



450 S. Parish Avenue
Johnstown, CO 80534
970-587-4664
JohnstownCO.gov

Town Council Regular Meeting

450 S. Parish, Johnstown, CO
Monday, April 21, 2025 @ 7:00 PM

Mission Statement: Enhancing the quality of life of our residents, businesses, and visitors through community focused leadership.

Agenda

Call to Order

Pledge of Allegiance

Roll Call

Agenda Approval

Special Presentations

1. Night of Champions

Public Comment

Members of the audience are welcome to speak during the Council meeting. The Public Comment section is designated for citizen input on items not listed under the Public Hearing portion of the agenda. Each speaker is limited to five (5) minutes. If multiple individuals wish to speak on the same topic or share the same viewpoint, they are encouraged to designate a spokesperson to present their comments on behalf of the group.

Consent Agenda

The Consent Agenda includes routine items that are approved together through a single motion and vote. Any member of the Council or staff may request to remove an item from the Consent Agenda and move it to the Regular Agenda for separate discussion.

2. Ordinance 2025-270 Change of Zone for Zoning Case No. ZON24-0002 (West Ridge) - Second Reading
3. Resolution No. 2025-12, Amending the Fiscal Year 2024 Budget
4. March 2025 Financial Statements
5. April 7, 2025 Town Council Meeting Minutes

Town Manager's Report

Old Business

New Business

6. Construction Inspection Contract Award to Alfred Benesch & Company for the Roosevelt Roundabout Project
7. Hays Park Playground Contract Award
8. Resolution 2025-13: Consideration of Centennial and Letford Park Master Plan
9. Professional Services Agreement between the Town of Johnstown and SKM Engineering, LLC.
10. Contract Award for Custodial and Janitorial Services
11. Financial Audit - YMCA

Public Hearing

Informational Items

12. Informational Items

Council Reports and Comments

Mayor's Comments

Adjournment

Americans with Disabilities Act Notice

In accordance with the Americans with Disabilities Act and other applicable laws, persons who need accommodation in order to attend or participate in this meeting should contact Town Hall at 970-587-4664 no later than 48 hours before the meeting in order to request such assistance. De conformidad con la Ley de Discapacitados Estadounidenses y otras leyes vigentes, los individuos que necesitan adaptaciones funcionales para asistir o participar en esta reunión deberán comunicarse con la Municipalidad marcando el 970 587- 4664 a lo más tardar 48 horas antes de dicha reunión para solicitarla.

THE COMMUNITY THAT CARES





PROCLAMATION

RECOGNITION FOR OUTSTANDING ATHLETIC ACHIEVEMENT

Presented to

ROOSEVELT HIGH SCHOOL POMES TEAM

- WHEREAS,** it is fitting and proper to recognize the outstanding achievement of the Roosevelt High School Poms Team; and
- WHEREAS,** we honor and celebrate the dedication, talent, and perseverance of our youth who commit themselves to excellence in both athletic performance and teamwork; and
- WHEREAS,** the Roosevelt High School Poms Team competed at the Colorado State High School Spirit Championships in December and emerged victorious, earning the Class 4A State Championship title; and
- WHEREAS,** this team has demonstrated remarkable discipline, sportsmanship, and passion for the sport of poms, which has culminated in this extraordinary accomplishment; and
- WHEREAS,** their success brings pride and inspiration to the entire Johnstown community and serves as a shining example for future generations;

NOW, THEREFORE, BE IT RESOLVED THAT

I, Michael P. Duncan, Mayor of the Town of Johnstown, Colorado, on this 21st day of April 2025, on behalf of the Town Council and the residents of Johnstown, do hereby extend our heartfelt congratulations to the Roosevelt High School Poms Team, the Class 4A Colorado State Champions, and proclaim this evening as:

“NIGHT OF CHAMPIONS”

In celebration of their remarkable achievement and lasting impact on our community.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the Town of Johnstown to be affixed this 21st day of April 2025

By: _____
Michael P. Duncan, Mayor



PROCLAMATION

RECOGNITION FOR OUTSTANDING ATHLETIC ACHIEVEMENT

Presented to

ROOSEVELT HIGH SCHOOL WRESTLING TEAM

- WHEREAS,** it is fitting to recognize the exceptional efforts and accomplishments of the Roosevelt High School Wrestling Team; and
- WHEREAS,** the student-athletes of this team have demonstrated relentless determination, discipline, and sportsmanship throughout their season; and
- WHEREAS,** the Roosevelt High School Wrestling Team proudly represented their school and community at the Colorado State Wrestling Championships, earning an impressive 2nd Place Team Finish among the top competitors in the state; and
- WHEREAS,** their success is a reflection of countless hours of training, coaching excellence, and an unwavering commitment to excellence; and
- WHEREAS,** the Roosevelt Wrestling Team has brought pride to the entire Johnstown community and set a high standard of achievement for future athletes;

NOW, THEREFORE, BE IT RESOLVED THAT

I, Michael P. Duncan, Mayor of the Town of Johnstown, Colorado, on this 21st day of April, 2025, on behalf of the Town Council and all residents of Johnstown, do hereby extend sincere congratulations to the Roosevelt High School Wrestling Team for their 2nd Place Finish at the Colorado State Championships, and proclaim this evening as:

“NIGHT OF CHAMPIONS

In celebration of their hard-fought success, perseverance, and outstanding representation of Roosevelt High School and the Johnstown community.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the Town of Johnstown to be affixed this 21st day of April 2025

By: _____
Michael P. Duncan, Mayor



PROCLAMATION

RECOGNITION FOR OUTSTANDING ATHLETIC ACHIEVEMENT

Presented to

CHRIS LALONDE – ROOSEVELT HIGH SCHOOL

- WHEREAS,** it is with great pride that we recognize the extraordinary accomplishments of Roosevelt High School student-athlete Chris LaLonde; and
- WHEREAS,** Chris has consistently demonstrated excellence, determination, and an unwavering commitment to his sport and personal growth as a wrestler; and
- WHEREAS,** at the 2024 Colorado State Wrestling Championships, Chris LaLonde earned the title of State Champion in the 144-pound classification, showcasing his strength, skill, and competitive spirit; and
- WHEREAS,** this marks Chris LaLonde's second state title, following his championship victory in 2023 in the 126-pound classification, a rare and commendable feat in high school athletics; and
- WHEREAS,** Chris's achievements serve as an inspiration to his teammates, classmates, and the entire Johnstown community;

NOW, THEREFORE, BE IT RESOLVED THAT

I, Michael P. Duncan, Mayor of the Town of Johnstown, Colorado, on this 21st day of April, 2025, on behalf of the Town Council and our proud community; do hereby recognize and commend Chris LaLonde for becoming a Two-Time State Wrestling Champion and proclaim this evening as:

“NIGHT OF CHAMPIONS”

In celebration of his outstanding accomplishments and contribution to the spirit and pride of Roosevelt High School and the Town of Johnstown.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the Town of Johnstown to be affixed this 21st day of April 2025

By: _____
Michael P. Duncan, Mayor



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Town Council Consent Agenda Communication

Agenda Date: April 21, 2025

Subject: Ordinance 2025-270 Change of Zone for Zoning Case No. ZON24-0002 (West Ridge) - Second Reading

Attachments: 1. Ordinance 2025-270

Presented by: Jeremy Gleim, Planning and Development Director
James Shrout, Planner

Agenda Item Description:

West Ridge Holdco LLC, the applicant, has submitted a request for a Change of Zone for the property known as West Ridge. The property is currently zoned Mountain View Farms West PUD and the applicant is seeking R-1, R-2, MU-RC, and I-1 zoning classifications. The Town Council reviewed the first reading of Ordinance 2025-270 during their regular meeting on April 7, 2025. Following a thorough review of the staff report, presentation, public testimony, and discussion, the Council passed the ordinance on first reading.

Strategic Plan Alignment:

Natural & Built Environment

- Expect and encourage community-centered design
- Support a broad range of housing options

Legal Advice:

The Town Attorney prepared Ordinance 2025-270.

Financial Advice:

N/A

Recommended Action:

Approve Ordinance 2025-270, on second reading, to change the zone of Zoning Case No. 2024-0002 (West Ridge) from Mountain View Farms West PUD to R-1, R-2, MU-RC, and I-1.

Reviewed and Approved for Presentation



Town Manager

TOWN OF JOHNSTOWN, COLORADO
ORDINANCE NO. 2025-270

ORDINANCE APPROVING THE REZONING OF PROPERTY KNOWN AS WEST RIDGE, SITUATED IN THE SOUTHWEST QUARTER OF SECTION 22, TOWNSHIP 5 NORTH, RANGE 68 WEST OF THE 6TH P.M., TOWN OF JOHNSTOWN, COUNTY OF LARIMER, STATE OF COLORADO, CONSISTING OF APPROXIMATELY 133.386 ACRES, FROM PLANNED UNIT DEVELOPMENT TO SINGLE-FAMILY NEIGHBORHOOD (R-1) (PARCEL 1), MIXED-DENSITY NEIGHBORHOOD (R-2) (PARCEL 2), REGIONAL COMMERCIAL (MU-RC) (PARCEL 3), AND INDUSTRIAL LIGHT (I-1) (PARCEL 4)

WHEREAS, the Town of Johnstown, Colorado ("Town") is a Colorado home rule municipality, duly organized and existing under the laws of the State of Colorado and the Town's Home Rule Charter; and

WHEREAS, the Town Council is vested with authority to administer the affairs of the Town; and

WHEREAS, West Ridge Holdco LLC, a Colorado limited liability company, applied to rezone the property known as West Ridge, situated in the Southwest Quarter of Section 22, Township 5 North, Range 68 West of the 6th P.M., Town of Johnstown, County of Larimer, State of Colorado, consisting of approximately 133.386 acres, being more particularly described on Exhibit A, which is attached hereto and incorporated herein by this reference ("Property"), from Planned Unit Development to Single-Family Neighborhood (R-1) (Parcel 1), Mixed-Density Neighborhood (R-2) (Parcel 2), Regional Commercial (MU-RC) (Parcel 3), and Industrial Light (I-1) (Parcel 4); and

WHEREAS, on February 26, 2025, the Town's Planning and Zoning Commission held a public hearing and recommended approval of Single-Family Neighborhood (R-1) zoning for Parcel 1, Mixed-Density Neighborhood (R-2) zoning for Parcel 2, Regional Commercial (MU-RC) zoning for Parcel 3, and Industrial Light (I-1) zoning for Parcel 4; and

WHEREAS, on April 7, 2025, the Town Council held a public hearing to determine appropriate zoning for the Property and, based upon the recommendation of the Planning and Zoning Commission and the evidence received at the hearing, finds that the requested rezoning of the Property conforms to the *Johnstown Area Comprehensive Plan* and Section 17-2-3 of the Town of Johnstown Land Use and Development Code and should be approved.

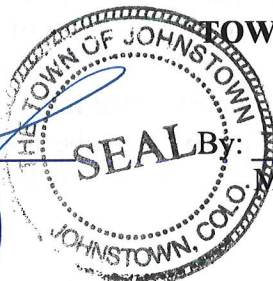
NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF JOHNSTOWN, COLORADO, THAT:

1. Zoning of the Property described on Exhibit A shall hereby and hereinafter be designated as follows:
 - a. Parcel 1 - Single-Family Neighborhood (R-1);
 - b. Parcel 2 - Mixed-Density Neighborhood (R-2);

- c. Parcel 3 - Regional Commercial (MU-RC); and
 - d. Parcel 4 - Industrial Light (I-1)
-
- 2. All other Ordinances, or parts thereof, in conflict with this Ordinance are hereby repealed, including Ordinance 2008-804. The Outline Development Plan for Mountain View Farms that was previously approved for the Property in connection with the annexation and initial zoning of the Property shall no longer be in effect or binding upon the Property.
 - 3. This Ordinance, after its passage on final reading, shall be numbered, recorded, published and posted as required by the Home Rule Charter of the Town of Johnstown, Colorado ("Charter") and the adoption, posting and publication shall be authenticated by the signature of the Mayor and the Town Clerk and by the Certificate of Publication. This Ordinance shall become effective upon final passage as provided by the Charter.
 - 4. Upon its effective date, the Town Clerk is hereby directed to file this Ordinance with the real estate records of the Larimer County Clerk and Recorder.

INTRODUCED AND APPROVED on first reading by the Town Council of the Town of Johnstown, Colorado, this 7th day of April, 2025

ATTEST:

By: Meghan Martinez  By: Michael P. Duncan
Meghan Martinez, Town Clerk Michael P. Duncan, Mayor

PASSED UPON FINAL APPROVAL AND ADOPTED on second reading by the Town Council of the Town of Johnstown, Colorado, this _____ day of _____, 2025.

ATTEST:

By: _____
Meghan Martinez, Town Clerk

By: _____
Michael P. Duncan, Mayor

EXHIBIT A
PROPERTY DESCRIPTION



450 S. Parish Avenue
Johnstown, CO 80534
970-587-4664
JohnstownCO.gov

Town Council Consent Agenda Communication

Agenda Date: April 21, 2025

Subject: Resolution No. 2025-12, Amending the Fiscal Year 2024 Budget

Attachments: 1. Resolution 2025-12, Amending the Fiscal Year 2024 Budget

Presented by: Kristyn Unrein, Finance Director

Agenda Item Description:

Enclosed for review and consideration is Resolution 2025-12, which will modify the 2024 budget recognizing the increase in revenues and expenses in the Conservation Trust Fund, the Tax Allocation Fund, and ensure that the Town is in compliance with C.R.S. 29-1-110.

The proposed changes include the following:

General Fund

In 2024, the Town Council authorized the acquisition of parcels of land located on Sandra Drive at a total cost of \$3,852,301.16. Additionally, the Council approved the purchase of the Yelek property, with \$308,617 of the total cost allocated to the General Fund. The accompanying resolution reflects an increase in expenditures and appropriations in the amount of \$4,160,927 to accommodate these property acquisitions.

Parks and Open Space Fund

In November 2024, the Town Council approved the acquisition of the Yelek property. The cost of the property was apportioned between the General Fund and the Park Fund. The attached resolution reflects an increase in expenditures and appropriations in the amount of \$723,547 to fund the Park Fund's portion of the acquisition.

Conservation Trust Fund

The Conservation Trust Fund was established in accordance with Section 31-25-220 of the Colorado Revised Statutes to account for funds received from the State of Colorado for Conservation Trust (lottery) purposes. Due to additional expenditures associated with improvements at Lake Park, as presented to the Town Council on May 6, 2024, a budget amendment is required. The accompanying resolution authorizes an increase in expenditures of \$57,000.

Tax Allocation Fund

The Tax Allocation Fund was created to manage the revenues and rebate payments related to sales taxes collected within designated development areas. Under written agreements between the Town and developers, the Town has committed to reimbursing developers for the cost of public infrastructure improvements. Due to higher-than-anticipated sales tax collections within these areas, the rebate amount exceeded the originally budgeted figure by \$776,000. The attached resolution

increases both budgeted revenues and expenditures in the Tax Allocation Fund by \$776,000.

Strategic Plan Alignment:

Organizational Excellence & Public Trust

- Strengthen public trust and confidence

Quality Infrastructure & Facilities

- Repair and maintain existing infrastructure, facilities and equipment

Legal Advice:

The Town Attorney drafted the Resolution.

Financial Advice:

The recommended amendments will increase the accuracy of the financial information and ensure compliance with state law.

Recommended Action:

Approve Resolution No. 2025-12, Amending the Fiscal Year 2024 Budget, as presented.

Reviewed and Approved for Presentation



Town Manager

RESOLUTION 2025-12

A RESOLUTION OF THE TOWN OF JOHNSTOWN, COLORADO, AMENDING REVENUES AND EXPENDITURES FOR THE FISCAL YEAR 2023 BUDGET

WHEREAS, on December 4, 2023, the Town Council adopted, by Resolution No. 2023-57, the Fiscal Year 2024 Budget (“2024 Budget”); and

WHEREAS, revenues and expenditures have been evaluated and are being adjusted for the 2024 operating budget to increase clarity of information and improve the quality of usefulness of such information in the decision-making process; and

WHEREAS, the Town Council agrees to modify appropriated expenditures for the 2024 Budget, ensuring the budget will be in balance and that authorized budgeted revenues and expenditures are amended, as required by law.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF JOHNSTOWN, COLORADO:

Revenues

Section 1. Tax Allocation Fund:

Whereas, the Town Council of the Town of Johnstown determines that the Fiscal Year 2024 Tax Allocation Fund revenues are hereby increased from \$750,000 to \$1,526,000 to reflect an increase in revenues transferred from the General Fund.

Expenditures

Section 2. General Fund:

Whereas, the Town Council of the Town of Johnstown determines that the Fiscal Year 2024 General Fund expenditure appropriations are hereby increased by \$4,160,927 to reflect an increase in expenditures in for land purchases for a total expenditure budget of \$26,705,160.

Section 3. Park and Open Space Fund:

Whereas, the Town Council of the Town of Johnstown determines that the Fiscal Year 2024 Conservation Trust Fund expenditure appropriations are hereby increased by \$723,547 to reflect an increase in expenditures for the purchase of land for a total expenditure budget of \$4,420,997.

Section 4. Conservation Trust Fund:

Whereas, the Town Council of the Town of Johnstown determines that the Fiscal Year 2024 Conservation Trust Fund expenditure appropriations are hereby increased by

\$57,000 to reflect an increase in expenditures in the Lake Park improvements for a total expenditure budget of \$407,000.

Section 5. Tax Allocation Fund:

Whereas, the Town Council of the Town of Johnstown determines that the Fiscal Year 2024 Tax Allocation Fund expenditure appropriations are hereby increased by \$776,000 to reflect an increase in expenditures for a total expenditure budget of \$1,526,000.

Section 6. Effective Date. This resolution shall become effective immediately upon adoption.

Section 7. Repealer. All resolutions, or parts thereof, in conflict with this resolution are hereby repealed, provided that such repealer shall not repeal the repealer clauses of such resolution nor revive any resolution thereby.

Section 8. Certification. The Town Clerk shall certify the passage of this resolution and make not less than one copy of the adopted resolution available for inspection by the public during regular business hours.

ADOPTED THIS 21st DAY OF April, 2025.

TOWN OF JOHNSTOWN

BY: _____
Michael P. Duncan, Mayor

ATTEST:

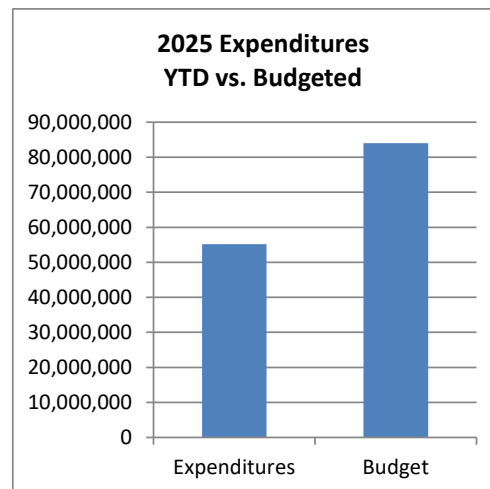
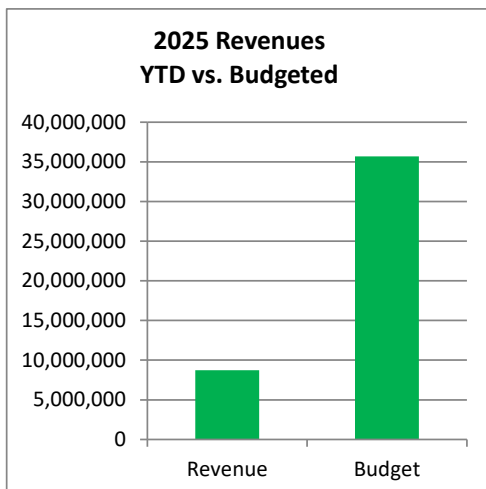
Meghan Martinez, Town Clerk

Town of Johnstown, Colorado
Statement of Revenues, Expenditures, and Changes in
Fund Balances - General Fund
Period Ending March 31, 2025
Unaudited

General Fund	2025 Actuals March	2025 Adopted Budget	% Complete
Beginning Fund Balance*	84,695,137	84,695,137	
<u>Revenues:</u>			
Taxes & Fees	5,987,272	31,531,138	19.0%
Licenses & Permits	1,013,493	2,541,100	39.9%
Fines & Forfeitures	53,113	275,000	19.3%
Intergovernmental	102,685	50,000	205.4%
Earnings on Investment	913,064	900,000	101.5%
Miscellaneous Revenue	650,334	400,000	162.6%
<i>Transfers In</i>	-	-	
Total Operating Revenues	8,719,961	35,697,238	24.4%
<u>Expenditures:</u>			
Legislative	191,182	3,426,660	5.6%
Town Manager	319,636	3,074,535	10.4%
Town Clerk	144,831	671,200	21.6%
Events	2,000	326,120	0.6%
Finance	148,241	997,330	14.9%
Planning	192,665	1,217,345	15.8%
Reimbursements	60,912	350,000	17.4%
Engineering	188,566	1,238,540	15.2%
Police	2,421,165	10,441,960	23.2%
Public Works	145,575	885,100	16.4%
Buildings	189,753	5,394,200	3.5%
<i>Transfers Out</i>	51,186,506	55,978,124	91.4%
Total Expenditures	55,191,031	84,001,114	65.7%
Excess (Deficiency) of Revenues and Other Sources over Expenditures	(46,471,070)	(48,303,876)	
Prior Period Adjustment			
Ending Fund Balance*	38,224,067	36,391,261	

* - Unaudited

25% of the fiscal year has elapsed

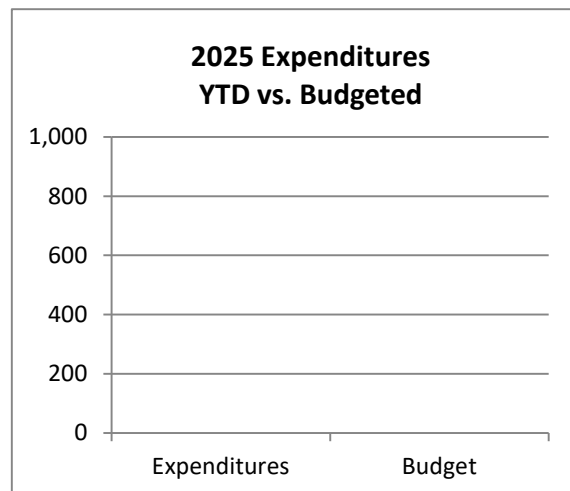
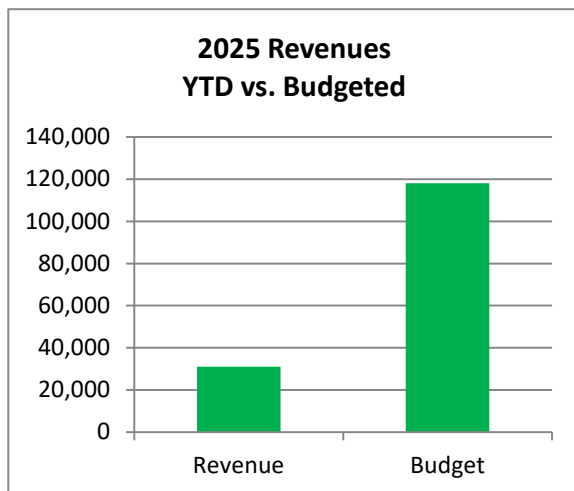


Town of Johnstown, Colorado
Statement of Revenues, Expenditures, and Changes in
Fund Balances - Conservation Trust Fund
Period Ending March 31, 2025
Unaudited

Conservation Trust Fund	2025 Actuals March	2025 Adopted Budget	%
			Complete
Beginning Fund Balance*	25,540	25,540	
<u>Revenues:</u>			
Intergovernmental	29,199	115,000	25.4%
Earnings on Investment	1,791	3,000	59.7%
Transfers In	-	-	
Total Operating Revenues	30,990	118,000	26.3%
<u>Expenditures:</u>			
Operations	-	-	
Capital Outlay	-	-	
Transfers Out	-	-	
Total Expenditures	-	-	
Excess (Deficiency) of Revenues and Other Sources over Expenditures	30,990	118,000	
Ending Fund Balance*	56,530	143,540	

* - Unaudited

25% of the fiscal year has elapsed

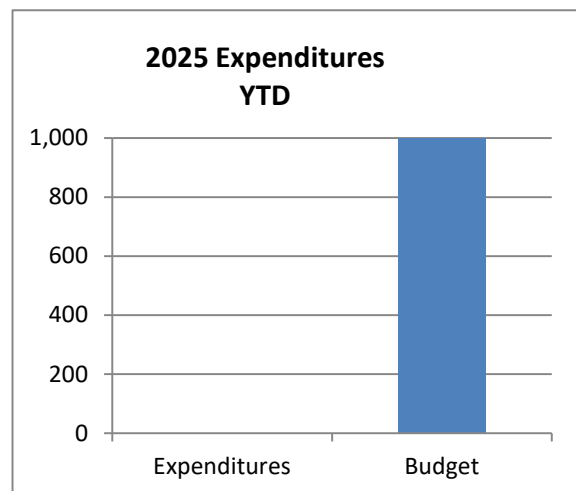
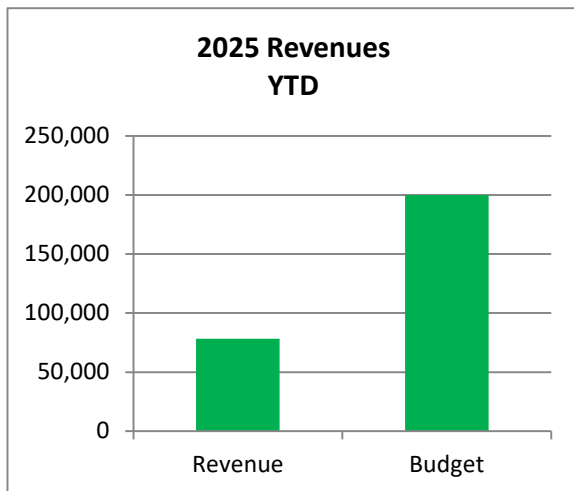


Town of Johnstown, Colorado
Statement of Revenues, Expenditures, and Changes in
Fund Balances - Arts and Culture Fund
Period Ending March 31, 2025
Unaudited

Arts & Culture Fund	2025 Actuals March	2025 Adopted Budget	% Complete
Beginning Fund Balance*	430,126	430,126	
<u>Revenues:</u>			
Intergovernmental	77,100	200,000	38.6%
Earnings on Investment	1,138		
Total Operating Revenues	<u>78,238</u>	<u>200,000</u>	
<u>Expenditures:</u>			
Operations	-	-	
Capital Outlay	-	150,000	0.0%
Total Expenditures	<u>-</u>	<u>150,000</u>	
Excess (Deficiency) of Revenues and Other Sources over Expenditures	<u>78,238</u>	<u>50,000</u>	
Ending Fund Balance*	<u>508,364</u>	<u>480,126</u>	

* - Unaudited

25% of the fiscal year has elapsed

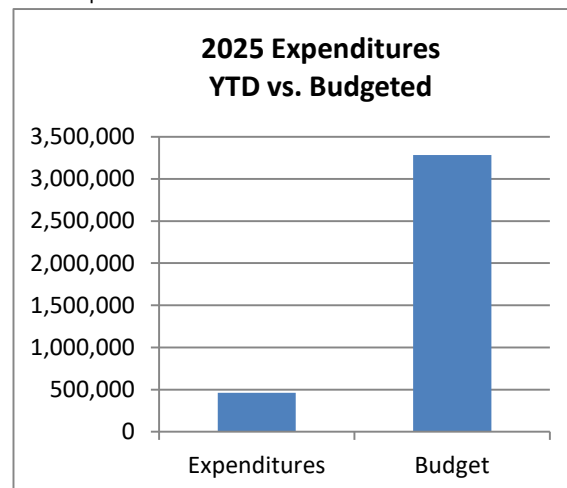
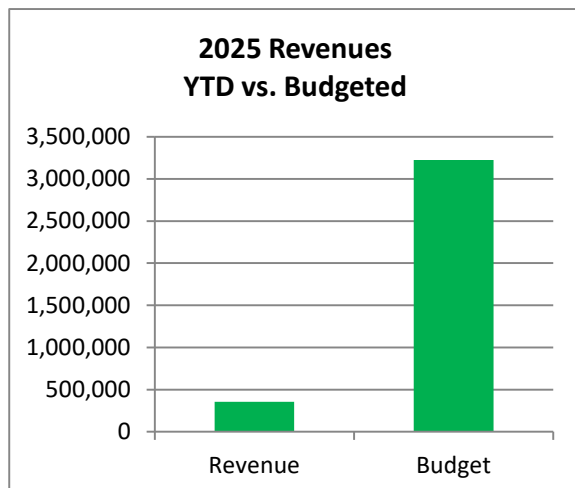


Town of Johnstown, Colorado
Statement of Revenues, Expenditures, and Changes in
Fund Balances - Parks and Open Space Fund
Period Ending March 31, 2025
Unaudited

	2025 Actuals March	2025 Adopted Budget	% Complete
Parks and Open Space Fund			
Beginning Fund Balance*	8,760,894	8,760,894	
<u>Revenues:</u>			
Taxes & Fees	304,999	968,482	31.5%
License & Permit	125	500	25.0%
Earnings on Investment	34,909	75,000	46.5%
Miscellaneous Revenue	13,919	40,000	34.8%
<i>Transfers In</i>	0	2,140,000	0.0%
Total Operating Revenues	353,952	3,223,982	11.0%
<u>Expenditures:</u>			
Operations	231,595	1,272,140	18.2%
Capital Outlay	230,798	2,011,600	11.5%
<i>Transfers Out</i>	-	-	
Total Expenditures	462,393	3,283,740	14.1%
Excess (Deficiency) of Revenues and Other Sources over Expenditures	(108,442)	(59,758)	
Ending Fund Balance*	8,652,452	8,701,136	

* - Unaudited

25% of the fiscal year has elapsed

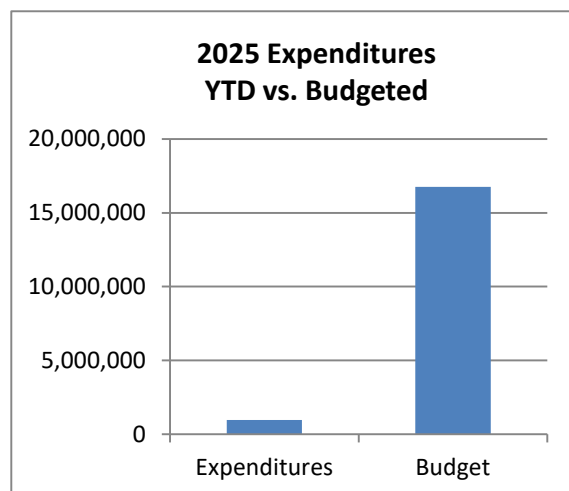
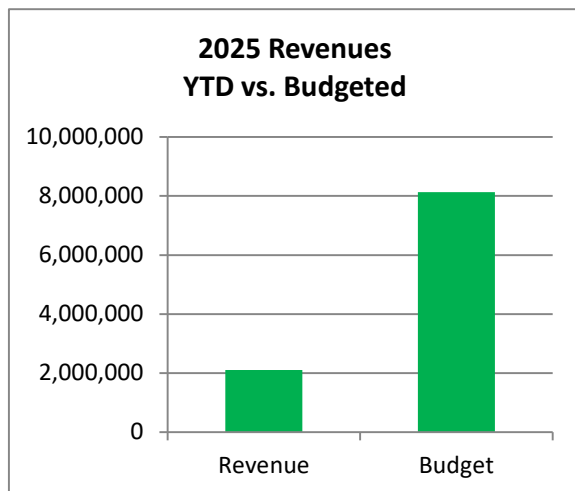


Town of Johnstown, Colorado
Statement of Revenues, Expenditures, and Changes in
Fund Balances - Street and Alley Fund
Period Ending March 31, 2025
Unaudited

Street and Alley Fund	2025 Actuals March	2025 Adopted Budget	% Complete
Beginning Fund Balance*	26,672,762	26,672,762	
<u>Revenues:</u>			
Taxes & Fees	1,022,055	5,603,000	18.2%
Intergovernmental	23,946	130,000	18.4%
Charges for Services	285,825	1,050,000	27.2%
Capital Investment Fees	494,496	1,020,940	48.4%
Earnings on Investment	272,460	100,000	272.5%
Miscellaneous Revenues	10,118	225,000	4.5%
Tranfers In	-	-	
Total Operating Revenues	2,108,900	8,128,940	25.9%
<u>Expenditures:</u>			
Operations & Maintenance	617,153	5,875,260	10.5%
Capital	354,481	10,889,500	3.3%
Total Expenditures	971,634	16,764,760	5.8%
Excess (Deficiency) of Revenues and Other Sources over Expenditures	1,137,265	(8,635,820)	
Ending Fund Balance*	27,810,027	18,036,942	

* - Unaudited

25% of the fiscal year has elapsed

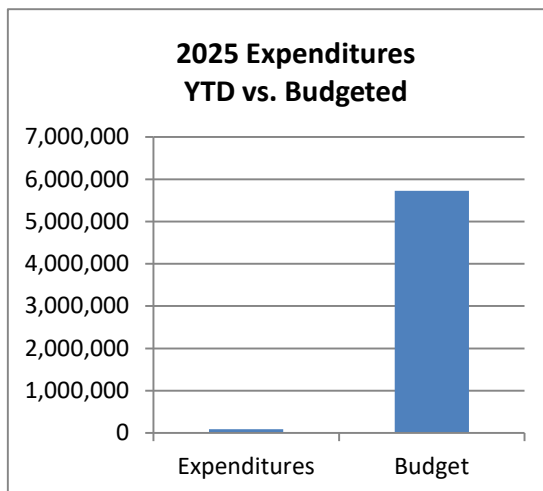
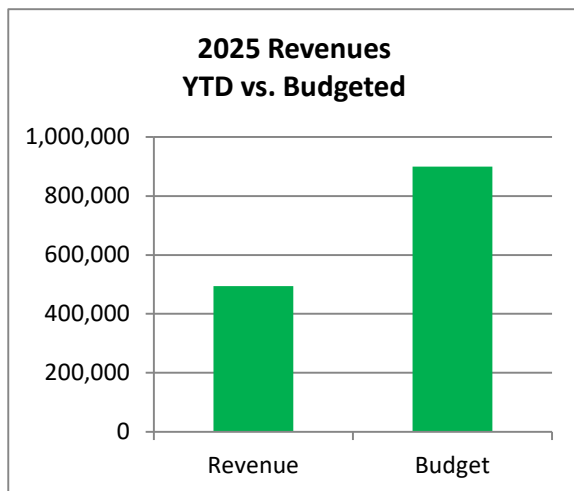


Town of Johnstown, Colorado
Statement of Revenues, Expenditures, and Changes in
Fund Balances - Capital Projects Fund
Period Ending March 31, 2025
Unaudited

	2025 Actuals March	2025 Adopted Budget	% Complete
Capital Projects Fund			
Beginning Fund Balance*	13,154,908	13,154,908	
<u>Revenues:</u>			
Taxes and Fees	411,411	850,000	48.4%
Miscellaneous Revenue	-	-	
Interest	82,745	100,000	82.7%
<i>Transfers In</i>	-	(50,000)	0.0%
Total Operating Revenues	494,155	900,000	54.9%
<u>Expenditures:</u>			
Capital Outlay	87,846	5,723,000	
<i>Transfers Out</i>	-	-	
Total Expenditures	87,846	5,723,000	1.5%
Excess (Deficiency) of Revenues and Other Sources over Expenditures	406,310	(4,823,000)	
Ending Fund Balance*	13,561,218	8,331,908	

* - Unaudited

25% of the fiscal year has elapsed

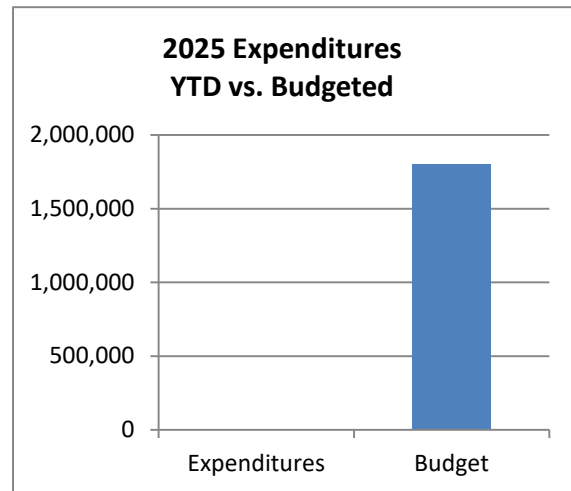
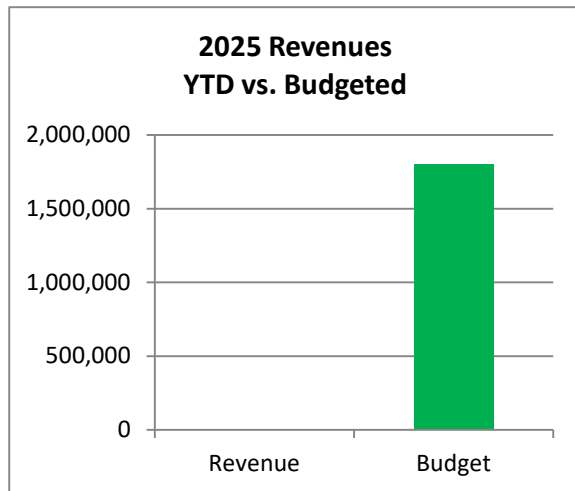


Town of Johnstown, Colorado
Statement of Revenues, Expenditures, and Changes in
Fund Balances - Tax Allocation Fund
Period Ending March 31, 2025
Unaudited

Tax Allocation Fund	2025 Actuals March	2025 Adopted Budget	% Complete
Beginning Fund Balance*	41,435	41,435	
<u>Revenues:</u>			
Taxes & Fees	-	1,800,000	0.0%
Earnings on Investment	-	-	
Total Operating Revenues	-	1,800,000	0.0%
<u>Expenditures:</u>			
Miscellaneous	-	1,800,000	0.0%
Total Expenditures	-	1,800,000	0.0%
Excess (Deficiency) of Revenues and Other Sources over Expenditures	-	-	
Ending Fund Balance*	41,435	41,435	

* - Unaudited

25% of the fiscal year has elapsed

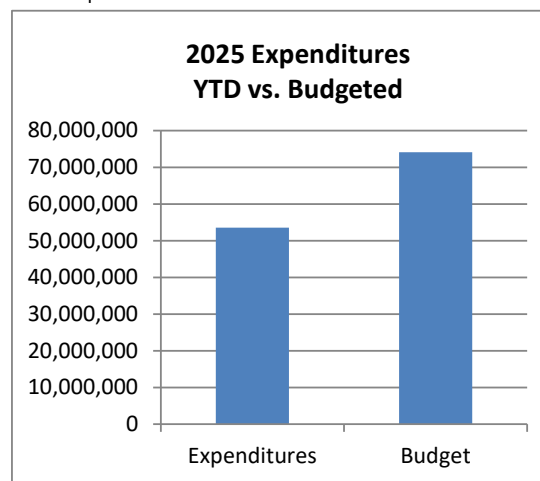
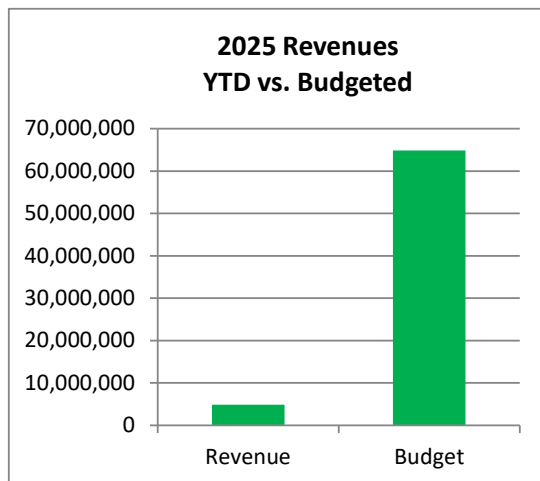


Town of Johnstown, Colorado
Statement of Revenues, Expenditures, and Changes in
Fund Balances - Water Fund
Period Ending March 31, 2025
Unaudited

Water Fund	2025 Actuals March	2025 Adopted Budget	% Complete
Beginning Cash Balance*	102,695,349	102,695,349	
<u>Revenues:</u>			
Charges for Services	1,708,542	7,815,000	21.9%
Total Operating Revenues	1,708,542	7,815,000	21.9%
<u>Expenses:</u>			
Administration	49,638	358,050	13.9%
Operations	929,405	4,895,920	19.0%
Capital Outlay	1,591,684	62,859,000	2.5%
Depreciation	270,436	1,200,000	22.5%
Debt	-	4,790,750	0.0%
Total Operating Expenses	2,841,163	74,103,720	3.8%
Operating Income (Loss)	(1,132,621)	(66,288,720)	
<u>Non-Operating Revenues (Expenses)</u>			
Tap Fees	1,043,661	2,230,000	46.8%
Capital Investment Fees	1,018,424	2,125,000	47.9%
Misc. Revenues	202,205	791,250	25.6%
Interest	871,746	1,200,000	72.6%
Transfers In/(Out)	50,700,000	50,700,000	100.0%
Total Non-Operating Revenues (Expenses)	53,836,036	57,046,250	94.4%
Excess (Deficiency) of Revenues and Other Sources over Expenses	52,703,415	(9,242,470)	
Ending Cash Balance*	155,398,764	\$ 93,452,879	

