CITY COUNCIL AGENDA

CITY OF NOVI
Regular City Council Meeting
October 21, 2025 | 7:00 PM
Council Chambers | Novi Civic Center | 45175 Ten Mile Road
(248) 347-0460

CALL TO ORDER

PLEDGE OF ALLEGIANCE

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

APPROVAL OF AGENDA

PUBLIC HEARINGS

PRESENTATIONS

Presentations for Planning Commission

1. Joseph Dominguez

2. Hilliard Hampton

3. Boryana Milcheva

4. Sobha Reddi

REPORTS

1. Manager/Staff

2. Attorney

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

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

MATTERS FOR COUNCIL ACTION

1. Approval of resolution to authorize Budget Amendment #2026-2

2. Consideration of Ordinance Amendment 25-196 to add a new section to establish consistent starting and ending dates for Boards and Commissions. **FIRST READING**

3. Consideration of a request from Ardiana's Restaurant for a new Class C quota license.

4. Consideration to award engineering services to OHM Advisors for the design of the Crescent/Lee BeGole Road Extension for $431,250 and amend the budget.

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

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

COMMITTEE REPORTS

1. Finance & Administration Committee - Mayor Fischer

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:
   October 6, 2025 - Regular Meeting

B. Consideration of a request for Fireworks Display Permit by City of Novi Community Relations, to be operated by ACE Pyro, on Friday, November 21, 2025 for the community event, Light the Lights to be held at Twelve Mile Crossing at 44175 W 12 Mile Rd, Novi, MI 48377.

C. Adoption of Resolution approving the City's 2025 Transportation Asset Management Plan (TAMP).

D. Approval of contract with Shockey Consulting to facilitate the development of the Novi 2050 long-range strategic plan for $156,000.

E. Approve the cancellation of the November 3, 2025, City Council meeting

F. Enter Executive Session immediately following the regular meeting of October 21, 2025, in the Council Annex for the purpose of discussing union negotiations.

G. Approval of claims and warrants – Warrant 1190

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.

MEMORANDUM

TO: MAYOR FISCHER AND COUNCIL MEMBERS

CC: CORTNEY HANSON, CITY CLERK

FROM: MELISSA MORRIS, DEPUTY CITY CLERK

SUBJECT: APPOINTMENTS FOR BOARDS AND COMMISSIONS

DATE: OCTOBER 21, 2025

With the recent resignation and passing of a Planning Commission member, we have requested applications from Volunteers willing to be considered to serve on this Commission.

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

Mayoral Appointments

Planning Commission	1 partial term	06/30/2028

CITY OF NOVI CITY COUNCIL
OCTOBER 21, 2025

SUBJECT: Approval of resolution to authorize Budget Amendment #2026-2

SUBMITTING DEPARTMENT: Finance

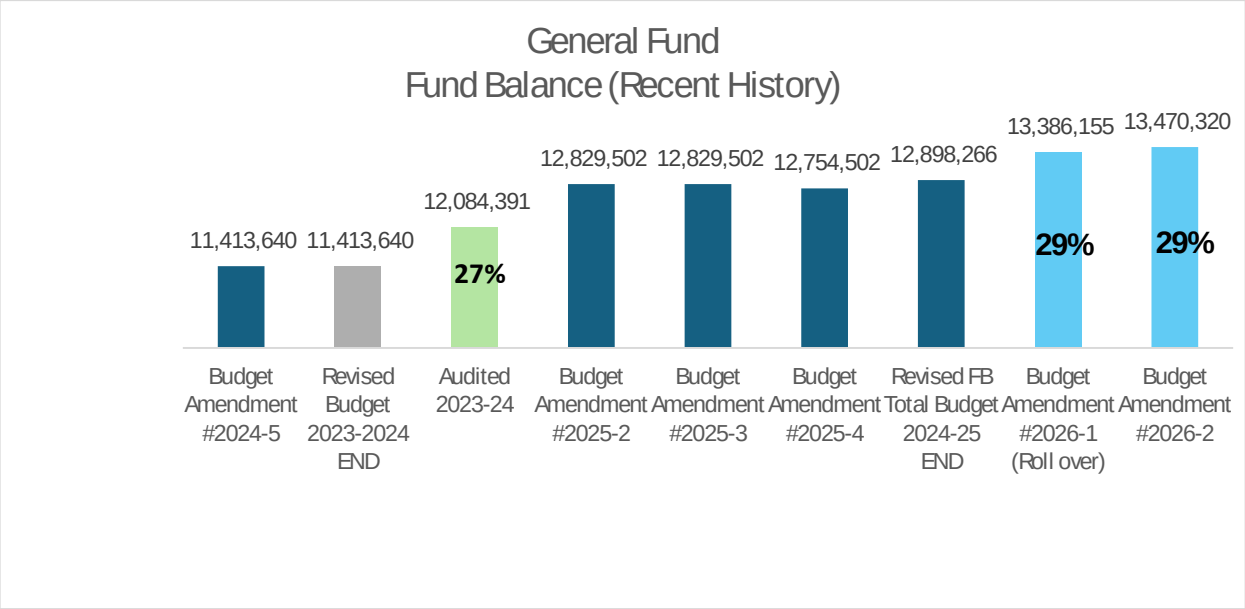
KEY HIGHLIGHTS:

- $131,475 use of General Fund fund balance – mainly related to the Novi 2050 Plan
- No net change to Major Street and Local Street Fund's fund balance. Transfer from Municipal Street Fund to both Major and Local to cover rollover expenditures
- Remaining funds have capital rollover expenditures for projects budgeted in fiscal year 2025 yet they were not completed, and the funds are needed to complete the project in FY 2026.

BACKGROUND INFORMATION:

The City's annual budget is adopted by the third Monday in May each year and is effective July 1st each year. The budget is adopted at a function level (vs. line item). In accordance with the State Budget Act, budget amendments are completed throughout the fiscal year to reflect the most current information available related to revenue and expenditure budgets. Budget amendments that have a positive or negative impact on fund balance or change the function total are prepared for Council approval. Amendments between line-items within the same budget function (that do not have any impact on fund balance) are managed at the administration level. The amendments are based on actual and projected activity to date.

Many of the changes proposed in the General Fund are related to increased costs in vehicle maintenance and outfitting of police squad cars. Additionally, in years past the City financed the acquisition of police vehicles through funds received from Drug Forfeitures. These funds from the federal government have failed to materialize, despite years of being shown in reports.



The first quarter budget amendment resolution and budget amendment details are attached.

RECOMMENDED ACTION: Approval of resolution to authorize Budget Amendment #2026-2.

RESOLUTION

NOW, THEREFORE BE IT RESOLVED that the following
Budget Amendment# 2026-2 is authorized:

		INCREASE (DECREASE)
GENERAL FUND		
REVENUES		
State Sources	$	23,155
Federal Sources		25,000
Donations		6,000
TOTAL REVENUES	**$**	**54,155**
APPROPRIATIONS		
City Council		
Other Services and Charges		121,975
City Clerk		
Personnel Services		7,000
Assessing Department		
Personnel Services		5,800
Police Department		
Other Services and Charges		66,700
Capital Outlay		648,950
Fire Department		
Other Services and Charges		164,205
Capital Outlay		(161,960)
Department of Public Works - Field Operations		
Capital Outlay		(168,500)
Department of Public Works - Fleet Asset		
Other Services and Charges		175,000
Capital Outlay		(673,540)
TOTAL APPROPRIATIONS	**$**	**185,630**
Net Increase (Decrease) to Fund Balance	**$**	**(131,475)**

Ending Fund Balance	**$13,470,320**
Fund Balance as a % of total annual expenditures	**29%**

MAJOR STREET FUND		
REVENUES		
Federal Grants	$	327,341

	INCREASE (DECREASE)
TOTAL REVENUES	**$ 327,341**
APPROPRIATIONS	
Capital Outlay	327,341
TOTAL APPROPRIATIONS	**$ 327,341**
Net Increase (Decrease) to Fund Balance	**$ -**

Ending Fund Balance	**$1,420,231**
Fund Balance as a % of total annual expenditures	**10%**

LOCAL STREET FUND

REVENUES	
State Sources	$ 87,626
TOTAL REVENUES	**$ 87,626**
APPROPRIATIONS	
Capital Outlay	87,626
TOTAL APPROPRIATIONS	**$ 87,626**
Net Increase (Decrease) to Fund Balance	**$ -**

Ending Fund Balance	**$1,022,698**
Fund Balance as a % of total annual expenditures	**10%**

MUNICIPAL STREET FUND

APPROPRIATIONS	
Capital Outlay	$ 125,000
Transfers Out	414,967
TOTAL APPROPRIATIONS	**$ 539,967**
Net Increase (Decrease) to Fund Balance	**$ (539,967)**

Ending Fund Balance	**$1,544,882**
Fund Balance as a % of total annual expenditures	**13%**

PARKS, RECREATION, & CULTURAL SERVICES FUND

REVENUES	
Property Tax Revenue	$ 10,000
TOTAL REVENUES	**$ 10,000**
APPROPRIATIONS	

		INCREASE (DECREASE)
756	Personnel Services	$ 10,000
TOTAL APPROPRIATIONS		**$ 10,000**
Net Increase (Decrease) to Fund Balance		**$ -**

Ending Fund Balance	**$932,155**
Fund Balance as a % of total annual expenditures	**21%**

DRAIN FUND

APPROPRIATIONS	
Capital Outlay	$ 606,457
TOTAL APPROPRIATIONS	**$ 606,457**
Net Increase (Decrease) to Fund Balance	**$ (606,457)**

FORFEITURE FUND

APPROPRIATIONS	
Capital Outlay	$ (447,290)
TOTAL APPROPRIATIONS	**$ (447,290)**
Net Increase (Decrease) to Fund Balance	**$ 447,290**

LIBRARY FUND

REVENUES	
State sources	$ 4,000
Fines and forfeitures	13,968
Transfers in	241,377
TOTAL REVENUES	**$ 259,345**
APPROPRIATIONS	
Personnel Services	$ (58,420)
Supplies	2,500
Other Services and Charges	(21,900)
TOTAL APPROPRIATIONS	**$ (77,820)**
Net Increase (Decrease) to Fund Balance	**$ 337,165**

LIBRARY CONTRIBUTION FUND

APPROPRIATIONS	
Capital Outlay	$ 95,000
Transfers out	241,377

		INCREASE (DECREASE)
TOTAL APPROPRIATIONS	**$**	**336,377**
Net Increase (Decrease) to Fund Balance	**$**	**(336,377)**

CAPITAL IMPROVEMENT PROGRAM (CIP) FUND		
REVENUES		
Other Revenue	$	68,000
TOTAL REVENUES	**$**	**68,000**
APPROPRIATIONS		
Capital Outlay	$	75,000
TOTAL APPROPRIATIONS	**$**	**75,000**
Net Increase (Decrease) to Fund Balance	**$**	**(7,000)**

PUBLIC IMPROVEMENT FUND		
APPROPRIATIONS		
Capital Outlay	$	648,826
TOTAL APPROPRIATIONS	**$**	**648,826**
Net Increase (Decrease) to Fund Balance	**$**	**(648,826)**

ICE ARENA FUND		
APPROPRIATIONS		
Capital Outlay	$	236,412
TOTAL APPROPRIATIONS	**$**	**236,412**
Net Increase (Decrease) to Fund Balance	**$**	**(236,412)**

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 at a regular meeting held on October 21, 2025.

Cortney Hanson
City Clerk

Budget Amendment# 2026-2 - October 21, 2025

GL #	Project/Item Description	Budget Category	Amount	
General Fund 101				
Revenues				
101-000.00-543.200	Police training grant	State sources	$ 18,100	A
101-000.00-540.350	State and other grants	State sources	5,055	AA
101-000.00-528.725	HIDTA Federal AP services	Federal grants	25,000	AB
101-000.00-674.295	Winter Fest - Donations/Sponsorship	Donations	6,000	AC
			$ 54,155	
Expenditures				
101-101.00-963.005	Misc - special projects - 2050 Plan	Other services and charges	121,975	B
101-215.00-704.000	City Clerk Salary and Benefits	Personnel services	7,000	C
101-257.00-704.000	City Assessor Salary and Benefits	Personnel services	5,800	C
101-301.00-934.000	Building maintenance	Other services and charges	48,600	E
101-301.00-957.007	Education and training - grant	Other services and charges	6,000	A
101-301.00-957.008	MCOLES-CPE Grant	Other services and charges	12,100	A
11-301.00-983.000	Vehicles	Capital outlay	447,290	F
101-301.00-983.100	Vehicle install	Capital outlay	201,660	F
101-336.00-935.000	Vehicle maintenance	Other services and charges	164,205	G
101-441.20-976.090	FLD043 Material Storage - DPW	Capital outlay	(110,500)	H
101-441.20-976.125	FLD045 Salt Dome Replace w/Pit &Conveyor	Capital outlay	(58,000)	I
101-441.30-935.000	Vehicle maintenance	Other services and charges	175,000	G
101-336.00-983.000	Vehicles	Capital outlay	(161,960)	H
101-441.30-983.000	Vehicles	Capital outlay	(355,048)	H
101-441.30-984.041	FLT018 Truck w scrap and plow	Capital outlay	(318,492)	H
			$ 185,630	
		Net Increase (decrease) to fund balance	**$ (131,475)**	

Ending Fund Balance	**$13,470,320**
Fund Balance as a % of total annual expenditures	**29%**

A Grant revenues offset expenditures
AA Election supplies grant reimbursement
AB Additional contract revenue for providing accounts payable services for HIDTA
AC City received Winterfest sponsorship which was unbudgeted
B Per City council approval on October 6, 2025
C City Clerk and Assessor contract per City Council
D Not used
E Police Station chiller replacement for $48,000. Department expects additional building maintenance costs as we await the new buildings
F Vehicles were originally budgeted in the Drug Forfeiture Funds. Unfortunately, the revenue is slow to come in and the City does not expect revenue from forfeitures to cover the costs of vehicles in the current year. It is unknown when additional funds will be available.
G The City has experienced an increase in vehicle maintenance expenditures due to economic conditions as well as the tariffs. In addition, the City is still waiting for two fire trucks to be built and the fire engine repairs are very costly on our current engine fleet.
H Reduction of capital budgeted to offset the increased cost of vehicle maintenance as well as police vehicles and installation.
I Project came in under budget.

Major Street Fund 202				
Revenues				
202-000.00-699.204	Transfer in from Municipal Street Fund	Transfer in	$ 327,341	
			$ 327,341	
Expenditures				
202-449.20-975.243	ENG078 9 mi/Mdwbrk-Contra (211)	Capital outlay	(395,000)	I
202-449.20-976.125	FLD 045 Salt Dome Replacement	Capital outlay	205,032	I
202-449.20-975.201	Storm Dewer/Rd Improvement - Meadowbrook	Capital outlay	100,146	I
202-449.20-975.206	ENG109 11 Mile/Taft Roundabout	Capital outlay	202,757	I
202-449.20-975.231	ENG074 Novi Rd Rehab (13-14 Mile)	Capital outlay	64,406	I
202-449.20-975.239	10 Mile & Taft Intersection	Capital outlay	150,000	I

GL #	Project/Item Description	Budget Category	Amount	
			$ 327,341	
		Net Increase (decrease) to fund balance	**$ -**	

Ending Fund Balance	**$1,420,231**
Fund Balance as a % of total annual expenditures	**10%**

I Additional projects rolled over from FY 2025 budget. The transfer in from the Municipal Street Fund covers the cost of the capital expenditures.

Local Street Fund 203

Revenues				
203-000.00-699.204	Transfer in from Municipal Street Fund	Transfer in	87,626	I
			$ 87,626	
Expenditures				
203-449.30-975.155	ENG081 Village Wood(Crnbrk-Hggrt)&Sec25	Capital outlay	87,626	I
			$ 87,626	
		Net Increase (decrease) to fund balance	**$ -**	

Ending Fund Balance	**$1,022,698**
Fund Balance as a % of total annual expenditures	**10%**

I Additional projects rolled over from FY 2025 budget. The transfer in from the Municipal Street Fund covers the cost of the capital expenditures.

Municipal Street Fund 204

Expenditures				
204-446.00-975.156	Eng089 Novi Rd (8 Mile - 9 Mile) RCOC	Capital outlay	$ 125,000	I
204-000.00-995.202	Transfer to Major Street Fund	Transfer out	327,341	I
204-000.00-995.203	Transfer to Local Street Fund	Transfer out	87,626	I
			$ 539,967	
		Net Increase (decrease) to fund balance	**$ (539,967)**	

Ending Fund Balance	**$1,544,882**
Fund Balance as a % of total annual expenditures	**13%**

I Additional projects rolled over from FY 2025 budget. The transfer in from the Municipal Street Fund covers the cost of the capital expenditures.

Parks, Recreation, and Cultural Services Fund 208

Revenues				
208-000.00-402.000	Property tax revenue - current collection	Property tax revenue	$ 10,000	J
			$ 10,000	
Expenditures				
208-756.00-706.265	OT - Parks Maint Tournaments	Personnel services	$ 10,000	K
			$ 10,000	
		Net Increase (decrease) to fund balance	**$ -**	

Ending Fund Balance	**$932,155**
Fund Balance as a % of total annual expenditures	**21%**

J Additional estimated property tax revenue for the current year

K Budget $10,000 for parks maintenance staff to work overtime for tournaments. The expense should be budgeted he here to match the revenue collected from parks for tournaments

Drain Fund 211

Expenditures				
211-445.00-976.125	Salt Dome Replacement	Capital outlay	$ 911,317	L

GL #	Project/Item Description	Budget Category	Amount	
211-445.00-976.145	Salt Dome Replace (General and Major St Portion)	Capital outlay	(404,860)	L
211-445.00-975.201	Storm Sewer/Rd Impv - Meadowbrook	Capital outlay	100,000	L
			$ 606,457	
		Net Increase (decrease) to fund balance	**$ (606,457)**	

L Rollovers from FY 2025

Forfeiture Fund 262

Expenditures

262-000.00-983.000	Vehicles	Capital outlay	$ (447,290)	M
			$ (447,290)	
		Net Increase (decrease) to fund balance	**$ 447,290**	

M Vehicles were originally budgeted in the Drug Forfeiture Funds. Unfortunately, the revenue is slow to come in and the City does not expect revenue from forfeitures to cover the costs of vehicles in the current year. It is unknown when additional funds will be available.

Library Fund 271

Revenues N

271-000.00-567.000	State Aid	State sources	$ 4,000	
271-000.00-658.000	State penal fines	Fines and forfeitures	13,968	
271-000.00-699.272	Transfer from Library Contribution Fund	Transfer in	241,377	
			$ 259,345	

Expenditures

271-000.00-704.000	Permanent salaries	Personnel services	(59,000)	
271-000.00-704.100	Severance/Incentive Pay	Personnel services	(12,000)	
271-000.00-705.000	Temporary Salaries	Personnel services	(1,500)	
271-000.00-715.000	Social Security	Personnel services	(4,600)	
271-000.00-716.000	Insurance	Personnel services	36,440	
271-000.00-716.999	Insurance Employee Reimbursement	Personnel services	(5,466)	
271-000.00-718.000	Pension DB Normal Cost	Personnel services	(84)	
271-000.00-718.200	Pension - Defined Contribution	Personnel services	(12,210)	
271-000.00-740.200	Supplies - Desks chairs and file cabinets	Supplies	2,500	
271-000.00-817.000	Custodial Services	Other services and charges	(5,000)	
271-000.00-922.000	Electricity	Other services and charges	(16,900)	
			$ (77,820)	
		Net Increase (decrease) to fund balance	**$ 337,165**	

N Approved per Library Board

Library Contribution Fund 272

Expenditures N

272-000.00-976.141	Main Entrance / Parking Lot	Capital Outlay	$ 95,000	
272-000.00-995.271	Transfer to Library Fund	Transfers out	241,377	
			$ 336,377	
		Net Increase (decrease) to fund balance	**$ (336,377)**	

N Approved per Library Board

Capital Improvement Program 401

Revenues

401-000.00-693.000	Sale of fixed assets	Other revenue	$ 68,000	O
			$ 68,000	

Expenditures

401-901.00-971.000	Land acquisition - property taxes on land purchase	Capital outlay	$ 75,000	P
			$ 75,000	
		Net Increase (decrease) to fund balance	**$ (7,000)**	

GL #	Project/Item Description	Budget Category	Amount	
O	Sale of a portion of land at the water tower			
P	Property tax expenditures for city owned property at Venture Blvd, Elm, 12 Mile Road.			

Pubic Improvement Fund 445

Expenditures				
445-301.00-983.100	Vehicles new install	Capital outlay	$ 9,728	Q
445-301-00-983.262	Vehicles	Capital outlay	51,246	
445-441.30-984.037	FLT010 RDS Body Truck	Capital outlay	195,716	
445-441.30-984.039	FLT011 RDS Body Truck	Capital outlay	202,217	
445-441.30-983.062	LDV017 143 - CD Building Light Duty Vehicle	Capital outlay	4,882	
445-752.00-977.032	PRC045 Theatre Upgrade	Capital outlay	75,000	
445-752.00-977.109	PRC049 Resurface/reline tennis court ITC/Rotary	Capital outlay	73,150	
445-752.00-977.111	PRC028d Trails incl playground NW	Capital outlay	36,887	
			$ 648,826	
		Net Increase (decrease) to fund balance	**$ (648,826)**	

Ice Arena Fund 570

Expenditures				
570-000.00-976.142	Zamboni purchase	Capital outlay	$ 109,412	Q
570-000.00-976.216	Door replacement	Capital outlay	22,000	Q
570-000.00-976.176	ICE021 Elevator Machine Room	Capital outlay	105,000	Q
			$ 236,412	
		Net Increase (decrease) to fund balance	**$ (236,412)**	

Q Rollovers from FY 2025

CITY OF NOVI CITY COUNCIL
OCTOBER 21, 2025

SUBJECT: Consideration of Ordinance Amendment 25-196 to add a new section to establish consistent starting and ending dates for Boards and Commissions. **FIRST READING**

SUBMITTING DEPARTMENT: City Clerk

KEY HIGHLIGHTS:

- This action is in support of City Council goal: Review and update current board and commission structure and add new boards/commissions as appropriate to maximize opportunities for resident engagement and input to City Staff.
- Majority of terms will be aligned with a January 1st start date.

BACKGROUND INFORMATION:

As part of our effort to meet the Council goal of updating the boards and commission structure, staff is recommending this ordinance amendment that would establish a single, standardized term start date for all boards, commissions, and committees. If the first reading is approved, a resolution would be brought forward with the second reading to ensure that all advisory bodies – regardless of how they were originally established – are included in this alignment.

The goal is to simplify and modernize the appointment process for those interested in serving. This approach is a broad-based action to address the appointment process generally. Members of boards or commissions affected by a change in appointment date will remain in place until their successor (which may be themselves) is formally appointed on the standardized term date. This approach results in a more manageable, equitable, and predictable appointment cycle for Council, staff and residents alike.

RECOMMENDED ACTION: Consideration of Ordinance Amendment 25-196 to add a new section at Chapter 2, "Administration," Article V, "Boards and Commissions," Division 1, "Generally," to add a new section 2-161, "Commencement of Term of Office," in order to establish consistent starting and ending dates for Boards and Commissions where a different date is not set by other law or ordinance or resolution. **FIRST READING**

STATE OF MICHIGAN

COUNTY OF OAKLAND

CITY OF NOVI

ORDINANCE NO. 25-196

AN ORDINANCE TO AMEND THE CITY OF NOVI CODE OF ORDINANCES, AT CHAPTER 2, "ADMINISTRATION," ARTICLE V, "BOARDS AND COMMISSIONS," DIVISION 1, "GENERALLY," TO ADD A NEW SECTION 2-161, "COMMENCMENT OF TERM OF OFFICE," IN ORDER TO ESTABLISH CONSISTENT STARTING AND ENDING DATES FOR APPOINTMENTS TO BOARDS AND COMMISSIONS WHERE A DIFFERENT DATE IS NOT SET BY OTHER LAW OR ORDINANCE OR RESOLUTION.

THE CITY OF NOVI ORDAINS:

Part I. That Chapter 2, "Administration," Article V, "Boards and Commissions," Division 1, "Generally," of the City of Novi Code of Ordinances shall be amended to add a new Section 2-161, "Commencement of Term of Office," to read as follows:

Sec. 2-161 Commencement of Term of Office

If the term of a board or commission created by this Code of Ordinances, by state law, or by Resolution of Council is established by reference to a period of years, then unless there is something in the ordinance, law, or resolution clearly establishing a different date for commencement, such term shall commence on January 1st.

PART II. 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 III. 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 IV. Repealer. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

PART V. Effective Date. The provisions of this Ordinance are ordered to take effect following publication in the manner prescribed by the Charter of the City of Novi.

PART VI. Adoption. This ordinance is hereby declared to have been adopted by the Novi City Council in a meeting thereof duly held and called on the ___ day of _____, 2025, in order to be given publication in the manner prescribed by the Charter of the City of Novi.

Moved by _____ and supported by _____.

_____
Justin P. Fischer, Mayor

_____
Cortney Hanson, City Clerk

Certificate of Adoption

I hereby certify that the foregoing is a true and complete copy of the ordinance adopted at the regular meeting of the Novi City Council held on the _____ day of _____, 2025.

_____
Cortney Hanson, City Clerk

CITY OF NOVI CITY COUNCIL
OCTOBER 21, 2025

SUBJECT: Consideration of a request from Ardiana's Restaurant for a new Class C quota license.

SUBMITTING DEPARTMENT: City Clerk

KEY HIGHLIGHTS:

- Ardiana's Restaurant has been operating under current ownership for 13 years.
- The addition of a liquor license would allow the restaurant to attract a broader customer base.
- The City currently has three available quota liquor licenses.

BACKGROUND INFORMATION:

The City currently has three new 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.

Ardiana's Restaurant specializes in homemade European and American fusion cuisine, offering a unique and flavorful twist that sets them apart from other establishments. Their goal is to create a space where people gather not just to eat, but to connect, to celebrate milestones, enjoy meaningful conversations, and feel a true sense of belonging.

The Police Department has no objection to the request. Approval from the Fire Department and Community Development are conditional, pending compliance with City regulations.

RECOMMENDED ACTION: Consideration of a request from Ardiana's Restaurant for a new Class C quota license for the existing restaurant located at 41602 W. 10 Mile Road, Novi, MI 48375 and Agreement on the Prohibition on Profiteering by Class C Liquor License Holders. By allowing for the expansion of menu offerings, Ardiana's Restaurant will continue to complement the area and provide residents with a dining option which will foster or generate economic development or growth within the city, by bringing an expanded customer base to the Novi Ten Shopping center in the area of Ten Mile and Meadowbrook Road, in a manner consistent with the city's policies. The applicant appears to qualify for a license under the City's ordinance.

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: Robert Kalaj

Address: _____

_____

Phone: _____

1(b). **Business location information**:

Name: Ardiana's Restaurant

Address: 41602 W. 10 mile Road
Novi, MI 48375

Phone: 248-349-2470

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): (The rest answered on attached paper)

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

Theme of Proposed Business: _____

_____

_____

3. Street address <u>and</u> legal description of the property where liquor lic

_____

_____

_____

CITY OF NOVI, MICHIGAN
Liquor License Application
Questionnaires A and B

Page A-1

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

41602 W. 10 MILE ROAD, NOVI, MICHIGAN 48375
T1N, R8E, SEC 23 PART OF SE 1/4 BEG AT PT DIST N 89-35-00 W 220 FT FROM SE SEC COR, TH N 89-35-00 W 710.80 FT, TH N 00-25-00 E 60 FT, TH S 89-35-00 E 86 FT, TH N 00-25-00 E 400 FT, TH ALG CURVE CONCAVE SELY, RAD 200 FT, CHORD BEARS N 45-25-00 E 282.84 FT, DIST OF 314.16 FT, TH S 89-35-00 E 586.72 FT, TH S 00-35-00 W 440 FT, TH N 89-35-00 W 160 FT, TH S 00-35-00 W 220 FT TO BEG 11.02 A

Questionnaire B – Administrative Background Information for Liquor License

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

The theme of the proposed business is a warm, family-owned dining experience rooted in tradition, authenticity, and community. Ardiana's Restaurant specializes in homemade European and American fusion cuisine, offering a unique and flavorful twist that sets us apart from other establishments. Every dish is crafted with love, using time-honored family recipes and fresh, high-quality ingredients. The atmosphere is elegant yet inviting, designed to make guests feel at home while enjoying a memorable and satisfying meal. Our goal is to create a space where people gather not just to eat, but to connect—to celebrate milestones, enjoy meaningful conversations, and feel a true sense of belonging.

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

The applicant has over 20 years of experience in the restaurant and hospitality industry, including 13 years as the owner and operator of the current establishment. Throughout this time, they have been directly responsible for all aspects of business management, including staffing, training, budgeting, vendor relations, customer service, and compliance with health and safety regulations. Their hands-on leadership and long-term success reflect a deep understanding of operational efficiency, team development, and responsible service. This extensive experience ensures the applicant is well-equipped to manage a licensed establishment with professionalism and accountability.

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

The applicant has built and maintained an outstanding reputation within the Novi community through over a decade of consistent, high-quality service and community involvement. As a long-standing business owner, the applicant is known for professionalism,

integrity, and a genuine commitment to supporting local events, organizations, and causes. Their positive relationships with patrons, neighboring businesses, and local officials reflect a strong and respected presence in 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?

The applicant is financially stable and fully capable of operating the proposed facility. With over 13 years of successful ownership and management of the current restaurant, they have demonstrated strong financial responsibility and consistent business performance. The establishment is fully built and operational, with all necessary infrastructure in place. The applicant has a proven track record of maintaining financial solvency, managing operational costs effectively, and sustaining long-term profitability, ensuring their ability to responsibly support and maintain a liquor license.

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

No past criminal convictions.

6. Does the applicant use alcoholic beverages to excess?

No, the applicant does not consume alcohol and has never engaged in its use.

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

The issuance of a liquor license will positively contribute to the economic development of the surrounding area by enhancing the restaurant's ability to attract a broader customer base and increase revenue. This growth directly supports local employment opportunities and encourages continued investment in the neighborhood. In addition, the license will help draw new visitors to this part of Novi—many of whom may not have previously considered dining there due to limited full-service options. With a more complete dining experience, including beer, wine, and cocktails, we can bring renewed energy and activity to a corner of the city that is full of potential. As a long-standing business committed to quality, hospitality, and community connection, we are proud to be part of the effort to revitalize this area, foster new growth, and help it thrive as a vibrant destination for both locals and visitors.

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

The issuance of a liquor license will be managed with a strong commitment to the health, welfare, and safety of the general public. The applicant prioritizes responsible alcohol service

through comprehensive staff training programs, including compliance with state laws, recognizing signs of intoxication, and preventing sales to minors. Additionally, the restaurant enforces strict safety protocols such as regular monitoring of patron behavior, collaboration with local law enforcement when necessary, and maintaining a secure, welcoming environment. These measures ensure that the establishment operates responsibly and contributes positively to the community's overall safety and well-being.

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

The applicant maintains positive and collaborative relationships with these agencies to ensure full compliance with all safety and regulatory requirements.

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

The issuance of a liquor license at our restaurant represents more than just an operational upgrade—it's a meaningful opportunity to better serve and grow with the community we've been proud to be a part of for over 13 years. Our passion has always been creating homemade, high-quality meals in a warm, welcoming environment. Time and again, our loyal guests have shared that the only thing missing from their experience is the ability to enjoy a glass of beer, wine, or a cocktail alongside their food. By offering that option, we will be able to meet a long-standing request from our community and attract new patrons who have avoided us due to the lack of that offering. This will strengthen our role as a local gathering place. This step not only supports the continued growth of our business but also contributes to the economic and social vitality of Novi. We're deeply committed to growing with our community, and this license is an important part of that shared future.

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 proposed facility is unique in every sense—blending deep community roots, elevated and heartfelt hospitality, and a thoughtfully designed space that stands apart from other existing or proposed establishments in the area. As a family-owned restaurant proudly serving the Novi community for over 13 years, we are known for our exceptional homemade food made with love, warm and genuine hospitality, and the kind of community connection that only comes from true local commitment. Unlike many newer or chain-style establishments, our restaurant reflects authenticity, tradition, and care. Every dish is made from scratch with real ingredients and family-driven passion. Our approach is personal and heartfelt, something that can't be replicated by larger corporate models. Beyond the food itself, our interior design has been meticulously curated to offer an elegant, modern dining experience unlike anything else in the immediate area.

The ambiance rivals that of high-end establishments in surrounding communities, offering Novi residents the same elevated feel—without needing to leave the city. From the moment guests walk in, they're surrounded by refined details, cozy touches, and a welcoming atmosphere that balances modern class with traditional charm. The facility is also fully compatible with the surrounding architecture and land use. Located in a well-established area, the restaurant is part of a plaza that was recently remodeled and given a beautiful facelift—adding fresh character and appeal to the neighborhood. The building and the exterior remain clean, professional, and respectful of the surrounding aesthetic. The addition of a liquor license will enhance our offerings without altering the structure or peaceful presence we've proudly maintained. Instead, it will help us continue to grow as a uniquely cherished part of Novi's dining and community experience.

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 the applicant received information from the appropriate departments?

Yes, the facility is fully compliant with all applicable building, plumbing, electrical, fire prevention codes, and zoning ordinances set forth by the City of Novi. It is located in a plaza where there has always been a restaurant establishment in that space for over 40 years. We have consistently maintained our establishment to meet or exceed all required safety and operational standards. The applicant has received the appropriate information and guidance from the relevant city departments and has never had any issues of non-compliance. We take great pride in operating a safe, well-maintained, and respectful facility within the community.

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 issuance of a liquor license is not expected to negatively impact vehicular or pedestrian traffic in the area. The facility is located within an established commercial zone and is supported by a large, well-designed parking lot that provides ample space and easy traffic flow for both vehicles and pedestrians. We have operated at this location for over 13 years without any traffic-related concerns. Any increase in business resulting from the license will be managed with the same level of care and responsibility we've always upheld, ensuring continued safety and convenience for our guests and the surrounding community.

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

There are a few similarly licensed facilities located within a mile of the proposed business, reflecting the area's established and growing dining scene. However, our restaurant offers a unique, family-owned experience centered around homemade food, warm hospitality,

and genuine community connection. The presence of nearby licensed establishments demonstrates a healthy demand for full-service dining options, and our liquor license would complement—not compete with—what already exists. Moreover, we are deeply committed to helping revive and reinvigorate this part of Novi. By enhancing our offerings and drawing more local support, we hope to breathe new life into the area, and create an even more vibrant, welcoming space for residents and visitors who have been waiting patiently for us to serve beer, wine, and cocktails.

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

The proposed facility is located in close proximity to a variety of complementary uses, including office buildings, retail centers, and several automotive dealerships. Positioned within a well-established commercial area, the restaurant is easily accessible to employees, customers, and visitors from nearby businesses. Over the years, we've become a convenient and trusted dining destination for local professionals—whether for lunch, casual meetings, or after-work meals. The addition of a liquor license will enhance our ability to serve this surrounding commercial community while contributing to a more dynamic and connected local business environment.

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 proposed facility is located in a well-established area surrounded by schools, churches, offices, small businesses, and long-time residential neighborhoods. We are proud to be situated near Novi Community School District and directly near Holy Family Church, with many local offices and businesses nearby. As a family-owned restaurant serving the community for over 13 years, we have always operated with deep respect and care for our neighbors. The addition of a liquor license will be managed with that same sense of responsibility and community awareness. Our goal is to enhance the dining experience—not alter the character of the neighborhood. We remain committed to providing a safe, welcoming, and family-friendly environment that reflects the values of the community around us. Beyond that, we are passionate about helping to revive this part of Novi—bringing renewed energy, welcoming back longtime residents, and attracting new guests who may not have visited before. We believe this license will allow us to grow thoughtfully and serve as a catalyst for even greater connection, vibrancy, and support among local businesses and families.

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

The applicant is deeply rooted in the Novi community, having lived here for nearly 30 years and proudly owned and operated the restaurant for the past 13 years. This is not just a business—it's a lifelong commitment and a true family legacy. Our intention is to continue operating and growing the restaurant for generations to come, eventually passing it forward to our children so they can carry on what we've built with love, pride, and dedication. We are incredibly proud to live and own a business in a community that means so much to us. Our ties to Novi are personal and permanent, and we are fully committed to continuing to serve and uplift the area we call home. The restaurant is more than a place to eat—it's a reflection of our family's story and our devotion to a community we cherish deeply.

18. What utilities are available to serve the facility?

The facility is located in a well-established commercial plaza and is fully equipped with all essential utilities, including water, sewer, gas, electricity, and telecommunications. This location has been operating as a restaurant for many decades, with a long history of reliable utility infrastructure in place. All systems are active and maintained to meet current operational standards, ensuring safe, efficient, and uninterrupted service for both guests and staff.

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

As proud owners of Ardiana's Restaurant for the past 13 years and residents of Novi for nearly 30 years, we ask the Novi City Council to consider the deep commitment, heart, and purpose behind this request. Ardiana's has always been more than just a restaurant—it is a family-run labor of love, a reflection of our roots, and a place where the community gathers to enjoy homemade meals prepared with care and tradition. We've worked tirelessly to make Ardiana's a local staple—where people feel welcomed, cared for, and connected through food that's made from the heart. Every member of our family works in the restaurant, and every dish we serve carries the warmth of that love. It means the world to us to be part of this city we cherish so deeply, and we are honored to call Novi our home. For years, our loyal customers have asked us the same question: "Why don't you serve beer, wine, or cocktails?" The truth is, it's the one piece missing from the experience we want to offer. With a liquor license, we can not only fulfill that long-standing request but also welcome new guests who have been waiting for this addition to visit us. We truly believe this next step will help revitalize our part of Novi and strengthen the local dining scene while staying true to everything we stand for—community, quality, and heartfelt hospitality. We humbly and respectfully ask for your consideration and support in granting this license. This opportunity would mean the world to our family, our customers, and the neighborhood we proudly serve. Thank you for believing in small businesses like ours and for allowing us the chance to grow with the city we love. We are truly proud to be

part of such an incredible community.
God bless you all!

Saturday & Sunday mornings only

ARDIANA'S BRUNCH
Saturdays & Sundays only

FRESH QUICHE
|Homemade & Gluten-Free. Served with dressed organic mixed greens|

SPINACH & FETA 17
[Contains Onion]

ROASTED VEGETABLE 17
Zucchini, broccoli, onion, mushroom, pepper, cheese

TUSCAN 17
Tomato, basil, mozzarella, potato

FROM THE HEN HOUSE

CROQUE MADAME 16
Ham & gruyere cheese sandwich with béchamel sauce and sunny side up egg

SHAKSHUKA 16
Eggs poached in a homemade stew of tomatoes, olive oil, peppers, onion, garlic, cumin, paprika & cayenne pepper

BREAKFAST TACOS 16
Homemade chorizo, scrambled eggs, jack cheese, pico de gallo, salsa verde, & chipotle sauce

AVOCADO TOAST 16
Topped with avocado, tomatoes, scrambled eggs, feta, evoo & crushed red pepper

BREAKFAST WRAP 16
Eggs, chorizo, grilled potatoes, cheddar, pico de gallo, chipotle sauce & salsa verde

TRADITIONAL BREAKFAST 8 |Add Meat +4|
Two eggs, potatoes & homemade multi-grain toast

THE A|R SPECIAL 14
Two eggs, bacon & sausage links, potatoes OR pancakes & homemade multi-grain toast

EGGS BENEDICT
Made with homemade English muffins

LOS ALTOS 17
Choice of homemade chorizo or barbacoa, poached eggs, pico de gallo, hollandaise and paprika.
Served with dressed organic mixed greens

FLORENTINE 15
Poached eggs, tomatoes, sauteed spinach, hollandaise, topped with paprika. Served with Potatoes

SMOKED SALMON 19
Smoked salmon, avocado, poached eggs, hollandaise, dill and capers. Served with potatoes

TRADITIONAL 15
Poached eggs, ham, hollandaise, and topped with paprika. Served with Potatoes

BREAKFAST BOWLS

|Served with two any style eggs, homemade multi grain toast & homemade jam|
|Upgrade toast to homemade english muffin +2 or homemade cinnamon raisin toast +1|

BARBACOA BREAKFAST BOWL 17
Homemade barbacoa beef, potatoes, tomatoes, fresh jalapenos, onions, monterey cheese, cilantro, chipotle sauce & salsa verde

TOMATO PESTO BREAKFAST BOWL 16
Potatoes, artichoke, spinach, feta, red pepper & tomato pesto

DOWN SOUTH BREAKFAST BOWL 16
Grilled redskin potatoes, bacon, green peppers, red onions, mushrooms & cheddar

OMELETTES

|Upgrade toast to homemade english muffin +2 or homemade cinnamon raisin toast +1|

CHORIZO OMELETTE 17
Homemade chorizo, jalapeno, onion, monterey cheese, pico de gallo, salsa verde & avocado.
Served with homemade corn tortillas

PROTEIN OMELETTE 17
Grilled chicken breast, egg whites, spinach, tomatoes & feta.
Choice of breakfast potatoes or dressed organic mixed greens

MEAT LOVERS OMELETTE 16
Bacon, sausage, ham & american cheese
Choice of breakfast potatoes or dressed organic mixed greens

COUNTRY OMELETTE 16
Bacon, tomatoes, onions, green peppers & swiss cheese
Choice of breakfast potatoes or dressed organic mixed greens

SWEET CREATIONS

All our batters are homemade from scratch

CHICKEN & WAFFLES 18
Bacon & cheddar stuffed waffle, topped with our homemade signature fried chicken

LIMONCELLO PANCAKES 15

NUTELLA PANCAKES 15

TRADITIONAL PANCAKES 12

STRAWBERRY WHITE CHOCOLATE $15
Choice of waffle or pancake, white chocolate chips, fresh strawberries, whipped cream

CARAMEL BANANA 15
Choice of waffle or pancake, bananas, homemade caramel sauce, nutella & whipped cream

RASPBERRY BLISS PANCAKES 15
Stuffed with raspberries, white chocolate chips & whipped cream

STRAWBERRY SHORTCAKE FT 15
French toast stuffed with fresh strawberries & cream

FRENCH TOAST 12

NUTELLA CRÊPE 12
Fresh bananas, nutella & whipped cream

BERRY CRÊPE 12
Fresh berries, homemade three berry sauce & whipped cream

RONALD'S CRÊPE 12
Homemade limoncello sauce, three berry sauce & whipped cream

PLUM & GOAT CHEESE CREPE 12
Homemade plum sauce and goat cheese. & whipped cream

LUNCH

SALADS

Add chicken +6, gyro meat +6 or salmon +10

ARDIANA'S SPINACH SALAD
Roasted red peppers, feta cheese, red onions, olives, and creamy balsamic
14

MARIZABELA CHICKEN SALAD
Organic mixed greens, bacon, chicken, feta cheese, cucumbers, olives, tomatoes, tortilla strips, and white wine vinaigrette
18

GREEK SALAD
Tomatoes, chickpeas, feta cheese, pepperoncini, olives, cucumbers, beets and greek dressing
12

ATHENIAN SALAD
Feta, onions, green peppers, olives, tomatoes, celery, cucumbers, beets, dill, and greek dressing
14

MICHIGAN CHICKEN SALAD 18
Organic mixed greens, grilled chicken, gorgonzola cheese, dried cherries, walnuts, & raspberry vinaigrette

CAESAR SALAD 12
Romaine, parmigiano reggiano, croutons, tossed in our homemade dressing

MAURICE SALAD 18
Ham, chicken, American & Swiss cheese, hard bodied egg & gherkin pickles. Maurice dressing

BISTRO COBB SALAD 18
Chicken, bacon, tomatoes, gorgonzola cheese, avocado and boiled egg. Ranch dressing

HANDHELDS

Add Fries or Soup +3 Add Greek or Caesar salad +5

AVOCADO CHICKEN WRAP
Grilled chicken, avocado, lettuce, tomatoes and feta cheese
13

CRISPY CHICKEN WRAP 13
Homemade fried chicken breast, cheddar, lettuce, tomatoes and mild chipotle mayo

LAMB GYRO 12
Tomatoes, onions & tzatziki sauce.

CHICKEN GYRO 12
Lettuce, tomatoes, onions & tzatziki sauce

Daily Mon.-Sat.

DINNER

STARTERS

STEAK BITES 22

Juicy chunks of filet mignon with our signature sauce

EGGPLANT PARMESAN 18

Lightly breaded eggplant layered in homemade pomodoro sauce and cheese

ARDIANA'S CRISPY CHICKEN 16

Hand battered and fried chicken breast

ROASTED BRUSSEL SPROUTS 16

Caramelized onions, bacon, candied walnuts and balsamic glaze

FROMAGE FRIT 14

Homemade lightly breaded fried cheese

ARANCINI 16

Lamb & veal, peas, and mozzarella saffron risotto balls

SALADS

Add chicken +6, gyro meat +6 or salmon +10

ARDIANA'S SPINACH SALAD

Roasted red peppers, feta cheese, red onions, olives, and creamy balsamic 14

MARIZABELA CHICKEN SALAD

Organic mixed greens, bacon, chicken, feta cheese, cucumbers, olives, tomatoes, tortilla strips, and white wine vinaigrette 18

GREEK SALAD

Tomatoes, chickpeas, feta cheese, pepperoncini, olives, cucumbers, beets and greek dressing 12

ATHENIAN SALAD

Feta, onions, green peppers, olives, tomatoes, celery, cucumbers, beets, dill, and greek dressing 14

MICHIGAN CHICKEN SALAD

Organic mixed greens, grilled chicken, gorgonzola cheese, dried cherries, walnuts, and raspberry vinaigrette 18

CAESAR SALAD

Romaine, parmigiano reggiano, croutons, tossed in our homemade dressing 12

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DINNER

PASTA

PASTA ARDIANA

Sautéed mushrooms, onions, roasted red pepper and tomato cream sauce 22

CHICKEN PARMESAN

Lightly breaded chicken served with marinara rigatoni 24

SALMON PASTA

Pan seared salmon, broccolini & cream sauce 28

SHRIMP ALFREDO

24

ENTREE

GOAT CHEESE CHICKEN

Grilled chicken, goat cheese, basil, sun dried tomatoes, rigatoni pasta & alfredo sauce 24

CHICKEN LIMONE

Sautéed chicken, lemon, capers, artichoke, and roasted potato 24

CHICKEN KEBAB

Grilled chicken, green and red peppers, onions and baked rice 24

TUSCANY CHICKEN

Roasted red peppers, grilled onions, mushrooms, mozzarella cheese and roasted potato 24

LAMB SHANK

Baked lamb shank, rice and roasted vegetables 34

SHORT RIB

Braised short rib over garlic mashed potato 32

BEEF STROGANOFF

Beef chunks and mushrooms in a savory sauce served over noodles 28

SEAFOOD

PROVENÇAL SALMON $27

Tomato, basil, garlic, chives, evoo, and roasted potato

MAHI MAHI $27

lemon, capers, artichoke, sundried tomato, basil, and roasted potato 27

MEDITERRANEAN WHITE FISH

Broiled white fish and baked rice topped with evoo, lemon, red onion, cucumbers, and tomatoes 26

Add a Greek or Caesar salad to accompany your dinner +5

Continued Next Page

DINNER

KIDS MENU

Served with drink

CHICKEN STRIPS & FRIES 8

RIGATONI PASTA 8

Marinara or alfredo sauce

SIDES

SIGNATURE PARMESAN FRIES 7

HOMEMADE MAC & CHEESE 12

BROCCOLINI 9

ROASTED VEGETABLE 9

GRILLED CHICKEN BREAST 9

GYRO MEAT 9

RICE OR GRILLED POTATOES 7

MASHED POTATO 7

BEVERAGES

Coke 350, Diet Coke 350, Sprite 350, Lemonade 350 Ginger Beer 4
San Pellegrino Sparkling Natural Mineral Water 4

COFFEE

Coffee 300 Espresso 2, Cappuccino 5, Latte 6, Cold Brew 4,
Signature European Hot Chocolate 5

TEA

Chai Latte 6, Matcha Latte 6
Hot Tea: Earl Grey 4, Breakfast 4, Lemon Ginger 4, Chamomile 4, Peppermint 4,
Unsweetened Iced Tea 350
Sweetened Raspberry Iced Tea 350
Arnold Palmer 350

HOUSEMADE DESSERTS

Suggested tableside by server.

Mon-FRI only
11-4 only

LUNCH SPECIALS

|Add Fries +3| |Add Soup +3| |Add Greek Salad +5| |Add Caesar Salad +5|

QUICHE $16
Fresh daily homemade quiche selections served with dressed organic mixed greens

CROQUE MADAME $15
Ham & gruyere cheese sandwich with béchamel sauce and sunny side up egg

A|R BURGER $15
Handmade smashed patties, applewood bacon, cheddar cheese, grilled onions, lettuce, tomatoes, pickles, mayo & chipotle sauce

TUNA TWIST SANDWICH $15
Multi-grain bread, tuna, swiss cheese, fresh spinach, grilled onion, avocado & chipotle sauce

CHICKEN CAPRESE SANDWICH $14
Homemade focaccia bread, grilled chicken, mozzarella, spinach, tomatoes, balsamic, & pesto

AVOCADO CHICKEN WRAP $13
Grilled chicken, avocado, lettuce, tomatoes & feta cheese

CRISPY CHICKEN WRAP $13
Homemade fried chicken, cheddar, lettuce, tomatoes & mayo

CHICKEN CAESAR WRAP $13
Grilled chicken, romaine lettuce, parmesan reggiano & caesar dressing

LAMB GYRO $12
Tomatoes, onions & tzatziki sauce

CHICKEN GYRO $12
Lettuce, tomatoes, onions & tzatziki sauce

A|J CHIPOTLE BOWL $18
Rice, black beans, pico de gallo, fajita veggies, cheddar jack cheese, salsa verde & chipotle sauce
Choice of: Chicken **or** Barbacoa Beef

NOVI TEN SHOPPING CENTER RENOVATION

41400-41774 W. Ten Mile Road
Novi, Michigan 48375

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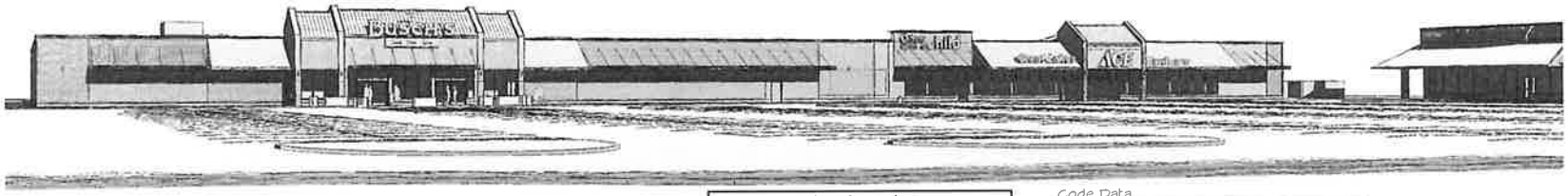

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S201	Structural Requirements by Architecture Section
S202	Structural Requirements by Architecture Section
S203	Structural Requirements by Architecture Section
S204	Structural Requirements by Architecture Section
S205	Structural Requirements by Architecture Section
S206	Structural Requirements by Architecture Section
S301	Sections and Details
S311	Sections and Details
S312	Sections and Details
S321	Sections and Details
Electrical	
E000	Electrical Legend & Abbreviations
E100	West Building - Electrical Site Plan, New Work
E101	North Building - Electrical Site Plan, New Work
E200	West & North Bldg. - Electrical Power Plan
E400	Electrical Riser Diagram Panel Schedule
E600	Electrical Specifications

Note: The following drawings were prepared by professional consultants under separate contract to the owner and are included here for reference only.

Sheet Number	Sheet Name
Civil	
C1	Cover Sheet
C2	Topographic Survey
C3	Demolition Plan
C4	Overall Site Plan
C5	Grading and Paving
C6	Notes and Details
Landscape	
L1	Landscape Plan
L2	Landscape Details

Code Data

Current Applicable Codes:
2015 Michigan Building Code
2015 International Fire Code
2015 Michigan Plumbing Code
2015 Michigan Mechanical Code
2017 Michigan Electrical Code
ANSI/ITI 2004 (Access Bldg)

Use and Occupancy
Section 304 M - Mercantile
Section 312 S1 - Moderate Hazard Storage

Table 503.1, 504.3 & 506.2 Allowable Heights and Building Areas
Construction Type VB
Allowable Building Height 2 Story / 40 Feet
Allowable Building Area 36,000 Square Feet per Floor
(Based on M Use)

Frontage Increase
Allowable Area (Gross Square Feet)
(Based on M Use with Non-separated Occupancy per Section 508.3)

EXISTING WEST BUILDING:
Square Meter:
$A_{all} = \left[A_t + \left(\frac{A_t}{P} \times I_f \times F_a \right) \right] + A_i$
$A_{all} = \left\{ \left[36,000 + \left(\frac{36,000}{1,000} \times 75 \right) \right] + 0 \right\}$
36,000 = 36,000 Square Feet Allowed
Meets Code Square Footage

Previous Size and Tenant:
$A_{all} = \left[A_t + \left(\frac{A_t}{P} \times I_f \times F_a \right) \right] + A_i$
$A_{all} = \left\{ \left[36,000 + \left(\frac{36,000}{1,000} \times 75 \right) \right] + 0 \right\}$
36,000 = 36,000 Square Feet Allowed
Meets Code Square Footage

ONCE UPON A CHILD & ACE TENANT:
$A_{all} = \left[A_t + \left(\frac{A_t}{P} \times I_f \times F_a \right) \right] + A_i$
$A_{all} = \left\{ \left[36,000 + \left(\frac{36,000}{1,000} \times 75 \right) \right] + 0 \right\}$
36,000 = 36,000 Square Feet Allowed
Meets Code Square Footage

Proposed Heights and Areas
Building Height 1 Story
Building Area
West Building Floor Area 42,141 Sq.Ft.
North Building Floor Area 41,040 Sq.Ft.
Total Area 83,181 Sq.Ft.

Section 508.3 Required Separation of Occupancy
No separation required between M and M occupancies

Table 601 Fire Resistance Rating
Type VB Construction Type 0 Hr Fire Ratings Required

Chapter 9 Automatic Sprinkler Systems:

Section 903.2.3 Group M Fire sprinklers are required for the following conditions
1 The fire area exceeds 12,000sf
2 The fire area is located more than three stories above grade plane
3 The combined area of all Group M fire areas on all floors, including any mezzanines, exceeds 24,000 sf
4 Occupancy used for the display and sale of upholstered furniture or mattresses exceeds 5,000 sf

Section 903.2.9 Group S-1 Fire sprinklers required for the following conditions
1 The fire area exceeds 12,000sf

EXISTING FIRE SPRINKLER SYSTEM PROVIDED THROUGHOUT BOTH NORTH AND WEST BUILDINGS

EXISTING NORTH BUILDING:
Tenant Area A:
$A_{all} = \left[A_t + \left(\frac{A_t}{P} \times I_f \times F_a \right) \right] + A_i$
$A_{all} = \left\{ \left[36,000 + \left(\frac{36,000}{1,000} \times 75 \right) \right] + 0 \right\}$
36,000 = 36,000 Square Feet Allowed
Meets Code Square Footage

Tenant Area B:
$A_{all} = \left[A_t + \left(\frac{A_t}{P} \times I_f \times F_a \right) \right] + A_i$
$A_{all} = \left\{ \left[36,000 + \left(\frac{36,000}{1,000} \times 75 \right) \right] + 0 \right\}$
36,000 = 36,000 Square Feet Allowed
Meets Code Square Footage

Tenant Area C:
$A_{all} = \left[A_t + \left(\frac{A_t}{P} \times I_f \times F_a \right) \right] + A_i$
$A_{all} = \left\{ \left[36,000 + \left(\frac{36,000}{1,000} \times 75 \right) \right] + 0 \right\}$
36,000 = 36,000 Square Feet Allowed
Meets Code Square Footage

Tenant Area D:
$A_{all} = \left[A_t + \left(\frac{A_t}{P} \times I_f \times F_a \right) \right] + A_i$
$A_{all} = \left\{ \left[36,000 + \left(\frac{36,000}{1,000} \times 75 \right) \right] + 0 \right\}$
36,000 = 36,000 Square Feet Allowed
Meets Code Square Footage

General Notes:

1. The Construction Contractor is solely responsible for the safe and proper installation of all equipment and materials furnished by owners and shall be responsible for any damage to the equipment or materials during installation.
2. The Construction Contractor shall be responsible for all permits, licenses, and inspections required by the Authorities Having Jurisdiction.
3. The Construction Contractor shall be responsible for the coordination of all trades and shall be responsible for the proper installation of all equipment and materials furnished by owners and shall be responsible for any damage to the equipment or materials during installation.
4. The Construction Contractor shall be responsible for the coordination of all trades and shall be responsible for the proper installation of all equipment and materials furnished by owners and shall be responsible for any damage to the equipment or materials during installation.
5. The Construction Contractor shall be responsible for the coordination of all trades and shall be responsible for the proper installation of all equipment and materials furnished by owners and shall be responsible for any damage to the equipment or materials during installation.
6. Do not scale drawings. Use figured dimensions only.
7. Contractor to verify all dimensions and conditions prior to commencement of work.
8. Provide and install blocking and backing as required for the proper installation of all equipment and materials furnished by owners and shall be responsible for any damage to the equipment or materials during installation.
9. Provide and install blocking and backing as required for the proper installation of all equipment and materials furnished by owners and shall be responsible for any damage to the equipment or materials during installation.
10. Provide and install blocking and backing as required for the proper installation of all equipment and materials furnished by owners and shall be responsible for any damage to the equipment or materials during installation.

Key to Dimensioning:

SECTION AND DETAIL KEY.

Location Map

OWNER:
MEADOWBROOK SHOPPING CENTER ASSOCIATES, LLC
30600 NORTHWESTERN HIGHWAY
SUITE 430
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ARCHITECT:
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SUITE 160
SOUTHFIELD, MICHIGAN 48034
PH (248) 352-0099 FAX (248) 352-0088

CIVIL ENGINEER:
SEEDER-KEAST LEHNER, LLC
39205 COUNTRY CLUB DRIVE
SUITE C6
FARMINGTON HILLS, MICHIGAN 48331
PH (248) 689-9442

LANDSCAPE ARCHITECT:
JM ALLEN ASSOCIATES
557 CARPENTER
NORTHVILLE, MICHIGAN 48167
PH (248) 467-4660 FAX (248) 349-0559

project name:
NOVI TEN SHOPPING CENTER RENOVATION

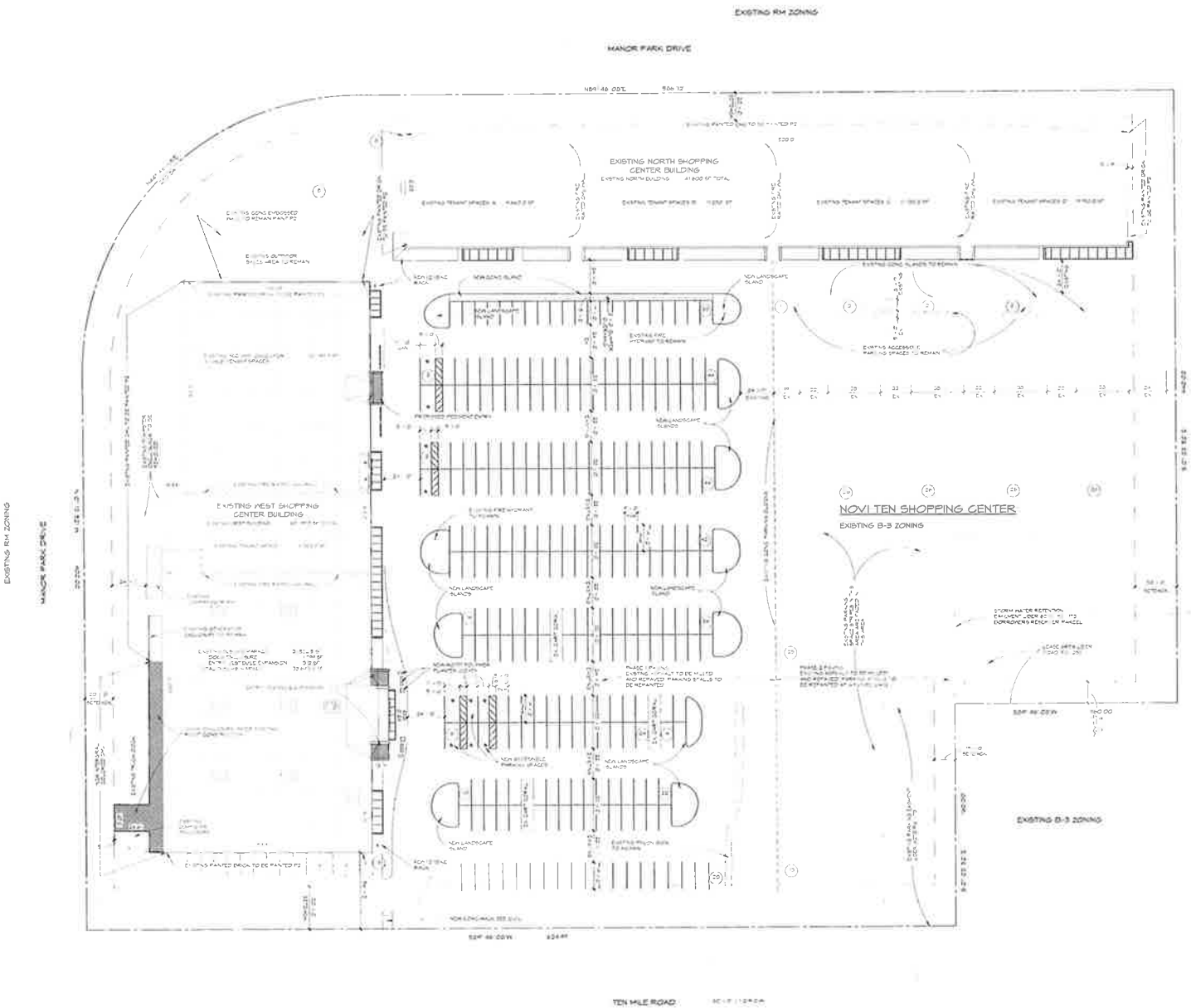
project location:
41400-41774 W. Ten Mile Road
Novi, Michigan 48375

date/ revision:
- March 20, 2023 - Pre-Application
- June 27, 2023 - Final SPA
- July 24, 2023 - Bids
- August 1, 2023 - Permits

sheet title:
Cover Sheet

project number:
2534

sheet number:
A000



Architectural Site Plan

Parking Schedule

PARKING SPACES REQUIRED PER CITY OF NOVI ORDINANCE

PLANNED SHOPPING CENTERS
ONE PARKING SPACE FOR EACH 250 SQUARE FEET GROSS LEASABLE AREA (GLA) FOR DEVELOPMENTS UNDER 400,000 SF

EXISTING NORTH BUILDING	41,600 GROSS SF
WEST BUILDING	62,094 GROSS SF
TOTAL BUILDING AREA	103,694 GROSS SF

103,694 GSF / 250 SF = 415 PARKING SPACES REQUIRED OF WHICH 9 SPACES REQUIRED TO BE ACCESSIBLE - 2 VAN ACCESSIBLE AND 7 ACCESSIBLE SPACES

PROVIDED PARKING SPACES

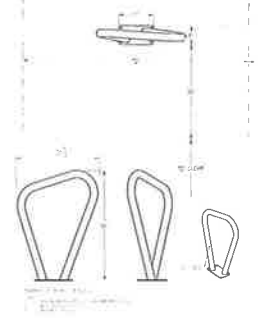
PARKING:

PARKING SPACES	426 SPACES
ACCESSIBLE PARKING SPACES	17 ACCESSIBLE SPACES
TOTAL	443 PARKING SPACES INCLUDES 4 VAN ACCESSIBLE SPACES AND 13 ACCESSIBLE SPACES

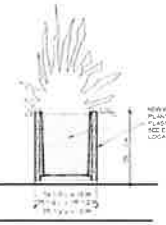
BIKE PARKING: 4 BIKE PARKING AT 2 LOCATIONS

Legal Description

PART OF THE SOUTHEAST 1/4 OF SECTION 23, TOWN 1 NORTH, RANGE 8 EAST, CITY OF NOVI, OAKLAND COUNTY, MICHIGAN, COMMENCING AT THE SOUTHEAST CORNER OF SAID SECTION 23; THENCE NORTH 84 DEGREES 38 MINUTES 00 SECONDS WEST 220.00 FEET ALONG THE SOUTH LINE OF SAID SECTION 23 AND THE CENTER RIGHT OF WAY LINE OF TEN MILE ROAD; THENCE NORTH 0 DEGREES 38 MINUTES 00 SECONDS EAST 60.00 FEET TO A POINT ON THE NORTH RIGHT OF WAY LINE OF TEN MILE ROAD FOR A PLACE OF BEGINNING; THENCE NORTH 84 DEGREES 38 MINUTES 00 SECONDS WEST 624.91 FEET ALONG THE NORTH RIGHT OF WAY LINE OF TEN MILE ROAD; THENCE NORTH 0 DEGREES 25 MINUTES 00 SECONDS EAST 400.00 FEET; THENCE NORTHEASTERLY 314.16 FEET ALONG THE ARC OF A CIRCULAR CURVE CONCAVE TO THE SOUTHEAST, RADIUS 200.00 FEET, CENTRAL ANGLE 90 DEGREES 00 MINUTES 00 SECONDS, CHORD NORTH 45 DEGREES 25 MINUTES 00 SECONDS EAST 282.84 FEET; THENCE SOUTH 84 DEGREES 38 MINUTES 00 SECONDS EAST 336.72 FEET TO A POINT ON THE WEST RIGHT OF WAY LINE OF MEADOWBROOK ROAD; THENCE SOUTH 0 DEGREES 38 MINUTES 00 SECONDS WEST 440.00 FEET ALONG THE WEST RIGHT OF WAY LINE OF MEADOWBROOK ROAD; THENCE NORTH 84 DEGREES 38 MINUTES 00 SECONDS WEST 160.00 FEET; THENCE SOUTH 0 DEGREES 38 MINUTES 00 SECONDS WEST 160.00 FEET TO A POINT ON THE NORTH RIGHT OF WAY LINE OF TEN MILE ROAD AND TO THE PLACE OF BEGINNING



Bike Rack



WOOD POLYMER PLANTERS AS MANUFACTURED BY DEEPSTREAM DESIGNS, MIAMI, FL. (305) 051-0466 OR EQUAL. PLANTERS TO BE CONSTRUCTED WITH STAINLESS STEEL FASTENERS, MARINEANODIZED 6063-T5 ALUMINUM AND RECYCLED WOOD POLYMER LUMBER. ALUMINUM FINISH TO BE CLEAR ANODIZED. RECYCLED WOOD PLYMER TO BE PE BROWN

Planters

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project name:
NOVI TEN SHOPPING CENTER RENOVATION

project location:
41400-41774 W. Ten Mile Road
Novi, Michigan 48375

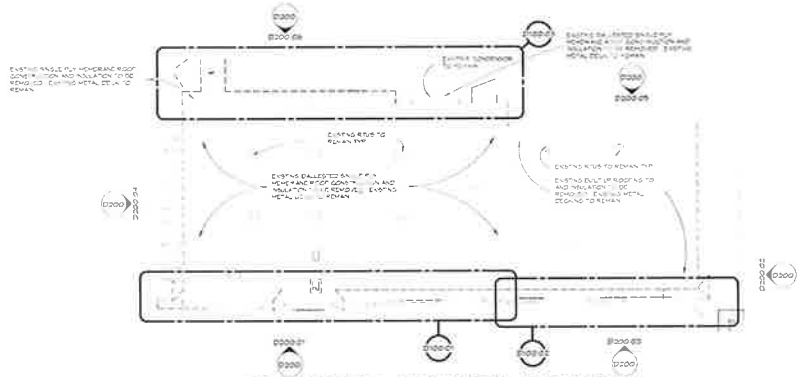
date/ revision:

March 29, 2023	Preliminary
May 17, 2023	CPA
June 21, 2023	Final SPA
July 24, 2023	Bids
August 1, 2023	Permits

sheet title:
Architectural Site Plan

project number:
2534

sheet number:
AS100



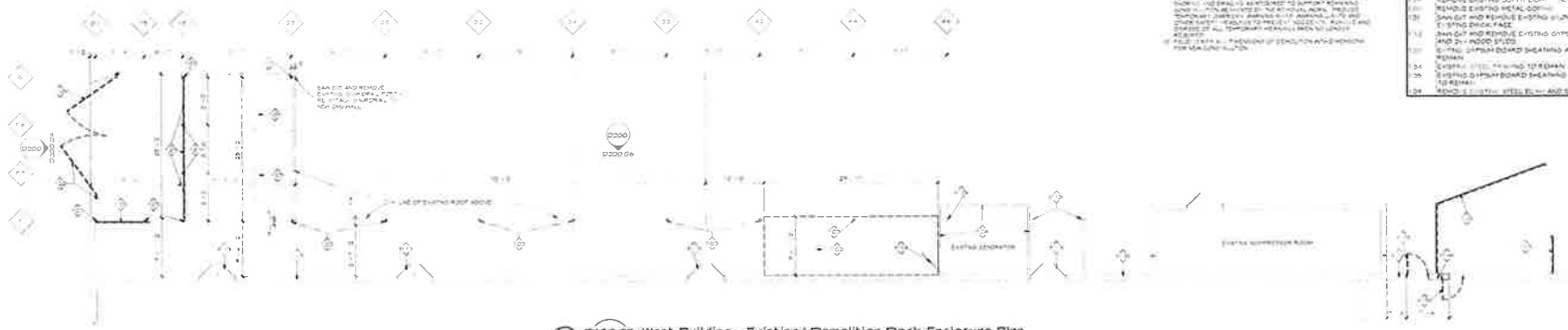
West Building - Key/ Roof Plan - Existing/ Demo

General Notes

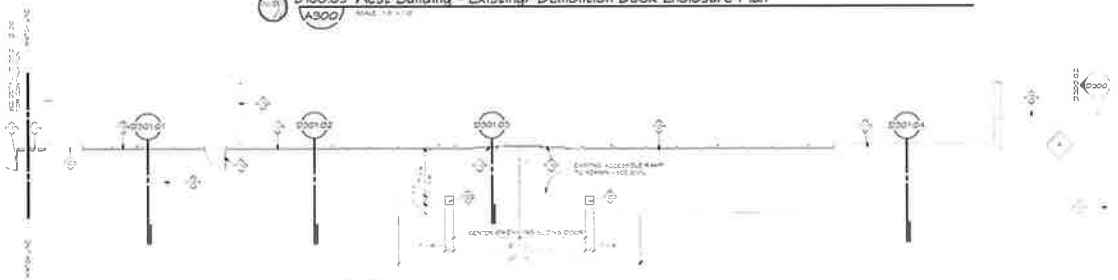
General Demolition Notes

Specific Demolition Notes

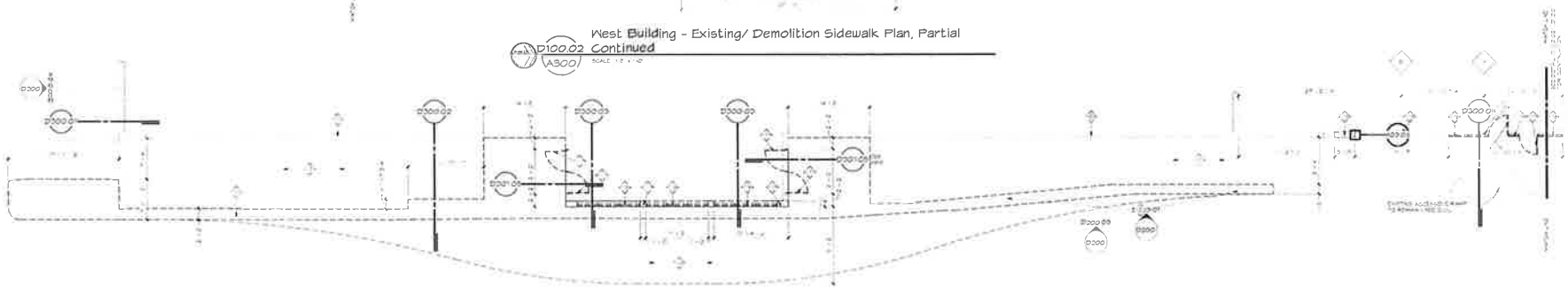
	Demolition Note
D101	EXISTING CONCRETE WALK TO REMAIN
D102	SAW CUT AND REMOVE EXISTING CONCRETE WALK
D103	REMOVE EXISTING STEEL BOLLARDS
D104	SAW CUT AND REMOVE FACE BRICK EXISTING CMU TO REMAIN. SEE PLANS AND ELEVATIONS FOR LOCATIONS
D105	EXISTING DOCK LEVELERS TO REMAIN
D106	SAW CUT AND REMOVE EXISTING METAL ROOF CONSTRUCTION AND WOOD TRUSSES. SEE PLANS AND ELEVATIONS FOR LOCATIONS (SEE STRUCTURAL DRAWINGS FOR ADDITIONAL INFORMATION)
D107	EXISTING METAL STANDING SEAM ROOF TO REMAIN. REMOVE PANELS FOR NEW FLASHING AS REQUIRED
D108	EXISTING BRICK FCMU WALL CONSTRUCTION TO REMAIN
D109	EXISTING GLASS AND ALUMINUM FRAMING TO REMAIN
D110	EXISTING GLASS AND ALUMINUM DOOR TO REMAIN
D111	EXISTING HOLLOW METAL DOOR AND FRAME TO REMAIN
D112	EXISTING CMU WALL CONSTRUCTION TO REMAIN
D113	SAW CUT AND REMOVE EXISTING WOOD SOFFIT AND WOOD STUD FRAMING
D114	SAW CUT AND REMOVE EXISTING MASONRY WALL CONSTRUCTION
D115	REMOVE EXISTING HOLLOW METAL DOOR AND FRAME
D116	SAW CUT AND REMOVE EXISTING GLAZING AND ALUMINUM FRAMING
D117	REMOVE EXISTING GLASS AND ALUM DOOR
D118	EXISTING STEEL COLUMN TO REMAIN
D119	SAW CUT AND REMOVE EXISTING BRICK AND 8" CMU WALL CONSTRUCTION
D120	SAW CUT AND REMOVE EXISTING ASPHALT PAVING (SEE PLANS)
D121	EXISTING BRICK CMU CLOSED CONCRETE WALL TO REMAIN
D122	REMOVE EXISTING CHAIN LINK GATES. EXISTING BOLLARDS TO REMAIN
D123	REMOVE EXISTING WOOD FENCING SCREENING AND SUPPORTS
D124	EXISTING GENERATOR ROOM WALL CONSTRUCTION TO REMAIN
D125	REMOVE STORE AND THEN REINSTALL ALL TENANT SIGNAGE AFTER COMPLETION OF THE NEW FACADE CONSTRUCTION. SEE ELECTRICAL DRAWINGS FOR ADDITIONAL INFORMATION
D126	SAW CUT AND REMOVE EXISTING METAL SOFFIT, 2x WOOD TRUSSES AND SOFFIT LIGHTING. SEE ELECTRICAL DRAWINGS FOR ADDITIONAL INFORMATION. SEE PLANS AND ELEVATIONS FOR LOCATIONS
D127	SAW CUT AND REMOVE EXISTING METAL SOFFIT. EXISTING WOOD FRAMING AND 2x PER TRUSS FRAMING TO REMAIN. REMOVE EXISTING GANGING LIGHTING. SEE PLANS AND ELEVATIONS FOR LOCATIONS
D128	REMOVE EXISTING SOFFIT LIGHT. SEE ELECTRICAL DWGS
D129	REMOVE EXISTING METAL SOFFIT
D130	SAW CUT AND REMOVE EXISTING STUCCO SILL TO BE FLUSH WITH EXISTING BRICK FACE
D131	SAW CUT AND REMOVE EXISTING GYPSUM BOARD SHEATHING AND 2x4 WOOD STUDS
D132	EXISTING GYPSUM BOARD SHEATHING AND WOOD STUDS TO REMAIN
D133	EXISTING STEEL FRAMING TO REMAIN
D134	EXISTING GYPSUM BOARD SHEATHING AND 2x4 WOOD STUDS TO REMAIN
D135	REMOVE EXISTING STEEL BLOCK AND STUD COLUMNS



D100.03 West Building - Existing/ Demolition Dock Enclosure Plan
A300



D100.02 West Building - Existing/ Demolition Sidewalk Plan, Partial Continued
A300



D100.01 West Building - Existing/ Demolition Sidewalk Plan, Partial
A300

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project name:
NOVI TEN SHOPPING CENTER RENOVATION

project location:
41400-41774 W. Ten Mile Road
Novi, Michigan 48375

date/ revision:
- July 10 2023 - Review
- July 24 2023 - Review
- August 1 2023 - Permits

sheet title:
West Building - Existing/ Demolition Sidewalk Plans

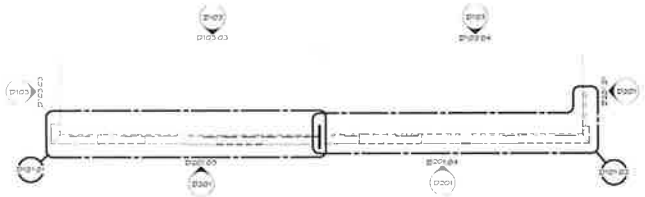
project number:
2534

sheet number:
D100

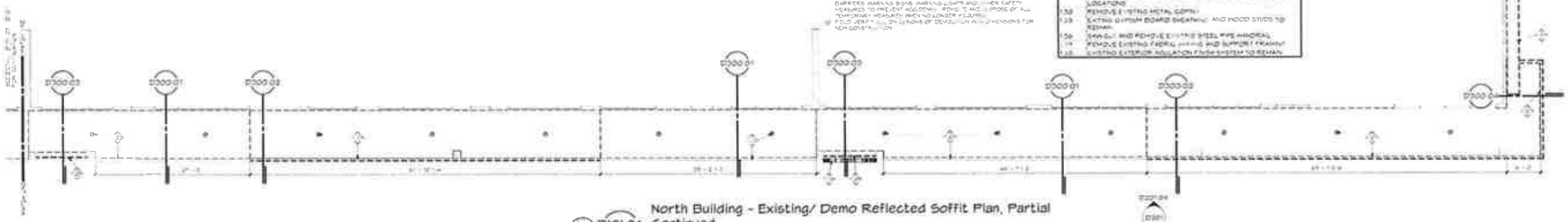
General Demolition Notes

Specific Demolition Notes

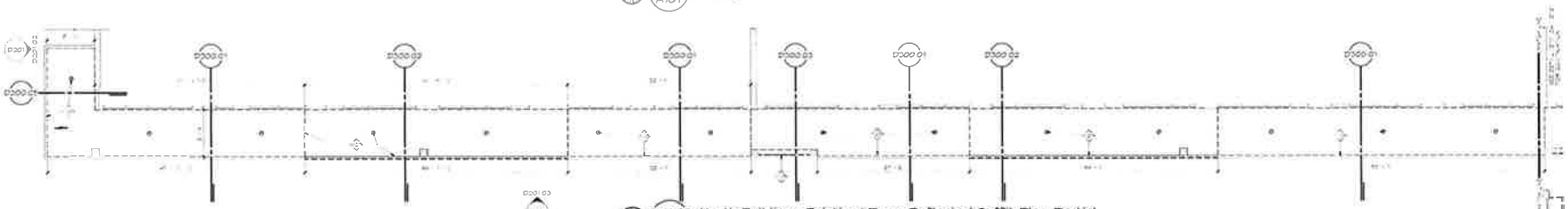
General Notes



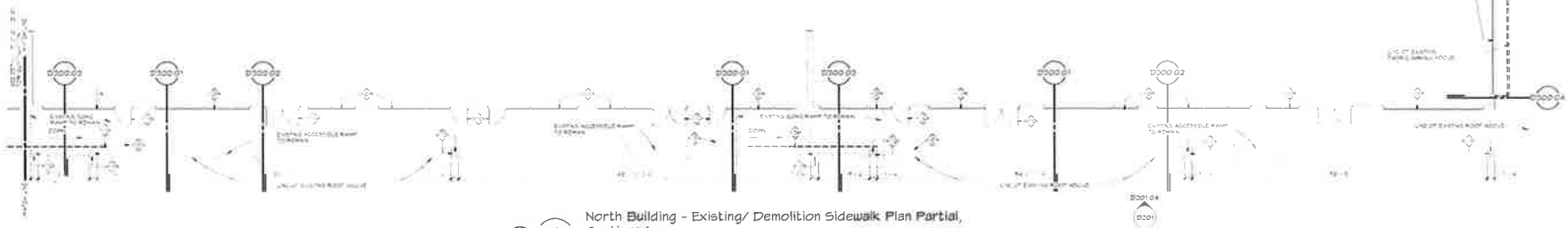
North Building - Key Plan - Existing/ Demo



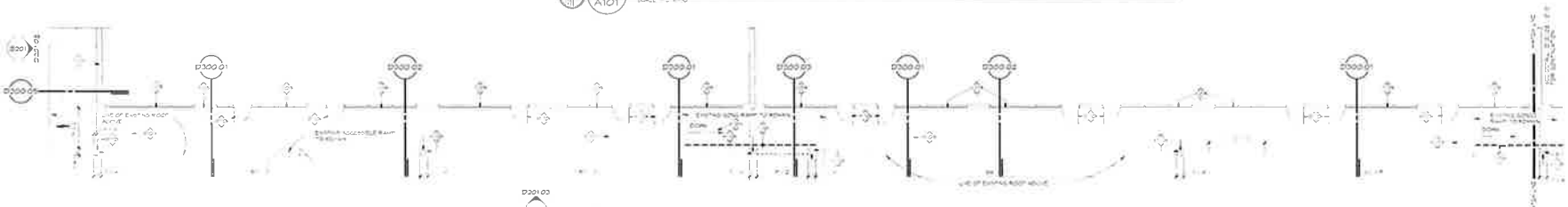
D101.04 A101 North Building - Existing/ Demo Reflected Soffit Plan, Partial Continued



D101.03 A101 North Building - Existing/ Demo Reflected Soffit Plan, Partial



D101.02 A101 North Building - Existing/ Demolition Sidewalk Plan Partial, Continued



D101.01 A101 North Building - Existing/ Demolition Sidewalk Plan, Partial

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NOVI TEN SHOPPING CENTER RENOVATION

project location:
41400-41774 W. Ten Mile Road
Novi, Michigan 48375

date/ revision:
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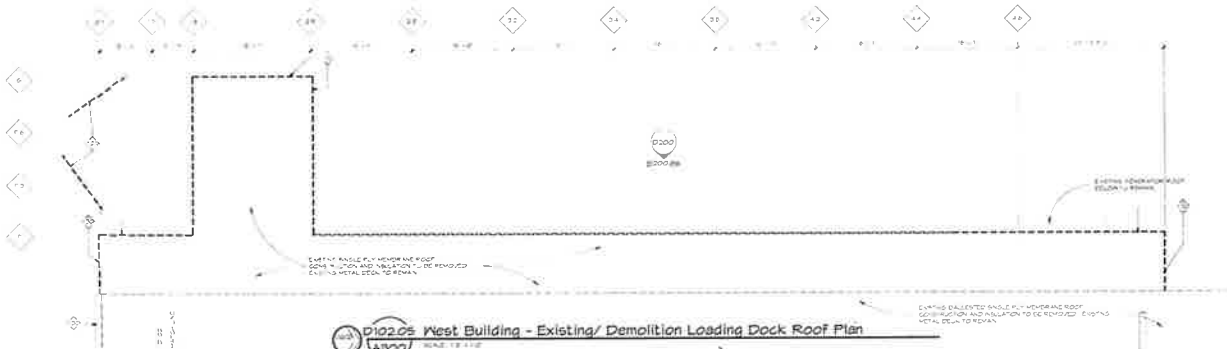
- July 24, 2023 - Bids
- August 1, 2023 - Permits

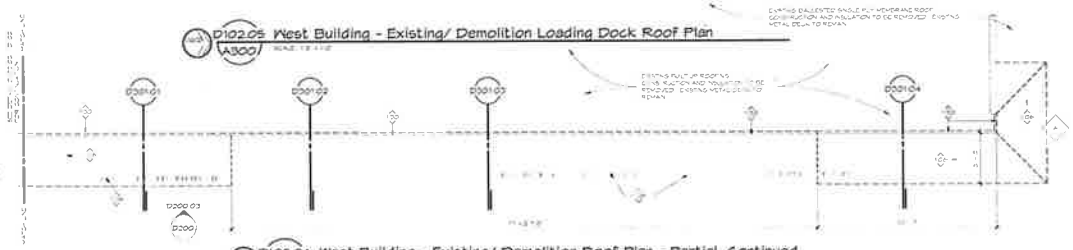
sheet title:
North Building - Existing/ Demolition Sidewalk Plan & Reflected Soffit Plan

project number:
2534

sheet number:
D101



D102.05 West Building - Existing/ Demolition Loading Dock Roof Plan



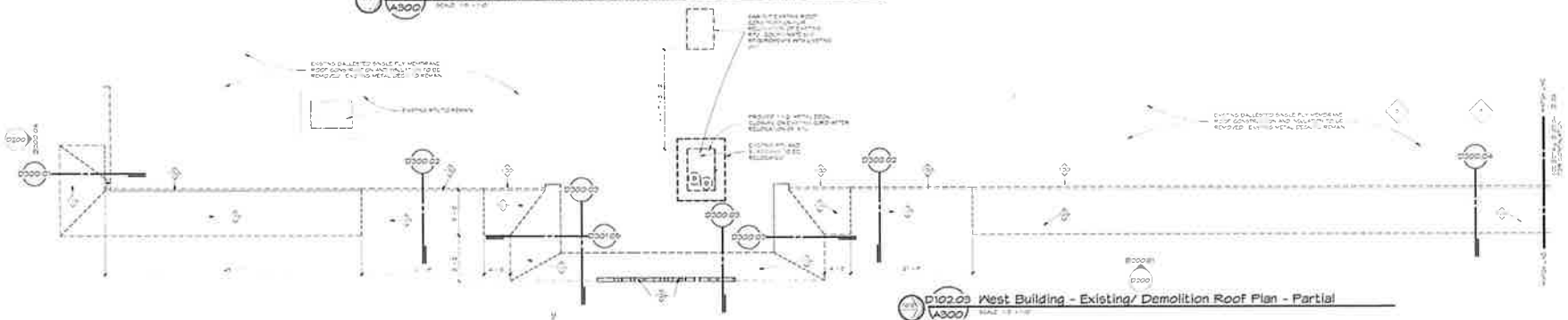
D102.04 West Building - Existing/ Demolition Roof Plan - Partial, Continued

General Demolition Notes

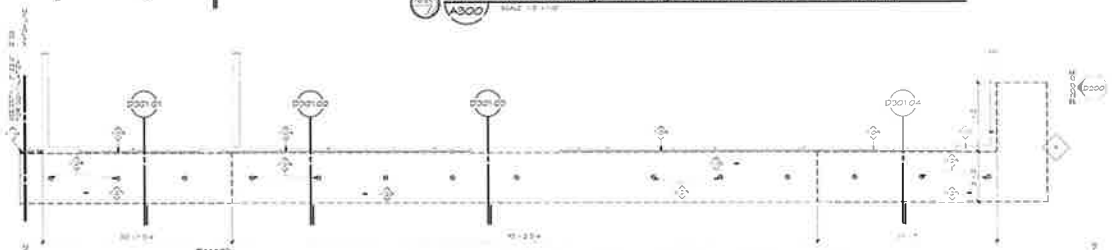
General Notes

Specific Demolition Notes

	Demolition Note
1.01	EXISTING CONCRETE WALK TO REMAIN
1.02	SAW CUT AND REMOVE EXISTING CONCRETE WALK - SEE CIVIL
1.03	REMOVE EXISTING STEEL COLUMN - SEE STRUCT DWGS
1.04	SAW CUT AND REMOVE FACE BRICK - EXISTING GWB TO REMAIN SEE PLANS AND ELEVATIONS FOR LOCATIONS
1.05	EXISTING DOCK LEVELERS TO REMAIN
1.06	SAW CUT AND REMOVE EXISTING METAL ROOF CONSTRUCTION AND WOOD TRUSSES - SEE PLANS AND ELEVATIONS FOR LOCATIONS SEE STRUCTURAL DRAWINGS FOR ADDITIONAL INFORMATION
1.07	EXISTING METAL STANDING SEAM ROOF TO REMAIN. REWORK PANELS FOR NEW FLASHINGS AS REQUIRED
1.08	EXISTING BRICK & CMU WALL CONSTRUCTION TO REMAIN
1.09	EXISTING GLASS AND ALUMINUM FRAMING TO REMAIN
1.10	EXISTING GLASS AND ALUMINUM DOOR TO REMAIN
1.11	EXISTING HOLLOW METAL DOOR AND FRAME TO REMAIN
1.12	EXISTING GWB WALL CONSTRUCTION TO REMAIN
1.13	SAW CUT AND REMOVE EXISTING WOOD SIDING AND WOOD STUD FRAMING
1.14	SAW CUT AND REMOVE EXISTING MASONRY WALL CONSTRUCTION
1.15	REMOVE EXISTING HOLLOW METAL DOOR AND FRAME
1.16	SAW CUT AND REMOVE EXISTING GLAZING AND ALUMINUM FRAMING
1.17	REMOVE EXISTING GLASS AND ALUM DOOR
1.18	EXISTING STEEL COLUMN TO REMAIN
1.19	SAW CUT AND REMOVE EXISTING BRICK AND GWB WALL CONSTRUCTION
1.20	SAW CUT AND REMOVE EXISTING ASPHALT PAVING - SEE CIVIL DWGS
1.21	EXISTING BRICK SHROUDED CONCRETE WALL TO REMAIN
1.22	REMOVE EXISTING CHAIN LINK GATES EXISTING BOLLARDS TO REMAIN
1.23	REMOVE EXISTING WOOD FENCE - DEMOLISHING AND SUPPORTS
1.24	EXISTING GENERATOR ROOM WALL CONSTRUCTION TO REMAIN
1.25	REMOVE, STORE AND THEN REINSTALL ALL TENANT SIGNAGE AFTER COMPLETION OF THE NEW FACADE CONSTRUCTION - SEE ELECTRICAL DRAWINGS FOR ADDITIONAL INFORMATION
1.27	SAW CUT AND REMOVE EXISTING METAL SOFFIT - WOOD TRUSSES AND SOFFIT LIGHTING - SEE ELECTRICAL DRAWINGS FOR ADDITIONAL INFORMATION - SEE PLANS AND ELEVATIONS FOR LOCATIONS
1.28	SAW CUT AND REMOVE EXISTING METAL SOFFIT EXISTING WOOD FRAMING AND 2x4 WOOD TRUSS FRAMING TO REMAIN. REMOVE EXISTING CANOPY LIGHTING - SEE PLANS AND ELEVATIONS FOR LOCATIONS
1.29	REMOVE EXISTING SOFFIT LIGHT - SEE ELECTRICAL DWGS
1.30	REMOVE EXISTING METAL COPING
1.31	SAW CUT AND REMOVE EXISTING STONE SILL TO BE FLUSH WITH EXISTING BRICK FACE
1.32	SAW CUT AND REMOVE EXISTING GYPSUM BOARD SHEATHING AND 2x4 WOOD STUDS
1.33	EXISTING GYPSUM BOARD SHEATHING AND WOOD STUDS TO REMAIN
1.34	EXISTING STEEL FRAMING TO REMAIN
1.35	EXISTING GYPSUM BOARD SHEATHING AND 2x4 WOOD STUDS TO REMAIN
1.36	REMOVE EXISTING STEEL BEAM AND STUD COLUMNS



D102.03 West Building - Existing/ Demolition Roof Plan - Partial



D102.02 West Building - Existing/ Demolition Reflected Soffit Plan Partial Continued

