirement. (c)* & Sub. Ord. Sec. 4.05,	- In the case of new streets and roadways to be constructed as part of the project, a sidewalk shall be provided on both sides of the proposed street or roadway. - Sidewalks along arterials and collectors shall be 6 feet or 8 feet wide as designated by the "Bicycle and Pedestrian Plan," but not along industrial service streets per Subdivision Ordinance - Whereas sidewalks along local streets and private roadways shall be five (5) feet wide.	Existing pathway shown on Wixom Road 5-ft sidewalks both sides of Camelot Dr, 5-ft sidewalk on Avalon Dr for most part	Yes **No**	**Deviation required for absence of sidewalk on portion of north side of Avalon Drive**
Pedestrian Connectivity	- Whether the traffic circulation features within the site and parking areas are designed to assure safety and convenience of both vehicular and pedestrian traffic both within the site and in relation to access streets - Building exits must be connected to sidewalk system or parking lot.		No	
Active Mobility Plan	- Pathway gap on Wixom Road		NA	**This gap was constructed by the City in 2024**
City Code and Other Requirements				
Woodlands *(City Code Ch.*	Replacement of removed trees		TBD	**See Planning and Woodland Reviews**

Item	Required Code	Proposed	Meets Code	Comments
37)				
Wetlands *(City Code Ch. 12, Art. V)*	Mitigation of removed wetlands at ratio of 1.5:1 emergent wetland, 2:1 for forested wetlands	Mitigation shown to be constructed on-site	Yes	**See Wetland Review.**
Design and Construction Standards Manual	Land description, Sidwell number (metes and bounds for acreage parcel, lot number(s), Liber, and page for subdivisions).		Yes	
General layout and dimension of proposed physical improvements	Location of all existing and proposed buildings, proposed building heights, building layouts, (floor area in square feet), location of proposed parking and parking layout, streets and drives, and indicate square footage of pavement area (indicate public or private).	Mostly provided. Some dimensions are required to provide more clarity.	Yes	Refer to all review letters for comments
Economic Impact	- Total cost of the proposed building & site improvements Number of anticipated jobs created (during construction & after building is occupied, if known)	Investment of $8.5M 50-70 trade and construction jobs	Yes	
Legal Documents	PSLR Development Agreement is required if approved. Conservation Easements for wetlands/woodlands areas; ROW dedication with Final Site Plan review	PSLR Agreement Conservation Easements Master Deed	TBD	A PSLR agreement would be required if City Council approves the Concept Plan
Development and Street Names	Development and street names must be approved by the Street Naming Committee before Preliminary Site Plan approval	Application received	Yes	The project requires a project and street naming approval.
Development/ Business Sign	- Signage if proposed requires a permit. - Signage is not regulated by the Planning Division or Planning Commission.	**Will need to apply for sign permit**		*Contact Ordinance Enforcement at 248.735.5678, for sign ordinance questions.*

Item	Required Code	Proposed	Meets Code	Comments
Lighting and Photometric Plan *(Sec. 5.7)*				
Intent *(Sec. 5.7.1)*	- Establish appropriate minimum levels, prevent unnecessary glare, reduce spillover onto adjacent properties & reduce unnecessary transmission of light into the night sky		Yes	
Lighting Plan *(Sec. 5.7.2.A.i)*	- Site plan showing location of all existing & proposed buildings, landscaping, streets, drives, parking areas & exterior lighting fixtures	Provided	Yes	
Building Lighting *(Sec. 5.7.2.A.iii)*	- Relevant building elevation drawings showing all fixtures, the portions of the walls to be illuminated, illuminance levels of walls and the aiming points of any remote fixtures.	Provided	Yes	
Lighting Specifications *(Sec. 5.7.A.2.ii)*	- Specifications for all proposed & existing lighting fixtures	Shown	Yes	
	- Photometric data	Shown	Yes	
	- Fixture height	Shown	Yes	
	- Mounting & design	Shown	Yes	
	Glare control devices - *(Also see Sec. 5.7.3.D)*	Shown	Yes	
	Type & color rendition of lamps	4000K	**No**	**<u>Change to 3000K fixtures or seek a variance with justification (Note – Response letter states these are now 3000K, however photometric sheet shows 40K)</u>**
	Hours of operation	24 hrs/day	Yes	
Max Height *(Sec. 5.7.3.A)*	Height not to exceed 25feet *Superseded by Sec. 3.21.2.A.x (20-ft max)*	Not shown	**No**	**Mounting height not found on photometric plan**
Standard Notes *(Sec. 5.7.3.B)*	- Electrical service to light fixtures shall be placed underground - Flashing light shall not be permitted	Notes not found	**TBD**	

Item	Required Code	Proposed	Meets Code	Comments
	- Only necessary lighting for security purposes & limited operations shall be permitted after a site's hours of operation			
Indoor Lighting *(Sec. 5.7.3.H)*	- Indoor lighting shall not be the source of exterior glare or spillover		NA	
Security Lighting *(Sec. 5.7.3.I)* Lighting for security purposes shall be directed only onto the area to be secured.	- All fixtures shall be located, shielded and aimed at the areas to be secured. - Fixtures mounted on the building and designed to illuminate the facade are preferred		NA	
Color Spectrum Management *(Sec. 5.7.3.F)*	Non-Res and Multifamily: - For all permanent lighting installations - minimum Color Rendering Index of 70 and Correlated Color Temperature of no greater than 3000 Kelvin	Fixtures are 4000K	**No**	**Provide information to verify compliance in fixture chart for each type** **<u>Deviation required for fixtures over 3000K</u>**
Parking Lot Lighting *(Sec. 5.7.3.J)*	- Provide the minimum illumination necessary to ensure adequate vision and comfort. - Full cut-off fixtures shall be used to prevent glare and spillover.		NA	
Min. Illumination *(Sec. 5.7.3.L)*	- Parking areas: 0.2 fc min			
	- Loading & unloading areas: 0.4 fc min			
	- Walkways: 0.2 fc min			
	- Building entrances, frequent use: 1.0 fc min			
	- Building entrances, infrequent use: 0.2 min			
Average Light Level *(Sec.5.7.3.L)*	- Average light level of the surface being lit to the lowest light of the surface being lit shall not exceed 4:1			
Max. Illumination adjacent to	- When site abuts a non-residential district, maximum illumination		NA	

Item	Required Code	Proposed	Meets Code	Comments
Non-Residential *(Sec. 5.7.3.L)*	at the property line shall not exceed 1 foot candle			
Max. Illumination adjacent to Residential *(Sec. 5.7.3.M)*	- Fixture height not to exceed 25 feet - Cut off angle of 90 degrees or less - No direct light source shall be visible at the property line adjacent to residential at ground level - Maximum illumination at the prop line not to exceed 0.5 fc.	Fixture height not noticed Property lines 0.0 except for entrance on Stonebrook Dr	**No** Yes	
Residential Developments *(Sec. 5.7.3.O)*	- Provide sufficient illumination (0.2 fc min) at each entrance from major thoroughfare - Residential projects may deviate from the min. illumination levels and uniformity requirements of 5.7.3.L so long as site lighting for parking lots, property lines and security lighting is provided	Lighting at entrances exceeds min	Yes	*Lighting is appropriate for residential area*

NOTES:
1. This table is a working summary chart and not intended to substitute for any Ordinance or City of Novi requirements or standards.
2. The section of the applicable ordinance or standard is indicated in parenthesis. Please refer to those sections in Article 3, 4 and 5 of the zoning ordinance for further details.
3. Please include a written response to any points requiring clarification or for any corresponding site plan modifications to the City of Novi Planning Department with future submittals.

ENGINEERING REVIEW

PLAN REVIEW CENTER REPORT

07/09/2025

Engineering Review

Camelot Parc Townhomes
JSP25-0002

APPLICANT

Avalon Park Development, LLC

REVIEW TYPE

PSLR Concept Plan

PROPERTY CHARACTERISTICS

- Site Location: Located on the west side of Wixom Road north of Stonebrook Drive in section 17 of the City of Novi
- Site Size: 8.78 acres
- Plan Date: 6-17-2025
- Design Engineer: Atwell Engineering

PROJECT SUMMARY

- Construction of 5 residential buildings with 22 townhome units. Site access will be provided via Stonebrook Drive.
- Water service would be provided by an 8-inch extension from the existing 16-inch water main along the west side of Wixom Road, and loop to connect to the existing 16-inch water main on the south side of Stonebrook Drive. Along with 2 additional hydrants.
- Sanitary sewer service would be provided by an extension from the existing 8-inch sanitary sewer along the north side of Stonebrook Drive.
- Storm water would (continue to) be collected by a single storm sewer collection system and discharged to an on-site detention basin.

RECOMMENDATION

Approval of the PSLR Concept Plan is **recommended** at this time, Engineering has no concerns with the concept plan at this time. The following items shall be addressed at the time of Preliminary Site Plan submittal:

COMMENTS

1. Reference city benchmark 1823, located on the west side of Wixom Road. City of Novi Survey Benchmarks Arch Map.
2. **Only at the time of the printed Stamping Set submittal,** provide the City's standard detail sheets for water main (5 sheets), sanitary sewer (3 sheets), storm sewer (2 sheets), paving (2 sheets). The most updated details can be found on the City's website under Engineering Standards and Construction Details.
3. A Right-of-Way Permit will be required from the City of Novi.
4. Provide sight distance measurements for the Stonebrook Drive entrance in accordance with Figure VIII-E of the Design and Construction Standards, Chapter 11 of the City of Novi Code of Ordinances.
5. Provide a traffic control sign table listing the quantities of each ***permanent*** sign type proposed for the development. Provide a note along with the table stating all traffic signage will comply with the current MMUTCD standards. Check pole detail for any right-of-way poles.
6. Provide a construction materials table on the utility plan listing the quantity and material type for each utility (water, sanitary and storm) being proposed.
7. Provide a utility crossing table indicating that at least 18-inch vertical clearance will be provided, or that additional bedding measures will be utilized at points of conflict where adequate clearance cannot be maintained.
8. Provide a note stating if dewatering is anticipated or encountered during construction, then a dewatering plan must be submitted to the Engineering Division for review.
9. Generally, all proposed trees shall remain outside utility easements. Where proposed trees are required within a utility easement, add a note stating the distance between the proposed water main and the street trees.

WATER MAIN

10. All public water main easements shall be 20-feet wide. Show 20-foot wide proposed easement.
11. Provide a water main basis of design for the development on the utility plan sheet.
12. Water Systems must have the ability to serve at least three thousand (3,000) gallons per minute in apartment, cluster residential and similar complexes, institutional and school areas.
13. Provide a profile for all proposed public water main 8-inch or larger.
14. In the general notes and on the profile, add the following note: "Per the Ten States Standards Article 8.8.3, one full 20-foot pipe length of water main shall be used whenever storm sewer or sanitary sewer is crossed, and the pipe shall be centered on the crossing, in order to ensure 10-foot separation between water main and sewers." Additionally, show the 20-foot pipe lengths on the profile.
15. EGLE permit applications take at least 3 months for review, it is recommended that the applicant submit the draft EGLE application with preliminary site plan to Engineering Division.

16. A sealed set of utility plans along with the Michigan Department of Environment, Great Lakes & Energy (EGLE) permit application for water main construction, the Streamlined Water Main Permit Checklist, Contaminated Site Evaluation Checklist, Basis of Design, and an electronic version of the utility plan should be submitted to the Engineering Division for review, assuming no further design changes are anticipated. Utility plan sets shall include only the cover sheet, any applicable utility sheets, and the standard detail sheets.

IRRIGATION

17. Provide irrigation plans for site as part of the preliminary site plan submittal.

SANITARY SEWER

18. All public sanitary sewer shall be within a dedicated sanitary sewer easement unless proposed in the right-of-way. Show proposed 20-foot wide sanitary sewer easement.
19. Provide a note on the Utility Plan and sanitary profile stating the sanitary leads will be buried at least 5 feet deep where under the influence of pavement.
20. Illustrate all pipes intersecting with manholes on the sanitary profiles.
21. Three (3) sealed sets of revised utility plans along with the Michigan Department of Environment, Great Lakes & Energy (EGLE) permit application, electronic utility plan for sanitary sewer construction, and the Streamlined Sanitary Sewer Permit Certification Checklist should be submitted to the Engineering Division for review, assuming no further design changes are anticipated. Utility plan sets shall include only the cover sheet, any applicable utility sheets, and the standard detail sheets. It should be indicated with the application if an expedited EGLE review is requested. EGLE will charge a fee that can be paid directly to the State.

STORM SEWER

22. Off-Site storm drainage easement or temporary construction easement is not required, applicant has proposed to connect to storm sewer located within an existing City of Novi easement, L13319 P126.
23. A minimum cover depth of 3 feet shall be maintained over all proposed storm sewer. Currently, a few pipe sections do not meet this standard. Grades shall be elevated, and minimum pipe slopes shall be used to maximize the cover depth. In situations where the minimum cover cannot be achieved, Class V pipe must be used with an absolute minimum cover depth of 2 feet. An explanation shall be provided where the cover depth cannot be provided.
24. Storm manholes with differences in invert elevations exceeding two feet shall contain a 2-foot-deep plunge pool.
25. Provide a four-foot-deep sump and an oil/gas separator in the last storm structure prior to discharge to the storm water basin.
26. Provide profiles for all storm sewer 12-inch and larger. All storm pipes accepting surface drainage shall be 12-inch or larger.
27. Label the 10-year HGL on the storm sewer profiles and ensure the HGL remains at least 1-foot below the rim of each structure.

28. Illustrate all pipes intersecting storm structures on the storm profiles.
29. Provide a schedule listing the casting type, rim elevation, diameter, and invert sizes/elevations for each proposed, adjusted, or modified storm structure on the utility plan. Round castings shall be provided on all catch basins except curb inlet structures.
30. Show and label all roof conductors and show where they tie into the storm sewer.
31. Provide Storm sewer basis of design table, with preliminary site plan submittal.

STORM WATER MANAGEMENT PLAN

32. The Storm Water Management Plan (SWMP) for this development shall be designed in accordance with the Storm Water Ordinance and Chapter 5 of the **Engineering Design Manual (updated Jan 31, 2024)**
33. The hydrological soil type should be used to determine the C value for the natural greenspace; engineering design manual has c values for each soil type. The C factor for soil type c is .25 not .35, updated calculations for C factor.
34. As part of the Storm Drainage Facility Maintenance Easement Agreement, provide an access easement for maintenance over the storm water detention system. Also, include an access easement to the detention area from the public road right-of-way.
35. Outlet control structure has 18 3-inch holes proposed for the outlet, but the allowable release rate is less than the actual discharge rate. The allowable peak discharge rate is 2.76 cfs, the proposed outlet with 17 3-inch holes will exceed the allowable discharge rate.
36. Provide a soil boring in the vicinity of the storm water basin to determine soil conditions and to establish the high-water elevation of the groundwater table. Note the bottom of the detention facility must be a minimum of **three (3) feet** above the groundwater elevation.

PAVING & GRADING

37. Provide a construction materials table on the Paving Plan listing the quantity and material type for each pavement cross-section being proposed.
38. Engineering does not oppose the request for waiver to have sidewalks next to the proposed roadway.
39. Provide a minimum of 6 spot elevations where the pathway crosses each driveway (one at each corner and two in the center of the driveway on each side of the pathway). Spot elevations shall be provided to demonstrate a level landing adjacent to each side of the pathway crossing.
40. Provide spot elevations at the intersection of the proposed pathway with the existing pathway.
41. Provide a note on the plan stating that the emergency access gate is to be installed and closed prior to the issuance of the first building permit in the subdivision.

42. Provide existing and proposed contours on the Grading Plan at the time of the Final Site Plan submittal.
43. Indicate curb height where parking spaces are proposed, 6-inch curb should be provided where 19-foot stalls are proposed.
44. Provide at least 3-foot buffer distance between the sidewalk and any fixed objects, including hydrants and irrigation backflow devices. Include a note on the plan where the 3-foot separation cannot be provided.
45. Site grading shall be limited to 1V:4H (25-percent), excluding landscaping berms.
46. Revise the on-site road cross-section to 1.5 inches of MDOT 5E1 on 2.5 inches of MDOT 3C on 8 inches of 21AA [limestone only if within 100 feet of a watercourse] aggregate base.
47. Sidewalk on site may have a 4" compacted class II sand base, all proposed sidewalk in the right-of-way must have 21 AA aggregate base.
48. Provide top of curb/walk and pavement/gutter grades to indicate height of curb adjacent to parking stalls or drive areas.
49. Soil borings along the proposed road will be required at 500-foot intervals per Section 11-195(d) of the Design and Construction Standards.
50. Per Section 26.5-35(c), a statement is required on any plan containing a private street with the following language: "City of Novi has no responsibility to improve or maintain the private streets contained within or private streets providing access to the property described in this [plan/plat]".

SOIL EROSION & SEDIMENT CONTROL

51. A SESC permit is required (link to Soil Erosion Permit Application). A review will be done when a completed packet is submitted to Sarah Marchioni at Community Development.
52. Application should be submitted at time of Final Site Plan submittal.

THE FOLLOWING MUST BE SUBMITTED WITH THE NEXT SUBMITTAL:

53. A letter from either the applicant or the applicant's engineer must be submitted with the Stamping Set highlighting the changes made to the plans addressing each of the comments listed above and indicating the revised sheets involved. **Additionally, a statement must be provided stating that all changes to the plan have been discussed in the applicant's response letter.**

To the extent this review letter addresses items and requirements that require the approval of or a permit from an agency or entity other than the City, this review shall not be considered an indication or statement that such approvals or permits will be issued.

Please contact Humna Anjum at (248) 735-5632 or email at hanjum@cityofnovi.org with any questions.

Humna Anjum,
Project Engineer

cc: Lindsay Bell, Community Development
Milad Alesmail, Engineering
Kate Purpura, Engineering
Ben Croy, City Engineer

LANDSCAPE REVIEW

PLAN REVIEW CENTER REPORT

July 3, 2025

Camelot Parc Townhomes

Revised PSLR Concept Plan - Landscaping

Review Type	**Job #**
Revised PSLR Concept Plan Landscape Review	JSP25-0002

Property Characteristics

- Site Location: Wixom Road
- Site Acreage: 8.78 ac
- Site Zoning: R-1
- Adjacent Zoning: North: I-1 & R-1, East: I-1 &I-2, South: I-2, West: R-1
- Plan Date: 6/16/2025

Ordinance Considerations

This project was reviewed for conformance with Chapter 37: Woodland Protection, Zoning Article 5.5 Landscape Standards, the Landscape Design Manual and any other applicable provisions of the Zoning Ordinance. Items in **bold** below must be addressed and incorporated as part of the revised PSLR Preliminary Site Plan submittal and underlined items must be addressed on the Final Site Plans. Please follow the guidelines of the Zoning Ordinance Section 5.5 and the Landscape Design Manual. This review and the accompanying landscape chart are summaries and are not intended to substitute for any Ordinance.

Recommendations:

This project is **recommended for approval for the concept plan.** Please revise the landscaping to remove the unsupported deviations noted below. The remaining additions/corrections can be made on the revised Preliminary or Final Site Plans.

LANDSCAPE DEVIATIONS REQUIRED FOR THE PROPOSED LAYOUT:

- No berm or greenbelt landscaping is proposed north of the emergency access drive along Wixom Road – *supported by staff to preserve the existing vegetation*
- No street trees are proposed along Wixom Road *north of the emergency access drive – this would be supported by staff to preserve the existing vegetation.*
- Deficiency in wetland buffers provided – *not supported by staff unless alternative, visual protections for the wetland between the interior drive and buildings is proposed*

Ordinance Considerations

Existing Trees & Wetlands (Sec 37 Woodland Protection, Preliminary Site Plan checklist #17 and LDM 2.3 (2))

1. Provided
2. Please show the tree numbers on the trees to remain on the landscape plan.
3. A 25-foot wetland buffer is not provided in many cases as is required. **This requires a landscape deviation.** *It would not be supported by staff unless additional protection is provided for the wetlands*. Please add signage along the curbs and behind the building to protect the wetland.
4. **Please also add a line of large wetland shrubs such as chokeberry along the edge of the wetland behind and along the sides of the building with units 19-22 to provide a better buffer for the wetland.**

Adjacent to Residential - Buffer (Zoning Sec. 5.5.3.B.ii and iii)

A long continuous berm on the adjacent property fulfills this requirement for the east and south boundaries.

Adjacent to Public Rights-of-Way – Berm/Wall, Buffer and Street Trees (Zoning Sec. 5.5.3.B.ii, iii)

1. The required berm is provided between Wixom Road and the west building but not north of the T-turnaround. **A landscape deviation for the lack of berm there is requested.** *The waiver is supported as building a berm would damage existing trees to be preserved.*
2. The required landscaping is proposed along the southern frontage. *As noted above, a deviation to not provide the required greenbelt landscaping in the preserved area north of the access drive is requested and is supported by staff.*
3. No street trees are proposed north of the emergency access drive due to a lack of space between the walk and the road, and the preservation of the existing vegetation behind the walk. **This requires a landscape deviation** *that is supported by staff.*

Multi-family Residential Landscaping (Zoning Sec. 5.5.3.f.iii.)

1. Multi-family Unit Trees: 66 trees are required and are provided.
2. Interior Roadway: All of the required trees are provided. Some multifamily unit trees are also along the roadway in addition to those required. This is acceptable.
3. Building Foundation Landscaping:
   a. Greater than 35% of the frontages facing Avalon Drive is shown as being landscaped.
   b. As the berm is heavily landscaped and screens the west side of Unit 1, foundation landscaping along that side of the unit is not required.
   c. Additional shrubs have been added to the sides of Units 10 and 11 to improve the attractiveness of the entry to the development.

Parking Lot Landscaping (Zoning Sec. 5.5.3.C.)

1. No parking lots are proposed, only parking bays along the drive.
2. Multifamily unit trees are used along the perimeter of the parking bays.

Plant List (LDM 4, 10)

1. No plant list is provided.
2. Please provide a complete plant list no later than the Final Site Plans.

Planting Notations and Details (LDM 10)

Provided

Storm Basin Landscape (Zoning Sec 5.5.3.E.iv and LDM 3)

Required trees and shrubs are provided.

Irrigation (LDM 10)

1. Please provide plans for providing sufficient water to all plantings for their establishment and long-term survival.
2. If an irrigation system will be used, plans for it must be provided in the Final Site Plans.

If the applicant has any questions concerning the above review or the process in general, do not hesitate to contact me at 248.735.5621 or rmeader@cityofnovi.org.

Rick Meader – Landscape Architect

LANDSCAPE REVIEW SUMMARY CHART – Revised PSLR Concept Plan

Review Date: July 2, 2025
Project Name: JSP25-0002: Camelot Parc Townhomes
Plan Date: June 16, 2025
Prepared by: Rick Meader, Landscape Architect E-mail: rmeader@cityofnovi.org; Phone: (248) 735-5621

Items in **Bold** need to be addressed by the applicant before approval of the Preliminary Site Plan can be recommended. Underlined items need to be addressed on the Final Site Plans.

LANDSCAPE DEVIATIONS THAT ARE REQUIRED FOR THE PROPOSED LAYOUT:

- No berm or greenbelt landscaping is proposed north of the emergency access drive along Wixom Road – *supported by staff to preserve the existing vegetation*
- *No street trees are provided along Wixom Road north of the emergency access drive – supported by staff to preserve the existing vegetation.*
- Deficiency in wetland buffers provided – *not supported by staff unless some permanent, visible protection for the wetland is proposed*

Item	Required	Proposed	Meets Code	Comments
Landscape Plan Requirements – Basic Information (LDM (2))				
Landscape Plan *(Zoning Sec 5.5.2, LDM 10)*	• New commercial or residential developments • Addition to existing building greater than 25% increase in overall footage or 400 SF whichever is less. • 1"-20' minimum with proper North. Variations from this scale can be approved by LA	• Overall Scale 1" = 40' • Foundation planting scale: 1"=30'	Yes	
Owner/Developer Contact Information *(LDM 10)*	Name, address and telephone number of the owner and developer or association	On Title Block	Yes	
Project Information *(LDM 10)*	Name and Address	Location map on Sheet L-1	Yes	
Survey information *(LDM 10)*	Legal description or boundary line survey	Survey and description on Sheet 2	Yes	
Landscape Architect contact information *(LDM 10)*	Name, Address and telephone number of RLA/PLA/LLA who created the plan	Jim Allen – Allen Design	Yes	
Sealed by LA. *(LDM 10)*	Requires original signature	Copy of seal and signature	Yes	
Miss Dig Note (800)482-7171	Show on all plan sheets	On Title Block	Yes	

Item	Required	Proposed	Meets Code	Comments
(LDM10)				
EXISTING CONDITIONS				
Existing plant material Existing woodlands or wetlands *(LDM 10.h)*	• Show location type and size. • Label to be saved or removed. • Plan shall state if none exists.	• Existing Trees are shown on Sheets 1 and 2 • Tree Chart on Sheet 10 • Removals are indicated on the chart and the Removals Plan • Replacement credits required are shown on Chart but that figure (43) doesn't agree with what is shown on L-1 (59) • No woodland replacement trees will be planted on the site. • Wetlands on site are delineated, mitigation is required and shown on Sheet 7.	• Yes • Yes • Yes • No • Yes • Yes	**1. See the Mannik & Smith & DRG letters for complete reviews of woodlands and wetlands** **2. The lack of a 25-foot wetland buffer between the interior drive/parking and Units 19-22 requires a deviation. This is especially concerning along the drive where road salt could negatively impact the wetland.** *It would not be supported by staff as currently shown.* **3. See below for suggestions on how to improve the situation.**
Natural Features protection		The plans do not show silt fencing or other protection for the wetlands.		1. Please add protective fencing for the wetlands to the removal plans. 2. Please add signs such as the example shown below to protect the wetlands from encroachment and unsupported activities. They should be placed every 100 feet behind the curbs and building. 3. Please plant a border of large wetland shrubs such as chokeberry along the edge of the wetland as a buffer between the building and the

Item	Required	Proposed	Meets Code	Comments
				wetland. 4. Please use a native seed mix on the slopes between the curb and wetland.
Soil type *(LDM 10)*	As determined by Soils survey of Oakland county	Soils Legend is on Sheet 2 but not soils boundaries	No	Please add soils boundaries and symbols to Sheet 2.
Zoning *(LDM 10)*	Site: R-1 Proposed: PSLR North: I-1 & R-1, East: I-1 &I-2, South: I-2, West: R-1	Zoning is shown on the Location Map on Sheet L-1	Yes	
PROPOSED IMPROVEMENTS *(LDM 10)*				
Existing and proposed improvements	Existing and proposed buildings, easements, parking spaces, vehicular use areas, and R.O.W	• All site elements are shown on L-1. • Dimensions on Sheet 4	Yes	
Existing and proposed utilities	• Overhead and underground utilities, including hydrants • Proposed light posts	• Proposed utilities are shown on the Landscape Plan and sufficient spacing between trees and utility lines and structures appears to be provided. • Proposed light posts are shown • Notes regarding spacing are provided on Sheet L-1	• Yes • Yes • Yes	
Proposed topography - 2' contour minimum	Provide proposed contours at 2' interval	Sheet 6	Yes	
Clear Zones	25 ft. corner clearance required. Refer to Zoning Sec 5.5.9	Yes	No	Please move the clear vision zone for the Stonebrook Drive entrance back per the illustration below (it should be at the ROW line, not the back of curb.
LANDSCAPING REQUIREMENTS				
Berms and ROW Planting				
• All berms shall have a maximum slope of 33%. Gradual slopes are encouraged. Show 1ft. contours • Berm should be located on lot line except in conflict with utilities. • Berms should be constructed with 6" of topsoil.				
Residential Adjacent to Non-residential (Sec 5.5.3.A) & (LDM 1.a)				

Item	Required	Proposed	Meets Code	Comments
Berm requirements *(Zoning Sec 5.5.3.A)*	Special land use adjacent to residential requires: • 4.5-6 foot tall landscaped berm with 6 foot wide crest. • Opacity 80% winter, 90% summer.	A long continuous berm existing on the adjacent property fulfills this requirement for the east and south boundaries.	Yes	
Planting requirements *(LDM 1.a.)*	LDM Novi Street Tree List	Sufficient existing trees are on the entire berm	Yes	
Adjacent to Public Rights-of-Way *(Sec 5.5.3.B) and (LDM 1.b)* ***(RM-1)***				
Greenbelt width	• Adj to parking: 20 ft • Not adj to pkg: 34 ft	• Wixom Rd: 50 ft • Stonebrook Dr: 55 ft	Yes	
Min. berm crest width	4 ft	• Wixom Rd: 2 ft • Stonebrook Dr: 3-10 ft – the existing berm is being preserved	Yes	1. No berm is provided north of the emergency access drive. **This requires a deviation.** 2. *As adding the berm would require the removal of trees and there are no buildings or paving proposed in that area, the deviation would be supported by staff.*
Min. berm height	3 ft	• Wixom Rd: 4 ft • Stonebrook Dr: 3-10 ft	Yes	**See above**
3' wall	(4)(7)	Only a sign wall is proposed – no retaining walls		
Canopy deciduous or large evergreen trees (7)(10)(11)	**1 tree per 35 lf** Wixom Road • 148lf/35 = 4 trees Stonebrook Drive • 683lf/35 = 19 trees Deviation to not plant greenbelt trees north of the emergency access lane is requested.	Wixom Road 4 canopy trees and Stonebrook Drive 55 existing trees	• Yes • Yes	**A deviation is requested to not add any trees north of the emergency access (223lf) to preserve the existing vegetation.** *This deviation is supported by staff.*
Sub-canopy deciduous trees Notes (5)(6)(10)(11)	**1 tree per 20 lf** Wixom Road • 148lf /20 = 7 trees Stonebrook Drive • 683/20 = 34 trees	Wixom Road 6 trees Stonebrook Drive 34 trees	• No • Yes	**1. See above discussion** **2. Please correct the calculation per the ordinance requirement (1 tree**

Item	Required	Proposed	Meets Code	Comments
				per 20lf, not 25lf) and add the extra subcanopy tree.
Canopy deciduous trees in area between sidewalk and curb (10)	**1 tree per 35 lf** Wixom Road • (390-28)lf /35 = 10 trees Stonebrook Drive Not necessary – the street is not on Avalon Park property	Wixom Road 4 trees south of the access drive Stonebrook Drive Existing street trees are shown	• No • Yes	**1. There is no room for street trees north of the emergency access drive between the sidewalk and the road, and the existing vegetation is being preserved in that area behind the sidewalk.** **2.** *A landscape deviation for the lack of trees in this area would also be supported by staff to preserve the existing vegetation.*
Multi-Family Residential (Sec 5.5.3.F.iii)				
Multi-family Unit Landscaping *(Zoning Sec 5.5.3.F.iii.b)*	• 3 deciduous canopy trees or large evergreen trees per dwelling unit on the first floor. • 22 units * 3 = 66 trees • Up to 25% of requirement can be subcanopy trees	• 66 trees • 12 of those are shown along the interior drive in addition to the required trees • No species are called out but are not required at this time.	• Yes • Yes • TBD	
Interior Street Landscaping *(Zoning Sec 5.5.3.F.iii.b)*	• 1 deciduous canopy tree along interior roads for every 35 lf (both sides), excluding driveways, interior roads adjacent to public rights-of-way and parking entry drives. • Avalon Drive: (1290-240)/35 = 30 trees • Camelot Drive: (120*2)/35 = 7 trees	• Avalon Drive: 29 trees • Camelot Drive: 8 trees	Yes	
Foundation Landscaping *(Zoning Sec 5.5.3.F.iii.b)*	35% of building façades facing road must be landscaped	• Conceptual plans for the buildings are provided. • The required percentage of landscaping	• Yes • Yes	Plantings for all three buildings need to be included in the plant lists and cost estimates.

Item	Required	Proposed	Meets Code	Comments
		facing roads is exceeded for all building types.		
Parking Area Landscape Requirements (Zoning Sec 5.5.3.C & LDM 5)				
General requirements	• Clear sight distance within parking islands • No evergreen trees	No blocking plantings are proposed.	Yes	
Name, type and number of ground cover	As proposed on planting islands	No groundcovers are indicated for the site	TBD	Please indicate what groundcover(s) will be used on the Final Site Plans.
Parking lot Islands *(Zoning Sec 5.5.3.c.ii, iii)*	• A minimum of 200 SF to qualify • 200sf landscape space per tree planted in island. • 6" curbs • Islands minimum width 10' BOC to BOC	No parking lot islands are proposed	NA	
Curbs and Parking stall reduction *(Zoning Sec 5.5.3.c.ii)*	Parking stall can be reduced to 17' with 4" curb adjacent to a sidewalk of minimum 7 ft.	Parking spaces are 19' long with abutting 5' wide sidewalks.	Yes	
Contiguous space limit *(Zoning Sec 5.5.3.c.ii.o))*	Maximum of 15 contiguous spaces	No bay is longer than 11 spaces	Yes	
Category 1: For OS-1, OS-2, OSC, OST, B-1, B-2, B-3, NCC, EXPO, FS, TC, TC-1, RC, Special Land Use or non-residential use in any R district *(Zoning Sec 5.5.3.C.iii)*				
A = Total square footage of vehicular use areas x 7.5%	A = x SF x 7.5% = A sf	NA		
B = Total square footage of additional paved vehicular use areas over 50,000 SF x 1 %	B = x SF x 1% = B sf	NA		
All Categories				
Total square footage of landscaped islands	C = A + B	NA		
Number of canopy trees required	D = C/200	NA		
Parking Lot Perimeter Trees *(Zoning Sec 5.5.3.c.ii)*	• 1 Canopy tree per 35 lf Trees must be within 15 feet of the parking lot edge to count as a perimeter tree.	NA		As noted above, since the parking bays are aligned along just one side of the drive, interior drive trees for that stretch of road can be used along the edge of

Item	Required	Proposed	Meets Code	Comments
	Greenbelt canopy trees within 15 feet of the parking lot edge may be double-counted as parking lot perimeter trees.			the parking bays.
Accessway Perimeter Trees *(Zoning Sec 5.5.3.C.i.j.)*	1 Canopy tree per 35 lf	NA		There are no accessway perimeter drives in this project
Parking land banked	NA	None		
Miscellaneous Landscaping Requirements				
Plantings around Fire Hydrant *(Zoning Sec 5.5.3.c.ii.j, LDM Secs 2,7)*	• No plantings with matured height greater than 12' within 10 ft. of fire hydrants, manholes, catch basins or other utility structures. • Trees should not be planted within 5 feet of underground lines.	Sufficient spacing appears to have been given between trees and utility lines and structures.	Yes	
Landscaped area *(g)*	Areas not dedicated to parking use or driveways exceeding 100 sq. ft. shall be landscaped	Not indicated	TBD	
Name, type and number of ground cover (LDM 5)	As proposed on planting islands	No groundcovers are indicated except for around the detention pond	TBD	Please indicate all groundcovers to be used.
Snow deposit *(LDM 10)*	Show leave snow deposit areas on plan in locations where landscaping won't be damaged	None are proposed	TBD	Please indicate snow deposit areas
Transformers/Utility boxes *(LDM 6)*	• A minimum of 2 ft. separation between box and the plants • Ground cover below 4" is allowed up to pad. • No plant materials within 8 ft. from the doors	No transformers are shown	TBD	1. Please show transformers and other utility boxes when their locations are determined. 2. Please add an allowance of 10 shrubs per box on the plant list and label as such
Detention/Retention Basin Planting requirements *(Sec. 5.5.3.e, LDM 3)*	• Clusters of large native shrubs shall cover 70-75% of the basin rim area at 10 ft away from the permanent water line. • Canopy trees must be	• A seed mix is proposed for the detention pond • Shrub coverage meets the requirement • Canopy trees are	• Yes • Yes • Yes	1. Please show the permanent water level of the pond too – no seed is required where it will be water, but the native mix should also be

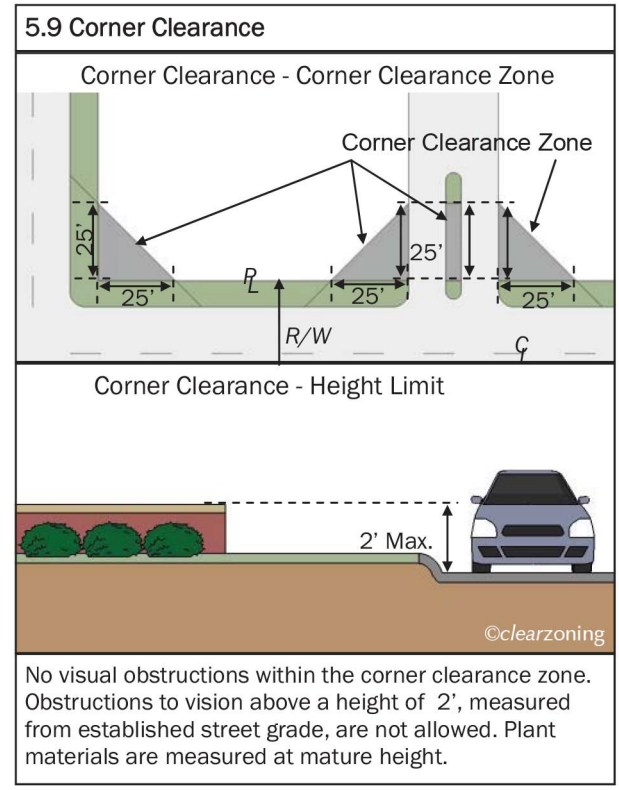
Item	Required	Proposed	Meets Code	Comments
	located at 1 per 35lf of the pond rim 10 feet away from the permanent water level • 10" to 14" tall grass along sides of basin • Refer to wetland for basin mix • Include seed mix details on landscape plan	proposed along the east, south and west sides of the pond – multifamily unit trees are used		planted in the 25 foot buffer around the pond. 2. Please add the seed mix to the cost estimate. 3. Please add complete establishment and maintenance instructions for the native seed mixes (should be available from seed suppliers) – what is provided is not sufficient. 4. Please add a seed mix for the disturbed areas around the pond.
Phragmites and Japanese Knotweed Control (Zoning Sec 6.B)	All populations of Phragmites and/or Japanese Knotweed shall be eliminated from the site	• Phragmites populations are shown on Sheet 3 along with removal instructions. • No Japanese Knotweed was found.	Yes	
Landscape Notes and Details– Utilize City of Novi Standard Notes				
Plant List (LDM 4,11) – Include all cost estimates				
Quantities and sizes		No plant list is provided	Yes	Please add a plant list no later than the Final Site Plans.
Root type		No plant list is provided		See above
Botanical and common names	• At least 50% of plant species used, not including seed mixes or woodland replacement trees, must be species native to Michigan. • The non-woodland replacement tree diversity must meet the standards of the Landscape Design Manual section 4.	No plant list is provided		See above
Type and amount of lawn		No groundcovers are indicated	TBD	Please clearly show what groundcovers will

Item	Required	Proposed	Meets Code	Comments
				be used.
Cost estimate (LDM 10.h.(11))	For all new plantings, mulch and sod as listed on the plan	No		Please add the cost estimate to the Final Site Plans.
Planting Details/Info (LDM Part III) – Utilize City of Novi Standard Details				
Canopy Deciduous Tree	Refer to LDM for detail drawings	Yes	Yes	
Evergreen Tree		Yes	Yes	
Shrub		Yes	Yes	
Multi-stem tree		Yes	Yes	
Perennial/ Ground Cover		Yes	Yes	
Tree stakes and guys	Wood stakes, fabric guys.	Yes	Yes	
Cross-Section of Berms *(LDM 1.a.(1))*				
Slope, height and width	• Label contour lines • Maximum 33% slope • Constructed of loam • 6" top layer of topsoil	Yes	Yes	
Type of Ground Cover		Lawn is indicated	Yes	
Setbacks from Utilities	Overhead utility lines and 15 ft. setback from edge of utility or 20 ft. setback from closest pole, 10 feet from structures, hydrants	No	No	1. Show all nearby utilities on detail 2. Space all trees appropriately from utility lines, poles and utility structures
Walls *(LDM 10 & Zoning Sec 5.5.3.vi)*				
Material, height and type of construction footing	Freestanding walls should have brick or stone exterior with masonry or concrete interior	No retaining walls are proposed – only the sign wall		
Walls greater than 3 ½ ft. should be designed and sealed by an Engineer				
Notes *(LDM 10) – Utilize City of Novi Standard Details*				
Installation date *(LDM 2.l. & Zoning Sec 5.5.5.B)*	• Provide intended date • Between Mar 15 – Nov 15	Between Mar 15 – Nov 15	Yes	
Maintenance & Statement of intent *(LDM 2.m & Zoning Sec 5.5.6)*	• Include statement of intent to install and guarantee all materials for 2 years. • Include a minimum one cultivation in June, July and August	Yes	Yes	

Item	Required	Proposed	Meets Code	Comments
	for the 2-year warranty period.			
Plant source *(LDM 2.n & LDM 3.a.(2))*	Shall be northern nursery grown, No.1 grade.	Yes	Yes	
Establishment period *(Zoning Sec 5.5.6.B)*	**2 yr. Guarantee**	Yes	Yes	
Approval of substitutions. *(Zoning Sec 5.5.5.E)*	City must approve any substitutions in writing prior to installation.	Yes	Yes	
General Landscape Requirements (LDM)				
General Conditions *(LDM 11)*	Plant materials shall not be planted within 4 ft. of property line	Yes	Yes	
Irrigation *(LDM 10.l.)*	A fully automatic irrigation system and a method of draining or an alternative means of providing water sufficient for the plants' establishment and long-term survival is required on the Final Site Plan	• A note indicates that an irrigation system will be provided. • Notes regarding the requirements for the system have also been added	Yes	1. Please add irrigation plan or information as to how plants will be watered sufficiently for establishment and long- term survival. 2. An irrigation system should meet the requirements listed below. 3. If xeriscaping is used, please provide information about plantings included.
Other information *(LDM 10.n)*	Required by Planning Commission	NA		
Landscape tree credit *(LDM11.b.(d))*	• Substitutions to landscape standards for preserved canopy trees outside woodlands/ wetlands should be approved by LA. • Refer to Landscape tree Credit Chart in LDM	No		
Plant Sizes for ROW, Woodland replacement and others *(LDM 11.b)*	• Canopy Deciduous shall be 3" and sub-canopy deciduous shall be 2.5" caliper. • Refer to LDM section 11.b for more details	No		Include on the plant list
Plant size credit *(LDM11.b)*	NA	None taken		
Prohibited Plants *(LDM 11.b)*	Do not use any plants on the Prohibited	None are proposed	Yes	

Item	Required	Proposed	Meets Code	Comments
	Species List			
Recommended trees for planting under overhead utilities *(LDM 3.e)*	Label the distance from the overhead utilities	An overhead line exists along Wixom Road	TBD	The proposed canopy street trees appear to be under the overhead lines. **Please check this and use subcanopy trees if necessary, and if there is room for them.**
Collected or Transplanted trees *(LDM 11.b.(2)(c)*		None		
Nonliving Durable Material: Mulch *(LDM 12)*	• Trees shall be mulched to 3" depth and shrubs, groundcovers to 2" depth • Specify natural color, finely shredded hardwood bark mulch.	In details	Yes	

NOTES:
1. This table is a working summary chart and not intended to substitute for any Ordinance or City of Novi requirements or standards.
2. The section of the applicable ordinance or standard is indicated in parenthesis. For the landscape requirements, please see the Zoning Ordinance landscape section 5.5 and the Landscape Design Manual for the appropriate items under the applicable zoning classification.
3. Please include a written response to any points requiring clarification or for any corresponding site plan modifications to the City of Novi Planning Department with future submittals.



Irrigation System Requirements

1. Any booster pump installed to connect the project's irrigation system to an existing irrigation system must be downstream of the RPZ.
2. The RPZ must be installed in accordance with the 2015 Michigan Plumbing Code.
3. The RPZ must be installed in accordance with the manufacture installation instructions for winterization that includes drain ports and blowout ports.
4. The RPZ must be installed a minimum of 12-inches above FINISHED grade.
5. Attached is a handout that addresses winterization installation requirements to assist with this.
6. A plumbing permit is required.
7. The assembly must be tested after installation with results recorded on the City of Novi test report form.

Text would not include "Mitigation Bank" and possibly not MDEQ

WOODLAND & WETLAND REVIEW

merjent

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July 10, 2025

Lindsay Bell
Planner – Community Development
City of Novi
45175 Ten Mile Road
Novi, MI 48375

Submitted electronically to lbell@cityofnovi.org

Re: Camelot Parc Townhomes Preliminary Site Plan Woodland and Wetland Review (JSP25-02)

Dear Lindsay,

Merjent, Inc. (Merjent) has conducted a review of the revised preliminary site plan (rPSP) for the Camelot Parc Townhomes (Project), prepared by Atwell (Applicant; rev. date 1/24/2025). The landscape portion of the site plan was prepared by Allen Design and is dated 1/24/2025. Merjent reviewed the plan for conformance with the City of Novi's (City) Woodland Protection Ordinance, Chapter 37, and Wetlands and Watercourse Protection Ordinance, Chapter 12 Article V. The Project is located at the northeast corner of the intersection of Wixom Road and Stonebrook Drive (parcel 50-22-17-300-019) in Section 17 of the City of Novi (site). The site contains City-regulated woodlands (**Figure 1**) and City-regulated wetlands (**Figure 2**).

Merjent is aware that this site has had previous reviews in 2021 and 2022 related to City Job Numbers JSP22-01 and PWT21-02 for the Avalon Park Townhomes. These previous reviews were evaluated in conjunction with writing this PSP Review. The previous reviews were conducted by the Mannik and Smith Group (MSG) and the Davey Resource Group (DRG).

Merjent submitted a woodland and wetland review on March 5, 2025 and found deficiencies in both the woodland and wetland submittals of the PSP.

Woodlands

Woodland Recommendation: Merjent **recommends approval** of the Camelot Parc Townhomes rPSP with the **condition to implement the requested edits**. Additional Woodland Review comments have been provided to meet the requirements of the Woodland Protection Ordinance. The following Woodland Regulations apply to this site:

Woodland Regulation	Required
Woodland Permit (Chapter 37, Section 37-26)	YES
Tree Replacement (Chapter 37, Section 37-8)	YES
Tree Protection (Fence; Chapter 37, Section 37-9)	YES
Woodland Conservation Easement (Chapter 37-30[e])	YES

*See clarification request comments

Woodland Review Comments

1. City-regulated woodlands, as identified on the City of Novi Woodlands interactive map website, are not noted as being present onsite. However, Merjent reviewed the JSP22-01 Woodland Review performed by DRG and concurs with DRG's establishment of regulated woodlands on-site. Note that both the woodlands and property limits depicted on the City map are considered approximations (**Figure 1**). Select photos from the site visit is included in **Attachment A**.

2. Pursuant to Chapter 37, Section 37-28, an accurate woodland survey should be provided and be accompanied by a separate key identifying the location of all trees eight inches at diameter at breast height (DBH) and greater, by size, common, genus and species names (i.e. Red Maple/*Acer rubrum*), and condition. Such information shall be provided by a registered landscape architect, certified arborist, or registered forester, through an onsite inspection, who must verify the contents by seal and/or registration number with signature, whichever applies. The dripline of affected trees shall be clearly indicated on the plan.

   - An updated tree survey was conducted on April 18, 2025 and updated DBH's have been provided on Sheet 10.

3. When a proposed site plan is located within a regulated woodland, any tree proposed for removal with a diameter at breast height (DBH) greater than or equal to eight inches will require tree replacement and a Woodland Use Permit per Section 37-8. This also applies to any tree that will be preserved, but where impacts to critical root zones are proposed.

4. Regardless of the presence of regulated woodlands onsite, a Woodland Use Permit is required to perform construction on any site containing the removal of trees larger than 36 inches DBH.

   - No trees larger than 36 inches DBH are proposed for removal outside of regulated woodlands.

5. The plan has proposed the removal of 20 regulated trees. A **Woodland Use Permit** is required to perform construction on any site containing regulated woodlands. A **Woodland Use Permit** is required for this project and because more than three trees are proposed for removal, Planning Commission approval is required for this Project.

6. **Woodland Replacement**. Based on a review of the plan, the following woodland replacements are currently required:

Tree Size (DBH, inches)	Number of Trees	Ratio Replacement/Removed Tree	Total Replacements Required
8-11	7	1	7
12-20	6	2	12
21-29	4	3	12
30+	3	4	12
Multi-stem	0	Sum of Stem DBH/8 (rounded up)*	0
Total	**20**	**-**	**43**

   - The applicant has listed the number of replacements required on Sheet 10.

- **Requested clarification**: Either a separate sheet or details should be added to Sheet 3 showing the final development plans in conjunction with trees that will remain on-site. Based on Davey Resource Group's January 10, 2023 review, trees such as Tree 9688 are within the regulated woodland. Based on the location of the woodland fence (see Comment 9), it is assumed the critical root zone of this and other trees will be impacted and should be reflected in the count of trees to be impacted even if they remain. Therefore, tree replacement calculations should be updated to reflect impacts to the critical root zone of regulated woodland trees.

7. A replacement plan and cost estimate for the tree replacement will be necessary prior to final site plan approval by the City. Woodland replacement credits can be provided by:
    a. Planting the woodland tree replacement credits on-site.
        i. For tree replacement credits that will be planted on-site, a financial guarantee of $400/tree replacement credit is required to ensure the planting of the on-site woodland replacement credits. The financial guarantee would be released after trees have been planted and approved by the City of Novi. The financial guarantee will be released after trees have been planted and approved by the City of Novi, and applicants must request a tree planting inspection.
        ii. Woodland replacements shall be guaranteed for two growing seasons after the applicant's installation and the City's acceptance. A two-year maintenance bond in the amount of 25% of the value of the trees, but in no case less than $1,000, shall be required to ensure the continued health of the trees following acceptance.
    b. Payment to the City of Novi Tree Fund at a non-refundable rate of $400/woodland replacement credit.
    c. Combination of on-site tree planting and payment into the City of Novi Tree Fund ($400/woodland replacement credit).

    - The applicant has stated on Sheet L-1 that all trees will be replaced via a non-refundable payment into the City of Novi Tree Fund. The applicant should list on the site plan (where appropriate) that **all 43 replacement trees will be paid into the City of Novi Tree Fund via a non-refundable payment of $17,200** (43 x $400).
        - **Requested Edit**: Sheet L-1 should be updated to reflect the number of replacements listed on Sheet 10. Note that not all removals of trees on-site are of regulated trees.

8. **Critical root zone**. Accurate critical root zones must be depicted on the site plan for all regulated trees within 50 feet of the proposed grading or construction activities. Section 37-2 defines a critical root zone as a circular area around a tree with a radius measured to the tree's longest dripline radius plus one foot.
    - See Comment 6 for information on clarification of critical root zone impacts.
    - Proposed developments should be displayed in conjunction with trees to remain.

9. A **woodland fence guarantee of $6,000** ($5,000 x 120%) is required per Chapter 26.5-37. The financial guarantee shall be paid prior to tree removal. The woodland fence inspection will be performed by Merjent. **The Applicant is responsible for requesting this inspection.**

    - **Requested edit**: the proposed five-foot wide gravel path within the woodland area does meet exception (5) under Section 37-27 for not requiring a woodland permit:

- *Facilitation of passive outdoor recreation activities, such as the utilization of unpaved trails or woodlands for nature study, hiking, horseback riding, trapping and hunting as otherwise legally permitted and regulated and only to the extent necessary to undertake such activities. The exception for outdoor recreation shall include the development of land for nonmotorized recreational uses.*

- It is requested that tree protection fence be added around and within the five-foot gravel path to the maximum extent practicable to ensure trees will not be accidentally impacted by light machinery when delivering and placing the gravel for the proposed path. Additionally, the footprint of the proposed path should be displayed in conjunction with the trees to remain post-development.

10. The Applicant may be required to provide preservation/conservation easements as directed by the City of Novi Community Development Department for any areas of remaining woodlands. The applicant may be required to demonstrate that all remaining woodland trees will be guaranteed to be preserved with a conservation easement or landscape easement to be granted to the city. This language shall be submitted to the City Attorney for review. The executed easement must be returned to the City Attorney within 60 days of the issuance of the City of Novi Woodland permit. Any associated easement boundaries shall be indicated on the Plan.

Wetlands

Wetland Recommendation: Merjent **recommends approval** of the Camelot Parc Townhomes rPSP based on the comments provided below with **conditions to implement the requested edits**.

Upon review of published resources, the Site appears to contain or immediately borders:

☒ City-regulated wetlands, as identified on the City of Novi interactive map website. Note that both wetland and property limits depicted on the City's map are considered approximations (**Figure 2**).

☒ Wetlands that are regulated by the Michigan Department of Environment, Great Lakes, and Energy (EGLE).

☒ Wetlands as identified on National Wetland Inventory (NWI) and Michigan Resource Inventory System (MIRIS) maps, as identified on the EGLE Wetlands Viewer interactive map website (provided in previous review). NWI and MIRIS wetlands are identified by the associated governmental bodies' interpretation of topographic data and aerial photographs.

☒ Hydric (wetland) soil as mapped by the U.S. Department of Agriculture, Natural Resources Conservation Service, as identified on the EGLE Wetlands Viewer interactive map website (provided in previous review).

Permits and Regulatory Status

Due to the comments below, the following wetland-related items will be required for this project:

Item	Required/Not Required
Wetland Permit (specify Non-minor or Minor)	Required, non-minor
Wetland Mitigation	Required
Environmental Enhancement Plan	Required
Wetland Buffer Authorization	Required

Item	Required/Not Required
EGLE Wetland Permit	Likely Required*
Wetland Conservation Easement	Required

*EGLE is the final authority over wetlands and water resources in the State of Michigan.

Wetland Review Comments

1. An updated Wetland Delineation was conducted on April 30, 2025 showing expanded wetland areas that more accurately reflect the conditions on-site. Select photos from Merjent's July 1, 2025 site visit are provided in **Attachment A**.

2. As currently proposed, the rPSP lists the following fills/impacts to wetlands on-site:

Impact	Amount
Forested Permanent	4,483 sq. ft. (0.10 acre) 170 cu. yd.
Non-forested Permanent	11,612 sq. ft. (0.27 acre) 263 cu. yd.
Non-forested Temporary	2,417 sq. ft. (0.06 acre)
Total Permanent	16,095 sq. ft. (0.37 acre) 433 cu. yd.

   - **Requested edit**: the wetland type (classification) should be added to the table on Sheet 7. An update to the previous wetland delineation may affect the impact amounts listed above.

3. Section 12-176 states that mitigation will be provided onsite where practical and beneficial to the wetland resources. When a project permanently impacts 0.25 acre or more of essential wetland, the City of Novi requires mitigation at a ratio of 2:1 for forested wetlands and 1.5:1 for emergent and scrub-shrub wetlands.
   a. The applicant has stated that they will provide 0.61 acre of wetland mitigation on-site.
   b. The performance standards for mitigation sites in the City of Novi are included as **Attachment B**.
   c. **Requested edit**: the applicant will be impacting 4,483 square feet of forested wetland. It is requested that at least 8,966 square feet (0.21 acre) of the proposed mitigation on-site be a forested wetland and meet the performance standards in **Attachment B**.
   d. For final site plan approval, the applicant will need to provide all required criteria stated in Section 12-176 in the final site plan or appended to the final site plan review submission.

4. EGLE is the final authority of the location and regulatory status of state-regulated wetlands in Michigan. Due to the connectivity of the wetland(s) on-site to other water resources, it is likely that the wetland on-site are EGLE-regulated in addition to being City-regulated. A City wetland use permit cannot be granted until either an EGLE Permit is obtained or official documentation from EGLE is received that states an EGLE Permit is not required for the proposed project.

5. In addition to wetlands, the City of Novi regulates wetland and watercourse buffers/setbacks. Article 3.0 (Section 3.6 [M]) of the Zoning Ordinance states: "There shall be maintained in all districts a wetland and watercourse setback, as provided herein, unless and to the extent, it is determined to be in the public interest not to maintain such a setback. The intent of this provision is to require a minimum

setback from wetlands and watercourses". The established wetland and watercourse buffer/setback limit is 25 horizontal feet, regardless of grade change. The location and area of affected wetland buffers/setbacks must be identified on site development plans.

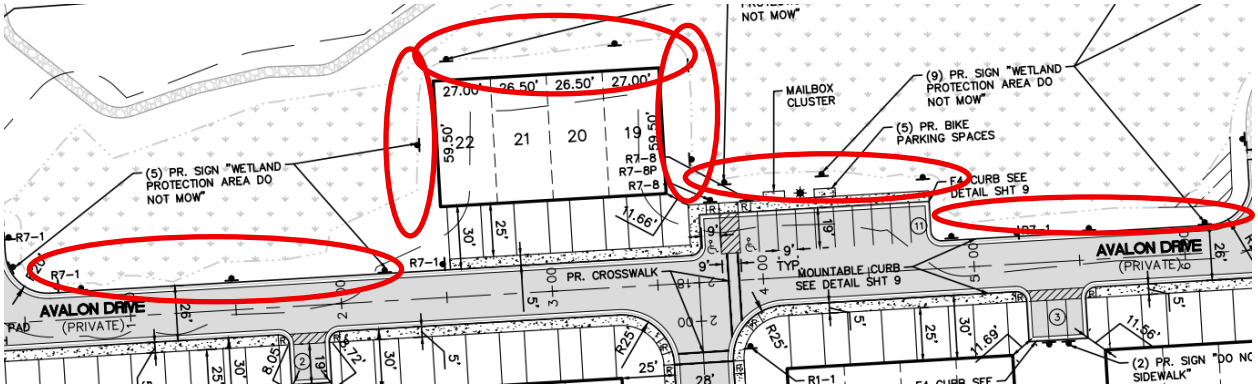
a. The 25-foot setback buffer is identified on the PSP.
b. Buffer impacts are identified on the PSP and are summarized below.

