



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: July 25, 2022

TOPIC: Village Office Hours

BACKGROUND BRIEF: In an effort to provide better service to the public and addressing staff coverage of the Administrative offices, the Administration is recommending changing the Village office hours from 7:00 AM to 4:30 PM Monday - Thursday and closed on Friday, effective August 1, 2022.

This will add an additional two hours in the morning for customers to transact business at the Village who otherwise are unable to because of their schedule. In addition, the four-day work week will provide additional staff coverage, especially with absences due to vacation and illness.

SUMMARY OF PREVIOUS COUNCIL ACTION:

FINANCIAL IMPACT:

RECOMMENDED MOTION: To authorize changing the Village Administration Office Hours from 9:00 AM to 4:30 PM Monday through Friday to 7:00 AM to 4:30 PM Monday through Thursday and Administrative Offices be closed on Friday.

1. Village Office Hours

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Sarah Luchsinger, Teresa L Rutt
SECONDER:	Bradley Mathisen, Council Member
AYES:	VanPortfliet, Narsh, Hobbs, Lamb, Luchsinger, Mathisen, Rutt

RESOLVED: To authorize changing the Village Administration Office Hours from 9:00 AM to 4:30 PM Monday through Friday to 7:00 AM to 4:30 PM Monday through Thursday and Administrative Offices be closed on Friday and direct the Village Manager to notify the Village residents and businesses of the change in hours.

8. Approval of Agenda

1. Motion to add Agenda Item 10.B.4 - Proclamation - Village Manager

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kenneth VanPortfliet, President
SECONDER:	Michael Lamb, Council Member
AYES:	VanPortfliet, Narsh, Hobbs, Lamb, Luchsinger, Mathisen, Rutt

2. Motion to add Agenda Item 10.B.5 -Discussion - Ordinance regarding Boats on Lake Orion

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kenneth VanPortfliet, President
SECONDER:	Teresa L Rutt, Council Member
AYES:	VanPortfliet, Narsh, Hobbs, Lamb, Luchsinger, Mathisen, Rutt

3. Motion to add Agenda Item 10.B.6 Discussion regarding Lake Orion Drawdown

RESULT:	ADOPTED [6 TO 1]
MOVER:	Michael Lamb, Council Member
SECONDER:	Teresa L Rutt, Council Member
AYES:	Narsh, Hobbs, Lamb, Luchsinger, Mathisen, Rutt
NAYS:	Kenneth VanPortfliet