

FINANCE AND PERSONNEL COMMITTEE

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



Monday, December 04, 2023 at 6:10 PM

AGENDA

In-Person

1. Correspondence.
2. Discussion Topics.
 - a. Adjourn to Closed Session Pursuant to State Statute 19.85(1)(c) to discuss employment, promotion, compensation or performance evaluation data of any public employee.
 - b. Return to Open Session for possible action.
 - c. Resignation letter from Joe Stephenson - Director of Planning and Community Development.
 - d. Permission to fill Director of Planning and Community Development.
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, December 4, 2023 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.



Dear Members of the Council and Mayor Penterman

I am writing to formally tender my resignation from my position as Director of Planning and Community Development at the City of Kaukauna, effective Thursday December 14th, 2023.

I have truly appreciated the opportunities for professional and personal growth that I have experienced during my time at the City of Kaukauna. The experiences and skills I have gained here have been invaluable to my career development.

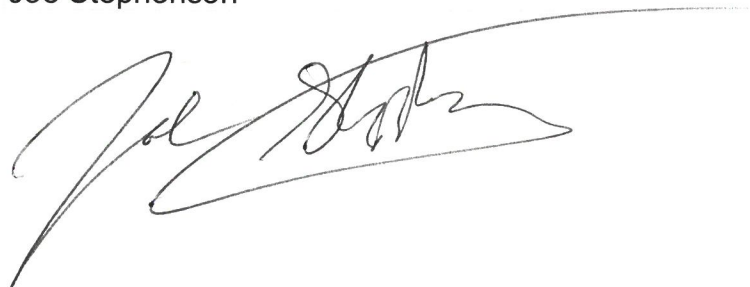
This decision has not been easy, but after careful consideration, I have decided to take a new position closer to home with a better work life balance. I assure you that I am committed to ensuring a smooth transition during my remaining time here.

I want to thank those that supported me. I wish the company continued success in all its future endeavors.

Thank you for your understanding and support.

Sincerely,

Joe Stephenson

A handwritten signature in black ink, appearing to read 'Joe Stephenson', with a long, sweeping horizontal line extending from the end of the signature.



MEMO

HUMAN RESOURCES

To: Finance and Personnel Committee
From: Shanon Swaney, Human Resources Director
Date: December 4, 2023
Re: Permission to Fill Director of Planning and Community Development

Joe Stephenson has resigned from his position as Director of Planning and Community Development effective December 14, 2023.

Staff seeks authorization from the Finance and Personnel Committee to fill a Director of Planning and Community Development due to resignation.

