

TOWN OF FERDINAND
REGULAR MEETING

March 16, 2021

The Ferdinand Town Council met for a Regular Meeting at 6:30 PM on Tuesday, March 16, 2021, in the Ferdinand Community Center. Present were Council President, Ken Sicard; Vice-President, Debbie Johnson; Council Member, Ron Weyer; Town Attorney, Sharon Bohnenkemper and Clerk-Treasurer, Tamara Miller.

Debbie moved to approve the Minutes of the February 16, 2021 meeting. Ron seconded. Motion carried 3-0.

Sicard stated the written department head reports (attached) were distributed to the Council prior to the meeting.

The water/wastewater department has an open position after the resignation of Eric Stallman. Ron moved to allow Schaefer and James to advertise for the position. Debbie seconded. Motion carried 3-0.

Each council member was able to see a demonstration of the WTH GIS mapping services since the last council meeting. Ron moved to approve the expenditure for a \$2,000 fee this year and \$1,500 annual cost thereafter (set for four years) allowing on-site GIS access via cell phones or iPads. Debbie seconded. Motion carried 3-0.

Debbie moved to approve the request for four Water/Wastewater employees to attend the American Water Works Association Water Annual Meeting on April 13, 14 & 15 at French Lick. The cost per employee is \$125 and meals \$80. Total cost is \$820. Ron seconded. Motion carried 3-0.

Ron moved to approve the Park Board's request to employ Brian Mullis as a summer park employee at \$12.50 per hour. Debbie seconded. Motion carried 3-0.

Sicard took a moment to honor Marvin "Baldy" Weyer, owner of Marvin's Bargain Barn, and Clem Lange, founder of Best Home Furnishings, who passed away recently. Both businessmen supported the Town with substantial donations over the past years. Sicard expressed gratitude for their generosity.

James stated the park and recreation program is being planned to implement COVID-19 modifications. Advance registration will be required this year.

Michael Richards with Habitat for Humanity of Dubois County, a nonprofit organization

helping families build and improve places to call home, presented information to the Council.

Mike Becher representing Dale State Agency gave a property insurance status update. He will run an estimate of auto policy rates based on increasing the deductibles. He thanked the Town for their business and the Council thanked Mike for the service he provides to the Town.

Bohnenkemper stated Plan Commission held a public meeting on February 24, 2021, and gave a favorable recommendation that the 3.61 acres of Parcel 19-15-28-200-008.000-008 owned by Dorothy Helming Trust, should be rezoned from B-2 Commercial to R-1 Residential. Ron moved to adopt Ordinance No. 2021-02, an Ordinance Rezoning Certain Lands Within the Jurisdiction of the Town of Ferdinand, at the meeting it was introduced. Debbie seconded. Motion carried 3-0.

Community Crossing Matching Grant awards are expected to be announced in April.

Bohnenkemper reviewed the MasterBrand CF-1's. She stated all forms were in substantial compliance with the Statements of Benefit that were previously submitted by MasterBrand. She recommended the forms be approved and the President and Clerk-Treasurer be authorized to sign the compliance forms. There was a motion by Debbie to approve and sign the annual Compliance Forms. Ron seconded. Motion carried 3-0.

Bohnenkemper reviewed the Begle Properties, LLC CF-1's. She stated all forms were in substantial compliance with the Statements of Benefit that were previously submitted by Begle Properties, LLC. She recommended the forms be approved and the President and Clerk-Treasurer be authorized to sign the compliance forms. There was a motion by Ron to approve and sign the annual Compliance Forms. Debbie seconded. Motion carried 3-0.

Debbie moved to adopt Ordinance 2021-03, An Ordinance Adopting Amendments to the Text of the Zoning Ordinance of the Town of Ferdinand, at the meeting it was introduced. Ron seconded. Motion carried 3-0.

Bohnenkemper reviewed the Knu, LLC CF-1. She stated the form was in substantial compliance with the Statement of Benefits that was previously submitted by to Knu, LLC. She recommended the form be approved and the President and Clerk-Treasurer be authorized to sign the compliance form. There was a motion by Ron to approve and sign the annual Compliance Form. Debbie seconded. Motion carried 3-0.

Weyer stated the Town Hall stand-alone sign is still being developed and would like input from Council members regarding where to place the sign.

Debbie moved to adopt Ordinance No. 2021-04, An Ordinance Establishing a Policy for

Electronic Funds Transfers and Automatic Clearing House Transfers and Online Banking for the Town of Ferdinand, at the meeting it was introduced. Ron seconded. Motion carried 3-0.

The Town Wide Clean-Up will be held May 4, 5 & 6 following the Town Wide Yard Sale weekend. Mattresses and upholstered furniture will not be picked up. The Dubois County Recycling and Trash Site accepts those items.

Bohnenkemper presented the Health and Wellness Services Agreement with Memorial Hospital to hold an optional health screening for Town employees for \$39 per employee. Additional tests will be offered at the employee's cost. Ron moved to allow Miller to sign the Health and Wellness Services Agreement. Debbie seconded. Motion carried 3-0.

