



CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org

June 4, 2021

TO: Personnel Committee

FROM: Kathleen McDaniel

RE: Request for Unpaid Summer Intern

Eric Brey, a current student at the University of Wisconsin – Stevens Point, has approached my office about completing an unpaid internship for credit this summer. Mr. Brey would participate in 150 hours of work under the supervision of myself and Assistant City Attorney Majerus to earn three credits towards his degree. I have met with Dr. David Barry, director of the Sociology Internship Program at Stevens Point, and discussed the internship with Mr. Brey. There would be no expense to the City for participating in this program. ACA Majerus and I contemplate having Mr. Brey perform the following tasks as part of this internship:

- Assist with special projects, including the revision of the traffic code and truancy program
- Provide clerical relief for the Paralegal
- Assist with digitization of old files
- Attend court proceedings with Assistant City Attorney
- Attend Committee and Council meetings with City Attorney and Assistant City Attorney

Mr. Brey is prepared to begin his internship this month, with your approval. This request is being brought forward to Committee because Mr. Brey is related to an official covered by the City's nepotism ordinance. While no funds will be exchanged, I wanted to seek Personnel Committee approval prior to beginning the internship program.

Our office last hosted an intern in the summer of 2016. If this summer's program is successful, we will consider partnering with UWSP to be a permanent internship site for future summers.