

**VILLAGE OF SUGAR GROVE
BOARD REPORT**

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES
FROM: SCOTT KOEPPPEL, VILLAGE ADMINISTRATOR
SUBJECT: NEW VILLAGE ATTORNEY PROCESS
AGENDA: NOVEMBER 5, 2024, REGULAR BOARD MEETING
DATE: OCTOBER 30, 2024

ISSUE

Should the Village issue an RFP and follow the process outlined in this memo to find a new Village Attorney?

DISCUSSION

Laura Julien from Mickey, Wilson, Weiler, Renzi, Lenert, & Julien, recently informed the Village Administrator and Village President that they will no longer be able to serve as the Village Attorney. The Village Attorney is appointed as follows from Village Code:

The Attorney shall be appointed for a one-year term by the President, by and with the advice and consent of the Village Board, the President and Village Board voting jointly, and he/she shall serve until his/her successor is appointed and qualified. (Ord. 3, 7-9-1957)

After a discussion with the Village President, staff recommends the following process. Staff issues an RFP for a Village Attorney. An interview team comprised of the Village Administrator, Finance Director, Community Development Director, and Police Chief review the proposals and select firms to interview. The interview team then recommends a top 3 to the Village President. The Village President then makes a recommendation to the Village Board for consent.

COST

There is no cost for the discussion.

RECOMMENDATION

The Village Board discuss and provide direction to staff.