Sicard stated the Town received notice from Patoka Lake Regional Water & Sewer District stating a proposed rate increase of 7% or \$0.25 per 1,000 gallons of water effective on the June 30, 2021 bills. The letter stated rates will most likely need to continue to be adjusted biannually for the next several years. Debbie moved to have Miller prepare a water rate study for the Town to establish the need for rate increases. Ron seconded. Motion carried 3-0.

Ron moved to adopt Ordinance 2021-05, An Ordinance Amending Ordinance 2020-21, regarding Salaries, Compensation and Wages for Elected Officials, Appointees and Employees of the Town of Ferdinand, at the meeting it was introduced. The Ordinance states that effective January 1, 2021, Dean Gogel's salary as a Journeyman Lineman for the electric department will be at a rate of \$33.00 per hour plus two hours minimum at time and a half for emergency calls, plus \$80 per week for those weeks when on call. Debbie seconded. Motion carried 3-0.

Debbie moved to adopt Ordinance 2021-06, An Ordinance Amending Ordinance 2020-21, regarding Salaries, Compensation and Wages for Elected Officials, Appointees and Employees of the Town of Ferdinand, at the meeting it was introduced. The Ordinance establishes the salary for Brian Mullis, a part-time seasonal park employee, at \$12.50 per hour. Ron seconded. Motion carried 3-0.

Sicard stated the Town of Ferdinand has updated the Guidelines for Business Operations and the Meeting Procedures (attached). Debbie moved to approve the updated Guidelines and Procedures. Ron seconded. Motion carried 3-0.

James reported that he, Bohnenkemper, and department heads will be scheduling a meeting with Watch Communications to discuss options for the placement of underground fiber service.

James requested the purchase of one touchscreen tablet (or as needed) for each department to access the GIS mapping services for an estimated cost of \$1,000 per device. Debbie moved to

approve. Ron seconded. Motion carried 3-0.

Christy Mundy, who has served on the Habitat for Humanity Board, thanked Michael Richards and the Town for their support of the organization's mission.

Ron moved to approve regular claims. Debbie seconded. Motion carried 3-0.

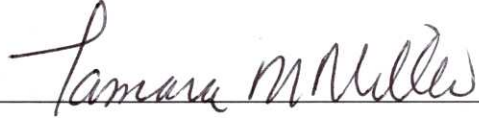
ANNOUNCEMENTS:

Town Council Meeting	Tuesday	April 20, 2021 at 6:30 PM
BZA	Wednesday	March 24, 2021 at 6:30 PM
Plan Commission	Wednesday	March 24, 2021 at 7:00 PM
Park Board	Wednesday	April 14, 2021 at 4:30 PM
Economic Development Comm.	Monday	April 19, 2021 at 6:00 PM


As there was no further business to discuss, Debbie moved to adjourn. Ron seconded. Motion carried 3-0. Meeting adjourned at 7:55 PM.


ATTEST:


FERDINAND TOWN COUNCIL



Clerk-Treasurer









Town of Ferdinand
2065 Main Street
FERDINAND, IN 47532-0007
Phone 812-367-2280
Fax 812-367-1303
E-mail: townofferdinand@psci.net
www.ferdinandindiana.org

Additional Information: Firearms and Defensive Tactics Training. Assisted with Food Drive. Officer Clouse will begin on line training for the academy beginning **Monday** the 15th.

I will forward additional emails in reference to the Digital Voice Stress Training and Street Lighting Traffic Safety that I had sent in February to Ken. I had not received a reply so not sure if it went through. There are two of them so I'll send both to all board members.

If you don't receive them please let me know and I'll resubmit it. If you have any questions please let me know. Thanks

Lloyd O. Froman
Chief Ferdinand P.D.

Visit us for a day. Join us for a lifetime.

