



MEMO

HUMAN RESOURCES

To: Finance and Personnel Committee
From: Shanon Swaney, Human Resources Director
Date: April 15, 2024
Re: Approval to Fill Positions

Sergeant Mike Frank has turned in notice of his retirement. His last day will be June 14, 2024. Sergeant Frank has been with the Kaukauna Police Department for 26 years.

Municipal Court Clerk Jean Semenuk has turned in notification of her resignation effective no later than June 26, 2024. Jean has been with the City for 1 year.

Staff seeks authorization from the Finance and Personnel Committee to fill a Patrol Officer position due to the retirement of Sergeant Frank.

Staff seeks authorization from the Finance and Personnel Committee to fill a Municipal Court Clerk position due to the resignation of Jean Semenuk.