



CITY OF NOVI  
Environmental Sustainability Committee Meeting  
**November 12, 2024, 6:00 p.m.**  
Novi Depot Conference Room | Novi Civic Center | 45175 Ten Mile Road  
(248) 347-0445

**CALL TO ORDER:** 6:01 p.m.

**ROLL CALL:** Council Members Gurumurthy, Heintz, and Smith

**PRESENT:** Council Members Gurumurthy and Heintz

**ABSENT EXCUSED:** Council Member Smith

**STAFF LIAISON:** Danielle Mahoney, Assistant City Manager

**ALSO PRESENT:** Katherine Oppermann, Recording Secretary

**APPROVAL OF AGENDA**

Motion: Heintz, Seconded: Gurumurthy; Approved 2:0

**APPROVAL OF MINUTES – October 23, 2024 Minutes**

Motion: Gurumurthy, Seconded: Heintz; Approved 2:0

**MATTERS FOR COMMITTEE DISCUSSION**

1. Committee Working Session for December Report

Assistant City Manager Mahoney presented the Committee with a Novi Branded version of the report that the members had been working on. Both thanked her, stating that it “looked great.” Councilmember Heintz asked if anyone else would be reviewing the presentation prior to it going before City Council to which Ms. Mahoney responded that if the Committee wishes then the Community Relations team can review it for any final edits. Following that, the Committee can decide if they would like to make the presentation as a full body or if it will be delegated to Chair Smith to present it before Council at their upcoming meeting.

The Committee then went through each slide of the current report draft to discuss, edit, and approve various items. Councilmember Gurumurthy specifically called out that the Mission Statement, which will be the purpose of the Committee, should have special attention. Councilmember Heintz agreed and noted that they may want to take inspiration from the Northville team and nod to the importance of socio-economic matters for the Committee, not purely the environmental aspects of their mission.

Councilmember Gurumurthy spoke on how, at this point before Community involvement, the Committee can only focus on the mission statement and pillars in addition to the other work they’ve done so far. As the Committee progresses and

starts discussions to approach the formal Environmental Action Plan they can keep the pillars but add additional goals under each. These goals would include ones that come up in discussions with the Council, other Boards/Commissions, and the Novi community.

Ms. Mahoney explained that for the Committee to add new members it would require Council input, in the form of an approval of a Resolution. The Committee would also be able to designate qualifications, skills, and term lengths desired for prospective members. Council would then be able to interview candidates to fulfill the roles. The Committee tentatively planned to put a resolution before Council soon to allow for applicants before the January Boards/Commission deadline with a potential of Appointments to take place in April.

Ms. Mahoney also asked the Committee if they were considering bringing in a consultant to assist with the Environmental Action Plan (EAP) and if so, they could also make that recommendation to Council. She noted that, as we do not currently have a staff member expert on environmental sustainability and that the workload is likely to be quite large, that it would be her recommendation to hire such a consultant. Councilmember Gurumurthy replied that, while budget will necessarily be part of the consideration, the Committee is also in favor of recommending that a consultant be brought on for the process. Councilmember Heintz asked that, in regard to drafting the EAP, how much would the Committee be involved and how much would be in the scope for a consultant or staff. Ms. Mahoney said that it would largely depend on the Committee's preference. Ultimately, they can put out a Request for Proposals (RFP) and decide based on the responses and affiliated costs. Councilmember Gurumurthy stated that it would be worth going through the RFP process to see the responses, even if they don't go through with a hire.

The Committee then discussed some of what they would like to have as desired skills sets and qualifications for additional Committee members.

Having finished their review of the presentation, the Committee determined that they would pass the draft on to Chairperson Smith for his approval and would then work to confirm a presentation date with him and Mayor Fischer.

Ms. Mahoney said that she will start the work of looking at RFPs put out by other communities for EAP consultants and will start a draft of the same for the City of Novi for the Committee to review at a future meeting.

**PUBLIC COMMENT** - None

**ADJOURNMENT:** 6:45 p.m.

Motion: Heintz, Seconded: Gurumurthy; Approved 2:0