



CITY OF NOVI
Consultant Review Committee Meeting
February 6, 2023, 5:30 p.m.
Mayor's Conference Room | Novi Civic Center | 45175 Ten Mile Road
(248) 347-0445

- CALL TO ORDER** 5:30 p.m.
- ROLL CALL:** Mayor Pro Tem Staudt, Councilmember Crawford, Council Member Fischer
- PRESENT:** Mayor Pro Tem Staudt, Councilmember Crawford, Council Member Fischer
- STAFF LIAISON:** Victor Cardenas, Assistant City Manager
- OTHERS PRESENT:** Erick Zinser, Director of Public Safety/Chief of Police
Jeff Johnson, Fire Chief
John Martin, Assistant Fire Chief
Carl Johnson, Finance Director/Treasurer/CFO
Katherine Oppermann, Recording Secretary

APPROVAL OF AGENDA

Motion to add "Discuss Consultant List" as the first item on the agenda and approve the agenda. Motion Maker: Councilmember Fischer, Seconded: Mayor Pro Tem Staudt, Approved 3:0

APPROVAL OF MINUTES

1. Monday, November 14, 2022, Meeting Minutes
Approved 3:0

PURPOSE OF THE MEETING

1. Discuss Consultant List

Councilmember Fischer requested that the Consultant List be made a standing item for each Consultant Review Committee meeting and that upcoming contract renewals/expiration be highlighted in advance. He also specifically requested that staff provide information for the Woodland/Wetland Consultant contract as it will be expiring at the end of the 2023 year.

2. General Liability & Property Insurance Contract

Interim City Manager Cardenas introduced the matter by say that Kapnick Insurance Group has been a good steward and has made significant strides in getting the City up to speed with the necessary documentation so that we can properly go to Bid in the future. However, having only 6-months to perform this work that had

unfortunately been neglected by the City's former Insurance provided, there is still additional work needed to prepare for a formal bid. As such a 1-year extension of the contract is recommended.

CFO Carl Johnson indicated that there may be areas that, with further inspection, may be found to be either under or over insured and that a contract extension would allow these discoveries to be made and appropriately adjustments made. We may be able to get improved coverage in the future by being able to appropriately "shop" the community. Johnson also confirmed that all of our Insurance, outside of employee healthcare, is under Tokio Marine and that to date, we have not needed to make any significant claims in the last decade.

Motion to recommend the approval of a contract extension to the Kapnick Insurance Group for one (1) year.

Motion Maker: Councilmember Crawford, Seconded: Mayor Pro Tem Staudt, Approved 3:0.

3. Superior Air-Ground Ambulance Service Contract

Interim City Manager Cardenas indicated that City Staff has continued to work with Superior Air-Ground Ambulance Service to try and obtain additional information on statistics and comparable communities for their contract but that there has been some difficulty in getting the desired information back from them. The options before the Committee and City would be to either renew the contract with Superior Air-Ground Ambulance Service or to go to bid once more.

Fire Chief Jeff Johnson emphasized that in the event the City does go to bid then it will need to be done with enough built-in transitional time, ideally at least 6-months.

The Councilmembers instructed City Staff to request the necessary information and a clearly laid out new contract proposal from Superior Air-Ground Ambulance Service, to be prepared and presented for review before the next meeting of the Consultant Review Committee.

AUDIENCE COMMENTS - none

ADJOURNMENT - 6:07 p.m.