



Special Town Council Meeting

Minutes

Friday, May 8, 2026 at 10:00 am

Meeting Location: Dutch John Community Center 530 South Blvd.

Public Access

Meeting access is available electronically. See <https://dutchjohn.gov/pages/calendar> for more details.

1. **Call to Order / Pledge of Allegiance**
2. **Roll Call**

Minutes:

- Amy McDonald, Sandy Kunkel, and Butch John, Sandy Kunkel were present, establishing a quorum.
- Rachel Albritton and Harriet Dickerson were absent (excused).

3. **Work Items**

- a. **Employee Policy Manual**

Minutes:

Work Place Environment and Conduct

- A suggestion was made to use radios for public works employees instead of personal cell phones to prevent confusion regarding personal versus work calls.
- Improvements and employee suggestions were discussed. The policy states that employees will be paid during emergency closings, which should be clarified to mean that normal business operations cease to manage the emergency.
- Town Property Usage Policy: sections cover the use of town equipment and vehicles (no personal use) and monitoring of internet usage on town computers.
- The policy was amended to allow the mayor to authorize exceptions for having children in the workplace after school due to the lack of local daycare options.
- The council reviewed the workplace violence prevention policy, which

prompted a discussion about adopting a practice to stop a town council meeting and call the sheriff if any violence is threatened.

Discipline, Leave, and Appearance

- Employees must work 90 days before requesting personal leave, which can be granted for up to 30 calendar days every two years. Military leave is honored.
- There was significant debate regarding sections on personal appearance, with members agreeing that the requirement to cover or remove facial piercings and excessive visible tattoos is outdated and potentially discriminatory.
- The policy prohibits firearms on town premises without authorization, but it was recommended that the council consult legal counsel to ensure the policy complies with state and federal laws regarding concealed carry permits. The council also discussed posting "no firearms allowed" signs on the building.
- The process for Progressive Discipline requires documentation of violations and involves the supervisor considering "aggravating and mitigating circumstances".

b. 2027 Budget

Minutes:

General Fund Expenditures

- Professional Services: The amount budgeted is \$48,000, covering \$20,000 for legal, \$10,000 for accounting (due to the audit), \$10,000 for engineering, \$5,000 for consultants, and municipal association fees.
- Building Inspector: Costs and supporting revenues for the building inspector will be tracked separately to better manage expenses, especially with anticipated growth.
- Roads: The council is scheduling a presentation for next week on the high cost of making crosswalks ADA compliant and plans to use banked road funds to start work, possibly on Fifth Avenue.
- Airport: The town's \$30,000 contribution to the airport account may be supplemented by an additional \$42,000 if an agreement can be reached with the county for a money transfer.

Capital Projects Fund

- It was suggested to transfer funds to a PTIF construction fund to continue drawing interest while paying for the new building project.
- The estimated cost to build the new building has risen to approximately \$1 million, suggesting the town may need to seek more funding.
- An estimated \$5,000 engineering cost for the new building and fire station is expected from Sunrise.

4. Adjournment

05/13/2026


Deputy Clerk