



BOARD OF TRUSTEES
April 14, 2020
Meeting to be held electronically
Leeper Center – 3800 Wilson Ave. Wellington CO
SPECIAL MEETING CALLED BY THE BOARD AND THE MAYOR
Regular Meeting - 6:30 PM

This meeting will be held in accordance with Ordinance 8-2020. Sec. 2-2-85 (Virtual Meetings) of the Wellington Municipal Code, the Mayor has determined that a meeting in person would not be prudent because of the current COVID-19 Emergency. The meeting will be conducted electronically, board members may participate, and the public shall participate in the manner set forth below.

AGENDA

A. CALL TO ORDER

1. Join Zoom Meeting
<https://zoom.us/j/320850513>

Dial by your location
+1 346-248-7799

Meeting ID: 320 850 513

Community members have two ways to participate in the meeting:

1. Submit their questions ahead of time to the Deputy Town Clerk, sullivcj@wellingtoncolorado.gov
2. Or use the comment box during the live video and staff will monitor the questions.

2. Pledge of Allegiance
3. Roll Call
4. Amendments to Agenda
5. Conflict of Interest

B. COMMUNITY PARTICIPATION

1. **Public Comment** - Individuals wishing to participate in Public Comments (non-agenda item) are requested to sign up on the form provided on the podium. When you are recognized, step to the podium, state your name and address then speak to the Town Board of Trustees. Please limit comments to three (3) minutes.

C. CONSENT AGENDA

1. Special Board Meeting Minutes from March 17, 2020
2. Board of Trustee Minutes from March 24, 2020
3. Special Board Meeting Minutes from March 26, 2020

D. ACTION ITEMS

1. COVID-19 Update

- Staff Presentation: Kelly Houghteling, Interim Town Administrator/Clerk

2. Emergency Declaration Extension to April 26, 2020

- Staff Presentation: Kelly Houghteling, Interim Town Administrator/Clerk

3. 2020 Revenue Overview and Budget Considerations

- Staff Presentation: Kelly Houghteling & Tyler Sexton

E. REPORTS

1. Town Attorney

2. Town Administrator

- a. Future Town Hall Community Workshop Results

3. Staff Communications

- a. Larimer County Sheriff's Report for February

4. Board

F. EXECUTIVE SESSION

G. ADJOURN

The Town of Wellington will make reasonable accommodations for access to Town services, programs, and activities and special communication arrangements. Individuals needing special accommodation may request assistance by contacting the Deputy Clerk at Town Hall or at 970-568-3380 ext. 110 at least 24 hours in advance.

BOARD OF TRUSTEES
March 17, 2020
LEEPER CENTER – 3800 WILSON AVE.

REGULAR MEETING - 6:30 PM

MINUTES

A. Roll Call

The Special Board Meeting \ Work Session was called to order at 6:30 p.m., March 17, 2020 at the Leeper Center, 3800 Wilson Ave., Wellington CO.

TRUSTEES WYATT KNUTSON, JOHN JEROME, JOHN EVANS, DANIEL SATTTLER, TROY
PRESENT: HAMMAN

TRUSTEES TIM WHITEHOUSE
ABSENT:

PRESIDING TROY HAMMAN, MAYOR
:

ALSO ED CANNON, TOWN ADMINISTRATOR
PRESENT: CYNTHIA SULLIVAN, DEPUTY CLERK
CODY BIRD, TOWN PLANNER
BOB GOWING, PUBLIC WORKS DIRECTOR
TYLER SEXTON, ASSISTANT FINANCE DIRECTOR
BRAD MARCH, TOWN ATTORNEY OFFICE

B. ITEMS

1. Executive Session - Personnel

This Item was cancelled until the next meeting.

2. Coronavirus (COVID-19) Emergency Preparedness Discussion

Mayor Hamman gave a message regarding COVID -19 and what the Town is doing to keep the community safe. He thanked staff, 1st responders, health professionals and community members for their efforts during this emergency.

a. Mr. Cannon gave a situation update with statistics from Federal, State, and County numbers of positive cases. He spoke about the proposed relief program from the state, the Governor declared emergency. Governor declared emergency and how this impacts services in the town and county. Mr. Cannon talked about Personal Protection Equipment (PPE). There was discussion about recovery for small businesses. Mr. Cannon explained what is being done in town on a daily basis with the Incident Response Team.

The Mayor signed an emergency order for a seven-day period, this order included weekly board meetings, closure of public access to the Library, Recreation, Economic Development and Town Hall. Some employees are working from home. There have been cancelations of meetings and gatherings of 50 or more persons.

b. Mr. Gowing explained that Public Works determined critical operations and projects. To maintain the plants staff was divided into two shifts of two operators in seven-day staggered shifts. Staff is assessed supplies needed for operations and testing. Staff has assessed communication needs of employees and contractors who are working remotely.

c. Mr. Bird spoke about overall policies and procedures for staff and facilities to maintain healthy environments. He described how online permits are available, except for projects that require extensive plan review such as commercial projects. The building department has limited their hours and is suggesting contractors call and set up time to come into the office. Office Hours are 9:00 a.m. and 11:00 a.m. for public and Safebuilt times to drop off and pick up of permits.

d. Mr. Sexton said there is an effort to move financial transactions through the Express Bill Pay online service. The three major areas of concern are Utility Billing, Accounts Payable and Payroll. Finance Staff is working from home. Regarding utility bill payments, staff is seeking to temporarily suspend nonpayment disconnection for our citizens, offer affordable payment plans, temporary suspension of door tags, exercise use of estimated billing process. There was discussion about how to notify the public about these issues. It was suggested by the Board to only notify the utility customers of the suspension.

Gary Green, Fire Chief, explained what the Fire District is doing and how they are working with the Town regarding the Incident Command. He described what services are a part of the Command Center. He said that Jim Lafferty is the liaison between the Town, Fire Department and Sheriff's Office.

Sergeant Rairdon explained how the Sheriff's department was working with the Town. He mentioned the suspension of VIN verifications. The Sheriff's office is also working with the Health Department to educate the local restaurants.

Mr. Cannon asked for Board Guidance on extending the emergency for 30 days, restriction of public gatherings of over 50 people, and cancelation of events.

TRUSTEE Daniel Sattler Moved, AND TRUSTEE John Jerome seconded to extend the emergency

measures until April 14 concurring with the Counties Guidelines. Motion passed unanimously.

Mr. Cannon said the use of virtual meetings would allow for meetings to be attended remotely. Ms. Houghteling has been working to set up zoom meetings. Mr. Cannon asked for the boards direction to move forward with this item. Mr. March said they could pass an emergency motion tonight and ratify it at the next meeting. Trustee Jerome asked if needed would it be ready tomorrow. Mr. Cannon said it was not ready. Trustee Jerome suggested this item be on the next agenda. Mr. Cannon gave the following list of events that would be affected in the next 30 days. The Census - The library had been open for people that did not have computer access. Once the Census is compiled individual that have not submitted information will be contacted. The Election - Is still going forward the utility drop box will be used as a designated ballot box and voters are encouraged to mail in the ballots. The Easter Egg Hunt has been canceled. Some other events can be pushed out to later in the year.

Jon Gaiter had a concern on the virtual meetings is the ability for public comment. It was suggested that the wording be added.

Mr. Bird had concern about quasi-judicial hearings with the planning commission.

Trustee Jerome suggested the use of protected or consignment inventory for extra chemicals for the water and wastewater plants. He asked if the backup generators available if needed at the plant and will they be enough to run the plants. Mr. Gowing going said they are using the offsite storage and we have generator for the wastewater plant, but not for the water treatment plant. There is a possibility to get a loan from other entities or a rental.

Trustee Sattler mentioned the use of antimicrobial products.

C. ADJOURN

Seeing no further business, the Board adjourned at 8:15 p.m.

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Board of Trustees Meeting

Date: April 14, 2020

Submitted By:

Subject: Board of Trustee Minutes from March 24, 2020

EXECUTIVE SUMMARY

BACKGROUND / DISCUSSION

STAFF RECOMMENDATION

ATTACHMENTS

1. Board Minutes from March 24, 2020

BOARD OF TRUSTEES
March 24, 2020
LEEPER CENTER – 3800 WILSON AVE.

Regular Meeting - 6:30 PM REGULAR MEETING –

MINUTES

A. CALL TO ORDER

The Regular Board Meeting was called to order at 6:36 pm., March 24, 2020 at the Leeper Center, 3800 Wilson Ave., Wellington CO.

1. Pledge of Allegiance

2. Roll Call

TRUSTEES JOHN JEROME, TIM WHITEHOUSE, TROY HAMMAN, JOHN EVANS,
PRESENT: DANIEL SATTLER, WYATT KNUTSON

TRUSTEES
ABSENT:

PRESIDING: TROY HAMMAN, MAYOR

ALSO PRESENT: ED CANNON, TOWN ADMINISTRATOR
BRAD MARCH, TOWN ATTORNEY OFFICE

3. Amendments to Agenda

Mr. Cannon said item D3 Intersection Design at State Highway 1 and County Road 9 / County Road 62E will be moved to the next meeting.

Trustee Sattler asked that the Board go into executive session after consent agenda. There was discussion on how they needed to work with the public.

4. Conflict of Interest

B. COMMUNITY PARTICIPATION

1. Public Comment

Jon Gaiter, of 8132 Fourth Street, asked if there would be any action to be taken on Item D5 Election Discussion or it was informational. Mayor Hamman said he was not sure if any action was needed.

C. CONSENT AGENDA

1. Board of Trustees Minutes for March 10, 2020

TRUSTEE DANIEL SATTLER MOVED, AND TRUSTEE JOHN JEROME SECONDED to approve the consent agenda. Motion Passed with Trustee Whitehouse abstaining.

D. EXECUTIVE SESSION

Executive session, pursuant to §24-6-401(4) (f)(I) with the employee who is the subject of the session consenting to discussions occurring in executive session.

TRUSTEE DANIEL SATTLER MOVED, AND TRUSTEE JOHN JEROME SECONDED to go into executive session pursuant to C.R.S. § 24-6-401 (4) (f)(1) for Town Administrator performance evaluation. Motion Passed. The board went into executive session at 6:42 p.m.

TRUSTEE JOHN JEROME MOVED, AND TRUSTEE WYATT KNUTSON SECONDED to come out of executive session at 8:04 p.m.

E. ACTION ITEMS

1. Ordinance 8- 2020 — Virtual Meetings

- Staff Presentation: Kelly Houghteling, Deputy Town Administrator

Discussion by Board, general consensus that the Ordinance can be modified at a later date. Trustee Jerome asked who makes emergency determination to push a virtual meeting, Mr. Cannon stated either the Mayor or Administrator.

Jon Gaiter, 8132 4th St., recommended allowing both voice and written public comments.

Mr. March recommended adding "Town of" before "Wellington" on the first sentence under section 1.

TRUSTEE DANIEL SATTLER MOVED, AND TRUSTEE JOHN JEROME SECONDED to approve Ordinance 8-2020. Motion passed unanimously.

Mr. March stated the ordinance title should include " and Declaring and Emergency" and language to that effect added to the ordinance so that the ordinance could take effect immediately.

TRUSTEE KNUTSON MOVED AND TRUSTEE JOHN JEROME Seconded to approve the amended Ordinance with the added emergency declaration language. Motion passed unanimously.

2. COVID-19 Update

- Staff Presentation: Ed Cannon, Town Administrator

Mr. Cannon gave an update on COVID-19 and Town Response: Six staff members are currently in self-quarantine, including one individual who works at the Wastewater Treatment Plant, Department Directors and some key personnel are working from home, essential personnel are on staggered shifts to reduce contact, and remaining workforce on shifts to limit non-essential personnel workforce to 50%. Social distancing is being practiced in all work areas.

3. Intersection Design at State Highway 1 and County Road 9 / County Road 62E

- Staff Presentation: Cody Bird, Planning Director

This item was moved to March 31st.

4. Resolution 9-2020 - Concurring Emergency Declaration and Declaring an Emergency in the Town of Wellington, CO. Concurring with County and State Emergency actions and Calling Special Meetings.

- Staff Presentation: Brad March, Town Attorney

Mr. March stated the Resolution allows emergency to extend until April 14 and that the Mayor's authority is limited to 7 days. There was discussion by the Board of Trustees regarding contrasting messaging and interpretation on the numerous orders coming from the State and County.

