CITY COUNCIL AGENDA

CITY OF NOVI
Regular City Council Meeting
March 09, 2026 | 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

PRESENTATIONS

CMAQ Award Check Presentation

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. Great Lakes Water Authority (GLWA) incident response update on the March 7, 2026 Novi water service disruption and ongoing restoration efforts - Suzanne Coffey, CEO

2. Consideration of approval of Change Order No. 7 to Mattioli Cement Company, Inc. for the 2025 Neighborhood Road Program – Concrete Streets to add the Villa Barr Art Park Concrete Paths, in the amount of $153,018.

3. Consideration of a resolution requested by Island Lake of Novi Community Association's to participate in the Michigan Department of Natural Resources Goose Nest Destruction Program.

4. Consideration of approval to award the Novi Road Median Drainage Improvements, 12 Mile Road to 13 Mile Road, project contract to Santos Cement, Inc., the qualified low bidder, in the amount of $577,719.

5. Consider a contract with Howell Design Group to serve as the City's Technology/Security design firm for the 2025 Public Safety Bond Facilities project, in the amount of $300,000.

6. Consideration of a request from OCK Company Inc (DBA: K-Bunsik) for a special land use request for service of alcoholic beverages and for a new Class C quota license to be located at 24267 Novi Rd, Novi, MI 48375 and Agreement on the Prohibition on Profiteering by Class C Liquor License Holders.

7. Consideration of a request from Shake Shack for a new Class C quota license to be located at 43335 Crescent Blvd, Novi, MI 48375 and Agreement on the Prohibition on Profiteering by Class C Liquor License Holders.

8. Consideration to adopt a resolution placing a question on the August 2026 ballot, whether to authorize the City to levy a new millage for specified Capital Improvements and Projects of up to 1.0 mill, for a period of 10 years, beginning with the 2027 tax year.

9. Approval of a Resolution of Intent to Create and Provide for the Operation of a Brownfield Redevelopment Authority for the City of Novi.

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

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

COMMITTEE REPORTS

MAYOR AND COUNCIL ISSUES

COMMUNICATIONS

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

A. Approve Minutes of:
February 23, 2026 - Regular Meeting

B. Approval of request to transfer ownership of an escrowed 2025 Class C license from J & CD, Inc. to Kim's Bap LLC, located at 43155 Main Street, Suite 300, Novi, MI 48375.

C. Approval of the **SECOND READING** of Text Amendment 18.306 to reclassify auto washes from Principal Permitted Uses to Special Land Uses in the B-3 District, and to add use standards to be met by new Auto Wash establishments.

D. Approval to award engineering services to Spalding DeDecker for a Debris Management Feasibility Study in the amount of $21,227.

E. Approval of a Pawnbroker License requested by Thomas Blaine, Novi Jewelry & Coin, Inc., located at 41990 Grand River Avenue.

F. Enter Executive Session immediately following the regular meeting of February 9, 2026, in the Council Annex for the purpose of discussing confidential correspondence from the City Attorney.

G. Approval of claims and warrants – Warrant 1198

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.

11 Mile Rd & Taft Road Roundabout

SEMCOG CMAQ/CRP FY 2027





CITY OF NOVI
cityofnovi.org

Project Background

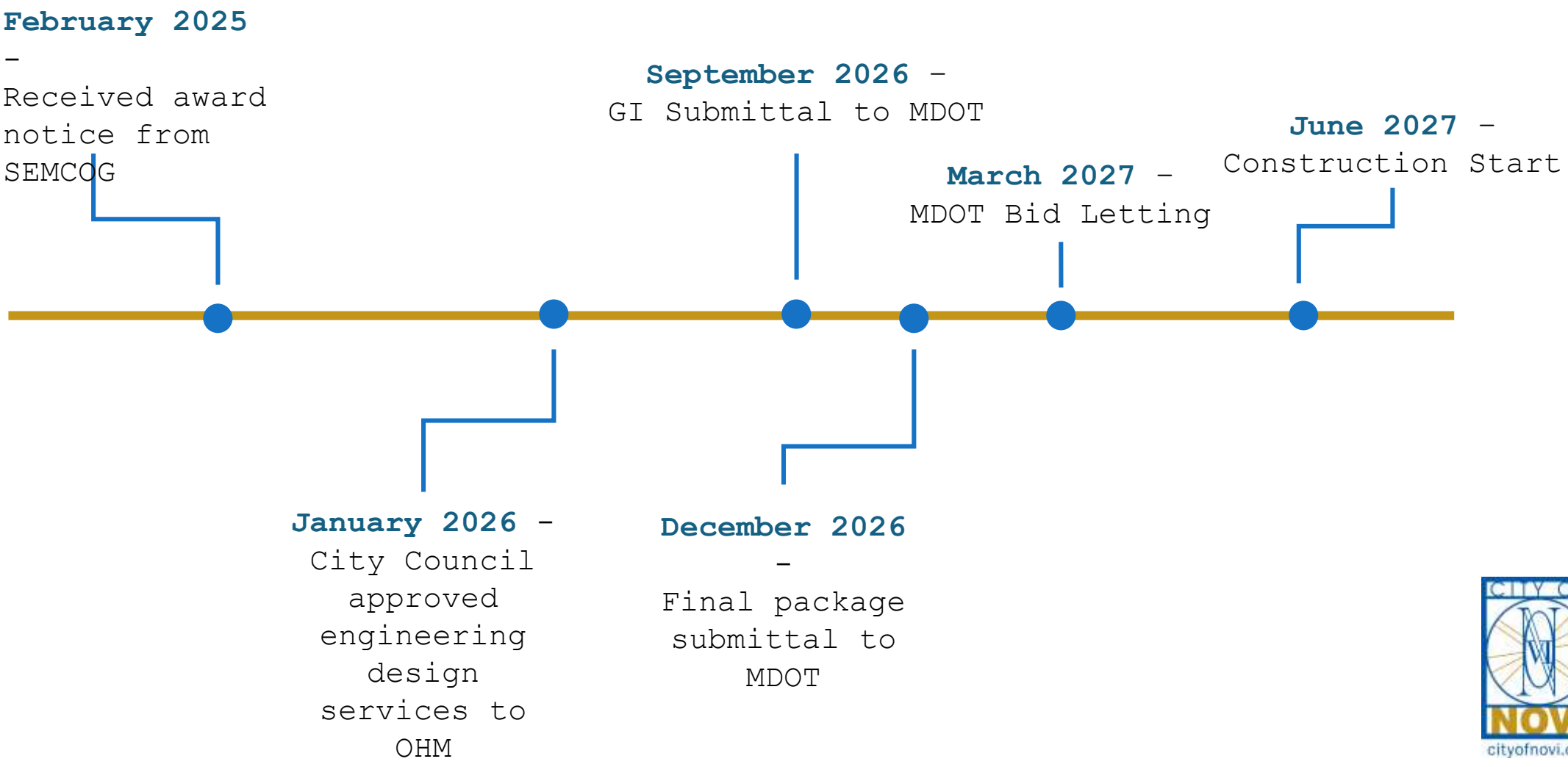
- **Intersection Data**
  - 4-way stop with flashing stop signs
  - 5,400 ADT (2022)
  - One B-level and three C-level crashes in the last 5 years
  - Adjacent to Novi Community Schools multi-school campus and bus yard

- **Concept Plan**
  - Estimated 52.62 kg/day CO2 reduction
  - Single-lane roundabout
  - Sidewalk improvements and crossings
  - Fits within intersection footprint but easements required for sidewalk improvements



CITY OF NOVI
cityofnovi.org

Project Timeline



CITY OF NOVI CITY COUNCIL
MARCH 9, 2026

SUBJECT: Great Lakes Water Authority (GLWA) incident response update to the March 7, 2026, Novi water service disruption and ongoing restoration efforts - Suzanne Coffey, CEO

SUBMITTING DEPARTMENT: City Manager

BACKGROUND INFORMATION:

In preparation and support of City Council for Ms. Coffey's time at the March 9th meeting, please see the following background on the Great Lakes Water Authority (GLWA) and its relationship with all its municipal partners:

The **Great Lakes Water Authority (GLWA)** was created as a central component of Detroit's 2014 bankruptcy exit plan to regionalize the city's massive water system. A Memorandum of Understanding (MOU) was signed by the City of Detroit, the State of Michigan, and Macomb, Oakland, and Wayne counties, establishing the framework for the regional authority. The GLWA was officially incorporated under Michigan Public Act 233 of 1955.

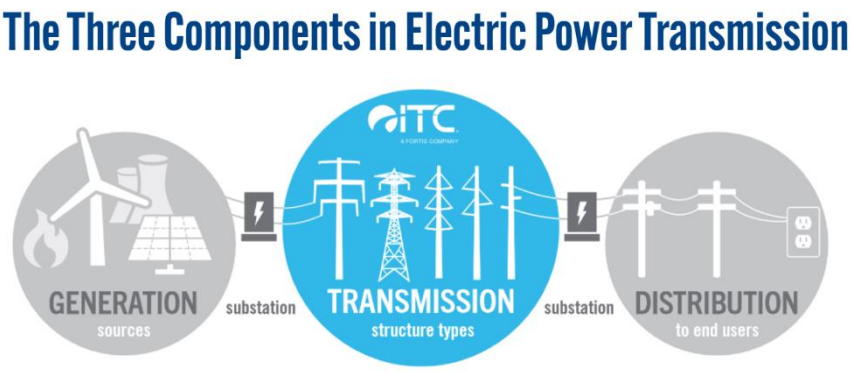
To achieve this, GLWA signed a 40-year lease for control over the DWSD treatment plants, major water transmission mains, sewage interceptors and related facilities for $50 million per year. The funds go directly toward capital improvement for the City of Detroit retail water system and to repair Detroit's aging water infrastructure.

GLWA began operations as an independent regional water and wastewater authority, separate from the Detroit Water and Sewer Department (DWSD) on January 1, 2016.

GLWA operates five water treatment facilities that draw water from Lake Huron and the Great Lakes tributary, the Detroit River, which services nearly 40% of the State of Michigan. They operate/maintain 816 miles of water mains (pipes) and treat 1.72 billion gallons of water each day.

GLWA does have a six member Board of Directors made up of three appointees from Wayne, Oakland, and Macomb Counties (one each), one from the State of Michigan, and two members from the City of Detroit.

The City of Novi is one of 127 municipalities in eight counties that are GLWA customers. The City receives water from GLWA's large transmission lines and then distributes it to residents/businesses within our borders. There is no alternative to being a GLWA member or another source of treated water the City can tap into to supply residents. Like ITC, headquartered in Novi, who owns and maintains the transmission lines that supply energy to local providers like DTE and Consumers to service their customers:



The same goes for GLWA and their customers (the City of Novi):



GLWA
Great Lakes Water Authority

CITY OF DETROIT
Water & Sewerage Department

Roles and Responsibilities

Responsibility

GLWA

- Operates regional water and wastewater system for communities in eight southeast Michigan counties, including the city of Detroit
- Bills member municipalities for water and wastewater treatment services
- Creates a collaborative, regionally-focused water and wastewater system that ensures all communities served have a voice in the direction of the utility
- Utilizes a partnership approach to operating the system based on mutual trust, collaboration, respect and open and honest communication

Detroit Water & Sewerage Department

- Operates the city of Detroit's local water and wastewater systems
- Bills residential and commercial accounts within the city of Detroit limits
- Provides compassionate customer service to all customers
- Offers payment plans and coordinates water affordability programs to eligible customers

Customers

GLWA

- Collaborates with 88 member partners to ensure water quality for local customers in 112 communities (nearly 3.8M served)
- Collaborates with 19 member partners to ensure safe and sanitary wastewater treatment services for local customers in 79 communities (nearly 2.8M served)

Detroit Water & Sewerage Department

- More than 230,000 residential, commercial, and industrial accounts within the city of Detroit

How It Works

GLWA

- Leases infrastructure from the city of Detroit
- Operates and maintains five water treatment facilities, one water resource recovery facility, as well as associated facilities and infrastructure
- Provides funding for and implements capital improvements to the regional water and wastewater systems
- Utilizes its double AA credit rating to secure favorable financing/lower interest rates on existing debt to allow for increase ability to use cash on hand to fund future capital improvements

Detroit Water & Sewerage Department

- Retains ownership of the city of Detroit's water and wastewater system (2,700 miles of water main and 3,000 miles of sewer collection piping)
- Leases infrastructure and water and wastewater treatment facilities to GLWA for $50M a year over 40 years
- Utilizes the $50M annual lease payment to replace aging city of Detroit water, sewer and stormwater infrastructure, starting with a $500 million, five-year Capital Improvement Program (CIP) launched in June 2019

Roles and Responsibilities

- Publishes a five-year Capital Improvement Plan (CIP) in partnership with member partners which outlines intended infrastructure projects in the water and wastewater systems and is evaluated annually
- Adopts an annual budget which includes capital, operating and maintenance expenses and limits yearly increase to no more than 4% (absent extraordinary circumstances)



How It Works Cont.

- Replace full lead service lines, mostly residential, in Detroit as part of the CIP and per new state law to replace them within 40 years

- Leverages regional resources for member partner benefit, including maximizing use of existing public investments, coordinating asset upgrades and repairs with projects underway in member communities
- Determines capital improvements to meet service-level requirements and ensure long-term sustainability of the system
- Commits a dedicated half-percent of revenues to WRAP, a sustainable assistance plan that provides financial assistance, conservation education, minor plumbing repairs (including for bathroom and kitchen fixtures that pre-date the 1986 lead-free plumbing code change
- Provides for enhanced financial transparency



Advantages

- Expansion of enhanced Customer Assistance Programs administered through third-party, qualified service providers
- Focus on Detroit and improve operational practices have led to vastly improved customer outreach, responsive and preventative maintenance of the systems, and innovation in program implementation
- Reduces the amount of stormwater entering the wastewater system through a Green Infrastructure Program with 17 projects that manage 61 million gallons annually

- Suzanne Coffey, CEO; appointed and approved by GLWA Board of Directors in August 2021
- Oversight by a six-member board comprised of one representative each from Oakland, Macomb and Wayne counties, two representatives from the city of Detroit, and one appointed by the Michigan governor to represent member communities outside of the tri-county



Leadership

- Gary Brown, Director of DWSD, appointed by the Mayor of Detroit and approved by DWSD Board of Water Commissioners in January 2016
- The DWSD Board of Water Commissioners is comprised of seven board members that are Detroit residents appointed by the Mayor of Detroit

2017 GLWA "ONE WATER" PARTNERSHIP - 09/28/17

City of Allen Park

Village of Almont

Ash Township

City of Belleville

Berlin Charter Township

Brownstown Township

Bruce Township

Burtchville Township

Canton Township

City of Center Line

Chesterfield Township

Clinton Township

Commerce Township

City of Dearborn

City of Dearborn Heights

1. PURPOSE

1.1 The Great Lakes Water Authority ("GLWA") and its undersigned members, as defined below, enter into this commitment for the purpose of continuing, strengthening and improving a long-term partnership based on the critical success factors of mutual trust, collaboration, respect, and open and honest communication for the benefit of the public and all signatories to this commitment.

2. MEMBERSHIP

2.1 The members of this partnership include GLWA, its staff and Board of Directors, and all GLWA wholesale customers ("Customers"), the City of Detroit ("Detroit"), the Michigan Department of Environmental Quality ("MDEQ"), the Southeast Michigan Council of Governments ("SEMCOG"), and consultants representing any of the foregoing members (collectively, "Members").

3. MISSION STATEMENT

3.1 To collaboratively ensure a One Water system approach to our regional water and wastewater system that will be economically, socially and environmentally responsible and sustainable.

4. MEMBER RESPONSIBILITIES

4.1 Members are responsible for providing information generated by and through this partnership to community and organizational stakeholders and clients, as appropriate.

4.2 Members are responsible for making contributions to work groups and the timely completion of assignments that they have agreed to accept.

Members will abide by and actively support the following rules of collaboration:

a. Show mutual respect for each Members' point of view.

b. Balance the needs of your individual community or entity with the interests of the system as a whole.

c. Work toward consensus on each issue. "Consensus" means an opinion held by all or most of the partnership and/or work group, which is supported by a show of hands.

City of Detroit

City of Eastpointe

City of Ecorse

City of Farmington

City of Farmington Hills

City of Ferndale

City of Flat Rock

City of Fraser

City of Garden City

City of Gibraltar

GLWA

Grosse Ile Township

City of Grosse Pointe

City of Grosse Pointe Farms

City of Grosse Pointe Park

Village of Grosse Pointe Shores

d. Enter each meeting with a willingness to acknowledge your own personal bias to encourage and maintain a collaborative working environment.

e. Respect individual concerns and needs as each Member is unique.

f. Be proactive and take initiative in raising issues and providing recommendations prior to, during, and after meetings.

5. CUSTOMER OUTREACH

5.1 To facilitate the effective conduct of the partnership, GLWA will maintain and manage a Customer Outreach program. This program will include a contracted third-party facilitator responsible for ensuring and sustaining the rules of collaboration within the partnership and furthering the transparent exchange of financial, programmatic, and technical information between GLWA and its Members. The third-party facilitator will have access to all Members of the partnership including GLWA leadership, staff and its Board of Directors, as appropriate.

6. PARTNERSHIP ORGANIZATION AND PROCESS

6.1 The One Water Partnership (formally known as the water Technical Advisory Committee and wastewater Steering Committee) will conduct facilitated quarterly meetings.

6.2 The One Water Partnership co-chairs shall be selected or elected in accordance with the partnership bylaws.

6.3 The co-chairs will develop the agenda for each quarterly meeting, in collaboration with the GLWA customer outreach program, GLWA executive staff, and the third-party facilitator.

6.4 Each work group will communicate progress updates, recommendations and requests to GLWA leadership, staff and its Board of Directors to enable communication between all Members.

6.5 Members will identify and organize work groups to further the mission of the partnership. The work groups existing as of September 28, 2017, are identified in the attached Exhibit A.

City of Grosse Pointe Woods

City of Hamtramck

City of Harper Woods

Harrison Township

City of Hazel Park

City of Highland Park

Huron Township

City of Imlay

Imlay Township

City of Inkster

City of Keego Harbor

City of Lapeer

Lenox Township

City of Lincoln Park

City of Livonia

Macomb Township

City of Madison Heights

Mayfield Township

MDEQ

MDOT

City of Melvindale

Village of New Haven

NOCWA

City of Northville

Northville Township

City of Novi

City of Oak Park

Oakland County

Oakland-Macomb Interceptor District

City of Plymouth

Plymouth Township

Redford Township

City of River Rouge

City of Riverview

City of Rockwood

City of Romeo

City of Romulus

City of Roseville

Royal Oak Township

SEMCOG

Shelby Township

SOCWA

Southgate

Village of South Rockwood

City of St. Clair Shores

City of Sterling Heights

Sumpter Township

City of Sylvan Lake

7. PARTNERSHIP GOALS

7.1 To protect the public health, safety and welfare of the public served by the regional system.

7.2 To participate in the optimization of critical GLWA business processes such as asset management, capital improvement project identification and planning, continuing education, procurement, public relations, strategic planning, and training.

7.3 To identify and further business and technical innovations with the potential to make effective and efficient contributions to the partnership such as cooperative purchasing, joint economic development, regional training, and piloting new technologies.

7.4 To actively participate in the development and roll out of water and wastewater charges to minimize controversy.

7.5 To expand partnership participation to those Members who do not regularly engage in partnership activities.

7.6 To identify and cultivate utility leaders of the future.

7.7 To develop a multi-jurisdictional, multi-agency approach to infrastructure renewal and development.

8. WORK GROUP GOALS

8.1 Work group goals shall be established annually in consultation with co-chairs and the GLWA Customer Outreach program.

8.2 Goal progress will be tracked by the third-party facilitator and progress updates will be provided to the Members at quarterly partnership meetings.

9. PARTNERSHIP EVALUATION PROCESS

9.1 Co-chairs shall, in consultation with each work group, prepare a scorecard to evaluate GLWA performance and present it to GLWA leadership at prescribed intervals.

9.2 The Customer Outreach program shall provide written status reports to co-chairs, GLWA leadership and its Board of Directors on quarterly basis, to include an evaluation of the partnership activities.

City of Taylor

City of Trenton

City of Troy

City of Utica

Van Buren Township

City of Walled Lake

City of Warren

Washington Township

City of Wayne

Wayne County

West Bloomfield Township

City of Westland

City of Wixom

City of Woodhaven

YCUA

CITY OF NOVI CITY COUNCIL
MARCH 9, 2026

SUBJECT: Consideration of approval of Change Order No. 7 to Mattioli Cement Company, Inc. for the 2025 Neighborhood Road Program – Concrete Streets to add the Villa Barr Art Park Concrete Paths, in the amount of $153,018.

SUBMITTING DEPARTMENT: Department of Public Works, Engineering Division
Parks, Recreation, and Cultural Services

KEY HIGHLIGHTS:

- Place a concrete pathway over the top of the existing aggregate paths
- Place a new concrete pathway around the existing pond
- Construction of these paths will commence in the spring of 2026 and will take approximately 3 to 4 weeks to complete

	FY 2025/26
EXPENDITURE REQUIRED	**$ 153,018.50**
BUDGET **PRCS Fund 208-752.00-977.091**	**$ 213,000.00**
APPROPRIATION REQUIRED	**$ 0**
FUND BALANCE IMPACT	**$ 0**
Budget includes the current estimated total project costs for construction (design engineering, construction engineering, crew days, material testing, contingency, etc.), the out-the-door estimated budget is $209K.	

BACKGROUND INFORMATION:

At the January 27, 2025, City Council meeting, Mayor Fischer introduced the idea of paving the pathways at Villa Barr Art Park to increase accessibility. On March 5, 2025, City Council approved the design of the project. Concrete is recommended over asphalt due to the physical attributes of the site, longer lifespan, and to match the existing paved circle/paths. Extension of the existing pathway was explored with the preferred option being a loop around the pond. Two of the four willow trees on the

north side of the pond were proposed to be removed to better fit the path in that tight area. The City's tree contractor has recently removed the two willows and associated stumps/roots. The plan is to construct five-foot-wide concrete paths over the top of the existing aggregate paths and install new concrete paths around the pond (as depicted in the attached map) to increase accessibility.

Mattioli Cement Company has successfully completed nearly ten years of concrete neighborhood road programs for the City, and they have availability this spring to take on this project. To change order this work to Mattioli's current neighborhood road contract not only saves time on bidding, but we can also utilize their existing bonds and insurance.

City engineering consultants, AECOM and G2, provided a proposal for the construction administration, inspection crew days, and material testing services. The contract administration and geotechnical engineering services related to this project addition will be granted 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	9.00% of the Change Order value ($153,018.50 x 0.09)	$13,771.66
	Crew Days	$800 daily inspection fee X 15 days	$12,000.00
G2 Consulting Group, Inc. (G2)	Material testing services	3.00% of the Change Order value ($153,018.50 X 0.03)	$4,590.56

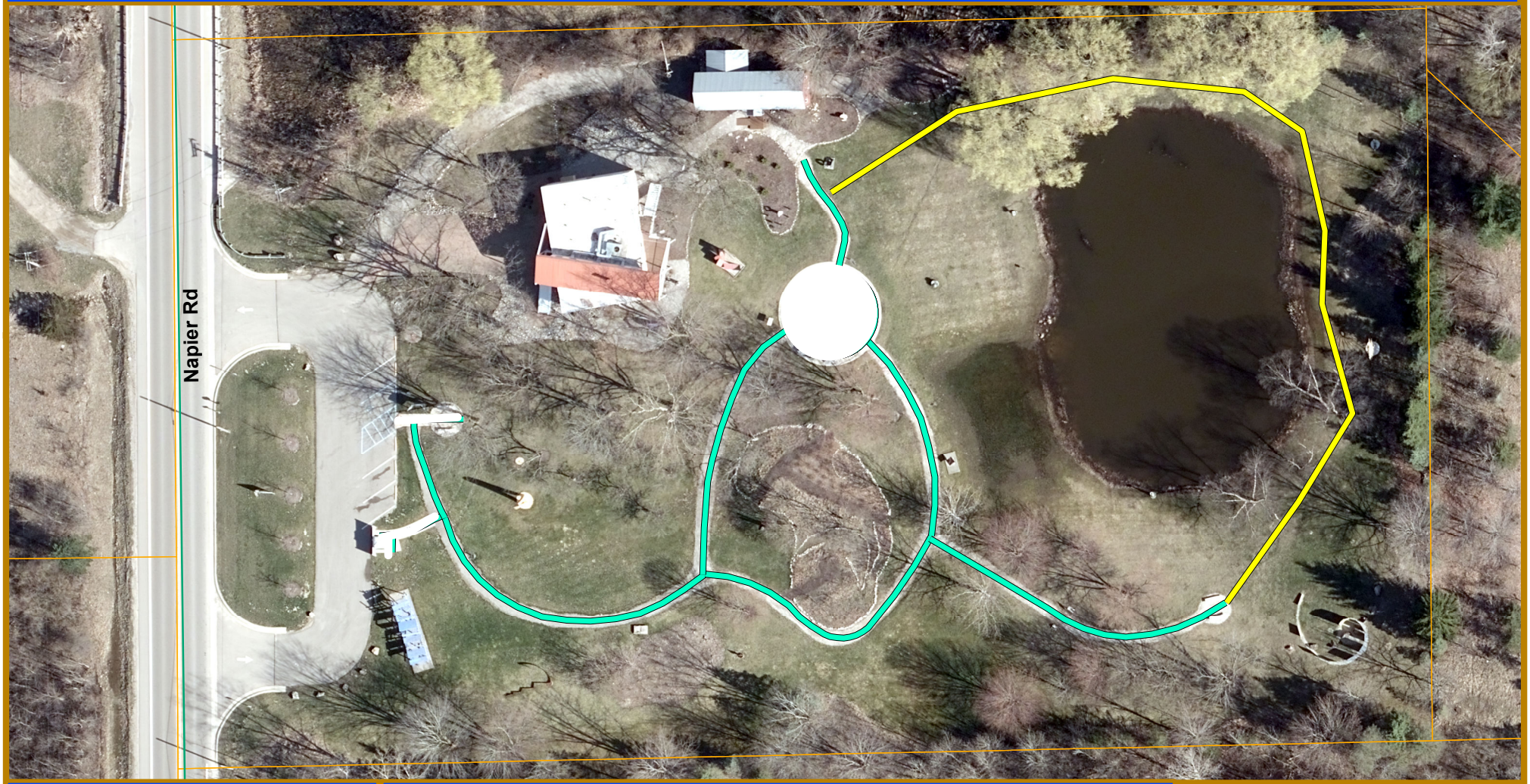
TOTAL $30,362.22

Construction of these paths will commence in the spring of 2026 and will take approximately 3 to 4 weeks to complete.

RECOMMENDED ACTION: Approval of Change Order No. 7 to Mattioli Cement Company, Inc. for the 2025 Neighborhood Road Program – Concrete Streets to add the Villa Barr Art Park Concrete Paths, in the amount of $153,018.50.

Villa Barr Pathway Extension

Location Map



Map Author: Runkel
Date:4-28-25
Project:Villa Barr
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 Pathway Extension (Concrete)

— Existing Aggregate Path to be Replaced with Concrete

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

WORK CHANGE DIRECTIVE & CHANGE ORDER No. 7

PURCHASE ORDER NO. 97573

Novi No.: 25-2102
CIP No.: 102-01

Project:	**2025 NRP - CONCRETE STREETS**

Owner:	City of Novi 26300 Lee BeGole Dr. Novi, Michigan 48375 (248) 735-5632
Engineer:	AECOM-Great Lakes 39575 Lewis Drive, Suite 400 Novi, Michigan 48377 (248) 204-5900
Contractor:	Mattioli Cement Company, LLC 6085 McGuire Road Fenton, Michigan 48430 (313) 215-1001

This document hereby renders changes in the Work, changes in the Contract Time and changes in the Contract Price by adding, deducting and/or balancing individual Contract line items through a signed authorization of the Prime Contractor, Owner, and Engineer.

Drafted Date:	**December 8, 2025**

Reasoning: Adding work to this contract to place a concrete sidewalk on top of the existing aggregate path in Villa Barr park as well as creating a new concrete sidewalk loop around the pond.

EXISTING CONTRACT ITEMS

Item No.	Division	Item Description	Unit	Unit Price	Quantity	Contract Price Add	Contract Price Deduct
0	1	"Crew Days" - Base Bid	CD	$800.00		☐	☐
0	2	"Crew Days" - Foxton Storm Sewer	CD	$800.00		☐	☐
0	3	"Crew Days" -	CD	$800.00		☐	☐
0	4	"Crew Days" -	CD	$800.00		☐	☐
0	5	"Crew Days" -	CD	$800.00		☐	☐
					Subtotals	$0.00	$0.00
					Total		**$0.00**

NEW CONTRACT ITEMS

Item No.	Division	Item Description	Unit	Unit Price	Quantity	Contract Price	
						Add	Deduct
53	3	Mobilization_Villa Barr	LS	$6,000.00	1	$6,000.00	
54	3	Pre-Construction Audio-Visual_Villa Barr	LS	$1,300.00	1	$1,300.00	
55	3	Erosion Control, Silt Fence_Villa Barr	Ft	$4.75	450	$2,137.50	
56	3	Aggregate Base, Conditioning	Syd	$10.00	559	$5,590.00	
57	3	Shared use Path, Grading	Ft	$20.00	578	$11,560.00	
58	3	Aggregate Base, 21AA Limestone, 6 inch	Syd	$15.00	382	$5,730.00	
59	3	Underdrain, Subgrade, O-G, 6 inch_Villa Barr	Ft	$15.00	583	$8,745.00	
60	3	Sewer Tap, 6 inch	Ea	$500.00	2	$1,000.00	
61	3	Sewer, PVC, 8 inch	Ft	$160.00	20	$3,200.00	
62	3	Triaxial Geogrid_Villa Barr	Syd	$8.00	170	$1,360.00	
63	3	Subgrade Undercutting, Special, 1x3_Villa Barr	Cyd	$60.00	50	$3,000.00	
64	3	Sidewalk, Conc, 4 inch_Villa Barr	Sft	$14.00	6164	$86,296.00	
65	3	Bench, Salvage and Replace	Ea	$500.00	2	$1,000.00	
66	3	Surface Restoration_Villa Barr	LS	$16,000.00	1	$16,000.00	
67	3	Maintaining Traffic_Villa Barr	LS	$100.00	1	$100.00	

February 10, 2026

Mr. Ben Croy, PE
City of Novi
Engineering Department
26300 Lee BeGole Dr
Novi, MI 48375

Reference: Villa Barr Park Improvements
Construction Engineering Services Proposal
AECOM Project Number 60760612

Dear Mr. Croy:

AECOM is pleased to provide this proposal for Construction Engineering services for the above referenced project in accordance with the Civil Engineering Master Services Agreement dated December 18, 2022.

Project Overview and Scope of Services

This project includes the concrete paving of the existing aggregate pathway throughout Villa Barr Park as well as constructing an additional concrete pathway loop to the east and north of the pond within the park. The construction administration fee and crew days are added to the totals below. Our Construction Engineering services will include Construction Contract Administration and Inspection, as defined in the Civil Engineering Master Services Agreement.

Construction Cost and Proposed Fees

Construction Administration fee is based on a percentage of the as bid award amount and the percentage used is based on the type of proposed work, as defined in the original Agreement. The fees for this project will be based on the "Non-Motorized (Sidewalk, Pathways & Trails)" rates in the fee table.

Construction Inspection Services will be provided for $800.00 per crew day as described in the original Agreement. The original budget will be that of the Crew Day bid amount of the awarded Contractor.

CONSTRUCTION ADMINISTRATION:	$153,018.50 x 9.00% =	$ 13,771.66
CONSTRUCTION INSPECTION:	$800.00/Crew Day x 15 Days =	$ 12,000.00
TOTAL:		$ 25,771.66

Please feel free to contact me if you have any questions regarding this matter.

Sincerely,

Sean Kelsch, P.E.
Project Manager

AECOM Corporation
39575 Lewis Dr, Suite 400
Novi, Michigan 48377
Tel: 248.204.5900

February 4, 2026

Mr. Aaron Staup
Construction Engineer
26300 Lee BeGole Drive
Novi, Michigan 48375

RE: Proposal for Construction Engineering Services
Villa Barr Park PCC Pathway
22600 Napier Road
Novi, Michigan 48374
G2 Project No. 263060

Dear Mr. Staup:

This letter will serve as our proposal and agreement to provide materials testing services for construction of Portland cement concrete (PCC) pedestrian pathways within the existing Villa Barr Park located at 22600 Napier Road in Novi, Michigan.

Based on our review of the available project documents, we anticipate materials testing services will include observing earthwork operations, proof-rolling, and concrete inspection for site concrete and exterior flatwork. Our proposal is based on the project documents provided, our email correspondence, and our experience with similar projects.

PERSONNEL

We intend to assign a consistent Staff Engineer or Senior Field Technician to observe construction operations for the duration of the project. This will ensure consistency in the services performed during the project and will also provide a regular avenue for communication between construction representatives and G2 Project Management staff. G2's field representatives are trained through various governmental and technical training programs including but not limited to the following:

- American Concrete Institute – Concrete Field Testing – Grade 1
- Michigan Concrete Association – Concrete Field Testing – Level 1

In addition, G2 staff must adhere to strict in-house training requirements. Technicians are trained on a formal basis where they are required to observe the performance of a given field or laboratory test procedure and subsequently pass both written and performance examinations. Lastly, Tyler S. Hesse, P.E., will serve as the project manager, attend all required site meetings, and provide final review for all field reports.

SCOPE OF SERVICES

In general, our construction engineering services shall consist of observing construction activities and advising the contractor as to their conformance with project specifications. In accordance with project specifications, we anticipate the scope of our services shall include, as appropriate, the following items:

Earthwork Operations

- Our field representative will observe subgrade preparation, including placement and compaction of engineered fill, subbase, and aggregate base materials. We will observe proof roll operations and make recommendations for stabilizing unsuitable subgrade soils.
- Our field representative will sample and evaluate fill soils, and determine the moisture content and in-place dry density of engineered fill and backfill materials. We will obtain representative samples of fill and backfill materials for laboratory testing. Retained samples will be evaluated for grain size distribution, maximum dry density, and optimum moisture content, as necessary for use in compaction control.
- In order to expedite testing operations and to minimize delays to the contractor, our field representative will use a nuclear moisture-density gauge to observe compliance of fill materials with compaction specifications.

Cast-In-Place Concrete and Site Concrete Work

- Our field representative will observe concrete placement operations, perform appropriate field testing (temperature, slump, air content, unit weight, and yield), mold compression test cylinders, and observe concrete finishing and curing operations.
- Laboratory testing is expected to consist principally of testing concrete cylinders for compressive strength.

PROFESSIONAL FEES AND PROJECT SCHEDULE

G2 staff have extensive experience providing construction observation and quality control testing services for similar municipal projects. In general, we charge fees for our field services as outlined above based on a daily rate of $830 (up to 8 hours portal to portal) or half day rate of $515 (up to 4 hours portal to portal). Overtime hours (in excess of 8 hours) will be charged at a rate of $130 per hour. Weekends and holidays will be charged at a 50 percent premium.

Our daily rate includes the costs for the project as follows:

- On site observation and testing services by our field engineer
- Project management time (excluding special meetings)
- Administrative fees for processing written observation and test reports
- Engineering review of test reports
- Equipment and materials charges

We charge for laboratory tests according to the rate schedule provided below:

Laboratory Test	Rate (Per Test)
Compressive Strength of Concrete (ASTM C39)	$19.00
Modified Proctor Compaction Test (ASTM D1557)	$325.00

A project material testing fee table is listed below for the total road construction cost of $153,018.50 with a division fee which should not exceed 3% of the construction contract. The division fee is listed below.

Work Item	Construction Contract	Material Test Fee
Villa Barr Park PCC Pathway	$ 153,018.50	$ 4,590.56

Based on our review of the available project documents, we propose to perform the items detailed in this proposal for the following estimated fee:

Work Item	Unit	Quantity	Unit Price	Total Price
Earthwork	Full Day	1	$830.00	$830.00
	Half Day	1	$515.00	$515.00
Site Concrete	Half Day	4	$515.00	$2,060.00
Laboratory Testing	Concrete Cylinder	30	$19.00	$570.00
	Cylinder Pick-Up	2	$140.00	$280.00
	Modified Proctor	1	$325.00	$325.00
Estimated Total				$4,580.00

This fee is based on the anticipated material inspection requirements. G2's field time is governed by the contractor and their progress. Should the scope of our services change or construction operations require additional or less time on-site by G2 or our sub consultants due to delays, slow operations, or less required testing services, fees will be charged accordingly.

GENERAL CONDITIONS

General conditions relating to the performance of our services will be in accordance with the City of Novi/G2 Consulting Group, LLC Agreement for Geotechnical Engineering Consulting Services for Public Project. As authorization to proceed, please have one copy of the proposal executed by an authorized representative of the party responsible for payment of services and return it to G2.

We appreciate the opportunity to be of service to you and look forward to working with you on this project. If you have any questions regarding our proposed scope of services or any other matter pertaining to the project, please do not hesitate to call.

Respectfully,

G2 Consulting Group, LLC

Tyler S. Hesse, P.E.
Project Manager

Mohammad Khalil
Project Consultant

TSH/MKK/mkk

ACCEPTED FOR CITY OF NOVI.:

BY: _____

DATE: _____

CITY OF NOVI CITY COUNCIL
FEBRUARY 23, 2026

SUBJECT: Consideration of a resolution requested by Island Lake of Novi Community Association's to participate in the Michigan Department of Natural Resources Goose Nest Destruction Program.

SUBMITTING DEPARTMENT: City Manager

KEY HIGHLIGHTS:

- Canadian geese are federally protected by the Migratory Bird Treaty Act. Disturbing nests with goose eggs present can be done only under special permit, which can be applied for only when other techniques have been unsuccessful.
- The Island Lake of Novi Community Association is submitting a permit application for the Canadian Goose Nest/Egg Destruction Program to the Michigan Department of Natural Resources (MDNR).
- Their application is required to be accompanied by a resolution from the local government, in this case, City of Novi, for the permit to be issued by the MDNR.
- City Council previously approved resolutions supporting LAHA in their goose management efforts in 2020.

BACKGROUND INFORMATION:

The Island Lake of Novi Community Association, which represents homeowners living around Walled Lake and Shawood Lake, has applied to the Michigan Department of Natural Resources (MDNR) for a permit to participate in the Canada Goose Nest/Egg Destruction Program. In the attached letter, they request a resolution of support from the City of Novi, which MDNR requires to accompany their application. The City Council approved a similar request by Island Lake on March 23, 2020.

The enclosed information circular from the MDNR provides additional information about the program. According to the MDNR, nest destruction is an effective means to encourage migration of adult geese breeding to the north.

If approved, the goose nest destruction would occur for the next five years. The Island Lake of Novi Community Association would fund, administer, and coordinate the effort with Goose Busters, a State of Michigan DNR licensed contractor, and

would require no funding or additional effort from the City beyond consideration of this resolution. Island Lake of Novi Community Association is also required to notify any lakefront landowners or sites with multiple property owners of ongoing activities.

RECOMMENDED ACTION: Approval of a resolution supporting the Island Lake of Novi Community Association's request to participate in the Michigan Department of Natural Resources Goose Nest Destruction Program for Island Lake.

CITY OF NOVI

COUNTY OF OAKLAND, MICHIGAN

RESOLUTION REGARDING ASSISTANCE FROM THE MICHIGAN DEPARTMENT OF NATURAL RESOURCES IN THE REMOVAL OF NUISANCE GEESE FROM ISLAND LAKE

Minutes of a Meeting of the City Council of the City of Novi, County of Oakland, Michigan, held in the City Hall of said City on February 23, 2026, at 7 o'clock P.M. Prevailing Eastern Time.

PRESENT: Councilmembers_____

ABSENT: Councilmembers_____

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

WHEREAS, the City Council of the City of Novi, Michigan has received complaints of an overpopulation of geese inhabiting Island Lake; and

WHEREAS, the City Council has determined that geese create unhealthy and unsightly conditions around Island Lake for our residents; and

WHEREAS, the City Council is of the opinion that goose nest destruction programs initiated by the Michigan Department of Natural Resources will provide a humane method of addressing the overpopulation of geese and related problems on Island Lake.

NOW THEREFORE, BE IT RESOLVED that the Mayor and Novi City Council formally requests the assistance of the Michigan Department of Natural Resources on behalf of a request made by the Island Lake of Novi Community Association as long as they abide by the Michigan Department of Natural Resources regulations in the

implementation of next destruction programs at the appropriate time in a five (5) year period and, additionally, to advise the Department that there shall be no cost to the City of Novi.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

_____
Cortney Hanson, City Clerk

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Novi, County of Oakland, and State of Michigan, at a regular meeting held this 23rd day of February 2026, and that public notice of said meeting was given pursuant to and in full compliance with Act No. 267, Public Acts of Michigan, 1976, and that the minutes of said meeting have been kept and made available to the public as required by said Act.

_____
Cortney Hanson, City Clerk
City of Novi

Island Lake of Novi Community Association

January 27, 2026

To: Novi City Council, City of Novi, Michigan
From: Island Lake of Novi Community Association

Subject: Goose round up resolution for 2026

The Island Lake of Novi Community Association is requesting the acceptance of a resolution authorizing a goose round up program for 2026.

The program is requested to address the invasive weeds and e-coli at Island Lake of Novi that created beach closures and unsafe conditions with goose droppings being a major contributor of e-coli. In 2026, Island Lake North Park beach was closed for over two (2) months due to the high e-coli levels.

The park and beach areas also benefit from less droppings on the sidewalks, grassy areas, and beaches.

This is the most humane way to reduce e-coli, beach closures, human and pet contract with goose droppings.

A certified company working with the DNR guidelines, Goose Busters, is contracted and paid for by Island Lake of Novi Community Association.

Respectfully,

Natalie Liles
Community Association Manager
Island Lake of Novi Community Association

WILDLIFE DAMAGE AND NUISANCE CONTROL PERMITS FOR RESIDENT CANADA GOOSE MANAGEMENT PROGRAMS

PREFACE

This information circular is provided to inform permittees and interested applicants about the regulations concerning Wildlife Damage and Nuisance Control Permits for Resident Canada Goose Programs. This circular is designed specifically to address the regulations and the concerns of contractors, sites, commercial businesses, and public nuisance animal control agencies. This circular is intended to be a guide for those participating in the Wildlife Damage and Nuisance Control of Canada Geese.

Permittees may receive a current copy of this circular with approved permit or renewal information. Updates will be provided if regulations change. Permittees are expected to know and understand the state regulations and any pertinent local regulations related to damage control methods (i.e., discharge of firearms, local building codes, etc.) and to act within those regulations. In addition, permittees are expected to conduct control operations in a professional manner so as to develop and foster public confidence in the integrity of wildlife damage and nuisance control.

Answers to questions not provided in this circular may be addressed to the United States Department of Agriculture Animal and Plant Health Inspection Service Wildlife Services (USDA-APHIS-WS) Office, Department of Natural Resources (DNR), Wildlife Division Permit Specialist, or by contacting a DNR office listed at the end of this circular.

INTRODUCTION



The sight and sounds of a flock of Canada geese marks the passage of time, the turning of seasons, evoking deep-seated emotions, and for many, affirming perennial connections with the wild. Yet local increases in giant Canada goose populations can evoke an entirely different range of emotions. The following information describes common problems and solutions for people inhabiting areas with Canada geese.

The once nearly extinct giant Canada goose (*Branta canadensis maxima*) has experienced population explosions in areas throughout North America. This trend is due in part to the success of wildlife management programs and the adaptability of these magnificent birds.

Geese are herbivores and have a preference for grass shoots, aquatic vegetation, seed heads, and various grains. Canada geese usually nest in March and April. Adult Canada geese have very few predators, though raccoons, skunks, fox and crows sometimes prey on their eggs.

In general, geese have benefited from the way humans have altered the landscape. Canada geese are attracted to areas that provide food, water, and protection. Urban areas with lakes and ponds offer all the resources that geese need to survive. During the summer months, Canada geese can be a problem for some property owners. Birds often find refuge on lakes and golf course ponds, taking advantage of the lush lawns, while experiencing their annual wing molt (loss of flight feathers). Most human-goose conflict is associated with urban settings where manicured lawns are located in close proximity to water and molting geese that leave droppings and feathers on lawns, beaches, docks, sidewalks, and golf courses. Geese take advantage of large agricultural fields in fall and winter.

These areas provide high energy foods, allowing some geese to stay in Michigan throughout the winter. Canada geese may cause damage to agricultural crops through consumption or trampling.

The DNR has a Resident Canada Goose Program that has been developed to give private landowners (including businesses and other commercial entities) options to address their goose-human conflicts on their sites.

METHODS OF CONTROL

Elimination of Feeding: Artificial feeding can lead to large concentrations of geese as they congregate for "free handouts." Feeding causes the loss of wild instincts and can lead to nutritional imbalance. Geese also lose their fear of humans when fed, which can lead to abnormal behavior such as aggression towards humans, causing an animal/human conflict. Communities must work to abolish feeding resident Canada geese. Some local governments have established "no feeding" ordinances.

Hunting: Where permitted by law, hunting is an effective and economical tool to control goose populations. Hunting provides opportunities for friends and family to participate in an important Michigan heritage plus procure a valued, healthy food source. Michigan has established hunting seasons in cooperation with the U. S. Fish and Wildlife Service (FWS) that are timed to target resident geese. The annual Michigan Waterfowl Hunting Regulations Summary contains season dates and bag limits but be sure to check local township firearm ordinances before hunting geese in suburban settings.

Scare Devices: Scare devices can be a cost-effective way to repel geese when applied consistently as soon as geese arrive on your property. There are many commercial companies that sell the scare devices listed below:

- Shell crackers (may require a federal permit)
- Bird bangers
- Screamers
- Rockets
- Bird alarm
- Distress cries
- Motion detector accessories
- Electronic noise systems
- Bird scare balloons
- Plastic flags
- Mylar scare tape
- Lasers, flashing or rotating strobe lights
- Canine effigies (coyote, wolf, or dog cutouts or 3D models)
- Radio-controlled boats (prior authorization may be required by the DNR Law Enforcement Division)

Dogs: Many sites have reported success using dogs trained to harass geese. Geese perceive the dogs as predators and avoid them. It is important that dogs are handled properly in order for this technique to be effective. Letting household dogs roam a property may chase geese away, but if a dog catches or harms a goose at any time, it is a violation of federal law. Also, dogs are not allowed to harass geese when they are flightless.

Repellents: Repellents can be applied on lawns to deter geese from feeding on the grass. The disadvantage to using repellents is that they are effective only over a short period, before rain or mowing reduces their impact. Remember, geese are more prone to avoid sites where repellents have been used if alternative feeding sites are available.

Barrier Fencing: Fence barriers constructed at least 30 inches high can exclude molted (non-flighted) geese from lawns in June and July. Barriers can be constructed from plastic snow fence, chain link, woven wire, string, mylar tape or chicken wire. Barrier fencing works most effectively when placed along shorelines, but it should not be used at times when young birds would be trapped on land.

Landscaping or Habitat Modifications: Making your yard less attractive to geese can reduce use by Canada geese. An unmowed 6-foot-wide shoreline buffer of tall native grasses or a hedgerow 20 to 30 inches tall can discourage geese from visiting your lawn. Allowing lawns or common areas used by geese to grow taller vegetation can also discourage geese from using these sites. Geese are especially attracted to lawns that are heavily fertilized, watered, and mowed. Studies show that fertilizing lawns increases their nutritional value to geese. Letting the lawn grow longer and not fertilizing or watering it will make it less attractive to geese.

Nest/Egg Destruction: If other methods of control are ineffective, destroying Canada goose nests and eggs may be an option for reducing local Canada goose populations. If done properly and at the right time, nest destruction will prompt Canada geese to migrate north on what is called a molt migration. Nest/egg destruction can only be done under a permit issued by USDA-APHIS Wildlife Services.

Goose Capture, Transport, Hold, and Euthanize: Removing or killing geese outside of the normal hunting season is considered a last resort after other techniques have been unsuccessful. Problem geese are captured at the request of local residents and/or a local unit of government. This program takes place in late June when the birds are flightless. Birds that are captured are killed and either disposed of or taken to a processor and donated to a charitable organization.

Special permits from the DNR or from USDA Wildlife Services must be obtained for the capture of Canada geese. It is strongly recommended that sites try other alternative control methods before applying for permits for capture and euthanasia. It is required that sites have an approved human health and safety situation or have a minimum number of birds and have completed nest and egg destruction before being eligible to receive permits for capture and euthanasia.

When considering nuisance goose control methods for an area, you have to consider several things: how large is the problem area, how do the geese get there, and what specifically is the problem. If geese always walked to the site, then consider exclusion techniques. If they fly onto the site, use harassment techniques. Another consideration is size of the affected area.

The best results are obtained by using a combination of several different control methods and changing tactics often to prevent geese from becoming conditioned to any one of them. In addition, studies show that geese exposed to hunting are more likely to respond to scare devices outside the goose hunting seasons. There are private animal control companies available that can be consulted for help in scaring and controlling geese. Before using any explosive devices, remember to check local ordinances, federal permit requirements, and inform your neighbors.

WILDLIFE DAMAGE AND WILDLIFE "NUISANCE"

The term "damage" is easily understood; however, "nuisance" means different things to different people. For some, the mere presence of a red fox in the woods behind their house constitutes an intolerable situation. For others, glimpsing the same animal would be a thrilling and rewarding experience. Education can play an important role in nuisance recognition and resolution. A wild animal that poses no real threat to the safety of the public, livestock, crops, or property should not be viewed as a nuisance simply because it exists. A public that is knowledgeable about the habits and life history of wild animals is better equipped to recognize and solve wildlife damage and nuisance situations. One role of the DNR is to ensure the well-being of the state's wildlife populations while also assuring that individual wild animals are not posing a threat to human safety or creating unreasonable property, crop, or livestock damage. As long as humans coexist with wild animals, conflicts will arise. The DNR attempts to resolve these conflicts through direct action, education, and

technical assistance in cooperation with private businesses, the federal government, and other state agencies. Care must be taken to ensure that damage and nuisance control measures are necessary and warranted.

TYPES OF PERMITS

Under the authority of the Natural Resources and Environmental Protection Act and the Wildlife Conservation Order (WCO), the DNR administers a permit system for damage and nuisance animal control of Canada geese when legal hunting cannot alleviate problems. The permit system allows nuisance Canada geese causing damage to property to be taken during times of the year and by methods not normally allowed under the regular hunting and trapping rules.

Under the damage and nuisance control system the following types of permits are issued:

1. **Damage and Nuisance Animal Control Permit**
   This permit, issued by a Conservation Officer or Wildlife Biologist at one of the offices listed at the end of this circular, is provided to the landowner, lessee, or their designated agent and is not transferable. The permits are issued, following inspection, on a case-by-case basis usually for crop damage purposes.

2. **Nuisance/Damage Application and Permit for Canada Goose Contractors**
   Contractors may destroy Canada goose nests and eggs and address aggressive geese on a case by case basis (capture, transport, hold, and kill) only by permit issued by the DNR. The deadline to apply is **March 31**.

   a) **Permit to Conduct Nest and Egg Destruction for Population Control by Contractor** (Fee $100)

   - Permits a nuisance animal control business (public or non-profit) to destroy Canada goose nests and eggs. Sites interested in nest and egg activities for nuisance or damage control must fulfill program guidelines and possess an individual site permit for nest destruction.
   - Aggressive geese are also included under this permit. Contactors may assist with aggressive geese situations, including capture, hold, transport, and kill. However, you need to get a site- authorization from your local DNR biologist for each aggressive goose situation.
   - Canada Goose Contractors must train all employees and maintain records on birds captured, banded birds, and locations. In addition, this information shall be supplied to the Department at any given time.

3. **Canada Goose Nest/Egg Destruction Permit**

   The DNR encourages landowners to increase their tolerance of Canada geese to reduce human-goose conflicts in situations where there are no human safety or health threats. The DNR recommends applicants to attempt alternate control techniques to address human-goose conflicts before they are permitted to destroy nests/eggs or capture and euthanize birds. DNR encourages homeowners to learn more about non-lethal techniques including habitat modification and scare tactics to reduce conflicts. You can find out more information on alternative methods to address goose conflicts on our website: Nuisance Wildlife.

   This program addresses local resident goose populations on sites. The Canada Goose Nest/Egg Destruction Program allows landowners to request a permit to destroy nests and eggs, which then encourages geese to migrate north. A copy of the approved Canada Goose Nest/Egg Destruction Permit must be supplied to any hired contractors. All individuals new to the nest destruction program must complete mandatory training prior to the issuance of the permit.

Permit Requirements

Applicant must submit a permit application for nest/egg destruction area. The lake, body of water or site must be located in Michigan.