KENNETH SICARD, President
TAMARA M. MILLER, Clerk-Treasurer

DEBBIE JOHNSON, Member
SHARON BOHNENKEMPER, Attorney

RONALD WEYER, Member
CHRIS JAMES, Town Manager

Ferdinand Police Department

243 W 10th Street, Ferdinand Indiana 47532

Phone: 812-367-1806 / Fax: 812-998-2094

Chief of Police: Lloyd Froman

Assistant Chief: Brian Seffernick

Total Calls For Service		<div style="text-align: center;"> Calls For Service Report February 2021  </div>	
Miles Driven	4824		
Total Gallons	408.8		
Average MPG	11.80039		
Complaint Type	Total	Complaint Type	Total
Alarm	5	Missing Person Adult/Child	0
Animal Complaint	9	Parking Violation	1
Assist Other Agency	23	Property Lost/Found/Recovered	0
Battery/ Assault	0	Protective/Restraining Order	0
Burglary (attempted)	0	Prowler (report of)	0
Burning Complaint	0	Report to Station	1
Child Abuse/Neglect	0	Return Messages	28
Civil Matter /Dispute	0	State Dispatch	18
Citizen Assist	1	Scam	1
Debris in Roadway	0	Security Check	0
Disabled/Stranded Vehicle	9	Suicide/or a Suicidal Person	6
Disturbance/Disorderly Person	0	Suspicious Person/Vehicle	3
Drug Complaint	0	Theft	3
Domestic Problem	0	Traffic Control	26
Escort	1	Traffic Warnings	31
Eviction	0	Traffic Citations	4
Extra Patrol	0	Trespassing	0
Fight	0	Threats/ Intimidation	0
Finger Printing	0	Vandalism	0
Fire	2	Vehicle Accident	6
General Information	22	Vehicle Accident Leaving the Scene	1
Gun Permit	2	Vehicle Check	2
Harassment	0	Vehicle Lock Out	10
Hazardous/ Not Chemical	0	Warrant	0
Investigation	0	Weather Related Problems	0
Identity Theft	0	Welfare Check	15
Illegal Dumping	0	911 false calls	2
Intoxicated Person	0		0
Juvenile Incurrigible/Runaway	1		
Lines/ Poles Down	0		
Lost/ Stolen License Plate	0		
Mental Subject	0		

FERDINAND POLICE DEPARTMENT MONTHLY ACTIVITY REPORT

Complaint Type	Lloyd	Brian	Rob	Eric	Tom	Christian	Joshua	Kyle	Scott	Jay	Adam	Total
Mental Subject												0
Missing Person Adult/Child												0
Parking Violation				1								1
Property Lost/Found/Recovered												0
Protective/Restraining Order												0
Prowler												0
Report To Station						1						1
Return Messages	10	6	4	4	10-		4					28
State Dispatch	1	4	1	4	6	1	1					18
Scam		1										1
School Check												0
Suicide/or a Suicidal person		1	1		2	2						6
Suspicious Person/Vehicle	1	2										3
Theft		1		2								3
Traffic Control	3	6	1	8	7		1					26
Traffic Warnings		2	3	3	5	2	16					31
Traffic Citations			3		1							4
Trespassing												0
Threats/ Intimidation												0
Vandalism												0
Vehicle Accident				4	2							6
Vehicle Accident Leaving The Scene			1									1
Vehicle Check	1				1							2
Vehicle Lock Out		2	1	1	4	2						10
Warrant												0
Weather Related Problems												0
Welfare Check	2	2		5	3		3					15
911 False Calls				2								2
												0
Total Calls	27	39	20	47	49	16	35	0	0	0	0	233
Miles Driven	365	470	499	660	845	346	1431	208				4824
Total Gallons	42	43	82.7	54.1	69	20	84	14				408.8
Average MPG	8.69048	10.93	6.0339	12.2	12.2464	17.3	17.03571	14.85714	#VALUE!	#VALUE!		11.80



FERDINAND FIRE DEPT.

221 E. Fourth St. P.O. Box 31
Ferdinand, IN 47532

2021 Summary of Incidents

	FIRE	EMR		TOTAL
JANUARY	7	4		11
FEBRUARY	10	11		21
MARCH				
APRIL				
MAY				
JUNE				
JULY				
AUGUST				
SEPTEMBER				
OCTOBER				
NOVEMBER				
DECEMBER				

A few of us attended a webinar on pipeline awareness.

Electric Department report

March 16 2021

- **Outages**
 - 5th and main transformer switch went bad 1 customer for approx. hour
 - Alabama and 5th area cause unknown 30 customers for approx. 1 hour
- Continuing with Trilogy Apartment project.
- Replaced poles and upgraded transformers for new service on Kundek St.
- Replaced poles on 9th
- Received quotes to proceed with budgeted purchase of three 3 phase transformers to provide back up for approx. 15 larger 3 phase customers.



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Town Council Meeting

March 16, 2021

DEPARTMENTAL

With cold temperatures, snow and ice freeze and thaw the streets took a beating. With that being said, we have do a lot of pot hole patch, area dig out and some milling areas to pave.

Cleaned and stored all our snow equipment.

Sweep all streets to remove winter debris.

Hauled in dirt and prepped for grass seed where we remove tree stumps along 20th street.

We are having small water leaks at the old Thomas building. I think we need to have it looked at and maybe have the whole roof sealed or coated.

I also received a call about a leak in the dining room at the senior center. I will check it out and take some type of action to get it repaired.

OLD BUSINESS

Town Hall Renovations

CCMG waiting to hear who was awarded grants.

NEW BUSINESS

Visit us for a day. Join us for a lifetime.

KENNETH SICARD, President
TAMARA M. MILLER, Clerk-Treasurer

DEBBIE JOHNSON, Member
SHARON BOHNENKEMPER, Attorney

RONALD WEYER, Member
CHRIS JAMES, Town Manager



Town of Ferdinand
2065 Main Street
PO Box 7
FERDINAND, IN 47532-0007
Phone 812-367-2280
Fax 812-367-1303
twnofferdinand@psci.net

Town Council Meeting

March 16, 2021

Water;

We had several water leaks due to the cold weather, all repaired. 2- Minor and 2 Major ones. Our last leaked about 120,000 gallons of water.