* - Unaudited

25% of the fiscal year has elapsed

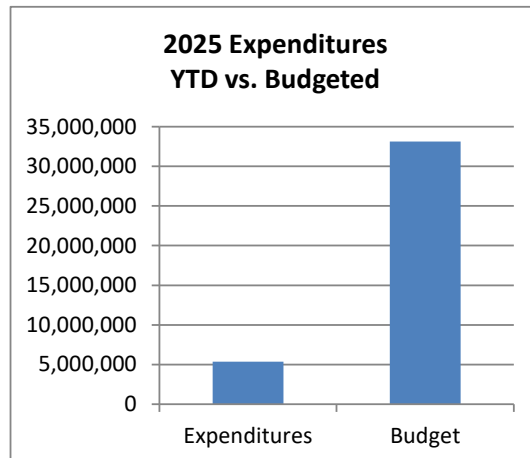
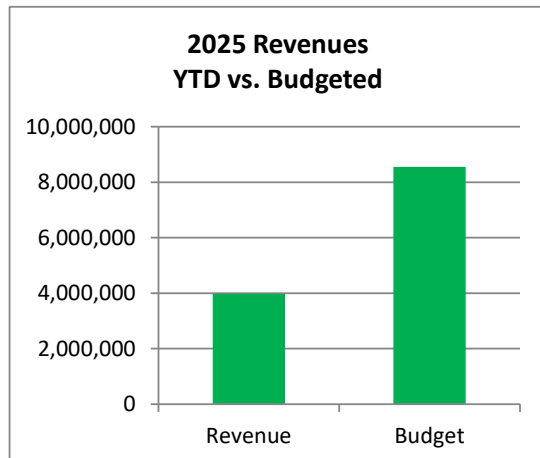


Town of Johnstown, Colorado
Statement of Revenues, Expenditures, and Changes in
Fund Balances - Sewer Fund
Period Ending March 31, 2025
Unaudited

	2025 Actuals March	2025 Adopted Budget	% Complete
Sewer Fund			
Beginning Cash Balance*	52,274,698	52,274,698	
<u>Revenues:</u>			
Charges for Services	1,349,895	4,364,250	30.9%
Total Operating Revenues	1,349,895	4,364,250	30.9%
<u>Expenses:</u>			
Administration	48,963	266,900	18.3%
Operations	593,380	2,871,200	20.7%
Capital Outlay	4,527,415	25,814,000	17.5%
Depreciation	189,918	1,400,000	13.6%
Debt Service	-	2,769,900	0.0%
	-	-	
Total Operating Expenses	5,359,676	33,122,000	16.2%
Operating Income (Loss)	(4,009,781)	(28,757,750)	
<u>Non-Operating Revenues (Expenses)</u>			
Capital Improvement Fees	2,047,972	3,860,213	53.1%
Misc. Revenues	436	25,000	1.7%
Interest	582,190	1,300,000	44.8%
Transfers In/(Out)	-	(1,000,000)	
Total Non-Operating Revenues (Expenses)	2,630,598	4,185,213	62.9%
Excess (Deficiency) of Revenues and Other Sources over Expenses	(1,379,183)	(24,572,537)	
Ending Cash Balance*	50,895,515	27,702,161	

* - Unaudited

25% of the fiscal year has elapsed

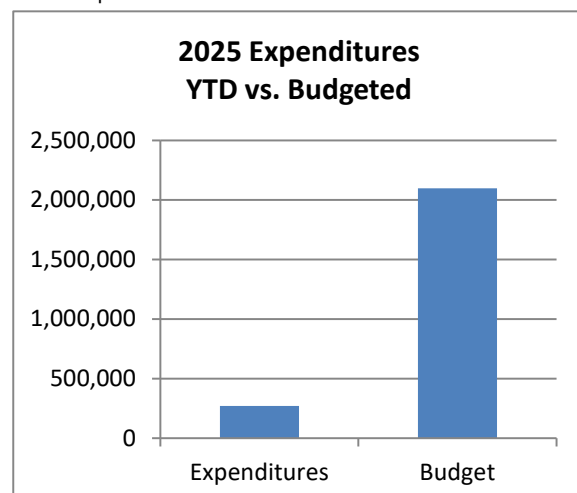
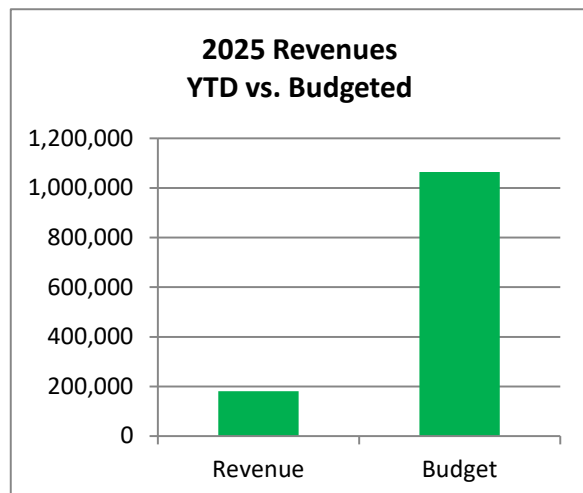


Town of Johnstown, Colorado
Statement of Revenues, Expenditures, and Changes in
Fund Balances - Drainage Fund
Period Ending March 31, 2025
Unaudited

Drainage Fund	2025 Actuals March	2025 Adopted Budget	%
			Complete
Beginning Cash Balance*	4,852,055	4,852,055	
<u>Revenues:</u>			
Charges for Services	152,694	560,000	27.3%
Total Operating Revenues	152,694	560,000	27.3%
<u>Expenses:</u>			
Administration	33,112	96,550	34.3%
Operations	70,628	747,900	9.4%
Capital Improvements	166,432	1,254,200	13.3%
Transfer Out	-	-	
Total Operating Expenses	270,173	2,098,650	12.9%
Operating Income (Loss)	(117,479)	(1,538,650)	
<u>Non-Operating Revenues (Expenses)</u>			
Capital Revenues	-	250,000	0.0%
Misc. Revenues	-	228,780	0.0%
Interest	28,416	25,000	113.7%
Total Non-Operating Revenues (Expenses)	28,416	503,780	5.6%
Excess (Deficiency) of Revenues and Other Sources over Expenses	(89,063)	(1,034,870)	
Ending Cash Balance*	4,762,992	3,817,185	

* - Unaudited

25% of the fiscal year has elapsed

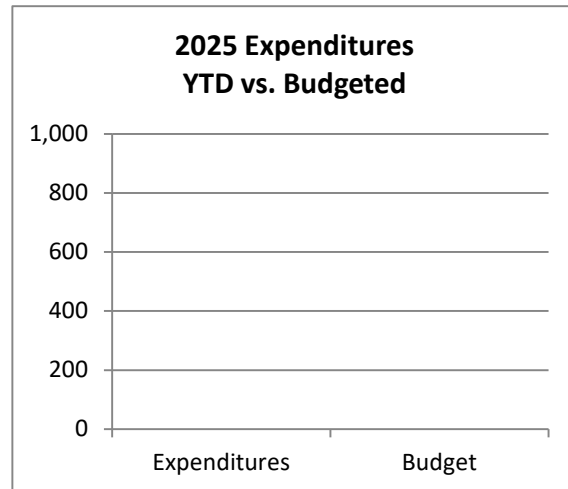
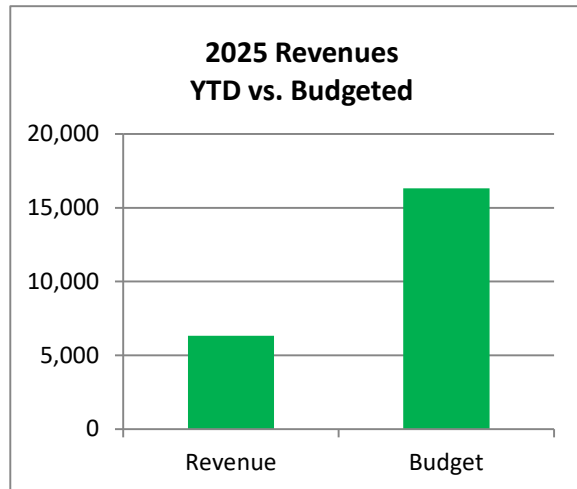


Town of Johnstown, Colorado
Statement of Revenues, Expenditures, and Changes in
Fund Balances - Cemetery Perpetual Fund
Period Ending March 31, 2025
Unaudited

Cemetery Perpetual Fund	2025 Actuals March	2025 Adopted Budget	% Complete
Beginning Fund Balance*	207,231	207,231	
<u>Revenues:</u>			
Miscellaneous Revenue	4,881	12,560	38.9%
Earnings on Investment	1,437	3,750	38.3%
Total Operating Revenues	6,318	16,310	38.7%
<u>Expenditures:</u>			
Operations & Maintenance	-	-	
Capital Outlay	-	-	
Transfers Out	-	-	
Total Expenditures	-	-	
Excess (Deficiency) of Revenues and Other Sources over Expenditures	6,318	16,310	
Ending Fund Balance*	213,549	223,541	

* - Unaudited

25% of the fiscal year has elapsed

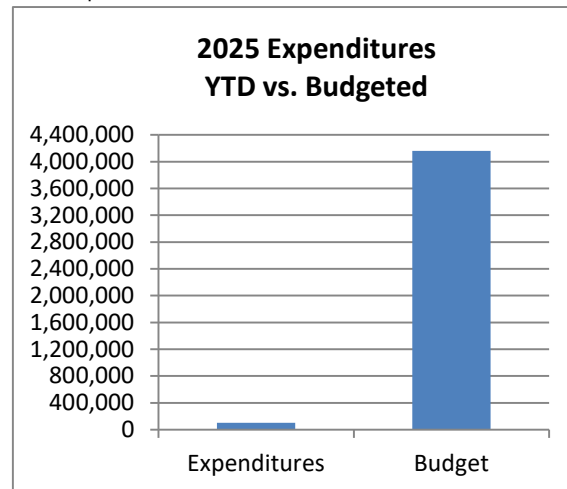
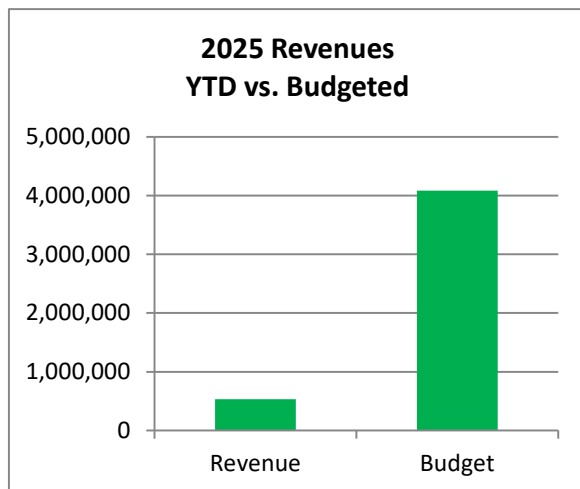


Town of Johnstown, Colorado
Statement of Revenues, Expenditures, and Changes in
Fund Balances - Library Fund
Period Ending March 31, 2025
Unaudited

Library Fund	2025 Actuals March	2025 Adopted Budget	% Complete
Beginning Fund Balance*	14,065,172	14,065,172	
<u>Revenues:</u>			
Intergovernmental	27,215	1,375,300	2.0%
Miscellaneous Revenue	585	13,500	4.3%
Capital Investment Fees	194,352	373,950	52.0%
Interest	7,240	500,000	1.4%
<i>Transfers In</i>	<u>303,478</u>	<u>1,823,124</u>	16.6%
Total Operating Revenues	<u>532,869</u>	<u>4,085,874</u>	13.0%
<u>Expenditures:</u>			
Operations	36,033	4,159,000	0.9%
Capital Outlay	<u>65,000</u>	<u>-</u>	
Total Expenditures	<u>101,033</u>	<u>4,159,000</u>	2.4%
Excess (Deficiency) of Revenues and Other Sources over Expenditures	<u>431,836</u>	<u>(73,126)</u>	
Ending Fund Balance*	<u>14,497,008</u>	<u>13,992,046</u>	

* - Unaudited

25% of the fiscal year has elapsed

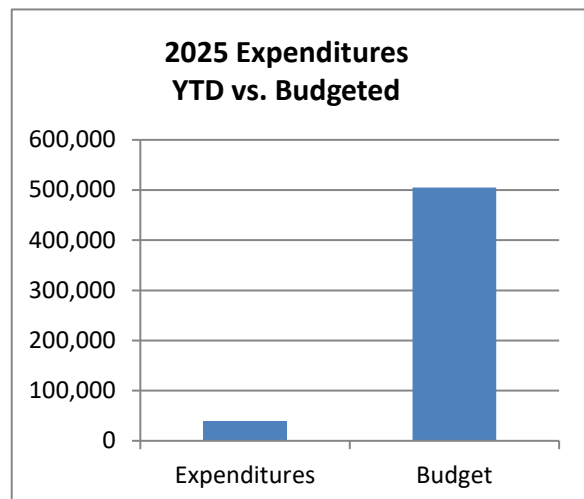
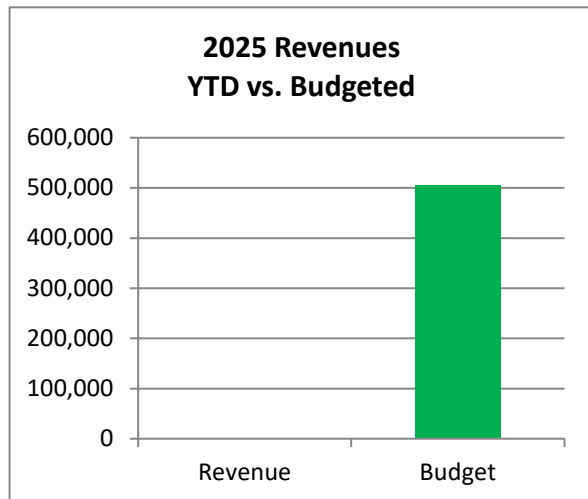


Town of Johnstown, Colorado
Statement of Revenues, Expenditures, and Changes in
Fund Balances - Recreation Center Fund
Period Ending March 31, 2025
Unaudited

	2025 Actuals March	2025 Adopted Budget	% Complete
Recreation Center Fund			
Beginning Fund Balance*	239,367	239,367	
<u>Revenues:</u>			
State Grants	-	0	
Transfers In	-	505,000	0.0%
Earnings on Investment	-	-	
Total Operating Revenues	-	505,000	
<u>Expenditures:</u>			
Operations & Maintenance	39,673	505,000	7.9%
Capital Outlay	-	-	
Total Expenditures	39,673	505,000	7.9%
Excess (Deficiency) of Revenues and Other Sources over Expenditures	(39,673)	-	
Ending Fund Balance*	199,695	239,367	

* - Unaudited

25% of the fiscal year has elapsed





450 S. Parish Avenue
Johnstown, CO 80534
970.587.4664
JohnstownCO.gov

TOWN COUNCIL REGULAR MEETING

450 S. Parish, Johnstown, CO
Monday, April 7, 2025 @ 7:00 PM

MINUTES

CALL TO ORDER

At 7:03 Mayor Duncan called the meeting to order.

PLEDGE OF ALLEGIANCE

Mayor Duncan invited attendees to join in the Pledge of Allegiance.

ROLL CALL

Present:

Councilmember Berg
Councilmember Molinar
Councilmember Menzies
Councilmember Morris
Mayor Pro Tem Young
Councilmember Paranto
Mayor Duncan

AGENDA APPROVAL

Mayor Duncan moved Item 8: Resolution 2025-10 Authorizing an Audit of the YMCA of Northern Colorado to New Business.

Motion by Councilmember Berg and seconded by Councilmember Paranto to approve the amended agenda.

Upon vote, the motion passed unanimously.

The Community that Cares

SPECIAL PRESENTATIONS

New Employee Introductions: Town Manager Matt LeCerf introduced Kristyn Unrein as the Town's new Finance Director.

Business of the Month: Economic Development Manager Sarah Crosthwaite introduced Mary's Mountain Cookies as the April Business of the Month.

PUBLIC COMMENT

Shanon Wilson, 173 Becker Circle, addressed smart meters in his home. He has opted out and utility employees are jumping his fence. He also mentioned the driveway sizes in some of the new neighborhoods and how cramped together the homes are.

Juliet Debban, 413 Windgate Court, provided copies of documents from Rolling Hills Ranch to the Council. She spoke of a fence that needs replaced in the subdivision and asked the Town to step in and get it fixed.

Angie Swanson, 324 Maestes Street, provided an online comment and requested that the Town provide meeting notifications for land use actions in more than one language – specifically in Spanish.

CONSENT AGENDA

Motion by Councilmember Berg and seconded by Councilmember Paranto to approve the consent agenda which contained the following items:

- March 17, 2025 Council Meeting Minutes
- March 2025 List of Bills
- Ordinance 2025-265 Change of Zone for Waggoner Farms – Second Reading
- Ordinance 2025-268 Regulation of Traffic by the Town of Johnstown; Adopting by Reference the 2024 Edition of the Model Traffic Code; Providing for Certain Deletions from and Additions and Modifications to such code; Repealing all Ordinances in conflict therewith; and providing penalties for violations thereof- Second Reading
- Resolution 2025-11 Authorized Signatures for Bank Accounts

Upon vote, motion passed unanimously.

TOWN MANAGER REPORT

Town Manager Matt LeCerf provided a report.

OLD BUSINESS

Beer and Wine Liquor License Renewal for Fabulous Nail and Bar: Town Clerk Meghan Martinez indicated that the applicant had not arrived yet. Mayor Duncan asked if she would work with the interpreter to see if the applicant could get to the meeting. The item was moved to the end of new business.

NEW BUSINESS

Roosevelt Way and Colorado Boulevard Roundabout Construction Contract Award: Senior Project Manager Brandon Torrez presented the contract award.

Motion by Councilmember Molinar and seconded by Mayor Pro Tem Young to approve the contract for the Roosevelt Roundabout Project as presented with Connell Resources in a not to exceed amount of \$4,500,000.00 and authorize the Town Manager to execute the contract, subject to final review by the Town Attorney and Town Manager.

Upon vote, the motion passed unanimously.

Resolution 2025-10 Authorizing an Audit of the YMCA of Northern Colorado: Town Manager Matt LeCerf presented. There was much discussion about the type of audit as well as the length of time to include within the audit.

Motion by Mayor Duncan and seconded by Councilmember Menzies to conduct a forensic of the YMCA of an amount to be determined dating back three years, if any financial irregularities are found we will go back six years.

Upon vote, the motion failed 2-5 with Councilmembers Berg, Molinar, Morris, Paranto and Mayor Pro Tem Young voting no.

Beer and Wine Liquor License Renewal for Fabulous Nail and Bar: Town Clerk Meghan Martinez presented. The applicant was present with interpreter Phuong Ha was present with the applicant.

Motion by Councilmember Morris and seconded by Councilmember Berg to approve the renewal of the Beer and Wine Liquor License for Fabulous Nails and Bar, located at 4900 Larimer Parkway, Johnstown, Colorado.

Upon vote, motion passed 6-1 with Councilmember Menzies voting no.

PUBLIC HEARING

New Beer and Wine Liquor License Application for ZW Restaurants LLC dba Little House

At 8:17 Mayor Duncan opened the public hearing.

Town Clerk Meghan Martinez presented the application. The applicant was present and addressed Council.

At 8:20 Mayor Duncan closed the public hearing.

Motion by Councilmember Molinar and seconded by Mayor Pro Tem Young to approve the Beer and Wine License for ZW Restaurants dba Little House.

Upon vote, the motion passed unanimously.

Ordinance No. 2025-270, Approving the Change of Zone for Zoning Case No. ZON24-0002:

At 8:21 Mayor Duncan opened the public hearing.

Planning and Development Director Jeremy Gleim presented the proposed ordinance. The applicant was present and provided a short presentation.

Steve Verhow, a resident on Charlotte discussed the neighborhood's challenges with the road on whether it is a public or private road. They are working with Larimer County to determine that.

At 8:41 Mayor Duncan closed the public hearing.

Motion by Councilmember Berg and seconded by Councilmember Morris to approve Ordinance 2025-270 authorizing the Change of Zone pursuant to Zoning Case No. ZON24-0002 on first reading.

Upon vote, the motion passed 6-1 with Mayor Duncan voting no.

COUNCIL REPORTS AND COMMENTS

Councilmember Molinar: Nothing to report. He mentioned the notices only in English and asked that we work on it.

Councilmember Berg: He mentioned the upcoming Memorial Day event and he will be presenting at the next meeting what the veterans will be doing for that day.

Councilmember Menzies: She was stopped at Woods and asked why the swails on Silver Bell are filled with rock.

Mayor Pro Tem Young: Lots of exciting things happening in Town. The DCI event was a great spotlight on downtown. He wanted to acknowledge Sarah and her team for their work on that event. He attended the Rotary Teen Impact Awards and the young people in this community are doing amazing things. He also shared how great it was to be part of Commander Williams swearing in.

Councilmember Morris: Thanks to Matt for the details of the PIF. She asked about adding an educational page to the website. She also recommended that Council keep their mics on to help with the broadcast.

Councilmember Paranto: Nothing at this time.

MAYOR'S COMMENTS

Mayor Duncan: He also mentioned the Rotary Teen Impact Awards and how brilliant the young people in our community are. He asked about setting up a meeting with Caliber Homes.

ADJOURNMENT

There being no further business for the Town Council, Mayor Duncan adjourned the meeting at 8:58 pm.

Approved by Town Council:

Michael P. Duncan, Mayor

Attest:

Meghan C. Martinez, MMC, Town Clerk



450 S. Parish Avenue
Johnstown, CO 80534
970-587-4664
JohnstownCO.gov

Town Council Agenda Communication

Agenda Date: April 21, 2025

Subject: Construction Inspection Contract Award to Alfred Benesch & Company for the Roosevelt Roundabout Project

Attachments: 1. PSA - Benesch CMCI Roosevelt RAB Final

Presented by: Brandon Torrez, Senior Project Manager

Agenda Item Description:

The Town's design consultant, Alfred Benesch & Company (Benesch), has designed a proposed concrete roundabout intersection at Roosevelt Parkway and Colorado Boulevard. Final construction plans and documents were completed by March 28, 2025 and the construction project was awarded on April 7, 2025 to Connell Resources. During construction, Staff will perform Construction Management duties. To ensure a quality product is received upon completion, Staff recommends that Benesch who designed the project should be retained to perform supplemental construction inspection, observations, materials testing, and all other inspection and testing items related to the roundabout construction. The cost for this service is \$134,760.

The quality control inspections and testing will be performed at a hybrid frequency to the Colorado Department of Transportation (CDOT) as provided within the 2024 CDOT Field Materials Manual. This frequency testing will assure the Town's roundabout is constructed with high quality and will perform to its fully intended life cycle.

To facilitate and expedite any changes that may occur during the project that may result in the need for additional inspections and testing, Staff is requesting discretion and approval of future change orders by the Town Manager up to a limit of \$150,000 for this scope. This represents roughly a 11% increase over the current service cost.

Strategic Plan Alignment:

Quality Infrastructure & Facilities

- Establish and maintain levels of service
- Ensure future viability of infrastructure and facilities
- Repair and maintain existing infrastructure, facilities and equipment

Legal Advice:

The Town Attorney has reviewed and approved the language in the Town's Professional Services Agreement to be used for contract execution.

Financial Advice:

The programming for the Roosevelt Roundabout Project is included in the 2025 Fiscal Year Budget within the Streets Infrastructure account by reallocating financial resources to support completion of this project. This reallocation is not expected to necessitate a budget amendment.

Recommended Action:

Staff recommend awarding the Construction Inspection Contract for the Roosevelt Roundabout Project to Alfred Benesch & Company for a not to exceed amount of \$150,000.

Suggested Motions:

For Approval: I move to approve the Construction Inspection Contract for the Roosevelt Roundabout Project as presented with Alfred Benesch & Company in a not to exceed amount of \$150,000 and authorize the Town Manager to execute the contract.

For Denial: I move to deny the contract with Alfred Benesch & Company.

Reviewed and Approved for Presentation

Town Manager

**TOWN OF JOHNSTOWN
PROFESSIONAL SERVICES AGREEMENT
CMCI ROOSEVELT ROUNDABOUT**

THIS PROFESSIONAL SERVICES AGREEMENT (the “Agreement”) is made and entered into this ____ day of _____, 2025 (the “Effective Date”) by and between the Town of Johnstown, Colorado, a Colorado home-rule municipality (the “Town”), and Alfred Benesch & Company, an Illinois corporation (“Consultant”) (collectively, the “Parties”).

RECITALS

WHEREAS, the Town desires to engage the services of Consultant and Consultant desires to provide those services more fully described on Exhibit A attached hereto and incorporated herein by reference (“Services”), to the Town; and

WHEREAS, the Parties wish to memorialize their contractual relationship.

AGREEMENT

NOW, THEREFORE, incorporating the foregoing Recitals herein and in consideration of the mutual promises, agreements, undertakings and covenants set forth herein and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereby mutually agree as follows:

SECTION 1: PARTIES

1.01 Town. The Town is a home-rule municipality located in Johnstown, Colorado.

1.02 Consultant. Consultant is a private, independent business entity who will exercise discretion and judgment of an independent contractor in the performance and exercise of its rights and obligations under this Agreement.

SECTION 2: SERVICES, COMPENSATION AND TERM

2.01 Services. Consultant agrees to perform the Services for the Town.

2.02 Compensation. In consideration of Consultant’s performance of the Services contemplated herein, the Town agrees to pay Consultant the compensation set forth on Exhibit A. Consultant shall submit detailed invoices reflecting the portion of the Services completed to the date of the invoice. The Town shall provide payment for Services to Consultant within thirty (30) days of receipt of the invoice. In its discretion, the Town may withhold payment for disputed portions of invoices on the condition that the Town provides written notice to the Consultant of the dispute. Upon delivery of notice, the Town and Consultant shall promptly endeavor to resolve such dispute.

2.03 Expenses: Consultant shall not incur any expense or debt on behalf of the Town

without the Town's prior written authorization.

2.04 Term. Unless otherwise terminated in accordance with Section 5, the term of this Agreement shall be from the Effective Date through December 31, 2025 and shall not extend beyond that date absent the written approval of the Town.

SECTION 3: OPERATIONS

3.01 Consultant Status. Consultant avers that it has the background, expertise and education to provide the Services. Consultant shall be responsible for the proper performance of the Services in accordance with the terms hereof. The consultant shall obtain the necessary permits, if any, and maintain all required licenses, including but not limited to a Town business license.

3.02 Schedule. Unless otherwise set forth in Exhibit A Consultant shall provide the Services in accordance with the timeline requested by the Town.

3.03 SECTION 4: INSURANCE AND INDEMNITY PROVISIONS

4.01 Insurance

A. The Consultant understands and agrees that Consultant shall have no right of coverage under any existing or future Town comprehensive or personal injury liability insurance policies. As a material term of this Agreement, Consultant agrees to maintain and keep in force during the term of this Agreement one or more policies of insurance written by one or more responsible insurance carrier(s) authorized to do business in the State of Colorado in the following amounts:

- I. Workers' compensation insurance as required by law.
2. Commercial general or business liability insurance with minimum combined single limits of ONE MILLION DOLLARS (\$1,000,000.00) each occurrence and TWO MILLION DOLLARS (\$2,000,000.00) general aggregate.
3. Automobile liability insurance with minimum combined single limits for bodily injury and property damage of not less than ONE MILLION DOLLARS (\$1,000,000) for any one occurrence, with respect to each of Consultant's owned, hired or non-owned vehicles assigned to or used in performance of the Services. If Consultant's insurance does not cover non-owned automobiles, the requirements of this paragraph shall be met by each employee of Consultant who utilizes an automobile in providing services to Town under this Agreement; and
4. Professional liability insurance with minimum limits of ONE MILLION DOLLARS (\$1,000,000.00) each claim and TWO MILLION DOLLARS (\$2,000,000.00) general aggregate.

B. The Consultant shall procure and maintain the minimum insurance coverage

listed herein. All coverages shall be continuously maintained to cover all liability, claims, demands and other obligations assumed by Consultant pursuant to this Agreement. In the case of any claims-made policy, the necessary retroactive dates and extended reporting periods shall be procured to maintain such continuous coverage. The Town shall have the right to request and receive a certified copy of any policy and any endorsement thereto. Except for workers' compensation insurance, the Town shall be listed as an additional insured party on Consultant's insurance policies.

C. A certificate of insurance shall be completed by Consultant's insurance agent(s) as evidence that policies providing the required coverages, conditions and minimum limits are in full force and effect, and, upon request by the Town, shall be subject to review and approval by the Town. The certificate shall identify this Agreement and shall provide that the coverages afforded under the policies shall not be canceled, terminated or materially changed until at least thirty (30) days prior written notice has been given to Town. If the words "endeavor to" appear in the portion of the certificate addressing cancellation, those words shall be stricken from the certificate by the agent(s) completing the certificate. The completed certificate of insurance shall be provided to the Town.

4.02 Damage and Indemnity. Consultant assumes full responsibility for any and all damages caused by Consultant's exercise of its activities, or failures to act, under this Agreement. Consultant agrees that it will at all times protect, defend, indemnify and hold harmless the Town, its elected officials, employees, agents, and their successors and assigns, from and against all liabilities, losses, claims, demands, actions and costs (including reasonable attorneys' fees), arising from or related to loss or damage to property or injury to or death to any persons arising from or resulting in any manner from the actions or failures to act of Consultant or any invitees, guests, agents, employees or subcontractors of Consultant, whether brought by any of such persons or any other person.

SECTION 5: TERMINATION

5.01 Termination: The Town or Consultant may terminate this Agreement, with or without cause, by providing thirty (30) days prior written notice to the other Party. Notwithstanding the foregoing, if the Town terminates this Agreement for cause and determines that a notice period is not in the best interests of the Town, the Town may terminate this Agreement by providing written notice to Consultant effective immediately.

SECTION 6: INDEPENDENT CONTRACTOR

6.01 Independent Contractor. Consultant understands and agrees that Consultant is an independent contractor and not an employee of the Town. The Town shall not provide benefits of any kind to Consultant. The Town shall not be responsible for withholding any portion of Consultant's compensation for the payment of Federal Insurance Contributions Act (FICA) tax, workers' compensation, or other taxes or benefits. CONSULTANT IS NOT ENTITLED TO UNEMPLOYMENT COMPENSATION COVERAGE FROM THE TOWN. CONSULTANT IS OBLIGATED TO PAY FEDERAL AND STATE INCOME TAX ON MONEYS PAID PURSUANT TO THIS AGREEMENT. As long as there is not a conflict of interest with the

Town, Consultant may engage in any other lawful business activities during the term of this Agreement.

SECTION 7: NOTICE

7.01 Notices: All notices required under this Agreement shall be in writing and shall be: 1) hand-delivered; 2) sent by registered or certified mail, return receipt requested, postage prepaid, to the addresses of the Parties herein set forth; or 3) sent by electronic mail (“email”). All notices shall be delivered by hand shall be effective upon receipt. All notices by mail shall be considered effective seventy-two hours after deposit in the United States mail with the proper address as set forth below. All notices by email shall be effective on the condition that the intended recipient acknowledges receipt thereto. Either party, by notice to be given, may change the address to which future notices shall be sent.

TO THE TOWN:

Town of Johnstown
Attn: Brandon Torrez
450 S. Parish Avenue
P.O. Box 609
Johnstown, CO 80534
Email: btorrez@johnstownco.gov; notices@johnstownco.gov

TO CONSULTANT:

Alfred Benesch & Company
Attn: Johnny Olson
7979 E Tufts Avenue, Suite 800
Denver, CO 80237
Email: jwolson@benesch.com

SECTION 8: MISCELLANEOUS

8.01 Time. Time is of the essence of this Agreement and of each covenant hereof.

8.02 Non-Appropriation of Funds. Pursuant to Section 29-1-110, C.R.S., as amended, financial obligations of the Town payable as set forth herein, after the current fiscal year, are contingent upon funds for that purpose being budgeted, appropriated and otherwise made available. This Agreement shall be terminated effective January 1 of the first fiscal year for which funds are not budgeted and appropriated.

8.03 Laws and Regulations. In the conduct of the Services, Consultant shall comply with all applicable laws, rules and regulations, and the directives or instructions issued by the Town or its designated representatives.

8.04 Assignment; Third Party Rights. Consultant may not assign, delegate or subcontract any part of its rights, duties or obligations under this Agreement. The Parties do not intend to confer any benefit hereunder on any person or entity other than the Parties hereto.

8.05 Amendment: This Agreement may not be amended or modified except by a subsequent written instrument signed by the Parties. Course of performance, no matter how long, shall not constitute an amendment to this Agreement.

8.06 Severability. If any part, term or provision of this Agreement is declared unlawful or unenforceable, the remainder of this Agreement shall remain in full force and effect, except that, in the event any state or federal governmental agency or court determines that the relationship between the Town and Consultant is one of employment rather than independent contractor, this Agreement shall become null and void in its entirety.

8.07 Waiver No consent or waiver, express or implied, by the Town to or of any breach or default by Consultant in the performance by Consultant of its obligations hereunder shall be deemed or construed to be a consent or waiver to or of any other breach or default by the Town. Failure on the part of the Town to complain of any act or failure to act or to declare Consultant in default, irrespective of how long such failure continues, shall not constitute a waiver by the Town of its rights hereunder.

8.08 Governmental Immunity: The Parties agree that the Town is relying on, and does not waive or intend to waive by any provision of the Agreement, the monetary limitations or any other rights, immunities, and protections provided by the Colorado Governmental Immunity Act, §§ 24-10-101 et seq., C.R.S., as amended from time, or otherwise available to the Town, its elected officials, employees or agents.

8.09 Applicable Law and Venue: This Agreement shall be construed according to the laws of the State of Colorado. Venue for any claim, proceeding or action arising out of this Agreement shall be in Weld County, State of Colorado.

8.10 Mediation: In the event of any dispute arising under this Agreement, except in the case of an action for injunctive relief, the Parties shall submit the matter to mediation prior to commencing legal action and shall share equally in the cost of the mediation.

8.11 Costs and Attorney's Fees. If any judicial proceedings may hereafter be brought to enforce any of the provisions of this Agreement, the Town, if the prevailing party, shall be entitled to recover the costs of such proceedings, including reasonable attorney's fees and reasonable expert witness fees.

8.12 Entire Agreement The provisions of this Agreement represent the entire and integrated agreement between the Town and Consultant concerning the subject matter contained herein and supersede all prior negotiations, representations and agreements, whether written or oral.

8.13 Public Official Personal Liability. Nothing herein shall be construed as creating any personal liability on the part of any elected official, employee or agent of the Town.

8.14 No Presumption: Each Party acknowledges that it has carefully read and reviewed the terms of this Agreement. Each Party acknowledges that the entry into and execution of this Agreement is of its own free and voluntary act and deed, without compulsion. Each Party acknowledges that it has obtained, or has had the opportunity to obtain, the advice of

legal counsel of its own choosing in connection with the negotiation and execution of this Agreement and with respect to all matters set forth herein. The Parties agree that this Agreement reflects the joint drafting efforts of all Parties and in the event of any dispute, disagreement or controversy arising from this agreement, the Parties shall be considered joint authors, and no provision shall be interpreted against any Party because of authorship.

8.15 Controlling Document In the event of a conflict between the provisions in this Agreement and Exhibit A the provisions in this Agreement shall control.

8.16 Headings. The headings in this Agreement are inserted only for the purpose of convenient reference and in no way define, limit or prescribe the scope or intent of this Agreement or any part thereof.

8.17 Counterparts. This Agreement may be executed in counterparts, each of which shall be an original, but all of which, together, shall constitute one and the same instrument.

8.18 Waiver of Right to Jury Trial. To the fullest extent permitted by law, each party hereto waives its respective rights to a trial by jury of any claim or cause of action based upon, arising out of or related to this Agreement.

[Remainder of page intentionally left blank.]

EXHIBIT A
SERVICES

**Scope of Services
CR 13 and Roosevelt Project
Construction Inspection and Materials Testing Services
Town of Johnstown
Revised April 16, 2025**

- A. Benesch (CONSULTANT) will assist the Town by providing the following construction administration and observation services:
1. Upon receipt of a Notice to Proceed, the CONSULTANT shall attend the pre-construction conference to be held prior to any construction activity. The pre-construction conference to be attended by the CONSULTANT, the Town, the Engineer, the contractor, the surveyor, any sub-consultants, and any affected utilities. At this meeting the project schedule and the responsibilities of each party will be outlined.
 2. During construction, consult with and support the Town and as directed, act as the Town's representative. As directed, the CONSULTANT shall have authority to act on behalf of the Town to the extent provided in the construction Contract Documents, except as otherwise directed in writing by the Town and as established in the Pre-Construction Conference. The CONSULTANT will provide an Inspector who is dedicated to the project and will support field activities.
 3. The CONSULTANT shall be on site as scheduled by the Town to observe the contractor's daily work (where a major portion of the consultants time is spent observing the work in progress), evaluate the quality of the executed work and to determine, in general, if the work is proceeding in accordance with the Contract Documents, and make recommendations to the contractor and the Town of the need for corrective action. The CONSULTANT shall keep the Town representative informed daily as to how the work is progressing and notify the Town immediately about deficiencies and issues of noncompliance. There may be scope items which the Town decides the CONSULTANT will not be scheduled to observe activities. The CONSULTANT will not be responsible for the quality and conformance for these items.
 4. The CONSULTANT representative(s) shall be required to inspect all major items of work as it progresses daily, which will include daily inspection of traffic control for compliance with the approved / applicable Method of Handling Traffic (MHT) for the various construction phases. The contractor's completion date for the project is anticipated to be **September 30, 2025**; however, the CONSULTANT shall anticipate providing limited hours to assist in observing the completion of punch list items and as needed to close out the project - which may extend to **December 31, 2025** but will require only part-time offsite CONSULTANT assistance to the Town. The CONSULTANT will be available to check traffic control and stormwater management devices the remain in-place during the acceptance but anticipates the effort level to be only a few hours per week.
 5. Johnstown anticipates a contractor Notice to Proceed date of **May 1, 2025**. The Consultant services shall be provided based on the estimated man- hours and fees including but not limited to the following: administrative services, review and approval of various contractor submittals, and other CONSULTANT staff services requested for this project. Since a field laboratory will not be present on-site, mileage and time charges will be allowed from the materials tester for the purposes of transporting testing samples to their materials laboratory. Laboratory testing will be performed at the materials testing company certified laboratory.
 6. The CONSULTANT may be required to work weekends and extended hours at rates shown in Exhibit B, (Any overtime premium the Consultant must pay its employees shall be included in the hourly rates submitted and not the responsibility of Johnstown). The combination of construction management and materials testing hours per week may vary depending on the Contractor's schedule of the various activities required for this project. There may be suspended work periods at the Town or Contractor's discretion. The Town will require the contractor to provide notification of their intent to work the weekends as noted in the Contractor's Contract with Johnstown to provide the CONSULTANT adequate time to provide staffing for the project on weekends.

