

FINANCE AND PERSONNEL COMMITTEE

City of Kaukauna
Council Chambers
Municipal Services Building
144 W. Second Street, Kaukauna



Monday, August 19, 2024 at 6:10 PM

AGENDA

In-Person and Remote Teleconference via ZOOM

1. Correspondence.
2. Discussion Topics.
 - [a.](#) Permission to fill Accounting Specialist position due to retirement.
 - [b.](#) Permission to fill City Clerk position due to retirement.
3. Adjourn.

NOTICES

Notice is hereby given that a majority of the City Council will be present at the meeting of the Finance and Personnel Committee scheduled for Monday, August 19, 2024 at 6:10 P.M. to gather information about a subject over which they have decision making responsibility.

IF REQUESTED THREE (3) DAYS PRIOR TO THE MEETING, A SIGN LANGUAGE INTERPRETER WILL BE MADE AVAILABLE AT NO CHARGE.



MEETING ACCESS INFORMATION:

You can access this meeting by one of three methods: from your telephone, computer, or by an app. Instructions are below.

To access the meeting by telephone:

1. Dial 1-312-626-6799
2. When prompted, enter Meeting ID 234 605 4161 followed by #
3. When prompted, enter Password 54130 followed by #

To access the meeting by computer:

1. Go to <http://www.zoom.us>
2. Click the blue link in the upper right hand side that says Join a Meeting
3. Enter Meeting ID 234 605 4161
4. Enter Password 54130
5. Allow Zoom to access your microphone or camera if you wish to speak during the meeting

To access the meeting by smartphone or tablet:

1. Download the free Zoom app to your device
2. Click the blue button that says Join a Meeting
3. Enter Meeting ID 234 605 4161
4. Enter Password 54130
5. Allow the app to access your microphone or camera if you wish to speak during the meeting

Members of the public will be muted unless there is an agenda item that allows for public comment or if a motion is made to open the floor to public comment.



MEMO

Department

To: Finance and Personnel
From: Finance Director, William Van Rossum/HR Director Elisa Hodge
Date: 08/20/2024
Re: Permission to Fill Accounting Specialist Position

Background information:

After 4.5 years of dedicated service as one of the public-facing representatives at the Clerk's window for the City of Kaukauna, Tracy Uitenbroek has announced her decision to retire on November 7, 2024. Attached is Tracy's letter of retirement, where she expresses her intention to conclude her tenure with the city.

We are grateful for the extended notice Tracy has provided, which gives us sufficient time to plan for her successor. We are particularly appreciative that she will be with us through the November presidential election, a pivotal event where we anticipate high voter turnout.

Our plan is to post the Accounting Specialist position in August, conduct interviews, and have the new hire in place by mid-October. This timeline is designed to ensure a smooth transition as we enter a busy period with upcoming elections, the budget process, and tax collection.

Strategic Plan:

While this item may not directly align with the Strategic Plan, the role of the Accounting Specialist plays a crucial part in supporting and advancing our strategic goals.

Budget:

With this plan, there will be an overlap between Tracy's retirement and the new Accounting Specialist's start date, which will have a small budgetary impact.

Staff Recommended Action:

Make a motion to grant permission to Fill the Accounting Specialist Role Position ahead of the Retirement of Tracy Uitenbroek.



Tracy Uitenbroek
2490 County Road ZZ
De Pere, WI 54115
920.707.4325

August 7, 2024

William Van Rossum
Finance Director & Treasurer
City of Kaukauna
144 W 2nd Street
Kaukauna, WI 54130

Dear Will,

Please accept this letter as my formal resignation. I intend to resign my position as the City of Kaukauna Accounting Specialist (AR) effective Thursday, November 7th.

I am leaving my position to enter into retirement. Although very excited to begin this new chapter in my life, I find myself feeling sad to be parting ways.

I am grateful to have had the opportunity to work for the City of Kaukauna. I have enjoyed my 4 plus years as part of the City Finance Team. I feel very fortunate to have worked with such a great team under your solid leadership.

My intent is to aid in a smooth transition to the best of my ability.

Sincerely,

Tracy Uitenbroek

GO TEAM!



MEMO

Department

To: Finance and Personnel
From: Finance Director, William Van Rossum/HR Director Elisa Hodge
Date: 08/20/2024
Re: Permission to Fill City Clerk Position

Background information:

After 25 years of dedicated service to the City of Kaukauna, and nearly 7 years as City Clerk, Sally Kenney has decided to embark on her next chapter. Attached is a letter from Sally expressing her intention to retire on January 8, 2025.

We are deeply appreciative of the extended notice Sally has provided, allowing us ample time to plan for her successor. Our goal is to post the position in August, conduct interviews, and have the new City Clerk in place by mid-October. This timeline will ensure a smooth transition, giving the incoming Clerk the opportunity to work alongside Sally before her retirement.

Strategic Plan:

While this item may not directly align with the Strategic Plan, the role of the City Clerk plays a crucial part in supporting and advancing our strategic goals.

Budget:

With this plan, there will be an overlap between Sally's retirement and the new City Clerk's start date, which will have a small budgetary impact.

Staff Recommended Action:

Make a motion to grant permission to Fill the City Clerk Position ahead of the Retirement of Sally Kenney.



Sally Kenney
1816 Melissa Court
Kaukauna, WI 54130

August 8, 2024

Will Van Rossum
City of Kaukauna
144 W. Second Street
Kaukauna, WI 54130

Dear Will,

I am writing this letter to confirm my retirement as Clerk for the City of Kaukauna. My last day of employment will be January 8, 2025. I hope this notice-period is enough for you to find a replacement.

I have looked forward to retirement, but it still saddens me that I will have to leave such fine people. I spent the first 18 ½ years as the Business Coordinator at 1000 Islands Environmental Center and the past 6 ½ years as the City Clerk. The 25 years that I have worked for the City of Kaukauna are some of the best and most enjoyable of my life.

I would like to thank the City Staff and Alders for the support that you have given me during my employment. If there are any additional steps that I can take to ease this transition, please let me know.

Sincerely,

Sally Kenney