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Meeting Agenda and Minutes

CLIENT:	City of Novi		
PROJECT:	Public Safety Program		
SUBJECT:	Owner’s Meeting #3		
DATE & TIME:	1/5/26 @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.
	Greg VanKirk	PMR	Partner
	Robert Stempien	PMR	Senior Vice President
	Brian Weber	PMR	Senior Vice President
	Todd Fenton	PMR	Vice President

1. HED Design Update (R. Stempien)
    a. Takeaways from Dallas site tours (CoN)

Chiefs Zinser and Martin discussed insights from their tours, highlighting design features such as **natural lighting**, **bifolding bay doors**, **indoor parking**, and the importance of **functional layouts**. There was no desire for a parking structure, per se, but a covered and temperature-controlled facility for vehicles (not below 30 degrees or higher than 80 degrees) is a desired design element. The potential use of **outbuildings** was also discussed. All of these needs will have to be balanced against the project's budget. The team also discussed **assessing the sizing of Fire Stations 2 & 3** as compared to Redstone’s reports to provide opportunities for efficiencies and allow for the potential to prioritize needs at the PSB.

PMR and the Chiefs discussed the scale and subtlety of memorials in the Texas buildings, such as memory walls or small displays. They agreed that while some form of tribute is important, it should not dominate the design or budget.

Feedback from staff and observations from the tours led to a consensus **against co-ed locker rooms**, despite some cost savings. Zinser shared that most employees preferred separate men's, women's, and alternate locker rooms, and that this preference was communicated to the design team.

PMR communicated the need for **a clear design schedule**, regular meetings, and milestone tracking to ensure project momentum and avoid delays, with plans to communicate progress to council and stakeholders. A detailed design schedule covering the next four months will include:

- City Council meeting schedule
- FAC meeting schedule
- Owner's Meeting schedule
- OAC Meeting schedule
- Design/Site schedule

b. Confirm CoN Attendees and available dates for tour of Christman's Lansing project.

Attendees and dates TBD. Cardenas to provide a list of attendees and options for availability.

2. Technology RFP (R. Stempien)

a. Issued 12/17/25. Mandatory pre-proposal meeting 1/6/26. Proposals due 1/20/26.

b. Invited firms: Guidepost Solutions, Commtech Design, Howell Design Group, Bluewater Technologies, Convergent, I2G Systems

PMR confirmed that the FAC would **not** be involved in interviews for the technology RFP, with the decision to be made by Petty and the Chiefs (with PMR to provide recommendation/analysis) and then taken to Council for approval.

3. Finance and Administration Meeting: January 2025 (T. Fenton)

a. PMR to provide project update, review of Governance documents and RASIC, and budget template.

b. HED to provide design update

The design team will be in Novi the week of 1/26, but **the FAC meeting will take place in February** to discuss PMR items. PMR expressed that was fine, but the FAC meeting should not be delayed further. Topics to be discussed include the transition from conceptual to finalized budgets, governance, the handling of contingency funds, and the importance of transparent reporting to council, with a focus on infrastructure over furnishings. Fenton will reach out to Mayor Pro Tem Casey again to make sure her questions have been answered satisfactorily.

4. Site Due Diligence / Utilities Update (B. Weber and CoN)

Weber and Cardenas discussed ongoing communication with HED, OHM, and DTE to ensure utilities and site work are progressing in sync with the building project, including the need for timely work orders and applications. Cardenas confirmed that topographic surveys for FS 2&3 were being arranged with Spaulding. Zinser related that drone imagery from the PD was being used to document site progress as dirt work and tree clearing are currently being completed. Baselines topographic surveys will be updated as dirt work and tree clearing are completed.

5. Budget Update / Dashboard (B. Weber)

Weber shared that a new budget template was developed to show the evolution from conceptual to current numbers, with plans to present this to council and the FAC. The template includes a summary of budget adjustments and the rationale behind them. Weber will reach out to the mayor to confirm whether the template is approved to allow upload into eBuilder.

Cardenas preferred **Dashboard Option B** with alternations. A high-level, public-facing dashboard would be created for the public and council, while PMR would maintain more detailed internal tracking for each building to monitor progress and prevent budget overruns that can be accessed by the city. Weber will update the template and re-send for approval.

6. Open Items

Future Planning and Wish List Items:

CoN discussed potential future additions such as a training facility, mat room, maze room, and relocating the recycling center, noting that these items depend on available contingency funds and council approval.

CoN to obtain the Mayor's signature on the Christman contract as soon as possible to finalize contractual status.