K | T | J KLEIN, THORPE & JENKINS
ATTORNEYS AT LAW

DD 312 984 6435
cpforte@ktjlaw.com

900 Oakmont Lane, Suite 301
Westmont, Illinois 60559
T 312 984 6435 F 312 984 6444

October 10, 2025

VIA ELECTRONIC MAIL

Tony S. Fioretti, Assistant Village Attorney
Village of Oak Park
tony.fioretti@oak-park.us

Re: Response to Request for Proposals ("RFP") for Legal Services – Municipal Traffic Prosecution

Counsel:

Klein, Thorpe & Jenkins, Ltd. ("KTJ") is pleased to submit this proposal to serve as the Village of Oak Park's legal counsel for municipal traffic prosecutions. Please let the following serve as a comprehensive response to the Village's request to provide further information as to how our firm is well-qualified to serve as local prosecutor for the Village.

If you have any questions or concerns regarding this proposal, please do not hesitate to contact me directly.

_Carmen P. Forte, Jr.

A. Description of our Firm

Since our founding in 1935, KTJ has been a trusted partner to municipalities throughout the Chicago metropolitan area and the greater State of Illinois, providing a full spectrum of local prosecution services that include ordinance enforcement, traffic prosecutions, and municipal litigation. Having served as legal counsel for the Village in several capacities since the founding of our firm, KTJ is deeply familiar with the way in which the Village operates, and we understand the critical role that fair, consistent, and effective traffic enforcement plays in supporting public safety and quality of life in the Village.

KTJ currently performs these services for other local government clients and has long-standing experience prosecuting ordinance and traffic violations in the Fourth Municipal District of the Circuit Court of Cook County, where these matters are heard. We are confident that our firm offers the experience, organizational strength, and professional judgment to meet the Village's needs. We propose to continue the Village's established practice of handling these matters in a manner that is both rigorous and respectful, protecting the rights of all involved while ensuring the laws of the Village and the State of Illinois are enforced faithfully and efficiently.

Our firm's legal practice is dedicated primarily to the representation of local governments, and our attorneys regularly serve as general counsel, special counsel, and prosecutors to municipalities, townships, school districts, and other local governmental entities. KTJ's attorneys appear in court daily on behalf of our municipal clients in all of the Cook County courthouses and beyond, and have developed strong working relationships with the judiciary, the Cook County State's Attorney's Office, law enforcement agencies, and the clerks and staff of the Circuit Court of Cook County.

We propose that attorneys James M. Joyce and Lily C. McKay will provide local prosecution services to the Village. James and Lily are currently performing these services for the Village, each handling two of the four monthly prosecution calls. The services would be provided out of our two nearby offices in downtown Chicago and Westmont, Illinois, where both James and Lily maintain their individual offices:

120 S. LaSalle St., Suite 1710 Chicago, IL 60603	900 Oakmont Lane, Suite 301 Westmont, IL 60559

The attorneys we offer as a backup to James and Lily in the case of emergencies all work from these two offices as well.

Our general firm contact for these proposed services will be Partner Carmen P. Forte, Jr., who is the chair of our firm's prosecution department. Carmen coordinates all prosecution assignments for our clients and supervises the firm's local prosecutors. Carmen may be reached at (312) 984-6435 or cpforte@ktjlaw.com.

B. Service Approach & Organization

KTJ is uniquely positioned to provide continuity of representation and consistent coverage for the Village. Because our municipal prosecution practice involves multiple attorneys with overlapping experience, we are able to maintain reliable staffing and ensure that matters proceed seamlessly even when an attorney is unavailable due to illness, vacation, or other unavoidable conflicts. We recognize that municipal prosecutions demand not only legal acumen but also professionalism, discretion, and diplomacy, and our attorneys approach every matter with a commitment to fairness, courtesy, and public service. At any given time, we maintain a roster of approximately 4-6 attorneys who are actively prosecuting these matters, with another 5 or more attorneys who, while not actively handling prosecution work, are able to assist with these calls should scheduling conflicts or emergencies arise.

This team-based structure will ensure that the Village receives consistent, informed representation week after week, with no disruption due to scheduling conflicts or unforeseen absences. It will also allow KTJ to scale resources up or down as caseloads fluctuate, maintaining both efficiency and responsiveness. Our attorneys will be accessible to Village staff at all times by phone and email and will respond promptly to inquiries from the Police Department, the Law Department, or other Village staff involved in traffic enforcement matters. When attorneys join KTJ, we train them to serve as local prosecutors. Most of our attorneys have served as primary prosecutors for our clients for several years. If a newer prosecutor at our firm requires assistance on a prosecution matter, they turn to our deep bench of attorneys who are always available to assist them.

C. Business Licenses & Credentials

(please see attachments below)

Business Entity Search

Entity Information

Entity Name
KLEIN, THORPE AND JENKINS, LTD.

File Number
51252543

Status
ACTIVE

Entity Type
CORPORATION

Type of Corp
DOMESTIC BCA

Incorporation Date (Domestic)
09-06-1977

State
ILLINOIS

Duration Date
PERPETUAL

Annual Report Filing Date

09-04-2025

Annual Report Year

2025

Agent Information
DENNIS G WALSH
900 OAKMONT LN STE 301
WESTMONT ,IL 60559-5574
Agent Change Date
08-13-2024

Services and More Information

Choose a tab below to view services available to this business and more information about this business.

Available Services | Officers | Assumed Name | Old Corp Name | File History

Purchase Master Entity Certificate of Good Standing

Purchase Assumed Name Certificate of Good Standing

Change of Registered Agent and/or Registered Office (https://apps.ilsos.gov/corpagentchange/)

Articles of Amendment Effecting A Name Change (https://apps.ilsos.gov/corpamendment/)

Adopting Assumed Name (https://apps.ilsos.gov/corpassumednameadoption/)

D. Attorney Licensure & ARDC Status

The assigned attorneys have the following licensure in the State of Illinois:

James M. Joyce – ARDC # 6216313

Lily C. McKay – ARDC # 6349775

Please see the attached confirmation of their good standing with the Illinois ARDC.

