



**CITY OF NOVI CITY COUNCIL**  
**MAY 9, 2022**

**SUBJECT:** Approval of recommendation from the Consultant Review Committee to award an extended contract to Baker Legal Group for a four (4) year contract for Prosecutorial Legal services with adoption of the associated fees and charges, effective January 1, 2023, subject to final review of the form of agreement by the City Manager's office and City Attorney.

**SUBMITTING DEPARTMENT:** City Manager

**BACKGROUND INFORMATION:** The City of Novi has contracted with Baker Legal Group since 2012 and, in its most recent contract in 2021. The current agreement is set to expire on December 31, 2022. Leading up to the end of the contract, the Consultant Review Committee (CRC) convened on May 2, 2022, to review the contracts and renewal proposals from the three legal services provided to the City of Novi. The CRC was comfortable with staff's recommendation to continue with the Baker Legal Group for another year, increasing his hourly rate; two dollars and fifty cents (\$2.50) to \$117.50. The proposed contract includes two (2) one year options that city Council can choose to exercise in years 2027 and 2028. The CRC recommends that in those two years, City Council will evaluate the the hourly rate along with the contract.

**RECOMMENDED ACTION:** Approval of recommendation from the Consultant Review Committee to award an extended contract to Baker Legal Group for a four (4) year contract for Prosecutorial Legal services with adoption of the associated fees and charges, effective January 1, 2023, subject to final review of the form of agreement by the City Manager's office and City Attorney.

## **AGREEMENT FOR PROSECUTORIAL LEGAL SERVICES**

The City of Novi, herein called "City," and Baker Legal Group, P.L.L.C., herein called "Attorneys", agree as follows:

1. The City Council of the City of Novi employs the Attorneys as special counsel to represent the City in the prosecution of ordinance and/or code violations of the City.
2. The Attorneys shall comply with the insurance provisions described in the attached Exhibit A - Insurance Requirements.
3. The Attorneys shall perform the services described in the attached Exhibit B - Scope of Services.
4. For the services described in Section 2 above, the Attorneys shall be paid as described in the attached Exhibit C - Fee proposal from the Attorneys dated May \_\_, 2022.
5. Fees for services as outlined above may be adjusted in accordance with revised schedules as may be approved by both parties in conjunction with adoption of the City's budget. If the City determines to extend the Agreement for years 5 and 6, the fees for services shall be determined by mutual agreement of the parties at that time.
6. Scott Baker shall be primarily responsible for the provision of the services listed, and he/she shall attest to the accuracy of all invoices submitted pursuant to this agreement. Attorneys agree that a sufficient number of attorneys shall be assigned to the City's work to assure timely delivery of services.
7. This Agreement shall continue and remain in effect for a period of four (4) years, with the option of two (2) one-year renewals through mutual consent. or until a notice of termination is earlier provided by either the City Council or the Attorneys. Either party may terminate this agreement at any time upon sixty (60) days written notice to the other for any reason. In the event of termination the parties agree to cooperate in the transition to successor legal counsel in conformance with State Bar of Michigan ethical guidelines to protect the public interests of the City.

IN WITNESS WHEREOF. the parties hereunto have executed this Agreement on the date below stated.

[signatures on next page]

CITY OF NOVI

By \_\_\_\_\_  
Robert J. Gatt, Mayor

By \_\_\_\_\_  
Cortney Hanson, City Clerk

BAKER LEGAL GROUP, P.L.L.C.

