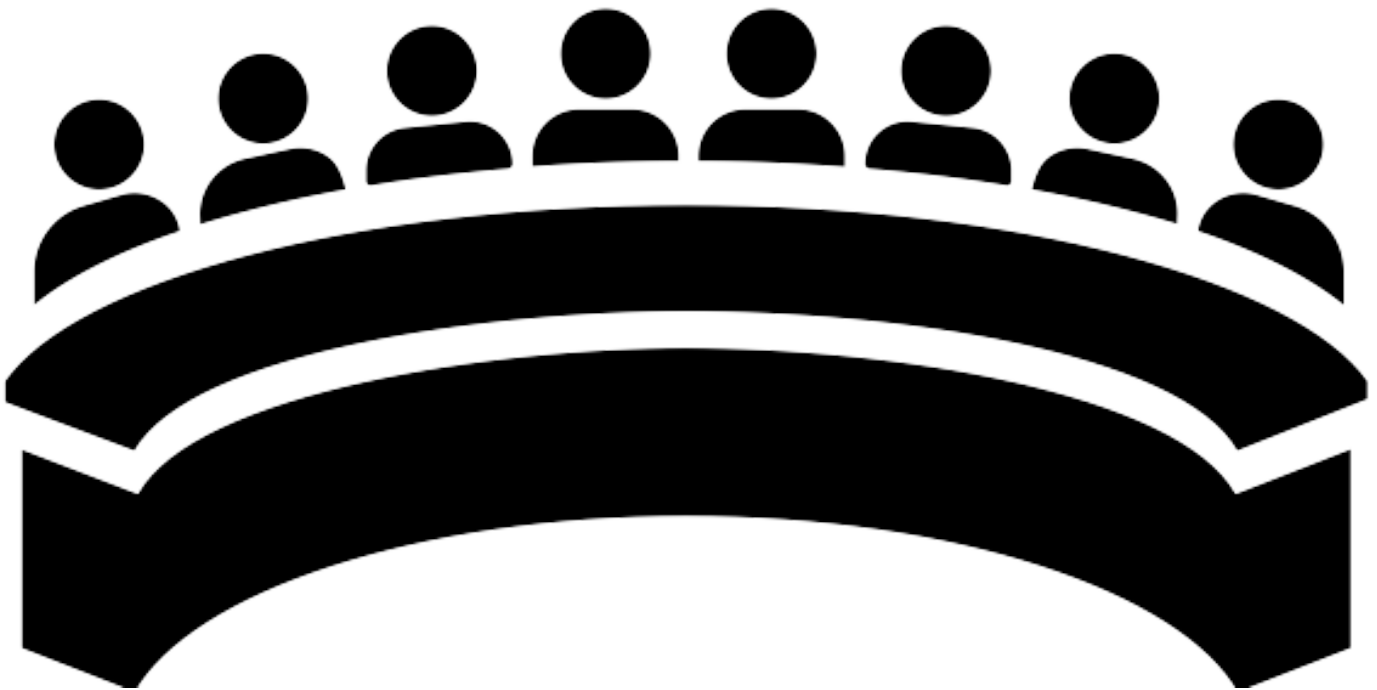




Welcome to the Appleton Common Council

2025-2026 Alderperson Orientation Handbook



Revised: 4/14/2025



Table of Contents

- 1 New Alderperson To-Do List**
Review Upcoming Meeting Agendas
Reach Out to Colleagues & Research
Research for Leadership & Mentorship
Tasks & Documents
- 2 Tuesday, April 15th**
Headshots
Swearing-In Ceremony
2025-2026 Common Council Photo
Informal Organizational Meeting
- 3 Wednesday, April 16th**
Formal Organizational Meeting
Common Council Meeting
- 4 Alderperson Access & Technology**
Email
ID Badge
Parking Pass (Yellow Ramp)
- 5 City of Appleton Branded Items**
Business Cards
Name Tags
City of Appleton Merchandise
- 6 Form: APPOINTMENT PREFERENCES**
- 7 Form: ANNUAL ALDERPERSON INFORMATION**
- 8 Form: DIRECT DEPOSIT**



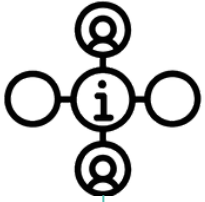
New Alderperson To-Do List



Review Upcoming Meeting Agendas

Agendas can be accessed on the Legistar Calendar:

<https://cityofappleton.legistar.com/Calendar.aspx>



Reach Out to Colleagues & Research

You may wish to reach out to new colleagues to gather suggestions for Committee Chair

Alderperson contact information and information pages can be found here:

https://appletonwi.gov/government/common_council.php

See: [2025-2026 APPOINTMENT PREFERENCES](#)



Research for Leadership & Mentorship

You may wish to learn more about your colleagues to support your upcoming vote for leadership and to seek out mentorship

Alderperson contact information and information pages can be found here:

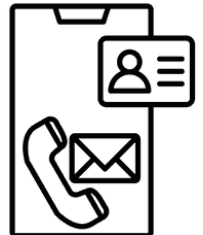
https://appletonwi.gov/government/common_council.php

Complete by Monday, April 14th

1. Confirm the phone number to be published on the City website

2. Take/ Provide a Photo for your Alderperson ID Badge:

- Get your photo taken at the City Clerk's Office (6th Floor, City Hall) for your Alderperson ID Badge.
- If you already have a photo that you would like utilized feel free to send that to me instead of stopping in for the photo.



