



## **Board of Trustees - Study Session**

**Tuesday, June 8, 2021 at 5:45 pm**

**PLEASE SILENCE ALL CELL PHONE AND ELECTRONIC DEVICES.  
THANK YOU**

### **1. Meeting Information**

207 Muegge Way, Bennett, CO 80102

For a live stream of the meeting, use the information below:

<https://us02web.zoom.us/j/82616472193>

Meeting ID: 826 1647 2193

Passcode: 386428

One tap mobile

+16699006833

### **2. Executive Services Progress Report**

Corren Lind, Executive Services Manager

#### **Attachments:**

- **Executive Services Progress Report** (Executive\_Services\_Progress\_Report\_06.08.2021.pdf)

### **3. Bennett Days Board Meal**

Sara Aragon, Community Development Manager

#### **Attachments:**

- **Staff Report Bennett Days Board Meal** (Staff\_Report.pdf)

# DEPARTMENT PROGRESS REPORT



TO: Mayor and Town of Bennett Board of Trustees  
FROM: Corren Lind, Executive Services Manager  
DATE: June 8, 2021  
SUBJECT: Executive Services Progress Report

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## Management Summary

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The Executive Services team provides administrative services to all Town departments. The roles and responsibilities of the department include, but are not limited to, health and wellness, safety, risk management, code enforcement, animal control and human resources.

### Safety

Supporting Town staff and the community during the COVID-19 Pandemic has been a large focus of the department for the last year. Starting in November 2020, staff partnered with CovidCheck Colorado to bring COVID testing to area and to date, 849 COVID tests have been conducted. Testing services will continue in Bennett until June 30, 2021, at the Shared Services Building and will take place on Tuesdays, Thursdays and the second and fourth Saturdays of the month.

The Town also coordinated with the Colorado Department of Public Health and Environment (CDPHE) and Lincoln Community Health (LCH) to host several vaccination clinics. Two CDPHE Community Based COVID Vaccine Equity Clinics were held in Bennett in the spring of 2021. Both clinics were a Moderna two dose clinic and were conducted on February 17, March 17, April 8 and May 6. A total of 1,792 vaccinations were administered at these clinics.

LCH provided smaller vaccination clinics beginning on March 30, 2021. These clinics were offered on the second and fourth Tuesday of the month from March until June. To date, 237 vaccinations have been administered at the LCH Clinics. The final vaccination clinic will be on Tuesday, June 8, 2021. Requests for COVID vaccinations have decreased dramatically due to the number of individuals already vaccinated and the current availability of the vaccine.

Staff also continues to reach out to local businesses regarding their needs for Personal Protective Equipment (PPE) and deliver items such as masks, hand sanitizer, disinfectant spray, disinfecting wipes and gloves to the various businesses. Items are delivered following the submittal of a PPE request.

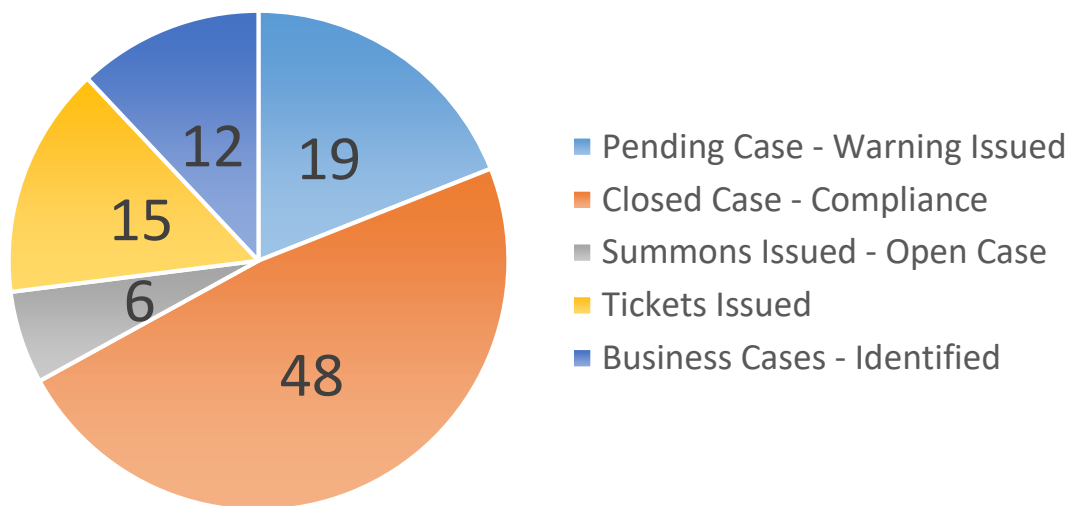
New to 2021, is the implementation of a Health and Safety Fair for Town staff that will include a second annual flu vaccination clinic with Lincoln Community Health. The event is scheduled for October 14<sup>th</sup>. At the event, CIRSA will be conducting a hands-on demonstration of the proper use of a fire extinguisher with a fire extinguisher use system.

