



# TOWN OF JOHNSTOWN

## MEMORANDUM

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TO: Honorable Mayor and Town Council Members

FROM: Matt LeCerf, Town Manager

DATE: April 6, 2020

CC: Town Staff  
Local Media

SUBJECT: Departmental 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):

- 04/06/2020 – Regular Town Council Meeting
- 04/20/2020 – Regular Town Council Meeting
- 05/04/2020 – Regular Town Council Meeting

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### **Administration, Finance, & Planning**

- *Comprehensive Plan* – Staff is working with the Communications Manager and Logan Simpson to “regroup” and work on engaging citizens online, during this unusual time, working to create new online content and a consistent social media plan and message.
- *Website, townofjohnstown.com* – Work is being continued on the website and needs have been audited. A content management system will be chosen by the end of the month and the next step is to audit all site pages and content.
- *Election Process* – Ballots are being verified and processed. Election Judges and the Designated Election Official are hopeful preliminary results can be posted the evening of April 7, 2020.
- *COVID-19 Adjustments* – As a reminder, Town facilities are closed until April 13, 2020 at this time. Based on recommendations by the POTUS to practice social distancing until at least April 30<sup>th</sup>, it would appear that the Town will be moving in this same direction sometime around April 3<sup>rd</sup> or April 6<sup>th</sup>. Some of the services that have been temporarily slowed included Municipal Court, Senior Center Operations and Services, and general walk in inquires for various services. We continue to operate all other aspects of governmental services, but most are either working staggered shifts which promote social distancing or they are telecommuting. While there have been several bumps in this road of transition, I think overall it has gone remarkably well and we are hopeful that the community hasn’t noticed any of the changes through a drop off in service delivery.

### **Police Department**

- *Firearms Training and Qualification* –The entire department participated in firearms (rifle, shotgun and handgun) training. After qualification testing, the officers received training in precision shooting drills and live fire scenarios.

**The Community That Cares**

- *Civilian Training*- Lt. Oglesby conducted 3 days of CRASE (Citizen Response to Active Shooter training) at the request of Scheels management. Approximately 315 employees were trained.
- *COVID 19 response* – The police department has had numerous meetings with other agencies due to COVID-19 to prepare and plan for mutual aid response. A plan was also developed to address long term staffing needs, and is on track with CDC recommendations for law enforcement. We have ordered and are waiting for the arrival of more PPE to help keep the officers safe. Lt. Oglesby has been working with Clearview Behavioral Health in an attempt to streamline the process for mental health holds as to not overstress the hospital system.

## **Public Works Department**

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

- *Cemetery* – Clean up at cemetery is underway. Crews are picking up leaves and cleaning up from the winter.
- *Streets* – Crack sealing and pothole patching continues around Town. With warmer weather approaching, operations will be slowing down. County Roads 3,20C, 42,44 and 46 were graded.
- *Back Hoe* – Our new back hoe arrived the week of March 23<sup>rd</sup>. Staff thanks the Council for this purchase and looks forward to many years of use.
- *Employees* – Tim Callender has been promoted to our new C&D and Parks Superintendent. We are looking forward to having him in this position. We also want to welcome Mike Zoller and Kris Vondi to the Public Works family. We still have one open position we will look to fill once the COVID-19 pandemic is over.
- *Work Schedules* – Public Works staff has been split in half with crews working alternating days Monday through Saturday due to COVID-19. The water and wastewater staff also changed their start times.
- *Parks* – All Town owned Parks have been closed in response to COVID-19. Crews taped off/barricaded play grounds, shelters and bathrooms to avoid groups of people getting together. Trail walking is still permitted.
- *DOLA Grant CR 50* – Bids for the Country Road 50 project are due back on April 3, 2020.

### ***Water and Sewer***

- *Aerator Project* – CDOT has finally granted approval for the aeration project at the Central Waste Water Plant. Project has been slowly moving forward, but with the final approval granted work should be completed within two weeks.
- *Low Point* – We have started adding soda ash to help stabilize pH at the Low Point Plant. Ramey Environmental, our new plant operator, is offering more direction for helping to control all levels of Plant operation.
- *Water plant* – Media project is ready to begin and is scheduled for delivery the first week of April.