

LAW OFFICES
Zukowski, Rogers, Flood & McArdle
 60 VIRGINIA STREET
 Crystal Lake, Illinois 60014
 (815) 459-2050
 fax (815) 459-8057

June 15, 2020

Village of Lakewood
 ATTN: Village Administration
 2500 Lake Avenue
 Lakewood, IL 60014

Billed Through: 05/31/2020
 Client Number: 001126 MJS
 Invoice Number: 143580

Matter 00001 **Traffic: Settlement and trial of traffic litigation
 regarding
 the Village of Lakewood**

05/05/2020	correspondence with Judge Davis re records available and continuance of June 1 trial date;	0.25 hrs
05/06/2020	drafting of motion to continue jury trial re Scott;	0.25 hrs
05/08/2020	court appearance to pick up subpoena materials re Scott; review subpoena materials and determine extra witnesses needed for trial;	1.75 hrs
05/11/2020	correspondence to Attorney McCubbin enclosing paramedic report and NWM medical records re Scott;	0.25 hrs
05/15/2020	drafting of petition to revoke summons re Schulze;	0.25 hrs
05/19/2020	correspondence to officer giving notice of continued date for jury trial re Macovei; drafting of witness subpoena; correspondence to witness enclosing same for jury trial re Macovei;	0.25 hrs
Total Fees For This Matter		3.00 hrs \$375.00

Matter 00013 **Miscellaneous:**

<i>Business Analyst</i>	04/03/2020	telephone call with Chief Administrative Officer re personnel issues related to COVID;	0.25 hrs
	05/01/2020	receipt and review of exposure mitigation policy from Village; conference with HR Director, Trustees re records requests;	1.25 hrs
	05/01/2020	telephone call from Chief Administrative Officer;	0.50 hrs
	05/01/2020	telephone call from Chief Administrative Officer;	0.50 hrs
	05/01/2020	conference with Village President;	1.00 hrs
	05/02/2020	conference with Village Trustee;	0.50 hrs
	05/03/2020	receipt and review of correspondence from HR Director re access to personnel files by Trustee, respond thereto, follow up on same;	0.25 hrs

Business Analyst

Lakewood

05/04/2020	telephone call from Chief Administrative Officer; receipt and review of correspondence from Chief Administrative Officer; telephone calls with Trustees; meeting with officials; telephone call with Chief Administrative Officer; conference with Village President, Trustee, HR Director ; <i>Business Analyst</i>	7.50 hrs
05/04/2020	conference with Chief Administrative Officer;	0.50 hrs
05/05/2020	receipt and review of draft impact fee suspension ordinance; respond to Village Clerk re same;	0.25 hrs
05/05/2020	telephone calls from Chief Administrative Officer, Trustees;	3.50 hrs
05/06/2020	attendance at Special Village Board meeting;	2.50 hrs
05/06/2020	telephone calls from Chief Administrative Officer, Trustees; follow up re same;	3.50 hrs
05/07/2020	conference with Village Trustee, President; follow up on question re closed session minutes;	0.75 hrs
05/07/2020	follow up with Chief of Police, Chief Administrative Officer, Village Trustee re producing various responsive documents for concerns raised by Trustee Younge; telephone conference with Village President; follow up on Illinois Local Records Act request; conference with Trustee; conference with Trustee; conference with Chief Administrative Officer;	5.75 hrs
05/08/2020	telephone call with Chief Administrative Officer re items to be in personnel file;	0.50 hrs
05/08/2020	conferences with Village President and Chief Administrative Officer;	1.75 hrs
05/08/2020	telephone call from Trustee Odom re potential resolutions;	1.00 hrs
05/08/2020	meeting with Chief Administrative Officer; conference with Chief Administrative Officer, President and Trustee;	3.50 hrs
05/09/2020	receipt and review of emails from Trustee Younge relative to recordings of closed session; review Open Meetings Act; respond to same;	0.75 hrs
05/11/2020	interoffice conference re complaint process in personnel manual;	0.25 hrs
05/11/2020	follow up on personnel policy; telephone calls from Chief Administrative Officer;	2.00 hrs
05/11/2020	telephone call with Chief Administrative Officer; follow up with requested court order, filings; conference with Village President;	2.75 hrs
05/11/2020	interoffice conference re FOIA/recording question and research re same;	1.00 hrs
05/12/2020	interoffice conference re FOIA request re personnel issues;	0.25 hrs
05/12/2020	interoffice conference re personnel, allegations, Illinois Statute; review Illinois Municipal Code and Village Code re who has authority to discipline employees and Administration and officers;	1.00 hrs
05/12/2020	receipt and review of correspondence from Village Clerk; prepare for meeting; review Village Code; telephone call from Village Trustee;	0.75 hrs
05/12/2020	telephone call from Trustee Younge re item being on agenda;	0.25 hrs
05/12/2020	receipt and review of correspondence from Chief Administrative Officer, FOIA request; review of correspondence from Business Analyst and Village Clerk; telephone call from Trustee; review additional FOIA requests;	3.25 hrs
05/12/2020	receipt and review of response from Trustee re review of executive session recording; review of Board packet;	0.25 hrs
05/12/2020	initial review of responsive FOIA documents and interoffice communications re same; draft request to narrow/clarify (Skinner request);	2.00 hrs

