

Meeting Agenda / Minutes

CLIENT: City of Novi
PROJECT: Public Safety Program
SUBJECT: Owner's Meeting #1
DATE & TIME: 11/3/25 @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
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

a. Contract Status

Terms agreed to by all parties. Per VC, the contract will be a consent item on the agenda for 11/17/25. VC will also send an email to HED clarifying that they are good to begin work/mobilizing.

b. HED coordinating a virtual kick-off meeting with the City of Novi, PMR, and the A/E design team (City attendees?) the week of November 10th.

Zinser provided Public Safety attendees. VC named Boulard, Petty, himself and Jeff Herczeg. Possibly Ben Croy. GVK requested Design Milestone Schedule from HED. PMR advocated that a representative from the road project be present at the PSB design meetings – coordination of schedule and design for the two projects will be essential.

c. On-Site Visit: HED planning an in-person meeting in Novi to include site and facility tours and department interviews.

Boulard requested meeting with Spalding and HED to discuss city approval process.

- d. HED reviewing Due Diligence checklist; how to proceed with procurement of missing items?

PMR clarified that city would be responsible for wetland and woodland survey.

More to come with HED review.

2. Technology RFP

- a. Guidepost, Convergent, IDS, Commtech Design, Metro Technologies, Barton Malow, HED (recommended firms from Rob Petty and comments pertaining to contractual language – either Petty or City Attorney?)

Petty/Zinser asked to see all bids first before setting interviews. Petty would like to review RFP language as well. GVK recommended PMR/City narrow a list of 5-8 firms to three for interviews.

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

- a. Seeking City Council approval in December

VC indicated the likely meeting date for FAC would be 11/24. Since the majority of the meeting will likely revolve around incentives, he will attempt to get questions in advance (email) from the FAC for PMR to address.

- b. City staff assignments?

4. Construction Manager Update (approval at the November 17, 2025 CC meeting?)

VC said the 11/17 date should be fine as a “Matters” item. BW to provide more detailed background information pertaining to CM fee.

5. Utility coordination / Outreach to DTE and Oakland County water

VC asked PMR to work with Herczeg as the city’s contact for DTE. PMR advocated that DTE be contacted to begin discussing the PSB and road program. Utility infrastructure is a critical path item for all projects.

6. Due Care Plan at PSB Site (Spalding DeDecker / OHM meeting)

Herczeg stated the city can do all work without a permit up to wetland area. CB indicated an address would be needed. CB confirmed multiple current addresses for the site.

7. Budget Update – in progress / Road Budget clarification (\$11.5 million?)

- a. Any City finance update from PFM re – bond schedule?

VC had sent correspondence to PFM last week. GVK asked TF to schedule a City/PMR/PFM meeting in January 2026. Boulard requested anticipated City

expenditures before bond proceeds are released. VC and Jeff Herczeg confirmed with design costs, utility coordination, wetlands, and environmental, the Road Budget is still approximately \$20 million.

- b. eBuilder upload / preferred City Dashboard

GVK asked for this meeting to be scheduled as soon as possible between PMR and City.

8. Open Items