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Bazos, Freeman, Schuster & Braithwaite, LLC



January 24, 2018

VIA EMAIL ONLY

Ms. Jill H. Ziegler, Community Development Director
Village of Westmont
31 West Quincy Street
Westmont, Illinois 60559
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Re: Proposal to provide administrative hearing officer services

Dear Ms. Ziegler:

I would like to thank you, Ms. Brendle, and Mr. Vitell, for taking the time to discuss the Village of Westmont's administrative adjudication program. I am pleased to submit my qualifications to serve as the administrative hearing officer. With over ten years of experience as an administrative hearing officer for several municipalities, I have the skills to fairly and efficiently serve the Village.

As we discussed, I have extensive experience as an administrative hearing officer, serving the communities of Lombard, Lisle, Clarendon Hills, Hinsdale, and Darien, among others. I have conducted hundreds of hearings concerning a broad variety of topics, including administrative seizure of vehicles, parking tickets, and building/zoning/property maintenance codes. My goal as a hearing officer is to afford all parties an opportunity to be heard and then make a just and impartial decision based on the evidence and applicable legal authority. As you observed last year in Clarendon Hills, I conduct all hearings in a courteous and efficient manner. I respect the dignity and constitutional rights of respondents, but I also recognize the community need to provide an efficient and final resolution of all pending matters.

If the Village is able to schedule hearings for the third Wednesday of each month, I propose a fee of \$250 for the first hour and \$75 for each additional hour. If the Village chooses another day, I propose a rate of \$450 for the first hour and \$100 for each additional hour. These fees would remain the same for two years or until such time as the scope of the program expands. I would not charge for administrative costs, or other overhead such as copying, telephone calls, travel, etc. I am able to start immediately.

If this arrangement is acceptable to you, please advise me. I look forward to working with the Westmont community!

Sincerely,


Aaron H. Reinke

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