James Michael Joyce

as of 10/8/2025 9:19:40 PM

Full Licensed Name	James Michael Joyce
Registered Address	Klein Thorpe Jenkins Ltd. 600 Oakmont Suite 310 Westmont, Illinois 60559-5548
Registered Phone	(708) 788-4870
Registered Email	Not available

Date Admitted	November 04, 1993
Illinois Registration Status	Active and authorized to practice law
Malpractice Insurance	In annual registration, the attorney reported that the attorney, or the attorney’s firm, maintains malpractice insurance.

Public Record of Discipline and Pending Proceedings

None

Check carefully to be sure that you have selected the correct lawyer. At times, lawyers have similar names. Disciplinary results displayed above, if any, include information relating to any and all public discipline, court-ordered disability inactive status, reinstatement and restoration dispositions, and pending public proceedings. Investigations are confidential and information relating to the existence or status of any investigation is not available. For additional information regarding data on this website, please contact ARDC at (312) 565-2600 or, from within Illinois, at (800) 826-8625.

ARDC makes every effort to maintain the currency and accuracy of Lawyer Search. If you find any typographical errors in the Lawyer Search information, please email registration@iardc.org. Attorneys may make changes to their contact information on the ARDC's Online Registration page, or by completing and submitting the Change of Address form available on our Address Changes page. Name changes require the filing of a motion with the Supreme Court. Please consult our Name Change Requests page for details.

Lily Cecile McKay

as of 10/8/2025 9:19:21 PM

Full Licensed Name	Lily Cecile McKay
Registered Address	1730 N Clark St Apt 1508 Chicago, Illinois 60614
Registered Phone	Not available
Registered Email	Not available

Date Admitted	November 06, 2024
Illinois Registration Status	Active and authorized to practice law
Malpractice Insurance	In annual registration, the attorney reported that the attorney, or the attorney's firm, does not maintain malpractice insurance. (Some attorneys, such as judges, government lawyers, and in-house corporate lawyers, may not carry coverage due to the nature of their practice setting.)

Public Record of Discipline and Pending Proceedings

None

Check carefully to be sure that you have selected the correct lawyer. At times, lawyers have similar names. Disciplinary results displayed above, if any, include information relating to any and all public discipline, court-ordered disability inactive status, reinstatement and restoration dispositions, and pending public proceedings. Investigations are confidential and information relating to the existence or status of any investigation is not available. For additional information regarding data on this website, please contact ARDC at (312) 565-2600 or, from within Illinois, at (800) 826-8625.

ARDC makes every effort to maintain the currency and accuracy of Lawyer Search. If you find any typographical errors in the Lawyer Search information, please email registration@iardc.org. Attorneys may make changes to their contact information on the ARDC's Online Registration page, or by completing and submitting the Change of Address form available on our Address Changes page. Name changes require the filing of a motion with the Supreme Court. Please consult our Name Change Requests page for details.

E. Team Members & Resumes

The professional resumes for James M. Joyce and Lily C. McKay are attached below.

In addition to the attorneys primarily responsible for the prosecution needs of the Village, the following attorneys are regularly available to assist should emergencies arise:

Carlos S. Arevalo – 25 years of prosecution and local government experience, current Cary and Fox River Grove Village prosecutor

Howard C. Jablecki – 18 years of prosecution and local government experience, former Oak Park, Maywood and River Forest Village prosecutor and current Mount Prospect and Wheeling Village prosecutor

Carmen P. Forte, Jr. – 16 years of prosecution and local government experience, former Oak Park, Maywood, River Forest and Cary Village prosecutor

Mallory A. Milluzzi – 14 years of prosecution and local government experience, former Oak Park, Maywood and River Forest Village prosecutor and current Wheeling and Mount Prospect Village prosecutor

Daniel W. Bourgault – 3 years of prosecution and local government experience, former Oak Park and Maywood Village prosecutor

Kaylee M. Hartman – 2 years of prosecution and local government experience, former Oak Park and Maywood Village prosecutor and current LaGrange Park, Cary and Fox River Grove Village prosecutor

In addition to these current and former prosecutors, our other colleagues Lance A. Malina, Michael A. Marrs, Jason A. Guisinger, James A. Rhodes and several others share the collective knowledge of decades of prior prosecution experience for our clients.

JAMES M. JOYCE

AREAS OF EXPERTISE

Attorney with extensive background in bankruptcy and commercial litigation. Trial, arbitration and motion practice experience in Northern District of Illinois and in Cook, Lake, Du Page, Will, Kane, Winnebago, Jo Daviess and Kendall counties.

EXPERIENCE

SENIOR ASSOCIATE, KLEIN THORPE & JENKINS, WESTMONT IL **August 2024 – Present**

Serve as litigation counsel for municipal and commercial clients; handling matters from defense of municipal and other governmental entities in actions concerning actions for personal injury, wage and benefit claims and contract actions involving school and other related entities. Responsible for litigation in bankruptcy, chancery and general claims.

MAXIMOVICH & ASSOCIATES PC , LYONS IL **August 2015-August 2024**

Attorney responsible for all active litigation files for firm, including bankruptcy, commercial litigation, domestic relations, administrative hearings and criminal casework. Sole responsibility for motion practice and trials, both bench and jury trials. Current caseload of over 100 active cases. Experienced in both state, appellate and federal court practice.

ATTORNEY, BRENDAN FINANCIAL, INC., RIVERSIDE, IL **April 2014 – August 2015**

In-house counsel for local mortgage lender and related corporate entities, personally responsible for litigating over 100 cases in state, federal and bankruptcy courts. Successful representation of client's businesses in municipal and state administrative hearings. Extensive experience in foreclosures, mechanics' liens, evictions and general civil litigation.

- Resolved numerous lien-stripping cases and won numerous summary judgments in state court actions.
- Responsible for clearing two-year backlog of cases.

