

41850 WEST ELEVEN MILE ROAD, SUITE 207 NOVI, MICHIGAN 48375 Phone: (248) 230-4103 Fax: (248) 929-0835 www.bakerelowsky.com

SCOTT R. BAKER JENNIFER H. ELOWSKY

sbaker@bakerelowsky.com

Of Counsel

LEANN K. KIMBERLIN

MATTHEW C. QUINN

March 12, 2021

Via Email

Sheryl Mitchell, DBA, MSA City Administrator City of Lathrup Village 27400 Southfield Road Lathrup Village, MI 48076 Pam Bratschi, MiCPT, CPFA City Treasurer City of Lathrup Village 27400 Southfield Road Lathrup Village, MI 48076

Re: Legal Department Billing for February 1 through February 28, 2021

Dear Dr. Mitchell and Ms. Bratschi:

The following is our law firm's billing to the City of Lathrup Village for the month of February, 2021:

1. General Retainer	\$2,500.00
2. Special Legal Services	\$3,575.00
3. Downtown Development Authority	\$
4. Project Reimbursement	\$
5. Prosecution/Code Enforcement	<u>\$1,722.50</u>
	\$7,797.50

If you should have any questions, please feel free to contact me.

Very truly yours,

BAKER & ELOWSKY, PLLC

Scott R. Baker

Enclosures



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March 12, 2021

City of Lathrup Village 27400 Southfield Road Lathrup Village, MI 48076

> Invoice Number: 1078 Invoice Period: 02-01-2021 - 02-28-2021

RE: General Retainer

Time Details

Date	Professional	Description	Hours	Amount
02-01-2021	SRB	Prepare for and attend study session for City Council.	1.25	No Charge
02-01-2021	SRB	Review correspondence from Admin re See-Click-fix report	0.25	No Charge
02-01-2021	SRB	Review correspondence from Admin re 27041 Southfield Rd	0.25	No Charge
02-01-2021	SRB	Review correspondence from Admin re 18421 Saratoga	0.25	No Charge
02-01-2021	SRB	Review correspondence from Admin re JMC litigation	0.25	No Charge
02-01-2021	SRB	Review correspondence from Admin re nuisance ordinance	0.25	No Charge
02-02-2021	SRB	Review correspondence from Admin re JMC litigation	0.25	No Charge
02-02-2021	SRB	Review correspondence from S. Stec re primary caregiver ordinance	0.25	No Charge
02-02-2021	SRB	Review correspondence from Admin re Water service agreement	0.25	No Charge
02-02-2021	SRB	Review correspondence from Admin re 18421 Saratoga	0.25	No Charge
02-02-2021	SRB	Review correspondence from Admin re traffic citation update	0.25	No Charge
02-02-2021	SRB	Review correspondence from Admin re police department wage information	0.25	No Charge

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Date	Professional	Description	Hours	Amount
02-02-2021	SRB	Review correspondence from Admin re website updates	0.25	No Charge
02-02-2021	SRB	Review correspondence from Admin re attorney general update	0.25	No Charge
02-02-2021	SRB	Review correspondence from S. Stec re sign inquiry	0.25	No Charge
02-02-2021	SRB	Review and respond to correspondence from Clerk re zoning ordinance amendment	0.25	No Charge
02-03-2021	SRB	Review correspondence from S. Stec re primary caregiver ordinance	0.25	No Charge
02-03-2021	SRB	Review correspondence from S. Stec re sign inquiry	0.25	No Charge
02-03-2021	SRB	Review correspondence from Admin re DTE programs	0.25	No Charge
02-03-2021	SRB	Review correspondence from Admin re SMIT training	0.25	No Charge
02-03-2021	SRB	Review correspondence from Admin re Michigan Department of Treasury press release	0.25	No Charge
02-03-2021	SRB	Review correspondence from Admin re garbage can storage	0.25	No Charge
02-04-2021	SRB	Review correspondence from Admin re labor agreements	0.25	No Charge
02-04-2021	SRB	Review correspondence from Admin re primary caregiver ordinance	0.25	No Charge
02-04-2021	SRB	Review correspondence from Clerk re ZBA correspondence	0.25	No Charge
02-04-2021	SRB	Review correspondence from S. Stec re ZBA correspondence	0.25	No Charge
02-04-2021	SRB	Review correspondence from S. Stec re commercial condominium developments	0.25	No Charge
02-04-2021	SRB	Review correspondence from Admin re 2/8 agenda packet	0.25	No Charge
02-05-2021	SRB	Review correspondence from Admin re Oakland County Health department notice	0.25	No Charge
02-05-2021	SRB	Review correspondence from S. Stec re 27041 Southfield Road	0.25	No Charge
02-05-2021	SRB	Review correspondence from Admin re 27041 Southfield Road	0.25	No Charge
02-05-2021	SRB	Review correspondence from City Clerk re sign inquiry	0.25	No Charge
02-05-2021	SRB	Review correspondence from S. Stec re publication deadlines	0.25	No Charge
02-05-2021	SRB	Review correspondence from Admin re JMC litigation	0.25	No Charge
02-06-2021	SRB	Review correspondence from Admin re ken martin's file directory	0.25	No Charge

