

Wellington City Administrative Response Plan to the COVID-19 Pandemic

Beginning March 18, 2020 Wellington City are responding the COVID-19 Pandemic as such;

1. The Annual Easter Egg Hunt, which is scheduled for April 4, 2020 is postponed to a later date. Wellington City plans to still hold this event when it has been determined that Public Gatherings larger than a hundred (100) is acceptable.
2. The following Meetings are postponed and if deemed necessary will be rescheduled to a different date:
 - a. The Regular City Council Meeting(s) scheduled for March 25, 2020 and April 8, 2020 will not be held. Agenda items for these meetings will be postponed to the April 22, 2020 meeting. If the Wellington City Council does need to meet for these cancelled meetings, they create a Resolution to hold an Electronic Meeting.
 - b. The Planning and Zoning Meeting for April 1, 2020 is tentatively moved to April 15, 2020.
 - c. The Pioneer Days Committee Meeting scheduled for March 19, 2020 is postponed. Wellington City will reschedule the meeting later in April, or if possible, communicate with interested parties via teleconferencing.
3. The Wellington Justice Court follow the Court Procedures as specified by the Wellington City Judge, with a few modifications.
 - a. The Wellington City Justice Court will remain open to accept payments and filings. It is encouraged that payments and filings are submitted online/electronically or are left in the Wellington City Drop Box.
 - b. All cases are being postponed approximately 60 days from their currently scheduled dates except for hearings for:
 - i. individuals who are being held in custody on our case
 - we are evaluating those to determine when a promise to appear is appropriate
 - ii. domestic violence cases
 - attorneys: we appreciate your effort and judgment in arranging to postpone or resolve such cases without the need for a hearing
 - iii. sentencing hearings
 - attorneys: we appreciate your effort and judgment in arranging to postpone or resolve such cases without the need for a hearing
 - c. We will attempt to conduct hearings by video where possible, by phone where reasonable, and use other electronic means as reasonable to conduct court business. For any individual who is in custody, we will conduct those hearings electronically (by video) if possible.
 - d. Small claims cases are all being postponed.
4. The Wellington City Administrative Offices will remain open to accept Utility Payments and Utility Applications, Licensing Fees, and Cemetery Fees over the phone, and those that are received via mail or left in the Drop Box. We are encouraging residents and visitors to the area to not come into Wellington City Hall for a minimum of two weeks, especially individuals who are immunocompromised, and aged 65 or older.

5. The Wellington City Utility Billing Department will be delaying the assessment of late fees for payments not received in a timely matter for the months of March and April. We will determine when we plan to resume assessing these fees after the April 2020 Billing is completed. Wellington City will temporarily suspend non-pay disconnects during the coronavirus pandemic.
 - a. For individuals that are home-bound because of the Coronavirus Pandemic, and not able to make an electronic payment on their Utility Account, the Wellington City Police Department will pick up your check and bring it to City Hall.
 - b. During this time period Wellington City will not accept cash payments. All transactions must be via check or card. Cash services will resume in the following months.
6. During the next thirty (30) days, Wellington City will not allow people to rent the Multipurpose Room, Gymnasium, Library Room, or Park Pavilion. Those who already have rented these facilities will receive a full refund.
7. Wellington City will hold these Administrative Procedures into place for the next thirty (30) days. These procedures will be reviewed in fourteen (14) days, and if possible rescinded. Based on recommendations from the Local Health Department, the State, and the Federal Government, Wellington City will modify this list as needed.