



City of Appleton

100 North Appleton Street
Appleton, WI 54911-4799
www.appletonwi.gov

Meeting Agenda - Final-revised Common Council

Tuesday, April 15, 2025

6:00 PM

Council Chambers

Informal Organizational Meeting

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE TO THE FLAG
- C. ROLL CALL OF ALDERPERSONS
- D. ROLL CALL OF OFFICERS AND DEPARTMENT HEADS
- E. PROPOSED CHANGES TO THE RULES OF COUNCIL
- F. REVIEW REMAINING RULES OF COUNCIL
[25-0365](#) Rules of Council

Attachments: [Council Rules - FINAL 4-17-2024.pdf](#)
- G. PROPOSED CHANGES TO DEPARTMENT & COMMITTEE FUNCTIONS
- H. REVIEW REMAINING DEPARTMENT & COMMITTEE FUNCTIONS
[25-0366](#) Department & Committee Functions

Attachments: [Dept-Committee Functions - FINAL 4-17-2024.pdf](#)
- I. REVIEW CODE OF CONDUCT
[25-0367](#) Code of Conduct

Attachments: [Code of Conduct.pdf](#)
- J. RESOLUTIONS SUBMITTED BY ALDERPERSONS REFERRED TO COMMITTEES OF JURISDICTION

[24-1229](#) Resolution #9-R-24 Council Member Attendance

Attachments: [#9-R-24 Council Member Attendance.pdf](#)

K. OTHER COUNCIL BUSINESS

[25-0368](#) Request to set the meeting time for the Parks & Recreation Committee at 6:15 p.m.

[25-0364](#) Request to modify the Council Meeting Schedule for the cancellation of the July 2, 2025 and January 7, 2026 Common Council Meetings.

[25-0382](#) 2025 Alderperson Orientation Handbook and Role of an Alderperson

Attachments: [25-26 Alder Orientation Handbook.pdf](#)

[25-26 How to be an Alderperson Handbook.pdf](#)

L. ADJOURN

Kami Lynch, City Clerk

Reasonable accommodations for persons with disabilities will be made upon request and if feasible.

Remote meeting attendance may be permitted pursuant to Section 2-29 of the Appleton Municipal Code and Rules of Council.



RULES OF COUNCIL

Adopted 4/17/2024

Rule 1. **Common Council Meeting Date**

The regular meeting of the Common Council shall be held on the first and third Wednesday of each month at seven o'clock p.m. Special meetings shall be called in accordance with the General Charter. Changes to the regular meeting schedule will be approved by the Common Council.

Rule 2. **Call to Order**

The presiding officer shall call the meeting to order. The Council members will indicate their attendance by selecting the 'Join' button on their tablet to join the meeting. If a quorum is present (Wisconsin Statutes quorum is two-thirds of Council membership) the Council shall proceed to business, and if there is no quorum present the members present may compel the attendance of absent members or adjourn.

Rule 3. **Order of Business**

a. Invocation

Alderspersons shall have the option to deliver an Invocation of their choosing, limited to approximately two (2) minutes and not related to any action item on the Council agenda.

A single Aldersperson may also invoke a 30-second moment of silence/reflection or read one of the prescribed statements outlined in Appendix A. Invocation Scripts.

If no Aldersperson has signed up to deliver an Invocation or the Aldersperson scheduled is not in attendance, the chair will invoke a moment of silence.

b. Pledge of Allegiance to the Flag

c. Roll Call of Alderspersons

d. Roll Call of Officers and Department Heads

e. Approval of previous Council meeting minutes

f. Business Presented by the Mayor

g. Public Participation

The Council provides a 30-minute period of time to allow public participation at each Council meeting. The City Clerk or designee shall be the official timekeeper. Public participation shall be limited in subject matter to issues appearing on the Council Agenda. Persons wishing to speak in person must sign the registration list prior to 7:00 p.m. on Council night. Persons wishing to speak via remote electronic means, when that technology is available, must register with the City Clerk by 3:00 p.m. the day prior to the meeting. Public participants must keep their comments to a maximum of 5 minutes per person. Suspension of Rules will be required to allow public participation to exceed the time allotment. An extension granted by the Suspension of Rules shall be for 15-minute increments.

