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October 6, 2015

**VIA CERTIFIED MAIL RETURN RECEIPT REQUESTED AND ELECTRONIC MAIL**

*Tracking No. 7008 3230 0000 9866 6561*

Ms. Sharon Langlotz-Johnson  
Supervisor  
Palatine Township  
721 S. Quentin Road  
Palatine, IL 60067  
[sljohnson@palatinetownship.com](mailto:sljohnson@palatinetownship.com)

Re: *Engagement Letter*

Dear Supervisor Langlotz-Johnson:

Thank you for your confidence in allowing our firm, Kopon Airdo, LLC, to represent Palatine Township. Our role will be to perform legal services only as directed by the Palatine Township.

Our fees for most services on the basis of the recorded time spent by the attorneys and paralegals who work on Palatine Township matters and multiplied by their respective billing rates. Our regular billing practices involve the maintenance of detailed records of the time spent on Palatine Township matters by each professional in the office. The rates for legal work performed by the Firm are as follows: Partners are \$185 per hour; Associates are \$175 per hour; and Paralegals are \$125 per hour.

From time to time, we may advance out-of-pocket costs on Palatine Township's behalf for various fees and services (e.g., local transportation, telephone toll charges, photocopy costs, and filing fees), and these will be charged to you as disbursement in our regular billing process. However, in cases where such costs are substantial, we may send you the appropriate invoices for direct payments to the third-party supplier. We will appreciate your prompt payment of such charges because failure to make timely payments can have an adverse effect on our firm's reputation.

We will invoice you on a monthly basis for services performed and costs incurred and request that such amounts be paid within thirty (30) days of receipt. Palatine Township has the right to terminate our services at any time upon prior written notice to us. We too have the right to terminate this engagement at any time, subject only to our ethical obligations as attorneys. We ordinarily will not terminate client relationships except for cause, including actual or threatened conflicts of interest, failure on the part of a client to be truthful or cooperative, circumstances that

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impair our ability to continue to serve a client effectively, or non-payment of our invoices. If either of us terminate this engagement, Palatine Township shall remain responsible for any and all attorneys' fees and expenses incurred prior to that time.

I hope and trust that this letter adequately explains our billing procedures and that Palatine Township find them satisfactory. Please acknowledge receipt of this letter and Palatine Township's agreement to the terms herein by executing this letter where indicated, keeping one copy for your records, and returning an executed copy directly to me.

We appreciate the opportunity to serve you and the residents of Palatine Township.

Very truly yours,


**KOPON AIRDO, LLC**

Michael A. Airdo

MAA/LJS

cc: Administrator Kenneth Lopez (via electronic mail only)

The foregoing is acknowledged and accepted  
this 07 day of October 2015.

  
Sharon Langlotz-Johnson, Palatine Township Supervisor

Attested:

  
Lisa Moran, Palatine Township Clerk