



# Town of Johnstown

## MEMORANDUM

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TO: Honorable Mayor and Town Council Members

FROM: Matt LeCerf, Town Manager

DATE: November 7, 2022

CC: Town Staff  
Local Media

SUBJECT: Town Manager's Report

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Upcoming Town Council Meetings & Work Sessions – If there are topics that the Council would like staff to schedule for discussion, please let me know. The following topics are recommended for Council discussion (all meetings will be held in the Town Council Chambers unless otherwise indicated):

- 11/07/2022 – Regular Council Meeting
  - 11/14/2022 – Work Session (6:00 p.m.)
  - 11/21/2022 – Regular Council Meeting
  - 11/28/2022 – Work Session (6:00 p.m.)
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### **Administration, Finance, Planning, & Human Resources**

- *Town Clerk* – Hannah attended the Colorado Municipal Clerk's Association Annual Conference and the Clerk's Office participated in Civics' Day with a mock election.
- *Liquor Licensing* – An application for a new Hotel and Restaurant Liquor License has been submitted by Cocina & Cantina Mexican Restaurant. Town Council will review this application at the December 5, 2022, Council meeting. BM Nail Bar has submitted their renewal application.
- *Finance* – 29 customers were added to trash services this month.

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- *Trash/Recycling Collection Days* – Staff from several departments have worked closely with Waste Connections to transition to an additional trash/recycling collection day starting the week of November 14.
  - East of Colorado Blvd. will be shifted to Wednesdays for both trash and recycling.
  - West of Colorado Blvd. will remain on Mondays for both trash and recycling as normal.
- *Special Events* – The Johnstown Downtown Association has submitted a Special Events Application for the Johnstown Jingle on December 4, 2022, and Staff has begun the internal review process.
- *Municipal Court* – There were 115 cases processed in Municipal Court in the month of September.
- *Larimer County Climate Smart & Future Ready Initiative* – Planning Staff attended a kick-off meeting at the Ranch and will participate on one of the initiative’s Priority Area Work Groups.
- *Weld RE-5J Long Range Task Force* – Kim Meyer participated in the task force meeting on October 25, 2022. The goal of the group is to recommend a strategic plan to the Superintendent and School Board to address short and long term needs of the district.
- *Weld County Oil & Gas Local Governments* – As the COGCC Local Governmental Designee for Johnstown, Kim Meyer, participated in a discussion and meeting of about 15 Local Government Designees (LGD) in Weld County to discuss project reviews, problem-solve issues, and enhance awareness of COGCC updates and changes.
- *Hiring* – The Town just welcomed a new Utility Operator to our team. We are currently searching for another Utility Operator, as well as a Customer Service Technician, Planner III, Backflow and Water Quality Specialist, and Planning and Development temporary admin. We have two Street Maintenance workers starting soon.
- *Open Enrollment* – We are about to wrap up open enrollment for employee benefit selections effective in 2023.
- *Vaccine Clinic* – In partnership with the Library, Weld County, and the State of Colorado, we held a vaccine clinic to provide free access to Flu and COVID vaccines for Town staff. This event was also open to the public.
- *Community Event Engagement* – Town Communications Staff attended the Trick or Treat St. on October 29 and was able to engage with residents and community youth. Staff handed out candy and Town Helpful Phone number magnets to help provide information to residents. The next upcoming event that Town Communications Staff will be present at is the Johnstown Jingle and Town managed Johnstown Christmas Tree Lighting.

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- *Town Website Accessibility and Monsido* – The communications team recently brought on board a service called Monsido. This service will help the communications team automate website accessibility testing and maintenance and improve the Town’s website user experience for all residents.
- *Town Veteran Banners (light pole)* – After Veterans’ Day, the Town’s Johnstown Honors program banners will come down until next season (May 2023). These banners will be kept (and some replaced) and prepared to be hung again for next year. The Johnstown Honors program continues to accept new service member banner applications and the online exhibit will continue to be live on the website:  
[johnstown.colorado.gov/Johnstownhonorsonline](http://johnstown.colorado.gov/Johnstownhonorsonline)
- *Shop Local Campaign* – The Economic Development Department is working with the Communication Team to develop a Shop Local Campaign for the upcoming holiday season which will highlight and feature local Johnstown businesses and encourage residents to shop local. The campaign is expected to be launched in mid-November and last through December. Since the Shop Local Campaign will highlight brick & mortar businesses, the Town will not have a business of the month for November.
- *Downtown Johnstown Branding & Wayfinding Project Update* – Kristin, from Michael Baker International, will be presenting to Council on November 21 regarding the community outreach and survey that was conducted during Phase 1 of the project. The presentation was originally set for November 7 but has since been rescheduled. The Economic Development Department will notify our business community about the presentation and encourage attendance at the Town Council meeting. The following steps will be to publish the report online and provide the community an opportunity to review the results. The Town will also begin Phase 2 of the project, which is Brand Design, that will be launched with a Town Council Work Session in late November.
- *Downtown Johnstown Façade Grant Program* – Town Council budgeted \$35,000 for the Façade Program in 2022. Staff is happy to announce that all funds have been earmarked for façade improvement projects in the downtown corridor. The Town was able to award 6 local businesses and all projects will be completed by end of year to receive reimbursement for the façade improvements.

