

LEGISLATIVE COMMITTEE MEETING

City of Kaukauna
Council Chambers
Municipal Services Building
144 W. Second Street, Kaukauna



Monday, August 18, 2025 at 6:25 PM

AGENDA

In-Person and Remote Teleconference via ZOOM

1. Correspondence.
2. Discussion Topics.
 - a. [Building Hours at MSB and SPaR.](#)
3. Adjourn.

NOTICES

Notice is hereby given that a majority of the City Council will be present at the meeting of the Legislative Committee scheduled for Monday, August 18, 2025, at 6:25 P.M. to gather information about a subject over which they have decision making responsibility.

IF REQUESTED THREE (3) DAYS PRIOR TO THE MEETING, A SIGN LANGUAGE INTERPRETER WILL BE MADE AVAILABLE AT NO CHARGE.



MEETING ACCESS INFORMATION:

You can access this meeting by one of three methods: from your telephone, computer, or by an app. Instructions are below.

To access the meeting by telephone:

1. Dial 1-312-626-6799
2. When prompted, enter Meeting ID 234 605 4161 followed by #
3. When prompted, enter Password 54130 followed by #

To access the meeting by computer:

1. Go to <http://www.zoom.us>
2. Click the blue link in the upper right hand side that says Join a Meeting
3. Enter Meeting ID 234 605 4161
4. Enter Password 54130
5. Allow Zoom to access your microphone or camera if you wish to speak during the meeting

To access the meeting by smartphone or tablet:

1. Download the free Zoom app to your device
2. Click the blue button that says Join a Meeting
3. Enter Meeting ID 234 605 4161
4. Enter Password 54130
5. Allow the app to access your microphone or camera if you wish to speak during the meeting

Members of the public will be muted unless there is an agenda item that allows for public comment or if a motion is made to open the floor to public comment.



MEMO

Office of the Mayor

To: Legislative Committee
 From: Anthony J. Penterman, Mayor
 Date: August 18, 2025,
 Re: Building Hours at MSB and SPaR

Background information:

In May 2023 (????) the City of Kaukauna implemented "Summer Hours" at the Municipal Services Building (MSB) and Streets, Parks, and Recreation (SPaR) building. After three years of "Summer Hours" the response from staff and residents have been positive. Staff in eight departments were surveyed on the three options below and two questions to ask your staff.

Options to consider for building hours at MSB and SPaR, do not affect other building hours.

- 1) No Change - Keep existing summer hours and regular office hours the remaining 9 months.
- 2) Move to year-round office/business hours of 8am-4:30pm M-TH and Friday 8am-1:30pm. To accommodate reduced Friday hours, reduce lunches to 30-minute M-TH, Friday no lunch break.
- 3) Move to year-round office/business hours of 8am-4:30pm M-TH and Friday 8am-12pm, Doors and windows close to the public at Noon on Friday, staff have prep/quiet work time from 12-1:30pm. To accommodate reduced Friday hours, reduce lunches to 30-minute M-TH, Friday no lunch break.

Questions to consider with your staff:

- 1) Is the reduction in Friday hours desirable and does it make sense for your department.
- 2) Would a quiet work time on Friday afternoon be utilized?

Results:	Mayor’s Office	#2 or #3	Finance	#3
	Human Resources	#2 or #3	Engineering - Any option works	
	Planning	#3	City Attorney	#3
	SPaR	#3	IT (No response)	

We believe that these hours will help us better serve our residents while also allowing staff to have quiet time at the end of the week to respond to open emails and to prepare for the upcoming week uninterrupted.

Strategic Plan:

Reducing building hours on Fridays at the Municipal Services Building will help streamline operations, improve work-life balance for employees, and maintain high-quality service during peak times. This adjustment aligns with our strategic plan by promoting efficient resource management, supporting employee well-being, and ensuring services remain responsive to the evolving needs of our community.

Budget:

None

Staff Recommended Action:

Option 3. Move to year-round office/business hours of 8am-4:30pm M-TH and Friday 8am-12pm, Doors and windows close to the public at Noon on Friday, staff have prep/quiet work time from 12-1:30pm. To accommodate reduced Friday hours, reduce lunches to 30-minute M-TH, Friday no lunch break.