Impact	Amount
Forested Buffer	8,198 sq. ft. (0.19 acre)
Non-forested Buffer	23,060 sq. ft. (0.53 acre)
Total Buffer Impact	31,258 sq. ft. (0.72 acre)

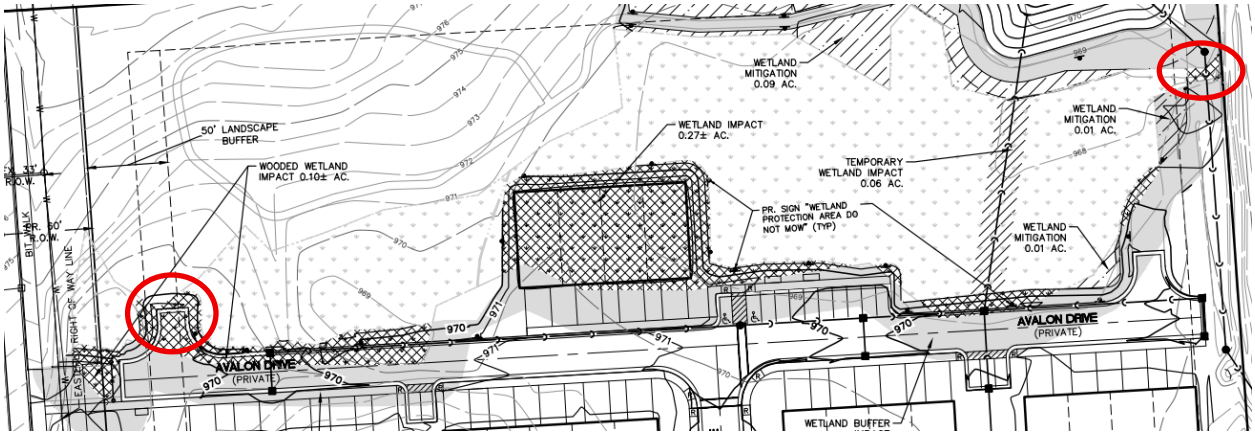
Due to the extensive proposed loss of wetland buffer along the southern remaining wetland area, it is requested that the applicant perform environmental enhancement along the southern portion of the remaining wetland (see screenshot below). The applicant should plant at least three different species of wetland rated shrubs throughout the southern boundary of the wetland. This will allow a small separation from the wetland and the proposed development. Additionally, it will deter any accidental mowing of the wetlands and remaining buffer areas. Shrubs could include three of the following species:

- Buttonbush (*Cephalanthus occidentalis*)
- Swamp Rose (*Rosa palustris*)
- Winterberry Holly (*Ilex verticillata*)
- Silky Dogwood (*Cornus amomum*)
- Northern Spicebush (*Lindera benzoin*)
- Red-osier Dogwood (*Cornus sericea* or *C. stolonifera*)
- Black Chokeberry (*Aronia melanocarpa*)
- Meadowsweet (*Spiraea alba*)
- Common Elderberry (*Sambucus canadensis*)

Requested Placement locations



6. Portions of the wetland may become disconnected by the placement of fill throughout the site. It is requested that wetland equalizer culverts or similar structures be placed beneath roads that allow the wetlands on-site to remain connected. Specifically in the locations circled below.



7. The cost to perform any wetland protection and restoration shall be listed on the site plan, per Chapter 26.5, Section 26.5-7 (b) of the City of Novi Code of Ordinances. A **Wetland Financial Performance Guarantee** in the amount of 120% of the cost to perform any wetland protection, restoration, and development will be collected prior to the granting of a Wetland Use Permit.

8. The Applicant is encouraged to provide wetland conservation easements for any areas of remaining wetland and 25-foot wetland buffer. The Applicant shall provide wetland conservation easements as directed by the City of Novi Community Development Department for any areas of proposed wetland mitigation areas (if necessary). This language shall be submitted to the City Attorney for review. The executed easement must be returned to the City Attorney within 60 days of the issuance of the City of Novi Wetland Use Permit.

Should you have any questions or concerns with this review, please contact me via email at jason.demoss@merjent.com or via phone at (619) 944-3835.

Sincerely,

Merjent, Inc.

Jason DeMoss, PWS
Environmental Consultant

Enclosures:

Figure 1 – City of Novi Woodlands Map
Figure 2 – City of Novi Wetlands Map
Attachment A – Site Photos
Attachment B – City of Novi Wetland Mitigation Performance Standards

CC:
Barb McBeth, City of Novi, bmcbeth@cityofnovi.org
Rick Meader, City of Novi, rmeader@cityofnovi.org
Stacey Choi, City of Novi, schoi@cityofnovi.org
Matt Pudlo, Merjent, matt.pudlo@merjent.com

Figure 1. City of Novi Regulated Woodlands Map
Approximate Site boundary is shown in red.
Approximate Regulated Woodland areas are shown in green.
DRG established additional regulated woodlands in orange (within site boundary).

Figure 2. City of Novi Regulated Wetlands Map
Approximate Site boundary is shown in Red.
Approximate Regulated Wetland areas are shown in blue.

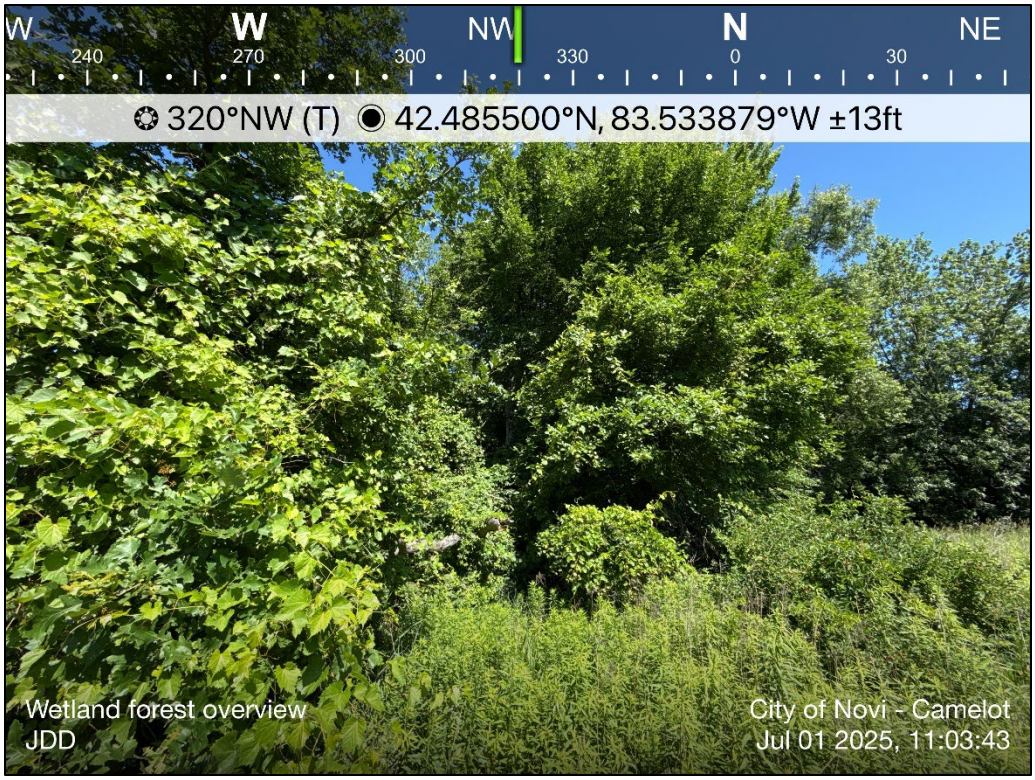
Attachment A
Site Photographs

Typical flagging seen on-site

New tree tagging for trees not previously tagged

Overview of Wetland A on-site

Overview of Wetland A on-site



Overview of forested portion of Wetland A on-site

Attachment B
City of Novi Wetland Mitigation Performance Standards

a. Construction has been completed in accordance with the City of Novi's approved plans and specifications included in the permit and mitigation plan (and associated approved site plan).

b. The mitigation wetland is characterized by the presence of water at a frequency and duration sufficient to support a predominance of wetland vegetation and the wetland types specified at the end of the monitoring period. The monitoring period will follow the U.S. Army Corps of Engineers definition of the growing season as stated in the 1987 *Wetland Delineation Manual*:

   i. "The portion of the year when soil temperatures at 19.7 inches (50 cm) below the soil surface are higher than biological zero (5°C [41°F]). For ease of determination, this period can be approximated by the number of frost-free days."

   ii. "Estimating starting and ending dates for the growing season are based on 28°F (-2.2°C) air temperature thresholds at a frequency of five years in 10."

c. A layer of high-quality topsoil, from the A horizon of an organic or loamy surface texture soil, is placed (or exists) over the entire wetland mitigation area at a minimum thickness of six inches.

d. The mitigation wetland shall be free of oil, grease, debris, and all other contaminants.

e. A minimum of six wildlife habitat structures, consisting of at least three types, have been placed per acre of mitigation wetland. At least 50 percent of each structure shall extend above the normal water level. The types of acceptable wildlife habitat structures are:

   i. Tree stumps laid horizontally within the wetland area. Acceptable stumps shall be a minimum of six feet long (log and root ball combined) and 12 inches in diameter.

   ii. Logs laid horizontally within the wetland area. Acceptable logs shall be a minimum of 10 feet long and six inches in diameter.

   iii. Whole trees laid horizontally within the wetland area. Acceptable whole trees shall have all of their fine structure left intact (i.e., not trimmed down to major branches for installation), be a minimum of 20 feet long (tree and root ball), and a minimum of 12 inches in diameter.

   iv. Snags which include whole trees left standing that are dead or dying, or live trees that will be flooded and die, or whole trees installed upright into the wetland. A variety of tree species should be used for the creation of snag habitat. Acceptable snags shall be a minimum of 20 feet tall (above the ground surface) and a minimum of 12 inches in diameter at breast height. Snags should be grouped together to provide mutual functional support as nesting, feeding, and perching sites.

   v. Sand mounds at least 18 inches in depth and placed so that they are surrounded by a minimum of 30 feet of water measuring at least 18 inches in depth. The sand mound shall have at least a 200 square foot area that is 18 inches above the projected high-water level and oriented to receive maximum sunlight.

f. The mean percent cover of native wetland species in the herbaceous layer at the end of the monitoring period is not less than:

   i. 60 percent for emergent wetland.

   ii. 80 percent for scrub-shrub wetland.

iii. 80 percent for forested wetland.

g. Extensive areas of open water and submergent vegetation areas having no emergent and/or rooted floating vegetation shall not exceed 20 percent of the mitigation wetland area. Extensive areas of bare soil shall not exceed five percent of the mitigation wetland area. For the purposes of these performance standards, extensive refers to areas greater than 0.01 acre (436 square feet) in size.

h. The total percent cover of wetland species in each plot shall be averaged for plots taken in the same wetland type to obtain a mean percent cover value for each wetland type. For the purposes of this standard, total percent cover is the percent cover of the ground surface covered by vegetation, bare soil, and open water, when viewed from above. Total percent cover cannot exceed 100 percent. Plots within identified extensive open water and submergent areas, bare soil areas, and areas without a predominance of wetland vegetation shall not be included in this average. Wetland species refers to species listed as facultative and wetter (FAC, FACW, OBL) on the U.S. Army Corps of Engineer's 2020 Regional Plant List (version 3.5) for the Midwest Region.

i. The mitigation wetland supports a predominance of wetland (hydrophytic) vegetation (as defined in the 2010 U.S. Army Corps of Engineers “Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Midwest Region [Version 2.0]”) in each vegetative layer, represented by a minimum number of native wetland species, at the end of the monitoring period. The minimum number of native wetland species per wetland type shall not be less than:

   i. 15 species within the emergent wetland.

   ii. 15 species within the scrub-shrub wetland.

   iii. 15 species within the forested wetland.

   The total number of native wetland plant species shall be determined by a sum of all species identified in sample plots of the same wetland type.

j. At the end of the monitoring period, the mitigation wetland supports a minimum of:

   i. 300 individual surviving, established, and free-to-grow trees per acre in the forested wetland that are classified as native wetland species and consisting of at least three different species.

   ii. 300 individual surviving, established, and free-to-grow shrubs per acre in the scrub-shrub wetland that are classified as native wetland species and consisting of at least four different species.

   iii. *Optional*: Eight native wetland species of grasses, sedges, or rushes per acre in the wet meadow wetland.

k. Physiognomic classification of trees and shrubs shall be in accordance with the most updated resource from the following list:

   i. The Michigan Floristic Quality Assessment

   ii. Michigan Flora (also referred to as the University of Michigan Herbarium)

   iii. The U.S. Army Corps of Engineer's Regional Plant List for the Midwest Region.

l. The mean percent cover of invasive species including, but not limited to, *Phragmites australis* (Common Reed), *Lythrum salicaria* (Purple Loosestrife), and *Phalaris arundinacea* (Reed Canary Grass) shall in combination be limited to no more than 10 percent within each wetland type. Invasive species shall not dominate the vegetation in any extensive area of the mitigation wetland. A more exhaustive list of invasive species that are known to be in Michigan can be found on the State of Michigan’s Invasive Species plant list (https://www.michigan.gov/invasives/id-report/plants)

If the mean percent cover of invasive species is more than 10 percent within any wetland type or if there are extensive areas of the mitigation wetland in which an invasive species is one of the dominant plant species, the permittee shall submit an evaluation of the problem to the City of Novi and/or the. If the permittee determines that it is infeasible to reduce the cover of invasive species to meet the above performance standard, the permittee must submit an assessment of the problem, a control plan, and the projected percent cover that can be achieved for review by the City of Novi. Based on this information, the City of Novi may approve an alternative invasive species standard. Any alternative invasive species standard must be approved in writing by the City of Novi.

If the mitigation wetland does not satisfactorily meet these standards by the end of the monitoring period, or is not satisfactorily progressing during the monitoring period, the permittee will be required to take corrective

Consultant review of Monitoring Reports will be split into the following sections:

1. Vegetation
2. Invasive Species
3. Hydrology
4. Wildlife Observations
5. Topsoil
6. Pollutants
7. Signage
8. Wetland Recommendations (as applicable)
    a. Financial Guarantee Release

TRAFFIC REVIEW

AECOM
39575 Lewis Dr, Ste. 400
Novi
MI, 48377
USA
aecom.com

Project name:
JSP25-02 – Camelot Parc Townhomes PSLR Concept Plan Traffic Review

To:
Barbara McBeth, AICP
City of Novi
45175 10 Mile Road
Novi, Michigan 48375

From:
AECOM

Date:
March 4, 2025

CC:
Lindsay Bell, Humna Anjum, Diana Shanahan, Dan Commer, Milad Alesmail, Stacey Choi

Memo

Subject: JSP25-02 – Camelot Parc Townhomes PSLR Concept Plan Traffic Review

The PSLR concept site plan was reviewed to the level of detail provided and AECOM offers the following comments for the applicant to consider as they move forward with site plan development.

GENERAL COMMENTS

1. The applicant, Avalon Park Development, LLC, is proposing a 24-unit residential development featuring two-story townhomes.
2. The development is located east of Wixom Road and north of Stonebrook Drive. Wixom Road is under the jurisdiction of the City of Novi and Stonebrook Drive is a private street.
3. The site is zoned R-1 (One Family Residential) with an existing PSLR overlay.
4. The following traffic related deviations will be required if plans are not revised:
    a. Lack of offset between the back-of-curb and the sidewalk, where there are no parking spaces.

TRAFFIC IMPACTS

1. AECOM performed an initial trip generation based on the ITE Trip Generation Manual, 11th Edition, as follows.

    ITE Code: 215 – Single-Family Attached Housing
    Development-specific Quantity: 24 Dwelling Units
    Zoning Change: N/A

Trip Generation Summary	Estimated Trips	Estimated Peak-Direction Trips	City of Novi Threshold	Above Threshold?
AM Peak-Hour Trips	7	5	100	No
PM Peak-Hour Trips	10	6	100	No
Daily (One-Directional) Trips	132	N/A	750	No

2. The City of Novi generally requires a traffic impact study/statement if the number of trips generated by the proposed development exceeds the City's threshold of more than 750 trips per day or 100 trips per either the AM or PM peak hour, or if the project meets other specified criteria.

Trip Impact Study Recommendation	
Type of Study:	**Justification**
None	The applicant submitted a Trip Generation Analysis memo that also concluded that no further traffic studies are required.

TRAFFIC REVIEW

The following table identifies the aspects of the plan that were reviewed. Items marked O are listed in the City's Code of Ordinances. Items marked with ZO are listed in the City's Zoning Ordinance. Items marked with ADA are listed in the Americans with Disabilities Act. Items marked with MMUTCD are listed in the Michigan Manual on Uniform Traffic Control Devices.

The values in the 'Compliance' column read as 'met' for plan provision meeting the standard it refers to, 'not met' stands for provision not meeting the standard and 'inconclusive' indicates applicant to provide data or information for review and 'NA' stands for not applicable for subject Project. The 'remarks' column covers any comments reviewer has and/or 'requested/required variance' and 'potential variance'. A potential variance indicates a variance that will be required if modifications are not made or further information provided to show compliance with the standards and ordinances. The applicant should put effort into complying with the standards; the variances should be the last resort after all avenues for complying have been exhausted. Indication of a potential variance does not imply support unless explicitly stated.

EXTERNAL SITE ACCESS AND OPERATIONS				
No.	**Item**	**Proposed**	**Compliance**	**Remarks**
1	Driveway Radii | O Figure IX.3	25'	Met	Within required range.
2	Driveway Width | O Figure IX.3	28'	Met	No parking allowed on Avalon Drive and Camelot Drive.
3	Driveway Taper | O Figure IX.11	-	N/A	
3a	Taper length			
3b	Tangent			
4	Emergency Access | O 11-194.a.19	A second emergency access road with gate located along Wixom Road	Met	
5	Driveway sight distance | O Figure VIII-E	260'	Met	
6	Driveway spacing	-	N/A	Proposed driveway not on a major arterial.
6a	Same-side | O 11.216.d.1.d			
6b	Opposite side | O 11.216.d.1.e			
7	External coordination (Road agency)	-	N/A	
8	External Sidewalk | Master Plan & EDM	Existing sidewalk along Wixom Road and Stonebrook Drive	N/A	

EXTERNAL SITE ACCESS AND OPERATIONS				
No.	**Item**	**Proposed**	**Compliance**	**Remarks**
9	Sidewalk Ramps | EDM 7.4 & R-28-K	Indicated at entrance	Met	Update R-28-J detail included to the latest R-28-K version.
10	Any Other Comments:			

INTERNAL SITE OPERATIONS				
No.	**Item**	**Proposed**	**Compliance**	**Remarks**
11	Loading zone | ZO 5.4	-	N/A	
12	Trash receptacle | ZO 5.4.4	Trash collection to be provided by individual residential waste management service	Met	
13	Emergency Vehicle Access	Fire truck turning movements provided	Met	
14	Maneuvering Lane | ZO 5.3.2	-	N/A	
15	End islands | ZO 5.3.12	-	N/A	
15a	Adjacent to a travel way			
15b	Internal to parking bays			
16	Parking spaces | ZO 5.2.12	16 proposed		See Planning review letter.
17	Adjacent parking spaces | ZO 5.5.3.C.ii.p	<15 spaces in one row	Met	
18	Parking space length | ZO 5.3.2	19’	Met	
19	Parking space Width | ZO 5.3.2	9’	Met	
20	Parking space front curb height | ZO 5.3.2	4” shown in details	**Not Met**	6” curb required in front of 19’ parking spaces.
21	Accessible parking – number | ADA	1 required, 2 proposed	Met	
22	Accessible parking – size | ADA	Not dimensioned	**Inconclusive**	Dimension width of accessible aisle and spaces.
23	Number of Van-accessible space | ADA	1 required, 1 proposed	Met	
24	Bicycle parking			
24a	Requirement | ZO 5.16.1	None required, none proposed	N/A	
24b	Location | ZO 5.16.1	-	N/A	
24c	Clear path from Street | ZO 5.16.1	-	N/A	
24d	Height of rack | ZO 5.16.5.B	-	N/A	
24e	Other (Covered / Layout) | ZO 5.16.1, Text Amendment 18.301	-	N/A	

INTERNAL SITE OPERATIONS				
No.	**Item**	**Proposed**	**Compliance**	**Remarks**
25	Sidewalk – min 5' wide | Master Plan	5' proposed	Met	The applicant could extend the sidewalk for the full length on the north side of Avalon Drive.
26	Sidewalk ramps | EDM 7.4 & R-28-K	Indicated	Met	Update R-28-J detail included to the latest R-28-K version.
27	Sidewalk – distance back of curb | EDM 7.4	No offset provided	**Not Met**	**A deviation will be required for no offset.**
28	Cul-De-Sac | O Figure VIII-F	-	N/A	
29	EyeBrow | O Figure VIII-G	-	N/A	
30	Turnaround | ZO 5.10	20' radius, 20' width	Met	
31	Any Other Comments:			

SIGNING AND STRIPING				
No.	**Item**	**Proposed**	**Compliance**	**Remarks**
32	Signing: Sizes | MMUTCD	Provided	Met	
33	Signing table: quantities and sizes	Provided	Met	
34	Signs 12" x 18" or smaller in size shall be mounted on a galvanized 2 lb. U-channel post | MMUTCD	Provided	Met	
35	Signs greater than 12" x 18" shall be mounted on a galvanized 3 lb. or greater U-channel post | MMUTCD	Provided	Met	
36	Sign bottom height of 7' from final grade | MMUTCD	Provided	Met	
37	Signing shall be placed 2' from the face of the curb or edge of the nearest sidewalk to the near edge of the sign | MMUTCD	Provided	Met	
38	FHWA Standard Alphabet series used for all sign language | MMUTCD	Provided	Met	
39	High-Intensity Prismatic (HIP) sheeting to meet FHWA retro-reflectivity | MMUTCD	Provided	Met	
40	Parking space striping notes	Not provided	**Inconclusive**	Provide in future submittal.
41	The international symbol for accessibility pavement markings | ADA	Not provided	**Inconclusive**	Provide in future submittal.
42	Crosswalk pavement marking detail	Not provided	**Inconclusive**	Provide in future submittal.
43	Any Other Comments:	Proposed "Do Not Block Sidewalk" signs shown on site plan but not listed in sign quantities table.		

Note: Hyperlinks to the standards and Ordinances are for reference purposes only, the applicant and City of Novi to ensure referring to the latest standards and Ordinances in its entirety.

Should the City or applicant have questions regarding this review, they should contact AECOM for further clarification.

Sincerely,

AECOM

Paula K. Johnson, PE
Senior Transportation Engineer

Saumil Shah, PMP
Project Manager

FAÇADE REVIEW

DRN & ASSOCIATES, ARCHITECTS, PC
Phone: (248) 880-6523
E-Mail: dnecci@drnarchitects.com
Web: drnarchitects.com
50850 Applebrooke Dr., Northville, MI 48167

March 4, 2025

Façade Review Status Summary:
Approved, Section 9 Waiver Not Required

City of Novi Planning Department
45175 W. 10 Mile Rd.
Novi, MI 48375- 3024

Re: FACADE ORDINANCE REVIEW
Camelot Parc Townhomes, PSLR, JSP25-02
Façade Region: 1, Zoning District: RM-1,

Dear Ms. McBeth;
This façade review is based on the drawings by TRI Design Group, dated 1/7/25. The maximum and minimum percentage of façade materials required by the Façade Ordinance is shown in the right-hand column. Materials in non-compliance, if any, are highlighted in red. Colored renderings were provided. The Sample Board required by Section 5.15.4.D of the Ordinance was not provided. The sample board should be provided prior to the Planning Commission and/or City council meeting.

Horizontal Fiber Cement Siding is considered Wood Siding for the purpose of the Façade Ordinance (Footnote 13). The Façade Ordinance allows up to 50% of this material on buildings considered to be "residential style architecture" (Footnote 10). The proposed buildings have sloped gable roofs, punched window openings, attached garages, and individual entrances and are therefore considered residential style architecture with respect to the Façade Ordinance.

3-Plex	Front	Left	Right	Rear	Ordinance Maximum (Minimum)
Brick & Stone	32%	87%	87%	35%	100% (30% Min)
Fiber Cement Panels, Vertical Pattern	5%	0%	0%	0%	25%
Fiber Cement Panels - Horizontal Pattern	10%	5%	5%	17%	50%
Shake Siding	6%	0%	0%	0%	25%
Trim	3%	3%	3%	3%	10%
Asphalt shingles	44%	5%	5%	45%	50%

4-Plex	Front	Left	Right	Rear	Ordinance Maximum (Minimum)
Brick & Stone	32%	87%	87%	35%	100% (30% Min)
Fiber Cement Panels, Vertical Pattern	5%	0%	0%	0%	25%
Fiber Cement Panels - Horizontal Pattern	10%	5%	5%	17%	50%
Shake Siding	6%	0%	0%	0%	25%
Trim	3%	3%	3%	3%	10%
Asphalt shingles	44%	5%	5%	45%	50%

5-Plex	Front	Left	Right	Rear	Ordinance Maximum (Minimum)
Brick & Stone	32%	87%	87%	35%	100% (30% Min)
Fiber Cement Panels, Vertical Pattern	5%	0%	0%	0%	25%
Fiber Cement Panels - Horizontal Pattern	10%	5%	5%	17%	50%
Shake Siding	6%	0%	0%	0%	25%
Trim	3%	3%	3%	3%	10%
Asphalt shingles	44%	5%	5%	45%	50%

Façade Ordinance (Section 5.15) - As shown above all façades are in full compliance with the Façade Ordinance. A sample board indicating the proposed colors and textures of all façade materials should be provided prior to the Planning Commission meeting.

PSLR Ordinance (Section 3.21)		Complies (Yes / No)
C.i	Maximum Height 35', 2.5 Stories	YES
C.11.a(1)	Front Façade Offsets, 4' every 50'	YES
C.11.a(2)	Pedestrain entrance on front and rear façade, not greater than 60'	YES
C.11.a(3)	Pedestrain entracces recessed 4' min. w/ covered porch,	YES
C.11.b(1)	Gable and hip roof lines	YES
C.11.b(2)	Roofs feaures to reduce roofing material to 70% max.	YES
C.11.b(3)	Minimum roof slope of 6:12 with gutters and downspouts	YES
C.11.b(4)	Roof material; shingles, slate, metal, etc.	YES
C.11.b(5)	Solar colercors allowed but not required.	YES
C.11.c(1)	Windows divided lite, 6 SF max.	YES
C.11.c(2)	Windows 15' max. width, 2' separation	YES
C.11.c(3)	Window trim; moldings or shutters	YES
C.11.d	Complies with the Façade Ordinance Section 5.15, except flat metal, standing seam, spandrel glass, display glass, EIFS, granite, marble and C-brick are not allowed.	YES

Planned Suburban Low-Rise Ordinance (Section 3.21) – Section 3.21.C of the Ordinance sets additional requirements for buildings in the PLSR District. As shown above the proposed facades substantially comply with the PLSR Ordinance requirements.

Notes to the Applicant:

1. Inspections – The Façade Ordinance requires inspection(s) for all projects. Materials displayed on the approved sample board will be compared to materials delivered to the site. It is the applicant's responsibility to request the inspection of each façade material at the appropriate time. Inspections may be requested using the Novi Building Department's Online Inspection Portal with the following link. Please click on "Click here to Request an Inspection" under "Contractors", then click "Façade". **http://www.cityofnovi.org/Services/CommDev/OnlineInspectionPortal.asp**.

2. RTU Screening - It should be noted that all roof top units must be screened from view from all vantage points both on-site and off-site using materials in compliance with the Façade Ordinance.

Sincerely,
DRN & Architects PC

Douglas R. Necci, AIA

FIRE REVIEW

February 25, 2025

TO: Barbara McBeth - City Planner
Lindsay Bell - Plan Review Center
Dan Commer – Plan Review Center
Diana Shanahan – Plan Review Center
Stacey Choi – Planning Assistant

RE: Camelot Parc Townhomes

PSP# 24-0004

Project Description:

Build a 6 multi-tenant building off Wixom Rd & Stonebrook.

Comments:

- **All** fire hydrants **MUST** be installed and operational prior to any combustible material is brought on site. **IFC 2015 3312.1**
- For new buildings and existing buildings, you **MUST** comply with the International Fire Code Section 510 for Emergency Radio Coverage. This shall be completed by the time the final inspection of the fire alarm and fire suppression permits.
- Fire apparatus access drives to and from buildings through parking lots shall have a minimum fifty (50) feet outside turning radius and designed to support a minimum of thirty-five (35) tons. ***(D.C.S. Sec 11-239(b)(5))***
- All new multi-residential buildings shall be numbered. Each number shall be a minimum 10 inches high, 1 inch wide and be posted at least 15 feet above the ground on the building where readily visible from the street. ***(Fire Prevention Ord.)***
- The ability to serve at least two thousand (2,000) gallons per minute in single-family detached residential; three thousand (3,000) gallons per school areas; and at least four thousand (4,000) gallons per minute in office, industrial and shopping centers is essential. ***(D.C.S. Sec.11-68(a))***
- Fire hydrant spacing shall be measured as "hose laying distance" from fire apparatus. Hose laying distance is the distance the fire apparatus travels along improved access routes between hydrants or from a hydrant to a structure.
- Hydrants shall be spaced approximately three hundred (300) feet apart online in commercial, industrial, and multiple-residential areas. In cases where the buildings within developments are fully fire suppressed, hydrants shall be no more than five hundred (500) feet apart. The spacing of hydrants around commercial and/or industrial developments shall be considered as individual cases where special circumstances exist upon consultation with the fire chief. ***(D.C.S. Sec. 11-68 (f)(1)c)***

CITY COUNCIL

Mayor
Justin Fischer

Mayor Pro Tem
Laura Marie Casey

Dave Staudt

Brian Smith

Ericka Thomas

Matt Heintz

Priya Gurumurthy

City Manager
Victor Cardenas

Director of Public Safety
Chief of Police
Erick W. Zinser

Fire Chief
John B. Martin

Assistant Chief of Police
Scott R. Baetens

Assistant Fire Chief
Todd Seog

Novi Public Safety Administration
45125 Ten Mile Road
Novi, Michigan 48375
248.348.7100
248.347.0590 fax

cityofnovi.org

Recommendation:

Approved with Conditions

Sincerely,

Kevin S. Pierce-Fire Marshal
City of Novi – Fire Dept.

cc: file

APPLICANT RESPONSE LETTERS

ATWELL

ONE COMPANY.
INFINITE SOLUTIONS.

August 6, 2025

Lindsay Bell, AICP, Senior Planner
City of Novi
45175 W. Ten Mile
Novi, MI 48375

Re: Camelot Parc Townhomes – PSLR Review - JSP 25-02

Dear Ms. Bell:

Please accept the revised PLSR Submittal for the proposed Camelot Parc Townhomes development. This package has been prepared to address the applicable City concerns as they pertain to the PSLR Concept stage, with comment responses provided below. Items identified to be addressed during site plan will be addressed at that time.

Planning Review Comments – Lindsay Bell, AICP – July 10, 2025

Ordinance Deviations

1. *For permanent lighting installations, the maximum Correlated Color Temperature shall be 3000 Kelvin. The lighting plan shows proposed fixtures are 4000K. The applicant should specify 3000K fixtures, or request a deviation with sufficient justification. (ZO Sec. 5.7.3.F)*

   Response: The photometric plan has now been revised to 3000K color temperature on the photometric plan.

2. *Lack of a 25-foot wetland buffer north of Avalon Drive. This is conditionally supported by staff as the applicant has proposed signage as visual protection for the wetland between Avalon Drive and the buildings is proposed. Wetland buffers are meant to remain in a natural, un-mowed state in order to protect the wetland from surface water run-off and pollutants. The applicant should also propose plantings in this wetland buffer, such as bushes, that would discourage mowing. See Wetland Review for more specific comments. (Sec. 3.6.2.M)*

   Response: Shrubs have been added along the wetland boundary as added protection and delineation of the wetland. See responses below for further detail.

ADDITIONAL REVIEW COMMENTS

3. *The applicant has included a proposed Road Maintenance Plan on Sheet 11 for Stonebrook Drive. The plan calculates a contribution for the proposed Camelot Parc toward Stonebrook Drive maintenance costs based on the length of the road, percentage of road used to access Camelot Drive, and the total number of units for each development. As Stonebrook Drive is a private road owned by Villas at Stonebrook HOA, the applicant should meet with them to discuss proposed*

road maintenance agreement with them. Any cost sharing agreement would be a private agreement between the two entities.

Response: Acknowledged. The developer has previously met with the HOA to discuss road maintenance and plans to reconnect with them again prior to the Planning Commission meeting, as suggested.

Planning Review Chart Comments

1. *PSLR Agreement and Concept Plan must be approved by the City Council after recommendation by Planning Commission.*

   Response: Acknowledged.

2. *Special Land use permit required.*

   Response: Acknowledged.

3. *Building north of the drive will be within remaining wetland buffer.*

   Response: It is not feasible to adjust the layout to provide the full 25' buffer from existing wetland locations. Instead, alternative visual signage has been provided on sheet 4 to enhance protection of the existing natural features on site as well as shrub plantings on the landscape plan.

4. *Suggest additional benches around the walking path.*

   Response: Two benches have been added adjacent to the walking path. A detail is shown on sheet L-1.

5. *Could reduce spaces to 8' each with 8' access to recover a couple feet of pavement.*

   Response: The standard of spaces being 8' wide with 8' access is acknowledged. If the reduction is beneficial to the design, it will be applied during engineering design.

6. *Mounting height not found on photometric plan.*

   Response: The mounting height has been added to the photometric plan.

7. *Provide information to verify compliance in fixture chart for each type.*

   Response: Each fixture has been changed to 3000K in the photometric plan table.

Landscape Review Comments – Rick Meader, LA – July 3, 2025

General Notes

1. *A 25-foot wetland buffer is not provided in many cases as is required.* ***This requires a landscape deviation.*** *It would not be supported by staff unless additional protection is provided for the wetlands.* *Please add signage along the curbs and behind the building to protect the wetland.*

   Response: Signage is provided and the signs have been modified per the example provided.

2. *Please also add a line of large wetland shrubs such as chokeberry along the edge of the wetland behind and along the sides of the building with units 19-22 to provide a better buffer for the wetland.*

   Response: A row of shrubs has been added to the wetland edge adjacent to units 19-22.

LANDSCAPE REVIEW SUMMARY CHART

1. *The lack of a 25-foot wetland buffer between the interior drive/parking and Units 19-22 requires a deviation. This is especially concerning along the drive where road salt could negatively impact the wetland. It would not be supported by staff as currently shown.*

   Response: Wetland protection has been enhanced in the areas where the 25-foot wetland buffer is being encroached. Protective fencing, signage, plant boarder, and native seed mix has been added as described below.

2. *Below is a list of items to address:*
   - *Add protective fencing for the wetlands to the removal plans.*
   - *Add signs such as the example shown below to protect the wetlands from encroachment and unsupported activities. They should be placed every 100 feet behind the curbs and building.*
   - *Plant a border of large wetland shrubs such as chokeberry along the edge of the wetland as a buffer between the building and the wetland.*
   - *Use a native seed mix on the slopes between the curb and wetland.*

   Response: Silt fence has been added around the limits of disturbance next to the wetlands on the removal plans. The wetland protection area signs have been revised to include "no mowing, no herbicides, no fertilizers". The signs are placed behind buildings, curbs, and pathway at an interval not greater than 100-ft. Shrubs have been added adjacent to units 19-22 and a native seed mix will be provided between the curb and wetland north of Avalon Drive.

3. *Please add soils boundaries and symbols to sheet 2.*

   Response: The soils boundaries and symbols have been added to the existing conditions plan.

4. *Please move the clear vision zone for the Stonebrook Drive entrance back per the illustration below (it should be at the ROW line, not the back of curb).*

   Response: The clear vision zone has been moved to the right-of-way. See the layout plan.

Multi-family Residential Landscaping

1. *Sub-canopy deciduous trees – please correct the calculation per the ordinance requirement (1 tree per 20-lf, not 25-lf) and add the extra subcanopy tree.*

   Response: *An additional sub-canopy tree has been added.*

2. *Please indicate snow deposit areas.*

   Response: A snow deposit note is located in the "notes" on sheet L-1.

3. *The proposed canopy street trees appear to be under the overhead lines. Please check this and use subcanopy trees if necessary, and if there is room for them.*

   Response: The proposed Wixom Road canopy trees are planted no closer than 25' to the existing overhead lines.

Mergent, Inc Review Comments – Jason DeMoss, PWS – July 10, 2025

Woodland Review Comments

1. *Either a separate sheet or details should be added to Sheet 3 showing the final development plans in conjunction with trees that will remain on-site. Based on Davey Resource Group's January 10, 2023 review, trees such as Tree 9688 are within the regulated woodland. Based on the location of the woodland fence (see Comment 9), it is assumed the critical root zone of this and other trees will be impacted and should be reflected in the count of trees to be impacted even if they remain. Therefore, tree replacement calculations should be updated to reflect impacts to the critical root zone of regulated woodland trees.*

   Response: The layout has been added to the removal plan and grayed out. The critical root zone trees were looked at in detail. Trees 9596, 9603, 9676, and 9688 are within the influence of proposed pavement or proposed building excavation zones and have been added to the woodland replacement calculations. All other trees only have minor fills over a small portion of the root zone and are not expected to be impacted by the activity.

2. *Sheet L-1 should be updated to reflect the number of replacements listed on Sheet 10. Note that not all removals of trees on-site are of regulated trees.*

   Response: L-1 has been updated to reflect 53 required replacement trees.

3. *Proposed developments should be displayed in conjunction with trees to remain.*

   Response: The layout has been added to the removal plan and grayed out. Trees to remain can also be clearly seen with the proposed development on the landscape plans.

4. *It is requested that tree protection fence be added around and within the five-foot gravel path to the maximum extent practicable to ensure trees will not be accidentally impacted by light machinery when delivering and placing the gravel for the proposed path. Additionally, the footprint of the proposed path should be displayed in conjunction with the trees to remain post-development.*

   Response: Tree protection fence has been added around the gravel path within the wooded area.

5. *The wetland type (classification) should be added to the table on Sheet 7. An update to the previous wetland delineation may affect the impact amounts listed.*

   Response: The wetland classification (emergent, scrub, forested) has been added to the table on sheet 7.

6. *The applicant will be impacting 4,483 square feet of forested wetland. It is requested that at least 8,966 square feet (0.21 acre) of the proposed mitigation on-site be a forested wetland and meet the performance standards in **Attachment B**.*

   Response: Mitigation design will be coordinated with the city and EGLE during the permitting process.

7. Due to the extensive proposed loss of wetland buffer along the southern remaining wetland area, it is requested that the applicant perform environmental enhancement along the southern portion of the remaining wetland (see screenshot below). The applicant should plant at least three different

species of wetland rated shrubs throughout the southern boundary of the wetland. This will allow a small separation from the wetland and the proposed development. Additionally, it will deter any accidental mowing of the wetlands and remaining buffer areas. Shrubs could include three of the following species:

- Buttonbush (*Cephalanthus occidentalis*)
- Swamp Rose (*Rosa palustris*)
- Winterberry Holly (*Ilex verticillata*)
- Silky Dogwood (*Cornus amomum*)
- Northern Spicebush (*Lindera benzoin*)
- Red-osier Dogwood (*Cornus sericea* or *C. stolonifera*)
- Black Chokeberry (*Aronia melanocarpa*)
- Meadowsweet (*Spiraea alba*)
- Common Elderberry (Sambucus canadensis)

Response: These shrubs are provided as requested in the review snippet. The area north of the Avalon curb to the wetland edge will be planted with a native seed mix.

8. *Portions of the wetland may become disconnected by the placement of fill throughout the site. It is requested that wetland equalizer culverts or similar structures be placed beneath roads that allow the wetlands on-site to remain connected. Specifically in the locations circled below.*

   Response: Hydraulic connections and flow routes will be reviewed during engineering design.

9. *The Applicant is encouraged to provide wetland conservation easements for any areas of remaining wetland and 25-foot wetland buffer. The Applicant shall provide wetland conservation easements as directed by the City of Novi Community Development Department for any areas of proposed wetland mitigation areas (if necessary). This language shall be submitted to the City Attorney for review. The executed easement must be returned to the City Attorney within 60 days of the issuance of the City of Novi Wetland Use Permit.*

   Response: The PSLR and Site Plan, along with the proposed development signage and enhanced plantings, should be more than adequate documentation and identification for the preservation of these natural areas without the need to create further conservation easement documentation. No additional developments are proposed for the site nor are any connections to adjacent properties that would impact these remaining features.

Thank you for your assistance and cooperation with respect to this project. Please feel free to contact us with any questions or concerns at (248) 447-2000.

Sincerely,
ATWELL, LLC

Jared Kime, PE
Project Manager

WETLAND DELINEATION REPORT

ASTI ENVIRONMENTAL

Assessment • Remediation • Compliance
Restoration • Incentives

10448 Citation Drive, Suite 100
Brighton, MI 48116

800 395-ASTI
Fax: 810.225.3800

www.asti-env.com

Sent Via Email Only

May 2, 2025

Ashok Gudi
Avalon Investment Group LLC
1137 Prescott Drive
Rochester Hills, MI 48309

RE: Wetland Delineation and Jurisdictional Assessment with GPS Survey, Northeast of Wixom Road and Stonebrook (Parcel ID 22-17-300-019) City of Novi, Oakland County, Michigan
ASTI File No. A25-0628.00

Dear Ashok Gudi:

On April 30, 2025, ASTI Environmental (ASTI) conducted a site investigation to delineate wetland boundaries on the above-referenced property located within the City of Novi, Oakland County, Michigan (Subject Property). One wetland likely regulated by the Michigan Department of Environment, Great Lakes, and Energy (EGLE) and the City of Novi (City) was found within the Subject Property (Figure 1 – *GPS-Surveyed Wetland Boundaries*). Wetland and watercourse boundaries, as depicted on Figure 1, were located using a professional grade, hand-held Global Positioning System unit (GPS).

SUPPORTING DATA AND MAPPING

The USDA Web Soil Survey (WSS), the National Wetland Inventory Map (NWI), EGLE Wetlands Map Viewer web site, and digital aerial photographs were all used to support the wetland delineation and subsequent regulatory status determination. The NWI and EGLE maps indicated the presence of wetland in the northern and eastern portions of the Subject Property.

The WSS indicates the Subject Property is comprised of the soil complexes shown in Table 1 below:

Table 1 – Subject Property Soils

Subject Property Soil Complexes	Hydric Soil per the WSS (**YES** or No)
Marlette sandy loam (1-6% slopes)	No
Capac sandy loam (0-4% slopes)	No
Brookston and Colwood loams	**YES**
Houghton and Adrian mucks	**YES**

FINDINGS

ASTI investigated the Subject Property for the presence of any lakes, ponds, wetlands, and watercourses. This work is based on *MCL 324 Part 301 (Inland Lakes and Streams)* and *Part 303 (Wetland Protection),* as well as the City of Novi's *Code of Ordinances, Chapter 12 – Drainage and Flood Damage Prevention, Article V, Wetlands and Watercourse Protection* (Article V). In addition to those resources regulated by EGLE, the City also regulates isolated (non-contiguous) wetlands from two to five acres in size and those wetlands less than two acres in size if determined to be essential to the preservation of the natural resources of the City. In some circumstances the US Army Corps of Engineers (USACE) may also have jurisdiction of wetlands or watercourses; this is not the case with your site.

The delineation protocol used by ASTI for this delineation is based on the US Army Corps of Engineers' *Wetland Delineation Manual,* 1987, the *Regional Supplement to the Corps of Engineer Wetland Delineation Manual: Midwest Region*, and related guidance/documents, as appropriate. Wetland vegetation, hydrology, and soils were used to locate the wetland boundaries.

One wetland was found on the Subject Property, as discussed below.

Wetland A

Wetland A is an emergent, scrub/shrub, and forested wetland located throughout the Subject Property. Wetland A is 2.75 acres in size on-site and continues off-site to the east (Figure 1). Vegetation within Wetland A was dominated by silver maple (*Acer saccharinum)*, swamp white oak (*Quercus bicolor)*, green ash (*Fraxinus pennsylvanica*), common buckthorn (*Rhamnus cathartica*), sandbar willow (*Salix interior)*, reed canary grass (*Phalaris arundinacea*), common reed (*Phragmites australis*), purple loosestrife (*Lythrum salicaria*), moneywort (*Lysimachia nummularia*), and swamp agrimony (*Agrimonia parviflora*). Soils within Wetland A were comprised of loams to loamy sands and are considered hydric because the criteria for depleted below dark surface, depleted matrix, redox dark surface, and redox depressions were met. Indicators of wetland

hydrology observed within Wetland A included surface water, a high-water table, saturation, and oxidized rhizospheres on living roots.

Dominant vegetation observed within the upland adjacent to Wetland A included sugar maple (*Acer saccharum*), black cherry (*Prunus serotina*), autumn olive (*Elaeagnus umbellata*), Japanese rose (*Rosa multiflora*), gray dogwood (*Cornus racemosa),* green ash, tall goldenrod (*Solidago altissima*), wild carrot (*Daucus carota*), wild strawberry (*Fragaria virginiana*), Kentucky bluegrass (*Poa pratensis*), yarrow (*Achillea millefolium*), and Virginia creeper (*Parthenocissus quinquefolia*). Upland soils were comprised of loam and sandy clay, and no evidence of wetland hydrology was observed.

It is ASTI's opinion that Wetland A is regulated by EGLE under Part 303 and by the City of Novi under Article V because it is a portion of a larger wetland complex that extends off-site to the east that is greater than five acres in size. Field observations and aerial photographs were used to estimate the size of the off-site wetland complex contiguous with Wetland A.

Wetland Flagging

Wetland boundaries were marked in the field with pink pin flags and/or day-glow pink and black striped flagging with the following flagging numbers:

Wetland A: A-1 through A-59

SUMMARY

Based upon the data, criteria, and evidence noted above, it is ASTI's professional opinion that the Subject Property includes one wetland (Wetland A) regulated by EGLE under the Natural Resources and Environmental Protection Act (1994 P.A. 451), Part 303 Wetland Protection and the City of Novi under Article V. However, please note that EGLE has the final authority on the extent of regulated wetlands, lakes, and streams in the State of Michigan, and the City of Novi has the final authority of wetlands within the City limits. Any proposed impact to the areas that ASTI has identified as regulated will require a permit from EGLE and the City prior to any wetland impacts.

It should also be noted that the City requires a 25-foot setback from regulated wetlands and watercourses. Additionally, the City has a woodland protection ordinance that regulates trees with a diameter at breast height (DBH) of 8 inches or greater within regulated woodlands and all trees with a DBH of 36 inches or greater within the City of Novi.

Attached are Figure 1, which shows the GPS-surveyed locations of wetland flagging within the Subject Property and completed US Army Corps of Engineers

(USACE) Wetland Data Forms. Please note that the data sheet numbers match the data collection sampling points shown on Figure 1.

Thank you for the opportunity to assist you with this project. Please let us know if we can be of any further assistance in moving your project forward.

Cordially,

ASTI ENVIRONMENTAL

Shane Jennings
Wetland Ecologist

Kyle Hottinger
Wetland Ecologist
Professional Wetland Scientist #2927

Attachments: Figure 1 – *GPS-Surveyed Wetland Boundaries*
Completed USACE Wetland Data Forms

Legend

- Data Point
- Reference Point
- Wetland Flagging Location
- Approximate Off-Site Wetland
- Emergent Wetland
- Forested Wetland
- Scrub Shrub Wetland
- Open Water
- Approximate Property Boundary

*This wetland is likely regulated by EGLE and the City of Novi. This map does not imply an official opinion by EGLE or the City of Novi nor is it legally binding.

Wetland Delineation Completed: April 30, 2025

*Wetland A
2.75 Acres

Open Water
0.54 Acres

Stonebrook Drive

Wixom Rd

Wixom Road Property

Parcel 22-17-300-019,
Wixom Road, Novi, MI

0 50 100 200 Feet

N

ASTI Environmental

Client: Avalon Investment Group LLC
Created by: RMH, May 1, 2025, ASTI Project A25-0628.00
Imagery: NearMap April 8, 2024

Figure 1 - GPS-Surveyed Wetland Boundaries

U.S. Army Corps of Engineers
WETLAND DETERMINATION DATA SHEET – Midwest Region
See ERDC/EL TR-10-16; the proponent agency is CECW-CO-R

OMB Control #: 0710-0024, Exp:11/30/2024
Requirement Control Symbol EXEMPT:
(Authority: AR 335-15, paragraph 5-2a)

Project/Site: Northeast of Wixom Rd and Stonebrook Dr. City/County: Novi, Oakland Co. Sampling Date: 4/30/2025

Applicant/Owner: Avalon Investment Group LLC State: MI Sampling Point: UP1

Investigator(s): ASTI - SPJ Section, Township, Range: Sec. 17, T01N, R08E

Landform (hillside, terrace, etc.): Slope Local relief (concave, convex, none): Convex

Slope (%): 1-2 Lat: 42.486139 Long: -83.532924 Datum: NAD 83

Soil Map Unit Name: Capac sandy loam NWI classification: None

Are climatic / hydrologic conditions on the site typical for this time of year? Yes X No ____ (If no, explain in Remarks.)

Are Vegetation____, Soil____, or Hydrology____ significantly disturbed? Are "Normal Circumstances" present? Yes X No ____

Are Vegetation____, Soil____, or Hydrology____ naturally problematic? (If needed, explain any answers in Remarks.)

SUMMARY OF FINDINGS – Attach site map showing sampling point locations, transects, important features, etc.

Hydrophytic Vegetation Present? Yes ____ No X
Hydric Soil Present? Yes ____ No X
Wetland Hydrology Present? Yes ____ No X

Is the Sampled Area within a Wetland? **Yes** ____ **No** X

Remarks:
Upland adjacent to Wetland A. Located in the northeastern portion of the property.

VEGETATION – Use scientific names of plants.

Tree Stratum (Plot size: 30ft)	Absolute % Cover	Dominant Species?	Indicator Status
1. None			
2.			
3.			
4.			
5.			
	=Total Cover		
Sapling/Shrub Stratum (Plot size: 15ft)			
1. *Elaeagnus umbellata*	25	Yes	UPL
2. *Rosa multiflora*	10	Yes	FACU
3. *Cornus foemina*	10	Yes	FAC
4. *Malus pumila*	5	No	UPL
5.			
	50 =Total Cover		
Herb Stratum (Plot size: 5ft)			
1. *Solidago altissima*	15	Yes	FACU
2. *Daucus carota*	15	Yes	UPL
3. *Fragaria virginiana*	10	Yes	FACU
4. *Poa pratensis*	10	Yes	FAC
5. *Achillea millefolium*	10	Yes	FACU
6.			
7.			
8.			
9.			
10.			
	60 =Total Cover		
Woody Vine Stratum (Plot size: 30ft)			
1.			
2.			
	=Total Cover		

Dominance Test worksheet:

Number of Dominant Species That Are OBL, FACW, or FAC: 2 (A)

Total Number of Dominant Species Across All Strata: 8 (B)

Percent of Dominant Species That Are OBL, FACW, or FAC: 25.0% (A/B)

Prevalence Index worksheet:

Total % Cover of:		Multiply by:	
OBL species	0	x 1 =	0
FACW species	0	x 2 =	0
FAC species	20	x 3 =	60
FACU species	45	x 4 =	180
UPL species	45	x 5 =	225
Column Totals:	110 (A)		465 (B)
Prevalence Index = B/A =			4.23

Hydrophytic Vegetation Indicators:

___ 1 - Rapid Test for Hydrophytic Vegetation
___ 2 - Dominance Test is >50%
___ 3 - Prevalence Index is ≤3.0[1]
___ 4 - Morphological Adaptations[1] (Provide supporting data in Remarks or on a separate sheet)
___ Problematic Hydrophytic Vegetation[1] (Explain)

[1]Indicators of hydric soil and wetland hydrology must be present, unless disturbed or problematic.

Hydrophytic Vegetation Present? **Yes** ____ **No** X

Remarks: (Include photo numbers here or on a separate sheet.)

SOIL

Sampling Point: UP1

Profile Description: (Describe to the depth needed to document the indicator or confirm the absence of indicators.)

Depth	Matrix		Redox Features					
(inches)	Color (moist)	%	Color (moist)	%	Type[1]	Loc[2]	Texture	Remarks
0-8	10YR 4/3	100					Loamy/Clayey	loam
8-14	10YR 4/2	100					Loamy/Clayey	loam
14-20	10YR 4/2	65	10YR 5/4	30	C	M	Loamy/Clayey	Distinct redox concentrations
			10YR 5/6	5	C	M		Prominent redox concentrations
								sandy clay

[1]Type: C=Concentration, D=Depletion, RM=Reduced Matrix, MS=Masked Sand Grains. [2]Location: PL=Pore Lining, M=Matrix.

Hydric Soil Indicators:

- ___ Histosol (A1)
- ___ Histic Epipedon (A2)
- ___ Black Histic (A3)
- ___ Hydrogen Sulfide (A4)
- ___ Stratified Layers (A5)
- ___ 2 cm Muck (A10)
- ___ Depleted Below Dark Surface (A11)
- ___ Thick Dark Surface (A12)
- ___ Sandy Mucky Mineral (S1)
- ___ 5 cm Mucky Peat or Peat (S3)
- ___ Sandy Gleyed Matrix (S4)
- ___ Sandy Redox (S5)
- ___ Stripped Matrix (S6)
- ___ Dark Surface (S7)
- ___ Loamy Mucky Mineral (F1)
- ___ Loamy Gleyed Matrix (F2)
- ___ Depleted Matrix (F3)
- ___ Redox Dark Surface (F6)
- ___ Depleted Dark Surface (F7)
- ___ Redox Depressions (F8)

Indicators for Problematic Hydric Soils[3]:

- ___ Coast Prairie Redox (A16)
- ___ Iron-Manganese Masses (F12)
- ___ Red Parent Material (F21)
- ___ Very Shallow Dark Surface (F22)
- ___ Other (Explain in Remarks)

[3]Indicators of hydrophytic vegetation and wetland hydrology must be present, unless disturbed or problematic.

Restrictive Layer (if observed):

Type: _____

Depth (inches): _____

Hydric Soil Present? **Yes** ___ **No** X

Remarks:

HYDROLOGY

Wetland Hydrology Indicators:

Primary Indicators (minimum of one is required; check all that apply)

- ___ Surface Water (A1)
- ___ High Water Table (A2)
- ___ Saturation (A3)
- ___ Water Marks (B1)
- ___ Sediment Deposits (B2)
- ___ Drift Deposits (B3)
- ___ Algal Mat or Crust (B4)
- ___ Iron Deposits (B5)
- ___ Inundation Visible on Aerial Imagery (B7)
- ___ Sparsely Vegetated Concave Surface (B8)
- ___ Water-Stained Leaves (B9)
- ___ Aquatic Fauna (B13)
- ___ True Aquatic Plants (B14)
- ___ Hydrogen Sulfide Odor (C1)
- ___ Oxidized Rhizospheres on Living Roots (C3)
- ___ Presence of Reduced Iron (C4)
- ___ Recent Iron Reduction in Tilled Soils (C6)
- ___ Thin Muck Surface (C7)
- ___ Gauge or Well Data (D9)
- ___ Other (Explain in Remarks)

Secondary Indicators (minimum of two required)

- ___ Surface Soil Cracks (B6)
- ___ Drainage Patterns (B10)
- ___ Dry-Season Water Table (C2)
- ___ Crayfish Burrows (C8)
- ___ Saturation Visible on Aerial Imagery (C9)
- ___ Stunted or Stressed Plants (D1)
- ___ Geomorphic Position (D2)
- ___ FAC-Neutral Test (D5)

Field Observations:

Surface Water Present? Yes ___ No X Depth (inches): ___

Water Table Present? Yes ___ No X Depth (inches): ___

Saturation Present? (includes capillary fringe) Yes ___ No X Depth (inches): ___

Wetland Hydrology Present? **Yes** ___ **No** X

Describe Recorded Data (stream gauge, monitoring well, aerial photos, previous inspections), if available:

Remarks:

U.S. Army Corps of Engineers
WETLAND DETERMINATION DATA SHEET – Midwest Region
See ERDC/EL TR-10-16; the proponent agency is CECW-CO-R

OMB Control #: 0710-0024, Exp:11/30/2024
Requirement Control Symbol EXEMPT:
(Authority: AR 335-15, paragraph 5-2a)

Project/Site: Northeast of Wixom Rd and Stonebrook Dr. City/County: Novi, Oakland Co. Sampling Date: 4/30/2025

Applicant/Owner: Avalon Investment Group LLC State: MI Sampling Point: UP2

Investigator(s): ASTI - SPJ Section, Township, Range: Sec. 17, T01N, R08E

Landform (hillside, terrace, etc.): Slope Local relief (concave, convex, none): Convex

Slope (%): 3 Lat: 42.485834 Long: -83.534345 Datum: NAD 83

Soil Map Unit Name: Brookston and Colwood loams NWI classification: None

Are climatic / hydrologic conditions on the site typical for this time of year? Yes X No ____ (If no, explain in Remarks.)

Are Vegetation____, Soil____, or Hydrology____ significantly disturbed? Are "Normal Circumstances" present? Yes X No ____

Are Vegetation____, Soil____, or Hydrology____ naturally problematic? (If needed, explain any answers in Remarks.)

SUMMARY OF FINDINGS – Attach site map showing sampling point locations, transects, important features, etc.

Hydrophytic Vegetation Present? Yes ____ No X
Hydric Soil Present? Yes ____ No X
Wetland Hydrology Present? Yes ____ No X

Is the Sampled Area within a Wetland? **Yes** ____ **No** X

Remarks:
Upland adjacent to Wetland A in the western portion of the property.

VEGETATION – Use scientific names of plants.

Tree Stratum (Plot size: 30ft)	Absolute % Cover	Dominant Species?	Indicator Status
1. *Acer saccharum*	60	Yes	FACU
2. *Prunus serotina*	10	No	FACU
3.			
4.			
5.			
	70	=Total Cover	
Sapling/Shrub Stratum (Plot size: 15ft)			
1. *Prunus serotina*	10	Yes	FACU
2. *Ligustrum vulgare*	5	Yes	FACU
3.			
4.			
5.			
	15	=Total Cover	
Herb Stratum (Plot size: 5ft)			
1. *Rosa multiflora*	10	Yes	FACU
2. *Fraxinus pennsylvanica*	10	Yes	FACW
3. *Parthenocissus quinquefolia*	10	Yes	FACU
4.			
5.			
6.			
7.			
8.			
9.			
10.			
	30	=Total Cover	
Woody Vine Stratum (Plot size: 30ft)			
1. None			
2.			
		=Total Cover	

Dominance Test worksheet:

Number of Dominant Species That Are OBL, FACW, or FAC: 1 (A)

Total Number of Dominant Species Across All Strata: 6 (B)

Percent of Dominant Species That Are OBL, FACW, or FAC: 16.7% (A/B)

Prevalence Index worksheet:

Total % Cover of:		Multiply by:	
OBL species	0	x 1 =	0
FACW species	10	x 2 =	20
FAC species	0	x 3 =	0
FACU species	105	x 4 =	420
UPL species	0	x 5 =	0
Column Totals:	115 (A)		440 (B)

Prevalence Index = B/A = 3.83

Hydrophytic Vegetation Indicators:

____ 1 - Rapid Test for Hydrophytic Vegetation
____ 2 - Dominance Test is >50%
____ 3 - Prevalence Index is ≤3.0[1]
____ 4 - Morphological Adaptations[1] (Provide supporting data in Remarks or on a separate sheet)
____ Problematic Hydrophytic Vegetation[1] (Explain)

[1]Indicators of hydric soil and wetland hydrology must be present, unless disturbed or problematic.

Hydrophytic Vegetation Present? **Yes** ____ **No** X

Remarks: (Include photo numbers here or on a separate sheet.)

SOIL

Sampling Point: UP2

Profile Description: (Describe to the depth needed to document the indicator or confirm the absence of indicators.)

