

November 12, 2025

**VIA FOXIT ESIGN (gkoczwara@orlandpark.org)**

Mr. George Koczwara, Village Manager  
Village of Orland Park  
14700 Ravinia Avenue  
Orland Park, Illinois 60462

Dear Mr. Koczwara:

You have requested our Firm to represent Village of Orland Park in connection with its 2025 Responsible Bidder Ordinance. We will be pleased to represent Village of Orland Park regarding this matter and regarding any other labor and employment law matters as to which Village of Orland Park specifically requests and we specifically agree to provide our services. Our representation of Village of Orland Park 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 Village of Orland Park's interests. Please review this letter and call me if you have any questions about anything in it.

You will be billed for services rendered on an hourly basis, depending upon the individual handling the matter (our Firm's W-9 form and ACH and/or Wire Transfer Payment information is attached, if that is needed to facilitate payment). 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 matters. Examples of tasks for which we bill include telephone calls, meetings, review and preparation of documents, court appearances, trial preparation, legal research, etc.

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.

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At all times, we will use our best efforts to successfully and efficiently handle your matters, taking into consideration the specific situation at hand, and its complexity. I will be primarily responsible for the tasks for which you engaged us. Other professionals may assist me, 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.

Our current hourly rates range from \$260 to \$575. We are pleased to offer Orland Park a fixed hourly rate of \$350.00 per hour.

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, along with the security retainer fee discussed above. We can start work on your matter only after both of these steps are accomplished.

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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 Village of Orland Park.

Sincerely,



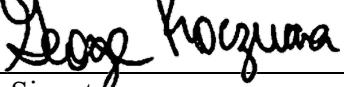
Christina K. Wernick  
Laner Muchin, Ltd.

CKW/pam

Enclosure

cc: Andrew S. Goldberg  
Accounting  
Brandi Watson ([bwatson@orlandpark.org](mailto:bwatson@orlandpark.org))

I have read the foregoing letter and, on behalf of Village of Orland Park, agree to its terms.



Signature

George Koczwara

Print Name

Village Manager

Title

11-14-25

Date