7. The CONSULTANT shall review necessary shop drawings, diagram illustrations, brochures, catalog data, mix designs, materials, traffic control plans, schedules, soils samples, results of material testing (including slump tests, density and moisture tests), inspections and other data which the contractor is required to submit, as requested by the Town, to determine conformance and compliance with the Contract Documents; collect from the contractor certificates of inspections, shipping / scale tickets (including, but is not limited to the following items: aggregate base course, topsoil, HBP, concrete paving, riprap, structural concrete, reinforcing steel, erosion control devices, culverts, traffic control devices), in accordance with the Contract Documents.
8. The CONSULTANT shall be given direction to issue instructions directly to the contractor on behalf of the Town. The CONSULTANT may, as the Town's representative, require special inspection or testing of the work. As directed by the Town, the CONSULTANT will make recommendations or decisions, where warranted, on claims of the Town and the contractor(s) relating to the execution and progress of the work and other matters and questions related thereto.
9. The CONSULTANT will generate daily inspection reports, and said inspection reports should include documentation of daily quantities completed to be provided to the Town who will generate the payment.
10. As directed by the Town, the CONSULTANT shall work with the contractor and review the contractor's efforts to coordinate utility relocation work required for this project. The CONSULTANT shall document in the daily logs the contractor's progress with utility coordination and notify the Town of outstanding issues.
11. The CONSULTANT shall assist the Town in scheduling and attending the weekly progress meetings, which includes assisting in contacting the impacted parties. The weekly meetings shall be conducted by the Town and should be attended by other agencies, the impacted utility companies, metro-district(s), construction surveyor, engineer (as required), traffic control supervisor, the CONSULTANT (and sub-consultants when applicable), the contractor and subcontractors (as required).
12. CONSULTANT shall assist in preparing written directions to the contractor, as directed by Town representative; and such documents shall be reviewed and approved by the Town prior to issuance. All formal correspondence issued should be serialized and stored in project records.
13. The CONSULTANT shall determine if the project conforms to the requirements of the Contract Documents, adheres to the contractor's project schedule, and evaluate if the contractor is progressing according to schedule. The Town shall maintain a record of the contractor's revisions / updates to the project schedule. The Town will require monthly updates to the construction schedule be prepared and submitted prior to advancing the payment application. All changes to logic and critical path will require a narrative explanation.
14. The CONSULTANT shall assist the Town in conducting a formal inspection (walk-through) with representatives of the contractor to determine if the project is substantially complete and prepare a letter of "Substantial Completion" indicating uncompleted work (punch list items) for review and approval by the Town prior to issuance.
15. The CONSULTANT shall assist the Town in conducting the final inspection and evaluate whether the project has been completed in accordance with the Contract Documents, and that the uncompleted work identified in the punch list has been completed. The CONSULTANT shall submit any recommendations concerning project status, as it may affect the Town's final payment to the contractor(s).
16. The CONSULTANT shall work with Town staff to verify that all field revisions (as-built modifications) have been properly documented on the plans throughout the duration of the construction. The CONSULTANT shall review the contractor's as-built records on monthly basis (as part of pay application and quantity verification review) and inform the Town and remind the contractor of his/her responsibility to keep the as built / as constructed modification / field revisions current within **seven (7) days** throughout

the project duration.

17. The CONSULTANT shall verify pay quantities and completed and accepted quantities are to be included in the CONSULTANT's daily diary. The web-based software automatically rolls the quantity into the monthly quantity summary once the daily diary is approved by the CONSULTANT Project Manager.
18. The CONSULTANT shall keep a daily log of events and an ongoing photo log of the project. A digital cloud-based storage system containing the entire photo log and all of the daily reports shall be kept current during the project and, upon request, made available for review by the Town. The CONSULTANT representative shall have his/her own cell phone and vehicle on site each day the CONSULTANT is required to work.
19. Material testing for this project shall be provided by the CONSULTANT and / or its Sub-consultants. The CONSULTANT shall coordinate construction activities with the materials tester to ensure that all phases of work on each item are adequately tested for compliance with the plans and specifications.
20. The CONSULTANT will collect materials tickets and record the locations used as well as verify the quantities. All delivery tickets will be bound and submitted to the Town at the end of the project or as directed by the Town.
21. The CONSULTANT shall coordinate material testing and review and distribute geotechnical report documents generated for the project. These reports shall include but shall not be limited to the following: concrete testing, asphalt testing, soils testing, and other materials testing as required in the Johnstown, MGPEC, and CDOT Specifications in accordance with the contract documents. Geotechnical staff/subconsultants shall be responsible for having their work reviewed and approved by a qualified Professional Engineer. The CONSULTANT shall provide a web-based portal that will maintain all material files. Test results are to be reviewed by the Geotechnical Engineer and uploaded to the portal daily.
22. Material Testing Services shall include but shall not be limited to the following:

Unclassified Excavation/Embankment Earthwork Testing: During unclassified excavation and embankment earthwork operations provide a qualified engineering technician to perform moisture-density tests of the backfill materials. These tests will be performed with a nuclear moisture-density gauge, using current ASTM procedures. Samples of the fill materials will be taken for laboratory testing and classifications. Frequency of testing shall be as directed by the Town, consistent with the latest Johnstown Specifications at time of bid.

Subgrade Testing: Just prior to placement of the road base, the Contractor is required to scarify, moisture-condition and compact the subgrade materials. After completion of the subgrade preparation, provide an engineering technician to perform moisture-density tests of the subgrade soils materials. These tests will be performed with a nuclear moisture-density gauge, using current ASTM procedures.

Underground Utility Soils Testing: Test for compaction of underground infrastructure which includes but is not limited to the following: storm sewer culverts, water line and sanitary relocations and new installation (when applicable), electrical conduit, utility relocation related to improvement project, inlets, manholes, structures, and signal pole foundations. Frequency of testing shall be as directed by the Town, consistent with the latest Johnstown Specifications.

Concrete Pavement and / or Structural Concrete Testing: ACI certified technician shall provide / perform slump, air content, temperature tests, unit weight and compressive strength of lab, field cured and cored samples for the ready-mixed concrete delivered to the site; and review of aggregate and mix designs. The CONSULTANT shall make frequent inspections to Batch Plant to observe plant operations, including observations of loading of aggregates. The frequency of testing shall be as directed by the Town, but consistent with CDOT Field Materials Manual Procedures. Testing will be performed in accordance with current ACI and ASTM procedures. In addition, a Certified Technician shall provide / perform moisture-

density tests of the structural backfill materials.

Hot Mix Asphalt (HMA) Testing: shall be tested for in-place density, asphalt content, gradation, maximum theoretical density, VMA, Lottman, and as required, by a LabCAT certified technician. Field core samples in order to verify thickness and density shall be observed by the CONSULTANT and the frequency of such shall be in accordance with the Contract Documents.

Engineering and Supervision: Identify costs of any and all administrative, engineering and supervision costs associated with the required materials testing services and any outside lab costs. Perform lab and concrete tests at the certified materials laboratory.

Additional Requirements for this project:

- i. Work Order Billings - The Consultant will submit invoices of actual time and material cost to the Town on a monthly basis. Billing rates used will correspond to rates contained in the contract between the CONSULTANT and the Town. Rates submitted shall remain fixed during the CONSULTANT Contract / Agreement duration which is anticipated to extend through **December 31, 2025**.
- ii. The consultant's monthly invoices shall include copies of weekly time sheets for all employees and subcontractor charging to this project. Furthermore, copies of the previous week's time sheets and daily inspection reports shall be submitted to the Town representative by Wednesday of the following week.
- iii. Insurance Required of Consultant - The Consultant is required to carry insurance coverage in accordance with Johnstown's standard PCS Contract Exhibit C.
- iv. Notwithstanding anything in this Agreement, the Consultant shall not have control or charge of and shall not be responsible for construction means, methods, techniques, sequences or procedures, or for safety measures, precautions and programs including enforcement of Federal and State safety requirements, in connection with construction work performed by Town's construction contractors. Notwithstanding anything in this agreement, the Consultant shall have no responsibility for the discovery, presence, handling, removal and disposal of, or exposure of persons to hazardous materials in any form at the project site. Notwithstanding anything contained in this agreement, the parties acknowledge that the Consultant shall not be responsible for any claims, demands, suits, actions or proceedings to the extent the same are caused by the negligence of the Town, the Town's Contractor or its subcontractors or any other cause beyond Consultant's control.

Estimate of Fees for Construction Management / Inspection Services



Johnstown - CR 13 and Roosevelt

Construction Inspection Services

Revised on 4/16/2025

Mileage at \$0.67/mile per GSA rates

Hourly Rate	Position
\$216.00	Sr. Construction Manager (James Newberry)
\$148.00	Senior Inspector (Derek Alvarado)
\$88.00	Inspector II (Brice Korte)
\$98.00	Project Assistant II (Katrina Kenny)
\$250.00	Project Principal (Johnny Olson)

Task	Hours by Employee						Expenses	Total
	SR CM	SR CI	CI II	PA	PP			

Construction Management and Inspection

Project Startup Tasks

Preconstruction Meeting	2		2		4		\$100.50	\$1,708.50
Precon Photos and Preparation			8				\$100.50	\$804.50

Project Construction Tasks

Project Management Support (4 hrs/wk for 19 weeks)	76				16		\$301.50	\$20,717.50
Construction Inspection & Documentation (40 hrs/wk for 19 weeks)			760				\$4,773.75	\$71,653.75
Project Support				4				\$392.00
Materials Testing (Triax Engineering)							\$35,000.00	\$35,000.00

Project Closeout Tasks

Final Walkthrough, Punch List Preparation & Follow-up Inspections	4	0	40				\$100.50	\$4,484.50
Final Documentation							\$0.00	\$0.00

82	0	810	4	20			\$40,175.75	
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Total Fee (Not To Exceed Limit): \$134,760.75



450 S. Parish Avenue
Johnstown, CO 80534
970-587-4664
JohnstownCO.gov

Town Council Agenda Communication

Agenda Date: April 21, 2025

Subject: Hays Park Playground Contract Award

Attachments: 1. Hays Park Option 1
2. Hays Park Option 2

Presented by: Mark Stanley, Deputy Public Works Director

Agenda Item Description:

Johnstown is home to seven public parks maintained by the Public Works Department. Several of the parks playground equipment have surpassed their expected service life and are in need of replacement with modern equipment that meets current safety and design standards. Among these, Hays Park has been identified as the highest priority due to frequent maintenance requirements and aging equipment.

After careful consideration, Public Works, in collaboration with Go Play Inc, have developed two design options for Hays Park. Each option has its own set of advantages and disadvantages, as outlined in the comparison matrix below:

<u>Hays Park Options Comparison</u>	
BOTH OPTIONS INCLUDE	
Both options expand the play pit and connect to existing concrete shelter pad and sidewalk within the park (for accessibility).	
Both options move the play pit out of the historically flood prone area of the park.	
More equipment and play value than existing the playground, with separate areas for the 2-5 and 5-12 age ranges.	
Include 3-bay swings with a variety of seat options.	
Designs are inclusive in nature with poured-in-place surfacing and ADA compliant equipment for accessibility throughout.	
Interactive ground level panel walls with innovative accessible panels.	
Poured-in-place in 50% black / 50 % color mix for cost savings.	
OPTION 1	OPTION 2
Total project \$426,139.12	Total project \$447,250.94
A hybrid ropes / active course for age 5-12 with a post-and-deck structure and rope unit with slide.	A true ropes / active course for ages 5-12 with no post and deck platforms.
Includes the new Ascend Soar rope climber with frame and integrated slide.	Includes Ascend Thrill Tower Climber with overall 24' height (max. 10' fall height between levels).and the innovative Mosura Rope Climber with slide.
Swing offers (2) belts, (2) buckets and (2) ADA seats.	Swing offers (2) belts, (2) buckets, (1) ADA seat and (1) See-me swing seat.
Smaller 2-5 year-old structure with lower decks (36") and a large shade roof.	Slightly larger 2-12 year-old structure with deck heights 36" — 60" high and plastic roof.
An Inclusive Orbit spinner that allows wheelchair access onto the platform of the spinner.	An Inclusive Atom Spinner the is ADA accessibility compliant.
Includes additional 2-5 year-old spring riders and (2) benches in playground.	Focuses more on 5-12 year-old age range, with no free-standing 2-5 year-old elements or bench seating.
Requires slightly smaller playground pit for proposed equipment (6100 sf)	Size of playground pit is slightly large to accommodate equipment (6450 sf)

While both options are viable and Option 1 is slightly more affordable (at a total cost of \$426,139), Staff recommends that the Council proceed with Option 2 for the playground replacement at Hays Park. This option stands out for its unique features, including a net climbing structure and a custom tower with integrated climbing elements. The design promotes active play across a broader age range compared to Option 1, supports physical development, and integrates well with the surrounding trail network—ultimately enhancing the overall park experience for the community. Option 2 for the playground equipment replacement at Hays Park comes with a total cost of \$447,251, below the allocated budget of \$500,000.

All playground equipment presented in the options to Council is sourced through a BuyBoard National Purchasing Cooperative vendor. BuyBoard vendors are awarded contracts through a competitive bid procurement process and are required to offer a minimum discount of 12%. The playground equipment options presented to Council meet or exceed this minimum discount requirement.

Strategic Plan Alignment:

Natural & Built Environment

- Invest in, enhance, and conserve our parks, open spaces, agricultural areas and natural environment

Quality Infrastructure & Facilities

- Ensure future viability of infrastructure and facilities
- Repair and maintain existing infrastructure, facilities and equipment

Legal Advice:

The Town's standard Professional Services Agreement will be used for this contract.

Financial Advice:

As presented, the contract amount for Option #2 is \$447,251, is below the allocated budget of \$500,000.

Recommended Action:

Staff supports and recommends awarding the contract to Go Play Inc., for Option #2.

Suggested Motions:

For Approval: I move to approve awarding the contract, with option #2 for Hays Park, to Go Play Inc. as presented and authorize the Town Manager to sign the contract associate with this project.

For Denial: I move to deny awarding the contract.

Reviewed and Approved for Presentation



Town Manager



Go Play, Inc.
9916 County Road 48 1/2
Milliken, CO 80543

OPTION 1
Hays Park
PROPOSAL

Customer				Misc	
Name	Town of Johnstown			Date	4/10/2025
Address	450 S Parish Ave			Order No.	SRP296081U
City	Johnstown	State	CO	Rep	JVW
Phone	(970)481-9252			FOB	

Qty	Description	Unit Price	TOTAL
PLAYGROUND EQUIPMENT			
1	Superior PS5-73195 custom climbing structure, 5" OD posts, ages 5-12.	\$107,845.00	\$ 107,845.00
1	Superior Playground set of (3) Lily Pad Steppers	\$972.00	\$ 972.00
1	Superior Playgrounds 3-Bay 3.5" OD Arch Swing frame 8' pivot height, with (2) belt seats, (2) full-bucket seats and (2) inclusive ADA seats.	\$8,686.00	\$ 8,686.00
1	Superior Playground Inclusive Orbit Spinner	\$17,076.00	\$ 17,076.00
2	Superior Playgrounds Spring Riders (1) Whale and (1) Frog	\$1,205.00	\$ 2,410.00
1	Superior Playgrounds Stem-0004 Panel with Iris and spiral spinners and washer drop.	\$5,964.00	\$ 5,964.00
2	Superior Amenities 6' Regal bench with back, 3/4" #9 expanded metal design, inground mount. <i>Go Play Local Discount on Superior Playground equipment as quoted above only. Does not include any Ascend Rope or 2025 Q1 Sale equipment. May not be combined with other promotions.</i>	\$759.00 28%	\$ 1,518.00 \$ (40,451.88)
1	Superior Ascend Soar RC-813 with slide, functionally functionally linker to PS5-73195.	\$57,984.00	\$ 57,984.00
1	Superior Playgrounds PS3-72306 Structure, 3.5" OD posts for ages 2-5. <i>Superior Playgrounds 2025 Q1 Sale Price \$15,052.00! on PS3-72306 structure. Valid on orders placed by 6/17/25 only. May not other discounts or promotions.</i>	\$30,104.00 50%	\$ 30,104.00 \$ (15,052.00)
INSTALLATION			
1	Complete removal and disposal of existing playground equipment and 3450 sf of average 6" depth of wood fiber surfacing material and 2650 sf remove and dispose of existing elevation sod to 7" depth. <i>NOTE- Removal and disposal of eastern-most pit in park is NOT included in this proposal. Pricing assumes Town of Johnstown will be responsible for removing and disposing of existing 5-12 structure and surfacing in flood prone area and landscaping of that space.</i>	\$19,465.00	\$ 19,465.00
1	Complete installation of equipment listed above by CPSI certified installer including one mobilization to the site.		\$ 78,064.00
1	170 LF form and pour new concrete borders at 6" W x8" H on south and east sides of pit (existing sidewalks on north and west sides to remain as border), includes one mobilization to the site and pump truck.		\$ 12,020.00
SURFACING - POURED-IN-PLACE			
6100	sf supply, install and compact 4" compacted depth of stable base material for poured-in-place surfacing..	\$2.75	\$ 16,775.00
6100	sf Surface America PlayBound poured-in-place surfacing, 50% black / 50% color speckle mix, standard binder, variable 4' - 10' fall height attenuation, includes materials, delivery and installation. <i>Notes- No permits, licenses, taxes, bonding, nor associated fees are included (if applicable). No turf protection, locating or repairing existing private utilities or sprinkler lines, fencing, security, off-site disposal of spoils, unusual digging conditons, nor site restoration are included (if needed). Assumes adequate access to site for large installation machinery (minimum 6' wide access path required). Current lead time on playground equipment production is running 10 weeks on standard equipment and 18 weeks on Ascend Nets, but may vary without further notice.</i>	\$17.95	\$ 109,495.00
Approved proposal and PO or 50% deposit required to proceed.		SubTotal	\$ 412,874.12
		Freight	\$ 13,265.00
Date _____ Tax Rate(s) _____		N/A	exempt
Authorizing Signature _____		TOTAL	\$ 426,139.12
Tax Exempt # 98-03492		Office Use Only	



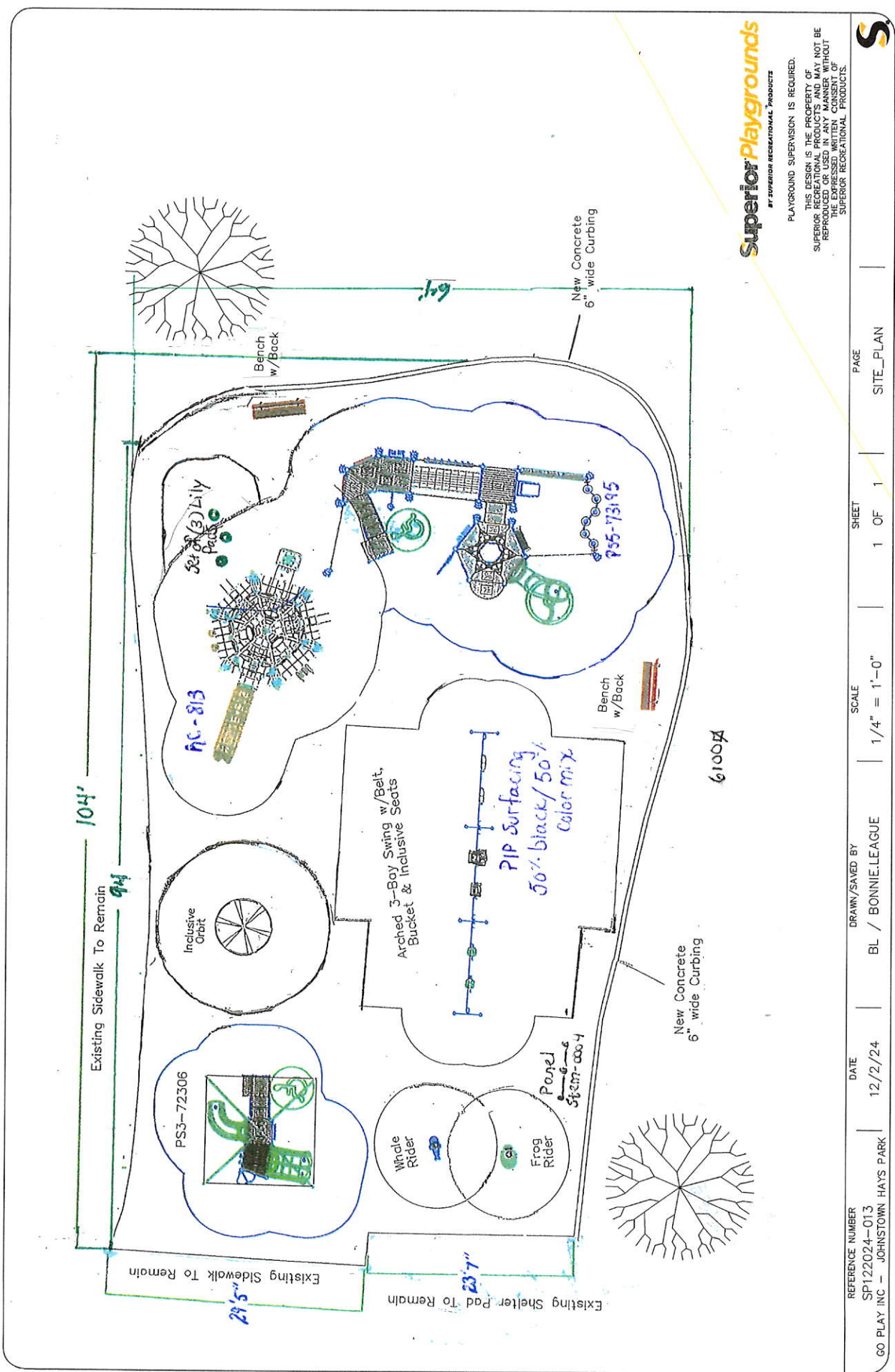
Contact : Go Play Phone (970) 420-6796
Go Play email jennifer@goplayplaygrounds.com



Thank you for your consideration! Pricing is valid for 30 days.

Johnstown Hays Park Option 1 Site Plan

Proposed by Jennifer Van Worman
(970)420-6796
jennifer@goplayplaygrounds.com



Superior Playgrounds
BY SUPERIOR RECREATIONAL PRODUCTS
PLAYGROUND SUPERVISION IS REQUIRED.
THIS DESIGN IS THE PROPERTY OF
SUPERIOR RECREATIONAL PRODUCTS AND MAY NOT BE
REPRODUCED OR COPIED WITHOUT
THE EXPRESSED WRITTEN CONSENT OF
SUPERIOR RECREATIONAL PRODUCTS.



Town of Johnstown Hays Park Opt. 1

STRUCTURE PS5-73195 • QUOTE QU00296018

Design is for illustration purposes only and colors may vary.

Color Key

Post: Burgundy
Post Cap: Spring Green
Metal: Beige
Plastic: Beige

Panel: Spring Green
San. Panel: NA
Deck: Brown
Fabric: Beige

Proudly Presented By:
GoPlay
PLAY & PLAYGROUNDS

SuperiorPlaygrounds
BY SUPERIOR RECREATIONAL PRODUCTS

REFERENCE NUMBER
PS5-73195
5" STEEL STRUCTURE DESIGN
EQUIPMENT SIZE
33'X20'
AGE GROUP
5-12
USE ZONE
45'X32'
SURFACE AREA
1068 S.F.
USER CAPACITY
62
4' TIMBER COUNT
34
FALL HEIGHT
8 FT.
ADA ACCESSIBILITY
ELEVATED
PLAY ACTIVITIES
12

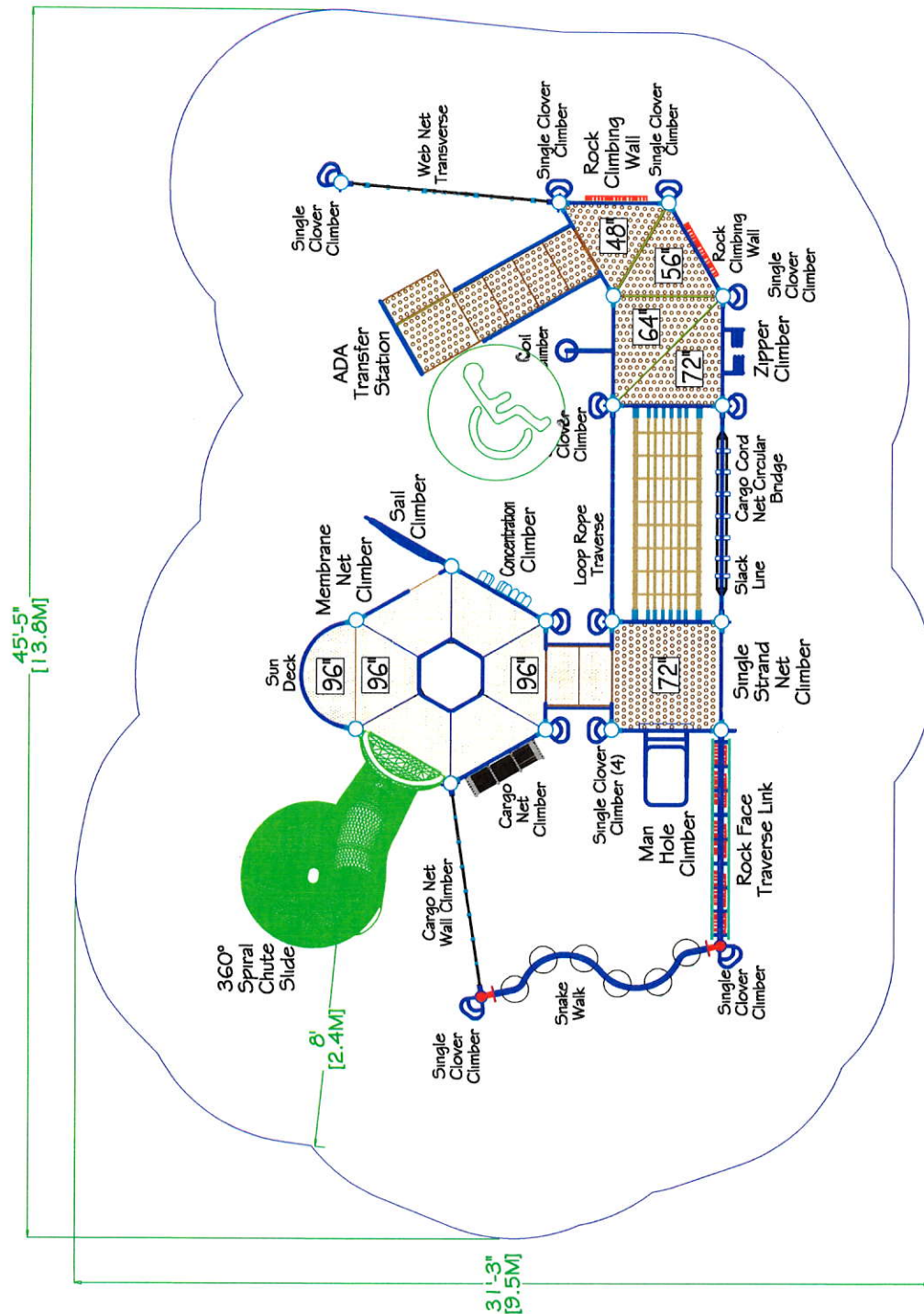
GROUND LEVEL ACCESSIBILITY PLAY ACTIVITIES	GROUND LEVEL ACCESSIBILITY ACTIVITY TYPES
REQUIRED	4
PROVIDED	4

THIS STRUCTURE MEETS OR EXCEEDS CPSC #325
AND ASTM F1487 UNLESS OTHERWISE NOTED.

DATE
12/2/2024
SCALE
1/4" = 1'-0"
DRAWN/SAVED BY
BL
/ BONNIE LEAGUE
SHEET
1 OF 3
PAGE
PLAN_VIEW

WE RECOMMEND THIS PLAN BE PRINTED ON 11" x 17" PAPER

PLAYGROUND SUPERVISION IS REQUIRED.
THIS DESIGN IS THE PROPERTY OF
SUPERIOR RECREATIONAL PRODUCTS AND MAY NOT BE
REPRODUCED OR USED IN ANY MANNER WITHOUT
THE EXPRESSED WRITTEN CONSENT OF
SUPERIOR RECREATIONAL PRODUCTS.

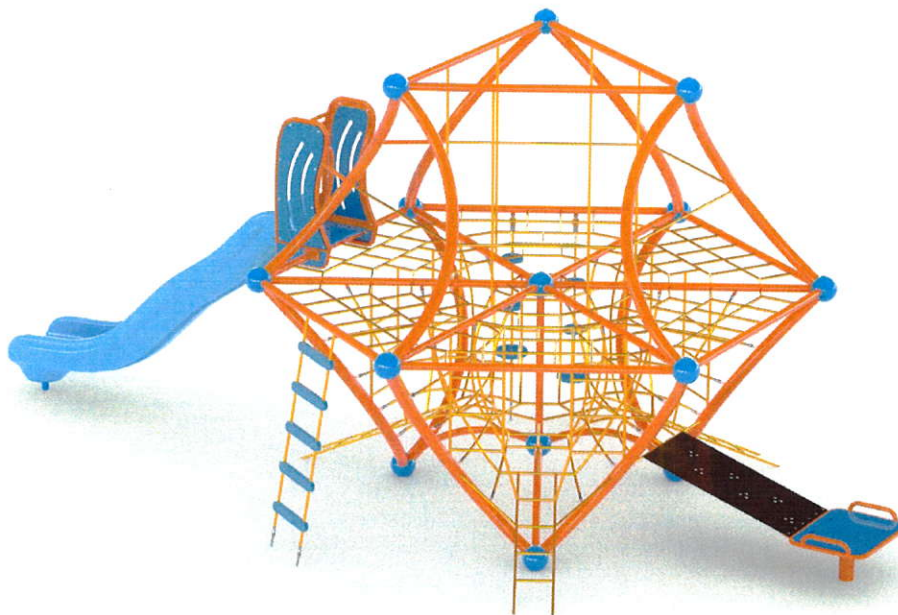


Superior

RECREATIONAL PRODUCTS

A PLAY COMPANY

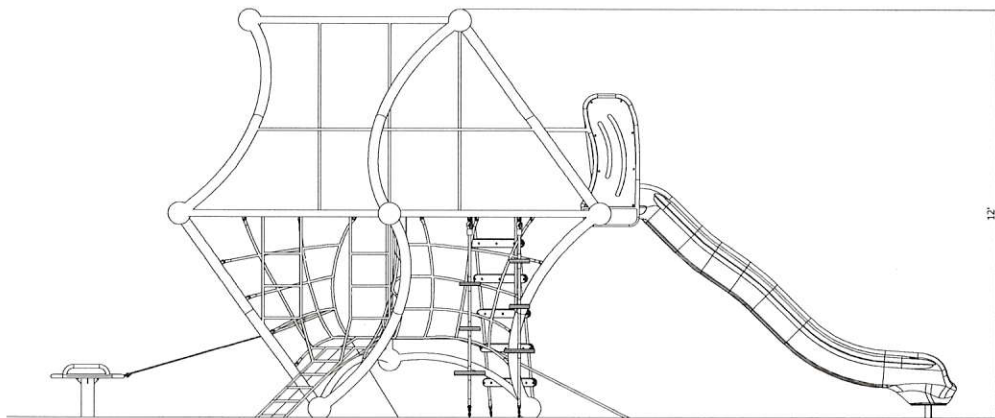
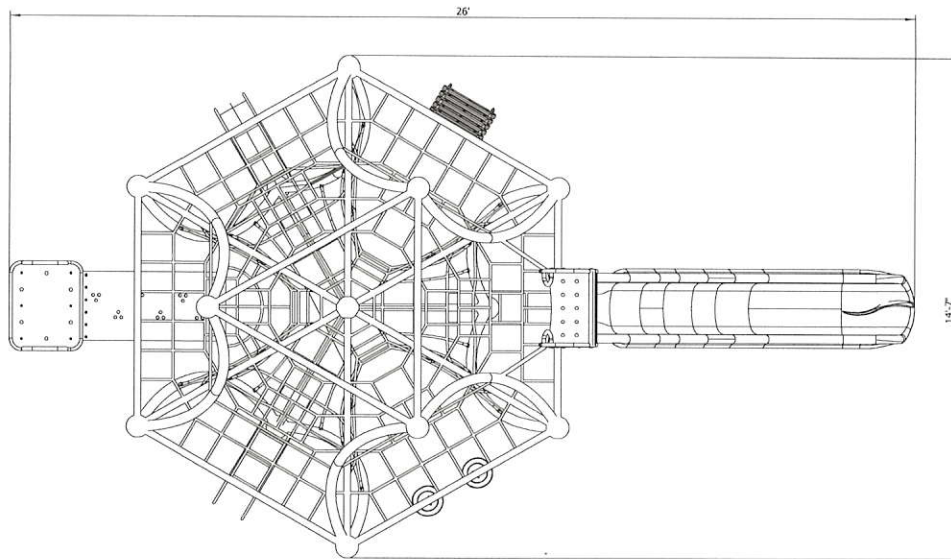
RC-813 SPECIFICATION



GoPlay

Jennifer VanWormer
(970) 420-6796

jennifer@goplayplaygrounds.com



Product Name: Coral Reef With Slide
Model Number: RC-813
Size: Length: 26'
 Width: 14'-7"
 Height: 12'
Fall Height: 6'
Foundations: 8
Concrete Volume: 1.8 cubic yards
COMPLIANT WITH: ASTM F-1487
 CSA Z614
Ages: 5-12 years
Use Zone: Length: 38'
 Width: 26'-7"



Technical Details:

Frame

Main Structure shall be 4-1/2" (114.3mm) diameter steel tubing combined with 2-3/8" (60.5mm) diameter steel tubing, which after fabrication shall be powder coated in accordance with the specifications herein.

Climbing Nets

20mm diameter rope consists of 6 main strands, each strand containing 24 galvanized steel reinforcing strands within a polyamide sleeve, wrapped around a solid polyamide core for a total of 144 reinforcing strands. Ropes shall achieve a Class 7-8 colorfastness rating.

Rope Ball Connectors

One-piece compressed aluminum ball connector, compressed in place with 150,000 pounds source (667kN) to prevent the connection from moving and causing premature cable wear.

Rope End Fittings

One-piece compressed stainless steel end fitting.

Rotomolded Components

Shall be uniform construction with rotationally molded linear low-density U.V. stabilized polyethylene with a 1/4" (6mm) nominal wall thickness, available in manufacturer's standard colors.

Panels

Shall be made from 3/4" (18mm) thick high density, UV-stabilized and color impregnated polyethylene.

Fasteners

All fasteners shall be stainless steel with locking patch or locking compound.

Metal Finish

Polyester (Powder) Coating – The polyester coating shall be uniformly applied by the electrostatic method to a minimum thickness of four mils. Promptly after application of the powder, the coating shall be oven-cured at 350 degrees Fahrenheit. The color(s) of the polyester coating shall be from the manufacturer's standard color selection.

Installation

Installation recommended by a licensed playground contractor, trained and certified on the applicable playground installation methods and standards, preferably certified by manufacturer or National Playground Contractors Association.

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Town of Johnstown Hays Park Opt. 1

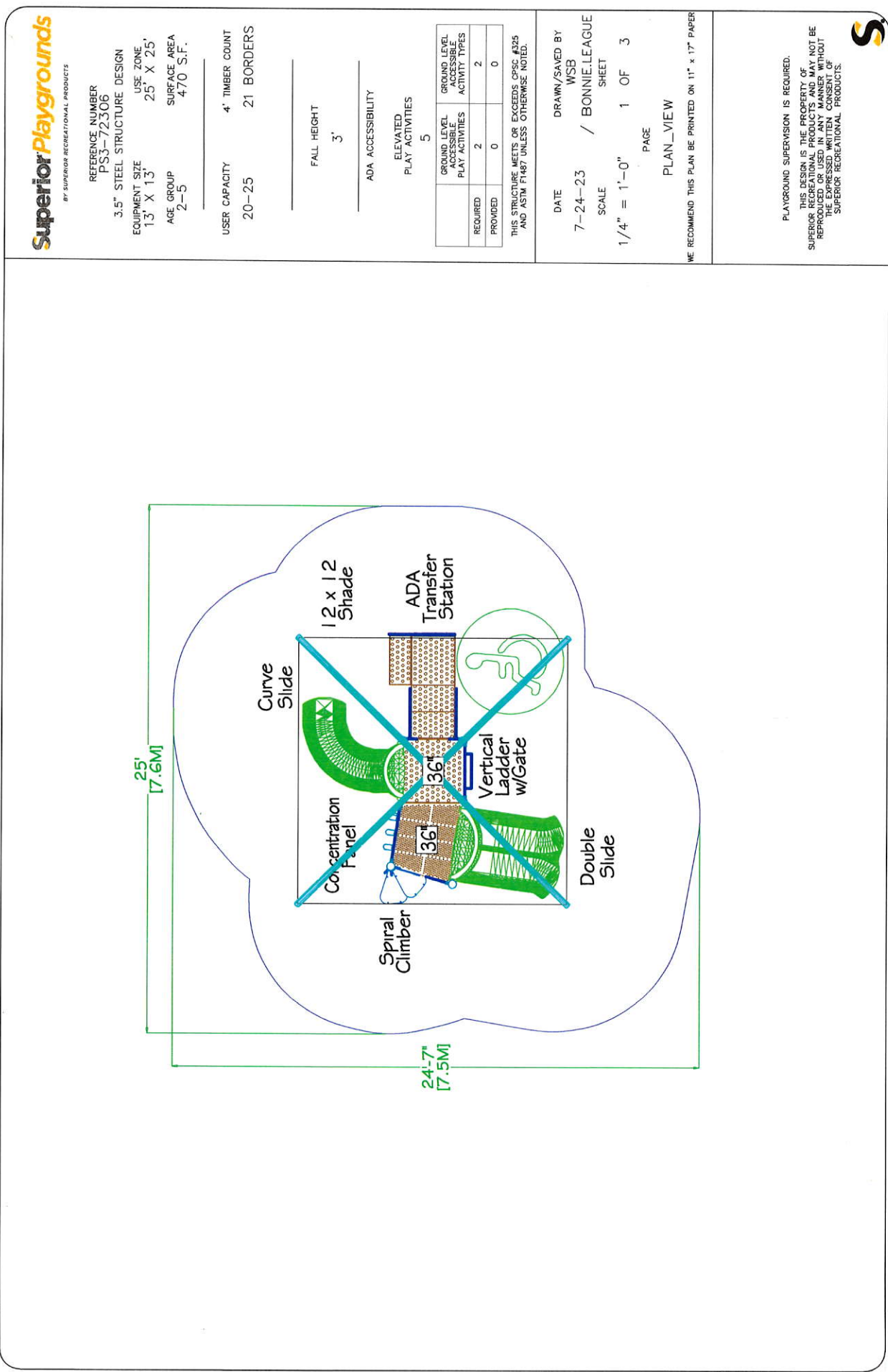
STRUCTURE PS3-72306 • QUOTE QU00296018

Design is for illustration purposes only and colors may vary.

Color Key

Post: Burgundy
Post Cap: Spring Green
Metal: Beige
Plastic: Beige

Panel: Spring Green
San. Panel: NA
Deck: Brown
Fabric: Beige





Product Description

With its modern design, the STEM-0004 is a freestanding play panel great for children of all ages. It makes a great addition to any park, school, child care center, and more. It features the Iris panel and Washer Drop panel, and has a powder coated frame. Choose your own colors to customize it to your space.

Structure Size

74"x6"

Capacity

Ages

All Ages

3.5" Arch Swing Frame

TFR3501XX



Product Description

Product Description:

Our Arch Swing Frame is constructed from 3.5 in. diameter steel and stands 8' tall. This set design can complement any play environment and can be paired with swings. We offer belt, bucket, and tire seats for all ages and in a variety of colors. We provide four bay options as well as an add-a-bay option to ensure you have an available option for any number of children.

Quick Highlights:

- Fall Height: 8 ft.
- Use Zone: Starts at 24 ft. x 32 ft. (Varies Based on Bay Count)
- Age Range: All Ages, Dependent Upon Seat Style
- 3.5" and 5" Post Diameter Available



Proposed by Jennifer VanWormer
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jennifer@goplayplaygrounds.com



Product Description

Children aged 5-12 can enjoy spinning around on the Inclusive Orbit, a popular playground spinner designed for fun and accessibility. Made of durable stainless steel, this freestanding piece is perfect for inclusive playground designs. Its ground-level platform ensures easy wheelchair access, allowing children of all abilities to participate. With a use zone of 20' x 20', the Inclusive Orbit is an excellent addition to any playground focused on equity and inclusivity.

Surface Mount Only

Use Zone

20'x20'

Ages 5-12 Years

Go Play

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Freddie the Frog Spring Rider

90018202XX

Age Range: 2-12

Dimensions: N/A

Use Zone: 17' x 17'

Fall Height: N/A

Capacity: 1



DESCRIPTION

Children ages 2-12 years will have a TOADally good time on our themed Freddie the Frog spring rider. Our 1 seat Frog spring rider is ideal for children ages 2-12 years. This spring rider features sturdy powder coated metal springs and rotomolded plastic elements.

QUICK REFERENCE

Mounting Type: In-ground

Color Scheme: As Shown

Material Type: Rotomolded Plastic and Powder Coated Steel Springs

GoPlay

Jennifer VanWormer
(970) 420-6796

jennifer@goplayplaygrounds.com

Wally the Whale Spring Rider

90018201XX

Age Range: 2-12

Dimensions: N/A

Use Zone: 17' x 17'

Fall Height: N/A

Capacity: 1



DESCRIPTION

Children ages 2-12 years will have a splash-tastic good time on our themed Wally the Whale spring rider. Our 1 seat Whale spring rider is ideal for children ages 2-12 years. This spring rider features sturdy powder coated metal springs and rotomolded plastic elements.

QUICK REFERENCE

Mounting Type: In Ground

Color Scheme: As Shown

Material Type: Rotomolded Plastic and Powder Coated Steel Springs

GoPlay

Jennifer VanWormer

(970) 420-6796

jennifer@goplayplaygrounds.com



Product Description

Allow children to step from lily pad to lily pad with our Lily Pad Walk. Children can practice balance and coordination with the economical Lily Pad Walk. Designed for children of all ages, depending upon the height at which each lily pad is installed, this playground element is perfect for schools, parks, and childcare centers. This connector is made of roto-molded plastic and is similar to playground stepping stones. Choose between 1, 3, or 5 lily pads, which are available in many colors. It has a use zone of 18' x 15'.

