

TOWN OF ALGOMA
WINNEBAGO COUNTY, WISCONSIN
TOWN BOARD MEETING **AMENDED**
Wednesday July 15, 2026, 6:00 pm
15 N. Oakwood Road, Oshkosh, WI 54904
AGENDA

The Board may discuss and act on the following:

1. Call to Order.

- A. Pledge of Allegiance.
- B. Roll Call.

2. Town agenda was posted at the following locations: Town of Algoma Municipal Building, and town website at www.townofalgomawi.gov on July 9, 2026.

3. Review and approve the minutes of the following meeting:

- A. Town Board Monthly Meeting dated June 17, 2026

4. Review and approve July 2026 disbursements.

5. Electric Bikes and Electric Scooters Rules and Regulations Presentation – Captain Darin Rice, Winnebago County Sheriff's Office

6. Public Forum for Town Business (All speakers must sign up before the meeting and the Town's policy is available on the back table).

7. Economic Development Update.

8. Committee Reports.

- A. Fire Department.
- B. Planning Commission.

9. Administrator Report

- A. Budget Update
- B. Major Projects Update
 - i. Leonard Point Road Storm Detention Pond
 - ii. Leonard Point Road Reconstruction
 - iii. Leonard Point Road & STH 21 Roundabout
- C. Community Development Update
 - i. Springhetti Lake
- D. Joint Fire Department Study Update

10. Public Works Director Report

- A. Road Maintenance Update
- B. 2026 Asphalt Resurfacing
- C. Parks Update
- D. Stormwater Update
- E. Algoma Sanitary District Update

11. Clerk/Treasurer Report

- A. Open Book and Board of Review.
- B. August 11 Election.

12. Monthly Financial Statements.

13. Business.

- A. Discussion and possible action re: Winnebago County Town/County Zoning Code Chapter 23 Text Amendment and Data Center Moratorium
- B. Discussion and possible action re: Town Board Supervisor Vacancy
- C. Discussion and possible action re: Temporary Class "B" Beer License for Spring Brook Pit Stoppers for the Town of Algoma Fire Department Car Show and Picnic
- D. Discussion and possible action re: Town of Algoma Employee Handbook Revision
- E. Discussion and possible action re: Transient Merchant Licenses for FDS - Appleton, WI LLC, Operating as Fox Pest Control employees.
 - i. Chiara L Bono
 - ii. Aaron J Bradshaw
 - iii. Andersin C Carter
 - iv. Preston N Carter
 - v. Taidge N DeRose
 - vi. Alonzo J Garcia
 - vii. John Payton Hrabar
 - viii. Joshua A Kuhn
 - ix. Taylor Leavitt
 - x. Nathaniel A Markham
 - xi. Dawson R Martinsen
 - xii. Kamie J Mower
 - xiii. Steven Landon Peterson
 - xiv. Kyle J Phipps
 - xv. Brig H Pugmire
 - xvi. Joshua D Rausch
 - xvii. Samuel A Ray
 - xviii. John Thomas Richards
 - xix. Jacob J Vaughan
- F. For Discussion Only: Future Asphalt Resurfacing and Roadway Improvement Planning
- G. For Discussion Only: 2027 Budget Key Assumptions
- H. **CLOSED SESSION:** Vote to enter into closed session for board consideration of the following items: Pursuant to WI Statutes 19.85 (g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or likely to become involved. Re: Winnebago County's actions regarding the ambulance service charge.
- I. **Vote to reconvene in open session** for discussion and take action on all matters discussed in the above listed closed session.

14. Adjourn.

The Town Board meets regularly on the THIRD WEDNESDAY OF EACH MONTH AT 6:00 p.m. (unless otherwise noted) at the Municipal Building (Town Hall), 15 N. Oakwood Road. ALL MEETINGS ARE OPEN TO THE PUBLIC. NOTE: It is possible that members of other governmental bodies of the municipality may be present at the above scheduled meeting to gather information about a subject over which they have decision-making responsibility. No action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice. NOTE: Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, call the Town Hall office at 920-235-3789.

**TOWN OF ALGOMA
WINNEBAGO COUNTY, WISCONSIN
June 17, 2026**

Chairman Rasmussen called the regular town board meeting to order at 6:00 pm.

The following were present: Supervisors Brittany Bongert and Dan Martin.

Mike Brooks and Teresa Van Aacekn were absent: excused.

The following were also present: Administrator Maggie Mahoney, Public Works Director Jason Loduha, Fire Chief Kevin Sawicki, and Clerk/Treasurer Katherine Reinbold.

The agenda was posted on June 11, 2026.

On a motion by Supervisors Martin/Bongert, passed on a voice vote, the Board approved the minutes of the Town Board Organizational Meeting dated May 20, 2026.

On a motion by Supervisors Bongert/Martin, passed on a voice vote, the Board approved the minutes of the Monthly Town Board Meeting dated May 20, 2026.

On a motion by Supervisors Martin/Bongert, passed on a voice vote, the Board approved the June 2026 disbursements.

Tricia Rathermel, President and CEO of the Greater Oshkosh Economic Development Corporation (GOEDC), reported on the Innovation Foundry grant that is for a start up or new product idea. The first round went very well. They are still actively working on the Idle Sites grant.

Fire Department Chief Sawicki reported they will submit the DNR grant by July 1st. July 7th, the Firehouse Subs grant will open, and they plan to apply for that one again. They have also brought on 3 new members.

The Planning Commission did meet on June 10, and they have one item under business.

The Parks Committee did not meet.

Administrator Mahoney presented the 2027 budget adoption calendar. The town is still receiving payments for the ambulance service fee and have collected about \$170,000. Assuming the rezoning for the Lenoard Point Storm Detention Pond was approved at the County Board meeting last night. Appraisers are looking at the land that needs to be acquired for the Leonard Point Road Reconstruction. There is speed board at both ends of Leonard Point Road to help slow down drivers. There are currently deer crossing signs on Leonard Point Road and the town will be adding verbiage to them that says "for the next 2 miles" to help drivers be aware. County E should be open on June 18. The developer agreement for Springhetti Lake was finished as of this afternoon. No further updates on the joint fire department study.

Public Works Director (PWD) Loduha reported that the crack sealing is complete. Omro Road was not done due to all the traffic. Winnebago County is out working on shouldering in the town. Best Quality Tree Service removed a dead tree off our lot on Witzel Ave. across from the Town Hall. Paving is scheduled for July 13. Notification letters have been sent out to residents. A collection box for used tennis balls and pickle balls is available at Jones Park. Set up by an Oshkosh West High School student to keep them out of the landfill and have them recycled. There were 16 animals removed during the muskrat trapping time. Attended the NEWSC Stormwater Pond Workshop.

Clerk/Treasurer Reinbold reported that Open book is on June 11, from 9am-11am over the phone and board of review will be on June 25 from 6pm-8pm. The town received \$12,424.82 from the recycling grant from the Wisconsin Department of Natural Resources. Staff are starting to prepare for the August 11 election. Anyone with a request on file will have a ballot sent out on June 25. Operator's licenses have been granted to people at Poplar Creek and Serve U Beverage.

The monthly financial statements were presented.

Administrator Mahoney noted this CSM is combining 3 lots into one. The Planning Commission approved. It meets all setbacks. Staff recommends approval. On a motion by Supervisors Marting/Bongert, passed on a voice vote, the Town Board approved the Certified Survey Map by petitioner Jim Merrill to combine parcels 002-066301, 002-0036, and 002-0035 on Oakwood Lane into one parcel.

This parcel is owned by Midwest Realestate and back at the March meeting they were given an exemption not to pay the ambulance service fee. This parcel was recommended to dedicate to the town. On a motion by Supervisors Bongert/Martin, passed on a voice vote, the Town Board approved Resolution No. 2026-8 Dedication and Acceptance of Town Road Right-of-Way for a portion of N. Oakwood Road, parcel 002-0253.

On a motion by Supervisors Martin/Bongert, passed on a voice vote, the Town Board approved the Text Code amendment to Chapter 23, Article 7, Division 1, section 23.7-3(10) of the Winnebago County Town County Zoning Code as requested by the Winnebago County Planning and Zoning Committee.

On a motion by Supervisors Bongert/Martin, passed on a voice vote, the Town Board approved the Intergovernmental Cooperative Agreement to Satisfy Eligibility for the Wisconsin Recycling Consolidation Grant for Calendar Year 2027.

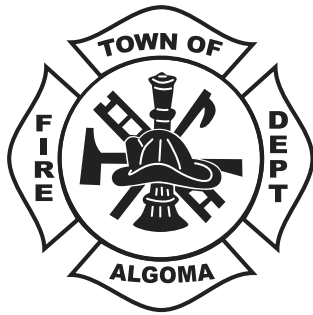
On a motion by Supervisors Martin/Chairman Rasmussen, passed on a voice vote, the Town Board approved a Class "A" and "Class A" intoxicating liquor license for the period of July 1, 2026, through June 30, 2027, for Service Oil Co., Inc d/b/a Serv U Beverage Mart.

On a motion by Supervisors Bongert/Martin, passed on a voice vote, the Town Board approved a cigarette and tobacco products retail license for the period of July 1, 2026, through June 30, 2027, for Service Oil Co., Inc d/b/a Serv U Beverage Mart.

On a motion by Supervisors Bongert/Martin, passed on a voice vote, the Town Board approved a Class "B" and "Class B" intoxicating liquor license for the period of July 1, 2026, through June 30, 2027, for Dande Acres LLC d/b/a Poplar Creek.

On a motion by Supervisors Martin/Bongert, passed on a voice vote, the Town Board adjourned at 6:38 p.m.

Respectfully submitted,
Katherine Reinbold



Town of Algoma Fire Department

Monthly Report

June 2026

Prepared by

Kevin Sawicki – Fire Chief

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General

Grants

Upcoming Grants 2026

- DNR FFP Grant – FD applied for a 50/50 grant for a new grass rig skid unit. Fire department approved fundraising money towards the skid unit. The new skid unit would be more versatile and could be used in various 911 incidents.

Trucks and Equipment

Vehicles

- **Rescue 21** – The truck refurbishment process is underway. Progress is being made. Delivery date is being extended due to backorder of equipment and more body corrosion than expected. Note there are no cost changes to the order.
- **Tender 21** – New tender is set for delivery August-September 2026.

Truck Committee

- Truck Committee met to discuss plans for a new, upgraded grass/brush truck. Our current truck has minimal use due to the skid unit style we have. The new skid unit would allow the truck to be used for grass fires, medical calls, car fires, structure fires and other various 911 calls. With state grants and a DNR grant, a new truck and skid unit could be purchased at minimal to no cost to the town.



Membership

- Current Roster has **40** Firefighters and **19** Emergency Medical Responders for a total of **48** department members.

New Members

- No update.

Training

First Drill: June 1st, 2026

- Firefighters conducted structure fire response scenarios. Crews pulled hose, forced entry doors and donned PPE to improve efficiency/skills.

Second Drill: June 15th, 2026

- EMS and fire personnel conducted joint 911 scenarios. Crews participated in a medical rescue at Sheldon Nature Center. Another scenario consisted of a medical patient needing rescue from a rooftop.

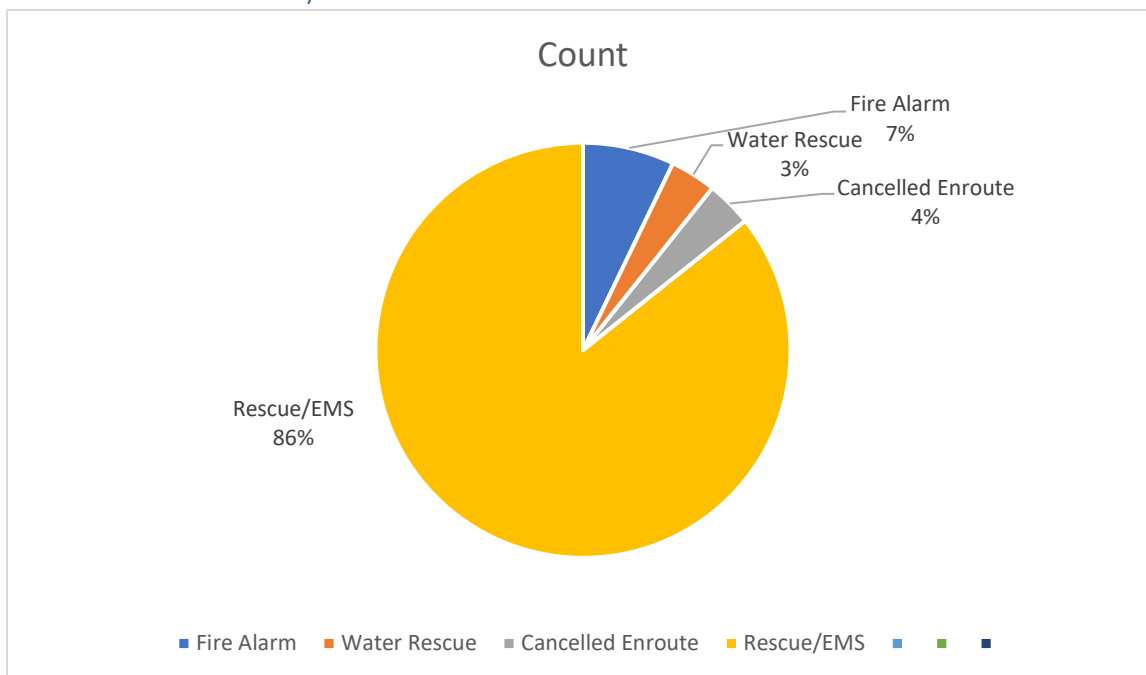
Upcoming Events

Event	Date
Training Drills	Monday, August 3 rd @ 6:30pm Monday, August 17 th @ 6:30pm
Monthly Department Meeting	Wednesday, August 12 th @ 7:00pm
Car Show/Fundraiser	Saturday, August 15 th @ the fire station
Pancake Breakfast	Sunday, October 4 th @ the Town Hall



Incidents

Overall Incident Summary



Call Type	Count
Fire Alarm	2
Water Rescue	1
Cancelled Enroute	1
Rescue/Emergency Medical Service (EMS)	24
Total Calls	28

To: Honorable Town Chairperson and Town Supervisors

From: Maggie Mahoney, Administrator

Date: July 15, 2026

RE: Monthly Administrator's Report

A. Budget Update

A revised 2027 budget adoption calendar is attached. The first budget workshop was moved from September 21st to the 14th. The 5:30pm start time for the workshops was added. The initial discussion on the 2027 budget is under new business.

The town continues to receive payments and responses to the May reminder to properties that had not paid the Ambulance Service bill, but that is slowing down. Staff will provide an update on the revenue status at the meeting. *Please note that the projections of the 2026 budget will be a component of the upcoming 2027 budget conversations.*

B. Major Projects Updates

i. Leonard Point Road Storm Detention Pond

At the time of this memo the town is still in the escrow and application process for the erosion control permit with the county and will pay the escrow and application fee at the time of recording the CSM. These items could be completed prior to the board meeting. The closing will be scheduled after these items are completed.

ii. Leonard Point Road Reconstruction

The sales study should be close to completion and will be presented to the board at a future meeting. Land acquisition can begin when the sales study is completed and the Nominal Payment Parcel Report is created. Randy Moss has recently been driving the road to determine items in the new right-of-way and temporary limited easements for the offers for the property owners.

iii. Leonard Point Road & STH 21 Roundabout

CTH E and Sand Pit Road have reopened. Long-term closures at CTH FF/Reighmoor Rd. and Leonard Point Rd. (west) began July 6. Oakwood Rd. is expected to reopen July 10.

WIS 21 is closed to traffic throughout the project and the posted detour will follow WIS 116 to US 45 to I-41. Access is maintained for local residents, businesses, and emergency vehicles.

The project website is at <https://wisconsindot.gov/Pages/projects/by-region/ne/Wis21/default.aspx> includes proposed scope, schedule, traffic impacts, displays and information for businesses in the work zone.

C. Community Development Update

i. Springhetti Lake

The town submitted the application for the Idle Sites Redevelopment Program on June 23. I expect to receive a determination within 5 weeks of submittal.

Dan Springhetti welcomes the board to visit the site when the grass comes in. I will coordinate a visit.

D. Joint Fire Department Study Update

As of July 9 the consultants were still working on the financial information for the final report. The draft will be provided to the administrators to review. Once the final version is vetted, the plan is for the final report to be presented to both governing bodies together at a neutral location, TBD.

ATTACHMENTS:

1. Revised 2027 Budget Adoption Calendar

Calendar for 2027 Budget Adoption

Revised 7/15/26, changes are highlighted



Wednesday, June 17, 2026 – Town Board Meeting

- Town Administrator distributes 2027 Budget Adoption Calendar

Wednesday, July 15, 2026 – Town Board Meeting

- Discuss key assumptions for budget such as revenue sources, personnel, and known significant operational and capital expenditures.

Thursday, July 16, 2026 – Budget Schedule and Memorandum Distributed

- Budget documents and memorandum distributed to key staff and contractors to include:
 - Key priorities of the Town Board and overall budget outlook.
 - Budget priorities and spending parameters of the Town Administrator.
 - Instructions and procedures for preparing departmental budgets.
 - Internal meeting schedule with Town Administrator to review budget proposals.
 - Distribute line-item and capital project request forms.

Thursday August 13, 2026 – Department and Capital Improvement Plan Requests Due to Town Administrator. Internal departmental budget meetings to review/revise requests Aug 20 – Sep 2.

Wednesday, August 19, 2026 – Town Board Meeting

- Initial discussion about Capital Improvement Plan.

5:30pm Monday, September 14, 2026 – Budget Meeting

- First draft of budget presented to the Board, including Departmental Operating Budgets, and Capital Improvement Plan.

5:30pm Monday, October 5, 2026 – Budget Meeting

- Administrator's Recommended budget presented to the Board.

(IF NEEDED) 5:30pm Monday, October 12, 2026 – Budget Meeting

- Administrator's Revised budget presented to the Board.

Wednesday, October 21, 2026 – Town Board Meeting

- Administrator's Final Recommended Budget presented to the Board for endorsement.
This is the final review by the Board before the budget is published and noticed for the public hearing.

Wednesday, November 18, 2026

Budget Public Hearing & Special Town Meeting:

- A Public Hearing in accordance with State Statute is held; staff provides comprehensive presentation on proposed budget.

Town Board Meeting:

- Town Board adopts the 2027 Fiscal Year Budget by motion.



AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors

From: Jason Loduha, Public Works Director

Date: July 15, 2026

RE: Monthly Director's Report

A. Road Maintenance Update

Winnebago County began roadside ditch mowing on July 7 and continues to restore low areas of gravel shoulders by adding additional shoulder material where needed.

New 25 mph speed limit signs have been installed along North Oakwood Road from Omro Road to Lake Butte des Morts. Vegetation trimming has also been completed to improve visibility of the signs.

B. 2026 Asphalt Resurfacing

The schedule for Asphalt Resurfacing begins July 13, with construction anticipated to last approximately two weeks through completion.

C. Parks Update

No update at time of memo.

D. Stormwater Update

No Update at time of memo.

E. Algoma Sanitary District Update

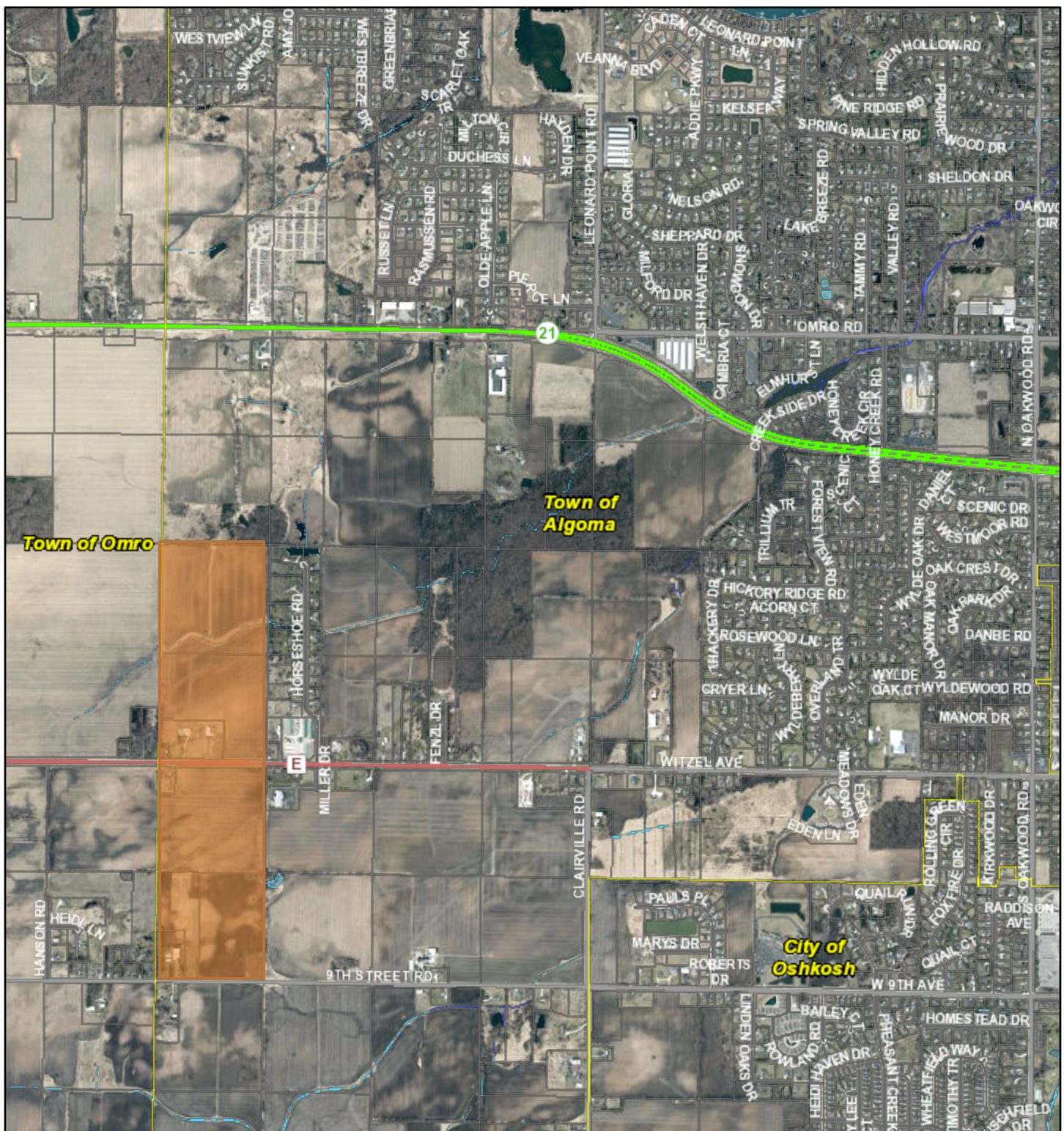
On July 1, staff met with the Algoma Sanitary District to coordinate upcoming projects and improve collaboration on future work.

The Algoma Sanitary District plans to request that the remaining 160 acres of the Town of Algoma Protected Area be added to the Sewer Service Area as part of the upcoming Regional Sewer Service Area Plan update. Staff will continue coordinating with the District throughout the process.

ATTACHMENTS:

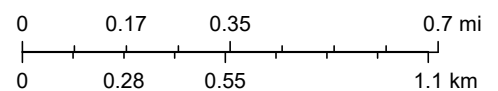
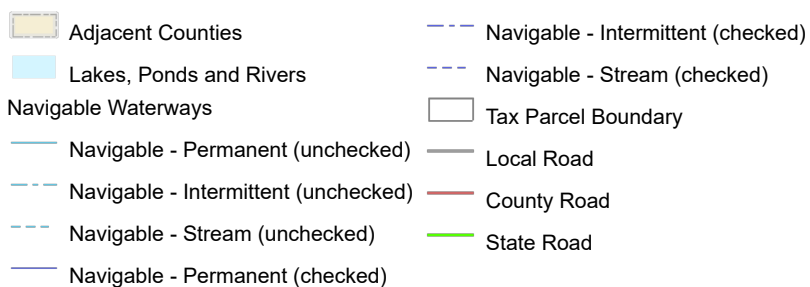
1. Town of Algoma Sewer Service Area (SSA) Expansion Parcel Map
2. Town of Algoma Sanitary District #1 meeting minutes-May 11, 2026.

Town of Algoma SSA Addition Request



6/2/2026, 11:18:38 AM

1:20,487



Winnebago County GIS

**Town of Algoma Sanitary District #1
Meeting Minutes – May 11, 2026**

Regular Monthly Meeting.

- 1) Open regular monthly meeting.
- 2) Commission President Chad Hayes with Commissioners Peter Cernohous and Sue Drexler present called the regular monthly meeting for May to order at 12:00 p.m. Also present were Utility Director Kevin Mraz, Accounting Manager Mike Claffey, and Financial Utility Clerk Sara Gonzales. Also in attendance were Bryan Grunewald of CliftonLarsonAllen, LLP, the District's auditor, for Agenda Item 7c), Christy DeMaster of Trilogy Consulting for Agenda Items 7d-e), and James Merrill, resident on Oakwood Lane for public forum. Attorney for the District Matt Parmentier was excused.
 - a) Chad noted the District is using a tape recorder for maintenance of the minutes.
 - b) Approve the minutes of the previous meeting. **Sue made a motion to approve the minutes of the regular monthly meeting on April 9/second-Peter/carried unanimously.**
 - c) Approve balance adjustments. Mike explained these recorded a \$11,166.83 water assessment and a \$14,500 water cost. **Chad made a motion to approve balance adjustments as presented/second-Peter/carried unanimously.**
 - d) Approve investment changes. None.
 - e) Approve cash receipts & investments for sanitary and water. **Chad made a motion to approve the cash receipts and investments for sanitary and water for April as submitted/second-Sue/carried unanimously.**
 - f) Approve pending bills and previous disbursements for sanitary and water. **Peter made a motion to approve May pending bills and April previous disbursements for sanitary and water as submitted/second-Chad/carried unanimously.**
- 3) Public Forum. James Merrill, a current homeowner on Oakwood Lane, was in attendance to express his interest in obtaining municipal water for the new home he plans to build across the street, about 500 feet away from the current watermain installed a few years ago. He stated his willingness to pay an assessment for his current house as well as the new residence and imagined there probably are some current or future residents, as well as buildable vacant lots along the lane, that could potentially be interested in obtaining municipal water at some point in the future.
 - Kevin stated the estimated cost to install a watermain to serve this new house is about \$80,000, and the two assessments Mr. Merrill is willing to pay would cover \$29,000. Mr. Merrill stated he received a quote of \$25,500 to drill a new well plus any necessary treatment. Kevin also contacted a homeowner at the west end of Waldwic Lane, who had expressed interest in municipal water in the past, to gauge his interest in this potential water extension.
 - Westwood quoted \$6,500 to design this watermain extension and, if constructed, the total engineering cost would be \$10,200 including construction services. The design would be valid long-term even if the project is not pursued now.
 - Peter asked if staff was aware of any water quality issues in that area. Kevin answered when the watermain was extended on the east side of Oakwood Lane a few years ago, we were made aware of a few noncompliant wells. Mr. Merrill answered the well for his current home is about 25 years old and only 30 feet deep. He said the water is awfully hard with a lot of iron, but he was not aware of any hazardous concerns since he tested a few years ago.
- 4) Commissioner Statements. None.
- 5) Director's Report. Kevin submitted his report prior to the meeting and added the following information.
 - a) Review of District statistics. No discussion was had on this agenda item.
 - b) Correspondence. No discussion was had on this agenda item.
 - c) Status of 2026 projects.
 - Sewer Jetting & Televising: This annual spring project is almost completed.
 - Fire Hydrant Painting: This annual summer project will begin in late May or early June.
 - Hwy 21 Road Reconstruction: Staff completed some manhole adjustments at the Westhaven Drive intersection. Once this intersection is open, the Wisconsin Department of Transportation (DOT) will close the Oakwood Road intersection for 29 days, and staff has some manholes to adjust there as well.
 - Water Tower Construction: Staff had a preconstruction meeting with the contractor. The base foundation is scheduled to begin in July, and the watermain extension to the water tower will begin around the same time. One homeowner wants a municipal water service, and staff will send a letter to the other homeowners on Potratz Hill Road to notify them of the project and survey their interest in municipal water.
 - Cottontail Ventures Subdivision: Martinson & Eisle is working on the development plan for this new subdivision west of Harbor Village that will include about 70 new residential lots.
 - Town of Omro Future Land Use Plan: Staff has been working with the Town of Omro on this, which is almost completed and should be available in the next month or so.
 - Illegal Discharging Sump Pump: A sump pump on Inlet Court was found to be illegally discharging into the sanitary sewer system, but this issue has now been taken care of.
- 6) Old Business.
 - a) Discuss and act on wastewater treatment rates from the City of Omro.

- i) The Commissioners opted not to go into closed session pursuant to Wisconsin Statute 19.85 (1) (g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved: Wastewater Treatment rates from the City of Omro. Kevin stated there is a meeting with City and District staff along with their financial advisors scheduled for later that month. No action was taken on this agenda item.
 - b) Discuss and act on Developer's Agreement-Authorization to Proceed for Olde Apple Acres – 1st Addition, Phase III.
 - Kevin stated the developer has not signed this yet as they are working to secure the required permits.
 - c) Discuss and act on Resolution #2026-3-2 to Award the Contract for the sewer and watermain extension to Olde Apple Acres Subdivision – 1st Addition, Phase III or authorize a request for an extension of time.
 - Kevin stated the District's Attorney will draft an agreement for a 90-day extension with the low-bid contractor so it can be awarded once the developer obtains the required permits.
- 7) New Business.
- a) Discuss and act on potential watermain extension along Westmoor Road.
 - i) Review survey responses from residents included in the potential Westmoor Road Watermain Extension.
 - Kevin stated only three property owners stated they wanted municipal water. There are five property owners that are aware that their arsenic level is above the safe drinking water level, but only one of them stated yes. Based on the responses received, he would not recommend a watermain extension to serve any part of this area at this time.
 - b) Discuss and act on Task Order to design watermain extension along Oakwood Lane.
 - Kevin recommended approving the Task Order to hire Westwood to design a watermain extension along Oakwood Lane in the amount of \$6,500 for design, plus construction services, for a total of \$10,200. **Sue made a motion to approve Task Order to design a watermain extension along Oakwood Lane not to exceed \$11,000/second-Chad/carried unanimously.**
 - c) Discuss the 2025 financial audit completed and presented by CliftonLarsonAllen LLP.
 - Bryan Gruenwald of CLA thanked the Commission for having him and for all the assistance and preparation from staff throughout the audit process, adding it goes very smoothly every year. The audit documents prepared for the Commission are consistent with the past and include the audited financial statements as well as the Governance Communication Letter. Bryan presented an overview in a PowerPoint slideshow.

