



Town of Johnstown

MEMORANDUM

TO: Honorable Mayor and Town Council Members

FROM: Matt LeCerf, Town Manager

DATE: January 4, 2021

CC: Town Staff
Local Media

SUBJECT: Town Manager's Report

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):

- 01/11/2021 – Work Session
 - 01/20/2021 – Regular Town Council Meeting
 - 02/01/2021 – Regular Town Council Meeting
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Administration, Finance, & Planning

- *Round 2 Micro Grant* – The Town has received 4 applications for Round 2 Micro Grant Requests. 3 awards have been made from these applicants totaling over \$35,000.
- *Home Supply Shares* – The Town closed on 2 changed Home Supply Shares and is working to close on one more unchanged share in January 2021.
- *Broadband Study* – Preparations for the Broadband study are underway currently. We are also concurrently having discussions with other municipalities who may have an interest to partner together on the study that may include evaluation of a regional broadband approach with multiple governmental entities involved together providing the service to a larger area. More details to come as we develop the RFP.
- *Liquor Licenses* – Veteran Brothers Brewing and BM Nail Bar renewal licenses have been submitted to the State. Parry's Pizzeria & Bar was recently approved for a Temporary Modification of Premises License.

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- *Red Flag Policy* – The Town’s Red Policy is being reviewed and updated and will be brought to Council should any material changes be recommended.
- *2020 Audit* – The 2020 Audit is scheduled to begin the week of April 26th.
- *TRAKiT Software* – The Town’s new geo-based building and development permitting and project tracking system went live as of January 1, culminating an intense one-year configuration process. Once Town Staff are well-versed in using the system, a customer-facing “eTRAKiT” site will launch allowing direct online application and tracking, as well as citizen inquiries.
- *Comprehensive Plan Update* – Town Staff continue to address revisions and clarifications in the draft plan document. Release of the Final Draft has been delayed to ensure these revisions are fully integrated into that final document for public review.

Police Department

Training

- *Arrest Control Training* – Sergeant Williams conducted a markup arrest control training for the entire department for arrest control certifications.
- *Field Evidence Technician (FET) Certification* – Christina Adair completed FET certification training and she is now certified by the State in Crime Scene Administration and Management Skills, Crime Scene Sketching, Footwear and Tire Impression Recovery, Gun Shot Residue Recovery, Latent Print Development, Crime Scene Photography, and Collection of Biological Evidence.

Community Policing, Outreach & Miscellaneous Items:

- *Holiday Plan* – Officers worked numerous extra shifts at the Hwy 34/I-25 Business district to help out with traffic control for holiday shoppers and provide a highly visible crime deterrent.

Public Works Department

Streets, Stormwater, & Parks

- *Streets* – The patch on Hwy 60 was completed on December 21, 2020. After getting approval from CDOT to close the road for repairs, Staff hired Connell Resources to repair the roadway and complete the stripping. County Roads 42, 44, 46 and County Road 3 South of Hwy 34 were all graded twice for a total of 7 miles. The missing stop sign that was discussed last meeting was replaced.
- *Sewer* – We have recently had a few sewer backups. The first located on Greeley turned out to be the homeowner’s responsibility. The second was the line located behind the Cowboy Church on S. Denver, which we have had issues with in the past. We are looking at placing a manhole or clean outs on the line to be able to do preventive maintenance in the future. Currently there is no accessible manhole located at the HWY 60 sewer line where these two lines intersect.
- *Cemetery* – Wreaths for Wreaths Across America were delivered to the cemetery for distribution. Staff received a truck load of wreaths for the annual placement on military headstones. We have had interest in purchasing niches for the Columbarium. The brick

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walkway area was finished and residents are now able to start purchasing bricks to have their family names engraved on them for a fee.

- *Parks* – Staff continues disinfecting our playground weekly. Trash is also picked up weekly at all Town parks. The recent cold weather has not stopped our residents from visiting the parks.
- *Water Treatment Plant* – Staff met with CDPHE coaches to review our water treatment process. After their review, they've recommended using a different type of polymer in our system, which was delivered. This new polymer will help reduce more sludge volume and improve water quality. A new actuator for the surge tank is being installed. This allows staff to control the flow of raw water into the plant.
- *Lone Tree Reservoir and Pumphouse* – The pumps are working at the Lone Tree pump station. We are waiting for the reservoir to start filling so we can put the new station online. Until the Reservoir reaches the necessary water level, we are currently getting water from the Johnstown Lake.
- *Water Treatment Plant Expansion* – An RFP was posted on December 30, 2020 to hire an engineering firm to design the expansion of the Water Treatment Plant from 5 MGD to 10 MGD. Bids are due on February 5, 2021 with a planned recommendation to Council on March 15, 2021.
- *Wastewater Treatment Plants* – An RFP for equipment is out for the Low Point Plant. Aqua Engineering is bidding this project out in two parts; one for equipment and one for the contractor. This should help control some cost.
- *Central Wastewater Treatment Plant* – The plant at Central is dealing with corrosion of the wastewater line at the head works building. Replacement of these PVC lines is underway by Staff.
- *Central Wastewater Plant RFP* – An RFP will be posted on January 6, 2021 to hire an engineering firm to design a new Central Wastewater Treatment Plant. The new design will increase our daily flows from the current .999 and is tentatively planned for 2.5 MGD. Bids are tentatively due on February 17, 2021 with a recommendation to Council following the due date.

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