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## **Police Department**

### ***Training***

- *CAD Training* – The entire department received training on the new Computer Aided Dispatch (CAD) system that is going to be pushed out to all Weld County Agencies on November 1.
- *Use of Force Training* – The entire department received training at the Loveland Fire training grounds in force on force scenarios, utilizing simunition rounds. The scenarios were created using events that have actually happened in the Northern Colorado area.
- *Internal Affairs Training* – Lt. Williams attended a weeklong internal investigations course, where he will expand his knowledge of internal investigations.

## **Public Works and Utilities**

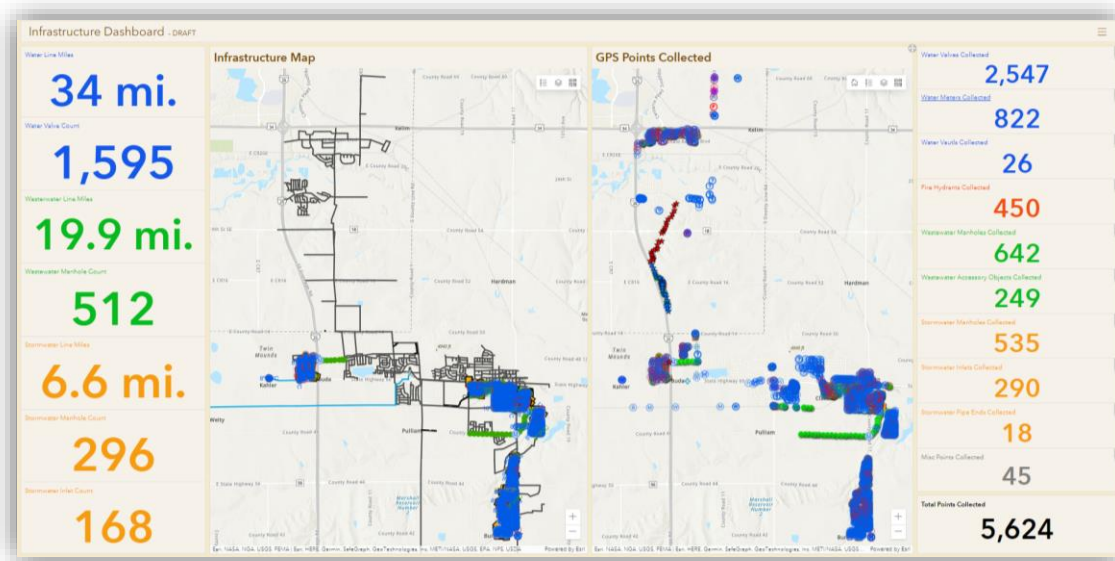
- Testing and Inspections:
  - Thompson River Ranch Clubhouse 280’ sewer main inspected.
  - Pintail – 2,280’ water main tested.
  - Granary – 5,000’ water main tested, 4,857’ sewer main tested and, 24 manholes tested.
  - Ledge Rock – 500’ sewer main inspected, 24 services.
  - Johnstown Village M&N – 1,000’ water main inspected, 2,300’ sewer main tested.
  - Water Tower – 180’ 16” water main inspected.
  - Central Phase II – 1,190’ sewer main inspected, 810’ sewer main tested.
  - Proof Roll 500’ Linear Fee (LF) of subgrade for asphalt paving bottom lift.
  - High School - CR 13 Entrance inspected and approved inlet for ditch transition, proof roll 938 LF of subgrade prior to treatment.
  - Venture Avenue - Proof Roll 400 LF of 5’ sidewalk.
  - Thompson River Ranch County Road 3 - proof rolled 350 LF of Aggregate Base Course (ABC) for Hot Mix Asphalt (HMA) bottom lift. Inspected CR 3 North of River Ranch Pkwy to Bridge that failed approximately 185 LF of bottom lift of asphalt. Repairs completed on October 31, 2022.
  - Thompson River Ranch Filing 12 - Final acceptance walk generated 33 item punch-list to be corrected over the next 30 days. Approved 5,972 LF of curb/gutter and walk. Approved 2986 LF of roadway.
  - The Granary - Proof roll subgrade and inspected 4,521 LF of rollover curb/gutter – approved. Inspected 10 inlet rebar cages prior to pouring concrete – approved.
  - Parish/CR 17 - Acceptance walk for CR 17, 21,840 LF of paving and shoulders – approved.
- Streets and Fleet
  - Installed 128’ of sod at the cemetery.
  - Ordered 250 tons of salt for winter operations.
  - Prepared 3 burials at the cemetery.
  - Streets Staff attended the Snow and Ice Conference in Loveland.