D102.01 West Building - Existing/ Demolition Reflected Soffit Plan

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project name:
NOVI TEN SHOPPING CENTER RENOVATION

project location:
41400-41774 W. Ten Mile Road
Novi, Michigan 48375

date/ revision:
- July 10, 2023 - Review
- July 24, 2023 - Bids
- August 1, 2023 - Permits

sheet title:
West Building - Existing/ Demolition Reflected Soffit & Roof Plan

project number:
2534

sheet number:
D102

General Demolition Notes

Specific Demolition Notes

General Notes

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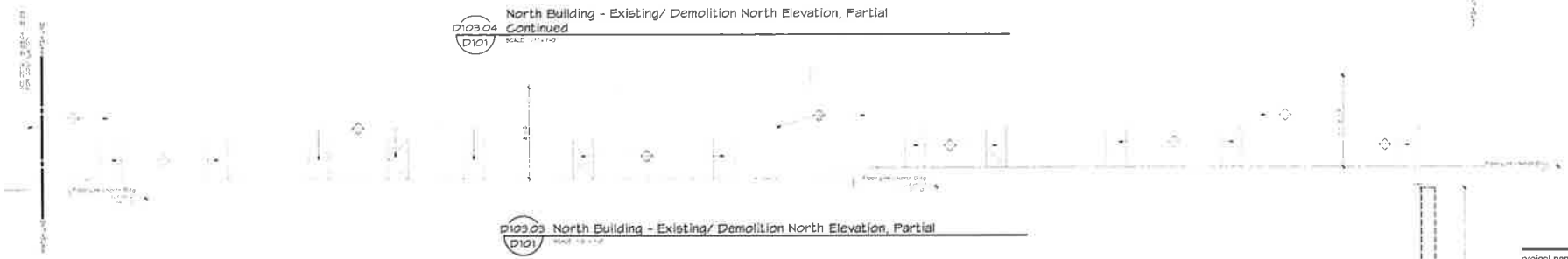
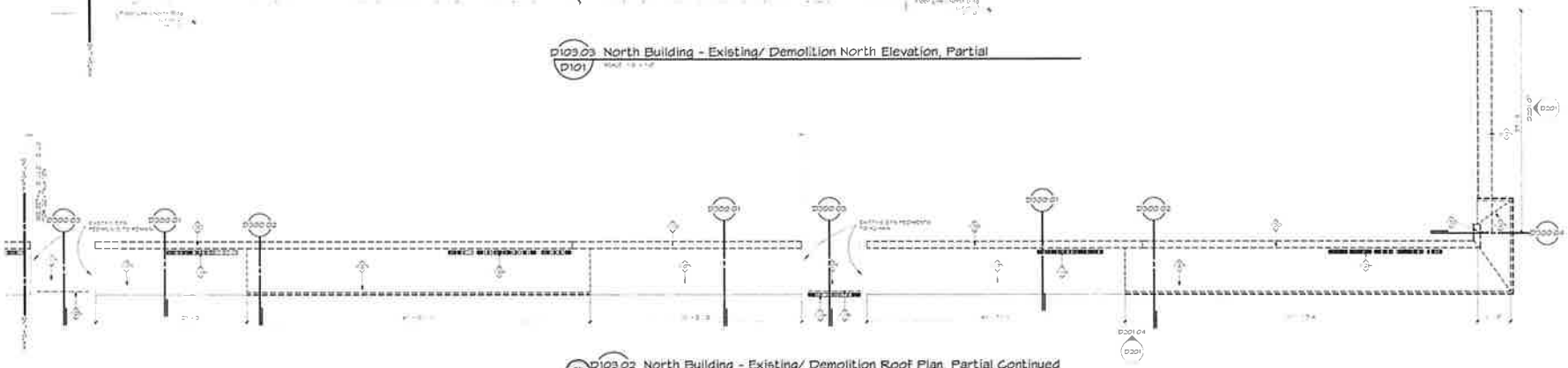
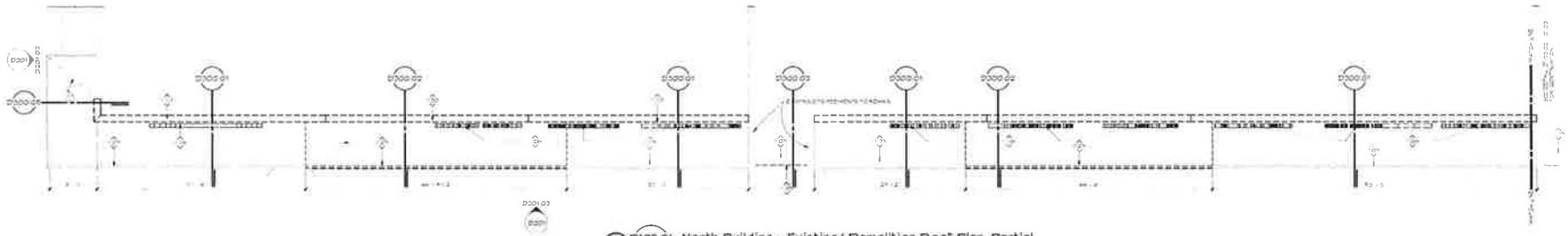
D103.04 / D101 North Building - Existing/ Demolition North Elevation, Partial Continued



D103.03 / D101 North Building - Existing/ Demolition North Elevation, Partial



D103.02 / A101 North Building - Existing/ Demolition Roof Plan, Partial Continued



D103.01 / A101 North Building - Existing/ Demolition Roof Plan, Partial

project name
NOVI TEN SHOPPING CENTER RENOVATION

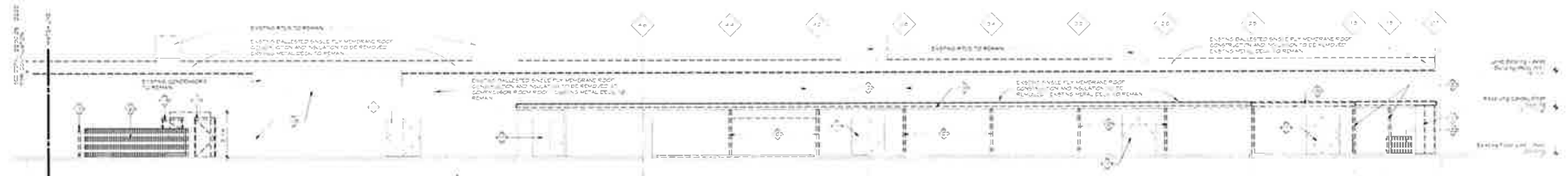
project location
41400-41774 W. Ten Mile Road
Novi, Michigan 48375

date/ revision:
- July 10 2023 - Review
- July 24 2023 - Permits
- August 4 2023 - Permits

sheet title:
North Building - Existing/ Demolition Roof Plan & Exterior Elevations

project number:
2534

sheet number:
D103



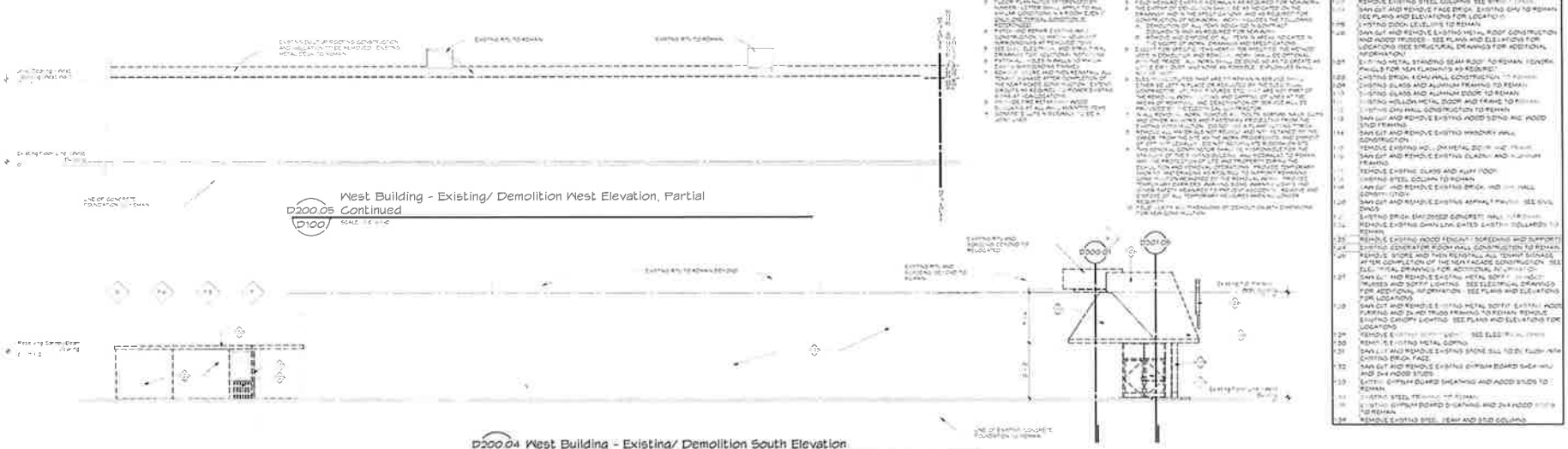
D200.06 West Building - Existing/ Demolition West Elevation, Partial

General Notes

General Demolition Notes

Specific Demolition Notes

Demolition Note	
D1.01	EXISTING CONCRETE WALK TO REMAIN
D1.02	SAW CUT AND REMOVE EXISTING CONCRETE WALK - SEE PLANS
D1.03	REMOVE EXISTING STEEL COLUMN - SEE STRUCTURAL
D1.04	SAW CUT AND REMOVE FACE BRICK. EXISTING CMU TO REMAIN - SEE PLANS AND ELEVATIONS FOR LOCATION
D1.05	EXISTING DOOR LEVELING TO REMAIN
D1.06	SAW CUT AND REMOVE EXISTING METAL ROOF CONSTRUCTION AND WOOD TRUSSES - SEE PLANS AND ELEVATIONS FOR LOCATIONS (SEE STRUCTURAL DRAWINGS FOR ADDITIONAL INFORMATION)
D1.07	EXISTING METAL STANDING SEAM ROOF TO REMAIN (CONDITION PANELS FOR NEW FLASHINGS AS REQUIRED)
D1.08	EXISTING BRICK & CMU WALL CONSTRUCTION TO REMAIN
D1.09	EXISTING GLASS AND ALUMINUM DOOR TO REMAIN
D1.10	EXISTING HOLLOW METAL DOOR AND FRAME TO REMAIN
D1.11	EXISTING CMU WALL CONSTRUCTION TO REMAIN
D1.12	SAW CUT AND REMOVE EXISTING WOOD STUD WALL AND WOOD STUD FRAMING
D1.13	SAW CUT AND REMOVE EXISTING MASONRY WALL CONSTRUCTION
D1.14	REMOVE EXISTING HOLLOW METAL DOOR AND FRAME
D1.15	SAW CUT AND REMOVE EXISTING GLASS AND ALUMINUM FRAMING
D1.16	REMOVE EXISTING GLASS AND ALUM ROOF
D1.17	EXISTING STEEL COLUMN TO REMAIN
D1.18	SAW CUT AND REMOVE EXISTING BRICK AND CMU WALL CONSTRUCTION
D1.19	SAW CUT AND REMOVE EXISTING ASPHALT PAVING - SEE CIVIL DWGS
D1.20	EXISTING BRICK SAW CUT CONCRETE WALL - SEE PLANS
D1.21	REMOVE EXISTING CHAIN LINK GATES EXISTING BOLLARDS TO REMAIN
D1.22	REMOVE EXISTING WOOD FENCING / SCREENING AND SUPPORTS
D1.23	EXISTING GENERATOR ROOM WALL CONSTRUCTION TO REMAIN
D1.24	REMOVE STORE AND THEN REINSTALL ALL TENANT SIGNAGE AFTER COMPLETION OF THE NEW FACADE CONSTRUCTION - SEE ELECTRICAL DRAWINGS FOR ADDITIONAL INFORMATION
D1.25	SAW CUT AND REMOVE EXISTING METAL SOFFIT (WOOD TRUSSES AND SOFFIT LIGHTING - SEE ELECTRICAL DRAWINGS FOR ADDITIONAL INFORMATION - SEE PLANS AND ELEVATIONS FOR LOCATIONS)
D1.26	SAW CUT AND REMOVE EXISTING METAL SOFFIT (EXISTING WOOD FURRING AND 2x WD TRUSS FRAMING TO REMAIN REMOVE EXISTING CANOPY LIGHTING - SEE PLANS AND ELEVATIONS FOR LOCATIONS)
D1.27	REMOVE EXISTING SOFFIT - SEE ELECTRICAL DWGS
D1.28	REMOVE EXISTING METAL COPING
D1.29	SAW CUT AND REMOVE EXISTING BRICK SILL TO EXISTING FLOOR (NEW EXISTING BRICK FACE)
D1.30	SAW CUT AND REMOVE EXISTING GYPSUM BOARD SHEATHING AND 2x4 WOOD STUDS
D1.31	EXISTING GYPSUM BOARD SHEATHING AND WOOD STUDS TO REMAIN
D1.32	EXISTING STEEL TENANT TO REMAIN
D1.33	EXISTING GYPSUM BOARD CEILING AND 2x4 WOOD STUDS TO REMAIN
D1.34	REMOVE EXISTING STEEL FRAM AND STUD COLUMNS

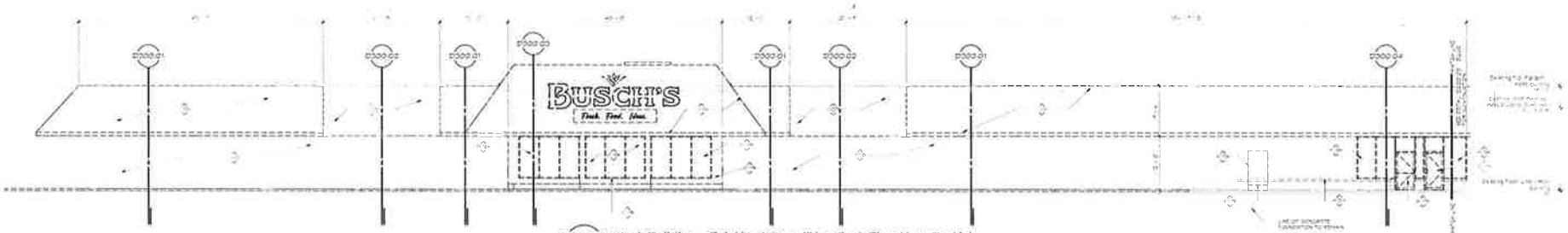


D200.05 West Building - Existing/ Demolition West Elevation, Partial Continued

D200.04 West Building - Existing/ Demolition South Elevation

D200.03 West Building - Existing/ Demolition East Elevation, Partial Continued

D200.02 West Building - Existing/ Demolition North Elevation, Partial



D200.01 West Building - Existing/ Demolition East Elevation, Partial

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project location:
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date/ revision:
- July 10 2021 - Review
- July 26 2021
- August 1 2021

sheet title:
West Building - Existing/ Demolition Exterior Elevations

project number:
2534

sheet number:
D200

General Demolition Notes

Specific Demolition Notes

Demolition Note

General Notes

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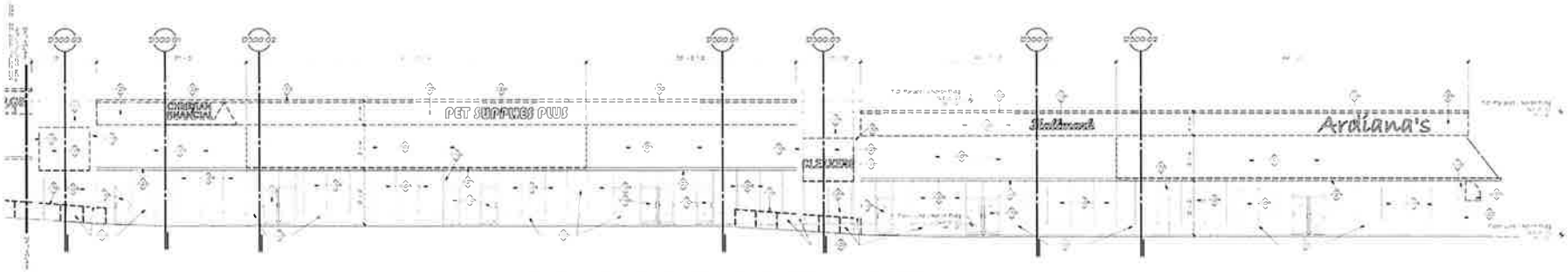
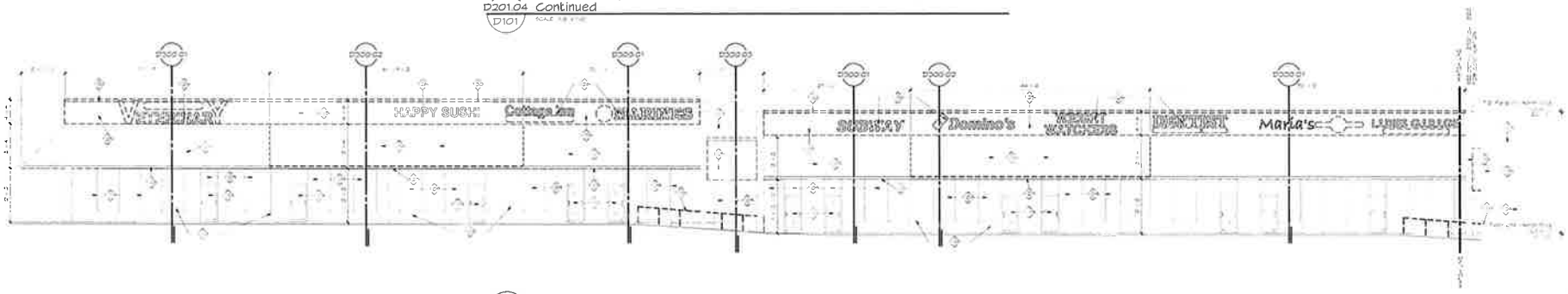
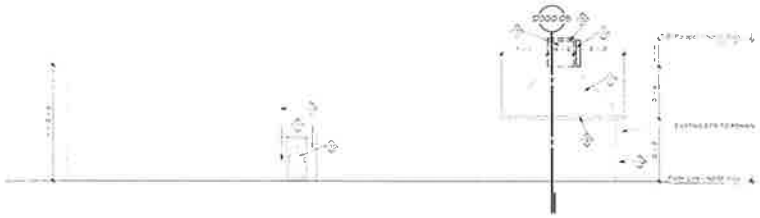


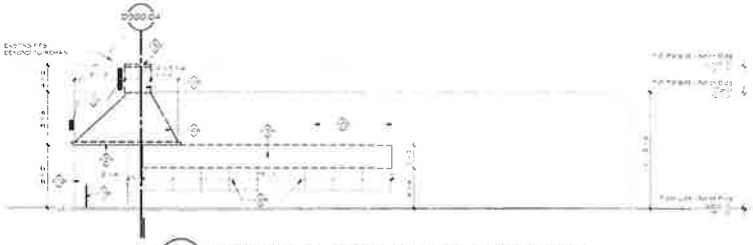
D201.04 / D101 North Building - Existing/ Demolition South Elevation (Partial), Continued



D201.03 / D101 North Building - Existing/ Demolition South Elevation, (Partial)



D201.02 / D101 North Building - Existing/ Demolition West Elevation



D201.01 / D101 North Building - Existing/ Demolition East Elevation

project name:
NOVI TEN SHOPPING CENTER RENOVATION

project location:
41400-41774 W. Ten Mile Road
Novi, Michigan 48375

date/ revision:
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- August 1, 2021 - Permits

sheet title:
North Building - Existing/ Demolition Exterior Elevations

project number:
2534

sheet number:
D201

General Demolition Notes

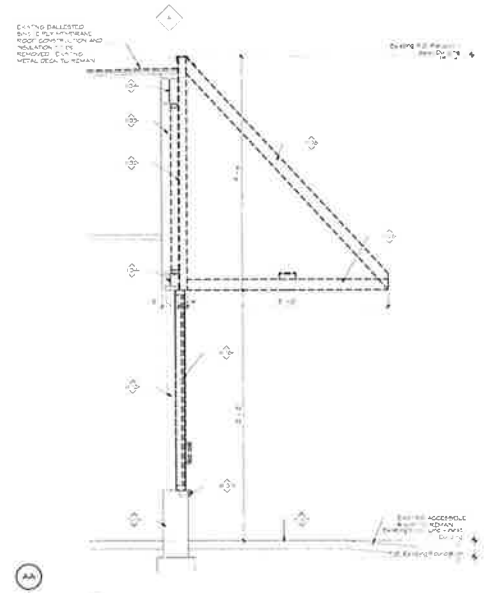
1. COORDINATE WITH THE OWNER AND MAINTAIN ACCESS TO EXISTING METAL IMAGES DURING SIDEWALK DEMOLITION AND CONSTRUCTION. SEE SHEET D100 FOR DRAWINGS ON ALL NON-WATER ELEMENTS ON SITE.
2. FIELD MEASURE EXISTING SIDEWALKS AS REQUIRED FOR NEW WORK. THE EXTENT OF DEMOLITION SHALL BE AS INDICATED ON THE DRAWINGS AND IN THE SPECIFICATIONS AND AS REQUIRED FOR CONSTRUCTION OF NEW WORK. WORK INCLUDES THE FOLLOWING:
   A. DEMOLITION OF ITEMS INDICATED TO BE REMOVED.
   B. DEMOLITION OF ITEMS NOT INDICATED TO REMAIN.
   C. REMOVAL AND DISPOSAL OF ITEMS OR AREAS SITUATED IN THE SCOPE OF WORK (DRAWINGS AND SPECIFICATIONS).
3. EXCEPT FOR SPECIAL TYPES HEREINAFTER SPECIFIED, THE METHOD USED IN DEMOLITION AND REMOVAL WORK SHALL BE OF THE TRADE. ALL WORK SHALL BE DONE SO AS TO CREATE AS LITTLE DUST, DIRT AND NOISE AS POSSIBLE. EMPLOY [illegible] BE USED.
4. ELECTRICAL UTILITIES THAT ARE TO REMAIN IN SERVICE SHALL EITHER BE LEFT IN PLACE OR REROUTED BY THE ELECTRICAL CONTRACTOR. [illegible] THAT ARE NOT PART OF THE REMOVAL WORK. [illegible] AND CAPPING OF LINES AT THE AREAS OF REMOVAL AND DEMOLITION OF SUCH [illegible] SHALL BE PERFORMED BY THE ELECTRICAL CONTRACTOR.
5. ALL REMOVAL WORK, INCLUDE ALL BOLTS, BRACKETS, NAILS, CLIPS AND OTHER FAILURES AND FASTENERS PRIOR TO [illegible] EXISTING CONSTRUCTION. DO NOT USE A FLAME CUTTING TORCH.
6. REMOVE ALL MATERIALS NOT REQUIRED AND NOT RETAINED BY THE OWNER FROM THE SITE AS THE WORK PROGRESSES AND DISPOSE OF OFF-SITE LEGALLY. DO NOT ACCUMULATE DEBRIS ON SITE. THE GENERAL CONTRACTOR IS ALL DEBRIS RESPONSIBLE FOR THE STABILITY OF THE EXISTING BUILDING AND SIDEWALKS TO REMAIN AND THE PROTECTION OF LIFE AND PROPERTY DURING THE DEMOLITION AND REMOVAL OPERATIONS. PROVIDE TEMPORARY SHORING AND BRACING AS REQUIRED TO SUPPORT ADJACENT CONSTRUCTION AFFECTED BY THE REMOVAL WORK. PROVIDE TEMPORARY BARRIERS, WARNING SIGNS, WARNING LIGHTS AND OTHER SAFETY MEASURES TO PREVENT ACCIDENTS. REMOVE AND DISPOSE OF ALL TEMPORARY MEASURES WHEN NO LONGER REQUIRED.
7. FIELD VERIFY ALL DIMENSIONS OF DEMOLITION WITH DIMENSIONS FOR NEW CONSTRUCTION.

General Notes

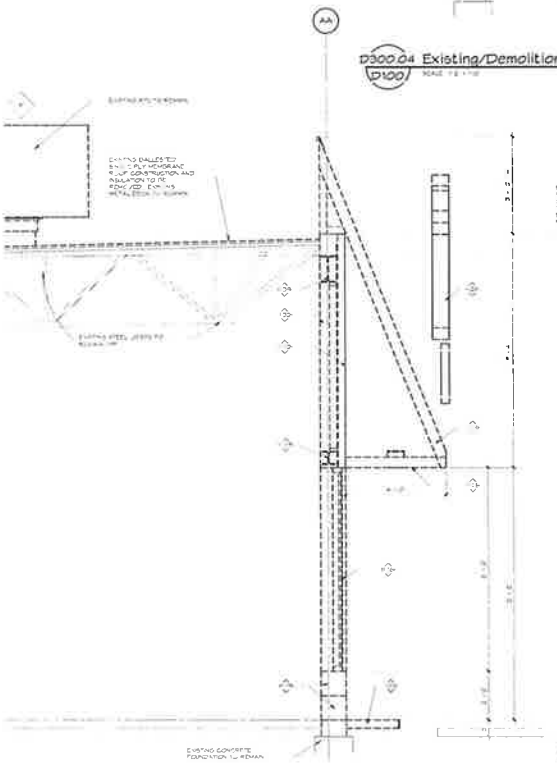
1. [illegible]

Specific Demolition Notes

	Demolition Note
1.01	EXISTING CONCRETE WALK TO REMAIN.
1.02	SAW CUT AND REMOVE EXISTING CONCRETE WALK. SEE CIVIL DWGS.
1.03	REMOVE EXISTING STEEL COLUMN. SEE STRUCT DWGS.
1.04	SAW CUT AND REMOVE FACE BRICK. EXISTING CMU TO REMAIN. SEE PLANS AND ELEVATIONS FOR LOCATIONS.
1.05	EXISTING DOCK LEVELERS TO REMAIN.
1.06	SAW CUT AND REMOVE EXISTING METAL ROOF CONSTRUCTION AND ROOF TRUSSES - SEE PLANS AND ELEVATIONS FOR LOCATIONS (SEE STRUCTURAL DRAWINGS FOR ADDITIONAL INFORMATION).
1.07	EXISTING METAL STANDING SEAM ROOF TO REMAIN. REMOVE PANELS FOR NEW FLASHINGS AS REQUIRED.
1.08	EXISTING BRICK & GYPSUM WALL CONSTRUCTION TO REMAIN.
1.09	EXISTING FLASH AND ALUMINUM FRAMING TO REMAIN.
1.10	EXISTING GLASS AND ALUMINUM DOOR TO REMAIN.
1.11	EXISTING HOLLOW METAL DOOR AND FRAME TO REMAIN.
1.12	EXISTING CMU WALL CONSTRUCTION TO REMAIN.
1.13	SAW CUT AND REMOVE EXISTING WOOD SIDING AND WOOD STUD FRAMING.
1.14	SAW CUT AND REMOVE EXISTING MASONRY WALL CONSTRUCTION.
1.15	REMOVE EXISTING HOLLOW METAL DOOR AND FRAME.
1.16	SAW CUT AND REMOVE EXISTING GLAZING AND ALUMINUM FRAMING.
1.17	REMOVE EXISTING GLASS AND ALUM DOOR.
1.18	EXISTING STEEL COLUMN TO REMAIN.
1.19	SAW CUT AND REMOVE EXISTING BRICK AND CMU WALL CONSTRUCTION.
1.20	SAW CUT AND REMOVE EXISTING ASPHALT PAVING. SEE CIVIL DWGS.
1.21	EXISTING BRICK EMBOSSED CONCRETE WALL TO REMAIN.
1.22	REMOVE EXISTING CHAIN LINK GATES. EXISTING BOLLARDS TO REMAIN.
1.23	REMOVE EXISTING WOOD FENCING/SCREENING AND SUPPORTS.
1.24	EXISTING SIDEWALK FLOOR WALL CONSTRUCTION TO REMAIN.
1.25	REMOVE STONE AND NEW PERMANENT ALL TENANT SIGNAGE AFTER COMPLETION OF THE NEW FACADE CONSTRUCTION. SEE ELECTRICAL DRAWINGS FOR ADDITIONAL INFORMATION.
1.26	SAW CUT AND REMOVE EXISTING METAL SOFFIT IN WOOD TRUSSES AND SOFFIT LIGHTING. SEE ELECTRICAL DRAWINGS FOR ADDITIONAL INFORMATION. SEE PLANS AND ELEVATIONS FOR LOCATIONS.
1.27	SAW CUT AND REMOVE EXISTING METAL SOFFIT LIGHTING AND FLASHING AND 2x4 FRAMING TO REMAIN. REMOVE EXISTING CANOPY LIGHTING. SEE PLANS AND ELEVATIONS FOR LOCATIONS.
1.28	REMOVE EXISTING SOFFIT LIGHT. SEE ELEC PLAN DWGS.
1.29	REMOVE EXISTING METAL SOFFIT.
1.30	SAW CUT AND REMOVE EXISTING STONE SILL TO BE FLUSH WITH EXISTING BRICK FACE.
1.31	SAW CUT AND REMOVE EXISTING GYPSUM BOARD SHEATHING AND 2x4 WOOD STUDS.
1.32	EXISTING GYPSUM BOARD SHEATHING AND WOOD STUDS TO REMAIN.
1.33	EXISTING STEEL FRAMING TO REMAIN.
1.34	EXISTING GYPSUM BOARD SHEATHING AND 2x4 WOOD STUDS TO REMAIN.
1.35	REMOVE EXISTING STEEL BEAM AND STUD COLUMN.



D300.04 Existing/Demolition Wall Section
D100 SCALE: [illegible]



D300.03 Existing/Demolition Wall Section
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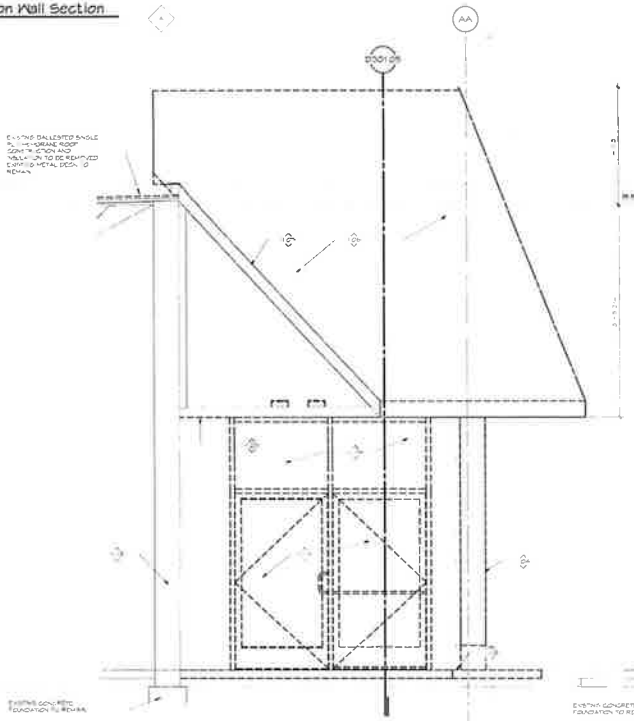

D300.02 Existing/Demolition Wall Section
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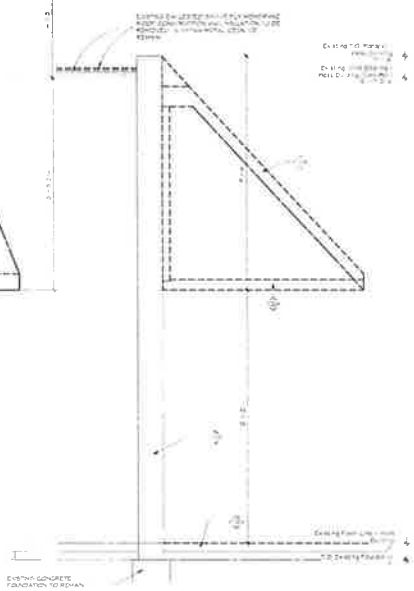

D300.01 Existing/Demolition Wall Section
D100 SCALE: [illegible]

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- July 10 2023 - Review
- July 24 2023 - Bids
- August 1, 2023 - Permits

sheet title:
West Building - Existing/Demolitic
Wall Sections

project number:
2534

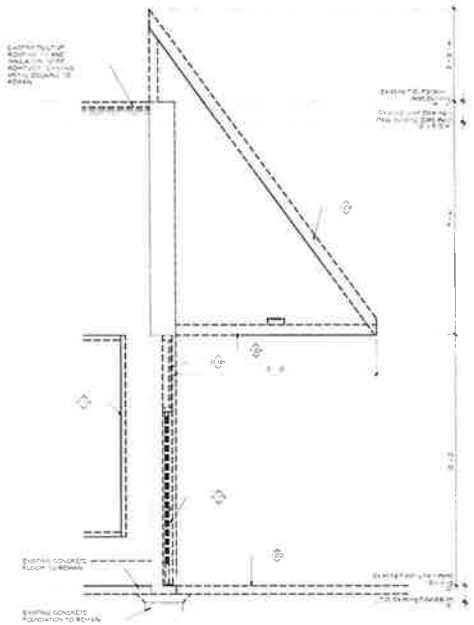
sheet number:
D300

General Demolition Notes

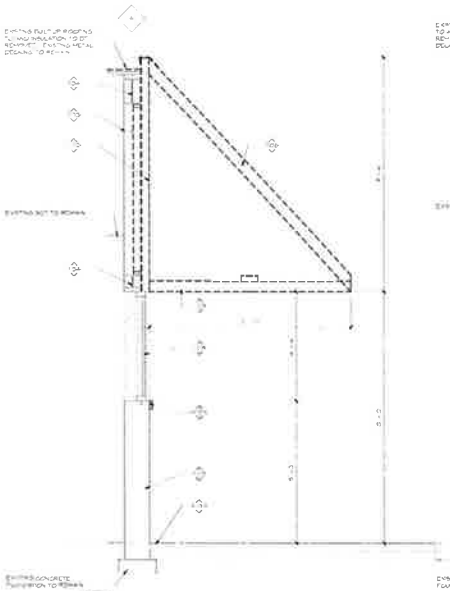
General Notes

Specific Demolition Notes

Demolition Note	
D01	EXISTING CONCRETE WALK TO REMAIN
D02	SAW CUT AND REMOVE EXISTING CONCRETE WALK - SEE CIVIL
D03	REMOVE EXISTING STEEL COLUMNS - SEE STRUCTURAL
D04	SAW CUT AND REMOVE FACE BRICK. EXISTING CMU TO REMAIN - SEE PLANS AND ELEVATIONS FOR LOCATIONS
D05	EXISTING DOCK LEVELERS TO REMAIN
D06	SAW CUT AND REMOVE EXISTING METAL ROOF CONSTRUCTION AND WOOD TRUSSES - SEE PLANS AND ELEVATIONS FOR LOCATIONS (SEE STRUCTURAL DRAWINGS FOR ADDITIONAL INFORMATION)
D07	EXISTING METAL STANDING SEAM ROOF TO REMAIN. REMOVE PANELS FOR NEW FLASHINGS AS REQUIRED
D08	EXISTING BRICK & CMU WALL CONSTRUCTION TO REMAIN
D09	EXISTING GLASS AND ALUMINUM FRAMING TO REMAIN
D10	EXISTING GLASS AND ALUMINUM DOOR TO REMAIN
D11	EXISTING HOLLOW METAL DOOR AND FRAME TO REMAIN
D12	EXISTING CMU WALL CONSTRUCTION TO REMAIN
D13	SAW CUT AND REMOVE EXISTING WOOD STUD AND WOOD STUD FRAMING
D14	SAW CUT AND REMOVE EXISTING MASONRY WALL CONSTRUCTION
D15	REMOVE EXISTING HOLLOW METAL DOOR AND FRAME
D16	SAW CUT AND REMOVE EXISTING GLAZING AND ALUMINUM FRAMING
D17	REMOVE EXISTING GLASS AND ALUMINUM
D18	EXISTING STEEL COLUMN TO REMAIN
D19	SAW CUT AND REMOVE EXISTING BRICK AND CMU WALL CONSTRUCTION
D20	SAW CUT AND REMOVE EXISTING ASPHALT PAVING - SEE CIVIL DRAWINGS
D21	EXISTING BRICK SHOULDERED CONCRETE WALL TO REMAIN
D22	REMOVE EXISTING CHAIN LINK GATES & EXISTING GUARDRAILS TO REMAIN
D23	REMOVE EXISTING WOOD TRELLIS SCREENING AND SUPPORTS
D24	EXISTING GENERATOR ROOM WALL CONSTRUCTION TO REMAIN
D25	REMOVE STORE AND THEN REINSTALL ALL TENANT SIGNAGE AFTER COMPLETION OF THE NEW FACADE CONSTRUCTION - SEE ELECTRICAL DRAWINGS FOR ADDITIONAL INFORMATION
D26	SAW CUT AND REMOVE EXISTING METAL SOFFIT IN WOOD TRUSSES AND SOFFIT LIGHTING - SEE ELECTRICAL DRAWINGS FOR ADDITIONAL INFORMATION - SEE PLANS AND ELEVATIONS FOR LOCATIONS
D27	SAW CUT AND REMOVE EXISTING METAL SOFFIT, EXISTING WOOD FRAMING AND 2x4 WOOD TRUSS FRAMING TO REMAIN. REMOVE EXISTING CANOPY LIGHTING - SEE PLANS AND ELEVATIONS FOR LOCATIONS
D28	REMOVE EXISTING SOFFIT LIGHT - SEE ELECTRICAL DRAWINGS
D29	REMOVE EXISTING METAL SOFFIT
D30	SAW CUT AND REMOVE EXISTING BRICK FILL TO BE FLUSH WITH EXISTING BRICK FACE
D31	SAW CUT AND REMOVE EXISTING GYPSUM BOARD SHEATHING AND 2x4 WOOD STUDS
D32	EXISTING GYPSUM BOARD SHEATHING AND WOOD STUDS TO REMAIN
D33	EXISTING STEEL FRAMING TO REMAIN
D34	EXISTING GYPSUM BOARD SHEATHING AND 2x4 WOOD STUDS TO REMAIN
D35	REMOVE EXISTING STEEL BEAM AND STUD COLUMN



D301.05 Existing/Demolition Wall Section
D100 SCALE: 1/2" = 1'-0"



D301.04 Existing/Demolition Wall Section
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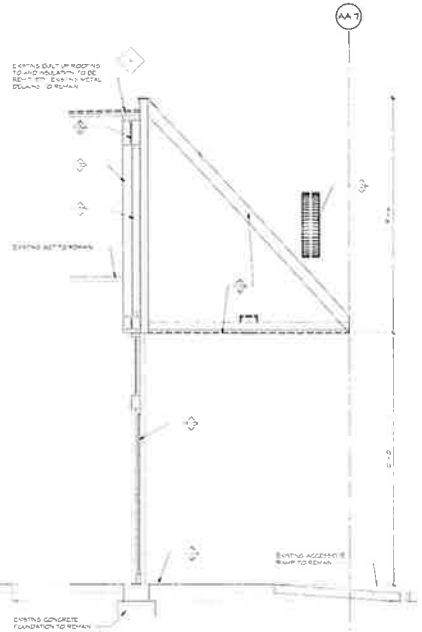
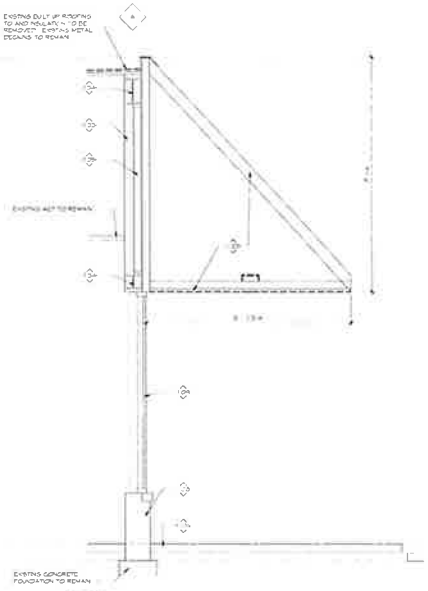
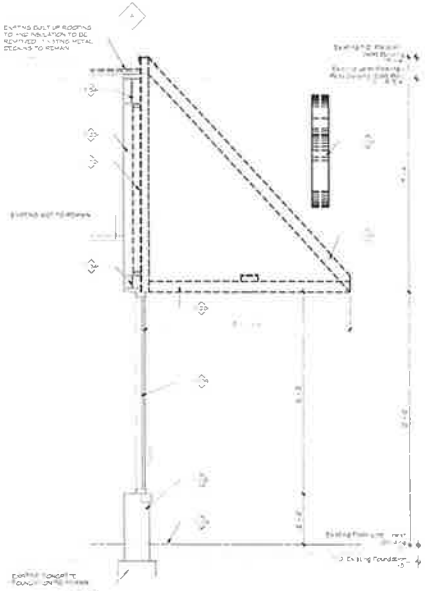


D301.03 Existing/Demolition Wall Section
D100 SCALE: 1/2" = 1'-0"



D301.02 Existing/Demolition Wall Section
D100 SCALE: 1/2" = 1'-0"



D301.01 Existing/Demolition Wall Section
D100 SCALE: 1/2" = 1'-0"

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project name:
NOVI TEN SHOPPING CENTER RENOVATION

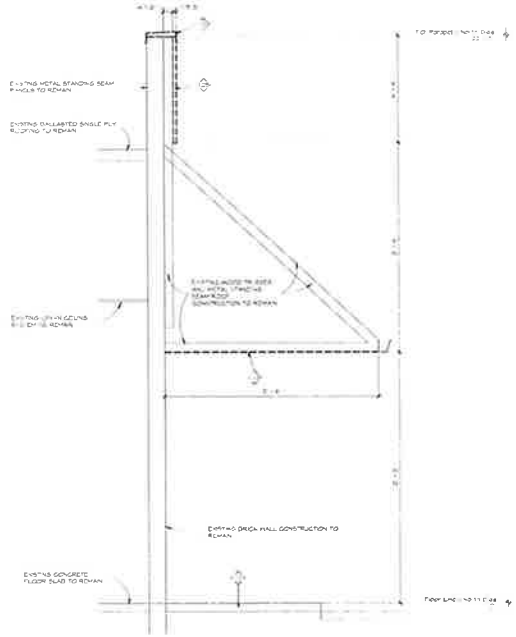
project location:
41400-41774 W. Ten Mile Road
Novi, Michigan 48375

date/ revision:
- July 10 2023 - Review
- July 24 2023 - Bids
- August 1 2023 - Permits

sheet title:
West Building - Existing/Demolitic Wall Sections

project number:
2534

sheet number:
D301



D300.05 Existing/Demolition Wall Section
D101

Specific Demolition Notes

	Demolition Note
1.01	EXISTING CONCRETE WALK TO REMAIN
1.02	SAW CUT AND REMOVE EXISTING METAL FRAME CONSTRUCTION AND WOOD TRUSSES. SEE PLANS AND ELEVATIONS FOR LOCATIONS. SEE STRUCTURAL DRAWINGS FOR ADDITIONAL INFORMATION.
1.03	EXISTING METAL STANDING SEAM ROOF TO REMAIN. REWORK PANELS FOR NEW FLASHINGS AS REQUIRED
1.13	EXISTING BRICK & CMU WALL CONSTRUCTION TO REMAIN
1.14	EXISTING WOOD AND ALUMINUM FRAMING TO REMAIN
1.15	EXISTING GLASS AND ALUMINUM DOOR TO REMAIN
1.16	EXISTING HOLLOW METAL DOOR AND FRAME TO REMAIN
1.17	EXISTING EIFS WALL CONSTRUCTION TO REMAIN
1.18	REMOVE EXISTING EXTERIOR INSULATION FINISH SYSTEM AND GYPSUM BOARD SHEATHING. EXISTING PLYWOOD SHEATHING AND METAL STUDS TO REMAIN. SEE PLANS AND ELEVATIONS FOR LOCATIONS.
1.19	REMOVE STORE AND TENANT SIGNAGE AFTER COMPLETION OF THE NEW FACADE CONSTRUCTION. SEE ELECTRICAL DRAWINGS FOR ADDITIONAL INFORMATION.
1.20	SAW CUT AND REMOVE EXISTING METAL SOFFIT, WOOD TRUSSES AND SOFFIT LIGHTING. SEE ELECTRICAL DRAWINGS FOR ADDITIONAL INFORMATION. SEE PLANS AND ELEVATIONS FOR LOCATIONS.
1.21	SAW CUT AND REMOVE EXISTING METAL SOFFIT, EXISTING WOOD FURRING AND 2x WOOD TRUSS FRAMING TO REMAIN. REMOVE EXISTING SOFFIT LIGHTING. SEE PLANS AND ELEVATIONS FOR LOCATIONS.
1.22	REMOVE EXISTING METAL LATHS
1.23	EXISTING GYPSUM BOARD SHEATHING AND WOOD STUDS TO REMAIN
1.24	SAW CUT AND REMOVE EXISTING STEEL AND MINERAL
1.25	REMOVE EXISTING FURRING AND SUPPORT FRAMING
1.26	EXISTING EXTERIOR INSULATION FINISH SYSTEM TO REMAIN

General Demolition Notes

1. COORDINATE WITH THE OWNER AND MAINTAIN ACCESS TO EXISTING RETAIL SPACES DURING DEMOLITION AND CONSTRUCTION. DEMOLISH COMPLETE SHOP DRAWINGS ON ALL NON MATERIAL SHOWN OR SPECIFIED.
2. FIELD MEASURE EXISTING SIDEWALKS AS REQUIRED FOR NEW WORK. THE EXTENT OF DEMOLITION SHALL BE AS INDICATED ON THE DRAWINGS AND IN THE SPECIFICATIONS AND AS REQUIRED FOR CONSTRUCTION OF NEW WORK. WORK INCLUDES THE FOLLOWING:
   A. DEMOLITION OF ALL ITEMS INDICATED IN CONTRACT DOCUMENTS AND AS REQUIRED FOR NEW WORK.
   B. REMOVE AND DISPOSE OF ALL ITEMS IN AREAS INDICATED IN THE SCOPE OF WORK DRAWINGS AND SPECIFICATIONS.
3. EXCEPT FOR SPECIFIC ITEMS NOTED TO SPECIFICALLY, THE METHOD USED IN DEMOLITION AND REMOVAL WORK SHALL BE OPTIONAL IN THE TRADE. ALL WORK SHALL BE DONE QUIETLY AS LOUD AS POSSIBLE DAILY DUST AND NOISE AS POSSIBLE. EXPLOSIVES SHALL NOT BE USED.
4. ELECTRICAL UTILITIES THAT ARE TO REMAIN IN SERVICE SHALL EITHER BE LEFT IN PLACE OR RELOCATED BY THE ELECTRICAL CONTRACTOR. UTILITIES TO BE REMOVED, INCLUDING PARTS OF THE REMOVAL WORK SUCH AS CAPPING OF LINES IN THE AREAS OF REMOVAL AND DISCONNECTION OF NON USE WILL BE PROVIDED BY THE ELECTRICAL CONTRACTOR.
5. ALL REMOVAL WORK: REMOVE ALL BOLTS, SCREWS, NAILS, CLIPS AND OTHER ANCHORS AND FASTENERS PROJECTING FROM THE EXISTING CONSTRUCTION. DO NOT USE A FLAME CUTTING TORCH.
6. REMOVE ALL WORK AS NOT REQUIRED AND NOT RETAINED BY THE OWNER FROM THE SITE AS THE WORK PROGRESSES AND DISPOSE OF OFF SITE IN A LAWFUL MANNER.
7. THE GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR THE SAFETY OF THE EXISTING BUILDING AND SIDEWALKS TO REMAIN AND THE PROTECTION OF LIFE AND PROPERTY DURING THE DEMOLITION AND REMOVAL OPERATIONS. PROVIDE TEMPORARY SHORING AND BRACING AS REQUIRED TO SUPPORT REMAINING CONSTRUCTION REMAINING DUE THE REMOVAL WORK. PROVIDE TEMPORARY BARRIERS, WARNING SIGNS, WARNING LIGHTS AND OTHER SAFETY MEASURES TO PREVENT ACCIDENTS. REMOVE AND DISPOSE OF ALL TEMPORARY WORKS WHEN NO LONGER REQUIRED.
8. FIELD VERIFY ALL DIMENSIONS OF DEMOLITION WORK DIMENSIONS FOR NEW CONSTRUCTION.

General Notes

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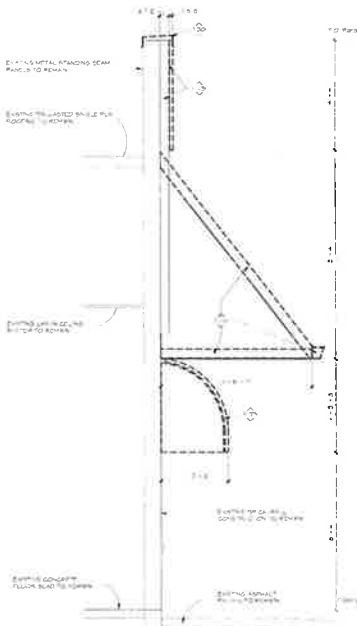
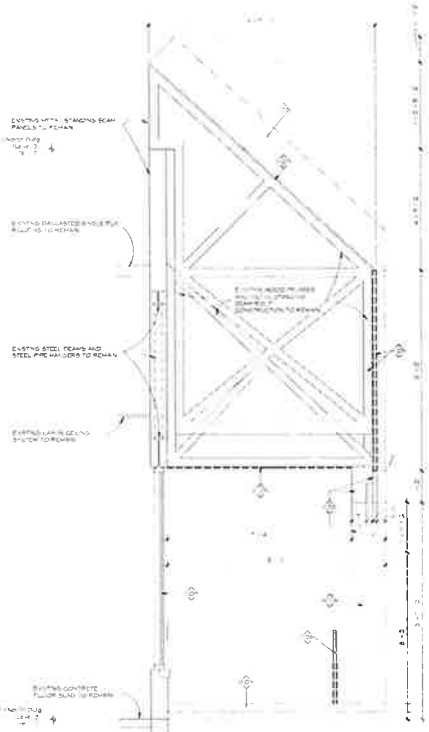
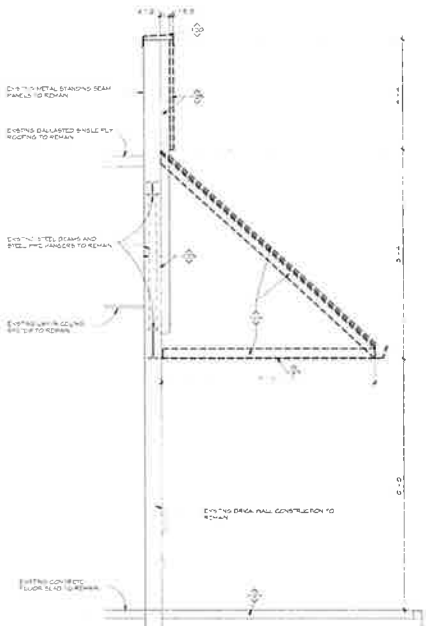


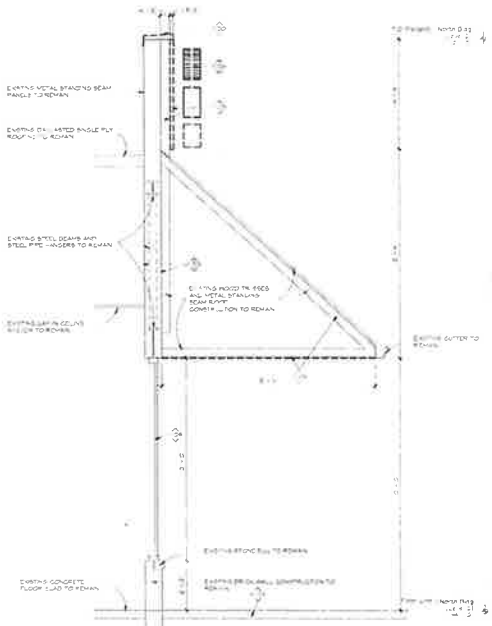
D300.04 Existing/Demolition Wall Section
D101



D300.03 Existing/Demolition Wall Section
D101



D300.02 Existing/Demolition Wall Section
D101



D300.01 Existing/Demolition Wall Section
D101

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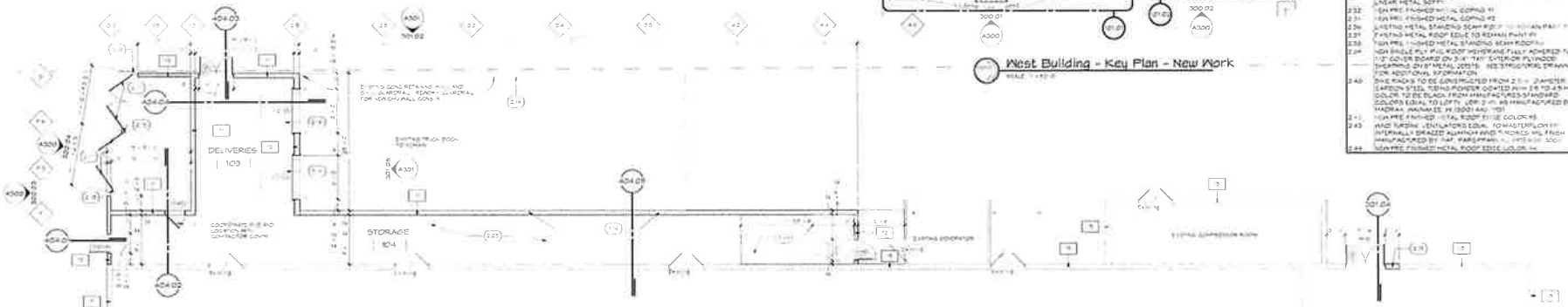
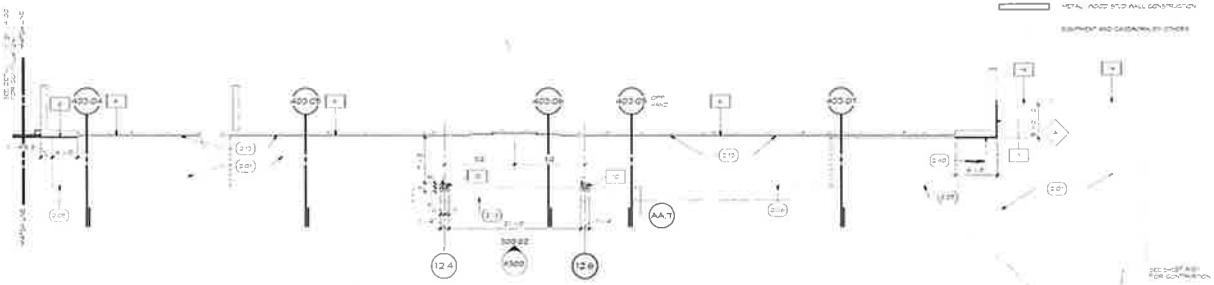
sheet title:
North Building - Existing/Demolition Wall Sections

project number:
2534

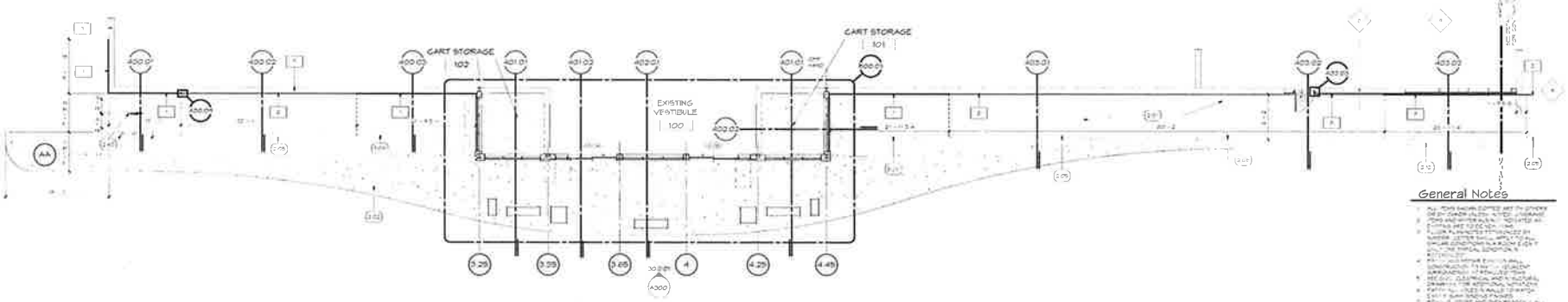
sheet number:
D302



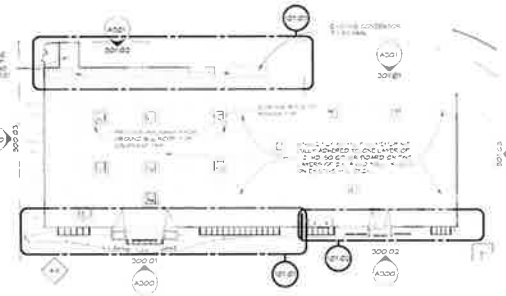
101.03 A100 West Building - Dock Enclosure Plan



101.02 A100 West Building - Sidewalk Plan, Partial Continued - New Work



101.01 A100 West Building - Sidewalk Plan, Partial - New Work



West Building - Key Plan - New Work

Plan Notes - New Work

Floor Plan Note Symbol

Wall Type Legend

MASONRY WALL CONSTRUCTION

METAL STUD WALL CONSTRUCTION

EQUIPMENT AND CASEWORK BY OTHERS

Wall Schedule Legend

General Notes

SIEGAL/TUOMAALA ASSOCIATES ARCHITECTS & PLANNERS INC.
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sheet title:
West Building - Sidewalk Plan, New Work

project number:
2534

sheet number:
A100

Plan Notes - New Work

Floor Plan Note Symbol

2.01	EXISTING CONCRETE WALK TO REMAIN
2.03	EXISTING GLASS AND ALUMINUM DOOR TO REMAIN
2.06	USE OF NEW PRE FINISHED METAL CANOPY ABOVE
2.06	USE OF EXISTING ROOF ABOVE
2.07	EXISTING METAL STANDING SEAM ROOF CONSTRUCTION TO REMAIN PAINT P1
2.14	NEW 1 1/2" DIA GALVANIZED STEEL HANDRAIL PAINT
2.20	EXISTING DOWNSPOUT TO REMAIN REPAIR DAMAGED SECTIONS PAINT P2
2.21	NEW PRE FIN METAL SOFFIT ON EXISTING 1 x 4 O FRAMING
2.22	EXISTING GUTTER AND DOWNSPOUT TO REMAIN REPAIR DAMAGED SECTIONS TO MATCH EXISTING PAINT GUTTERS P1 AND DOWNSPOUTS P2
2.23	NEW RECESSED LED LIGHTS SEE ELEC TYP
2.24	NEW LED WALL SCONCE SEE ELEC TYP
2.25	PROVIDE END CAP AT GUTTER
2.26	EXISTING DOWNSPOUT TO REMAIN NEW PRE FIN EXHAUST SCUPPER
2.27	EXISTING EFS COLUMN REPAIR DAMAGED EFS TO MATCH EXISTING PAINT P2
2.28	NEW PRE FINISHED METAL CANOPY WITH HANGER RODS AND LINEAR METAL SOFFIT
2.29	EXISTING EFS REPAIR DAMAGED EFS TO MATCH EXISTING PAINT P2
2.30	NEW FABRIC AWNING ON BLACK ANODIZED ALUMINUM FRAMING
2.31	EXISTING SIGNAGE TO BE REINSTALLED PROVIDED 24 WOOD BLOCKING AS REQUIRED FOR SIGN INSTALLATION SEE ELECTRICAL FOR ADDITIONAL INFORMATION
2.32	NEW PRE FINISHED METAL COPING #1
2.34	NEW PRE FINISHED METAL COPING #3
2.36	NEW PRE FINISHED METAL COPING #4
2.40	BIKE RACKS TO BE CONSTRUCTED FROM 2 3/8" DIAMETER CARBON STEEL TUBING POWDER COATED WITH 3 TO 4 MILS COLOR TO BE BLACK FROM MANUFACTURES STANDARD COLORS EQUAL TO LOFTI LOOP 3 AS MANUFACTURED BY MADRAX MANAGE [illegible]

Wall Schedule Legend

W01 Name	Description
1	EXISTING [illegible] AND ALUMINUM FRAMING TO REMAIN
4	EXISTING BRICK AND CMU WALL CONSTRUCTION TO REMAIN PAINT P2 DO NOT PAINT STONE SILL
5	EXISTING EFS WALL CONSTRUCTION TO REMAIN - NOT P2
6	EXISTING REPLACED EFS COLUMN TO REMAIN DO NOT PAINT

General Notes

[illegible]

Wall Type Legend

MASONRY WALL CONSTRUCTION

METAL STUD WALL CONSTRUCTION

FOR FRONT AND DIMENSIONS BY OTHERS

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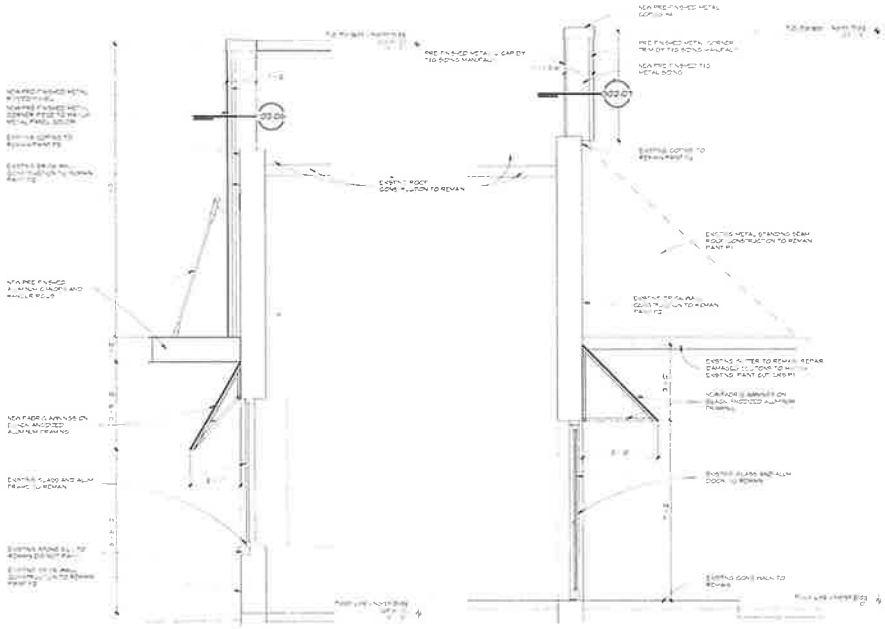
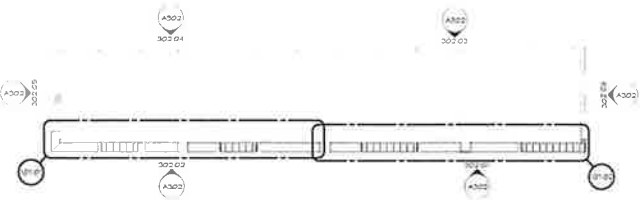
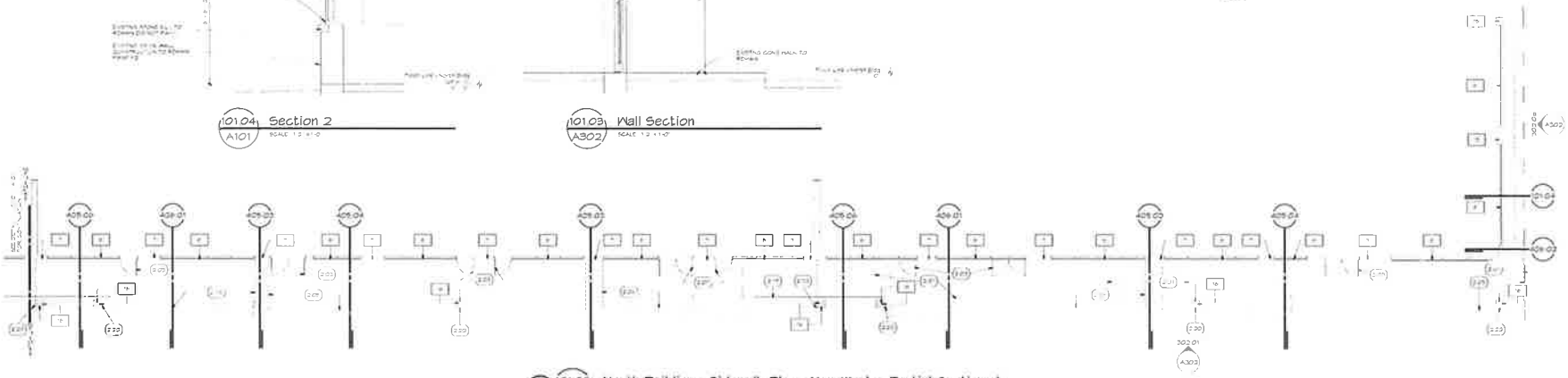


101.04 A101 Section 2
SCALE 1/2" = 1'-0"

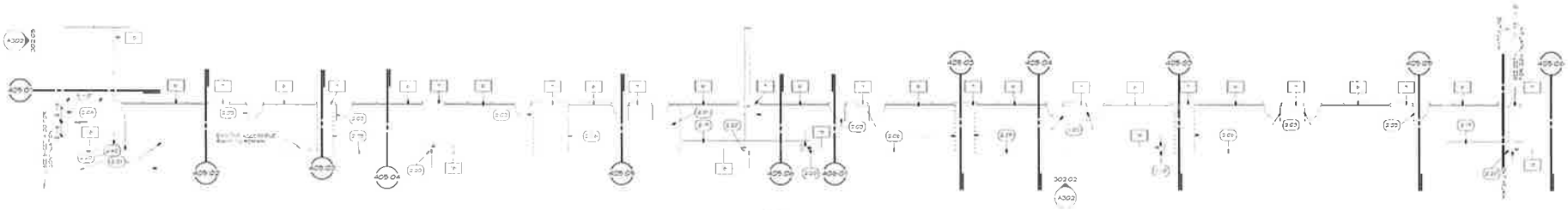
101.03 A302 Wall Section
SCALE 1/2" = 1'-0"



North Building - Key Plan - New Work



101.02 A101 North Building - Sidewalk Plan - New Work - Partial Continued
SCALE 1/8" = 1'-0"



101.01 A101 North Building - Sidewalk Plan - New Work, Partial
SCALE 1/8" = 1'-0"

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North Building - Sidewalk Plan, New Work

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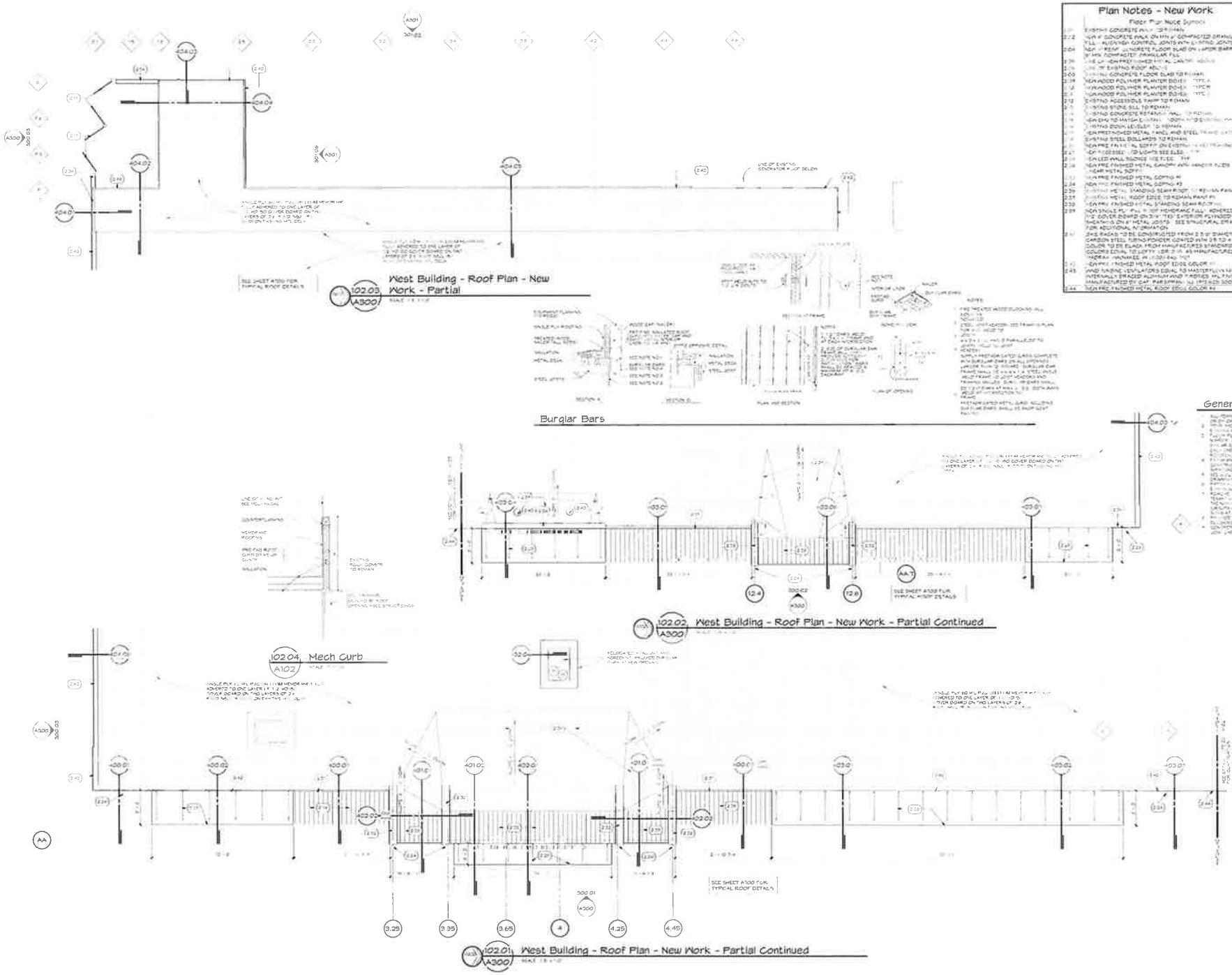
2534

sheet number:
A101



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West Building - Roof Plan, New Work

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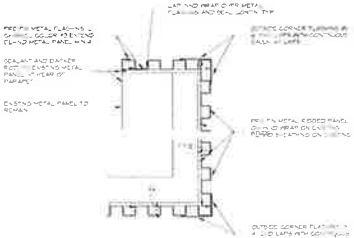
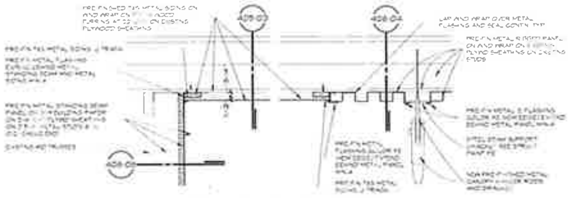
sheet number:
A102



103.06 Pre-Fin Metal Ribbed Panel Corner Detail
A101



103.05 Pre-Fin Metal T&G Siding to Metal Ribbed Panel to Metal Standing Seam Plan Detail
A302

Plan Notes - New Work

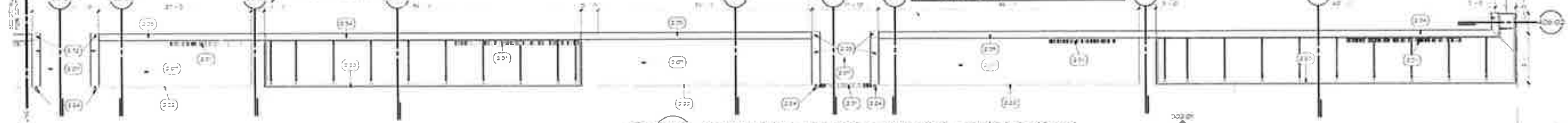
Floor Plan Note Symbol	
2.01	EXISTING CONCRETE WALK TO REMAIN
2.03	EXISTING GLASS AND ALUMINUM DOOR TO REMAIN
2.05	LINE OF NEW PREFINISHED METAL CANOPY ABOVE
2.06	LINE OF EXISTING ROOF ABOVE
2.07	EXISTING METAL STANDING SEAM ROOF CONSTRUCTION TO REMAIN. PAINT P1
2.19	NEW 1 1/2" DIA GALVANIZED STEEL HAND RAIL. PAINT
2.20	EXISTING DOWNSPOUT TO REMAIN. REPAIR DAMAGED SECTIONS. PAINT P2
2.21	NEW PRE-FIN METAL SOFFIT ON EXISTING [illegible] FRAMING
2.22	EXISTING GUTTER AND DOWNSPOUT TO REMAIN. REPAIR DAMAGED SECTIONS TO MATCH EXISTING. PAINT GUTTERS P1 AND DOWNSPOUTS P2
2.23	NEW RECESSED LED LIGHTS SEE ELEC. - TYP
2.24	NEW LED WALL SCONCE SEE ELEC. - TYP
2.25	PROVIDE END CAP AT GUTTER
2.26	EXISTING DOWNSPOUT TIE INTO NEW PRE FAB CANOPY SCUPPER
2.27	EXISTING EFS COLUMN. REPAIR DAMAGED EFS TO MATCH EXISTING. PAINT P3
2.28	NEW PRE-FINISHED METAL CANOPY WITH HANGER RODS AND LINEAR METAL SOFFIT
2.29	EXISTING EFS. REPAIR DAMAGED EFS TO MATCH EXISTING. PAINT P3
2.30	NEW FABRIC AWNING ON BLACK ANODIZED ALUMINUM FRAMING
2.31	EXISTING SIGNAGE TO BE REINSTALLED. PROVIDE 2x WOOD BLOCKING AS REQUIRED FOR SIGN INSTALLATION. SEE ELECTRICAL FOR ADDITIONAL INFORMATION
2.32	NEW PRE-FINISHED METAL COPING #1
2.34	NEW PRE-FINISHED METAL COPING #3
2.35	NEW PRE-FINISHED METAL COPING #4
2.40	BIKE RACKS TO BE CONSTRUCTED FROM 2 3/8" DIAMETER CARBON STEEL TUBING POWDER COATED WITH 2.5 TO 4.5 MILS. COLOR TO BE BLACK FROM MANUFACTURED STANDARD COLORS EQUAL TO LOFTY LDR 2 [illegible] AS MANUFACTURED BY MADRAX [illegible]

Wall Type Legend

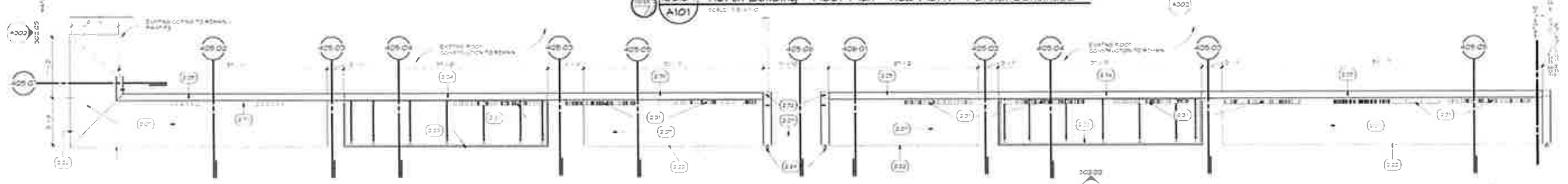
☐	MASONRY WALL CONSTRUCTION
▭	METAL STUD WALL CONSTRUCTION
	EQUIPMENT AND CASEWORK BY OTHERS

General Notes

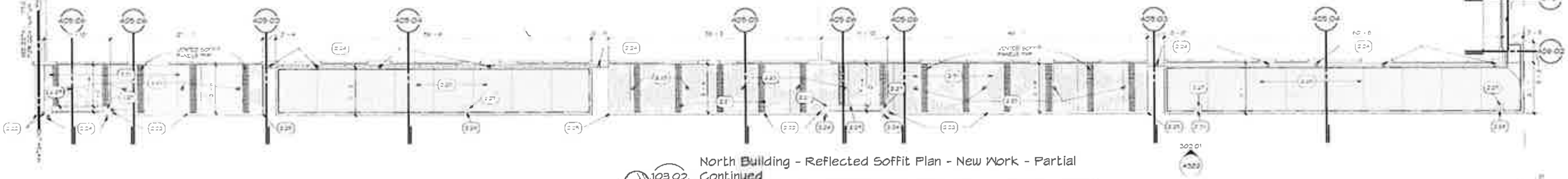
1. [illegible]
2. [illegible]
3. [illegible]
4. [illegible]
5. [illegible]
6. [illegible]
7. [illegible]
8. [illegible]
9. [illegible]



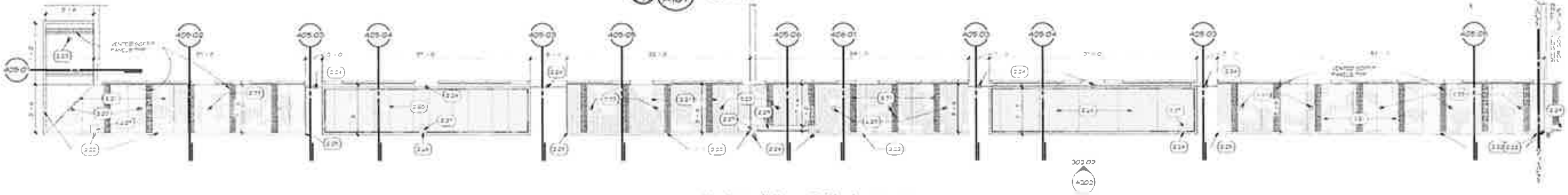
103.04 North Building - Roof Plan - New Work - Partial Continued
A101



103.03 North Building - Roof Plan - New Work - Partial Continued
A101



103.02 North Building - Reflected Soffit Plan - New Work - Partial Continued
A101



103.01 North Building - Reflected Soffit Plan - New Work, Partial
A101

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North Building - Roof Plan and Reflected Soffit Plan, New Work

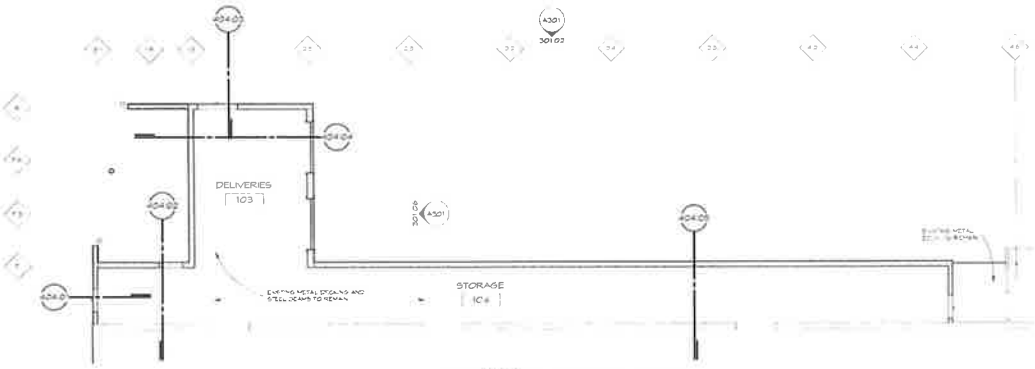
project number:
2534

sheet number:
A103

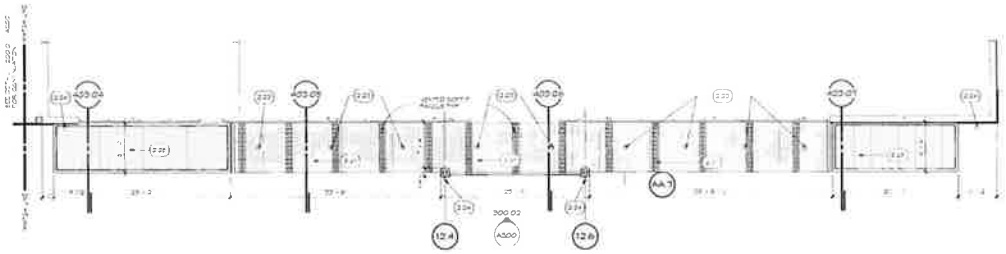
Plan Notes - New Work

Floor Plan Note Symbols

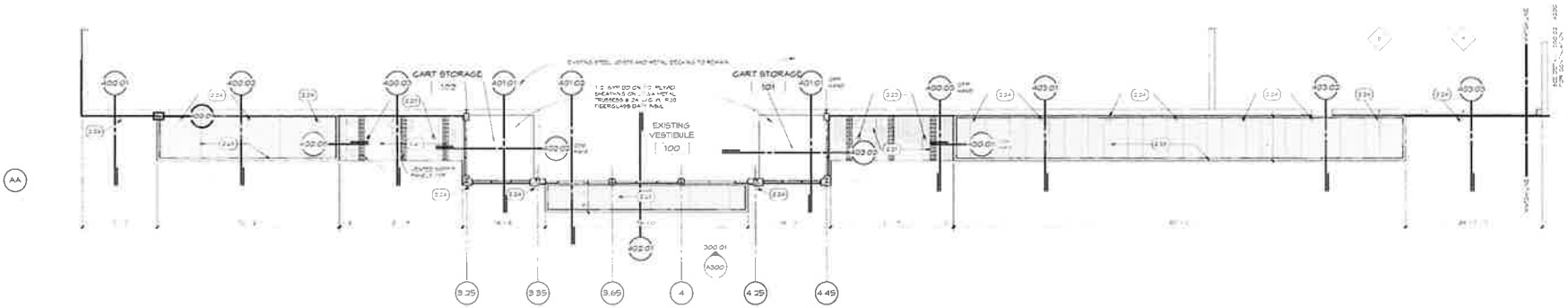
[illegible]	[illegible]
200	NEW 4" CONCRETE WALK ON NEW COMPACTED GRANULAR FILL. NON NON CONTROL JOINTS AT EXISTING JOINTS
204	NEW 4" REINF. CONCRETE FLOOR SLAB ON VAPOR BARRIER ON 6 MIN COMPACTED GRANULAR FILL
206	LINE OF NEW PREFINISHED METAL CANOPY ABOVE
208	LINE OF EXISTING ROOF ABOVE
209	EXISTING CONCRETE FLOOR SLAB TO REMAIN
210	NEW WOOD POLYMER PLANTER BOXES - TYPE A
211	NEW WOOD POLYMER PLANTER BOXES - TYPE B
212	NEW WOOD POLYMER PLANTER BOXES - TYPE C
213	EXISTING ACCESSIBLE RAMP TO REMAIN
214	EXISTING STONE SILL TO REMAIN
215	EXISTING CONCRETE RETAINING WALL TO REMAIN
216	NEW CMU TO MATCH EXISTING - TOOTH INTO EXISTING WALL
217	EXISTING DOCK LEVELER TO REMAIN
218	NEW PREFINISHED METAL PANEL AND STEEL FRAME GATES
219	EXISTING STEEL BOLLARDS TO REMAIN
221	NEW PRE FIN METAL SOFFIT ON EXISTING [illegible] AND FRAMING
223	NEW RECESSED LED LIGHTS SEE ELEC. - TYP
224	NEW LED WALL SCONCE SEE ELEC. - TYP
228	NEW PRE FINISHED METAL CANOPY WITH HANGER RODS AND LINEAR METAL SOFFIT
231	NEW PRE FINISHED METAL COPING #1
232	NEW PRE FINISHED METAL COPING #2
234	EXISTING METAL STANDING SEAM ROOF TO REMAIN PAINT #1
235	EXISTING METAL ROOF EDGE TO REMAIN PAINT #1
238	NEW PRE FINISHED METAL STANDING SEAM ROOFING
239	NEW SINGLE PLY PVC ROOF MEMBRANE FULLY ADHERED TO 1/2" COVER BOARD ON 3/4" THK EXTERIOR PLYWOOD SHEATHING ON 6" METAL JOISTS - SEE STRUCTURAL DRAWINGS FOR ADDITIONAL INFORMATION
242	BIKE RACKS TO BE CONSTRUCTED FROM 3 1/2" DIAMETER SAPCIEN STEEL TUBING POWDER COATED WITH 2.5 TO 4.5 MILS COLOR TO BE BLACK FROM MANUFACTURES STANDARD COLORS EQUAL TO LOFTY LINE #[illegible] AS MANUFACTURED BY MAGNA - MAKE AN [illegible]
243	NEW PRE FINISHED METAL ROOF EDGE COLOR #1
249	WIND TURBINE VENTILATORS EQUAL TO MASTERFLEX [illegible] INTERNALLY BRACED ALUMINUM AND TURBINES MILL FINISH AS MANUFACTURED BY BAP PRESTIGIAN INC. [illegible]
244	NEW PRE FINISHED METAL ROOF EDGE COLOR #2



200.03 / A300 West Building - Reflected Ceiling Plan - New Work



200.02 / A300 West Building - Reflected Soffit Plan - New Work, Partial Continued



200.01 / A300 West Building - Reflected Soffit Plan - New Work, Partial

General Notes

1. ALL ITEMS SHOWN DOTTED ARE BY OTHERS OR BY OWNER UNLESS NOTED OTHERWISE. THIS AND MATTER IS NOT INDICATED AS EXISTING AND NOT PART OF THE NEW WORK.
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West Building - Reflected Soffit/Ceiling Plan, New Work

project number:
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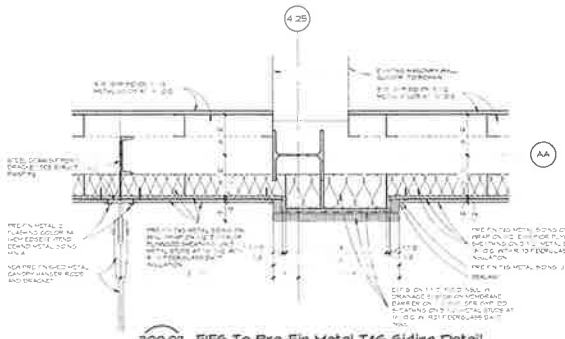
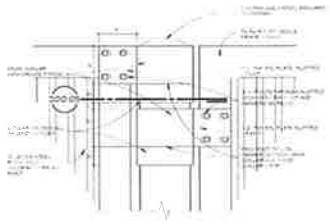
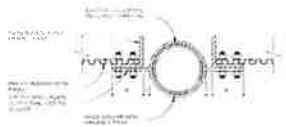
sheet number:
A200



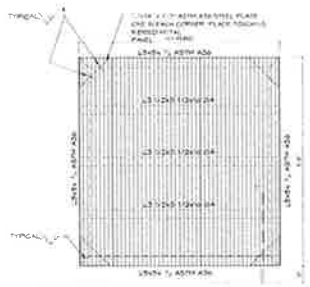
300.01 / A300 EIFS To Pre-Fin Metal T&G Siding Detail



300.06 / A300 Gate Hinge Elevation



300.05 / A300 Gate Hinge Detail



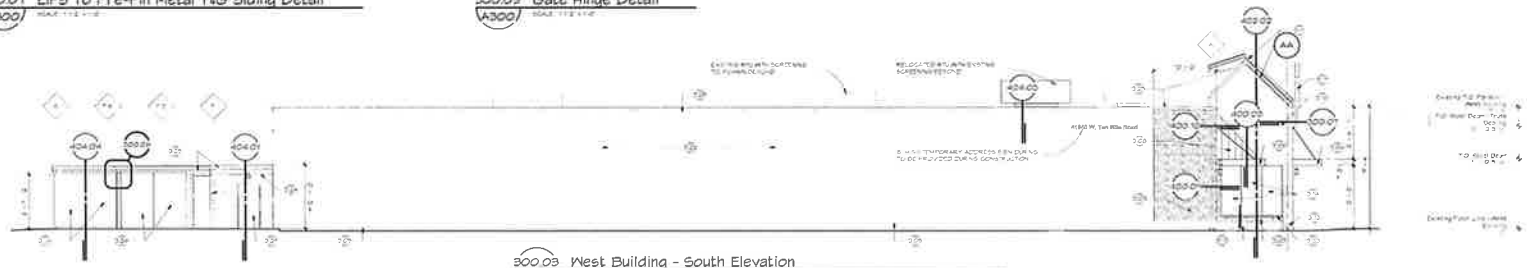
300.04 / A100 Typical Dumpster Leaf Detail

General Notes

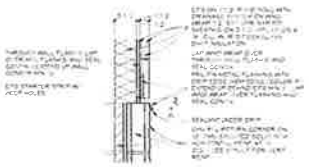
Elevation Notes - New Work

Elevation Note Symbol

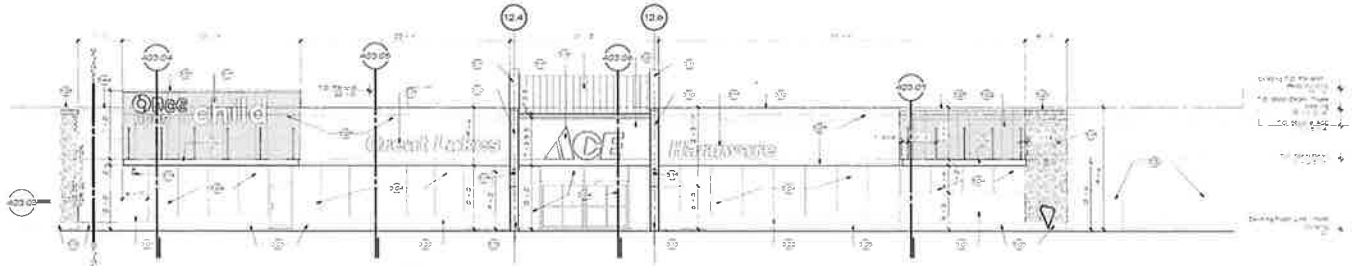
3.01	NEW PRE FINISHED TRI METAL SIDING
3.02	NEW PRE FINISHED METAL REDDED PANEL
3.03	NEW MANUFACTURED STONE VENEER
3.04	EXISTING SLAND AND ALUMINUM FRAMING TO REMAIN
3.05	EXISTING SPLITFACE CMU TO REMAIN. DO NOT PAINT
3.06	NEW PRE FINISHED METAL CANOPY WITH HANGER RODS AND LINEAR METAL SOFFIT
3.08	NEW PRE FINISHED METAL STANDING SEAM PANELS
3.09	EXISTING METAL STANDING SEAM ROOF PAN TO REMAIN PAINT PT
3.10	NEW EXTERIOR INSULATION AND FINISH SYSTEM (EIFS)
3.11	NEW METAL COPING COLOR #1
3.12	EXISTING METAL ROOF EDGE. PAINT PT
3.13	NEW SPLITFACED CMU TO MATCH EXISTING
3.14	NEW FINISHED SLAND IN 2 x 4 1/2" ANODIZED ALUMINUM FRAMING
3.16	NEW AUTOMATIC SLIDING DOOR
3.17	NEW METAL STANDING SEAM ROOFING
3.17	EXISTING SIGNAGE TO BE REINSTALLED. PROVIDED 2x WOOD BLOCKING AS REQUIRED FOR SIGN INSTALLATION. SEE ELECTRICAL DRAWINGS FOR ADDITIONAL INFORMATION
3.19	NEW WALL SCONCE SEE ELECTRICAL DRAWINGS
3.21	EXISTING CMU WALL CONSTRUCTION TO REMAIN. PAINT PT
3.22	EXISTING BRICK WALL CONSTRUCTION TO REMAIN. PAINT PT2 DO NOT PAINT EXISTING STONE SILL
3.24	NEW INTERVAL COLOR #4
3.25	NEW PRE FINISHED METAL ROOF EDGE. COLOR #3
3.26	NEW PRE FINISHED METAL PANEL DUMPSTER GATES
3.28	EXISTING GENERATOR ENCLOSURE TO REMAIN. DO NOT PAINT
3.29	NEW HOLLOW METAL DOOR AND FRAME. PAINT PT2 EXTERIOR ONLY
3.30	EXISTING HOLLOW METAL DOOR AND FRAME. PAINT PT2 EXTERIOR ONLY
3.31	NEW GRAV INFILL AT REMOVED DOOR. MATCH EXISTING GRAV INFILL AND FINISH. PAINT PT2
3.32	EXISTING BRICK EMBOSSED CONCRETE WALL. TO REMAIN. PAINT PT
3.33	NEW MANUFACTURED STONE SILL
3.34	NEW PRE FINISHED METAL COPING #3
3.35	NEW HOLLOW METAL DOOR AND FRAME. PAINT PT1 INTERIOR ONLY
3.36	EXISTING METAL COPING. FOOT EDGE TO REMAIN. PAINT PT
3.37	NEW PRE FINISHED METAL COPING #4
3.44	NEW PRE FINISHED METAL ROOF EDGE COLOR #4



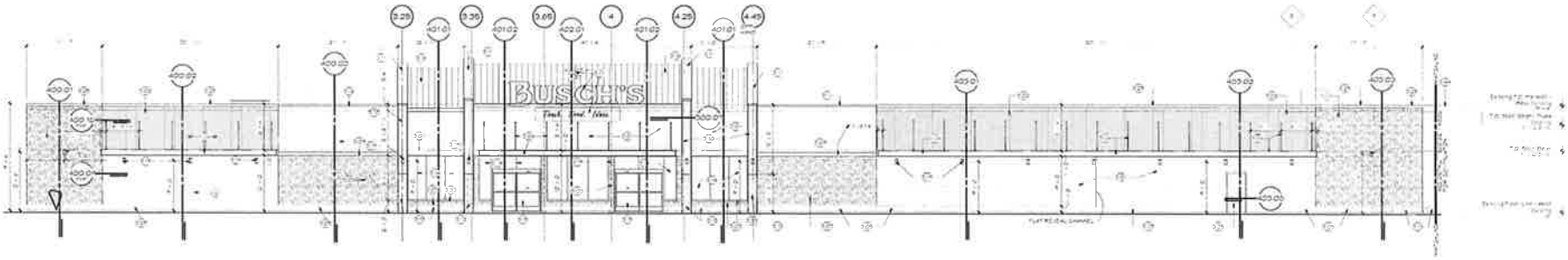
300.03 / A100 West Building - South Elevation