- It is recommended that the applicant have tried to control geese using alternative measures which may include legal hunting; feeding bans; habitat modification; fencing; barriers; repellents; scare techniques such as scarecrows, flags, reflective tape; and harassment.
- A representative from each new site must have completed mandatory training before a permit will be issued. An application is required annually to participate in the program.
- Applicant will be responsible to assure that all new persons involved with the actual nest destruction (i.e., harassing birds from nest sites, removing eggs) have completed training as designated by the DNR; OR be directly supervised by an individual who has completed this training. If applicant is hiring a nuisance animal control business to conduct the nest destruction, applicant (or representative) must have completed the mandatory training prior to a permit being issued. The DNR maintains a list of all individuals who have completed this training.
- Applicant is responsible for providing any and all personnel to handle the goose eggs, or use a state permitted private nuisance animal control company to carry out the work.
- Applicant will be responsible for providing complete and accurate record keeping of the nest destruction operations and file a report providing details as required by the DNR. Report must be submitted to the USDA-APHIS-WS office by **May 9**.
- Applicant will be responsible to assure that all eggs, eggshell fragments, and/or contents that are removed from nests be destroyed as specified in the mandatory training.
- Applicant may destroy Canada goose eggs and nests only within the timeframe specified and, in a manner, approved by the DNR. This information will be conveyed in the mandatory training.
- All applications should be postmarked by **March 24.**
- This permit does not authorize trespass.
- There is no fee for eligible participants.
- Applicant must notify **all** lakefront landowners (this includes sites with multiple property owners) of Canada goose control activities.

4. Capture, Transport, Hold, and Euthanize Permit

The DNR encourages tolerance and coexistence with Canada geese. There are numerous non-lethal techniques available to help address conflicts with Canada geese. Capture and euthanasia should be considered a last resort to address conflicts. To receive a new permit for capture, transport, hold, and euthanize, sites must first get approval from a DNR Wildlife Biologist.

Permit Requirements

Permitted sites must meet the following criteria:

- Have received a permit and participated in Canada goose nest and egg destruction in the current year, AND
- Have a minimum of 100 birds at their site at the time of permit application, OR
- Have an approved human health and safety situation that meets at least one of the following:

- Where exposure to geese could have serious health consequences because at least some patients/residents will have compromised health or mobility (e.g., nursing homes, medical care facilities, hospital containment ponds).
- Serious broad scale health-related concerns that cannot otherwise be prevented (e.g., from ponds used to supply fire suppression water at corporate sites or wastewater treatment ponds where droppings and feathers can clog water intakes) or safety concerns (e.g., car proving grounds).
- Public or private swimming beaches where there are elevated E. coli counts according to EGLE's water quality standards and large numbers of Canada geese (e.g., >100) that pose a threat to large groups of people. A permit may be issued for a site that provides documentation of a swimming beach closure last year due to elevated E. coli counts and has a large number of geese currently using the area.
- Public parks that participated in the Canada Goose Round Up Program since 2017, either continuously or intermittently, and where the average number of birds over the last three round up periods is $\geq$ 500.

To receive a permit to capture, transport, hold, and euthanize Canada geese, the Applicant must agree to the following:

- It is recommended that the applicant has tried to control geese using alternative measures which may include hunting; feeding bans; habitat modification; fencing; barriers; repellents; scare techniques such as, scarecrows, flags, reflective tape; and harassment.
- All applications for transport, capture, hold, and euthanize Canada geese must be postmarked by **May 16**.
- Geese will only be captured during the summer flightless period (approx. **June 1-July 1**).
- A Cooperative Service Agreement (CSA) with USDA-APHIS-Wildlife Services is required. Additional fees will be associated with this service.
- Capture, transport, hold, and euthanize Canada geese of Canada Geese will only be allowed during the dates designated by the DNR. Each individual site must have a valid site permit.
- The applicant must bear all associated costs of the capture, transport, hold, and euthanize Canada geese and any subsequent removal operations.
- Sites are required to participate in Canada goose nest and egg destruction prior to receiving a permit to capture, transport, hold, and euthanize Canada geese.
- A completion report must be submitted for your site by August 1 to remain eligible for future permits.
- Applicant is responsible to notify all lake front landowners or sites with multiple property owners of Canada goose program activities and that any geese captured will be killed.

*Note: Capture, transport, hold, and euthanize Canada geese permit, does not allow for the handling and transporting of live birds. Handling and transporting of live geese may be done by USDA-APHIS-Wildlife Services

Fee structure for Capture, Transport, Hold, and Euthanize:

- Single Family Residence: $100.00 Non-Refundable (i.e., a residence that owns a lake or pond in entirety)
- All Others: $200.00 Non-Refundable (includes all lake associations, businesses, apartments, condos, parks, golf courses, etc.)

Additional Nest/Egg Destruction and Capture/Transport/Hold/Euthanize **Requirements:**

Permits may be issued only to those that meet one or more of the following definitions:

1. **LAKE, LAKE ASSOCIATION, OR SITE WITH MULTIPLE PROPERTY OWNERS, SURROUNDING THE LAKE/SITE:**

   This will require <u>one</u> of the following to be submitted with your application:

   a. **Resolution**: A resolution approved in writing by a local government official (township, city etc.), which represents the property owners on the subject lake, body of water and/or site, approving Nest/Egg Destruction, Capture/Transport/Hold/Euthanize, or both for their site. A copy of resolution must be sent with application. Contact your local township/city clerk to request a resolution. Resolutions are usually valid for one year but can be valid for up to 5 years. Resolutions for Capture/Transport/Hold/Euthanize must clearly state that geese will be killed.

   b. **Petition**: Approval consisting of signatures of at least 70% of the lakeshore property owners, which clearly states what Canada goose control activity is being requested. For Capture/Transport/Hold/Euthanize, those signing must understand that geese will be killed. Petition forms are available from the Michigan DNR. The petition will be valid for a 5-year period, though the applicant must apply annually for the program. A copy of signed petition must be on file with the DNR.

2. **COMMERCIAL/BUSINESS:** Applicant is an institution, corporation, or other single entity which owns/controls all lands surrounding or containing the subject lake/body of water/site. This can include golf courses, apartments/condos, parks, and recreation areas. This requires only a signature from the owner/land manager of the site.

3. **SINGLE FAMILY RESIDENCE:** Applicant is an individual with sole ownership and control of the subject lake/body of water/site, with no public access.

APPLICATION PROCESS FOR WILDLIFE DAMAGE AND NUISANCE CANADA GOOSE PROGRAMS

New Permits

All applicants should read and understand the following steps involved in the application and permitting process.

1) Read this Information Circular (IC 2088) and the application/permit forms entirely. If you have questions, contact USDA-APHIS WS at 517-318-3471 or mi.goose.permits@usda.gov. Contractors should contact DNR Wildlife Division Permit Specialist at 517-284-6210 or DNR-PermitSpecialist@michigan.gov.

2) Complete the application form. Be sure to completely fill out the application, enclose the correct fee (if applicable), sign and date the form, and provide any additional documentation that may be required.

3) Submit your application and required attachments to: USDA-APHIS-WS, 2803 Jolly Rd., Suite 100, Okemos, MI 48864 or mi.goose.permits@usda.gov . Contractors should submit applications to DNR Wildlife Division Permit Specialist, PO Box 30444, Lansing, MI 48933.

4) Permits may not be mailed out until just before the start of egg and nest destruction. Please plan accordingly. If you hire a contractor for egg and nest destruction, it is your responsibility to provide them with a copy of your permit. They must have a copy of your permit prior to starting any collection or handling activities.

5) Capture/Transport/Hold/Euthanize of live geese will be done by USDA-APHIS-Wildlife Services. A copy of the approved site Capture/Transport/Hold/Euthanize permit must be given to USDA-APHIS Wildlife Service. A Cooperative Service Agreement with USDA-APHIS-Wildlife Services **will be required.**

6) You will be required to maintain records throughout the duration of your permit and to report permit activities, per *Record Keeping Requirements*.

Training

Training is required for all those participating in the Egg and Nest Destruction Program and in order to be a licensed contractor within the State of Michigan. Below lists all those required to take training:

- Egg and nest destruction training is required for all sites new to the Egg and Nest Destruction Program.
- Egg and nest destruction training is required for all new contractors.
- Egg and nest destruction training is required for sites that have already been accepted to the program and have new people to train.

Criteria for Multiple Sites

For applicants that have multiple sites, sites must be located within one mile of each other in order to be included on the same application and permit. Information on Canada goose brood movements indicate that about 80% of broods will move one mile or less between nesting sites and brood-rearing areas.

In general, multiple lakes cannot apply for nest destruction or capture/transport/hold/euthanize permits under one application. Lakes that are identified and named as separate and individual water bodies (e.g., on plat maps, USGS topo maps, etc.) must apply as individual sites in an application regardless if they are connected by channels. Likewise, lakes that have separate lake associations must apply individually.

Applicants that do not comply with the above criteria will risk ineligibility of program participation the following year.

Lake Association/Condos

Lake Associations must follow the Nest/Egg Destruction and Capture/Transport/Hold/Euthanize Requirements above. If there are lakefront landowners that do not belong to the lake association or there are multiple lake associations, all parties must be adequately notified of Canada goose control activities prior to the control activity. This includes Condominiums with multiple owners. **All members must be notified of the program prior to conducting Canada goose control on the property.**

Legal Status

Canada geese are an important natural resource and are federally protected by the Migratory Bird Treaty Act. They can be legally hunted during the hunting seasons with the proper licenses. The permitted harassment techniques and repellants described in this circular are legal methods. Throwing firecrackers or chasing geese with any motorized device (on land or water) are *NOT* authorized scare methods. Killing geese outside of the established hunting season and disturbing nests with goose eggs present can be done only under special permit, which can be applied for only when other techniques have been unsuccessful.

Liabilities

Through the wildlife damage and nuisance control permit system, the DNR provides a mechanism with which landowners can address wildlife damage problems. However, the DNR is not liable for

any action, or lack of action, taken by the permittee or the landowner, nor is the DNR liable for any damages or injuries caused or suffered by either party. Any control measure undertaken by a nuisance animal control operator is considered a contractual matter between the permittee and the complainant.

Record Keeping Requirements

Each permittee must keep records of their egg /nest destruction and capture/transport/hold/euthanize activities. Such records shall be reported on the DNR report form (form numbers PR2088-1 and PR2086-1) and sent to USDA-APHIS-WS by **May 9** for egg /nest destruction and **August 1** for capture/transport/hold/euthanize. Submission of the report is a condition for eligibility for future permits. Permittees shall allow, at any reasonable time, a DNR official to examine and inspect such records and animals in their possession.

Complaints

All complaints regarding violations in relation to the nuisance Canada goose program should be forwarded to the Law Enforcement Division, PO Box 30031, Lansing, MI 48909. If immediate action is required, call the nearest DNR Office, Conservation Officer, or the toll-free RAP Hotline 1-800-292-7800. The RAP Hotline number is exclusively for reporting violations and is not a general information number.

PERMIT SUSPENSION/REVOCATION PROCEDURES

Statutory law, quoted in WCO Section 5.55, provides the legal basis for permit suspension or revocation. Permittees should be aware that any conviction for a violation of the Natural Resources and Environmental Protection Act or Wildlife Conservation Order, including a violation of a condition of the permit, shall result in the revocation of the permit upon action by the Department of Natural Resources. Permit suspensions or revocations are conducted by an Administrative Hearing Officer under the procedures of the Administrative Procedures Act. Persons under a hunting, trapping, or fur dealer license revocation are ineligible to obtain a commercial nuisance animal control permit for the period of their revocation.

Highly Pathogenic Avian Influenza (HPAI)

HPAI is a virus which may be carried by migrating waterfowl and can infect waterfowl and domestic poultry, such as chickens, turkeys, quail, ducks and geese, wild and domestic mammals, and humans. HPAI viruses are extremely contagious and can cause high death loss in flocks. It is important that permit holders understand that the Canada Goose Program can be cancelled at any time if HPAI is detected in Michigan and determined to be a high risk to wildlife, domestic animals, and humans. All permittees will be notified should the program be cancelled.

Permit Conditions

The applicant/permittee's signature on the permit application certifies that the applicant/permittee:

1) Has read and understands this Information Circular (IC2088) and the application/permit form and agrees to abide by all requirements therein.
2) Understands that questions regarding the rules and regulations governing this permit should be directed to the USDA-APHIS-WS at 517-318-3471 or DNR Wildlife Division Permit Specialist, PO Box 30444, Lansing, MI 48909-7944, 517-284-6210.
3) Understands that making a false statement on the application/permit form, resolution/petition; or failure to comply with the provisions of this permit, is a violation of state law and may result in the revocation of this permit, denial of future permits, and criminal penalties.

4) Understands that this permit does not provide any authorization to circumvent any federal, state, local laws, or any other local zoning and ordinances, and that it is the applicant/permittee's responsibility to know and comply with federal, state, and local laws.
5) Understands that any conviction for a violation of the Natural Resources and Environmental Protection Act or Wildlife Conservation Order, including a violation of a condition of this permit, shall result in the revocation of the permit upon action by the DNR.
6) Understands that this permit expires on **May 8** for nest destruction and that the activity report must be turned in by its deadline: **May 9.**
7) Understands that Capture/Transport/Hold/Euthanize applications are due by **May 16** and that the activity report must be turned by its deadline: **August 1**.
8) Understands that the permit for Canada goose nest/egg destruction is held by one trained primary permit holder. Additional people may participate under direct supervision of the permittee without the needing a separate permit for each person.
9) Understands that this permit authorizes permitted activities in the state of Michigan, but not outside of the state of Michigan.
10) Understands that all permitted activities shall be for legitimate Canada goose related nuisances.
11) Understands that this permit allows wildlife damage and nuisance control activities only on the animals listed within WCO Section 5.51a.
12) Understands that animals captured under the authority of this permit will be euthanized.
13) Understands that animals, or parts thereof, held under the authority of this permit shall not be sold.
14) Understands the difference between Damage and Nuisance Animal Control Permit, Nuisance/Damage Application and Permit for Canada Goose Contractors, Canada Goose Nest/Egg Destruction Permit and Canada Goose Capture/Transport/Hold/Euthanize Permit.
15) Hereby releases, waives, discharges and covenants not to sue the State of Michigan, its departments, officers, employees and agents, from any and all liability to permittee, its officers, employees and agents, for all losses, injury, death or damage, and any claims or demands thereto, on account of injury to person or property, or resulting in death of permittee, its officers, employees or agents, in reference to the activities authorized by this permit.
16) Hereby covenants and agrees to indemnify and save harmless, the State of Michigan, its departments, officers, employees and agents, from any and all claims and demands, for all loss, injury, death or damage, that any person or entity may have or make, in any manner, arising out of any occurrence related to (1) issuance of this permit; (2) the activities authorized by this permit; and (3) the use or occupancy of the premises which are the subject of this permit by the permittee, its employees, contractors, or its authorized representatives.

WILDLIFE DAMAGE CONTROL RULES AND REGULATIONS

By authority conferred on the Natural Resources Commission and the Director of the Department of Natural Resources by sections 40107 and 40113a of 1994 PA 451, MCL 324.40107 and 324.40113a, it is ordered that effective October 10, 2024, the following section(s) of the Wildlife Conservation Order shall read as follows:

5.51a Damage and nuisance animal control permit, Canada goose site permit issuance; definitions.

(1) For the purposes of sections 5.51a and 5.51b of this order, the terms in this section shall have the meaning ascribed to them in this section.

(a) "Permit" means a site permit for Canada geese issued under the authority of the department's federal special Canada goose permit.

(b) "Permittee" means a person who has applied for and been issued a site permit by the department. History: Am. 1, 2010, Eff. Jan 7, 2010.

5.51b Damage and nuisance animal control permit; Canada goose, eggs, nests, site permit, requirement, issuance, reporting.

(1) To transport, capture, hold, and euthanize Canada geese, destroy Canada goose eggs and nests under the authority granted to the state of Michigan by the federal special Canada goose permit a permittee must:

(a) Successfully complete a department sponsored training to handle and/or destroy Canada goose eggs and nests.

(b) Provide the department with one of the following:

(i) A petition requesting transport, capture, hold, nest/egg destruction, and euthanasia of geese. This must be signed by a minimum of 70 percent of the riparian lake front landowners on the involved water body.

(ii) A signed resolution for transport, capture, hold, nest/egg destruction, and euthanasia of geese from a governmental agency representative of the riparian lake front landowners.

(iii) Proof of sole ownership of the site.

(c) Ensure all program related requirements are met.

(d) Make application for and be issued a Canada goose site permit on a form provided by the department at the fees noted in section 5.110 (3).

(e) Submit an annual report as required by section 5.54 of this order.

(2) An annual Canada goose site permit shall be valid for the period from March 11 through August 31 per federal regulation 50 CFR 21.120. Failure of the permittee to comply with the permit provisions will make the permittee ineligible to receive a Canada goose control permit for a period of one year.

(3) The department shall not be liable for any damage suffered by a complainant as a result of the performance of the permittee operating under the authority of a permit.

(4) Permits shall be issued only to bona fide landowners or lessees and shall not be transferable.

History: Am. Eff. Oct. 10, 2024.

5.52b Nuisance animal control businesses, public nuisance animal control agencies and non-profit nuisance animal control organizations; Canada goose permit, requirements, issuance, reporting.

(1) To capture, hold, and euthanize aggressive Canada geese, destroy Canada goose eggs and nests under the authority granted to the state of Michigan by the federal special Canada goose permit, a permittee must:

(a) Possess written certification of the successful completion of a department sponsored training to handle and/or destroy Canada goose eggs and nests.

(b) Make application for and be issued a Canada goose permit by the wildlife permit specialist on a form provided by the department at the fee noted in section 5.110 (4).

(c) Submit an annual report as required by section 5.54 of this order.

(2) An annual Canada goose permit shall be valid for the period from March 11 through August 31 per federal regulation 50 CFR 21.120. Failure of the permittee to comply with the permit provisions will make the permittee ineligible to receive Canada goose control permits for a period of one year.

(3) The department shall not be liable for any damage suffered by a complainant as a result of the performance of the permittee operating under the authority of a permit.

(4) An annual Canada goose permit shall be valid for the period from March 11 through August 31 per federal regulation 50 CFR 21.120. Failure of the permittee to comply with the permit provisions will make the permittee ineligible to receive Canada goose control permits for a period of one year.

History: Am. 1, 2010, Eff. Jan 7, 2010; Am. 2, 2022; Eff. Mar. 11, 2022; Am. 9, 2024, Eff. Oct. 10, 2024.

5.110 Special permits; fees; disposition.

Sec. 5.110 The following fees are established for permits issued by the director:

(1) A fee of $100 shall be collected for each taxidermy permit issued. Taxidermy specimen identification tags shall be $10 per fifty.

(2) A fee equivalent to the fee charged for a resident antlerless deer hunting license shall be collected for each managed deer hunting permit.

(3) An annual fee of $200 shall be collected for a site permit to participate in the capture and holding of Canada geese, as specified in section 5.51b of this order, except as follows:

(a) An annual fee for a single family residence shall be $100.

(4) An annual fee of $100 shall be collected from a nuisance animal control business, public nuisance animal control agency, or non-profit nuisance animal control organization to participate in the following, as specified in section 5.52b of this order:

(a) Capture, holding or euthanasia of aggressive Canada geese.

(b) Destruction of Canada goose nests and eggs.

(5) A fee of $100.00 shall be collected for each falconry permit issued as described in section 10.3(7) of this order.

(6) A fee of $10 shall be collected for each deer management assistance permit purchased by a permittee.

(7) All moneys received from the sale of permits and licenses as provided in this section shall be turned over to the state treasurer and credited to the game and fish protection fund.

(8) No fee shall be collected for any of the following permits:

(a) Highway killed deer/bear permit.

(b) Deer damage shooting permit.

(c) Damage and nuisance animal control permit, except as noted in section 5.110(3) and section 5.110(4) of this order, including disease control and disease control replacement permits.

(d) Rehabilitation permit.

(e) Permit to take game with a crossbow.

(f) Permit to hunt from a standing vehicle.

(g) Permit to hunt using a laser sighting device.

(9) A fee of $200 shall be collected for a common merganser site permit as specified in section 5.51c of this order, except as follows:

(a) A fee for a single-family residence shall be $100.

(10) An annual fee of $500 shall be collected from a nuisance animal control business, public nuisance animal control agency, or non-profit nuisance animal control organization to participate in the following, as specified in section 5.52d of this order, except as follows:

(a) An annual fee for the capture and transport only of common merganser shall be $300.

(b) An annual fee for the egg and nest destruction of common merganser shall be $200.

(c) An annual fee for the harassment of common merganser with lethal reinforcement shall be $200. History:, Eff. Oct. 10, 2024

CONTACTS

Nest/Egg Destruction and Capture/Transport/Hold/Euthanize Application Questions

Contact: USDA-APHIS-WS, 2803 Jolly Rd, Suite 100, Okemos, MI 48864, 517-318-3471 or MI.Goose.Permits@usda.gov.

Permit Regulations and Contractor Permit Questions

Contact: Wildlife Permit Specialist, DNR, Wildlife Division, PO Box 30444, Lansing, MI 48909-7944, 517-284-6210 or DNR-PermitSpecialist@michigan.gov.

Site Specific Questions and Aggressive Geese

Contact your local Wildlife Field Office Biologist.

Biological Questions

Contact: Waterfowl and Wetland Specialist, DNR, Wildlife Division, Lansing Customer Service Center 4166 Legacy Parkway, Lansing, MI 48911 or the DNR website at Customer Service Centers.

DISTRICT LAW ENFORCEMENT OFFICES

Applicants may contact a Michigan DNR District Law Enforcement Office at one of the locations listed below:

DNR District 1 Law Enforcement Office, 1990 US-41 S, Marquette, MI 49855, 906-228-6561. **Counties:** Keweenaw, Houghton, Ontonagon, Gogebic, Baraga, Iron, Dickinson, Menominee, Marquette.

DNR District 2 Law Enforcement Office, RR4, PO Box 796, 5100 State HWY M-123, Newberry, MI 49868, 906-293-5131. **Counties:** Alger, Delta, Schoolcraft, Luce, Chippewa, Mackinac.

DNR District 3 Law Enforcement Office, PO Box 667 1732 W M-32, Gaylord, MI 49735, 989-732-3541. **Counties**: Antrim, Charlevoix, Cheboygan, Emmet, Otsego, Alpena, Montmorency, Presque Isle.

DNR District 4 Law Enforcement Office, 8015 Mackinaw Trail, Cadillac, MI 49601, 231-775-9727. **Counties:** Benzie, Leelanau, Grand Traverse, Manistee, Wexford, Mason, Lake, Osceola, Oceana, Newaygo, Mecosta.

DNR District 5 Law Enforcement Office, PO Box 128, 8717 N Roscommon Rd, Roscommon, MI 48653, 989-275-5151. **Counties**: Kalkaska, Missaukee Crawford, Oscoda, Alcona, Roscommon, Ogemaw, Iosco, Clare, Gladwin, Arenac.

DNR District 6 Law Enforcement Office, 503 N Euclid Ave, Suite 1, Bay City, MI 48706, 989-684-9141. Counties: Montcalm, Saginaw, Huron, Sanilac, Tuscola, Isabella, Midland, Bay, Gratiot.

DNR District 7 Law Enforcement Office, 621 N 10th St. Plainwell, MI 49080, 269-685-6851. **Counties:** Muskegon, Ottawa, Kent, Ionia, Allegan, Barry, Van Buren, Kalamazoo, Berrien, Cass, St. Joseph.

DNR District 8 Law Enforcement Office, 4166 Legacy Parkway, Lansing, MI 48911, 517-284-4720.
Counties: Clinton, Shiawassee, Eaton, Ingham, Jackson, Hillsdale, Branch, Calhoun.

DNR District 9 Law Enforcement Office, 1801 Atwater St. Detroit, MI 48207, 313-396-6890.
Counties: Livingston, Washtenaw, Lenawee, St. Clair, Oakland, Macomb, Wayne, Monroe, Lapeer, Genesee.

WILDLIFE OPERATION SERVICE CENTERS

Applicants may contact a Michigan DNR Customer Service Centers Below:

Upper Peninsula

Baraga Operation Service Center, 427 US-41 N, Baraga, MI 49908, 906-353-6651.

Marquette Operation Service Center, 1990 US-41 S, Marquette, MI 49855, 906-228-6561.

Newberry Operation Service Center, 5100 M-123, Newberry, MI 49868, 906-293-5131.

Northern Lower Peninsula

Gaylord Operation Service Center, 1732 W. M-32, Gaylord, MI 49735, 989-732-3541.

Cadillac Operation Service Center, 8015 Mackinaw Trail, Cadillac, MI 49601, 231-775-9727.

Roscommon Operation Service Center, I-75 & M-18 S, 8717 N Roscommon Rd., Roscommon, MI 48653, 989-275-5151.

Southern Lower Peninsula

Bay City Operation Service Center, 3580 State Park Dr. Bay City, MI 48706, 989-684-9141.

Plainwell Operation Service Center, 621 N. 10th St., Plainwell, MI 49080, 269-685-6851.

Detroit Metro Operation Service Center, 1801 Atwater St. Detroit, MI 48201, 313-396-6890.

Lansing Customer Service Center, 4166 Legacy Parkway, Lansing, MI 48911, 517-284-4720.

CITY OF NOVI CITY COUNCIL
MARCH 9, 2026

SUBJECT: Consideration of approval to award the Novi Road Median Drainage Improvements, 12 Mile Road to 13 Mile Road, project contract to Santos Cement, Inc., the qualified low bidder, in the amount of $577,719.

SUBMITTING DEPARTMENT: Department of Public Works, Engineering Division

KEY HIGHLIGHTS:

- Scope includes reconfiguring the storm sewer, paving the median islands, and installing planters with trees.
- Construction is expected to start this June and last approximately six weeks.

FINANCIAL IMPACT

	FY 2025/26
EXPENDITURE REQUIRED	**$ 577,719.25 Construction** **$ 65,417.54 Engineering Services** **$ 643,136.79 TOTAL**
BUDGET **DRAIN FUND 211-445.00-975.209**	**$ 730,000**
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 $707K.	

BACKGROUND INFORMATION:

When Novi Road, 12 to 13 Mile Rd, was reconstructed in 2016, the center turn lane was removed in some sections and replaced with landscaped depressed median islands.

The purpose of the depressed median islands was to collect and filter stormwater while also being an attractive feature. However, maintaining the landscaping has been difficult due to the harsh conditions, resulting in mostly bare, unattractive medians. Therefore, the existing medians will be paved, and tree planters will be added to include tree species known to survive harsh conditions. The storm sewer will be reconfigured to properly drain the road.

City engineering consultant, Spalding DeDecker, assisted City staff with design of a Novi Road Median Island project between 12 Mile Road and 13 Mile Road. The project was advertised for public bids on January 21, 2026. Five (5) bids were received and opened on February 11, 2026, following the solicitation period. Santos Cement, Inc. 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***
Santos Cement, Inc.	$596,919.25
Merlo Construction	$642,888.00
Springline Excavating	$729,916.40
Great Lakes Contracting, LLC	$745,681.95
Fonson Company, Inc.	$797,940.65

***Crew Days are included to compare bids but not included in the award. See bid tabulation for all bids received.**

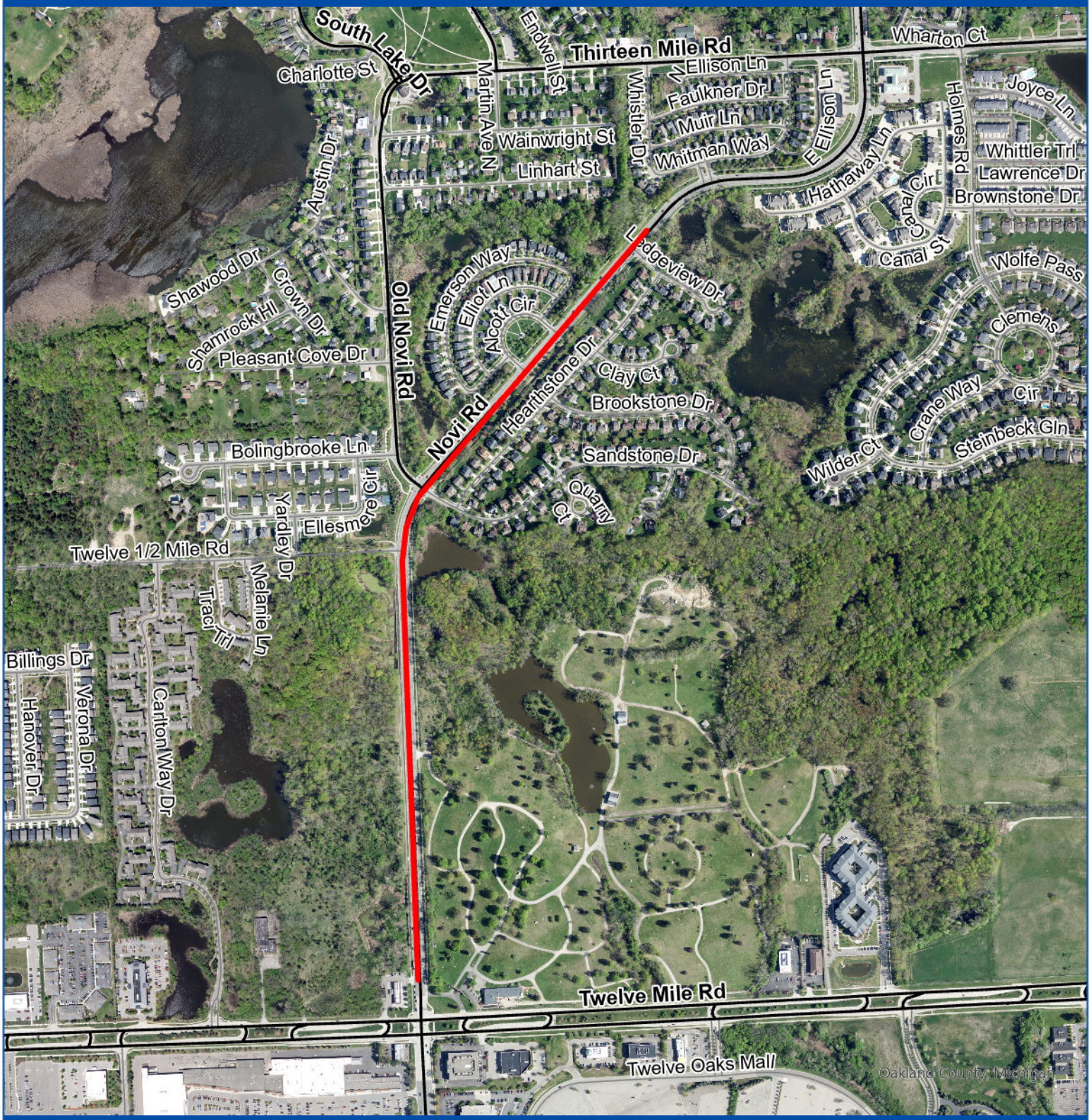
The contract administration and geotechnical engineering services related to this project will be awarded to the following pre-qualified firms using the fee percentages in the Agreements for Professional Engineering Services and Geotechnical Engineering Services for Public Projects.

Spalding DeDecker	Contract Administration	6% of the construction award	$34,663.16
	Crew Days	$800 daily inspection fee x 24 days	$19,200.00
G2	Material testing services	2% of the construction award	$11,554.38
		TOTAL	**$65,417.54**

Construction is expected to start this June and last approximately six weeks.

RECOMMENDED ACTION: Approval to award the Novi Road Median Drainage Improvements, 12 Mile Road to 13 Mile Road, project contract to Santos Cement, Inc., the qualified low bidder in the amount of $577,719.

Novi Road Median Islands Drainage Improvements



Project Area

Feet

0 550 1,100 2,200

Map Author: Runkel
Map Print Date: February 23, 2026

SPALDING DEDECKER
Engineering & Surveying Excellence since 1954

February 16, 2026

Mr. Ben Croy
City Engineer
City of Novi
26300 Lee BeGole Drive
Novi, Michigan 48375

Re: **Recommendation for Award**
Novi Rd Medians
SDA Project No.: Job No NV25003

Dear Mr. Croy:

On February 11, 2026 at 10:00 a.m., construction bids were opened and publicly read at the City of Novi Civic Center for the Novi Rd Medians project. The project includes storm catch basins, concrete curb, and concrete pavement construction in select existing medians along Novi Road between 12 Mile Road and 13 Mile Road.

The City Clerk's office received five (5) sealed bids for this project, with each bid considered to be responsive having submitted a bid compliant with all requirements. The apparent low bidder, Santos Cement Inc., submitted a total bid of $596,919.25. Following the bid opening, Spalding DeDecker reviewed all of the bids received, verified the calculations, and prepared the bid tabulation for the project (attached).

Based on a review of experience and references provided, Spalding DeDecker finds that Santos Cement Inc. is qualified to perform the required construction.

It is our recommendation that the project be awarded to the lowest responsive bidder, Santos Cement Inc. in the amount of $577,719.25 which is the total bid of $596,919.25 minus $19,200.00 for crew days bid.

Upon award by the City Council, our office will coordinate the completion of the Contract Agreement, Bonds, and Insurance information with Santos Cement Inc.

Very Truly Yours,
SPALDING DEDECKER

Taylor E. Reynolds, PE
Senior Project Manager

Encl: Bid Tabulation

BID TABULATION - NOVI RD MEDIANS

CITY OF NOVI

5 Bids received, opened 02/11/26

Project No. NV25003

By: JB

Reviewed: TR

BASE BID				SANTOS CEMEMNT INC.		MERLO CONSTRUCTION		SPRINGLINE EXCAVATING		Engineer's Estimate	
No		QUANTITY	UNIT	UNIT PRICE ($)	AMOUNT ($)	UNIT PRICE ($)	AMOUNT ($)	UNIT PRICE ($)	AMOUNT ($)	UNIT PRICE ($)	AMOUNT ($)
1	_Pre-Construction Audio-Visual	1	LSUM	$1,750.00	1,750.00	$1,785.00	1,785.00	$1,785.00	1,785.00	$5,000.00	5,000.00
2	Mobilization, Max	1	LSUM	$26,100.00	26,100.00	$30,000.00	30,000.00	$50,000.00	50,000.00	$71,100.00	71,100.00
3	Excavation, Earth	2,765	Cyd	$22.00	60,830.00	$20.00	55,300.00	$36.00	99,540.00	$15.00	41,475.00
4	Erosion Control, Inlet Protection, Fabric Drop	35	Ea	$150.00	5,250.00	$175.00	6,125.00	$135.00	4,725.00	$150.00	5,250.00
5	Project Cleanup	1	LSUM	$5,000.00	5,000.00	$1.00	1.00	$5,000.00	5,000.00	$5,000.00	5,000.00
6	Subbase, CIP	1,180	Cyd	$25.00	29,500.00	$26.00	30,680.00	$37.00	43,660.00	$30.00	35,400.00
7	Aggregate Base	2,683	Ton	$22.00	59,026.00	$30.00	80,490.00	$40.00	107,320.00	$32.00	85,856.00
8	Dr Structure Cover, Adj, Case 2	7	Ea	$350.00	2,450.00	$700.00	4,900.00	$1,050.00	7,350.00	$750.00	5,250.00
9	Dr Structure Cover, Type B	3	Ea	$999.00	2,997.00	$650.00	1,950.00	$590.00	1,770.00	$1,000.00	3,000.00
10	Dr Structure Cover, Type G	2	Ea	$999.00	1,998.00	$525.00	1,050.00	$500.00	1,000.00	$1,000.00	2,000.00
11	Dr Structure, Adj, Add Depth	8	Ft	$250.00	2,000.00	$120.00	960.00	$645.00	5,160.00	$500.00	4,000.00
12	HMA Surface, Rem	673	Syd	$25.00	16,825.00	$16.00	10,768.00	$42.00	28,266.00	$7.00	4,711.00
13	Hand Patching	31	Ton	$300.00	9,300.00	$260.00	8,060.00	$275.00	8,525.00	$300.00	9,300.00
14	HMA, 4EL	210	Ton	$195.00	40,950.00	$225.00	47,250.00	$166.50	34,965.00	$150.00	31,500.00
15	Conc Pavt, Nonreinf, 6 inch	1,612	Syd	$62.00	99,944.00	$63.00	101,556.00	$53.00	85,436.00	$60.00	96,720.00
16	_Conc Pavt, Decorative, Nonreinf, 6 inch	30	Syd	$190.00	5,700.00	$200.00	6,000.00	$160.00	4,800.00	$150.00	4,500.00
17	_Conc Pavt, Misc, Reinf, 18 inch, Modified	105	Syd	$170.00	17,850.00	$180.00	18,900.00	$200.00	21,000.00	$140.00	14,700.00
18	Shld Gutter, Conc, Det 1	4	Ea	$900.00	3,600.00	$1,300.00	5,200.00	$500.00	2,000.00	$1,000.00	4,000.00
19	Shld Gutter, Conc, Det 3	4	Ea	$900.00	3,600.00	$1,300.00	5,200.00	$500.00	2,000.00	$1,000.00	4,000.00
20	_Curb and Gutter, Conc, Det C4, Modified	2,683	Ft	$30.00	80,490.00	$29.00	77,807.00	$22.90	61,440.70	$30.00	80,490.00
21	_Curb and Gutter, Conc, Det C4, Reverse Gutter, Modified	1,503	Ft	$30.00	45,090.00	$29.00	43,587.00	$22.90	34,418.70	$32.00	48,096.00
22	Post, Steel, 3 pound	140	Ft	$11.50	1,610.00	$16.00	2,240.00	$10.00	1,400.00	$10.00	1,400.00
23	Sign, Type III, Erect, Salv	26	Ea	$50.00	1,300.00	$125.00	3,250.00	$45.00	1,170.00	$70.00	1,820.00
24	Sign, Type III, Rem	5	Ea	$11.50	57.50	$30.00	150.00	$10.00	50.00	$15.00	75.00
25	Sign, Type IIIB	28	Sft	$23.00	644.00	$19.00	532.00	$20.00	560.00	$25.00	700.00
26	Sign, Type III, Rem, Salv	25	Ea	$28.75	718.75	$30.00	750.00	$25.00	625.00	$70.00	1,750.00
27	Ground Mtd Sign Support, Rem	16	Ea	$11.50	184.00	$40.00	640.00	$10.00	160.00	$15.00	240.00
28	Pavt Mrkg, Sprayable Thermopl, 4 inch, Yellow	6,300	Ft	$1.50	9,450.00	$1.05	6,615.00	$1.05	6,615.00	$2.00	12,600.00
29	Pavt Mrkg, Thermopl, 12 inch, Cross Hatching, Yellow	200	Ft	$6.00	1,200.00	$10.00	2,000.00	$10.00	2,000.00	$7.00	1,400.00
30	Rem Spec Mrkg	9,250	Sft	$2.50	23,125.00	$3.50	32,375.00	$3.50	32,375.00	$3.00	27,750.00
31	_Temporary Traffic Control Devices	1	LSUM	$6,000.00	6,000.00	$20,000.00	20,000.00	$25,000.00	25,000.00	$24,000.00	24,000.00
32	Syringa patula 'Miss Kim', #3 cont.	21	Ea	$90.00	1,890.00	$70.00	1,470.00	$100.00	2,100.00	$8.00	168.00
33	Rudbeckia fulgida 'Goldsturm', #2 cont.	168	Ea	$35.00	5,880.00	$44.00	7,392.00	$50.00	8,400.00	$20.00	3,360.00
34	_Planting Soil, Special	63	Cyd	$70.00	4,410.00	$135.00	8,505.00	$100.00	6,300.00	$70.00	4,410.00
35	_Permit Allowance	1,000	Dlr	$1.00	1,000.00	$1.00	1,000.00	$1.00	1,000.00	$1.00	1,000.00
36	_Inspection Crew Days	$ 800.00	Cday	24	19,200.00	23	18,400.00	40	32,000.00	25	20,000.00
TOTAL					**596,919.25**		**642,888.00**		**729,916.40**		**662,021.00**

Other Bids Received: GREAT LAKES $745,681.95

FONSON COMPANY $797,940.65

BID
for
NOVI ROAD MEDIANS

Bid of Santos Cement Inc. hereinafter called Bidder, organized and existing under the laws of or a resident of the State of Michigan, doing business as a corporation *.

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

The Contract will be awarded to the lowest responsive, responsible Bidder based on the unit prices for all Work specified.

The Bidder agrees to complete the Project for the following unit prices:

Item No.	Item Description	Unit	Qty	Unit Price	Total Price
1	_Pre-Construction Audio-Visual	LSUM	1	1750.00	1750.00
2	Mobilization, Max	LSUM	1	26100.00	26100.00
3	Excavation, Earth	Cyd	2765	22.00	60830.00
4	Erosion Control, Inlet Protection, Fabric Drop	Ea	35	150.00	5250.00
5	Project Cleanup	LSUM	1	5000.00	5000.00
6	Subbase, CIP	Cyd	1180	25.00	29500.00

7	Aggregate Base	Ton	2683	22.00	59026.00
8	Dr Structure Cover, Adj, Case 2	Ea	7	350.00	2450.00
9	Dr Structure Cover, Type B	Ea	3	999.00	2997.00
10	Dr Structure Cover, Type G	Ea	2	999.00	1998.00
11	Dr Structure, Adj, Add Depth	Ft	8	250.00	2000.00
12	HMA Surface, Rem	Syd	673	25.00	16825.00
13	Hand Patching	Ton	31	300.00	9300.00
14	HMA, 4EL	Ton	210	195.00	40950.00
15	Conc Pavt, Nonreinf, 6 inch	Syd	1612	62.00	99944.00
16	_Conc Pavt, Decorative, Nonreinf, 6 inch	Syd	30	190.00	5700.00
17	_Conc Pavt, Misc, Reinf, 18 inch, Modified	Syd	105	170.00	17850.00
18	Shld Gutter, Conc, Det 1	Ea	4	900.00	3600.00
19	Shld Gutter, Conc, Det 3	Ea	4	900.00	3600.00
20	_Curb and Gutter, Conc, Det C4, Modified	Ft	2683	30.00	80490.00
21	_Curb and Gutter, Conc, Det C4, Reverse Gutter, Modified	Ft	1503	30.00	45090.00
22	Post, Steel, 3 pound	Ft	140	11.50	1610.00
23	Sign, Type III, Erect, Salv	Ea	26	50.00	1300.00
24	Sign, Type III, Rem	Ea	5	11.50	57.50
25	Sign, Type IIIB	Sft	28	23.00	644.00
26	Sign, Type III, Rem, Salv	Ea	25	28.75	718.75
27	Ground Mtd Sign Support, Rem	Ea	16	11.50	184.00
28	Pavt Mrkg, Sprayable Thermopl, 4 inch, Yellow	Ft	6300	1.50	9450.00
29	Pavt Mrkg, Thermopl, 12 inch, Cross Hatching, Yellow	Ft	200	6.00	1200.00
30	Rem Spec Mrkg	Sft	9250	2.50	23125.00
31	_Temporary Traffic Control Devices	LSUM	1	6000.00	6000.00
32	Rudbeckia fuldiga 'Goldsturm', #2 cont.	Ea	168	35.00	5880.00
33	Syringa patula 'Miss Kim', #3 cont.	Ea	21	90.00	1890.00
34	_Planting Soil, Special	Cyd	63	70.00	4410.00

35	_Permit Allowance	Dlr	1000	$1,000.00	1000.00
36	_Inspection Crew Days	Cday	24	$800.00	19200.00
		$	596,919.25		

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. **The undersigned shall complete the Work to Substantial Completion within 30 calendar days, and to Final Completion, including restoration and all punch list items, within 45 calendar days.**

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 ($1,000.00) per day, 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.

SUBMITTED on 2/11/26
Date*

8160 Southfield Rd.
Street*

Lincoln Park, MI 48146
City, State, ZIP*

313-551-3113
Telephone Number*

313-791-7049
Facsimile Number*

BY: Santos Cement I Inc.
Name of Bidder*

Signature

Rafael Santos Jr, President
Name and Title of Signatory*

*Typed or printed in ink.

CITY OF NOVI CITY COUNCIL
MARCH 9, 2026

SUBJECT: Consider a contract with Howell Design Group to serve as the City's Technology/Security design firm for the 2025 Public Safety Bond Facilities project, in the amount of $300,000.

SUBMITTING DEPARTMENT: City Manager

KEY HIGHLIGHTS:

- In consultation with the Owners Representative (PMR), RFP documents were formally issued to four (4) Technology/Security design firms.
- Four (4) sealed RFP responses were received and evaluated. PMR moderated interviews with three (3) firms.
- Upon completion of the RFP document reviews and interviews, the Advisory Group recommended Howell Design Group for the Technology/Security Designer.

FINANCIAL IMPACT

	FY 25/26	Total
EXPENDITURE REQUIRED	**$ 300,000**	**$ 300,000**
BUDGET		
1. 2025 Bond Proceeds	**$120,000,000**	**$ 120,000,000**
APPROPRIATION REQUIRED	**$**	**$**
FUND BALANCE IMPACT	**$ N/A**	**$ N/A**

BACKGROUND INFORMATION:

With the passage of the bond to finance Public Safety Facilities in August 2025, in conjunction with the City's contract with Owner's representative (PMR), the Administration assisted with interviewing three (3) firms that submitted proposals for the selection of a Technology/Security Designer for the new buildings.

The City of Novi Selection Advisory Group, consisting of Chief Zinser, Chief Martin and Chief Information Officer Rob Petty, and PMR presented a framework in order to identify, evaluate, and recommend a Firm for this project. The four (4) sealed Tech/Security FRP responses were received on January 20, 2026. For this project, RFP criteria such as firm police and fire station design experience, proposed staff experience, fee/costs, and firm differentiators were evaluated. PMR moderated interviews with three (3) firms on February 11, 2026, to ask additional questions and to clarify/confirm their RFP responses.

The Advisory Group unanimously recommended Howell Design Group for consideration based on their knowledge of Public Safety technology and security systems, in-house expertise, an established working relationship with BRW Architect, and responses to questions during the interview process. After the interviews were completed, PMR successfully negotiated Howell Design Group's fee without compromising the project scope to align with budget expectations. At this time, there are no major issues that will hinder the successful execution of the final contract.

RECOMMENDED ACTION: Consider a contract with Howell Design Group to serve as the City's Technology/Security design firm for the 2025 Public Safety Bond Facilities project, in the amount of $300,000. Final form of the agreement is subject to review and final approval by the City Attorney and City Manager.

Plante Moran Realpoint
3000 Town Center, Suite 100
Southfield, MI 48075
Tel: 248.223.3500 | Fax: 248.223.3150
pmrealpoint.com

February 17, 2026

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

via email: vcardenas@cityofnovi.org

RE: City of Novi Public Safety Bond Project – Technology/Security Designer Recommendation

Dear Mr. Cardenas,

This letter is to update you with Plante Moran Realpoint's (PMR) progress in our engagement to assist and advise the City of Novi (CoN) in the selection of a Technology/Security Designer firm for the City of Novi Public Safety Project (Project). The City of Novi Selection Advisory Group, consisting of CoN city staff (Chief Zinser, Chief Martin and Chief Information Officer Rob Petty), and PMR, have presented a framework in order to identify, evaluate, and recommend a Firm for this Project.

SELECTION PROCESS

This letter communicates the results of the process utilized to evaluate Tech/Security proposals and interviews that the City of Novi Advisory Group and PMR conducted in accordance with our engagement agreement. On December 17, 2025, RFP documents were formally issued to four (4) capable and well-established Tech/Security design firms. PMR conducted a pre-proposal meeting on January 6, 2026, to provide project information and answer questions. The firms were provided with time to submit additional questions/clarifications by January 13.

Four (4) sealed Tech/Security RFP responses were received by CoN on January 20, 2026. For this Project, RFP criteria such as firm police and fire station design experience, proposed staff experience, fee/costs, and firm differentiators were evaluated. PMR moderated interviews with three (3) firms on February 11, 2026, to ask additional questions and to clarify/confirm their RFP responses.

After these interviews took place, the Advisory Group unanimously recommended **Howell Design Group** for consideration based on their knowledge of Public Safety tech/security systems, in-house expertise, established working relationship with BRW Architects and answers to questions during the interview process. After the interviews were completed, PMR successfully negotiated a Howell Design Group's fee without compromising project scope, to align with budget expectations.

RECOMMENDATION

Based on the Tech/Security design firm's formal RFP response, answers to the post RFP submittal interview questions and fee negotiations, the team recommends that the **Howell Design Group** be awarded technology and security design services for the Public Safety Building and Fire Station Projects. At this time, there are no major issues that will hinder a successful final contract. The final contract document will be executed pending final review of contract terms by CoN legal counsel.

The Tech/Security design fee for the scope of services described in the RFP and the RFP draft contract are provided below and is within the budget PMR established for these services

Howell Design Group:	
Fee for technology/security design services:	$250,000 (negotiated fee amount)
N.T.E. reimbursables expenses:	$50,000
Total:	**$300,000**

Should you have any questions regarding this recommendation, please do not hesitate to contact me at (248) 603-5252.
Sincerely,

PLANTE MORAN REALPOINT

Robert Stempien AIA, Sr. Vice President

CC: Greg VanKirk, Plante Moran Realpoint
Todd Fenton, Plante Moran Realpoint
Brian Weber, Plante Moran Realpoint

ENCLOSURES: Howell Design Group RFP Submittal

City of Novi

TECHNOLOGY AND SECURITY DESIGNER SERVICES RFP

Due: January 20, 2026

Prepared By:
Charlie Howell, Principal
Howell Design Group, LLC

HOWELL
DESIGN GROUP

HOWELL
DESIGN GROUP

PROPOSAL

DATE:

January 20, 2026

NOVI NEW PUBLIC SAFETY, FIRE STATION 2 & 3, and RENOVATION TO FIRE STATION 4 PROJECT - TECHNOLOGY & SECURITY DESIGNER SERVICES

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

Mr. Cardenas,

Howell Design Group, LLC appreciates this opportunity to provide this proposal for technology consulting and design services for the above referenced projects.

We understand that the City of Novi is seeking to build new Public Safety Facilities with the results of a voter approved August 2025 bond election. We further understand that the project will include new construction of the Public Safety Headquarters which will co-locate the Novi Police Station and Fire Station #1. In addition, the bond is also covering the new construction of Fire Station #2, Fire Station #3, and the renovation of Fire Station #4.

We will include completing all of these projects simultaneously. We further understand that our role will be as technology and security designer to the City of Novi on this project for the following systems:

- Security
- Structured Cabling (IT Infrastructure)
- Audio Visual
- Jail Control
- Alerting System design/coordination with alerting vendor

Section 1 - Project Approach and Narrative

HDG proposes to provide technology consulting and design services as a design team member for the services listed above. The approach that HDG will follow is listed below:

Schematic Design Phase:

- Prepare a narrative that outlines the intended design
- Coordinate with the project team and client team on design criteria
- Participate in coordination of building space and flow layout

Design Development Phase

- Coordinate with project team and client team on comments received during SD. If HDG is not able to be involved in the SD phase, then we will create a DD narrative in the form of a basis of design/SOP to guide the technology and security designs.
- Coordinate with the other design team members for interdependencies
- Prepare Drawings and basic details
- Prepare an outline specification (Includes only paragraphs describing each spec section)
- Attend design meetings as needed

Construction Documentation Phase

- Coordinate with the project team and client team on comments received during DD
- Coordinate with other design team members for interdependencies
- Prepare Drawings, Details, Diagrams, Schedules
- Prepare Division 27 and 28 (Security) specifications in CSI Masterformat

Bidding Phase

- Prepare any addenda required for the above referenced scope
- Answer bidders questions

Construction Administration Phase

- Attend Pre Construction Kick Off meeting
- Answer RFI's and field coordination questions
- Review Submittals related to the above referenced scope
- Perform site observations for construction of items related to, and including, the above referenced scope
- Witness system power up process
- Provide Pre-functional testing
- Provide performance verification testing and the creation of punch list
- Provide customization programming assistance
- Commission the systems in the above referenced scope

Deliverables

HDG proposes to provide the following deliverables during this project:

- SD
  - Narrative
- DD
  - DD Narrative, if SD narrative is not provided due to schedule
  - Drawings
  - Outline Specifications
- CD
  - Drawings
  - Specifications
- Bid Phase
  - Correspondence
- CA
  - Site observation reports
  - RFI responses
  - Submittal Reviews
  - Offline Schedule for owner supplied vendor equipment and services
  - Pre-functional Testing Forms
  - Performance Verification Forms
  - Punch List

Approach Clarification

HDG proposes to perform all of the project documentation simultaneously. This means that the approach and process listed above does not change, we would provide a different design package for each of the projects simultaneously through the design process. During the CA process, the timing is different but the approach and process are the same.

