



## MEMORANDUM

Date: July 16, 2015

To: Common Council  
From: Pamela A. Captain, City Attorney

RE: Aldermanic District Vacancy

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The City is notified that Aldermanic District 7 is vacant. Generally, we look to the statutes to determine how to fill a vacancy:

1. Wisconsin Statute §17.23(1)(a), indicates the common council appoints a successor to serve until another person is elected and qualified. The common council has discretion to determine the specific appointment procedure it wishes to follow.
2. Under §17.23(1)(a), Wis. Stats., given that the date of the vacancy is prior to December 1, unless otherwise ordered by the common council, a successor shall be elected for the residue of the unexpired term on April 5, 2016.

To summarize, under the default procedure set forth in Wisconsin Statutes, the common council appoints a person to serve the vacant district until the next election. At the next election, April 5, 2016, a person is elected by the constituents in the district to serve the remaining term which expires in April 2017. Thereafter, the aldermanic district is back on a two-year schedule.

The City of Menasha does not have council rules establishing how a vacant aldermanic district should be filled. Therefore it is my recommendation that the common council follow what is set forth in Wisconsin Statutes as the default procedure. The common council does have the ability to vary from the default procedure.

Melissa Rollins-Jump  
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Menasha WI 54952

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Date: July 6, 2015

Mayor Don Merkes,

Please accept this formal letter of resignation from the City Council. This would be effective immediately as our house at 1016 Stardust Drive has sold and it is no longer my place of residence. Due to this move I am no longer able to represent the constituents of District 7. My current address has me living in District 3. Working for the City of Menasha has been a wonderful experience that has afforded me many valuable opportunities to learn and grow. I am very grateful for the time I was able to serve on the City Council.

I would like to continue to serve on the Library Board and Sustainability Board, if that is still an option. I wish you and the City of Menasha continued growth and success in the future.

Sincerely,



Melissa Rollins-Jump  
City of Menasha  
District 7 Alderman

**RECEIVED**

JUL 10 2015

CITY OF MENASHA  
BY df