



CITY OF NOVI
Administrative ePacket
May 08, 2025

Council Action/Attention

[Plante Moran Realpoint Update](#)

[Fire Recruitment and Training Costs - Johnson](#)

[Entryway Grant Update - Oppermann](#)

Departmental Updates

[The Buzz Report](#)

[Upcoming Boards and Commissions Round of Appointments - Morris](#)

[2025 Arbor Day Recap - Salowich](#)

For Your Information



City of Novi - Project Status Overview

Status Summary

Novi City Council Weekly Update #15

As of:

5/7/2025

Overall
Status

In progress

PMR Previous Activities (October 2024 – April 2025)

PMR FS #4 Tour (4/1/25)

- FS 4 needs to be assessed later in the program once priority items from PSB/FS3/FS4/Road Construction are addressed

Site Selection (FS #2 alt site in progress – PMR deliverable)

- Offer submitted by PMR and executed Letter of Intent received on 4/23/25 and forwarded to City Attorney for review, along with PMR Purchase Agreement

Appropriations Request

- PMR submitted an application to Congresswoman Dingell's Office for a \$10 million Community Project Funding Grant (HUD) on 4/25/25.

Upcoming Activities

Refine Cost Estimates (PMR – Complete for 3/10 Council meeting)

- FS #4 improvements to be identified with city per its request on 2/28/25

Royal Oak PD / W. Bloomfield FS Tour to be rescheduled

Education Plan

- PMR providing support for the City
- City landing webpage is now live

PMR Presentation to City Council – 5/19/25

- PMR to recommend to Council a prequalified invite-only procurement approach for architect/engineer and construction management professional services.
- PMR seeking direction with procurement approach and whether Council desires to interview potential firms

Areas for Discussion

Site Due Diligence / Budget Items Checklist:

- City / PMR to review Due Care Plan and strategize path forward
- City / PMR to review any outstanding due diligence items for PSB site (survey, topo, easements, etc.)

Procurement

City Manager forwarding PMR recommendation letter to Council for feedback

- PMR seeking approval for a prequalified invite-only Request for Proposals (RFP) selection process for professional services. Specific firms discussed with City Administration on 5/5/25.
- PMR recommends using the Construction Manager as a Constructor (CMc) for the construction delivery method.

Site Selection – Alt FS # 2 Site

Note: We will need reimbursement language so land purchase can be funded from bond proceeds.

PMR and CON to determine which entities will be responsible for due diligence activities to complete prior to closing date, including soil borings

On 5/5/25, PMR and CON discussed test fits for alt FS #2 site and the probable need for an adjusted front yard setback.

May 2, 2025

Mr. Victor Cardenas
City Manager
City of Novi
45175 Ten Mile Rd
Novi, MI 48375

RE: Public Safety Program: Professional Services Procurement and Construction Delivery Method

Dear Mr. Cardenas,

This letter provides an update from Plante Moran Realpoint (PMR) regarding our assignment to assist and advise the City of Novi (CON) in selecting professional services and determining the construction delivery method for the Public Safety Program. This update reflects the collaborative efforts of PMR, CON's administration, and staff (the Team).

Procurement of Professional Services Recommendation

To establish guidelines for procuring professional services and maintaining the project schedule, the Team is recommending pre-qualified invite-only Request for Proposal (RFP) and selection processes. The recommendation for an invite-only process is based on the following considerations:

- Encourages participation from qualified firms with a proven track record in projects of comparable size and scope, specialized expertise in Police, Fire, and Public Safety, access to both national and local resources, and robust financial and staffing capabilities.
- Allows a time-efficient selection process for CON and the participating firms, while respecting the time and efforts of other proposing firms that may not meet the minimum qualifications prioritized by CON.

Construction Delivery Method Recommendation

The Team recommends using the Construction Manager as a Constructor (CMc) for the construction delivery method with intent to engage with one (1) Architect/Engineering (AE) firm and one (1) CMc firm for the program. This recommendation is based on the following considerations:

- CMC is well suited for large, complex multi-phase and multi-site public projects.
- CMC provides preconstruction phase services to include constructability reviews, cost estimating, and preliminary scheduling.
- CON will hold a contract directly with the Construction Manager, with trade contractors held as sub-contractors to the construction manager.