Use Zone

18'x15'

Ages

2-12 Years

GoPlay

Jennifer VanWormer

(970) 420-6796

jennifer@goplayplaygrounds.com

Full Bucket Swing Seat with Galvanized Chain

GoPlay

Jennifer VanWormer

(970) 420-6796

jennifer@goplayplaygrounds.com



Product Description :

Our full bucket seats are designed for children ages 6 months to 2 years and feature high backs for seating support for young children. Additionally, they include full stainless steel inserts to help prevent vandalism. These seats are sold as a set of two and include a 54" chain. Choose between red, yellow, green, blue, or black seat colors.

Structure Size

Capacity

Ages

Inclusive Swing Seat



BSIS-25

Description

This inclusive seat features a harness that is engineered to not only secure the child within the swing but also to sustain a healthy upright position within the seat and central body core. Children with special needs feel confident to enjoy the exhilaration of the swing within the supportive seat structure and the freedom to swing at greater heights safely.

Quick Highlights:

Ages: 2-5 (BSIS-25) or 5-12 (BSIS-512)

Seat Color Options: Red, Yellow, Green, or Blue

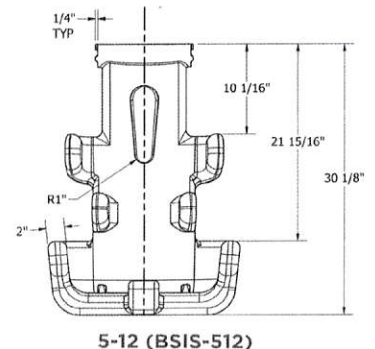
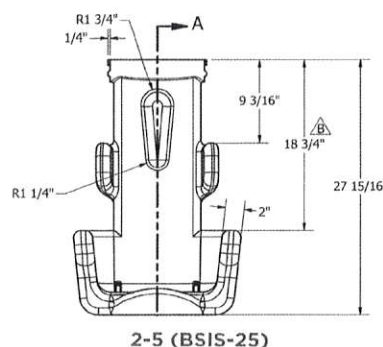
Brace Color Options: Yellow or Tan

Weight: 35.6 lbs.

Material Type: Roto-Molded Plastic

Includes: Seat and Galvanized Chain

Overall Dimensions

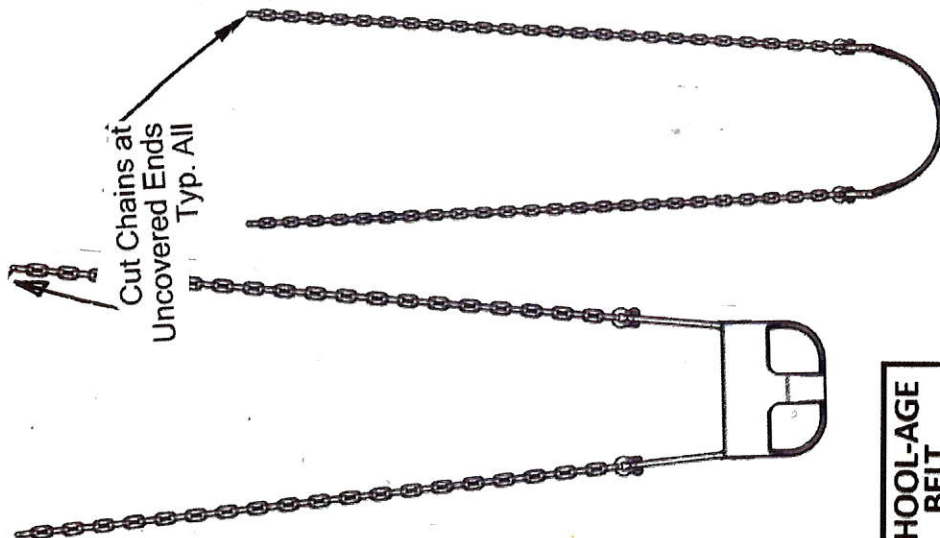


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PARKS & PLAYGROUNDS

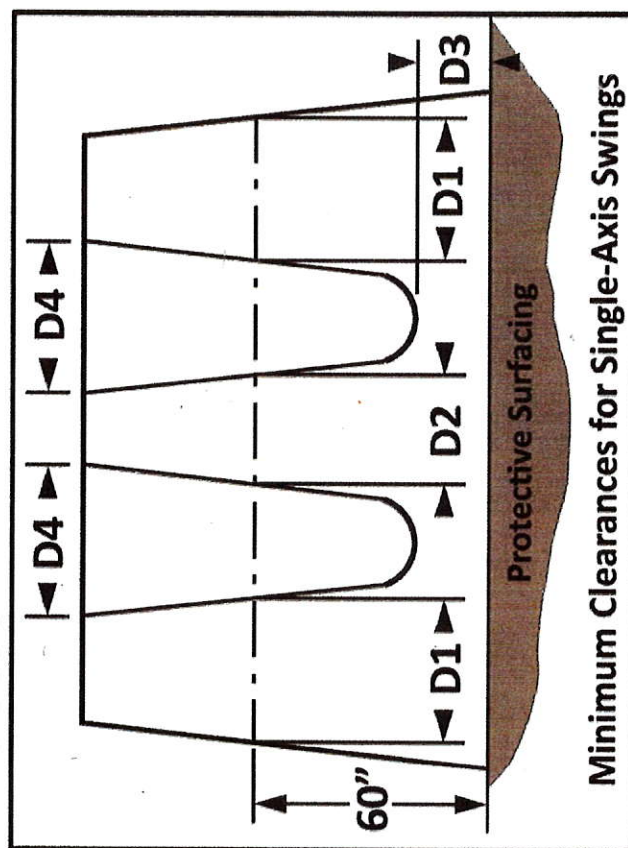
Proposed by Jennifer VanWormer
(970)420-6796

jennifer@goplayplaygrounds.com

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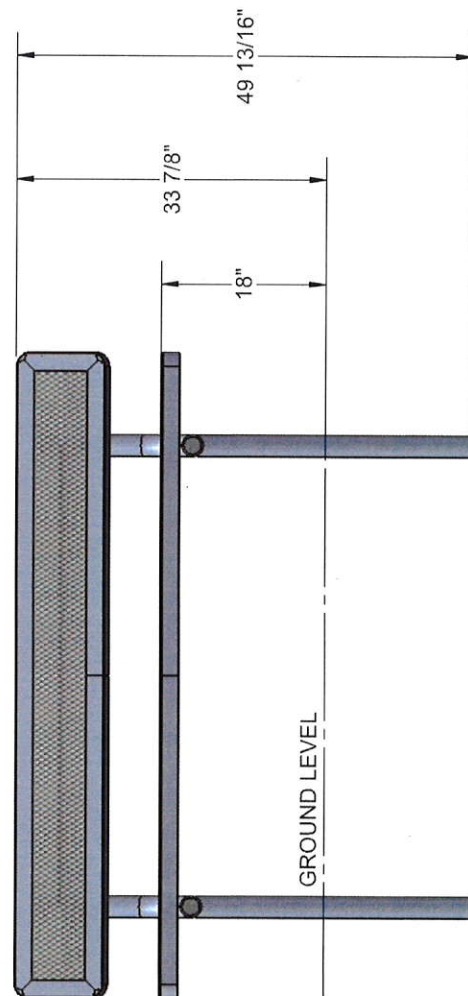
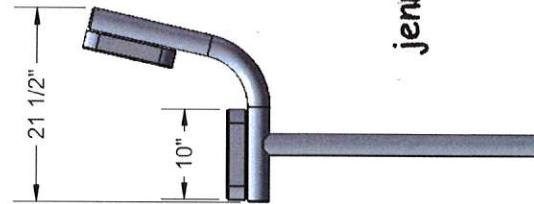
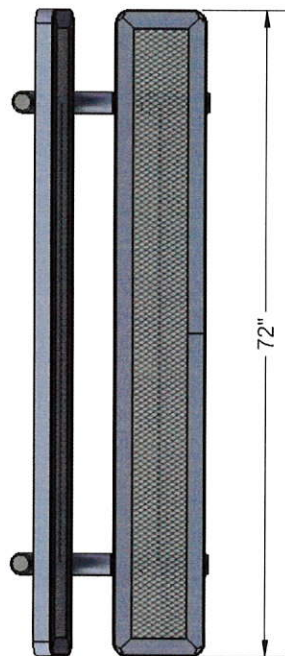
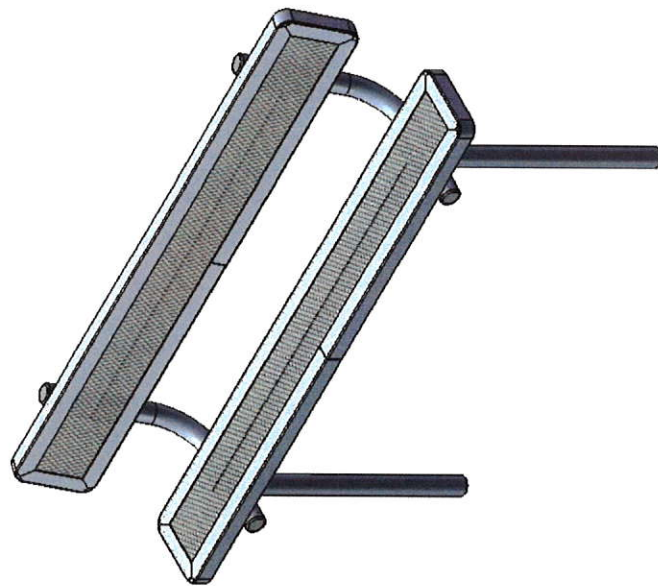
Detail Chart 1-1



Minimum Clearances for Single-Axis Swings

REASON	DIMENSION	TODDLER FULL BUCKET	PRESCHOOL-AGE BELT	SCHOOL-AGE BELT
Minimizes Collisions Between A Swing and Supporting Structure	D1	20 Inches	30 Inches	30 Inches
Minimizes Collisions Between Swings	D2	20 Inches	24 Inches	24 Inches
Allows Access	D3	24 Inches	12 Inches	12 Inches
Reduces Side-to-Side Motion	D4	20 Inches	20 Inches	20 Inches

OVERALL DIMENSIONS



GoPlay

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Town of Johnstown Hays Park Opt. 1

STRUCTURE SP122024-013 • QUOTE QUO0296018

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Town of Johnstown Hays Park Opt. 1

STRUCTURE SP122024-013 • QUOTE QUO0296018

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Proudly Presented By:

GoPlay
PARKS & PLAYGROUNDS



Go Play, Inc.
9916 County Road 48 1/2
Milliken, CO 80543

OPTION 2
Hays Park
PROPOSAL

Customer
Name Town of Johnstown
Address 450 S Parish Ave
City Johnstown State CO ZIP 80534
Phone (970)481-9252

Misc
Date 4/10/2025
Order No. SRP296269U
Rep JVW
FOB

Qty	Description	Unit Price	TOTAL
1	PLAYGROUND EQUIPMENT Superior PS571365-2- Active Course 5" OD posts, ages 5-12.	\$47,390.00	\$ 47,390.00
1	Superior Playgrounds 3-Bay 3.5" OD Arch Swing frame 8' pivot height, with (2) belt seats, (2) full-bucket seats and (1) inclusive ADA seat and (1) See-Me swing seat.	\$10,100.00	\$ 10,100.00
1	Superior Playground Inclusive Atom Spinner	\$8,385.00	\$ 8,385.00
1	Superior Playgrounds STEM-0008 Panel wall with Melody, Color Wheel and Clock panel.	\$6,577.00	\$ 6,577.00
	<i>Go Play Local Discount on Superior Playground equipment as quoted above only. Does not include any Ascend Rope or 2024 Q4 Sale equipment. May not be combined with other promotions.</i>	28%	\$ (20,286.56)
1	Superior Ascend Thrill Tower 2	\$75,434.00	\$ 75,434.00
1	Superior Ascend Mosure Net	\$43,075.00	\$ 43,075.00
1	Superior Playgrounds PS3-72623 Structure, 3.5" OD post ages 2-12. <i>Superior Playgrounds 2025 Q1 Sale Price on PS3-72623 structure. Valid on orders placed by 6/17/25 only. May not other discounts or promotions.</i>	\$44,138.00 50%	\$ 44,138.00 \$ (22,069.00)
1	INSTALLATION Complete removal and disposal of existing playground equipment and 3450 sf of average 6" depth of wood fiber surfacing material and 3000 sf remove and dispose of existing elevation sod to 7" depth. <i>NOTE- Removal and disposal of eastern-most pit in park is NOT included in this proposal. Pricing assumes Town of Johnstown will be responsible for removing and disposing of existing 5-12 structure and surfacing in flood prone area and landscaping of that space.</i>	\$19,465.00	\$ 19,465.00
1	Complete installation of equipment listed above by CPSI certified installer including one mobilization to the site.		\$ 79,685.00
1	177 LF form and pour new concrete borders at 6" W x8" H on south and east sides of pit (existing sidewalks on north and west sides to remain as border), includes one mobilization to the site and pump truck.		\$ 12,020.00
6450	SURFACING - POURED-IN-PLACE sf supply, install and compact 4" compacted depth of stable base material for poured-in-place surfacing..	\$2.60	\$ 16,770.00
6450	sf Surface America PlayBound poured-in-place surfacing, 50% black / 50% color speckle mix, standard binder, variable 4' - 10' fall height attenuation, includes materials, delivery and installation.	\$17.85	\$ 115,132.50
	<i>Notes- No permits, licenses, taxes, bonding, nor associated fees are included (if applicable). No turf protection, locating or repairing existing private utilities or sprinkler lines, fencing, security, off-site disposal of spoils, unusual digging conditons, nor site restoration are included (if needed). Assumes adequate access to site for large installation machinery (minimum 6' wide access path required). Current lead time on playground equipment production is running 10 weeks on on standard equipment and 18 weeks on Ascend Nets, but may vary without further notice.</i>		
Approved proposal and PO or 50% deposit required to proceed.		SubTotal	\$ 435,815.94
Date _____		Freight	\$ 11,435.00
Tax Rate(s) _____		N/A	exempt
Authorizing Signature _____		TOTAL	\$ 447,250.94

Tax Exempt # 98-03492

Office Use Only



Contact : Go Play Phone (970) 420-6796
Go Play email jennifer@goplayplaygrounds.com

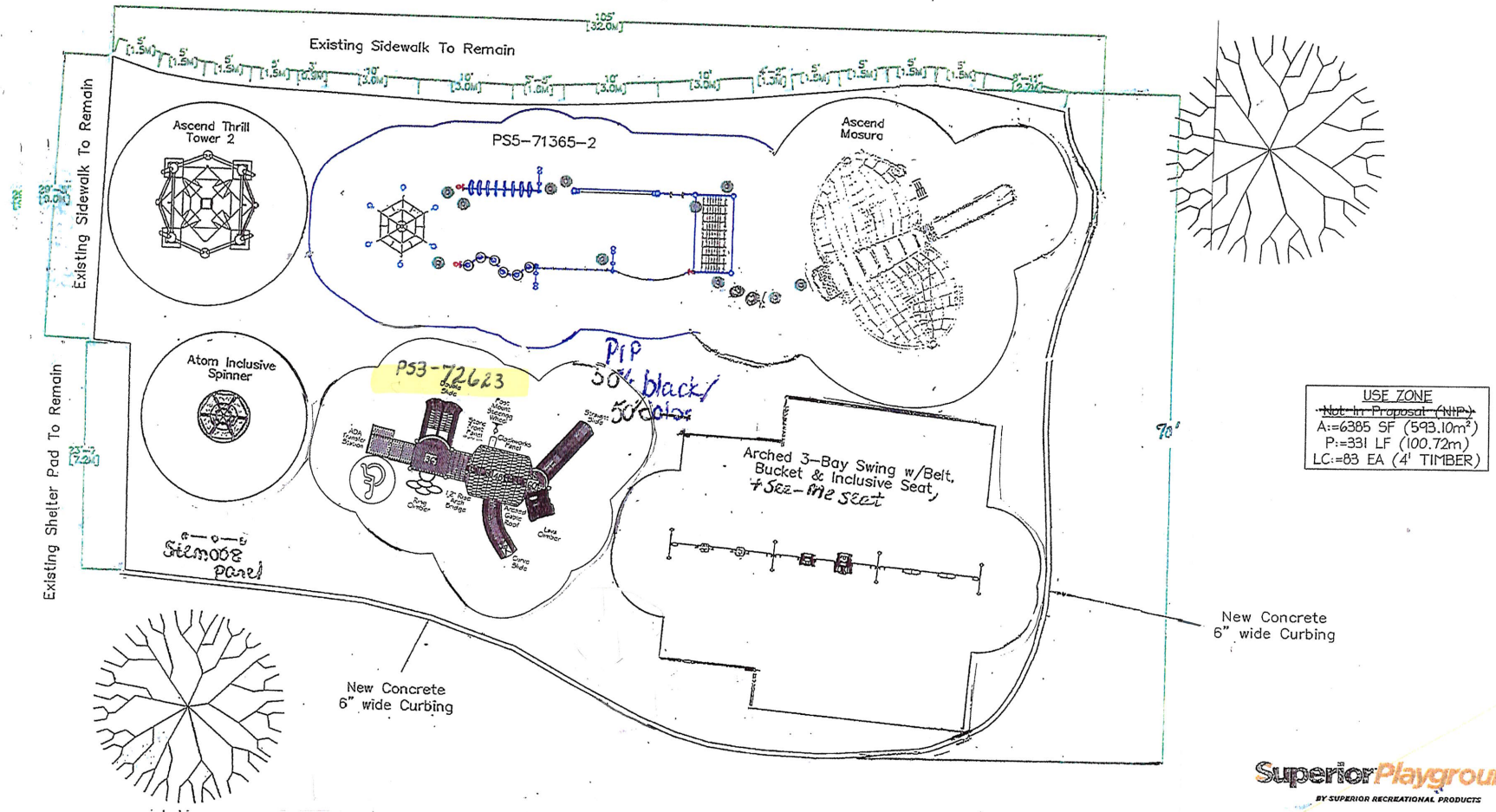


Thank you for your consideration! Pricing is valid for 30 days.

Hays Park Option 2 Site Plan *Updated 4/10/25* (Updated Sale Structure)



Proposed by Jennifer VanWormer
(970)420-6796
jennifer@goplayplaygrounds.com



REFERENCE NUMBER
SP122024-006
GO PLAY INC — TOWN OF JOHNSTOWN #2

DATE
12/2/2024

DRAWN/SAVED BY
BL / BONNIE.LEAGUE

SCALE

SHEET
1 OF 1

PAGE
SITE_PLAN

Superior Playgrounds
BY SUPERIOR RECREATIONAL PRODUCTS

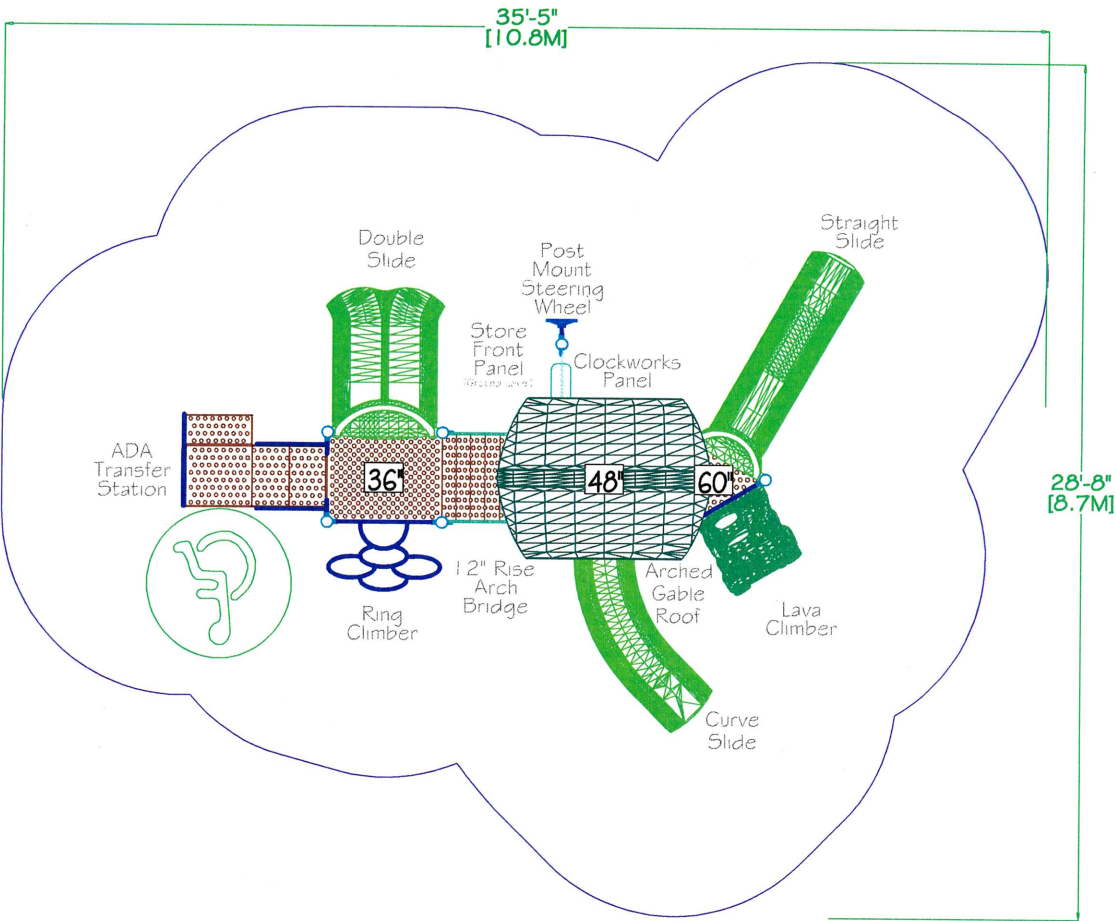
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THE EXPRESSED WRITTEN CONSENT OF
SUPERIOR RECREATIONAL PRODUCTS.



PS3-72623 Structure Detail



Proposed by Jennifer VanWormer
(970)420-6796
jennifer@goplayplaygrounds.com



SuperiorPlaygrounds

BY SUPERIOR RECREATIONAL PRODUCTS

REFERENCE NUMBER PS3-72623	
3.5" STEEL STRUCTURE DESIGN	
EQUIPMENT SIZE 36' X 29'	USE ZONE 36' X 29'
AGE GROUP 2-12	SURFACE AREA 730 S.F.
USER CAPACITY 25-30	
4' TIMBER COUNT 27 BORDERS	

FALL HEIGHT
5'

ADA ACCESSIBILITY

ELEVATED
PLAY ACTIVITIES
6

	GROUND LEVEL ACCESSIBLE PLAY ACTIVITIES	GROUND LEVEL ACCESSIBLE ACTIVITY TYPES
REQUIRED	2	2
PROVIDED	2	2

THIS STRUCTURE MEETS OR EXCEEDS CPSC #325
AND ASTM F1487 UNLESS OTHERWISE NOTED.

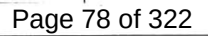
DATE 1-31-24 / DRAWN/SAVED BY WSB
SCALE 1/4" = 1'-0" / SHEET 1 OF 3
PAGE PLAN_VIEW

WE RECOMMEND THIS PLAN BE PRINTED ON 11" x 17" PAPER

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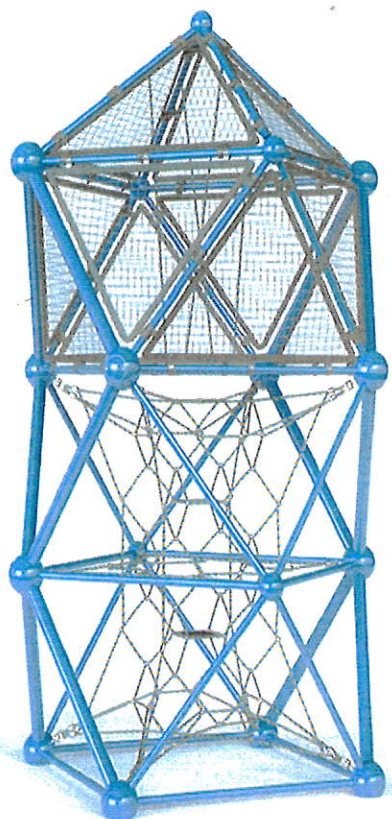


GoPlay

Jennifer VanWormer

(970) 420-6796

jennifer@goplayplaygrounds.com



Product Description

The Ascend Thrill Tower 2 is a freestanding climber that adds great play value to any outdoor space. Designed to make a statement, this 23-foot tall tower is constructed from durable and easy-to-touch rope and steel frame. Children ages 5-12 will develop confidence, muscles, and coordination while exploring this playground climbing tower. The Ascend Thrill Tower 2 reaches 23' 5" tall, with the top half of the climbing structure featuring enclosed with safety netting.

Structure Size

Fall Height

Capacity

10'

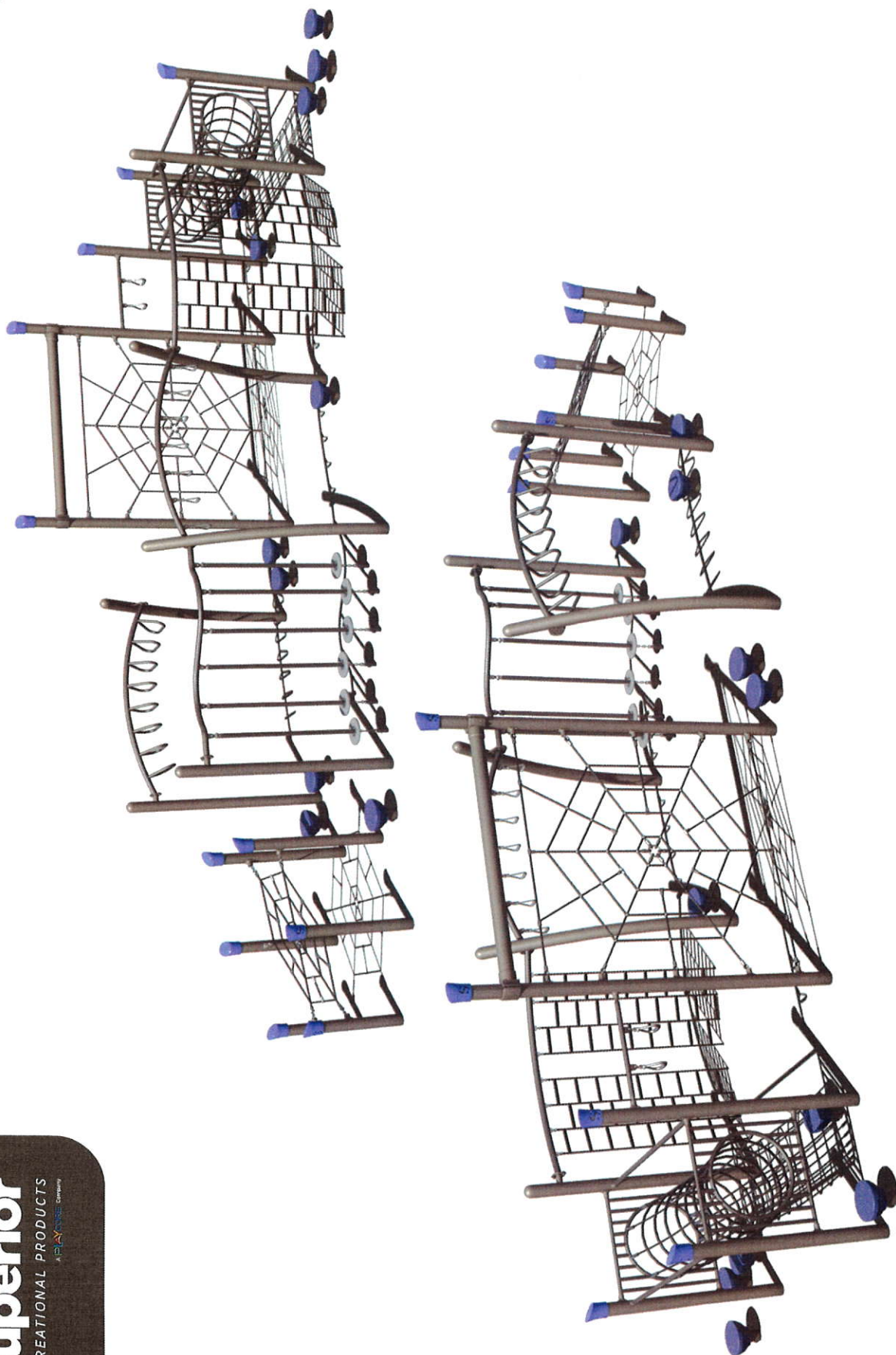
Ages

Est. Timber Count

5-12 Years

Use Zone

23' 3"x22' 11"



Town of Johnstown Hays Park Option 2

STRUCTURE PS5-71365-2 • QUOTE QUO0296225

Design is for illustration purposes only and colors may vary.

Color Key

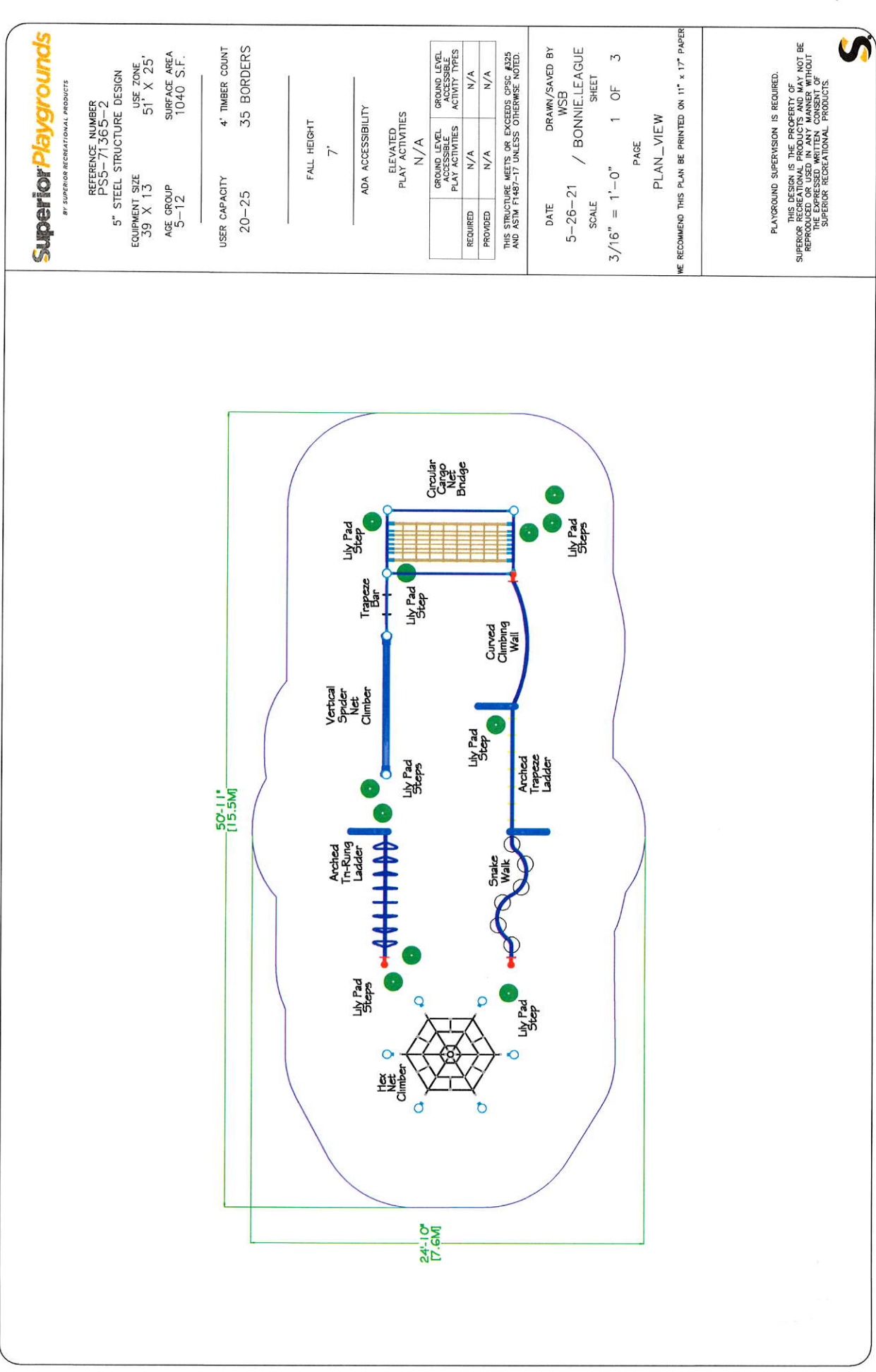
Post: Champagne
Post Cap: Periwinkle
Metal: Metallic
Plastic: Periwinkle

Panel: Dolphin Gray
San. Panel: N/A
Deck: N/A
Fabric: N/A

Proudly Presented By:
GoPlay
PLAYS & PLACES OUTDOORS

PS5-71365-2 Structure Detail

Proposed by Jennifer Van Wormer
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jennifer@goplayplaygrounds.com



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BY SUPERIOR RECREATIONAL PRODUCTS

REFERENCE NUMBER
PS5-71365-2

5" STEEL STRUCTURE DESIGN

EQUIPMENT SIZE
39' X 13'

AGE GROUP
5-12

USE ZONE
51' X 25'

SURFACE AREA
1040 S.F.

USER CAPACITY
20-25

4" TIMBER COUNT
35 BORDERS

FALL HEIGHT
7'

ADA ACCESSIBILITY
ELEVATED
PLAY ACTIVITIES
N/A

	GROUND LEVEL ACCESSIBLE PLAY ACTIVITIES	GROUND LEVEL ACCESSIBLE ACTIVITY TYPES
REQUIRED	N/A	N/A
PROVIDED	N/A	N/A

THIS STRUCTURE MEETS OR EXCEEDS CPSC #325 AND ASTM F1487-17 UNLESS OTHERWISE NOTED.

DATE
5-26-21

DRAWN/SAVED BY
WSB

SCALE
3/16" = 1'-0"

SHEET
1 OF 3

PAGE
PLAN_VIEW

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PLAYGROUND SUPERVISION IS REQUIRED.

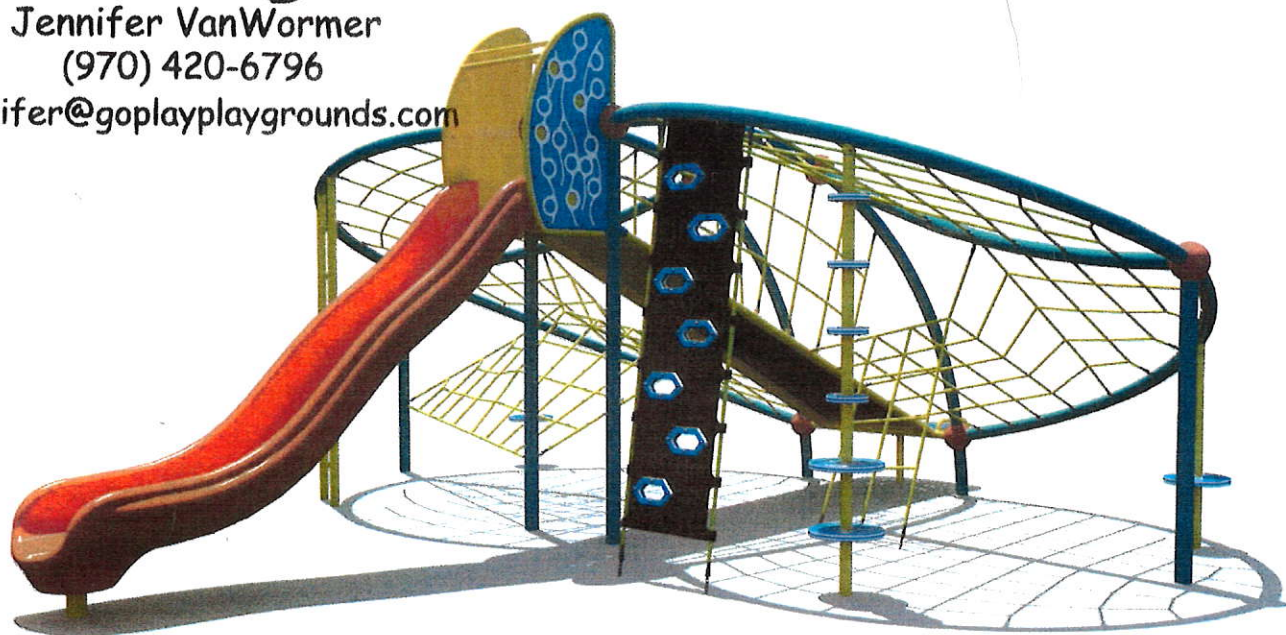
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GoPlay

Jennifer VanWormer

(970) 420-6796

jennifer@goplayplaygrounds.com



Product Description

Unleash boundless joy with dynamic net climbers, a thrilling slide, and more, creating the ultimate play structure for endless adventures and smiles. This net-based climbing structure features net "wings," disk- and ladder-style climbers, and a transfer-style climber that leads to a slide. Elevate playtime to new heights with the Ascend Mosura.

Structure Size

Fall Height

Capacity

8'

40 Children

Est. Timber Count

Ages

Use Zone

5-12 Years

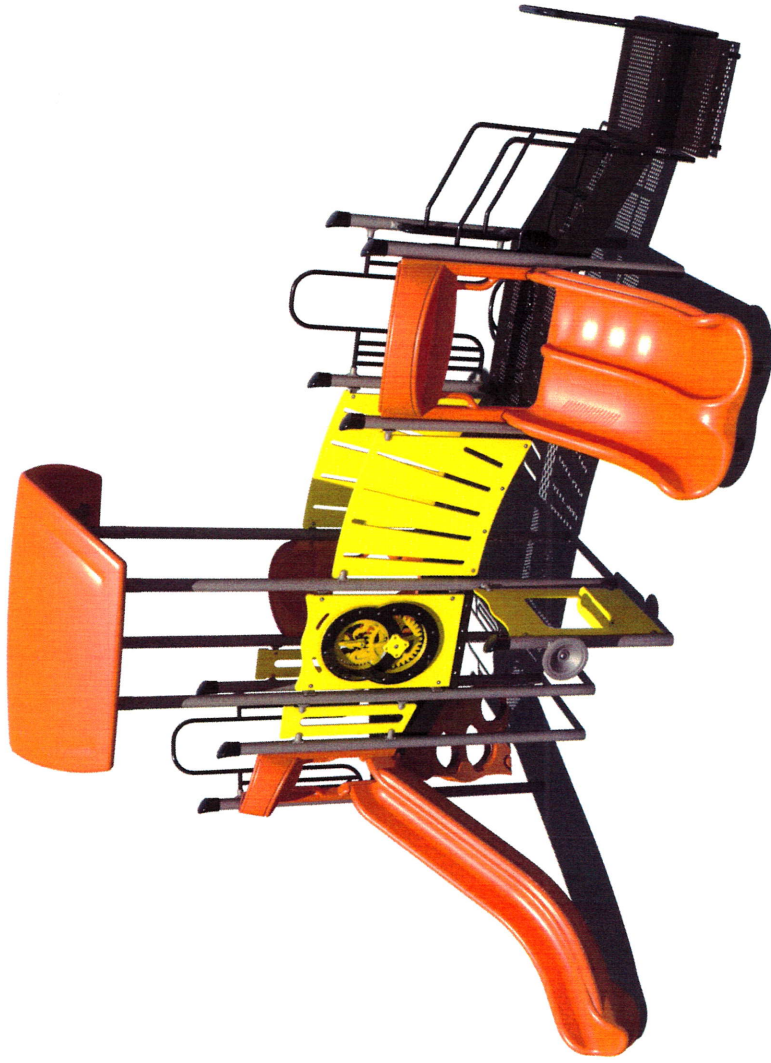
35' x 34'

PS3-72623 Structure



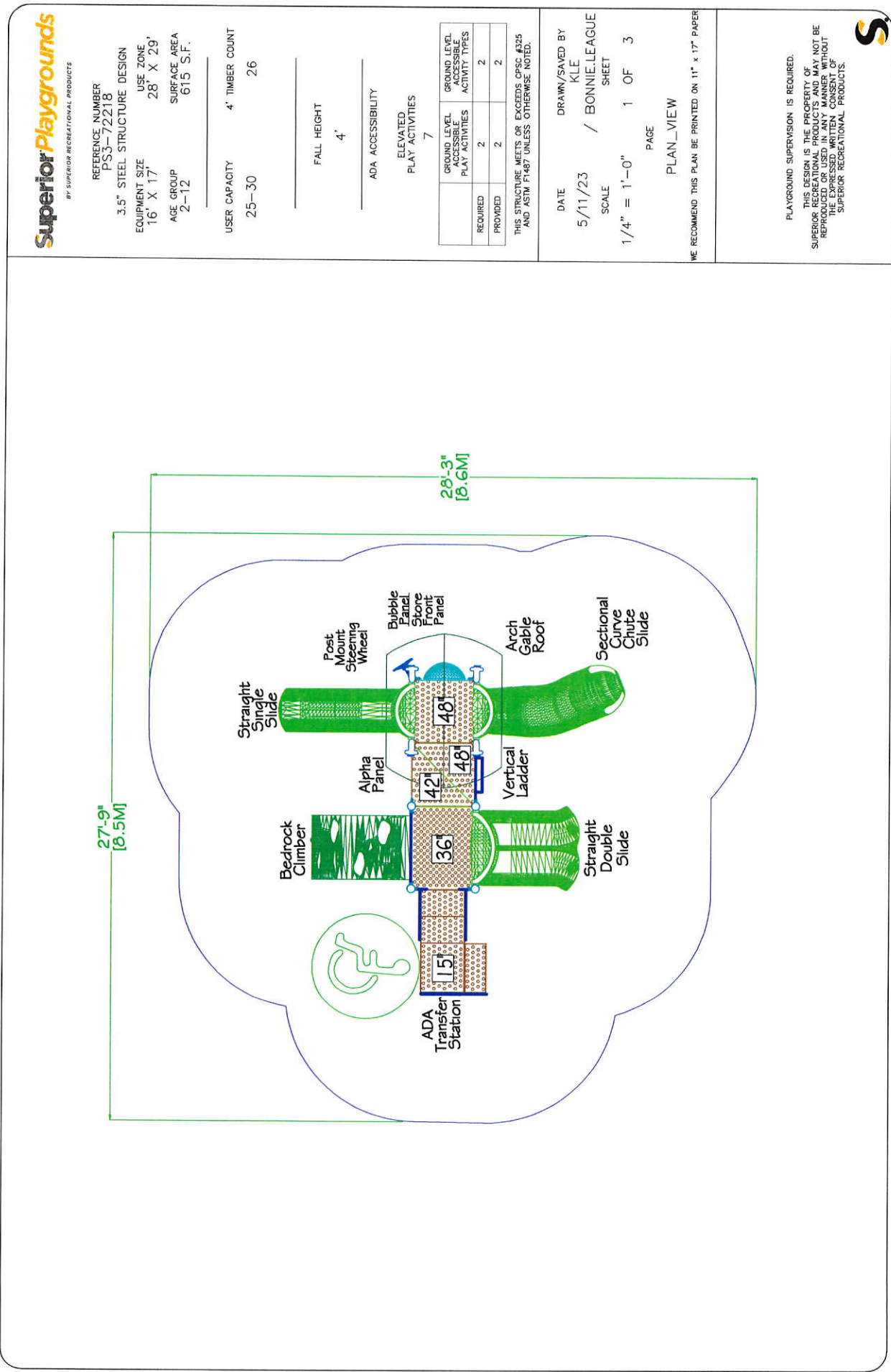
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jennifer@goplayplaygrounds.com



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Please note- colors shown are for example only. Customer select preferred colors at time of order.



