

LAW OFFICES

STORINO, RAMELLO & DURKIN

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February 27, 2026

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OF COUNSEL

IN REPLY REFER TO FILE NO.

Via e-mail ([bwing@cityofcresthill.com](mailto:bwing@cityofcresthill.com))

Blaine Wing  
City Administrator  
City of Crest Hill  
20600 City Center Blvd.  
Crest Hill, IL 60403

Re: Labor and Employment Legal Services

Mr. Wing:

Storino, Ramello & Durkin (the "Firm") appreciates the opportunity to provide legal services to the City of Crest Hill (the "City"). This letter sets forth the terms of the proposed engagement and constitutes an agreement between the City and the Firm (the "Agreement").

1. **Scope of Representation.** This Agreement governs the Firm's representation only of the City and not of any other party which is not named herein. This Agreement sets forth the entire Agreement for rendering labor and employment legal counsel and services to the City.

2. **Intake procedures.** The engagement is subject to and effective upon completion of the Firm's normal intake procedures, including receipt of a copy or fax of this Agreement signed by the City. The Firm represents that it has completed a check for potential conflicts of interest.

3. **Assigned Attorneys and Fees.** Adam Durkin shall serve as the primary attorney for the City. In the event that Adam Durkin is unavailable, Melissa Wolf and Michael K. Durkin shall be fully informed and prepared to discuss any issues or respond to any inquiries. We may from time to time, call on other attorneys within the Firm as appropriate to conduct this representation. The hourly rate of attorneys of the Firm for these labor and employment matters shall be \$275.00 per hour. Law clerks' time shall be \$85.00 per hour. Legal assistants' time shall not be billed to the City.

4. **Charges.** The City will be billed for the expenses incurred on its behalf above and beyond general office-related expenses. These expenses include, but are not limited to, court reporters, court filing fees, postage, express shipping, travel, tolls, parking, copying and fax charges as may be necessary for the City's representation. The City will be billed for the expenses incurred on its behalf above and beyond general office-related expenses. These expenses include, but are not limited to, court reporters, court filing fees, postage, express shipping, travel, tolls, parking, and copying charges as may be necessary for the City's representation. Experts and other consultants retained on the City's behalf will only be retained upon the City's prior authorization. The City is also responsible for all charges and expenses that the Firm advances on its behalf. Where significant or unusual third-party payments are required (*e.g.*, transcripts fees; arbitrator fees), the Firm will normally forward the charge to the City for direct payment or obtain advance funds from the City to cover the charge.

5. **Billing statements; carrying charges on unpaid balances.** Except as otherwise agreed, the Firm will bill the City on a monthly basis, and the City agrees to pay the Firm in accordance with the Illinois Local Government Prompt Payment Act. If the Firm does not receive payment in accordance with the Illinois Local Government Prompt Payment Act, the City agrees to pay a carrying charge of 1% per month (subject to adjustment by the Firm from time to time as indicated on the Firm's statements) on the unpaid balance of the statement. The Firm will provide the City with detailed, itemized monthly billing statements in paper or electronic PDF format. Each task performed by a timekeeper is described and time billed is contemporaneously electronically tracked and recorded. If the City selects the option to receive its statements by electronic mail, the City must provide an e-mail address to which statements will be sent and sign the electronic billing authorization form attached to this letter. Upon receipt of our billing statement, the City should review it promptly and address any objection or error in a timely manner. We encourage the City to contact our billing department or Adam Durkin in connection with any itemization of charges or if there are any questions. The City will not be billed for time spent to explain or correct a billing statement.

6. **Termination.** Either party may terminate the services at any time upon written notice. The Firm's representation as to each matter covered by this Agreement shall end upon the City's termination of our representation. If the Firm's services are terminated for any reason, such termination shall be effective only to terminate services prospectively and all the other terms of this Agreement shall survive any such termination, including the City's obligation to pay for all of fees for legal services rendered and for expenses incurred prior to termination.