05/13/2020	follow up on potential liability in the event of relaxed enforcement of Executive Order 2020-32;	0.75 hrs
05/13/2020	attendance at Village Board meeting;	1.00 hrs
05/13/2020	telephone call from Trustee Younge re his belief that Chief Administrative Officer's contract is over; analyze contract; respond to request for special meeting; conference with Village President, Trustee, Chief Administrative Officer; follow up on boating restrictions, State COVID guidelines; respond to Trustee Younge about Open Meetings Act issue; follow up on recorded development agreement;	4.50 hrs
05/13/2020	work on organizing material for review for Lakewood FOIA production; telephone call with Village Chief Administrative Officer; interoffice conference re same; draft extension letters for each; analysis of issues related to miscellaneous responses;	2.25 hrs
05/14/2020	follow up on issue re COVID-19 and executive order; insurance coverage issue; telephone call from Chief Administrative Officer; travel to meeting with Chief Administrative Officer, Village President and Trustee re State guidelines, miscellaneous matters; follow up on FOIA:	3.50 hrs
05/14/2020	drafting of correspondence to Village Administrator re boater requirements and enforcement;	0.50 hrs
05/14/2020	interoffice conference re personnel; telephone call with Chief Administrative Officer re personnel issues, allegations and responding to same; interoffice conference re follow up from call;	2.75 hrs
05/14/2020	telephone calls from Trustees;	1.50 hrs
05/14/2020	telephone call with Village Administrator re response to multiple FOIAs; interoffice conference re same; draft initial responsive letters to inquiries;	2.50 hrs
05/15/2020	follow up interoffice conference re administrative leave and allegations;	0.25 hrs
05/15/2020	telephone call from Chief Administrative Officer re pros, cons of aspects of guidelines relative to insurance, grant; conference with Trustee Odom;	1.50 hrs
05/15/2020	telephone call with Village Chief Administrative Officer re FOIA and OMA matters;	0.25 hrs
05/16/2020	telephone call from Village Clerk re FOIA issues, meetings;	1.00 hrs
05/16/2020	telephone call from Trustee re questions, concerns about Village official;	0.75 hrs
05/17/2020	follow up on procedural matters;	0.25 hrs
05/17/2020	telephone call from Trustee re concerns with Village official's behavior;	1.75 hrs
05/18/2020	interoffice conference re FOIA and allegations; receipt and review of re FOIA criteria;	0.75 hrs
05/18/2020	telephone call from Chief Administrative Officer;	0.50 hrs
05/18/2020	follow up with Village Clerk re FOIA request; receipt and review of correspondence from Village Clerk re special meeting;	0.50 hrs
05/18/2020	review of materials from Trustee Younge;	2.50 hrs
05/18/2020	conference with Chief Administrative Officer re Governor's issues, enforcement questions by residents;	0.75 hrs
05/18/2020	follow up re multiple FOIA requests, review material; interoffice conference re same; telephone call with PAC re same; review and redact material for FOIA response; draft letter re attorney/client privilege and FOIA;	6.25 hrs
05/19/2020	research re expiration of mayoral executive orders; interoffice correspondence re same;	0.75 hrs