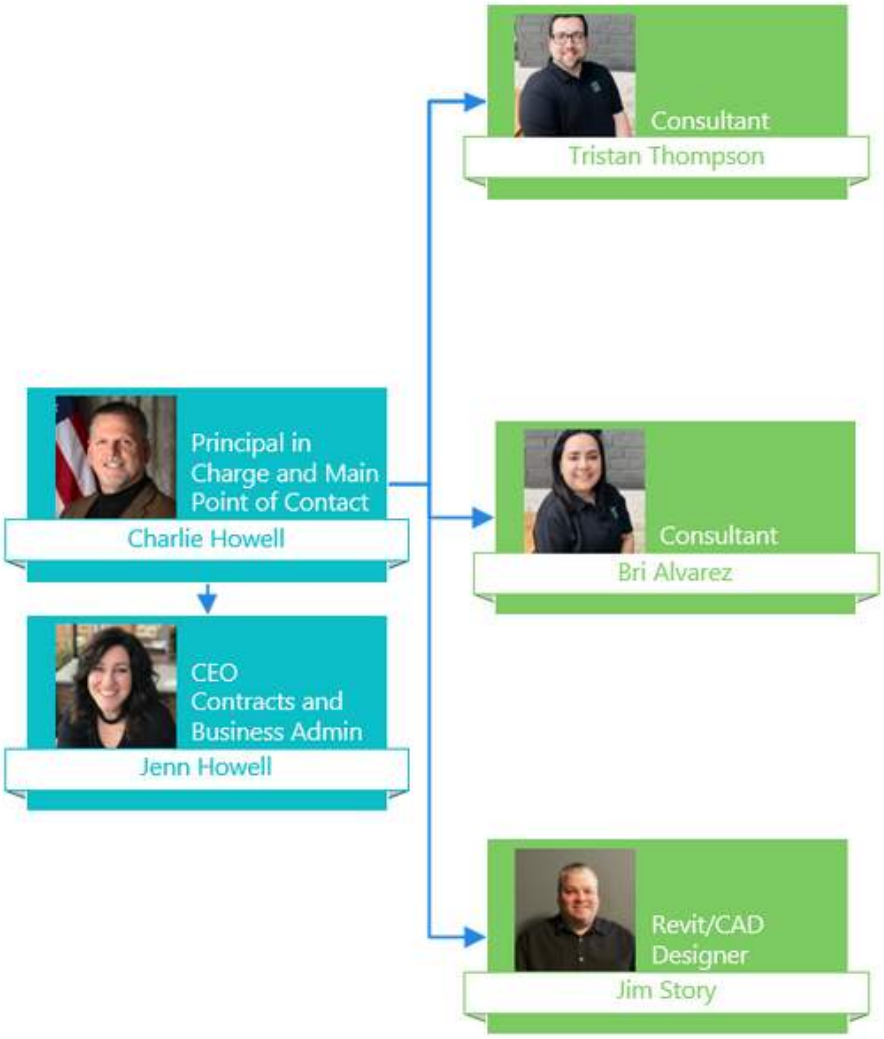
Section 2 - Relevant Firm Experience

HDG has provided this same type of technology and Security Designer services for other Police Department Projects.

- **Town of Prosper Police Department**
  - New Construction Police Department and Dispatch
  - Prosper, TX
  - PD Occupied 2021
  - $14M overall construction cost
  - Assistant Chief Scott Brewer, sbrewer@prospertx.gov, 972-589-1033
  - HDG was Technology Owner's Rep during construction, but designed security on the actual design project
- **City of Roanoke Police Department**
  - New Construction Police Department, Dispatch, Court and Gun Range
  - Roanoke, TX
  - PD Occupied 2025
  - $45M overall construction cost
  - Police Chief Jeff Williams, jwilliams@roanokepolice.com , 682-549-1493
  - HDG was technology designer for this project for security, IT, AV, Holding, and assisted the owner vendor coordination of Dispatch
- **City of Mansfield Police Department**,
  - New Construction Police Department, Dispatch, Jail, and Support Services
  - Mansfield, TX
  - PD Occupied 2024
  - $41.9M overall construction cost
  - Police Chief Tracy Aaron , tracy.aaron@mansfieldtexas.gov , 817-804-5782
  - HDG was technology designer for this project including security, IT , AV, and Jail control
- **City of Lewisville Police Department,**
  - New Construction Public Safety Building, Dispatch and EOC
  - Lewisville, TX
  - PD Occupied 2025
  - $102M overall construction cost
  - Police Chief Brook Rollins, brollins@cityoflewisville.com , 972-219-3638
  - HDG was technology designer for this project including security, IT, and AV
- City of Richardson Police Department, New Construction Police Headquarters, Dispatch and Jail renovation
- City of Victoria, New Construction Public Safety Building, Dispatch, and Holding
- City of Royse City, New Construction Police Headquarters
- Syracuse University Police Department, Space Programming support to architect
- City of Lewisville Fire Department, New Construction Fire Admin and Central Station
- Town of Prosper, New Fire Admin, EOC, and Central Fire station
- there are more upon request

Section 3 - Project Organizational Chart and Team Resumes

HDG proposes that Charlie Howell will be the main point of contact and Lead Designer on this project. HDG staff that will assist will be Tristan Thompson, Consultant, and Briseyda Alvarez, task tracking and schedule management, and Jenn Howell for Administrative tasks. Below is a simple Project Organization Chart



Key Personnel Resumes

1. **Charlie Howell, Certified Security Consultant (CSC) Reference Charlie's bio/resume**

Other Support Staff - No Resume included

1. **Jenn Howell, CEO - Makes sure the business matters are handled and acquires resources as needed for the project needs**
2. **Tristan Thompson - Consultant that will assist Charlie in this project**
3. **Jim Story - CAD/Revit who does all of our Revit/CAD drawings**
4. **Bri Alvarez - who will provide assistance in task management internally**

CHARLIE HOWELL, CSC

Principal

Security Technologist

HOWELL DESIGN GROUP



916.716.0782

chowell@howelldg.com

906 W. McDermott Dr.
Suite 116-133
Allen, TX 75013

PROFICIENCIES:

- Security Command Center Design
- Assessments
- Security Program
- Security Master Plan
- Technology Design
- Low Voltage Commissioning
- Low Voltage Owners Representative
- PSAP and Dispatch Center Design

Charlie is a technology professional who has over 35 years of experience in the security and technology industry.

Charlie has a unique skill set of designing technology that is driven by how the client will be operating and using the space being designed and built for them. His experience with projects from the early conceptual conversations to post occupancy operational reviews brings this unique perspective to each project.

Charlie's experience includes police departments, professional sports stadiums and arenas, municipalities, convention centers, public safety campuses, fire departments, schools, water and wastewater projects, commercial, and private clients. His ability to apply technology into these different types of organizational structures, highlights how he puts his 35 years of experience into each project.

Short List of Projects where Charlie was either a design team lead, design team member, or subcontracted design team member:

Police Departments

City of Richardson Police and Fire Dept
Town of Prosper Police and Fire Dept
City of Lewisville Police and Fire Dept
City of Royse City Police Dept
City of Roanoke Police Dept and Court
City of Victoria Police and Court Dept
City of Denton Police HQ, Substation, and Firing Range
City of Mansfield
City of Mesquite

Municipal

City of Denton
City of Mansfield
City of Lewisville
City of Richardson
Town of Prosper
City of Victoria
City of Royse City
City of Roanoke
City of Garland

Security Command Rooms, PSAP, and Dispatch Centers

Texas Rangers
Talking Stick Resort Arena
Stadium in Louisiana
Texas Department of Transportation, Transguide Traffic Control Room
City of Richardson Dispatch
Town of Prosper Dispatch
City of Lewisville Dispatch
City of Mansfield Dispatch

Schools

Episcopal School of Dallas
Parish Episcopal School
Good Shepherd Episcopal
Preston Hollow Presbyterian

Physical Security / Technology Consulting

- Strategic and Master Planning
- Threat and Vulnerability Assessments
- Programming
- Security Program Consulting
- Risk Assessments
- Due Diligence & Best Practices
- Crisis Management
- Low Voltage Scheduling
- Owner Furnished / Owner Installed Sequence Coordination

Security Architectural Planning Services

- Crime Prevention Through Environmental Design (CPTED)
- Command, Control Centers
- Emergency Operation Centers

Physical Security / Technology Design Engineering

- Schematic Phase Narratives and Basis of Design
- Design Development Documents
- Construction Documents
- Issue for Construction Documentation
- Bid Assistance
- Construction Administration Services
- Quality Control/Quality Assurance Services
- Security Commissioning Services
- Peer Review Services

Emergency Response Planning

- Generate a NIMS Compliant Plan
- Train Staff on the Plan
- Facilitate Tabletop and Functional Exercises

Managed Services

- System Administration / Management
- Perform system audits
- Owner Representative to Security Integrator

HOWELL
DESIGN GROUP

References

City of Garland
Bill Wilson
wwilson@garlandtx.gov

City of Denton
Tom Gramer
tom.gramer@cityofdenton.com

Town of Prosper
Assistant Chief Scott Brewer
sbrewer@prospertx.gov

Executives

- Charlie Howell - Principal
- Jenn Howell - Principal, CEO

Design Team

- Charlie Howell - QA/QC - Principal
- Tristan Thompson - Design Studio Manager
- Jim Story - Virtual Design Studio (Revit/CAD)

Assessments / Emergency Response plans

- John Marsh - Assessments

Managed Services

- Charlie Howell - QA/QC - Principal
- Bri Alvarez- Project Manager

Low Voltage Commissioning/CA Team

- Charlie Howell - QA/QC - Principal
- Bri Alvarez- Project Manager

Administrative Team

- Jenn Howell - Principal, Marketing / Branding
- Tabassum Alam- Executive Assisstant
- Jacqueline Howell - Project Coordinator
- Jerrison Howell - IT Department

Section 4 - Proposal Forms

HDG has completed the required proposal forms contained within the RFP and Addendum #1 and included here.

Technology Design Services Proposal Form

BIDDER: Howell Design Group, LLC

BIDDER'S ADDRESS: 906 W. Mcdermott Dr, suite 116-133, Allen, TX 75013

BIDDER'S MAIN CONTACT FOR PROPOSAL: Charlie Howell

MAIN CONTACT'S PHONE NUMBER: 916-716-0782

MAIN CONTACT'S EMAIL ADDRESS: chowell@howelldg.com

All proposals submitted may not be withdrawn and shall be irrevocable for a minimum period as defined in this RFP.

A. COST PROPOSAL

a. For the Scope of Services as described and required in the Request for Proposal including all wages (and applicable taxes), benefits, fees and expenses to perform all Services:

- New Public Safety Building (Police & Fire Station) lump sum design fee: $ 205,000
- New Fire Stations #2 and #3 lump sum design fee: $ 95,000
- Renovated Fire Station #4 lump sum design fee: $ 35,000
- Total lump sum design fee: $ 335,000
- Number of hours budgeted for all projects listed above: 1,675 hours
- In the event the Owner substantially changes the Program or scope of work, provide a percentage fee for addition or reduction of project scope:

  % depends upon the scope of work of the change. There are no penalty fee amounts. It would be the amount of scope reduced in the project it was reduced in.

b. Reimbursables – Provide a list of items for which you would require reimbursement. In addition, please provide a not-to-exceed allowance for reimbursable expense on this project.

- Not-to-Exceed Reimbursable Allowance $50,000
- Percentage Markup 0 %

c. Consultants

In the event additional consultants are required to complete this project, please state your percentage mark-up, if any, for including the services of additional consultants under your primary contract.

10%

B. ADDENDA

a. This proposal includes information for the following addenda:

ADDENDA NO.	1	DATED	January 15, 2026
ADDENDA NO.	2	DATED	January 16 2026
ADDENDA NO.		DATED	
ADDENDA NO.		DATED	

C. CONTRACTUAL TERMS

a. If selected as the Technology/Security Designer, I agree to the contractual terms as provided in the RFP as noted below:

☒ Agreement between owner and technology/security designer for technology/security design services

*Attach SPECIFIC proposed alternate contract language in Section 6

Proposal Checklist

- ☐ Bid Proposal Form (this document)
- ☐ Familial Disclosure Statements
- ☐ Iran Sanctions Affidavit
- ☐ Non-Collusive Affidavit
- ☐ Equal Opportunity Form
- ☐ Criminal Background Disclosure Affidavit
- ☐ Exceptions / Clarifications (if any)

I have read and I understand the responsibilities required of the Consultant under the *Agreement between the Owner and Consultant*, which is provided with the RFP. If selected, our firm will be able to fulfill the requirements.

SIGNATURE

Dated this ~~15~~ 16th day of January 2026 .

FIRM NAME: Howell Design Group, LLC

BY: _____
Signature

Principal / COO
Position/Title

Charlie Howell, being duly sworn, deposes and says that the information provided herein is complete so as not to be misleading.

Subscribed and sworn before me this 16th day of January, 2026.

NOTARY PUBLIC: _____

MAHNOOR SADIQ
Notary Public, State of Texas
Comm. Expires 01-11-2028
Notary ID 134711427

MY COMMISSION EXPIRES: 01/11/2028

Familial Disclosure Affidavit

The undersigned, the owner or authorized officer of the below named firm (the "Firm"), pursuant to the familial disclosure requirement provided in the City of Novi (the "Owner") request for proposals for Technology/Security Design services, hereby represents and warrants that, except as provided below, no familial relationships exist between the owner or any employee of the Firm, and any member of the Board of Commissioners or the City of Novi Administration.

LIST OF ANY FAMILIAL RELATIONSHIPS

None

SIGNATURE

Dated this 16th day of January 2026.

FIRM NAME: Howell Design Group LLC

BY: _____
Signature

Principal / COO
Position/Title

Charlie Howell, being duly sworn, deposes and says that the information provided herein is complete so as not to be misleading.

Subscribed and sworn before me this 16th day of January, 2026, in the county of Collin and the state of Texas.

NOTARY PUBLIC: _____

MY COMMISSION EXPIRES: 01/11/2028

MAHNOOR SADIQ
Notary Public, State of Texas
Comm. Expires 01-11-2028
Notary ID 134711427

Iran Disclosure Affidavit

AFFIDAVIT OF COMPLIANCE – IRAN ECONOMIC SANCTIONS ACT

MICHIGAN PUBLIC ACT NO. 517 OF 2012

The undersigned, the owner or authorized officer of the below named firm (the "Firm"), pursuant to the compliance certification requirement provided in the City of Novi (the"Owner") request for proposals for Technology/Security Design services (the "RFP"), hereby certifies, represents, and warrants that the Firm (including its officers, directors, and employees) is not an "Iran linked business" within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the "Act"), and that in the event Firm is awarded a contract as a result of the aforementioned RFP, the Firm will not become an "Iran linked business" at any time during the course of performing the scope of work or any services under the contract.

The Firm further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than two hundred fifty thousand dollars ($250,000.00) or two (2) times the amount of the contract or proposed contract for which the false certification was made, whichever is greater, the cost of the Township's investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on a request for proposal for three (3) years from the date it is determined that the person has submitted the false certification.

SIGNATURE

Dated this 16th day of January, 2026 .

FIRM NAME: Howell Design Group LLC

BY: _____
Signature

Principal / CEO

Position/Title

Charlie Howell, being duly sworn, deposes and says that the information provided herein is complete so as not to be misleading.

Subscribed and sworn before me this 16th day of January, 2026, in the county of Collin and the state of Texas.

NOTARY PUBLIC: [signature]

MY COMMISSION EXPIRES: 01/11/2028

MAHNOOR SADIQ
Notary Public, State of Texas
Comm. Expires 01-11-2028
Notary ID 134711427

Non-Collusive Affidavit

Charlie Howell, being duly sworn, deposes and says that:

1. The proposal has been arrived at by the contractor independently and has been submitted without collusion with, and without any agreement, understanding, or planned common course of action with, any other vendor of materials, supplies, equipment, or services described in the request for proposals, designed to limit independent bidding or competition; and,

2. The contents of the proposal have not been communicated by the contractor or its employees or agents to any person not an employee or agent of the contractor or its surety on any bond furnished with the proposal and will not be communicated to any such person prior to the official opening of the proposal.

[signature]

Signature of

Firm

STATE OF Texas)

)ss.

COUNTY OF Collin)

This instrument was acknowledged before me on the 16th day of January 2026, by Charlie Howell.

MAHNOOR SADIQ
Notary Public, State of Texas
Comm. Expires 01-11-2028
Notary ID 134711427

_____, Notary Public

Collin County, Texas

My Commission Expires: 01/11/2028

Acting in the County of: Collin

Equal Opportunity Form

It is the publicly stated policy of Howell Design Group LLC not to discriminate against any employee, applicant for employment, contractor, or material supplier, because of race, religion, national origin, ancestry, or sex. With regard to employment, such non-discrimination includes, but is not limited to, our (my) policies of recruitment, recruitment advertising, selection for apprenticeships or other training, rates of pay, promotion, transfer, lay-off, or termination.

In all advertising for employment, subcontractors, or suppliers we (I) shall state all applicants or respondents will receive consideration without regard to race, religion, color, national origin, ancestry, or sex.

We (I) understand that any contract for the City of Novi shall be in consideration of our maintaining the above-mentioned non-discrimination policy.

We (I) understand that we (I) may be required to submit further information covering the race, color, and work classification for our employees and those of subcontractors to be employed on this project.

SIGNATURE

Dated this 16th day of January 2026.

FIRM NAME: Howell Design Group LLC

BY: Charles Howell
Name (printed)

Signature

Principal / CAO
Position/Title

Criminal Background Affidavit

The undersigned, the owner or authorized officer of the below-named firm (the "Firm"), pursuant to the criminal background compliance certification requirements of the City of Novi (the "Owner") hereby represents and warrants that the Firm has performed and/or will perform sufficient criminal background checks, including at a minimum, an Internet Criminal History Tool ("ICHAT") (or equivalent for non-Michigan residents) for all of its owners, employees, agents, representatives, contractors, and/or other personnel who will be on the Owner premises related to the project to carry out the services contemplated by the contract documents. The Firm further hereby certifies that no owner, employee, agent, representative, contractor, and/or other personnel of the Firm will be on the Owner premises related to the project if they are a registered criminal sexual offender under the Sex Offenders Registration Act, Public Act 295 of 1994, or have been convicted of "Listed Offense" as defined under Section 722 of the Sex Offenders Registration Act, MCL 28.722.

The Firm further acknowledges that if it is found to have submitted a false certification or otherwise fails to comply with the requirements of this certification, the Owner may immediately terminate the contract.

SIGNATURE

Dated this 16th day of January 2026.

FIRM NAME: Hewell Design Group LLC

BY: _____
Signature

Principal / COO
Position/Title

Charlie Howell, being duly sworn, deposes and says that the information provided herein is complete so as not to be misleading.

Subscribed and sworn before me this 16th day of January, 2026, in the county of Collin and the state of Texas.

NOTARY PUBLIC: [signature]

MY COMMISSION EXPIRES: 01/11/2028

MAHNOOR SADIQ
Notary Public, State of Texas
Comm. Expires 01-11-2028
Notary ID 134711427

plante moran
REALPOINT

Plante Moran Realpoint
3000 Town Center, Suite 100
Southfield, MI 48075
Tel: 248.223.3500 | Fax: 248.223.3150
pmrealpoint.com

City of Novi Tech & Security Design Services RFP Addendum No. 1

CLIENT:	City of Novi
PROJECT:	New Police and Fire Station Projects
SUBJECT:	Tech & Security Design Services RFP
DATE:	January 15, 2026

Addendum Items/Attachments:

1. **Preproposal meeting presentation dated 1-6-26.**

2. Will the technology and security systems be bid out with the architectural project drawings and specs? This is a question to see what the requirements we would have to provide time during bidding and providing front end specs etc. **HED RESPONSE: YES. Consultant designs need to align and follow the same milestone schedules for each site.**

3. Will there be a construction manager that will manage the installation of the tech and security systems? This helps us understand the scope of our work during installation. **PMR RESPONSE: The construction manager is responsible for coordinating all owner provided subcontractors for the engagement. It is expected that the tech/security designer be responsible for installation oversight per section 2.4.5 and 2.4.13 of the draft agreement contained in the bid documents**

4. Will raceways be shown on technology drawings or electrical drawings? **HED RESPONSE: To be shown on technology. Each AOR and EOR discipline is responsible for their own designs, including but not limited to all infrastructures, raceways, cable trays, etc. Each are responsible for the development and health of their REVIT models. This will allow QA/QC processes (i.e.: Revizto) to check for "clash detections", etc. and assign tasks and corrections to each discipline author.**

5. Is there a real time crime center part of this project?
HED RESPONSE: "Real Time" Crime Centers are currently not planned as an immediate need at this time. However, the design team needs to be proactive and plan for infrastructure, pathways, etc., to allow future needs and conversions to take place, if necessary. Some areas that be assigned a particular use now should be planned as flexible and "convertible" as possible that can allow quick conversions and setup if an immediate need arises.

6. The RFP discusses "technology" but does not define AV. Please confirm that AV design is required. **Yes, A/V is required**

   a. Can you clarify which spaces require AV, and specify expected AV-programmed rooms at HQ, FS2, FS3, and FS4? **All four buildings have A/V requirements. Examples include HQ (Dispatch, EOC, Training, Briefing, Community and Conference Rooms.), FS2 & FS3 (Training, and Conference Rooms), and FS4 (Backup EOC, Training, and Conference Rooms).**

7. Does the City have established AV design standard that we would use as a baseline for the design? **No** (If yes, can we request a copy?)

8. Does the City expect the AV systems to be consistent across all stations or tailored to each building? **We prefer A/V systems to be consistent across all buildings within reason.**

9. Does the City anticipate all AV systems be new, or will existing equipment be reused? **All A/V systems will be new.**

10. Are recording and streaming needed in briefing/training/community rooms for public broadcast? **The city would like to see an option to provide this service. For example training held at HQ could be recorded and/or streamed to the other three fire stations.**

End of Addendum 1

plante moran
REALPOINT

Plante Moran Realpoint
3000 Town Center, Suite 100
Southfield, MI 48075
Tel: 248.223.3500 | Fax: 248.223.3150
pmrealpoint.com

City of Novi Tech & Security Design Services RFP Addendum No. 2

CLIENT: City of Novi
PROJECT: New Police and Fire Station Projects
SUBJECT: Tech & Security Design Services RFP
DATE: January 16, 2026

Addendum Items/Attachments:

1. **2.2.1** Designer shall review and analyze the needs of the Owner to ascertain the requirements of the Project and shall arrive at a mutual understanding of such requirements with the Owner, and shall commit its understanding of the Owner's requirements to writing and shall submit a copy to the Owner for approval before proceeding with drafting the preliminary designs. Designer's review shall include, but shall not be limited to, a review of all technology, including door access controls, data, voice and video communications, computing, networking, security, building annunciator system and management system functions performed in the City. It shall also include a comparison of the anticipated total cost of ownership and services of various solutions spanning a five-year planning horizon. Once this writing is approved by the Owner, it shall become the "Program of Services". All services rendered pursuant to this Paragraph shall be Basic Services.

Computing refers to infrastructure to support staff workstation computers.

2. Surety Bonds

Contractor shall provide the following Surety Bonds:

- Bid bond
- Performance bond
- Payment bond
- Maintenance bond

Surety bonds (bid, performance, payment, maintenance) are not required for this engagement

End of Addendum No. 02

Section 5 - Project Schedule

If so awarded, HDG proposes to follow the A/E design phase deliverables during the different phases of the different projects. Taking the durations and process from the project schedule as listed in the RFP, HDG has prepared what the expected schedule for these projects would be. HDG proposes that once the Technology and Security designer is awarded, the A/E Schematic Design schedule may have already passed. Even though we prefer to be part of that process, we would catch up by issuing a Design Development narrative in a Basis of Design format. This would distribute with the DD first phased deliverable (typically 50%DD).

	Task Mode	Task Name	Duration	Start	Finish	Predecessors	R
1		**Public Safety Campus**	**806 days?**	**Mon 11/17/25**	**Mon 12/18/28**		
2		Designer Bids Due	0 days	Tue 1/20/26	Tue 1/20/26		
3		A/E Schematic Design Phase	3 mons	Mon 11/17/25	Fri 2/6/26		H
4		Technology and Security Designer RFP Due	0 days	Tue 1/20/26	Tue 1/20/26		C
5		Technology and Security Designer Award/Notice to Proceed	1 wk?	Tue 1/20/26	Mon 1/26/26	4	C
6		**A/E Design Development Phase**	**100 days**	**Mon 2/9/26**	**Fri 6/26/26**	**3**	
7		Technology and Security Design - Basis of Design	1 wk	Mon 2/9/26	Fri 2/13/26	3	A
8		Technology and Security Designer - Catch up to Design Development Design pace	2 wks	Mon 2/16/26	Fri 2/27/26	7	A
9		A/E Design Development Phase Deliverables	5 mons	Mon 2/9/26	Fri 6/26/26	3	
10		**A/E Construction Document Phase**	**641 days**	**Mon 7/6/26**	**Mon 12/18/28**	**6**	
11		Technology and Security Deisgn - keep pace with A/E deliverables during CD phase	5.5 mons	Mon 7/6/26	Fri 12/4/26		
12		95% CD Estimate by CM	2 wks	Mon 1/4/27	Fri 1/15/27	11	
13		Construction Public Safety Building	21.05 mons	Mon 5/10/27	Mon 12/18/28		
14		**Fire Stations 2, 3, and 4**	**460 days**	**Tue 2/1/28**	**Mon 11/5/29**		
15		Council approval of the GMP	30 days	Tue 2/1/28	Mon 3/13/28		
16		Bond Sale	30 days	Tue 3/14/28	Mon 4/24/28	15	
17		Construction - FS2, FS3, and FS4	18 mons	Tue 4/25/28	Mon 9/10/29	16	
18		Commissioning Closeout FS2, FS3, and FS4	2 mons	Tue 9/11/29	Mon 11/5/29	17	

Section 6 - Clarifications and Exceptions

HDG offers that we understand the project and assignment if so awarded. Our clarifications are:

1. Work outside of the scope of work as listed within this RFP will be at an additional expense.
2. Our Lump Sum design fee does not include any expenses within the fee. Expenses are listed in the not-to-exceed amount as requested in the proposal Form. HDG only invoices for airfare, hotel airport parking, and rental car/rideshare fees that are incurred during the course of project related travel. We do not invoice for meals or food.

Section 7- Additional Information

We feel that we are well positioned in the Public Safety market for assisting the City of Novi with the technology and Security Designer role and look forward to potentially being the awarded vendor.

Due to our experience in these Public Safety type projects/facilities, we also include creating and maintaining an offline schedule once the project starts. This offline schedule helps to coordinate the owner vendors that are related to Dispatch and other owner vendor supplied services and equipment. This coordination takes triggers from the published construction schedule of the respective project and coordinates dates for when the owner supplied equipment or services need to occur to aide in the owner not being in the critical path of the schedule which causes delays.

Regards,

Charlie Howell, CSC
President

chowell@howelldg.com
916-716-0782
906 W. McDermott Dr. Suite 116-133
Allen, TX 75013

CITY OF NOVI CITY COUNCIL
MARCH 9, 2026

SUBJECT: Consideration of a request from OCK Company Inc (DBA: K-Bunsik) for a special land use request for service of alcoholic beverages and for a new Class C quota license to be located at 24267 Novi Rd, Novi, MI 48375 and Agreement on the Prohibition on Profiteering by Class C Liquor License Holders.

SUBMITTING DEPARTMENT: City Clerk

KEY HIGHLIGHTS:

- K-Bunsik is an existing restaurant operating in Pine Ridge.
- The restaurant is casual Korean street food themed.
- The City currently has one available quota liquor licenses, and two applications to be considered.

BACKGROUND INFORMATION:

The City currently has one Class C quota liquor licenses available. Chapter 3 of the City code contains the review criteria for considering a new license. Section 3-13 establishes the city's general licensing policy, which considers whether the facility:

a) Will provide a service, product, or function that is not presently available within the city or that would be unique to the city or to an identifiable area within the city.
b) Is of a character that will foster or generate economic development or growth within the city, or an identifiable area of the city, in a manner consistent with the city's policies.
c) Represents an added financial investment on the part of a long-term business or resident with recognized ties to the city and the local community.

In addition, Section 3-15 (g) establishes specific criteria, evaluating the application with regard to:

The applicant (subsection [g][1]), such as:

- The applicant's management experience in the alcohol/liquor business

The facility (subsection [g][2]), such as:
- compliance with building, zoning, and other code requirements
- effects on traffic
- effects on surrounding businesses and neighborhood
- proximity of the proposed business facility to other similarly situated licensed liquor facilities

Benefits to the community (subsection [g][3])
- effects upon the economic development of the city
- effects on the health, welfare and safety of the general public
- whether the applicant has demonstrated a public need or convenience for the issuance of the liquor license for the business facility at the location proposed, taking into consideration, among other things:
    1. total number of licenses for similar establishments and/or operations in the city; and
    2. proximity of the establishment to other licensed liquor establishments
- The uniqueness of the facility contrasted with other existing or proposed facilities
- The permanence of the proposed facility in the community.

Section 3-17 of the City Code allows for an agreement on the prohibition on profiteering by Class C liquor license holders. Under the terms of the agreement, the City Council shall not approve the transfer of a Class C liquor license within three (3) years of the date of the original issuance of the license. A draft agreement is included in this packet.

K-Bunsik will continue to operate as a casual Korean street food themed restaurant offering popular Korean dishes, beverages, and a welcoming dining atmosphere. K-Bunsik is located in the Pine Ridge Plaza which offers other dining and retail opportunities. The issuance of a liquor license will allow them to offer a convenient full-service dining option while enhancing the areas social and economic activity.

A public hearing was held on February 11, 2026 for consideration of the Special Land Use request for approval for service of alcoholic beverages at the existing restaurant, K-Bunsik, in accordance with section 4.89 of the Novi Zoning Ordinance. The Community Development Department has reviewed the required application and plans and found the documents to be complete. Jan Zozios, Assessor, Charles Boulard, Community Development Director and Aaron Staup, Construction Engineer, considered the request in accordance with the standards for review specified in Section 4.89 of the Zoning Ordinance and determined to forward a recommendation to City Council for approval of the Special Land Use.

RECOMMENDED ACTION OPTIONS (3):

1. **APPROVAL** of a request from OCK Company Inc (DBA: K-Bunsik) for a special land use request for service of alcoholic beverages **AND APPROVAL** of a new Class C quota license to be located at 24267 Novi Rd, Novi, MI 48375 and Agreement on the Prohibition on Profiteering by Class C Liquor License Holders. The addition of a liquor license will complement the area and provide residents with a dining option which will foster or generate economic development or growth within the City, 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
   I. The establishment will promote the City's economic development goals and objectives, and will be consistent with the City's master plan and zoning ordinance
   II. 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 location and will be an asset to the area.
   III. 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 an existing restaurant, 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.
2. **APPROVAL** of a request from OCK Company Inc (DBA: K-Bunsik) for a special land use request for service of alcoholic beverages **AND DENIAL OF** a new Class C quota license to be located at 24267 Novi Rd, Novi, MI 48375 and Agreement on the Prohibition on Profiteering by Class C Liquor License Holders. Considering the applicable standards in 13-15(g)(3) of the City's ordinance regarding effects that the issuance of a license would have upon the economic development of the city or the surrounding area, the City found that because a quota license is a tool to promote new development, the issuance of the license would not promote additional economic development in the area because K-Bunsik is already operating within the City and has committed to being in Novi without need of a quota license.

3. **DENIAL** of a request from OCK Company Inc (DBA: K-Bunsik) for a special land use request for service of alcoholic beverages because it does not meet the requirements of Section 4.89 of the Zoning Ordinance **AND DENIAL OF** a new Class C quota license to be located at 24267 Novi Rd, Novi, MI 48375 and Agreement on the Prohibition on Profiteering by Class C Liquor License Holders because a liquor license cannot be granted to this location without Special Land Use approval.

Kbunsik.com

Kbunsikmi.com

CITY OF NOVI, MICHIGAN

Liquor License Application Questionnaires

A and B

Questionnaires A and B are to be completed and returned to the Novi City Clerk's Office

Licensing Policy

This article establishes an application and review process for the issuance of both new licenses and the transfer of existing licenses into the city or between or among applicants. The process is intended to ensure that the individuals and entities seeking licenses from, or charged with operating licensed establishments within, the city meet certain minimum requirements as to criminal history, past conduct, and ongoing business operation standards. It requires city council review of application information in light of certain criteria that is established for purposes of identifying the kinds of facilities that qualify for a license. It reserves to the city any and all discretion afforded it under applicable law relating to the issuance of licenses.

As a general matter of policy, applicants for a license will need to demonstrate an identifiable benefit to the city and its inhabitants resulting from the granting of the license. While all of the criteria set forth in this article are relevant to the decision whether to grant a license, an applicant must demonstrate in particular that the proposed facility:

(a) Will provide a service, product, or function that is not presently available within the city or that would be unique to the city or to an identifiable area within the city;

(b) Is of a character that will foster or generate economic development or growth within the city, or an identifiable area of the city, in a manner consistent with the city's policies; or,

(c) Represents an added financial investment on the part of a long-term business or resident with recognized ties to the city and the local community.

The weight to be given to each item of the criteria identified in this article, and the determination whether a particular applicant meets or satisfies those criteria is intended to be within the sole discretion of the city council.

Requirements and Procedures

1. Complete the Michigan Liquor Control Commission Application. Contact M.L.C.C. in Lansing at 517-322-1400 or toll free 1-866-813-0011.

2. Fully complete the **Novi Liquor License Application Questionnaires A and B** and return them to the City of Novi Clerk's Office within 30 days. Complete **Questionnaire C** and return it to the Novi Police Department within 30 days.

3. Please review and include with the applicant's initial **cover letter**, a response to the Novi Alcoholic Liquor Ordinance, Article II, Section 3.14 (a) *Facilities for which new licenses may be granted.*

4. Attach a non-refundable **application fee** of $1,000.00, plus $210.00 for each person with a financial or management interest in the application including, but not limited to, partnership partners, corporate officers and directors. Please make the check payable to the City of Novi.

5. ***Site Plan** (1 copy - signed and sealed by a registered architect/engineer). If the facility is to be located in a proposed building for which site plan approval has not yet been obtained, or in an existing building that is to be remodeled, you must submit a conceptual site plan showing the proposed building and the relationship of the building to the surrounding properties and their uses.

6. ***Building Façade Plan** (1 copy - signed and sealed by a registered architect/engineer) – all sides, including signage. If the proposed building final site plan has been previously approved by the Novi Planning and Community Development Department and there are no changes, then please submit a letter of verification stating there will be no such changes along with this application.

7. ***Interior Plan with seating arrangement** (1 copy - signed and sealed by a registered architect/engineer). If the proposed interior has been previously approved by the City of Novi Building Department and there are no changes, then please submit a letter of verification stating there will be no such changes along with this application.

8. One full copy of the **menu**.

9. **Administrative Special Land Use** (see next page).

10. Provide any other information pertinent to the applicant and operation of the proposed facility that may be required by the Novi Alcoholic Liquor Ordinance, Article II.

*No site plan, building façade plan, interior plan or any part thereof, may be changed by the applicant once they have received approval in conjunction with the liquor licensing process. Applicant must submit separate plans and fees as required by other City of Novi departments and consultants in accordance with standard review procedures, if applicable.

Administrative Special Land Use

In addition to the Liquor License procedures noted above, any new establishment serving alcoholic beverages, and/or any expansion or significant change of site plan for an existing establishment, will need to follow the administrative Special Land Use public hearing process through the Community Development Department. The following must be submitted directly to the Community Development Department when a Liquor License application is submitted.

- **Application for Site Plan and Land Use Approval** form.
- Completed **Service of Alcoholic Beverages Special Land Use Application Checklist,** along with four sets of site plans and narratives as described in the checklist.
- Special Land Use **fees** (and possibly Site Plan review fees) will be assessed to the applicant.

The applicant is asked to contact the Community Development Department Planning Division at (248) 347-0475 to determine exactly what is needed for the Special Land Use application and site plan.

The Special Land Use and public hearing process will be handled by a committee represented by members of the Community Development Department, Public Services, and Assessing Departments for any new liquor license application, or for those applications that request an amendment to a site plan. The results of the special land use consideration and the public hearing process will be forwarded to the City Council for consideration along with the consideration of the Liquor License.

Special Circumstances

Transfers that involve the following circumstances may be placed on a City Council agenda for consideration without payment of a fee and without the necessity of furnishing the information required for new licenses:

(1) The exchange of the assets of a licensed sole proprietorship, licensed general partnership, or licensed limited partnership for all outstanding shares of stock in a corporation in which the sole proprietor, all members of the general partnership, or all members of the limited partnership are the only stockholders of that corporation.

(2) The removal of a member of a firm, a stockholder, a member of a general partnership or limited partnership, or association of licensees from a license.

(3) The occurrence of any of the following events:

(a) A corporate stock split of a licensed corporation.

(b) The issuance to an existing stockholder of a licensed corporation of previously unissued stock as compensation for services performed.

(c) The redemption by a licensed corporation of its own stock.

(d) A corporate public offering.

248-709-7940
for inspection

Questionnaire A – Applicant Cover Information and Procedures for Liquor License

The Novi City Council will consider whether an applicant's proposal for a liquor license is reasonable when measured against the information contained within this completed application. Please answer each question thoroughly. All answers should be typed or printed legibly and neatly in black ink. If the space provided is insufficient for a complete answer, use additional sheets of paper, following the same format used in the questionnaire and attach to that part of the application. Failure to provide all required information or attachments could result in delay or denial of liquor license. All liquor license applications are subject to final approval by the Novi City Council. Please refer to Novi Alcoholic Liquor Ordinance, Articles I-II.

1(a). Name, address and phone number of applicant:
OCKKYOUNG KIM

248-709-7940

1(b). Name, address and phone number of business:
OCK COMPANY INC

24267 NOVI RD, NOVI, MI 48375

248-513-3211

NOTE: If the applicant is a partnership, you must include the name and address of each partner and attach a copy of the partnership agreement. If the applicant is a privately held corporation, you must include the name and address of each corporate officer, member of the board of directors and/or stockholders. Attach a copy of the articles of incorporation.

2. Type of liquor license applying for (circle all those that apply):

☐ Class C ☐ Resort ☒ Tavern ☐ Club ☐ Hotel A B ☒ Quota ☐ Transfer ☐ Microbrewery/Brewpub

Theme of Proposed Business:

A casual Korean street-food themed restaurant offering popular Korean dishes, beverages, and a welcoming dining atmosphere.

3. Street address and legal description of the property where liquor license is to be located:

Street address: 24267 Novi Rd, Novi, MI 48375

Legal description of the property: 24225-24299 Novi MI 48375

Questionnaire B – Administrative Background Information for Liquor License

The Novi City Council will consider whether an applicant's proposal for a liquor license is reasonable when measured against the information contained within this completed application. Please answer each question thoroughly. All answers should be typed or printed legibly and neatly in black ink. If the space provided is insufficient for a complete answer, use additional sheets of paper, following the same format used in the questionnaire and attach to that part of the application. Failure to provide all required information or attachments could result in delay or denial of liquor license. All liquor license applications are subject to final approval by the Novi City Council.

1. What is the applicant's management experience in the alcohol/liquor business?

I am currently managing a Korean grocery store operation that includes the sale of alcoholic beverages.

2. What is the applicant's general business management experience?

I have over four years of comprehensive experience managing a Korean grocery store. My responsibilities include supervising staff, overseeing daily store operations, managing inventory levels, coordinating with multiple vendors and distributors, handling purchasing and pricing, and maintaining accurate financial and administrative records. I also ensure compliance with health, safety, and food handling regulations and provide oversight of customer service operations.

3. What is the applicant's general business reputation?

I am known for operating the business responsibly and professionally, and maintain a positive reputation within the community

4. What is the applicant's financial status and ability to build and/or operate the proposed facility on which the proposed liquor license is to be located?

I maintain a stable financial status and possess the necessary resources to continue operating the existing facility successfully

5. What are the applicant's past criminal convictions involving moral turpitude, violence or alcoholic liquors?

None

6. Does the applicant use alcoholic beverages to excess?

I do not use alcohol to excess and maintains responsible consumption.

7. What is the effect that the issuance of a license would have upon the economic development of the surrounding area?

The issuance of this license is expected to bring more business activity, sales tax revenue, or attract customers to the area.

8. What effect would the issuance of a license have on the health, welfare and safety of the general public?

The issuance of this license is not expected to negatively impact the health, welfare, or safety of the general public. The business operates in full compliance with all local and state regulations, promote responsible service

9. Has the applicant received responses from the Police Department, Building Department and/or Fire Department with regard to the proposed facility?

Yes, the facility has been fully approved by the appropriate departments, and there are no outstanding concerns.

10. What is the public need or convenience for issuance of a liquor license for this facility at the proposed location?

Yes. Issuance of a liquor license for this facility will serve the public need by providing a convenient full-service dining option, enhancing the area's social and economic activity, and c all while operating responsibly in compliance with applicable laws and regulations.

11. What is the uniqueness of the proposed facility when contrasted against other existing or proposed facilities and the compatibility of the proposed facility to surrounding architecture and land use?

The facility offers a unique dining and beverage experience that complements other establishments in the area. I

12. Does the facility to which the proposed liquor license is to be issued comply with the applicable building, plumbing, electrical and fire prevention codes and zoning statutes and ordinances applicable to the City of Novi? Has applicant received information from the appropriate departments?

Yes. The facility complies with all applicable building, plumbing, electrical, fire prevention codes, and zoning ordinances of the City of Novi. The appropriate departments have reviewed the facility, and no outstanding concerns have been identified.

13. What effect will the facility to which the proposed liquor license is to be issued have upon vehicular and pedestrian traffic in the area?

The facility is not expected to have any adverse effect on vehicular or pedestrian traffic. It operates within the existing traffic patterns of the area and provides safe access for patrons and the surrounding community.

14. What is the proximity of the proposed business facility to other similarly situated licensed liquor facilities?

My Korean restaurant is located in the same plaza as two other licensed restaurants—one Japanese and one Chinese. As a different type of restaurant, it complements the existing establishments by offering additional dining and beverage options, providing patrons with greater variety while fitting appropriately within the plaza.

15. What is the proximity of the proposed facility to complimentary uses such as office and commercial development?

My restaurant is conveniently located near various complementary uses, including offices and other commercial establishments. Its location serves both local workers and shoppers by providing accessible dining and beverage options, enhancing the overall activity and convenience of the area.

16. What effect would the proposed facility have upon the surrounding neighborhood and/or business establishments, including impacts upon residential areas, church and school districts?

My restaurant is not expected to have any negative impact on the surrounding neighborhood or nearby businesses. It operates responsibly within the plaza, complements other establishments, and has no adverse effects on residential areas, schools, or churches

17. What proposed or actual commitments are being made by the applicant to establish permanency in the community?

Committe to establishing permanency in the community by continuing to operate the restaurant at its current location, providing consistent, high-quality dining and beverage services to patrons.

18. What utilities are available to serve the facility?

Fully served by all necessary utilities, including water, sewer, electricity, and natural gas, ensuring safe and efficient operation of the restaurant.

19. What other factors should the Novi City Council consider?

The City Council may consider the facility's positive contribution to the community, including support for surrounding businesses, responsible operations, and the enhancement of dining and social options in the plaza.



Tabletop Tteokbokki for 2/즉석 떡볶이 기본 2인

Spicy Korean rice cakes with fish cakes, glass noodles, cabbage, green onion and boiled egg, freshly cooked at your table in a rich and flavorful sauce. - a perfect dish to share between two people. 매콤달콤한 소스에 떡, 어묵, 당면, 양배추, 파 그리고 삶은 계란을 넣어 테이블에서 바로 끓여 먹는 즉석 떡볶이 2인분.



Tabletop Tteokbokki for 3/즉석 떡볶이 기본 3인

Spicy Korean rice cakes with fish cakes, glass noodles, cabbage, green onion and boiled egg, freshly cooked at your table in a rich and flavorful sauce. - a perfect dish to share between three people. 매콤달콤한 소스에 떡, 어묵, 당면, 양배추, 파 그리고 삶은 계란을 넣어 테이블에서 바로 끓여 먹는 즉석 떡볶이 3인분.



Tabletop Tteokbokki for 4/즉석 떡볶이 기본 4인

Spicy Korean rice cakes with fish cakes, glass noodles, cabbage, green onion and boiled egg, freshly cooked at your table in a rich and flavorful sauce. - a perfect dish to share between four people. 매콤달콤한 소스에 떡, 어묵, 당면, 양배추, 파 그리고 삶은 계란을 넣어 테이블에서 바로 끓여 먹는 즉석 떡볶이 4인분.



Tabletop Tteokbokki Set for 2/즉석 떡볶이 세트 2인

Tabletop Tteokbokki(for 2) + Ramen Sari(1/2), Fried Dumpling(4) + Fried Seaweed Roll(4), Choose 2 drinks(Option: Coca Cola, Sprite, Milkis). 즉석떡볶이(2인분) + 라면사리(1/2) + 튀김만두(4) + 김말이(4) + 음료 선택2(옵션: 콜라, 스프라이트, 밀키스)



Tabletop Tteokbokki Set for 3/즉석 떡볶이 세트 3인

Tabletop Tteokbokki(for 3) + Ramen Sari(1), Fried Dumpling(4) + Fried Seaweed Roll(4) + Choose 3 drinks(Option: Coca Cola, Sprite, Milkis). 즉석떡볶이(3인분) + 라면사리(1) + 튀김만두(4) + 김말이(4) + 음료 선택 3(옵션: 콜라, 스프라이트, 밀키스)



Tabletop Tteokbokki Set for 4/즉석 떡볶이 세트 4인

Tabletop Tteokbokki(for 4) + Ramen Sari(1), Fried Dumpling(4) + Fried Seaweed Roll(4) + Choose 4 drinks(Option: Coca Cola, Sprite, Milkis). 즉석떡볶이(4인분) + 라면사리(1) + 튀김만두(4) + 김말이(4) + 음료 선택 3(옵션: 콜라, 스프라이트, 밀키스)



Ramen Noodles/라면사리 2.50



Fried Dumpling(4) + Fried Seaweed Roll(4) 7.90

A simple combo of crispy kimmari and japchae dumplings./바삭하게 튀긴 김말이와 정통 잡채만두의 풍미를 조화롭게 담은 콤보메뉴.



Fried Dumpling(8)/튀김만두(8) 7.90

Crispy fried dumplings filled with savory glass-noodle japchae and mixed vegetables./당면과 야채로 만든 잡채를 가득 채워 바삭하게 튀긴 만두.



Fried Seaweed Roll(8)/김말이튀김(8) 7.90

Korean-style fritters made with glass noodles wrapped in seaweed and deep-fried to a crispy golden finish./당면을 김에 말아 바삭하게 튀긴 한국식 인기 튀김. 겉은 바삭하고 속은 쫄깃한 식감이 특징.



Mozzarella Cheese/모짜렐라치즈 3.50



Boiled Egg/삶은계란 1.50

Cupbap 컵밥



Beef Bulgogi Cupbap/소불고기 컵밥 12.50

A hearty Korean-style cup rice with sweet & savory marinated beef bulgogi, glass noodles (Japchae), and fresh vegetables. 달콤짭조름하게 양념한 소불고기와 잡채, 신선한 야채를 함께 담은 한 끼 컵밥.



Spicy Pork Cupbap/제육 컵밥 12.50

A hearty Korean-style cup rice with spicy stir-fried pork (Jeyuk), glass noodles (Japchae), and fresh vegetables. 매콤하게 양념한 제육볶음과 잡채, 신선한 야채를 함께 담은 한 끼 컵밥.



Original Fried Chicken Cupbap/치킨 컵밥 12.50

A hearty Korean-style cup rice with crispy original fried chicken, glass noodles (Japchae), and fresh vegetables. 바삭한 오리지널 치킨과 잡채, 신선한 야채를 함께 담은 한 끼 컵밥.



Spicy & Sweet Chicken Cupbap/양념치킨컵밥 12.50

A hearty Korean-style cup rice with sweet & spicy seasoned chicken, glass noodles (Japchae), and fresh vegetables. 매콤달콤한 양념 치킨과 잡채, 신선한 야채를 함께 담은 한 끼 컵밥.



Garlic Soy Chicken Cupbap/마늘간장치킨컵밥 12.50

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A hearty Korean-style cup rice with sweet & savory garlic soy chicken, glass noodles (Japchae), and fresh vegetables. 달콤짭조름한 마늘간장 치킨과 잡채, 신선한 야채를 함께 담은 한 끼 컵밥.

Chicken 치킨



Original Chicken/오리지널 치킨 14.00

Crispy fried chicken in classic original flavor.바삭하게 튀긴 기본 스타일 치킨.



Sweet & Spicy Chicken/양념 치킨 15.00

Crispy fried chicken coated in a sweet & spicy Korean seasoned sauce. 매콤달콤한 한국식 양념 소스로 버무린 바삭한 치킨.



Garlic Soy Chicken/마늘간장치킨 15.00

Crispy fried chicken coated in a sweet & savory garlic soy sauce. 달콤짭조름한 마늘간장 소스로 버무린 바삭한 치킨.

Kimpbap 김밥



Beef Bulgogi Kimbap/소불고기 김밥 9.50

Korean-style seaweed rice roll with marinated beef and fresh veggies. 달콤짭조름하게 양념한 소불고기와 신선한 채소를 김과 밥으로 꽉 감싼 정통 한국식 김밥.



Burdock Kimbap/우엉 김밥 7.50

Korean seaweed rice roll filled with sweet braised burdock root and fresh vegetables. 달콤하게 졸인 우엉과 신선한 채소를 정성껏 말아낸 전통 김밥.

Noodle & Ramen



Ramyun/라면 9.50

Dine-in Only



Janchi-Guksu/잔치국수 12.90

Warm Korean noodle soup in light anchovy broth — a comforting dish once served at celebrations. 멸치육수에 가늘고 부드러운 면을 말아, 잔치날 따뜻하게 나누어 먹던 전통 국수.

Kkochi 꼬치



Rice Cake Kkochi/떡꼬치 3.90

Chewy rice cakes on skewers, glazed with a sweet and spicy Korean sauce — a beloved street snack. 쫄깃한 떡을 꼬치에 꽂아 달콤매콤한 양념소스를 발라 구운 국민 간식.



Coke/콜라 2.00



Sprite/스프라이트 2.00



Coffee Flavor Milk/커피맛 우유 2.50



Cornsilk Tea Drink/옥수수 수염차 3.00

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Diet Coke/다이어트콜라 2.00



Lotte Milkis Original/밀키스 오리지널 2.50



Banana Flavor Milk/바나나맛 우유 2.50



Evergreen Bubble Milk Tea Brown Sugar/버블 밀크티 브라운 슈가 3.50



Lotte Chilsung Cide/칠성사이다 2.50



Lotte Let's Be Mild Coffee/레츠비 마일드커피 2.50



Paldo Pororo Milk Flavor/뽀로로 드링크 우유맛 1.99



Paldo Pororo Strawberry Flavor/뽀로로 드링크 딸기맛 1.99



Refreshing Water 2% Peach Flavor/이프로 2.50



Strawberry Flavor Milk/딸기맛 우유 2.50



Woongjin Green Plum Drink/초록매실 3.00

CITY OF NOVI
cityofnovi.org

Receipt: 14644 12/15/25

Page

The sum of: **$1,210.00**

OCK COMPANY INC
DBA K-BUNSIK
24267 NOVI RD
NOVI MI 48375

LIQUOR				**1,210.00**
			Total	**1,210.00**
	TENDERED:	**CHECKS**	**1052**	**1,210.00**

Signed: _____

MEMORANDUM

TO: CORTNEY HANSON, CITY CLERK

FROM: ERICK W. ZINSER
DIRECTOR OF PUBLIC SAFETY / CHIEF OF POLICE

INITIATED BY: MICHAEL BENDER, DETECTIVE MB

SUBJECT: TAVERN/QUOTA LIQUOR LICENSE APPLICATION, OCK COMPANY INC

DATE: DECEMBER 17, 2025

Liquor License Request:

OCK Company Inc., DBA K-Bunsik, is requesting a new Tavern/Quota liquor license, which will be located at 24267 Novi Rd, Novi, MI 48375.

Applicant/Background Information:

This application is being sought by Ockkyoung Kim, who currently manages a Korean grocery store operation that includes the sale of alcoholic beverages. Kim has several years of experience operating and managing small businesses, including retail and food-service establishments. Kim's responsibilities include daily operations, staffing, purchasing, budgeting, and customer service.

Theme of proposed business:

A casual Korean street-food themed restaurant offering popular Korean dishes, beverages, and a welcoming dining atmosphere.

Criminal History/Police Contacts:

The applicant has no criminal history or negative police contacts.

Financial Review:

Based upon the financial data provided, no issues were found to prevent the liquor license application process from proceeding. The total purchase price of the business is $250,000, which will be funded by business earnings as well as money that was gifted to Kim.

Oakland County Treasure's Office

Contact was made with the Oakland County Treasure's Office to confirm there are no delinquent taxes on this property.