GoPlayJennifer VanWormer
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jennifer@goplayplaygrounds.com



Product Description

The Inclusive Atom Spinner is a reimagined merry-go-round that all children of all abilities can enjoy. This freestanding motion element is designed for children ages 2-12 years with a fall height of 14". The spinner features three inclusive seats at transfer height. The high-back seats, which are designed at a 10-degree slope, provide children who may need seated support the opportunity to safely spin with their friends. Additionally, handholds provide additional support. Three angled play surfaces make this spinner super cool and physically challenging. At 39 degrees, these angled play surfaces allow a child to use their imagination. They can lay or sit to enjoy the thrill of spinning on the Inclusive Atom Spinner. Spinning on the Inclusive Atom Spinner enhances vestibular stimulation, which is known to increase concentration, balance, and more. What's more, this playground spinner also helps to build core and upper body strength and endurance. Socially, this spinner encourages cooperation and social skill development as children learn to take turns and spin others.

Capacity

6 Children

Ages

2-12 Years

Fall Height

14"

Use Zone

6'x9'



Product Description

With its unique, modern design the STEM-0008 makes a great addition to any playground. It features the Melody and Color Wheel panel and Clock panel, and it mounted with a powder coated frame.

Structure Size

74"x6"

Capacity

Ages

All Ages

Go Play

Jennifer VanWormer
(970) 420-6796

jennifer@goplayplaygrounds.com

3.5" Arch Swing Frame

TFR3501XX



Product Description

Product Description:

Our Arch Swing Frame is constructed from 3.5 in. diameter steel and stands 8 ft. tall. This set design can complement any play environment and can be paired with swings. We offer belt, bucket, and tire seats for all ages and in a variety of colors. We provide four bay options as well as an add-a-bay option to ensure you have an available option for any number of children.

Quick Highlights:

- Fall Height: 8 ft.
- Use Zone: Starts at 24 ft. x 32 ft. (Varies Based on Bay Count)
- Age Range: All Ages, Dependent Upon Seat Style
- 3.5" and 5" Post Diameter Available



Proposed by Jennifer VanWormer
(970)420-6796
jennifer@goplayplaygrounds.com

See Me Swing



Features

Swing face-to-face and eye-to-eye with our See Me Swing. The See Me Swing brings children ages 6-23 or 24-47 months together with an older child or adult to swing in tandem.

- Includes a bucket seat for a child ages 6-23 or 24-47 months along with a comfortable belt seat for an older child or adult
- Features sturdy, powder coated steel frame
- Designed to allow adults and children to swing while face to face
- Encourages intergenerational play
- Patent-pending design

6-23 Month Swing Model Number: TFR0660XX

24-47 Month Swing Model Number: TFR0662XX

Color Options

Belt Seat & Bucket Seat



Frame



Available Assets

- ✓ Installation Instructions
- ✓ CAD Files
- ✓ Product Renderings
- ✓ Product Photography

GoPlay

Jennifer VanWormer
(970) 420-6796

jennifer@goplayplaygrounds.com

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Inclusive Swing Seat



BSIS-25

Description

This inclusive seat features a harness that is engineered to not only secure the child within the swing but also to sustain a healthy upright position within the seat and central body core. Children with special needs feel confident to enjoy the exhilaration of the swing within the supportive seat structure and the freedom to swing at greater heights safely.

Quick Highlights:

Ages: 2-5 (BSIS-25) or 5-12 (BSIS-512)

Seat Color Options: Red, Yellow, Green, or Blue

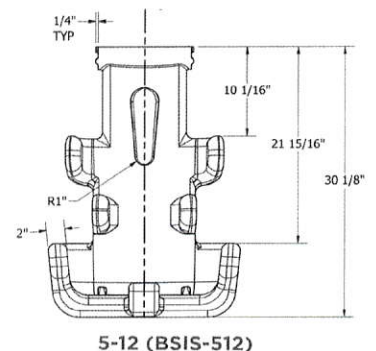
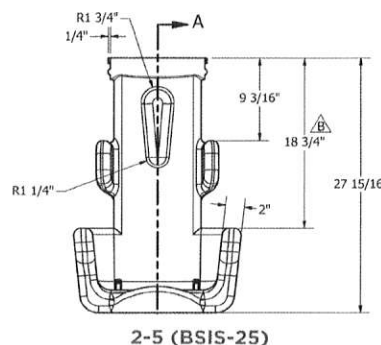
Brace Color Options: Yellow or Tan

Weight: 35.6 lbs.

Material Type: Roto-Molded Plastic

Includes: Seat and Galvanized Chain

Overall Dimensions

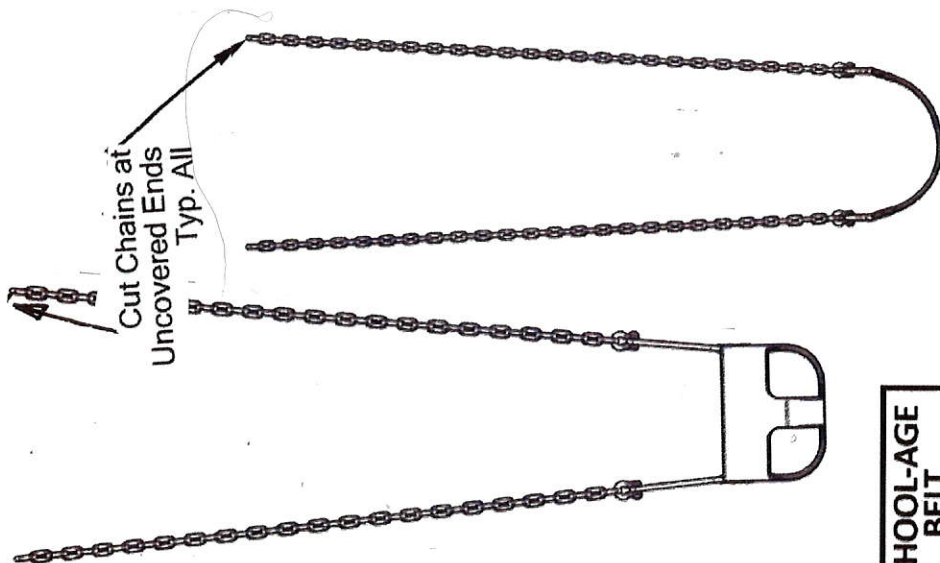


GoPlay
PARKS & PLAYGROUNDS

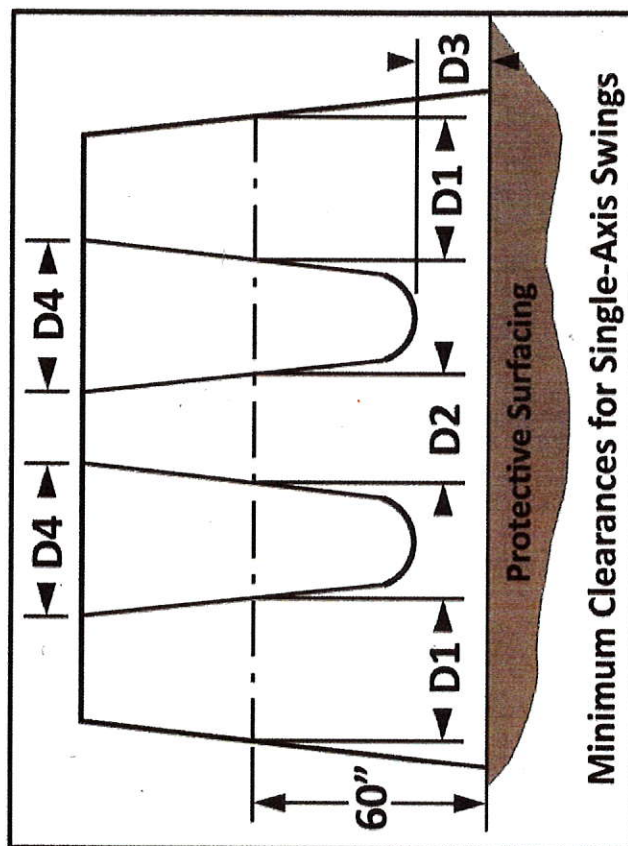
Proposed by Jennifer VanWormer
(970)420-6796

jennifer@goplayplaygrounds.com

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Detail Chart 1-1



Minimum Clearances for Single-Axis Swings

REASON	DIMENSION	TODDLER FULL BUCKET	PRESCHOOL-AGE BELT	SCHOOL-AGE BELT
Minimizes Collisions Between A Swing and Supporting Structure	D1	20 Inches	30 Inches	30 Inches
Minimizes Collisions Between Swings	D2	20 Inches	24 Inches	24 Inches
Allows Access	D3	24 Inches	12 Inches	12 Inches
Reduces Side-to-Side Motion	D4	20 Inches	20 Inches	20 Inches

Full Bucket Swing Seat with Galvanized Chain

GoPlay

Jennifer VanWormer

(970) 420-6796

jennifer@goplayplaygrounds.com



Product Description

Our full bucket seats are designed for children ages 6 months to 2 years and feature high backs for seating support for young children. Additionally, they include full stainless steel inserts to help prevent vandalism. These seats are sold as a set of two and include a 54" chain. Choose between red, yellow, green, blue, or black seat colors.

Structure Size

Capacity

Ages



450 S. Parish Avenue
Johnstown, CO 80534
970-587-4664
JohnstownCO.gov

Town Council Agenda Communication

Agenda Date: April 21, 2025

Subject: Resolution 2025-13: Consideration of Centennial and Letford Park Master Plan

Attachments:

1. Resolution 2025-13
2. Centennial and Letford Park Master Plan
3. Presentation

Presented by: Jeremy Gleim, Planning and Development Director

Agenda Item Description:

In June of 2024, the Town issued a Request for Proposals (RFP) for qualified design firms to create site plans and general design ideas/concepts for Centennial Park and Letford Park. After review of the RFPs and interviews with the top highest scoring firms, the Town selected Wenk Associates, Inc. (Wenk) for this project. The Town entered into a Professional Service Agreement with Wenk in August of 2024, and they promptly began work on the project. The development of the master plans for the Centennial and Letford Park sites are a tremendous opportunity to create new Town amenities, as well as an opportunity to expand Johnstown's park system as it grows into the future. Each park is important to the larger vision for the Town to develop vibrant public spaces for the community to gather, play, recreate, and celebrate. The approval of Resolution 2025-13 will approve the Master Plan and site plans for each location allowing Staff to more quickly move forward with implementation and construction of the projects for the Community.

Centennial Park

Centennial Park measures 61 acres in size and is located approximately one half (½) mile south of downtown Johnstown, on the east side of Parish Ave (County Road 17), where it intersects with Centennial Drive (County Road 46 ½). The Town has owned this property since 2023. One of the most unique features of the site is the Little Thompson River, which meanders along the eastern and southern portions of the property. The site is mostly flat and absent of development, with the exception of a Town owned utility building, and is located partially within the FEMA 100-year floodplain. As part of the analysis for this site, a biologist was contracted to perform a study of the habitat. A Habitat Assessment Memo is included as Appendix B to the attached Master Plan.

The Centennial Park master plan demonstrates a regional park with iconic elements such as a destination play area, splash/skate ribbon, large event lawn, amphitheater/sledding hill, and a community center. The form is inspired by the adjacent Little Thompson River and includes ample opportunities for active recreation, events, walking/running, picnicking, and interacting with nature throughout the park.

Letford Park

The Letford Park site, approximately six (6) acres in size, is located approximately one quarter ($\frac{1}{4}$) mile north of Highway 60 and three quarter ($\frac{3}{4}$) miles west of downtown Johnstown. This location was the previous site of the Letford Elementary School, which was demolished in 2023 and remediated for asbestos. The site was fully and completely cleaned as part of the demolition project. Letford Park has a large quantity of mature trees, primarily encircling the property and adjacent to the surrounding streets. The topography of the site peaks in the center of the property, with approximately 7-12 feet of grade change between the edge of streets and the highest point of the site. The site is surrounded by single-family homes.

The Letford Park master plan embraces the neighborhood park feel that was important to the community during the outreach process. It honors the site's history with elements such as Liberty Plaza and The Meadows, while melding 21st century park uses with classic park elements.

COMMUNITY ENGAGEMENT

A significant amount of community engagement was conducted as part of this project, including multiple online surveys, pop-up booths at various times and locations, and two open house events at Town Hall. A detailed summary of the outreach is included in the Master Plan document.

Strategic Plan Alignment:

Organizational Excellence & Public Trust

- Strengthen public trust and confidence
- Engage, inform and involve the community

Safe & Welcoming Community

- Create arts and culture opportunities that connect the community

Healthy & Resilient Economy

- Invest in the development of a vibrant and interconnected downtown

Natural & Built Environment

- Invest in, enhance, and conserve our parks, open spaces, agricultural areas and natural environment
- Expect and encourage community-centered design

Quality Infrastructure & Facilities

- Establish and maintain levels of service
- Ensure future viability of infrastructure and facilities

Legal Advice:

The Town Attorney prepared Resolution 2025-13.

Financial Advice:

N/A

Recommended Action:

Staff recommends that the Town Council approve Resolution 2025-13, approving the Centennial and Letford Park Master Plans.

Suggested Motions:

For Approval: I move to approve Resolution 2025-13, approving the Centennial and Letford Park Master Plans.

For Denial: I move to deny Resolution 2025-13

Reviewed and Approved for Presentation



Town Manager

**TOWN OF JOHNSTOWN, COLORADO
RESOLUTION NO. 2025-13**

**RESOLUTION APPROVING AND ADOPTING
THE CENTENNIAL PARK AND LETFORD PARK MASTER PLAN**

WHEREAS, the Town of Johnstown, Colorado (the “Town”) is a Colorado home rule municipality, duly organized and existing under the laws of the State of Colorado and the Town’s Home Rule Charter; and

WHEREAS, the Town Council is vested with authority to administer the affairs of the Town; and

WHEREAS, to create new Town amenities and expand the Town’s park system, the Town Council seeks to develop Centennial Park and Letford Park; and

WHEREAS, in furtherance of the foregoing, on or about August 22, 2024, the Town engaged Wenk Associates, Inc., a Colorado corporation (“Wenk”), to prepare master plans for the parks; and

WHEREAS, in developing the master plans, Wenk collaborated with the Town’s Planning and Development Department and engaged in multiple community events to obtain public input; and

WHEREAS, on April 21, 2024, the Town’s Planning and Development Director, Jeremy Gleim, and Wenk representatives presented the Centennial Park and Letford Park Master Plan to the Town Council and recommended approval of the master plans; and

WHEREAS, after considering the information and recommendation presented to the Town Council and reviewing the master plans, the Town Council desires to approve and adopt the Centennial Park and Letford Park Master Plan; and

WHEREAS, the Town Council finds that the adoption of this Resolution is in the best interests of the citizens of the Town.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF JOHNSTOWN, COLORADO, THAT:

1. The Centennial Park and Letford Park Master Plan, attached hereto and incorporated herein as Exhibit A, is hereby approved and adopted.
2. The Town Council supports and directs Town Staff to move forward constructing and implementing the Centennial Park and Letford Park Master Plan as generally conceptualized, pursuant to adopted purchasing and procurement policies.
3. This Resolution shall be effective upon adoption.

PASSED, SIGNED, APPROVED, AND ADOPTED THIS ____ day of April, 2025.

ATTEST:

TOWN OF JOHNSTOWN, COLORADO

By: _____
Meghan Martinez, Town Clerk

By: _____
Michael P. Duncan, Mayor

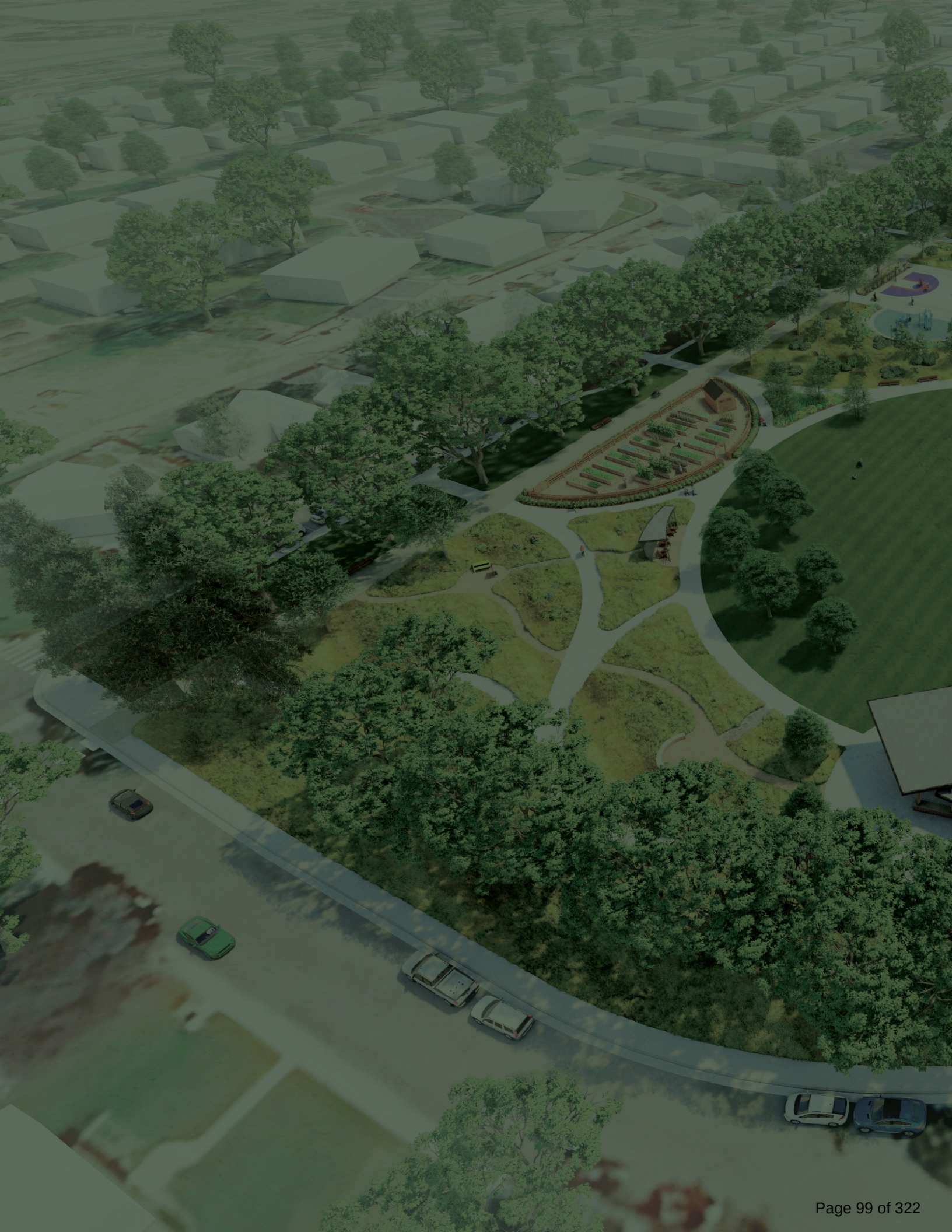
EXHIBIT A
CENTENNIAL PARK AND LETFORM PARK MASTER PLAN
(Attached)

An aerial rendering of a park master plan for Centennial and Letford Parks. The image is divided into three vertical sections. The left section is a dark, monochromatic rendering of a park with winding paths, trees, and a water tower. The middle section is a semi-transparent, light green rendering of a park with a large green field, a playground with a red and yellow structure, and a white building. The right section is a colorful, detailed rendering of a park with a large green field, a playground with a red and yellow structure, and a white building. The background shows a city grid with buildings and streets.

TOWN OF JOHNSTOWN

Centennial & Letford Parks Master Plan

01 April 2025 **DRAFT**





Town of Johnstown

Key Staff

Matt LeCerf, Town Manager

Jeremy Gleim, Planning Director

Design Team

Wenk Associates, Landscape Architects

Nicole Horst, Principal

Tyrel Sturgeon, Associate Principal

Lisa Zoeller, Public Engagement

Ace Martin, Designer

Nick Sandifer, Designer

Tyler Jordan, Designer

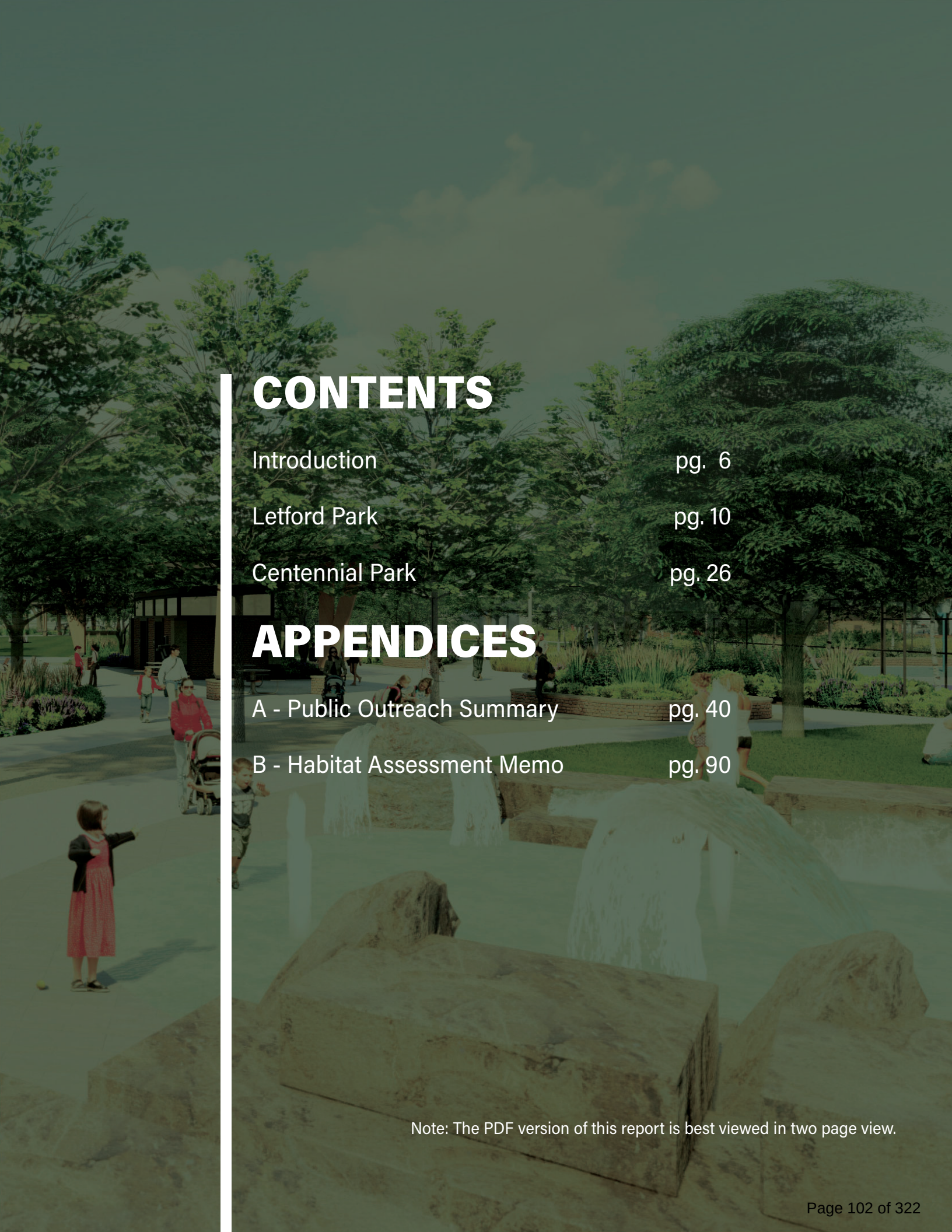
Birch Ecology

Heather Houston, President & Senior Ecologist

Barker Rinker Seacat Architecture

Zach Bisek, Principal



The background of the entire page is a photograph of a park. It features large, leafy green trees, a paved walkway, and a playground area with large, light-colored stone blocks and water features. Several people, including children and adults, are visible in the park, some walking and some playing. The image is slightly faded to allow the text to be legible.

CONTENTS

Introduction pg. 6

Letford Park pg. 10

Centennial Park pg. 26

APPENDICES

A - Public Outreach Summary pg. 40

B - Habitat Assessment Memo pg. 90

Note: The PDF version of this report is best viewed in two page view.

INTRODUCTION

Executive Summary

The development of the master plans for the Centennial and Letford Parks sites are a tremendous opportunity to create new Town amenities, as well as an opportunity to expand Johnstown's park system as it grows into the future. Each park is important to the larger vision for the Town to develop vibrant public spaces for the community to gather, play, recreate, and celebrate.

Each park site is special given its inherent character, topography, views, and natural resources. The visions for each site enhance these natural qualities and unveil each site's potential as a community resource and public space whether it be for sports, recreation, or leisure. The plans address the uniqueness of each site's scale and its contribution to the Town's overall parks system, as well as how it fits into the system as the Town continues to grow and develop.

The Centennial Park site is 61 acres located approximately ½ mile south of downtown at the intersection of Parish Avenue and Centennial Drive. The Centennial Park site is a currently undeveloped property bordered on the east by the Little Thompson River. The Letford Park site is six acres and approximately ¼ mile north of Highway 60 and formerly the location of Letford Elementary School. The two future park sites are very different in size as well as the types of activities that will likely be located in each area.

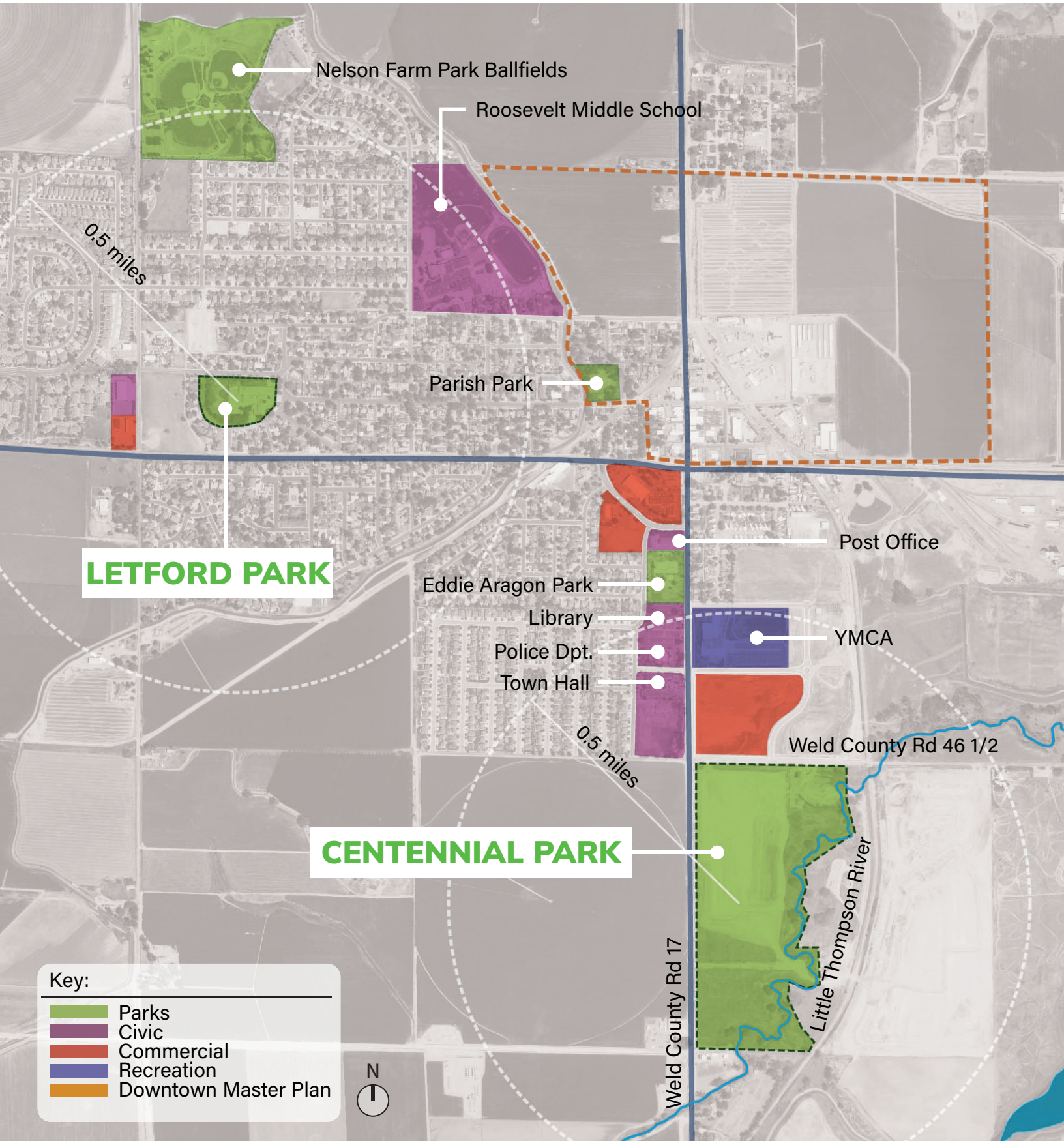
The master-planning process occurred between September 2024 and March 2025, engaging the community in several ways to gather input and listen to ideas. A detailed description of the public engagement process is included in Appendix A. The resulting designs emerging from the community's input are described on the following pages.

The Centennial Park master plan demonstrates a regional park with iconic elements such as a destination play area, splash/skate ribbon, large event lawn, amphitheater/sledding hill, and a community center. The form is inspired by the adjacent Little Thompson River and circulation is organized around a parking ribbon. Three major areas – The Wilds, The Active Core, and The Community Hub – house the iconic elements as well as trails, a dog park, parkour course, outdoor fitness, a fishing pond, pickleball and tennis courts, basketball courts, an adventure play area, and river nodes (areas to view or access the river). Ample opportunities for active recreation, events, walking/running, picnicking, and interacting with nature exist throughout the park.

The Letford Park master plan embraces the neighborhood park feel that was important to the community during the outreach process. It honors the site's history with elements such as Liberty Plaza and The Meadows, while melding 21st century park uses with classic park elements. The Park Avenue Promenade, Active Zone, and Flexible Lawn create the framework for the park. A splash pad, large play area, restroom/picnic shelter, basketball court, and outdoor fitness area are within the Active Zone. The Flexible Lawn includes a pavilion and shade for a variety of organized and spontaneous activities. A Community Garden and Hammock Grove provide a variety of experiences within the park, while the Park Avenue Promenade encourages small festivals and gatherings, especially on parade days.

These master plans are an important first step to realizing the community's vision for the future parks. This document includes an implementation plan with suggested phasing and other options to make each park a reality. Both plans are intended to include a great deal of flexibility to adapt as the community and general recreation trends evolve over time. Dive into the following pages for a detailed description of these two new and exciting parks in Johnstown!

Regional Context



PUBLIC PROCESS

Public Outreach Summary

The design team and Town staff performed extensive public outreach between September 2024 and February 2025. A summary of events is listed here, for detailed information including the online survey results, refer to Appendix A.



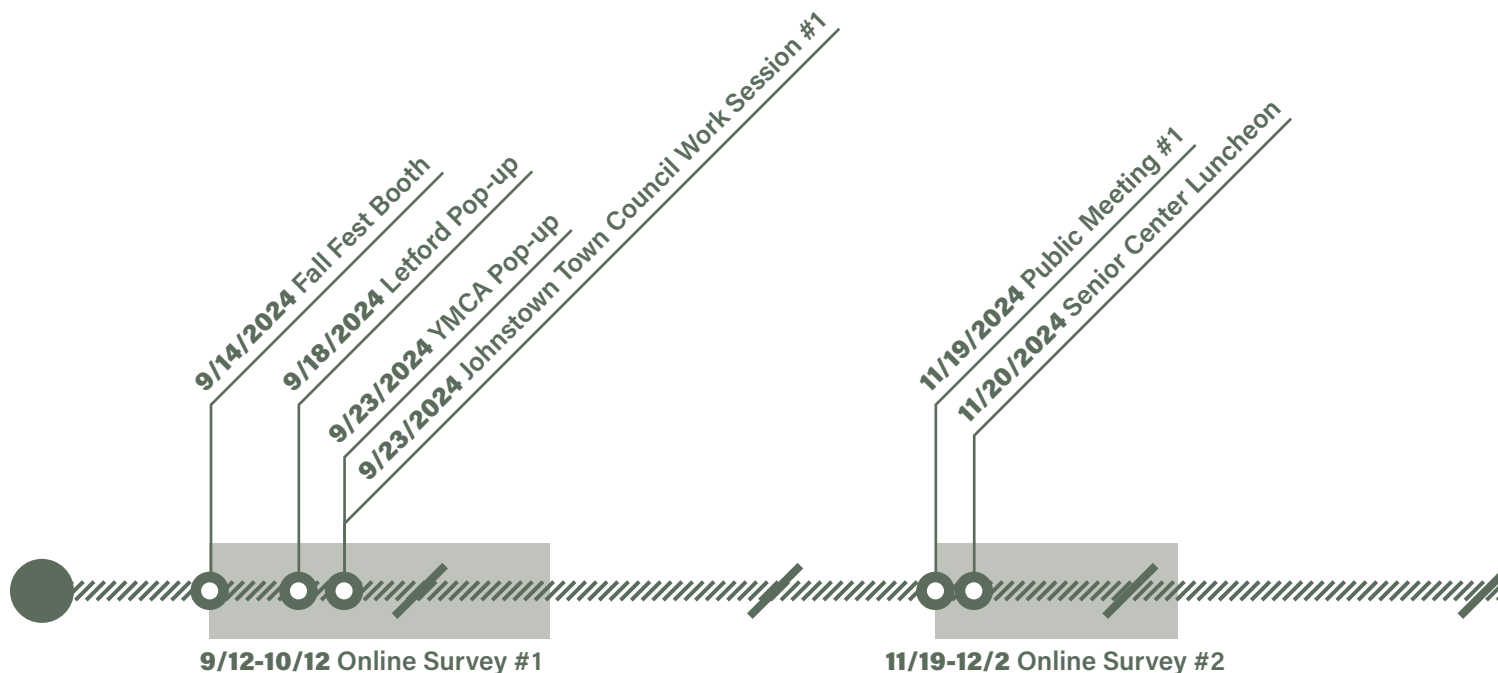
FALL FEST

A booth at the Fall Festival in Johnstown was staffed from 1-5 p.m. on Saturday, September 14. People attending the Fall Festival were invited to fill out comment cards and write their ideas for each of the parks on leaves and affix them to a model tree. Staff also promoted an enlarged QR code image that directed people to the online survey.



LETFORD PARK SITE VISIT

Flyers were taped to the front doors of homes near the Letford Park site on Saturday, September 14, inviting them to take the online survey as well as to attend a "pop-up" event at the Letford Park site on Wednesday, September 18 from 4-5:30 p.m. Neighbors were invited to look at potential park images and provide input regarding their preferred park amenities at Letford.





YMCA

A pop-up event was held at the YMCA in Johnstown on Monday, September 23, from 3-5 p.m. People coming and going from the YMCA were invited to view park images, fill out comment cards, and take the online survey.



SENIOR CENTER LUNCHEON

The design team was invited to present at the monthly Senior Center Luncheon on Monday, November 11. Attendees provided input via comment cards and in conversations with staff. Attendees were given handouts with QR code links to the online survey.



PUBLIC MEETINGS

Public Meeting #1 (November 19, 2024) gathered input on initial concepts for each park site. The design team distilled the designs and comments to one preferred plan for each site. These plans were presented at Public Meeting #2 (February 25, 2025) for the community to give feedback to the design team and Town staff.

1/13/2025 Town Council Work Session #2

2/25/2025 Public Meeting #2

4/21/2025 Town Council Presentation

Plan Adoption





LETFORD PARK

LETFORD PARK

Site Analysis + Existing Conditions

Letford Park has a large quantity of mature trees, primarily encircling the property and adjacent to the surrounding streets. The center of the site is wide open and free of above-ground obstructions. The topography of the site peaks in the center of the property, with approximately 7-12 feet of grade change between the edge of streets and the highest point of the site. The slope of this grade change is relatively gradual in most areas of the site, however some areas have noticeably steep slopes. The site is surrounded by single-family homes and is described as a quiet, quaint neighborhood by residents.

Letford Park has several access streets, however some streets (shown on the right with blue arrows) are the primary pedestrian and vehicular routes that most visitors will take. Nearby residents have identified North Park Avenue as having a speeding problem, likely due to the excessively wide profile of the street and its lack of curves. These streets connect to Downtown Johnstown, and the Letford Park Site is located along the existing parade route.