300.08 / A400 EIFS Reveal to CMU Detail



300.02 / A100 West Building - East Elevation Overall (Partial) Continued



300.01 / A100 West Building - East Elevation Overall (Partial)

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sheet number:
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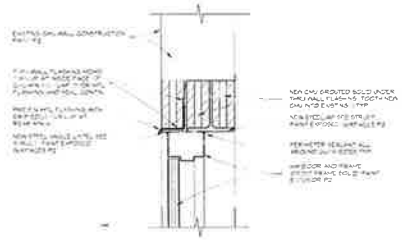
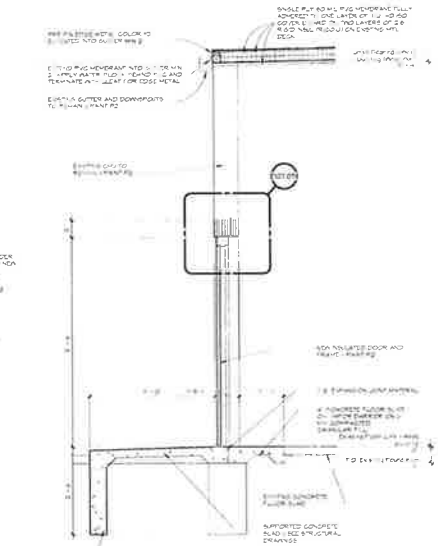


301.05 / A301 New Door Lintel

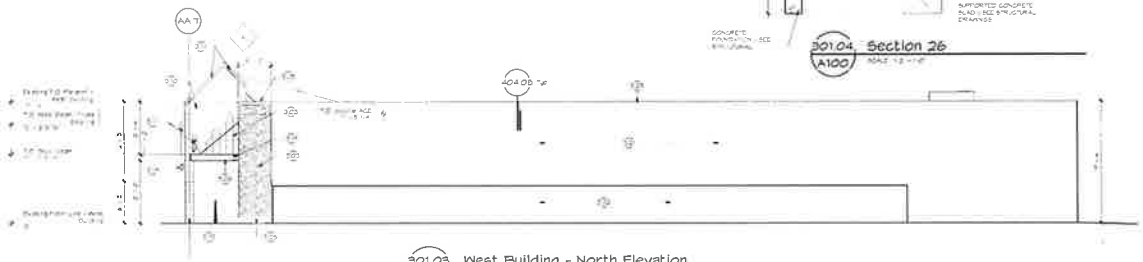


301.04 / A100 Section 26

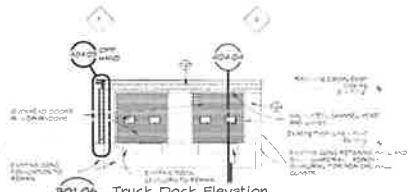
General Notes

Elevation Notes - New Work

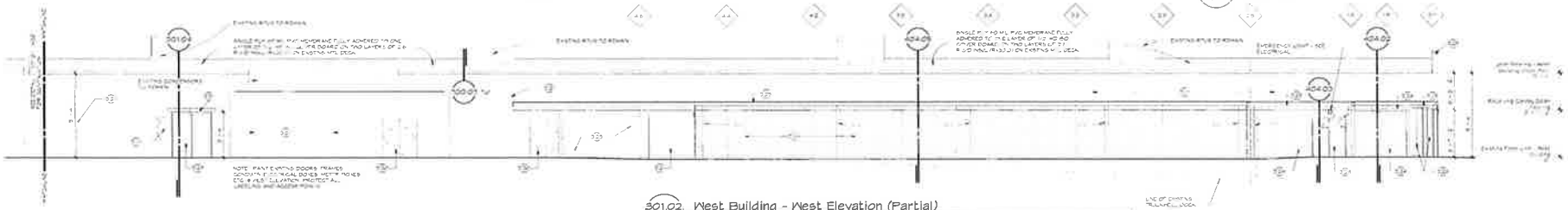
Elevation Note Symbol



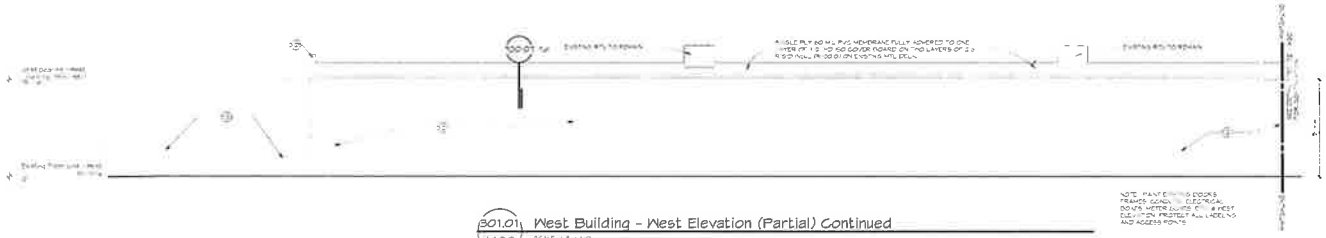
301.03 / A100 West Building - North Elevation



301.06 / A100 Truck Dock Elevation



301.02 / A100 West Building - West Elevation (Partial)



301.01 / A100 West Building - West Elevation (Partial) Continued

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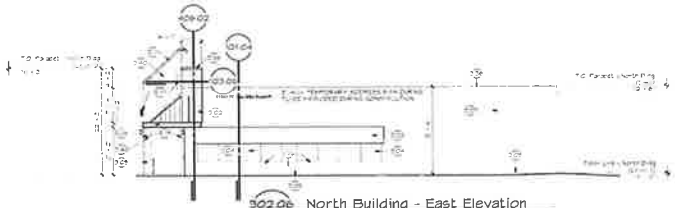
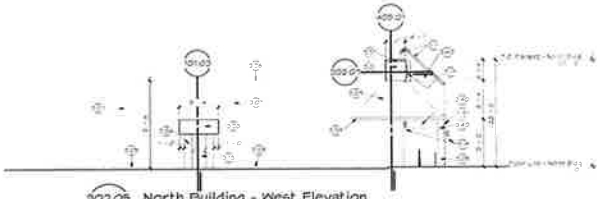
West Building - Exterior Elevations, New Work

project number:
2534

sheet number:
A301



302.06 A101 North Building - East Elevation



302.05 A101 North Building - West Elevation

Elevation Notes - New Work

Elevation Note Symbol

3.01	NEW PRE FINISHED TAG METAL SIDING
3.02	NEW PRE FINISHED METAL FASCIA PAINT
3.03	EXISTING GLASS AND ALUMINUM FRAMING TO REMAIN
3.05	EXISTING SPLIT FACE CMU TO REMAIN DO NOT PAINT
3.06	NEW PRE FINISHED METAL AWNING WITH HANGER RODS AND LACING METAL SOFFIT
3.07	EXISTING BRICK TO REMAIN PAINT P2
3.08	EXISTING METAL STANDING SEAM ROOFING TO REMAIN PAINT P3
3.09	NEW METAL COPING COLOR #1
3.10	EXISTING SIGNAGE TO BE REINSTALLED PROVIDED 2x WOOD BLOCKING AS REQUIRED FOR SIGN INSTALLATION. SEE ELECTRICAL DRAWINGS FOR ADDITIONAL INFORMATION.
3.11	EXISTING GLASS AND ALUMINUM DOOR TO REMAIN
3.19	NEW WALL SIGNAGE SEE ELECTRICAL DRAWINGS
3.21	EXISTING EIFS WALL CONSTRUCTION TO REMAIN PAINT P3
3.22	EXISTING BRICK WALL CONSTRUCTION TO REMAIN PAINT P2. DO NOT PAINT EXISTING STONE SILL
3.23	EXISTING HOLLOW METAL DOOR AND FRAME PAINT P2 EXTERIOR ONLY
3.24	NEW PRE FINISHED METAL COPING #3
3.29	EXISTING METAL COPING/ ROOF EDGE TO REMAIN PAINT P2
3.31	NEW PRE FINISHED METAL COPING #4
3.32	NEW AWNING APRON ON EXISTING PRE FINISHED ALUMINUM FRAMING
3.34	EXISTING GUTTER AND DOWNSPOUT TO REMAIN REPAIR DAMAGED SECTIONS TO MATCH EXISTING PAINT GUTTERS P1 AND DOWNSPOUTS P2
3.40	EXISTING EFS REPAIR DAMAGED EFS TO MATCH EXISTING PAINT P3
3.41	EXISTING DOWNSPOUT TO REMAIN REPAIR DAMAGED SECTIONS PAINT P2
3.42	EXISTING DOWNSPOUT TO BE NEW NON PRE FAB SMOOTH GUTTER PAINT P2
3.43	NEW 1-1/2" DIA GALVANIZED STEEL HAND RAIL PAINT

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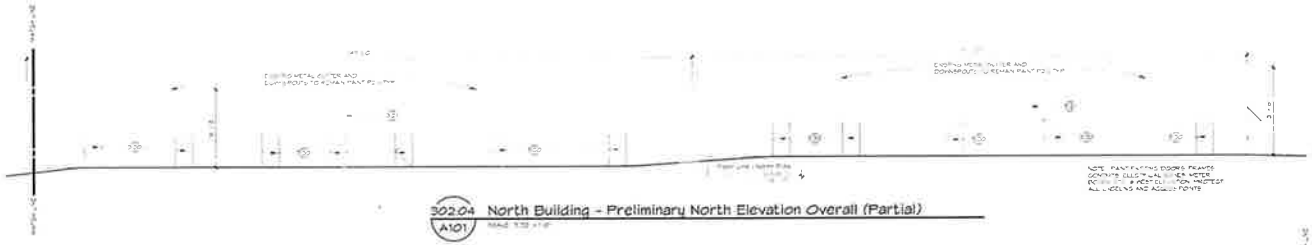
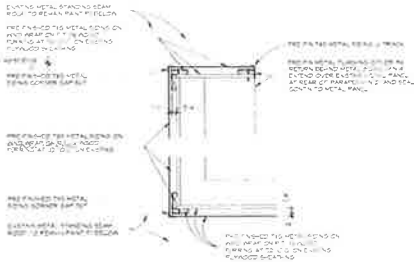
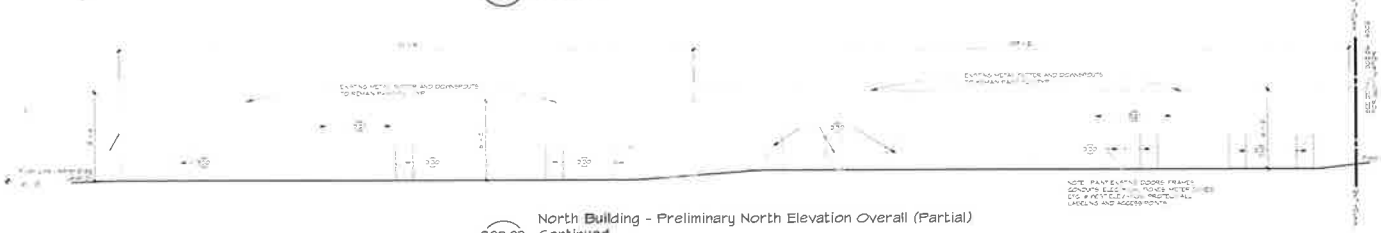


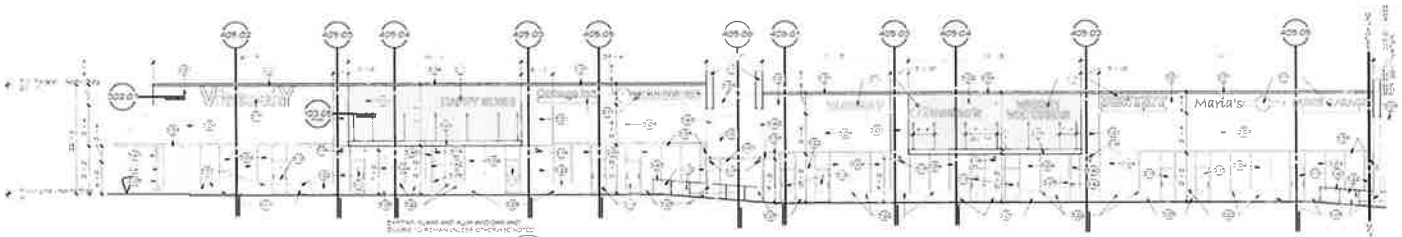
302.04 A101 North Building - Preliminary North Elevation Overall (Partial)



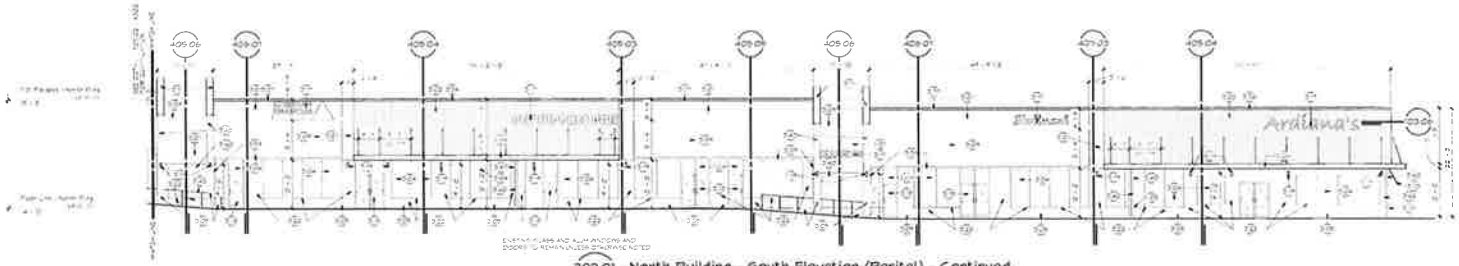
302.07 A101 Pre-Fin Metal T&G Siding - Outside Corner



302.03 A101 North Building - Preliminary North Elevation Overall (Partial) Continued



302.02 A101 North Building - South Elevation (Parital)



302.01 A101 North Building - South Elevation (Parital) - Continued

General Notes

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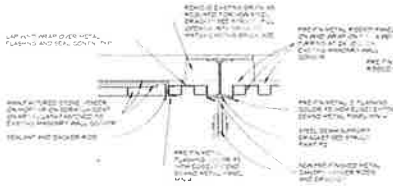
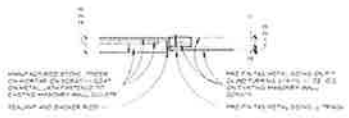
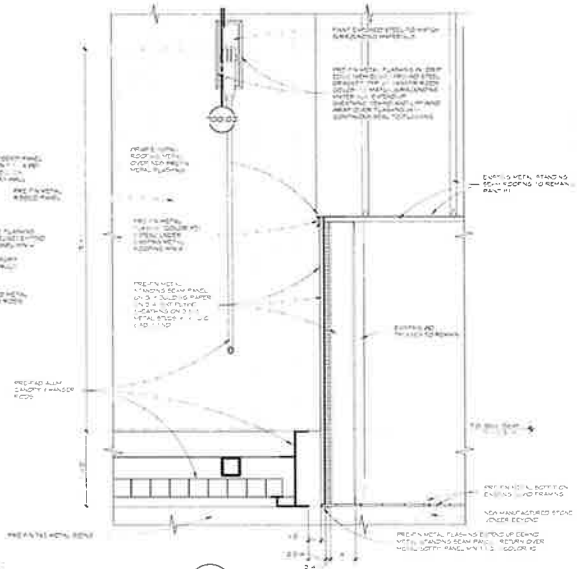


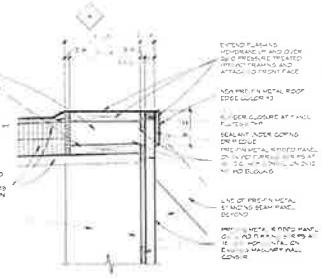
400.10 / A300 Manufactured Stone Veneer to Pre-Fin Metal Ribbed Panel Detail



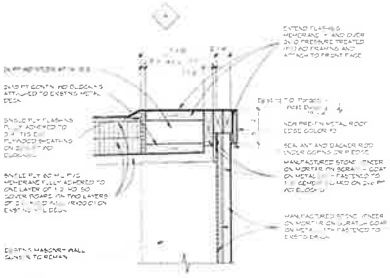
400.09 / A100 Manufactured Stone Veneer to Pre-Fin Metal T&G Siding Detail



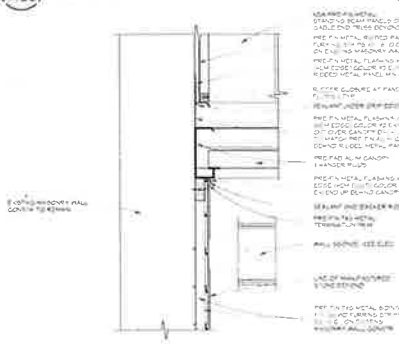
400.08 / A200 Gabel End Detail



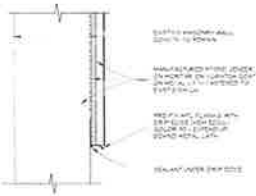
400.07 / A400 Parapet Detail @ Metal Ribbed Panel



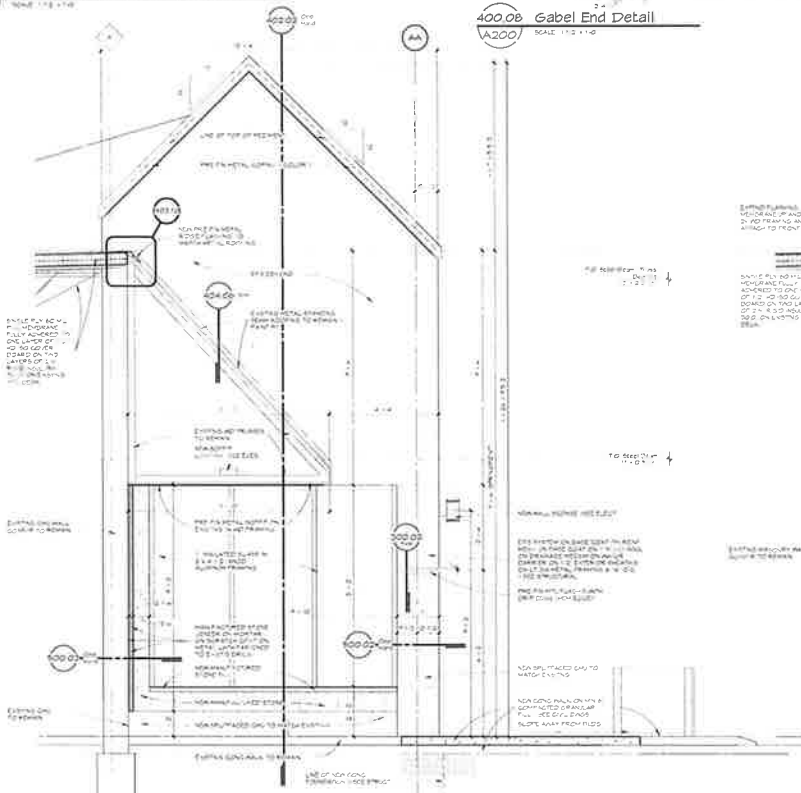
400.05 / A400 Parapet Detail @ Manufactured Stone



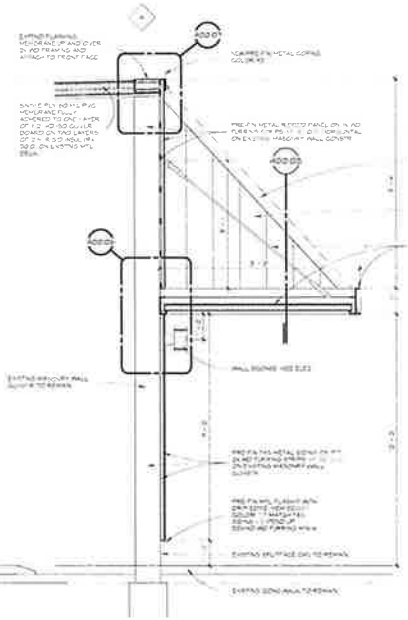
400.06 / A400 Pre-Fab Aluminum Canopy Detail



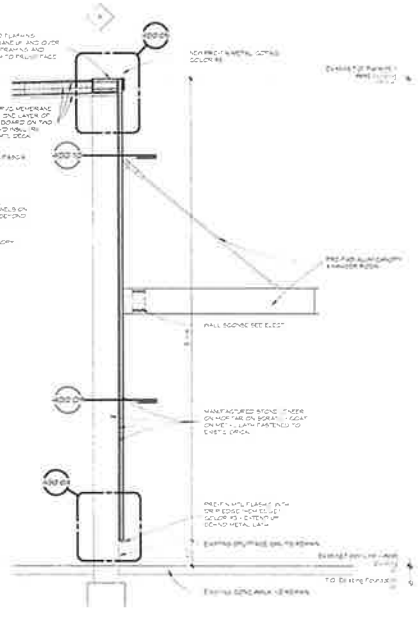
400.04 / A400 Manufactured Stone Base Flashing Detail



400.03 / A100 Wall Section



400.02 / A100 Wall Section



400.01 / A100 Wall Section

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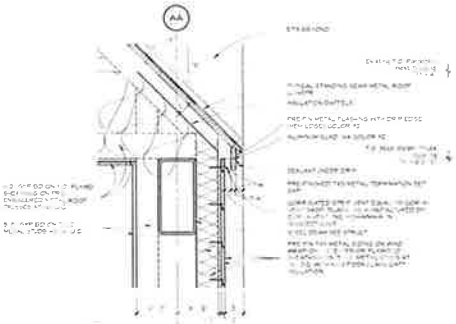
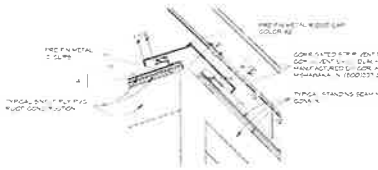
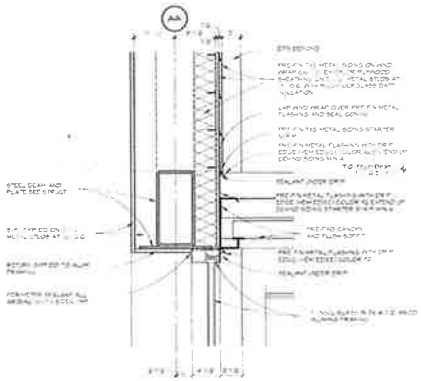


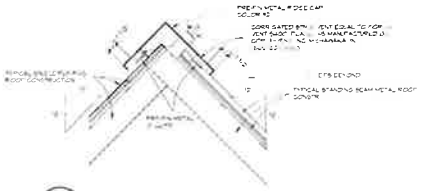
401.05 A401 Standing Seam Roof Edge Detail



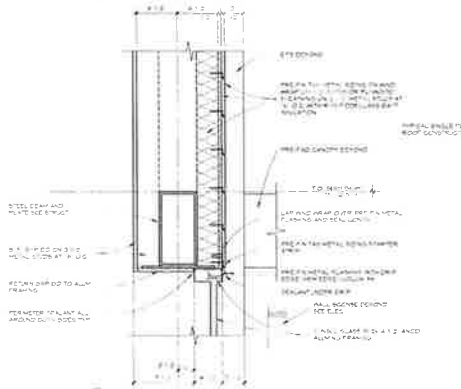
401.09 A401 Metal Standing Seam Roof Ridge Cap



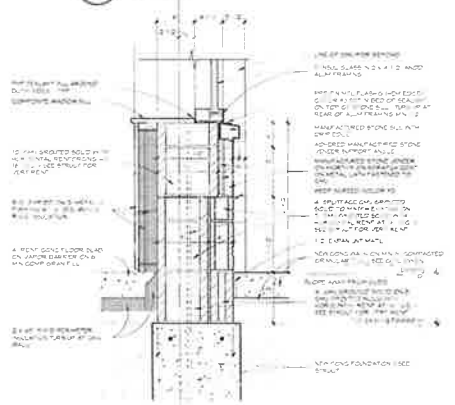
401.06 A401 Storefront Head at Pre-Fab Canopy



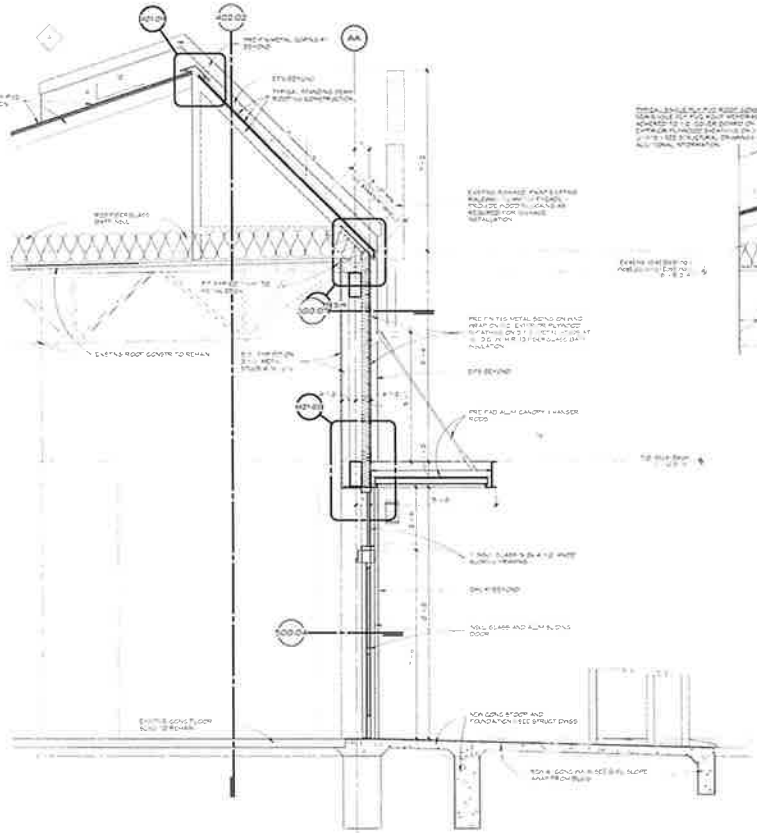
401.07 A401 Standing Seam Roof Ridge Cap



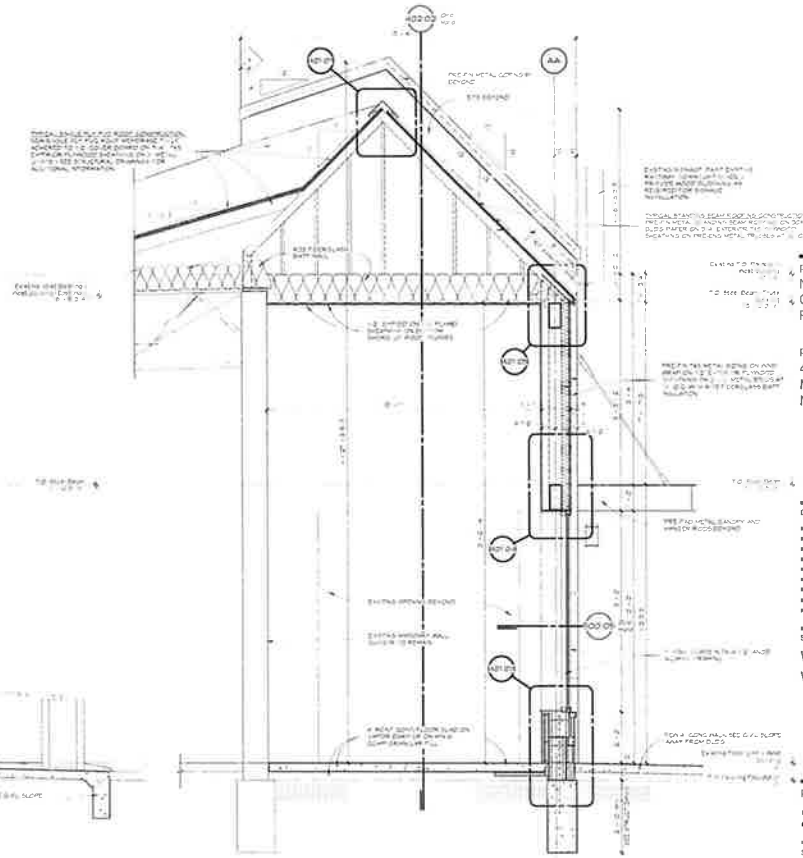
401.04 A401 Storefront Head Detail



401.03 A401 Section 19 - Callout 1



401.02 A100 Wall Section



401.01 A100 Wall Section

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- July 10 2023 - Review
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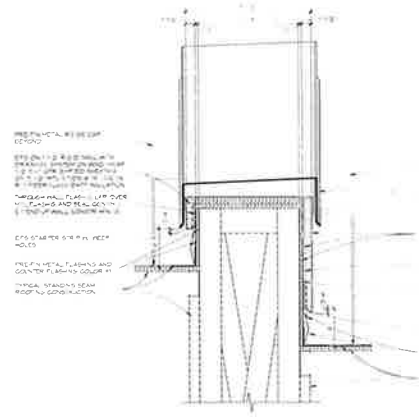
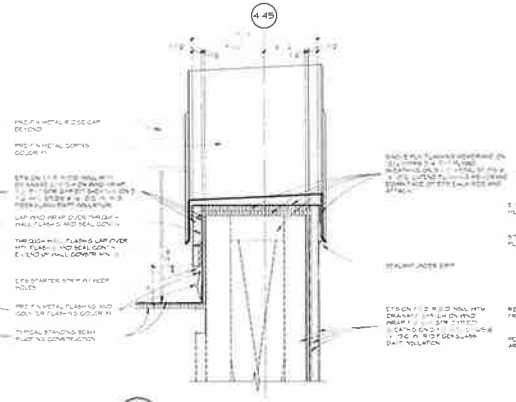
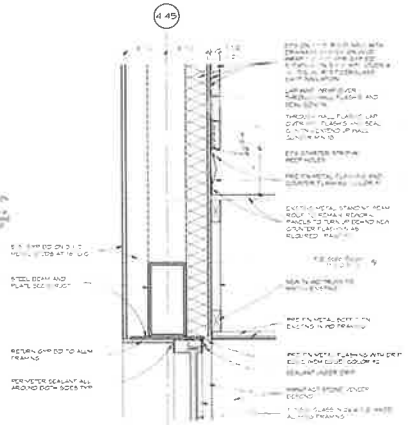


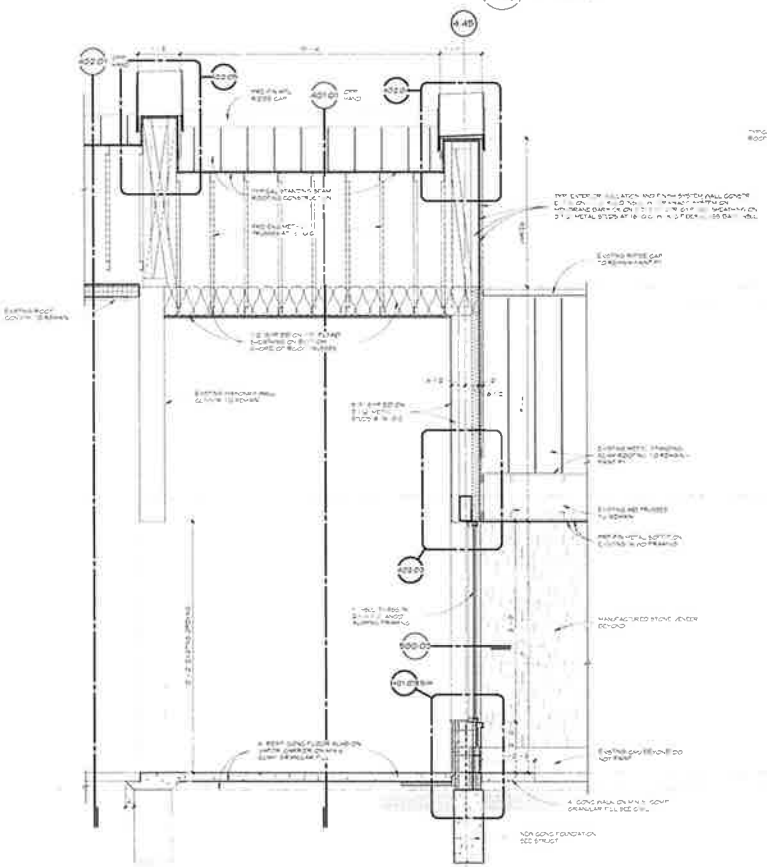
402.05 / A402 Upper Pediment Detail



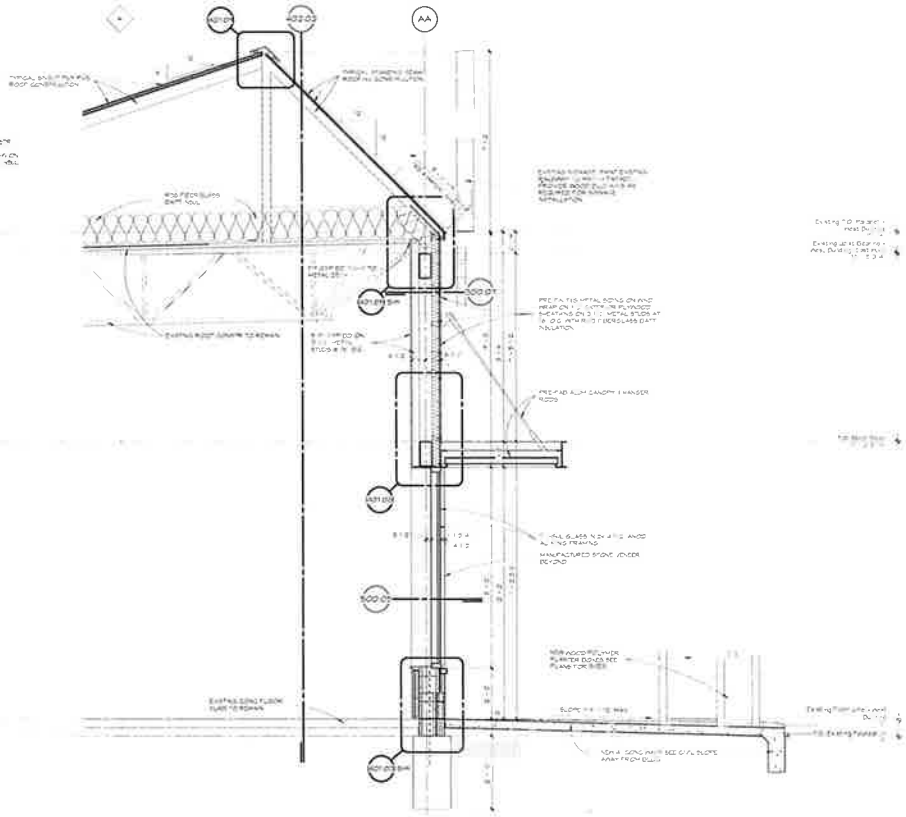
402.04 / A402 Lower Pediment Detail



402.03 / A402 Metal Roof to EIFS Detail



402.02 / A100 Wall Section



402.01 / A100 Wall Section

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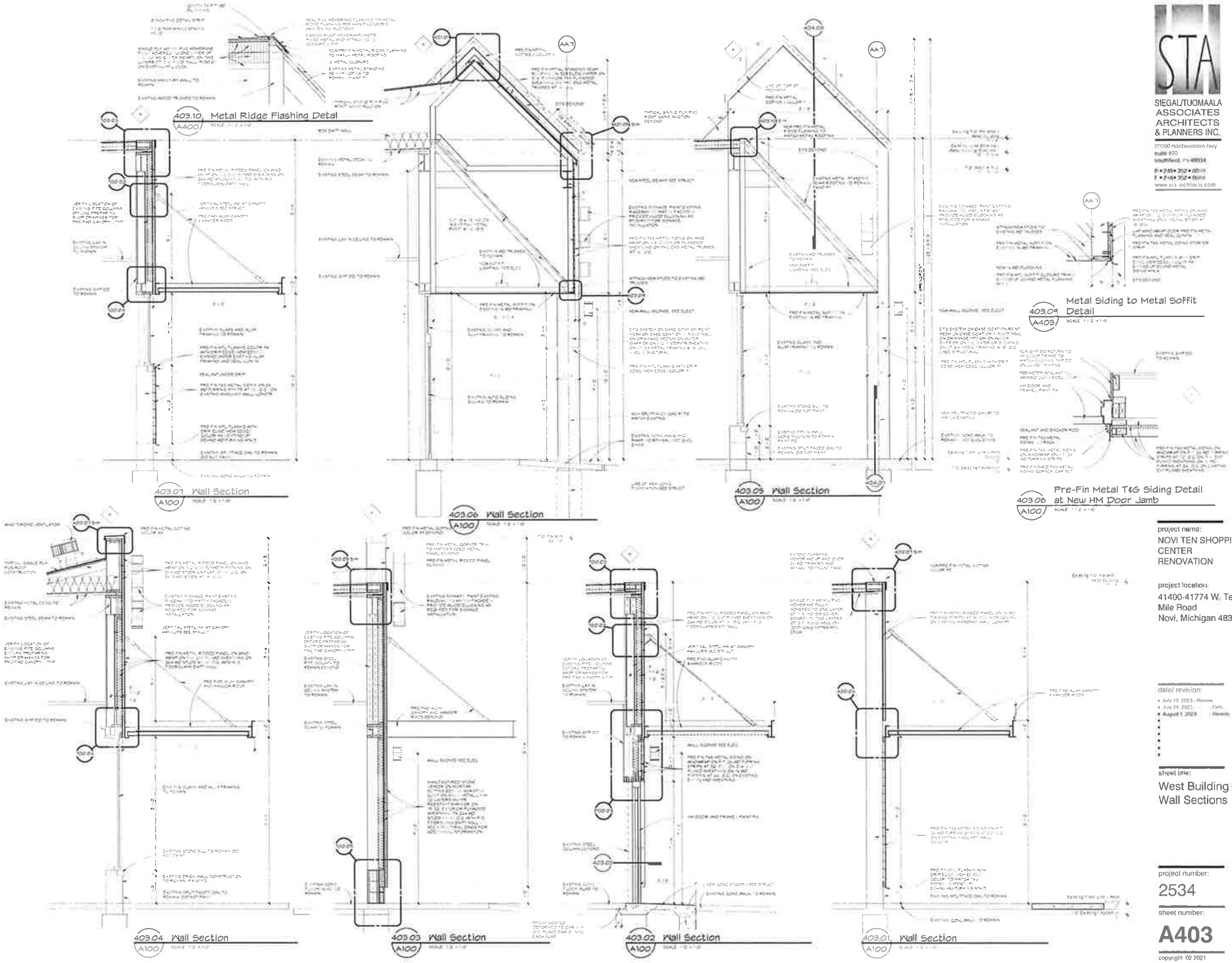

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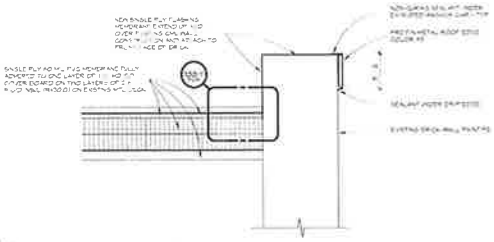
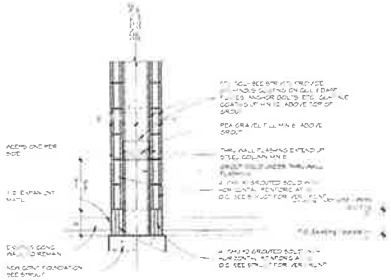
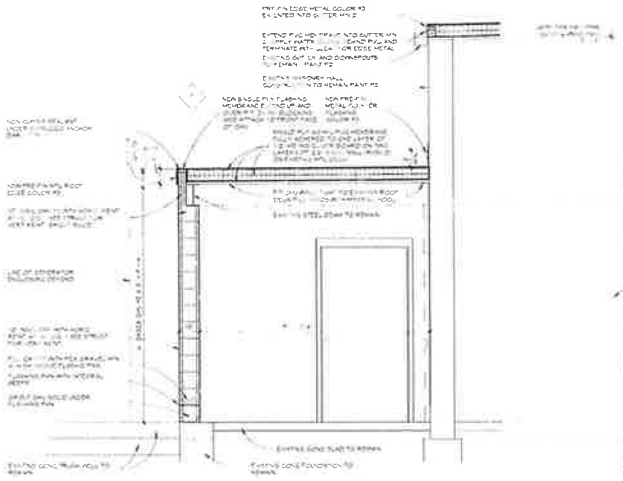
sheet number:
A403



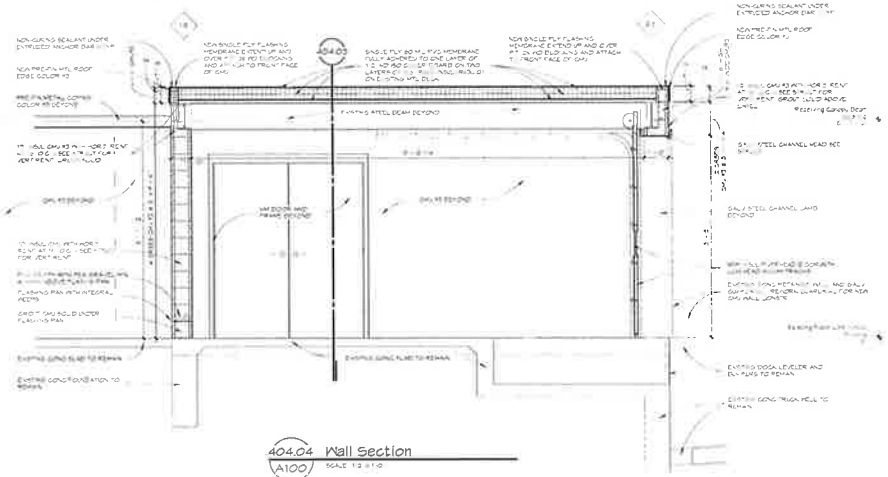
404.08 New Metal Roof Edge Detail
A102



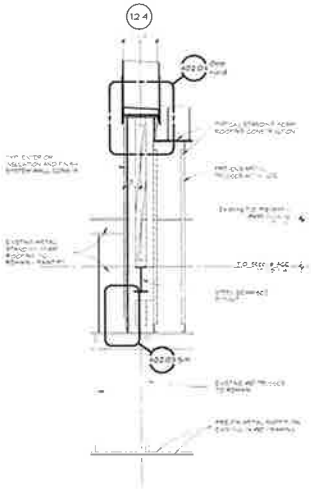
404.07 Column Base Detail
A403



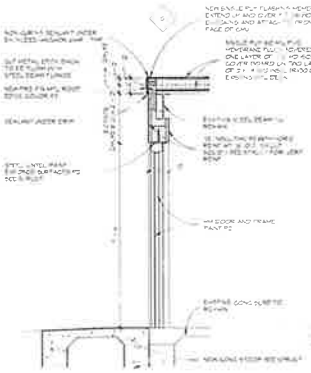
404.05 Wall Section
A100



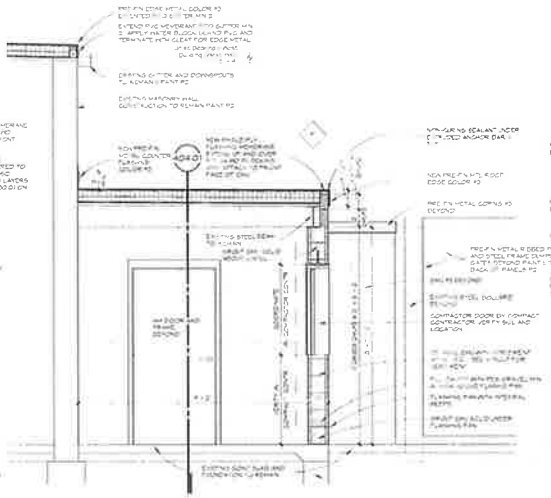
404.04 Wall Section
A100



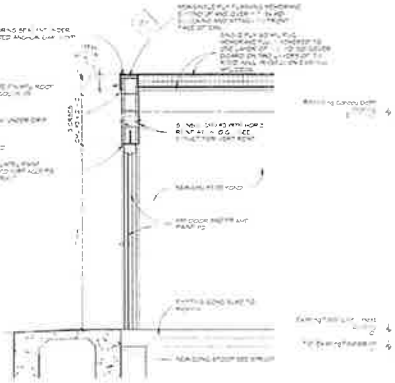
404.06 ACE Pediment Detail
A400



404.03 Wall Section
A100



404.02 Wall Section
A100



404.01 Wall Section
A100

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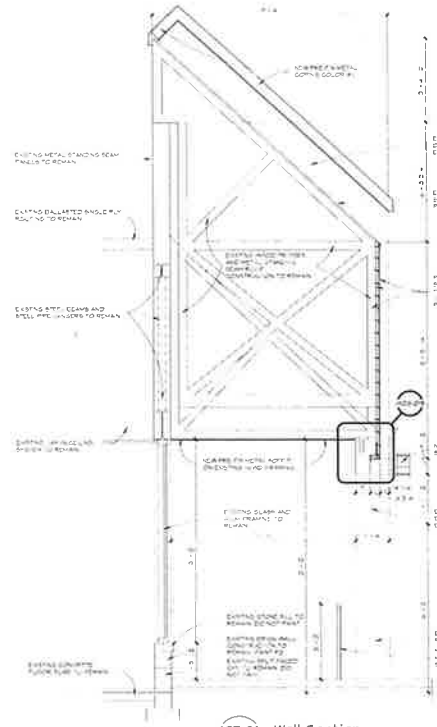
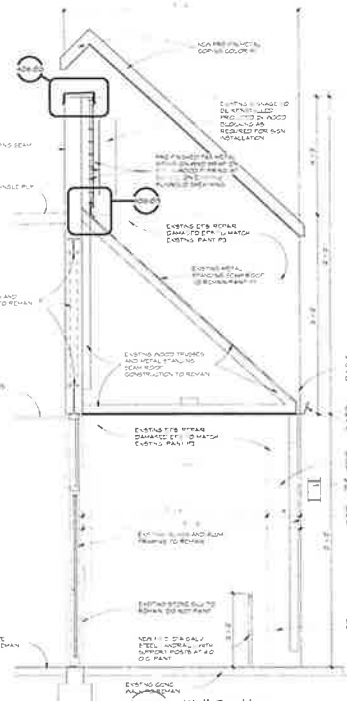
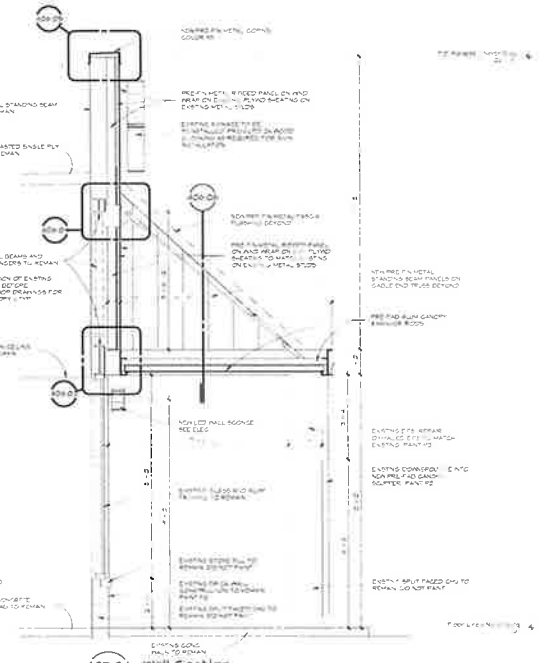


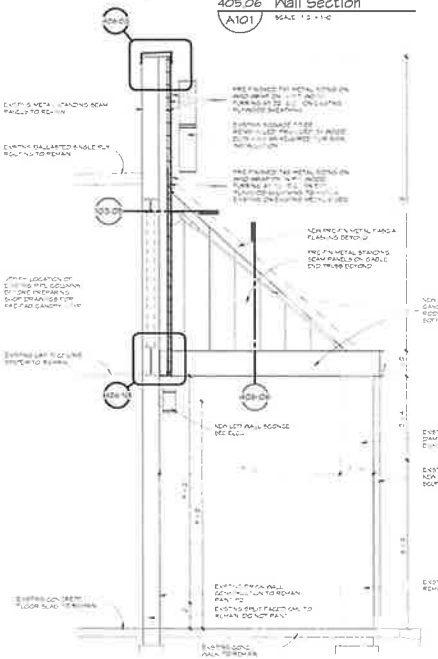
405.06 Wall Section
A101 SCALE 1/2 = 1'-0



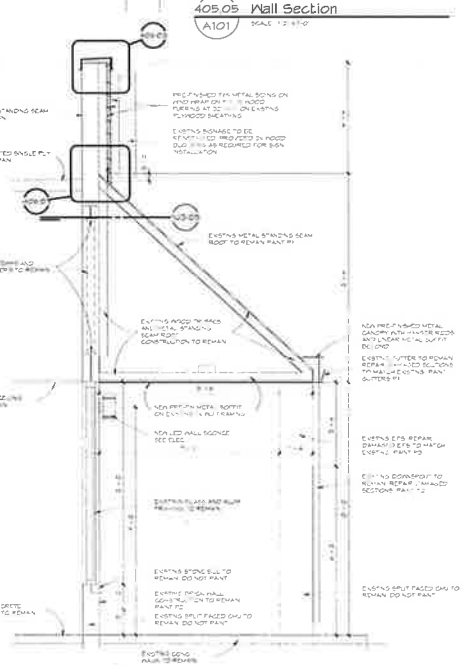
405.05 Wall Section
A101 SCALE 1/2 = 1'-0



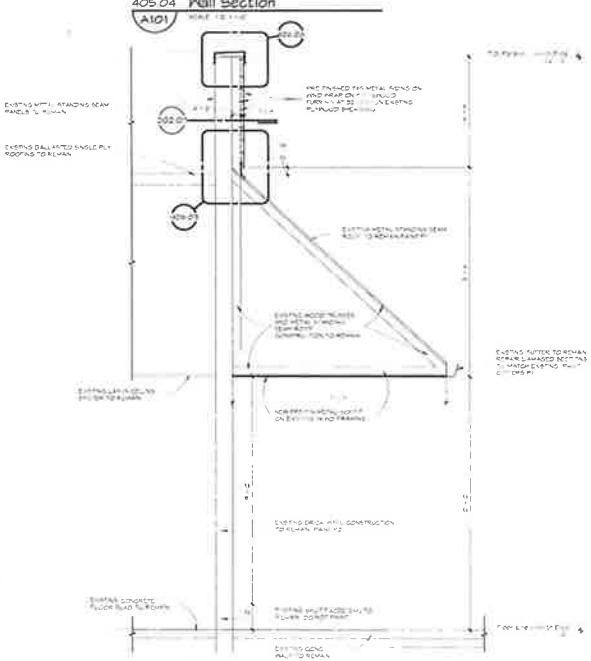
405.04 Wall Section
A101 SCALE 1/2 = 1'-0



405.03 Wall Section
A101 SCALE 1/2 = 1'-0



405.02 Wall Section
A101 SCALE 1/2 = 1'-0



405.01 Wall Section
A101 SCALE 1/2 = 1'-0

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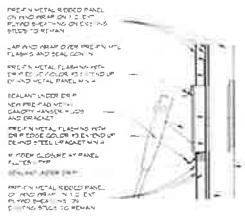
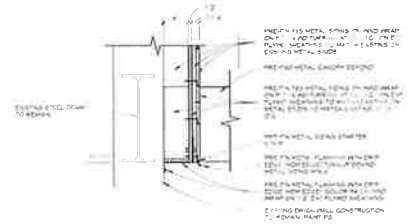


406.12 / A406 Pre-Fab Canopy Hanger Rod Detail
SCALE 1 1/2" = 1'-0"



406.10 / A405 Bottom of T&G Metal Siding to Brick
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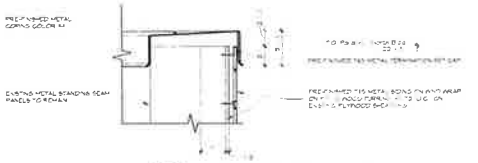
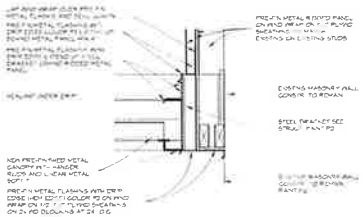
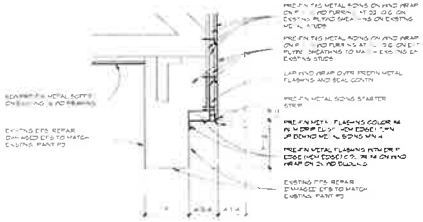


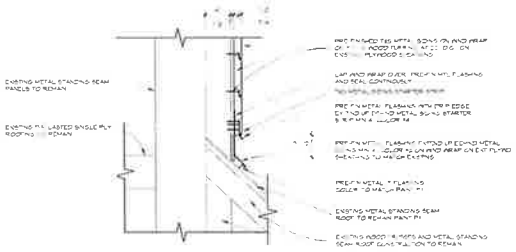
406.08 / A405 Typ Parapet Detail @ T&G Metal Siding
SCALE 1 1/2" = 1'-0"



406.11 / A406 Pre-Fab Canopy Bracket Detail
SCALE 1 1/2" = 1'-0"



406.09 / A405 Bottom of T&G Metal Siding to EIFS
SCALE 1 1/2" = 1'-0"



406.07 / A405 Typ T&G Siding to Metal Roof Transistion
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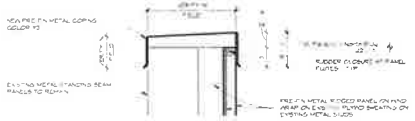

406.05 / A405 Typ Parapet Detail @ Ribbed Metal Panel
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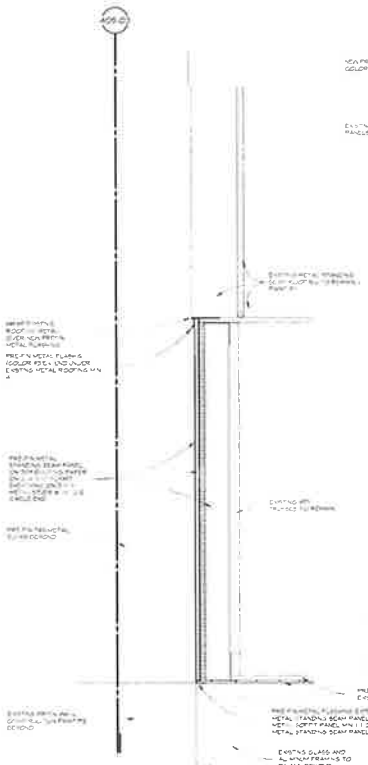

406.06 / A103 Gable End Detail
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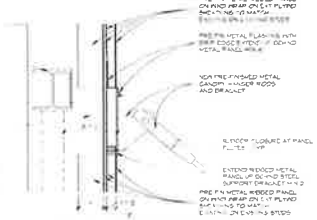

406.04 / A103 Pre-Fin Metal Canopy Hanger Rod Detail
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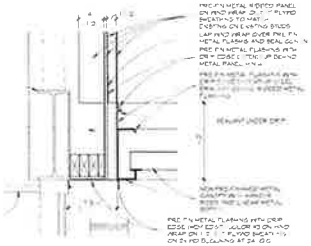
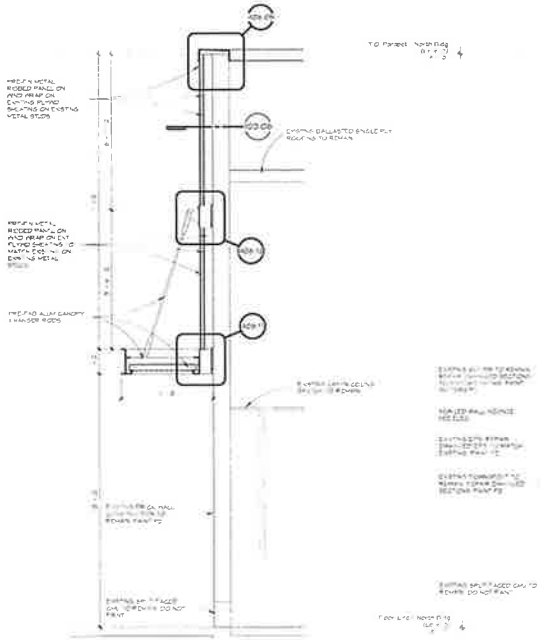
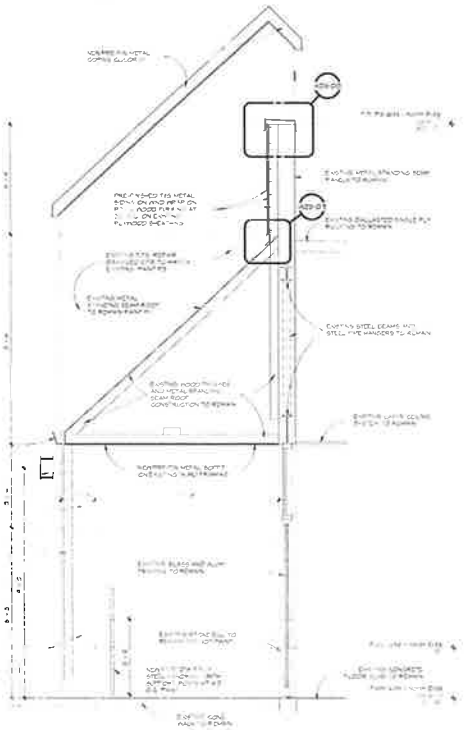


406.03 / A405 Pre-Fin Metal Canopy Detail
SCALE 1 1/2" = 1'-0"



406.02 / A101 Wall Section
SCALE 1/2" = 1'-0"



406.01 / A101 Wall Section
SCALE 1/2" = 1'-0"

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North Building - Wall Sections

project number:
2534

sheet number:
A406

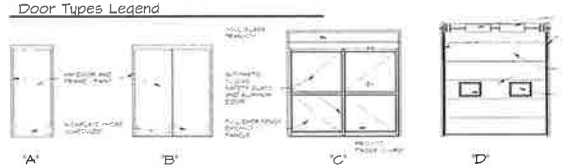
DOOR SCHEDULE

DOOR NUMBER	DOOR WIDTH	DOOR HEIGHT	DOOR THICKNESS	DOOR TYPE	DOOR MATERIAL	DOOR FINISH	FRAME MATERIAL	FRAME FINISH	HARDWARE SET	FIRE RATING	SIL. LABEL	NOTES & REMARKS
Existing												
100												
100A												
103A												
103B												
103C												
104A												
104B												
104C												FRAME AND DOOR BY CONTRACTOR. CONTRACTOR VERIFY SIZE AND LOCATION
105A												
105B												

ROOM SCHEDULE

ROOM NUMBER	ROOM NAME	FLOOR FINISH	BASE	CEILING HEIGHT	NORTH WALL FINISH	SOUTH WALL FINISH	EAST WALL FINISH	WEST WALL FINISH	REMARKS
100	EXISTING VESTIBULE	EXISTING CONC	EXISTING	10' 0"	EXPOSED EXISTING MASONRY	EXISTING MASONRY	GYP BD/ GLASS/ ALUM FRAMING		
101	CART STORAGE	CONCRETE		10' 0"	GYP BD/ PAINT	GYP BD/ GLASS/ ALUM FRAMING	EXISTING MASONRY	GYP BD/ GLASS/ ALUM FRAMING	EXISTING MASONRY
102	CART STORAGE	CONCRETE		10' 0"	GYP BD/ PAINT	EXISTING MASONRY	GYP BD/ GLASS/ ALUM FRAMING	GYP BD/ GLASS/ ALUM FRAMING	EXISTING MASONRY
103	"SUNSET"	EXISTING CONC		8' 0"	EXPOSED	EXP	EXP		EXP
104	STORAGE	EXISTING CONC/ CONCRETE		8' 0"	EXPOSED	EXP	EXP	EXISTING CONC	EXP

Door Types Legend

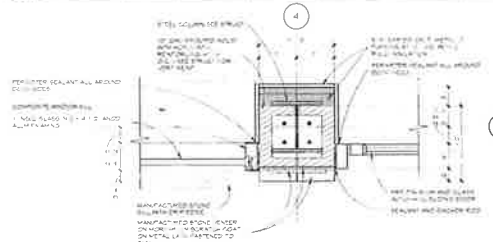


Plan Notes - New Work

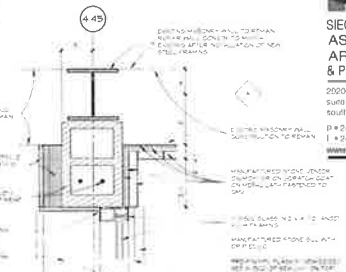
Floor Plan Note Symbol	
200	EXISTING CONCRETE WALK TO REMAIN
200	NEW 4" CONCRETE WALK ON MIN 6" COMPACTED GRANULAR FILL. ALIGN NEW CONTROL JOINTS WITH EXISTING JOINTS
200A	NEW 4" REINF. CONCRETE FLOOR SLAB ON VAPOR BARRIER ON 6" MIN. COMPACTED GRANULAR FILL
200B	LINE OF NEW PRE-FINISHED METAL CANOPY ABOVE
200C	LINE OF EXISTING ROOF ABOVE
200D	EXISTING CONCRETE FLOOR SLAB TO REMAIN
200E	NEW WOOD POLYMER PLANTER BOXES - TYPE A
200F	NEW WOOD POLYMER PLANTER BOXES - TYPE B
200G	NEW WOOD POLYMER PLANTER BOXES - TYPE C
200H	EXISTING ACCESSIBLE RAMP TO REMAIN
200J	EXISTING STONE WALL TO REMAIN
200K	EXISTING CONCRETE REMAINING WALL TO REMAIN
200L	GRADING TO MATCH EXISTING. TOP OF NEW CONCRETE WALL
200M	EXISTING DOOR LEVELER TO REMAIN
200N	NEW PRE-FINISHED METAL PANEL AND STEEL FRAME SOFFIT
200P	EXISTING STEEL BOLLARDS TO REMAIN
200Q	NEW PRE-FINISHED METAL SOFFIT ON EXISTING ALUMINUM FRAMING
200R	NEW RECESSED LED LIGHTS SEE ELEC.
200S	NEW LED WALL SCONCE SEE ELEC.
200T	NEW PRE-FINISHED METAL CANOPY ABOVE WINDOW HOODS AND LINEAR METAL SOFFIT
200U	NEW PRE-FINISHED METAL COPING TO
200V	NEW PRE-FINISHED METAL COPING TO
200W	EXISTING METAL STANDING SEAM ROOF TO REMAIN (PAINT)
200X	EXISTING PRE-FINISHED METAL STANDING SEAM ROOFING
200Y	NEW SINGLE PLY PVC ROOF MEMBRANE FULLY ADHERED TO 1/2" COVER BOARD ON 3/4" THICK EXTERIOR PLYWOOD SHEATHING ON 6" METAL JOISTS - SEE STRUCTURAL DRAWINGS FOR ADDITIONAL INFORMATION
200Z	BIKE RACKS TO BE CONSTRUCTED FROM 2 1/2" DIAMETER CARBON STEEL TUBING POWDER COATED WITH 25 TO 45 MILS COLOR TO BE BLACK FROM MANUFACTURER STANDARD COLORS EQUAL TO LOFTY LOK 2-1/2" AS MANUFACTURED BY MADRAX HARDWARE IN GOOD HO. HOR
200AA	NEW PRE-FINISHED METAL ROOF EDGE COLOR #2
200AB	HAND TURBINE VENTILATORS EQUAL TO WHIRLFLOW TW INTERNALLY BRACED ALUMINUM AND TURBINE MFG. FROM AS MANUFACTURED BY: TAP PERFORMANCE (PH) (313) 500-
200AC	NEW PRE-FINISHED METAL ROOF EDGE COLOR #1

Wall Schedule Legend

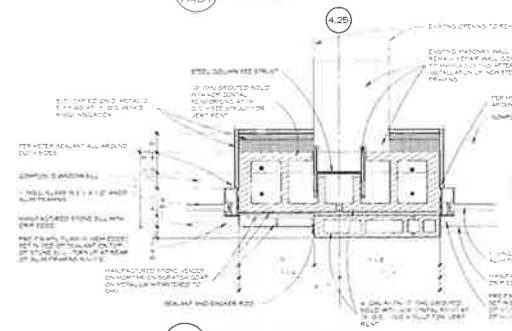
Type Mark	Description
1	MANUFACTURED STONE VENEER ON MORTAR SETTING BED ON SCRATCH COAT ON 3/4" METAL LATH ON EXISTING BRICK WALL CONSTRUCTION
2	PRE-FIN TWO METAL SIDING ON 24 PRESSURE TREATED (PT) 2"x6" FURRING AT 32" O.C. HORIZONTAL ON EXISTING BRICK WALL CONSTRUCTION
3	MANUFACTURED STONE VENEER ON MORTAR SETTING BED ON SCRATCH COAT ON 3/4" METAL LATH ON 10" CMU GROUTED SOLID
4	4" SPLITFACE CMU GROUTED SOLID TO MATCH EXISTING ON 10" CMU GROUTED SOLID WITH HORIZONTAL REINF AT 16" O.C. - SEE STRUCT FOR VERT REINF
5	NEW 1" THICK GLASS IN 2"x 4 1/2" ANGLE ALUMINUM FRAMING TO MATCH EXISTING
6	EXISTING GLASS AND ALUMINUM FRAMING TO REMAIN
7	EXISTING BRICK AND CMU WALL CONSTRUCTION TO REMAIN PAINT P2 DO NOT PAINT STONE SILL
8	PRE-FIN TWO METAL SIDING ON 1x PRESSURE TREATED (PT) 2"x6" FURRING AT 32" O.C. ON 3/4" EXTERIOR PLYWOOD SHEATHING ON EXISTING PLYWOOD SHEATHING - PROVIDE 2x AND FURRING STRIPS AT 16" O.C. BETWEEN EXISTING PLYWOOD SHEATHING AND NEW PLYWOOD SHEATHING
9	MANUFACTURED STONE VENEER ON MORTAR SETTING BED ON SCRATCH COAT ON 3/4" METAL LATH ON 2" LAYERS WATER RESISTANT GYPSUM BOARD ON 1" 3/32" EXTERIOR PLYWOOD SHEATHING ON 2x4 WD STUDS AT 16" O.C.
10	4" SPLITFACE CMU GROUTED SOLID TO MATCH EXISTING CMU WITH HORIZONTAL REINF AT 16" O.C. MID-TIE SPLITFACE CORNERS - SEE STRUCT FOR VERT REINF
11	12" INTEGRAL COLOR CMU W/ HORIZONTAL REINFORCING AT 16" O.C. - SEE STRUCT FOR VERT REINF PROVIDE BULLNOSE CORNERS AT DOOR OPENINGS
12	12" INTEGRAL COLOR CMU WITH HORIZONTAL REINFORCING AT 16" O.C. - SEE STRUCT FOR VERT REINF
13	8" INTEGRAL COLOR CMU WITH HORIZONTAL REINFORCING AT 16" O.C. - SEE STRUCT FOR VERT REINF PROVIDE BULLNOSE CORNERS AT DOOR OPENINGS
14	EXISTING BRICK GROUTED CONCRETE WALL TO REMAIN - PAINT
15	EXISTING CMU WALL CONSTRUCTION TO REMAIN PAINT P2
16	EXISTING SPLITFACED CMU COLUMN TO REMAIN DO NOT PAINT



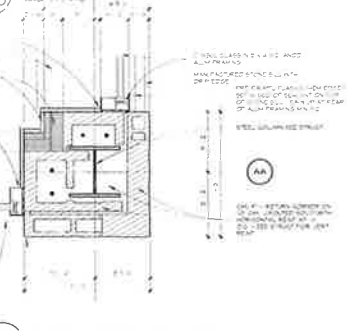
500.05 A401 Existing Vestibule Plan Detail



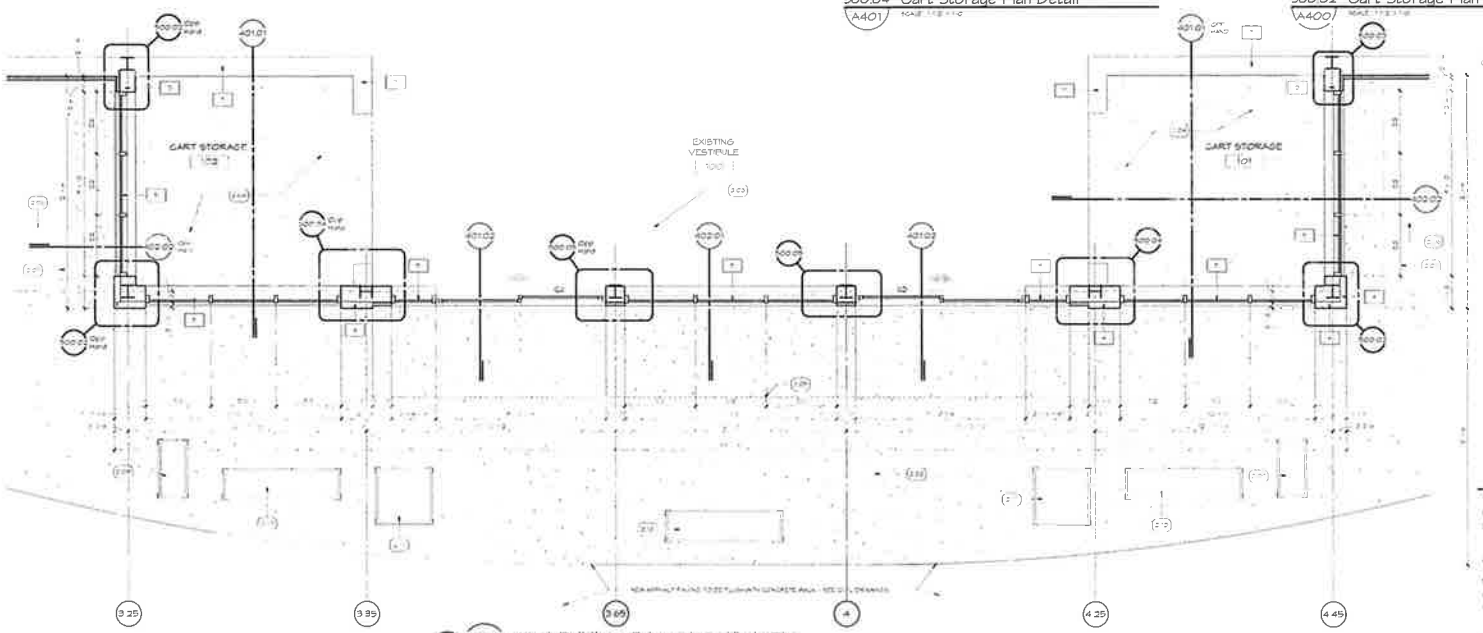
500.03 A400 Cart Storage Plan Detail



500.04 A401 Cart Storage Plan Detail



500.02 A400 Cart Storage Plan Detail



500.01 A100 West Building - Enlarged Vestibule Plan

General Notes

SIEGAL/TUOMAALA ASSOCIATES ARCHITECTS & PLANNERS INC.
20200 northwestern hwy
suite 160
southfield, mi 48034
p • 248 • 352 • 0099
f • 248 • 352 • 0049
www.sta-architects.com

project name:
NOVI TEN SHOPPING CENTER RENOVATION

project location:
41400-41774 W. Ten Mile Road
Novi, Michigan 48375

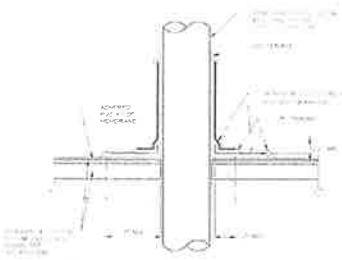
date/ revision:
- July 10 2023 Review
- July 24 2023 Bids
- August 1 2023 Permits

sheet title:
Enlarged Vestibule Plan, Details and Schedules

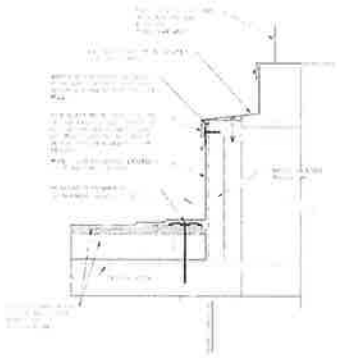
project number:
2534

sheet number:
A500

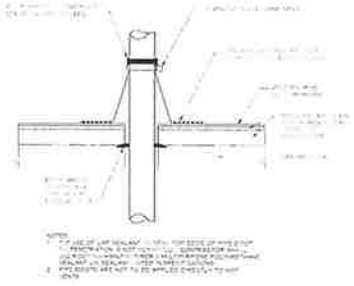
Wednesday, August 2, 2023



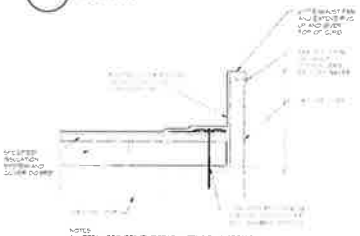
700.13 Field Wrapped Roof Penetration Flashing



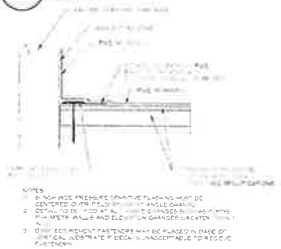
700.09 Typical Curb with Slip Flashing



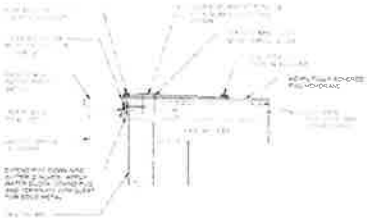
700.12 Typical Pipe Boot Detail



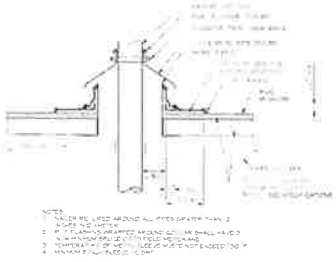
700.08 Typical Up and Over Curb Flashing



700.11 A404 Typical Membrane Base Securement

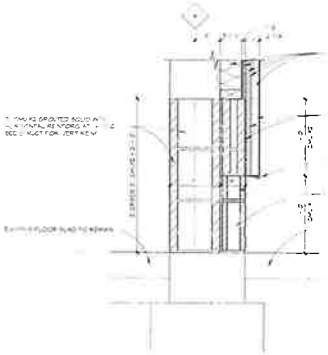


700.07 A301 Edge Metal with Gutter Detail

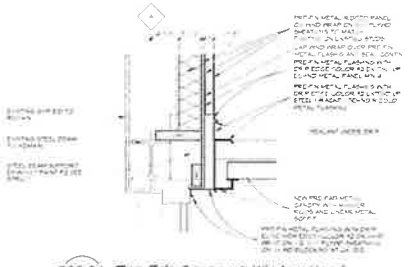


700.10 Typical Hot Pipe Flashing Non-Curbed Alternate Detail

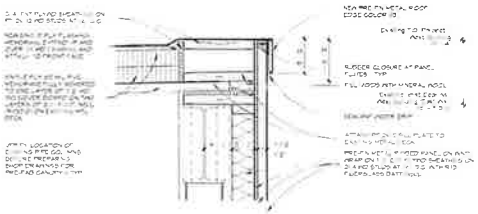
700.06 New Roof Profile



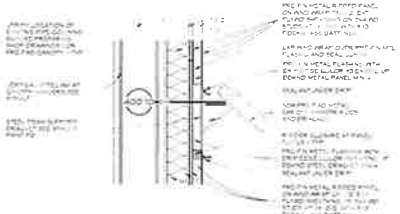
700.05 A403 Door Infill @ Stone Veneer



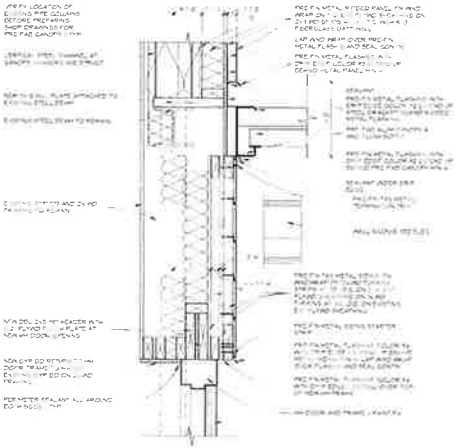
700.04 A403 Pre-Fab Canopy @ Window Head



700.03 A403 New Parapet Detail



700.02 A400 Pre-Fab Canopy Hanger Rod Connection



700.01 A403 Detail @ New HM Door

STA

SIEGAL/TUOMAALA ASSOCIATES ARCHITECTS & PLANNERS INC.

29200 northwestern hwy
suite 100
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•
•
•
•

sheet title
Miscellaneous Details

project number:
2534

sheet number:
A700

cityofnovi.org

Receipt: 14336 07/23/25

Page

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

ARDIANA'S RESTAURANT LLC

41602 W. 10 MILE RD.
NOVI MI 48375

LIQUOR	**QUOTA APPLICATION**		**1,210.00**
		Total	**1,210.00**

TENDERED: **CHECKS** **5217** **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: CLASS C/QUOTA LIQUOR LICENSE APPLICATION, ARDIANA'S RESTAURANT LLC

DATE: JULY 30, 2025

Liquor License Request:

Ardiana's Restaurant LLC is requesting a new Class C/Quota liquor license, which is located at 41602 W. Ten Mile Rd, Novi, MI 48375.

Applicant/Background Information:

This application is being sought by Robert Kalaj, who owns and operates Ardiana's Restaurant, and has done so since 2012. The applicant has over 20 years of experience in the restaurant and hospitality industry, including 13 years as the owner and operator of Ardiana's Restaurant. Throughout this time, the applicant has been directly responsible for all aspects of business management, including staffing, training, budgeting, vendor relations, customer service, and compliance with health and safety regulations. This extensive experience ensures the applicant is well-equipped to manage a licensed establishment with professionalism and accountability.

Criminal History/Police Contacts:

The applicant has no criminal history or negative police contacts.

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

July 23, 2025

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

FROM: Andrew Copeland – Fire Marshal

SUBJECT: -Liquor Business License–
Ardiana's Restaurant
41602 Ten Mile

A fire inspection was conducted on 6/6/2025, at the above business and the business has been found to be in compliance with the adopted fire prevention code. The above Liquor License renewal application is recommended for APPROVAL.

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: Charles Boulard, Director of Community Development CB

SUBJECT: ARDIANA'S RESTAURANT

DATE: 10/15/25

cityofnovi.org

The property located at **41602 TEN MILE RD** has received a Special Inspection permit **(PSI25-0090)** for the purpose of:

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

The Community Development Department has the following recommendation:

- ☐ Approved
- ☒ Approved with conditions (listed below)
- ☐ Not approved

Conditions:

1. Inspection approval

If you have any questions, do not hesitate to contact me at (248) 347-0423.

Thank you!

SUMMARY OF MINUTES
SPECIAL LAND USE HEARING
CITY OF NOVI
October 6, 2025, 1:30 PM
Mayor's Conference Room | Novi Civic Center
45175 Ten Mile Road

Present: Charles Boulard, Director of Community Development; Jeff Herczeg, Director of Public Works; Kristin Corbett, Deputy Assessor; Nina Schaffrath, Recording Secretary; Victor Kalaj, Management of Ardiana's; Marissa Kalaj, Management of Ardiana's; Nicholas Abboud, Husband of Marissa Kalaj; Robert Kalaj, Owner Ardiana's; Ardiana Kalaj, Owner Ardiana's; Father Drew Mabee, Member of the public; Patrick Huen, Member of the public

Applicant: Ardiana's Restaurant – Robert Kalaj

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

Correspondence Received: None

Public Participation:
Father Drew Mabee, Priest at Catholic Church - Customer
Patrick Yuen, Harmen – Customer
Albert Ludwig, Owner of Meadowbrook Shopping Center – Letter sent in responding to public notice stating his approval and support of the Special Land Use

1. **PSLU25-0003- 41602 Ten Mile Road – Parcel Number: 50-22-23-426-017**

The applicant, **Ardiana's Restaurant** is requesting Special Land Use approval at **41602 Ten Mile Road.** parcel number **50-22-23-426-017**. 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.

Ardiana's Restaurant 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 34 public hearing notice letters sent out on September 18, 2025, there was only one response from Albert Ludwig, owner of Meadowbrook Shopping Center, stating his approval of the Special Land Use and support of Ardiana's Restaurant. During public participation, Father Drew Mabee spoke, stating that they have many events including funerals, weddings and Mass, that Ardiana's helps to facilitate with catering and service after these events, and he believes having the sale of alcohol as an option will be very beneficial to the restaurant and the community. Patrick Yuen spoke in favor of the restaurant serving alcohol, saying that they bring many of their clients to the restaurant and the serving of alcohol would be positive to these interactions. Nicholas Abboud also weighed in to say that the family aspect of their restaurant is great and the amount of care and hard work that the whole family puts into the business is noticeable in their restaurant.
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. Marissa Kalaj answered that herself, who manages the front of the restaurant, her brother, Victor, who manages the back of the restaurant and both of her parents who own the restaurant will be taking Serve Safe Management Advance testing and all servers will be 18 years or older will be taking the Serve Safe Basics exam. All servers will be required to take this exam and will not be handling alcohol until they do. Marissa and her brother will also be taking the Supervisor Serve Safe exam. They do not plan to have a bar; drinks will be made in the back and brought out to tables with the main focus being on the food. The hours of operation

are Sunday – Saturday, 11:00 A.M – 8:00 P.M. They would like to extend until 9:00 P.M. if they are granted the liquor license. Currently Ardiana's has a lot of customers who want to have drinks with their dinners and brunch and have walked away due to them not being able to serve alcohol. The applicant believes having a liquor license will give them the opportunity to grow their business and give their customers what they are looking for in a dining experience.
Jeff Herczeg did not have any objections or questions. He stated that there are no traffic issues he can see.
Kristin Corbett asked if the hours of operation are the same for catering. The applicant confirmed that their events primarily take place during the day and do not extend past 9:00 P.M.
Jeff Herczeg made a motion to recommend approval to City Council for the Special Land Use for a Liquor License at Ardiana's Restaurant in accordance with section 4.89 – 4-A, 4-B, and 4-C of the City of Novi Zoning Ordinance. Ms. Corbett stated that the Assessing Department has no objections and seconded the motion. The motion passed 3-0.

IN CASE NO. PSLU25-0003 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 1:41 P.M.

AGREEMENT REGARDING LIQUOR LICENSE

This Agreement made as of the date of the last signature on _____, by and between THE CITY OF NOVI, a municipal corporation, with offices located at 45175 W. Ten Mile Road, Novi, Michigan 48375, hereinafter known as "THE CITY", and _____, owners of _____, whose address is _____, Novi, Michigan _____, hereinafter known as "APPLICANT."

R E C I T A L S:

A. The City Council of THE CITY, approved a Resolution to recommend to the Michigan Liquor Control Commission, approval of the issuance of THE CITY'S Class C Liquor License (hereinafter "License") from THE CITY'S quota for the APPLICANT, to be located at _____, Novi, Michigan _____ (hereinafter "PREMISES").

B. To assure that APPLICANT'S representations that were made to and relied upon by the City Council of THE CITY in approving the Resolution were honored and enforceable by THE CITY, its City Council separately directed that the signing and delivery of the Resolution be deferred until the City Attorney had approved one or more agreements guaranteeing the License would stay in THE CITY, with this Agreement and the PREMISES.

IT IS THEREFORE AGREED:

1. In the event APPLICANT should cease operating its restaurant and/or cease to use the License at the PREMISES for any reason whatsoever for a period in excess of ninety (90) consecutive days without the written consent of THE CITY, then APPLICANT shall immediately proceed to place the License in escrow as provided in subsection (a), or return and request termination of the License under subsection (b) if it

has not been removed from escrow as provided in subsection (a) within five (5) years of being placed in escrow. In recognition that notwithstanding the requirements of this Agreement, the Michigan Liquor Control Commission could approve a transfer of the License to a location outside of THE CITY as currently provided in MCL 436.1521(1), as amended, if the License is required to be placed in escrow by this Agreement or the Michigan Liquor Control Act, APPLICANT agrees that after notice and an opportunity for APPLICANT to be heard, the City Council may object to renewal of the License by the Michigan Liquor Control Commission in accordance with the provisions of the Michigan Liquor Control Act and specifically MCL 436.1501(2), as amended.

a. APPLICANT shall place the License into escrow with the Michigan Liquor Control Commission and maintain same in good standing with the Michigan Liquor Control Commission, conditioned on and with APPLICANT agreeing to take whatever steps are necessary to cause the License to remain in THE CITY, by APPLICANT using the License itself at another location within THE CITY, selling or transferring the License to the OWNER or a successor tenant for use at the PREMISES as provided in the attached Lease or selling or transferring the License to another entity for use at another location in THE CITY.

b. APPLICANT shall return the License to the Michigan Liquor Control Commission and request that its rights to the License be terminated and that the License not be placed or continued in escrow but instead be returned to THE CITY to be added to its available quota Class C Licenses.

2. The parties also agree that in the event of a fire loss or some other type of event causing physical damage to the APPLICANT'S restaurant at the PREMISES and which results in a temporary closing of the APPLICANT'S business exceeding the ninety (90) consecutive days stated herein while the premises are being repaired or renovated, then same shall not be considered a violation of any of the conditions of this Agreement.

3. APPLICANT agrees that the City Council shall not approve the transfer of the License within three (3) years of the date of the original issuance of the License. The City Council may, but is not required to, excuse the above limitation for any of the following reasons:

(1) If the License holder is a natural person, he or she dies or becomes incapacitated.

(2) If the License holder is a corporation, the majority shareholder dies or becomes incapacitated, or the corporation dissolves for reasons other than to transfer the License.

(3) If the License holder is a limited liability company, the company dissolves for reasons other than to transfer the License.

(4) The License holder and the proposed License transferee establish that the transfer of the class License shall not result in profiteering.

(5) The application of this limitation will subject the APPLICANT to financial hardship due to no fault of the APPLICANT, such as a change in the business climate, illness or death, labor or supply problems, and/or other factors outside the APPLICANT'S control.

Unless excused by the City Council as provided above, in the event a License is proposed for transfer within three (3) years from the date of issuance, the APPLICANT agrees that the Michigan Liquor Control Commission shall terminate the License and the City Council may approve the issuance of a new License to a new Applicant without any compensation to the Licensee who placed the License into escrow; provided, however, prior to the approval of such issuance to a new Applicant, the person or entity who placed the License into escrow shall be afforded written notice and an opportunity to be heard, and all objections raised at the hearing shall be resolved (at the Michigan Liquor Control Commission or in the circuit court if necessary) prior to issuance of the License to a new Applicant.

4. APPLICANT agrees that the recommendation of approval agreed upon by the City Council is not a property right and was approved upon the express and continuing condition that the requirements and conditions set forth in this Agreement shall be maintained and not violated by APPLICANT.

5. APPLICANT agrees that after notice and an opportunity for APPLICANT to be heard, a finding by the City Council that a violation of a requirement or condition set forth in this Agreement has occurred, shall be grounds for the City Council to request revocation and/or object to renewal of the License by the Michigan Liquor Control Commission in accordance with the provisions of the Michigan Liquor Control Act and specifically MCL 436.1501(2), as amended.

6. APPLICANT acknowledges that the agreements contained herein are unique and in the event it violates one or more of those agreements, THE CITY would not be adequately compensated by damages or resorting to the remedies described in Paragraph 5, and therefore agrees that the terms and conditions of this Agreement

shall be specifically enforceable by THE CITY by action for such relief in the Oakland County Circuit Court for the State of Michigan and that if THE CITY prevails in such an action, it shall be entitled to an award and judgment that APPLICANT pay THE CITY'S costs and attorney fees incurred.

Witnesses:

_____

_____

APPLICANT:

_____
By:
Its:

Subscribed and sworn to before me
this _____ day of _____, 20__

_____
Notary Public
_____ County, Michigan
Acting in _____ County, Michigan
My Commission expires: _____

Witnesses:

_____

_____

THE CITY:

_____
By: Justin Fischer, Mayor

_____
By: Cortney Hanson, Clerk

Subscribed and sworn to before me
this _____ day of _____, 20__

_____
Notary Public
_____ County, Michigan
Acting in _____ County, Michigan
My Commission expires: _____

CITY OF NOVI CITY COUNCIL
OCTOBER 21, 2025

SUBJECT: Consideration to award engineering services to OHM Advisors for the design of the Crescent/Lee BeGole Road Extension for $431,250 and amend the budget.

SUBMITTING DEPARTMENT: Department of Public Works, Engineering Division

KEY HIGHLIGHTS:

- Extension of Lee BeGole Road from Crescent Blvd. to 11 Mile Road with a roundabout, and from 11 Mile Road to Grand River Ave.
- Road improves access and response times for the new Public Safety Headquarters.
- Total construction costs are estimated at $11.5M.

FINANCIAL IMPACT

	FY 2025/26
EXPENDITURE REQUIRED	**$ 431,250**
Proceeds from long term debt **464-000.00-696.000** **Lee BeGole Rd** **464-446.00-975.952**	**$0** **$0**
APPROPRIATION REQUIRED	**$ 431,250**
FUND BALANCE IMPACT	**$ 0 (amendment includes revenue and expense)**

BACKGROUND INFORMATION:

The City plans to connect Crescent Boulevard to Lee BeGole Drive where the roads currently dead end to improve access to the DPW and the City's proposed public safety headquarters. Conceptual plans have Lee BeGole Drive shifted to the east and include a roundabout (RAB) at the 11 Mile Road intersection. This would also allow Lee BeGole Drive to align properly for the extension to Grand River Avenue.

The project will consist of a 3-lane asphalt road from Crescent Road with a RAB at 11 Mile Road, 2 box culverts, water main, sanitary sewer, concrete sidewalks and storm

drain extensions and improvements. The road from the RAB to Grand River Avenue will be a 2-lane asphalt road and includes the enclosure of an existing drain course.

OHM prepared a scope of services for the design of the Lee BeGole Road extension. The attached proposal outlines the detailed scope of services. The design fee will be $431.250, which is modified from the City's consultant fee table. Per the fee schedule design for this project would be $718,750 (6.25% x $11.5 million). Based on the size and scope of the project, OHM is reducing the fee to 4.5%, or $517,250 and crediting $86,000 in previous and relevant design efforts described in the scope of services.

The fee derivation is based on the following construction estimate breakdown:

• Crescent Boulevard to 11 Mile	$ 8,000,000.00	3.75%	$ 300,000.00
• 11 Mile to Grand River	$ 3,500,000.00	3.75%	$ 131,250.00
		Total	**$ 431,250.00**

Design will begin immediately after the award and construction is expected to start fall of 2026 and continue through spring of 2028.

RECOMMENDED ACTION: Approval to award engineering services to OHM Advisors for the design of the Crescent/Lee BeGole Road Extension for $431,250 and amend the budget.

RESOLUTION

NOW, THEREFORE BE IT RESOLVED that the following Budget Amendment for the Lee BeGole Road from Crescent Blvd. to 11 Mile is authorized:

	INCREASE (DECREASE)
Public Safety Building Construction Fund	
REVENUES	
Proceeds from long term debt	431,250
TOTAL REVENUES	**$ 431,250**
APPROPRIATIONS	
Capital Outlay	431,250
TOTAL APPROPRIATIONS	**$ 431,250**
Net Increase (Decrease) to Fund Balance	**$ -**

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 at a regular meeting held on October 21, 2025

Cortney Hanson
City Clerk

Crescent/Lee BeGole Drive Extension

Location Map

Map Author: Runkel
Date:10-15-25
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 Road Project Limits

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

0 75 150 300 450
Feet
1 inch = 360 feet

October 15, 2025

Mr. Jeffrey Herczeg
Director of Public Works
City of Novi - Department of Public Works
26300 Lee BeGole Drive
Novi, MI 48375

RE: Scope of Design Engineering Services
Crescent Boulevard / Lee BeGole Drive Extension

Dear Mr. Herczeg:

Per your request, the following outlines our proposed scope of services and fee to perform design engineering, for the above referenced project. This summary includes our project understanding, proposed scope of work, assumptions, schedule, and fee.

PROJECT UNDERSTANDING

The City of Novi has long planned to extend Crescent Boulevard to Lee BeGole Drive to create an additional "ring road" loop and improve traffic access for the DPW facility. As part of the overall master plan, the City acquired property to facilitate the roadway connection and to expand public facilities in the area. The acquired property along Lee BeGole Drive has been identified as the location for the City to construct a new Public Safety Headquarters. As such, the new roadway alignment will be shifted to the east and a roundabout constructed at the intersection with 11 Mile Road. This roadway connection would provide a link between Novi Road and 11 Mile Road and provide a critical second access route for the Public Safety and DPW facilities. The City also sought to realign the roadway approach to 11 Mile Road in order to provide optimal alignment for a southern roadway extension to Grand River Avenue.