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Date	Professional	Description	Hours	Amount
02-06-2021	SRB	Review correspondence from Admin re JMC litigation	0.25	No Charge
02-07-2021	SRB	Review correspondence from Admin re Job posting	0.25	No Charge
02-08-2021	SRB	Review multiple correspondence from Admin & S. Stec re: JMC litigation	0.50	No Charge
02-08-2021	SRB	Review correspondence from Treasurer re: tax tribunal matters	0.25	No Charge
02-08-2021	SRB	Review correspondence from Admin re See-Click-fix report	0.25	No Charge
02-08-2021	SRB	Review multiple correspondence from Admin & S. Stec re: Special Meeting agenda's	0.50	No Charge
02-09-2021	SRB	Review multiple correspondence from Admin & S. Stec re: Special Meeting agenda's	0.50	No Charge
02-09-2021	SRB	Review correspondence from Chief McKee re TCO	0.25	No Charge
02-09-2021	SRB	Review and respond to correspondence from Admin re Special Assessment Districts	0.25	No Charge
02-10-2021	SRB	Review and respond to multiple correspondence from Admin & Clerk re FOIA request	0.50	No Charge
02-10-2021	SRB	Review and respond to multiple correspondence from Admin & Code Officer re 27772 Santa Barbara	0.50	No Charge
02-10-2021	SRB	Review and respond to correspondence from S. Stec re sidewalk SAD	0.25	No Charge
02-10-2021	SRB	Review correspondence from Admin re water main break	0.25	No Charge
02-11-2021	SRB	Review correspondence from Admin re Tree City USA application	0.25	No Charge
02-11-2021	SRB	Review correspondence from Admin re OCPTA communication	0.25	No Charge
02-11-2021	SRB	Review correspondence from Admin re Michigan redistricting commission	0.25	No Charge
02-11-2021	SRB	Review correspondence from Admin re code citations	0.25	No Charge
02-12-2021	SRB	Review correspondence from Mayor Garrett	0.25	No Charge
02-12-2021	SRB	Review and respond to multiple correspondence from S. Stec and building official re CBD oils	0.50	No Charge
02-12-2021	SRB	Review correspondence from Admin re State budget proposal	0.25	No Charge
02-12-2021	SRB	Review correspondence from S. Stec & Admin re Planning Commission meeting	0.25	No Charge
02-12-2021	SRB	Review correspondence from Admin re weekly newsletter	0.25	No Charge
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Date	Professional	Description	Hours	Amount
02-12-2021	SRB	Review correspondence from S. Stec & Admin re 27041 Southfield Road	0.25	No Charge
02-13-2021	SRB	Review correspondence from Admin re fire department report	0.25	No Charge
02-13-2021	SRB	Review correspondence from Admin re water main break	0.25	No Charge
02-14-2021	SRB	Review correspondence from Mayor Pro-Tem re tree removal	0.25	No Charge
02-15-2021	SRB	Review correspondence from S. Stec re tree removal	0.25	No Charge
02-15-2021	SRB	Review correspondence from Admin re weekly newsletter	0.25	No Charge
02-16-2021	SRB	Review correspondence from admin re SAD meeting	0.25	No Charge
02-16-2021	SRB	Review correspondence from S. Stec re Capital Improvement Plan	0.25	No Charge
02-16-2021	SRB	Review multiple correspondence from Admin, Code Enforcement Sgt. Zang re 27772 Santa Barbara	0.50	No Charge
02-16-2021	SRB	Review correspondence from Admin re Council agenda	0.25	No Charge
02-17-2021	SRB	Review correspondence from S. Stec re cannabis ordinance meeting	0.25	No Charge
02-17-2021	SRB	Review correspondence from Admin re snow removal	0.25	No Charge
02-17-2021	SRB	Review correspondence from S. Stec re trees and sidewalks	0.25	No Charge
02-17-2021	SRB	Review correspondence from S. Stec re public hearing notices	0.25	No Charge
02-17-2021	SRB	Review correspondence from Admin & Mayor Pro Tem re sidewalk meeting	0.25	No Charge
02-18-2021	SRB	Review correspondence from admin re postal delivery issues	0.25	No Charge
02-18-2021	SRB	Review correspondence from Clerk and Police Clerk re FOIA response	0.25	No Charge
02-18-2021	SRB	Review correspondence from Admin re deed restriction removal	0.25	No Charge
02-19-2021	SRB	Review correspondence from Admin re CIP bond petitions	0.25	No Charge
02-19-2021	SRB	Review correspondence from Admin re sign ordinance updates	0.25	No Charge
02-19-2021	SRB	Review correspondence from Admin, Mayor and Mayor Pro Tem re deed restriction removal	0.50	No Charge
02-19-2021	SRB	Review correspondence from Admin re weekly newsletter	0.25	No Charge
02-19-2021	SRB	Review correspondence from Admin re POAM contract	0.25	No Charge
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Date	Professional	Description	Hours	Amount
02-19-2021	SRB	Review correspondence from S. Stec re sidewalk notice	0.25	No Charge
02-20-2021	SRB	Review multiple correspondence re Sidewalk SAD from Admin, Mayor Pro Tem, S. Stec	1.00	No Charge
02-21-2021	SRB	Review correspondence from Admin re Council Agenda Packet	0.25	No Charge
02-21-2021	SRB	Review correspondence from Admin re parking amendment	0.25	No Charge
02-21-2021	SRB	Review correspondence from Admin re sidewalk SAD	0.25	No Charge
02-22-2021	SRB	Prepare for and participate in City Council study session	1.00	No Charge
02-22-2021	SRB	Prepare for and participate in City Council Meeting	2.50	No Charge
02-22-2021	SRB	Review correspondence from Admin re water main work	0.25	No Charge
02-22-2021	SRB	Review correspondence from Admin re park citations	0.25	No Charge
02-22-2021	SRB	Review correspondence from Admin re Bond referendum petition	0.25	No Charge
02-22-2021	SRB	Review correspondence from Admin re parking amendment	0.25	No Charge
02-22-2021	SRB	Review correspondence from Admin re water line service contract	0.25	No Charge
02-22-2021	SRB	Review correspondence from Admin re sewer backup	0.25	No Charge
02-22-2021	SRB	Review correspondence from S. Stec re parking amendments	0.25	No Charge
02-22-2021	SRB	Review correspondence from Admin re sidewalk SAD	0.25	No Charge
02-23-2021	SRB	Review and respond to multiple correspondence from Clerk; Telephone conference with same re referendum petitions	0.75	No Charge
02-24-2021	SRB	Review multiple correspondence from City officials re JMC litigation	1.00	No Charge
02-24-2021	SRB	Review correspondence from S. Stec re CIP notice of public hearing	0.25	No Charge
02-24-2021	SRB	Review multiple correspondence from City officials re business license procedures	1.00	No Charge
02-24-2021	SRB	Review correspondence from Admin re sewer back up	0.25	No Charge
02-24-2021	SRB	Review correspondence from Admin re Referendum petitions	0.25	No Charge
02-24-2021	SRB	Review correspondence from Clerk re Referendum petitions	0.25	No Charge
02-25-2021	SRB	Review correspondence from Admin re JMC litigation	0.25	No Charge
	W	e appreciate your business. Checks may be made payable to Baker & Elowsky, PLLC.	Page	e 5 of 6