Water Utility:

- **Operating Results:** Water Utility shows an operating loss of around \$195,000 for 2025.
- **Rate of Return:** There is a slight downward trend in the rate of return, ending 2025 at 3.1%
- **Other Statistics:** The total gallons of water sold increased slightly and noted the implementation of a simplified rate case to increase water rates by 3% on October 1, 2025, which had not been increased since 2015.
- **Unaccounted Water:** The unaccounted water loss decreased to 3%.
- **Cash & Investments:** At year-end, the cash balance was \$275,000, which was down slightly from the previous year. He noted the advances received from the Sewer Utility, increasing the balance owed to a total of \$5 million.
- **Long Term Debt:** Mike mentioned the Water Utility paid almost \$800,000 of debt principal, which led to the decrease in the cash balance. Bryan agreed and explained it is paying off long term debt as it borrows back from sewer. Kevin added the Water Utility has retired about \$4.1 million in debt principal over the last five years.
- **Net Position (Equity):** The Water Utility's net position increased by \$254,000 as it continues to reinvest in its capital assets while accounting for depreciation. He noted the increasing unrestricted net position deficit balance.

Sewer Utility:

- **Operating Results:** A slight increase in revenues, along with a reduction in treatment expenses, resulted in a smaller loss of \$240,000 for the sewer utility. He noted that, given the impact of inflation, it is impressive to have operation and maintenance expenses remain flat.
- **Cash & Investments:** Bryan noted the increase in cash balance also included an advance to the Water Utility, stating the unrestricted cash balance is very strong.
- **Long term debt:** The outstanding debt balance has steadily decreased, with principal payments of \$97,000 in 2025, and the bonds scheduled to be paid off in 2028. Kevin stated next year the Sewer Utility is anticipating a major radio telemetry upgrade for all lift stations at a cost of about \$1 million. He also added as more development occurs in the Town of Omro, staff anticipates needing an additional lift station as well as pump station upgrades to serve the area south of Highway 21 in the Town of Algoma once development begins. Bryan noted that, while an audit looks backward, it is important for staff to look forward for capital improvement planning and long-term financing.
- **Net Position:** Overall net position increased by \$566,000 to approximately \$20.1 million for 2025, with net investment in capital assets down slightly. The unrestricted net position has steadily increased to about \$10.8 million, which is very strong.

New Accounting Standards: GASB Standard No. 102 was implemented for 2025, pertaining to certain risk disclosures. and Bryan is anticipating a few more standards to be implemented over the next couple of years.

- d) Discuss and act on Resolution 2026-5-1 to file a Simplified Rate Case Application to the Public Service Commission to increase water rates by 3%, effective October 1, 2026.
- Kevin recommended approval of this resolution. **Chad made a motion to approve Resolution 2026-5-1 to file a Simplified Rate Case Application to the Public Service Commission to increase water rates by 3%, effective October 1, 2026/second-Peter/carried unanimously.**
- e) Discuss and act on a Conventional Rate Case Application to the Public Service Commission to increase water rates.
- Kevin explained staff will apply for a Conventional Rate Case the following month to increase water rates to help cover the \$3.6 million of water tower cost, including around \$400,000 in contingencies.
 - Christy went over the Conventional Rate Case process, explaining the history of water rates, multiple objectives, and the estimated revenue needs, along with the resulting estimated increase to customer water rates.
 - Water Rate History: Christy explained the initial rates took effect when the water system was established in 2004. Then there was a two-step rate increase, with step one in 2008 and step two in 2010 once the Well #3 Facility and Administration Building was completed. Simplified rate case increases were implemented when eligible over the last 15 years, although they were ineligible over the past ten years. Rate adjustments are necessary to account for inflationary cost increases and to provide revenues for capital replacements and additions, including the second water tower.
 - Schedule: In order to meet the August 1 deadline for using a 2026 test year, the plan is to file the application in late June or early July. Once the application is submitted, the Public Service Commission (PSC) has a six-to-nine-month review process prior to approval. Staff will likely need to respond to two or three data requests from the PSC, who will then make adjustments and establish a revenue requirement. Then, we will submit a proposed rate design, and they will review it and hold a public hearing with a law judge. The PSC will implement a two-step rate increase, with the first step implemented early next year and the second step to cover the new water tower projected by early 2028. Kevin explained that, while the foundation construction is scheduled to begin this July, the steel installation and painting will likely not be completed until sometime in 2027.
 - Revenue Requirement: The PSC allows utilities to collect for Operation and Maintenance (O&M) expenses, taxes, and depreciation expense and return on investment (ROI) on utility financed assets less accumulated depreciation. Since the Water Utility's last conventional rate case in 2008, the revenue requirement has almost doubled. Currently, the PSC allows utilities to generate a 6.4% ROI. Rates are projected to increase revenues by 10.7% to "catchup" for maintaining flat rates for ten years, and then increase by another 14.6% related to the water tower. The Water Utility is currently generating almost \$1 million, noting that customer growth has increased revenue tremendously.
 - Rate Components: The fixed service charges recover the costs of the meters, billing, and services, volumetric rates recover the water supply demand, and the public fire protection (PFP) is for hydrants, upsizing of the water system to provide adequate water flow, and the water tower.
 - Major Public Fire Protection Cost Increase: Many options have been discussed as to how to recover the increase in PFP cost, with this review considering fairness, equitability, and what customers can afford to pay. Staff is proposing rates that recover 75% of the costs allocated to PFP throughout both townships; however, the PSC will ultimately set that percentage. The Town of Algoma carries a larger percentage of the PFP cost increase because their rate was set so much below the cost last time, but the cost per customer is proposed to be about the same in both townships.
 - Water Tower Cost: Kevin explained staff and Trilogy are proposing 50% of the water tower cost be covered by an area-wide special assessment and 50% by user charges, or \$1.8 million each. This area-wide special assessment will be charged to all new customers upon permit application. The current \$14,500 cost for a new water service consists of the area-wide special assessment of about \$4,500 and \$10,000 for watermain. Christy stated the area-wide special assessment for the tower is allowed under State Statute, and Kevin explained this helps to keep rates lower. Mike added the existing deferred assessments that switch to participating help pay the cost of past infrastructure.
 - Revenue at Proposed Rates: Present rates generate about \$1 million in revenues, and the two step rate increase is projected to generate a total revenue of about \$1.3 million. The PFP charges would cover of about 75% of the cost allocated to PFP, with a greater increase to the volume and fixed charges in water rates to cover the difference.
 - Summary: Overall, rates would increase by a total of about 28% over three years, starting with a 3% rate increase this fall. A typical residential customer with usage of 12,000 gallons per quarter paying an additional to \$3.53 per quarter this fall, followed by a \$10.56 increase per quarter for Step 1, and another \$8.64 increase per quarter for Step 2, resulting in a total increase of \$22.73 per quarter by 2028, or about \$91 per year. Town of Algoma residents would see a 67% increase in the total PFP charge, while Town of Omro residents would see a 13% increase in their PFP charge.
 - Going forward, Kevin mentioned that we will be putting a resolution on the June meeting agenda to approve filing a conventional rate case application. Chad suggested staff include an article with a simple table in its CCR this summer to show this rate increase to our customers.
- f) Discuss and act on Resolution 2026-5-2 to approve City of Oshkosh Bill of Sale as described in the Wastewater Treatment Agreement. **Sue made a motion to approve Resolution 2026-5-2 to approve City of Oshkosh Bill of Sale as described in the Wastewater Treatment Agreement/second-Peter/carried unanimously.** Chad thanked Kevin for all the communication to the Commissioners on this.

- g) Discuss and act on Resolution 2026-5-3 to Approve a Final Resolution declaring the Sanitary District's intent to exercise its police power, pursuant to Section 66.0703 of the Wisconsin Statutes, to levy a Special Assessment upon Parcel #016-0397 and in the Town of Algoma Sanitary District No. 1 benefitted by the improvements.
- i) Acknowledge Receipt of the Waiver of Special Assessment Notices and Public Hearings in Accordance with Wisconsin Statute 66.0703(7)(b).
- Kevin explained this parcel has already been added to the Sanitary District and the owners, Tina Potratz and her brother, both signed the waiver and the participation form to pay the \$14,500 for municipal water service over 20 years. He recommended approval and explained a water service will be installed at the property line when the watermain extension is completed.
 - **Chad made a motion to approve Resolution 2026-5-3 to Approve a Final Resolution declaring the Sanitary District's intent to exercise its police power, pursuant to Section 66.0703 of the Wisconsin Statutes, to levy a Special Assessment upon Parcel #016-0397 and in the Town of Algoma Sanitary District No. 1 benefitted by the improvements/second-Peter/carried unanimously.**
- 8) Adjourn. **Chad made a motion to adjourn the regular monthly meeting at 1:01 p.m./second-Sue/carried unanimously.**

Respectfully Submitted:

Michael Claffey, Accounting Manager

Approved:

Susan Drexler, Secretary



AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors

From: Katherine Reinbold, Clerk/Treasurer

Date: July 15, 2026

RE: Monthly Clerk/Treasurer Report

A. Open Book and Board of Review (BOR)

Have been completed. Deputy Clerk/Treasurer Sara stepped in and was at BOR in my absence and did a great job for her first time.

B. August 11 Election

We have sent out 262 absentee ballots, at the time of this memo, and in person absentee voting will start on July 28.

Attachments: None

TOWN OF ALGOMA
RECONCILED BANK & INVESTMENT BALANCES
AS OF 6/30/2026

Bank	Type	Interest Rate	Interest Amount	Balance	Notes
Bank First	Checking (Sweep)*		\$ 8.00	\$ 29,570.13	
	Money Market	3.71%	\$ 7,771.59	\$ 2,358,012.00	Includes bond amount Town received
	Special Accounts	3.71%			
	Parks Money Market		\$ 410.81	\$ 128,767.66	
	Tax Accounts (Used for collection)				
	Tax Account*			\$ 40,988.01	Ambulance Service Charge is still being collected here
U.S. Bank	Local Government Investment Pool (LGIP)	3.67%	\$ 3,562.13	\$1,185,028.40	
Total Cash and Investments				\$ 3,742,366.20	

*Unreconciled

LGIP Accounts	Interest (3.69%)	Deposits	Withdrawal	Total in Acct
GENERAL	\$443.96	\$0.00	\$0.00	\$147,694.30
TID 1	\$295.86	\$0.00	\$0.00	\$98,424.71
SPIRIT ROUNDABOUT	\$1,239.93	\$0.00	\$0.00	\$412,490.82
FD TRUCK REFURBISHMENT	\$320.50	\$0.00	\$0.00	\$106,621.09
FIRE EQUIPMENT	\$54.15	\$0.00	\$0.00	\$18,015.22
REVALUATION	\$31.50	\$0.00	\$0.00	\$10,480.45
DEBT LEVY PAYMENTS	\$3.48	\$0.00	\$0.00	\$1,158.92
GENERAL EXPENSES	\$129.52	\$0.00	\$0.00	\$43,087.16
RESERVES	\$1,043.23	\$0.00	\$0.00	\$347,055.73
Total	\$3,562.13			\$1,185,028.40

Fund: 100 - GENERAL FUND

Account Number		2026 June	2026 Actual 06/30/2026	2026 Budget	Budget Status	% of Budget
100-00-41101-000-000	JONES PARK DEBT SERV LEVY	0.00	0.00	0.00	0.00	0.00
100-00-41102-000-000	GO REFUNDING BONDS LEVY	0.00	0.00	455,590.00	-455,590.00	0.00
100-00-41110-000-000	GENERAL PROPERTY TAXES	0.00	0.00	1,135,836.00	-1,135,836.00	0.00
100-00-41150-000-000	MFL TAXES	0.00	0.00	2.28	-2.28	0.00
100-00-41801-000-000	PERSONAL PROPERTY TAX INT	0.00	0.00	0.00	0.00	0.00
100-00-41802-000-000	LOTTERY CREDIT	0.00	51,145.20	0.00	51,145.20	0.00
TAXES						
		0.00	51,145.20	1,591,428.28	-1,540,283.08	3.21
100-00-42300-000-000	SA - 2022 PAVING	0.00	0.00	0.00	0.00	0.00
SPECIAL ASSESSMENTS						
		0.00	0.00	0.00	0.00	0.00
100-00-43301-000-000	ARPA/SPIRIT FUND REVENUE	0.00	0.00	0.00	0.00	0.00
100-00-43410-000-000	STATE SHARED REVENUES	0.00	0.00	258,330.91	-258,330.91	0.00
100-00-43420-000-000	2% FIRE DUES	46,753.83	46,753.83	46,000.00	753.83	101.64
100-00-43430-000-000	EXEMPT COMPUTER	0.00	0.00	263.97	-263.97	0.00
100-00-43440-000-000	PERSONAL PROPERTY AID	0.00	0.00	4,685.85	-4,685.85	0.00
100-00-43530-000-000	TRANSPORTATION AIDS	0.00	95,118.10	190,236.22	-95,118.12	50.00
100-00-43540-000-000	RECYCLING GRANTS	12,434.82	12,434.82	12,500.00	-65.18	99.48
100-00-43550-000-000	VIDEO SERV PROVIDER FEE	0.00	0.00	15,175.31	-15,175.31	0.00
100-00-43650-000-000	FOREST CROPLAND/MGED FOREST	0.00	0.00	6.46	-6.46	0.00
100-00-43690-000-000	EMS FLEX GRANT	0.00	0.00	0.00	0.00	0.00
100-00-43691-701-000	GRANTS	0.00	0.00	0.00	0.00	0.00
100-00-43695-000-000	FIREHOUSE SUBS GRANT	0.00	0.00	0.00	0.00	0.00
100-00-43750-000-000	ECONOMIC DEVELOPMENT	0.00	0.00	8,000.00	-8,000.00	0.00
100-00-43790-000-000	DNR STORMWATER MGMT GRANT	0.00	0.00	55,700.00	-55,700.00	0.00
INTERGOVERNMENTAL REVENUES						
		59,188.65	154,306.75	590,898.72	-436,591.97	26.11
100-00-44100-000-000	BUSINESS/OCCUP LICENSE	100.00	300.00	100.00	200.00	300.00
100-00-44110-000-000	LIQUOR & MALT BEVERAGE LICENSE	600.00	600.00	640.00	-40.00	93.75
100-00-44115-000-000	OPERATORS LICENSES	286.00	326.00	400.00	-74.00	81.50
100-00-44116-000-000	CIGARETTE LICENSE	100.00	100.00	100.00	0.00	100.00
100-00-44117-000-000	SODA WATER LICENSES	0.00	0.00	0.00	0.00	0.00
100-00-44120-000-000	OTHER BUSINESS & OCCUP LIC	0.00	0.00	100.00	-100.00	0.00
100-00-44125-000-000	CABLE FRANCHISE INCOME	0.00	26,902.29	61,000.00	-34,097.71	44.10
100-00-44200-000-000	DOG LICENSES	85.00	2,785.00	4,000.00	-1,215.00	69.63
100-00-44201-000-000	WINNEBAGO CTY DOG LICENSES	0.00	815.51	1,050.00	-234.49	77.67
100-00-44300-000-000	BUILDING PERMITS NEW	17,040.00	46,685.00	100,000.00	-53,315.00	46.69
100-00-44301-000-000	BUILDING PERMITS REMODELING	850.00	16,730.00	30,000.00	-13,270.00	55.77
100-00-44302-000-000	EXTRA INSPECTIONS	0.00	0.00	320.00	-320.00	0.00
100-00-44310-000-000	CULVERT PERMITS	0.00	100.00	0.00	100.00	0.00
100-00-44311-000-000	OTHER PERMITS	0.00	0.00	100.00	-100.00	0.00
100-00-44400-000-000	ZONING PERMITS & FEE'S	0.00	0.00	700.00	-700.00	0.00
100-00-44500-000-000	RIGHT OF WAY	5,206.84	14,586.69	5,000.00	9,586.69	291.73
LICENSES AND PERMITS						
		24,267.84	109,930.49	203,510.00	-93,579.51	54.02
100-00-46100-000-000	ASSESSMENT CERTIFICATION'	240.00	1,060.00	2,800.00	-1,740.00	37.86
100-00-46101-000-000	LIQUOR LIC PUBLICATION FEE	80.00	80.00	80.00	0.00	100.00
100-00-46102-000-000	MISC CHARGES FOR SERVICES	0.00	0.00	200.00	-200.00	0.00
100-00-46230-000-000	AMBULANCE SERVICE	15,547.73	138,629.55	205,652.62	-67,023.07	67.41
100-00-46310-000-000	SNOW REMOVAL	0.00	0.00	6,800.00	-6,800.00	0.00

Fund: 100 - GENERAL FUND

Account Number		2026 June	2026 Actual 06/30/2026	2026 Budget	Budget Status	% of Budget
100-00-46420-000-000	REFUSE & GARBAGE COLLECTION	0.00	0.00	606,600.00	-606,600.00	0.00
100-00-46435-000-000	RECYCLING - WINN CTY REBATE	563.34	2,828.43	5,000.00	-2,171.57	56.57
100-00-46720-000-000	PARKLAND FEE INCOME	0.00	0.00	9,900.00	-9,900.00	0.00
100-00-46850-000-000	PLAT & SITE PLANS FEES	0.00	5,300.00	6,000.00	-700.00	88.33
PUBLIC CHARGES FOR SERVICES		16,431.07	147,897.98	843,032.62	-695,134.64	17.54
100-00-48100-000-000	INTEREST GENERAL ACCOUNTS	7,771.59	26,891.30	25,000.00	1,891.30	107.57
100-00-48101-000-000	ARPA INTEREST	0.00	0.00	0.00	0.00	0.00
100-00-48102-000-000	VERVE ACCTS	0.00	0.00	0.00	0.00	0.00
100-00-48103-000-000	LGIP	3,562.13	22,749.87	25,000.00	-2,250.13	91.00
100-00-48200-000-000	RENT REVENUE	250.00	4,000.00	10,000.00	-6,000.00	40.00
100-00-48300-000-000	SALE OF FIRE EQUIPMENT	0.00	0.00	0.00	0.00	0.00
100-00-48301-000-000	SALE OF GARB/RECYCLING TOTES	0.00	0.00	0.00	0.00	0.00
100-00-48302-000-000	SALE OF EQUIPMENT OR PROPERTY	0.00	0.00	0.00	0.00	0.00
100-00-48500-000-000	JONES PARK TREE DONATIONS	0.00	150.00	0.00	150.00	0.00
100-00-48900-000-000	OTHER MISC. REVENUES	0.00	75.73	0.00	75.73	0.00
MISCELLANEOUS REVENUES		11,583.72	53,866.90	60,000.00	-6,133.10	89.78
100-00-49100-000-000	PROCEEDS FROM LONG TERM DEBT	0.00	0.00	2,217,000.00	-2,217,000.00	0.00
100-00-49200-000-000	TRANSFERS FROM OTHER FUNDS	0.00	0.00	110,000.00	-110,000.00	0.00
100-00-49301-000-000	USE OF COMMITTED FUNDS	0.00	0.00	527,500.00	-527,500.00	0.00
OTHER FINANCING SOURCES		0.00	0.00	2,854,500.00	-2,854,500.00	0.00
Total Revenues		111,471.28	517,147.32	6,143,369.62	-5,626,222.30	8.42

Fund: 100 - GENERAL FUND

Account Number		2026	2026	2026	Budget Status	% of Budget
		June	Actual 06/30/2026	Budget		
100-00-51100-000-000	TOWN BOARD	0.00	0.00	0.00	0.00	0.00
100-00-51100-110-000	TOWN BOARD WAGES	1,250.00	6,350.00	18,000.00	11,650.00	35.28
100-00-51100-130-000	TOWN BOARD SOC SEC/MEDICARE	95.63	581.42	1,377.00	795.58	42.22
100-00-51100-209-000	ATTORNEY LEGAL FIRE DEPT	0.00	0.00	500.00	500.00	0.00
100-00-51100-321-000	TOWN BOARD DUES	0.00	1,790.00	1,490.00	-300.00	120.13
100-00-51100-390-000	TOWN BOARD MISC EXP	0.00	313.00	500.00	187.00	62.60
100-00-51300-210-000	ATTORNEY LEGAL CONTRACT	3,720.00	6,195.00	14,000.00	7,805.00	44.25
100-00-51300-218-000	ATTORNEY ORD CODIFICATION	0.00	1,295.00	4,000.00	2,705.00	32.38
100-00-51400-200-000	GEN GOVT HR/PERSONNEL	0.00	1,080.66	200.00	-880.66	540.33
100-00-51400-305-000	GEN GOVT HR/PERS SUPPLIES/EXP	0.00	0.00	400.00	400.00	0.00
100-00-51400-310-000	GEN GOVT OFFICE SUPPLIES	0.00	811.67	3,000.00	2,188.33	27.06
100-00-51400-315-000	GEN GOVT OFFICE EQUIPMENT	343.60	2,503.61	6,500.00	3,996.39	38.52
100-00-51400-320-000	GEN GOVT PUBLISHING & PRINTING	0.00	3,310.03	4,000.00	689.97	82.75
100-00-51400-330-000	GEN GOVT MILEAGE	0.00	0.00	0.00	0.00	0.00
100-00-51400-342-000	GEN GOVT COMPUTER & WEBSITE MA	2,578.51	21,453.50	25,000.00	3,546.50	85.81
100-00-51400-390-000	GEN GOVT MISC EXP	0.00	10.00	500.00	490.00	2.00
100-00-51410-110-000	ADMINISTRATOR WAGES	9,699.70	48,498.50	119,409.45	70,910.95	40.62
100-00-51410-130-000	ADMINISTRATOR SOC SEC/MEDICARE	737.95	4,393.47	9,134.82	4,741.35	48.10
100-00-51410-131-000	ADMINISTRATOR WRS	698.38	4,157.02	8,597.48	4,440.46	48.35
100-00-51410-132-000	ADMINISTRATOR HEALTH INSURANCE	0.00	0.00	0.00	0.00	0.00
100-00-51410-133-000	ADMINISTRATOR LIFE INSURANCE	15.98	91.58	151.20	59.62	60.57
100-00-51410-380-000	ADMINISTRATOR DEPT EXPENSES	2,120.00	2,394.69	4,000.00	1,605.31	59.87
100-00-51411-110-000	OFFICE ASST WAGES	2,626.00	8,285.60	32,711.89	24,426.29	25.33
100-00-51411-130-000	OFFICE ASST SOC SEC/MEDICARE	187.98	595.11	2,502.46	1,907.35	23.78
100-00-51411-131-000	OFFICE ASST WRS	189.07	596.56	2,355.26	1,758.70	25.33
100-00-51411-132-000	OFFICE ASST	1,314.17	3,815.01	12,011.17	8,196.16	31.76
100-00-51411-133-000	OFFICE ASST LIFE INSURANCE	12.09	24.18	24.48	0.30	98.77
100-00-51411-380-000	OFFICE ASST DEPT EXP	2.18	5.08	200.00	194.92	2.54
100-00-51411-390-000	OFFICE ASST MISC EXP	0.00	0.00	0.00	0.00	0.00
100-00-51420-110-000	CLERK TREAS WAGES	6,514.12	32,570.60	78,951.14	46,380.54	41.25
100-00-51420-130-000	CLERK TREAS SOC SEC/MEDICARE	476.95	2,828.67	6,039.76	3,211.09	46.83
100-00-51420-131-000	CLERK TREAS WRS	469.02	2,783.02	5,684.48	2,901.46	48.96
100-00-51420-132-000	CLERK TREAS HEALTH INSURANCE	2,007.96	12,047.76	24,031.19	11,983.43	50.13
100-00-51420-133-000	CLERK TREAS LIFE INSURANCE	0.00	0.00	0.00	0.00	0.00
100-00-51420-380-000	CLERK TREAS DEPT EXPENSES	20.00	6,124.74	10,400.00	4,275.26	58.89
100-00-51420-390-000	CLERK TREAS MISC EXP	408.81	839.35	9,000.00	8,160.65	9.33
100-00-51421-110-000	DEPUTY CLERK TREAS WAGES	2,903.78	7,280.90	41,542.56	34,261.66	17.53
100-00-51421-130-000	DEP CLERK TR SOC SEC/MEDICARE	222.13	556.98	3,178.01	2,621.03	17.53
100-00-51421-131-000	DEPUTY CLERK TREAS WRS	209.07	524.22	2,991.06	2,466.84	17.53
100-00-51421-132-000	DEPUTY CLERK TREAS HEALTH	0.00	0.00	22,514.28	22,514.28	0.00
100-00-51421-133-000	DEPUTY CLERK TREAS LIFE INSUR	0.00	0.00	0.00	0.00	0.00
100-00-51421-390-000	DEPUTY CLERK TREAS MISC EXP	0.00	65.00	500.00	435.00	13.00
100-00-51440-110-000	ELECTIONS WAGES	0.00	4,155.50	13,000.00	8,844.50	31.97
100-00-51440-380-000	ELECTIONS DEPT EXPENSES	450.77	2,052.47	6,000.00	3,947.53	34.21
100-00-51510-211-000	AUDITOR AUDIT CONTRACT	6,982.50	16,800.00	18,000.00	1,200.00	93.33
100-00-51530-212-000	ASSMT OF PROP ASSESSOR CONTRAC	2,458.00	14,748.00	28,000.00	13,252.00	52.67
100-00-51530-380-000	BOARD OF REVIEW DEPT EXPENSES	0.00	45.00	350.00	305.00	12.86
100-00-51530-390-000	ASSMT OF PROP MISC EXP	0.00	0.00	100.00	100.00	0.00
100-00-51600-220-000	TOWN HALL UTILITIES	554.35	5,418.03	8,300.00	2,881.97	65.28
100-00-51600-221-000	TOWN HALL GRASS/SNOW	0.00	445.00	3,100.00	2,655.00	14.35
100-00-51600-223-000	TOWN HALL PHONE	105.73	522.50	8,000.00	7,477.50	6.53
100-00-51600-225-000	TOWN HALL JANITORIAL	575.63	3,641.10	6,700.00	3,058.90	54.34

Fund: 100 - GENERAL FUND

Account Number		2026 June	2026 Actual 06/30/2026	2026 Budget	Budget Status	% of Budget
100-00-53001-000-000	GENERAL ENGINEERING	97.50	97.50	25,000.00	24,902.50	0.39
100-00-53100-110-000	PUBLIC WORKS WAGES	7,012.50	35,062.50	84,991.58	49,929.08	41.25
100-00-53100-130-000	PUBLIC WORKS SOC SEC/MEDICARE	536.46	3,205.05	6,501.86	3,296.81	49.29
100-00-53100-131-000	PUBLIC WORKS WRS	504.90	3,016.50	6,119.39	3,102.89	49.29
100-00-53100-132-000	PUBLIC WORKS HEALTH INS	0.00	0.00	0.00	0.00	0.00
100-00-53100-133-000	PUBLIC WORKS LIFE INSURANCE	11.81	70.86	118.08	47.22	60.01
100-00-53100-380-000	PUBLIC WORKS DEPT EXPENSES	20.00	831.25	5,200.00	4,368.75	15.99
100-00-53101-000-000	GENERAL MAINT LOCAL RDS	2,012.38	6,633.34	120,000.00	113,366.66	5.53
100-00-53102-000-000	HWY & ST. CONST LOCAL RDS	805.00	9,004.00	160,000.00	150,996.00	5.63
100-00-53103-000-000	TRAFFIC CONTROL	0.00	0.00	16,500.00	16,500.00	0.00
100-00-53104-000-000	RD INSPECTOR HRLY WAGE	0.00	0.00	0.00	0.00	0.00
100-00-53104-130-000	RD INSPECTOR SOC SEC/MEDICARE	0.00	0.00	0.00	0.00	0.00
100-00-53104-390-000	RD INSPECTOR MISC	0.00	0.00	0.00	0.00	0.00
100-00-53105-000-000	DRAINAGE & CULVERTS	2,065.00	2,182.93	20,000.00	17,817.07	10.91
100-00-53106-000-000	SNOW REMOVAL EXPENSE	0.00	63,451.18	105,000.00	41,548.82	60.43
100-00-53107-000-000	SNOW REMOVAL PRIV ROADS	0.00	3,746.84	5,000.00	1,253.16	74.94
100-00-53420-000-000	STREET LIGHTING	814.94	4,084.94	9,300.00	5,215.06	43.92
100-00-53432-000-000	SIDEWALK MAINT	0.00	0.00	1,000.00	1,000.00	0.00
100-00-53440-450-000	STORM WATER PLANNING	1,000.00	1,195.00	4,000.00	2,805.00	29.88
100-00-53440-451-000	STORM WATER MANAGEMENT	4,511.70	8,511.58	35,000.00	26,488.42	24.32
100-00-53630-000-000	REFUSE & GARBAGE COLLECTION	43,766.42	182,682.54	416,444.00	233,761.46	43.87
100-00-53635-000-000	RECYCLING	20,122.62	95,561.35	219,866.40	124,305.05	43.46
100-00-53635-343-000	RECYCLING TOTES GARB/RECY	0.00	0.00	0.00	0.00	0.00
100-00-53640-000-000	WEED & NUISANCE CONTROL	0.00	0.00	100.00	100.00	0.00
PUBLIC WORKS		83,281.23	419,337.36	1,240,141.31	820,803.95	33.81
100-00-54100-000-000	PUBLIC HEALTH ANIMAL CONTRO	1,500.00	1,500.00	1,500.00	0.00	100.00
100-00-54110-000-000	DOG TAX FEES PAID TO COUNT	0.00	0.00	1,200.00	1,200.00	0.00
HEALTH AND HUMAN SERVICES		1,500.00	1,500.00	2,700.00	1,200.00	55.56
100-00-55200-110-000	PARKS WAGES	0.00	0.00	4,000.00	4,000.00	0.00
100-00-55200-130-000	PARKS SOC SEC/MEDICARE	0.00	0.00	306.00	306.00	0.00
100-00-55200-363-000	PARKS MAINTENANCE EXP	1,462.32	7,612.07	21,000.00	13,387.93	36.25
100-00-55200-390-000	PARKS MISC EXP	0.00	0.00	1,000.00	1,000.00	0.00
100-00-55201-820-000	PARKS IMPROVEMENTS	0.00	0.00	5,000.00	5,000.00	0.00
CULTURE, RECREATION AND EDU.		1,462.32	7,612.07	31,306.00	23,693.93	24.32
100-00-56200-110-000	ECONOMIC DEV COMMITTEE WAGES	0.00	0.00	0.00	0.00	0.00
100-00-56200-455-000	ECONOMIC DEV WC-IDB	0.00	0.00	8,000.00	8,000.00	0.00
100-00-56200-456-000	ECONOMIC DEV T.I.F.	0.00	0.00	10,000.00	10,000.00	0.00
100-00-56200-457-000	ECONOMIC DEV 21 SOUTH	0.00	0.00	10,000.00	10,000.00	0.00
100-00-56300-110-000	PLANNING COMMISSION WAGES	375.00	1,050.00	2,200.00	1,150.00	47.73
100-00-56300-390-000	PLANNING COMMISSION MISC EXP	0.00	18.00	200.00	182.00	9.00
100-00-56400-452-000	LAND USE/ZONING SURVEYING & FYG	498.25	1,779.95	8,000.00	6,220.05	22.25
100-00-56400-453-000	LAND USE/ZONING ENGINEERING	975.00	5,353.82	10,000.00	4,646.18	53.54
100-00-56400-454-000	LAND USE/ZONING STM WATER POND	3,540.00	35,918.73	50,000.00	14,081.27	71.84
CONSERVATION AND DEVELOPMENT		5,388.25	44,120.50	98,400.00	54,279.50	44.84
100-00-57100-000-000	LRP ENGINEERING & CONSTRUCT	50,636.72	104,639.62	100,000.00	-4,639.62	104.64
100-00-57101-000-000	LRP EST/ACQUIS/LEGAL	0.00	225.00	210,000.00	209,775.00	0.11

Fund: 100 - GENERAL FUND

Account Number		2026 June	2026 Actual 06/30/2026	2026 Budget	Budget Status	% of Budget
100-00-57102-000-000	LPR SOUTH LEG ROUNDABOUT	2,525.75	2,525.75	347,500.00	344,974.25	0.73
100-00-57103-000-000	PUBLIC WORKS VEHICLE	0.00	0.00	0.00	0.00	0.00
100-00-57104-000-000	TH BOILER REPLACEMENT	0.00	0.00	0.00	0.00	0.00
100-00-57120-342-000	SERVER REPLACEMENT	9,695.00	9,695.00	10,000.00	305.00	96.95
100-00-57140-000-000	MUNICIPAL COMPLEX ENG/CONST	0.00	0.00	200,000.00	200,000.00	0.00
100-00-57141-000-000	MUNICIPAL COMP EST/AQUIS/LEGAL	0.00	0.00	100,000.00	100,000.00	0.00
100-00-57200-000-000	RESERVE FOR TOWN REVALUATION	0.00	0.00	10,000.00	10,000.00	0.00
100-00-57220-000-000	RESERVE FOR FIRE EQUIPMENT	0.00	0.00	0.00	0.00	0.00
100-00-57300-000-000	JONES POND	0.00	0.00	0.00	0.00	0.00
100-00-57301-000-000	BELLHAVEN LANE POND	0.00	0.00	0.00	0.00	0.00
100-00-57302-000-000	LEONARD POINT DETENTION POND	179.38	21,616.53	1,157,000.00	1,135,383.47	1.87
100-00-57400-000-000	FIRE EQUIPMENT	0.00	214,326.20	764,000.00	549,673.80	28.05
100-00-57500-000-000	JONES PARK	0.00	0.00	110,000.00	110,000.00	0.00
CAPITAL OUTLAY		63,036.85	353,028.10	3,008,500.00	2,655,471.90	11.73
100-00-58100-610-000	GO REFUNDING BOND PRINCIPAL	0.00	335,000.00	335,000.00	0.00	100.00
100-00-58200-620-000	OMRO ROAD INTEREST	0.00	47,393.30	120,590.00	73,196.70	39.30
100-00-58201-620-000	STORM SEWER INTEREST	0.00	16,651.70	0.00	-16,651.70	0.00
DEBT SERVICE		0.00	399,045.00	455,590.00	56,545.00	87.59
100-00-59200-000-000	TRANSFER TO OTHER FUNDS	0.00	0.00	0.00	0.00	0.00
OTHER FINANCING USES		0.00	0.00	0.00	0.00	0.00
Total Expenses		224,994.82	1,780,400.75	6,143,369.62	4,362,968.87	28.98
Net Totals		-113,523.54	-1,263,253.43	0.00	1,263,253.43	



AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors

From: Maggie Mahoney, Administrator

Date: July 15, 2026

RE: Winnebago County Town/County Zoning Code Chapter 23 Text Amendment and Data Center Moratorium

SUMMARY: The town received the attached notice of public hearing from the county on July 14 following the county planning and zoning committee meeting on July 13.