Depth	Matrix		Redox Features					
(inches)	Color (moist)	%	Color (moist)	%	Type[1]	Loc[2]	Texture	Remarks
0-14	10YR 3/3	100					Loamy/Clayey	
14-20	10YR 3/4	95	10YR 5/4	5	C	M	Loamy/Clayey	Faint redox concentrations

[1]Type: C=Concentration, D=Depletion, RM=Reduced Matrix, MS=Masked Sand Grains. [2]Location: PL=Pore Lining, M=Matrix.

Hydric Soil Indicators:

- ___ Histosol (A1)
- ___ Histic Epipedon (A2)
- ___ Black Histic (A3)
- ___ Hydrogen Sulfide (A4)
- ___ Stratified Layers (A5)
- ___ 2 cm Muck (A10)
- ___ Depleted Below Dark Surface (A11)
- ___ Thick Dark Surface (A12)
- ___ Sandy Mucky Mineral (S1)
- ___ 5 cm Mucky Peat or Peat (S3)
- ___ Sandy Gleyed Matrix (S4)
- ___ Sandy Redox (S5)
- ___ Stripped Matrix (S6)
- ___ Dark Surface (S7)
- ___ Loamy Mucky Mineral (F1)
- ___ Loamy Gleyed Matrix (F2)
- ___ Depleted Matrix (F3)
- ___ Redox Dark Surface (F6)
- ___ Depleted Dark Surface (F7)
- ___ Redox Depressions (F8)

Indicators for Problematic Hydric Soils[3]:

- ___ Coast Prairie Redox (A16)
- ___ Iron-Manganese Masses (F12)
- ___ Red Parent Material (F21)
- ___ Very Shallow Dark Surface (F22)
- ___ Other (Explain in Remarks)

[3]Indicators of hydrophytic vegetation and wetland hydrology must be present, unless disturbed or problematic.

Restrictive Layer (if observed):

Type: _____

Depth (inches): _____

Hydric Soil Present? **Yes** ____ **No** X

Remarks:

HYDROLOGY

Wetland Hydrology Indicators:

Primary Indicators (minimum of one is required; check all that apply)

- ___ Surface Water (A1)
- ___ High Water Table (A2)
- ___ Saturation (A3)
- ___ Water Marks (B1)
- ___ Sediment Deposits (B2)
- ___ Drift Deposits (B3)
- ___ Algal Mat or Crust (B4)
- ___ Iron Deposits (B5)
- ___ Inundation Visible on Aerial Imagery (B7)
- ___ Sparsely Vegetated Concave Surface (B8)
- ___ Water-Stained Leaves (B9)
- ___ Aquatic Fauna (B13)
- ___ True Aquatic Plants (B14)
- ___ Hydrogen Sulfide Odor (C1)
- ___ Oxidized Rhizospheres on Living Roots (C3)
- ___ Presence of Reduced Iron (C4)
- ___ Recent Iron Reduction in Tilled Soils (C6)
- ___ Thin Muck Surface (C7)
- ___ Gauge or Well Data (D9)
- ___ Other (Explain in Remarks)

Secondary Indicators (minimum of two required)

- ___ Surface Soil Cracks (B6)
- ___ Drainage Patterns (B10)
- ___ Dry-Season Water Table (C2)
- ___ Crayfish Burrows (C8)
- ___ Saturation Visible on Aerial Imagery (C9)
- ___ Stunted or Stressed Plants (D1)
- ___ Geomorphic Position (D2)
- ___ FAC-Neutral Test (D5)

Field Observations:

Surface Water Present? Yes ____ No X Depth (inches): ____

Water Table Present? Yes ____ No X Depth (inches): ____

Saturation Present? (includes capillary fringe) Yes ____ No X Depth (inches): ____

Wetland Hydrology Present? **Yes** ____ **No** X

Describe Recorded Data (stream gauge, monitoring well, aerial photos, previous inspections), if available:

Remarks:

U.S. Army Corps of Engineers
WETLAND DETERMINATION DATA SHEET – Midwest Region
See ERDC/EL TR-10-16; the proponent agency is CECW-CO-R

OMB Control #: 0710-0024, Exp:11/30/2024
Requirement Control Symbol EXEMPT:
(Authority: AR 335-15, paragraph 5-2a)

Project/Site: Northeast of Wixom Rd and Stonebrook Dr. City/County: Novi, Oakland Co. Sampling Date: 4/30/2025

Applicant/Owner: Avalon Investment Group LLC State: MI Sampling Point: UP3

Investigator(s): ASTI - SPJ Section, Township, Range: Sec. 17, T01N, R08E

Landform (hillside, terrace, etc.): Depression Local relief (concave, convex, none): Concave

Slope (%): 3-4 Lat: 42.485242 Long: -83.533451 Datum: NAD 83

Soil Map Unit Name: Capac sandy loam NWI classification: None

Are climatic / hydrologic conditions on the site typical for this time of year? Yes X No ____ (If no, explain in Remarks.)

Are Vegetation____, Soil____, or Hydrology____ significantly disturbed? Are "Normal Circumstances" present? Yes X No ____

Are Vegetation____, Soil____, or Hydrology____ naturally problematic? (If needed, explain any answers in Remarks.)

SUMMARY OF FINDINGS – Attach site map showing sampling point locations, transects, important features, etc.

Hydrophytic Vegetation Present? Yes ____ No X
Hydric Soil Present? Yes ____ No X
Wetland Hydrology Present? Yes ____ No X

Is the Sampled Area within a Wetland? **Yes** ____ **No** X

Remarks:
Upland located in the south-central portion of the property.

VEGETATION – Use scientific names of plants.

Tree Stratum (Plot size: 30ft)	Absolute % Cover	Dominant Species?	Indicator Status
1. *Populus deltoides*	20	Yes	FAC
2. *Juglans nigra*	10	Yes	FACU
3.			
4.			
5.			
	30	=Total Cover	
Sapling/Shrub Stratum (Plot size: 15ft)			
1. *Elaeagnus umbellata*	30	Yes	UPL
2. *Pyrus calleryana*	10	Yes	UPL
3. *Lonicera tatarica*	10	Yes	FACU
4.			
5.			
	50	=Total Cover	
Herb Stratum (Plot size: 5ft)			
1. *Phragmites australis*	40	Yes	FACW
2. *Solidago altissima*	10	Yes	FACU
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
	50	=Total Cover	
Woody Vine Stratum (Plot size: 30ft)			
1.			
2.			
		=Total Cover	

Dominance Test worksheet:

Number of Dominant Species That Are OBL, FACW, or FAC: 2 (A)

Total Number of Dominant Species Across All Strata: 7 (B)

Percent of Dominant Species That Are OBL, FACW, or FAC: 28.6% (A/B)

Prevalence Index worksheet:

Total % Cover of:		Multiply by:	
OBL species	0	x 1 =	0
FACW species	40	x 2 =	80
FAC species	20	x 3 =	60
FACU species	30	x 4 =	120
UPL species	40	x 5 =	200
Column Totals:	130 (A)		460 (B)
Prevalence Index = B/A =			3.54

Hydrophytic Vegetation Indicators:

___ 1 - Rapid Test for Hydrophytic Vegetation
___ 2 - Dominance Test is >50%
___ 3 - Prevalence Index is ≤3.0[1]
___ 4 - Morphological Adaptations[1] (Provide supporting data in Remarks or on a separate sheet)
___ Problematic Hydrophytic Vegetation[1] (Explain)

[1]Indicators of hydric soil and wetland hydrology must be present, unless disturbed or problematic.

Hydrophytic Vegetation Present? **Yes** ____ **No** X

Remarks: (Include photo numbers here or on a separate sheet.)

SOIL

Sampling Point: UP3

Profile Description: (Describe to the depth needed to document the indicator or confirm the absence of indicators.)

Depth	Matrix		Redox Features					
(inches)	Color (moist)	%	Color (moist)	%	Type[1]	Loc[2]	Texture	Remarks
0-6	10YR 4/4	100					Loamy/Clayey	
6-13	10YR 4/3	95	10YR 4/6	5	C	M	Loamy/Clayey	Distinct redox concentrations
13-20	10YR 4/2	90	10YR 4/6	10	C	M	Loamy/Clayey	Prominent redox concentrations

[1]Type: C=Concentration, D=Depletion, RM=Reduced Matrix, MS=Masked Sand Grains. [2]Location: PL=Pore Lining, M=Matrix.

Hydric Soil Indicators:

- ___ Histosol (A1)
- ___ Histic Epipedon (A2)
- ___ Black Histic (A3)
- ___ Hydrogen Sulfide (A4)
- ___ Stratified Layers (A5)
- ___ 2 cm Muck (A10)
- ___ Depleted Below Dark Surface (A11)
- ___ Thick Dark Surface (A12)
- ___ Sandy Mucky Mineral (S1)
- ___ 5 cm Mucky Peat or Peat (S3)
- ___ Sandy Gleyed Matrix (S4)
- ___ Sandy Redox (S5)
- ___ Stripped Matrix (S6)
- ___ Dark Surface (S7)
- ___ Loamy Mucky Mineral (F1)
- ___ Loamy Gleyed Matrix (F2)
- ___ Depleted Matrix (F3)
- ___ Redox Dark Surface (F6)
- ___ Depleted Dark Surface (F7)
- ___ Redox Depressions (F8)

Indicators for Problematic Hydric Soils[3]:

- ___ Coast Prairie Redox (A16)
- ___ Iron-Manganese Masses (F12)
- ___ Red Parent Material (F21)
- ___ Very Shallow Dark Surface (F22)
- ___ Other (Explain in Remarks)

[3]Indicators of hydrophytic vegetation and wetland hydrology must be present, unless disturbed or problematic.

Restrictive Layer (if observed):

Type: _____

Depth (inches): _____

Hydric Soil Present? **Yes** ____ **No** X

Remarks:

HYDROLOGY

Wetland Hydrology Indicators:

Primary Indicators (minimum of one is required; check all that apply)

- ___ Surface Water (A1)
- ___ High Water Table (A2)
- ___ Saturation (A3)
- ___ Water Marks (B1)
- ___ Sediment Deposits (B2)
- ___ Drift Deposits (B3)
- ___ Algal Mat or Crust (B4)
- ___ Iron Deposits (B5)
- ___ Inundation Visible on Aerial Imagery (B7)
- ___ Sparsely Vegetated Concave Surface (B8)
- ___ Water-Stained Leaves (B9)
- ___ Aquatic Fauna (B13)
- ___ True Aquatic Plants (B14)
- ___ Hydrogen Sulfide Odor (C1)
- ___ Oxidized Rhizospheres on Living Roots (C3)
- ___ Presence of Reduced Iron (C4)
- ___ Recent Iron Reduction in Tilled Soils (C6)
- ___ Thin Muck Surface (C7)
- ___ Gauge or Well Data (D9)
- ___ Other (Explain in Remarks)

Secondary Indicators (minimum of two required)

- ___ Surface Soil Cracks (B6)
- ___ Drainage Patterns (B10)
- ___ Dry-Season Water Table (C2)
- ___ Crayfish Burrows (C8)
- ___ Saturation Visible on Aerial Imagery (C9)
- ___ Stunted or Stressed Plants (D1)
- ___ Geomorphic Position (D2)
- ___ FAC-Neutral Test (D5)

Field Observations:

Surface Water Present? Yes ____ No X Depth (inches): ____

Water Table Present? Yes ____ No X Depth (inches): ____

Saturation Present? (includes capillary fringe) Yes ____ No X Depth (inches): ____

Wetland Hydrology Present? **Yes** ____ **No** X

Describe Recorded Data (stream gauge, monitoring well, aerial photos, previous inspections), if available:

Remarks:

U.S. Army Corps of Engineers
WETLAND DETERMINATION DATA SHEET – Midwest Region
See ERDC/EL TR-10-16; the proponent agency is CECW-CO-R

OMB Control #: 0710-0024, Exp:11/30/2024
Requirement Control Symbol EXEMPT:
(Authority: AR 335-15, paragraph 5-2a)

Project/Site: Northeast of Wixom Rd and Stonebrook Dr. City/County: Novi, Oakland Co. Sampling Date: 4/30/2025

Applicant/Owner: Avalon Investment Group LLC State: MI Sampling Point: WT1

Investigator(s): ASTI - SPJ Section, Township, Range: Sec. 17, T01N, R08E

Landform (hillside, terrace, etc.): Depression Local relief (concave, convex, none): Concave

Slope (%): 1-2 Lat: 42.486555 Long: -83.533121 Datum: NAD 83

Soil Map Unit Name: Capac sandy loam NWI classification: PEM1A

Are climatic / hydrologic conditions on the site typical for this time of year? Yes X No ____ (If no, explain in Remarks.)

Are Vegetation____, Soil____, or Hydrology____ significantly disturbed? Are "Normal Circumstances" present? Yes X No ____

Are Vegetation____, Soil____, or Hydrology____ naturally problematic? (If needed, explain any answers in Remarks.)

SUMMARY OF FINDINGS – Attach site map showing sampling point locations, transects, important features, etc.

Hydrophytic Vegetation Present? Yes X No ____
Hydric Soil Present? Yes X No ____
Wetland Hydrology Present? Yes X No ____

Is the Sampled Area within a Wetland? **Yes** X **No** ____

Remarks:
Associated with scrub/shrub portion of Wetland A in the northern portion of the property.

VEGETATION – Use scientific names of plants.

Tree Stratum (Plot size: 30ft)	Absolute % Cover	Dominant Species?	Indicator Status
1. None			
2.			
3.			
4.			
5.			
	=Total Cover		
Sapling/Shrub Stratum (Plot size: 15ft)			
1. *Salix interior*	60	Yes	FACW
2. *Cephalanthus occidentalis*	10	No	OBL
3.			
4.			
5.			
	70 =Total Cover		
Herb Stratum (Plot size: 5ft)			
1. *Phalaris arundinacea*	25	Yes	FACW
2. *Phragmites australis*	10	Yes	FACW
3. *Lythrum salicaria*	10	Yes	OBL
4.			
5.			
6.			
7.			
8.			
9.			
10.			
	45 =Total Cover		
Woody Vine Stratum (Plot size: 30ft)			
1. None			
2.			
	=Total Cover		

Dominance Test worksheet:

Number of Dominant Species That Are OBL, FACW, or FAC: 4 (A)

Total Number of Dominant Species Across All Strata: 4 (B)

Percent of Dominant Species That Are OBL, FACW, or FAC: 100.0% (A/B)

Prevalence Index worksheet:

Total % Cover of:		Multiply by:	
OBL species	20	x 1 =	20
FACW species	95	x 2 =	190
FAC species	0	x 3 =	0
FACU species	0	x 4 =	0
UPL species	0	x 5 =	0
Column Totals:	115 (A)		210 (B)

Prevalence Index = B/A = 1.83

Hydrophytic Vegetation Indicators:

____ 1 - Rapid Test for Hydrophytic Vegetation
X 2 - Dominance Test is >50%
X 3 - Prevalence Index is ≤3.0[1]
____ 4 - Morphological Adaptations[1] (Provide supporting data in Remarks or on a separate sheet)
____ Problematic Hydrophytic Vegetation[1] (Explain)

[1]Indicators of hydric soil and wetland hydrology must be present, unless disturbed or problematic.

Hydrophytic Vegetation Present? **Yes** X **No** ____

Remarks: (Include photo numbers here or on a separate sheet.)

SOIL

Sampling Point: WT1

Profile Description: (Describe to the depth needed to document the indicator or confirm the absence of indicators.)

Depth (inches)	Matrix Color (moist)	Matrix %	Redox Features Color (moist)	Redox Features %	Type[1]	Loc[2]	Texture	Remarks
0-20	10YR 3/1	85	10YR 4/6	15	C	PL/M	Loamy/Clayey	Prominent redox concentrations

[1]Type: C=Concentration, D=Depletion, RM=Reduced Matrix, MS=Masked Sand Grains. [2]Location: PL=Pore Lining, M=Matrix.

Hydric Soil Indicators:

- ___ Histosol (A1)
- ___ Histic Epipedon (A2)
- ___ Black Histic (A3)
- ___ Hydrogen Sulfide (A4)
- ___ Stratified Layers (A5)
- ___ 2 cm Muck (A10)
- ___ Depleted Below Dark Surface (A11)
- ___ Thick Dark Surface (A12)
- ___ Sandy Mucky Mineral (S1)
- ___ 5 cm Mucky Peat or Peat (S3)
- ___ Sandy Gleyed Matrix (S4)
- ___ Sandy Redox (S5)
- ___ Stripped Matrix (S6)
- ___ Dark Surface (S7)
- ___ Loamy Mucky Mineral (F1)
- ___ Loamy Gleyed Matrix (F2)
- ___ Depleted Matrix (F3)
- X Redox Dark Surface (F6)
- ___ Depleted Dark Surface (F7)
- X Redox Depressions (F8)

Indicators for Problematic Hydric Soils[3]:

- ___ Coast Prairie Redox (A16)
- ___ Iron-Manganese Masses (F12)
- ___ Red Parent Material (F21)
- ___ Very Shallow Dark Surface (F22)
- ___ Other (Explain in Remarks)

[3]Indicators of hydrophytic vegetation and wetland hydrology must be present, unless disturbed or problematic.

Restrictive Layer (if observed):

Type: _____

Depth (inches): _____

Hydric Soil Present? **Yes** X **No** ___

Remarks:

HYDROLOGY

Wetland Hydrology Indicators:

Primary Indicators (minimum of one is required; check all that apply)

- X Surface Water (A1)
- X High Water Table (A2)
- X Saturation (A3)
- ___ Water Marks (B1)
- ___ Sediment Deposits (B2)
- ___ Drift Deposits (B3)
- ___ Algal Mat or Crust (B4)
- ___ Iron Deposits (B5)
- ___ Inundation Visible on Aerial Imagery (B7)
- ___ Sparsely Vegetated Concave Surface (B8)
- ___ Water-Stained Leaves (B9)
- ___ Aquatic Fauna (B13)
- ___ True Aquatic Plants (B14)
- ___ Hydrogen Sulfide Odor (C1)
- X Oxidized Rhizospheres on Living Roots (C3)
- ___ Presence of Reduced Iron (C4)
- ___ Recent Iron Reduction in Tilled Soils (C6)
- ___ Thin Muck Surface (C7)
- ___ Gauge or Well Data (D9)
- ___ Other (Explain in Remarks)

Secondary Indicators (minimum of two required)

- ___ Surface Soil Cracks (B6)
- ___ Drainage Patterns (B10)
- ___ Dry-Season Water Table (C2)
- ___ Crayfish Burrows (C8)
- ___ Saturation Visible on Aerial Imagery (C9)
- ___ Stunted or Stressed Plants (D1)
- ___ Geomorphic Position (D2)
- X FAC-Neutral Test (D5)

Field Observations:

Surface Water Present?	Yes X	No ___	Depth (inches): 1
Water Table Present?	Yes X	No ___	Depth (inches): 10
Saturation Present? (includes capillary fringe)	Yes X	No ___	Depth (inches): 8

Wetland Hydrology Present? **Yes** X **No** ___

Describe Recorded Data (stream gauge, monitoring well, aerial photos, previous inspections), if available:

Remarks:

U.S. Army Corps of Engineers
WETLAND DETERMINATION DATA SHEET – Midwest Region
See ERDC/EL TR-10-16; the proponent agency is CECW-CO-R

OMB Control #: 0710-0024, Exp:11/30/2024
Requirement Control Symbol EXEMPT:
(Authority: AR 335-15, paragraph 5-2a)

Project/Site: Northeast of Wixom Rd and Stonebrook Dr. City/County: Novi, Oakland Co. Sampling Date: 4/30/2025

Applicant/Owner: Avalon Investment Group LLC State: MI Sampling Point: WT2

Investigator(s): ASTI - SPJ Section, Township, Range: Sec. 17, T01N, R08E

Landform (hillside, terrace, etc.): Depression Local relief (concave, convex, none): Concave

Slope (%): 1-2 Lat: 42.485761 Long: -83.534121 Datum: NAD 83

Soil Map Unit Name: Brookston and Colwood loams NWI classification: NAD 83

Are climatic / hydrologic conditions on the site typical for this time of year? Yes X No ____ (If no, explain in Remarks.)

Are Vegetation____, Soil____, or Hydrology____ significantly disturbed? Are "Normal Circumstances" present? Yes X No ____

Are Vegetation____, Soil____, or Hydrology____ naturally problematic? (If needed, explain any answers in Remarks.)

SUMMARY OF FINDINGS – Attach site map showing sampling point locations, transects, important features, etc.

Hydrophytic Vegetation Present? Yes X No ____
Hydric Soil Present? Yes X No ____
Wetland Hydrology Present? Yes X No ____

Is the Sampled Area within a Wetland? **Yes** X **No** ____

Remarks:
Associated with forested portion of Wetland A in the southwestern portion of the property.

VEGETATION – Use scientific names of plants.

Tree Stratum (Plot size: 30ft)	Absolute % Cover	Dominant Species?	Indicator Status
1. *Acer saccharinum*	40	Yes	FACW
2. *Quercus bicolor*	30	Yes	FACW
3.			
4.			
5.			
	70	=Total Cover	
Sapling/Shrub Stratum (Plot size: 15ft)			
1. *Fraxinus pennsylvanica*	20	Yes	FACW
2. *Quercus bicolor*	10	Yes	FACW
3. *Rhamnus cathartica*	10	Yes	FAC
4.			
5.			
	40	=Total Cover	
Herb Stratum (Plot size: 5ft)			
1. *Lysimachia nummularia*	30	Yes	FACW
2. *Agrimonia parviflora*	10	Yes	FACW
3. *Parthenocissus quinquefolia*	5	No	FACU
4.			
5.			
6.			
7.			
8.			
9.			
10.			
	45	=Total Cover	
Woody Vine Stratum (Plot size: 30ft)			
1. None			
2.			
		=Total Cover	

Dominance Test worksheet:

Number of Dominant Species That Are OBL, FACW, or FAC: 7 (A)

Total Number of Dominant Species Across All Strata: 7 (B)

Percent of Dominant Species That Are OBL, FACW, or FAC: 100.0% (A/B)

Prevalence Index worksheet:

Total % Cover of:		Multiply by:	
OBL species	0	x 1 =	0
FACW species	140	x 2 =	280
FAC species	10	x 3 =	30
FACU species	5	x 4 =	20
UPL species	0	x 5 =	0
Column Totals:	155 (A)		330 (B)

Prevalence Index = B/A = 2.13

Hydrophytic Vegetation Indicators:

____ 1 - Rapid Test for Hydrophytic Vegetation
X 2 - Dominance Test is >50%
X 3 - Prevalence Index is ≤3.0[1]
____ 4 - Morphological Adaptations[1] (Provide supporting data in Remarks or on a separate sheet)
____ Problematic Hydrophytic Vegetation[1] (Explain)

[1]Indicators of hydric soil and wetland hydrology must be present, unless disturbed or problematic.

Hydrophytic Vegetation Present? **Yes** X **No** ____

Remarks: (Include photo numbers here or on a separate sheet.)

SOIL

Sampling Point: WT2

Profile Description: (Describe to the depth needed to document the indicator or confirm the absence of indicators.)

Depth	Matrix		Redox Features					
(inches)	Color (moist)	%	Color (moist)	%	Type[1]	Loc[2]	Texture	Remarks
0-8	10YR 3/2	90	10YR 5/4	10	C	M	Loamy/Clayey	Distinct redox concentrations
8-14	10YR 4/2	80	10YR 3/6	20	C	PL/M	Loamy/Clayey	Prominent redox concentrations
14-20	10YR 5/2	70	10YR 5/6	20	C	M	Sandy	Prominent redox concentrations
			10YR 3/2	10	MS	M		loamy sand

[1]Type: C=Concentration, D=Depletion, RM=Reduced Matrix, MS=Masked Sand Grains. [2]Location: PL=Pore Lining, M=Matrix.

Hydric Soil Indicators:

- ___ Histosol (A1)
- ___ Histic Epipedon (A2)
- ___ Black Histic (A3)
- ___ Hydrogen Sulfide (A4)
- ___ Stratified Layers (A5)
- ___ 2 cm Muck (A10)
- X Depleted Below Dark Surface (A11)
- ___ Thick Dark Surface (A12)
- ___ Sandy Mucky Mineral (S1)
- ___ 5 cm Mucky Peat or Peat (S3)
- ___ Sandy Gleyed Matrix (S4)
- ___ Sandy Redox (S5)
- ___ Stripped Matrix (S6)
- ___ Dark Surface (S7)
- ___ Loamy Mucky Mineral (F1)
- ___ Loamy Gleyed Matrix (F2)
- X Depleted Matrix (F3)
- X Redox Dark Surface (F6)
- ___ Depleted Dark Surface (F7)
- X Redox Depressions (F8)

Indicators for Problematic Hydric Soils[3]:

- ___ Coast Prairie Redox (A16)
- ___ Iron-Manganese Masses (F12)
- ___ Red Parent Material (F21)
- ___ Very Shallow Dark Surface (F22)
- ___ Other (Explain in Remarks)

[3]Indicators of hydrophytic vegetation and wetland hydrology must be present, unless disturbed or problematic.

Restrictive Layer (if observed):

Type: _____

Depth (inches): _____

Hydric Soil Present? **Yes** X **No** ___

Remarks:

HYDROLOGY

Wetland Hydrology Indicators:

Primary Indicators (minimum of one is required; check all that apply)

- ___ Surface Water (A1)
- ___ High Water Table (A2)
- X Saturation (A3)
- ___ Water Marks (B1)
- ___ Sediment Deposits (B2)
- ___ Drift Deposits (B3)
- ___ Algal Mat or Crust (B4)
- ___ Iron Deposits (B5)
- ___ Inundation Visible on Aerial Imagery (B7)
- ___ Sparsely Vegetated Concave Surface (B8)
- ___ Water-Stained Leaves (B9)
- ___ Aquatic Fauna (B13)
- ___ True Aquatic Plants (B14)
- ___ Hydrogen Sulfide Odor (C1)
- X Oxidized Rhizospheres on Living Roots (C3)
- ___ Presence of Reduced Iron (C4)
- ___ Recent Iron Reduction in Tilled Soils (C6)
- ___ Thin Muck Surface (C7)
- ___ Gauge or Well Data (D9)
- ___ Other (Explain in Remarks)

Secondary Indicators (minimum of two required)

- ___ Surface Soil Cracks (B6)
- ___ Drainage Patterns (B10)
- ___ Dry-Season Water Table (C2)
- ___ Crayfish Burrows (C8)
- ___ Saturation Visible on Aerial Imagery (C9)
- ___ Stunted or Stressed Plants (D1)
- ___ Geomorphic Position (D2)
- X FAC-Neutral Test (D5)

Field Observations:

Surface Water Present? Yes ___ No X Depth (inches): ___

Water Table Present? Yes ___ No X Depth (inches): ___

Saturation Present? Yes X No ___ Depth (inches): 12

(includes capillary fringe)

Wetland Hydrology Present? **Yes** X **No** ___

Describe Recorded Data (stream gauge, monitoring well, aerial photos, previous inspections), if available:

Remarks:

U.S. Army Corps of Engineers
WETLAND DETERMINATION DATA SHEET – Midwest Region
See ERDC/EL TR-10-16; the proponent agency is CECW-CO-R

OMB Control #: 0710-0024, Exp:11/30/2024
Requirement Control Symbol EXEMPT:
(Authority: AR 335-15, paragraph 5-2a)

Project/Site: Northeast of Wixom Rd and Stonebrook Dr. City/County: Novi, Oakland Co. Sampling Date: 4/30/2025

Applicant/Owner: Avalon Investment Group LLC State: MI Sampling Point: WT3

Investigator(s): ASTI - SPJ Section, Township, Range: Sec. 17, T01N, R08E

Landform (hillside, terrace, etc.): Depression Local relief (concave, convex, none): Concave

Slope (%): 1-2 Lat: 42.485825 Long: -83.532571 Datum: NAD 83

Soil Map Unit Name: Water NWI classification: PEM1Ad

Are climatic / hydrologic conditions on the site typical for this time of year? Yes X No ____ (If no, explain in Remarks.)

Are Vegetation ____, Soil ____, or Hydrology ____ significantly disturbed? Are "Normal Circumstances" present? Yes X No ____

Are Vegetation ____, Soil ____, or Hydrology ____ naturally problematic? (If needed, explain any answers in Remarks.)

SUMMARY OF FINDINGS – Attach site map showing sampling point locations, transects, important features, etc.

Hydrophytic Vegetation Present? Yes X No ____
Hydric Soil Present? Yes X No ____
Wetland Hydrology Present? Yes X No ____

Is the Sampled Area within a Wetland? **Yes** X **No** ____

Remarks:
Associated with emergent portion of Wetland A in the southeastern portion of the property.

VEGETATION – Use scientific names of plants.

Tree Stratum (Plot size: 30ft)	Absolute % Cover	Dominant Species?	Indicator Status
1. None			
2.			
3.			
4.			
5.			
	=Total Cover		
Sapling/Shrub Stratum (Plot size: 15ft)			
1. *Salix interior*	20	Yes	FACW
2.			
3.			
4.			
5.			
	20 =Total Cover		
Herb Stratum (Plot size: 5ft)			
1. *Phragmites australis*	35	Yes	FACW
2. *Phalaris arundinacea*	10	No	FACW
3. *Solidago altissima*	10	No	FACU
4.			
5.			
6.			
7.			
8.			
9.			
10.			
	55 =Total Cover		
Woody Vine Stratum (Plot size: 30ft)			
1. None			
2.			
	=Total Cover		

Dominance Test worksheet:

Number of Dominant Species That Are OBL, FACW, or FAC: 2 (A)

Total Number of Dominant Species Across All Strata: 2 (B)

Percent of Dominant Species That Are OBL, FACW, or FAC: 100.0% (A/B)

Prevalence Index worksheet:

Total % Cover of:		Multiply by:	
OBL species	0	x 1 =	0
FACW species	65	x 2 =	130
FAC species	0	x 3 =	0
FACU species	10	x 4 =	40
UPL species	0	x 5 =	0
Column Totals:	75 (A)		170 (B)

Prevalence Index = B/A = 2.27

Hydrophytic Vegetation Indicators:

___ 1 - Rapid Test for Hydrophytic Vegetation
X 2 - Dominance Test is >50%
X 3 - Prevalence Index is ≤3.0[1]
___ 4 - Morphological Adaptations[1] (Provide supporting data in Remarks or on a separate sheet)
___ Problematic Hydrophytic Vegetation[1] (Explain)

[1]Indicators of hydric soil and wetland hydrology must be present, unless disturbed or problematic.

Hydrophytic Vegetation Present? **Yes** X **No** ____

Remarks: (Include photo numbers here or on a separate sheet.)

SOIL

Sampling Point: WT3

Profile Description: (Describe to the depth needed to document the indicator or confirm the absence of indicators.)

Depth	Matrix		Redox Features					
(inches)	Color (moist)	%	Color (moist)	%	Type[1]	Loc[2]	Texture	Remarks
0-11	10YR 5/2	85	10YR 5/6	15	C	PL/M	Loamy/Clayey	Prominent redox concentrations
11-20	10YR 5/2	70	10YR 5/6	20	C	M	Loamy/Clayey	Prominent redox concentrations
			10YR 3/6	10	C	PL/M		Prominent redox concentrations

[1]Type: C=Concentration, D=Depletion, RM=Reduced Matrix, MS=Masked Sand Grains. [2]Location: PL=Pore Lining, M=Matrix.

Hydric Soil Indicators:

- ___ Histosol (A1)
- ___ Histic Epipedon (A2)
- ___ Black Histic (A3)
- ___ Hydrogen Sulfide (A4)
- ___ Stratified Layers (A5)
- ___ 2 cm Muck (A10)
- ___ Depleted Below Dark Surface (A11)
- ___ Thick Dark Surface (A12)
- ___ Sandy Mucky Mineral (S1)
- ___ 5 cm Mucky Peat or Peat (S3)
- ___ Sandy Gleyed Matrix (S4)
- ___ Sandy Redox (S5)
- ___ Stripped Matrix (S6)
- ___ Dark Surface (S7)
- ___ Loamy Mucky Mineral (F1)
- ___ Loamy Gleyed Matrix (F2)
- X Depleted Matrix (F3)
- ___ Redox Dark Surface (F6)
- ___ Depleted Dark Surface (F7)
- X Redox Depressions (F8)

Indicators for Problematic Hydric Soils[3]:

- ___ Coast Prairie Redox (A16)
- ___ Iron-Manganese Masses (F12)
- ___ Red Parent Material (F21)
- ___ Very Shallow Dark Surface (F22)
- ___ Other (Explain in Remarks)

[3]Indicators of hydrophytic vegetation and wetland hydrology must be present, unless disturbed or problematic.

Restrictive Layer (if observed):

Type: _____

Depth (inches): _____

Hydric Soil Present? **Yes** X **No** ___

Remarks:

HYDROLOGY

Wetland Hydrology Indicators:

Primary Indicators (minimum of one is required; check all that apply)

- ___ Surface Water (A1)
- ___ High Water Table (A2)
- X Saturation (A3)
- ___ Water Marks (B1)
- ___ Sediment Deposits (B2)
- ___ Drift Deposits (B3)
- ___ Algal Mat or Crust (B4)
- ___ Iron Deposits (B5)
- ___ Inundation Visible on Aerial Imagery (B7)
- ___ Sparsely Vegetated Concave Surface (B8)
- ___ Water-Stained Leaves (B9)
- ___ Aquatic Fauna (B13)
- ___ True Aquatic Plants (B14)
- ___ Hydrogen Sulfide Odor (C1)
- X Oxidized Rhizospheres on Living Roots (C3)
- ___ Presence of Reduced Iron (C4)
- ___ Recent Iron Reduction in Tilled Soils (C6)
- ___ Thin Muck Surface (C7)
- ___ Gauge or Well Data (D9)
- ___ Other (Explain in Remarks)

Secondary Indicators (minimum of two required)

- ___ Surface Soil Cracks (B6)
- ___ Drainage Patterns (B10)
- ___ Dry-Season Water Table (C2)
- ___ Crayfish Burrows (C8)
- ___ Saturation Visible on Aerial Imagery (C9)
- ___ Stunted or Stressed Plants (D1)
- ___ Geomorphic Position (D2)
- X FAC-Neutral Test (D5)

Field Observations:

Surface Water Present? Yes ___ No X Depth (inches): ___

Water Table Present? Yes ___ No X Depth (inches): ___

Saturation Present? Yes X No ___ Depth (inches): 9

(includes capillary fringe)

Wetland Hydrology Present? **Yes** X **No** ___

Describe Recorded Data (stream gauge, monitoring well, aerial photos, previous inspections), if available:

Remarks:

PLANNING COMMISSION MINUTES

SEPTEMBER 10, 2025 EXCERPT

PLANNING COMMISSION MINUTES

CITY OF NOVI
Regular Meeting

September 10, 2025 7:00 PM

Council Chambers | Novi Civic Center
45175 Ten Mile Road, Novi, MI 48375 (248) 347-0475

CALL TO ORDER

The meeting was called to order at 7:00 PM.

ROLL CALL

Present:	Chair Pehrson, Member Lynch, Member Dismondy, Member Avdoulos, Member Roney
Absent Excused:	Member Verma
Staff:	Elizabeth Saarela, City Attorney; Lindsay Bell, Senior Planner; Rick Meader, Landscape Architect; Humna Anjum, Project Engineer

PLEDGE OF ALLEGIANCE
Member Lynch led the meeting attendees in the recitation of the Pledge of Allegiance.

APPROVAL OF AGENDA
Motion made by Member Lynch and seconded by Member Avdoulos to approve the September 10, 2025 Planning Commission Agenda.

VOICE VOTE ON MOTION TO APPROVE THE SEPTEMBER 10, 2025 PLANNING COMMISSION AGENDA MOVED BY MEMBER LYNCH AND SECONDED BY MEMBER AVDOULOS. *Motion carried 5-0.*

AUDIENCE PARTICIPATION
Chair Pehrson invited members of the audience who wished to address the Planning Commission during the first audience participation to come forward. Seeing no one, Chair Pehrson closed the first public audience participation.

CORRESPONDENCE
There was not any correspondence.

COMMITTEE REPORTS
There were no Committee reports.

CITY PLANNER REPORT
There was no City Planner report.

CONSENT AGENDA - REMOVALS AND APPROVALS
There were no consent agenda removals or approvals.

PUBLIC HEARINGS

1. **JSP25-02 CAMELOT PARC TOWNHOMES**
   Public hearing at the request of Avalon Park Development, LLC, for recommendation to the City Council for Concept Plan approval under the Planned Suburban Low Rise Overlay provisions. The

subject property is located on the east side of Wixom Road, north of Eleven Mile Road (Section 17). The applicant is proposing 22 townhome units in five two-story buildings.

Senior Planner Lindsay Bell stated the subject property is located east of Wixom Road, south of Grand River Avenue and the Novi Promenade shopping center, and north of Stonebrook Drive in Section 17 of the City. The site is currently zoned R-1 Single Family with a Planned Suburban Low-Rise overlay. The overlay is denoted by the blue boundary and angled hatch on the Zoning Map.

The property on the north-west is zoned the same, with I-1 light industrial on the northeast, I-2 General Industrial with PSLR to the east and south, and R-1 Single-family residential on the west side of Wixom Road.

The Future Land Use map shows Suburban Low Rise for this property and those adjacent to the north and east. Community Commercial is shown to the north for the Novi Promenade retail center. Wildlife Woods Park is south of Stonebrook Drive. Single family uses are shown west of Wixom Road.

Planner Bell stated the applicant is proposing Low-rise multiple family residential units utilizing the PSLR overlay option which are otherwise not permitted under R-1. In the PSLR Overlay, low-rise multiple family residential uses are permitted as a special land use up to 6.5 dwellings per acre. As stated in the Ordinance: "The intent of the PSLR, Planned Suburban Low Rise Overlay district is to promote the development of high-quality uses, such as low-density multiple family residential, office, quasi-public, civic, educational, and public recreation facilities that can serve as transitional areas between low-intensity detached one-family residential and higher intensity office and retail uses while protecting the character of neighboring areas by encouraging high-quality development with single-family residential design features that will promote residential character to the streetscape." The PSLR district requires a Development Agreement between the property owner and the City of Novi, which may be approved by City Council following a recommendation from the Planning Commission. This is the same type of development agreement that the Villas of Stonebrook was approved under.

The subject property has regulated woodlands and wetlands on the property. The applicant's wetland report identified two other wetland areas that are not shown on the City's maps. A total area of 2.4 acres are identified. Of those, 0.37 acre are being impacted. A mitigation area of 0.61 acre is proposed in the northern portion of the site, which meets the City's wetland mitigation requirement. There are a total of 153 trees surveyed on site, 65 of which appear to be regulated woodland trees. 20 woodland trees, approximately 30%, are proposed to be removed, with all required replacement tree credits to be paid into the tree fund. City of Novi wetland and woodland permits will be required for the proposed impacts. Most of the trees along the existing berm on the southern property boundary are proposed to remain and supplemented with additional plantings.

The applicant is proposing 22 for-sale townhome units in 5 two-story buildings. The subject property is approximately 8.24 net acres, so the density is 2.7 dwelling units per acre. The concept plan indicates a walking path through the preserved woodland area. The main entry is through a driveway accessed from Stonebrook Drive. A secondary emergency access is provided to the west connecting to Wixom Road. Sidewalk connections to Wixom Road and Stonebrook Drive are proposed.

Planner Bell stated the Planning Commission may recall that this property had previously been proposed for a development a few years ago that included 46 apartment units in 3 buildings. One of the big concerns at that time was the open parking areas. The current proposal eliminates much of the surface parking by providing 2-car garages for each unit. The number of units has also been reduced by more than half. The access easement to the property from Stonebrook Drive was a condition of approval in the PSLR Agreement for the Villas at Stonebrook in order to limit the number of driveways with direct access to Wixom Road, in the interest of safety.

Planning recommends approval as the plan is in general conformance with the Ordinance requirements but would like to note that the design is deficient in active recreation areas to benefit future residents and other benefits to the public. However, a significant area of the site is proposed to remain wetland and

woodland areas, which limits the ability to add more active recreation. Preservation of those areas in conservation easements could be advised. Inclusion of benches for seating and a small trail loop are provided, and proximity to off-site connections to the City's Wildlife Woods Park and trail networks make up for passive and active recreation to some extent. The proposed layout minimizes the impact on natural features compared to previous layouts that proposed more units.

Two landscape waivers are requested for the absence of a landscaped berm and street trees along Wixom Road. These are supported by staff as providing the berm would require the removal of additional woodland trees and wetland impacts, which already provide the intended screening. And the existing pathway prevents planting of the street trees.

The City's façade consultant found the elevations provided are in conformance with the façade ordinance. Fire does not have any objections and will review for conformance at the time of site plan review.

All reviews are currently recommending approval with other items to be addressed with preliminary site plan submittal. If the PSLR plan and Agreement is approved by City Council, the site plan would require Planning Commission's approval for special land Use, preliminary site plan, wetland permit, woodland permit, and storm water management plan at a later time.

The Planning Commission is asked tonight to recommend approval or denial of the Planned Suburban Low-Rise (PSLR) Overlay Concept Plan to the City Council. The applicant Mr. Jim Polyzois and engineer Jared Kime and their team would like to talk briefly about the project. As always, staff will be glad to answer any questions you have for us, and our environmental consultant is also present.

Planner Bell stated the City Attorney would like to say a few words.

City Attorney Beth Saarela requested through the Chair to give the background on the access drive.

Beth Saarela stated the access drive was a requirement of the Villas of Stonebrook and will also serve this development. There is a public easement over the access drive to Wildlife Woods Park which allows anyone in the general public to use it to access the park. It was stated there is an existing oil well to which the owners of that site use the access drive to access their site.

Beth Saarela stated the background on why this road exists is that the Villas of Stonebrook, like this development, is a discretionary Planned Suburban Overlay Development. The Villas of Stonebrook is a discretionary development because it does not meet many of the standards of the City's Zoning Ordinance. It was noted the development required ten deviations from the Zoning Ordinance in order to be approved. Examples of the deviations include allowing buildings to front on approved private driveway, modifications to the front and side setbacks, reduction of the minimum distance between buildings by five feet, allowance of full time access drives to be connected to a section line road, to allow placement of street trees between the sidewalk and buildings, and several other deviations that do not meet the standards of the Zoning Ordinance. If it doesn't meet the standards of the Zoning Ordinance it cannot be approved unless there is a discretionary option. Pulte was the developer of the Villas of Stonebrook and utilized the Planned Suburban Overlay, which requires in exchange for deviations for the development to provide a public benefit. In order for there to be approval of a discretionary development the developer must show a public benefit. For this development there was no public benefit other than the granting of the public access road to the public park. The road is the only public benefit of the development without which the development could not have been approved. It was also a condition that the adjacent property would be required to use that same private driveway to access Wixom Road so there would not be another cut onto Wixom Road for health, safety, and welfare purposes.

Chair Pehrson invited the applicant to address the Planning Commission.

Jared Kime with Atwell stated approximately two years ago they came before the Planning Commission for a recommendation of approval of a 46-unit apartment complex. Once that recommendation was granted the project went before the City Council. Mr. Kime stated the City Council had different thoughts on how this area of the City should be developed, primarily moving away from rental units and toward a for sale product. He noted they listened to the City Council and retooled the layout. The project before the Planning Commission this evening is a for-sale townhome product with private garages for each of the residential units.

Mr. Kime stated the Villas of Stonebrook is to the east, Target borders the property to the north, and Deerfield Elementary to the south. He displayed a comparison of the existing and proposed conditions and noted they have worked the development around existing conditions to preserve the natural features as much as possible. The impacts to the woodlands and wetlands have been limited as much as possible and all of the mitigation for the impacted wetlands is occurring on the site itself.

Next, Mr. Kime summarized several highlights of the plan features. He noted they are well below the allowable density permitted on the site at 2.7 dwelling units per acre. The plan includes 22 units which is less than half of where they were at previously with the rental unit layout. The proposal includes for sale two-story townhomes with private garages. Additionally, 2.69 acres of open space with walking paths and trails along with bike racks is shown on the plan. From a traffic standpoint, the number of peak hour trips generated in both the A.M. and P.M. are well below the City's thresholds to perform a formal traffic study. He noted an update to the previous traffic study was completed to represent what those peak hour trips would be. The study showed there are a total of seven trips in the A.M. peak hour and a total of 10 trips in the P.M. hour. With the recent completion of the Wixom Road project which installed the left turn lane, there are no additional recommendations for the low amount of traffic that will be generated from the development.

Mr. Kime stated they recognize they are sharing and impacting a portion of the existing road that was developed and belongs to the Villas of Stonebrook homeowners' association. He stated they are proposing a proportionate share contribution towards the maintenance cost of Stonebrook Drive based on length of road that is shared up to the Camelot Parc entrance and the proportionate share of units that utilize the road. This equates to a 7% contribution toward the maintenance cost of Stonebrook Drive, which the developer is willing to participate in an agreement with the Villas of Stonebrook homeowners' association.

Mr. Kime touched on the architectural features of the buildings, noting four- and five-unit buildings are shown on the site plan. The elevations reflect a range of architectural materials and textures utilizing common residential products. He noted the townhomes will be a typical two-story residential product. Mr. Kime shared a rendering which illustrated the view of the townhomes that would be visible as you drive down Stonebrook Drive. He noted the townhomes will not be towering and there is great screening. A second overall view showed the connectivity to the ITC Corridor Trail through Wildlife Woods Park which provides connectivity for active recreation. Mr. Kime thanked the Planning Commission and stated he would be happy to answer any questions.

Chair Pehrson opened the public hearing and invited members of the audience who wished to speak to approach the podium.

Mr. Charles Bilyeu at 26548 Anchorage Court stated he is not opposed to development and was very active in the prior proposal. He noted he would like to give the developer credit as they have made significant improvements to what was proposed prior. However, there are still some significant shortcomings. Firstly, at the last City Council meeting there was a lot of discussion regarding how much involvement there was with Island Lake and Villas of Stonebrook. He stated there was not any involvement with the surrounding communities. The developer has not reached out to either one of the associations. Secondly, relating to the density, it was stated the density is still excessive for what the intent was of the PSLR. If you look at what is being proposed with the buildings, there are still some things with the character that do not match up with Island Lake or the Villas of Stonebrook. In particular the five-unit buildings are

not seen at Island Lake or Villas of Stonebrook. Island Lake is a combination of two-, three-, and four-unit buildings. Villas of Stonebrook consists of two-unit buildings. This creates a lot more density in the area as it is only five useable acres. They are trying to push as much as they can in there. This creates a lot of the deviations they are asking the Planning Commission to approve. If they were to narrow this down and simply make it four- and three-unit buildings, it would fit most of the code requirements and most of the deviations would go away. He noted that is the direction that needs to be taken. Finally, it was stated that this is being marketed as for sale townhomes but there is no plan for what the governance or oversight will be going forward. The neighboring communities all have strong oversight and governance. Without a plan, do we have a series on townhomes where everyone is on their own to keep up with it, what does this mean to the neighboring communities. In summary, Mr. Bilyeu stated this proposal is much closer but is not where it needs to be. He stated the developer needs to come back and talk to the neighboring communities, adjust the density, and fit the character of the PSLR.

Ms. Michelle Duprey at 48566 Windfall Road stated her presentation was done well in advance of the developers' comments this evening. At that time the presentation was prepared it was not known that the developer would be making a 7% contribution toward the road. With that being said, Mr. Duprey stated that she has been a 40-year resident of the City of Novi and has seen many changes in the development of the City. The Villas of Stonebrook offered a little bit of the idyllical setting that originally was remembered as Novi being. It was stated this was a little piece of land that was peaceful without a lot of traffic. I oppose the Camelot Parc development as it stands today. While the changes made from the previous submittal are appreciated the density is still too much for the lot size. However, the primary concern is the use of the private road. History tells us that Pulte made an agreement with the City that the road would provide the only entrance to Wildlife Park. Ms. Duprey stated the City took advantage of Pulte's offer. It was stated the pickleball courts have been so successful that the City has doubled the number of courts and provided more parking spaces. There are also two baseball diamonds, two soccer fields, and on any given weekend there is increased traffic and a buzz of activity on Stonebrook Drive. Traffic has increased threefold to the park with residents accessing the park through a private road that is maintained by the Villas of Stonebrook. It was stated the residents are responsible for the wear, tear, and maintenance of the private road. As it is private, there is no police protection to enforce speed limits or other safety issues. The lighting which paves the way to the park is paid for as well as maintenance of the grassy areas and landscape which beautifies the road. Now the developers would like to use the private road to accommodate the proposed Camelot Parc. There have been no formal talks to my knowledge of shared responsibility. I believe it is only fair and right to compensate the Villas of Stonebrook for the use of the private road. The road is only 25 feet wide and can narrowly accommodate two cars traveling side by side. Earthmovers and construction traffic traversing the narrow road will put an unfair burden and responsibility on the residents of the Villas of Stonebrook. I would ask the developers to consider the benefit of the private road and how they would like to be good neighbors in offering assistance in the maintenance of the road. Mr. Duprey stated at this time she rejects the current proposal due to the numerous road issues and the density on a small parcel of land.

Ms. Deborah Domke at 48801 Windfall Road stated there was an earlier version of this proposed development in 2023/2024 called Avalon Park Apartments and the developer was Wixom Road Development. The current 2025 version is called Camelot Parc Townhomes, and the developer is Avalon Park Development. It was stated the footprints of the two plans is identical. The area that was to be developed initially is the same area that is to be developed now. This means that the environmental problems that we have been dealing with all along are still going to be there, such as trying to build in the wetlands and woodlands. The reasons that the City Council denied essentially the same plan in January of 2024 are the same reasons I believe you should deny the plan now. The PSLR Development Agreement and the PSLR concept plan will not result in a substantial benefit to the ultimate users of the project and to the community given the density and scope of improvements. In relation to the underlying zoning the proposed type of density will place an undue burden upon the subject property, surrounding land, nearby property owners, and the natural environment due to proposed impacts to existing woodland and wetland natural features. In relation to the underlying zoning and the potential use as contemplated in the City's Master Plan the proposed development will cause a negative impact upon surrounding properties due to the proposed impacts on woodland and wetland natural features.

Ms. Domke stated there is an existing viable exit onto Wixom Road in the northwest corner of the property. The white farmhouse to the north has two existing curb cuts onto Wixom Road, this southernmost curb cut is not shown in the drawings. There is no need for an exit onto Stonebrook Drive that would involve cutting a sixty-foot wide opening out of the ten-foot berm already present.

Mr. Marty Hannigan at 48744 Windfall Road stated he objects to the proposed concept plan. It was stated the access easement dated August 7, 2023, was improperly created and wrongfully filed. Pulte was no longer the developer of the Villas of Stonebrook as of March 1, 2023. Pulte's construction and sales period set forth in the Master Deed and condominium documents and the rights reserved to create an easement expired on March 1, 2023. Therefore, Pulte could not have legally granted any access easement after their rights had expired. It was stated the co-owners of the Villas of Stonebrook will now have to file a quiet title action in circuit court if the property title shall be cleared of this encumbrance. Additionally, the location of Camelot Drive and the sixty-foot access easement for the road encroaches on the fifty-eight feet of existing open space preservation easement that exists on our property. The preservation easement was given to permanently protect the area from disturbance or destruction and shall be perpetually preserved. The Camelot Drive access road must be moved fifty-eight feet to the east to move it out of the preservation area. It was stated there is no recorded utility easement. The concept plans point to a sixty-foot access easement which is incorrectly labeled as a sixty-foot existing access and utility easement that is recorded in the liber 58854 page 508. When you read that access easement which is dated August 7, 2023, Pulte chose to grant an access road easement area only for road purposes. There is no mention of granting an easement for public or private utilities in that recorded easement or in the Master Deed. Lastly, we did not negotiate or agree to any such Stonebrook Drive maintenance contribution agreement or to a shared access plan as the developer has implied by including such language in the concept plan. The developer, by including the maintenance contribution calculation and narrative and the shared access on the concept plan, is simply attempting to accomplish access to Stonebrook Drive which cannot be done through the August 7, 2023 access easement. Mr. Hannigan requested that the Planning Commission reject the JSP25-02 concept plan.

Ms. Kelly Iguchi at 48674 Windfall Road stated she is in attendance tonight out of love for the community and is deeply concerned about what the proposed townhome development will take away. It was expressed when the home was purchased it was not just a financial decision. The home was a promise to family of safety, peace, and a childhood for her daughter surrounded by nature and a strong sense of community. It was stated a premium was paid for the location because of those values and now that promise feels threatened. Ms. Iguchi said one of her greatest joys is watching deer wander through the yard, hearing birds in the morning, and feeling connected to the natural world. If this land is cleared the beauty and wildlife that make this place special would disappear. The development will also have an impact on our schools. She stated families move to Novi for the quality of education, but overcrowding will hurt every child's experience. It was expressed that this is unfair to families who have already invested so much in being here. There will be disruption with the construction traffic and permanent loss of privacy and peace. We chose this neighborhood because it is safe and quiet. Finally, it was noted that Novi has plenty of open land. The question was posed as to why we are building in such a way that it destroys an established community and its natural surroundings. Ms. Iguchi asked the Planning Commission to protect what makes the neighborhood special and vote against this development.

Ann Nelke at 48646 Windfall Road stated to start she is not anti-development. She noted underneath the photos of the Mayor and the City Council are several goals both short term and long term. The first of those goals is to review woodland and wetland ordinances and make any necessary revisions to ensure we are balancing the protection of natural resources with development. Secondly, establish an environmental sustainability committee to study all aspects of environmental sustainability in the City and at a minimum develop an environmental sustainability action plan. Thirdly, review and update current board and commission structure and add new boards and commissions as appropriate to maximize opportunities for resident engagement and input to the City staff. It was stated that at times deviations are warranted. An example is where an area of former industrial blight is mitigated to allow something of value and enhancement to Novi and its residents, this is the Villas at Stonebrook. Ms. Nelke stated it is understood that an easement was granted for the Wildlife Park which was for public benefit. Ms. Nelke

stated she would gladly help Novi achieve the City Council's short- and long-term goals and serve as a resident member of the stated board commission on its commitment to thoughtful, sustainable, harmonious housing which ensures protection of our new residents as well as for future generations.

Ms. Grace Wilfong at 48672 Rockview Road stated she has been a resident of Novi for a long time. She expressed a few things that have been noticed which need to be addressed. First, there is no room for a backyard. Secondly, one of the buildings is in the middle of a wetland. This building will separate the wetlands and interfere with the existing wetlands. It was expressed there is no reason seen as to why one of the two curb cuts on Wixom Road cannot be used as opposed to using Stonebrook Drive.

Mr. Steve Potocsky at 48849 Rockview Road stated he is currently serving as the president of the Villas of Stonebrook homeowners association. First, he inquired if the units would have basements. It was confirmed that the units will have basements. Mr. Potocsky stated that the issue of lack of communication needs to be addressed. It was noted at the last meeting when Avalon Park was approved by the Planning Commission that the City Attorney requested the developer contact the board of the Villas of Stonebrook as well as Island Lake. Mr. Potocsky stated it has been two years, and no correspondence has been received. The document which refers to a seven percent contribution toward the road should be discussed if the development comes about. He expressed that they are not anti-development but are in support of safe and fair growth. This proposal as it stands fails that test.

Mr. Mike Kasnick at 26391 Fieldstone stated he is the Island Lake Arbors president. He inquired what the price point of the townhomes will be. He expressed that many HOA's do not have a rental cap built into their documents. It was stated the Arbors is struggling with the number of rentals. There is concern that the townhomes could be purchased by investors and turned into rentals which is not the intent of this property. It was asked if consideration might be made in the original documentation of the by-laws to create a rental cap as rentals are not treated the same as units in which the owners reside in.

Seeing no others, Chair Pehrson requested the correspondence received be read into the record. Member Lynch stated there were 160 objections primarily from Island Lake and the Villas of Stonebrook.

Chair Pehrson closed the public hearing and turned the matter over to the Planning Commission for consideration.

Member Lynch stated he voted against the original proposal due to the apartment buildings not fitting into the area. He noted he is glad to see when it went before the City Council that decision was supported. It was stated the developer has come back with a much better project of townhomes. Most of the deviations are for the reason of protecting the wetlands and woodlands. Member Lynch expressed he would like to see it encumbered by a conservation easement.

Member Lynch stated based on the renderings, the townhomes are about 1,800 to 1,900 square feet above grade. He inquired if there will be a finished lower level.

Mr. Polyzois stated finishing of the lower level will be an option. Additionally, the units will have a covered patio.

Member Lynch stated regarding the covered patio and associated deviation his preference is to see the preservation of the wetlands over expansion. He expressed appreciation to the developer for going back and modifying the proposal. It was inquired of the developer if trees could be planted on site as opposed to a contribution to the tree fund.

Mr. Polyzois stated he is willing to work with the City's landscape architect regarding the planting of trees on the site.

Member Dismondy inquired if the density of 2.7 dwelling units per acre includes the wetlands.

Planner Bell confirmed it does include wetlands.

Member Dismondy stated one aspect that was overlooked with the PSLR is the public benefit and inquired what the public benefit is.

Planner Bell stated the public benefit was not a large part of this review and the offer of a conservation easement could be considered.

Member Roney stated he was not in favor of the previous proposal. He expressed this plan makes more sense and noted this is well within the scope of what could be built as it does conform to the PSLR. He noted he appreciated Member Lynch's comments regarding the conservation easement. There are a good number of deviations but most of them are in order to preserve the wetlands and woodlands. He stated he is in support.

Member Avdoulos stated he appreciates the residents coming forward and expressing their concerns. It is not something that is negated, we listen and try to understand both sides. As indicated, no one is against development, but our charge is to ensure the developers that come forward are following the ordinance. The current property has a PSLR overlay which is existing, similar to the Villas of Stonebrook. It was noted the project has a limited amount of impact on the site and most of the development is planned to the south with a large portion of the property left as is.

Member Avdoulos shared that he was on the board when the Villas of Stonebrook came forward and felt that development was more dense than he personally would have expected but it was following the ordinance. He noted having the lower density as mentioned is appropriate and positive. Looking at the sketches, the architecture blends in with the aesthetics of the Villas of Stonebrook as well as the Island Lake townhomes. It was asked of the developer what the price point will be.

Mr. Polyzois stated the price point will be north of $500,000.

Member Avdoulos conveyed that some have indicated that these developments may have an effect on property values. From what has been observed, these developments next to other developments actually help property values go up, especially if the quality is there. He expressed appreciation for what they have done.

Chair Pehrson stated there was a comment made about property titles.