h. Public Hearings, elections, appointments

i. Special Resolutions

j. Establish Order of the Day

The presiding officer will call for the order of the day. To establish the order, an Alderperson may make one or more requests to move an action item or items to the beginning of the agenda, when recognized by the Chair. The Common Council will agree upon any other process to request a change to the order of the day. If possible, refer backs by Alderpersons should take place during the "Establish Order of the Day" portion of the meeting. If there are any objections, a vote of support to the Chair's ruling can be asked for and approved by a simple majority.

k. Meeting Minutes of Standing and Special Committees

l. Consolidated Action Items

m. Approval of Ordinances

n. Presentation of:

License applications

Letters

Remonstrances

Memorials

Accounts

Miscellaneous

- o. Presentation of Resolutions
- p. Other Business
- q. Adjournment

Rule 4. Resolutions / Meeting Minutes

All resolutions shall be submitted to the Council in writing. Council members are encouraged to work with staff before introducing Resolutions in order to ensure that Resolutions are well-researched and ready for debate. Meeting minutes before the Council shall be in the Granicus document management system.

Rule 5. Recognition / Time Limits

When a member desires to be heard he/she shall indicate by pressing the request to speak button on the tablet. The Chair will recognize the speakers in the order they have pressed their request to speak button. When he/she is recognized by the Chair they shall address the Chair by proper title expressing his/her desire to speak on any question. The Chair may restrict members to speak no more than five (5) minutes on any topic. A non-member of the Common Council shall not be permitted to address the same, except by a majority consent of this Common Council. This rule shall not apply to any public hearing.

Rule 6. Motion(s)

When a motion is made, it shall be stated by the Chair or if in writing, it shall be read by the City Clerk or designee. Any motion (except to adjourn, to postpone, or refer) shall be reduced to writing if required by the Chair or any member of the Common Council.

- a) When an item has been moved and seconded for action by the Council or a committee, the motion may be withdrawn, prior to being voted on, only if both the moving and seconding alderpersons consent to the withdrawal. This same process applies to withdrawal of pending amendments. However, once an item has been amended, the original motion may no longer be withdrawn.

Rule 7. Roll Call Vote

The ayes and nays shall be ordered upon any question at the request of any member,

including Committee of the Whole, and the roll call vote will be cast.

Rule 8. Voting / Conflicts of Interest

Every member present, when a question is put, shall vote aye or nay, or abstain from voting. An Alderperson who either has a conflict of interest that plans to abstain from a vote or, plans to abstain for any other reason, shall refrain from debating such issue. This rule will apply to the meetings of the Common Council, Committee of the Whole, and all Standing Committees, Commissions and Boards.

Rule 9. Majority Rules

Any resolution, ordinance or action item on the meeting minutes of a standing committee, commission or board shall require an affirmative vote of a majority of the members of the Common Council for passage unless a super majority is required by the State Statutes or Municipal Code. (Majority of members = 8, Two-thirds of members = 10, Three-Quarters of members = 12, Four-Fifths of members = 12)

Rule 10. Reconsideration

No motion to reconsider shall be made except by a member who voted on the prevailing side, or a member who had an excused absence from the previous Common Council meeting. A motion to reconsider shall be made and seconded at the same or next meeting of the Common Council. If the reconsideration of an item occurs and the item is not listed on the Common Council Agenda, the item will be automatically referred back to the committee of jurisdiction.

Rule 11. Subsequent Consideration

Once an item has been acted upon by the Common Council, the item may not be acted on during the term of the current council year unless the item has been substantially changed. The current council year is defined as the period during which the current council is seated. The determination of an item being substantially changed will be made by the Chair but can be challenged by a member of the Council. An item that has been acted on in any previous council year can be reintroduced by resolution in the current council year.