There are no proposals or applications for a data center in the town or county at this time.

A public hearing will be held by the county on July 28, 2026 at 6:30pm—see the attached notice packet for more information, including the proposed amendments and moratorium.

The date of the deliberative meeting for the July 28 public hearing will be August 6, 2026 at 4:00pm.

RECOMMENDED ACTION: Staff recommend approval of the proposed text amendments and moratorium as presented. Should the board agree the following motion may be made:

“Motion to approve the Winnebago County Town/Zoning Code Chapter 23 text amendments as presented and impose a 12 month moratorium on the receipt, processing, and approval of new data center zoning applications.”

ATTACHMENTS:

1. Public Hearing Notice

Winnebago County Planning and Zoning Department

NOTICE OF PUBLIC HEARING PLANNING AND ZONING COMMITTEE July 28, 2026

TO WHOM IT MAY CONCERN:

The applicant(s) listed below has requested a Text Amendment which is regulated by the Town/County Zoning Code, Chapter 23. You are receiving this notification because this application or petition for action: 1. affects area in the immediate vicinity of property which you own; 2. requires your agency to be notified; 3. requires your Town to be notified; or 4. requires you, as the applicant, to be notified.

The Winnebago County Planning and Zoning Committee will be holding a public hearing on July 28, 2026 at 6:30 PM at the JP Coughlin Center, Room A & B, 625 E County Y, Oshkosh, WI.

All interested persons wishing to be heard at the public hearing may appear in person or via Microsoft Teams using the information below. A direct link to the Microsoft Teams Meeting is available on the Winnebago County Meetings and Agenda calendar on the above indicated date.

Microsoft Teams Meeting Information Link: <https://winnebagoowi.portal.civicclerk.com/>
Select the Agenda PDF on the meeting date and Click "Join Meeting Now"

For further detailed information concerning this notice, contact the Town Clerk or the Winnebago County Zoning office, where the application is available for viewing.

INFORMATION ON TEXT AMENDMENT REQUEST

Application No.: 26-TA-003

Applicant: WINNEBAGO COUNTY PLANNING AND ZONING DEPARTMENT

Agent: CARY ROWE, ZONING ADMINISTRATOR

Location of Premises: N/A

Tax Parcel No.: N/A

Explanation: Create and add Section 23.8-53 to Chapter 23, Winnebago County Town County Zoning Codes of the Winnebago County General Code;
To amend Chapter 23.3-2 to establish a data center definition; and
To impose a 12-month Moratorium on the receipt, processing, and approval of new Data Center Zoning Applications.

Definitions/Sections to be added to Chapter 23:

23.8-53 Moratorium.

(1) For the purposes of this 23.8-53, "data center" is defined as a facility of at least 10,000 square feet of floor space built to support high-volume data management, processing, networking, storage, and transmission of digital information and applications. It includes hosting digital data, cloud computing services, artificial intelligence operations, telecommunications infrastructure, or similar technology functions including but not limited to associated support facilities.

(2) Pursuant to Wis. Stats. § 59.69(4), Winnebago County enacts the following moratorium: Notwithstanding any other provision in Chapter 23, there shall be a moratorium on the receipt, processing, and approval of new data center development applications. The purpose of this moratorium is to allow Winnebago County time to evaluate potential health, safety, and environmental impacts, and develop recommendations regarding infrastructure requirements, operational standards, and future regulations. The moratorium shall be in effect for a period of twelve (12) months from the date of publication or until it is rescinded, whichever is earlier. The moratorium enacted herein is not intended to be, and does not constitute, a "development moratorium" as that term is defined in Wis. Stats. § 7966.1002(1)(b).

15.06A Data Center - A facility of at least 10,000 square feet of floor space built to support high-volume data management, processing, networking, storage, and transmission of digital information and applications. It includes hosting digital data, cloud computing services, artificial intelligence operations, telecommunications infrastructure, or similar technology functions including but not limited to associated support facilities. It is not similar to any other land use listed in Exhibit 8-1.

1
2
3 **ORDINANCE: Amend Chapter 23 of the Winnebago County General Code to Impose a 12-**
4 **month Moratorium on the Receipt, Processing, and Approval of New Data Center Zoning**
5 **Applications and Establish Data Center Definition.**
6

7 **TO THE WINNEBAGO COUNTY BOARD OF SUPERVISORS:**
8

9 **WHEREAS**, pursuant to Wis. Stats. § 59.69(4), Winnebago County possesses authority to exercise
10 powers necessary for the health, safety, and welfare of its residents; and
11

12 **WHEREAS**, Wis. Stats. § 59.69 authorizes counties to adopt and amend zoning regulations governing
13 the use of land and structures within their jurisdiction in order to promote public health, safety, prosperity,
14 aesthetics, and the general welfare and to encourage the most appropriate use of land throughout the
15 county; and
16

17 **WHEREAS**, Wis. Stats. § 59.69(4) authorizes counties to enact temporary moratoria for a limited period
18 of time in order to address the issue giving rise to the need for the moratorium; and
19

20 **WHEREAS**, Winnebago County recognizes that large-scale data centers represent a rapidly emerging
21 category of development associated with cloud computing, artificial intelligence, digital storage,
22 telecommunications infrastructure, and related technologies; and
23

24 **WHEREAS**, modern data center developments may require significant electrical infrastructure, backup
25 generation systems, telecommunications facilities, transportation improvements, land area, emergency
26 response planning, and water resources depending upon facility design and operational requirements;
27 and
28

29 **WHEREAS**, Winnebago County's zoning ordinances do not currently contain regulations specifically
30 addressing the siting, development, operation, expansion, infrastructure impacts, environmental
31 considerations, or compatibility standards associated with large-scale data center development; and
32

33 **WHEREAS**, there are some Towns subject to the zoning jurisdiction of Winnebago County pursuant to
34 Winnebago County General Code Chapter 23; and
35

36 **WHEREAS**, the Winnebago County Board of Supervisors finds that additional study is necessary to
37 evaluate the potential impacts of data center development on land use patterns, agricultural preservation,
38 utility infrastructure, transportation systems, environmental resources, emergency services, economic
39 development objectives, and neighboring property owners; and
40

41 **WHEREAS**, the Winnebago County Board of Supervisors further finds that acceptance of applications for
42 large-scale data center development prior to completion of such study could impair Winnebago County's
43 ability to establish a comprehensive and predictable regulatory framework governing future proposals;
44 and
45

46 **WHEREAS**, local governments throughout Wisconsin have recently considered or adopted temporary
47 data center moratoria or development pauses to provide time for research, public engagement, and
48 ordinance development, including Dane County, Manitowoc County, and the City of Madison; and
49

50 **WHEREAS**, the Winnebago County Board of Supervisors finds that a temporary pause on the
51 acceptance and processing of new data center development applications will provide the opportunity
52 necessary to conduct research, engage stakeholders, evaluate infrastructure impacts, and develop
53 recommendations regarding future zoning and land use regulations; and
54

55 **WHEREAS**, the Winnebago County Board of Supervisors further finds that such action is intended to
56 preserve the County's planning authority while standards are developed; it is not intended to permanently
57 prohibit data center development within Winnebago County; and

58
59 **WHEREAS**, establishing a definition for data centers will eliminate ambiguity.
60

61 **NOW, THEREFORE, THE WINNEBAGO COUNTY BOARD OF SUPERVISORS DOES ORDAIN** that
62 Winnebago County General Code Chapter 23, Article 8, Division 3, covering "Allowable Land Uses", is
63 amended to add the following subdivision:
64

65 **23.8-53 Moratorium.**

66 (1) For the purposes of this 23.8-53, "data center" is defined as a facility of at least 10,000 square feet
67 of floor space built to support high-volume data management, processing, networking, storage, and
68 transmission of digital information and applications. It includes hosting digital data, cloud computing
69 services, artificial intelligence operations, telecommunications infrastructure, or similar technology
70 functions including but not limited to associated support facilities.

71 (2) Pursuant to Wis. Stats. § 59.69(4), Winnebago County enacts the following moratorium:
72 Notwithstanding any other provision in Chapter 23, there shall be a moratorium on the receipt,
73 processing, and approval of new data center development applications. The purpose of this moratorium
74 is to allow Winnebago County time to evaluate potential health, safety, and environmental impacts, and
75 develop recommendations regarding infrastructure requirements, operational standards, and future
76 regulations. The moratorium shall be in effect for a period of twelve (12) months from the date of
77 publication or until it is rescinded, whichever is earlier. The moratorium enacted herein is not intended to
78 be, and does not constitute, a "development moratorium" as that term is defined in Wis. Stats. §
79 66.1002(1)(b).
80

81 **BE IT FURTHER ORDAINED** that the Winnebago County General Code Chapter 23, Article 3, Division 2
82 "Land Use Definitions" is amended to add the following:
83

84 15.06A **Data Center** A facility of at least 10,000 square feet of floor space built to support high-volume
85 data management, processing, networking, storage, and transmission of digital information and
86 applications. It includes hosting digital data, cloud computing services, artificial intelligence operations,
87 telecommunications infrastructure, or similar technology functions including but not limited to associated
88 support facilities. It is not similar to any other land use listed in Exhibit 8-1.
89

90 **BE IT FURTHER ORDAINED** that this Ordinance shall not apply to:

- 91 i. Existing lawfully established data center facilities;
92 ii. Routine maintenance, repair, replacement, or upgrades to existing facilities;
93 iii. Projects that have received all necessary County approvals prior to the effective date of this
94 Ordinance;
95 iv. Telecommunications facilities otherwise regulated under state or federal law.
96

97 **BE IT FURTHER ORDAINED** that during the moratorium period, County staff shall:

- 98 a. Review existing County ordinances and comprehensive planning documents;
99 b. Evaluate potential impacts of large-scale data center development on utility infrastructure,
100 transportation systems, emergency services, land use patterns, agricultural resources, environmental
101 resources, and neighboring property owners;
102 c. Consult with municipalities, utilities, regional planning organizations, economic development entities,
103 industry representatives, property owners, and members of the public;
104 d. Develop recommendations regarding definitions, zoning classifications, siting criteria, performance
105 standards, buffering requirements, infrastructure requirements, environmental protections, and
106 operational standards applicable to future data center development; and
107 e. Prepare a report and recommended ordinance amendments for consideration by the Planning and
108 Zoning Committee and County Board.
109

110 **BE IT FURTHER ORDAINED** that the Winnebago County Board of Supervisors declares that the
111 purpose of this temporary moratorium is to facilitate informed planning and development of land use
112 regulations and that nothing contained herein shall be interpreted as a determination that data center
113 development is either appropriate or inappropriate within Winnebago County.
114

115 **BE IT FURTHER ORDAINED** that this ordinance shall be effective for a period of twelve (12) months

116 upon adoption and the date of publication or until it is rescinded, whichever is earlier.
117

Respectfully submitted by:
PLANNING AND ZONING COMMITTEE
Committee Vote: 5-0

118

Fiscal Note:

Vote Required for Passage: **MAJORITY OF MEMBERS PRESENT**

119

120

121 Approved by the Winnebago County Executive on _____.

122

123

124 _____
Gordon Hintz

125 Winnebago County Executive

126



AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors

From: Maggie Mahoney, Administrator
Katherine Reinbold, Clerk-Treasurer

Date: July 15, 2026

RE: Town Board Supervisor Vacancy

SUMMARY: Supervisor Mike Brooks has resigned from the town board.

Per Wis Stats. 17.25 (attached):

- An individual will be appointed to fulfill this term, through April 2027.
- The remaining supervisors and clerk are the voters for this appointee.
- The voters (remaining supervisors and clerk) will determine the process to fill the vacancy.

The Board and Clerk will discuss and decide on this process.

RECOMMENDED ACTION: NA

ATTACHMENTS:

1. Wis Stats. 17.25 Vacancies in town offices; how filled

17.245 RESIGNATIONS, VACANCIES, REMOVALS

Updated 23-24 Wis. Stats. 10

or town enacts an ordinance or bylaw creating a municipal court under s. 755.01 before the December 1 preceding the spring election the office of municipal judge for that court shall be considered vacant and a temporary appointment may be made by the city, village or town governing body pending the election of the initial elected occupant of the office.

History: 1977 c. 256, 447; 1993 a. 10; 1995 a. 16 s. 2.

17.25 Vacancies in town offices; how filled. Vacancies in town offices shall be filled as follows:

(1) (a) 1. In the town board, by the remaining supervisors and the town clerk, except when a special election is authorized under subd. 2. and par. (d) or as provided in s. 9.10, and except when the vacancy is caused by removal by the circuit judge as provided by law, which latter vacancy shall be filled by appointment by that judge.

2. a. If there are 2 vacancies in the town board, the remaining supervisors, the town clerk, and the town treasurer shall appoint an individual to fill one vacancy and the remaining supervisors, including the appointee, and the town clerk shall appoint an individual to fill the other vacancy.

b. If the number of vacancies on the town board are such that there are not at least 3 individuals, including any remaining supervisors, the town clerk, and the town treasurer, available to make appointments, the town clerk, or the county clerk if the town clerk position is vacant, shall call a special town meeting of the electors to vote to fill the number of vacancies necessary in order to follow the procedure for appointment under subd. 2. a. Notice of the meeting shall be given as provided under s. 60.12 (3).

(b) Vacancies in other elective town offices shall be filled by appointment by the town board, except as provided in ss. 8.50 (4) (fm) and 9.10, and except for vacancies caused by removal by the judge of the circuit court which latter vacancy shall be filled by that judge.

(c) Persons appointed under this subsection to fill vacancies shall hold office for the residue of the unexpired term or, if a special election is ordered to fill a vacancy, until the successor is elected and qualified.

(d) Any town board having more than 3 members may, if a vacancy in the office of supervisor occurs before June 1 in the year preceding expiration of the term of office, order a special election to fill the vacancy. If the town board orders a special election during the period beginning on June 1 and ending on November 30 of any year, the special election shall be held concurrently with the succeeding spring election. If the town board orders a special election during the period beginning on December 1 and ending on May 31 of the succeeding year, the special election shall be held on the Tuesday after the first Monday in November following the date of the order. A person so elected shall serve for the residue of the unexpired term.

(2) In appointive offices, by appointment for the residue of the unexpired term by the appointing power and in the manner prescribed by law for making regular full term appointments thereto, except vacancies caused by removals by the judge of the circuit court which shall be filled for the residue of the unexpired term by the said judge.

History: 1977 c. 305, 403, 447; 1985 a. 304; 2005 a. 248; 2019 a. 140.

This section requires that the town clerk participate in the process of filling vacancies in town offices and does not authorize the exclusion of the town clerk from the nomination part of the process. State ex rel. Bingen v. Bzdusek, 2002 WI App 210, 257 Wis. 2d 193, 650 N.W.2d 894, 01-3015.

17.26 Vacancies in school boards; how filled. (1g) Except as provided in s. 9.10, vacancies in a school board shall be filled as follows:

(a) Except as provided in sub. (1m), in a common, union high,

or unified school district, by appointment by the remaining members. An appointee under this paragraph or sub. (1m) shall hold office until a successor is elected and takes office under s. 120.06 (4) or 120.42 (2). When a vacancy occurs in the office of a board member who is in the last year of his or her term, or when a vacancy occurs after the spring election but on or before the last Tuesday in November in the office of a board member who is not in the last year of his or her term, the successor shall be elected at the next spring election. When a vacancy occurs after the last Tuesday in November and on or before the date of the next spring election in the office of a board member who is not in the last year of his or her term, the successor shall be elected at the 2nd following spring election.

(b) In a 1st class city school district, by special election as provided under s. 119.08 (4).

(c) In boards where the first annual meeting of the district has failed to elect school board members, by appointment by the state superintendent of public instruction.

(1m) If the remaining members of a school board do not appoint an individual to fill a vacancy under sub. (1g) (a) within 60 days of the date on which the vacancy first exists, the remaining members of the school board may fill the vacancy in accordance with the school board's policy under s. 120.12 (28).

(3) Any person selected under sub. (1g) (a) or (1m), upon being notified of his or her selection, shall be deemed to have accepted the selection unless within 5 days after notification he or she files with the clerk or director a written refusal to serve.

History: 1973 c. 144; 1975 c. 138 s. 37; 1975 c. 200; 1977 c. 384, 403, 427, 445; 1979 c. 32; 1979 c. 260 ss. 82, 93m; 1979 c. 301; 1981 c. 287, 340; 1985 a. 225; 1995 a. 16 s. 2; 1995 a. 27 s. 9145 (1); 1997 a. 27; 2015 a. 63.

17.27 Vacancies in other offices; how filled. (1) JOINT COUNTY INSTITUTIONS. Vacancies in the office of any member of the governing body of a joint county hospital or sanatorium or other joint county institution, or in the office of any other officer of a joint county institution, shall be filled by appointment by the appointing power and in the manner prescribed by law for making regular full term appointments thereto. A vacancy in the office of any such officer appointed by the county board, occurring while the board is not in session, shall be filled by appointment by the chairperson of the county board; the person appointed holds office until a successor is appointed for the residue of the unexpired term by the county board at its first regular meeting held next after the vacancy occurs and the successor qualifies.

(1m) METROPOLITAN SEWERAGE COMMISSION. Vacancies in the office of any directly elected member of a metropolitan sewerage commission under s. 200.09 (11) (am) shall be filled by temporary appointment of the governor until a successor is elected and qualified. A successor shall be elected in the manner prescribed for filling vacancies in elective city offices under s. 17.23 (1) (am).

(1n) DANE COUNTY LAKES AND WATERSHED COMMISSION. If a vacancy occurs in the office of any appointed commissioner of the Dane County lakes and watershed commission, the county executive of Dane County shall appoint a member who meets the applicable requirements under s. 33.44 (1) (c) to (g).

(3) TECHNICAL COLLEGE DISTRICT BOARD. Vacancies in the membership of any technical college district board shall be filled in the manner prescribed in ss. 38.08 (2) and 38.10.

(3m) LONG-TERM CARE DISTRICT BOARD. If a vacancy occurs in the position of any appointed member of a long-term care district board, the appointing authority shall appoint to serve for the residue of the unexpired term a person who meets the applicable requirements under s. 46.2895 (3) (b).

(4) ANY OTHER VACANCY. In case of a vacancy in any office



AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors

From: Katherine Reinbold, Clerk/Treasurer

Date: July 15, 2026

RE: Temporary Alcohol License

SUMMARY:

The Spring Brook Pit Stoppers Inc club has applied to obtain a temporary class “B” beer license. They are the sponsoring organization for the Town of Algoma Fire Department Car Show and Picnic on August 15, 2026. The license will be for the one-day event at the Town of Algoma Fire Department.

RECOMMENDED ACTION:

Should the Board agree, the following motion may be made:

“Motion to approve temporary class “B” beer license for Spring Brook Pit Stoppers Inc.”

ATTACHMENTS: Map of event lay out.



Oakwood C
Barricade

Cars



Complete Yard Maintenance

DC Dynamics
Auto Repair



Tent

Beer

Algoma P

Cars

Barricade

Cars



Omro Rd

Lie St





AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors

From: Maggie Mahoney, Administrator
Katherine Reinbold, Clerk-Treasurer

Date: July 15, 2026

RE: Town of Algoma Employee Handbook Revision

SUMMARY: The town employee handbook was issued in 2016 and needs review and revisions. Staff have spent the past year reviewing the handbook and are presenting a draft to the board for discussion and consideration.

Staff will discuss the following attachments:

1. List of proposed changes by section. *This is an overall guide for the layout of the sections, tracks the old and new sections and has comments and explanations to draw attention to specific and more substantive changes.*
2. Revised Handbook draft, dated 7/15/26
3. Current Handbook, dated 2/1/2016

In general, the following changes were made:

- Staff positions have been updated to reflect current titles.
- Text and spacing have been removed to be more concise. Those changes do not affect policy intent unless otherwise noted.
- Note there are some section numbers skipped/nonconsecutive but that is the correct numbering in the 2016 handbook (i.e. 604 and 606 are missing). All sections from the 2016 handbook are listed and accounted for.

Staff will discuss the proposed changes and is looking for guidance from the board on a few specific proposed changes with budget and benefit implications:

Proposed Section #:

4.01 Employment Categories

4.03 Hours of Work

4.07 Compensatory Time

4.08 Holiday Compensatory Time

5.12 Paid Holidays

5.13 Vacation

Staff is seeking approval with discussed changes and/or concurrence with the proposed handbook policies contingent on legal review. If changes from the draft are identified, they should be included in the motion.

Considering the pending legal review to be done, the effective date of the revised handbook is 10/1/2026.

RECOMMENDED ACTION: Staff recommend approval of the employee handbook presented contingent on legal review. Should the Town Board agree the following motion may be made:

“Motion to approve the Town of Algoma Employee Handbook as presented contingent on legal review.”

ATTACHMENTS:

1. List of proposed changes by section
2. Revised Handbook draft, dated 7/15/26
3. Current Handbook, dated 2/1/2016

Proposed Section #	Proposed Section Title	Current Section #	Current Section Title	Comments/explanation of changes if applicable
Ch 1	Introduction			
1.01	Mission Statement			Brief mission statement was added
1.02	Overview	101	Nature of Employment	
1.03	Revisions and Approval Process	101	Nature of Employment	
Ch 2	Employment Practices			
2.01	Equal Employment Opportunity	103	Equal Employment Opportunity	
		107	Immigration Law Compliance	
2.02	Access to Personnel Files	202	Access to Personnel Files	
2.03	Personnel Data Changes	204	Personnel Data Changes	
2.04	Employment Applications	208	Employment Applications	
2.05	Background Checks	203	Background Checks	
2.06	Nepotism, Employment of Relatives, and Personal Relationships	105	Personal Relationships in the Workplace	
2.07	Emergency Closing and Shutdowns	503	Emergency Closing and Shutdowns	
Ch 3	Employee Conduct and Work Rules			
3.01	Personal Appearance	705	Personal Appearance	Removed language regarding tattoos and piercings, less specific gives more discretion to supervisor
3.02	Employee Conduct	701	Employee Conduct and Work Rules	
3.03	Anti-Harrassment	703	Sexual and Other Unlawful Harassment	
3.04	Conflict of Interest	108	Conflicts of Interest	
		110	Outside Employment	
3.04	Attendance and Punctuality	308	Time Off to Vote	The town does not offer special Voting/Election Day leave. Employees should follow normal process to request time off if necessary.
		704	Attendance and Punctuality	
3.05	Personal Property in the Workplace	707	Personal Property in the Workplace	
3.06	Use of Town Equipment	504	Phones & Electronic Devices	
		509	Use of Vehicles & Equipment	Significantly expanded vehicle use language and standards; includes specific insurance requirements and compliance standards, including pre-employment driving standards
		516	Computer, Internet and Email Usage	
		706	Return of Property	
3.07	Business Travel Expenses	512	Business Travel Expenses	Added definitions and procedural detail to this section
3.08	Social Media	517	Social Networking Websites and Online Communications	
3.09	Drug/Alcohol/Tobacco Free Workplace	505	Smoking & Tobacco Products	

Proposed Section #	Proposed Section Title	Current Section #	Current Section Title	Comments/explanation of changes if applicable
		702	Drug and Alcohol Free Workplace	
3.10	Solicitation	712	Solicitation	
3.11	Political Activity			New section
3.12	Safety	501	Safety	
3.13	Lactation Breaks			New section
3.14	Confidentiality and Non-Disclosure	112	Confidentiality and Non-Disclosure	
3.15	Chain of Command	719	Employee Concerns	
3.16	Disciplinary Actions	716	Progressive Discipline	
		713	Recycling	Deleted, recycling was suggested not required; the town fulfills this commitment through operations
Ch 4	Conditions of Employment			
4.01	Employment Categories	201	Employment Categories	Change FT determination from 36 to 34 hours to align with operations.
4.02	Introductory Period	205	Introductory Period	
4.03	Hours of Work	502	Work Schedules	Reduce 60 minute lunch to 30 minute lunch
4.04	Timekeeping	401	Timekeeping	
4.05	Paydays	403	Paydays	
		409	Administrative Pay Corrections	
		410	Deductions From Pay	
4.06	Overtime	508	Overtime	Noted 1.5 times rate, added option to earn comp time instead
4.07	Compensatory Time			New
4.08	Holiday Compensatory Time			New
4.09	Working Beyond Scheduled Hours			New language to clarify for employees
4.10	Working from Home	520	Working from Home	
4.11	Performance Evaluation	209	Performance Evaluation	Updated timing of annual evaluations to mid-year versus end of calendar year for budgeting
Ch 5	Employee Benefits			
5.01	Introduction	301	Employee Benefits	
5.02	Insurance Eligibility			New
5.03	Health Insurance			New
5.04	Dental Insurance			New
5.05	Life Insurance			New
5.06	Voluntary Benefits			New
5.07	Employee Assistance Program			New
5.08	Worker's Compensation			New
5.09	Disability Accommodation			New

Proposed Section #	Proposed Section Title	Current Section #	Current Section Title	Comments/explanation of changes if applicable
5.10	Family and Medical Leave Act (FMLA)			New
5.11	Wisconsin Retirement System (WRS)			New
5.12	Paid Holidays	305	Holidays	Removes Good Friday, adds MLK & Juneteenth, increases half day to a full day on Dec 31
5.13	Vacation	315	Vacation	Adjusted accruals to round & divisible by 12 numbers--accrues faster at 12 more hours each year instead of 8 hours; maximum increases from 160 at 12 years of service to 168 at 10 years of service. Removes 1 week annual carryover limit and proposes accrual maximum of 200 hours
5.14	Sick Leave	316	Sick Leave	increased from 10 to 12 days per year (one per month)
5.15	Bereavement Leave	309	Bereavement Leave	
5.16	Personal Leave	603	Personal Leave	
5.17	Jury Duty	311	Jury Duty	
		312	Witness Duty	Deleted as it was not a leave, it was an explanation that witness duties for the town are covered as work time and other witness time can be covered by vacation leave.
5.18	Military Leave	605	Military Leave	
		607	Pregnancy-Related Conditions	Deleted this section, is covered by other leave
Ch 6	Separation from Employment	717	Employment Resignation & Termination	Clarifies restrictions on use of leave upon resignation

TOWN OF
ALGOMA
WINNEBAGO CO.



EMPLOYEE HANDBOOK

OUR TEAM. OUR TOWN. **OUR FUTURE.**



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Oshkosh, WI 54904



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CHAPTER 1 - INTRODUCTION

1.01 Mission Statement

The mission of the employee of the Town of Algoma is to maintain and enhance the quality of life of our community through quality municipal services.

1.02 Overview

This Employee Handbook hereinafter referred to as “Handbook”, sets forth employment policy, guidelines, rules of conduct and guidance regarding general expectations of professional behavior and conduct which employees are expected to follow. This Handbook informs employees about what the employer may generally expect from the employees so as to guide employees in their professional duties and in fulfilling their responsibilities in serving the Town and its residents. This Handbook does not cover every conceivable employment situation, and the Town may and will make employment-related decisions on a case-by-case basis based on the specific facts of the particular situation. None of the statements or policies outlined in the Handbook are meant to create any contract of employment, nor do they imply that the employer is guaranteeing employment for any person or changing the at-will employment relationship in any manner. This Handbook is not, nor is it intended to be construed as, an employment contract or to guarantee any rights or benefits to employees. This Handbook applies to all Town of Algoma employees. Employees of the Fire Department are also subject to the policies set by the Fire Department.

Final interpretation and implementation of any of the policies or rules in the Handbook are vested solely with the Town. The Town’s policies and the provisions of this Handbook are subject to change at any time by the Town and will be reviewed and revised periodically.

1.03 Revisions and Approval Process

As the needs of the Town and its employees change, and as federal, state, or local laws are updated, the Town may find it necessary to review and revise this Employee Handbook and the policies that guide employee relations. Because Town operations involve diverse and specialized activities, the policies contained in this handbook are not intended to represent a complete collection of all Town policies.

To ensure that revisions and modifications are handled effectively, the Town Board retains the authority to implement changes to the Employee Handbook and Town policies as needed. When appropriate, the Board may seek input from staff, or other individuals directly impacted by proposed changes. Any modifications determined to be in the best interest of the Town, including those required to meet administrative or legal mandates, may be enacted by the Town Board.

