

RESOLUTION NO. 2011-04

A Resolution Honoring Administrative Assistant Cathleen A. Anschuetz

WHEREAS, Cathleen A. Anschuetz has completed twenty-three years of employment with the City of Cedarburg in the City Clerk's Office and City Administrator's Office; and

WHEREAS, during these twenty-three years, Cathleen A. Anschuetz 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, Cathleen A. Anschuetz has served under six Mayors, numerous Common Councils, three City Clerks, four Administrators and two interim Administrators during her tenure, and in the absence of the City Clerk and City Administrator she put forth an extraordinary work effort to ensure the continued efficiency of those offices; and

WHEREAS, Cathleen A. Anschuetz was influential in the development of significant projects that resulted in awards for the City, including a city-wide risk assessment, implementing a customer service request program (CCAR), and the Wisconsin Award for Municipal Excellence (WAME) through the League of Municipalities; and

WHEREAS, Cathleen A. Anschuetz was instrumental in the completion of significant projects including the development of the annual budget preparation and coordination with all departments, implementing budget changes as suggested by the GFOA, coordinating in-house training through CVMIC, administering a human resources audit and making changes to the policies handbook, implementing the fleet safety policy, creating a records management system including a disaster plan, serving as the coordinator for NIMS, creating an acknowledgement of a policy changes form and training log for employees, creating a handbook for elected/appointed officials, training election officials, district leaders and registration deputies, creating an election reference manual, assisting in administering numerous elections, coordinating quarterly drug and hearing tests, conducting DOT drivers' license oversight, preparing The Cedar Post, and managing the cable TV channel; and

WHEREAS, in addition, Cathleen A. Anschuetz demonstrated outstanding leadership by serving on the Fleet Safety, Wellness, City Hall Office Workers, Computer, and Employee Committees; and

WHEREAS, Cathleen A. Anschuetz has promoted the Clerk's role in government by serving on the Nomination Committee for the Wisconsin Municipal Clerks Association, and achieving her Wisconsin Certified Municipal Clerk designation from the Wisconsin Municipal Clerk's Association and the Certified Municipal Clerk designation from the International Institute of Municipal Clerks Association; and

WHEREAS, the City of Cedarburg, as well as Cathie'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 Mayor and Common Council of the City of Cedarburg hereby joins the citizens of the City and her colleagues in expressing their sincere appreciation to Cathleen A. Anschuetz for her many accomplishments, and extend their best wishes to her for a well deserved and enjoyable retirement.

Passed and adopted this 9th day of May, 2011.

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Gregory P. Myers, Mayor

Attest:

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Constance K. McHugh, City Clerk