Rule 12. Suspension of Rules

No rule shall be suspended, rescinded or amended without the vote of two-thirds of the Common Council members present. An Alderperson requesting a suspension of the Rules will state the reason for the suspension in their motion and the vote will reflect the suspension only for said purpose. Note: A suspension of the rules is not debatable per Robert's Rules.

Rule 13. Separate Vote

Any member of the Common Council requesting a separate vote shall be granted that request by the Chair.

Rule 14. Call the Question

The motion to call the question cannot be used when the speaker yields to another and then regains the floor. No member can call the question while speaking to the issue.

Note: The motion to call the question is not debatable per Robert's Rules. The motion to call the previous question will be allowed during deliberations of the Committee of the Whole. At the time the question is called, the Chair will announce how many Alderpersons are in line to speak.

Rule 15. Referrals

A request by an Alderperson to refer an item back to committee shall be automatic, unless a member of Council objects to the referral, and the objection is seconded; if 2/3 of the members present vote to approve the objection the item remains on the agenda and is not referred. A subsequent request to refer back shall be by a motion and carried by a simple majority vote of the members of the Common Council present. The Alderperson using the automatic refer-back shall present his/her rationale for taking the action. The Alderperson shall appear at the next meeting of the committee of jurisdiction. If the Alderperson is unable to attend the committee meeting, he/she shall communicate his/her intent to the Committee Chair or the Committee contact person.

Rule 16. Amendment(s)

Any motion for an amendment on an action item on the Council Agenda requires two votes: 1) to get the amendment accepted or declined; 2) if accepted, action to be taken on the motion as amended. Once an amendment has been proposed, that amendment may be amended a second time (amendment to an amendment); however, Robert's Rules does not permit a third amendment in this sequence (amendment to the third degree).

Rule 17. Parliamentary Rules

Meetings of the Common Council and standing committees thereof shall be conducted according to Roberts Parliamentary Rules of Order, 12th Edition, except as specifically amended or altered by the preceding Rules of Common Council or State Statutes. The City Attorney or designee shall serve as parliamentarian and legal advisor.

Rule 18. Documents (Either electronically distributed or in print)

which shall be referred to during, or will be necessary for, the discussion of an item on the Common Council's Agenda shall be sent to Alderpersons prior to the day of Council meetings, unless the Mayor decides, based on the need for confidentiality (closed session), it is necessary to withhold documents until the day of a Council meeting. City staff shall make their best efforts to provide documents necessary for discussion of subjects on committee agendas prior to committee meetings. This rule does not apply to any proposed motion, amendment, resolution, or committee meeting minutes.

Rule 19. Petitions / Resolutions

All Petitions and Resolutions shall include a summary statement that can be read to the

Common Council by the Clerk or designee. If a summary statement is not included, the Clerk or designee shall read the Resolution in its entirety. Once the summary statement or Resolution has been read, it will be referred to one of the Standing Committees, Commissions, Boards of Jurisdiction or an elected official. The author/lead author/co-sponsor may appear at the Committee meeting or convey to the Committee the intent of the Resolution and be available for questions. Resolutions referred to an elected official shall be referred to the appropriate Committee of jurisdiction within 60 days of receipt. If a dual jurisdictional item arises, a joint committee of standing committees, commissions or boards may be established by the Mayor to address the subject in a timely manner. Additional input may be requested by the Chair of the Committee, Commission or Board of Jurisdiction from another Committee or Board. No City business shall be referred to a sub-committee except by the committee of jurisdiction or unless requested otherwise by the author of the resolution.

Rule 20. Department Head Absence / Participation

All department heads, excluding the City Attorney or designee and City Clerk or designee, that do not have action items on the agenda, are not required to attend Common Council meetings. Department Heads or their designees shall respond to specific requests asked of them upon recognition by the Chair. The Chief of Police or his/her designee shall be the Sergeant at Arms.