The proposed roadway consists of 3-lanes of asphalt with concrete curb/gutter and concrete sidewalks, which is consistent with the existing Cresent Boulevard stub. A single-lane roundabout will be constructed at the intersection of 11 Mile Road. The project will include 2 new box culverts to be installed for the drain crossings as well as storm sewer and drainage structures. In addition, new 12-inch water main will be installed along the new roadway alignment from the existing Cresent dead end to 11 Mile. Finally, the existing sanitary sewer running from the DPW facility will be replaced from near the north entrance driveway across the new roadway to the trunkline sanitary sewer for improved flow and reduced maintenance. The roadway connection from 11 Mile to Grand River will consist of 2-lanes of asphalt with concrete curb/gutter. This section will also include enclosure of an existing drainage course and other storm sewer improvements. The total construction cost for the project is anticipated to be approximately $11.5 million. The project is expected to be constructed in various phases over the next several years in conjunction with the adjacent stream mitigation project and Public Safety Headquarters site.

OHM has been assisting the City since 2018 on proposed road and connection/property options for existing Lee BeGole Drive connecting to Crescent Boulevard, including developing several alignment concepts for the roadway connection. More recently, OHM has been engaged in the design of 12 Mile Road with the Road Commission for

Oakland County (RCOC) in partnership with City. Working with RCOC and the City, the acquired property adjacent to Lee BeGole was identified as a preferred site for this mitigation, which would also be used to mitigate impacts of the Crescent Boulevard extension stream impacts.

SCOPE OF SERVICES

The following outlines our work plan to accomplish the scope of services for this project as noted above:

TASK 1: DATA COLLECTION

Under this task, we will initiate the project and obtain necessary information to proceed with the design. Specific work efforts include:

- Organize and attend a kickoff meeting with City staff to verify project objectives, design criteria, and specific delivery schedule.
- Review existing utility information and record drawings for the project area.
- Perform a site review and coordination with Public Safety Building project to identify elements that are sensitive to project which includes driveway locations, access issues, geometric deficiencies, drainage features, wetlands, and utility facilities within the project area.
- Schedule and attend a pre-application meeting with EGLE and City to discuss impacts.

TASK 2: BASE PLAN DEVELOPMENT

Under this task, develop preliminary geometrics for the project. The design will be developed in accordance with the current version of MDOT's Local Agency Programs Guidelines for Geometrics, AASHTO's A Policy on Geometric Design of Highways and Streets 2011 edition, and City Standards. The Base Plan Phase represents approximately 30% of the total design. Specific work efforts include:

- Prepare typical roadway cross-sections for the project.
- Develop preliminary geometrics based on selected pavement section and any necessary geometric corrections.
- Develop preliminary utility routes, connections, and materials.
- Evaluate sidewalk / pathway to be included along the project route.
- Verify grading and lack of right-of-way (ROW) impacts associated with the proposed roadway and determine initial construction limits.
- Prepare a Maintenance of Traffic concept for the City's review and general concurrence.
- Compare early cost estimates against those developed for bond.
- Arrange and attend one (1) project meeting with City staff to review their base plan review.

TASK 3: PRELIMINARY PLAN DEVELOPMENT

Based on comments received from the Base Plan review, Preliminary Plans will be created. These plans will include input from several elements, including roadway geometrics, utility evaluation, traffic analysis, geotechnical evaluation, and special provisions. The Preliminary Plan Phase represents approximately 70% of the total design. Specific work efforts include:

- Develop road and utility plans in accordance with current AASHTO and City standards based on comments received from the City on base plans. Plans will be prepared using a scale of 1"=40' (profile scale 1"=4').
- Develop pavement marking and signing plans within the affected influence of the project in accordance with MMUTCD requirements.
- Detailed maintenance of traffic plans will be provided for the project per the approved concept completed during the Base Plan phase. The maintenance of traffic plans will be developed for input from stakeholders.
- Create special provisions for all non-standard MDOT pay items.
- Compute preliminary quantities and create preliminary Engineer's Opinion of Probable Construction Cost.
- Prepare proposed preliminary schedule for work including the construction start, substantial completion, and final

completion dates.
- Prepare documents to obtain necessary permits.
- Arrange and attend one (1) project meeting with City staff to review their preliminary plan review.

TASK 4: FINAL PLAN DEVELOPMENT

Based on comments received from City on the Preliminary Plan review, Final Plans will be created. Specific work efforts include:
- Finalize design plans based on comments obtained.
- Complete construction details.
- Finalize detailed grading.
- Prepare a bid sheet and contract books entailing all items of work and associated quantities.
- Prepare a final engineer's opinion of probable cost.
- Answer questions during the bidding process.

SCHEDULE

The following outlines our anticipated schedule milestones related to the main tasks of the described work:
- Base Plans – March 2026
- Final Plans – June 2026
- Construction north of DPW start – August 2026
- Construction south of DPW thru 11 Mile – Spring 2027
- Construction from 11 Mile to Grand River – Spring 2028

FEE

Per the fee schedule in the Civil Engineering Consulting Services Agreement between the City and OHM Advisors, the fee for this project would be $718,750 (6.25% x $11.5 million). Based on the size and scope of the project, we propose reducing this fee to 4.5%, or $517,250 and also credit $86,000 in previous design effort described above for this project. This results in a proposed lump sum fee to perform the work as outlined in this scope of services of four hundred thirty-one thousand and two hundred fifty dollars ($431,250.00). The fee derivation is based on the following breakdown:

Crescent Boulevard to 11 Mile	$	8,000,000.00	3.75%	$	300,000.00
11 Mile to Grand River	$	3,500,000.00	3.75%	$	131,250.00
Total					**$ 431,250.00**

EXCLUSIONS, ASSUMPTIONS AND CLARIFICATIONS

The following summarizes our assumptions associated with this proposal:
- The City will be responsible for all permit application fees and permit fees.
- The City has acquired all necessary property/right-of-way required for the project and no additional property/ easements will be acquired.
- Geotechnical services are anticipated to be required for the design and construction of this project, but are not included in this scope of work. These services will be provided by the City's Geotechnical Consultant under a separate contract.
- Design efforts are for work within the proposed 100-foot Crescent / Lee BeGole ROW. No additional work for adjacent site grading, utilities, soils, mitigation, etc. outside of the proposed ROW are included.
- Road/parking/land use design for areas listed below is NOT included:
    - Recycling Center

  - Gun Range
  - Spoils/Debris Management Area
  - Old building across from DPW
- All environmental engineering efforts are excluded and only the coordination efforts pertaining to the 100' ROW and mitigation shall be included.
- Water main work is limited to new 12-inch loop along the road ROW from the north dead end water main near north DPW entrance drive up to Crescent Boulevard shall be included. Tee locations for future connections to adjacent sites will be coordinated with the DPW.
- Sanitary sewer work is limited to replacement of approximately 400 feet for the existing DPW sanitary near the north driveway to the existing sanitary trunkline.
- Design of stormwater detention related to the Public Safety Headquarters sites or others adjacent sites shall be done by others and not included. Only coordination of including storm flow calculations done by others from the adjacent sites will be included.
- DTE and other franchise utility relocation and coordination for proposed work will be facilitated by others and not included.
- This scope does not cover the remediation or removal of contaminated or hazardous soils or materials.
- The 11 Mile to Grand River portion of the project may be bid out as a separate construction contract and require additional engineering per requirements other agencies including EGLE and RCOC.

Thank you for the opportunity to be of service. If you have any questions or require additional information, please contact us. We look forward to continuing our work with you on this project.

Sincerely,
OHM Advisors

Timothy J. Juidici, P.E.
Principal-in-Charge

Authorization to Proceed

Signature Date

Printed Name Title

cc: Ben Croy, City
Rebecca Runkel, City
Alex Parent, OHM
File

RESOLUTION

NOW, THEREFORE BE IT RESOLVED that the following Budget Amendment for the Lee BeGole Road from Crescent Blvd. to 11 Mile is authorized:

	INCREASE (DECREASE)
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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 at a regular meeting held on October 21, 2025

Cortney Hanson
City Clerk

REGULAR MEETING OF THE COUNCIL OF THE CITY OF NOVI
MONDAY, OCTOBER 6, 2025, AT 7:00 P.M.

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

PLEDGE OF ALLEGIANCE

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

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

APPROVAL OF AGENDA:

CM 25-10-127 **Moved by Casey, seconded by Thomas; MOTION CARRIED: 7-0**

To approve the agenda as presented.

Roll call vote on CM 25-10-127 **Yeas: Casey, Gurumurthy, Heintz, Smith, Staudt, Thomas, and Fischer**
Nays: None

PRESENTATIONS:

1. **Great Lakes Water Authority (GLWA) Water Main Debrief**

City Manager Cardenas said Pete Fromm, Cheryl Porter, and Jody Caldwell from the Great Lakes Water Authority were all present. He said Pete Fromm was the man on the ground facilitating and overseeing the repairs thar took place after the water main break.

Mayor Fischer said that it must be campaign season, as there have been people saying that the City Council should use their investigatory power to look into this water main break, sending subpoenas for files and etc. He said this is not what the City Council does. He said he would say they are more civil, professional, and more mature than those people in Lansing and Washington who fight over committee meetings and things alike. He said the purpose of the debrief is to get information on the current break and then start a dialogue from this body about what we can do to go forward and make sure that some of these things don't happen anymore. He said he certainly appreciates GLWA joining the city today and putting a presentation together as they have been very busy. He said if anyone has watched the recent podcast by the city on the water main break, that they would know that GLWA has been working around the clock to get things back up and running. He said, obviously, we appreciate that support. He said this is to get caught up to speed on what happened and then talk about the fact that it has happened a few times in the same area. He said this is also about how we can be collaborative partners working together and lessen that chance in the future.

Pete Fromm, Director of Water Transmission GLWA, said the team will go over a brief understanding of the 42-inch water main break, that occurred over a week ago, the

timeline of the break, the inspection that GLWA has done, and some of the reliability they have done. He said initially on September 25, 2025, there was a 42-inch water main break. He said the photos they provided show the beginning of the break when GLWA first responded to the call they received. He said those photographs point out how large the break was on 14 Mile throughout. He said they put a timeline together throughout the process and he wanted to point out a few things that impacted Novi throughout the operation. He said at approximately 6:30 AM on September 25, 2025, the 42-inch water main broke. He said at about 9:00 AM that day, they had field staff at the site isolating the break. He said at about 3:00 AM the following day on September 26, 2025, is when they were able to establish flow back to Novi's master meter, NV-04, at 14 Mile and Novi Road. He said at that time it allowed them to get flow and pressure back into Novi and bring the community back with some water. He said at about 1:30 PM that day, they were able to achieve isolation at the break site, that allowed them to start dewatering and make the repair effort in the timeline. He said on September 29, 2025, which is the following Monday, they received water quality samples back on the 24-inch main that parallels the 42-inch main. He said on the following day, September 30, 2025, they received water quality samples that allowed them to lift the boil water advisory to Novi. He said as they continued throughout the timeline, they continued to make the repair on the 42-inch main, with also making maintenance and repairs on valves that they had a hard time being able to isolate at the same time. He said making the repairs on those different valves that they found in the system makes it to be, in the future, a lot quicker to respond to these emergencies. He said they are currently working on maintenance and replacement of the valves off the 42-inch as well, as the second timeline indicates. He said as he continues the presentation, there are photographs that show the work that has taken place. He said once they got the 42-inch main dewatered, it allowed them to get eyes on what type of break they had, which was on the bottom side of the pipe. He said this specific pipe is PCCP, prestress concrete cylinder pipe. He said it had wires on the pipe that broke, and that's what you see sticking out throughout the effort. He said you will see the crew, once they got that removed, they replaced that section with the steel piece of pipe. He said as you read through the timeline, and public affairs updates, they had to replace a 16-inch valve. He said two photos also showed when they had to install an insertion valve. He said that allowed them to get the 16-inch valve replaced and continue to replace a couple other valves. He said as they look at the 42-inch water main break, they were able to indicate were the break occurred on 14 Mile right at Kingswood Dr. He said they map also indicates a 24-inch parallel main that comes across 14 Mile, that was just installed a few years ago. He said that gives them the redundancy to be able to provide Novi and other surrounding communities the flow and pressure, as the 42-inch main is down for repair. He said it was them getting those valves in the closed position and a few valves in the open position to be able to bring that flow and pressure back onto the 24-inch with also keeping the 42-inch isolated during this period of time. He said their map indicates that and shows the 24-inch on the north side of 14 Mile and the 42-inch on the south side of 14 Mile. He said in addition to that, there's another diagram there as they talk about what has been done on the transmission main, in the past with the different breaks they have seen. He said there has been a total of 3 breaks now on this section of the transmission main. He said the first one dates back to 2017, another in 2021, and the recent one in 2025. He said throughout those breaks, GLWA has

done inspection of this transmission main, in addition to doing the inspections that they have done, they have indicated purple dots for repairs on that pipeline. He said as an indication, he wants to point out, on the top section of the map of the break in 2025, that previously during inspections there were 10 sections of that pipe that they made repairs on back in 2019, and/or 2021 that were completed before the recent break. He said he felt it was important to show the different types of repairs they have made on this and the inspections that they have done throughout the transmission main. He said in addition to making those inspections and repairs, they had two major projects that brought redundancy into this area of the system. He said this is what they indicate is a 14 Mile loop project. He said there were two phases to this main. He said the first phase is the 24-inch redundancy line that runs across 14 Mile. He said it is approximately 1 mile long, stars just west of M-5 and travels west of Novi Road. He said that is what is currently bringing water to Novi at this time. He said additionally to that, they had a phase two project, which is a 54-inch transmission main that they ran from 8 Mile to 14 Mile. He said that went to the Haggerty booster station. He said that's approximately 7 1/2 miles from 8 Mile to 14 Mile. He said the total cost of that project design and phase one and two was about $110 million.

Jody Caldwell, Chief Planning Officer GLWA, said GLWA is disappointed and concerned that the pipe failed. He said they had significant effort in inspection, renewals, and providing additional redundancies, which has been a focus from GLWA since 2019. He said they understand the public impact, the disruption in service, the lack of water and that they are going to be better than that. He said all of this was done to mitigate risk. He said they have to take a step back, obviously that wasn't enough, and they need to reevaluate their plan for the line. He said he wanted to give historical perspective. He said GLWA was formed in 2016 and at that time they put the 14 Mile Loop into their capital improvement plan. He said they knew this was single fed, didn't have another feed to it, was high priority, high risk, or failure, so it was put into the CIP plan. He said at that time, they had a pipe failure occurring in 2017. He said it was the first major one they saw in the area. He said at that time, they were just ramping up their proactive program. He said they call it the Linear Systems Integrity Program, and that the program inspects the main. He said they want to try to get the condition of the main assessed and then strategically renew pipes that have deteriorated. He said, so instead of replacing he whole main, they think they can manage the life of the main by strategic renewal. He said they did a pilot of electromagnetic inspection in 2019. He said they solicited and got a consultant on board to help manage the program industry experts that do this across the country with technology providers ready to help inspect and then ultimately renew the pipes. He said that in 2019, the team conducted a pilot project using electromagnetic inspection technology. He said the pilot utilized a free-swimming device within the pipe to collect data. He said Pete explained that the system involved pre-stressed concrete cylinder pipes, which were concrete pipes wrapped in steel wires. He said that steel wires provided the structural strength necessary to hold the pipes together. He said that as the number of wires failed—whether through corrosion or other causes—the pipes gradually weakened. He said that once the number of failed wires increased beyond a certain threshold, the pipe exceeded its strength limit, resulting in a blowout failure similar to the one previously experienced. He said the inspection technology identified the locations

of those wire breaks, allowing the team to strategically renew the affected sections, represented by the purple dots shown on the project map. He said that following the inspections, deterioration was identified. He said that because this was a single-fed line, it was challenging to take the pipeline out of service at that time. He said that to address this, the team expedited the loop project to allow for systematic service interruptions. This approach, he said, enabled them to take segments out of service, complete the necessary renewals, and then proceed to the next pipe section without disrupting water service for residents. He said that during this process, another failure occurred in October 2021. He said that in response, teams were mobilized to inspect the affected segment, confirm the previous inspection results, and identify pipes requiring immediate renewal. He said seventeen pipes were renewed in December 2021, and the section was placed back into service. He said the team then shut down another portion—the 42-inch section bordering Novi to the north—and completed ten additional pipe renewals. He said phase one of the overall project was completed in December 2022, involving the 24-inch line that paralleled the main under discussion. He said this phase increased the system's flexibility to take additional pipe sections out of service as needed. He said a robust design and renewal plan was developed, incorporating temporary pump stations and water rerouting to maintain service levels without interrupting supply to residents. He said the team maintained typical system pressures throughout this phase and successfully replaced thirty-seven pipes. He said that in August 2024, the 14 Mile loop was constructed, adding redundancy to the system. He said that by that point, all pipes showing deterioration near or beyond strength limits had been renewed and removed from service. He said the system now included a redundant backup supply. He said that two weeks prior to this meeting, another unexpected incident occurred that threw them a curve ball. He said that after the initial renewals were completed, the approach was to reinspect the pipe within seven to ten years. He said the team had no idea the pipe would fail or degrade as substantially as it did since 2019. He said Pete indicated that they were currently in the pipe and had been conducting inspections for several days using electromagnetic tools. He said they were comparing those results to previous inspections to determine whether other technologies could be used, such as continuous monitoring systems. He said there were systems available to install acoustic fiber optic cables that could detect wire breaks in real time. He said that as these breaks begin to occur and increase, the team could proactively shut down the pipe to repair or renew it. He said they were capable of taking the pipe out of service proactively without impacting service levels. He said the team was also considering when it might be appropriate to begin lining individual portions of pipe that had shown ongoing signs of degradation. He said the team was still in the pipe as of two days prior and expected results from that inspection soon. He said this was a priority for the system and that, when the LSAT program was first developed, a risk-based approach was used to prioritize projects. He said this pipeline ranked among the top ten within the system requiring proactive management. He said that the ongoing investment in inspections, renewals, and looping improvements were designed to prevent such failures from recurring. He said that overall, since 2019, approximately $129 million had been invested in this area. He said it remained a high-priority area, though recent failures showed that additional work was needed. He said that GLWA remained committed to continued collaboration and

response. He said that Mr. Fromm was actively working in the field, and that the situation remained a top priority to monitor and mitigate moving forward.

Member Gurumurthy said she wanted to start her comments by saying thank you to residents for their patience and understanding. She said things happen, and she appreciates the team working 24/7 to fix it and get it done as soon as possible to get the residents back to normalcy. She said she watched the Novi podcast as well and would encourage others to as it provides the layman terms of what happened. She said she would like to give a huge kudos to the City team for keeping everybody at rest with everything going on. She said it was a good opportunity or situation where she saw everyone come together to make sure things got to normalcy. She said she heard multiple times that that portion of the main was not lined and asked Mr. Caldwell to elaborate and explain why it was not lined. Mr. Caldwell, Chief Planning Officer GLWA, said when they speak of lining, it was lined, it was constructed with concrete and cement liner, which is the construction practice of this type of main. He said when they talk about lining, they speak about long term repair. He said instead of using a concrete pipe that is prone to failure to put a steel pipe or another type, to line it inside to not rely on the host pipe for its strength. Member Gurumurthy asked if the steel, or other, lining was not done in that portion of the main. Mr. Caldwell said no, it's not the construction of the PCCP is two layers of concrete and a steel cylinder, with cement lining on the inside, and prestressed wires, and another mortar coating to protect the wires on the outside. He said that is the typical cross section of a PCCP pipe and the typical installation of that type of pipe. He said the liner is instead of digging up the pipe, causing the road disruption, they can dig up in longer areas and push or pull the pipe through the existing main, so that they don't rely on the pipe that is degrading. Member Gurumurthy said for roads, they have a pacer score. She asked if there was a scoring that they have for the age and condition of the pipes. Mr. Caldwell said there are standard asset management practices to score. He said they have a standard matrix that they apply to transmission, where there are various categories for consequence of failure and likelihood of failure. He said those get applied, and the overall score then helps them to prioritize which areas in the system they need to spend their limited dollars. He said this main was in the top 10, and that is why it was one of the focal points as they moved forward. Member Gurumurthy said what she would like to see is all of the City of Novi scores, the age of the pipes, the conditions and the score from GLWA. She said this information would be nice to have, so they can see the conditions and be on the watch and being constantly aware of their scores. Mr. Caldwell said they can work with sharing that with the Department of Public Works, DPW. He said in all of the times where they had renewals that were needed, GLWA absolutely relied on the City DPW team and the people in community relation for coordination, and it was the utmost importance to them. He said they helped to shape the plan, and it was done in a very systematic way with their partners, because they rely on them for emergency connections and things like that. He said they have always been there to help them along the way and when they do these repairs. Member Gurumurthy said this was very true, and this additional information will be helpful to the city to be aware of what's going on. Member Gurumurthy asked what some of the specific lessons that they have learned with the breakage both before and after. Mr. Caldwell said Pete Fromm can talk about some of the lessons learned with the

boots on the ground working through the emergency. He said from an overall planning perspective, making sure the data they have is validated. He said they used their consultants and multiple structural engineers to evaluate the date, but maybe they would be more conservative with their renewal strategy on pipes that show up with broken wires. He said they learned a bit more conservativeness and to do more frequent inspections in high-risk areas. Member Gurumurthy said that was very good. She said she would like to formally request a community town hall so that the Novi residents can connect directly with the representatives of GLWA. Where they have the platform to ask questions and understand more about this particular problem and the future planning. She said hopefully GLWA updates their plan and comes back as it will be a nice way for residents to hear directly from them. Mr. Caldwell said they are more than willing to do that. Mayor Fischer said that GLWA did offer to come back after some time when things have settled down, but thinks it is a great idea that the City team can help coordinate as well.

Member Staudt said he kept reading about valve failures and said they got regular updates. He said valves are something that usually receive regular maintenance and testing period he asked how this failed, because it sounds like the valves were at least several of them were inoperable. He said this concerns him more than the pipes. He said the pipes are very difficult. He said the valves you can send somebody out to look at, do some testing, see and give them an idea of what the failure was that cause GLWA to not be able to close them. Mr. Fromm said they had two valves that gave them a hard time during their initial isolation. He said throughout southeast Michigan, they have approximately 5600 isolation gate valves throughout their entire system. He said they do have a valve exercising inspection program that they run throughout their group. He said they don't touch every valve every year. He said these two valves that were giving them a hard time during this isolation, isolated fine for them a few years ago. He said when they showed up on September 25th, they were having issues with those two valves, a larger valve which was 30 inches, and the bypass valve. He said the larger valves have the main valve that you open and close, and then it also has a bypass valve that allows you to equal the pressure on either side of that valve as you open up the main valve. He said the bypass valve was a six-inch bypass valve. He said they could not get it to close. Member Staudt asked if there are mechanical or electrical. Mr. Fromm said these are all hand-operated valves. He said they have large gate trucks that they put on the valves to be able to operate. He said at that point in time, he had both of their gate trucks out there hmm, and cruise turning valves by hand at the same time. He said when they couldn't get the bypass closed, they brought out a mechanical maintenance team to get down into the vault and do the inspection period he said at that point in time they figured out that the bypass valve was broken. He said there was damage taking place on the valve as well that made them go ahead and replace it at that time. He said when they do have to come back for isolating the 42-inch for repair or whatever the case may be, they know they can rely on it better. He said the other valve they had trouble with was a division valve from the 42-inch to the new 24-inch. He said it was an order valve that was put in, and they could not operate it at all. He said when you are trying to make a valve operate and you cannot get it to, you don't want to put too much torque on it he said you start getting concerned. He said that is why on the first evening, they went

from trying to operate it to installing an insertion valve to speed up that isolation. Member Staudt asked how long these two failed valves delayed the process: 12 hours, 24 hours, 5 hours. Mr. Fromm said it was probably around a six-hour time frame. He said he had not sat down to go through the entire timeline on the 1st 36 hours they were there getting the isolation, but it did slow them down in the beginning. He said that's why they have other crews to fall back on other valves to try to achieve the initial isolation. Member Staudt said GLWA discussed replacing 17 pipes and asked if that was segments of pipe. Mr. Caldwell said, yes, he believes it was 64. He said it is about 1,240 feet of pipe along 14 Mile Road. Member Staudt said in essence they are inserting steel pipe into there, and each of those is 20 feet longer or so. Mr. Caldwell said if they are going to do long segments like 100- 1,000 feet they would line it with steel. He said they would do exactly like they may be considering now for the 42-inch main. He said for these, because they are sporadic, they use a process in a proven technology called carbon fiber reinforced polymer. He said the carbon fiber is soaked in a resin and it gets put in layers and is structurally designed and there's connection points to the joints to it extends the life another 50 years. Member Staudt said he thinks the big question is when it is going to happen again. He asked if there was a plan in the long-term planning to replace this entire length of pipe. Mr. Caldwell said no, as of right now the pipe hasn't reached its effective useful life, but the management strategy as talked about was inspection, renew, inspection, identify, renew, and then inspect and continue that cycle. He said that's how the initial program was started in 2019-2020. He said that's one of the things they need to reevaluate if the pipe is degrading that quickly from 2019, do they need to consider their approach for the pipeline. Member Staudt asked if in 2019, was that a piece of the length of pipe where the failure occurred, and if it was previously inspected in 2019. Mr. Caldwell said it had not been inspected prior to that. Member Staudt said in 2019 it was fine, and then it degraded six years after. Mr. Caldwell said this particular pipe failed in 2019, it was inspected, and it had two areas on the pipe of five wire breaks. He said it could be one, but at most it'd be five in two separate areas. He said they renewed all of the pipeline, all of the pipes that were 20 wire breaks or more, because that's what the structural analysis determined to be approaching yield strength or past ultimate strength. He said some deterioration was acceptable, and that's what the re-inspection would determine; what the rate of failure would be over time. Member Staudt asked what if there was another failure in a year. He asked what GLWA's plan is at that point. He said as a city of 67,000, and the surrounding communities, they cannot anticipate this every year, or six months. He asked if GLWA was convinced they can get the 24-inch line on much quicker now that the valves have been replaced, and that they wont go through a prolonged period. Mr. Caldwell said they are not just relying on the 24-inch, and that it is a part of what their investigation and inspection of the pipeline that is underway right now. He said they will evaluate the data and how it has degraded until last week's inspection and then make a determination; do they slip line the whole thing, because they can't manage another failure, or is it acceptable if there are only a few pipes, or maybe any pipe that shows degradation they use CFRP on that particular section. He said, theoretically, the whole pipeline would be back to natural state. He said they're making those evaluations as they speak, and there may be an opportunity to use other technology to listen for these wire breaks. He said they are still evaluating what the plan is, and they are not going to put this back into service without understanding what

the plan is. He said mostly doing renewals before the 42-inch main is put back into service. Member Staudt asked how much money GLWA is expecting to pay for this from the break to the time they expect to walk away from it. Mr. Caldwell said it depends on how much renewal they do. He said if they reline the pipe, it may be a larger magnitude. He said if they spot repair using CFRP based on the degradation of the pipe, it would be less than $10 million.

Mayor Pro Tem Casey said she is looking forward to GLWA's town hall. She said for many people this was a very painful experience to go through especially after 2021 and 2017 for those who have been around for a long time. She said she appreciates GLWA coming in and sharing the information in a very factual way. She said she appreciates the recognition of City staff as well and the partnership they have. She asked if they could explain a bit more about how they are doing the inspections right now. She said they have not put the 42- inch back into service, and that they are inspecting it now and asked what that inspection process looks like. Mr. Caldwell said the process is twofold. He said one is a physical sounding and visual inspection. He said they sound the pipe to see if there are cracks. He said that's an obvious sign that the pipe is in the midst of failing. He said if they sound the pipe, it is, based upon hitting the pipe. He said you're not damaging the pipe, but you're hitting it to tell if it's still intact. He said what you're trying to find is if there are any hollows, which means the pipe is bulged and pulled apart and is a sign that the pipe has failed and needs to be renewed. He said the other way is with electromagnetic inspection. He said this is the technology used in the free-swimming tool pipe diver that was used in 2019. He said this is not a manned cart that gets pushed down the pipe while they are taking readings. He said they can see what is going on, slow down or go faster, and go over multiple areas if needed. He said it is more precises that the pipe diver. He said the pipe diver still gives good information, but it's flowing with the flow of the water, so you cannot stop and take a look at something. Mayor Pro Tem Casey asked what their normal inspection timeline looks like, because she heard it was inspected in 2019, and then again since 2019 before this happened. Mr. Caldwell said When they had failures before, they used that as an opportunity to get in. He said the areas were shut down and they were able to inspect again, so certain areas have had multiple inspections. He said the goal of the program that just started, this was their first inspection, the pipe was the first inspection with electromagnetic technology since GLWA and really for all DWSD pipes that he is aware of. He said it was pipeline #1 and the intent is every 7 or 10 years to go back and reinspect. He said it was going to be programmed in. He said the difficulty in establishing a new program similar to the valve question is the frequency of inspection period he said they only have 52 miles throughout the whole system that they've got electromagnetic inspections on. He said they had just started the program. He said it's kind of a lean program to begin, and they are moving to that more comprehensive program where they can do this throughout the system at a more regular basis. He said the approach was 7-10 years. Mayor Pro Tem Casey said that people are just curious when the last inspection was, what the maintenance plan is, what the inspection plan is and she said thank you for reinforcing that. She said he mentioned earlier that there is an effective useful life on a pipe and asked what it is. Mr. Caldwell said the effective useful life is, for various material types, the estimated time when a pipe should be renewed. He said we know some fail sooner, and some can last

longer. He said it is just a general rule of thumb for different material types and vintages to, as they start approaching the effective useful life, or see increased deterioration, they may be something more that they need to do to replace the whole pipeline instead of the strategic approach that is going on. Mayor Pro Tem Casey asked, since the existing pipe is over 50 years old, what is the effective useful life of the pipe. Mr. Caldwell said on average it is between 80 and 120 years. She said she would like to have a look at GLWA's CIP, and asked them to isolate Novi, and get it to the staff so that it can be shared. She said she also looks forward to having GLWA share the results of the inspections they are doing now and what else they might uncover that may alter how they do the maintenance and monitoring.

Member Heintz said thank you to GLWA for presenting and to City staff for doing a tremendous job keeping things going. He said he appreciates the honesty and humility with identifying what a surprise it was to them and how they are working through it. He said he appreciates the data driven approach, including the multiple different types of data being used, both eyes and electromagnetic and other approaches, some easy and some more scientific and objective. He said when he looked at the different timelines of failures, although he is not a fan of case studies or small data, it's worth noting and asking that failures occurred in October 2017, October 2021, October 2020, and then the 25th of September; He asked if that is a common issue or challenge, or if it is coincidental. Mr. Caldwell said he thinks it is coincidental primarily, but that they have noticed the same pattern. He said they also have high resolution pressure loggers that they try to correlate as far as what's going on in the system that's causing pressure spikes and can they correlate that to operations. He said they could not find a correlation. He said they are going to look and continue the investigation of operations and pressure transient to determine if that correlates at all. Member Heintz said he would strongly support that, because there are so many different parts. He said for example the integrity part, look at the pipe. He said one of his other questions is what we can do differently. He said he is interested to know if there are recommendations as far as if demand is too high at certain parts of the day, or if people need to stagger water usage for irrigation systems. He said we definitely want to work with GLWA to minimize the risk in the future as well. He said whatever the data suggests, he thinks that would be very interesting and helpful. He said to also consider climate changes, weather patterns or population shifts just to understand what is going on this time of year. He asked what the general recommendations would be to lower the risk and lower the stress use. Mr. Caldwell said the best way to reduce distress is to lower the pressure in the pipe. He said the pipe is built within design parameters, but if you reduce the pipe pressure, you reduce the stress on the wires, and it allows you to have more wire breaks before it reaches its strength limit. He said they are about to embark on a multiyear masterplan effort, and one of the strategies and tasks it to look at pressure zones in this area. He said what are things that they can do to potentially lower the pressure, not without coordination, but how we can protect the pipelines if they lower pressure and pump more frequently and do other things. He said all of those strategies will be looked at. Member Heintz asked if reducing the pressure is a GLWA thing or if it's related to usage. Mr. Caldwell said it's the GLWA, however they would coordinate with the City so that the City is able to maintain pressure within their system. He said it's not done in a vacuum. He said it is more of a theoretical investigation and a

cost benefit evaluation. He said if they can reduce pumping and there is only one community that needs a pump, they can possibly extend the life of the main and do it at a lower cost. He said those were the types of things they will be looking at with the master plan.

Member Thomas said that Mr. Caldwell talked about forecasting and that this pipe deteriorated significantly faster than it was expected to and asked how that affects other areas of the pipe and weaknesses and if that is an exercise that is ongoing now. Mr. Caldwell said he is having conversations about those multiple times a day with the program manager and their vendors as well. He said they want to first confirm data accuracy and see what's changed since 2019 and changed again to today, so they do not have official results yet, but they do see increased degradation in the pipe. He said they're still evaluating and they can tell there is increased degradation because of the failure. He said that rate of failure is significantly more that what their experts have seen. He said they are trying to follow what the experts say is the industry best practice by inspecting, renewing, inspecting and renewing. He said they are going to reevaluate the program moving forward and using all of this data to inform how the program changes moving forward. Member Thomas asked if it makes sense to then look at other spots in the pipe. She asked if it was something they had thought of and how they would proceed. Mr. Caldwell said absolutely that's on the table. Member Thomas asked if they've determined how they will go through and reevaluate. Mr. Caldwell said that they are still managing the data that's coming in and doing their best to proactively renew and get this back to normal operating service as quickly as they can. He said the whole main will be in question as they move forward and they may now have the loop which makes it easier to take portions of the main out of service in a systematic way to take it down and inspect it and use the data to help inform the program. Member Thomas said as this has been talked through, she kept hearing the word redundancy. She said she thinks of the word redundancy as usually a failover that is somewhat seamless. She asked when speaking about redundancy if that's what was supposed to happen, but then there were also valve failures. She said when they say the word redundancy is it the same as a short-term outage. Mr. Fromm said when they speak of the word redundancy in this area it could be a short term of being down. He said with the challenges they had with the isolation valves that prolonged them to be able to get to the isolation. He said If they didn't have the challenges with the valves they would have had flow over into Novi, NV-04, quicker than they did. Mr. Caldwell said it is not instantaneous; you would still need to build pressure. He said these are catastrophic failures. He said it's not like a little leak that gets into a big leak. He said it is a catastrophic failure that causes a decrease in overall system pressure, because the water is exiting the main break spot. He said it takes several hours to go out, locate those valves, shut the valves down in a systematic way not to cause any other main breaks within member partners or other systems to be able to shut it down. He said there were a number of valves that were required on this main to be shut down. He said several hours to half a day for a successful redundancy is what you would expect to see as a short outage. Member Thomas said technology was briefly talked about and how there are fibers to be able to detect spots where failures can occur. She asked if those systems are in place now anywhere and if there is any technology that is more proactive that will let them know when something is going to fail rather than waiting

for it to fail. Mr. Caldwell said no we do not have this in our system. He said it has been used over the last decade or two in various areas. He said there was nothing that is going to tell us where the next failure occurs, because the conditions are so variable from ground cover to crossing other infrastructure like gas mains and the impact of cathodic protection and imposed by other systems. Member Thomas said she knows that there are some things that could indicate whether something is ripe for failure, she said she doesn't know if the technology is there yet. She said she wouldn't mind seeing GLWA again, as a matter of fact she feels like there are still a lot of things that are open that she would love to hear follow up on such as updating the forecast of the pipe and the proactive steps that are being taken. She said she appreciates GLWA being there and knows it was a very difficult circumstance, but wants to make sure they know, and the community knows that they are paying attention, and she is sure they are doing that.

Member Smith asked if there was any way to automate the closing of the valves, they are huge and likely take a bit of horsepower to close them. Mr. Fromm said throughout the system they do have some valves that are automatic operation. He said those are in certain areas of their system, and they put those valves in different positions through the operation. He said the reason they don't put them on all the valves is because the more technology you put on them, the more you rely on ovation and communications that could fail. He said it could put a valve from open to closed position. He said that is why they don't put all of the valves on an electrical system. Member Smith said that makes sense, more failure points. He said his other question is how this line compares to similar age and size construction lines in the system. He asked if this line was an outlier, either very good or very bad or if it's in the same ballpark as other lines. Mr. Caldwell said they have 430 miles of PCCP in the system. He said they know that there's certain vintages of construction of the PCCP that may be more challenged by the manufacturing process and practices at the time period he said this is of the 1970s vintage which has had problematic issues with manufacturing. He said that's part of the reason why it is one of the higher priorities of the system as the likelihood is that there may be issues. He said they may be seeing those here and they have to look at those and look at the results period he said in general they have some going back to the 1960s through now, but they are concerned with the vintage of the 1970s. Member Smith said that they were speaking about water pressure across the city, and he understands from the document they provided that there is about a 200 foot elevation change between the highest and lowest point of Novi in that the line sits at one of the higher points. He asked what it equates to in terms of the pressure that they have to run in the lines to make sure everyone is happy with their water pressure. Mr. Caldwell said He thought it was between 80 and 100 PSI on the line when he looked last, but he can get back to the council regarding the pressure. He said if you do not have the 80 to 100 PSI then water can't flow through the city. He said if you are relying on another machine that has a lower hydraulic grade line water pressure and may not get up the hill as well. He said he would defer to PW on the difference between elevation within the system and how the flow of water occurs through Novi. Member Smith thanked GLWA for the presentation and said thank you to the City staff. He said this was a big deal in Novi and said hopefully we can learn from this one and put in new technology. He said he likes the idea of using the sounding tests sending unmanned vehicles through the pipes regularly to check it out.

Mayor Fischer thanked GLWA for presenting and answering questions. He said GLWA started their comments with something important period he said it isn't just an inconvenience when something like this happens especially for a full 22 to 24 hours. He said they have school impacts where children can't go to school, and a major hospital system here in Novi as well. He said he thinks that GLWA knows the importance but wants to explain that is why the City takes it very seriously, because it's not just an inconvenience to their residents there's many more downstream impacts that he knows need to be recognized as well. He said he looks forward to hearing from GLWA again under better circumstances, and with more communication to the residents.

PUBLIC HEARINGS: None

CITY MANAGER REPORT:

City Manager Cardenas said he wanted to quickly shout out Sheryl Walsh-Malloy, Director of Community Relations, Scott Roselle, Water & Sewer Manager, Jeff Herczeg, Director of DPW, Erick Zinser, Chief of Police and Director of Public Safety, and all of the staff who pitched in. He said all of the departments really did a great job.

ATTORNEY REPORT: None

AUDIENCE COMMENTS:

Eric Brown, 24742 Portsmouth Ave, said he has been a resident for over 24 years. He said his comments are in the spirit regarding the water crisis. He said the city of Novi puts public safety as a priority. He said the residents here about the good things their police and firefighters do. He said we should prioritize safe, clean drinking water as a priority of our public safety. He said the citizens and businesses of Novi have endured long enough the water problems over the last eight years period he said he declared this as a crisis and wants someone to take action. He said he had zero confidence GLWA. He asked the council to please develop a plan to keep the water infrastructure updated.

Eleanor Thompson, 24071 Glenridge, said she has lived in Novi for 55 years. She said she has a problem because she doesn't understand how in nine different local cities such as Wayne, Plymouth, Canton, Northville, and Farmington can only have a garage sale for three days. She said some are with a permit and some are without a permit. She said she had a neighbor that had a garage sale for the entire summer, and another neighbor that has had a garage sale for over a month period she said she's talked to the police about it. She said she just got her driveway done to be a black top driveway, and she had to put something at the end of the driveway, so people do not turn into it. She said there needs to be something on the ballot. She said people don't want to have a store, and that is what's happening. She said people have a right not to have a store in their sub.

Robert Thomas, 51200 E Bourne Terrace, said he was at the meeting because of the water main break. He said he has been listening to the experts from GLWA and from what he is

understanding is that they don't have a system together. He said they are still in an initial stage. He asked how much longer the residents of Novi have to go through this. He said Novi is not a poor community, it is a wealthy community. He said he thinks the city government needs to monitor what GLWA is doing. He said nobody is inspecting them. He said the gentleman said they're using the electromagnetic testing process, but evidently that's not working. He said GLWA mentioned continuous monitoring and said that is what they need to do because people are suffering. He said his biggest pet peeve is with the city. He said the city designated 2 water stations for people to come in and fill their containers. He said what about people that are sick and can't get there or the people that don't have any family members or anyone to help. He said he didn't hear about the city advertising anything like that. He said there have been other suburbs that have had water issues, but not as bad as Novi and they provided bottled water, and then used city facilities such as forest stations, police stations and government stations. He said the city didn't do any of that and asked why. He said we have the means and resources. He said the plan that GLWA has now is flawed and there are a lot of problems. He asked how much longer they have to go through with that. He said that they pay very good taxes, and he thinks they need action taken. He said if they cannot be represented, then the residents need to make sure they put somebody in the Council seats that make sure they get it.

CONSENT AGENDA REMOVALS AND APPROVALS:

CM 25-10-128 Moved by Thomas, seconded by Casey; MOTION CARRIED: 7-0

To approve the Consent Agenda as presented.

A. Approve Minutes of:
September 22, 2025 - Regular Meeting

B. Consideration of request to transfer ownership of an existing Class C & SDM license from Luna Properties LLC to DD Novi, LLC (dba Desi District), located at 42875 Grand River Ave, Suite 104, Novi, MI 48375.

C. Approval of the 2025-2026 Winter Maintenance Agreement between the City of Novi and the Road Commission for Oakland County.

D. Approval of a Storm Drainage Facility Maintenance Easement Agreement for three single-family Lombardo Homes located on the west side of Novi Road north of 9 Mile Road (parcels: 50-22-27-478-040, 041, and 042).

E. Approval of Traffic Controls Order 25-24 through 25-31 for various regulatory signs for Hummingdale Boulevard and Hummingdale Circle within the Beacon Hill subdivision.

F. Approve Resolution authorizing the filing of a Petition necessary to Convert Existing County Drain Facility in Novi, now known as the Walled Lake-Novi Water

Resource Recovery Facility Sewage Disposal System, into a Chapter 20 Drain to be identified as Walled Lake-Novi Water Resource Recovery Facility Drain

G. Approval of claims and warrants – Warrant 1189.

Roll call vote on CM 25-10-128 **Yeas: Gurumurthy, Heintz, Smith, Staudt, Thomas, Fischer, Casey**
Nays: None

MATTERS FOR COUNCIL ACTION:

1. Consideration of selection of HED/BRW for Design and Engineering Services for the new Public Safety Facilities, subject to negotiation of an acceptable professional services agreement.

City Manager Cardenas Said this recommendation comes from a comprehensive process that included the city's owner's representative, Plante Moran Realpoint staff, and the Finance and Administration Committee of City Council. He said based on the submitted proposal and two rounds of interviews and pricing negotiations, they have arrived at the conclusion in proposal in front of the Council. He said the bid for services was not the lower bid. He said it was for the best qualified during the process. He said HED has shown their team has the depth necessary with 800 strong total employees with the partnership they've built for the proposal and an impressive public safety expertise. He said they have recently built new buildings to handle this project size. He said their project experiences have a catalog of over 4,550 different public safety facilities along with their impressive list of references supporting the staff and Finance Administration Committees' recommendation. He said most importantly, the proposal before City Council was within the bond proposed budget. He said throughout this evaluation they found HED rose above the rest of the submitters providing stronger coordination, faster delivery, and less risk. He said they're a Michigan company headquartered in Oakland County, allowing them to have easy access to their team working on the project. He said finally, HED has the relevant experience as it pertains to green construction practices that the City Council has raised previously. He said they also have technology allowing their clients to virtually maneuver and experience the building almost a virtual reality environment. He said most importantly bringing all of those components together for the trades so they could filter through the different layers of the building to ensure that all of the trades are on the same page. He said this will limit confusion and unwanted change orders. He said in the end staff consultants and council members found HED to provide a more robust staff initiative design and proven track record and will be the best and most qualified consultant to help them through the phase of this project. He said representatives from HED were present to stand by for questions.

Mayor Pro Tem Casey said, as a member of the Finance and Administration Committee, they did have both firms speak to them. She said she thinks both firms were qualified. She said HED really stood out to her because some of the questions she was interested in was understanding their process. She said she is not an architect and is not going to give feedback on how they design or how that process works. She said she was seeking to

understand how they resolve situations where they have stakeholders that range from Chiefs, who are the experts, to the rest of the stakeholders in the administration and how they will address conflicting feedback. She said those were the kinds of questions answers she was seeking to understand and felt very comfortable after having the conversations with H e.g. that they are the right firm to choose to move forward with. She said they are always cost conscious and they're very fiscally responsible and focused group of individuals on the council. She said this is not one of the instances where cost is the bottom-line deciding factor. She said when you look at everything that is going to happen with building the three buildings, it's a measure of understanding the people and having accessibility to staff. She said it's also a measure of comfort knowing that things are going to happen and this is going to be the firm that will help resolve the problems they run into.

CM 25-10-129 **Moved by Casey, seconded by Staudt: MOTION CARRIED: 6-1**

Approval of HED/BRW for Design and Engineering Services for the new Public Safety Facilities, subject to negotiation of an acceptable professional services agreement by PMR and the City Manager and City Attorney's offices and appropriate approval by the City.

Member Heintz said he appreciates the feedback from all involved in this process. He asked for some elaboration on going with a company that was not the lowest bidder, but the most qualified. He said he looks at it as if he has a pile of money and can spend X amount of resources on something and leftover money can be used for something else. He said if this company has a cost more than the alternative option, will the money be available to spend on other resources. He asked if it is seen that those costs will be recouped because of more efficient ways of going about and working with the company. He asked if this meant there was $800,000 less available for other resources.

Mayor Fischer said he will address the cost a bit. He said there are certain things in his life such as getting a concrete poured at his house, where he would hire the lowest bidder. He said, another example is if his children needed heart surgery, he would choose the most qualified surgeon and not worry so much about the cost. He said in this situation, after sitting in the hour-long Finance Committee interviews, they definitely got the feel that the recommended firm was much more qualified. He said City Manager Cardenas did a very good job outlining the reasons. He said in the memo received from PMR, Plante Moran Realpoint, they articulated that either firm the City went with, including HED, is under the budget they proposed. He said they are not taking away from anything else in the project, and it is still under the budget that they would have anticipated for. He said additionally they were very clear that as far as looking at market rates, HED is withing what you would expect as far as a range for the typical market.

City Manager Cardenas said there is not a line-by-line document that they can see the savings, instead it is more in terms of a whole package. He said this is in terms of his remarks, in terms of the different services they brought to the table, and the more robust

and comprehensive than the other firm in terms of the review. He said in terms of that $800,000, it may go to something else in the project. He said when looking at their book of experience and buildings they have constructed in his and the staff's opinion HED had a more robust and comprehensive tea, that brought to the table the best buildings possible. He said if they went with HED, just looking at their buildings across Michigan and the country, with the team they brought to the table, it made everyone including the chief feel better in terms of experience not just in fire stations, but with the public safety facility also. He said the other firm really specialized in fire stations. He said having the ability to have a chief there that just built a building in Texas, that did a public safety facility with a fire and police station, they were able to resonate with Chief Zinser and could act as a conduit between the two entities. He said, again, these are not just line items they can point to, but this company will give them more of the whole comprehensive package, and can be a better service to them, and get the best buildings as possible for the residents, and team. Mayor Fischer said this includes the combined essential services complex for Northville Township who come as high references.

Member Heintz said he wants to clarify he is not a 'go with the low bid' kind of person. He said he values the importance of going with someone with the quality, trust, and best fit for the city. He said it is a balance, because at the end of the day they still have a budget and need to understand the impact. He said he had another question related to comparing the two entities. He said he is sure there is a lot involved, and it made just be coincidentally that he found an overlap, but when looking at the two companies' comparison he noticed that the sustainability lead for both HED & DLZ was the same person. He said he was curious if that was coincidental or if that can happen from time to time with big teams. City Manager Cardenas said originally both firms had OHM as their engineer. He said it's like HED was the echelon for bringing this whole team together to build the buildings. He said yes, the sustainability might be another consultant that they're partnering with period he said OHM was a partner for both of them. He said since then, HED went with a different engineering firm and gave the city a reduced rate for engineering services, saving about $250,000. He said they had identified same partners in the proposals that were brought to the City, that they were engaging partners in the area that would be working with either firm that they chose.

Member Staudt said he has been working on construction projects for the last 5 years. He said one of the things he has learned is that architectural and engineering firms will have a huge influence on the use of contingency, and in this case there's at least 10% contingency which is a minimum of five and a half million dollars. He said in the event they do a better job of planning, they do a more thorough job of understanding the project, the chances of using that contingency goes down dramatically. He said he's learned from very hard lessons at an investment in good architecture and good engineering has a huge effect on the overall project cost. He said he is not saying the other firm would not do a great job, but if you're paying somebody a significant premium, what comes with that is an expectation of a higher level of premium service. He said as they discussed the terms of what they were expecting as council members with the two groups, the group that's been recommended clearly understood the reluctance to use

contingency as a backstop for bad planning. He said they hired staff who spent hours interviewing, reviewing, and evaluating their actions. He said he's very comfortable with the recommendations that were made. He said they were extremely difficult on both groups about pricing. He said they were told to go back and sharpen their pencils, and they did and this group more than the other which had a lot to do with the recommendation to go with them. He said this wasn't just then presenting their proposal and it getting picked. He said this was them presenting a proposal, being given feedback to do better, and they did that. He said as far as the OHM issue, it wasn't a coincidence. He said OHM has a long history with the City of Novi, and both firms understood that and thought that would give them a step up, and perhaps it doesn't. He said that is not the most important part. He said the most important part is getting the absolute best service for the tax dollars that they are spending. He said the Finance Committee were extreme fiduciaries of the bond money. He said it's not just this particular contract, it was the road contract that will come another day. He said they asked for savings of millions of dollars, so this isn't just a one stop thing where they went and saw these teams for 15 minutes. He said this was an accumulation of many hours of study, in determination. He said for them not to go with the recommendation of staff and Plante Moran, is just saying they're not capable of making decisions and that they are capable of making them with much less information.

Member Thomas said that to make sure everyone is on the same page, she wanted clarification on the difference in price on the two firms in dollars. City Manager Cardenas said the total difference in bid pricing was about $800,000. Member Thomas asked if the bid process could be explained as far as if this was an open bid where anyone could submit, or something different. City Manager Cardenas said through the expertise of the owner's representation, there was an invitation to bid. He said there was a bid process, he wasn't sure how many firms were invited but believed seven were invited to bid. He said he believes five were brought in to interview between staff and the owner's representation. Member Thomas asked what the criteria were to get an invitation. City Manager Cardenas said that was through discussions between the owner's rep and the City in terms of the availability, size, and experience. He said they didn't want to just put it out there for a general bidding process and receive a multitude of bids. He said they wanted it to be a pre-qualified bidding using the expertise of our owner's rep to allow them to filter through and make sure they have the best possible area representatives that might partner with national firms. He said there was a thoughtful process involved that identified some really good robust firms, not too big to give them the best local perspective for the projects. Member Thomas said it sounded like the groundwork was laid upfront to make sure that they only talked to people who would qualify to do the job and asked if that was accurate. City Manager Cardenas said that was accurate. She said with that being said, she wonders if there was an amount that would have been acceptable to say 'nope, that's too much' or 'were not spending that much'. She said if the council knows they're qualified, maybe there are reasons they liked more than the other, but knowing that the invitation process was specifically tailored to make sure there wasn't anyone who could come in and wasn't able to do the job that is 1 concern we would have period she said she knows that everyone did a lot of work and there's a lot of people who put effort into that and she is not trying to question their judgment. She

said if it wasn't so much money, she probably wouldn't talk about it at all. She said she still has a lot of faith in her colleagues and staff, but it is so much and thinks it is a very significant amount. She said she'd like to touch base on a couple of other things as they heard about contingencies. She said she just wants to be clear that because one company they have faith in handling a contingency budget, that doesn't mean the other company who is also qualified doesn't know how to handle or manage a contingency. She said when it comes to the negotiation process, it was said that one company came down a lot, and one company didn't come down as much. She asked if it could be explained a bit about initial bid versus negotiation and the negotiated bid. City manager Cardenas said it looks like in terms of DLZ he thinks the initial bid was $3.6 million, and HED was $4.9 million, and then came down to $4.5 million after changing their engineering partner firm. Member Thomas asked about the negotiated price from DLZ and if their price came down. City Manager Cardenas said they did not come down at all. Member Thomas said the way she sees it is if there is a difference in services that will be provided from one bid to another. City Manager Cardenas said he believes HED had some additional components to their bid in terms of offering technology, assistance, construction, and assistance that they can be an authorized user of. City Manager Cardenas said from other standpoints including those of other council members, the big thing they saw with HD that was not shown with DLZ was the virtual reality component where they could put all of the building structure into one place to see how it will work, taking the different layers off and on such as HVAC, technology, and piping. He said that would limit the use of contingencies, because there should be no confusion. He said this is a virtual reality, 3D layout of your buildings that every contractor can look at their components and tie it to. He said if something is not going to work it would be shown in the 3D environment. He said that's one thing that they did not see with other applicants presented to them. Member Thomas said HED went from $4.9 million down to $4.5 million and asked if we lost anything with that adjustment. City Manager Cardenas said he doesn't believe so, a lot of that was the engineering firm in the $200,000 they saved. Chris Vogelheim, Principal, Sector Leader HED, said some of it was as they were doing the proposal process they went through detailed negotiations for the contract and look at what they were proposing to make sure it was aligned. He said there were a couple of spaces where they were a bit heavy on the amount of engagement, the amount of meetings they had to come in, and had an out-of-town design firm who they were partnered with to bring the best expertise. He said they had a slight reduction in the number of meetings and were able, through negotiations with their civil engineering partner, find some value there. Member Thomas said if there was no significant change in what the company was doing, it felt like it was overbid from the beginning. She said that's why you would have one company that can come down and another one that can't. She said one company starts giving you their best rate, and another company that doesn't. She said that's a concern she has and just the sheer volume of money. She said she finds it problematic because it's very large. She said she knows as they have gone through this process, she has been hesitant and that fiscal responsibility is one of the biggest things. She said she's not trying to make it sound like her colleagues are not fiscally responsible with what she is trying to communicate. She said she just thinks it is too much to overlook knowing that they specifically made sure that there were only qualified companies bidding. She said she doesn't know that there would be much more

information that would sway her, but it is a large amount that makes her too uncomfortable to say she would support this.

Member Gurumurthy said she wore her corporate hat when looking at the agenda knowing there were options and went through a PEW analysis across criteria and thought why they select who they selected. She said thankfully she was able to talk to the finance administration committee members and was able to understand the reasons of why. She said that including going into the minutes, there are details between HED & DLZ including the number of projects there was a difference. She said in addition to that the city manager laid out the details of the decision and the reasons. Come she said it is very good to put all of these facts into a document itself. She said it's beneficial if someone asks, but after talking to the finance administration committee members she feels good about this decision.

Member Smith said his biggest concern through this process is the environmental standards. He said they're building the buildings, and he thought DLZ did a better job of explaining what their plans were for that process. He asked if HED can sell him on the vision of the buildings from an environmental sustainability standpoint. Chris Vogelheim, Principal, Sector Leader, HED, said HED started the USGBC chapter in Detroit. He said they were founding that chapter, so sustainability has been a part of their DNA for a long time. He said of their principals, Paul Goldsmith was instrumental in educating the metro Detroit community on lead. He said both obviously supporting HED as in office and making sure they had a lot of folks who were credentialed for the USGBC as well as competitor firms. He said the legacy of Paul and what they do from sustainability is a part of what they do in and free project. He said they are an integrated practice and are fortunate enough to have full mechanical electrical engineering, structural as well as architectural. He said what that helps them to do is energy modeling at the front end of everything they do. He said they are there to help and did bring a national design partner. He said when he looks at their expertise at combined public safety facilities the scale of the project, he believes it aligns with this project. He said they do energy modeling from the start with passive strategies. He said they start with things like facing S, sorts of building materials, and all of those decisions which are made early in design to help support a more sustainable project. He said then they look at the systems, even though there is no lead certification system there's the AIA committee on the environment top 10 framework. He said it's a way of shepherding and looking at everything from community impact to energy analysis to water reduction. He said that is all part of their design process, and they go through that and document it so it's transparent and available to residents to understand that they are balancing what's most impactful sustainability strategies that they can. He said they are not necessarily going to pay for the certification which she doesn't think is a problem because they are documenting what they are doing to make sure it's the best use of the funds to get sustainability. He said the last part of it is their system development. He said his engineers, they go through a lot of life cycle cost analysis on MEP systems and their building envelope. He said they will constantly be working on knowing most of the time civic buildings are 50 years before you get the chance to touch them again. He said having done a lot of projects for both community and other sectors the value of longevity over short term investment they will work with the

council on consulting and the construction manager partner to make sure they are making smart decisions for the community on those systems and getting the value out of them. Member Smith says he agrees on possibly not pursuing the lead certification as he would rather have money in the systems versus money in a nice flag that says that they are leads certified. He said it's a 22% difference in cost from the lower bid to the higher bid, about half of a percent of the total project. He said it's not an insignificant amount of money, and he does have questions about that.

Mayor Fischer said there are about four or five major decisions that City Council will have as it relates to the public safety facilities. He said in reality most of the work will be done by the chiefs, the staff when it comes down to picking the color, carpet and chairs and all of that. He said realistically it got put to the voters. He said they have to pick an engineering firm, Owners Rep, and construction firm that will do the majority of the work outside of those. He said they start to get into details that shouldn't be handled by a seven person part-time body that has no real expertise in this. He said that's why they hired plant Moran to come in and help them dive through these things and make the value propositions. He said he's not an engineer by trade and doesn't build buildings by trade and that's why he has them come in to help them determine when he's looking at 2 beds if one firm is more valuable even if it costs $800,000 more than the other. He said their recommendation was unanimous with that of staff. He said sitting as a part time elected official, he has no reason to believe that the Chiefs are lying to him or that Plante Moran is and that this is the best value proposition. He said he also takes a lot of the cost when they talk about project in strides to think they are talking about buildings that are expected to last 50 years plus. He said this incremental $800,000 in his view is talking about $16,000 a year of the life of the buildings in order to get the highest quality firm that came before their staff and their owners Rep. He said when you amortize that over 50 years of the buildings you were talking $16,000 a year, about $4000 per building per year. He said he thinks that is pretty realistic and reasonable. He said he believes member stout had a good way of viewing the financials as well. He said that when you hire a more qualified firm you hire someone who is going to lessen the change orders and the time it's going to take to build this, and this is a firm that is much bigger and can handle the speed of doing four or five buildings at one time. He said you end up saving much more money than you're probably spending on the incremental premium that you're paying up front. He said those are some of the many reasons he continues to support the firm that has been recommended to them.

Roll call vote on CM 25-10-129 **Yeas: Heintz, Smith, Staudt, Fischer, Casey, Gurumurthy**
Nays: Thomas

2. Consideration of approval to engage Shockey Consulting to facilitate the Novi 2050 planning process for $156,000 as recommended by the Long-Range Strategic Planning Committee.

Assistant City Manager Danielle Mahoney said since ending the previous contract earlier that summer with the previous consultant, staff has been working closely with the

committee to identify the right partner to guide them into the future. She said in the next phase of Novi 2050 planning process they feel confident in Shockey Consulting's approach and experience. She said they are familiar with their body of work. She said staff has seen their portfolio and they have produced plans from communities that they are familiar with. She said they're aware of their caliber of work and staff fully supports the committee's recommendation to move forward. She said personally she has had many conversations with Shockey's team and what's presented before the council is what she believes the third iteration she said they have been going back and forth with them as well before it got to this point to put in front of the council and what they think is best for flex, both staff, the committee, and the vision that the community seems to have for the future city. She said if approved, they will bring the formal contract back to council for consideration at a following meeting. She said given the timeline they were working with, the committee just met last week, and they wanted to get this item in front of the council for consideration. She said in the meantime staff is working with the Shockey team to get the contract shored up in preparation of the next meeting.

Mayor Pro Tem Casey said she appreciates Assistant City Manager Mahoney's comments on the matter. She said this is something they have continued to look at and part of what she appreciates about Shockey is their willingness to engage with the city. She said if you look at the pulse panel, that is the way they can bring residents into the process in addition to the workshops and focus groups. She said that is the Council's opportunity to get their feedback as they continue to build out what the project looks like. She said you'll see that they also want to make sure that the project team are the city employees who have expressed interest in being engaged in how they build the plan. She said those people have a real purpose as well. She said this was very important to make sure that they got it right and appreciates the work of Assistant City Manager Mahoney and Shockey getting documentation in front of the Council. She said the timeline presented, multicolored document, is what they have been working with Shockey to refine. She said there is more work to be done, and they want to make sure it is all sold and exactly what they're expecting it to be. She said what was presented was about 85% what they will end up with. She said she is very pleased with the work done. She said the last couple of slides was Shockey's proposal. She said they have a long list in the back of the proposal for add on services as well, but they have figured out the majority of the ones that will be used and are bringing that into the agreement already. She said she is aware this is a process that they have never gone through where they are trying to do a strategic plan, hired an initial company, and then misalignment came and it didn't work out. She said this new organization did both Lenexa and Olathe, and while everyone was in Kansas City she remembers them saying this is what they wanted.

CM 25-10-130 **Moved by Casey, seconded by Smith: MOTION CARRIED 7-0**

Approval to engage Shockey Consulting to facilitate the Novi 2050 planning process for $156,000, as recommended by the Long-Range Strategic Planning Committee.

Member Heintz said that all sounded great, and he was excited and interested to

continue to learn more about the potential focuses in this. He said when he thinks of long-range strategic planning, sustainability overlaps with it. He asked if this aligns with some of the things they are currently doing with boards and commissions such as the sustainability committee. Assistant City Manager Mahoney said if the Council recalled some of the work they did with directors and the futurist back in March, there were upcoming trends identified and very impactful for the City in the next 25 years. She said they will definitely be revisiting that work and everything is on the table. She said the existing plans, master plans, Parks and Rec plans, and everything will be folded into what is ultimately this vision. She said she thinks it's a great time from a sustainability perspective and from any lens. She said the committees will definitely be engaged. She said that will be a great opportunity to throw in what they hope to see out of their plans in the respective committees. Member Heintz said he is looking forward to the encouragement of making sure they are ready to move forward with the plan. He said we should try to put money aside, like earmark money in the budget, or start appropriating whatever is suggested. He said they are going to bring them a plan, and then it is up to them to enact the plan and make it worth everything. He said he wants to make sure that we have prepared to act on some of the actions that as they are put forward. He said he is looking forward to welcoming this.

Member Thomas said she wanted to point out the same thing Mayor Pro Tem Casey did: that they have never done this before. She said she thinks it is about time they are doing this and making sure that they are actively looking at what the future holds. She said she appreciates the work that staff and the committees are doing. She said we should make sure we are looking forward and preparing the city for the future.

Member Gurumurthy said while going through the process it was very good that they were able to identify that a pivot was needed. She said doing the interviews has been great. She said they have been very detailed, and she is all about the details. She said you can look at the timeline, which is really good, and knowing it is flexible is also very nice. She said they are looking forward to executing this. She said she appreciates all the support. She said she thinks there is a lot of exciting opportunities about the Novi 2050 plan but also challenges to think about to. She said she cannot wait to start.

Member Smith said this may be the most important thing that they are looking at what the City will look like in 50-75 years. He said he is unlikely to be around for that, but it's good to know that they are looking that far ahead. He said they can't rely on explosive growth to keep funding them and bringing people into Novi, so they have to become more strategic. He said, as Member Heintz did, this will overlap with a lot of things such are the mobility committee, environmental committee, and everything else. He said he is looking forward to working with the consultants when they come. He said the futurist presentations they did was life changing for him. He said it changed how he is looking at a lot of things. He said he is looking forward to supporting this.

Roll call vote on CM 25-10-130 **Yeas: Smith, Staudt, Thomas, Fischer, Casey, Gurumurthy, Heintz**
Nays: None

3. Consideration of approval to award the contract to People Driven Technology for Meadowbrook Commons security camera additions of $32,866.

City Manager Cardenas said this will add 12 new cameras to help with security at Meadowbrook Commons. He said this has been reaffirmed by the need of the residents. He said there was a town hall and there were concerns about security, specifically the entryway.

CM 25-10-131 **Moved by Thomas, seconded by Gurumurthy: MOTION CARRIED 7-0**

Consideration of approval to award the contract to People Driven Technology for Meadowbrook Commons security camera additions in the amount of $32,866 and amend the budget.

Roll call vote on CM 25-10-131 **Yeas: Staudt, Thomas, Fischer, Casey, Gurumurthy, Heintz, Smith**
Nays: None

CONSENT AGENDA REMOVALS: None

AUDIENCE COMMENT:

Steve Gable, 40595 Kingsley, said he lives in Haverhill and there was a water main break a couple of weeks ago. He said they still have the big crater in the front of the neighborhood. He said there's a going forward issue they have period he said he'd like to thank the City of Novi police the day when the break happened an officer showed up by the name of mark with 29 years of experience. He said he was unseen and drove the neighborhood so he could show him where the potential emergency exit was. He said as they know, they had one lane one in one lane out. He's of one lane is not usable right now and then they have 10 feet to get in and out of the neighborhood. He said thank you to the police for driving this city and neighborhood with them that morning and making sure that they were safe. He said in relation to the crisis management there has been representatives from the city up there around the time the break happened between 7:00 AM and about 2:30 in the afternoon when updates were provided on the website. He said it would have been nice if they had communicated at the moment to say 'something happened' 6 feet from their entrance. He said or if they were there to let them know what website to go to or podcast or whatever he said this especially should have happened in a tremendous crisis where 3/4 of the city lost water just feet from their home. He said his last issue is that in the next few weeks road construction happens and when they start to fill the hole, they may have to widen it in order to finish the repair. He said it is a possibility they may lose their last remaining egress or ingress to the neighborhood. He said hopefully there are contingency plans and people don't start thinking later how they're going to use the neighborhood. He said when he drove with the officer, he showed him where Kingsley Court and 14 Mile were, and it is a potential

ingress egress emergency point. He asked that somebody at the meeting keeps that in mind, so they don't lose that he said thank you to everyone for all of their hard work over the last few weeks and looks forward to working with them over the next few weeks. Mayor Fischer said the last point raised was a relatively important one, and asked City Manager Cardenas to connect and make sure there are no issues.

COMMITTEE REPORTS:

1. **Environmental Sustainability Committee - Councilmember Smith**

Member Smith said the committee met last week and discussed a pilot program for food waste, composting, and resident communications and education programs. He said they discussed water quality testing on Shawood lake to establish a baseline condition for whatever they end up doing there. He said the next meeting is October 29th at 5:30 in the Mayor's Conference Room.

2. **Long-Range Strategic Planning Committee - Mayor Pro Tem Casey**

Mayor Pro Tem Casey said her update was encompassed in the previous discussion regarding the 2015 Novi plan.

3. **Ordinance Review Committee - Mayor Fischer**

Mayor Fischer said they talked about a couple of different issues. He said he would say the longest and biggest one had to do with the changes to boards and commissions and looking at streamlining that process to move to one appointment time for all of the different boards and commissions. He said he would encourage his colleagues to check the packet for that information.

MAYOR AND COUNCIL ISSUES: None

COMMUNICATIONS: None

ADJOURNMENT – There being no further business to come before Council, the meeting was adjourned at 8:52 P.M.

_____
Cortney Hanson, City Clerk

_____
Justin Fischer, Mayor

Date approved: October 21, 2025

_____
Transcribed by Alyssa Craigie,
Administrative Assistant

CITY OF NOVI CITY COUNCIL
OCTOBER 21, 2025

SUBJECT: Consideration of a request for Fireworks Display Permit by City of Novi Community Relations, to be operated by ACE Pyro, on Friday, November 21, 2025 for the community event, Light the Lights to be held at Twelve Mile Crossing at 44175 W 12 Mile Rd, Novi, MI 48377.

SUBMITTING DEPARTMENT: City Clerk

KEY HIGHLIGHTS:

- The City of Novi Community Relations department has requested a Fireworks Display permit for the Light the Lights event, scheduled for November 21, 2025.
- The fireworks show would be launched from the parking lot South of Emagine Theater at Twelve Mile Crossing.
- ACE Pyro has overseen several fireworks displays in Novi over the past several years.

BACKGROUND INFORMATION:

The Michigan Fireworks Safety Act requires the applicant to furnish adequate insurance coverage with the Fireworks Permit Application. The Certificate of Liability Insurance is acceptable and provides an endorsement listing the City of Novi as an Additional Insured.

The Novi Fire Department has conducted a site inspection, and an additional inspection will occur once the show is complete. Additional Police and Fire Department personnel will be assigned for the duration of the event to ensure that all safety measures and processes are adhered to according to the fireworks permit.

The City ordinance includes standards for Council review of applications as follows:

c. The city council may, but is not obligated to, issue a permit in consideration of whether:
    1. The permit application is complete and conforms to the requirements of this chapter.

2. The proposed discharge of fireworks will have an adverse effect upon the public.
3. The time, duration and location of the fireworks will unreasonably disturb the peace of neighboring property owners.
4. Any other reason that affects the public health, safety, and welfare.

RECOMMENDED ACTION: Consideration of a request for Fireworks Display Permit by City of Novi Community Relations, to be operated by ACE Pyro, on Friday, November 21, 2025 for the community event, Light the Lights to be held at Twelve Mile Crossing at 44175 W 12 Mile Rd, Novi, MI 48377.

2025 Application for Fireworks Other Than Consumer or Low Impact

FOR USE BY LEGISLATIVE BODY OF CITY, VILLAGE OR TOWNSHIP BOARD ONLY
DATE PERMIT(S) EXPIRE:

Authority: 2011 PA 256	The **LEGISLATIVE BODY OF CITY, VILLAGE OR TOWNSHIP BOARD** will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability, or political beliefs. If you need assistance with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this Legislative Body of City, Village or Township Board.

TYPE OF PERMIT(S) (Select all applicable boxes)

- ☐ Agricultural or Wildlife Fireworks
- ☐ Articles Pyrotechnic
- ☑ Display Fireworks
- ☑ Public Display
- ☐ Private Display
- ☐ Special Effects Manufactured for Outdoor Pest Control or Agricultural Purposes

NAME OF APPLICANT	ADDRESS OF APPLICANT	AGE OF APPLICANT 18 YEARS OR OLDER
ACE Pyro, LLC	13001 E Austin Road, Manchester, MI	☑ YES ☐ NO
NAME OF PERSON OR RESIDENT AGENT REPRESENTING CORPORATION, LLC, DBA OR OTHER Andrew Leonard	ADDRESS PERSON OR RESIDENT AGENT REPRESENTING CORPORATION, LLC, DBA OR OTHER 13001 E Austin Rd, Manchester, MI	
IF A NON-RESIDENT APPLICANT (LIST NAME OF MICHIGAN ATTORNEY OR MICHIGAN RESIDENT AGENT)	ADDRESS (MICHIGAN ATTORNEY OR MICHIGAN RESIDENT AGENT)	TELEPHONE NUMBER
NAME OF PYROTECHNIC OPERATOR Andrew Leonard	ADDRESS OF PYROTECHNIC OPERATOR 13001 E Austin Rd, Manchester, MI	AGE OF PYROTECHNIC OPERATOR 18 YEARS OR OLDER ☐ YES ☐ NO

NO. YEARS EXPERIENCE	NO. DISPLAYS	WHERE
10+	50+	MI, IL, IN, WI, NY

NAME OF ASSISTANT	ADDRESS OF ASSISTANT	AGE OF ASSISTANT 18 YEARS OR OLDER
		☐ YES ☐ NO
NAME OF OTHER ASSISTANT	ADDRESS OF OTHER ASSISTANT	AGE OF OTHER ASSISTANT 18 YEARS OR OLDER
		☐ YES ☐ NO

EXACT LOCATION OF PROPOSED DISPLAY
Southwest Parking Lot, 12 Mile Crossing Mall, Novi, MI 48377

DATE OF PROPOSED DISPLAY	TIME OF PROPOSED DISPLAY
11/21/25	Approx 7PM

MANNER AND PLACE OF STORAGE, SUBJECT TO APPROVAL OF LOCAL FIRE AUTHORITIES, IN ACCORDANCE WITH NFPA 1123, 1124 & 1126 AND OTHER STATE OR FEDERAL REGULATIONS. PROVIDE PROOF OF PROPER LICENSING OR PERMITTING BY STATE OR FEDERAL GOVERNMENT

None, fireworks will be brought from company storage

AMOUNT OF BOND OR INSURANCE (TO BE SET BY LOCAL GOVERNMENT)	NAME OF BONDING CORPORATION OR INSURANCE COMPANY
$10,000,000	Acrisure

ADDRESS OF BONDING CORPORATION OR INSURANCE COMPANY
3737 Park East Dr. STE 204 Beachwood, OH. 44122

NUMBER OF FIREWORKS	KIND OF FIREWORKS TO BE DISPLAYED (Please provide additional pages as needed)
Approx 200	3" Shells
Approx 200	2.5" Shells

SIGNATURE OF APPLICANT	DATE
Andrew Leonard	9/30/25

Application for Fireworks Other Than Consumer or Low Impact

NUMBER OF FIREWORKS	KIND OF FIREWORKS TO BE DISPLAYED

Instructions for Application for Fireworks Other Than Consumer or Low Impact

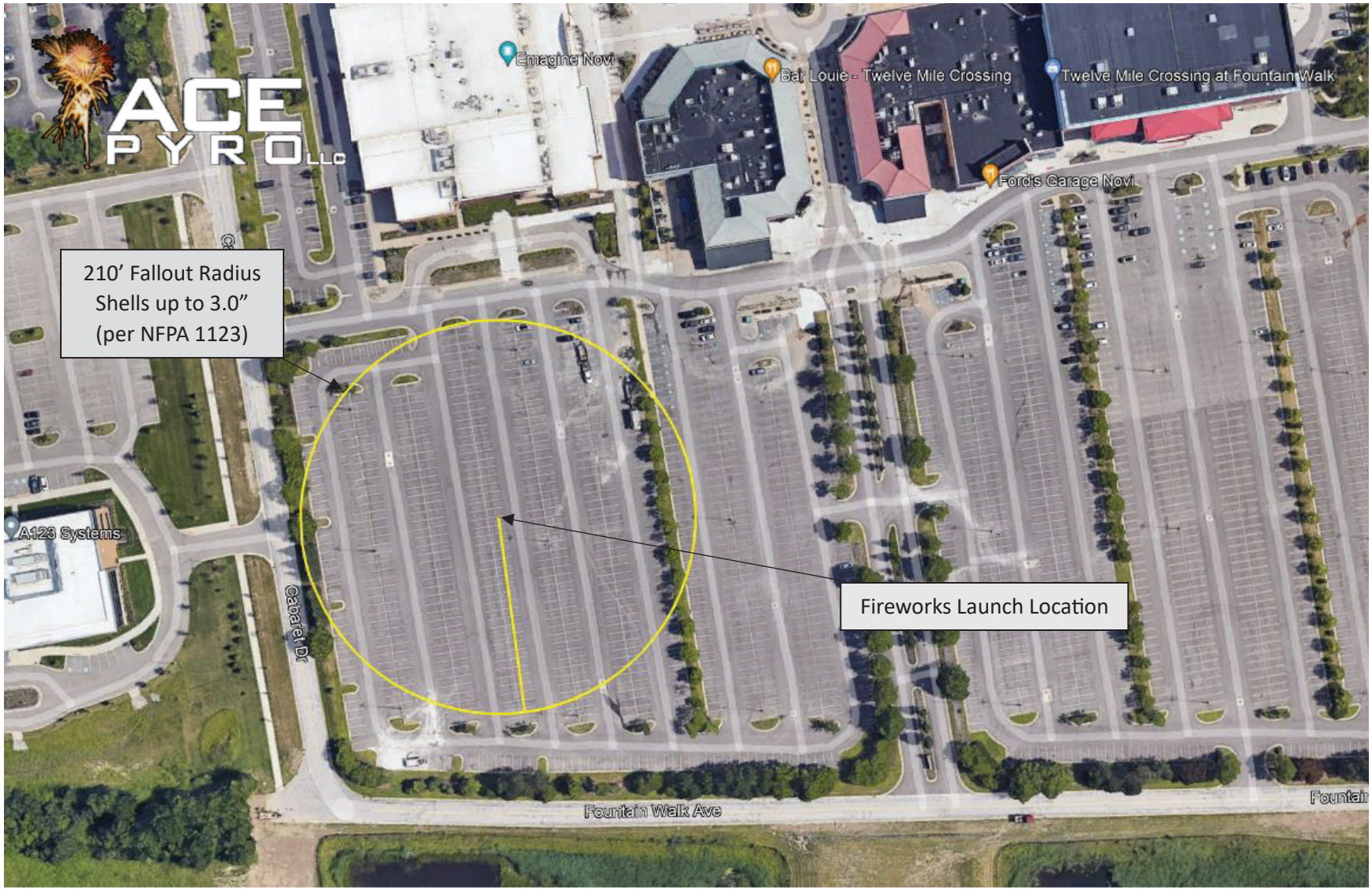
Applications shall be submitted to the legislative body of a city, village or township board. A permit may be issued as a result of official action by the legislative body. A permit shall be valid only for use within the limits of the jurisdiction of the legislative body of a city, village or township board.

1. Type of Permit – check all boxes that may apply to the type of permit needed. You may select several permit types depending on your fireworks display. You may check with your legislative body of a city, village or township board for assistance when making your selection. Please review the following definitions to determine which type of permit to select:
    - Agricultural or Wildlife Fireworks – devices distributed to farmers, ranchers, and growers through a wildlife management program administered by the US Department of Interior or Michigan DNR.
    - Articles Pyrotechnic – 1.4G fireworks for professional use only that is classified as UN0431 or UN0432.
    - Display Fireworks – 1.3G fireworks for professional use only
    - Special Effects Manufactured for Outdoor Pest Control or Agricultural Purposes – devices with a combination of chemical elements or compounds capable of burning independently of the oxygen of the atmosphere and designed and intended to produce an audible, visual, mechanical or thermal effect for pest or animal control.
    - Public Display – a fireworks display that is open to all persons for viewing.
    - Private Display – a fireworks display that is not open to the general public for viewing.
2. Name of applicant – list the name of the applicant. The applicant may be a person representing an organization, group, firm or corporation, or self. If the applicant is also the operator, enter the same name in the operator's section.
3. Address of applicant – complete the address of the applicant; include the street address, city, state and zip code.
4. Name of person or resident agent representing corporation, LLC, DBA or other – list the name of the person or resident agent that represents the corporation, LLC, DBA or other.
5. Address of person or resident agent that represents the corporation, LLC, DBA or other – list the address of the person or resident agent representing the corporation, LLC, DBA or other.
6. Non-resident applicant – list the name of the non-resident applicant. A non-resident applicant shall appoint a Michigan attorney or Michigan resident agent in writing to be the applicant's legal representative upon whom all service of process in any action or proceeding may be served.
7. Name of pyrotechnic operator – list the name of the pyrotechnic operator. The pyrotechnic operator is the person in charge of the display. The legislative body of a city, village or township board shall rule on the competency and qualifications of the operator before granting a permit and may require an affidavit from the applicant as to the operator's experience, former pyrotechnic accidents, criminal record, sobriety, etc.
8. Address of pyrotechnic operator – list the address of the pyrotechnic operator; include the street address, city, state and zip code.
9. Age of the pyrotechnic operator – list the age of the pyrotechnic operator; the operator must be 18 years of age or older.
10. Name of assistant – list the name of the assistant to the pyrotechnic operator;
11. Address of assistant – list the address of the assistant; include the street address, city, state and zip code. If there is more than one assistant, please list additional assistants on a separate sheet and include the address and age of those additional assistants.
12. Age of assistant – list the age of the assistant to the pyrotechnic operator; the assistant must be 18 years or older.
13. Name of other assistant – list the name of other assistant to the pyrotechnic operator.
14. Age of other assistant – list the age of the assistant to the pyrotechnic operator; the assistant must be 18 years or older.
15. Exact location of proposed display – list the address of the exact location of the proposed fireworks display.
16. Date of proposed display – indicate the date of the proposed fireworks display; only one display date can be used per application.
17. Time of proposed display – indicate the time of the proposed fireworks display.
18. Manner and place of storage - indicate the manner and place of storage within the legislative body of a city, village or township board of fireworks that are ready for display, just prior to the display in the area of exhibition. The legislative body of a city, village or township board shall obtain approval from the local fire authorities of the manner and place of storage before any permit is issued.

19. Amount of bond or insurance - the issuing legislative body of a city, village or township board shall set the amount of and proof of bond or insurance for the protection of the public to satisfy claims for damages to property or personal injuries arising out of any act or omission on the part of the person, firm or corporation, or any agent or employee of the applicant. The applicant shall assure the bond or insurance required is provided.
20. Name of bonding corporation or insurance company – provide the name of the bonding corporation or insurance company for which the bond was issued through.
21. Address of bonding corporation or insurance company – list the address of the bonding corporation or insurance company; include the street address, city, state and zip code.
22. Number of fireworks and kind of fireworks to be displayed– indicate the total amount of fireworks proposed for the display or use and a description of the type of fireworks for display; such as 10 aerial bombs, 30 aerial rocket bursts, etc.
23. The application is valid for the calendar year in which the application was received and permit was issued.
24. Permit fees shall be established by the legislative body of a city, village or township board and shall be submitted to and retained by legislative body of a city, village or township board.
25. Permitting will be in compliance with the Michigan Fireworks Safety Act, PA 256 of 2011, MCL 28.466, Section 16.
26. **Mail the application to the legislative body of a city, village or township board within the location jurisdiction of the display.** DO NOT mail the application to the Bureau of Fire Services (BFS). If mailed to the BFS, it will be returned to the sender.

2025 Light up the Lights

Fireworks Site Map



U.S. Department of Justice
Bureau of Alcohol, Tobacco, Firearms and Explosives

Federal Explosives License/Permit
(18 U.S.C. Chapter 40)

In accordance with the provisions of Title XI, Organized Crime Control Act of 1970, and the regulations issued thereunder (27 CFR Part 555), you may engage in the activity specified in this license or permit within the limitations of Chapter 40, Title 18, United States Code and the regulations issued thereunder, until the expiration date shown. **THIS LICENSE IS NOT TRANSFERABLE UNDER 27 CFR 555.53.** See "WARNINGS" and "NOTICES" on reverse.

Direct ATF Correspondence To	ATF - Chief, FELC 244 Needy Road Martinsburg, WV 25405-9431	License/Permit Number	**4-MI-161-20-6D-12625**
Chief, Federal Explosives Licensing Center (FELC)	Marna Howard	Expiration Date	**April 1, 2026**

Name
ACE PYRO LLC

Premises Address (Changes? Notify the FELC at least 10 days before the move.)
13001 E AUSTIN RD
MANCHESTER, MI 48158-

Type of License or Permit
20-MANUFACTURER OF EXPLOSIVES

Purchasing Certification Statement
The licensee or permittee named above shall use a copy of this license or permit to assist a transferor of explosives to verify the identity and the licensed status of the licensee or permittee as provided by 27 CFR Part 555. The signature on each copy must be an original signature. A faxed, scanned or e-mailed copy of the license or permit with a signature intended to be an original signature is acceptable. The signature must be that of the Federal Explosives Licensee (FEL) or a responsible person of the FEL. I certify that this is a true copy of a license or permit issued to the licensee or permittee named above to engage in the business or operations specified above under "Type of License or Permit."

Mailing Address (Changes? Notify the FELC of any changes.)
ACE PYRO LLC
13001 E AUSTIN RD
MANCHESTER, MI 48158-

Licensee/Permittee Responsible Person Signature | Position/Title

Printed Name | Date

Previous Edition is Obsolete ACE PYRO LLC:13001 E AUSTIN RD:48158:4-MI-161-20-6D-12625:April 1, 2026:20-MANUFACTURER OF EXPLOSIVES

ATF Form 5400.14/5400.15 Part I
Revised September 2011

Federal Explosives License (FEL) Customer Service Information

Federal Explosives Licensing Center (FELC)
244 Needy Road
Martinsburg, WV 25405-9431

Toll-free Telephone Number: (877) 283-3352
Fax Number: (304) 616-4401
E-mail: FELC@atf.gov

ATF Homepage: www.atf.gov

Change of Address *(27 CFR 555.54(a)(1))*. Licensees or permittees may during the term of their current license or permit remove their business or operations to a new location at which they intend regularly to carry on such business or operations. The licensee or permittee is required to give notification of the new location of the business or operations not less than 10 days prior to such removal with the Chief, Federal Explosives Licensing Center. The license or permit will be valid for the remainder of the term of the original license or permit. **(The Chief, FELC, shall, if the licensee or permittee is not qualified, refer the request for amended license or permit to the Director of Industry Operations for denial in accordance with § 555.54.)**

Right of Succession *(27 CFR 555.59)*. (a) Certain persons other than the licensee or permittee may secure the right to carry on the same explosive materials business or operations at the same address shown on, and for the remainder of the term of, a current license or permit. Such persons are: (1) The surviving spouse or child, or executor, administrator, or other legal representative of a deceased licensee or permittee; and (2) A receiver or trustee in bankruptcy, or an assignee for benefit of creditors. (b) In order to secure the right provided by this section, the person or persons continuing the business or operations shall furnish the license or permit for for that business or operations for endorsement of such succession to the Chief, FELC, within 30 days from the date on which the successor begins to carry on the business or operations.

(Continued on reverse side)

Cut Here ✂

Federal Explosives License/Permit (FEL) Information Card

License/Permit Name: **ACE PYRO LLC**

Business Name:

License/Permit Number: **4-MI-161-20-6D-12625**

License/Permit Type: **20-MANUFACTURER OF EXPLOSIVES**

Expiration: **April 1, 2026**

Please Note: Not Valid for the Sale or Other Disposition of Explosives.

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 12/18/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Acrisure Great Lakes Partners Insurance Services
223 West Grand River Ave #1
Howell MI 48843

CONTACT NAME:
PHONE (A/C, No, Ext): 216-658-7100 **FAX (A/C, No):** 216-658-7101
E-MAIL ADDRESS: info@brittongallagher.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : James River Insurance Company	12203
INSURER B : Everest Denali Insurance Company	16044
INSURER C : AXIS Surplus Insurance Company	26620
INSURER D : Arch Specialty Insurance Company	21199
INSURER E : Accident Fund Insurance Company of America	10166
INSURER F :	

INSURED
Ace Pyro LLC
13001 E Austin Road
Manchester MI 48158

COVERAGES **CERTIFICATE NUMBER:** 795102974 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	**GENERAL LIABILITY**			00136779-2	11/1/2024	11/1/2025	EACH OCCURRENCE	$ 1,000,000
	X COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
	CLAIMS-MADE X OCCUR						MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 1,000,000
							GENERAL AGGREGATE	$ 5,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG	$ 2,000,000
	POLICY X PRO-JECT LOC							$
B	**AUTOMOBILE LIABILITY**			GCD0010011-241	11/1/2024	11/1/2025	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
	X ANY AUTO						BODILY INJURY (Per person)	$
	ALL OWNED AUTOS / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	X HIRED AUTOS / X NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	$
								$
C	**UMBRELLA LIAB** X OCCUR			P-001-000839920-04	11/1/2024	11/1/2025	EACH OCCURRENCE	$ 4,000,000
	X **EXCESS LIAB** CLAIMS-MADE						AGGREGATE	$ 4,000,000
	DED RETENTION $							$
E	**WORKERS COMPENSATION AND EMPLOYERS' LIABILITY** Y / N	N / A		ARP12001356000 (MI)	11/1/2024	11/1/2025	X WC STATU-TORY LIMITS OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT	$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000
D	Excess Liability #2			UXP1048247-03	11/1/2024	11/1/2025	Each Occurance Aggregate Total Excess Limits	$5,000,000 $5,000,000 $9,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Additional Insured extension of coverage is provided by above referenced General Liability policy where required by written agreement.

CERTIFICATE HOLDER

Proof of Insurance

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):
City of Novi, all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers thereof
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. **Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

MEMORANDUM

TO: CORTNEY HANSON, CITY CLERK

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

INITIATED BY: MICHAEL BENDER, DETECTIVE MB

SUBJECT: FIREWORKS APPLICATION-
LIGHT THE LIGHTS

DATE: OCTOBER 3, 2025

APPLICANT:
ACE Pyro, LLC
13001 E. Austin Road
Manchester, MI 48158

VENUE OF EVENT:
Twelve Mile Crossing
Southwest parking lot
Novi, MI 48377

DATE OF EVENT:
11-21-25 at approximately 7:00pm

INFORMATION:
The Novi Police Department received this request from the Novi City Clerk's Office to review a Fireworks application which will be displayed at Twelve Mile Crossing in the Southwest parking lot. ACE Pyro LLC has been contacted by the City of Novi to provide a fireworks display for the Ligh the Lights program.

INVESTIGATION:
A CLEMIS inquiry was conducted for ACE Pyro LLC. The check revealed nothing of concern that would disqualify any applicant from approval.

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

cityofnovi.org

October 2, 2025

TO: Cortney Hanson - City Clerk
Melissa Morris – Deputy City Clerk

FROM: Andrew Copeland – Fire Marshal

RE: Approval Letter for fireworks display on November 21, 2025.

The loading and discharging of fireworks reviewed for compliance with the following laws and codes:

- **2015 International Fire Code** (City adopted Fire Prevention Code)
- **P.A. 328 of 1931** as Amended, State of Michigan Fireworks Law
- **NFPA 1123**, Code for Fireworks Display

RECOMMENDED for APPROVAL, with the Following Conditions:

1) The vendor for the display is Ace Pyro LLC., contact is Andrew Leonard.

2) Absolutely no smoking or use of open flames in the safety zone.

3) All unauthorized personnel and the general public will be kept away during the fireworks being loaded and fired off. **There is a radius of 210' for the fallout zone. See Map Attached.**

4) The storage method and location of the fireworks prior to the show shall be provided and shall be in compliance with NFPA 1123, at no time shall the storage of fireworks be left unattended.

5) The installation of the motor tubes and racks or other launch devices shall be inspected prior to the loading of any pyrotechnics device by a fire department representative.

6) The firing method of the pyrotechnics devices shall be electronic means **ONLY**.

This fireworks show is proposed to have 3.0" shell as the largest shell to be shot off. This review and approval is based on this information and the submittal by Ace Pyro LLC. **At no time shall a shell larger than 3.0" be used in this show.**

Contract Service Agreement

This contract is between ACE Pyro, LLC (herein referred to as "ACE"), a Michigan based-company with its principal place of business at 13001 E. Austin Rd, Manchester, Michigan 48158 AND

Name of Sponsoring Organization: City of Novi – Light the Lights
(Herein referred to as "Sponsor")

Sponsor Contact Name: Jeanette Handy

Mailing Address of Sponsor: 45175 Ten Mile Rd. Novi, MI 48375

Email Address of Sponsor: jhandy@cityofnovi.org Sponsor Phone: (248) 347-0416

Billing Contact Name: _____
(If different from above)

Billing Address: _____
(If different from above)

Billing Email Address: _____ Billing Phone: _____
(If different from above) (If different from above)

ACE will supply the professional fireworks display(s) listed below including all necessary fireworks materials, equipment and personnel in accordance with the specifications agreed to by the parties.

1. Display(s)

Display Date	Rain Date	Total Budget	Deposit Amount	Deposit Due
November 21, 2025	TBD	$5,000	$2,500	August 21, 2025

2. Contract Period
This contract will be for one fireworks display.

3. Budget
If a budget larger than that listed under section 1 is available, additional fireworks will be added to increase the size and dramatic impact of the display.

4. Payment(s)
A deposits of 50% is due 120 days prior to the display date. If the contract is entered into fewer than 120 days prior to the display, a deposit of 50% is due upon entering into this contract. Full payment is due 5 days prior to the display date. The display shall not be fired until payment in full is made, or other payment arrangements

confirmed.

5. Licenses & Insurance

ACE shall carry and maintain applicable licenses, permits and insurance policies including general liability, auto and workers' compensation as required by law to conduct professional fireworks displays. ACE shall supply a certificate of general liability insurance in the amount of $10,000,000 naming the Sponsor as additional insured.

6. Inclement Weather

ACE will make every attempt to execute all fireworks displays as scheduled. ACE reserves the right to postpone a display for safety hazards caused by inclement weather. The Sponsor shall cover the additional costs reasonably incurred by shooting the display on a mutually agreed upon alternate date. The additional cost for shooting the display on an alternate date shall not exceed 10% of the display budget. The alternate date must fall within 90 days of the original display date or the display is subject to permanent cancellation.

7. Cancellation

The following fees schedule will apply should the Sponsor elect to cancel a display included in this contract. Cancellation 120 or more days prior to display date shall result in a cancellation fee of 10%. Cancellation within 120 days of the display date shall result in a cancellation fee of 25%. Cancellation within 5 days of the display date shall result in a cancellation fee of 50%. Displays postponed due to inclement weather not rescheduled for a date within 90 days following the original display date are subject to a cancellation fee of 50%.