Staff is coordinating efforts with Sentry Siren, IREA, Bearcom, and Public Works to finish the installation of the tornado siren. The siren was installed on Thursday, May 27, 2021. The upgraded electrical will be finished on June 18, 2021, and the radio capabilities will be enabled on June 21, 2021.

### **Code Enforcement and Animal Control**

The Code Enforcement/Animal Control department has been working on creating redundancy across the department via backup and training. Staff also been working diligently on educating residents about various aspects of the Bennett Municipal Code and the REVIVE grant program. In total, the Town has issued six REVIVE grants.

In 2021, Code Enforcement and Animal Control followed up on 100 calls. Below is a pie chart showing where each call is in the process.



Staff worked with the Communication department to highlight animal licensing to remind all residents that their animals must be licensed with the Town. Other department highlights included chicken and ducks permits, weed mitigation, lawn upkeep and general information on animal control.

Code Enforcement/Animal Control will be working with the Clerk's Department in the coming months to propose updates to Chapter 7 of the Bennett Municipal Code. Once drafted, those updates will be brought before the Board of Trustees for consideration.

The Code Enforcement team has also been working with the Economic Development department to ensure code compliance with Town of Bennett businesses and to assist with business rejuvenation.

### **Administrative Services**

The Executive Services department has offered many important administrative services to departments across the organization.

Staff is currently being training on Municipal Court duties, as well as rental coordination for Town amenities and is preparing for the Community Center being available to rent starting on July 1, 2021.

In addition, Staff has been busy with sending out mailers for Bennett events including Engage Shape Build, Eastern Plains Summer Concert Series and Clean Up Day.

Human resources has onboarded two new FTEs which brings the current employee count to 33. The Town will also be adding the DOLA Best and Brightest Fellow to staff on July 6, 2021.

## **Projects Status & Milestones**

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In August 2020, Staff completed the Town Safety Manual and implemented Job Safety Analyses (JSAs) for administrative staff. Safety trainings and JSAs were a bit of a challenge due to the pandemic, but these important safety meetings were conducted on a monthly basis via Zoom and are part of the Town's loss control audit with CIRSA. Beginning in 2021, monthly safety quizzes have been sent to all employees via Kahoot! with a first through third place award given as an incentive for participating in the monthly safety topic quiz.

The Town of Bennett worked with both Adams and Arapahoe County to renew their Hazard Mitigation Plans with Federal Emergency Management Agency (FEMA). Each of those plans include a Town of Bennett appendix. On October 27, 2020, the Town Trustees adopted the Adams County HMP Plan and final approval was received from FEMA on December 14, 2020. On January 26, 2021, the Town Trustees adopted the Arapahoe County HMP Plan. Arapahoe County will be submitting the plan to FEMA for final approval once all participating jurisdictions have adopted the plan.

These Hazard Mitigation Plans allow for the Town to qualify for FEMA funding in case of a hazardous situation. The benefits that the Town of Bennett gains from having a Hazard Mitigation Plan approved by FEMA are: (1) bringing people together in the community; (2) eligibility for grants including pre-disaster mitigation, flood mitigation assistance and the hazard mitigation grant program; (3) reducing loss and making the Town more resilient. Hazard Mitigation Plans are renewed every 5 years.

# STAFF REPORT



welcome neighbors.

TO: Mayor and Town of Bennett Board of Trustees  
FROM: Sara Aragon, Community Development Manager  
DATE: June 8, 2021  
SUBJECT: Bennett Days Board Meal

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## Background

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Every year for Bennett Days the Mayor and Board of Trustees provide a meal to the community. This meal is an important opportunity to connect with residents and partake in the Town's annual celebration. It is scheduled to take place at Bennett Days on Saturday, September 11, 2021, and is being planned as a dinner.

At this time, COVID regulations could still potentially impact the options for the Board dinner; however, Staff has come up with potential meal ideas and is looking for Board direction to determine how to proceed with planning.

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## Possible Options

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Below is a list of potential ideas for the Board meal at Bennett Days:

1. Staff asks for a pig donation as has happened in previous years.
  - a. Volunteers cook and prepare the pigs (this process can take up to two days and would require additional hands to shred the pork).
  - b. Sides from a local vendor would be served with the meal.
  - c. This option requires a large amount of people for implementation due to preparation, serving, clean up, line control and additional miscellaneous items.
2. Staff reaches out to local restaurants to have the meal catered.
  - a. This option may lead to additional costs over what has been budgeted for previous Bennett Days.
3. Staff and Board members hand out "snack bags" throughout the day.
  - a. The option could be hosted out of the Town Booth or a specific booth for the Board of Trustees.
  - b. Preparation could be done ahead of time in the week leading up to Bennett Days.
4. Staff works with local restaurants to create a kind of meal voucher to be handed out throughout the day.
5. Staff works with the food trucks that will be at the event to hand out vouchers that can be used at one of the trucks.
  - a. Voucher would be available to use throughout the day, thus helping with crowd dispersal and long wait times for food.

## **Staff Recommendation**

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Staff would like direction from the Board on which possible option they would like to pursue for the Bennett Days meal, keeping in mind that COVID regulations could still be a factor as well as volunteer and staff availability. Staff is also open to any other ideas that the Board has and would like researched.