Sgt. Rairdon stated Larimer County guidance is 10-people.

TRUSTEE JOHN JEROME MOVED, AND TRUSTEE JOHN EVANS SECONDED to approve Resolution 9-2020 Motion passed unanimously.

5. Election Discussion

- Staff Presentation: Ed Cannon, Town Administrator

Mr. Cannon and Mr. March confirmed the election cannot be postponed. Mr. Cannon gave an update highlighting ballot security and COVID precautions.

Ashley Macdonald, 6835 Lee St, expressed disappointment at how the election is being conducted.

Mr. Gaiter appreciated town efforts and feels issues are minor.

Trustee Sattler asked how people can resolve ballot issues or questions.

Mr. Cannon said website and social media will be used.

Trustee Sattler stated there was a gap in messaging to the public.

Mr. Cannon stated an insert in the next utility billing will advise people to visit the website or call Town Hall for election questions.

F. REPORTS

1. Town Attorney
2. Town Administrator
3. Treasurer Report

4. Staff Communications

5. Board

G. ADJOURN

Seeing no further business, the Board adjourned at 9:16 p.m.

The Town of Wellington will make reasonable accommodations for access to Town services, programs, and activities and special communication arrangements. Individuals needing special accommodation may request assistance by contacting the Deputy Clerk at Town Hall or at 970-568-3380 ext. 110 at least 24 hours in advance.



Board of Trustees Meeting

Date: April 14, 2020

Submitted By:

Subject: Special Board Meeting Minutes from March 26, 2020

EXECUTIVE SUMMARY

BACKGROUND / DISCUSSION

STAFF RECOMMENDATION

ATTACHMENTS

1. Board of Trustee Minutes from March 26, 2020
2. Advanced Written Questions from Public to Clerk
3. Letter from Chamber Directors
4. Letter from Linda and John Knaack

BOARD OF TRUSTEES
March 26, 2020
LEEPER CENTER – 3800 WILSON AVE.

REGULAR MEETING – 6:30 PM

MINUTES

A. CALL TO ORDER

The Special Board Meeting was called to order at 6:30 p.m., 3-26-2020 conducted electronically per Ordinance 8-2020.

1. Pledge of Allegiance

2. Roll Call

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TRUSTEES PRESENT: JOHN JEROME, TIM WHITEHOUSE, JOHN EVANS, WYATT KNUTSON, DANIEL SATTLER, TROY HAMMAN

TRUSTEES ABSENT:

PRESIDING: TROY HAMMAN, MAYOR

ALSO PRESENT: ED CANNON, TOWN ADMINISTRATOR
KELLY HOUGHTELING, ASSISTANT TOWN MANAGER
CYNTHIA SULLIVAN, DEPUTY CLERK
BRAD MARCH, TOWN ATTORNEY OFFICE

B. ACTION ITEMS

1. Personnel Issues Town Administrator Position

Mayor Hamman said The Board of Trustees as part of the Town Administrator's evaluation process received evaluations from Board members and staff. Those evaluations were reviewed by the Board in executive session on March 24, 2020 with the Town Administrator's consent. Concerns were voiced surrounding the administrator's performance. This meeting is to allow the opportunity for Board members to take action regarding the administrator's contract. He said a motion will be made and outlined public participation.

Mayor Hamman opened for public comment input. Ms. Houghteling said questions and had been submitted prior to the meeting and will be included with the minutes. Listed below are public questions and comments from the meeting.

Brian Robertson What issues and performance evaluation has led to this emergency removal? A- Mayor Hamman said the evaluations were discussed in executive session. A majority of the Board members feel an action needed to be taken.

Jon Gaiter

1. What are the charges against the town administrator? Mr. March stated that by statute there was a need for the Board to present charges and offer a hearing, but that Mr. Cannon had waived these rights in writing so long as the Board was willing to make the severance payment called for by the Administrator's contract.

2. How many times was the Town Administrator talked to about his failures in these areas, and was it verbal or written? Trustee Sattler said the Town Administrator is being terminated without cause there are no charges or written warnings. Colorado is a no cause state.

3. We are currently in the middle of a global pandemic and our Town Administrator is a key part of our town's response. Why can't the Board wait 2 months until the crisis stabilizes to take this action? What part of the town is at risk if he remains? Trustee Sattler said Chief Green has an incident command and he could better respond to risks and steps that if any that need to be taken. He said roll of the incident command would not change. Trustee Whitehouse said the impact would not be on the incident command, but with town administration. Trustee Jerome said this action is based on the Town Administrator's evaluation. Trustee Whitehouse did not feel there was much of an evaluation.

Rebekka Kinney

We are in the middle of a crisis. In the middle of a global crisis that is devastating our town and businesses: How could anyone be in support of leaving our community without an administrative leader during this time? This type of change will cast doubt for all our staff and residents. This cannot be trusted as driven for the well-being of our town when it will cause chaos and stress during a critical time. I recognize there are concerns. We can manage legitimate concerns through constructive mediation methods or improvement plans as we focus now on surviving this storm. Her concerns were that the citizens should have the right to know what the issues have been and that even Board members have not had ample time to review the material. Trustee Sattler said there were issues and frustrations with Mr. Cannon that should not be discussed with the public. The town is still working on the safety of the community. There was further discussion on this issue and how the town will move forward.

BL - (Beth)

Why isn't Mr. Cannon commenting and why is the Board not answering questions. Mr. March explained how the executive session works and that action cannot be taken in executive session, so a special meeting was scheduled. The Board has had a couple of days since the executive session to review all the evaluations. Mr. March said the contract does allow for the Board to terminate the contract for no cause if the Board loses confidence in the Town Administrator.

Brian Robertson

Which Board members terms are expiring and being filled with this election? Mr. March said there is a vacancy on the board, Trustee Sattler, and Trustee Evans.

Hanna –

Whether this firing affects the town or not. I'm concerned that the board is willing to fire someone publicly without providing a reason. Further, doing so within a regular meeting instead of waiting to put it on the next agenda. I understand you may not be required to provide a reason, but the lack of accountability is concerning.

Jon Slutsky read a statement from four directors of the Wellington Chamber of commerce. (see attached statement) Mr. March stated that there was no action taken at the meeting after the executive session. Mr. Slutsky said their comment is to allow Mr. Cannon to continue his duties.

Travis Stevens

When was Mr. Cannon's evaluation initially? Mr. March said the evaluation on March 24 was the second evaluation since Mr. Cannon was hired.

Jason

Is the evaluation available to the public? Mr. March said as a personnel matter it is not available to the public.

Melissa Kamm

Who makes the final decision? Are you holding a meeting for the townspeople to be involved? If so, we cannot make an educated decision without the proper information. If not, why bother having this meeting and have us involved? Mr. March legally the purpose of the meeting is so the Board can take an action. One of the obligations of the Board is to hire or fire the Town Administrator.

Jon and Linda Knaack

Why does this need to happen immediately and so fast? The perceptions give the appearance of secret and so close to election? Does the current board not believe the new elected board would make good decisions based on facts? Mayor Hamman said this Board wanted to make that decision.

Justin Williamson

The Board is going to remove the town manager two weeks prior to an election during an emergency meeting where public input is difficult, and comments cannot be heard well. Boards response to removing the town manager during crisis was that nothing will change. But the town will be running with only the assistant administrator during a time of crisis, when normally both the town administrator and assistant administrator is busy.

Kent Allen

How can the community be assured this is not politically motivated? This action at this time, prior to an election that could swing the decision is highly questionable.

Brian Robertson

North Forty News article cites a few concerns: He gave himself a 12% raise without trustee approval; did not follow purchasing policy when hiring a company to design the town's logo; and tried to shift funds to hire an assistant and made changes to the budget without trustees' approval. Are those the foundation for this immediate action?

Mayor Hamman closed the public comment and brought it back to the board for comments.

Trustee Sattler stated this was not a behind closed door conspiracy. He lost confidence in Mr. Cannon as a Town Administrator and leader.

Trustee Evans said this is the process that the Board follows to evaluate the Town Administrator.

Trustee Jerome said this has been a year in the coming and he also has lost confidence.

Trustee Whitehouse said at this moment with the current crisis it is not the right thing to do to remove the town administrator.

Mayor Hamman said there has been contention between Mr. Cannon and a few of the Board members. This has been happening over the past year and the board has tried to address concerns and they have been brought up in meetings. He disagrees with the timing of this action.

TRUSTEE John Jerome Moved, AND TRUSTEE Wyatt Knutson seconded to Immediately Terminate Ed Cannon's Contract. Motion Passed four to two.

2. Appointment to Fill Vacancy Town Officer(s)

Mr. Cannon expressed his gratitude for the last three years and of the wonderful opportunity to work for the town of Wellington. When he was hired there were a lot of changes being made. There was a new Mayor, the Finance Director resigned, and the dismissal of the previous Town Administrator was pending. There was an issue with taste and odor of the water and issues with the Boxelder Stormwater Authority. He was approached by the Board and Mayor to be progressive and the Business Community about problems working with the Town. He spoke about policies that were evaluated and put into place and functions that were brought in house instead of contracting the services out. He is proud of innovations made by staff. The partnership with businesses has become stronger and Economic development is moving forward. He respects the Board's decision based on the procedures. He expressed thanks for the opportunity to work with the community.

Mayor Hamman thanked Mr. Cannon for his service.

Mr. March said the next action is to appoint someone to serve as Interim Administrator/Clerk. Mr. March advised that he had been asked to speak with Kelly Houghteling, the current Deputy Administrator about serving as Interim Town Administrator/Clerk, that she has been recommended by Mr. Cannon and Had expressed a willingness to assume the position on an interim basis.

Gary Green said the Fire Protection District has full faith in the abilities of Ms. Houghteling.

Mr. Gaiter asked if the Board has had conversations with Ms. Houghteling to insure, she can take on this position as well as continue in with the job she is currently doing? Mr. March said he has had that discussion and she feels she can handle both positions.

Sgt. Rairdon said the Sheriff's office also is confident of Ms. Houghteling ability.

TRUSTEE JOHN EVANS MOVED, AND TRUSTEE JOHN JEROME SECONDED appointment of Kelly Houghteling to the position of Interim Town Administrator/Clerk. Motion passed unanimously.

C. ADJOURN

Seeing no further business, the Board adjourned at 7:32 p.m.

The Town of Wellington will make reasonable accommodations for access to Town services, programs, and activities and special communication arrangements. Individuals needing special accommodation may request assistance by contacting the Deputy Clerk at Town Hall or at 970-568-3380 ext. 110 at least 24 hours in advance.

Questions for Meeting 3/26/2020

Jon Gaiter

1. What are the charges against the town administrator?
2. What is the documentation to back up those charges?
3. How many times was the town administrator talked to about his failures in these areas, and was it verbal or written?
4. Did the board of trustees work with the town administrator on a plan to address the issues at any point?
5. We are currently in the middle of a global pandemic and our Town Administrator is a key part of our town's response. Why can't the board wait 2 months until the crisis stabilizes to take this action?

Rebekka Kinney

We are in the middle of crisis. In the middle of a global crisis that is devastating our town and businesses. How could anyone be in support of leaving our community without an administrative leader during this time? This type of change will cast doubt for all our staff and residents. This cannot be trusted as driven for the well-being of our town when it will cause chaos and stress during a critical time. I recognize there are concerns. We can manage legitimate concerns through constructive mediation methods or improvement plans as we focus now on surviving this storm.

I've been a volunteer for the town for years both as a concerned citizen and a planning commissioner, participating in many meetings with Ed. I have always been impressed with his wealth of knowledge and capability. He has gathered an incredible team that shares his passion for our wonderful town. He has had so many accomplishments and his goal is to strategically prepare Wellington for the future. He has an open door policy where anyone can come to him with concerns, questions, or guidance. This is not a time for politics and ulterior motives. This is a time to hunker down with our amazing staff and support the folks of Wellington.

Please pass this message along as best suited. The focus on this, instead of where it should be, has made me so very discouraged about our board and the vision, motivations, and direction of our town.

Julie Miller

- 1) How does removal of the current town administrator, Ed Cannon, help our community RIGHT NOW with the safety and health of our community? If there are concerns, they can be addressed after this crisis has subsided.
- 2) Why has this happened so quickly and in secrecy? It looks like the Board is railroading him out of a job.

