



Town of Johnstown

MEMORANDUM

TO: Honorable Mayor and Town Council Members

FROM: Matt LeCerf, Town Manager

DATE: September 7, 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):

- 09/07/2022 – Regular Council Meeting
- 09/12/2022 – Budget Work Session 1 (6:00 p.m.)
- 09/19/2022 – Regular Council Meeting - CANCELLED
- 09/26/2022 – Budget Work Session 2 (6:00 p.m. – If necessary)

Administration, Finance, Planning, & Human Resources

- *Municipal Court* – The Request for Proposal for a Prosecuting Attorney has closed, and Staff will be meeting with Council for direction.
- *Town Clerk's Office* – Staff will be meeting internally to review procedures for business licensing and special event processes. The application for Fall Fest submitted by the Johnstown Downtown Development Authority has been approved.
- *2023 Budget* – Meetings with departments have been completed.
- *Land Use Code* – Town staff is reviewing some initial drafts of the pending land use code updates. Work Session with Council was held on August 22 to obtain Council feedback and input on various issues to move forward with additional draft sections. Public Works,

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Utilities and Planning are also coordinating on the updates to both the LUC and the Design Standards and Engineering Specifications.

- *Larimer County* – Staff continues to coordinate with Larimer County Public Works and Planning departments on various interim and final roadway improvements, intersection configurations, and alignments that impact both entities. Most recently discussions have centered on intersections at CR 18 with CR 3 and CR 3e, and the future High Plains Boulevard alignment.
- *Glenn A. Jones Memorial Library* – Planning Staff met with the Library Director to discuss immediate and long-term options for an on-site accessory structure to assist with storage needs.
- *Oil & Gas Development* – Planning staff engaged with PDC Energy and the COGCC to review the proposed [Guanella CAP \(Comprehensive Area Plan\)](#) related to multiple well sites envisioned in Weld County. The western edge of the CAP boundary includes areas just within the Town’s GMA, north of CR 48.5, along the river, with the drill site (Belford) sitting east of Hwy 257 in Milliken.
- *Community Engagement at Weld RE5J Unite to Ignite Event* – Town Staff attended the Weld RE5J Unite to Ignite event on Saturday, August 27 to engage with residents and school aged kids about the Town of Johnstown. In addition to Communications staff, Economic Development staff (Sarah Crosthwaite) and the JPD School Resource Officer (Officer Kelley) also attended the event. Residents were able to learn about general Town initiatives, the Downtown Identity Branding and Wayfinding Project, as well as meet Johnstown’s SRO. Overall, the event went really well and Staff spoke with a number of residents who appreciated the information.



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- *Upcoming Community Engagement* – Town Staff will have a table at the following upcoming events to meet residents where they are, answer questions, and provide information about the programs and services of the Town.
 - September 10 – Touch a Truck Event at United Methodist.
 - September 10 - A booth at Johnstown Historical Society’s Quilt and Craft Fair.
 - September 18 – There will be a booth at JDDA’s Fall Fest Downtown.
- *Downtown Johnstown Branding & Wayfinding Project Update* – Staff conducted another round of business walks in August to meet with additional businesses in the Johnstown Plaza and 2534 area to discuss this project and gain community awareness. Additionally, Staff has another business walk scheduled in September to meet with the downtown businesses to provide an update regarding this project. Staff has also launched a new survey specifically for stakeholders to gain a deeper understanding of Downtown Johnstown and help us categorize how different stakeholder groups in our community perceive the corridor. This survey will be made available to identified stakeholders throughout Johnstown specifically the Johnstown Downtown businesses. Staff has also designed new project stickers which will be handed out to businesses so that they can provide it to their patrons to continue to raise awareness of the project.
- *Regional Resiliency & Recovery Roadmap Workshop* – The Town is participating in a Northern Colorado resiliency group that is being hosted by Upstate Colorado. The workshop is meant to identify regional challenges brought about by the COVID-19 pandemic and how to strengthen the regions position. The Town participated in the last meeting on August 16 and looks forward to sharing any updated information regarding this initiative with Council and the public as it becomes available and in final form.
- *Weld County Workforce Development Month* – In honor of Workforce Development Month in September, Weld County Employment Services will be hosting an open house on Wednesday, September 14 from 7:30 AM – 9:00 AM at 315 N. 11th Avenue, Building B, Greeley CO. The open house will provide an opportunity for community leaders, economic development, and businesses to connect. Town Staff plans to attend this event and encourages any interested parties to reach out the Town’s Economic Development office for more information.
- *Mineral Lease Agreement* – The Town is currently in discussions with both PDC Energy and Occidental regarding leasing of the minerals owned by the Town. We expect to have both lease agreements in a general form and overview to be completed in September and presented to Council in October with a recommendation.
- *Xcel Energy* – Town Staff continues to have positive discussions with Xcel Energy regarding available power supply for the current and future development of the Town. This purpose is to ensure that Xcel is prepared to meet the power supply needs of the community. Significant additional loads are planned to be online in Q2 of 2024.