Rule 21. Labor Negotiator

The Director of Human Resources shall be the Labor Negotiator for all City labor contracts. The City Attorney and the Department Heads shall be available on a call basis during negotiations.

Rule 22. Committee Meetings

All committee meetings are considered to be standing meetings. Cancellation of a committee meeting shall be on call of the Chair. No meetings are to commence until 4:30 p.m., unless in consideration of special circumstances a meeting may begin at 4:00 p.m. with the following conditions:

1. The 4:00 p.m. meeting is at the call of the Chair
2. There is no objection from Committee members
3. The time will not conflict with any other meeting
4. The Chair will take into consideration public attendance and participation
5. Changes in meeting times due to special circumstances will be noticed as required by statute, with as much advance notice provided when possible

No meetings are to be held on Election Day or Martin Luther King Jr. Day. Agendas shall be electronically available to all Alderpersons in advance of the meeting. Alderpersons and support staff shall notify the Chair if they plan to be absent from the meeting or late.

Rule 23. Standing Committees

Shall be appointed by the Mayor and confirmed by the Common Council, as follows:

	Committee Members
Community and Economic Development Committee	5
Finance Committee	5
Human Resources/Information Technology Committee.....	5
Parks and Recreation Committee	5
Safety and Licensing Committee	5
Municipal Services Committee.....	5
Utilities Committee	5

Due to scheduling conflicts, 2 Alderpersons may agree to switch committees with the approval of the Mayor. This action must take place before the second Council meeting in May.

Rule 24. Committee of the Whole

The Common Council is empowered to act as a committee of the whole for any standing committee, commission or board of the City it has jurisdiction over, except as restricted by State Statutes.

Rule 25. Meeting Schedules

No two regularly scheduled Committee/Commission/Board meetings shall be scheduled to start within one hour of any other, except with Common Council approval. All meetings at which action is to be taken shall be held at City Hall, or another noticed location. This section does not apply to the Police and Fire Commission and/or the Library Board.

Rule 26. Meeting Schedule Changes

Changes in the normal schedule of meetings shall be announced as far in advance as reasonably possible.

Rule 27. Committee Agendas

Committee Agendas are to contain a clear description of each item that will be discussed at the meeting. Resolutions submitted by Alderpersons and items requiring statutory filing with the Office of the City Clerk will be referred to a Committee/Commission/Board and be on the agenda and all subsequent agendas until action is taken and is reported to the Common Council. Departmental operation items will be placed on the committees of jurisdiction agendas by department directors.

Rule 28. Meeting Minutes

All items appearing on the Committee/Commission/Board Agendas shall be reported out to the Common Council. Issues with critical timing shall be so indicated on the meeting minutes. The vote shall be recorded indicating which members voted nay or abstained from the vote. All Meeting Minutes shall have the attendance of members and a section

called "FOR INFORMATION ONLY". Items from Committee/Commission/Board Agendas that were postponed, held, withdrawn or referred to another committee shall be included in this section with a date specific for the item to be acted on and shall not be debatable. A suspension of the rules (2/3 vote of the members present) vote is needed to move an information item to an action item on any committee/commission meeting minutes.

Rule 29. Committee Recommendations

Recommendations of all committees shall be approved by the Common Council before going into effect. These recommendations shall include, but not be limited to, specific rules exempt by the Council, such as Special Class "B" licenses (except if denial is recommended), temporary street occupancy permits, 90-day trial periods, executive budget transfers under \$10,000 and lot splits.

Rule 30. Ordinance Referral

An ordinance brought before the Council that is to be referred back shall be referred to the committee of jurisdiction.

Rule 31. Recess

Any council, committee, board or commission meeting lasting longer than two (2) hours shall take a brief recess every two (2) hours. The Chair of the meeting shall determine the duration of the recess. Members of the meeting body may decide not to take a recess by unanimous vote.

