

▼ AGREEMENT FOR CRIMINAL PROSECUTION SERVICES

This Agreement, entered into between the City of Ramsey, a Minnesota Municipal Corporation (City) and the Law Firm of Eckberg Lammers, P.C., (Criminal Prosecution Attorney) as of January 1, 2023 provides as follows:

ARTICLE I: **BACKGROUND: FINDINGS**

- 1.1 Authority. The appointment and removal of the Criminal Prosecution Attorney are made by the City Council.
- 1.2 Council Determination. At a duly called regular meeting of the City Council it was determined that the law firm of Eckberg Lammers, P.C. be engaged as Criminal Prosecution Attorney, with Joseph Van Thomme of that firm serving as chief prosecutor for the City. This agreement between the firm and the City sets forth the terms and conditions of the engagement.

ARTICLE II: **TERMS AND CONDITIONS**

- 2.1 Consideration. In consideration of the mutual promises and conditions contained in this Agreement, the City and the Criminal Prosecution Attorney agree to the terms and conditions as set forth herein.
- 2.2. Criminal Prosecution Attorney Appointment. The City appoints the firm of Eckberg Lammers, P.C. as Criminal Prosecution Attorney, with Joseph Van Thomme acting as primary chief prosecutor for the City.
- 2.3 Usual and Customary Criminal Prosecution Services. The Criminal Prosecution Attorney agrees to perform all usual and customary criminal prosecution services for the City in accordance with the terms of this Agreement, including, but not limited to the following primary responsibilities for the criminal prosecution services:

General Responsibilities:

Represent and prosecute all criminal law matters within the City's jurisdiction, included but not limited to scheduling, and attending all necessary hearings, trials, arraignments, and post-conviction hearing as required, coordinating officer and witness appearances, reviewing all criminal cases presented for purposes of prosecution, determine technical compliance with criminal code and other state statutes, writing complaints, making recommendations to the Court for alternatives to prosecution where appropriate, act as a resource to the Police Department in the development of criminal cases, and provide training sessions for Police and other City staff as needed.

Provide timely pursuit of disposition of criminal case in advance of actual Court cases to avoid unnecessary officer Court time.

Process and prosecute forfeiture cases on behalf of the Police Department.

The Criminal Prosecution Attorney is required to be knowledgeable in a variety of legal areas, including but not limited to:

- * Criminal Prosecution
- * Trial Activity
- * General Municipal Laws
- * City Code Issues related to criminal prosecution
- * General State and Federal Laws relating to prosecution matters
- * General Government Data Practices related to rules of discovery and criminal prosecution

The Criminal Prosecution services that are required by the City and covered by a fixed retainer fee include, but are not limited to, the following areas:

1. Meetings and/or telephone conversations with and advising City Administrator and Police Chief, police officers and other authorized staff on general criminal legal matters.
2. Research and submission of legal opinions on criminal legal matters requested by the City Administrator, Police Chief or other authorized staff, availability to answer staff questions by telephone.
3. Legal consultation and general support for City Administrator and Police Chief and other authorized staff on general criminal legal matters.
4. Provide a high level of customer service by responding in a prompt matter.
5. Prosecute all petty misdemeanor, misdemeanor and statutorily delegated gross misdemeanor offense committed within the corporate limits of the City. This includes all such cases initiated by any law enforcement agency and citizen complaints including, but not limited to, traffic violations, DUI cases, and City Code violations that are prosecuted criminally.
6. Provide advice, consultation and training where required to the City's Police Department and to all other departments of the City in the interpretation and enforcement of statutes, ordinances and investigations of violations in connection with the prosecution of criminal cases.
7. Prepare criminal complaints where facts warrant.
8. Evaluate all cases where a plea of not guilty is entered and prosecute where warranted.
9. Prepare appropriate pre-trial notices as required.
10. Seek such additional investigation as required.
11. Negotiate and enter plea bargains where deemed advisable.
12. Represent the City at all pre-trial motions.
13. Perform all legal research and prepare briefs when required.

14. Try all jury and court cases as necessitated.
15. Review ordinances for criminal prosecution as requested.
16. Render written opinions to law enforcement on criminal prosecution matters where requested, including interpretation of statutes, ordinances, rules and regulations.
17. Ensure proper notifications and preparation of police officers and staff for trial.
18. Assist in resolving criminal prosecution matters not resulting in litigation.
19. Assist the City and law enforcement in efficient disposition of DUI-related forfeitures arising from cases handled by the Criminal Prosecution Attorney.
20. Examine, evaluate and provide representation for all appeals to the Appellate Courts.

As part of the firm's comprehensive flat fee prosecution services, no charges are ever imposed for phone calls. The firm encourages police officers and staff to contact any of our prosecuting attorneys. If a phone call evolves into a project or work item, that item shall be covered by the flat fee retainer agreement. The firm has found its law enforcement clients welcome this approach, as it provides for unfettered legal advice without imposing financial pressure on the given department.

