




*"...meeting community needs...enhancing quality of life."*

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**OFFICE OF THE MAYOR**  
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**TO:** Members of the Appleton Common Council  
**FROM:** Mayor Timothy Hanna   
**DATE:** June 27, 2014  
**SUBJECT:** Appleton City Clerk Position Recommendation

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After a competitive recruitment search, it is my pleasure to recommend the appointment of Dawn Collins as the new City of Appleton City Clerk.

Dawn has served as the Village Clerk for the Village of Ashwaubenon since 2007. She is a member of the Wisconsin Municipal Clerks Association, and is involved with the League of Wisconsin Municipalities and Ashwaubenon Business Association. Before her work in the public sector, she was the owner of Laser Works Printer Technology for 10 years. Her prior work experience also includes serving in the roles of Benefits Coordinator and Administrative Coordinator for Foth and Van Dyke.

Dawn brings 25 years of experience in both the public and private sectors to this position, and will be a great addition to the City. We would be fortunate to have her serve in one of the key positions in our organization.

Upon your approval of her appointment, Dawn would begin her new role as City Clerk effective July 21, 2014, with an annual salary of \$65,000.

Thank you in advance for your support of Dawn's appointment to the City Clerk position. Should you have any questions, please let me know.