3) Does the timing have to do with the upcoming elections of 3 potentially new Trustees and a lack of support to garner votes to dismiss the town administrator? The whole thing looks fishy and it looks like there is a personal agenda going on. It looks like the Board is being unethical - and maybe not operating in legal confines.?

Mayor Hamman and Trustees,

We are writing as Directors and Members of the Wellington Area Chamber of Commerce.

The Wellington Area Chamber of Commerce values our relationship with the Town of Wellington and the bright future that we see ahead. We have a great collaboration and enjoy the benefits of MOUs with both the TOW and the Wellington Mainstreet Program. We are positioned to grow and improve our town and our quality of life. This is in no small part the result of your work and dedication. For this reason, the proposed dismissal of our Town Administrator, Ed Cannon, is confusing as he has orchestrated and contributed to these collaborations and has helped you set the stage for the new chapter that Wellington is ready to write. We ask that you consider...

The manner that this dismissal is proceeding is perplexing to us. We question the wisdom of removing a well-respected and qualified Town Administrator in the middle of a health crisis the scope of which we have never experienced. Furthermore, it is disturbing that our Council could do this in its last meeting before an election that could unseat two of its trustees and will fill an open seat, and then, saddle the new Council with the job of searching for new candidates, interviewing them and then hiring a replacement for the very excellent administrator that we currently have. All while the new members will be learning how to be trustees and manage a community. Finally, how fair and just is it to do all of this virtually behind closed doors in a time of community crisis when this could easily wait until we are nearing normalcy. We understand that personnel matters are generally handled in a private setting, but this is different because it is being carried out in a public hearing and necessitates in-person public comment which cannot occur given our current health restrictions. Our townspeople and our businesses are in crisis, not our government. Why add to the atmosphere of uncertainty?

Absent criminal conduct on his part, we urge that this is not the time to remove our town administrator. We ask that you reverse the decision made on Tuesday and allow Ed Cannon to resume his duties as Town Administrator.

Jon Slutsky

Mary Council

Heidi Cross

Directors of the Wellington Area Chamber of Commerce

March 26, 2020

Dear Mr. Mayor and Board of Trustees,

We are writing this as a public comment/statement in concern with the motion to remove Mr. Ed Cannon from his position as Town Administrator.

Please reconsider the motion at this time?

I Linda, am a Wellington native and we are Mainstreet business owners, It VERY UNSETTLING that this decision was so abruptly proposed and is perceived as a secret/behind closed doors discussion. This is not what our town needs right now. This seems unnecessary and is taking away valuable time from our town administration right now during this time we as citizens and business' need them most.

This seems very irresponsible and extremely unethical. Timing also seems suspicious especially during an active election of 3 Town Trustee positions and during this Pandemic situation.

Has the ENTIRE board considered the ramifications to our town by letting a main town leader go at this fragile time? Has the board been responsible to take corrective action with Mr. Cannon as to the reasons he is being removed? WHY IS HE BEING REMOVED?

This is just not the right time!!

Respectfully,

Handwritten signature of Linda & John Knaack in black ink. The signature is written in a cursive style, with 'Linda' and 'John' clearly visible, followed by 'Knaack'.

4214 White Deer Ln

Wellington, CO 80549



Board of Trustees Meeting

Date: April 14, 2020

Submitted By: Kelly Houghteling, Interim Town Administrator
COVID-19 Update

Subject:

- **Staff Presentation: Kelly Houghteling, Interim Town Administrator/Clerk**

EXECUTIVE SUMMARY

Staff will give an update on the Town's response to COVID-19.

BACKGROUND / DISCUSSION

No information is included in the packet to ensure the information is up-to-date.

STAFF RECOMMENDATION

ATTACHMENTS

None



Board of Trustees Meeting

Date: April 14, 2020

Submitted By: Kelly Houghteling, Interim Town Administrator
Emergency Declaration Extension to April 26, 2020

Subject:

- **Staff Presentation: Kelly Houghteling, Interim Town Administrator/Clerk**

EXECUTIVE SUMMARY

The Governor announced the statewide stay-at-home order will now last through April 26, 2020. The extension of our emergency declaration is to align with the state.

BACKGROUND / DISCUSSION

STAFF RECOMMENDATION

Staff recommends approval of the Emergency Declaration Extension.

ATTACHMENTS

1. Emergency Declaration _April 14 Board Meeting



EMERGENCY DECLARATION DECLARING LOCAL DISASTER EMERGENCY THROUGH APRIL 26, 2020

WHEREAS, the Novel Coronavirus 2019 (COVID-19) pandemic has been declared to create as state of emergency/state of disaster by the President of the United States, Colorado's Governor and the Chairman of the Larimer County Commissioners; and

WHEREAS, the Mayor of Wellington as principal executive officer of the Town is authorized to declare a local disaster pursuant to §24-33.5-709, C.R.S.; and

WHEREAS, an Emergency Declaration allows the Town of Wellington to be able to take proactive measures and to activate Comprehensive Emergency Management Plan(s) (CEMP) to better respond to the impacts of the COVID-19 pandemic; and

WHEREAS, the public health and safety of the Town of Wellington, Colorado requires that the impacts of COVID-19 be rapidly addressed nationally and on state and local levels including to avoid widespread health and economic impacts.

NOW, THEREFORE, BE IT RESOLVED THAT, IN KEEPING WITH FEDERAL STATE AND COUNTY DECLARATIONS,

1. A local emergency is hereby declared on the Town of Wellington, Colorado to be in effect for a period which extends through April 26, 2020 as provided for by § 24-33.5-709(1);
2. For such Tuesdays at which Board of Trustees meetings have not already been scheduled, Special meetings of the Wellington Board of Trustees are called for each Tuesday through May 20, 2020, at 6:30 p.m. at the Leeper Center in Wellington, Colorado, or other designated location including virtual meetings, to allow the Town Board to take such action as may be required, including action to address preparedness to address the COVID-19 virus and to allow the Board to evaluate extending the date of this emergency declaration as the Board of Trustees determines appropriate.
3. As required by § 24-33.5-709(1); True copies of this Resolution shall be given prompt and general publicity and shall be filed promptly with the county clerk and recorder, Clerk of the Town, and other authorized record-keeping agencies as may be appropriate, including the office of emergency management.

Executed this 14 day of April 2020.

Town of Wellington, Colorado

By _____
Troy Hamman, Mayor

Part 7. EMERGENCY MANAGEMENT, § 24-33.5-709, C.R.S.. Local disaster emergencies

(1) A local disaster may be declared only by the principal executive officer of a political subdivision. It shall not be continued or renewed for a period in excess of seven days except by or with the consent of the governing board of the political subdivision. Any order or proclamation declaring, continuing, or terminating a local disaster emergency shall be given prompt and general publicity and shall be filed promptly with the county clerk and recorder, city clerk, or other authorized record-keeping agency and with the office of emergency management.

(2) The effect of a declaration of a local disaster emergency is to activate the response and recovery aspects of any and all applicable local and interjurisdictional disaster emergency plans and to authorize the furnishing of aid and assistance under such plans.

Board of Trustees Meeting

Date: April 14, 2020
Submitted By: Kelly Houghteling, Interim Town Administrator, Tyler Sexton, Finance Director
2020 Revenue Overview and Budget Considerations
Subject:

- **Staff Presentation: Kelly Houghteling & Tyler Sexton**

EXECUTIVE SUMMARY

Due to the economic impacts of COVID-19, staff has prepared revised revenue assumptions and identified projects in the Capital Improvement Fund that could be delayed to future years.

BACKGROUND / DISCUSSION

The proposed expenditure adjustments total \$2,311,510 and are representative of staff's efforts to mitigate for assumed lower than projected revenues in 2020.

STAFF RECOMMENDATION

Staff is seeking guidance and feedback on the proposed budget adjustments.

ATTACHMENTS

1. Guidelines for Priority Determination
2. Capital Improvement Fund Adjustments
3. Budget Discussion 4.14.2020

Guidelines for priority determination

Priority 1 (Critically Important and Urgent):

- Implementation of Town Board of Trustees' goals in accordance with adopted Strategic and Master Plans, as amended.
- Immediate need to address public health and/or safety.
- Address compliance requirements to continue operation of critical utility services.

Priority 2 (Important, Somewhat Urgent):

- Master Plans needed to provide prioritization of future programs or infrastructure projects and or programs to inform development to meet demand, especially as needed to implement comprehensive and infrastructure master plans.
- Projects to address needs early, where delay will cause escalating disproportionately high costs later.
- Projects and/or purchases already underway, where delays would result in additional costs to Town.

Priority 3 (Important, Non-Urgent):

- Addresses important and/or persistent, but not critical, needs such as such as maintenance.
- Projects to improve effectiveness and efficiency of processes and staff.

Priority 4 (Non-Important, Non-Urgent):

- Non-critical maintenance projects or programs.

Priority 5 (Project already canceled or on-hold):

- Project or program already put on hold or deferred to subsequent year.

Guidelines for additional priority factors due to current COVID-19 orders, concerns and best practices:

- Potential increase in likelihood of exposure to critical town staff or emergency personnel.
- Potential impact to vehicular and pedestrian mobility, especially for critical and/or emergency services.
- Likelihood of stalled projects due to future COVID orders and/or restrictions

2020 Capital Improvement Plan Summary

	Priority	Program/ Project	Budget	Potential Adjustment	Balance Notes
General Fund	3	Downtown Master Plan	\$75,000	-\$75,000	\$0 Planned for 4th Quarter, provided that Comprehensive Plan proceeds to appropriate point.
	4	Property Acquisition	\$350,000	-\$83,300	\$266,700 Funding for property acquisitions as needed, none are currently identified
	2	Comprehensive Plan/Land Use Update	\$150,000	\$45,798	\$195,798 Need budget amendment. Rollover funding for contracted work.
	2	Town Hall	\$770,000	-\$192,500	\$577,500 Includes budget for potential land acquisition (\$750k) and space needs assessment
	4	Economic Development Study	\$80,000	-\$80,000	\$0 Delay to future year after comp plan completion
	4	Recreation Center Feasibility Study	\$50,000	-\$50,000	\$0 Delay to future year after comp plan completion
	5	EV Charging Station	\$15,000	-\$15,000	\$0 Private sector showing interest in project.
	2	Highway 1 @ LCR9 Intersection Planning	\$0	\$70,000	\$70,000 Need to identify funding source. Budget amendment needed?
	2	Tract F	\$0	TBD	TBD Reimbursement for developer - may not be needed until 2021
	2	Interim Town Hall/6th Street Building	\$0	\$87,000	\$87,000 Current tenant finish cost is \$86,947.50; rounded up to \$87k. Board discussion needed.
	1	Utility Rate Study	\$0		TBD Need budget amendment. Rollover funding for contracted work.
Streets Fund	4	Old Town Street Repairs	\$449,440	-\$449,440	\$0 Includes budget in other funds if needed.
	3	Newer Subdivision Seal Coat	\$67,416	-\$3,371	\$64,045
	1	I-25 Interchange at Cleveland 30% Design Funding Set Aside	\$333,333		\$333,333 Budget for 1/3 of conceptual total cost in 2020; need to fine tune cost estimate.
	4	Pavement Study	\$40,000	-\$40,000	\$0 CIP funding planned for 2022; project delay does not impact construction schedule.
	2	Midrange Dump Truck	\$159,000		\$159,000 Purchase of 1 or 2 used trucks; subject to availability. Existing 1998 Volvo transmission needs \$10,000 repair.
	2	Crosswalk Safety Project	\$0	\$75,000	\$75,000 Need to identify equipment sources. Project includes equipment for all 6 intersections.
Water Fund	1	Water Plant Expansion Construction and Construction Management	\$13,730,780		\$13,730,780 Construction delayed by CMAR; Jacobs hired to revisit project goals.
	1	Emergency Power for Main Water Treatment Plant	\$212,000		\$212,000 Also includes electric work for quick connect
	4	Tank Coating	\$20,000	-\$20,000	\$0
	2	Redundancy for Pumps to Water Tower Storage	\$50,000		\$50,000 Backup pump
	1	Wilson Well Improvements	\$480,000		\$480,000
	4	Bulk Water Dispenser	\$60,000	-\$60,000	\$0 Pending business plan and Board direction
	2	3 Chemical Chlorine Dioxide	\$160,000		\$160,000
	3	Improved Carbon Feed System	\$70,000		\$70,000
	4	Fire Hydrant Replacement	\$60,000	-\$60,000	\$0
	3	Distribution System Master Plan	\$125,000		\$125,000
	4	Buffalo Creek Booster Station Upgrade	\$40,000	-\$40,000	\$0 Sundance Metro District required to make improvements; probably combine with Town project.
	3	Distribution System Rehabilitation Project	\$200,000	-\$200,000	\$0
	1	Nano Plant Expansion	\$47,513		\$47,513
	2	Back-Up MGD Pump	\$60,000		\$60,000 Backup 40 HP raw water pump - purchase and have on hand
	2	Bulk NaOH and Antiscalant	\$30,000		\$30,000 Nano/RO plant upgrade
	1	Clearwell HS Pump Upgrade	\$25,000		\$25,000 Rebuild high service pump number 2
	2	Water Source Development	\$3,046,126	-\$456,919	\$2,589,207 Budget for water purchases as available
	4	Pot Hole Machine	\$50,000	-\$50,000	\$0 Propose canceling; function can be provided by future vactor purchase.
	1	Membranes for Nano	\$56,589		\$56,589
water Fund	3	WWTP Pumps	\$16,674		\$16,674
	2	Clarifier Rehabilitation Project	\$523,062	-\$100,000	\$423,062
	4	WWTP Driveway Paving	\$135,000	-\$135,000	\$0
	1	WWTP Masterplan	\$185,000		\$185,000
	4	WWTP Shed at Effluent Outfall	\$8,000	-\$8,000	\$0
	2	WWTP Clarifier 3&4 rehabilitation project	\$110,000		\$110,000
	4	Manhole Rehabilitation	\$80,000	-\$80,000	\$0 Funding programed for manhole rehabilitation as needed