2.4 Compensation for Criminal Prosecution Services. For Criminal Prosecution Services for the years 2023 - 2027, the City agrees to compensate the Criminal Prosecution Attorney as follows:

| | 2023 | 2024 | 2025 | 2026 | 2027 |
|-------------------|----------|-----------|----------|----------|----------|
| Retainer Fee* | \$75,028 | \$77, 278 | \$79,596 | \$81,983 | \$84,442 |
| Hourly Attorney * | \$250 | \$250 | \$250 | \$250 | \$250 |

* Retainer Fee: Annual Amount to be paid in 12 equal installments.

* Hourly Attorney: The hourly rates for all attorneys will be the same and shall only apply to matters not related to or covered by this agreement. Such fees will be specifically agreed to by the City prior to any undertaking of legal services by the Criminal Prosecution Attorney.

2.5 Compensation for Expenses. The City will compensate the Criminal Prosecution Attorney for the following actual and necessary expenses incurred by the Criminal Prosecution Attorney on behalf of the City:

The Criminal Prosecution Attorney passes through the following charges to the City at cost:

- * Process Server Fees
- * Court Filing Fees
- * Document Recording and Closing Fees
- * Court Reporter Transcription Fees

- 2.6 Billing Statements. Billings by the Criminal Prosecution Attorney to the City for services will be on a monthly basis, except as may otherwise be agreed upon by the parties. The billing statement shall be of sufficient detail to adequately inform the City concerning the services performed and the nature and extent of costs and disbursements. The statement shall also contain a summary that shows the total fees, charges and disbursements.
- 2.7 Term of Agreement. The term of this Agreement shall be for five years. The rates specified in this Agreement will remain in effect for the term of this Agreement.
- 2.8 Chief Prosecutor. It is the intention of the parties and it is hereby agreed by the Criminal Prosecution Attorney, the term "Chief Prosecutor" as used herein means and refers to Joseph Van Thomme, who will supervise and be responsible to the City for the criminal prosecution services provided.
- 2.9 Entire Agreement. This Agreement, any attached exhibits and any addenda or amendments signed by the parties shall constitute the entire Agreement between the City and the Criminal Prosecution Attorney, and supersedes any other written or oral agreements between the City and the Criminal Prosecution Attorney. This Agreement can only be modified in writing signed by the City and the Criminal Prosecution Attorney.
- 2.10 Termination. This Agreement may be terminated by the City at any time or by the Criminal Prosecution Attorney upon 60 days written notice.
- 2.11 Conflict of Interest. The Criminal Prosecution Attorney shall use best efforts to meet all professional obligations to avoid conflict of interest and appearances of impropriety in representation of the City. In the event of a conflict, the Criminal Prosecution Attorney shall arrange for suitable alternative legal representation. It is the intent of the Criminal Prosecution Attorney to refrain from handling legal matters for any other person or entity that may pose a conflict of interest.
- 2.12 Agreement Not Assignable. Except as provided in Paragraph 2.11 of this Agreement relating to conflicts of interest, the rights and obligations created by this Agreement may not be assigned by either party.
- 2.13 Agreement Not Exclusive. The City retains the right to hire other legal representatives for specific legal matters.
- 2.14 Independent Contractor Status. All services provided by the Criminal Prosecution Attorney pursuant to this Agreement shall be provided by the Criminal Prosecution Attorney as an independent contractor and not as an employee of the City for the purpose, including but not limited to: income tax withholding, workers' compensation, unemployment compensation, FICA taxes, liability for torts and eligibility for employee benefits.
- 2.15 Work Product. All records, information, materials and other work product prepared and developed in connection with the provision of services pursuant to this Agreement shall become the property of the City.
- 2.16 Insurance and Indemnification. Criminal Prosecution Attorney agrees to maintain a valid policy of Professional Liability Insurance for the duration of this Agreement. The value of

the policy shall not be less than the cap of municipal tort liability as established by Minnesota Statutes. Criminal Prosecution Attorney further agrees to defend, indemnify, and hold harmless the City, its agents and employees against all causes of actions against the City or any of its agents or employees that arise from or as a result of the Criminal Prosecution Attorney's negligent actions or advice under the terms of this Agreement.

- 2.17 Data Practices Act Compliance. Data provided to the Criminal Prosecution Attorney under this Agreement shall be administered in accordance with the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13.
- 2.18 Choices of Law and Venue. This Agreement shall be governed by the construed in accordance with the laws of the State of Minnesota. Any disputes, controversies, or claims arising out of this Agreement shall be heard in the State or Federal Courts of Minnesota, and all parties to this Agreement waive any objection to the jurisdiction of these courts, whether based on convenience or otherwise.

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed by their proper officers and representatives as the day and year first above written.

CITY OF RAMSEY

Dated: _____

Mayor

Dated: _____

City Administrator

Dated: _____

Joseph Van Thomme
Criminal Prosecuting Attorney