



# Town of Johnstown

## MEMORANDUM

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TO: Honorable Mayor and Town Council Members

FROM: Matt LeCerf, Town Manager

DATE: November 21, 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):

- 11/21/2022 – Regular Council Meeting
  - 11/28/2022 – Work Session (6:00 p.m.)
  - 12/05/2022 – Regular Council Meeting
  - 12/12/2022 – Work Session (6:00 p.m.)
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### **Administration, Finance, Planning, & Human Resources**

- *Municipal Court* – 140 Court Cases were processed in Municipal Court in the month of October. Staff has begun meeting with the new Prosecuting Attorney, Avi Rocklin, as Council approved a contract to be signed. Ms. Rocklin will begin working with the Municipal Court in January of 2023. The court days will also change in 2023, going to the first and third Mondays of the month, with the docket starting at 1 p.m.
- *Liquor Licensing*- The Town Clerk has received a renewal application for Lux Nailbar.
- *Business Licensing* - Renewal notices have been mailed out to over 500 businesses for the 2023 year.

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- *Weld RE-5J Long Range Planning* – Town planning staff attended meetings on November 8 and 17 to discuss the development of a proposed strategic plan for consideration by the School Board.
- *Planning & Zoning Commission (PZC)* – One of the PZC commissioners has resigned and the Town is seeking candidates to interview at the December 14 regular commission meeting, for appointment in 2023. The PZC is also considering updates to their bylaws to appoint an alternate commission member to offset future absences and resignations and ensure a smoother transition.
- *Sewer Bonds* – The payment of \$976,575 was scheduled on November 7.
- *Colorado Xcel President* – The Town Manager attended an event to host Robert Kenney, Colorado Xcel Energy President. The meeting included the company’s energy outlook and matters of local concern regarding availability and affordability of electrical power in the community.
- *Hillsborough Change Case* – Town Staff and our water consultant professionals continue to work through the initial steps to submit the application and preliminary engineering data to the Hillsborough Ditch Company prior to filing our formal change case. We have also had discussions with local partners about the value of a joint change case. This possibility is still being considered.
- *Happy Thanksgiving* – Thanks to everyone for their hard work this year! It doesn’t go unnoticed. Happy Thanksgiving to the Council, Our Staff, and the Community – enjoy the time with your family.

## **Police Department**

- *Training:*
  - Supervisor Training – Sergeant Timme attended FBI LEEDA Command Leadership Institute.
  - Risk Assessment Training – Commander Oglesby attended pathway to violence training put on by the FBI Behavioral Analysis Unit.
- *Community Policing, Outreach & Miscellaneous Items:*
  - Officers participated in Trick or Treat Street
  - The second annual drug take back day was available for residents and unwanted medications were collected and taken to the DEA office in Denver.
  - The police department celebrated records professional’s week.

## **Public Works and Utilities**

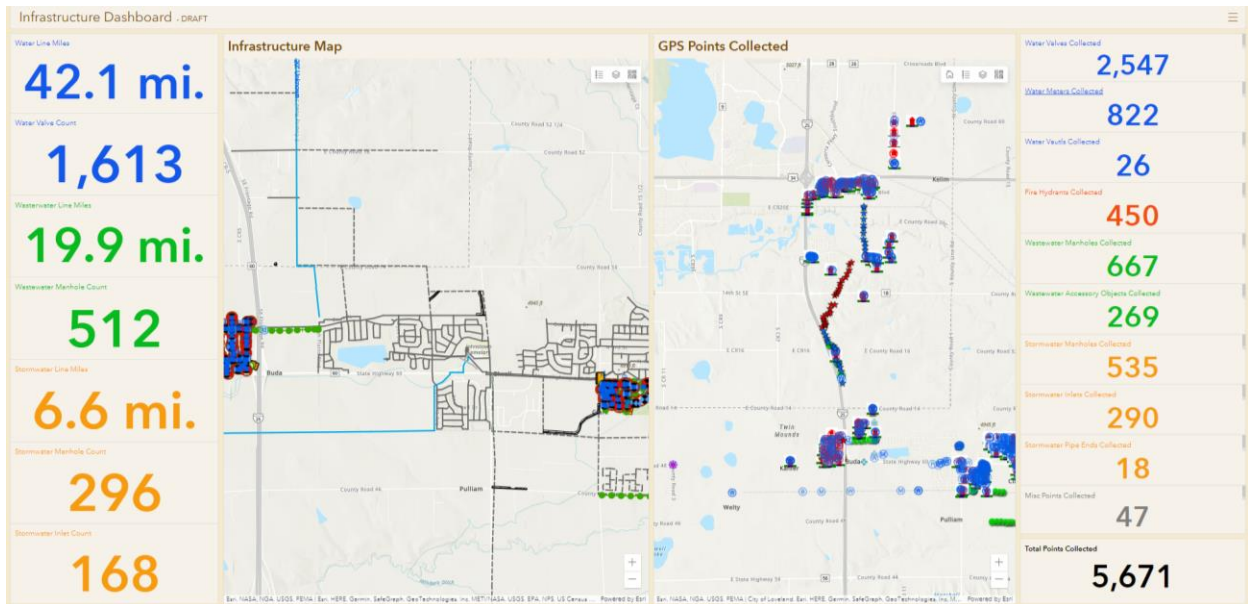
- *Inspections:*
  - Water line inspected – 4,670’
  - Water line tested – 2,440’
  - Sewer line inspected – 3,455’
  - Sewer line tested – 1,850’
  - Manholes installed – 11
  - Meter pits installed – 137
  - Water taps inspected – 175