Working on Kersteins new sub division, working with their Engineers on specifications.

Old Lake level is down 5 feet

Hauling dirt to New Lake and maintance to road

Repair Boat Ramp at new Lake

Need approval to purchase Pipe and fittings for a Water Main replacement Project by Town Office, We need to order the pipe so we can start the project in April or May. We are Replacing an existing 6" A/C Pipe with 8" PVC Pipe.

Wastewater;

Maintenance to WWTP and on Trucks

Work on Entrance Gates at Complex and replaced rollers and adjust gates.

Plowing Snow

Requesting to advertise for an employee to replace Eric Stallman. We will be soon Be starting a water replacement project and it would be nice to start training this person.

Mapping software proposal from last months meeting for the Electric, Water, Wastewater, Street and Fire Department. Chris will explain.

Roger Schaefer
Water/Wastewater Superintendent

4 - Persons @ 125.⁰⁰ = 500.00

4 - Lunch @ 80.⁰⁰ 320.00

820.00



American Water Works Association

Indiana Section

113th Annual Meeting INDIANA SECTION AWWA

French Lick Resort & Conference Center
April 12-15, 2021

REGISTRATION FORM

UTILITY / OPERATOR / GOVERNMENT

Name _____ Member # _____

Title _____ Organization _____

Address _____ City / St / Zip _____

Email _____ Telephone _____

REGISTRATION FEES

Employees of companies holding a Utility Membership qualify for Member rates.

The DEADLINE for ADVANCE registration is
APRIL 5, 2021

- | | | | |
|--------------------------------|--|---|------------|
| Full conference - member | <input checked="" type="checkbox"/> Advance: \$125 | <input type="checkbox"/> On-site: \$185 | |
| Full conference - non-member | <input type="checkbox"/> Advance: \$215 | <input type="checkbox"/> On-site: \$265 | |
| One day - member | <input type="checkbox"/> Advance \$100 | <input type="checkbox"/> On-site: \$135 | Day: _____ |
| One day - non-member | <input type="checkbox"/> Advance \$195 | <input type="checkbox"/> On-site: \$230 | Day: _____ |
| 1/2 Day, Thursday - member | <input type="checkbox"/> Advance: \$50 | <input type="checkbox"/> On-site: \$70 | |
| 1/2 Day, Thursday - non-member | <input type="checkbox"/> Advance: \$95 | <input type="checkbox"/> On-site: \$115 | |

COMPLIMENTARY REGISTRATIONS

- Student, full-time
- Retired (AWWA Members only)
- First time attendee/haven't attended in at least 5 years (utility registrants only)

MEALS (ticket required)

- \$30 Tuesday, April 13 Business Lunch & Fuller Award
- \$30 Wednesday, April 14 Awards Lunch
- \$20 Thursday, April 15 Hot Breakfast

PAYMENT	Registration \$ _____	<input type="checkbox"/> Purchase Order # _____ <small>(if applicable)</small>	Billing Contact Email: _____
	Meals \$ _____	<input type="checkbox"/> Bill me	
	Total Due \$ _____	<input type="checkbox"/> Credit card - Call MaryJane at 866-213-2796	

ONLY ONE NAME PER FORM, PLEASE

Photocopy the registration form for use by others or go to our web site for additional forms or to register online www.inawwa.org

SPECIAL NEEDS

Every reasonable effort will be made to accommodate special needs. Please contact MaryJane Peters at 866-213-2796 or MaryJane.Peters@inawwa.org with your request.

REFUND POLICY

You can recover your pre-payment by written request, postmarked no later than April 9, 2021. Request for refunds made after that date cannot be honored.

RETURN COMPLETED FORM

Indiana Section AWWA
PO Box 127
Brownsburg, IN 46112

Telephone - 866-213-2796
Fax - 866-215-5966

TUESDAY, April 13, 2021

7:45a Open Remarks / Ceremony

8:00a - 5:00p Program

Choosing Proper Meter Setting Devices

Ford Meter Box

"A Bunch of Hot Air" - How CIPP Rehabilitation Can Reduce Overflows

Beam Longest & Neff

AMI & Meter Change Out Program - How to Plan, Choose and Implement a Successful Meter Project

Utility Supply

Hidden Underground Treasures and Infrastructure Rehab

Culy Contracting

IDEM Agency Update

Bruno Pigott, IDEM Commissioner

What You Need to Know About Your Filters - Filters Maintenance and Operation

Peerless Midwest

Noon - 1:00p Lunch in Room & Fuller Award

Continuing Education Hours

Tuesday - 6 hours

Wednesday - 6 hours

Thursday - 4 hours

We are applying for approval of 16 contact hours for both water and wastewater.

PDHs will also be available for our engineer friends.

