



**TO:** City Council  
**FROM:** Stefanie Stalheim, City Attorney  
**DATE:** January 2, 2024  
**SUBJECT:** **Appointment of Special City Attorney, Tina Snellings  
Minot Police Dept. Case No. 23-39862**

**I. RECOMMENDED ACTION**

The City Attorney recommends the City Council:

- A. consent and approve of the appointment of Tina Snellings, Assistant Ward County States Attorney, to act as Special Assistant City Attorney in Minot Police Dept. Case No. 23-39862; and
- B. authorize the City Attorney and Mayor to sign any necessary paperwork to complete the appointment.

**II. DEPARTMENT CONTACT PERSONS**

*Stefanie Stalheim 857-4755*

**III. DESCRIPTION**

- A. Background  
A staff member of the City of Minot is a victim in the above captioned case. Given the same, a conflict has arisen in regard to our ability to prosecute the matter.
- B. Proposed Project  
The City Attorney recommends retaining outside counsel to prosecute this matter on behalf of the City.
- C. Consultant Selection  
The City Attorney contacted the Ward County State's Attorney's Office and Assistant Ward County State's Attorney Tina Snellings indicated she would be willing and available to prosecute this matter for the City.

**IV. IMPACT:**

- A. Strategic/Service/Delivery Impact:  
Approving the appointment will allow prosecution of this matter to continue without delay.
- B. Fiscal Impact:  
Any anticipated expenses will be limited to actual costs (ex: travel, cost to create exhibits, etc.) and should be able to be absorbed by the existing City Attorney budget.

**V. CITY COUNCIL ASPIRATIONS**

Adopting the proposed recommendation and continuing prosecution of this case without delay achieves the City Council's aspirations to stay safe, welcoming, resilient, and prepared.

**VI. ALTERNATIVES**

- A. The City Council could direct the City Attorney to locate alternate conflict counsel.
- B. The City Council could direct the City Attorney not to retain conflict counsel.

**VII. TIME CONSTRAINTS**

The warrant for this case is still processing. We must have conflict counsel in place before the warrant can be reviewed and issued.

**VIII. LIST OF ATTACHMENTS**

- A. *Appointment of Special Assistant City Attorney*
- B. *Appointment and Oath of Special City Attorney (pleading)*