CHAPTER 2 – EMPLOYMENT PRACTICES

2.01 Equal Employment Opportunity

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Town of Algoma will be based on merit, qualifications, and abilities. Town of Algoma does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, pregnancy, citizenship, national origin, age, disability, military service, veteran status, genetic information, union membership, creed, ancestry, marital status, sexual orientation, or any other characteristic protected by law.

Town of Algoma will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship.

This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training. Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of the Administrator. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

2.02 Access to Personnel Files

The town maintains a personnel file on each employee. The file includes employment records such as resume, performance evaluation, and salary information.

Personnel files are the property of the town and access to the information therein is restricted. Town personnel with a legitimate reason to view and access this information as part of fulfilling their duties are allowed to do so.

Employees may review their own personnel files within 7 business days of the town's receipt of a written request. The files may be reviewed in the town's offices and in the presence of an individual appointed by the town to maintain the files. Employees that wish to review their own file should contact the Clerk.

2.03 Personnel Data Changes

It is the responsibility of each employee to promptly notify the town of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, and other such status reports should be accurate and current at all times. If any personnel data has changed notify the Clerk.

2.04 Employment Applications

Town of Algoma relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in Town of Algoma's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

2.05 Background Checks

To ensure that individuals that work for the town are well qualified and have a strong potential to be productive and successful, the town may conduct background and reference checks in connection with the application and hiring process.

The types of checks conducted may include criminal history, credit history, degree confirmation, and employment references. The information obtained via such inquiries will be considered in light of the needs and concerns underlying the check and may take into account such things as client directives or restrictions, the recency of the conviction, and the relevance of the information to the work to be performed.

The town retains the sole discretion to determine what impact the acquired information may have on the applicant or employee in question and decisions are made on an individual basis.

2.06 Nepotism, Employment of Relatives, and Personal Relationships

The Town of Algoma wants to ensure that its personnel practices, including employee hiring, promotion and transfer maintain an equitable working environment and do not create the potential for conflict of interest or favoritism. Close relatives, partners, those in a dating relationship or members of the same household are not permitted to be in positions that have a direct or indirect reporting responsibility to each other. Close relatives are defined as spouse, domestic partner, parents (in-laws), grandparents, children (in-laws), uncle, aunt, nephew, niece, siblings (in-law), step relatives, cousins, and relatives of a domestic partner. Direct reporting responsibility includes when a close relative is the employee's immediate supervisor. Indirect reporting responsibility is when a close relative (1) supervises the immediate supervisor of a close relative and has the ability to influence the decisions of the immediate supervisor, or (2) serves as the ultimate supervisor in the chain of command and is responsible for auditing, controlling or reviewing the work of the employees in the chain of command who supervise a close relative.

If employees begin a dating relationship or become relatives, partners, or members of the same household and if one party is in a supervisory position over the other, both employees are required to inform their management chain of the relationship. Management will

determine the best method to resolve the potential conflict.

Management personnel are prohibited from having romantic or sexual relationships with subordinate employees in their supervisory chain. See Section 3.15 Chain of Command for instructions to report.

The Town reserves the right to take appropriate action to maintain fairness in its personnel policies and practices when there is the potential for a conflict of interest because of the relationship between employees. Nothing in this policy shall be construed as discouraging the appointment of relatives for positions not designated by this policy as being in conflict. Except as restricted by this policy, each recommendation for appointment shall be based upon the best qualified applicant for the position to be filled. Nothing in this policy shall be construed to limit the opportunity for promotion of any person employed by the Town.

2.07 Emergency Closings & Shutdowns

It may be necessary for the town to close for emergencies, extreme weather, or economic reasons. The decision to close an office or facility for economic reasons will be made in advance and communicated to employees. The decision to close due to inclement weather may be made during the course normal operating hours or may be made before the start of the day. For foreseeable closings, the town will communicate the closing in advance.

Unless an emergency closing or shutdown is announced, all employees are expected to report to work in a timely manner and in accordance with Attendance and Punctuality policies.

In the event of inclement weather, employees should use their discretion in deciding whether they can commute safely to work. Regionally, conditions can vary widely, with some localities experiencing much more weather-related disruption than others. Severe weather may result in some business or school closures even as the town facilities remain open for regular business.

Employees who are not able to work remotely during inclement weather, or who anticipate being late to work due to inclement weather and resulting road conditions, are required to follow the notification procedures established by their department.

When the decision to close is made prior to the start of the workday, including for inclement weather or shut-downs, employees will typically be paid for the day.

If weather conditions prevent an employee from working as scheduled when the business remains open, vacation leave or leave without pay may be used.

CHAPTER 3 – EMPLOYEE CONDUCT AND WORK RULES

3.01 Personal Appearance

Employees contribute to the culture and reputation of the town in the way they present themselves. A professional appearance consistent with employee's job responsibilities is essential to a favorable impression with residents, customers, and elected officials. Good grooming and appropriate dress reflect employee pride and inspire confidence on the part of such persons. The clothing employees wear on the job must be appropriate to the nature of the work they perform. Protective clothing or uniforms may be required for some employees. Other employees, frequently those who normally work in an office setting, wear appropriate business casual clothing to work.

Managers may exercise discretion to determine appropriateness in appearance. Employees who do not meet a professional standard may be sent home to change and non-exempt employees will not be paid for that time off. Management may make exceptions for special occasions. If an employee is unsure of what is appropriate should check with their supervisor.

Casual attire will be permitted for Town Hall staff except when an employee's schedule includes activities that require traditional business attire or casual business attire. Professional appearance is still required. On Fridays and special days employees may wear sweatshirts, hooded sweatshirts, and team logo T-shirts. Even though considered casual, these clothing items should still portray a well-groomed and business-like appearance. All attire should be neat and clean and should fit properly (not overly tight or baggy). Clothing designed to advertise a specific product (other than town apparel) is not acceptable. This provision does not prohibit employees from wearing appropriate clothing that bears a small logo of the brand of clothing.

The town recognizes the importance of individually held religious beliefs to persons within its workforce. The town will reasonably accommodate a staff member's religious beliefs in terms of workplace attire unless the accommodation creates an undue hardship or safety issue. Those requesting workplace attire accommodation based on religious beliefs should be consult with their supervisor.

3.02 Employee Conduct

The town expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization. The town follows Wisconsin State law, particularly Wis Stats §946.10 - 946.18, prohibiting bribery and misconduct in public office. While it is not possible to list all the forms of behavior that are considered unacceptable in the workplace, the following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property

- Unethical, immoral, or criminal conduct in or outside of the workplace
- Dishonesty or misrepresentation including, but not limited to, falsification of timekeeping records, misrepresentation on employment applications, or dishonesty in an investigation
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating tools and equipment
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of employer-owned or client- owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking or using tobacco on the employer's premises
- Sexual or other unlawful or unwelcome harassment
- Possession of firearms, explosives or other dangerous or unauthorized materials, in the workplace or while working off premises. This prohibition applies even if the employee has a legal permit to carry a weapon.
- Excessive absenteeism or any absences without notice
- Unauthorized absence from work station during the workday
- Unauthorized use of computers, telephones, other employer-owned equipment or networks
- Unauthorized disclosure of confidential information
- Inappropriate words, actions, or conduct, inside or outside of the workplace that may reflect poorly upon, or cause harm to, the town.
- Unsatisfactory performance or conduct
- Violation of personnel policies including the Conflict of Interest section 3.04

Employment with the town is at the mutual consent of the town and the employee, and either party may terminate that relationship at any time, with or without cause.

3.03 Anti-Harassment

The Town's goal is to provide a workplace that values diversity and differing views that is conducive to employee productivity in the service of its citizens.

- (1) The Town of Algoma is committed to providing a professional work environment in which all employees are treated with courtesy, respect, and dignity.

- (2) The Town will not tolerate, condone, or allow harassment, retaliation, or bullying of any employee or applicant for employment by any other employee, elected official or third party who conducts business with the Town.
- (3) Employees are required to bring any concern or complaints in this regard to the attention of management.
- (4) All complaints of sexual harassment, or harassment of any kind, will be investigated promptly and, where necessary, immediate, and appropriate action will be taken to stop and remedy any such conduct.

As part of this commitment, the Town will not tolerate any form of physical, psychological or verbal harassment based on any legally protected characteristic, including, but not limited to, an individual's gender, race, color, ethnicity, national origin, age, ancestry, disability, creed, sexual orientation, marital status, or use of family or medical leave or workers' compensation benefits, and sexual harassment.

Harassment is strictly prohibited when such conduct is made either explicitly or implicitly as a term or condition of employment; is used as the basis for employment decision; or the conduct has the purpose or effect of unreasonable interference with work performance.

The Town's Harassment and Discrimination policy covers conduct between supervisors and employees, conduct between individual employees, and conduct between employees and non-employees including but not limited to elected officials if the conduct unreasonably interferes with the individual's work performance. Violations of this policy will subject the offender to discipline by the appropriate official. Serious violations may result in suspension or termination.

Harassing Conduct

Harassment is unwelcome conduct toward an individual because of his or her race, color, sex, age, sexual orientation, religion, national origin, disability, or any other legally protected status, when the conduct creates an intimidating, hostile, or offensive work environment that causes work performance to suffer or negatively affects job opportunities. Examples of harassment that may violate the law and will violate this policy include:

- Oral or written communications that contain offensive name-calling, insults, jokes, slurs, negative stereotyping, or threats. This includes but is not limited to comments or jokes that are distasteful or targeted at individuals or groups based on race, color, sex, age, sexual orientation, religion, national origin, disability, or any other legally protected status.
- Nonverbal conduct, such as staring, leering, and giving inappropriate gifts.
- Physical conduct, such as assault or unwanted touching.
- Visual images, such as derogatory or offensive pictures, cartoons, drawings, or gestures. Such prohibited images include those in hard copy or electronic form.
- Threatening or refusing to take employment action if the employee does not agree to request for favors or gifts.

- Physical, verbal, or psychological abuse of an individual.

Sexual Harassment

“Sexual harassment” means unwelcome sexual advances, unwelcome requests for sexual favors, unwelcome physical contact of a sexual nature, or unwelcome verbal or physical conduct of a sexual nature. Sexual harassment includes conduct directed by a person at another person of the same or opposite gender. Unwelcome verbal or physical conduct of a sexual nature includes, but is not limited to, the deliberate, repeated making of unsolicited gestures or comments of a sexual nature; the deliberate, repeated display of offensive sexually graphic materials which is not necessary for business purposes; or deliberate verbal or physical conduct of a sexual nature, whether or not repeated, that is sufficiently severe to interfere substantially with an employee’s work performance or to create an intimidating, hostile, or offensive work environment.

Harassment exists when submission to such conduct is implicitly or expressly made a term or condition of employment or when submission to or rejection of such conduct is used as a basis for any employment decisions or when such conduct has the purpose or effect of creating an intimidating, hostile or offensive working environment. Examples of conduct prohibited under this policy include, but are not limited to, the following:

- Unwelcome sexual advances, requests for sexual favors, or physical conduct of a sexual nature;
- Unwelcome verbal or physical conduct or displays of a sexual nature (e.g., posters, calendars, etc.);
- Making submission to or rejection of sexual harassment the basis of any employment decision;
- Unprofessional comments in any work environment with respect to an individual’s gender;
- Insults or name-calling based on an individual’s gender;
- “Jokes” or other remarks that are sexual in nature or demeaning to individual’s gender;
- Physical, verbal, or psychological abuse based on an individual’s gender.

This or similar conduct is unacceptable and inappropriate in the workplace. The Town of Algoma will not tolerate any form of harassment or workplace bullying. Such conduct may be the basis for disciplinary action, up to and including dismissal.

Workplace Bullying

Workplace bullying is similar to harassment, although it is not necessarily based upon a factor protected under civil rights legislation. It can include:

- Repeated and malicious mistreatment of one employee by one or more employees;
- Persistent humiliation;
- Unfounded criticism;
- Unwanted teasing, personal insults;

- Repeated shouting, verbal intimidation or displays of temper;
- Public ridicule and humiliation;
- Exclusion, disregarding and ignoring;
- Gossip;
- Devaluating of efforts.

How To Report A Violation

Do not assume that the Town is aware of the problem. If you experience or witness harassment in the workplace, report it immediately to your supervisor and follow chain of command. If the supervisor is unavailable or you believe it would be inappropriate to contact that person, you should immediately contact any other member of management. You can raise concerns and make reports without fear of reprisal or retaliation. Allegations of harassment by a supervisor against an employee are to be reported to the Town Administrator. Confidentiality will be maintained regarding all allegations of harassment to the extent possible.

3.04 Conflict of Interest

Employees must avoid activities or relationships that conflict with town interests or adversely affect the town's reputation. No policy can describe every situation that may constitute a conflict of interest. The purpose of these guidelines is to provide general direction so that you can seek further clarification on issues related to conflicts of interest. Contact the Administrator if you have any questions about conflicts of interest.

A conflict of interest is a situation in which loyalty is, or may appear to be, divided between self-interest or the interests of a third-party and the interests of the town. The types of activities and relationships to avoid include, but are not limited to:

- Accepting, agreeing to accept, or soliciting money or other tangible or intangible benefit in exchange for favorable decisions or actions in the performance of a job or that might appear to influence decision-making or professional conduct;
- Accepting employment or compensation or engaging in any business or professional activity that might require disclosure of confidential information or trade secrets;
- Accepting employment or compensation that could reasonably be expected to impair your independent judgment in the performance of duties;
- Accepting a kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the town;
- Giving preferential treatment in business dealings to any person or company in which an employee or their relative or friend has a significant ownership interest or relationship.

Employees must disclose actual or potential conflicts or any relationships that may create

the appearance of a conflict of interest to your supervisor as soon as you become aware of them so that safeguards can be established to protect all parties. Failure to make required disclosures or resolve conflicts of interest satisfactorily can result in discipline up to and including termination of employment.

3.04 Attendance and Punctuality

The town maintains core business hours within each department and department heads are responsible for ensuring staffing during these times. All employees are expected to maintain predictable attendance and hourly employees must report and leave work on time. All employees are expected to be on time and ready to work each scheduled day. Exempt employees are expected to coordinate their time away from the office during core hours with their supervisor. Patterns of absenteeism or tardiness may result in discipline even if the employee has not yet exhausted available paid time off. Absences due to illnesses or injuries that qualify under the Family and Medical Leave Act (FMLA) will not be counted against an employee's attendance record. Medical documentation within the guidelines of the FMLA may be required in these instances.

If you will be absent from or late for work, you must notify your immediate supervisor as soon as possible, preferably at least 2 hours prior to the normal start of the workday. Absence from work without permission or proper notification is a performance problem subject to corrective action.

The town has guidelines for specific types of leaves of absence, such as vacation, bereavement and jury duty. You should refer to the requirements for those specific types of leave in this handbook.

3.05 Personal Property in the Workplace

Any employee bringing personal property onto work premises—whether in a parking area, at a job site, or in a building or workspace—is solely responsible for such property. Therefore, the town cannot be responsible for any damage to, theft, or loss of personal property, and does not have insurance to cover any such loss, damage, or theft. As a result, employees who are concerned about the safety of their personal items should leave them at home and not bring them to work.

3.06 Use of Town Equipment

The town provides purchasing cards, supplies, equipment, vehicles, and materials necessary for employees to perform their job. These items are to be used solely for town-related business. Personal use must be minimal in nature. The following uses fall outside of the minimal use standard:

- Use that incurs cost for the town;

- Use that results in or is anticipated to result in personal financial gain of an individual;
- Use that would violate another town policy or work rule; or
- Use that exceeds a time frame beyond a typical employee break or rest period during scheduled work time.

Employees are expected to exercise care in the use of town equipment and property and use such property only for authorized purposes. Loss, damages or theft of town property should be reported to supervisors immediately.

Office Equipment: The town's equipment such as telephone, postage, facsimile and copier machine is intended to be used for business purposes of the town. An employee may only use this equipment for non-business purposes in an emergency. Emergency personal usage that results in a charge to the Town should be immediately reported to a supervisor.

Personal Cell Phones: Although the town may approve reimbursement for employee use of personal cell phones, employees are being paid to perform work for the town during working hours. Personal cell phone use is to be limited to lengths of time typical of rest or lunch periods. Employees receiving reimbursement for town use must produce personal cell phone records if requested as a form of evidence during an employment investigation.

Town Issued Cell Phones/Equipment: The town, at its sole discretion, may provide a cell phone or other equipment owned by and paid for by the Town to employees. Employees may use such equipment for personal use but will be responsible for reimbursing the town for any costs incurred that exceed the town's normal cost of providing the equipment to the employee.

Technology Use: The use of town computers and software is limited solely to the appropriate business use except as provided above regarding use of town owned cell phones and equipment. Employees are not allowed to use the computer system for their personal benefit and are strictly forbidden from installing software on the system. Further, this section reaffirms that town employees have no reasonable expectation of privacy with respect to computer hardware, software, email or other computer or electronic means of communication or storage, whether or not employees have private access or an entry code into the computer system. The town reserves the right to monitor the use of its computer system.

Vehicle Use: All employees driving Town-owned vehicles and those using their personal vehicles for town business, must comply with all applicable state and local laws, as well as Town and department safety and work rules.

Use of Personal Vehicles on Town Business: Use of personal vehicles requires prior approval of the department head. Employees must maintain an approved and valid Wisconsin Driver's License at all time, as well as a satisfactory driving record and have proof of insurance.

Proof of insurance:

- Minimum acceptable liability insurance limits are \$100,000 per occurrence and \$300,000 per incident. Uninsured motorist protection in the amount of \$25,000 and property damage coverage of \$25,000 is also required.
- Acceptable proof of insurance must be provided to the Clerk's Office within 7 days of any request. Employees must continue to provide the Clerk's Office with a new insurance certificate each time their auto policy is renewed or cancelled.
- In the event an employee has an accident in a personal vehicle on Town time or in the course of Town business, the employee's insurance is primary.
- It is the employee's responsibility to inform their insurance carrier of the circumstances under which the vehicle is operated.

The right to operate a motor vehicle on Town business may be withdrawn at the discretion of the Town. Employees other than those receiving a contracted stipend, who are required to provide their own vehicle, will be reimbursed on a per mile basis per the IRS rate. All maintenance, operating, insurance and other expenses are the responsibility of the employee.

It is the employee's responsibility to maintain their vehicle in such a manner as to ensure safe operation.

It is the employee's responsibility to immediately inform their supervisor of any restriction, suspension or revocation of driving privileges that would affect their ability to operate a vehicle on Town business. Failure to comply with this requirement shall result in disciplinary action, up to and including termination.

Failure to comply with Town policy, loss of driving privileges, or fraudulent reporting of vehicle use could result in disciplinary action and/or loss of the privilege to operate a vehicle on Town business. Loss of driving privileges will be reviewed on a case-by-case basis. The Town may on a periodic basis, review the driving record of all employees that are required to drive in the course of their employment.

Use of Town-Owned Vehicles: The operation of a Town-owned vehicle is a privilege which may be withdrawn at any time at the sole discretion of the Town. In order to operate a Town vehicle of any type, an employee must comply with the following:

- Maintain an approved and valid Wisconsin Driver's License at all times.
- Immediately inform their supervisor of any restriction, suspension or revocation of driving privileges that would affect their ability to operate a vehicle on Town business. Failure to comply with this requirement shall result in disciplinary action, up to and including termination.
- Maintain a satisfactory driving record. The Town may review driving records on a periodic basis.
- Perform all required maintenance and equipment checks (fluid levels, tires, wipers, breaks, belts, etc.) prior to each day's use of the vehicle/equipment or other checks

as required.

- The windows and interior of all vehicles shall be kept clean at all times. The driver of the vehicle is responsible for ensuring that the interior of the vehicle is free of litter and other debris at the end of each day.
- Supervisors may inspect vehicles on a random basis.
- Town employees are not authorized to allow non-employees to ride in or on any Town vehicle.
- Drivers shall direct their full attention to the safe operation of their vehicle and will adhere to the posted speed limit, except in authorized emergencies.
- Consumption of alcoholic beverages or controlled substances prior to the operation of a Town vehicle is prohibited.
- Backing of vehicles which do not have a clear rear view will be done with the assistance of a guide, if available. If a second person is in the vehicle, he/she will get out and guide the vehicle back using appropriate hand and voice signals. If the driver is alone, he/she will get out of the vehicle and inspect the area before backing.

Pre-Employment Driving Standards: In order to meet the minimum requirements for employment with the Town for a position which requires the operation of a motor vehicle, the following standards will apply:

1. Candidates must possess a valid and appropriate Wisconsin Driver's License before an offer of employment can be made. In the case of an out-of-state applicant, the offer can be made contingent upon obtaining the appropriate Wisconsin Driver's License prior to starting employment.
2. Candidates driving record will be reviewed according to the following standards. Failure to meet these standards may result in the rejection of the candidate:
 - a. Possess a valid Wisconsin Driver's License.
 - b. Must have no more than two moving violations in the last 18 months, and no more than three moving violations within the last 36 months.
 - c. Must have no more than one chargeable accident within the last 18 months or more than two chargeable accidents within the past 36 months.
 - d. No more than six (6) points within the past 12 months.
 - e. No OWI, DUI or reckless driving convictions within the past 5 years.

3.07 Business Travel Expenses

Town of Algoma will reimburse employees for business travel expenses incurred while on assignments away from the normal work location. Decisions as to which trips are authorized are made through the budget formulation process and must be approved in advance by the Town Administrator. Requests for conference attendance authorization must be submitted to the Town Administrator. Registration and tuition fees for authorized professional meetings and conferences may be reimbursed at the discretion of the Town Administrator.

There is no objection to a spouse and/or other family members traveling on an official trip

(conference or approved event outside the Town), but the Town will not reimburse any expenses attributable to them.

The actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by Town of Algoma. Employees will be reimbursed per the limits established by the U.S General Services Administration for lodging and meals. Mileage reimbursement will be calculated at current rate set by the Internal Revenue Service.

When travel is completed, employees should submit completed travel expense reports within 30 days. Reports should be accompanied by itemized receipts for all individual expenses.

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Vehicles owned, leased, or rented by Town of Algoma may not be used for personal use without prior approval. See *section 3.06 for more information*.

Employees may be assigned to attend training sessions and other professional meetings. Attendance at training sessions or other meetings, whether during, before, or after the employee's regular work schedule may be considered paid time. Employees should consult with their supervisor on to have a clear understanding of what time is considered paid prior to the travel.

Town Vehicles: It is preferred that non-emergency Town vehicles, if available, be used for travel when distances, time requirements or other justification warrants it. Prior approval must be obtained from the Town Administrator, or the department head in the Town Administrator's absence. Gasoline, repairs and other expenses attributable to the vehicles are reimbursable and paid receipts must be submitted. Tolls, parking and garage charges are also reimbursable, but care should be exercised to select a parking facility that charges economical rates. Receipts must be submitted for reimbursement.

Private Vehicles: Mileage Reimbursement. When an employee is authorized to use a personal vehicle in the performance of official Town duties, the employee shall be compensated at the rate established by the Internal Revenue Service if such mileage meets the following conditions:

- All mileage compensation will be as a result of authorized personal vehicle use. "Authorized" means approved by the employee's department head, or in the case of the department head, the Town Administrator.
- Driving to and from the usual work site is the employee's responsibility and is not reimbursable.
- Reimbursable uses include: The use of a personal vehicle to conduct out-of-town business or to attend out-of-town functions, which are a requirement of the employee's job description or are approved as part of professional development.

- Employees must put in claims for mileage reimbursement within 30 days of the claim date.

Commercial Transportation: Commercial carrier fares will be limited to “coach” or “economy” fares when such services are the most feasible and are approved by the Town Administrator. Travel to and from train stations and airports may be by bus, hotel limousine, taxi, or private vehicles (for which mileage will be paid), whichever is less costly. When possible, travel arrangements should be made by the Town and billed directly to the Town. Receipts for transportation costs are required if reimbursement is requested.

Meal Allowances: When authorized functions away from the Town include one or more meals, the maximum allowable per diem will be the followed per the U.S General Services Administration.

Lodging: Hotel and motel reservations are expected to be made well in advance to ensure that lodging is secured at moderate rates. Receipts for lodging are required. Reimbursement of lodging will be limited to the minimum number of nights required to conduct the assigned Town business. If a conference, for example, opens on Sunday evening and closes Thursday noon, reimbursement for Sunday through Wednesday night would be allowed. If the traveler chooses to arrive earlier or stay later, the additional lodging and other expenses related to this decision are personal expenses and will not be reimbursed.

Reimbursement for lodging costs incurred within Winnebago County will not be allowed unless specifically authorized in advance by the Town Administrator.

Receipts: Receipts, to be filed with the Town Administrator within 30 days of incurring the expense, are required for the following expenses in order to receive reimbursement:

- Fuel and vehicles expense.
- Tolls, parking and garage charges.
- Lodging, if previously authorized by the Town Administrator.
- Registration fees, if previously authorized.
- Meals.
- Extraordinary expenses not covered by these regulations.
- Long distance telephone calls essential for job performance made by an employee from a private or other telephone away from the Town.

In general, the policies regarding reimbursement of job related mileage apply to full-time, part-time, or contract employees. The travel and reimbursement regulations also apply to members of Town Boards, Committees, and Commissions, as well as delegates of the Town when they are acting as official representatives of the Town.

3.08 Social Media

Employees who have personal social networking sites should use these sites for sharing

personal views and opinions and should refrain from sharing official government views. Employees must be mindful that members of the general public will make assumptions about their access to information, authority or levels of influence solely as a result of their affiliation with the town. When commenting or posting on social media sites, employees must make clear to other persons that the employee is speaking as a private citizen and not as an employee of the town.

All government-related communication should remain professional in nature and always be conducted in accordance with the communications policies and practices, and expectations. Employees must not use town social networking sites for political purposes, to conduct private commercial transactions, or to engage in private business activities. Employees using social media to communicate on behalf of the town should be mindful that any statements made are on behalf of the organization; therefore, employees should use discretion before posting or commenting.

The town may monitor content out on the internet. Employees may not post confidential or sensitive information about the town, employees, residents, or applicants. Additionally, employees may not post obscenities, slurs or personal attacks that can damage the reputation of the town, residents, employees or applicants.

3.09 Drug/Alcohol/Tobacco Free Workplace

The use of any tobacco product including e-cigarettes is not permitted at any time in all town buildings, facilities, and equipment. The town maintains a drug, alcohol, and tobacco free workplace. The town prohibits use of tobacco products in all town buildings and properties. The town prohibits use, manufacture, distribution, possession or dispensing of any illegal drugs or controlled substances, except medication taken as prescribed, by any employee while at work, on town property, in town vehicles, or while off the premises performing work for the town.

Employees are prohibited from reporting for work while under the influence of a controlled substance, except non-impairing medication taken as prescribed. In the event an employee is prescribed a medication that may adversely impact his/her behavior, attitude or performance, the employee must notify their supervisor prior to reporting for work with the medication in their system. When random or mandatory drug testing is required by law, such testing shall be conducted in accordance with imposed requirements. Any such testing shall be conducted by trained medical personnel at the town's expense with the results of such test, or tests, to be disclosed to and used by the town. Employees should see their supervisor for the circumstances under which drug/alcohol testing will be performed and the specific procedures that will be used.

3.10 Solicitation

In an effort to ensure a productive and harmonious work environment, persons not

employed by the town may not solicit or distribute literature in the workplace at any time for any purpose.

The town recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during working time. (Working time does not include lunch periods, work breaks, or any other periods in which employees are not on duty.)

Examples of impermissible forms of solicitation include:

- The collection of money, goods, or gifts for community groups
- The collection of money, goods, or gifts for religious groups
- The collection of money, goods, or gifts for political groups
- The sale of goods, services, or subscriptions outside the scope of official organizational business.
- The circulation of petitions
- The distribution of literature not approved by the employer
- The solicitation of memberships, fees, or dues

3.11 Political Activity

Town employees shall not take part in any political campaigning in their capacity as a town employee. Employees are not precluded from being an active citizen and engaging in the political process provided it does not interfere with normal work performance and is not during normal working hours. When engaging in political activity or engaging in discussion of issues of public importance, employees are expected to ensure that their actions and positions are not attributed to the town. Further, town resources may not be used for promoting a particular candidate or a political party.

3.12 Safety

Employees are expected to perform the functions of their positions in a safe manner. No job is so important, nor any service so urgent, that time cannot be taken to perform the work safely. The use of proper safety devices and tools and equipment, as well as the donning of appropriate clothing and footwear is essential.

Horseplay at work is inappropriate. No matter how playful or well intentioned, it is by its nature unpredictable, and may inadvertently result in accident, injury, or unsafe conditions and employees engaging in that activity may be subject to discipline, up to and including termination of employment.

All employees are expected to be committed to safety to prevent accidents and injuries. Employees must take ownership of their surroundings, obey safety rules, and exercise

caution in all work activities. This includes being familiar with and observing all rules and policies for health, safety, and preventing injuries while at work.

Employees must immediately report any unsafe condition to the appropriate supervisor. In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the Administrator or the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

Employees that violate safety standards, cause hazardous or dangerous situations, or fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

3.13 Lactation Breaks

Women who breastfeed their child(ren), and who need to express milk during the working day, will work with their supervisor to determine how best to accommodate the needs of the mother while still accomplishing the performance of her job. For up to one year after a child's birth, an employee who is breastfeeding her child will be provided reasonable break times as needed to express milk for her baby. Expressed milk should be placed in cooler-type containers and may be stored in Town refrigerators. Employees storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage or refrigeration and tampering. Breaks of more than 20 minutes will be unpaid, and the employee should indicate this break period on their time record.

3.14 Confidentiality and Non-Disclosure

The protection of confidential business information and trade secrets is vital to the town's interests and success. Such confidential information includes, but is not limited to, the following examples:

- Computer codes, passwords, and processes
- Computer programs
- Customer data and information
- Customer lists
- Employee data and information
- Financial information
- Personnel medical information

This information has actual and/or potential independent economic value and is subject to a reasonable effort by the town to maintain its confidentiality. Any such information provided or disclosed to employees is intended by the town to remain confidential and protected from disclosure until such time as the town specifically declares such information to be no longer confidential.

Except as specifically directed by the town, employees shall not make any disclosure of any confidential materials or information, except as required or provided by law. Except as specifically directed by the town, employees shall not duplicate or otherwise copy any confidential materials or information. Immediately upon request from the town, employees shall return all confidential materials or information in their possession.

Employees may be required to sign a confidentiality and non-disclosure agreement as a condition of employment. Nothing in this policy is intended to restrict employees from exercising legal rights under any state or federal law nor will employees be subject to discipline for engaging in legally protected activity. Employees who improperly use or disclose confidential business information or other information protected by law will be subject to disciplinary action, up to and including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

3.15 Chain of Command

Operation of any government agency depends on an effective chain of command. The ultimate decision concerning policy in the Town of Algoma resides by law with the Town Board under the direction of the Town Chairman. The Administrator of the Town reports to the Town Board. Department heads are subordinate to the Administrator. This system represents a means of establishing orderly lines of organization and communication as management personnel unite with the Town Board and Town Chairman to promote effective service delivery for the community.