Date	Professional	Description	Hours	Amount
02-25-2021	SRB	Review correspondence from Admin re Sidewalk SAD	0.25	No Charge
02-25-2021	SRB	Review correspondence from Admin re mailbox damage	0.25	No Charge
02-25-2021	SRB	Review and respond to correspondence with Mayor Pro Tem re Sidewalk ordinance	0.25	No Charge
02-25-2021	SRB	Review correspondence from Admin re referendum petitions	0.25	No Charge
02-25-2021	SRB	Review and respond to multiple correspondence from Clerk re Sidewalk SAD	0.75	No Charge
02-26-2021	SRB	Review and respond to multiple correspondence from city officials re 27215 Southfield Road	0.75	No Charge
02-26-2021	SRB	Review and respond to multiple correspondence from city officials re BP gas station development	0.75	No Charge
02-26-2021	SRB	Review correspondence from Admin re road eligibility list	0.25	No Charge
02-26-2021	SRB	Review correspondence from Admin re cannabis licensing	0.25	No Charge
02-26-2021	SRB	Review correspondence from Admin re code enforcement	0.25	No Charge
02-26-2021	SRB	Review correspondence from Admin re agenda for special meeting	0.25	No Charge
02-26-2021	SRB	Review and respond to correspondence with Mayor Pro Tem; telephone conference with same re Sidewalk ordinance	0.50	No Charge
02-27-2021	SRB	Review correspondence from Admin re CIP bond referendum petition	0.25	No Charge
02-27-2021	SRB	Review correspondence from Admin re JMC properties	0.25	No Charge
02-27-2021	SRB	Review correspondence from Admin re evergreen Farmington agreement	0.25	No Charge
02-27-2021	SRB	Review correspondence from Admin re snow removal	0.25	No Charge
02-28-2021	SRB	Services Rendered		2,500.00
02-28-2021	SRB	Review correspondence from Admin re weekly newsletter	0.25	No Charge
			Total	2,500.00

