

RESOLUTION NO. 2012 - 16

A Resolution Honoring Administrative Assistant Jacquelyn S. Dekker

WHEREAS, Jacquelyn S. Dekker has completed twenty-seven years of employment with the City of Cedarburg, 2 years as Deputy City Clerk and 13 years as City Clerk at City Hall and 12 years as Administrative Assistant at the Police Department; and

WHEREAS, during these twenty-seven years, Jacquelyn S. Dekker 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, Jacquelyn S. Dekker served under six Mayors and numerous Common Councils during her tenure as City Clerk, and in the absence of the City Administrator she put forth an extraordinary work effort as Acting City Administrator to assure the continued efficiency of that office; and

WHEREAS, Jacquelyn S. Dekker has promoted the Clerk's role in government by serving as a District V Co-Director for the Wisconsin Municipal Clerk's Association and achieving her Certified Municipal Clerk designation from the International Institute of Municipal Clerks; and

WHEREAS, Jacquelyn S. Dekker was instrumental in the completion of significant projects including a phone system upgrade, oversight of the 1989 Code Change, administration of three Presidential, three Gubernatorial and numerous local elections, orientation program for new elected officials, 28 annexations, the required reporting to the State to create the Downtown Historic District, Time Warner Cable negotiations and agreement, technology updates, initiating monthly City Hall employee meetings to help with communication between departments, overseeing the reorganization of records at the Police Department for the equipment inventory, personnel files and training documents; and

WHEREAS, Jacquelyn S. Dekker demonstrated great leadership by bringing her invaluable knowledge of City operations to her position of Administrative Assistant at the Cedarburg Police Department. Her ability to handle confidential matters, grammatical skills, detail related to personnel files and training records, and exceptional customer service skills were a great asset to the Police Department; and

WHEREAS, Jacquelyn S. Dekker demonstrated outstanding organizational skills, attention to detail, and an exceptional talent for deciphering exactly what Police Chief Frank was looking for in correspondence with minimal input from him; and

WHEREAS, The City of Cedarburg, as well as Jackie's co-workers and peers have greatly benefited from her professional skills, compassion, and courteous and positive attitude during her years of service to the community; and

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 Jacquelyn S. Dekker for her many accomplishments, and extend their best wishes to her for a well deserved and enjoyable retirement.

Passed and adopted this 13th day of August, 2012.

Kip Kinzel, Mayor

Attest:

Constance K. McHugh, City Clerk