ATTORNEY, FORNARO LAW, LA GRANGE, IL **February 2012 – April 2014**

Charged with enhancing bankruptcy and commercial litigation practice of new suburban firm. Serve as lead counsel for motion practice and trials in state and federal court.

- Successfully filed Chapter 11 bankruptcy reorganization for multi-site medical practice, negotiated terms and obtained confirmation of Plan.
- Represented firm clients in Chapter 7, 11 and 13 motion practice. Obtained confirmation of client Chapter 13 Plans.
- Obtained not liable verdict in 18-count municipal complaint and trial on 12-hours notice.

STAFF ATTORNEY, LEGAL ASSISTANCE FOUNDATION, CHICAGO, IL **July 2011 – November 2011**

Enhanced the effectiveness of the highly utilized Pro Bono Bankruptcy Help Desk for U.S. District Court, Northern District of Illinois. Position was eliminated due to the Legal Assistance Foundation's inability to procure funding for this full-time position.

- Provided expert counsel and advice to pro se clients of the Foundation and appeared in court as necessary.

- Increased number of pro se clients receiving legal advice by 50 percent on a daily basis.
- Researched legal issues and assisted in preparation of bankruptcy pleadings, schedules and documents for Foundation clients. Conducted monthly bankruptcy clinics.

ATTORNEY, KEATON & ASSOCIATES, P.C., PALATINE, ILLINOIS February 2011 – May 2011

Responsible for litigation of matters under the Perishable Agricultural Commodities Act (PACA) for coast-to-coast practice exclusively dedicated to enforcement of PACA trust rights and produce industry collections. Prepared complaints, motions and discovery for cases in federal district and bankruptcy courts and supervised local counsel.

CONSULTANT November 2009 – February 2011

Provided bankruptcy legal consulting services to outside law firms.

ATTORNEY, DRESSLER PETERS LLC, CHICAGO, IL May 2008 – September 2009

Responsible for litigation of Uniform Commercial Code, secured transactions and bankruptcy cases throughout the United States as national counsel for leasing subsidiary of national lending institution. Responsibility for over 200 active commercial litigation and bankruptcy files.

ATTORNEY, LILLIG & THORSNESS, LTD., OAK BROOK, IL May 2003 – May 2008

Responsible for commercial litigation and bankruptcy practice for probate/transactional firm. Managed caseload involving chancery, probate, law division and municipal cases, injunctions and foreclosures for wide range of firm clients, including real estate developers, financial institutions, equipment financiers, title insurance companies and individual clients.

ATTORNEY, GOLDSTEIN & JOYCE LLC, NORTHBROOK, IL 1997 – May 2003

Represented Chapter 7 panel trustee in all aspects of estate administration. Prepared all pleadings, appeared in court and filed suits on behalf of trustee.

- Represented trustee in successful appeal of sale of multimillion dollar apple orchard estate.
- Represented leasing subsidiary of Fortune 500 corporation nationwide in civil litigation.
- Served as counsel to local bank chain for civil litigation and bankruptcy matters.

ATTORNEY, EIDEN, ECKERT, O'DONNELL & GOLDSTEIN, VERNON HILLS, IL 1996-1997

Represented Chapter 7 trustee in all litigation involving administration of bankruptcy estates and case management. Also represented firm clients in non-bankruptcy litigation. Left firm to form Goldstein & Joyce LLC.

ATTORNEY, COSTON, LANDE & SAPIR, CHICAGO, IL 1993 - 1996

Responsible for over 100 collection cases on behalf of leasing companies and other clients. Successfully handled over 15 trial and arbitration matters for firm clients.

EDUCATION

J.D. 1993 Chicago-Kent College of Law, Chicago, IL

M.A. 1983 International Law, University of Notre Dame (full scholarship), South Bend, IN

B.A. 1981 Political Science, College of St. Thomas, St. Paul, MN

OTHER ACTIVITIES

- Cook County Arbitrator, 2003 – 2015
- Provide artwork for local charity events.

LILY MCKAY

120 S. LaSalle Street, Suite 1710, Chicago, Illinois • (773) 682-4553 •lcmckay@ktjlaw.com

EDUCATION

Loyola University Chicago School of Law, Chicago, IL
Juris Doctor, May 2024, *Magna Cum Laude*
- Dean's List 2023-2024
- 711 Licensed Guardian Ad-Litem, Community Law Center Clinic
- CALI Award for the Highest Grade in Legal Writing II
- Labor and Employment Law Society, *Member*
- Women's Law Society, *Member*

University of Wisconsin – Madison, Madison, WI
Bachelor of Arts in Political Science, Certificate in Environmental Science, May 2021
Honors: Dean's List, Activities: Alpha Phi International Fraternity, *Vice President of Membership Recruitment*

EXPERIENCE

Klein, Thorpe and Jenkins, Ltd., Chicago, IL
Associate Attorney, November 2024-Present
- Advise municipalities, school districts, and corporate clients on legal and practical matters
- Draft, review, and negotiate contracts and agreements for municipal projects and events
- Represent municipalities in state and federal court civil litigation matters
- Prosecute local traffic and code enforcement tickets in state court
- Support and coordinate with local officials and municipal staff in decision making for municipal operations through legal research and recommendations
- Co-author the publication of *Land Use Law: Special Topics* – Illinois Institute for Continuing Education, 2025

Klein, Thorpe and Jenkins, Ltd., Chicago, IL
Law Clerk, May 2023 – October 2024
- Review of current court decisions and legislative updates to advise municipal and school district clients
- Conduct detailed review and analysis of discovery documents for pending litigation matters
- Research and brief evolving updates on the Freedom of Information Act and Open Meetings Act

Alderman Samantha Nugent's 39th Ward Public Service Office, Chicago, IL
Legal Intern, June 2022 – December 2022
- Research and brief the Alderman on City of Chicago Ordinances and Illinois legislation
- Draft memos from the research regarding implementing policies and ordinances in areas of sustainability, gun policies, and zoning
- Participate in meetings with the Alderman to understand her role in the City of Chicago government and in the community of her Ward
- Coordinate with constituents by phone and email to direct their requests and concerns to the correct City Department to resolve issues in a timely manner

