



CITY OF NOVI CITY COUNCIL

SEPTEMBER 8, 2025

SUBJECT: Approval of a Resolution to close the intersection of Ten Mile and Taft Roads for the 2025 Novi High School Homecoming Parade from 4:45 PM to 6:15 PM on Friday, September 26, 2025.

SUBMITTING DEPARTMENT: Department of Public Works, Engineering Division

Background Information:

Novi High School has planned its annual Homecoming Parade to occur on Friday, September 26, 2025, from 4:45 PM until 6:15 PM using Taft Road as the primary route, crossing Ten Mile Road. The parade route starts at Parkview Elementary School, proceeds east on Eleven Mile Road, and then heads south onto Taft Road, crossing Ten Mile Road, and ending at the Novi High School parking lot, located north of Addington Lane. Ten Mile Road is under RCOC jurisdiction, so City Council approval is required.

The Road Commission for Oakland County (RCOC) has issued an Annual Permit Number 64939 (that is valid through January 5, 2026) to the City, allowing use of the roadways under County jurisdiction for civic events. The permit is predicated upon the adoption of an Authorizing Resolution by the Novi City Council approving the event and agreeing to the terms of the permit. Permit requirements include hold harmless and indemnity and represents the Board of Road Commissioners against any and all claims for bodily injury or property damage, or any other claim related to the Parade.

Ten Mile Road is under the jurisdiction of the RCOC. Approval of the attached resolution is required as part of RCOC Permit Number 64939.

RECOMMENDED ACTION: Approval of a Resolution to close the intersection of Ten Mile Road and Taft Road for the 2025 Novi High School Homecoming Parade from 4:45 PM to 6:15 PM on Friday, September 26, 2025.

2025 Novi Homecoming Parade

Eleven Mile Rd.

Taft Rd.

Ten Mile Rd.

Map Author: Jeff Van Curler
Date: 8/26/2025
Project: 2025 Novi Homecoming Parade
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.

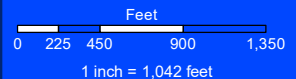
Legend

- Major Roads
- Minor Roads



City of Novi

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





ROAD CLOSURE PERMIT FOR BLOCK PARTIES AND PARADES

Permit No.: **PRCL25-022**

Issue Date:

Upon the request of **Sarah Moulik**, authorized representative of **Novi High School** and in accordance with the provisions of the Code of Ordinances of the City of Novi, Michigan Section 33-52, Parades and Processions in the Uniform Traffic Code, and Section 31-9, Road Closures, a permit to temporarily close **Eleven Mile Rd. & Taft Rd.** for the purpose of a **2025 Homecoming Parade** is granted as follows:

Reason for closure request: 2025 Homecoming Parade

Applicant: Novi High School

Name of Street(s) requested for closure: Eleven Mile Rd. & Taft Rd.

Date of closure: September 26, 2025

Time: 4:45pm – 6:15pm

Notes: Requesting closure of 11 Mile from Parkview Elementary School to Taft and Taft from 11 Mile to the south entrance of Novi High School. Closure would be from 4:45pm-6pm. Requesting barricades for side streets and at main intersections with police officers assigned.

If the applicant needs barricades, barrels, or cones for the event, the applicant **MUST** contact DPW Field Operations at 248-735-5640 at least 7 business days prior to the event to make the request and coordinate locations.

Approved by:

Ben Croy, City Engineer

cc: Erick Zinser, Director of Public Safety/Chief of Police
John Martin, Fire Chief
Scott Beatens, Assistant Police Chief
Todd Seog, Assistant Fire Chief
Kristie Gruenwald, Police Commander
Robert Maner, Police Commander
Matt Wiktorowski, Field Operations Manager
Aaron Staup, Construction Engineer

BOARD OF COUNTY ROAD COMMISSIONERS, OAKLAND COUNTY, MICHIGAN

PERMIT APPLICATION

MAKE CHECK PAYABLE TO ROAD COMMISSION FOR OAKLAND COUNTY

ROAD COMMISSION FOR OAKLAND COUNTY
RECEIVED
Dec 29 2023
DEPARTMENT OF CUSTOMER
SERVICES PERMITS

FOR R.C.O.C. USE ONLY	
Application No.	23-2040
Date Received	12-29-23
Permit E No.	64939
Date of Issuance	01-06-24

APPLICANT: CITY OF NOVI

hereby makes
APPLICATION for a permit to **CONSTRUCT, OPERATE, USE and/or MAINTAIN** or to **TEMPORARILY CLOSE A COUNTY ROAD** within the part of the right-of-way of road(s) VARIOUS under the jurisdiction of the Board:
a detailed description of the desired facility and/or activity is required in the space provided below: (include size, length, type of facility; - if underground, indicate depth below surface; if parallel to road, indicate distance from inside edge of facility to edge of pavement, if crossing under roadbed, describe method). **THE FOLLOWING MUST BE ATTACHED TO THE APPLICATION WHEN APPLICABLE:** 1. Plans, specifications and location of facility. 2. Traffic plan and detour route in cases of street closures.

