

## **LAW COMMITTEE MINUTES OF MARCH 04, 2013 MEETING**

- Attendees: Richard Bardach, Ray Warren, Natalie Wolf, Stacy Lefton, Tom Muething, Scott Lahrmer, Bill Doering, Peg Conway, Chief Wallace and Ed Hattenbach.
- Motion to approve the minutes of the September 28, 2012 law committee meeting was made by Natalie Wolf, seconded by Ray Warren and was unanimously approved, with one exception. Ray Warren opposed the grass height regulated by code section 150.79.4 that was originally passed by the committee at 8 inches in height and believed 10 inches to be the proper height.

### **The following items were reviewed and approved concerning controlling legal costs:**

- If a member of Council wants the Village Solicitor to research a particular issue, review a document or perform any other service for the village, that member(s) should first contact the Village Manager. If there is agreement that the Village Solicitor should be consulted, then generally such contact should be made by the Village Manager. However, if agreed, it is perfectly acceptable for the member of Council to contact the Solicitor. If the member(s) of Council and the Village Manager cannot agree that the Solicitor should be consulted then the matter should be forwarded to the Chair of the Law Committee or alternatively two Council members, who can either approve that the Solicitor should be consulted or refer the matter to the full Law Committee.
- If the Village Solicitor believes that their time is being over-utilized, he or she should contact the Village Manager. If a member of Council is contacted by the Solicitor, that Council member should e-mail the Village Manager with an estimate of the time spent on reviewing the particular issue.
- If the Solicitor contacts a member of Council directly then the member of Council should feel free to deal with the Solicitor without first contacting the Village Manager.
- In order to facilitate the Village Manager's review of invoices from the Solicitor, each member of council should e-mail the Village Manager on a monthly basis with a very short description of any discussions with the Solicitor along with an approximation of the time spent in reviewing any such matter. A reminder e-mail will be sent to all Council members on a monthly basis.
- With respect to the Village Solicitor, all members of Council are clients of the Solicitor and accordingly all communications between a Council member and the

Solicitor cannot be viewed as private. Generally, any attorney client privileged communications (e.g., memos) should be shared with all members of Council.

- The Law Committee should review on a quarterly basis the Solicitor's invoices for the prior three months.
- The Law Committee agreed to revise the process for members of the public to register to address Council meetings. The law committee recommended that the deadline to register should be extended until Noon on Monday for a regularly scheduled Council meeting.