BAR ADMISSIONS:

- State of Illinois, 2024
- United States District Court, Northern District of Illinois, 2025

F. Professional References

1. Village of River Forest (Village Attorney, Village Prosecutor)
   Matt Walsh, Village Administrator
   400 Park Avenue
   River Forest, IL 60305
   (708) 714-3563
   mwalsh@vrf.us

2. Village of Maywood (Village Attorney, Village Prosecutor)
   Frank Torres, Village Manager
   40 Madison Street
   Maywood, IL 60153
   (708) 450-6365
   ftorres@maywood-il.gov

3. Village of LaGrange Park (Village Attorney, Village Prosecutor)
   Julia Cedillo, Village Manager
   447 N. Catherine Avenue
   La Grange Park, IL 60526
   (708) 354-0225 x 107
   jcedillo@lagrangepark.org

4. Village of Mount Prospect (Village Attorney, Village Prosecutor)
   Michael J. Cassady, Village Manager
   50 S. Emerson Street
   Mount Prospect, IL 60056
   (847) 818-5267
   mcassady@mountprospect.org

5. Village of Wheeling (Village Attorney, Village Prosecutor)
   Jon Sfondilis, Village Manager
   2 Community Boulevard
   Wheeling, IL 60090
   (847) 499-9090
   jsfondilis@wheelingil.gov

6. Village of Cary (Village Attorney, Village Prosecutor)
   Erik Morimoto, Village Administrator
   755 Georgetown Drive
   Cary, IL 60013
   (847) 639-0003
   emorimoto@caryillinois.com

7. Village of River Grove (Special Counsel, Assistant Village Prosecutor)
   Bart A. Smith, Corporation Counsel
   2621 N. Thatcher Avenue

River Grove, IL 60171
(708) 906-0969
bsmith@rivergroveil.gov

8. Village of Lombard (Village Attorney)
Scott Niehaus, Village Manager
255 E. Wilson Avenue
Lombard, IL 60148
(630) 620-5712
niehauss@villageoflombard.org

9. Village of Western Springs (Village Attorney)
Ellen Baer, Village Manager
740 Hillgrove Avenue
Western Springs, IL 60558
(708) 246-1800 ext. 128
ebaer@wsprings.com

10. Village of Hinsdale (Village Attorney)
Kathleen Gargano, Village Manager
19 E. Chicago Avenue
Hinsdale, IL 60521
(630) 789-7011
kgargano@villageofhinsdale.org

11. Village of Oak Lawn (Village Attorney)
Thomas Phelan, Village Manager
9446 S. Raymond Avenue
Oak Lawn, IL 60453
(708) 499-7743
tphelan@oaklawn-il.gov

G. Cost Proposal

(please see attachment below)

ATTACHMENT 5
COST PROPOSALS

Contractor Services

Flat Fee Arrangement:

Five Thousand Dollars ($5,000.00) per month

(plus expenses noted in our proposed engagement agreement, attached here under Section "I")

Hourly:

Primary Attorney __________________ Hourly Rate $______

Staff Member _______________ Role _________________ Hourly Rate $______

Staff Member _______________ Role _________________ Hourly Rate $______

Staff Member _______________ Role _________________ Hourly Rate $______

H. Acknowledgement of Requirements

(please see attachment below)

ATTACHMENT 8
ACKNOWLEDGEMENT OF UNDERSTANDING

The undersigned hereby certifies that they have read and understand the contents of this Request for Proposals and agree to furnish at the prices shown the Contractor's Proposal any or all of the items above, subject to all instructions, conditions, specifications, and attachments hereto. Failure to have read all the provisions of this Request for Proposals shall not be cause to alter any resulting Professional Services Agreement or to accept any request for additional compensation.

____
Authorized Signature

Carmen P. Forte, Jr.
Printed Name

Shareholder
Title

Klein, Thorpe & Jenkins, LTD.
Company Name

10/9/2025
Date

312-984-6435
Telephone Number

cpforte@ktjlaw.com
Email

I. Engagement Agreement

(please see attachment below for our general engagement agreement)

KLEIN, THORPE AND JENKINS, LTD.
TERMS OF ENGAGEMENT

We appreciate your decision to retain Klein, Thorpe and Jenkins, Ltd. ("KTJ"). This document explains how we work, our obligations to you, your obligations to us, what we will do on your behalf, and how our charges will be determined and billed. Experience has shown that an understanding of these matters contributes to a better relationship between us, and that, in turn, makes our efforts more productive.

Our engagement and the services we will provide are limited to the matter identified in the accompanying engagement letter. Any changes in the scope of our representation, as described in the letter, must be approved in writing. We will provide services of a strictly legal nature related to the matters described in that letter. You will provide us with the factual information and materials we require to perform the services identified in the letter, and you will make such business or technical decisions and determinations as are appropriate. You will not rely on us for business, investment, or accounting decisions, or expect us to investigate the character or credit of persons or entities with whom you may be dealing, unless otherwise specified in the letter.

We cannot guarantee the outcome of any matter. Any expression of our professional judgment regarding your matter or the potential outcome is, of course, limited by our knowledge of the facts and based on the law at the time of expression. It is also subject to any unknown or uncertain factors or conditions beyond our control.

Confidentiality and Related Matters

As a matter of professional responsibility, we are required to hold confidential all information relating to the representation of our clients, subject to certain exceptions stated herein. This professional obligation and the legal privilege for attorney-client communications exist to encourage candid and complete communication between a client and a lawyer. We can perform truly beneficial services for a client only if we are aware of all information that might be relevant to our representation. Consequently, we trust that our attorney-client relationship with you will be based on mutual confidence and unrestrained communication that will facilitate our proper representation of you.