WEDNESDAY, April 14, 2021

7:45a Open Remarks

8:00a - 5:00p Program

New Technologies in Line Locating and Leak Detection

Lewis Municipal Sales

On-Site Sodium Hypochlorite Generation: A Safe and Reliable Disinfection Alternative to Bulk Sodium Hypochlorite and Gas Chlorine

UGSI Solutions

Utility Implements Technology Innovation to Control I/I and Optimize

Capital Spending ROI - A Case Study

M.E. Simpson Company

Anatomy & Construction of Prestressed Concrete Wire-Wound Storage Tanks

DN Tanks

The Static Meter Research Project at 10 Years

Johnson Controls

Phosphorous - Putting It In and Taking It Out

Water Solutions

Noon - 1:00p Lunch in Room & Awards

THURSDAY, April 15, 2021

7:15a Hot Breakfast

8:00a - Noon Program

Be Safe Entering That Confined Space

Pete Isom

IFA Regional Meeting

Sarah Hudson, Indiana Finance Authority

Source Water Protection in Indiana

Katie Jamriska, Indiana American Water Company

Municipal Ordinance as a Method for Preventing Aquifer Contamination

Dr. Rachel Walker, Mundell & Associates



Patoka Lake Regional Water & Sewer District

2647 N SR 545, Dubois, Indiana 47527-9750
Phone: 812-678-8300 Fax: 812-678-2250

March 1, 2021

Ferdinand Municipal Utilities
c/o President Ken Sicard
PO Box 7
Ferdinand, IN 47532-0007

Ref: Wholesale Water Rates

Dear Mr. Sicard,

This letter is to inform you of the District's need to increase rates and charges and a proposed change in the wholesale water rates currently under consideration by the Patoka Lake Regional Water District. You are invited to provide any questions or comments you may have. The new rate ordinance was introduced at the February 24 meeting. Comments and questions are encouraged prior to a public hearing to be held March 24, 2021 at 6:30 pm where final adoption of the ordinance will be considered. The new rates, if approved, would be effective on June 30, 2021 bills.

Your rates and charges were last adjusted March 2019. In August 2020, the Board of Trustees authorized an accounting study of the District's revenues and revenue requirements by the CPA firm of Baker Tilly Municipal Advisors, formerly known as H.J. Umbaugh & Associates. That study looked at 2019 financial results and 2020 financial projections and concluded the District's current rates and charges were insufficient to meet the revenue requirements of the system including operating expenses, debt service, and replacements and improvements.

Baker Tilly's preliminary review returned a finding that rates needed to increase 20%. In an effort to minimize the impact to our customers, the District asked Baker Tilly to base their review on replacements and improvements immediately needed. Based off that review, the District is proposing to increase its rates and charges 7% or \$0.25 per 1,000 gallons per Ordinance 2021-1. That's just a tick over the typical annual inflation rate of 3%.

For your future planning, rates will most likely need to continue to be adjusted biannually for the next several years to fund replacements and improvements for an aging system. These increases are expected to be at similar levels.

The District greatly appreciates your partnership to provide rural Southwestern Indiana with a dependable, affordable, quality supply of drinking water and assure you all efforts will continue to produce and distribute this water as affordably as possible using sound business practices.

Regards,

A handwritten signature in blue ink that reads "Doug Merkel" followed by "GENERAL MGR" in a smaller, blue, stamped font.

Doug Merkel, General Manager



PARKS DEPARTMENT TOWN COUNCIL REPORT

March 2021

General Park Report

- The park board met on March 10, 2021.
- Per the Dubois County Health Department, any event or league is required to submit a COVID response plan for upcoming events. Mike Steffe has been working with those partners to help them submit a plan. Additionally, any shelter house reservations need to comply with the state's restrictions as well.
- Practices will begin starting this month for local sports leagues. Some have already started. Tom and his crew are preparing the fields. We will need to work out a schedule on the water sprinkler with Roger so that is in place and ready when the need arises this summer.
- The Park Board voted unanimously to recommend to the Town Council to increase the hourly rate of Brian Mullis from \$12.00 to \$12.50 at the recommendation of Tom Lueken.
- The board inquired from Chris James on his plans for the Parks Summer program which will be discussed at this month's town council meeting. The park board would like to have some input and understanding on this year's plans—especially on the effect of the budget.

Acknowledgement

- The Park Board took a moment at the beginning of the meeting to acknowledge two citizens of the community who've made a lasting impact on the Ferdinand Parks. Since the last meeting, both Marvin 'Baldy' Weyer and Clem Lange have passed away. Over the past few decades, both Marvin and Clem (and their families) were extremely committed to the parks—providing support in so many ways to countless projects at all three of our parks. The town and the park board are extremely grateful to the families of these two men for their generosity and support over the years.

Park Cleaning & Sanitation

- The parks are following the State's Back on Track standards and directives.

Old Town Lake

- The Park Board approved the cost of a quotation from Alvey's Sign to purchase a composite sign for the entrance of the Old Town Lake. The sign will match in size, color, and style the same signage at 18th Street Park. The sign itself is part of an Eagle Scout project to commence this year. A sign permit will be filed.
- Construction on the fishing pier and kayak launch will begin later this month. The recent rains have hampered the start of the project. The water levels are down to the appropriate levels; however, we need the ground to dry up some. We hope to have those two projects completed



**PARKS DEPARTMENT
TOWN COUNCIL REPORT**

March 2021

as soon as possible, but it will be dictated by the amount of precipitation we get this winter/spring. We anticipate that the park can remain open during this construction.