Existing Site Photos



Statue of Liberty Monument



Existing parking lot



Mature deciduous/evergreen trees



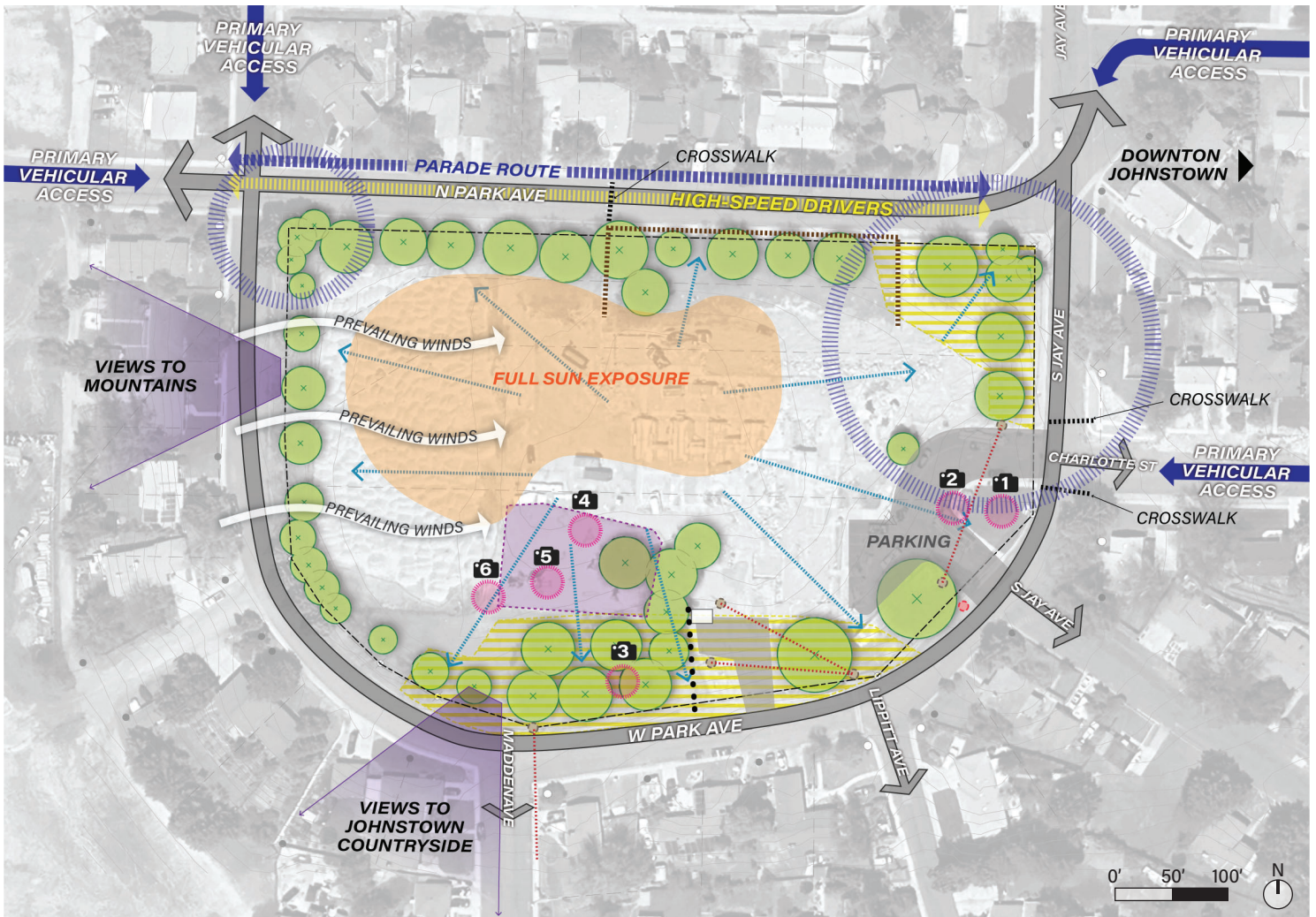
Pea gravel playground



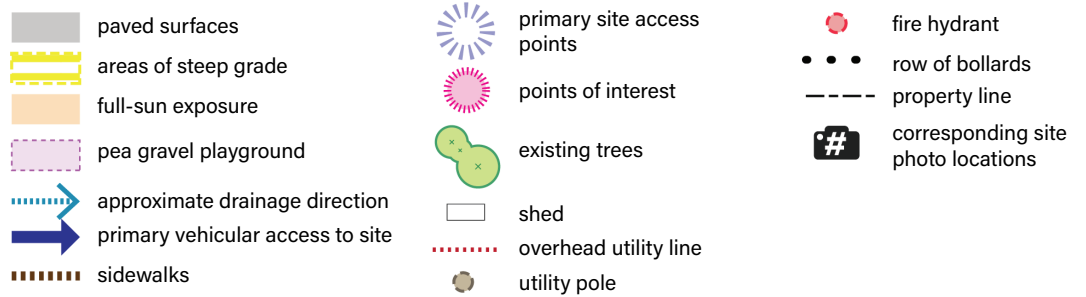
Intermittent scenic views



Wide open space



Site Analysis Map



LETFORD PARK PREFERRED PLAN

Park Narrative

Letford Park is designed as a neighborhood park that responds to community desires for simple, classic park elements applied in a unique-to-Johnstown way that also honors the site's recent history as an elementary school. The park includes opportunities for active recreation and leisure for all ages and pays homage to the school's history in unique ways. Existing trees are preserved wherever possible and enhanced with new plantings to maximize shaded seating areas on benches, walls, tables, or lawns.

Three primary character zones organize the spaces at Letford Park and are designed to be flexible for a variety of events, seasons, and days. The Park Avenue Promenade, The Active Zone, and The Flexible Lawn are described in more detail below.

The Park Avenue Promenade takes advantage of large existing trees on the north side of the park. Design strategies and park elements include:

- **Narrow the street slightly and include bumpouts on both ends of the park** in response to neighborhood concern regarding speeding on North Park Avenue.
- **Supplement the existing trees** with new trees to create a triple row of trees on the north edge. The lawn area under the existing trees adjacent to the road could be used for daily relaxing in the shade, as a comfortable space to watch floats and marchers during a parade, or a place to host small events with pop-up tents.
- **Benches and other amenities** punctuate the pedestrian route under the trees.

The Active Zone consists of classic park elements applied in ways unique to this park and to Johnstown. Park elements include:

- **Full-court basketball court** potentially surfaced in the old Letford school colors.
- **Outdoor fitness area** with a variety of built-in equipment on soft surfacing.
- **Splash pad** with a naturalistic feel, sandstone features, and seating.
- **Hammock Grove** (hammock hangers, bring your own hammock) adjacent to shade/picnic structure.
- **Small lawn** adjacent to the picnic structure, to dry off in the sun after playing in the splash pad, or to play on.
- **Play area** with both classic (slides, swings) and custom/unique play pieces with a naturalistic feel.
- **Restroom and picnic pavilion.**
- **Flexible paved area** for comfortable circulation on busy weekends or parade/festival days; or a place for neighborhood kids to chalk and play school-yard games such as hopscotch and foursquare on quiet days.

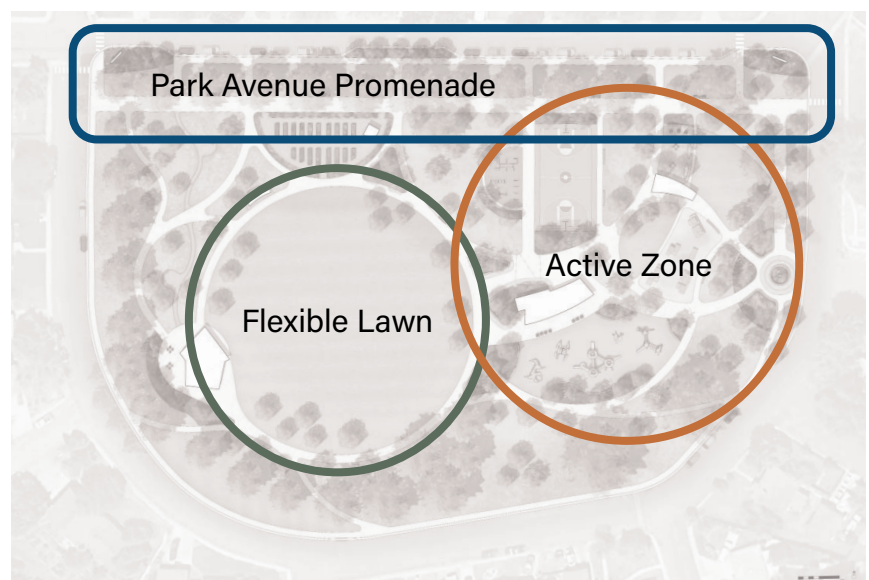
The Flexible Lawn is a flat lawn area that could comfortably seat up to 5,000 people for an event like a concert, movies in the park, or neighborhood gathering, or provide a multi-use field for recreation use; however, the lawn is primarily envisioned as an everyday park space for informal recreation and leisure activities. The Flexible Lawn space features:

- **Multi-use pavilion** on the west side could serve as a bandshell but also provide covered picnicking/seating, opportunity for outdoor education, fitness/yoga classes, or a place to sit and observe activities on the lawn
- **Small shade structure** for seating/picnicking
- **Existing and proposed trees** for shade and organization

Special Areas

- **Liberty Plaza**, located on the east edge of the park, features the Boy Scouts of America Statue of Liberty replica, currently on site, as a center piece placed in approximately its existing location. Liberty Plaza is one of the primary entry points to the park and is highly visible from several streets that dead-end into the park. Surrounded by seat walls and planters, and with a flagpole near where the school's original flagpole was located, Liberty Plaza could have custom pavers or wall inlays that speak to stories important to Johnstown, such as honoring veterans and active service members or other local heroes.
- **The Community Garden**, located north of the flexible event lawn on the western side of the park, is the sunniest spot at Letford Park.
- **The Meadows**, located on the western edge of the park, is a native wildflower and prairie grass area with a narrow trail and two seating areas. The northern seating area provides a peaceful place for Zoe's bench, a re-created yellow memorial bench based on a memorial bench that was at Letford Elementary School for a student who passed away tragically. The southern seating area provides an opportunity for a memorial bench or table to remember another important person or event.

Letford Park Parti Diagram



LETFORD PARK PREFERRED PLAN

Rendered Plan

LEGEND

- ① Event Lawn
- ② Play Area
- ③ Splash Pad
- ④ Basketball Court
- ⑤ Fitness Station
- ⑥ Meadow
- ⑦ Community Garden
- ⑧ Park Avenue Promenade
- ⑨ Liberty Plaza
- ⑩ Parallel Parking
- ⑪ Restroom Pavilion
- ⑫ Central Plaza
- ⑬ Hammock Grove
- ⑭ Large Pavilion
- ⑮ Small Pavilion
- ⑯ Memorial Bench





LETEFORD PARK PREFERRED PLAN

Renderings



2 Play Area



9 Liberty Plaza

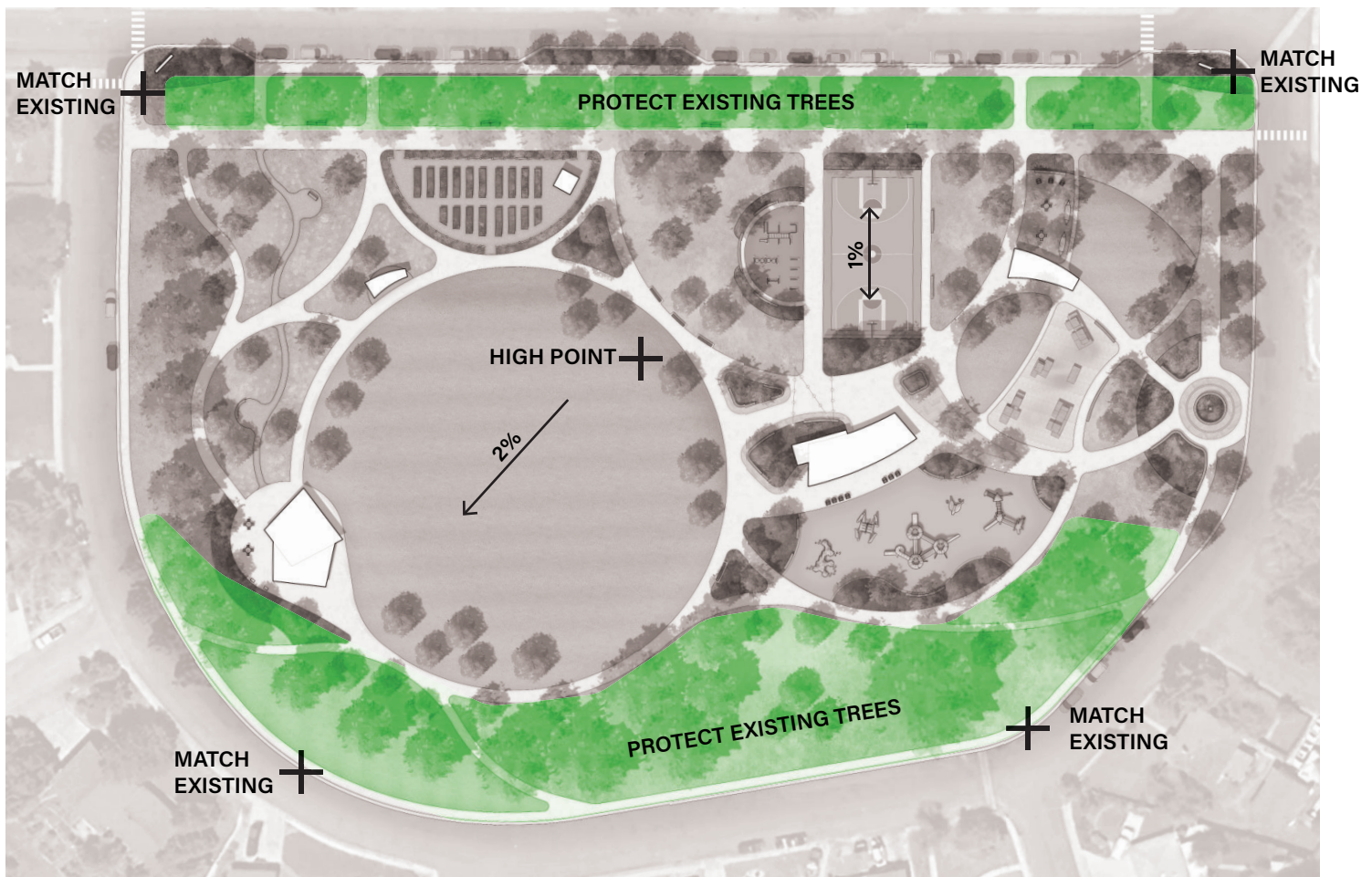


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TOPOGRAPHY STUDY

Over Lot Grading

At Letford Park, the goal is to minimize grade changes. The priority is to preserve the large, mature trees encircling the perimeter and enhance their longevity by avoiding disturbances to the surrounding grades. The park features a natural high point at its center. As indicated below, the event lawn and basketball courts must maintain adequate positive drainage. Additionally, any excess soil excavated during the project will be thoughtfully repurposed in the meadow area to create interesting landforms.





BASKETBALL COURT

FITNESS STATION

COMMUNITY GARDEN

MEMORIAL BENCH

PARK AVENUE PROMENADE

MEADOW



HAMMOCK GROVE

RESTROOM PAVILION

SPLASH PAD

LIBERTY PLAZA

PLAYGROUND

COMMUNITY LAWN

PAVILION

IMPLEMENTATION

Letford Park Summary

Since the demolishing of the old Letford Elementary School in 2023, many of the large existing trees have demonstrated signs of stress. A critical first phase of the park's improvements is simply providing temporary irrigation to the trees and consulting with an arborist to assess the trees for disease and recommend any triage-type pruning or other care that the trees may require to persist and benefit the new park.

Community gardens are relatively low cost. If there is a neighborhood group or person to champion the creation and oversight of the garden, and provide a water tap, fencing, and raised planters, this could be implemented in an early phase and make the site feel active again with little investment.

Most of the Letford Park master plan consists of elements that are a moderate cost and plausible to construct in a single phase. Pieces to consider for phasing could include:

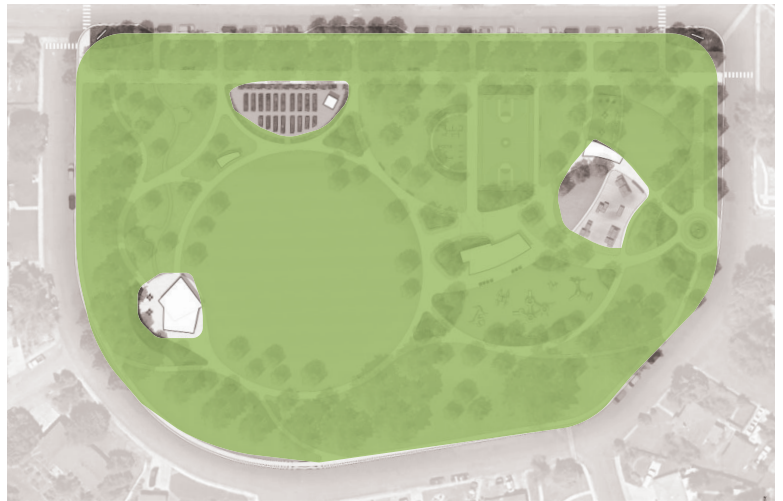
- Splash Pad
- Flexible Pavilion
- Outdoor Fitness Area
- Improvements to North Park Avenue

Total Letford Park Construction Cost Estimate: \$7,816,014

See the following page for phasing and cost breakdown.

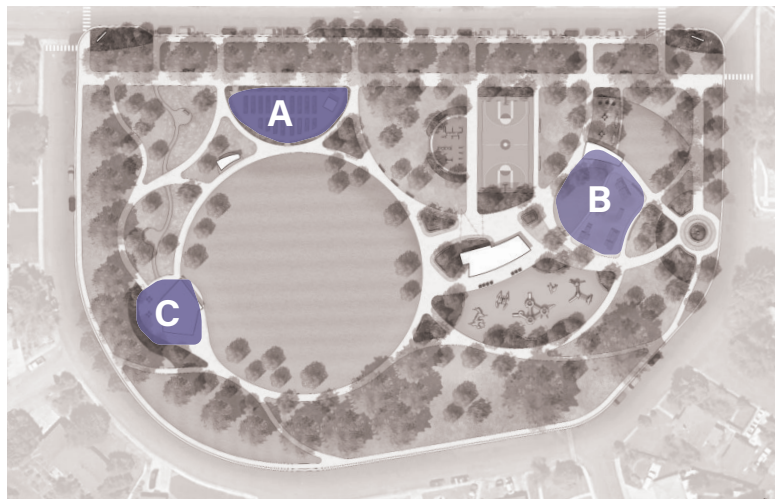
PHASE 1: Cost Estimate

ITEM	TOTAL COST
Park Promenade	\$614,807
Liberty Plaza + Jay Street + W. Park Ave (east and south meadow)	\$474,491
Meadow + Trails + Memorial Bench + Small Pavilion (west side)	\$432,377
Event Lawn	\$531,511
Fitness + Basketball	\$817,056
Restroom Pavilion + Central Plaza + Playground	\$3,434,294
Hammock Grove	\$234,839
PHASE 1 TOTAL	\$6,539,376



PHASE 2: Cost Estimate

ITEM	TOTAL COST
A. Community Garden	\$165,498
B. Splash Pad	\$679,777
C. Large Pavilion	\$431,363
PHASE 2 TOTAL	\$1,276,638







CENTENNIAL PARK

CENTENNIAL PARK

Site Analysis + Existing Conditions

The future Centennial Park site is relatively flat and split into two 'tiers' from previously installed soil fill on the property. The Little Thompson River runs the length of the site. The design team documented surprisingly steady currents and good sinuosity along the river at multiple locations. The majority of the river bank is steep, creating a serious challenge for accessing the river. Several points of interest were noted along the Little Thompson River with particularly attractive views, comfortable micro climates, or other features of significance. (See images and descriptions below.)

Minimal utilities are located on the site, however the design team noted at least one instance of erosion along an above-ground utility line. The newly deposited soil, responsible for the man-made 'plateau', appears to have been seeded with native grasses. However, the grasses appear to be in poor health, and soil remediation may be required for ideal landscape health. For more information on river, plant, and habitat conditions, see Appendix B.

Existing Site Photos



Scenic railway bridge over river



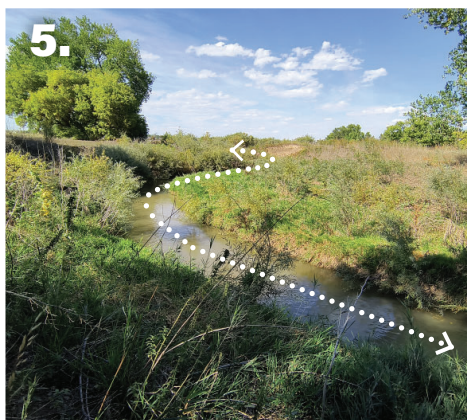
Scenic river bank views



Brief split in river channels



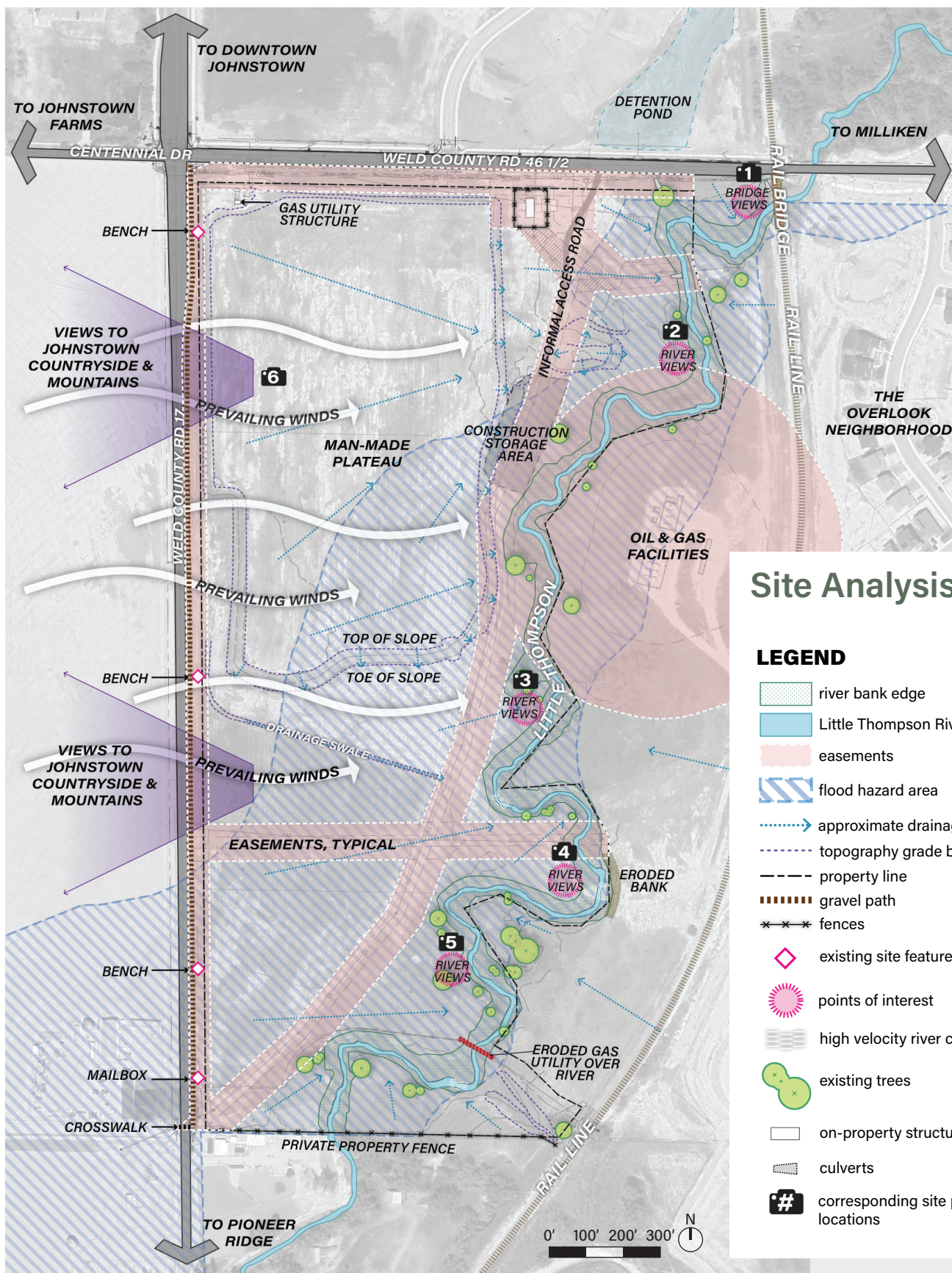
Strong current and clear water



Good river sinuosity



Scenic Johnstown farmland views



Site Analysis Map

CENTENNIAL PARK PREFERRED PLAN

Park Narrative

The Little Thompson River is Centennial Park's primary inspiration and form-giver. The winding trails, organic organization of major elements, and the graceful landforms and bluffs all play off riverine forms and Front Range floodplain typologies. Other major organizational elements include the **"parking ribbon"**, a curving spine road with head-in parking along it that serves as the primary circulation for vehicles and pedestrians through the upland areas of the park, and the oval-shaped **community lawn** in the center of the park.

Three primary character zones organize the various activities possible at Centennial Park: The Wilds, The Active Core, and The Community Hub are described in more detail below.

The Wilds, in the south third of the park and along the Little Thompson corridor, is defined by restored riparian areas, enhanced wildlife habitat, wetlands, large cottonwood and boxelder trees, and the water itself. The Wilds focuses on enhancing, buffering, and connecting wildlife habitat along the corridor. The following elements are featured in the area:

- **Gravel trailhead parking lot**, located in the southeast corner of the park, to provide easy access to a variety of trails that explore the corridor.
- **A potential pond** to offer opportunities for fishing and wildlife viewing.
- **"River Nodes"** to provide quiet places along the river with benches, picnic areas, river overlooks, and opportunities for outdoor education, with some nodes at the water's edge, overlooking the water, or in glades and cottonwood galleries.
- **Adventure playground terraces** down to the water's edge in the center of the park, terminating with a space to interact with/touch the river.
- **A .75-acre, shaded dog park**, located in the northeast corner, with active and inactive dog areas.

The Active Core, in the center of the park, houses the majority of the active recreation at Centennial Park including:

- **Four pickleball courts**, with space to add two more in the future if needed, and two nearby tennis courts with shade shelters, trees, and small lawn areas for cooling off after or preparing for matches.
- **Two full-court basketball courts and a parkour course** for older kids and adults.
- **Small playground and kids' pump track** to provide unique recreational opportunities for younger children.
- **Group picnic shelter with restrooms** to provide shade and facilities for the active amenities supported by a medium-sized lawn area.
- **The splash ribbon and destination playground** will be the crown jewels of the Active Core.
 - The splash ribbon is a linear water play element with jets and runnels set in concrete and natural feeling stone. In the winter, it converts to a skate ribbon.
 - The large destination playground features both traditional (swings, slides) and unique play elements, all with a natural aesthetic that ties in with the river-inspired park design. Terraced into the floodplain bluff, the play area provides opportunities for in-grade slides and climbing elements that take advantage of the slope.
- **A building to house a restroom and shaded picnicking**, as well as mechanicals for the splash ribbon and ice rink, located between the splash ribbon and destination playground.

The Community Hub encompasses the major park elements to house the big events that bring the community together, as well as the everyday park activities that build memories and love for the park.

- **The Community Lawn**, or 'great lawn' comfortably seats up to 12,200 people for a large, community event such as a concert, movie in the park, or other large festival. The community lawn provides space for a multi-use/soccer field, or can be extremely flexible for volleyball, picnicking, frisbee, or other classic park lawn uses year-round. A multi-use building at the bottom of the lawn, near the river, serves as a bandshell with other uses such as yoga in the park, an outdoor classroom, or a shaded place to sit.
- **The Hill**, or sloped lawn along the southern edge of the community lawn, is approximately 18 feet higher at the top than the adjacent lawn and provides an amphitheater or sledding hill depending on the season. The hill, a piece of the floodplain bluff, is the park's primary landform. In warm months, the hill provides great views of the activities on the community lawn, while in the winter, its north-facing aspect allows for a large sledding hill with ideal proximity to parking, the skate ribbon, and the open lawn below.
- **A small flexible lawn**, located north of the event lawn, provides an additional space for warming up if the event lawn is being used for soccer or other sports, overflow space for large events, and more day-to-day lawn uses during a major community event.
- **The Pedestrian Promenade** draws people into the park and connects the parking along the ribbon road to the major park amenities. The promenade flanks the community lawn on the west side and consists of a triple row of trees for shade, seating, planting, overlooks, and a wide trail. The promenade can accommodate festivals with space for food trucks or tents below the trees.
- **A large community building** sits in the northwest corner of the park and could house multiple amenities such as a senior center wing, a makers and/or crafting space, rentable space/community rooms for life events (birthday/retirement parties, wedding receptions, public meetings), cooking classes, indoor game rooms, and other community-based indoor recreation, education, or leisure activities.
- **A native prairie grass berm**, adjacent to the Community Center, provides a 2.8-acre buffer of the active park uses from the neighborhood to the north. The size of the area allows for the possibility of a future outdoor pool area consisting of a lap pool, lazy river, water slide, and supporting seating areas. The plan assumes building space for the pool headquarters/offices and locker rooms could be included in or added on to the community building to save space and cost. The pool's seasonal parking needs could be partially satisfied by shared parking in the park.

Other areas of the Centennial Park plan include a native grass buffer between County Road 17 and the primary park loop trail, and a maintenance yard in the northeast corner which adds fencing and maintenance facilities around the existing fenced-off lift station.

Centennial Park Parti Diagram



CENTENNIAL PARK PREFERRED PLAN

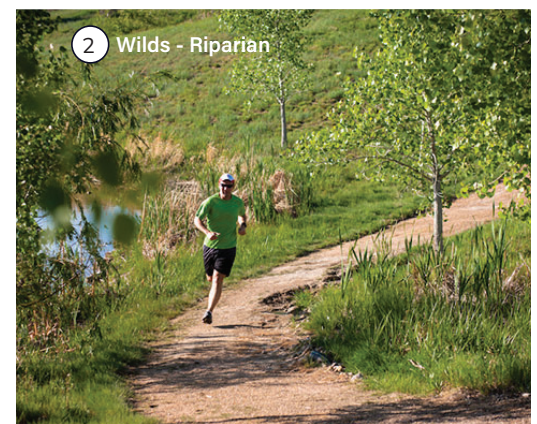
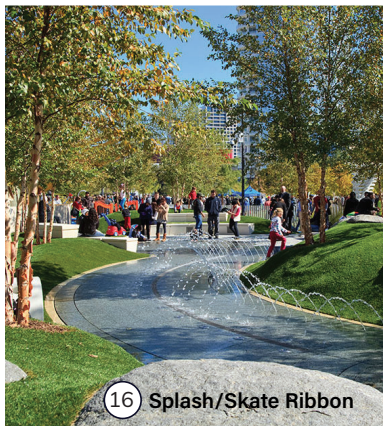
Rendered Plan



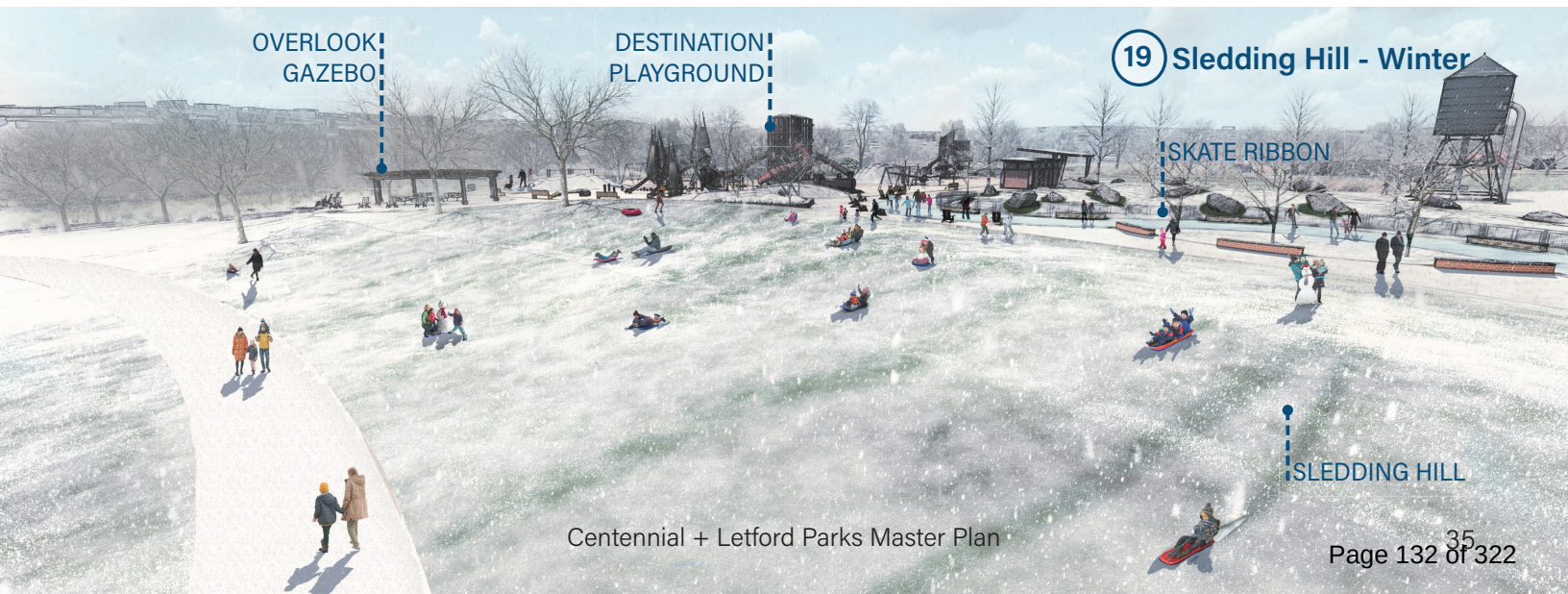


CENTENNIAL PARK PREFERRED PLAN

Precedent Imagery



Renderings

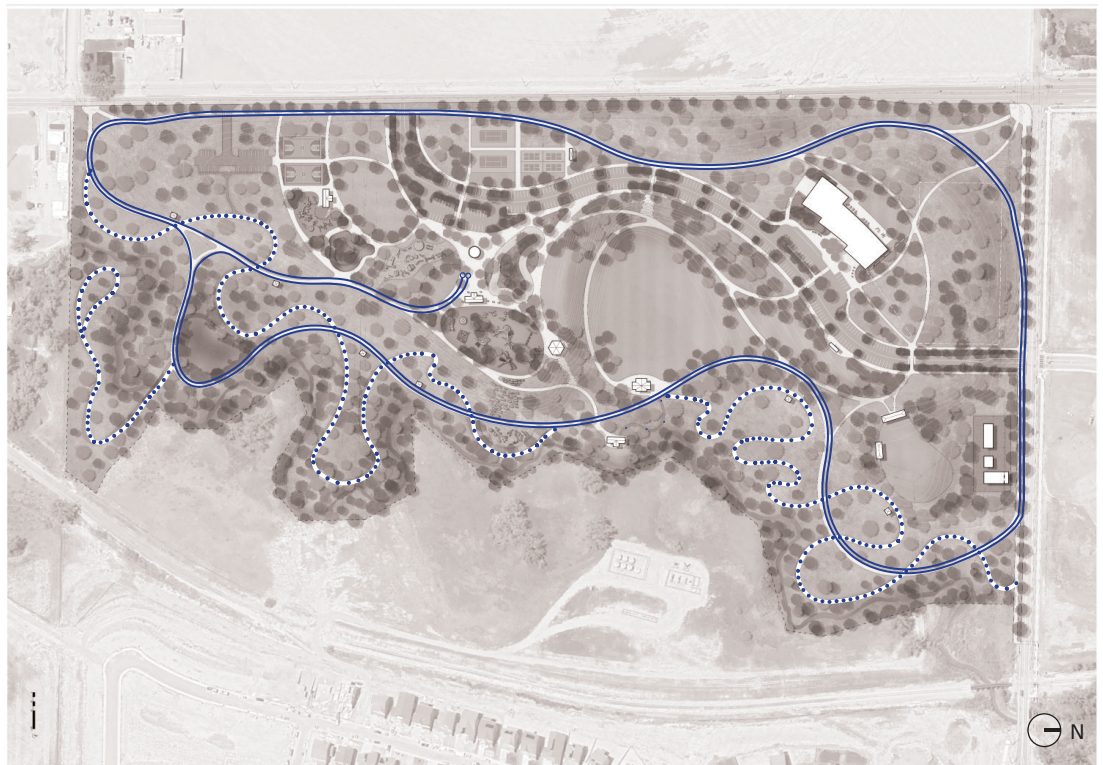


CENTENNIAL PARK PREFERRED PLAN

Park Diagrams

Trail Systems

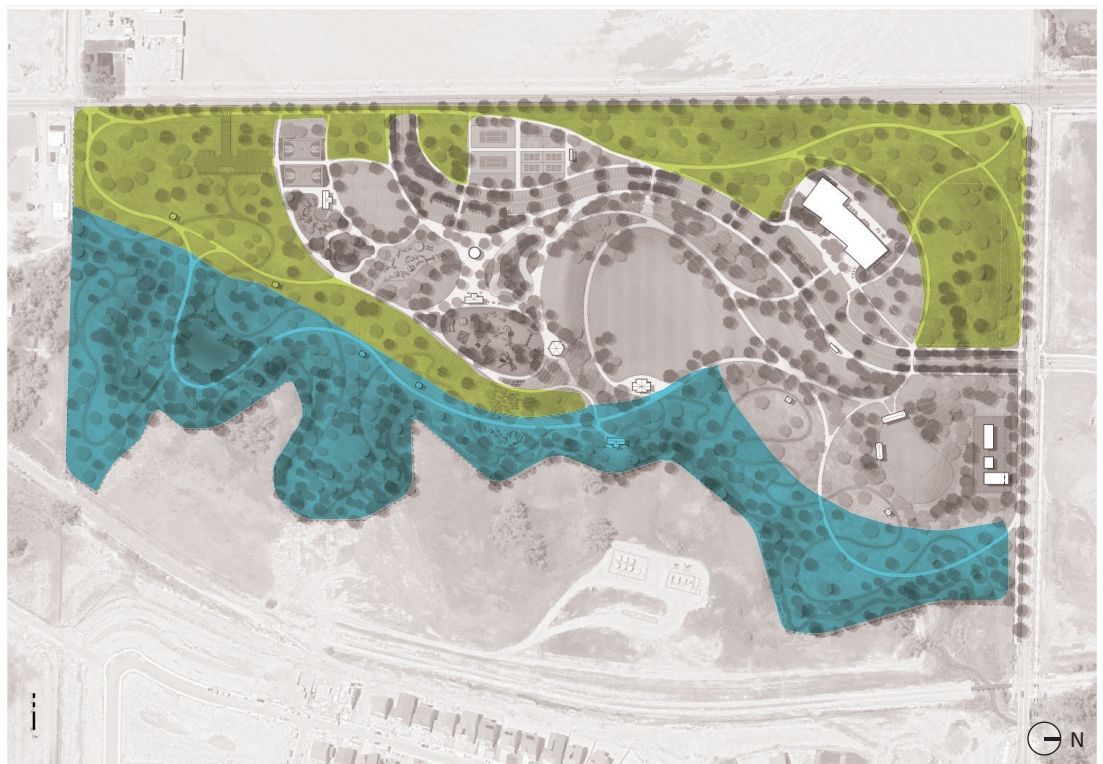
Centennial Park's trail network is a braid of different paths inspired by the Little Thompson River's natural sinuosity. The trail system provides several different routes, allowing visitors to fully explore and wind through Centennial Park. For a 5k event, visitors would need to loop around the park two times to complete the 5k run.



..... Soft Trails — Race Event Loop (2x = 5k)

Eco-Regions

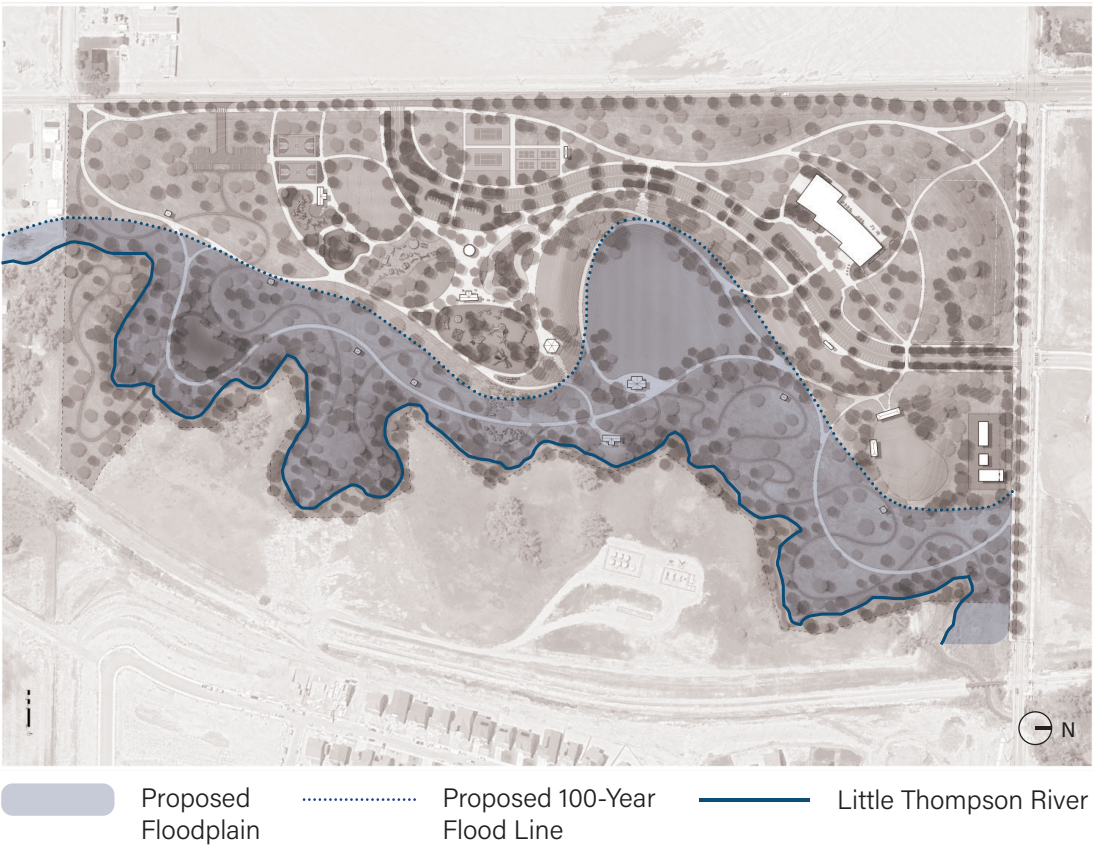
Riparian and upland meadows are recommended for remediation and revegetation to enhance habitat value, create sustainable landscapes, and highlight the natural characteristic of the prairie and riparian zone.



