



Town of Johnstown

MEMORANDUM

TO: Honorable Mayor and Town Council Members

FROM: Matt LeCerf, Town Manager

DATE: November 15, 2021

CC: Town Staff
Local Media

SUBJECT: Town Manager's Report

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):

- 11/15/2021 – Regular Town Council Meeting
 - 11/29/2021 – Council Work Session – 6 p.m.
 - 12/06/2021 – CANCELLED Regular Town Council Meeting
 - 12/13/2021 – Regular Town Council Meeting – SPECIAL DATE
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Administration, Finance, Planning, & Human Resources

- *2534 Holiday Lights* – The holiday lights were installed at 2534 and are scheduled to turn on Friday, November 19.
- *Cemetery Software* – New cemetery software CIMS (Cemetery Information Management System) was purchased a few months ago. Work is being done to convert the current data into the new software.
- *Municipal Court* – Court processed 62 summonses in the month of October
- *County Tax Liens* – Accounts have been reviewed and are being prepared for tax liens on past due utilities and outstanding abatements.
- *Johnstown Cash Program* – There are currently 48 businesses enrolled in the Johnstown Cash Program and over \$55,000 has been redeemed in certificates. The program will run until December 31, 2021 and certificates will no longer be valid after that date. All

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participating businesses were emailed to notify them of the upcoming end date for the program.

- *Shop Local Campaign* – Town is working on putting together a Shop local campaign in conjunction with the Johnstown Cash Program as we near the holiday shopping season.
- *Downtown Johnstown Parklet Program* – The Town of Johnstown received a grant through CDOT Revitalize Main Street Program to create a downtown parklet program. Town staff sent an email to the downtown businesses on 11/03/21 describing the general concept of the parklet program and are encouraged to contact the Economic Development Department to provide feedback. Town staff will capture the businesses feedback and put together final information regarding the program before moving forward in designing and purchasing the parklets.
- *Business of the Month* – November’s Business of the Month is Johnstown Lunch Box located at 111 W. South 1st Street. Johnstown Lunch Box was officially announced during the November 1, 2021 Town Council meeting.
- *Larimer County Climate Smart Framework* – Johnstown attended the Larimer County Climate Smart Framework Outreach meeting. This outreach component of the report will ensure all voices across Larimer County have input into the plan and will take place over the next few months and into Q1 of 2022.
- *Solar Bids* – Solar bids have been received from the vendors submitting on the bid. In total, the Town received 5 qualifying bids. We are currently reviewing those bids and intend to present a recommendation on the December 13 meeting.
- *Letford School Assessment* – Town Staff will meet with the architect team and construction team currently building the new Elwell Elementary School at Letford Elementary School on November 19 to evaluate what components of the land should remain versus those that should be razed. If Council has any feedback on this future plan as it pertains to salvaging anything, Staff welcomes this feedback now.

Police Department

Training:

- *Standardized Field Sobriety Test Instructor Training* – Officer Grounds attended SFST Instructor training. He is now certified to teach officers how to conduct nationally recognized, standardized field sobriety tests, on individuals suspected of driving under the influence of alcohol and or drugs.
- *Leadership Training* – Sergeant Dickerson attended the FBI LEEDA Command School. This will be the last school in the FBI LEEDA leadership series.

Community Policing, Outreach & Miscellaneous Items:

- *Community Relations* – Officers participated in handing out candy for Trick or Treat Street in the downtown area.

Public Works Department

Streets, Stormwater, Fleet & Parks

- *Streets* – Crews graded County Roads 3, 20c, 46, 44, & 42.

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- *Parks* – Staff is working through the CIRSA Audit items including placing wood chips and playground equipment. Trash continues to be picked up twice a week.

Water Plant & System

- *GAC System Updates* – The GAC was taken offline October 27 after evaluating risks to keep the system operational into December. Evoqua crews mobilized to remove carbon the first week in November and struggled with the removal extending operations through the weekend.
- *Lone Tree Pump Station* – A 16” butterfly froze after the Contractor repaired check valves with in the pump station on November 3. Town had to go onto the interconnects and were able to source a 16” replacement valve and the contractor completed the work on November 5.
- *Distribution System* – Staff flushed the system over the weekend to be able to start the plant the beginning of the next week. A fire hydrant on Venture was repaired that was damaged by a contractor. Fire hydrant flushing was completed in Clearview and the Landings Subdivisions.

Wastewater Plants

- *Central* – Operators are working through CIRSA safety classes and studying for next certification exams as well as assisting water plant with feeding PAC at Lonetree.
- *Low Point* – CIRSA audit items that were identified were completed including flushing all eyewash stations, checking emergency lights, mounting checklist for these items and checking the AED near the eyewash station in the lab.
- *Collection System* – Contractor repaired the Corbet Glenn lift station pumps and evaluated the Clearview lift station pumps. DES will start sewer cleaning in Old Town on November 5.

Development & Project Updates

- *I-25 Waterline Project* – Contractor is still waiting on updates to receive Cathodic Protection material to complete the project and submit to CDOT.
- *Johnstown Reservoir Dam Repair* – Reservoir is the process of being dewatered by J2 Contracting and the Town is waiting on word from CDW on whether they can perform fish removal.
- *South Water Tank* – The piers for the tank foundation will be drilled and poured starting the week of November 15 and are anticipated to be complete prior to Thanksgiving. The Contractor will then start the foundation for the tank.
- *South Water Tank Distribution Pipeline* – Council awarded the project to SMH West, LLC. A preliminary pre-construction meeting was held with the contractor in order to assist in ordering material immediately and working through contract documents.
- *Central Interceptor Phase 1* – Finishing up the structural construction at the Lift Station. In the process of installing fusible sewer pipe along the north side of SH60. Bore for SH60 is scheduled to begin November 15 however is dependent on the execution of a ditch crossing agreement with the ditch owner.
- *Central Interceptor Phase 2* – Awaiting final pricing for the GMP from the Contractor and cost comparison by the 3rd Party Independent Estimator by mid-November.

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Anticipated Council date for Construction award is the first meeting in December. Material have already been purchased for Phase 2 due to lead times and Staff is waiting on easement agreements.

- *Charlotte St* – Design Team worked with Police Department to evaluate traffic and speeding along Charlotte and did not find conditions that warranted stop conditions between Letford and Parish. Design Team is working through encroachment and temporary easement needs. Town has received the 75% design. A public meeting will be held at the 90% design phase.
- *Old Town* – Columbine St. is temporarily closed between 2nd St and Charlotte St as DeFalco installs stormwater pipe from Columbine to Estes Ave. Contractor will move to the sewer and stormwater installs in the alley.
- *N 2nd St Bridge Widening* – The design engineer is collecting environmental survey and utility potholing data and is expecting to have drawings complete by the end of November. The Engineer is coordinating with the Hillsborough Ditch Engineer on the design.
- *Low Point Expansion* – The Town is planning to award the construction contract and construction administration for the project at the November 15 Council meeting. The design engineer is coordinating with CDPHE on project approvals.
- *Active Developments* – Johnstown Farms Public Improvements, Johnstown Heights Public Improvements, The Ridge 1 & 2 Public Improvements, TRR County Road 3 Improvements, TRR 12 Public Improvements, Mallard Ridge Phase 3 Grading, Revere Public Improvements, Mountain View Townhomes, 2534 Site Plans.

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