Rule 32. Continuity of Government

The Council, by secret ballot, will elect a Council President and a Council Vice President. If for any reason the Mayor was incapacitated and not able to perform the necessary duties, the Council President would become the acting Mayor. If the Council President were unable to perform these duties, the Council Vice President would become the acting Mayor.

Rule 33. Remote Meeting Participation

Municipal Code Sec. 2-29 allows alderpersons to appear remotely at meetings when technology is available; however, members of the council, committees, boards or commissions shall endeavor to appear in person for the vast majority of meetings. The following shall serve as supplemental rules regarding remote attendance at Council/Committees/Commissions/Boards:

- a) At least twenty-four (24) hours in advance of the meeting, a member shall notify, in writing or by email or telephone, the City Clerk and:
 - 1) In the case of a Council meeting: the President of the Common Council and Mayor;
 - 2) In the case of a Committee/Board/ Commission meeting: the Chair and Designated Contact Person.

- b) City staff will endeavor to record a member's remote meeting attendance in the meeting minutes.
- c) A member will not be permitted to participate in the closed session portion of a meeting conducted pursuant to Sec. 19.85, Wis. Stats.
- d) The Chairperson of these respective bodies (or Council President in the case of Council meetings) shall endeavor to appear in person or ensure that a designee is appointed to appear in person.

Rule 34. Withdrawal of Resolutions

After a Resolution is read and referred to a Committee, it shall be deemed to be in possession of the Council; however, a Resolution may be withdrawn by its author (first named Alderperson if more than one author is listed) under limited circumstances:

- a) A Resolution may be withdrawn at the Committee level by its author if no action has been taken to approve, deny or amend the Resolution. If held at Committee, its author may subsequently withdraw the resolution prior to the Committee acting on it.

Rule 35. Pledge of Allegiance

At the beginning of any meeting of a Committee, Board, or Commission, taking place within the Council Chambers, after calling the meeting to order, the chair of the meeting will call for the Pledge of Allegiance to be recited before moving on to any other business.

APPENDIX A.
Invocation Scripts

1. "We gather to listen and share, learn and educate, and to be granted wisdom and grace as we move Appleton forward, in the best interest of our community.

2. "We gather in peace. Even though we have differing opinions, we ask for unity of spirit. We seek help in listening politely as others share their points. We seek guidance in unifying to combine our ideas for the best outcome. We ask for assistance as we work as a whole, rather than as individuals trying to promote our own agendas. May we have a spirit of camaraderie in this space and work together on our shared mission to improve the City of Appleton."

3. "Let us take a moment to remember all of the religions and non-religious choices represented in this City and on this Council. Let us also recall that when we were called to take part in City government, we were not asked our religious practices because all are welcome here. Please join me in a moment of reflection and thanks with these words:
With our friends beside us,
And no person beneath us,
With our goals before us,
And no task beyond us,
With a thirst for knowledge,
And a dream of a better Appleton,
We are thankful for this opportunity to work together today."

Additional messages may be added to this appendix with Common Council approval.

DEPARTMENT AND COMMITTEE FUNCTIONS

4/17/2024

1. **Mayor** – Shall be executive director of all City offices and ex-officio member of all committees, commissions and boards unless otherwise designated by statute, ordinance or rule. Full-time elected officers, and department heads who will be absent from the City shall inform the Mayor as to where they can be reached. Alderpersons shall endeavor to inform the Mayor of how they can be reached in the event that they are absent from the City for an extended period of time.

2. **Finance Committee** – Shall have jurisdiction over all public buildings and public grounds and shall perform such duties as outlined by state law. Shall have jurisdiction over the Department of Finance, the Office of the City Attorney, and the Central Equipment Agency (CEA) advisory committee, budgets, rebates, certain claims, policy matters involving jurisdiction of this committee, and risk management. The Director of Finance, the Director of Public Works, and the Director of Parks, Recreation and Facilities Management or designees, shall attend all Finance Committee meetings in an advisory capacity. The Director of Finance or designee shall also be a member of the CEA advisory committee. A member of the Finance Committee will be appointed at large by the members of the Finance Committee to the CEA advisory committee on an on-call basis.

