

CLERK'S CONTRACT and AGREEMENT COVER PAGE

Legistar File ID#: 2025-0497

Contract #: 20250497

Start date: 9/15/2025

End date: 9/14/2026

Amount: Rates Per Proposal

Contingency Amount:

Department: Village Manager's Office

Total Contract Amount:

Contract Type: Professional Services / Legal Agreement

Contractors Name: Donna J. Norton, Attorney at Law LLC

Status of Ownership: N/A

Status of Sub: N/A

Certification: Attached ☐ Self-Certifying ☐ Did not disclose ☒

Contract Description: Legal Services. (Contract may be extended for successive one-year periods)



ORLAND PARK

**AGREEMENT FOR LEGAL SERVICES
BETWEEN
THE VILLAGE OF ORLAND PARK
AND
DONNA J. NORTON, ATTORNEY AT LAW LLC**

This Agreement for Legal Services ("Agreement") is entered into by and between the Village of Orland Park, a municipal corporation organized and existing under the laws of Illinois ("Village"), and Donna J. Norton, Attorney at Law LLC, an Illinois professional corporation ("Law Firm" or "Firm"). Collectively, the Village and the Law Firm are referred to herein as the "Parties."

**ARTICLE I
SCOPE AND ADMINISTRATION OF AGREEMENT**

Scope of Engagement. The Law Firm is hereby engaged to provide those legal services described in Exhibit A ("Scope of Services"), at the direction of the Village Manager or designee, and in strict accordance with this Agreement. The primary attorney responsible for the Village's matters is Donna J. Norton, Attorney at Law LLC, with assistance from other Law Firm attorneys as necessary. Any material revision to the scope of services must be approved in writing by both Parties.

Additional Engagements. The Law Firm may represent the Village in additional matters, subject to mutual written approval and as set forth in this Agreement or Scope of Services.

Dodd-Frank Act Notice. Pursuant to Section 975 of the Dodd-Frank Act, the Law Firm does not act as a financial advisor or financial expert regarding the issuance of municipal securities or municipal financial products. Any advice, recommendation, or opinion expressed by the Law Firm shall not be deemed to constitute financial advice or expertise regarding such matters.

Standard of Care. The Law Firm agrees to perform services in accordance with the standards customarily adhered to by experienced, competent law firms in Illinois, exercising the care and skill ordinarily used by reputable attorneys.

Professional Judgment and Limitations. The Law Firm cannot guarantee the outcome of any matter. Any expression of professional judgment is limited by the Firm's knowledge of facts and interpretation of law at the time, and subject to unknown or undisclosed factors.

Independent Contractor. The Law Firm is an independent contractor providing services in accordance with this Agreement, its Proposal (as applicable), and the Illinois Rules of Professional Conduct.

Additional Firms and Contractors. The Village reserves the right to retain, at its own expense, additional law firms or contractors for any services it deems necessary.

Modification of Scope. The Village may order changes to the scope of services by altering, adding to, or deducting from the services to be performed. Any material revision is subject to the Law Firm's prior written consent and all changes must be in writing.

Restrictions and Regulations. The Law Firm will promptly notify the Village in writing of any regulations or restrictions which may require modification of the quality or performance of services. The Village may accept or reject such modifications or terminate this Agreement at no expense if modifications are not acceptable.

Consent to Electronic Communication. The Parties consent to the use of electronic communications (e.g., email, document transfer, wireless devices) for convenience and efficiency, acknowledging that such methods may pose risks to confidentiality and privilege. The Village agrees that the benefits outweigh the risks.

ARTICLE II CONFIDENTIALITY AND RELATED MATTERS

Attorney-Client Privilege. The Law Firm shall maintain the confidentiality of information relating to its representation of the Village, subject to applicable law and exceptions. The attorney-client relationship is with the Village as an entity, not with individual officials, employees, or other persons. In litigation matters where elected or appointed officials or employees are named parties, privilege extends to them as well.

Village's Duty to Inform. The Village is obligated to inform the Law Firm of unasserted possible claims or potential litigation so that proper disclosures can be made to auditors and so that the Law Firm may provide appropriate representation.

