

***City Council
Legal Review Committee
Meeting Agenda***

**February 21, 2020
City Hall, Spruce Room
749 Main Street
8:15 AM**

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Approval of Minutes: December 2, 2019
- V. Public Comments on Items Not on the Agenda
- VI. Discussion/Direction – 2020 Committee Work Plan
- VII. Discussion/Direction – Review of Judge & Deputy Judge Applications
- VIII. Discussion/Direction – Review of Back Up Prosecuting Attorney Applications
- IX. Discussion Items for Next Meeting
 - Retail Marijuana FAQs
- X. Adjourn

City Council Legal Review Committee Meeting Minutes

**December 2, 2019
749 Main Street
3:30 PM**

Call to Order – Councilmember Leh called the meeting to order at 3:30 pm.

Roll Call: The following members were present:

Committee Members: *Chris Leh, City Council
Deborah Fahey, City Council*

Staff Present: *Meredyth Muth, City Clerk
Heather Balsler, City Manager
Kathleen Kelly, City Attorney*

APPROVAL OF AGENDA

The agenda was approved as presented.

APPROVAL OF MINUTES FROM SEPTEMBER 27, 2019

The minutes were approved as presented.

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

None.

DISCUSSION/DIRECTION – PROCESS FOR FILLING MUNICIPAL JUDGE & DEPUTY JUDGE VACANCIES AND RECOMMENDATION TO CITY COUNCIL

Members discussed the process to fill the vacant positions including how to involve the full Council. Members decided on a general process for the Committee to use and noted the any member of the City Council can be involved at any stage in the process.

Member decided the application should not be advertised until after the holidays and left open at least 30 days. This would mean the Committee would review applications in February, hold interviews in early March, and make a recommendation to the full Council shortly after that.

Members would like the Council to finalize any compensation changes prior to advertising the position so that is clear in the hiring process.

Members would like to see if Interim Judge Thrower would be willing to extend his term to the end of April to accommodate this timeline.

Members think that depending on the applicant pool they will likely they want to interview 5-6 applicants to fill the Presiding Judge and two Deputy Judge positions.

Members reviewed the position notice and application and suggested changes.

DISCUSSION/DIRECTION – PROCESS FOR HIRING BACK UP PROSECUTING ATTORNEY AND RECOMMENDATION TO CITY COUNCIL

Members would like to align with timing of this process with the judge process if possible. Staff will advertise the position January.

Members discussed the option of having a firm rather than an individual be used in this position. Members will recommend the Council that if a firm is chosen, the firm will be required to designate a person for the position and not to be able to rotate associates through the position.

Members reviewed the application and suggested changes.

DISCUSSION/DIRECTION – REVIEW OF SALARIES FOR JUDGE, DEPUTY JUDGE, AND PROSECUTING ATTORNEY AND RECOMMENDATION TO CITY COUNCIL

After reviewing the compensation for these positions in other municipalities, members decided to recommend the following changes for the full Council to consider:

- Raise Presiding Judge compensation to \$2800/month
- Raise the Deputy Judge compensation to \$140/hour
- Raise the Prosecuting Attorney compensation to \$130/hour

The Committee will make this recommendation to the full Council on December 17 to be in effect for 2020 contracts.

DISCUSSION ITEMS FOR NEXT MEETING

Judge and Prosecutor Applicant review and next steps.

ADJOURN

The meeting was adjourned at 5:10 pm

SUBJECT: DISCUSSION/DIRECTION – 2020 COMMITTEE WORK PLAN

DATE: FEBRUARY 21, 2020

PRESENTED BY: MEREDYTH MUTH, CITY CLERK

SUMMARY:

Councilmember Leh will present a suggested list of items for the Committee to work on in 2020.

RECOMMENDATION:

Discussion.

ATTACHMENT(S):

None.

**SUBJECT: DISCUSSION/DIRECTION – REVIEW OF JUDGE & DEPUTY
JUDGE APPLICATIONS**

DATE: FEBRUARY 21, 2020

PRESENTED BY: MEREDYTH MUTH, CITY CLERK

SUMMARY:

Judge Thrower's appointment as Acting Municipal Judge ends April 30, 2020. The City advertised for the position of Judge and Deputy Judge in January and received 31 applications. The Committee will need to review the applications, decide which applicants to interview, and set a time for the interviews. Following the interviews the Committee will make a recommendation to the full Council on who to hire to fill the positions.

RECOMMENDATION:

Review applications and decide which applicants to interview.

ATTACHMENT(S):

None.

**SUBJECT: DISCUSSION/DIRECTION – REVIEW OF BACK-UP
PROSECUTOR APPLICATIONS**

DATE: FEBRUARY 21, 2020

PRESENTED BY: MEREDYTH MUTH, CITY CLERK

SUMMARY:

The City is in need to a back-up prosecutor for the Court. Staff advertised the position in January and received two applications. The Committee will need to review the applications, decide if it wants to interview any applicants, and set a time for the interviews if needed. Following interviews, the Committee will make a recommendation to the full Council on who to hire to fill the position.

RECOMMENDATION:

Review applications and decide which applicants to interview.

ATTACHMENT(S):

None.