



Mayor Michael Walters
Fred McGuire
Adam Pawelk
Dan Schuette
Kay Thul

1. Call To Order And Roll Call
2. New Business
 - 2.I. City Hall Hours

Documents:

[CITY HALL HOURS.PDF](#)

3. Adjournment

All minutes are available on the website or can be requested by contacting City Hall.

309 Lewis Avenue South; P.O. Box 279, Watertown, MN 55388

Watertown City Council

October 10, 2023

Agenda Item: City Hall Hours**Request for Action: Discussion and Direction****Department: Jake Foster, City Administrator****Background:**

Staff has been observing a “summer hours” schedule for City Hall since May 1st. The hours of operation are 7:00 AM to 5:00 PM, Monday through Thursday. These are the same hours that were implemented during the COVID pandemic in 2020 and 2021. Upon the implementation of the “summer hours” initiative back in May, it was expected it would be re-evaluated in October (or before if any issues arose).

Initially, staff received some minor negative feedback, but have not received any in that past several months.

Staff is requesting that these hours be made permanent for City Hall. These hours are a way to support work-life balance, and something that could be used as a recruitment and retention tool. Public Works staff are also currently observing a rotating four (4) ten (10) hour workday schedule. Furthermore, staff is also able to make Friday accommodations in case of emergency.

There are several cities who observe summer hours, or have been successful with a 4-day work week (e.g. Excelsior – 7:00 AM to 5:00 PM M-TH, Bayport – 7:30 AM to 5:30 PM, M-TH).

Staff is looking for discussion and direction on this item. A formal approval of City Hall hours of operation will be brought to a future Council meeting to be approved on the consent agenda based on the feedback and direction of Council.