



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: October 12, 2026

TOPIC Review of Village Hall Hours of Operation

BACKGROUND BRIEF:

Council is scheduled to determine whether the Village will continue five-day, 50-hour per week operations for Village Hall or return to the four-day, 40-hour per week operations. Administration is requesting this direction prior to filling the second part-time Administrative Assistant position that would be necessary to support the 50-hour per week operations. The opportunity to revisit this matter is available due to the August retirement of Office Coordinator Barb Rice and the September retirement of part-time Deputy Finance Director Cheryl Hedrick. Part-time Administrative Assistant Kirsten Barber was promoted to full-time upon Ms. Rice's departure.

In January 2026, the Village transitioned from a four-day, 10-hour per day schedule to five ten-hour days, resulting in the need to add a part-time Administrative Assistant position to assist with the additional operational hours and workload. The Village had been operating on a four-day week since August 2022. With the recent attrition, the Village has the opportunity to review these hours of operation and determine if it wishes to return to a four-day schedule and achieve considerable cost savings.

The Village receives few customers at Village Hall on Fridays, as shown in the attached tracking report. The majority of Friday customers are utility customers making payments. The Village provides a drop box for payments on the building.

Administration has filled one of two part-time positions but is holding off on filling the second position until further direction from Council is received.

SUMMARY OF PREVIOUS COUNCIL ACTION:

09/22/2025 – Council adopted a five-day schedule with a minimum of 50 window office hours per week, with the flexibility for Administration to determine specific staff schedules.

07/13/2026 – Council reviewed Village hall hours of operation and took no action at that time. Two Council members were absent.

FINANCIAL IMPACT:

The additional cost for the expanded 50-hour Village Hall operation is between \$25,000 and \$30,000 for FY 2026-27, depending upon the person hired for the part-time Administrative Assistant position.

RECOMMENDED MOTION:

To approve a change in Village Hall administrative hours of operations from the current Monday through Friday, 7:30 AM to 5:30 PM, to a new schedule of Monday through Thursday, 7:30 AM to 5:30 PM, effective Monday, November 2, 2026.