City Attorney Beth Saarela stated she would like to clarify the requirements of the original PSLR agreement and the private road. The original PSLR agreement for the Villas of Stonebrook not only required the public road it also stated the developer shall provide an access easement on the north side of the proposed entry drive as shown on the PSLR concept plan for future connection capability to neighboring properties to eliminate multiple exits onto Wixom Road. Not only was the public access required, private access for this property was also a requirement of that development. The development would not have been approved without it. There was a question about not being in the property title which is also not accurate. When all the units were sold, the property owners would have been given the Master Deed. It is the document that controls all of the title restrictions on the property. The Master Deed incorporated by reference the PSLR agreement that is being discussed with all the requirements. Owners of the units in the Villas of Stonebrook may go back to the Master Deed document and reference sections 4.6, 4.8, and 6.5 to see that the PSLR development agreement is incorporated into the Master Deed. This notifies that all the easements will be granted by the developer. If there was a quiet title action that cleared an easement what the City would then have to do is go back and get the same easement from the condominium association because it is a requirement of the development agreement and the site plan. If it wasn't granted there would then we a site plan violation that could be taken to court.

Chair Pehrson stated there was mention of a rental cap.

City Attorney Beth Saarela stated that the rental cap would be discretionary with the developer.

Chair Pehrson inquired of the developer if a rental cap had been considered.

Mr. Polyzois stated he had not considered a rental cap due to the price point of the units. When the unit is treated as a non-homestead the taxes will be considerably higher. He stated it is something that can be looked into further, but it is not something he is looking to impose.

Chair Pehrson stated he agrees with the additional tree planting on the property and the record will reflect the desire for those additional plantings as well as the conservation easement. He noted the other point that was brought up several times is the lack of communication between the developer and the neighboring communities.

Mr. Polyzois stated when the journey with this property began three to four years ago the Planning Department provided Mr. Potocsky's contact information. Mr. Polyzois expressed he reached out to Mr. Potocsky and a meeting was coordinated. Several residents from both the Villas of Stonebrook and Island Lake attended the meeting. Mr. Polyzois stated he told them what the vision was for the property. There was communication up to and through the approval at the Planning Commission meeting for the apartment complex and rejection at City Council. After which there was not a need to engage until earlier this year when it was communicated that the plan had been changed to twenty-four for sale townhome units. Mr. Potocsky expressed he was still not in favor and would prefer duplex units similar to the Villas at Stonebrook. Many months later the plan was revised down to twenty-two units, and a text was sent notifying Mr. Potocsky that the plans had been revised.

Chair Pehrson stated he appreciates the ability to reach out. He noted in a case like this we could always do a better job communicating. He is in agreement that the revised plan fits the area with much less density and believes this is a viable plan.

Motion to recommend approval of the Planned Suburban Low-Rise (PSLR) Overlay Development Agreement Application and Concept Plan to the City Council made by Member Avdoulos and seconded by Member Lynch.

In the matter of Camelot Parc Townhomes JSP25-02, motion to recommend approval of the Planned Suburban Low-Rise (PSLR) Overlay Development Agreement Application and Concept Plan based on the following findings, City Council deviations, and conditions:

1. **The PSLR Overlay Development Agreement and PSLR Overlay Concept Plan will result in a recognizable and substantial benefit to the ultimate users of the project and to the community. [*The applicant proposes a walking trail through a 0.77acre area of woodland to be preserved, which is 0.05 acre short of the 10% site area requirement. There is also a requirement for 200 square feet of private open space per unit that is not fully provided, but each unit will have a covered porch of about 125 square feet. There are benches in separate locations as enhancements of the common open spaces shown on the site. Since so much of the property is wetland area and wetland mitigation to be preserved in Conservation Easements, it is difficult to achieve some of the "active" open space requirements. The site would have a connection to Wildlife Woods Park, the extensive pathway system within Ascension Providence Park hospital campus to the east and ITC Trail.]***
2. **In relation to the underlying zoning or the potential uses contemplated in the City of Novi Master Plan, the proposed type and density of use(s) will not result in an unreasonable increase in the use of public services, facilities and utilities, and will not place an unreasonable burden upon the subject property, surrounding land, nearby property owners and occupants, or the natural environment. [*The estimated number of daily vehicle trips is 132, which is less than the 750 trip threshold for a Traffic Study. Peak hour trips also do not reach the threshold of 100 trips (Estimated: 5 peak hour AM trips, 10 peak hour PM trips). The proposed use is expected to have minimal impacts on the use of public services,***

facilities, and utilities over what the underlying zoning would allow. The proposed concept plan impacts about 0.37 acres of existing 2.41 acres of wetlands and proposes removal of approximately 20 of the regulated woodland trees. The plan indicates appropriate mitigation measures on-site and payment into the Tree Fund for the replacement credits.]

3. **In relation to the underlying zoning or the potential uses contemplated in the City of Novi Master Plan, the proposed development will not cause a negative impact upon surrounding properties.** *[The proposed buildings are buffered by landscaping and preserved natural features. The multi-family residential use is a reasonable transition from the two-family and one-family developments to the west, east and south and the commercial shopping center to the north.]*
4. **The proposed development will be consistent with the goals and objectives of the City of Novi Master Plan, and will be consistent with the requirements of this Article [Article 3.1.27].** *[The proposed development could help provide for missing middle housing needs that are walkable to the commercial areas to the north, which is recommended in the City's Master Plan for Land Use. The area was included in the PSLR overlay in the Master Plan and Zoning Ordinance, which permits multiple-family uses as a special land use. The proposed arrangement of buildings and site layout minimizes the impact on existing natural features.]*
5. **City Council deviations for the following** *(as the Concept Plan provides substitute safeguards for each of the regulations and there are specific, identified features or planning mechanisms deemed beneficial to the City by the City Council which are designed into the project for the purpose of achieving the objectives for the District as stated in the planning review letter)*:
    a. **Deviation from Sec. 3.21.2.A.i to allow development to front on an approved private drive, which does not conform to the City standards with respect to required sixty foot right-of-way, as the road was previously approved for the Villas at Stonebrook development, and because the shared access reduces the number of curb cuts on Wixom Road;**
    b. **Deviation from Sec. 3.21.2.A.ii.d. to allow two buildings to be a minimum of 25 feet apart (minimum 30 feet required) as the remaining buildings are properly spaced, and the 5-foot deviation is relatively minor;**
    c. **Deviation from Sec. 3.21.2.A.iii.c. to allow parking spaces to be within 8 feet of a building (15 feet minimum required), as they are no closer than the driveway parking permitted;**
    d. **Deviation from Sec. 3.21.2.A.v to allow a reduction in the minimum required private open space (4,400 square feet total required, 2,750 square feet provided), as constructing additional private open space would cause greater wetland and woodland impacts;**
    e. **Deviation from Sec. 3.21.2.A.v to allow reduction of minimum percentage of active recreation areas (50% of open spaces required, approximately 29% provided), and less than 10% of the total site (9.4% proposed),** *as the development proposes connection to Wildlife Woods Park, which contains connections to the Providence and the ITC tail systems, and providing additional active recreation would cause greater wetland and woodland impacts;*
    f. **Deviation from Sec. 3.21.2.A.iii and Sec. 5.5.3 to allow absence of required landscaped berm along Wixom Road north of the emergency access drive due to resulting woodland impacts and there is no development proposed in that area. In addition, the berm south of the access drive is not long enough to provide undulation.**
    g. **Deviation from Sec. 3.6.2.M to allow deficiencies in the required 25-foot wetland buffers north of Avalon Drive, with the condition that the developer install signage and plantings to prevent mowing and other disturbance.**
    h. **Deviation from Sec. 5.5.3.B(10) to allow a deficiency in street trees along Wixom Road, as the existing utility easements and pathway do not provide room for them.**
    i. **Deviation from Sec. 5.10.1.B.ii to allow a minor drive to exceed 600 feet, because the anticipated traffic for 22 units is low and a major drive would require wider road**

width and not permit perpendicular visitor parking, and would be unnecessary for this small site and cause greater impacts to natural features.

j. **Deviation from Sec. 4.04, Article IV, Appendix C-Subdivision ordinance of City Code of Ordinances for absence of a stub street required at 1,300 feet intervals along the property boundary to provide connection to the adjacent property boundary, due to conflict with existing wetlands and woodlands.**
k. **Deviation from Design and Construction Standards to allow sidewalks to be placed adjacent to the curbed roadway, as to locate them further from the road would cause greater impacts to natural features, and traffic volume and speeds are low.**
l. **Deviation from Code of Ordinances, Section 11-256, to allow an absence of sidewalks in some areas north of Avalon Drive, as there are no buildings adjacent to those areas, and building the sidewalks would cause greater impacts to wetlands.**
m. **The findings of compliance with Ordinance standards in the staff and consultant review letters and the conditions and the items listed in those letters being addressed on the Preliminary Site Plan.**

This motion is made because the plan is otherwise in compliance with Article 3, Article 4 and Article 5 of the Zoning Ordinance and all other applicable provisions of the Ordinance.

ROLL CALL VOICE VOTE ON MOTION TO RECOMMEND APPROVAL OF THE PLANNED SUBURBAN LOW-RISE (PSLR) OVERLAY DEVELOPMENT AGREEMENT APPLICATION AND CONCEPT PLAN TO THE CITY COUNCIL MOVED BY MEMBER AVDOULOS AND SECONDED BY MEMBER LYNCH. *Motion carried 4-1 (Dismondy).*

2. **TEXT AMENDMENT 18.306 – PROPOSED AMENDMENTS TO CAR WASH STANDARDS**
   Public hearing for Text Amendment 18.306 to reclassify auto washes from Principal Permitted Uses to Special Land Uses in the B-3 District subject to new conditions, and to amend various additional sections of the ordinance as determined necessary.

Senior Planner Lindsay Bell stated earlier this year, the Ordinance Review Committee (ORC) requested Staff look into the current Zoning Ordinance standards for Car Wash facilities.

In recent years, the City has received many inquiries to develop car wash facilities. The proliferation of this use is a nation-wide trend. Today about 80% of car washes are done at a commercial facility compared to about 50% in the 1990s. In addition, the car wash model is very attractive to investors because the low labor requirements and convenient membership models bring in big annual returns. Some forecasts predict that the number of car washes in the U.S. will double by 2030.

The risk of continuing the trend to build more car washes is oversaturation of the market, with the revenue of existing car washes decreasing with each new one that opens as they compete for customers. Due to the specific design of a car wash building, if the business closes, it could be difficult to repurpose the structure for another use.

In the City of Novi, Auto Washes are a principal permitted use only in the B-3 General Business District. There are no specific use standards except for the requirement that they are completely enclosed in a building. Otherwise, they are expected to comply with the requirements of the B-3 District for building and parking setbacks, and building height (Section 3.1.12).

Section 3.10 contains Required Conditions for the B-1, B-2 and B-3 Districts, and states that overhead/service bay doors shall not face a major thoroughfare nor an abutting residential district. Car washes often must seek a variance from the Zoning Board of Appeals for this condition because of the long tunnel design typical of car wash buildings with an entrance and exit door make it difficult to avoid having one overhead door facing the road. Modern car washes often have outdoor vacuum stations as an accessory use, which does require an outdoor component.

CITY OF NOVI CITY COUNCIL
DECEMBER 1, 2025

SUBJECT: Approval of the final payment to M-K Construction Company, Inc. for the Middle Rouge Streambank Stabilization and Meadowbrook Lake Dredging project, in the amount of $136,724.49, plus interest earned on retainage.

SUBMITTING DEPARTMENT: Department of Public Services, Engineering Division

KEY HIGHLIGHTS:

- Hydraulically dredged over 7,000 cubic yards of sediment from two inlet points
- 230-feet of streambank stabilization of the Middle Rouge between Chattman Road and Meadowbrook Lake
- Relatively on time and on budget for construction

FINANCIAL IMPACT

	FY 2025/26
EXPENDITURE REQUIRED	**$ 136,724.49**
BUDGET Drain Fund (GL# 211-445.00-975.146)	**$ 85,672.37 Expenditure** **$ 51,052.12 Retainage** **$ 136,724.49 Total**
APPROPRIATION REQUIRED	**$0**
FUND BALANCE IMPACT	**$0**

BACKGROUND INFORMATION:

Meadowbrook Lake, which is part of the Meadowbrook Lake Subdivision, receives surface water from two inlet tributaries on the north end of the lake (the Walled Lake Branch of the Middle Rouge River and Ingersol Creek). Sediment builds up at the mouth of both tributaries, resulting in the formation of large, sediment islands. The bulk of the sediment comes from construction activities north of the lake and eventually obstructs the normal flow into the lake and is quite unsightly to the immediate neighbors. Additionally, the Middle Rouge channel leading into the lake south of

Chattman Road has eroded significantly. The channel runs between two homes, with the banks less than 50 feet from either home. Stabilizing the streambank at this location helped reduce bank erosion and sediment loading into the lake and also reduced the threat of steepening and/or widening the channel. This project involved mechanically dredging over 7,000 cubic yards of sediment from the tributary areas along with stabilization of approximately 230-feet of the Middle Rouge inlet channel south of Chattman Road.

The construction contract was awarded at the September 11, 2023, City Council meeting to M-K Construction Company, Inc., in the amount of $1,999,454.13. Staff worked with the engineering consultant for this project, OHM-Advisors, to review and verify the final contract amount of $136,724.49 that is due to the contractor. The City Attorney reviewed the final documentation and found it to be in an acceptable form (Beth Saarela, November 12, 2025).

There were three (3) approved change orders issued resulting in an overall increase of $36,794.50 or 1.8% over the awarded amount. The approved change orders resulted in a final contract price of $2,036,248.63 for the contract.

RECOMMENDED ACTION: Approval of the final payment to M-K Construction Company, Inc., for the Middle Rouge Streambank Stabilization and Meadowbrook Lake Dredging project, in the amount of $136,724.49, plus interest earned on retainage.

Middle Rouge Streambank Stabilization and Meadowbrook Lake Dredging

Location Map

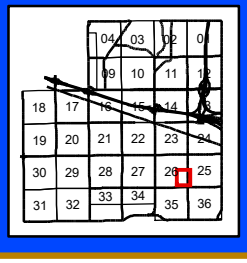
Map Author: Runkel
Date: 8-15-23
Version #: 1.0

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.

Proposed Dredge Area

Streambank Stabilization



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

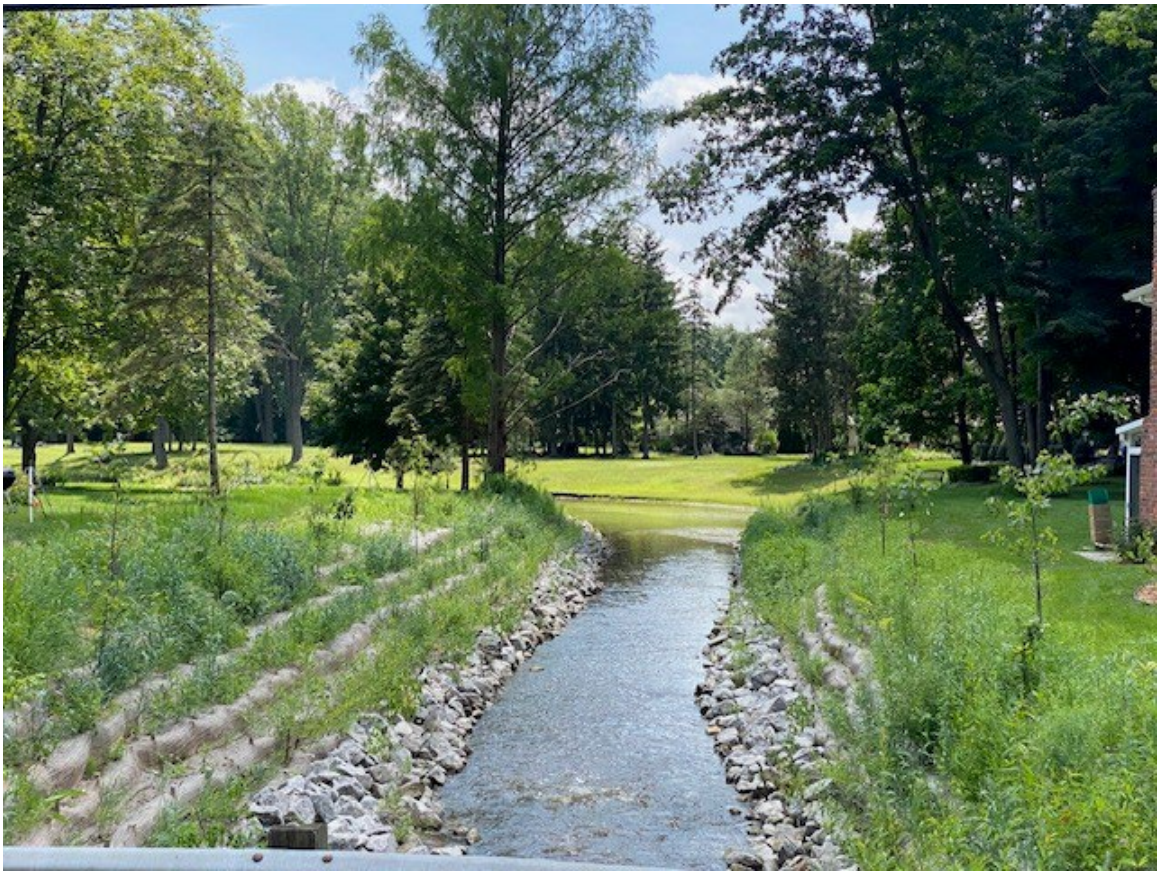
0 55 110 220 330
Feet
1 inch = 270 feet

MIDDLE ROUGE STREAMBANK STABILIZATION

Looking south at Middle Rouge River from Chattman Drive

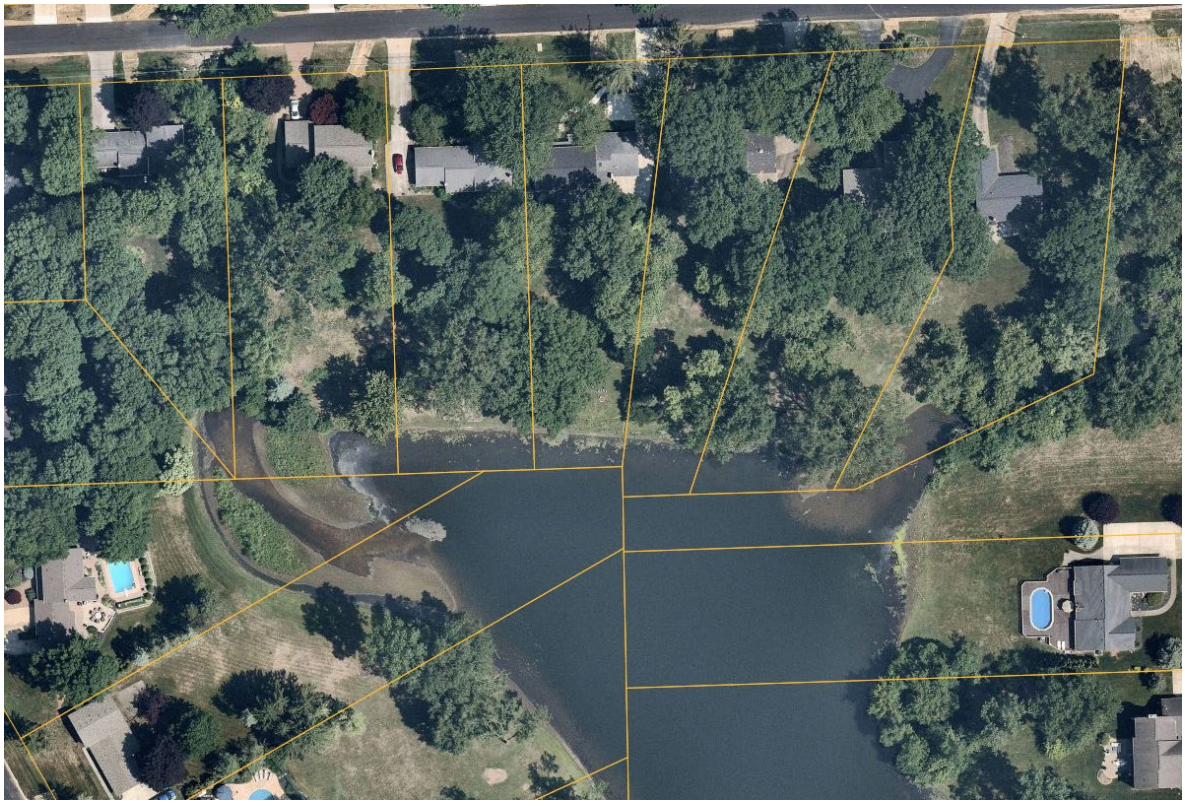
Looking south along the Middle Rouge River channel outlet into Meadowbrook Lake

Looking south at Middle Rouge River from Chattman Drive during streambank stabilization



Looking south at Middle Rouge River from Chattman Drive during restoration monitoring

MEADOWBROOK LAKE DREDGING



Pre-construction aerial photo of Middle Rouge River and Ingersol Creek inlets (June 17, 2023)

Post-construction aerial photo of Middle Rouge River and Ingersol Creek inlets (April 17, 2025)

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

November 12, 2025

Aaron Staup, Construction Engineer
City of Novi
Department of Public Works
Field Services Complex
26300 Lee BeGole Drive
Novi, MI 48375

Re: ***Middle Rouge Stream Stabilization and Meadowbrook Lake Dredging – M-K Construction Co, Inc.***

Dear Mr. Staup:

We have received and reviewed closing documents for the Middle Rouge Stream Stabilization and Meadowbrook Lake Dredging Projects:

1. Application for Final Payment
2. Contractor's Sworn Statement
3. Waivers of Lien
4. Consent of Surety to Final Payment
5. Maintenance Bond

The closing documents appear to be in order. The Contractor will be required to provide its Full Unconditional Waiver of Lien at the time of receipt of the final check. Please feel free to contact me with any questions or concerns in regard to this matter.

Very truly yours,

ROSATI SCHULTZ JOPPICH
& AMTSBUECHLER PC

Elizabeth Kudla Saarela

EKS
Enclosure
C: Cortney Hanson, Clerk (w/Enclosure)
Ben Croy, City Engineer (w/Enclosure)
Megan Mikus, Deputy Director of Public Works (w/Enclosure)
Thomas R. Schultz, Esquire (w/Enclosure)

CITY OF NOVI

Balance Due This Payment = $ 136,724.49

PURCHASE ORDER NO.
97367

26300 Lee BeGole Dr.
Novi, Michigan 48375
Tel: (248) 347-0454
Fax: (248) 735-5659

APPLICATION FOR FINAL PAYMENT

PROJECT: Middle Rouge-Meadowbrook Lake Stabilization and Dredging
NOVI PROJECT NO.: 23-3401
CIP NO.: 133-08
PAYMENT NO.: FINAL

OWNER: City of Novi, 45175 W. Ten Mile Road, Novi, Michigan 48375
ENGINEER: OHM Advisors, 34000 Plymouth Road, Livonia, Michigan 48150, (734) 522-6711
CONTRACTOR: M-K Construction Co., Inc., 18388 Dix-Toledo Road, Brownstown, Michigan 48193, (734) 283-4637

CONTRACT AMOUNT
ORIGINAL: $1,999,454.13
REVISED: $2,036,248.63

FINAL COMPLETION DATES
ORIGINAL: November 1, 2025
REVISED: October 21, 2025
ACTUAL:

DATES OF ESTIMATE
FROM: July 1, 2024
TO: October 21, 2025

SECTION 1. **COST OF COMPLETED WORK TO DATE**

Item No.	BASE BID GL# 211-445.00-975.146 Description of Item	Unit	CONTRACT ITEMS (Original) Quantity	Cost/Unit	Total Amt	CONTRACT ITEMS (Revised) Quantity	Cost/Unit	Total Amt	THIS PERIOD Quantity	Amount	%	TOTAL TO DATE Quantity	Amount	%
0	Crew Days - Division 1 - Base Bid	CD	90.00	$ 800.00	$ 72,000.00	90.00	$ 800.00	$ 72,000.00				66.00	$ 52,800.00	73%
0	Crew Days - Division 2	CD	0.00	$ 800.00		0.00	$ 800.00	$ -				0.00		
0	Crew Days - Division 3	CD	0.00	$ 800.00		0.00	$ 800.00	$ -				0.00		
0	Crew Days - Division 4	CD	0.00	$ 800.00		0.00	$ 800.00	$ -				0.00		
0	Crew Days - Division 5	CD	0.00	$ 800.00		0.00	$ 800.00	$ -				0.00		
	TOTAL CREW DAYS		**90.00**	**$ 800.00**	**$ 72,000.00**	**90.00**	**$ 800.00**	**$ 72,000.00**	**0.00**			**66.00**	**$ 52,800.00**	**73%**
1	Mobilization, Max 5%	LS	1.00	$ 100,000.00	$ 100,000.00	1.00	$ 100,000.00	$ 100,000.00				1.00	$ 100,000.00	100%
2	Audio-Video Route Survey	LS	1.00	$ 57,000.00	$ 57,000.00	1.00	$ 57,000.00	$ 57,000.00				1.00	$ 57,000.00	100%
3	Traffic Maintenance & Control	LS	1.00	$ 21,000.00	$ 21,000.00	1.00	$ 21,000.00	$ 21,000.00				1.00	$ 21,000.00	100%
4	Clearing & Grubbing	AC	0.05	$ 840,000.00	$ 42,000.00	0.05	$ 840,000.00	$ 42,000.00				0.05	$ 42,000.00	100%
5	Culv, Rem, Less than 24-inch	EA	1.00	$ 2,100.00	$ 2,100.00	1.00	$ 2,100.00	$ 2,100.00				1.00	$ 2,100.00	100%
6	Sidewalk, Remove	SY	13.00	$ 161.53	$ 2,099.89	13.00	$ 161.53	$ 2,099.89				13.00	$ 2,099.89	100%
7	Non Haz - Handling and Disposal	CY	7000.00	$ 34.58	$ 242,060.00	7000.00	$ 34.58	$ 242,060.00				7000.00	$ 242,060.00	100%
50	Ditch Grading	LF	100.00	$ 77.35	$ 7,735.00	100.00	$ 77.35	$ 7,735.00				100.00	$ 7,735.00	100%
9	SESC, Gravel Access Approach	EA	1.00	$ 85,344.14	$ 85,344.14	1.00	$ 85,344.14	$ 85,344.14				1.00	$ 85,344.14	100%
10	SESC, Sediment Trap	EA	1.00	$ 52,677.47	$ 52,677.47	1.00	$ 52,677.47	$ 52,677.47				1.00	$ 52,677.47	100%
11	SESC, Silt Fence	LF	512.00	$ 14.00	$ 7,168.00	1118.00	$ 14.00	$ 15,652.00				1118.00	$ 15,652.00	100%
12	SESC, Turbidity Curtain, Deep	LF	375.00	$ 145.13	$ 54,423.75	375.00	$ 145.13	$ 54,423.75				375.00	$ 54,423.75	100%
13	SESC, Turbidity Curtain, Shallow	LF	50.00	$ 42.00	$ 2,100.00	50.00	$ 42.00	$ 2,100.00				50.00	$ 2,100.00	100%
14	Aggregate Base, 4-inch	SY	15.00	$ 280.00	$ 4,200.00	15.00	$ 280.00	$ 4,200.00				15.00	$ 4,200.00	100%
15	Culv, Cl E, Conc, 12-inch	LF	24.00	$ 175.00	$ 4,200.00	24.00	$ 175.00	$ 4,200.00				24.00	$ 4,200.00	100%
16	Sidewalk, Conc, 4-inch	SF	117.00	$ 59.82	$ 6,998.94	117.00	$ 59.82	$ 6,998.94				117.00	$ 6,998.94	100%
17	Fence, Temp	LF	300.00	$ 14.00	$ 4,200.00	300.00	$ 14.00	$ 4,200.00				300.00	$ 4,200.00	100%
18	Dredge, Silt/Sand	CY	7000.00	$ 94.20	$ 659,400.00	7000.00	$ 94.20	$ 659,400.00				7000.00	$ 659,400.00	100%
19	Detail A - Streambank Stabilization	STA	2.30	$ 217,933.45	$ 501,246.94	2.30	$ 217,933.45	$ 501,246.94	0.34	$ 74,097.37	15%	2.30	$ 501,246.94	100%
20	Sump Lead. Remove and Replace	EA	1200.00	$ 1.00	$ 1,200.00	5.00	$ 1.00	$ 5.00				5.00	$ 5.00	100%
21	Tree, Replacement, 3 Gallon	EA	3.00	$ 700.00	$ 2,100.00	33.00	$ 700.00	$ 23,100.00				33.00	$ 23,100.00	100%
22	Irrigation Line Replacement	LF	400.00	$ 12.25	$ 4,900.00	164.00	$ 12.25	$ 2,009.00				164.00	$ 2,009.00	100%
23	Irrigation Head Replacement	EA	30.00	$ 70.00	$ 2,100.00	5.00	$ 70.00	$ 350.00				5.00	$ 350.00	100%
24	Water & Cultivating, First Season	LS	1.00	$ 7,000.00	$ 7,000.00	0.00	$ 7,000.00	$ -				0.00		
	TOTAL THIS SHEET				$ 1,873,254.13			$ 1,889,902.13		$ 74,097.37			$ 1,889,902.13	100%

CITY OF NOVI

26300 Lee BeGole Dr.
Novi, Michigan 48375
Tel: (248) 347-0454
Fax: (248) 735-5659

APPLICATION FOR FINAL PAYMENT

PROJECT: Middle Rouge-Meadowbrook Lake Stabilization and Dredging
NOVI PROJECT NO.: 23-3401
CIP NO.: 133-08
PAYMENT NO.: FINAL

SECTION 1. **COST OF COMPLETED WORK TO DATE**

Item No.	BASE BID, Continued GL# 211-445.00-975.146 Description of Item	Unit	CONTRACT ITEMS (Original) Quantity	Cost/Unit	Total Amt	CONTRACT ITEMS (Revised) Quantity	Cost/Unit	Total Amt	THIS PERIOD Quantity	Amount	%	TOTAL TO DATE Quantity	Amount	%
25	Water & Cultivating, Second Season	LS	1.00	$ 200.00	$ 200.00	0.00	$ 200.00					0.00		
26	Topsoil and Sod, 3-inch	SY	4500.00	$ 28.00	$ 126,000.00	4500.00	$ 28.00	$ 126,000.00				4500.00	$ 126,000.00	100%
	TOTAL FROM THIS SHEET				$ 126,200.00			$ 126,000.00		$ -			$ 126,000.00	
	TOTAL FROM OTHER SHEET				$ 1,873,254.13			$ 1,889,902.13		$ 74,097.37			$ 1,889,902.13	
	SUBTOTAL				$ 1,999,454.13			$ 2,015,902.13		$ 74,097.37			$ 2,015,902.13	100%

CITY OF NOVI

26300 Lee BeGole Dr.
Novi, Michigan 48375
Tel: (248) 347-0454
Fax: (248) 735-5659

APPLICATION FOR FINAL PAYMENT

PROJECT: Middle Rouge-Meadowbrook Lake Stabilization and Dredging

NOVI PROJECT NO.: 23-3401
CIP NO.: 133-08

PAYMENT NO.: FINAL

NEW CONTRACT ITEMS

SECTION 1. **COST OF COMPLETED WORK TO DATE**

Item No.	Description of Item	Unit	Division	GL#	NEW CONTRACT ITEMS Quantity	Cost/Unit	Total Amt	THIS PERIOD Quantity	Amount	%	TOTAL TO DATE Quantity	Amount	%
27	Additional Dredging	LS	0	0	1.00	$ 5,346.50	$ 5,346.50				1.00	$ 5,346.50	100%
28	Revised_Water & Cultivating, First Sea	LS	0	0	1.00	$ 10,500.00	$ 10,500.00	0.75	$ 7,875.00	75%	1.00	$ 10,500.00	100%
29	Revised_Water & Cultivating, Second	LS	0	0	1.00	$ 3,700.00	$ 3,700.00	1.00	$ 3,700.00	100%	1.00	$ 3,700.00	100%
30	Downed Tree and Brush Removal	LS	0	0	1.00	$ 800.00	$ 800.00				1.00	$ 800.00	100%
31			0	0	0.00	$ -	$ -				0.00	$ -	
32			0	0	0.00	$ -	$ -				0.00	$ -	
33			0	0	0.00	$ -	$ -				0.00	$ -	
34			0	0	0.00	$ -	$ -				0.00	$ -	
35			0	0	0.00	$ -	$ -				0.00	$ -	
36			0	0	0.00	$ -	$ -				0.00	$ -	
37			0	0	0.00	$ -	$ -				0.00	$ -	
38			0	0	0.00	$ -	$ -				0.00	$ -	
39			0	0	0.00	$ -	$ -				0.00	$ -	
40			0	0	0.00	$ -	$ -				0.00	$ -	
41			0	0	0.00	$ -	$ -				0.00	$ -	
42			0	0	0.00	$ -	$ -				0.00	$ -	
43			0	0	0.00	$ -	$ -				0.00	$ -	
44			0	0	0.00	$ -	$ -				0.00	$ -	
45			0	0	0.00	$ -	$ -				0.00	$ -	
46			0	0	0.00	$ -	$ -				0.00	$ -	
47			0	0	0.00	$ -	$ -				0.00	$ -	
48			0	0	0.00	$ -	$ -				0.00	$ -	
49			0	0	0.00	$ -	$ -				0.00	$ -	
50			0	0	0.00	$ -	$ -				0.00	$ -	
51			0	0	0.00	$ -	$ -				0.00	$ -	
52			0	0	0.00	$ -	$ -				0.00	$ -	
53			0	0	0.00	$ -	$ -				0.00	$ -	
54			0	0	0.00	$ -	$ -				0.00	$ -	
	TOTAL FROM THIS SHEET						$ 20,346.50		$ 11,575.00			$ 20,346.50	
	TOTAL FROM OTHER SHEETS			$ 1,999,454.13			$ 2,015,902.13		$ 74,097.37			$ 2,015,902.13	
	GRAND TOTAL			**$ 1,999,454.13**			**$ 2,036,248.63**		**$ 85,672.37**			**$ 2,036,248.63**	**100%**

CITY OF NOVI

PURCHASE ORDER NO.
97367

26300 Lee BeGole Dr.
Novi, Michigan 48375
Tel: (248) 347-0454
Fax: (248) 735-5659

Section 2.

APPLICATION FOR FINAL PAYMENT

PROJECT: Middle Rouge-Meadowbrook Lake Stabilization and Dredging
NOVI PROJECT NO.: 23-3401
CIP NO.: 133-08
PAYMENT NO.: FINAL

Original Contract Amount:		$	1,999,454.13
Change Orders:		$	36,794.50
Adjusted Contract Amount to Date:		$	2,036,248.63
Total Cost of Work Performed to Date:		$	2,036,248.63
MINUS Retainage:	0%	$	-
MINUS Inspection "Crew Days": To Date	66.00	$	-
This Pay	0.00		
Net Amt. Earned of Contract and Extra Work to Date:		$	2,036,248.63
MINUS L.D.'s: # of days over =		$	-
$ amount/day =	$1,500		
Subtotal:		$	2,036,248.63
ADD Incentive "Crew Days", if under:			
Subtotal:		$	2,036,248.63
MINUS Amount of Previous Payments:		$	1,899,524.14

1	$	243,980.65
2	$	396,587.47
3	$	201,405.40
4	$	399,813.05
5	$	339,301.00
6	$	119,493.10
7	$	115,291.71
8	$	83,651.74
9	$	-
10	$	0.00

BALANCE DUE THIS PAYMENT: **$ 136,724.49**

CHANGE ORDERS

No.	Date		Amount
1	March 2, 2024	$	9,588.50
	March 23, 2024	$	33,042.00
3	October 6 2024	$	(5,836.00)
4			
5			
6			
7			
8			
9			
10			
	TOTAL:	**$**	**36,794.50**

Inspection "Crew Days" Allowed per Contract:	90.00
Additional "Crew Days" per Change Orders:	0.00
Total Inspection "Crew Days" Allowed:	90.00
Inspection "Crew Days" Used to Date:	66.00
Inspection "Crew Days" Remaining:	24.00

CITY OF NOVI

26300 Lee BeGole Dr.
Novi, Michigan 48375
Tel: (248) 347-0454
Fax: (248) 735-5659

Section 3.

APPLICATION FOR FINAL PAYMENT

PROJECT:	Middle Rouge-Meadowbrook Lake Stabilization and Dredging	**NOVI PROJECT NO.:**	23-3401	**PAYMENT NO.:**	FINAL
		CIP NO.:	133-08		

The undersigned CONTRACTOR certifies that: (1) Any previous progress payments received from OWNER on amount of Work done under the Contract referred to above have been applied to discharge in full all obligations of CONTRACTOR incurred in connection with Work covered by prior Applications for Payment; (2) title to all Work, materials, and equipment incorporated in said Work of otherwise listed in or covered by this Application for Payment will pass to OWNER at time of payment free and clear of all leins, claims, security interest, and encumberences (except such as are covered by Bond acceptable to OWNER indemnifying OWNER against any such lein, claim security interest, or encumberence); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and not defective as that term is defined in the Contract Documents.

Mark Kobolak
Digitally signed by Mark Kobolak
Date: 2025.10.29 13:20:19 -04'00'

M-K Construction Co., Inc.
CONTRACTOR - Electronic Signature Certification

Joe Labate
Digitally signed by Joe Labate
DN: C=US, E=joe.labate@ohm-advisors.com, O=OHM-Advisors, CN=Joe Labate
Date: 2025.11.05 10:36:14-05'00'

OHM Advisors
CONSULTANT - Electronic Signature Certification

Payment of the above AMOUNT DUE THIS APPLICATION is recommended.

CITY OF NOVI

Digitally signed by Aaron Staup
Date: 2025.11.05 11:21:40 -05'00'

Aaron J. Staup, Construction Engineer
Electronic Signature Certification

☒ All Full Unconditional Waivers of lien have been received from each subcontractor and/or supplier, reviewed and approved by the Consultant. Also, attached to this Final Payment is a copy of the Contractor's Sworn Statement, Consent of Surety, and a new Maintenance and Guarantee Bond (if the amount is greater than the final contract price) or a Maintenance Bond Rider covering the difference between the final contract price and the awarded amount.

AIA® Document G707™ – 1994

Consent of Surety to Final Payment

BondNo.B 1288903

PROJECT: *(Name and address)*
Middle Rouge Stream Stabilization and Meadowbrook Lake Dredging

ARCHITECT'S PROJECT NUMBER:

CONTRACT FOR:
Middle Rouge Stream Stabilization and Meadowl

CONTRACT DATED:
September 25th 2023

OWNER ☐
ARCHITECT ☐
CONTRACTOR ☐
SURETY ☐
OTHER ☐

TO OWNER: *(Name and address)*
City of Novi
26300 Lee Begole Drive Novi, MI 48375

In accordance with the provisions of the Contract between the Owner and the Contractor as indicated above, the
(Insert name and address of Surety)

Selective Insurance Company of America
40 Wantage Avenue
Branchville, New Jersey 07890

, SURETY,

on bond of
(Insert name and address of Contractor)

M-K Construction Co, Inc.
18388 Dix Toledo Road Brownstown, MI 48193

, CONTRACTOR,

hereby approves of the final payment to the Contractor, and agrees that final payment to the Contractor shall not relieve the Surety of any of its obligations to
(Insert name and address of Owner)

City of Novi
26300 Lee Begole Drive Novi, MI 48375

, OWNER,

as set forth in said Surety's bond.

IN WITNESS WHEREOF, the Surety has hereunto set its hand on this date: **October 21st 2025**
(Insert in writing the month followed by the numeric date and year.)

Selective Insurance Company of America
(Surety)

(Signature of authorized representative)

Attest: Karen Guthrie
(Seal)

SELECTIVE INSURANCE COMPANY OF AMERICA CORPORATE SEAL 1926 NEW JERSEY

Michael G. Zervos,Attorney-in-Fact
(Printed name and title)

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

AIA Document G707™ – 1994. Copyright © 1970 and 1994 by The American Institute of Architects. **All rights reserved. WARNING: This AIA® Document is protected by U.S. Copyright Law and International Treaties. Unauthorized reproduction or distribution of this AIA® Document, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under the law.** Purchasers are not permitted to reproduce this document. To report copyright violations of AIA Contract Documents, e-mail The American Institute of Architects' legal counsel, copyright@aia.org.
040511 ACD44

SELECTIVE INSURANCE®

Selective Insurance Company of America
40 Wantage Avenue
Branchville, New Jersey 07890
973-948-3000

BondNo.B 1288903

POWER OF ATTORNEY

SELECTIVE INSURANCE COMPANY OF AMERICA, a New Jersey corporation having its principal office at 40 Wantage Avenue, in Branchville, State of New Jersey ("SICA"), pursuant to Article VII, Section 1 of its By-Laws, which state in pertinent part:

> The Chairman of the Board, President, Chief Executive Officer, any Executive Vice President, any Senior Vice President or any Corporate Secretary may, from time to time, appoint attorneys in fact, and agents to act for and on behalf of the Corporation and they may give such appointee such authority, as his/her certificate of authority may prescribe, to sign with the Corporation's name and seal with the Corporation's seal, bonds, recognizances, contracts of indemnity and other writings obligatory in the nature of a bond, recognizance or conditional undertaking, and any of said Officers may, at any time, remove any such appointee and revoke the power and authority given him/her.

does hereby appoint:**Michael G. Zervos**

, its true and lawful attorney(s)-in-fact, full authority to execute on SICA's behalf fidelity and surety bonds or undertakings and other documents of a similar character, including but not limited to Proposal Bonds, Letters of Surety, and Consents of Surety, issued by SICA in the course of its business, and to bind SICA thereby as fully as if such instruments had been duly executed by SICA's regularly elected officers at its principal office, in amounts or penalties not exceeding the sum of: **One Million Nine Hundred Ninety Nine Thousand Four Hundred Fifty Four Dollars ($1,999,454.00)** . This certifies that this Power of Attorney is in full force and effect as of the date of said fidelity and surety bonds or undertakings and other documents of a similar character, including but not limited to Proposal Bonds, Letters of Surety, and Consents of Surety.

Signed this **21st** day of **October**, **2025**

SELECTIVE INSURANCE COMPANY OF AMERICA

By: _____
Brian C. Sarisky
Its SVP, Chief Underwriting Officer, Commercial Lines

SELECTIVE INSURANCE COMPANY OF AMERICA CORPORATE SEAL 1926 NEW JERSEY

CERTIFIED COPY

STATE OF NEW JERSEY :
:ss. Branchville
COUNTY OF SUSSEX :

On this **21st** day of **October,2025** before me, the undersigned officer, personally appeared Brian C. Sarisky, who acknowledged himself to be the Sr. Vice President of SICA, and that he, as such Sr. Vice President, being authorized so to do, executed the foregoing instrument for the purposes therein contained, by signing the name of the corporation by himself as Sr. Vice President and that the same was his free act and deed and the free act and deed of SICA.

CHRISTINE MARIE LAWSON NOTARY PUBLIC STATE OF NEW JERSEY MY COMMISSION EXPIRES APRIL 15, 2029 COMMISSION: #2312839

Christine Marie Lawson
Notary Public

CHRISTINE MARIE LAWSON NOTARY PUBLIC NEW JERSEY

The power of attorney is signed and sealed by facsimile under and by the authority of the following Resolution adopted by the Board of Directors of SICA at a meeting duly called and held on the 6th of February 1987, to wit:

"RESOLVED, the Board of Directors of Selective Insurance Company of America authorizes and approves the use of a facsimile corporate seal, facsimile signatures of corporate officers and notarial acknowledgements thereof on powers of attorney for the execution of bonds, recognizances, contracts of indemnity and other writing obligatory in the nature of a bond, recognizance or conditional undertaking."

CERTIFICATION

I do hereby certify as SICA's Corporate Secretary that the foregoing extract of SICA's By-Laws and Resolution are still in force and effect and this Power of Attorney issued pursuant to and in accordance with the By-Laws is valid.

Signed this **21st** day of **October** , **2025** .

Michael H. Lanza, SICA Corporate Secretary

SELECTIVE INSURANCE COMPANY OF AMERICA CORPORATE SEAL 1926 NEW JERSEY

Important Notice: If the bond number embedded within the Notary Seal does not match the number in the upper right-hand corner of this Power of Attorney, contact us at 973-948-3000.

B91 (5-25)

Selective Insurance Company of America
40 Wantage Avenue
Branchville, New Jersey 07890
973-948-3000

MAINTENANCE BOND

Bond No B 1288903

KNOW ALL MEN BY THESE PRESENTS, That we, **M-K Construction Co, Inc.**
18388 Dix Toledo Road Brownstown, MI 48193 , as Principal, and SELECTIVE INSURANCE COMPANY OF AMERICA, a corporation duly organized under and by the virtue of the laws of the State of New Jersey and

authorized to become sole surety on bonds in the State of **MI** , as Surety, are

held and firmly bound unto the **City of Novi**
26300 Lee Begole Drive Novi, MI 48375
,hereinafter called Obligee, in the just and penal sum of
Two Million Thirty Six Thousand Two Hundred Forty Eight and Sixty Three Cents
Dollars (**$2,036,248.63**), lawful money of the United States of America, to the payment of which well and truly to be made the Principal binds itself, its successors and assigns, and the Surety binds itself, its successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has by means of a written agreement, dated ,
contracted with the Obligee aforesaid, for furnishing all materials and performing all of the work in connection with
Middle Rouge Stream Stabilization and Meadowbrook Lake Dredging

as specifically set forth in said contract for said work, and

WHEREAS, the Principal has completed the said contract in accordance with the plans and specifications thereof, and

WHEREAS, the Obligee has requested the Principal to guarantee said work against defective workmanship or faulty materials for a period of **1** year(s) from date of acceptance of said work**11/5/2025** ; and

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH, that if the Principal shall well and truly make good any defects in material or workmanship which may arise in said work within **1** year(s) from the date of acceptance of said work, then this obligation shall be null and void, otherwise it shall remain in full force and effect.

IN WITNESS WHEREOF, we have set our hands and seals this **5th** day of **November** ,**2025**

M-K Construction Co, Inc. (SEAL)
Principal

Mark Robolak, President (SEAL)

(SEAL)

SELECTIVE INSURANCE COMPANY OF AMERICA

BY
Attorney-in-Fact
Michael G. Zervos

B-227 (08/92)

SELECTIVE INSURANCE®

Selective Insurance Company of America
40 Wantage Avenue
Branchville, New Jersey 07890
973-948-3000

BondNo.B 1288903

POWER OF ATTORNEY

SELECTIVE INSURANCE COMPANY OF AMERICA, a New Jersey corporation having its principal office at 40 Wantage Avenue, in Branchville, State of New Jersey ("SICA"), pursuant to Article VII, Section 1 of its By-Laws, which state in pertinent part:

> The Chairman of the Board, President, Chief Executive Officer, any Executive Vice President, any Senior Vice President or any Corporate Secretary may, from time to time, appoint attorneys in fact, and agents to act for and on behalf of the Corporation and they may give such appointee such authority, as his/her certificate of authority may prescribe, to sign with the Corporation's name and seal with the Corporation's seal, bonds, recognizances, contracts of indemnity and other writings obligatory in the nature of a bond, recognizance or conditional undertaking, and any of said Officers may, at any time, remove any such appointee and revoke the power and authority given him/her.

does hereby appoint: **Michael G. Zervos**

, its true and lawful attorney(s)-in-fact, full authority to execute on SICA's behalf fidelity and surety bonds or undertakings and other documents of a similar character, including but not limited to Proposal Bonds, Letters of Surety, and Consents of Surety, issued by SICA in the course of its business, and to bind SICA thereby as fully as if such instruments had been duly executed by SICA's regularly elected officers at its principal office, in amounts or penalties not exceeding the sum of: **Two Million Thirty Six Thousand Two Hundred Forty Nine Dollars ($2036248.63)** . This certifies that this Power of Attorney is in full force and effect as of the date of said fidelity and surety bonds or undertakings and other documents of a similar character, including but not limited to Proposal Bonds, Letters of Surety, and Consents of Surety.

Signed this 5th day of November, 2025

SELECTIVE INSURANCE COMPANY OF AMERICA

By: _____
Brian C. Sarisky
Its SVP, Chief Underwriting Officer, Commercial Lines

SELECTIVE INSURANCE COMPANY OF AMERICA CORPORATE SEAL 1926 NEW JERSEY

CERTIFIED COPY

STATE OF NEW JERSEY :
:ss. Branchville
COUNTY OF SUSSEX :

On this 5th day of November , 2025 before me, the undersigned officer, personally appeared Brian C. Sarisky, who acknowledged himself to be the Sr. Vice President of SICA, and that he, as such Sr. Vice President, being authorized so to do, executed the foregoing instrument for the purposes therein contained, by signing the name of the corporation by himself as Sr. Vice President and that the same was his free act and deed and the free act and deed of SICA.

CHRISTINE MARIE LAWSON NOTARY PUBLIC STATE OF NEW JERSEY MY COMMISSION EXPIRES APRIL 15, 2029 COMMISSION: #2312839

Christine Marie Lawson
Notary Public

CHRISTINE MARIE LAWSON NOTARY PUBLIC NEW JERSEY

The power of attorney is signed and sealed by facsimile under and by the authority of the following Resolution adopted by the Board of Directors of SICA at a meeting duly called and held on the 6th of February 1987, to wit:

"RESOLVED, the Board of Directors of Selective Insurance Company of America authorizes and approves the use of a facsimile corporate seal, facsimile signatures of corporate officers and notarial acknowledgements thereof on powers of attorney for the execution of bonds, recognizances, contracts of indemnity and other writing obligatory in the nature of a bond, recognizance or conditional undertaking."

CERTIFICATION

I do hereby certify as SICA's Corporate Secretary that the foregoing extract of SICA's By-Laws and Resolution are still in force and effect and this Power of Attorney issued pursuant to and in accordance with the By-Laws is valid.

SELECTIVE INSURANCE COMPANY OF AMERICA CORPORATE SEAL 1926 NEW JERSEY

Signed this 5th day of November , 2025 .

Michael H. Lanza, SICA Corporate Secretary

Important Notice: If the bond number embedded within the Notary Seal does not match the number in the upper right-hand corner of this Power of Attorney, contact us at 973-948-3000.

B91 (5-25)

CONTRACTORS SWORN STATEMENT

The general contractor must execute this Sworn Statement. Prior to execution, the general contractor shall on Schedule B of this Sworn Statement list the names of all persons, firms, or corporations engaged by the General Contractor to furnish services, equipment, labor and/or materials in connection with the work performed on the premises including the type of work materials furnished by each.

The examining attorney shall verify that every person or firm listed in Schedule B has properly executed appropriate waivers of lien prior to issuance of any final payments.

STATE OF MICHIGAN

COUNTY OF Wayne

The undersigned, being duly sworn, on oath deposes and says that (s)he is the

President (Title) of the M-K Construction Co., Inc. (Firm Name),

the contractor employed by the City of Novi to furnish labor and materials for the

Middle Rouge River Streambank Stabilization and Meadowbrook Lake Dredging Project
(Description of Improvement)

located at: 18388 Dix Toledo, Brownstown, MI 48193

The total amount of the contract is $2,036,248.63 of which I have received payment of $1,899,524.14 prior to this payment; that the persons, firms, and corporations engaged by the undersigned to have furnished services, equipment, labor and/or materials in the construction or repair of the improvements on the premises; that the dollar amount set opposite each such person, firm, or corporation on account of labor, services, equipment, and/or materials furnished with reqpect to said premises; that as of this date, all work to be performed with respect to said premises by the undersigned or any suppliers or subcontractors of the undersigned or any persons, firms, or corporations named in the Schedule B of this Sworn Statement, has been fully accepted by the owner and completed according to the plans and specifications.

The undersigned further states that all material (except as disclosed on said Schedule B) has been or will be furnished from his/her own stock and has been paid for in full; that there are no other contracts or subcontracts for said work outstanding, and that there is nothing due or to become due to any person for services, equipment, material, labor, or any other work done or to be done in connections with said work other than the stated on Schedule B. There are no chattel mortgages, personal property leases, conditional sale contracts or any other agreements given are now outstanding as to nay fixtures, equipment, appliances or materials placed upon or installed in or upon the aforementioned premises or improvements thereon. All waivers are true, correct, and genuine and are delivered unconditionally. Furthermore, there is no claim, either legal or equitable; to defeat the validity of said waivers.

Signed this 29th day of October, 2025

Name: M-K Construction Co., Inc.
(individual/corporation/partnership)

By: _____ Attest: _____
Mark Kobolak, President Kyle Burkholder, PM

Subscribed and sworn to before me this 29th day of October, 2025

Notary Public: _____
Kelly Jo Saunders
Comission Expires 6/23/2030

NOTARY SEAL

SCHEDULE B - CONTRACTORS SWORN STATEMENT

Name of Subcontracting Firm	Type of Labor & Material Furnished	Amount of Contract	Amount Previously Paid to Date	Amount of Current Request	Accumalative Retainage to Date	Balance Due
M-K Construction	Mobilization, Labor, Misc.	$514,288.33	$514,288.33	$0.00	0.0%	$0.00
Finishing Touch	Audio Video	$57,000.00	$57,000.00	$0.00	0.0%	$0.00
Momentum Tree	Clearing & Grubbing	$42,000.00	$42,000.00	$0.00	0.0%	$0.00
Action Traffic	Traffic Control	$21,000.00	$21,000.00	$0.00	0.0%	$0.00
M-K Construction	SESC Measures	$153,589.61	$153,589.61	$0.00	0.0%	$0.00
M-K Construction	Streambank Stabilization	$436,246.94	$299,522.45	$136,724.49	0.0%	$0.00
White Cap	Streambank & SESC Materials	$65,000.00	$65,000.00	$0.00	0.0%	$0.00
M-K Construction	Dredging	$659,400.00	$659,400.00		0.0%	$0.00
M-K Construction	Turbidity Curtains	$56,523.75	$56,523.75		0.0%	$0.00
M-K Constructin	Sump Leads	$1,200.00	$1,200.00		0.0%	$0.00
Natural Community Services	Restoration	$30,000.00	$30,000.00		0.0%	$0.00
TOTALS		**$2,036,248.63**	**$1,899,524.14**	**$136,724.49**		**$0.00**

RECAPITULATION

Amount of Original Contract:	$1,999,454.13	Work Completed to Date:	$2,036,248.63
Plus: Extras to Contract:	$42,630.50	Less: Total Retainage:	$0.00
Total: Contract plus Extras:	$2,042,084.63	Less: Amount Previously Paid:	$1,899,524.14
Less: Credits to Contract:	$5,836.00	Less: Amount of this Request:	$136,724.49
Total: Adjusted Contract:	**$2,036,248.63**	**Total Balance Due:**	**$0.00**

FULL UNCONDITIONAL WAIVER OF LIEN

23256, 23257

My/our contract with M-K Construction Company, Inc. to provide
(Prime Contracting Party)

Audio-Video Survey for the improvement of the property
(Type of service)

described as Middle Rouge River Streambank Stabilization and Meadowbrook Lake Dredging Project
(Project Name)

having been fully paid and satisfied, by signing this waiver, all my/our construction lien rights against such property are hereby waived and released.

If the improvement is provided to property that is a residential structure and if the owner or lessee of the property or the owner's or lessee's designee has received a Notice of Furnishing from me/one or us or if I/we are not required to provide one, and the owner, lessee, or designee has not received this waiver directly from me/one of us, the owner, lessee, or designee may not rely upon it without contacting me/one of us, either in writing, by telephone, or personally, to verify that it is authentic.

Signed on: 10/31/25

Cynthia Stirling Hurley Digitally signed by Cynthia Stirling Hurley Date: 2025.10.31 15:04:38 -04'00'
(Signature of Lien Claimant)

Cynthia Stirling Hurley
(Printed Name of Lien Claimant)

President
(Title of Lien Claimant)

Company Name: FINISHING TOUCH PHOTO & VIDEO

Address: 25095 25 Mile Rd., Chesterfield, MI 48051

Telephone: 586.749.3340

DO NOT SIGN BLANK OR INCOMPLETE FORMS. RETAIN A COPY.

FULL UNCONDITIONAL WAIVER OF LIEN

My/our contract with M-K Construction Company, Inc. to provide
(Prime Contracting Party)

tree and stump removal for the improvement of the property
(Type of service)

described as Middle Rouge River Streambank Stabilization and Meadowbrook Lake Dredging Project
(Project Name)

having been fully paid and satisfied, by signing this waiver, all my/our construction lien rights against such property are hereby waived and released.

If the improvement is provided to property that is a residential structure and if the owner or lessee of the property or the owner's or lessee's designee has received a Notice of Furnishing from me/one or us or if I/we are not required to provide one, and the owner, lessee, or designee has not received this waiver directly from me/one of us, the owner, lessee, or designee may not rely upon it without contacting me/one of us, either in writing, by telephone, or personally, to verify that it is authentic.

Signed on: 11/3/25 Danielle Fahim
(Signature of Lien Claimant)

Danielle Fahim
(Printed Name of Lien Claimant)

General Manager
(Title of Lien Claimant)

Company Name: Momentum Tree Experts

Address: 31100 Wellington Dr., Novi, MI 48377

Telephone: 248-221-2710

DO NOT SIGN BLANK OR INCOMPLETE FORMS. RETAIN A COPY.

W/P

cityofnovi.org

FULL UNCONDITIONAL WAIVER OF LIEN

My/our contract with M-K Construction Company, Inc. to provide
(Prime Contracting Party)

Guardrail for the improvement of the property
(Type of service)

described as Middle Rouge River Streambank Stabilization and Meadowbrook Lake Dredging Project
(Project Name)

having been fully paid and satisfied, by signing this waiver, all my/our construction lien rights against such property are hereby waived and released.

If the improvement is provided to property that is a residential structure and if the owner or lessee of the property or the owner's or lessee's designee has received a Notice of Furnishing from me/one or us or if I/we are not required to provide one, and the owner, lessee, or designee has not received this waiver directly from me/one of us, the owner, lessee, or designee may not rely upon it without contacting me/one of us, either in writing, by telephone, or personally, to verify that it is authentic.

Signed on: 10/30/2025

(Signature of Lien Claimant)

Jeffrey Irvin
(Printed Name of Lien Claimant)

VP of Finance
(Title of Lien Claimant)

Company Name: Action Traffic Maintenance

Address: 5182 S. Saginaw Rd. Grand Blanc, MI 48507

Telephone: 810-695-7516

DO NOT SIGN BLANK OR INCOMPLETE FORMS. RETAIN A COPY.

FULL UNCONDITIONAL WAIVER OF LIEN

My/our contract with M-K Construction Company, Inc. to provide
(Prime Contracting Party)

BUILDING MATERIALS for the improvement of the property
(Type of service)

described as Middle Rouge River Streambank Stabilization and Meadowbrook Lake Dredging Project
(Project Name)

having been fully paid and satisfied, by signing this waiver, all my/our construction lien rights against such property are hereby waived and released.

If the improvement is provided to property that is a residential structure and if the owner or lessee of the property or the owner's or lessee's designee has received a Notice of Furnishing from me/one or us or if I/we are not required to provide one, and the owner, lessee, or designee has not received this waiver directly from me/one of us, the owner, lessee, or designee may not rely upon it without contacting me/one of us, either in writing, by telephone, or personally, to verify that it is authentic.