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7. **Duties upon end of active involvement.** Upon cessation of the Firm’s active involvement, the Firm will have no further duty to inform the City of future developments or changes in law. Further, unless mutually agreed in writing to the contrary, the Firm will have no obligation to monitor renewal or notice dates or similar deadlines on the City’s behalf.

8. **Records and files retention.** All records and files will be retained and disposed of in compliance with the Firm’s policy in effect from time to time. Subject to future changes, it is the Firm’s current policy not to retain records relating to a matter for more than seven (7) years from the date the matter is opened. Upon the City’s prior written request, the Firm will return records to the City prior to destruction. It is not administratively feasible for the Firm to advise the City of the closing of a matter or the disposal of records. I recommend, therefore, that the City maintain its own files for reference or make a written request for files at the conclusion of a matter.

9. **Privacy Notice.** The Firm’s Privacy Notice is attached.

10. **Miscellaneous.** This Agreement is governed by Illinois law and is intended to be our entire agreement for rendering professional services. It can be amended or modified only in writing. This Agreement may be signed in one or more counterparts and delivered electronically or by facsimile. This Agreement binds Storino, Ramello & Durkin and the City. Each signatory represents that they have full authority to execute this Agreement on behalf of the entity for which they have executed this Agreement. If any provision of this Agreement or the application thereof is held invalid or unenforceable, the invalidity or unenforceability shall not affect other provisions or applications of this Agreement which can be given effect without such provisions or application, and to this end the provisions of this Agreement are declared to be severable. The Firm is not advising the City with respect to this Agreement because the Firm would have a conflict of interest in doing so. If the City desires advice on this Agreement, the City should consult independent counsel of choice.

If agreeable, please sign and return the enclosed acknowledgment of this Agreement at your earliest convenience.

Very truly yours,

STORINO, RAMELLO & DURKIN

By:   
Adam R. Durkin

cc: Stephana Przybylski, Human Resources Consultant ([sprzybylski@cityofcresthill.com](mailto:sprzybylski@cityofcresthill.com))

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The undersigned has read and understood this Agreement. The foregoing accurately sets forth all the terms of the engagement of Storino, Ramello & Durkin as legal counsel for the City, and is approved and accepted as of the date of this letter.

**CITY OF CREST HILL**

By: \_\_\_\_\_  
\_\_\_\_\_

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## **STORINO, RAMELLO & DURKIN PRIVACY NOTICE**

Attorneys, like other professionals who advise on personal financial matters, are required by federal law to inform their clients of their policies regarding the privacy of client information. Attorneys have been, and continue to be, bound by professional standards of confidentiality that are even more stringent than those required by federal law.

In the course of providing our clients with certain advice, we may receive nonpublic personal financial information from our clients, their accountants and other representatives, such as financial statements, tax returns and other personal information. All nonpublic personal information that we receive regarding our clients or former clients is held in strict confidence in accordance with our professional obligations, and is not released to people outside the Firm, except with your consent or as required by law. We may share certain information with third parties who assist us in providing our services to you (such as administrative and client service functions) or marketing our services, as permitted by law, subject to the obligation of these third parties not to use or disclose such information for any other purpose.

We retain records relating to professional services that we provide so that we are better able to assist you with your professional needs and, in some cases, to comply with professional guidelines. In order to guard your nonpublic personal information from unauthorized disclosure, we maintain physical, electronic and procedural safeguards that comply with our professional standards.

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**STORINO, RAMELLO & DURKIN E-BILL AUTHORIZATION**

To enroll for Storino, Ramello & Durkin’s E-Bill service, please enter the e-mail address where you would like your statements to be sent. This service will remain in effect until Storino, Ramello & Durkin receives notification from the City to cancel the Storino, Ramello & Durkin E-Bill service or until Storino, Ramello & Durkin notifies the City of its termination.

I hereby authorize Storino, Ramello & Durkin to send statements for legal services to the following e-mail address:

\_\_\_\_\_.

Date: \_\_\_\_\_, 2026

**CITY OF CREST HILL**

By: \_\_\_\_\_  
\_\_\_\_\_