LWC
LEDERER WESTON CRAIG PLC
www.lwclawyers.com

James P. Craig
Megan R. Dimitt
Kent A. Gummert
Kimberly K. Hardeman
Gregory M. Lederer
Mark J. Parmenter
Meredith Rich-Chappell
Brenda K. Wallrichs
Benjamin M. Weston
J. Michael Weston

March 7, 2017

Writer's E-mail:
mparmenter@lwclawyers.com
Direct Dial: 319-861-5338

Ms. Cindy Kudrna
Finance Director
City of Hiawatha
101 Emmons Street
Hiawatha, IA 52233

Re: City of Hiawatha

Dear Ms. Kudrna:

Please find enclosed our invoices for services for the month of February 2017. Thank you for allowing our firm to represent the City of Hiawatha with its legal needs. Should you have any questions, please do not hesitate to give me a call.

Very truly yours,

LEDERER WESTON CRAIG PLC

Mark J. Parmenter

MJP/tb
Enclosures

118 Third Avenue SE, Suite 700
P.O. Box 1927 • Cedar Rapids, IA 52406
Phone: 319-365-1184 • Fax: 319-365-1186

4401 Westown Parkway, Suite 212
West Des Moines, IA 50266
Phone: 515-224-3911 • Fax: 515-224-2698

Please respond to Cedar Rapids office

LWC

LEDERER WESTON CRAIG PLC

Suite 700, Higley Building 118 Third Avenue SE P.O. Box 1927 Cedar Rapids, IA 52406-1927
Phone: 319-365-1184 Fax: 319-365-1186
TIN# 20-8617329
www.lwclawyers.com

February 28, 2017

Cindy Kudrna
City of Hiawatha
101 Emmons Street
Hiawatha, IA 52233

Invoice #	19033
Client #	000016158
Matter #	000000005
Billing through	02/28/2017

Municipal Traffic Matters

Balance forward as of invoice dated: 01/31/2017	$255.00
Payments received since last invoice	195.00
A/R Adjustments made since last invoice	-60.00
Accounts receivable balance forward	$0.00

PROFESSIONAL SERVICES

02|06|2017	MRD	Chase Forsythe: Prepare trial materials to prosecute speeding citation	0.20 hrs	30.00
02|06|2017	MRD	Chase Forsythe: Travel to and from Linn County Courthouse to prosecute speeding citation and accept defendant's guilty plea of same	0.60 hrs	90.00
02|21|2017	MRD	Cadmus Paripuranam: Prepare and send trial subpoena to officer for trial on citation for speeding	0.20 hrs	30.00
				$150.00

Timekeeper Summary

		Rate	Hours	Amount
Megan R Dimitt	Associate	150.00	1.00	$150.00
			1.00	$150.00

Billing Summary

Total professional services	$150.00

Total of new charges for this invoice	$150.00
Plus net balance forward	+$0.00
Total balance now due	**$150.00**

LWC

LEDERER WESTON CRAIG PLC

Suite 700, Higley Building 118 Third Avenue SE P.O. Box 1927 Cedar Rapids, IA 52406-1927
Phone: 319-365-1184 Fax: 319-365-1186
TIN# 20-8617329
www.lwclawyers.com

February 28, 2017

Cindy Kudrna
City of Hiawatha
101 Emmons Street
Hiawatha, IA 52233

Invoice #	19032
Client #	000016158
Matter #	000000003
Billing through	02/28/2017

General Real Estate Matters

Balance forward as of invoice dated: 10/31/2016	$160.00
Payments received since last invoice	160.00
Accounts receivable balance forward	$0.00

PROFESSIONAL SERVICES

02|09|2017	MJP	Review Iowa Code for procedures to vacate and sell City owned property in preparation for tomorrow's meeting at City Hall; telephone conference with Park's Director regarding same	0.40 hrs	64.00
				$64.00

Timekeeper Summary		Rate	Hours	Amount
Mark J Parmenter	Partner	160.00	0.40	$64.00
			0.40	$64.00

Billing Summary

Total professional services	$64.00
Total of new charges for this invoice	$64.00
Plus net balance forward	+$0.00
Total balance now due	**$64.00**

