



DATE: February 14, 2019

TO: Ken Komiske, Utilities Director
Katheryn Walker, Interim City Attorney

FROM: Brenda Hall, City Clerk

SUBJECT: Claim from Michelle Stewart

I am in receipt of a claim from Michelle Stewart in the amount of \$4,753.94 for damages to her vehicle due to her claim that on January 4, 2019, a sanitation truck driver forgot to lift the mechanical arms after emptying a polycart and scraped the driver side of her car parked in front of 2813 Weymouth Drive.

Ken, I would appreciate your checking with your staff regarding verification of the accident. Please report your findings by written memorandum to me with a copy to Jeff.

Kathryn, if it is determined the City has liability in this matter, please signify by writing a report of your recommendations in order that we may schedule this claim as an agenda item.

BH:smr
attachments

office memorandum