

LAW OFFICES OF
MATUSZEWICH & KELLY, LLP

101 North Virginia Street, Suite 150
Crystal Lake, Illinois 60014
(815) 459-3120 Telephone
(815) 459-3123 Facsimile

Algonquin Township
3702 U.S. Highway 14
Crystal Lake, Illinois 60014-8204

January 5, 2018

Attention: Charles Lutzow
Re: Assessor - Miscellaneous

Invoice #: 9575
File #: 05-0009.00

DATE	DESCRIPTION	HOURS
Dec-28-17	Discussion with client Re: Personnel matter and transition of office, send copy of Employee Handbook and Draft Sexual Harassment Policy, research, call to client Re: personnel matter	1.30
Dec-29-17	Review draft correspondence from Assessor, receive draft Employee Handbook.	0.20
	Review Employee Handbook, send initial comments to client.	1.50
	Research FMLA requirements.	0.70
	Total Hours	<u>3.70</u>
	Total Fees	<u>\$740.00</u>
	Total Fee & Client Costs	<u>\$740.00</u>
	<u>Balance Now Due</u>	<u>\$740.00</u>

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January 5, 2018

Attention: Charles Lutzow
Re: Miscellaneous

Invoice #: 9573
File #: 05-0009

DATE	DESCRIPTION	HOURS
Dec-01-17	Review various e-mails concerning FOIA Requests, review and revise responses, call from Supervisor, call from Clerk Re: FOIA	2.50
	Receipt and review of email from Kirk Allen, receipt and review of emails from Karen Lukasik, phone call from Ryan Provenzano, receipt and review of email from Ryan Provenzano, receipt and review of email from Andrew Gasser Re:: FOIA	2.40
Dec-02-17	Receipt and review of e-mail from clerk concerning e-mails being sent to her personal e-mail, send response, draft letter to requestor.	0.30
Dec-03-17	Review e-mail from Trustee Chapman concerning social media policy.	0.20
Dec-04-17	Revise and send letter to Cal Skinner re: e-mail addresses. E-mail from Clerk concerning releasing records containing private information	0.30
	Receipt and review of emails from Clerk Re: FOIA, drafting of FOIA Responses.	1.10
Dec-05-17	Phone call from Trustee Shea, review various e-mails concerning FOIA and Budget, phone conference with Supervisor and Ryan Re: Budget, publish notice for budget, email to clients Re: schedule for Budget Hearings.	2.50
	Review emails Re: FOIA, drafting of FOIA Responses.	1.80

Dec-06-17	Send e-mail to Supervisor, Clerk and Highway Commissioner regarding notice of budget public hearings, e-mail to Township Re: Public hearing agenda.	0.40
	Review and research FOIA requesting Facebook information.	0.30
	Call from Northwest Herald re: FOIA response, call from Supervisor.	1.00
	Letter to Clerk and Supervisor re: Personnel Files.	1.00
	Drafting of FOIA Responses, requesting and reviewing of FOIA documents.	2.80
Dec-07-17	Revise letter to township	0.20
	Receipt and review of e-mail between Clerk and Highway Commissioner.	0.30
	Reviewing and responding to FOIA requests.	2.10
Dec-08-17	E-mail from Trustee Chapman re: Sexual Harassment Policy, review policy, send review current township Employee Handbook to Trustee Chapman with comments.	0.60
	Call from Supervisor re: Township Board Meeting, Sexual Harassment Policy, amended budget, pending litigation.	0.60
Dec-11-17	Reviewing and draft responses to FOIA requests.	0.50
	Drafting of memo Re: budget process.	2.00
Dec-12-17	Receipt and review of multiple e-mails concerning FOIA for payroll information, advise Clerk and Supervisor's office on how to proceed.	0.50
	Receipt and review of e-mail from Clerk Re: FOIA and board packet, e-mail to A. Gasser re: Access to garage to photograph stored records	0.30
	Review and edit Powerpoint presentation Re: budget.	0.30
Dec-13-17	Prepare for and Attend Township Meeting.	2.00
	Review new FOIA requests, drafting of FOIA Responses.	1.30
Dec-14-17	Drafting of FOIA Responses.	1.30
Dec-15-17	Phone conference with Trustee Chapman Re: Consolidation	0.25

