



# REPORT TO VILLAGE BOARD

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<b>ITEM NAME:</b>	RFP – Attorney Services
<b>MEETING DATE:</b>	May 29th, 2025
<b>PRESENTING COMMITTEE:</b>	APC
<b>COMMITTEE CONTACT:</b>	David Baker
<b>STAFF CONTACT:</b>	Jennifer Poyer
<b>PREPARED BY:</b>	David Baker

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**ISSUE:** The Village currently uses VanderWaal Law, S.C. for our Village attorney legal services and Wolfgram, Gamoke & Hutchinson, S.C. for our prosecution attorney services. The Village is not seeking to replace Harold Wolfgram as our prosecution attorney.

VanderWaal Law agreed to represent the Village on a short-term basis, despite their larger than desired workload. The Village agreed to pursue an RFP for a Village attorney as a verbal condition of the agreement with VanderWaal Law. Shane VanderWaal is informally assisting with our search.

**OBJECTIVES:** Locate a well-qualified legal firm willing to act as the Village’s municipal attorney.

**ISSUE BACKGROUND/PREVIOUS ACTIONS:** During the May 15 Administrative Policy Committee Meeting, committee members reviewed the proposed RFP and provided proposed text and changes for the RFP. The revised RFP is included in the packet.

**PROPOSAL:** Review and approve or modify the proposed RFP language. President Baker will work with VanderWaal Law and others to encourage firms to respond to the RFP.

**ADVANTAGES: /DISADVANTAGES:**

**ITEMIZE ALL ANTICIPATED COSTS (Direct or Indirect, Start-Up/One-Time, Capital, Ongoing & Annual, Debt Service, etc.)**

**RECOMMENDED ACTION:** Motion to approve the proposed RFP documents and direct staff to issue the RFP for Village attorney services.

**OTHER OPTIONS CONSIDERED:**

**TIMING REQUIREMENTS/CONSTRAINTS:**

**FUNDING SOURCE(s) – Must include Account Number/Description/Budgeted Amt CFY/% Used CFY/\$**

Remaining CFY

Account Number:

Description:

Budgeted Amount:

Spent to Date:

Percentage Used:

Remaining:

**ATTACHMENTS (describe briefly):** Attorney RFP