Time Summary

Professional	Hours	Amount
Scott Baker	40.50	2,500.00
	Total	2,500.00

Total for this Invoice 2,500.00

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March 12, 2021

City of Lathrup Village 27400 Southfield Road Lathrup Village, MI 48076

> Invoice Number: 1079 Invoice Period: 02-01-2021 - 02-28-2021

RE: Prosecution/Code Enforcement

Time Details

Date	Professional	Description	Hours	Amount
02-02-2021	SRB	Review of final 46th District Court Docket for 02/10/2021, review of file materials and notices to appear and correspondence to Police Clerk concerning records re: 19LV02110A,B, 19LV02111A, 20LV01866B, 20LV01726AB, 20LV01088A, 21LV00037A, 20LV02124A, 20LV02228A.	1.50	195.00
02-04-2021	SRB	Receipt and review video re: 20LV02173A.	0.25	32.50
02-04-2021	SRB	Receipt and review motion to set aside default judgment re: 20LV02183A.	0.25	32.50
02-05-2021	SRB	Conduct telephone pre-trial conference with defense attorney, prepare plea offer and draft correspondence to defense attorney and Court with same re: 20LV02228A	0.50	65.00
02-05-2021	SRB	Conduct telephone pre-trial conference with defense attorney, prepare plea offer and draft correspondence to defense attorney and Court with same re: 20LV01726A/B	0.50	65.00
02-08-2021	SRB	Review correspondence from Admin and Code Officer re: court appearance for pending citations	0.25	32.50
02-09-2021	SRB	Conduct telephone pre-trial conference with defendant, prepare plea offer and draft correspondence to defendant and Court with same re: 20L0001228	0.50	65.00
02-09-2021	SRB	Conduct telephone pre-trial conference with defendant, prepare plea offer and draft correspondence to defendant and Court with same re: 20L0001229	0.50	65.00
		We appreciate your business. Checks may be made payable to Baker & Elowsky, PLLC.	Page	1 of 3

