



**TWO
RIVERS**
WISCONSIN

**RESOLUTION UPON RETIREMENT
LISA KUEHN, ADMINISTRATIVE ASSISTANT TO CITY
MANAGER/ DEPUTY CITY CLERK**

WHEREAS, Lisa Kuehn began her employment with the City of Two Rivers on March 27, 2017 as Executive Administrative Assistant to the City Manager/Deputy City Clerk, coming from a position in the City Clerk's Office for the City of Manitowoc; and

WHEREAS, Lisa retired from her service to the City of Two Rivers on November 8, 2024; and

WHEREAS, during her more than 7 ½ years of service to the citizens of Two Rivers, Lisa was a trusted and respected member of the City's management team and provided important support services for the work of the City Council and the City's citizen boards, commissions and committees; and

WHEREAS, Ms. Kuehn in her role as Deputy City Clerk also provided valuable support services to the City Clerk and the voters of Two Rivers, assisting in the conducting of all elections and working closely with the City Clerk to implement and communicate with the public regarding many changes in election law, to recruit and train the City's election workers, and to implement new technologies; and

WHEREAS, during her tenure with the City, Ms. Kuehn's accomplishments included:

- Taking the lead in revamping the City's website and creation of the Explore Two Rivers website and calendar
- Overseeing a recodification project and making the Municipal Code available on-line
- Supporting City marketing and branding efforts, taking charge of merchandise selection, ordering, inventory and accounts receivable for Two Rivers logo wear
- Coordinating several major initiatives and activities for the City, and in the process demonstrating enthusiasm and pride in Two Rivers that went well beyond the requirements of her job description; such initiatives included:
 - Annual Employee Picnic
 - Celebrate Two Rivers events
 - Two Rivers-Domazlice Sister Cities activities
 - Promotion and fund-raising for downtown Christmas decorations
 - Promotion and fund-raising for the Central Park West Project
 - Planning and implementing the first and second annual Cool City Christmas; and

WHEREAS, throughout her tenure with the City, Ms. Kuehn treated residents and those doing business with the City with the utmost professionalism and respect, serving as an effective and personable "good will ambassador" for the City Manager's Office and the entire City organization; and

WHEREAS, her willingness to tackle new projects, embrace and implement new technology and always promote the City of Two Rivers warrant special recognition upon her retirement;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Two Rivers does hereby extend a sincere “THANK YOU” to Lisa Kuehn for her service to our City Government and to the community that it serves and does hereby acknowledge her many contributions to the organization and the community, during her dedicated service to our City, March 27,, 2017 to November 8, 2024; and

BE IT FURTHER RESOLVED, that this resolution be forwarded to Ms. Kuehn, in token of the City Council’s and City Manager’s appreciation for a job well done, along with best wishes for her retirement.

Adopted this 20th day of January, 2025

City Council:

Gregory E. Buckley, City Manager

Amanda Baryenbruch, City Clerk