Summary:

Based on the information provided and the subsequent liquor investigation, I find no reason to deny the applicant's request. This request requires the approval of the Novi City Council.

C: Victor Cardenas, City Manager

December 16, 2025

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

City Clerk
Cortney Hanson

TO: Cortney Hanson, City Clerk
Melissa Morris, Deputy City Clerk

FROM: Andrew Copeland – Fire Marshal

SUBJECT: -Liquor Business License–
OCK Company Inc. – DBA - K-Bunsik
24267 Novi Rd, Novi. Mi. 48375

A fire inspection will be conducted upon final construction and final opening permits for occupancy, at the above location. At this time, the Fire Dept. does not object to the Liquor License application.

Sincerely,

Andrew Copeland – Fire Marshal
City of Novi Fire Department

cc. file

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

cityofnovi.org

MEMORANDUM

TO: Melissa Morris, Deputy City Clerk

FROM: Alan Hall, Deputy Director of Community Development AJH

SUBJECT: K BUNSIK LIQUOR LICENSE

DATE: 02/13/26

The property located at **24267 NOVI RD** with the business name of K Bunsik has received Special Land Use permit PSLU25-0004 for the purpose of:

- ☐ Auctions
- ☒ Liquor license
- ☐ Arcade license
- ☐ Massage license
- ☐ Outdoor gathering
- ☐ Outdoor seating
- ☐ Other: _____

From a building and safety standpoint, the Building Division does not object to the proposed license. Should you have any further questions with regards to this matter please feel free to contact me at (248) 347-0417.

SUMMARY OF MINUTES
SPECIAL LAND USE HEARING
CITY OF NOVI
February 11, 2026, 1:30 PM
Mayor's Conference Room | Novi Civic Center
45175 Ten Mile Road

Present: Charles Boulard, Director of Community Development; Aaron Staup, Construction Engineer; Jan Ziozios, Assessor; Alan Hall, Deputy Director of Community Development; Nina Schaffrath, Recording Secretary; Jaein Yu, Restaurant Manager; Ock Kyoung Kim, Restaurant Owner

Applicant: OCK Company LLC – K Bunsik

Hearing called to order at 1:30 P.M.

Correspondence Received: None

Public Participation:
None

1. **PSLU26-0001 – 24267 Novi Road – Parcel Number: 50-22-22-400-026**

The applicant, **OCK Company LLC (K Bunsik)** is requesting Special Land Use approval at **24267 Novi Road,** parcel number **50-22-22-400-026**. The applicant is requesting approval to use a portion of the parcel for service of alcoholic beverages in accordance with Section 4.89 of the Zoning Ordinance.

OCK Company (K-Bunsik) is asking for Special Land Use approval for the service of alcoholic beverages. Charles Boulard called the hearing to order at 1:30 P.M. There were 29 public hearing notice letters sent out on January 21, 2026, there was no return correspondence or public participation.

Charles Boulard asked the applicants about their hours, expected customer base, how employees will be trained and what expected balance between alcohol and food sales. Mr. Yu answered that their hours of operation are 11:30 AM – 9:00 PM everyday and they will be keeping that time frame. He stated that their restaurant is casual and they would like to keep it casual with no bars, live music and intend to keep the dining experience inside, with no outdoor seating. They will be serving beer and wine and do not intend to have a full bar. For training he stated that he and his wife, Ms. Kim, will both be ServSafe certified and have been doing internet research to make sure that they are following all rules and make their business the best it can be. He stated that they will have signage posted throughout the restaurant with the "legal to drink age" on them and he and Ms. Kim will be the only ones serving alcohol. They will be checking ID's for every patron who orders a drink. The applicant believes having a liquor license will give them the opportunity to grow their business and create a casual environment to bring the community into where they can enjoy their meal with a drink.

Jan Ziozios made a motion to recommend approval to City Council for the Special Land Use for a Liquor License at K Bunsik in accordance with section 4.89 – 4-A, 4-B, and 4-C of the City of Novi Zoning Ordinance. Aaron Staup stated that the Department of Public works has no objections and seconded the motion. The motion passed 3-0.

IN CASE NO. PSLU26-0001 Motion to recommend approval, 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 with in the City or that would be unique to the City or to an identifiable area within the City and that the addition of the use or proposed change in use 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, 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.**

Motion approved 3-0 Voice Vote.

Meeting was adjourned at 1:38 P.M.

CITY OF NOVI CITY COUNCIL
MARCH 9, 2026

SUBJECT: Consideration of a request from Shake Shack for a new Class C quota license to be located at 43335 Crescent Blvd, Novi, MI 48375 and Agreement on the Prohibition on Profiteering by Class C Liquor License Holders.

SUBMITTING DEPARTMENT: City Clerk

KEY HIGHLIGHTS:

- Shake Shack is an existing restaurant operating in the Novi Town Center.
- The business is a roadside burger and shakes restaurant.
- The City currently has one available quota liquor license, and two applications to be considered.

BACKGROUND INFORMATION:

The City currently has one Class C quota liquor license available. Chapter 3 of the City code contains the review criteria for considering a new license. Section 3-13 establishes the city's general licensing policy, which considers whether the facility:

a) Will provide a service, product, or function that is not presently available within the city or that would be unique to the city or to an identifiable area within the city.
b) Is of a character that will foster or generate economic development or growth within the city, or an identifiable area of the city, in a manner consistent with the city's policies.
c) Represents an added financial investment on the part of a long-term business or resident with recognized ties to the city and the local community.

In addition, Section 3-15 (g) establishes specific criteria, evaluating the application with regard to:

The applicant (subsection [g][1]), such as:

- The applicant's management experience in the alcohol/liquor business

The facility (subsection [g][2]), such as:

- compliance with building, zoning, and other code requirements
- effects on traffic
- effects on surrounding businesses and neighborhood
- proximity of the proposed business facility to other similarly situated licensed liquor facilities

Benefits to the community (subsection [g][3])

- effects upon the economic development of the city
- effects on the health, welfare and safety of the general public
- whether the applicant has demonstrated a public need or convenience for the issuance of the liquor license for the business facility at the location proposed, taking into consideration, among other things:
    1. total number of licenses for similar establishments and/or operations in the city; and
    2. proximity of the establishment to other licensed liquor establishments
- The uniqueness of the facility contrasted with other existing or proposed facilities
- The permanence of the proposed facility in the community.

Section 3-17 of the City Code allows for an agreement on the prohibition on profiteering by Class C liquor license holders. Under the terms of the agreement, the City Council shall not approve the transfer of a Class C liquor license within three (3) years of the date of the original issuance of the license. A draft agreement is included in this packet.

Shake Shack will continue to operate as a roadside burger and shakes themed restaurant within the Novi Town Center which offers other dining and retail opportunities. The issuance of a liquor license will allow them to offer a convenient full-service dining option while enhancing the areas social and economic activity.

RECOMMENDED ACTION OPTIONS:

1) **APPROVAL** of a request from Shake Shack for a new Class C quota license to be located at 43335 Crescent Blvd, Novi, MI 48375 and Agreement on the Prohibition on Profiteering by Class C Liquor License Holders. The addition of a liquor license will complement the area and provide residents with a dining option which will foster or generate economic development or growth within the City, 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
    a) The establishment will promote the City's economic development goals and objectives, and will be consistent with the City's master plan and zoning ordinance
    b) 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 location and will be an asset to the area.

c) 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 an existing restaurant, and will not have any appreciable negative secondary effects on the area, such as:

i. Vehicular and pedestrian traffic, particularly during late night or early morning hours, that might disturb the area residents.
ii. Noise, odors, or lights that emanate beyond the site's boundaries onto property in the area on which there are residential dwellings.
iii. Excessive number of persons gathering outside the establishment.
iv. Peak hours of use that add to congestion or other negative effects in the neighborhood.
v. Fighting, brawling, outside urination or other behavior that can accompany intoxication.

2) **DENIAL OF** a new Class C quota license to be located at 24267 Novi Rd, Novi, MI 48375 and Agreement on the Prohibition on Profiteering by Class C Liquor License Holders. Considering the applicable standards in 13-15(g)(3) of the City's ordinance regarding effects that the issuance of a license would have upon the economic development of the city or the surrounding area, the City found that because a quota license is a tool to promote new development, the issuance of the license would not promote additional economic development in the area because Shake Shack is already operating within the City and has committed to being in Novi without need of a quota license.

CITY CLERK'S OFFICE

SHAKE SHACK

CITY OF NOVI, MICHIGAN

Liquor License Application

Questionnaires A and B

Questionnaires A and B are to be completed and returned to the Novi City Clerk's Office

Questionnaire A – Applicant Cover Information and Procedures for Liquor License

The Novi City Council will consider whether an applicant's proposal for a liquor license is reasonable when measured against the information contained within this completed application. Please answer each question thoroughly. All answers should be typed or printed legibly and neatly in black ink. If the space provided is insufficient for a complete answer, use additional sheets of paper, following the same format used in the questionnaire and attach to that part of the application. Failure to provide all required information or attachments could result in delay or denial of liquor license. All liquor license applications are subject to final approval by the Novi City Council. Please refer to Novi Alcoholic Liquor Ordinance, Articles I-II.

1(a). Name, address and phone number of applicant:

Shake Shack Michigan LLC

225 Varick St

Suite 301

New York, NY 10014

1(b). Name, address and phone number of business:

Shake Shack

43335 Crescent Blvd

Novi, MI 48375

Store GM: Chris Bogoski

734-812-5838

NOTE: If the applicant is a partnership, you must include the name and address of each partner and attach a copy of the partnership agreement. If the applicant is a privately held corporation, you must include the name and address of each corporate officer, member of the board of directors and/or stockholders. Attach a copy of the articles of incorporation.

2. Type of liquor license applying for (circle all those that apply):

X Class C Resort Tavern Club Hotel A B X Quota Transfer Microbrewery/Brewpub

Theme of Proposed Business:

Roadside burger and shakes restaurant

3. Street address and legal description of the property where liquor license is to be located:

43335 Crescent Blvd, Novi, MI 48375

Questionnaire B – Administrative Background Information for Liquor License

The Novi City Council will consider whether an applicant's proposal for a liquor license is reasonable when measured against the information contained within this completed application. Please answer each question thoroughly. All answers should be typed or printed legibly and neatly in black ink. If the space provided is insufficient for a complete answer, use additional sheets of paper, following the same format used in the questionnaire and attach to that part of the application. Failure to provide all required information or attachments could result in delay or denial of liquor license. All liquor license applications are subject to final approval by the Novi City Council.

1. What is the applicant's management experience in the alcohol/liquor business?

20+ years of restaurant and alcohol experience

2. What is the applicant's general business management experience?

20+ years of restaurant and alcohol experience

3. What is the applicant's general business reputation?

Publicly traded business with high standing reputation

4. What is the applicant's financial status and ability to build and/or operate the proposed facility on which the proposed liquor license is to be located?

Good financial health, building already built and business is currently open

5. What are the applicant's past criminal convictions involving moral turpitude, violence or alcoholic liquors?

N/A

6. Does the applicant use alcoholic beverages to excess?

N/A

7. What is the effect that the issuance of a license would have upon the economic development of the surrounding area?

Issuance would attract more patrons to the surrounding areas

8. What effect would the issuance of a license have on the health, welfare and safety of the general public?

Little to none

9. Has the applicant received responses from the Police Department, Building Department and/or Fire Department with regard to the proposed facility?

Yes, all approved. Business is currently open

10. What is the public need or convenience for issuance of a liquor license for this facility at the proposed location?

Shake Shack provides an upscale fast casual with alcohol being part of an elevated experience

11. What is the uniqueness of the proposed facility when contrasted against other existing or proposed facilities and the compatibility of the proposed facility to surrounding architecture and land use?

N/A

12. Does the facility to which the proposed liquor license is to be issued comply with the applicable building, plumbing, electrical and fire prevention codes and zoning statutes and ordinances applicable to the City of Novi? Has applicant received information from the appropriate departments?

Yes

13. What effect will the facility to which the proposed liquor license is to be issued have upon vehicular and pedestrian traffic in the area?

Little to none

14. What is the proximity of the proposed business facility to other similarly situated licensed liquor facilities?

Multi other businesses offering alcohol within 1000 ft

15. What is the proximity of the proposed facility to complimentary uses such as office and commercial development?

N/A

16. What effect would the proposed facility have upon the surrounding neighborhood and/or business establishments, including impacts upon residential areas, church and school districts?

Shake Shack enhances neighborhoods with upscale fast casual with elevated accompaniments

17. What proposed or actual commitments are being made by the applicant to establish permanency in the community?

Shake Shack teams up with many 501 c3 organizations to give back to the community

18. What utilities are available to serve the facility?

All

19. What other factors should the Novi City Council consider?

N/A

BURGERS

Our custom 100% Angus beef blend, no added hormones or antibiotics, humanely raised and grazed in the USA

		Cal
ShackBurger®	**Single 7.49**	500
Cheese, lettuce, tomato, ShackSauce	**Double 9.99**	760
SmokeShack®	**Single 8.99**	570
Cheese, bacon, cherry peppers, ShackSauce	**Double 11.79**	830
Shack Stack®	**12.29**	770
Cheeseburger topped with a 'Shroom Burger, lettuce, tomato, ShackSauce		
Avocado Bacon Burger	**Single 10.29**	610
Cheese, avocado, bacon, ShackSauce	**Double 12.79**	870
Cheeseburger	**Single 7.29**	440
Add your choice of toppings	**Double 9.99**	700
Veggie Shack vegetarian	**8.99**	630
Veggie burger made with mushrooms, carrots, quinoa; topped with cheese, crispy onions, pickles, ShackSauce		
'Shroom Burger vegetarian	**9.29**	510
Crisp-fried portobello mushroom stuffed with cheese; topped with lettuce, tomato, ShackSauce		

Add fresh avocado	**+1.99**	60
Add applewood-smoked bacon	**+1.99**	70
GF Gluten-free bun	**+0.99**	160

CHICKEN

Hand-breaded to order, no added antibiotics, never frozen, always fresh

		Cal
Chicken Shack™ Crispy chicken breast, buttermilk herb mayo, lettuce, pickles	8.79	550
Avocado Bacon Chicken Crispy chicken breast, avocado, bacon, buttermilk herb mayo, lettuce, pickles	10.99	680
Chicken Bites™ Crispy whole white-meat bites with honey mustard, BBQ, or ranch	6-count 5.49 10-count 8.29	300 510

FLAT-TOP DOGS

		Cal
Hot Dog 100% beef from Vienna® Beef	4.49	350
Add our cheese sauce	+0.99	80

CRINKLE CUT FRIES

Crispy and cut from golden potatoes

		Cal
Fries	4.49	470
Cheese Fries Topped with cheese sauce	5.49	710
Bacon Cheese Fries Topped with cheese sauce and bacon	6.79	840

SHAKES & FROZEN CUSTARD

Soft, premium ice cream, made in-house daily only with the good stuff: real cane sugar and cage-free eggs

		Cal
Place Limited-time Shakes Insert Here		
Classic Shakes	**Reg 6.29**	680–850
Hand-spun every single time	**Mini 4.99**	340–430
Vanilla · Chocolate · Cookies & Cream · Black & White · Strawberry		
Make it malted	**+0.49**	90
Add whipped cream	**+0.49**	70
Floats	**6.49**	430/440
Root beer, Creamsicle®		
Custard Cups	**Single 4.79**	280/310
Vanilla or Chocolate	**Double 5.99**	450/490

2,000 calories a day is used for general nutritional advice, but calorie needs vary. Additional nutritional information available upon request.

DRINKS

Place Limited-time Drinks Insert Here

		Cal
Fresh Lemonade Made in-house with real cane sugar	S 3.99 L 4.99	160 270
Fifty/Fifty™ Half lemonade, half organic iced tea	S 3.99 L 4.99	80 140
SHACK | $_2O$® **Bottled Water** Still or Sparkling	3.29	0
Organic Brewed Iced Tea Brewed fresh daily	S 3.49 L 3.99	5 5
Fountain Soda Coke, Diet Coke, Dr Pepper, Fanta Orange, Sprite, Ginger Ale, Coca-Cola Zero Sugar	S 3.49 L 3.99	0–160 0–240
Abita Root Beer Made with real Louisiana cane sugar	12oz can 3.79	180
Organic Apple Juice Drink Honest Kids®	3.49	40

WINE

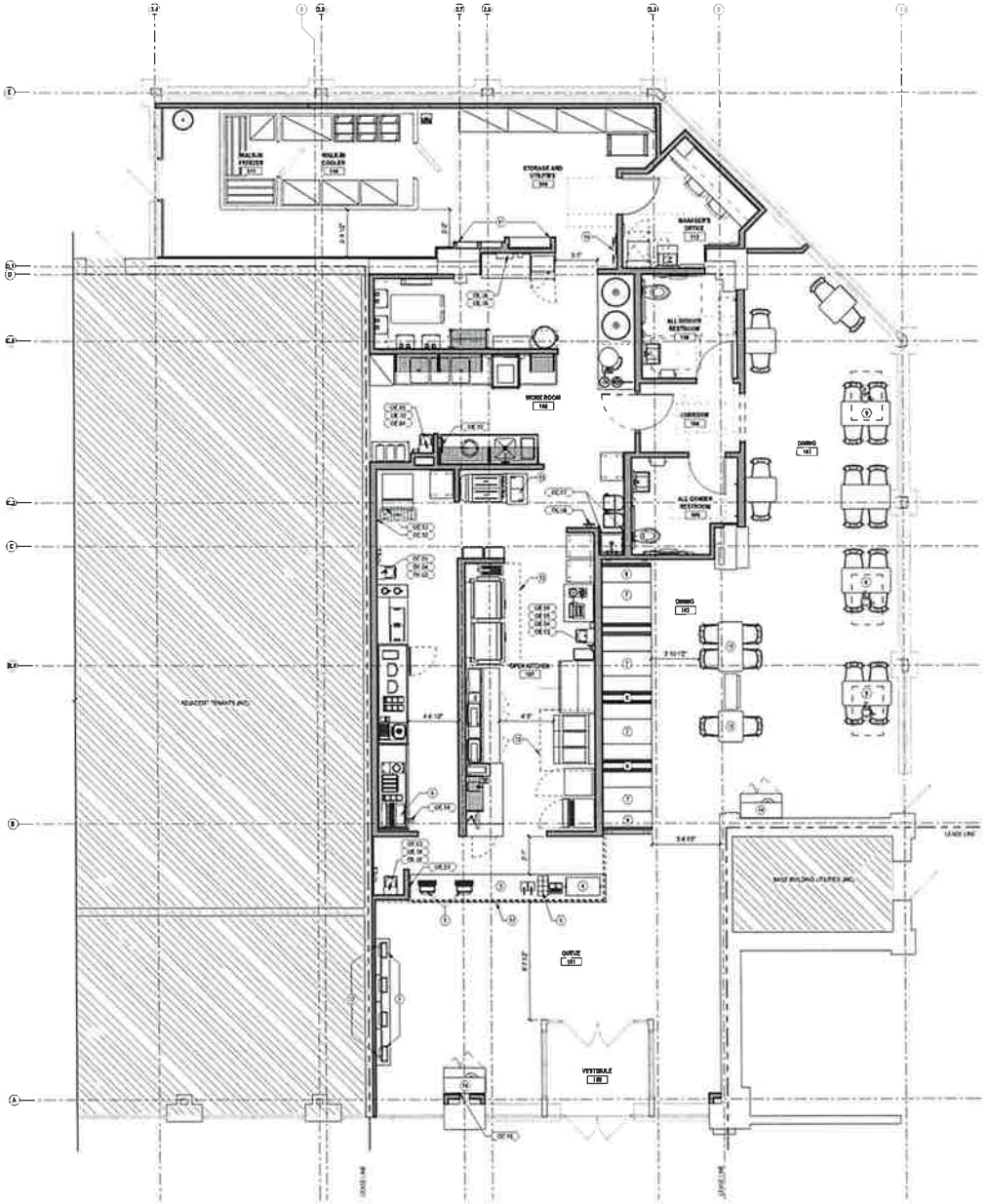
More than your average pour—vinted exclusively for us, served in an 8.4oz can (one and a half glasses)

		Cal
White	**8.4oz can 9.99**	200
Sauvignon Blanc, California Bright, crisp, refreshing		
Rosé	**8.4oz can 9.99**	210
Syrah, Washington Dry, fruity, lively		
Red	**8.4oz can 9.99**	210
Cabernet Sauvignon, California Ripe, rich, spice		

BEER

Ask about our local beer selection!

		Cal
ShackMeister® Ale	**16oz can 6.99**	210
Brewed just for us by Brooklyn Brewery		



GENERAL NOTES

A. REFER TO A104 FOR FURNITURE PLAN
B. REFER TO K SHEETS FOR KITCHEN EQUIPMENT LAYOUT
DIMENSIONS ON THIS SHEET ARE PROVIDED FOR REFERENCE ONLY
REFER TO A103 DIMENSION PLAN FOR PARTITION LAYOUT

SYMBOL LEGEND

SYMBOL	DESCRIPTION	SYMBOL	DESCRIPTION
	NEW PARTITION (FULL HEIGHT)		EXISTING DOOR
	NEW PARTITION (PARTIAL HEIGHT - SEE ELEV. FOR MORE INFO).		NEW DOOR
	EXISTING PARTITION		NOT IN SCOPE
	PREFAB WALLS BY KFC		
	NEW DOOR		

KEY NOTES

1. P.O.S. STATION
2. SELF SERVICE BEVERAGE
3. PICK-UP COUNTER
4. SHACK APP PICK UP
5. CONDIMENT STATION
6. SODA MACHINE
7. 3 MED 1 ABLE
8. FIXED SEATING
9. ACCESSIBLE TABLE
10. CUSTARD MACHINE
11. ELECTRICAL PANELS, COORDINATE WITH E SHEETS
12. MENU BOARDS
13. HOOD (SEE ENLARGED PLAN)
14. WASTE RECEPTACLE
15. BAR HEIGHT TABLE
16. HANGING CLOCK
17. AWNING SEE A104 SHEET ABOVE

ACCESSORIES SCHEDULE

GC = GENERAL CONTRACTOR
O = OWNER / OWNERS VENDOR

TAG NO.	QTY.	ITEM	MANUFACTURER	MODEL NO.	RESPONSIBILITY FURNISH	RESPONSIBILITY INSTALL	NOTE
GE 03	4	GLOVE BOX DISPENSER	SAN JAMAR	S3001	O	GC	
GE 04	8	SOAP DISPENSER	STAINER	2110 BSTSS	O	GC	
GE 05	4	PAPER TOWEL DISPENSER	TORK	H1150T	O	GC	
GE 06	2	HAIR NET DISPENSER	ITELLUCAP	2963	O	GC	
GE 07	3	WOP & BARTOW HOLDER	FRANKLIN MACHINE PRODUCTS	135 1160	O	GC	
GE 08	1	WET FLOOR SIGN HOLDER	ICED APPLES	3007	O	GC	
GE 09	1	FIRST AID CABINET	WEDGED	156	O	GC	
GE 10	6	ICE BUCKET / HANDLING, PACKED	SAN JAMAR	10108	O	GC	HOLDER FOR 6 GALLON ICE TOTE
GE 13	1	ICE SCOOP - LARGE	SAN JAMAR	C1370 / C1372W	O	O	MOUNT INSIDE OF ICE MACHINE
GE 14	1	ICE SCOOP - SMALL	SAN JAMAR	C1740 / C1742W	O	O	MOUNT IN FRONT OF SODA MACHINE
GE 15	1	KNIFE HOLDER	SAN JAMAR	KTS1766	O	GC	CLEAR WALL MOUNTED BACK AT PREP SINK
GE 19	1	FRAMED CHOKING SIGN			O	GC	SIZE TO BE CONFIRMED WITH HEALTH INSPECTOR. BLACK FRAME
GE 20	1	LOCKABLE BULLETIN BOARD W/ ONE DOOR	NORWOOD COMMERCIAL FURNITURE	NOR-EXB2030 BULLETIN	GC	GC	

GENERAL ARRANGEMENT PLAN - FIRST FLOOR

1/4" = 1'-0"

1

Bergmeyer

CO
LA
BOS

NO	BY	DATE	DESCRIPTION
1	HL	2024.09.11	IFC
2	HL	2024.10.18	ISSUED FOR PERMIT SET

SHAKE SHACK

SHAKE SHACK - NOVI

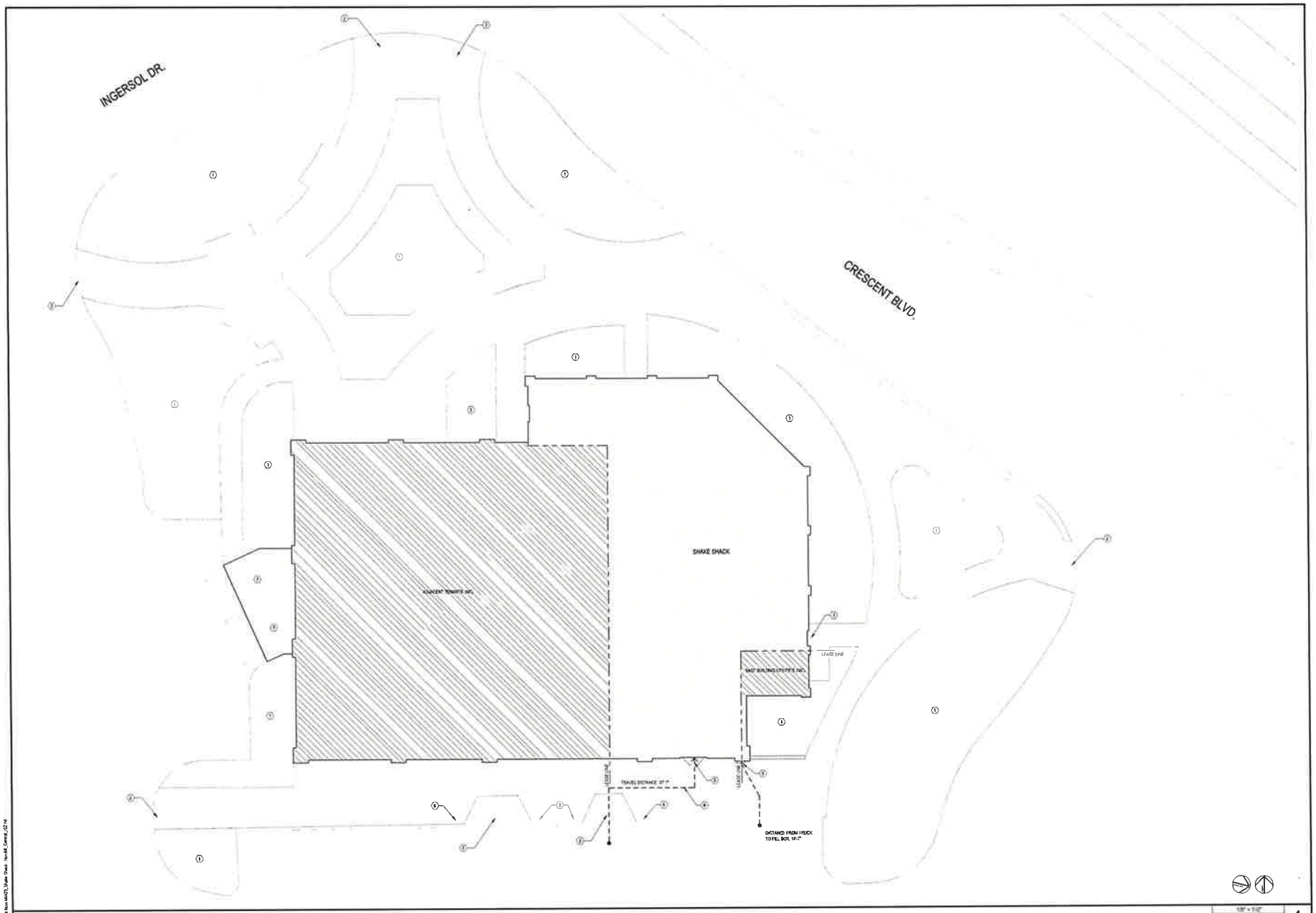
43335 CRESCENT BLVD.
NOVI TOWN, MI 48375
SHACK # 1605

IFC

GENERAL ARRANGEMENT PLAN

DRAWN BY:
CHECKED BY:
JOB NO.

A101



ARCHITECTURAL SITE PLAN

1

NOT USED

KEY NOTES

1. LANDSCAPED AREA. EXISTING TO REMAIN. TYPICAL
2. PUSH CURB EXISTING TO REMAIN
3. ACCESSIBLE ENTRY
4. ACCESSIBLE PATH OF TRAVEL TO ENTRANCE
5. LOCATION OF NEW CO2 & N2 FILL BOXES. REFER TO CURB & FOUNDATION PLAN AND EXTERIOR ELEVATIONS
6. LOCATION OF HANDICAPPED PARKING SIGNAGE. EXISTING TO REMAIN
7. EXISTING TRASH DUMPSTER TO REMAIN

SYMBOL LEGEND

SYMBOL	DESCRIPTION
	NEW DOOR
	EXISTING DOOR
01	KEYNOTE
	LANDSCAPED AREA
	LEASE LINE

GENERAL NOTES

A. REFER TO EXTERIOR ELEVATIONS FOR ADDITIONAL INFORMATION ON BUILDING ELEMENTS
B. REFER TO EXTERIOR ELEVATIONS AND E-SHEETS FOR ADDITIONAL INFORMATION ON EXTERIOR LIGHTING

Bergmeyer
BOS
51 Sleeper St.
8th Floor
Boston, MA 02210
617 542 1025

CO
1175 N High St.
Suite 304
Columbus, OH 43201
380 990 6887

LA
300 South Figueroa St
Suite 1140
Los Angeles, CA 90071
213 327 1090

www.bergmeyer.com

CONSULTANTS

SEAL/SIGNATURE

NO	BY	DATE	DESCRIPTION
1	YK	2024.08.14	IFC
	YK	2024.09.16	100% PERMIT SET

SHAKE SHACK

SHAKE SHACK - NOVI

43335 CRESCENT BLVD.
NOVI TOWN, MI 48375
SHACK #1505

IFC

ARCHITECTURAL SITE PLAN

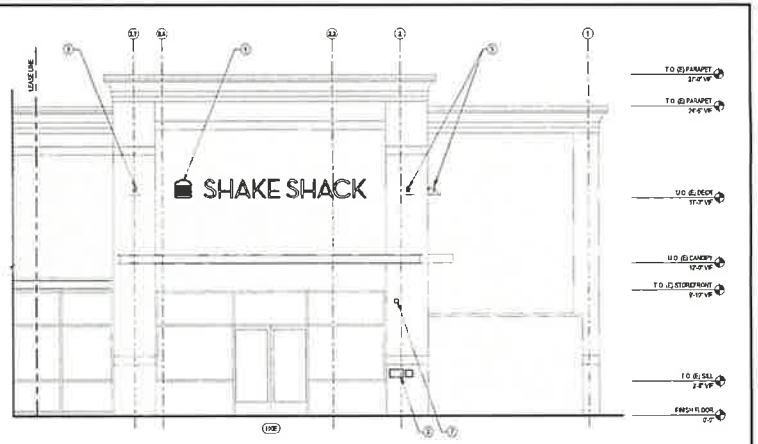
DRAWN BY

CHECKED BY

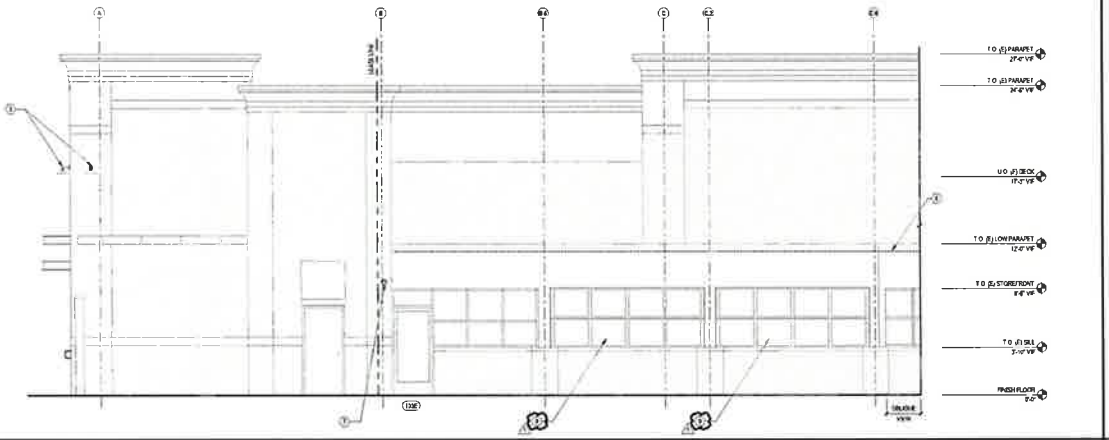
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AS101

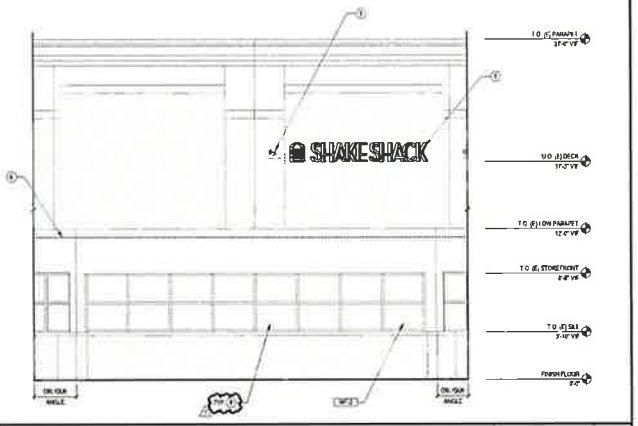
9/13/2024 1:49:11 PM Autodesk Docs://2324001.01 - Shake Shack Novi MI/2_Shake Shack - Novi MI_Central_v23.rvt



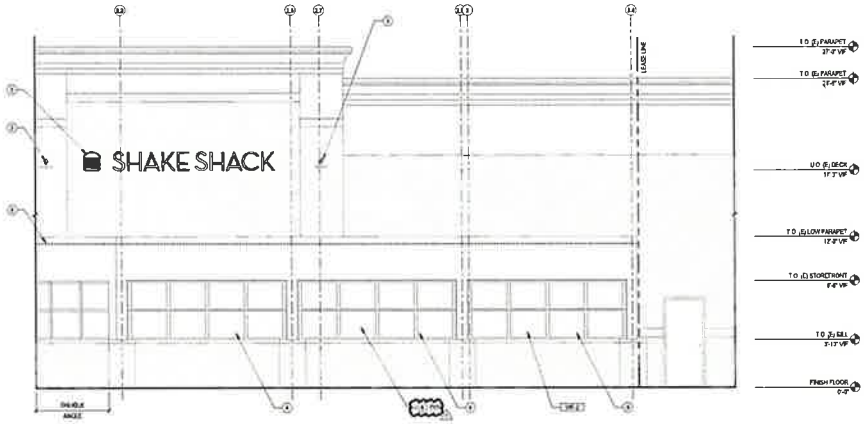
EXTERIOR ELEVATION 5



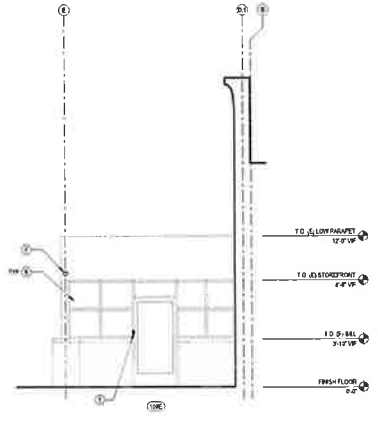
EXTERIOR ELEVATION 4



EXTERIOR ELEVATION 3



EXTERIOR ELEVATION 2



EXTERIOR ELEVATION 1

GENERAL NOTES

A. ALL TARGET ELEVATIONS ARE TAKEN IN RELATION TO PROJECT +/-0'-0"
B. GC TO COORDINATE ALL EXTERIOR SECURITY CAMERA LOCATIONS WITH OWNER
C. GC TO COORDINATE ALL UTILITY CONNECTIONS AND METER LOCATIONS WITH MEP & CIVIL DRAWINGS. UTILITIES SHOWN ON ARCHITECT'S EXTERIOR ELEVATIONS ARE FOR REFERENCE ONLY.
D. ALL EXTERIOR WALL CONSTRUCTION IS EXISTING TO REMAIN, U.O.N.

KEYNOTES

1. SIGNAGE BY OWNER'S SIGNAGE CONTRACTOR. GC TO PROVIDE BLOCKING AS REQUIRED AND POWER WITHIN 6'-0" OF SIGNAGE. COORDINATE FINAL LOCATION WITH SIGNAGE VENDOR AND E-SHEETS. SIGNAGE WILL BE SUBMITTED UNDER SEPARATE PERMIT. COORDINATE ACCESS BEHIND WALL FOR WIRING AND POWER SUPPLY WITH OWNER'S VENDOR
2. LOCATION OF RTU AND CO2 FILL BOX IS COORDINATE FINAL LOCATION WITH OWNER'S VENDOR AND LANDLORD
3. EXISTING EXTERIOR SCONCE
4. EXISTING OVERHEAD DOOR, SEALED AND FIXED SHUT
5. PUSH BUTTON FOR DOOR OPENER, SEE E-SHEETS
6. GC TO VERIFY FLASHING AND WEEPS EXIST IN MASONRY WALL ABOVE LOW DECK
7. SECURITY CCTV CAMERA TO BE FURNISHED AND INSTALLED BY OWNER'S VENDOR. GC TO REFER TO LOW VOLTAGE PLAN IN THE E-SHEETS FOR ANY REQUIREMENTS WITHIN THEIR SCOPE.
8. [illegible] SEE FINISH SCHEDULE FOR MORE INFORMATION
9. [illegible]

Bergmeyer
MA
CO

CONSULTANTS

SEAL/SIGNATURE

NO	BY	DATE	DESCRIPTION
1	JS	2024.09.14	PZ
A	JS	2024.12.19	PERMIT SET

SHAKE SHACK

SHAKE SHACK - NOVI

43335 CRESCENT BLVD.
NOVI TOWN, MI 48375
SHACK #156

IFC

EXTERIOR ELEVATIONS

DRAWN BY
CHECKED BY
JOB NO. 2023063

A201

Expires: 04/30/2026

Issued To: **SHAKE SHACK 1605 NOVI**
43335 CRESCENT BLVD
NOVI MI 48375-1208

Responsible Party and Address:

SHAKE SHACK MICHIGAN, LLC
1223 N LEE HWY PMB 262
LEXINGTON VA 24450-3307

State of Michigan

Department of Agriculture & Rural Development

Bureau of Food Safety and Animal Health

Dr. Tim Boring
Director

SFE-4063-359185

FOOD SERVICE - FIXED ESTABLISHMENT

Display for Public View

Issued by the Michigan Department of Agriculture and Rural Development to operate a Food Service Establishment in accordance with provisions of Act 92, P.A. of 2000, as amended.

This license is not transferrable.

Failure to post in a conspicuous place is a misdemeanor. (See Section 4119)

Notify the Local Health Department before a change of ownership. (See Section 4123)

Direct Inquiries to the Oakland County Health Division

CERTIFICATE OF OCCUPANCY

OF24-0138

CITY OF NOVI
OAKLAND COUNTY
STATE OF MICHIGAN

Issued: **10/15/2024**

Owner/Occupant:
SHAKE SHACK
2830 BAKER RD
DEXTER MI 48130

A Certificate of Occupancy is hereby granted for the building or structure located at:

Address: 43335 CRESCENT BLVD
Parcel Number: 50-22-14-351-063
Subdivision: NOVI TOWN CENTER
Lot/Unit #:
Occupant: SHAKE SHACK

This is to certify that this building/structure has been duly inspected and is acceptable for occupancy or use as stated below in accordance with the City of Novi Zoning Ordinance and Building Code, Chapter 8, Article II, Section 7-16 and other ordinances of the City of Novi Codes of Ordinance as enforced by the Building Inspector.

Building Information:
Use Group: **A-2**
Occupant Load: **75**
Automatic Sprinkler System:

Construction Type: **2B**
Zoning District:
Provided: **Y** Required: **Y**

Portion of the structure for which certificate is issued:

Permit Number: **PBC24-0055**

Work Description:
NEW INTERIOR BUILD OUT.

The permits for this building/structure have been issued under the State of Michigan Construction Codes: **MBC 2015**

Building Official

It is specifically understood that this Certificate becomes null and void when secured through fraud or by reason of latent violations not ascertainable at the time of inspection or when changes in construction, installation, or occupancy are made without the Building Inspector(s) approval.

Contractor:
BREN-MAR CONSTRUCTION COMPANY
111 1/2 SOUTH WALNUT ST
FENTON MI 48430

( ) Contractor/Owner Copy ( ) Building Division Copy

Rev 11/2014

RECEIVED
OCT 14 2024
CITY OF NOVI
COMMUNITY DEVELOPMENT

OCCUPANCY REQUEST FORM
NON-RESIDENTIAL PROJECTS

Community Development Department
(248) 347-0415 FAX: (248) 735-5600
To schedule inspections please visit www.cityofnovi.org

☐ TCO ☑ C/O

Please do not submit this form until all approvals for this project are received.
2 working days notice are required for processing (does not start until all approvals are received)

Applicant's Name: Matt Cook Email: Matt@Bren-MarConstruction.com
Cell Phone Number: 586-530-1651 Permit Number: PBC24-0055
Project Name: Shake Shack Project Address: 43335 CRESCENT BLVD.

PERMIT NUMBERS ARE REQUIRED FOR TCO OR C/O PROCESSING

BUILDING APPROVAL (FINAL)
☒ Approved Permit #: PBC24-0055
☐ Not Required Permit #:

ELECTRICAL APPROVAL (FINAL)
☒ Approved Permit #: PE24-0826
☐ Not Required Permit #:

PLUMBING AND/OR GENERAL APPROVAL (FINAL)
☒ Approved Permit #: PP24-0305
☐ Not Required Permit #:

HEATING APPROVAL (FINAL)
☒ Approved Permit #: PH24-0569
☐ Not Required Permit #:

FIREPLACE APPROVAL (FINAL)
☐ Approved Permit #:
☒ Not Required

REFRIGERATION APPROVAL (FINAL)
☐ Approved Permit #: PR24-0314
☐ Not Required

FAÇADE APPROVAL
☐ Approved Permit #:
☒ Not Required

SIGN APPROVAL (FINAL)
☒ Approved Permit #: PS24-0068
☐ Not Required Permit #:

SIGN FOUNDATION APPROVAL (FINAL)
☐ Approved Permit #:
☒ Not Required

SWIMMING POOL - STATE/COUNTY APPROVAL
☐ Approved Permit #:
☒ Not Required

Signature: Matthew Cook
Date: 10/11/24

OAKLAND COUNTY / HEALTH DEPARTMENT APPROVAL
☒ Approved Permit #:
☐ Not Required

DEPARTMENT OF AGRICULTURE APPROVAL
☐ Approved Permit #:
☒ Not Required

STATE OF MICHIGAN - ELEVATOR APPROVAL
☐ Approved Permit #:
☒ Not Required

STATE OF MICHIGAN - BOILER APPROVAL
☐ Approved Permit #:
☒ Not Required

SITE / TRAFFIC INSPECTION(S)
☐ Approved
☒ Not Required

LANDSCAPING / STREET TREE INSPECTION(S)
☐ Approved
☒ Not Required

FINANCIAL GUARANTEE(S) PAID
☐ Approved
☐ Not Required

FIRE DEPARTMENT APPROVALS

FIRE ALARM APPROVAL (FINAL)
☒ Approved Permit #: PFA24-0043
☐ Not Required

FIRE SUPPRESSION APPROVAL (FINAL)
☒ Approved Permit #: PFS24-0066
☐ Not Required

HOOD SUPPRESSION SYSTEM APPROVAL (FINAL)
☒ Approved Permit #: PFS24-0073
☐ Not Required

FINAL FIRE DEPT INSPECTION
☒ Approved
☐ Not Required

CITY OF NOVI
cityofnovi.org

Receipt: 14787 01/16/26

Page

The sum of: **$1,420.00**

SHAKE SHACK ENTERPRISES LLC

225 VARICK ST, STE 301
NEW YORK NY 10014

LIQUOR	**LL WITH 2 APPLICANTS**		**1,420.00**
		Total	**1,420.00**

TENDERED:	**CHECKS**	**129907**	**1,420.00**

Signed: _____

MEMORANDUM

TO: Melissa Morris, Deputy City Clerk

FROM: Alan Hall, Deputy Director of Community Development ASH

SUBJECT: SHAKE SHACK LIQUOR LICENSE

DATE: 02/06/26

The property located at **43335 CRESCENT BLVD** has received a Special Inspection permit **(PSI26-0023)** for the purpose of:

- ☐ Auctions
- ☒ Liquor license
- ☐ Arcade license
- ☐ Massage license
- ☐ Outdoor gathering
- ☐ Outdoor seating
- ☐ Other: _____

From a building safety standpoint, the Building Division does not object to the proposed liquor license. Should you have any further questions with regards to this matter please feel free to contact me at (248) 347-0417.

MEMORANDUM

TO: CORTNEY HANSON, CITY CLERK

FROM: ERICK W. ZINSER
DIRECTOR OF PUBLIC SAFETY / CHIEF OF POLICE

INITIATED BY: MICHAEL BENDER, DETECTIVE MB

SUBJECT: CLASS C/QUOTA LIQUOR LICENSE APPLICATION, SHAKE SHACK MICHIGAN LLC

DATE: JANUARY 16, 2026

Liquor License Request:

Shake Shack LLC is requesting a new Class C/Quota liquor license, which is located at 43335 Crescent Blvd, Novi, MI 48375.

Applicant/Background Information:

This application is being sought by Shake Shack LLC. Shake Shack has been open at its current location in Novi for approximately 15 months, and has other restaurants in Michigan for approximately 9 years. Shake Shack has over 20 years of restaurant and alcohol experience with a high standing reputation.

Police Contacts:

A CLEMIS check was conducted on Shake Shack and the check revealed nothing of concern that would disqualify the applicant from approval.

Financial Review:

Based upon the financial data provided by the corporation, no issues were found to prevent the liquor license application process from proceeding.

Summary:

Based on the information provided and the subsequent liquor investigation, I find no reason to deny the applicant's request. This request requires the approval of the Novi City Council.

C: Victor Cardenas, City Manager

January 16, 2026

CITY COUNCIL

Mayor
Justin Fischer

Mayor Pro Tem
Laura Marie Casey

Dave Staudt

Brian Smith

Matt Heintz

Priya Gurumurthy

Aaron Martinez

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

TO: Cortney Hanson, City Clerk
Melissa Morris, Deputy City Clerk

FROM: Andrew Copeland – Fire Marshal

SUBJECT: -Liquor Business License Transfer –
Shake Shack, 43335 Cresent Blvd, Novi Mi. 48375

A fire inspection was conducted at the above business and the business has been found to be in compliance with the adopted fire prevention code.

The Fire Department does not have any objections to this Liquor License application at this time.

Sincerely,

Andrew Copeland – Fire Marshal
City of Novi Fire Department

cc. file

Novi Public Safety Administration
45125 Ten Mile Road
Novi, Michigan 48375
248.348.7100
248.347.0590 fax

cityofnovi.org

CITY OF NOVI CITY COUNCIL
MARCH 9, 2026

SUBJECT: Consideration to adopt a resolution placing a question on the August 2026 ballot, whether to authorize the City to levy a new millage for specified Capital Improvements and Projects of up to 1.0 mill, for a period of 10 years, beginning with the 2027 tax year.

SUBMITTING DEPARTMENT: City Manager

BACKGROUND INFORMATION:

At the City Council's 2026 Goal Setting Meeting, a goal was reaffirmed to renew the City's Capital Improvement Millage, initially approved by voters back in August 2016. Further direction was provided to City Administration at Council's February 9, 2026, meeting, to mirror the question presented to voters 10 years ago. The attached resolution is the formal vehicle for placing the following language on the August ballot:

CAPITAL IMPROVEMENTS MILLAGE

Shall Section 9.1 of the Novi City Charter be amended to authorize a millage for capital improvements and capital projects, including, but not limited to, parks and facilities, land acquisition, pathways, and apparatus (such as fire trucks, heavy equipment), with such funds not to be used for operations or payroll, in the amount of 1.0 mills (being $1 per $1,000 of taxable value) for a period of ten years, starting with the July 2027 levy and resulting in the authorization to collect an estimated $5,412,997 in the first year if approved and levied, to replace an expiring capital improvements millage

RECOMMENDED ACTION: Consideration to adopt a resolution placing a question on the August 2026 ballot, whether to authorize the City to levy a new millage for specified Capital Improvements and Projects of up to 1.0 mill, for a period of 10 years, beginning with the 2027 tax year, including authorization to City Manager and City Attorney's office to finalize language for same.

STATE OF MICHIGAN
COUNTY OF OAKLAND
CITY OF NOVI

RESOLUTION REGARDING CHARTER AMENDMENT
RESTORATION OF CAPITAL IMPROVEMENTS MILLAGE

RESOLUTION NO. _____

At a regular meeting of the City Council of the City of Novi, County of Oakland, State of Michigan, held in the City Council Chambers on _____, 2026, at 7:00 o'clock p.m., with those present and absent being:

PRESENT: _____

ABSENT: _____

the following preamble and resolution were offered by Councilperson _____ and supported by Councilperson _____:

WHEREAS, pursuant to Act No. 279 of the Public Acts of Michigan of 1909, the Home Rule Cities Act (HRCA), as amended, and pursuant to Section 9.1 and 15.7 of the City Charter, provisions of the City Charter may be amended for the purposes stated herein by a Charter amendment proposal that has been approved by a majority vote of the electors of the City voting at an election called for said purpose; and

WHEREAS, pursuant to the HRCA, a City Charter amendment may be proposed by the Council on a three-fifths vote of its seated members; and

WHEREAS, the voters previously approved a millage on August 2, 2016, for a 10-year period for the purpose of funding capital improvements and capital projects, including, but not limited to, parks and facilities, land acquisition, pathways, and apparatus (such as fire trucks, heavy equipment), and not to be used for operations or payroll, which millage is currently set to expire on June 30, 2026; and

WHEREAS, considering the City's current and forecasted fiscal circumstances, and in an effort to continue to provide and enhance the current level of investment in such capital improvements and projects, the City Council has determined that it is necessary and appropriate to submit a proposal to the voters for a restoration of this millage for the same capital purposes, at the election to be held on August 4, 2026.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Novi as follows:

1. The following proposition shall be submitted to the electors of the City at the election to be held on August 4, 2026:

CITY OF NOVI
CHARTER AMENDMENT

CAPITAL IMPROVEMENTS MILLAGE

Shall Section 9.1 of the Novi City Charter be amended to authorize a millage for capital improvements and capital projects, including, but not limited to, parks and facilities, land acquisition, pathways, and apparatus (such as fire trucks, heavy equipment), with such funds not to be used for operations or payroll, in the amount of 1.0 mills (being $1 per $1,000 of taxable value) for a period of 10 years, starting with the July 2027 levy and resulting in the authorization to collect an estimated $5,412,997 in the first year if approved and levied, to replace an expiring capital improvements millage?

[ ] YES
[ ] NO

2. Upon adoption of the proposed amendment, Section 9.1(g) of the City Charter would be added to the Charter to read as follows:

9.1(g) For capital improvements and capital projects – one-tenth of one percent (1 mill), to be used only for purposes of capital improvements and capital projects, including, but not limited to, parks and facilities, land acquisition, pathways, and apparatus (such as fire trucks, heavy equipment), to be effective only for a period of ten (10) years commencing July 1, 2027, and expiring on June 30, 2037.

3. The City Clerk is hereby directed to post and publish the proposed City Charter amendment set forth in Section 2 of this Resolution in a newspaper of general circulation in the City in the manner prescribed by law, and to do all other things necessary to provide for the submission of the ballot proposal set forth in Section 1 of this Resolution to the electors on the ballot for the August 4, 2026, election.

AYES:
NAYES:
ABSENT:
ABSTENTIONS:

RESOLUTION DECLARED ADOPTED _____, 2026.

STATE OF MICHIGAN)
)ss
COUNTY OF OAKLAND)

I, the undersigned, the duly qualified and acting City Clerk of the City of Novi, County of Oakland, State of Michigan, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the City Council of the City of Novi at a regular meeting held on _____, 2026, the original of which resolution is on file in my office.

IN WITNESS WHEREOF, I have hereunto set my official signature, this ___- day of _____, 2026.

_____
CORTNEY HANSON, City Clerk
City of Novi

2016 Capital Improvement Program (CIP) Millage Renewal

City of Novi | Feb 9, 2026

cityofnovi.org

What is the CIP Millage?