8. Safety & Workflow

NFPA 1123: Code for Fireworks Display shall be followed at all times. All work shall be performed in a thoroughly workmanlike manner and in accordance with the highest standards of quality for such work. ACE personnel shall wear identifying name badges or shirts while working on site. Under no circumstances shall any person under the influence of drugs or alcohol be allowed within the setup area. Following the display ACE will inspect the fallout area for unexploded items or other hazards resulting from the fireworks display. The Sponsor shall conduct a final inspection of the display fallout area the morning following the display. Following the display, ACE shall be solely responsible for policing of the display setup area and for the removal of unexploded fireworks and the cleanup of material debris, the removal of any equipment from the display setup area, and the refilling of holes created by ACE or on behalf of ACE within the display setup area.

9. Security

The Sponsor and ACE will share responsibility ensuring that no unauthorized person enters the display setup area unless the person is escorted by, and supervised by, a member of the fireworks setup crew. During the display, the Sponsor agrees to furnish police and/or crowd security persons, ensuring adequate patrol of the fallout area until ACE advises that security is no longer necessary. ACE reserves the right to pause the display in the event that unauthorized persons enter the secured fallout area.

10. Marketing

ACE may use public displays for promotional use, including but not limited to video recording inviting current and/or potential customers to view the display setup site and the fireworks display. For private displays, ACE will seek approval from the Sponsor before making such invitations. In return for marketing privileges ACE may donate

products and services to enhance the display.

11. Force Majeure

ACE will take all reasonable steps to complete its obligations under this contract. However, ACE shall not be held responsible for failure to perform its obligations under this contract if such failure is a result of an act of God including extreme weather, natural disaster, terrorism, war, or any extraordinary circumstance beyond its control.

12. Hold Harmless

ACE agrees to indemnify and hold harmless the Sponsor, its agents and employees, against any and all liability claims, damages, losses, expenses and costs, including attorney fees that arise out of the display which is the subject of this agreement. The Sponsor agrees to give ACE prompt notice of any claims or demands and to cooperate with ACE, its insurance carrier, or its successors in interest or assigns, if any, in the defense of any such claims and/or demands. The Sponsor agrees to indemnify and hold ACE harmless against any and all liability claims, damages, losses, expenses and costs, including attorney fees that arise out of the display which is subject of this agreement, which are caused by the Sponsor and/or its agents, servants or employees negligence or failure to adhere to its responsibilities under this agreement.

13. No Partnership/Joint Venture

This agreement shall not be construed to create a partnership or joint venture between the parties or persons mentioned herein.

14. Terms & Conditions:

This agreement shall be governed by and construed in accordance with the laws of the state of Michigan. This agreement is non-binding irrespective of endorsement until a deposit (as per section 4) has been satisfied and notice presented by ACE. If for any reason a fully-executed contract and deposit is not received by ACE as of 14 days prior to the scheduled display date, this is contract will be deemed null and void.

Display Coordination Contact

Please provide information for a primary contact person who can be reached on the date of your event. This will help to ensure smooth and accurate execution of your display.

Jeanette Handy
Name

Creative Services Coordinator
Title

248.347.0416
Work Phone

586.925.0810
Cell Phone

jhandy@cityofnovi.org
Email Address

Contract accepted on behalf of **Sponsor**:

Signature

Jeanette Handy
Please Print Name

Creative Services Coordinator
Please Print Title

8/18/25
Date

Contract accepted on behalf of **ACE:**

Christy McAllister
Signature

Christy McAllister
Please Print Name

Display Manager
Please Print Title

8/19/25
Date

U.S. Department of Justice
Bureau of Alcohol, Tobacco, Firearms and Explosives

Federal Explosives License/Permit
(18 U.S.C. Chapter 40)

In accordance with the provisions of Title XI, Organized Crime Control Act of 1970, and the regulations issued thereunder (27 CFR Part 555), you may engage in the activity specified in this license or permit within the limitations of Chapter 40, Title 18, United States Code and the regulations issued thereunder, until the expiration date shown. **THIS LICENSE IS NOT TRANSFERABLE UNDER 27 CFR 555.53.** See "WARNINGS" and "NOTICES" on reverse.

Direct ATF Correspondence To	ATF - Chief, FELC 244 Needy Road Martinsburg, WV 25405-9431	License/Permit Number	**4-MI-161-20-6D-12625**
Chief, Federal Explosives Licensing Center (FELC)		Expiration Date	**April 1, 2026**

Name
ACE PYRO LLC

Premises Address (Changes? Notify the FELC at least 10 days before the move.)
13001 E AUSTIN RD
MANCHESTER, MI 48158-

Type of License or Permit
20-MANUFACTURER OF EXPLOSIVES

Purchasing Certification Statement

The licensee or permittee named above shall use a copy of this license or permit to assist a transferor of explosives to verify the identity and the licensed status of the licensee or permittee as provided by 27 CFR Part 555. The signature on each copy must be an original signature. A faxed, scanned or e-mailed copy of the license or permit with a signature intended to be an original signature is acceptable. The signature must be that of the Federal Explosives Licensee (FEL) or a responsible person of the FEL. I certify that this is a true copy of a license or permit issued to the licensee or permittee named above to engage in the business or operations specified above under "Type of License or Permit."

Mailing Address (Changes? Notify the FELC of any changes.)
ACE PYRO LLC
13001 E AUSTIN RD
MANCHESTER, MI 48158-

Licensee/Permittee Responsible Person Signature | Position/Title

Printed Name | Date

Previous Edition is Obsolete ACE PYRO LLC:13001 E AUSTIN RD:48158:4-MI-161-20-6D-12625:April 1, 2026:20-MANUFACTURER OF EXPLOSIVES

ATF Form 5400.14/5400.15 Part I
Revised September 2011

Federal Explosives License (FEL) Customer Service Information

Federal Explosives Licensing Center (FELC)
244 Needy Road
Martinsburg, WV 25405-9431

Toll-free Telephone Number: (877) 283-3352
Fax Number: (304) 616-4401
E-mail: FELC@atf.gov

ATF Homepage: www.atf.gov

Change of Address *(27 CFR 555.54(a)(1))*. Licensees or permittees may during the term of their current license or permit remove their business or operations to a new location at which they intend regularly to carry on such business or operations. The licensee or permittee is required to give notification of the new location of the business or operations not less than 10 days prior to such removal with the Chief, Federal Explosives Licensing Center. The license or permit will be valid for the remainder of the term of the original license or permit. **(The Chief, FELC, shall, if the licensee or permittee is not qualified, refer the request for amended license or permit to the Director of Industry Operations for denial in accordance with § 555.54.)**

Right of Succession *(27 CFR 555.59)*. (a) Certain persons other than the licensee or permittee may secure the right to carry on the same explosive materials business or operations at the same address shown on, and for the remainder of the term of, a current license or permit. Such persons are: (1) The surviving spouse or child, or executor, administrator, or other legal representative of a deceased licensee or permittee; and (2) A receiver or trustee in bankruptcy, or an assignee for benefit of creditors. (b) In order to secure the right provided by this section, the person or persons continuing the business or operations shall furnish the license or permit for for that business or operations for endorsement of such succession to the Chief, FELC, within 30 days from the date on which the successor begins to carry on the business or operations.

(Continued on reverse side)

Cut Here ✂

Federal Explosives License/Permit (FEL) Information Card

License/Permit Name: **ACE PYRO LLC**

Business Name:

License/Permit Number: **4-MI-161-20-6D-12625**

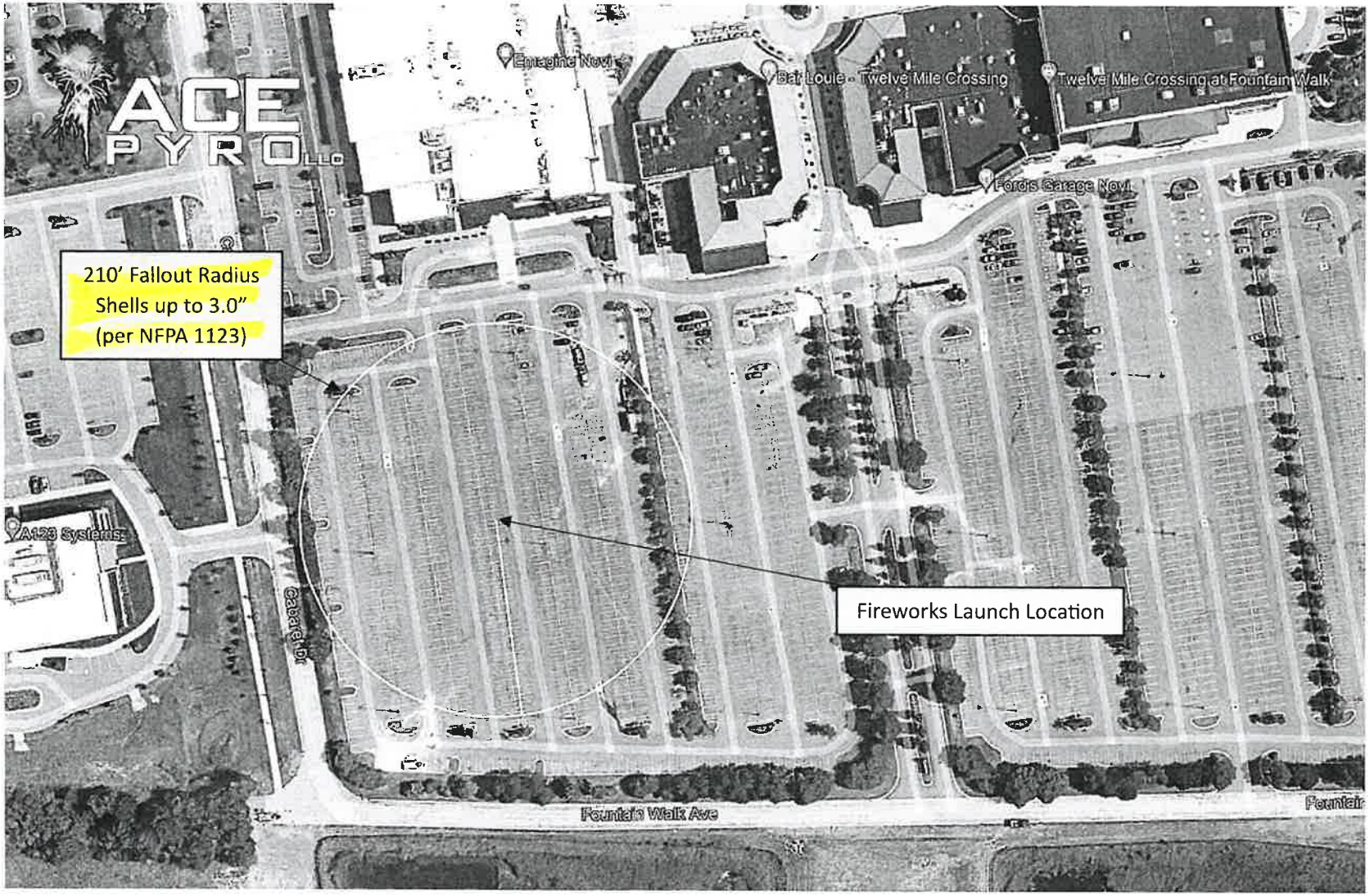
License/Permit Type: **20-MANUFACTURER OF EXPLOSIVES**

Expiration: **April 1, 2026**

Please Note: Not Valid for the Sale or Other Disposition of Explosives.

2025 Light up the Lights

Fireworks Site Map



2025 Application for Fireworks Other Than Consumer or Low Impact

FOR USE BY LEGISLATIVE BODY OF CITY, VILLAGE OR TOWNSHIP BOARD ONLY
DATE PERMIT(S) EXPIRE:

Authority: 2011 PA 256	The **LEGISLATIVE BODY OF CITY, VILLAGE OR TOWNSHIP BOARD** will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability, or political beliefs. If you need assistance with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this Legislative Body of City, Village or Township Board.

TYPE OF PERMIT(S) (Select all applicable boxes)

- [ ] Agricultural or Wildlife Fireworks
- [ ] Articles Pyrotechnic
- [x] Display Fireworks
- [x] Public Display
- [ ] Private Display
- [ ] Special Effects Manufactured for Outdoor Pest Control or Agricultural Purposes

NAME OF APPLICANT ACE Pyro, LLC	ADDRESS OF APPLICANT 13001 E Austin Road, Manchester, MI	AGE OF APPLICANT 18 YEARS OR OLDER [x] YES [ ] NO
NAME OF PERSON OR RESIDENT AGENT REPRESENTING CORPORATION, LLC, DBA OR OTHER Andrew Leonard	ADDRESS PERSON OR RESIDENT AGENT REPRESENTING CORPORATION, LLC, DBA OR OTHER 13001 E Austin Rd, Manchester, MI	
IF A NON-RESIDENT APPLICANT (LIST NAME OF MICHIGAN ATTORNEY OR MICHIGAN RESIDENT AGENT)	ADDRESS (MICHIGAN ATTORNEY OR MICHIGAN RESIDENT AGENT)	TELEPHONE NUMBER
NAME OF PYROTECHNIC OPERATOR Andrew Leonard	ADDRESS OF PYROTECHNIC OPERATOR 13001 E Austin Rd, Manchester, MI	AGE OF PYROTECHNIC OPERATOR 18 YEARS OR OLDER [x] YES [ ] NO
NO. YEARS EXPERIENCE 10+ / NO. DISPLAYS 50+	WHERE MI, IL, IN, WI, NY	
NAME OF ASSISTANT	ADDRESS OF ASSISTANT	AGE OF ASSISTANT 18 YEARS OR OLDER [ ] YES [ ] NO
NAME OF OTHER ASSISTANT	ADDRESS OF OTHER ASSISTANT	AGE OF OTHER ASSISTANT 18 YEARS OR OLDER [ ] YES [ ] NO

EXACT LOCATION OF PROPOSED DISPLAY
Southwest Parking Lot, 12 Mile Crossing Mall, Novi, MI 48377

DATE OF PROPOSED DISPLAY 11/21/25	TIME OF PROPOSED DISPLAY Approx 7PM

MANNER AND PLACE OF STORAGE, SUBJECT TO APPROVAL OF LOCAL FIRE AUTHORITIES, IN ACCORDANCE WITH NFPA 1123, 1124 & 1126 AND OTHER STATE OR FEDERAL REGULATIONS. PROVIDE PROOF OF PROPER LICENSING OR PERMITTING BY STATE OR FEDERAL GOVERNMENT

None, fireworks will be brought from company storage

AMOUNT OF BOND OR INSURANCE (TO BE SET BY LOCAL GOVERNMENT) $10,000,000	NAME OF BONDING CORPORATION OR INSURANCE COMPANY Acrisure

ADDRESS OF BONDING CORPORATION OR INSURANCE COMPANY
3737 Park East Dr. STE 204 Beachwood, OH. 44122

NUMBER OF FIREWORKS	KIND OF FIREWORKS TO BE DISPLAYED (Please provide additional pages as needed)
Approx 200	3" Shells
Approx 200	2.5" Shells

SIGNATURE OF APPLICANT Andrew Leonard	DATE 9/30/25

Instructions for Application for Fireworks Other Than Consumer or Low Impact

Applications shall be submitted to the legislative body of a city, village or township board. A permit may be issued as a result of official action by the legislative body. A permit shall be valid only for use within the limits of the jurisdiction of the legislative body of a city, village or township board.

1. Type of Permit – check all boxes that may apply to the type of permit needed. You may select several permit types depending on your fireworks display. You may check with your legislative body of a city, village or township board for assistance when making your selection. Please review the following definitions to determine which type of permit to select:
    - Agricultural or Wildlife Fireworks – devices distributed to farmers, ranchers, and growers through a wildlife management program administered by the US Department of Interior or Michigan DNR.
    - Articles Pyrotechnic – 1.4G fireworks for professional use only that is classified as UN0431 or UN0432.
    - Display Fireworks – 1.3G fireworks for professional use only
    - Special Effects Manufactured for Outdoor Pest Control or Agricultural Purposes – devices with a combination of chemical elements or compounds capable of burning independently of the oxygen of the atmosphere and designed and intended to produce an audible, visual, mechanical or thermal effect for pest or animal control.
    - Public Display – a fireworks display that is open to all persons for viewing.
    - Private Display – a fireworks display that is not open to the general public for viewing.
2. Name of applicant – list the name of the applicant. The applicant may be a person representing an organization, group, firm or corporation, or self. If the applicant is also the operator, enter the same name in the operator's section.
3. Address of applicant – complete the address of the applicant; include the street address, city, state and zip code.
4. Name of person or resident agent representing corporation, LLC, DBA or other – list the name of the person or resident agent that represents the corporation, LLC, DBA or other.
5. Address of person or resident agent that represents the corporation, LLC, DBA or other – list the address of the person or resident agent representing the corporation, LLC, DBA or other.
6. Non-resident applicant – list the name of the non-resident applicant. A non-resident applicant shall appoint a Michigan attorney or Michigan resident agent in writing to be the applicant's legal representative upon whom all service of process in any action or proceeding may be served.
7. Name of pyrotechnic operator – list the name of the pyrotechnic operator. The pyrotechnic operator is the person in charge of the display. The legislative body of a city, village or township board shall rule on the competency and qualifications of the operator before granting a permit and may require an affidavit from the applicant as to the operator's experience, former pyrotechnic accidents, criminal record, sobriety, etc.
8. Address of pyrotechnic operator – list the address of the pyrotechnic operator; include the street address, city, state and zip code.
9. Age of the pyrotechnic operator – list the age of the pyrotechnic operator; the operator must be 18 years of age or older.
10. Name of assistant – list the name of the assistant to the pyrotechnic operator;
11. Address of assistant – list the address of the assistant; include the street address, city, state and zip code. If there is more than one assistant, please list additional assistants on a separate sheet and include the address and age of those additional assistants.
12. Age of assistant – list the age of the assistant to the pyrotechnic operator; the assistant must be 18 years or older.
13. Name of other assistant – list the name of other assistant to the pyrotechnic operator.
14. Age of other assistant – list the age of the assistant to the pyrotechnic operator; the assistant must be 18 years or older.
15. Exact location of proposed display – list the address of the exact location of the proposed fireworks display.
16. Date of proposed display – indicate the date of the proposed fireworks display; only one display date can be used per application.
17. Time of proposed display – indicate the time of the proposed fireworks display.
18. Manner and place of storage - indicate the manner and place of storage within the legislative body of a city, village or township board of fireworks that are ready for display, just prior to the display in the area of exhibition. The legislative body of a city, village or township board shall obtain approval from the local fire authorities of the manner and place of storage before any permit is issued.

19. Amount of bond or insurance - the issuing legislative body of a city, village or township board shall set the amount of and proof of bond or insurance for the protection of the public to satisfy claims for damages to property or personal injuries arising out of any act or omission on the part of the person, firm or corporation, or any agent or employee of the applicant. The applicant shall assure the bond or insurance required is provided.
20. Name of bonding corporation or insurance company – provide the name of the bonding corporation or insurance company for which the bond was issued through.
21. Address of bonding corporation or insurance company – list the address of the bonding corporation or insurance company; include the street address, city, state and zip code.
22. Number of fireworks and kind of fireworks to be displayed– indicate the total amount of fireworks proposed for the display or use and a description of the type of fireworks for display; such as 10 aerial bombs, 30 aerial rocket bursts, etc.
23. The application is valid for the calendar year in which the application was received and permit was issued.
24. Permit fees shall be established by the legislative body of a city, village or township board and shall be submitted to and retained by legislative body of a city, village or township board.
25. Permitting will be in compliance with the Michigan Fireworks Safety Act, PA 256 of 2011, MCL 28.466, Section 16.
26. **Mail the application to the legislative body of a city, village or township board within the location jurisdiction of the display.** DO NOT mail the application to the Bureau of Fire Services (BFS). If mailed to the BFS, it will be returned to the sender.

CITY OF NOVI CITY COUNCIL
OCTOBER 21, 2025

SUBJECT: Adoption of Resolution approving the City's 2025 Transportation Asset Management Plan (TAMP).

SUBMITTING DEPARTMENT: Department of Public Works, Engineering Division

KEY HIGHLIGHTS:

- Local road agencies with at least 100 center line miles of road are required to submit a TAMP to the Transportation Asset Management Council (TAMC) on a 3-year cycle.
- Required by Public Act 325.

BACKGROUND INFORMATION:

Public Act 51 governs the distribution of transportation funds in Michigan. A Transportation Asset Management Council (TAMC) was established to promote better asset management practices among local road agencies and to ensure effective investment of Act 51 funds in Michigan roads and bridges. In 2018, Public Act 325 amended Public Act 51 to require road agencies responsible for 100 or more certified centerline mile of public roads to submit asset management plans to the TAMC every 3 years. The City, whose certified Act 51 mileage was 197.44 miles as of July 1, 2023, reports its transportation projects and associated costs to the TAMC annually. Per the PA 325 amendment, the City submitted its Transportation Asset Management Plan (TAMP) to the TAMC on October 1st this year for review. The only element needed to be in compliance with the state is proof of acceptance by the City Council, which this resolution will satisfy.

The TAMP covers four categories of road assets: pavement, bridges, culverts, and signals. The four categories were combined into the TAMP that was submitted to the TAMC. Please see the attached TAMP for more details regarding the City's asset management plans.

RECOMMENDED ACTION: Adoption of Resolution approving the City's 2025 Transportation Asset Management Plan (TAMP).

CITY OF NOVI

COUNTY OF OAKLAND, MICHIGAN

RESOLUTION
CITY OF NOVI TRANSPORTATION ASSET MANAGEMENT PLAN

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

PRESENT: Councilmembers_____

ABSENT: Councilmembers_____

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

WHEREAS ; the City of Novi is a Public Act 51 Local Road Agency responsible for 100 or more certified miles of road and

WHEREAS ; the Michigan Transportation Asset Management Council (TAMC) was established to expand the practice of asset management statewide and

WHEREAS ; Public Act 325 amended Public Act 51 of 1951 to require road agencies responsible for 100 or more certified centerline miles of public road to submit asset management plans to TAMC and

WHEREAS ; The City of Novi submitted a Transportation Asset Management Plan (TAMP) to the TAMC for review and

WHEREAS ; a requirement for the TAMP to be approved by TAMC is the proof of acceptance by the local road agency's governing body.

NOW THEREFORE, IT IS THEREFORE RESOLVED that the City of Novi's Transportation Asset Management Plan is approved by the City Council.

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 _____, 2025, 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

8. PROOF OF ACCEPTANCE

PUBLIC ACT 325

CERTIFICATION OF TRANSPORTATION ASSET MANAGEMENT PLAN

Certification Year: 2025

Local Road-owning Agency Name: City of Novi

Beginning October 2019 and on a three-year cycle thereafter, certification must be made for compliance to Public Act 325. A local road-owning agency with 100 certified miles or more must certify that it has developed an asset management plan for the road, bridge, culvert, and traffic signal assets. Signing this form certifies that the hitherto referred agency meets with minimum requirements as outlined by Public Act 325 and agency-defined goals and objectives.

This form must be signed by the chairperson of the local road-owning agency or the county executive and chief financial officer of the local road-owning agency.

Signature		Signature	
Printed Name		Printed Name	
Title	Date	Title	Date

Due every three years based on agency submission schedule

Submittal Date: _____

See attached council meeting minutes and/or resolution.

City of Novi's Transportation Asset Management Plan

A plan describing the City of Novi's transportation assets and conditions.

Prepared by:
City of Novi DPW
OHM Advisors

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EXECUTIVE SUMMARY

As conduits for commerce and connections to vital services, roads and bridges are some of the most important assets in any community, and other assets like culverts, traffic signs, traffic signals, and utilities support and affect roads and bridges. The City of Novi's roads, bridges, and support systems are also some of the most valuable and extensive public assets, all of which are paid for with taxes collected from ordinary citizens and businesses. The cost of building and maintaining these assets, their importance to society, and the investment made by taxpayers all place a high level of responsibility on local agencies to plan, build, and maintain roads, bridges, and support assets in an efficient and effective manner. This asset management plan is intended to report on how Novi is meeting its obligations to maintain the public assets for which it is responsible.

This plan identifies Novi's assets and condition and how the City maintains and plans to improve the overall condition of those assets. An asset management plan is required by Michigan Public Act 325 of 2018, and this document represents fulfillment of some of Novi's obligations towards meeting these requirements. However, this plan and its supporting documents are intended to be much more than a fulfillment of required reporting. This asset management plan helps to demonstrate Novi's responsible use of public funds by providing elected and appointed officials as well as the general public with the inventory and condition information of Novi's assets, and it gives taxpayers the information they need to make informed decisions about investing in Novi's essential transportation infrastructure.

INTRODUCTION

Asset management is defined by Public Act 325 of 2018 as "an ongoing process of maintaining, preserving, upgrading, and operating physical assets cost effectively, based on a continuous physical inventory and condition assessment and investment to achieve established performance goals". In other words, asset management is a process that uses data to manage and track assets, like roads and bridges, in a cost-effective manner using a combination of engineering and business principles. This process is endorsed by leaders in municipal planning and transportation infrastructure, including the Michigan Municipal League, County Road Association of Michigan, the Michigan Department of Transportation (MDOT), and the Federal Highway Administration (FHWA). The City of Novi is supported in its use of asset management principles and processes by the Michigan Transportation Asset Management Council (TAMC), formed by the State of Michigan.

Asset management, in the context of this plan, ensures that public funds are spent as effectively as possible to maximize the condition of the road and bridge network. Asset management also provides a transparent decision-making process that allows the public to understand the technical and financial challenges of managing transportation infrastructure with a limited budget.

The City of Novi (Novi) has historically had an "asset management" business process to overcome the challenges presented by having limited financial, staffing, and other resources while needing to meet road users' expectations. Novi is responsible for maintaining and operating 197 center lane miles of roads and 12 bridge structures. It is also responsible for 70 culverts and participates in a cost share of 50 signals (being wholly responsible for 23).

This 2025 plan identifies Novi's transportation assets and their condition as well as the strategy that the City uses to maintain and upgrade particular assets given Novi's condition goals, priorities of network's road users, and resources. An updated plan is to be released approximately every 3 years both to comply with Public Act 325 and to reflect changes in road conditions, finances, and priorities.

Questions regarding the use or content of this plan should be directed to City of Novi DPW.

1. PAVEMENT ASSETS

Novi is responsible for 197 center line miles of public roads. An inventory of these miles divides them into different network classes based on road purpose/use and funding priorities as identified at the state level: major road network, which is prioritized for state-level funding, and local road network.

Inventory of Assets

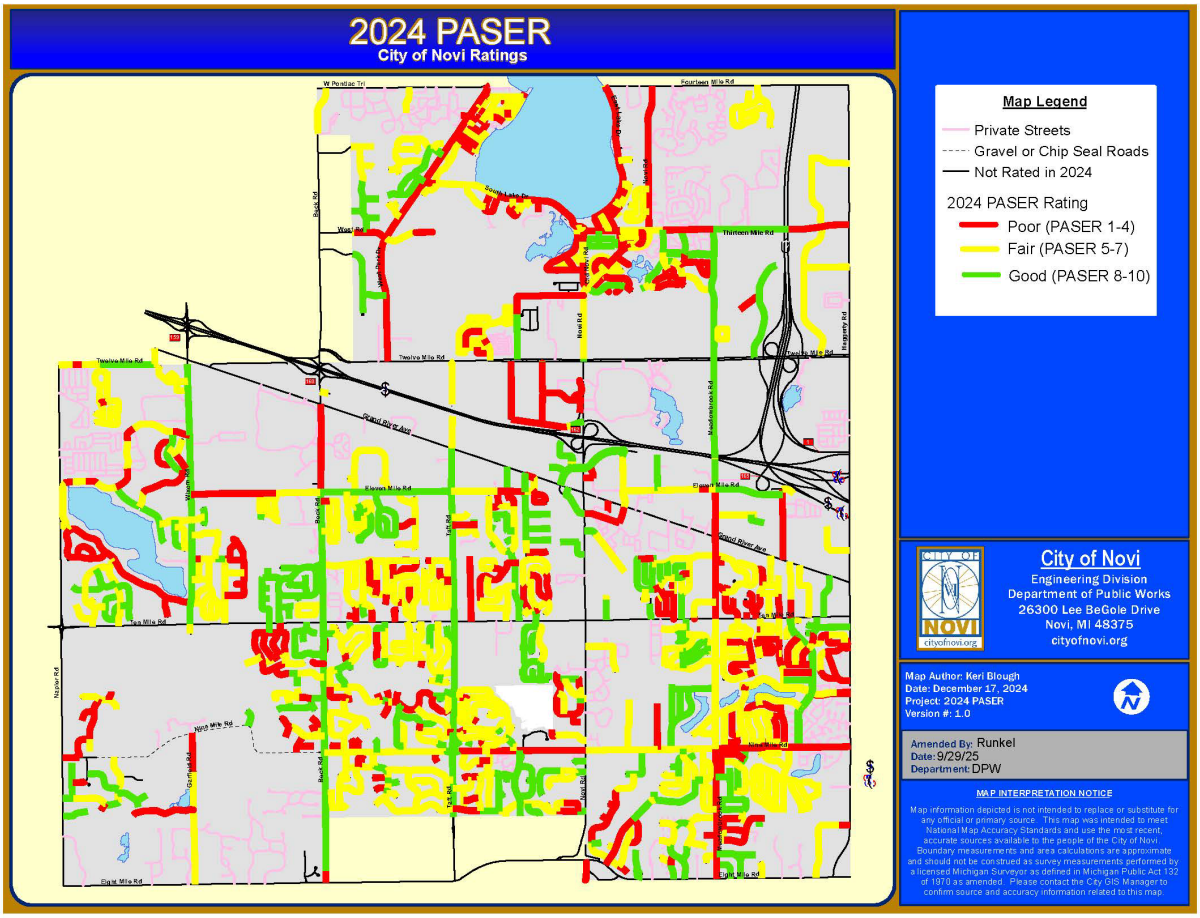


Figure 1: Map showing location or roads managed by Novi

The current condition for paved roads in green for good (PASER 10, 9, 8), yellow for fair (PASER 7, 6, 5), and red for poor (PASER 4, 3, 2, 1) and for unpaved roads in blue

Of Novi's 197 miles of road, 46 miles are classified as major and 151 miles are classified as local (Figure 1 identifies these paved roads in green, yellow, and red with the colors being determined based on the road segment's condition). In addition, Novi has 2 miles of unpaved roads

More detail about these road assets can be found in Novi's Roadsoft database or by contacting Novi DPW.

Types

Novi has multiple types of pavements in its jurisdiction, including concrete, asphalt, seal coat and gravel. Figure 2 shows a breakdown of these pavement types for all of Novi's road assets.

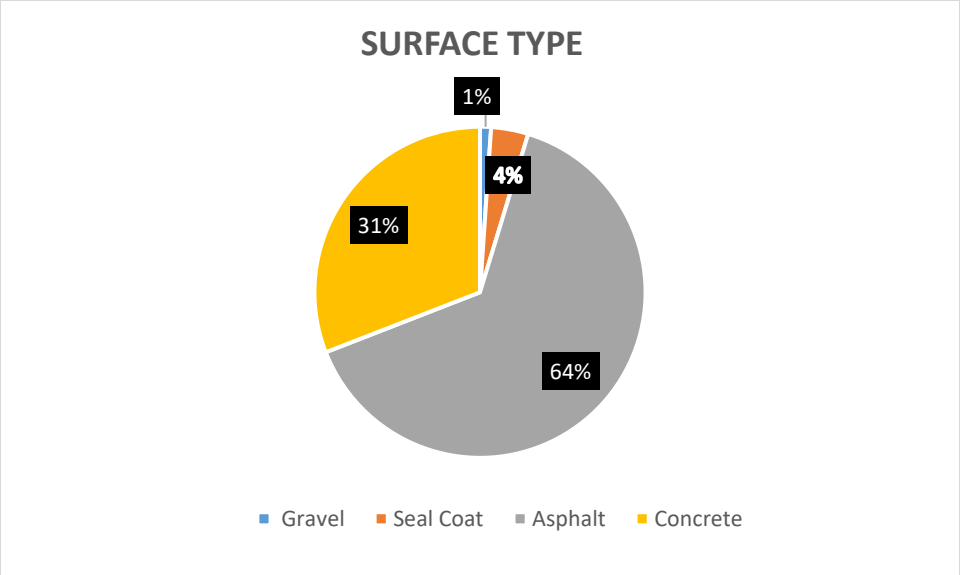


Figure 2: Pavement type by percentage maintained by Novi.
Undefined pavements have not been inventoried in Novi's's asset management system to date, but will be included as data becomes available.

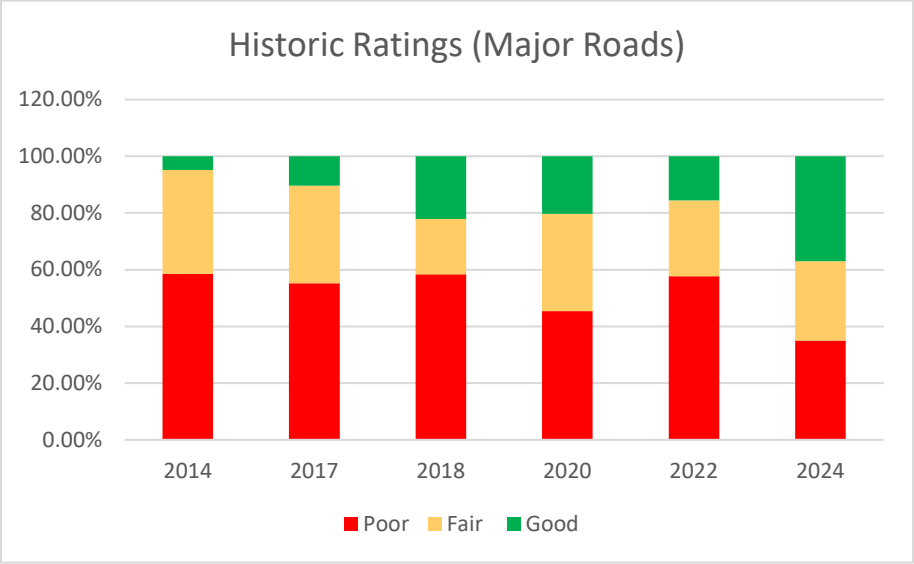
Condition, Goals, and Trend

Paved Roads

Paved roads in Michigan are rated using the Pavement Surface Evaluation and Rating (PASER) system, which is a 1 to 10 scale with 10 being a newly constructed surface and 1 being a completely failed surface. PASER scores are grouped into TAMC definition categories of good (8-10), fair (5-7), and poor (1-4) categories. Novi collects PASER data every two years on 100 percent of those portions of its major and local networks that are eligible for federal funding. In addition, Novi uses its own resources to collect PASER data on 100% percent of its major and local networks that are not eligible for federal funding.

Novi's 2025 paved city major road network has 37 percent of roads in the TAMC good condition category, 28 percent in fair, and 35 percent in poor (Figure 3). The paved city local road network has 20 percent in good, 54 percent in fair, and 26 percent in poor (Figure 4).

Novi's long-range goal for the major network is to have 40% of roads in good condition, 30% in fair condition, and 30% in poor condition to meet and/or exceed the State average, and for the local network is to increase the percentage of roads in good condition. The current local road ratings have 24% of roads in good condition, 52% in fair condition, and 24% in poor condition (Figures 3 and Figure 4). Figures 3 and Figure 4 illustrate the historical and current condition (solid bars) of Novi's major and local networks, respectively.



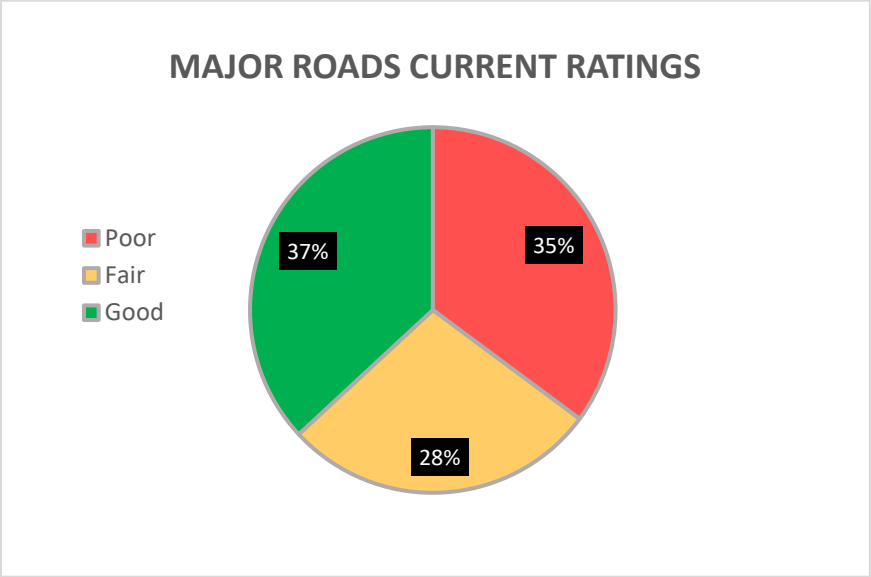
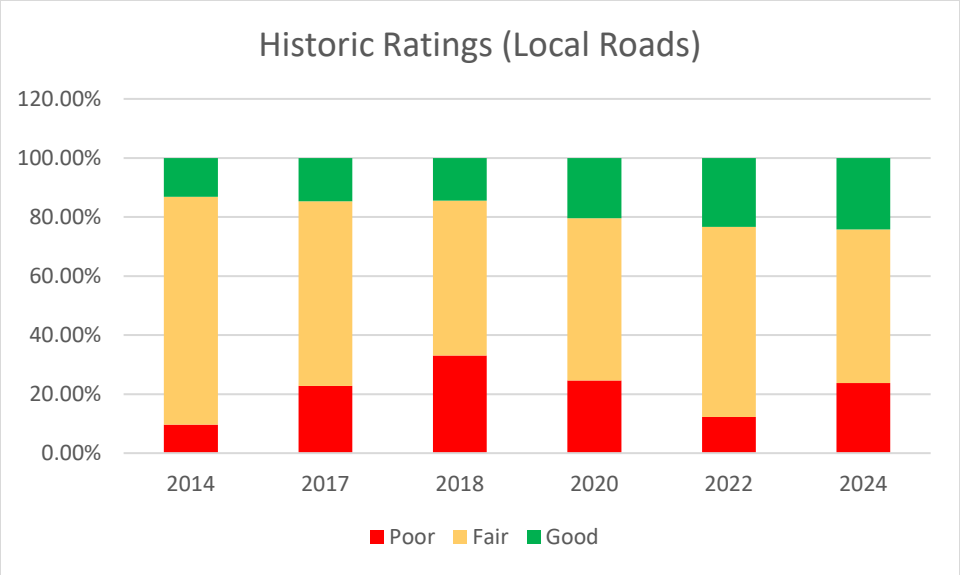


Figure 3: major network condition, goals, and trend



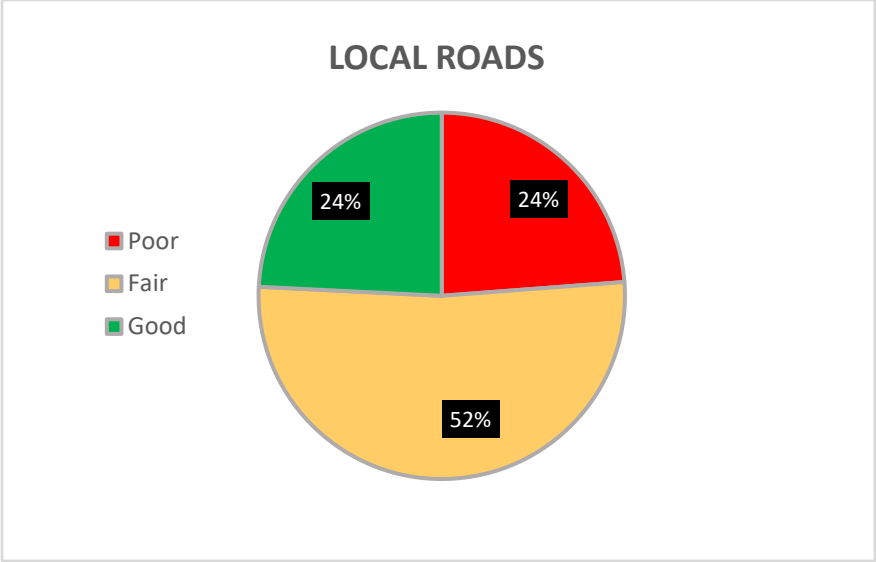


Figure 4: local network condition, goals, and trend

Unpaved Roads

Unpaved roads within the City of Novi are maintained by the DPW and contracted projects. Data is collected with PASER Gravel, however due to the limited number of gravel roads in the City and their overall good condition, the City does not use the data generated to perform projects.

Modelled Trends, Gap Analysis, and Planned Projects

Modelled Trends & Gap Analysis

The Roadsoft network analysis of Novi's planned projects for the major and local networks from the currently-available budget allows Novi to maintain the existing conditions, with slight improvement towards the pavement condition goals given the projects planned for the next three years.

Results from Roadsoft for the major and local network condition models indicate that the necessary additional work needed to meet the agency condition goal would cost approximately an additional $1,000,000 per year and an appropriate mix of fixes (moving away from primarily reconstruction and focusing on rehabilitation). Recent excessive inflation of construction costs over the last 2 years adds significant uncertainty to the adequacy of future budgets ability to maintain the necessary funding levels to address road asset needs.

Planned Projects

Novi has projects planned for the next three years. These projects are identified in the City's budget, and show cased on the City's website https://cityofnovi.org/services/public-works/better-roads-ahead.

2. BRIDGE ASSETS

Novi is responsible for 12 bridges that provide safe service to road users across the agency network. Novi seeks to implement a cost-effective program of preventive maintenance to maximize the useful service life and safety of the local bridges under its jurisdiction.

Inventory of Assets

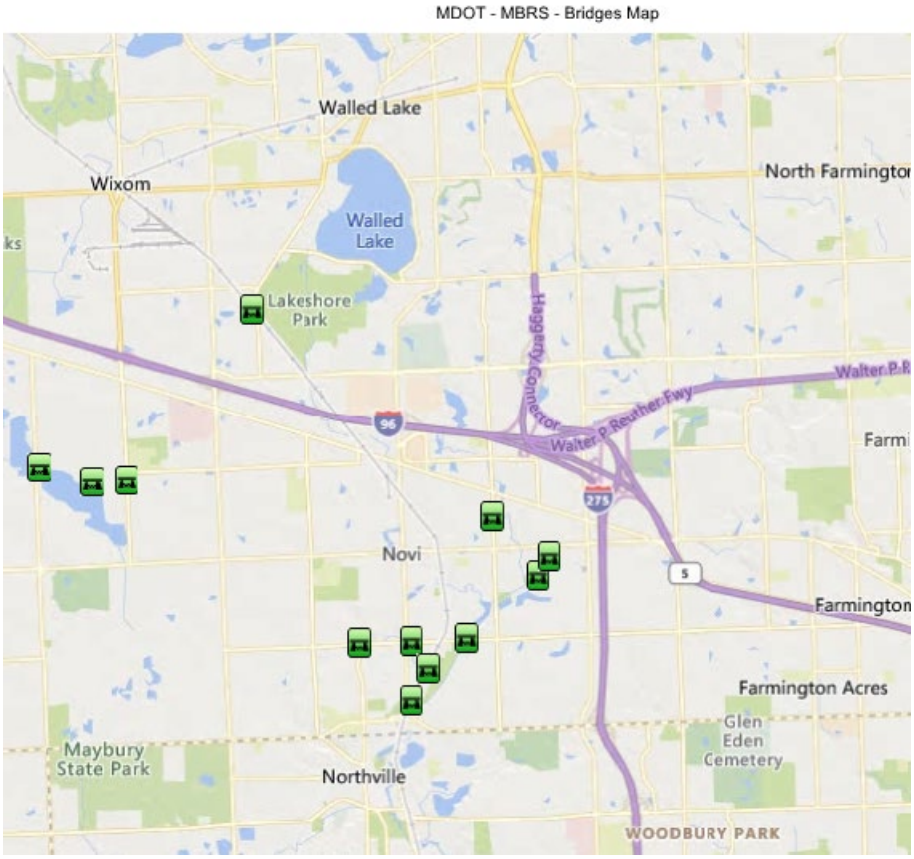


Figure 5: Map illustrating locations of Novi's bridge assets

Novi has 12 total bridges in its road and bridge network; these bridges connect various points of the road network, as illustrated in Figure 5. These bridge structures can be summarized by type, size, and condition, which are detailed in Table 1. More information about each of these structures can be found in Novi's MiBRIDGE database or by contacting the City of Novi DPW. Assessment of Novi's Bridge Assets is shown below.

Bridge ID	Total Deck Area (sq ft)	Condition: Structurally Deficient, Posted, Closed			2024 Condition		
		Struct. Defic	Posted	Closed	Poor	Fair	Good
8246	2771						X
8247	1848					X	
8248	3192					X	
12769	9586						X
13828	2047	X			X		
13858	n/a					X	
13859	n/a						X
13860	n/a						X
13861	n/a						X
13862	n/a						X
14274	n/a	X			X		
14275	n/a						X
Total SD/Posted/Closed		**2**		**0**			
Total	**12**	**2**			**2**	**3**	**7**
Percentage (%)		**17**	**0**	**0**	**17**	**25**	**58**

Condition, Goals, and Trend

Bridges in Michigan are given a good, fair, or poor rating based on the National Bridge Inspection Standards (NBIS) rating scale, which was created by the Federal Highway Administration to evaluate a bridge's deficiencies and to ensure the safety of road users. The current condition of Novi's bridge network based on the NBIS is 7 structures rated good, 3 structures rated fair, and 2 structures rated poor.

Bridges are designed to carry legal loads in terms of vehicles and traffic. Due to a decline in condition, a bridge may be "posted" with a restriction for what would be considered safe loads passing over the bridge. On occasion, posting a bridge may also restrict other load-capacity-related elements like speed and number of vehicles on the bridge, but this type of posting designates the bridge differently. Novi has 2 structures that are posted for load restriction. Designating a bridge as "posted" has no influence on its condition rating. A "closed" bridge is one that is closed to all traffic. Closing a bridge is contingent upon its ability to carry a set minimum live load. Novi has 0 structures that are closed.

The goal of the program is the preservation and safety of Novi's bridge network.

Programmed/Funded Projects, Gap Analysis, and Planned Projects

Novi has approximately $5 million budgeted for 2025-2029 for bridge rehabilitation and/or replacement. Preventive maintenance is a more effective use of these funds than the costly alternative of major

rehabilitation or replacement. Since Novi recognizes that limited funds are available for improving the bridge network, it seeks to identify those bridges that will benefit from a planned maintenance program, and it plans to spend $75,000 per year for the next three years on preventive maintenance of bridges. Novi Novi plans to rehabilitate one bridge in 2026 (Ashbury bridge) and replace one bridge in 2028-29 (9 Mile at Center St). By performing the aforementioned rehabilitation/replacement/preventive maintenance of bridge structures, Novi should achieve its goal of keeping its overall bridge network at the same or better condition.

3. CULVERT ASSETS

The City of Novi exercises awareness of its culvert assets. The City participated in a pilot culvert assessment program to begin collecting data on the locations and conditions of City owned culverts.

Inventory of Assets

At present, Novi tracks inventory and condition data of its culvert assets. Novi has inventoried 70 culverts, which is all of the culverts that Novi owns. Of Novi's tracked and rated culverts, Novi has 39 culverts considered good, 17 culverts considered fair, 7 culverts considered poor per 2017 inspections. (see Appendix C *Culvert Asset Management Plan Supplement*).

More detail about these culvert assets can be obtained by contacting the City DPW.

Goals

The goal of Novi's asset management program is the preservation of its culvert network. Novi is responsible for preserving 70 inventoried culverts as well as any un-inventoried culverts that underlie its entire road network. The goal of future asset management plans is to further assess the culvert network and more fully incorporate it into the City's compliance plan.

Planned Projects

Novi's policy is to replace or repair culvert assets concurrent with projects affecting road segments carried by the particular culverts. Novi also includes culvert assets in scheduled maintenance projects affecting road segments carried by the particular culverts.

4. SIGNAL ASSETS

The City of Novi exercises awareness of its traffic sign and signal assets. When pavement project planning occurs within the City, existing signals in the project area are evaluated. If the signals are found to be deficient, new or upgraded signals are added to the project plan and budget.

Inventory of Assets

At present, Novi tracks only inventory data for traffic signals. The City has inventoried the traffic signals, within the City boundaries which the City owns, however condition assessments have not occurred.

More detail about these traffic signal assets can be obtained by contacting the City DPW. The City of Novi maintains 23 signals and participates in a cost share for another 27 with the Road Commission for Oakland County and several other entities, including MDOT.

Goals

The goal of Novi's asset management program is the preservation of its traffic signals. Novi is responsible for preserving the inventoried traffic signals as well as any un-inventoried traffic signals along its entire road network. The goal of future asset management plans is to further assess the signal network and more fully incorporate it into the City's compliance plan.

Planned Projects

Novi's policy is to evaluate traffic signal assets based on condition assessment for replacement or repair during any reconstruction, rehabilitation, preventive maintenance, of schedule maintenance activities on the roadway affected by the particular signal. It also conducts replacements or repairs for those traffic signal assets reported as non-functional or as performing with reduced function. Novi partners with the Road Commission for Oakland County, and adheres to regular maintenance and servicing policies outlined in the *Michigan Manual of Uniform Traffic Control Devices*.

5. FINANCIAL RESOURCES

Public entities must balance the quality and extent of services they can provide with the tax resources provided by citizens and businesses, all while maximizing how efficiently funds are used. Novi will overview its general expenditures and financial resources currently devoted to pavement maintenance and construction. This financial information is not intended to be a full financial disclosure or a formal report. Michigan agencies are required to submit an Act 51 Report to the Michigan Department of Transportation each year; this is a full financial report that outlines revenues and expenditures. This report can be obtained on our website at https://www.cityofnovi.org/services/finance/budget-and-multi-year-financial-plan.

Novi has a total **average** budget for pavement asset management of approximately $9,000,000 per year.

Anticipated Revenues & Expenses

Novi receives funding from the following sources:

- **State funds** – One of Novi's sources of transportation funding is from the Michigan Transportation Fund (MTF). This fund is supported by vehicle registration fees and the state's per-gallon gas tax. Allocations from the MTF are distributed to state and local governmental units based on a legislated formula, which includes factors such as population, miles of certified roads, and vehicle registration fees for vehicles registered in the agency's jurisdiction. Examples of state grants also include local bridge grants, economic development funds, and metro funds.
- **Federal and state grants for individual projects** – These are typically competitive funding applications that are targeted at a specific project type to accomplish a specific purpose. These may include safety enhancement projects, economic development projects, or other targeted

funding. Examples of federal funds include Surface Transportation Program (STP) funds, C and D funds, bridge funds, MDOT payments to private contractors, and negotiated contracts.

- **Local government entities or private developer contributions to construction projects for specific improvements** – This category includes funding received to mitigate the impact of commercial developments as a condition of construction of a specific development project, and can also include funding from a special assessment district levied by another governmental unit. Examples of contributions from local units include city, village, and township contributions to the county; special assessments; county appropriations; bond and note proceeds; contributions from counties to cities and villages; city general fund transfers; city municipal street funds; capital improvement funds; and tax millages (see below).
- **Local tax millages** – Many local agencies in Michigan use local tax millages to supplement their road-funding budget. These taxes can provide for additional construction and maintenance for new or existing roads that are also funded using MTF or MDOT funds. The City of Novi has a local tax millages in its road-funding budget. The road millage is used for local road projects and is one of the key reasons that the City's local roads are maintained in an average condition well above the State average for local roads.
- **Interest** – Interest from invested funds.
- **Permit fees** – Generally, permit fees cover the cost of a permit application review.
- **Other** – Other revenues can be gained through salvage sales, property rentals, land and building sales, sundry refunds, equipment disposition or installation, private sources, and financing.
- **Charges for services** – Funds from partner agencies who contract with «agencyshort» to construct or maintain its roads, or roads under joint or neighboring jurisdictions, including state trunkline maintenance and non-maintenance services and preservation.

Novi is required to report transportation fund expenditures to the State of Michigan using a prescribed format with predefined expenditure categories. The definitions of these categories according to Public Act 51 of 1951 may differ from common pavement management nomenclature and practice. For the purposes of reporting under PA 51, the expenditure categories are:

- **Construction/Capacity Improvement Funds** – According to PA 51 of 1951, this financial classification of projects includes, "new construction of highways, roads, streets, or bridges, a project that increases the capacity of a highway facility to accommodate that part of traffic having neither an origin nor destination within the local area, widening of a lane width or more, or adding turn lanes of more than 1/2 mile in length."[1]
- **Preservation and Structural Improvement Funds** – Preservation and structural improvements are "activit[ies] undertaken to preserve the integrity of the existing roadway system."[2]

[1] Public Act 51 of 1951, 247.660c Definitions
[2] Public Act 51 of 1951, 247.660c Definitions

Preservation includes items such as a reconstruction of an existing road or bridge, or adding structure to an existing road.

- **Routine and Preventive Maintenance Funds** – Routine maintenance activities are "actions performed on a regular or controllable basis or in response to uncontrollable events upon a highway, road, street, or bridge".[3] Preventive maintenance activities are "planned strategy[ies] of cost-effective treatments to an existing roadway system and its appurtenances that preserve assets by retarding deterioration and maintaining functional condition without significantly increasing structural capacity".[4]
- **Winter Maintenance Funds** – Expenditures for snow and ice control.
- **Trunkline Maintenance Funds** – Expenditures spent under Novi's maintenance agreement with MDOT for maintenance it performs on MDOT trunkline routes.
- **Administrative Funds** – There are specific items that can and cannot be included in administrative expenditures as specified in PA 51 of 1951. The law also states that the amount of MTF revenues that are spent on administrative expenditures is limited to 10 percent of the annual MTF funds that are received.
- **Other Funds** – Expenditures for equipment, capital outlay, debt principal payment, interest expense, contributions to adjacent governmental units, principal, interest and bank fees, and miscellaneous for cities and villages.

The Table (below) details the revenues and expenditures for the City of Novi.

Table 1: Annual Fiscal-Year Revenues & Expenditures for 2023

REVENUES			EXPENDITURES		
Item	**Estimated $**	**Percent of Total**	**Item**	**Estimated $**	**Percent of Total**
State funds	8,136,113	57.3	Construction & capacity improvement (CCI)	2,126,771	19.1
Federal funds	0	0.0	Preservation & structural improvement (PSI)	7,913,115	71.2
Contributions for local units	5,948,213	41.9	Routine maintenance	298,025	2.7
Other	0	0	Winter maintenance	492,282	4.4
Charges for services	126,941	0.9	Trunkline maintenance	0	0
			Administrative	283,615	2.6
			Other	0	0.0
TOTAL	14,211,267	100	TOTAL	11,113,808	100

Verify the information in this table. You can find your agency's information in the TAMC dashboard at https://www.mcgi.state.mi.us/mitrp/tamcDashboards.

[3] Public Act 51 of 1951, 247.660c Definitions
[4] Public Act 51 of 1951, 247.660c Definitions

6. RISK OF FAILURE ANALYSIS

Transportation infrastructure is designed to be resilient. The system of interconnecting roads and bridges maintained by Novi provides road users with multiple alternate options in the event of an unplanned disruption of one part of the system. There are, however, key links in the transportation system that may cause significant inconvenience to users if they are unexpectedly closed to traffic. These key transportation links in Novi's road network, including those that meet the following types of situations:

A. **Geographic divides:** Areas where a geographic feature (river, lake, mountain or limited access road) limits crossing points of the feature

B. **Emergency alternate routes for high-volume roads:** Roads which are routinely used as alternate routes for high volume roads or roads that are included in an emergency response plan

C. **Limited access areas:** Roads that serve remote or limited access areas that result in long detours if closed

D. **Main access to key commercial districts:** Areas where large number or large size business will be significantly impacted if a road is unavailable.

Our road network includes the following critical assets: Beck Road, Wixom Road and Novi Road (north of 12 mile). These roads serve high traffic commercial and residential areas, along with hospitals and schools, and provide critical access to I-96 and M-14.

7. COORDINATION WITH OTHER ENTITIES

An asset management plan provides significant value for infrastructure owners because it serves as a platform to engage other infrastructure owners using the same shared right of way space. Novi communicates with both public and private infrastructure owners to coordinate work in the following ways:

INTERNAL CORDINATION & PLANNING

Novi maintains drinking water, sanitary and storm sewer assets in addition to transportation assets. Novi follows an asset management process for all of its assets by coordinating the upgrade, maintenance, and operation of all major assets.

Planned projects for subsurface infrastructure that Novi owns are listed in the following asset management plans: drinking water distribution system asset management plan, wastewater collection system asset management plan, storm sewer system asset management plan. These three sub-surface utility plans are coordinated with the transportation infrastructure plans to maximize value and minimize service disruptions and cost to the public.

Novi takes advantage of coordinated infrastructure work to reduce cost and maximize value using the following policies:

E. Roads which are in poor condition that have a subsurface infrastructure project planned which will destroy more than half the lane with will be rehabilitated or reconstructed full width using transportation funds to repair the balance of the road width.

F. Subsurface infrastructure projects which will cause damage to pavements in good condition will be delayed as long as possible, or will consider methods that do not require pavement cuts.

G. Subsurface utility projects will be coordinated to allow all under pavement assets to be upgraded in the same project regardless of ownership.

H. Significant road reconstruction projects will not be completed until agency owned sub surface utilities are upgraded to have at least a 40 years of remaining service life.

EXTERNAL COORDINATION & PLANNING

The City of Novi maintains an excellent and informative website, where upcoming projects are posted well in advance of the construction. Project plans are shared with local franchise utility shareholders (such as Consumers Energy, and DTE) along with other large utility and road owning agencies such as GLWA, RCOC and MDOT. Infrastructure owners are encouraged to discuss planned projects that would disrupt transportation services or cause damage to pavements. Projects which may cause damage to pavements in good or fair condition are discussed and mitigation measures are proposed to minimize the impact to pavements. Mitigation measures include rescheduling and coordinating projects to maximize value and minimize disruptions and cost to the public.

A. PAVEMENT ASSET MANAGEMENT PLAN

An attached pavement asset management plan follows.

B. BRIDGE ASSET MANAGEMENT PLAN

An attached bridge asset management plan follows.

C. CULVERT ASSET MANAGEMENT PLAN SUPPLEMENT

Culvert Primer

Culverts are structures that lie underneath roads, enabling water to flow from one side of the roadway to the other (Figure C-1 and Figure C-2). The important distinguishing factor between a culvert and a bridge is the size. Culverts are considered anything under 20 feet while bridges, according to the Federal Highway Administration, are 20 feet or more. While similar in function to storm sewers, culverts differ from storm sewers in that culverts are open on both ends, are constructed as straight-line conduits, and lack intermediate drainage structures like manholes and catch basins. Culverts are critical to the service life of a road because of the important role they play in keeping the pavement layers well drained and free from the forces of water building up on one side of the roadway.

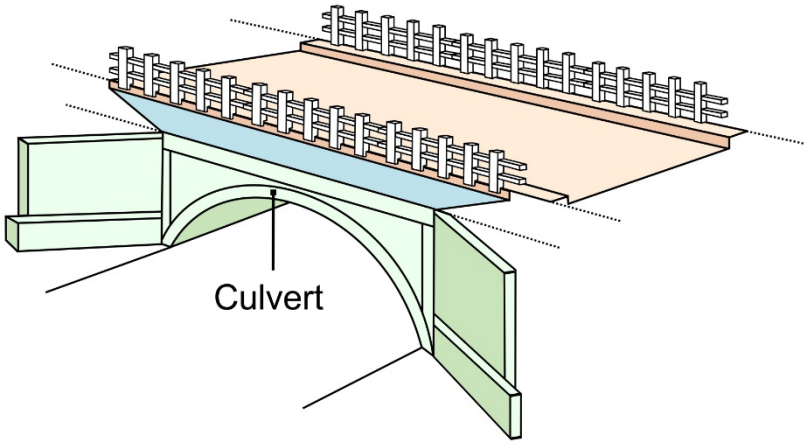


Figure C-1: Diagram of a culvert structure

Figure C-2: Examples of culverts. Culverts allow water to pass under the roadway (left), they are straight-line conduits with no intermediate drainage structures (middle), and they come in various materials (left: metal; middle and right: concrete) and shapes (left: arch; middle: round; right: box).

Culvert Types

Michigan conducted its first pilot data collection on local agency culverts in the state in 2018. Of almost 50,000 culverts inventoried as part of the state-wide pilot project, the material type used for constructing culverts ranged from (in order of predominance) corrugated steel, concrete, plastic, aluminum, and masonry/tile, to timber materials. The shapes of the culverts were (in order of predominance) circular, pipe arch, arch, rectangular, horizontal ellipse, or box. The diameter for the majority of culverts ranged from less than 12 inches to 24 inches; a portion, however, ranged from 30 inches to more than 48 inches.

Culvert Condition

Several culvert condition assessment practices exist. The FHWA has an evaluation method in its 1986 *Culvert Inspection Manual*. In conjunction with descriptions and details in the Ohio Department of Transportation's 2017 *Culvert Inspection Manual* and Wisconsin DOT's *Bridge Inspection Field Manual*, the FHWA method served as the method for evaluating Michigan culverts in the pilot. In 2018, Michigan local agencies participated in a culvert pilot data collection, gathering inventory and condition data; full detail on the condition assessment system used in the data collection can be found in Appendix G of the final report (https://www.michigan.gov/documents/tamc/TAMC_2018_Culvert_Pilot_Report_Complete_634795_7.pdf).

The Michigan culvert pilot data collection used a 1 through 10 rating system, where 10 is considered a new culvert with no deterioration or distress and 1 is considered total failure. Each of the different culvert material types requires the assessment of features unique to that material type, including structural deterioration, invert deterioration, section deformation, blockage(s) and scour. Corrugated metal pipe, concrete pipe, plastic pipe, and masonry culverts require an additional assessment of joints and seams. Slab abutment culverts require an additional assessment of the concrete abutment and the masonry abutment. Assessment of timber culverts only relied on blockage(s) and scour. The assessments come together to generate condition rating categories of good (rated as 10, 9, or 8), fair (rated as 7 or 6), poor (rated as 5 or 4), or failed (rated as 3, 2, or 1).

Culvert Treatments

The *MDOT Drainage Manual* addresses culvert design and treatments. Of most importance to the longevity of culverts is regular cleaning to prevent clogs. More extensive treatments may include re-positioning the pipe to improve its grade and lining a culvert to achieve more service life after structural deterioration has begun.

D. TRAFFIC SIGNALS ASSET MANAGEMENT PLAN SUPPLEMENT

Traffic Signals Primer

Types

Electronic traffic control devices come in a large array of configurations, which include case signs (e.g., keep right/left, no right/left turn, reversible lanes), controllers, detection (e.g., cameras, push buttons), flashing beacons, interconnects (e.g., DSL, fire station, phone line, radio), pedestrian heads (e.g., hand-man), and traffic signals. This asset management plan is only concerned with traffic signals (Figure D-1) as a functioning unit and does not consider other electronic traffic control devices.

Figure D-1: Example of traffic signals

Condition

Traffic signal assessment considers the functioning of basic tests on a pass/fail basis. These tests include battery backup testing, components testing, conflict monitor testing, radio testing, and underground detection.

Treatments

Traffic signals are maintained in accordance with the *Michigan Manual on Uniform Traffic Control Devices*. Maintenance of traffic signals includes regular maintenance of all components, cleaning and servicing to prevent undue failures, immediate maintenance in the case of emergency calls, and provision of stand-by equipment. Timing changes are restricted to authorized personnel only.

E. GLOSSARY & ACRONYMS

Glossary

Alligator cracking: Cracking of the surface layer of an asphalt pavement that creates a pattern of interconnected cracks resembling alligator hide. This is often due to overloading a pavement, sub-base failure, or poor drainage.[5]

Asset management: A process that uses data to manage and track road assets in a cost-effective manner using a combination of engineering and business principles. Public Act 325 of 2018 provides a legal definition: "an ongoing process of maintaining, preserving, upgrading, and operating physical assets cost effectively, based on a continuous physical inventory and condition assessment and investment to achieve established performance goals".[6]

Biennial inspection: Inspection of an agency's bridges every other year, which happens in accordance with National Bridge Inspection Standards and Michigan Department of Transportation requirements.

Bridge inspection program: A program implemented by a local agency to inspect the bridges within its jurisdiction systematically in order to ensure proper functioning and structural soundness.

Capital preventative maintenance: Also known as CPM, a planned set of cost-effective treatments to address of fair-rated infrastructure before the structural integrity of the system has been severely impacted. These treatments aim to slow deterioration and to maintain or improve the functional condition of the system without significantly increasing the structural capacity. Light capital preventive maintenance is a set of treatments designed to seal isolated areas of the pavement from water, such as crack and joint sealing, to protect and restore pavement surface from oxidation with limited surface thickness material, such as fog seal; generally, application of a light CPM treatment does not provide a corresponding increase in a segment's PASER score. Heavy capital preventive maintenance is a set of surface treatments designed to protect pavement from water intrusion or environmental weathering without adding significant structural strength, such as slurry seal, chip seal, or thin (less than 1.5-inch) overlays for bituminous surfaces or patching or partial-depth (less than 1/3 of pavement depth) repair for concrete surfaces.

Chip seal: An asphalt pavement treatment method consisting of, first, spraying liquid asphalt onto the old pavement surface and, then, a single layer of small stone chips spread onto the wet asphalt layer.

City major: A road classification, defined in Michigan Public Act 51, that encompasses the generally more important roads in a city or village. City major roads are designated by a municipality's governing body and are subject to approval by the State Transportation Commission. These roads do not include roads under the jurisdiction of a county road commission or trunkline highways.

City minor: A road classification, defined in Michigan Public Act 51, that encompasses the generally less important roads in a city or village. These roads include all city or village roads that are not city major road and do not include roads under the jurisdiction of a county road commission.

[5] https://en.wikipedia.org/wiki/Crocodile_cracking
[6] Inventory-based Rating System for Gravel Roads: Training Manual

Composite pavement: A pavement consisting of concrete and asphalt layers. Typically, composite pavements are old concrete pavements that were overlaid with HMA in order to gain more service life.

Concrete joint resealing: Resealing the joints of a concrete pavement with a flexible sealant to prevent moisture and debris from entering the joints. When debris becomes lodged inside a joint, it inhibits proper movement of the pavement and leads to joint deterioration and spalling.

Concrete pavement: Also known as rigid pavement, a pavement made from portland cement concrete. Concrete pavement has an average service life of 30 years and typically does not require as much periodic maintenance as HMA.

Cost per lane mile: Associated cost of construction, measured on a per lane, per mile basis. Also see *lane-mile segment*.

County local: A road classification, defined in Michigan Public Act 51, that encompasses the generally less important and low-traffic roads in a county. This includes all county roads that are not classified as county primary roads.

County primary: A road classification, defined in Michigan Public Act 51, that encompasses the generally more important and high-traffic roads in a county. County primary roads are designated by board members of the county road commissions and are subject to approval by the State Transportation Commission.

CPM: See *Capital preventive maintenance*.

Crack and seat: A concrete pavement treatment method that involves breaking old concrete pavement into small chunks and leaving the broken pavement in place to provide a base for a new surface. This provides a new wear surface that resists water infiltration and helps prevent damaged concrete from reflecting up to the new surface.

Crack seal: A pavement treatment method for both asphalt and concrete pavements that fills cracks with asphalt materials, which seals out water and debris and slows down the deterioration of the pavement. Crack seal may encompass the term "crack filling".

Crush and shape: An asphalt pavement treatment method that involves pulverizing the existing asphalt pavement and base and then reshaping the road surface to correct imperfections in the road's profile. Often, a layer of gravel is added along with a new wearing surface such as an HMA overlay or chip seal.

Crust: A very tightly compacted surface on an unpaved road that sheds water with ease but takes time to be created.

Culvert: A pipe or structure used under a roadway that allows cross-road drainage while allowing traffic to pass without being impeded; culverts span up to 20 feet.[7]

Dowel bar retrofit repair: A concrete pavement treatment method that involves cutting slots in a cracked concrete slab, inserting steel bars into the slots, and placing concrete to cover the new bars and fill the slots. It aims to reinforce cracks in a concrete pavement.

[7] Adapted from Inventory-based Rating System for Gravel Roads: Training Manual

Dust control: A gravel road surface treatment method that involves spraying chloride or other chemicals on the gravel surface to reduce dust loss, aggregate loss, and maintenance. This is a relatively short-term fix that helps create a crusted surface.

Expansion joint: Joints in a bridge that allow for slight expansion and contraction changes in response to temperature. Expansion joints prevent the build up of excessive pressure, which can cause structural damage to the bridge.

Federal Highway Administration: Also known as FHWA, this is an agency within the U.S. Department of Transportation that supports state and local governments in the design, construction, and maintenance of the nation's highway system.[8]

Federal-aid network: Portion of road network that is comprised of federal-aid routes. According to Title 23 of the United States Code, federal-aid-eligible roads are "highways on the federal-aid highways systems and all other public roads not classified as local roads or rural minor collectors".[9] Roads that are part of the federal-aid network are eligible for federal gas-tax monies.

FHWA: See *Federal Highway Administration*.

Flexible pavement: See *hot-mix asphalt pavement*.

Fog seal: An asphalt pavement treatment method that involves spraying a liquid asphalt coating onto the entire pavement surface to fill hairline cracks and prevent damage from sunlight and oxidation. This method works best for good to very good pavements.

Full-depth concrete repair: A concrete pavement treatment method that involves removing sections of damaged concrete pavement and replacing it with new concrete of the same dimensions in order to restore the riding surface, delay water infiltration, restore load transfer from one slab to the next, and eliminate the need to perform costly temporary patching.

Geographic divides: Areas where a geographic feature (e.g., river, lake, mountain) limits crossing points of the feature.

Grants: Competitive funding gained through an application process and targeted at a specific project type to accomplish a specific purpose. Grants can be provided both on the federal and state level and often make up part of the funds that a transportation agency receives.

Gravel surfacing: A low-cost, easy-to-maintain road surface made from aggregate and fines.

Heavy capital preventive maintenance: See *Capital preventive maintenance*.

HMA: See *hot-mix asphalt pavement*.

Hot-mix asphalt overlay: Also known as HMA overlay, this a surface treatment that involves layering new asphalt over an existing pavement, either asphalt or concrete. It creates a new wearing surface for traffic and to seal the pavement from water, debris, and sunlight damage, and it often adds significant structural strength.

Hot-mix asphalt pavement: Also known as HMA pavement, this type of asphalt creates a flexible pavement composed of aggregates, asphalt binder, and air voids. HMA is heated for placement and

[8] Federal Highway Administration webpage https://www.fhwa.dot.gov/
[9] Inventory-based Rating System for Gravel Roads: Training Manual

compaction at high temperatures. HMA is less expensive to construct than concrete pavement, however it requires frequent maintenance activities and generally lasts 18 years before major rehabilitation is necessary. HMA makes up the vast majority of local-agency-owned pavements.

IBR: See *IBR element*, *IBR number*, and/or *Inventory-based Rating System™*.

IBR element: A feature used in the IBR System™ for assessing the condition of roads. The system relies on assessing three elements: surface width, drainage adequacy, and structural adequacy.[10]

IBR number: The 1-10 rating determined from assessments of the weighted IBR elements. The weighting relates each element to the intensity road work needed to improve or enhance the IBR element category.[11]

Interstate highway system: The road system owned and operated by each state consisting of routes that cross between states, make travel easier and faster. The interstate roads are denoted by the prefix "I" or "U.S." and then a number, where odd routes run north-south and even routes run east-west. Examples are I-75 or U.S. 2.[12]

Inventory-based Rating System™: Also known as the IBR System™, a rating system designed to assess the capabilities of gravel and unpaved roads to support intended traffic volumes and types year round. It assesses roads based on how three IBR elements, or features—surface width, drainage adequacy, and structural adequacy—compare to a baseline, or "good", road.[13]

Investment Reporting Tool: Also known as IRT, a web-based system used to manage the process for submitting required items to the Michigan Transportation Asset Management Council. Required items include planned and completed maintenance and construction activity for roads and bridges and comprehensive asset management plans.

IRT: See *Investment Reporting Tool*.

Jurisdiction: Administrative power of an entity to make decisions for something. In Michigan, the three levels of jurisdiction classification for transportation assets are state highways, county roads, and city and village streets. State highways are under the jurisdiction of the Michigan Department of Transportation, county roads are under the jurisdiction of the road commission for the county in which the roads are located, and city and village streets are under the jurisdiction of the municipality in which the roads are located.

Jurisdictional borders: Borders between two road-owning-agency jurisdictions, or where the roads owned by one agency turn into roads owned by another agency. Examples of jurisdictional borders are township or county lines.

Lane-mile segment: A segment of road that is measured by multiplying the centerline miles of a roadway by the number of lanes present.

Lane-mile-years: A network's total lane-miles multiplied by one year; a method to quantify the measurable loss of pavement life.

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[10] Inventory-based Rating System for Gravel Roads: Training Manual
[11] Inventory-based Rating System for Gravel Roads: Training Manual
[12] https://www.fhwa.dot.gov/interstate/faq.cfm#question3
[13] Adapted from Inventory-based Rating System for Gravel Roads: Training Manual

Light capital preventive maintenance: See *Capital preventive maintenance*.

Limited access areas: Areas—typically remote areas—serviced by few or seasonal roads that require long detours routes if servicing roads are closed.

Main access to key commercial districts: Areas where large number or large size business will be significantly impacted if a road is unavailable.

Maintenance grading: A surface treatment method for unpaved roads that involves re-grading the road to remove isolated potholes, washboarding, and ruts, and then restoring the compacted crust layer.

MDOT: See *Michigan Department of Transportation*.

MDOT's Local Bridge Program Call for Projects: A call for project proposals for replacement, rehabilitation, and/or preventive maintenance of local bridges that, if granted, receives bridge funding from the Michigan Department of Transportation. The Call for Projects is made by the Local Bridge Program.

MGF: See *Michigan Geographic Framework*.

Michigan Department of Transportation: Also known as MDOT, this is the state of Michigan's department of transportation, which oversees roads and bridges owned by the state or federal government in Michigan.

Michigan Geographic Framework: Also known as MGF, this is the state of Michigan's official digital base map that contains location and road information necessary to conduct state business. The Michigan Department of Transportation uses the MGF to link transportation assets to a physical location.

Michigan Public Act 51 of 1951: Also known as PA 51, this is a Michigan legislative act that served as the foundation for establishing a road funding structure by creating transportation funding distribution methods and means. It has been amended many times.[14]

Michigan Public Act 325 of 2018: Also known as PA 325, this legislation modified PA 51 of 1951 in regards to asset management in Michigan, specifically 1) re-designating the TAMC under Michigan Infrastructure Council (MIC); 2) promoting and overseeing the implementation of recommendations from the regional infrastructure asset management pilot program; 3) requiring local road three-year asset management plans beginning October 1, 2020; 4) adding asset classes that impact system performance, safety or risk management, including culverts and signals; 5) allowing MDOT to withhold funds if no asset management plan submitted; and 6) prohibiting shifting finds from a country primary to a county local, or from a city major to a city minor if no progress toward achieving the condition goals described in its asset plan.[15]

Michigan Public Act 499 of 2002: Also known as PA 499, this legislation requires road projects for the upcoming three years to be reported to the TAMC.

Michigan Transportation Asset Management Council: Also known as the TAMC, a council comprised of professionals from county road commissions, cities, a county commissioner, a township official, regional and metropolitan planning organizations, and state transportation department personnel. The

[14] Inventory-based Rating System for Gravel Roads: Training Manual
[15] Inventory-based Rating System for Gravel Roads: Training Manual

council reports directly to the Michigan Infrastructure Council.[16] The TAMC provides resources and support to Michigan's road-owning agencies, and serves as a liaison in data collection requirements between agencies and the state.

Michigan Transportation Fund: Also known as MTF, this is a source of transportation funding supported by vehicle registration fees and the state's per-gallon gas tax.

Microsurface treatment: An asphalt pavement treatment method that involves applying modified liquid asphalt, small stones, water, and portland cement for the purpose of protecting a pavement from damage caused by water and sunlight.

Mill and hot-mix asphalt overlay: Also known as a mill and HMA overlay, this is a surface treatment that involves the removal of the top layer of pavement by milling and the replacement of the removed layer with a new HMA layer.

Mix-of-fixes: A strategy of maintaining roads and bridges that includes generally prioritizes the spending of money on routine maintenance and capital preventive maintenance treatments to impede deterioration and then, as money is available, performing reconstruction and rehabilitation.

MTF: See *Michigan Transportation Fund*.

National Bridge Inspection Standards: Also known as NBIS, standards created by the Federal Highway Administration to locate and evaluate existing bridge deficiencies in the federal-aid highway system to ensure the safety of the traveling public. The standards define the proper safety for inspection and evaluation of all highway bridges.[17]

National Center for Pavement Preservation: Also known as the NCPP, a center that offers education, research, and outreach in current and innovative pavement preservation practices. This collaborative effort of government, industry, and academia entities was established at Michigan State University.

National Functional Class: Also known as NFC, a federal grouping system for public roads that classifies roads according to the type of service that the road is intended to provide.

National highway system: Also known as NHS, this is a network of roads that includes the interstate highway system and other major roads managed by state and local agencies that serve major airports, marine, rail, pipelines, truck terminals, railway stations, military bases, and other strategic facilities.

NBIS: See *National Bridge Inspection Standards*.

NCPP: See *National Center for Pavement Preservation*.

NCPP Quick Check: A system created by the National Center for Pavement Preservation that works under the premise that a one-mile road segment loses one year of life each year that it is not treated with a maintenance, rehabilitation, or reconstruction project.

NFC: See *National Functional Class*.

Non-trunkline: A local road intended to be used over short distances but not recommended for long-distance travel.

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[16] Inventory-based Rating System for Gravel Roads: Training Manual
[17] https://www.fhwa.dot.gov/bridge/nbis/

Other funds: Expenditures for equipment, capital outlay, debt principal payment, interest expense, contributions to adjacent governmental units, principal, interest and bank fees, and miscellaneous for cities and villages.

PA: See *Michigan Public Act 51*, *Michigan Public Act 325*, and/or *Michigan Public Act 499*.

Partial-depth concrete repair: A concrete pavement treatment method that involves removing spalled or delaminated areas of concrete pavement, usually near joints and cracks, and replacing with new concrete. This is done to provide a new wearing surface in isolated areas, to slow down water infiltration, and to help delay further freeze-thaw damage.

PASER: See *Pavement Surface Evaluation and Rating system*.

Pavement reconstruction: A complete removal of the old pavement and base and construction of an entirely new road. This is the most expensive rehabilitation of the roadway and also the most disruptive to traffic patterns.

Pavement Surface Evaluation and Rating system: Also known as the PASER system, the PASER system rates surface condition on a 1-10 scale, where 10 is a brand new road with no defects, 5 is a road with distress but that is structurally sound and requires only preventative maintenance, and 1 is a road with extensive surface and structural distresses that is in need of total reconstruction. This system provides a simple, efficient, and consistent method for evaluating the condition of paved roads.[18]

Pothole: A defect in a road that produces a localized depression.[19]

Preventive maintenance: Planned treatments to an existing asset to prevent deterioration and maintain functional condition. This can be a more effective use of funds than the costly alternative of major rehabilitation or replacement.

Proactive preventive maintenance: Also known as PPM, a method of performing capital preventive maintenance treatments very early in a pavement's life, often before it exhibits signs of pavement defect.

Public Act 51: See *Michigan Public Act 51 of 1951*

Public Act 325: See *Michigan Public Act 325 of 2018*

Public Act 499: See *Michigan Public Act 499 of 2002*

Reconstruction and rehabilitation programs: Programs intended to reconstruct and rehabilitate a road.

Restricted load postings: A restriction enacted on a bridge structure when is incapable of transporting a state's legal vehicle loads.

Rights-of-way ownership: The owning of the right-of-way, which is the land over which a road or bridge travels. In order to build a road, road agencies must own the right-of-way or get permission to build on it.

Rigid pavement: See *concrete pavement*.

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[18] Adapted from Inventory-based Rating System for Gravel Roads: Training Manual
[19] Inventory-based Rating System for Gravel Roads: Training Manual

Road infrastructure: An agency's road network and assets necessary to make it function, such as traffic signage and ditches.

Road: The area consisting of the roadway (i.e., the travelled way or the portion of the road on which vehicles are intended to drive), shoulders, ditches, and areas of the right of way containing signage.[20]

Roadsoft: An asset management software suit that enables agencies to manage road and bridge related infrastructure. The software provides tools for collecting, storing, and analyzing data associated with transportation infrastructure. Built on an optimum combination of database engine and GIS mapping tools, Roadsoft provides a quick, smooth user experience and almost unlimited data handling capabilities.[21]

Ruts/rutting: Deformation of a road that usually forms as a permanent depression concentrated under the wheel path parallel to the direction of travel.[22]

Scheduled maintenance: Low-cost, day-to-day activities applied to bridges on a scheduled basis that mitigates deterioration.[23]

Sealcoat pavement: A gravel road that has been sealed with a thin asphalt binder coating that has stone chips spread on top.

Service life: Time from when a road or treatment is first constructed to when it reaches a point where the distresses present change from age-related to structural-related (also known as the critical distress point).[24]

Slurry seal: An asphalt pavement treatment method that involves applying liquid asphalt, small stones, water, and portland cement in a very thin layer with the purpose of protecting an existing pavement from being damaged by water and sunlight.

Structural improvement: Pavement treatment that adds strength to the pavement. Roads requiring structural improvement exhibit alligator cracking and rutting and are considered poor by the TAMC definitions for condition.

Subsurface infrastructure: Infrastructure maintained by local agencies that reside underground, for example, drinking water distribution systems, wastewater collection systems, and storm sewer systems.

TAMC: See *Michigan Transportation Asset Management Council*.

TAMC pavement condition dashboard: Website for viewing graphs of pavement and bridge conditions, traffic and miles travelled, safety statistics, maintenance activities, and financial data for Michigan's cities and villages, counties, and regions, as well as the state of Michigan.

TAMC's good/fair/poor condition classes: Classification of road conditions defined by the Michigan Transportation Asset Management Council based on bin ranges of PASER scores and similarities in defects and treatment options. Good roads have PASER scores of 8, 9, or 10, have very few defects, and require minimal maintenance. Fair roads have PASER scores of 5, 6, or 7, have good structural support but a deteriorating surface, and can be maintained with CPM treatments. Poor roads have PASER scores

[20] Inventory-based Rating System for Gravel Roads: Training Manual
[21] Inventory-based Rating System for Gravel Roads: Training Manual
[22] Paving Class Glossary
[23] Inventory-based Rating System for Gravel Roads: Training Manual
[24] Inventory-based Rating System for Gravel Roads: Training Manual

of 1, 2, 3, or 4, exhibit evidence that the underlying structure is failing, such as alligator cracking and rutting. These roads must be rehabilitated with treatments like heavy overlay, crush and shape, or total reconstruction.

Tax millages: Local tax implemented to supplement an agency's budget, such as road funding.

Thin hot-mix asphalt overlay: Application of a thin layer of hot-mix asphalt on an existing road to re-seal the road and protect it from damage caused by water. This also improves the ride quality and provides a smoother, uniform appearance that improves visibility of pavement markings.[25]

Transportation infrastructure: All of the elements that work together to make the surface transportation system function including roads, bridges, culverts, traffic signals, and signage.

Trigger: When a PASER score gives insight to the preferred timeline of a project for applying the correct treatment at the correct time.

Trunkline abbreviations: The prefixes *M*-, *I*-, and *US* indicate roads in Michigan that are part of the state trunkline system, the Interstate system, and the US Highway system. These roads consist of anything from 10-lane urban freeways to two-lane rural highways and even one non-motorized highway; they cover 9,668 centerline miles. Most of the roads are maintained by MDOT.

Trunkline bridges: Bridge present on a trunkline road, which typically connects cities or other strategic places and is the recommended rout for long-distance travel.[26]

Trunkline maintenance funds: Expenditures under a maintenance agreement with MDOT for maintenance activities performed on MDOT trunkline routes.

Trunkline: Major road that typically connects cities or other strategic places and is the recommended route for long-distance travel.[27]

Washboarding: Ripples in the road surface that are perpendicular to the direction of travel.[28]

Wedge/patch sealcoat treatment: An asphalt pavement treatment method that involves correcting the damage frequently found at the edge of a pavement by installing a narrow, 2- to 6-foot-wide wedge along the entire outside edge of a lane and layering with HMA. This extends the life of an HMA pavement or chip seal overlay by adding strength to significantly settled areas of the pavement.

Worst-first strategy: Asset management strategy that treats only the problems, often addressing the worst problems first, and ignoring preventive maintenance. This strategy is the opposite of the "mix of fixes" strategy. An example of a worst-first approach would be purchasing a new automobile, never changing the oil, and waiting till the engine fails to address any deterioration of the car.

List of Acronyms

CPM: capital preventive maintenance

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[25] [second sentence] http://www.kentcountyroads.net/road-work/road-treatments/ultra-thin-overlay
[26] https://en.wikipedia.org/wiki/Trunk_road
[27] https://en.wikipedia.org/wiki/Trunk_road
[28] Inventory-based Rating System for Gravel Roads: Training Manual

FHWA: Federal Highway Administration

HMA: hot-mix asphalt

I: trunkline abbreviation for routes on the Interstate system

IBR: Inventory-based Rating

M: trunkline abbreviation for Michigan state highways

MDOT: Michigan Department of Transportation

MTF: Michigan Transportation Fund

NBIS: National Bridge Inspection Standards

NCPP: National Center for Pavement Preservation

NHS: National Highway System

PA 51: Michigan Public Act 51 of 1951

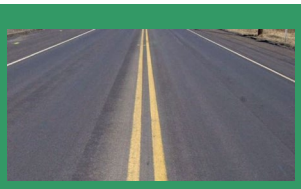
PASER: Pavement Surface Evaluation and Rating

R&R: reconstruction and rehabilitation programs

TAMC: (Michigan) Transportation Asset Management Council

US: trunkline abbreviation for routes on the US Highway system

City of Novi
2025 Pavement
Asset Management Plan



A plan describing the City of Novi's roadway assets and conditions

Prepared by:
City of Novi DPW
OHM Advisors

cityofnovi.org

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EXECUTIVE SUMMARY

As conduits for commerce and connections to vital services, roads are among the most important assets in any community along with other assets like bridges, culverts, traffic signs, traffic signals, and utilities that support and affect roads. The City of Novi's (Novi) roads, other transportation assets, and support systems are also some of the most valuable and extensive public assets, all of which are paid for with taxes collected from ordinary citizens and businesses. The cost of building and maintaining roads, their importance to society, and the investment made by taxpayers all place a high level of responsibility on local agencies to plan, build, and maintain the road network in an efficient and effective manner. This asset management plan is intended to report on how Novi is meeting its obligations to maintain the public assets for which it is responsible.

This plan overviews Novi's road assets and condition, and explains how Novi works to maintain and improve the overall condition of those assets. These explanations can help answer the following questions:

- What kinds of road assets Novi has in its jurisdiction, who owns them, and the different options for maintaining these assets.
- What tools and processes Novi uses to track and manage road assets and funds.
- What condition Novi's road assets are in compared to statewide averages.
- Why some road assets are in better condition than others and the path to maintaining and improving road asset conditions through proper planning and maintenance.
- How agency transportation assets are funded and where those funds come from.
- How funds are used and the costs incurred during Novi's road assets' normal life cycle.
- What condition Novi can expect its road assets if those assets continue to be funded at the current funding levels
- How changes in funding levels can affect the overall condition of all of Novi's road assets.

Novi owns and/or manages 197.44 centerline of roads. This road network can be divided into the city major network, the city local network, the unpaved road network, and the National Highway System (NHS) network based on the different factors these roads have that influence asset management decisions.

The City of Novi has a limited unpaved road network. The unpaved roads are maintained periodically by both City maintenance and contracted projects to remain in fair or better condition.

An asset management plan is required by Michigan Public Act 325 of 2018, and this document represents fulfillment of some of Novi's obligations towards meeting these requirements. This asset management plan also helps demonstrate Novi's responsible use of public funds by providing elected and appointed officials as well as the general public with inventory and condition information of Novi's road assets, and gives taxpayers the information they need to make informed decisions about investing in its essential transportation infrastructure.

INTRODUCTION

Asset management is defined by Public Act 325 of 2018 as "an ongoing process of maintaining, preserving, upgrading, and operating physical assets cost effectively, based on a continuous physical inventory and condition assessment and investment to achieve established performance goals". In other words, asset management is a process that uses data to manage and track assets, like roads and bridges, in a cost-effective manner using a combination of engineering and business principles. This process is endorsed by leaders in municipal planning and transportation infrastructure, including the Michigan Municipal League, County Road Association of Michigan, the Michigan Department of Transportation (MDOT), and the Federal Highway Administration (FHWA). Novi is supported in its use of asset management principles and processes by the Michigan Transportation Asset Management Council (TAMC), formed by the State of Michigan.

Asset management, in the context of this plan, ensures that public funds are spent as effectively as possible to maximize the condition of the road network. Asset management also provides a transparent decision-making process that allows the public to understand the technical and financial challenges of managing road infrastructure with a limited budget.

The City of Novi (Novi) has adopted an "asset management" business process to overcome the challenges presented by having limited financial, staffing, and other resources while needing to meet road users' expectations. Novi is responsible for maintaining and operating over 197.44 centerline of roads.

This plan outlines how Novi determines its strategy to maintain and upgrade road asset condition given agency goals, priorities of its road users, and resources provided. An updated plan is to be released approximately every two-three years to reflect changes in road conditions, finances, and priorities.

Questions regarding the use or content of this plan should be directed to the DPW at 26300 Lee BeGole Dr, Novi, MI 48375 or at (248) 735-5640 and/or communityrelations@cityofnovi.org. https://www.cityofnovi.org/services/public-works/better-roads-ahead. Key terms used in this plan are defined in Novi's comprehensive transportation asset management plan (also known as the "compliance plan") used for compliance with PA 325 or 2018.

Knowing the basic features of the asset classes themselves is a crucial starting point to understanding the rationale behind an asset management approach. The following primer provides an introduction to pavements.

Pavement Primer

Roads come in two basic forms—paved and unpaved. Paved roads have hard surfaces. These hard surfaces can be constructed from asphalt, concrete, composite (asphalt and concrete), sealcoat, and brick and block materials. On the other hand, unpaved roads have no hard surfaces. Examples of these surfaces are gravel and unimproved earth.

The decision to pave with a particular material as well as the decision to leave a road unpaved allows road-owning agencies to tailor a road to a particular purpose, environment, and budget. Thus, selecting a pavement type or leaving a road unpaved depends upon purpose, materials available, and budget. Each choice represents a trade-off between budget and costs for construction and maintenance.

Maintenance enables the road to fulfill its particular purpose. To achieve the maximum service for a pavement or an unpaved road, continual monitoring of a road's pavement condition is essential for choosing the right time to apply the right fix in the right place.

Here is a brief overview of the different types of pavements, how condition is assessed, and treatment options that can lengthen a road's service life.

Surfacing

Pavement type is influenced by several different factors, such as cost of construction, cost of maintenance, frequency of maintenance, and type of maintenance. These factors can have benefits affecting asset life and road user experience.

Paved Surfacing

Typical benefits and tradeoffs for hard surface types include:

- **Concrete pavement:** Concrete pavement, which is sometimes called a rigid pavement, is durable and lasts a long time when properly constructed and maintained. Concrete pavement can have longer service periods between maintenance activities, which can help reduce maintenance-related traffic disruptions. However, concrete pavements have a high initial cost and can be challenging to rehabilitate and maintain at the end of their service life. A typical concrete pavement design life will provide service for 30 years before major rehabilitation is necessary.
- **Hot-mix asphalt pavement (HMA):** HMA pavement, sometimes known as asphalt or flexible pavement, is currently less expensive to construct than concrete pavement (this is, in some part, due to the closer link between HMA material costs and oil prices that HMA pavements have in comparison with other pavement types). However, they require frequent maintenance activities to maximize their service life. A typical HMA pavement design life will provide service for 18 years before major rehabilitation is necessary. The vast majority of local-agency-owned pavements are HMA pavements.

- **Composite pavements:** Composite pavement is a combination of concrete and asphalt layers. Typically, composite pavements are old concrete pavements exhibiting ride-related issues that were overlaid by several inches of HMA in order to gain more service life from the pavement before it would need reconstruction. Converting a concrete pavement to a composite pavement is typically used as a "holding pattern" treatment to maintain the road in usable condition until reconstruction funds become available.
- **Sealcoat pavement:** Sealcoat pavement is a gravel road that have been sealed with a thin asphalt binder coating that has stone chips spread on top (not to be confused with a chip seal treatment over HMA pavement). This type of a pavement relies on the gravel layer to provide structure to support traffic, and the asphalt binder coating and stone chips shed water and eliminate the need for maintenance grading. Nonetheless, sealcoat pavement does require additional maintenance steps that asphalt and gravel do not require and does not last as long as HMA pavement, but it provides a low-cost alternative for lightly-trafficked areas and competes with asphalt for ride quality when properly constructed and maintained. Sealcoat pavement can provide service for ten or more years before the surface layer deteriorates and needs to be replaced.