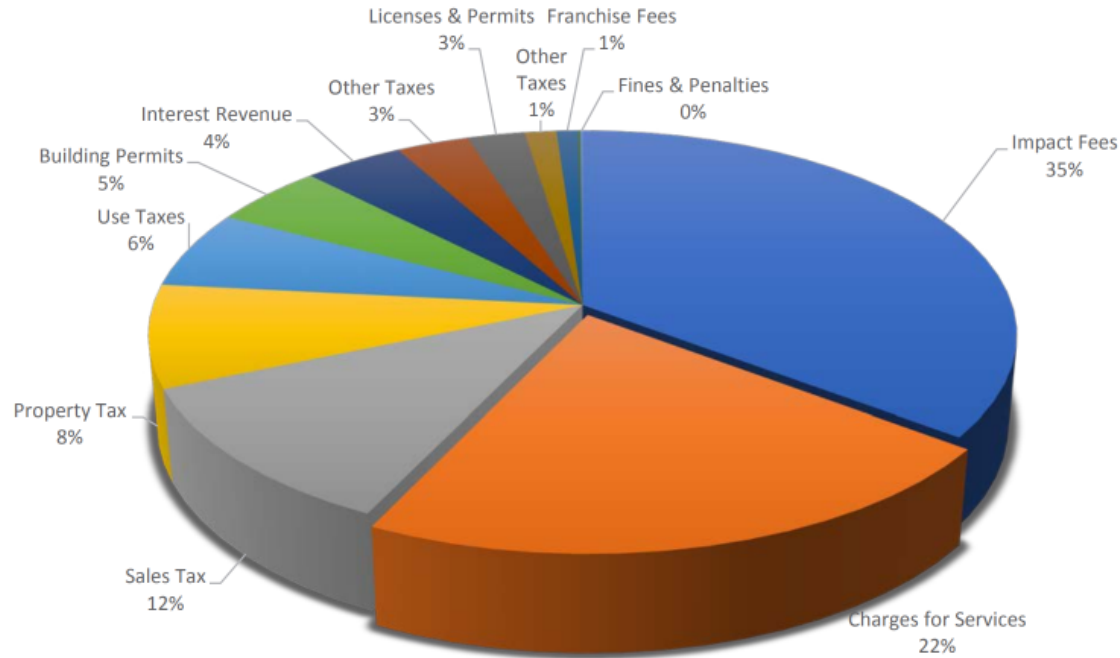
Waste	2	WWTP Clarifier Repairs (Tobrow)	\$36,000		\$36,000	Tobrows for clarifiers 3 and 4
	1	Lift Station - Safety Upgrade	\$30,000		\$30,000	
	1	WWTP Blower/Digester Project	\$63,500		\$63,500	
	4	Old Town Street Rehab	\$56,180	-\$56,180	\$0	Funding programmed for potential collection system repairs and/or upgrades in areas of work.
	3	1000 Gallon Pressure Tank	\$15,000		\$15,000	
	2	Backup Generator - Lift Station	\$135,000		\$135,000	Existing generator is functional, but in need of replacement.
Drainage	3	Storm Drain & Pan Replacements	\$30,000		\$30,000	
	3	Master Storm Water Plan	\$127,200		\$127,200	
	1	B-Dams Improvements	\$0	TBD	TBD	
Parks Fund	4	Parks Master Plan Update	\$40,000	-\$40,000	\$0	Delay to future year
	5	Trail Easement acquisition	\$50,000	-\$50,000	\$0	Current alignment is no longer feasible
	5	Phase 1 Trail Construction Cleveland to Washington	\$40,000	-\$40,000	\$0	Current alignment is no longer feasible
	4	WCP Ballfield Covers	\$40,000		\$40,000	
	3	Parks - NPIC Lateral Improvements at BNSF Crossing	\$34,000		\$34,000	
	4	Pedestrian Access over Windsor Ditch	\$80,000	-\$80,000	\$0	Project on hold
	4	Equipment Shed at Wellington Community Park	\$14,000	-\$14,000	\$0	Shed for storage of parks mowers relocated to Hayes shop site.
	3	Pave Existing Trails	\$20,000		\$20,000	Performed with in-house staff.
	4	Town Automobile	\$60,000	-\$60,000	\$0	Vehicles, ordered deliver pending
	4	Vehicle Replacement	\$60,000	-\$31,337	\$28,663	One truck ordered and received, second truck in process.
TOTAL			\$23,050,813	-\$2,292,249	\$20,758,564	

2020 Revenue Overview and Budget Considerations

Board of Trustees Meeting
April 14, 2020



Where It Comes From - Revenues All Funds



Financial Planning Scenarios

"v" shaped recovery

- Rebound is swift, but not easy
- Short-term, quick fixes could bridge the gap to recovery



Big "V" recovery

- Downturn is deeper, but bounceback is rapid
- Short-term bridge strategies apply



"W" recovery

- A short-term recovery, but a return of infection in fall
- Longer-term strategies to endure and transform



"L" recovery

- Recovery is stalled by deeper economic woes
- Long-term transformation strategies needed asap



resourceX
renewing local economies

SCENARIO PLANNING



Known

- In a recession starting in March (must be 2 consecutive quarters of GDP contraction to be officially declared)
- Wall Street bearish response
- Town must make adjustments to the 2020 budget

Unknown

- Severity of decline
- Shape/length of recovery
- Length of the stay-at-home order
- Stimulus impacts & business failures



Assumed Reductions in Revenue Sources

Sales Tax Budgeted: \$2,065,310

10% reduction in sales tax resulting in \$206,531 loss

Belief that majority of retail and restaurants with exception of grocery markets will be affected.

Building Use Tax Budgeted: \$575,000

15% reduction in building use tax resulting in \$86,250 loss

Prior data indicates that a decline will occur due to slowing economy

Motor Vehicle Use Tax Budgeted: \$803,778

15% Reduction in motor vehicle use tax resulting in \$120,566 loss

Prior data indicates that a decline will occur due to slowing economy

Interest Income Budgeted: \$841,057

50% reduction in investment income resulting in \$420,528 loss

Lower yields on investment pools

Impact Fees Budgeted: \$7,213,581

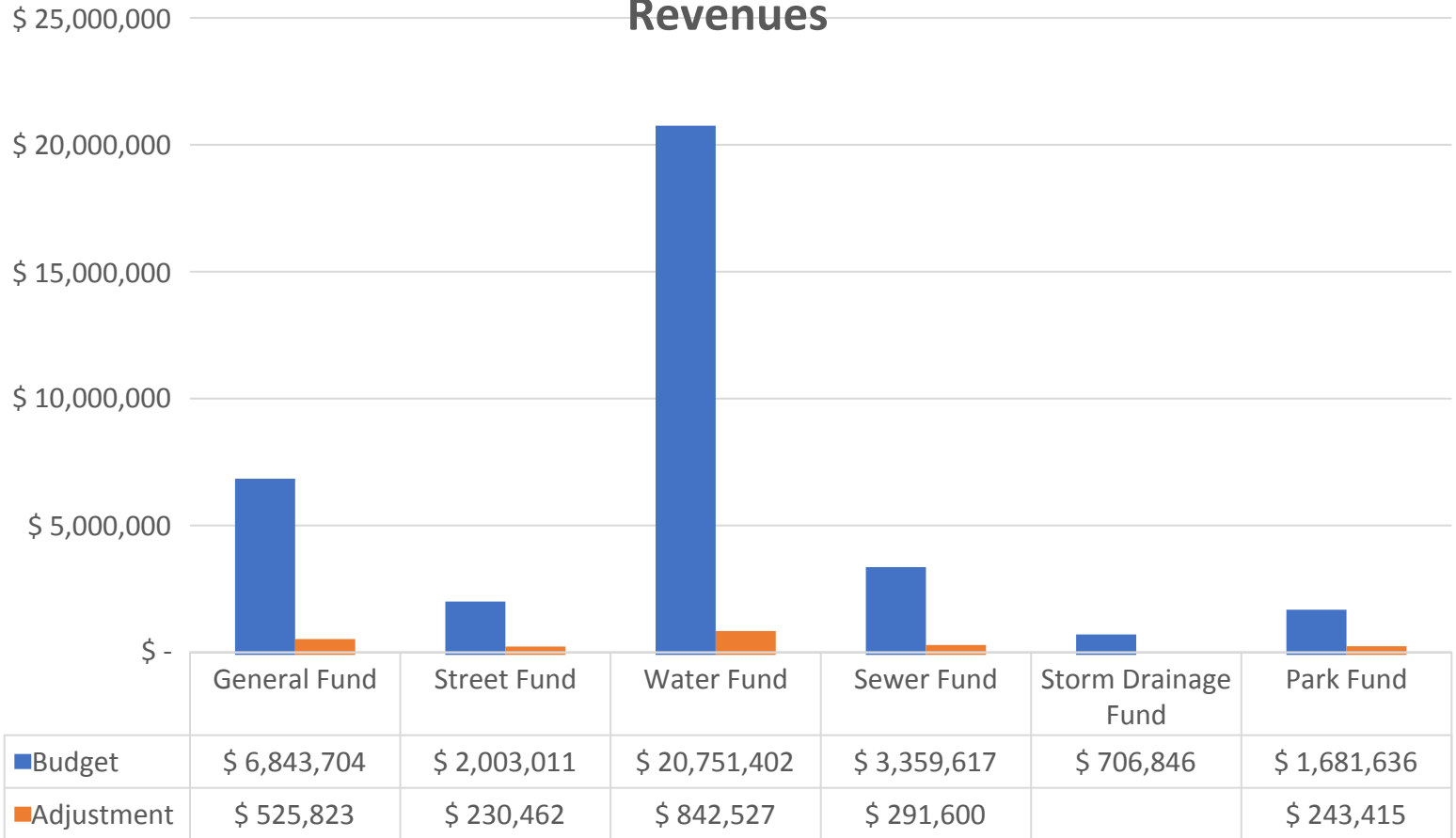
15% reduction in impact fees resulting in \$1,082,037