	Notified of lawsuit filed against township, review suit, call from Clerk, memo to file, call opposing counsel, verify with Kane County Circuit Clerk that no default has been entered in case, determine location of alleged injury, draft letter to opposing counsel.	1.00
	Phone discussion with K. Lukasik Re: operation of Clerk's office.	0.25
	Drafting letter to opposing counsel on new filed lawsuit, research venue/jurisdiction, open file.	0.50
	Drafting of FOIA Responses.	2.00
Dec-18-17	Call from Supervisor re: senior program.	0.25
	Receipt and review emails Re: FOIA requests.	1.20
Dec-19-17	Call to Plaintiff's attorney in the re: dismissal of Township from case, e-mail to Supervisor and Highway Commissioner. Correspondence to CCMSI re: Noteman.	1.00
	Receipt and review of e-mail from Noteman's attorney.	0.40
	Review Road District's amended complaint in FOIA case.	0.60
	Receipt and review emails Re: FOIA requests.	0.30
Dec-20-17	Review FOIA requests.	0.50
Dec-21-17	Correspondence with Barrington Hills Attorney in Noteman case concerning jurisdiction over road.	0.20
	Review FOIA materials, and coordinate response to FOIA re: e-mails.	0.40
	Review FOIA requests, develop response.	0.80
Dec-22-17	Review FOIA requests and file, update FOIA status list.	1.40
Dec-26-17	Review documents for FOIA Responses, drafting of FOIA Responses.	1.90
Dec-28-17	Review email concerning FOIA of IT records, send request for status to Ryan Provenzano and Karen Lukasik.	0.20
	Receipt and review of Motion to Dismiss in Sweeney v. Gasser.	0.30
	Drafting of FOIA Responses.	1.30

Dec-29-17 E-mail from Clerk Re: FOIA for IT invoices. 0.20

Total Hours 43.55

Total Fees \$8,710.00

CLIENT COSTS

Dec-08-17 Publication Fee 37.10

Total Client Costs \$37.10

Total Fee & Client Costs \$8,747.10

Previous Balance \$7,590.00

Balance Now Due \$16,337.10

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January 5, 2018

Attention: Charles Lutzow
Re: Algonquin Township Clerk

Invoice #: 9576
File #: 05-0009.37

DATE	DESCRIPTION	HOURS
Nov-13-17	Voice mail from Clerk Re: FOIA of Verizon bills, e-mail to Clerk Re: FOIA.	0.40
Nov-17-17	Receipt and review of numerous e-mails concerning FOIA's.	0.30
Nov-22-17	Receipt and review of various e-mails concerning Public Hearing for Amended Budget, e-mail to Township Board, Highway Commissioner and Clerk Re: Public Hearing for Amended Budget, call from Clerk, call to D. McArdle, e-mail to schedule meeting.	1.00
	Receipt of e-mail from Clerk regarding McArdle's bill.	0.10
Nov-26-17	Review numerous e-mails from Clerk regarding FOIA requests, send advice to Clerk regarding response to FOIA's.	1.50
	Receipt and review of e-mail from Clerk Re: FOIA, e-mail from J. Kraft, respond to e-mail from J. Kraft.	0.50
Nov-27-17	Review e-mails from Clerk Re: FOIA requests, call from Clerk Re: FOIA requests.	0.60
	Call former Highway Commissioner Re: cell phone policy.	0.25
	Call Attorney General Re: FOIA issues, advise Clerk Re: phone recorded FOIA.	0.30
	Drafting FOIA response templates, research response to FOIA request. Re: phone bills.	2.60
Nov-28-17	Drafting of FOIA Responses, continue drafting FOIA templates, review FOIA requests.	2.40

Nov-29-17	Drafting of FOIA request list, reviewing of FOIA requests, drafting of e-mail to Karen Lukasik, phone call from Charles Lutzow, phone call from Karen Lukasik.	2.80
Nov-30-17	Review additional FOIA requests, drafting of answers to FOIA requests, drafting of e-mails requesting documents, revise FOIA table, phone call from Karen Lukasik, phone call to Chuck Lutzow.	4.50
	Total Hours	<u>17.25</u>
	Total Fees	<u>\$3,450.00</u>
	Total Fee & Client Costs	<u>\$3,450.00</u>
	Previous Balance	\$1,850.00
	<u>Balance Now Due</u>	<u>\$5,300.00</u>