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- Started annual irrigation line blowout at for Town owned properties.
- Conducted 9 Preventative Maintenance (PM) checkups to various vehicles and equipment.
- Completed 8 miscellaneous repairs in-house to various vehicles and equipment. –
- Continued working on software integration of the new fleet tracking software program RTA.
- Outfitted all snowplow implements onto equipment for this winter.
- **GIS/GPS: Data Collection Information**



- **Treatment**
  - Avg October Flows
    - Water Treatment: 2.416 MGD
    - Low Point Wastewater: 0.293 MGD
    - Central Wastewater: 0.781 MGD
  - Geosmin/MIB levels decreased in Lone Tree based on last sampling.
  - We continue to work with our vendor on fine tuning the Ultra Sonic Buoys to address Geosmin/MIB level in Town Lake.
  - GAC change out is scheduled to start early November.
- **Utilities Sewer Collection & Water Distribution**
  - 2 Water breaks were repaired on unknown waterline paralleled to SH60
  - Locates: 312 curb stops & 15,600 ft of water and sewer main lines
  - Shut Offs: 15 services were shut off in October for nonpayment.
  - Programmed/Installed 36 Meters/MTUs: 15 New and 21 Replacements
  - Monthly Manual Reads: 44 Hydrant Meters & 45 Residential Meters
- **Raw Water Transmission** – The project has been awarded to Civil Resources. Town Staff is working with Civil Resources to gather historic information on the Towns Raw Water Systems.

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- *South Water Tank* –The Tank was successfully raised on September 12. The tank crews are remobilizing to finish the roof and internal piping/electrical. Once the final structure is complete, the paint crews will mobilize to finish coating the outside and inside of the tank.



- *South Water Tank Distribution Pipeline* –The contractor is working on installing mainline along WCR 13. The contractor is working north to south between Hwy 60 and WCR 42 for the next several weeks. Town staff is working with adjacent property owners and the Hillsborough Ditch Company to complete the final bore in November.
- *Water Treatment Plant Expansion* –Town Staff, the design engineer and the owner’s rep are working together to select the criteria for the membranes and new site layout options. Once the criteria are set the Town will issue an RFP to solicit proposals for selecting the membranes. The membrane selection will allow the design to keep progressing forward. In addition, Town Staff is working on issuing an RFP to select a CMAR for design services.
- *Central Interceptor Phase 1* – The contractor is wrapping up some small items while collection and distribution staff is working with them to optimize the performance of the lift station.
- *Central Interceptor Phase 2* – Contractor is installing sewer main along WCR 46 between CR 15 and CR 13. The bore crew is wrapping up the bore under the railroad tracks which is necessary to abandon the Clearview Lift Station.
- *North Interceptor* –The contractor has begun preparing the site for the new lift station and providing project submittals to the Town and the design engineer for review to be able to procure equipment/materials. Weld County has approved the building permit for the new lift station. The contractor is ordering long lead items to ensure that the project is

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completed on time. In addition, Town Staff is continuing to coordinate with property owners to acquire all necessary easements.

- *Low Point Sewer Expansion* – Masonry work is complete on the MBR building and roofing has begun. The contractor will begin installing equipment in the MBR building as it arrives on site. The masons have begun working on the headworks building. The contractor is continuing to install process piping and backfilling operations around the new buildings.
- *Central Plant Design* – The Design Engineer is working with CDPHE on the Site Location and Chemical Modification approvals. Town Staff continues to review the design and provide direction to the Design Engineer. The Town received a proposal for the CMAR design services and has signed a contract with Moltz Construction which is included as an informational item in this Council Packet.
- *Charlotte Street Improvements* – The Kick-Off meeting was held, and the contractor has ordered water and sewer piping. Contractor stated pipes are delayed due to low supply and project is scheduled to begin the week of November 7.
- *County Road 17/Parish Ave Mill and Overlay* – The project is complete and has passed inspection.
- *Traffic Signal Design for Carlson Blvd and State Highway 60* – Design for the traffic signal is complete and CDOT is reviewing the bid packet. Once approved the project will go out to bid. The IGA for MMOF funding is scheduled for Council approval on November 7.
- *State Highway Feasibility Study* – The Town and consultant presented findings to the Council at the October 24 work study session and will present at the Town Council regular session on November 7.
- *Little Thompson River Trail*- Design for the trail is 95% complete and final approval from CDOT permitting the Town to advertise for bid is eminent. Town Staff and the design firm are currently working on the Request for Proposal documents and working on a release date for the proposal, anticipated in November.

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