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05/19/2020	interoffice conference re public comment issues; review PAC opinion;	0.50 hrs
05/19/2020	interoffice conference re clarifying employees' comments;	0.50 hrs
05/19/2020	research re Open Meetings Act question about public comments;	0.25 hrs
05/19/2020	follow up on FOIA requests;	1.25 hrs
05/19/2020	attendance at Special Village Board meeting;	1.00 hrs
05/19/2020	respond to inquiry re OMA; follow up review of responsive material for FOIA requests and initiate draft responses re same; telephone call with Village Administrator re FOIA and related issues; interoffice communications and call re public comment at meetings; draft response to Cassie Buchman FOIA #1; review additional FOIA responses;	4.75 hrs
05/20/2020	interoffice conference re allegations and investigation into same;	0.75 hrs
05/20/2020	interoffice conference re FOIA request and creation of documents not required; research re same;	0.75 hrs
05/20/2020	telephone call from Trustee re concern with FOIA requests impacting Village operations, whether FOIA requests are "unduly burdensome"; follow up email to employees;	1.25 hrs
05/20/2020	telephone call from Chief Administrative Officer re personnel issues; review additional FOIA requests; review submission from Trustee Younge;	1.75 hrs
05/20/2020	receipt and review of additional FOIA's; initiate response to same; follow up re responsive material for other FOIAs;	0.25 hrs
05/20/2020	work on responses to multiple FOIA's; interoffice conferences re same; telephone call with Village Chief Administrative Officer re same;	4.00 hrs
05/21/2020	receipt and review of correspondence from paralegal at Ciura's attorney's office re proration of taxes; telephone call from Chief Administrative Officer; telephone call from Village President re disruption of Village operations from FOIA document requests; correspondence to Attorney Clark re tax prorations for Ciura donation; telephone call from Trustee;	3.00 hrs
05/21/2020	conference with Chief Administrative Officer re zoning ordinance, temporary use exception;	0.50 hrs
05/21/2020	telephone call from Trustee re concern with fellow Trustee not wishing to comply with FOIA; respond to another Trustee re same;	0.50 hrs
05/21/2020	additional review and upload of material; conference with Village Administrator; multiple interoffice communications re same; prepare initial draft of responses to multiple FOIAs;	4.50 hrs
05/22/2020	review correspondence re allegations;	0.25 hrs
05/22/2020	meeting with Chief Administrative Officer, Village President re addition of structure at Turnberry, zoning ordinance, input from HR Green, COVID-19 guidelines, boating restrictions, 7116 Inverway situation;	2.00 hrs
05/22/2020	prepare correspondence to Village Board re FOIA matters; telephone call from Chief Administrative Officer, Village President re concerns with disruptions to Village business; follow up on FOIA requests;	2.25 hrs
05/22/2020	receipt and review of correspondence from Ciura's attorneys office re still asking the Village to pay for portion of 2019 despite land being tax exempt at time Village acquired same;	0.25 hrs
05/22/2020	telephone call from Chief Administrative Officer re follow up on FOIA;	0.25 hrs
05/22/2020	work on communication to Board re FOIA matters; review and prepare multiple FOIA responses; interoffice communication re same;	4.25 hrs

