

March 26, 2026

Via Email

Mr. Howard Roin  
Village President  
Village of Glencoe  
675 Village Court  
Glencoe, IL 60022

**Re: Village of Glencoe as Special Counsel for Water System and Service Related Matters**

Dear President Roin:

This retainer letter will confirm the terms of our arrangement for the Matter referenced above. Schain, Banks, Kenny & Schwartz, Ltd. (the "Firm") shall represent Village of Glencoe (the "Client") in the Matter referenced above.

The Firm's usual and customary hourly rates currently range from \$250 to \$750, however, the maximum hourly rate that will be charged to you for my time is \$410.00. The initials of the attorneys and their hourly rates will appear on the bill. You agree to pay the Firm's usual and customary rates.

A bill is prepared on a monthly basis, which itemizes all the time and costs incurred for the month. Please note that there may be some lag time between the time certain costs are incurred and the time these costs may appear on the Client's bill. The Client is encouraged to review the bill and contact the undersigned with any questions. The Client is expected to pay the bill within thirty days.

Client has the right to terminate the Firm's services upon written notice at any time. The Firm also has the right to terminate its services in the event that the Client fails to pay in full the monthly statements or to cooperate on reasonable requests. The Firm also retains the right to all statutory and common law liens.

Pursuant to the Firm's file retention policy, the file will be destroyed within sixty days after the Firm's representation terminates, unless the Client requests that the file be returned to the Client.

If you agree to the above terms, please sign and return one copy of this agreement to me.

Your signature below indicates your understanding of the terms, conditions, and disclosures above, and your consent thereto.

Sincerely,

**Patrick T. Brankin**  
Patrick T. Brankin

PTB/tm

Agreed: Village of Glencoe

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