Selecting the construction delivery method is critical to the program schedule, enabling PMR and CON, and CON legal counsel to begin drafting the RFPs and Contract Agreements for the Architect / Engineer, Construction Manager, and Technology Designer. Starting this process now will allow for timely contract execution and commencement of services following a successful ballot initiative.

PMR is available at your convenience to answer any questions regarding this recommendation. Please direct all inquiries to me via email at brian.weber@plantemoran.com.

Sincerely,

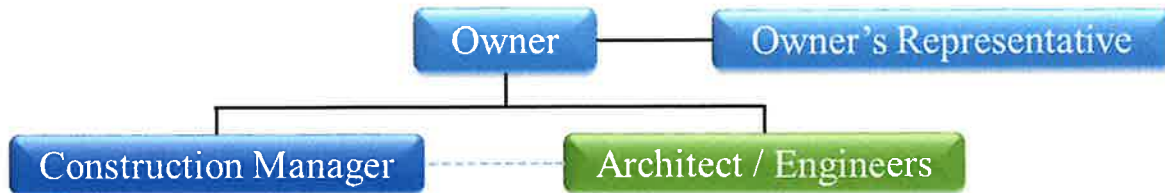
PLANTE MORAN REALPOINT



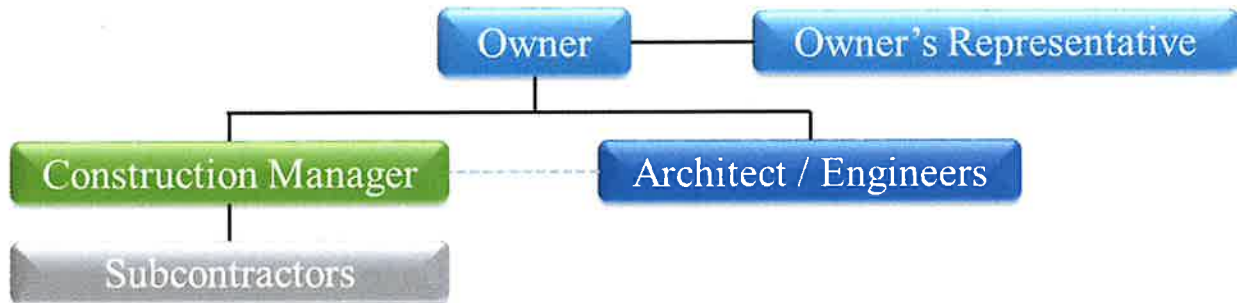
Brian Weber
Senior Vice President

Organizational Charts

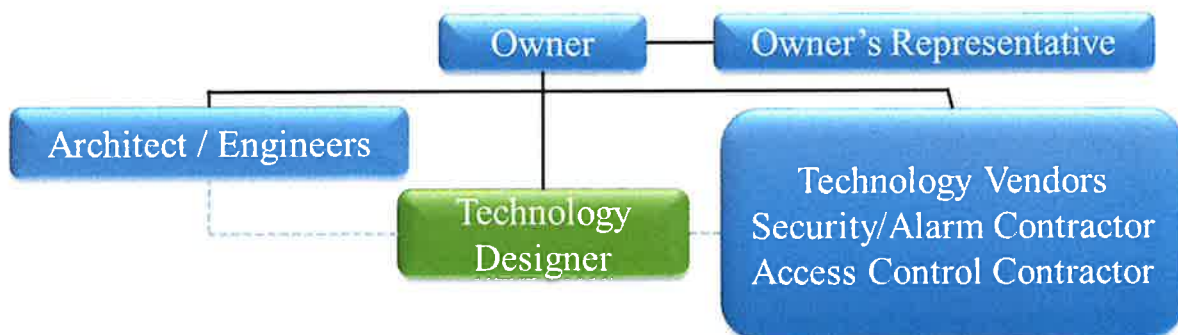
Architect/Engineers



Construction Manager – Constructor (CMc)