Privileged Communications. The Village shall treat all communications, including invoices and legal advice, as privileged and confidential, even if not specifically marked, subject to exceptions under the Freedom of Information Act or Open Meetings Act.

Outsourcing and Confidentiality. The Law Firm may outsource certain administrative or legal support functions, potentially involving third parties (including those outside the U.S.). The Law Firm will comply with all applicable legal ethics rules regarding outsourcing and the protection of confidential information.

Artificial Intelligence. The Law Firm may utilize AI for work performed for the Village, verifying the accuracy of AI-generated information in accordance with applicable professional conduct rules and its own AI policy.

Sunshine Law Compliance. The Village is subject to the Freedom of Information Act and Open Meetings Act, and information required to be made public under these laws will not be treated as confidential. The Law Firm will treat all other information as confidential to the extent permitted by law.

In-House Privilege. The Law Firm may consult with its own internal or external counsel regarding its rights and obligations to the Village. Such communications are privileged and not subject to disclosure.

ARTICLE III PRESERVATION OF DOCUMENTS

Duty to Preserve. Upon notice of a claim or litigation, the Village must retain all relevant documents and Electronically Stored Information ("ESI"), suspend all disposal procedures, and institute a Litigation Hold to ensure preservation of evidence. The Law Firm will assist the Village in identifying required documents and, if necessary, in drafting appropriate notices to relevant personnel.

ARTICLE IV COMPENSATION, FEES, AND BILLING

Compensation. The Village will compensate the Law Firm according to the hourly rates and fee schedules set forth in Exhibit B (Compensation, Fee Schedule, and Billing Guidelines), and as specified in the Proposal, if applicable. The Law Firm's rates may be adjusted annually, effective January 1, unless otherwise agreed. The Village must object in writing to any rate increase within 30 days of receiving the written notification of rate increase.

Invoices and Payment. The Law Firm will submit monthly invoices detailing services, time spent, and expenses. The Village agrees to pay undisputed amounts within 60 days of receipt. If the Village disputes a portion of an invoice, it shall pay the undisputed portion and promptly notify the Law Firm in writing of the dispute.

Expenses. The Village shall reimburse the Law Firm for actual, reasonable out-of-pocket expenses incurred on its behalf, including but not limited to filing fees, travel (with prior approval), messenger services, copying, and legal research. The Law Firm will seek approval from the Village before incurring significant third-party expenses.

Non-Contingency. Payment for legal services is not contingent on the outcome of any matter unless specifically agreed to in writing.

Delinquency and Withdrawal. If a non-disputed invoice remains unpaid for more than 120 days, the Law Firm may withdraw from representation, subject to applicable ethics rules. Unpaid fees may accrue interest as provided by the Local Government Prompt Payment Act.

ARTICLE V
TERM, SUSPENSION, AND TERMINATION

Term. This Agreement is effective September 15, 2025, and continues through September 14, 2026. It may be extended for successive one-year periods unless either Party provides at least 30 days' written notice of termination prior to the end of the current term.

Suspension and Termination by Village. The Village may suspend or terminate this Agreement for convenience with 30 days' written notice. Upon termination, the Law Firm will discontinue all affected services, complete any necessary closing tasks, and deliver all work product and documents to the Village. The Village will pay the Law Firm for services satisfactorily performed to the date of suspension or termination.

Termination by Law Firm. The Law Firm may withdraw in accordance with the Illinois Rules of Professional Conduct, including for reasons such as nonpayment, conflict of interest, or failure to cooperate. Written notice will be provided, and the Village remains responsible for payment of all fees and expenses incurred to the date of withdrawal.

Transition to New Counsel. Upon termination, the Law Firm is not required to release files to successor counsel until all outstanding fees and expenses are paid.

ARTICLE VI
INSURANCE

Insurance. The Law Firm shall maintain, at its own expense and throughout the term of this Agreement, insurance coverage as specified in Exhibit C (Certificates of Insurance), including but not limited to commercial general liability, automobile liability, workers' compensation, and professional liability with limits not less than \$1,000,000 per occurrence and \$2,000,000 aggregate (or as otherwise required by the Village). Certificates of insurance shall be provided to the Village prior to commencement of services and upon renewal.

