



# Town of Johnstown

## MEMORANDUM

---

TO: Honorable Mayor and Town Council Members

FROM: Matt LeCerf, Town Manager

DATE: May 2, 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):

- 05/09/2022 – Work Session – (6 p.m.)
  - 05/16/2022 – Regular Town Council Meeting
  - 06/06/2022 – Regular Town Council Meeting
- 

### **Administration, Finance, Planning, & Human Resources**

- *2021 Audit* – Remote fieldwork began Monday, April 25.
- *Planning & Zoning* – The PZC has the next regular meeting scheduled for May 25.
- *Land Use Code* – Staff will be attending the next JDDA Board meeting to introduce the Town's efforts to update our codes related to land use and development.
- *Business Licenses* – Staff has processed 369 business licenses.
- *Arbor Day Celebration Tour* – The Arbor Day Celebration Tour with the Town's local elementary schools went well on Thursday, April 21, 2022. All 3 elementary schools were involved in the day, specifically the 4<sup>th</sup> grade classes of each. The Mayor and Town administration staff saw over 200 kids and discussed with them the importance of Arbor Day, Trees in our community, and taking care of nature in our surrounding areas. The Town was very excited to be able to partner with Letford Elementary, Pioneer Ridge, and

The Community That Cares

[johnstown.colorado.gov](http://johnstown.colorado.gov)

P: 970.587.4664 | 450 S. Parish Ave, Johnstown CO 80534 | F: 970.587.0141

Riverview School in this educational opportunity. The student's "nature promises" in the form of hand cut outs can be seen on display in the Town Hall foyer. Programs like this provide a sustainable way to mix government efficacy with the Town's values and goals, and the education of the local youth.

- *Clean Up Day* – April 23 was the Town Clean Up Day and was a success. This year's location (Loveland Auto Auction) allowed the event to take place in Johnstown, close to residents, but also opened up the Downtown from unnecessary traffic and backup as has happened in years passed. Around 210 car/truck/trailer/SUV loads were brought through the Town's Clean Up Day event. This event is a great way to keep the Town clean and for residents to get rid of unwanted refuse. We had a successful event in partnership with our solid waste provider, Waste Connections.
- *Hiring* – We recently onboarded two Public Works Streets employees, one Parks employee, and an Administrative Assistant for the Police Department. We are looking forward to onboarding a New Code Enforcement Officer, Police Officer, Civil Engineer, Water/Sewer Superintendent, and HR intern over the next several weeks. We are currently sourcing/interviewing for a Communications Specialist, Police Officer, Parks, Assistant Town Manager, Town Clerk, GIS Specialist, Project Manager, Mechanic, Water/Sewer Crew Lead, and Water Treatment Operator.
- *Downtown Johnstown Branding & Wayfinding Project Update* – Town closed the RFP on April 8 and received a total of 15 responses. Town staff will be bringing to Council more information regarding the project and recommendation on which firm to award the project to during the May 2 meeting.
- *Economic Development Week* – Economic Development week is May 9-13 and aimed at increasing awareness of local programs that create jobs, retain and expand businesses, and advance development opportunities for the community. The Economic Development Manager is working with the Communications Manager to develop a robust social media and marketing campaign to create community awareness.
- *Upstate Colorado Weld County Profile 2022* – Upstate Colorado released the 2022 Weld County economic and demographic profile. Key highlights include the total county population at over 340,000, a gross regional product (GRP) of \$12.7 billion, and a strong skilled workforce with 87% high school diploma+ educational attainment. The full report can be found in the Informational Section of the Town Council Agenda for May 2.
- *Hillsborough Ditch Board Meeting* – The Town Manager met with the Hillsborough Ditch Board to provide a courtesy notice that the Town intends to file a water court change case on its Hillsborough Water. In addition, it was also communicated that those shareholders that wished to be included into the case could do so at no cost. They would need to sign an affidavit of historical use and acknowledgement that they wanted to be included in the case.
- *CCCMA* – The Colorado City/County Management Association meeting was earlier this month and was attended by the Town Manager. Learning opportunities and networking were available for organization and personal development.
- *Northern Water Users Meeting* – The annual water users meeting for Northern Water was April 13. The event included information on the outlook of water, restoration of the drainage basins impacted by the Colorado Wildfires in the past few years, and updates on

*The Community That Cares*

[johnstown.colorado.gov](http://johnstown.colorado.gov)

P: 970.587.4664 | 450 S. Parish Ave, Johnstown CO | F: 970.587.0141

capital projects including Windy Gap. The following day, the Northern Water Board set the early year quota at 70%.