Signed on: 10/30/2025

Alana Pagan
(Signature of Lien Claimant)

Alana Pagan
(Printed Name of Lien Claimant)

CREDIT ASSOCIATE
(Title of Lien Claimant)

Company Name: WHITE CAP

Address: 3671 OLD WINTER GARDEN RD. ORLANDO, FL. 32805

Telephone: 407-298-7083

DO NOT SIGN BLANK OR INCOMPLETE FORMS. RETAIN A COPY.

cityofnovi.org

FULL UNCONDITIONAL WAIVER OF LIEN

My/our contract with M-K Construction Company, Inc. to provide
(Prime Contracting Party)

the service of planting 3 tree's for Novi Meadowbrook for the improvement of the property
(Type of service)

described as Middle Rouge River Streambank Stabilization and Meadowbrook Lake Dredging Project
(Project Name)

having been fully paid and satisfied, by signing this waiver, all my/our construction lien rights against such property are hereby waived and released.

If the improvement is provided to property that is a residential structure and if the owner or lessee of the property or the owner's or lessee's designee has received a Notice of Furnishing from me/one or us or if I/we are not required to provide one, and the owner, lessee, or designee has not received this waiver directly from me/one of us, the owner, lessee, or designee may not rely upon it without contacting me/one of us, either in writing, by telephone, or personally, to verify that it is authentic.

Signed on: October 30, 2025

(Signature of Lien Claimant)

Debbie Zeits
(Printed Name of Lien Claimant)

Office Manager
(Title of Lien Claimant)

Company Name: Natural Community Services

Address: 6410 Upper Straits Blvd. West Bloomfield Township, MI 48324

Telephone: 818-451-7144

DO NOT SIGN BLANK OR INCOMPLETE FORMS. RETAIN A COPY.

CITY OF NOVI CITY COUNCIL
DECEMBER 1, 2025

SUBJECT: Consideration of awarding a contract to Anglin Civil, LLC, the qualified low bidder, for the Orchard Hill Place and Leavenworth Basin Improvements project in the amount of $768,417.

SUBMITTING DEPARTMENT: Department of Public Works, Engineering Division

KEY HIGHLIGHTS:

- The project includes various improvements to the Orchard Hill Place and Leavenworth detention basins, such as dredging and repairs to the drainage elements.

FINANCIAL IMPACT

	FY 2025/26
EXPENDITURE REQUIRED	**$ 768,417.19 Construction** **$ 141,631.29 Engineering & Geotech Services** **$ 910,048.48 TOTAL**
BUDGET **DRAIN FUND 211-445.00-975.137** **Orchard Hills Basins** **211-445.00-975.269** **Leavenworth Basin** **TOTAL**	 **$ 654,985.00** **$344,366** **$999,351**
APPROPRIATION REQUIRED	**$ 0**
FUND BALANCE IMPACT	**$ 0**
Budget includes current estimated total project costs for construction (construction engineering, crew days, material testing, contingency, etc.), which is $999K.	

BACKGROUND INFORMATION:

City engineering consultant, AECOM, assisted City staff with design of a basin improvement project for the Orchard Hill Place detention basins (east and west of Haggerty Rd) and the Leavenworth detention basin, off 11 Mile Road, east of Taft Road. For the Orchard Hill Place basins, improvements include dredging sediment from the eastern basin, various upgrades and repairs to the drainage elements, and placement of 3x1 aggregate along the bank slopes to serve as deterrents to the invasive red swamp crayfish that was identified in the pond by the Department of Natural Resources. Improvements to the Leavenworth detention basin include dredging approximately 200 cubic yards of sediment and resetting the existing outlet end section.

The project was advertised for public bids on October 31, 2025. Two (2) bids were received and opened on November 19, 2025, following the solicitation period. Anglin Civil, LLC is recommended in the best interest of the City as it is responsive and complies with all the requirements of the bidding instructions. The award recommendation letter, including the bid tabulation, is attached.

Contractor	**Total Bid***
Anglin Civil, LLC	$852,417.19
M-K Construction	$1,752,398.42

***Crew Days are included to compare bids but not included in the award.**

The contract administration and geotechnical engineering services related to this project will be awarded to the following pre-qualified firms using the fee percentages in the Agreements for Professional Engineering Services and Geotechnical Engineering Services for Public Projects.

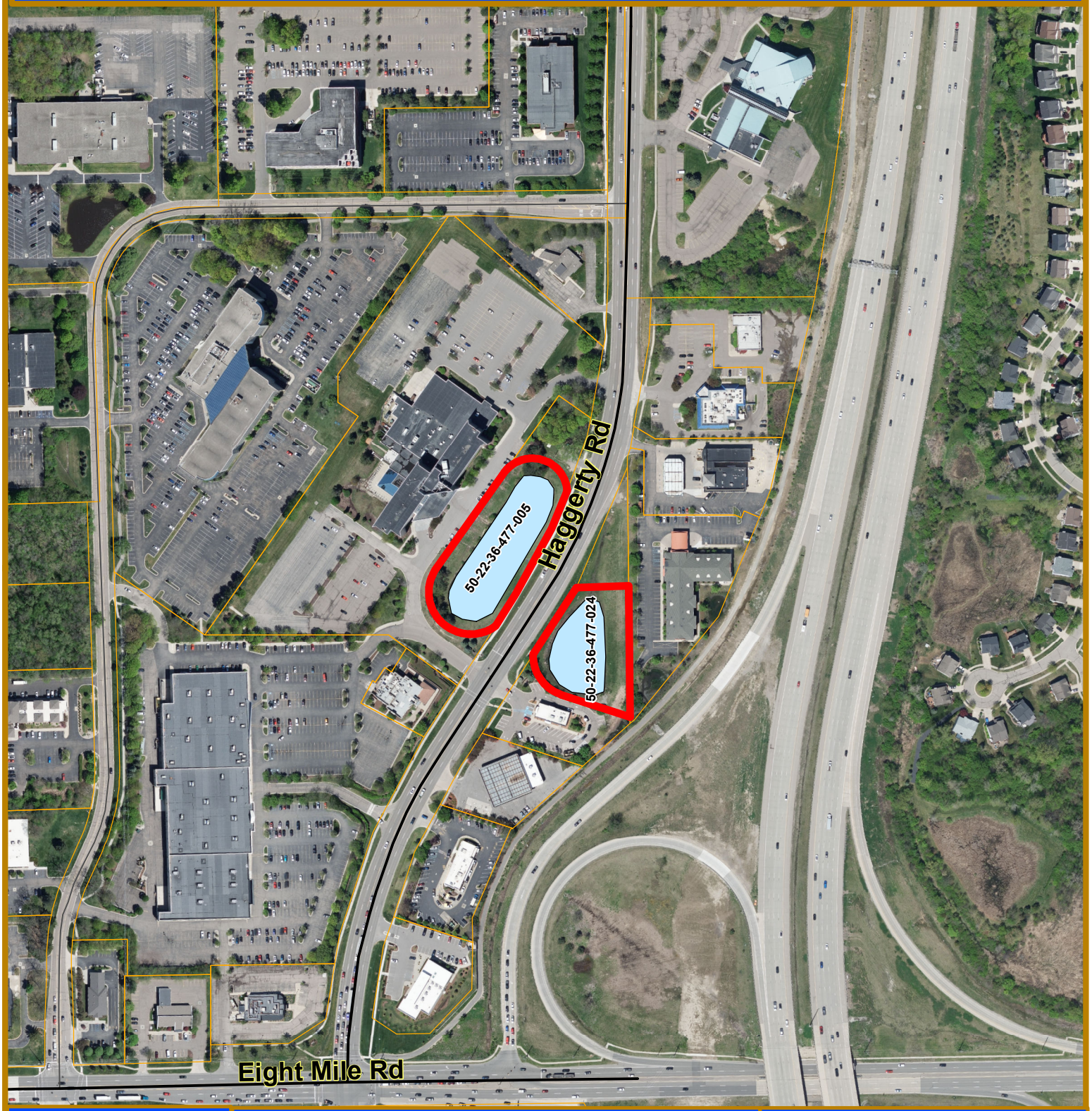
AECOM	Contract Administration	5.5% of the construction award	$42,262.95
	Crew Days	$800 daily inspection fee x 105 days	$84,000.00
G2	Material testing services	2% of the construction award	$15,368.34
		TOTAL	**$141,631.29**

Construction is expected to start this winter and will be completed by spring 2026.

RECOMMENDED ACTION: Approval to award the Orchard Hill Place and Leavenworth Basin Improvements project contract to Anglin Civil, LLC, the qualified low bidder, in the amount of $768,417.

Basin Improvement Project

Orchard Hills Place East and West Basins



Map Author: Runkel
Date: November 24, 2025
Project: Basin Improvements

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.

Map Legend

- Subject Parcel
- Detention Basin

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

0 55 110 220 330
Feet
1 inch = 327 feet

Basin Improvement Project

Leavenworth Detention Basin

Map Author: Runkel
Date: November 24, 2025
Project: Basin Improvements

MAP INTERPRETATION NOTICE

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Map Legend

- Detention Basin
- Project Area

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

0 45 90 180 270
Feet
1 inch = 261 feet

November 21, 2025
Mr. Ben Croy, PE
City of Novi
Engineering Department
26300 Lee BeGole Drive
Novi, MI 48375

Reference: Bid Analysis and Contract Award Recommendation
Novi Drainage Improvement Package
AECOM Project Number 60729249

Dear Mr. Croy:

Attached is the Bid Tabulation for the above referenced project. Two bids were received and opened on November 19, 2025. There were no mathematical errors in the bids.

The low bid is higher than the Engineer's Estimate for the Project.

Anglin Civil, the low bidder for the project, has previously performed a number of projects within the City of Novi. The bonding company listed in the Statement of Qualifications has an AM Best rating that exceeds the minimum requirements.

We recommend award of contract for the contract work to Anglin Civil. for $768,417.19. The amount bid for Inspection (Crew Days) is not included in the award amount.

Please feel free to contact me if you need anything else or wish to discuss the project.

Sincerely,

Sean Kelsch, P.E.
Project Manager

cc: Mark Koskinen, AECOM

AECOM Corporation
39575 Lewis Drive, Suite 400
Novi, Michigan 48377
Tel: 248.204.5900
Fax: 248.204.5901

City of Novi
Novi Drainage Improvement Package
Reconstruction
Tabulation of Bids
Bid Opening: 11/19/2025

Item No.	Item Description	Unit	Total Bid Quantity	Engineers Estimate		Anglin Civil, LLC		M-K Construction	
				Unit Price	Total Bid Cost	Unit Price	Total Bid Cost	Unit Price	Total Bid Cost
1	Mobilization (10%) - Orchard Hills	LSUM	1	$52,959.50	$52,959.50	$ 38,000.00	$ 38,000.00	$ 166,115.60	$ 166,115.60
2	Pre-Construction Audio-Visual - Orchard Hills	LSUM	1	$ 3,000.00	$3,000.00	$ 1,500.00	$ 1,500.00	$ 21,463.00	$ 21,463.00
3	Erosion Control, Gravel Access Approach - Orchard Hills	LSUM	1	$ 3,000.00	$3,000.00	$ 6,138.65	$ 6,138.65	$ 154,073.12	$ 154,073.12
4	Erosion Control, Silt Fence	Ft	1,800	$ 4.00	$7,200.00	$ 2.49	$ 4,482.00	$ 2.75	$ 4,950.00
5	Erosion Control, Turbidity Curtain, Deep	Ft	1,500	$ 15.00	$22,500.00	$ 19.59	$ 29,385.00	$ 23.31	$ 34,965.00
6	Retrofit Steel Grate, West	Ea	1	$ 15,000.00	$15,000.00	$ 5,808.00	$ 5,808.00	$ 29,413.35	$ 29,413.35
7	Culv End Sect, Salv, 30 inch or less	Ea	2	$ 1,250.00	$2,500.00	$ 4,008.00	$ 8,016.00	$ 402.89	$ 805.78
8	Culv End Sect, Footing	Ea	4	$ 1,200.00	$4,800.00	$ 2,202.75	$ 8,811.00	$ 1,273.28	$ 5,093.12
9	Sewer, Rem, Less than 24 inch	Ft	24	$ 30.00	$720.00	$ 98.50	$ 2,364.00	$ 251.86	$ 6,044.64
10	Roch Access Berm	LSUM	1	$ 9,500.00	$9,500.00	$ 5,662.48	$ 5,662.48	$ 4,543.12	$ 4,543.12
11	V-Notch	LSUM	1	$ 1,500.00	$1,500.00	$ 4,008.00	$ 4,008.00	$ 805.78	$ 805.78
12	Excavation, Earth, Orchard Hills	Cyd	2,765	$ 60.00	$165,900.00	$ 149.33	$ 412,897.45	$ 205.58	$ 568,428.70
13	3 x 1 Aggregate	Cyd	655	$ 80.00	$52,400.00	$ 58.44	$ 38,278.20	$ 110.19	$ 72,174.45
14	Retrofit Steel Grate, East	Ea	1	$ 10,000.00	$10,000.00	$ 5,808.00	$ 5,808.00	$ 58,465.60	$ 58,465.60
15	Furnish and Install 18" Slide Gate	Ea	1	$ 20,000.00	$20,000.00	$ 7,008.00	$ 7,008.00	$ 51,392.48	$ 51,392.48
16	Sewer, Cl A, 18 inch, Tr Det A	Ft	16	$ 125.00	$2,000.00	$ 338.96	$ 5,423.36	$ 337.57	$ 5,401.12
17	Culv End Sect, Salv, over 30 inch	Ea	1.00	$ 1,500.00	$1,500.00	$ 4,368.24	$ 4,368.24	$ 805.78	$ 805.78
18	Culv, End, Rem, 24 inch to 48 inch	Ea	1	$ 1,000.00	$1,000.00	$ 4,008.00	$ 4,008.00	$ 2,417.34	$ 2,417.34
19	Culv End Sect, Conc, 24 inch	Ea	1	$ 1,500.00	$1,500.00	$ 5,183.59	$ 5,183.59	$ 821.70	$ 821.70
20	Grading, Basin	Syd	3,265	$ 55.00	$179,575.00	$ 6.13	$ 20,014.45	$ 13.96	$ 45,579.40
21	Chemical Contingency Management Plan	LSUM	1	$ 1,000.00	$1,000.00	$ 600.00	$ 600.00	$ 75,000.00	$ 75,000.00
22	Chemical Absorbing Booms, Furn	Ft	100	$ 50.00	$5,000.00	$ 26.33	$ 2,633.00	$ 38.50	$ 3,850.00
23	Chemical Absorbing Booms, Oper	Ft	100	$ 50.00	$5,000.00	$ 80.16	$ 8,016.00	$ 76.62	$ 7,662.00
24	Surface Restoration - Orchard Hills	LSUM	1	$ 5,000.00	$5,000.00	$ 36,841.62	$ 36,841.62	$ 33,869.36	$ 33,869.36
25	Maintenance of Traffic - Orchard Hills	LSUM	1	$ 10,000.00	$10,000.00	$ 5,000.00	$ 5,000.00	$ 6,446.24	$ 6,446.24
27	Mobilization (10%) - Leavenworth	LSUM	1	$ 8,850.00	$8,850.00	$ 8,000.00	$ 8,000.00	$ 36,115.60	$ 36,115.60
28	Pre-Construction Audio-Visual - Leavenworth	LSUM	1	$ 2,000.00	$2,000.00	$ 1,000.00	$ 1,000.00	$ 21,353.00	$ 21,353.00
29	Erosion Control, Gravel Access Approach - Leavenworth	LSUM	1	$ 3,000.00	$3,000.00	$ 6,138.65	$ 6,138.65	$ 104,433.12	$ 104,433.12
30	Erosion Control, Silt Fence	Ft	650	$ 4.00	$2,600.00	$ 2.93	$ 1,904.50	$ 2.54	$ 1,651.00
31	Erosion Control, Inlet Protection, Fabric Drop	Ea	5	$ 200.00	$1,000.00	$ 243.02	$ 1,215.10	$ 105.60	$ 528.00
32	Excavation, Earth, Leavenworth	Cyd	200	$ 95.00	$19,000.00	$ 197.94	$ 39,588.00	$ 271.92	$ 54,384.00
33	Sewer Bulkhead, 42 inch, Temp	Ea	1	$ 7,500.00	$7,500.00	$ 3,813.60	$ 3,813.60	$ 14,102.48	$ 14,102.48
34	Culv End Sect, Salv, Over 30 inch	Ea	1	$ 2,000.00	$2,000.00	$ 2,004.00	$ 2,004.00	$ 2,900.81	$ 2,900.81
35	Culv End Sect, Footing	Ea	1	$ 1,200.00	$1,200.00	$ 3,187.20	$ 3,187.20	$ 13,700.92	$ 13,700.92
36	Sewer, 24 inch to 48 inch, Salv and Replace	Ft	8	$ 650.00	$5,200.00	$ 501.00	$ 4,008.00	$ 1,007.23	$ 8,057.84
37	Surface Restoration - Leavenworth	LSUM	1	$ 15,000.00	$15,000.00	$ 24,803.10	$ 24,803.10	$ 45,738.73	$ 45,738.73
38	Maintenance of Traffic - Leavenworth	LSUM	1	$ 30,000.00	$30,000.00	$ 2,500.00	$ 2,500.00	$ 6,446.24	$ 6,446.24
	Construction Subtotal				$679,904.50		$768,417.19		$1,669,998.42
26	Crew Days - Orchard Hills	Day	30	$ 800.00	$24,000.00	90	$ 72,000.00	79	$ 63,200.00
39	Crew Days - Leavenworth	Day	10	$ 800.00	$8,000.00	15	$ 12,000.00	24	$ 19,200.00
	Total Construction Cost				**$711,904.50**		$852,417.19		$1,752,398.42
					Award Amount (Excludes Crew Days)		**$768,417.19**		

indicates corrected entry

BID
for
NOVI DRAINAGE IMPROVEMENT PACKAGE

Bid of Anglin Civil, LLC hereinafter called Bidder, organized and existing under the laws of or a resident of the State of Michigan, doing business as a Limited Liability Company*.
Insert as applicable: "a corporation", "a partnership" or "an individual".

TO THE CITY OF NOVI, MICHIGAN, hereinafter called OWNER:

The undersigned as Bidder hereby declares: that this Bid is made in good faith without fraud or collusion with any person or persons bidding on the same Contract; that the Bidder has read and examined the Advertisement for Bids, Instructions to Bidders, Bid, General Conditions, Supplementary Conditions, Agreement, Forms of Bond, Specifications and Drawings, as prepared by the ENGINEER, and understands all of the same; that the Bidder of its representative has made personal investigation at the site and has become fully familiar with regard to the conditions to be met in the execution of this Contract, and the undersigned proposes to furnish all labor, materials, tools, power, transportation, and construction equipment necessary for the construction of the Project and performing related work in full accordance with the aforesaid Contract Documents, including any and all Addenda officially issued, their receipt of which is hereby acknowledged:

Addendum No.	Addendum Date
1	11/14/2025
2	11/17/2025

The Contract will be awarded to the lowest responsive, responsible Bidder based on the unit prices for all Work specified.

All unit prices, with the exception of items to be paid for as Lump Sum, must be the same throughout all work locations. If submitted bids do not do this, the lowest submitted price for a given item will be used for all locations.

The Bidder agrees to complete the Project for the following unit prices:

Item No.	Item Description	Qty	Unit	Unit Price	Total Price
ORCHARD HILLS DETENTION BASINS					
1	Mobilization (10% max.) – Orchard Hills	1	LS	$38,000.00	$38,000.00
2	Pre-Construction Audio-Visual – Orchard Hills	1	LS	$ 1,500.00	$ 1,500.00
3	Erosion Control, Gravel Access Approach – Orchard Hills	1	LS	$ 6,138.65	$ 6,138.65
4	Erosion Control, Silt Fence	1,800	Ft	$ 2.49	$ 4,482.00
5	Erosion Control, Turbidity Curtain, Deep	1,500	Ft	$ 19.59	$ 29,385.00

6	Retrofit Steel Grate, West	1	Ea	$ 5,808.00	$ 5,808.00
7	Culv End Sect, Salv, 30 inch or less	2	Ea	$ 4,008.00	$ 8,016.00
8	Culv End Sect, Footing	4	Ea	$ 2,202.75	$ 8,811.00
9	Sewer, Rem, Less than 24 inch	24	Ft	$ 98.50	$ 2,364.00
10	Rock Access Berm	1	LS	$ 5,662.48	$ 5,662.48
11	V-Notch	1	LS	$ 4,008.00	$ 4,008.00
12	Excavation, Earth, Orchard Hills	2,765	Cyd	$ 149.33	$ 412,897.45
13	3 x 1 Aggregate	655	Cyd	$ 58.44	$ 38,278.20
14	Retrofit Steel Grate, East	1	Ea	$ 5,808.00	$ 5,808.00
15	Furnish and Install 18" Slide Gate	1	Ea	$ 7,008.00	$ 7,008.00
16	Sewer, Cl A, 18 inch, Tr Det A	16	Ft	$ 338.96	$ 5,423.36
17	Culv End Sect, Salv, over 30 inch	1	Ea	$ 4,368.24	$ 4,368.24
18	Culv, End, Rem, 24 inch to 48 inch	1	Ea	$ 4,008.00	$ 4,008.00
19	Culv End Sect, Conc, 24 inch	1	Ea	$ 5,183.59	$ 5,183.59
20	Grading, Basin	3,265	Syd	$ 6.13	$ 20,014.45
21	Chemical Contingency Management Plan	1	LS	$ 600.00	$ 600.00
22	Chemical Absorbing Booms, Furn	100	Ft	$ 26.33	$ 2,633.00
23	Chemical Absorbing Booms, Oper	100	Ft	$ 80.16	$ 8,016.00
24	Surface Restoration – Orchard Hills	1	LS	$ 36,841.62	$ 36,841.62
25	Maintenance of Traffic – Orchard Hills	1	LS	$ 5,000.00	$ 5,000.00
26	Orchard Hills Crew Days	90	Day	$800.00	$ 72,000.00
LEAVENWORTH DETENTION BASIN					
27	Mobilization (10% Max) – Leavenworth	1	LS	$ 8,000.00	$ 8,000.00
28	Pre-Construction Audio-Visual – Leavenworth	1	LS	$ 1,000.00	$ 1,000.00
29	Erosion Control, Gravel Access Approach – Leavenworth	1	LS	$ 6,138.65	$ 6,138.65
30	Erosion Control, Silt Fence	650	Ft	$ 2.93	$ 1,904.50
31	Erosion Control, Inlet Protection, Fabric Drop	5	Ea	$ 243.02	$ 1,215.10
32	Excavation, Earth, Leavenworth	200	Cyd	$ 197.94	$ 39,588.00

33	Sewer Bulkhead, 42 inch, Temp	1	Ea	$ 3,813.60	$ 3,813.60
34	Culv End Sect, Salv, Over 30 inch	1	Ea	$ 2,004.00	$ 2,004.00
35	Culv End Sect, Footing	1	Ea	$ 3,187.20	$ 3,187.20
36	Sewer, 24 inch to 48 inch, Salv and Replace	8	Ft	$ 501.00	$ 4,008.00
37	Surface Restoration - Leavenworth	1	LS	$ 24,803.10	$ 24,803.10
38	Maintenance of Traffic – Leavenworth	1	LS	$ 2,500.00	$ 2,500.00
39	Leavenworth Crew Days	15	Day	$800.00	$ 12,000.00
			TOTAL BID PRICE:		$ 852,417.19

If the foregoing Bid shall be accepted by the OWNER, the undersigned agrees to enter into the attached form of Agreement within ten (10) days after receiving notice of such acceptance, will furnish the OWNER satisfactory bonds and certificates of insurance coverage, and will complete the Project, at the price and within the time stated in this Bid.

The undersigned further agrees that if the foregoing Bid shall be accepted, work will commence immediately after the Contract has been awarded, the Agreement executed, and a Notice to Proceed received.

All work at the Orchard Hills Basin must be completed by April 30, 2026.

Substantial completion of Leavenworth Basin must be within 45 days of starting work. Substantial completion may be no later than May 31, 2026. Final completion must be within 14 calendar days of substantial completion with a final date no later than June 14, 2026.

The undersigned attaches hereto its Bid security, as required by the Advertisement for Bids and Instructions to Bidders. The undersigned agrees that in case it shall fail to fulfill its obligations under the foregoing Bid, and/or shall fail to furnish bonds, as specified, the OWNER may, at its option determine that the undersigned has abandoned its rights and interests in such Contract and that its Bid security accompanying its Bid; has been forfeited to the said OWNER, but otherwise the Bid security shall be returned to the undersigned upon the execution of the Contract and the acceptance of the bonds.

The undersigned also agrees that for each and every calendar day that he may be in default of Substantial Completion of the Work, within the time specified in this Bid, the OWNER will suffer a damage of one thousand dollars ($1,000) per day for Orchard Hills work and eight hundred dollars ($800) per day for Leavenworth Basin work, and said OWNER shall be compensated therefore at the rate as liquidated damages in accordance with the Agreement.

In submitting this Bid, it is understood that the right is reserved by the OWNER to accept any bid, to reject any or all Bids, and to waive irregularities in bidding in the interest of the OWNER.

Novi Drainage Improvement Package

SUBMITTED on November 19th, 2025
Date*

13000 Newburgh Road
Street*

Livonia, Michigan 48150
City, State, ZIP*

(734) 748-0200
Telephone Number*

n/a
Facsimile Number*

*Typed or printed in ink.

BY: Anglin Civil, LLC
Name of Bidder*

Signature

Nick Wineka - Controller
Name and Title of Signatory*

CITY OF NOVI CITY COUNCIL
DECEMBER 1, 2025

SUBJECT: Consideration of awarding engineering design services to OHM Advisors for the 2026 and 2027 Neighborhood Road Program (NRP) in the amount of $318,500.

SUBMITTING DEPARTMENT: Department of Public Works, Engineering Division

KEY HIGHLIGHTS:

- The Neighborhood Road Program (NRP) is designed and bid as a two-year contract.
- The program will focus on asphalt roads with some concrete capital preventative maintenance (CPM) included.
- Street segments will be determined during design.
- Program total budget ~$10M for 2026/27.

FINANCIAL IMPACT

	FY 2025/26
EXPENDITURE REQUIRED	**$ 318,500.00**
NRP 2025 Design **203-449.30-974.260** **Capital Preventative Maintenance 2025** **203-449.30-973.026**	**$225,000.00** **$1,000,000.00**
APPROPRIATION REQUIRED	**$ 0**
FUND BALANCE IMPACT	**$ 0**

BACKGROUND INFORMATION:

Every two years, the City works with one of its consultants to evaluate and prioritize residential streets for the NRP. Based on staff field observations, resident feedback and surface ratings (PASER), residential streets are selected for reconstruction or rehabilitation. Engineering consultant, OHM, will be assisting City staff to develop engineering design plans for the 2026 and 2027 Neighborhood Road Program.

Like previous years, the plans will be bid as a two-year contract to reduce overall costs by broadening the project scope. A two-year contract also lowers the overall effort of engineering services needed and allows for selection and prioritization of streets over multiple years. Specific streets and repair methods will be determined during the design phase. Preliminary evaluations have found the City's concrete streets to be in better condition than its asphalt streets. Therefore, this NRP will focus primarily on asphalt streets. A portion of the project will use capital preventative maintenance instead of reconstruction to extend the life of selected concrete streets.

OHM prepared a scope of services for the design of the 2026-27 NRP. The attached proposal outlines the detailed scope of services. The design fee will be $318,500, which is modified from the City's consultant fee table. Per the fee schedule design for this project would be $441,000 (4.5% x $9.8 million). Based on the size and scope of the project, OHM is reducing the fee to 3.25%, or $318,500.

The fee derivation is based on the following construction estimate breakdown:

Asphalt program (2 years)	$ 7,800,000.00 x 3.25% =	$ 253,500.00
11 Mile to Grand River	$ 2,000,000.00 x 3.25% =	$ 65,000.00
	Total	**$ 318,500.00**

Design will begin immediately after the award with construction expected to start in July 2026.

RECOMMENDED ACTION: Approval to award engineering design services to OHM Advisors for the 2026 and 2027 Neighborhood Road Program (NRP) in the amount of $318,500.

November 24, 2025

Mr. Jeffrey Herczeg
Director of Public Works
City of Novi - Department of Public Works
26300 Lee BeGole Drive
Novi, MI 48375

RE: Scope of Design Engineering Services
2026 – 2027 Neighborhood Road Program

Dear Mr. Herczeg:

Per your request, the following outlines our proposed scope of services and fee to perform design engineering, for the above referenced project. This summary includes our project understanding, proposed scope of work, assumptions, schedule, and fee.

PROJECT UNDERSTANDING

It is our understanding that the City of Novi plans to continue its annual neighborhood road program. The roads selected, yet to be finalized for the 2026 and 2027 program are based on City budgeted funds and recommendations from DPW staff, as well as Road Reports prepared by OHM and the City. Given the current state of asphalt roads ratings compared to concrete roads, we have been directed to focus on only asphalt roads for this program. As usual, the determination of which roads are being reconstructed or rehabilitated is based upon on a balance of the best fix for each individual road and cost efficiencies looking at the overall road program.

Given the scale of the project, the design plans for the proposed work will be prepared in an abbreviated format when compared to traditional full road plans. Topographic survey work is proposed for all the selected streets within the sidewalk or right-of-way, whichever is lesser. Additional focus will be placed on intersections where pedestrian facilities will need to be updated to be in compliance with ADA standards, roadway sections where a full reconstruct is anticipated, or areas where significant curb repair or drainage improvements are required.

SCOPE OF SERVICES

The following outlines our work plan to accomplish the scope of services for this project as noted above:

- Continue meeting with the City to discuss road selection, project approach, and schedule.
- Notify all known utility agencies through the MISS DIG system of the proposed work within the project limits, checking for conflicts and coordinate relocations as needed.
- Complete topographic survey collection of the selected roadways and pre-determined areas of additional focus.
- Perform a site review to identify elements that are sensitive to project which includes driveway locations, access issues, geometric deficiencies, drainage features, and utility facilities within the project area.
- Coordinate with the Geotechnical Engineer to develop typical pavement sections for the project locations.
- Prepare technical specifications entailing materials, equipment, and labor necessary to perform the work.
- Compute preliminary quantities and prepare Engineer's Opinion of Probable Construction Cost.

OHM Advisors®
2365 PONTIAC RD, SUITE 201
AUBURN HILLS, MICHIGAN 48326
T 248.751.3100
F 248.287.4201
OHM-Advisors.com

- Attend two meetings with the City to review the contract documents and address any requested revisions.
- Assist the City with coordination of utilities found in the area that may have impacts during construction.
- Coordinate with City staff and other interested parties to prepare a Construction Work Zone plan.
- Prepare proposed preliminary schedule for work including the construction start, substantial completion, and final completion dates.
- Prepare design plans, specifications, and bidding documents.
- If required, assist the City with advertising and soliciting bids, printing and distributing bidding documents to interested bidders, tabulate and review the bids, check contractor references and provide a recommendation of the award of the project construction to a qualified contractor.

SCHEDULE

The following outlines our anticipated schedule milestones related to the main tasks of the described work:

- Base Plans – February 2026
- Final Plans – April 2026
- Prepare Plans and Specifications for Bid – June 2026
- Anticipated Construction Start – July 2026

Note: if the City can expend funds prior to the 2026 Fiscal Year starting July 1, OHM can look to expedite the project schedule.

FEE

Per the fee schedule in the Civil Engineering Consulting Services Agreement between the City and OHM Advisors, the fee for this project would be a minimum of $441,000 (4.5% x $9.8 million). Based on the size and scope of the project, we propose reducing this fee to 3.25%. This results in a proposed lump sum fee to perform the work as outlined in this scope of services of three hundred eighteen thousand and five hundred dollars ($318,500.00). The fee derivation is based on the following breakdown:

Asphalt Program (2 yrs.)	$ 7,800,000.00	3.25%	$ 253,500.00
Capital Preventative Maintenance (2 yrs.)	$ 2,000,000.00	3.25%	$ 65,000.00
Total			**$ 318,500.00**

Thank you for the opportunity to be of service. If you have any questions or require additional information, please contact us. We look forward to continuing our work with you on this project.

Sincerely,
OHM Advisors

Timothy J. Juidici, P.E.
Principal-in-Charge

cc: Ben Croy, Rebecca Runkel, Aaron Staup (City)
Alex Parent (OHM)

Authorization to Proceed

Signature Date

Printed Name Title

OHM Advisors®
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REGULAR MEETING OF THE COUNCIL OF THE CITY OF NOVI
MONDAY, NOVEMBER 17, 2025, AT 7:00 P.M.

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

PLEDGE OF ALLEGIANCE

ROLL CALL: Mayor Fischer, Council Members Casey, Gurumurthy, Heintz, Martinez, Smith, Staudt

ALSO PRESENT: Victor Cardenas, City Manager
Danielle Mahoney, Assistant City Manager
Tom Schultz, City Attorney

APPROVAL OF AGENDA:

CM 25-11-138 Moved by Casey, seconded by Smith; MOTION CARRIED: 7-0

To approve the agenda as presented.

Roll call vote on CM 25-11-138 **Yeas: Casey, Gurumurthy, Heintz, Martinez, Smith, Staudt, Fischer**
Nays: None

APPOINTMENT OF MAYOR PRO TEM:

Mayor Fischer said it was his pleasure and honor to appoint Member Casey as Mayor Pro Tem for the next two years.

PUBLIC HEARINGS: None

PRESENTATIONS: **None**

CITY MANAGER REPORT: None

ATTORNEY REPORT: None

AUDIENCE COMMENTS:

Mary Angela Winter said she wanted to make Council aware that she applied for Election Commission. She found out the interviews are on December 1st, but she will be out of the country. She wanted to let them know she is very interested in it and will follow up with written comments for them.

CONSENT AGENDA REMOVALS AND APPROVALS:

CM 25-11-139 Moved by Casey, seconded by Smith; MOTION CARRIED: 7-0

To approve the Consent Agenda as presented.

A. Approve Minutes of:
October 21, 2025 - Regular Meeting

B. Approval of the final payment to LGC Global, Inc. for the Novi Road/13 Mile Road PCCP Water Main Repair project, in the amount of $87,101.82, plus interest earned on retainage.

C. Approval of Traffic Controls Order 25-32 through 25-46 for various regulatory signs for Oberlin Boulevard, Oberlin Court, Tennyson Court, Wembley Drive, and Isabella Way within the Oberlin subdivision.

D. Consideration of a special land use request for service of alcoholic beverages at Ardiana's Restaurant located at 41602 W 10 Mile Road, Novi, MI 48375.

E. Consideration of a special land use request for service of alcoholic beverages at Jayaksha LLC (DBA: Amruth Royal Cuisine) at 30750 Beck Rd, Novi, MI 48377.

F. Consideration of a special land use request for service of alcoholic beverages at Seven York Inc. (DBA: The Dancing Pine) 42738 Grand River Avenue, Novi, MI 48375.

G. Approval of the second reading of Ordinance Amendment 25-196 to establish consistent starting and ending dates for Boards and Commissions, and approval of the related Resolution.

H. Approval of the final contract for HED/BRW for Design and Engineering Services Contract for the new Public Safety Facilities.

I. Approval of claims and warrants – Warrant 1191

Roll call vote on CM 25-11-139 **Yeas: Casey, Gurumurthy, Heintz, Martinez, Smith, Staudt, Fischer**
Nays: None

MATTERS FOR COUNCIL ACTION:

1. **Approval to award services to ICC-IMS through the TXShare cooperative purchasing program, in the amount of $101,865 to perform a road condition survey of the City's roads.**

City Manager Cardenas said the incarnation of this for sidewalks was very popular and that Council thought it was a very innovative idea. He clarified by saying that this will not be an autonomous vehicle like an autonomous golf cart. Rather, this will be a vehicle that will have technology to catalog our roads and the condition of them. There will be someone driving the vehicles. They will be very safe.

Mayor Pro Tem Casey asked if this would replace Paser, the current road rating system. City Manager Cardenas said that the Paser rating will still be used. Instead of having a person do it, where there might be some discrepancies, it will be the same kind of system that will come up with a Paser score.

Mayor Pro Tem Casey thanked City Manager Cardenas and acknowledged Director Herczeg's support from the back of the room. She agreed that it is innovative technology. She supported the idea that it is not subjective, like the Paser system can be where humans are doing the visualization and scoring. She said the new technology can help us look under the surface and see the base of how the road is built. This information can help us better understand what kind of construction and repair needs there are. She congratulated the staff for figuring this out.

CM 25-11-140 Moved by Casey, seconded by Smith: MOTION CARRIED: 7-0

Approval to award services to ICC-IMS through the TXShare cooperative purchasing program, in the amount of $101,865 to perform a road condition survey of the City's roads.

Member Gurumurthy said she is excited to see the use of technology being used to make things more efficient. She asked what the basis for selecting the 245 miles was. She requested to see a map of where the technology will be used to conduct the survey. City Manager Cardenas said they can provide a map to Council. Member Gurumurthy asked if it is a smaller subset of the overall miles. City Manager Cardenas said yes, that they do a portion of the city each year. They do different sections of the city. He will make sure they have the map and provide the information to Council. Member Gurumurthy asked if this will be a one-time thing where the information will be collected or if this will be something they will be doing on a frequent basis. She stated that the data might be obsolete by the time we do anything. City Manager Cardenas said he believed this is part of our normal process and that things have been done "by hand." This would replace that by utilizing AI to help catalog the data. This will be a continuous process where they will evaluate different parts of the city to get the Paser rating that will be used to create a road construction program. She asked if this will be an annual thing. He said it is good for 2-3 years.

Mayor Fischer asked if it makes sense to do the whole city all at once if we are outsourcing this to another company. He invited Director Jeff Herczeg to come to the microphone to help clarify. He said there is a lot of interest in how the cycle of how these work. Director Herczeg said the whole city will be done with this project and then, depending on the data, they will repeat it every two to three years. This will replace the Paser. The information they get can be translated into a Paser rating. It won't be as costly every two to three years. The structural piece they are doing this time could last for five to ten years and will make the future projects less expensive. The next time they do the rating, it will be more like $50,000. Mayor Fischer clarified that the 245 miles is the entire area. Director Herczeg added that the 245 miles doesn't include lane miles.

Member Smith asked Director Herczeg if there was data, or a way to interpret the data, to find out if there are problems in an area that we don't know about and that may need to be addressed first and pull it up. Director Herczeg said that's one advantage of the structural piece that we have not had before. It might help minimize Geotech or eliminate it altogether in certain spaces, but we don't know yet. They're very happy with the sidewalk information because they have a living platform. GIS created a dashboard for them that's simple to use. They're hoping they can repeat that with the road information. They expect it to be better than what they've ever had from doing Paser.

Roll call vote on CM 25-11-140 **Yeas: Heintz, Martinez, Smith, Staudt, Fischer, Casey, Gurumurthy**
Nays: None

2. Approval to purchase six 2026 Police Explorer Interceptor Hybrid vehicles and related upfits/decals in the amount of $439,848.

CM 25-11-141 **Moved by Casey, seconded by Gurumurthy: MOTION CARRIED 7-0**

Approval to purchase six 2026 Police Explorer Interceptor Hybrids from Lunghamer Ford through the MiDeal Cooperative purchasing contract, and required upfits and decals for service, to be completed at a later date by Canfield Equipment, Graphik Concepts, or another authorized vendor, in the total amount of $439,848.38.

Roll call vote on CM 25-11-141 **Yeas: Martinez, Smith, Staudt, Fischer, Casey, Gurumurthy, Heintz**
Nays: None

3. Consideration of a request from Chubby Cattle Novi, LLC (DBA: Chubby Cattle Waygyu Shabu House) for a special land use request for service of alcoholic beverages and for a new Class C quota license to be located at 42768 Grand River Ave, Novi, MI 48375 and Agreement on the Prohibition on Profiteering by Class C Liquor License Holders.

City Manager Cardenas said they have two quota licenses left. The location is in the Sakura development, and the applicant was there to answer and address any questions Council had.

David Draper, Attorney for Eric Mai, thanked everyone and congratulated the newly elected members. Mr. Draper said that Chubby Cattle just had its soft opening, sans alcohol, and is doing really well according to social media. He said it's a high-end concept that has a membership or tier where you can get different types of shabu shabu and high-end wagyu beef, hot pot so-to-speak. The alcohol soju and sake will compliment this perfectly. They requested a quota liquor license be applied to this location.

Eric Mai said they opened the Chubby Cattle Wagyu Shabu House one week ago. He said he wants to bring the most authentic Shabu Shabu to Novi, to be a part of the community to build Novi downtown to be a destination for families and friends from all over the state. He said the past couple of days, they have had customers from Lansing, Grand Rapids and Detroit—places that are two hours away. He said he is happy there is so much interest in it. He requested the liquor license because it will complete the full, serviceable experience. It will help financially a lot. It will be key to help them provide the best quality Wagyu experience.

Mr. Draper said Mr. Mai wants to meet his mother's high standards, that he's going to put out the best product or he'll hear about it from his mother. He said Mr. Mai has had great training and that his staff has had great training. This restaurant chain is part of a larger group of nearly 50 restaurants in the U.S. He has a great group the fall back on. They have come to train the staff here and he has sent staff to train out west with them. He said this will be a wonderful addition to the dining experience in Novi.

CM 25-11-142 **Moved by Smith, seconded by Casey: MOTION CARRIED 7-0**

Approval of a special land use request for service of alcoholic beverages and for a new Class C quota license at Chubby Cattle Novi, LLC (DBA: Chubby Cattle Waygyu Shabu House) at 42768 Grand River Ave, Novi, MI 48375, The addition of The Chubby Cattle will complement the area and provide residents with a dining option which will foster or generate economic development or growth within the new Sakura Novi Development, in a manner consistent with the city's policies. The applicant appears to qualify for a license under the City's ordinance. It also meets the requirements of Section 4.89 of the Zoning Ordinance because

1. The proposed establishment will promote the City's economic development goals and objectives, and will be consistent with the City's master plan and zoning ordinance.

2. Given the character, location , development trends and other aspects of the area in which the proposed use or change in use is requested, it is demonstrated that the use will provide a service, product, or function that is not presently available within the City and that is unique to the City and is in character with the new Sakura Novi Development and will be an asset to the area.

3. The use or change in use as constructed and operated by the applicant is compatible with the area in which it will be located, since it is a new restaurant that is consistent with the theme of the Sakura Novi Development, and will not have any appreciable negative secondary effects on the area, such as:

- **a. Vehicular and pedestrian traffic, particularly during late night or early morning hours, that might disturb the area residents.**

b. Noise, odors, or lights that emanate beyond the site's boundaries onto property in the area on which there are residential dwellings.
c. Excessive number of persons gathering outside the establishment.
d. Peak hours of use that add to congestion or other negative effects in the neighborhood.
e. Fighting, brawling, outside urination or other behavior that can accompany intoxication.

Mayor Fischer said he had the opportunity to briefly walk through the place during a grand opening. He said it's a very unique concept and met all of the criteria for our application.

Mr. Mai invited Mayor Fischer and all of Council to go to the restaurant. He said they are doing a soft opening right now, making sure the staff and kitchen are well-trained before he officially invites them so they will have a great experience when they come.

Roll call vote on CM 25-11-142 **Yeas: Smith, Staudt, Fischer, Casey, Gurumurthy, Heintz, Martinez**
Nays: None

4. Consider a contract with Christman Construction to serve as the City's construction manager for the 2025 Public Safety Bond Facilities project, in the amount not to exceed $4,821,079. Final form of the agreement is subject to review and final approval by the City Attorney and City Manager

Mayor Fischer turned the time over to City Manager Cardenas. City Manager Cardenas said this is second of the big decisions to make with respect to the approved 2025 bond and public safety buildings. Similar to the architect and engineering contract, there were four very qualified companies who bid on the contract. In the end, the consultant, Plante Moran, RealPoint Staff and the Finance Administration Committee found that Christman is the best equipped to handle this project. The team they have put together has significant experience. It is a team that will have just completed a $175 million dollar campus project for the City of Lansing with similar police and fire buildings. They have also worked on an airport in Grand Rapids to several of the State of Michigan facilities. They also have a half a billion-dollar project going on right now with the University of Michigan.

Christman did not list a fee associated with this project to maintain a $25 million umbrella policy where other companies require as much as $100,000 to maintain that coverage. Considering all of these things—their prior work, the costs associated, and the team that was brought forward, it was a consensus that Christman is the right fit to oversee the construction of our buildings. He said representatives from Plante Moran and RealPoint were there to help answer any questions.

Mayor Fischer said, as the Chair of the Finance Committee, everything City Manager Cardenas said was a good summary of the findings of the staff, Plante Moran, our representatives and the people on the Finance Committee. The experience Christman brings is second to none. He thanked both firms, called them both "fantastic" and said that it was a hard decision—especially after interviewing them, but they had chosen to go with Christman.

CM 25-11-143 **Moved by Casey, seconded by Martinez: MOTION CARRIED 7-0**

Approval of a contract with Christman Construction to serve as the City's construction manager for the 2025 Public Safety Bond Facilities project, in the amount not to exceed $4,821,079. Final form of the agreement is subject to review and final approval by the City Attorney and City Manager.

Member Martinez said he was impressed that Christman had the support of other local businesses such as the Novi Community School District. He believed having a single, coordinated construction manager working on the projects across the city can help the Novi residents get "the most bang for their buck" even on the projects that we don't oversee. He appreciated the information that was provided and for the Finance Committee making the information digestible to someone "drinking out of a fire hose" at their first Council meeting.

Member Gurumurthy said she'd like to see the overall plan for things like public safety agenda items. She'd like to see the milestones to see if we are on track with finding the construction, etc. She said she would like to see the milestones laid out so we can see how things are progressing moving forward.

City Manager Cardenas said the Finance Administration Committee has tasked Plante Moran and RealPoint with this and they are devising it right now with input from the Mayor Pro Tem and Member Staudt. It will be coming forth to Council soon.

Roll call vote on CM 25-11-143 **Yeas: Staudt, Fischer, Casey, Gurumurthy, Heintz, Martinez, Smith**
Nays: None

5. Consideration of tentative approval of The Grove PRO to rezone from Office Service Technology to Low Density Multiple Family with a Planned Rezoning Overlay. The applicant is proposing to develop a 232-unit multiple-family townhome development.

City Manager Cardenas said this was Council's second time having input in this proposed development. Last December was the first time. This is a different incarnation of Council, but they heard Council's comments at that time. Based on those comments, the developer reduced the number of units from 438 to the new, currently proposed number of 232. All the units are now for sale townhome units with over 50% having to option to have a primary bedroom on the ground level to accommodate aging in place. This

comes to Council with a positive recommendation in place from the Planning Commission. The developer was there to answer any questions.

Mayor Fischer turned Council's attention to the developer.

Gary Shapiro, Ivanhoe Company, said he enjoys working with Novi which he has been doing for over 25 years. He said he's quite proud of this project. He said they knew about it 25 years ago, but it started three and a half years ago when the City worked out a new Master Plan. He said Trinity, who they were acquiring the land from, had planned to build a hospital there, but when they realized that this was an environmentally sensitive piece, they got Ivanhoe involved. The end result of the plan is that 47% of the property is conservation easements and open. He said they listened to what Council had said, they went back to the Planning Commission, reduced the amount of units, reduced the zoning so there's minimal variances, and, he said, they enhanced the public benefits to a great degree. He said it's a well-thought-out plan for The Grove and the remaining property. He said they had the opportunity to plan for the future, to disclose to the home owner what's coming. He said on the corner, GMX zoning could be anything. It could be a trophy property to encourage someone to come on. He said Council asked them to enhance their public benefits and they did so by developing a park on the northeast corner of the property to which they are allowing public access. There will be a mile trail for the public to go. Currently, it is only a quarter mile from the Beacon Hill Park at 12 Mile and Meadowbrook. With this new plan, cyclists and walkers will have a longer path. He said they agreed to put the infrastructure over the Trinity property to enhance both the park and the bus stop. He said there are a multitude of enhancements.

Mr. Shapiro introduced Brad Strader, a municipal planner, with whom he has worked on over 25 projects. He said Mr. Strader works with very few developers and Mr. Shapiro is proud to have him as part of the team. Mr. Shapiro turned to Mr. Strader to walk through the changes for those that weren't at the last meeting. He said he'd be available to answer any questions after Mr. Strader's comments.

Mr. Strader said he represents Cincar Consulting and he thanked Council for listening to them. He said since their last visit to Council on December 16, 2024, they have been working really hard to incorporate a lot of things Council, the Planning Commission, staff and consultants had recommended. This is why it has taken almost a year to come back to Council. They had a unanimous recommendation from the Planning Commission, and they wanted to highlight that those changes have been incorporated into their new plan. He said City Manager Cardenas and Mr. Shapiro covered a lot of that, but he wanted to point out a few things. Mr. Strader said for the for sale units, they got rid of the carports and replaced them with garages. They made a lot of changes to the wetland mitigation that will happen on site. He commented that this is pretty rare in his experience working in communities and working with Gary Shapiro. There were a lot of questions from the Planning Commission and Council about the corner parcel. They are working with Trinity and mitigating some of their wetland impacts as well. He said he believes it has been very well coordinated. He referenced Senior Planner Lindsay Bell's report and said they reduced the deviations to ones that staff and the Planning Commission

supported. He said they now meet the architectural standards. He said Council was generally positive, but there was a big list of things they wanted them to change, and he believed they made all of those changes.

Mr. Strader said Mr. Shapiro looks broadly at what's going on when he's working on a project and pays attention to planning. He looked at the commercial that's in the area within walking, biking or e-biking distance. This project will add population to the market area which will support the master plan and the businesses that are in the area. He said they also looked at the different types of residential going on in the area. When they investigated the market further, they realized it was more for owner-occupied housing instead of rental, just as the Planning Commission and Council had said. They came to the same conclusion and that's one of the reasons they made a lot of changes. Mr. Strader rhetorically asked why OST was not appropriate. This was zoned and planned OST for many years, but the wetland regulations, both at the city and state levels, have changed. He guessed that Trinity probably didn't know how much wetland is on the site. He said that if you look at trying to force an OST-type use on this very challenging parcel with all the environmental features, it really wouldn't work for OST. They concluded that they needed to look at mixed use or residential. They had market consultants who said really, this is a place for attached residential because of the fingering and the layering of the wetlands that are out there. They also worked with the Master Plan Committee. He referenced a map from the Master Plan and it calls The Grove parcel one of the transformation sites within the city, which means it's an area where there has been change. For years it was planned for OST without really investigating all the environmental features. Trinity didn't really investigate it, but the Master Plan calls for this as a transformative piece and it called for mixed use residential with offices, OST, but also different kinds of residential. We think we very well fit within the City's Master Plan.

Mr. Strader said there were questions that Council and the Planning Commission had about the corner parcel. They've worked with Trinity to keep out 7.6 acres for a future OST use. He presented a list of the different types of uses that are appropriate for the corner because it's more developable than the rest of the site. The Planning Commission had some concerns that people could move into the residential part of this project and not be aware of what's going to happen at the Trinity parcel. He said they've clearly identified that these types of uses can happen in the future on the corner parcel. It will be added to the condominium documents so that when someone comes into the development and buys a condo, it will be very clear that that variety of uses will be allowed on the corner parcel. He said he thinks a key feature is the Public/Private Open Space & Pathways Plan. They've got about one third of the site that will be open space or about two and a half times the amount of open space that's required by city ordinance. That was partly because of the characteristics of the site. There is a variety of pedestrian pathways consistent with the Novi and multimodal plan. They've got sidewalks and different types of trails. They've got a wider, eight-foot pathway connecting Meadowbrook and 12 Mile. Along the MDOT wetland area is a pathway that will now be public, and people can go out and enjoy the views of the wetland that is hidden from the M-5 connector. They're extending the sidewalk along the Trinity parcel, even though it's off-site, they'll be extending that to make their development much more

accessible to the Beacon Hill trailhead that they worked on years ago on the north side of 12 Mile. This will make a connection between their new open space and the trailhead at Beacon Hill Park.

Mr. Strader spoke about the "Park/Recreation Area" and said that this is just a sampling of some of the amenities that will be offered in the open space areas. There are pocket parks and potentially a pickleball court. City staff put in there that if it's a pickleball court, they will need to do a noise analysis. They work a lot with communities, and they know this can be an issue. In this case, the pickleball would be planned as part of the development so people will be very aware of it when they move in. They'll have playscapes, picnic areas, bike racks and so forth. They'll be adding a bike rack at the new public bus stop as well. He spoke about the four distinct villages and explained this was just a couple of renderings. One of the things the Planning Commission and Council were concerned with was the views from Meadowbrook. They have this big, open space in the middle with lots of landscaping and most of the development will be hidden from Meadowbrook. He spoke about the MDOT wetland abutting the development and said there will be a trail along there that will let people, public and residents enjoy the views of the trail. He said there are four different villages and each one will be unique in terms of its architecture and style. One thing that was very important to the Planning Commission and Council was having these first-floor units appeal to seniors. They had to work with the architects to revise the interior drawings so we could accommodate that. There's some variation in the types of units and about 80% of the units abut open space.

Mr. Strader said they've worked on the PRO benefits, including the 12 Mile open space park Beacon Hill Park improvements which is an offsite improvement. It's important to them, too, because they were the owners of Beacon Hill. They want to get the commercial along 12 Mile activated. They think adding additional benefits or amenities to the Beacon Hill Trailhead Park would be important. He said regarding the bus stops, they have worked with SMART to move the bus stop that is on 12 Mile Road to be by their site entrance. They believe they will get more riders from this development. This will also give people more access to use SMART to go to employment centers or shopping. This will be an advantage to residents on the north side of 12 Mile as well as residents of this development. It will also benefit Trinity Health in the future. He said they are going to have a conservation easement for the wetlands, which will be part of the development agreement or the PRO agreement. He added that they have benefits such as the diversity of housing types, flexible floor plans, and the four different villages.

Mr. Strader said traffic is always a big issue in Novi. By going from OST to this type of development and lowering our density by almost 50%, they are about 80% less traffic than the typical OST users. That's about a 40% drop from the plan they presented 11 months ago. He ended by stating they still believe that OST is not appropriate for this site. The Planning Commission also agreed with that. They believe their design is consistent with the environmental features of this area and consistent with the development going on in the area. They would be adding population to the residential or commercial market. HE said they've worked hard with Council and the Planning Commission, staff and

consultants to nestle this development into this challenging site. He thanked Senior Planner Lindsay Bell and all the staff for their tireless effort.

Mayor Pro Tem Casey said she had a question that was not specific to the development. She said they talk a lot about wanting to see new units that are "senior friendly," with first-floor living where the owner suite is on the first floor. They say that a lot, the Planning Commission says that a lot. It's in our Master Plan now and is a focus of what we'd like to see coming in. She asked if there were any benefits to a developer to building units or houses where all of the bedrooms are on the second floor versus having the owner suite on the first floor and then the extra bedrooms up on the second floor. She asked if there is any cost differential or any economic benefit to doing that or, in the end, are the costs equal regardless of where the developer puts the owner suite. Mr. Shapiro answered that the difficulty in offering first-floor master suites is that they take up too much floor space so you get much less density. The frustration developers all have is attainability, and townhouses provide more cost attainability. A townhouse can be skinnier because you've got the living areas and the kitchen going up. He gets asked this question in a lot of communities where people ask why they don't build nice, wide ranches with the kitchen looking out and the bedrooms down the hall. The problem is the density gets cut in half and with the price of land, development costs are not going down. There are costs to build roads and infrastructure. There are costs of going through the various environmental commissions and dealing with the details. All these things bring the cost up. It's very difficult to do it. In this case, we've made it attainable. We've said that up to half of these units could be first-floor masters. A lot of people are going to choose to have their bedrooms upstairs because it'll be the price. Design-wise, the skinnier the unit, the smaller the floor template and the impervious surfaces, the more cost-effective it is.

Mayor Pro Tem Casey said that answered her question perfectly. She had assumed as much, but she thanked him for giving her the official, appropriate answer. She then wanted to ask more development-specific questions. She told him she is very pleased with how the development has changed since the first time they saw him. She appreciates the reduction in density as well as the focus on trying to protect the natural features. She said that obviously, they will have to take down some trees, and they will have an impact of some measure on the wetlands, but she appreciates the changes to the design to minimize the amount of trees that will need to be taken down and the impact on the wetlands. She also appreciates that they simplified the number of variances and aligned them with staff's approval because that matters to her. When staff says they are supportive of a deviation, she will generally support them. Mayor Pro Tem Casey said that when you look at the number of units that have been laid out that are going to be with the first-floor owner suite, she is so appreciative that Ivanhoe heard them and made the change. She said she assumed it was about 100 units. She asked to see the renderings up on the screen. She said the way they're all laid out, they look like ranch units on the end and the two-story units in the middle. She asked if perspective buyers could choose the owner-suite floor plan for the middle units. Mr. Shapiro said they will offer the units. For the units that are 30' wide, people can pick a first-floor master suite or a ranch. They may not buy any of these ranches. They may buy just the first floor. If you look at more of the detail on the plan, the 24' wide envelopes fit the townhouses

and the 30' pick the master suite. It's designed for flexibility. That's one really nice thing about this community. We can offer it to the public. They may all want townhouses. We have made the provision and committed to building not more than 232 units which provides the ability for them to choose. We'll start off with one village and go from there. The width of the envelope dictates the opportunity to get a first-floor master.

Mayor Pro Tem Casey thanked him and said they had an Older Adult Needs Committee that was active a couple of years ago. One of the greatest pieces of feedback that they heard was from people who live in Novi in a big family home and would like to move into something smaller and, in many instances, have everything on one floor. There wasn't that kind of inventory in Novi. They were staying in their big homes because they weren't ready to go into assisted living or into a senior living facility. Her hypothesis is that this new development will meet a pretty significant need for residents in Novi who want to move into units that are smaller, but still high quality. She said she believes that with this design and plan, they are starting to fill a need. Mayor Pro Tem Casey asked what they might be listing these units for. Mr. Shapiro said they don't know yet, but guessed that they will be priced in the high $500,000-$600,000 and maybe more, depending on the options. Mayor Pro Tem Casey said having a ballpark number was helpful, understanding that they are in the early stages. She said the benefits they listed are absolutely true public benefits. She really hopes that as a community, they put in some public art in the Beacon Hill project. She mentioned that last time. Regarding the shared pathway that runs from 12 Mile through the development, she didn't think it is a true public benefit. She didn't know how many people would take that path to cut through the neighborhood versus going around it. She thinks they would need to put a lot of signage up to let people know about it. She believes everything else they offer should be considered a public benefit. She asked Planner Bell about the screening between the development on the north, the Trinity property, and the south. Will it all be accomplished on this property or will the Trinity property need to add screening? Does anything down to the south need screening as well? Planner Bell said she believes that Trinity will need to provide some screening. They are preserving some trees and planting additional buffer trees. She asked Mr. Shapiro if they know about the grading there. Mr. Shapiro said the project is designed to save the trees. The elevation is approximately the same. They earmark or tag all the trees they can save. They are putting in three rows of elaborate trees. They want it so they'll be buffered well between the properties. There is a large amount of natural vegetation that runs about halfway up and all the way around. Three quarters of the site is buffered by natural vegetation and then they'll plant hundreds of trees. Planner Bell said that the setbacks on the Trinity piece would potentially allow a lot more of the existing vegetation to remain. It would depend on how that site is designed, but there is potential for that. There are a couple rows of planting on the south side. If additional development came in to the Meadowbrook Corporate Park, there may need to be additional screening, but it is substantial on that side.

