

TOWN OF FERDINAND

SPECIAL MEETING

March 2, 2022

The Ferdinand Town Council met for a Special Meeting at 6:00 PM on Wednesday, March 2, 2022, in the Ferdinand Town Hall. Present were Council President, Ken Sicard; Vice-President, Debbie Johnson; Council Member, Ron Weyer; Town Attorney, Sharon Bohnenkemper and Clerk-Treasurer, Tamara Miller.

At 6:00 PM, Bohnenkemper stated the Town has received a Petition for Annexation from Progressive Investment Company, LLC consisting of two parcels: one for 55.93 acres located East of Vienna Drive and South of State Road 264 and one for 3.63 acres located West of Club Road and North of State Road 264 for a total of 59.56 acres. Sicard asked if there were any remonstrators. There being none, Ron moved to adopt Ordinance 2022-02, An Ordinance Annexing Certain Contiguous Unplatted Territory to the Corporate Limits of the Town of Ferdinand, Indiana (Progressive Investment Company, LLC). Debbie seconded. Motion carried 3-0.

Debbie moved to allow the Dubois County Fire School to use the house located at 330 Maryland for training purposes on March 18, 19, 20, 25, 26 & 27, 2022. Ron seconded. Motion carried 3-0. John Hoppenjans will notify the Fire School of the approval and notify the neighboring property owners of the upcoming training activities. The Town has received a certificate of liability insurance from Dubois County Fire Trainers Association listing the Town of Ferdinand as an additional insured.

Ron moved to approve Ordinance 2022-09, An Ordinance Amending Ordinance No. 2021-22 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 the salary for Kolton Brown as \$16.00 per hour; 16 hours per pay period until he attends the Police Academy. Full time employment is to commence upon entry into the Police Academy on May 2, 2022 and the base wage shall increase to \$16.44 with another \$2.00 per hour increase upon graduation from the Police Academy. The amendment is effective March 1, 2022. Debbie seconded. Motion carried 3-0.

The 2022 Forest Park Lady Rangers Basketball Team won the 2A State Championship on Saturday, February 26, 2022. To applaud the hard work and dedication shown by the 2022 Forest Park Lady Rangers Basketball Team, Head Coach Tony Hasenour and his coaching staff, Debbie

moved to adopt the Proclamation stating, "We declare and proclaim the Week of February 28, 2022 as 2022 Lady Ranger Basketball Team Week." Ron seconded. Motion carried 3-0.

As of March 2, 2022, Sicard has updated the Town of Ferdinand Guidelines for Business Operations and the Meeting Procedures last updated January 18, 2022. Debbie moved to continue the updated Guidelines until the March 15, 2022 Council Meeting. Ron seconded. Motion carried 3-0. Miller will post the updated Guidelines at Town Hall. The updated policies are attached.

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

**ANNOUNCEMENTS:**

Town Council Meeting	Tuesday	March 15, 2022 at 6:30 PM
BZA	Wednesday	March 23, 2022 at 6:30 PM-Cancelled
Plan Commission	Wednesday	March 23, 2022 at 7:00 PM-Cancelled
Park Board	Wednesday	March 9, 2022 at 4:30 PM
Economic Development Comm.	Monday	April 25, 2022 at 6:00 PM

As there was no further business to discuss, Debbie moved to adjourn. Ron seconded. Meeting adjourned at 6:20 PM.

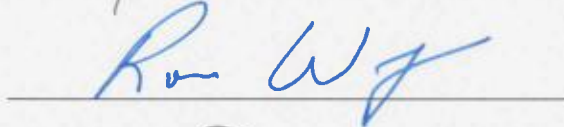
ATTEST:

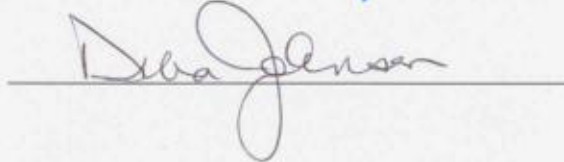
FERDINAND TOWN COUNCIL



Clerk-Treasurer







**PROCLAMATION**

Whereas sports is a great builder of character and teacher of skills including esteem, self worth, perseverance despite adversity, teamwork, fair play, respecting others, inclusion of others, and leadership, to name a few.

Whereas the 2022 Forest Park Lady Rangers Basketball team won the 2A state championship on Saturday, February 26, 2022.

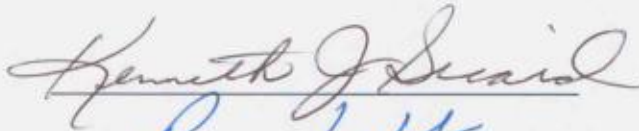
Whereas we, the undersigned, applaud the hard work and dedication shown by the 2022 Forest Park Lady Rangers Basketball team, Head Coach Tony Hasenour and his coaching staff.

Whereas the Town of Ferdinand strongly supports local sports.