Date	Professional	Description	Hours	Amount
02-09-2021	SRB	Conduct telephone pre-trial conference with defense attorney, prepare plea offer and draft correspondence to defense attorney and Court with same re: 20LV01088A	0.50	65.00
02-09-2021	SRB	Conduct telephone pre-trial conference with defense attorney, prepare plea offer and draft correspondence to defense attorney and Court with same re: 20LV02124A	0.50	65.00
02-09-2021	SRB	Conduct telephone pre-trial conference with defense attorney, prepare plea offer and draft correspondence to defense attorney and Court with same re: 21LV00037A	0.50	65.00
02-09-2021	SRB	Conduct telephone pre-trial conference with defense attorney, prepare plea offer and draft correspondence to defense attorney and Court with same re: 20LV02173A	0.50	65.00
02-09-2021	SRB	Conduct telephone pre-trial conference with defendant, prepare plea offer and draft correspondence to defendant and Court with same re: 18LV00062A	0.50	65.00
02-09-2021	SRB	Conduct telephone pre-trial conference with defendant, prepare plea offer and draft correspondence to defendant and Court with same re: 20LV01866B	0.50	65.00
02-09-2021	SRB	Receipt and review 46th District Court prosecution calendars for May and June 2021.	0.25	32.50
02-10-2021	SRB	Appear for zoom docket in 46th District Court	3.00	390.00
02-10-2021	SRB	Review and respond to multiple correspondence from Code officers re 27714 California open citation	0.25	32.50
02-11-2021	SRB	Review correspondence from J. Wright re code violations	0.25	32.50
02-11-2021	SRB	Receipt and review correspondence from 46th District Court clerk concerning updated docket dates.	0.25	32.50
02-12-2021	SRB	Review correspondence from Code officer re 18850 Hampshire	0.25	32.50
02-12-2021	SRB	Review correspondence from Code officer re 27208 Southfield Road	0.25	32.50
02-12-2021	SRB	Review correspondence from 46th District Court re COVID - 19 update	0.25	32.50
02-17-2021	SRB	Receipt and review email correspondence from defense attorney concerning video evidence and email to Police Clerk re: 20LV02173A.	0.25	32.50
02-22-2021	SRB	Correspondence with 46th District Court clerk concerning default and corrective action re: 20L0001677.	0.25	32.50
02-22-2021	SRB	Correspondence with 46th District Court re 3/10 docket	0.25	32.50
		We appreciate your business. Checks may be made payable to Baker & Elowsky, PLLC.	Page	2 of 3

Date	Professional	Description	Hours	Amount
02-23-2021	SRB	Receipt and review of 46th District Court draft docket for 03/10/2021.	0.25	32.50
02-26-2021	SRB	Review and respond to correspondence from 46th District Court re 13LV00579A	0.25	32.50
			Total	1,722.50
Time Sum	mary			
Professiona	I		Hours	Amount
Scott Baker			13.25	1,722.50
		Total		1,722.50

Total for this Invoice 1,722.50



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City of Lathrup Village 27400 Southfield Road Lathrup Village, MI 48076 March 12, 2021

Invoice Number: 1080 Invoice Period: 02-01-2021 - 02-28-2021

RE: Special Legal Services

Time Details

Date	Professional	Description	Hours	Amount
02-02-2021	SRB	Review correspondence from City Engineer re 18421 Saratoga	0.25	32.50
02-02-2021	SRB	Review multiple correspondence from building official and liability attorney re JMC litigation	0.50	65.00
02-03-2021	SRB	Review and respond to multiple correspondence with planner re primary caregiver ordinance	0.50	65.00
02-03-2021	SRB	Review correspondence from City engineer re water service agreement	0.25	32.50
02-04-2021	SRB	Review and respond to multiple correspondence with planner re primary caregiver ordinance	0.50	65.00
02-05-2021	SRB	Review correspondence from City Engineer re 27041 Southfield Road	0.25	32.50
02-05-2021	SRB	Review correspondence from Building Official, telephone conference with same re 27260 Southfield Road	0.25	32.50
02-08-2021	SRB	Review and respond to multiple correspondence with planner re primary caregiver ordinance	0.50	65.00
02-08-2021	SRB	Draft Notice of Adoption and correspondence to Clerk re publication of primary caregiver overlay ordinance amendment.	0.25	32.50
02-08-2021	SRB	Meeting with City insurance attorney re JMC litigation.	1.00	130.00
		We appreciate your business. Checks may be made payable to Baker & Elowsky, PLLC.	Page	1 of 4