Technology Designer





TO: VICTOR CARDENAS, CITY MANAGER
FROM: CARL JOHNSON, CFO
SUBJECT: FIRE RECRUITMENT AND TRAINING COSTS
DATE: MAY 7, 2025

MEMORANDUM

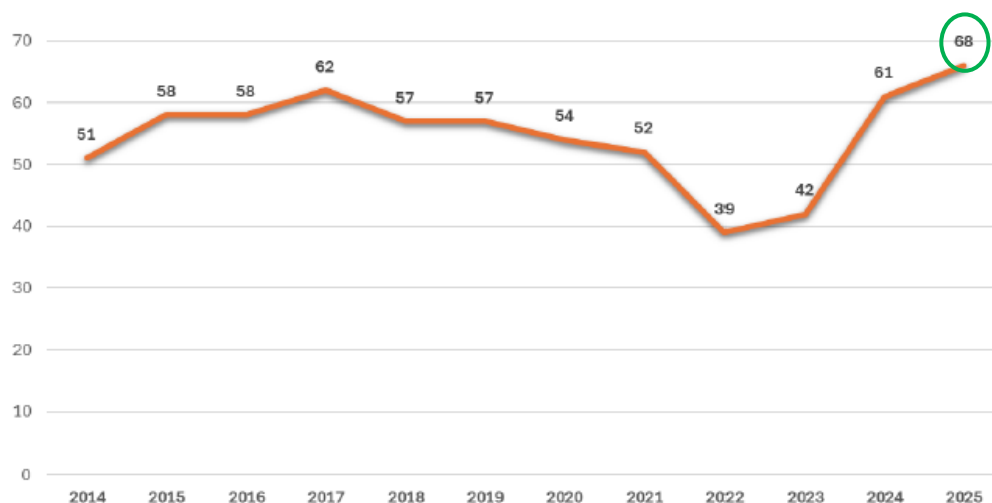
Mayor and Council –

Please see the following background regarding a forthcoming budget amendment as it pertains to Public Safety's efforts to repopulate the paid-on-call Firefighter and Auxiliary ranks.

- Victor

The Novi Fire Department uses a hybrid staffing model, with full-time firefighters covering weekdays and part-time staff covering nights and weekends. While part-time staffing peaked at 62 members in 2017, it steadily declined to 39 by 2022, which made continuous 24-hour coverage unsustainable. In response, the City initiated a major recruitment effort in 2022, resulting in the hiring of over 40 new part-time firefighters and bringing the current total to 68—surpassing the previous high.

Total Number of Part-Time Firefighters Per Year



However, beginning in FY 2024–25, the recruitment and onboarding process changed significantly, bringing with it new and unbudgeted costs. These include expenses for external background checks (to meet the demand and expedite the process), physical exams, uniforms, equipment, and formal training programs (such as Firefighter I/II and EMT-B certifications). Training new hires—many of whom have no prior experience—has proven to be especially costly, and costs for equipment and services have also risen, mainly due to other agencies now charging for these training, which were previously free/or significantly subsidized.

To support recruitment, the City began offering stipends to new hires based on their certifications, paid in two installments. As of now, 28 stipends between \$1,000 and \$5,000

have been awarded. While the Public Safety Department has covered some of these costs through internal savings, it does not have sufficient funds to address the remaining shortfall.

The City Manager's Office will propose a \$270,300 budget amendment to fund these one-time recruitment expenses. These additional efforts are expected to end by July 1, 2025, and are not part of the FY 2025–26 budget. Fortunately, the City's General Fund is currently projected to close the fiscal year stronger than anticipated, with a fund balance above 30%, due to higher-than-expected revenues.

		Original	Amended	Actual	Shortage	Additional	Total
		<u>Budget</u>	<u>Budget</u>	<u>4/30/25</u>	<u>4/30/2025</u>	<u>Required</u>	<u>Required #</u>
101-336.00-704.200	Wages - Stipend	-	112,400	183,050	70,650	9,350	80,000
101-336.00-705.310	POC firefighters-pretraining	20,000	20,000	84,919	64,919	40,081	105,000
101-336.00-741.337	Uniforms - New recruits	-	30,000	38,514	8,514	6,486	15,000
101-336.00-804.002	Medical Serv - New Recruit Candidates	30,000	30,000	43,436	13,436	864	14,300
101-336.00-882.300	Recruitment - Paid on Call	30,000	30,000	45,850	15,850	150	16,000
101-336.00-957.005	Recruitment Training	10,000	25,000	49,056	24,056	15,944	40,000
		90,000	247,400	444,825	197,425	72,875	270,300
# Includes shortages for costs to date plus estimated amounts through year-end							

