



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!