



## Report to Village Board

**Agenda Item:** Village of Kronenwetter Municipal Center Summer Hours

**Meeting Date:** April 22, 2024

**Referring Body:** Administrative Policy Committee (APC)

**Committee Contact:** Chris Voll, Chair

**Staff Contact:** Leonard Ludi, Village Administrator

**Report Prepared by:** Clerk Bobbi Birk-LaBarge, Village Clerk

**AGENDA ITEM:** Implementing Summer Hours for the Municipal Center starting the Tuesday after Memorial Day and commencing the Friday before Labor Day.

**OBJECTIVE(S):** Summer months tend to be quieter for walk-ins and foot traffic. We are requesting a shorter workweek and flexible hours during the summer months. This summer schedule allows residents the opportunity to take care of business in the early AM hours while providing more flexibility for staff. Many Village services are available online. The most common online services include building permits, payment of water bills, recreational program registrations, and most Village fees (dog licenses, parking tickets, etc.). This trend has been happening for years and is driven by increased competition for workers as well as a growing recognition of the benefits that a balanced work life can offer, for both the employee and the employer. This is a push for quality life enhancement through the workplace.

### **HISTORY/BACKGROUND:**

Summer hours have been implemented annually at some municipal facilities across the State. Facilities implementing summer hours include the Municipal Services Building and the Street, Park, and Water office. Implementing summer hours has proven to boost employee well-being, help motivate staff, and serve as a recruiting tool for municipal offices that are already following the trend. Kronenwetter has never implemented summer hours for municipal center staff.

**GATHERED INPUT:** This was a well-thought-out benefit to staff for a healthy work-life balance. Staff spoke about their feelings regarding summer hours and spoke amongst each other to see if there was a model that could work best for the majority of staff. It was mutually agreed upon implementing summer hours will help prevent burnout in the workplace and give staff much-needed physical and mental breaks while initiating better performance. Staff agreed our Administrator believes in staff getting their work duties completed on time and balancing their personal and work lives.

**VILLAGE OF KRONENWETTER RESIDENTIAL SCHEDULING NEEDS:** Adjusting the schedule by opening an hour earlier Monday through Thursday would benefit residents who need to stop in the Municipal Center prior to the 8:00 am work hour. There will always be a village employee available in the early morning to assist residents and answer questions.

**HEAT-RELATED HEALTH RISKS:** Reducing our hours will assist our Public Works Department and Parks Department's health. High temperatures during summer can pose health risks to our park and ground workers, leading to heat stress, dehydration, and heat-related illnesses. To mitigate these risks, reducing summer hours/starting earlier provides work during cooler times of the day. Workers experience reduced productivity due to discomfort, fatigue, and decreased concentration. This can result in delays in project timelines and increased labor costs.

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### **ENERGY COST SAVINGS:**

Summertime often marks warmer weather and longer days, but it also brings higher utility costs to the village. With an increased demand for energy, as our cooling systems work overtime to keep our building comfortable for employees and residents, the village is experiencing an increase in its monthly utility bills. Utility rates are typically the highest from June 1st through September 30th each year, and we anticipate that rates will rise this summer. The village can review our daily HVAC schedules to ensure systems are only being utilized when needed. Our lighting system can be turned off

earlier. Shutting our offices down early on Fridays is a significant amount of time that we will not be running dozens of computers, the A/C, the lights, and all the other costs that go along with running an office.

**REVERSAL OPTION:**

If we find the implementation of the summer schedule for 2024 does not fit the needs of staffing or residents, it can be reversed for Summer 2025, and we will go back to the traditional schedule.

**NOTIFICATION OF RESIDENTS:**

Notification of the implementation of Summer Hours for the Municipal Center starting Tuesday, May 28 September 02, 2024, will be done multiple ways by the Village's Communication Specialist Jennifer Poyer through social media posts, the Village Newsletter both electronic news and printed news, and the village's website.

**PROPOSAL:** Recommend implementation of a summer hour operating schedule for municipal employees.

**RECOMMENDED ACTION:** Recommend Implementation of a Municipal Center Summer Operating Hours Schedule starting the Tuesday after Memorial Day and commencing the Friday before Labor Day with hours consisting of Mon-Thurs 7:00 AM - 4:30 PM; Fridays 7:00 AM - 11:00 AM. Closed for the holidays on May 28, July 04 & 05 and September 02, 2024, to the Village Board for approval.

Some surrounding Wisconsin communities have implemented a summer schedule:

**Rib Mountain:**

Memorial Day to Labor Day.

Monday – Thursday 7:30 am – 5:00 pm

Fridays – 8:00 – 1:00 pm

**Wausau:**

- Monday-Thursday 7:15-4:30
- Friday: 8:00 am-1:00 pm

**Village of Rothschild**

Summer hours are implemented in their employee handbook.

May 24-Sept 3<sup>rd</sup>

Mon-Thurs 7:00-4:30 Pm

Friday 7:00-11 am

Friday of the Holiday week 7:00-12:00

**City of Kaukauna**

May 30-Sept 4

Mon-Thurs 7:30-4:30

Friday 7:30-11:00

**City of DePere**

Memorial Day through Labor Day

Mon-Thurs 7:30-5:00

Friday 7:30-1:30