Unpaved Surfacing

Typical benefits and tradeoffs for non-hard surfacing include:

- **Gravel:** Gravel is a low-cost, easy-to-maintain road surface made from layers of soil and aggregate (gravel). However, there are several potential drawbacks such as dust, mud, and ride smoothness when maintenance is delayed or traffic volume exceeds design expectations. Gravel roads require frequent low-cost maintenance activities. Gravel can be very cost effective for lower-volume, lower-speed roads. In the right conditions, a properly constructed and maintained gravel road can provide a service life comparable to an HMA pavement and can be significantly less expensive than the other pavement types.

Pavement Condition

Besides traffic congestion, pavement condition is what road users typically notice most about the quality of the roads that they regularly use—the better the pavement condition, the more satisfied users are with the service provided by the roadwork performed by road-owning agencies. Pavement condition is also a major factor in determining the most cost-effective treatment—that is, routine maintenance, capital preventive maintenance, or structural improvement—for a given section of pavement. As pavements age, they transition between "windows" of opportunity when a specific type of treatment can be applied to gain an increase in quality and extension of service life. Routine maintenance is day-to-day, regularly-scheduled, low-cost activity applied to "good" roads to prevent water or debris intrusion. Capital preventive maintenance (CPM) is a planned set of cost-effective treatments for "fair" roads that corrects pavement defects, slows further deterioration, and maintains the functional condition without increasing structural capacity. Novi uses pavement condition and age to anticipate when a specific section of pavement will be a potential candidate for preventive maintenance. More detail on this topic is included in the *Pavement Treatment* section of this primer.

Pavement condition data is also important because it allows road owners to evaluate the benefits of preventive maintenance projects. This data helps road owners to identify the most cost-effective use of road construction and maintenance dollars. Further, historic pavement condition data can enable road owners to predict future road conditions based on budget constraints and to determine if a road network's condition will improve, stay the same, or degrade at the current or planned investment level. This analysis can help determine how much additional funding is necessary to meet a network's condition improvement goals.

Paved Road Condition Rating System

Novi is committed to monitoring the condition of its road network and using pavement condition data to drive cost-effective decision-making and preservation of valuable road assets. Novi uses the Pavement Surface Evaluation and Rating (PASER) system to assess its paved roads. PASER was developed by the University of Wisconsin Transportation Information Center to provide a simple, efficient, and consistent method for evaluating road condition through visual inspection. The widely-used PASER system has specific criteria for assessing asphalt, concrete, sealcoat, and brick and block pavements. Information regarding the PASER system and PASER manuals may be found on the TAMC website at: http://www.michigan.gov/tamc/0,7308,7-356-82158_82627---,00.html.

The TAMC has adopted the PASER system for measuring statewide pavement conditions in Michigan for asphalt, concrete, composite, sealcoat, and brick-and-block paved roads. Broad use of the PASER system means that data collected at Novi is consistent with data collected statewide. PASER data is collected using trained inspectors in a slow-moving vehicle using GPS-enabled data collection software provided to road-owning agencies at no cost to them. The method does not require extensive training or specialized equipment, and data can be collected rapidly, which minimizes the expense for collecting and maintaining this data.

The PASER system rates surface condition using a 1-10 scale where 10 is a brand new road with no defects that can be treated with routine maintenance, 5 is a road with distresses but is structurally sound that can be treated with preventive maintenance, and 1 is a road with extensive surface and structural distresses that is in need of total reconstruction.

Roads with lower PASER scores generally require costlier treatments to restore their quality than roads with higher PASER scores. The cost effectiveness of treatments generally decreases the as the PASER number decreases. In other words, as a road deteriorates, it costs more dollars per mile to fix it, and the dollars spent are less efficient in increasing the road's service life. Nationwide experience and asset management principles tell us that a road that has deteriorated to a PASER 4 or less will cost more to improve and the dollars spent are less efficient. Understanding this cost principle helps to draw meaning from the current PASER condition assessment.

The TAMC has developed statewide definitions of road condition by creating three simplified condition categories—"good", "fair", and "poor"—that represent bin ranges of PASER scores having similar contexts with regard to maintenance and/or reconstruction. The definitions of these rating conditions are:

- "Good" roads, according to the TAMC, have PASER scores of 8, 9, or 10. Roads in this category have very few, if any, defects and only require minimal maintenance; they may be kept in this category longer using PPM. These roads may include those that have been recently seal coated or newly constructed. Figure 1 illustrates an example of a road in this category.
- "Fair" roads, according to the TAMC, have PASER scores of 5, 6, or 7. Roads in this category still show good structural support, but their surface is starting to deteriorate. Figure 1 illustrates two road examples in this category. CPM can be cost effective for maintaining the road's "fair" condition or even raising it to "good" condition before the structural integrity of the pavement has been severely impacted. CPM treatments can be likened to shingles on a roof of a house: while the shingles add no structural value, they protect the house from structural damage by maintaining the protective function of a roof covering.
- "Poor" roads, according to the TAMC, have PASER scores of 1, 2, 3, or 4. These roads exhibit evidence that the underlying structure is failing, such as alligator cracking and rutting. These roads must be rehabilitated with treatments like a heavy overlay, crush and shape, or total reconstruction. Figure 1 illustrates a road in this category.

Figure 1: *Top image, right*– PASER 8 road that is considered "good" by the TAMC exhibit only minor defects. *Second image, right*– PASER 5 road that is considered "fair" by the TAMC. Exhibiting structural soundness but could benefit from CPM. *Third image, right*– PASER 6 road that is considered "fair" by the TAMC. *Bottom image, right*– PASER 2 road that is considered "poor" by the TAMC exhibiting significant structural distress.

The TAMC's good, fair, and poor categories are based solely on the definitions, above. Therefore, caution should be exercised when comparing other condition assessments with these categories because other

condition assessments may have “good”, “fair”, or “poor” designations similar to the TAMC condition categories but may not share the same definition. Often, other condition assessment systems define the “good”, “fair”, and “poor” categories differently, thus rendering the data of little use for cross-system comparison. The TAMC’s definitions provide a statewide standard for all of Michigan’s road-owning agencies to use for comparison purposes.

PASER data is collected 100 percent every two years on all federal-aid-eligible roads in Michigan. The TAMC dictates and funds the required training and the format for this collection, and it shares the data regionally and statewide. In addition, Novi collects 100% percent of its paved non-federal-aid-eligible network using its own staff and resources on the same rating schedule.

Unpaved Road Condition Rating System (IBR System™)

The condition of unpaved roads can be rapidly changing, which makes it difficult to obtain a consistent surface condition rating over the course of weeks or even days. The PASER system works well on most paved roads, which have a relatively-stable surface condition over several months, but it is difficult to adapt to unpaved roads. To address the need for a reliable condition assessment system for unpaved roads, the TAMC adopted the Inventory Based Rating (IBR) System™, and Novi also uses the IBR System™ for rating its unpaved roads. Information about the IBR System™ can be found at http://ctt.mtu.edu/inventory-based-rating-system.

The IBR System™ gathers reliable condition assessment data for unpaved road by evaluating three features—surface width, drainage adequacy, and structural adequacy—in comparison to a baseline, or generally considered “good”, road. These three assessments come together to generate an overall 1-10 IBR number. A high IBR number reflects a road with wide surface width, good drainage, and a well-designed and well-constructed base, whereas a low IBR number reflects a narrow road with no ditches and little gravel. A good, fair, or poor assessment of each feature is not an endorsement or indictment of a road’s suitability for use but simply provides context on how these road elements compare to a baseline condition.

Figure 2: *Top*– Road with IBR number of 1 road that has poor surface width, poor drainage adequacy, and poor structural adequacy. *Middle*– Road IBR number of 7 that has fair surface width, fair drainage adequacy, and fair structural adequacy. *Bottom*– Road with IBR number of 9 road that has good surface width, good drainage adequacy, and good structural adequacy.

Figure 2 illustrates the range over which features may be assessed. The top example in Figure 2 shows an unpaved road with a narrow surface width, little or no drainage, and very little gravel thickness. Using the IBR System™, these assessments would yield an IBR number of “1” for this road. The middle example in Figure 2 shows a road with fair surface width, fair drainage adequacy, and fair

structural adequacy. These assessments would yield an IBR number of "7" for this road. The bottom example in Figure 2 shows a road with good surface width, good drainage adequacy, and good structural adequacy. These assessments would yield an IBR number of "9" for this road.

Unpaved roads are constructed and used differently throughout Michigan. A narrow, unpaved road with no ditches and very little gravel (low IBR number) may be perfectly acceptable in a short, terminal end of the road network, for example, on a road segment that ends at a lake or serves a limited number of unoccupied private properties. However, high-volume unpaved roads that serve agricultural or other industrial activities with heavy trucks and equipment will require wide surface width, good drainage, and a well-designed and well-constructed base structure (high IBR number). Where the unpaved road is and how it is used determines how the road must be constructed and maintained: just because a road has a low IBR number does not necessarily mean that it needs to be upgraded. The IBR number are not an endorsement or indictment of the road's suitability for use but rather, an indication of a road's capabilities to support different traffic volumes and types in all weather.

Pavement Treatments

Selection of repair treatments for roads aims to balance costs, benefits, and road life expectancy. All pavements are damaged by water, traffic weight, freeze/thaw cycles, and sunlight. Each of the following treatments and strategies—reconstruction, structural improvements, capital preventive maintenance, and others used by Novi—counters at least one of these pavement-damaging forces.

Reconstruction

Pavement reconstruction treats failing or failed pavements by completely removing the old pavement and base and constructing an entirely new road (Figure 3). Every pavement has to eventually be reconstructed and it is usually done as a last resort after more cost-effective treatments are done, or if the road requires significant changes to road geometry, base, or buried utilities. Compared to the other treatments, which are all improvements of the existing road, reconstruction is the most extensive rehabilitation of the roadway and therefore, also the most expensive per mile and most disruptive to regular traffic patterns. Reconstructed pavement will subsequently require one or more of the previous maintenance treatments to maximize service life and performance. A reconstructed road lasts approximately 20 years or more and

Figure 3: Examples of reconstruction treatments—(left) reconstructing a road and (right) road prepared for full-depth repair.

costs $750,000 to $1,200,000 per lane mile depending on the type. The following descriptions outline the main reconstruction treatments used by Novi.

Full-depth Concrete Repair

A full-depth concrete repair removes sections of damaged concrete pavement and replaces it with new concrete of the same dimensions (Figure 3). It is usually performed on isolated deteriorated joint locations or entire slabs that are much further deteriorated than adjacent slabs. The purpose is to restore the riding surface, delay water infiltration, restore load transfer from one slab to the next, and eliminate the need to perform costly temporary patching. This repair lasts approximately twelve years and typically costs $100,000-$300,000 per mile depending on the frequency of patching.

Ditching (for Unpaved Roads)

Water needs to drain away from any roadway to delay softening of the pavement structure, and proper drainage is critical for unpaved roads where there is no hard surface on top to stop water infiltration into the road surface and base. To improve drainage, new ditches are dug or old ones are cleaned out. Unpaved roads typically need to be re-ditched every 15 years at a cost of $50,000 per mile.

Gravel Overlay (for Unpaved Roads)

Unpaved roads will exhibit gravel loss over time due to traffic, wind, and rain. Gravel on an unpaved road provides a wear surface and contributes to the structure of the entire road. Unpaved roads typically need to be overlaid with four inches of new gravel every 15 years at a cost of $125,000 per mile.

Structural Improvement

Roads requiring structural improvements exhibit alligator cracking and rutting and rated poor in the TAMC scale. Road rutting is evidence that the underlying structure is beginning to fail and it must be either rehabilitated with a structural treatment. Examples of structural improvement treatments include HMA overlay with or without milling, and crush and shape (Figure 4). The following descriptions outline the main structural improvement treatments used by Novi.

Figure 4: Examples of structural improvement treatments—(from left) HMA overlay on an unmilled pavement, milling asphalt pavement, and pulverization of a road during a crush-and-shape project.

Hot-mix Asphalt (HMA) Overlay with/without Milling

An HMA overlay is a layer of new asphalt (liquid asphalt and stones) placed on an existing pavement (Figure 4). Depending on the overlay thickness, this treatment can add significant structural strength. This

treatment also creates a new wearing surface for traffic and seals the pavement from water, debris, and sunlight damage. An HMA overlay lasts approximately ten years and costs $200,000 to $350,000 per lane mile. The top layer of severely damaged pavement can be removed by the milling, a technique that helps prevent structural problems from being quickly reflected up to the new surface. Milling is also done to keep roads at the same height of curb and gutter that is not being raised or reinstalled in the project. Milling adds $30,000 per lane mile to the HMA overlay cost.

Crush and Shape

During a crush and shape treatment, the existing pavement and base are pulverized and then the road surface is reshaped to correct imperfections in the road's profile (Figure 4). An additional layer of gravel is often added along with a new wearing surface such as an HMA overlay or chip seal. Additional gravel and an HMA overlay give an increase in the pavements structural capacity. This treatment is usually done on rural roads with severe structural distress; Adding gravel and a wearing surface makes it more prohibitive for urban roads if the curb and gutter is not raised up. Crush and shape treatments last approximately 15 or more years and cost $500,000 per lane mile.

Capital Preventive Maintenance

Capital preventive maintenance (CPM) addresses pavement problems of fair-rated roads before the structural integrity of the pavement has been severely impacted. CPM is a planned set of cost-effective treatments applied to an existing roadway that slows further deterioration and that maintains or improves the functional condition of the system without significantly increasing the structural capacity. Examples of such treatments include crack seal, fog seal, chip seal, slurry seal, and microsurface (Figure 5). The purpose of the following CPM treatments is to protect the pavement structure, slow the rate of deterioration, and/or correct pavement surface deficiencies. The following descriptions outline the main CPM treatments used by Novi.

Figure 5: Examples of capital preventive maintenance treatments—(from left) crack seal, fog seal, chip seal, and slurry seal/microsurface.

Crack Seal

Water that infiltrates the pavement surface softens the pavement structure and allows traffic loads to cause more damage to the pavement than in normal dry conditions. Crack sealing helps prevent water infiltration by sealing cracks in the pavement with asphalt sealant (Figure 5). Novi seals pavement cracks early in the life of the pavement to keep it functioning as strong as it can and for as long as it can. Crack

sealing lasts approximately two years and costs $8,000 per lane mile. Even though it does not last very long compared to other treatments, it does not cost very much compared to other treatments. This makes it a very cost effective treatment when Novi looks at what crack filling costs per year of the treatment's life.

Fog Seal

Fog sealing sprays a liquid asphalt coating onto the entire pavement surface to fill hairline cracks and prevent damage from sunlight (Figure 5). Fog seals are best for good to very good pavements and last approximately two years at a cost of $15,000 per lane mile.

Chip Seal

A chip seal, also known as a sealcoat, is a two-part treatment that starts with liquid asphalt sprayed onto the old pavement surface followed by a single layer of small stone chips spread onto the wet liquid asphalt layer (Figure 5). The liquid asphalt seals the pavement from water and debris and holds the stone chips in place, providing a new wearing surface for traffic that can correct friction problems and helping to prevent further surface deterioration. Chip seals are best applied to pavements that are not exhibiting problems with strength, and their purpose is to help preserve that strength. These treatments last approximately five years and cost $30,000 per lane mile.

Slurry Seal/Microsurface

A slurry seal or microsurface's purpose is to protect existing pavement from being damaged by water and sunlight. The primary ingredients are liquid asphalt (slurry seal) or modified liquid asphalt (microsurface), small stones, water and portland cement applied in a very thin (less than a half an inch) layer (Figure 5). The main difference between a slurry seal and a microsurface is the modified liquid asphalt used in microsurfacing provides different curing and durability properties, which allows microsurfacing to be used for filling pavement ruts. Since the application is very thin, these treatments do not add any strength to the pavement and only serves to protect the pavement's existing strength by sealing the pavement from sunlight and water damage. These treatments work best when applied before cracks are too wide and too numerous. A slurry seal treatment lasts approximately four years and costs $40,000 per lane mile, while a microsurface treatment tends to last for seven years and costs $65,000 per lane mile.

Partial-Depth Concrete Repair

A partial-depth concrete repair involves removing spalled (i.e., fragmented) or delaminated (i.e., separated into layers) areas of concrete pavement, usually near joints and cracks and replacing with new concrete (Figure 6). This is done to provide a new wearing surface in isolated areas, to slow down water infiltration, and to help delay further freeze/thaw damage. This repair lasts approximately five years and typically costs $100,000-$250,000 per mile depending on the frequency of the deteriorated joints.

Maintenance Grading (for Unpaved Roads)

Maintenance grading involves regrading an unpaved road to remove isolated potholes, washboarding, and ruts then restoring the compacted crust layer (Figure 6). Crust on an unpaved road is a very tightly

compacted surface that sheds water with ease but takes time to be created, so destroying a crusted surface with maintenance grading requires a plan to restore the crust. Maintenance grading often needs to be performed three to five times per year and each grading costs $1000 per mile.

Dust Control (for Unpaved Roads)

Dust control typically involves spraying chloride or other chemicals on a gravel surface to reduce dust loss, aggregate loss, and maintenance (Figure 6). This is a relatively short-term fix that helps create a crusted surface. Chlorides work by attracting moisture from the air and existing gravel. This fix is not effective if the surface is too dry or heavy rain is imminent, so timing is very important. Dust control is done two to four times per year and each application costs $1,500 per mile.

Figure 6: Examples of capital preventive maintenance treatments, cont'd—(from left) concrete road prepared for partial-depth repair, gravel road undergoing maintenance grading, and gravel road receiving dust control application (dust control photo courtesy of Weld County, Colorado, weldgov.com).

Maintenance

Maintenance is the most cost-effective strategy for managing road infrastructure and prevents good and fair roads from reaching the poor category, which require costly rehabilitation and reconstruction treatments to create a year of service life. It is most effective to spend money on routine maintenance and CPM treatments, first; then, when all maintenance project candidates are treated, reconstruction and rehabilitation can be performed as money is available. This strategy is called a "mix-of-fixes" approach to managing pavements.

1. PAVEMENT ASSETS

Building a mile of new road can cost over $1 million due to the large volume of materials and equipment that are necessary. The high cost of constructing road assets underlines the critical nature of properly managing and maintaining the investments made in this vital infrastructure. The specific needs of every mile of road within an agency's overall road network is a complex assessment, especially when considering rapidly changing conditions and the varying requisites of road users; understanding each road-mile's needs is an essential duty of the road-owning agency.

In Michigan, many different governmental units (or agencies) own and maintain roads, so it can be difficult for the public to understand who is responsible for items such as planning and funding construction projects, [patching] repairs, traffic control, safety, and winter maintenance for any given road. MDOT is responsible for state trunkline roads, which are typically named with "M", "I", or "US" designations regardless of their geographic location in Michigan. Cities and villages are typically responsible for all public roads within their geographic boundary with the exception of the previously mentioned state trunkline roads managed by MDOT. County road commissions (or departments) are typically responsible for all public roads within the county's geographic boundary, with the exception of those managed by cities, villages, and MDOT.

In cases where non-trunkline roads fall along jurisdictional borders, local and intergovernmental agreements dictate ownership and maintenance responsibility. Quite frequently, roads owned by one agency may be maintained by another agency because of geographic features that make it more cost effective for a neighboring agency to maintain the road instead of the actual road owner. Other times, road-owning agencies may mutually agree to coordinate maintenance activities in order to create economies of scale and take advantage of those efficiencies.

The City of Novi is responsible for a total of 197.44 centerline of public roads, as shown in Figure 7.

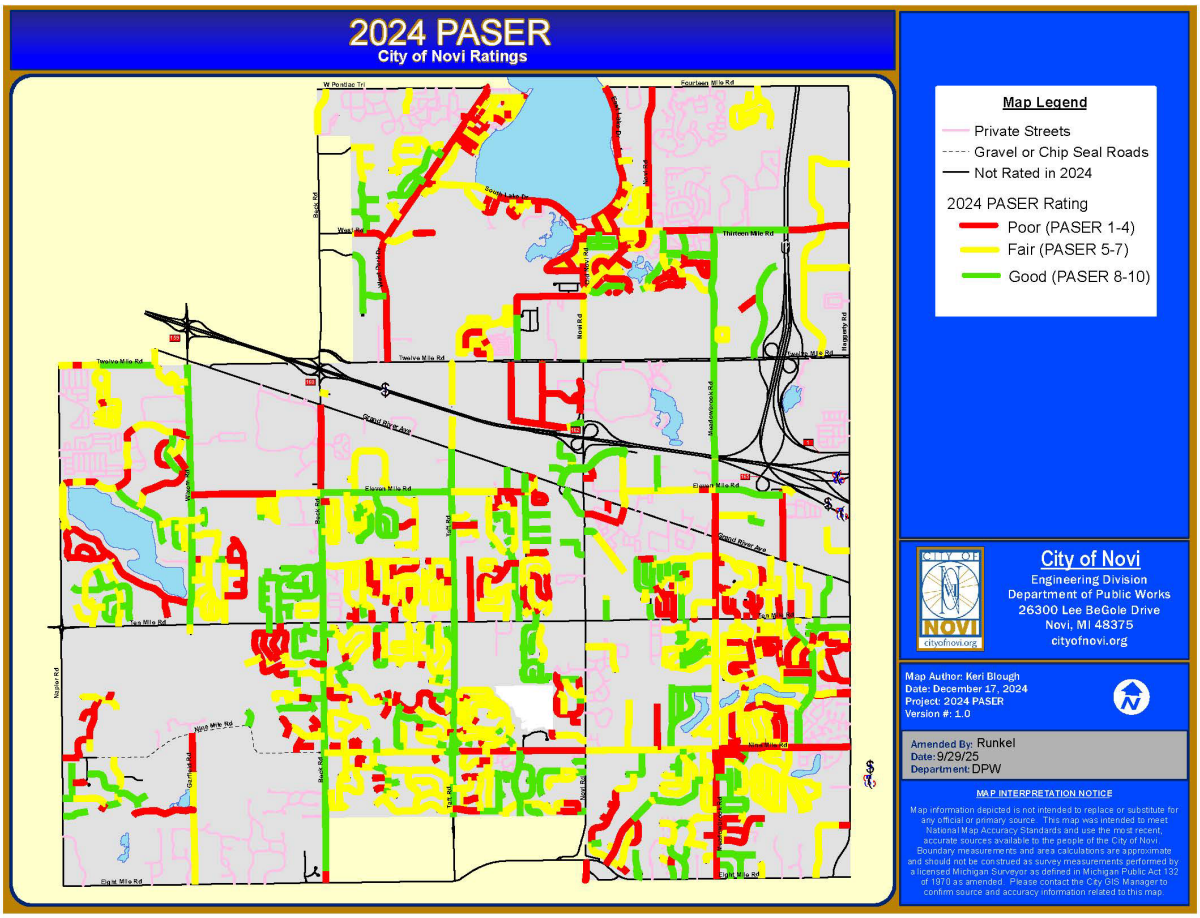


Figure 7: Map showing location of Novi's paved roads (i.e., those managed by Novi) and their current condition for paved roads on the PASER scale.

Inventory

Michigan Public Act 51 of 1951 (PA 51), which defines how funds from the Michigan Transportation Fund (MTF) are distributed to and spent by road-owning agencies, classifies roads owned by Novi as either city major or city local roads. State statute prioritizes expenditures on the city major road network.

Figure 8 illustrates the percentage of roads owned by Novi that are classified as city major and city local roads. Figure 9 illustrates this breakdown of the road network within Novi's jurisdiction.

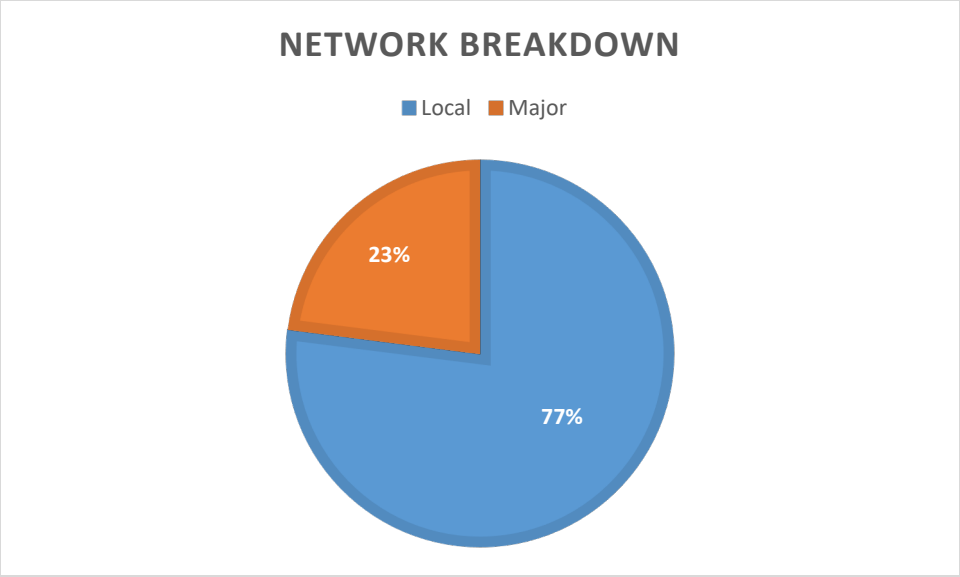


Figure 8: Percentage of city major and city local roads for Novi.

Novi also owns and manages 2.14 miles of unpaved roads.

Types

Novi has multiple types of pavements in its jurisdiction, including: asphalt, sealcoat, concrete, and undefined; it also has unpaved roads (i.e., gravel and/or earth). Factors influencing pavement type include cost of construction, cost of maintenance, frequency of maintenance, type of maintenance, asset life, and road user experience. More information on pavement types is available in the Introduction's Pavement Primer.

Figure 9 illustrates the percentage of various pavement types that Novi has in its network.

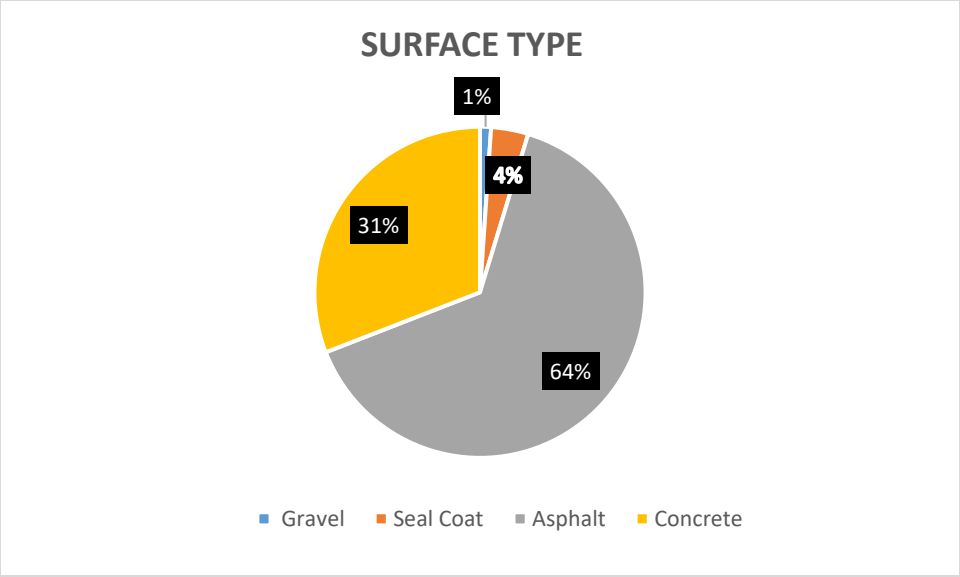


Figure 9: Pavement type by percentage maintained by Novi. Undefined pavements have not been inventoried in Novi's asset management system to date, but will be included as data becomes available.

Locations

Locations and sizes of each asset can be found in Novi's Roadsoft database. For more detail, please refer to the agency contact listed in the *Introduction* of this pavement asset management plan.

Condition

The road characteristic that road users most readily notice is pavement condition. Pavement condition is a major factor in determining the most cost-effective treatment—that is, routine maintenance, capital preventive maintenance, or structural improvement—for a given section of pavement. Novi uses pavement condition and age to anticipate when a specific section of pavement will be a potential candidate for preventive maintenance. Pavement condition data enables Novi to evaluate the benefits of preventive maintenance projects and to identify the most cost-effective use of road construction and maintenance dollars. Historic pavement condition data can be used to predict future road conditions based on budget constraints and to determine if a road network's condition will improve, stay the same, or degrade at the current or planned investment level. This analysis helps to determine how much additional funding is necessary to meet a network's condition improvement goals. More detail on this topic is included in the Introduction's *Pavement Primer*.

Paved Roads

Novi is committed to monitoring the condition of its road network and using pavement condition data to drive cost-effective decision-making and preservation of valuable road assets. Novi uses the Pavement Surface Evaluation and Rating (PASER) system, which has been adopted by the TAMC for measuring statewide pavement conditions, to assess its paved roads. The PASER system provides a simple, efficient, and consistent method for evaluating road condition through visual inspection. More information regarding the PASER system can be found in the Introduction's Pavement Primer.

Novi collects 100 percent of its PASER data every two years on all federal-aid-eligible roads in Michigan. In addition, Novi collects 100% percent of its paved non-federal-aid-eligible network using its own staff and resources.

Novi's 2024 paved city major road network has 37 percent of roads in the TAMC good condition category, 28 percent in fair, and 35 percent in poor (Figure 10A). The paved city local road network has 24 percent in good, 52 percent in fair, and 24 percent in poor (Figure 10B).

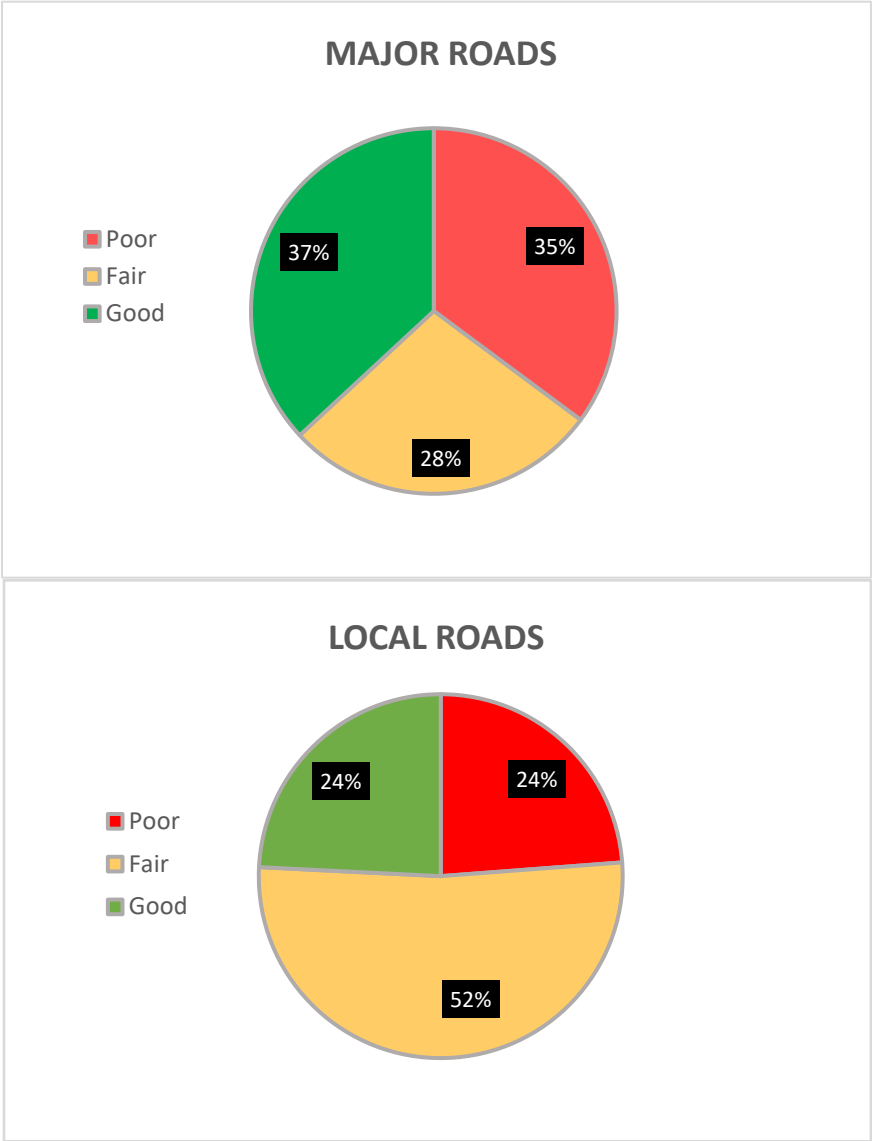


Figure 10: (A) Top: Novi paved city major road network conditions by percentage of good, fair, or poor, and (B) Bottom: paved city local road network conditions by percentage of good, fair, or poor

In comparison, the statewide paved city major road network has 27.7 percent of roads in the TAMC good condition category, 40.7 percent in fair, and 31.6 percent in poor (Figure 11A). The statewide paved city local road network has 20.6 percent in good, 36.7 percent in fair, and 42.7 percent in poor (Figure 11B). Comparing Figure 10A and Figure 11A shows that Novi's paved city major road network has more roads in good condition and poor condition and less roads in fair condition than statewide statistics, while Figure 10B and Figure 11B show that Novi's paved city local road network is better than similarly-classified roads in the rest of the state. Other road condition graphs can be viewed on the TAMC pavement condition dashboard at: http://www.mcgi.state.mi.us/mitrp/Data/PaserDashboard.aspx.

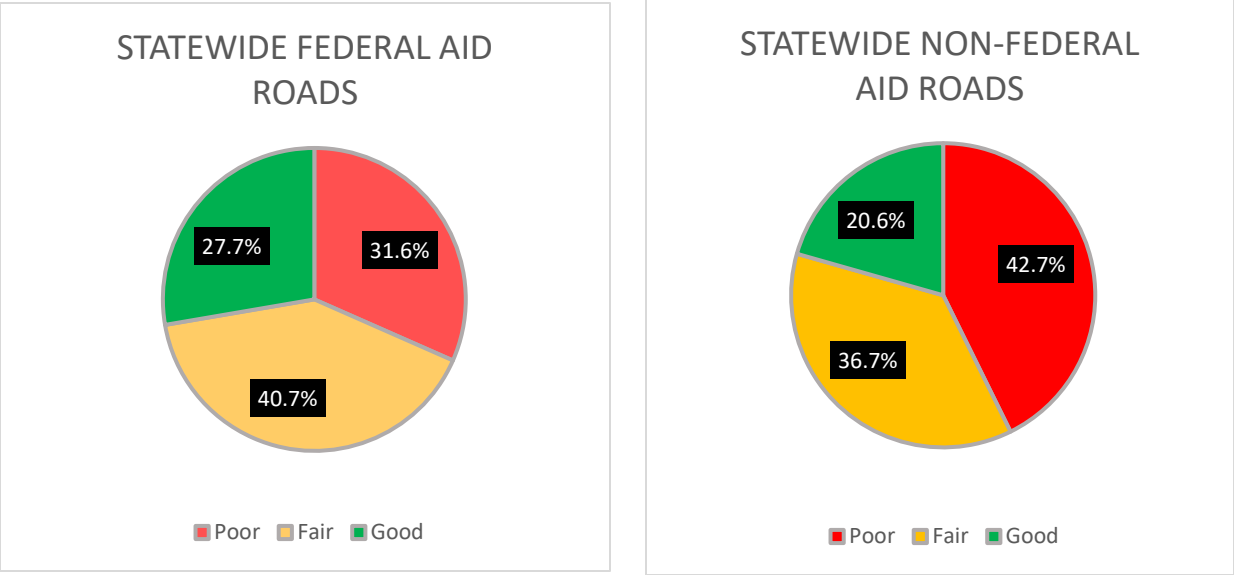


Figure 11: (A) Left: Statewide paved city major road network conditions by percentage of good, fair, or poor, and (B) Right: paved city local road network conditions by percentage of good, fair, or poor

The City of Novi has funded local road projects through an annual millage. This has significantly improved the conditions of the local roads over the past 10 years. The major roads have been funded with a mix of federal aid funds and the City budget. Due to the length and age of the City's major roads, additional funding is needed to ensure that the major roads meet or exceed the state average.

Figure 12 and Figure 13 show the number of miles for Novi's roads with PASER scores expressed in TAMC definition categories for the paved city major road network (Figure 12) and the paved city local road network (Figure 13). Novi considers road miles on the transition line between good and fair (PASER 8) and the transition line between fair and poor (PASER 5) as representing parts of the road network where there is a risk of losing the opportunity to apply less expensive treatments that gain significant improvements in service life.

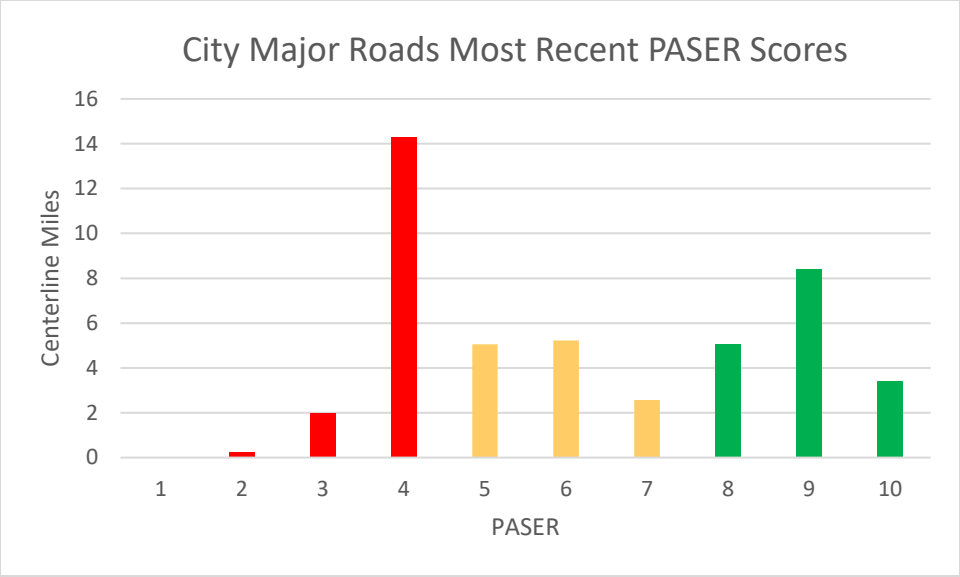


Figure 12: Novi paved city major road network conditions. Bar graph colors correspond to good/fair/poor TAMC designations.

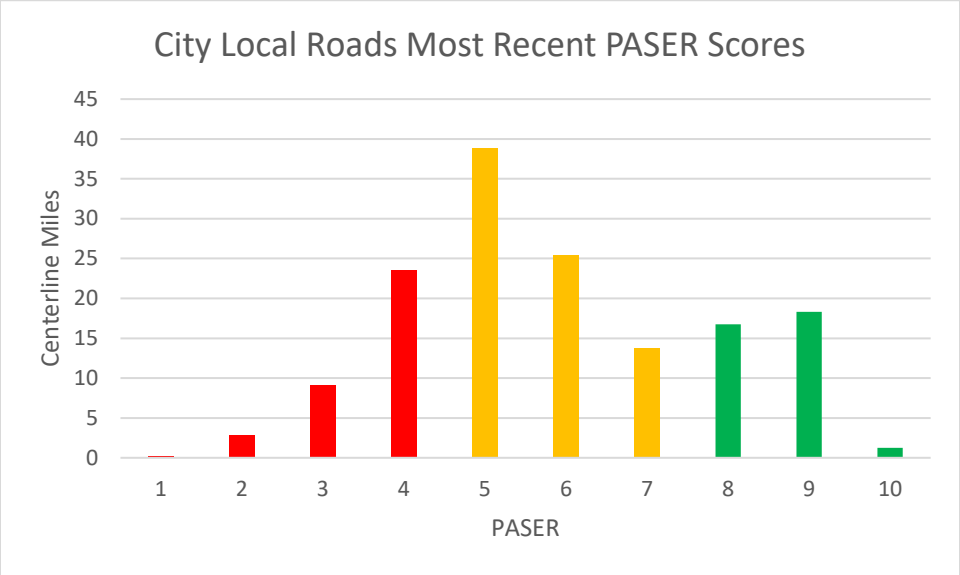


Figure 13: Novi paved city local network condition by PASER rating. Bar graph colors correspond to good/fair/poor TAMC designations.

Figure 14 illustrates Novi's entire paved road network divided by the TAMC good/fair/poor designations.

Figure 15 provides a map illustrating the geographic location of paved roads and their respective PASER condition. An online version of the most recent PASER data is located at https://www.mcgi.state.mi.us/tamcMap/.

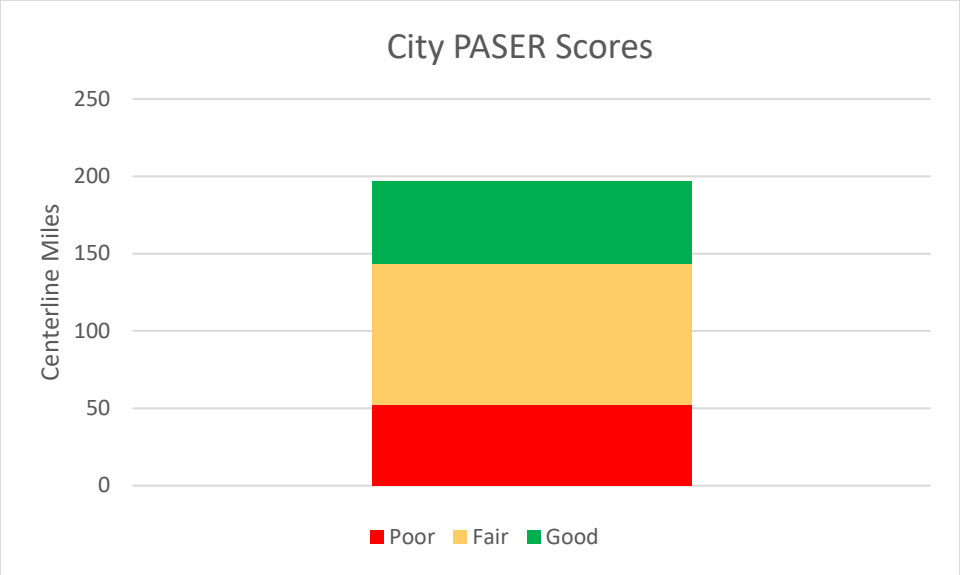


Figure 14: Number of miles of paved road divided in categories of good (PASER 10, 9, 8), fair (PASER 7, 6, 5), and poor (PASER 4, 3, 2, 1).

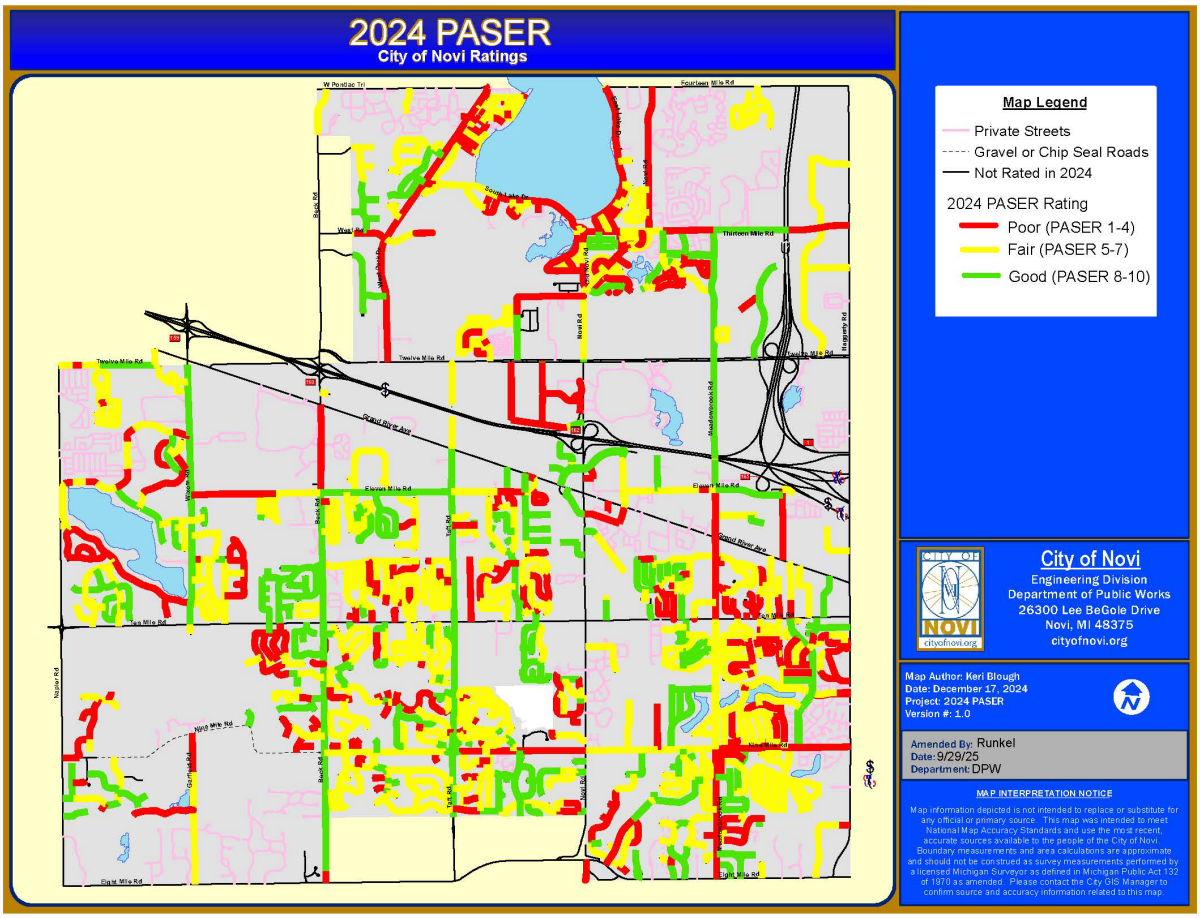


Figure 15: Map of the current paved road condition in good (PASER 10, 9, 8) shown in green, fair (PASER 7, 6, 5) shown in yellow, and poor (PASER 4, 3, 2, 1) shown in red. Only Roads owned by Novi are shown.

Historically, the overall trend in quality of Novi's paved city major roads has been increasing or holding over the last 10 years, as can be observed in Figure 16.

Comparing Novi's paved city major road condition trends illustrated in Figure 16 with overall statewide condition trends for similarly-classified roads, which are illustrated in Figure 17, shows the trend locally as in the rest of the state.

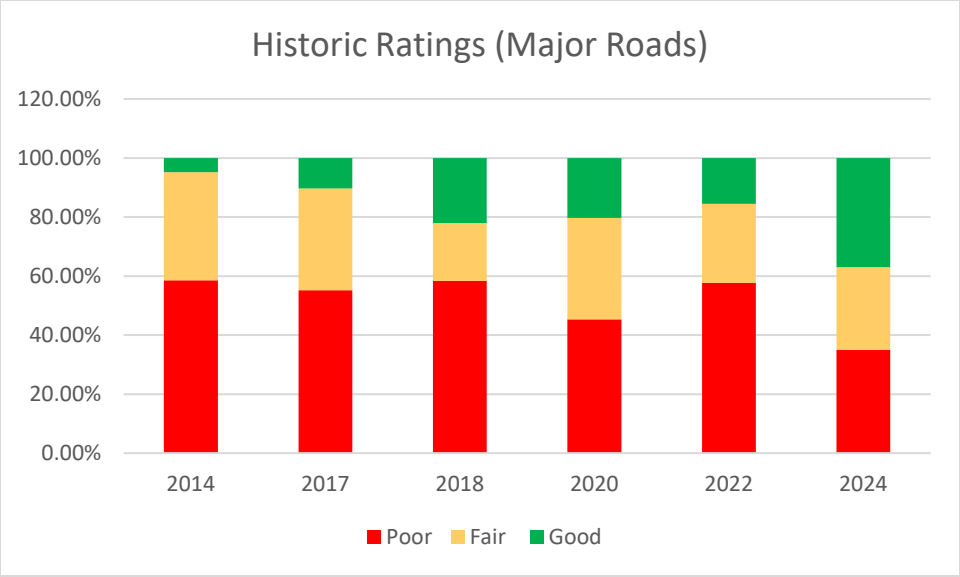


Figure 16: Historical Novi paved city major road network condition trend.

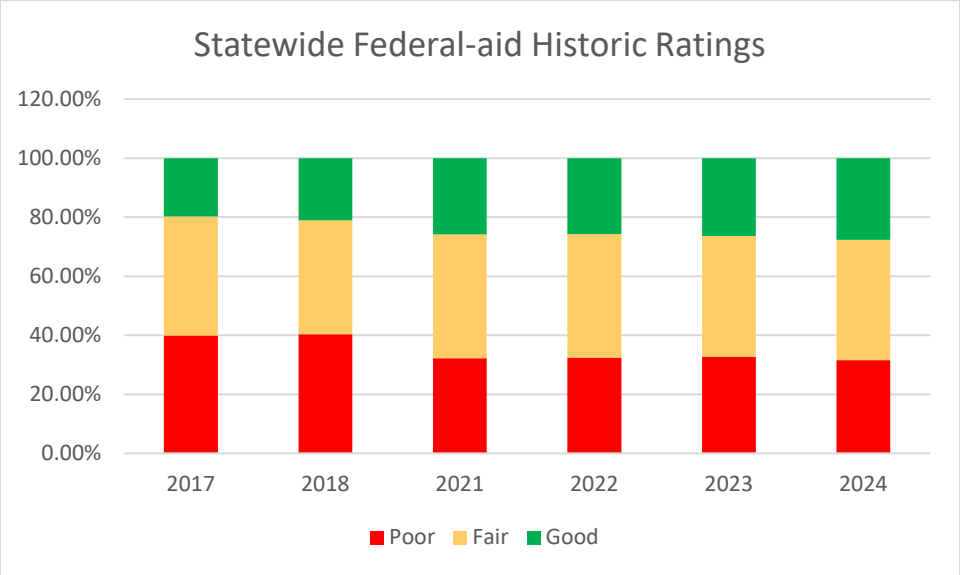


Figure 17: Historical statewide city major road network condition trend

Historically, the overall quality of Novi's paved city local roads have not been increasing more than the paved city major road network because they lack a source of state and federal funding and therefore must be supported locally. Figure 18 illustrates the condition of the paved city local road network in Novi while Figure 19 illustrates these conditions statewide.

Comparing Novi's paved city local road condition trends illustrated in Figure 18 with overall statewide condition trends for all paved city local roads illustrated in Figure 19 indicates that the City of Novi has less roads in poor condition than statewide trends. The year-to-year variation in the paved city local road network is likely due to the fact that only a portion of the network is collected each year, both locally and

statewide. This variation is likely a result of reporting bias since a representative sample of roads is not collected each year.

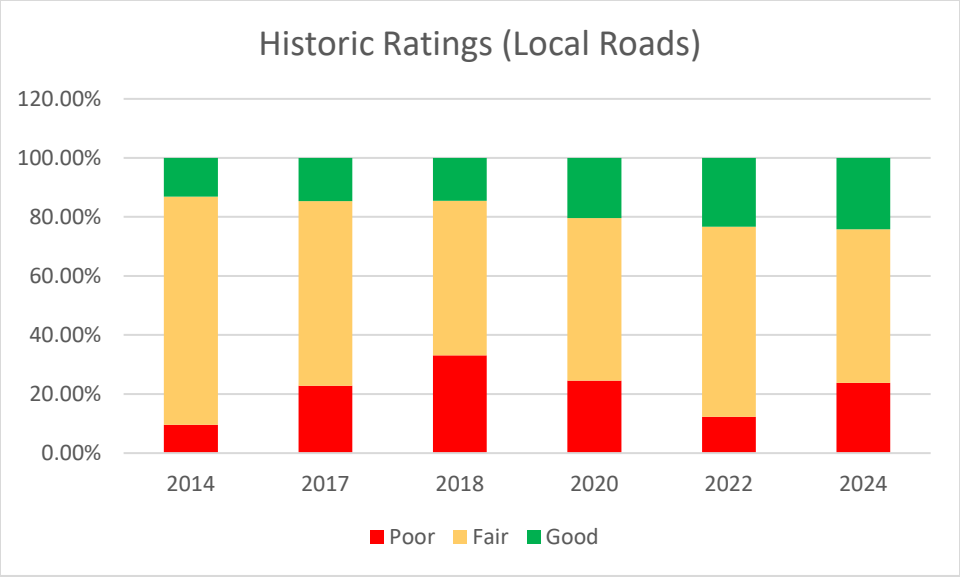


Figure 18: Historical Novi paved city local road network condition trend

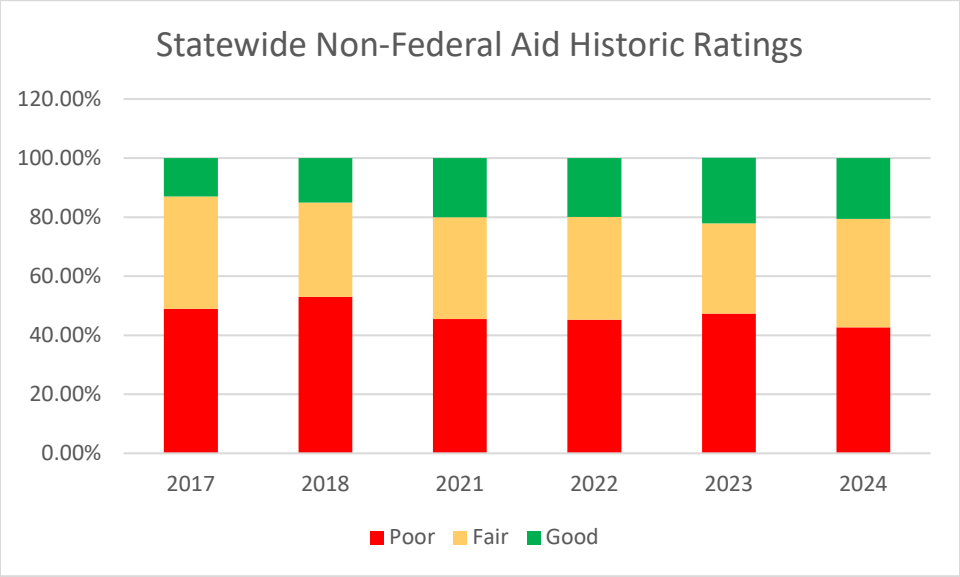


Figure 19: Historical statewide paved city local road network condition trend

Goals

Goals help set expectations to how pavement conditions will change in the future. Pavement condition changes are influenced by water infiltration, soil conditions, sunlight exposure, traffic loading, and repair work performed. Novi is not able to control any of these factors fully due to seasonal weather changes, traffic pattern changes, and its limited budget. In spite of the uncontrollable variables, it is still important to set realistic network condition goals that efficiently use budget resources to build and maintain roads meeting taxpayer expectations. An assessment of the progress toward these goals is provided in the *1. Pavement Assets*: *Gap Analysis* section of this plan.

Goals for Paved City Major Roads

The overall goal for Novi's paved city major road network is to maintain or improve road conditions network-wide at 2024 levels or better. The baseline condition for this goal is illustrated in Figure 20.

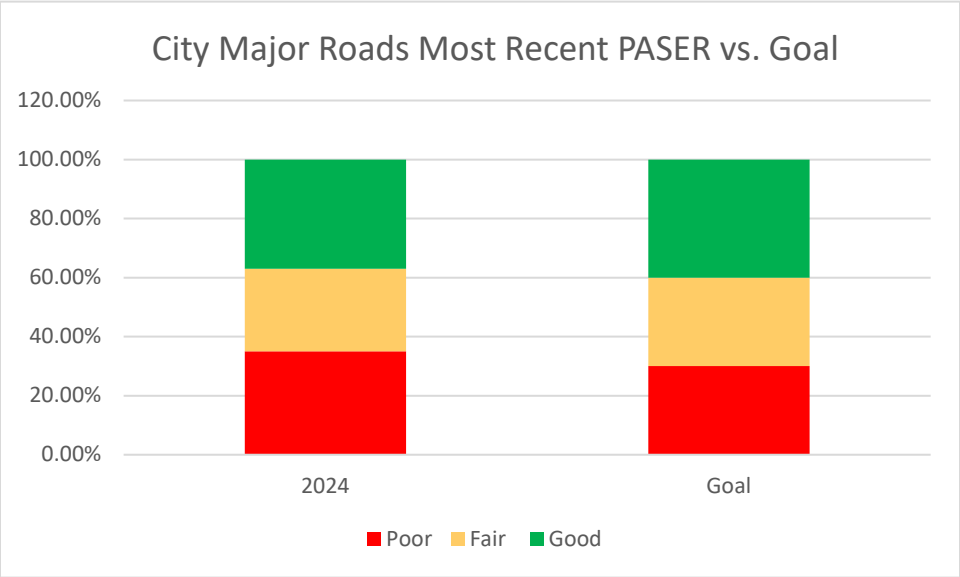


Figure 20: Novi's 2024 city major road network condition by percentage of good/fair/poor

Novi's network-level pavement condition strategy for paved city major roads is:

1. Prevent its good and fair (PASER 10 - 5) paved city major from becoming poor (PASER 4 - 1).
2. Move 5% percent of paved city major roads out of the poor category.

Goals for Paved City Local Roads

The overall goal for Novi's paved city local road network is to maintain or improve road conditions network-wide at 2024 levels. The baseline condition for this goal is illustrated in Figure 21.

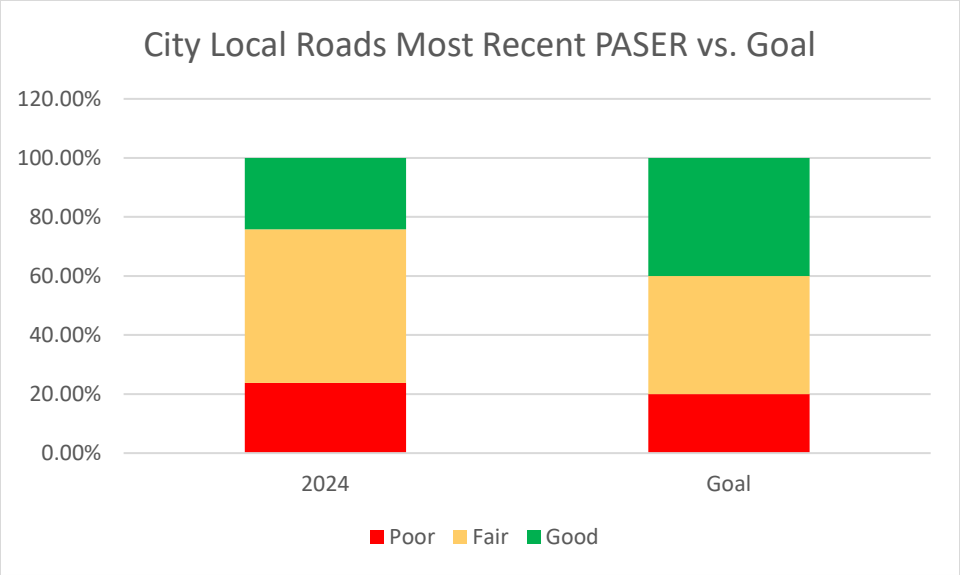


Figure 21: Novi 2024 paved city local road network condition by percentage of good/fair/poor

Novi's network-level pavement condition strategy for paved city local roads is:

1. Prevent its good and fair (PASER 10 - 5) paved city local roads from becoming poor (PASER 4 - 1).
2. Increase the percentage of good condition roads of paved city local roads.

Goals for Unpaved Roads

The overall goal for Novi's unpaved road network is to maintain road conditions network-wide at 2024 levels. The baseline condition for this goal is illustrated in Figure 22.

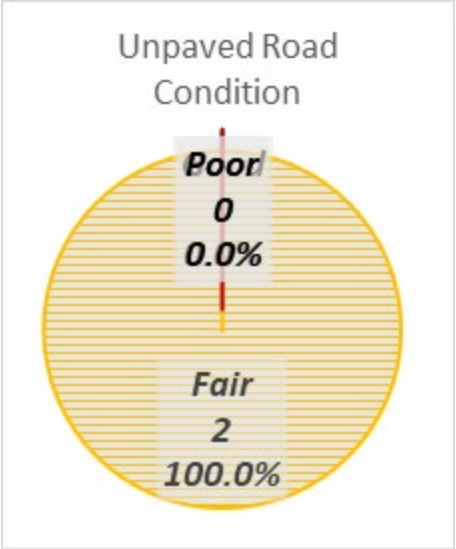


Figure 22: Novi's 2024 unpaved road network condition by percentage of good/fair/poor

Our year-round unpaved road will be maintained at its current structural adequacy assessments and current drainage adequacy assessments for roads where these two IBR elements are assessed as good or fair. Currently, Novi's year-round unpaved road has good or fair structural adequacy and have good or fair drainage adequacy. Year-round unpaved roads that have either or both of these two categories assessed as poor will be strategically upgraded as funding is available to address, first, drainage issues and, then, structural issues. Surface widths will be addressed on an as-needed basis to provide service or to address safety issues. Seasonal roads will be addressed to provide passability and safety but do not have a goal associated with them.

Modelled Trends

Roads age and deteriorate just like any other asset. All pavements are damaged by water, traffic weight, freeze/thaw cycles, sunlight, and traffic weight. To offset natural deterioration and normal wear-and-tear on the road, Novi must complete treatment projects that either protect and/or add life to its pavements. The year-end condition of the whole network depends upon changes or preservation of individual road section condition that preservation treatments have affected.

Novi uses many types of repair treatments for its roads, each selected to balance costs, benefits, and road life expectancy. When agency trends are modelled, any gap between goals and accomplishable work becomes evident. Financial resources influence how much work can be accomplished across the network within agency budget and what treatments and strategies can be afforded; a full discussion of Novi's financial resources can be found in the *2. Financial Resources* section.

Treatments and strategies that counter pavement-damaging forces include reconstruction, structural improvement, capital preventive maintenance, innovative treatments, and maintenance. For a complete discussion on the pavement treatment tools, refer to the *1. Introduction*'s *Pavement Primer*.

Correlating with each PASER score are specific types of treatments best performed either to protect the pavement (CPM) or to add strength back into the pavement (structural improvement) (Table 1). MDOT provides guidance regarding when a specific pavement may be a candidate for a particular treatment. These identified PASER scores "trigger" the timing of projects appropriately to direct the right pavement fix at the right time, thereby providing the best chance for a successful project. The information provided in Table 1 is a guide for identifying potential projects; however, this table should not be the sole criteria for pavement treatment selection. Other information such as future development, traffic volume, utility projects, and budget play a role in project selection. This table should not be a substitute for engineering judgement. City decision making also includes a select commission of City staff, Council persons and citizens to

Table 1: Service Life Extension (in Years) for Pavement Types Gained by Fix Type[1]

Fix Type	Life Extension (in years)*			PASER
	Flexible	Composite	Rigid	
HMA crack treatment	1-3	1-3	N/A	6-7
Overband crack filling	1-2	1-2	N/A	6-7
One course non-structural HMA overlay	5-7	4-7	N/A	4-5****
Mill and one course non-structural HMA overlay	5-7	4-7	N/A	3-5
Single course chip seal	3-6	N/A	N/A	5-7†
Double chip seal	4-7	3-6	N/A	5-7†
Single course microsurface	3-5	**	N/A	5-6
Multiple course microsurface	4-6	**	N/A	4-6****
Ultra-thin HMA overlay	3-6	3-6	N/A	4-6****
Paver placed surface seal	4-6	**	N/A	5-7
Full-depth concrete repair	N/A	N/A	3-10	4-5***
Concrete joint resealing	N/A	N/A	1-3	5-8
Concrete spall repair	N/A	N/A	1-3	5-7
Concrete crack sealing	N/A	N/A	1-3	4-7
Diamond grinding	N/A	N/A	3-5	4-6
Dowel bar retrofit	N/A	N/A	2-3	3-5***
Longitudinal HMA wedge/scratch coat with surface treatment	3-7	N/A	N/A	3-5****
Flexible patching	**	**	N/A	N/A
Mastic joint repair	1-3	1-3	N/A	4-7
Cape seal	4-7	4-7	N/A	4-7
Flexible interlayer “A”	4-7	4-7	N/A	4-7
Flexible interlayer “B” (SAMI)	4-7	4-7	N/A	3-7
Flexible interlayer “C”	4-7	4-7	N/A	3-7
Fiber reinforced flexible membrane	4-7	4-7	N/A	3-7
Fog seal	**	**	N/A	7-10
GSB 88	**	**	N/A	7-10
Mastic surface treatment	**	**	N/A	7-10
Scrub seal	**	**	N/A	4-8

* The time range is the expected life extending benefit given to the pavement, not the anticipated longevity of the treatment.

** Data is not available to quantify the life extension.

*** The concrete slabs must be in fair to good condition.

**** Can be used on a pavement with a PASER equal to 3 when the sole reason for rating is rutting or severe raveling of the surface asphalt layer.

† For PASER 4 or less providing structural soundness exists and that additional pre-treatment will be required for example, wedging, bar seals, spot double chip seals, injection spray patching or other pre-treatments.

[1] Part of Appendix D-1 from *MDOT Local Agency Programs Guidelines for Geometrics on Local Agency Projects* 2017 Edition Approved Preventive Maintenance Treatments

Roadsoft Pavement Condition Forecast to Forecast Future Trends

Novi uses Roadsoft, an asset management software suite, to manage road- and bridge-related infrastructure. Roadsoft is developed by Michigan Technological University and is available for Michigan local agencies at no cost to them. Roadsoft uses pavement condition data to drive network-level deterioration models that forecast future road conditions based on planned construction and maintenance work. A screenshot of Roadsoft's pavement condition model and the associated output is shown in Figure 23.

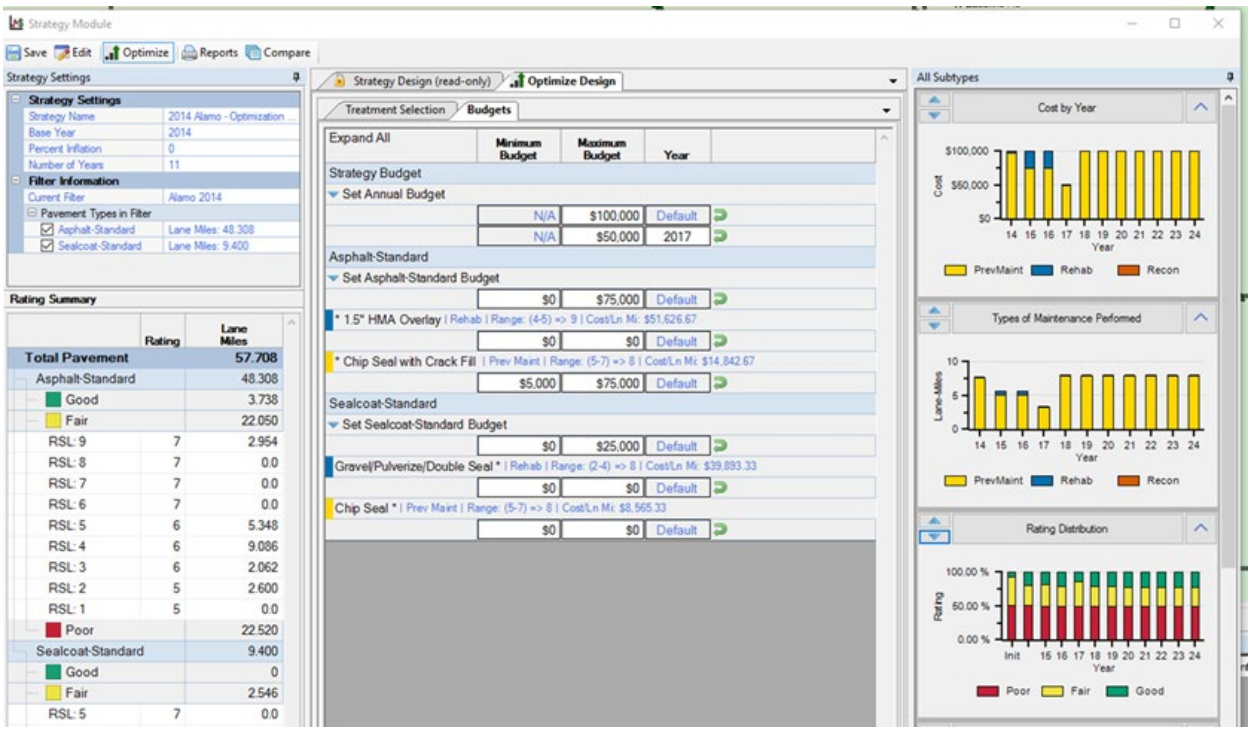


Figure 23: Pavement condition forecast model in the software program Roadsoft.

Paved City Major Roads

Table 2 illustrates the network-level model inputs for Roadsoft on the paved city major road network. Other pavement types in this network were neglected due to their small numbers relative to HMA pavements. The treatments outlined in Table 2 are the average treatment volume of planned projects scheduled to be completed in 2025-2028. See Appendix A of this plan for details on planned projects. Full model inputs and outputs are included in Appendix D.

Table 2: Roadsoft Modelled Trends, Planned Projects, and Gap Analysis for 's Road Assets—Modelled Trends: Roadsoft Annual Work Program for the Paved City Major Road Network Forecast			
Treatment Name	**Annual Miles of Treatment**	**Years of Life**	**Trigger-Reset**
[Crack Seal]	3	1	6-7, 6–7
[Patching]	1	5	5, 6-8
[Rehab]	3	10-15	3, 4-9
[Recon]	2	21	1, 2, 3-10

Results from the Roadsoft network condition model for the city major roads are shown in Figure 24. The Roadsoft network analysis of Novi's planned projects from its currently available budget allows Novi to improve the number of good roads in the reach its pavement condition goals given the projects planned for the next three years.

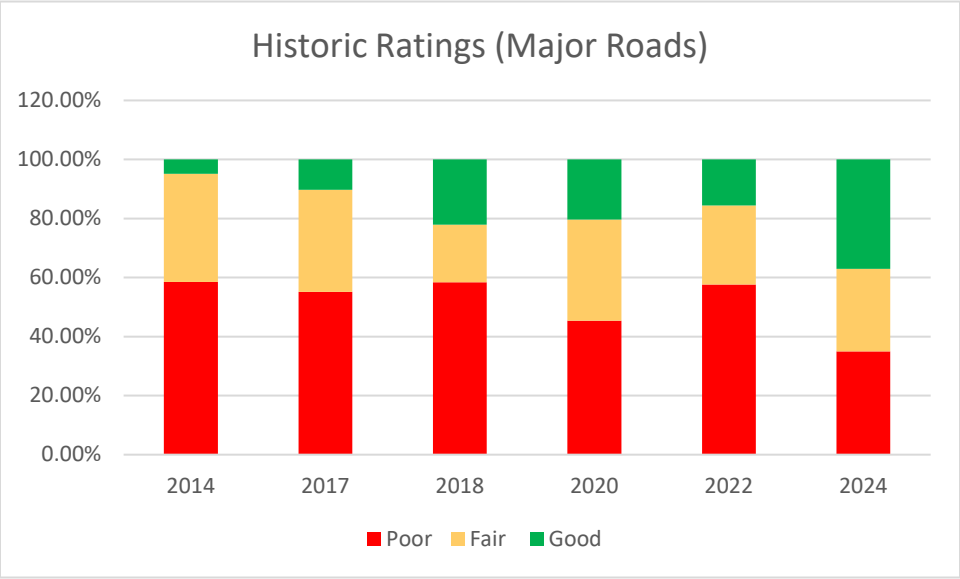


Figure 24: Condition trend good/fair/poor changes to Novi network condition from past projects on the city road network. Based on the past trend, and currently projected funding levels, the trend of decreasing poor and increasing good/fair roads will continue.

Paved City Local Road

A screenshot of Roadsoft's pavement condition model and the associated output is shown in Figure 24.

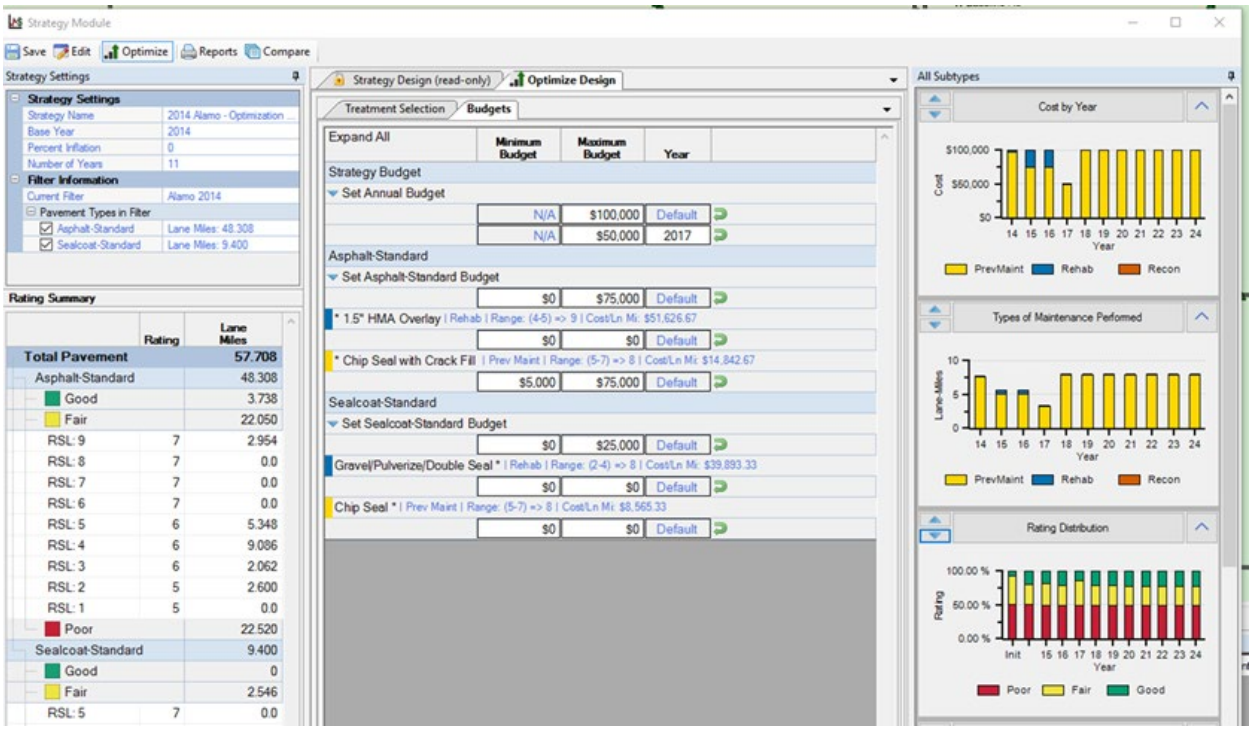


Figure 24: Pavement condition forecast model in the software program Roadsoft.

Table 3 illustrates the network-level model inputs for Roadsoft on the paved city local road network. Other pavement types in this network were neglected due to their small numbers relative to HMA pavements. The treatments outlined in Table 3 are the average treatment volume of planned projects scheduled to be completed in the next 3 years. Actual amounts will vary based on the specific projects selected in each year. Details on planned projects are included in Appendix A, and full model inputs and outputs are included in Appendix D.

Table 3: Roadsoft Modelled Trends, Planned Projects, and Gap Analysis for 's Road Assets—Modelled Trends: Roadsoft Annual Work Program for the Paved City Local Road Network Forecast

Treatment Name	Annual Miles of Treatment	Years of Life	Trigger-Reset
[Crack Seal]	12	1	7–7
[Patching]	2	5	5, 6-8
[Rehab]	4	13	3, 4-9
[Recon]	4	24	1, 2, 3-10

Results from the Roadsoft network condition model for the paved city local roads are shown in Figure 25. The Roadsoft network analysis of Novi's planned projects from its currently available budget does allow Novi to reach its pavement condition goal given the projects planned for the next five years.

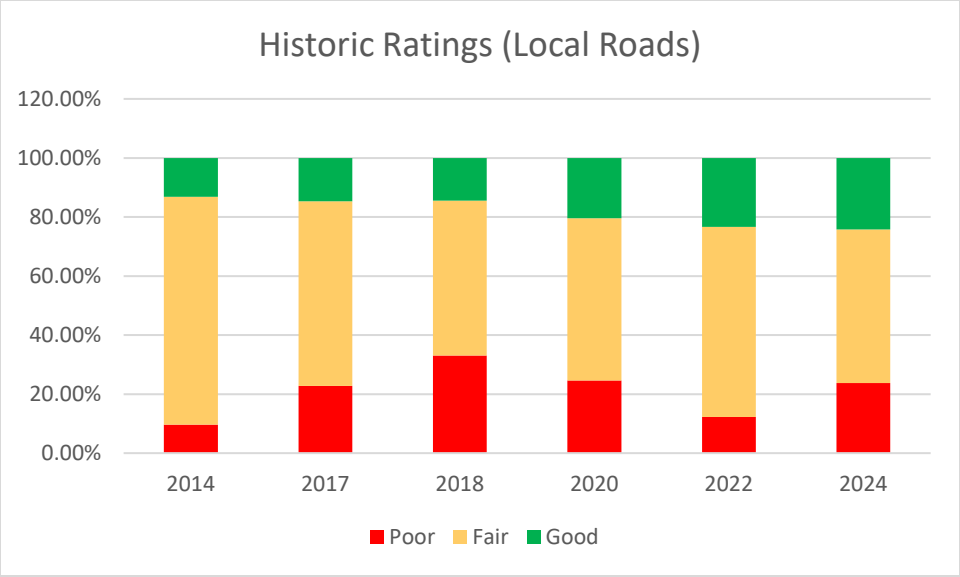


Figure 25: Past trend of good/fair/poor changes to Novi network condition from completed projects on the paved city local road network. The City has slowly expanded funding for local roads and will continue to reduce the percentage of poor roads.

Planned Projects

Novi plans construction and maintenance projects several years in advance. A multi-year planning threshold is required due to the time necessary to plan, design, and finance construction and maintenance projects on the paved city major road network. This includes planning and programming requirements from state and federal agencies that must be met prior to starting a project and can include studies on environmental and archeological impacts, review of construction and design documents and plans, documentation of rights-of-way ownership, planning and permitting for storm water discharges, and other regulatory and administrative requirements.

Per PA 499 of 2002 (later amended by PA 199 of 2007), road projects for the upcoming three years are required to be reported annually to the TAMC. Planned projects represent the best estimate of future activity; however, changes in design, funding, and permitting may require Novi to alter initial plans. Project planning information is used to predict the future condition of the road networks that Novi maintains. The *1. Pavement Assets*: *Modelled Trends* section of this plan provides a detailed analysis of the impact of the proposed projects on their respective road networks.

For 2025-2028, Novi plans to do the following projects:

Paved City Major Projects
Novi is currently planning the construction and maintenance projects listed in Appendix A for the paved city major road network. The total cost of these projects is approximately $22 million.

Paved City Local Projects
Novi is currently planning the construction and maintenance projects listed in Appendix A for the paved city local road network. The locations of planned projects can be seen on the City's website. The total cost of these projects is approximately $15 million.

Unpaved Road Projects

Novi conducts maintenance on one unpaved street on an as needed basis.

More detailed information on these projects can be found in Appendix A.

Gap Analysis

The current funding levels that Novi receives appear to be sufficient to maintain the existing network conditions, and possibly meet the goals for improving the paved city major road network, the paved city local road network, and the unpaved road network. The *1. Pavement Assets*: *Goals* section of this plan provides further detail about the goals and the *1. Pavement Assets*: *Modelled Trends* section provides further detail on the shortfall given the current budget. However, Novi believes that the overall condition of this network can be maintained or improved with additional funding for construction and maintenance. An alternate strategy may be used to overcome the current shortfall and meet the goals on the paved city major road network, the paved city local road network, and the unpaved road network:

Roadsoft Pavement Condition Forecast for the Paved City Major and City Local Network

Novi used Roadsoft to forecast the necessary additional construction and maintenance work for meeting agency goals on the paved city major and city local road networks. Table 4 and Table 5 illustrate the network-level model inputs used for this simulation. Full model inputs and outputs are available upon request.

Table 4: Roadsoft Modelled Trends, Planned Projects, and Gap Analysis for 's Road Assets—Pavement Condition Forecast and Gap Analysis: Roadsoft Annual Work Program for Paved City Major Road Network Forecast

Pavement Condition Forecast

Treatment Name	Annual Miles of Treatment	Years of Life	Trigger-Reset
[Crack Seal]	3	1	7–7
[Patching]	1	5-8	5, 6-8
[Rehab]	3	10-15	3, 4-9
[Recon]	2	21	1, 2, 3-10

Table 5: Roadsoft Modelled Trends, Planned Projects, and Gap Analysis for 's Road Assets—Pavement Condition Forecast and Gap Analysis: Roadsoft Annual Work Program for Paved City Local Road Network Forecast

Pavement Condition Forecast

Treatment Name	Annual Miles of Treatment	Years of Life	Trigger-Reset

[Crack Seal]	12	1	7–7
[Patching]	2	5	5, 6-8
[Rehab]	4	13	3, 4-9
[Recon]	4	24	1, 2, 3-10
Additional Work Necessary to Overcome Deficit			
Treatment	**Annual Miles of Treatment**	**Years of Life**	**Trigger-Reset**
[Crack Seal]		1	7–7
[Patching]		5	5, 6-8
[Rehab]		13	3, 4-9
[Recon]		24	1, 2, 3-10

Results for the paved city local road network from the Roadsoft network condition model given the inputs in Table 5 are shown in Figure 26 below. Results indicate that the necessary additional work needed to meet the agency condition goal could cost and additional $1,000,000 per year.

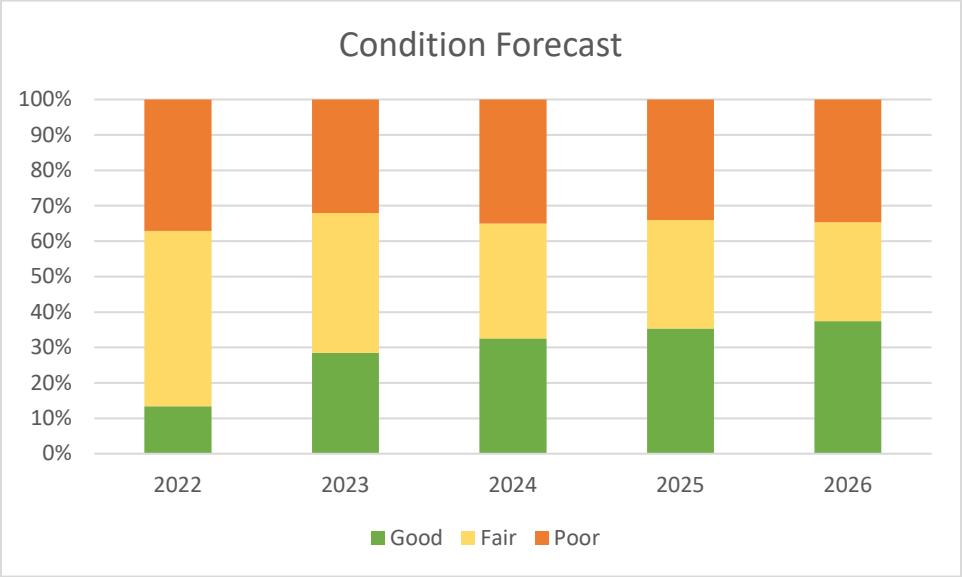


Figure 26: Forecast good/fair/poor Changes to Novi Network Condition from planned projects on the city paved road network.

2. FINANCIAL RESOURCES

Public entities must balance the quality and extent of services they can provide with the tax resources provided by citizens and businesses, all while maximizing how efficiently funds are used. Novi will overview its general expenditures and financial resources currently devoted to pavement maintenance and construction. This financial information is not intended to be a full financial disclosure or a formal report. Michigan agencies are required to submit an Act 51 Report to the Michigan Department of Transportation each year; this is a full financial report that outlines revenues and expenditures. This report can be obtained on our website at https://www.cityofnovi.org/services/finance/budget-and-multi-year-financial-plan.

Novi has a total budget for pavement asset management of approximately $9,000,000 per year.

City Major Network

Novi has historically spent $2,000,000 to $4,000,000 annually on pavement-related projects. Over the next three years, Novi plans to spend over $7,000,000 annually on city major-network projects consisting of, but not limited to, reconstruction, overlay, culvert replacement, and preventive maintenance. Spending on projects depends on revenue from Michigan Transportation Fund (MTF), City contributions, and federal/state programs.

City Local Network

Novi has historically spent $2,000,000 to $3,300,000 annually on pavement-related projects. Over the next three years, Novi plans to spend over $5,000,000 annually on city local-network projects consisting of, but not limited to, reconstruction, overlay, culvert replacement, and preventive maintenance. Spending on projects depends on revenue from Michigan Transportation Fund (MTF), bonds, millages, City contributions.

3. RISK OF FAILURE ANALYSIS

Transportation infrastructure is designed to be resilient. The system of interconnecting roads and bridges maintained by Novi provides road users with multiple alternate options in the event of an unplanned disruption of one part of the system. There are, however, key links in the transportation system that may cause significant inconvenience to users if they are unexpectedly closed to traffic. These key transportation links in Novi's road network, including those that meet the following types of situations:

- **Geographic divides:** Areas where a geographic feature (river, lake, mountain or limited access road) limits crossing points of the feature
- **Emergency alternate routes for high-volume roads:** Roads which are routinely used as alternate routes for high volume roads or roads that are included in an emergency response plan
- **Limited access areas:** Roads that serve remote or limited access areas that result in long detours if closed
- **Main access to key commercial districts:** Areas where large number or large size business will be significantly impacted if a road is unavailable.

Our road network includes the following critical assets: Beck Road, Wixom Road and Novi Road (north of 12 mile). These roads serve high traffic commercial and residential areas, along with hospitals and schools, and provide critical access to I-96 and M-14.

4. COORDINATION WITH OTHER ENTITIES

An asset management plan provides significant value for infrastructure owners because it serves as a platform to engage other infrastructure owners using the same shared right of way space. Novi communicates with both public and private infrastructure owners to coordinate work in the following ways:

INTERNAL CORDINATION & PLANNING

Novi maintains drinking water, sanitary and storm sewer assets in addition to transportation assets. Novi follows an asset management process for all of its assets by coordinating the upgrade, maintenance, and operation of all major assets.

Planned projects for subsurface infrastructure that Novi owns are listed in the following asset management plans: drinking water distribution system asset management plan, wastewater collection system asset management plan, storm sewer system asset management plan. These three sub-surface utility plans are coordinated with the transportation infrastructure plans to maximize value and minimize service disruptions and cost to the public.

Novi takes advantage of coordinated infrastructure work to reduce cost and maximize value using the following policies:

- Roads which are in poor condition that have a subsurface infrastructure project planned which will destroy more than half the lane with will be rehabilitated or reconstructed full width using transportation funds to repair the balance of the road width.
- Subsurface infrastructure projects which will cause damage to pavements in good condition will be delayed as long as possible, or will consider methods that do not require pavement cuts.
- Subsurface utility projects will be coordinated to allow all under pavement assets to be upgraded in the same project regardless of ownership.
- Significant road reconstruction projects will not be completed until agency owned sub surface utilities are upgraded to have at least a 40 years of remaining service life.

EXTERNAL COORDINATION & PLANNING

The City of Novi maintains an excellent and informative website, where upcoming projects are posted well in advance of the construction. Project plans are shared with local franchise utility share holders (such as Consumers Energy, and DTE) along with other large utility and road owning agencies such as GLWA, RCOC and MDOT. Infrastructure owners are encouraged to discuss planned projects that would

disrupt transportation services or cause damage to pavements. Projects which may cause damage to pavements in good or fair condition are discussed and mitigation measures are proposed to minimize the impact to pavements. Mitigation measures include rescheduling and coordinating projects to maximize value and minimize disruptions and cost to the public.

