



CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org



August 10, 2018

**TO: Manitowoc Police Department
City Clerk**

FROM: City Attorney's Office

RE: License Nonrenewal and Revocation Procedure (Not Alcohol Licenses)

Greetings,

Below is a process outline for revoking or not renewing a license unrelated to alcohol. I used outline format for quick reference and ease of review.

1. Police Department sends a written request to City Clerk requesting to "add a License Revocation or Non-renewal Hearing" to the next Finance Committee Agenda.
 - a. Request should include:
 - i. Memorandum outlining reasons for request
 - ii. Any police reports referenced in the memo
 - b. City Attorney should receive a copy
2. City Clerk shall set hearing date, and coordinate with City Attorney and Finance Committee to ensure statutory compliance.
3. City Attorney drafts documents for service on license holder
 - a. Summons and Complaint (if revocation sought)
 - b. Notice of nonrenewal (if nonrenewal sought)
4. City Attorney drafts documents for Finance Committee
 - a. Hearing Statement
 - b. Findings of Fact
 - c. Conclusions of Law
 - d. Recommendation to Common Council (for each possible outcome)
5. Police Department serves license holder 3-20 days before Finance Committee meeting.
6. Police Department provides proof of service to City Attorney.

City Attorney Kathleen M. McDaniel • Staff Attorney Elizabeth Majerus
Paralegal Jane M. Rhode

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7. Finance Committee meeting
 - a. City Attorney attends to advise committee, not represent PD
 - b. Police Department presents case for revocation or non-renewal
 - c. Licensee has opportunity to be heard on the record
 - d. Deliberation
 - e. Recommendation to Common Council
8. Common Council
 - a. Act upon recommendation of committee – may hold hearing or may act
 - b. Police Department attend for questions
 - c. Licensee has option to attend
 - d. Makes final determination
9. City Clerk mails notice of determination to licensee, CC'ing PD and CA.

Please contact the City Attorney's Office if you have any questions, concerns or would like guidance on any aspect of this process.

Sincerely,

Liz Majerus, Assistant City Attorney