

Meeting Agenda / Minutes

CLIENT: City of Novi
PROJECT: Public Safety Program
SUBJECT: Owner's Meeting #2
DATE & TIME: 12/1/25 @11am
LOCATION: Virtual
ATTENDEES:

Victor Cardenas	City of Novi	City Manager
Police Chief Erick Zinser	Novi Public Safety	Public Safety Director
Chief John Martin	Novi Fire Department	Fire Chief
Robert Petty	City of Novi	CIO
Charles Boulard	City of Novi	Comm. Development Dir.
Jeff Herczeg	City of Novi	DPW Director
Brian Weber	PMR	Senior Vice President
Todd Fenton	PMR	Vice President

1. HED Design Update

a. On-Site Visits – Week of December 1

- i. HED planning an in-person meeting in Novi to include site and facility tours and department interviews.

PMR attending visioning session and Royal Oak Police Department tour.

- ii. HED reviewing Due Diligence checklist; City ordering additional topographic surveys for fire station sites

V Cardenas reiterated he would like an HED/BRW update to the FAC in January. HED also needs to coordinate outreach/Neighbors Meeting for new FS 2 and FS 3 sites.

b. Novi to visit Dallas week of December 8 for public safety tours

Site visit is 12/14-16 to see four facilities.

2. Technology RFP

- a. Guidepost, Convergent, IDS, Commtech Design, Metro Technologies, Barton Malow, HED, and Bluewater.

PMR has finished initial RFP draft and is drafting contract for review by R. Petty and City Attorney.

3. Finance and Administration Meeting: Governance meeting needs to be scheduled

- a. Seeking FAC meeting in January, with Governance approval in Jan or Feb 2026

V Cardenas will coordinate scheduling. A/E update also expected.

4. Utility coordination / Outreach to DTE and Oakland County water needed

Per V Cardenas, DTE and Consumers have been contacted and there is a work order in place. PMR/HED to work with DTE and will use City leverage if process is slowing down.

Initial DTE estimates of \$2 million - \$5 million for utility work (\$5 million would be to bury all lines). J. Herczeg looking for "middle-ground" scope and budget. Per V. Cardenas, City Council will determine whether all the lines should be buried. Load requirements still needed and expected in January 2026.

- a. PMR to set Spalding DeDecker / OHM meeting to coordinate site due diligence

Chief Zinser and C. Boulard should also be involved, in addition to G2. C. Boulard requested meeting with Spalding to discuss site plan. C. Boulard identifying woodlands issues with sites. J. Herczeg will provide availability of CoN and OHM to PMR to coordinate with HED/Spalding. PMR confirmed flood plains were analyzed and considered for new sites.

5. Budget Update – in progress / Road Budget clarification

Road project will be out to bid in Spring 2026.

- a. eBuilder upload / preferred City Dashboard

B. Weber to provide dashboard examples and training for eBuilder. Change orders to route through Christman, with PMR review/recommendation and ultimately City approval.

6. Open Items