Prior data indicates that a decline in development activity

Non-major Misc. Revenue Reduction: \$217,913

TOTAL Revenue Reductions: \$2,133,825

Assumed Reductions in Revenues





Proposed Expenditure Reductions

Capital Improvement

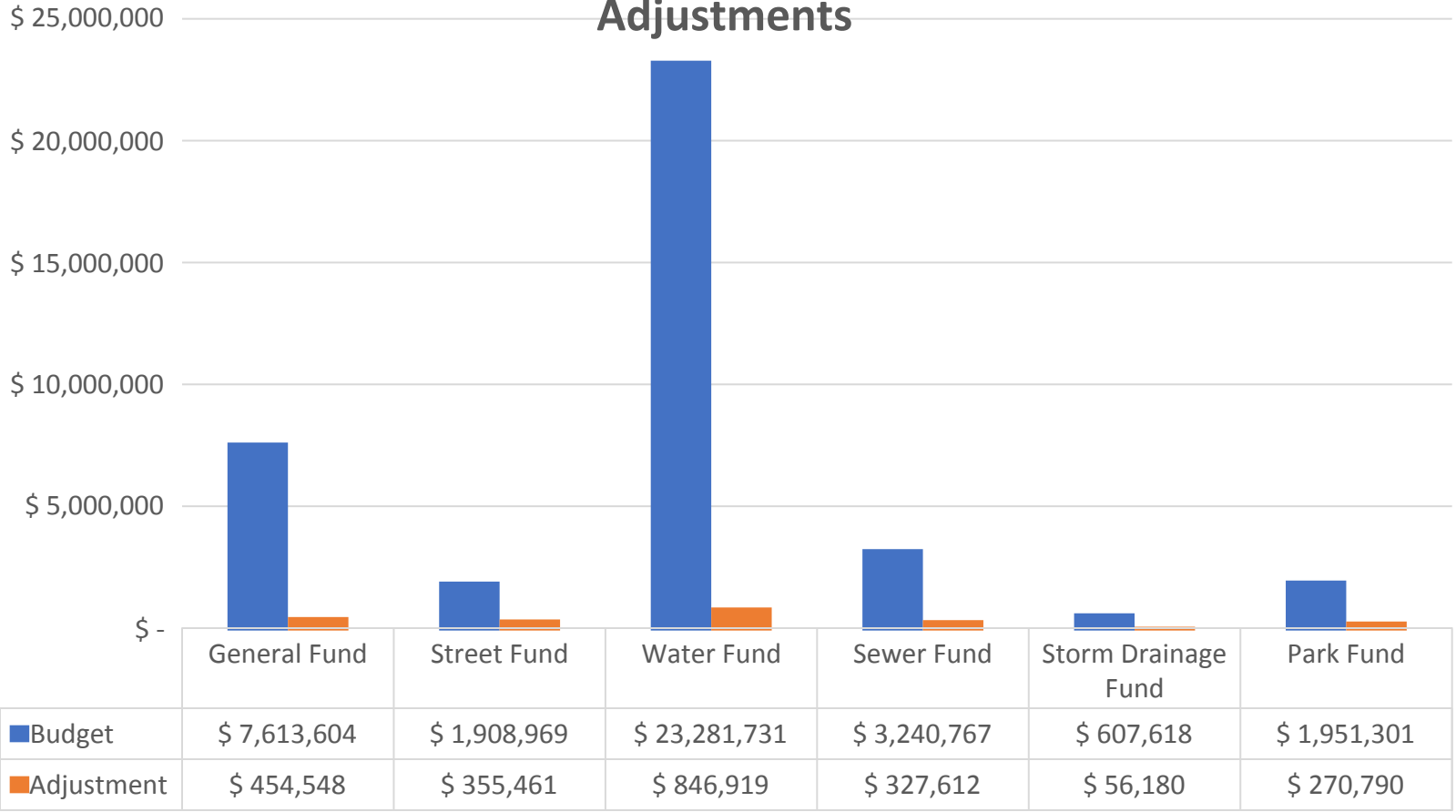
- Estimated savings of \$2,292,249

Operations

- Savings identified in Rec & Library due to lack of programming:
 - Estimated savings of \$19,261

TOTAL Expenditures Reductions: \$2,311,510

Expenditure Adjustments





Guidelines for priority determination

Priority 1 (Critically Important and Urgent):

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- Addresses important and/or persistent, but not critical, needs such as such as maintenance.
- Projects to improve effectiveness and efficiency of processes and staff.

Priority 4 (Non-Important, Non-Urgent):

- Non-critical maintenance projects or programs.

Priority 5 (Project already canceled or on-hold):

- Project or program already put on hold or deferred to subsequent year.

Capital Improvement – General Fund

Priority	Program/ Project	Budget	Potential Adjustment	Balance
3	Downtown Master Plan	\$75,000	-\$75,000	\$0
4	Property Acquisition	\$350,000	-\$83,300	\$266,700
2	Comprehensive Plan/Land Use Update	\$150,000	\$45,798	\$195,798
2	Town Hall	\$770,000	-\$192,500	\$577,500
4	Economic Development Study	\$80,000	-\$80,000	\$0
4	Recreation Center Feasibility Study	\$50,000	-\$50,000	\$0
5	EV Charging Station	\$15,000	-\$15,000	\$0
2	Highway 1 @ LCR9 Intersection Planning	\$0	\$70,000	\$70,000
2	Tract F	\$0	TBD	TBD
2	Interim Town Hall/6th Street Building	\$0	\$87,000	\$87,000
1	Utility Rate Study	\$0		TBD

Capital Improvement – Street Fund

Priority	Program/ Project	Budget	Potential Adjustment	Balance
4	Old Town Street Repairs	\$449,440	-\$449,440	\$0
3	Newer Subdivision Seal Coat	\$67,416	-\$3,371	\$64,045
1	I-25 Interchange at Cleveland 30% Design Funding Set Aside	\$333,333		\$333,333
4	Pavement Study	\$40,000	-\$40,000	\$0
2	Midrange Dump Truck	\$159,000		\$159,000
2	Crosswalk Safety Project	\$0	\$75,000	\$75,000

Capital Improvement – Water Fund

Priority	Program/ Project	Budget	Potential Adjustment	Balance
1	Water Plant Expansion Construction and Construction Management	\$13,730,780		\$13,730,780
1	Emergency Power for Main Water Treatment Plant	\$212,000		\$212,000
4	Tank Coating	\$20,000	-\$20,000	\$0
2	Redundancy for Pumps to Water Tower Storage	\$50,000		\$50,000
1	Wilson Well Improvements	\$480,000		\$480,000
4	Bulk Water Dispenser	\$60,000	-\$60,000	\$0
2	3 Chemical Chlorine Dioxide	\$160,000		\$160,000
3	Improved Carbon Feed System	\$70,000		\$70,000
4	Fire Hydrant Replacement	\$60,000	-\$60,000	\$0
3	Distribution System Master Plan	\$125,000		\$125,000
4	Buffalo Creek Booster Station Upgrade	\$40,000	-\$40,000	\$0
3	Distribution System Rehabilitation Project	\$200,000	-\$200,000	\$0
1	Nano Plant Expansion	\$47,513		\$47,513
2	Back-Up MGD Pump	\$60,000		\$60,000
2	Bulk NaOH and Antiscalant	\$30,000		\$30,000
1	Clearwell HS Pump Upgrade	\$25,000		\$25,000
2	Water Source Development	\$3,046,126	-\$456,919	\$2,589,207
4	Pot Hole Machine	\$50,000	-\$50,000	\$0
1	Membranes for Nano	\$56,589		\$56,589

Capital Improvement – Wastewater Fund

Priority	Program/ Project	Budget	Potential Adjustment	Balance
3	WWTP Pumps	\$16,674		\$16,674
2	Clarifier Rehabilitation Project	\$523,062	-\$100,000	\$423,062
4	WWTP Driveway Paving	\$135,000	-\$135,000	\$0
1	WWTP Masterplan	\$185,000		\$185,000
4	WWTP Shed at Effluent Outfall	\$8,000	-\$8,000	\$0
2	WWTP Clarifier 3&4 rehabilitation project	\$110,000		\$110,000
4	Manhole Rehabilitation	\$80,000	-\$80,000	\$0
2	WWTP Clarifier Repairs (Tobrow)	\$36,000		\$36,000
1	Lift Station - Safety Upgrade	\$30,000		\$30,000
1	WWTP Blower/Digester Project	\$63,500		\$63,500
4	Old Town Street Rehab	\$56,180	-\$56,180	\$0
3	1000 Gallon Pressure Tank	\$15,000		\$15,000
2	Backup Generator - Lift Station	\$135,000		\$135,000

Capital Improvement – Parks Fund

	Priority	Program/ Project	Budget	Potential Adjustment	Balance
Parks Fund	4	Parks Master Plan Update	\$40,000	-\$40,000	\$0
	5	Trail Easement acquisition	\$50,000	-\$50,000	\$0
	5	Phase 1 Trail Construction Cleveland to Washington	\$40,000	-\$40,000	\$0
	4	WCP Ballfield Covers	\$40,000		\$40,000
	3	Parks - NPIC Lateral Improvements at BNSF Crossing	\$34,000		\$34,000
	4	Pedestrian Access over Windsor Ditch	\$80,000	-\$80,000	\$0
	4	Equipment Shed at Wellington Community Park	\$14,000	-\$14,000	\$0
	3	Pave Existing Trails	\$20,000		\$20,000
	4	Town Automobile	\$60,000	-\$60,000	\$0
	4	Vehicle Replacement	\$60,000	-\$31,337	\$28,663



Next Steps

- Refine scenarios and projections of 2020 revenue – ongoing basis
- Schedule monthly discussions with Board of Trustees to review revenue and expenditures