■ Riparian ■ Upland Meadows

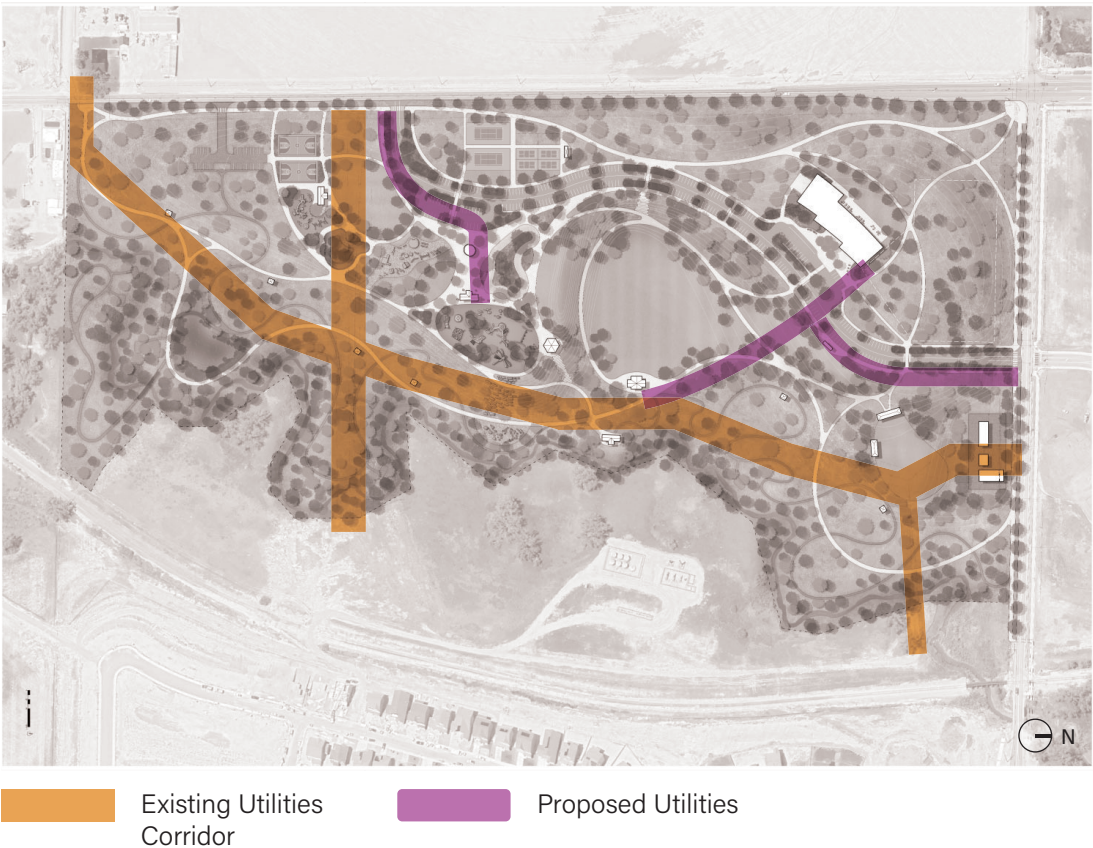
Hydrology

The Little Thompson River floodplain extends into Centennial Park. By manipulating the existing grade, the land is sculpted to embrace the periodic flooding of the river and the riparian ecosystem. Major structures are kept out of the 100-year floodplain while other areas of the park are allowed to flood.



Utilities

Existing sanitary, storm, and gas lines cross the park site. Major elements have been kept out of conflict with existing utility easements.



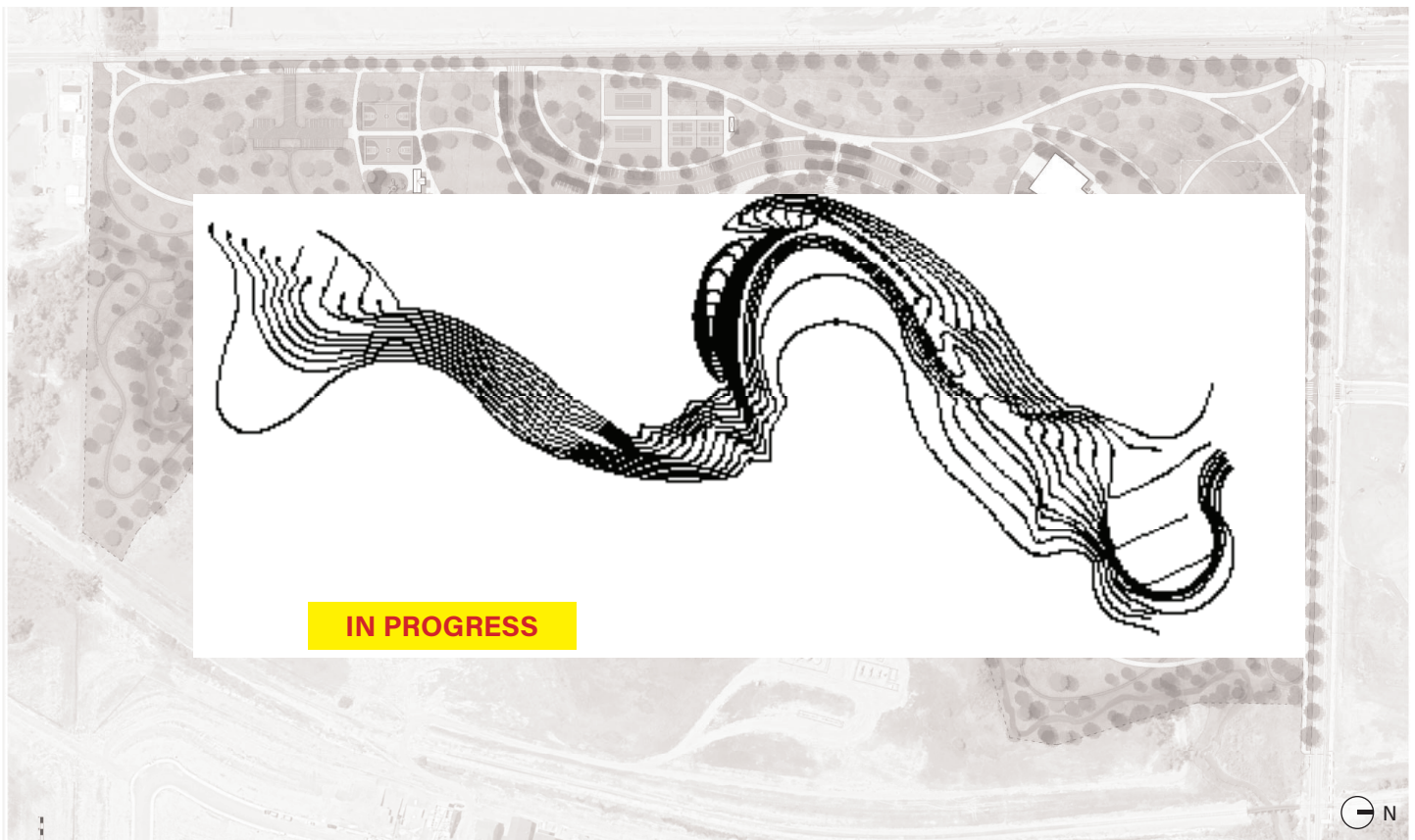
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TOPOGRAPHY STUDY

Over Lot Grading

Centennial Park faces several unique challenges due to its existing grades. Currently, most of the site is within the floodplain, with the exception of a plateau of infill soil located in the northwest corner. The banks along the Little Thompson River are approximately six feet deep and with fast currents, the incising/erosion will only get worse with time.

By utilizing the existing soil plateau, we can reshape the grades to create a more dynamic embankment that mimics the natural floodplain. This design will allow the event lawn to function as a floodable zone while ensuring that all other park amenities remain above the floodplain. Further grading and restoration around the Little Thompson River will also be necessary to help raise its banks and restore their natural contours.





SPLASH/SKATE RIBBON

CENTENNIAL PLAZA

PARKOUR COURSE

SPORTS COURT

KIDS PUMP TRACK

SMALL PLAYGROUND

SPORTS COURTS

MEADOW

POND



DESTINATION PLAYGROUND

COMMUNITY CENTER

DOG PARK

COMMUNITY LAWN

RIVER ACCESS

NATURE PLAY

MULTI MODAL TRAIL

IMPLEMENTATION

Centennial Park Summary

The initial phase of the Centennial Park plan will focus on restoring the Little Thompson River. The river has significant issues such as severe incision leading to concerns about the survival of large trees due to a lowered water table. Additionally, the river's flow is unexpectedly rapid for a Front Range river, raising safety concerns for park users near the water, and it is disconnected from its historic floodplain.

The restoration process for Little Thompson River involves reshaping the river channel, potentially occurring alongside extensive earthwork to redefine the floodplain. This includes removing the artificial berm in the northwest corner and creating features such as the event lawn, a sledding hill, and the southern Wilds area. These changes will create ample space for the floodplain while providing opportunities for active uses away from it.

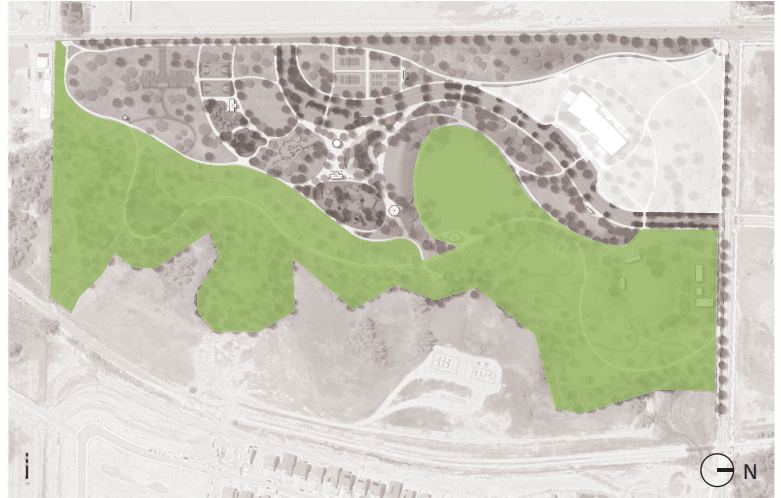
Once the river and floodplain restoration are complete, further phases can be planned based on the community's preferences and budget. The Community Center is strategically positioned in the northwest corner of the park, utilizing the existing elevation that is above the current floodplain. The Town may choose to construct the center, potentially serving as a new senior center or other facilities based on community needs, and elements of the ribbon road and parking lot as part of an earlier phase.

Total Centennial Park Construction Cost Estimate: \$36,960,262

See the following page for phasing and cost breakdown.

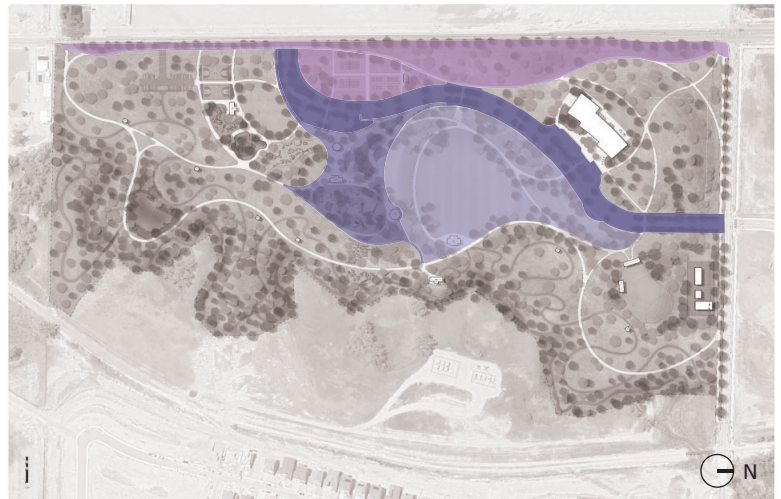
PHASE 1: Cost Estimate

ITEM	TOTAL COST
River Restoration, Floodplain Grading, + Early PH2 Trails/ Amenities	\$8,937,925
PHASE 1 TOTAL	\$8,937,925



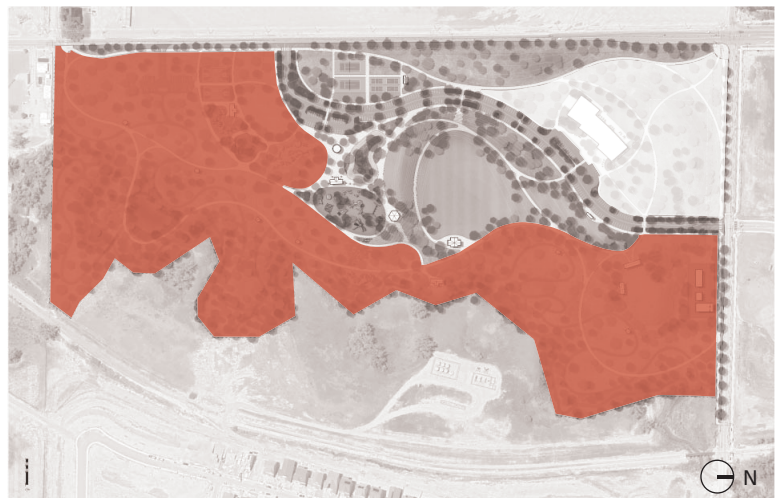
PHASE 2: Cost Estimate

ITEM	TOTAL COST
Event Lawn	\$3,221,355
Spine Road, Tennis, Parish	\$6,755,582
Play Area	\$9,244,509
PHASE 2 TOTAL	\$19,221,446



PHASE 3: Cost Estimate

ITEM	TOTAL COST
River Interaction, River Overlook, Dog Park	\$1,676,326
Wilds, Basketball, Small Play	\$7,124,565
PHASE 3 TOTAL	\$8,800,891







APPENDIX A: PUBLIC OUTREACH SUMMARY

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PUBLIC ENGAGEMENT: SUMMARY

Overview

The goal for the public engagement process was to garner public input and feedback for the vision of two future park sites – Centennial Park, a 61-acre undeveloped community park site property bordered on the east by the Little Thompson River, and the Letford Park site, a six-acre neighborhood park located at the former Letford Elementary site. These two future park sites are very different in scale and in terms of the types of activities that will likely take place. Therefore, the engagement strategy included a variety of methods to maximize input while equitably reaching a broad cross-section of the Johnstown community.

Project Timeline



Goals for Engagement

- Use a variety of engagement methods to reach a broad, representative cross-section of the Johnstown community.
- Include a site-specific engagement activity to directly reach neighbors that live closest to the future Letford Park site.

PUBLIC ENGAGEMENT

Events

Fall Fest

9/14/2024

A booth was staffed at the Fall Festival from 1-5 p.m. on Saturday, September 14, 2024. People attending the Fall Festival were invited to write their ideas on the leaves of a model tree and fill out comment cards. Staff also promoted an enlarged QR code image that directed people to the online survey.

Letford Park Site Visit

9/18/2024

Flyers were taped to the front doors of homes near the Letford Park site on Saturday, September 14, inviting them to take the online survey as well as to attend a “pop-up” event at the Letford Park site on Wednesday September 18, 2024 from 4-5:30 p.m. Neighbors were invited to look at potential park images and to provide input regarding their preferred park amenities at Letford Park.

YMCA

9/23/2024

A pop-up event was held at the YMCA on Monday, September 23, from 3-5 p.m. People coming and going from the YMCA were invited to view park images, fill out comment cards, and take the online survey.

Online Survey #1

9/12-10/12 2024

The project team used social media and QR codes on leaflets to promote the online survey and encourage the community to give their feedback. The survey provided detailed questions aimed to help the design team determine the community's desires and priorities for programming and aesthetics for each park and direct future concept designs. Nearly 700 people participated in the first online survey.

Johnstown Town Council Work Session #1

9/23/2024

In a work session with Town Council, the design team shared their discoveries from the first online survey and notes and comments gathered from the Fall Fest, Letford Park visit, and the YMCA events. The Town Council then expressed what they were hearing their constituents want and need.

Public Meeting #1

11/19/2024

The design team used the data gathered from the public engagement events to develop a set of essential programming elements for each park, which were then integrated into two distinct concepts for each park and presented at a public meeting at Town Hall. Facilitating a collaborative design process, the design team invited the community to provide feedback and express their preferences regarding various aspects of the concepts.



Online Survey #2

11/19-12/2 2024

The second online survey aimed to collect community feedback on each park's proposed design concepts and to identify which elements best aligned with the community's needs. Utilizing the data gathered from the survey, the design team synthesized the concepts into a preferred plan for further development.

Senior Center Luncheon

11/20/2024

At the recommendation of Town Council, the design team presented the park concepts during a luncheon at the Johnstown Senior Center to ensure that we gathered input from a range of constituents in the Johnstown community.

Johnstown Town Council Work Session #2

1/13/2025

During the second work session with Town Council, we reviewed the results of second survey and received direct feedback from the Council regarding their preferences for each park plan. Additionally, the Council directed the design team on what the features and elements they would like to see incorporated into the preferred concept.

Public Meeting #2

2/25/2025

The design team presented the preferred concepts for each park to the public. This was the final opportunity for the public to provide input before the plans were submitted to Town Council for their final presentation and eventual approval of the parks master plan.

Johnstown Town Council Presentation

4/21/2025

TBD



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ONLINE SURVEY #1

08/12/2024-10/12/2024

Nearly 700 people took the online survey. The survey was promoted regularly through social media, including Facebook, NextDoor and Instagram, and information appeared in some local publications, including the Johnstown Breeze.



A QR code was used for ease of access at pop-up events for people to have better access to the online survey.

List of Questions Asked:

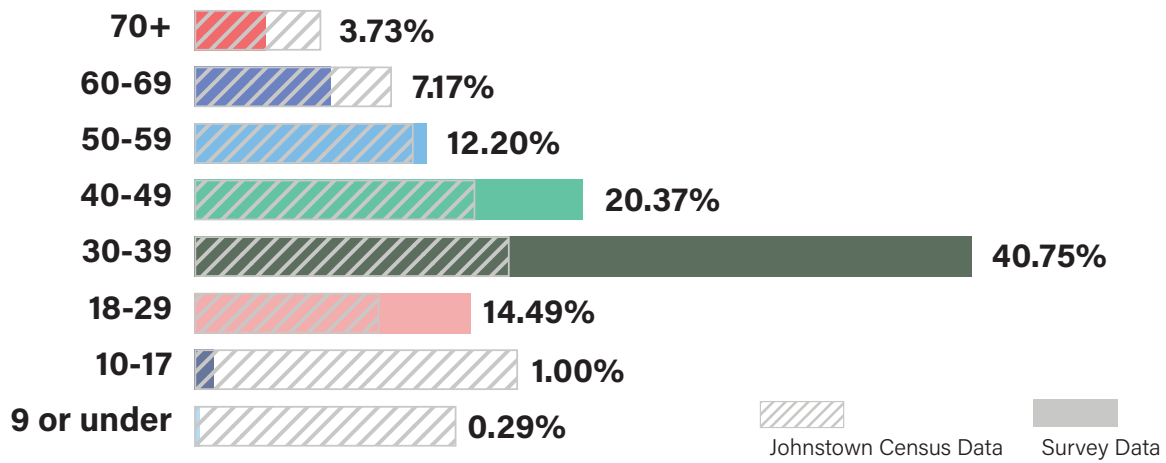
- Question 1:** "What is your age?"
- Question 2:** "What town do you live in?"
- Question 3:** "When you travel around Johnstown, which methods of transportation do you use? Please choose all that apply."
- Question 4:** "Can you share three words that you feel best describe Johnstown?"
- Question 5:** "Which two park images look the most enjoyable to you?"
- Question 6:** "Which of these options best describe your vision for the future Centennial Park? Please choose up to two."
- Question 7:** "Please choose up to three athletic features you'd most like to see at Centennial Park."
- Question 8:** "Please choose up to three outdoor/nature features you'd most like to see at Centennial Park."
- Question 9:** "Please choose up to three community/activity features you'd most like to see at Centennial Park."
- Question 10:** "Which of these options best describe your vision for the future Letford Park? Please choose up to two."
- Question 11:** "Please choose up to three features you'd most like to see at Letford Park."
- Question 12:** "If a community center is built in Johnstown, what amenities would you like to see most? Please choose up to five."
- Question 13:** "Is there anything else you'd like to share about your opinions for the future Centennial Park?"
- Question 14:** "Is there anything else you'd like to share about your opinions for the future Letford Park?"
- Question 15:** "If you'd like to receive news and updates about these 2 new parks, please leave your email address below or visit the Johnstown website to enroll in notifications! Thanks for your time, interest, and input!"
- Question 16:** "How did you find out about this survey?"

RESPONDENT DEMOGRAPHICS

Survey Question:

"What is your age?"

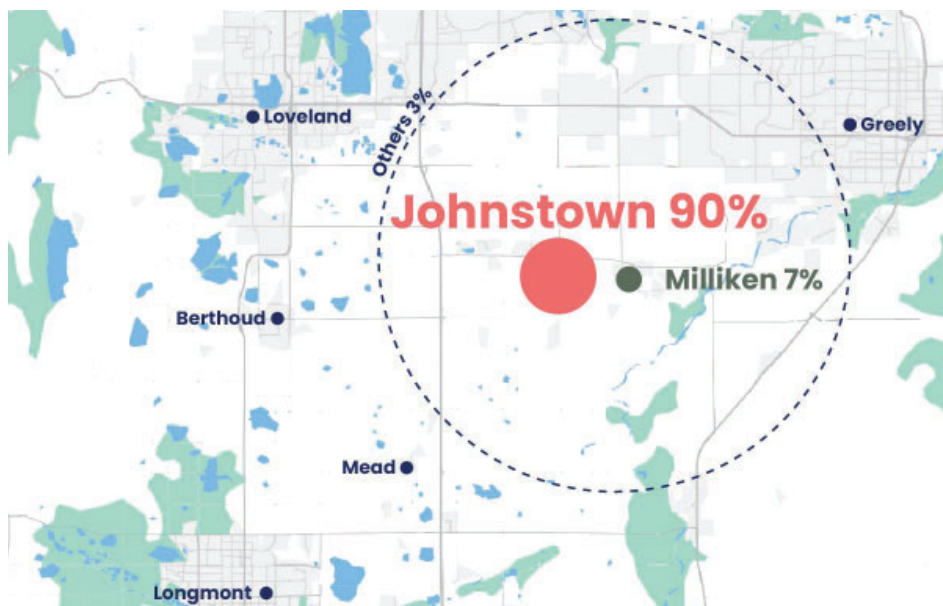
Takeaway: Survey respondents' ages were similar to data from the Johnstown Census. The under 18 age range was underrepresented, while the 30-39 age range was overrepresented. This age distribution is a common result for community surveys.



Survey Question:

"What town do you live in?"

Takeaway: The vast majority of survey respondents resided in Johnstown (89.9%).



"When you travel around Johnstown, which methods of transportation do you use? Please select all that apply."

A horizontal bar chart with four categories: driving, biking, running/walking, and other. Each category has a corresponding colored bar with white icons representing the mode of transport. The percentages are displayed to the right of each bar.

Mode of Transport	Percentage
driving	97.8%
biking	27.8%
running/walking	49.1%
other	2%

"Can you share three words that you feel best describe Johnstown?"

A word cloud visualization of terms associated with the idea of a small town. The words are arranged in a circular pattern, with the most frequent words being 'SMALL' and 'TOWN' in large red letters. Other prominent words include 'FRIENDLY', 'GROWING', 'FAMILY', 'QUAINT', 'COMMUNITY', 'QUIET', 'SAFE', 'FEEL', 'WELCOMING', 'FARMING', 'CHARMING', 'RURAL', 'HOMETOWN', 'NICE', 'PEACEFUL', 'LACKING', 'POTENTIAL', 'HOME', 'ORIENTED', 'FARM', 'COZY', 'FAST', 'BIG', 'LOCAL', 'CLEAN', 'BUSY', 'CALM', 'GROWTH', and 'FUN'. The words are color-coded by frequency: red for 184-48 times, blue for 43-19 times, green for 18-12 times, dark green for 11-10 times, and dark blue for 9 times.

Frequency Range	Color
184-48 times	Red
43-19 times	Blue
18-12 times	Green
11-10 times	Dark Green
9 times	Dark Blue

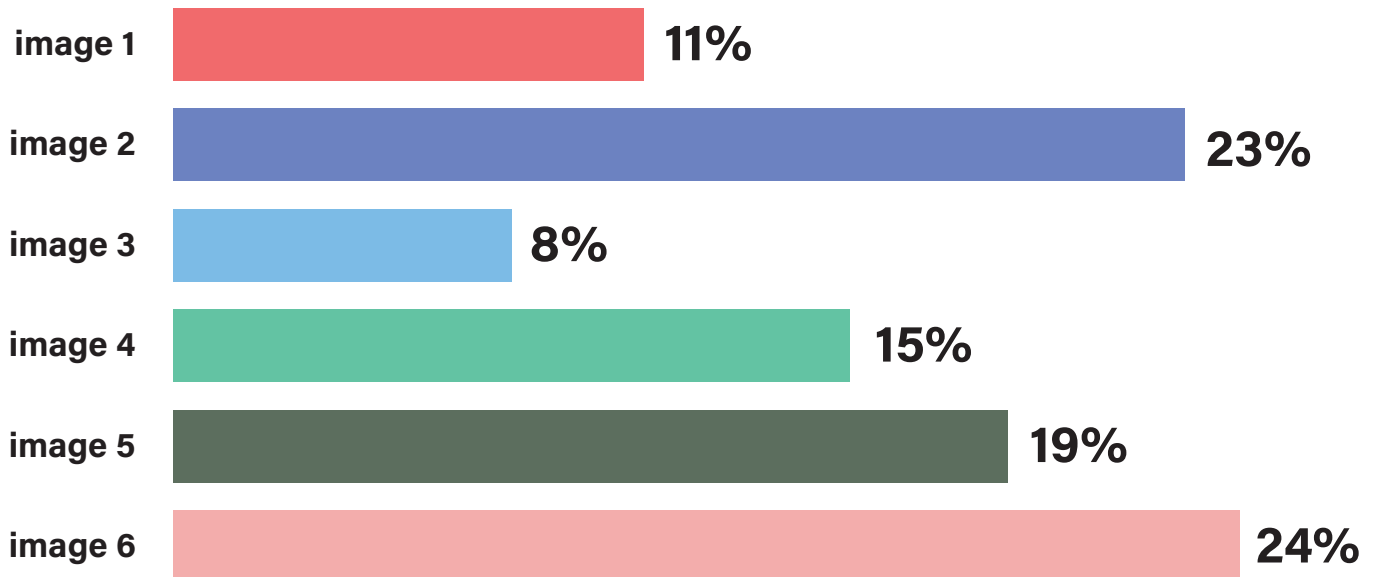
PARK ATMOSPHERE

Survey Question:

"Which two park images look the most enjoyable to you?"

Takeaway: Survey respondents were asked to pick the two of the images on the right that looked the most enjoyable to them. The goal of this question was to get a better sense for what park atmosphere was most preferred by survey respondents.

Results:



Respondent quotes:

“ Keep it charming, always have stuff for kids to play on. It doesn't need to be a crazy playground, maybe good trees for exploring, etc.

“ This should be a destination park where there are multiple activities and green open spaces and shade. [Centennial]

“ Keep the residents in mind. [Letford] should be a smaller gathering park. Less programmable space and more active neighborhood getaway space.



Image Takeaway: 11% approval

Respondents preferring this image are in favor of a more modern, art-focused park.

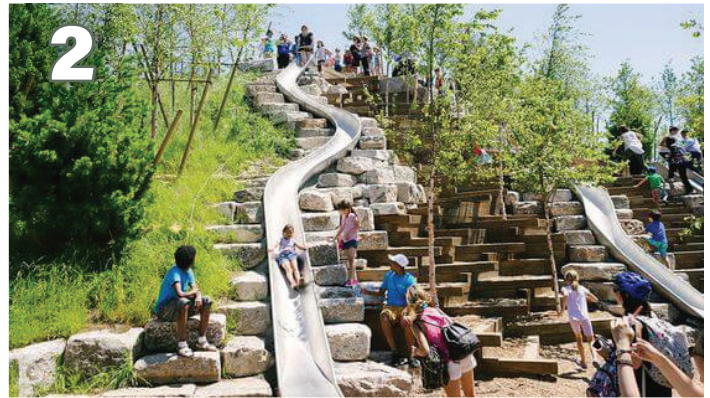


Image Takeaway: 23% approval

Respondents preferring this image are in favor of a nature-themed, play-focused park.



Image Takeaway: 8% approval

Respondents preferring this image are in favor of a more modern, destination-playground park.



Image Takeaway: 15% approval

Respondents preferring this image are in favor of a social gathering and activity-focused park.



Image Takeaway: 19% approval

Respondents preferring this image are in favor of a trail-focused and meadow-like park.



Image Takeaway: 24% approval

Respondents preferring this image are in favor of a more traditional, passive park.

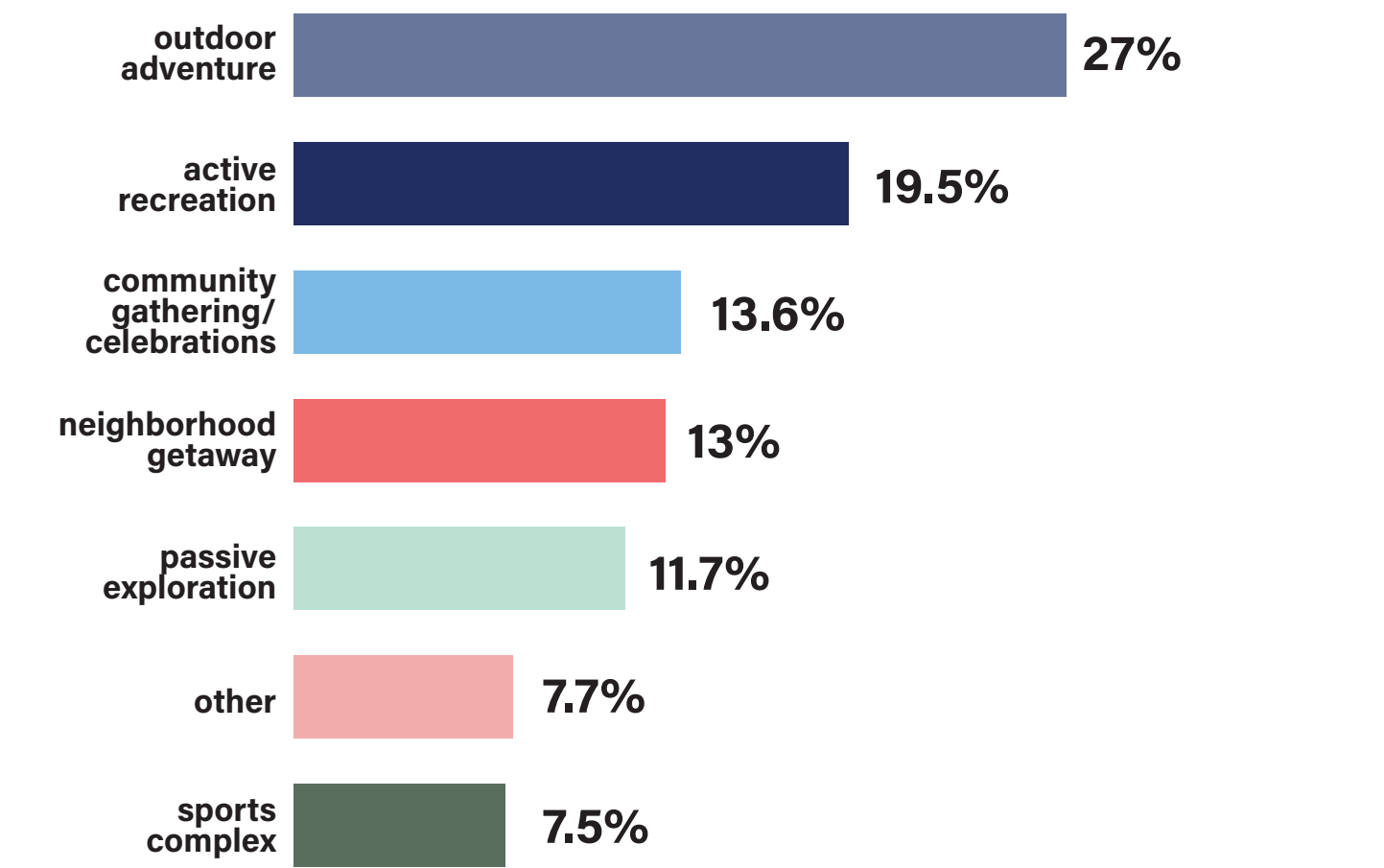
VISION FOR CENTENNIAL

Survey Question:

“Which of these options best describe your vision for the future Centennial Park?”

Takeaway: Survey respondents primarily envisioned Centennial Park as an “Outdoor Adventure” and “Active Recreation” park.

Results:



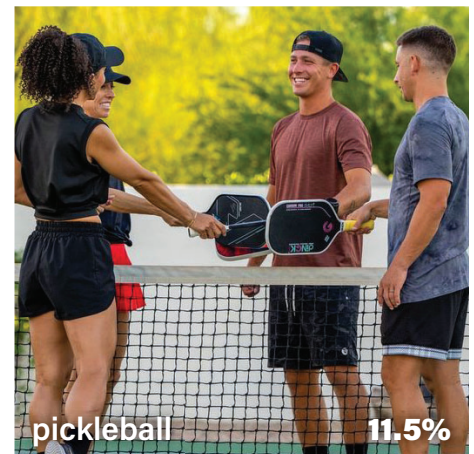
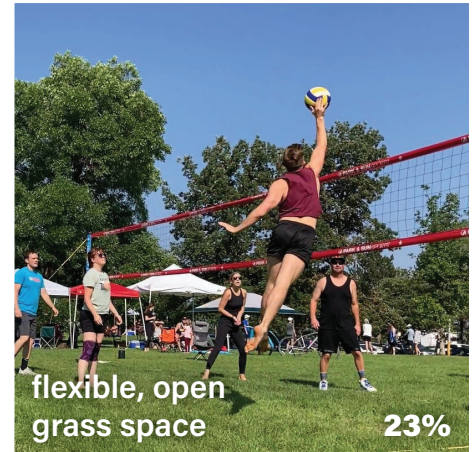
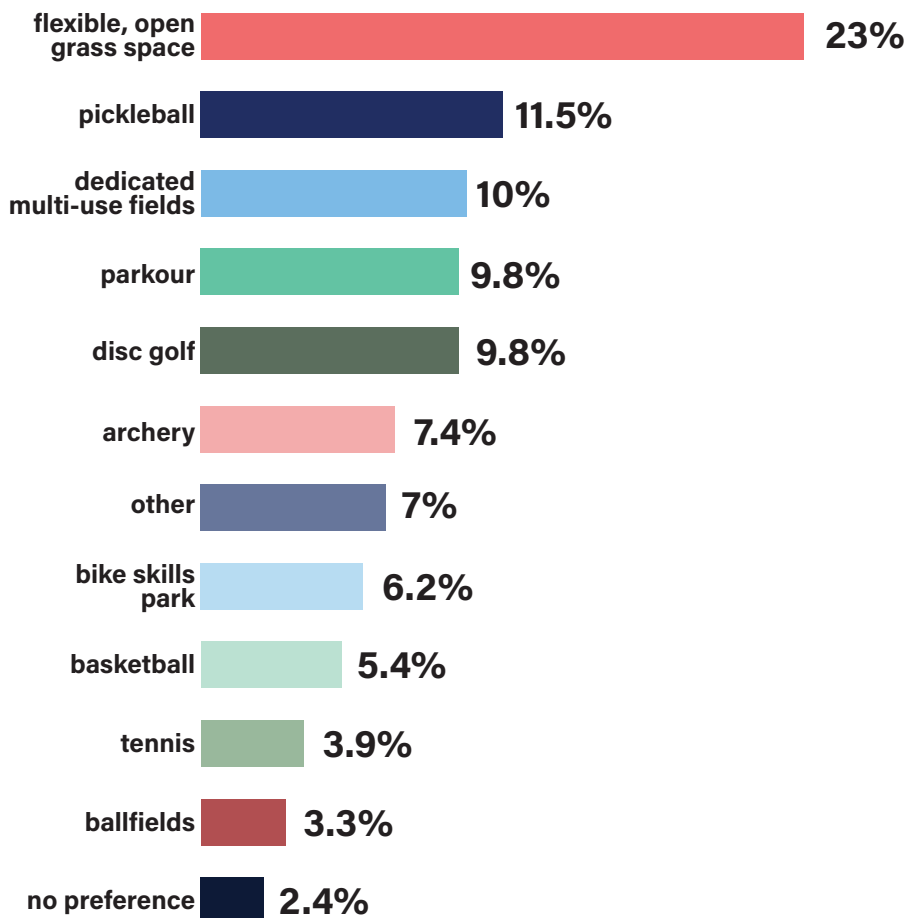
ATHLETICS AT CENTENNIAL

Survey Question:

"Please choose up to three athletic features you'd most like to see at Centennial Park."

Takeaway: Survey respondents overwhelmingly agreed that Centennial Park should have flexible, open grass space for athletics and other uses. Other options like pickleball, multi-use fields, parkour, and disc golf also ranked highly in the survey.

Results:



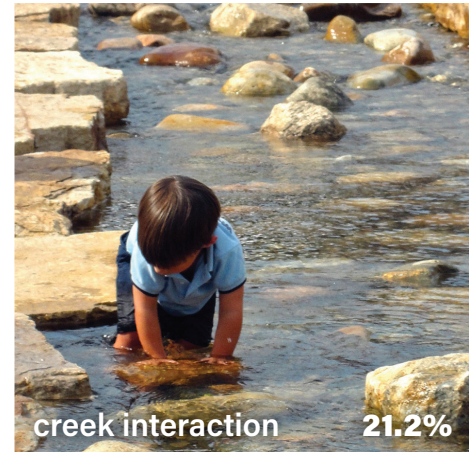
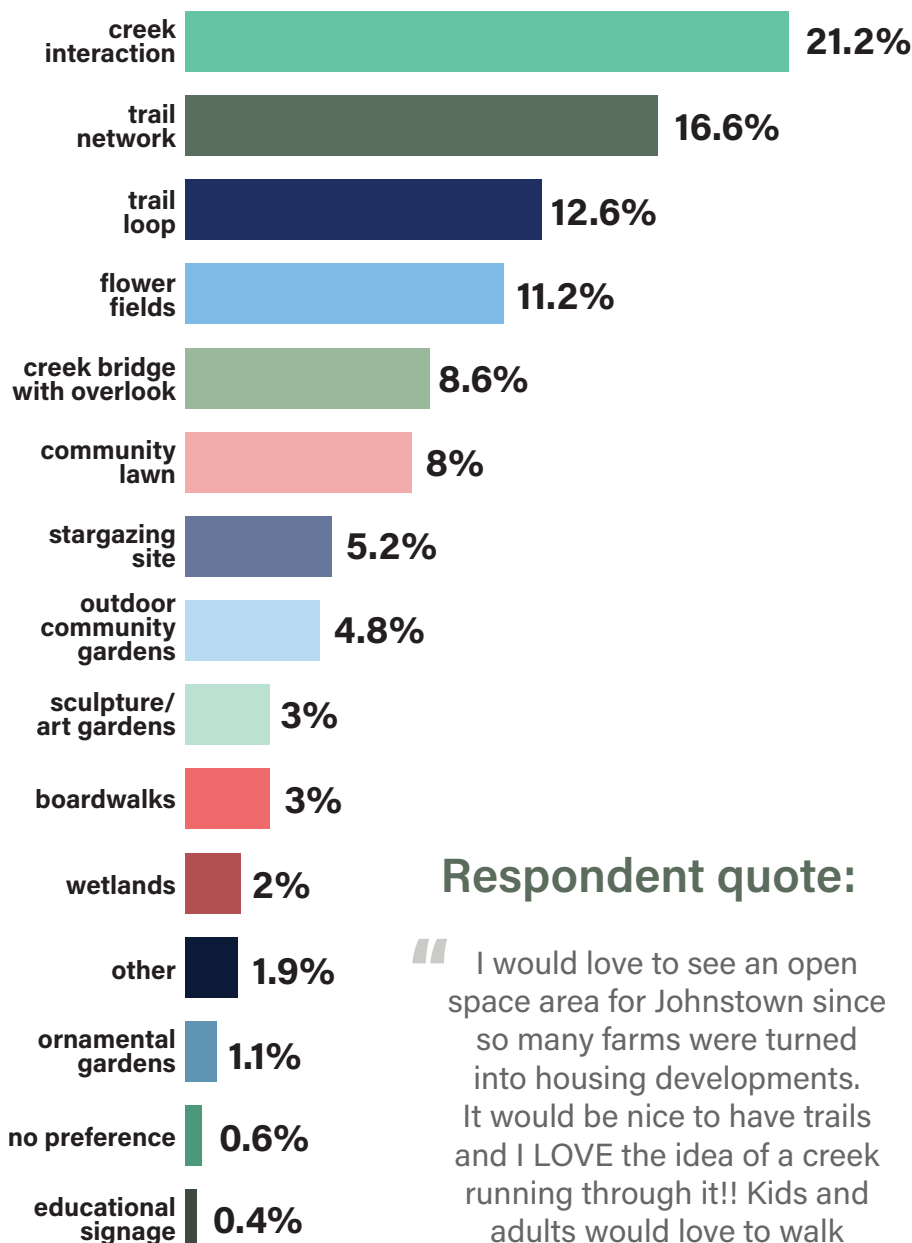
OUTDOORS AT CENTENNIAL

Survey Question:

"Please choose up to three outdoor/nature features you'd most like to see at Centennial Park."

