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Office of the City Clerk

Ronald D. Leonhardt  
City Clerk

Jim Owczarski  
Deputy City Clerk

August 11, 2009

Juan Carrasquillo  
5060 South 104<sup>th</sup> Street  
Greenfield, Wisconsin 53228

Dear Mr. Carrasquillo:

The City Clerk's Office has been notified of your reappointment to serve as a member of the Business Improvement District Board No. 21 (Downtown Management).

The City Charter requires that all persons appointed to any city office take the official oath of office within 10 days of this notification and before entering upon the duties of their office. This oath is then filed in the Office of the City Clerk. **Failure to take and file the oath within 10 days will result in the office being declared vacant.**

Please contact Marian Hartner, of this office, at 286-2236 to set a time convenient to you to take the oath of office. Limited parking for persons doing business in City Hall is available at reduced rates (2 hour limit) at the Milwaukee Center on the southwest corner of East Kilbourn and North Water Street. Parking tickets must be validated in the City Clerk's Office in Room 205, City Hall.

Sincerely,

RONALD D. LEONHARDT  
City Clerk

cc: BID Board No. 21  
Ethics Board  
✓ FN 090176

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Oaths09.doc