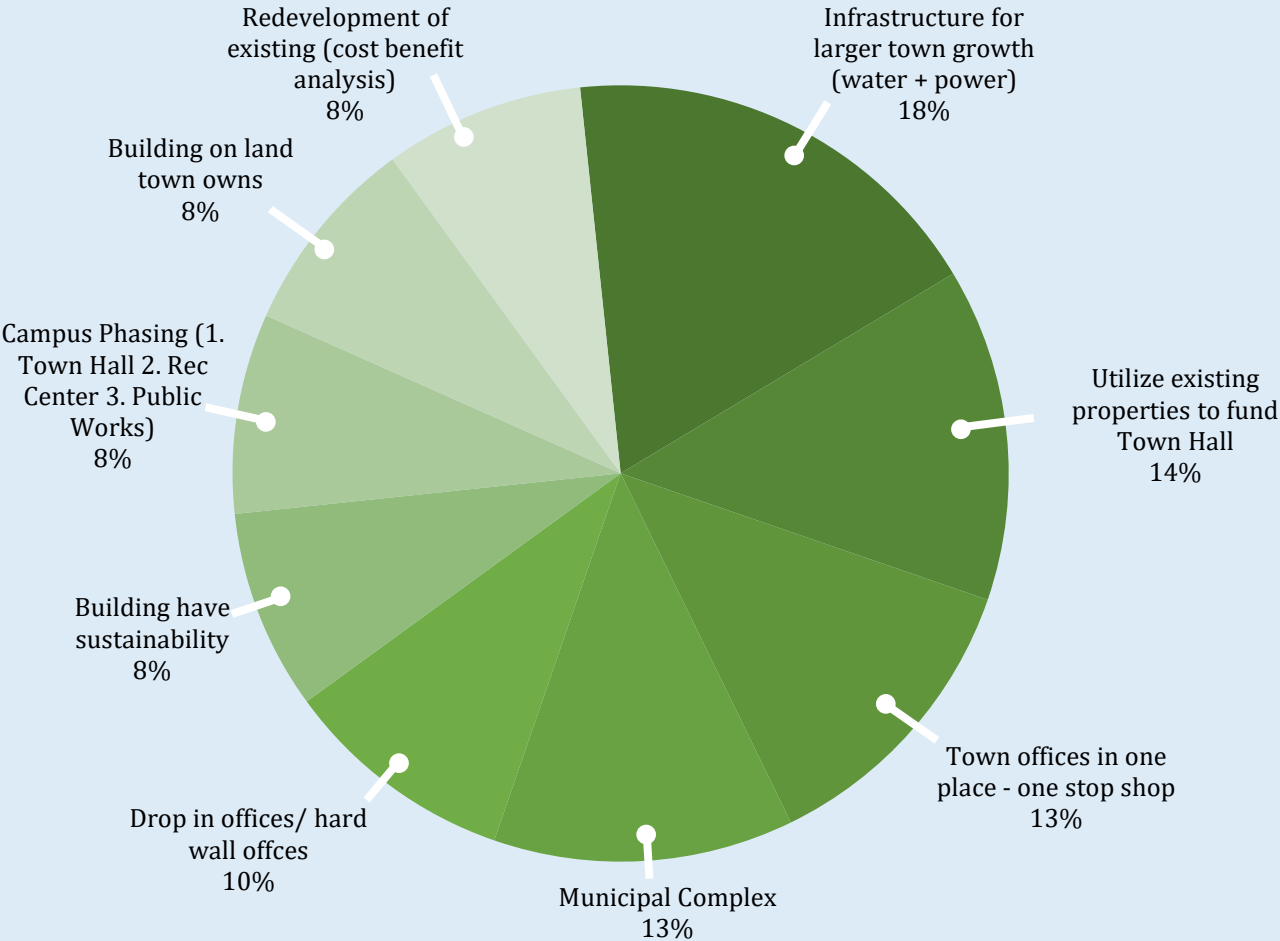


TOWN OF
WELLINGTON

Town Hall Master Plan Dot Exercise Results

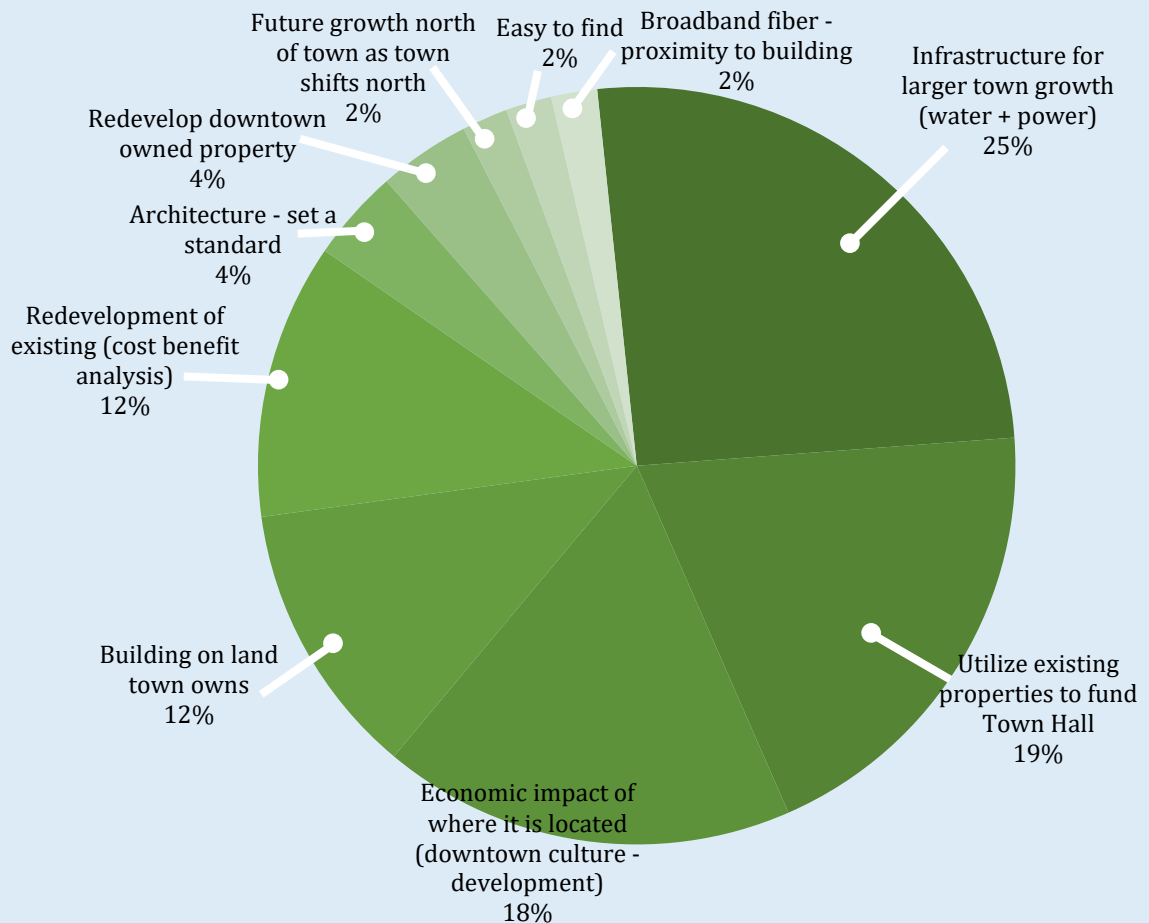
Overall Top 9

CATEGORY	ACTUAL
Infrastructure for larger town growth (water + power)	13
Utilize existing properties to fund Town Hall	10
Town offices in one place - one stop shop	9
Municipal Complex	9
Drop in offices/ hard wall offices	7
Building have sustainability	6
Campus Phasing (1. Town Hall 2. Rec Center 3. Public Works)	6
Building on land town owns	6
Redevelopment of existing (cost benefit analysis)	6
Total	72



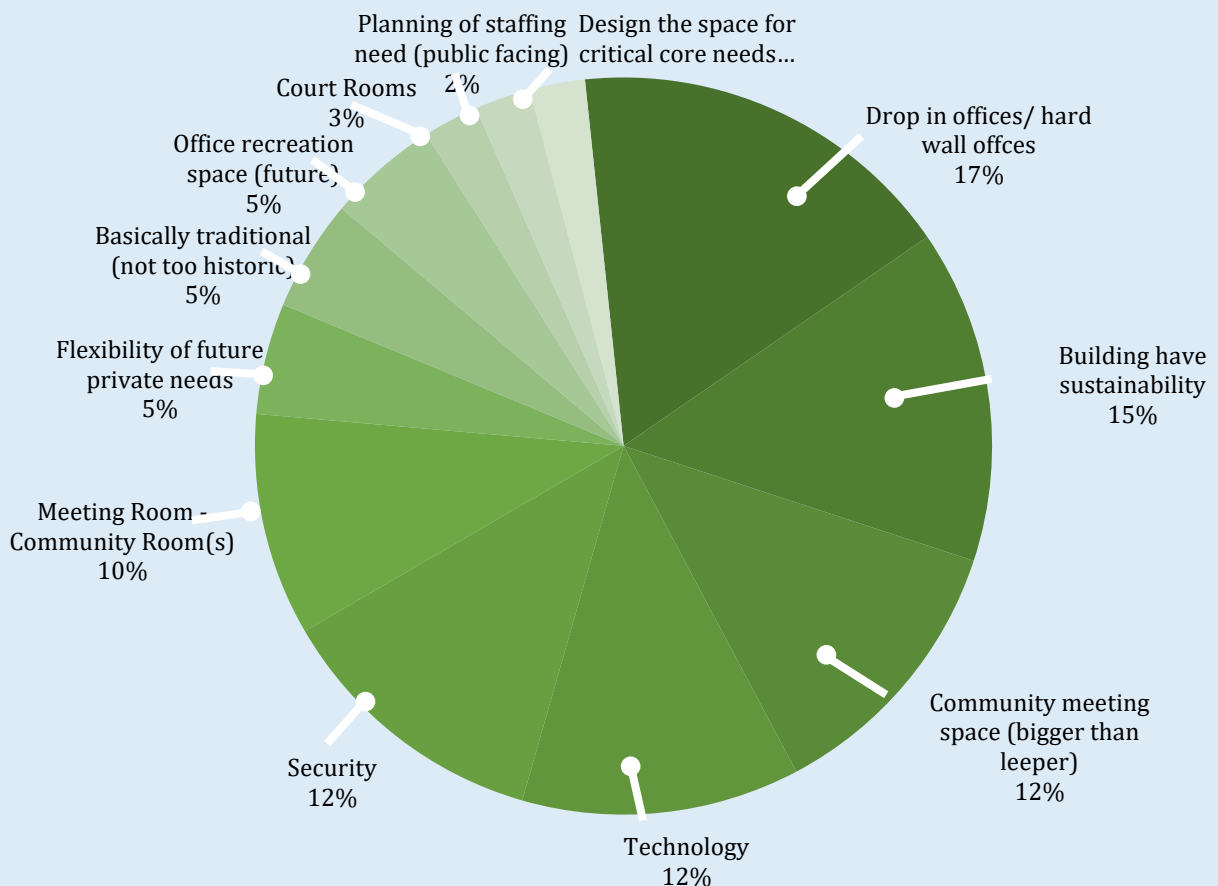
Location Topics

CATEGORY	ACTUAL
Infrastructure for larger town growth (water + power)	13
Utilize existing properties to fund Town Hall	10
Economic impact of where it is located (downtown culture - development)	9
Building on land town owns	6
Redevelopment of existing (cost benefit analysis)	6
Architecture - set a standard	2
Redevelop downtown owned property	2
Easy to find	1
Future growth north of town as town shifts north	1
Broadband fiber - proximity to building	1
Total	51



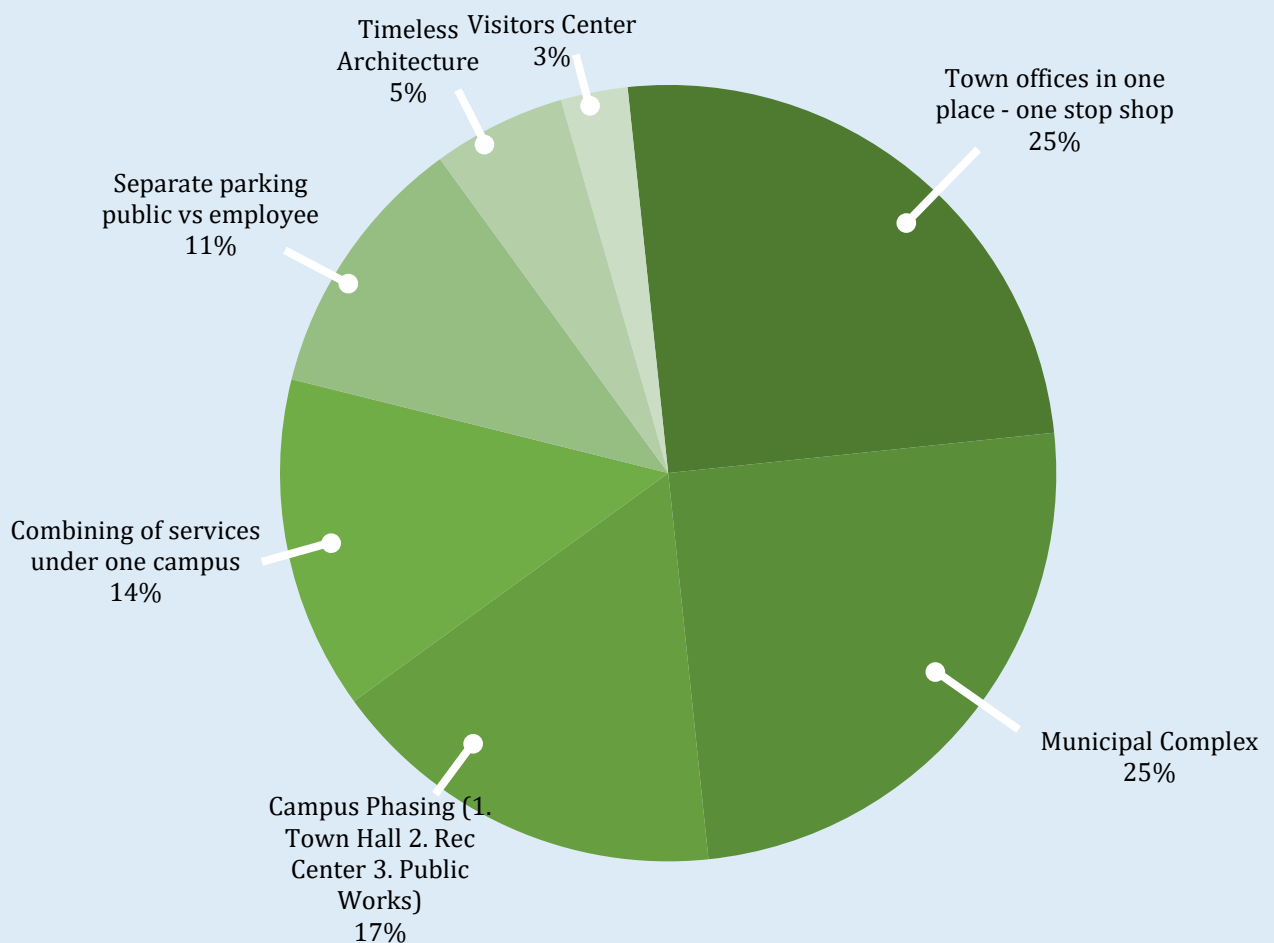
Function Topics

CATEGORY	ACTUAL
Drop in offices/ hard wall offices	7
Building have sustainability	6
Community meeting space (bigger than leeper)	5
Technology	5
Security	5
Meeting Room - Community Room(s)	4
Flexibility of future private needs	2
Basically traditional (not too historic)	2
Office recreation space (future)	2
Court Rooms	1
Planning of staffing need (public facing)	1
Design the space for critical core needs	1
Total	41



