



# TOWN OF JOHNSTOWN

## MEMORANDUM

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TO: Honorable Mayor and Town Council Members

FROM: Matt LeCerf, Interim Town Manager

DATE: April 15, 2019

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):

- 04/15/2019 – Regular Town Council Meeting
  - 04/22/2019 – Work Session (School District)
  - 04/29/2019 – Work Session (None Planned)
  - 05/06/2019 – Regular Town Council Meeting
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### **Police Department**

#### ***Training:***

- *FBI Academy* – Commander Sanchez left for Quantico, Virginia March 31<sup>st</sup> to attend the FBI National Academy. Commander Sanchez will be gone for approximately 11 weeks. He will be immersed in command level academic study and rigorous physical training.

#### ***Community Policing, Outreach & Miscellaneous Items:***

- *Event Preparation* – Lt. Oglesby attended the Realities Ride Motorcycle Run and Bike for MS Meeting at the Ranch. Both the motorcycle ride and the bicycle ride will be coming through town this year. The Realities Ride is expecting 100's of motorcycles riding through town Memorial Day weekend. The Bike for MS is expecting close to 3,000 bicycles riding through Johnstown on June 30th.
- *Johnstown BBQ Days* – Lt. Oglesby attended the monthly BBQ-Days committee meeting as the planning stages for BBQ Days have begun.
- *New Staff* – Noah Jaramillo started his first day as the Town's new Code Enforcement Officer on April 1<sup>st</sup>. Noah is very driven and will make a great addition to our enforcement team.

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

- *Franchise Agreements* – Over the next 18 months, the Town will have to update its franchise agreements with both TDS Telecom and Poudre Valley REA. If Council has any feedback they would like to provide as we begin negotiations of these agreements it would be helpful to understand any issues or concerns as soon as possible to facilitate updating of the agreement.

**The Community That Cares**

- *NISP Water Project* – Staff met with Northern Water related to the Northern Integrated Supply Project (NISP). They are working similarly to Thornton Water with installation of a trunk line that they desire to install through our community. If Council has feedback on this we can schedule a work session to identify a position related to this install that possibly we could also apply to Thornton’s waterline which there appears to be opportunity to an extent explore based on recent discussions with them.
- *Anadarko Projects* – Staff met with representatives from Anadarko about several projects in the community and outside of our community but in our Growth Management Area/3-Mile Plan (GMA). We believe based on their current and potential projects the best approach is to enter into an operator agreement with them to ensure that both the oil and gas and the community development can both coexist for the benefit of our community now and into the future.
- *Upstate Meeting* – Staff met with Upstate Economic Development about updates to the Upstate’s website as it pertains to the Town’s profile on their website. We also discussed what our plans are related to the types of primary jobs that would fit well in the community. In the near future, we expect to invite the Executive Director of Upstate to visit the Town during a Council meeting to discuss economic development successes and challenges in Northern Colorado.
- *Special Events* - Staff met with multiple departments and the Front Range Fire Authority to discuss a more cohesive Special Events permitting process to help address requests about upcoming special events.
- *On-call* – Staff fielded 55 new walk-in/call-in inquiries from residents, brokers, and development professionals.
- *2018 Audit* – Preparation for the 2018 audit is well underway. The fieldwork for the 2018 audit has been rescheduled and is set to begin May 28th.
- *March Financials* – The March financials are included in the April 15<sup>th</sup> packet for your review. Budgeted transfers between various funds were booked in March which dramatically impacted several funds. Additionally, a Recreation Center Fund was established to account for all costs associated with the construction of the Recreation Center.
- *List of Bills* – The list of bills report has been modified to include the department and a brief description of the payment processed.

## **Public Works Department**

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

- *Parks* – Water is being turned on in Town parks. At the same time, crews are making sure no damages have occurred during winter to the lines and programming all of the clocks. Fertilizer is also being applied and we hope to have green grass within the next couple weeks. All restrooms have been cleaned and are open for the season.
- *Clearview* – A six inch line was excavated and repaired that connects into our irrigation system. Crews had a leak at the end of the 2018 and were able to repair for this year’s irrigation needs.
- *Rolling Hills Park* – All lights in the park were replaced with LED bulbs
- *Grading* – Approximately 7 miles of gravel roads were graded and we are getting prices to apply mag chloride to help with dust control during the dry summer months.
- *Oil and Gas Work* – Anadarko has been working on CR 44 and 46. While conducting their operations they were tracking dirt on to the gravel roadway. Don our Street Superintendent was able to negotiate 4 inches of new gravel to be placed on these roadways that were affected.
- *Streets* – The street sweeper has been out cleaning up debris from the winter months. HWY 60, Charlotte and N 2<sup>nd</sup> were completed. The air pump on the sweeper went out and is being repaired at Faris Equipment. As soon as its back, it will be back on the road.
- *Street Patching* – Crews also placed approximately 450 lbs. of pothole material on the streets since the last report.

- *Signs* – Multiple stop signs around Town were replaced. Crews will be installing the signs the week of the 15<sup>th</sup> on Dee and Expedition and Territory. These are the signs for the resident that came in with concerns of speeding through the neighborhood.
- *Fleet* – Service of a water department truck and a police cruiser were completed.
- *Inspections* – Oakwood homes is in the process of prepping road sections for paving that were not completed last year. Don has been witnessing proof rolls to make sure the Town receives the best final product we can get.

### ***Water & Wastewater***

- *Water tanks* – Crews have been working on the 1 MG storage tank north of Town. The Sanitary survey done by the State in the fall of 2018 stated we had a cross connection concern with the water in the tank. Marty, our Water & Wastewater superintendent and I put together a plan to disinfect the tank and get it back on line or at least no longer a cross connection threat. We drained the water out of the tank and injected it on Monday the 8<sup>th</sup> with a 500 gallon slug of chlorine with a 75 parts per million dosage. By Wednesday the tank was filled and it sat for 24 hours, to ensure proper disinfection. The tank will be drained slowly over the weekend of the April 12 – 15<sup>th</sup>. We will then refill the tank with fresh water, do a final flushing, and take bacteriological samples to the lab. Provided we have passing samples, we will have removed this cross connection violation. Staff will continue to monitor chlorine levels every two weeks to ensure good water and with additional sampling every month. We are working with two companies, Pipestone equipment and J-U-B Engineers to find a solution to getting the tank fully functional and operating properly and hope to have this completed in 60-days.
- *Water Plant* – Stanek is working on lowering the weir to increase flow at the water treatment plant. Also finishing the removal of the old piping in the filter building. Once completed the new saturator will be installed in the DAF (Dissolved Air Flotation) building.
- *Wastewater* – We have contracted with Veris Environmental to supply us with a dumpster to haul away sludge from the low point waste water treatment plant. We had sludge tested and the bio solids are suitable for land applications.
- *Cemetery* – Cleanup of the cemetery went well. TruGreen came and fertilized and water will be turned on the week of the 15<sup>th</sup>.