



Town of Johnstown

MEMORANDUM

TO: Honorable Mayor Lebsack and Town Council Members

FROM: Matt LeCerf, Town Manager

DATE: November 1, 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):

- 11/8/2021 – Council Work Session – 6 p.m.
 - 11/15/2021 – Regular Town Council Meeting
 - 11/29/2021 – Council Work Session – 6 p.m.
 - 12/06/2021 – Regular Town Council Meeting
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Administration, Finance, Planning, & Human Resources

- *Open Enrollment* – We held open enrollment meetings for staff in October. As a participant, employees are required to pay their proportionate share for the program management.
- *HRIS System* – We are working through implementation for our new human resource information and payroll system.
- *Hiring* – The Town is actively recruiting a Public Works Director. Ellen Hilbig was promoted to the position of Utilities Director.
- *Planning & Zoning Commission* – Larry Storms has resigned from the Commission after serving the community for five years. The Town will post this volunteer opening on social media and the website and allow citizens a few weeks to respond before scheduling

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candidate interviews. PZC has held multiple hearings in recent months, with upcoming Nov 17 and Dec 15 hearings closing out the 2021 year.

- *Johnstown Cash Program* – There are currently 48 businesses enrolled in the Johnstown Cash Program and over \$54,600 has been redeemed in certificates. The program will run until December 31, 2021 and certificates will no longer be valid after that date.
- *September Biz Walk* – September’s Biz Walk included the Town Manager and Economic Development Manager who visited with Cristiana Salon. Biz Walks are scheduled monthly by the Economic Development Department.
- *Christmas Tree Sponsorship* – The Town wrapped up the Christmas Tree Sponsorship program and was able to raise over \$3,600 through contributions from existing businesses in the community. The tree is set to be installed later this year in the downtown corridor and will feature ornaments from businesses who contributed.
- *Town Website Data* – It has officially been a year since the Town launched its new website, and it has been a successful year. Overall, the site appears to be more consistent used (both internally and externally) and there are more returning users than on the previous platform. The goal of the new website when it was created (and still today) is to provide residents an easier to navigate and user-friendly online portal to conduct business with the Town and be informed of Town events, initiatives, and information. In the past year the site has had over 65k users conducting more than 105,000 sessions with a 20% return rate (these data points are about par with peer’s website data).
- *Town Clean Up Voucher Program 2021* – The Town’s 2021 Clean Up (Day) voucher program is currently happening. Residents can pick up a voucher to be redeemed for 1 trip in a car/SUV/truck or with a small trailer of up to 3 cubic yards of the approved general items for disposal now until November 10. Vouchers will be redeemed at the Larimer County Landfill from November 12-27. The Town is excited to be able to partner with Larimer County Landfill again this year for this program and serve our residents who contract with the Town for waste collection services. Public Works and Communications staff are working together on bringing the program back to the Public Works facility in the future and partnering with Waste Connections per the RFP and contract.
- *Town Participation in Trick or Treat Street* – Town Staff participated in this year’s Trick or Treat Street hosted by the JDDA. This was a great opportunity for the Town to continue to get involved in community events and provide an opportunity to answer resident questions. Town staff handed out candy, and to those interested, the Johnstown Recycles magnets.
- *Johnstown Garbage and Recycling App with Waste Connections* – The WasteConnect app with Waste Connections now includes correct recycling dates for residents. This is a great tool for residents as they are able to see the schedule of their recycling day as well as use the “Look Up” tab to type in any items that they might need guidance on to recycle.
- *Solar Panel System RFP at Recreation Center* – The bid opening was delayed due to conflicts in the bidding and advertising documents regarding the bid opening date. The

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date was adjusted to November 2, 2021. We expect to make a recommendations on November 15, 2021 to Council.

- *Broadband Presentation* – Magellan Advisors and our Owner’s Representative – Peak Enterprises presented findings of the initial Financial Feasibility and Needs Assessment for Broadband Services in Johnstown. Ultimately representatives from each of the communities participating in the study supported the desire to move forward and perform a deeper dive of three firms that might provide services to our region.

Police Department

Training:

- *Legal Updates* – The entire department attended a legal updates training provided by the Larimer County District Attorney's Office. The officers were educated in the numerous changes to Colorado Statutes that had taken place in the State legislature and on recent case law, as it pertains to criminal investigations.

Community Policing, Outreach & Miscellaneous Items:

- *Civic Day* – The Johnstown Police Department participated in the 3rd grade Civic Day. 3rd grade students were given a tour of the police department and two of the police cars. The students also received stickers and baseball cards from the officers on duty.
- *Homecoming Parade* – Officers from the Johnstown Police Department led the Roosevelt High School homecoming parade.
- *New Code Enforcement Officer* – The Johnstown Police Department welcomed Officer Robert Richards onboard as the new code enforcement officer. Officer Richards is currently going through his field training program with Sergeant Williams and Sergeant Timme.

