



# MEMO

**TO:** Members of the City Council

**FROM:** Ann H. Campbell, Mayor

**DATE:** December 13, 2013

**SUBJECT:** Appointment to Fill Vacancy on the Property Maintenance Appeals Board

Jill Smith, member of the Property Maintenance Appeals Board, will be graduating from Iowa State University at the end of this semester. She recently submitted her resignation from the Board; therefore, it will be necessary to appoint an individual to fill the vacancy.

This particular position is to be filled by a student tenant. Nathan Joens has indicated his interest in filling the term of office, which will expire April 1, 2016.

Therefore, I recommend that the City Council approve the appointment of Nathan Joens to the Property Maintenance Appeals Board.

AHC/jlr