

February 26, 2026

**VIA EMAIL**

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

Dear Mr. Wing:

You have requested our Firm to represent the City of Crest Hill (“City”) in connection with labor and employment matters. We will be pleased to represent the City which the City specifically requests and we specifically agree to provide our services. Our representation of the City does not include the representation of any other person or entity.

The purpose of this letter is to confirm the terms of our engagement, including our billing policies, charges, and payment terms, and to provide a few instructions necessary to protect the City’s interests. Please review this letter and call me if you have any questions about anything in it.

Attached is our Firm’s instructions for online payment, ACH and/or Wire Transfer Payment information and the Firms Form W-9, if that is needed to facilitate payment.

You will be billed for services rendered on an hourly basis, depending upon the individual handling the matter. Each attorney, paralegal and law clerk has a specified hourly billing rate. Our fees for most services are calculated on the basis of the recorded time spent multiplied by the respective billing rates. We bill for time spent on each aspect of your matter(s). Examples of tasks for which we bill include telephone calls, meetings, review and preparation of documents, court appearances, trial preparation, legal research, etc.

At all times, we will use our best efforts to successfully and efficiently handle your matter(s), taking into consideration the specific situation at hand, and its complexity. I will be primarily responsible for the task(s) for which you engaged us. Other professionals may assist, as necessary. We believe our work is of the highest quality. However, please understand that because of the variables involved, it is impossible for us to promise or guarantee any particular outcome.

Our fees generally are not increased or decreased by reason of the outcome of any matter upon which we have worked. Our rates are subject to change periodically in connection with a general modification of our fee structure.

You will also be billed for expenses, such as travel expenses, photocopying, computerized research, overnight delivery, messengers, deposition transcripts, etc. It is often most efficient for our Firm to advance out-of-pocket costs for these various fees for outside services, and these will be charged as disbursements on our regular billing process. However, in many cases where such costs are substantial, we may send the appropriate invoices to you for direct payment to the third party suppliers involved. Also, if your insurance carrier or other third party declines payment of these out of pocket expenses, they remain your responsibility. Prompt payment of these charges is appreciated.

Our current hourly rates range from \$290 to \$635. My current hourly rate is \$600. However we are pleased to offer the City a reduced public-sector rate of \$300 per hour for attorney services. To further control costs, paralegal services, if used would be at an hourly rate of \$225.

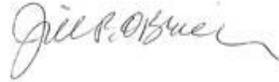
Upon request, we will provide advance estimates and/or updates of the likely range of costs of specific legal services that we are engaged to handle. However, our clients understand that changing circumstances and facts which are unknown to us at the outset of and during a project can affect the final cost of the work done. Therefore, such cost estimates should not be confused with fixed or maximum project fees, unless expressly labeled as such.

We issue statements for both fees and expenses on a monthly basis, and payments are due and payable within 14 days of the receipt of your statements. When an advance security retainer payment has been made, our standard practice is to render monthly statements according to the usual schedule, but to reflect the advance as applied toward payment of invoices until it is exhausted. If any invoices are not paid in accordance with its terms, we reserve the right to discontinue further representation. If you disagree or have questions about any invoice sent to you, I encourage you to promptly call me to discuss. The security retainer is kept in our trust account and outstanding fees are debited from the trust balance approximately three weeks after invoice date.

If the terms set forth in this engagement letter are satisfactory to you, please confirm your approval by signing a copy in the space provided and by immediately returning the signed copy to me.

We look forward to working with you to satisfactorily resolve your matter. We will work hard to justify the confidence you have shown in selecting our Firm to represent the City.

Sincerely,



Jill P .O'Brien  
Laner Muchin, Ltd.

JPO:kj  
Enclosure

I have read the foregoing letter and, on behalf of the City of Crest Hill, agree to its terms.

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Signature

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Print Name

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Title

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Date