



CITY OF NOVI CITY COUNCIL
MARCH 10, 2025

SUBJECT: Approval of a Resolution to close Meadowbrook Road from 25075 Meadowbrook to Ten Mile and close 10 Mile Road from Meadowbrook to the Civic Center at 45175 Ten Mile Road for the 2025 Memorial Day Parade from 10:00 AM to 12:00 PM on Monday, May 26, 2025.

SUBMITTING DEPARTMENT: Department of Public Works, Engineering Division

KEY HIGHLIGHTS:

- Annual Resolution authorizing the street closures necessary for the Memorial Day parade
- Permit for the closures has already been issued by the Road Commission for Oakland County (RCOC)

BACKGROUND INFORMATION:

In recognition of service to our Country, the City of Novi hosts a Memorial Day parade in honor of all Veterans. The Road Commission for Oakland County (RCOC) has issued an Annual Permit Number 64939 (that is valid through December 31, 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 event.

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 Meadowbrook Road from 25075 Meadowbrook to Ten Mile and close 10 Mile Road from Meadowbrook to the Civic Center at 45175 Ten Mile Road for the 2025 Memorial Day Parade from 10:00 AM to 12:00 PM on Monday, May 26, 2025.

CITY OF NOVI
COUNTY OF OAKLAND, MICHIGAN

**RESOLUTION AUTHORIZING 2025 CITY OF NOVI MEMORIAL DAY PARADE ON
MEADOWBROOK AND TEN MILE ROADS**

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 March 10, 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 Memorial Day Parade, presented by the City of Novi, will take place on Monday, May 26, 2025, from 10:00 am to 12:00 pm; and

WHEREAS; the Parade will begin at 25075 Meadowbrook Road and proceed South to 10 Mile Road and proceed West on 10 Mile Road and end at the Civic Center located at 45175 Ten Mile Road; and

WHEREAS; the City of Novi has been issued an annual permit, that is valid through December 31, 2026, 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 Memorial Day Parade 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 Memorial Day 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 10th day of March 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



ROAD CLOSURE PERMIT FOR BLOCK PARTIES AND PARADES

Permit No.: **PRCL25-002**

Issue Date:

Upon the request of **Sandra fisher**, authorized representative of **Novi Parks, Recreation and Cultural Services** 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 **Meadowbrook Road from 25075 Meadowbrook to Ten Mile and close 10 Mile Road from Meadowbrook to the Civic Center at 45175 Ten Mile Road** for the purpose of a **2025 Memorial Day Parade** is granted as follows:

Reason for closure: 2025 Memorial Day Parade

Applicant: Sandra Fisher, Parks, Recreation and Cultural Services

Name of street: The parade route begins at Meadowbrook Commons located at 25075 Meadowbrook Road and process to City of Novi Civic Center located at 45175 Ten Mile Road.

Date of Closure: 5/26/2025

Time: 10:00am to 12:00pm

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:

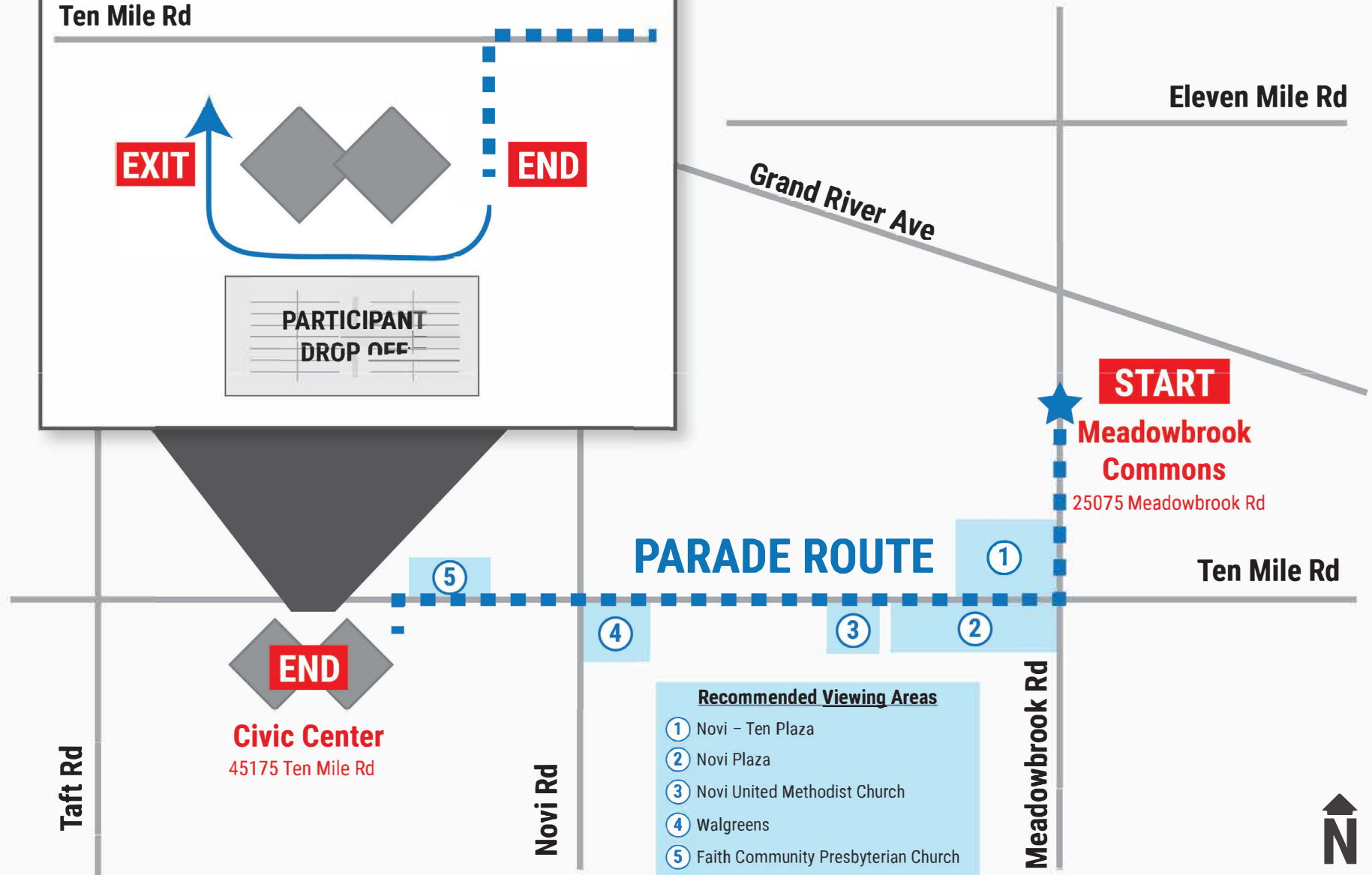
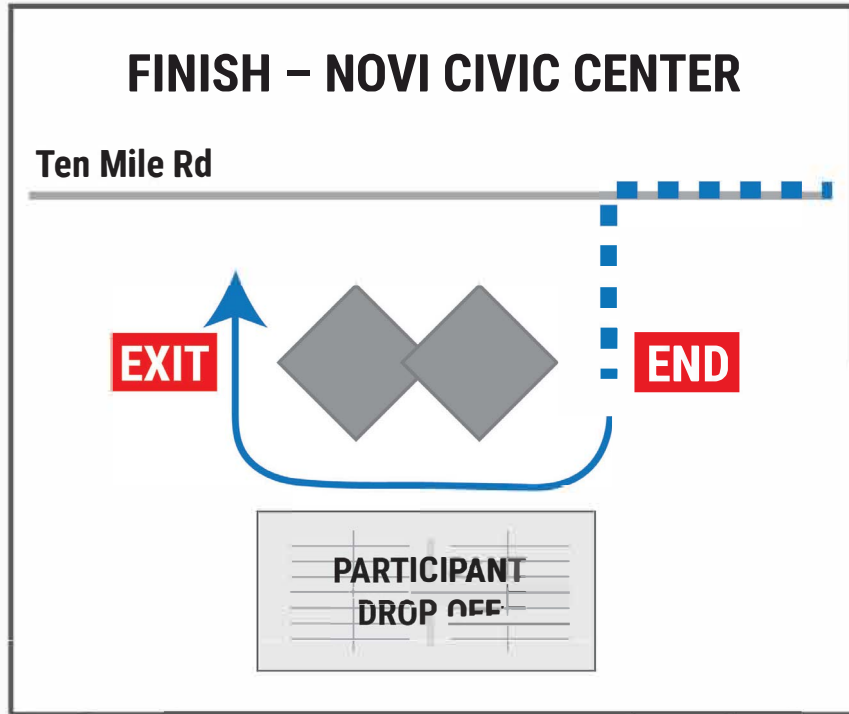
Ben Croy, City Engineer

