



CITY OF NOVI  
Consultant Review Committee Meeting  
**June 6, 2022 6:00 p.m.**  
Council Conference Room | Novi Civic Center | 45175 Ten Mile Road  
(248) 347-0445

- CALL TO ORDER** 6:00 p.m.
- ROLL CALL:** Mayor Pro Tem Staudt, Council Member Crawford, Council Member Fischer
- PRESENT:** Mayor Pro Tem Staudt, Council Member Crawford, Council Member Fischer
- STAFF LIAISON:** Victor Cardenas, Assistant City Manager
- OTHERS PRESENT:** Katherine Oppermann, Recording Secretary

**APPROVAL OF AGENDA**

Moved by Member Fischer, seconded by Mayor Pro Tem Staudt, Carried Unanimously: to approve the agenda as presented.

**APPROVAL OF MINUTES**

1. Monday, May 2, 2022 Meeting Minutes  
Moved by Member Fischer, seconded by Member Crawford, Carried Unanimously: to approve the agenda as presented.

**PURPOSE OF THE MEETING**

Staff Liaison Victor Cardenas presented the additional information for the Private and Public Engineering Consultant contracts as had been requested by the committee at their previous meeting on May 2, 2022. The consultants were amendable to the changes proposed and had updated their new contracts accordingly.

1. Private Engineering Consultant Contract Extension

Motion made by Member Fischer that Spalding DeDecker be recommended to City Council for an extended five-year private engineering consultant contract and for an extended two-year contract to OHM to provide support as a private engineering consultant when needed. Motion was seconded by Member Crawford and carried unanimously 3:0.

2. Public Engineering Consultant Contract Extension

Motion made by Member Crawford that AECOM be recommended to City Council for an extended five-year public engineering consultant contract and for an extended two-year contract to OHM to provide support as a public engineering

consultant when needed. Motion was seconded by Member Fischer and carried unanimously 3:0.

### 3. Property and Liability Insurance Broker

Mr. Cardenas explained the vacant position of Property and Liability Insurance Broker out to bid in a RFP request and that only one comprehensive bid package was received back. The bid was by the Kapnick Insurance Group, for Tokio Marine. While the City of Novi lacked an official broker Tokio Marine continued to provide service for the city, going above and beyond per city administration. City administration is impressed so far with the proposal from Kapnick Insurance Group and believes they will be highly beneficial as the city moves to be more diligent with recoding assets monthly and in their review process for vehicles, claims, cyber, natural disaster, etc.

Following discussion, a motion was made by Member Crawford that Kapnick Insurance Group be recommended to City Council for a contract as the city's property and insurance broker. Motion was seconded by Member Fischer and carried unanimously 3:0.

Mr. Cardenas indicated that the next meeting of the Consultant Review Committee is planned to include the review of a contract extension for Superior Ambulance and for a Masterplan Consultant

**AUDIENCE COMMENTS** - None

**ADJOURNMENT** 6:23 p.m.