Additionally, you should be aware that, in instances in which we represent a corporation, government or other entity, our client relationship is with the entity, and not with its individual executives, shareholders, directors, members, managers, partners, elected or appointed officials, or persons in similar positions, or with its parent, subsidiaries or other affiliates. In those cases, our professional responsibilities are owed only to that entity, alone, and no conflict of interest will be asserted by you because we represent persons with respect to interests that are adverse to individual persons or business organizations who have a relationship with you. That is to say, unless the letter accompanying this document indicates otherwise, KTJ's attorney-client relationship with the entity does not give rise to an attorney-client relationship with the parent, subsidiaries, or other affiliates of the entity, and representation of the entity in this matter will not give rise to any conflict of interest in the event other clients of KTJ are adverse to the parent, subsidiaries, or other affiliates of the entity. Of course, we can also represent individual executives, shareholders, directors, members, managers, partners, elected or appointed officials, and other persons related to the entity in matters that do not conflict with the interests of the entity, but any such representation will be the subject of a separate engagement letter.

KTJ attempts to achieve efficiencies and savings for its clients by managing the KTJ's administrative operations (such as file storage, document duplication, word processing, accounting/billing) in the most efficient manner possible, including outsourcing certain functions to third parties. Outsourcing in this manner may require KTJ to allow access by third parties to your confidential information, and, in some cases, these third parties may be located outside of the United States. KTJ will follow applicable legal ethics rules with regard to such outsourcing and protection of confidential information.

Fees and Billing

Clients frequently ask us to estimate the fees and other charges they are likely to incur in connection with a particular matter. We are pleased to respond to such requests whenever possible with an estimate based on our professional judgment. This estimate always carries the understanding that, unless we agree otherwise in writing, it does not represent a maximum, minimum, or fixed fee quotation. The ultimate cost frequently is more or less than the amount estimated.

Legal Fees

When establishing fees for services that we render, we are guided primarily by the time and labor required, although we also consider other appropriate factors, such as the novelty and difficulty of the legal issues involved; the legal skill required to perform the particular assignment; time-saving use of resources (including research, analysis, data, and documentation) that we have previously developed and stored electronically or otherwise in quickly retrievable form; the fee customarily charged by comparable firms for similar legal services; the amount of money involved or at risk and the results obtained; and the time constraints imposed by either you or the circumstances. In determining a reasonable fee for the time and labor required for a particular matter, we consider the ability, experience, and reputation of the lawyer or lawyers in our firm who perform the services. To facilitate this determination, we internally assign to each lawyer an hourly rate based on these factors. Of course, our internal hourly rates change periodically to account for increases in our cost of delivering legal services, other economic factors, and the augmentation of a particular lawyer's ability, experience, and reputation. Any such changes in hourly rates are applied prospectively after written notice of such change in hourly rates. We record and bill our time in one-tenth hour (six minute) increments.

When selecting lawyers to perform services for you, we generally seek to assign lawyers having the lowest hourly rates consistent with the skills, time demands, and other factors influencing the professional responsibility involved in each matter, unless you have requested a particular lawyer to perform the work or unless the primary-contact lawyer, in his/her discretion, assigns the work to a particular lawyer. That does not mean that we will always assign a lawyer with a lower hourly rate than other lawyers. As circumstances require, the services of lawyers at KTJ with special skills or experience may be sought when that will either: (a) reduce the legal expense to you; (b) provide a specialized legal skill needed; or (c) help move the matter forward more quickly.

The time for which a client will be charged will include, but will not be limited to, telephone and office conferences with a client and counsel, consultants, and others; conferences among our personnel; factual investigation; legal research; drafting of letters and other documents; travel time; waiting time in court or elsewhere; and time in meetings.

Disbursements

In addition to legal fees, our statements will include out-of-pocket expenses we have advanced on your behalf. Advanced expenses generally will include, but are not limited to, such items as travel, postage, filing, recording, and certification and registration fees charged by governmental bodies. Our out-of-pocket expenses typically include, but are not limited to, such items as overnight courier services, certain charges for terminal time for computer research and complex document production, and charges for photocopying materials sent to the client or third parties or required for our use.

We may request an advance cost deposit when we expect that we will be required to incur substantial costs on behalf of the client. Otherwise, KTJ requires that the client directly pay any invoice issued by a third-party vendor or consultant that exceeds $500.00.

During the course of our representation, it may be appropriate to hire third parties to provide services on your behalf. These services may include such things as consulting or testifying experts, investigators, providers of computerized litigation support, and court reporters. Because of the legal "work product" protection afforded to services that an attorney requests from third parties, in certain situations KTJ may assume responsibility for retaining the appropriate service providers. Even if we do so, however, you will be responsible for paying all fees and expenses directly to the service providers or reimbursing us for these expenses.

KTJ attempts to achieve efficiency and savings for its clients when dealing with independent contractors. KTJ may be able to obtain a reduced charge from the contractor if KTJ provides certain functions, such as billing, collection, equipment, space, facilities, or clerical help. For these administrative and coordination services, KTJ may charge an administrative fee, which will be separately disclosed to you.

Billing

We bill for our services and costs on a monthly basis. Our statements are due when rendered. If a retainer deposit is posted, the monthly statements will be mailed to the client showing a deduction of the fees and costs from the deposit and the new deposit balance. Alternate billing arrangements may be mutually agreed to by the parties, in writing. In instances in which we represent more than one person with respect to a matter, each person that we represent is jointly and severally liable for our fees and expenses with respect to the representation. Our statements contain a concise summary of each matter for which legal services are rendered and the corresponding fee(s) and costs that are charged. If a statement remains unpaid for more than thirty (30) calendar days, you will be contacted by a KTJ representative inquiring why it is unpaid. Additionally, if a statement has not been paid within thirty (30) calendar days from its date, KTJ may impose an interest charge consistent with the Local Government Prompt Payment Act, as amended, (if applicable), or one percent (1.0%) per month (a twelve percent (12%) annual percentage rate), whichever is less, from the 30th day after the date of the statement until it is paid in full. Interest charges apply to specific monthly statements on an individual statement basis. Any payments made on past due statements are applied first to the oldest outstanding statement.