- Bird netting and picnic tables have been added to the inside of the Pump House Shelter House.

Matthew Weyer
March 12, 2021



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TOWN MANAGER TALKING POINTS MARCH 16, 2021 MEETING

1 – Plans for the 2021 Ferdinand Folk Festival are moving forward to hold a traditional event on Saturday September 18. Donation letters will be sent to sponsors this week and we are looking at a date in April to hold a “Halfway to Folk Fest” line-up announcement. The intention is to be as close to normal as possible, although the number of vendors may be limited to allow for better spacing of booths and a freer flow of foot traffic. Will continue to adjust as we move deeper into spring and summer months.

2 – The 2021 Dubois County Leadership Academy is going to take place on the same schedule as 2020. Board members met on February 25 to elect leadership positions and finalize the calendar. The first session will be July 13 and graduation is set for November 4. A proposed 7th session, focusing on education opportunities, was discussed and will be given a trial run during the traditional 5th session. If the interest proves high, we will make this a full-time session in 2022.

3 – I have received several calls and other inquiries in the past few weeks as to the status of the summer Park and Recreation program, which was cancelled in 2020 due to Coronavirus. It is my intention to hold the program this year, with some modifications as to how each day’s activities will take place. A more detailed plan is being sent to council for review, separate from this report.

4 – The 2021 IMMA annual conference was officially postponed last month, due to on-going COVID-19 concerns. However, we are holding a total of 4 virtual sessions to serve in its place. The first lunchtime gathering was held on March 11, with additional programs to be held in April, May and June. Our 2022 conference has been scheduled in Nashville, IN for April 27-29.

Visit us for a day. Join us for a lifetime.

KENNETH SICARD, President
TAMARA M. MILLER, Clerk-Treasurer

DEBBIE JOHNSON, Member
SHARON BOHNENKEMPER, Attorney

RONALD WEYER, Member
CHRIS JAMES, Town Manager



The Governor's Executive Order 21-6 has given us guidance as we have taken measures and instituted safeguards to ensure a safe environment for our employees, community and customers. Our safeguards are based on the recommendations of the CDC, OSHA, the State of Indiana and the Dubois County Health Department. These procedures are expected to be followed.

Procedures pertaining to the Town of Ferdinand employees, citizens who help the Town, and those who do business with us:

- Employee Screening Procedures – We expect daily health assessments to be utilized by screening themselves for COVID-19 symptoms before they report for work.
 - Employees are to take a self-assessment before arriving to work. This includes taking your temperature and monitoring if you have any symptoms. Reference “COVID-19 Symptom” poster supplied by the CDC.
 - If an employee been in close contact (per CDC guidelines) with an individual that has been identified to have COVID-19 in the past 10 days, the employee must not report to work. They must contact their supervisor, Town Manager and the Town Council President.

- Vacation Procedures
 - If an employee takes a vacation inside the continental United States, they may immediately return to work if the following criteria are met;
 - You have not knowingly come into contact with someone who has COVID-19, was running a fever or having symptoms of COVID-19.
 - You are not running a fever above 100.4 ° F.
 - You are not experiencing symptoms of COVID-19.
 - If you have experienced any of the items above, you cannot return to work until you have a negative COVID-19 test. The test must be done 4 days after you started your return trip.
 - If an employee travels outside of the continental United States, you cannot return to work until you have a negative COVID-19 test. The test must be done 4 days after you started your return trip.

- Personal Protective Equipment – Is to be as appropriate.
 - All employees are to wear face coverings when working with the public.
 - Masks have been purchased by the supervisory staff for all Town employees to wear while at work when out in public.
 - Gloves are available to employees to wear.
 - Face Shields, if required, will be made available for our employees to wear.

- Social Distancing – we must ensure a minimum of 6 feet between people. This may be accomplished in a number of ways. Examples include using the actual 6 feet distance, physical barriers such as sneeze guards, limiting the number of people in attendance, altering start times, breaks and lunch times, using appointments whenever possible and, finally, limiting close interaction with citizens and customers.

- Town Buildings
 - Masks must be worn by all individuals when entering our buildings.
 - The Town Hall, Municipal Complex, and the 18th Street Park garage will be open to the public, effective March 22, 2021.
 - Appointments are requested to be made if you want to speak with a particular employee.
 - Prior to entering any of the Town’s buildings, if you are running a fever or are not feeling well, please do not enter.
 - The gates at the Municipal Complex are to be kept closed.
 - The door to the 18th Street Park garage must not be kept open.
 - The Town Hall Drive-Thru will still be utilized to deliver/receive documents from the public if you do not wish to enter the building.
 - Employees are asked to socially distance at lunch time and at break times.

