



Town of Johnstown

MEMORANDUM

TO: Honorable Mayor and Town Council Members

FROM: Matt LeCerf, Town Manager

DATE: December 21, 2020

CC: Town Staff
Local Media

SUBJECT: Town Manager's Report

Upcoming Town Council 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):

- 01/04/2021 – Regular Town Council Meeting
 - 01/20/2021 – Regular Town Council Meeting (Wednesday)
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Administration, Finance, & Planning

- *Home Supply Shares* – The Town has rescheduled the closing on the 2 shares of Home Supply it plans to purchase to December 22. There were complications at the planned closing on December 15 that prevented us from closing. The Town also has been offered the option to purchase another share of Home Supply that is not changed.
- *United Power Franchise Renewal* – United Power and Town Staff continue to negotiate the upcoming franchise renewal. We expect to have this agreement presented before Town Council sometime in Q1 of 2021.
- *DOLA Grant* – DOLA has determined that they will not be offering Energy Impact Grants with a deadline of August 2021 and an award date of December 2021. Council may want to discuss if we want to wait on the grant for the Estes Avenue Drainage Project or pursue other avenues for funding.
- *Comprehensive Plan* – A “Discussion Draft” of the Johnstown Area Comprehensive Plan has been posted to the Town’s website and emailed to stakeholders for public review and comment. We will incorporate changes to this draft as we receive comments over the

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next month, including continuing to build on the plan's graphics. A "Final Draft" version is anticipated in mid-to-late December, depending on the feedback we receive.

- *Certification of Tax Levies* – DLG 70 forms have been completed and successfully delivered to both Larimer and Weld County certifying and setting the mill levy for the 2021 budget year.
- *CARES Grant* – Staff is preparing the final filing for the CARES act that closes December 30. Currently the Town has filed 2 reports and received reimbursement for 1. The 2nd is still being processed by DOLA.
- *Caselle Training* – Staff is participating in webinar trainings this week to make sure that we are in compliance with 1099 filing requirements.

Public Works Department

- *Street Signs* – The new signs to replace the current lighted signs on the mast arms along Highway 60 are finally ready to be replaced. These signs were supposed to be replaced last spring but due to an error with CDOT, they were delayed. CDOT has completed the signs and will be installing them soon. The request for the change was made by CDOT due to safety.
- *Parks* – Playground equipment in our parks continues to be sanitized a minimum of 3 times per week. We unfortunately received a call of vandalism in the Lake Park bathroom which resulted in Staff power washing all the bathrooms.
- *Lake Dam* – Staff installed a second air plug on the outfall pipe at Town Lake to add extra safety precautions to the dam leak until the new structure is replaced.
- *Cemetery* – Wreaths for the Wreaths Across America Program were delivered on December 15.
- *Grading* – County Roads 42, 44 and 46 were recently graded twice for a total of 6 miles. They also placed 45 tons of gravel on County Road 3 south of HWY 34.
- *Fleet* – Five police cruiser were serviced.
- *Snow* – Light plowing and sanding occurred on December 11 and 13 during the snow events.
- *Water* – A water leak was discovered on Highway 60. After some time of searching, the leak was located North of Highway 60. An old valve was found to be leaking from the packing gland. The repair was completed and we are working with CDOT to get the roadway patched when the weather is cooperative and asphalt plants have material available.
- *Lone Tree Pump House* – The Lone Tree Pump House is up and running. Crews are flushing the line to make sure all old water is cleared before we start pumping raw water to plant. Some final SCADA work needs to happen for final communication between plant and the pump house.
- *Surge Tank* – Repair was completed on the surge tank at the water treatment plant. Staff found a leak and bad gasket on the hatch. Repairs were completed.
- *SOP's* – New Standard Operating Procedures are being put in place for sampling at the water treatment plant. Staff will have these to help meet all our sampling requirements so testing is done on time to avoid late or bad samples. Standard Operating Procedures are

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also being put in place at our wastewater plants and our lift stations. Our goal is to be proactive by catching something before it breaks and prevent any issues.

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