APPENDIX A: PAVED CITY PLANNED PROJECTS

City of Novi

Capital Improvement Program

FY 2025-26 Budget

https://www.arcgis.com/apps/dashboards/c3ad159d6ad547298e2da3407996a79e

						BUDGET	PROJECTED		FORECAST			
	Department	ID #	Project Name	CIP Category	GL Fund #	FY 2025-26 YR 1	FY 2026-27 YR 2	FY 2027-28 YR 3	FY 2028-29 YR 4	FY 2029-30 YR 5	FY 2030-31 YR 6	Total Budget
1	441.10 DPW - Engineering	162-07	Beck Road Widening (11 Mile Road to Grand River Avenue aka Providence Drive/Central Park Boulevard) (including signal modernization @ 11 Mile Road & updated DTE lighting) secured outside funding $4.7M; net of city costs	Roads	MAJOR STREET 202	$ 3,662,247	$ -	$ -	$ -	$ -	$ -	$ 3,662,247
2	441.10 DPW - Engineering	ENG093	West Park Drive Rehabilitation (12 Mile Road to Pontiac Trail) secured funding (1.7M); net of city costs	Roads	MAJOR STREET 202	$ 2,998,348	$ -	$ -	$ -	$ -	$ -	$ 2,998,348
3	441.10 DPW - Engineering	102-01	Neighborhood Roads Rehabilitation, Repaving, and Reconstruction Program	Roads	LOCAL STREET 203	$ 2,815,718	$ 4,500,000	$ 3,656,689	$ 6,000,000	$ 6,000,000	$ 6,000,000	$ 28,972,407
4	441.10 DPW - Engineering	ENG081	NRP - Village Wood Road (Cranbrooke Drive to Haggerty Road) and Section 25 Storm Drainage Improvements; includes sidewalk construction - Street Fund portion; budgeted as part of the NRP	Roads	LOCAL STREET 203	$ 1,684,282	$ -	$ -	$ -	$ -	$ -	$ 1,684,282
5	441.10 DPW - Engineering	ENG081	Village Wood Road (Cranbrooke Drive to Haggerty Road) and Section 25 Storm Drainage Improvements; includes sidewalk construction - Drain Fund portion	Roads	DRAIN FUND 211	$ 236,750	$ -	$ -	$ -	$ -	$ -	$ 236,750
6	441.10 DPW - Engineering	ENG016	13 Mile Road Rehabilitation (M-5 to Haggerty) secured outside funding 523K; net of city costs	Roads	MAJOR STREET 202	$ 725,642	$ -	$ -	$ -	$ -	$ -	$ 725,642
7	441.20 DPW - Field Ops	ENG068	Neighborhood Sidewalk Repair Program	Sidewalks & Pathways	MUNICIPAL STREET 204	$ 650,000	$ 650,000	$ 650,000	$ 650,000	$ 650,000	$ 650,000	$ 3,900,000
8	441.20 DPW - Field Ops	ENG107	Storm Sewer/Road Improvement - Meadowbrook (9 Mile to 10 Mile) Street Fund portion	Roads	MAJOR STREET 202	$ -	$ 1,400,000	$ -	$ -	$ -	$ -	$ 1,400,000
9	441.20 DPW - Field Ops	ENG107	Storm Sewer/Road Improvement - Meadowbrook (9 Mile to 10 Mile) Drain Fund portion	Storm Sewer & Drainage	DRAIN FUND 211	$ -	$ 1,063,945	$ -	$ -	$ -	$ -	$ 1,063,945
10	441.10 DPW - Engineering	ENG100	12 Mile Road Rehabilitation (Novi Rd to city limits/ Farmington Road)- RCOC; estimated city share; construction estimated for 2026	Roads	MUNICIPAL STREET 204	$ 385,109	$ -	$ -	$ -	$ -	$ -	$ 385,109
11	441.10 DPW - Engineering	162-01	12 M le Road W den ng Beck Road to D xon Road and Reconstruct on D xon Road to Nov Road) RCOC; estimated city share - design/ROW $1.5M & construction net $3.5M; advancing $1.4M for one FY (design currently underway; construction estimated for	Roads	MUNICIPAL STREET 204	$ -	$ 3,500,000	$ -	$ -	$ -	$ -	$ 3,500,000
12	441.10 DPW - Engineering	ENG074	Novi Road Pavement Preservation Overlay (13 Mile Road to 14 Mile Road)	Roads	MAJOR STREET 202	$ -	$ 1,056,490	$ -	$ -	$ -	$ -	$ 1,056,490
13	441.10 DPW - Engineering	ENG109	11 Mile and Taft Roads Roundabout Construction- secured outside funding $1.4M; net of city costs	Roads	MAJOR STREET 202	$ -	$ 515,869	$ -	$ -	$ -	$ -	$ 515,869
14	441.10 DPW - Engineering	ENG097	Ashbury Bridge Rehabilitation (over Middle Rouge River)- Drain Fund portion	Roads	DRAIN FUND 211	$ -	$ 422,343	$ -	$ -	$ -	$ -	$ 422,343
15	441.10 DPW - Engineering	ENG097	Ashbury Bridge Rehabilitation (over Middle Rouge River)- Street Fund portion	Roads	LOCAL STREET 203	$ -	$ 287,009	$ -	$ -	$ -	$ -	$ 287,009
16	441.20 DPW - Field Ops	ENG027	Boardwalk Repair and Replacement Program	Sidewalks & Pathways	MUNICIPAL STREET 204	$ -	$ 274,224	$ 3,217,717	$ -	$ 250,000	$ 2,750,000	$ 6,491,941

City of Novi

Capital Improvement Program

FY 2025-26 Budget

https://www.arcgis.com/apps/dashboards/c3ad159d6ad547298e2da3407996a79e

	Department	ID #	Project Name	CIP Category	GL Fund #	BUDGET FY 2025-26 YR 1	PROJECTED FY 2026-27 YR 2	PROJECTED FY 2027-28 YR 3	FORECAST FY 2028-29 YR 4	FORECAST FY 2029-30 YR 5	FORECAST FY 2030-31 YR 6	Total Budget
17	441.10 DPW - Engineering	ENG080	NRP - Willowbrook Estates No. 3 Road Reconstruction and Storm Drainage Improvements (Glen Ridge Court, Rock Hill Lane, Maude Lea Circle, Ripple Creek Road) - Street Fund portion; budgeted as part of the NRP	Roads	LOCAL STREET 203	$ -	$ -	$ 2,343,311	$ -	$ -	$ -	$ 2,343,311
18	441.10 DPW - Engineering	ENG080	Willowbrook Estates No. 3 Road Reconstruction and Section 25 Storm Drainage Improvements (Glen Ridge Court, Rock Hill Lane, Maude Lea Circle, Ripple Creek Road) - Drain Fund portion	Roads	DRAIN FUND 211	$ -	$ -	$ 784,190	$ -	$ -	$ -	$ 784,190
19	441.10 DPW - Engineering	132-26	11 Mile Road Rehabilitation (Wixom Road to Beck Road) includes Segment 52a pathway connection to ITC Trail; net of design	Roads	MAJOR STREET 202	$ -	$ -	$ 1,514,025	$ -	$ -	$ -	$ 1,514,025
20	441.10 DPW - Engineering	102-04 & ENG037	13 Mile Road Rehabilitation (Old Novi Road to Novi Road) & Old Novi Road Rehabilitation (Novi Road to 13 Mile Road)	Roads	MAJOR STREET 202	$ -	$ -	$ 737,000	$ 1,695,546	$ -	$ -	$ 2,432,546
21	441.10 DPW - Engineering	ENG017	Seeley Road Rehabilitation (Grand River Avenue to 11 Mile Road)	Roads	MAJOR STREET 202	$ -	$ -	$ -	$ 962,243	$ -	$ -	$ 962,243
22	441.10 DPW - Engineering	ENG101	Grand River Ave Rehabilitation (Novi Road to Haggerty Road)- RCOC, estimated city share	Roads	MUNICIPAL STREET 204	$ -	$ -	$ -	$ 646,250	$ -	$ -	$ 646,250
23	441.10 DPW - Engineering	ENG030	Segment 66 -- Grand River Avenue (South side; Sixth Gate to Main Street) - 8' Pathway	Sidewalks & Pathways	MUNICIPAL STREET 204	$ -	$ -	$ -	$ 146,661	$ -	$ -	$ 146,661
24	441.10 DPW - Engineering	ENG106	9 Mile and Napier Roads Roundabout- RCOC; estimated city share	Roads	MUNICIPAL STREET 204	$ -	$ -	$ -	$ 118,250	$ -	$ -	$ 118,250
25	441.10 DPW - Engineering	ENG102	Donelson Drive Rehabilitation (West Oaks Drive to 12 Mile Road)	Roads	MAJOR STREET 202	$ -	$ -	$ -	$ -	$ 489,057	$ -	$ 489,057
26	441.10 DPW - Engineering	112-01	Sixth Gate Reconstruction (Paul Bunyan to Grand River Avenue) net of design	Roads	LOCAL STREET 203	$ -	$ -	$ -	$ -	$ 484,421	$ -	$ 484,421
27	441.10 DPW - Engineering	ENG103	12 Mile Road Corridor Streetscape Improvements (Beck Road to Haggerty Road)	Roads	MUNICIPAL STREET 204	$ -	$ -	$ -	$ -	$ -	$ 9,321,934	$ 9,321,934
28	752.00 PRCS - Admin	ENG065	ITC Trail / Bosco Fields Connector --14' Boardwalk & 10' Sidewalk; contingent on acquiring property from NCSD (less engineering and design)	Sidewalks & Pathways	MUNICIPAL STREET 204	$ 518,405	$ -	$ -	$ -	$ -	$ -	$ 518,405
29	441.10 DPW - Engineering	ENG069	Segment 4020 (Off-road paved) -- Meadowbrook Road (Village Wood Lake Park to Chattman Drive) - 5' sidewalk & 8' pathway along with boardwalk over wetlands	Sidewalks & Pathways	MUNICIPAL STREET 204	$ -	$ -	$ -	$ -	$ -	$ 414,602	$ 414,602
30	441.10 DPW - Engineering	ENG070	Segment 101c &104b -- Napier Road (East side; ITC Community Sports Park entrance drive to Villa Barr Art Park) - 8' Pathway	Sidewalks & Pathways	MUNICIPAL STREET 204	$ -	$ -	$ -	$ -	$ -	$ 377,598	$ 377,598
31	441.10 DPW - Engineering	093-10	Streambank Stabilization - Middle Rouge River (along Rotary Park)	Storm Sewer & Drainage	DRAIN FUND 211	$ 834,401	$ -	$ -	$ -	$ -	$ -	$ 834,401
32	441.10 DPW - Engineering	ENG095	Median Drainage Improvements Novi Road (12-13 Mile)	Storm Sewer & Drainage	DRAIN FUND 211	$ 514,282	$ -	$ -	$ -	$ -	$ -	$ 514,282
33	441.10 DPW - Engineering	ENG050	Basin Cleanout - Bishop Creek Regional (north of 11 Mile Road; west of Meadowbrook Road)	Storm Sewer & Drainage	DRAIN FUND 211	$ 161,249	$ 1,735,798	$ -	$ -	$ -	$ -	$ 1,897,047
34	441.10 DPW - Engineering	ENG094	Culvert Bridge Replacement - 9 Mile @ Center Street over Thornton Creek	Storm Sewer & Drainage	DRAIN FUND 211	$ -	$ -	$ 344,195	$ 3,920,931	$ -	$ -	$ 4,265,126
35	441.10 DPW - Engineering	ENG108	Basin Culvert Replacement - Taft Regional (north of Grand River Ave; east of Taft Road)	Storm Sewer & Drainage	DRAIN FUND 211	$ -	$ -	$ -	$ -	$ 1,242,362	$ -	$ 1,242,362
36	441.10 DPW - Engineering	153-02	Storm Drainage Improvements- Section 25	Storm Sewer & Drainage	DRAIN FUND 211	$ -	$ -	$ -	$ -	$ -	$ 13,630,614	$ 13,630,614

City of Novi

Capital Improvement Program

FY 2025-26 Budget

https://www.arcgis.com/apps/dashboards/c3ad159d6ad547298e2da3407996a79e

	Department	ID #	Project Name	CIP Category	GL Fund #	BUDGET FY 2025-26 YR 1	PROJECTED FY 2026-27 YR 2	PROJECTED FY 2027-28 YR 3	FORECAST FY 2028-29 YR 4	FORECAST FY 2029-30 YR 5	FORECAST FY 2030-31 YR 6	Total Budget
37	536.00 Water and Sewer	WTS036	Asbestos-Cement (AC) Water Main Replacement	Water Distribution	WATER AND SEWER 592	$ 2,500,000	$ 2,500,000	$ 2,500,000	$ 2,500,000	$ 2,500,000	$ 2,500,000	$ 15,000,000
38	536.00 Water and Sewer	WTS027	Sanitary Sewer Rehabilitation - Meadowbrook Glens Subdivision	Sanitary Sewer	WATER AND SEWER 592	$ -	$ 776,692	$ -	$ -	$ -	$ -	$ 776,692
39	536.00 Water and Sewer	091-11	Master Meter and Water Main Installation (Future NV-06 Connection)- 14 Mile Road to Haggerty Corridor Corporate Park II	Water Distribution	WATER AND SEWER 592	$ -	$ -	$ -	$ -	$ 3,143,461	$ -	$ 3,143,461
40	536.00 Water and Sewer	091-06	PRV (Pressure Reducing Value) Redistricting- Decommission at 12 Mile/ Meadowbrook & Installation at 13 Mile/ Novi	Water Distribution	WATER AND SEWER 592	$ -	$ -	$ -	$ -	$ 1,305,568	$ -	$ 1,305,568
41	441.10 DPW - Engineering	ENG085	Asphalt Pathways Reconstruction (pathways throughout park; including concrete replacement & addition of drainage structures near the pavilion) and Parking Lot Rehab - Ella Mae Power Park	Parks, Recreation, & Cultural Services	PARKS, RECREATION, AND CULTURAL SERVICES 208	$ 310,970	$ -	$ -	$ -	$ -	$ -	$ 310,970
42	752.00 PRCS - Admin	PRC055	Rotary Park Pedestrian Bridge (support coming)	Parks, Recreation, & Cultural Services	PARKS, RECREATION, AND CULTURAL SERVICES 208	$ -	$ 200,000	$ -	$ -	$ -	$ -	$ 200,000
43	752.00 PRCS - Admin	PRC061	Novi Water Tower Park & R/C Raceway	Parks, Recreation, & Cultural Services	PARKS, RECREATION, AND CULTURAL SERVICES 208	$ -	$ 64,000	$ -	$ -	$ -	$ -	$ 64,000
44	265.00 IS - Facility Management	FAC046	Building Generator (NEW) & Generator Technology Solution (GenTracker) - Lakeshore Park	Buildings & Property	PARKS, RECREATION, AND CULTURAL SERVICES 208	$ -	$ -	$ -	$ -	$ -	$ 89,550	$ 89,550
45	752.00 PRCS - Admin	PRC059	Lakeshore Park South Playground Replacement (support coming)	Parks, Recreation, & Cultural Services	PARKS, RECREATION, AND CULTURAL SERVICES 208	$ -	$ -	$ 200,000	$ -	$ -	$ -	$ 200,000
46	752.00 PRCS - Admin	LOT020	Parking Lot Reconstruction - Rotary Park	Parking Lots	PARKS, RECREATION, AND CULTURAL SERVICES 208	$ -	$ -	$ 167,930	$ -	$ -	$ -	$ 167,930
47	752.00 PRCS - Admin	ENG104	City Facilities Exterior ADA Updates - Parks	Parks, Recreation, & Cultural Services	PARKS, RECREATION, AND CULTURAL SERVICES 208	$ -	$ -	$ -	$ 775,588	$ -	$ -	$ 775,588
48	752.00 PRCS - Admin	PRC058	Ella Mae Power Park East Playground Replacement (support coming)	Parks, Recreation, & Cultural Services	PARKS, RECREATION, AND CULTURAL SERVICES 208	$ -	$ -	$ -	$ 230,000	$ -	$ -	$ 230,000
49	752.00 PRCS - Admin	PRC060	Rotary Park Playground Replacement (support coming)	Parks, Recreation, & Cultural Services	PARKS, RECREATION, AND CULTURAL SERVICES 208	$ -	$ -	$ -	$ 200,000	$ -	$ -	$ 200,000
50	752.00 PRCS - Admin	ENG086	Field Drainage & Pavilion - Wildlife Woods Park	Parks, Recreation, & Cultural Services	PARKS, RECREATION, AND CULTURAL SERVICES 208	$ -	$ -	$ -	$ -	$ 753,914	$ -	$ 753,914
51	752.00 PRCS - Admin	PRC054	Lakeshore Beach - Eastern Wall Rehab	Parks, Recreation, & Cultural Services	PARKS, RECREATION, AND CULTURAL SERVICES 208	$ -	$ -	$ -	$ -	$ 458,000	$ -	$ 458,000
52	752.00 PRCS - Admin	PRC053	Tennis Court Reconstruction - ITC Park (2 courts) & Rotary Park (2 courts)	Parks, Recreation, & Cultural Services	PARKS, RECREATION, AND CULTURAL SERVICES 208	$ -	$ -	$ -	$ -	$ 350,000	$ -	$ 350,000
53	752.00 PRCS - Admin	ENG087a	Parking Lot Repaving - Remote Control (RC) Raceway (Area 1)	Parks, Recreation, & Cultural Services	PARKS, RECREATION, AND CULTURAL SERVICES 208	$ -	$ -	$ -	$ -	$ 166,560	$ -	$ 166,560
54	752.00 PRCS - Admin	PRC056	Churchill Crossing Park Nature Trails (support coming)	Parks, Recreation, & Cultural Services	PARKS, RECREATION, AND CULTURAL SERVICES 208	$ -	$ -	$ -	$ -	$ -	$ 150,000	$ 150,000
55	752.00 PRCS - Admin	ENG052b	Cemetery Enhancement Project - fencing install	Parks, Recreation, & Cultural Services	PARKS, RECREATION, AND CULTURAL SERVICES 208	$ -	$ -	$ -	$ -	$ -	$ 72,730	$ 72,730
56	570.00 - Ice Arena	ICE016	Parking Lot Improvements & Exterior ADA Updates - Ice Arena	Parking Lots	ICE ARENA 570	$ 740,957	$ -	$ -	$ -	$ -	$ -	$ 740,957

City of Novi
Capital Improvement Program
FY 2025-26 Budget

https://www.arcgis.com/apps/dashboards/c3ad159d6ad547298e2da3407996a79e

						BUDGET	PROJECTED		FORECAST			
	Department	ID #	Project Name	CIP Category	GL Fund #	FY 2025-26 YR 1	FY 2026-27 YR 2	FY 2027-28 YR 3	FY 2028-29 YR 4	FY 2029-30 YR 5	FY 2030-31 YR 6	Total Budget
57	570.00 - Ice Arena	ICE030	Exterior Doors and Interior Doors	Buildings & Property	ICE ARENA 570	$ -	$ 60,000	$ -	$ -	$ -	$ -	$ 60,000
58	570.00 - Ice Arena	ICE007	Public Address System replacement (2; one for each rink) - Ice Arena	Buildings & Property	ICE ARENA 570	$ -	$ 25,330	$ -	$ -	$ -	$ -	$ 25,330
59	570.00 - Ice Arena	ICE027	Replace Bay Doors	Buildings & Property	ICE ARENA 570	$ -	$ -	$ 75,000	$ -	$ -	$ -	$ 75,000
60	570.00 - Ice Arena	ICE028	Replacement Flooring in Downstairs	Buildings & Property	ICE ARENA 570	$ -	$ -	$ -	$ 175,000	$ -	$ -	$ 175,000
61	570.00 - Ice Arena	ICE029	Carpet Replacement and Office Cubicle	Buildings & Property	ICE ARENA 570	$ -	$ -	$ -	$ 150,000	$ -	$ -	$ 150,000
62	570.00 - Ice Arena	ICE026	Replace Boards and Glass in both rinks	Buildings & Property	ICE ARENA 570	$ -	$ -	$ -	$ -	$ 550,000	$ -	$ 550,000
63	441.10 DPW - Engineering	ENG105	City Facilities Exterior ADA Updates - Fire Stations	Parking Lots	GENERAL FUND 101	$ -	$ -	$ -	$ -	$ -	$ 107,111	$ 107,111
64	441.20 DPW - Field Ops	FLD043	Material Storage at DPW (General Fund portion 75%)	Buildings & Property	GENERAL FUND 101	$ 110,500	$ -	$ -	$ -	$ -	$ -	$ 110,500
65	536.00 Water and Sewer	WTS031	Generator Replacement - Hudson Pump Station	Buildings & Property	WATER AND SEWER 592	$ 92,568	$ -	$ -	$ -	$ -	$ -	$ 92,568
66	574.00 - Meadowbrook Commons	SNR017	Air conditioning units (98) Replacements - MC Main Building	Buildings & Property	SENIOR HOUSING 574	$ 80,000	$ -	$ -	$ -	$ -	$ -	$ 80,000
67	265.10 IS - Park Maintenance	FPM007	Park Building Generator at ITC Community Sports Park & GenTrac Technology	Buildings & Property	GENERAL FUND 101	$ 64,266	$ -	$ -	$ -	$ -	$ -	$ 64,266
68	574.00 - Meadowbrook Commons	COR006	Elevator Cab Replacements (2) - Meadowbrook Commons	Buildings & Property	SENIOR HOUSING 574	$ 64,000	$ -	$ -	$ -	$ -	$ -	$ 64,000
69	536.00 Water and Sewer	FLD043	Material Storage at DPW (Water & Sewer Fund portion 25%)	Buildings & Property	WATER AND SEWER 592	$ 36,840	$ -	$ -	$ -	$ -	$ -	$ 36,840
70	574.00 - Meadowbrook Commons	SNR027	Apartment Upgrades (kitchens, bathrooms, lighting, etc).	Buildings & Property	SENIOR HOUSING 574	$ -	$ 377,350	$ -	$ -	$ -	$ -	$ 377,350
71	574.00 - Meadowbrook Commons	SNR018	Ranch (60) and Apartment (115) Appliance Upgrades/Replacements - Meadowbrook Commons	Buildings & Property	SENIOR HOUSING 574	$ -	$ 328,188	$ -	$ -	$ -	$ -	$ 328,188
72	574.00 - Meadowbrook Commons	SNR019	Ranch Updates (kitchen, bathrooms, lighting, etc)	Buildings & Property	SENIOR HOUSING 574	$ -	$ 225,000	$ -	$ -	$ -	$ -	$ 225,000
73	265.00 IS - Facility Management	FAC047	Building Generator (NEW) & Generator Technology Solution (GenTracker) - Gun Range Training Center	Buildings & Property	GUN RANGE FACILITY 409	$ -	$ 111,190	$ -	$ -	$ -	$ -	$ 111,190
74	265.00 IS - Facility Management	FAC043	LED Lighting Upgrade (25 fixtures) - Civic Center Parking Lot	Buildings & Property	GENERAL FUND 101	$ -	$ 97,240	$ -	$ -	$ -	$ -	$ 97,240
75	574.00 - Meadowbrook Commons	SNR022	Common Area, Parlor, & Meeting Room Upgrades (furniture, lighting, flooring/carpet, televisions, etc.) - Meadowbrook Commons	Buildings & Property	SENIOR HOUSING 574	$ -	$ 69,400	$ -	$ -	$ -	$ -	$ 69,400
76	228.00 IS - Technology	FAC041	Building Generator Replacement (including $30,000 enclosure expansion) & Generator Technology Solution (GenTracker) - Civic Center	Buildings & Property	GENERAL FUND 101	$ -	$ -	$ 495,660	$ -	$ -	$ -	$ 495,660

City of Novi

Capital Improvement Program

FY 2025-26 Budget

https://www.arcgis.com/apps/dashboards/c3ad159d6ad547298e2da3407996a79e

	Department	ID #	Project Name	CIP Category	GL Fund #	BUDGET FY 2025-26 YR 1	PROJECTED FY 2026-27 YR 2	PROJECTED FY 2027-28 YR 3	FORECAST FY 2028-29 YR 4	FORECAST FY 2029-30 YR 5	FORECAST FY 2030-31 YR 6	Total Budget
77	574.00 - Meadowbrook Commons	SRN029	Modernization elevator system	Buildings & Property	SENIOR HOUSING 574	$ -	$ -	$ 398,000	$ -	$ -	$ -	$ 398,000
78	574.00 - Meadowbrook	SNR012	Fire Panel Replacement - Meadowbrook Commons	Buildings & Property	SENIOR HOUSING 574	$ -	$ -	$ 133,730	$ -	$ -	$ -	$ 133,730
79	574.00 - Meadowbrook Commons	SNR028	Permanent Restroom at Pickleball Courts	Buildings & Property	SENIOR HOUSING 574	$ -	$ -	$ 100,000	$ -	$ -	$ -	$ 100,000
80	265.00 IS - Facility Management	FAC045	Building Generator (NEW); includes south parking lot gate & Generator Technology Solution (Gentrack) - Parks Maintenance Office/Garage @ DPW	Buildings & Property	GENERAL FUND 101	$ -	$ -	$ 66,500	$ -	$ -	$ -	$ 66,500
81	265.00 IS - Facility Management	FAC050	Flooring Replacement (epoxy; Garage Bay) - Fire Station 4	Buildings & Property	GENERAL FUND 101	$ -	$ -	$ 50,335	$ -	$ -	$ -	$ 50,335
82	574.00 - Meadowbrook Commons	SNR023	Court Yard (fireplace, grill, furniture)/Senior Center (outdoor patio, windows, projector, lighting) upgrade	Buildings & Property	SENIOR HOUSING 574	$ -	$ -	$ -	$ 585,000	$ -	$ -	$ 585,000
83	574.00 - Meadowbrook Commons	SRN031	Flat top roof replacement	Buildings & Property	SENIOR HOUSING 574	$ -	$ -	$ -	$ 99,346	$ -	$ -	$ 99,346
84	265.00 IS - Facility Management	FAC029	Building Generator (NEW) & Generator Technology Solution (GenTracker) - Fire Station #5	Buildings & Property	GENERAL FUND 101	$ -	$ -	$ -	$ 55,375	$ -	$ -	$ 55,375
85	265.00 IS - Facility Management	FAC055	PMGM Garage Concrete Floor Replacement	Buildings & Property	GENERAL FUND 101	$ -	$ -	$ -	$ 54,470	$ -	$ -	$ 54,470
86	265.00 IS - Facility Management	FAC056	DPW Wash Bay Heating & Venting Improvements	Buildings & Property	GENERAL FUND 101	$ -	$ -	$ -	$ 48,224	$ -	$ -	$ 48,224
87	265.00 IS - Facility Management	FAC049	Flooring Replacement (epoxy; Garage Bay) - Fire Station 2	Buildings & Property	GENERAL FUND 101	$ -	$ -	$ -	$ 31,486	$ -	$ -	$ 31,486
88	265.00 IS - Facility Management	FAC054	Civic Center Four Quarters Flooring Replacement	Buildings & Property	GENERAL FUND 101	$ -	$ -	$ -	$ -	$ 51,707	$ -	$ 51,707
89	265.00 IS - Facility Management	FAC030	Solar Panel Installation - DPW	Buildings & Property	GENERAL FUND 101	$ -	$ -	$ -	$ -	$ -	$ 194,590	$ 194,590
90	265.00 IS - Facility Management	FAC032	Solar Panel Installation - Civic Center	Buildings & Property	GENERAL FUND 101	$ -	$ -	$ -	$ -	$ -	$ 170,409	$ 170,409
91	265.00 IS - Facility Management	FAC042	LED Lighting Upgrade (14 fixtures) - Police Station Parking Lot	Buildings & Property	GENERAL FUND 101	$ -	$ -	$ -	$ -	$ -	$ 46,314	$ 46,314
92	441.30 DPW - Fleet Asset	FLT018	Single-axle RDS body truck with underbody scraper and wing plow (replace #613; 2012 International)	Machinery & Equipment	GENERAL FUND 101	$ 318,492	$ -	$ -	$ -	$ -	$ -	$ 318,492
93	303.00 Gun Range	POL026	Gun Range Shooting Lanes Upgrade	Machinery & Equipment	GUN RANGE FACILITY 409	$ 167,500	$ -	$ -	$ -	$ -	$ -	$ 167,500
94	570.00 - Ice Arena	ICE023	Zamboni Replacement (2 of 2) - Ice Arena (every 10 years)	Machinery & Equipment	ICE ARENA 570	$ 117,540	$ -	$ -	$ -	$ -	$ -	$ 117,540
95	441.30 DPW - Fleet Asset	FLT021	Tandem Axle RDS body truck with underbody scraper and wing plow (replace #637; 2012 International)	Machinery & Equipment	GENERAL FUND 101	$ -	$ 353,246	$ -	$ -	$ -	$ -	$ 353,246
96	215.00 City Clerk	CCK003	Election Equipment - Required Update	Machinery & Equipment	GENERAL FUND 101	$ -	$ 250,000	$ -	$ -	$ -	$ -	$ 250,000
97	301.00 Police	POL025	Rifles (28 replacements); net amt - estimated trade-in $18,900 replace every 5 years	Machinery & Equipment	GENERAL FUND 101	$ -	$ 72,400	$ -	$ -	$ -	$ -	$ 72,400

City of Novi

Capital Improvement Program

FY 2025-26 Budget

https://www.arcgis.com/apps/dashboards/c3ad159d6ad547298e2da3407996a79e

	Department	ID #	Project Name	CIP Category	GL Fund #	BUDGET FY 2025-26 YR 1	PROJECTED FY 2026-27 YR 2	PROJECTED FY 2027-28 YR 3	FORECAST FY 2028-29 YR 4	FORECAST FY 2029-30 YR 5	FORECAST FY 2030-31 YR 6	Total Budget
98	265.10 IS - Park Maintenance	FPM008	Electric Zero Turn Mower	Machinery & Equipment	GENERAL FUND 101	$ -	$ 46,200	$ -	$ -	$ -	$ -	$ 46,200
99	441.30 DPW - Fleet Asset	FLT020	Street Sweeper (replace #606; 2021 Tymco)	Machinery & Equipment	DRAIN FUND 211	$ -	$ -	$ 356,490	$ -	$ -	$ -	$ 356,490
100	441.30 DPW - Fleet Asset	FLT023	One-Ton Dump Truck with Front Plow and Swamp loader (replace #654; 2016 Ford F-550 Swamp loader)	Machinery & Equipment	GENERAL FUND 101	$ -	$ -	$ 148,440	$ -	$ -	$ -	$ 148,440
101	336.00 Fire	FIR036	Pump Operator Simulator - located at Fire Station #4	Machinery & Equipment	GENERAL FUND 101	$ -	$ -	$ 112,270	$ -	$ -		$ 112,270
102	536.00 Water and Sewer	FLT022	Excavator (replace #729; 2012 John Deere 85D)	Machinery & Equipment	WATER AND SEWER 592	$ -	$ -	$ 101,830	$ -	$ -	$ -	$ 101,830
103	336.00 Fire	FIR032	Turn-Out Gear Washer/Extractor & Dryer Replacements and Secondary Stackable Washer/Dryer Replacement - Fire Station #4 (every 5 years)	Machinery & Equipment	GENERAL FUND 101	$ -	$ -	$ 48,020	$ -	$ -	$ -	$ 48,020
104	336.00 Fire	FIR019	Engine (replace #334; 2013 HME)	Machinery & Equipment	CAPITAL IMPROVEMENT PROGRAM (CIP) FUND 401	$ -	$ -	$ -	$ 1,800,289	$ -	$ -	$ 1,800,289
105	336.00 Fire	FLT029	Squad / Ambulance (replace #314, Squad 1)	Machinery & Equipment	GENERAL FUND 101	$ -	$ -	$ -	$ 482,434	$ -	$ -	$ 482,434
106	441.30 DPW - Fleet Asset	FLT026	Single-axle RDS body truck w/ underbody scraper & wing plow (replace #682; 2013 International)	Machinery & Equipment	GENERAL FUND 101	$ -	$ -	$ -	$ 348,025	$ -	$ -	$ 348,025
107	301.00 Police	POL027	Body Cameras and In-Car Cameras Replacement (5 Year Replacement Schedule)	Machinery & Equipment	GENERAL FUND 101	$ -	$ -	$ -	$ 245,850	$ 245,850	$ 245,850	$ 737,550
108	441.30 DPW - Fleet Asset	FLT008	Skid Steer Attachments for Shoulder Maintenance - Roller & Road Widener (new)	Machinery & Equipment	GENERAL FUND 101	$ -	$ -	$ -	$ 147,040	$ -	$ -	$ 147,040
109	441.30 DPW - Fleet Asset	FLT024	Four-Ton Hot Patcher (replace #672; 2017 Spaulding Four-Ton)	Machinery & Equipment	GENERAL FUND 101	$ -	$ -	$ -	$ 45,230	$ -	$ -	$ 45,230
110	265.10 IS - Park Maintenance	FPM010	ABI Force Infield Groomer	Machinery & Equipment	GENERAL FUND 101	$ -	$ -	$ -	$ 41,861	$ -	$ -	$ 41,861
111	441.30 DPW - Fleet Asset	FLT025	Two-Ton Hot Patcher (replace #671; 2017 Spaulding Two-Ton)	Machinery & Equipment	GENERAL FUND 101	$ -	$ -	$ -	$ 38,783	$ -	$ -	$ 38,783
112	265.10 IS - Park Maintenance	FPM011	Bosco Fields Irrigation Controller	Machinery & Equipment	GENERAL FUND 101	$ -	$ -	$ -	$ 37,243	$ -	$ -	$ 37,243
113	265.10 IS - Park Maintenance	FPM009	Robotic Field Painter	Machinery & Equipment	GENERAL FUND 101	$ -	$ -	$ -	$ 30,079	$ -	$ -	$ 30,079
114	336.00 Fire	FIR037	Self-Contained Breathing Apparatus (SCBA) Equipment Replacement (10 Year Replacement Schedule)	Machinery & Equipment	GENERAL FUND 101	$ -	$ -	$ -	$ -	$ 524,520	$ -	$ 524,520
115	336.00 Fire	FLT030	Squad / Ambulance (replace #315, Squad 2)	Machinery & Equipment	GENERAL FUND 101	$ -	$ -	$ -	$ -	$ 506,556	$ -	$ 506,556
116	441.30 DPW - Fleet Asset	FLT027	Single-axle RDS body truck with underbody scraper & wing plow (replace #652; 2014 International)	Machinery & Equipment	GENERAL FUND 101	$ -	$ -	$ -	$ -	$ 358,466	$ -	$ 358,466
117	228.00 IS - Technology	IFT007	Firewall Replacement - Network - Civic Center (replace every 6 years)	Machinery & Equipment	GENERAL FUND 101	$ -	$ -	$ -	$ -	$ 48,325	$ -	$ 48,325
118	441.30 DPW - Fleet Asset	FLT028	Single-axle RDS body truck with underbody scraper & wing plow (replace #609; 2017 International)	Machinery & Equipment	GENERAL FUND 101	$ -	$ -	$ -	$ -	$ -	$ 369,220	$ 369,220
119	228.00 IS - Technology	IFT012	OnBase Subscription	Technology	GENERAL FUND 101	$ -	$ -	$ 159,031	$ -	$ -	$ -	$ 159,031
120	228.00 IS - Technology	IFT003	Server Replacement - Virtual Servers Infrastructure (VSI) - Civic Center - 6 servers & 2 switches (every 6 years)	Technology	GENERAL FUND 101	$ -	$ -	$ 150,170	$ -	$ -	$ -	$ 150,170

City of Novi

Capital Improvement Program

FY 2025-26 Budget

https://www.arcgis.com/apps/dashboards/c3ad159d6ad547298e2da3407996a79e

						BUDGET	PROJECTED		FORECAST			
	Department	ID #	Project Name	CIP Category	GL Fund #	FY 2025-26 YR 1	FY 2026-27 YR 2	FY 2027-28 YR 3	FY 2028-29 YR 4	FY 2029-30 YR 5	FY 2030-31 YR 6	Total Budget
121	228.00 IS - Technology	IFT013	Cityworks Cloud Migration	Technology	GENERAL FUND 101	$ -	$ -	$ -	$ 162,269	$ -	$ -	$ 162,269
122	228.00 IS - Technology	IFT006	Server Replacement - Telephone (every 6 years)	Technology	GENERAL FUND 101	$ -	$ -	$ -	$ 44,514	$ -	$ -	$ 44,514
123	228.00 IS - Technology	IFT011	BS&A Software Cloud Migration	Technology	GENERAL FUND 101	$ -	$ -	$ -	$ -	$ -	$ 603,556	$ 603,556
124	301.00 Police	IFT010	Server Replacement - Cameras - Police Building (replace every 6 years)	Technology	GENERAL FUND 101	$ -	$ -	$ -	$ -	$ -	$ 110,547	$ 110,547
						$ 19,790,066	$ 20,961,914	$ 18,510,533	$ 22,467,987	$ 20,078,767	$ 37,804,625	$ 139,613,892

City of Novi

Capital Improvement Program

FY 2025-26 Budget

https://www.arcgis.com/apps/dashboards/c3ad159d6ad547298e2da3407996a79e

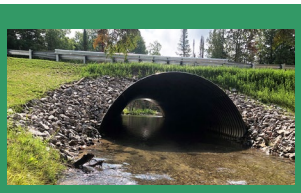
Department	ID #	Project Name	CIP Category	GL Fund #	BUDGET FY 2025-26 YR 1	PROJECTED FY 2026-27 YR 2	PROJECTED FY 2027-28 YR 3	FORECAST FY 2028-29 YR 4	FORECAST FY 2029-30 YR 5	FORECAST FY 2030-31 YR 6	Total Budget
				GENERAL FUND 101	$ 493,258	$ 819,086	$ 1,230,426	$ 1,812,883	$ 1,735,424	$ 1,847,597	$ 7,938,674
				MAJOR STREET 202	$ 7,386,237	$ 2,972,359	$ 2,251,025	$ 2,657,789	$ 489,057	$ -	$ 15,756,467
				LOCAL STREET 203	$ 4,500,000	$ 4,787,009	$ 6,000,000	$ 6,000,000	$ 6,484,421	$ 6,000,000	$ 33,771,430
				MUNICIPAL STREET 204	$ 1,553,514	$ 4,424,224	$ 3,867,717	$ 1,561,161	$ 900,000	$ 13,514,134	$ 25,820,750
				PARKS, RECREATION, AND CULTURAL SERVICES 208	$ 310,970	$ 264,000	$ 367,930	$ 1,205,588	$ 1,728,474	$ 312,280	$ 4,189,242
				DRAIN FUND 211	$ 1,746,682	$ 3,222,086	$ 1,484,875	$ 3,920,931	$ 1,242,362	$ 13,630,614	$ 25,247,550
				CAPITAL IMPROVEMENT PROGRAM (CIP) FUND 401	$ -	$ -	$ -	$ 1,800,289	$ -	$ -	$ 1,800,289
				GUN RANGE FACILITY 409	$ 167,500	$ 111,190	$ -	$ -	$ -	$ -	$ 278,690
				ICE ARENA 570	$ 858,497	$ 85,330	$ 75,000	$ 325,000	$ 550,000	$ -	$ 1,893,827
				WATER AND SEWER 592	$ 2,629,408	$ 3,276,692	$ 2,601,830	$ 2,500,000	$ 6,949,029	$ 2,500,000	$ 20,456,959
				SENIOR HOUSING 574	$ 144,000	$ 999,938	$ 631,730	$ 684,346	$ -	$ -	$ 2,460,014
					$ 19,790,066	$ 20,961,914	$ 18,510,533	$ 22,467,987	$ 20,078,767	$ 37,804,625	$ 139,613,892

Total CIP by Category

BUDGET FY 2025-26 YR 1	PROJECTED FY 2026-27 YR 2	PROJECTED FY 2027-28 YR 3	FORECAST FY 2028-29 YR 4	FORECAST FY 2029-30 YR 5	FORECAST FY 2030-31 YR 6	Total Budget
$ 12,508,096	$ 11,681,711	$ 9,035,215	$ 9,422,289	$ 6,973,478	$ 15,321,934	$ 64,942,723
$ -	$ -	$ -	$ -	$ -	$ -	$ -
$ 1,168,405	$ 924,224	$ 3,867,717	$ 796,661	$ 900,000	$ 4,192,200	$ 11,849,207
$ 1,509,932	$ 2,799,743	$ 344,195	$ 3,920,931	$ 1,242,362	$ 13,630,614	$ 23,447,777
$ -	$ 776,692	$ -	$ -	$ -	$ -	$ 776,692
$ 2,500,000	$ 2,500,000	$ 2,500,000	$ 2,500,000	$ 6,949,029	$ 2,500,000	$ 19,449,029
$ 310,970	$ 264,000	$ 200,000	$ 1,205,588	$ 1,728,474	$ 222,730	$ 3,931,762
$ 740,957	$ -	$ 167,930	$ -	$ -	$ 107,111	$ 1,015,998
$ 448,174	$ 1,293,698	$ 1,319,225	$ 1,198,901	$ 601,707	$ 500,863	$ 5,362,568
$ 603,532	$ 721,846	$ 767,050	$ 3,216,834	$ 1,683,717	$ 615,070	$ 7,608,049
$ -	$ -	$ 309,201	$ 206,783	$ -	$ 714,103	$ 1,230,087
$ 19,790,066	$ 20,961,914	$ 18,510,533	$ 22,467,987	$ 20,078,767	$ 37,804,625	$ 139,613,892

APPENDIX B: MEETING MINUTES VERIFYING PLAN ACCEPTANCE BY GOVERNING BODY

City of Novi
2025 Bridge
Asset Management Plan



A plan describing the City of Novi's transportation assets and conditions

Prepared by:
City of Novi DPW
OHM Advisors

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EXECUTIVE SUMMARY

As conduits for commerce and connections to vital services, bridges are among the most important assets in any community along with other assets like roads, culverts, traffic signs, traffic signals, and utilities that support and affect the road network. The City of Novi's (Novi) bridges, other road-related assets, and support systems are some of the most valuable and extensive public assets, all of which are paid for with taxes collected from ordinary citizens and businesses. The cost of building and maintaining bridges, their importance to society, and the investment made by taxpayers all place a high level of responsibility on local agencies to plan, build, and maintain the road and bridge network in an efficient and effective manner. This asset management plan is intended to report on how Novi is meeting its obligations to maintain the bridges for which it is responsible.

This plan overviews Novi's bridge assets and conditions and explains how the City of Novi works to maintain and improve the overall condition of those assets. These explanations can help answer:

- What kinds of bridge assets Novi has in its jurisdiction and the different options for maintaining these assets.
- What tools and processes Novi uses to track and manage bridge assets and funds.
- What condition Novi's bridge assets are in compared to statewide averages.
- Why some bridge assets are in better condition than others and the path to maintaining and improving bridge asset conditions through proper planning and maintenance.
- How agency bridge assets are funded and where those funds come from.
- How funds are used and the costs incurred during Novi's bridge assets' normal life cycle.
- What condition Novi can expect of its bridge assets if those assets continue to be funded at the current funding levels
- How changes in funding levels can affect the overall condition of all of Novi's bridge assets.

Novi owns and/or manages 12 bridges. Currently, 10 of the assets are in good or fair condition, while 2 bridges are rated as poor. No bridges are currently rated serious or critical.

An asset management plan is required by Michigan Public Act 325 of 2018, and this document represents fulfillment of some of Novi's obligations towards meeting these requirements. This asset management plan also helps demonstrate Novi's responsible use of public funds by providing elected and appointed officials as well as the general public with inventory and condition information of Novi's bridge assets, and gives taxpayers the information they need to make informed decisions about investing in essential transportation infrastructure.

INTRODUCTION

Asset management is defined by Public Act 325 of 2018 as "an ongoing process of maintaining, preserving, upgrading, and operating physical assets cost effectively, based on a continuous physical inventory and condition assessment and investment to achieve established performance goals". In other words, asset management is a process that uses data to manage and track assets, like roads and bridges, in a cost-effective manner using a combination of engineering and business principles. This process is endorsed by leaders in municipal planning and transportation infrastructure, including the Michigan Municipal League, County Road Association of Michigan, the Michigan Department of Transportation (MDOT), and the Federal Highway Administration (FHWA). The City of Novi is supported in its use of asset management principles and processes by the Michigan Transportation Asset Management Council (TAMC), formed by the State of Michigan.

Asset management, in the context of this plan, ensures that public funds are spent as effectively as possible to maximize the condition of the bridges in the City of Novi's road network. Asset management also provides a transparent decision-making process that allows the public to understand the technical and financial challenges of managing infrastructure with a limited budget.

The City of Novi (Novi) has adopted an "asset management" business process to overcome the challenges presented by having limited financial, staffing, and other resources while needing to meet safety standards and bridge users' expectations. Novi is responsible for maintaining and operating 12 bridges.

This 2025 plan outlines how Novi determines its strategy to maintain and upgrade bridge asset condition given agency goals, priorities of its bridge users, and resources provided. An updated plan is to be released approximately every three years to reflect changes in bridge conditions, finances, and priorities.

Questions regarding the use or content of this plan should be directed to the DPW at 26300 Lee BeGole Dr, Novi, MI 48375or at (248) 735-5640 and/or dpwrequests@cityofnovi.org. A copy of this plan may be accessed on our website at https://www.cityofnovi.org/services/public-works.

Key terms used in this plan are defined in Novi's comprehensive transportation asset management plan (also known as the "compliance plan") used for compliance with PA 325 or 2018.

Knowing the basic features of an asset class is a crucial starting point to understanding the rationale behind an asset management approach. The following primer provides an introduction to bridges.

Bridge Primer

Bridge Types

Bridges are structures that span 20 feet or more. These bridges can extend across one or multiple spans.

If culverts are placed side by side to form a span of 20 feet or more (for example, three 6-foot culverts with one-foot between each culvert), then this culvert system would be defined as a bridge. (Note: The Compliance Plan Appendix C contains a primer on culverts not defined as bridges.)

Bridge types are classified based on two features: design and material.

The most common bridge design is the **girder system** (Figure 1). With this design, the bridge deck transfers vehicle loads to girders (or beams) that, in turn, transfer the load to the piers or abutments (see Figure 6).

A similar design that lacks girders (or beams) is a **slab bridge** (Figure 2, and see Figure 6). A slab bridge transfers the vehicle load directly to the abutments and, if necessary, piers.

Truss bridges were once quite common and consist of a support structure that is created when structural members are connected at joints to form interconnected triangles (Figure 4). Structural members may consist of steel tubes or angles connected at joints with gusset plates.

Another common bridge design in Michigan is the three-sided pre-cast box or arch bridge (Figure 4).

Michigan is also home to several unique bridge designs.

Adding another layer of complexity to bridge typing is the primary construction materials used (Figure 5). Bridges are generally constructed from concrete, steel, pre-stressed concrete, or timber. Some historical bridges or bridge components in Michigan may be constructed from stone or masonry.

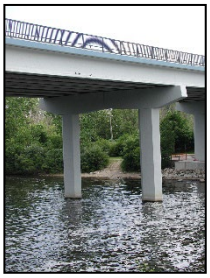

Figure 1: Girder bridge

Figure 2: Slab bridge

Figure 3: Truss bridge

Figure 4: Three-sided box bridge

Figure 5: Examples of common bridge construction materials used in Michigan

Bridge Condition

Michigan inspectors rate bridge condition on a 0-9 scale known as the National Bridge Inventory (NBI) rating scale (see Table for a summary of the NBI Rating scale). Elements of the bridge's superstructure, deck, and substructure receive a 9 if they are in excellent condition down to a 0 if they are in failed condition. A complete guide for Michigan bridge condition rating according to the NBI can be found in the MDOT Bridge Field Services' *Bridge Safety Inspection NBI Rating Guidelines* (https://www.michigan.gov/documents/mdot/BIR_Ratings_Guide_Combined_2017-10-30_606610_7.pdf).

Table 1: Summary of the NBI Rating Scale

NBI Rating	General Condition
9-7	Like new/good
6-5	Fair
4-3	Poor/serious
2-0	Critical/failed

Bridge Treatments

Replacement

Replacement work is typically performed when a bridge is in poor condition (NBI rating of 4 or less) and will improve the bridge to good condition (NBI rating of 7 or more). The Local Bridge Program, a part of MDOT's Local Agency Program, defines bridge replacement as full replacement, which removes the entire bridge (superstructure, deck, and substructure) before re-building a bridge at the same location (Figure 6). The decision to perform a total replacement over rehabilitation (see below) should be made based on a life-cycle cost analysis. Generally, replacement is selected if rehabilitation costs more than two-thirds of the cost of replacement. Replacement is generally the most expensive of the treatment options.

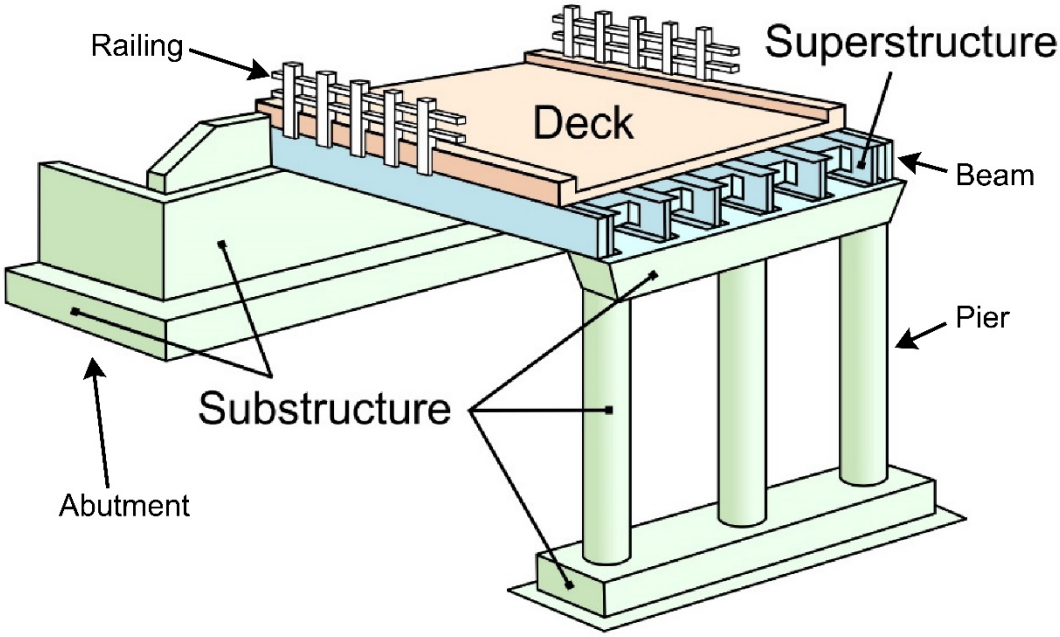

Figure 6: Diagram of basic elements of a bridge

Rehabilitation

Rehabilitation involves repairs that improve the existing condition and extend the service life of the structure and the riding surface. Most often, rehabilitation options are associated with bridges that have degraded beyond what can be fixed with preventive maintenance. Rehabilitation is typically performed on poor-rated elements (NBI rating of 4 or less) to improve them to fair or good condition (NBI rating of 5 or more). Rehabilitation can include superstructure replacement (removal and replacement of beams and deck) or deck replacement. While typically more expensive than general maintenance, rehabilitation treatments may be more cost-effective than replacing the entire structure.

- **Railing retrofit/replacement:** A railing retrofit or replacement either reinforces the existing railing or replaces it entirely (Figure 6). This rehabilitation is driven by a need for safety improvements on poor-rated railings or barriers (NBI rating less than 5).
- **Beam repair:** Beam repair corrects damage that has reduced beam strength (Figure 6). In the case of steel beams, it is performed if there is 25 percent or more of section loss in an area of the beam that affects load-carrying capacity. In the case of concrete beams, this is performed if there is 50 percent or more spalling (i.e., loss of material) at the ends of beams.
- **Substructure concrete patching and repair:** Patching and repairing the substructure is essential to keep a bridge in service. These rehabilitation efforts are performed when the abutments or piers are fair or poor (NBI rating of 5 or 4), or if spalling and delamination affect less than 30 percent of the bridge surface.

Preventive Maintenance

The Federal Highway Administration's (FHWA) *Bridge Preservation Guide* (2018) defines preventive maintenance as "a strategy of extending service life by applying cost-effective treatments to bridge elements…[that] retard future deterioration and avoid large expenses in bridge rehabilitation or replacements."

Preventive maintenance work is typically done on bridges rated fair (NBI rating of 5 or 6) in order to slow the rate of deterioration and keep them from falling into poor condition.

- **Concrete deck overlay:** A concrete deck overlay involves removing and replacing the driving surface. Typically, this is done when the deck surface is poor (NBI rating is less than 5) and the underneath portion of the deck is at least fair (NBI rating greater than 4). A shallow or deep concrete overlay may be performed depending on the condition of the bottom of the deck. The MDOT *Bridge Deck Preservation* matrices provide more detail on concrete deck overlays (see https://www.michigan.gov/mdot/0,4616,7-151-9625_24768_24773---,00.html).

- **Deck repairs:** Deck repairs include three common techniques: HMA overlay with or without waterproof membranes, concrete patching, deck sealing, crack sealing, and joint repair/replacement. An HMA overlay with an underlying waterproof membrane can be placed on bridge decks with a surface rating of fair or lower (NBI of 5 or less) and with deficiencies that cover between 15 and 30 percent of the deck surface and deck bottom. An HMA overlay without a waterproof membrane should be used on a bridge deck with a deck surface and deck bottom rating of serious condition or lower (NBI rating of 3 or less) and with deficiencies that cover greater than 30 percent of the deck surface and bottom; this is considered a temporary holdover to improve ride quality when a bridge deck is scheduled to undergo major rehabilitation within five years. All HMA overlays need to be accompanied by an updated load rating. Patching of the concrete on a bridge deck is done in response to an inspector's work recommendation or when the deck surface is in good, satisfactory, or fair condition (NBI rating of 7, 6, or 5) with minor delamination and spalling. To preserve a good bridge deck in good condition, a deck sealer can be used.

  Deck sealing should only be done when the bridge deck has surface rating of fair or better (NBI of 5 or more). Concrete sealers should only be used when the top and bottom surfaces of the deck are free from major deficiencies, cracks, and spalling. An epoxy overlay may be used when between 2 and 5 percent of the deck surface has delaminations and spalls, but these deficiencies must be repaired prior to the overlay. An epoxy overlay may also be used to repair an existing epoxy overlay. Concrete crack sealing is an option to maintain concrete in otherwise good condition that has visible cracks with the potential of reaching the steel reinforcement. Crack sealing may be performed on concrete with a surface rating of good, satisfactory, or fair (NBIS rating of 7, 6, or 5) with minor surface spalling and delamination; it may also be performed in response to a work recommendation by an inspector who has determined that the frequency and size of the cracks require sealing.

- **Steel bearing repair/replacement:** Rather than sitting directly on the piers, a bridge superstructure is separated from the piers by bearings. Bearings allow for a certain degree of movement due to temperature changes or other forces. Repairing or replacing the bearings is considered preventive maintenance. Girders and a deck in at least fair condition (NBI of 5 or higher) and bearings in poor condition (NBI rating of 4 or less) identifies candidates for this maintenance activity.
- **Painting:** Re-painting a bridge structure can either be done in totality or in part. Total re-painting is done in response to an inspector's work recommendation or when the paint condition is in serious condition (NBI rating of 3 or less). Partial re-painting can either consist of zone re-painting, which is a preventive maintenance technique, or spot re-painting, which is scheduled maintenance (see below). Zone re-painting is done when less than 15 percent of the paint in a smaller area, or zone, has failed while the rest of the bridge is in good or fair condition. It is also done if the paint condition is fair or poor (NBI rating of 5 or 4).
- **Channel improvements:** Occasionally, it is necessary to make improvements to the waterway that flows underneath the bridge. Such channel improvements are driven by an inspector's work recommendation based on a hydraulic analysis or to remove vegetation, debris, or sediment from the channel and banks (Figure 6).
- **Scour countermeasures:** An inspector's work recommendations or a hydraulic analysis may require scour countermeasures (see the *Risk Management* section of this plan for more information on scour). This is done when a structure is categorized as scour critical and is not scheduled for replacement or when NBI comments in abutment and pier ratings indicate the presence of scour holes.
- **Approach repaving:** A bridge's approach is the transition area between the roadway leading up to and away from the bridge and the bridge deck. Repaving the approach areas is performed in response to an inspector's work recommendation, when the pavement surface is in poor condition (NBI rating of 4 or less), or when the bridge deck is replaced or rehabilitated (e.g., concrete overlay).
- **Guardrail repair/replacement:** A guardrail is a safety feature on many roads and bridges that prevents or minimizes the effects of lane departure incidents. Keeping bridge guardrails in good condition is important. Repair or replacement of bridge guardrail should be done when a guardrail is missing or damaged, or when it needs a safety improvement.

Scheduled Maintenance

Scheduled maintenance activities are those activities or treatments that are regularly scheduled and intend to maintain serviceability while reducing the rate of deterioration.

- **Superstructure washing:** Washing the superstructure, or the main structure supporting the bridge, typically occurs in response to an inspector's work recommendation or when salt-

contaminated dirt and debris collected on the superstructure is causing corrosion or deterioration by trapping moisture.

- **Drainage system cleanout/repair:** Keeping a bridge's drainage system clean and in good working order allows the bridge to shed water effectively. An inspector's work recommendation may indicate drainage system cleanout/repair. Signs that a drainage system needs cleaning or repair include clogs and broken, deteriorated, or damaged drainage elements.
- **Spot painting:** Spot painting is a form of partial bridge painting. This scheduled maintenance technique involves painting a small portion of a bridge. Generally, this is done in response to an inspector's work recommendation and is used for zinc-based paint systems only.
- **Slope repair/reinforcement:** The terrain on either side of the bridge that slopes down toward the channel is called the slope. At times, it is necessary to repair the slope. Situations that call for slope repair include when the slope is degraded, when the slope has significant areas of distress or failure, when the slope has settled, or if the slope is in fair or poor condition (NBI rating of 5 or less). Other times, it is necessary to reinforce the slope. Reinforcement can be added by installing Riprap, which is a side-slope covering made of stones. Riprap protects the stability of side slopes of channel banks when erosion threatens the surface.
- **Vegetation control and debris removal:** Keeping the area around a bridge structure free of vegetation and debris safeguards the bridge structure from these potentially damaging forces. Removing or restricting vegetation around bridges prevents damage to the structure. Vegetation control is done in response to an inspector's work recommendation or when vegetation traps moisture on structural elements or is growing from joints or cracks. Debris in the water channel or in the bridge can also cause damage to the structure. Removing this debris is typically done in response to an inspector's work recommendation or when vegetation, debris, or sediment accumulates on the structure or channel.
- **Miscellaneous repairs:** These are uncategorized repairs in response to an inspector's work recommendation.

1. BRIDGE ASSETS

Novi seeks to implement an asset management program for its bridge structures. This program balances the decision to perform reconstruction, rehabilitation, preventive maintenance, scheduled maintenance, or new construction, with Novi's bridge funding in order to maximize the useful service life and to ensure the safety of the local bridges under its jurisdiction. In other words, Novi's bridge asset management program aims to preserve and/or improve the condition of its local bridge network within the means of its financial resources.

Nonetheless, Novi recognizes that limited funds are available for maintaining and improving the bridge network. Since preservation strategies like preventive maintenance are generally a more effective use of these funds than costly alternative management strategies like major rehabilitation or replacement, Novi seeks to identify those bridges that will benefit from a planned maintenance program while addressing those bridges that pose usability and/or safety concerns.

The three-fold goal of Novi's asset management program is the preservation and safety of its bridge network, increase of its bridge assets' useful service life by extending of the time that bridges remain in good and fair condition, and reduction of future maintenance costs. To quantify this goal, Novi specifically aims to have to have 90% or more of the agency's local bridges in fair to good condition and to have less than 10% classify as structurally deficient over its three-year plan.

Thus, Novi's asset management plan objectives are:

- To establish the current condition of the county's bridges
- To develop a "mix of fixes" that will:
    - Program scheduled maintenance actions to impede deterioration of bridges in good condition
    - Implement selective corrective repairs or rehabilitation for degraded bridge elements order to restore functionality
    - Identify and program those eligible bridges in need of replacement
- To identify available funding sources, such as:
    - Dedicated county resources
    - County funding through Michigan's Local Bridge Program
    - Opportunities to obtain other funding
- To prioritize the programmed actions within available funding limitations
- To improve the condition of bridges currently rated poor (4 or lower) and preserve bridges currently rated fair (5) or higher in their current condition in order to extend their useful service life.

Inventory

Novi is responsible for 12 local bridges. Table 2 summarizes Novi's bridge assets by type, sizes by bridge type, and condition by bridge type. Additional inventory data, condition ratings, and proposed preventive maintenance actions for each bridge are contained in the tables in Appendix 1. The bridge inventory data was obtained from MDOT MiBRIDGE and other sources, and the 2025 condition data and maintenance actions are taken from the inspector's summary report (see Appendix 1).

Types

Of the Novi's 12 structures with spans greater than 20 feet, 7 are culverts, and five are traditional bridge structures.

Locations and Sizes

Figure 7 illustrates the locations of bridge assets owned by Novi. Details about the locations and sizes of each individual asset can be found in Novi's MiBRIDGE database. For more information, please refer to the agency contact listed in the *Introduction* of this bridge asset management plan.

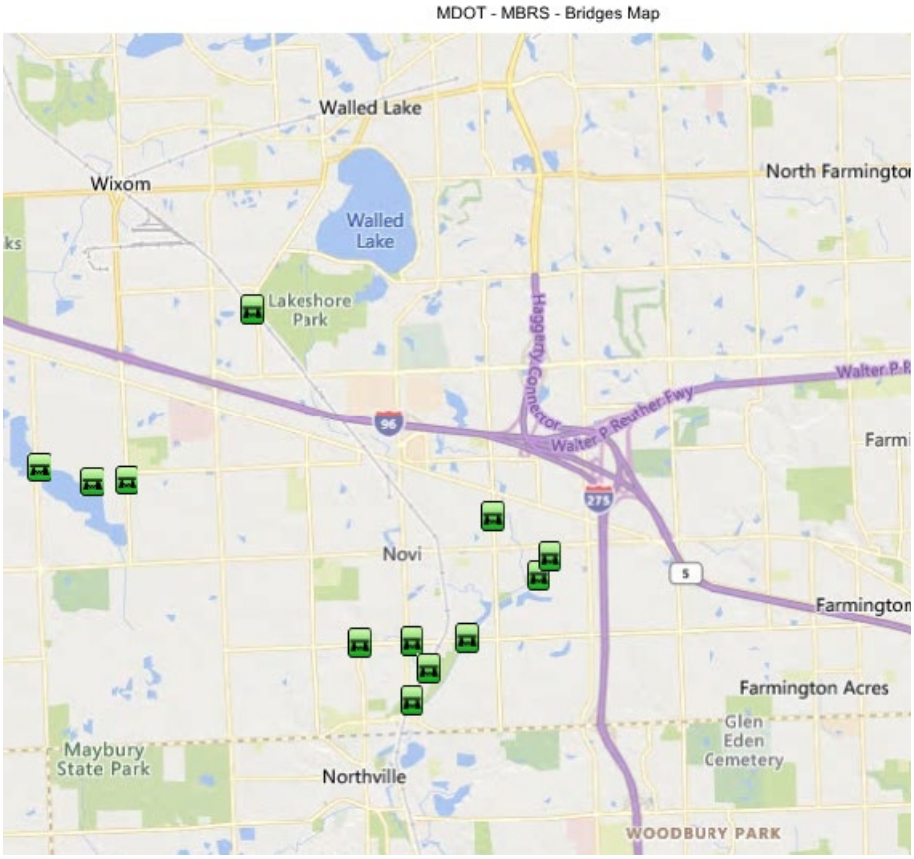

Figure 7: Map illustrating locations Novi's of bridge assets

Condition

Novi evaluates its bridges according to the National Bridge Inspection Standards rating scale, with a rating of 9 to 7 being like new to good condition, a rating of 6 and 5 being fair condition, and a rating of 4 or lower being poor or serious/critical condition. The current condition of Novi's bridge network is 7 (58%) are good, 3 (25%) are fair, and 2 (17%) are poor or lower.

Another layer of classification of Novi's bridge inventory classifies 2 (17%) bridges as structurally deficient, 0 bridges as posted, and 0 bridges as closed. Structurally deficient bridges are those with a deck, superstructure, substructure, and/or culvert rated as "poor" according to the NBI rating scale, with a load-carrying capacity significantly below design standards, or with a waterway that regularly overtops the bridge during floods. Posted bridges are those that have declined in condition to a point where a restriction is necessary for what would be considered a safe vehicular or traffic load passing over the bridge; designating a bridge as "posted" has no influence on its condition rating. Closed bridges are those that are closed to all traffic; closing a bridge is contingent upon its ability to carry a set minimum live load.

Bridge ID	Total Deck Area (sq ft)	Condition: Structurally Deficient, Posted, Closed			2024 Condition		
		Struct. Defic	Posted	Closed	Poor	Fair	Good
8246	2771						X
8247	1848					X	
8248	3192					X	
12769	9586						X
13828	2047	X			X		
13858	n/a					X	
13859	n/a						X
13860	n/a						X
13861	n/a						X
13862	n/a						X
14274	n/a	X			X		
14275	n/a						X
Total SD/Posted/Closed		**2**		**0**			
Total	**12**	**2**			**2**	**3**	**7**
Percentage (%)		**17**	**0**	**0**	**17**	**25**	**58**

Statewide, MDOT's statistics for local agency bridges show that 14% are poor and 86% are good/fair. Correspondingly, Novi has an 83% percentage of its bridges in fair/good condition versus the statewide average of 86% for local agency bridges. Statewide, 97% of local agency bridge deck area classified as structurally deficient compared to an 17% percentage of Novi's bridge deck area.

Goals

The goal of Novi's asset management program is the preservation and safety of its bridge network; it also aims to extend the period of time that bridges remain in good and fair condition, thereby increasing their useful service life and reducing future maintenance costs.

Specifically, this goal translates into long-range goals of having 90% of its bridges rated fair/good and having less than 10% classify as structurally deficient within four years.

Several metrics will be used to assess the effectiveness of this asset management program. Novi will monitor and report the annual change in the number of its bridges rated fair/good (5 or higher) and the annual change in the number of its bridges classified as structurally deficient.

Based on past inspection records and condition ratings, Novi will establish a baseline of past performance by determining the average period of time that a bridge remains in good or fair condition. The performance measure will be the increased average amount of time a bridge is in the good or fair condition status after implementation of the asset management strategy when compared to the baseline time before implementation.

Prioritization, Programmed/Funded Projects, and Planned Projects

Prioritization

Novi's asset management program aims to address the structures of critical concern by targeting elements rated as being in poor condition and to improve and maintain the overall condition of the bridge network to good or fair condition through a "mix of fixes" strategy. Therefore, Novi prioritizes bridges for projects by evaluating five factors and weighting them as follows: condition –20%, load capacity –10%, traffic –20%, safety –40%, and detour –10%. There are several components within each factor that are used to arrive at its score. Each project under consideration is scored, and its total score is then compared with other proposed project to establish a priority order.

Novi annually reviews the current condition of each of the its bridges using the NBIS inspection data contained in the *MDOT Bridge Safety Inspection Report* and the inspector's work recommendations contained in MDOT's *Bridge Inspection Report*. The inspection inventory and condition data are consolidated in spreadsheet format for Novi's bridges in Appendix 1. Novi then determines management and preservation needs and corresponding actions for each bridge, as well as inspection follow-up actions. The management and preservation actions are selected in accordance with criteria contained in the *Summary of Preservation Criteria* table (below) and adapted to Novi's specific bridge network.

Table 2: Summary of Preservation Criteria

Preservation Action	Bridge Selection Criteria	Expected Service Life
Replacement		
Total Replacement	• NBI rating of 3 or less (MDOT, 2019) (MDOT, 2017) • *OR* Cost of rehabilitation exceeds cost of replacement (MDOT, 2019) • *OR* Bridge is scour critical with no counter-measures available (MDOT, 2019)	70 years
Rehabilitation		
Superstructure Replacement	• NBI rating of 4 or less for the superstructure (MDOT, 2019) (MDOT, 2017) • *OR* Cost of superstructure and deck rehabilitation exceeds cost of replacement (MDOT, 2019)	40 years (MDOT, 2019)

Table 2: Summary of Preservation Criteria		
Preservation Action	**Bridge Selection Criteria**	**Expected Service Life**
Deck Replacement Epoxy Coated Steel Black Steel	• Use guidelines in MDOT's Bridge Deck Preservation Matrix (MDOT, 2017) (MDOT, 2017) • NBI rating of 4 or less for the deck surface and deck bottom (MDOT, 2019) (MDOT, 2017) • Deck bottom has more than 25% total area with deficiencies (MDOT, 2019) • *OR* Replacement cost of deck is competitive with rehabilitation (MDOT, 2019)	60+ years (MDOT, 2017) (MDOT, 2017)
Substructure Replacement (Full or Partial)	• NBI rating of 4 or less for abutments, piers, or pier cap (MDOT, 2019) (MDOT, 2017) • Has open vertical cracks, signs of differential settlement, or active movement (MDOT, 2019) • Pontis rating of 3 or 5 for more than 30 percent of the substructure (MDOT, 2019) (MDOT, 2009) • *OR* Bridge is scour critical with no counter-measures available	40 years [1*]
Steel Beam Repair	• More than 25% section loss in an area of the beam that affects load carrying capacity (MDOT, 2019) • *OR* To correct impact damage that impairs beam strength (MDOT, 2019)	40 years [1*]
Prestressed Concrete Beam Repair	• More than 5% spalling at ends of prestressed I-beams (MDOT, 2019) • *OR* Impact damage that impairs beam strength or exposes prestressing strands (MDOT, 2019)	40 years [1*]
Substructure Concrete Patching and Repair	• NBI rating of 5 or 4 for abutments or piers, and surface has less than 30% area spalled and delaminated (MDOT, 2019) (MDOT, 2017) • *OR* Pontis rating of 3 or 4 for the column or pile extension, pier wall, and/or abutment wall and surface has between 2% and 30% area with deficiencies (MDOT, 2019) (MDOT, 2009) • *OR* In response to inspector's work recommendation for substructure patching (MDOT, 2019)	
Abutment Repair/Replacement	• NBI rating of 4 or less for the abutment (MDOT, 2019) (MDOT, 2017) • *OR* Has open vertical cracks, signs of differential settlement, or active movement	
Railing/Barrier Replacement	• NBI rating greater than 5 for the deck (MDOT, 2019) (MDOT, 2017) • NBI rating less than 5 for the railing with more than 30% total area having deficiencies (MDOT, 2019) (MDOT, 2017) • *OR* Pontis rating is 4 for railing (MDOT, 2019) (MDOT, 2009) • *OR* Safety improvement is needed (MDOT, 2019)	
Culvert Repair/Replacement	• NBI rating of 4 or less for culvert or drainage outlet structure • *OR* Has open vertical cracks, signs of deformation, movement, or differential settlement	
Preventive Maintenance		
Shallow Concrete Deck Overlay	• NBI rating is 5 or less for deck surface, and deck surface has more than 15% area with deficiencies (MDOT, 2019) (MDOT, 2017) • NBI rating of 4 or 5 for deck bottom, and deck bottom has between 5% and 30% area with deficiencies (MDOT, 2019) (MDOT, 2017) • *OR* In response to inspector's work recommendation (MDOT, 2019)	12 years

Table 2: Summary of Preservation Criteria		
Preservation Action	**Bridge Selection Criteria**	**Expected Service Life**
Deep Concrete Deck Overlay	• NBI rating of 5 or less for deck surface, and deck surface has more than 15% area with deficiencies (MDOT, 2019) (MDOT, 2017) • NBI deck bottom rating is 5 or 6, and deck bottom has less than 10% area with deficiencies (MDOT, 2019) (MDOT, 2017) • *OR* In response to inspector's work recommendation (MDOT, 2019)	25 years
HMA Overlay with Waterproofing Membrane	• NBI rating of 5 or less for deck surface, and both deck surface and bottom have between 15% and 30% area with deficiencies (MDOT, 2019) (MDOT, 2017) • *OR* Bridge is in poor condition and will be replaced in the near future and the most cost-effective fix is HMA overlay (MDOT, 2019)	
HMA Overlay Cap without Membrane	• Note: All HMA caps should have membranes unless scheduled for replacement within five years. • NBI rating of 3 or less for deck surface and deck bottom, and deck surface and deck bottom have more than 30% area with deficiencies. Temporary holdover to improve ride quality for a bridge in the five-year plan for rehab/replacement. (MDOT, 2019) (MDOT, 2017)	3 years
Concrete Deck Patching	• NBI rating of 5, 6, or 7 for deck surface, and deck surface has between 2% and 5% area with delamination and spalling (MDOT, 2019) (MDOT, 2017) • *OR* In response to inspector's work recommendation (MDOT, 2019)	5 years
Steel Bearing Repair/Replacement	• NBI rating of 5 or more for superstructure and deck, and NBI rating 4 or less for bearing (MDOT, 2017)	
Deck Joint Replacement	• Always include when doing deep or shallow concrete overlays (MDOT, 2019) • NBI rating of 4 or less for joints (MDOT, 2019) (MDOT, 2017) • *OR* Joint leaking heavily (MDOT, 2019) • *OR* In response to inspector's work recommendation for replacement (MDOT, 2019)	
Pin and Hanger Replacement	• NBI rating of 4 or less for superstructure for pins and hangers (MDOT, 2019) (MDOT, 2017) • Pontis rating of 1, 2, or 3 for a frozen or deformed pin and hanger (MDOT, 2019) (MDOT, 2009) • *OR* Presence of excessive section loss, severe pack rust, or out-of-plane distortion (MDOT, 2019)	15 years
Zone Repainting	• NBI rating of 5 or 4 for paint condition, and paint has 3% to 15% total area failing (MDOT, 2019) (MDOT, 2017) • *OR* During routine maintenance on beam ends or pins and hangers (MDOT, 2019) • *OR* less than 15% of existing paint area has failed and remainder of paint system is in good or fair condition (MDOT, 2019)	10 years
Complete Repainting	• NBI rating of 3 or less for paint condition (MDOT, 2019) (MDOT, 2017) • *OR* Painted steel beams that have greater than 15% of the existing paint area failing (MDOT, 2019)	
Partial Repainting	• See Zone or Spot Painting	

Table 2: Summary of Preservation Criteria		
Preservation Action	**Bridge Selection Criteria**	**Expected Service Life**
Channel Improvements	• Removal of vegetation, debris, or sediment from channel and banks to improve channel flow • *OR* in response to inspector's work recommendation	
Scour Countermeasures	• Pontis scour rating of 2 or 3 and is not scheduled for replacement (MDOT, 2019) (MDOT, 2009) • OR NBI comments in abutment and pier ratings indicate presence of scour holes (MDOT, 2019) (MDOT, 2017)	
Approach Repaving	• Approach pavement relief joints should be included in all projects that contain a significant amount of concrete roadway (in excess of 1000' adjacent to the structure). The purpose is to alleviate the effects of pavement growth that may cause distress to the structure. Signs of pavement growth include: o Abutment spalling under bearings (MDOT, 2019) o Beam end contact (MDOT, 2019) o Closed expansion joints and/or pin and hangers (MDOT, 2019) o Damaged railing and deck fascia at joints (MDOT, 2019) o Cracking in deck at reference line (45 degree angle) (MDOT, 2019)	
Guard Rail Repair/Replacement	• Guard rail missing or damaged [2*] • *OR* Safety improvement is needed [2*]	
Scheduled Maintenance		
Superstructure Washing	• When salt contaminated dirt and debris collected on superstructure is causing corrosion or deterioration by trapping moisture (MDOT, 2019) • *OR* Expansion or construction joints are to be replaced and the steel is not to be repainted (MDOT, 2019) • *OR* Prior to a detailed replacement (MDOT, 2019) • *OR* In response to inspector's work recommendation (MDOT, 2019)	2 years
Drainage System Clean-Out/Repair	• When drainage system is clogged with debris (MDOT, 2019) • *OR* Drainage elements are broken, deteriorated, or damaged (MDOT, 2019) • *OR* NBI rating comments for drainage system indicate need for cleaning or repair (MDOT, 2019) (MDOT, 2017)	2 years
Spot Repainting	• For zinc-based paint systems only. Do not spot paint with lead-based paints. • Less than 5% of paint area has failed in isolated areas (MDOT, 2019) • *OR* In response to inspector's work recommendation (MDOT, 2019)	5 years
Slope Paving Repair	• NBI rating is 5 or less for slope protection (MDOT, 2019) (MDOT, 2017) • *OR* Slope is degraded or sloughed • *OR* Slope paving has significant areas of distress, failure, or has settled (MDOT, 2019)	
Riprap Installation	• To protect surface when erosion threatens the stability of side slopes of channel banks	
Vegetation Control	• When vegetation traps moisture on structural elements (MDOT, 2019) • *OR* Vegetation is growing from joints or cracks (MDOT, 2019)	1 year

Table 2: Summary of Preservation Criteria		
Preservation Action	**Bridge Selection Criteria**	**Expected Service Life**
	• *OR* In response to inspector's work recommendation for brush cut (MDOT, 2019)	
Debris Removal	• When vegetation, debris, or sediment accumulates on the structure or in the channel • *OR* In response to inspectors work recommendation	1 year
Deck Joint Repair	• Do not repair compression joint seals, assembly joint seals, steel armor expansions joints, and block out expansion joints; these should always be replaced. (MDOT, 2019) • NBI rating is 5 for joint (MDOT, 2019) (MDOT, 2017) • *OR* In response to inspector's work recommendation for repair (MDOT, 2019)	
Concrete Sealing	• Top surface of pier or abutments are below deck joints and, when contaminated with salt, salt can collect on the surface (MDOT, 2019) • *OR* Surface of the concrete has heavy salt exposure. Horizontal surfaces of substructure elements are directly below expansion joints (MDOT, 2019)	
Concrete Crack Sealing	• Concrete is in good or fair condition, and cracks extend to the depth of the steel reinforcement (MDOT, 2019) • *OR* NBI rating of 5, 6, or 7 for deck surface, and deck surface has between 2% and 5% area with deficiencies (MDOT, 2019) (MDOT, 2017) • *OR* Unsealed cracks exist that are narrow and/or less than 1/8" wide and spaced more than 8' apart (MDOT, 2019) • *OR* In response to inspector's work recommendation (MDOT, 2019)	5 years
Minor Concrete Patching	• Repair minor delaminations and spalling that cover less than 30% of the concrete substructure (MDOT, 2019) • *OR* NBI rating of 5 or 4 for abutments or piers, and comments indicate that their surface has less than 30% spalling or delamination (MDOT, 2019) (MDOT, 2017) • *OR* Pontis rating of 3 or 4 for the column or pile extension, pier wall and/or abutment wall, and surface has between 2% and 30% area with deficiencies (MDOT, 2019) (MDOT, 2009) • *OR* In response to inspector's work recommendation (MDOT, 2019)	
HMA Surface Repair/Replacement	• HMA surface is in poor condition • *OR* In response to inspector's work recommendation	
Seal HMA Cracks/Joints	• HMA surface is in good or fair condition, and cracks extend to the surface of the underlying slab or sub course • *OR* In response to inspector's work recommendation	
Timber Repair	• NBI rating of 4 or less for substructure for timber members • *OR* To repair extensive rot, checking, or insect infestation	
Miscellaneous Repair	• Uncategorized repairs in response to inspector's work recommendation	

This table was produced by TransSystems and includes information from the following sources:
[1] MDOT, *Project Scoping Manual*, MDOT, 2019.
[2] MDOT, *MDOT NBI Rating Guidelines*, MDOT, 2017.

Table 2: Summary of Preservation Criteria		
Preservation Action	**Bridge Selection Criteria**	**Expected Service Life**
	[3] MDOT, *Bridge Deck Preservation Matrix - Decks with Uncoated "Black" Rebar*, MDOT, 2017. [4] MDOT, *Bridge Deck Preservation Matrix - Decks with Epoxy Coated Rebar*, 2017. [5] MDOT, *Pontis Bridge Inspection Manual*, MDOT, 2009. * From source with interpretation added.	

In terms of management and preservation actions, Novi's asset management program uses a "mix of fixes" strategy that is made up of rehabilitation, preventive maintenance, and scheduled maintenance.

Replacement involves substantial changes to the existing structure, such as bridge deck replacement, superstructure replacement, or complete structure replacement, and is intended to improve critical or closed bridges to a good condition rating.

Rehabilitation is undertaken to extend the service life of existing bridges. The work will restore deficient bridges to a condition of structural or functional adequacy, and may include upgrading geometric features. Rehabilitation actions are intended to improve the poor or fair condition bridges to fair or good condition.

Preventive maintenance work will improve and extend the service life of fair bridges, and will be performed with the understanding that future rehabilitation or replacement projects will contain appropriate safety and geometric enhancements. Preventive maintenance projects are directed at limited bridge elements that are rated in fair condition with the intent of improving these elements to a good rating. Most preventive maintenance projects will be one-time actions in response to a condition state need. Routine preventive work will be performed by the agency's in-house maintenance crews while larger, more complex work will be contracted.

Novi's **scheduled maintenance** program is an integral part of the preservation plan, and is intended to extend the service life of fair and good structures by preserving the bridges in their current condition for a longer period of time. Scheduled maintenance is proactive and not necessarily condition driven. In-house maintenance crews will perform much of this work.

Certain of the severely degraded and structurally deficient bridges require replacement or major rehabilitation. Several of the remaining bridges require one-time preventive maintenance actions to repair defects and restore the structure to a higher condition rating. Most bridges are included in a scheduled maintenance plan with appropriate maintenance actions programmed for groups of bridges of similar material and type, bundled by location.

The replacement, rehabilitation, and preventive maintenance projects are generally eligible for funding under the local bridge program, and any requests for funding will be submitted with City of Novi's annual applications.

To achieve its goals, The work has been prioritized by considering each individual bridge's needs, its importance, the present costs of improvements, and the impact of deferral (i.e., cost increase due to

increased degradation). Novi's asset management program incorporates preservation of bridges currently rated fair (5) or higher in their current condition in order to extend their useful service life. The primary work activities used to meet this preservation objective include preventive maintenance. A bridge-by-bridge preservation—or maintenance—plan will be prepared based upon available funding.

Programmed/Funded Projects

Novi has approximately $5 million budgeted for 2025 -2029 for bridge rehabilitation and/or replacement. To maintain the current bridge condition, the City of Novi plans to spend $75,000 per year on preventive maintenance of bridges. Novi plans to rehabilitate one bridge in 2026 (Ashbury bridge) and replace one bridge in 2028-29 (9 Mile at Center St). By performing the aforementioned rehabilitation/replacement/preventive maintenance of bridge structures, the City of Novi plans to maintain and/or improve it's current network rating.

Novi will compile estimated costs of each typical management and/or preservation action using unit prices in the latest *Bridge Repair Cost Estimate* spreadsheet contained in MDOT's *Local Bridge Program Call for Projects*. The cost of items of varying complexity, such as maintenance of traffic, staged construction, scour counter-measures, and so forth, are computed on a bridge-by-bridge basis. The cost estimates will be reviewed and updated when the bridge asset management plan is updated.

Planned Projects

Two capital projects are planned, as mentioned in the previous section.

Gap Analysis

Several projects should be planned for the lowest rated bridges. However, when viewing the available funding, there is a funding gap. For projects that are unable to be completed at the current funding levels, the City of Novi will continue to monitor those bridge assets and take any necessary steps within its budget to prevent or mitigate a condition decline or a need to post or close the structure.

2. FINANCIAL RESOURCES

Anticipated Revenues

Any projects submitted to the local aid program that are not selected for funding will be considered for addition to the Novi's capital program.

Anticipated Expenses

Scheduled maintenance activities and minor repairs that are not affiliated with any applications, grants, or other funded projects will be performed by the agency's in-house maintenance forces and funded through the City's annual operating budget.

3. RISK MANAGEMENT

The City of Novi recognizes that the potential risks associated with bridges generally fall into several categories:

- Personal injury and property damage resulting from a bridge collapse or partial failure;
- Loss of access to a region or individual properties resulting from bridge closures, restricted load postings, or extended outages for rehabilitation and repair activities; and
- Delays, congestion, and inconvenience due to serviceability issues, such as poor quality riding surface, loose expansion joints, or missing expansion joints.

Novi addresses these risks by implementing regular bridge inspections and a preservation strategy consisting of preventive maintenance.

Novi administers the biennial inspection of its bridges in accordance with NBIS and MDOT requirements. The inspection reports document the condition of Novi's bridges and evaluates them in order to identify new defects and monitor advancing deterioration. The summary inspection report in Appendix 1 identifies items needing follow-up, special inspection actions, and recommended bridge-by-bridge maintenance activities.

Bridges that are considered "scour critical" pose a risk to Novi's road and bridge network. Scour is the depletion of sediment from around the foundation elements of a bridge commonly caused by fast-moving water. According to MDOT's *Michigan Structure Inventory and Appraisal Coding Guide*, a scour critical bridge is one that has unstable abutment(s) and/or pier(s) due to observed or potential (based on an evaluation study) scour. Bridges receiving a scour rating of 3 or less are considered scour critical. Novi has no bridges that are scour critical bridges.

Novi has no posted or closed bridges that are critical to accessing entire areas or individual properties within its jurisdiction.

The preservation strategy identifies actions in the operations and maintenance plan that are preventive or are responsive to specific bridge conditions. The actions are prioritized to correct critical structural safety and traffic issues first, and then to address other needs based on the operational importance of each bridge and the long-term preservation of the network. The inspection results serve as a basis for modifying and updating the operations and maintenance plan annually.

Appendix 1

The City of Novi plans to apply for funding through MDOT's Local Bridge Program for funding when the condition warrants action. Currently the City is expected to receive funds for the Ashbury bridge rehabilitation.

Table: Type, Size, and Condition of City of Novi Bridge Assets

Bridge Type	Total Number of Bridges	Total Deck Area (sq ft)	Condition: Structurally Deficient, Posted, Closed			2025 Condition		
			Struct Deficient	Posted	Closed	Poor	Fair	Good
Prestressed Concrete	5	19444	1	0	0	1	2	2
Steel Culvert	3	2967	1	0	0	1	1	1
Precast Culvert	4	3984	0	0	0	0	0	4
Total SD/Posted/Closed			2	0	0			
Total	12	26395				2	3	7
Percentage			17%	0%	0%	17%	25%	58%

CITY OF NOVI CITY COUNCIL
OCTOBER 21, 2025

SUBJECT: Approval of contract with Shockey Consulting to facilitate the development of the Novi 2050 long-range strategic plan for $156,000.

SUBMITTING DEPARTMENT: City Manager's

KEY HIGHLIGHTS:

- The Long-Range Strategic Planning Committee previously recommended engaging Shockey Consulting to facilitate development of *Novi 2050*, the City's 25-year strategic vision.
- City Council approved proceeding with Shockey Consulting at its October 6, 2025 meeting.
- This action authorizes execution of the formal contract in the amount of $156,000.

FINANCIAL IMPACT

	FY25/26	Total
EXPENDITURE REQUIRED	**$ 156,000**	**$ 156,000**
BUDGET 1. Misc – special projects (101-101.00-963.005)	**$ 34,025**	**$ 34,025**
APPROPRIATION REQUIRED	**$ 121,975**	**$ 121,975**
FUND BALANCE IMPACT	**$ (121,975)**	**$ (121,975)**
Rollover budget from the original $50,000 budgeted in FY 2025 is $34,025. $15,375 was expensed from the previous consultant.		

BACKGROUND INFORMATION:

At the October 6, 2025 meeting, City Council approved moving forward with Shockey Consulting to lead the facilitation, engagement, and plan development for *Novi 2050*. This followed the Long-Range Strategic Planning Committee's recommendation to proceed with Shockey Consulting.

Shockey Consulting will oversee project management, stakeholder engagement, and facilitation of the *Novi 2050* planning process, including Council and staff workshops, community engagement activities, and preparation of a final strategic plan. The scope of work, schedule, and deliverables are included in the attached agreement.

The total cost of services is $156,000 (including estimated travel costs of $10,000), as outlined in the proposal.

RECOMMENDED ACTION: Approval of contract with Shockey Consulting in the amount of $156,000 to facilitate the development of the City's long-range strategic plan, *Novi 2050*, and authorization for the City Manager to execute the agreement on behalf of the City.

CONTRACT FOR PROFESSIONAL SERVICES

THIS CONTRACT FOR PROFESSIONAL SERVICES ("Contract"), shall be considered as made and entered into as of the date of the last signature ("Effective Date"), and is between the City of Novi, a Michigan municipal corporation, whose address is 45175 Ten Mile, Novi, Michigan 48375, (hereinafter referred to as "Client"), and **Shockey Consulting Services, LLC,** whose address is 7944 Santa Fe Drive, Overland Park, Kansas 66204 (hereinafter referred to as "Consultant").

THE CLIENT AND CONSULTANT AGREE AS FOLLOWS:

Article I. Statement and Performance of Work.

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

Article II. Timing of Performance.

Performance of this Contract shall commence immediately upon execution by both parties, and performance of the work shall be completed according to the timing set forth as part of Schedule A. The timing for performance of any such work may be extended for additional specified periods of time, if allowed in writing by the Client in its sole discretion. Services on each phase after the first phase shall commence only after Client's authorization to proceed. Out-of-sequence services (i.e., commencement of work on a future phase, before completion of a prior phase), if requested and ultimately not accepted by Client as part of the overall project, shall be compensated as Additional Services.

Article III. Contract Price and Payment.

A. Subject to the terms and conditions of this Contract, the Client agrees to pay Consultant in the amount, manner, and according to the timing for making such payments set forth in Schedule A (referred to in this Contract as "payments"). Such payments are in exchange for and consideration of the timely and satisfactory performance and completion of the work required under and pursuant to this Contract.

B. The Client agrees to pay Consultant amounts due within thirty (30) days of receipt of an itemized billing/invoice from Consultant detailing all work performed and provided in connection with the billing and the hours and charges applicable to each such item of work. Such itemized billings shall be submitted and shall be paid only upon satisfactory completion of the work itemized in the billing.

C. All costs and expenses incurred by Consultant in the course of performing the work under this Contract are deemed to be included in the hourly fees and amounts set forth in Schedule A, unless specifically identified in Schedule A as reimbursable expenses and such expenses have been approved by the Client or its designee.

D. Consultant will obtain written approval of the Client prior to proceeding with any services or work that is not stated on Schedule A; otherwise, the Client will not be billed for such extra/additional services or work.

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

Article IV: **Termination.**

A. This Contract, including any extension or amendment of this Contract, may be terminated at any time, with or without cause, by either party upon thirty (30) calendar days' written notice to the other party. In such event, the effective date of such termination shall be the 30th calendar day following the date of the written notice of such termination.

B. In the event this Contract is terminated prior to completion of the work, the Client shall not be responsible to make any further payments for work performed after the effective date of such termination, and shall pay Consultant for such work as has been completed and is eligible for payment under the terms of this Contract through the date of such termination. In all events, the Client shall only be responsible to make the payments described in the preceding sentence if, at the Client's request, Consultant continues to fully perform its duties and obligations in full compliance with the terms of this Contract through the effective date of the termination. Additionally, termination shall not relieve Consultant of its obligation to provide Client with all of the plans and product generated under this Contract through the effective date of termination. Articles V, VI, VII and VIII of this Contract shall survive completion of the work and any termination of this Contract.

C. Prior to the effective date of any termination or prior to the completion of the work (including any extension of the timing for completion), whichever is the first to occur, Consultant shall deliver to the Client all reports, opinions, compilations, research work, studies, data, materials, artifacts, samples, documents, plans, drawings, specifications, correspondence, ledgers, permits, applications, manuals, contracts, accountings, schedules, maps, logs, invoices, billings, photographs, videotapes and other materials in its possession or control that is gathered or generated in the course of performing the work or that relates to the work in any way; provided that Consultant may retain a copy of such materials for its files. The Client shall be permitted to withhold any payments and reimbursements otherwise owing to Consultant under the terms of this Contract until all such materials are delivered to the Client in accordance with the terms and conditions of this Contract.

Article V: **Independent Contractor Relationship.**

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

B. Consultant, as an independent contractor, is not authorized to enter into or sign any agreements on behalf of the Client or to make any representations to third parties that are binding upon the Client. Although Consultant is required under this Contract to advise, make recommendations to and to a limited extent represent the Client, all plans, studies, applications, submittals, surveys, reports and any other information relating to the work must be submitted to and approved by the Client or the Client's authorized official prior to being disseminated to any third party and shall only be so disseminated if such dissemination is approved in advance by the Client or an authorized Client official.

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

Article VI: **Liability and Insurance.**

A. Consultant agrees to indemnify and hold harmless the Client, its elected and appointed officials and employees, from and against any and all claims, demands, suits, losses and settlements, including actual attorney fees incurred and all costs connected therewith, for any damages which may be asserted, claimed or recovered against the Client by reason of (i) personal injury, death and/or property damages which arises out of or is in any way connected or associated with the actions or inactions of Consultant in performing or failing to perform the work, or (ii) civil damages which arise out of any dispute between Consultant and its subcontractors, affiliates, employees or other private third parties in connection with this Contract.

B. Consultant shall provide evidence of adequate insurance coverage in the types and amounts set forth on Schedule A, which is attached hereto and incorporated herein by this reference. Such insurance shall be maintained at the specified level of coverage throughout the term of this Contract, including any extension of such

term, and will cover all work, acts and omissions by and on behalf of Consultant in connection with this Contract, with the Client as named additional insureds, but with such coverage being primary and non-contributory as described in the attached Schedule A. Consultant's professional liability insurance shall cover a claim if and to the extent that the insured causes damage to others in the rendering of its professional services. Consultant shall give the Client immediate notice of any change in or cancellation of the coverage in place at the time this agreement is executed, shall provide a copy of any cancellation notice received from its insurer to the Client, and shall request that its insurer send such notice of cancellation to the Client. Consultant shall provide evidence of insurance coverage as set forth herein coverage at any time requested by the Client.

Article VII: Information.

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

Article VIII: Accuracy.

Consultant promises that the information it provides in the work to be performed under this Contract will be accurate, excepting only inaccuracies resulting from incorrect information provided by the Client, other consultants and/or other public sources. Consultant will not charge Client for necessary corrections to its work and will be responsible for any increased cost incurred by the Client as a result of any inaccuracies in the work, excepting inaccuracies resulting from incorrect information provided by the Client, other consultants and/or other public sources.

Article IX: General Provisions.

A. *Entire Agreement*. This instrument, together with the attached Schedules, contains the entire Contract between the Client and Consultant. No verbal agreement, conversation, or representation by or between any officer, agent, or employee of the parties hereto, either before or after the execution of this Contract, shall affect or modify any of the terms or obligations herein contained.

B. *Compliance with Laws*. This Contract and all of Consultant's work and practices shall be subject to all applicable state, federal and local laws, ordinances, rules or regulations, including without limitation, those which apply because Client is a public governmental agency or body. Consultant represents that it is in compliance with all such laws and eligible and qualified to enter into this Contract.

C. *Governing Law*. This Contract shall be governed by the laws of the State of Michigan. Jurisdiction and venue shall be in Oakland County Michigan or the U.S. District Court for the Eastern District of Michigan-Southern Division.

D. *Assignment*. Consultant shall not assign this Contract or any part thereof without the written consent of the Client. This Contract shall be binding on the parties, their successors, assigns and legal representatives.

E. *Third Parties*. It is the intention of the parties hereto that this Agreement is not made for the benefit of any private third party.

F. *Notices*. Written notices under this Contract shall be given to the parties at their addresses contained in this Contract by personal or registered mail delivery to the attention of the following persons:

Client: City Manager Victor Cardenas and City Clerk Cortney Hanson
Consultant: Sheila Shockey

G. *Changes*. Any changes in the provisions of this Contract must be in writing and signed by the Client and Consultant.

H. *Waivers*. No waiver of any term or condition of this Contract shall be binding and effective unless in writing and signed by all parties, with any such waiver being limited to that circumstance only and not applicable to subsequent actions or events.

I. *Jurisdiction and Venue of Contract*. This Contract shall be considered for all purposes, including the establishment of jurisdiction and venue in any court action between the parties, as having been entered into and consummated in the 52-1 District Court in the City of Novi, or the Sixth Circuit Court in Pontiac, Oakland County, Michigan or in the U.S. District Court for the Eastern District of Michigan-Southern Division as dictated by applicable court rule.

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

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

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

WITNESS/DATES OF SIGNATURE:

_____

Date:

_____

Date:

City of Novi ("Client"):

By: _____
Justin Fischer, Its Mayor

By: _____
Cortney Hanson, Its Clerk

WITNESS:

Shockey Consulting ("Consultant"):

By: _____

Sheila Shockey, Founder & CEO

Date: 10/09/2025

Shockey Pulse Panel for Novi 2050

A Pulse Panel serves as a standing community sounding board—our way of keeping a consistent “finger on the pulse” of Novi residents throughout the planning process. This panel is typically made up of a broad, representative group of community members who volunteer to participate. Anyone can join, with no maximum number of participants, ensuring we capture the widest possible range of perspectives.

Purpose

The Pulse Panel creates a reliable channel of real-time feedback on issues as they emerge. This helps the project team and City leaders understand what people are thinking and feeling—not just at formal meetings, but in their daily lives. It ensures that engagement remains ongoing, inclusive, and responsive to community voices.

