

fax (815) 459-9057

10/01/2018	telephone call from Chief Administrative Officer; follow up with affidavit for Facebook;	0.75 hrs
10/02/2018	work on Terry Remke FOIA request;	0.25 hrs
10/02/2018	conference with Chief Administrative Officer re various items (FOIA, referendum question deadline, Crystal Lake Intergovernmental Agreement); receipt and review of correspondence from Chief Administrative Officer re Facebook page;	0.50 hrs
10/03/2018	conference with Clerk; receipt and review of FOIA response to Northwest Herald;	0.50 hrs
10/04/2018	telephone call from Chief Administrative Officer re planning and zoning seminar, other issues; review of motions by lender re 7715 Dairy Lane foreclosure proceedings;	1.50 hrs
10/04/2018	prepare materials for planning and zoning seminar;	0.75 hrs
10/04/2018	conference with Chief Administrator Officer re various issues, procedure for possible land sale;	0.50 hrs
10/08/2018	correspondence with staff re Northwest Herald FOIA request;	0.25 hrs
10/08/2018	prepare presentation for Planning and Zoning;	0.75 hrs
10/09/2018	receipt and review of revised FOIA request; review response documents; redact same; correspondence with staff with same and re notice to employee;	1.25 hrs
10/10/2018	follow up with Chief Administrative Officer re response;	0.25 hrs

Lakewood

10/10/2018	conference with Chief Administrative Officer re Crystal Lake;	0.50 hrs
10/10/2018	conference with Chief Administrative Officer re debt recovery program, implementation; receipt and review of correspondence from Chief Administrative Officer; receipt of Local Debt Recovery Program materials from Chief Administrative Officer;	1.50 hrs
10/11/2018	drafting of FOIA response letter to Gaitan;	0.75 hrs
10/12/2018	conference with Administrative re administrative leave for employee;	0.25 hrs
10/12/2018	conference with Chief Administrative Officer re personnel, Letter of Intent, other issues; conference with Clerk;	0.75 hrs
10/12/2018	review of materials for upcoming Planning & Zoning meeting; conference re same;	0.75 hrs
10/15/2018	receipt and review of correspondence from Chief Administrative Officer re letter of intent; follow up regarding means of selling surplus property, alternative to do so; receipt of letter of intent;	2.25 hrs
10/16/2018	interoffice conference re termination of golf maintenance worker;	0.25 hrs
10/16/2018	correspondence with Chief Administrative Officer;	0.50 hrs
10/16/2018	telephone call from Chief Administrative Officer re various issues;	1.25 hrs
10/17/2018	conference with Chief Administrative Officer re sewage treatment of residents by the City, review portions of agreement, follow up;	1.00 hrs
10/18/2018	interoffice conference re request for employee demand letter;	0.25 hrs
10/18/2018	receipt and review of correspondence from Chief Administrative Officer along with Dissemination Agent Agreement with PMA Securities, Inc.; follow up with Chief Administrative Officer regarding same;	0.75 hrs
10/18/2018	receipt and review of correspondence from Chief Administrative Officer re drainage easement, follow up with Village Clerk;	0.25 hrs
10/19/2018	work with Chief Administrative Officer re FOIA request for discipline documents;	0.25 hrs
10/19/2018	conference with Village Clerk re various issues; correspondence from Village Clerk re FOIA request as well as Chief Administrative Officer; follow up with requested documents;	0.75 hrs
10/22/2018	telephone call with Chief Administrative Officer;	0.25 hrs
10/22/2018	telephone call with Chief Administrative Officer re Village Board meeting;	0.25 hrs
10/22/2018	receipt and review of correspondence from Administrator, Chief Administrative Officer, respond thereto, conference with Clerk, follow up regarding same;	1.00 hrs
10/23/2018	preparation for and attendance at Village Board meeting;	4.50 hrs
10/23/2018	receipt and review of telephone call from Chief Administrative Officer; follow up, correspondence from Chief Administrative Officer;	1.25 hrs
10/24/2018	follow up from Village Board meeting;	0.25 hrs
10/24/2018	drafting of separation agreement for golf course maintenance employee; drafting of cover letter to employee re same;	0.50 hrs
10/25/2018	telephone call from Chief Administrative Officer; review correspondence from Chief Administrative Officer and Trustee;	1.25 hrs
10/26/2018	correspondence with Administrator re separation agreement and payment for personal time; telephone call with Administrator re same; revise separation agreement;	1.00 hrs

10/26/2018	telephone call from Chief Administrative Officer re personnel;	0.50 hrs
10/26/2018	receipt and review of material extraction requirements in Zoning Ordinance;	0.50 hrs
10/26/2018	receipt and review of correspondence from Chief Administrative Officer regarding solar panel inquiry by resident, inspector's position, respond thereto;	0.25 hrs
10/29/2018	telephone call from Chief Administrative Officer re various matters; receipt and review of correspondence from Chief Administrative Officer;	1.00 hrs
10/31/2018	receipt and review of Chief Administrative Officer's response to letter of intent, follow up regarding same; telephone call from Chief Administrative Officer, provide comments;	1.25 hrs

Total Fees For This Matter	33.00 hrs	\$5,775.00
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BILLING SUMMARY

TOTAL FEES	50.75 hrs	\$7,993.75
TOTAL FOR THIS INVOICE		<u>\$7,993.75</u>
NET BALANCE FORWARD		\$12.50
TOTAL BALANCE NOW DUE		<u><u>\$8,006.25</u></u>

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