



March 9, 2026

**VIA EMAIL**

Village of Kronenwetter  
c/o Village President Dan Joling  
1512 Kronenwetter Drive  
Kronenwetter, WI 54455

Dear President Joling:

Thank you for asking HJC Law & Consulting, LLC (“HJC”) to represent the Village of Kronenwetter (the “Village”). I look forward to working with you and your team. The purpose of this letter is to explain and confirm the terms and conditions related to my representation of the Village. If at any point there is an issue regarding the representation, please immediately reach out so that we can discuss your questions or concerns.

**SCOPE OF SERVICES**

You have asked me to represent the Village by serving as an Independent Investigator relating to various personnel concerns within the Village. The scope of services may be broadened upon mutual agreement of both parties. From time to time, I may open a different “matter” internally, which you will see embodied by submission of a separate billing statement. I may undertake this process for a variety of reasons, but the primary reason will be my desire and duty to ensure that I clearly communicate the nature of my work for you.

**RESPONSIBILITIES**

In reliance upon information and guidance provided by you, I will provide legal counsel and assistance in accordance with this letter, keep you reasonably informed of progress and developments, and respond to your inquiries. As suggested above, all of my work is for the Village and, as a result, belongs to the Village.

**FEES FOR LEGAL SERVICES**

My fees for legal services rendered to the Village will be primarily based on the amount of time required and my hourly rate for providing the services. This rate is periodically adjusted to reflect increased efficiency, skills and cost increases. You will be informed of any adjustment to the rate in advance, which will then apply to all services performed thereafter.

My current hourly billing rate for services is **\$375.00**. I will attempt to provide efficiencies and economies whenever possible. I am also willing to discuss alternative billing arrangements based upon the nature of a project or assignment. Please let me know if you would like to discuss alternatives at any point.

## **LIMITED LIABILITY**

HJC is a limited liability company under Wisconsin law. Like any business in the service sector, the firm maintains professional liability insurance, the policy limits of which exceed the minimum amounts required by the Wisconsin Supreme Court for limited liability entities of its size.

## **COMMUNICATION BY E-MAIL**

The firm primarily communicates with its clients via unencrypted internet e-mail, and this will be the way in which I communicate with you. While unencrypted e-mail is convenient and fast, there is risk of interception, not only within internal networks and the systems used by internet service providers, but elsewhere on the internet and in the systems of my clients and their internet service providers. From time to time, I may ask you to utilize an encrypted system depending upon the nature of the information being transmitted. If you have any concerns with the platform for the communications with one another, please let me know.

## **FILE RETENTION AND DESTRUCTION**

In accordance with records retention policy, most paper and electronic records that the firm maintains are subject to a 10-year retention period from the last activity date. Extended retention periods may apply to certain types of services or pursuant to your specific directives.

After the expiration of the applicable retention period, the firm will destroy your records without further notice to you, unless you notify it otherwise. At the conclusion of the representation, you may opt to retrieve your records from the firm. I am happy to accommodate you in this regard.

## **GENERAL PROVISIONS**

Enclosed is a statement entitled “General Provisions” setting forth additional terms and conditions which are incorporated into this letter and apply to the firm’s representation to the extent they are not inconsistent with the terms of this letter.

It bears mentioning again – if at any time during the course of the representation you have any questions or comments about costs, services, or any aspect of how I provide services, please don’t hesitate to contact me. If this letter accurately captures your understanding of how the firm will work for and with you, I would appreciate you signing below and returning a copy to me. I look forward to a rewarding relationship with the Village of Kronenwetter and again appreciate the trust you have placed in HJC.

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The Village of Kronenwetter agrees to retain the services of HJC Law & Consulting, LLC under the terms and conditions specified above.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Sincerely,

HJC Law & Consulting, LLC

A handwritten signature in blue ink that reads "Jacob J. Curtis". The signature is written in a cursive style with a large initial "J".

Jacob J. Curtis

Enclosure

## HJC Law & Consulting, LLC

### GENERAL PROVISIONS

Except as modified by the accompanying engagement letter, the following provisions will apply to the relationship between HJC Law & Consulting, LLC, and its clients:

- (1) The time for which a client will be charged will include, but will not be limited to, telephone and office conferences with a client and counsel, witnesses, consultants, court personnel, and others; conferences among outside personnel; factual investigation; legal research; responding to clients' requests to provide information to auditors in connection with reviews or audits of financial statements; drafting of letters, pleadings, briefs, and other documents; travel time; waiting time in court or elsewhere; and time in depositions and other discovery proceedings.
- (2) Clients are responsible for payment to reimburse for costs incurred in performing services such as large volume photocopying, messenger and delivery, air freight, videotape recording, travel (including mileage, parking, airfare, lodging, meals, and ground transportation), court costs, and filing fees. To the extent I directly provide any of these services, I will charge for direct costs and overhead allocable to the services. Unless special arrangements are made, fees and expenses of others (such as experts, investigators, witnesses, consultants, and court reporters) and other large disbursements will not be paid by the firm and will be the responsibility of, and billed directly to, the client.
- (3) I may, on occasion, furnish estimates of fees or charges I anticipate will be incurred on a client's behalf. These estimates are by their nature inexact. I am not bound by any estimates except as expressly set forth in the engagement letter or otherwise agreed to in writing.
- (4) Fees, disbursements, and other charges will be billed monthly and are payable upon presentation. The firm expects prompt payment.
- (5) A client shall have the right at any time to terminate the services and representation upon written notice to the firm. Such termination shall not, however, relieve the client of the obligation to pay for all services rendered and disbursements and other charges made or incurred on behalf of the client prior to the date of termination.
- (6) The firm reserves the right to withdraw from the representation with the client's consent or for good cause. Good cause may include the client's failure to honor the terms of the engagement letter, the client's failure to pay amounts billed in a timely manner, the client's failure to cooperate or follow advice on a material matter, or any fact or circumstance that would, in the firm's view, impair an effective attorney-client relationship or would render its continuing representation unlawful or unethical. If the firm elects to do so, the client will take all steps necessary to free it of any obligation to perform further, including the execution of any documents (including forms for substitution of counsel) necessary to complete its withdrawal, and the firm will be entitled to be paid for all services rendered and disbursements and other charges made or incurred on behalf of the client prior to the date of withdrawal.