



Steven A. Braatz, Jr.
City Clerk
City Clerk's Office
sbraatz@westalliswi.gov
414.302.8220

October 23, 2019

Melvin Johnson, Assistant Principal
Nathan Hale High School
11601 W. Lincoln Ave.
West Allis, WI 53227

Dear Mr. Johnson:

Your appointment as an Adult Advisor- School Superintendent's Designee of the West Allis Youth Commission 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.

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's Office at 302-8220 and a convenient time will be arranged for you.

Yours very truly,

City Clerk

Enclosure

ljr

NOTICE OF APPOINTMENT

Office of the Clerk, City of West Allis

TO: Mr. Melvin Johnson:

**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
15th day of October, 2019, you were duly appointed to the office of:**

**Adult Advisor-School Superintendent's Designee
to the West Allis Youth Commission**

Dated this 23rd day of October, 2019.

A handwritten signature in black ink, appearing to be 'S. J. [unclear]', written over a horizontal line.

City Clerk

Laura Ramsak

From: Jeanette Wardinski
Sent: Friday, November 01, 2019 11:45 AM
To: Johnson, Melvin
Cc: Laura Ramsak
Subject: Your role as Adult Advisor on West Allis Youth Commission

Hi Melvin,

Just want to let you know that you do not need to retake your Oath of Office or sign off on the Code of Ethics. You've already done so, and even though you've moved to Hale HS, that is not cause to take a new Oath. Please ignore the letter from the City Clerk's office sent to you regarding this matter.

Thank you,
Jeanette
Mayor Devine's office

Jeanette Wardinski
Executive Administrative Assistant
City Administration Office | City of West Allis
7525 W. Greenfield Ave. | West Allis, WI 53214
Office: 414-302-8292 | Dept: 414-302-8292
thatwhywestallis.com