PLEASE CHECK THE APPROPRIATE BOX(ES) THAT APPLY TO THE TYPE OF WORK YOU WISH TO OBTAIN A PERMIT FOR:

<input checked="" type="checkbox"/> Annual	<input checked="" type="checkbox"/> Community Event	<input type="checkbox"/> Public Utility (i.e. electric, gas, telephone)	<input type="checkbox"/> Soil Boring/Monitoring Well
<input type="checkbox"/> Approach/Private Road Access	<input type="checkbox"/> Landscaping/Grading	<input type="checkbox"/> Sanitary/Storm Sewer	<input type="checkbox"/> Watermain
<input type="checkbox"/> Cable TV	<input type="checkbox"/> Pathway/Sidewalk	<input type="checkbox"/> Sign/Subdivision Entrance Marker	<input type="checkbox"/> Other _____

COMMUNITY EVENTS

City or Township NOVI

Section No. _____

The above activities will be carried out in accordance with plans, specifications, maps and statements filed with the R.C.O.C. as part of this application, and if said application is approved, the above named applicant agrees to abide by the **CONDITIONS** contained on the reverse side. Since a permit will have to be secured from the Board prior to the start of any construction or maintenance operations proposed by this application, it is intended that the **SUPPLEMENTAL SPECIFICATIONS**, on the reverse side, are to be incorporated as part of the plans or specifications required for this proposed work.

FOR R.C.O.C. USE ONLY	
Design: _____	Right-of-Way: _____
Traffic: _____	Maintenance: _____
Planning: _____	Construction: _____
Subdivision: _____	SY
Environmental Concerns: _____	Permits: _____

FOR R.C.O.C. USE ONLY	
Application Fee: \$ 100.00	Permit Fee: \$ _____
Receipt No: _____	Deposit: \$ _____
Bond: \$ _____	Estimated Inspection Fee: \$ _____
(RCOC Form 75)	Paint Fee: \$ _____
	Sign Fee: \$ _____
	Signal Fee: \$ _____
TOTAL FEES DUE	
AT TIME OF PERMIT ISSUANCE: \$ 0.00	
Proof of Insurance Required	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Pollution Liability Required	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

This application is approved subject to **CONDITIONS** and **SUPPLEMENTAL SPECIFICATIONS** contained on the reverse side of this application.

Approval of this application does not relieve applicant from meeting any applicable requirements or duties of law or other public bodies or agencies including but not limited to the Michigan Department of Natural Resources.

APPROVAL OF THIS APPLICATION EXPIRES IN ONE YEAR IF A PERMIT HAS NOT BEEN ISSUED. RESUBMITTAL OF CURRENT PLANS, PERMIT APPLICATION REVIEW FEES AND PERMIT APPLICATION IS REQUIRED IF APPROVAL OF THIS APPLICATION HAS EXPIRED.

REFER ALL INQUIRIES TO (248) 858-4835

DEPARTMENT OF CUSTOMER SERVICES
PERMITS

2420 PONTIAC LAKE ROAD
WATERFORD, MI 48328

APPLICATION APPROVED:

By:  Date: 12/29/2023

CITY OF NOVI

APPLICANT (PRINT OR TYPE)

Matt Wiktorowski

12/28/23

SIGNATURE

DATE

Matthew T. Wiktorowski

(PRINTED/TYPED SIGNATURE & TITLE)

45175 W 10 MILE RD

248-347-0460

APPLICANT'S ADDRESS

TELEPHONE NUMBER

NOVI

MI

48375

CITY

STATE

ZIP CODE

EMAIL ADDRESS

AS A CONDITION OF THE APPROVAL OF THIS APPLICATION, THE APPLICANT AGREES TO THE FOLLOWING CONDITIONS:

1. The application agrees to secure, or cause to be secured, a permit from the Board prior to the commencement of construction or maintenance operations. If a contractor is to perform the construction or maintenance entailed in this application, the contractor shall secure the permit from the Board prior to the commencement of construction or maintenance operations and thereby assumes responsibility, along with the applicant, for any provisions of this application which apply to them.
2. Any and all construction proposed under this application will meet all requirements of the Board, together with the Supplemental Specifications as set forth below.
3. The applicant agrees to save harmless, indemnify, defend, and represent the Board and its employees against any and all claims for bodily injury or property damage, or any other claim arising out of or related to the creation, operation, use, or continuing existence of the structure or facility covered by the permit or for any other work done within county road right-of-way whether or not specifically authorized or in conformance with the description of activities for which the permit was issued. Applicant agrees and understands that the obligations set forth herein are binding upon their successors, transferors, assigns, sureties, and guarantors. The Applicant shall maintain insurance of a type and in an amount in conformance with the Board's established requirements and provide certificates of insurance in a type and amount which shall assure conformance with the Board's established requirements is currently in force for any and all facilities installed in the Board's right of way.
4. The applicant agrees to surrender the permit herein applied for; surrender all rights hereunder; cease operations; and remove, alter, relocate at applicant's own expense, the facilities for which this permit is granted whenever ordered to do so by the Board because of the need for the area covered by this permit for public uses or because of a default in the conditions of the permit. Upon failure to remove, alter, relocate or surrender the facilities pursuant to the order of the Board, the applicant agrees to reimburse the Board for its cost in doing same.
5. Nothing in this application shall be construed to grant any rights whatsoever to any public utilities whatsoever except as to the consent herein specifically given, nor to otherwise impair any existing rights granted in accordance with the constitution or laws of this State.
6. The obligation to construct, operate, use and/or maintain the facility to the satisfaction of the Board remains in force as long as the facility exists and is within the right-of-way under the jurisdiction of the Board. The applicant is obliged to repair any damage to the road and right of way which is a result of the facility and which occurs or appears after the permit licensee is released.
7. The necessary construction zone signing for the protection of traffic shall be in accordance with the most current edition of the Michigan Manual of Uniform Traffic Control Devices, Part 6. All such devices shall be furnished, installed and maintained by the Permit Holder. All construction signage shall have black lettering on a reflective fluorescent orange background, unless otherwise specified. The Permit Holder shall provide any additional signs, barricades and/or lights, at the Permit Holder's expense, required to protect the general motoring public and the work zone when requested by the Road Commission.
8. **ADDITIONAL CONDITIONS:** As will be identified in approved permit description.