- Rental of Town locations
 - Shelter houses in the parks may be rented as of March 17, 2021. The fee for the rental will be increased by \$15 (including taxes) to cover the sanitization process costs.
 - Senior Citizens Room may be used and or rented per our agreement as of March 17, 2021. The fee will be increased by \$20 (including taxes) to cover the sanitization process costs.
 - Rental increases are temporary until further notice.
 - As of March 17, 2021, we will allow the use of these locations:
 - if Dubois County maintains the State of Indiana’s BLUE color for the zone, with no limits other than not exceeding the building capacity limits.
 - if Dubois County maintains the State of Indiana’s YELLOW color for the zone, we will limit the capacity at the shelter houses to 50 or less. The Senior Citizens Room to 25 or less.
 - if Dubois County maintains the State of Indiana’s RED color for the zone, we will stop all rentals and cancel any that have been reserved.

- Workplace Cleaning and Disinfection – Departments are asked to continue their cleaning regimen practices according to CDC guidelines, with regular cleaning of high-touch surfaces throughout the workday and at the close of business.
 - Routinely clean all frequently touched surfaces in the workplace – workstations, countertops, and doorknobs. Disposable wipes are used by employees to wipe down surfaces – inside vehicles, tools and computers.

- Park and Senior Center Cleaning and Disinfection
 - – the park locations are being cleaned in the mornings of each day using our outside contractor. This includes the open restrooms and the shelter houses in all 3 parks.
 - The Senior Citizens room is to be cleaned every Monday after there is a scheduled event (meeting or rental) by our outside contractor.
 - We will schedule additional cleaning duties and locations as we see they are needed.
- Personal Hygiene – Employees should have access to hand sanitizer, handwashing stations or other disinfectant products.
 - Employees are to ensure they are washing their hands frequently or using other hand sanitizer. Avoid touching your face.
- Vaccinations
 - We encourage all employees to get the Covid-19 vaccinations (Pfizer; Moderna, or Johnson and Johnson).
 - We will allow, with pay, a 2-hour time frame for any employee to get each vaccination, as required, during their regular workday.
 - The only stipulations are that you advise your supervisor and Chris James at least 2 days prior to your appointment; and you show your vaccination record to Chris James when completed.
- Employees with Symptoms – Employees that have identified they have symptoms are to not report to work. They must seek medical care.
 - Stay Home If You Are Ill – Do not report to work if you are sick, feel you are developing COVID-19 symptoms, or believe you may have been exposed by close contact. Reference “COVID-19 Symptom” poster supplied by the CDC.
 - Employees with Symptoms – If you have symptoms in the workplace, please leave immediately. Then, notify your supervisor and the Town Council President. Next, seek medical care or COVID-19 testing.
- Temperature (Fever) Testing – anyone with a temperature of 100.4° (F) or 38° (C) must immediately return to their home. Reference the guidelines published by the Dubois County Health Department.
- Town Meetings – Employees and the public may be vulnerable due to identified high-risk conditions when attending a town sponsored / hosted meeting.
 - Department Supervisors will attend meetings in person beginning in April 2021. We will continue to use the documented Department Reports to enable us to save time.
 - If something not documented needs to be discussed, it can be brought up as we address each report.
 - We will continue to use the Ferdinand Community Center for Council, Board of Zoning Appeals, and Plan Commission meetings through the July 2021 scheduled meetings.

- The Town will ~~be~~ continue utilizing ZOOM for Council, Board of Zoning Appeals, and Plan Commission meetings.
 - Reference "Town of Ferdinand Meeting Procedures" for guidelines and locations.
 - All meeting attendees must wear a mask throughout the meeting.
 - A new sign-in process is required at every Town sponsored meeting (see TOF Meeting Attendance Form).
 - Meetings will be cancelled if there is no relevant business to place on the agenda.
-
- Families First Coronavirus Response Act – Employees have been informed of the provisions of this act and its paid leave. Reference "FMLA Leave Expansion and Emergency Paid Sick Leave Policy (Coronavirus)". This remains effective until the Act is cancelled by the federal government (March 31, 2021).

Per the authority of Ken Sicard, President, Ferdinand Town Council



Town of Ferdinand
2065 Main Street
FERDINAND, IN 47532-0007
Phone 812-367-2280
Fax 812-367-1303

Town of Ferdinand Meeting Procedures (during the health emergency)

We will continue to follow these procedures for all meetings sponsored by the Town of Ferdinand. These remain in effect until cancelled by the president of the Town Council or the Town Council itself.

For All Meetings:

Upon entering the meeting, all persons will sign in on the form that is available stating that:

- they have not been in contact with anyone who has tested positive with the COVID-19 virus in the past 14 days,
- are fever free;
- Are not having symptoms of the COVID-19 virus.

They will also print and sign their name and their telephone number for contact tracing purposes.