By  \_\_\_\_\_  
Scott R. Baker  
Managing Member

Dated: 05/3/2022

**Exhibit A**  
**Insurance Requirements**

1. The Attorneys shall maintain at its expense during the term of this Agreement, the following insurance:
  - a. **Worker's Compensation** insurance with the Michigan statutory limits and Employer's Liability insurance with minimum limits of **\$100,000** (One Hundred Thousand Dollars) each accident.
  - b. **Commercial General Liability Insurance** - The Attorneys shall procure and maintain during the life of this Agreement, Commercial General Liability Insurance, Personal Injury, Bodily Injury and Property Damage on an "Occurrence Basis" with limits of liability not less than **\$3,000,000** (Three Million Dollars) per occurrence combined single limit.
  - c. **Automobile Liability** insurance covering all owned, hired and non-owned vehicles with Personal Protection insurance to comply with the provisions of the Michigan No Fault Insurance Law including Residual Liability insurance with minimum bodily injury limits of **\$3,000,000** (Three Million Dollars) each person and **\$3,000,000** (Three Million Dollars) each occurrence and/or aggregate minimum property damage limits of **\$3,000,000** (Three Million Dollars) each occurrence and/or aggregate.
  - d. The Attorneys shall provide proof of **Professional liability** coverage in the amount of not less than **\$3,000,000** (Three Million Dollars) per occurrence and/or aggregate.
2. The Attorneys shall be responsible for payment of all deductibles contained in any insurance required hereunder.
3. If during the term of this Agreement changed conditions or other pertinent factors should in the reasonable judgment of the city render inadequate insurance limits, the Attorneys will furnish on demand such additional coverage as may reasonably be required under the circumstances. All such insurance shall be effected at the Attorneys' expense, under valid and enforceable policies, issued by the insurers of recognized responsibility which are well-rated by national rating organizations and are acceptable to the City.
4. All policies shall name the Attorneys as the insured and shall be accompanied by a commitment from the insurer that such policies shall not be canceled or reduced without at least thirty (30) days prior notice date to the City.

All policies except Professional Liability insurance shall name the City of Novi, its officers, agents and employees as additional insured. Certificates of Insurance evidencing such coverage shall be submitted to Sue Marianti, Purchasing Manager, City of Novi, 45175 West Ten Mile Road, Novi, Michigan 48375-3024, prior to

commencement of performance under this Agreement and at least fifteen (15) days prior to the expiration dates of expiring policies.

5. If any work is sublet in connection with this Agreement, the Attorneys shall require each Attorney to effect and maintain at least the same types and limits of insurance as fixed for the Attorneys.
6. The provisions requiring the Attorneys to carry said insurance shall not be construed in any manner as waiving or restricting the liability of the Attorneys under this Agreement.
7. The City has the authority to vary from the specified limits as deemed necessary.

**Exhibit 8**  
**Scope of Services**

The Attorneys shall perform and/or represent the City regarding the following services:

- Prosecution of misdemeanor offenses as defined in the city codes and ordinances.
- Prepare and present criminal cases for bench and/or jury trial.
- Attendance at the 52-1 District Court on the determined City of Novi court day.
- Attendance at all formal hearings and pre-formal hearings involving Novi Police personnel or Novi Police cases.
- Attendance at all pre-trial hearings involving City of Novi Police personnel or Novi Police cases.
- Set a day and time for office hours at the Novi Police Department Prosecutor's Office (minimum of three hours per week or as needed) for review of cases filed by Novi Police personnel and consultation with Novi Police personnel.
- Communicate charging decisions to victims and police personnel.
- Lead misdemeanor criminal cases through the court process.
- Coordinate the subpoena of victims, witnesses and police personnel with the Novi Police Court Services personnel.
- Coordinate the discovery process involving Novi Police reports, statements, evidence. etc. with attorneys representing defendants in criminal cases.
- Work with the Public Safety Director and/or his/her designee to improve the effectiveness and efficiency of cases presented for prosecution by the Novi Police Department.
- Provide legal research as it relates to the City codes and ordinances.
- Inform Novi Police personnel of statutory changes that could impact the City codes and ordinances.

**PROSECUTORIAL SERVICES FEE PROPOSAL**

**[attached]**

# THE BAKER LEGAL GROUP, PLLC

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[sbaker@bakerpllc.com](mailto:sbaker@bakerpllc.com)

April 14, 2022

City of Novi Consultant Review Committee  
45175 West Ten Mile Road  
Novi, MI 48375

Re: City Prosecution Contract

Dear Mayor Pro Tem Staudt, Council Member Crawford and Council Member Fischer:

It has been my pleasure to work with the City of Novi and the men and women of the Novi Police Department since 2012 and I look forward to continuing that relationship.

The final one-year contract extension for prosecutorial services will expire on December 31, 2022. Accordingly, please consider this correspondence my formal request to renew my contract with the City for prosecutorial services. I would request the committee recommend a 4-year agreement, with two one-year options to extend, the current hourly rate is \$115.00/ hour, my proposed annual rates are broken down as follows:

Year 1	117.50
Year 2	120.00
Year 3	122.50
Year 4	125.00
Option Year 1	VÖÖ
Option Year 2	VÖÖ

Thank you and if you should have any questions, please feel free to contact me.

Very truly yours,

THE BAKER LEGAL GROUP, PLLC



Scott R. Baker