Approved by voters: August 2016



10-year millage, up to 1.0 mills



Funds capital projects only

(no operations/ payroll)



Supports parks, facilities, pathways, fire apparatus, and infrastructure

Major Accomplishments (2017–Present)

- Lakeshore Park building/renovations
- Park land acquisitions/preservation and shoreline stabilization
- Greenway/ITC Trail and sidewalk improvements
- Fire apparatus replacements – 3 engines, 1 Ladder
- DPW expansion
- Splash pad, pickleball courts, and boardwalk repairs

LAKESHORE PARK BUILDING & RENOVATIONS





Parkland Acquisition

Added more than 160 acres









Property Acquisition & Preservation



DPW EXPANSION









JESSICA'S SPLASH PAD



Why Consider Renewal Now?

- Current millage expires in FY 2027 (last tax collection July 2026)
- Provides stable funding for capital needs
- Supports long-range planning

Decision #1: Election Timing

Option A	**August 2026 ballot**
Option B	**November 2026 ballot**
Key Deadlines	**May 12 for August; August 11 for November**

Decision #2: Millage Duration

Option A: 10-year renewal

Option B: 20-year renewal

Option C: Indefinite (requires Charter Amendment)

Decision #3: Millage Rate

Option A: Return to 1.0 mills ($5,164,810)

Option B: Keep current Headlee-rolled back rate (~0.9491 = $4,902,010)

*all based on 2025 TV

*annually

The next 10 or 20 years

What could the proceeds from the renewal go toward:

- ITC Park Renovation and development of acquired adjacent land
- Community Center/Senior Activity Space
- Public Safety Equipment (Fire trucks)
- Additional land acquisition/preservation
- Continued sidewalk/boardwalk investments

Next Steps

Council to make final decisions on **timing**, **duration**, and **rate**

Staff will draft ballot language and revenue projections

Staff will develop public engagement strategy

CITY OF NOVI CITY COUNCIL
MARCH 9, 2026

SUBJECT: Approval of a Resolution of Intent to Create and Provide for the Operation of a Brownfield Redevelopment Authority for the City of Novi.

SUBMITTING DEPARTMENT: City Clerk

KEY HIGHLIGHTS:

- The Ordinance Review Committee (ORC) discussed and recommended proceeding with establishing a City of Novi Brownfield Redevelopment Authority (BRA).
- This is the first of a six-step process to establish the BRA.

BACKGROUND INFORMATION:

Currently, in order to take advantage of funding sources to remediate environmental contamination using a Brownfield Redevelopment Authority (BRA), the City uses Oakland County's BRA, which means any brownfield-related projects must go through the County's lengthy process (Board of Commissioners committees and then full board consideration) with limited input by the City on the financing aspects of the development plan. Additionally, the County collects fees on all projects in the City and can use them for various County activities elsewhere.

All told, the City has approved three (3) Brownfield-related projects to date using the County's BRA:

- Sakura
- Dunhill Estates
- Villas of Stonebrook

Those projects all resulted in *environmental* benefits (e.g., cleanup) for the City, and the County was fine to work with on each of them.

But it is somewhat unusual for a city of Novi's size not to have its own BRA to accomplish the same project and financing approvals in a more efficient way, while capturing some of the revenue from those projects for the City's use in connection

with other future projects. That revenue-capturing ability is a primary reason why this topic is being introduced now.

Another reason is that the City is likely to see more of these brownfield requests since the State has expanded the context in which brownfield resources can be used. As a result of new State laws, a BRA can now be used for housing development proposals that meet certain requirements and for larger projects—transformational projects—that are approved though the State. So "Brownfields" will now fall into three potential buckets:

- Traditional contaminated site clean-up
- Housing TIF (all captured taxes come from City Millages to encourage development)
- Transformational Brownfield (captured taxes come from City Millages and state sources)

By creating a local BRA instead of remaining under the County's the City would have local decision-making in all future brownfield redevelopments, including the use of tax increment financing (TIF) to fund eligible activities, and potentially attract private investment, most importantly, have oversight of the collected taxes. Additionally, BRAs may collect administrative fees to cover the costs of managing the program, including reviewing plans, aiding developers, and managing TIF capture and disbursement.

This is the **first step** in establishing the Brownfield Redevelopment Authority:

1. **Prepare a Resolution of Intent**
   The City Council adopts a *Resolution of Intent to Create a Brownfield Redevelopment Authority*. This resolution declares the Council's intention to establish the Authority and sets the stage for a required public hearing. Sample language is included in the attachments.

The **next steps** in the process will be:

2. **Public Hearing and Notice**
   Before creating the BRA, the Council must hold a public hearing. Public notices of the hearing must be published and posted in accordance with state law (typically in a newspaper of general circulation and posted in public places). This ensures transparency and provides affected residents and stakeholders an opportunity for input.
3. **Adopt Establishment Resolution**
   Following the public hearing, the Council acts on a *Resolution Establishing the Brownfield Redevelopment Authority*. This resolution formally creates the BRA and typically includes provisions for appointing board members to serve on the authority.
4. **Appoint Board Members and Adopt Bylaws**
   Once established, the Council appoints the BRA board members (usually five to nine members, though local bylaws may determine specific numbers, terms, and qualifications). The Board then adopts bylaws governing its internal operations, meetings, quorum rules, and officer roles.

5. **Coordinate with County and Taxing Jurisdictions (if applicable)**
   Once it's established, if the BRA will overlap or coordinate with County brownfield efforts or involve property in multiple jurisdictions, the Council may also adopt resolutions consenting to participation or concurrence in joint Authorities and provide necessary notices to all affected taxing jurisdictions.
6. **Ongoing Compliance and Plan Adoption**
   Once the BRA is established, subsequent steps include preparing Brownfield Plans and Act 381 Work Plans for specific redevelopment sites will happen as and when needed. Public hearings and notices are required for adoption of any site-specific Brownfield Plan before TIF or incentives may be utilized by the Authority.

Because the City seems likely to see more requests for Brownfield funding, and because there is a good argument to be made that the City should be closely involved in these funding and development decisions, the ORC has recommended that the City establish its own BRA.

RECOMMENDED ACTION: Approval of a Resolution of Intent to Create and Provide for the Operation of a Brownfield Redevelopment Authority for the City of Novi.

CITY OF NOVI

COUNTY OF OAKLAND, MICHIGAN

RESOLUTION OF INTENT TO CREATE AND PROVIDE FOR THE OPERATION OF A BROWNFIELD REDEVELOPMENT AUTHORITY FOR THE CITY OF NOVI PURSUANT TO AND IN ACCORDANCE WITH THE PROVISIONS OF ACT 381 OF THE PUBLIC ACTS OF THE STATE OF MICHIGAN OF 1996, AS AMENDED

Minutes of a Meeting of the City Council of the City of Novi, County of Oakland, Michigan, held in the City Hall of said City on _____, 2026, at ____o'clock P.M. Prevailing Eastern Time.

PRESENT: Councilmembers_____

ABSENT: Councilmembers_____

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

RECITALS

WHEREAS, the City Council of the City of Novi has received and reviewed testimony that there are or may be certain environmentally distressed, functionally obsolete, and/or blighted areas in the City of Novi and that the continued existence of such areas can limit, hinder, or delay redevelopment or revitalization of properties within the City, and, accordingly, that it is in the best interest of the public to facilitate identification and treatment of environmentally distressed, functionally obsolete, and/or blighted areas and promote revitalization within the municipal limits of the City; and

WHEREAS, in order to further such interests, it is appropriate for the City Council to create and provide for the operation of a Brownfield Redevelopment Authority within the City of Novi pursuant to and in accordance with the provisions of the Brownfield Redevelopment Financing Act, being Act 381 of the Public Acts of the State of Michigan of 1996, as amended (the "Act"); and

WHEREAS, pursuant to the Act, this City Council is required (a) to hold a public hearing on the adoption of a proposed resolution creating a Brownfield Redevelopment Authority under the Act (the "Authority") and (b) to publish notice of the public hearing in a newspaper of general circulation in the City of Novi, all in accordance with Section 4(2) of the Act.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The City Council hereby determines that is in the best interest of the public to promote the redevelopment of environmentally distressed, functionally obsolete, and/or blighted areas of the City.

2. The City Council hereby declares its intention to create and provide for the operation of the Authority within the City of Novi pursuant to and in accordance with the provisions of the Act.

3. A public hearing shall be held before the City Council on March 23, 2026, at 7 p.m. in the Novi Civic Center, 45175 Ten Mile Road, Novi, MI, on the adoption of a resolution creating the Authority within the City of Novi, within the municipal limits of which the Authority shall exercise its powers.

4. The City Clerk (the "Clerk") shall give notice of the public hearing by causing notice to be published, in the form attached hereto as Exhibit 1, in the Novi News, a weekly newspaper of general circulation in the City of Novi on the 19th day of March, 2026, and by posting a similar notice of the public hearing pursuant to the practice of the Clerk.

AYES:
NAYS:

RESOLUTION DECLARED ADOPTED.

_____
Cortney Hanson, City Clerk

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Novi, County of Oakland, and State of Michigan, at a regular meeting held this _____ day of _____, 2026, and that public notice of said meeting was given pursuant to and in full compliance with Act No. 267, Public Acts of Michigan, 1976, and that the minutes of said meeting have been kept and made available to the public as required by said Act.

_____
Cortney Hanson, City Clerk
City of Novi

REGULAR MEETING OF THE COUNCIL OF THE CITY OF NOVI
MONDAY, FEBRUARY 23, 2026, AT 7:00 P.M.

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

PLEDGE OF ALLEGIANCE

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

ALSO PRESENT: Victor Cardenas, City Manager
Tom Schultz, City Attorney

APPROVAL OF AGENDA:

CM 26-02-015 **Moved by Casey, seconded by Smith; MOTION CARRIED: 7-0**

To approve the agenda as presented.

Roll call vote on CM 26-02-015 **Yeas: Casey, Gurumurthy, Heintz, Martinez, Smith, Staudt, Fischer**
Nays: None

PUBLIC HEARINGS: None

PRESENTATIONS: **None**

CITY MANAGER REPORT: None

ATTORNEY REPORT: None

AUDIENCE COMMENTS:

Patricia Small**,** 24047 Heartwood, is the President of the Echo Valley Civic Association. She came to speak about some issues in their community directly. Her colleague from the board, Kate Nagle, was also there to speak about three issues: paving of the roads, speeding through their community and the lack of access to the path that runs by their community.

Kathleen Nagle, 24117 Woodham, said she is a board member of the Echo Valley Civic Association. She came on behalf of the residents of her neighborhood at 10 Mile and Beck Road to share several concerns raised at their recent annual meeting. Echo Valley is one of Novi's older neighborhoods, and unlike newer developments, they don't have sidewalks. As a result, their children bike, skate and walk directly in the streets and they wait for their school buses on the roadside. This makes basic daily activities far more hazardous than they are in other areas of the city. She said they were there for help addressing cut through traffic. She said motorists routinely use their neighborhood to bypass the 10 Mile and Beck intersection to the point where, on Facebook, people have called it "the Echo Valley cut through." Speed limits are often disregarded, which is particularly dangerous during school bus pick-up and drop-off times because their stops

are literally in the road. Over the past several years, residents have requested occasional police patrols during these peak periods, but the requests have not been fulfilled. In one case, a resident was discouraged from making a request by the department due to concerns that it might upset neighbors if they were the ones to get pulled over. She said that because the widening of Beck Road will not take place for some time, this traffic pattern is likely to continue and may even worsen.Ms. Nagle said they respectfully request safe sidewalk access along the south side of 10 Mile to the ITC trail. Their neighborhood borders this beautiful community amenity, something Novi is rightfully proud of, yet their neighborhood residents cannot safely reach it. She said while other stretches of 10 Mile have sidewalks, many of which were added after the ITC trail was completed, the portion adjacent to their neighborhood remains unpaved. They're aware that the City has a plan for this sidewalk, but they are delaying it until 10 Mile is widened to see what the grading is. This short gap effectively cuts Echo Valley off from a resource intended for all residents, limiting safe access to recreational exercise in community spaces. Ms. Nagle said the condition of their neighborhood roads is deteriorating. These roads are not only what they drive on, but they are their walking paths, their bike paths and where their children play. They understand that Echo Valley may not yet meet the criteria for full re-paving, but the current road conditions, combined with the increased traffic and the absence of safe pedestrian access, create an environment that feels increasingly unsafe, especially for their children. Taken together, these issues make it difficult for Echo Valley to remain a safe and connected neighborhood where families can thrive, and residents can enjoy the community amenities that Novi offers. She said they appreciate Council's time, consideration and partnership and they hope to work collaboratively towards solutions that will improve the safety and quality of life for all of Echo Valley.

Daniel Fick, 22753 Cortes Street, said he had never addressed City Council before, so he wasn't sure what he was doing. He said he appreciated the opportunity to address Council. He understood that audience comments are not a question-and-answer format and that Council may have already addressed his concern in writing somewhere else, and he may not have seen the response. He said he has been a Novi resident since 2016 and one of the many aspects of Novi that he appreciates is its multiculturism. With the rising spread of white nationalism, which he defined as a political and ideological movement advocating for the preservation of a white national majority, he is concerned about what Novi has been doing or will do to protect its residents from the terror happening in other communities like Raleigh or Minneapolis. More pointedly, he asked what is being done now to make sure that when DHS comes here, if they haven't already, that Novi residents will feel safe and will be protected. He asked what is being done now to inform our police department about their responsibility to protect the residents of the City. He asked what actions the Mayor and the esteemed Council members are doing now to protect this wonderful multicultural community from what he thinks to be a racist, white nationalist Trump administration and agenda.

Deborah Domke, 48801 Windfall Road, said she came to address Council about the Camelot Parc and Stonebrook Road issue. She said in 2018, the City of Novi approved the plans for Pulte to construct the Villas at Stonebrook. An unusual part of the

agreement, written within the Master Deed, was Villas taking responsibility for Stonebrook Drive, a private road, and the land alongside it. At that time, the only way to access the City of Novi's Wildlife Woods Park was by using Stonebrook Drive. Back then, there were only four pickleball courts and pickleball was not popular. By 2025, the City had doubled the number of pickleball courts to eight and pickleball had exploded in popularity. The amount of traffic on the private drive has greatly increased. She walks that road regularly and she can attest to the amount of speeding. It is just a matter of time before someone is injured along this road, leading to the now extremely popular Wildlife Woods Park. The residents in Villas at Stonebrook cannot patrol the road to stop the speeding. They have no authority and there is an anticipated influx of new residents using this sole entrance into the park as surrounding housing developments are getting approved by City Council. Given these conditions, Ms. Domke said the Villas at Stonebrook is requesting the City of Novi to take ownership of Stonebrook Road from Wixom Road to the park entrance. The road is being used as a public road to service the entire Novi community to the sole detriment of Villas at Stonebrook. They have no control over the road. The City, as a governmental body, enjoys certain immunities to liability that Villas does not have. They invite a meeting between Villas and the City to discuss the City of Novi taking ownership of the road. She thanked Council for listening.

Steve Potocsky, 48849 Rockview Road, said he came to talk about the Camelot project. He is in charge of the homeowners' association. There are three of them that have been trying to get an agreement, as was stated in the last meeting, for road maintenance or road upkeep. They still don't have it done. It's not for lack of trying; they just don't seem to have a consensus. He saw something in the packet that is far different than anything they've ever seen or heard of. They've asked for numbers rather than percentages because they've expressed their budget which shows numbers. They're just trying to get to what it really means as far as cost sharing. He said he liked some of the things the previous speaker had talked about, and he said they would love to investigate that as well. He thanked Council for their time.

Ann Nelke, 48646 Windfall Road, said she did not think the Camelot Parc proposal is ready to receive a final vote. One of the unresolved issues is the use of a private road with insufficient maintenance sharing. The developer is offering 15% of cost sharing to build 22 units. 22 units equals 26% of the 84 units to the east of Villas at Stonebrook and thus should be the minimum annual contribution. Taking into account the 446 linear feet this project would use on a daily basis, that number becomes 34%. Removing the building to the north (4 units) would reduce the concern Councilmember Gurumurthy had regarding potential basement flooding as there would be very minimal wetland impact. To address Mayor Pro Tem Casey's concern regarding lack of sufficient buffer between this project and their neighbors, thereby not placing an unnecessary burden on these residents from light pollution, street noise, etc., removing units 13-18 (6 units) would be a great solution. This now brings the number of units to 12 and justifies the 15% proposed maintenance sharing. This also reduces the number of vehicles pulling out onto the narrow private road or turning into the development on a daily basis, helping to mitigate safety concerns and traffic volume. Having less units also makes these appear more like single family homes rather than another townhouse project. The developer cites the Master Plan in regard to

these being a good transitional option to capture missing middle housing needs. Missing middle housing needs, according to 82% of Novi residents aged 18-85 would be single-story options where residents can downsize and stay in their community or young families can raise their children and then age in place. Only 1% since 2020 have filled this shortage. Finally, the developer is proposing to add a trail off of Wixom Road to offset lack of recreation area. She said the developer wishes to retain as many natural features as possible. Creating a trail would disrupt and disturb these features. Wildlife Woods Park has all of the recreational amenities the residents need.

Michele Duprey, 48566 Windfall Road, said she has been a resident of Novi for over 40 years. She is currently a resident of Villas at Stonebrook. She said she has always had faith that the Novi government would make decisions that are not only good for the City, but that are also good and in the best interest of its residents, the taxpayers. Sadly, today, she finds herself questioning the agreement that was made between Pulte and the City long before she purchased her home. The agreement was that the residents of the Villas at Stonebrook would become the sole owners of Stonebrook Road and yet allow unending traffic to Wildlife Woods Park through the Villas private road. She said, when this agreement was made, Wildlife Woods Park was a passive park. Then, it became an active park with baseball diamonds and then the pickleball courts. The pickleball courts have become so popular that Novi has decided to double the number of courts and add eight more parking spaces. This, of course, has resulted in a massive increase in traffic. This was not the vision nor the intent of the original agreement to have so many cars driving down their private road. It's just too busy. This is the only Novi park where the City tells its residents to use a private road to enter the City park. In fact, she said, in the planning stages, when it was questioned whether a traffic study should be done, it was determined that it was not necessary because they believed there would be little to no increase in traffic volume. The City did not even add a left turn lane on Wixom onto Stonebrook until last year. Traffic has increased dramatically. The City has greatly benefited from this agreement, leaving the 84 condos of the Villas at Stonebrook with the burden and sole responsibility of the wear, tear, maintenance and eventual replacement of Stonebrook Road. Now the City is telling the Villas residents that they need to share their private road and allow new cuts to be made on it to accommodate the new development. She said it's not fair. It's not equitable. It's not just and it's not right. She said do the right thing and assume your responsibility, your share of the responsibility. She said in her own opinion, Novi, you can take the road; it's paid for.

Martha Ryznar, 44875 Yorkshire Drive, said she has been a resident of Novi for 23 years. She strongly opposes giving tentative approval to Camelot Parc Townhome Plan. Even with the changes made, she said this plan is not good enough for our city and for protecting the important nature spots left in Novi. She said this developer plans to wipe out about a half a football field of wetlands and numerous mature trees. The City's rules say there must be a 25' buffer zone around wetlands to protect them, but this developer asked for a special favor so they can build too close to the wetlands north of Avalon Drive, building so close they could destroy this precious area with runoff from road salt chemicals and mowing. She asked Council to please say no. The proposed buildings are too close to the woodlands and wetlands, and the proposed natural buffer zone is

deficient. She said this developer is asking for nine special favors. She said there is a conservation easement on this property that is a legal, permanent promise to protect the land. She asked Council to please not allow the developer to undo this because they need a place to put a road or some pipes. About the developer's big problem with access to Stonebrook Drive, she said this road is private and the people who live in the Villas own it and pay for everything like fixing the road, streetlights and police protection. The developer wants to use this as their main entrance. Doing so would put a massive burden on the narrow road (only 25' wide). Moreover, the developer's rights to do this expired in March 2023. The developer claims he is acting in good faith, but he is currently infringing on private property with a void document. She asked Council to not allow this developer's missed deadlines to become a permanent liability for them—the taxpayers. She asked the City Council to stand with the residents and protect their valuable natural areas by rejecting this proposal and sending the developer back to create a good plan that is actually truly a good neighbor.

Nicole Herman, 48225 Rushwood Lane, said she lives in Echo Valley. She moved back to Novi with her family in 2019. She moved here for the schools and the parks. In Echo Valley, they have a huge problem with speeding through Edenborough and it has become a huge safety issue. She said they have people who use their neighborhood to cut through to 10 Mile or 10 Mile to Beck. She said as well as they have no access, they have no sidewalks to any of the trails at any of their entrances. She loves using the ITC trail and to be able to use it, she has to cross 10 Mile which is really dangerous. She asked City Council to consider finishing the sidewalk project from their neighborhood so they have a safe way to access the ITC trail and perhaps take some action, so the children are safe in their neighborhood from the cars that are speeding.

CONSENT AGENDA REMOVALS AND APPROVALS:

CM 26-02-016 Moved by Casey, seconded by Gurumurthy; MOTION CARRIED: 7-0

To approve the Consent Agenda as presented.

A. Approve Minutes of:
February 9, 2026- Regular Meeting

B. Consideration of Ordinance 26-184.01 to amend the City of Novi Code of Ordinances, Chapter 16, "Garbage and Refuse", to allow for rates to be set by user fee. **SECOND READING**

C. Acceptance of a highway easement from the property owner of 26255 Beck Road, parcel 50-22-17-400-044, for the reconstruction and widening of Beck Road between 11 Mile Road and Grand River Avenue.

D. Acceptance of a highway easement and a temporary construction easement from the property owner of 47460 11 Mile Road (parcel 50-22-17-400-028) for the future construction of a roundabout at 11 Mile Road and Beck Road, in the amount of $76,600.

E. Approval of claims and warrants – Warrant 1197.

Roll call vote on CM 26-02-016 **Yeas: Gurumurthy, Heintz, Martinez, Smith, Staudt, Fischer, Casey**
Nays: None

MATTERS FOR COUNCIL ACTION:

1. **Consideration of a new Class C quota license from OCK Company Inc and a special land use for the service of alcoholic beverages located at 24267 Novi Rd, and Agreement on the Prohibition on Profiteering by Class C Liquor License Holders.**

City Manager Cardenas said this application is located on the west corner of Novi Road and Grand River, operating in that commercial area. As Mayor Fischer mentioned, they are looking for one of the last quota licenses. They will need a special land use permit unlike the other one that already has one. This is different because there is no liquor license that's previously been in the location. The one you'll see later on has had a liquor license in that location, so it does not require special land use.

CM 26-02-017 **Moved by Casey, seconded by Martinez: MOTION CARRIED: 7-0**

To table consideration of a new Class C quota license from OCK Company Inc and a special land use for the service of alcoholic beverages located at 24267 Novi Rd, and Agreement on the Prohibition on Profiteering by Class C Liquor License Holders until the meeting of March 9, 2026.

Roll call vote on CM 26-02-017 **Yeas: Heintz, Martinez, Smith, Staudt, Fischer, Casey, Gurumurthy**
Nays: None

2. **Consideration of a new Class C quota license from Shake Shack located at 43335 Crescent Blvd, and Agreement on the Prohibition on Profiteering by Class C Liquor License Holders.**

City Manager Cardenas said this establishment is located in the Town Center area, formerly, Primanti Brothers, which is why they don't need the special land use permit. This is going to be by Shake Shack.

The Applicant stood and introduced himself as Chris Bogoski, the General Manager of Shake Shack, representing the Applicant. He asked Council what they needed to know as he had never been to a City Council meeting before. Mayor Fischer said this was an opportunity for Mr. Bogoski to share anything with Council that he would like them to know about the Shake Shack application. Mayor Fischer reminded Mr. Bogoski of the situation Council is in with one license available and two applicants on the same agenda.

Mr. Bogoski said he thinks Shake Shack stands for itself. It stands for something good which is their mantra and their mission statement. He said they're a big involvement in the community. In their first year, they did a lot of things with Novi High School. They supported the under 12 Heat baseball team. That's something they'd like to continue to do. He said this liquor license is only going to help them in the long run. It's going to bring the traffic in. He said they're not a fast-food place; they're a fast casual place which means they're a higher standard of dining. They want to bring the liquor license in. He said one of the things they do is carry a "shack meister," so they also do a lot of local branding. They use Brooklyn Brewery for that. He said you can't buy that beer anywhere else. It's specifically made for Shake Shack which makes it part of the experience. He said right now they're becoming a place of destination over there. In their first year, they were a little bit on the slower end, but the traffic is picking up, the percentage of sales is going up this year. They're up about five or ten percent right now. He just spent last week down in Atlanta at their corporate headquarters. He said they have a $15,000 budget this year, specifically for their location for marketing and community involvement. He said he is a member of the Chamber of Commerce already like he was last year. He is working with Jenn Ludwig on the board there. He is trying to get involved with the community.

Mr. Bogoski said he has a list of things they're going to be doing. They're planning on doing sponsorships and different events like the Taste of Novi they did last year where they set up tents, set up events, handed out vouchers, and handed out lemonades. He said they have also been working with Jenneva Kayser from the Parks, Recreation and Cultural Services for the Sizzling Summer Arts Workshops where 225 kids get together every Wednesday in the summer. They'll be supporting that by showing up there, doing lemonades, things like that. He said they are also working with Marcel Badia from the Novi Parks Foundation, looking to sponsor the Pour on the Shore event. They want to be involved in the community. They'd like some staying power, and he believes the liquor license will be a big part of that drive. He said the marketing meeting he attended focused on driving sales. One of the things they need is to push sales. Otherwise, it won't be a profitable location.

Mr. Bogoski said he's been in this business for 39 years, beginning as a child all the way up through school and stuff. He has been working for 29 years as a professional, running liquor license operations. He has worked at MGM Grand where they have 40 beers on tap. He said he is well aware how this works. He was the general manager for Social Bar and Grill in Birmingham and then he worked as the general manager at Famous Dave's across the street. He said he is familiar with the area, and he understands the ins and outs of Novi, the community here and the expectations of what they deliver. He said Shake Shack delivers a five-star meal, despite it being fast casual. They would like to compliment those meals with a beer or wine. He said all Shake Shacks have a liquor license. He said they just seem to be the one that's on the outs right now, so he's looking to get that license. He said it will help with the percentage of increase in sales. He said it will also help their guests with their experience which means they will become that destination where everyone wants to come.

CM 26-02-018 Moved by Casey, seconded by Smith: MOTION CARRIED 7-0

To table consideration of a new Class C quota license from Shake Shack located at 43335 Crescent Blvd, and Agreement on the Prohibition on Profiteering by Class C Liquor License Holders until the meeting of March 9, 2026.

Roll call vote on CM 26-02-018 **Yeas: Martinez, Smith, Staudt, Fischer, Casey, Gurumurthy, Heintz**
Nays: None

3. Consideration of approval to award a contract to Luigi Ferdinandi & Son Cement Co., and Santos Cement Inc. for as-needed concrete repairs, with the estimated annual amount of $608,000.

CM 26-02-019 **Moved by Smith, seconded by Casey: MOTION CARRIED 7-0**

Approval to award a contract to Luigi Ferdinandi & Son Cement Co., and Santos Cement Inc. for as-needed concrete repairs, with the estimated annual amount of $608,000.

Roll call vote on CM 26-02-019 **Yeas: Smith, Staudt, Fischer, Casey, Gurumurthy, Heintz, Martinez**
Nays: None

4. Consideration of resolution authorizing issuance of 2026 Unlimited Tax General Obligation bonds for Public Safety Facilities.

City Manager Cardenas said this is the next step in the process with respect to the public safety facilities. Back in August, the community approved a new public safety millage up to $120 million for three facilities and upgrading a fourth facility. At this point, this resolution is the authorization to issue the first series of bonds. Back a number of months ago, their consultants, PFM Financial Advisors LLC, Miller Canfield and PMR were here talking about different series to get to that $120 million. At that time, it was between two to three series. Now, what is being recommended is three series with the first issuance being $35 million. Two additional issuances will occur in the next two years, all totaling $120 million. The representatives and consultants from PFM and Miller Canfield were there to address City Council and to walk them through the process.

Mr. Patrick McGow from Miller Canfield stood and said they were at the meeting to follow up on the bond proposal that was approved by the voters in August. He said this is the next item in the issuance process which is the authorization of the bonds. This would be the last action item by the City Council to approve the issuance of the first series of bonds that are being contemplated for sale this spring in an amount not to exceed $35 million. Since they were last there and since the voters approved it, the city administration and consultants have been working on determining the structure and sizing of the bonds, based upon the needs, costs and timing of those projects. He said the recommendation

is to proceed with a $35 million bond issue at this time and have the $120 million bond proposal split into three separate issues over the next three years. There have been various considerations along the way. Mr. McGow said Sean Wahl from PFM was there to help answer any questions Council had about the structure. He thought it would be helpful to do that before they took up the consideration of the resolution.

Mr. Wahl said they have been working with the City on the bond projections, millage analysis and all of that. He said a lot of this has been a culmination of discussions between PFM, PMR and the City, trying to find the right mix in terms of project spend, project timing and bond funding. He said he put together some materials to help explain their thoughts. He said, as they've discussed before, there are multiple variables they are managing and trying to work through in order to determine the right funding mix in terms of timing, projects, what to issue and when. He put up a slide called "Factors Impacting Series Amounts and Timing." He said at the top, the real drivers are how much the funds are needed, how quickly the funds will be spent and what is the millage implication. They are working with a dual mandate of issuing $120 million but also doing it within 1 mill over the next three years. Those are some of the things they continue to manage in terms of priorities. The other factors that are important that they continue to look at are taxable value growth rates and bond interest rates. As noted, they've assumed a 4% growth rate in the taxable value for the City for 2026. They should know that value in the next month and a half and that will come into play. In 2025, the City's growth was 5.4 % and the CPI was just over 3%. This year, CPI through the state is 2.7%. They'd really like to get a better understanding of that as they go forward. Mr. Wahl said bond interest rates are the other variable. They've got some market information, but the initial series of bonds is finalized with those rates when they price the bonds. He said moving that around throughout the process will impact the capacity here and there.

Mr. Wahl said they analyzed a two- versus a three-series approach. Initially, they were looking at two series—one for $40 million in the spring of 2026 and the remainder for $80 million in the spring of 2028. They've discussed the ideal which was to issue $120 million from a construction perspective all up front but given the variables he just mentioned (taxable value, growth rate, bond interest rates and the one mill levy cap), it isn't feasible. The new finance plan is for a three-bond series—one in 2026, one in 2027 and one in 2028. The first one they're talking about authorizing the issuance of is $35 million in May 2026, then $40,000 million in May 2027 and then $45 million to wrap up the authorization in May 2028.

Mr. Wahl asked rhetorically how they got there and why a three-series option makes sense. Initially, they were going to do $40 million and $80 million, but the three-series approach allowed them to take a vast majority of that $40 million upfront in 2026 and allowed them to move $40 million from the final series to 2027. From the discussions with the City and Plante Moran Realpoint, that seems to fit very well with the City's cash flow, timing and project needs.

Mr. Wahl showed a second slide called "Updated Plan of Finance." He said this proves the series' timing, estimated market rates and then the millage comparison showing that

the one mill levee is expected to be levied in the next 10 years as the bond series come online.

Mr. Wahl showed a third slide called "Historical Taxable Value Growth History." He said one of the important variables is historical taxable value growth and taxable value growth going forward. He said the taxable value is looked at and set on an annual basis. The Bulletin 14 of 2025 from the State Treasury Department came out and set the rate of inflation for 2.7%. That means if a property does not change hands or is not sold, it should grow at 2.7% this year. Previously, that was 5% in 2024 and 3.1 % in 2025. In their projections, they are assuming that the City's taxable value grows at 4% for the next four years and 3% thereafter.

Mr. Wahl put on a fourth slide called "Tax-exempt Municipal Interest Rate Movements." He said they spoke previously on the municipal market back in August. A lot has happened since then, but the market is still in a very similar place. He said there are some different things going on in the graph, three that he wanted to highlight. One, the tan bands are the historical ranges for the interest rates in the last 10 years, the tax-exempt municipal market. The dark blue line is where those spot rates are for each maturity today. The light blue line is where those were a year ago. He said you can see the dark blue line today, in years 1-15 is pretty much in the middle of those historical bands, right about on average. The longer end, 15-30 years, you can see that the blue line is on the higher side. He also pointed out the comparison between the shape of the curve between last year (the light blue line) and today (the dark blue line). He said short-term rates are lower today than they were a year ago. Long-term rates are slightly higher than they were a year ago. That curve has steepened such that short-term rates are lower and long-term rates are a little higher.

Mr. Wahl put up a fifth slide called "Municipal Interest Rate Movements" that shows where they've moved in the last three months. On the lefthand side, you have your maturities or tenor one year to 30 years, on the righthand side, there are rates and moving left to right are the weeks. This is starting roughly from Thanksgiving up through last week. He said you can see the green is a reduction in rates. They've seen a considerable reduction in rates in years 1-20 and then relatively flat long. This is just a comparison between where they've been since they last spoke and when they started this process at those different maturity tenors.

Mr. Wahl showed a sixth slide called "Bond Issuance/Sale Process Outline." He said in terms of the bond issuance and sale process, these are some things they've continued to discuss, but method of sale has been determined as bonds will be sold by a negotiated sale. PFM issued an RFP for underwriting services that were received, tabulated and bid were provided to the City. They provided some information as part of putting together the authorizing resolution that Mr. McGow will cover. From there, a preliminary official statement or the municipal market's version of a prospectus will be put together in the next month, and a rating will be applied before that discussion will happen. That prospectus or preliminary official statement will be published in early April. They anticipate pricing the bonds in mid- to late April and closing the bonds in mid- to late May.

Mr. McGow said the resolution before Council does several things. As he mentioned, this would be the last action item by the Council to authorize the bonds at which point it delegates various city administration members to finalize the sale of the bonds. He said the bonds would be authorized in an amount not to exceed $35 million to pay the cost of the project that was approved by the voters. It authorizes a negotiated sale to an underwriter to be selected. The City has received proposals from underwriters for that and the resolution delegates authority to the city manager and/or they have it set up for the authorized officers as the City Manager, Assistant City Manager or Finance Director. He said the resolution would delegate to those officials to apply for ratings, move forward with the bond sale and then authorize them to award and approve the sale of the bonds after the bond pricing. The way a negotiated sale works is that you essentially select an underwriter up front who works to market your bonds to potential investors. They then receive bids on a day and then come back to the City with the interest rate and the scale which is then reviewed by your financial advisor to make sure that's a market rate. Then a bond purchase agreement is signed between the City and the underwriter. It allows for more pre-marketing of the bonds, as well as the flexibility on the timing related to the sale of the bonds and the structuring. The resolution says not to exceed $35 million, but again, this is built around essentially what is expected to be needed from a cash flow basis, but also based on whatever interest rates are received at the time of the bond sale and the taxable value to keep that estimated millage rate for the debt levy to be at or below one mill. He said this provides flexibility to adjust those depending on what those final interest rates are at the time of the sale of the bonds. He said he'd be happy to answer any questions about the bond resolution or questions about the structuring and sizing of the bonds.

CM 26-02-020 **Moved by Martinez, seconded by Casey: MOTION CARRIED 7-0**

Approval of resolution authorizing issuance of 2026 Unlimited Tax General Obligation bonds for Public Safety Facilities.

Mayor Fischer asked Mr. Wahl, going back to the $35 million and how that was calculated, as Mr. McGow said, the authorizing resolution says not to exceed $35 million. He said as he understands it, the authorized officers as designated, have the ability to make the final determination on that amount. He asked if there is any sense in authorizing up to $50 million or $60 million at this point? Then, as pricing comes in, et cetera, then that determination can be made to come down to $35 million if it needs to be in order to stay within the one mill. He asked how they got to the $35 million and if they're giving enough flexibility to the city manager and themselves to potentially front load some of the issuance right now.

Mr. Wahl said that is a really good question. He said some of that moves with interest rates. A lot of this came from a discussion between them, the City and PMR about what the City needs at this point for the first series within the first year and what can they reasonably expect to spend. He said he believes that number was not less than $25 million, but somewhere between $25 million and $30 million. They landed at the $35 million

number because they figured, through discussion, if it was close to $30 million and the market was strong, they could accelerate some of that issuance into this issue—up to the $35 million. He said the other thing that is competing with this is that if you look at 2026 and 2027, it's a combined $75 million. He said if they tried to do all of that in 2026, they certainly couldn't get there. The more they were to issue in 2026, the less they could do in 2027. A lot of that discussion went back and forth and ultimately landed on not exceeding $35 million, then $40 million and $45 million. He said it was their understanding that this is what is needed to do the project.

Mayor Fischer asked Mr. Wahl if it is not worth increasing that amount, in anticipation of a potential where that demand is there, that the rates are low enough. He asked Mr. Wahl if it doesn't hurt the City to issue in a strong market and hold onto the cash. Mr. Wahl said yes and no. He thinks they settled on this as a good amount with some buffer. He said the City could certainly go up. They figured the top end of affordability for the first series of bonds was in the $45 million range, but then again, there are some other variables that come into play with some assumptions in terms of the City's taxable value growth for this year. As soon as they know that value, they'll have a little bit better understanding. He said the Mayor has a point, the City certainly could go more than this. From their discussions, from the kind of expectation on spending, they thought $35 million was a good number.

Mayor Fischer said it goes back to their chart with the short end of the range being right at market within the historical bands. He said he believes it's a strong time to issue as much as they can now. Mayor Fischer told Mr. Wahl if he's comfortable, he doesn't want to get in a situation where when they're doing series two and series three, they're looking at these curves and they've shifted way up. He said, apparently, federal governors are talking about inflation and how we might see rate hikes again. He's seeing new tweets every single day. He gets nervous that they're going to be in a higher interest rate environment on municipal bonds in the near future and that that is much more likely than that they will be in the same or lower. That's why he thinks front loading would be the best thing, but if Mr. Wahl and Council are comfortable with the $35 million authorization, he will go along with it.

Member Gurumurthy said she had a general comment about the public safety project. She said she really liked the advisors' timeline in terms of where they are going. She said she knows it's very hard to have an overall timeline at this point, like a five-year or even next year's timeline, but for quarters two and three of 2026, she would like some high-level milestones that they can see, maybe in an administrative packet. That way, they can see what will be happening in quarter two, like if Council will be approving the design or something like that. She requested that they be given something like that for the upcoming quarter.

Roll call vote on CM 26-02-020 **Yeas: Staudt, Fischer, Casey, Gurumurthy, Heintz, Martinez, Smith**
Nays: None

5. Consideration for tentative approval of the request of Avalon Investment Group, LLC, JSP25-02 Camelot Parc Townhomes, for a Planned Suburban Low-Rise (PSLR) Overlay Development Agreement Application and Concept Plan.

City Manager Cardenas said as a reminder from last time, this came before Council back in December. This is a revised plan for the empty property of 8.24 acres on Wixom Road. Back in 2023, City Council saw this as a PSLR request for the site for 46 units. That plan was ultimately denied, and the new plan Council has in front of them is for 22 townhome units in five two-story buildings. The units will be for sale, and each would have a two-car garage, as was requested from a neighboring residence. The subject property is currently zoned R-1 One Family Residential with a PSLR overlay. This will come back eventually, if it gets approval for a final PSLR agreement.

Mr. Jared Kime with Atwell introduced himself and said they had just been before Council in December 2025. He said instead of rehashing the full presentation that they did previously, he tailored to address Council's specific comments and feedback that they provided in December. He showed a slide called "Summary of Revisions" that outlined the updates. He said they added the walking path connection back into the plan connecting to Wixom Road and to find an access easement over the pathway. He said he had some exhibits that they would highlight for Council as a quick overview. They added some additional trail next to the pond area within an additional viewing space to increase the number of observable amenities that the public can use. They defined the preservation area. He said he knows there were a lot of questions about what that was going to look like overall. They've added a 10' wide private open space behind each of the units, creating more of a usable backyard space for each of the units. Consequently, the addition of this area enabled them to remove one of the previous deviation requests not having quite so much of the individual private open space that they had had previously there. He said they've expanded the grading impacts behind units 19-22, as they've discussed. This increases the amount of wetland impact on the property, but it does create that usable rear yard space. He said he'll discuss what they did with some of the buffers there. They moved the wetland protection signs so they're located adjacent to the road. This will serve as an additional reminder that this is buffer space to the wetlands, even though it is a reduced buffer space from the typical 25' there. He said they revisited the trees. Previously, they had a bunch of trees they were paying into the tree mitigation bank for. They've planted an additional 26 trees on the site. They've revisited the calculations based on some direction from city staff about the additional shrubs and other landscaping that they're already implementing into the plan and how that affects the calculation. They've significantly reduced the number of trees that have to be paid into the mitigation bank. One side note, they did address a revised comment or note on the plan about the emergency access gate and the timing on which that gate had to be closed. Previously, it stated before any building permits would be issued, that that gate had to be closed which didn't coincide with the intention to maximize the amount of use of that emergency access drive for construction access. Changing that to reflect the first C of O for a building instead of the actual building permit itself allows them to use that drive for more of the construction access and less of Stonebrook Drive.

Lastly, Mr. Kime said there are significant changes to the proposal for the contribution to the maintenance with the Stonebrook Villas HOA adjacent. He said they can go through the details on what the current proposals are on that. As the residents noted in the earlier discussion, there hasn't been an agreement reached on that yet. They're still in negotiations/discussions to come to a resolution there.

Mr. Kime showed a slide called "Public Nature Trail" that highlighted the additional trails and three bench areas that he talked about. The highlighted green area would be considered a public access area where they would have an easement over it. The trail that continues south of the detention pond and into the site would be considered a private area. They're trying not to encourage the public to traverse all the way into the pond and down into the development. They put up signage that at that point, that's the end of the public access area.

Mr. Kime showed another slide called "Preservation Area." He said the preservation areas are highlighted in green. This is what would be physically put into a preservation easement that they would execute with the City. It's over 50% of the site area. Overall, on the development property between all the common green space and the preservation area, over 75% of the site is green open space use, usable for the residents and mostly usable for the public.

Mr. Kime showed a slide called "Wetland Impacts." He said, regarding the wetland impacts, they highlighted them in green. He said they'll call it the "buffer" row of shrubs to help delineate between the actual delineated wetland area and where the buffer space is. In discussion with city staff, there was talk of moving all the shrubs up adjacent to the curb line itself, but the fear is that having the shrubs physically up against the curb line, they would ultimately end up damaging the shrubs with regular maintenance. Instead, they've placed the signs up by the road, kept a natural, grass-type buffer between the wetland and those shrubs and let those shrubs act as the last line of defense to protect the wetlands. Behind the units, they flip-flopped that idea where the protective row of shrubs is up against the private open space behind the building to maintain that border with the residents where the buffer space is growing behind those shrubs to further protect the wetland even though there's a little bit more wetland impact in this area. Ultimately, with this slight increase in wetland impact, they went up to .65 acres of mitigation that would be required. What physically fits on the site at this preliminary level is .61 acres of mitigation which means they are deficient by .04 acres of mitigation which they propose to construct elsewhere within the city per the city ordinance allowances.

Mr. Kime showed a slide that highlights where they've added additional trees into the plan to help mitigate some of the payment into that tree fund. With these additions, and you can see in the calculations, there's credit for some of the native seeding and the large shrubs (they're planting far more) which means they'd be able to claim more credits towards, but there's a cap on the percentage that those can credit towards. He said they've gotten down to 13 trees to be paid into the fund versus the 53 trees that were previously proposed.

Mr. Kime showed a slide called "Stonebrook Drive Shared Maintenance." He said on this exhibit, the proposed maintenance contribution on Stonebrook Drive is depicted. He said if Council looks in their package, they'll see this in a little bit more detail. Their previous proposal took the maintenance contributions up to the Camelot Parc Drive entrance. They've essentially doubled the distance of the roadway that they would be contributing towards. In addition to doubling that distance, they've also offered to contribute to the sidewalk maintenance, the lawn maintenance and the costs for the irrigation heads for that space. He said at a pro rata share, based on the number of units (22 in Camelot Parc and 84 in Stonebrook Villas), that's 21% of the units on a per unit basis of double the length that they were previously in for.

Member Smith said he appreciates the efforts of the developer to minimize the impact on the site, to provide public benefits and to work with the residents of Stonebrook Villas. He said he also appreciates the work of the residents of Stonebrook Villas and their HOA to come to an agreement. He is, however, disappointed that this issue is back without an agreement on the shared road. After Council delayed it in December, his hope was that the next time they saw it, an agreement would be reached, and they'd be ready to move forward. Recognizing that it takes two parties and sometimes some extra time to negotiate in good faith to reach an agreement, he would like to provide one more chance for the parties to come to an agreement on the shared road up until the next Council meeting on March 23, 2026. He won't support any further delays after that. It is their job as the Council to make these tough decisions, but he thinks in this case, hopefully, the parties are close and will be able to come to an agreement.

CM 26-02-021 **Moved by Smith, seconded by Heintz: MOTION CARRIED 5-2**

To postpone consideration for tentative approval of the request of Avalon Investment Group, LLC, JSP25-02 Camelot Parc Townhomes, for a Planned Suburban Low-Rise (PSLR) Overlay Development Agreement Application and Concept Plan until the meeting of March 23, 2026.

Member Gurumurthy said there are a number of changes and updates that have happened. She appreciates the new public trail. She was going to ask how they're going to prevent the public from accessing that area when part of it is public and part of it is private, but she thinks they've already answered that. She asked who will be maintaining the public access. Mr. Kime said it will be the responsibility of the association because it is on the association's property. They will be responsible for the maintenance of that trail. One thing she has learned during her term is that this responsibility needs to be communicated clearly through whatever means like the master agreement. She has seen this where the current residents agree to it, but then future residents move in and they don't know about it. She asked the developer how they intend to clearly communicate this information to the residents on whom the responsibility lies. Mr. Jim Polyzios said with each purchase agreement, there will be a separate addendum specifically dealing with this issue where the residents acknowledge that this path can

be utilized by the public, but it is still the HOA's responsibility to maintain and take care of. This will avoid issues of residents coming to City Council complaining about the public using their trail system. Member Gurumurthy clarified that it will upfront. Mr. Polyzios said yes, it will be a separate document that he can ask the city attorney to approve before he sends it out.

Regarding the wetlands, Member Gurumurthy asked if they were planning to mitigate them within the site. She said that would be great if they could do that, especially because it's so small. Mr. Kime said they are providing .61 acres of the .65 acres on the site itself. He said it is the difference, the .04 acres that, based on the preliminary design plans, they were deficient in the space to do that. They would construct that elsewhere within the city at the developer's cost. Member Gurumurthy said having over 50% of the land being preserved is something she really appreciates, especially with the development. She said the other thing she would encourage the developers to do is continue to look for areas within the site where they could put the trees.

Member Gurumurthy said she was not on the Council at the time Stonebrook Villas were approved, but she has taken the time to understand some of the history of it, especially because this issue has come up a couple of times. In 2023, Camelot Parc was proposed as 46 apartment units and, of course, open parking lots which didn't align with how the neighborhood was. It was denied. It has come back to Council with several updates. Now, it's 22 for-sale townhomes and lower density. Another thing she understands is the whole public benefit concept. When the Villas were approved, Stonebrook Drive was a public benefit. The public uses it to get to Wildlife Woods Park. This was one of the reasons the Villas was approved. When Council raised some of the concerns, they raised the ideas about open space, being a public benefit and it was very important to her that the parties aligned. She said she was hoping, as Member Smith said, that the developers and the residents at Stonebrook Villas had come to an agreement before the meeting.

Member Gurumurthy said she understands that there is currently a proposal from the developer that has raised the rate from 7% to 15%. The developers corrected her and said it's up to 21% and double the area, including the sidewalks, the landscape, the irrigation, the trimming of the trees along Stonebrook Drive and the mulching. He said everything they have asked him to do he has included in the proposed scope. He can't give them the number they want. They want an economic number and he can't give them a number without looking at the contracts, peeling back the coverage of the driveways, the walkways of the house, the landscaping around their units. He has to scale it back, get to a legitimate number and use that number to budget going forward. He said they could evaluate that budget every year. Currently, the insurance agent for the Villas and their developers' insurance agent is the same guy. His plan is to use the same HOA management firm to make this a seamless transaction where things are transparent so that there are no questions or issues.

Member Gurumurthy said she appreciates all the effort this has taken. At the end of the day, the parties have to align and come to a decision. Two things that stand out with this property: 1) preserving 50% of the land and 2) creating a middle place for residents. She

said with any development, it's hard to preserve and she is really impressed that they are preserving so much and she sees when people cannot afford single family houses, they're in apartments and they would like to move to a place like this. She sees this development as a middle place. With respect to the maintenance agreement, she believes it is really important that the parties align. She appreciates how the developer has updated the percentage. Overall, she is in favor of this development for the reasons she has highlighted. If it is just time that the parties need to come into alignment, she supports tabling this issue today. She said on March 23, 2026, this issue has to come back and she hopes that by that time, the parties will be in alignment on this issue.

Member Heintz said he agrees with what was previously said by the other Council members. He asked to clarify if the buffer zones are no mow, no fertilizer zones and adjacent to the wetlands, if it would be the HOA's responsibility to make that part of their contract with the lawn care provider. Mr. Kime said yes, it would be part of the HOA's contract that they would have to sign with their lawn care provider. They would identify this is a buffer zone. It's a no-mow zone, so you shouldn't see any lawnmowers going in this area. The signage will be in place. The developers have more signs proposed per linear foot than what was recommended by the staff. Member Heintz asked if it were to happen, it would be something that would be dealt with within the HOA. Mr. Kime said yes, there would have to be notice provided to the maintenance provider saying something like, "You're impeding in an area that you're not supposed to. Please stop or your contract will have some fines."

Member Heintz said he appreciated all that had been said. He appreciates the delicacy and the thought that's going into all the ways they can maximize the amount of green space and wetlands and the conservation easement. He said he finds it interesting that a lot of times when developments are proposed in front of them, they have pushbacks about the impacts on the land itself. In this case, it's more the paved space that they're working through right now. He hopes that they will do their best to continue to use this extra time to iron out those needed details to make sure everyone is good with the agreement.

Member Martinez said he would have liked to see this come a little bit more in terms of changes than the last time. He thought Council was pretty clear about the standards they put out there, things that they were looking for. He gave the developers credit for the private open access that is now in compliance with the ordinance. The standard they have to apply under their ordinance in state law is there has to be a recognizable, substantial benefit to the community, that it will not result in unreasonable increases to service utilities, that it won't place an unreasonable burden on surrounding land nearby, that property owners in the natural environment will not cause a negative impact on surrounding properties and that it is consistent with the goals and objectives in the Master Plan. He said he will keep hammering it home because their ordinance tells them they have to go beyond the requirements of the ordinance. There has to be specific identified features to do that. Meeting the base requirements of the ordinance is by itself not sufficient for PSLR benefit and any deviation that goes against the strict text of the ordinance has to have some substitute safeguard to go with it. He asked if the public

benefit showing had improved. He said perhaps marginally. He said he can give the developer some credit there, but the fact that a deviation is no longer required as to the open space does not mean it goes beyond the requirements of the ordinance which is the standard they have to reply.

Member Martinez said as the 10% active open space is an ordinance compliance, that's not anything above and beyond. The public access easement from Wixom strikes him as one of the few clear benefits that gives the public a formalized route to the open space system in the school campus. The question for him is whether it becomes substantial enough to offset the remaining deviations and he doesn't think so as of right now. He said they really tried to impress upon them—not just the Applicant, but also the folks in the HOA and the Villas—that it is important to them that people are coming together to try to find common ground. He thinks Member Smith's proposal tonight is reasonable, but at some point, this project is going to come before Council for a vote and he hopes that everyone gives their best shot to be reasonable, to come together, to try and start over to try to get something done. At some point, one side or the other is going to overplay their hand. He thinks that's something that both parties should be cognizant of. He appreciates that they got a draft agreement, but he would like to see what that agreement will be ultimately. He wants to know exactly what is being done and he would like to see that incorporated into the PSLR development agreement and made a condition of PSLR approval because he thinks it's hard to treat that as a fully reliable substitute safeguard which is what their ordinance contemplates. He said he believes this project is marginally better than before, but it is still borderline in his mind. All of the other points that have been brought up are required compliance under their ordinance or slightly better than what their ordinance already demands.

Member Martinez said he came into this meeting prepared to deny this. He believes they have given this project a lot of time, a lot of thought and it doesn't feel like they are getting anywhere. That was his concern coming into this today. He said they are really lucky that Member Smith is a little bit more diplomatic than he is, but the fact that this is back before Council in its current form, he would characterize it as being substantially similar to what was already tabled. He'll support Member Smith's motion, but if this comes back to them, he'd like to see them take specific note of what it will take to get a yes vote for him. That is a fully defined, binding set of substitute safeguards for the remaining deviations, especially a clearer upgrade to active open space, more area amenities or both, or more substantial park and trail enhancements tied to those deviations, a complete wetland mitigation plan that meets or exceeds the required mitigation and a meeting of the minds between Stonebrook Villas and the developer incorporated as a condition of the PSLR. He said he is open to a PSLR solution. He recognizes that this is a tricky parcel of land, but if he has to apply a test of the ordinance, which is that there has to be a recognizable and substantial benefit to the community and substitute safeguards that our own ordinance requires, he doesn't think he could find that tonight. He invited the developer to come back once they've been able to figure out those remaining points that he just raised. He hopes they can come to a final vote on this sooner rather than later. He encouraged all parties to be reasonable. He doesn't want either party to come away from this thinking they get more than the other. He would like both of them

to come back a little unhappy because that means that they will have both been reasonable and that the project that comes before Council and the proposal that comes before Council will be closer to meeting the standards of their ordinance.