Campus Topics

CATEGORY	ACTUAL
Town offices in one place - one stop shop	9
Municipal Complex	9
Campus Phasing (1. Town Hall 2. Rec Center 3. Public Works)	6
Combining of services under one campus	5
Separate parking public vs employee	4
Timeless Architecture	2
Visitors Center	1
Total	36



Data from 3-3-2020 Group

Sorting	Item	Dots
Campus	Separate parking public vs employee	1.00
Campus	Municipal court building	0.00
Campus	Senior rec center	0.00
Campus	Campus Phasing (1. Town Hall 2. Rec Center 3. Public Works)	6.00
Campus	Town offices in one place - one stop shop	9.00
Campus	Visitors center	1.00
Campus	Municipal complex	5.00
Campus	Parking Lots	1.00
Function	Not in your face secure but secure	2.00
Function	Well designed access point to functions	0.00
Function	Good public vs private zones access	1.00
Function	Good internet	0.00
Function	Preserve architecture	0.00
Function	Consider design to control emotional issues	0.00
Function	Design for future security	2.00
Function	ADA Accessibility priority	0.00
Function	Variety of option	0.00
Function	Community meeting space w/ kitchen space	1.00
Function	Tech option for meeting space	0.00
Function	Utility + Function within building	0.00
Function	Basically traditional (not too historic)	2.00
Function	Nature - Inside / outside flow	1.00
Function	Community meeting space (bigger than leeper)	5.00
Function	Innovative/ forward thinking (energy + parking)	1.00
Function	Office recreation space (future)	2.00
Location	Open areas around the building	0.00
Location	Repurpose existing (Library?)	0.00
Location	Maintain central downtown (parking concerns)	1.00
Location	Be mindful of existing homes/ facilities	0.00
Location	Infrastructure for larger town growth (water + power)	7.00
Location	Future growth north of town as town shifts north	1.00
Location	West of Cty. Rd. 9 across from high school	0.00
Location	If north do you effect industrial growth	0.00
Location	Fire District (12-15 admin offices / formal mtg. space/ sherif + police admin)	0.00
Location	Aesthetically pleasing	0.00
Location	Washington + 3rd	1.00
Location	Redevelopment of existing (cost benefit analysis)	5.00

Data from 3-3-2020 Group

	Combine old + new (not drastic difference	
Location	+ trees / landscaping)	0.00
Location	In an area zoned correctly	0.00
Location	Infrastructure connectivity service	0.00
Location	Architecture - set a standard	2.00
Location	Building location not downtown	0.00
Location	Redevelop downtown owned property	2.00
Location	Landmark (looks like)	0.00
	Economic impact of where it is located	
Location	(downtown culture - development)	7.00
	First responders in the building	
Location	fire/police	0.00
Location	Plan for growth (Land, Building, Town)	6.00
Location	Easy to find	1.00

Data from 3-10-2020 Group

Sorting	Item	Dots
Campus	Combining of services under one campus	5.00
Campus	Architecture should be timeless	2.00
Campus	Centennial Park don't use b/c size + economics	0.00
Campus	Growth in relation to location	0.00
Campus	Adequate parking	2.00
Campus	Municipal Complex (Post office, rec center, town hall, fire, library, utility, public works, police, senior resource)	4.00
Campus	Security of multi-complex	0.00
Campus	Shared resources @ all services	0.00
Function	Tech + Work at Home	2.00
Function	Meeting Room - Community Room(s)	3.00
Function	Court Rooms	1.00
Function	Programming current needs (work from home)	2.00
Function	Planning of staffing need (public facing)	1.00
Function	Structure deals w/ future technologies	2.00
Function	Community room separate @ Centennial Park	0.00
Function	Building have sustainability	3.00
Function	Flexibility of future private needs	2.00
Function	Maintenance factor of facilities	0.00
Function	Flexible design and reconfiguration	0.00
Function	Design the space for critical core needs	1.00
Function	Central smart rooms (audio and visual)	1.00
Function	Drop in offices/ had wall offices	5.00
Function	Strive for net zero structure	1.00
Location	Building on land town owns	6.00
Location	Property on 6th Street - Evaluate	2.00
Location	Property on 3rd + Washington - Eval.	1.00
Location	Limited Placement of Town Hall - North or West	0.00
Location	If in downtown - resemble that Style	0.00
Location	Offsite Community	0.00
Location	Utilize existing properties to fund Town Hall	2.00
Location	Minimize public expense for future town	5.00
Location	Relative closeness to downtown (contributes to downtown revenue)	1.00
Location	Broadband fiber - proximity to building	1.00
Location	Community Convenience	0.00



LARIMER COUNTY SHERIFF'S OFFICE

Justin E. Smith, Sheriff

One Agency

One Mission

Public Safety

March 25, 2020

Town of Wellington
Attn: Ed Cannon, Town Administrator
PO Box 127
Wellington, Colorado 80549

Dear Mr. Cannon:

Monthly from January through December 2020, the Larimer County Sheriff's Office will provide 342 hours of supervisor time, 1,026 hours of general patrol service, 85 hours of investigating services, 171 hours of desk deputy time, and 171 hours of school resource services per month within the corporate limits of the Town. The supervisor time and general patrol service hours are provided by deputies assigned to the Town.

During the month of **February 2020**, non-assigned deputies spent a total of **124.00** hours in Wellington responding to calls, patrolling, and making contacts in the town.

During the month of **February 2020** there were **10.00** hours worked by Investigations.

During the month of **February 2020** there were **60.0** hours worked by Northern Colorado Drug Task Force.

Case of Note: On 021120 deputies responded to the Days Inn to assist staff with a guest. While there, the fire alarm went off as a portion of the building began to fill with smoke. The building was evacuated and deputies continued to deal with the guest, while the Fire Department took care of the problem causing the smoke. During this time, an unknown substance was found scattered throughout the prisoner compartment in a patrol car at the scene. Due to the unknown nature of the substance, the Fire Department implemented a hazardous materials response. Deputies who had been in contact with the substance were monitored for adverse reactions. The substance was eventually identified as an illegal drug. The patrol car was transported from the scene for decontamination. No citizens, deputies or firefighters were injured or became ill as a result of this incident.

Corporal Williamson will be completing his assignment at the end of the month and Corporal Downing is now assigned as the Corporal (Assistant Supervisor) in Wellington.

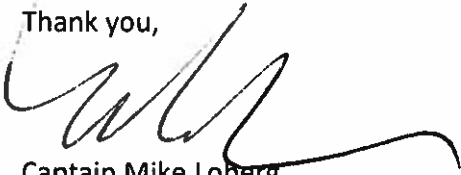
Administration
2501 Midpoint Dr.
Fort Collins, CO 80525
970 498-5100

County Jail
2405 Midpoint Dr.
Fort Collins, CO 80525
970 498-5200

Emergency Services
1303 N. Shields
Fort Collins, CO 80524
970 498-5300

Pursuant to the Law Enforcement Agreement between the Town of Wellington and Larimer County, applicable documenting monthly forms are attached.

Thank you,

A handwritten signature in black ink, appearing to read 'Mike Loberg', with a long horizontal flourish extending to the right.

Captain Mike Loberg
Patrol Division
(970) 498-5103
Attachments



LARIMER COUNTY SHERIFF'S OFFICE

Wellington Calls for Service and Patrol Time Report

(For Non-Wellington Officers)

2/1/2020 to 2/29/2020

****This report will not calculate time prior to April 1, 2014****

***Officers excluded from the report data: 9S8, 9Z43, 9E7, 9E3, 9E31, 9E87, 9E2, 9E5, 9E27, 9E50, 9X106

Wellington Time:

Time on Calls and Patrolling (minutes/Hours) - Non-Wellington Units - 2/1/2020 to 2/29/2020

		Total Minutes Hours	Call/Contact Time	Patrol Time
Total	Minutes	7,440.00	5,531.00	1,909.00
	Hours	124.00	92.18	31.82
February 2020	Minutes	7,440.00	5,531.00	1,909.00
	Hours	124.00	92.18	31.82

Call/Contact Time: Time spent on dispatched or self initiated calls and person or vehicle contacts.

Patrol Time: Time spent patrolling in the Town when not on a specific call or contact.



Larimer County Sheriff's Office

Investigator Hours by Town\Squad\Officer

Date Range: 2/1/2020 to 2/29/2020

	Total
Total	10.00
Wellington	10.00
LIPR	10.00
L17029	10.00

Wellington Monthly Report

February 2020

Larimer County Sheriff's Office

Christine Harpel
Senior Administrative Assistant

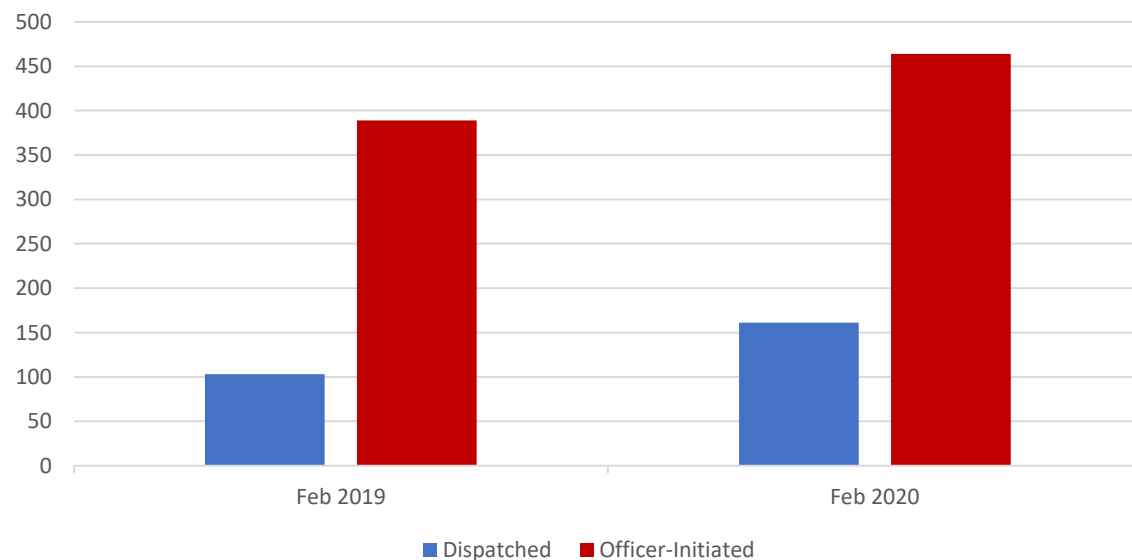
3/3/2020

February 2020 Totals

Dispatched / Officer-Initiated Activity

Dispatched Calls	161
Officer Initiated	464
Feb 2020 Total	625

Dispatched vs Officer-Initiated Activity



➤ Dispatched calls were Up 58 from Feb 2019

➤ Officer-Initiated Activity was Up 75 or 19% from Feb 2019

	Feb 2019	Feb 2020
Dispatched Calls	103	161
	21%	26%
Officer Initiated	389	464
	79%	74%
Total	492	625

