



# CITY OF MANITOWOC

WISCONSIN, USA  
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TO: Personnel Committee  
FROM: Kathleen M. McDaniel, City Attorney  
RE: City Attorney's Office Update  
DATE: July 29, 2016

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In addition to drafting legislation as requested by City departments, the City Attorney's Office has worked on the following projects and initiatives since our last meeting:

### Environmental Remediation

- Lemberger Landfill: No major updates to report.
- Gravel Pit: Remediation discussions with DNR continue, new well has been drilled at a Hecker Road property

### Business Process Improvement

- Citations: The Finance Director and Judge discussed a backup for the Municipal Court Clerk and this matter is now closed out.

### Litigation and Prosecution

- Assist Fire Department with obtaining warrants for properties where garbage has become a health hazard
- 1512 Washington: Weekly meetings held with DPI and CDD to monitor progress on site.

### Insurance

- Reviewed claims filed against the City. A local plumbing contractor appears to be advising all his customers to file claims for lateral work.
- Property insurance renewal in progress
- Liability insurance renewal in progress

### Open Records

- USA Today requested the Manitowoc Police Department Policy Manual
- Voluminous records request has been filled

### Office Matters

- Planning for absence of City Attorney and Staff Attorney due to maternity leaves in fall continues.
- The new phone system has been installed but is not always fully functional.

### Labor Matters

- Outside counsel represented the City at an arbitration regarding a grievance in the Fire Department
- Transit labor negotiations continue

### Monthly Reporting

- Since my June 2, 2016 report:
  - 77 Requests for Legal Services were received, 43 were closed
  - 146 new litigation matters were opened (primarily dog bites), 22 were closed
  - 103 new citations were sent over for prosecution, 34 were closed, 9 were diverted.

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