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
Jason Meier, Police Commander
Matt Wiktorowski, Field Operations Senior Manager
Aaron Staup, Construction Engineer



2025 MEMORIAL DAY PARADE

Parade will start at Meadowbrook Commons and ends at the east entrance of the Civic Center.



- Recommended Viewing Areas**
- ① Novi – Ten Plaza
 - ② Novi Plaza
 - ③ Novi United Methodist Church
 - ④ Walgreens
 - ⑤ Faith Community Presbyterian Church



BOARD OF COUNTY ROAD COMMISSIONER, OAKLAND COUNTY, MICHIGAN
2420 PONTIAC LAKE ROAD - WATERFORD, MI 48328

REFER ALL INQUIRIES TO DEPARTMENT OF CUSTOMER SERVICES - PERMITS (248) 858-4835

\$ 0.00
Const. Bond: \$ 0.00
Permit Fee: \$ 0.00
Deposit: \$ 0.00
Est. Insp. Fee: \$ 0.00
Paint Fee: \$ 0.00
Sign Fee: \$ 0.00
Signal Fee: \$ 0.00

Application No: 23-2040
Permit No: 64939

This permit is issued on the condition that licensees and any persons working under the authority of this permit shall comply with the requirements of Act 53 of the P.A. of 1974.

CALL MISS DIG BEFORE YOU DIG
PHONE: (248) 647-7344

01/06/2024

Received of **NOVI, CITY OF**

to be applied in accordance

with the terms of below permit. **BOARD OF COUNTY ROAD COMMISSIONERS, Oakland County, Michigan**

by: _____

Deputy Secretary-Clerk

Subject to the conditions on the reverse side hereof and the application on file, permission is granted by the Board of County Road Commissioners, Oakland County, Michigan hereinafter referred to as the Board, to:

NOVI, CITY OF

45175 W 10 MILE ROAD NOVI, MI 48375 248-347-0460,

hereinafter referred to as the Licensee.

This is a permit to:

CONDUCT PARADES AND OTHER COMMUNITY EVENTS OR INSTALL BANNERS, AT TIMES AND LOCATIONS AS APPROVED BY LOCAL MUNICIPALITY RESOLUTION. THE LOCAL MUNICIPALITY SHALL PROVIDE FOR ALL TRAFFIC CONTROL INCLUDING SIGNS, BARRICADES AND POLICE CONTROL OF TRAFFIC. THE MUNICIPALITY SHALL NOTIFY THE ROAD COMMISSION IN ADVANCE AND PROVIDE A COPY OF RESOLUTIONS AUTHORIZING THE PARADE, COMMUNITY EVENT, OR BANNER. THE WORDING ON BANNERS SHALL BE APPROVED BY RESOLUTION OF THE LOCAL MUNICIPALITY AND SHALL NOT ADVERTISE FOR A PRIVATE BUSINESS OR BE POLITICAL IN NATURE. BANNERS SHALL BE INSTALLED AT A HEIGHT AND LOCATION THAT MEETS RCOC SPECIFICATIONS AND GUIDELINES. THE DISTANCE BETWEEN THE BOTTOM OF THE BANNER AND THE SURFACE OF THE ROAD SHALL BE NO LESS THAN 18 FEET AND THE BANNER SHALL BE LOCATED SO THAT IT CAUSES NO VISUAL OBSTRUCTION WITH TRAFFIC SIGNALS OR OTHER TRAFFIC CONTROL DEVICES.