Park Board

1. As long as the meeting attendance will be less than 10 people, the meetings will continue to meet at the Town Hall.
2. All members of the Park Board and any attendees are required to wear accepted cloth facial mask/protection. There will be no exceptions allowed.
3. As the Park Board members and participants begin to enter the Council Room:
 - a. Each person will verify that they are not running a fever and are not sick (see above "For All Meetings").
 - b. If over 100.4 degrees Fahrenheit or feeling sick, the person will be advised to return to their home. They will be advised if Zoom is available and how they can access the process.
 - c. If they refuse to leave, the meeting is immediately cancelled.
4. Prior to the meeting, chairs should be spaced so there is approximately six (6) feet of distance between the various chairs.
5. If a Zoom meeting set up is needed you must contact the Town Hall a minimum of 1 week prior to the meeting date.

Economic Development Commission

1. As long as the meeting attendance will be less than 10 people, the meetings will continue to meet at the Town Hall.
2. All members of the Economic Development Commission and any attendees are required to wear accepted cloth facial mask/protection. There will be no exceptions allowed.
3. As the Economic Development Commission members and participants begin to enter the Council Room:
 - a. Each person will verify that they are not running a fever and are not sick (see above "For All Meetings").
 - b. If over 100.4 degrees Fahrenheit or feeling sick, the person will be advised to return to their home. They will be advised if Zoom is available and how they can access the process.
 - c. If they refuse to leave, the meeting is immediately cancelled.
4. Prior to the meeting, chairs should be spaced so there is approximately six (6) feet of distance between the various chairs.
5. If a Zoom meeting set up is needed you must contact the Town Hall a minimum of 1 week prior to the meeting date.

Town Council

1. The location of these meetings will be changed to the Ferdinand Community Center, through the scheduled meeting in July 2021.
2. All members of the Council and any attendees are required to wear accepted cloth facial mask/protection. There will be no exceptions allowed.
3. As the Council members and participants begin to enter the room:
 - a. Each person will verify that they are not running a fever and are not sick (see above "For All Meetings").
 - b. If over 100.4 degrees Fahrenheit or feeling sick, the person will be advised to return to their home. They will be advised if Zoom is available and how they can access the process.
 - c) If they refuse to leave, the Ferdinand Police Department will be called to remove the person. The meeting will be on hold until the person is removed from the premises.
4. Prior to the meeting, chairs should be spaced so there is approximately six (6) feet of distance between the various chairs.
5. A Zoom meeting set up will be in place for the media to use, if not wanting to attend, and other citizens interested in attending.

Board of Zoning Appeals (BZA)

1. The location of these meetings will be changed to Ferdinand Community Center through the scheduled meeting in July 2021.

2. All members of the BZA and any attendees are required to wear accepted cloth facial mask/protection. There will be no exceptions allowed.
3. As the BZA members and participants begin to enter the room:
 - a. Each person will verify that they are not running a fever and are not sick (see above "For All Meetings").
 - b. If over 100.4 degrees Fahrenheit or feeling sick, the person will be advised to return to their home. They will be advised if Zoom is available and how they can access the process.
 - c. If they refuse to leave, the Ferdinand Police Department will be called to remove the person. The meeting will be on hold until the person is removed from the premises.
4. Prior to the meeting, chairs should be spaced so there is approximately six (6) feet of distance between the various chairs.
5. A Zoom meeting set up will be in place for the media to use, if not wanting to attend, and for other citizens interested in attending.

Plan Commission (PC)

1. The location of these meetings will be changed to Ferdinand Community Center through the scheduled meeting in July 2021.
2. All members of the PC and any attendees are required to wear accepted cloth facial mask/protection. There will be no exceptions allowed.
3. As the PC members and participants begin to enter the room:
 - a. Each person will verify that they are not running a fever and are not sick (see above "For All Meetings").
 - b. If over 100.4 degrees Fahrenheit or feeling sick, the person will be advised to return to their home. They will be advised if Zoom is available and how they can access the process.
 - c. If they refuse to leave, the Ferdinand Police Department will be called to remove the person. The meeting will be on hold until the person is removed from the premises.
4. Prior to the meeting, chairs should be spaced so there is approximately six (6) feet of distance between the various chairs.
5. A Zoom meeting set up will be in place for the media to use, if not wanting to attend, and other citizens interested in attending.

Use of Zoom to broadcast a meeting:

1. We are using this format as it allows any member to be able to communicate during the meeting and for other to ask questions when allowed.
2. Instructions on the use of Zoom is available from the Town Hall and on the Town website.
3. A quorum of in person attendees must be in the meeting for the Plan Commission (5 of 9) and the Board of Zoning Appeals (3 of 5).
4. When a member is using Zoom to participate and there is a vote, it must be done by roll call.
5. If someone cannot participate by Zoom and wants to phone conference in, they must contact the Town Hall to be given directions on how to participate. We will use member's phones to do this. As an example on the Town Council we will use the phones of Chris James, then Sharon Bohnenkemper, then Ken Sicard, etc.



Town of Ferdinand
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For All Meetings: (For health questions and contact tracing purposes.)

All persons attending this meeting will sign this form per the detail below verifying that you:

- have not been in contact with anyone who has tested positive with the COVID-19 virus in the past 14 days;
- are fever free;
- are not having symptoms of the COVID-19 virus.

Meeting:		Date:
Printed Name	Signature	Telephone Number