New Recruit Estimated Costs			
	Qty	Unit Cost	Cost Per Recruit
Background	1	\$850.00	\$850.00
Physical	1	\$640.00	\$640.00
Psychological	1	\$500.00	\$500.00
Pre-Employment Costs			\$1,990.00
Uniform S/S Shirt	2	\$44.99	\$500.00
Uniform L/S Shirt	2	\$47.99	\$95.98
Uniform S/S Polo	2	\$53.99	\$107.98
Uniform Job Shirt	1	\$74.99	\$74.99
Uniform Pants	2	\$69.99	\$139.98
Tie	1	\$6.99	\$6.99
Tie Clip	1	\$6.00	\$6.00
Belt	1	\$32.99	\$32.99
Badge	1	\$59.99	\$59.99
Helmets	1	\$462.99	\$462.99
Fire Gloves	1	\$95.00	\$95.00
Hood	1	\$80.00	\$80.00
Fire Boots	1	\$370.00	\$370.00
SCBA Face Mask	1	\$470.00	\$470.00
Turn-Out Gear Pants - Month Rental	12	\$75.00	\$900.00
Turn-Out Gear Coat - Monthly Rental	12	\$75.00	\$900.00
Total Uniform Costs			\$4,302.89
Recruit Salary Costs During Training*	820	\$18.26	\$14,973.20
Training - FFI	1	2,500.00	\$2,500.00
Training - FF2	1	2,500.00	\$2,500.00
Training - EMT	1	2,000.00	\$2,000.00
Total Training			\$21,973.20
Total Costs**			\$28,266.09
* Assume 440 hours full-time for Firefighter 1 & 2 (Schoolcraft) and			
** Does not include cost of time involved in screening background, interviews, on-boarding, orientation, etc.			

MEMORANDUM



TO: VICTOR CARDENAS, CITY MANAGER
FROM: KATHERINE OPPERMANN, ASST. TO THE CITY MANAGER
SUBJECT: 2025 NEIGHBORHOOD ENTRYWAY ENHANCEMENT
MATCHING GRANT PROGRAM CYCLE UPDATE
DATE: MAY 8, 2025

Due to a clerical oversight, a valid Neighborhood Entryway Matching Grant application from Walden Woods II (initially believed to be an invalid application from Walden Woods I) was inadvertently omitted from the initial review process for the 2025 grant cycle. Upon identifying the error, staff promptly contacted the applicant and ensured their submission was reviewed through the full program process, though on a delayed timeline.

The grant program is funded at \$25,000 per cycle. At the April 7th City Council meeting, the total amount recommended for award was \$14,316.50. As such, sufficient funds remain to support Walden Woods II's additional request of \$4,325.50, should the Council choose to approve it.

If the Beautification Commission determines to recommend Walden Woods II for the requested grant amount at their meeting on Wednesday, May 14th, it will appear on the City Council Consent Agenda for the May 19th meeting.

Buzz Report

May 8, 2025



Hot Topics:

- **August 5th Northville Schools Special Election**

Northville Public Schools' Board of Education has approved an Authorizing Resolution to hold a special election on Tuesday, August 5, 2025. Northville Schools have 3 precincts in Novi that will have their proposal on their ballot: precincts 16, 24, and 25 (approx. 7,000 voters).

Their Ballot Proposal will allow the school district to continue to levy the building and site sinking fund millage that expires with the 2025 tax levy. More specifically, it proposes the renewal of the currently authorized millage rate of .9357 mill for a period of ten years (2026 – 2035) to continue to provide for a sinking fund for the construction or repair of school buildings; for school security improvements; for the acquisition or upgrading of instructional technology; etc.

- **Beehives at Bosco**

A small group of city staff was very excited to participate in the introduction honeybees to their two new hives in the undeveloped “back 30” section of Bosco Fields Park today. This pilot program, supported by the Beautification Commission, was the brainchild of Fire Cpt. Theisen who will also be the dedicated beekeeper for the hives. We hope to see the bees thrive over the coming year and, should the hives prove viable, will consider related public programming.

City Council can expect a more robust memo on this program in the near future.



- **Luna (east side of Main St.) Property Maintenance**

They were given a 90 day (07/03/2025) deadline.

The scope of work to be performed:

1. Replace all bollards
2. Remove all planter boxes and replace them with ground-level tree grates. The tree grate style was provided by Rick Meader. City of Novi to replace trees.
3. Repair all concrete.

Staff spoke with a representative from Luna on 5/6/25, and they are on schedule for the deadline.