LWC

LEDERER WESTON CRAIG PLC

Suite 700, Higley Building 118 Third Avenue SE P.O. Box 1927 Cedar Rapids, IA 52406-1927
Phone: 319-365-1184 Fax: 319-365-1186
TIN# 20-8617329
www.lwclawyers.com

February 28, 2017

Cindy Kudrna
City of Hiawatha
101 Emmons Street
Hiawatha, IA 52233

Invoice #	19031
Client #	000016158
Matter #	000000002
Billing through	02/28/2017

General Matters

Balance forward as of invoice dated: 01/31/2017	$1,555.00
Payments received since last invoice	1,555.00
Accounts receivable balance forward	$0.00

PROFESSIONAL SERVICES

02|02|2017	MJP	Receipt of electronic communication from City Engineer with question regarding partial release of sidewalk requirement from the City in connection with the Development Agreement; review attached tile opinion; telephone conference with Community Development Director regarding same	0.30 hrs	48.00
02|09|2017	MRD	Telephone conference with City Clerk regarding proposed changes to the drug testing policy	0.30 hrs	45.00
02|10|2017	MJP	Conference at City Hall regarding possible sale of City property and other related City Matters	1.20 hrs	192.00
02|12|2017	MRD	Indicate proposed revisions and comments to Hiawatha Drug policy in redline and send to City Clerk	1.70 hrs	255.00
02|14|2017	MJP	Attend Park Board meeting at City Hall	1.00 hrs	160.00

02|14|2017	MRD	Correspondence with City Clerk regarding questions on drug policy	0.20 hrs	30.00
02|15|2017	MJP	Review Iowa Code Chapter 68 in preparation for tomorrow's meeting	0.30 hrs	48.00
02|15|2017	MRD	Answer questions regarding drug testing policy for clerk regarding rehabilitation testing	0.20 hrs	30.00
02|16|2017	MJP	Review City Code to determine whether ethics policy could be applied to boards and commissions; electronic communication to City Clerk regarding same	0.30 hrs	48.00
02|16|2017	MJP	Begin to draft and prepare Agreement with Conservation Board	1.00 hrs	160.00
02|16|2017	MJP	Meeting at City Hall with City Administrator to finalize ethics policy and possible lease for interim fire station	1.80 hrs	288.00
02|16|2017	MRD	Answer question from City clerk regarding drug policy	0.20 hrs	30.00
02|16|2017	MRD	Telephone conference with City Clerk regarding drug policy	0.50 hrs	75.00
02|16|2017	MRD	Research conflict of interest exists for property rentals and city officials	1.30 hrs	195.00
02|17|2017	MJP	Finalize draft agreement with the Linn County Conservation Board for the City's Dog Park	1.20 hrs	192.00
02|22|2017	MRD	Complete final review of proposed changes to drug and alcohol policy and communicate additional revisions to city clerk	0.70 hrs	105.00
02|23|2017	MJP	Exchange electronic communications with City Administrator regarding memorandum to City Council regarding possible vacation of City Park	0.20 hrs	32.00
02|23|2017	MJP	Communications with Community Development Director regarding questions about public hearing requirement for matters before Planning and Zoning	0.30 hrs	48.00

02|23|2017	MJP	Telephone conference with City Administrator regarding possible vacation of City Park, library architect, agreement with Trail Board and other related matters; revise agreement and forward same to City Administrator	0.50 hrs	80.00
02|24|2017	MJP	Review library architectural agreement; telephone conference with the City Clerk regarding same and other related issues going forward	0.50 hrs	80.00
02|27|2017	MJP	Review Iowa Code Chapter 362 regarding contracts with officials; draft electronic communication to City Administrator regarding same	0.30 hrs	48.00
				$2,189.00

Timekeeper Summary

		Rate	Hours	Amount
Mark J Parmenter	Partner	160.00	8.90	$1,424.00
Megan R Dimitt	Associate	150.00	5.10	$765.00
			14.00	$2,189.00

Billing Summary

Total professional services	$2,189.00
Total of new charges for this invoice	$2,189.00
Plus net balance forward	+$0.00
Total balance now due	**$2,189.00**