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- *Executive Assistant* – Rachel Blazek started working for the Town last week as the Town Manager’s new Executive Administrative Assistant. She is a great addition and will help to support many of the administrative functions of the Town.

Police Department

Training:

- *Active Shooter Training*- The Johnstown Police Department with Windsor Police, Milliken Police, Front Range Fire, Platteville Gilcrest Fire and Loveland Fire completed active shooter response training over three days at Letford Elementary. This included skills instruction and full-scale scenario training.
- *Sex Offender Training*- Officer Grounds completed sex offender training put on by Colorado Bureau of Investigations.
- *Animal Capture Training*- Code Enforcement Officers hosted and completed a chemical capture certification course at the Police Department. This prepares them to dart a dangerous animal with medication allowing them to capture it safely.

Community Policing, Outreach & Miscellaneous Items:

- Officers are participating in a program through Culvers to give out coupons for free ice cream to kids that they see doing good for the community.
- Officer Kelley and Jamie Barker attended a Weld RE5J event in Milliken in support of the school district.
- Officer Kelley and Lieutenant Williams assisted with a school safety evaluation on Elwell prior to its grand opening.

Public Works and Utilities

- *Raw Water Transmission* – The Town received three bids for the Request for Proposal (RFP) for the design, land acquisition, bidding and construction phase engineering and observation services for an approximately 11 mile 24”- 48” diameter Raw Water Transmission Main to expand the Town’s current raw water supply to the Water Treatment Plant. Town staff will be presenting the project to Council on September 7.
- *South Water Tank* – Contractor has finished welding the tank together on the ground. The next steps are to prepare and paint the tank while it is still on the ground and then raise the tank into place before finishing the top of the tank. The tank is currently being prepared for painting, which is anticipated to begin in early September.
- *South Water Tank Distribution Pipeline* – Project pipe crews are focused on completing the sections of waterline between WCR40 and WCR42 on the west side of WCR17. The Contractor has also started main line installation on WCR 13.
- *Water Treatment Plant Expansion* – The pilot test for the design of ozone treatment systems and filters are wrapped up. The Design Engineer has submitted the 30% plans and met with operations to review. The owner’s representative, Blue Water Engineering, is on board and assisting Town Staff in making key decisions.

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- *Central Interceptor Phase 1* – The contractor is wrapping up some small items and collections and distributions staff is working with them to optimize the performance of the lift station.
- *Central Interceptor Phase 2* – Contractor is installing sewer main along WCR46 between CR 17 and CR 15. The bore crew has begun installing the bore under WCR13.
- *North Interceptor* – The 100% design plans have been issued to the Contractor. The contractor has begun preparing the site for the new lift station and providing project submittals to the Town and the design engineer for review to be able to procure equipment. The Contractor is also working with Weld County to obtain the necessary permits.
- *Low Point Sewer Expansion* – Approximately 95% of the concrete has been installed. Masonry work has begun around the new MBR building and will continue throughout the site in the coming months.
- *Central Plant Design* – The Design Engineer submitted the Site Location Application for the project to the State (CDPHE) as well as the Utility Plan update for the project to the North Front Range Water Quality Planning Association (NFRWQPA) which was discussed at the NFRWQPA meeting on July 28. NFRWQPA approved the plan. Staff is working on early procurement of the equipment that Council has approved to ensure that the project stays on schedule.
- *Old Town Drainage* – Paving of Estes and Greeley is complete and crews are working on finishing up the landscaping along both Greeley and Estes.
- *Charlotte Street Improvements* – The construction contract is on the September 7 Council Meeting for consideration. Should Council approve the contract, a Notice to Proceed to the contractor will be given to the contractor on September 8.
- *County Road 17/Parish Ave Mill and Overlay* – The project has started and crews are working south from County Road 40. The project is currently ahead of schedule and is making very good progress. Crews will mill a section at a time and place a bottom lift on the roadway so each section can be re-opened. Once the bottom lift is installed on the entire project, crews will install the final top lift.
- *Traffic Signal Design for Carlson Blvd and State Highway 60* – Design for the traffic signal is at 60% design level and being reviewed by CDOT for comments. Town Staff met with CDOT Local Agency personnel to discuss the project and an IGA from CDOT is forthcoming for Council’s consideration. The IGA is required as part of the MMOF funding. Once the IGA is approved, the Town will be able to purchase the traffic signal poles that have a 4–6-month lead time.
- *State Highway Feasibility Study* – The Town and consultant met to go over preliminary design options for SH 60 from 1-25 to County Road 19. The design options will be presented to the Council for feedback on October 10 during a work session.
- *Little Thompson River Trail*- Design for the trail is 95% complete and final approval from CDOT is forthcoming. Town staff and the design firm are currently working on the Request for Proposal documents and working on a release date for the proposal.
- *Chip seal* – Chip seal for portions of County Road 13 and County Road 15 are occurring in September. Chip seal for High Plains Blvd is complete. High Palins Blvd just north of

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SH 60 was chipped sealed in preparation of the High Plains Blvd scheduled opening on September 8.

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