



# Town of Johnstown

## MEMORANDUM

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TO: Honorable Mayor and Town Council Members

FROM: Matt LeCerf, Town Manager

DATE: October 5, 2020

CC: Town Staff  
Local Media

SUBJECT: Town Manager's Report

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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):

- 10/13/2020 – FY 2021 Budget Work Session (Tuesday 6:00 p.m.)
  - 10/19/2020 – Regular Town Council Meeting
  - 11/02/2020 – Regular Town Council Meeting
  - 11/16/2020 – Regular Town Council Meeting
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### **Administration, Finance, & Planning**

- *Comprehensive Plan* – The Steering Committee met September 30<sup>th</sup>. We have some final community engagement questions posted online, on our social media, and with display boards at the Library, YMCA and Town Hall. Plan drafting will occur through October, with a Council work session and public draft scheduled by the end of the month.
- *Planning & Zoning Commission* – The PZC held a hearing for a Conditional Use Grant for a residential (single family) use in the CB (Central Business) zone on September 30<sup>th</sup>. Three hearings are scheduled on October 14<sup>th</sup> – Podtburg Annexation & ODP, Greybill Annexation & HA Zoning, and another Conditional Use Grant for a residence in CB.
- *Caselle Conference* – Caselle is hosting their annual conference online in a virtual format and are making it free to all attendees this year. It is a wonderful opportunity for staff to participate in extra training on this software.

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- *2021 Budget* – Work is continuing on the 2021 Budget. The first public hearing is planned for November 16, 2020.
- *Network System Assessment* – The Town has engaged with American Cyber Security Management to perform an analysis of our network. Completion is expected in about 45 days with recommendations as necessary to improve the security of our system.
- *YMCA Construction* – The Town received the final pay request including all retainage for the YMCA construction from A & P. The request is being reviewed and provided there are no outstanding items, this final pay request will be released in the month of October.
- *Property Appraisal* – The Town has engaged with an appraiser to value the property Council has spoken about related to a potential property acquisition. The appraisal is expected in 45-60 days at which time it will be presented to Council in Executive Session for direction to Staff.

## **Police Department**

### ***Training***

- *Department Training* – Classes for Victim Advocates, Evidence Packaging, and Critical Incidents were taught by Commander Sanchez
- *FBI Command College* – Sergeant Williams attended the FBI Command College. He learned about leadership topics and FBI resources.
- *Narcotics Training* – Sergeant Brown attended Narcotics Enforcement and Trafficking in Hotel/Motel and Parcel/Freight.
- *K9 Decoy Training* – Officer Ward attended K9 Decoy School where he learned how to properly be a decoy for our K9. Officer Kehr and K9 Vasco also helped with this training.

## **Public Works Department**

### ***Streets, Stormwater, & Parks***

- *CR 50* – The County Road 50 project is complete. Connell Resources finished the final 300 feet of road work on September 25. Final documentation was submitted to DOLA for closeout of the grant and project.
- *Dam* – On Friday, September 25, the Town of Johnstown received our annual dam inspection from the State of Colorado. During that inspection, a small leak was discovered on the downstream side of the low-level overflow structure on the east side of the dam. The inspector had concerns of a breach in the dam. Dam officials contacted Weld County Emergency Management and held a conference call with all parties to discuss what the next steps would be. It was agreed that no immediate concerns of a breach were apparent and corrections to fix the leak were implemented. The leak was caused from an inflated plug in the drain pipe that lost air and started draining the overflow pipe. Discussions to correct this was handled by State Officials, Town Engineer, and the Public Works Director. Divers were hired to install a new plug and the old structure was filled with concrete. Rebuilding the entire overflow drain was

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recommended and we have asked J&T Consultants to start the design process of a new structure. Cost for construction will be incorporated into the FY 2021 budget.

- *Cemetery* – The foundation for the Columbarium was poured. Delivery of the Columbarium is expected during the week of October 5.
- *Gravel Roads* – Blading of County Roads 3, 20C, 42, 44, and 46 was recently completed. CR 3 and 20 had mag chloride applied to help with dust control. We also applied mag chloride on CR 46 in certain areas where dust has been an issue.
- *Sweeper* – The Pelican was delivered on September 30. It will begin running as long as weather permits.
- *Parks* – Parks are still being disinfected at least 3 times per week. We are looking to see what can be used this winter to avoid ice on playground structures if disinfecting continues. Irrigation systems are being blown out for the season.
- *Hydrant Flushing* – Hydrant flushing is scheduled through the month of October. We will have a crew out every day, weather permitting. Our goal is to do at least half of the hydrants in Town this fall and complete the other half next spring.
- *Water Plant* – New cable was replaced on the DAF unit. This cable is what operates the alternating of the two DAF units. The chlorine pump recently went out and a new one was purchased and replaced. Multiple air lines were also replaced around the plant that operate the valves.
- *Lone Tree Station* – Pump #1 was repaired at the pump house. #1 went down a week or so ago and repairs are complete. The sump pump also went out in the vault in Lone Tree. This was also replaced. We are on schedule for Nov 1<sup>st</sup> to replace and finish the upgrades to the pump station as budgeted in 2020.
- *Wastewater Plants* – Staff is almost finished removing overgrown cattails around Pond #2 at the CWWTP. New surge protectors were installed at central to help with power blips. Aqua Engineering is almost finished with the utility plan. Once completed, it will be submitted for approval by North Front Range Water Quality Planning Association.
- *CMAR Project* – IMEG and Staff are finalizing the sewer capacity project. We will be presenting to NFRWQPA at the end of October for review. Once approved, we are hoping to start construction by the end of the year.

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