ARTICLE VII
OTHER TERMS AND CONDITIONS

Conflicts of Interest. The Law Firm shall not represent another client with interests directly adverse to the Village without full disclosure and written consent of both clients, and subject to the applicable ethics rules.

Joint Projects. The Law Firm may, with advance authorization, perform work for one client that benefits multiple local government clients, dividing costs as a flat fee among participating clients.

Subcontractors. All agreements with subcontractors must require insurance at the same levels as this Agreement, timely payment, and must not involve the Village in disputes between the Law Firm and subcontractors.

Records Retention and Access. The Law Firm shall retain and maintain accessible records and documents related to this Agreement for at least five (5) years after final payment, making them available for inspection by the Village upon request.

Notices. All notices under this Agreement shall be in writing and delivered by email, personal delivery, or nationally recognized overnight courier to the addresses listed below:

If to the Village:

George Koczwara, Village Manager
Village of Orland Park
14700 Ravinia Ave.
Orland Park, IL 60462
gkoczwara@orlandpark.org

If to the Law Firm:

Donna J. Norton
Attorney at Law LLC
10852 S. Lawndale Ave
Chicago, IL 60655
djnortonlaw@gmail.com

Jurisdiction. Any dispute arising under this Agreement shall be resolved in the Circuit Court of Cook County, Illinois.

Complete Agreement. This Agreement, including all Exhibits and any Proposal Letter referenced herein, constitutes the entire agreement between the Parties and supersedes all prior agreements or understandings. No modification shall be effective unless expressly agreed in writing by both Parties.

Execution and Acceptance. The Village's execution of this Agreement constitutes acceptance of its terms and conditions. If any provision is unacceptable to the Village, the Parties shall promptly resolve such issues to ensure a clear and consistent understanding.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their duly authorized representatives as of the dates set forth below.

DONNA J. NORTON, ATTORNEY AT LAW LLC

By: 

Printed Name: Donna J. Norton

Its: Owner

Dated: 11/21, 2025

VILLAGE OF ORLAND PARK

By: 

Printed Name: George Koczwara

Its: Village Manager

Dated: 12/3/25, 2025

EXHIBIT A: Scope of Services

Attorney shall perform services as directed by the Village, including but not limited to the following:

Village Prosecutor Services

- Prosecute municipal violation related cases at the Orland Park Civic Center, located at 14750 S. Ravinia Ave, Orland Park, Illinois.
- Prosecute local parking-related violations at the Orland Park Civic Center, located at 14750 S. Ravinia Ave, Orland Park, Illinois.
- Village of Orland Park Ordinance Prosecution – Any ordinance charged by officers and assigned to branch court (disorderly conducts, harassment, trespass etc.)
- Liquor Compliance Checks - All liquor license holders are checked at least twice per year and any violations are mediated by the attorney and brought to the Liquor Commission for hearing. The prosecuting attorney may represent the Chief of Police in these matters and prepares the complaint and agreed-to order.
- Tobacco Compliance Checks - Tobacco license holders are checked at least three times per year for compliance, and any violations are mediated by the attorney.
- Expungements – Requests for expungements may be reviewed by the attorney.
- Business License Violations – Prosecute on behalf of the Village.
- Nuisance Abatement Meetings / Letters – Draft letters to property owners of repeated violations. Occasionally meet with Chief of Police (or his designee) and landlords to discuss options.
- Property Maintenance Violations – The prosecuting attorney shall represent the Code Enforcement Division in all property maintenance violations and may include the Administrative Hearing Officer or Circuit Court.

EXHIBIT B: Compensation, Fee Schedule, and Billing Guidelines

A. Rate:

The Village agrees to pay Law Firm for authorized Services performed at the direction of the Village under this Agreement as follows:

\$600.00 per key date	Cook County Circuit Court Traffic Key Dates D, J, M, O, S, Z
\$700 per hearing date	Municipal Violation/Code Enforcement Hearing Date
\$250.00 per hearing date	Parking Violation Hearing Date
\$250.00 per key date	Will County Key Date
\$175.00 per hour	Other Legal Services

B. BILLING: ALL BILLING IS SUBJECT TO THE FOLLOWING GUIDELINES:

Billing Format

Each invoice must list the billing and expenses separately for each person represented.

