



CITY OF MANITOWOC

WISCONSIN, USA

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August 3, 2020

Members of the Finance Committee

James Brey, Chairperson

900 Quay St.

Manitowoc, WI 54220

Good afternoon,

Thank you for adding this item to the August Finance Committee Agenda with such short notice.

Deborah Neuser has announced that she will retire on January 7, 2021. I will be retiring on or about the same date. I have another employee who will be on FMLA from approximately October 21, 2020 thru December 2, 2020.

We have developed a plan to respond to these retirements and FMLA Leave, which we believe will best position our Department to make the transition without any service disruption and position us for success as we have another large election next April (2021).

We propose the following personnel moves:

1. Mackenzie Reed-Kadow (current Deputy City Clerk) becomes City Clerk on January 8, 2021;
2. Amanda Baryenbruch (Admin Support Specialist –Clerk) becomes Deputy City Clerk on January 8, 2021;
3. The projected vacancy from Amanda's promotion on January 8, 2021 is back filled on October 19, 2020 to provide a transition/training time and allow us to handle the large volume Presidential Election on November 3.
4. All of these moves are null if Deborah revokes her retirement notice.

We believe this will best serve the needs of the City of Manitowoc and look forward to discussing this with you on August 4, 2020

Please let me know if you have any questions or concerns.

Thank you,

Steve Corbeille
Finance Director Treasurer.