SUBCONTRACTORS AND ANY OTHER PARTIES WORKING ON BEHALF OF THE MUNICIPALITY SHALL BE MADE AWARE OF THE TERMS OF THE PERMIT.

ALL BILLINGS FOR INSPECTION FEES AND WORK PERFORMED BY THE RCOC AS A RESULT OF THESE ACTIVITIES SHALL BE BILLED TO THE MUNICIPALITY.

All construction shall be in accordance with the attached approved plan and application on file for:

NOVI, CITY OF

as prepared by

CITY OF NOVI

and with the RCOC Supplementary Permit Specifications as follows:

ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE APPROVED PLAN AND APPLICATION ON FILE AND WITH THE ROAD COMMISSION FOR OAKLAND COUNTY PERMIT RULES, SPECIFICATIONS, AND GUIDELINES DATED MARCH 14, 2013.

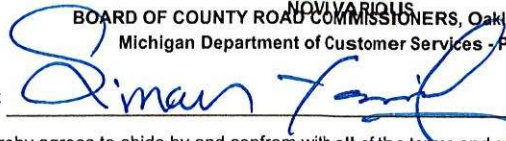
This permit is granted for the period

Commencing 01/06/2024

and ending 12/31/2026

NOVI VARIOUS
BOARD OF COUNTY ROAD COMMISSIONERS, Oakland County,
Michigan Department of Customer Services - Permits

By: _____



In consideration of the granting of this permit, the undersigned Licensee hereby agrees to abide by and conform with all of the terms and conditions herein set forth or incorporated herein by reference. (SEE APPLICATION AND REVERSE SIDE FOR CONDITIONS OF PERMIT.)