- **Tall Grass Control**

As spring has “sprung,” we often get questions about enforcement on properties that do not keep their lawns at an appropriate height. [This memo was included](#) in the 2024 packet as a reference. Unfortunately, staff have had a rather tough time identifying a contractor for this work. All attempts to solicit bidders to date have come up empty. If you know of a landscape company looking for additional work, please pass along the business name.

- **Beck Road Public Hearing**

The Public Hearing for the Beck Road Improvement Project (9 Mile Road to Pontiac Trail) has been set for **Wednesday, May 14th from 5:00 – 7:00p.m.** at Wixom City Hall. This hearing will allow comments on the Environmental Assessment (EA), which has been made online at <https://www.becktothefuture.org/environmental-assessment> and in print at the Novi City Clerk's office, Wixom City Clerk's office, and at the Novi and Wixom public libraries.



Development Project Updates:

Map of Development projects

- **Feldman Kia PRO**

Approval was given to Feldman Kia by the Planning Commission at their April 9th meeting. This matter will come back before Council in May ([appears on the May 5th Council meeting](#)).

- **Station Flats**

FYI, the owners have submitted a NEW plan. It has not made its way to the website as staff awaits additional materials. We believe the new name is Novi Acres. The planned project in between Target and Sam's has been scuttled and there are no proposals to continue with it in its current form

- **Camelot Parc/Avalon** by Village of Stonebrook

Townhomes for sale with garages, fewer units (currently zoned under a special land use, which council will have a decision)

- **Porsche of Novi** – Grand River/Haggerty Road

UPDATE – A Temporary Certificate of Occupancy (TCO) has been issued for the 19,170 square foot, two-story Porsche car dealership (next to the Audi Sales Center)

- **El Car Wash # 2 will take over the Original \$6 Car Wash on Novi Road and 96**

- **Audi Sales Center** (Former Jaguar dealership) – 10 Mile/Haggerty Road

The former Jaguar dealership located at 24295 Haggerty Rd is in the process of being converted to an Audi Sales Center. Currently the renovation is in full swing and recently was approved for its "rough" building inspection.

Estimated Completion Date: Mid-April 2025

- **Elm Creek PRO (Meadowbrook and 12 Mile development)**

The residential development [proposed by Toll Brothers](#) (two-phased 134-unit multiple-family townhome development) has been halted, and they will not be proceeding with construction. It would appear this is a result of a property dispute between the owners of the parcel.

- **El Car Wash** (Former PNC Bank) – Grand River Ave/12 Mile Rd

The former PNC Bank located at 48648 Grand River Ave has been demolished and an El Car Wash will be being built on the site. The project has already received approvals from the Planning Commission ([4/10/24](#)) and Zoning Board of Appeals ([5/14/24](#)). Currently, a pre-construction meeting has been held and the building plans are in the final stages of review prior to permit issuance.

Estimated Completion Date: Fall 2025

- **Cantaritos Fiesta Mexican Restaurant** (Former Chili's Grill & Bar) – 8 Mile/Haggerty Road

The former Chili's location in the City's southeast corner is planned to soon become a new Mexican restaurant following necessary renovations and upgrades to the interior of the building. The restaurant also has a location in Royal Oak that opened in May 2023. The building plans for the renovation were recently submitted and undergoing review.

Estimated Completion Date: Late Spring or Summer 2025

- **Raising Cane's Chicken Fingers** (Former Wendy's) – Novi Rd/Grand River Ave
The Novi Wendy's location at 26245 Novi Rd recently closed as part of a company plan to shutter 140 locations nationwide. The Louisiana-based fast food chain Raising Cane's is planning to take over the space in the near future. Raising Cane's specializes in chicken fingers, crinkle-cut fries and Texas toast.

Estimated Completion Date: Currently Unknown (no submittals to date, project scope unclear)

- **Primrose School** (Former Whitehall nursing home) – 10 Mile/Novi Road
The former Whitehall nursing home at 43455 Ten Mile Rd has been demolished and Primrose School, a 13,586 square feet private preschool and daycare center, is currently being built on the former site. When completed, is estimated to be able to have 202 children during its peak hours.

The construction was previously limited only to foundation/flatwork while a hydrant was installed to make water available at the site. As of December 4th, the full building permit has been issued, which will allow them to proceed with "vertical" construction.

