



Town of Johnstown

MEMORANDUM

TO: Honorable Mayor and Town Council Members

FROM: Matt LeCerf, Town Manager

DATE: August 17, 2020

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):

- 09/09/2020 – Regular Town Council Meeting (Wednesday)
 - 09/14/2020 – FY 2021 Preliminary Budget Work Session
 - 09/21/2020 – Regular Town Council Meeting
 - 09/28/2020 – FY 2021 Preliminary Budget Work Session
 - 10/05/2020 – Regular Town Council Meeting
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Administration, Finance, & Planning

- *Liquor Licenses* – Little House, Parry's Pizza and Huang Garden renewal licenses have been submitted to the State for approval.
- *Agenda Software* – This meeting via Municode Agenda Software was used to create and publish the meeting agenda and packet.
- *Utility Accounts* – A letter has been mailed to our customers whose utility accounts are significantly past due encouraging them to contact us to set up payment arrangements.
- *2019 Audit* – The auditors have provided us with a draft version of the audited trial balance and preliminary adjusting entries. The final version should follow shortly.
- *Accounts Payable* – We are actively working to reduce paper invoice processing. Finance staff has researched and developed tools that will allow most of the AP process

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to take place electronically which reduces payment processing time, reduces the possibility of lost invoices, and increases the accessibility of past invoices without compromising file security. We are reaching out to all of our current vendors requesting electronic invoicing when possible.

- *Comprehensive Plan Update* – The Steering Committee will meet Tuesday, August 18 to continue work on content and framework for the Comprehensive Plan. We continue to seek community input on Values and Vision statements through August 29, with 334 responses since early July. Community Engagement for Phase I is complete and a summary is available on the Town's website: <https://townofjohnstown.com/371>.
- *Development Audits* – Planning Staff has recently initiated a process of reviewing recently-completed or coming-to-a-close developments to ensure all the developer obligations are met. Staff reviews approved plans, constructions documents, and property records, as well as development agreements to create a list of obligations; we then perform site visits and other research and follow-up to ensure all the pieces are completed, as required. Most recently, Corbett Glen has been audited and we are actively working with the developer on full compliance with the approved plans and agreements. Staff intends to remain proactive on these as new developments are approved.
- *High Plains Blvd IGA & ACP* – Town Staff has responded to several inquiries, as well as attended public 1-on-1 meetings on August 12 and 13 to discuss the High Plains Boulevard Study and Access Control Plan (ACP) proposed for adoption by IGA. For more detailed information: [Weld Co HPB page](#).
- *Micro Grant Program* – To date, the micro grant program has awarded 27 grants totaling over \$235,000 in benefits to our local businesses.

Public Works Department

Streets, Stormwater, & Parks

- *CR 50* – County Road 50 continues to be closed as the new roundabout is finished on County Road 17. Connell Resources will return on the 28th of August to finish the last 200 feet and place pavement marking. The road will open when stripping is completed.
- *Streets* – Grading continues on our dirt roads; County Roads 3, 20, 42, 44 and 46 were recently completed. County Road 3 is being graded twice a week due to the increased traffic from the Frontage Road closure. CDOT has offered to deliver three loads of gravel to us to help maintain the gravel road until the Frontage Road reopens. Pothole repairs were completed on County Roads 13 & 17. A trench that settled on Wood Duck in Pioneer Ridge was recently patched with crews placing 12 tons of asphalt. There are multiple locations in Pioneer Ridge with this problem and staff will continue to patch throughout the season. Clark Street in the Corbett Glen neighborhood was also patched with 5 tons of asphalt due to a utility trench settling. Signs ranging from warning and advisory signs to street name signs continue to be replaced throughout the Town.
- *Open Space Mowing* – The open lot by YMCA was recently mowed by Staff in preparation for the YMCA grand opening event. Staff continues to mow the 40+ acres of open space around Town as well as the CDOT ROW on HWY 60. This area is an

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agreement with CDOT for maintenance. The banks at sewer lagoon were also mowed recently.

- *Buildings* – The roof at Town Hall was repaired again. Damage to the roof was caused by freon leaking from the rooftop A/C unit which resulted in bubbles in the roof material under the unit.
- *Cemetery/Parks* –The Milliken based company, The Tree Guys, removed four large dead trees and thinned other trees throughout the cemetery. Staff had to remove and reset an old headstone that collapsed from a trench failure. It appears an old casket may be deteriorating; we will be watching this area for future signs of collapse. The installation of the columbarium foundation has begun. Ground Engineering was hired to take soil samples and is on standby to install the foundation and encompassing sidewalk. Park playgrounds continue to be disinfected three to five days per week with hospital grade disinfectant. Sprinkler heads continue to be damaged in our parks and vandalism has been a significant problem this summer.
- *I-25 Water Line* – The twelve-inch water line project on the Frontage Road continues. The contractor has installed the water line to the railroad tracks and has started the bore under the track. Expected completion is at the end of August.

Water and Wastewater Plants

- *Water Restrictions* – We are continuing to monitor water use in Town. Current trends show Town residents are making an effort to control their water usage. Staff does not recommend more water restrictions at this time and will continue to monitor the situation.
- *Lone Tree* – Delivery of water to the treatment plant recently has been delivered through the ditch by-pass, which appears to be providing better water quality. The taste and odor issues appear to be maintained. We will continue using the Lone Tree Ditch when available, hopefully for the next 30 days.
- *North Tank* – The PRV that operates the north tank was re-calibrated. This provides better cycling operations for Staff and use of the water from the tank.
- *Calibrations* – All turbidity meters have been calibrated. These calibrations are important for monitoring and testing compliance with the State for water quality.
- *Plant Maintenance* – New exhaust fans were installed in the DAF and filter buildings. New signs have been placed around all chemicals stations to allow Staff and outside personnel to view potential hazards and to prohibit the mixing of chemicals.
- *Central Plant* – Mixer maintenance is complete. Staff had to fill the bases of the mixers so they sit level in the lagoons. The mixers are most efficient when level. Clean up in and around the plant continues. Over the last year, three 30-yard dumpsters of debris have been removed.
- *Low Point* – A recent spike occurred at the Low Point Plant and thankfully Staff were able to keep numbers at a State acceptable level. We believe a contractor possibly dumped ground water from the Thompson River Ranch development. This spike caused some process issues for a day but has been resolved. Plant clean up continues with removal of debris ongoing.

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- *Sewer Expansion* – Aqua Engineering, our design engineer, continues with the sewer expansion design. The next meeting will discuss ideas and options for the next phase of design.

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