- *LED SEP Project* – The Town has now completed the LED streetlight replacement program for the Supplemental Environmental Project. This replaced 256 lights and converted them to LED. Special thanks to Danielle Gardner who coordinated the project. This project was undertaken in connection with the settlement of an enforcement action taken by the Colorado Department of Public Health and Environment for alleged violations of the Colorado Water Quality Control Act.

## **Police Department**

### ***Community Policing, Outreach & Miscellaneous Items:***

- *Polar Plunge* – Members of the Police Department participated in the second annual Polar Plunge at Windsor Lake. We were able to raise over \$1,100 for the Special Olympics. The event as a whole raised \$105,000.
- *Click it or Ticket* – The Police Department is participating in the Click it or Tick it campaign along with the Colorado Department of Transportation, Colorado State Patrol, and 33 other law enforcement agencies in the State. In 2021, there were approximately 232 unbuckled fatalities in Colorado. The Johnstown Police Department is doing its part to help lower those numbers.

## **Public Works and Utilities**

- *Streets and Grounds:*
  - Staff are working hard in the parks applying fertilizer, overseeding bare spots, and checking irrigation system function.
  - Staff is finalizing specification for pavement maintenance this year for a Mill and Overlay on Parish from Charlotte Street to 46 ½. Additionally, staff is developing specifications for a double chip seal on CR 13 north of SH 60 and Thompson Blvd from US 34 to Ronald Regan.
  - Staff is in the process of updating the Street Design standards and the Drainage Design standards for the Town. These standards have not been updated since 2004 and are not up-to-date with modern design methods.
  - Staff is working on quotes for the emergency repair needed on the bridge at 46 ½. Staff is also working with CDOT to determine the repair review process.
- *Water Plant*
  - Staff has been dealing with high sediment loading in the raw water from Lone Tree Reservoir that has created a few challenges in operating the plant. The operators are making adjustments to the chemical feeds and increasing the rate of cleaning filters to address the sediment.
  - Staff contracted with a company to replace a valve that was showing signs of failure on the raw water line coming into the plant prior to the summer high flows. The Contractor ran into a number of issues with the install that required the Town to obtain water from Little Thompson and Central Weld for a couple days until the replacement was completed.

*The Community That Cares*

[johnstown.colorado.gov](http://johnstown.colorado.gov)

P: 970.587.4664 | 450 S. Parish Ave, Johnstown CO | F: 970.587.0141

- Staff prepared the Granular Activated Carbon (GAC) system for operation and carbon delivery to the plant. The GAC treatment system will be online by the beginning of May that addresses the majority of the treatment of the Town's taste and odor issues.
- *Distribution System*
  - WTP Staff noted unusually high flows of approximately 8MGD leaving the plant and called the Sewer Collection & Water Distribution (C&D) Department. A broken pipe was discovered at the new Revere Development that required replacement and isolation.
  - Staff were notified of a slow leaking water line near the ball fields on the east side of Town south of Hwy 60. Repair had to be coordinated with Xcel due to overhead electric pole and was repaired the last week in April by the Town's on-call Contractor.

### ***Wastewater Plants & System***

- *Central*
  - Operators were short staffed the last two weeks in April and were focused on daily operations at the plant. Starting in May, the Operators will pick back up on automating the plant processes with computer programming, equipment maintenance and installing a lime injection system to improve the alkalinity and ammonia levels at the plant
  - Contractor came in a sprayed the south end of Lagoon Pond #1 with lime to control the odor created from the plant's solids removal treatment process.
  - Contractor hired to remove the solids removed last year from Lagoon Pond #2 now that they are dry enough to haul off.
- *Low Point*
  - Operators were battling a layer of grease in the treatment basins that was discovered to come from a clog in the screening equipment that was allowing the grease to be by passed.
  - Operations came up with a plan to run the filter press 5 days a week in order to effectively and efficiently remove solids from the treated water and keep up with the weekend flows
  - Operators performed maintenance and bought replacement filters for the make-up air unit in the Headworks building

### ***Project Updates***

- *Johnstown Reservoir Dam Repair* – Contractor is continuing grading work around the Dam to create a consistent elevation for the trail. The reservoir level continues to rise and will be full by the end of the month. Once full, the Town will work with the Colorado Department of Wildlife on the restocking plan and fishing guidelines to residents this year.
- *South Water Tank* – Contractor is continuing moving up with the striping, forming, and pouring of each level concrete for the water tower shaft as well as pouring the 8<sup>th</sup> piece of the dome for the roof.