**We declare and proclaim the Week of February 28, 2022 as 2022 Lady Ranger Basketball Team Week.**

**In witness whereof we have hereunto set our hands and caused the great seal of the Town of Ferdinand to be affixed to this on the 2<sup>nd</sup> day of March, 2022.**

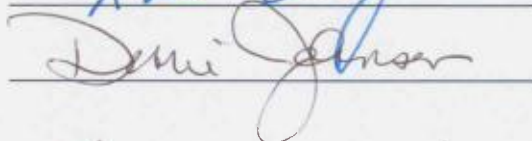
**Kenneth J. Sicard**



**Ron Weyer**

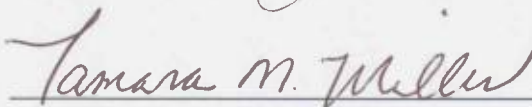


**Debbie Johnson**



**ATTEST:**

**Tamara M. Miller**



**SEAL**



Town of Ferdinand

2065 Main Street

FERDINAND, IN 47532-0007

Phone 812-367-2280

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### **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 continue to 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 vaccinated members of the Park Board and any attendees are do not have to wear a mask during the meeting.
3. Those unvaccinated members of the Park Board and any attendees are requested to wear accepted cloth facial mask/protection.
4. As the Park Board members and participants begin to enter the Council Room, all persons will continue to sign in on the form that is available. (See above.)
5. Prior to the meeting, chairs should be spaced so there is approximately three (3) feet of distance between the various chairs.
6. 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 vaccinated members of the Economic Development Commission and any attendees do not have to wear a mask during the meeting.
3. Those unvaccinated members of the Commission and any attendees are requested to wear accepted cloth facial mask/protection.
4. As the Commission members and participants begin to enter the Council Room, all persons will continue to sign in on the form that is available. (See above.)
5. Prior to the meeting, chairs should be spaced so there is approximately three (3) feet of distance between the various chairs.
6. 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 the Town Hall.
4. All vaccinated members of the Town Council and any attendees do not have to wear a mask during the meeting.
5. Those unvaccinated members of the Council and any attendees are requested to wear accepted cloth facial mask/protection.
6. As the Town Council members and participants begin to enter the Council Room, all persons will continue to sign in on the form that is available. (See above.)
7. Prior to the meeting, chairs should be spaced so there is approximately three (3) feet of distance between the various chairs.
8. 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 the Town Hall.
2. All vaccinated members of the BZA and any attendees do not have to wear a mask during the meeting.
3. Those unvaccinated members of the BZA and any attendees are requested to wear accepted cloth facial mask/protection.
4. As the BZA members and participants begin to enter the Council Room, all persons will continue to sign in on the form that is available. (See above.)
5. Prior to the meeting, chairs should be spaced so there is approximately three (3) feet of distance between the various chairs.
6. 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 the Town Hall.
2. All vaccinated members of the Plan Commission and any attendees do not have to wear a mask during the meeting.
3. Those unvaccinated members of the Commission and any attendees are requested to wear accepted cloth facial mask/protection.
4. As the Commission members and participants begin to enter the Council Room, all persons will continue to sign in on the form that is available. (See above.)
5. Prior to the meeting, chairs should be spaced so there is approximately three (3) feet of distance between the various chairs.
6. 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. Please be aware that the State of Indiana has rules in place concerning certain types of voting that a “zoomed” member cannot participate in.
6. 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.



With the changes from the Governor’s Executive Order 21-6 (and the updates that have been added) that has given us guidance as we have taken measures while instituting safeguards to ensure a safe environment for our employees, community and customers, we now make the following changes. Our safeguards are based on the recommendations of the CDC, OSHA, the State of Indiana and the Dubois County Health Department. [This includes the recent mask relaxation efforts by the CDC.](#) 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 continue to 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.

See CDC document on “Shortened Isolation and Quarantine”; dated 12/27/2021.

**Guidelines to follow:**

- **If You Test Positive for COVID-19 (Isolate) - Everyone, regardless of vaccination status.**

- Stay home for 5 days.
- If you have no symptoms or your symptoms are resolving after 5 days, you can leave your house.
- Continue to wear a mask around others for 5 additional days.
- *If you have a fever, continue to stay home until your fever resolves.*

- **If You** were exposed to someone with COVID-19 (Quarantine)

- Have been boosted

**OR**

Completed the primary series of Pfizer or Moderna vaccine within the last 6 months

**OR**

Completed the primary series of J&J vaccine within the last 2 months

- Wear a mask around others for 10 days.
- Test on day 5, if possible.
- *If you develop symptoms get a test and stay home.*

- **If you** completed the primary series of Pfizer or Moderna vaccine over 6 months ago and are not boosted  
**OR**  
Completed the primary series of J&J over 2 months ago and are not boosted  
**OR**  
Are unvaccinated
  - Stay home for 5 days. After that continue to wear a mask around others for 5 additional days.
  - If you can't quarantine (approved by Town Council President), then you must wear a mask for 10 days.
  - Test on day 5 if possible.
  - *If you develop symptoms get a test and stay home*
- 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 follow the above guidelines. 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:
    - If they have been fully vaccinated.
    - [If you have experienced any of the signs or symptoms of COVID-19, follow the above Guidelines to follow.](#)
    - 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.
  - 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 must follow the above guidelines.
    - 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 unvaccinated employees are [requested](#) to wear face coverings when working with the public. Vaccinated employees do not have to wear masks unless they desire for their own comfort.
  - 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 3 feet between people. This may be accomplished in a number of ways. Examples include using the actual 3 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 who are not vaccinated when entering our buildings. Vaccinated personnel are requested to wear masks inside our buildings.
  - The Town Hall, Municipal Complex, and the 18<sup>th</sup> 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 18<sup>th</sup> 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 per schedule each week using our Town employees. 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 Town employees.
  - 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 & Johnson). This includes booster vaccinations as required.
  - 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 must give a copy of 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.
  - [Follow the guidelines above.](#)
- 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 – Follow the “Town of Ferdinand Meeting Procedures”

- 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 use the Ferdinand Town Hall for Council, [Park Board](#), [Economic Development Commission](#), Board of Zoning Appeals, and Plan Commission 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.
- The 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.

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