



# 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