Each billing invoice (Invoice) must include the total amount of services rendered during the billing period, the fee for these services and the amount of reimbursable expenses. The Invoice must: (1) describe each item of work performed, (2) identify the person who performed the work, and (3) itemize all reimbursable expenses. For each travel or meal expense, the Invoice Support Statement must identify the persons involved and the date and location where the expense was incurred. Receipts for all meals and travel expenses must be attached. The Invoice must be marked "Confidential -- Attorney-Client and/or Work Product Privilege."

The Invoice may be subject to disclosure under the Illinois Freedom of Information Act.

The billing entries on the Invoice must be complete, discrete, and appropriate.

Invoice:

Complete

- The Invoice should identify each person involved in all billing entries.
- Each billing entry must identify the:
 - person or persons involved (e.g., telephone calls must include the names or position of all participants);
 - date the work was performed;
 - specific task performed, and
 - the work product (e.g., "telephone call re: trial brief," "interview in preparation for deposition").
- The Invoice must include a breakdown of all expenses by category, along with a receipt for each expense.

Discrete

- Narrative and block billing are unacceptable; each task must be a discrete billing entry.

Appropriate

- The Village does not pay for clerical support, administrative costs, overhead costs, outside expenses or excessive expenses. For example, the Village will not pay for secretarial time, word processing time, air conditioning, rental of equipment (including computers), meals served at meetings, postage, online research, or the overhead costs of sending or receiving faxes.
- Absent prior written approval, the Village will not pay for delivery fees, outside photocopying/scanning, videotaping of depositions, investigative services, computer litigation support services, or overnight mail.
- Due to the nature of the Village's payment process, the Village will make payment in accordance with the Local Government Prompt Payment Act. Every effort will be made to pay bills promptly.

Staffing

Every legal matter must have a primary responsible attorney assigned. The specific staffing on a particular matter is ultimately a Village decision, and the Village Manager or designee may review staffing to ensure that it will achieve the goals of the engagement at the least cost.

Once an attorney is given primary responsibility for an engagement, that attorney should continue on the legal matter until it is concluded, or the attorney leaves the firm. The Village will not pay the costs of bringing a new attorney up to speed.

Written Memoranda

If legal research results in a written memorandum, whether formal or informal, Law Firm must forward a digital copy to the Village Manager or designee.

Internal Conferencing

From particular matters, there may be internal conferencing by the Law Firm. The Law Firm will not bill for the attendance of two attorneys at regular meetings but there may be occasions when two attorneys attend meetings, court matters, or the like.

Hourly Rates

The Village will approve only reasonable rates for payment. Law Firm will perform services on a straight hourly basis, billed in one-tenth (.10) hour increments. Law Firm may not increase hourly rates without the Village's prior written approval.

Affiliated Agency Arrangements

Law Firm has affiliated or agency arrangements with certain title insurance companies related to real estate sale transactions. Law Firm receive a fee from these title insurance companies in accordance with -its affiliated or agency arrangements. The Village is not required to use any title company recommended by Law Firm for any transaction.

Out-of-Pocket Expenses

Unless expressly excluded, the Village will reimburse out-of-pocket expenses Law Firm charges as a standard practice to its clients according to these procedures. In any billing for expenses, Law Firm must provide a statement breaking down the amounts by category of expense.

The following items will not be reimbursed without the Village's prior written consent:

- Clerical, or secretarial charges, whether expressed as a dollar amount or time charge.
- Charges for storing open or closed files, rent, electricity, air conditioning, local telephone, postage, receipt or transmission of local facsimile documents, equipment rental (including computers), meals served at meetings, or any other items traditionally associated with overhead.
- Litigation support or any other service in excess of the amount Law Firm actually expends for the service. The Village will not pay for any incremental amount, whether it is intended to recover the cost of equipment and hardware or not.
- Photocopy and scanning charges more than \$.23 per page.
- Overtime compensation. If a matter requires overtime, the Village will consider reimbursement on a case-by-case basis. The Village will not reimburse overtime incurred for Law Firm's convenience where the deadline was known in advance.
- Charges for equipment, books, periodicals, research materials, online research,
- Charges for Westlaw/Lexis or like items will be paid at the Law Firm's cost.
- Airfare more than economy or coach class fares.
- Combined expenses for lodging, meals, and ground transportation that exceeds \$250 per day.

