



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: January 3, 2019

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 December:

Environmental Remediation

- Lemberger Landfill: Project continues as planned. Next status call set for January 9.
- Gravel Pit: Attended seminar regarding emerging contaminants in December. Cost recovery efforts continue.

Open Records Requests

- Request for individuals blind carbon-copied on emails sent by Alderperson

Litigation, Prosecution, and Claims Reporting

- Lowe's: Initial phases of litigation, no recent update from tax counsel
- Reminder: Municipal Court now holds trials on Wednesday mornings

LEAN/BPI

- Assisted staff with advice on BPI events as needed.

Neighborhood Improvement

- 314-316 Riverview Drive: Fire Department is working on demolition.
- Blighted properties: No raze orders requested since last update.
- Rental Registration: Registration form was presented at Council in December and is live.
- CN Peninsula: Phase 2 testing is completed and follow-up testing is planned.

Insurance/Risk Management

- Reviewed claims filed against the City, reported to insurance
- ADA Title II: next meeting set for March, working with departments on audits
- Attempt to recover costs on damaged squad car
- Reviewed property insurance estimates from MPIC and Ansay. Internal decision was made to stay with MPIC for one year due to a reduced premium and deductible and better coverage for pier and wharf damage.

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Labor Matters

- Fire Department bargaining continues, additional update will be provided at meeting
- Provide resolutions to backfill and fill positions where appropriate

Office Matters

- Staff meeting held weekly (on Wednesdays in 2019)
- Biweekly check-ins held with employees
- Prepared committee reports
- Held weekly municipal court pre-trials and trials
- Annual reviews for Assistant City Attorney and Paralegal will be complete by time of this meeting

Monthly Reporting

- Since my November 29, 2018 report:
 - 26 Requests for Legal Services received, 29 closed
 - 3 new litigation matters opened (2 claims, 1 bankruptcy notice), 4 closed
 - 57 new citations were sent over for prosecution, all pending matters set for trial