Mayor Pro Tem Casey said municipalities, in general, will need to take a firmer look at pickleball courts and the noise that is created when people play pickleball. Within the PRO, if the ordinance is kept as is, and there are no changes in the ordinances regarding pickleball, and the development gets built, what happens if the ordinance gets

changed. Does the development get grandfathered in? She says she knows she's asking a hypothetical question, but it is a conversation that comes up with residents who are concerned about pickleball courts. Birmingham was a prime example of a community that had a lot of challenges with pickleball, specifically the noise. City Attorney Schultz said it depends on what ordinance you design and adopt whether you provide for some nonconformity, grandfathering in or whatever. Now is a better time to plan for that. If there's something we can do now design-wise to mitigate that, we'd be better off talking about that now. We may be able to put something into the agreement that talks about them cooperating with the City to meet ordinance requirements as best they can. Mayor Pro Tem Casey thanked City Attorney Schultz, said that she ceded that thought and said she appreciated his time.

Member Smith said he appreciated reading the proposal that said what Ivanhoe is building and why they want to build it. He said that was helpful for him. He appreciated how Ivanhoe identified and disclosed what might happen on the Trinity parcel to any of your future owners. He said that will prevent headaches for everyone involved later. He agreed with all of the questions his colleague asked. He really appreciated the preservation aspect of this project, of cutting down the number of units and improving or saving more greenspace, more wetlands and mitigating the wetlands on site. He said we can tell the water where to go, but it doesn't necessarily want to go there, so it's good to do it close by. Member Smith said there is some flexibility when you build these buildings with different floor plans that the buyers can buy. He appreciated what Ivanhoe talked about with environmental aspects like having the in-garage car charger wiring all present. He said the bike storage is great because he thinks a lot of people will be biking through this development. He asked if the developer would go further. For example, if a resident or a potential resident came up and said they're interested in solar, could they prep the roof for solar and/or install solar as you're building it. He also asked about in-ground heat exchangers. He said he likes the on-demand hot water and he considers that to be a good savings. He asked if Ivanhoe would consider adding a recirculation system so a resident can reduce the amount of time and the amount of water they waste waiting for water to get hot in a far-off tap. He asked if that would be an option or if are things pretty much decided as far as floor plans go. Mr. Shapiro said they selected a list which is in the proposal of the items they will be providing. They will provide the electrical for solar to be added and the prepping for the add-ons to be added, but they don't provide those as options for their for-sale program. Member Smith commented that that would be a hard part after the building is built. Mr. Shapiro said they haven't seen a large demand for it. He said we all want it, but it's fighting back and forth between attainability to offer it as a standard feature. Member Smith said he's glad to see the things they did put in there. He thinks that was forward thinking. He said there are 252 tree credits they'll be replacing on site. He asked how many that left to go into the tree fund. Mr. Shapiro said he didn't have those numbers on hand, but that it's quite a substantial number in the hundreds of thousands of dollars. Planner Bell said this would all be refined in the site approval process, but the preliminary number right now is they would require 3,143 tree credits, then subtract the 250 from that. Member Smith thanked her. He said overall, the plan is very well researched and is forward thinking and that he plans on supporting it.

Member Heintz thanked Ivanhoe for really listening to City Council and the staff. He said it's great to see that adjustments that were made including the amount of open space, the wetlands mitigation done on site and so forth. He asked about the park on the northeast corner off of 12 Mile. He wanted to know if there will be any parking spaces or availability to the park for nonresidents to be able to use the space. Mr. Shapiro said no, it's really a passive, quiet park. He said they added a substantial amount of bike racks and benches. That park connects to the Beacon Hill park less than a quarter mile away where there is parking. It's driven to the walkability and bicycling tenor of what you like in Novi. There is no parking at that location. Member Heintz said that you have Novi residents who are trying to walk through that trail. He said he assumes that there would be opportunity, within the development area, to park in the street in order to use that space. Mr. Shapiro said they can park at Beacon Hill or just come off the trail. He said they're at the major thoroughfare of the MDOT trail which goes down Meadowbrook and 12 Mile Road. Beacon Hill Park does have parking spaces not far away, but it'll be more driven to walkability and cycling. Member Heintz said he lives just two miles south of there and he could see a large interest in trying to look for pockets of nature, to get in there and appreciate it. He believes other residents would agree with that and that making it accessible to anyone would be a great look. He appreciated the different aspects that are already included. He also appreciated the sustainability design features they included. He also appreciated the city staff having a specific summary in the executive summary about all they have done to make the sustainable design features straight up and apparent. He said it is very nicely done. He said it shows the importance of that for them as well.

Member Heintz said it has been mentioned to him that there are lots of different pieces such as road impact assessments and different features and what would be the impact about trying to plan the development. He asked if there is the potential or the possibility for future development proposals to also incorporate school district impacts about the number of new families that would be in an area and how that would potentially be factored in to school districts in this area. City Manager Cardenas said that with any new development, it is a part of the conversations that he has with the superintendent in their regular meetings. It's contingent on the developer to determine the number of families that will be a part of that new development. He said he's not sure if there is a ratio that they use to figure that out. Some of the developments are more catered toward aging in place. He doesn't know if there is an algorithm they can use to determine how many families will be moving in. Depending on where the development is, we would be in contact with our friends at South Lyon, Walled Lake and Northville schools. That is something that our Planning Department has been keeping track of. When something gets approved, it's not necessarily built such as The Bond or Sakura. We need to keep them engaged on whether it's approved and when it is going to be built. Member Heintz said whenever they could have that be a piece of things, that would be helpful, especially in the case of trying to decide if there is any more room for kids, etc.

Member Martinez said that although he was not sitting up there the first time this came before Council, he had the opportunity to get caught up on the original proposal. He said he remembered ten, maybe twelve years ago, the City had a presentation on

placemaking, making sure the City had room for everybody at all stages of life. He said the Mayor Pro Tem "knocked it out of the park" with her questions of the developer. A need had been identified. He said "placemaking" has a loaded connotation where people don't know exactly what it means, but from his vantage point, this appears to be placemaking at its finest. He said he appreciated the thought that went into this, the variety of housing and how the density is now appropriate for that area. He said he believed that it was in the Walled Lake School District and that was confirmed. He said he agreed with Member Heintz that, to the extent that they're able to, he'd like to get some feedback from the district as to how or whether this is even something they can quantify in terms of how it may affect their tax base. He believed there is some data they can get there, but that is a conversation for another day. He thought the project offered enough public benefit that he felt like he could support it.

Member Gurumurthy said she echoed the comments that had been shared. She appreciated the extensive collaboration that has happened since the last meeting. This new plan reduced the number of units from 438 to 232 and it offers opportunities for seniors to purchase the units. She appreciated the environmental sustainability and how it clearly stated all of the different energy efficient and best practice designs. That was very helpful as were the deviations that were reduced from 16 to 7. As the zoning was originally OST, the building would have had a much larger impact on the wetlands. She believed this development was much better in that regard, especially because the mitigation can take place on site. Member Gurumurthy said there were no visitor spots provided on the semi-drive north of Elle Parkway. She said she wants to understand that a little bit more and make sure that there are enough spots and that parking is not a problem. She said the notes said to consider allowing parking along one side of 28' wide streets for extra visitor parking, especially on the semi drive north of Elle Parkway. Planner Bell said that would have been a certain stretch of road and the thought was that if there was no parking provided at the parklet in this area, perhaps people could park along the road and walk up. That is where it was suggested. They are not deficient in overall parking, but it was just a thought of how people could get to the park to enjoy it. Member Gurumurthy said that is a great point. She said that if we want the public to come and enjoy the park, she believed it was important to have additional parking as suggested. She requested that to be considered. She said the phased approach is not shown right now, but it would be very beneficial to see that down the road. She asked about the timing of the project. Mr. Shapiro said that if the economy stays good and they get their approvals, it'll take them about six months to engineer it, and they could start after that. The timing will partly depend on the weather and getting their final entitlements from the City of Novi, EGLE, the other municipalities, the road commission and so forth. The goal is to start within the year. Member Gurumurthy confirmed that that would be 2026 and Mr. Shapiro said yes. Member Gurumurthy said they looked at her other comment about an active mobility plan, and she thinks they have done a great job making it a walkable community. She said when she talks to people who are 55 and older, they always say that having sidewalks with benches would be helpful. She asked them to please design the sidewalks that way. She said moving the bus stop is a good idea and she requested that it be covered. Mr. Shapiro said they are working with MDOT on that, but MDOT did not want it to be covered, but they will go with the specifications that they work out with

them. Member Gurumurthy said she would like to request that they consider covering it because she sees people standing there in the winter when she drives down 12 Mile and she believes it would be good if it were covered.

Member Staudt said they checked most of the boxes the Council brought forward eight or ten months ago. He said they seldom have developers who listen to them, so they very much appreciate that Mr. Shapiro listened. His primary question was how long they anticipate that this development will take to build. 12 Mile and Meadowbrook have been inundated with construction there for the past five years. This project will have a lot of construction traffic, and he doesn't want to see that going on for five, six or seven years. Mr. Shapiro said his goal or wish is that it'll be done in two to three years, but it's always predicated on the economy. He believed there is a high demand for this and if the economy holds and they start, he believed they could be done in a three- to four-year period. He said one nice thing about this is there are three access points to it. Each village will be done one at a time or connecting. The construction will be dissipated. There will be construction traffic on Meadowbrook and around, but it is economically driven. Member Staudt said he will not let Mr. Shapiro get away with not giving him an answer on what he believed the price points on these units will be. He said that Mr. Shapiro said $500,000 or the high $500,000s. Mr. Shapiro agreed. Member Staudt said that our experience in Novi is that the high $500,000s turn into low $700,000s. He said he's looking at these units, especially the ranches. He asked if all of the units have sidewalks in front of them. Mr. Shapiro said yes. Member Staudt said they had talked about having all garaged vehicles which he thinks makes a huge difference for the appearance. Member Staudt said he would not support anything that had carports because carports make things look low-end. He said clearly Mr. Shapiro listened because what they are presenting looks attractive and high-end. He congratulated Mr. Shapiro and said they have done everything they need to do to get City Council's approval. He is looking forward to this getting built. Member Staudt asked Mr. Shapiro if they were anticipating having a waiting room outside the owner suite on the main floor. He said as someone who climbs stairs, it's sometimes nice to just sit outside your bedroom and have a place to sit and watch TV as opposed to having to go to the second floor for everything you do. That's something to keep in mind. He's excited to see this project move forward. It's first class. He said he's been here a long time and he's dealt with Mr. Shapiro on other projects that have turned out to be great. He believes this one will be a great one, too.

Mayor Fischer commended Mr. Shapiro and said they have had a couple of developers who have recently gone through the tentative PRO process, taken the feedback and incorporated that and worked hard with staff. He thanked the staff for working so hard and collaborating with Ivanhoe. It makes the process a lot easier when there is discussion back and forth. He thanked Mr. Shapiro for listening to Council. A lot of things have been said about the conservation, the open space, and the lower impact on traffic. He said his big thing was making sure the parcel right on the corner will be marketed and developed at some point in the future. He's happy that Ivanhoe incorporated that. That was very important. The last thing we want is new residents to the City of Novi to come in and think that there are preserved areas and then, suddenly, they feel like we're stabbing them in the back when that was never the intention as a Council.

CM 25-11-144 **Moved by Casey, seconded by Staudt: MOTION CARRIED 7-0**

Tentative indication that Council may approve the request of Ivanhoe Companies for The Grove JZ24-31with Zoning Map Amendment 18.745, to rezone from Office Service Technology (OST) to Low Density Multiple Family (RM-1), subject to a Planned Rezoning Overlay (PRO) Agreement, and corresponding PRO Concept Plan, and direction to the City Attorney to prepare the PRO Agreement including items A through C:

A. **All deviations from the ordinance requirements shall be identified and included in PRO Agreement, including:**

1. **A Zoning Ordinance deviation from Section *3.1.7.D* to reduce the building setbacks from 75 feet to 50 feet along the north, east, and south property lines, *as sufficient screening appears to be proposed.***

2. **A Zoning Ordinance deviation from Sec. 3.8.2.D to revise the required orientation of the buildings from a minimum of 45 degrees in certain locations. This allows for a more uniform site layout with all of the units backing up to open space/wooded areas.**

3. **A Zoning Ordinance deviation from Sec 3.8.2.H to reduce the building separation distance from the calculated formula as shown on the Building Separation Table on Sheet SP-3.6 of the PRO Plan. *This deviation enables the layout of this project to fit within the available space while minimizing wetland and woodland impacts.***

4. **A Zoning Ordinance deviation from Section 5.10 allows for perpendicular parking on the major drives. This deviation is requested due to the impracticality of providing a minor road (defined as less than 600 feet in length) given the site constraints (woodlands, wetlands, and property configuration). *Perpendicular parking for guests is proposed on four Major Drives (Simi Drive, Beckham Drive, Elle Parkway, and Ari Crest) in several locations, where driveways are also proposed. The parking spaces will not cause any more disruption on the roadway than cars that will be backing out of the driveways.***

5. **A Zoning Ordinance deviation from Section 5.10 to allow on-street parking on curves with less than a 230-foot centerline radius. *The deviation is supported as the***

parking spaces will not cause any more disruption on the roadway than cars that will be backing out of the driveways.

6. **A landscape deviation from Section 5.5.3.A.ii to not provide a 4-foot, 6-inch to 6-foot-high landscape berm on a proposed RM-1 district adjacent to an OST district on the east and south side. *This deviation is supported because of topography and the provision of dense landscaping along both property lines.***

7. **A landscape deviation from Section 5.5.3.B.ii for the required greenbelt berm and plantings along 12 Mile and Meadowbrook Road due to the existing natural areas to be preserved, and a heavily landscaped detention basin.**

B. The following conditions shall be requirements of the PRO Agreement:

1. **Preservation of approximately 10 acres of City regulated woodlands and woodland replacements in a conservation easement.**

2. **Preservation of approximately 15.5 acres of City regulated wetlands and wetland mitigation areas in a conservation easement.**

3. **Removal of invasive species within the existing wetlands on site.**

4. **Density shall not exceed 4.2 dwelling units per acre (More limiting than the dwelling units per acre allowed in the RM-1 District).**

5. **Providing the community amenities shown in the PRO Plan.**

6. **As an option, a clubhouse could be placed where the pickleball court and playscape are currently shown. The design of the clubhouse would need to meet Façade ordinance requirements at the time of site plan approval.**

7. **Dedication of 1,650 linear feet of Right of Way on Meadowbrook Road.**

8. **Building height will be limited to 30 feet, which is more limiting than the 35 feet permitted in the RM-1 District.**

9. The traffic improvements as shown on the PRO Plan.

10. If pickleball court(s) are proposed at the time of Preliminary Site Plan submittal, a noise impact statement shall be submitted showing that the activity, with any noise mitigation measures required, will comply with the City's Performance Standards.

11. Sustainable design features will include:
- **a. Pre-wired garages for one 240-volt EV charger.**
- **b. All appliances used within the development must be EnergyStar-rated or applicable equivalent standards.**
- **c. All applicable plumbing fixtures shall be WaterSense labeled or applicable equivalent standard.**
- **d. Building material on the exterior façade of a majority of the exterior elevations are energy-efficient, durable, and low maintenance, including brick and composite siding.**
- **e. Use of energy-efficient glass/glazing.**
- **f. Use of energy-efficient insulation materials.**
- **g. Offer a tankless water heater option.**
- **h. Install smart scheduling technology for sprinklers.**
- **i. Multi-modal non-motorized pathway network and infrastructure as shown on the PRO plan that reduces emissions and promotes pedestrian connectivity with bike/pedestrian friendly streets, and bicycle parking in units throughout the site.**
- **j. Benches will be made with recycled materials will be used throughout the open space areas.**

C. This motion is made because, depending on finalization of an appropriate PRO Agreement, the proposed use of the PRO and RM-1 zoning district can be a reasonable alternative to the General Mixed Use with a Planned Unit Development recommended in the Future Land Use Map, and fulfills the intent of the Master Plan for Land Use, and because of the resulting benefits including:

1. A one-acre park area, accessible to residents and the general public, with pedestrian and bike rest stop area, at the northeast corner of the site along 12 Mile Road. The applicant states a public access easement will be placed over the park area.

2. **A one-mile loop Grove nature area trail, accessible to residents and the general public, that extends from the newly created park area described above, along the east property line of the Property, providing scenic views of the adjacent 30-acre natural wetland area as well as natural features of the Property. The applicant states a public access easement will be placed over the trail area.**

3. **In order to address the impact of additional use of Beacon Hill Park by the new residents and planned access and interconnectivity for Novi residents and Grove Nature Trail, Developer agrees to provide the City with $25,000 to be used by the City at its discretion, for Beacon Hill Park improvements, art, services and/or maintenance.** ***Enhancements of the public trailhead would benefit the overall community.***

4. **Consistent with Novi's mobility plans, over 700 feet of 10-foot-wide pathway/sidewalk, off-site on the south side of 12 Mile Road to create a connection from the existing bike path, located along the east side of Meadowbrook Road, and the new sidewalk being constructed with The Grove.** ***The provision of this missing sidewalk segment enhances connectivity of the project area and benefits the public.***

5. **Relocating the SMART bus stop to the east and enhancing the area with landscaping and seating along 12 Mile Road, which is supported by SMART. Additional bike parking has also been added for a total of 8 spaces. Maintenance and public access agreements would likely be required.** ***This would be considered a benefit to the public.***

6. **Approximately 1/3 of the property will be open space with most of the units abutting or overlooking open space and nature areas (1.65 acres usable open space required, 5.97 acres proposed).** ***Exceeding the Ordinance requirement for usable open space qualifies as an enhancement that could not otherwise be required.***

7. **Consistent with Novi's mobility plans, construct an 8-foot wide shared-use pathway within The Grove to provide pedestrian and bicycle connectivity between Meadowbrook Road and 12 Mile Road.** ***The applicant states a public access easement will be placed over the pathway, so the pathway would be considered a benefit to the public at large.***

8. **Proposed conservation easements protecting approximately 10 acres of woodland and woodland replacement areas and 15.5 acres of wetland and wetland mitigation areas. *The provision of conservation easements to protect the natural features, which represents over 47% of the property, is considered an enhancement that will benefit the public at large.***

9. **Decrease in density from what would be permissible in the RM-1 zoning district (4.2 units per acre proposed, up to 7.3 units per acre permitted), *which is a site-specific limitation that is more strict than would otherwise apply to the zoning district and is considered an enhancement of the project.***

10. **Dedicate right-of-way (60-foot width) along the entire Meadowbrook Road frontage, an approximate length of 2,166 feet. The total land area to be dedicated is approximately 2.5 acres, *which is a benefit in the interest of the public.***

11. **The Façade review notes that the design of the buildings meet or exceed the requirements of the Façade Ordinance, and the high level of character and attention to detail represents an enhancement of the project that would be unlikely in the absence of a PRO.**

12. **The benefits to the City from the proposed multiple family development as proposed outweigh the detriments.**

Roll call vote on CM 25-11-144 **Yeas: Fischer, Casey, Gurumurthy, Heintz, Martinez, Smith, Staudt**
Nays: None

6. Appointment to the Planning Commission.

Mayor Fischer said this was a Mayoral appointment and nominated Sobha Reddi.

CM 25-11-145 **Moved by Casey, seconded by Staudt: MOTION CARRIED 6-1**

Approval of the Appointment of Sobha Reddi to the Planning Commission.

Roll call vote on CM 25-11-145 **Yeas: Casey, Gurumurthy, Heintz, Martinez, Smith, Staudt, Fischer**
Nays: Martinez

7. Consideration of adoption of a resolution authorizing approval of a contract with the Michigan Department of Transportation (MDOT) for the reconstruction and widening of Beck Road between 11 Mile Road and Grand River Avenue, in the amount of $1,118,375.

City Manager Cardenas said this has been a longtime coming and we are really excited about this. This is part of the Federal Grant we received to reconstruct and widen Beck between 11 Mile Road and Grand River Avenue. Initially, the project had planned for a roundabout at the 11 Mile Road and Beck Road intersection, but due to the timing requirements, that will not be included at this time. He gave kudos to Director Herczeg, Ben Croy, and Rebecca Runkel for all their hard work in getting this across the line.

CM 25-11-146 Moved by Casey, seconded by Smith: MOTION CARRIED 7-0

Adoption of a resolution authorizing approval of a contract with the Michigan Department of Transportation (MDOT) to agree to the rights and obligations associated with the reconstruction and widening of Beck Road between 11 Mile Road and Grand River Avenue, with the City of Novi's estimated responsibility for construction in the amount of $1,118,375.

Roll call vote on CM 25-11-146 Yeas: Gurumurthy, Heintz, Martinez, Smith, Staudt, Fischer, Casey
Nays: None

8. Consideration of a resolution authorizing approval of a contract with the Michigan Department of Transportation (MDOT) for a pathway construction between the existing ITC Trail and Bosco Fields Park, for a total project cost of $1,451,000, with a contract cost of $290,980.

City Manager Cardenas said the $290,000 is the obligation we have for this contract and the $1.4 million is the obligation for the construction cost. He added that this has been part of the conversation in the Mobility Committee for quite some time.

Member Staudt said this is one of the things the Walkable Novi Committee envisioned 15 years ago when the City didn't have Bosco. They thought perhaps they could connect the ITC Trail to the Bosco fields someday, and here it is.

CM 25-11-147 Moved by Staudt, seconded by Smith: MOTION CARRIED 7-0

Adoption of a resolution authorizing approval of a contract with the Michigan Department of Transportation (MDOT) for a pathway construction between the existing ITC Trail and Bosco Fields Park, for a total project cost of $1,451,000, with a contract cost of $290,980.

Member Smith said he thought this would be great and will get a lot of traffic coming up. He said having the ITC Trail going into Bosco opens up going further east on 11 Mile. He thanked SEMCOG for increasing the TAP grant to help with the increased cost of the boardwalk. That was an important piece, and he was very appreciative that SEMCOG was able to work with us and get us more money.

Member Gurumurthy said this was a clear item in the Active Mobility Plan and she was very supportive of this. She thanked the City Manager for providing more detail because this was only one piece of the cost. She said when something like this comes up, she wants to see the overall total cost of a project as well as the itemized cost, and where it is budgeted. She said that would be good to have moving forward. She asked when the construction was planned for. City Manager Cardenas said Spring.

Roll call vote on CM 25-11-147 **Yeas: Heintz, Martinez, Smith, Staudt, Fischer, Casey, Gurumurthy**
Nays: None

CONSENT AGENDA REMOVALS: None

AUDIENCE COMMENT: None

COMMITTEE REPORTS: None

MAYOR AND COUNCIL ISSUES:

1. **Appointments to Council Committees.**

Mayor Fischer said he would be working to fold the Consultant Review Committee into the Finance and Administration Committee, so both will consist of Members Fischer, Casey, and Staudt. The Mobility Committee will be Members Staudt, Smith, and Heintz. The Ordinance Review Committee will be Members Fischer, Casey, and Staudt with Heintz as the alternate. The Public Utilities Committee will be Members Gurumurthy, Heintz, and Martinez. The Rules Committee will be Members Fischer, Casey and Staudt. The SEMCOG Liaison will be Member Martinez with Member Heintz as the alternate. The Environmental Sustainability Committee will be Members Smith, Heintz, and Gurumurthy. The Long-Range Strategic Planning Committee will be Members Casey, Smith, and Gurumurthy.

COMMUNICATIONS: None

ADJOURNMENT – There being no further business to come before Council, the meeting was adjourned at 7:35 P.M.

_____
Cortney Hanson, City Clerk

_____
Justin Fischer, Mayor

_____
Transcribed by Diana Charles
Customer Service Representative

Date approved: December 1, 2025

CITY OF NOVI CITY COUNCIL
DECEMBER 1, 2025

SUBJECT: Approval of a Storm Drainage Facility Maintenance Easement Agreement for Primrose Daycare located on the south side of Ten Mile Road, west of Novi Road (parcels 50-22-27-200-089 and 50-22-27-200-088).

SUBMITTING DEPARTMENT: Department of Public Works, Engineering Division

KEY HIGHLIGHTS:

- This Storm Water Management Ordinance requirement details the responsibilities of the property owner to properly maintain privately owned on-site storm water system.

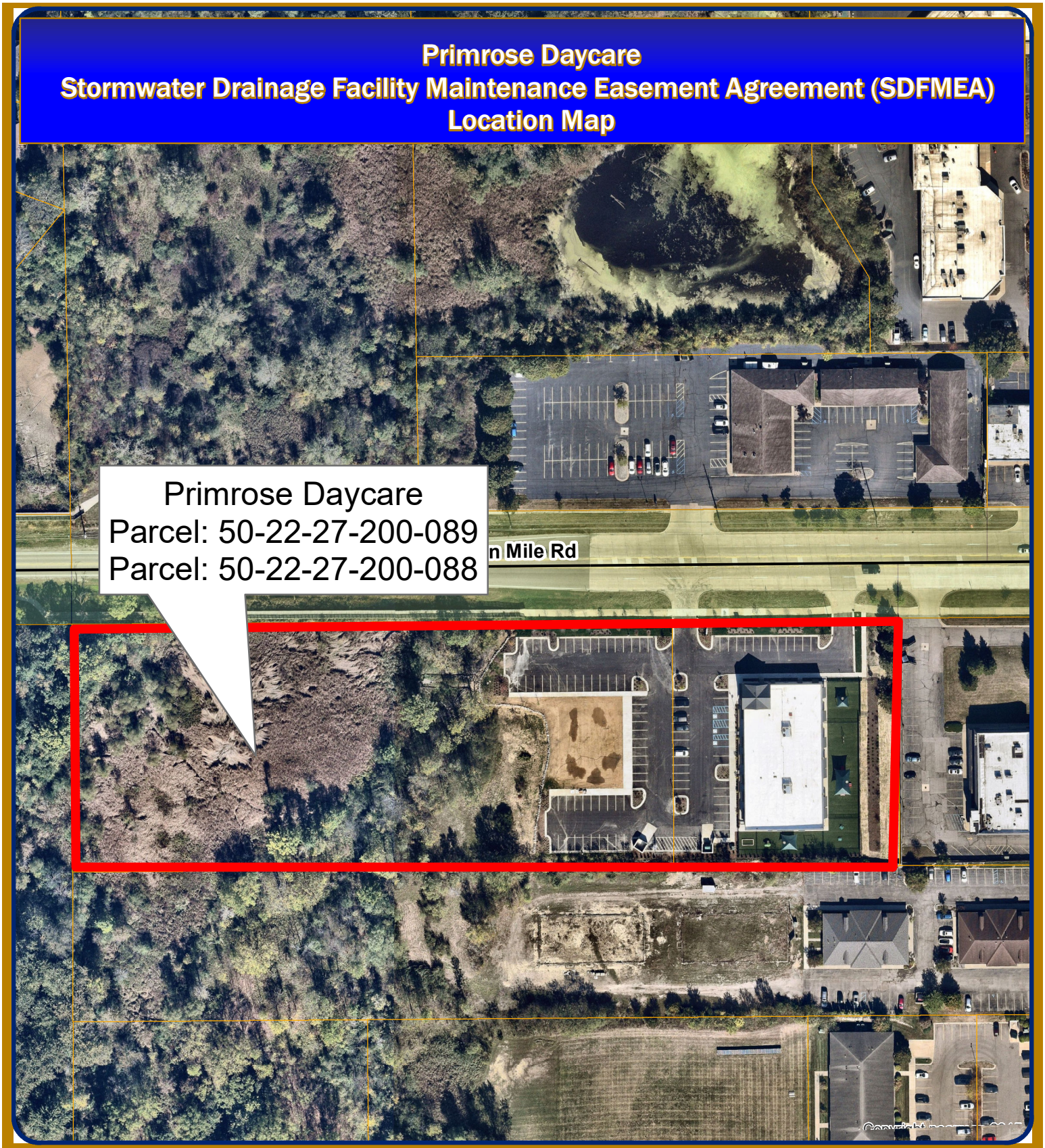
BACKGROUND INFORMATION:

Primrose Daycare is located on the south side of Ten Mile Road, west of Novi Road. Primrose Daycare requests approval of the Storm Drainage Facility Maintenance Easement Agreement (SDFMEA) for the storm water management system associated with the project. The SDFMEA is a Storm Water Management Ordinance requirement and details the responsibilities of the property owner to properly maintain their privately owned on-site underground detention basin, treatment structure and storm sewer.

Spalding DeDecker has inspected the on-site stormwater maintenance system. The inspection approval letter dated September 15, 2025, is attached. The enclosed agreement has been favorably reviewed by the City Attorney (Beth Saarela, September 19, 2025) and the City Engineering consultant (Spalding DeDecker, September 25, 2025) and is recommended for approval.

RECOMMENDED ACTION: Approval of a Storm Drainage Facility Maintenance Easement Agreement for Primrose Daycare located on the south side of Ten Mile Road, west of Novi Road (parcels 50-22-27-200-089 and 50-22-27-200-088).

Primrose Daycare
Stormwater Drainage Facility Maintenance Easement Agreement (SDFMEA)
Location Map



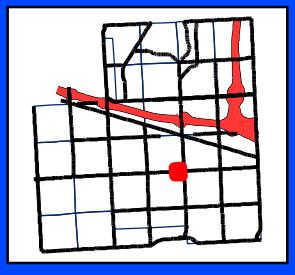
Map Author: Milad Alesmail
Date: 11/17/2025
Project: Primrose Daycare
Version: 1.0

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. Pleased contact the City GIS Manager to confirm source and accuracy information related to this map.

Legend

- Major Roads
- Minor Roads
- Project Location



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

Feet
0 30 60 120 180
1 inch = 142 feet

SPALDING DeDECKER
Engineering & Surveying Excellence since 1954

September 15, 2025

Ms. Milad Alesmail
Project Engineer
Department of Public Services
Field Services Complex – Engineering Division
26300 Lee BeGole Drive
Novi, MI 48375

Re: Primrose Day Care Ph 1
Storm Water Detention System Inspection
Novi SP No.: JSP22-0053
SDA Job No.: NV24-204

Dear Ms. Alesmail:

This letter serves to officially notify you that we have reviewed the status of the storm water detention systems including the storm sewer piping, detention system, and outlet control structures for the above-mentioned project. As a result of this review, we have determined the storm water detention system to be in general conformance with the approved construction plans and recommend a full release of this financial guarantee.

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

Sincerely,

SPALDING DeDECKER

Sydney Waynick
Digitally signed by Sydney Waynick
Date: 2025.09.17 16:09:39-04'00'

Sydney Waynick
Construction Engineer

cc: Sarah Marchioni, City of Novi – Building Project Coordinator
Angela Sosnowski, City of Novi – Bond Coordinator
Scott Roselle, City of Novi – Water and Sewer Asset Manager
Jack Glover, JB Donaldson – Project Manager

ELIZABETH KUDLA SAARELA
esaarela@rsjalaw.com

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

ROSATI | SCHULTZ
JOPPICH | AMTSBUECHLER

September 19, 2025

Ben Croy, City Engineer
City of Novi
Field Services Complex
26300 Lee BeGole Drive
Novi, MI 48375

Re: Primrose Daycare and Swim School JSP22-53
Storm Drainage Facility Maintenance Easement Agreement

Dear Mr. Croy:

We have received and reviewed and enclosed please find the Storm Drainage Facility Maintenance Easement Agreement for storm water drainage facilities serving the Primrose Daycare and Swim School development. The Storm Drainage Facility Maintenance Easement Agreement is in the City's standard format and is acceptable as provided. It applies to both parcels and provides each parcel with storm water cross access over the other parcel. The City's Consulting Engineer has reviewed and approved the attached exhibits. The Agreement appears to be in order and may be placed on an upcoming City Council Agenda for approval. Once approved and executed by the City, the Agreement should be recorded with Oakland County Records by the City Clerk's Office.

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

Very truly yours,

ROSATI SCHULTZ JOPPICH
& AMTSBUECHLER PC

Elizabeth Kudla Saarela

Enclosure

C: Cortney Hanson, Clerk
Charles Boulard, Community Development Director
Lindsay Bell, Planner
Dan Commer, Planner
Diana Shanahan, Planner
Stacy Choi, Planning Assistant
Sarah Marchioni, Community Development Building Project Coordinator
Angie Sosnowski, Community Development Bond Coordinator
Humna Anjum, Project Engineer
Milad Alesmail, Project Engineer
Kate Purpura, Project Engineer
Alyssa Craigie, Administrative Assistant
Taylor Reynolds & Ted Meadows, Spalding DeDecker
Mark Kellenberger, EIH14T mark@814cre.com
Thomas R. Schultz, Esquire

STORM DRAINAGE FACILITY
EASEMENT AND MAINTENANCE AGREEMENT

THIS STORM DRAINAGE FACILITY EASEMENT AND MAINTENANCE AGREEMENT is made this _____day of _____, 2025, by and among EIG14T PRI MI NOVI LLC, a Michigan limited liability company, whose address is 1695 Twelve Mile Road, Suite 100, Berkley, MI 48072 (hereinafter the ("PRI Owner"), EIG14T SS MI NOVI LLC, a Michigan limited liability company, whose address is 1695 Twelve Mile Road, Suite 100, Berkley, MI 48072 (hereinafter the "SS Owner") (PRI Owner and SS Owner are sometimes referred to herein, collectively, as "Owners"), and the CITY OF NOVI, its successors, assigns, or transferees, whose address is 45175 Ten Mile Road, Novi, MI 48375 (hereinafter the "City").

R E C I T A T I O N S:

A. PRI Owner is the owner and developer of a certain parcel of land situated in Section 27 of the City of Novi, Oakland County, Michigan, described on the attached and incorporated **Exhibit A-1** (the "PRI Property"). PRI Owner has received final site plan approval for construction of an early education and childcare development on the Property.

B. SS Owner is the owner and developer of a certain parcel of land situated in Section 27 of the City of Novi, Oakland County, Michigan, located immediately adjacent to the PRI Property, and described on the attached and incorporated **Exhibit A-2** (the "SS Property"). SS Owner intends to seek site plan approval for construction of a swim school development on the Property.

C. The early education and childcare development and the swim school development shall contain certain storm drainage, detention and/or retention facilities, including but not limited to, a detention/sedimentation basin, the use of which shall be shared by the Owners for the collection, conveyance, storage, treatment and/or discharge of storm water from the PRI Property and the SS Property in accordance with all approved plans, and all applicable ordinances, laws and regulations.

NOW THEREFORE, PRI Owner hereby grants to the SS Owner and the SS Owner hereby grants to the PRI Owner, for the benefit of the PRI Property and the SS Property, respectively, a reciprocal, nonexclusive, perpetual storm drainage facilities easement over and across those areas of the PRI Property and the SS Property where approved storm drainage facilities have been or will be installed, along with the right to drain stormwater across the surface of the PRI Property and the SS Property and into such facilities (the "Storm Drainage Easement"). PRI Owner Land and SS Owner hereby establish that the Storm Drainage Easement shall be binding on all heirs, successors, and assigns to the areas of the PRI Property and the SS Property on which the Storm Drainage Easement is located.

PRI Owner and SS Owner hereby covenant and agree that they shall, at their own expense, perpetually preserve, maintain, and repair all storm drainage, detention and retention facilities, including all wetlands which are part of the system, to insure that the same continue to function as intended. The Owners shall establish a regular and systematic program of maintenance (the "Schedule of Maintenance") for such facilities and areas to insure that the physical condition and intended function of such areas and facilities shall be preserved and maintained. The Schedule of Maintenance and the annual estimated costs for maintenance and repairs for the first three (3) years are described in the attached **Exhibit B**. The PRI Owner shall be responsible for the performance of all required maintenance and repairs and shall have the right to be reimbursed by the SS Owner for fifty percent (50%) of the actual cost of performing such maintenance and repairs. The SS Owner shall reimburse the PRI for the SS Owner's fifty percent (50%) share within thirty (30) days after receipt of a written statement itemizing the total cost of such maintenance and repairs.

In the event that the Owners shall at any time fail to carry out the responsibilities specified within this agreement, and/or in the event of a failure to preserve and/or maintain the storm water drainage, detention and retention facilities in reasonable order and condition, the City may serve written notice upon the Owners setting forth the deficiencies in maintenance and/or preservation along with a demand that the deficiencies be cured within a stated reasonable time period, and the date, time and place for a hearing before the City for the purpose of allowing Owners an opportunity to be heard as to why the City should not proceed with the correction of the deficiency or obligation which has not been undertaken or properly fulfilled. At any such hearing, the time for curing and the hearing itself may be extended and/or continued to a date certain. If, following such hearing, the person conducting the hearing shall determine that the obligation has not been fulfilled or failure corrected within the time specified in the notice, as determined by the City in its reasonable discretion, the City shall thereupon have the power and authority, but not the obligation, to enter upon the Property, or cause its agents or contractors to enter the PRI Property and the SS Property through the Ingress/Egress Easement Area as described and depicted in **Exhibit C** and perform such obligation or take such corrective measures as reasonably found by the City to be appropriate or necessary with respect to the detention/sedimentation basin within the Detention/Sedimentation Basin Easement Area described and depicted in **Exhibit D**, for the purposes described above. The cost and expense of making and financing such actions by the City, including notices by the City and reasonable legal fees incurred by the City, plus an administrative fee in an amount equivalent to twenty-five (25%) percent of the total of all such costs and expenses incurred, shall be paid by Owners, who each shall be responsible for fifty percent (50%) thereof, within thirty (30) days of a billing to the Owners. All unpaid amounts may be placed on the delinquent tax roll of the City as to

the PRI and/or the SS Property, and shall accrue interest and penalties, and shall be collected as, and deemed delinquent real property taxes, according to the laws made and provided for the collection of delinquent real property taxes. In the discretion of the City, such costs and expenses may be collected by suit initiated against the Owners, and, in such event, the Owners shall pay all court costs and reasonable attorney fees incurred by the City in connection with such suit.

The Owners, their agents, representatives, successors, and assigns shall defend, indemnify, and hold harmless the City and the City's, elected officials, agents and employees, from any and all costs, claims, suits, actions, losses, damages, or demands, including court costs and attorneys' fees, relating in any way to or arising out of the design, construction, use, inspection, maintenance, repair, or operation (or omissions in such regard) of the storm drainage system which is the subject of this Agreement.

The parties hereto make this Agreement on behalf of themselves, their heirs, successors, assigns and transferees, and hereby warrant that they have the authority and capacity to execute this Agreement and bind the property as described in the terms and conditions of this agreement.

Invalidation of any of these covenants or conditions by Judgment or Court Order shall in no way affect the validity of any other provision which shall remain in full force and effect.

This agreement shall run with the land and be binding upon all owners, their agents, heirs, successors, assigns and transferees.

This instrument is exempt from transfer taxes under MCL 207.505(a) and 207.526(a).

IN WITNESS WHEREOF, Owners have executed this Agreement as of the day and year first above set forth.

[Signatures Appear on Following Pages]

[Signature Page to Storm Drainage Facility Easement and Maintenance Agreement]

PRI OWNER

EIG14T PRI MI NOVI LLC, a
Michigan limited liability company

By: Reed Fenton
Its: Manager

STATE OF MICHIGAN)
) ss.
COUNTY OF OAKLAND)

The foregoing instrument was acknowledged before me this 23rd day of June, 2025, by Reed Fenton, as the Manager of EIG14T PRI MI NOVI LLC.

Mary Jo Marchetti
Notary Public of Michigan
Oakland County
Expires 08/30/2026
Acting in the County of Oakland

Mary Jo Marchetti, Notary Public
Oakland County, Michigan
My Commission Expires: 8/30/2026

SS OWNER:

EIG14T SS MI NOVI LLC, a
Michigan limited liability company

By: Reed Fenton
Its: Manager

STATE OF MICHIGAN)
) ss.
COUNTY OF OAKLAND)

The foregoing instrument was acknowledged before me this 23rd day of June, 2025, by Reed Fenton, as the Manager of EIG14T SS MI NOVI LLC.

Mary Jo Marchetti
Notary Public of Michigan
Oakland County
Expires 08/30/2026
Acting in the County of Oakland

Mary Jo Marchetti, Notary Public
Oakland County, Michigan
My Commission Expires: 8/30/2026

[Signatures Continue on Following Page]

[Signature Page to Storm Drainage Facility Easement and Maintenance Agreement]

CITY OF NOVI
A Municipal Corporation

_____
By:
Its:

STATE OF MICHIGAN)
) ss.
COUNTY OF OAKLAND)

The foregoing instrument was acknowledged before me on this _____day of _____ 2025, by,_____, on behalf of the City of Novi, a Municipal Corporation.

_____
Notary Public
Acting in Oakland County, Michigan
My Commission Expires:_____

Drafted by: Elizabeth Kudla Saarela Johnson, Rosati, Schultz & Joppich, P.C. 27555 Executive Drive, Suite 250 Farmington Hills, MI 48331	And when recorded return to: Cortney Hanson, City Clerk City of Novi 45175 Ten Mile Rd Novi, MI 48375

EXHIBIT A-1

PARCEL LEGAL DESCRIPTION

PARCEL 1: 50-22-27-200-089

Part of the East 1/2 of the Northeast 1/4 Section 27, Town 1 North, Range 8 East, City of Novi, Oakland County, Michigan; Commencing at the Northeast corner of said Section 27; thence along the North line of Section 27 North 89 degrees 33 minutes 00 seconds West 429.00 feet; thence South 00 degrees 20 minutes 00 seconds West 60.00 feet to the Point of Beginning; thence South 00 degrees 20 minutes 00 seconds West 265.77 feet; thence North 89 degrees 33 minutes 00 seconds West 246.59 feet; thence North 00 degrees 20 minutes 00 seconds East 265.77 feet to a point on the Southerly right-of-way line of Ten Mile Road (60-foot wide half right-of-way); thence along said line South 89 degrees 33 minutes 00 seconds East 246.59 feet to the Point of Beginning. Containing 1.504-acres more or less subject to right-of-ways, easements, agreements, and restriction of record if any.

EXHIBIT A-2

PARCEL LEGAL DESCRIPTION

PARCEL 2: 50-22-27-200-088

Part of the East 1/2 of the Northeast 1/4 Section 27, Town 1 North, Range 8 East, City of Novi, Oakland County, Michigan; Commencing at the Northeast corner of said Section 27; thence along the North line of Section 27 North 89 degrees 33 minutes 00 seconds West 675.59 feet; thence South 00 degrees 20 minutes 00 seconds West 60.00 feet to the Point of Beginning; thence South 00 degrees 20 minutes 00 seconds West 265.77 feet; thence North 89 degrees 33 minutes 00 seconds West 657.01 feet; thence North 00 degrees 40 minutes 27 seconds East 265.77 feet to a point on the Southerly right-of-way line of Ten Mile Road (60-foot wide half right-of-way); thence along said line South 89 degrees 33 minutes 00 seconds East 655.43 feet to the Point of Beginning. Containing 4.00-acres more or less subject to right-of-ways, easements, agreements, and restriction of record if any.

EXHIBIT B

MAINTENANCE ACTIVITIES AND ANNUAL COST ESTIMATE - STORM DRAINAGE MAINTENANCE

MAINTENANCE PLAN BUDGET			
TASKS	ANNUAL FREQUENCY	COST PER OCCURENCE	ANNUAL COST
ANNUAL INSPECTION FOR SEDIMENT ACCUMULATION	2	$100.00	$200.00
REMOVAL OF SEIMENT ACCUMULATION IN PRETREATMENT STRUCTURE	2	$500.00	$1,000.00
INSPECT FOR FLOATABLES AND DEBRIS ANNUALLY & AFTER MAJOR STORMS	AS NEEDED	$25.00	$150.00
REMOVAL OF FLOATABLES AND DEBRIS ANNUALLY & AFTER MAJOR STORMS	AS NEEDED	$150.00	$150.00
TOTAL ANNUAL BUDGET			$1,500.00
NOTE: COSTS SHOWN ARE ESTIMATED AND ARE TO BE USED FOR PLANNING AND BUDGETING PURPOSES ONLY. ACTUAL COSTS WILL VARY.			

THE OWNER SHALL MAINTAIN A LOG OF ALL INSPECTION AND MAINTENANCE ACTIVITIES AND MAKE THE LOG AVAILABLE TO CITY PERSONNEL AS NEEDED.

EXHIBIT C

STORM DRAINAGE MAINTENANCE INGRESS & EGRESS EASMENT

A twenty (20) foot wide easement for the purpose of access to maintenance of the underground storm water detention system described as:

Part of the North 10 acres of the East 1/2 of the Northeast 1/4 Section 27, Town 1 North, Range 8 East, City of Novi, Oakland County, Michigan; beginning at a point on the North line of Section 27 distant North 89 degrees 33 minutes 00 seconds West 650.61 feet from the Northeast corner of said Section 27; thence South 00 degrees 27 minutes 00 seconds West, 60.00 feet to the Point of Beginning and the South right-of-way line of West 10 mile Road; thence South 00 degrees 27 minutes 00 seconds West, 29.63 feet; thence North 89 degrees 21 minutes 48 seconds West, 20.00 feet; thence North 00 degrees 27 minutes 00 seconds East, 29.56 feet to the South right-of-way line of West 10 mile Road; thence along said line South 89 degrees 33 minutes 00 seconds East 20.00 feet to the Point of Beginning.

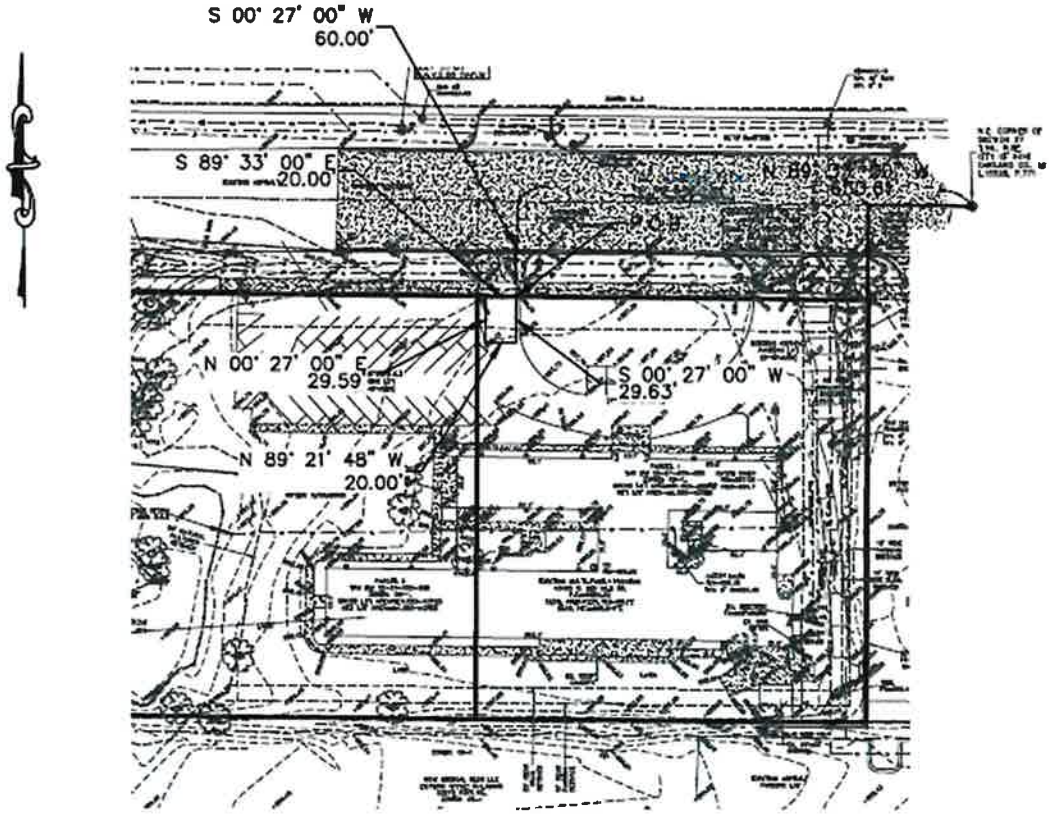
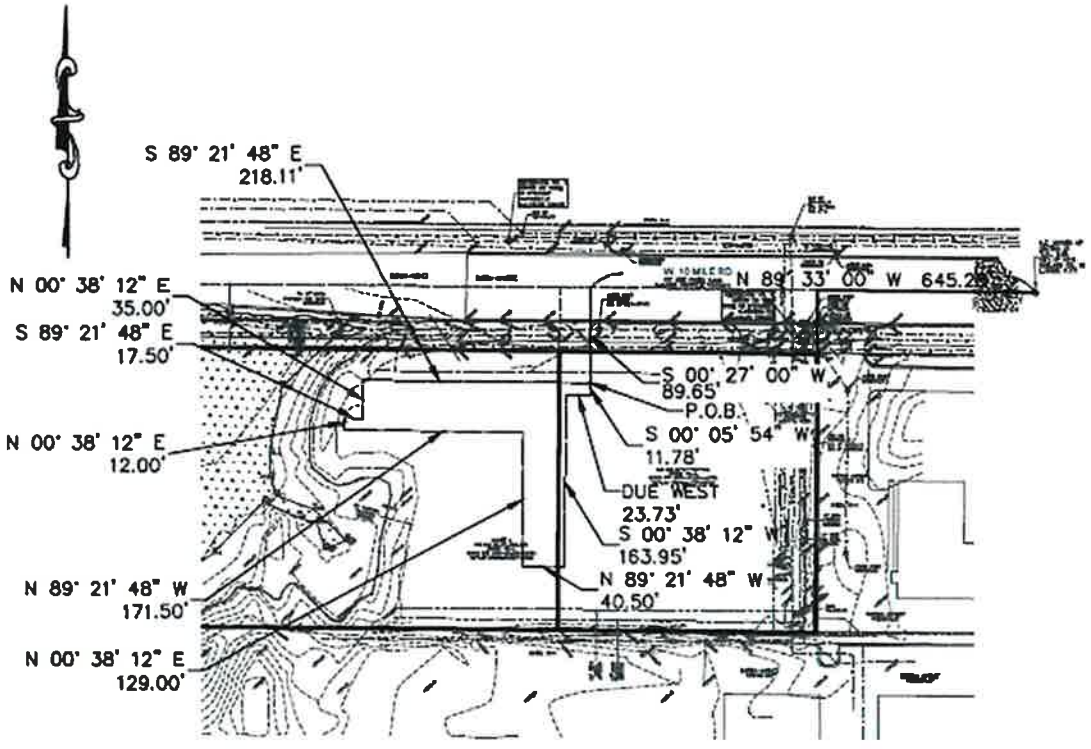


EXHIBIT D

STORM DRAINAGE MAINTENANCE EASEMENT

An easement for the purpose of maintenance of the underground storm water detention system described as:

Part of the North 10 acres of the East 1/2 of the Northeast 1/4 Section 27, Town 1 North, Range 8 East, City of Novi, Oakland County, Michigan; beginning at a point on the North line of Section 27 distant North 89 degrees 33 minutes 00 seconds West, 645.28 feet from the Northeast corner of said Section 27; thence South 00 degrees 27 minutes 00 seconds West, 89.65 feet to the Point of Beginning; thence South 00° 05' 54" W, 11.78 feet; thence Due West, 23.73 feet; thence South 00 degrees 38 minutes 12 seconds West, 163.95 feet; thence North 89 degrees 21 minutes 48 seconds West, 40.50 feet; thence North 00 degrees 38 minutes 12 seconds East, 129.00 feet; thence North 89 degrees 21 minutes 48 seconds West, 171.50 feet; thence North 00 degrees 38 minutes 12 seconds East, 12.00 feet; thence South 89 degrees 21 minutes 48 seconds East, 17.50 feet; thence North 00 degrees 38 minutes 12 seconds East, 35.00 feet; thence South 89 degrees 21 minutes 48 seconds East, 218.11 feet to the Point of Beginning.



CONSENT TO EASEMENT

As the holder of a mortgagee interest in and to the property referenced in the Storm Drainage Facility Easement and Maintenance Agreement, dated June 23, 2025, as shown in the Exhibit A attached hereto and incorporated herein, whereby EIG14T PRI MI NOVI LLC and EIG14T SS MI NOVI LLC grant and convey said easement to the City of Novi, the undersigned hereby evidences its consent to the grant, conveyance, existence and recordation of said easement, which easement is hereby acknowledged and agreed to be superior to the interest of the undersigned and shall bind the undersigned and the heirs, successors and assigns of the undersigned.

IN WITNESS WHEREOF the undersigned has caused its signature to be placed on the 10TH day of September, 2025.

HORIZON BANK

By: _____
Joseph Zayance
Vice President

STATE OF MICHIGAN)
) ss.
COUNTY OF OAKLAND)

The foregoing Consent to Easement was acknowledged before me this 12th day of September, 2025, by Joseph Vayance, the Vice President of Horizon Bank, on its behalf.

_____
Tonya Harris
Notary Public
Acting in Oakland County, MI
My commission expires: 11-21-2026

TONYA HARRIS
Notary Public, State of Michigan
County of Macomb
My Commission Expires Nov. 21, 2026
Acting in the County of Oakland

EXHIBIT A

PARCEL LEGAL DESCRIPTION

PARCEL 1: 50-22-27-200-089

Part of the East 1/2 of the Northeast 1/4 Section 27, Town 1 North, Range 8 East, City of Novi, Oakland County, Michigan; Commencing at the Northeast corner of said Section 27; thence along the North line of Section 27 North 89 degrees 33 minutes 00 seconds West 429.00 feet; thence South 00 degrees 20 minutes 00 seconds West 60.00 feet to the Point of Beginning; thence South 00 degrees 20 minutes 00 seconds West 265.77 feet; thence North 89 degrees 33 minutes 00 seconds West 246.59 feet; thence North 00 degrees 20 minutes 00 seconds East 265.77 feet to a point on the Southerly right-of-way line of Ten Mile Road (60-foot wide half right-of-way); thence along said line South 89 degrees 33 minutes 00 seconds East 246.59 feet to the Point of Beginning. Containing 1.504-acres more or less subject to right-of-ways, easements, agreements, and restriction of record if any.

SPALDING DEDECKER
Engineering & Surveying Excellence since 1954

September 25, 2025

Ben Croy
City of Novi
26300 Lee BeGole Drive
Novi, Michigan 48375

Re: Primrose Daycare and Swim School - Acceptance Documents Review #3
Novi # JSP22-530
SDA Job No. NV24-204
FINAL DOCUMENTS APPROVED

Dear Mr. Croy:

We have reviewed the Acceptance Document Package received by our office on September 24, 2024 against the Final Site Plan (Stamping Set) dated May 1, 2025. We offer the following comments:

Final Acceptance Documents
All documents must be completed using blue/black ink as the County will reject them otherwise.

1. On-Site Water System Easement
(executed 6-23-2025)
Exhibits Approved

2. Storm Drainage Facility / Maintenance Easement Agreement
(executed 9-12-2025)
Exhibits Approved

3. Emergency Access Easement
(executed 9-12-2025)
Exhibits Approved

4. License Agreement for Light Poles
(executed 6-23-2025)
Exhibits Approved

5. Reciprocal Parking & Cross Access Easement
(executed 8-05-2024)
Exhibits Approved

6. Bills of Sale: Water Supply System
EXECUTED – dated 8-22-2025

7. Full Unconditional Waivers of Lien from contractors installing public utilities
EXECUTED – dated 8-25-2025

8. Sworn Statement signed by Developer
EXECUTED – dated 9-15-2025

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 occur once a current title policy is submitted to the City.

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 December 04, 2023 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

Sydney Waynick Digitally signed by Sydney Waynick Date: 2025.09.25 09:57:09-04'00'

Sydney Waynick
Construction Engineer

Cc (via Email): Taylor Reynolds, Spalding DeDecker
Ben Croy, City of Novi
Cortney Hanson, City of Novi
Diana Shanahan, City of Novi
Sarah Marchioni, City of Novi
Humna Anjum, City of Novi
Beth Saarela, Rosati, Schultz, Joppich, Amtsbuechler
Angie Sosnowski, City of Novi
Melissa Morris, City of Novi
Rebecca Runkel, City of Novi
Alyssa Craigie, City of Novi
Barb McBeth, City of Novi
Lindsay Bell, City of Novi
Heather Zeigler, City of Novi
Milad Alesmail, City of Novi
Kate Purpura, City of Novi

CITY OF NOVI CITY COUNCIL
DECEMBER 1, 2025

SUBJECT: Acceptance of a highway easement and a temporary construction easement from the property owner of 26900 Beck Road (parcels 50-22-16-151-012 and 50-22-16-151-010) for the reconstruction and widening of Beck Road between 11 Mile Road and Grand River Avenue, in the amount of $181,000.

SUBMITTING DEPARTMENT: Department of Public Works, Engineering Division

KEY HIGHLIGHTS:

- A highway easement and temporary construction easement are needed for the property to complete the planned Beck Road Reconstruction and Widening project.
- Staff must follow MDOT real estate guidelines when using federal funds.

