



CITY OF NOVI CITY COUNCIL
APRIL 25, 2022

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 2022 Memorial Day Parade from 10:00 AM to 12 PM on Monday, May 30, 2022.

SUBMITTING DEPARTMENT: Department of Public Works, Engineering Division

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 61758 (that is valid through December 31, 2023) 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 61758.

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 2022 Memorial Day Parade from 10:00 AM to 12:00 PM on Monday, May 30, 2022.



ROAD CLOSURE PERMIT FOR BLOCK PARTIES AND PARADES

Permit No.: **PRCL22-007**

Issue Date:

Upon the request of **Sandra Fisher, social services coordinator**, authorized representative of **City of Novi** 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 and Ten Mile Road** for the purpose of a **2022 Memorial Day Parade** is granted as follows:

Reason for closure request: Memorial Day Parade

Name of street(s) requested for closure: Meadowbrook Rd and Ten Mile Rd.

Date of Closure: Monday, May 30, 2022

Time: From 10am To 12pm

Notes/Special Requests: The parade begins at 25075 Meadowbrook Rd proceeds south to Ten Mile Rd. At the intersection, the parade proceeds west on Ten Mile Rd to 45175 Ten Mile Rd (Novi Civic Center).

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
Jeff Johnson, Director of EMS & Fire Operations
John Martin, Assistant Fire Chief
Scott Beatens, Assistant Police Chief
Matt Wiktorowski, Field Operations Senior Manager
Jerry Tremblay, Roadway Asset Manager
Aaron Staup, Construction Engineer



2022 MEMORIAL DAY

PARADE

Remembering our Veterans and Showcasing Community Pride



MONDAY, MAY 30 ★ 10am

★ **NEW PARADE ROUTE!** ★

Start: Meadowbrook Commons End: Novi Civic Center

Parade will begin at Meadowbrook Commons (25075 Meadowbrook Rd). It will then proceed south on Meadowbrook Road, turn right onto Ten Mile Road, and will travel west on Ten Mile Road, ending at the northeast entrance of the Civic Center (45175 Ten Mile Rd).