3. Complete & Return these forms to HR:

- I-9 Form (Page 1): <https://www.uscis.gov/sites/default/files/document/forms/i-9.pdf>
- W-4 Form: <https://www.irs.gov/pub/irs-pdf/fw4.pdf>
- **AUTHORIZATION FOR DIRECT DEPOSIT**

4. Complete & Return these forms to the Mayor's Office:

- [2025-2026 ANNUAL ALDERPERSON INFORMATION](#)
- [2025-2026 APPOINTMENT PREFERENCES](#)



Tuesday, April 15th



Alderperson Headshots

Tuesday, April 15th from 4:00 to 5:00 PM

Fox Commons

A photographer will be available to take a headshot that will be used on the city website.

- Please dress accordingly.



Swearing-In Ceremony

Tuesday, April 15th at 5:00 PM

Fox Commons

The Swearing-In Ceremony is a brief and open to the public.

- Feel free to invite your friends and family
- You will complete the Oath of Office with the City Clerk, who will state each line of the oath and ask you to repeat:

“I _____, having been elected to the office of Alderperson – District # , in and for the City of Appleton, swear 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..”

- The Clerk provides you a copy of the Oath of Office while you are being sworn in, you sign it, and receive a Certificate of Election.



Common Council Photo

Tuesday, April 15th

(prior to Informal Organizational meeting)

Council Chambers, 6th Floor, City Hall

A photographer will be take a group photo of the 2025-26 Common Council.

- Please dress accordingly.



Informal Organizational Meeting

Tuesday, April 15th at 6:00 PM

Council Chambers, 6th Floor, City Hall

An Informal Organizational Meeting takes place following the Swearing-In ceremony to discuss possible changes to Council Rules

You can find the meeting agenda here: <https://cityofappleton.legistar.com/View.ashx?M=A&ID=1281669&GUID=191314DD-4798-4C9E-8E67-D7C833474F9C>

Wednesday, April 16th



Formal Organizational Meeting Wednesday, April 16th at 6:00 PM **Council Chambers, 6th Floor, City Hall**

An Formal Organizational Meeting takes place at 6:00 PM in Common Council Chambers.

The Common Council:

- Votes on changes to the Council Rules
- Briefly reviews department and committee functions
- Commits to the Code of Conduct
- Receives committee assignments from the mayor
- Elects the Common Council President, Vice-President, and City Planning Commission Representative for the council year. (Present - After the Spring Elections next April)

You can find the meeting agenda here: <https://cityofappleton.legistar.com/View.ashx?M=A&ID=1281670&GUID=071EF10F-26DD-4B54-8261-12738E4E38EB>



Common Council Meeting Wednesday, April 16th at 7:00 PM **Council Chambers, 6th Floor, City Hall**

A Common Council Meeting follows the Formal Organizational Meeting

- It will begin no earlier than 7:00 PM, but could start later depending on the length of the Formal Organization Meeting.

The Common Council will take action on proposed items.

You can find the meeting agenda and materials here:
<https://cityofappleton.legistar.com/View.ashx?M=A&ID=1281671&GUID=2A8852E4-AD50-43EC-9362-BFC8D72E4D92>

Aldersperson Access & Technology



Aldersperson/City of Appleton ID Badge

- An ID badge is sometimes needed to access City Hall, as well as the elevators that access the 5th & 6th Floors.
- The ID badge is also necessary to access the breakrooms and restrooms behind the desks in Council Chambers



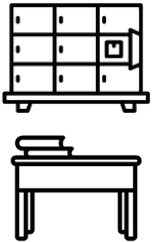
Parking Pass - Yellow Ramp

Alderspersons receive a parking pass paid for out of the Common Council budget.

It can be used in the Yellow Ramp at:

130 E Washington Street, Appleton, WI 54911.

Take note of any restrictions. For example, the lower level has a 3-hour maximum.



Council Chambers Desks & Lockers

- Personal items should be cleared off of desks after meetings and brought home or stored inside of your assigned desk.
- It is not recommended to leave valuables in Council Chambers, but items may be temporarily stored in lockers located in the closet at the front of the room.



City Hall Wi-Fi

Network: CITYGUEST **Password:** @appleton

***This is the network for personal devices**, not Aldersperson tablets which must remain connected to VoteCast.



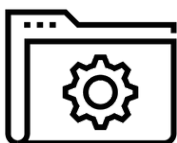
Aldersperson/City of Appleton Email

- The email passwords & multi-factor authentication settings for new alderspersons are reset just prior to the Swearing-In Ceremony.
- Hardcopy instructions for the multi-factor authentication setup will be provided before the Informal Organizational Meeting.