*The Community That Cares*

[johnstown.colorado.gov](http://johnstown.colorado.gov)

P: 970.587.4664 | 450 S. Parish Ave, Johnstown CO | F: 970.587.0141

- *South Water Tank Distribution Pipeline* – Project pipe crews are focused on completing the sections of waterline between the irrigation and river bores along WCR13 and installing the waterline sections from the South Tank and Olson Property on WCR15. Bore work includes finishing the 2<sup>nd</sup> Farmers Ditch crossing and the Little Thompson River crossing. May will start the work to connect the waterline from the SH60 heading south on WCR13.
- *Water Treatment Plant Expansion* – The Design Engineer has submitted 30% design plans for review and is in the process of surveying and investigating the sites underground utilities and soils. The Town and the Design Engineer are working through next steps to obtain a Construction Contractor to start the equipment purchasing and work through areas in the design where there are potential constructability cost savings.
- *Central Interceptor Phase 1* – The Town performed a punch list walk through with the Contractor on the pressurized and gravity sections of the sewer pipe installed as part of the project. The new Lift Station start-up is scheduled for May with numerous trainings identified for Staff and the old lift station decommissioning is scheduled for June.
- *Central Interceptor Phase 2* – Bore work wrapped up at the Hillsborough Ditch crossing and crews are extending pipe to either side of the ditch easement. Contractor is installing manhole and main from the lift station heading south and are at the intersection of WCR17 and WCR46. Work will commence along CR46 once the sewer bore is completed under WCR17 now that the Hillsborough Ditch bore work is wrapped up.
- *North Interceptor* – The Project design and construction team is finalizing costs for construction based on 90% design with the cost review meeting scheduled for the end of April. Construction is anticipated to be presented to Council for award at the end of May.
- *Low Point Sewer Expansion* – Earthwork construction continuing and crew is wrapping up foundation work on new structure construction for MBR/SBR and EQ basins adjacent to headworks building. The Town is working with CDPHE on receiving necessary approvals for the Plant from the State.
- *Central Plant Design* – The Design Engineer received review comments for the 30% plans and will be submitting the Site Location Application for the project to the State. The project team is working through the equipment selection process for the new facility and is anticipating presenting equipment selections to Council for award at the end of May.
- *Old Town Drainage* – Xcel gas is scheduled to relocate their gas line starting this month and continue throughout May. The project may be delayed due to the Xcel timeline. The alley is scheduled to be concrete paved in April with street work on Greely, Fremont, and Estes beginning early May.
- *Rolling Hills Playground*- The pour in place floor is scheduled to begin the week of April 25 with the rest of the playground installation taking place in the first two weeks of May.
- *2<sup>nd</sup> Street Bridge* – The bridge project is 98% complete with just sidewalk remaining on the north side of the Bridge. The work is currently being scheduled for completion.
- *Charlotte Street* – Staff is finishing up work on the general conditions and special provisions and the project is scheduled to bid in early May with an estimated late July award date (pending Energy Impact Grant).

*The Community That Cares*

[johnstown.colorado.gov](http://johnstown.colorado.gov)

P: 970.587.4664 | 450 S. Parish Ave, Johnstown CO | F: 970.587.0141

***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, Crowne Apartments, Johnstown Village Tracts M&N, Johnstown Farms Filing 3 WCR 46.5
- *Construction Acceptance:* Johnstown Village Filing 1 Phase 3A, Mountain View Townhomes
- *Final Acceptance:* TRR 10
- *Early Building Permit Requests:* TRR 12, Johnstown Village Filing 1 Phase 2 and Phase 3A

*The Community That Cares*

[johnstown.colorado.gov](http://johnstown.colorado.gov)

P: 970.587.4664 | 450 S. Parish Ave, Johnstown CO | F: 970.587.0141