It is KTJ's policy that if an invoice remains unpaid for more than ninety (90) calendar days, absent extraordinary circumstances and subject to legal ethics constraints, KTJ's representation will cease, and you will have authorized us to withdraw from all representation of you as a consequence of your failure to pay for services, fees, and costs rendered. Any unapplied deposits will be applied to outstanding balances. Generally, KTJ will not re-commence its representation or accept new work from you until your account is brought current and a new deposit for fees and costs, in an amount that KTJ determines, is paid to it.

In addition, if you do not pay KTJ's statements as they become due, the firm may require a substantial partial payment and delivery of an interest-bearing promissory note as part of any arrangement under which it may, in its discretion, agree to continue its representation. Any such promissory note will serve merely as evidence of your obligation and shall not be regarded as payment. If allowed by applicable law, KTJ is entitled to reasonable attorneys' fees and court costs if collection activities are necessary. In addition, KTJ shall have all general, possessory, or retaining liens, and all special or charging liens, recognized by law.

Payment of our fees and costs is not contingent on the ultimate outcome of our representation unless we have expressly agreed in writing to a contingency fee.

Questions about Our Bills

We invite you to discuss freely with us any questions that you have concerning a fee charged for any matter. We want our clients to be satisfied with both the quality of our services and the reasonableness of the fees we charge for those services. We will attempt to provide as much billing information as you require and in such customary form that you desire and are willing to discuss with you any of the various billing formats we have available that best suits your needs.

Relationships with Other Clients

Because we are a full-service law firm, we may be (and at times are) asked to represent a client with respect to interests that are adverse to those of another client who is represented by KTJ in connection with another matter. Just as you would not wish to be prevented in an appropriate situation from retaining a law firm that competes with KTJ, our firm wishes to be able to consider the representation of other persons or entities that may be competitors in your industry or who may have interests that are adverse to yours, but with respect to matters that are unrelated in any way to our representation of you. The ethics that govern us permit us to accept such multiple representations, assuming certain conditions are met, as set forth below.

During the term of this engagement, we will not accept representation of another client to pursue interests that are directly adverse to your interests unless and until we make full disclosure to you of all the relevant facts, circumstances and implications of our undertaking the two representations, and confirm to you in good faith that we have done so and that the following criteria are met: (i) there is no substantial relationship between any matter in which we are representing or have represented you and the matter for the other client; (ii) any confidential information that we have received from you will not be available to the lawyers and other KTJ personnel involved in the representation of the other client; (iii) our effective representation of you and the discharge of our professional responsibilities to you will not be prejudiced by our representation of the other client; and (iv) the other client has also consented in writing based on our full disclosure of the relevant facts, circumstances and implications of our undertaking the two representations. If the foregoing conditions are satisfied, we may undertake the adverse representation and all conflict issues will be deemed to have been resolved or waived by you.

By making this agreement, we are establishing the criteria that will govern the exercise of your right under applicable ethical rules to object to our representation of another client whose interests are adverse to yours. If you contest in good faith the facts underlying our confirmation to you that the specified criteria have been met, then we will have the burden of reasonably supporting those facts.

Knowledge Management Tool

In order to serve our clients better and more economically, we have implemented a document search engine that will allow us to search KTJ's institutional work product to determine whether there exist documents created for one client that can be used as a starting point for the preparation of new documents for other clients. Documents that are subject to ethics wall restrictions, have extraordinary confidentiality requirements, or contain sensitive client information will not be included in this system.

Termination

Upon completion of the matter to which this representation applies, or upon earlier termination of our relationship, the attorney-client relationship will end unless you and we have expressly agreed to a continuation with respect to other matters. We hope, of course, that such a continuation will be the case. The representation is terminable at-will by either of us. The termination of the representation will not terminate your obligation to pay fees and costs incurred prior to the termination and for any services rendered or disbursements required to implement the transition to new counsel.

File Destruction

Client files are typically destroyed ten years after a matter is closed unless other arrangements are made with the client.

Billing Rates (Effective January 1, 2026)

Please be advised that the billing rates for all legal services and legal-related services that Klein, Thorpe and Jenkins, Ltd. provides to you will be as follows:

For all prosecution services: Retainer of $5,000.00/month, plus expenses noted below:

MISCELLANEOUS EXPENSES:

Copying	20¢ per page
Printing	actual cost
Delivery	actual cost
Filing fees	actual cost
Mileage	not charged
Computer research	actual cost
Secretarial	not charged
Facsimile	not charged

Your agreement to this engagement constitutes your acceptance of the foregoing terms and conditions. If any of them is unacceptable to you, please advise us now so that we can resolve any differences and proceed with a clear, complete, and consistent understanding of our relationship.

____

_________________________ Date

Village of Oak Park, Illinois

J. Ownership Disclosure and Other Requested Information

(please see attachments below)

ATTACHMENT 6

DISCLOSURE OF OWNERSHIP INTERESTS

All Contractors (APPLICANT) seeking to do business with the Village must provide the following information with their bid. Every question must be answered. If the question is not applicable, answer with "N/A".

APPLICANT NAME: Klein, Thorpe & Jenkins, LTD.

APPLICANT ADDRESS: 900 Oakmont Lane, Suite # 301, Westmont, Illinois 60559

TELEPHONE NUMBER: 312-984-6400

FACSIMILE NUMBER: 312-984-6444

APPLICANT is (**check one of the following**):

1. Corporation (x) 2. Partnership ( ) 3. Sole Owner ( )
4. Association ( ) 5. Other ( )____________________

Please answer the following questions on a separate attached sheet if necessary.

SECTION I - CORPORATION

1a. Names and addresses of all officers and directors of the corporation.