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- Sub-grade Proof Rolled – 6,433’
- Asphalt inspected – 850’
- Revere Acceptance walk – 70 item punch-list required
- CR 3 top lift inspected – passed
- Fleet repaired electrical wiring on one of our main snowplows, performed preventative maintenance and performed repairs on several vehicles and equipment.
- *Streets and Fleet:*
  - The Housing Authority Subgrade and Paving was completed at the Johnstown Housing Authority facility near 2<sup>nd</sup> and Greeley.
  - Crews focused on street sweeping for fall leaf clean-up.
  - Crews installed holiday lighting on Parish Ave and at Town Hall.
  - Staff graded dirt roads for November.
  - Crews completed blowing out irrigation lines.
  - Staff spent several hours learning snow routes for this winter.
- *GIS/GPS: 2534 Area*



- *Treatment*
  - Avg November Flows
    - Water Treatment: 1.35 MGD
    - Low Point Wastewater: 0.3 MGD
    - Central Wastewater: 0.78 MGD
  - WTP: Took one DAF basin offline and performed routine maintenance.
  - WTP: Granular Activated Carbon units are being taken off line as the material is hauled away. Struggling with the colder temperatures and protecting equipment from freezing. Worked with vendor to haul remaining vessels in order to completely winterize system.

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- Low Point WWTP: Monitoring effects of adding air to south basin.
- Low Point WWTP: Removed fats and grease from influent wet well.
- Central WWTP: Working on the HVAC system for winter operations and changed out lights.
- *Utilities Sewer Collection & Water Distribution*
  - Locates: 140 curb stops & 16000 ft of water and sewer main lines
  - Programmed/Installed 52 Meters/MTUs: 24 New and 28 Replacements
  - Ground maintenance for all lift stations, cleaned out clear view lift station debris.
- *Raw Water Transmission* – Town Staff is working with Civil Resources to put together options to determine the best routing and location for a new pipeline.
- *South Water Tank* –Welding crews have finished welding the Tank. Painting crews have mobilized to finish painting the inside and outside of the roof, however, the cold front is currently preventing the contractor from painting until the low temperatures rise. The tank crews will also be working on piping/electrical.
- *South Water Tank Distribution Pipeline* – The contractor is working on installing mainline along WCR 13. The contractor is working north to south between WCR46 and WCR 44 for the next several weeks. Town Staff is working with adjacent property owners and the Hillsborough Ditch Company to complete the final bore in December.
- *Water Treatment Plant Expansion* – Town Staff, the design engineer, and the owner’s representative 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 membrane package. The membrane selection will allow the design to keep progressing forward. Town Staff has issued an RFP to select a CMAR for design review services. Town Staff is looking to award the CMAR contract by the end of the year.
- *Central Interceptor Phase 1* – Town Staff is processing the final payment to close out this project.
- *Central Interceptor Phase 2* – Contractor is installing sewer main along WCR 46 between CR 15 and CR 13. The bore under the railroad tracks has been completed. The mainline installation is scheduled to be complete by the end of the month and then the contractor will complete the tie over and abandonment of 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 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 are continuing to work on the headworks building. The contractor is continuing to install process piping and backfilling operations around the new buildings.

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- *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 has awarded the CMAR design services to Moltz, who is also doing the Low Point expansion. Town Staff, the design engineer and the CMAR will work on value engineering as the design progresses.
- *Charlotte Street Improvements* – Contractor has mobilized, and work is scheduled to begin the week of November 14.
- *Traffic Signal Design for Carlson Blvd and State Highway 60* – Town Staff is waiting on signed IGA from the State of Colorado, once received, the project will bid.
- *State Highway Feasibility Study* – The final report will be issued to Colorado Department of Transportation for final approval.
- *Little Thompson River Trail* – Design is complete and final approval from CDOT 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 advertising for bids, anticipated in November.

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CR3 bottom mat paving



Housing Authority parking lot subgrade work



Crews installing Holiday lights



Crews grading CR 42



Crews replacing stop sign



Crews filling corner of CR 50/CR13

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