Member Staudt asked if any police leadership were at the meeting. City Manager Cardenas said no. Member Staudt said one of the questions he'd like to get addressed at some point is it's a private road that goes into a public park. What level of law enforcement monitoring happens on that road? City Manager Cardenas asked Member Staudt to clarify what kind of monitoring he was asking about such as speeding on that road, patrolling the park, etc. Member Staudt said there is a road that's between a city use and a public road. He asked what our law enforcement's responsibility on that road is. Member Staudt asked City Attorney Schultz to respond. City Attorney Schultz said he would normally defer to Novi's police, but because they were not in attendance, he said it is a private road. There can be an agreement between the City and the owner of the private road for speeding enforcement and things like that. The parties could explore that. Member Staudt said that is not currently in the agreement that they signed years ago. Member Staudt said there was also an argument brought up that Council doubled the space of the parking and doubled the space of the pickleball courts. He said at the time, they anticipated a specific use and now, they've doubled that use. He asked rhetorically if Council has any responsibility for that. Member Staudt asked City Attorney Schultz and he said the non-rhetorical answer would be that he doesn't believe so. Member Staudt clarified and said, "So you don't believe so legally." City Attorney Schultz said that is correct. Member Staudt asked City Attorney Schultz that if Council had made this into a 50-car parking lot, they would have no responsibility. City Attorney Schultz said he believes, from a legal perspective, as an easement, it serves the same property and that from a legal perspective, there is not an issue there. He said you can make your own judgment on other issues. Member Staudt interjected that there is a legal perspective and then there is a fairness and political perspective. The political perspective is I was sitting here, voted for it and I never anticipated an increased use there. That's something to consider.

Member Staudt asked City Attorney Schultz about the pump area that is there. He asked if that is owned by a separate, private entity. City Attorney Schultz said yes, it is. Member Staudt asked if this private entity has any responsibility. He asked what the public has to offer them. Did they give up something? Were they the owners of the road? City Attorney Schultz said yes, the road moved, their access road. Member Staudt said that was their access road. City Attorney Schultz said yes. Member Staudt said they gave up ownership of the road to create this private road for the development and for the City's usage. City Attorney Schultz said yes, he'd have to go back and look at the details about giving up ownership, but basically, they were involved in the discussions, and they had access and now they continue to have access. Member Staudt said the private owner has little to say about this because they contributed the road.

Member Staudt he is much happier with the 21%. The beauty of being a City Council member is they can disagree with each other. He disagrees with some of the things that have been said. He thinks the development has been well done. He told the developers

they have jumped through a lot of hoops. This road issue has got to get resolved. Last time they were there, he made it very clear that it had to be resolved in order to get his vote. It's not done. He is happy that the developer has gone up to 21%. He asked the developer what 21% equates to in dollars. Mr. Kime said it depends on the size of the pot that you're talking about. Member Staudt said yes, what is the size of the pot the developers are using to base their estimate on. Mr. Polyzios said he didn't come up with an economic number. He was given certain numbers and he needed more information to understand exactly what those numbers represent. Member Staudt said based on what he was reading on the developers' slides, they have a pretty good idea what those numbers represent in terms of totality. For example, if the road is being repaved, will the developer be paying 21% of that? He asked them point blank. Mr. Polyzios said from Wixom Road to the park entrance, yes. Member Staudt said if the total is $200,000, the developers will be paying 21% of $200,000. Mr. Polyzios said that is correct.

Member Staudt said he's not sure if this project gets tabled, he'd suggest that the developers come back with some real numbers, make some estimates. He's a 25-year home owners' association treasurer (he has quit it because it was too painful), so he's assuming that the developer is going to come up with some measures so that their residents understand that they have a long-term liability for this property. Member Staudt said they will put that in their deed restriction or whatever it is that tells them as long as they live there, those residents are going to have to pay 21% of all those expenses. Mr. Polyzios said that is correct. He said Mr. Petoskey asked him to create a separate document so his buyers would not be blindsided when they have to pay for any special assessments or major road improvements. Member Staudt said that's kind of like the residents that live in Stonebrook Villas. They feel blindsided by what happened in their situation. Member Staudt said this is crystal clear and Mr. Polyzios said absolutely.

Member Staudt asked Mr. Polyzios how they got to 21% after starting at 12.7%. Mr. Kime said it's a matter of understanding how the calculations occur. Member Staudt said he doesn't care about calculations. Member Staudt said, at the end of the day, the 21% is creeping a lot closer to what he thinks is the fair standard. He's happy they have a calculation that came to 21%. He heard some of the residents mention 20-25%. 21% is in the ballpark where he would feel comfortable. Mr. Kime said 21% is the exact unit percentage breakdown Camelot versus Stonebrook Villas. It's based on a unit-by-unit basis. It's not based on the size of the pie. They've got the defined area and every unit in Stonebrook and every unit in Camelot Parc drives over the same road so they're each paying their own proportionate share of the shared portion as illustrated for the improvements. Mr. Polyzios said it's not just the road; they're talking about the lawn service, the irrigation, the sidewalks. He said he is throwing more things into the pot that he is willing to take care of from Wixom Road to the park entrance.

Member Staudt said, as an accountant, he'd like to know what that pot is. Is it $20,000, $30,000, $50,000 or $100,000? They're talking percentages right now. It's going to turn into real money at some point. He said he doesn't know what will happen on this vote to table it, but he will say this: both sides have a responsibility to meet and get this done. He said clearly, the developer has a legal right to this property, and he knows there is some

dispute about that. He said this road was set up so that the owner of the property would have access to it. He accepts that. He thinks they have gone out of their way to propose a development that fits what they wanted for that property which is a lot of green space and a lot of easements and a lot of conservation. He said let's see what happens on this first vote. If it gets tabled, and they come back, he is telling them, they need to get it done.

Mayor Pro Tem Casey said she'll give the developers a quick breather. She asked City Manager Cardenas what they're hearing about the wetland mitigation within the city is the smallest amount they've ever heard. She clarified with the developer that the amount is 0.04 acres. They said yes. She said that needs to get mitigated within the city. She said she knows generally, they've had some challenges trying to see if they've got that kind of space. She asked if the City has 0.04 acres available for them to do the mitigation in the city. She said she knows they don't have "banks" per se. City Manager Cardenas said they would have to look at that. He is sure there might be something available somewhere, but he did not feel like he could give them a definitive, complete answer on that. Mayor Pro Tem Casey said she just wanted to make sure because generally, developers have much more that they need to mitigate and Council doesn't have that kind of space in the city. She was happy this is such a small amount and she's very hopeful that they can find that in the city to make it a process that works for everyone.

Mayor Pro Tem Casey said the developers had heard a lot from her colleagues. Generally, she agrees with the feedback that shares that she's pleased with how they've built out the development. She appreciates the fact that they're talking about a 50% conservation easement. She feels like they've done a great job looking at protecting the wetlands. She appreciates that they've brought in more trees versus paying into the tree fund. She appreciates all the work they've done. She differs from her colleagues in saying that what they're proposing in terms of not just trying to maintain the road, which was the charge that was given to them by Council, that they are working with the residents and figuring out how they can help maintain the road. They've done that. They are offering to maintain it beyond their own driveway. They're offering to maintain it to the park entrance. They're offering to maintain not just the pavement, but snow clearing, sidewalks, mowing, and irrigation. She appreciates the work they've done. She can understand that there's some challenges in understanding what 21% means. She looks forward to seeing what that number comes out as. She also looks forward to the HOA helping work through that with them, so they understand the commitment they're making. She would like them to have a number in their heads that says they are committing to x amount of dollars per year. She would like them to have confidence in that number because she knows that number will likely go up year after year as costs rise. That will then be something that the residents of Camelot Parc will be taking on as part of their HOA year after year. That becomes their responsibility to maintain the developers' commitment. Mr. Polyzios said that is correct. If he were to give them a number today, it will not be the same number two or three years from now. He said he is dealing with a percentage to say this is what it is on that given budget or that given year. He will try to figure out exactly, break down the cost that the Villas incur and try to figure out what

that means for him and what the percentage means. He can bring that feedback back to Council.

Mayor Pro Tem Casey said she appreciates that. This is an awkward situation for several reasons. A previous Council made a determination when the Villas was built that they would accept a private road with access to what is now Mr. Polyzios's development with access to the City's park. That was a public benefit that they expected from the Villas. Now it has become more of a challenge than they expected it to be when they accepted that benefit back in 2016, she thinks it was. They're here now and she thinks, generally, she appreciates what they've done. She said she will look at them and say she expects continued progress on the negotiation. She will look at the HOA and say she expects continued progress on this negotiation. Initially, she is not in favor of tabling this project because they did that once in December. They postponed to give time for this negotiation to happen. It still hasn't happened. She's not sure that giving it another month is the right thing to do. She said she would tentatively approve it tonight and then allow the continued negotiations as they're working out the agreement. There might be some leeway at the Council table to move for that. She said as it stands right now, she thinks they've done a good job in working to come up with this calculation. It concerns her slightly that they will have 21 units that have this kind of cost that they'll be bearing year after year, but that will be their decision when they purchase. It will be fully disclosed to them when they purchase. She looks forward to seeing this come back to Council for tentative approval in the not-too-distant future with a solid negotiated agreement between the developers and the HOA.

Roll call vote on CM 26-02-021 **Yeas: Fischer, Gurumurthy, Heintz, Martinez, Smith**
Nays: Casey, Staudt

6. Consideration of final approval for rezoning property north of Eight Mile Road, west of Garfield Road. The development is Mariella Estates, a 10-lot single-family project. The zoning will change from Residential Acreage to R-1 with a Planned Rezoning Overlay. SECOND READING

The petitioner stood and introduced himself as Chris Rothhaar with Atwell. He said this is their second time coming before Council. He is seeking final approval for the 10 units as part of the Mariella Estates. He said since the last time, there have been no changes to the plans. They've just finalized the development agreement and they're working through the final site plan with city staff.

CM 26-02-022 **Moved by Casey, seconded by Martinez: MOTION CARRIED 7-0**

Approval of the request for Mariella Estates JZ24-43 with Zoning Map Amendment 18.750, to rezone from Residential Acreage to R-1, subject to the attached Planned Rezoning Overlay (PRO) Agreement and exhibits including the corresponding PRO Plan, the conditions of this Motion, and the conditions listed in the staff and consultant

review letters, and also subject to any changes and/or conditions as discussed at the City Council meeting, with any final minor alterations required in the determination of the City Manager and City Attorney to be incorporated by the City Attorney's office prior to the execution of the final agreement. This motion is made for the following reasons, and only upon the assumption that all conditions and requirements of this motion and the PRO Agreement, will be satisfied:

A. The proposed R-1 zoning district is consistent with the Single-Family use recommended in the Future Land Use Map, and fulfills the intent of the Master Plan for Land Use, and because:

1) The additional homes allowed under the new R-1 District designation will not detract from the project area and, given the anticipated quality of the custom homes, the development generally will be an enhancement to the project area.
2) The amount of open space on the site and the landscaped buffers mirror what has been provided in recent adjacent developments, and exceed what can be required in the R-1 District.
3) The preservation of the wetland area is beneficial to the environment, providing aesthetic, habitat, and stormwater functions.

B. For the foregoing reasons and the conditions contained in the PRO Agreement, the proposal will result in an enhancement of the project area as compared to a "straight" R-1 designation, and will result in benefits to the public that would not otherwise be available with a straight rezoning R-1, and the deviations listed in the Agreement are necessary to secure the enhancements listed above and in the PRO Agreement.

C. This motion is made because the proposed R-1 zoning district is a reasonable alternative to the density recommended in the Future Land Use Map, and fulfills the intent of the Master Plan for Land Use, and because of the site specific development features that will result in an overall benefit to the public that outweighs any detrimental impacts of the project.

Member Martinez said he was not on Council at the time when this came before them, but having read the comments made at the time, he agrees with most of them. He thinks this PRO agreement does a really good job of laying out the enhancements to this area of the city and why this approval is in the public interest. To him, it boils down to the two central issues: the compatibility with the nearby single family neighborhoods and

protection of the natural features at the site. As they balance that, as they're required, this net increase of four homes, even though it is above what the Master Plan's density says, it's still constrained effectively to one unit per acre. He thinks that is a really, really admirable design. He also thinks it is worth mentioning the city has spent considerable money to improve the conditions of their utilities in this area to support development like this. He wants to applaud them and he finds that the PRO standards are met from his perspective and that approving this agreement is in the best interest of the city.

Roll call vote on CM 26-02-022 **Yeas: Casey, Gurumurthy, Heintz, Martinez, Smith, Staudt, Fischer**
Nays: None

7. Approval of the FIRST READING of Text Amendment 18.306 to reclassify auto washes from Principal Permitted Uses to Special Land Uses in the B-3 District, and to add use standards to be met by new Auto Wash establishments.

City Manager Cardenas said as we all know, there might be a few more auto car washes available in the city at this point. With that in mind, the Ordinance Review Committee met to review possible zoning ordinance text amendments related to the auto washes with the interest in allowing greater discretion by the Planning Commission through a Special Land Use process and subject to a number of use standards that would need to be met by the new auto wash establishments. The ORC made a recommendation that the draft ordinance be forwarded to the City Council for approval to send to the Planning Commission for public hearing and recommend back to the City Council. At that time, on September 10th, the Planning Commission did hold a public hearing and recommended approval for the tax amendment to the Council which is at this first reading at this time.

CM 26-02-023 **Moved by Casey, seconded by Martinez: MOTION CARRIED 7-0**

Approval of Zoning Ordinance Text Amendment 18.306 to amend various sections of the Zoning Ordinance to reclassify auto washes from Principal Permitted Uses to Special Land Uses in the B-3 District, and to add use standards to be met by new Auto Wash establishments along with other minor changes, subject to further modifications as determined necessary by the City Manager's Office or City Attorney's Office. FIRST READING

Roll call vote on CM 26-02-023 **Yeas: Gurumurthy, Heintz, Martinez, Smith, Staudt, Fisher, Casey**
Nays: None

CONSENT AGENDA REMOVALS: None

AUDIENCE COMMENT: None

COMMITTEE REPORTS:

1. **Long Range Strategic Planning Committee – Mayor Pro Tem Casey**

Their committee met with and a had a great conversation with Shockey Consulting. They presented to them their environmental scan based on all the information they've been able to receive from the City including all their Master Plans, all their goal setting, and all the work they did with Rebecca Ryan. She told Council they all had that in their admin packet from a couple of weeks ago. She hopes they reviewed it and got the gist of what they see. They gave them some good recommendations in terms of things for the committee to consider. They also worked on looking at some of the survey questions that will go out and be presented to the Novi residents. She thinks their next meeting is coming up next month.

2. **Finance and Administration Committee – Mayor Fischer**

Mayor Fischer said they met last Thursday. For the second time in as many years, they met with a subset of the Novi Community School District. He said, as Council could recall from his committee report back then, they wanted to sit with this committee and talk about potential partnerships as they are moving forward with their building off the high school which is just to the west of Novi Way, right by the City's Power Park. Those conversations went really well last year. Obviously, since that time, the District's bond has passed. They wanted to have a couple more discussions as they could use some easements on Novi Way as well as some ability to access the City's retention ponds. They wanted some feedback on what that might look like. They gave them some feedback. The next step is for them to come in front of full Council with their proposals on how they would address a couple of those items in support of their project. It was a good, continued collaboration with them.

That was one of four items they had that night. Second was a CIP meeting. That's where they meet with a couple of planning commissioners as part of their annual process and review the CIP. Mr. Cardenas did a very good job presenting that and they recommended that that go to the Planning Commission for their approval and obviously, it makes its way to the City's overall budget process as well.

Third was an update from PMR, walking them through some of the budget tools that they'll be using and their latest budget estimates for each of the different projects. They are set to come before Council to present the same information in a couple of weeks.

Fourth, they had a good discussion on the Ice Arena over the last six months or so. They've been getting a lot of information on the financial viability; the future capital uses. He said, as Council can recall, this was kicked over to that finance committee to talk about the future of the Ice Arena. The committee and the administration will be putting something together for Council to have a discussion on the next steps as far as that goes.

He encouraged all of the Council members to take a look at their finance committee packet and look out for the additional information City Manager Cardenas will be sharing.

3. Public Utilities & Technology Committee – Councilmember Gurumurthy

Member Gurumurthy said they had a good meeting. They had a representative from Metronet Fiber at the meeting. They are kind of a partner, a construction partner, to T-Fiber or T-Mobile. They talked about the whole process, how they informed the residents. 180 days prior they sent cards. She is sure some of the residents have already gotten their cards. They saw there was an opportunity where they would even come to Council for an opportunity to collaborate and communicate to the residents. They talked about that and they, in fact, indicated that they were planning to do 12,000 houses in about two years, which was good information. Rob is continuing to do a great job of updating the city map with where the fiber is available.

In terms of GLWA, there are updates on their websites. What they requested is their plan that they are going after. They want to see how they're doing with the plan. Hopefully, the are going to get that information and the progress they are making. They also wanted to have an ad hoc meeting in early March with them to understand where they are.

In terms of Priority Waste, there is a dashboard that's put together in terms of data showing the delayed pickups and stuff. That's coming up. The data is being updated from all the calls. She encourages all residents to call whenever they have a delayed pickup because that is the data they use. She knows the City is planning to meet with Priority Waste, using that data.

Lastly, the DTE representative will attend their next meeting which will be on March 19th. They'll be talking about a couple of things like December outages and then overall infrastructure, if possible.

MAYOR AND COUNCIL ISSUES: None

COMMUNICATIONS: None

ADJOURNMENT – There being no further business to come before Council, the meeting was adjourned at 8:48 P.M.

_____
Melissa Morris, Deputy City Clerk

_____
Justin Fischer, Mayor

Date approved: March 9, 2026

_____
Transcribed by Diana Charles
Customer Service Representative

CITY OF NOVI CITY COUNCIL
MARCH 9, 2026

SUBJECT: Approval of request to transfer ownership of an escrowed 2025 Class C license from J & CD, Inc. to Kim's Bap LLC, located at 43155 Main Street, Suite 300, Novi, MI 48375.

SUBMITTING DEPARTMENT: City Clerk

KEY HIGHLIGHTS:

- Kim's Bap LLC (dba Bi Bim Bab) offers Korean BBQ and bibimbab while allowing the customer to experience unique Korean culture.
- The addition of a liquor license will allow the restaurant to offer a dedicated Soju menu, a specialized menu of cocktails that are not available nearby.
- The restaurant will focus on a family-friendly atmosphere rather than a bar-centric one.

BACKGROUND INFORMATION:

Kim Bap LLC requests to transfer ownership of an escrowed 2025 Class C license to allow them to continue to offer a unique and specific Korean BBQ menu and expand the experience with the addition of specialty cocktails that are not available in other Novi restaurants.

The general licensing policy as stated in Chapter 3 of the City Code states, at Section 3-13, that an applicant must demonstrate in particular that the proposed facility:

a) Will provide a service, product, or function that is not presently available within the city or that would be unique to the city or to an identifiable area within the city.

b) Is of a character that will foster or generate economic development or growth within the city, or an identifiable area of the city, in a manner consistent with the city's policies.

c) Represents an added financial investment on the part of a long-term business or resident with recognized ties to the city and the local community.

More specific review criteria are set forth at subsection 3-15(g), and in addition to the general information regarding the applicant and the facility or building at issue, they require a review of the benefits to the community of the proposed use:

(3) Benefits to community:

a) The effects that the issuance of a license would have upon the economic development of the city or the surrounding area.

b) The effects that the issuance of a license would have on the health, welfare, and safety of the general public.

c) Whether the applicant has demonstrated a public need or convenience for the issuance of the liquor license for the business facility at the location proposed, taking into consideration the following, together with other factors deemed relevant by the council:

1. The total number of licenses for similar establishments and/or operations in the city, considered both in terms of whether such number of similar establishments is needed and whether there may be a need for other types of establishments that could go unmet if the requested license were granted.
2. The proximity of the establishment to other licensed liquor establishments, the type of such establishments, whether such other establishments are similar to that proposed, and the anticipated impact of all such determinations.
3. Whether the proposed location is in an area characterized as developed, redeveloping, or undeveloped, and the anticipated impact of approving the newly proposed establishment in light of such character, taking into consideration the need for any type of additional licensed establishment in the area, and the need the particular type of establishment proposed.
4. The impact of the establishment on city policing and code enforcement activities;
5. The overall benefits of the proposed establishment to the city;
6. The overall detriments of the proposed establishment to the city; and
7. Any other factors that may affect the health, safety, and welfare relative to the need for and/or the convenience of the proposed establishment in the city.

RECOMMENDED ACTION: Approval of request to transfer ownership of an escrowed 2025 Class C license from J & CD, Inc. to Kim's Bap LLC, located at 43155 Main Street, Suite 300, Novi, MI 48375.. The business will be operated in the City in a manner consistent with City ordinances and will be in a location that continues to demonstrate a need for this particular type of establishment.

Cover Letter: Liquor License Transfer Application

Junghyang Kim, Kiwan Seo

kims.bap.mi@gmail.com

January 29, 2026

City of Novi – City Clerk's Office 45175 Ten Mile Road Novi, MI 48375

RE: Liquor License Application – Questionnaires A & B
Business Name: Bibimbab
Address: 43155 Main St., Novi, MI 48375

Dear City Clerk and Review Committee,

Please find the enclosed liquor license application and supporting documentation for Bibimbab, located at 43155 Main St., Novi, MI 48375.

We are submitting this application in accordance with the City of Novi's requirements for a liquor license transfer. Please note that the applicant is taking over the subject premises in its current "as-is" condition. There are no planned renovations, structural changes, or alterations to the interior or exterior of the building.

The following documents are included in this submission:

- Completed Questionnaire A & B: All sections finished and signed.
- Letter of Verification: A formal statement confirming that the Site Plan, Building Facade, and Interior Layout remain unchanged.
- Current Photographs: Photos of the building facade and interior seating to serve as visual confirmation of the existing conditions.
- Application Fees: ~~$2,420.00~~ $1420

Because the footprint and occupancy remain identical to the previously approved use, we request that the City accept the attached verification in lieu of sealed architectural plans.

If you have any questions or require additional information to complete your review, please contact me directly at

Thank you for your time and assistance in processing this application.

Sincerely,

S/ Junghyang Kim

Junghyang Kim, Managing Member

S/

Kiwan Seo, Member

Letter of Verification: No Change to Premises

DATE: January 29, 2026

TO: City of Novi – City Clerk's Office Attn: Liquor License Review Committee 45175 Ten Mile Road Novi, MI 48375

RE: Verification of Existing Conditions for Bibimbab (Novi) Application: Liquor License Questionnaires A & B
Address: 43155 Main St., Novi, MI 48375

To the City Clerk and Review Committee,

I am writing this letter to formally verify the physical status of the premises located at the address above, currently operating as Bibimbab.

In connection with our liquor license transfer application (Questionnaires A and B), please be advised of the following:

1. Site Plan: The exterior footprint of the building, including parking, landscaping, and access points, remains unchanged.
2. Building Facade: No changes have been made to the exterior facade of the building. There are no planned alterations to the windows, doors, or structural exterior of the unit.
3. Interior Plan & Seating: There have been no modifications, renovations, or structural changes to the interior of the restaurant. The current seating arrangement, kitchen layout, and service areas remain exactly as previously approved and currently exist. The total seating capacity remains at 183 occupants.

We are taking over the premises in an "as-is" condition. Because there is no remodeling planned and no alterations are being made to the existing footprint or occupancy, we are submitting this verification in lieu of new architectural renderings.

Should the City require a physical inspection or additional documentation to certify these "as-built" conditions, please let us know

Thank you for your assistance with this application.

Sincerely,

S/ _____
Junghyang Kim, Managing Member

S/ _____
Kiwan Seo, Member

Questionnaire A – Applicant Cover Information and Procedures for Liquor License

The Novi City Council will consider whether an applicant's proposal for a liquor license is reasonable when measured against the information contained within this completed application. Please answer each question thoroughly. All answers should be typed or printed legibly and neatly in black ink. If the space provided is insufficient for a complete answer, use additional sheets of paper, following the same format used in the questionnaire and attach to that part of the application. Failure to provide all required information or attachments could result in delay or denial of liquor license. All liquor license applications are subject to final approval by the Novi City Council. Please refer to Novi Alcoholic Liquor Ordinance, Articles I-II.

1(a). **Applicant's personal information**:

Name: Junghyang Kim and Kiwan Seo

Address: _____

Phone: _

1(b). **Business location information**:

Name: Bibimbap

Address: 43155 Main St., Novi 48375

Phone: (248)938-4319

NOTE: If the applicant is a partnership, you must include the name and address of each partner and attach a copy of the partnership agreement. If the applicant is a privately held corporation, you must include the name and address of each corporate officer, member of the board of directors and/or stockholders. Attach a copy of the articles of incorporation.

2. Type of liquor license applying for (circle all those that apply):

☒ Class C ☐ Resort ☐ Tavern ☐ Club ☐ Hotel A B ☐ Quota ☒ Transfer ☐ Microbrewery/Brewpub

Theme of Proposed Business: Korean Restaurant

3. Street address and legal description of the property where liquor license is to be located:

43155 Main St., Suite 300, Novi MI 48375

Liber 15234, Pages 52 through 111, Oakland Country Records, Oakland Country Condominium Subdivision Plan No.902, together with rigth in general common elements and the limited common elements, as set forth in the Master Deed, and as described in Act 59 of the Public Acts of 1978, as amended.

Questionnaire B – Administrative Background Information for Liquor License

The Novi City Council will consider whether an applicant's proposal for a liquor license is reasonable when measured against the information contained within this completed application. Please answer each question thoroughly. All answers should be typed or printed legibly and neatly in black ink. If the space provided is insufficient for a complete answer, use additional sheets of paper, following the same format used in the questionnaire and attach to that part of the application. Failure to provide all required information or attachments could result in delay or denial of liquor license. All liquor license applications are subject to final approval by the Novi City Council.

1. What is the applicant's management experience in the alcohol/liquor business? N/A

2. What is the applicant's general business management experience? Yeoubi Korean Restaurant

3. What is the applicant's general business reputation? Excellent

4. What is the applicant's financial status and ability to build and/or operate the proposed facility on which the proposed liquor license is to be located? Very stable and good

5. What are the applicant's past criminal convictions involving moral turpitude, violence or alcoholic liquors? NO

6. Does the applicant use alcoholic beverages to excess? NO

7. What is the effect that the issuance of a license would have upon the economic development of the surrounding area?

Will improve business activity surrounding area including job creation, increase local tax revenue, enhanced property value, fills a vacant space, attracts foot traffic to neighboring businesses, and serves as a neighborhood amenity.

8. What effect would the issuance of a license have on the health, welfare and safety of the general public?

NONE

9. Has the applicant received responses from the Police Department, Building Department and/or Fire Department with regard to the proposed facility?

NONE

10. What is the public need or convenience for issuance of a liquor license for this facility at the proposed location?

The restaurant fills a gap in the local market, boosts the neighborhood economy, and operates responsibly. This restaurant offers unique Korean cuisine and dining experience not currently available in the immediate area. This restaurant is more accessible than others, reducing the need for long, unsafe travel for patrons

11. What is the uniqueness of the proposed facility when contrasted against other existing or proposed facilities and the compatibility of the proposed facility to surrounding architecture and land use?

This Korean restaurant will serve specific Korean BBQ and bibimbab and customer will experience unique Korean culture experience like Korean authentic tabletop BBQ and traditional Korean Food with specialized liquor like Soju/Makgeolli pairing. The menu and beverage is quite different than other restaurant. This restaurant will serve unique, authentic ingredients, a dedicated Soju menu, or specialized cocktails that are not available at near by American bars or other Asian restaurants.

12. Does the facility to which the proposed liquor license is to be issued comply with the applicable building, plumbing, electrical and fire prevention codes and zoning statutes and ordinances applicable to the City of Novi? Has applicant received information from the appropriate departments? Yes, it received.

13. What effect will the facility to which the proposed liquor license is to be issued have upon vehicular and pedestrian traffic in the area?

This restaurant will not create dangerous congestion, unsafe pedestrian conditions, or excessive noise in the surrounding neighborhood. The restaurant has private paved parking and garage, and will not impede side walk, easy access and exit the restaurant without any disturbing the pedestrians. Major traffic occurs only peak dinner hours (6 PM to 9 PM).

14. What is the proximity of the proposed business facility to other similarly situated licensed liquor facilities?

Alexandria Mediterranean Cuisine,

15. What is the proximity of the proposed facility to complimentary uses such as office and commercial development?

Novi Chamber of Commerce, Griffith & Kilgren Ameriprise Financial co. Salon Agape, Larson Jewelry Design Inc. Takada Dental

16. What effect would the proposed facility have upon the surrounding neighborhood and/or business establishments, including impacts upon residential areas, church and school districts?

The restaurant is committed to being a responsible neighbor, adding value to the community without creating a nuisance. Our establishment will revitalize the area, increasing foot traffic for neighboring businesses and contributing to the local tax base. As an active, well-lit, and occupied space, the restaurant will help deter crime compared to vacant or dimly lit storefronts. Furthermore, we provide a much-needed dining option for local residents and employees, focusing on a family-friendly atmosphere rather than a bar-centric one. We are located a compliant distance from schools and churches. To minimize any impact on the neighborhood, our main entrance is situated off the parking lot on Grand River Road, strategically facing away from the quiet residential area on Main Street

17. What proposed or actual commitments are being made by the applicant to establish permanency in the community?

Our investment in Novi is centered on long-term community partnership rather than short-term operation. Demonstrating this commitment, we have secured a long-term lease through 2035. We are dedicated to stimulating the local economy by hiring 100% of our staff from the Novi area. Furthermore, we look forward to becoming an integral part of the local business landscape as active members of the Novi Chamber of Commerce

18. What utilities are available to serve the facility?

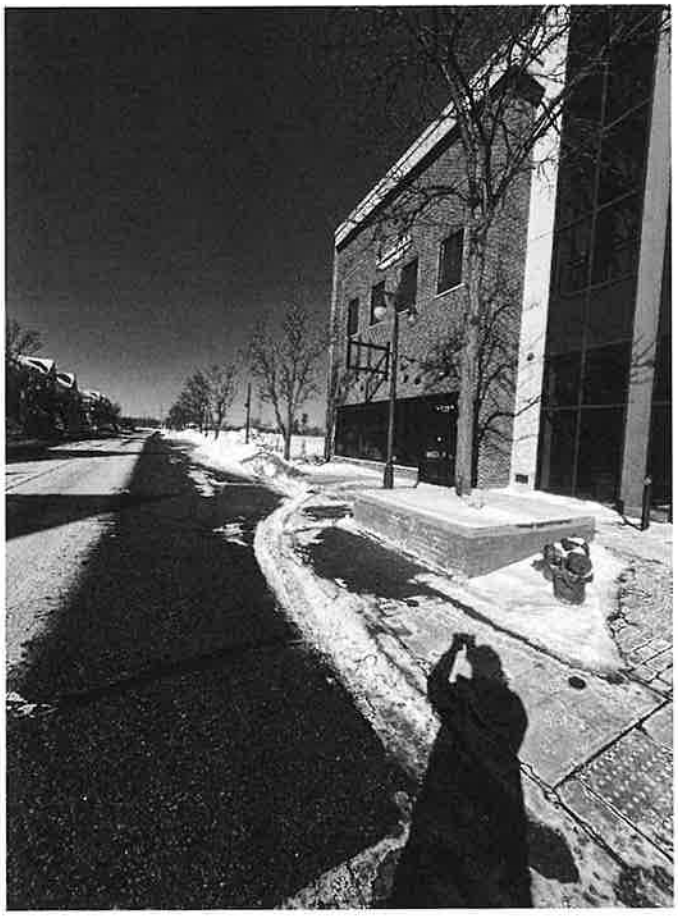
The restaurant has city water, Priority management company for waste sewage disposal, DTE Energy for electric utility, Consumer Energy for gas.

19. What other factors should the Novi City Council consider?

This application is for the transfer of an existing liquor license. The new owner will maintain the same high standards for security, parking, and the mitigation of potential noise or disturbances. This transfer will allow us to continue serving the community's needs by offering a unique selection of Korean cuisine and spirits. The new owner has a clean record and exemplary character, ensuring the responsible operation of the establishment. Furthermore, the co-owner (the owner's husband) is employed at a major U.S. corporation, providing strong financial stability and sufficient funds to operate the business legally. The restaurant location fully adheres to all local zoning laws, and this transfer directly addresses frequent requests from local residents for authentic Korean liquors.









Korean BBQ



PORK SELECTION

Regular Pork Belly (GF)
Classic sliced pork belly

Cajun Seasoned Pork Belly
Spicy Cajun-spiced pork belly

Gochujang Pork Belly
Homemade Korean chili sauce–marinated pork belly

Wine Pork Belly (GF)
Wine-marinated pork belly

Garlic Pork Belly (GF)
Homemade Garlic-marinated pork belly

Spicy Pork Rib
Homemade spicy Korean chili sauce–marinated pork ribs

Thin-Sliced Pork Belly (GF)
Thin-cut classic pork belly

Pork Shoulder Steak (GF)
Thin-sliced pork shoulder steak

VEGETABLES

Assorted Vegetables

APPETIZERS

KFC Chicken
Crispy Korean-style fried chicken

Corn Cheese
Sweet corn with melted cheese

Steamed Egg
Soft, fluffy steamed egg

Soy Bean Soup
Savory soybean paste soup

Tteokbokki
Soft, fluffy steamed egg

Potato Salad
Creamy house-made potato salad

MAXIMUM 5 KINDS OF MEAT CAN BE ORDERED AT A TIME

BEEF SELECTION

Beef Brisket (GF)
Thin-sliced beef brisket

Bulgogi
Homemade sweet soy–marinated sliced beef

Dinner Only
Iron Grill Steak (GF)
Thin-sliced beef steak, lightly seasoned

Dinner Only
LA Galbi
Homemade sauce–marinated bone-in short ribs

Dinner Only
Korean-Styled Cut Steak (GF)
Homemade sauce–marinated bone-in short ribs

CHICKEN SELECTION

Garlic Chicken (GF)
Homemade garlic–marinated chicken thigh

Spicy Chicken
Homemade spicy Korean chili sauce–marinated chicken thigh

Teriyaki Chicken
Teriyaki-marinated chicken thigh

Chicken Steak (GF)
Lightly seasoned chicken thigh steak

Cajun Seasoned Chicken
Spicy Cajun-spiced chicken

Lunch: $19.99 (Mo ~ Th)

CHILDEREN (3-10 YEARS OLD): 11.99

Dinner: $34.99

(All Day / After 4 pm)

CHILDEREN (3-10 YEARS OLD): $2.50/AGE

HOUSE POLICY

- All guests at the table must order All-You-Can-Eat
- No sharing or take-out is allowed
- $15 charge will apply for excessive leftovers
- Additional orders may be placed after 5 minutes
- Maximum dining time is 120 minutes
- Holidays and special occasions may be subject to all-day dinner pricing

PREMIUM ADD-ONS

Available for All-You-Can-Eat Customers Only
One Plate Per item
No refill on premium items



Ribeye Steak

$17.99



Wagyu Beef

$31.99



Short Rib (Galbisal)

$18.99



Shrimp

$9.99



Ribeye cap (Saewoo-sal)

$24.99



Lamb Chop (3 pcs per plate)

$24.99

TTEOKBOKKI (떡볶이)

KIM'S BAP TTEOKBOKKI $15.99
(떡볶이)
Spicy rice cakes.

CHEESE TTEOKBOKKI $17.99
(치즈 떡볶이)
Spicy rice cakes with cheese.

JJAJANG TTEOKBOKKI $15.99
(짜장 떡볶이)
Rice cakes in black bean sauce.

RAMEN TTEOKBOKKI $16.99
(라면 떡볶이)
Rice cakes with ramen noodles.



ROSÉ TTEOKBOKKI $15.99
(로제 떡볶이)
Creamy rose-style spicy rice cakes.

BEEF BRISKET TTEOKBOKKI $18.99
(차돌박이 떡볶이)
Rice cakes with sliced beef brisket.

TTEOKBOKKI + RAMEN + BEEF BRISKET $26.99



PANCAKE (전)



HAEMUL PAJEON $17.99
(해물파전)
Crispy pancake with seafood.

KIMCHI JEON $16.99
(김치전)
Savory kimchi pancake.

VAGETABLE JEON $15.99
(야채전)
Mixed vegetable pancake.



APPETIZER

FRIED DUMPLING $8.95
(군만두)
Crispy fried dumplings.

STEAMED DUMPLING $8.95
(찐만두)
Steamed Korean dumplings.

EDAMAME $6.95
(풋콩)
Steamed soybeans.

JAPANESE CROQUETTE $7.95
(고로케)
Crispy potato croquette.



TAKOYAKI $7.95
(타코야끼)
Japanese octopus balls.

KKANPUNG SHRIMP $26.95
(깐풍새우)
Crispy shrimp in spicy sauce.

CREAM SHRIMP $26.95
(크림새우)
Fried shrimp with cream sauce.

CALAMARI $11.95
(오징어튀김)
Crispy fried squid.

FRIED SHRIMP $11.95
(새우튀김)
Crispy battered shrimp.

JAPCHAE $16.95
(잡채)
Stir-fried glass noodles.

BULGOGI JAPCHAE $21.95
(불고기 잡채)
Stir-fried glass noodles with Beef Bulgogi.





BASIC STEAMED EGGS $9.99
(계란찜)
Fluffy steamed egg.

CHEESE STEAMED EGGS $12.99
(치즈폭탄 계란찜)
Steamed egg with cheese.

TOBIKO STEAMED EGGS $16.99
(날치알폭탄 계란찜)
Steamed egg topped with flying fish roe.

NOODLES (면류)

KIMCHI UDON $16.95
(김치우동)
Udon in a savory broth with spicy kimchi.

VEGETABLE UDON $14.95
(야채우동)
Light broth with udon noodles and fresh vegetables.

ODENG UDON $17.95
(오뎅우동)
Fish cake udon in a light savory broth.

SHRIMP TEMPURA UDON $17.95
(새우튀김 우동)
Udon topped with crispy shrimp tempura in broth.

PERILLA SEED KALGUKSU $18.95
(들깨칼국수)
Nutty broth with perilla seeds and chewy noodles.

CLAM KALGUKSU $18.95
(조개칼국수)
Fresh clams in a clear, savory noodle soup.

SEAFOOD KALGUKSU $18.95
(해물칼국수)
Clams, baby octopus, squid, and shrimp in rich seafood broth.

CHICKEN KALGUKSU $18.95
(치킨칼국수)
Tender chicken with vegetables in a light broth.

MYEONGDONG KALGUKSU $18.95
(명동칼국수)
Classic Korean-style noodle soup with rich homemade broth.

SPICY RAMEN (BULGOGI OR SEAFOOD) $15.95
(스파이시 라면)
Spicy ramen with selected proteins and vegetables.

BULGOGI MILD RAMEN $15.95
(불고기 라면)
Savory mild ramen topped with sweet bulgogi beef.

SEAFOOD JJAMPPONG $19.95
(해물 짬뽕)
Spicy seafood noodle soup with assorted vegetables.

GOPCHANG JJAMPPONG $17.95
(곱창 짬뽕)
Spicy noodle soup with beef intestines and vegetables.

BEEF JJAMPPONG $17.95
(소고기 짬뽕)
Spicy broth with tender beef and vegetables.



KITCHEN (식사류)



SPICY STIR-FRIED PORK $27.95
(제육 볶음)
Spicy pork with vegetables

LA GALBI SHORT RIBS $35.95
(LA 갈비)
Grilled marinated short ribs.

SPICY PORK BELLY $27.95
(고추장 삼겹살)
Pork belly in gochujang sauce.



SPICY STIR-FRIED SQUID $27.95
(오징어 볶음)
Spicy stir-fried squid.

GRILLED MACKEREL $19.99
(고등어 구이)
Salted grilled mackerel.

SQUID & PORK BELLY $27.95
(오삼 불고기 볶음)
Spicy stir-fried squid and pork belly.



BIBIMBAP (비빔밥) / RICE BOWL (덮밥)

VEGETABLE BIBIMBAP $18.95
(야채 돌솥비빔밥)
Vegetables over rice in a sizzling hot stone bowl.

BEEF BIBIMBAP $19.95
(소고기 돌솥비빔밥)
Beef and vegetables over rice in a sizzling hot stone bowl.

SEAFOOD BIBIMBAP $19.95
(해물 돌솥비빔밥)
Seafood and vegetables over rice in a sizzling hot stone bowl.

SALMON BIBIMBAP $19.95
(연어 돌솥비빔밥)
Seared salmon and vegetables over rice in a sizzling hot stone bowl.



TOFU BIBIMBAP $19.95
(두부 돌솥비빔밥)
Tofu and vegetables over rice in a sizzling hot stone bowl.

CHICKEN BIBIMBAP $19.95
(치킨 돌솥비빔밥)
Chicken and vegetables over rice in a sizzling hot stone bowl.

FLYING FISH ROE BIBIMBAP $19.95
(날치알 돌솥비빔밥)
Flying fish roe and vegetables over rice in a sizzling hot stone bowl.

EEL RICE BOWL $23.95
(장어 돌솥 덮밥)
Grilled eel glazed with sauce over steamed rice.

SQUID & PORK BELLY RICE BOWL $21.95
(오징어 삼겹살 불고기 돌솥 덮밥)
Spicy stir-fried squid and pork belly bulgogi over rice.

SPICY PORK BULGOGI RICE BOWL $21.95
(제육 돌솥 덮밥)
Spicy marinated pork over rice in a sizzling hot stone bowl.

EGGPLANT RICE BOWL $17.95
(가지 덮밥)
Stir-fried eggplant over rice with savory sauce



BEEF BULGOGI RICE BOWL $23.95
(불고기 돌솥 덮밥)
Sweet soy-marinated beef over rice in a sizzling hot stone bowl.

SPICY SQUID RICE BOWL $21.95
(오징어 볶음 돌솥 덮밥)
Spicy stir-fried squid over rice in a sizzling hot stone bowl.

CHICKEN RICE BOWL $21.95
(치킨 돌솥 덮밥)
Soy-marinated chicken bulgogi over steamed rice.



Korean BBQ - BEEF



차돌박이 **(Beef Brisket)**

Thinly sliced beef brisket

$32.95



소불고기 **(Beef Bulgogi)**

Thinly sliced beef in a sweet bulgogi marinade

$32.95



LA 갈비 (LA Short Ribs)

Marinated Korean-style short ribs (with bone) (Choice of: Salted or Marinated)

$32.95



버섯과 채소

(Mushroom & Vegetable)

Mixed vegetables and mushrooms (onion, sweet potato, potato)

$14.95



우설 **(Beef Tongue)**

$33.95



등심 **(Ribeye)**

$42.95



갈비살 **(Short Ribs)**

Ribeye strips

$39.95



와규 **(Wagyu)**

Premium marbled beef, tender and rich in flavor.

$83.95

Korean BBQ - Pork & Chicken



오겹살 **(Pork Belly)**

Thick pork belly with layered meat and fat.

$28.95



돼지갈비 **(BBQ Pork)**

Pork ribs (spicy or sweet honey flavor)

$28.95



닭양념구이 **(BBQ Chicken)**

Chicken marinated (spicy or sweet honey flavor)

$28.95



대패삼겹살

(Thinly sliced pork belly)

$28.95

Instagram @bi.bim.bab.mi bibimbab.mi@gmail.com 43155 Main St #300, Novi, MI

Korean BBQ

* Served with side dishes, salad, steamed egg, small Doenjang jjigae (stew) and lettuce wrap

Meat Lovers Combo A (for 4)
Beef Prime Brisket, Ribeye Bulgogi, LA Galbi, Spicy Chicken, Pork Belly, Spicy Pork Belly, BBQ Chicken, Mushroom & Vegetables

$139.95

Meat Lovers Combo B (for 2)
Beef Prime Brisket, Ribeye Bulgogi, BBQ Chicken, Pork Belly, Mushroom & Vegetables

$69.95

Pork Combo (for 4)
Thinly Sliced Pork Belly, Spicy Pork Belly, Pork Belly, Pork Shoulder, Mushroom & Vegetables

$81.95

Pork Combo (for 2)
Pork Belly, Thinly Sliced Pork Belly, Honey BBQ Pork, Mushroom & Vegetables

$43.95

Chicken Combo (for 2)
Spicy Chicken, BBQ Chicken, Mushroom & Vegetables

$43.95

Thinly Sliced Combo (for 2)
Thinly Sliced Pork Belly, Thinly Sliced Prime Beef Brisket, Ribeye Bulgogi, Mushroom & Vegetables

$65.95

Signature Combo (for 4)
Wagyu, Boneless Short Rib, Honey BBQ Pork, Honey BBQ Chicken, Spicy Chicken, Spicy Pork Belly, Mushroom & Vegetables

$99.95

Beef Combo (for 2)
Ribeye Bulgogi, Prime Ribeye Steak, Thinly Sliced Prime Beef Brisket, Mushroom & Vegetables

$79.95

Instagram @bi.bim.bab.mi
bibimbab.mi@gmail.com
43155 Main St #300, Novi, MI

Korean BBQ - SPECIAL



양갈비 **(Lamb Short rip)**

Tender grilled lamb chops

$32.95



장어 **(Eel)**

$41.95



버터새우 **(Butter-seared shrimp)**

$29.95

Additional:



비빔밥 **(Bibimbap)**

Mixed rice with vegetables, egg, spicy gochujang

$11.95



비빔냉면 **(Spicy Cold Noodle)**

Cold spicy buckwheat noodles with vegetables

$10.95



물냉면 **(Cold Noodle)**

Chilled buckwheat noodles in savory beef broth

$10.95



잔치국수 **(Janchi Guksu)**

Warm thin noodles in light anchovy broth

$10.95

Instagram @bi.bim.bab.mi

bibimbab.mi@gmail.com

43155 Main St #300, Novi, MI

PREMIUM MENU
(프리미엄 메뉴)



PREMIUM WAGYU HOT STONE RICE $45.95
(프리미엄 와규 돌솥밥)
Seared wagyu beef over sizzling stone-pot rice

PREMIUM ABALONE & OCTOPUS SEAFOOD HOT STONE RICE $36.99
(프리미엄 전복 문어 해물 돌솥밥)
Fresh abalone, octopus, seafood over crispy rice

PREMIUM LA GALBI HOT STONE RICE $36.99
(프리미엄 LA 갈비 돌솥밥)
Marinated short ribs served atop sizzling rice

SPECIAL MENU (스페셜 메뉴)

TOFU KIMCHI $20.95
(두부 김치)
Stir-fried kimchi with tofu.

● JOKBAL $41.99
(족발)
Soy-braised pork hock.

BOSSAM $40.99
(보쌈)
Boiled pork belly with wraps.

SPICY PORK RIBS $42.99
(매운 돼지 등갈비 찜)
Braised spicy pork ribs.

MARINATED SPICY CRAB $31.99
(양념게장)
Fresh raw crab marinated in spicy sauce



KIMCHI PORK RIBS $43.09
(김치 등갈비 찜)
Braised pork ribs with kimchi.

● BRAISED BEEF SHORT RIBS $43.99
(소갈비 찜)
Soy-braised beef short ribs.



HOT POT (전골)



● GAMJATANG $43.95
(감자탕)
Spicy pork bone potato stew.

BULGOGI HOT POT $49.95
(불고기 전골)
Beef bulgogi hot pot with vegetables.

GOPCHANG HOT POT $51.95
(곱창 전골)
Beef intestine hot pot.



BEEF SHANK HOT POT $47.95
(아롱사태 전골)
Beef shank hot pot with vegetables.

SEAFOOD HOT POT $52.95
(해물 전골)
Seafood and vegetable hot pot.

DUMPLING HOT POT $47.95
(만두 전골)
Hot pot with Korean dumplings.

SPICY COD STEW $33.95
(매운 대구탕)
Spicy codfish stew.

ARMY STEW HOT POT $43.95
(부대찌개 전골)
Spicy sausage, ham, and ramen stew.

STEW (국류)

PORK AND RICE SOUP $17.95
(돼지국밥)
Rich pork broth with rice.

SEOLLEONGTANG $19.95
(설렁탕)
Milky beef bone soup.

SAMGYETANG $28.95
(삼계탕)
Whole chicken ginseng soup.

PERILLA SAMGYETANG $28.95
(들깨 삼계탕)
Chicken ginseng soup with perilla seeds.



KIMCHI SOFT TOFU STEW $17.95
(김치 순두부 찌개)
Spicy kimchi tofu stew.

BEEF SOFT TOFU STEW $17.95
(소고기 순두부 찌개)
Soft tofu stew with beef.

SEAFOOD SOFT TOFU STEW $17.95
(해물 순두부 찌개)
Soft tofu stew with seafood.

GOPCHANG SOFT TOFU STEW $17.95
(곱창 순두부 찌개)
Soft tofu stew with beef intestines.

YUKGAEJANG $19.95
(육개장)
Spicy shredded beef soup.

KIMCHI STEW WITH PORK. $17.95
(돼지고기 김치찌개)
Kimchi stew with pork.



BEEF KIMCHI STEW $17.95
(소고기 김치찌개)
Kimchi stew with beef.

TUNA KIMCHI STEW $17.95
(참치 김치찌개)
Kimchi stew with tuna.

MACKEREL PIKE KIMCHI STEW $17.95
(꽁치 김치찌개)
Kimchi stew with mackerel pike.

PORK BONE HANGOVER SOUP $17.95
(뼈해장국)
Spicy pork bone soup.

GALBITANG $28.95
(갈비탕)
Beef short rib soup.

DOENJANG STEW $15.95
(된장찌개)
Soybean paste stew.

BEEF BRISKET DOENJANG STEW $17.95
(차돌 된장찌개)
Soybean paste stew with brisket.

CITY OF NOVI
cityofnovi.org

Receipt: 14903 02/04/26

Page

The sum of: **$1,420.00**

BIBIMBAB

43155 MAIN ST
NOVI MI 48375

LIQUOR	**BIBIMBAB**			**1,420.00**
			Total	**1,420.00**
	TENDERED:	**CREDIT CARD**	**13998316-3bec-4476-b866-70d**	**1,420.00**
		Credit Card Fee	**13998316-3bec-4476-b866-70d**	**42.60**

Signed: _____

MEMORANDUM

TO: Melissa Morris, Deputy City Clerk

FROM: Alan Hall, Deputy Director of Community Development ASH

SUBJECT: BIBIMBAB LIQUOR LICENSE TRANSFER

DATE: 02/18/26

The property located at **43155 MAIN ST 300** has received a Special Inspection permit **(PSI26-0026)** for the purpose of:

- ☐ Auctions
- ☒ Liquor license
- ☐ Arcade license
- ☐ Massage license
- ☐ Outdoor gathering
- ☐ Outdoor seating
- ☐ Other: _____

From a building safety standpoint, the Building Division does not object to the proposed liquor license transfer. Should you have any further questions with regards to this matter please feel free to contact me at (248) 34 7-0417.

MEMORANDUM

TO: CORTNEY HANSON, CITY CLERK

FROM: ERICK W. ZINSER
DIRECTOR OF PUBLIC SAFETY / CHIEF OF POLICE

INITIATED BY: MICHAEL BENDER, DETECTIVE MB

SUBJECT: TRANSFER OWNERSHIP / CLASS C LIQUOR LICENSE APPLICATION, BIBIMBAP

DATE: FEBRUARY 9, 2026

Liquor License Request:

Bibimbab requests to transfer ownership of a liquor license, located at 43155 Main Street, Ste 300, Novi, MI. Bibimbab is requesting the transfer of this Class C liquor license from Kim's Bap LLC. The applicants are taking over the subject premises in its current "as-is" condition. There are no planned renovations, structural changes, or alterations to the interior or exterior of the building.

Applicant/Background Information:

Both applicants, Kiwan Seo and Junghyang Kim are co-owner's of Yeoubi Korean restaurant in Lake Orion, MI.

Theme of Business:

Colorful kitchen featuring classic Korean barbeque, sushi and other Korean & Japanese entrees.

Criminal History:

An ICHAT inquiry revealed no criminal history for both applicants.

Civil History:

A CLEAR inquiry revealed no civil history for both applicants.

Oakland County Treasurer's Office

There are no prior delinquent taxes at this location.