FINANCIAL IMPACT

	FY 2025/26
EXPENDITURE REQUIRED	**$ 181,000.00**
BUDGET **Major Street Fund 202-449.20-975.226**	**$ 3,806,618.16**
APPROPRIATION REQUIRED	**$ 0**
FUND BALANCE IMPACT	**$ 0**

BACKGROUND INFORMATION:

Beck Road reconstruction and widening between 11 Mile Road and Grand River Avenue is planned to start construction in spring of 2026. For the parcels that make up 26900 Beck Road (parcels 50-22-16-151-012 and 50-22-16-151-010), limited public right-of-way exists. To make the proposed improvements to the road, additional right-of-way is needed. Since the road project is receiving federal funding, staff followed

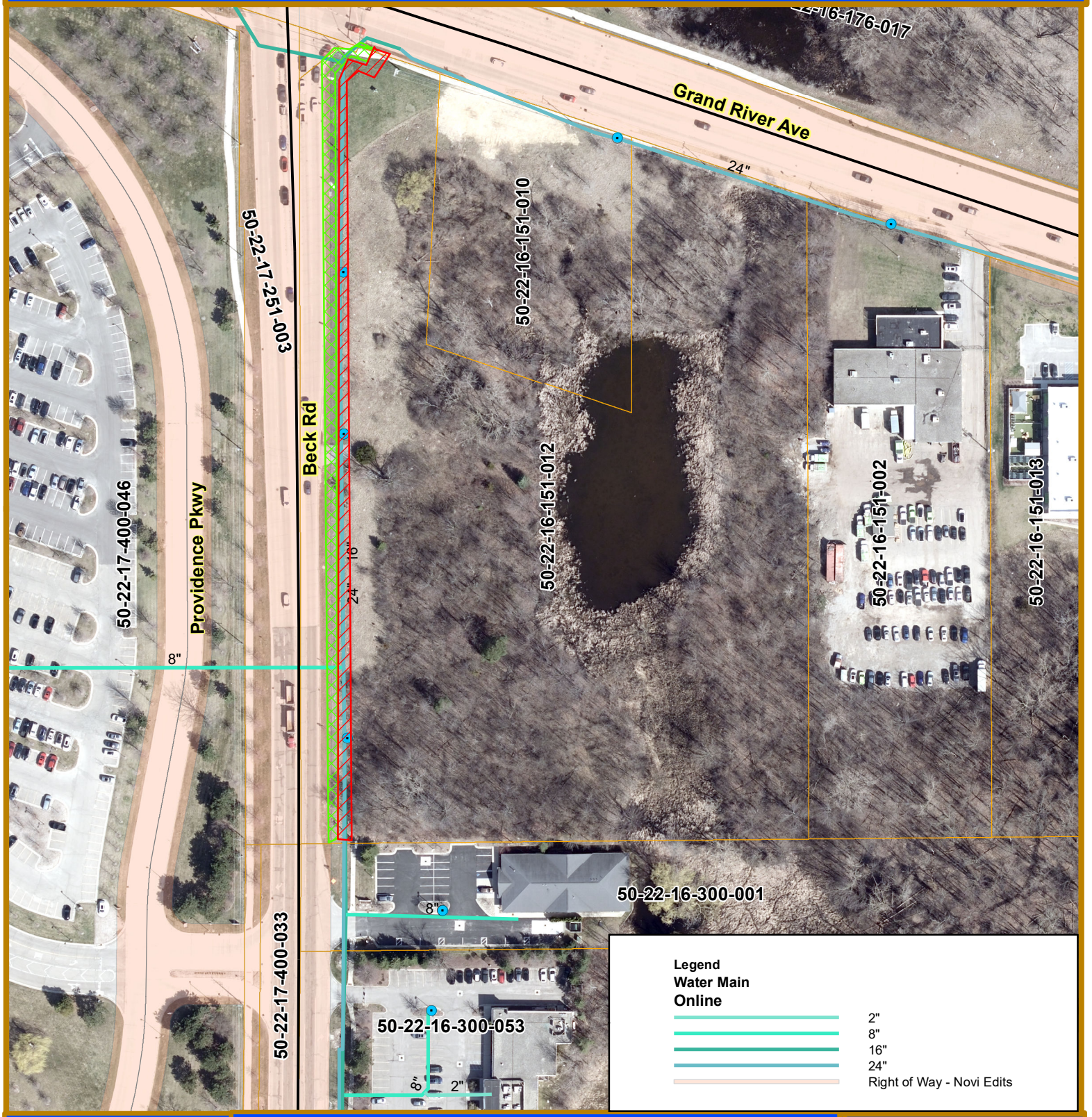
MDOT's real estate guidance for easement acquisition. This included an appraisal of the easement areas and an appraisal review, which determined the just compensation to be:

Permanent Highway Easement - $165,600.00
Temporary Construction Easement - $ 15,400.00
Total Just Compensation - $181,000.00

Gratus, LLC, the owner of 26900 Beck Road, has agreed to the Good Faith Offer of $181,000 for the easements. The City Attorney reviewed the signed easements favorably (Beth Saarela, November 24, 2025).

RECOMMENDED ACTION: Acceptance of a highway easement and a temporary construction easement from the property owner of 26900 Beck Road (parcels 50-22-16-151-012 and 50-22-16-151-010) for the reconstruction and widening of Beck Road between 11 Mile Road and Grand River Avenue, in the amount of $181,000.

26900 Beck Road
Approximate Proposed Easement Location



Map Author: Runkel
Date:6-17-25
Version #: 1.0

MAP INTERPRETATION NOTICE

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Proposed Highway Easement

Proposed Temporary Grading Easement

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

0 30 60 120 180
Feet
1 inch = 144 feet

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

November 24, 2025

Rebecca Runkel, Project Engineer
City of Novi
Field Services Complex
26300 Lee BeGole Drive
Novi, MI 48375

RE: Beck Road Reconstruction – Project Easements
26900 Beck

Dear Ms. Runkel:

We have received and reviewed the following easement that the City has acquired for the Beck Road Reconstruction Project:

- Highway Easement– Parcel 50-22-16-151-012 and 50-22-16-151-010 ($165,600)
- Temporary Construction Easement – Parcel 50-22-16-151-012 and 50-22-16-151-010 ($15,400)

The City obtained an appraisal for the easements over these parcel. The property owner accepted the offer of just compensation in the total amount of $181,000.00 for the Highway Easement and Temporary Construction Easements. The easement is in the City's standard format for a Highway Easement

The Highway Easement and Temporary Construction Easement may be placed on an upcoming City Council Agenda for acceptance. Once accepted, the Water System Easement should be recorded by the City Clerk's Office with the Oakland County Register of Deeds in the usual manner. It is our understanding that the City's Engineering Division has the original easements for recording.

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

Very truly yours,

ROSATI SCHULTZ JOPPICH
& AMTSBUECHLER PC

Elizabeth Kudla Saarela

EKS
Enclosures
C: Cortney Hanson, Clerk (w/ Enclosure)
Ben Croy, City Engineer (w/Enclosure)
Thomas R. Schultz, Esquire (w/Enclosure)

HIGHWAY EASEMENT

KNOW ALL PERSONS that Gratus, LLC, a Michigan Limited Liability company ("Grantor"), whose address is 29592 Beck Road, Wixom, MI 48393, for and in consideration of One-Hundred and Sixty-five Thousand and Six Hundred dollars ($165,600.00) paid to Grantor by the City of Novi, a Michigan Municipal Corporation, ("Grantee"), whose address is 45175 Ten Mile Road, Novi, Michigan 48375, does hereby grant to the Grantee, a permanent easement for all public highway purposes ("Highway Easement") and to construct, operate, maintain, repair, and/or replace roadways, utilities, sidewalk, and other infrastructure improvements in, over, under, upon, and through a portion of the following described premises ("Property") situated in the City of Novi, County of Oakland, State of Michigan as such Highway Easement is more particularly described, drawn and depicted on the attached Exhibit A.

Tax Parcel No.: 50-22-16-151-012 and 50-22-16-151-010

The Highway Easement consists of a variable width easement described as follows:

SEE HIGHWAY EASEMENT DRAWING, ATTACHED AS EXHIBIT "A,"

This Highway Easement includes, but is not limited to, the consent of the Grantor, within the Highway Easement area, to the removal of any trees, shrubs, and/or vegetation, to grading, to the occupancy of the Property by public utilities, and to other matters which, in the sole discretion of the Grantee, may be necessary in connection with all public highway purposes and the construction, operation, maintenance, repair, and/or replacement of roadways, utilities, and other infrastructure improvements in, over, under, upon, and through the Highway Easement. Grantor waives further notice of such actions.

The premises so disturbed by reason of the exercise of any of the foregoing powers shall be restored at Grantee's sole cost and expense to substantially the condition that existed prior to construction by the Grantee, its agents, employees or contractors.

This Highway Easement runs with the land and shall bind the Grantor and the Grantor's heirs, representatives, successors, and assigns. This Highway Easement contains the entire understanding of the Grantor and the Grantee, and there are no other verbal promises between the Grantor and the Grantee except as shown herein.

IN WITNESS WHEREOF, the undersigned hereunto affixed their signatures this 17 day of November, 2025.

GRANTOR

GRATUS, LLC

BY: _____

Karan Bahman
Manager

STATE OF MICHIGAN)
) SS.
COUNTY OF Oakland)

The foregoing consent to easement was acknowledged before me this 17 day of November, 2025 by Karan Bahman, the Manager of Gratus LLC, a Michigan Limited Liability Company, on its behalf.

_____
Notary Public
Oakland County, MI
My Commission Expires: March 12, 2029

RYAN SITTO
NOTARY PUBLIC
COUNTY OF OAKLAND
My Commission Expires
March 12, 2029
Acting In the County of
Oakland
STATE OF MICHIGAN

Parcel No. 50-22-16-151-012

Drafted by:
Elizabeth Saarela, Esq.
27555 Executive Drive, Suite 250
Farmington Hills, MI 48331

When recorded return to:

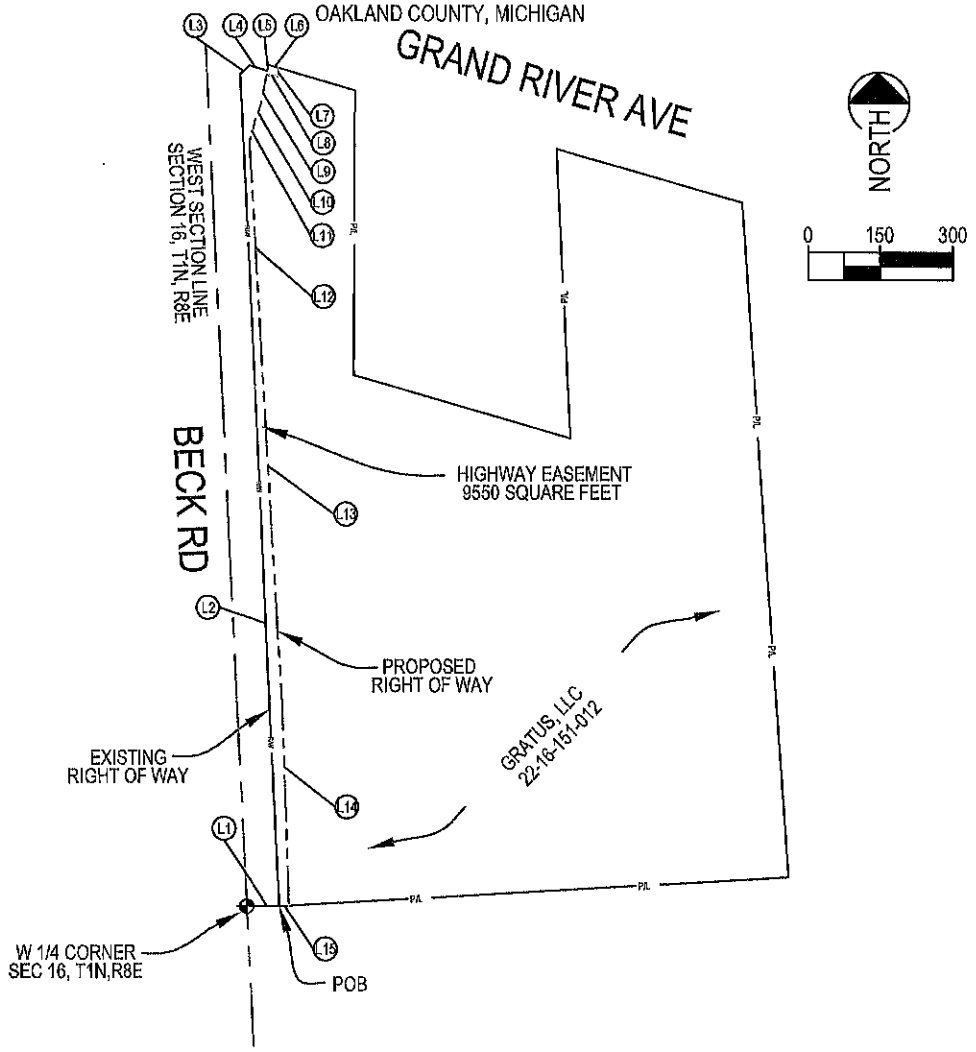
Cortney Hanson, Clerk
City of Novi
45175 Ten Mile Rd.
Novi, MI 48375

RECORDING FEE _____ REVENUE STAMPS _____

Exhibit A

HIGHWAY EASEMENT

PART OF SECTION 16, T1N-R8E, CITY OF NOVI,
OAKLAND COUNTY, MICHIGAN



HIGHWAY EASEMENT LEGAL DESCRIPTION

A PORTION OF LAND SITUATED IN SECTION 16, T1N, R8E, CITY OF NOVI, COUNTY OF OAKLAND AND STATE OF MICHIGAN MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING FROM THE WEST 1/4 CORNER N90°00'00"E, A DISTANCE OF 33.00 FEET TO THE POINT OF BEGINNING; THENCEN02°31'25"W, A DISTANCE OF 853.25 FEET; THENCE N48°29'30"E, A DISTANCE OF 12.80'; THENCE S73°57'59"E, A DISTANCE OF 19.50 FEET; THENCEN16°01'51"E, A DISTANCE OF 6.10 FEET; THENCES73°54'02"E, A DISTANCE OF 10.00 FEET; THENCE S00°57'58"W, A DISTANCE OF 9.35 FEET; THENCE N81°18'44"W, A DISTANCE OF 12.00 FEET; THENCE S11°15'30"W, A DISTANCE 30.30 FEET; THENCE S20°53'49"W, A DISTANCE OF 19.00 FEET; THENCE S14°57'30"W, A DISTANCE OF 21.80 FEET; THENCE S03°10'52"E, A DISTANCE OF 230.40 FEET; THENCE S03°13'18"E, A DISTANCE OF 351.50 FEET; THENCE S01°45'20"E, A DISTANCE OF 201.10 FEET; THENCE S86°55'22"W, A DISTANCE OF 10.50 FEET TO THE POINT OF BEGINNING CONTAINING 9458 SQUARE FEET MORE OR LESS.

LINE TABLE		
LINE #	DIRECTION	DISTANCE
L1	N90°00'00"E	33.00'
L2	N02°31'25"W	853.25'
L3	N48°29'30"E	12.80'
L4	S73°57'59"E	19.50'
L5	N16°01'51"E	6.10'
L6	S73°54'02"E	10.00'
L7	S00°57'58"W	9.35'
L8	N81°18'44"W	12.00'
L9	S11°15'30"W	30.30'
L10	S20°53'49"W	19.00'
L11	S14°57'30"W	21.80'
L12	S03°10'52"E	230.40'
L13	S03°13'18"E	351.50'
L14	S01°45'20"E	201.10'
L15	S86°55'22"W	10.50'

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AECOM

SURVEY FOR:
CITY OF NOVI
DATE: 7/11/2025
JOB NO. : 60694162
DRAWN: TAS
CHECKED BY: TWR

GRATUS, LLC
26900 BECK
NOVI, MI

LEGEND

- PROPERTY LINE
- EXIST RIGHT OF WAY LINE
- PROPOSED RIGHT OF WAY LINE
- SECTION LINE
- SECTION CORNER

STATE OF MICHIGAN
THOMAS WM. ROBERTS JR.
PROFESSIONAL SURVEYOR
No. 58193
LICENSED PROFESSIONAL SURVEYOR

TEMPORARY CONSTRUCTION EASEMENT

For, $ 15,400 Temporary Construction Easement (Annually), Gratus, LLC, a Michigan Limited Liability company ("Grantor"), whose address is 29592 Beck Road, Wixom, MI 48393,, as the Owner of the property described as Commercial Vacant Land, City of Novi, Oakland County, Michigan (parcel 50-22-16-151-012 and 50-22-16-151-010) grant the City of Novi and its contractor (or subcontractors) permission to access, move men and equipment on and through, the right to store materials and excavated earth, remove vegetation and alter the underlying land in, over, upon and through the properties described above in the particular areas shown in Exhibit A, attached.

All portions of the Premises damaged or disturbed by Novi's exercise of temporary easement rights shall be reasonably restored by Novi to the condition that existed prior to the damage or disturbance.

I understand this only grants permission to the Contractor to perform work directly relating to the listed project and upon completion of required grading operations the property will be fully restored.

The Temporary Construction Easement shall start as of the date the contractor commences work on the above project and shall terminate on _____.

GRATUS, LLC, a Michigan Limited Liability company

By: Karam Bahnam
Manager

11-17-25
Date

STATE OF MICHIGAN)
) ss.
COUNTY OF OAKLAND)

The foregoing instrument was acknowledged before me this 17 day of November, 2025, by Karam Bahnam, the Manager of Gratus, LLC, a Michigan Limited Liability company.

Notary Public
Acting in Oakland County, Michigan
My Commission Expires: March 12, 2029

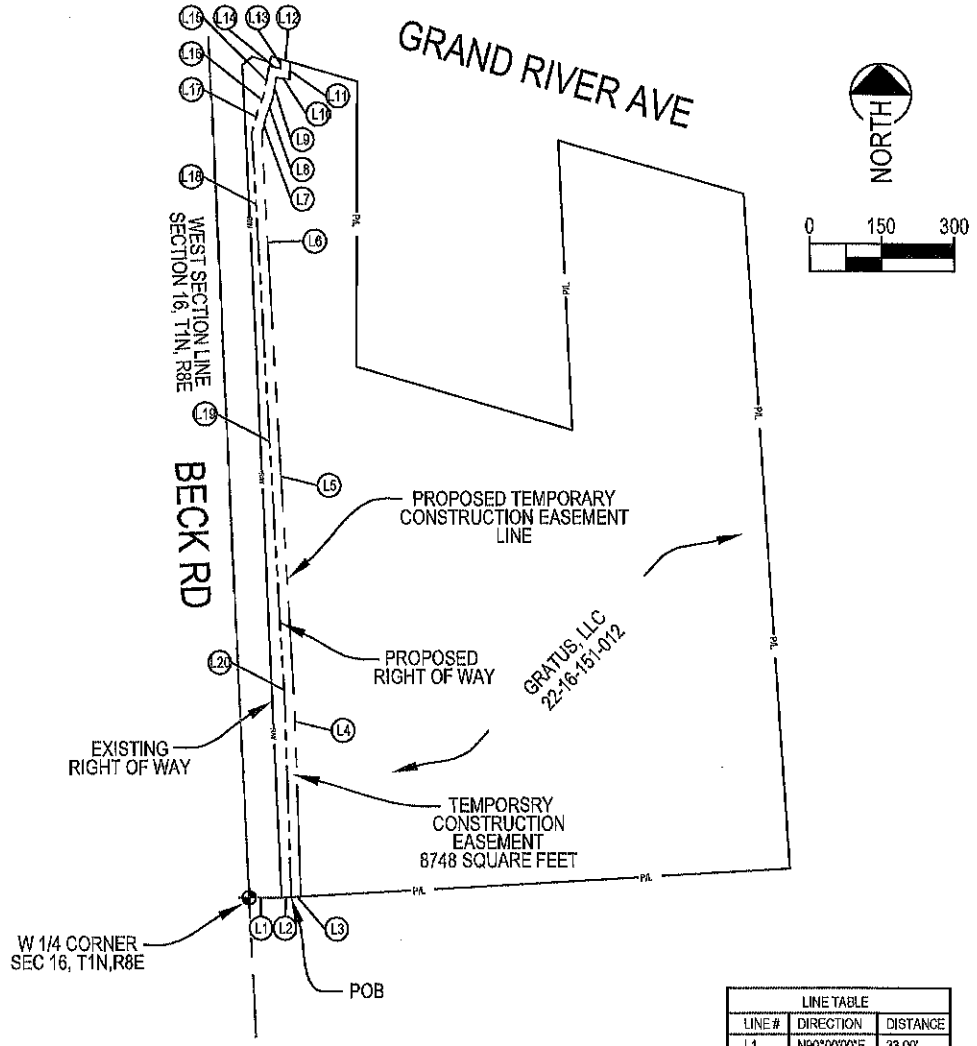
RYAN SITTO
NOTARY PUBLIC
COUNTY OF OAKLAND
My Commission Expires
March 12, 2029
Acting in the County of Oakland
STATE OF MICHIGAN

Drafted by:
Elizabeth K. Saarela, Esquire
Rosati, Schultz, Joppich & Amtsbeuchler, PC
27555 Executive Drive, Suite 250
Farmington Hills, Michigan 48331

TEMPORARY CONSTRUCTION EASEMENT

Exhibit A TEMPORARY CONSTRUCTION EASEMENT

PART OF SECTION 16, T1N-R8E, CITY OF NOVI, OAKLAND COUNTY, MICHIGAN



LINE TABLE		
LINE #	DIRECTION	DISTANCE
L1	N90°00'00"E	33.00'
L2	N86°55'22"E	10.50'
L3	N86°55'22"E	10.00'
L4	N01°45'20"W	201.00'
L5	N03°13'19"W	351.60'
L6	N03°10'52"W	226.80'
L7	N14°57'30"E	19.70'
L8	N20°53'49"E	19.25'
L9	N11°15'31"E	21.60'
L10	S81°18'44"E	13.90'
L11	N00°57'58"E	18.10'
L12	N73°54'02"W	10.35'
L13	S00°57'58"W	9.35'
L14	N81°18'44"W	12.00'
L15	S11°15'30"W	30.30'
L16	S20°53'49"W	19.00'
L17	S14°57'30"W	21.80'
L18	S03°10'52"E	230.40'
L19	S03°13'18"E	351.50'
L20	S01°45'20"E	201.10'

TEMPORARY CONSTRUCTION EASEMENT LEGAL DESCRIPTION

A PORTION OF LAND SITUATED IN SECTION 16, T1N, R8E, CITY OF NOVI, COUNTY OF OAKLAND AND STATE OF MICHIGAN MORE PARTICULARLY DESCRIBED AS FOLLOWS: COMMENCING FROM THE WEST 1/4 CORNER N90°00'00"E, A DISTANCE OF 33.00 FEET; THENCE N86°55'22"E, A DISTANCE OF 10.50 FEET TO THE POINT OF BEGINNING; THENCE N86°55'22"E, A DISTANCE OF 10.00 FEET; THENCE N01°45'20"W, A DISTANCE OF 201.00 FEET; THENCE N03°13'19"W, A DISTANCE OF 351.60 FEET; THENCE N03°10'52"W, A DISTANCE OF 228.80 FEET; THENCE N14°57'30"E, A DISTANCE OF 19.70 FEET, THENCE N20°53'49"E, A DISTANCE OF 19.25 FEET; THENCE N11°15'31"E, A DISTANCE OF 21.60 FEET; THENCE S81°18'44"E, A DISTANCE OF 13.90 FEET; THENCE N00°57'58"E, A DISTANCE OF 18.10 FEET; THENCE N73°54'02"W, A DISTANCE OF 10.35 FEET; THENCE S00°57'58"W, A DISTANCE OF 9.35 FEET; THENCE N81°18'44"W, A DISTANCE OF 12.00 FEET; THENCE S11°15'30"W, A DISTANCE OF 30.30 FEET; THENCE S20°53'49"W, A DISTANCE OF 18.90 FEET; THENCE S14°57'30"W, A DISTANCE OF 21.80 FEET; THENCE S03°10'52"E, A DISTANCE OF 230.40 FEET; THENCE S03°13'18"E, A DISTANCE OF 351.50 FEET; THENCE S01°45'20"E, A DISTANCE OF 201.10 FEET TO THE POINT OF BEGINNING CONTAINING 8748 SQUARE FEET MORE OR LESS.

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AECOM

SURVEY FOR:
CITY OF NOVI
DATE: 7/11/2025
JOB NO. : 60694162
DRAWN: TAS
CHECKED BY: TWR

GRATUS, LLC
26900 BECK
NOVI, MI

LEGEND

P/L	PROPERTY LINE
R/W	EXIST R/W LINE
	PROPOSED R/W LINE
	PROPOSED TEMP CONSTR ESMT LINE
	SECTION LINE
⊕	SECTION CORNER

STATE OF MICHIGAN
THOMAS WM. ROBERTS JR.
PROFESSIONAL SURVEYOR
No. 58193
LICENSED PROFESSIONAL SURVEYOR

Integra Realty Resources
Detroit

Appraisal Review Report

Appraisal Report Under Review
Beck Road Widening Project
26900 Beck Road
Novi, Oakland County, MI 48374
Date of Appraisal Report: August 14, 2025
Appraisal Prepared For: City of Novi

Client (Review Prepared For):
Ms. Rebecca Runkel
City of Novi

Review Report Date:
September 26, 2025

IRR – Detroit
File Number: 142-2025-0853

Appraisal Review Report

Intended for Client's Internal Use

Client and Loan Information

Client (Review Prepared For):	Ms. Rebecca Runkel
Client (Institution):	City of Novi

Review Information

IRR File Number:	142-2025-0853
Review Report Date:	September 26, 2025
Reviewer:	Constantino G. Naoum, Senior Director

Information from the Appraisal Under Review

Property Name:	Beck Road Widening Project
Property Address:	26900 Beck Road
City, County, State, Zip Code:	Novi, Oakland County, MI 48374
Type of Property:	Vacant Land
Appraiser Engaged (Primary):	Andrew J. Boettcher
Credentialing State/Credential #:	Michigan Certified General Real Estate Appraiser, License #1205003946
Appraisal Firm:	R.S Thomas & Associates, Inc. / Harold Blake Co.
Date of Appraisal Report:	August 14, 2025
Effective Date of Appraisal Report	July 15, 2025
Appraisal Report Type:	Appraisal Report - Partial Acquisition
Appraisal Prepared For:	City of Novi

Property Description from the Appraisal Under Review

Property Description:	Vacant commercial land
Intended Use:	Determination of just compensation for permanent highway easement and temporary construction easement
Highest and Best Use As Though Vacant:	Commercial use
Pending or Recent Transaction:	Property sold for $4,800,000 on March 14, 2025. Considered arm's length

Extraordinary Assumptions Included in the Appraisal Report

That the property is free of any adverse environmental conditions or wetland areas. The proposed permanent easement does not create any site plan non-conformity. Additionally, we have assumed the proposed acquisition areas are correct.

Hypothetical Conditions Included in the Appraisal Report

This appraisal utilizes the hypothetical condition the partial acquisition occurs. Also, keeping with the Model Civil Jury Instruction 90.15 the property is appraised as through the project were not contemplated.

Value Opinion(s) From the Appraisal Under Review

Type of Value	Interest Appraised	Effective Date of Value	Value Conclusion
Just Compensation	Fee Simple / Permanent Highway Easement	July 15, 2025	$165,600.00
Just Compensation	Fee Simple / Temporary Grading Easement	July 15, 2025	$15,400.00
Total Compensation			$181,000.00

- The review was not expanded to provide the reviewer's own opinion of value.
- Effective Date of the Review Opinion of Value: N/A

Review Recommendation: Acceptable

Review Purpose

The purpose of this review is to render an opinion of the quality of the appraisal report under review, as well as its material compliance with The Uniform Condemnation Procedures Act of 1980, Michigan Uniform Condemnation Procedures Act, MCL 215.31 et seq., and Uniforms Standards of Professional Appraisal Practice (USPAP), latest edition.

Review Intended Use and User

The intended use is for internal review purposes. The client and intended user is City of Novi. The appraisal review is not intended for any other use or user.

Review Scope of Work

The scope of work for this appraisal review assignment involved:

- reading and analyzing the appraisal report for relevance, appropriateness, reasonableness of the analysis, and credibility of the conclusions;
- conducted a drive-by inspection of the subject property on August 11, 2025;
- checking the adequacy and completeness, whether the report is appropriate and not misleading;
- checking for accuracy, including noting and/or addressing significant mathematical errors;
- checking for compliance to The Uniform Condemnation Procedures Act of 1980, Michigan Uniform Condemnation Procedures Act, MCL 215.31 et seq., and Uniforms Standards of Professional Appraisal Practice (USPAP);
- checking for compliance with additional client specific guidelines; and
- providing support for any disagreement.

Unless expressly stated in the Expanded Scope of Work section below, the scope of work excludes:

- reviewing the appraiser's work file;
- inspecting the comparable data used in the appraisal report under review;
- verifying the data in the appraisal under review;
- consulting external resources in order to obtain additional data not included in the appraisal under review; and
- the reviewer developing their own opinion of value.

Description of Subject Property

The subject property is vacant land situated on the southeast corner of Beck Road and Grand River Avenue, commonly identified as 26900 Beck Road, Novi, Michigan. The property is further identified as tax parcels 50-22-16-151-012 & 50-22-16-151-010. The total land area is 9.20 acres, net of road right-of-way, or 6.24 acres, net of pond/wetlands, zoned B-3, General Business & CW, City West District, and the site has access to all municipal utilities.

A permanent highway easement containing 9,458 SF and a temporary construction easement containing 8,748 SF are proposed on the site, which relates to the Beck Road Widening Project. Both of these easements are situated along the western boundary of the overall site, along Beck Road.

No building improvements are within the take area. The appraiser identified the following items in the proposed easement area: none.

Since the valuation relates to the underlying land of the subject's site, the Sales Comparison Approach is applicable and utilized. The Cost Approach and Income Capitalization Approach are not applicable and not utilized.

The appraisal first values the subject's underlying land on a per square foot basis (unit rate). This concluded unit rate is subsequently applied to the land area pertaining to the proposed easements. As it relates to the permanent highway easement, the appraiser estimates just compensation by applying the concluded unit rate to the acquisition area. As it relates to the temporary construction easement, the appraiser estimates just compensation by applying the concluded unit rate to the temporary easement area and also applying a reasonable return yield on the value of the land and also considers the duration of the project. For the subject, the appraiser estimates a return yield of 10.0% per annum and a project duration of one year.

In summary, the following summarizes this calculation for just compensation, as well the figures concluded for the subject based upon a review of the appraisal:

Permanent Highway Easement: 9,458 SF x $17.50/SF = $165,600 (rounded)

Temporary Construction Easement: 8,748 SF x $17.50/SF x 10.0% x 1 year = $15,400 (rounded)

Review Findings

The following is a section-by-section examination of the appraisal report. The following responses are defined as:

- "Yes" - the statement is true, generally (partially) true, or if there are only minor deficiencies.
- "No" - if the required content is missing or if there are major/material deficiencies.
- "N/A" - not applicable.

A comments field is included after each section where responses can be explained. The reviewer's findings, when summarized, form the basis for the Reviewer's Final Opinions and Conclusions (next section).

Regional and Neighorhood Description

		Yes	No	N/A
1.	Regional analysis is adequate; data is relevant:	x		
2.	Neighorhood analysis is adequate; data is relevant:	x		
3.	Trends in land usage and property values are adequately discussed:	x		

Comments: None required

Marketability Analysis

		Yes	No	N/A
1.	Subject's market and submarket are identified:	x		
2.	Competitive properties are identified and adequately described:			x
3.	Historical performance of the market is presented and adequately described:	x		
4.	Estimates of future market supply and demand are reasonable:			x
5.	Position of subject property within the market is considered:	x		
6.	Marketability analysis is adequate given the complexity and size of the property, market conditions, and intended use of the appraisal:			x

Comments: None required. The report contains a market analysis for the local area in the addendum.

Site and Improvements Description/Zoning/Governmental Regulations/Taxes

		Yes	No	N/A
1.	Site description is adequate:	x		
2.	Improvement description is adequate:			x
3.	Improvement conformance with zoning is considered:			x
4.	Other governmental regulations are considered:	x		
5.	Property assessments are reported:	x		

Comments: None required. Property assessments reported did not contain tax year 2025.

Highest and Best Use

		Yes	No	N/A
1.	The highest and best use of the subject site "as though vacant" is appropriately discussed and the conclusions are reasonable:	x		
2.	The highest and best use of the subject site "as improved" is appropriately discussed and the conclusions are reasonable:			x
3.	A "most likely buyer" is concluded:		x	

Comments: None required

Site Valuation / Sales Comparison Approach

		Yes	No	N/A
1.	Comparables selected are similar, relevant, and adequately described:	x		
2.	Appropriate units of comparison are analyzed:	x		
3.	Adjustments are supported and adequately explained:	x		
4.	Excess or surplus land is appropriately addressed:			x
5.	The value conclusion is adequately supported:	x		

Comments: The appraiser utilizes five comparable sales, four of which have closed and one listing. The sales are all located in Novi in close proximity to the subject. The comparables needed varying adjustments for various characteristics, in some instances, significant upward and/or downward adjustments. A couple of the sales were fully entitled land, which the appraiser accounts for with minor downward adjustments.

Reconciliation

		Yes	No	N/A
1.	The conclusions are consistent with the highest and best use conclusion:	x		
2.	Strengths and weaknesses of each of the approaches are discussed:			x
3.	Weighting used to determine the final reconciliation is reasonable:			x
4.	The final reconciliation is supported by pending or prior subject sales, or there is a reasonable discussion in the report explaining the difference:	x		

Comments: None.

Contractual and Other Miscellaneous Requirements

		Yes	No	N/A
1.	A copy of the engagement letter is included in the addenda:			x
2.	The appraisal report fulfills the terms of the engagement letter:			x
3.	The appraiser(s) qualifications are included:	x		
4.	The appraisal report adheres to client guidelines:			x

Comments: None required

Final Opinions and Conclusions

The purpose of this review is to render an opinion of the quality of the appraisal report under review, as well as its material compliance with The Uniform Condemnation Procedures Act of 1980, Michigan Uniform Condemnation Procedures Act, MCL 215.31 et seq., and Uniforms Standards of Professional Appraisal Practice (USPAP), latest edition.

The appraisal method is proper and the data utilized in the valuation is sound and reasonable. The math calculations in the report appear correct. The sales are all located in Novi in close proximity to the subject.

The analyses in the appraisal report under review are appropriate given the intended use. The assignment results are credible in its current state; therefore, the appraisal report under review is acceptable.

Reviewer's Extraordinary Assumptions and Hypothetical Conditions

The value conclusions are subject to the following extraordinary assumptions. An extraordinary assumption is an assignment-specific assumption as of the effective data regarding uncertain information used in an analysis which, if found to be false, could alter the appraiser's opinions or conclusions.

1. None

The value conclusions are based on the following hypothetical conditions. A hypothetical condition is a condition, directly related to a specific assignment, which is contrary to what is known by the appraiser to exist on the effective date of the assignment results, but is used for the purpose of analysis.

1. None

Relative Confidence in the Appraisal Report Under Review

Confidence Rating: High

Confidence Level	General Characteristics
High	No major material deficiencies; Very detailed research and data: Strong support and analysis
Moderate	Minor or moderate material deficiencies; Decent or detailed research and data; Logical or generally logical support and analysis
Low	Significant or excessive material deficiencies; Weak or inadequate research and data; Weak, omitted, or illogical support and analysis

Appraisal Report Quality Rating

Quality Rating: 4

Quality Rating	Quality Description
5	Excellent
4	Good
3	Satisfactory
2	Marginally Acceptable
1	Unacceptable

Review Recommendation: Acceptable

Appraisal Review Assumptions and Limiting Conditions

- No responsibility is assumed for matters legal in character or nature. No opinion is rendered as to title, which is assumed to be good and marketable. All existing liens, encumbrances, and assessments have been disregarded, unless otherwise noted, and the property is appraised as though free and clear, having responsible ownership and competent management.

- It is assumed that the subject property is in compliance with all applicable building, environmental, zoning, and other federal, state and local laws, regulations and codes.

- It is assumed that the subject property complies with the requirements specified within the Americans with Disabilities Act (ADA), or will be in material compliance if new construction and/or tenant improvement or other renovation is anticipated.

- It is assumed that there are no hidden or unapparent condition of the property, subsoil, or structures, which would render it more or less valuable. The reviewer assumes no responsibility for such conditions, or for engineering which might be required to discover such factors.

- It is assumed that the values and their effective dates referenced in this appraisal review report represent the opinion of the appraiser/author of the work under review.

- It is assumed that the factual information in the work under review is accurate. The reviewer, unless otherwise stated, has not independently verified any information.

- The analysis, opinions, and conclusions in this review are based on the data, analyses, and conclusions contained in the appraisal report under review. Unless otherwise stated, the reviewer made no attempt to obtain additional market data.

- The reviewer reserves the right to consider any additional information that may subsequently become available and to revise any opinions and conclusions if such data and information dictate the need for change.

- Unless otherwise stated, all assumptions and limiting conditions contained in the appraisal report are also conditions of this appraisal review.

- The reviewer is not required to give testimony, or to appear in court, unless previous arrangements have been made.

- This review report may not be used or relied upon by anyone other than the client. Furthermore, it may not be relied upon for any purpose, other than the client's internal use based on the purpose and intended use set forth in this document.

- Acceptance means that the reviewer has determined that the work under review has met the minimum standards for the intended use.

- The contents of this appraisal review report will not be disclosed, except as provided for in the Standards and Ethics Rules under which this report was developed and reported and/or applicable federal, state, or local laws.

- Neither all, nor any part of, the contents of this review, shall be conveyed to the public through advertising, public relations, news, sales, or other media without the written consent or approval of the author. This applies particularly to conclusions and to the identity of the reviewer and to the firm to which he or she is connected.

- No change of any item in the review report shall be made by anyone other than the reviewer. The reviewer shall have no responsibility for any unauthorized change.

Certification

I certify that, to the best of my knowledge and belief:

- The statements of fact contained in this report are true and correct.
- The reported analyses opinions, and conclusions are limited only by the reported assumptions and limiting conditions and are my personal, impartial, and unbiased professional analyses, opinions, and conclusions.
- I have no present or prospective interest in the property that is the subject of the work under review and no personal interest with respect to the parties involved.
- I have made a personal inspection of the subject of the work under review.
- I have no bias with respect to the property that is the subject of the work under review or to the parties involved with this assignment.
- My engagement in this assignment was not contingent upon developing or reporting predetermined results.
- My compensation is not contingent on an action or event resulting from the analyses, opinions, or conclusions in this review or from its use.
- My compensation for completing this assignment is not contingent upon the development or reporting of predermined assignment results or assignment results that favors the cause of the client, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal review.
- My analyses, opinions, and conclusions were developed and this review report was prepared in conformity with the Uniform Standards of Professional Appraisal Practice as well as applicable state appraisal regulations.
- I have performed no services, as an appraiser or in any other capacity, regarding the property that is the subject of the work under review within the three-year period immediately preceding acceptance of this assignment.
- No one provided significant appraisal or appraisal review assistance to the person signing this certification.
- In Michigan, appraisers are required to be licensed/certified and are regulated by the Michigan Department of Licensing and Regulatory Affairs, 611 West Ottawa, P. O. Box 30018, Lansing, Michigan, 48909.

Constantino G. Naoum
Certified General Real Estate Appraiser
Michigan Certificate # 1205068135

Addenda

Qualifications

Constantino G. Naoum

Integra Realty Resources - Detroit

400 West Maple Road
Suite 100
Birmingham, MI 48009

T 248.540.0040 Ext. 102
F 248.540.8239

irr.com

Experience

Mr. Naoum, Senior Director, is a Certified General Real Estate Appraiser who has been actively involved with appraisal and advisory services since 1995.

Mr. Naoum has extensive knowledge in a number of commercial property types including land development, manufactured housing communities, office buildings, medical office buildings, golf courses, single-and multi-tenant retail centers, multifamily and vacant land parcels. Mr. Naoum is highly proficient at Argus and has extensive experience working on very large multi-tenant office buildings with Life Insurance Companies, Conduits, and Conventional Lenders. Mr. Naoum also has extensive experience in litigation support including rezoning cases, tax appeals, divorce proceedings, partnership disputes, and right-of-way assignments.

Professional Activities & Affiliations

Appraisal Institute: Associate Member

Licenses

Michigan, Certified General Real Estate Appraiser, 1205068135, Expires July 2027

Education

Bachelor of Science in Business Administration, Major Finance
Masters of Business Administration, Major Finance, Wayne State University, Detroit, Michigan

Successfully completed numerous real estate related courses and seminars sponsored by the Appraisal Institute, including:
- Real Estate Appraisal Principles
- Real Estate Appraisal Procedures
- Basic Income Capitalization
- General Applications
- USPAP A & 420 USPAP B
- Advanced Income Capitalization
- Highest and Best Use
- Advanced Sales Comparison & Cost Approaches

dnaoum@irr.com - 248.979.9690

GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
BUREAU OF PROFESSIONAL LICENSING
CERTIFIED GENERAL REAL ESTATE APPRAISER LICENSE

CONSTANTINO NAOUM

LICENSE NO.
1205068135

EXPIRATION DATE
07/31/2027

2516412063O

THIS DOCUMENT IS DULY ISSUED UNDER THE LAWS OF THE STATE OF MICHIGAN

About IRR

Integra Realty Resources, Inc. (IRR) provides world-class commercial real estate valuation, counseling, and advisory services. Routinely ranked among leading property valuation and consulting firms, we are now the largest independent firm in our industry in the United States, with local offices coast to coast and in the Caribbean.

IRR offices are led by MAI-designated Senior Managing Directors, industry leaders who have over 25 years, on average, of commercial real estate experience in their local markets. This experience, coupled with our understanding of how national trends affect the local markets, empowers our clients with the unique knowledge, access, and historical perspective they need to make the most informed decisions.

Many of the nation's top financial institutions, developers, corporations, law firms, and government agencies rely on our professional real estate opinions to best understand the value, use, and feasibility of real estate in their market.

Local Expertise...Nationally!

irr.com

Quality Assurance

Delivering superior value is a top priority at IRR and we place a premium on feedback from our valued clients. By learning more about your experience with IRR, we will be better able to serve your needs – to enhance our products, service offerings, and client communications.

Attached is a short survey applicable to this appraisal report and the service that you received. Please take a few minutes to share your experience of IRR with us. Your feedback will be reviewed by our Quality Control team. If you desire a follow-up telephone call, please provide your contact information and a member of our Quality Control team will contact you.

Access the online survey here: quality.irr.com.

Thank you in advance for assisting us with this important endeavor. Please feel free to contact your Local Office using the contact information provided within the letter of transmittal or our Quality Control team at quality@irr.com, with any questions or suggestions you may have.

CITY OF NOVI CITY COUNCIL
DECEMBER 1, 2025

SUBJECT: Approval to award the Heating, Ventilation, and Air Conditioning (HVAC) Services contract to Lyon Mechanical Inc. for one year with the option of two additional one-year renewals at $54,333 annually.

SUBMITTING DEPARTMENT: Integrated Solutions – Facilities Division

KEY HIGHLIGHTS:

- Current HVAC Services contract expires on January 5, 2026.
- The City received six bids for this contract.
- Lyon Mechanical Inc. had the lowest materials markup, one of the lowest hourly rates (straight and overtime), and one of the fastest response times for service calls.
- Lyon Mechanical Inc. is a local contractor, specializing in HVAC work, with 41 years in business and outstanding references.

FINANCIAL IMPACT

	FY 25/26	FY 26/27	Total
EXPENDITURE REQUIRED	**$ 21,564**	**$ 54,333**	**$ 75,897**
BUDGET			
1. Contractural Services (101-265.00-814.000)	**$ 4,950**	**$ 9,900**	**$ 14,850**
2. Building Maintenance (101-301.00-934.000)	**$ 4,762**	**$ 9,524**	**$ 14,286**
3. Building Maintenance (101-336.00-934.000)	**$ 4,625**	**$ 13,875**	**$ 18,500**
4. Park Building Maintenance (101-265.10-934.208)	**$ 1,026**	**$ 2,757**	**$ 3,783**
5. Building Maintenance (101-265.00-934.442)	**$ 4,983**	**$ 14,949**	**$ 19,932**
6. Building Maintenance (101-265.00-934.302)	**$ 326**	**$ 652**	**$ 978**
7. Indoor Gun Range Operating Costs (101-301.00-740.302)	**$ 892**	**$ 2,676**	**$ 3,568**
APPROPRIATION REQUIRED	**$ 0**	**$ 0**	**$ 0**

FUND BALANCE IMPACT	**$ 0**	**$ 0**	**$ 0**
Pricing under FY 25/26 shows the remaining costs of preventative maintenance yet to be completed, minus those already completed.			

BACKGROUND INFORMATION:

The City of Novi contracts heating, ventilation, and air conditioning (HVAC) services for the Civic Center, Police Station, Gun Range, Department of Public Works, Fire Stations 1-5, and Lakeshore Park. The scope of services under this contract includes scheduled preventative maintenance, general repairs, proposed upgrades, and seasonal start-up/shutdown. The request for proposal was posted on the Michigan Intergovernmental Trade Network (MITN). The process resulted in six vendor proposals for the service. A team of City staff reviewed the proposals and evaluated the firms' qualifications, hourly rates, staff, equipment, and references. After careful consideration, this team recommends awarding the HVAC Services contract to Lyon Mechanical Inc.

RECOMMENDED ACTION: Approval to award the heating, ventilation, and air conditioning (HVAC) services contract to Lyon Mechanical Inc. for one year with the option of two additional one-year renewals at $54,333 annually.

CONTRACT FOR HVAC SERVICES

This Agreement 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 Lyon Mechanical, whose address is 30100 South Hill Road New Hudson, Michigan 48165, (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 December 8, 2026 and end on December 9, 2027. 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 services and materials 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 provided and work performed in connection with the billing and the hours 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 Contractor 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.

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 on 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.

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: City Manager Victor Cardenas and City Clerk Cortney Hanson
Contractor: Co-Owner Carlo Serafini Lyon Mechanical

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 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 last listed below.

WITNESS AND DATES
OF SIGNATURES:

CITY OF NOVI

_____ _____

By: Justin Fischer

Date: _____ Its: Mayor

_____ _____

By: Cortney Hanson

Date: _____ Its: Clerk

CONTRACTOR

_____ _____

By:

Its:

Date: _____

Company Lyon mechanical

CITY OF NOVI

HVAC MAINTENANCE / PROFESSIONAL SERVICES CONTRACT

FEE PROPOSAL FORM

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

SCHEDULED PREVENTIVE MAINTENANCE (INSPECTIONS)

BASE BID	FREQUENCY	COST PER INSPECTION	Times per Year	TOTAL ANNUAL COST
Civic Center	Once per quarter	$ 2,475	~~3~~ 4	$ 9,~~8~~900
Police Department	Once per quarter	$ 2,381	~~3~~ 4	$ 9,524
DPW Facility	Three per year (January/May/ September)	$ 4,983	3	$ 14,94~~7~~9
Indoor Gun Range	Three per year (January/May/ September)	$ 892	3	$ 2,67~~7~~6
Fire Station #1	Three per year (January/May/ September)	$ 1,061	3	$ 3,18~~2~~3
Fire Station #2	Three per year (January/May/ September)	$ 1,074	3	$ 3,22~~1~~2
Fire Station #3	Three per year (January/May/ September)	$ 611	3	$ 1,83~~4~~3
Fire Station #4	Three per year (January/May/ September)	$ 1,879	3	$ 5,63~~6~~7
Fire Station #5 EMS	Twice per year (June/October)	$ 326	2	$ 65~~1~~2
Villa Barr Art Park	Twice per year (June/October)	$ 496	2	$ 992
Township Hall	Twice per year (June/October)	$ 148	2	$ 29~~5~~6
ITC CSP Storage Building	Once per year (October)	$ 323	1	$ 323
Lakeshore Park	Three per year (January/May/ September)	$ 382	3	$ 1,14~~7~~6
			TOTAL ANNUAL COST	$ 54,3~~78~~33

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ALTERNATES	FREQUENCY	COST PER INSPECTION	ANNUAL QTY	TOTAL ANNUAL COST
Alternate #1 – Novi Ice Arena	Once per quarter	$ 2,423	4	$ 9,691

REPAIRS/SERVICE CALLS/STARTUP/SHUTDOWN	HOURLY RATE
Regular Working Hours M-F 8:00 AM - 5:00 PM (DPW Working Hours M-F 7:30 AM - 4 PM)	$ 124
Overtime Working Hours M-F after 8 hours, first 8 on Sat.)	$ 186
Sunday Hours (12 Midnight Sat – 8 AM Mon)	$ 198
Holidays (5 PM prior night – 8 AM following day)	$ 248

MATERIALS MARKUP FROM CONTRACTOR'S COST (%)	5 %

OTHER CHARGES - ALL other possible or potential charges must be clearly identified and described here, otherwise, they will not be allowed by the City (ie equipment rental, etc.)

Description	Cost
lift	$ 350 / day
	$
	$
	$
	$
	$
	$
	$

ADDITIONAL TERMS & CONDITIONS:
The City of Novi retains the right to obtain competitive pricing for component parts with a cost in excess of $1,000.

We acknowledge the following addendums: _____
(please list numbers)

EXCEPTIONS TO SPECIFICATIONS:

_____

_____

_____

_____

COMMENTS:

_____

_____

_____

_____

NON-IRAN LINKED BUSINESS
By signing below, I certify and agree on behalf of myself and the company submitting this proposal the following: (1)that I am duly authorized to legally bind the company submitting this proposal; and (2) that the company submitting this proposal is not an "Iran linked business," as that term is defined in Section 2(e) of the Iran Economic Sanctions Act, being Michigan Public Act No. 517 of 2012; and (3) That I and the company submitting this proposal will immediately comply with any further certifications or information submissions requested by the City in this regard.

PROPOSAL SUBMITED BY:

Company Lyon mechanical

Address 30100 South Hill Rd

City New Hudson State mich Zip 48165

Telephone (248) 437-1046 Fax (248) 437-4020

Representative's Name (printed) Carlo Serafini

Title owner (co)

E-mail CSS@Lyonmech.com

Signature Carlo Serafini

Date _____

cityofnovi.org

CITY OF NOVI

QUALIFICATIONS QUESTIONNAIRE

HVAC MAINTENANCE/
PROFESSIONAL SERVICES CONTRACT

The contractor shall complete a Qualification Questionnaire to contain at a minimum the following information. Failure to answer all questions may result in rejection of your proposal.

Name of Firm Lyon mechanical

Address 30100 South Hill Rd

City, State Zip New Hudson MI 48165

Telephone (248) 437-1046 Fax (248) 437-4020

Mobile (734) 216-2551

Agent's Name (please print) Carlo Serafini

Agent's Title Co-owner

Email Address CSS@Lyonmech.com

Website Lyonmech.com

1. Organizational structure: Corporation, Partnership, etc. Scorp
2. Has any officer or partner of this organization owned or operated a company that declared bankruptcy during the last 10 years? No ✓ Yes ____
   When: ____
3. How many years has your organization been in business under its present name?
   Since 1984
4. Under what other or former names has your organization operated? ____
   none
5. How many full time employees? 12 Part time? 0
6. Telephone Numbers for Service Calls
   Business Hours: (248) 437-1047 ____
   Night & Weekend Hours : (248) 437-1047 ____
7. Provide your procedure for handling night & weekend calls. Include response times. Failure to provide this information with your proposal will result in the rejection of your proposal.

Call comes in, dispatcher takes info, calls on call technician, and within an hour tech will be on site. most live within 30 mins of office in New Hudson. Tech comes out, diagnose, then between inventory, we have 24/7 access to our supply houses.

8. Address of your local facility 30100 S. Hill Rd New Hudson MI 48165
9. Does your company inventory replacement parts and components for its service contracts at its local facility? yes

   If not, how does the company acquire replacement parts and components?

10. Are you able to provide insurance coverage as required by this RFP? yes
11. List the scope of services (type of work) you are able to perform.

    HVAC, Service, install maintenance, boilers, chillers, etc. Full service mechanical contractor firm. Also do plumbing, electrical as well. Controls, backflows etc. Commercial, Industrial & residential systems.

12. Provide a list of all personnel to be assigned to this contract. Include name, title, license number, years of experience, full/part time, on-call availability, qualifications, professional licenses/certifications, etc. Attach additional sheets if necessary.

13. Provide information about your experience with Johnson Controls Niagara Framework software management system. Provide name of person assigned to our account with this experience, how many years' experience, etc.

Carlo Serafini - 32 years HVAC exp.
15 years plus on Johnson controls Niagra.
Also do MDOT for michigan.

14. Will you be using any subcontractors for any work that may be performed under the specifications or that the City may request? If so, provide examples of subcontractors including company name, hourly rates and additional costs including any administrative overhead.

All in house, no subcontractors

15. Provide a list of all open contracts your company currently holds. Include contact name, organization, type, size, required date of completion, percentage of completion, value of contract.

Comp.
Henry Ford c/college - $200,000 / boilers 12/31/25
AJR - $250,000 - plumbing / backflows comp. 12/1/25
Gordon Foods - HVAC/Plmbing - comp. 12/1/25 $275,000

16. What is your company's approach (methodology) to maintaining operating efficiency of HVAC equipment under your control?

Call comes in, dispatched, within 1 hr response to cell and onsite.
Clean, check, test, lubricate, replace filters, use meters amp draws. Etc. make reports & recommendations to prevent failures

17. References: Provide at least four (4) references comparable in scope to this RFP. Use an additional sheet if you have more references to provide.

A. Company Name St Joseph Catholic Church
Address 830 S. Lafeyette South Lyon MI 48178
Contact Name Chris meloche Phone number (906) 748-3181
Length of contract 3 year
Type of equipment covered under contract Rtus, boilers, freezers, refrigeration

B. Company Name Gordon Foods
Address 7770 Kensington Ct. Brighton MI 48116
Contact Name Bryan Smith Phone number (248) 446-8381
Length of contract 3 year / plus
Type of equipment covered under contract Rtus, boilers, plumbing, hvac, refrigeration

C. Company Name Colonial Acres
Address 25105 Potomac Ct South Lyon MI 48178
Contact Name Paul Bollinger Phone number (419) 690-9515
Length of contract 3 year
Type of equipment covered under contract hvac, plumbing, boilers, water heaters, Rtus

D. Company Name Korex

Address 50000 Pontiac Trail Wixom MI 48393

Contact Name Mike Dunn Phone number (248) 624-0000 x 293

Length of contract 3 year

Type of equipment covered under contract Rtus, make up air, hvac, water heaters, chillers

18. Provide any additional information you would like to include.

THE FOREGOING QUESTIONNAIRE IS A TRUE STATEMENT OF FACTS:

Signature of Authorized Company Representative: Carlo Serafini

Representative's Name (please print) Carlo Serafini

Date 11/7/25

NOTICE - CITY OF NOVI
REQUEST FOR PROPOSALS

HVAC MAINTENANCE/PROFESSIONAL SERVICES CONTRACT

The City of Novi will receive sealed proposals for **HVAC Maintenance/Professional Services Contract** according to the specifications of the City of Novi.

A mandatory pre-proposal meeting and voluntary walk-through will be held Wednesday, October 29, 2025, promptly at 10:00 A.M. beginning at the Novi Civic Center, 45175 Ten Mile Rd., Novi, MI 48375.

Sealed proposals, with fee proposals in a separate sealed envelope, will be received until **2:00 P.M.** prevailing Eastern Time, **Thursday, November 13, 2025.** Fee proposals will not be opened at this time. Proposals shall be addressed as follows and delivered to:

CITY OF NOVI
FINANCE DEPARTMENT
45175 Ten Mile Rd.
Novi, MI 48375-3024

OUTSIDE OF MAILING ENVELOPES/PACKAGES MUST BE PLAINLY MARKED **"HVAC Maintenance/Professional Services RFP"** AND MUST BEAR THE NAME OF THE PROPOSER.

The City reserves the right to accept any or all alternative proposals and award the contract to other than the lowest proposer, to waive any irregularities or informalities or both; to reject any or all proposals; 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.

Tracey Marzonie
Purchasing Manager

Notice dated: October 21, 2025

NOTICE TO PROPOSERS:
The City of Novi officially distributes RFP documents through the Michigan Intergovernmental Trade Network (MITN). **Copies of RFP 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 RFP 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.

CITY OF NOVI

HVAC MAINTENANCE/PROFESSIONAL SERVICES CONTRACT

INSTRUCTIONS TO PROPOSERS

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

IMPORTANT DATES

RFP Issue Date	October 21, 2025
Mandatory Pre-proposal Meeting & Voluntary Walk-through	**Wednesday, October 29, 2025, at 10:00 A.M.** Novi Civic Center 45175 Ten Mile Rd. Novi, MI 48375
Last Date for Questions	Thursday, November 6, 2025 by 12:00 P.M. Submit questions via email to: Tracey Marzonie, Purchasing Manager tmarzonie@cityofnovi.org
Response Due Date	**Thursday, November 13, 2025 by 2:00 P.M.**

MANDATORY PRE-PROPOSAL MEETING & VOLUNTARY WALK-THROUGH

The mandatory pre-proposal meeting begins promptly at the time listed above and will be closed thereafter to latecomers. It is the vendor's responsibility to take traffic, weather, etc. into consideration in order to arrive at the pre-proposal meeting on time.

After a brief overview and Q&A session, contractors may participate in a voluntary walk-through of selected facilities. ***We will visit the Civic Center and Police Department. This will be the only walk-through time scheduled for these buildings. If you need to bring a tech with you, please do it at this time.***

If the contractor would like to visit the remaining facilities, they may contact Patricia Deering, Facilities Management Specialist, at (248) 727-3405 or pdeering@cityofnovi.org to make arrangements.

QUESTIONS

Please email all questions to the person listed above. Please type the name of the RFP in the subject line. If you type anything else in the subject line, your email may be deleted as spam.

TYPE OF CONTRACT

If a contract is executed as a result of the RFP, it stipulates a fixed price for products/ services. The contract period will be for one (1) year. Upon mutual consent of the City of

Novi and the successful proposer, the contract may be renewed two (2) times in one (1) year increments at the same terms and conditions of the original contract.

PROPOSAL SUBMITTALS

Provide **one (1) copy of your proposal,** unbound signed in ink. Proposal may be clipped but should not be stapled or otherwise bound. No other distribution of the proposal will be made by the Contractor. **Fee Proposals should be sealed in a separate envelope. This envelope may be included in the same package as your technical proposal.** Technical proposal consists of completed questionnaire, other documents requested, licenses/certifications, and other information about your firm that you would like to submit. Proposals must be signed by an official authorized to bind the Contractor to its provisions.

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

CHANGES TO THE RFP/ADDENDUM

Should any prospective Proposer be in doubt as to the true meaning of any portion of the Request for Proposal, or should the Proposer find any patent ambiguity, inconsistency, or omission therein, the Proposer shall make a written request (via email) for official interpretation or correction. Such request shall be submitted to the specified person by the date listed above. The individual making the request shall be held responsible for its prompt delivery.

Such interpretation or correction, as well as any additional RFP 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 RFP and shall be taken into account by each proposer in preparing their proposal. Only written addenda are binding. It is the Proposer's responsibility to be sure they have obtained all addenda. Receipt of all addenda must be acknowledged on proposal form.

SUBMISSION OF PROPOSALS

Proposals must be submitted in a sealed envelope. Outside of mailing envelope must be labeled with name of contractor and name of RFP. Failure to do so may result in a premature opening or failure to open such proposal.

To be considered, sealed proposals must arrive at City Clerk's Office, on or before the specified time and date. There will be no exceptions to this requirement. Proposal is considered received when in the possession of the City Clerk. Contractors mailing proposals should allow ample time to ensure the timely delivery of their proposal. Proposals received after the closing date and time will not be accepted or considered. Faxed, emailed, or telephone proposals are not acceptable. The City of Novi shall not be held responsible for lost or misdirected proposals. The City reserves the right to postpone an RFP opening for its own convenience.

Proposals must be clearly prepared and legible and must be signed by an Authorized Representative of the submitting Company on the enclosed form. Proposals must show

unit and total prices. **ANY CHANGES MADE ON PROPOSAL FORMS MUST BE INITIALED OR YOUR PROPOSAL MAY BE CONSIDERED NON-RESPONSIVE.**

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

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

Failure to include in the proposal all information requested may be cause for rejection of the proposal.
Any samples, CDs, DVDs or any other items submitted with your proposal will not be returned to the contractor.