Records

The individual expense records customarily maintained by Law Firm for billing evaluation and review purposes must be made available to the Village to support Law Firm's billings.

Invoices

Law Firm will send the Village an Invoice and Invoice Support Statement for each one-month period of services, and the Village will pay Law Firm on this basis.

Law Firm will submit all monthly Invoices to the Village Manager or designee, as designated in this Agreement, each month for services rendered the previous month. Invoices must include a distinct identification number. If the Village questions any item on an Invoice, Law Firm must

provide all supporting information to substantiate the billing and must make any appropriate adjustments.

Undisputed amounts are subject to the Local Government Prompt Payment Act, 50 ILCS 505/1, et. seq., and interest shall accrue as set forth in Section 4 of the Act back to the original date due. 50 ILCS 505/4.

Payment of Law Firms fees and costs is not contingent on the ultimate outcome of Law Firm's representation, unless Law Firm has expressly agreed in writing to a contingent fee arrangement.

EXHIBIT C: Certificates of Insurance



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
06/27/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER TIMOTHY KEARNS (22-08-26A) 928 N State St Lockport, IL 60441	CONTACT NAME: PHONE (A/C, NO, EXT): (815) 838-2675 FAX (A/C, NO): 815-524-3888 E-MAIL ADDRESS: tkearns@farmersagent.com														
INSURED DONNA J. NORTON, 10852 S LAWNDALE AVE CHICAGO, IL 60655-3236	<table border="1"><tr><td>INSURER(S) AFFORDING COVERAGE</td><td>NAIC #</td></tr><tr><td>INSURER A: Truck Insurance Exchange</td><td>21709</td></tr><tr><td>INSURER B: Farmers Insurance Exchange</td><td>21652</td></tr><tr><td>INSURER C: Mid Century Insurance Company</td><td>21687</td></tr><tr><td>INSURER D:</td><td></td></tr><tr><td>INSURER E:</td><td></td></tr><tr><td>INSURER F:</td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Truck Insurance Exchange	21709	INSURER B: Farmers Insurance Exchange	21652	INSURER C: Mid Century Insurance Company	21687	INSURER D:		INSURER E:		INSURER F:	
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INSURER D:															
INSURER E:															
INSURER F:															

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAME ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDTL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	☒ COMMERCIAL GENERAL LIABILITY			606806127	09/01/2025	09/01/2026	EACH OCCURRENCE	\$2,000,000
	☐ CLAIMS-MADE ☒ OCCUR						DAMAGE TO RENTED PREMISES (Ea Occurrence)	\$75,000
							MED EXP (Any one person)	\$5,000
							PERSONAL & ADV INJURY	\$2,000,000
							GENERAL AGGREGATE	\$4,000,000
							PRODUCTS-COMP/OP AGG	\$2,000,000
								\$
		GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC ☐ OTHER:						
A	AUTOMOBILE LIABILITY			606806127	09/01/2025	09/01/2026	COMBINED SINGLE LIMIT (Ea accident)	\$1,000,000
	☐ ANY AUTO OWNED AUTOS ONLY ☒ SCHEDULED AUTOS	☒ Y	☒ Y				BODILY INJURY (Per person)	\$
	☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	UMBRELLA LIAB ☐ EXCESS LIAB ☐						EACH OCCURRENCE	\$
	☐ DED ☐ RETENTION \$						AGGREGATE	\$
								\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE	\$
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	☐ Y/N	N/A				E.L. EACH ACCIDENT	\$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

VILLAGE OF ORLAND PARK
14700 S RAVINIA AVE
ORLAND PARK IL 60462

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
AUTHORIZED REPRESENTATIVE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
06/27/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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PRODUCER TIMOTHY KEARNS (22-08-26A) 928 N State St Lockport, IL 60441		CONTACT NAME: PHONE (A/C, NO, EXT): (815) 838-2675 FAX (A/C, NO): 815-524-3888 E-MAIL ADDRESS: tkearns@farmersagent.com		
INSURED DONNA J. NORTON, 10852 S LAWDALE AVE CHICAGO, IL 60655-3236		INSURER(S) AFFORDING COVERAGE		NAIC #
		INSURER A: Truck Insurance Exchange		21709
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		INSURER D:		
		INSURER E:		
INSURER F:				

