



CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org



TO: Personnel Committee
FROM: Kathleen M. McDaniel, City Attorney
RE: City Attorney's Office Update
DATE: August 2, 2018

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 in July:

Environmental Remediation

- Lemberger Landfill: Project continues as planned. Next status call set for September 5.
- Gravel Pit: Planning continues for next year's budget. The USFS was on site in late July to showcase the phytoremediation project. Outside counsel continues to work with the DNR on cost recovery efforts.
- MPU Lead Pipe issues: I have not seen the DNR letter yet.

Litigation and Prosecution

- Big Jay's: The City's motion for summary judgment was granted in federal court.
- Riverview Apartments: JenRuss, LLC filed bankruptcy shortly before our state court date. The City plans to file a motion to lift stay.
- All defendants who have requested trials have been scheduled for trial.

LEAN/BPI

- Attorney Majerus is scheduled to participate in a RIE on news releases.
- Assisted staff with advice on other BPI events as needed (animal licensing, oaths).

Neighborhood Improvement

- 314-316 Riverview Drive: See litigation.
- Blighted properties: Two raze orders were drafted at the request of the Fire Department.
- Rental Registration: Working with Finance and IT to develop an online registration form for landlords to use.

Insurance/Risk Management

- Reviewed claims filed against the City, provided quarterly claims report to Finance Committee for 2nd Quarter
- ADA Title II meeting held August 1
- Released CVMIC grant form
- CVMIC renewal nearly complete, waiting on information from a few departments

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- Attended annual meeting for Cities and Villages Mutual Insurance

Open Records Requests

- Wisconsin Department of Justice regarding Vision Property Management
- Nick Griepentrog regarding 1318 S. 12th Street
- Teamsters/Transit for employee seniority information
- Wisconsin ClearCove Systems regarding Wastewater surcharges
- Wisconsin Department of Safety and Professional Services regarding 1824 Highland Court

Labor Matters

- Working with HR Director on Central States issues
- Held two bargaining meetings with Fire Department
- Reviewed Teamsters complaints regarding short-term disability issues

Office Matters

- Staff meeting held weekly on Thursdays
- Biweekly check-ins held with employees
- Prepared committee reports
- Held weekly municipal court pretrials and trials
- Midyear reviews completed for both direct reports, including revision of job description for Staff Attorney position now that it is full time. After reviewing with HR, we decided to return the position to the original title of Assistant City Attorney and update the duties to reflect current assignments (no step or grade change)
- Preparing 2019 Budget

Monthly Reporting

- Since my June 27, 2018 report:
 - 39 Requests for Legal Services were received, 27 were closed
 - 15 new litigation matters were opened (these include animal bites), 10 were closed
 - 50 new citations were sent over for prosecution