	communication with Village Administrator re same;	
05/23/2020	conference with Trustee re concern with tone of communications, emails to Chief Administrative Officer; follow up to same;	0.75 hrs
05/23/2020	conference with Trustee re Trustee's emails to Chief Administrative Officer, concern with tone, substance of messages of Trustee;	1.00 hrs
05/25/2020	telephone calls from Trustee, Village President re concerns with potential liability from Trustee's communications to Chief Administrative Officer;	1.25 hrs
05/25/2020	review portions of personnel policy for upcoming meeting and portions of Village Code;	0.50 hrs
05/26/2020	interoffice conference re re discussion in open meeting re specific employees and possible discipline of same;	0.50 hrs
05/26/2020	attendance at Village Board meeting; conference with Trustee;	3.50 hrs
05/26/2020	receipt and review of correspondence from Chief Administrative Officer, personnel handbook; correspondence from Village Clerk re FOIA request; respond thereto; conference with Village President re liquor license powers, ordinance to help Lou Malnati's with outdoor area, telephone call from Village Clerk; submit information, cite exemption for FOIA denial re certain emails; follow up on FOIA requests; telephone calls from Trustees; correspondence from Chief Administrative Officer; produce documents responsive to FOIA request;	6.25 hrs
05/26/2020	review correspondence and continue drafting/reviewing material for FOIA responses; communication with Village re same; interoffice conferences re same; review multiple additional responsive or potentially responsive documents; update table/status and communication with Village re same; draft material;	7.50 hrs
05/26/2020	interoffice telephone conference re documents responsive to FOIA request;	0.25 hrs
05/27/2020	telephone call re allegations; interoffice conference re positive cannabis result for pre-employment; telephone call with Chief Administrative Officer re same;	0.75 hrs
05/27/2020	telephone call from Chief Administrative Officer; follow up on procedure; meeting with Village President, Chief Administrative Officer; conference with Village President; follow up on ordinance; review zoning ordinance re fence issue; conference with Chief Administrative Officer; follow up on FOIA requests;	4.50 hrs
05/27/2020	telephone calls with Village Administrator and with Chief of Police and staff to finalize responses to FOIA requests due today; review of multiple documents forwarded by Village and update responses re same; revise letter;	4.75 hrs
05/28/2020	telephone call from Chief Administrative Officer re Village Clerk's handling of FOIA requests, production of document but characterized as a denial; follow up with Village Clerk re FOIA requests;	1.00 hrs
05/28/2020	follow up re FOIA responses; review of material; telephone call with Village CAO re same; draft correspondence re same clarifying and partly responding;	2.75 hrs
05/29/2020	follow up on personnel issues re allegations;	0.25 hrs
05/29/2020	telephone call from Chief Administrative Officer relative to closed session minutes; receipt and review of correspondence from Trustee Berman re concern about closed session minutes; telephone call from Village	2.50 hrs

05/29/2020	President; further work including call with Chief Administrative Officer; additional document review and preparing response to Cal Skinner FOIA #1; review of PAC request for review; conference re same;	2.75 hrs
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Total Fees For This Matter	162.25 hrs	\$28,393.75
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COSTS ADVANCED

05/13/2020	Recorder of Deeds (copy of development agreement with Oasis)	\$16.00
05/13/2020	Recorder of Deeds (copy of warranty deed for Oasis)	\$3.00

Total Disbursements For This Matter		\$19.00
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BILLING SUMMARY

TOTAL FEES	165.25 hrs	\$28,768.75
TOTAL COSTS ADVANCED		\$19.00
TOTAL FOR THIS INVOICE		<u>\$28,787.75</u>
TOTAL BALANCE NOW DUE		<u><u>\$28,787.75</u></u>

UNPAID BALANCES ARE SUBJECT TO A 1.5% PER MONTH DELINQUENCY CHARGE AFTER 30 DAYS FROM BILLING DATE.
VISA AND MASTERCARD ACCEPTED.