3. **Municipal Services Committee** – Shall have jurisdiction over the Department of Public Works including Operations Division, Traffic Division, Engineering Division, Inspection Division, and the Parking Utility, and over bridges, streets and sidewalks, traffic flow patterns, traffic control, parking ramps, the addition or deletion of on-street parking areas, and forestry within road right-of-way. The Committee recommends to the Council various five-year plans for sidewalks, street construction and reconstruction. The Director of Public Works or designee shall attend all meetings of the Municipal Services Committee in an advisory capacity. The Director of Public Works or designee shall also be a member of the CEA advisory committee. A member or members of the Municipal Services Committee will be appointed at large by the members of the Municipal Services Committee to; 1) be the Council representative to the Boards of Heating Examiners and Building Inspection, and 2) the CEA advisory committee on an on call basis.

4. **Safety and Licensing Committee** – Shall have jurisdiction over the general operations of the Police Department, Fire Department, and the Office of the City Clerk. The Committee approves the location of voting places for elections, all bartender and liquor licenses, and recommends the revocation or suspension of liquor licenses to the Common Council. The Vice Chairman of the Safety and Licensing Committee will serve as the representative to the Towing Services Review Committee. The Police Chief, Fire Chief, the City Clerk, and an Assistant City Attorney or their designee shall attend all meetings of the Safety and Licensing Committee in an advisory capacity.

5. **Community Development Committee** – Shall have jurisdiction over the Department of Community Development. The Committee shall encourage

and foster the quality economic and socio/cultural growth and development of the community. The Committee shall assist in the attraction, recruitment, creation, retention and expansion of new and existing business enterprise and industry in the City. It shall identify and engage socio/cultural endeavors that impact the city and represent Appleton's interests accordingly. The Director of Community Development or designee shall attend all Community Development Committee meetings in an advisory capacity.

6. Utilities Committee – Shall have jurisdiction over water filtration, distribution and installation of water main, wastewater treatment and any associated sewer lines, stormwater remediation and associated facilities. This committee shall have rate setting responsibilities for all areas under its jurisdiction subject to the rules and regulations of the Wisconsin Public Service Commission or other regulatory agencies as they may apply. The Director of Public Works and the Director of Utilities or their designees shall attend all committee meetings in an advisory capacity.

7. Parks and Recreation Committee – Shall have jurisdiction over parks, recreation programming, and Reid Municipal Golf Course. This committee shall maintain and develop the City park system, provide turf maintenance services and recreational opportunities, including the operation of Reid Municipal Golf Course, to the residents of the city of Appleton. The Director of Parks & Recreation or designee shall attend all Parks and Recreation Committee meetings in an advisory capacity.

8. Human Resources/Information Technology Services Committee – Shall have jurisdiction over the Department of Human Resources. The Committee shall encourage the use of best practices and assist in developing and supporting strategies and policies that both are financially prudent and develop/maintain a strong, high-quality work force, with a special emphasis on providing or vetting recommendations to the Council in such areas as: institution of HR-related state mandates associated with budget legislation, human resources administration, employee labor relations and negotiations/collective bargaining and strategy, recruitment and selection, staff development and training, employee compensation and benefits, policy and forms generation/compliance, diversity issues, American With Disabilities Act (ADA)/Equal Employment Opportunities Commission (EEOC)/Affirmative Action/Family and Medical Leave ACT (FMLA)/Limited English Proficiency (LEP) program administration, and any change to a Table of Organization within the City. The Director of Human Resources or designee shall attend all Human Resource Committee meetings in an advisory capacity.