➤ 26% were Dispatched Calls

➤ 74% was Officer-Initiated Activity

February 2020 Calls for Service

Calls for Service Comparison

Call Types A-M

Call Type	2017	2018	2019	Avg 17-19	2020	% Change 3-Yr Avg to 2020
Alarm Calls	7	3	5	5.00	7	40%
Alcohol Calls	0	1	0	0.33	1	200%
Animal Calls	1	11	10	7.33	16	118%
Arson	1	0	0	0.33	0	-100%
Assault	3	5	2	3.33	2	-40%
Assist Other Agency (Fire/Med)	18	17	16	17.00	11	-35%
Bar Checks	0	0	1	0.33	4	1100%
Burglary	2	0	0	0.67	2	200%
Child abuse	1	0	0	0.33	0	-100%
Citizen Assist	28	24	11	21.00	18	-14%
Civil	17	8	16	13.67	7	-49%
Criminal Mischief	4	1	0	1.67	3	80%
Death Investigation	1	0	0	0.33	0	-100%
Disturbance	5	3	1	3.00	7	133%
Drug case	1	2	3	2.00	3	50%
DUI Arrest	1	1	2	1.33	7	425%
Extra Checks & Business Check	118	175	194	162.33	215	32%
Family Problems	3	12	2	5.67	14	147%
Follow up	27	22	25	24.67	41	66%
Found property	2	2	0	1.33	1	-25%
Fraud	2	2	3	2.33	4	71%
Harassment	13	2	6	7.00	3	-57%
Juvenile Problem	1	0	1	0.67	2	200%
Littering	0	0	0	0.00	1	N/C
Lost Property	2	0	0	0.67	0	-100%
Missing Person (Child/Adult)	2	1	5	2.67	2	-25%
Motor Vehicle Accident	6	5	4	5.00	3	-40%
Municipal Code Violation	0	2	1	1.00	11	1000%

Call Types N-Z

Call Type	2017	2018	2019	Avg 17-19	2020	% Change 3-Yr Avg to 2020
Neighbor Problems	0	1	1	0.67	3	350%
Noise\Party Complaint	1	0	0	0.33	2	500%
Pedestrian Contact/Subject St	3	1	4	2.67	1	-63%
Private Tow	0	1	2	1.00	2	100%
REDDI Report	1	3	0	1.33	0	-100%
School Check	11	13	12	12.00	7	-42%
Sex assault	1	1	0	0.67	0	-100%
Sex Offender Check	0	0	3	1.00	1	0%
Suicide Att/Threat	1	1	4	2.00	6	200%
Suspicious Circumstances	24	21	21	22.00	25	14%
Theft	5	4	2	3.67	4	9%
Traffic Problem	9	3	8	6.67	7	5%
Traffic Pursuit	0	0	0	0.00	1	N/C
Traffic Stop	36	77	105	72.67	134	84%
Trespass	2	0	1	1.00	1	0%
Vehicle Theft	0	2	3	1.67	2	20%
VIN Check	4	5	5	4.67	3	-36%
Warrant Attempt/Arrest	5	0	4	3.00	9	200%
Welfare Check	11	12	4	9.00	13	44%
TOTALS	266	299	308	291.00	385	32%

% Change 3-Yr Avg to 2020 = N/C because value cannot divide by 0

Calls for Service UP 77 or 25% from Feb 2019

Feb 2020 calls UP 32% from Feb 2017-2019 Average

February 2020 Call Categories

Crime Type Averages / Trends

Property Crimes					
Call Type	2017	2018	2019	Avg 17-19	2020
Burglary	2	0	0	0.67	2
Theft	5	4	2	3.67	4
Vehicle Theft	0	2	3	1.67	2
Vehicle Trespass	0	0	0	0	0
Property Crimes Totals	7	6	5	6.01	8

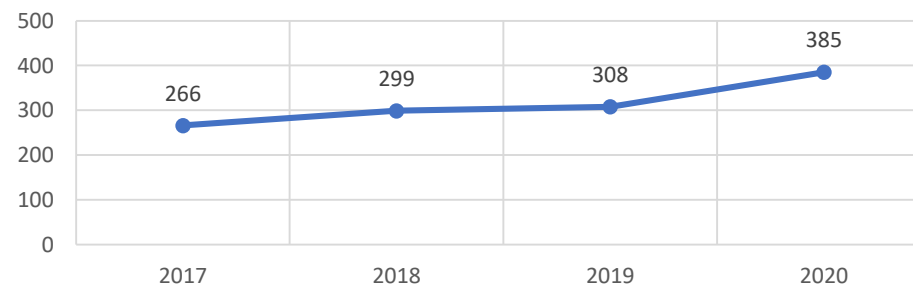
Persons Crimes					
Call Type	2017	2018	2019	Avg 17-19	2020
Assault	3	5	2	3.33	2
Missing Person (Child/Adult)	2	1	5	2.67	2
Robbery	0	0	0	0	0
Sex assault	1	1	0	0.67	0
Weapon Related (menacing,	0	0	0	0	0
Persons Crimes Totals	6	7	7	6.67	4

Disorder/Other Crimes					
Call Type	2017	2018	2019	Avg 17-19	2020
Alcohol Calls	0	1	0	0.33	1
Animal Calls	1	11	10	7.33	16
Criminal Mischief	4	1	0	1.67	3
Disturbance	5	3	1	3	7
Drug case	1	2	3	2	3
Family Problems	3	12	2	5.67	14
Harassment	13	2	6	7	3
Juvenile Problem	1	0	1	0.67	2
Noise\Party Complaint	1	0	0	0.33	2
Suspicious Circumstances	24	21	21	22	25
Trespass	2	0	1	1	1
Disorder Crimes Totals	55	53	45	51	77

Red numbers indicate a DECREASE in crime from Feb 2017-2019 Average

Yellow backgrounds indicate an INCREASE in crime from Feb 2017-2019 Average

February 2017-2020 Totals



February 2020 Traffic

Traffic Citations	2/19	2/20
Traffic Citations Issued	10	9
Traffic Verbal Warnings	56	95
Traffic Written Warnings	8	7

- Citations Down 1 or 10%
- Verbal Warnings Up 39 or 70%
- Written Warnings Down 1

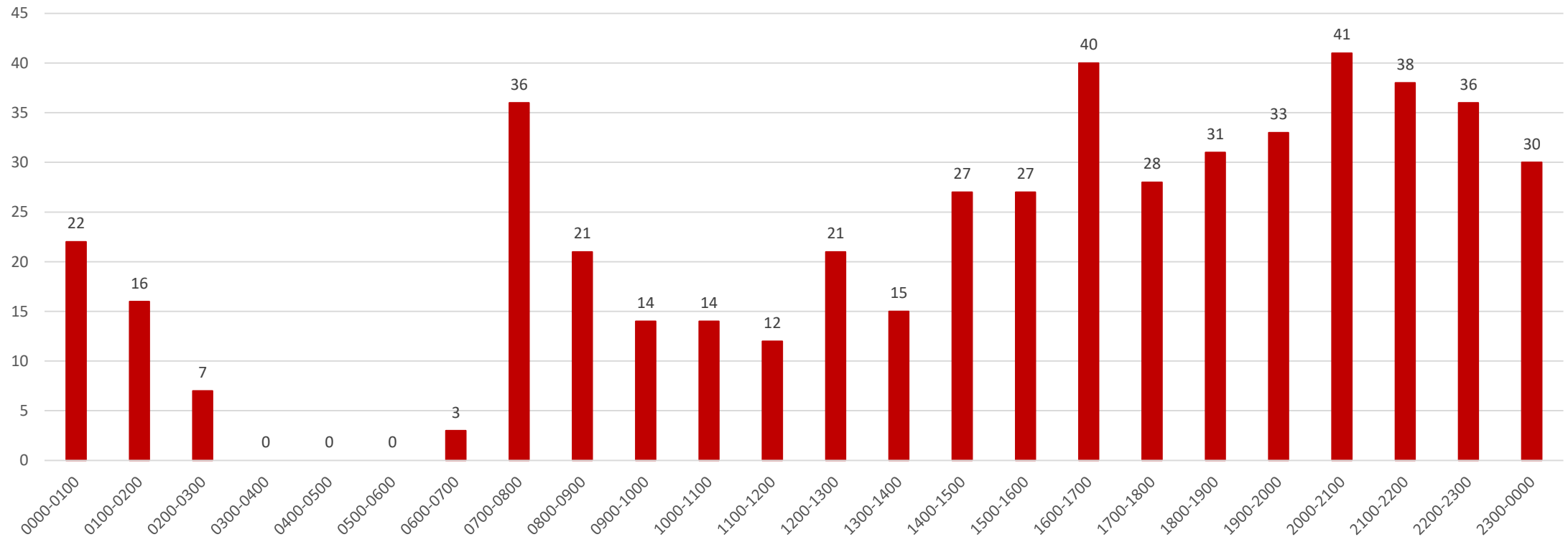
Call Type	2/19	2/20
Traffic Stop	105	134
Motor Vehicle Accident	4	3
DUI Arrest	2	7
Traffic Problem	8	7
REDDI Report	0	0

- Traffic Stops Up 29 or 28%
- MV Accidents Down 1
- DUI Arrests Up 5
- Traffic Problems Down 1 or 13%
- REDDI Reports Even

February 2020

Call Totals by Hour

Busiest Hours
1600-1700 (40)
2000-2100 (41)

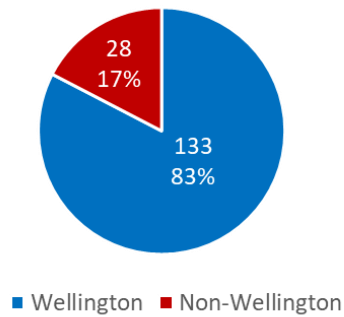


10 Calls between 0200-0700

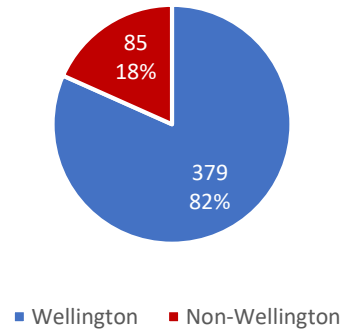
February 2020

Wellington/Non-Wellington Units

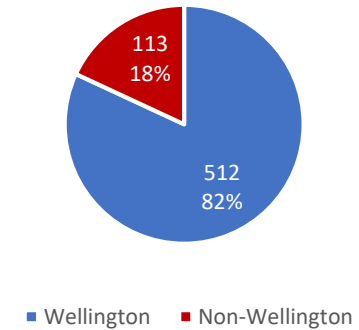
Dispatched



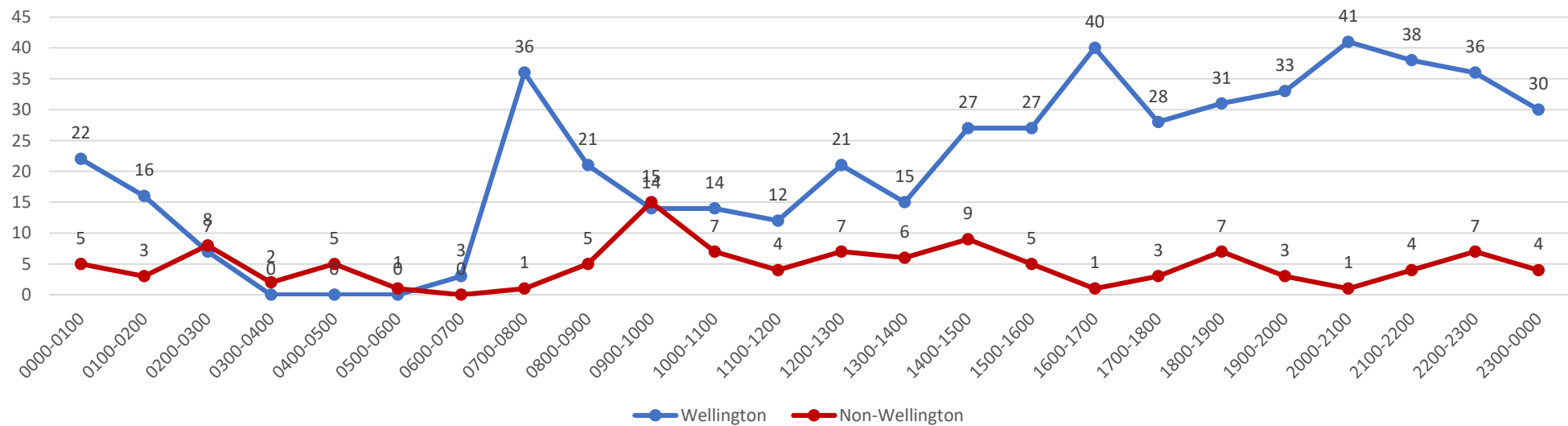
Officer-Initiated



Total Calls



Wellington/Non-Wellington Calls by Hour



February 2020

Response Times / Time on Calls
Dispatched Calls Only
[All Times in Minutes](#)

Average Response Time (All Units)		
High		0
Medium		2.70
Low		48.61
Avg. Response Time		43.87

Average Time on Calls (All Wellington Calls)			
High			0
Medium			5.52
Low			62.88
Avg. Time			56.96