President - Michael T. Jurusik

Vice President - Thomas M. Melody

Secretary - James v. Ferolo   Dennis G. Walsh, Lance C. Malina, Michael A. Marrs - Directors

all located at 900 Oakmont Lane, Suite # 301, Westmont, Illinois 60559

1b. (Answer only if corporation has 33 or more shareholders.) Names and addresses of all those shareholders owning shares equal to or in excess of 3% of the proportionate ownership interest and the percentage of shareholder interest. (Note: Corporations which submit S.E.C. form 10K may substitute that statement for the material required herein.)

N/A

1c. (Answer only if corporation has fewer than 33 shareholders.) Names and addresses of all shareholders and percentage of interest of each herein. (Note: Corporations which submit S.E.C. form 10K may substitute that statement for the material requested herein.)

The following shareholders constitute the ownership of our firm:

Dennis G. Walsh, James V. Ferolo, Michael T. Jurusik, Thomas M. Melody, Lance C. Malina, Michael A. Marrs

John A. Wall, Howard C. Jablecki, Jason A. Guisinger, Mallory A. Milluzzi, Carmen P. Forte, Jr.

(all located at 900 Oakmont Lane, Suite # 301, Westmont, Illinois 60559)

SECTION 2 - PARTNERSHIP/ASSOCIATION/JOINT VENTURE

2a. Partnerships: The name, address, and percentage of interest of each partner whose interests therein, whether limited or general, is equal to or in excess of 3%.

N/A

2b. Associations: The name and address of all officers, directors, and other members with 3% or greater interest.

N/A

SECTION 3 - TRUSTS

3a. Trust number and institution.

N/A

3b. Name and address of trustee or estate administrator.

N/A

3c. Trust or estate beneficiaries: Name, address, and percentage of interest in total entity.

N/A

SECTION 4 - ALL APPLICANTS - ADDITIONAL DISCLOSURE

4a. Specify which, if any, interests disclosed in Section 1,2, or 3 are being held by an agent or nominee, and give the name and address of principal.

N/A

4b. If any interest named in Section 1, 2, or 3 is being held by a "holding" corporation or other "holding" entity not an individual, state the names and addresses of all parties holding more than a 3% interest in that "holding" corporation or entity as required in 1(a), 1(b), 1(c), 2(a), and 2(b).

N/A

4c. If "constructive control" of any interest named in Sections 1,2, 3, or 4 is held by another party, give name and address of party with constructive control. ("Constructive control" refers to control established through voting trusts, proxies, or special terms of venture of partnership agreements.)

N/A

I have not withheld disclosure of any interest known to me. Information provided is accurate and current.

Authorized Signature — Date: 10/9/2025

Title: Shareholder

COUNTY OF DuPage)
)
STATE OF Illinois)

Subscribed and sworn to before me this 9th day of October, 2025.

- Notary Seal -

OFFICIAL SEAL
KENDALL A. SCANLAN
NOTARY PUBLIC, STATE OF ILLINOIS
Will County - Commission No. 990027
My Commission Expires April 29, 2028

Notary Public

4931-3850-5319, v. 1

ATTACHMENT 1
CONTRACTOR CERTIFICATION

I, Carmen P. Forte, Jr., being first duly sworn on oath depose and state that Contractor for the above proposal is organized as indicated below and that all statements herein made on behalf of such Contractor and that this deponent is authorized to make them, and also deposes and says that the deponent has examined and carefully prepared its proposal and has checked the same in detail before submitting this Proposal and that the statements contained herein are true and correct.

Signature of Contractor authorizes the Village to verify references of business and credit at its option.

Signature of Contractor shall also be acknowledged before a Notary Public or other person authorized by law to execute such acknowledgments.

Dated 10/9/2025

Klein, Thorpe & Jenkins, LTD.
Organization Name

(Seal – if Corporation)

By: [signature]
Authorized Signature

Carmen P. Forte, Jr.
Print Name

900 Oakmont Lane, Suite #301
Westmont, Illinois 60559
Address

312-984-6400
Telephone

Subscribed and sworn to before me this 9th day of October, 2025.

COUNTY OF DuPage)
)
STATE OF Illinois)

OFFICIAL SEAL
KENDALL A. SCANLAN
NOTARY PUBLIC, STATE OF ILLINOIS
Will County - Commission No. 990027
My Commission Expires April 29, 2028

[signature]
Notary Public

My Commission Expires: April 29, 2028

ATTACHMENT 2
COMPLIANCE AFFIDAVIT

I, Carmen P. Forte, Jr. being first duly sworn on oath depose and state as follows: (Print Name)

1. I am the (title) Shareholder of the proposing contractor ("Contractor") and am authorized to make the statements contained in this affidavit on behalf of the Contractor.

2. The Contractor is organized as indicated in Attachment 9 of this Proposal, titled "Organization of Proposing Firm," which is incorporated into this Affidavit as if fully set forth herein.

3. I have examined and carefully prepared the proposal ("Proposal") responding to the Request for Proposals issued by the Village and verified the facts contained in the Proposal in detail before submitting it.

4. I authorize the Village to verify the Contractor's business references and credit at its option.

5. Neither the Contractor nor its affiliates[1] are barred from submitting a proposal as a result of a violation of 720 ILCS 5/33E-3 or 33E-4 relating to bid rigging and bid rotating, or Section 2-6-12 of the Oak Park Village Code related to bidding requirements.

6. The Proposing Contractor has the M/W/DBE status indicated on the form entitled "EEO Report."

7. Pursuant to 65 ILCS 5/11-11-42.1-1, neither the Contractor nor its affiliates are delinquent in the payment of any debt or tax owed to the Village except for those taxes which the Contractor is contesting, in accordance with the procedures established by the appropriate revenue act, liability for the tax or the amount of the tax. I understand that making a false statement regarding delinquency in taxes is a Class A Misdemeanor and, in addition, voids any agreement between the Contractor and the Village stemming from the RFP ("Agreement") and allows the Village to recover all amounts paid to the Contractor under the Agreement in a civil action.

