



February 20, 2017

Ms. Margaret Done
2173 S. 59th St.
West Allis, WI 53219

Dear Ms. Done:

Your appointment as a member of the West Allis Ethics 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 within ten days of receipt of the notice.

Enclosed is the City's Code of Ethics and the Ordinance Relating to Requiring Attendance of the Board, Commission and Committee Members. Please read the booklet, and return the completed Acknowledgement form to the City Clerk's Office.

Yours very truly,

Monica Schultz

Monica Schultz
City Clerk

ljr
Enclosure

NOTICE OF APPOINTMENT

Office of the Clerk, City of West Allis

TO: Ms. Margaret Done:

**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
7th day of February, 2017, you were duly appointed to the office of:**

West Allis Ethics Board

Dated this 20th day of February, 2017.

Monica Schultz

**Monica Schultz
City Clerk**



Monica Schultz
City Clerk
City Clerk's Office
414.302.8220
mschultz@westalliswi.gov

May 26, 2017

Rev. Cathy Manthei
Apostle Presbyterian Church
1509 S. 76th St.
West Allis, WI 53214

Dear Rev. Manthei:

On February 7, 2017, Ms. Margaret Done was appointed as a member of the West Allis Ethics Board. Her term expires June 1, 2020.

On May 25, 2017, Ms. Margaret Done filed her Oath of Office with the City Clerk's Office, and on February 27, 2017 submitted her Code of Ethics Acknowledgement, and is eligible to serve as a member of the above said Committee.

Very truly yours,

Monica Schultz
City Clerk

ljr

cc:
Mayor Dan Devine

STATE OF WISCONSIN }
MILWAUKEE COUNTY }

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

to the office of West Allis Ethics 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
25 day of May, 2017

[Signature]
Notary Public

My commission expires 10-18-19

(Section 19.01 Wisconsin Statutes)

[Signature]
(signature)

Margaret Done
(print name)

Margaret Done

OATH OF

Margaret Done

as Member of the West Allis
Ethics Board

City of West Allis, Wisconsin
Milwaukee County, Wisconsin

Filed this 25th day of May, 20 17

MS/1 jr
CITY CLERK/TREASURER