Estimated Completion Date: Summer 2025

Frequently Asked Questions:

None at current

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: MAY 8, 2025

Notice requesting volunteers to apply for Boards and Commission Appointment was published in the local newspaper on Thursday, May 1st. The following boards have either terms expiring or vacancies that need to be filled. Please reach out to your network if you know of any Novi residents who would be a good fit for these boards.

Applications are due to the Clerk's office by Wednesday, May 21st. The application can be printed from the City's website or applicants can [apply online](#).

Applicant introductions will take place during the June 2nd City Council meeting, and appointments will be made during the June 23rd meeting.

Board or Commission	Number of openings	Term expiration
Beautification Commission	1 full term 1 partial term	06/30/2028 06/30/2026
Cultural Arts Committee	(3) 1-year terms (2) 2-year terms	06/30/2026 06/30/2027
Economic Development Corporation	1 partial term	03/01/2030
Election Commission	1 partial term	01/01/2027
Parks, Recreation, & Cultural Services Commission	3 full terms	06/30/2028
Planning Commission	3 full terms	06/30/2028
Public Utilities & Technology Committee	2 full terms	No expiration

MEMORANDUM



TO: JEFFREY HERCZEG, DIRECTOR OF PUBLIC WORKS
FROM: KEITH SALOWICH, FORESTER/CONTRACTS SUPERVISOR
SUBJECT: 2025 ARBOR DAY RECAP
DATE: MAY 8, 2025

The City of Novi's annual Arbor Day event was held at Lakeshore Park on Saturday, April 26, to cap off an entire week of events and partnerships celebrating Earth Day and Arbor Day. Some of the highlights include:

- A trail along Lakeshore Park was lined with 22 signs listing interesting tree facts.
- The City partnered with Wild Birds Unlimited to host a guided birdwatching hike at Lakeshore Park on Monday, April 21.
- The City partnered with Novi Youth Council to develop and share seven eco-challenges to encourage more environmentally sustainable habits.
- City staff led another guided hike at Lakeshore Park on Thursday, April 24.
- Representatives from the Environmental Sustainability Committee planted an elm tree as the commemorative 2025 Arbor Day tree in Lakeshore Park.
- Dozens of volunteers helped remove invasive garlic mustard from Lakeshore Park to improve habitat.
- Five local environmental groups partnered with the City to provide educational booths for residents to visit during the Arbor Day event.
- There were 91 residents that signed up to receive and plant 726 native tree and shrub seedlings distributed by the City.

SEEDLING DISTRIBUTION BACKGROUND:

The City began celebrating Arbor Day by distributing free seedlings to residents in 2021. Since then, a total of 973 residents have signed up to receive and plant 6,045 seedlings.

This program not only engages the community with its urban forest but also increases the City of Novi's native canopy cover by encouraging residents to plant on their own private property, where the City is unable to plant.

The total cost for all 6,045 seedlings purchased since the program's inception in 2021 is \$11,045. Planting 6,045 tree and shrub seedlings using the City's planting contractor would cost approximately \$120,900. Empowering Novi residents to plant the trees has resulted in significant canopy growth at minimal costs.

Several residents sent in unsolicited, appreciative messages following the seedling distribution in 2025. Some of those messages are included below:

"Thank you for offering this to the community to help beautify Novi!"

"We love tree planting, and this is a great opportunity. Thank you!"

"Thank you for doing this! We took part a few years ago and the tulip tree in particular is doing amazing—it's more than 5 feet tall now! We are trying to clear the buckthorn out of our small woods that separate us from school grounds so it's nice to plant seedlings to try to help in the never-ending buckthorn battle! Thank you!"

"I am a teacher and will care for the plants with my class until the end of the school year."

"Thank you! I'm hoping to extend the small ninebark hedge I planted nearly two years ago. It's doing great... This is such a great program!"

"Thank you for this wonderful program!"



Novi High School student Rohan Joshi volunteers to help distribute free tree and shrub seedlings to the community.



A representative from Oakland County Parks converses with a Novi family during the City's Arbor Day event.



A volunteer works to remove invasive garlic mustard from Lakeshore Park to improve habitat and encourage species diversity.



City of Novi Councilpersons Brian Smith and Priya Gurumurthy planted an elm tree in Lakeshore Park as the 2025 commemorative Arbor Day tree.