Public Works Department

Streets, Stormwater, Fleet & Parks

- *Streets* – Crews continue to pick-up trash totes for full service and recycling opt outs and delivering cans for new services. County Roads 3, 20C, 46, 44 and 42 were all graded. Staff helped with 3rd Grade Civic Day and showed students a variety of equipment including a street sweeper and snowplow. Internal training for pre-trip CDL inspections with hands on walk through was completed.
- *Facilities* – An exterminator was contacted for the Police Station.
- *Fleet* – Staff hosted internal training and walk throughs of equipment to prep for snow removal. They repaired chains and lights on snowplows and ordered first aid kits and fire extinguishers to have on hand. Staff replaced rear tires on the 2019 street pickup and the air bag for recall on 2009 water pickup as well as the dual on the freight liner.
- *Parks* – Staff removed all the flowerpots for the season in Downtown. New trees were planted in the Ace Hardware parking lot and in Clearview Park. Irrigation systems at the parks and cemetery are complete and the final grass cutting was finished for the season.

Water Plant & System

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- *Water Source* – Staff turned the feed from Town Lake off due to reduced demand. Plant is running on Lonetree only with no issues and sufficient time to backwash with the surge tank.
- *Lone Tree Pump Station* – A check valve recently failed and a 3” PVC waterline break occurred from the ditch. The contractor installed a blind flange to allow station to run with two pumps until the new check valve is delivered. Staff was able to repair the 3” PVC break internally.
- *Fire Hydrants* – The damaged fire hydrant at 4700 Market Place was repaired. Fire hydrant flushing is scheduled to begin the week of October 25.

Wastewater Plants

- *Central WWTP* – Staff is experiencing new SCADA issues at the plant. Browns Hill sent someone to look at the SCADA antenna. We are currently dependent on the old system for operations and are working to transition to the new system permanently.
- *Low Point WWTP* – A reactor blower belt melted and smoked at Low Point causing a Fire Department visit. The belt was replaced and oil changed and is now operating smoothly. Staff also experienced an issue with the IP address and PLC. The blowers and decanters lost communication with logic. The plant was run manually until the Contractor arrived on site and reset the PLC/logic connection.

Development & Project Updates

- *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, 2534 Site Plans.
- *I-25 Waterline Project* – Contractor is substantially complete with the Cathodic Protection work outstanding due to material sourcing challenges. Staff is compiling paperwork to prepare for the reimbursement request to CDOT per the contract agreement.
- *Johnstown Reservoir Dam Repair* – Staff is presenting dewatering, dredging and Minor Contract Revisions due to State review of design at the November 1 Council meeting. Reservoir is drained to the pump station inlet and the Colorado Department of Wildlife (CDW) has been contacted to assist in fish removal if the dewatering schedule aligns with CDW Staff availability.
- *South Water Tank* – Our Design Engineer is working through comments from the CDPHE with the Contractor. Working through quality assurance testing contracting for the project.
- *South Water Tank Distribution Pipeline* – The project bid closed October 14, 2021 and an award will be presented for consideration at the November 1 Council Meeting. Town sent the design and agreement review check and paperwork to the Hillsborough Ditch and are working through design elements with Weld County.
- *Central Interceptor Phase 1* – The contractor is finishing up the structural construction at the Lift Station and in the process of installing the fusible sewer pipe along the north side of SH60. Waiting on CDOT permit to complete bore crossing at SH60.

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- *Central Interceptor Phase 2* – The Town received 100% drawings and are receiving final pricing for the GMP from the Contractor and cost comparison by the 3rd Party Independent Estimator by mid-November Anticipated Council date for Construction award is December 6.
- *Charlotte Street* – Staff and the design engineer discussed project changes and collected ROW landscaping information. Feedback focused on speeding which was unable to be addressed with the design due to the wide street and limiting use of bump outs.
- *Old Town* – Construction flyers were created by the Town and delivered by the Contractor to residents. Columbine St. is temporarily closed between 2nd St. and Charlotte St. to provide construction staging as DeFalco installs stormwater pipe from Columbine to Estes Ave.
- *N 2nd St Bridge Widening* – The Town sent the design and agreement review check and paperwork to the Hillsborough Ditch. The Contractor executed the contract with the Design Engineer and is collecting environmental, survey and utility potholing data.
- *HWY 60 Watermain Project* – Services are complete and finishing up the paperwork to prepare for the reimbursement request to CDOT as per the contract agreement.

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