In addition, this committee shall have jurisdiction over the Department of Information Technology Services. The Committee shall encourage the use of best practices and support the maintenance of current technology used by the City's staff and in delivery of services to the public as well as the planning and implementation of new technology as improvements and advancements become available. The Director of Information Technology Services or designee shall attend all meetings of this committee in an advisory capacity.

9. Director/Department Attendance – Directors/Departments may be excused from Committee meetings by the Committee Chair if there are no items that pertain to them/their department on that Committee Agenda.

City of Appleton Council –Staff

CODE OF CONDUCT

- * Treat everyone with respect; be courteous, prepared and on time; and accept differences.
- * Be honest in all interactions and avoid surprises.
- * Listen to all sides with an open mind and be understanding of different opinions (agree to disagree).
- * Remember that we are elected or appointed to serve the best interests of our community.
- * Act decisively and definitively on behalf of our constituents

Resolution #9-R-24 Attendance Resolution

Date: September 18th, 2024

Submitted By: Alderperson Meltzer – District 2

Referred To: Organizational Meeting

Be It Resolved that the Common Council of the City of Appleton amend the Council Rules to add Rule #36 as follows:

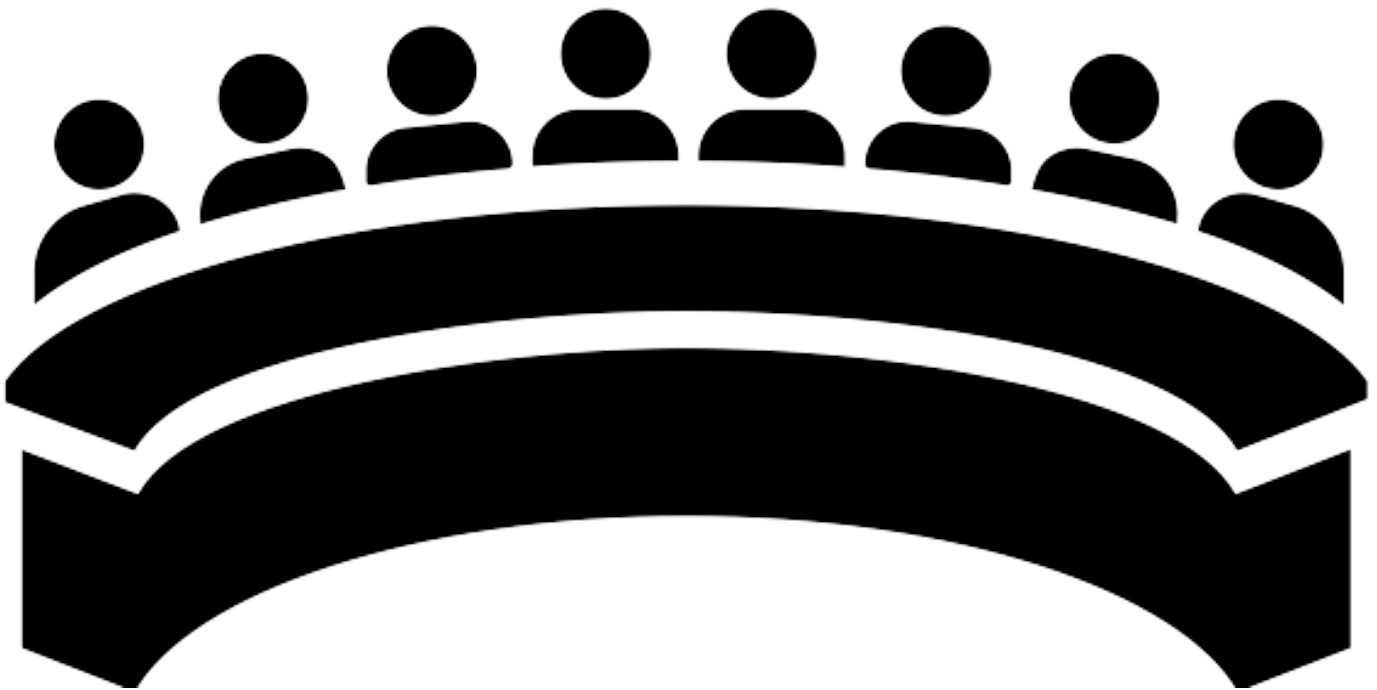
Attendance Policy – Council members shall excuse themselves from Committee or Council meetings by notifying the Chair of their absence prior to the meeting. A Council member who has been absent unexcused from three meetings within a Council year will forfeit their committee assignments and the Mayor shall appoint other Council members to fill the vacancies.