By: Matthew T. Wiktorowski

CONDITIONS OF PERMIT

1. **PRECAUTIONS:** During the progress of any construction undertaken within the limits of the said highway in pursuance hereof, the Licensee shall provide all barricades, signs, lights, watchmen and flagmen as may be required for the safety and convenience of the public in accordance with the Michigan Manual of Uniform Traffic Control Devices, permit attachments and/or as shall seem advisable to this Board. Traffic shall be maintained at all times unless otherwise indicated hereon by special endorsement of the Board's duly authorized representative. A copy of this permit and the application therefor shall be kept on the site during the course of any construction pursuant hereof by the Licensee or his duly authorized agent.
2. **ACCIDENT LIABILITY AND INDEMNIFICATION:** "The said Licensee shall be liable for all damages to either persons or property or both resulting from or arising out of accidents which may occur as a result of the proposed operations in pursuance hereof. The licensee agrees to save harmless, indemnify, represent and defend the Board and the County of Oakland from any and all claims for bodily injury or property damage or any other claim relating to or arising out of the operations, use or continued existence of the work which is the subject of this permit."
3. **BONDS AND INSPECTION FEE:** The Licensee shall before or at any time during operations upon demand of this Board, furnish a cash deposit and/or surety bond in such an amount as deemed necessary by this Board to cover damage to the highway. This Board may retain any portion of the cash deposited herewith which in the opinion of this Board shall be necessary to cover any expense for damage through the granting of this Permit and the cash deposit or the balance thereof shall be returned to the Licensee upon completion of the work to the satisfaction of this Board. Surety bonds shall be kept in effect by the Licensee until released by this Board. The Board may also require the deposit of an estimated inspection fee to cover the Board's cost of inspecting the work. If the inspection cost exceeds the inspection fee, the Licensee shall pay the additional cost. If the inspection fee exceeds the inspection cost the balance will be refunded upon permit release.
4. **HIGHWAY:** All damage to drainage structures, roadbeds, trees, pavements and other highway appurtenances shall be repaired at expense of the Licensee. No portion of the pavement of any highway shall be disturbed without prior permission of this Board. Upon completion of any work within limits of the highways, restoration shall be such that it will provide a condition equal to or better than the original condition and in accordance with current Board Standards and Specifications.
5. **EXCAVATION AND BACKFILL:** Excavations shall be no larger than necessary and no closer to the pavement than necessary to carry on the work. The Licensee shall assume the full responsibility for preventing the caving, loss or settlement of foundation material supporting the pavement and all other highway installations such as sewers, culverts, etc., and shall provide and place all sheeting, shoring and bracing necessary for such protection. Backfilling shall be done as soon as possible with materials and methods approved by this Board. Backfill shall be thoroughly compacted and left level in a neat condition. Compaction will be subject to check by the Controlled Density Method. Future settlements shall be repaired at the expense of the Licensee.
6. **CROSSING UNDER ROADS:** All crossing under roads shall be made by Tunneling or Jacking and Boring unless another method is specifically approved by this Board. When open-cut methods are approved, the road surface shall be replaced in accordance with current Board standards. All pavement removed shall be replaced with a temporary hot mixed bituminous surface immediately upon completion of the backfill. Permanent pavement replacement shall be made at a later date by this Board unless otherwise provided and all expense of same shall be charged to and paid for by the Licensee.
7. **TAPPING COUNTY ROAD SEWER:** Any rights granted herein to connect into any County Road sewer are revocable at the will of this Board and the Licensee expressly waives any right to claim damages or compensation in case permit therefor is revoked.
8. **TREES OR SHRUBS:** The Licensee must apply for and receive a forestry permit for all work involving trimming, removal or tunnelling of trees or shrubs occurring within the right of way.
9. **DRIVEWAYS AND STREET APPROACHES:** The Licensee shall furnish all materials including culverts specified herein and shall install same in accordance with the requirements of this Board. Curb cuts for driveways are to be left one (1) inch above existing gutter grade. Curb cuts and driveway approaches including their radii shall not extend in front of property other than that owned or controlled by the Licensee.
10. **DISPOSAL OF GROUND WATER:** Road side drainage systems—open ditches, storm sewers, etc.—shall not be used for disposal of water pumped from below the surface of the ground unless specifically allowed by this Board.
11. **SIGNS:** All traffic control and street name signs which must be removed during construction shall be immediately reset in a temporary position as directed.
12. **WORK WITHIN CORPORATE LIMITS OF CITIES, VILLAGES, OR TOWNSHIPS:** Licensee shall be responsible for securing, and shall secure, any other permits necessary or required by law from cities, villages, townships, corporations or individuals.
13. **SOIL EROSION AND SEDIMENTATION CONTROL:** This permit does not relieve the Licensee of any responsibility of obtaining a permit from the County Enforcing Agency in accordance with Act 347 of Michigan Public Acts of 1972.
14. **VIOLATION:** The violation of any conditions by the said Licensee shall constitute a revocation hereof and shall operate to suspend and annul any and all rights acquired by the said Licensee under the terms hereof.
15. **REVOCATION OF PERMIT:** It is to be understood that the rights granted herein are revocable at the will of this Board and that the Licensee acquires no rights in the highway and expressly waives any right to claim damages or compensation in case this permit is revoked.
16. **TIME LIMIT AND PROGRESS:** This permit is valid for work within the right of way only during the period shown on the face hereof. If the work cannot be done during this period, this Board, at its discretion, may grant an extension of time or may reschedule the work period. The Licensee shall conduct his operation without undue hindrance to the traveling public or adjacent property owner, and shall complete the project and restoration of the highway as soon as possible within the allotted time.
17. **COOPERATION WITH OTHERS:** The issuance of this permit does not give the Licensee an exclusive right to work within the area covered by this permit. The Licensee shall cooperate with others and shall conduct his operations in such a fashion as to cause a minimum conflict with and/or inconvenience to others working in the area. The work of others does not relieve the Licensee of his responsibility to complete the work in accordance with the permit.
18. **NOTIFICATION OF START OF WORK:** The Licensee shall give notice to the Board at least two (2) working days prior to commencement of operations covered by this permit.
19. **NOTIFICATION OF COMPLETION OF WORK:** The Licensee shall notify the Board in writing when the work is completed and request release of the permit.
20. **SUPPLEMENTAL SPECIFICATIONS:** The supplemental specifications appearing on the back of the application for this permit, copy attached, and other attached supplemental specification are herein incorporated as part of this permit.

Attached Supplemental Specifications

Underground

Approach