Financial Review:

Based upon the financial data provided by the applicant, no issues were found to prevent the liquor license application process from proceeding. The business will be purchased for $150,000, with $50,000 of this amount will be financed with monthly installments.

Summary:

Based on the information provided and the subsequent liquor investigation, I find no reason to deny the applicant's request. This request requires the approval of the Novi City Council.

C: Victor Cardenas, City Manager

February 5, 2026

CITY COUNCIL

Mayor
Justin Fischer

Mayor Pro Tem
Laura Marie Casey

Dave Staudt

Brian Smith

Matt Heintz

Priya Gurumurthy

Aaron Martinez

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

TO: Cortney Hanson, City Clerk
Melissa Morris, Deputy City Clerk

FROM: Andrew Copeland – Fire Marshal

SUBJECT: -Class C Liquor Business License Transfer –
Bi Bim Bab 43155 Main St #300, Novi Mi. 48375

A fire inspection was conducted at the above business and the business has been found to be in compliance with the adopted fire prevention code.

The Fire Department does not have any objections to this Liquor License application at this time.

Sincerely,

Andrew Copeland – Fire Marshal
City of Novi Fire Department

cc. file

Novi Public Safety Administration
45125 Ten Mile Road
Novi, Michigan 48375
248.348.7100
248.347.0590 fax

cityofnovi.org

CITY OF NOVI CITY COUNCIL
MARCH 9, 2026

SUBJECT: Approval of the **SECOND READING** of Text Amendment 18.306 to reclassify auto washes from Principal Permitted Uses to Special Land Uses in the B-3 District, and to add use standards to be met by new Auto Wash establishments.

SUBMITTING DEPARTMENT: Community Development, Planning

KEY HIGHLIGHTS:

- Over the last few years, there has been an increased interest by the development community seeking approval to build new auto washes in Novi.
- The City Council's Ordinance Review Committee (ORC) met to review possible Zoning Ordinance text amendments related to auto washes, with an interest in allowing greater discretion by the Planning Commission through the Special Land Use process, and subject to a number of use standards that would need to be met by new Auto Wash establishments.
- The ORC made a recommendation that the draft ordinance be forwarded to the City Council for approval to send to the Planning Commission for a public hearing and recommendation back to the City Council.
- On September 10, Planning Commission held the public hearing and recommended approval of the text amendment to City Council. On February 23, 2026, the City Council approved the First Reading with no modifications.

BACKGROUND INFORMATION:

The City Council's Ordinance Review Committee (ORC) met on April 21, 2025 and on June 23, 2025 to review possible text amendments to auto wash facilities as regulated by the Zoning Ordinance. During the April 21st ORC meeting, the Committee discussed the recent interest in the development of new auto washes. The current ordinance considers auto washes principal permitted uses only in the B-3, General Business District. The Committee asked staff and the City Attorney to work on an ordinance amendment and return to a subsequent ORC meeting.

At the June 23rd meeting, the Committee discussed a memo regarding trends and issues surrounding auto washes, a summary of the built and proposed auto wash facilities in the City of Novi, and draft ordinance language for consideration.

The Committee discussed the attached map that shows the locations of the existing and proposed auto washes in Novi. The white labels reference existing car washes, while the green labels note existing smaller car washes that are accessory to a gas station. The two yellow labels represent new auto washes that have been submitted for site plan review – both are on properties zoned B-3, so the use is currently principal permitted, or permitted as of right (*without* the discretion for approval that a Special Land Use would allow).

	Name	Location	Parcel size	Type	Status
1	Squeaky Shine	Novi Road	1.56 ac	Automatic tunnel	Opened 2020
2	Pure Wash	Meadowbrook /10 Mile	1.09 ac	Automatic tunnel	Opened 2024
3	Original $6 Car Wash	Novi Road/Grand River	0.54 ac	Automatic tunnel	Proposed rebranding to El Car Wash in process – existing non-conforming in TC District
4	El Car Wash	Grand River/12 Mile	1.29 ac	Automatic tunnel	Under Construction
5	BP Gas Station	12 Mile/Novi Road	1.37 ac	Small automatic accessory use	Built 1991
6	Mobile Gas Station	Grand River/ Haggerty	1.87 ac	Small automatic accessory use	Built 1987
7	Quick Pass	Novi Road/10 Mile	4.8 ac	Automatic tunnel	PC approved PSP
8	Grand/Beck Development	Grand River/Beck Road	3.7 ac	Automatic tunnel	PC approved Preliminary Site Plan

EXISTING ORDINANCE STANDARDS

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 in Section 4.32 except for the requirement that car washes shall be completely enclosed in a building. Otherwise,

car washes 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 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. This should be addressed in any proposed text amendment.

PROPOSED DRAFT ORDINANCE
The text amendment as recommended for approval by the Planning Commission would change the use from Principal Permitted Use to the more discretionary Special Land Use in the B-3 District. This would not impact the smaller accessory car washes that are sometimes found at gas stations. The specific use standards in Section 4.32 are included in the draft text amendment in this packet, and summarized here:

1. Minimum lot size of 2 acres.
2. A 40-foot minimum front yard setback.
3. Minimum 100-foot setback from residential properties (includes building, vacuums, vehicle stacking).
4. All wash facilities shall be within enclosed building.
5. Outdoor vacuum stations shall not be in front yard, with noise controlled by sound barriers to meet noise performance standards (Section 5.14).
6. Overhead doors shall not face residential-zoned properties, or must be screened by another building or wall.
7. Vehicle stacking spaces shall be outside the public right-of-way and meet the drive-through requirements of Section 5.3.11.
8. By-pass lane (10-feet) required.
9. Overhead doors shall be oriented to face away from residentially-zoned or -used properties within 100 feet, unless screening is provided.
10. Auto washes approved by the Planning Commission prior to the adoption of this ordinance amendment shall be considered permitted under the ordinance standards at the time of approval.
11. Applicants shall be required to submit a plan for decommissioning and removal of the auto wash if the use ceases for a period of two years.

The draft ordinance language may be further modified as the City Council completes its reviews and approvals.

NON-CONFORMITIES CREATED
If the proposed text amendment is adopted as proposed, all of the existing car washes will become non-conforming with the new standard for a minimum lot size of two acres. Only one is on a parcel less than 1 acre – however this is the existing non-conforming car wash in the Town Center District. However, condition ten (10) states

that those auto washes that have been approved by the Planning Commission prior to the adoption of this ordinance shall be considered permitted under the standards in place at the time of that approval.

	Name	Location	Parcel size Conformance	Setback Conformance	Other Conformance
1	Squeaky Shine	Novi Road	**No**	Yes	Across Novi Road from residential, but greater than 100 feet
2	Pure Wash	Meadowbrook/10 Mile	**No**	Yes	
3	Original $6 Car Wash	Novi Road/Grand River	**No**	Yes	Non-conforming in TC District
4	El Car Wash	Grand River/12 Mile	**No**	Yes	
5	Quick Pass	Novi Road/10 Mile	Yes	Yes	
6	Grand/Beck Development	Grand River/Beck Road	Yes	Yes	

RECOMMENDED ACTION: Approval of Zoning Ordinance Text Amendment 18.306 to amend various sections of the Zoning Ordinance to reclassify auto washes from Principal Permitted Uses to Special Land Uses in the B-3 District, and to add use standards to be met by new Auto Wash establishments along with other minor changes, subject to further modifications as determined necessary by the City Manager's Office or City Attorney's Office. **SECOND READING**

This motion is made because the ordinance amendment addresses the increasing complexity of the features provided at auto wash facilities, and allows greater discretion by the Planning Commission because the use will be subject to Special Land Use consideration.

CLEAN ORDINANCE
CAR WASHES
SECOND READING

STATE OF MICHIGAN

COUNTY OF OAKLAND

CITY OF NOVI

ORDINANCE NO. 18.306

AN ORDINANCE TO AMEND THE CITY OF NOVI CODE OF ORDINANCES, ORDINANCE 14-271, ZONING ORDINANCE, AT THE FOLLOWING LOCATIONS: ARTICLE 3, SECTION 3.1.12 "B-3 GENERAL BUSINESS DISTRICT"; AND ARTICLE 4, SECTION 4.32 "AUTO WASHES"; IN ORDER TO RECLASSIFY AUTO WASHES FROM PRINCIPAL PERMITTED USES TO SPECIAL LAND USES IN THE B-3 DISTRICT, AND TO ADD USE STANDARDS TO BE MET BY NEW AUTO WASH ESTABLISHMENTS; AND ARTICLE 5, "SITE STANDARDS," SECTION 5.3, "OFF-STREET STACKING SPACE, LAYOUT STANDARDS, CONSTRUCTION AND MAINTENANCE," TO ADDRESS BYPASS LANE WIDTH.

THE CITY OF NOVI ORDAINS:

Part I.
That the City of Novi Zoning Ordinance, as amended, Article 3, Zoning Districts, Section 3.1.12, "B-3 General Business District," is hereby amended to read as follows:

Section 3.1.12 B-3 General Business District

A. [unchanged]

B. Principal Permitted Uses

i. Retail businesses use□
ii. Retail business service uses□
iii. Dry cleaning establishments, or pick-up stations, dealing directly with the consumer §4.24
iv.- Business establishments which perform services on the premises
v. Professional services□
vi. Retail business or retail business service establishments §4.27
vii. Professional and medical offices, including laboratories
viii. Fueling station□ §4.29
ix. Sale of produce and seasonal plant materials outdoors §4.30
x. Bus passenger stations
xi. New and used car salesroom, showroom, or office
xii. Other uses similar to the above uses
xiii. Tattoo parlors□
xiv. Publicly owned and operated parks, parkways and outdoor recreational facilities
xv. Accessory structures and uses□ §4.19 customarily incident to the above permitted uses
xvi. Public or private health and fitness facilities and clubs §4.34
xvii. Microbreweries□ §4.35
xiii. Brewpubs□ §4.35
xix. Day care centers, and adult day care centers §4.12.2

C. Special Land Uses

i. Outdoor space for exclusive sale of new or used automobiles, campers, recreation vehicles, mobile homes□, or rental of trailers or automobiles §4.36
ii. Motel□ §4.28
iii. Business in the character of a drive-in or open front store §4.37
iv. Veterinary hospitals□ or clinics□ §4.31
v. Plant materials nursery□ §4.6
vi. Public or private indoor and private outdoor recreational facilities §4.38
vii. Mini-lube or oil change establishments□ §4.39
viii. Sale of produce and seasonal plant materials outdoors §4.30
ix. Restaurant in the character of a fast food carryout□, drive-in□, fast food drive through, □ or fast food sit-down□ §4.40
x. Auto Wash §4.32

D. [unchanged]

Part II.

That the City of Novi Zoning Ordinance, as amended, Article 4, "Use Standards," Section 4.32, "Auto Washes," is hereby amended to read as follows:

Section 4.32 Auto Washes

In the B-3 District, Auto Wash is a Special Land Use and subject to the following standards:

1. A minimum lot size of 2 acres;
2. All buildings shall have a front yard setback of not less than 40 feet;
3. All buildings, vehicular stacking space, vacuums, or other outside use area except parking, shall be located no closer than one-hundred (100) feet from a residentially-zoned and/or -used property, unless such property is separated from the Auto Wash by a major thoroughfare or railroad right-of-way;
4. All washing facilities shall be within a completely enclosed building;
5. Vacuuming and drying areas may be located outside the building but shall not be in the required front yard, and shall not be closer than one-hundred (100) feet from any residential district. Noise from vacuuming or blow-drying equipment shall be controlled by appropriate enclosures or sound barrier walls. All noise from such equipment shall comply with the noise performance standards of Section 5.14.
6. All vehicle stacking spaces shall be provided outside of any public right-of-way, and shall meet the requirements of drive-throughs as applicable in Section 5.3.11;
7. One 10-foot bypass lane shall be provided as a means of exiting the wash queue without having to enter the auto wash building;
8. Ingress and egress points shall be located at least one-hundred (100) feet from the intersection of any two streets;
9. All buildings shall be oriented such that bay doors and/or open bays face away from residentially-zoned and/or -used property within one-hundred (100) feet unless screened from such property by a building or wall.
10. Any auto wash proposed and approved by the Planning Commission prior to the formal adoption of this ordinance shall be considered a permitted use under the adopted ordinance standards at that time.
11. Because the nature of the building and other above-ground improvements are such that they are not readily or easily convertible to a non-auto wash use, and because the construction tends to involve a limited variety of relatively low-cost materials (e.g., block) as part of the submission for special land use approval, the applicant shall

submit a plan for the decommissioning of the auto wash and the removal of all above-ground building improvements, together with any accessory uses or items such as vacuums, air hoses, and the like if the use ceases. Cessation for a period of two years shall be presumed to constitute abandonment, but the City Council may extend the period upon good cause shown by the property owner. The plan shall include an acknowledgement by the applicant and the property owner (if different) that the decommissioning and removal are required. This requirement of a plan for decommissioning and removal is intended to insure compatibility with adjacent uses of land, and to promote the use of land in a socially and economically desirable manner, and is intended to meet the intent and purpose of the zoning regulations for an auto wash and therefore failure to submit the plan required hereunder shall be grounds for denial of the requested special land use.

Part III.
That the City of Novi Zoning Ordinance, as amended, Article 5, "Site Standards," Section 5.3, "Off-Street Stacking Space, Layout Standards, Construction and Maintenance," is hereby amended to read as follows:

1-10. [unchanged]

11. Any lane, route, or path in which vehicles are directed expressly for the purposes of receiving or dispensing persons, goods, or services without the driver leaving the vehicle (hereinafter referred to as a drive-through lane) shall comply with the following requirements:

A-C. [unchanged]
D. Drive-through facilities shall provide one bypass lane to allow unobstructed travel for vehicles to pass those waiting to be served. Such bypass lane shall be a minimum of ten (10) feet in width, unless otherwise determined by the Fire Marshal.

E-I. [unchanged]

12-13. [unchanged]

PART IV.
Severability. Should any section, subdivision, clause, or phrase of this Ordinance be declared by the courts to be invalid, the validity of the Ordinance as a whole, or in part, shall not be affected other than the part invalidated.

PART V.
Savings Clause. The amendment of the Novi Code of Ordinances set forth in this Ordinance does not affect or impair any act done, offense committed, or right accruing, accrued, or acquired or liability, penalty, forfeiture or punishment, pending or incurred prior to the amendment of the Novi Code of Ordinances set forth in this Ordinance.

PART VI.
Repealer. All other Ordinance or parts of Ordinance in conflict herewith are hereby repealed only to the extent necessary to give this Ordinance full force and effect.

PART VII.
Effective Date: Publication. Public hearing having been held hereon pursuant to the provisions of Section 103 of Act 110 of the Public Acts of 2006, as amended, the provisions of this Ordinance shall be published within fifteen (15) days of its adoption by publication of a brief notice in a

newspaper circulated in the City of Novi stating the date of enactment and effective date, a brief statement as to its regulatory effect and that a complete copy of the Ordinance is available for public purchase, use and inspection at the office of the City Clerk during the hours of 8:00 A.M. to 5:00 P.M., Local Time. The provisions of this Ordinance shall become effective seven (7) days after its publication.

MADE, PASSED, AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF NOVI, OAKLAND COUNTY, MICHIGAN, ON THE 9th DAY OF MARCH, 2026.

_____
JUSTIN P. FISCHER, MAYOR

_____
CORTNEY HANSON, CITY CLERK

Ayes:
Nays:
Abstentions:
Absent:

STRIKE-THROUGH ORDINANCE
CAR WASHES
SECOND READING

STATE OF MICHIGAN

COUNTY OF OAKLAND

CITY OF NOVI

ORDINANCE NO. 18.306

AN ORDINANCE TO AMEND THE CITY OF NOVI CODE OF ORDINANCES, ORDINANCE 14-271, ZONING ORDINANCE, AT THE FOLLOWING LOCATIONS: ARTICLE 3, SECTION 3.1.12 "B-3 GENERAL BUSINESS DISTRICT"; AND ARTICLE 4, SECTION 4.32 "AUTO WASHES"; IN ORDER TO RECLASSIFY AUTO WASHES FROM PRINCIPAL PERMITTED USES TO SPECIAL LAND USES IN THE B-3 DISTRICT, AND TO ADD USE STANDARDS TO BE MET BY NEW AUTO WASH ESTABLISHMENTS; AND ARTICLE 5, "SITE STANDARDS," SECTION 5.3, "OFF-STREET STACKING SPACE, LAYOUT STANDARDS, CONSTRUCTION AND MAINTENANCE," TO ADDRESS BYPASS LANE WIDTH.

THE CITY OF NOVI ORDAINS:

Part I.
That the City of Novi Zoning Ordinance, as amended, Article 3, Zoning Districts, Section 3.1.12, "B-3 General Business District," is hereby amended to read as follows:

Section 3.1.12 B-3 General Business District

A. [unchanged]

B. Principal Permitted Uses

i. Retail businesses use
ii. Retail business service uses
iii. Dry cleaning establishments, or pick-up stations, dealing directly with the consumer §4.24
iv. Business establishments which perform services on the premises
v. Professional services
vi. Retail business or retail business service establishments §4.27
vii. Professional and medical offices, including laboratories
viii. Fueling station §4.29
ix. Sale of produce and seasonal plant materials outdoors §4.30
~~x. Auto wash §4.32~~
xi. Bus passenger stations
xii. New and used car salesroom, showroom, or office
xiii. Other uses similar to the above uses
xiiiv. Tattoo parlors
xiv. Publicly owned and operated parks, parkways and outdoor recreational facilities
xvi. Accessory structures and uses §4.19 customarily incident to the above permitted uses
xvii. Public or private health and fitness facilities and clubs §4.34
xviii. Microbreweries §4.35
xiix. Brewpubs §4.35
xix. Day care centers, and adult day care centers §4.12.2

C. Special Land Uses

i. Outdoor space for exclusive sale of new or used automobiles, campers, recreation vehicles, mobile homes□, or rental of trailers or automobiles §4.36
ii. Motel□ §4.28
iii. Business in the character of a drive-in or open front store §4.37
iv. Veterinary hospitals□ or clinics□ §4.31
v. Plant materials nursery□ §4.6
vi. Public or private indoor and private outdoor recreational facilities §4.38
vii. Mini-lube or oil change establishments□ §4.39
viii. Sale of produce and seasonal plant materials outdoors §4.30
ix. Restaurant in the character of a fast food carryout□, drive-in□, fast food drive through, □ or fast food sit-down□ §4.40
x. Auto Wash §4.32

D. [unchanged]

Part II.
That the City of Novi Zoning Ordinance, as amended, Article 4, "Use Standards," Section 4.32, "Auto Washes," is hereby amended to read as follows:

Section 4.32 Auto Washes

In the B-3 District, Auto Wash is a Special Land Use and subject to the following standards: ~~permitted use when completely enclosed in a building~~.

1. A minimum lot size of 2 acres;
2. All buildings shall have a front yard setback of not less than 40 feet;
3. All buildings, vehicular stacking space, vacuums, or other outside use area except parking, shall be located no closer than one-hundred (100) feet from a residentially-zoned and/or -used property, unless such property is separated from the Auto Wash by a major thoroughfare or railroad right-of-way;
4. All washing facilities shall be within a completely enclosed building;
5. Vacuuming and drying areas may be located outside the building but shall not be in the required front yard, and shall not be closer than one-hundred (100) feet from any residential district. Noise from vacuuming or blow-drying equipment shall be controlled by appropriate enclosures or sound barrier walls. All noise from such equipment shall comply with the noise performance standards of Section 5.14.
6. All vehicle stacking spaces shall be provided outside of any public right-of-way, and shall meet the requirements of drive-throughs as applicable in Section 5.3.11;
7. One 10-foot bypass lane shall be provided as a means of exiting the wash queue without having to enter the auto wash building;
8. Ingress and egress points shall be located at least one-hundred (100) feet from the intersection of any two streets;
9. All buildings shall be oriented such that bay doors and/or open bays face away from residentially-zoned and/or -used property within one-hundred (100) feet unless screened from such property by a building or wall.
10. Any auto wash proposed and approved by the Planning Commission prior to the formal adoption of this ordinance shall be considered a permitted use under the adopted ordinance standards at that time.
11. Because the nature of the building and other above-ground improvements are such that they are not readily or easily convertible to a non-auto wash use, and because the construction tends to involve a limited variety of relatively low-cost materials (e.g.,

block) as part of the submission for special land use approval, the applicant shall submit a plan for the decommissioning of the auto wash and the removal of all above-ground building improvements, together with any accessory uses or items such as vacuums, air hoses, and the like if the use ceases. Cessation for a period of two years shall be presumed to constitute abandonment, but the City Council may extend the period upon good cause shown by the property owner. The plan shall include an acknowledgement by the applicant and the property owner (if different) that the decommissioning and removal are required. This requirement of a plan for decommissioning and removal is intended to insure compatibility with adjacent uses of land, and to promote the use of land in a socially and economically desirable manner, and is intended to meet the intent and purpose of the zoning regulations for an auto wash and therefore failure to submit the plan required hereunder shall be grounds for denial of the requested special land use.

Part III.
That the City of Novi Zoning Ordinance, as amended, Article 5, "Site Standards," Section 5.3, "Off-Street Stacking Space, Layout Standards, Construction and Maintenance," is hereby amended to read as follows:

1-10. [unchanged]

11. Any lane, route, or path in which vehicles are directed expressly for the purposes of receiving or dispensing persons, goods, or services without the driver leaving the vehicle (hereinafter referred to as a drive-through lane) shall comply with the following requirements:

A-C. [unchanged]
D. Drive-through facilities shall provide one bypass lane to allow unobstructed travel for vehicles to pass those waiting to be served. Such bypass lane shall be a minimum of ten (10) ~~eighteen (18)~~ feet in width, unless otherwise determined by the Fire Marshal.

E-I. [unchanged]

12-13. [unchanged]

PART IV.
Severability. Should any section, subdivision, clause, or phrase of this Ordinance be declared by the courts to be invalid, the validity of the Ordinance as a whole, or in part, shall not be affected other than the part invalidated.

PART V.
Savings Clause. The amendment of the Novi Code of Ordinances set forth in this Ordinance does not affect or impair any act done, offense committed, or right accruing, accrued, or acquired or liability, penalty, forfeiture or punishment, pending or incurred prior to the amendment of the Novi Code of Ordinances set forth in this Ordinance.

PART VI.
Repealer. All other Ordinance or parts of Ordinance in conflict herewith are hereby repealed only to the extent necessary to give this Ordinance full force and effect.

PART VII.
Effective Date: Publication. Public hearing having been held hereon pursuant to the provisions of Section 103 of Act 110 of the Public Acts of 2006, as amended, the provisions of this Ordinance

shall be published within fifteen (15) days of its adoption by publication of a brief notice in a newspaper circulated in the City of Novi stating the date of enactment and effective date, a brief statement as to its regulatory effect and that a complete copy of the Ordinance is available for public purchase, use and inspection at the office of the City Clerk during the hours of 8:00 A.M. to 5:00 P.M., Local Time. The provisions of this Ordinance shall become effective seven (7) days after its publication.

MADE, PASSED, AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF NOVI, OAKLAND COUNTY, MICHIGAN, ON THE ____ DAY OF _____, 2026.

_____
JUSTIN P. FISCHER, MAYOR

_____
CORTNEY HANSON, CITY CLERK

Ayes:
Nays:
Abstentions:
Absent:

PLANNING COMMISSION
MEETING MINUTES EXCERPT
SEPTEMBER 10, 2025

PLANNING COMMISSION
MINUTES *EXCERPT*

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.

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.

Planner Bell referenced a map on the screen showing the locations of the existing and proposed car washes in Novi. The white labels reference existing car washes, while the green labels note existing smaller car washes that are accessory to a gas station. The two yellow labels represent new car washes that have been submitted for site plan review – both are on properties zoned B-3, so the use is principal permitted, or permitted as of right (*without* the discretion for approval that a Special Land Use would allow).

Planner Bell stated staff reviewed other communities' ordinances and found there are many differing standards for car washes. Farmington Hills recently amended its Zoning Ordinance to state that in the B-3 District, vehicle washes are only permitted on properties that had a legally conforming vehicle wash as of the date of their ordinance amendment. They also have specific use standards to be met. In Farmington, automobile washes are a Special Land Use in the C-3 District. In Plymouth, automobile car washes are permitted as a Special Land Use in the B-3 and ARC (Ann Arbor Road Corridor) Districts, subject to several use standards. In Wixom, car washes are a Special Land Use in their B-3 District, and a permitted use in the FS District. There are a few use standards that must be met.

In June, the City Council's Ordinance Review Committee (ORC) discussed the draft text amendment and made suggestions for revisions. One suggestion was the condition that car wash buildings that become vacant would need to be torn down. This has been added to the draft text amendment you received tonight in the packet – as shown in italics. The Committee also increased the minimum lot size from 1 acre to 2 acres. The Committee unanimously voted to recommend the text amendment to City Council for consideration. On August 11th, City Council approved the referral of Zoning Ordinance Text Amendment 18.306 to the Planning Commission for public hearing and recommendation to City Council.

Planner Bell stated the text amendment proposed would change the use from Principal Permitted to the more discretionary Special Land Use in the B-3 District. This would not impact the smaller accessory car washes that are sometimes found at gas stations. The specific use standards car washes would include a minimum lot size of 2 acres, 40-foot minimum front yard setback, minimum 100-foot setback from residential properties, outdoor vacuum stations shall not be in front yard, with noise controlled by sound barriers if necessary to meet noise performance standards (Section 5.14), overhead doors shall not face residential-zoned properties, or must be screened by another building or wall, and any new auto wash proposed that has been approved by the Planning Commission prior to formal adoption of this ordinance shall be considered a permitted use under the adopted ordinance standards at that time. If the proposed text amendment is adopted as proposed, some of the existing car washes will become non-conforming with the new standards. All of the existing car washes are on parcels less than 2 acres. The other standards appear to be able to be met. The two proposed car washes are both on properties greater than 2 acres.

The Planning Commission is asked to hold the scheduled Public Hearing and consider making a recommendation to the City Council on the proposed ordinance amendment.

Chair Pehrson opened the public hearing and invited members of the audience who wished to speak to approach the podium.

Mr. Scott Griffin and Mr. Jamie Burke with Quick Pass Car Wash inquired if they would be negatively affected by the text amendment.

Seeing no others and confirming there was no correspondence received Chair Pehrson closed the audience participation and turned the matter over to the planning commission.

Member Lynch stated he trusts the judgement of the experts.

Member Dismondy inquired if Jax Car Wash is located at Fountain Walk.

Planner Bell confirmed that Jax was not approved by the City Council.

Member Roney had no further comment.

Member Avdoulos stated he had a question related to item eleven which states if the car wash is vacated it will have to be destroyed. He inquired if that would include the non-conforming car washes.

Planner Bell stated the way it was written it would be grandfathered in.

Chair Pehrson inquired if the current ordinance includes noise conditions for new car washes.

Planner Bell stated Special Land Use would rise to the level of requiring a noise study.

Chair Pehrson inquired if touchless car washes fall into the same standard.

Planner Bell confirmed that touchless car washes would still be considered a car wash and fall under the same standard.

Motion to recommend adoption to the City Council of Text Amendment 18.306 – Proposed Amendments to Car Wash Standards as presented made by Member Avdoulos and seconded by Member Lynch.

ROLL CALL VOICE VOTE ON MOTION TO RECOMMEND ADOPTION TO THE CITY COUNCIL OF TEXT AMENDMENT 18.306 – PROPOSED AMENDMENTS TO CAR WASH STANDARDS AS PRESENTED MOVED BY MEMBER AVDOULOS AND SECONDED BY MEMBER LYNCH. ***Motion carried 5-0.***

ORDINANCE REVIEW COMMITTEE
MEETING MINUTES
JUNE 23, 2025

ORDINANCE REVIEW COMMITTEE
June 23, 2025 | 6:00 p.m.

Mayor Fischer called the meeting to order at 5:37 P.M.

ROLL CALL: Mayor Fischer, Mayor Pro Tem Casey, Council Member Staudt

ALSO PRESENT: Victor Cardenas, City Manager
Thomas Schultz, City Attorney
Cortney Hanson, City Clerk
Charles Boulard, Director of Community Development
Barb McBeth, City Planner

APPROVAL OF AGENDA:

ORCM 25-06-08 **Moved by Staudt, seconded by Fischer; CARRIED UNANIMOUSLY:**

To approve the agenda as presented.

AUDIENCE COMMENT: None

MATTERS FOR DISCUSSION:

1. Approval of minutes from May 5, 2025:

ORCM 25-06-09 **Moved by Staudt, seconded by Fischer; CARRIED UNANIMOUSLY:**

To approve the Ordinance Review Committee meeting minutes from May 5, 2025.

2. Review permitted uses under the B-3 Zoning Classification.

Ms. McBeth explained the content of the memo provided by the Planning Department outlining the background, existing ordinance standards, comparisons to neighboring jurisdictions, and proposed amendments to the ordinance. Mayor Fischer asked about other zoning districts besides B-3, like Light Industrial, that may be a better fit for car washes since B-3 districts seem to be along major thoroughfares. Staff explained the Light Industrial properties offered a lot more acreage in available land. Mayor Fischer asked with the proposed changes, would they affect existing or pending car washes. Ms. McBeth stated only one is currently non-conforming and has been for a while. There are two that are proposed, one of which would not meet the proposed setback. Mayor Fischer asked if it would be possible to grandfather those that are proposed and through the final site plan phase. City Attorney Schultz said there would be a way to find an exemption.

Mayor Pro Tem Casey stated she would prefer a minimum parcel size of 2 acres and that a business would have to tear the building down if they were to close.

ORCM 25-06-10 **Moved by Casey, seconded by Staudt; CARRIED UNANIMOUSLY:**

To recommend Ordinance Amendment 18.306 to City Council for consideration.

3. Discussion on amendments to Chapter 24, Article II related to Outdoor Gatherings.

Director Boulard explained the Outdoor Gathering Application process and the challenges staff face in ensuring the events meet the expected public safety standards. The proposed changes to the ordinance include eliminating sections that have never been enforced and sections that are not pertinent. The date to submit an application for an outdoor assembly was modified from 10 days in advance of the event to 14 days in advance.

ORCM 25-06-11 Moved by Casey, seconded by Staudt; CARRIED UNANIMOUSLY:

To recommend the proposed amendments to Chapter 24, Article II related to Outdoor Gatherings.

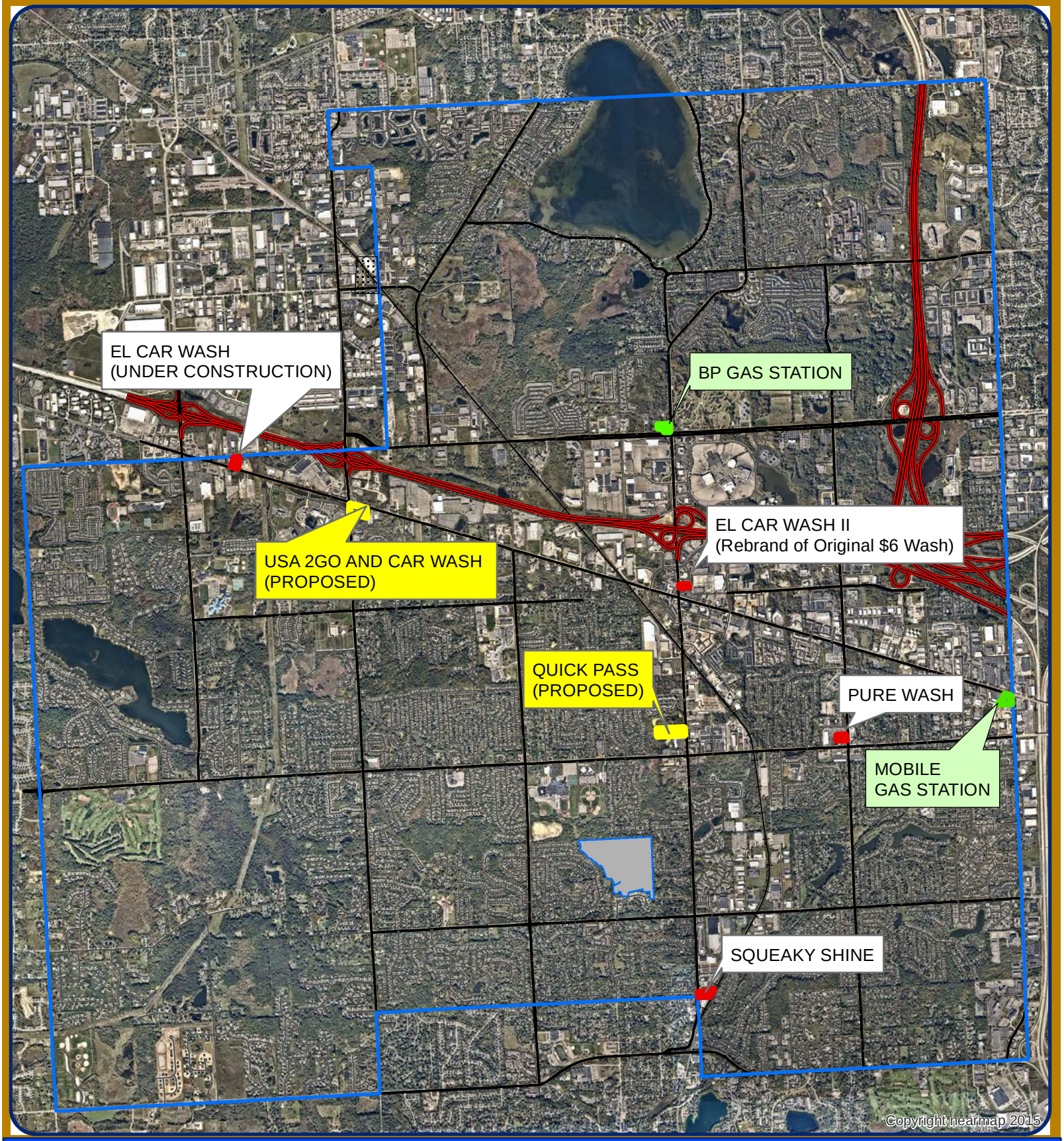
The meeting was adjourned at 6:22 p.m.

Recorded by: Cortney Hanson, City Clerk

EXISTING AND PROPOSED CAR WASHES
EXHIBIT FROM
ORDINANCE REVIEW COMMITTEE PACKET

Car Washes

EXISTING AND PROPOSED



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: 4-10-25
Project: Car Wash Survey
Version #: 1

0 900 1,800 3,600 5,400 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.



1 – Squeaky Shine, Novi Road



2 – Pure Wash, Meadowbrook Road & 10 Mile



3 – Original $6 Car Wash, Novi Road (Proposed rebranding to El Car Wash)



4 – El Car Wash, Grand River Ave & 12 Mile (Under Construction)



5 – BP Gas Station with accessory car wash, 12 Mile and Novi Road



6 – Mobile Gas Station with accessory car wash, Grand River & Haggerty



303 A300 VACUUMS RENDERING
SCALE: NO SCALE



302 A300 NORTHWEST RENDERING
SCALE: NO SCALE

7 – Proposed Quick Pass, Novi Road & 10 Mile



301 A300 SOUTHEAST RENDERING
SCALE: NO SCALE



7 – Proposed Car Wash with Grand Beck Development, Grand River & Beck Road

CITY OF NOVI CITY COUNCIL
MARCH 9, 2026

SUBJECT: Approval to award engineering services to Spalding DeDecker for a Debris Management Feasibility Study in the amount of $21,227.

SUBMITTING DEPARTMENT: Department of Public Works, Engineering Division

KEY HIGHLIGHTS:

- The Lee BeGole Drive extension and reconfiguration for the construction of the Public Safety Campus will impact the outdoor storage space at the DPW site.
- The study will review DPW's storage needs and evaluate six available city-owned parcels for possible use for these purposes.

FINANCIAL IMPACT

	FY 2025/26
EXPENDITURE REQUIRED	**$ 21,227**
BUDGET **General Fund 101-441.10-805.000**	**$ 40,439**
APPROPRIATION REQUIRED	**$ 0**
FUND BALANCE IMPACT	**$ 0**

BACKGROUND INFORMATION:

The Lee BeGole Drive extension and reconfiguration for Public Safety Campus will impact the outdoor storage space for debris management at the Department of Public Works site. Spalding DeDecker prepared a scope of services to review DPW's storage needs and to evaluate six available city-owned parcels for possible use for these purposes. The attached proposal outlines the detailed scope of services. The fee will be $21,227, which is modified from the City's consultant fee table. The study will begin immediately after the award, with a final report expected this summer.

RECOMMENDED ACTION: Approval to award engineering services to Spalding DeDecker for a Debris Management Feasibility Study in the amount of $21,227.

SPALDING DEDECKER
Engineering & Surveying Excellence since 1954

February 20, 2026
Revised March 2, 2026

Rebecca Runkle, PE
Engineering
City of Novi
26300 Lee BeGole Drive
Novi, Michigan 48375

Re: Debris Management Feasibility Study Proposal for Professional Services

Dear Rebecca:

Spalding DeDecker (SD) is pleased to provide the following proposal for feasibility study as discussed at our February 17th meeting.

Project Understanding

SD understands that the City is embarking on Public Safety campus relocation/expansion that will impact both Lee BeGole Drive as well as the Public Works (DPW) facility including the potential re-allocation of the current recycling area space adjacent to the DPW facility as well as the removal of DPW and Parks Department outdoor storage on the NE corner of Lee BeGole and 11 Mile Road. The City previously provided a "Wish List" of potential uses for a new location as well as including the necessities of the site from a functionality perspective. SD understands that the City has preliminarily identified a City-owned site that could potentially accommodate some, or all, of the proposed intended uses. In discussing the goals with the City, it became clear that a deeper dive into site selection, functionality, viability and logistics of the proposed improvements would benefit the City and provide a clearer path forward towards improvements within a specific site. The following is a breakdown of our proposed services with the above in mind:

Proposed Scope of Services

Existing Facility Review

- Recycling Center
  - Identify number of users/volume, peak delivery and pickup times, functionality and logistics of use for residential/commercial drop off as well as hauler pickup.
- DPW Facility
  - Amount and types of Outdoor Storage
    - Stored wood, debris, construction materials, and salt
    - Vehicular storage for DPW and Parks vehicles

- Real and/or perceived needs by DPW and Parks staff

Once we've identified the City's needs versus wants, SD can begin the site selection process with the top priorities in mind. This phase will include a narrative overview of each of the facilities with up to two (2) staff interviews per Department (four (4) total).

Site Selection

SD will provide a GIS overview map of the six (6) potential City owned parcels including the following:

- Treatment Access Plant
- West Park & West Road (Parcel 50-22-09-126-005)
- 43640 12 Mile Road
- 43755 Grand River Avenue
- Novi Road west of Gen Mar (Parcel 50-22-22-400-027 and -024)
- 49375 10 Mile Road

and will analyze each based on the following:

- Improvement Suitability
  - Environmental Review (desktop review) for wetlands, contaminated material, floodplain and County drain impacts
  - Topography improvements necessary based on SEMCOG contour data

This phase will include a narrative and exhibits highlighting the potentially suitable and unsuitable City-owned properties with a recommendation for site selection. The process will include up to three (3) review/coordination meetings and up to three (3) site selection GIS exhibits.

Concept Sketch

Once the site has been selected and proposed use needs are identified, SD will provide a high-level allocation of space concept sketch showing the minimum land use space for those needs overlayed on a GIS Aerial. SD intends to provide up to three (3) concepts based on the previous considerations.

Proposed Fees

SD typically provides a professional services fee based on the tables established as a part of our pre-qualification status with the City. The proposed services are most in-line with the "Other Types of Work" and a proposed detailed scope of work and detailed fee breakdown will be established. Based on the above scope of work and the attached detailed fee breakdown, SD is proposing the following Lump Sum fee:

Feasibility Study	**$21,227**

Project Schedule
The following summarizes the anticipated schedule for the project:

Milestone	Completed By
Council Award	3/9/2026
Existing Facility Review	3/16 – 3/30/2026
Site Selection Data Compilation	3/31 – 4/21/2026
Review Meeting	4/22/2026
Concept Sketches	4/23 – 5/7/2026
Final Deliverable	5/7/2026

Thank you for the opportunity to provide this proposal for Engineering Services. Please do not hesitate to contact me if you have any questions or comments regarding this submittal.

SPALDING DEDECKER ASSOCIATES, INC.

Angela Fortino
Senior Project Manager

Jeremy J. Schrot, PE
Sr. Vice President

Billing Tasks			Tasks by Quantity and Hours						Distribute Total Labor Hours									
									Employee Initials									
									JS	AF	AL	JP	LS	RM				
Billing Task #	Billing Task Name	Line #	Sub-Task:	Notes:	Quantity	Unit Hours	Total Hours		Project Executive	Senior Project Manager	Project Manager	Associate Planner	Graduate Engineer +	Senior Mapping Specialist +	Direct Task Labor Hours	Direct Task Labor Fee		Final Proposal Fee for Billing Task
					(Ea)	(Hr)	(Hr)		$240.00	$220.00	$197.00	$132.00	$118.00	$155.00	(Hr)	($)		($)
200	Existing Facility Review	1	Recycling Center		1	12	12			2		10			12	$1,760.00		BILLING TASK 200 Existing Facility Review
		2	Department of Public Works		1	12	12			2		10			12	$1,760.00		
		3	Staff Interviews		4	3	12			8		4			12	$2,288.00		
		4	**Billing Task Sub Totals**		**6**	**27**	**36**		**0**	**12**	**0**	**24**	**0**	**0**	**36**	**$5,808.00**		**$5,808.00**
		5																
210	Site Selection	6																BILLING TASK 210 Site Selection
		7																
		8																
		9	Desktop Environmental Review		40	0.5	20				4		16		20	$2,676.00		
		10	SEMCOG Contour Data Review		10	2	20				4		16		20	$2,676.00		
		11	Site Selection Exhibit		3	8	24			2		4		18	24	$3,758.00		
		12	Review Meetings		3	3	9			3	3	3			9	$1,647.00		
		13	**Billing Task Sub Totals**		**56**	**13.5**	**73**		**0**	**5**	**11**	**7**	**32**	**18**	**73**	**$10,757.00**		**$10,757.00**
		14																
220	Concept Sketch	15	Space Allocation Concept Sketch		3	8	24			2			4	18	24	$3,702.00		BILLING TASK 220 Concept
		16	QA/QC		2	2	4		4						4	$960.00		
		17	**Billing Task Sub Totals**		**5**	**10**	**28**		**4**	**2**	**0**	**0**	**4**	**18**	**28**	**$4,662.00**		**$4,662.00**
		18																
			Grand Totals				**137**		**4**	**19**	**11**	**31**	**36**	**36**	**137**			**$21,227.00**

CITY OF NOVI CITY COUNCIL
MARCH 9, 2026

SUBJECT: Approval of a Pawnbroker License requested by Thomas Blaine, Novi Jewelry & Coin, Inc., located at 41990 Grand River Avenue.

SUBMITTING DEPARTMENT: City Clerk

KEY HIGHLIGHTS:

- Thomas Blaine has recently acquired Weinstein Jewelers of Novi.
- Mr. Blaine has been continuously engaged in the precious metals, jewelry, and secondhand goods industry for 16 years at his existing business in Garden City.
- Conditional approval was granted during the February 9th City Council meeting.

BACKGROUND INFORMATION:

Thomas Blaine has taken ownership of Weinstein Jewelers of Novi and will operate as Novi Jewelry & Coin. Mr. Blaine has been the owner and principal operator of Garden City Exchange since March 18, 2008. At no time has any license or permit issued to Mr. Blaine or Garden City Exchange been denied, suspended, or revoked, and no enforcement actions have been taken against him related to business operations, licensing, or regulatory compliance.

The Police Department, Fire Department and Building Department have reviewed the request and have no objections to the conditional approval of this license.

RECOMMENDED ACTION: Approval of a Pawnbroker License requested by Thomas Blaine, Novi Jewelry & Coin, Inc., located at 41990 Grand River Avenue.

NOVI CITY CLERK'S OFFICE
45175 TEN MILE ROAD
NOVI, MI 48375
(248) 347-0456
Fax (248) 347-0577

cityofnovi.org

PAWNBROKER LICENSE APPLICATION
Act 273 of 1917

Business information:

Name of business: Novi Jewelry & Coin, Inc.

Business address: 41990 Grand River Ave, Novi, MI 48375

City: Novi State: mi Zip: 48375 Phone number: 313-215-6986

Select the type of ownership: ☐ Individual ☐ Partnership ☒ Corporation ☐ Other: _____

Applicant information:

Name of applicant: Thomas Blaine

Applicant's home address: _____

City: _____ State: _____ Zip: _____ Phone number: 313-215-6986

Applicant's driver's license number (attach copy): _____

Applicant's: Height _____ Weight _____ Sex _____

Date of Birth _____ Hair Color _____ Eye Color _____

Two previous addresses prior to the present address:
8914 Hartel Livonia, MI 48150
11347 Winston Redford, MI 4239

Provide the names and addresses of three adult residents in Oakland County who will serve as character references, who must be persons other than relatives and business associates:

1) Name: David Nagi
   Address: _____
2) Name: Hicham Farabi
   Address: _____
3) Name: Shaun Burgess
   Address: _____

Employee information: (For all additional employees, please complete a separate "Pawnbroker Application for Additional Employee" form)

Name of employee: Jacob Wallner-Blaine Date of birth: _____

Employee's home address: _____

City: _____ State: _____ Zip: _____ Phone number: _____

Employee's driver's license number (attach copy): _____

Name of employee: _____ Date of birth: _____

Employee's home address: _____

City: _____ State: _____ Zip: _____ Phone number: _____

Employee's driver's license number (attach copy): _____

Provide a full accurate and complete business history detailing experience, including, but not limited, whether or not such person has previously had any ownership interest in, or worked at, in this or another city or state, the same or similar business, including whether any license or permit issued, whether any such license or permit was ever denied, revoked, or suspended, the reason thereof and business activities, or occupations including the full name and address of the business and the name and phone number of any contact persons. (Attach additional pages as necessary)

Business History – Thomas Blaine

Thomas Blaine has been continuously engaged in the precious metals, jewelry, and secondhand goods industry since March 18, 2008. On that date, he became the owner and principal operator of Garden City Exchange, Inc., located at 32555 Ford Road, Garden City, Michigan 48135, where he remains actively involved in daily operations.

Garden City Exchange, Inc. operates as a retail establishment specializing in the buying and selling of precious metals (including gold, silver, and bullion), jewelry, coins, collectibles, and other secondhand merchandise, in full compliance with all applicable local, state, and federal laws. Mr. Blaine is responsible for overall business management, regulatory compliance, inventory control, customer relations, and financial oversight.

Since assuming ownership in 2008, Mr. Blaine has held all required licenses and permits necessary to operate this type of business within the City of Garden City and the State of Michigan. At no time has any license or permit issued to Mr. Blaine or Garden City Exchange, Inc. been denied, suspended, or revoked. There have been no enforcement actions taken against Mr. Blaine related to business operations, licensing, or regulatory compliance.

Prior to establishing Garden City Exchange, Inc., Mr. Blaine did not hold ownership interests in similar business

Provide a full and complete statement describing all criminal convictions other than misdemeanor traffic violations, fully disclosing the jurisdiction in which such conviction occurred, the offense for which conviction, or such conviction and the circumstances thereof. (Attach additional pages as necessary)

No Criminal Convictions to report.

Provide a statement indicating that proper equipment will be installed for the direct electronic entry into the City's computerized system, transaction information, or recording by electronic transmission pursuant to Chapter 27.5. (Attach additional pages as necessary)

Electronic Reporting and Data Transmission Statement

The undersigned hereby certifies that proper equipment and systems are installed and maintained to allow for the direct electronic entry and transmission of required transaction information into the City's computerized system, or other designated law enforcement reporting system, in full compliance with Chapter 27.5.

Novi Jewelry & Coin, Inc. will utilize Bravo Software, an industry-standard point-of-sale and compliance management system designed for secondhand and precious metals dealers. Bravo Software is configured to automatically record all required transaction data and electronically transmit such information to LeadsOnline on a daily basis, as required by applicable local and state regulations.

All reporting equipment, software, and internet connectivity are maintained in good working order to ensure accurate, timely, and uninterrupted electronic submission of transaction records. The business will continue to comply with any updates or technical requirements imposed by the City or law enforcement authorities related to electronic reporting and recordkeeping.

Applications without the following attachments will be considered incomplete and WILL NOT be accepted by the City Clerk's Office:

☐ A copy of the front and back of the applicant's current driver's license.

☐ Two front-faced portrait photographs taken within 30 days of the date of application, at least two inches by two inches in size.

☐ "Pawnbroker Application for Additional Employee" form for each employee and a copy of the employee's current driver's license.

☐ $250 non-refundable application fee (cash or check)

☐ Attach one of the following:
- Articles of Incorporation
- Partnership Agreement
- Articles of Incorporation

☐ Before issuance of the license, the applicant shall give a bond to the Treasurer's Office in its corporate name, in the penal sum of $3,000.00, with at least 2 sureties, conditioned for the faithful performance of the duties and obligations pertaining to the conduct of the business and for the payment of all costs and damages incurred by any violation of this act. The governmental unit shall approve the bond.

Please initial that you have read and understand the following statements:

B I understand that I may be asked to supply answers to any questions or information requested by the Director of Public Safety or his or her authorized representative.

B I understand that a complete set of fingerprints will be taken by the Novi Police Department. Applicant will be contacted by the Novi Police Department to set-up an appointment date.

B I hereby certify that the above information is true and accurate to the best of my knowledge and further understand and represent that if any changes to the above information are made, that said information will be supplied to the City immediately.

B I hereby authorize the City of Novi to seek information and conduct an investigation into the truth of the statements set forth in this application and qualifications of the applicant.

B I declare under penalty of perjury that the information contained in this application is true and correct.

Signature of applicant

THOMAS BLAIVE OWNER
Printed name and title

Subscribed and sworn before me, this 16th day of January, 2026

Alyssa M. Craigie
Notary public

Oakland County, Michigan

My commission expires: 9/23/29

ALYSSA MARIE CRAIGIE
NOTARY PUBLIC, STATE OF MI
COUNTY OF OAKLAND
MY COMMISSION EXPIRES Sep 23, 2029
ACTING IN COUNTY OF

For office use only

Receipt number: _____

- ☐ Copy of applicant's driver's license
- ☐ Additional Employee Forms & Driver's Licenses
- ☐ Criminal History Statement
- ☐ Business History Statement
- ☐ Two Photographs
- ☐ Equipment Statement
- ☐ BOND
- ☐ Articles of Incorporation OR Partnership Agreement OR Articles of Incorporation

27838615

LARA LICENSING AND REGULATORY AFFAIRS

STATE OF MICHIGAN
CSCL/CD- 500 - ARTICLES OF INCORPORATION - DOMESTIC PROFIT CORPORATION

Corporations Division Administrator

FILED

Entity #: 900147355
Filed Date: 1/12/2026

Articles of Incorporation

Pursuant to the provisions of Act 284, Public Acts of 1972, the undersigned executes the following Articles:

Article I - Michigan Profit Corporation Name

Michigan Profit Corporation Name	NOVI JEWELRY & COIN, INC.

Article II

The purpose or purposes for which the corporation is formed is to engage in any activity within the purposes for which a corporation may be formed under the Business Corporation Act of Michigan.

Article III

Common Shares	1000
Preferred Shares	
Total Shares	1000

Article IV

The name of the resident agent at the registered office is:

Full Name	THOMAS BLAINE

The street address of the location of the registered office is:

Street Address	32555 FORD ROAD GARDEN CITY, MI 48135

☒ I certify the above individual/company has agreed to serve as the Resident Agent for service of process for this entity.

Article V

The name and address of the incorporator/incorporators is/are as follows:

Name of individual or organization	Address
THOMAS BLAINE	32555 FORD ROAD GARDEN CITY, MI 48135

Article VI - (Optional, leave unchecked if not applicable)

☐ When a compromise or arrangement or plan of reorganization of this corporation is proposed between this corporation and its creditors or any class of them or between this corporation and its shareholders or any class of them, a court of equity jurisdiction within the state, on application of this corporation or of a creditor or shareholder thereof, or an application of a receiver appointed for the corporation, may order a meeting of the creditors or class of creditors or of the shareholders or class of shareholders to be affected by the proposed compromise or arrangement or reorganization, to be summoned in such manner as the court directs. If a majority in number representing 3/4 in value of the creditors or class of creditors, or of the shareholders or class of shareholders to be affected by the proposed compromise or arrangement or a reorganization, agree to a compromise or arrangement or a reorganization of this corporation as a consequence of the compromise or arrangement, the compromise or arrangement of the reorganization, if sanctioned by the court to which the application has been made, shall be binding on all the creditors or class of creditors, or on all the shareholders or class of shareholders and also on this corporation.