No proposal will be accepted from, or contract awarded to any person, firm, or corporation that is in arrears or is in default to the City 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.

USE OF THE CITY LOGO IN YOUR PROPOSAL IS PROHIBITED.

CONSIDERATION OF PROPOSALS

In cases where items are requested by a manufacturer's name, trade name, catalog number or reference, it is understood that the 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. Proposals of "equal" quality and value will be considered, provided that the proposer states in his/her proposal what he/she proposed to furnish, including literature, or other descriptive matter which will clearly indicate the character of the item covered by such proposal.

The City 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 PROPOSALS

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 proposals on a fair and uniform basis. Unit prices shall be submitted if space is provided on proposal 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 proposal if material information requested is not furnished, or where indirect or incomplete answers or information is not provided.

EXCEPTIONS

The City will not accept changes or exceptions to the RFP documents/specifications unless Contractor indicates the change or exception in the "Exceptions" section of the proposal form. If Contractor neglects to make the notation on the proposal form but writes it somewhere else within the RFP 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 RFP documents will be applicable during the term of the contract.

CONTRACT AWARD

The contract that will be entered into will be that which is most advantageous to the City of Novi, prices and other factors considered. The City reserves the right to accept any or all alternative proposals and to award the contract to other than the lowest proposer, waive any irregularities or informalities or both, to reject any or all proposals, 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 interests of the City of Novi.

After contract award, notification will be posted on the MITN website at www.mitn.info.

SELECTION PROCESS

This document is a Request for Proposals. It differs from an Invitation to Bid in that the City is seeking a solution as described herein, and not a bid meeting firm specifications for the lowest price. As such the lowest price will not guarantee an award recommendation. Competitive sealed proposals will be evaluated based on criteria formulated around the most important features of the service, of which qualifications, experience, capacity and methodology, may be overriding factors, and price may not be determinative in the issuance of a contract or award. The proposal evaluation criteria should be viewed as standards that measure how well a contractor's approach meets the desired requirements of the city. Those criteria that will be used and considered in evaluation for award are set forth in this document. The City will thoroughly review all proposals received. A contract will be awarded to a qualified contractor submitting the best proposal.

GENERAL CONDITIONS

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 proposal prices. The City will furnish the successful proposer 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 proposer for materials to be installed during the project, that cost shall be included in the "Complete for the sum of" proposal 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 proposal pricing is to be F.O.B. destination.

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 proposer 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.

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.

NOTICE TO PROPOSERS

The City of Novi officially distributes RFP documents through the Michigan Intergovernmental Trade Network (MITN). **Copies of RFP 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 RFP 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.

NON-DISCRIMINATION

In the hiring of employees for the performance of work under this 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 PROPOSAL CONTENT

Should a contract ensue, the contents of the proposal of the successful Proposer 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 RFP is available without redaction to any individual or organization upon request.

ECONOMY OF PREPARATION

Proposals should be prepared simply and economically, providing a straightforward and concise description of the contractor's ability to meet the requirements of the RFP. 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 RFP.

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

MATERIAL SAFETY DATA SHEETS (MSDS)

All City of Novi purchases require a Material Safety Data Sheet, ("MSDS"), where applicable, in compliance with MIOSHA "Right To Know" law. The MSDS must include the following information:

1. The chemical name and the common name of the toxic substance.
2. The hazards or other risks in the use of the toxic substance, including:
   a) The potential for fire, explosion, corrosivity, and reactivity;
   b) The known acute and chronic health effects of risks from exposure, including the medical conditions which are generally recognized as being aggravated by exposure to the toxic substance; and
   c) The primary routes of entry and symptoms of overexposure.
3. The proper precautions, handling practices, necessary personal protective equipment, and other safety precautions in the use of or exposure to the toxic substances, including appropriate emergency treatment in case of overexposure.
4. The emergency procedure for spills, fire, disposal, and first aid.
5. A description in lay terms of the known specific potential health risks posed by the toxic substance intended to alert any person reading this information.

6. The year and month, if available, that the information was compiled and the name, address, and emergency telephone number of the manufacturer responsible for preparing the information.

INDEPENDENT PRICE DETERMINATION

By submission of a proposal, the offeror certifies, and in case of a joint proposal, each party hereto certifies as to its own organization, that in connection with the proposal:

(a) The prices in the proposal have been arrived at independently without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other offeror or with any other Competitor; and

(b) No attempt has been made or will be made by the offeror to induce any other person or firm to submit or not submit a proposal for the purpose of restricting competition.

Each person signing the proposal certifies that:

(c) He is the person in the offeror's organization responsible within that organization for the decision as to prices being offered in the proposal and that he has not participated an will not participate in any action contrary to (a) and (b) above; or

(d) He is not the person in the offeror's organization responsible within that organization for the decision as to prices being offered in the proposal but that he has been authorized in writing to act as agent for the persons responsible for such decisions in verifying that such persons have not participated, and will not participate, in any action contrary to (a) and (b) above , and that as their agent, does hereby so certify; and that he has not participated, and will not participate in any action contrary to (a) and (b) above.

A proposal will not be considered for award if the sense of the statements required in the proposal has been altered so as to delete or modify the above.

CITY OF NOVI

HVAC MAINTENANCE/PROFESSIONAL SERVICES CONTRACT

SPECIFICATIONS

The City of Novi is seeking proposals from qualified Heating, Ventilating and Air Conditioning Contractors for Scheduled Inspection, Preventive Maintenance and Service/Repairs for City-owned facilities.

QUALIFICATIONS

Contractor must have experience with Johnson Controls **Niagara Framework** software management system.

Contractors wishing to submit a proposal shall have at least five (5) years of similar HVAC experience, and shall submit with their proposal a list of at least four (4) customer references with similar scope of service.

Contractors submitting a proposal must be licensed with the State of Michigan as Mechanical Contractors for Installation and unlimited Systems Repair; licensed with the State of Michigan for Boiler Installation and Repairs; shall be required to register their State Mechanical License with the City of Novi.

Each proposer must submit credentials listing the qualifications of the personnel that will be assigned to this contract, and must have experience with the following types of equipment and systems:

- Boilers and Boiler controls, safeties (with Rule 27 and CSD-1 expertise)
- Screw and Reciprocating chillers
- Centrifugal Chillers
- Direct Expansion Air Conditioning
- Variable and Constant Air Volume Systems
- Fan-Powered Boxes and controls
- Humidification Equipment
- Infrared Heating Equipment
- Forced-air Heating Equipment
- Pneumatic, Electric and Electronic Controls
- Direct Digital Controls
- Computer Room Air Conditioning Equipment

SCOPE OF SERVICE

Scheduled maintenance services, preventive maintenance services, repairs, and other work as requested.

SCHEDULED MAINTENANCE

A. Inspections/Preventive Maintenance

- Inspections/Adjustment and Lubrication of all HVAC Equipment.
- Verification that all operating and safety controls are operable and functioning as intended, including adjustment and cycling of controls to ensure their reliability.
- Calibration of controls (digital, pneumatic) as applicable.
- Check and inspect all belt-driven equipment; replace belts/drives as applicable to ensure reliability.
- Motor, shaft seals, bearing assemblies are to be checked and lubricated.
- Check and inspect all refrigeration circuits and charges for adequate charge and/or leaks; record temperatures and pressures for the accumulation of historical data to be used for comparison to prior; and determination of the current state of operation.
- Perform oil sampling/analysis in the 'off-season' to assist in determining the status of internal compressor parts/damage prevention.
- Filter replacement for all air-side equipment with filters (bi-annually). Filters will be provided by the City. (Filters to be removed and disposed of by vendor)
- Heating equipment, burners and burner controls are to be checked and cleaned annually; and 'tuned' for maximum firing efficiency.
- Worn belts will be replaced (as needed) with new energy efficient cogged v-belts.

Exclusions - The following items are not to be included in the inspection price: Filters, startup or shutdown.

If a repair is necessary, contractor shall notify and provide a complete repair cost estimate to the Owner and receive authorization prior to performing the repair.

The City reserves the right to obtain competitive bids/proposals on all parts or equipment in excess of $1,000.

B. Start-up/Shutdown

Preventive maintenance will include a start-up/shutdown in the spring & fall on all units in each building. Facility Operations Manager or his designated representative

will determine the dates for this work. This will be billed on a time and materials basis.

REPAIRS / SERVICE CALLS

Every activity performed under this proposal is designed to minimize the incidence of unscheduled or emergency situations; however, back-up service shall be provided as often as needed 24-hours a day, weekends and legal holidays included, minimizing downtime and inconvenience. Contractor will provide telephone numbers for service calls during business hours and after hours.

Service calls reported to the Contractor (by telephone or otherwise), shall be performed within two (2) hours of receipt of notification. In the event service is not provided within this period, the City of Novi reserves the right to call in a service organization of their choice. Contractor will be responsible for any additional labor charges as a result of their failure to respond within the required 2-hour call in time.

Due to the critical nature of off-hour calls, the Contractor must provide their PROCEDURE FOR HANDLING NIGHT AND WEEKEND CALLS with their proposal. Failure to submit with the proposal shall result in rejection of the proposal.

ESTIMATES

There will be no charge for the contractor to come to a City site to evaluate a job or for written cost estimates. *Estimates must be written. Verbal estimates will not be accepted.*

The Facility Operations Manager or his representative will authorize all non-emergency work. The contractor will provide a written "not-to-exceed" estimate on all non-emergency work. The City will not bear any costs for work to develop estimates.

The estimate must include the estimated number of hours, contracted hourly rate, number & type of technicians required, estimated material cost and completion date.
The amount invoiced will represent the actual hours worked and actual materials charges. Therefore, the invoiced amount will rarely, if ever, be the same amount as the estimate.

Work will only be performed with the City's authorization. Actual work will not exceed the estimate. Unreasonable estimates will be deemed cause to terminate this contract.

REPORTING

Contractor must provide 48 hour notice to the City prior to performing scheduled preventive maintenance. Failure to contact the City's representative may result in the unavailability of access to City properties.

The Contractor shall report to the City's representative when on the job. A service report (signed by the City's representative) shall be left with the City's representative detailing the work performed. A service report shall generally include: building location, type of repair (routine, urgent, emergency or after hours), nature of the problem, parts required and cost, labor, number of hours, number of technicians required, hourly rate and summary of work done.

WARRANTY

The successful proposer will provide the City with a minimum of one (1) year parts warranty, or the manufacturer's warranty, whichever is greater, and a minimum of one (1) year warranty on all labor. Contractor shall warrant that all services and repair work performed under this contract shall be free from defects in workmanship and all manufactured equipment supplied hereunder shall, at the time of installation to be free from defects in material and workmanship.

CORRECTION OF WORK

The successful proposer will promptly correct all work rejected by the City as faulty, defective or failing to conform to this specification whether observed before or after substantial completion of the work, and whether or not fabricated, installed or completed. The successful proposer will bear all costs of correcting such rejected work and perform such work within the timeline as agreed between the City and the selected proposer.

INVOICING/BILLING PROCEDURE

Invoices for services must include the following:

- Purchase order is required for all projects over $5,000
- Service report number
- Date of service
- Location – building, department
- Description of services performed
  - Inspection
  - Maintenance
  - Repair
  - Any combination of the above, with hours broken down by category
- Number of technicians utilized for each job
- Labor cost will be broken down to show the actual number of hours worked times the contracted hourly rate.
- Materials cost will be broken down to show contractors cost plus the contracted percentage markup.
- **A copy of an invoice showing contractor's cost for parts must be sent with the City's invoice.**

The City will not pay for travel time, trip charges, or fuel surcharges. Contractor will bill for actual hours on the job site only.

There will be no charge for the contractor to come to a City site to evaluate a job or for written cost estimates.

Invoices may be submitted only for work actually performed and after work is complete. **No pre-payments, deposits, or partial payments will be authorized.** Payment will be made after work is approved by the Facilities Manager.

Invoices shall be mailed to the 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 & statements only, not for sales or promotion emails. We are unable to

respond from this email address. The Finance Department phone number is (248) 347-0465.

Failure to submit invoices to the address above may result in delay of payment.

WORK HOURS AND HOLIDAYS

a) All planned service under this agreement will be performed during the City's normal work hours, defined as 8:00 a.m. to 5:00 p.m., Monday through Friday. (DPS 7:30 a.m. – 4:00 p.m.)
b) Regular and routine work shall be performed under this contract during regular business hours and no work will be permitted at night, on Sundays or on holidays unless specifically authorized or directed by the Facility Operations Manager or his representative.
c) Hourly payment to contractor for hours worked other than 8:00 a.m. to 5 pm, Monday through Friday (DPS 7:30 am – 4 pm) will begin when crew is assembled and equipment is at job site. Hourly payment ends when job is completed at site.
d) Presently there are thirteen (14) recognized holidays:
    1. New Year's Day
    2. Martin Luther King Jr. Day
    3. President's Day
    4. Good Friday
    5. Memorial Day
    6. Juneteenth
    7. Fourth of July
    8. Labor Day
    9. Veteran's Day
    10. Thanksgiving Day
    11. Day after Thanksgiving
    12. Christmas Eve
    13. Christmas Day
    14. New Year's Eve

In the event that equipment must be shut down for an extended period of time, prior approval must be received from the Facility Operations Manager or his representative The Contractor may be required perform the repair, replacement or maintenance work outside of normal business hours.

INSURANCE REQUIREMENT

A certificate of insurance naming the City of Novi as an additional insured must be provided by the successful proposer prior to commencement of work. A current certificate of insurance meeting the requirements in Attachment A is to be provided to the City and remain in force during the entire contract period. It is the Contractor's responsibility to make sure the City has a current certificate of insurance on file for the duration of the contract.

PERMITS

Where required by code, permits and all required inspections must be obtained by the Contractor. Fees for permits and inspections obtained from the City of Novi will be waived by the City for work on City buildings. Upon completion, all work will be subject to the State Laws and City Ordinance Codes.

CLEANUP

Upon completion of any work, the work areas shall be cleaned of all refuse caused by work performed under this contract. The Contractor shall not allow waste material, or rubbish, caused by their employees to accumulate in or about the premises, but shall have it promptly removed.

DAMAGES

The Contractor shall take all necessary measures to prevent damage to other areas of the building, grounds, and utilities adjacent to his Work. The Contractor shall be responsible for damage to the City's premises that may be caused by his work. Should damage occur as a result of the Contractor's Work, the Contractor is responsible for the repair and/or replacement of the damaged area at their own expense. Otherwise, the City shall repair and/or replace the damaged area and charge the Contractor or deduct the amount from the Contractor's payment.

SELECTION CRITERIA

All proposals will be evaluated and ranked. The City reserves the right to reject any and all proposals, to make an award based directly on the proposals or to negotiate further with one or more companies. The proposer selected for the award will be chosen on the basis of the apparent greatest benefit to the City, including, but not limited to the following:

1. **Experience/Qualifications:**
   Proposing on this contract shall be limited to individuals, partnerships and corporations actively engaged in the heating/air conditioning services field. Proposers shall demonstrate competence, experience and financial capability to carry out the terms of this contract. The City will require proof of these qualifications. Proposer shall provide information to the City demonstrating the Proposer's ability to satisfy the requirements set forth in the specifications. The Proposer shall include any and all information pertinent to aiding the City in determining the abilities of the Proposer, including names and qualifications of personnel to be assigned to the City account.

2. **Capacity:**
   The Proposer should clearly identify its capability to perform the work as outlined in the specifications. The Proposer should clearly identify all disciplines available within the company and those areas that would be subcontracted. The Proposer should include their areas of expertise, including their familiarity with computerized and electronic control systems. Proposers should clearly identify all available resources within the company and those that are proposed be subcontracted to others.

3. **Comparable Work/References:**
   Provide a list of comparable projects that have been successfully completed by your firm. Include municipal related work as well as private sector references.

4. **Methodology:**
   The Service Company should identify its approach to maintaining operating efficiency of HVAC equipment under their control.

5. **Cost**

CITY OF NOVI

HVAC MAINTENANCE/
PROFESSIONAL SERVICES CONTRACT

LOCATIONS & EQUIPMENT LIST

1. CIVIC CENTER
45175 Ten Mile Rd.
Novi, MI 48375

Equipment
4 - Trane AHUs (2 VAV; 2 Constant Volume)
1 - Trane screw Chiller
2 - Futera HW Boiler
1 - Honeywell Air Compressor/dryer (dual)
4 - Greenheck Return Air Fans (for AHUs 1-4)
5 - Greenheck Exhaust Fans
2 – Split A/C systems on roof and in computer room
1 – Split A/C systems on roof and in copy room
2 – Split A/C systems on roof and in Council Chambers media room
1 – Split A/C- Heating systems on roof and in Studio room
8 - Trane Unit heaters
3 - Domestic HW Heaters
5 - Taco Pumps (CHW, HW and Domestic)
4 - Trane Unit Ventilators
27 - FP Boxes with reheat Coils/filters
Plus other VAV boxes, controls and appurtenances.

2. POLICE DEPARTMENT
45125 Ten Mile Rd.
Novi, MI 48375

Equipment
1 - Carrier Chiller
2 - Bryan Boilers
2 - Trane AHUs
4 - B&G Pumps (HW and CHW)
1 - Devilbiss Air Compressor/dryer (not currently in service)
2 - Carrier AHUs
1 - Carrier Condensing Unit
2 – Split A/C systems on roof and in computer room
1 - Carrier Packaged RTU
2 - Roberts-Grodon Infrared Tube heaters
1 – Lochinvar Hot Water Heater 119 gal
Plus exhaust fans, VAV boxes, controls and appurtenances

Additional Notes:

- The Trane Air Handlers have new fans, motors and frequency drives.
- Two existing return fans are new.
- One boiler has a new burner assembly.
- All roof mounted exhaust fans are new.
- Temperature controls are new.

3. DPW FACILITY

26300 Lee BeGole Dr.
Novi, MI 48375
DPW was renovated in 2019. The maintenance contract will not include DPW for the first year, but will include it during the two renewal options (year 2 & 3).

Equipment

2 - Temprite Make-up Air Units
3 – AAON packaged H/C RTU
1 - Sterling Make-up Air Unit
2 - Carrier packaged H/C RTU
3 -10 Ton Packaged RTU
1 - Split A/C systems on roof and in Parks Maintenance Office
10 - Sterling Gas Unit heaters
22 - Reverber-Ray Infrared heaters
2 - Reznor Unit heaters
20 - Exhaust Fans
Plus programmable controls, clocks and other appurtenances

4. INDOOR GUN RANGE

26350 Lee BeGole Drive
Novi, MI 48375

Equipment

1 - Bryant H/C RTU
1 - Bryant Condensing Unit
1- Floaire MUA
1- 7.5 Ton Packaged RTU

5. FIRE STATION #1

42975 Grand River Ave
Novi, 48375

Equipment

1 - Trane Packaged H/C RTU
1 - Bryant Condensing Unit
2 - Carrier Furnaces with DX coil
2 - Carrier Condensing Units

3 - Reznor Infrared Tube Heaters
1 - Plymo-vent
Plus miscellaneous exhaust fans, controls and appurtenances

6. FIRE STATION #2
1919 Paramount
Novi, MI 48377

Equipment
2 – Aaon Package RTU (1 gas/1 electric)
2 – Gordon Roberts Infrared Tube Heaters
1 - Plymo-vent
Plus miscellaneous exhaust fans, air compressor, electric cabinet unit heaters, controls and appurtenances

7. FIRE STATION #3
42785 Nine Mile Rd.
Novi, 48375

Equipment
1 - Bryant RTU
4 - Reverber-Ray Infrared Tube Heaters
1 - Plymo-vent

Plus miscellaneous exhaust fans, controls and appurtenances

8. FIRE STATION #4
49375 Ten Mile Rd. (at Wixom Rd.)
Novi, MI 48374

Equipment
4 - Carrier H/C packaged RTUs
8 - Gordon-Roberts Infrared Tube heaters
8 - Greenheck Exhaust Fans
2 - Plymo-vents
3 - Electric suspended units Task Master
Plus miscellaneous controls and appurtenances

9. FIRE STATION #5 EMS
25804 Beck Road
Novi, MI 48375

Equipment
1 – Carrier 60k BTU 95% 2-Stage Furnace
2 - Ceiling Heaters
1 – Carrier 2-Ton A/C

10. VILLA BARR ART PARK
22600 Napier Road
Novi, MI 48374

Equipment
1- Carrier RTU cooling only
11- Electric baseboard heaters

11. TOWNSHIP HALL
45325 W Ten Mile Rd.
Novi, MI 48375

Equipment
1- Bryant Residential split unit

12. ITC COMMUNITY SPORTS PARK STORAGE BUILDING
51000 Eight Mile Rd,
Novi, MI 48167

Equipment
4- Electric Hanging Unit Heaters

13. LAKESHORE PARK MAIN BUILDING
601 South Lake Dr
Novi, MI 48377

Equipment
1 – Carrier RTU
1 – Carrier Split A/C system in IT closet
3 – Electric Heaters in outdoor restrooms

ALTERNATE #1

NOVI ICE ARENA
42400 Nick Lidstrom Drive
Novi, MI 48375

Equipment
Trane Tracer Summit Computer Monitor System
Munters DryCool IceAire AM30 Dehumidification System
2 - Trane Modular Climate Changer Air Handling
4 - ANSI Z21.16 Gas Fired Duct Furnaces **
1 - Make-up Air Furnace **
2 - Teledyne Laars HWH Boilers for Ambient air Heating
Trane AC Chiller – Model # CGAM 080F 2C02 AXD2
4-Baldor Circulation Pumps
- 2 are dedicated to the heating loop
- 2 are dedicated to the cooling loop

Plus miscellaneous controls and appurtenances

CITY OF NOVI
INSURANCE REQUIREMENTS
ATTACHMENT A

1. The Contractor shall maintain at its expense during the term of this Contract, the following insurance:

   a. **Worker's Compensation** insurance with the Michigan statutory limits and Employer's Liability insurance with minimum limits of **$100,000** (One Hundred Thousand Dollars) each accident.

   b. **Commercial General Liability Insurance –** The Contractor shall procure and maintain during the life of this contract, Commercial General Liability Insurance, Personal Injury, Bodily Injury and Property Damage on an "Occurrence Basis" with limits of liability not less than **$1,000,000** (One Million Dollars) per occurrence combined single limit.

   c. **Automobile Liability** insurance covering all owned, hired and non-owned vehicles with Personal Protection insurance to comply with the provisions of the Michigan No Fault Insurance Law including Residual Liability insurance with minimum bodily injury limits of **$1,000,000** (One Million Dollars) each person and **$1,000,000** (One Million Dollars) each occurrence and minimum property damage limits of **$1,000,000** (One Million Dollars) each occurrence.

2. All policies shall name the Contractor as the insured and shall be accompanied by a commitment from the insurer that such policies shall not be canceled or reduced without at least thirty (30) days prior notice date to the City; alternately, contractor may agree to provide notice of such cancellation or reduction.

3. The City of Novi shall be named as Additional Insured for General Liability and Auto Liability. Certificates of Insurance evidencing such coverage shall be submitted to City of Novi, Purchasing Department, 45175 Ten Mile Road, Novi, Michigan 48375-3024 prior to commencement of performance under this Contract and at least fifteen (15) days prior to the expiration dates of expiring policies. A current certificate of insurance must be on file with the City for the duration of the contract. Said coverage shall be PRIMARY COVERAGE rather than any policies and insurance self-insurance retention owned or maintained by the City. Policies shall be issued by insurers who endorse the policies to reflect that, in the event of payment of any loss or damages, subrogation rights under those contract documents will be waived by the insurer with respect to claims against the City

4. The Contractor shall be responsible for payment of all deductibles contained in any insurance required hereunder.

5. If, during the term of this Contract, changed conditions or other pertinent factors should in the reasonable judgment of the City render inadequate insurance limits,

the Contractor will furnish on demand such additional coverage as may reasonably be required under the circumstances. All such insurance shall be effected at the Contractor's expense, under valid and enforceable policies, issued by the insurers of recognized responsibility which are well-rated by national rating organizations and are acceptable to the City.

6. If any work is sublet in connection with this Contract, the Contractor shall require each subcontractor to effect and maintain at least the same types and limits of insurance as fixed for the Contractor.

7. The provisions requiring the Contractor to carry said insurance shall not be construed in any manner as waiving or restricting the liability of the Contractor under this contract.

8. The City has the authority to vary from the specified limits as deemed necessary.

ADDITIONAL REQUIREMENTS

HOLD HARMLESS/INDEMNITY

1. The Contractor agrees to fully defend, indemnify and hold harmless the City, its City Council, its officers, employees, agents, volunteers and contractors from any claims, demands, losses, obligations, costs, expenses, verdicts, and settlements (including but not limited to attorney fees and interest) resulting from:

A. Acts or omissions by the Contractor, its agents, employees, servants and contractors in furtherance of execution of this Agreement, unless resulting from the sole negligence and tort of the City, its officers, employees, agents and contractors.

B. Violations of state or federal law involving whether administrative or judicial, arising from the nature and extent of this Agreement.

C. The Contractor agrees to defend the City from and against any and all actions or causes of action, claims, demands or whatsoever kind or nature arising from the operations of the Contractor and due to the acts or omissions of the Contractor or its agents, including, but not limited to, acts of omissions alleged to be in the nature of gross negligence or willful misconduct. The Contractor agrees to reimburse the City for reasonable attorney fees and court costs incurred in the defense of any actions, suits, claims or demands arising from the operations of the Contractor under this Agreement due to the above-referenced acts or omissions.

2. The Contractor agrees that it is its responsibility and not the responsibility of the City of safeguard the property and materials used in performing this Contract. Further the Contractor agrees to hold the City harmless for any loss of such property and materials used in pursuant to the Contractor's performance under this Contract.

3. 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.

CONTRACT FOR HVAC SERVICES

This Agreement 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 _____ and end on _____. Upon mutual consent of the Client and the Contractor, the contract may be renewed three (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 services and materials 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 provided and work performed in connection with the billing and the hours 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 Contractor 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.

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 on 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.

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: 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 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 last listed below.

WITNESS AND DATES
OF SIGNATURES:

CITY OF NOVI

_____ _____

By: Justin Fischer

Date: _____ Its: Mayor

_____ _____

By: Cortney Hanson

Date: _____ Its: Clerk

CONTRACTOR

_____ _____

By:

Its:

Date: _____

Company _____

CITY OF NOVI

HVAC MAINTENANCE / PROFESSIONAL SERVICES CONTRACT

FEE PROPOSAL FORM

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

SCHEDULED PREVENTIVE MAINTENANCE (INSPECTIONS)

BASE BID	**FREQUENCY**	**COST PER INSPECTION**	**Times per Year**	**TOTAL ANNUAL COST**
Civic Center	Once per quarter	$	3	$
Police Department	Once per quarter	$	3	$
DPW Facility	Three per year (January/May/ September)	$	3	$
Indoor Gun Range	Three per year (January/May/ September)	$	3	$
Fire Station #1	Three per year (January/May/ September)	$	3	$
Fire Station #2	Three per year (January/May/ September)	$	3	$
Fire Station #3	Three per year (January/May/ September)	$	3	$
Fire Station #4	Three per year (January/May/ September)	$	3	$
Fire Station #5 EMS	Twice per year (June/October)	$	2	$
Villa Barr Art Park	Twice per year (June/October)	$	2	$
Township Hall	Twice per year (June/October)	$	2	$
ITC CSP Storage Building	Once per year (October)	$	1	$
Lakeshore Park	Three per year (January/May/ September)	$	3	$
			TOTAL ANNUAL COST	$

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ALTERNATES	FREQUENCY	COST PER INSPECTION	ANNUAL QTY	TOTAL ANNUAL COST
Alternate #1 – Novi Ice Arena	Once per quarter	$	4	$

REPAIRS/SERVICE CALLS/STARTUP/SHUTDOWN	HOURLY RATE
Regular Working Hours M-F 8:00 AM - 5:00 PM (DPW Working Hours M-F 7:30 AM - 4 PM)	$
Overtime Working Hours M-F after 8 hours, first 8 on Sat.)	$
Sunday Hours (12 Midnight Sat – 8 AM Mon)	$
Holidays (5 PM prior night – 8 AM following day)	$

MATERIALS MARKUP FROM CONTRACTOR'S COST (%)	%

OTHER CHARGES - ALL other possible or potential charges must be clearly identified and described here, otherwise, they will not be allowed by the City (ie equipment rental, etc.)

Description	Cost
	$
	$
	$
	$
	$
	$
	$
	$

ADDITIONAL TERMS & CONDITIONS:
The City of Novi retains the right to obtain competitive pricing for component parts with a cost in excess of $1,000.

We acknowledge the following addendums: _____
(please list numbers)

EXCEPTIONS TO SPECIFICATIONS:

_____

_____

_____

_____

COMMENTS:

_____

_____

_____

_____

NON-IRAN LINKED BUSINESS
By signing below, I certify and agree on behalf of myself and the company submitting this proposal the following: (1)that I am duly authorized to legally bind the company submitting this proposal; and (2) that the company submitting this proposal is not an "Iran linked business," as that term is defined in Section 2(e) of the Iran Economic Sanctions Act, being Michigan Public Act No. 517 of 2012; and (3) That I and the company submitting this proposal will immediately comply with any further certifications or information submissions requested by the City in this regard.

PROPOSAL SUBMITED BY:

Company _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Fax _____

Representative's Name (printed) _____

Title _____

E-mail _____

Signature _____

Date _____

CITY OF NOVI

QUALIFICATIONS QUESTIONNAIRE

HVAC MAINTENANCE/
PROFESSIONAL SERVICES CONTRACT

The contractor shall complete a Qualification Questionnaire to contain at a minimum the following information. Failure to answer all questions may result in rejection of your proposal.

Name of Firm _____

Address _____

City, State Zip _____

Telephone _____ Fax _____

Mobile _____

Agent's Name (please print) _____

Agent's Title _____

Email Address _____

Website _____

1. Organizational structure: Corporation, Partnership, etc. _____
2. Has any officer or partner of this organization owned or operated a company that declared bankruptcy during the last 10 years? No _____ Yes _____
   When:_____
3. How many years has your organization been in business under its present name?
   _____
4. Under what other or former names has your organization operated? _____
   _____
   _____
5. How many full time employees? _____ Part time? _____
6. Telephone Numbers for Service Calls
   Business Hours: _____ _____
   Night & Weekend Hours : _____ _____
7. Provide your procedure for handling night & weekend calls. Include response times. Failure to provide this information with your proposal will result in the rejection of your proposal.

_____

_____

_____

_____

_____

_____

_____

_____

_____

8. Address of your local facility _____
9. Does your company inventory replacement parts and components for its service contracts at its local facility? _____

   If not, how does the company acquire replacement parts and components?

   _____

   _____

   _____

10. Are you able to provide insurance coverage as required by this RFP? _____
11. List the scope of services (type of work) you are able to perform.

    _____

    _____

    _____

    _____

    _____

    _____

12. Provide a list of all personnel to be assigned to this contract. Include name, title, license number, years of experience, full/part time, on-call availability, qualifications, professional licenses/certifications, etc. Attach additional sheets if necessary.

    _____

    _____

    _____

    _____

    _____

    _____

_____

_____

_____

13. Provide information about your experience with Johnson Controls Niagara Framework software management system. Provide name of person assigned to our account with this experience, how many years' experience, etc.

_____

_____

_____

_____

_____

14. Will you be using any subcontractors for any work that may be performed under the specifications or that the City may request? If so, provide examples of subcontractors including company name, hourly rates and additional costs including any administrative overhead.

_____

_____

_____

_____

_____

15. Provide a list of all open contracts your company currently holds. Include contact name, organization, type, size, required date of completion, percentage of completion, value of contract.

_____

_____

_____

_____

_____

16. What is your company's approach (methodology) to maintaining operating efficiency of HVAC equipment under your control?

_____

_____

_____

_____

_____

17. References: Provide at least four (4) references comparable in scope to this RFP. Use an additional sheet if you have more references to provide.

A. Company Name _____

Address _____

Contact Name_____ Phone number _____

Length of contract _____

Type of equipment covered under contract _____

_____

_____

B. Company Name _____

Address _____

Contact Name_____ Phone number _____

Length of contract _____

Type of equipment covered under contract _____

_____

_____

C. Company Name _____

Address _____

Contact Name_____ Phone number _____

Length of contract _____

Type of equipment covered under contract _____

_____

_____

D. Company Name _____

Address _____

Contact Name_____ Phone number _____

Length of contract _____

Type of equipment covered under contract _____

_____

_____

18. Provide any additional information you would like to include.

THE FOREGOING QUESTIONNAIRE IS A TRUE STATEMENT OF FACTS:

Signature of Authorized Company Representative: _____

Representative's Name (please print) _____

Date _____

CITY OF NOVI CITY COUNCIL
DECEMBER 1, 2025

SUBJECT: Approval of claims and warrants – Warrant 1192

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 #1192 comes before City council for approval.

RECOMMENDED ACTION: Approval of claims and warrants – Warrant 1192

CITY OF NOVI
Warrant 1192
Monday, December 1, 2025

Check	Vendor Name	Description	Amount
200911	AMAZON.COM SERVICES LLC	ACCOUNT 254267679401	92.38
200912	BAY AREA NARCOTICS ENFORCEMENT TEAM	SEPTEMBER 2025 LOCAL OFFICERS	2,542.54
200913	CHANDLER, VINCENT	REIMBURSE TRAVEL EXPENSES	1,947.07
200914	CHESTERFIELD TWP POLICE DEPARTMENT	INVOICE COMET 25-AUGUST	351.18
200915	CITY OF ROSEVILLE	INVOICE COMET 25-AUGUST	808.76
200916	CITY OF ST CLAIR SHORES	INVOICE COMET 25-AUGUST	603.72
200917	COMCAST BUSINESS	ACCOUNT 8529 10 249 0033015	610.71
200918	GREEN, STEVEN	OCTOBER 2025 VEHICLE ALLOWANCE	500.00
200919	MONTROSE CHARTER TOWNSHIP	AUGUST 2025 FANG OFFICERS	2,940.08
200920	OAKLAND COUNTY NARCOTIC ENFORCEMENT	2025 NET OT	6,550.00
200921	SOUTHWEST ENFORCEMENT TEAM	SEPTEMBER 2025 OT	406.40
200922	SUCKOW, TIMOTHY	REIMBURSE TRAVEL EXPENSES	1,316.74
200923	TRANSUNION RISK AND ALTERNATIVE	ACCOUNT 2556421	1,080.00
200924	WEST MICHIGAN ENFORCEMENT TEAM	OCTOBER ADMIN ASSISTANT PAYROLL	215.29
200925	WEX BANK	ACCOUNT 0496-00-369029-4	306.51
200926 - 200929	CONSUMERS ENERGY	HEAT	605.49
200930 - 200963	DTE ENERGY	ELECTRICITY	12,348.53
200964	ALLEN PARK, CITY OF	SEPTEMBER 2025 OT	2,421.16
200965	AT&T	INVOICE 830154504X11102025	327.03
200966	BAY AREA NARCOTICS ENFORCEMENT TEAM	LEASE VEHICLE	2,660.00
200967	BORIEO, SANDRA	PROFESSIONAL SERVICES	2,340.00
200968	ERBER, ANDREW	REIMBURSE TRAVEL EXPENSES	228.50
200969	OAKLAND COUNTY NARCOTIC ENFORCEMENT	NET PHONE SERVICES CY2025 OCTOBER	682.65
200970	STATE OF MICHIGAN	INVOICE 551-666382	4,052.34
200971	VERIZON WIRELESS	ACCOUNT 242662063-00001 INVOICE 61273441	3,469.20
200972	WEST MICHIGAN ENFORCEMENT TEAM	MUSKEGON OFFICE LEASE OCTOBER 2025	6,822.26
200973	WEX BANK	ACCOUNT 0496-00-893440-8 INVOICE 108566	10.00
200974	ZIEHMER, DANIEL	REIMBURSE TRAVEL EXPENSES	212.00
200975	1ST AYD CORPORATION	OPERATING SUPPLIES	841.92
200976	21ST CENTURY MEDIA	PRINTING AND PUBLISHING	288.37
200977	814 CRE LLC	BLDG. BOND REFUND (ESCROW)	7,680.00
200978	814 CRE LLC	BLDG. BOND REFUND (ESCROW)	27,876.00
200979	ACCUFORM PRINTING & GRAPHICS INC	COMMUNITY PROMOTION	389.00
200980	ACE CUTTING EQUIPMENT INC	OPERATING SUPPLIES	60.00
200981	ACE PYRO, LLC	MOTHER/SON EVENT	2,500.00
200982	ADVANCE AUTO PARTS	VEHICLE MAINTENANCE	26.06
200983	ADVENTURE WINDOW CLEANING	BUILDING MAINTENANCE	2,100.00
200984	AECOM GREAT LAKES, INC	PROFESSIONAL SERVICES	62,975.00
200985	AERO FILTER, INC.	BUILDING MAINTENANCE	1,542.64
200986	AIRGAS USA, LLC	VEHICLE MAINTENANCE	990.90
200987	ALL TRAFFIC SOLUTIONS	TRAFFIC SUITE APPLICATION - 2025-26	12,000.00
200988	ALLIANCE HEALTH AND LIFE	EMPLOYEE INSURANCE	32,800.00
200989	ALLIED INC	EQUIPMENT MAINTENANCE	1,898.83
200990	ALTECH DOORS LLC	BUILDING MAINTENANCE	4,244.73
200991	AMAZON	COMPUTER SUPPLIES	1,421.33
200992	AMBIA ENERGY LLC	BLDG. PAYMENT REFUND (ESCROW)	160.00
200993	AMBIA ENERGY LLC	BLDG. PAYMENT REFUND (ESCROW)	255.00
200994	AMBIA ENERGY LLC	BLDG. PAYMENT REFUND (ESCROW)	82.00
200995	AMBIA ENERGY LLC	BLDG. PAYMENT REFUND (ESCROW)	74.00
200996	AMBIA ENERGY LLC	BLDG. PAYMENT REFUND (ESCROW)	253.00
200997	AMBIA ENERGY LLC	BLDG. PAYMENT REFUND (ESCROW)	74.00
200998	AMERICAN HEART ASSOCIATION INC.	CONFERENCE	518.63
200999	ANAGO OF METRO DETROIT	BUILDING MAINTENANCE	420.00
201000	ANTHONY CONTRACTING LLC	BLDG. BOND REFUND (ESCROW)	500.00
201001	ARROWHEAD FORENSICS	OPERATING SUPPLIES	324.37
201002	ATA NATIONAL TITLE GROUP, LLC	BECK RD WIDEN	700.00
201003	AUNT FLOW CORP	OPERATING SUPPLIES	760.00
201004	B & B LANDSCAPING	ROUTINE MAINTENANCE	8,956.25
201005	BALDRIDGE, TRENDA	CHORALAIRES	450.00
201006	BARNHILL III, JOHN H.	YOUTH BASKETBALL	80.00
201007	BEGONIA BROTHERS	HISTORICAL COMMISSION	1,975.40
201008	BELL WIRE	BLDG. BOND REFUND (ESCROW)	5,000.00
201009	BELLE TIRE	VEHICLE MAINTENANCE	323.96

201010	BESK, DANIEL	YOUTH BASKETBALL	160.00
201011	BIRCHLER, THOMAS F.	OLDER ADULTS SPECIAL EVENTS	350.00
201012	VOID		
201013	BLUE CROSS BLUE SHIELD OF MICHIGAN	EMPLOYEE INSURANCE	29,401.20
201014	BRIEN'S SERVICES INC	GROUNDS MAINTENANCE	2,095.00
201015	BRIGHTSOURCE LIGHTING SOLUTIONS LLC	OPERATING SUPPLIES	66.84
201016	BRILLIANT SYSTEMS, LLC	EMERGENCY COMMUNICATION SERVICE	427.00
201017	BRODART CO.	LIBRARY BOOKS	4,876.56
201018	CAMBRIDGE OF NOVI, LLC	BLDG. BOND REFUND (ESCROW)	1,000.00
201019	CANFIELD EQUIPMENT SERVICES INC.	VEHICLE NEW INSTALL	1,100.00
201020	CANON FINANCIAL SERVICES INC	EQUIPMENT RENTAL/LEASE	4,955.97
201021	CARLETON EQUIPMENT COMPANY, INC.	VEHICLE MAINTENANCE	216.41
201022	CARLISLE WORTMAN ASSOCIATES, INC.	BUILDING, TRADE, & PLAN REVIEW SERVICES	6,352.50
201023	CARPET WORKROOM INC, THE	OLDER ADULTS TRANSPORTATION	7,637.79
201024	CARTER, AMANDA	2025 SUM TAX REFUND 50-22-35-401-018	403.79
201025	CDW GOVERNMENT LLC	WI-FI ACCESS POINT REPLACE	1,470.43
201026	CENTER POINT LARGE PRINT	LIBRARY BOOKS	249.77
201027	CHARTER COMMUNICATIONS	BLDG. BOND REFUND (ESCROW)	1,500.00
201028	CHET'S RENT-ALL INC.	OPERATING SUPPLIES	78.51
201029	CHLORIDE SOLUTIONS, LLC	WINTER MAINTENANCE	11,401.90
201030	CINTAS CORP	SUPPLIES UNIFORMS	1,764.85
201031	CISLO TITLE COMPANY	2025 SUM TAX REFUND 50-22-35-451-044	13.81
201032	CIVILTECH, LLC	BLDG. BOND REFUND (ESCROW)	500.00
201033	CONTRACTOR'S CLOTHING CO.	SUPPLIES UNIFORMS	192.29
201034	CORRIGAN RECORD STORAGE LLC	RECORDS STORAGE	2,266.03
201035	CRANDALL-WORTHINGTON INC	CUSTODIAL SUPPLIES	2,369.45
201036	CREATING SUSTAINABLE LANDSCAPES LLC	GROUNDS MAINTENANCE	750.00
201037	CUTMYTREEDOWN.COM	FORESTRY MAINTENANCE	44,776.25
201038	DALTON COMMERCIAL CLEANING CORP	BUILDING MAINTENANCE	325.00
201039	DANS AUTO REPAIR INC	VEHICLE MAINTENANCE	556.73
201040	DECENSO, EMANUELA	MILEAGE REIMBURSEMENT	107.80
201041	DONAHOE, KATHLEEN	REFUND PARKS	60.00
201042	DOUG BUDDEN	BLDG. BOND REFUND (ESCROW)	2,389.00
201043	DRL BUILDING CO. LLC	BUILDING MAINTENANCE	275.00
201044	DTN, LLC	INTERNAL TECHNOLOGY	2,274.04
201045	DYKSTRA, DONALD A.	SPECIAL EVENTS	150.00
201046	ELLSWORTH INDUSTRIES INC.	STORM SEWER MAINTENANCE	21,227.97
201047	EMMONS, MANINA	WITNESS	65.20
201048	ENDLEIN CONSTRUCTION	BLDG. BOND REFUND (ESCROW)	500.00
201049	ERIS PILOCI	BLDG. BOND REFUND (ESCROW)	500.00
201050	ETNA SUPPLY	WATER LINE MAINTENANCE	1,524.00
201051	EVERON LLC	BUILDING MAINTENANCE	163.17
201052	FAMILY HEATING CO INC	BLDG. PAYMENT REFUND (ESCROW)	56.00
201053	FAMILY HEATING CO INC	BLDG. PAYMENT REFUND (ESCROW)	115.00
201054	FARKAS, JULIE	PETTY CASH	13.58
201055	FELDMAN CHEVROLET OF NOVI	VEHICLE MAINTENANCE	4,354.46
201056	FERGUSON WATERWORKS #3386	WATER METERS	28,871.37
201057	FICK, KATHERINE	SPECIAL EVENTS	250.00
201058	FLEETPRIDE INC.	VEHICLE MAINTENANCE	404.91
201059	FOSTER, SWIFT, COLLINS & SMITH, P.C	LEGAL FEES	127.50
201060	G2 CONSULTING GROUP, LLC.	MATERIAL TESTING: MEADOWBROOK REHABILITATION	11,366.75
201061	GANNETT MICHIGAN LOCALIQ	PRINTING AND PUBLISHING	2,123.66
201062	GLOBAL PHILANTHROPY PARTNERSHIP	MEMBERSHIPS	1,300.00
201063	GORDON FOOD SERVICE PAYMENT PROC.	OLDER ADULTS SPECIAL EVENTS	49.04
201064	GRAINGER INC, W W	EQUIPMENT MAINTENANCE	395.68
201065	GRAPHIK CONCEPTS INC	VEHICLE MAINTENANCE	230.40
201066	GRAY, SCOTT	YOUTH VOLLEYBALL	160.00
201067	GREAT AMERICA FINANCIAL SERVICES	OPERATING SUPPLIES	152.00
201068	GREAT LAKES POWER & LIGHTING INC.	BUILDING MAINTENANCE	552.12
201069	HALLORAN, KEVIN	YOUTH BASKETBALL	120.00
201070	HANSON RENAISSANCE COURT REPORTERS	PROFESSIONAL SERVICES	667.50
201071	HAROLD'S FRAME SHOP, INC	VEHICLE MAINTENANCE	4,166.08
201072	HEALTH ALLIANCE PLAN	EMPLOYEE INSURANCE	25,307.81
201073	HENDERSON, LEONARD	YOUTH BASKETBALL	80.00
201074	HOME DEPOT CREDIT SERVICES	VEHICLE MAINTENANCE	5,972.49
201075	HULL CARPENTRY LLC	HCD	10,000.00
201076	IMAGAMERICA	EMPLOYEE WELLNESS PROGRAM	833.87
201077	IMAGE 360 - NOVI	OPERATING SUPPLIES	211.00
201078	IMPERIAL BAG & PAPER CO. LLC	BUILDING MAINTENANCE	1,110.62
201079	INCOME POWER	BLDG. PAYMENT REFUND (ESCROW)	56.00
201080	INTEGRA REALTY RESOURCES-DETROIT	BECK RD WIDEN	950.00

201081	JACK DOHENY SUPPLIES INC	WATER LINE MAINTENANCE	1,366.60
201082	JAMIL, WAFAA	BLDG. BOND REFUND (ESCROW)	5,000.00
201083	JEFF THE ENTERTAINER	OLDER ADULTS SPECIAL EVENTS	350.00
201084	JONES II, GERALD R.	YOUTH BASKETBALL	240.00
201085	JUNIA GLAURA PRAEIRO COELHO	WITNESS	17.20
201086	KENNEDY INDUSTRIES INC	LIFT STATION MAINTENANCE	4,511.00
201087	KIMBALL MIDWEST	VEHICLE MAINTENANCE	2,832.06
201088	KNIGHT TECHNOLOGY GROUP, INC	COMPUTER SUPPLIES	700.00
201089	LACHANCE, MADISON	PER DIEM MPARKS	110.00
201090	LAFONTAINE CHEVROLET PLYMOUTH	VEHICLE MAINTENANCE	594.47
201091	LANGUAGE LINE SERVICES	EMERGENCY COMMUNICATION SERVICE	95.99
201092	LAPOINTE, ERNEST RICHARD	YOUTH BASKETBALL	120.00
201093	LARSON, SHARON	REIMBURSEMENT	111.39
201094	LASALLE TECHNOLOGY CENTER LLC	BLDG. BOND REFUND (ESCROW)	13,647.60
201095	LEISURE UNLIMITED LLC	OLDER ADULTS FITNESS	3,178.80
201096	LIBERTY, MARVIN	YOUTH BASKETBALL	120.00
201097	LOOMIS	ARMORED CAR SERVICES	678.57
201098	M-2 AUTO PARTS, INC.	VEHICLE MAINTENANCE	303.23
201099	M-K CONSTRUCTION CO INC	CONSTRUCT: MIDDLE ROUGE STREAMBANK	141,717.43
201100	M.F. DEVELOPMENT LLC	51395 10 MILE WATER MAIN EASEMENT	4,856.57
201101	MACQUEEN EMERGENCY	SUPPLIES UNIFORMS	518.47
201102	MAJOR CONSTRUCTION GROUP, INC	ROUTINE MAINTENANCE	23,970.81
201103	MASI, BRYAN R & LAURIE J	BLDG. BOND REFUND (ESCROW)	500.00
201104	MEDLINE INDUSTRIES, LP	MEDICAL SUPPLIES	612.16
201105	MES SERVICE COMPANY LLC	MULTI GAS DETECTOR REPLACEMENTS	2,394.27
201106	MICHIGAN AUTOMATIC SPRINKLER INC	GROUNDS MAINTENANCE	794.80
201107	MICHIGAN CAT	VEHICLE MAINTENANCE	3,697.78
201108	MICHIGAN LINEN SERVICE, INC.	BUILDING MAINTENANCE	1,967.75
201109	MICHIGAN MUNICIPAL LEAGUE	WORKERS COMPENSATION	47,169.00
201110	MICHIGAN.COM	SUPPLIES	89.22
201111	MIDWEST COLLABORATIVE FOR LIBRARY	CONFERENCES	60.00
201112	MIDWEST TAPE, LLC	LIBRARY BOOKS LENDING	613.77
201113	MOE'S ON TEN	OLDER ADULTS SPECIAL EVENTS	1,700.00
201114	MORRIS, MELISSA	MILEAGE REIMBURSEMENT	28.70
201115	MORRIS, MELISSA	PER DIEM MAMC MASTERS ACADEMY	93.00
201116	MOTOROLA SOLUTIONS INC	MASS NOTIFICATION SYSTEM	14,801.00
201117	MULTI-LAKES CONSERVATION ASSOC	MCOLES - CPE GRANT	325.00
201118	MUNICIPAL WEB SERVICES, INC	COMMUNITY PROMOTION	369.00
201119	MUTT MITT	GROUNDS MAINTENANCE	1,489.85
201120	NATIONAL TIME & SIGNAL	BUILDING MAINTENANCE	290.00
201121	NORTHVILLE LOCKSMITH INC., THE	INDOOR GUN RANGE	76.00
201122	NOVI COMMUNITY SCHOOLS	SPECIAL EVENTS	200.00
201123	NOVI WATER DEPARTMENT	WATER AND SEWER	8,275.56
201124	NOVI, CITY OF	CITY'S SHARE OF FEES COLLECTED	29,402.40
201125	O'REILLY AUTO PARTS	VEHICLE MAINTENANCE	2,449.68
201126	OAKLAND COUNTY CLERKS ASSOCIATION	CONFERENCE	90.00
201127	ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	392.74
201128	OLANDO, MICHAEL	PER DIEM MFSIA CONFERENCE	126.00
201129	ON DUTY GEAR, LLC	SUPPLIES UNIFORMS	4,390.00
201130	OOMA INC	TELEPHONE	109.70
201131	ORCHARD, HILTZ & MC CLIMENT	PROFESSIONAL SERVICES	98,435.55
201132	ORKIN	BUILDING MAINTENANCE	499.00
201133	OSCAR W. LARSON CO.	GASOLINE AND OIL	500.00
201134	OVERWATCH EMERGENCY	VEHICLE MAINTENANCE	329.40
201135	PERIGORD, VERNE K	BLDG. BOND REFUND (ESCROW)	5,000.00
201136	PHOENIX SAFETY OUTFITTERS	SUPPLIES UNIFORMS	4,223.00
201137	PLANTE & MORAN PLLC	PROFESSIONAL SERVICES	5,381.25
201138	PLAYAWAY PRODUCTS LLC	AUDIO VISUAL MATERIALS	61.99
201139	POSITIVE ENERGY LLC	BLDG. BOND REFUND (ESCROW)	5,000.00
201140	POSITIVE ENERGY LLC	BLDG. BOND REFUND (ESCROW)	10,000.00
201141	PRICE, TAYLOR	MILEAGE REIMBURSEMENT	108.50
201142	PRIORITY WASTE LLC	RUBBISH MONTHLY	189,082.88
201143	PROSCREENING, LLC	RECRUITMENT	39.00
201144	PULTE HOMES OF SE MICHIGAN LLC	BLDG. BOND REFUND (ESCROW)	800.00
201145	QUICK SILVER MARKETING SOLUTIONS	YOUTH VOLLEYBALL	1,947.50
201146	QUILL CORPORATION	OFFICE SUPPLIES	634.58
201147	R.S. THOMAS & ASSOCIATES, INC.	WATER MAIN LOOP	3,100.00
201148	RED WING SHOE STORE	SUPPLIES UNIFORMS	763.97
201149	REHMANN	INDEPENDENT AUDIT	23,200.00
201150	RELIANT FIRE APPARATUS OF MICHIGAN	VEHICLE MAINTENANCE	3,823.74
201151	REVELS TURF AND TRACTOR, LLC	ELECTRIC GATOR	22,333.35

201152	RITENOUR, CURTIS R.	SPECIAL EVENTS	350.00
201153	RKA PETROLEUM COS., INC	GASOLINE AND OIL	28,091.67
201154	ROBIN AIRE HTG CLG INC	BLDG. PAYMENT REFUND (ESCROW)	62.00
201155	ROSATI ENTERPRISES INC	GROUNDS MAINTENANCE	652.51
201156	ROSATI, SCHULTZ, JOPPICH	LEGAL FEES	92,695.56
201157	ROSS, MICHAEL	YOUTH BASKETBALL	240.00
201158	RYAN & LAUREN FRANCIS	BLDG. BOND REFUND (ESCROW)	500.00
201159	RYL FLEXIBILTY THERAPIES LLC	OLDER ADULTS MASSAGE	1,207.00
201160	SAFETY-KLEEN SYSTEMS	OPERATING SUPPLIES	50.00
201161	SALTY JAKES LLC	VEHICLE MAINTENANCE	1,008.25
201162	SAM'S CLUB DIRECT	LIBRARY PROGRAMMING	555.91
201163	SCA OF MI, LLC	GROUNDS MAINTENANCE	78.40
201164	SCHOOLCRAFT COLLEGE	MCOLES CPE GRANT	4,000.00
201165	SERVICEMASTER BIOCLEAN	BIO HAZARD CLEANING OF JAIL CELLS	300.00
201166	SHIFMAN FOURNIER, PLC	LEGAL FEES	35.00
201167	SIGNAL RESTORATION SERVICES	BIO HAZARD CLEANING OF JAIL CELLS	815.04
201168	SIGNARAMA TROY	OFFICE SUPPLIES	125.00
201169	SITEONE LANDSCAPE SUPPLY, LLC	GROUNDS MAINTENANCE	436.90
201170	SKAFF, DOUG	PARKING FEE REIMBURSEMENT	50.40
201171	SMART BUSINESS SOURCE LLC	OFFICE SUPPLIES	454.62
201172	SPALDING DE DECKER	PROFESSIONAL SERVICES	30,919.19
201173	SPARC ARENA LLC	PICKLEBALL LEAGUES	1,440.00
201174	SQUEAKY SHINE CAR WASH	VEHICLE MAINTENANCE	690.00
201175	STALKER RADAR	VEHICLE NEW INSTALL	2,907.00
201176	STATE OF MICHIGAN	LIVESCAN	1,846.00
201177	STREAMLINE CONTRACTING	BLDG. BOND REFUND (ESCROW)	500.00
201178	SUBURBAN LANDSCAPE SUPPLY	WATER LINE MAINTENANCE	156.00
201179	SUPER FLEET MASTERCARD	ACCOUNT #: 5567355986604710	61.56
201180	SYSTEMP CORPORATION	BUILDING MAINTENANCE	9,557.55
201181	SZELAP, CHRISTINE E. HEFFERNAN	KARATE	2,733.50
201182	TELNET WORLDWIDE INC.	TELEPHONE	1,040.41
201183	TRADESMEN FASTNER & TOOL INC	VEHICLE MAINTENANCE	50.25
201184	TRAVELERS	INSURANCE DEDUCTIBLES	468.00
201185	TRENDSET COMMUNICATIONS GROUP, LLC	WATER METERS	650.00
201186	TRI-COUNTY INTERNATIONAL	VEHICLE MAINTENANCE	325.77
201187	TYLER TECHNOLOGIES, INC.	OUTISDE DATA PROCESSING	7,208.34
201188	ULINE, INC.	BUILDING MAINTENANCE	1,161.30
201189	UNIFIRST FIRST AID & SAFETY	OPERATING SUPPLIES	296.76
201190	US POSTAL SERVICE	POSTAGE	50,000.00
201191	USA BLUEBOOK	OPERATING SUPPLIES	540.38
201192	VARIPRO	FLEXIBLE SPENDING	2,182.90
201193	VARSITY LINCOLN, INC	VEHICLE MAINTENANCE	877.38
201194	VENTO CONCRETE	BLDG. BOND REFUND (ESCROW)	500.00
201195	VERITACORP	BLDG. BOND REFUND (ESCROW)	1,500.00
201196	VERITEXT LLC	TAX TRIBUNAL APPRAISALS	11,849.00
201197	VERIZON WIRELESS	TELEPHONE	596.47
201198	VESCO OIL CORPORATION	GASOLINE AND OIL	871.95
201199	VITTI CONSTRUCTION INC	BLDG. BOND REFUND (ESCROW)	500.00
201200	WEINGARTZ SUPPLY CO INC	OPERATING SUPPLIES	512.87
201201	WITMER PUBLIC SAFETY GROUP INC	OPERATING SUPPLIES	285.25
201202	BLUE CROSS BLUE SHIELD OF MICHIGAN	EMPLOYEE INSURANCE	65,756.74
201203	BLUE CROSS BLUE SHIELD OF MICHIGAN	EMPLOYEE INSURANCE	10,767.05
201204	CITY OF NORTHVILLE	MEMBERSHIPS	359.10
201205 - 201215	DTE ENERGY	ELECTRICITY	18,110.90
201216	MEDLINE INDUSTRIES, LP	MEDICAL SUPPLIES	505.24
		GRAND TOTAL	**$ 1,555,730.43**

GENERAL FUND	101	579,308.77
MAJOR STREET FUND	202	77,375.74
LOCAL STREET FUND	203	50,613.27
MUNICIPAL STREET FUND	204	14,747.47
PARKS, REC & CULTURAL SVCS FUND	208	57,053.76
DRAIN FUND	211	204,343.50
TREE FUND	213	43,431.75
RUBBISH COLLECTION FUND	226	189,082.88
LIBRARY FUND	271	23,936.71
COMMUNITY DVLPMNT BLOCK GRANT FUND	274	10,000.00
2008 LIBRARY CONSTRUCTION DEBT FUND	371	128.00
CAPITAL IMPROVMENT PRGRM (CIP) FUND	401	287.00
SPECIAL ASSESSMENT REVOLVING FUND	418	175.00

ICE ARENA FUND	570	789.00
SENIOR HOUSING FUND	574	925.00
WATER AND SEWER FUND	592	106,523.46
SELF INSURANCE - HEALTH CARE FUND	677	32,800.00
AGENCY FUND	701	120,295.00
CURRENT TAX COLLECTION FUND	703	417.60
MI HIDTA	725	43,496.52
	GRAND TOTAL	**$ 1,555,730.43**