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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	☐ ANY AUTO OWNED AUTOS ONLY ☒ SCHEDULED AUTOS						BODILY INJURY (Per person) \$
	☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
	☐ UMBRELLA LIAB ☐ OCCUR						EACH OCCURRENCE \$
	☐ EXCESS LIAB ☐ CLAIMS-MADE						AGGREGATE \$
	☐ DED ☐ RETENTION \$						
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	Y/N	N/A				PER STATUTE OTHER \$
	☐ ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
10852 S LAWDALE AVE, CHICAGO, IL 60655

CERTIFICATE HOLDER

CANCELLATION

VILLAGE OF ORLAND PARK
14700 S RAVINIA AVE
ORLAND PARK IL 60462

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
AUTHORIZED REPRESENTATIVE

ACORD 25 (2016/03)
31-1769 11-15

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Effective: Sep 1, 2025
Policy #: 123658-6-2509
Donna J. Norton, Attorney at Law

ISBA Mutual Insurance Company

(An Illinois Mutual Insurance Company)

Lawyers' Professional Liability Policy Declarations

- | | |
|--------------------------|---|
| 1. Policy Number: | 123658-6-2509 |
| 2. Named Insured: | Donna J. Norton, Attorney at Law |
| 3. Principal Address: | 10852 South Lawndale Avenue
Chicago, IL 60655 |
| 4. Prior Acts Date: | 09/01/2020 |
| 5. Policy Period: | From 09/01/2025 To 09/01/2026
At 12:01AM CST at address in item 3 of Insured named in Item 2 |
| 6. Annual Premium: | \$3,450 |
| 7. Limit of Liability: | Per Claim \$5,000,000 Aggregate \$10,000,000 |
| 8. Deductible: Per Claim | \$0 |
| 9. Date of Application: | 8/24/2025 |

Attached Forms and Endorsements:

ISBAMIC LPL Policy 01 2023	Policy
ISBAMIC 102 01 2018	Individual Prior Acts Date Endorsement

This schedule including all endorsements listed herein, is incorporated in and made part of the policy to which it applies.

ISBA Mutual Insurance Company

By:

Its Authorized Representative



Effective: Sep 1, 2025
Policy #: 123658-6-2509
Donna J. Norton, Attorney at Law

To report a Claim:

Send written notice:

ISBA Mutual Insurance Company

Claims Department

20 S. Clark Street, Suite 800

Chicago, IL 60603-1826

claims@isbamutual.com

Fax: 312-379-2049

Or call:

312-379-2003



Effective: Sep 1, 2025
Policy #: 123658-6-2509
Donna J. Norton, Attorney at Law

CERTIFICATE OF INSURANCE

This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the policy listed below. The Insurer accepts no responsibility for any additions or changes made hereon that are not on record with the Insurer.

Name and Address of Insured:

Donna J. Norton, Attorney at Law
10852 South Lawndale Avenue
Chicago, IL 60655

This is to certify that the policy of insurance listed below has been issued to the Insured named above and is in force at this time.

Type of Insurance:	Lawyers' Professional Liability Insurance
Policy Number:	123658-6-2509
Policy Period:	From 09/01/2025 To 09/01/2026
Limits of Liability:	\$5,000,000 Per Claim / \$10,000,000 Annual Aggregate
Deductible:	\$0



Effective: Sep 1, 2025
Policy #: 123658-6-2509
Donna J. Norton, Attorney at Law

Individual **Prior Acts Date** Endorsement

It is agreed that this Policy excludes any **Claim** or **Disciplinary Proceeding** made against the **Insured** stated below for a **Wrongful Act** which occurred prior to their applicable Individual **Prior Acts Date** stated below:

Name of Insured	ARDC Number	Individual Prior Acts Date
Donna J. Norton	6199427	09/01/2020

All other terms, conditions, limitations and exclusions of the Policy to which this endorsement is attached remain unchanged.

A handwritten signature in black ink, appearing to read 'J. B. S. Hall', written in a cursive style.