C0637-3043 01/12/2026 Received by Michigan Corporations Division

☒ Any action required or permitted under the Act to be taken at an annual or special meeting of shareholders may be taken without a meeting, without prior notice, and without a vote, if consents in writing, setting forth the action so taken, are signed by the holders of outstanding shares that have at least the minimum number of votes that would be necessary to authorize or take the action at a meeting at which all shares entitled to vote on the action were present and voted. A written consent shall bear the date of signature of the shareholder that signs the consent. Written consents are not effective to take corporate action unless within 60 days after the record date for determining shareholders entitled to express consent to or to dissent from a proposal without a meeting, written consents dated not more than 10 days before the record date and signed by a sufficient number of shareholders to take the action are delivered to the corporation. Delivery shall be to the corporation's registered office, its principal place of business, or an officer or agent of the corporation that has custody of the minutes of the proceedings of its shareholders. Delivery made to a corporation's registered office shall be by hand or by certified or registered mail, return receipt requested. Prompt notice of taking of the corporate action without a meeting by less than unanimous written consent shall be given to shareholders that would have been entitled to notice of the shareholder meeting if the action had been taken at a meeting and that have not consented to the action in writing. An electronic transmission consenting to an action must comply with Section 407(3).

Optional Article(s)

This space is intentionally left blank.

Filing Effective Date

The filing will be effective: when filed by the Corporations Division Administrator.

Attestations

☒ I understand that the information I enter into the online system is public information and will appear online and on copy requests exactly as I enter it into the system.

☒ I have been authorized by the business entity to file this document online.

☒ I, HEREBY SWEAR AND/OR AFFIRM, under penalty of law, including criminal prosecution, that the facts contained in this document are true. I certify that I am signing this document as the person(s) whose signature is required, or as an agent of the person(s) whose signature is required, who has authorized me to place his/her signature on this document.

Incorporator Signature(s)

Self	*Thomas Blaine*	*01/12/2026*
Signer's Capacity	THOMAS BLAINE	Date

C0637-3044 01/12/2026 Received by Michigan Corporations Division

MERCHANTS BONDING COMPANY™
MERCHANTS NATIONAL BONDING, INC. P.O. BOX 14498, DES MOINES, IA 50306-3498
PHONE: (800) 678-8171 FAX: (515) 243-3854

LICENSE AND PERMIT BOND

Bond No. 101751623

KNOW ALL PERSONS BY THESE PRESENTS:

That we, Novi Jewelry & Coin, Inc. ,

of Novi , State of Michigan , as Principal,

and Merchants National Bonding, Inc. , a corporation duly licensed to do business in the State of Michigan , as Surety, are held and firmly bound unto

City of Novi , Obligee, in the penal

sum of Three Thousand Dollars ($3,000.00) DOLLARS.

THE CONDITION OF THE ABOVE OBLIGATION IS SUCH, that whereas, the Principal has been licensed

Pawnbroker

by the Obligee.

NOW THEREFORE, if the Principal shall faithfully perform the duties and in all things comply with the laws and ordinances, including all Amendments, appertaining to the license or permit applied for, then this obligation to be void, otherwise to remain in full force and effect for a period commencing on the 16th day of January , 2026 , and ending on the 16th day of January , 2027 , unless renewed by Continuation Certificate.

This bond may be terminated at any time by the Surety upon sending notice in writing to the Obligee and to the Principal, in care of the Obligee or at such other address as the Surety deems reasonable, and at the expiration of thirty-five (35) days from the mailing of notice or as soon thereafter as permitted by applicable law, whichever is later, this bond shall ipso facto terminate and the surety shall thereupon be relieved from any liability for any subsequent acts or omissions of the Principal.

No right of action shall accrue on this bond to or for the use of any person or corporation other than Obligee named herein.

Dated this 16th day of January , 20 26

Novi Jewelry & Coin, Inc.
Principal

Countersigned (if required):

By: _____
N/A

Thomas Blaine
Principal

Merchants National Bonding, Inc.

By: _____
James A. Holter, Attorney-in-Fact

MERCHANTS NATIONAL BONDING, INC. INCORPORATED -o- 2003

LP 0206 (2/15)

MERCHANTS BONDING COMPANY™

POWER OF ATTORNEY

Know All Persons By These Presents, that MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., both being corporations of the State of Iowa, and MERCHANTS NATIONAL INDEMNITY COMPANY , an assumed name of Merchants National Bonding, Inc., (herein collectively called the "Companies") do hereby make, constitute and appoint, individually,

James A. Holter

their true and lawful Attorney(s)-in-Fact, to sign its name as surety(ies) and to execute, seal and acknowledge any and all bonds, undertakings, contracts and other written instruments in the nature thereof, on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

This Power-of-Attorney is granted and is signed and sealed by facsimile under and by authority of the By-Laws adopted by the Board of Directors of the Companies.

"The President, Secretary, Treasurer, or any Assistant Treasurer or any Assistant Secretary or any Vice President shall have power and authority to appoint Attorneys-in-Fact, and to authorize them to execute on behalf of the Company, and attach the seal of the Company thereto, bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof."

"The signature of any authorized officer and the seal of the Company may be affixed by facsimile or electronic transmission to any Power of Attorney or Certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship o obligations of the Company, and such signature and seal when so used shall have the same force and effect as though manually fixed."

In connection with obligations in favor of the Florida Department of Transportation only, it is agreed that the power and authority hereby given to the Attorney-in-Fact includes any and all consents for the release of retained percentages and/or final estimates on engineering and construction contracts required by the State of Florida Department of Transportation. It is fully understood that consenting to the State of Florida Department of Transportation making payment of the final estimate to the Contractor and/or its assignee, shall not relieve this surety company of any of its obligations under its bond.

In connection with obligations in favor of the Kentucky Department of Highways only, it is agreed that the power and authority hereby given to the Attorney-in-Fact cannot be modified or revoked unless prior written personal notice of such intent has been given to the Commissioner - Department of Highways of the Commonwealth of Kentucky at least thirty (30) days prior to the modification or revocation.

In Witness Whereof, the Companies have caused this instrument to be signed and sealed this 16th day of January , 2026 .

MERCHANTS BONDING COMPANY (MUTUAL) INCORPORATED -o- 1933

MERCHANTS NATIONAL BONDING, INC. INCORPORATED -o- 2003

MERCHANTS NATIONAL INDEMNITY COMPANY CALIFORNIA

MERCHANTS BONDING COMPANY (MUTUAL)
MERCHANTS NATIONAL BONDING, INC.
MERCHANTS NATIONAL INDEMNITY COMPANY

By Larry Taylor

President

STATE OF IOWA
COUNTY OF DALLAS ss.

On this 16th day of January 2026 , before me appeared Larry Taylor, to me personally known, who being by me duly sworn did say that he is President of MERCHANTS BONDING COMPANY (MUTUAL), MERCHANTS NATIONAL BONDING, INC., and MERCHANTS NATIONAL INDEMNITY COMPANY; and that the seals affixed to the foregoing instrument are the Corporate Seals of the Companies; and that the said instrument was signed and sealed in behalf of the Companies by authority of their respective Boards of Directors.

NOTARIAL SEAL IOWA

Penni Miller
Commission Number 787952
My Commission Expires
January 20, 2027

Notary Public

(Expiration of notary's commission does not invalidate this instrument)

I, Elisabeth Sandersfeld, Secretary of MERCHANTS BONDING COMPANY (MUTUAL), MERCHANTS NATIONAL BONDING, INC., and MERCHANTS NATIONAL INDEMNITY COMPANY do hereby certify that the above and foregoing is a true and correct copy of the POWER-OF-ATTORNEY executed by said Companies, which is still in full force and effect and has not been amended or revoked.

In Witness Whereof, I have hereunto set my hand and affixed the seal of the Companies on this 16th day of January , 2026 .

MERCHANTS BONDING COMPANY (MUTUAL) INCORPORATED -o- 1933

MERCHANTS NATIONAL BONDING, INC. INCORPORATED -o- 2003

MERCHANTS NATIONAL INDEMNITY COMPANY CALIFORNIA

Secretary

POA 0018 (5/25)

MEMORANDUM

TO: Melissa Morris, Deputy City Clerk

FROM: Alan Hall, Deputy Director of Community Development ASH

SUBJECT: NOVI JEWELRY & COIN

DATE: 01/23/26

The property located at **41990 GRAND RIVER AVE** has received a Special Inspection permit **(PSI26-0021)** for the purpose of:

- ☐ Auctions
- ☐ Liquor license
- ☐ Arcade license
- ☐ Massage license
- ☐ Outdoor gathering
- ☐ Outdoor seating
- ☒ Other: Pawnbroker License

The Community Development Department has the following recommendation:

- ☒ Approved
- ☐ Approved with conditions (listed below)
- ☐ Not approved

Conditions:

If you have any questions, do not hesitate to contact me at (248) 347-0417.

Thank you!

January 22, 2026

CITY COUNCIL

Mayor
Justin Fischer

Mayor Pro Tem
Laura Marie Casey

Dave Staudt

Brian Smith

Matt Heintz

Priya Gurumurthy

Aaron Martinez

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

TO: Cortney Hanson, City Clerk
Melissa Morris, Deputy City Clerk

FROM: Andrew Copeland – Fire Marshal

SUBJECT: New Pawnbroker License
Novi Jewelry & Coin Inc.

A fire inspection will need to be conducted at the above business, located at 41990 Grand River, Novi MI 48375. Business will need to contact my office and schedule a fire inspection for final occupancy approval.

I have no objections at this time with the application for a Pawnbroker License for 2026.

Sincerely,

Andrew Copeland – Fire Marshal
City of Novi Fire Department

cc. file

Novi Public Safety Administration
45125 Ten Mile Road
Novi, Michigan 48375
248.348.7100
248.347.0590 fax

cityofnovi.org

Sincerely,

Andrew Copeland – Fire Marshal
City of Novi Fire Department
cc: file

MEMORANDUM

TO: CORTNEY HANSON, CITY CLERK

FROM: ERICK W. ZINSER
DIRECTOR OF PUBLIC SAFETY / CHIEF OF POLICE

INITIATED BY: MICHAEL BENDER, DETECTIVE MB

SUBJECT: PAWNBROKER LICENSE, PRECIOUS METAL & GEMS APPLICATION- NOVI JEWELRY & COIN

DATE: JANUARY 26, 2026

ORGANIZATION:
Novi Jewelry & Coin
41990 Grand River Avenue
Novi, MI 48375
(248) 347-0303

APPLICANT:
Thomas Blaine

INFORMATION:
The Novi Police Department received this request from the Novi City Clerk's Office to review a Pawnbroker License and Precious Metal & Gems applications for Novi Jewelry & Coin.

INVESTIGATION:
An ICHAT, Sex Offender Registry and CLEMIS check revealed nothing of concern that would disqualify any applicant from approval.

CITY OF NOVI CITY COUNCIL
FEBRUARY 9, 2026

SUBJECT: Enter Executive Session immediately following the regular meeting of February 9, 2026, in the Council Annex for the purpose of discussing confidential correspondence from the City Attorney.

SUBMITTING DEPARTMENT: City Clerk

BACKGROUND INFORMATION:

RECOMMENDED ACTION: Enter Executive Session immediately following the regular meeting of February 9, 2026, in the Council Annex for the purpose of discussing confidential correspondence from the City Attorney.

CITY OF NOVI CITY COUNCIL
MARCH 9, 2026

SUBJECT: Approval of claims and warrants – Warrant 1198

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 #1198 comes before City council for approval.

RECOMMENDED ACTION: Approval of claims and warrants – Warrant 1198

CITY OF NOVI
Warrant 1198
Monday, March 9, 2026

Check	Vendor Name	Description	Amount
202613 - 202640	CONSUMERS ENERGY	HEAT	24,077.51
202641 - 202649	DTE ENERGY	ELECTRICITY	2,094.20
202650	COMCAST BUSINESS	ACCOUNT 8529 10 084 0122736	273.80
202651	FEDERAL EXPRESS CORP	ACCOUNT 2307-8105-2	13.24
202652	GREEN, STEVEN	REIMBURSE IT EQUIP JANUARY 2026	500.00
202653	OAKLAND COUNTY NARCOTIC ENFORCEMENT	REIMBURSE DOOR OPENER DVR AND SMART WATCH	2,368.00
202654	STATE OF MICHIGAN	INVOICE 551-671117	1,191.15
202655	TREASURER CITY OF DETROIT	INVOICE DPD020626	9,294.00
202656	WEST MICHIGAN ENFORCEMENT TEAM	MUSKEGON OFFICE LEASE MARCH 2026	5,786.18
202657	1ST AYD CORPORATION	OPERATING SUPPLIES	755.47
202658	A AND R PLUMBING LLC	BUILDING MAINTENANCE	2,385.28
202659	ACCUFORM PRINTING & GRAPHICS INC	COMMUNITY NEWSLETTER	45,573.61
202660	ACEK9	OUTSIDE DATA PROCESSING	322.00
202661	ACTION TARGET	RETRIEVER UPGRADE PACKAGE - NOVI SHOOTING	77,475.00
202662	AIRGAS USA, LLC	VEHICLE MAINTENANCE	1,161.04
202663	AIS CONSTRUCTION EQUIPMENT CORP	VEHICLE MAINTENANCE	8,131.33
202664	ALL AMERICAN CEMENT	BLDG. BOND REFUND (ESCROW)	500.00
202665	ALLIANCE HEALTH AND LIFE	EMPLOYEE INSURANCE	18,320.00
202666	ALLIE BROTHERS INC	SUPPLIES UNIFORMS	6,643.72
202667	ALLIED INC	EQUIPMENT MAINTENANCE	1,906.00
202668	ALTECH DOORS LLC	BUILDING MAINTENANCE	375.00
202669	AMAZON	LIBRARY BOOKS LENDING	1,545.50
202670	AMERICAN GENERATORS SALES AND	LIFT STATION MAINTENANCE	2,141.49
202671	AMERICAN HEART ASSOCIATION INC.	CONFERENCE	1,254.99
202672	APPLIED INNOVATION	INTERNAL TECHNOLOGY PARKS	214.00
202673	ARAMARK REFRESHMENT SERVICES	OPERATING SUPPLIES	1,152.07
202674	ARK ELECTRICAL SOLUTIONS LLC	LIFT STATION MAINTENANCE	2,310.34
202675	AURORA LANDSCAPE DESIGN & APPRAISAL	WATER MAIN LOOP CONN	1,800.00
202676	BABLER, ANTONIO C	BLDG. PAYMENT REFUND (ESCROW)	97.00
202677	BANK'S VACUUM	CUSTODIAL SUPPLIES	19.99
202678	BARNHILL III, JOHN H.	YOUTH BASKETBALL	168.00
202679	BARRETT, JULIA	PER DIEM MI WOMEN LAW ENFORCEMENT CONFER	108.00
202680	BAYSCAN TECHNOLOGIES LLC	OPERATING SUPPLIES	203.34
202681	BELLE TIRE	VEHICLE MAINTENANCE	3,238.02
202682	BENITO'S CAFE	OPERATING SUPPLIES	407.80
202683	BESK, DANIEL	YOUTH BASKETBALL	252.00
202684	BLACKWELL FORD INC	VEHICLE MAINTENANCE	5,464.00
202685	BLUE CROSS BLUE SHIELD OF MICHIGAN	EMPLOYEE INSURANCE	40,036.39
202686	BOUND TREE MEDICAL LLC	MEDICAL SUPPLIES	3,239.23
202687	BRIEN'S SERVICES INC	GROUNDS MAINTENANCE	5,787.30
202688	BRILLIANT SYSTEMS, LLC	RADIO MAINTENANCE	497.00
202689	BRODART CO.	LIBRARY BOOKS LENDING	3,786.10
202690	CAMBRIDGE HOMES INC	BLDG. BOND REFUND (ESCROW)	1,000.00
202691	CANFIELD EQUIPMENT SERVICES INC.	VEHICLE NEW INSTALL	2,200.00
202692	CANON FINANCIAL SERVICES INC	EQUIPMENT RENTAL/LEASE	3,052.89
202693	CARLETON EQUIPMENT COMPANY, INC.	VEHICLE MAINTENANCE	664.27
202694	CAVANAUGH, JACK	REIMBURSEMENT	25.00
202695	CBTS LLC	TELEPHONE MAINTENANCE	537.50
202696	CDW GOVERNMENT LLC	OPERATING SUPPLIES	17,391.57
202697	CHET'S RENT-ALL INC.	WATER LINE MAINTENANCE	301.87
202698	CINTAS CORP	SUPPLIES UNIFORMS	576.85
202699	CORRIGAN RECORD STORAGE LLC	RECORDS STORAGE	1,763.54
202700	COUGAR SALES & RENTAL INC	WATER LINE MAINTENANCE	19.99
202701	CRANDALL-WORTHINGTON INC	CUSTODIAL SUPPLIES	1,649.02
202702	CRIMBOLI NURSERY AND LANDSCAPE INC.	GROUNDS MAINTENANCE	3,315.00
202703	CROSSBEAM BUILDING CONTRACTORS LLC	AUTOMATED RETURN SYSTEM	12,037.10

202704	CUTMYTREEDOWN.COM	FORESTRY MAINTENANCE	25,651.25
202705	DALTON COMMERCIAL CLEANING CORP	BUILDING MAINTENANCE	4,366.00
202706	DELL MARKETING L.P.	INTERNAL TECHNOLOGY POLICE	4,911.46
202707	DEMCO INC.	LIBRARY PROGRAMMING	104.71
202708	DETROIT SALT COMPANY LLC	WINTER MAINTENANCE	50,551.16
202709	DIAMOND JACK'S RIVER TOURS	CAMP LAKESHORE	1,200.00
202710	DIGICERT, INC	INTERNAL TECHNOLOGY	736.38
202711	DINGES FIRE COMPANY	VEHICLE MAINTENANCE	1,751.88
202712	DITCH WITCH SALES OF MICHIGAN	EQUIPMENT MAINTENANCE	117.29
202713	DOBSON, MICHAEL JAMES	YOUTH BASKETBALL	168.00
202714	ELLSWORTH INDUSTRIES INC.	ROUTINE MAINTENANCE	2,445.59
202715	EMBASSY TITLE AGENCY	2025 WIN TAX REFUND 50-22-36-251-003	26.86
202716	EMPIRE PRINTING, LLC	COMMUNITY PROMOTION	66.00
202717	ENABLEPOINT INC.	OUTSIDE DATA PROCESSING	4,578.00
202718	ENVIRONMENTAL SPECIALTY SERVICES	SHAWOOD ISLAND	20,037.00
202719	EVERON LLC	CONTRACTUAL SERVICES	2,336.85
202720	FELDMAN CHEVROLET OF NOVI	VEHICLE MAINTENANCE	20,516.25
202721	FERGUSON WATERWORKS #3386	INTERNAL TECHNOLOGY WATER SEWER	33,317.40
202722	FIRE WRENCH OF MICHIGAN	VEHICLE MAINTENANCE	3,617.31
202723	FLEETPRIDE INC.	VEHICLE MAINTENANCE	311.97
202724	G2 CONSULTING GROUP, LLC.	MATERIAL TESTING: LEE BEGOLE/ PUBLIC SAFETY	45,841.00
202725	GALE/CENGAGE LEARNING	LIBRARY BOOKS	59.98
202726	GDI SERVICES INC	CUSTODIAL SERVICES	8,120.00
202727	GILLAM, CHRISTOPHER C	2025 WIN TAX REFUND 50-22-04-101-033	242.44
202728	GLASS AMERICA	VEHICLE MAINTENANCE	844.16
202729	GRAINGER INC, W W	OPERATING SUPPLIES	1,058.18
202730	GRAPHIK CONCEPTS INC	VEHICLE MAINTENANCE	1,023.82
202731	GREAT LAKES ACE	OPERATING SUPPLIES	94.71
202732	GREAT LAKES WATER AUTHORITY	HSP CHARGES	852,021.66
202733	HANS AUTO ELECTRIC	VEHICLE MAINTENANCE	155.00
202734	HANSON RENAISSANCE COURT REPORTERS	PROFESSIONAL SERVICES	3,160.05
202735	HAROLD'S FRAME SHOP, INC	VEHICLE MAINTENANCE	531.00
202736	HASTINGS AIR-ENERGY CONTROL	VEHICLE MAINTENANCE	692.17
202737	HEALEY FIRE PROTECTION INC.	BUILDING MAINTENANCE	4,090.00
202738	HEALTH ALLIANCE PLAN	EMPLOYEE INSURANCE	27,739.75
202739	HOME DEPOT CREDIT SERVICES	OPERATING SUPPLIES	4,289.90
202740	IDENTISYS INC	OUTSIDE DATA PROCESSING	1,144.00
202741	IMAGAMERICA	APPRECIATION EVENINGS	4,595.70
202742	IMAGE 360 - NOVI	OPERATING SUPPLIES	94.00
202743	IMPERIAL BAG & PAPER CO. LLC	BUILDING MAINTENANCE	1,210.59
202744	INTRADO LIFE & SAFETY, INC	TELEPHONE MAINTENANCE	440.19
202745	JACK DOHENY SUPPLIES INC	SEWER LINE MAINTENANCE	9,740.70
202746	JAPAN BUSINESS SOCIETY OF DETROIT	MEMBERSHIPS	75.00
202747	JOHNSON, AMY SUZANNE	OLDER ADULTS FITNESS	810.00
202748	JONES II, GERALD R.	YOUTH BASKETBALL	168.00
202749	KEN CLAY	41733 WILDER RD	79.01
202750	KENWHIRL APPLIANCE SERVICE	BUILDING MAINTENANCE	521.00
202751	KIESLER'S POLICE SUPPLY, INC.	SUPPLIES AMMUNITION	5,724.62
202752	KIMBALL MIDWEST	VEHICLE MAINTENANCE	3,246.26
202753	KNAZZE, DANEISHA MARLENA	REIMBURSEMENT FOR LOST ITEMS	67.50
202754	LAFONTAINE FORD OF LANSING	VEHICLE MAINTENANCE	3,027.41
202755	LAPOINTE, ERNEST RICHARD	YOUTH BASKETBALL	168.00
202756	LIBERTY TITLE AGENCY	2025 WIN TAX REFUND 50-22-14-251-089	7.91
202757	LIBERTY, MARVIN	YOUTH BASKETBALL	252.00
202758	LIMB WALKERS TREE & SNOW	FORESTRY MAINTENANCE	1,230.00
202759	LUNGHAMER FORD OF OWOSSO LLC	(6) 2026 FORD POLICE INTERCEPTOR AWD UTI	272,786.00
202760	LYON MECHANICAL CONTRACTORS, INC.	BUILDING MAINTENANCE	6,772.00
202761	M-2 AUTO PARTS, INC.	VEHICLE MAINTENANCE	2,307.07
202762	MALINOWSKI, JUDITH M.	MEDICAL SERVICE	1,000.00
202763	MANNINS, TODD	WITNESS	10.35
202764	MEDLINE INDUSTRIES, LP	MEDICAL SUPPLIES	1,996.09
202765	MES SERVICE COMPANY LLC	OPERATING SUPPLIES	62.20
202766	METRO CONTROLS INC	BUILDING MAINTENANCE	6,906.70
202767	MICHIGAN AMMO CO INC	SUPPLIES TRAINING AMMO	7,091.55

202768	MICHIGAN CAT	VEHICLE MAINTENANCE	243.44
202769	MICHIGAN DEPT OF AGRICULTURE	MEMBERSHIPS	145.00
202770	MICHIGAN LINEN SERVICE, INC.	BUILDING MAINTENANCE	2,121.25
202771	MICHIGAN OVERHEAD DOOR & LOADING	PARK BUILDING MAINTENANCE	5,944.81
202772	MICHIGAN POLICE TRAINING	EDUCATION AND TRAINING	2,085.00
202773	MIDWEST TAPE, LLC	LIBRARY BOOKS LENDING	1,549.23
202774	MSA SAFETY SALES, LLC	CONFERENCE	7,350.00
202775	MUNICIPAL WEB SERVICES, INC	WEB PAGE MAINTENANCE	12,507.40
202776	NADLAN 56 LLC	BLDG. BOND REFUND (ESCROW)	5,000.00
202777	NATIONAL LADDER & SCAFFOLD CO INC	SUPPLIES UNIFORMS	129.99
202778	NATIONAL TRANSPORTATION SAFETY	MEMBERSHIPS	24,560.00
202779	NENADIC, SUSAN L	HISTORICAL COMMISSION	250.00
202780	NOVI, CITY OF	CITY'S SHARE OF FEES COLLECTED	34,248.50
202781	O'REILLY AUTO PARTS	VEHICLE MAINTENANCE	3,033.92
202782	OAKLAND COMMUNITY COLLEGE	MEDICAL SERVICE	100.00
202783	OAKLAND COUNTY REGISTER OF DEEDS	AVALON SDFMEA	30.00
202784	OAKLAND COUNTY REGISTER OF DEEDS	AVALON WARRANTY DEED ROW	35.00
202785	OAKLAND COUNTY REGISTER OF DEEDS	AVALON SIDEWALK EASEMENT	30.00
202786	OAKLAND COUNTY REGISTER OF DEEDS	22530 NAPIER WSE	30.00
202787	OAKLAND COUNTY REGISTER OF DEEDS	GREAT OAKS SANITARY SEWER EXT EASEMENT	30.00
202788	OAKLAND COUNTY REGISTER OF DEEDS	26255 BECK RD HIGHWAY EASEMENT	30.00
202789	OAKLAND COUNTY REGISTER OF DEEDS	47460 11 MILE HE	675.00
202790	OCCUPATIONAL HEALTH CENTERS OF	MEDICAL SERVICE	147.00
202791	ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	291.55
202792	ON DUTY GEAR, LLC	VEST PURCHASES 2025-26	6,270.00
202793	ORCHARD, HILTZ & MC CLIMENT	PROFESSIONAL SERVICES	75,108.51
202794	ORIENTAL TRADING CO INC	LIBRARY PROGRAMMING	224.38
202795	ORKIN	BUILDING MAINTENANCE	1,200.37
202796	OVERDRIVE, INC.	ELECTRONIC MEDIA	5,033.68
202797	PAULK, JAMES	SUPPLIES UNIFORMS	180.20
202798	PEOPLE DRIVEN TECHNOLOGY, INC	INTERNAL TECHNOLOGY POLICE	97.50
202799	PERFECT CLEANERS OF DETROIT, INC	OPERATING SUPPLIES	48.00
202800	POSITIVE CONCEPTS, INC.	OPERATING SUPPLIES	824.10
202801	PRECISE MRM LLC	VEHICLE MAINTENANCE	3,818.31
202802	PREUER & ASSOCIATES, JOHN D	OPERATING SUPPLIES	1,153.78
202803	QUILL CORPORATION	OFFICE SUPPLIES	255.06
202804	RAINS, RACHEL	PER DIEM MI WOMEN LAW ENFORCEMENT CONFER	108.00
202805	RED WING SHOE STORE	SUPPLIES UNIFORMS	996.18
202806	RICH OSTERMAN ELECTRIC CO., INC.	BUILDING MAINTENANCE	3,200.00
202807	RKA PETROLEUM COS., INC	GASOLINE AND OIL	11,072.13
202808	ROCKET CLOSE LLC	2025 WIN TAX REFUND 50-22-11-108-045	11.80
202809	ROSATI, SCHULTZ, JOPPICH	LEGAL FEES	37,465.20
202810	ROSSOW GROUP LLC, THE	CONFERENCE	215.00
202811	RUGGIRELLO, CHARLES	YOUTH VOLLEYBALL	168.00
202812	SALTY JAKES LLC	VEHICLE MAINTENANCE	3,255.25
202813	SAM'S CLUB DIRECT	LIBRARY PROGRAMMING	36.96
202814	SCHOOLCRAFT COLLEGE	EDUCATION AND TRAINING	14,644.94
202815	SERVICEMASTER BIOCLEAN	BIO HAZARD CLEANING OF JAIL CELLS	450.00
202816	SIMON, ANDREW	REIMBURSE BLS, ACLS TRAINING, MCOLES LIC	174.00
202817	SMART BUSINESS SOURCE LLC	OFFICE SUPPLIES	1,829.52
202818	SOUTHEASTERN OAKLAND COUNTY WATER	MEMBERSHIP	160.00
202819	SQUEAKY SHINE CAR WASH	VEHICLE MAINTENANCE	980.00
202820	STATE OF MICHIGAN	STORMWATER PERMIT COMPLIANCE	5,000.00
202821	STATE OF MICHIGAN	COST SHARE: MEADOWBROOK REHABILITATION	56,296.87
202822	STATE OF MICHIGAN	LIVESCAN FEES	1,236.00
202823	SUPER FLEET MASTERCARD	ACCOUNT 5567355986604710	6.90
202824	T-MOBILE USA, INC.	OPERATING SUPPLIES	50.00
202825	TARGET SOLUTIONS LEARNING, LLS	OUTSIDE DATA PROCESSING	5,991.30
202826	THELEN LANDSCAPE INC	GROUNDS MAINTENANCE	165.00
202827	THOMPSON, KALEIGH	PER DIEM MI WOMEN LAW ENFORCEMENT CONFER	108.00
202828	TRI-COUNTY INTERNATIONAL	VEHICLE MAINTENANCE	8,461.58
202829	TRUCK & TRAILER SPECIALTIES, INC.	VEHICLE MAINTENANCE	202,695.59
202830	TSUSHIMA, AYUMI	DANCE PROGRAMS	1,428.00
202831	TUMBLEBUNNIES GYMNASTICS INC	YOUTH PROGRAMS	1,860.00

202832	TURNOUT MANAGEMENT	UNIFORMS NEW RECRUITS	900.00
202833	ULLIANCE, INC.	EMPLOYEE ASSISTANCE PROGRAM	428.40
202834	UNIFIRST FIRST AID & SAFETY	INDOOR GUN RANGE	126.10
202835	URBANS PARTITION AND REMODELING CO	BUILDING MAINTENANCE	393.00
202836	USA BLUEBOOK	WATER METERS	639.45
202837	VARIPRO	FLEXIBLE SPENDING	3,468.43
202838	VARSITY LINCOLN, INC	VEHICLE MAINTENANCE	2,019.08
202839	VESCO OIL CORPORATION	VEHICLE MAINTENANCE	6,319.29
202840	WASHTENAW COMMUNITY COLLEGE	EDUCATION AND TRAINING	6,407.50
202841	WEINGARTZ SUPPLY CO INC	LAWN MOWER MAINTENANCE	4.05
202842	WILBANKS, ABIGAIL	WITNESS	10.35
202843	WITMER PUBLIC SAFETY GROUP INC	SUPPLIES UNIFORMS	2,072.48
202844	WONDER JUMP, INC.	MOTHER/SON EVENT	479.00
202845	WOODHILL GROUP LLC, THE	PROFESSIONAL SERVICES	34,726.45
202846	YOON, DAVID & YOUNG	2025 WIN TAX REFUND 50-22-23-378-008	72.50
202847	ZINK, STEPHANIE	OLDER ADULT FITNESS	498.00
EFT	FIFTH THIRD BANK P-CARD	JANUARY PURCHASES	106,637.09
	PAYPAL ESCREEN INC	HR: DOT random testing fee	150.00
	AMAZON MKTPL 9N4IV1VE3	DPW: Tools	36.89
	EGLE DW TRAIN AND CERT	W&S: memberships and dues	70.00
	ASCE PURCHASING	DPW: Membership	313.00
	USPS.COM CLICKNSHIP	CLK: Postage	17.70
	AMAZON MKTPL 7B8C47GP3	HR: Emp wellness&engagement	9.88
	AMAZON MKTPL VT4QR8CT3	HR: Office supplies	20.93
	MICHIGANFI MICHIGAN A	FD: Conference	582.67
	SOARING EAGLE HOTEL	FD: Lodging	429.46
	WWW.PEACHJAR.COM	PRCS: Progarm Expenses	175.00
	GOVT SOCIAL MEDIA LLC	CR: dues	99.00
	AMAZON MKTPL RL74Q5DB3	DPW: Tools	31.44
	ALLIANZ TRAVEL INS	FD: Conference	30.31
	DELTA	FD: Conference	448.99
	CENTER FOR PUBLIC SAFE	FD: Conference	790.00
	DOLLAR TREE	LIB: Staff Recognition	17.00
	ICLE -UNIVERSITY OF MI	MGR: Tax refund	(12.06)
	CRUISERS INC	I.S.: Hardware	176.46
	AMAZON MARK KZ29R2S83	PRCS: Program Expense	121.32
	DELTA	CR: GSMCON	457.96
	SOUTHWEST AIRLINES	LIB: Conference	414.40
	SOUTHWEST AIRLINES	LIB: Conferences	183.20
	LAKESHORE LEARNING MAT	LIB: DEI	393.99
	AMAZON MKTPL XV4CF3B23	CR: office supplies	34.26
	OAKLAND PRESS	MGR: Newspaper Subscription	13.80
	EGLE DW TRAIN AND CERT	W&S: memberships,dues	70.00
	MICHIGAN ASSOCIATION O	HR: Police Officer Job Ad	100.00
	MS CAREERS	HR: Police Officer Job Ad	150.00
	AMAZON MARK BR6832J53	PD: Supplies	17.80
	AMAZON RETA IQ5FK4ZT3	PD: Supplies	22.91
	AMAZON MARK QA3V23113	PD: Supplies	12.53
	USPS.COM CLICKNSHIP	CLK: Postage	17.70
	AMAZON MARK DM7A03JD3	PD: Veh. Maint.	26.99
	DELTA	LIB: Conferences	208.48
	WEB NETWORKSOLUTIONS	I.S.: Domain	65.97
	EGLE DW TRAIN AND CERT	W&S: membership,dues	70.00
	AMAZON.COM BZ2II6FE3	FIN: Office Supplies	156.46
	AMAZON MKTPL OM57S0JT3	FM: Operating Supplies	27.16
	USPS.COM CLICKNSHIP	CLK: Postage	17.70
	AMAZON MKTPL WZ2UA3DV3	PM: Bungee straps	95.00
	CARRIAGE CLEANERS	PRCS: Supplies	30.00
	AMAZON MARK T70KN5RL3	PRCS: Program Expense	205.79
	BIG TOMMYS PARTHENON	CD: Consultant meeting	64.59
	GROUPMAP TECHNOLOGY	IT: Software Subscription	8.00
	AMAZON.COM JX9385WM3	CR: recognition	20.00
	MAGICDESKTOP.COM	LIB: Computer Supplies Equip	298.00
	AMAZON MKTPL LQ50W9413	I.S.: Hardware	254.99
	OAKLAND PRESS	MGR: Newspaper Subscription	13.80
	AMAZON MKTPLACE PMTS	DPW: OS	(28.49)
	ATT CONS PHONE PMT	FACILITES - Utilities - Telephone	6,098.13
	AMAZON MKTPL 3J4NC6V53	CR: office supplies	29.98
	CCI CONSTANT-CONTACT	CR: email marketing	455.00

CENTURYLINK LUMEN	FACILITIES - Utilities - Cable	170.19
USPS.COM CLICKNSHIP	CLK: Postage	35.40
INTL FACILITY MGMT ASS	PM: IFMA Conference	650.00
WWW.PEACHJAR.COM	PRCS: Program Expenses	125.00
AMAZON MKTPL J90TD40T3	CR: supplies	19.95
SAMSCLUB #6657	CR: catering	98.44
AMAZON.COM JW1KF14L3	CR: years of service	1,100.00
ACDELCO TDS	PD: VM	168.00
JIMMY JOHNS - 396	LIB: Community Promotion	299.38
AMAZON MKTPLACE PMTS	DPW: OS	(34.99)
WEB NETWORKSOLUTIONS	I.S.: Domain	20.99
AMAZON MKTPL HT0LW9QR3	CR: supplies	61.00
APPLE.COM/US	I.S.: Hardware	269.00
APPLE.COM/US	I.S.: Hardware	699.00
AMAZON MKTPL 0Y74E6G83	CR: supplies	26.98
SOUTHWEST AIRLINES	LIB: Conferences	539.57
GRAND TRAVERSE RESORT	MGR: Conference Accomodations	231.00
USPS PO 2569200376	PRCS: Marketing	71.15
LIFELOC TECHNOLOGIES	PD: Operating Expense	(8.22)
OLGASKITCHEN	CR: employee recognition	772.26
SOUTHWEST AIRLINES	LIB: Conferences	539.57
GRAND TRAVERSE RESORT	CM: conferences/workshops	424.00
HILTON	FM: Conferences, Workshops	454.46
USPS.COM CLICKNSHIP	CLK: Postage	26.55
AMAZON MKTPL FX44Z56I3	PD: VM	23.99
AMAZON.COM V67JN0033	FM: Humidifier	154.83
USPS.COM CLICKNSHIP	CLK: Postage	17.70
APPLE.COM/BILL	CR: iCloud storage	2.99
WALMART.COM 8009256278	CR: tables	107.91
MPARKS	PRCS: Conferences/workshops	30.00
MICHIGAN E MI	CD: Event Registration	135.00
AMAZON MKTPL SB90J92A3	I.S.: Phone case	59.00
AMAZON MKTPL 6123837A3	FM: Glass Repair	32.77
JIMMY JOHNS - 396 - E-	Council: meeting	69.95
USPS.COM CLICKNSHIP	CLK: Postage	17.70
USPS.COM CLICKNSHIP	CLK: Postage	17.70
STAMPS.COM	LIB: Postage	20.99
AMAZON MARK LY1D05GO3	PD: Supplies	55.45
AMAZON MARK 001SZ6GY3	PD: Supplies	123.39
AMAZON MKTPL S048689E3	PD: VM	21.18
AMAZON MKTPL DO7RC43K3	CR: supplies	179.42
AMAZON MKTPL GW73Y5043	CR: supplies	41.86
MENARDS WIXOM MI	PM: Yellow 4" tubing	479.96
AMAZON.COM	PRCS: Return	(15.20)
APPLE.COM/BILL	I.S.: Software	11.98
BC. BASECAMP 1613811	I.S.: Software	250.00
SPECTRUM	FACILITES - Utilities - Telephone	9,011.92
AMAZON MKTPL RX96O1ZE3	HR: Emp wellness&engagement	13.99
AMAZON.COM	PRCS: Return	(10.40)
AMAZON.COM	PRCS: Return	(14.78)
AMAZON MKTPL LR65H9K93	PD: Office Supplies	13.96
AMAZON.COM	PRCS: Return	(18.20)
AMAZON.COM	PRCS: Return	(19.10)
AMAZON MKTPL IH2VW4TX3	FD: Operating supplies	406.86
BENITO S CAFE	CR: catering	93.17
THE HENRY FORD	ED: tour	252.00
AMAZON.COM RP91E2GM3	DPW: OS	15.11
AMAZON.COM WB5NV4D93	DPW: OS	52.27
BC. BASECAMP 1613811	I.S.: Software	17.00
AMAZON MKTPL MX3495153	FD: Operating Expense	389.99
AMAZON.COM EK4S01IO3	FD: Office supplies	67.02
AMAZON MARK O071L9VW3	PRCS: Nature supplies	6.49
AMAZON MARK 0418E76G3	FIN: tax supplies	433.74
AMAZON.COM Q29381KG3	PD: Operating Expense	91.56
ORION KENNEL CLUB	PD: Operating Expense	419.17
EBAY O 06-14114-70606	LIB: Computer Supplies	52.80
TST BUDDY'S PIZZA - N	PRCS/OAS: Event Food	253.90
JETS PIZZA - MI-150	LIB: Conferences	66.43
FUELCLOUD	DPW: G&O	152.50
AMAZON MKTPL KZ6PL4TG3	I.S.: Supplies	62.78
IDENTISYS INCORPORATED	I.S.: Supplies	633.75

AMAZON MARK I31NY7IA3	DPW: Uniforms	115.79
WHITLOCK BUSINESS SYST	Treas: Print Utility bills	826.64
WHITLOCK BUSINESS SYST	Treas: Postage for utility bills	2,345.72
WHITLOCK BUSINESS SYST	Treas: Print tax bills	3,273.29
WHITLOCK BUSINESS SYST	Treas: Postage for tax bills	12,069.90
GOVERNMENT FINANCE OFF	HR: Accountant job ad	500.00
MLB DETROIT TIGERS I	PRCS: OAS Travel	518.00
USPS.COM CLICKNSHIP	CLK: Postage	33.60
MS CAREERS	HR: Accountant job posting	150.00
AMAZON RETA F912V66H3	PD: Supplies	40.59
SAMSCLUB.COM	CR: supplies	90.56
DELTA	PM: IFMA airfare	827.00
MATTRACKS INC	DPW: Tools	149.25
SP THE APPRAISAL FOUND	ASSES: Con ed materials	110.00
AFP MACEO	CD: Training	20.00
AMAZON MKTPL 271V031D3	ASSES: stamp	32.68
MEIJER STORE #122	PRCS: OAS Food and Supplies	149.77
AMAZON MKTPL 4F3A92293	FM: Operating Supplies	12.34
USPS.COM CLICKNSHIP	CLK: Postage	33.60
AMAZON MARK MW4UU27Z3	PD: Dispatch Radio	74.99
AMAZON MARK 1N81L6VQ3	PD: Supplies	9.68
AMAZON MARK 9X5EG5863	PD: Supplies	15.98
SPI DIRECTV SERVICE	PD: Cable	1,129.88
AMAZON.COM RO6YV0EI3	PRCS: Marketing	19.00
MOES ON TEN	CR: Events	73.57
AFP AMERICAN ACADEMY F	PRCS: annual AAPRA fee	329.60
AMAZON MKTPL QV2CP5OH3	PD: Office Supplies	19.98
BENITO S CAFE	LIB: Programming	501.82
PELRA IL	HR: Labor Conference	890.00
AFP MACEO	CD: Training	20.00
AFP MACEO	CD: Training	25.00
AFP MACEO	CD: Membership	75.00
AFP MACEO	CD: Training	20.00
AFP MACEO	CD: Training	25.00
AFP MACEO	CD: Membership	75.00
AFP MACEO	CD: Training	20.00
IDENTISYS.COM	I.S.: Software	652.13
AMAZON.COM Y73KV1O23	PRCS: Marketing	15.20
PP AMERICAN PUBLIC WOR	DPW: APWA Monthly	30.00
USPS.COM CLICKNSHIP	CLK: Postage	16.80
INTERNATIONAL FACILITY	PM: IFMA dues	200.00
AMAZON MKTPL 8P9RV7MY3	PD: Dispatch Radio	298.28
AMAZON.COM MZ10Y0RG3	PRCS: Marketing	65.42
AMAZON MKTPL VS84I2XN3	FD: Operating Expense	152.00
AMAZON MKTPL 8X5RJ1VQ3	PD: Operating Expense	48.99
AMAZON.COM SC7WE6SJ3	PRCS: Marketing	10.40
AMAZON.COM PU3IH8DM3	PRCS: Marketing	41.85
NATIONAL FIRE PROTECTI	FD: Training	249.00
NATIONAL ACADEMY OF TE	CR: Michigan Emmys	1,500.00
KAHOOT! ASA	CR: subsciption	36.00
RECIMI	CD: Training	70.00
AMAZON MARK M474M3M33	CD: Equipment	158.99
FEDEX511578412	PD: FedEx	19.79
AMAZON MKTPL 8Q2MG7EV3	FIN: office supplies	22.69
MOTORCRAFTSERVICE.COM	PD: VM	2,834.95
AMAZON RETA 8M88U9673	CLK: supplies	27.44
D J WSJ	MGR: WSJ	38.99
AMAZON.COM 1B40K88G3	FIN: Office Supplies	118.07
AMAZON MKTPL BO8ZW1V90	CD: Office Supplies	17.43
USPS.COM CLICKNSHIP	CLK: Postage	16.80
USPS.COM CLICKNSHIP	CLK: Postage	8.40
PINZ BOWLING CENTER	PRCS: Conferences/Workshop	100.00
AMAZON MKTPL V171926T3	FD: Operating Supplies	28.50
AMAZON MARK HA2BP6JJ3	CD: Office Supplies	95.18
AMAZON MARK 7K2LF8IX3	CD: Office Supplies	21.44
AMAZON MARK 3T3OZ2EH3	PD: Supplies	124.11
USPS.COM CLICKNSHIP	CLK: Postage	16.80
HARBOR FREIGHT TOOLS 6	W&S: operating supplies	39.98
VZWRLSS APOCC VISB	FACILITES - Utilities - Telephone	8,254.31
AMAZON.COM VG3GD4S93	FIN: Office Supplies	71.98
AMAZON MKTPL Z90V990X3	FM: Operating Supplies	54.99

USPS.COM CLICKNSHIP	CLK: Postage	8.40
AMAZON.COM EL7NE5E93	PM: Coffee	56.96
AMAZON MKTPL 2L36J6CL3	PM: coffee	78.23
AMAZON MARK 1T3VC53P3	PD: Supplies	16.99
LIFELOC TECHNOLOGIES	PD: Operating Expense	153.22
IN MICHIGAN FIRE INSP	PD: Training	1,025.00
ICMA ONLINE	CM: memberships/dues	1,053.00
TARGET 00012856	PRCS: accidental purchase	40.70
LIFELOC TECHNOLOGIES	PD: Operating Expense	13.37
TECHSOUP	LIB: Computer Software	93.60
STAMPS.COM	LIB: Postage	100.00
BENITO S CAFE	Council: meeting	19.63
PELRA INV-21604	HR: Labor Assoc dues	185.00
SOCIETYFORHUMANRESOURC	HR: Annual Membership	299.00
AMAZON.COM HK8X761G3	PD: VM	35.78
GOVT SOCIAL MEDIA LLC	CR: membership	99.00
123.NET, INC.	FACILITES - Utilities - Telephone	3,958.82
GETSLING.COM	PRCS: Emp Scheduling Software	74.73
USPS.COM CLICKNSHIP	CLK: Postage	33.60
MISSION BBQ NORTHVILLE	PD: Recognition	367.78
MISSION BBQ NORTHVILLE	PD: Recognition	1,225.48
BIG TOMMYS PARTHENON	MGR: catering	495.00
MISSION BBQ NORTHVILLE	PD: Recognition	1,225.48
MISSION BBQ NORTHVILLE	PD: Recognition	367.78
MISSION BBQ NORTHVILLE	PD: Recognition	20.00
AMAZON MARK 345KF3N23	PRCS: Program Expense	24.68
AMAZON MARK 0T90T6S33	PRCS: Program Expense	49.36
SQ FERAL FLORA	PRCS: Villa Barr	35.75
MICHIGAN ASSESSORS ASS	ASSES: Prof membership	97.38
MARITZ AT&L ALA	LIB: Conferences	364.00
AMAZON MKTPL 6T9KL0UV3	I.S.: Supplies	105.99
AMAZON RETA 7X5X63GP3	OAS: LC Supplies	11.94
AMAZON MKTPL 5C2064CQ3	CR: SSD	107.75
MICHIGAN ASSESSORS ASS	ASSES: Prof membership	97.38
MICHIGAN ASSESSORS ASS	ASSES: Prof membership	97.38
MICHIGAN ASSESSORS ASS	ASSES: Prof membership	97.38
AMAZON MKTPL BC7LP7RB3	FM: Operating Supplies	48.80
USPS.COM CLICKNSHIP	CLK: Postage	16.80
OAKLAND PRESS	MGR: Newspaper Subscription	13.80
OPENAI CHATGPT SUBSCR	IT: Software Subscription	20.00
AMAZON MKTPL 5N2MH2I33	PD: Office Supplies	304.76
AMAZON MARK X94LA3YO3	DPW: Operating Supplies	81.46
LERMAINC.ORG	PD: Dues	(150.00)
NATIONAL FIRE PROTECTI	FD: Training	225.00
TARGET 00014654	LIB: Programs	17.17
A2 PCI PARKING 84 RAMP	accidental purchase	6.60
AMAZON MKTPL 0Y4QA0H23	I.S.: Supplies	77.98
AMAZON.COM FL24V68V3	PRCS: Marketing	77.68
AMAZON RETA KB26X1XJ3	CLK: supplies	39.93
AMAZON.COM NL6ZW6WB3	I.S.: Supplies	7.85
PAYPAL BWMSTRAININ	W&S: conferences,workshops	540.00
IIMC	CLK: Membership	235.00
FEDEX510930028	ENG: FedEx	21.54
USPS.COM CLICKNSHIP	CLK: Postage	16.80
USPS PO 2569200376	LIB:Program	13.84
MSU PAYMENT ONLINE	HR: CLRP certification renewal	95.00
ACTIVE ASSAILANT CONF	PD: Training	250.00
AMAZON MARK CO33M9W63	OAS: operating supplies	84.95
MICHIGAN MUNICIPAL LEA	MGR: MME Membership Dues	425.00
MICHIGAN MUNICIPAL LEA	MGR: MME Conference	460.00
AMAZON MKTPL WG21051L3	FD: Operatnig supplies	55.92
OAKLAND PRESS	MGR: Newspaper Subscription	13.80
AMAZON MARK K668P0VP3	PD: Supplies	654.89
AMAZON MKTPL HC00G6UT3	FM: Office Supplies	25.99
USPS.COM CLICKNSHIP	CLK: Postage	16.80
AMAZON MARK YT3YR2WB3	PD: Supplies	292.91
AMAZON MKTPL F07HK9J13	CR: supplies	38.70
REALCOMP II LTD	ASSES: MLS membership	294.00
AMAZON MKTPL 342FC1Z83	FIN: Office Supplies	71.53
KEEPERSECURITY.COM	I.S.: Software	225.00
B&H PHOTO 800-606-696	CR: Multiview	189.13

AMAZON MKTPL 1O3KD2BC3	FIN: Office supplies	174.69
PY SPORTS FIELD MANAG	PM: SFMA dues	150.00
APPRAISAL INSTITUTE	ASSES: Con Ed	215.00
USPS.COM CLICKNSHIP	CLK: Postage	16.80
MICHIGAN AEYC	LIB: Conferences	265.00
SPARK HIRE	HR: CFO Recruitment	299.00
AMAZON MARK C76MC50U3	OAS: program supplies	119.98
THE NATIONAL ASSOCIATI	CR: Membership	180.00
NAEYC NATIONAL ASSOC	LIB: Membership	72.00
LERMAINC.ORG	PD: Dues	150.00
AMAZON RETA 650WR1AA3	PD: Supplies	24.59
MMTA	TREAS: Membership dues	99.00
AMAZON MARK 6Y2N56C73	PRCS: OAS Social Supplies	39.30
RECIMI	CD: Training	70.00
MAGNET FORENSICS LLC	PD: Operating Expense	4,970.00
MAGNET FORENSICS LLC	PD: Operating Expense	6,775.00
AMAZON MKTPL B14846463	FD: Operating supplies	140.90
AMAZON MKTPL JC8Z25D53	FD: Operating Supplies	197.42
AMAZON MKTPL 5F1E60AN3	FD: Operating supplies	6.99
AMAZON MKTPL A49OQ20J3	FD: Operating supplies	28.99
USPS.COM CLICKNSHIP	CLK: Postage	25.20
AMAZON MKTPL CQ5Q69O03	FD: Operating Expense	160.54
AMAZON WEB SERVICES	IS: Hosting Fee	0.16
USPS.COM CLICKNSHIP	CLK: Postage	25.20
AMAZON MKTPL F00TS8M33	W&S: OS	34.99
GANNETT MEDIA CO	MGR: Newspaper Subscription	19.99
AMAZON RETA AH7GB8GV3	CD: Office Supplies	23.32
AMAZON.COM AK81K7K53	DPW: OS	14.89
SPEEDWAY 44431	PD: Fuel	45.02
WWW.VOLGISTICS.COM	IS: Man - Software Renewal	253.00
AMAZON MARK JE1KN5QU3	PD: Supplies	149.27
AMAZON MARK ZE8R05PC3	PD: Supplies	132.78
INTL ASSOC FOR HEALTHC	PD: Dues	150.00
AMAZON MKTPL YI6HW7QO3	DPW: OS	28.49
	GRAND TOTAL	**$ 2,503,761.09**

GENERAL FUND	101	1,075,372.27
MAJOR STREET FUND	202	82,847.46
LOCAL STREET FUND	203	40,433.36
MUNICIPAL STREET FUND	204	37,197.80
PARKS, REC & CULTURAL SVCS FUND	208	14,856.84
DRAIN FUND	211	5,030.00
TREE FUND	213	26,938.78
CLEMIS-CRASH & CITATION REVENUE SHARING	218	4,576.15
LIBRARY FUND	271	46,472.88
LIBRARY CONTRIBUTION FUND	272	11,822.19
CAPITAL IMPROVMENT PRGRM (CIP) FUND	401	20,037.00
GUN RANGE FACILITY FUND	409	77,475.00
PEG CABLE - CAPITAL FUND	463	296.88
PUBLIC SAFETY BUILDING FUND	464	81,164.51
WATER AND SEWER FUND	592	900,728.59
SELF INSURANCE - HEALTH CARE FUND	677	18,320.00
AGENCY FUND	701	40,403.50
CURRENT TAX COLLECTION FUND	703	361.51
MI HIDTA	725	19,426.37
	GRAND TOTAL	**$ 2,503,761.09**