



1010 Clubhouse Drive
Lake Isabella, MI, 48893

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Request for Proposals Ordinance Enforcement Prosecuting Attorney

The Village of Lake Isabella invites interested attorneys and law firms to submit written proposals to provide Ordinance Enforcement Prosecuting Attorney services for the Village. The Village of Lake Isabella uses the Municipal Civil Infraction process for code and ordinance enforcement, and desires to retain the services of an attorney or law firm to represent the Village in filing tickets, handling District Court scheduling/conferences, and representing the Village in formal hearings arising out of the enforcement process.

The individual attorney or firm selected shall serve as the Village Prosecutor, and shall be responsible for the prosecution of all Municipal Civil Infraction tickets issued by the Village of Lake Isabella. The Village does not utilize a local hearings bureau, and files all tickets directly with the Isabella County District Court. The Village does not have a Police Department, and does not issue traffic tickets. All Village offenses are considered civil infractions and not misdemeanors or felony offenses.

Typical violations which result in a Municipal Civil Infraction include, but are not limited to, blight related items (long grass, accumulation of trash, junk vehicles...), zoning related matters, and various nuisance violations (noise ordinance, parking violations, trespassing, animal control, and similar offenses). A complete copy of the Codified Ordinances can be found on our website. Historically, the Village issues between 10 and 20 Municipal Civil Infraction Tickets annually.

The Village currently uses the firm of Bloom Sluggett as our general legal counsel, and the firm of Dickinson Wright for bonding and labor law matters. Those services are not subject to this request, and are not anticipated to change in the near future.

Interested individuals or firms should respond by submitting a proposed fee schedule showing hourly rates and costs as well as information about the individual(s) who would be acting as the Code and Ordinance Enforcement Prosecuting Attorney for the Village. Such information should include a current resume or CV. A list of at least three professional references for the individual(s) proposed to be the Ordinance Enforcement Prosecuting Attorney should also

be included. Please feel free to include any additional information that you feel is applicable, including other municipal experience.

The Village reserves the right to reject any and all proposals submitted, and to begin the process over again at the sole discretion of the Village Council. The Village will be carefully reviewing all proposals for not only costs, but also past experience in municipal law, municipal code and ordinance enforcement experience and related matters. The Village also reserves the right to waive any and all procedural defects in the process. Any and all information submitted by an applicant will be deemed to be public information and is subject to public disclosure. The Village Council also reserves the right to publicly interview any, some or all applicants.

Proposals should be returned to the Village by 4 PM on Friday, August 3, 2018. Proposals should be addressed to:

Tim Wolff, Village Manager
1010 Clubhouse Drive
Lake Isabella, MI 48893

Questions may be addressed to Tim Wolff, Village Manager, at either 989.644.8654 or tim@lakeisabellami.org.