



Town of Johnstown

MEMORANDUM

TO: Honorable Mayor and Town Council Members

FROM: Matt LeCerf, Town Manager

DATE: April 18, 2022

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):

- 05/02/2022 – Regular Town Council Meeting
 - 05/09/2022 – Work Session – (6 p.m.)
 - 05/16/2022 – Regular Town Council Meeting
 - 06/06/2022 – Regular Town Council Meeting
 - 06/27/2022 – Work Session – (6 p.m.) Tentative
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Administration, Finance, Planning, & Human Resources

- *Cemetery Software* – Staff has migrated over 1800 records into the new software that was purchased in the fall of 2021.
- *Liquor Licenses* – The Immortal Bar recently changed its name to Spirits Music Hall; the Town Clerk is working with the owners to get the proper paperwork filed with the Town and State.
- *Municipal Court* – Staff processed 143 summonses in the month of March.
- *Election* – The election team did a great job and processed 1620 ballots. The new 24 Hour Drop Box was a success as there were over 1200 ballots dropped off in the box.

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- *Planning & Zoning* – The commission welcomed its two new members and is now a full 7 members. PZC has consistently been meeting twice per month. Next meetings are scheduled for April 27 and May 11.
- *Land Use Code* – The Town hosted a community engagement meeting online on Tuesday April 12, with our consultants. The presentation mirrored prior information presented to Council and PZC, with the opportunity to obtain feedback and information from the participants.
- *Business of the Month* – April’s Business of the Month is Cassidy’s Sport Grill located at 15 S. Parish Avenue in Downtown Johnstown. Cassidy’s was officially awarded BOTM during April’s Council meeting on April 4, 2022.
- *Biz Walk* – The Town Manager and Economic Development Manager had their monthly Biz Walk in March and visited with Los Rudos Tacos located at 208 E. S 1st Street in Downtown Johnstown. April’s Biz Walk is tentatively scheduled for April 28, 2022.
- *Biz West NoCo Summit* – Staff attended the annual NoCo Real Estate Summit hosted by Biz West and presented during the Breaking Ground Session. Staff highlighted current economic development projects which included Buc-ee’s Travel Center, Ledge Rock Center, and opportunities for commercial development along Hwy-60. The Town also hosted a booth at the event and received positive feedback from the development community regarding the Town’s development process and business friendly environment.
- *Northern Colorado Regional Economic Development Initiative (NoCo Redi)* – The Town continues to participate in the regional efforts led by NoCo Redi. NoCo Redi recently released an annual report that highlighted the continued regional growth experienced in Northern Colorado which includes 13,000 new jobs in the pipeline with an average annual wage of \$75,000 and a potential \$15 Billion in private capital investment.
- *Arbor Day Programming* – The Arbor Day Tree Give Away voucher pick up was April 1-April 13 with April 14 and 15 for pick up days. By April 8, all 100 trees had been spoken for by residents who picked up vouchers. Tree Give Away Days (to include both before and after regular hours) went well in partnership with the Police Department and Public Works Department. There will be an Arbor Day Celebration Tour for local 4th grade classes involving Town Council on April 21, 2022. This Tour is complemented by a provided lesson plan for the classes prior to the Mayor’s meeting with them. The hope is to start an annual, sustainable, program to encourage the kids of Johnstown to be Earth stewards.
- *Highway 60 Analysis* – The Highway 60 corridor analysis has been placed on hold temporarily due to changes in personnel with the current engineering firm. We are evaluating options related to how we are best positioned to proceed and this decision will be made in the next 7-10 days. The initial agreement only started, which means little time will be lost if we make a change.
- *Larimer County Manager* – Linda Hoffmann, Larimer County Manager recently retired. She has been a strong regional partner for the municipalities and County in Larimer

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County and we appreciate her hard work and partnership for the betterment of our community.

- *Office of Communications Hiring* – The Office of Communications started interviewing for the Communications Specialist position the week of April 4. This position will provide support to the Communications Manager and will work to help promote transparency, message quality, and brand integrity within the Town of Johnstown.
- *Communication Types Update* – There are many ways to find out what is going on in the Town of Johnstown, between our very successful print and electronic monthly newsletter (open rate averages 40.2%), our social media (4.9k Facebook followers), our Community Calendar (linked off of the home page Johnstown.colorado.gov), our Capital Improvement Projects page (Johnstown.colorado.gov/CIP), the Town Manager Department Reports in every meeting packet or at Johnstown.colorado.gov/townmanager, or any of the resources on our website Johnstown.colorado.gov.
- *Northern Water Users Meeting* – Staff attended the Northern Water Users Meeting. This is the company that delivers and administers the Colorado Big Thompson Water and also is active in both the Windy Gap and Northern Integrated Supply Project (NISP) Water Projects.

Public Works and Utilities

Public Works

- *Pavement Maintenance Program* – Town staff is currently developing bid documents for this year's Pavement Maintenance Program.
- *Temporary Traffic Control Training* – The Town of Johnstown Public Works Department is hosting a Temporary Traffic Control training class that will be taught by an ATSSA Master Instructor. The training is intended for anyone involved in a construction work zone project (such as our streets crews). The class will teach a basic knowledge of temporary traffic control that allows staff to safely install traffic control devices, monitoring their performance, and recognizing deficiencies during the course of a project. The training is being paid for by a federal grant received by ATSSA. The Training will be held here in Johnstown Council Chambers and will include the City of Loveland, and the Towns of Mead and Milliken.
- *Spring Clean Up Day* – The Streets Division of Public Works is finalizing plans with Waste Connections for our spring clean-up day being held on April 23, 2022.
- *Potholes* – Town Streets crews have used a total of 3.5 tons of cold patch for potholes already this year.

