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April 21, 2023

**VIA EMAIL ONLY**

Honorable Michael Glotz  
Village President  
Village of Tinley Park  
16250 S. Oak Park Avenue  
Tinley Park, Illinois 60477

**RE: KLEIN, THORPE & JENKINS, LTD. ENGAGEMENT LETTER TO PROVIDE  
LEGAL SERVICES TO THE VILLAGE OF TINLEY PARK**

Dear President Glotz:

On behalf of Klein, Thorpe and Jenkins, Ltd., thank you for the opportunity to submit this engagement letter to continue providing legal services to the Village of Tinley Park ("Village") as its administrative hearing officer. Our firm will bill the Village for our professional services based on the time we spend working on matters referred to us in tenth (0.10) of an hour increments. Our rates for services are those in the fee schedule attached hereto in **Tab 1**.

We will render monthly billing statements to the Village indicating the current status of your account, both for services rendered and for costs incurred on your behalf. The amount shown as due on these statements, if any, shall be payable no later than thirty (30) days after the date of the statement.

Please review the enclosed Fee Agreement in **Tab 2** and contact me should you have any questions. If acceptable, please sign and date the Fee Agreement and return the same to us.

We are honored to continue serving the Village as its administrative hearing officer. If you have any questions that are not answered in this letter, please do not hesitate to contact me by email at [jaguisinger@ktjlaw.com](mailto:jaguisinger@ktjlaw.com) or by office phone at (312) 984-6462.

Respectfully,

KLEIN, THORPE & JENKINS, LTD.

Jason A. Guisinger

**TAB 1**  
**FEE SCHEDULE**

Our minimum time increment for billing purposes is one-tenth (.1) of an hour. Substantive phone communications are billed at a minimum of three-tenths (.3) of an hour, and, if longer, the billing is fixed in one-tenth (.1) increments of an hour. The firm does not bill for secretarial or clerical work nor for any consultations within our firm. We provide itemized monthly statements with date, description and time spent.

**A. LEGAL SERVICES FOR ADMINISTRATIVE HEARING OFFICER:**

\$215.00 per hour for partner's time  
\$195.00 per hour for associate's time  
\$105.00 per hour for paralegal's time

**B. MISCELLANEOUS EXPENSES:**

Miscellaneous expenses incurred are billed as follows:

Copying	20¢ per page
Printing	actual cost
Delivery	actual cost
FAX	no charge
Filing Fees	actual cost
Mileage	no charge
Computer Research	actual cost
Secretarial	no charge

## Tab 2

### Fee Agreement

The undersigned, Michael Glotz, Village President of the Village of Tinley Park ("Village"), having first been duly authorized by the corporate authorities of the Village, has reviewed the Engagement Letter from the law firm of Klein, Thorpe and Jenkins, Ltd. ("KTJ") dated April 21, 2023, a copy of which is attached hereto and made a part hereof. The undersigned understands the scope of services outlined in the Engagement Letter and agrees that the services set forth therein comprise the legal services KTJ is authorized and directed to undertake on behalf of the Village. The undersigned also has reviewed the proposed hourly fee structure in the Engagement Letter and finds the proposed fees to be fair and reasonable. The undersigned also acknowledges and agrees that the Village shall be responsible for payment all fees and costs incurred within the scope of services as outlined in the Engagement Letter.

**Village of Tinley Park**

By: Michael W. Glotz  
Michael Glotz, Village President

Date: May 2, 2023

**Klein, Thorpe and Jenkins, Ltd.**

By: Jason A. Guisinger  
Jason A. Guisinger, Partner

Date: April 21, 2023