



CITY OF APPLETON

Date: March 18, 2026
To: Members of the Common Council
From: Mayor Jacob A. Woodford 
Subject: Finance Director Recommendation

I am pleased to recommend an exceptional candidate to serve as the next Finance Director for the City of Appleton. Jennifer Messerschmidt brings more than 20 years of professional finance experience spanning both the public and private sectors.

Ms. Messerschmidt is a highly qualified finance professional with significant public sector leadership experience. She holds a Bachelor's degree in Accounting and is a licensed Certified Public Accountant (CPA). Throughout her career, she has served in several senior finance roles, including Controller, Deputy Director, and Finance Director for neighboring communities, most recently with Brown County. Her background includes extensive experience in financial leadership, staff supervision, municipal budgeting, enterprise resource planning (ERP) system conversions—including Tyler Munis—and general municipal finance administration.

It is my honor to recommend Jennifer Messerschmidt for your consideration as the next Finance Director for the City of Appleton. Her resume is attached for your review. Pending appointment by the Appleton Common Council, Ms. Messerschmidt will begin her service with the City on Monday, March 30, 2026.

Please be in contact should you have any questions or concerns.