Water Plant & System

- *Water Plant*
 - Scheduled GAC startup for end of April to prepare for geosmin and MIB in the water.
 - Coordinating with Browns Hill to create a daily report for the Water Commissioner, Home Supply and Town's Water Accountant with the Town's Raw Water and Return Flows.

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- Compiling Consumer Confidence Report information for mailing in May.
- Staff going to a more streamlined report style, to generate monthly reporting for water and wastewater.
- Staff editing daily walkthrough and Standard Operating Procedures (SOP) for easy input.
- *Distribution System*
 - Revere had a water break that was quickly identified and isolated by operations staff.
 - We are working through meter software upgrade and supply chain issues to cover the equipment gap between the new and old software to facilitate meter installations.
 - Administration is working on creating map books for utility locates.

Wastewater Plants & System

- *Central*
 - Working with Browns Hill to automate the Central Plant.
 - Contractor scheduled to haul off dry sludge removed from Pond 2.
 - Upgrading Non potable water system for more efficient operations.
 - Evaluating operation of Lift Station at Central.
- *Low Point*
 - Staff is Planning and preparing for effluent channel and contact chamber cleaning in May.
 - All of process control and plant checks were completed.
 - Staff going to a more streamlined report style, to generate monthly reporting.
 - Staff editing daily walkthrough and SOP for easy input.
- *Collection*
 - Lift Station routing inspection and maintenance.
 - Evaluating sewer inspection software to establish long-term O & M of the collection system.
 - Administration working on creating map books for utility locates.

Project Updates

- *2nd Street Bridge Project* – The project is moving along very nicely. Paving operations are scheduled to take place the week of April 11. The project should be completed by the week of April 18.
- *Old Town Drainage* – The project storm drain installation is nearly complete. The Town is now working with Xcel Gas to lower the gas line. Xcel has mentioned a supply chain issue for needed parts. We are looking at the possibility of a delay in paving operations if we are stalled by Xcel. Staff has been meeting with Xcel to discuss options to keep the project moving forward and hope to have a resolution to this challenge soon.
- *Charlotte Street* – Design is complete and bid documents are almost complete. The project will bid based on the timing of the DOLA Energy Impact Grant.
- *Johnstown Reservoir Dam Repair* – The Contractor set the bridge for the outlet tower structure on the east end and is building up the grade of the Dam to be a consistent elevation all the way around the Trail. The Town coordinated with the Home Supply and the ditch

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has started running water to completely fill the reservoir by the end of the month with the permission of the State Dam Engineer. The Town has been communicating with the Colorado Department Parks and Wildlife (CPW) on the filling and restocking of the lake and will provide updates to the public.

- *South Water Tank* – Contractor is continuing the striping and forming of each level of the tower shaft as well as pouring all of the dome pieces for the roof. This will continue until the end of the summer. We will try to offer a tour of the construction in April when the weather improves.
- *South Water Tank Distribution Pipeline* – Project work is focused on Bunyan Ditch and a Farmers Ditch bore crossings before irrigation season. Contractor is installing waterline through DCP mitigation area on WCR13 and along WCR15. Due to some unintended utility impacts the project is looking at a redesign in the WCR15 area which may delay the project a couple weeks in this area. April will start the work from the SH60 property heading south.
- *Water Treatment Plant Expansion* –Town received a 15% design estimate from the Design Engineer and is working as a team to determine the next steps contractually to effectively and efficiently move into construction.
- *Central Interceptor Phase 1* – The new lift station start-up and training of the operations Staff is scheduled for May. The old lift station decommissioning is scheduled for June. The Town has completed the substantial completion walk through with the Contractor.
- *Central Interceptor Phase 2* – Contractor is installing the manhole and main from the lift station heading south and will start to commence along CR46 as soon as the bore across WCR17 is complete. Due to mechanical issues with the bore work at the Hillsborough Ditch crossing the Town requested an extension with the Ditch company to April 25.
- *North Interceptor* – The CMaR team is finalizing the construction estimate for the contract pricing by the end of April. Construction is anticipated to be presented to Council for an award in May.
- *Low Point Sewer Expansion* – Earthwork construction continuing and crew is continuing to work on new structure construction for MBR/SBR and EQ basins adjacent to headworks building. We can coordinate a tour of the improvements in April if Council would like to visit the site.
- *Central Plant Design* – The Design Engineer submitted 30% plan for review. Town Operations staff will be reviewing and providing comment at the beginning of April.

Active Development

- *Active Developments:* The Ridge A & B, TRR LCR3, TRR 12, Johnstown Village (Mallard Ridge) Filing 1 Phase 3, Revere, Mountain View Townhomes, 2534 Site Plans, Evergreen Flex, Crowne Apartments, Johnstown Village Tracts M&N, Johnstown Farms Filing 3 WCR 46.5.
- *Acceptance:* Johnstown Village Filing 1 Phase 3A, Mountain View Townhomes
- *Early Building Permit Requests:* TRR 12, Mountain View Townhomes, Johnstown Village Filing 1 Phase 2 and Phase 3A.

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