Authorized Representative



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
06/22/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER TIMOTHY KEARNS 928 N State St Lockport, IL 60441		CONTACT NAME: PHONE (A/C, NO, EXT): (815) 838-2675 FAX (A/C, NO): 815-524-3888 E-MAIL ADDRESS: tkearns@farmersagent.com		
INSURED DONNA J. NORTON 10852 S LAWNDALE AVE CHICAGO, IL 60655-3236		INSURER(S) AFFORDING COVERAGE		NAIC #
		INSURER A: Truck Insurance Exchange		21709
		INSURER B: Farmers Insurance Exchange		21652
		INSURER C: Mid Century Insurance Company		21687
		INSURER D:		
		INSURER E:		
INSURER F:				

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAME ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDTL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	☒ COMMERCIAL GENERAL LIABILITY	☐	☐	606806127	09/01/2024	09/01/2025	EACH OCCURRENCE	\$2,000,000
	☐ CLAIMS-MADE ☒ OCCUR						DAMAGE TO RENTED PREMISES (Ea Occurrence)	\$75,000
							MED EXP (Any one person)	\$5,000
							PERSONAL & ADV INJURY	\$2,000,000
							GENERAL AGGREGATE	\$4,000,000
							PRODUCTS - COMP/OP AGG	\$2,000,000
								\$
							GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC OTHER:	
A	AUTOMOBILE LIABILITY	☒	☒	606806127	09/01/2024	09/01/2025	COMBINED SINGLE LIMIT (Ea accident)	\$1,000,000
	☐ ANY AUTO OWNED AUTOS ONLY ☒ SCHEDULED AUTOS						BODILY INJURY (Per person)	\$
	☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
								\$
☐	UMBRELLA LIAB ☐ OCCUR	☐	☐				EACH OCCURRENCE	\$
	EXCESS LIAB ☐ CLAIMS-MADE						AGGREGATE	\$
	DED ☐ RETENTION \$ ☐							\$
☐	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	☐	☐				PER STATUTE ☐ OTHER ☐	\$
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NM)						E.I. EACH ACCIDENT	\$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.I. DISEASE - EA EMPLOYEE	\$
							E.I. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

VILLAGE OF ORLAND PARK
14700 S RAVINIA AVE
ORLAND PARK IL 60462

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
AUTHORIZED REPRESENTATIVE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
06/22/2024

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	AGGREGATE \$						
	\$						
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ☐ ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE ☐ OTHER ☐ \$
	E.L. EACH ACCIDENT \$						
	E.L. DISEASE - EA EMPLOYEE \$						
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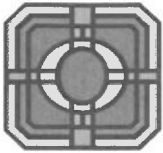
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CERTIFICATE HOLDER

VILLAGE OF ORLAND PARK
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AUTHORIZED REPRESENTATIVE



VILLAGE OF ORLAND PARK

14700 S. Ravinia Avenue
Orland Park, IL 60462
www.orlandpark.org

Master

File Number: 2025-0497

File ID: 2025-0497

Type: MOTION

Status: PASSED

Version: 0

Reference:

Controlling Body: Board of Trustees

File Created Date : 06/12/2025

Agenda Entry: Legal Services Request for Qualifications

Final Action: 06/16/2025

Title: Legal Services Request for Qualifications

Notes:

Sponsors:

Res/Ord Date:

Attachments: RFQ #25-034 - Compliance Summary

Res/Ord Number:

Drafter:

Hearing Date:

Department

Effective Date:

Contact:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
0	Village Manager	06/12/2025	INTRODUCED TO BOARD	Board of Trustees			
0	Board of Trustees	06/16/2025	APPROVED				Pass

Text of Legislative File 2025-0497

..Title

Legal Services Request for Qualifications

History

As part of the Village's commitment to transparency and financial stewardship, the Village periodically re bids professional service contracts. This process allows the Village to ensure that it is receiving the best prices, terms, or services compared to renewing existing contracts without re bidding. Recently, the Village issued a Request for Qualifications ("RFQ") for Legal Services.

RFQ #25 034 was opened on May 27, 2025, at which point thirteen (13) proposals were received. The Village completed a review of legal services that considered a number of factors including experience, size and depth of the firm, concentration on municipal law, practices areas, and potential cost.

