

MEMO OF UNDERSTANDING / LEGAL SERVICES CONTRACT
CHARTER TOWNSHIP OF VIENNA

Parties

Kevin K. Kilby, Attorney at Law, Partner with MCGRAW MORRIS MASUD P.C., located at 4449 Fashion Square Blvd., Saginaw, Michigan 48603 (“Attorney”) and the Charter Township of Vienna (the “Township”) located at 3400 West Vienna Road, Clio, Michigan 48420.

Term/Conditions

Attorney shall commence representation, effective on July 1, 2026, as the Township’s general counsel and this agreement shall be effective until termination by either party, with or without cause, upon 30 days’ written notice.

Services and Proposal are as set forth below:

- All general legal matters referred to Attorney by Township.
- Prosecution of Municipal Civil Infraction Violations (Code Violations) not handled by Attorney Odette.
- Provide general legal advice to all Township boards and commissions.
- Keeping the Township apprised of legal matters as necessary.
- Other legal services as directed by the Township.
- Bond Counsel services will be referred to a firm that routinely handles municipal bonding.

Attorney will bill the Township at the rate of \$200.00 per hour for all legal services. Paralegals and law clerks are billed at \$125.00 per hour. Except for reimbursement for travel, Attorney does not charge for telephone line costs, in-house photocopying or fax transmissions. In the rare instance that Attorney is required to utilize an overnight carrier such as UPS or FedEx, the actual cost of the service will be billed to the Township.

Attorney bills in tenth of an hour increments. Attorney will provide the Township with monthly billing invoices. Attorney generally sends its billing statements during the first two weeks of each month. Most items are billed on one invoice for general services. However, anytime the Township requests a separate billing file be established for the ease of tracking expenditures, Attorney will be happy to establish a separate billing file and invoice. The firm does not have minimum charges for any service and will only bill the Township as expenses are incurred.

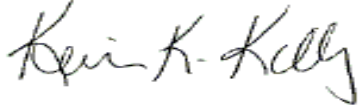
Additional terms:

Attorney may be assisted by a team of coverage attorneys. In the event Attorney requires coverage for a court appearance or other municipal or legal matter, such coverage attorney will be designated at Attorney's discretion.

Should Township object to any specific coverage attorney, Township may notify Attorney and Attorney may re-designate as appropriate.

Signed: _____
Charter Township of Vienna

Date: _____

Signed 
Kevin K. Kilby, Attorney

Date: June 30, 2026