For group entry inquiries, call 248.347.0414

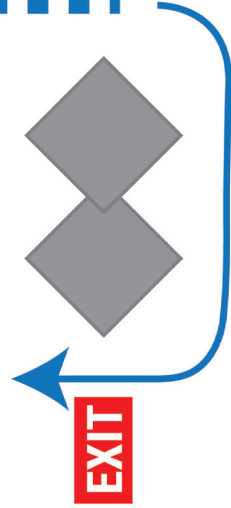




2022 MEMORIAL DAY PARADE

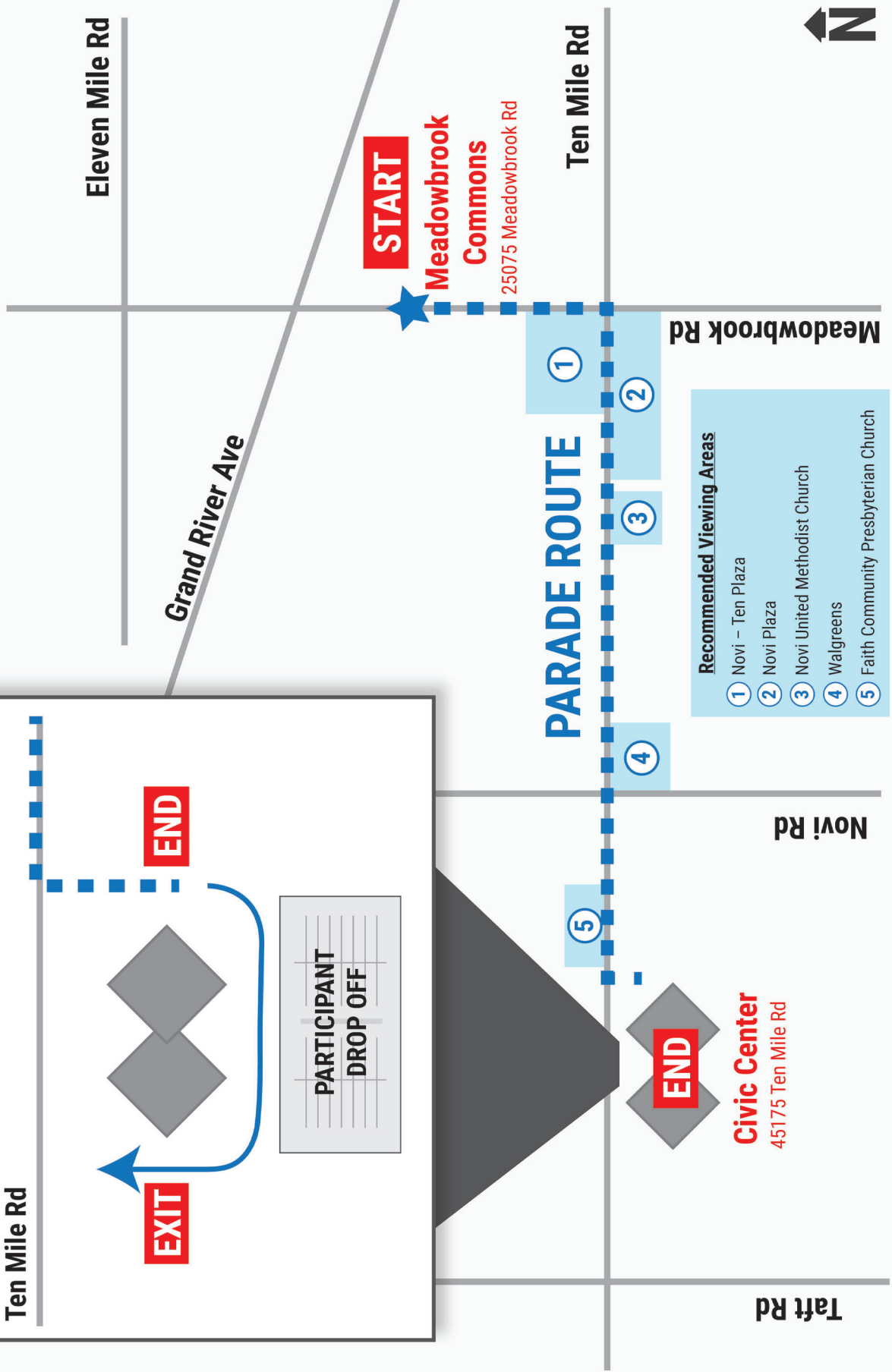
FINISH – NOVI CIVIC CENTER

Ten Mile Rd



PARTICIPANT
DROP OFF

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



START

Meadowbrook Commons
25075 Meadowbrook Rd

PARADE ROUTE

①

②

③

④

Ten Mile Rd

Meadowbrook Rd

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

Novi Rd

END

Civic Center
45175 Ten Mile Rd

Taft Rd





QUALITY LIFE THROUGH GOOD ROADS:
ROAD COMMISSION FOR OAKLAND COUNTY
"WE CARE."

Board of Road Commissioners

Ronald J. Fowkes
Commissioner

Andrea LaLonde
Commissioner

Nancy Quarles
Commissioner

Dennis G. Kolar, P.E.
Managing Director

Gary Piotrowicz, P.E., P.T.O.E.
Deputy Managing Director
County Highway Engineer

Department of
Customer Services
Permits

2420 Pontiac Lake Road
Waterford, MI
48328

248-858-4835

FAX
248-858-4773

TDD
248-858-8005

www.rcocweb.org

April 12, 2021

City of Novi
Matt Wiktorowski
26300 Lee BeGole Dr
Novi MI 48375

RE: Annual Permit for Community Events

Dear Mr. Wiktorowski:

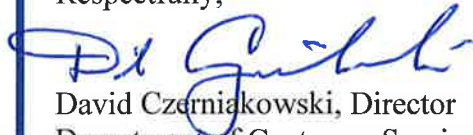
Enclosed is your annual permit for community events such as parades, banners, festivals, and block parties, on roads under the jurisdiction of the Road Commission for Oakland County. This permit is valid through December 31, 2023.

This permit allows communities to conduct community events or install banners under the following conditions:

1. That the local municipality adopts a resolution authorizing the event or banner.
2. That a copy of the resolution is provided to the Road Commission, via email to permits@rcoc.org or facsimile at (248) 858-4773, a minimum of three (3) days prior to the event or installation of the banner.
3. That the local municipality is responsible for necessary or appropriate traffic control associated with the event.
4. That any banner be installed above minimum height and clearance requirements. Specifications for permitted banners are enclosed.
5. That the municipality records the 5-digit permit number on all event-related documents/resolutions when submitted for review.

Also enclosed is a copy of our specifications and guidelines which pertain to banner permits. Should you have any questions or require additional information, please feel free to contact me at (248) 858-4835.

Respectfully,



David Czerniakowski, Director
Department of Customer Services

DC:rr
Enclosures

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

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: 21-0072

Permit No: **61758**

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

01/11/2021

Received of NOVI, CITY OF
with the terms of below permit.

to be applied in accordance

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 248-34-7-04,60

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 01/11/2021

and ending 12/31/2023

NOVI

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.)

