

## CONTRACT FOR CIVIL LEGAL SERVICES

This agreement is entered into by and between the **City of Ramsey**, 7550 Sunwood Drive N.W., Ramsey, MN 55303 (hereinafter "City") and the law firm of **Ratwik, Roszak, & Maloney, P.A.**, 730 Second Avenue South, Suite 300, Minneapolis, MN 55402 (hereinafter "Law Firm"), for the purpose of utilizing the Law Firm to provide civil legal services to the City.

### RECITALS

**WHEREAS**, the City has retained the Law Firm since July 2013 to provide professional civil legal services; and

**WHEREAS**, the City wishes to continue utilizing the Law Firm for such services.

**NOW THEREFORE, IN CONSIDERATION OF** the mutual promises contained herein and other good and sufficient consideration the parties agree to the following:

### TERMS

**1. Scope and Nature of Legal Services:** The parties agree to the following description of the nature of the legal services to be provided by the Law Firm to the City:

**1.1 Retainer Matters:** The Law Firm shall provide the following civil legal services to the City in exchange for the retainer fee set forth in Paragraph 6.1:

- A. Regular office hours of 9:00 a.m. to noon on the first Monday of the month, which includes attendance at the staff meeting.
- D. Review and drafting of ordinances, resolutions, agreements, deeds and other documents requested by the City.
- E. Advising staff on legal matters by telephone or in person, at our offices or at the Municipal Center.
- G. Legal research and opinions as directed by City Council, City Administrator and/or Department heads.
- H. Advice on day-to-day personnel matters.

- I. EDA representation as directed by City Administrator.
- J. Data practices/open meeting law advice.
- K. Updates on relevant new legislation and case law affecting municipal government.

**1.2 Non-Retainer Matters:** The parties contemplate that the Law Firm will also provide civil legal services outside the scope of services covered by the retainer as described in paragraph 1.1 above. These non-retainer services shall be handled as follows:

**1.2.1 Attendance at Meetings:** Attendance at regular and special City Council meetings, Council work sessions, and board, commission and committee meetings shall only occur as directed by the City Administrator or Mayor. Meeting attendance for these meetings will be billed at a flat fee of \$500 per meeting. Unless otherwise provided in this agreement, attendance at any other meetings shall be billed hourly at \$150.00 per hour.

**1.2.2 Contested Case Matters:** The Law Firm will provide, and the City shall utilize the Law Firm for representation in contested cases. For purposes of this Agreement, a contested case matter means an adversarial proceeding in any arena including, but not limited to, district court or appellate court litigation, arbitration, eminent domain proceedings, civil forfeiture proceedings, abatement proceedings, special assessment proceedings, human rights administrative proceedings, veterans preference proceedings, unemployment hearings, and the like. These legal services will be billed to the City at \$150.00 per hour during the term of this Agreement.

**1.2.3 Investigations/Negotiations:** The Law Firm will perform investigations as requested by the City, and will provide labor negotiation assistance as requested by the City. These legal services will be billed to the City by the Law Firm at \$150.00 per hour during the term of this Agreement.

**1.2.4 Property Matters:** The Law Firm will perform legal services related to property matters, including City and EDA real estate sales and/or acquisitions, and easement drafting

The City may recommend the Law Firm to an insurance carrier for claims arising out of matters which are outside of the scope of this Contract for Legal Services. At the point in time when an insurance carrier admits coverage, and to the extent that they will provide retroactive payments for attorneys' fees, the Law Firm will receive its payments for services rendered from the insurance carrier and not the City. To the extent that an insurance carrier does not pay for legal services rendered by the Law Firm, including any deductibles, the City will pay the Law Firm for services rendered at the rates charged to the insurance company, subject to the billing and payment provisions of paragraph 5.

**4. Responsible Attorney and Staff.** Joseph J. Langel shall be the primary attorney for the City. Mr. Langel shall be responsible for the performance of this agreement, although he may be assisted by other attorneys or support staff in the firm. Mr. Langel shall supervise all work performed on behalf of the City.

**5. Conflict of Interest and Attorney/Client Privilege Issues:**

**5.1 Conflict of Interest:** The Law Firm will notify the City if the Law Firm represents or has ever represented an opposing party in a legal matter, whether within or outside of any of the retainers. The Law Firm declares that it represents many school districts, cities, counties, and other public entities throughout the State of Minnesota, and in the area of the City of Ramsey.

**5.2 Attorney/Client Privilege:** The Law Firm is authorized to utilize e-mail without encryption to transmit and receive confidential client information. Cordless and cellular telephones may be used by the Law Firm to transmit and receive confidential client information. The City specifically acknowledges that it understands the confidentiality risks associated with inadvertent interception.

**6. Billing Format, Cycle, Payment Expectations and Interests.**

**6.1 Retainers:** The retainer for the retainer services described in Paragraph 1.1 shall be as follows:

2019	\$3,137/month
2020	\$3,215/month

**6.2 Billing Format:** The Law Firm will submit monthly statements for both retainer and non-retainer matters, itemizing legal services

rendered for the prior month broken down into categories. These categories shall include: retainer, non-retainer contested case, and non-retainer developer reimbursable.

- 6.3 Billing Cycle:** The Law Firm will bill monthly for legal services rendered in the prior month. Generally, bills will go out approximately fifteen (15) days after the end of the prior month.
- 6.4 Payment Expectations:** The City will pay the bill of the Law Firm within thirty (30) days or less of its receipt of the bill by forwarding a check to the Law Firm paying for both legal services and expenses shown on the Law Firm's bill.
- 6.5 Disputes:** In the event that the City disputes any aspect of the Law Firm's bill, the appropriate City representative will contact Joseph J. Langel at the Law Firm stating the nature of the dispute. The parties pledge their mutual good faith in resolving any disputes.
- 6.6 Interest:** Because the City will be paying the Law Firm's bills within thirty (30) days from their receipt, no interest will be charged. If the City determines that it will be necessary to deviate from that payment schedule, then it will notify the Law Firm. An interest rate of 8% per annum will be charged to the City if it elects a payment schedule greater than thirty (30) days, subject to change as may be mutually agreed between the parties.
- 6.7 Term:** The term of this Agreement will be from January 1, 2019 to December 31, 2020, subject to the following provisions:
1. During the term of the Agreement, either party may terminate the Agreement upon thirty (30) calendar days written notice to the other party.
- 6.8 City Approval:** The City Council has approved the Law Firm's performance of legal services for the City during the term of this agreement. The signing of this agreement will be ministerial, and the Law Firm is authorized to commence performing services immediately.
- 6.9 Severability.** Upon termination of this agreement, the City shall only be responsible for the pro rata portion of the annual retainer under Section 6.1.

**6.10 Other.** The City expressly reserves its right to hire independent counsel on matters it determines requires an attorney with more expertise or expertise in a particular field. In such a situation, the City shall remain responsible to the Attorney for the monthly fee provided under this agreement along with any billings not related to the matter for which special counsel was retained. The City shall only be responsible to the Attorney for extra expenses in relation to the matter for which special counsel is retained if the City names the Attorney as co-counsel in the matter or otherwise requests the Attorney's participation.

**THE CITY OF RAMSEY**

**RATWIK, ROSZAK & MALONEY, P.A.**

By: \_\_\_\_\_  
Its Mayor

By: \_\_\_\_\_  
Margaret A. Skelton, President

By: \_\_\_\_\_  
Its City Administrator

312688