



STAFF COVER MEMO

Introduction: August 15, 2022

Agenda Item: Niekamp Law Ltd Engagement Representation

Submitted by: Jonathan Westendorf, City Manager

Scope/Description: Staff is requesting authorization to engage Niekamp Law Ltd. to represent Franklin in our economic development pursuits. Niekamp Law is an Alcohol Beverage Law Firm who specializes in, and will be tasked with, assisting Franklin in establishing a policy that would bring additional alcohol licensing to the city as an economic development tool.

Budget Impact: Legal services will be billed hourly and will be invoiced on a monthly basis.

Exhibits: Exhibit A: Engagement Letter

Recommendation: Staff recommends approval.



NIEKAMP LAW LTD

Alcohol Beverage Law Firm

August 4, 2022

VIA EMAIL

City of Franklin
c/o Jonathan Westendorf
jwestendorf@franklinohio.org

RE: Engagement Representation

Dear Jonathan:

This engagement letter memorializes the terms and conditions of our agreement to represent your organization and describes the work to be performed. It also defines several aspects of our relationship so that you will have a clear understanding of the scope of the representation. Our law firm will provide the following services to your organization:

- **Scope:** We agree to assist you in Ohio liquor law matters. Should we agree to represent you in additional matters, these engagement terms and conditions will apply.
- **Billing Rate:** Legal services will be billed hourly and will be invoiced on a monthly basis at the end of each month. Consistent with industry standards, legal fees may increase on an annual basis at the beginning of each year. Our current rates for 2022 are as follows:
 - James Niekamp (Attorney) – \$320/hr
 - Law Clerk – \$125/hr
- **Expenses:** Fees and costs (including filing fees and mailing costs) will be billed to you on the following invoice.

Please note that our law firm represents your organization and not any individual incorporator, shareholder, member, director, officer, or employee of your organization. If any dispute arises among any such individuals, our law firm will not represent any of the individuals. In such a case, the individuals may be required to retain separate counsel.

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If you agree with these terms, please sign and date this letter in the space provided below and return it at your convenience via email to james@niekamplaw.com. If you have any questions about any aspect of this engagement letter, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "James Niekamp", written in a cursive style.

James Niekamp
Attorney

I agree with the above terms of this engagement letter:

CITY OF FRANKLIN

By: Jonathan Westendorf, City Manager

Date: _____