Each employee is responsible for informing their immediate supervisor of the employee's activities by whatever means the supervisor deems appropriate. If an employee has questions, opinions or suggestions about the information contained in this Handbook or about any other aspect of their job, then those questions, opinions or suggestions must be directed through the chain of supervision.

The Town recognizes that employees interact with or receive requests from the public as part of their position. The Town expects that employees will use sound judgment and common sense to determine which requests are inappropriate and should be reported to a supervisor. If an employee is unsure of whether a request should be reported, the employee should discuss it with their supervisor. Any employee who receives inappropriate requests for special treatment from an individual citizen, business representative or elected/appointed official must immediately report such request to their supervisor. No specific requests should be fulfilled unless permission to do so is given by an employee's supervisor.

Generally, if an employee has a problem with an individual, then the employee is encouraged to approach that person first and attempt to resolve the conflict. If that does not resolve the problem, then the employee must address the problem through the employee's immediate supervisor and onward through the chain of supervision and management.

As citizens, Town employees retain constitutional rights to address matters of public concern with elected officials in a professional manner. However, Town employees are expected to use the management chain to address any matters related to the performance of their specific job duties or responsibilities.

3.16 DISCIPLINARY ACTIONS

The purpose of this policy is to state Town of Algoma's position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The Town's own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Employment with Town of Algoma is based on mutual consent and both the employee and Town of Algoma have the right to terminate employment at will, with or without cause or advance notice; however, Town of Algoma may use progressive discipline at its discretion.

The town uses progressive discipline meaning that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; a next offense may be followed by a written warning; another offense may lead to a suspension; and, still another offense may then lead to termination of employment. Termination authority is reserved for department heads, the Administrator or the Board.

Town of Algoma recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps. In the event an employee's behavior on the job threatens the safety of other individuals, the employee's own safety, disrupts work or results in damage to Town property, the department head may send the employee home on leave. The leave is without pay, although the employee may use vacation or comp time during this period.

While it is impossible to list every type of behavior that may be deemed a serious offense, the Employee Conduct and Work Rules policy includes examples of problems that may result in immediate suspension or termination of employment. However, the problems listed are not all necessarily serious offenses, but may be examples of unsatisfactory conduct that will trigger progressive discipline. The Town reserves sole discretion to determine when certain behaviors, conduct, decisions, etc., are inappropriate even if they are not expressly prohibited or addressed in the Handbook.

Wisconsin state law will supersede the provisions of this section when in conflict.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and the Town.

CHAPTER 4 – CONDITIONS OF EMPLOYMENT

4.01 Employment Categories

Each employee's position is classified as either nonexempt or exempt from state and federal wage and hour laws. Non-exempt employees are entitled to overtime pay and other benefits under the wage and hour laws, whereas exempt employees are excluded from specific provisions of the laws and don't receive overtime pay. Whether an employee's position is exempt or nonexempt is determined by whether the primary duties the position falls within one of the exemption categories established by state and federal law.

Non-exempt employees are paid on an hourly basis, while exempt employees are paid on a salary basis. Employees will be notified individually in writing of their exempt or nonexempt status.

In addition to the classification of nonexempt and exempt, the Town has the following employment categories:

Regular Full-time: A regular full-time employee is an employee who works a regular schedule and is expected to normally work **thirty-four (34)** or more hours per workweek. Only regular full-time employees receive employment benefits from the Town unless specifically identified in the Town's policies or as required by law.

Part-time: A part-time employee is an employee whose schedule consists of less than **thirty-four (34)** hours per week. A part-time employee is not eligible for employment benefits from the Town unless specifically identified in the Town's policies or as required by law.

Temporary: Employees in the service of the Town on a temporary basis for fewer than fifty-two (52) consecutive weeks per year. Such employees are compensated at an hourly rate and are not eligible for employee benefits. Such employees are also not eligible for Wisconsin Retirement benefits nor are contributions made by the Town unless the employee exceeds the required hours in a 12-month rolling period which at that time the employee will be eligible for WRS benefits including any contributions required to be made by the Town. Hours worked will be reviewed periodically to verify the accuracy of an employee's employment classification. If reclassification is necessary, the employee will be notified.

Seasonal: Employees are considered seasonal if the expected duration of their employment is six (6) months or fewer, and if the job typically starts and ends at approximately the same time each year.

Contractor: Workers who satisfy the appropriate legal test for such status, including

behavioral controls, financial controls, and the nature of the relationship. Contractors are required to sign a written agreement with Town of Algoma acknowledging their independent contractor status. Independent contractors are not employees and as such are not eligible for any legally mandated benefits (such as workers' compensation insurance) or any of Town of Algoma's other benefit programs.

Volunteer Fire Fighter: A volunteer firefighter is an employee whose schedule consists of less than **thirty-six (36)** hours per week and is a paid position. A volunteer firefighter is not eligible for employment benefits from the Town unless specifically identified in the Town's policies or as required by law. They will follow the bylaws of the fire department and may receive other benefits from the fire department.

4.02 Introductory Period

New and promoted employees shall serve an introductory period of six (6) months. An introductory period may be extended at the request of the Department Head, with approval of the Town Administrator. Completion of the introductory period does not guarantee continued employment for any specified period, nor does it modify or change the employee's at-will status or require an employee be discharged only for cause.

4.03 Hours of Work

The standard work schedule is Monday through Thursday, 9:00 a.m. to 5:00 p.m., and Friday, 9:00 a.m. to 1:00 p.m. A 30 minute unpaid lunch break is provided each day (Monday-Thursday only) , resulting in a regular work week of **thirty-four (34)** hours. The regular work schedule may be altered from time to time with notice from management (i.e. summer hours).

Employees scheduled from 9:00 a.m. to 5:00 p.m. are also entitled to a 10-minute paid rest break. The timing of rest breaks will be determined by the supervisor, based on the needs and workflow of the department.

4.04 Timekeeping

Accurately recording time worked is the responsibility of every nonexempt employee. Federal and state laws require Town of Algoma to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Nonexempt employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed. No work shall be performed by employees prior to their clocking or logging in at the start of their workday,

during their lunch break when they are clocked out, or after they have clocked out at the end of their workday.

Employees are responsible for certifying the accuracy of all time recorded. Supervisors will review the time record before submitting it for payroll processing.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

4.05 Paydays

Town employees are required to participate in the Town's direct deposit program and are paid on a monthly basis. The general payroll workweek begins on Sunday at 12:01 am and ends on the following Saturday at 12:00 midnight. Each paycheck will include earnings for all work performed through the end of the preceding payroll period. In the event that a regularly scheduled payday falls on a bank holiday, employees will be paid on the day after the bank holiday. The Town of Algoma is required to make certain payroll deductions from each paycheck. This includes federal and state income taxes and employee contribution to Social Security, where applicable and as required by law. These deductions will be itemized on the payroll statement. The amount of the deductions may depend on earnings and information furnished on your W-4 form regarding the number of dependents/exemptions you claim. Any change in name, address, telephone number or marital status must be reported to the Clerk/Treasurer immediately. To ensure proper credit for tax purposes a new W-4 must be completed to change the number of exemptions. Any other mandatory deductions to be made from paychecks, such as court-ordered garnishments, will be taken whenever the Town is ordered to make such deductions. The Town reserves the right to make deductions and/or withhold compensation from an employee's paycheck as long as such action complies with applicable state and federal law. In addition, it may be possible for employees to authorize the Town to make additional voluntary deductions for extra income taxes, contributions to retirement savings programs or insurance benefits (if eligible). Every effort is made to avoid errors in an employee's paycheck. All questions regarding errors or deductions should be directed to the Clerk/Treasurer immediately. The Town will take the necessary steps to research the problem and to assure that any necessary correction is made properly and promptly.

4.06 Overtime

When operating requirements or other needs cannot be met during regular working hours, employees may need to work overtime hours. Sometimes overtime may be necessary for a group of employees due to workload and project needs, while at other times individual employees may have a specific need to work extra hours. Regardless, all overtime work must receive the supervisor's prior authorization. Failure to obtain prior approval for

working overtime may result in disciplinary action.

Overtime compensation is paid to all non-exempt employees in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked, and will be paid for time worked over 40 hours in the workweek. Overtime shall be compensated for non-exempt employees at one and one half (1.5) times the employee's regular rate of pay. Town of Algoma includes holiday pay in the calculation for overtime. Time off for vacation, sick, compensatory time, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations. When the business need allows, the Town may adjust the regular work schedule of the employee to prevent the payment of overtime.

In lieu of overtime, an employee may elect to earn compensatory time at one and one half (1.5) hours per hour worked.

4.07 Compensatory Time

Non-exempt employees may elect to earn and use compensatory time. Compensatory time will be earned on the basis of one and a half (1.5) hour compensatory time for one hour worked outside a 40 hour work week.

Exempt supervisory employees/department heads are not eligible for compensatory time.

Compensatory time accrual is limited to **thirty-four (34)** hours. Once the maximum accrual amount has been met, employees will be paid for any time worked for hours worked beyond their regularly scheduled hours within a pay period at a rate of time and one-half time for one hour worked.

4.08 Holiday Compensatory Time

Non-exempt and exempt employees may earn holiday compensatory time when required to work on a town recognized holiday. Holiday compensatory time will be earned on the basis of one (1.0) hour holiday compensatory time per one hour worked on the holiday.

Holiday compensatory time must be used within six (6) months of being earned at which time they will expire.

4.09 Working Beyond Scheduled Hours

Employees are expected to work their assigned schedules. Any time worked beyond your regular schedule — even if it does not result in overtime — must be approved in advance by your supervisor.

Working extra time without prior authorization may result in corrective action. This policy

helps us manage workloads fairly, maintain proper staffing levels, and control costs.

If you believe additional hours are needed to complete your work, please discuss it with your supervisor before extending your workday.

4.10 Working from Home

The Town recognizes that in certain situations, working from home may be beneficial for both the employee and the Town. While full-time remote work is not permitted, occasional or limited work-from-home arrangements may be considered on a case-by-case basis, depending on the nature of the position and the circumstances.

Approval for working from home must be obtained in advance from the employee's supervisor or department head. Approval will be based on factors such as job responsibilities, business needs, and the employee's ability to complete work effectively off-site.

Work-from-home arrangements are not guaranteed and may be modified or revoked at any time if they no longer meet the needs of the Town. Employees are expected to be fully available during their scheduled work hours, maintain clear communication with their supervisor and team, and ensure that their remote work environment supports productivity and confidentiality.

4.11 Performance Evaluation

Supervisors and employees are strongly encouraged to engage in a course of regular, day-to-day interactions that should provide the opportunity to discuss job tasks, encourage and recognize strengths, identify areas for improvement, and discuss positive, purposeful approaches for meeting goals. More formalized written performance evaluations are also utilized as part of this process.

Introductory Period Employees

Newly hired employees who are in an Introductory Period will usually receive a formal progress evaluation after the completion of a 180 day introductory period. The introductory period is intended to enable the supervisor and the employee a reasonable period of time to assess the appropriateness of the match between the job and the employee. During this period, both the employee and the supervisor will be expected to engage in an ongoing dialogue about the needs of the job, as well as the standards and expectations associated with the new position.

Annual Performance Evaluations & Pay Adjustment

Annual performance evaluations are generally scheduled to take place closer to mid calendar year to allow the evaluation process to be complete prior to budget adoption. The annual review periods should be 12 months apart as consistently as possible.

Merit-based pay adjustments may be awarded by Town of Algoma in an effort to recognize superior employee performance. The decision to award such adjustments is dependent upon numerous factors including goal accomplishment (both individually and as a Town), as well as the information documented by this performance evaluation process. Employee are not guaranteed a pay raise simply because they receive a performance evaluation under this policy.

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Chapter 5 – EMPLOYEE BENEFITS

5.01 Introduction

The Town maintains a general insurance program which provides health, dental, life, and income continuation insurance for the benefit and protection of all eligible employees. Complete details of the insurance benefits including eligibility are provided by the Clerk's office.

Employee contributions toward the monthly insurance premium(s) are made through payroll deductions once a month. If two employees are in dependency status to each other, only one of the employees may carry the family plan(s). Employees who are in non-pay status, i.e., (a) during a layoff, or (b) on leave of absence longer than 30 days are required to pay the full cost of the medical, dental and life insurance programs. Employees on leave certified under the Family Medical Leave Act (FMLA) shall continue to receive the employer paid portion of the premiums of the qualified family medical leave. Refer to Section 8.10 for additional information regarding benefits while on family medical leave and after expiration of the family medical leave qualified leave.

Upon termination, insurance coverage ceases on the last day of the month during which an employee resigns or is released.

5.02 Insurance Eligibility

Regular full-time employees may choose to be included in the Town's group insurance programs. All such insurance programs shall be selected by and may be changed by the employer. Employees electing to participate in either the health insurance or dental insurance plans shall be eligible for coverage as soon as they fill out and return the appropriate paperwork. The Town Clerk will give exact date of coverage. Eligible employees who decline health or dental insurance benefits may in the future be able to enroll in the plan(s), provided enrollment is requested within 30 days of specific qualifying events. Employees may be able to enroll themselves and their new dependents, provided that the employee requests enrollment within 30 days after the marriage, birth, adoption, or placement for adoption, divorce, or involuntary loss of other group health insurance coverage. Detailed benefits and provisions of the group health and dental insurance plan(s) are explained during annual enrollment provided to employees by the Town Clerk. These documents are available for review in the Clerk's office.

5.03 Health Insurance

Employees enrolled in Town sponsored health insurance will contribute 12% of the health insurance premium on a monthly basis. The Consolidated Omnibus Budget Reconciliation Act (COBRA) provides employees and qualified beneficiaries the opportunity to continue insurance coverage under the Town's plan when a "qualifying event" results in the loss of coverage. Under COBRA, an employee or dependent pays the full cost of coverage at the

group rate plus an administration fee. The Town will provide notice of COBRA rights and obligations when a qualifying event occurs.

5.04 Dental Insurance

Employees will contribute 50% of the dental insurance premium on a monthly basis.

5.05 Life Insurance

Employees are eligible to participate in the group Life Insurance program for life insurance for self, spouse or children. The Town will cover the basic coverage premium for the employee. All other premium options shall be paid for by the employee.

5.06 Voluntary Benefits

The Town offers voluntary benefits such as vision insurance, and deferred compensation programs. Complete details of these plans will be available to new employees and at various times during the year.

5.07 Employee Assistance Program

The Town offers an Employee Assistance Program to all Town employees and their families that live in the same household. Assistance is provided on a confidential basis. This is available whether an employee participates in the Town sponsored health insurance or not.

5.08 Worker's Compensation

Employees may be eligible for Workers' Compensation. Workers' compensation is a form of accident and disability insurance to protect an employee in the event of a work-related injury or illness. Please see your supervisor or the Clerk for further information.

The State Worker's Compensation Act covers all Town employees and officials. The program provides benefits to employees who suffer work-related injuries or illnesses. Coverage under Worker's Compensation is automatically extended to all eligible Town employees and officials and requires no financial contribution on the employee's part. However, it is the employee's responsibility to report immediately any work-related injuries, disablement or illnesses to their supervisor or department head. Upon notification of an employee work-related injury or illness, department heads are expected to contact the Clerk without delay so that administrative requirements of the Worker's Compensation Act can be satisfied.

5.09 Disability Accommodation

The Town recognizes that employees with serious illnesses or disabling conditions may wish to engage in as many of their normal pursuits as their conditions allow including employment with the Town. The Town is committed to complying fully with the Americans

with Disabilities Act. The Town reasonably accommodates employees who become disabled, either on or off the job, to the fullest extent required by law. The Clerk/Treasurer, or designee, is the Town's agent for coordinating disability accommodations and is designed as the Town's agent for the purpose of accessing employee medical information.

5.10 Family and Medical Leave Act (FMLA)

Town of Algoma complies with the federal Family and Medical Leave Act (FMLA), which entitles eligible employees to take up to 12 workweeks of unpaid, job-protected leave in a 12-month period for specified family and medical reasons. In some cases, up to 26 workweeks of leave may be available for military caregiver leave.

To be eligible for FMLA leave, an employee must:

- Have worked for Town of Algoma for at least 12 months (not necessarily consecutively),
- Have worked at least 1,250 hours during the 12-month period immediately before the start of the leave.

Eligible employees may take FMLA leave for the following reasons:

1. The birth of a child or placement of a child with the employee for adoption or foster care;
2. To bond with a child (leave must be taken within one year of the child's birth or placement);
3. To care for the employee's spouse, child, or parent who has a serious health condition;
4. For a serious health condition that makes the employee unable to perform the essential functions of their job;
5. For any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty";
6. To care for a covered servicemember with a serious injury or illness if the employee is the servicemember's spouse, child, parent, or next of kin (military caregiver leave – up to 26 workweeks).

Leave Entitlement

- Up to 12 workweeks of unpaid leave in a 12-month period.
- Up to 26 workweeks for military caregiver leave during a single 12-month period.
- The "12-month period" is calculated using the rolling 12-month period measured backward from the date leave is used.

Employees must provide:

- 30 days' advance notice when the leave is foreseeable, or
- As much notice as is practicable in emergency or unexpected situations.

Employees may be required to provide:

- Medical certification to support the need for leave due to a serious health condition,
- Second or third medical opinions (at the company's expense),
- Fitness-for-duty certification upon returning from leave, if the leave was due to the employee's own serious health condition.

Employees may be required or allowed to use appropriate available accrued paid leave (such as sick or vacation) concurrently with FMLA leave.

Employees returning from FMLA leave will be reinstated to their same or an equivalent position with the same pay, benefits, and terms of employment.

Health insurance coverage will be maintained on the same terms as if the employee had continued working.

If the employee does not return to work after FMLA leave, they may be required to repay the employer's share of health insurance premiums.

Town of Algoma prohibits retaliation or discrimination against any employee for requesting or taking FMLA leave.

For questions or to request FMLA leave, contact the Clerk's office.

5.11 Wisconsin Retirement System (WRS)

The Town is a member of the Wisconsin Retirement System (WRS) which is a federal Internal Revenue Code §401(a) defined benefit plan. It covers employees of the State of Wisconsin and employees of local government employers and is administered by the Department of Employee Trust Funds (ETF). Contribution requirements for the retirement program are established by the State of Wisconsin. Information on WRS fund benefits can be found at etf.wi.gov or by contacting them at 1-877-533-5020.

5.12 Paid Holidays

Regular full-time employees shall receive the following paid holidays:

New Year's Day	Thanksgiving Day
Martin Luther King Jr. Day	Day after Thanksgiving
Memorial Day	Christmas Eve
Juneteenth	Christmas Day
Independence Day	New Year's Eve
Labor Day	

Regular part-time employees shall receive a proration of holiday pay based on their number of hours worked. In order to be eligible for holiday pay, a part-time employee must be on the active payroll the week of the holiday.

Town of Algoma will grant paid holiday time off to all full-time employees. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day.

Town Administration will determine the date of observation when a holiday falls on a weekend. If a recognized holiday falls during an eligible employee's paid absence (such as vacation), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied. However, employees taking unpaid leaves of absence will not be paid for holidays that occur during their unpaid leaves.

Paid time off for holidays will be counted as hours worked for the purposes of determining whether nonexempt employees are entitled to overtime for the week in which the holiday falls.

5.13 Vacation

Regular full-time employees shall earn paid vacation based on the number of years of service in accordance with the following schedule:

Years of Eligible Service	Vacation Hours Each Year	Vacation Hours Accrued Monthly
Year One	36 Hours	3 Hours
After 1 Year	48 Hours	4 Hours
After 2 Years	72 Hours	6 Hours
After 3 Years	84 Hours	7 Hours
After 4 Years	96 Hours	8 Hours
After 5 Years	108 Hours	9 Hours
After 6 Years	120 Hours	10 Hours
After 7 Years	132 Hours	11 Hours
After 8 Years	144 Hours	12 Hours
After 9 Years	156 Hours	13 Hours
After 10 Years	168 Hours	14 Hours

Usage and Limit

Employees will not be “advanced” vacation, which means that at no time may employees use vacation before it has accrued. Any time off taken in excess of an employee’s accrual balance will be considered unpaid time off, and is generally discouraged.

Vacation is paid at the employee’s base pay rate at the time of absence. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

Vacation will be rolled over into the subsequent years but will be capped at **200 hours**.

Scheduling Vacation Time

To schedule vacation time, employees should request approval from their supervisor in advance as much as possible. Vacation may not be granted in all circumstances, and such requests will be approved or denied solely at the discretion of the employee’s supervisor, based upon current workloads, staffing levels, and the employee’s disciplinary status.

Vacation and End of Employment

Upon the cessation of employment, employees are typically paid for unused vacation that has been accrued through the last day of work. However, unused vacation will not be paid out if employment is terminated for gross misconduct, as determined solely by Town of Algoma, which may include, but is not limited to, theft or sabotage. Vacation may not be granted during resignation notice period; a determination as to usage during the resignation period will be at the sole discretion of Town of Algoma.

5.14 Sick Leave

Town of Algoma provides paid sick leave benefits to eligible full-time employees for periods of temporary absence due to illnesses or injuries.

Eligible employees will accrue sick leave benefits at the rate of 12 days per year (1 day for every full month of service). Sick leave benefits are prorated during an eligible employee's first year of employment. Employees may accrue a maximum of 720 hours of sick leave.

Paid sick leave can be used in minimum increments of 15 minutes. An eligible employee may use sick leave benefits for an absence due to his or her own illness or injury, or that of a child, foster child, parent, sibling, or spouse of the employee. These definitions encompass step relationships.

Employees who are unable to report to work due to illness or injury should notify their supervisors before the scheduled start of their workdays if possible. The supervisor must also be contacted on each additional day of absence. In general, calls from friends or family members are not acceptable. If an employee is absent for three or more consecutive days due to illness or injury, a physician's statement may be required to verify the disability and its beginning and expected ending dates. Such verification may be requested for other sick leave absences as well, at the supervisor's discretion, and may be required as a condition to receive sick leave benefits.

Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence.

Employees should use their sick leave only for legitimate illnesses and injuries, and employees should keep in mind that if they are out of sick leave and/or vacation, then any other absences will be unpaid, may be considered unexcused, and may subject the employee to disciplinary action up to and including termination of employment. In rare circumstances unpaid time off may be permitted if approved in advance by the supervisor. Note that unpaid time off will not count against an employee if it is approved under another leave policy within this handbook.

Sick leave benefits are intended solely to provide income protection in the event of illness or injury and may not be used for any other absence.

Unused sick leave benefits will not be paid to employees while they are employed or upon termination of employment.

5.15 Bereavement Leave

The Town recognizes the need for employees to have time to make arrangements, handle family matters and attend funerals when a close or extended member of their family dies. The Town shall grant bereavement pay to regular full-time employees as follows:

Full-time employees will receive up to 3 days of paid bereavement leave for the death of the employee's spouse, parent, child, sibling; the employee's domestic partner; the employee's spouse's parent, child, or sibling; the employee's child's spouse; grandparents or grandchildren.

Employees may, with their supervisors' approval, use any available vacation for additional time off as necessary, or to attend the funerals of individuals not listed above.

Regular part-time employees shall receive a prorated of bereavement leave based on their number of hours worked. Additional time off requested as paid or unpaid leave may be available for use by employees if the circumstances warrant. Employees should contact their supervisor to discuss any requests and exceptions may be granted at the discretion of the Administrator.

5.16 Personal Leave

Town of Algoma may provide unpaid leaves of absence to employees who wish to take time off from work to fulfill personal obligations. To be eligible for leave under this policy, the employee must be employed full-time and completed 180 days of service, unless otherwise approved by the Administrator.

To schedule personal leave, employees should request as much advance approval from their supervisors as possible, and no less than 3 days' notice. The Town of Algoma reserves the sole discretionary right to determine whether or not to grant personal leave under this policy, as well as the amount of time that may be made available. This means that personal leaves may not be granted in all circumstances.

Employees may be eligible to take up to 1 month of personal leave in a year. Employees taking approved leave will be required to use any available vacation or sick leave as part of the approved period of leave. Employees will not be eligible for holiday pay, and vacation and sick leave accruals will cease, during any unpaid portions of a personal leave taken under this policy.

When a personal leave ends, every reasonable effort will be made to return the employee to the same position, if it is available, or to a similar available position for which the employee

is qualified. However, Town of Algoma cannot guarantee reinstatement in all cases. If an employee fails to report to work promptly (or is unable to return to work) at the expiration of the approved leave period, Town of Algoma will consider the employee to have resigned employment. Employees who are unable to return to work due to an ongoing medical condition are encouraged to reapply for any positions that may be open at such time that they are released to return to work.

5.17 Jury Duty

Town of Algoma encourages employees to fulfill their civic responsibilities by serving jury duty when required. Full-time employees may request up to 4 weeks of paid jury duty leave over any 1-year period. Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence (up to a maximum of 8). Employees are required to sign over any jury duty pay they receive from the court as a condition of receiving paid leave under this policy.

If employees are required to serve jury duty beyond the period of paid jury duty leave, they may use any available paid time off (for example, vacation benefits), or may request an unpaid jury duty leave of absence.

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits. Where court rules permit jurors to call in the night before to find out whether they have to come into the courthouse the next day, employees may have to provide written confirmation from the court that they actually were called in on the day in question in order to be eligible for jury duty pay under this policy.

Benefit accruals, such as vacation, sick leave, or holiday pay, will be suspended during any period of unpaid jury duty leave and will resume upon return to active employment.

5.18 Military Leave

Military leaves of absence will be granted in accord with all requirements of State and Federal law including the Family and Medical Leave Act (FMLA) and the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable. The notice must be in writing and include a copy of the employee's military orders and/or training schedule.

Full-time employees may request up to 4 weeks of paid military leave over any 1-year period. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

Benefit accruals, such as vacation, sick leave, and holiday benefits, will be suspended during any unpaid period of leave and will resume upon the employee's return to active employment.

DRAFT

Chapter 6 – SEPARATION FROM EMPLOYMENT

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

Resignation - voluntary employment termination initiated by an employee.

Discharge - involuntary employment termination initiated by the organization.

Layoff - involuntary employment termination initiated by the organization for non-disciplinary reasons.

Since employment with Town of Algoma is based on mutual consent, both the employee and Town of Algoma have the right to terminate employment at will, with or without cause, at any time. Employees will receive their final pay in accordance with applicable state laws.

Resignation

Resigning employees must put their resignation notices in writing. To help manage workload and other transition issues, Town of Algoma requests at least ten (10) working days written notice. Upon giving notice of ten (10) working days written notice, the employee shall receive cash payment for all remaining accrued vacation time and compensatory time (if applicable). The Town reserves the right to accelerate any employee's notice period. Vacation may not be granted during resignation notice period; a determination as to usage during the resignation period will be at the sole discretion of Town of Algoma. The employee's last day of work will be the last day on the payroll. Employees will not be permitted to utilize vacation, sick, and/or compensatory time and stay on the payroll after the last day at work.

Prior to an employee's voluntary departure, an exit interview may be scheduled to discuss the reasons for resignation and the effect of the resignation on benefits.

EMPLOYEE ACKNOWLEDGEMENT FORM

The employee handbook describes important information about Town of Algoma, and I understand that I should consult the Administrator regarding any questions not answered in the handbook. I have entered into my employment relationship with Town of Algoma voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or Town of Algoma can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur, except to Town of Algoma's policy of employment at-will. Only the Administrator or Town Board of Town of Algoma has the ability to adopt any revisions to the policies in this handbook. All such changes may be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies.

I understand a new Employee Acknowledgement Form may not be obtained for any subsequent changes. Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received access to the handbook, and I understand that it is my responsibility to read and comply with the policies contained in the handbook and any revisions made to it.

Employee's Signature

Date

Employee's Name (typed or printed)

Town of Algoma

EMPLOYEE HANDBOOK

Issued 02/01/2016

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Welcome!

On behalf of your fellow employees, I welcome you to Town of Algoma and wish you every success here.

We believe that each employee contributes directly to Town of Algoma's growth and success, and we hope you will take pride in being a member of our team.

This handbook was developed to describe some of the expectations of our employees and to outline the policies, programs, and benefits available to eligible employees. Employees should familiarize themselves with the contents of the employee handbook as soon as possible, for it will answer many questions about employment with Town of Algoma.

We hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome!

Sincerely,

Benjamin Krumenauer
Administrator
Town of Algoma

NATURE OF EMPLOYMENT 101*Effective Date: 02/01/2016*

This handbook is designed to acquaint you with Town of Algoma and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by Town of Algoma to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

However, this handbook cannot anticipate every situation or answer every question about employment. It is not an employment contract and is not intended to create contractual obligations of any kind. Neither the employee nor Town of Algoma is bound to continue the employment relationship if either chooses, at its will, to end the relationship at any time.

In order to retain necessary flexibility in the administration of policies and procedures, Town of Algoma reserves the right to change, revise, or eliminate any of the policies and/or benefits described in this handbook, except for its policy of employment-at-will. The only recognized deviations from the stated policies are those explicitly authorized by the Town of Algoma.

This handbook supersedes and voids any prior oral or written policies, practices, or promises made by Town of Algoma concerning its employees' terms and condition of employment, except express written individual employment agreements in place signed by Town of Algoma and the employee. All previous employee handbooks are hereby revoked.

EQUAL EMPLOYMENT OPPORTUNITY 103*Effective Date: 02/01/2016*

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Town of Algoma will be based on merit, qualifications, and abilities. Town of Algoma does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, pregnancy, citizenship, national origin, age, disability, military service, veteran status, genetic information, union membership, creed, ancestry, marital status, sexual orientation, or any other characteristic protected by law.

Town of Algoma will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. Town of Algoma will not request or require a genetic test of any employee or applicant, nor will it collect or use any protected genetic information in connection with any employment-related decisions.

This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training. Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of the Administrator. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

PERSONAL RELATIONSHIPS IN THE WORKPLACE 105*Effective Date: 02/01/2016*

The employment of relatives or persons involved in dating relationships in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships.

Although Town of Algoma has no prohibition against employing relatives of other employees, or persons involved in dating relationships with other employees, we are committed to monitoring situations in which such individuals may work together. Generally, relatives and persons involved in dating relationships will not be allowed to report to one another or otherwise work in a position that has control or influence over the other person's hiring, advancement, performance evaluation, discipline, or termination. In case of actual or potential problems, Town of Algoma will take prompt action. This can include reassignment or, if necessary, termination of employment for one or both of the individuals involved.

For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

IMMIGRATION LAW COMPLIANCE 107*Effective Date: 02/01/2016*

Town of Algoma is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with Town of Algoma within the past three years, or if their previous I-9 is no longer retained or valid.

Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

CONFLICTS OF INTEREST 108*Effective Date: 02/01/2016*

Employees must avoid activities or relationships that conflict with Town of Algoma's interests or adversely affect the town's reputation. No policy can describe every situation that may constitute a conflict of interest. The purpose of these guidelines is to provide general direction so that you can seek further clarification on issues related to conflicts of interest. Contact the Administrator if you have any questions about conflicts of interest.

A conflict of interest can generally be described as a situation in which your loyalty is, or may appear to be, divided between self-interest or the interests of a third-party and the interests of Town of Algoma. The types of activities and relationships you must avoid include, but are not limited to:

- Accepting, agreeing to accept, or soliciting money or other tangible or intangible benefit in exchange for favorable decisions or actions in the performance of your job or that might appear to influence your decision-making or professional conduct;
- Accepting employment or compensation or engaging in any business or professional activity that might require disclosure of confidential information or trade secrets;
- Accepting employment or compensation that could reasonably be expected to impair your independent judgment in the performance of your duties;
- Accepting a kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving Town of Algoma;
- Giving preferential treatment in business dealings to any person or company in which you, a relative or friend has a significant ownership interest or relationship.

