



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: September 22, 2025

TOPIC Review Village Hall Administrative Office Hours

BACKGROUND BRIEF:

Council is scheduled to discuss Village Hall administrative office hours. Council identified this item as a priority in its 2025-26 Council goals and objectives.

Council approved a change to a four-day schedule in July 2022 upon the recommendation of Interim Village Manager Wayne O'Neal in an effort to improve customer service and to accommodate the levels and schedules of full-time and part-time office personnel. Attached is the background brief and summary minutes from the July 25, 2022, meeting for the information of Council. Also attached are the meeting minutes from the July 28, 2025, work session meeting for the information of Council.

SUMMARY OF PREVIOUS COUNCIL ACTION:

06/09/2025 – Council adopted its FY 2025-26 goals and objectives, which includes the following goal and objective: Goal 4: Promote a Positive Community Image - Objective 4.1: Providing services to the community – Review administrative office hours and the inclement weather closing policy.

07/14/2025 – Council scheduled a work session meeting of the Village Council for Monday, July 28, 2025, at 6:30 PM, for the purpose of discussing the Village administrative office hours and the Village Hall inclement weather closing policy.

07/28/2025 – Council discussed the current four-day office hours and whether to transition to a five-day schedule. No action taken. Village Manager will develop scheduling proposals for a future work session.

FINANCIAL IMPACT:

None

RECOMMENDED MOTION:

None