Email: District__@AppletonWI.gov

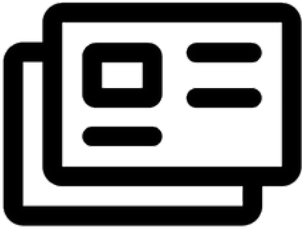
Password: _____

Technology Information for In-Person & Virtual Meetings can be found in the:



- **Technology Guide**
- **Remote Participation Guide**
- **Chairperson Technology Guide**

City of Appleton Branded Items



Business Cards

Alderpersons can request business cards that are paid for out of the Common Council budget.

The address can be listed as the Alderperson's home address or City Hall address.

You will confirm the contact information on the [Annual Alderperson Information Form](#).



Name Tags

Alderpersons can request two nametags that are paid for out of the Common Council budget.

The nametag can be a pin, clip, or magnetic.

You will confirm the name printed/type of nametag on the [Annual Alderperson Information Form](#).



City of Appleton Employee Store

Alderpersons can purchase City of Appleton branded items from the Employee Store:

<https://cityofappleton2025.itemorder.com/shop/home/>

Items purchased are at your own expense.



2025-2026 ANNUAL ALDERPERSON INFORMATION

Aldersperson: _____ **District:** _____

CONTACT INFORMATION

FULL NAME:

EXACTLY as you would like it to appear on documents

COMPLETE MAILING ADDRESS:

HOME PHONE:

CELL PHONE:

BUSINESS PHONE:

May we contact you at work
during business hours?

YES NO
☐ ☐

NAMETAGS

FULL NAME:

EXACTLY as you would like it to appear on the tag

“Aldersperson District #” will appear below your name

TYPE OF FASTENER, NAMETAG #1:

PIN, CLIP, MAGNET, NONE

TYPE OF FASTENER, NAMETAG #2:

PIN, CLIP, MAGNET, NONE

BUSINESS CARDS

Do you need business cards?

YES NO
☐ ☐

IF YES, please complete the following:

FULL NAME:

EXACTLY as you would like it to appear on the card

“Aldersperson District #” will appear below your name

PHONE:

Please indicate: HOME, WORK, CELL

COMPLETE MAILING ADDRESS:

HOME or CITY HALL ADDRESS

100 N. Appleton Street, Appleton, WI 54911

EMAIL ADDRESS:

Will appear as: District#@Appleton.org

Please complete and return this form to the Executive Assistant to the Mayor,
Connie Vargas, in-person or by email at connie.vargas@appletonWI.gov by: **Monday, April 14th**



2025-2026 APPOINTMENT PREFERENCES

Aldersperson: _____ **District:** _____

Please rank the following standing committee appointments **(1-7)** in order of preference,
1 being your most preferred appointment

*RANK	STANDING COMMITTEE	*SUGGESTED CHAIR
	Finance Committee	
	Municipal Services Committee	
	Safety & Licensing Committee	
	Community Development Committee	
	Utilities Committee	
	Parks & Recreation Committee	
	Human Resources & Information Technology Services Committee	

Are you interested in being a committee chairperson? YES ☐ NO ☐

If yes,
which committee? _____

Please rank the following board or commission appointments **(1-6)** in order of preference,
1 being your most preferred appointment

*RANK	BOARD OR COMMISSION	# OF ALDERPERSONS APPOINTED	NOTES:
	Board of Health	2	
	Board of Review	3	
	Historic Preservation Commission	1	
	Library Board	1	
	Transit Commission	2	
	Appleton Redevelopment Authority	1	

The days/times I am not available are:

Please complete and return this form to the Executive Assistant to the Mayor,
Connie Vargas, in-person or by email at connie.vargas@appletonWI.gov by: Monday, April 14th

Please complete and return to:
City of Appleton
Department of Finance
ATTN: Payroll
100 N. Appleton Street
Appleton, WI 54911

Direct Deposit Authorization

I authorize the City of Appleton and Chase to initiate deposits of payroll automatically to my account. If funds to which I am not entitled are deposited to my account, I authorize the City of Appleton to initiate debit entries and adjustments to return said funds. Funds will be available 7:00 a.m. Thursdays. However, I understand that occasionally, in the event of holidays, system failures, emergency conditions, or other circumstances beyond the City of Appleton's control, funds may not be available until 7:00 a.m. Friday. This authority will remain in effect until I have cancelled it in writing, at such time, and in such manner, as to afford the City of Appleton a reasonable opportunity to act.

Employee Information

Employee Name: _____
(please print)

Social Security #: _____ Date: _____

Employee Signature: _____

Financial Information

Account to be Credited (select only one): ☐ Checking Account ☐ Savings Account

Financial Institution: _____

City, State _____

Transit Routing Number: _____ Account Number: _____

REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES WILL BE MADE UPON
REQUEST AND IF FEASIBLE.

