



REPORT TO VILLAGE BOARD

ITEM NAME:	Closure of Municipal Center Offices for Administrative Work Days
MEETING DATE:	January 13, 2025
PRESENTING COMMITTEE:	
COMMITTEE CONTACT:	Chris Voll
STAFF CONTACT:	Jennifer Poyer
PREPARED BY:	Jennifer Poyer

ISSUE: Due to the lack of critical office staff members, there is an overabundance of work being added to the current front office staff. We are requesting the closure of Municipal Center offices to the public on Fridays from January 17 to April 11. With this time we can focus on the tasks at hand and work uninterrupted.

ISSUE BACKGROUND/PREVIOUS ACTIONS: In 2022, office closures were instituted when there was not a full staff. We are missing three key roles, processing property taxes, fulfilling end-of-the-year reporting, preparing for an upcoming election, etc, making the closure even more warrantable.

PROPOSAL: Municipal Center offices closed to the public on Fridays from January 17 to April 11. The closures will be published on our website, newsletters and social media pages.

ADVANTAGES: Allow the staff to catch up on critical work in an environment without interruptions or distractions. Tax and utility payments can be dropped in the metal drop box. Printed or emailed receipts will be sent.

DISADVANTAGES: Residents lose a day to conduct business at the Municipal Center. BUT payments can be dropped in the drop-box and receipts will be printed and mailed/emailed.

RECOMMENDED ACTION: Approve the proposed closure schedule.