



MEMO

To: Mayor Teske – Common Council
From: Daron J Haugh – City Administrator
Subject: Employee Handbook Inclement Weather Policy
Date: 2026-03-24

Mayor Teske and I had an in-depth discussion about whether City Hall should have closed following the recent snowstorm. Our main concerns centered on the safety of staff and anyone who might attempt to reach City Hall simply because we remained open, potentially putting themselves at risk. In the end, we decided to follow the employee handbook, which states: "The City will attempt to maintain regular business hours during all winter storms." Mayor Teske would now like to bring this topic to the Council, purely for discussion, to determine whether we should consider updating this policy or leave it as is.

Specifically, he is interested in whether City Hall should be allowed to close at the discretion of either the Mayor or the City Administrator during severe weather where travel would be a grave risk to all involved. Please note that this would exclude essential workers such as law enforcement, fire fighters, and public works. If the Council wishes to pursue a change, we will also need to decide whether staff should use benefit time during such a closure, or if they would receive regular pay, since the decision to close would come from the Mayor or City Administrator. Again, at this point, this is just an opportunity to discuss whether the policy warrants further consideration, or if it should remain unchanged.