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## COUNCIL ACTION SUMMARY SHEET

**MEETING DATE:** November 24, 2025

**TOPIC** Extend Term and Appointments for Ad Hoc Legal Services Review Committee

### BACKGROUND BRIEF:

Legal Services Review Committee Chairman McClary is requesting an extension of the Committee term and appointments to the Committee from the first regular meeting of Council in December 2025 to the second regular meeting in January 2026, to permit the Committee to complete the work charged to it by the Council. The Committee is in the process of reviewing and rating the proposals of the six responsive firms, preparing interview questions, and establishing an interview schedule for finalists. The impending Thanksgiving and Christmas holidays, together with other scheduling commitments of Committee members, make it necessary to extend the time for completing the Committee's work.

### SUMMARY OF PREVIOUS COUNCIL ACTION:

10/27/2025 – Council created an Ad Hoc Legal Services Review Committee consisting of three (3) Council members, the Village Manager, and the Chief of Police to establish the criteria for rating legal services firms; review the proposals received on October 22, 2025, and rate each; prepare interview questions and interview firms and rate each firm's interview presentation; and formulate a recommendation to Council on selection of the most qualified firm no later than the first regular meeting of the Village Council in December 2025.

### FINANCIAL IMPACT:

None

### RECOMMENDED MOTION:

To extend the expiration of the term of the Ad Hoc Legal Services Review Committee and the appointments thereto from the first regular meeting of the Village Council in December 2025 to the second regular meeting of the Village Council in January 2026.