

The duties and responsibilities of the City Attorney are set forth in the City Charter. The Charter provides that the City Attorney serves as chief legal adviser to the Council, the Manager, and all City departments, offices and agencies. The City Attorney represents the City in all legal proceedings and performs any other duties required by state law, by the Charter or by ordinance.

Mission

The mission of the City Attorney's Office is to provide high-quality legal advice, counsel, and representation for all civil matters involving the City, and effective enforcement of ordinances and prosecution of ordinance violations, in an efficient, timely, just and cost-effective way for the benefit of the Menominee community.

Duties & Responsibilities

The City Attorney's responsibilities fall within two categories. The first category includes providing advice, counsel, and representation for all civil matters involving the City. The second category includes enforcing ordinances and prosecuting ordinance violations.

- **Civil Duties:** The City Attorney is concerned with a wide range of issues involving civil matters. The City Attorney is the legal advisor for the City Council, the City Manager, and all City Departments. Examples of other City Attorney duties include reviewing and responding to Freedom of Information Act requests; City Charter and ordinance interpretation; economic development questions; Election Commission proceedings; Menominee Revolving Loan Fund loans; Michigan Tax Tribunal contested proceedings; Planning Commission issues; Union contract issues and negotiations; Police and Fire mutual and automatic aid agreements; litigation issues; employee grievance issues, Water and Wastewater Utility Board issues, and a wide variety of questions and issues on behalf of the citizens of Menominee.
- **Ordinance Enforcement:** With respect to City ordinances, the City Attorney oversees enforcement of the Michigan Vehicle Code and other ordinances within the City, including the Zoning Ordinance, Rental Housing Ordinance, and Property Maintenance Code. The prosecution of ordinance violations generates revenue for the City in the form of fines and costs.

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