

61.



# City of West Allis Matter Summary

7525 W. Greenfield Ave.  
West Allis, WI 53214

| File Number   | Title       | Status                               |
|---|-------------|--------------------------------------|
| 2011-0435   | Appointment | Introduced                           |
| Appointment by Mayor Devine of Elizabeth Suelzer as a member of the West Allis Library Board, her three-year term to expire July 1, 2014. |             |                                      |
| Introduced: 7/5/2011  |             | Controlling Body: Advisory Committee |

## APPROVAL

### COMMITTEE RECOMMENDATION

| ACTION DATE:  | MOVER | SECONDER |            | AYE | NO | PRESENT | EXCUSED |
|---------------|-------|----------|------------|-----|----|---------|---------|
| .1111 05 2011 |       |          | Barczak    |     |    |         |         |
|               |       |          | Czaplewski |     |    |         |         |
|               |       |          | Kopplin    | ✓   |    |         |         |
|               |       |          | Lajsic     |     |    |         |         |
|               |       | ✓        | Narlock    | ✓   |    |         |         |
|               |       |          | Reinke     | ✓   |    |         |         |
|               |       |          | Roadt      | ✓   |    |         |         |
|               |       |          | Sengstock  |     |    |         |         |
|               |       | ✓        | Vitale     | ✓   |    |         |         |
|               |       | Weigel   |            |     |    |         |         |
|               |       | TOTAL    |            | 5   | 1  |         | 1       |

### SIGNATURE OF COMMITTEE MEMBER

*Bozalis Reinke*

Chair

Vice-Chair

Member

### COMMON COUNCIL ACTION

## APPROVAL

| ACTION DATE:  | MOVER | SECONDER |            | AYE | NO | PRESENT | EXCUSED |
|---------------|-------|----------|------------|-----|----|---------|---------|
| .1111 05 2011 |       | ✓        | Barczak    | ✓   |    |         |         |
|               |       |          | Czaplewski | ✓   |    |         |         |
|               |       |          | Kopplin    | ✓   |    |         |         |
|               |       |          | Lajsic     | ✓   |    |         |         |
|               |       |          | Narlock    | ✓   |    |         |         |
|               |       | ✓        | Reinke     | ✓   |    |         |         |
|               |       |          | Roadt      | ✓   |    |         |         |
|               |       |          | Sengstock  | ✓   |    |         |         |
|               |       |          | Vitale     | ✓   |    |         |         |
|               |       | Weigel   | ✓          |     |    |         |         |
|               |       | TOTAL    |            | 10  | 1  |         |         |

**STANDING COMMITTEES OF THE  
CITY OF WEST ALLIS COMMON COUNCIL**

**ADMINISTRATION & FINANCE**

Chair: Kurt E. Kopplin  
Vice-Chair: Vincent Vitale  
Thomas G. Lajsic  
Richard F. Narlock  
Rosalie L. Reinke

**PUBLIC WORKS**

Chair: Gary T. Barczak  
Vice-Chair: Martin J. Weigel  
Michael J. Czaplewski  
Daniel J. Roadt  
James W. Sengstock

**SAFETY & DEVELOPMENT**

Chair: Thomas G. Lajsic  
Vice-Chair: Richard F. Narlock  
Kurt E. Kopplin  
Rosalie L. Reinke  
Vincent Vitale

**LICENSE & HEALTH**

Chair: Michael J. Czaplewski  
Vice-Chair: James W. Sengstock  
Gary T. Barczak  
Daniel J. Roadt  
Martin J. Weigel

**ADVISORY**

Chair: Rosalie L. Reinke  
Vice-Chair: Daniel J. Roadt  
Kurt E. Kopplin  
Richard F. Narlock  
Vincent Vitale



**MAYOR'S OFFICE**

**Dan Devine**  
Mayor

414/302-8290  
414/302-8207 (Fax)

City Hall  
7525 West Greenfield Avenue  
West Allis, Wisconsin 53214

ddevine@ci.west-allis.wi.us  
www.ci.west-allis.wi.us

July 5, 2011

Honorable Members of the  
West Allis Common Council  
City Hall  
West Allis, Wisconsin

Dear Council Members:

I am herewith appointing Ms. Elizabeth Suelzer as a member of the West Allis Library Board. She replaces Sr. Paulson, whose term has expired, and her three-year term will expire on July 1, 2014.

