

# MEMORANDUM



**TO:** MEMBERS OF ORDINANCE REVIEW COMMITTEE  
**FROM:** CORTNEY HANSON, CITY CLERK  
**SUBJECT:** BOARDS/COMMISSIONS PROCEDURES  
**DATE:** AUGUST 6, 2025

---

As part of our broader effort to strengthen how we support our boards, commissions, and committees, staff is finalizing standard operating procedures (SOPs) to ensure greater consistency across all departments. These SOPs will address meeting agendas, minutes, communications, and recordkeeping. Establishing a clear and consistent internal process not only helps us meet legal requirements, but also reinforces Novi's commitment to transparency, public trust, and high performance governance.

In addition to internal process improvements, we are also working to streamline the application and appointment process. With guidance from the City Attorney's Office, we intend to recommend an ordinance amendment that would establish a single, standardized appointment and term start date for all boards, commissions, and committees. Following the ordinance amendment, a corresponding resolution would be brought forward to ensure that all advisory bodies – regardless of how they were originally established – are included in this alignment.

The goal is to simplify and modernize the appointment process. This is not intended to target any individual or group, nor does it technically “extend” the terms of the current member. Rather, it ensures that members remain in place until their successor (which may be themselves) is formally appointed on the standardized term date. This approach supports a more manageable, equitable, and predictable appointment cycle for Council, staff, and residents alike.

We will provide additional details and a timeline as the ordinance language is finalized.

**From:** [Cardenas, Victor](#)  
**To:** [Schultz, Thomas](#)  
**Cc:** [Hanson, Cortney](#)  
**Subject:** Fw: Trash Fee Ordinances  
**Date:** Sunday, August 3, 2025 2:48:54 PM  
**Attachments:** [facebook\\_32x32\\_ca835b9a-3f99-4d31-aca7-46784e565986.png](#)  
[twitter\\_32x32\\_a45dccc3-caa0-4721-8a6f-2dc9d0a04a28.png](#)  
[linkedin\\_32x32\\_d133d896-e5e2-4245-a9a3-3c4991b79aca.png](#)  
[instagram\\_32x32\\_e8528fff-e278-4ef7-9185-e175c3943c8c.png](#)  
[CITY SOLID WASTE ORDINANCES.pdf](#)  
[facebook\\_32x32\\_ca835b9a-3f99-4d31-aca7-46784e565986.png](#)  
[twitter\\_32x32\\_a45dccc3-caa0-4721-8a6f-2dc9d0a04a28.png](#)  
[linkedin\\_32x32\\_d133d896-e5e2-4245-a9a3-3c4991b79aca.png](#)  
[instagram\\_32x32\\_e8528fff-e278-4ef7-9185-e175c3943c8c.png](#)

---

TRS,

As discussed last week. Please see what Mr. Csapo sent over.

Victor

---

**From:** Mike Csapo <mcsapo@rrrasoc.org>  
**Sent:** Friday, August 1, 2025 12:24 PM  
**To:** Cardenas, Victor <vcardenas@cityofnovi.org>  
**Cc:** Lilla, Sabrina <slilla@cityofnovi.org>  
**Subject:** Re: Trash Fee Ordinances

Victor,

Attached is an old compilation of ordinances from the other RRRASOC cities. I've highlighted the sections dealing with charges. I'm not sure if any of them have updated their ordinances. I've not included anything from Milford Township or the Village of Milford.

Most communities in southeast Michigan establish a sanitation, refuse, or garbage line item or fund, and include all solid waste related costs, not just their collection contract costs.

The revenue for that fund typically involves user fees, an Act 298 millage, or a combination of both.

User fees are often included as a line item on one of the tax bills or included on the water bill.

In many cases, a user fee is established commensurate with the collection contract costs and other related costs such as HHW collection, etc. and an Act 298 millage is additionally set to cover the municipality's additional administrative and operational costs that relate to solid waste and recycling.

Here is a link to the MCL regarding Act 298. <https://www.legislature.mi.gov/Laws/MCL?objectName=mcl-123-261>

Mike

Michael Csapo  
General Manager  
Resource Recovery and Recycling Authority of Southwest Oakland County (RRRASOC)  
248.910.6439  
[mcsapo@rrrasoc.org](mailto:mcsapo@rrrasoc.org)  
20000 W. Eight Mile Road  
Southfield, MI 48075  
[www.rrrasoc.org](http://www.rrrasoc.org)

---

**From:** Cardenas, Victor <vcardenas@cityofnovi.org>  
**Date:** Friday, August 1, 2025 at 11:16 AM

**To:** Mike Csapo <mcsapo@rrrasoc.org>  
**Cc:** Lilla, Sabrina <slilla@cityofnovi.org>  
**Subject:** Trash Fee Ordinances

EXTERNAL EMAIL - This email was sent by a person from outside your organization. Exercise caution when clicking links, opening attachments or taking further action, before validating its authenticity.

Good Morning Mike,

Do you have any ordinance examples that allow/permit additional fees over and above the bid fee? We're looking to increase rates to cover for increased trash related expenses.

Thank you in advance for the help!

Regards,

Victor



Victor Cardenas | City Manager  
City Manager's Office  
City of Novi | 45175 Ten Mile Rd | Novi, MI 48375  
t: 248.347.0445 | c: 248.756.4143 | [cityofnovi.org](http://cityofnovi.org)



To receive monthly e-news and more social media options, [click here.](#)