



October 4, 2011

Ms Phyllis Steiner
3365 S. 114 St.
West Allis, WI 53227

Dear Ms. Steiner:

Your reappointment as a member of the West Allis Board of Review 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. Phyllis Steiner:

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 4th day of October 2011 you were duly reappointed to the office of:

West Allis Board of Review

Dated this 6th day of October, 2011.



Paul M. Ziehler
City Administrative Officer
Clerk/Treasurer



November 29, 2011

Ms. Phyllis Steiner
3365 S. 114th St.
West Allis, WI 53227

Dear Ms. Steiner:

This letter serves as a 2nd Notice that on October 4, 2011 you were reappointed as a member of the West Allis Board of Review. You are required by State Law to file an oath of office within ten working days of receipt of the Notice of Appointment letter and before you start serving on the committee.

According to our records you have not yet taken your oath. It would be greatly appreciated if you would come in to the Clerk/Treasurers office as soon as possible to take your oath so we have an official record of your oath on file.

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

ljr



December 1, 2011

Mr. Kevin Haass
3420 S. 122nd St.
West Allis, WI 53227

Dear Mr. Haass:

On October 4, 2011, Phyllis Steiner was reappointed as a member of the West Allis Board of Review.

On December 1, 2011, Phyllis Steiner 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

cc:
Mayor Dan Devine

STATE OF WISCONSIN
MILWAUKEE COUNTY

} ss.

I, the undersigned, who have been

reappointed
(elected or appointed)

to the office of

Board of Review

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

15 day of December, 20 11

Laura J. Ramsak

Notary Public

My commission expires 3-8-15

[Signature]

(signature)

Phyllis M. Steiner

(print name)

(Section 19.01 Wisconsin Statutes)

OATH OF

Phyllis Steiner

as Member of the West Allis

Board of Review

City of West Allis, Wisconsin

Milwaukee County, Wisconsin

filed this 1st day of December, 20 11

PMZ/1 jr

CITY CLERK/TREASURER