



**Office of the Mayor**  
201 Delafield Street  
Waukesha, Wisconsin 53188-3633

**Shawn Reilly, Mayor**  
[sreilly@waukesha-wi.gov](mailto:sreilly@waukesha-wi.gov)  
1-262-524-3700

February 28, 2025

Re: Appointment of City Clerk Position

Dear Alders,

On the agenda for the Common Council meeting is the appointment of Katie Panella as the City Clerk for the City of Waukesha.

Ms. Panella is the most qualified to take on the responsibilities of Clerk and lead the Clerk/Treasurer Department. She brings a great depth of experience as a Clerk, including her recent position as Clerk/Deputy Treasurer for the Village of Elm Grove. She previously served in our Clerk/Treasurer Department as Interim Clerk for a period of time, and as the Deputy Clerk/Treasurer for several years. This experience, combined with the soft skills she has developed, gives her a deep understanding of the City's administrative functions and the ability to effectively manage the Clerk/Treasurer Department. Given this experience and knowledge, she would be a valuable asset to the City.

As outlined in Chapter 62 of the Wisconsin State Statutes as identified in the City of Waukesha Municipal Code, the City Clerk is an appointment by the Mayor with confirmation by the Common Council. Tonight's action aims to officially appoint Ms. Panella as the City Clerk with an appointment date of Monday, April 7<sup>th</sup>.

A conditional offer was extended to Ms. Panella. She has returned a signed acceptance, confirming her commitment to the role.

I am asking the Common Council to confirm the appointment of Ms. Panella to the position of City Clerk for the City of Waukesha.

Sincerely,

A handwritten signature in black ink that reads "Shawn N. Reilly".

Shawn N. Reilly, Mayor  
City of Waukesha