



CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org



TO: Personnel Committee
FROM: Kathleen M. McDaniel, City Attorney
RE: City Attorney's Office Update
DATE: June 1, 2017

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: Project continues as planned.
- Gravel Pit: The ROAR will be submitted to the DNR within the week. A pre-bid meeting was held on June 1 for pond construction.

Litigation and Prosecution

- 1512 Washington: Planning for demolition ceremony on June 9. Once Brandenburg takes over and begins demolition my role in this should be significantly diminished.
- Big Jay's: The suit continues. Outside counsel answered the complaint.
- Lowe's: Litigation continues. Outside counsel is representing the City.

LEAN/BPI

- Participated in two day event at Manitowoc Public Utilities regarding IT services model
- Continuing work from Contracts process to streamline process

Neighborhood Improvement

- 314-316 Riverview Drive: A raze/repair order has been issued and is being contested by the company leasing the property from the current owner.
- 1727 Johnston Drive: A raze/repair order has been issued.
- Team of department heads (CA, Fire, Finance, CDD) have been meeting to explore alternate funding for neighborhood improvement program.
- Staff Attorney has reconvened neighborhood improvement team and is working with Fire and Police to aggressively pursue nuisance properties earlier

Insurance

- Reviewed claims filed against the City.
- Discussed large pending claims with appropriate carrier.

Open Records

- USA Today requested all employee separation agreements from the last few years with settlements in excess of \$10,000. The City has one responsive agreement and will be providing it once the former employee has been given notice.
- An individual requested the transit bus procurement process.
- Requests continue to trickle in regarding the 2016 carbon monoxide leak downtown.

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Labor Matters

- Redlined Transit Contract will be submitted to their representative the week of our meeting.
- The Police contract has been submitted to their representative for union ratification.

Office Matters

- A Marquette law student has requested to be a volunteer law clerk with our office this summer.
- The Staff Attorney (.5 FTE) will be continuing her schedule of Monday, Tuesday, Thursday throughout the summer.

Monthly Reporting

- Since my April 28th, 2017 report:
 - 33 Requests for Legal Services were received, 29 were closed
 - 7 new litigation matters were opened, 6 were closed
 - 45 new citations were sent over for prosecution, 8 were closed, 3 were held open.