You must disclose actual or potential conflicts or any relationships that may create the appearance of a conflict of interest to your supervisor as soon as you become aware of them so that safeguards can be established to protect all parties. Failure to make required disclosures or resolve conflicts of interest satisfactorily can result in discipline up to and including termination of employment.

OUTSIDE EMPLOYMENT 110*Effective Date: 02/01/2016*

Employees may hold outside jobs as long as they meet the performance standards of their job with Town of Algoma. All employees will be judged by the same performance standards and will be subject to Town of Algoma's scheduling demands, regardless of any existing outside work requirements. At all times, the interests of Town of Algoma shall take priority over those of any outside employer.

Employees may not receive any income or material gain from individuals outside Town of Algoma for materials produced or services rendered while performing their jobs. Similarly, outside employment that constitutes a conflict of interest, or is performed for a competitor, is prohibited.

If Town of Algoma determines that an employee's outside work interferes with performance or the ability to meet the requirements of Town of Algoma as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with Town of Algoma.

Employees having any questions as to whether employment with a particular outside employer might constitute a conflict of interest must seek approval from the Administrator.

CONFIDENTIALITY & NON-DISCLOSURE 112*Effective Date: 02/01/2016*

The protection of confidential business information and trade secrets is vital to Town of Algoma's interests and success. Such confidential information includes, but is not limited to, the following examples:

- Computer codes, passwords, and processes
- Computer programs
- Customer data and information
- Customer lists
- Employee data and information
- Financial information
- Personnel medical information

This information has actual and/or potential independent economic value, and is subject to a reasonable effort by Town of Algoma to maintain its confidentiality. Any such information provided or disclosed to employees is intended by Town of Algoma to remain confidential and protected from disclosure until such time as Town of Algoma specifically declares such information to be no longer confidential.

Except as specifically directed by Town of Algoma, employees shall not make any disclosure of any confidential materials or information, except as required or provided by law. Except as specifically directed by Town of Algoma, employees shall not duplicate or otherwise copy any confidential materials or information. Immediately upon request from Town of Algoma, employees shall return all confidential materials or information in their possession.

All employees may be required to sign a confidentiality and non-disclosure agreement as a condition of employment. Nothing in this policy is intended to restrict employees from exercising legal rights under any state or federal law nor will employees be subject to discipline for engaging in legally protected activity. Employees who improperly use or disclose confidential business information or other information protected by law will be subject to disciplinary action, up to and including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

EMPLOYMENT CATEGORIES 201*Effective Date: 02/01/2016*

It is the intent of Town of Algoma to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and Town of Algoma.

Each employee's position is classified as either NONEXEMPT or EXEMPT from state and federal wage and hour laws. NONEXEMPT employees are entitled to overtime pay and other benefits under the wage and hour laws, whereas EXEMPT employees are excluded from specific provisions of the laws, and don't receive overtime pay. Whether an employee's position is exempt or nonexempt is determined by whether the primary duties of his or her position falls within one of the exemption categories established by state and federal law.

In most cases, NONEXEMPT employees are paid on an hourly basis, while EXEMPT employees are paid on a salary basis. Employees will be notified individually of their exempt or nonexempt status. An employee's exempt or nonexempt classification may be changed only upon written notification by Town of Algoma's management.

In addition to the above categories, each employee will belong to one or more of the following employment categories:

FULL-TIME employees are those who are not in a temporary or introductory status and who are regularly scheduled to work Town of Algoma's full-time schedule of at least 36 hours per week. Generally, they are eligible for Town of Algoma's entire benefit package, subject to the terms, conditions, and limitations of each benefit program.

PART-TIME employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than 36 hours per week. While they do receive all legally mandated benefits (such as Wisconsin retirement system and workers' compensation insurance), they are ineligible for all of Town of Algoma's other benefit programs.

TEMPORARY employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. While temporary employees hired directly by Town of Algoma receive all legally mandated benefits (such as workers' compensation insurance and Wisconsin retirement system), they are ineligible for all of Town of Algoma's other benefit programs.

FIRE/EMT are considered "part-time paid on call" employees. These employees are not guaranteed any hours or minimum compensation. In addition, they are not eligible for some legally mandated benefits or any of Town of Algoma's other benefit programs, but are eligible for workers' compensation insurance.

INDEPENDENT CONTRACTORS are workers who satisfy the appropriate legal test for such status, including behavioral controls, financial controls, and the nature of the relationship. All independent contractors will be required to sign a written agreement with Town of Algoma acknowledging their independent contractor status. Independent contractors are not employees and as such are not eligible for any legally mandated benefits (such as workers' compensation insurance) or any of Town of Algoma's other benefit programs.

ACCESS TO PERSONNEL FILES 202

Effective Date: 02/01/2016

Town of Algoma maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of Town of Algoma, and access to the information they contain is restricted. Generally, only personnel of Town of Algoma who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the Administrator. With written advance notice, employees may review their own personnel files, within seven working days of Town of Algoma's receipt of the written notice. The files may be reviewed in Town of Algoma's offices and in the presence of an individual appointed by Town of Algoma to maintain the files.

BACKGROUND CHECKS 203

Effective Date: 02/01/2016

To ensure that individuals who work for Town of Algoma are well qualified and have a strong potential to be productive and successful, Town of Algoma may, at our sole discretion, conduct background and reference checks in connection with the application and hiring process.

The types of checks we conduct may include such inquiries such as criminal history, credit history, degree confirmation, and employment references. The information we obtain via such inquiries will be considered in light of the needs and concerns underlying the check, and may take into account such things as client directives or restrictions, the recency of the conviction, and the relevance of the information to the work to be performed.

Town of Algoma retains the sole discretion to determine what impact the acquired information may have on the applicant or employee in question. Decisions are made on an individualized basis.

PERSONNEL DATA CHANGES 204

Effective Date: 02/01/2016

It is the responsibility of each employee to promptly notify Town of Algoma of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, and other such status reports should be accurate and current at all times. If any personnel data has changed notify the Town Clerk.

INTRODUCTORY PERIOD 205

Effective Date: 02/01/2016

The Introductory Period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. Town of Algoma uses this period to evaluate employee capabilities, work habits, and overall performance. Completing the Introductory Period does not affect the at-will nature of employment, and either the employee or Town of Algoma may end the employment relationship at any time during or after the Introductory Period, with or without cause or advance notice.

All new and rehired employees work on an introductory basis for the first 180 calendar days after their date of hire. Any significant absence may extend an introductory period by the length of the absence. If Town of Algoma determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period.

During the initial introductory period, new employees are eligible for those benefits that are required by law, such as workers' compensation insurance. They may also be eligible for other Town of Algoma-provided benefits, subject to the terms and conditions of each benefits program. Employees should read the information for each specific benefits program for the details on eligibility requirements.

EMPLOYMENT APPLICATIONS 208

Effective Date: 02/01/2016

Town of Algoma relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in Town of Algoma's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

PERFORMANCE EVALUATION 209*Effective Date: 02/01/2016*

Supervisors and employees are strongly encouraged to engage in a course of regular, day-to-day interactions that should provide the opportunity to discuss job tasks, encourage and recognize strengths, identify areas for improvement, and discuss positive, purposeful approaches for meeting goals. More formalized written performance evaluations are also utilized as part of this process.

Introductory Period Employees

Newly hired employees who are in an Introductory Period will usually receive a formal progress evaluation after the completion of the orientation period (which is usually 180 days in length). The Introductory Period is intended to enable the supervisor and the employee a reasonable period of time to assess the appropriateness of the match between the job and the employee. During this period, both the employee and the supervisor will be expected to engage in an ongoing dialogue about the needs of the job, as well as the standards and expectations associated with the new position.

Annual Performance Evaluations & Pay Adjustments

Annual performance evaluations are generally scheduled to take place on or near the calendar year-end each year.

Merit-based pay adjustments may be awarded by Town of Algoma in an effort to recognize superior employee performance, and encourage strong performance. The decision to award such adjustments is dependent upon numerous factors, including goal accomplishment (both individually and as a Town), as well as the information documented by this performance evaluation process. As a result, employees are not guaranteed a pay raise simply because they receive a performance evaluation under this policy.

EMPLOYEE BENEFITS 301*Effective Date: 02/01/2016*

Eligible employees at Town of Algoma are provided a wide range of benefits. A number of the programs (such as workers' compensation and unemployment insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. Details of many of these programs can be found elsewhere in the employee handbook.

The following benefit programs are available to eligible employees:

- Auto Mileage
- Bereavement Leave
- Holidays
- Income Continuation Insurance (State of Wisconsin program)
- Jury Duty Leave
- Meal Allowance
- Medical Insurance
- Medical Leave
- Pension Plan (Wisconsin Retirement System)
- Personal Leave
- Sick Leave
- Travel Allowances
- Vacation Benefits

Some benefit programs require contributions from the employee or are unpaid, while others may be fully paid by Town of Algoma. All benefits are subject to the terms and conditions described in the foregoing policies or summary plan description, insurance certificate, or plan document for that plan.

HOLIDAYS 305

Effective Date: 02/01/2016

Town of Algoma will grant holiday time off to all employees on the holidays listed below:

- New Year's Day (January 1)
- Good Friday (Friday before Easter)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving Day (fourth Thursday in November)
- Day after Thanksgiving
- Christmas Eve (December 24)
- Christmas Day (December 25)
- New Year's Day (December 31) (1/2 day)

Town of Algoma will normally grant paid holiday time off to all full-time employees. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day.

A recognized holiday that falls on a Saturday will usually be observed on the preceding Friday. A recognized holiday that falls on a Sunday will usually be observed on the following Monday.

If a recognized holiday falls during an eligible employee's paid absence (such as vacation), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied. However, employees taking unpaid leaves of absence will not be paid for holidays that occur during their unpaid leaves.

Paid time off for holidays will be counted as hours worked for the purposes of determining whether nonexempt employees are entitled to overtime for the week in which the holiday falls.

TIME OFF TO VOTE 308

Effective Date: 02/01/2016

Town of Algoma encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedules, and should make every reasonable effort to do so. However, employees may be eligible to take the time off from work that may be necessary to appear at the employee's polling place, cast a ballot, and return to the workplace.

Employees are encouraged to request time off to vote at least two working days prior to the Election Day, so that voting time can be scheduled at a time that is least disruptive to the normal work schedule.

BEREAVEMENT LEAVE 309

Effective Date: 02/01/2016

Employees who wish to take time off due to the death of an immediate family member should notify their supervisors immediately.

Full-time employees will receive up to 3 days of paid bereavement leave for the death of the employee's spouse, parent, child, sibling; the employee's domestic partner; the employee's spouse's parent, child, or sibling; the employee's child's spouse; grandparents or grandchildren.

Employees may, with their supervisors' approval, use any available vacation for additional time off as necessary, or to attend the funerals of individuals not listed above.

Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, or bonuses. Employees will only be paid for hours for which they would normally have been scheduled.

JURY DUTY 311*Effective Date: 02/01/2016*

Town of Algoma encourages employees to fulfill their civic responsibilities by serving jury duty when required. Full-time employees may request up to 4 weeks of paid jury duty leave over any 1-year period. Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence (up to a maximum of 8). Employees are required to sign over any jury duty pay they receive from the court as a condition of receiving paid leave under this policy.

If employees are required to serve jury duty beyond the period of paid jury duty leave, they may use any available paid time off (for example, vacation benefits), or may request an unpaid jury duty leave of absence.

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits. Where court rules permit jurors to call in the night before to find out whether they have to come into the courthouse the next day, employees may have to provide written confirmation from the court that they actually were called in on the day in question in order to be eligible for jury duty pay under this policy.

Benefit accruals, such as vacation, sick leave, or holiday pay, will be suspended during any period of unpaid jury duty leave and will resume upon return to active employment.

WITNESS DUTY 312

Effective Date: 02/01/2016

Town of Algoma encourages employees to appear in court for witness duty when subpoenaed to do so.

If employees have been subpoenaed or otherwise requested to testify as witnesses by Town of Algoma, they will receive paid time off for the entire period of witness duty.

Otherwise, employees will be granted unpaid time off to appear in court as a witness when requested by a party other than Town of Algoma. Employees are free to use any available paid leave benefit (such as vacation) to receive compensation for the period of this absence.

The subpoena should be shown to the employee's supervisor immediately after it is received so that operating requirements can be adjusted, where necessary, to accommodate the employee's absence. The employee is expected to report for work whenever the court schedule permits.

VACATION 315*Effective Date: 02/01/2016*

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Town of Algoma provides vacation time off to enable employees to maintain a better work-life balance, so that employees can rest, rejuvenate, and come back into the workplace reinvigorated. It is meant to function as wage replacement for times that employees choose to be away from work for personal reasons, and is not considered to be compensation.

Full time employees are eligible to accrue and use vacation as described in this policy.

The amount of vacation employees receive each calendar year increases with the length of their employment as shown in the following schedule:

VACATION ACCRUAL SCHEDULE		
Years of Eligible Service	Vacation Hours Each Year	Vacation Hours Accrued Monthly
Upon Initial Eligibility	40 Hours	3.33 Hours
After 1 Year	80 Hours	6.67 Hours
After 2 Years	88 Hours	7.33 Hours
After 3 Years	96 Hours	8.00 Hours
After 4 Years	104 Hours	8.67 Hours
After 5 Years	112 Hours	9.33 Hours
After 6 Years	120 Hours	10.0 Hours
After 7 Years	128 Hours	10.67 Hours
After 8 Years	136 Hours	11.33 Hours
After 9 Years	144 Hours	12.0 Hours
After 10 Years	152 Hours	12.67 Hours
After 12 Years	160 Hours	13.33 Hours

Usage and Rollover

Employees will generally not be “advanced” vacation, which means that at no time may employees use vacation before it has accrued. Any time off taken in excess of an employee’s accrual balance will be considered unpaid time off, and is generally discouraged.

Vacation is paid at the employee’s base pay rate at the time of absence. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

In the event that available vacation is not used by the end of the calendar year, employees may carry up to five (5) days of unused time forward into the next calendar year. Any unused time beyond five (5) days will be forfeited at the end of the calendar year.

Scheduling Vacation Time

To schedule vacation time, employees should request as much advance approval from their supervisors as possible. Vacation may not be granted in all circumstances, and such requests will be approved or denied solely at the discretion of the employee's supervisor, based upon current workloads, staffing levels, and the employee's disciplinary status.

Vacation and End of Employment

Upon the cessation of employment, employees are typically paid for unused vacation that has been accrued through the last day of work. However, unused vacation will not be paid out if employment is terminated for gross misconduct, as determined solely by Town of Algoma, which may include, but is not limited to, theft or sabotage. Vacation may not be granted during any resignation notice period; a determination as to usage during the resignation period will be at the sole discretion of Town of Algoma.

SICK LEAVE 316*Effective Date: 02/01/2016*

Town of Algoma provides paid sick leave benefits to eligible full-time employees for periods of temporary absence due to illnesses or injuries.

Eligible employees will accrue sick leave benefits at the rate of 10 days per year (.833 of a day for every full month of service). Sick leave benefits are prorated during an eligible employee's first year of employment.

Paid sick leave can be used in minimum increments of 1 hour. An eligible employee may use sick leave benefits for an absence due to his or her own illness or injury, or that of a child, foster child, parent, sibling, or spouse of the employee. These definitions encompass step relationships.

Employees who are unable to report to work due to illness or injury should notify their supervisors before the scheduled start of their workdays if possible. The supervisor must also be contacted on each additional day of absence. In general, calls from friends or family members are not acceptable. If an employee is absent for three or more consecutive days due to illness or injury, a physician's statement may be required to verify the disability and its beginning and expected ending dates. Such verification may be requested for other sick leave absences as well, at the Town of Algoma's discretion, and may be required as a condition to receiving sick leave benefits.

Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence.

Employees may accrue a maximum of 720 hours of sick leave.

Employees should use their sick leave only for legitimate illnesses and injuries, and employees should keep in mind that if they are out of sick leave and/or vacation, then any other absences will be unpaid, may be considered unexcused, and may subject the employee to disciplinary action up to and including termination of employment. In rare circumstances unpaid time off may be permitted if approved in advance by the employer. Note that unpaid time off will not count against an employee if it is approved under another leave policy within this handbook.

Sick leave benefits are intended solely to provide income protection in the event of illness or injury, and may not be used for any other absence. Unused sick leave benefits will not be paid to employees while they are employed or upon termination of employment.

TIMEKEEPING 401

Effective Date: 02/01/2016

Accurately recording time worked is the responsibility of every nonexempt employee. Federal and state laws require Town of Algoma to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Nonexempt employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed.

Employees are responsible for certifying the accuracy of all time recorded. Supervisors will review the time record before submitting it for payroll processing.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

PAYDAYS 403

Effective Date: 02/01/2016

All employees are paid at least monthly. The specific schedule and timeframe for each classification of employee differs. If an employee has questions about their date of their payday, they should direct questions to the Town Clerk.

Each paycheck will include earnings for all work performed through the end of the previous payroll period. Employees are required to have their pay directly deposited into their bank accounts and will receive an itemized statement of wages when the deposit is made.

ADMINISTRATIVE PAY CORRECTIONS 409

Effective Date: 02/01/2016

Town of Algoma takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Town Clerk so that corrections can be made as quickly as possible.

DEDUCTIONS FROM PAY 410*Effective Date: 02/01/2016*

The law requires that Town of Algoma make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. Town of Algoma also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." Town of Algoma matches the amount of Social Security taxes paid by each employee.

Town of Algoma offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their pay checks to cover the costs of participation in these programs.

Additionally, Town of Algoma may be required to make deductions to pay off a debt, loss, or other obligation to Town of Algoma or to a third party (such as garnishments, liens, or child support orders). In order to reimburse or pay back Town of Algoma for the types of debts or losses listed above, employees may be required to sign a payroll deduction authorization form and/or enter into some other sort of pay back or reimbursement agreement. Employees leaving employment may be required to sign such authorizations or agreements regardless of the circumstances underlying their separation from employment.

If you have questions concerning why deductions were made from your pay check or how they were calculated, the Town Clerk can assist in having your questions answered.

SAFETY 501*Effective Date: 02/01/2016*

Employees are expected to perform the functions of their positions in a safe manner. We believe that we are only truly efficient when high productivity is achieved with safe work habits. No job is so important, nor any service so urgent, that time cannot be taken to perform the work safely. The use of proper safety devices and tools and equipment, as well as the donning of appropriate clothing and footwear is essential.

Horseplay at work is inappropriate. No matter how playful or well intentioned, horseplay is by its nature unpredictable, and may inadvertently result in accident, injury, or unsafe conditions. As a result, employees engaging in horseplay may be subject to discipline, up to and including termination of employment.

Each employee is expected to take ownership of his or her surroundings, to obey safety rules, and to exercise caution in all work activities. This includes being familiar with and observing all rules and policies for health, safety, and preventing injuries while at work. Everyone at Town of Algoma must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries. FIRE/EMT workers are subject to the policies set by the Fire Department.

Employees must immediately report any unsafe condition to the appropriate supervisor. In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the Administrator or the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

WORK SCHEDULES 502

Effective Date: 02/01/2016

Work schedules for employees vary throughout our organization, but will be communicated to employees upon hire. The Town of Algoma keeps the following office hours: 9:00 a.m. – 5:00 p.m. Monday – Thursday; 9:00 a.m. - 1:00 p.m. Friday.

All employees are generally expected to be at work on time and ready to work during their scheduled hours. This is true regardless of whether you are exempt or nonexempt, salaried or hourly.

Staffing needs, operational demands, and individual workloads may necessitate variations in starting and ending times, as well as variations in the total hours that may need to be worked each day and week. This can be particularly true with respect to exempt employees, who, although they are normally expected to be available during our core business hours and work at least 36 hours per week, may find that the jobs they are performing require additional time over and above the regular work week.

Failure to consistently be at work during scheduled work hours, or not adequately managing and completing necessary workloads from week to week, can lead to discipline, up to and including termination of employment.

EMERGENCY CLOSINGS & SHUT-DOWNS 503*Effective Date: 02/01/2016*

On occasion, it may be necessary for Town of Algoma to close down for emergencies, extreme weather, or economic reasons.

Unless an emergency closing or shut-down is announced, all employees are expected to report to work in a timely manner and in accordance with applicable policies. In the event of inclement weather, employees are urged to use their own discretion in deciding whether they can commute safely to work. Employees who decide not to telecommute during inclement weather, or who anticipate being late to work due to inclement weather and resulting road conditions, will be required to follow the call-in and notice procedures set forth in our Attendance & Punctuality policy.

Decisions to Close and Communication

The decision to close an office or facility may be made for economic reasons. Generally, these decisions will be made in advance and communicated to employees.

The decision to close due to inclement weather may be made during the course of our normal operating hours, or may be made before the start of the day. For foreseeable closings, Town of Algoma will communicate the closing in advance. In severe weather situations, employees can call the recorded phone line to hear a recorded message with information about Town of Algoma operational status.

Inclement Weather

Inclement weather can cause transportation problems or locally hazardous conditions. Regionally, conditions can vary widely, with some localities experiencing much more weather-related disruption than others. Severe weather may result in some business or school closures even as the Town of Algoma remains open for regular business. This can affect an employee's ability to report to work.

Personal safety is an important consideration when evaluating the ability to commute to work during severe weather.

Leave Use and Compensation

Where the decision to close is made prior to the start of the workday, including for inclement weather or shut-downs, employees will typically be paid for the day.

If weather conditions prevent an employee from working as scheduled when the business remains open, leave taken due to inclement weather is charged to vacation or leave without pay according to the position's classification as exempt or non-exempt.

PHONES & ELECTRONIC DEVICES 504*Effective Date: 02/01/2016*

Town of Algoma recognizes that employees may occasionally need to place or receive personal phone calls during the course of the workday. Employees should try to confine such calls to nonworking times such as breaks or meal periods. However, employees are prohibited from using Town of Algoma's phones to place long-distance calls. The placing or receipt of telephone calls should not interfere with an employee's ability to effectively perform in his or her position, or interrupt the work performed by coworkers. This policy applies equally to personal cell phones, which generally should be shut off during working times, and kept out of designated work areas unless necessary for work purposes.

Additionally, unless necessary for work purposes, employees should generally not be reading or sending e-mails, text messages, instant messages, or accessing the Internet from their cell phones or other wireless devices during working times. Similarly, for safety and other reasons, employees should generally not be listening to iPods or similar MP3 devices during working times.

Employees who fail to follow any provision within this policy will be subject to discipline, up to and including termination of employment.

SMOKING & TOBACCO PRODUCTS 505

Effective Date: 02/01/2016

In keeping with Town of Algoma's intent to provide a safe and healthful work environment, smoking and the use of tobacco products (such as chewing tobacco) is prohibited throughout the workplace. This policy also applies to e-cigarettes and similar products.

Employees who smoke or use tobacco products will not be permitted any greater number of breaks than those who do not. As a result, such employees should only smoke or use tobacco products before or after work, or during meal periods. However, smoking is prohibited throughout the workplace, so an employee must not be on Town of Algoma property while smoking.

Violations of this policy may result in discipline, up to and including termination of employment. This policy applies equally to all employees, customers, and visitors.

OVERTIME 508*Effective Date: 02/01/2016*

When operating requirements or other needs cannot be met during regular working hours, employees may need to work overtime hours. Sometimes overtime may be necessary for a group of employees due to workload and project needs, while at other times individual employees may have a specific need to work extra hours. Regardless, all overtime work must receive the supervisor's prior authorization.

Overtime compensation is paid to all nonexempt employees in accordance with federal and state wage and hour restrictions. Overtime pay is based on **actual hours worked**, and will be paid for time worked over 40 hours in the workweek. Town of Algoma includes holiday pay in the calculation for overtime. However, time off on vacation or any leave of absence will not be considered hours worked for purposes of performing overtime calculations. Town of Algoma defines the workweek as the seven-day period starting at 12:01 on Sunday morning, and continuing through midnight the following Saturday.

USE OF VEHICLES & EQUIPMENT 509*Effective Date: 02/01/2016*

Employees may be required to use equipment or drive as part of performing their job duties. Any equipment we provide tends to be expensive and may be difficult to replace, and any driving employees perform can expose Town of Algoma to liability in the event of accident or injury. Thus, when using property or equipment, or while driving for work purposes, employees are expected to exercise care and follow all operating instructions, safety standards, and guidelines.

Please notify a supervisor if any equipment appears to be unclean, damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others.

Employees are expected to obey all traffic laws and all safety rules concerning the safe operation of motor vehicles while driving their own vehicles for work purposes. In particular, employees are prohibited from reading or sending e-mails, text messages, instant messages, or accessing the Internet from their cell phones or other wireless devices while operating a motor vehicle at any time the vehicle is in motion, part of traffic (e.g., while sitting at a stop sign or stop light), or is anything other than parked.

Town of Algoma will not pay the costs of any parking tickets or traffic violations that employees may incur, regardless of whether they occur while work is being performed. Employees driving their own vehicles for work purposes must adequately insure the vehicle, consistent with the minimum limits set by the State of Wisconsin, and provide Town of Algoma with proof of insurance upon request. In the event of an accident that results in damage of any kind, the employee must immediately report the accident to the Administrator.

BUSINESS TRAVEL EXPENSES 512

Effective Date: 02/01/2016

Town of Algoma will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location.

The actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by Town of Algoma. Employees are expected to limit expenses to reasonable amounts. In general, to determine reasonableness of the expenses, Town of Algoma will use limits established by the State of Wisconsin for its employees, but ultimately, whether an expense is reasonable will be at the discretion of the Town of Algoma.

When travel is completed, employees should submit completed travel expense reports within 30 days. Reports should be accompanied by receipts for all individual expenses.

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Vehicles owned, leased, or rented by Town of Algoma may not be used for personal use without prior approval.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

COMPUTER, INTERNET, AND E-MAIL USAGE 516*Effective Date: 02/01/2016*

Computers, e-mail and Internet access is provided by Town of Algoma to assist employees in completing their work, improving their efficiency and obtaining work-related data and technology. The following guidelines have been established to help ensure responsible and productive computer usage.

Computers (including the e-mail system, Internet access, computer files, and software furnished to employees) are the property of Town of Algoma, and are intended for business use. As a result, employees have no right to privacy for any uses to which they may put the computers (including the e-mail system, Instant messaging systems, Internet access, remote access, computer files, and software furnished to employees) we have provided them. Similarly, Town of Algoma reserves the right to monitor any and all use to which our equipment, networks, or resources may be put, regardless of whether the use is personal in nature, or occurs during non-working time. Employees should not use a password, access a file, or retrieve any stored communication unless authorized to do so.

While computer usage (including e-mail and Internet access) is intended for job-related activities, incidental and occasional brief personal use may be permitted with permission from a supervisor. Such use should not interfere with an employee's performance of his or her job. Similarly, employees making personal use of computers should not download large files, access streaming audio / video, or visit social networking sites or chat rooms. Employees who are found to have abused these privileges are subject to suspension of Internet/e-mail privileges, and/or discipline, up to and including termination.

Employees must comply with any and all potentially applicable laws (e.g., industry regulations, harassment laws, copyright restrictions, contractual obligations or restrictions, etc.) each and every time they use Town of Algoma's computer networks, systems, or equipment for any purpose, as well as during any times they may be using their own personal computer networks, systems, or equipment in ways that may directly or indirectly be associated with Town of Algoma.

Prohibited Usage

Town of Algoma strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, Town of Algoma prohibits the use of computers, the Internet and the e-mail system in ways that are disruptive, offensive to others, discriminatory, obscene, threatening, harassing, intimidating, or harmful to morale. For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, gender-specific comments, off-color jokes, or anything that may be construed as harassment, bullying or showing disrespect for others.

Town of Algoma e-mail may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters.

Town of Algoma purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless

authorized by the software developer, Town of Algoma does not have the right to reproduce such software for use on more than one computer. Employees may only use software on local area networks or on multiple machines according to the software license agreement. Town of Algoma prohibits the illegal duplication of software and its related documentation.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if an employee did not create material, does not own the rights to it, or has not gotten authorization for its use, it should not be put on the Internet or transmitted through the e-mail system.

Employees should take all anti-virus precautions available to them and prescribed by Town of Algoma. Employees should not attempt to bypass or disable any anti-virus precautions installed on Town of Algoma computers.

The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action up to and including termination of employment:

- Sending or posting discriminatory, harassing, or threatening messages or images
- Using the organization's computers for personal gain
- Using, or disclosing someone else's code or password without authorization
- Sending or posting confidential material, trade secrets, or proprietary information outside of the organization (such information includes, but is not limited to, non-public information, internal documents, financial information, and customer information)
- Failing to observe licensing agreements
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions
- Viewing or exchanging pornography or obscene materials
- Sending or posting messages that defame or slander other individuals
- Attempting to break into the computer system of another organization or person
- Refusing to cooperate with a security investigation or obstructing a security investigation
- Sending or posting chain letters or advertisements not related to business purposes or activities
- Using the computer for gambling of any sort
- Accessing chat rooms, social networking sites, and other such interactive or unacceptable websites
- Using town-provided email address or website addresses to register for any social networking website; online blog, diary or journal without prior written approval
- Jeopardizing the security of the organization's electronic communications systems
- Sending or posting messages that disparage other organizations
- Passing off personal views as representing those of the organization
- Sending anonymous e-mail messages
- Using the computer for purposes of seeking other employment or preparing or posting a resume
- Loading personal software without permission
- Engaging in any other illegal activities

- Engaging in any other computer related activity determined by Town of Algoma to be inappropriate or unacceptable.

Consequences for Policy Violations

Abuse of the computer, Internet and e-mail system access provided by Town of Algoma will result in suspension of Internet/e-mail privileges, and/or disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy. Employees should notify their immediate supervisors or any member of management upon learning of violations of this policy.

The equipment and technology provided to Town of Algoma employees remain at all times the property of Town of Algoma. To ensure compliance with this policy, Town of Algoma reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through our computers and stored in our computer systems. All data that is composed, transmitted, or received via our computer system is considered to be part of the official records of Town of Algoma and, as such, is subject to disclosure to law enforcement or other third parties.

SOCIAL NETWORKING WEBSITES AND ONLINE COMMUNICATIONS 517*Effective Date: 02/01/2016***Social Networking Websites**

Social networking sites including, but not limited to, Facebook, YouTube, Twitter, LinkedIn and online journals and blogs, present unique opportunities for employees to communicate with friends, family, colleagues and the general public. However, these websites also pose a significant risk to distract employees, reduce productivity and waste town resources where access is permitted during work time.

Online Code of Conduct

To the extent employees access these sites during non-work time, employees should keep in mind that the information on such sites is posted in a global forum and, therefore, there is no guarantee of privacy or ability to restrict receipt of posted information. Accordingly, employees should exercise the same judgment and discretion in posting to social networking sites as they would when engaging in any conduct in a non-private setting. Employees must also understand they are solely responsible for what they post or endorse online.

