RODERICK LINTON BELFANCE LLP

Attorneys at Law

FOUNDED 1885

9/1/2026

Galion City Health Department
c/o Andrea Cinadr
113 Harding Way East
Galion, Ohio 44833

Via email: andrea.cinadr@galionhealth.org

Re: **Engagement Letter**

Dear **Galion City Health Department**:

I enjoyed meeting with you on September 1, 2026, to discuss your representation by our firm regarding**.** This letter will confirm the terms of our representation. Our work will begin upon receipt of a signed copy of this letter and payment of the retainer outlined below.

Roderick Linton Belfance LLP will provide legal services to ***Galion City Health Department,*** and the scope of services we will render, the manner of calculating, billing and collecting legal fees, and other aspects of the proposed representation are mutually agreed to be as follows:

Services to be Provided

The firm has been engaged to provide the following services: **representation in legal matters deemed necessary and appropriate by the Galion City Health Department and Board of Directors.**

The member(s) of the firm who will be working on your matter is/are **Kristopher Immel**, and additional attorneys at my discretion to provide services in the most economical manner to you.

Excluded Services

The firm has not been engaged to provide the following services: **appeals, or any other legal representation.**

Fees and Expenses

The fee arrangement, as agreed, will be based on an hourly rate**.**

All Attorneys	$250/hr.

All fees are earned upon receipt in accordance with the Ohio Rules of Professional Conduct. Hourly rates are subject to change and increase effective January 1 of each year, provided notice is given to the client prior to this date.

Expenses

We may incur various expenses in providing services. You agree to pay all such expenses and to reimburse us for all out-of-pocket expenses that we pay on your behalf. Whenever possible, we will forward bills for any expenses incurred on your behalf directly to you and you agree to make prompt payment directly to the originator of these bills**. *However, in regard to all filing and service fees you will be responsible to pay those fees to us prior to our filing any paperwork regarding said fees*.** Expenses that may be incurred include, but are not necessarily limited to, depositions, subpoenas, exhibit preparation, credit card processing fees, etc.

Statements

The firm bills on a monthly basis for fees and expenses due. Payment is due upon receipt of invoice. Failure to make timely payments may, upon notice, result in the firm's withdrawal as your attorney in this matter and legal action to collect all unpaid fees. Should the bill remain unpaid thirty (30) days from the date of the invoice, interest at the rate of 1% per month will be charged on the unpaid balance.

Client Cooperation

Our expectations of you are you will pay any and all obligations when due, appointments will be scheduled in advance, all communication shall be returned in a timely manner, be complete, accurate, and truthful in all information provided to us.

Timetable

It is difficult to accurately estimate the time it will take to conclude this matter. This is only an estimate, and the actual time required to conclude this matter may be longer than expected.

Documentation

We will send you copies of pleadings, documents and correspondence and other information throughout the matter. These copies will be your file copies. We will also keep the information in a file at our office. The file in our office will be our file. Please bring your file to all of our meetings so that we both have all of the necessary information available to us. Once I have completed the legal work necessary to conclude this matter, we will close our file. We maintain the paper file for 7 years, after which time the paper file will be destroyed.

Your Right to Terminate Representation

You may terminate this representation at any time with or without cause by notifying us in writing of your desire to do so. Upon receipt of the notice to terminate representation, we will stop all legal work on your behalf immediately. You will be responsible for paying all legal fees and expenses incurred on your behalf in this matter before the date of written notice of termination was received by our firm.

Our Right to Terminate Representation

We may terminate our representation (to the extent permitted by the ethical and court rules) at any time if you breach any material term of this agreement or fail to cooperate or follow our advice on a material matter, if conflict of interest develops or is discovered, or if there exists at any time any fact or circumstance

that would, in our opinion, render our continuing representation unlawful, unethical, or otherwise inappropriate. If we elect to terminate our representation, you will take all steps reasonably necessary and will cooperate as reasonably required to free us of any further obligation to perform legal services, including the execution of any documents necessary to complete our withdrawal from representation. In such case, you agree to pay for all legal services performed and expenses incurred before the termination of our representation in accordance with the provision of this agreement.

If any of the terms stated in this letter are not consistent with your understanding of our agreement, please contact me before signing the agreement. Otherwise, please sign the agreement and return it to me in the enclosed envelope or by email.

On behalf of the firm, we appreciate the opportunity to represent you in this matter. If you have any questions, please feel free to call at (330) 434-3000.

Sincerely,

Kristopher Immel

Kristopher Immel, Esq.

Client agrees to the engagement as outlined above and pursuant to the terms set forth herein. Authorized by_____.

_____ _____

Date ***Galion City Department of Health***