CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org

March 24, 2026

TO: Personnel Committee

FROM: Eric G. Nycz, City Attorney

RE: Request for Unpaid Summer Intern

Nadia Kakatsch, a current student at the University of Wisconsin – Madison, has approached my office about completing an unpaid internship for credit this summer. Ms. Kakatsch would participate in job shadowing and entry level tasks under my supervision to gain experience and understanding in the field. There would be no expense to the City for participating in this program. I contemplate having Ms. Kakatsch perform the following tasks as part of this internship:

- Assist with special projects
- Provide clerical relief for the Paralegal
- Assist with the digitization of old files
- Attend court proceedings with the Prosecuting Attorney
- Attend Committee and Council meetings with City Attorney

Ms. Kakatsch is prepared to begin her internship in May or June 2026, with your approval. 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 2023 and found it to be successful.

CITY ATTORNEY ERIC G. NYCZ
CITY HALL ■ 900 QUAY STREET ■ MANITOWOC, WI 54220
PHONE: (920) 686-6990 ■ EMAIL: CITYATTORNEY@MANITOWOC.ORG