The following conduct relative to online communications are examples of previously stated or additional conduct and activities, which **are prohibited** and can result in disciplinary action up to and including termination of employment:

- Sending or posting discriminatory, defamatory, harassing, bullying or threatening messages or images (including photographs or videos) regarding any current or former employee
- Making any defamatory, slanderous or derogatory reference or post against any prospect, client, customer, vendor or business partner that may harm or interfere with working relationships or current contracts with third-parties
- Posting any confidential, proprietary or non-public Town of Algoma information or documents, including, but not limited to, customer information or financial data
- Posting any confidential information pertaining to employees or clients, which may otherwise be protected under state and federal laws such as state privacy and disability laws
- Disclosing any information protected by attorney-client privilege, legal hold or spoliation order
- Representing (or otherwise giving the impression) you are speaking on behalf of Town of Algoma
- Failing to use proper disclaimers where Town of Algoma is involved, such as “postings on this site are my own and do not represent Town of Algoma’s opinions, philosophies or business strategies”
- Posting photographs, videos or other images of other employees without proper authorization, or failing to remove such images when requested by another employee
- Using Town of Algoma logo for commercial gain, or otherwise using Town of Algoma logo in a non-commercial setting that would be inconsistent with the Town of Algoma’s code of ethics and corporate brand
- Unlawfully gaining access to another employee’s social networking website or profile

- Demanding or otherwise requiring candidates or colleagues to relinquish any social networking password

Connecting with Colleagues and Clients Online

Town of Algoma has no opinion or prohibition regarding colleagues who network on-line during non-work time. However, due to the highly confidential and personal information often maintained in online profiles, supervisors and managers are not permitted to make or accept invitations such as “friend requests” from any employee.

Similarly, employees who receive such requests from non-manager colleagues should not feel compelled to accept such requests if they desire to keep their personal information confidential. Employees are also encouraged to utilize all appropriate privacy settings to ensure their information is shared and viewed only by those the employee intends to have access.

In some situations, colleagues may be permitted to network with colleagues using professional networking websites such as LinkedIn, but employees are required to exercise professional judgment when communicating on these professional networking websites and must comply with all of Town of Algoma’s policies.

If employees network with Town of Algoma customers online, employees will be required to respect all Town of Algoma’s policies. Employees who separate from employment shall agree to relinquish any work-related connections with colleagues, customers or vendors as Town of Algoma deems necessary.

Resolving Conflict

When communicating online, employees are encouraged to be fair and courteous to current and former employees, customers, clients and vendors. Work-related issues are more likely to be resolved by speaking directly with colleagues or going to managers or other business leaders within the workplace where employees feel comfortable speaking freely.

Should colleagues decide to post complaints or criticisms, employees should avoid using statements, photographs, videos or audio that reasonably could be viewed as malicious, obscene, harassing, threatening, intimidating, bullying, or that disparages customers, clients or vendors. Failure to follow these guidelines may result in disciplinary action, or legal action initiated by a third-party.

Monitoring and Consequences for Policy Violations

While Town of Algoma has no general practice of reviewing employees’ personal profiles on such sites, employees should be aware that if such profiles contain information suggesting conduct that violates this or any Town of Algoma policy, such information may form the basis for an appropriate investigation and/or discipline. Employees may also be held personally liable for any violations of this policy, which also violates a state or federally protected right.

Nothing in this policy prohibits employees from exercising any legal right under any state or federal law nor will employees be subject to discipline for any posts that are legally protected. However, employees should be aware that not all posts to a personal social networking site outside of work time are entitled to legal protection and any such posts may result in disciplinary action up to and including termination of employment, if they violate this or any other town policy.

Employees who believe they have been the subject of online harassment or bullying should notify the Administrator or any member of the Town Board upon learning of violations of this policy without fear of reprisal or retaliation.

WORKING FROM HOME 520*Effective Date: 02/01/2016*

Employees who believe that working from home (in whole or in part) can enhance their ability to get their jobs done should submit a written request to the Administrator proposing how it will benefit Town of Algoma and themselves. The request should explain how they will be accountable and responsible, what equipment is necessary, and how communication barriers will be overcome.

The decision to approve a telecommuting arrangement will be based on factors such as position and job duties, performance history, related work skills, and the impact on the organization. The employee's compensation, benefits, work status, work responsibilities, and the amount of time the employee is expected to work per day or per pay period will not change due to participation in the telecommuting program (unless otherwise agreed upon in writing).

The employee's at-home work hours will conform to a schedule agreed upon by the employee and his or her supervisor. If such a schedule has not been agreed upon, the employee's work hours will be assumed to be the same as they were before the employee began telecommuting. Changes to this schedule must be reviewed and approved in advance by the employee's supervisor.

Telecommuting is an alternative method of meeting the needs of the organization and is not a universal employee benefit. As such, Town of Algoma reserves the right to refuse to make telecommuting available to any given employee, as well as to terminate a telecommuting arrangement at any time.

PERSONAL LEAVE 603*Effective Date: 02/01/2016*

Town of Algoma may provide unpaid leaves of absence to employees who wish to take time off from work to fulfill personal obligations. To be eligible for leave under this policy, the employee must be employed full-time and completed 180 days of service, unless otherwise approved by the Administrator.

To schedule personal leave, employees should request as much advance approval from their supervisors as possible, and no less than 3 days' notice. The Town of Algoma reserves the sole discretionary right to determine whether or not to grant personal leave under this policy, as well as the amount of time that may be made available. This means that personal leaves may not be granted in all circumstances.

Employees may be eligible to take up to 1 month of personal leave in a year. Employees taking approved leave will be required to use any available vacation or sick leave as part of the approved period of leave. Employees will not be eligible for holiday pay, and vacation and sick leave accruals will cease, during any unpaid portions of a personal leave taken under this policy.

When a personal leave ends, every reasonable effort will be made to return the employee to the same position, if it is available, or to a similar available position for which the employee is qualified. However, Town of Algoma cannot guarantee reinstatement in all cases. If an employee fails to report to work promptly (or is unable to return to work) at the expiration of the approved leave period, Town of Algoma will consider the employee to have resigned employment. Employees who are unable to return to work due to an ongoing medical condition are encouraged to reapply for any positions that may be open at such time that they are released to return to work.

MILITARY LEAVE 605*Effective Date: 02/01/2016*

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

Full-time employees may request up to 4 weeks of paid military leave over any 1-year period. Military leave pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. Town of Algoma may also deduct the amount the employee receives from the military from any military leave pay we may provide.

The portion of any military leaves of absence in excess of 4 weeks will be unpaid. However, employees may use any available vacation for the absence.

Benefit accruals, such as vacation, sick leave, and holiday benefits, will be suspended during any unpaid period of leave and will resume upon the employee's return to active employment.

Employees on military leave for up to 30 days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

PREGNANCY-RELATED CONDITIONS 607*Effective Date: 02/01/2016*

Town of Algoma will not discriminate against any employee who requests an excused absence for medical disabilities associated with pregnancy. Such leave requests will be evaluated according to the medical leave policy provisions outlined in this handbook and all applicable federal and state laws.

Upon request, Town of Algoma will consider providing reasonable accommodations for health conditions related to pregnancy or childbirth in accordance with state and federal law.

Depending on the accommodation requested, employees may be required to provide medical substantiation of the need for accommodation. Similarly, if the requested accommodation would present an undue hardship to the performance of the employee's position, Town of Algoma may not be able provide the accommodation.

Requests for accommodations or time off associated with pregnancy and/or childbirth that are not related to the employee's medical incapacity (such as time off for bonding, pre-birth house preparations, or child care) will be considered in the same manner as other requests for unpaid personal leave.

EMPLOYEE CONDUCT AND WORK RULES 701*Effective Date: 02/01/2016*

To ensure orderly operations and provide the best possible work environment, Town of Algoma expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization. While it is not possible to list all the forms of behavior that are considered unacceptable in the workplace, the following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property
- Unethical, immoral, or criminal conduct in or outside of the workplace
- Dishonesty or misrepresentation including, but not limited to, falsification of timekeeping records, misrepresentation on employment applications, or dishonesty in an investigation
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating tools and equipment
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of employer-owned or client-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking or using tobacco on the employer's premises
- Sexual or other unlawful or unwelcome harassment
- Possession of firearms, explosives or other dangerous or unauthorized materials, in the workplace or while working off premises. (This prohibition applies even if the employee has a legal permit to carry a weapon.)
- Excessive absenteeism or any absences without notice
- Unauthorized absence from work station during the workday
- Unauthorized use of computers, telephones, or other employer-owned equipment or networks
- Unauthorized disclosure of confidential information
- Inappropriate words, actions, or conduct, inside or outside of the workplace that may reflect poorly upon, or cause harm to, Town of Algoma
- Unsatisfactory performance or conduct
- Violation of personnel policies

Employment with Town of Algoma is at the mutual consent of Town of Algoma and the employee, and either party may terminate that relationship at any time, with or without cause.

DRUG AND ALCOHOL FREE WORKPLACE 702

Effective Date: 02/01/2016

It is Town of Algoma's desire to provide a healthful and safe workplace that is free from the impacts of improper drug or alcohol use. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on Town of Algoma premises and while conducting business-related activities off Town of Algoma premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. However, the consumption of moderate amounts of alcohol may occasionally be permitted at Town-sponsored events or with the express approval of the Administrator. Employees consuming alcohol under such circumstances must drink responsibly, and must not become intoxicated. Similarly, employees who have brought guests to functions where the consumption of alcohol has been approved are responsible for the conduct of any such guests, and must prevent their guests from becoming intoxicated or getting out of control.

The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Town of Algoma has the ability to request a certification for duty from any employee, at its discretion. Employees who fail to, or refuse to, provide this certification upon request may be subject to discipline.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment. Such violations may also have legal consequences.

SEXUAL AND OTHER UNLAWFUL HARASSMENT 703*Effective Date: 02/01/2016*

Town of Algoma is committed to providing a work environment that is free of discrimination and unlawful harassment. Town of Algoma prohibits discrimination and harassment on the basis of race, color, religion, sex, pregnancy, citizenship, national origin, age, disability, military service, veteran status, genetic information, union membership, creed, ancestry, marital status, sexual orientation, or any other characteristic protected by law.

Any employee who **engages** in harassment; **who permits** employees under his/her supervision to engage in such harassment; **or who retaliates or permits retaliation** against an employee who reports such harassment is guilty of misconduct and shall be subject to immediate remedial action that may include discipline or termination of employment.

Employee Rights and Responsibilities:

Employees are entitled to timely resolution of any complaints about harassing or inappropriate behavior. In addition, employees are protected from retaliation for making a complaint or exercising other rights protected by law.

It is an employee's responsibility and obligation to report harassing or inappropriate behavior, whether it is directed at them or is something they have seen or heard that was directed at someone else. Any manager or supervisor who learns of or observes harassing or inappropriate behavior, or receives a complaint about this kind of behavior, should immediately report the behavior or complaint to the Administrator or Town Chairman.

Town of Algoma will investigate the situation and take timely and appropriate action to correct it. Every employee must cooperate fully during any fact-finding initiated by Town of Algoma, providing honest and complete information. Employees cannot choose to "stay out of it" if they are asked for information that they have or have access to.

Failure to participate fully and honestly in the investigative process, or in any fact-finding process initiated by Town of Algoma, is a serious violation of our policies and grounds for corrective action, which may include termination from employment.

What is Harassment?

Harassment is offensive physical conduct, verbal comments, or written comments including, but not limited to, electronic communications, such as online posts or text messaging, due to another person's protected category status if that conduct has the purpose or effect of creating an intimidating, hostile or offensive working environment, unreasonably interferes with an individual's work performance or opportunities, or otherwise affects the terms and conditions of employment.

Definition of Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, comments (verbal or written), or physical conduct of a sexual nature when:

1. Submission to the conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual; or
3. The conduct has the purpose or effect of unreasonably interfering with an individual's work performance; or
4. The conduct has the purpose or effect of creating an intimidating, hostile or offensive working environment.

Examples of Harassment

Examples of harassment include, but are not limited to:

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Leering or making sexual gestures.
- Displaying or circulating sexually suggestive objects, pictures, cartoons, e-mails or posters.
- Displaying or circulating offensive objects, pictures, cartoons, e-mails or posters based on a legally-protected characteristic such as race, religion or sexual orientation.
- Making or using derogatory comments, epithets, slurs, or jokes.
- Electronic communications, such as online posts or text messaging, which are offensive or derogatory in nature about an individual due to their membership in a protected class.
- Graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- Unwelcome physical conduct including touching, assaulting, impeding or blocking movements, and threatening and intimidating behavior.

Reporting Procedure

Employees who believe they have experienced or witnessed sexual or other unlawful harassment in the workplace, whether by employees or non-employees, should take the following steps:

- Take immediate action rather than ignoring the problem and waiting for it to go away;
- Tell the offending person, if they feel comfortable doing so, that his or her actions or comments are unwelcome, that the behavior is offensive and it must stop immediately;
- Report the incident as soon as possible to a supervisor, the Administrator, or the Town Chairman; and

- Remember that Town of Algoma will *not* tolerate any retaliation against you for reporting concerns about harassing behavior or conduct.

Employees who are *witness* to harassment or inappropriate behavior should:

- Take the incident(s) seriously;
- Refuse to condone or participate in the behavior;
- Encourage the victim to speak with his or her supervisor, the Administrator, or the Town Chairman; and
- Express suspicions or concerns to the appropriate supervisor, the Administrator, or the Town Chairman so that we can be alerted to any possibly harassing situations.

Employees who *may be engaging in* harassing or inappropriate behavior must:

- Stop the behavior immediately;
- Listen to the person complaining about the behavior; and
- Learn from the experience and do not repeat it.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment must immediately report the harassment to the Administrator or the Town Chairman so it can be investigated in a timely manner.

All charges of harassment will be promptly investigated by Town of Algoma. All complaints will be handled as discreetly as possible, although Town of Algoma cannot guarantee absolute confidentiality. Strict confidentiality is not possible, since the alleged harasser is entitled to answer the charges, particularly if discipline or termination is a possible outcome. However, reasonable efforts will be made to respect the confidentiality of the individuals involved. Corrective action will be taken consistent with the results of Town of Algoma's investigation.

All employees are expected to cooperate with harassment investigations. An employee who refuses to participate in the investigation, provides untruthful statements to the investigator, or otherwise obstructs the investigation process is subject to discipline, up to and including termination of employment.

Retaliation

Town of Algoma will not tolerate any retaliation against any employee who reports an incident of alleged harassment on inappropriate workplace behavior or provides information during an investigation, and will take measures to protect all such employees from retaliation. *Engaging in retaliatory behavior is a violation of this policy, and is grounds for corrective action, up to and including termination of employment.*

Off-Site Events

On occasion, employees may have the opportunity to participate in off-site events such as Town-sponsored events or conferences. We expect that employees will demonstrate the same

professional standards of behavior at these events as they would in the workplace. Two specific guidelines should be kept in mind:

- If alcoholic beverages are served, they must be consumed in moderation
- Harassment in any form will not be tolerated

Liability for Harassment

Any Town of Algoma employee who is found to have violated this policy is subject to disciplinary action, up to and including termination from employment. Employees may also be subject to personal legal liability for violation of this policy.

ATTENDANCE AND PUNCTUALITY 704

Effective Date: 02/01/2016

To maintain a safe and productive work environment, Town of Algoma expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on Town of Algoma. As a result, we do not pass judgment on, or give consideration to, the reasons why employees may need to be absent from work. Instead, we focus only on the fact and frequency of employee absences. Similarly, just because an employee may have some amount of paid leave available does not mean that an absence will be “excused,” or won’t be counted against the employee’s attendance.

In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify the Administrator as soon as possible in advance of the anticipated tardiness or absence. In general employees are expected to contact the Administrator themselves; calls to coworkers will not be acceptable, nor will calls from friends, family members, or coworkers to report tardiness or absences be accepted.

Manageable absences (such as doctor’s appointments) should be scheduled outside of normal working hours whenever possible, or at least at times that are as minimally disruptive to the workplace as possible.

Poor attendance and excessive tardiness negatively impact the workplace. Similarly, failure to follow proper reporting procedures can be very disruptive. As a result, employee attendance will be taken into consideration during employee performance appraisals. Moreover, any of these problems may lead to disciplinary action, up to and including termination of employment. As a result, we expect that employees will make punctuality and attendance a top priority.

PERSONAL APPEARANCE 705*Effective Date: 02/01/2016*

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image Town of Algoma presents to customers and visitors.

During business hours or when representing Town of Algoma, you are expected to present a clean, neat, and tasteful appearance. You should dress and groom yourself according to the requirements of your position and accepted social standards. The following personal appearance guidelines should be followed:

- Canvas or athletic type shoes are not appropriate professional attire.
- Tank tops, tube or halter-tops, or shorts may not be worn under any circumstances.
- Mustaches and beards must be clean, well-trimmed, and neat.
- Hairstyles are expected to be in good taste.
- Unnaturally colored hair and extreme hairstyles, such as spiked hair and shaved heads, do not present an appropriate professional appearance.
- Excessive makeup is not permitted.
- Body odor and poor personal hygiene is not professionally acceptable.
- Perfume, cologne, and aftershave lotion should be used moderately or avoided altogether, as some individuals may be sensitive to strong fragrances.
- Jewelry should not be functionally restrictive, dangerous to job performance, or excessive.
- Facial jewelry, such as eyebrow rings, nose rings, lip rings, and tongue studs, is not professionally appropriate and must not be worn during business hours.
- Multiple ear piercings (more than one ring in each ear) are not professionally appropriate and must not be worn during business hours.
- Torso body piercings with visible jewelry or jewelry that can be seen through or under clothing must not be worn during business hours.
- Visible excessive tattoos and similar body art must be covered during business hours.

The Administrator is responsible for establishing a reasonable dress code appropriate to the job you perform. If the Administrator feels your personal appearance is inappropriate, you may be asked to leave the workplace until you are properly dressed or groomed. Under such circumstance, you will not be compensated for the time away from work. Repeated violations of this policy can result in discipline, up to and including termination of employment.

RETURN OF PROPERTY 706

Effective Date: 02/01/2016

Employees are responsible for items issued to them by Town of Algoma or in their possession or control, including, but not limited to, the following:

- Computers / laptops
- Credit cards
- Equipment
- Identification badges
- Keys
- Manuals
- Protective equipment
- Security passes
- Tools
- Uniforms

Employees must return all Town of Algoma property immediately upon request or upon termination of employment. Town of Algoma reserves all right to pursue legal action to recover the items or value of the items.

PERSONAL PROPERTY IN THE WORKPLACE 707

Effective Date: 02/01/2016

Any employee bringing personal property onto work premises—whether in a parking area, at a job site, or in a building or workspace—is solely responsible for such property. Therefore, Town of Algoma cannot be responsible for any damage to, theft, or loss of personal property, and does not have insurance to cover any such loss, damage, or theft. As a result, employees who are concerned about the safety of their personal items should leave them at home and not bring them to work.

SOLICITATION 712

Effective Date: 02/01/2016

In an effort to ensure a productive and harmonious work environment, persons not employed by Town of Algoma may not solicit or distribute literature in the workplace at any time for any purpose.

Town of Algoma recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during working time. (Working time does not include lunch periods, work breaks, or any other periods in which employees are not on duty.)

Examples of impermissible forms of solicitation include:

- The collection of money, goods, or gifts for community groups
- The collection of money, goods, or gifts for religious groups
- The collection of money, goods, or gifts for political groups
- The sale of goods, services, or subscriptions outside the scope of official organizational business.
- The circulation of petitions
- The distribution of literature not approved by the employer
- The solicitation of memberships, fees, or dues

RECYCLING 713*Effective Date: 02/01/2016*

Town of Algoma supports environmental awareness by encouraging recycling and waste management in its business practices and operating procedures. This support includes a commitment to the purchase, use, and disposal of products and materials in a manner that will best utilize natural resources and minimize any negative impact on the earth's environment.

Special recycling receptacles have been set up to promote the collection of the following recyclable materials at Town of Algoma:

- paper
- cans
- glass
- plastics

The simple act of placing a piece of paper, can, or bottle in a recycling container is the first step in reducing demand on the earth's limited resources. Success of this program depends on active participation by all of us. Employees are encouraged to make a commitment to recycle and be a part of this solution.

Town of Algoma encourages reducing and, when possible, eliminating the use of disposable products. Source reduction decreases the consumption of valuable resources through such workplace practices as:

- turn off electrical equipment at end of day
- use recycled paper
- communication through computer networks with e-mail
- two-sided photocopying
- reusing paper clips, folders, and binders
- reusing packaging material
- turning off lights when not in use

By recycling, Town of Algoma is helping to solve trash disposal and control problems facing all of us today.

PROGRESSIVE DISCIPLINE 716

Effective Date: 02/01/2016

The purpose of this policy is to state Town of Algoma's position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

Town of Algoma's own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Although employment with Town of Algoma is based on mutual consent and both the employee and Town of Algoma have the right to terminate employment at will, with or without cause or advance notice, Town of Algoma may use progressive discipline at its discretion.

Disciplinary action may call for any of four steps -- verbal warning, written warning, suspension with or without pay, or termination of employment -- depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; a next offense may be followed by a written warning; another offense may lead to a suspension; and, still another offense may then lead to termination of employment.

Town of Algoma recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

While it is impossible to list every type of behavior that may be deemed a serious offense, the Employee Conduct and Work Rules policy includes examples of problems that may result in immediate suspension or termination of employment. However, the problems listed are not all necessarily serious offenses, but may be examples of unsatisfactory conduct that will trigger progressive discipline.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and Town of Algoma.

EMPLOYMENT RESIGNATION & TERMINATION 717*Effective Date: 02/01/2016*

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

RESIGNATION - voluntary employment termination initiated by an employee.

DISCHARGE - involuntary employment termination initiated by the organization.

LAYOFF - involuntary employment termination initiated by the organization for non-disciplinary reasons.

Since employment with Town of Algoma is based on mutual consent, both the employee and Town of Algoma have the right to terminate employment at will, with or without cause, at any time. Employees will receive their final pay in accordance with applicable state laws.

Resignation

Resignation is a voluntary act initiated by the employee to terminate employment with Town of Algoma. Resigning employees must put their resignation notices in writing. To help manage workload and other transition issues, Town of Algoma requests at least 2 weeks' written resignation notice from all employees. Town of Algoma reserves the right to accelerate any employee's notice period. Vacation may not be granted any resignation notice period; a determination as to usage during the resignation period will be at the sole discretion of Town of Algoma.

Prior to an employee's voluntary departure, an exit interview may be scheduled to discuss the reasons for resignation and the effect of the resignation on benefits.

EMPLOYEE CONCERNS 719

Effective Date: 02/01/2016

At Town of Algoma, we realize that effective communication between employees and management is essential to maintain a productive working relationship. This is especially true with employees' complaints or grievances. If there is a misunderstanding about your job or the town's policies, we ask that you discuss this with the Administrator so that we may effectively address your concerns.

Concerns that are expressed only to co-workers or to persons outside of the workplace are not likely to be given the attention that they deserve and may violate confidentiality considerations.

EMPLOYEE ACKNOWLEDGEMENT FORM

The employee handbook describes important information about Town of Algoma, and I understand that I should consult the Administrator regarding any questions not answered in the handbook. I have entered into my employment relationship with Town of Algoma voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or Town of Algoma can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur, except to Town of Algoma's policy of employment at-will. Only the Administrator or Town Board of Town of Algoma has the ability to adopt any revisions to the policies in this handbook. All such changes may be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies.

I understand a new Employee Acknowledgement Form may not be obtained for any subsequent changes. Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received access to the handbook, and I understand that it is my responsibility to read and comply with the policies contained in the handbook and any revisions made to it.

Employee's Signature

Date

Employee's Name (typed or printed)



AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors

From: Katherine Reinbold, Clerk/Treasurer

Date: July 15, 2026

RE: Transient Merchant Applications

SUMMARY:

FDS - Appleton, WI LLC, Operating as Fox Pest Control, is looking to do door-to-door sales in the Town of Algoma. This is a first-time applicant. There are 19 applicants that will be in the area. They have supplied applications, head shots, driver's licenses, vehicle information and a statement that the applicants have not been convicted of any crime or ordinance violation related to the applicant's transient merchant business within the last five years.

The business has been very cooperative and answered any questions that arose while reviewing all documentation provided.

Staff recommends approval of all 19 applicants.

RECOMMENDED ACTION:

Should the Board agree, the following motion may be made:

"Motion to approve all the transient merchant applications for FDS - Appleton, WI LLC, Operating as Fox Pest Control employees:

- i. Chiara L Bono*
- ii. Aaron J Bradshaw*
- iii. Andersin C Carter*
- iv. Preston N Carter*
- v. Taidge N DeRose*
- vi. Alonzo J Garcia*
- vii. John Payton Hrabar*
- viii. Joshua A Kuhni*
- ix. Taylor Leavitt*
- x. Nathaniel A Markham*

- xi. Dawson R Martinsen*
- xii. Kamie J Mower*
- xiii. Steven Landon Peterson*
- xiv. Kyle J Phipps*
- xv. Brig H Pugmire*
- xvi. Joshua D Rausch*
- xvii. Samuel A Ray*
- xviii. John Thomas Richards*
- xix. Jacob J Vaughan"*

ATTACHMENTS: Applications

General and Transient Merchants

LICENSE APPLICATION

APPLICATION REQUIREMENTS

Each application must include a \$100.00 filing fee (payable to: **Town of Algoma**), a copy of the petitioner's photo ID, and a complete reproducible site plan, which includes, but is not limited to:

- ☒ All structures, parking, streets, and other manmade or natural features associated with the site.
- ☒ A north arrow.
- ☒ Map scale and distances.

APPLICATION

PETITIONER

Chiara Linnea Bono

Petitioner Name

Petitioner Phone Number

[Redacted]

[Redacted]

GA

30621

Petitioner Address

City

State

Zip Code

OWNER (IF NOT PETITIONER)

Jake Vaughan

Owner Name

Owner Phone Number

[Redacted]

[Redacted]

UT

84335

Owner Address

City

State

Zip Code

PROPOSED ACTIVITY LOCATION

Door to Door in Single Family and Multi-Family Neighborhoods

PROPOSED ACTIVITY DESCRIPTION

Door to Door Sales, Home Pest Control Service

LICENSE DURATION

Period* for which license is sought:

July 17 2026

- July 17 2027

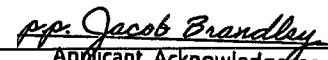
From Date

To Date

* Licenses may be requested for a period of up to one year.

SIGNATURES

I certify that the above information is true and complete to the best of my knowledge.


Petitioner Signature Applicant, Acknowledgement

07/07/2026

Date


Owner Signature (if the Owner is not the petitioner)

07/07/2026

Date

General and Transient Merchants

LICENSE APPLICATION

APPLICATION REQUIREMENTS

Each application must include a \$100.00 filing fee (payable to: **Town of Algoma**), a copy of the petitioner's photo ID, and a complete reproducible site plan, which includes, but is not limited to:

- ☒ All structures, parking, streets, and other manmade or natural features associated with the site.
- ☒ A north arrow.
- ☒ Map scale and distances.

APPLICATION

PETITIONER

Aaron Jesse Bradshaw

Petitioner Name

Petitioner Phone Number

Petitioner Address

City

ID
State

83318
Zip Code

OWNER (IF NOT PETITIONER)

Jake Vaughan

Owner Name

Owner Phone Number

Owner Address

City

UT
State

84335
Zip Code

PROPOSED ACTIVITY LOCATION

Door to Door in Single Family and Multi-Family Neighborhoods

PROPOSED ACTIVITY DESCRIPTION

Door to Door Sales, Home Pest Control Service

LICENSE DURATION

Period* for which license is sought:

July 17 2026

From Date

- July 17 2027

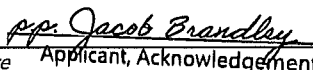
To Date

* Licenses may be requested for a period of up to one year.

SIGNATURES

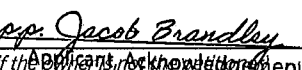
I certify that the above information is true and complete to the best of my knowledge.

Petitioner Signature


Applicant, Acknowledgement

07/07/2026
Date

Owner Signature (if the owner is not the petitioner)


Applicant, Acknowledgement

07/07/2026
Date

General and Transient Merchants

LICENSE APPLICATION

APPLICATION REQUIREMENTS

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- ☒ A north arrow.
- ☒ Map scale and distances.

APPLICATION

PETITIONER

Andersin Cy Carter

Petitioner Name

Petitioner Phone Number

Petitioner Address

City

MO

State

64068

Zip Code

OWNER (IF NOT PETITIONER)

Jake Vaughan

Owner Name

Owner Phone Number

Owner Address

City

UT

State

84335

Zip Code

PROPOSED ACTIVITY LOCATION

Door to Door in Single Family and Multi-Family Neighborhoods

PROPOSED ACTIVITY DESCRIPTION

Door to Door Sales, Home Pest Control Service

LICENSE DURATION

Period* for which license is sought:

July 17 2026

– July 17 2027

From Date

To Date

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SIGNATURES

I certify that the above information is true and complete to the best of my knowledge.

Petitioner Signature

Applicant, Acknowledgement

07/07/2026

Date

Owner Signature (if the Owner is not the petitioner)

Applicant, Acknowledgement

07/07/2026

Date

General and Transient Merchants

LICENSE APPLICATION

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- ☒ A north arrow.
- ☒ Map scale and distances.

APPLICATION

PETITIONER

Preston Nicolas Carter

Petitioner Name

Petitioner Phone Number

[Redacted]

[Redacted]

GA

20655

Petitioner Address

City

State

Zip Code

OWNER (IF NOT PETITIONER)

Jake Vaughan

Owner Name

Owner Phone Number

[Redacted]

[Redacted]

UT

84335

Owner Address

City

State

Zip Code

PROPOSED ACTIVITY LOCATION

Door to Door in Single Family and Multi-Family Neighborhoods

PROPOSED ACTIVITY DESCRIPTION

Door to Door Sales, Home Pest Control Service

LICENSE DURATION

Period* for which license is sought:

July 17 2026

– July 17 2027

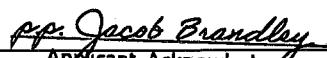
From Date

To Date

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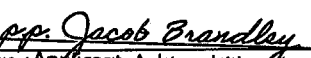
SIGNATURES

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Petitioner Signature *Applicant, Acknowledgement*

07/07/2026

Date


Owner Signature (if the Owner is not the petitioner) *Applicant, Acknowledgement*

07/07/2026

Date

General and Transient Merchants

LICENSE APPLICATION

APPLICATION REQUIREMENTS

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- ☒ A north arrow.
- ☒ Map scale and distances.

APPLICATION

PETITIONER

Taidge Nathan DeRose

Petitioner Name

Petitioner Phone Number

[REDACTED]

[REDACTED]

UT

84040

Petitioner Address

City

State

Zip Code

OWNER (IF NOT PETITIONER)

Jake Vaughan

Owner Name

Owner Phone Number

[REDACTED]

[REDACTED]

UT

84335

Owner Address

City

State

Zip Code

PROPOSED ACTIVITY LOCATION

Door to Door in Single Family and Multi-Family Neighborhoods

PROPOSED ACTIVITY DESCRIPTION

Door to Door Sales, Home Pest Control Service

LICENSE DURATION

Period* for which license is sought:

July 17 2026

– July 17 2027

From Date

To Date

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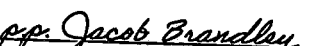
SIGNATURES

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Petitioner Signature Applicant, Acknowledgement

07/07/2026

Date


Owner Signature (if the Owner is not the petitioner)

07/07/2026

Date

General and Transient Merchants

LICENSE APPLICATION

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- ☒ A north arrow.
- ☒ Map scale and distances.

