

RESOLUTION NO. 2024-02
A Resolution Honoring Deputy City Clerk Amy Kletzien

WHEREAS, Amy Kletzien has completed thirty years of employment with the City of Cedarburg in the City Clerk’s Office, six years as part-time Secretary and twenty-four years as Deputy City Clerk; and

WHEREAS, during these thirty years, Amy Kletzien has conscientiously and capably served the City of Cedarburg and its citizens and has been dedicated to the highest principles of community service; and

WHEREAS, Amy Kletzien has served under seven Mayors, and numerous Common Councils during her tenure, and in the absence of the City Clerk she put forth an extraordinary work effort to assure the continued efficiency of that office; and

WHEREAS, Amy Kletzien was extremely diligent in carrying out the statutory duties and open meetings requirements of the Clerk’s Office by preparing and distributing agendas and accompanying materials for boards, commissions and committees in a timely manner, attending meetings, taking minutes, distributing and maintaining files along with the City website for the Common Council and various boards, commissions, and committees, preparing ordinances, resolutions and proclamations, issuing and keeping a record of all liquor licenses and various permits under the responsibility of the Clerk’s Office after receiving the proper approvals and meeting all insurance requirements, attending staff meetings and preparing the bi-monthly Administrator’s Report, streamlining processes as needed, administering oaths of office, assisting with election duties, assisting with the 2010 and 2020 census projects, publishing legal notices and condensed Common Council minutes, maintaining personnel files, annual review of the Ethics Code, and maintaining and digitizing permanent records; and

WHEREAS, in addition, Amy Kletzien demonstrated outstanding leadership when planning and executing the Mayor’s Enhancement Awards and serving as Secretary for the Mid-Moraine Municipal Association; and

WHEREAS, Amy Kletzien has promoted the Clerk’s role in government by serving as a District V Co-Director as well as serving on the Special Projects Committee for the Wisconsin Municipal Clerk’s Association, and achieving her Wisconsin Certified Professional Clerk designation from the Wisconsin Municipal Clerk’s Association and her Master Municipal Clerk designation from the International Institute of Municipal Clerks Association; and

WHEREAS, the City of Cedarburg, as well as Amy’s co-workers and peers have greatly benefited from her professional skills, and courteous and positive attitude during her years of service to the community.

NOW, THEREFORE, BE IT RESOLVED, that the Common Council of the City of Cedarburg hereby joins the citizens of the City and her colleagues in expressing their sincere appreciation to Amy Kletzien for her many accomplishments and extend their best wishes to her for a well-deserved and enjoyable retirement.

Passed and adopted this 8th day of January, 2024.

Michael J. O’Keefe, Mayor

Attest:

Tracie Sette, City Clerk