



# Town of Johnstown

## MEMORANDUM

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TO: Honorable Mayor and Town Council Members

FROM: Matt LeCerf, Town Manager

DATE: June 7, 2021

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):

- 06/14/2021 – Town Council Work Session – 6 p.m.
  - 06/21/2021 – Regular Town Council Meeting
  - 07/07/2021 – Regular Town Council Meeting
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### **Administration, Finance, Planning, & Human Resources**

- *2022 Budget* – Worksheets are in the process of being prepared for the 2022 Budget process.
- *2020 Audit* – The 2020 Audit is in its final stages. Field work has been completed.
- *Sewer Bonds* – Town staff has assembled the initial documentation necessary for the upcoming bond issue and is working with the bond participants to move forward with the process.
- *Communications & PD, Trading Cards* – The Office of Communications worked with JPD through the month of May to develop and process new Police Department officer/vehicle/location trading cards. The cards launched on June 5 during BBQ Days and will be collectable until December 31, 2022. The series (running from June 2021-Dec 2022) is titled “2021 Series” and will provide more opportunity for community

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engagement and goodwill as well as increase officer familiarity in our communities throughout the coming months.

- *Communications & BBQ Days* – The Office of Communications was working closely with the BBQ Days Committee to help spread information about BBQ Day on June 5, 2021. Excitingly, the event posts to our social media pages as well on our website have been very popular and heavily trafficked. The Office of Communications helped support BBQ Day communications initiatives by providing Town information, reposting/highlighting BBQ Day events and info, as well as partnering with BBQ Days to create social media filters to help spread the news about the events and the Town as well as encourage and promote community spirit.
- *Communications & Public Outreach Project Initiatives* – There are currently 2 public outreach initiatives that Communications is partnering with other town departments on: Charlotte St. Improvements and the Broadband Public Survey and Assessment. Residents are asked to provide their feedback related to both projects in an effort to improve understanding of needs, preferences, and experiences related to both topics. Survey links and more details can be found on the Town’s homepage – [johnstown.colorado.gov](http://johnstown.colorado.gov) in both the Town News section as well as the scrolling image section at the top. Information for both projects is also being shared through other distributions (newsletter, news media, social media).
- *Johnstown Cash Program* – As of May 26, 49 businesses have signed up for the Johnstown Cash Program and over \$35,000 has been redeemed in certificates.
- *Economic Development* – Beginning in June, the Economic Development Department will be launching several business retention and expansion (BR&E) programs that focus on engaging with our existing business community. The programs include Business of the Month and BizWalks. The ED Department is working with the Communications Department to develop press releases and social media campaigns for each program.
- *Economic Development Incentive Policy* – Town Council passed Resolution 2021-13 on May 3, 2021 which established a new economic incentive policy. The policy is now available on the Town website within the ED Department webpage.
- *CDOT Revitalize Main Street Program* – The Town submitted a grant application for the CDOT Main Street Revitalize Program on May 21. The grant application is set to be reviewed by the CDOT committee on June 2. Town Staff expects to receive a response regarding the grant status in June.
- *Hiring* – Two Water/Wastewater Operators started last week. A new Records Clerk started at the PD. An internal promotion filled the Municipal Court Clerk position. Hiring is currently in progress for: summer seasonal roles, Planner II, Customer Service Technician, and a Police Officer.
- *HR Systems* – HR is continuing work on HRIS and payroll systems selection.
- *I-25 Improvements* – Staff met to discuss planned signage at Hwy 402 and I-25 as well as at CR 16 and I-25. We advocated for more prominent signage considering our presence at the interchanges. Regarding the aesthetic improvements to Hwy 60 and I-25, it does

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appear we are able to make adjustments to the design and move back to the original design contemplated last year.

- *High School & Elementary School Projects* – Staff is meeting with District representatives for both school projects on a regular basis as they need to help move these projects through the process given the significant size of the projects and the value they provide to the community.

## **Police Department**

### ***Training***

- *Tactics Training*- Officers received updated training on building clearing/movement training. K9 was also implemented into the building clearing training.

## **Public Works Department**

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

- *County Road 3 Update* – CR 3 continues to move forward following delays. Currently, the sewer contractor is working south and has reached the bore under the Hillsboro Ditch. They are expected to do the final tie in by June 16 on the south side of CR 18. The road contractor will start grading the roadway on June 6. They are expecting to have a temporary road open around June 20. Currently, the developer is waiting on PVREA to underground the utilities which is scheduled for July or early August. Town Staff has asked PVREA to move quicker if possible. Staff met with the developer and Mr. Rainford on May 27 and he voiced concerns regarding the final layout of road and ROW. The developer agreed to get a surveyor out to lay out the planned road section to provide a better vision for the road improvements.
- *Main Street* – Flags and banners were hung on Parish and Charlotte. Flowers were planted on the north end of Parish.
- *Parks* – New mulch was installed at Aragon Park, the Johnstown Cemetery, and along Country Acres Drive and Hwy 60. Staff inspected the new disc golf course holes at Pioneer Ridge. Light bulbs were replaced at Clearview Park. Irrigation systems were turned on at Town Hall, the Police Station, Library, Public Works Building, Downtown, and Town Parks. A break was discovered at Sunrise Park and is being repaired.
- *Mowing* – Mowing efforts are in full swing. Right of ways along Telep Ave, Hwy 60, and County Road 15 were recently completed as well as all Town parks.
- *Fire Hydrants* – Fire Hydrant flushing in Clearview continues. Approximately 50% of hydrants have been flushed. The hydrant located at Sandalwood and Eaglewood was repaired May 14.

### ***Water Plant & System***

- *Water Treatment Plant* – The Water Treatment Plant has been back up and running since the week of May 3. Plant was down for tank work.
- *Lonetree* – The number 3 pump at Lonetree gasket failed after a loose nut was found. J2 came out and installed a new gasket and the pump is back online. Ramey re-installed the

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ditch bypass actuator and the number 3 Lonetree actuator after receiving them from the manufacturer.

- *South Water Tank* – Cablaco sandblasted the inside of the South Water Tank and put on the first coat. Welders are finishing up some needed repairs. The cooler weather and rain slowed the project, but Staff expects the tank to be fully online in two weeks.
- *Turbidity Maintenance* – Hach came out and completed quarterly turbidity maintenance and CL17 monitors for the online equipment.
- *Concrete Pad* – The Street Department handled all prep work for the new concrete pad for the GAC system. The concrete pad was poured successfully and is ready to receive the GAC vessels on June 14.

### ***Wastewater Plants and Collection System***

- *Chemical Feed Lines* – Staff have been working on replacing all of the old chemical feed lines in the chemical room with new CPVC lines that are designed for chlorine and other chemicals.
- *Hydro Seeding* – A hydro seeder was hired to spray lime on top of the sludge containment ponds to help mitigate the odor.
- *Stairs* – Stairs were ordered to replace the ladder at the influent pump station at Low Point. The current ladder provided vertical access; however, stairs will provide a safer way to access the area.
- *Maintenance* – McDonald Farms cleaned the Johnstown Farms lift station as well as the Low Point header gates.