Based on these factors, the following firms are recommended for various legal related

services:

- Village Attorney: Ancel Glink, P.C.
- Employment (including Labor Management and Workers Compensation): Ottosen DiNolfo Hasenbalg & Castaldo, Ltd.
- Bond Counsel: Croke Fairchild Duarte & Beres LLC
- Village Prosecutor (Municipal Violations): Donna J. Norton
- Village Prosecutor (Circuit Court Traffic Violations): Law Office of Daniel Calandriello LLC

As Needed Legal Services - Legal services provided as needed for specialized matters. A qualified pool of law firms or individual attorneys will be selected to provide specialized legal services on an as needed basis in specialty areas such as environmental law, economic development or to serve as backup for the above referenced legal services.

- Klein, Thorpe & Jenkins, LTD.
- Del Galdo Law Group, LLC.
- Elrod Friedman LLP
- Luetkehans, Brady, Garner & Armstrong, LLC
- Miller, Canfield, Paddock and Stone, P.L.C
- Peterson Johnson & Murray, LLC
- Spesian & Taylor
- Vasselli Law, LLC

Financial Impact

Legal Services are budgeted in the current fiscal year budget.

Recommended Action/Motion

I move to approve agreements with the following firms for legal services based on their submitted proposals:

- Village Attorney: Ancel Glink, P.C.
- Employment (including Labor Management and Workers Compensation): Ottosen DiNolfo Hasenbalg & Castaldo, Ltd.
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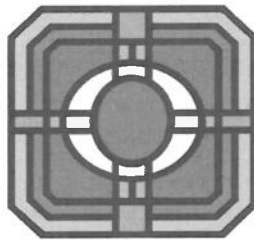
- Vasselli Law, LLC

AND

Authorize the Village Manager to execute all related contracts, subject to Village Attorney review.

VILLAGE OF ORLAND PARK

*14700 S. Ravinia Avenue
Orland Park, IL 60462
www.orlandpark.org*



Meeting Minutes

Monday, June 16, 2025

7:00 PM

Village Hall

Board of Trustees

Village President James V. Dodge, Jr.

Village Clerk Mary Ryan Norwell

*Trustees, William R. Healy, Cynthia Nelson Katsenes, Michael R. Milani,
Dina Lawrence, John Lawler and Joanna M. L. Leafblad*

2025-0497 Legal Services Request for Qualifications

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- Spesian & Taylor
- Vasselli Law, LLC

AND

Authorize the Village Manager to execute all related contracts, subject to Village Attorney review.

A motion was made by Trustee Lawler, seconded by Trustee M. L. Leafblad, that this matter be APPROVED. The motion carried by the following vote:

Aye: 4 - Trustee Lawrence, Trustee Lawler, Trustee M. L. Leafblad, and Dodge

Nay: 3 - Trustee Healy, Trustee Nelson Katsenes, and Trustee Milani

Respectfully Submitted,

/s/ Mary Ryan Norwell

Mary Ryan Norwell, Village Clerk

MAYOR

James Dodge

VILLAGE CLERK

Mary Ryan Norwell

14700 S. Ravinia Avenue
Orland Park, IL 60462
(708)403-6100
orlandpark.org



**ORLAND
PARK**

FINANCE

TRUSTEES

William R. Healy

Cynthia Nelson Katsenes

Michael R. Milani

Dina M. Lawrence

John Lawler

Joanna M. Liotine Leafblad

December 9, 2025

Donna J. Norton
Attorney at Law LLC
10852 S. Lawndale Ave
Chicago, IL 60655

NOTICE OF PROCEED – LEGAL SERVICES

Dear Donna:

This notification is to inform you that the Village of Orland Park has received the electronic contract, certifications, and insurance documents in order for work to commence on the above stated project.

The Village has processed Contract Number #20250506 for this contract/service. It is imperative that this number be noted on all invoices, correspondence, etc. All invoices should be sent directly to the Accounts Payable Department at 14700 S. Ravinia Ave. Orland Park, IL 60462 or emailed to accountspayable@orlandpark.org. Also, your final invoice for this contract/service should state that it is the final invoice pertaining to that Contract Number.

Sincerely,

Brandi Watson

Brandi Watson
Purchasing/Contract Administrator

