



LITTLE TOWN ON LAKE MAXINKUCKEE

## **Culver Town Council Meeting**

4 p.m., Friday, November 13, 2020

The meeting was called to order at 4 p.m.

The council meeting was held under guidance provided by Governor Holcomb's Executive Order 20-30 and the Culver Town Council Resolution 2020-002. Members of the Town Council and a limited number of the public were physically present at the Culver Beach Lodge meeting room. The meeting also was broadcast via Microsoft Teams so that the public was able to participate remotely. At the start of the meeting it was explained that the meeting was being recorded and participation in the meeting was their consent to be recorded and to the rebroadcast of the recorded meeting. The recorded meeting will be available on the Town's YouTube channel.

Clerk-Treasurer Karen Heim called roll with the following councilors physically present: William Cleavenger, Bill Githens, Ginny Munroe, Sally Ricciardi, and Rich West. Town Manager Jonathan Leist also was present. Attorney Jim Cleavenger joined virtually.

Mrs. Munroe explained the purpose of the meeting was to review and adopt new COVID guidelines.

She reviewed the resolution which asks residents to pay utility bills online or via the drop box rather than in person as Town Hall will be closed to the public.

All meetings will be held online via Teams rather than the current hybrid meetings. After discussion and concerns about reliable internet connection as well as input from Mr. Cleavenger, council agreed they would continue to meet in person however, members of the public would be encouraged to attend virtually. Accommodations would be made for someone making a presentation or a department head needing to be present but prior approval would be required.

Staff will be allowed to work a portion of their schedule from home with their supervisor's approval. Mr. Cleavenger recommended the Town have a policy regarding taking laptops home and tracking remote work hours.

Face coverings will be required when two or more employees are in the same vehicle and when entering a private building. Public buildings will be added to the language as well.

Staff will continue daily temperature checked until further notice.

Park indoor facility rentals will follow the governor's orders and guidelines and exercise classes will be limited to eight participants and face coverings will be required. Mr. West suggested adding a clause to the rental contract to allow the park to cancel a rental due to circumstances beyond their control.

Utilities will be split into a sewer crew and street crew.

The Town Pandemic Leave policy will remain in effect until further notice.

Mr. Leist reviewed the steps taken if there is a confirmed case and shared that EMS Director Jeff Koon wrote a policy and purchased cleaning equipment for LaPorte and is doing the same for Culver so that in the event of any further cases, someone with the Town will be able complete the required cleaning

Staff will avoid being in close proximity with others especially indoors and any training and meetings will be moved online whenever possible.

Mr. West asked if the fire department was still meeting and training. Mr. Leist shared they were going to move meetings to the fire bay where they could socially distance and conduct training in a safe way. Mrs. Munroe suggested Fire Chief Ken Van De Putte submit a plan for review by the town manager or council.

Mr. Cleavenger questioned which employees would be allowed to work from home. Mr. Leist clarified that it mainly would apply to Mr. Leist, Mrs. Heim and possibly Mr. Koon when he is working on administrative duties. He added that it would be a limited amount of hours and would need to be approved by Mr. Leist.

Mrs. Munroe asked if council wanted to declare a state of emergency that triggers the resolution to go into action. Mr. Cleavenger explained declaring a state of emergency gives governing bodies to make some orders without going through the normal processes. Mr. Cleavenger advised going back to the pattern of declaring an emergency declaration every seven days. Mr. Leist will add the emergency declaration to the resolution. Mr. Cleavenger advised local emergency declarations could be more restrictive than the governor's orders, not less restrictive. He recommended posting the resolution for employees to see in order to follow the governor's order.

Mr. Githens made a motion to approve Resolution 2020-009 with amendments made per tonight's decisions and make it effective Monday, November 16. Mr. Cleavenger seconded the motion. The motion passed with five ayes.

Mr. Cleavenger asked about the tree lighting and holiday parade scheduled for December 4. Mr. Leist replied that based on the resolution, either event would need a safety plan approved by the health department. He has communicated with Park Superintendent Amber Cowell. If the county ends up going red, the limit on outdoor gatherings is 25 but the recommendation is not to have it. Mr. West recommended rescinding approval of the the December 4 events.

Mr. Githens made a motion to adjourn. Mr. Cleavenger seconded the motion. The motion passed with five ayes.

The meeting adjourned at 4:31 p.m.

Respectfully submitted,

Karen Heim  
Clerk-Treasurer

Culver Town Council



Ginny Munroe, President

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Bill Githens, Vice-President

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William Cleavenger



Sally Ricciardi



Rich West



Karen A. Heim  
Clerk-Treasurer

Official signed minutes may be requested at the Clerk's Office.