How It Works

- **Recruitment:** Interested individuals complete a brief intake questionnaire covering interests, experiences, and demographics. This ensures the panel is diverse and allows us to tailor opportunities for deeper participation. Participants often include leaders of community institutions like nonprofits, major employers, school districts, homeowners associations, and more.
- **Participation Opportunities:** Panelists are invited to take part in quick polls, online discussion forums, conversation kits, and other feedback activities. All activities are optional—participants can engage as much or as little as their time allows.
- **Targeted Input:** Certain panelists may be invited to provide specialized input based on their expertise or experiences—for example, small business owners on economic growth strategies, or parents on youth-related initiatives.
- **Communication:** Panelists will receive regular updates, calls-to-action, and invitations to weigh in on key questions at each stage of the planning process.

Value to Novi

The Pulse Panel can complement more formal engagement activities by creating a continuous feedback loop. It gives the City a living dashboard of community sentiment, helping decision-makers quickly identify opportunities, concerns, and shifts in priorities. This approach builds transparency, keeps residents engaged over the long term, and ensures every voice helps shape Novi’s bold future

Maximizing Staff Time for Novi 2050

Purpose of Staff Engagement

The City of Novi's staff will play a critical role in shaping the strategic plan. Shockey's approach helps staff connect their day-to-day experience and unique expertise to the city's long-term vision. This ensures that the resulting plan is grounded in operational reality while also capturing innovative thinking that may not naturally surface from typical decision-making structures.

Leveraging Staff Expertise

Shockey recognizes that staff knowledge extends well beyond position descriptions. For example:

- A parks maintenance employee may identify patterns of community use that inform long-term capital investments.
- Administrative staff often have insight into resident frustrations and service delivery gaps.
- Staff from any department may have expertise from their work with local non-profits or community groups, as well as prior professional experience.

By engaging staff through the entirety of the process, we validate their expertise and uncover operational wisdom that enriches the planning process.

Benefits and Growth Opportunities for Staff

Participation in the strategic planning process is itself a professional development opportunity. Staff gain:

- Broader perspective: Understanding how their role contributes to citywide priorities.
- Skill development: Exposure to planning, facilitation, and problem-solving exercises they may not encounter in daily work.
- Ownership and motivation: When staff see their fingerprints in the final plan, it fosters buy-in and strengthens commitment to implementation.

Through Shockey's engagement approach, Novi's staff are not just consulted but empowered as co-creators of the city's future. This process both strengthens the strategic plan and develops internal capacity, leaving the organization better equipped to achieve its goals long after the plan is adopted.

Task	Format	Shockey Role	Deliverables	City of Novi Role	Long Range Plan Council
Phase 1: Launch					
Project Management Team Meetings (2, virtual)	Virtual Meetings	Facilitate coordination meetings with City staff to confirm timelines, roles, and decision-making pathways.	Meeting agendas, notes, and updated project tracker	Attend coordination meetings and provide timely feedback.	Attend coordination meeting timely feedback
Project Management Plan	Shockey Work Product	Prepare a written plan defining scope, schedule, communications, and progress monitoring.	Project Management Plan document	Review drafts, provide comments.	Review drafts, provide com approve final deliver
Branding Meeting (virtual) & Style Guide	City Work Product	Attend Branding Meeting with Novi City Staff (virtual)	Novi 2050 branding and style guide	Develop project brand identity (logo, colors, messaging) to unify materials and communications.	Review branding concepts an style guide.
Staff Leadership Team Workshop #1	Launch Phase In-Person Visit #1	Gather community and organizational data available. Prepare and administer a pre-workshop questionnaire. Facilitate a workshop to capture issues, discuss previous trend work, staff leadership priorities and align staff perspectives.	Workshop summary highlighting staff assessment and identify future data needs.	Provide staff leadership participation, promote attendance, and assist with logistics.	Receive results of worksh
Long-Range Strategic Planning Committee Workshop #1		Convene and facilitate committee kickoff; establish charter and role in process. Develop stakeholder engagement approach and stakeholder groups to target for outreach. Discuss potential methods and engagement opportunities.	Agenda packet, committee charter and meeting summary	Identify stakeholder groups, outreach opportunities and review agenda materials.	Prepare to discuss potentia groups, outreach opportuniti actively, and come to conse forward.
Governing Body Presentation #1		Provide briefing and orientation to Council, confirming alignment.	Council presentation slides and discussion summary	Provide time on Council agenda, review presentation, and offer feedback.	Lead council discussion a
Stakeholder Engagement Plan	Shockey Work Product	Design outreach strategy including tools like surveys, workshops, and pop-ups.	Written Engagement Plan with strategies and timeline	Promote engagement opportunities through City channels and encourage community participation.	Review and approve stakehold plan.
Task	**Description**	**Shockey Role**	**Deliverables**	**City of Novi Role**	**Long Range Plan Council**
Phase 2: Discovery					
Project Management Team Meetings (2, virtual)	Virtual Meetings	Coordinate and monitor progress with staff.	Meeting summaries with next steps	Attend coordination meetings and provide timely feedback.	Attend coordination meeting timely feedback
Insight & Foresight Series Trends (For Focus Area Identification)	Shockey Work Product	Provide data-rich materials and facilitate discussion on demographics, housing, economy, mobility, and environment.	Insight & Foresight packets for Council, staff, and community	Provide input, review materials, and support outreach.	Read Insight & Foresight se preparation for engag
Boards & Commission Member Questionnaire	Shockey Work Product	Administer online questionnaire to city boards/commission members to identify key issues.	Questionnaire summary report identifying issues	Provide input, review materials, and support participation.	Provide input, review material participation.
Begin Online Engagement	Shockey Work Product	Create project site with surveys, interactive maps, and updates.	Online engagement platform and participation report	Promote engagement opportunities through City channels and encourage community participation.	Promote engagement opportu personal channels and encour participation.
Community Workshop #1 -- Trends & Focus Area Identification	Discovery Phase In-Person Visit #2	Host workshop where residents react to trends, data, and foresight scenarios.	Workshop materials and public summary report	Provide staff and elected official participation, promote attendance, provide refreshments, and assist with logistics.	Participate in workshop & liste feedback.
Long-Range Strategic Planning Committee Workshop #2 - Identify Vision Theme		Facilitate committee meeting to review emerging themes.	Agenda Packet & Summary Notes	Staff Workshop	Prepare by reading agenda pac participate in works
Governing Body Presentation #2		Provide briefing to Council on discovery findings.	Council presentation	Provide time on Council agenda, review presentation, and offer feedback.	Attend presentation and provi
Task	**Description**	**Shockey Role**	**Deliverables**	**City of Novi Role**	**Long Range Plan Council**
Phase 3: Visioning & Goal Setting					
Project Management Team Meetings (2, virtual)	Virtual Meetings	Coordinate progress on engagement and vision development.	Summary	Attend coordination meetings and provide timely feedback.	Attend coordinating meeting timely feedbac
Continue Online Engagement	Shockey Work Product	Create project site with surveys, interactive maps, and updates.	Online engagement platform and participation report	Promote engagement opportunities through City channels and encourage community participation.	Promote engagement opportu personal channels and encour participation.
Prepare Materials for Community Outreach	Shockey Work Product	Develop toolkits, maps, and facilitation guides for staff/partners.	Engagement materials package	Promote engagement opportunities through City channels and encourage community participation.	Read through engagemen

Train Local Community Engagers & Begin local community outreach	Vision & Goals Phase In-Person Visit #3	Train Novi-based ambassadors/city staff to conduct engagement and outreach tabling/pop ups at association meetings, major employers, activity centers and community events.	Training session, toolkit, and method to track and organize input.	Recruit participants for training and encourage ongoing outreach support. Participate in training.	Recruit participants for training ongoing outreach support. training.
Community Workshop #2 - Vision & Goals		Facilitate interactive workshop to define vision elements & goal areas.	Workshop agenda, materials, summary.	Provide staff and elected official participation, promote attendance, provide refreshments, and assist with logistics.	Promote attendance & particip
Long-Range Strategic Planning Committee Workshop #3 - Identify goals and strategies		Facilitate committee session to refine elements & goals.	Meeting report with refined goals	Appoint members, participate actively, and review materials.	Read agenda packet & activel meeting
Staff Leadership Team Workshop #2		Facilitate workshop to link operational needs with vision.	Summary memo linking operations with vision	Provide staff and elected official participation, promote attendance, and assist with logistics.	Review summary meeti
Governing Body Presentation #3		Provide update to Council on draft vision & goals	Council presentation	Provide time on Council agenda, review presentation, and offer feedback.	Attend presentation and provi
Task	**Description**	**Shockey Role**	**Deliverables**	**City of Novi Role**	**Long Range Plan Council**
Phase 4: Scenarios & Strategies					
Project Management Team Meetings (2, virtual)	Virtual Meetings	Facilitate coordination during strategy development.	Meeting notes	Attend coordination meetings and provide timely feedback.	Attend coordination meeting timely deliverabl
Continue Online Engagement	Work product	Maintain online input collection and track trends.	Ongoing participation reports	Promote engagement opportunities through City channels and encourage community participation. Receive participation updates.	Promote engagement opportu City channels and encourag participation. Receive particip
Continue Community Outreach by Local Engagers	City	Obtain updates	interim engagement update	Engage community	Participate in engagement, li input
Staff Leadership Team Workshop #3: Strategy Development	Strategies Phase In-Person Visit #3	Prepare agenda packets & facilitate workshop	Summary meeting memo	Provide staff and elected official participation, promote attendance, and assist with logistics.	Receive summary meeting
Community Workshop Scenario Planning & Resilient Strategies		Facilitate workshop testing scenarios and co-designing strategies.	Workshop materials and strategy recommendations report	Provide staff and elected official participation, promote attendance, and assist with logistics.	Encourage participation and a
Long-Range Strategic Planning Committee Workshop #4 - Refine goals and strategies		Facilitate committee meeting to refine strategies.	Committee meeting summary capturing input	Appoint members, participate actively, and review materials.	Read agenda packet & activel workshop
Governing Body Presentation #4		Present strategies to Council for input.	Council presentation	Provide time on Council agenda, review presentation, and offer feedback.	Attend presentation & provid
Task	**Description**	**Shockey Role**	**Deliverables**	**City of Novi Role**	**Long Range Plan Council**
Phase 5: Craft Plan					
Project Management Team Meetings (3, virtual)	Virtual Meetings	Facilitate coordination as plan is finalized.	Meeting notes	Attend coordination meetings and provide timely feedback.	Attend coorindating meeting & feedback
City Staff Leadership Workshop #4	Virtual Meetings	Facilitate workshop	Agenda packet and summary notes	Prepare by reviewing agenda packet and participate in workshop	Receive workshop summ
Continue Online Engagement	Shockey Work Product	Create project site with surveys, interactive maps, and updates.	Online engagement platform and participation report	Promote engagement opportunities through City channels and encourage community participation.	Promote & encourage co engagement; Receive and r updates
Draft Novi 2050 Document	Shockey Work Product	Prepare written draft, including visuals, goals, and strategies; allow one revision cycle.	Draft Novi 2050 Plan Document	Review drafts, provide comments, and provide a compiled set of revisions to Shockey.	Review drafts, provide com approve final deliver
Long-Range Strategic Planning Committee Workshop #5 - Refine draft plan	Virtual Meetings	Facilitate meeting to confirm revisions.	Agenda, Draft Vision Plan, Revisions to Draft Vision Plan	Staff workshop	Read agenda packet to pr participate in works
Novi 2050 Plan Reveal	Craft Plan Phase In-Person Visit #4	Provide guidance and support in preparation of event materials and programming; Provide any necessary follow-up reporting/summary.	Vision Fest event and materials	Host celebratory community event with displays, video, and presentations. Staff and take feedback on draft plan reveal.	Recruite attendees, attend ev feedback; read sum
Long-Range Strategic Planning Committee Workshop #6 - Revisions to Final Plan		Facilitate meeting to confirm revisions.	Committee meeting notes	Appoint members, participate actively, and review materials.	Provide final revisions to Dra based upon community feedba Plan Reveal
Governing Body Meeting #5		Provide as-needed guidance	Council presentation	Prepare presentation and present to governing body prior to adoption.	Prepare presentation and pres body prior to adopt

Final Vision Plan Document	Shockey Work Product	Produce final written plan.	Final Novi 2050 Vision Plan. Provide electronic copy to City of Novi.	Review drafts, provide comments, and approve final deliverables.	Receive final document & sum meeting
Final Vision Plan Companion Video	City Work Product	Provide input into video content	Final Novi 2050 Vision Plan and video	Review drafts, provide comments, and approve final deliverables.	Review drafts, provide com approve final deliver

Approach & Methodology

Shockey Consulting will guide Novi through a **10-month process** that combines strategic planning expertise with inclusive, high-impact community engagement. Our approach builds from a strong launch, moves through discovery and visioning, and culminates in a bold, actionable **Novi 2050 Plan**—supported by both a long-range vision and specific near-term priorities.

The process is structured in **five phases**, with clear deliverables at each stage. We align with the City's schedule, so the plan is ready to inform **Council priority-setting in January** and provide a guiding "North Star" for years to come.

Phase One – Launch *(Months 1–2, $31,700)*

We start by laying the groundwork for success:

- **Project Management Team Meetings** (virtual) to align expectations and timelines.
- **Project Management Plan** to define scope, schedule, and communication protocols.
- **Branding Meeting & Style Guide** to create a recognizable identity for Novi 2050.
- **Staff Leadership Team Workshop** to capture leadership insights.
- **Long-Range Strategic Planning Committee** kickoff to establish their role in shaping the process.
- **Community Workshop – Vision Launch** to energize residents and invite participation.
- **Stakeholder Engagement Plan** outlining outreach strategies and target audiences.

Phase Two – Discovery *(Months 2–3, $24,000)*

We engage residents, leadership, and the Committee in understanding Novi's present and future context:

- **Insight & Foresight Series** exploring trends in five focus areas.
- Committee review of emerging themes.

- **Community Workshop – Trends** to share findings and gather perspectives.
- **Governing Body Presentation** to keep leadership aligned.

Phase Three – Visioning *(Months 2–5, $40,000)*

We turn data and insights into a shared vision and measurable goals:

- **Materials for Participatory Engagement** so staff and partners can extend outreach.
- **Community Workshop – Goals** to refine aspirations.
- **Online Engagement** platform for ongoing input.
- **Staff Leadership Team Workshop** to integrate operational perspectives.
- **Vision Summit** to present and validate the draft vision.
- **Governing Body Presentation** to keep decision-makers informed.

Phase Four – Scenarios & Strategies *(Months 6–7, $13,500)*

We explore pathways to achieve the vision:

- **Scenario Planning Workshop** to test strategic options.
- Continued **Committee guidance** and **online engagement**.

Phase Five – Craft Plan *(Months 8–10, $29,000)*

We finalize the vision and ensure it's ready for adoption and implementation:

- **Draft Vision Document** with one revision cycle.
- **Vision Fest – Plan Reveal** to celebrate community contributions.
- **Final Vision Plan Document** and **Video Plan of Novi 2050** to communicate widely.
- **Governing Body Meeting** for review and approval.

Engagement Philosophy & Menu of Options

Our engagement approach reflects the **IAP2 Public Participation Spectrum**—from informing to involving and collaborating. We blend techniques to reach diverse audiences, from digital storytelling and online surveys to pop-up events and participatory mapping.

Novi can scale engagement beyond the base scope by selecting add-ons from our **Engagement Menu** (Appendix). This flexibility ensures you get the right depth and breadth of community input within your budget.

The **base project fee is $146,200**, which includes training local "engagers" to extend our reach. Additional in-person engagement can be added from the menu between Months 3–10 to deepen community participation.

With this process, Novi will have a **north star vision** anchored in community values, backed by actionable strategies, and ready to guide decisions through 2050.

NOVI MICHIGAN 2050 PLAN	BASE COST ESTIMATE	TIMELINE
Phase One - Launch		**MONTHS**
Project Management Team Meetings (2) - virtual	$1,000	1
Project Management Plan	$1,000	1
Branding Meeting (virtual) & Style Guide	$5,000	1
Staff Leadership Team Workshop	$8,000	2
Long-Range Strategic Planning Committee	$2,500	2
Community Workshop - Vision Launch	$11,000	2
Stakeholder Engagement Plan	$3,200	2
Phase One - Launch Total	**$31,700**	**1 - 2**
Phase Two - Discovery		
Project Management Team Meetings (2) - virtual	$1,000	2 - 3
Insight & Foresight Series - Trends - 5 Focus Areas Materials	$9,000	2 - 3
Long-Range Strategic Planning Committee	$2,500	3
Community Workshop - Trends	$9,000	3
Governing Body Presentation	$2,500	3
Phase Two - Discovery Total	**$24,000**	**2 - 3**
Phase Three - Visioning		
Project Management Team Meetings (2) - virtual	$1,000	4 - 5
Prepare Materials for Participatory Engagement (for use by Consultant and/or Staff)	$8,000	2 - 3
Long-Range Strategic Planning Committee	$2,500	4
Community Workshop - Goals	$9,000	4
Online Engagement - establish site and post materials	$9,000	3 - 5
Staff Leadership Team Workshop	$8,000	5
Governing Body Presentation	$2,500	5
Phase Three - Visioning Total	**$40,000**	**2 - 5**
Phase Four - Scenarios & Strategies		
Project Management Team Meetings (2) - virtual	$2,000	6 - 7
Continue Online Engagement	$0	6 - 7
Long-Range Strategic Planning Committee	$2,500	7
Community Workshop - Scenario Planning & Reslient Strategies	$9,000	7
Phase Four - Scenarios & Strategies Total	**$13,500**	**6 - 7**
Phase Five - Craft Plan		

Project Management Team Meetings (3) - virtual	$3,000		8 -10
Draft Vision Document (one draft & one set of revisions)	$8,000		9
Long-Range Strategic Planning Committee	$2,500		9
Vision Fest - Plan Reveal	$9,000		9
Governing Body Meeting	$2,500		9
Final Vision Plan Document	$4,000		10
Phase Five - Craft Plan Total	**$29,000**		**8 -10**
BASE PROJECT TOTAL	**$138,200**		**10 months**
TRAIN ENGAGERS LOCALLY	$8,000		4
SUBTOTAL	**$146,200**		
ADD IN-PERSON ENGAGEMENT YOU WOULD LIKE CONSULTANT TO PERFORM FROM ENGAGEMENT MENU	$ -		3 - 10
TOTAL FEE	**$ 146,200.00**		**10 months**

IAP2 SPECTRUM OVERVIEW: The IAP2 Public Participation Spectrum is a framework that outlines different levels of public participation, ranging from minimal to maximum involvement of the community in decision-making processes. The spectrum includes five levels: Inform, Consult, Involve, Collaborate, and Empower. Each level represents a distinct approach to public participation, characterized by varying degrees of public involvement, the role of the public, and the promise made to them.

IAP2 INFORM DEFINITION: Inform is the most basic level, where the primary goal is to provide the public with balanced and objective information to help them understand the issues, alternatives, and potential solutions. The public's role is passive, as they receive information but are not invited to contribute to the decision-making process. The promise to the public is to keep them informed.

APPROACH LANGUAGE: Recruit, Educate & Inform

At Shockey Consulting, we know that successful community engagement starts with clear and accessible information. Our approach begins at the "Inform" level of the IAP2 Public Participation Spectrum, using a strategic mix of marketing techniques to educate the community about the project's goals, benefits, and potential impacts. We deliver this information through a variety of channels—empowering residents with the knowledge they need to confidently engage in the public participation process. Our goal is to build trust and understanding from the outset, creating a solid foundation for deeper and more meaningful involvement as the project progresses.

To reach and engage a diverse cross-section of the community, including traditionally underserved populations, we use branded marketing materials and tailored outreach strategies. Our visually compelling materials reflect

PHASE	Task	Description	Objective	Scope of Work & Steps	Our Approach	Price Per Item	Per Item Description
RECRUIT & EDUCATE	Create Basic Project Printed Pieces	Informational materials such as fact sheets, posters, brochures, and display boards to communicate key project information.	To educate and inform the community about project details and ways to get involved.	Develop content, design materials, print, distribute at events, and make available at public locations.	Distribute at public meetings, community events, and high-traffic locations. Consider multiple languages for wider reach. Ensure consistency in messaging across all materials.	$6,000	Per Piece Designed
RECRUIT & EDUCATE	Create and Place Yard Signs with QR Codes for input	Highly visible signs placed in strategic locations to promote project awareness and engagement opportunities.	To increase project visibility and direct the community to engagement opportunities.	Design signs, produce materials, identify strategic locations, install signs, and monitor effectiveness.	Check local regulations for sign placement. Use QR codes for additional information. Ideal for high-traffic areas. Regularly monitor and replace damaged signs.	$6,000	Per Sign Design
RECRUIT & EDUCATE	Create and Distribute Newsletters/E-newsletters	Regular publications sent via email or print to keep stakeholders informed about project developments, including updates, events, and engagement opportunities.	To provide ongoing communication and updates, keeping stakeholders engaged and informed.	Develop content, design template, compile distribution list, distribute newsletters regularly, and track engagement metrics.	Ensure newsletters are visually appealing, concise, and include clear calls to action. Track open rates and adjust content based on feedback. Create translations for non-English speakers.	$5,000	Per Issue
RECRUIT & EDUCATE	Prepare and Distribute Direct Mail Campaign	Sending informational materials via mail to targeted community members to ensure they are informed about the project.	To provide direct communication to households, ensuring everyone has access to information.	Develop content, design materials, compile mailing list, send mail, and track responses.	Use direct mail for hard-to-reach groups or areas with low digital engagement. Include a call to action such as attending an event or visiting the website.	$6,000	Per Mail Piece Designed (does not include mailing cost)
RECRUIT & EDUCATE	Design and Place Advertisements	Advertisements in local media, online, or community spaces to promote project awareness and engagement opportunities.	To reach a broad audience and increase awareness of the project.	Develop ad content, design visuals, select media channels, place ads, and track engagement metrics.	Tailor ads to specific media channels and audience demographics. Use clear calls to action and consider digital ads for broader reach.	$6,000	Per Ad
RECRUIT & EDUCATE	Design and Post Messages on Community Bulletin Boards	Posting project-related messages on bulletin boards in public spaces and on government TV channels.	To inform and engage community members through accessible and visible communication channels.	Develop message content, design visuals, identify bulletin boards, post messages, and update regularly.	Post in high-traffic areas such as libraries and community centers. Keep messages concise and updated. Include links or QR codes for additional information.	$2,000	Per Message
RECRUIT & EDUCATE	Prepare and Issue Press Releases	Official statements provided to media outlets to announce major project milestones, events, or decisions.	To communicate important updates and ensure accurate information reaches the public.	Develop press release content, distribute to media contacts, and monitor media coverage.	Tailor content to highlight newsworthy aspects. Maintain a media contact list and follow up with outlets. Track coverage and impact.	$2,000	Per Press Release
RECRUIT & EDUCATE	Produce Public Service Announcements (PSAs)	Short, informative messages broadcast on television, radio, or online to inform the public about important project developments or events.	To provide important information to a wide audience quickly and effectively.	Develop PSA script, record and edit PSA, distribute to media channels, and track outreach effectiveness.	Use clear and concise messaging. Tailor PSAs to different media formats. Regularly update to reflect current project needs.	$4,000	Per PSA
RECRUIT & EDUCATE	Develop Social Media Posts to Inform About Project and engagement opportunities	A coordinated effort to use social media platforms to share information and encourage participation.	To educate about project and encourage participation.	Create a content calendar, design posts for client to post.	Tailor content for each platform. Monitor and adapt based on analytics.	$9,000	Per Campaign
RECRUIT & EDUCATE	Develop Website Content for Existing Site	Creating and updating content for a pre-existing website to ensure it reflects current project information and engagement opportunities.	To keep the public informed and engaged through up-to-date online information.	Assess current content, develop updates, upload new content, and maintain regular updates.	Ensure content is aligned with the project's messaging. Regularly review for accuracy and relevance. Include interactive elements where possible.	$6,000	Per Update
RECRUIT & EDUCATE	Design Website and Create Content	A dedicated online platform that serves as the central hub for project information, updates, and engagement opportunities.	To provide accessible, up-to-date information and facilitate online engagement.	Develop site structure, create and upload content, ensure mobile compatibility, and conduct usability testing.	Regularly update content. Ensure accessibility standards are met. Include interactive elements like surveys or feedback forms to engage users.	$12,000	Per 6 Website Pages
RECRUIT & EDUCATE	Produce and Post Videos	Creating videos to provide a more engaging and accessible way to communicate project information and updates.	To visually communicate key messages and increase engagement through dynamic content.	Develop video script, shoot and edit video, upload and promote on various platforms.	Use professional quality visuals. Include captions for accessibility. Use storytelling to engage the audience. Regularly update video content based on project progress.	$12,000	Per Video
RECRUIT & EDUCATE	Produce Podcast Episode	Audio series providing in-depth information on the project, featuring interviews, discussions, and updates.	To reach a broad audience and provide detailed project information in an easily accessible format.	Develop episode content, record and edit podcast, distribute on podcast platforms, and promote episodes.	Ensure audio quality is high. Use engaging storytelling techniques. Include interviews with stakeholders. Promote on multiple channels to increase reach.	$8,000	Per Episode

IAP2 CONSULT DEFINITION: Consult involves gathering public feedback on analysis, alternatives, and decisions. The public is asked for their input, and their feedback is considered in the decision-making process. However, decision-makers still retain ultimate control over the outcomes. The promise here is to listen to and acknowledge the public's concerns and aspirations and to provide feedback on how their input influenced the decision.

APPROACH LANGUAGE: At Shockey Consulting, we understand that authentic public engagement goes beyond simply gathering feedback—it's about building a genuine connection with the community and ensuring their voices are heard and valued in the decision-making process. We excel in the "Consult" level of the IAP2 Public Participation Spectrum, where our role is to actively seek community input, listen deeply, and thoughtfully integrate their perspectives into project outcomes. Our approach includes a variety of tailored methods, to capture diverse viewpoints. We also create interactive opportunities like to reach people where they are and engage them in meaningful dialogue. Through these methods, we ensure that the feedback we receive is not only comprehensive but also representative of the community's true concerns and aspirations.

We know that effective consultation requires both strategy and trust. That's why we use clear communication, visually engaging materials, and innovative tools to make the consultation process accessible and welcoming for

PHASE	Task	Description	Objective	Scope of Work & Steps	Our Approach	Price Per Item	Per Item Description
ENGAGE	Make Elected Officials Briefing	Meetings with elected officials to provide them with project updates, gather their input, and answer their questions.	To ensure elected officials are well-informed and can represent their constituents effectively.	Develop briefing materials, schedule meetings, present project updates, document input, and follow up on questions or concerns.	Tailor briefing materials to each official's interests or concerns. Schedule at times convenient for officials. Keep meetings concise and focused.	$2,500	Per Briefing
ENGAGE	Conduct Stakeholder Interviews	One-on-one or small group interviews with key stakeholders to gather in-depth insights and understand their specific concerns and ideas. Stakeholder interviews target key individuals with specific interests or influence. Participants: Stakeholder interviews target key individuals with specific interests or influence. Stakeholder interviews aim to gather detailed insights from influential stakeholder. Stakeholder interviews are often confidential to encourage openness.	To gather detailed insights from key community members or stakeholders on specific project issues.	Identify stakeholders, develop interview guide, schedule and conduct interviews, analyze responses, and integrate into project planning.	Select a diverse range of stakeholders. Use open-ended questions to encourage detailed responses. Keep interviews confidential to ensure honest feedback.	$8,000	Per Session
ENGAGE	Conduct Focus Groups	Facilitated small group discussions to explore community perspectives, ideas, and concerns in-depth on specific topics related to the project. Focus groups include a broader range of community members. Focus groups explore community views in a group setting to understand broader public sentiment. Focus groups are public and interactive.	To gain detailed insights and understand diverse community viewpoints on specific topics.	Identify participants, develop discussion guide, facilitate session, record and analyze discussions, and report outcomes.	Select a diverse group of participants to ensure a range of perspectives. Use skilled facilitators to guide discussions and manage group dynamics.	$8,000	Per Session
ENGAGE	Develop and use an Interested Parties Questionnaire (Stakeholder Survey)	Surveys targeted at key stakeholders to gather their specific input and concerns on project-related issues.	To gather targeted feedback from stakeholders who have a particular interest in the project.	Develop survey, distribute to stakeholders, collect responses, analyze feedback, and integrate into project planning.	Ensure the survey is relevant to stakeholders' interests. Follow up with non-respondents to encourage participation. Share results with stakeholders and the broader community.	$6,000	Per Survey
ENGAGE	Develop and Administer Online Questionnaires (not statistically valid)	Surveys designed to gather community input on specific issues without needing to be statistically representative.	To gather preliminary or exploratory feedback on community opinions and preferences.	Develop questionnaire, distribute via digital platforms, collect responses, and analyze data for trends.	Use clear, unbiased language. Provide context for questions to avoid confusion. Offer incentives for participation if response rates are low.	$8,000	Per Questionnaire
ENGAGE	Develop and Administer Online Surveys (statistically valid)	Structured surveys designed to gather representative data on community opinions and preferences.	To collect statistically valid data on community opinions that can be used for informed decision-making.	Design survey with input from statisticians, distribute to a representative sample, collect responses, and analyze data.	Ensure the sample is representative of the community. Use a mix of closed and open-ended questions. Monitor response rates and adjust sampling if necessary.	$19,000	Per Survey
ENGAGE	Collect Crowd-Sourced Data	Using online platforms or mobile apps to gather data and insights directly from community members about specific issues or topics.	To involve the community in data collection and gather diverse perspectives on local issues.	Develop data collection platform, promote participation, analyze data collected, and report findings to the community.	Ensure data collection methods are user-friendly and accessible. Provide clear instructions and examples. Regularly update participants on how their data is being used.	$8,000	Per Project
ENGAGE	Develop and Manage Online Feedback Forums	Digital platforms where community members can discuss project-related issues, ask questions, and provide feedback.	To provide an ongoing platform for community discussion and engagement on project topics.	Set up and moderate forums, promote participation, monitor discussions, and summarize key findings for project teams.	Ensure forums are moderated to prevent misinformation or inappropriate content. Regularly update topics to keep discussions relevant. Respond to questions in a timely manner.	$8,000	(Per Forum Set Up) * (# of Months)

ENGAGE	Intercept Surveys	Short surveys conducted in person at strategic locations to gather immediate feedback from community members.	To capture real-time community input and feedback in public spaces where people naturally gather.	Develop survey questions (up to 10 questions). Identify and secure locations for survey administration (up to 5 locations). Train staff or volunteers on survey administration. Conduct surveys over 3-5 sessions, 2-3 hours each. Compile and analyze results.	Conduct intercept surveys to engage community members in places they naturally gather, ensuring we capture diverse perspectives in real-time. Our team is trained to approach people in a friendly and respectful manner, asking targeted questions that elicit valuable insights without disrupting their day. By meeting people where they are—whether at community events, transit hubs, or popular public spaces—we gather authentic feedback that helps shape project outcomes and ensures that all voices are heard in the decision-making process.	$8,000	Per Survey Design (includes training, administration, and data analysis for each session)
ENGAGE	Organize Pop-up Engagements	Temporary setups in public spaces to engage passersby in conversations about the project, providing information and gathering feedback in an informal setting.	To reach a diverse audience in a low-pressure environment and gather spontaneous feedback.	Identify high-traffic locations, develop materials, set up and staff pop-ups, engage with the public, and document feedback.	Choose locations with high visibility and foot traffic. Use interactive and engaging displays to attract attention. Provide follow-up opportunities for those interested in more information.	$4,800	Per Event
ENGAGE	Pop-up at Community Events to Engage	Temporary setups at existing community events to share information and gather feedback from attendees in an informal setting.	To reach a broad audience by engaging with community members at events they already attend.	Identify key events, develop materials, set up and staff booths, engage with attendees, and document feedback.	Choose events with high attendance and diverse participants. Use interactive activities to attract and engage people. Provide information on how to get involved further.	$4,800	Per Event
ENGAGE	Conduct Mobile Outreach or Canvassing	Engaging the community through direct outreach in public spaces or door-to-door to share information and gather input on project issues and opportunities.	To reach a broad audience, including those who may not attend formal meetings, and gather their input.	Develop outreach plan, train canvassers, create materials, conduct outreach, and document feedback collected.	Use culturally relevant messaging and materials. Be respectful of personal space and time when conducting outreach. Utilize multilingual canvassers if needed.	$8,000	(Per Day)* (# of Days)
ENGAGE	Design and Place Engagement Boxes or Sidewalk Stickers	Physical boxes or sidewalk stickers with QR Codes where community members can submit ideas, concerns, or feedback anonymously.	To provide a convenient and anonymous way for the community to share their thoughts and concerns.	Develop feedback prompts, place boxes in accessible locations, collect and analyze suggestions regularly, and share findings.	Place in high-traffic, accessible areas. Regularly empty and review contents. Offer online engagement boxes as an alternative for those unable to visit physical locations.	$6,000	Per Box Design
ENGAGE	Create Engagement Stations/Interactive Exhibits or Kiosks	Interactive displays or kiosks in public spaces that provide project information and gather community feedback through interactive elements.	To engage the community in public spaces and gather feedback in an interactive, engaging way.	Design interactive exhibits, identify strategic locations, install and monitor usage, and collect feedback for analysis.	Ensure the station is accessible to all community members. Regularly update content to keep it relevant. Monitor and maintain the physical setup for durability and usability.	$6,000	Per Design
ENGAGE	Create Conversation Kits	Toolkits that provide materials and guidance for community members to host their own discussions on project topics and report back their insights.	To enable community-led discussions and gather feedback from a wider audience.	Develop conversation topics, create kits, distribute to community hosts, collect feedback from hosts, and analyze inputs.	Include clear instructions and diverse perspectives in the kits. Provide support for hosts if they have questions. Follow up with hosts to ensure feedback is returned.	$6,000	Per Kit Designed
ENGAGE	Develop Road Show Presentation to Groups	Traveling presentations or displays that bring project information and engagement opportunities to various community locations.	To reach different segments of the community and provide information and engagement opportunities in accessible locations.	Develop materials, schedule locations and dates, promote events, conduct road shows, and collect feedback.	Select locations with high visibility and foot traffic. Tailor presentations to each community. Use portable and durable materials for easy transport and setup.	$4,000	Per Basic Presentation Prepared
ENGAGE	Hold a Community Open House	Informal public events where community members can drop in, learn about the project, ask questions, and provide feedback.	To provide a flexible, informal setting for community members to engage with the project team.	Select accessible venue, develop informational displays, invite project team members, promote event, and gather feedback.	Use interactive displays to engage participants. Provide refreshments and seating to encourage longer stays. Offer multiple time slots to accommodate different schedules.	$12,000	Per Open House
ENGAGE	Hold a Public Hearing	Formal meetings where the public can provide official testimony on specific project issues, typically as part of a regulatory or decision-making process.	To gather formal input from the community as part of the decision-making process.	Develop hearing agenda, publicize hearing, facilitate testimony, document input, and report findings to decision-makers.	Ensure the hearing is accessible and well-publicized. Use clear procedures for testimony. Provide multiple ways to submit input for those unable to attend in person.	$14,000	Per Hearing

IAP2 INVOLVE DEFINITION: Involve increases the level of public participation by working directly with the public throughout the process to ensure that their concerns and aspirations are consistently understood and considered. The public plays a more active role in shaping the project or decision, and the promise is to work with them to ensure their concerns are directly reflected in the alternatives developed.

APPROACH LANGUAGE: At Shockey Consulting, we believe that involving the community in decision-making is key to building solutions that truly reflect their needs and values. Our expertise in the "Involve" level of the IAP2 Public Participation Spectrum focuses on creating collaborative opportunities for the public to actively participate throughout the process. We design and facilitate planning process that bring community members and intereted parties together to explore options, address concerns, and develop solutions collectively. Whether it's through hands-on activities, interactive discussions, or virtural meetings, we ensure that community members are not only heard but are integral to shaping project outcomes. Our goal is to create an inclusive environment where every voice matters and where the community's insights are embedded in the project's development from start to finish.

We recognize that genuine involvement requires more than just inviting people to the table—it's about giving them the tools to contribute meaningfully. That's why we use a range of engaging techniques to foster deeper dialogue and shared decision-making. We make it a priority to remove barriers to participation by hosting events in accessible locations, providing multilingual resources, and partnering with local leaders to build trust and encourage diverse participation. By involving the community at every step, we ensure that the project not only addresses their needs but also earns their support and commitment, creating outcomes that are sustainable and embraced by all.

PHASE	Task	Description	Objective	Scope of Work - Steps	Our Approach	Price Per Item	Per Item Description
ENGAGE	Conduct Elected Official Workshop	Workshops specifically designed for elected officials to discuss project aspects, enhance their understanding, and gather their input.	To ensure elected officials are well-informed and can effectively support and communicate the project.	Develop agenda, invite officials, prepare presentations, facilitate discussions, and document feedback.	Tailor content to the specific concerns and needs of elected officials. Provide follow-up materials and a summary of key discussion points.	$8,300	Per Workshop
ENGAGE	Develop and Manage Social Media Campaign to Engage	Interactive campaigns on social media that encourage community participation and engagement through themed questions, challenges or competitions.	To increase online engagement and reach a broader audience. Challenges and competitions can make this fun and more interactive.	Design challenge themes, create promotional content, launch on social media, monitor participation, and award prizes or recognition.	Tailor challenges to community interests. Promote on multiple platforms with links to engagement platform to reach diverse audiences. Monitor and respond to participation promptly to maintain engagement.	$6,000	Per Campaign
ENGAGE	Conduct Listening Sessions	Informal meetings where staff listen to community members' concerns and ideas, building trust and gathering input.	To create an open platform for community members to voice their opinions and build relationships.	Schedule sessions at convenient times, promote through various channels, prepare staff to listen and document feedback, and follow up on concerns raised.	Select accessible locations and times. Ensure all voices are heard and recorded. Provide summaries of sessions to participants.	$7,000	Per Session
ENGAGE	Develop Digital Storytelling In-Person Engagement Project	Workshops where community members create digital stories about their experiences and perspectives related to the project.	To capture diverse community narratives and provide a platform for personal expression.	Organize workshops, provide training on digital storytelling tools, support participants in story creation, and share stories through digital channels.	Provide a safe and inclusive space for participants. Offer technical support and resources. Obtain consent for sharing stories publicly.	$9,000	Per Project Design
ENGAGE	Develop Digital Storytelling Online Engagement Project (Photovoice)	Online platform where community members use photos to express their views on project-related issues, accompanied by short narratives.	To gather visual and narrative input from the community on key project themes or issues.	Develop online platform, provide guidelines for submissions, promote participation, curate and share submissions, and analyze themes and insights.	Ensure the platform is user-friendly and accessible. Provide clear instructions for submissions. Respect participants' privacy and obtain consent for sharing submissions.	$8,000	Per Project Design
ENGAGE	Establish & Facilitate Advisory Committees	Regular meetings with advisory groups composed of community members or stakeholders to provide ongoing input and guidance on the project.	To ensure continuous community input and oversight throughout the project.	Establish committee structure, schedule regular meetings, develop agendas, facilitate discussions, and document and act on recommendations.	Ensure diverse representation in committee membership. Provide regular updates on how recommendations are being implemented.	$9,000	Per Committee
ENGAGE	Facilitate Community Participatory Workshops	Workshops where community members actively engage in discussions and activities to explore project issues and develop solutions or recommendations.	To ensure active community participation in exploring and addressing project challenges.	Develop workshop agenda, invite participants, organize activities, facilitate discussions, and document outcomes.	Use a variety of activities to engage different learning styles. Provide opportunities for small group discussions. Summarize and share workshop outcomes with participants.	$9,000	Per Workshop
ENGAGE	Conduct Participatory/Interactive Mapping Session	Sessions where community members can provide input directly on maps, identifying areas of concern or opportunity in relation to the project.	To visualize community input spatially and identify specific areas of interest or concern.	Develop interactive maps, invite participants, facilitate mapping sessions, document inputs, and integrate findings into planning.	Use large, easy-to-read maps. Provide instructions on how to contribute. Ensure all voices are heard and recorded, especially in group settings.	$9,000	Per Session
ENGAGE	Develop and Facilitate Deliberative Polling Session (in person)	Structured sessions where a representative sample of community members discusses issues in depth before providing their input or vote.	To gather informed community opinions on complex issues after providing participants with background information.	Select representative participants, develop briefing materials, facilitate sessions, collect and analyze inputs, and report findings.	Provide balanced information on the topic to avoid bias. Use skilled facilitators to manage discussions. Allow enough time for participants to fully understand the issues.	$9,000	Per Session
ENGAGE	Manage Art Installations Engagement	Using public art installations to engage the community in conversations about the project, often featuring interactive or participatory elements.	To use art as a medium to engage and inspire community input and reflection on project themes.	Develop art concept, identify artist(s), select installation sites, promote engagement, document community reactions, and integrate feedback into the project.	Choose locations with high visibility and foot traffic. Use art that resonates with the community. Provide opportunities for community interaction with the installation.	$13,000	Per Installation
ENGAGE	Manage Community Art Projects	Collaborating with community members to create art that reflects their views and aspirations for the project, creating lasting symbols of community involvement.	To engage the community in expressing their perspectives through collaborative art projects.	Develop project concept, recruit participants, facilitate art creation, display completed projects, and document community impact.	Select accessible and meaningful art themes. Provide necessary materials and guidance for participants. Highlight the completed projects in prominent locations.	$9,000	Per Project

IAP2 DEFINITION COLLABORATE: Collaborate takes public participation further by partnering with the public in each aspect of the decision, including the development of alternatives and the identification of preferred solutions. The public's role is a partnership, and their input is sought actively throughout the process. The promise is to look to the public for advice and innovation and to incorporate their recommendations into the decisions to the maximum extent possible.

APPROACH LANGUAGE: At Shockey Consulting, we know that true collaboration means working side-by-side with the community to co-create solutions that reflect a shared vision for the future. Our expertise in the "Collaborate" level of the IAP2 Public Participation Spectrum is rooted in building strong, productive partnerships with community members and stakeholders throughout the entire process. We believe that the best outcomes come from harnessing collective wisdom, which is why we engage in co-design, establish recommendations, and facilitate to bring diverse voices together in a spirit of cooperation. Through these collaborative efforts, we ensure that the community is not just providing input, but actively shaping the project, developing alternatives, and making critical decisions together with us.

Collaboration at Shockey means more than just working together—it means builiding a sense of shared ownership and commitment to the project's success. We utilize a variety of innovative methods to create a platform where community members, government officials, and other stakeholders can come together as equal partners. We strive to create an environment of trust and transparency, where all participants feel valued and empowered to contribute their expertise and perspectives. By collaborating deeply and authentically, we build robust solutions that not only meet the needs of the community but are supported and sustained by those who helped create them.

PHASE	Task	Description	Objective	Scope of Work - Steps	Our Approach	Price Per Item	Per Item Description
ENGAGE	Partner with Trusted Leaders	Engaging community leaders to foster relationships and build trust, helping to reach and involve underrepresented or harder-to-reach groups in the community.	To leverage community leaders' influence and trust to engage diverse community members effectively.	Identify and engage leaders, build relationships, co-design engagement strategies, support leaders in outreach efforts, and document impact.	Choose leaders who are trusted and respected in their communities. Provide them with support and resources to effectively engage their networks. Recognize their contributions.	$4,000	Per Session
ENGAGE	Hire & Manage Community Engagement Ambassadors	Recruiting and managing community members who serve as ambassadors to engage their peers, gather input, and increase participation in the project.	To build trust and engagement within the community through peer-to-peer outreach.	Develop ambassador program, recruit and train ambassadors, provide ongoing support, monitor activities, and document impacts.	Select ambassadors who are trusted within their communities. Provide training on key project issues and effective engagement techniques. Recognize and reward their contributions.	$7,000	Per Session & Recruit & Pay 8 Engagement Ambassadors
ENGAGE	Facilitate Citizen Committee	Establishing and guiding a diverse committee of community representatives to provide strategic oversight and input throughout the project.	To ensure the project is guided by community values and priorities.	Recruit committee members, develop committee charter, organize meetings, facilitate discussions, and report recommendations to project teams.	Select members who represent the community's diversity. Provide clear roles and responsibilities. Regularly update the community on committee activities and recommendations.	$8,000	Per Committee Meeting

CITY OF NOVI CITY COUNCIL
OCTOBER 21, 2025

SUBJECT: Approve the cancellation of the November 3, 2025, City Council meeting

SUBMITTING DEPARTMENT: City Manager

KEY HIGHLIGHTS:

- There are no pressing matters scheduled for the November 3rd agenda
- Election Day is the following day, requiring significant resources from the Clerk's office

BACKGROUND INFORMATION:

The next scheduled meeting for City Council is November 3rd and there are currently no pressing matters planned for the meeting. Since election day is the following day, there are no immediate issues that require Council action. The Planning Commission cancels its meetings from time to time when there are no actionable items on its docket. If approved, City administration will provide the necessary notification to make the community aware of the cancellation and change in the community calendar.

RECOMMENDED ACTION: Approve the cancellation of the November 3, 2025, City Council meeting

CITY OF NOVI CITY COUNCIL
OCTOBER 21, 2025

SUBJECT: Enter Executive Session immediately following the regular meeting of October 21, 2025, in the Council Annex for the purpose of discussing union negotiations.

SUBMITTING DEPARTMENT: City Clerk

BACKGROUND INFORMATION:

RECOMMENDED ACTION: Enter Executive Session immediately following the regular meeting of October 21, 2025, in the Council Annex for the purpose of discussing union negotiations.

CITY OF NOVI CITY COUNCIL
OCTOBER 21, 2025

SUBJECT: Approval of claims and warrants – Warrant 1190

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, #1190 comes before City council for approval.

RECOMMENDED ACTION: Approval of claims and warrants – Warrant 1190

CITY OF NOVI
Warrant 1190
Tuesday, October 21, 2025

Check	Vendor Name	Description	Amount	
199909	CTS/UNITEL, INC.	INVOICE CW121545	11.50	
199910	ARROW OFFICE SUPPLY CO	INVOICE 419293	7.45	
199911	AT&T MOBILITY	ACCOUNT 830154504 INVOICE 830154504X091	346.04	
199912	BAY AREA NARCOTICS ENFORCEMENT TEAM	ADDITIONAL JULY OVERTIME	140.23	
199913	CASTRO, WILLIAM	REIMBURSE TRAVEL	1,473.99	
199914	DOYLE, KEVIN	REIMBURSE PURCHASE	228.00	
199915	ERBER, ANDREW	REIMBURSE TRAVEL EXPENSES	605.30	
199916	FRASER, BRENDAN	REIMBURSE TRAVEL EXPENSES	581.30	
199917	LAWNET-MICHIGAN DEPT OF STATE	OVERTIME 2024	4,309.20	
199918	LIONHEART ALLIANCE, LLC	INVOICE 37463	10,163.72	
199919	SOUTHWEST ENFORCEMENT TEAM	REIMBURSE MSP REGISTRATION AND LODGING E	195.00	
199920	TRANSUNION RISK AND ALTERNATIVE	ACCOUNT 2556421 INVOICE 2556421-202509-	1,080.40	
199921	TREASURER CITY OF DETROIT	INVOICE DPD092325	5,734.79	
199922	VERIZON WIRELESS	ACCOUNT 242662063-00001 INVOICE 61223718	80.02	
199923	WEST MICHIGAN ENFORCEMENT TEAM	HIDTA REIMBURSEMENT FOR OVERTIME	8,499.75	
199924	WEX BANK	ACCOUNT 0496-00-369029-4	152.32	
199925 - 199950	CONSUMERS ENERGY	HEAT	4,816.80	
199951 - 199965	DTE ENERGY	ELECTRICITY	9,172.45	
199966	DTE ENERGY	STREET LIGHTING	21,732.63	
200185	BORIEO, SANDRA	PROFESSIONAL SERVICES	1,872.00	
200186	CANFIELD EQUIPMENT SERVICES INC.	INVOICE 302687	16,115.54	
200187	COMCAST BUSINESS	ACCOUNT 8529 10 205 0785285	530.22	
200188	GARVIS, JASON	REIMBURSEMENT	264.95	
200189	I2 GROUP INC	INVOICE I2GMN0000091	12,704.88	
200190	STATE OF MICHIGAN	INVOICE 551-662305	6,750.57	
200191	WEX BANK	ACCOUNT 0496-00-893440-8	10.00	
199967	1ST AYD CORPORATION	OPERATING SUPPLIES	652.64	
199968	21ST CENTURY SALVAGE INC	HYDRANT DEPOSIT REFUND PERMIT 25-8	1,600.00	
199969	814 CRE LLC	BLDG. BOND REFUND (ESCROW)	5,600.00	
199970	A AND R PLUMBING LLC	BUILDING MAINTENANCE	3,990.20	
199971	ACCUFORM PRINTING & GRAPHICS INC	COMMUNITY PROMOTION	435.00	
199972	ADVANCED TURF SOLUTIONS, INC.	GROUNDS MAINTENANCE	631.25	
199973	AIRGAS USA, LLC	OPERATING SUPPLIES	1,119.26	
199974	ALLIE BROTHERS INC	SUPPLIES UNIFORMS	1,999.70	
199975	ALTECH DOORS LLC	BUILDING MAINTENANCE	1,106.44	
199976	AMAZON	AUDIO VISUAL MATERIALS	1,448.91	
199977	AMERICAN GENERATORS SALES AND	LIFT STATION MAINTENANCE	11,958.00	
199978	AMERICAN HEART ASSOCIATION INC.	CONFERENCE	302.77	
199979	APOLLO FIRE APPARATUS SALES AND	VEHICLE MAINTENANCE	10,355.14	
199980	APPLICANTPRO	PROFESSIONAL SERVICES	473.00	
199981	APPLIED INNOVATION	OPERATING SUPPLIES	286.42	
199982	ARAMARK REFRESHMENT SERVICES	OPERATING SUPPLIES	107.19	
199983	ASCENSION MICHIGAN EMPLOYER	MEDICAL SERVICE	696.00	
199984	ATA NATIONAL TITLE GROUP, LLC	WATER MAIN LOOP	300.00	
199985	AUTUMN INSURANCE & BENEFITS	REFUND LIBRARY	150.00	
199986	AXON ENTERPRISE, INC.	INCAR CAMERAS	3,012.45	
199987	B & B LANDSCAPING	ROUTINE MAINTENANCE	29,745.00	
199988	B&M ASHMAN	BLDG. BOND REFUND (ESCROW)	1,000.00	
199989	BARNHILL III, JOHN H.	ADULT SOFTBALL	525.00	
199990	VOID		-	V
199991	BELLE TIRE	EQUIPMENT MAINTENANCE	1,616.94	
199992	BERTIN, KENNETH M.	ADULT SOFTBALL	75.00	
199993	BEST EQUIPMENT CO., INC	VEHICLE MAINTENANCE	260.48	
199994	BLUE CROSS BLUE SHIELD OF MICHIGAN	EMPLOYEE INSURANCE	70,783.89	
199995	BLUE CROSS BLUE SHIELD OF MICHIGAN	EMPLOYEE INSURANCE	39,214.35	
199996	BRENCAL CONTRACTORS INC	CONSTRUCT: DPW SALT DOME REPLACEMENT	9,574.07	
199997	BRIGHTSOURCE LIGHTING SOLUTIONS LLC	BUILDING MAINTENANCE	1,641.36	
199998	BRODART CO.	LIBRARY BOOKS	8,698.94	

199999	CANFIELD EQUIPMENT SERVICES INC.	FY 25-26 POLICE VEHICLE BUILDS 862, 865,	49,256.93
200000	CARLETON EQUIPMENT COMPANY, INC.	LAWN MOWER MAINTENANCE	1,117.22
200001	CARLISLE WORTMAN ASSOCIATES, INC.	BUILDING, TRADE, & PLAN REVIEW SERVICES	1,417.50
200002	CDW GOVERNMENT LLC	INTERNAL TECHNOLOGY POLICE	1,894.65
200003	CENTER POINT LARGE PRINT	LIBRARY BOOKS	176.79
200004	CGS INC.	CONFERENCE	1,150.00
200005	CHALLENGER SPORTS TEAMWEAR, LLC	YOUTH VOLLEYBALL	10,888.79
200006	CHILTON, KIMBERLY S.	OLDER ADULT FITNESS	3,285.60
200007	CINTAS CORP	SUPPLIES UNIFORMS	1,303.05
200008	COMFORT DENTAL CENTERS, P.C.	BLDG. PAYMENT REFUND (ESCROW)	9.60
200009	CONTRACTOR'S CLOTHING CO.	SUPPLIES UNIFORMS	899.55
200010	COSTAR REALTY INFORMATION INC	INTERNAL TECHNOLOGY	2,003.72
200011	CRANDALL-WORTHINGTON INC	CUSTODIAL SUPPLIES	718.00
200012	CUMMINS BRIDGEWAY LLC	VEHICLE MAINTENANCE	277.86
200013	CUTMYTREEDOWN.COM	FORESTRY MAINTENANCE	8,200.00
200014	D S HOMES LLC	BLDG. BOND REFUND (ESCROW)	1,000.00
200015	DANIEL O'CONNOR	UB REFUND 48315 NINE MILE RD	415.08
200016	DITCH WITCH SALES OF MICHIGAN	VEHICLE MAINTENANCE	282.12
200017	DORNBOS SIGN & SAFETY INC	TRAFFIC CONTROL SIGN REPLACEMENT	1,097.47
200018	DRN & ASSOCIATES, ARCHITECTS, PC	DICKS SPORTING GOODS	6,630.00
200019	DROPCOUNTR INC	CSTMR ENGAGE SYSTEM	21,826.80
200020	DS HOMES LLC	BLDG. BOND REFUND (ESCROW)	5,000.00
200021	EGANIX, INC	FOG (FATS, OILS, & GREASE) PREVENTION	2,650.00
200022	EJ USA, INC.	WATER LINE MAINTENANCE	11,045.96
200023	ELEVATED CONTRACTING LLC	BLDG. PAYMENT REFUND (ESCROW)	65.00
200024	ELEVATED CONTRACTING LLC	BLDG. PAYMENT REFUND (ESCROW)	62.00
200025	ELEVATED CONTRACTING LLC	BLDG. PAYMENT REFUND (ESCROW)	62.00
200026	ELLSWORTH INDUSTRIES INC.	STORM SEWER MAINTENANCE	9,422.24
200027	ELSEN, ADAM	PER DIEM BAY CITY FBI LEEDA CONFERENCE	155.00
200028	EMPIRE PRINTING, LLC	YOUTH SOCCER	2,726.49
200029	ETNA SUPPLY	STORM SEWER MAINTENANCE	1,913.35
200030	EVERON LLC	BUILDING MAINTENANCE	203.88
200031	EXTENDOBED	VEHICLE MAINTENANCE	71.00
200032	FARKAS, JULIE	PETTY CASH	61.63
200033	FELDMAN CHEVROLET OF NOVI	VEHICLE MAINTENANCE	41.34
200034	FIRE SYSTEMS OF MICHIGAN	BUILDING MAINTENANCE	577.60
200035	FLEETPRIDE INC.	VEHICLE MAINTENANCE	1,990.09
200036	FLINT NEW HOLLAND INC.	LAWN MOWER MAINTENANCE	105.67
200037	FORCE AMERICA DISTRIBUTING LLC	VEHICLE MAINTENANCE	654.40
200038	FRIENDS OF NOVI PUBLIC LIBRARY	HISTORICAL COMMISSION	500.00
200039	G2 CONSULTING GROUP, LLC.	PROFESSIONAL SERVICES	46,178.25
200040	GALE/CENGAGE LEARNING	LIBRARY BOOKS	806.13
200041	GARRETT AUTO & TRUCK SERVICE INC	VEHICLE MAINTENANCE	5,442.52
200042	GDI SERVICES INC	JANITORIAL CONTRACTS	29,932.00
200043	GIANOLA, LEONARDO	LIBRARY PROGRAMMING	100.00
200044	GRAINGER INC, W W	VEHICLE MAINTENANCE	331.10
200045	GRAND HOTEL, THE	OLDER ADULTS TRAVEL PROGRAM	5,981.25
200046	GRAPHIC SCIENCES INC	ELECTRONIC RESOURCES	614.52
200047	GRAPHIK CONCEPTS INC	VEHICLE MAINTENANCE	8,140.89
200048	GREAT LAKES ACE	OPERATING SUPPLIES	89.85
200049	GREAT LAKES PROFILES, INC.	PRE EMPLOYMENT TESTING	160.00
200050	GREEN OAK TIRE INC.	VEHICLE MAINTENANCE	7,285.66
200051	GUNNERS METERS & PARTS, INC.	WATER LINE MAINTENANCE	1,772.00
200052	HANDY, JEANETTE	PER DIEM 3CMA CONFERENCE	177.00
200053	HARRELL'S, LLC	GROUNDS MAINTENANCE	182.36
200054	HARTFORD, THE	EMPLOYEE INSURANCE	10,251.46
200055	HASTINGS AIR-ENERGY CONTROL	VEHICLE MAINTENANCE	842.03
200056	HOME DEPOT CREDIT SERVICES	OPERATING SUPPLIES	4,668.03
200057	HP INC	COMPUTER SUPPLIES	279.00
200058	HUTSON INC OF MICHIGAN	OPERATING SUPPLIES	355.33
200059	IMAGAMERICA	SUPPLIES	576.00
200060	INTEGRA REALTY RESOURCES-DETROIT	BECK RD WIDEN	950.00
200061	J & K PROPERTY MANAGEMENT LLC	BLDG. PAYMENT REFUND (ESCROW)	150.00
200062	J & K PROPERTY MANAGEMENT LLC	BLDG. PAYMENT REFUND (ESCROW)	2,750.00
200063	JACK DOHENY SUPPLIES INC	STORM SEWER MAINTENANCE	1,579.21
200064	JOHN'S SANITATION SERVICE	YOUTH SOCCER	3,391.00

200065	KBK LANDSCAPING, INC.	GROUNDS MAINTENANCE	27,670.00	
200066	KENWHIRL APPLIANCE SERVICE	BUILDING MAINTENANCE	195.00	
200067	KIMBALL MIDWEST	WATER LINE MAINTENANCE	3,067.06	
200068	KNIGHT TECHNOLOGY GROUP, INC	COMPUTER SUPPLIES	700.00	
200069	KOUDA, MAJD	TUITION REIMBURSEMENT	1,572.00	
200070	LABSOURCE INC	OPERATING SUPPLIES	134.07	
200071	LAFONTAINE CHEVROLET PLYMOUTH	VEHICLE MAINTENANCE	1,089.00	
200072	LANGUAGE LINE SERVICES	EMERGENCY COMMUNICATION SERVICE	667.32	
200073	LEONARD, KEVIN P	LIBRARY PROGRAMMING	100.00	
200074	LEPOFSKY, BARRY J.	ADULT SOFTBALL	75.00	
200075	LIBERTY, MARVIN	ADULT SOFTBALL	300.00	
200076	LIMB WALKERS TREE & SNOW	FORESTRY MAINTENANCE	1,640.00	
200077	M-2 AUTO PARTS, INC.	EQUIPMENT MAINTENANCE	6,772.36	
200078	MACQUEEN EMERGENCY	SUPPLIES UNIFORMS	210.11	
200079	MAHONEY, DANIELLE	REIMBURSEMENT SUPPLIES	97.49	
200080	MAJOR CONSTRUCTION GROUP, INC	WATER LINE MAINTENANCE	237,807.86	
200081	MANELA, RACHEL	REIMBURSEMENT	364.50	
200082	MANHARD CONSULTING, LTD	BLDG. PAYMENT REFUND (ESCROW)	345.00	
200083	MATTIOLI CEMENT CO., LLC	CONSTRUCT: 2025 NEIGHBORHOOD ROADS PROGRAM	188,287.02	
200084	MEDLINE INDUSTRIES, LP	OPERATING SUPPLIES	330.36	
200085	MEDSTAR INC	OPERATING SUPPLIES	150.00	
200086	MICHIGAN AUTOMATIC SPRINKLER INC	GROUNDS MAINTENANCE	3,336.00	
200087	MICHIGAN CAT	VEHICLE MAINTENANCE	10.38	
200088	MICHIGAN LINEN SERVICE, INC.	BUILDING MAINTENANCE	1,770.75	
200089	MICHIGAN MUNICIPAL RISK MANAGEMENT	MCOLES CPE GRANT	1,595.00	
200090	MICHIGAN.COM	PRINTING AND PUBLISHING	44.61	
200091	MID-TOWN PETROLEUM ACQUISITION LLC	GASOLINE AND OIL	188.00	
200092	MIDWEST COLLABORATIVE FOR LIBRARY	CONFERENCE	160.00	
200093	MIDWEST TAPE, LLC	LIBRARY BOOKS LENDING	2,567.12	
200094	MOTOROLA SOLUTIONS INC	RADIO MAINTENANCE	152.25	
200095	MULTI-LAKES CONSERVATION ASSOC	MCOLES CPE GRANT	1,375.00	
200096	NATIONAL EXPRESS WASH HOLDCO, LLC	BLDG. BOND REFUND (ESCROW)	2,915.00	
200097	NICHOLSON STRATEGIC SERVICES	CITY WIDE TRAINING	19,823.17	
200098	NORTHSTAR MAT SERVICE	BUILDING MAINTENANCE	144.64	
200099	NORTHVILLE LOCKSMITH INC., THE	BUILDING MAINTENANCE	215.00	
200100	NOVI COMMUNITY SCHOOLS	CAMP LAKESHORE	7,881.00	
200101	NOVI ROAD RETAIL MANAGEMENT LLC	BLDG. BOND REFUND (ESCROW)	2,380.75	
200102	NOVI ROTARY CLUB	MEMBERSHIPS	180.00	
200103	NOVI WATER DEPARTMENT	WATER AND SEWER	26,896.29	
200104	NOVI, CITY OF	CITY'S SHARE OF FEES COLLECTED	3,535.97	
200105	VOID		-	V
200106	O'REILLY AUTO PARTS	VEHICLE MAINTENANCE	655.24	
200107	OAKLAND COUNTY REGISTER OF DEEDS	UTILITY LEAD EASEMENT NOVI SCHOOLS	30.00	
200108	OAKLAND COUNTY REGISTER OF DEEDS	WSE TRANSFER TAXES	181.70	
200109	OAKLAND COUNTY REGISTER OF DEEDS	SDFMA LOMBARDO HOMES	30.00	
200110	OAKLAND COUNTY TREASURERS	ELECTION SUPPLIES	933,163.24	
200111	ODP BUSINESS SOLUTIONS, LLC	OPERATING SUPPLIES	1,052.15	
200112	OOMA INC	TELEPHONE	109.60	
200113	ORCHARD, HILTZ & MC CLIMENT	PROFESSIONAL SERVICES	142,745.26	
200114	ORKIN	BUILDING MAINTENANCE	83.00	
200115	OSCAR W. LARSON CO.	GASOLINE AND OIL	488.76	
200116	OVERDRIVE, INC.	ELECTRONIC MEDIA	2,508.95	
200117	PEPPER & SON INC, J.W.	NOVI CONCERT BAND	239.10	
200118	PERFECT CLEANERS OF DETROIT, INC	2025-26 UNIFORM CLEANING	1,280.40	
200119	PETER, THOMAS A & LILLIAN	BLDG. BOND REFUND (ESCROW)	750.00	
200120	PLAYAWAY PRODUCTS LLC	AUDIO VISUAL MATERIALS	58.99	
200121	PLM LAKE AND LAND MANAGEMENT INC	INVASIVE SPECIES REMOVAL	11,560.00	
200122	POSTMASTER	POSTAGE	500.00	
200123	PPE OF NOVI, LLC	BLDG. PAYMENT REFUND (ESCROW)	1,972.00	
200124	PRECISE MRM LLC	INTERNAL TECHNOLOGY ASSESSING	3,542.00	
200125	PRINTING SYSTEMS	ELECTION SUPPLIES	7,104.84	
200126	PRIORITY ONE EMERGENCY	SUPPLIES UNIFORMS	204.97	
200127	PRIORITY WASTE LLC	RUBBISH MONTHLY	188,814.12	
200128	PROSCREENING, LLC	PROFESSIONAL SERVICES	1,515.00	
200129	PUBLIC SAFETY GROUP	EDUCATION AND TRAINING	259.00	
200130	QUADIENT INC	INTERNAL TECHNOLOGY CITY CLERK	2,400.00	

200131	QUILL CORPORATION	OPERATING SUPPLIES	1,685.00
200132	R.S. THOMAS & ASSOCIATES, INC.	BECK RD WIDEN	6,200.00
200133	RESOURCE RECOVERY AND RECYCLING	RECYCLING CENTER	53,280.00
200134	RKA PETROLEUM COS., INC	GASOLINE AND OIL	33,766.02
200135	ROAD COMMISSION FOR OAKLAND COUNTY	TRAFFIC SERVICES	115,296.13
200136	ROSATI, SCHULTZ, JOPPICH	LEGAL FEES	31,679.10
200137	ROSEN PUBLISHING	LIBRARY BOOKS	45.85
200138	RUNKEL, REBECCA	MILEAGE REIMBURSEMENT	140.00
200139	SALTY JAKES LLC	VEHICLE MAINTENANCE	5,283.25
200140	SAM'S CLUB DIRECT	LIBRARY PROGRAMMING	321.66
200141	SCODELLER CONSTRUCTION, INC.	ROUTINE MAINTENANCE	41,548.65
200142	SEVEN BROTHERS PAINTING INC	WATER TOWER RESTORATION	13,500.00
200143	SHIFMAN FOURNIER, PLC	LEGAL FEES	3,377.50
200144	SITEONE LANDSCAPE SUPPLY, LLC	GROUNDS MAINTENANCE	1,210.90
200145	SMART BUSINESS SOURCE LLC	OFFICE SUPPLIES	1,295.53
200146	SOUTH LYON FENCE & SUPPLY INC	SUPPLIES	46.80
200147 - 200150	SPALDING DE DECKER	PROFESSIONAL SERVICES	11,835.05
200151	SPARTAN DISTRIBUTORS	LAWN MOWER MAINTENANCE	489.38
200152	SPRINGSHARE LLC	COMPUTER SUPPLIES	1,003.80
200153	SQUEAKY SHINE CAR WASH	VEHICLE MAINTENANCE	690.00
200154	STATE OF MICHIGAN	SOR REGISTRATION	942.00
200155	SUBURBAN LANDSCAPE SUPPLY	STORM SEWER MAINTENANCE	155.50
200156	SUPER FLEET MASTERCARD	GASOLINE AND OIL	218.59
200157	SYSTEMP CORPORATION	BUILDING MAINTENANCE	59,403.58
200158	SZELAP, CHRISTINE E. HEFFERNAN	KARATE	2,649.50
200159	T-MOBILE USA, INC	TELEPHONE	1,048.53
200160	TELNET WORLDWIDE INC.	TELEPHONE	1,039.52
200161	THOMSON REUTERS - WEST	SUPPLIES	1,187.06
200162	TOLL BROS INC	BLDG. BOND REFUND (ESCROW)	3,200.00
200163	TOLL NORTHEAST V CORP	BLDG. BOND REFUND (ESCROW)	5,000.00
200164	TOLL NORTHEAST V CORP	BLDG. BOND REFUND (ESCROW)	5,000.00
200165	TOLL NORTHEAST V CORP	BLDG. BOND REFUND (ESCROW)	5,000.00
200166	TRAVELERS	INSURANCE DEDUCTIBLES	2,080.00
200167	TRAVELERS PROPERTY CASUALTY	PROPERTY & LIABILITY INSURANCE	2,079.00
200168	TRI-COUNTY INTERNATIONAL	VEHICLE MAINTENANCE	23,128.84
200169	TRUCK & TRAILER SPECIALTIES, INC.	VEHICLE MAINTENANCE	10,049.26
200170	TRUE BLUE INVESTGATIONS LLC	RECRUITMENT PAID ON CALL	850.00
200171	ULINE, INC.	COMPUTER SUPPLIES	458.95
200172	ULLIANCE, INC.	EMPLOYEE ASSISTANCE PROGRAM	3,427.20
200173	UNIFIRST FIRST AID & SAFETY	OPERATING SUPPLIES	441.55
200174	UNNIYAMPATH, AJAY	2025 SUM TAX REFUND 50-22-20-452-024	7,201.89
200175	USA BLUEBOOK	OPERATING SUPPLIES	101.00
200176	VARIPRO	FLEXIBLE SPENDING	6,063.29
200177	VARSITY LINCOLN, INC	VEHICLE MAINTENANCE	546.40
200178	VESCO OIL CORPORATION	GASOLINE AND OIL	190.65
200179	VICKERS, JUNIOR	2025 SUM TAX REFUND 50-22-25-426-059	1,592.14
200180	WEINGARTZ SUPPLY CO INC	LAWN MOWER MAINTENANCE	889.90
200181	WESTERN SUBURBAN SOCCER	YOUTH SOCCER	7,085.00
200182	WITMER PUBLIC SAFETY GROUP INC	UNIFORMS NEW RECRUITS	913.98
200183	WONDER JUMP, INC.	SPECIAL EVENTS	395.00
200184	ZINK, STEPHANIE	OLDER ADULTS FITNESS	144.00
EFT	FIFTH THIRD BANK	SEPTEMBER PURCHASES	105,020.40
	USPS.COM CLICKNSHIP	CLK: Postage	8.40
	AMAZON MKTPL IN8ZZ6QI3	FD: Operating Expense	39.99
	SMARTDRAW SOFTWARE LLC	FD: Operating Expense	1,265.64
	AMAZON.COM G43DW3HN3	FD: Operating supplies	23.20
	EZCATER CHOPPED OLIVE	MGR: HPO Training	666.01
	AMAZON MARK NJ0P65XK1	PD: Supplies	17.98
	WWW.VOLGISTICS.COM	IS: MAN - Volunteer Software	253.00
	NCEES.ORG	DPW: Training	53.00
	AMAZON MKTPL NJ5KF9GP1	PD: Dispatch supplies	54.13
	MEIJER EXPRESS 282	PD: Fuel	62.00
	WEB NETWORKSOLUTIONS	IS: Domain Renewal	46.19
	ATT CONS PHONE PMT	FACILITES - Utilities - Telephone	5,418.11
	KNAPPS DONUT SHOP	W&S: 14 Mile Main Break	63.38
	N AMERICA RESCUE PRODU	FD: Operating Expense	8.79

MICHIGAN STATE PREMIER	PRCS: Program Expense	50.00
USPS.COM CLICKNSHIP	CLK: Postage	8.40
FAIRFIELD INN	W&S: conferences,workshops	441.00
MARATHON PETRO54734	PD: Fuel	61.69
AMAZON MKTPL IH1T20FD3	PRCS: diwali decorations	703.43
APA	CD: APA Membership	818.00
STAMPS.COM	LIB: Postage	100.00
GROUPMAP TECHNOLOGY	IT: Software Subscription	8.00
WM SUPERCENTER #2618	MGR: HPO Training	61.34
GRAND TRAVERSE RESORT	HR: Labor Conference Lodging	260.28
CCI CONSTANT-CONTACT	CR: eNews email service	455.00
JIMMY JOHNS - 396	W&S: water line maintenance	110.21
SOCIETYFORHUMANRESOURC	MGR: SHRM Membership	299.00
CCI CONSTANT-CONTACT	CLK: Election	180.00
AMAZON.COM NJ0V96M40	FIN: Office Supplies	117.06
IN ESSTAC	HIDTA	576.00
DBC BLICK ART MATERIAL	LIB: Computer Supplies	16.40
WM SUPERCENTER #5893	W&S: water main break	49.80
QR-CODE-GENERATOR.COM	CR: subscription	119.88
PANERA BREAD #601135 O	CR: catering	241.76
DOLAN CONSULTING GROUP	PD: Operating Expense	125.00
MEIJER # 122	PRCS: Program Expenses	85.00
AMAZON MARK NJ4BI61O0	DPW: Uniforms	360.96
FSP SHANTY CREEK RESOR	DPW: LTAP WM Conference	139.00
BEARING SERVICE ADM	FLT: equipment supplies	244.32
AMERICAN LIBRARY ASSOC	LIB: Memberships & Dues	626.00
CANDLEWOOD SUITES	PD: tax refund	(27.75)
AMAZON MKTPL NJ88T3E70	FD: Operating supplies	49.99
AMAZON MKTPL WV5EE55Z3	PD: Operating supplies	97.97
AMAZON MKTPLACE PMTS	PD: Supplies	(85.04)
AMAZON MARK B557S54H3	PD: Supplies	56.00
AMAZON MKTPL 9K59G0LW3	W&S: OS	359.04
MS CAREERS	HR: MML Job Posting for CFO	249.00
LAW ENFORCEMENT SEMINA	PD: Training	445.00
AMAZON RETA GH42V01S3	PD: supplies	19.60
THE HOME DEPOT #2737	CD: Equipment return	(145.16)
AMAZON.COM M04ZL75P3	W&S: Phone Case	41.99
AMAZON MKTPL YN5QN8SI3	DPW: Uniforms	179.98
AMAZON.COM 156YN42G3	PD: Phone Accessory	41.99
AMAZON.COM	PD: Phone Accessory	(47.99)
AMAZON RETA JD5VP2PR3	FIN: office supplies	6.52
D J WSJ	MGR: Wall Street Journal	38.99
AMAZON.COM WN62H5NT3	FIN: city supplies	56.96
AMAZON MARK NJ86A5E10	PD: Supplies	19.18
AMAZON MARK EC2XA60N3	PD: Operating Supplies	176.59
AMAZON RETA JC6N67JB3	PD: Operating Supplies	28.16
THE HOME DEPOT #2737	CD: Equipment	136.94
AFP MACEO	CD: Training	120.00
AFP MACEO	CD: Training	100.00
AMAZON.COM	DPW: OS	(24.94)
AFP MACEO	CD: Training	20.00
AMAZON MKTPLACE PMTS	DPW: OS	(18.99)
EASTERN MICHIGAN UNIV.	PD: EMU Job Fair	195.00
AMAZON.COM J98U97XA3	FD: Training	120.66
APPLE.COM/BILL	CR: iCloud storage	2.99
JIMMY JOHNS - 396 - E-	MGR: Food for Board	79.15
AMAZON MKTPL UH4DL4R73	FD: Operating Expense	64.13
ADOBE	LIB: Computer Software & Licencing	29.99
VISTAPRINT	LIB: Office Supplies	20.98
OAKLAND PRESS	MGR: Newspaper Subscription	14.00
JOHN MCCARTER CONSTRUC	PRCS: Meadowbrook Housing	1,714.00
NOVI CHAMBER OF COMMER	CR: Chamber event	90.00
HILTON	FM: Conference Hotel	620.24
LYFT 1 RIDE 09-19	FM: Conf Transportation	37.19
PY BLAKES LYON TOWNSH	LIB: Community Promotion	275.60
JOHN MCCARTER CONSTRUC	PRCS: Meadowbrook Housing	1,925.00

THE AWARD GROUP	PD: Operating Expense	143.52
AMAZON MKTPL 7K2MA02R3	FD: Operating expense	207.96
QDOBA 2823 ONLINE	CR: Novi University	252.25
BRENTWOOD GRILLE	LIB: Staff Recognition	829.49
STAMPS.COM	LIB: Postage	20.99
SAMSCLUB.COM	HR: Emp wellness & engagement	11.28
SAMSCLUB.COM	HR: Emp wellness & engagement	62.04
MEIJER # 122	PRCS: OAS Event Food	43.99
AMAZON.COM XC9Z02MA3	FIN: City Office Supplies	27.93
USPS.COM CLICKNSHIP	CLK: Postage	8.40
AMAZON MARK 7U21K90N3	PD: Supplies	56.00
SAMSCLUB.COM	PRCS: Program Expenses	60.96
AMAZON MKTPL C30KZ8PM3	PRCS: diwali decorations	84.89
AMAZON.COM U365A5MQ3	DPW: OS	33.84
4IMPRINT, INC	CR: Team Novi Journals	522.99
MICHIGAN E MI	CD: Training Registration	135.00
AMAZON.COM 5340P66S3	PD: Phone Case	47.99
N AMERICA RESCUE PRODU	FD: Operating Expense	686.50
USPS.COM CLICKNSHIP	CLK: Postage	16.80
ADMIRAL 5816	PD: Fuel	9.24
AMAZON.COM ZZ5WC3SB3	PD: Phone Accessory	47.99
LYFT 1 RIDE 09-17	FM: Conference Transportation	39.07
AMAZON.COM ZT8JI7RB3	PD: Phone Accessory	47.99
AMAZON MKTPL HI53G65T3	FD: Operating Supplies	18.99
HASTINGS AIR ENERGY CO	FD: Operating Expense	245.00
FUELCLOUD	DPW: G&O	152.50
AMERICANLEAKDETECTION.	W&S: water line maintenance	850.00
AMAZON.COM KC85V2IT3	PD: Phone Accessory	47.99
AMAZON.COM SG7AQ9PJ3	PD: Phone Accessory	47.99
SPECTRUM	FACILITES - Utilities - Telephone	9,001.20
USPS.COM CLICKNSHIP	CLK: Postage	8.40
FEDEX500582775	PD: FedEx	17.24
AMAZON MKTPL JJ9J887H3	FM: Operating Supplies	87.38
MARATHON PETRO241745	PD: Fuel	20.10
DIAMOND JIM BRADY'S	CD: Lunch meeting	41.98
AMAZON MKTPL KJ8W80123	PRCS: Supplies	6.99
KIESLER	PD: Operating Expense	1,630.40
AMAZON.COM 745J69B13	FD: Operating Supplies	45.96
AMAZON MKTPL FB4ZG2A03	FD: Office supplies	43.62
AMAZON MKTPL WV4VS7A53	FD: Operating Supplies	27.95
AMAZON.COM DK1U386Q3	DPW: OS	24.94
FSP MICHIGAN AOHN	PD: Training	950.00
HYATT HOTELS	PRCS: Conference	693.00
HYATT HOTELS	OAS: conferences	693.00
HYATT HOTELS	PRCS: Conferences/workshops	693.00
AMAZON MKTPL Q00LD1UX3	FD: Operating supplies	43.62
AMAZON MKTPL X24W47VG3	FD: Operating Expense	161.58
USPS.COM CLICKNSHIP	CLK: Postage	16.80
STAMPS.COM	LIB: Postage	100.00
USPS.COM CLICKNSHIP	CLK: Postage	8.40
QUADIENT INC ORACLE	CLK: supplies	227.00
SQ KONA ICE OF WESTER	PD: Operating Expense	(61.50)
AMAZON MKTPL 9N01S6EA3	FIN: City Office Supplies	172.51
MOTOPORT USA	PD: Operating supplies	405.00
AMAZON MKTPL KM05C0L43	DPW: OS	9.98
UBER TRIP TRIP	OAS: conferences	53.63
AMAZON MKTPL 4471E2DG3	FLT: Mower Tires	126.95
AMAZON MKTPL 0E84B7763	PRCS: OAS Social Supplies	39.50
USPS.COM CLICKNSHIP	CLK: Postage	8.40
FEDEX OFFIC47500004754	PD: Mailing	45.78
BRIMAR INDUSTRIES	PD: Operating Supplies	189.17
AMAZON MKTPL NA6C48WD3	FD: Vehicle Maintenance	161.50
FBINAAMI	PD: Training	75.00
UBER TRIP	OAS: conferences	9.65
MI PERMIT LIC PLAN REV	CD: License Renewal	300.00
SPI DIRECTV SERVICE	PD: Cable	40.00

CALIBRE PRESS	PD: Training	169.00
AMAZON MKTPL TV1B92JC3	PD: Dispatch supplies	13.53
WHITMORE LAKE AREA HUM	CR: Japan Group	373.33
IN SIGNATURE IMAGEWEA	W&S: supplies	220.00
USPS.COM CLICKNSHIP	CLK: Postage	16.80
CS DICKS GC	PRCS: Progarm Expense	735.00
NORTHVILLE CIDER MILL	HR: Emp wellness & engagement	48.60
NORTHVILLE CIDER MILL	HR: Emp wellness & engagement	194.40
THE HOME DEPOT #2721	PRCS: fan for villa barr	25.42
NORTHVILLE CIDER MILL	HR: Emp wellness & engagement	12.15
WM SUPERCENTER #5893	LIB: Programming	220.02
AMAZON MKTPL YN8DT6QC3	FD: Operating supplies	231.74
TECHSOUP	LIB: Computer software/Licensing	93.60
LEE S CHICKEN	PD: Operating Expense	240.69
DBC BLICK ART MATERIAL	LIB: Computer Supplies	125.63
AMAZON MKTPL P41VA2TK3	FD: Operating Supplies	17.09
FACEBK TS6UCZYYK2	OAS: operating expenses	19.80
MECKLEYS FLAVOR FRUIT	CR: supplies	17.52
AMAZON MKTPL ET4B786C3	FD: Training	80.00
DOUBLETREE	W&S: AWWA State Conference	403.20
VZWRLSS APOCC VISB	FACILITES - Utilities - Telephone	8,670.78
AMAZON MKTPL WZ7MX9WB3	OAS: DME Loan Closet Supplies	41.64
AMAZON MKTPL OL59E7KA3	FLT: Mower Tires	184.13
EPIDEMIC SOUND AB	CR: Stock Music for Videos	144.00
AMAZON MKTPL HF7722CW3	DPW: CS	23.97
AMAZON MKTPLACE PMTS	CR: refund	(20.96)
AMAZON MKTPL MX5DM9QF3	PRCS: Diwali	21.84
AMAZON MKTPLACE PMTS	CR: refund	(50.85)
AMAZON MKTPLACE PMTS	CR: refund	(15.69)
AMAZON MKTPL DJ2DK4GL3	CR: shelves	85.49
MICHIGAN LIBRARY ASSOC	LIB: Conferences	110.00
WHITMORE LAKE AREA HUM	CR: Japan Group	606.47
CITY OF LANSING, MI	PD: Conference	6.35
ENGINEERING EDUCATION	DPW: Training	1,150.00
NCEES.ORG	DPW: Training	442.88
PAYPAL PUREOAKLAND	DWP: Training	70.00
CENTURYLINK LUMEN	CL 57347731	168.66
USPS.COM CLICKNSHIP	CLK: Postage	16.80
AMAZON MARK 3F1OL5UF3	PD: Supplies	36.58
USPS.COM CLICKNSHIP	CLK: Postage	8.40
GRAND TRAVERSE RESORT	HR: MERS Conference	269.00
AMAZON RETA 6Y0R78RT3	PD: Supplies	16.14
AMAZON MKTPL 8W43P3HE3	PD: Supplies	25.36
IMPERIALHOTEL	MGR: Conference Accomodations	2,447.47
UM ATH SPECIAL EVENTS	MGR: Japanese Delegation Visit	10.00
AMAZON MKTPL BS06A6183	PRCS: Diwali	29.68
AMAZON MKTPL C08E46C03	FD: Training	80.99
AMAZON MKTPL O12EX8XO3	PD: Operating Expense	496.86
BOOT BARN #400	ASSES: Boots for field appraiser	97.75
MEIJER EXPRESS 282	PD: Fuel	42.42
MEIJER EXPRESS 282	PD: Fuel	23.65
MEIJER EXPRESS 282	PD: Fuel	44.00
AMAZON.COM K30VV7MS3	FD: Operating expense	122.13
AMAZON MKTPLACE PMTS	CR: refund	(60.57)
AMAZON MKTPLACE PMTS	CR: frame	(26.48)
AMAZON MKTPL 2K9694B13	CR: shelves	68.43
QUESTEX EVENTS	IS: Conf. Reg.	99.00
123.NET, INC.	FACILITES - Utilities - Telephone	4,092.50
MEIJER EXPRESS 282	PD: Fuel	36.72
MICHIGAN ASSOC OF CHIE	PD: Conference	(50.00)
WHITMORE LAKE AREA HUM	MGR: transportation	434.89
WALMART.COM	CR: frames	394.94
AMAZON.COM UK13E9273	HR: Office Supplies	29.97
ACE PYRO	CR: fireworks	2,625.00
MICHIGAN ASSOC OF CHIE	PD: Conference	(50.00)
AMAZON MARK BI4FG0E53	PD: Dispatch supplies	46.79

AMAZON MARK CY8ZV9493	PD: Supplies	188.68
GETSLING.COM	PRCS: Scheduling Software	64.75
AMAZON.COM 6R3A32VB3	HR: Office Supplies	9.12
AFP MACEO	CD: Training	100.00
AMAZON MARK 1J79C4GD3	PD: Supplies	231.16
AMAZON MKTPL KS9AO94L3	FIN: City Office Supplies	190.65
USPS.COM CLICKNSHIP	CLK: Postage	8.40
AMAZON MKTPL V42RA60K3	PD: Supplies	139.98
IN MICHIGAN FIRE INSP	FD: Training	800.00
MICHIGAN ASSOC OF CHIE	PD: Confrence	330.00
MICHIGAN ASSOC OF CHIE	PD: Conference	330.00
HTL AMWAYGRANDPLAZ	PD: Confr. Lodging	2,570.93
SHELL OIL 521011000QPS	PD: Fuel	33.71
MIYAKO HOTEL	MGR: Conference Accomodations	1,733.60
AFP MACEO	CD: Training	20.00
OPENAI CHATGPT SUBSCR	IT: Software Subscription	20.00
AMAZON MKTPL XV86F6NS3	FD: Operating Supplies	145.91
AMAZON MKTPL 2F9XV52K3	FD: Operating supplies	100.95
UBER TRIP	CR: transportation	5.00
MI PERMIT LIC PLAN REV	CD: Professional License	225.00
AFP MACEO	CD: Training	20.00
UM ATH SPECIAL EVENTS	MGR: Japanese Delegation Visit	200.00
AMAZON MARK RE6UH0ZD3	CD: Equipment	39.99
DELTA	MGR: conferences	14.99
JR CENTRAL	MGR: Confrence Travel	200.67
AMAZON.COM OK6T22HV3	FD: Training	118.99
UBER TRIP	CR: 3CMA Conference	31.95
METRO AIRPORT PARKING	CR: 3CMA Conference	128.00
PH LODGING	CR: 3CMA Conference	634.94
CURB LV TAXI A CAB	CR: 3CMA Conference	31.09
WWW.ALFRED.COM	PRCS: sheet music	78.75
USPS.COM CLICKNSHIP	CLK: Postage	8.40
AMAZON RETA 2P6E56AA3	CLK: Election	122.98
REALCOMP II LTD	ASSES: Realcomp MLS	294.00
SPARK HIRE	HR: Finance Director Recruitment	299.00
GRAND HOTEL	PD: Conference	310.94
WWW.ALFRED.COM	PRCS: sheet music	77.74
BP#9247438LEE RD BPQPS	PD: Fuel	76.11
CARRIAGE CLEANERS	PRCS: cleaning cloths	20.00
ALL AMERICAN PET RESOR	PD: Operating Expense	457.00
AMAZON.COM 9W6PL5JD3	PD: Phone case	47.99
COMFORT INNS	DPW: MPSI Conf - Tate	624.75
UBER TRIP	CR: 3CMA Conference	71.98
PH LODGING	CR: 3CMA Conference	578.25
DELTA	MGR: Conferences	892.97
FSP OAKMAC SHRM	HR: OakMac SHRM Workshop	10.00
IN MAKENGINE INC	LIB: Computer Supplies	225.00
USPS.COM CLICKNSHIP	CLK: Postage	16.80
RES COURTYARDM	PD: Lodging	588.51
RES COURTYARDM	PD: Lodging	588.51
WEAPON OUTFITTERS	PD: Operating Expense	2,064.95
RES COURTYARDM	PD: Lodging	637.60
RES COURTYARDM	PD: Lodging	531.77
MARRIOTT	MGR: Conference Accomodations	217.70
MARRIOTT	CC: Conference Accomodations	217.70
AMAZON MKTPL HG00O0QD3	PD: Operating supplies	258.00
NATIONAL FIRE PROTECTI	FD: Training	499.00
AMAZON MKTPL JS7DM1FO3	PD: Operating Supplies	32.86
AMAZON MKTPL 6366X6J93	PD: Operating Supplies	69.75
FIRESTATS, LLC.	FD: Training	600.00
HYATT HOTELS	HR: Finance Director Recruitment	164.65
AMAZON MKTPL JC8FJ8AP3	CD: Equipment	333.00
ROCKETCERT.COM	CD: Training	644.30
MICHIGAN ASSOC OF CHIE	PD: Dues	100.00
AMAZON RETA FE5J23L83	PD: Supplies	26.66
COMFORT INNS	PD: Lodging	102.90

SHELL OIL12888937013	PD: Fuel	70.34
MEIJER # 122	PRCS: Program Expenses	150.00
MUSIC THEATRE INTERNAT	PRCS: scripts	714.00
WEAPON OUTFITTERS	PD: Operting Expense	2,064.95
MICHIGAN LIBRARY ASSOC	LIB: Conferences	235.00
USPS.COM CLICKNSHIP	CLK: Postage	8.40
AMAZON.COM NC89X1SQ0	PD: Phone Case	47.99
AM LEONARD	DPW: Operating Supplies	470.98
INTERNATIONAL FACILITY	PM: IFMA Dues	49.00
AMAZON.COM LA7150UK3	HR: Employee wellness	25.00
AMERICAN LIBRARY ASSOC	LIB: Conferences	46.00
AMAZON.COM AS8BX5ZO3	ASSES: Office supplies	14.97
AMERICAN LIBRARY ASSOC	LIB: Conferences	46.00
FEDEX499192421	PD: FedEx	17.24
AMAZON MKTPL AE7C47473	FM: Operating Supplies	201.30
USPS.COM CLICKNSHIP	CLK: Postage	16.80
WWW.MICHIGANCLERKS.ORG	CLK: Conferences	525.00
AMAZON MARK EV5IN2X63	PD: Supplies	101.13
DETROIT PUBLIC SAFETY	FD: Training	700.00
SHEPLERS MACKINAC ISLA	PD: Conference	77.25
ATLANTIC SIGNAL LLC	PD: Operating Expense	1,650.62
UBER TRIP	CD: 3CMA Conference	59.76
DEFENSE MECHANISMS	PD: Operating Expense	477.50
TYR TACTICAL LLC	PD: Operating supplies	724.00
AMAZON.COM PA2D02VZ3	FD: Training	95.68
AFP MACEO	CD: Training	20.00
ZTRIP TAXI	CR: transportation	29.65
MICHIGAN LIBRARY ASSOC	LIB: Conferences	355.00
AMAZON.COM E55ET4E33	CR: paper	21.92
SENDTHISFILE	IS: Subscription Renewal	49.95
GANNETT MEDIA CO	MGR: Newspaper Subscription	19.99
AMAZON MARK 656SL7L13	PRCS: OAS Social Supplies	19.98
PAYPAL NATIONALASS	PD: Dues	500.00
AMAZON WEB SERVICES	IS: Hosting Fee	0.16
AMAZON MKTPL 1P5T46Q43	CR: frame	57.28
BP#9248170LAPEER BPQPS	PD: Fuel	73.01
UBER TRIP	CR: transportation	5.00
CANVA I04624-38767046	LIB: Computer Software Licensing	119.40
GRAND TRAVERSE RESORT	HR: Labor Conference	179.00
PAYPAL MICHIGANPUB	HR: Labor Conference Registration	300.00
AMAZON.COM 9V3T394X3	DPW: LM	39.95
AMAZON MKTPL MU2PW9LI3	DPW: LM	77.95
KU PUBLIC MGMT CTR	MGR: Conferences	3,750.00
USPS.COM CLICKNSHIP	CLK: Postage	8.40
WWW.VOLGISTICS.COM	IS: MAN - Volunteer Software	253.00
MTU-CASHIERS OFFICE WE	DPW: ENG Training	100.00
PAYPAL PUREOAKLAND	DPW: ENG Training	35.00
MUSAR TRAINING FOUNDAT	FD: Training	1,190.00
AFP MICHIGAN ASSOCIATI	FD: Conference	98.00
USPS.COM CLICKNSHIP	CLK: Postage	8.40
UBER TRIP	CR: transportation	58.80

GRAND TOTAL **$ 3,029,273.17**

GENERAL FUND	101	757,814.01
MAJOR STREET FUND	202	147,779.22
LOCAL STREET FUND	203	458,647.12
MUNICIPAL STREET FUND	204	122,389.77
PARKS, REC & CULTURAL SVCS FUND	208	66,900.22
DRAIN FUND	211	50,227.59
TREE FUND	213	10,368.48
RUBBISH COLLECTION FUND	226	188,814.12
ECONOMIC DEVELOPMENT FUND	244	210.00
FORFEITURE FUND	262	457.00
LIBRARY FUND	271	40,083.69
LIBRARY CONTRIBUTION FUND	272	829.49

STREET LIGHTING 204109 - WEST OAKS ST	281	428.78
STREET LIGHTING 204 81 - WEST LAKE DRIVE	286	263.11
STREET LIGHTING 204108 - TOWN CENTER ST	287	1,747.49
CAPITAL IMPROVMENT PRGRM (CIP) FUND	401	8,940.00
PUBLIC IMPROVEMENT FUND	445	13,500.00
SENIOR HOUSING FUND	574	3,834.33
WATER AND SEWER FUND	592	1,017,342.18
AGENCY FUND	701	57,469.37
CURRENT TAX COLLECTION FUND	703	8,794.03
MI HIDTA	725	72,433.17
	GRAND TOTAL	**$ 3,029,273.17**