

Royal Center Town Council Work Session Minutes
Tuesday, February 11, 2025, at 6 pm
Royal Center Town Hall

Attending:

Council Members Present: Brandon Schmaltz, Jasmine Schlick, Tim Minnick, Ryan Funk, and Teresa Hiatt

Others present: Carrie McIntire - Clerk/Treasurer, and Gina Kennell – Deputy Clerk

Opening: Pledge was led by Brandon Schmaltz.

Cell Phone Policy: Discussion commenced for ideas on how the Royal Center Utilities Cell Phone should be utilized regarding after-hour emergency calls and ways the employees should be compensated during the hours they are required to carry the phone. Also, discussed was adding a greeting to the cell phone, so callers may leave a voicemail. It was suggested that the Clerk add the greeting.

Leave Time/Comp Time Policy: Discussion commenced for ideas to update Ordinance 91-4 in reference to Vacations, Holidays, Sick Days, and Bereavement for Town of Royal Center Employees. Also, discussed were possible caps for Comp Time and possibly changing the different forms of Leave to Personal Time Off (PTO). The Council would like to attempt to implement some changes by April 2025.

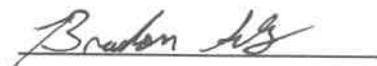
Capital Asset Review: The Clerk presented two companies that are willing to help update the capital assets for the Town of Royal Center and get those in order. The 2024 SBOA Audit gave suggestion that this should be done.

Park Building Needs: The Deputy Clerk presented a list of repairs needed in the main pavilion at Rea Park and asked permission to obtain estimates. The Council gave permission to get quotes. The Council would like the Clerk or Deputy Clerk to contact Deanna Crispen at CCCF and inquire about the CCCF monies and necessary requirements to utilize those funds as an option rather than using Chet Johnson Trust money if we move forward in the future.

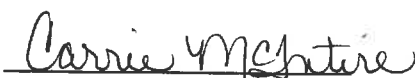
Work Comp & Return-To-Work Policies: The Clerk recently received a Work Comp 101 training course through IPEP and presented the information to the Town Council. IPEP recommends having a Work Comp Policy in place and a Return-To-Work Policy in place in the event an employee is injured on the job. Employers that can accommodate restrictions can get employees back to work and back to full pay with the doctor's approval, which benefits the employee and the employer.

Employee Handbook: The Town Council scheduled a Work Session for March 3, 2025, at 5 pm to further discuss Employee Handbook policies.

Adjourn: Teresa Hiatt made a motion to adjourn the meeting, second by Jasmine McMillan. Motion passes unanimously.



Brandon Schmaltz,
Town Council President

ATTEST: 

Carrie McIntire, Clerk/Treasurer