

Finance  
8-17-2020

**RESOLUTION TO FILL VACANCIES AND HAVE AN OVERLAP  
IN THE FINANCE DEPARTMENT**

**WHEREAS**, Finance Director/Treasurer Steve Corbeille has advised that City Clerk Deborah Neuser has submitted her notice of intent to retire on January 7, 2021 and the Finance Director/Treasurer has announced his pending retirement; and

**WHEREAS**, an employee in the Finance Department will be on FMLA leave for six weeks surrounding the fall election; and

**WHEREAS**, the Finance Department is responsible for administering the presidential election and providing customer service to everyone entering City Hall; and

**WHEREAS**, the Finance Director/Treasurer is recommending that the vacancies be addressed by promoting Deputy City Clerk Mackenzie Reed-Kadow to City Clerk and Administrative Support Specialist Amanda Baryenbruch to Deputy City Clerk upon the retirement of the City Clerk, and backfilling the vacant administrative support specialist position in October to provide for an overlap in training and have adequate staffing to administer the presidential election; and

**WHEREAS**, the Common Council has enacted a resolution requiring 2/3 approval of the Common Council prior to filling a vacancy.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Common Council of the City of Manitowoc to appoint Deputy City Clerk Mackenzie Reed-Kadow as City Clerk and Administrative Support Specialist Amanda Baryenbruch as Deputy City Clerk effective January 8, 2021, with compensation to be set in accordance with the Employee Policy Manual.

**BE IT FURTHER RESOLVED** that the projected Administrative Support Specialist vacancy from promotion be backfilled on October 19, 2020 to allow for overlap and training time and to provide appropriate staffing to cover the presidential election, with compensation to be set in accordance with the Employee Policy Manual.

**AUG 17 2020**

Introduced \_\_\_\_\_ Adopted \_\_\_\_\_

\_\_\_\_\_  
Justin M. Nickels, Mayor

Approved \_\_\_\_\_

This Resolution was drafted by Kathleen M. McDaniel, City Attorney

Fiscal Impact: \$11,821  
Funding Source: 1100-19100-511100  
Finance Director Approval: /SAC  
Approved as to form: /KMM