APPLICATION

PETITIONER

Alonzo Joel Garcia

Petitioner Name

Petitioner Phone Number

Petitioner Address

City

UT

State

84664

Zip Code

OWNER (IF NOT PETITIONER)

Jake Vaughan

Owner Name

Owner Phone Number

Owner Address

City

UT

State

84335

Zip Code

PROPOSED ACTIVITY LOCATION

Door to Door in Single Family and Multi-Family Neighborhoods

PROPOSED ACTIVITY DESCRIPTION

Door to Door Sales, Home Pest Control Service

LICENSE DURATION

Period* for which license is sought:

July 17 2026

From Date

- July 17 2027

To Date

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SIGNATURES

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Petitioner Signature

Applicant, Acknowledgement

07/07/2026

Date

Owner Signature (if the Owner is not the petitioner)

Applicant, Acknowledgement

07/07/2026

Date

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- ☒ A north arrow.
- ☒ Map scale and distances.

APPLICATION

PETITIONER

John Peyton Hrabar

Petitioner Name

Petitioner Phone Number

Petitioner Address

City

MD

State

21758

Zip Code

OWNER (IF NOT PETITIONER)

Jake Vaughan

Owner Name

Owner Phone Number

Owner Address

City

UT

State

84335

Zip Code

PROPOSED ACTIVITY LOCATION

Door to Door in Single Family and Multi-Family Neighborhoods

PROPOSED ACTIVITY DESCRIPTION

Door to Door Sales, Home Pest Control Service

LICENSE DURATION

Period* for which license is sought:

July 17 2026

From Date

– July 17 2027

To Date

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SIGNATURES

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Petitioner Signature

Applicant, Acknowledgement

07/07/2026

Date

Owner Signature (If the Owner is not the petitioner)

07/07/2026

Date

General and Transient Merchants

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APPLICATION REQUIREMENTS

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- ☒ A north arrow.
- ☒ Map scale and distances.

APPLICATION

PETITIONER

Joshua Ammon Kuhni

Petitioner Name

Petitioner Phone Number

[REDACTED]

[REDACTED]

UT

84045

Petitioner Address

City

State

Zip Code

OWNER (IF NOT PETITIONER)

Jake Vaughan

Owner Name

Owner Phone Number

[REDACTED]

[REDACTED]

UT

84335

Owner Address

City

State

Zip Code

PROPOSED ACTIVITY LOCATION

Door to Door in Single Family and Multi-Family Neighborhoods

PROPOSED ACTIVITY DESCRIPTION

Door to Door Sales, Home Pest Control Service

LICENSE DURATION

Period* for which license is sought:

July 17 2026

From Date

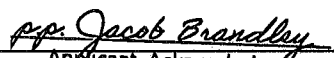
– July 17 2027

To Date

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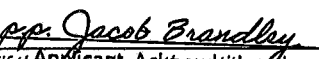
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Petitioner Signature Applicant, Acknowledgement

07/07/2026

Date


Owner Signature (if the Owner is not the petitioner) Applicant, Acknowledgement

07/07/2026

Date

General and Transient Merchants

LICENSE APPLICATION

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- ☒ A north arrow.
- ☒ Map scale and distances.

APPLICATION

PETITIONER

Taylor Leavitt

Petitioner Name

Petitioner Phone Number

Petitioner Address

City

UT

State

84037

Zip Code

OWNER (IF NOT PETITIONER)

Jake Vaughan

Owner Name

Owner Phone Number

Owner Address

City

UT

State

84335

Zip Code

PROPOSED ACTIVITY LOCATION

Door to Door in Single Family and Multi-Family Neighborhoods

PROPOSED ACTIVITY DESCRIPTION

Door to Door Sales, Home Pest Control Service

LICENSE DURATION

Period* for which license is sought:

July 17 2026

From Date

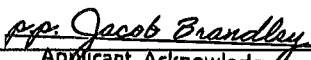
– July 17 2027

To Date

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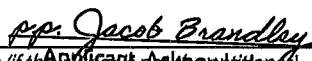
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Petitioner Signature Applicant, Acknowledgement

07/07/2026

Date


Owner Signature (If the Owner is not the petitioner)

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- ☒ Map scale and distances.

APPLICATION

PETITIONER

Nathaniel Allen Markham

Petitioner Name

Petitioner Phone Number

[Redacted]

[Redacted]

MD

21777

Petitioner Address

City

State

Zip Code

OWNER (IF NOT PETITIONER)

Jake Vaughan

Owner Name

Owner Phone Number

[Redacted]

[Redacted]

UT

84335

Owner Address

City

State

Zip Code

PROPOSED ACTIVITY LOCATION

Door to Door in Single Family and Multi-Family Neighborhoods

PROPOSED ACTIVITY DESCRIPTION

Door to Door Sales, Home Pest Control Service

LICENSE DURATION

Period* for which license is sought:

July 17 2026

From Date

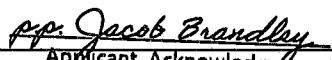
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To Date

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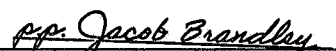
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Petitioner Signature Applicant, Acknowledgement

07/07/2026

Date


Owner Signature (if the Owner is not the petitioner) Applicant, Acknowledgement

07/07/2026

Date

General and Transient Merchants

LICENSE APPLICATION

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- ☒ Map scale and distances.

APPLICATION

PETITIONER

Dawson Reid Martinsen

Petitioner Name

Petitioner Phone Number

[REDACTED]

Petitioner Address

[REDACTED]

City

ID

83276

State

Zip Code

OWNER (IF NOT PETITIONER)

Jake Vaughan

Owner Name

Owner Phone Number

[REDACTED]

Owner Address

[REDACTED]

City

UT

State

84335

Zip Code

PROPOSED ACTIVITY LOCATION

Door to Door in Single Family and Multi-Family Neighborhoods

PROPOSED ACTIVITY DESCRIPTION

Door to Door Sales, Home Pest Control Service

LICENSE DURATION

Period* for which license is sought:

July 17 2026

From Date

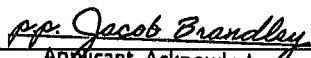
– July 17 2027

To Date

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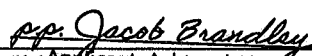
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Petitioner Signature Applicant, Acknowledgement

07/07/2026

Date


Owner Signature (If the Owner is not the petitioner) Applicant, Acknowledgement

07/07/2026

Date

General and Transient Merchants

LICENSE APPLICATION

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- ☒ A north arrow.
- ☒ Map scale and distances.

APPLICATION

PETITIONER

Kamie Jordan Mower

Petitioner Name

Petitioner Phone Number

[Redacted]

[Redacted]

ID

83318

Petitioner Address

City

State

Zip Code

OWNER (IF NOT PETITIONER)

Jake Vaughan

Owner Name

Owner Phone Number

[Redacted]

[Redacted]

UT

84335

Owner Address

City

State

Zip Code

PROPOSED ACTIVITY LOCATION

Door to Door in Single Family and Multi-Family Neighborhoods

PROPOSED ACTIVITY DESCRIPTION

Door to Door Sales, Home Pest Control Service

LICENSE DURATION

Period* for which license is sought:

July 17 2026

From Date

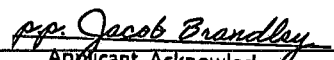
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To Date

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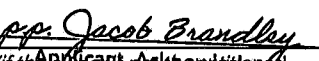
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Petitioner Signature Applicant, Acknowledgement

07/07/2026

Date


Owner Signature (If the Owner is not the petitioner)

07/07/2026

Date

General and Transient Merchants

LICENSE APPLICATION

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- ☒ A north arrow.
- ☒ Map scale and distances.

APPLICATION

PETITIONER

Steven Landon Petersen

Petitioner Name

Petitioner Phone Number

[Redacted]

[Redacted]

TX

76249

Petitioner Address

City

State

Zip Code

OWNER (IF NOT PETITIONER)

Jake Vaughan

Owner Name

Owner Phone Number

[Redacted]

[Redacted]

UT

84335

Owner Address

City

State

Zip Code

PROPOSED ACTIVITY LOCATION

Door to Door in Single Family and Multi-Family Neighborhoods

PROPOSED ACTIVITY DESCRIPTION

Door to Door Sales, Home Pest Control Service

LICENSE DURATION

Period* for which license is sought:

July 17 2026

– July 17 2027

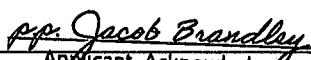
From Date

To Date

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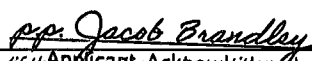
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Petitioner Signature Applicant, Acknowledgement

07/07/2026

Date


Owner Signature (if the Owner is not the petitioner) Applicant, Acknowledgement

07/07/2026

Date

General and Transient Merchants

LICENSE APPLICATION

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- ☒ A north arrow.
- ☒ Map scale and distances.

APPLICATION

PETITIONER

Kyle Joshua Phipps

Petitioner Name

Petitioner Phone Number

Petitioner Address

City

State

Zip Code

OWNER (IF NOT PETITIONER)

Jake Vaughan

Owner Name

Owner Phone Number

Owner Address

City

State

Zip Code

PROPOSED ACTIVITY LOCATION

Door to Door in Single Family and Multi-Family Neighborhoods

PROPOSED ACTIVITY DESCRIPTION

Door to Door Sales, Home Pest Control Service

LICENSE DURATION

Period* for which license is sought:

July 17 2026

From Date

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To Date

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SIGNATURES

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Petitioner Signature

Applicant, Acknowledgement

07/07/2026

Date

Owner Signature (if the Owner is not the petitioner)

07/07/2026

Date

General and Transient Merchants

LICENSE APPLICATION

APPLICATION REQUIREMENTS

Each application must include a \$100.00 filing fee (payable to: **Town of Algoma**), a copy of the petitioner's photo ID, and a complete reproducible site plan, which includes, but is not limited to:

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- ☒ A north arrow.
- ☒ Map scale and distances.

APPLICATION

PETITIONER

Brig Hyrum Pugmire

Petitioner Name

Petitioner Phone Number

Petitioner Address

City

ID

83669

State

Zip Code

OWNER (IF NOT PETITIONER)

Jake Vaughan

Owner Name

Owner Phone Number

Owner Address

City

UT

84335

State

Zip Code

PROPOSED ACTIVITY LOCATION

Door to Door in Single Family and Multi-Family Neighborhoods

PROPOSED ACTIVITY DESCRIPTION

Door to Door Sales, Home Pest Control Service

LICENSE DURATION

Period* for which license is sought:

July 17 2026

– July 17 2027

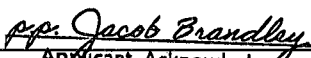
From Date

To Date

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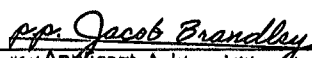
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Petitioner Signature Applicant, Acknowledgement

07/07/2026

Date


Owner Signature (If the Owner is not the Petitioner) Applicant, Acknowledgement

07/07/2026

Date

General and Transient Merchants

LICENSE APPLICATION

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- ☒ A north arrow.
- ☒ Map scale and distances.

APPLICATION

PETITIONER

Josh David Rausch

Petitioner Name

Petitioner Phone Number

Petitioner Address

City

CO

State

80108

Zip Code

OWNER (IF NOT PETITIONER)

Jake Vaughan

Owner Name

Owner Phone Number

Owner Address

City

UT

State

84335

Zip Code

PROPOSED ACTIVITY LOCATION

Door to Door in Single Family and Multi-Family Neighborhoods

PROPOSED ACTIVITY DESCRIPTION

Door to Door Sales, Home Pest Control Service

LICENSE DURATION

Period* for which license is sought:

July 17 2026

– July 17 2027

From Date

To Date

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SIGNATURES

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Petitioner Signature

Applicant Acknowledgement

07/07/2026

Date

Owner Signature (If the Owner is not the petitioner)

07/07/2026

Date

General and Transient Merchants

LICENSE APPLICATION

APPLICATION REQUIREMENTS

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- ☒ A north arrow.
- ☒ Map scale and distances.

APPLICATION

PETITIONER

Samuel Andrew Ray

Petitioner Name

Petitioner Phone Number

[REDACTED]

[REDACTED]

UT

84741

Petitioner Address

City

State

Zip Code

OWNER (IF NOT PETITIONER)

Jake Vaughan

Owner Name

Owner Phone Number

[REDACTED]

[REDACTED]

UT

84335

Owner Address

City

State

Zip Code

PROPOSED ACTIVITY LOCATION

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PROPOSED ACTIVITY DESCRIPTION

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LICENSE DURATION

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July 17 2026

- July 17 2027

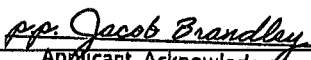
From Date

To Date

*Licenses may be requested for a period of up to one year.

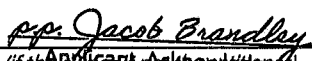
SIGNATURES

I certify that the above information is true and complete to the best of my knowledge.


Petitioner Signature Applicant, Acknowledgement

07/07/2026

Date


Owner Signature (if the Owner is not the petitioner)

07/07/2026

Date

General and Transient Merchants

LICENSE APPLICATION

APPLICATION REQUIREMENTS

Each application must include a \$100.00 filing fee (payable to: **Town of Algoma**), a copy of the petitioner's photo ID, and a complete reproducible site plan, which includes, but is not limited to:

- ☒ All structures, parking, streets, and other manmade or natural features associated with the site.
- ☒ A north arrow.
- ☒ Map scale and distances.

APPLICATION

PETITIONER

John Thomas Richards

Petitioner Name

Petitioner Phone Number

Petitioner Address

City

UT

State

84341

Zip Code

OWNER (IF NOT PETITIONER)

Jake Vaughan

Owner Name

Owner Phone Number

Owner Address

City

UT

State

84335

Zip Code

PROPOSED ACTIVITY LOCATION

Door to Door in Single Family and Multi-Family Neighborhoods

PROPOSED ACTIVITY DESCRIPTION

Door to Door Sales, Home Pest Control Service

LICENSE DURATION

Period* for which license is sought:

July 17 2026

– July 17 2027

From Date

To Date

* Licenses may be requested for a period of up to one year.

SIGNATURES

I certify that the above information is true and complete to the best of my knowledge.

Petitioner Signature

Applicant, Acknowledgement

07/07/2026

Date

Owner Signature (If the Owner is not the petitioner)

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- ☒ A north arrow.
- ☒ Map scale and distances.

APPLICATION

PETITIONER

Jacob James Vaughan

Petitioner Name

Petitioner Phone Number

[REDACTED]

[REDACTED]

UT

84335

Petitioner Address

City

State

Zip Code

OWNER (IF NOT PETITIONER)

Jake Vaughan

Owner Name

Owner Phone Number

[REDACTED]

[REDACTED]

UT

84335

Owner Address

City

State

Zip Code

PROPOSED ACTIVITY LOCATION

Door to Door in Single Family and Multi-Family Neighborhoods

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July 17 2026

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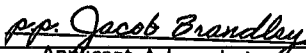
From Date

To Date

* Licenses may be requested for a period of up to one year.

SIGNATURES

I certify that the above information is true and complete to the best of my knowledge.

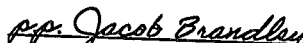


Petitioner Signature

Applicant, Acknowledgement

07/07/2026

Date



Owner Signature (If the Owner is not the Applicant)

07/07/2026

Date



AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors

From: Jason Loduha, Public Works Director

Date: July 15, 2026

RE: Future Asphalt Resurfacing and Roadway Improvement Planning

SUMMARY:

Staff is seeking Town Board direction regarding the preferred approach for future asphalt resurfacing, roadway construction, and reconstruction projects. The selected approach will help guide Capital Improvement Plan (CIP) planning, budgeting, project prioritization, and potential grant funding efforts.

Potential Improvement Options:

Option 1 – Full Reconstruction

This option would include a full roadway reconstruction with curb and gutter, storm sewer, sidewalks, bike lanes, and other associated infrastructure improvements.

Option 2 – Mill and Overlay

Mill and repave the existing roadway while generally maintaining the current roadway cross-section and existing infrastructure.

Option 3 – Thin Asphalt Overlay (Interim Improvement)

Apply a thin asphalt overlay, generally less than one inch in thickness, to extend the service life of the existing pavement until sufficient funding is available for a future mill and overlay or full reconstruction project.

RECOMMENDED ACTION: N/A

ATTACHMENTS:

1. 2026–2031 Annual Resurfacing Program CIP (Draft)
2. 2026–2031 Annual Resurfacing Program CIP Map (Draft)
3. 2026 WISLR PASER Rating Map

Annual Resurfacing CIP

2026 Estimates **Mill and Pave** ranged from \$10.60-\$14.25 Will budget for **\$12.50** per square yard for total project of milling paving and shouldering + 3% inflation each year. **Thin Lay Asphalt \$5.40 per square yard.**

Paser rating ()

Year 2027 Resurfacing

Clairville Rd (4) (from Witzel to 9th Street) 5800 sq/yds x \$12.50=**\$73,000**

Wylde Oak Ct (5) and Wylde Oak Dr (4) (from Roselawn to Wylde Oak Ct) 3,867 sq/ yds x \$12.50=**\$48,500**

Spring Valley Rd 2,950 sq/yrdx\$12.50=**\$36,875**

Mill and Pave Budget \$160,000

Thin Lay Asphalt \$70,000

Year 2028 resurfacing

E Gate Dr (5)

Oak Park Dr (5)

Oak Manor Dr (5) 10,266.67 Square yardsx\$12.50=**\$128,750** + 1 Year Inflation

Mill and Pave Budget \$134,000

Thin Lay Asphalt \$56,000

*Year 2029 resurfacing (May be a separate project)

Leonard point rd. (4) from Highland shores west to town line #4 3700'x20'= 74,000 square feet=8,222.23 Square Yards x \$12.50 Square yard =**\$103,000**

Add 2' paved shoulders 3700x24'=9,900 sq/yrdx\$12.50=**\$123,750** + 2-year Inflation

Mill and Pave Budget \$132,000

Thin Lay Asphalt \$46,000

Year 2029 resurfacing 15,150 Sq Ydsx\$12.50=**\$189,375** + 2-year Inflation

Oakwood Cir (2) (5)

Oakwood Cir (1) (5)

Oakwood Ct (5)

Oakdale Ct (5)

Mill and Pave Budget \$201,000

Thin Lay Asphalt \$87,000

Year 2030 Resurfacing

9th street (5) (form Clairville Rd west to town line). 11,600 Sq Yrdsx\$12.50=**\$145,000**

Fenzl Dr (5) 1,700 sq/yrdsx\$12.50=**\$21,250** + 3-year Inflation

Mill and Pave Budget \$182,000

Thin Lay Asphalt \$72,000

Year 2031 Resurfacing

Valley Rd (6) 5500 sq/yds x \$12.50 = **\$68,750**

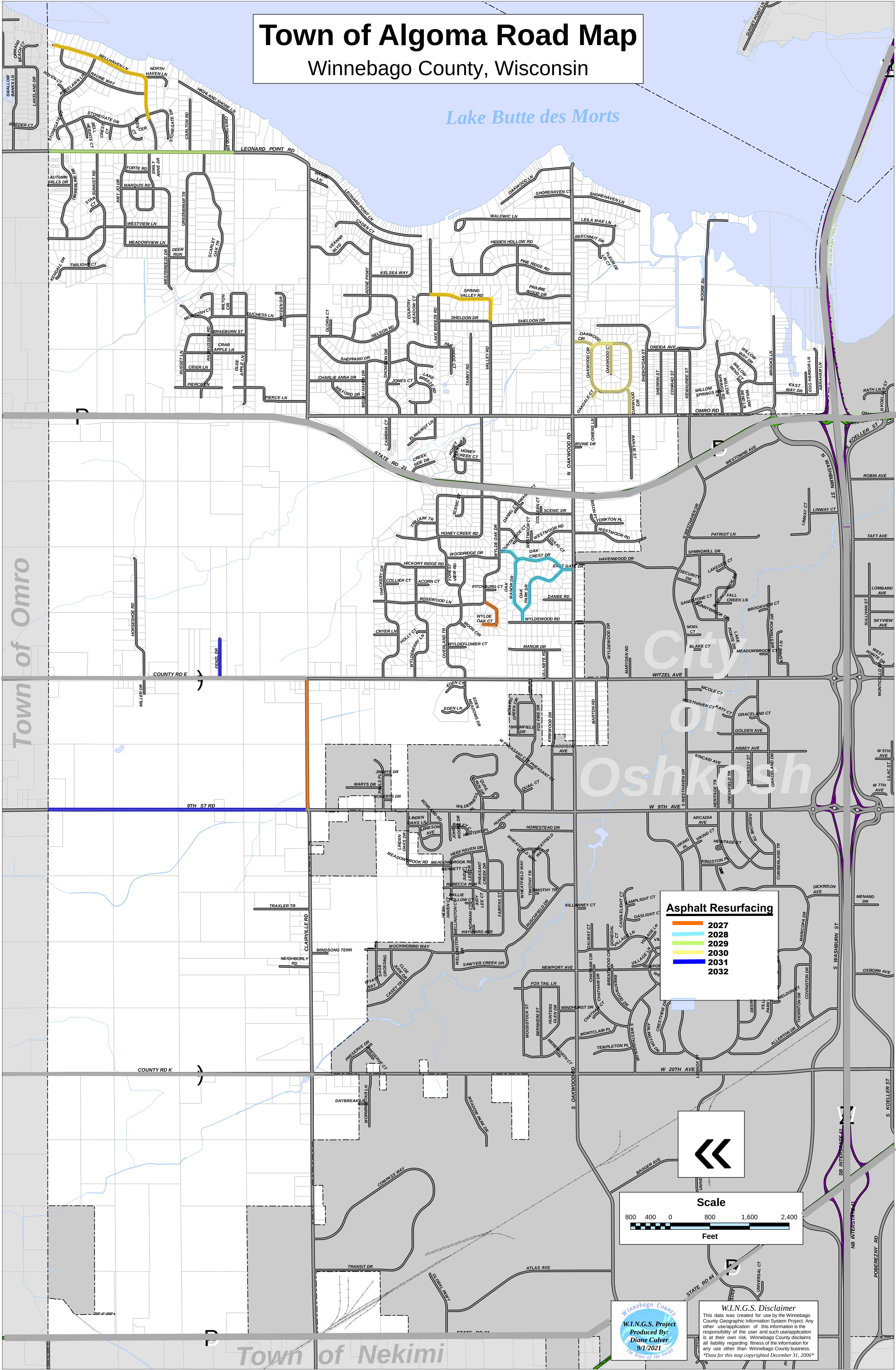
Bellhaven Ln (6) 7,350 sq/yds x 12.50 = **\$91875.00** + 4-year Inflation

Mill and Pave Budget \$181,000

Thin Lay Asphalt \$78,000



Project Location	MPO	Est. Cost Thin Lay Cost Mill/Pave cost	Est. Year
Leonard Point Road east-west section (west of Highland Shore Lane) from Highland Shore Lane to West town limit. 3700' @ \$1050/LF\$3,885,000+25%=	Oshkosh MPO	\$4,856,250 \$46,000 \$132,000	2029 30
N. Oakwood Road from STH 21 to Shorehaven Lane 5900 /LF @ \$1,020 Per/LF\$6,018,000 + 25%=	Oshkosh MPO	\$7,522,500 \$74,000 \$172,000	2028
N. Oakwood Road and S. Oakwood Road from Town limit to South of STH 21 4900 LF@\$1,050=\$5,145,000+25%=	Oshkosh MPO	\$6,431,250 \$138,000 \$300,000	2030 31
Clairville Road Extension South from STH 21 from Witzel Ave to STH 21 4800 LF @ \$1200/LF=\$5,760,000+25% Engineering Etc.	Oshkosh MPO	\$7,200,000	2029



Town of Algoma Road Map

Winnebago County, Wisconsin

Lake Butte des Morts

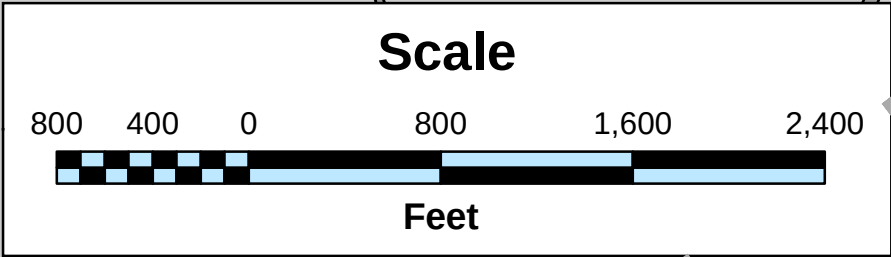
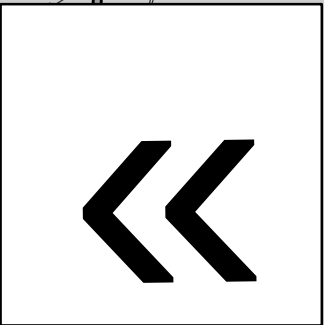
Town of Omro

Oshkosh

Town of Nekimi

Asphalt Resurfacing

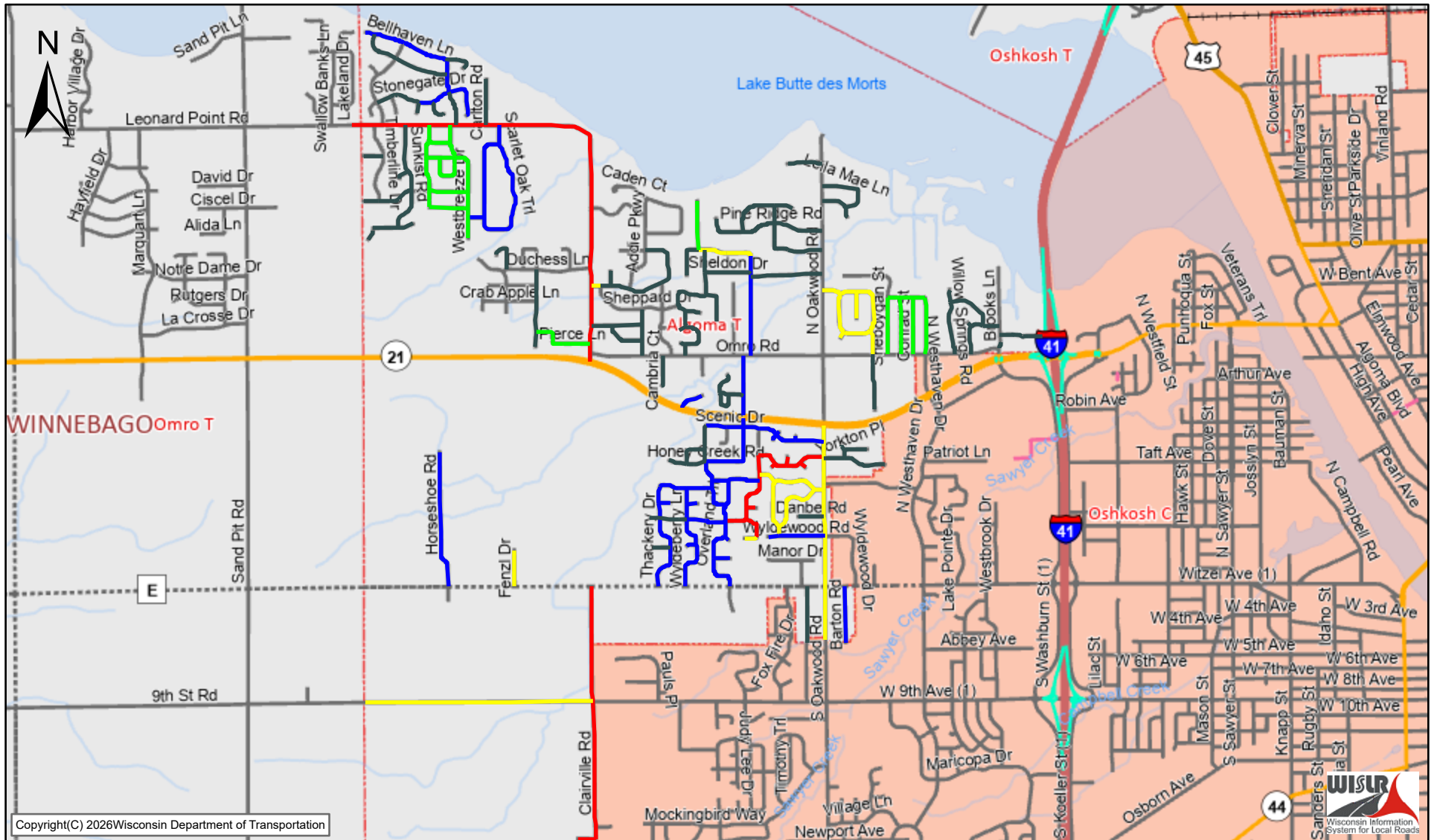
- 2027
- 2028
- 2029
- 2030
- 2031
- 2032



Winnebago County
W.I.N.G.S. Project
Produced By:
Diane Culver
9/1/2021
The Work of the Future

W.I.N.G.S. Disclaimer
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Data for this map copyrighted December 31, 2006

WISLR Map



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Condition Frequency Report

- 3 - 4
- 5 - 5
- 6 - 6

7 - 7

9 - 10

Railroads

State Trunk Network

Interstate Highway

USH Highway

USH Connecting Highway

State Trunk Highways

STH Connecting Highways

On-Off Ramp

Connector

County Roads

County Trunk Hwy

Local Roads

Municipal/Local Roads

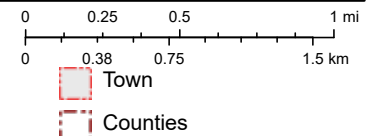
Ineligible Roads

Rivers

Lakes

Cities/Villages/Towns

City





AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors

From: Maggie Mahoney, Administrator

Date: July 15, 2026

RE: 2027 Budget Key Assumptions

SUMMARY:

Staff will provide high level information and assumptions for the 2027 budget including:

- Revenues: tax levy, shared revenue, fees, other sources of revenue.
- Expenditures: personnel/compensation, increases for contracted services, software and technology, and capital outlay.
- General Obligation Debt

Staff is seeking input and direction from the Board to incorporate into the initial budget including, but not limited to:

- Guidelines for employee compensation: *What scenarios do you want to see with the initial budget? A one-time increase on January 1 or a split increase?*
- Are there specific projects, programs or initiatives the Board would like to see added or removed with this operational budget or the CIP?

For your reference, the 2026 budget and 2026-2030 CIP are on the town website here:

<https://townofalgomawi.gov/budgets-financials/>

The initial 2027-2031 CIP will be presented at the August board meeting.

The prior agenda items for the employee handbook and street reconstruction and maintenance discussions also serve to inform staff for the upcoming CIP and budget presentation to the board.

RECOMMENDED ACTION: NA

ATTACHMENTS: None