SUPPLEMENTAL SPECIFICATIONS

1. **EXCAVATION AND DISPOSAL OF EXCAVATED MATERIAL:** The contractor and/or the utility company shall provide and place the necessary sheeting, shoring and bracing required to prevent caving, loss or settlement of foundation material supporting the pavement, or any other highway installation such as sewers, culverts, etc. The contractor and/or utility company shall assume the full responsibility for this protection. Excavated material shall be stocked in such locations that it does not obstruct vision on the traveled portion of the highway and in such a manner that it will not interfere with the flow of traffic. Sod and topsoil shall be stocked separately from other excavated material. The applicant shall dispose of all surplus and unsuitable material outside of the limits of the right-of-way unless the permit provides for, and with approval of abutting property owners, disposal at approved locations with the right-of-way. In the latter case, the material shall be leveled and trimmed in a manner approved by the Road Commission for Oakland County.
2. **BACKFILLING AND COMPACTING BACKFILL:** All trenches, holes, pits, and other excavations shall be filled with approved excavated earth or with MDOT Class II granular material if so provided, placed in successive layers not more than 9 inches in depth, loose measure, and each layer shall be thoroughly compacted by tamping and all backfill compaction will be subject to check by the Controlled Density Method (minimum 95%). Restoration shall be such that it will provide a condition equal to or better than the original condition and in accordance with current Road Commission for Oakland County standards. Any excavation within the right of way outside traveled portion of road must be maintained until all settlement has occurred and must be restored and seeded or sodded as directed. The permit will not be released until the Road Commission is satisfied that no further settlement will occur.
3. **CROSSING ROADBED BY TUNNELING, DIRECTIONAL BORE, JACK CASING AND BORE:** When the pipe is installed by tunneling without cutting the existing pavement, the tunnel shall be adequately sheeted or shored to prevent the sides and top from collapsing or the pavement from settling or cracking. Directional bore shall be at least 4 diameters under the pavement or 48 inches, whichever is greater. When the pipe is installed by boring and jacking, the leading edge of the pipe must always precede the auger. The tunnel backfill shall be made by tamping a dry mix of lean concrete into place so as to completely fill any voids remaining around the installation. The concrete shall be composed of one part of Portland cement and 10 parts of sand-gravel by volume. Tunnel and boring pits shall be at least 10 feet from the edge of the pavement unless otherwise approved.
4. **CROSSING BY CUTTING GRAVEL ROADS:** All trenches are to be backfilled with approved material to within 12 inches of surface within the limits of the roadbed. Backfill methods will be as described in paragraph 2 above. All surplus excavated material will be disposed of as described in paragraph 1. The top 12 inches within the roadbed will be backfilled with processed road gravel (MDOT 22A or 23A). Trenches outside of the roadbed will be backfilled in accordance with paragraph 2 above.
5. **CROSSING BY CUTTING PAVEMENT AND TRENCHING:** When this method is approved by the Road Commission, the pavement shall be cut so that the opening is a minimum of 5 feet wide and at least 1 foot wider on each side than the trench. In no case shall an open cut result in a remaining slab width of less than 5 feet from patch to an existing joint. The cut shall be made by sawing to a full pavement depth. Cuts in concrete residential and commercial drives shall be as above except that the patch width shall be a minimum of 3 feet and the remaining slab from patch to existing joint a minimum of 3 feet. Backfill shall be made with MDOT Class II granular material. After the backfill has been placed by control density method and thoroughly compacted, the pavement shall be replaced with a temporary surface of approved hot-mixed bituminous material and later replaced with new pavement of the original type and quality by the Permit Licensee unless other provisions are included in the permit.
6. **DEPTH OF COVER MATERIAL:** Pipes shall be placed to a depth that will provide not less than 4 feet of cover between the top of roadway surface and top of the pipe.
7. **TREE TRIMMING OR REMOVAL:** All trees that may be affected by the proposed construction shall be shown on the plans. The plan must clearly indicate which trees are proposed to be removed, trimmed and/or tunneled. This work, if approved, must be done in accordance with current Board standards, including advance notification of abutting property owners. Wood Disposal License Agreement(s) will be required for any tree work.
8. **DISPOSAL OF GROUND WATER:** Roadside drainage systems – open ditches, storm sewers, etc. – shall not be used for the disposal of water pumped from below the surface of the ground unless specifically allowed by the Road Commission. Details such as volume and frequency of discharge, erosion control, duration of use, NPDES permit and other pertinent information as may be required must be submitted with the application for such permission.
9. Any proposed operation in the right of way not covered by the above specifications, submitted with this application, shall be done in accordance with any additional specifications deemed necessary by the Board or as outlined in the Permit Rules, Specifications and Guidelines.

CITY OF NOVI
COUNTY OF OAKLAND, MICHIGAN

RESOLUTION AUTHORIZING 2025 NOVI HIGH SCHOOL HOMECOMING PARADE

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 September 8th, 2025, at 7'o'clock P.M. Prevailing Eastern Time.

PRESENT: Councilmembers_____

ABSENT: Councilmembers_____

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

WHEREAS; the 2025 Novi High School Homecoming Parade event, presented by the Novi School District, will take place on Friday, September 26th, 2025, from 4:45 p.m. to 6:15 p.m.; and

WHEREAS; the parade route starts at Parkview Elementary School, proceeds east on Eleven Mile Road, and then heads south onto Taft Road, crossing Ten Mile Road, and ending at the Novi High School parking lot, located north of Addington Lane; and

WHEREAS; the City of Novi has been issued an annual permit, that is valid through January 5, 2025, permit number 64939, by the Road Commission for Oakland County to conduct civic events on roads under the jurisdiction of RCOC; and

WHEREAS; the validity of the permit is conditioned upon adoption of an Authorizing Resolution by the Novi City Council for the event and a statement agreeing to the terms of the permit.

NOW THEREFORE, BE IT RESOLVED that the Mayor and Council of the City of Novi hereby support and authorize the 2025 Novi High School Homecoming Parade event and will fulfill all permit requirements, hold harmless, indemnify, and represent the Board of Road Commissioners against any and all claims for bodily injury or property damage, or any other claim arising out of or related to the 2025 Homecoming Parade

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 8th day of September 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