



TOWN OF JOHNSTOWN

MEMORANDUM

TO: Honorable Mayor and Town Council Members

FROM: Matt LeCerf, Town Manager

DATE: November 18, 2019

CC: Town Staff
Local Media

SUBJECT: Departmental 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):

- 12/02/2019 – Regular Town Council Meeting
 - 12/12/2019 – Special Called Meeting – FY 2020 Adoption
 - 12/16/2019 – Regular Town Council Meeting
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Administration, Finance, & Planning

- *Liquor License Renewal* – The Brew Pub Liquor License for Veteran Brothers Brewing Company located at 21 North Parish was submitted to the State Liquor for renewal.
- *Home Supply Board Meeting* – The Town’s Water Engineers and Town Manager attended the recent Home Supply Board meeting to inform them about out pending water court case and to request that the Home Supply Ditch Company review their decrees and/or policy related to the 50% carriage fee on foreign water moved through the ditch. This significantly impacts our desire to move Colorado Big Thompson water through their system.
- *Executive Assistant Interviews* – Staff conducted interviews for the executive assistant position at the Town. We are hopeful that this round of interviews may result in a candidate accepting an offer made for the position.
- *Front Range Passenger Rail (FRPR)* – Staff attended a kick-off meeting for the North segment of the “FRPR” by the Southwest Chief and Front Range Passenger Rail Commission, analyzing the feasibility of a 173-mile passenger rail system from Pueblo to Fort Collins. This effort will result in a study to define purpose, development alternatives, and processes (by Summer 2020) – including pursuing NEPA/EIS through 2022. CDOT hosts a webpage detailing this effort: <https://www.codot.gov/about/southwest-chief-commission-front-range-passenger-rail/news/vision>

The Community That Cares

- *Johnstown Review Committee (JRC)* – Planning Staff has initiated a bi-weekly meeting of the JRC, including Planning and Public Works staff, Town Engineer, building officials, fire districts, and other ancillary reviewers to review current development projects, discuss and connect regarding development issues and concerns, and offer more complete “pre-application” meetings to prospective developers and land owners.
- *County Tax Liens* – Accounts are being reviewed and prepared for tax liens on past due utilities and outstanding abatements.
- *Caselle Reimplementation* – Development of an updated version of Caselle is in progress. The new structure will mirror the proposed 2020 Budget structure for funds, departments and accounts. We expect to begin running trials with the software the middle of December.

Police Department

Training:

- *Evidence Training* – Lieutenant Oglesby, Julie Connelly and Ashley Vetter trained on Voyager which is a digital evidence transport system.
- *Defensive tactics training* – All officers completed defensive tactics refresher training.
- *K9 Academy* - Officer Kehr is in her 3rd week of the 16-week K9 academy.

Community Policing, Outreach & Miscellaneous Items:

- *Trick or Treat Street* – Officer Otero represented the Johnstown Police Department during the annual trick or treat street event.
- *Evidence destruction* – JPD completed the annual destruction of evidence that was previously ordered by the courts.
- *New Hire* – Officer Tyler Rashid was hired to fill a vacant police officer position. Officer Rashid worked for 4 years with the Larimer County Sheriff’s Office. Officer Rashid will start with the police department on December 1, 2019.

Public Works Department

Streets, Stormwater, & Parks

- *Library* – Staff has been working at the library disconnecting and moving irrigation lines that will be under new concrete work outside of the library entrance. Tree planters were being removed and the need to cap lines was requested by contractor.
- *Parks* – All the overhead lights in Aragon Park were replaced with LED bulbs. What a difference this has made. Crew have also been doing final cleanup for the winter season.
- *Streets & Alley*– Asphalt millings have been place in alleys to help with drainage and mud tracking. Alley completed were: Raymond, Greeley to N 1st and Ditch off of Telep going to lift station. Regular road grading was completed on CR 46 and CR 44. Each of these roads were completed three time CR 42 was graded twice.
- *Christmas Decorations* – Crews have started putting up light and banners around Town for the holidays. All decorations should be completed by the Thanksgiving Holiday.
- *Plowing* – Crews were out early on November 11th plowing and sanding. Snow total was about 1.5 inches.

Water & Wastewater

- *Water plant* – Tank painting is underway again. The recent cold snap delayed the project and weather permitting, the anticipated completion date is during the week of the

November 18, 2019. The two holes located in the tank were repaired from inside the tank with potable epoxy and welded on the outside with 12" x 12" metal plates over the area.

- The VFD for #5 high service pump in the distribution pump house at the water plant has been tripping out. We had M&J Electric come out to check on what was causing this to occur. A continuous monitoring meter was placed on the motor. After a few days it was observed that every morning around 6 am the unit was showing a big fluctuation on the amperage readings, which is most likely due to staff switching 2 motors on at about the same time. Staff will be spacing these transfers out by 3 to 4 minutes in the future to help avoid a surge in the system. The electrician also found that one leg of the wiring was about 20 amps lower than the others. It is unclear if this was just coming from the VFD or if it is on the entire service to the building. Consequently, the meter has been moved to the other motor to compare and determine if it is just the VFD or something else.
- *SCADA* – Still moving forward on fine tuning the SCADA system. Browns Hill has been working side by side with staff to give us the best product for our needs.
- *Cemetery* – Final clean-up of cemetery is underway. Staff has been mowing and picking up leaves. We are waiting for the ground to firm up so we can bring in a tree trimmer to do some needed trimming and removal of the dead trees.
- *CWWTP*– We are getting ready to start the aeration project at the CWWTP. Staff will be pouring four concrete pads for the aerator support. Doing this work in-house will control the budgetary costs for this project. The aerators have been ordered and we hope to have them on site within the next 3 – 4 weeks.
- *Lone tree* – Pumps have been ordered for the Lone Tree project. We are working with the Golf Course personnel to make sure access is available for the project as well as details on fencing in order to not impact aesthetics of the course.