01/11/2021 NOVI, CITY OF

By: _____

Digitally signed by Matthew
Wiktorowski
Date: 2021.01.04 08:43:24 -05'00'

BOARD OF COUNTY ROAD COMMISSIONERS, OAKLAND COUNTY, MICHIGAN

PERMIT APPLICATION

MAKE CHECK PAYABLE TO ROAD COMMISSION FOR OAKLAND COUNTY

FOR R.C.O.C. USE ONLY	
Application No.	21-72
Date Received	1-9-21
Permit E No.	61758
Date of Issuance	1-11-21

APPLICANT: Matt Wiktorowski 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 _____ |

ANNUAL COMMUNITY EVENTS

City or Township City of 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: _____	
Environmental Concerns: _____	Permits: _____

FOR R.C.O.C. USE ONLY	
Application Fee: \$ - 0 -	Permit Fee: \$ - 0 -
Receipt No: _____	Deposit: \$ - 0 -
Bond: \$ - 0 -	Estimated Inspection Fee: \$ - 0 -
(R.C.O.C. Form 75)	Paint Fee: \$ - 0 -
	Sign Fee: \$ - 0 -
TOTAL FEES DUE	
AT TIME OF PERMIT ISSUANCE: \$ - 0 -	
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: [Signature] Date: 1-21-21

Matt Wiktorowski mwiktorowski@cityofnovi.org
 APPLICANT (PRINT OR TYPE) Digitally signed by Matthew Wiktorowski Date: 2021.12.29 09:58:32 -0500

SIGNATURE	DATE
Matt Wiktorowski, Field Operations Senior Manager	
(PRINTED/TYPED SIGNATURE & TITLE)	
26300 Lee BeGole Dr.	248-735-5640
APPLICANT'S ADDRESS	TELEPHONE NUMBER
Novi Michigan	48375
CITY	STATE ZIP CODE

4/12/2021

Application # 21-0072

Contact: REBECCA RUNKEL

Phone: 248--34-7-0460

PERMIT DESCRIPTION

The following is a permit description ONLY. It shall not be construed to be a permit and shall become valid only after the permit is acquired.

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 ATTACHED APPROVED PLAN AND APPLICATION ON FILE WITH THE ROAD COMMISSION FOR OAKLAND COUNTY PERMIT RULES, SPECIFICATIONS, AND GUIDELINES DATED MARCH 14, 2013.



Start of Work Application

Mail To:

Road Commission for Oakland County
Department of Customer Services
Permits
2420 Pontiac Lake Road
Waterford, MI 48328

Or Fax To: (248) 858-4773

Or Email To: PERMITS@RCOC.ORG

THE PERMIT LICENSEE SHALL GIVE NOTICE TO THE DEPARTMENT OF CUSTOMER SERVICES AT LEAST TWO (2) WORKING DAYS PRIOR TO COMMENCEMENT OF OPERATIONS COVERED BY THIS PERMIT.

Date: _____

Permit Issued to: _____

Permit Number: _____

City or Township: _____

Beginning Date: _____

Location of Work: _____

Description of Work: _____

Submitted By: _____

Company you work for: _____

Telephone Number: _____

NOTE:

- A CONDITION OF THE PERMIT THAT YOU RECENTLY RECEIVED IS THAT A TWO-DAY ADVANCE NOTICE BE GIVEN TO THE ROAD COMMISSION BEFORE WORK BEGINS. PLEASE SUBMIT THIS FORM A MINIMUM OF 2 DAYS PRIOR TO BEGINNING WORK IN THE RIGHT OF WAY. PLEASE KEEP A COPY FOR YOUR RECORDS.
- IF THERE IS ANY CHANGE IN DATE OR TIME AFTER YOU SUBMIT THIS FORM, PLEASE NOTIFY THE PERMIT INSPECTOR IMMEDIATELY.

PERMIT OFFICE HOURS:
MONDAY – FRIDAY 7:30 AM – 4:15 PM
(248) 858-4835

CITY OF NOVI
COUNTY OF OAKLAND, MICHIGAN

**RESOLUTION AUTHORIZING 2022 City of Novi Memorial Day Parade on Meadowbrook
and Ten Mile Road**

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 April 25, 2022, 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 2022 Memorial Day Parade, presented by the City of Novi, will take place on Monday, May 30, 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, 2023, permit number 61758, 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 2022 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 2022 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 25th day of April 2022, 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