Welcome to the Appleton Common Council



2025-2026 Alderperson Orientation Handbook



Revised: 4/14/2025



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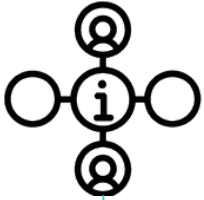
New Alderperson To-Do List



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 earn 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:

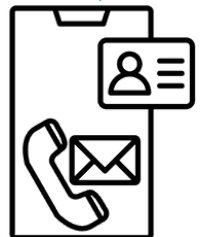
- Get your photo taken at the City Clerk's Office (6th Floor, City Hall) for your Alderperson ID Badge.
- If you already have a photo that you would like utilized feel free to send that to me instead of stopping in for the photo.

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



Aldersperson 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 Aldersperson - 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



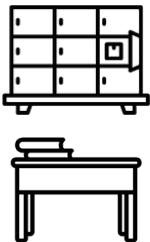
Parking Pass - Yellow Ramp

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.



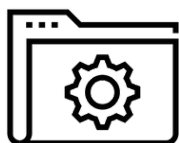
Aldersperson/City of Appleton Email

- 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

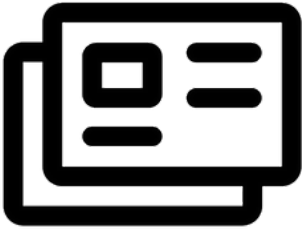
Password: _____

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

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

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

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



Name Tags

Alderspersons 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 Aldersperson Information Form](#).



City of Appleton Employee Store

Alderspersons 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	

YES NO

Are you interested in being a committee chairperson?

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: _____

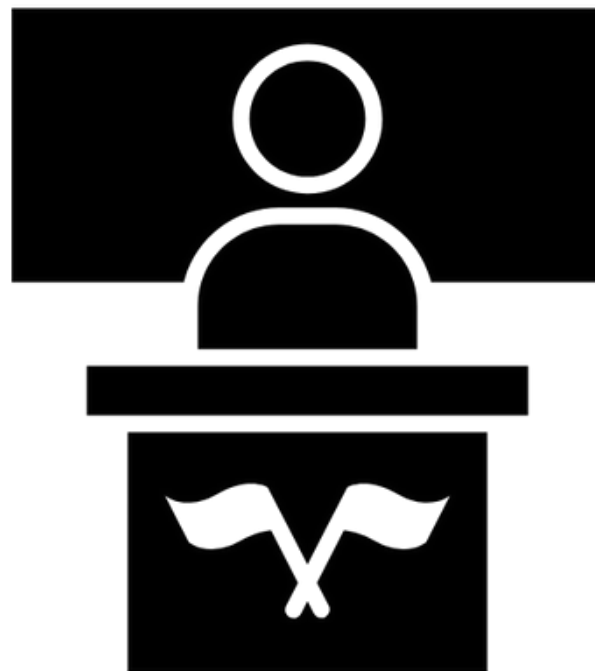
**REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES WILL BE MADE UPON
REQUEST AND IF FEASIBLE.**





How to be an Alderperson

2025-2026 Alderperson Handbook



Revised: 4/14/2025



How to be an Alderperson

2025-2026 Alderperson Handbook

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