8. I am familiar with Section 13-3-1 through 13-3-4 of the Oak Park Village Code relating to Fair Employment Practices and understand the contents thereof; and state that the Contractor is an "Equal Opportunity Employer" as defined by Section 2000(E) of Chapter 21, Title 42 of the United States Code Annotated and Federal

[1] Affiliates means: (i) any subsidiary or parent of the bidding or contracting business entity, (ii) any member of the same unitary business group; (iii) any person with any ownership interest or distributive share of the bidding or contracting business entity in excess of 7.5%; (iv) any entity owned or controlled by an executive employee, his or her spouse or minor children of the bidding or contracting business entity.

Executive Orders #11246 and #11375 which are incorporated herein by reference. **Also complete the attached EEO Report or Submit an EEO-1.**

9. I certify that the Contractor is in compliance with the Drug Free Workplace Act, 41 U.S.C.A, 702.

Signature: ______________________

Printed Name: Carmen P. Forte, Jr.

Name of Business: Klein, Thorpe & Jenkins, LTD.

Your Title: Shareholder

Business Address: 900 Oakmont Lane, Suite #301

Westmont, Illinois 60559

Telephone Number: 312-984-6400

Facsimile Number: 312-984-6444

Web Address: www.ktjlaw.com

COUNTY OF DuPage)
)
STATE OF Illinois)

Subscribed and sworn to before me this 9th day of October, 2025.

____
Notary Public

- Notary Seal -

OFFICIAL SEAL
KENDALL A. SCANLAN
NOTARY PUBLIC, STATE OF ILLINOIS
Will County - Commission No. 990027
My Commission Expires April 29, 2028

4931-3850-5319, v. 1

ATTACHMENT 3
M/W/DBE STATUS AND EEO REPORT

1. Contractor Name: Klein, Thorpe & Jenkins, LTD.

2. Check here if your business is:

- ☐ Minority Business Enterprise (MBE) (A business that is at least 51% owned, managed and controlled by a Minority.)
- ☐ Women's Business Enterprise (WBE) (A business that is at least 51% owned, managed and controlled by a Woman.)
- ☐ Owned by a person with a disability (DBE) (A business that is at least 51% owned by a person with a disability)
- ☒ None of the above

[Submit copies of any W/W/DBE certifications]

3. What is the size of the business' current stable work force?

41 Number of full-time employees

6 Number of part-time employees

4. Similar information will be requested of all subcontractors working on the Agreement. Forms will be furnished to the lowest responsible Contractor with the notice of the Agreement award, and these forms must be completed and submitted to the Village before the execution of an agreement by the Village.

Signature: ______________________________

Date: 10/9/2025

Failure to respond truthfully to any questions on this form, failure to complete the form or failure to cooperate fully with further inquiry by the Village of Oak Park will result in disqualification of the Proposal.

EEO REPORT

Please fill out this form completely. Failure to respond truthfully to any questions on this form, or failure to cooperate fully with further inquiry by the Village of Oak Park will result in disqualification of this proposal. An incomplete form will disqualify your proposal. For assistance in completing this form, contact the Village Attorney at 708-358-5660.

An EEO-1 Report may be submitted in lieu of this report

Contractor Name KLEIN THORPE AND JENKINS
Total Employees 47

Job Categories	Total Employees	Total Males	Total Females	Males				Females				Total Minorities
				Black	Hispanic	American Indian & Alaskan Native	Asian & Pacific Islander	Black	Hispanic	American Indian & Alaskan Native	Asian & Pacific Islander	
Officials & Managers	3	0	3									
Professionals	29	20	9		1							1
Technicians	1	0	1								1	1
Sales Workers												
Office & Clerical	14	1	13					1	1			2
Semi-Skilled												
Laborers												
Service Workers												
TOTAL												
Management Trainees												
Apprentices												

This completed and notarized report must accompany your Proposal. It should be attached to your Affidavit of Compliance. Failure to include it with your Proposal will be disqualify you from consideration.

ELIZABETH L. POKORA, *being first duly sworn, deposes and says that said person is the* OFFICE ADMINISTRATOR
(Name of Person Making Affidavit) *(Title or Officer)*

of KLEIN THORPE JENKINS *and that the above EEO Report information is true and accurate and is submitted with the intent that it be relied upon. Subscribed and sworn to before me this* 8th *day of* October, ~~2022~~ 2025

OFFICIAL SEAL
KENDALL A. SCANLAN
NOTARY PUBLIC, STATE OF ILLINOIS
Will County - Commission No. 990027
My Commission Expires April 29, 2028

Notary Public

- Notary Seal -

4931-3850-5319, v. 1

ATTACHMENT 9
ORGANIZATION OF PROPOSING CONTRACTOR

Please fill out the applicable section:

A. Corporation

The contractor is a corporation, legally named Klein, Thorpe & Jenkins, LTD. and is organized and existing in good standing under the laws of the State of Illinois.
The full names of its officers are:

President: Michael T. Jurusik

Secretary: James V. Ferolo

Treasurer: Michael A. Marrs

Registered Agent Name and Address: Dennis G. Walsh, 900 Oakmont Lane, Suite # 301, Westmont, Illinois 60559

The corporation has a corporate seal. (In the event that this bid is executed by a person other than the President, attach hereto a certified copy of that section of Corporate By-Laws or other authorization by the Corporation that permits the person to execute the offer for the corporation.)

B. Sole Proprietor

The contractor is a Sole Proprietor. If the contractor does business under an assumed name, the assumed name is ____________________________________, which is registered with the Cook County Clerk. The contractor is otherwise in compliance with the Assumed Business Name Act, 805 ILCS 405/0.01 *et. seq.*

C. Partnership

The contractor is a partnership which operates under the name ___________________

The following are the names, addresses and signatures of all partners:

____

____

____

____

(Attach additional sheets if necessary.) If so, check here ____________.

If the partnership does business under an assumed name, the assumed name must be registered with the Cook County Clerk and the partnership is otherwise in compliance with the Assumed Business Name Act, 805 ILCS 405/0.01, et. seq.

D. Affiliates

The name and address of any affiliated entity of the business, including a description of the affiliation: ___________________________________

____
Authorized Signature