Date	Professional	Description	Hours	Amount
02-08-2021	SRB	Participate in special meeting of Planning Commission.	0.50	65.00
02-08-2021	SRB	Participate in special meeting of City Council	0.75	97.50
02-10-2021	SRB	Prepare for and participate in special meeting of City Council and DDA	1.50	195.00
02-10-2021	SRB	Review and respond to multiple correspondence from liability attorney re JMC litigation	0.50	65.00
02-12-2021	SRB	Review correspondence from City Engineer	0.25	32.50
02-15-2021	SRB	Review correspondence from City Engineer re tree removal	0.25	32.50
02-16-2021	SRB	Participate in meeting re sidewalk SAD process	1.00	130.00
02-16-2021	SRB	Prepare for and participate in Planning Commission meeting	1.50	195.00
02-16-2021	SRB	Review correspondence from City Engineer re Sidewalk SAD	0.25	32.50
02-17-2021	SRB	Review and respond to multiple correspondence from Admin & liability attorney re JMC litigation	1.00	130.00
02-17-2021	SRB	Meeting with City Planner & S. Stec re cannabis ordinance meeting	0.25	32.50
02-17-2021	SRB	Draft correspondence to City Planner re sign ordinance updates	0.25	32.50
02-18-2021	SRB	Draft independent contractor agreement for Hughes real estate services; forward to Admin	0.50	65.00
02-18-2021	SRB	Draft correspondence and request to Southfield public schools re deed restriction modifications; review response	0.50	65.00
02-18-2021	SRB	Draft resolution initiating sidewalk SAD; forward to Admin.	0.50	65.00
02-18-2021	SRB	Review correspondence from liability attorney re JMC litigation	0.25	32.50
02-19-2021	SRB	Review correspondence from City Bond Attorney re referendum petition	0.25	32.50
02-19-2021	SRB	Review correspondence from City Planner	0.25	32.50
02-22-2021	SRB	Review correspondence from liability attorney re JMC litigation	0.25	32.50
02-22-2021	SRB	Review correspondence from City Engineer re Sidewalk SAD	0.25	32.50
02-23-2021	SRB	Review and respond to correspondence from liability attorney re JMC litigation	0.25	32.50
02-23-2021	LKK	Review correspondence and research concerning referendum petition requirements; draft memo re: same.	1.25	162.50
		We appreciate your business. Checks may be made payable to Baker & Elowsky, PLLC.	Page	2 of 4

Date	Professional	Description	Hours	Amount
02-23-2021	SRB	Participate in meeting re primary caregiver ordinance enforcement	0.50	65.00
02-24-2021	SRB	Review and respond to multiple correspondence from liability attorney re JMC litigation	1.00	130.00
02-24-2021	SRB	Meeting with S. Stec and City Planners re cannabis ordinance	1.00	130.00
02-24-2021	SRB	Review and respond to multiple correspondence from City Bond Attorney re referendum petition	0.50	65.00
02-24-2021	SRB	Review correspondence from Building Official re Business license procedure	0.25	32.50
02-25-2021	SRB	Review correspondence from City Engineer re Sidewalk SAD	0.25	32.50
02-25-2021	SRB	Review correspondence from Bond attorney re referendum petitions	0.25	32.50
02-25-2021	SRB	Meeting with Admin, S. Stec, City Engineer & Mayor Pro Tem re Sidewalk SAD	1.50	195.00
02-25-2021	SRB	Draft ordinance revisions re Sidewalk SAD	1.00	130.00
02-25-2021	SRB	Review and respond to multiple correspondence from liability attorney re JMC litigation	1.00	130.00
02-25-2021	SRB	Draft Notice of public hearing re CIP	0.25	32.50
02-25-2021	SRB	Draft Notice of Adoption for Parking ordinance amendment	0.25	32.50
02-25-2021	SRB	Draft Notice of public hearing re Sidewalk SAD	0.25	32.50
02-25-2021	SRB	Participate in social and economic recovery webinar	1.50	195.00
02-26-2021	SRB	Review and respond to correspondence from building official re 27215 Southfield Road	0.25	32.50
02-26-2021	SRB	Review and respond to correspondence from building official and City Engineer re BP gas station development	0.50	65.00
02-27-2021	SRB	Review and respond to correspondence from building official and City Engineer re BP gas station development	0.50	65.00
02-27-2021	SRB	Review correspondence from building official re JMC properties	0.25	32.50
			Total	3,575.00

Time Summary				
Professional	Hours	Amount		
Leann Kimberlin	1.25	162.50		
Scott Baker	26.25	3,412.50		
	Total	3,575.00		

We appreciate your business. Checks may be made payable to Baker &	Page	3	of	4
Elowsky, PLLC.				

Total for this Invoice 3,575.00