Ms. Suelzer moved to West Allis in 2009, and resides at 2144 South 76<sup>th</sup> Street with her husband and one child. Ms. Suelzer received her Bachelors of Science in Information Resources and Masters Degree in Library and Information Science. She has over five years of experience working in libraries and is currently working as an Office Manager.

Ms. Suelzer was a member of the Wisconsin Library Association from 2008-2010. She enjoys gardening, reading, and website design.

Your confirmation of this appointment will be appreciated by the undersigned.

Sincerely,

A handwritten signature in cursive script that reads "Dan Devine".

Dan Devine,  
Mayor

DD:jfw  
MYRCMTES\SUELZER.LIBRARY



**MAYOR'S OFFICE**

**Dan Devine**  
*Mayor*

414/302-8290  
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West Allis, Wisconsin

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Ms. Suelzer was a member of the Wisconsin Library Association from 2008-2010. She enjoys gardening, reading, and website design.

Your confirmation of this appointment will be appreciated by the undersigned.

Sincerely,

Dan Devine,  
Mayor

DD:jfw  
MYR\CMTES\SUELZER.LIBRARY



July 8, 2011

Ms. Elizabeth Suelzer  
2144 S. 76<sup>th</sup> St.  
West Allis, WI 53219

Dear Ms. Suelzer:

Your appointment as a member of the West Allis Library Board has received approval by the West Allis Common Council and Notice of Appointment is enclosed.

You are required by State Law to file an oath of office with the City Clerk/Treasurer within ten days of receipt of the notice.

You may take your oath from 8:00 a.m. to 5:00 p.m. on Monday through Friday. If you cannot come to the office during the week, please call the Clerk/Treasurer Office at 302-8200 and a convenient time will be arranged for you.

Yours very truly,

A handwritten signature in cursive script that reads "Paul M. Ziehler".

Paul M. Ziehler  
City Administrative Officer  
Clerk/Treasurer

jls  
Enclosure

## **NOTICE OF APPOINTMENT**


**Office of the Clerk, City of West Allis**

**TO: Ms. Elizabeth Suelzer:**

**You are hereby notified that at a meeting of the Common Council in  
and for the City of West Allis in the County of Milwaukee, Wisconsin, on the  
5th day of July 2011 you were duly appointed to the office of:**

**West Allis Library Board.**

**Dated this 8th day of July 2011.**



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**Paul M. Ziehler  
City Administrative Officer  
Clerk/Treasurer**



July 13, 2011

Mr. Michael Koszalka, Director  
7421 W. National Ave.  
West Allis, WI 53214

Dear Mr. Koszalka:

On July 5, 2011, Ms. Elizabeth Suelzer was appointed as a member of the West Allis Library Board. Her term expires July 1, 2014.

On July 12, 2011, Ms. Elizabeth Suelzer filed her Oath of Office with the City Clerk/Treasurer's Office and is eligible to serve as a member of the above said Committee.

Very truly yours,

A handwritten signature in cursive script that reads "Paul M. Ziehler".

Paul M. Ziehler  
City Administrative Officer  
Clerk/Treasurer

ljr

STATE OF WISCONSIN }  
MILWAUKEE COUNTY } ss.

I, the undersigned, who have been appointed  
(elected or appointed)

to the office of Library Board in and for the

CITY OF WEST ALLIS, in Milwaukee County, but have not yet entered upon the duties thereof, swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of Wisconsin, and will faithfully discharge the duties of said office to the best of my ability. SO HELP ME GOD.

Subscribed and sworn to before me this  
12 day of July, 20 11  
Ann Marie Neff  
Notary Public  
My commission expires 12-25-11

Elizabeth Suelzer  
(signature)  
Elizabeth Suelzer  
(print name)

(Section 19.01 Wisconsin Statutes)

OATH OF

Elizabeth Suelzer

\*\*\*\*\*

as Member of the West Allis  
Library Board

City of West Allis, Wisconsin  
Milwaukee County, Wisconsin

\*\*\*\*\*

Filed this 12th day of July, 20 11

PMZ/ljr  
CITY CLERK/TREASURER