Takeaway: Creek interaction was the favored outdoor feature for respondents, while trail networks and trail loops were also popular choices.

Results:



Respondent quote:

“ I would love to see an open space area for Johnstown since so many farms were turned into housing developments. It would be nice to have trails and I LOVE the idea of a creek running through it!! Kids and adults would love to walk through this area.

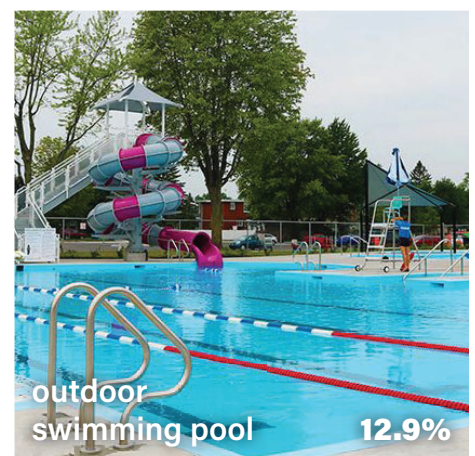
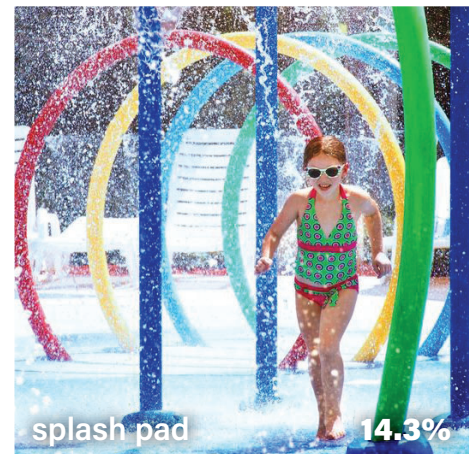
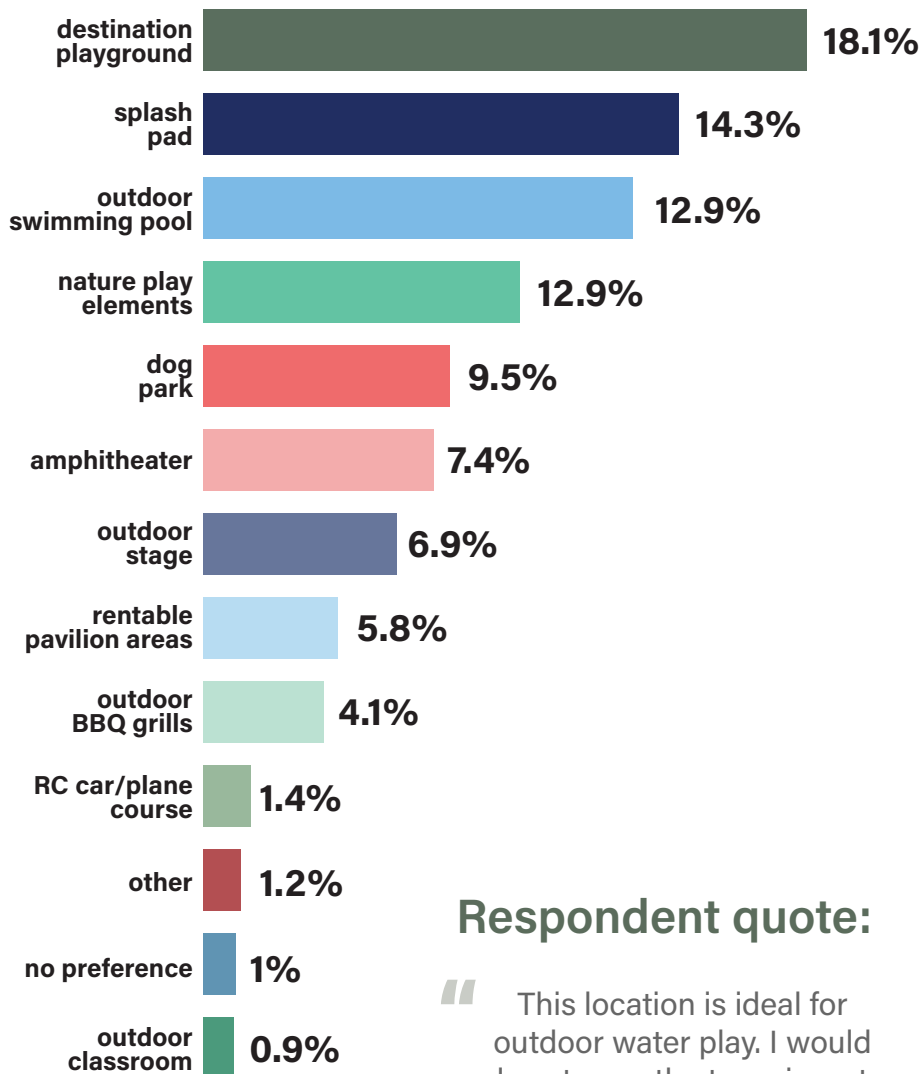
ACTIVITIES AT CENTENNIAL

Survey Question:

"Please choose up to three community/activity features you'd most like to see at Centennial Park."

Takeaway: Water features were some of the most requested features for Centennial Park, while a destination playground (a playground worth traveling to) was the most agreed-upon feature in this category.

Results:



Respondent quote:

“ This location is ideal for outdoor water play. I would love to see the town invest in spaces that are free to the public rather than fee based.

OPINIONS FOR CENTENNIAL PARK

Primary Takeaways

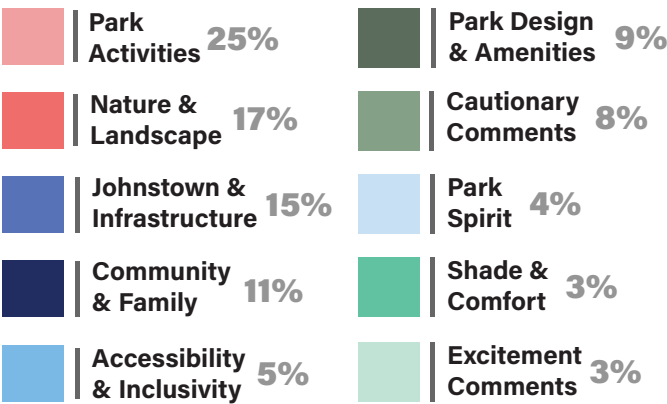
- Park Activities** were the focus of the majority of comments from respondents based on what they would like to see featured at Centennial Park. Some of the most common requests included water features (pools, splash pads, etc.), dog parks, disc golf, and traditional sport features (athletic fields, sport courts, etc.).
- Nature & Landscape** comments were popular, with a heavy focus on undisturbed nature, river interaction, and open space.
- Johnstown & Town Infrastructure** comments primarily focused on including walking and biking paths for the town, connecting the park to nearby neighborhoods, and managing traffic and parking around the project site.
- Community & Family** comments were also frequent, with many of those comments revolving around using the park to build communities, ensuring the space is kid and family-friendly, and providing new community amenities for the town.



▲ Above: Most commonly mentioned words in the open-ended responses.

Survey Results

Open-ended responses were compiled into these categories based on their topics.



Most-Frequent Comment Topics



25%

Park Activities

Memorable Survey Responses:

“ Having a bigger splash pad for the kids would be awesome.

“ I’m excited about the possibilities for this park, especially the possibility for outdoor pickleball courts. They would be used a lot!



17%

Nature & Landscape

Memorable Survey Responses:

“ I would like to see a park with natural elements. Something that does not need much water usage, the natural areas undisturbed with a walking path through. A tunnel under our bridge over the railroad tracks to connect the overlook to the park.



15%

Johnstown & Infrastructure

Memorable Survey Responses:

“ This is a great place to build an outdoor space for residents to use, but we need trails to get there.

“ Make sure there is plenty of parking. Please also give us a trail to bike over there!



11%

Community & Family

Memorable Survey Responses:

“ [Make this park] something that the community can grow into, and take pressure off of parks in other established neighborhoods.

“ Somewhere all ages of kids have something fun to do! We range from 5-19 and want somewhere everyone can go.

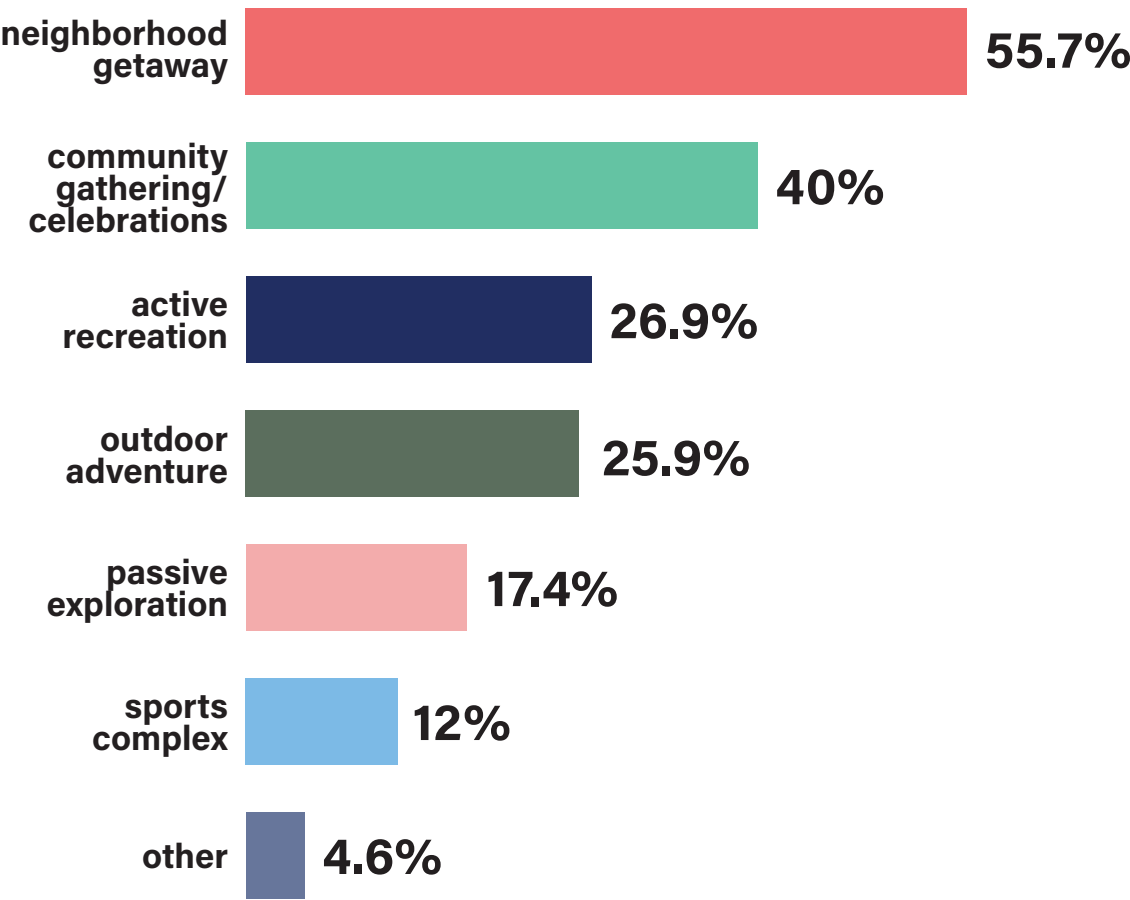
VISION FOR LETFORD

Survey Question:

“Which of these options best describe your vision for the future Letford Park?”

Takeaway: Survey respondents primarily see Letford Park as a quiet, neighborhood getaway for their community. Survey responses generally aligned with feedback received from neighbors that live in the neighborhood surrounding Letford Park – noise, traffic, and programming are important and unique to the site’s residential location.

Results:



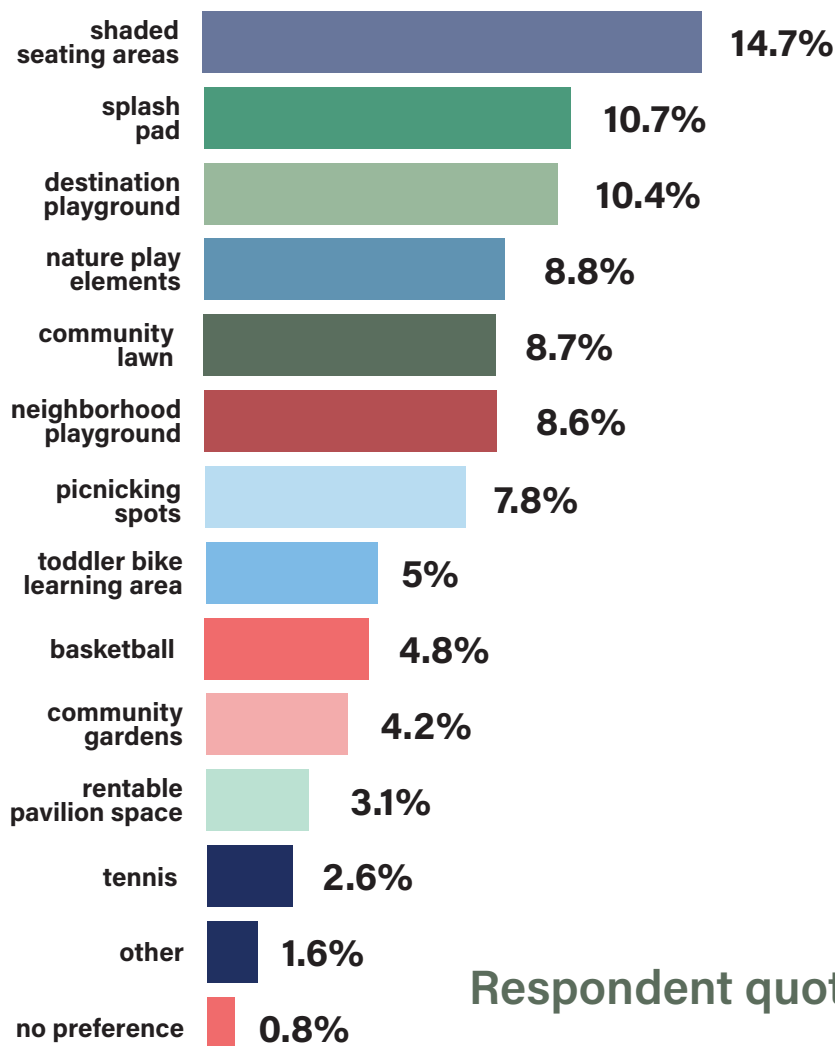
PARK FEATURES AT LETFORD

Survey Question:

"Please choose up to three features you'd most like to see at Letford Park."

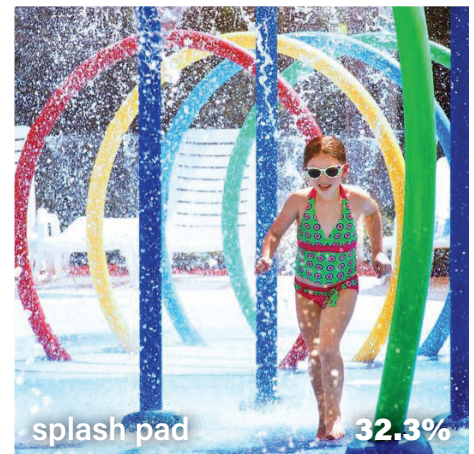
Takeaway: The most requested amenities for Letford Park included shaded seating areas, a splash pad, and a destination playground. Other features all ranked similarly in frequency, including nature play, community lawns, and neighborhood playground.

Results:



Respondent quote:

“A great children’s park would be great here with a toddler bike area, picnic area, and keep the shade trees already there and plant more to replace the ones as they die out.”



OPINIONS FOR LETFORD

Primary takeaways

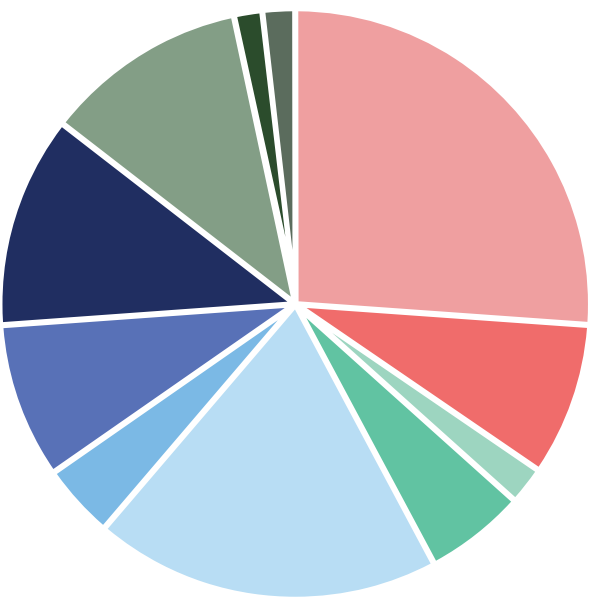
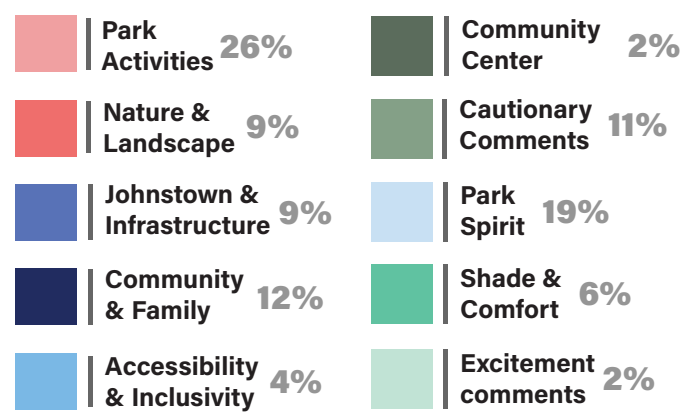
- **Park Activities** were the focus of the majority of comments from respondents based on what they would like to see featured at Letford Park. Some of the most common requests included water features (pools, splash pads, etc.), playgrounds, and traditional sport features (athletic fields, sport courts, etc.).
- **Park Spirit** comments were popular – these comments focused on how the park should feel and why. Some of the main points made were keeping the park neighborhood-focused, quaint, kid-centric, and simple.
- **Community & Family** comments were also common, with many of those comments recommending that the park be a space for families to spend time together, and a place that encourages community-building.
- **Many comments were cautionary in nature.** These comments ranged widely, however there was a particular focus on advising traffic mitigation and parking strategies, as well as general concerns about noise and neighborhood disruption.



▲ Above: Most commonly mentioned words in the open-ended responses.

Survey Results

Open-ended responses were compiled into these categories based on their topics.



Most-frequent Comment Topics



26%

Park Activities

Memorable Survey Responses:

“ A large exciting playground space with walking trails. A splash pad here as well. Fun place for families and exercise.

“ Shade and water would be nice. Splash pad, pool, water tables for babies, etc.



19%

Park Spirit

Memorable Survey Responses:

“ I see this as a quieter more neighborhood park. Shaded Picnic Areas, a playground.

“ Make it unique in what it offers compared to other local parks.



12%

Community & Family

Memorable Survey Responses:

“ [I'd like a] park for kids and toddlers where moms can meet.

“ I hope this can become a family space with plenty of shade, grass, and embodies the memory of all the laughter those halls once held.



11%

Cautionary Comments

Memorable Survey Responses:

“ This is a quiet area. Not a ton of traffic. Most [people] would like it that way.

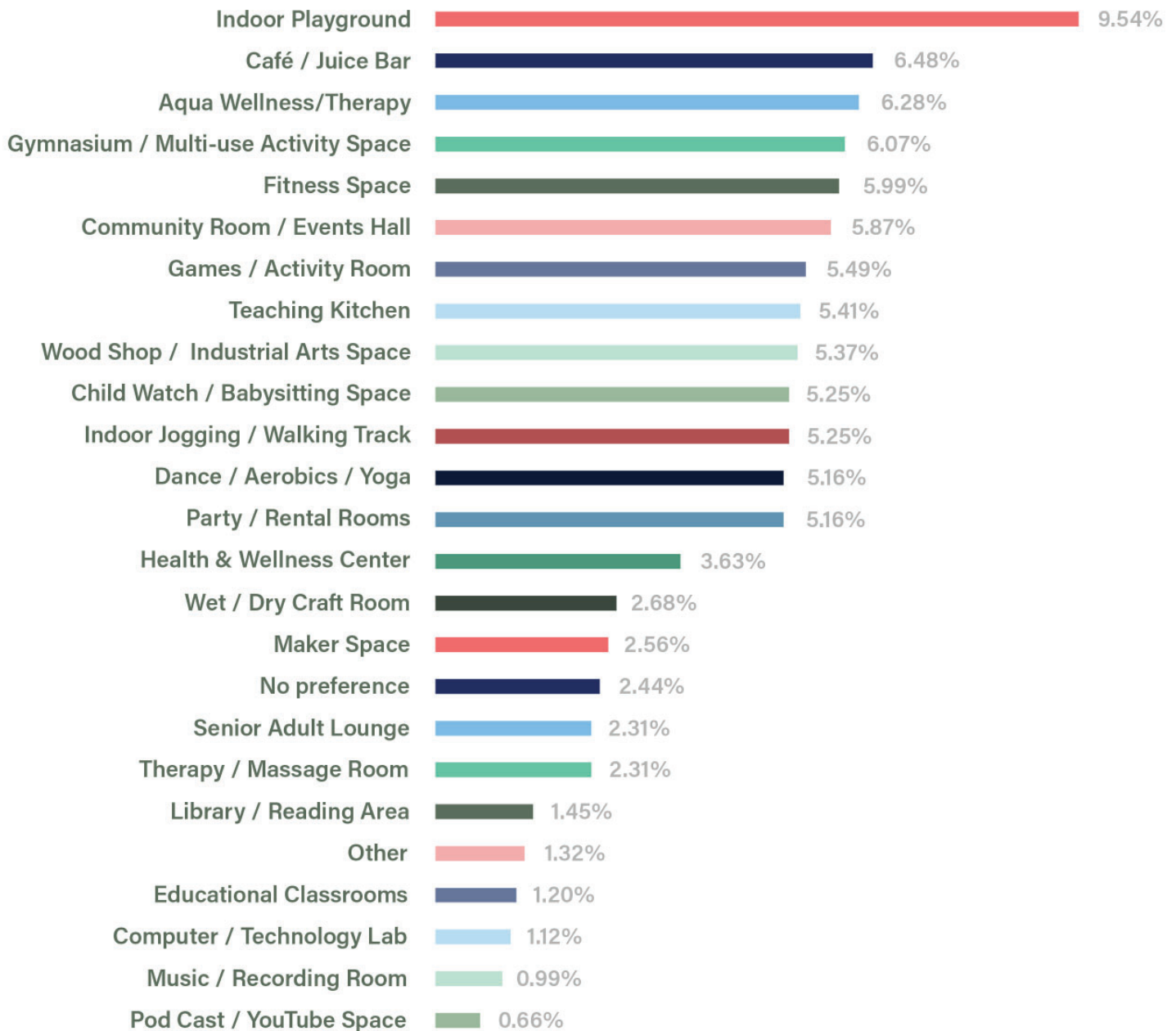
“ With it being located in a neighborhood I don't think huge community events should be held in the park as it will disrupt their lives.

COMMUNITY CENTER

Survey Question:

“If a community center is built in Johnstown, what amenities would you like to see most?”

Takeaway: The most requested amenity, indoor playground, was selected nearly 10% of the time. A range of other amenities were chosen between 5% and 7% of the time, including cafe/juice bar, aqua wellness therapy, and gymnasium, among others.



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ONLINE SURVEY #2

11/19/2024-12/02/2024

Nearly 300 people participated in the second survey, which aimed to gather feedback on what the community liked about each concept design and what they desired in the preferred plan. The survey was promoted through social media platforms such as Facebook, NextDoor, and Instagram, and information about it was also featured in some local publications, including the Johnstown Breeze.



A QR code was used for ease of access at pop-up events for people to have better access to the Online survey

List of Questions Asked:

- Question 1:** "Which types of creative play would like to see at LETFORD PARK? Pick all that apply:"
- Question 2:** "Which types of water play would like to see at LETFORD PARK? Pick all that apply:"
- Question 3:** "In addition to basketball, what types of court sports would you most like to see at LETFORD PARK?"
- Question 4:** "What types of leisure sports would most like to see at LETFORD PARK? Pick all that apply:"
- Question 5:** "What other types of active recreation would you most like to see at LETFORD PARK? Pick all that apply:"
- Question 6:** Are you in favor of a concept for LETFORD PARK that includes a Senior Center or Community Center with parking?"
- Question 7:** "Which concept for LETFORD Park do you think best resolves how visitors circulate into, and throughout, the Park?"
- Question 8:** "After reviewing both concepts for LETFORD PARK, which concept do you prefer?"
- Question 9:** "What elements or design considerations at LETFORD PARK are important to you that aren't represented in the current concepts?"
- Question 10:** "Which types of creative play would like to see at CENTENNIAL PARK? Pick all that apply:"
- Question 11:** "Which concept for CENTENNIAL PARK do you like best for play?"
- Question 12:** "What type of water play would you like to see at CENTENNIAL PARK? Pick all that apply:"
- Question 13:** "Which concept for CENTENNIAL PARK do you like best for event space?"
- Question 14:** "In addition to pickleball, what types of court sports would you most like to see at CENTENNIAL PARK? Pick all that apply:"
- Question 15:** "How many Pickleball courts would you like to see at CENTENNIAL PARK?"
- Question 16:** "What types of leisure sports would most like to see at CENTENNIAL PARK? Pick all that apply:"
- Question 17:** "In addition to informal sports activities that could occur on the Community Lawn, What types of active recreation would you most like to see at CENTENNIAL PARK? Pick all the apply:"
- Question 18:** "Are you in favor of a concept for CENTENNIAL PARK that includes a Senior Center or Community Center with parking?"
- Question 19:** "A seasonal outdoor pool is shown in both CENTENNIAL PARK concepts as an optional element (the black dashed-line square in the northwest corner of the park). This facility, with appropriate parking, will require approximately six acres of the 20 developable (outside the floodplain) park acres, which would require downsizing and/or shifting other park elements. Are you in favor of a concept for CENTENNIAL PARK that includes a seasonal outdoor pool?"

LETFORD PARK CONCEPTS

Letford Concept 1: Central Gathering Area

Concept 1 preserves as many existing trees as possible and uses them to create shaded edges around the park. A small senior center with a supporting parking area is proposed on the east side of the site. A community garden is situated in one of the most naturally sunny areas of the park, as is a splash pad. The splash pad is surrounded with lawns for taking a break from the water and drying off in the sun, as well as shaded areas for respite. A large community lawn fills the east side of the park and flanks an event plaza with shade pavilions and a flexible paved area to support small community events, birthday parties, or picnics. An event lawn creates the east edge of the event plaza to provide opportunity for small performances or to support the community gatherings that may occur in the plaza. A play area creates the southern edge of the event plaza and is flanked to the east by a shaded picnic grove. A basketball court is tucked into the trees on the south quadrant of the park.

Concept 1 relocates the existing Boy Scouts of America Statue of Liberty and re-creates the memorial benches once present on the school site.

- ① Community Lawn
- ② Pavilion
- ③ Event Plaza
- ④ Play Area
- ⑤ Water Play
- ⑥ Picnic Grove
- ⑦ Basketball Court
- ⑧ Event Lawn
- ⑨ Community Garden
- ⑩ Senior Center
- ⑪ Parking (50 spaces)



Letford Concept 2: Active Edges

Concept 2 takes advantage of the large, existing trees on the north edge of the park along North Park Avenue, as well as the oversized width of Park Avenue itself, to create an “Event Promenade.” The promenade would provide space for parade viewing, additional parking, and a “park within the park” along the edge with space for food trucks along Park Avenue or tents within the promenade itself. A community garden is located in one of the most naturally sunny areas of the park on the north side and is flanked by a large flower garden to the west. A circular community lawn provides space for a variety of park activities, with a multi-use pavilion and event plaza on its western edge. Two basketball courts on the north side of the park provide for recreation that was displaced when the school grounds were removed. The primary entry is to the east, where the “hubs of the spoke” come together via several road intersections. There visitors are greeted by an iconic neighborhood playground and a splash pad embraced by shade structures and an entry plaza.

Concept 2 relocates the existing Boy Scouts of America Statue of Liberty and re-creates the memorial benches once present on the school site.

- ① Community Lawn
- ② Wild Flower Meadow
- ③ Pavilion
- ④ Entry Plaza
- ⑤ Water Play
- ⑥ Play Area
- ⑦ Picnic Grove
- ⑧ Basketball Courts
- ⑨ Community Garden
- ⑩ Park Ave. Promenade
- ⑪ Diagonal On-street Parking
- ⑫ Shaded Seating Areas



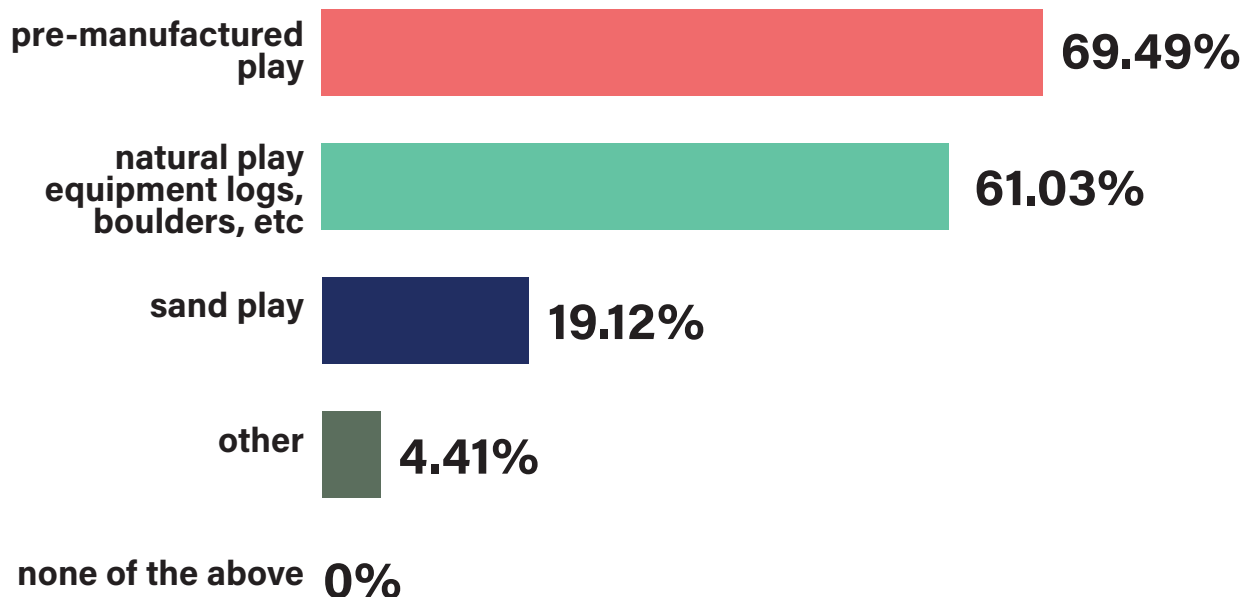
PLAY AT LETFORD

Survey Question

"Which types of creative play would you like to see at LETFORD PARK? Pick all that apply:"

Takeaway: Survey respondents expressed support for both pre-manufactured play equipment (traditional playground structures) and nature play elements such as boulders and logs. These two styles are often combined to create diverse and engaging playgrounds.

Results:



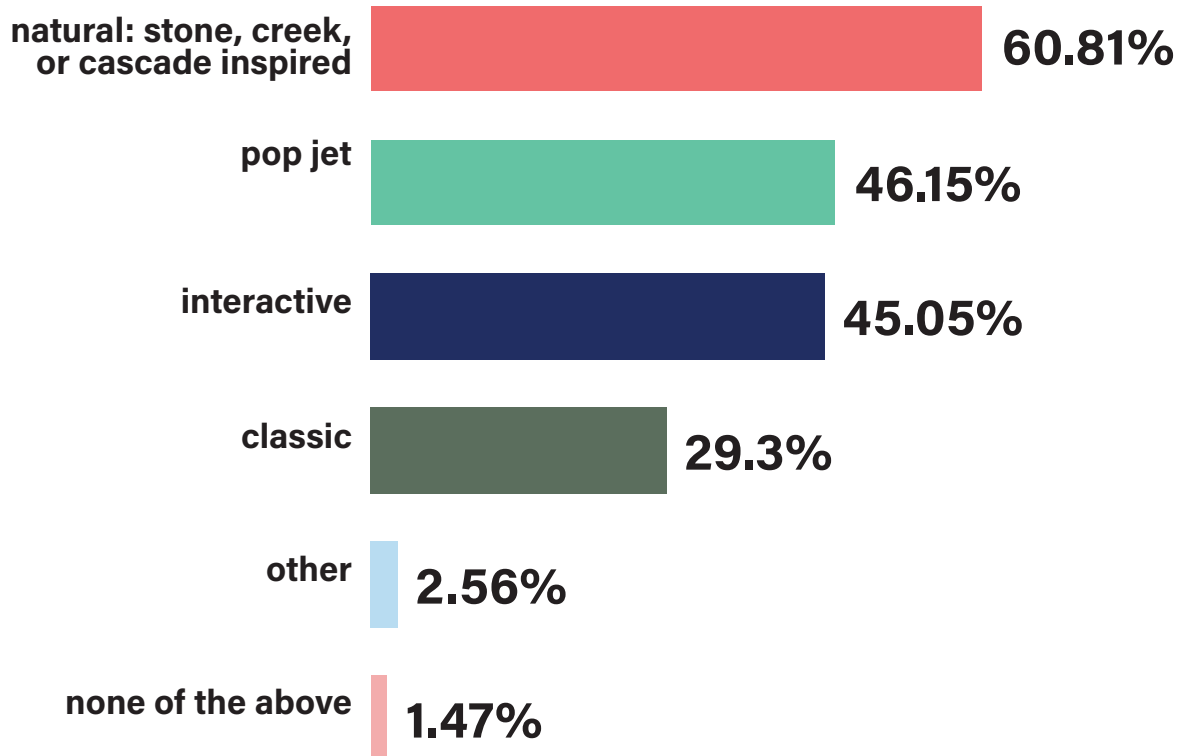
WATER PLAY AT LETFORD

Survey Question

**"Which type of water play would you like to see at LETFORD PARK
Pick all that apply:"**

Takeaway: Survey respondents favored nature-inspired water play elements as their top choice. These can be seamlessly integrated with pop-jets and interactive features—the second and third most popular selections—to create a cohesive and engaging water play space.

Results:



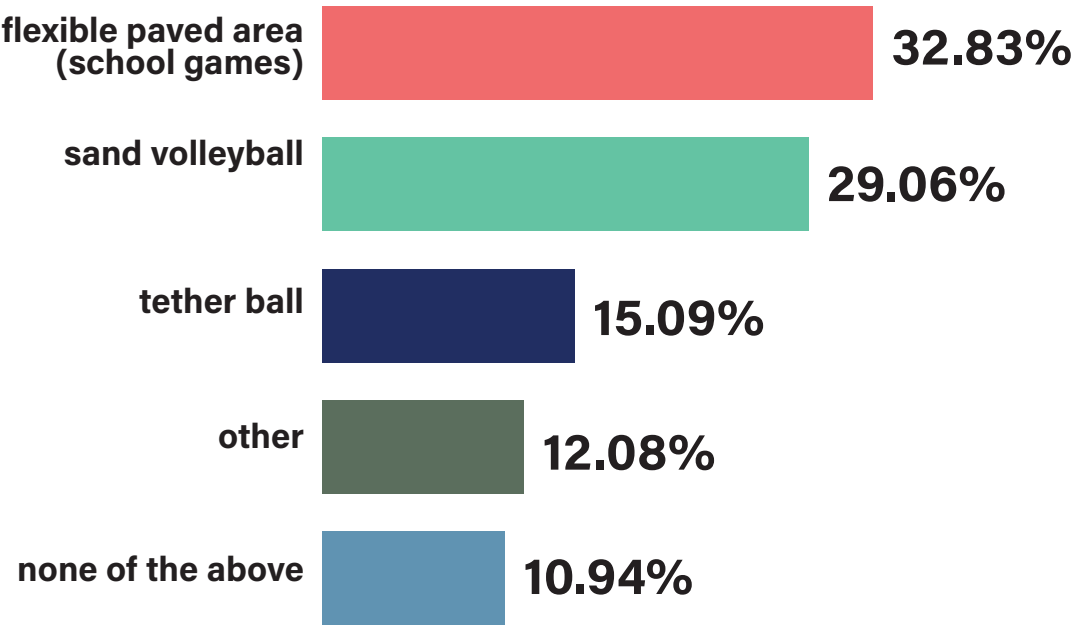
COURTS AT LETFORD

Survey Question

“In addition to basketball, what types of courts sports would you most like to see at LETFORD PARK?”

Takeaway: Perhaps drawing inspiration from Letford Elementary School’s history on the site, survey respondents overwhelmingly favored ‘school games’ as their top choice for sport courts, with sand volleyball emerging as another popular selection.

Results:



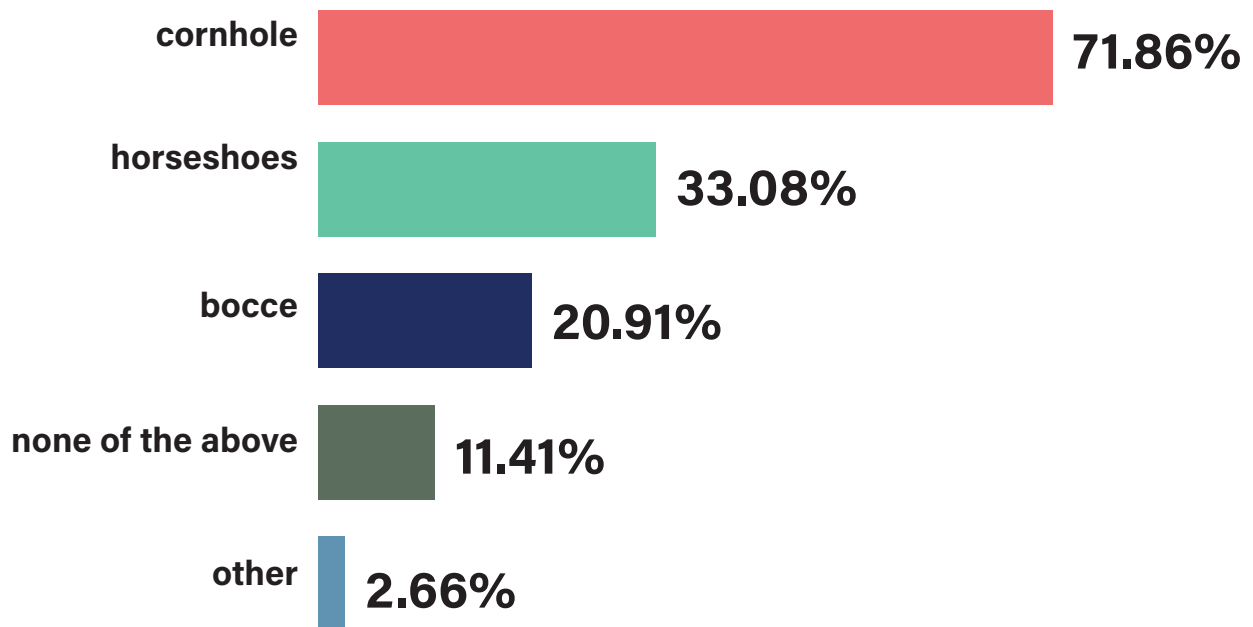
LEISURE SPORTS AT LETFORD

Survey Question

“What types of leisure sports would you most like to see at LETFORD PARK? Pick all that apply”

Takeaway: Survey respondents strongly favored the inclusion of cornhole boards at Letford Park. Horseshoes and bocce ball were also popular choices, ranking second and third, respectively.

Results:



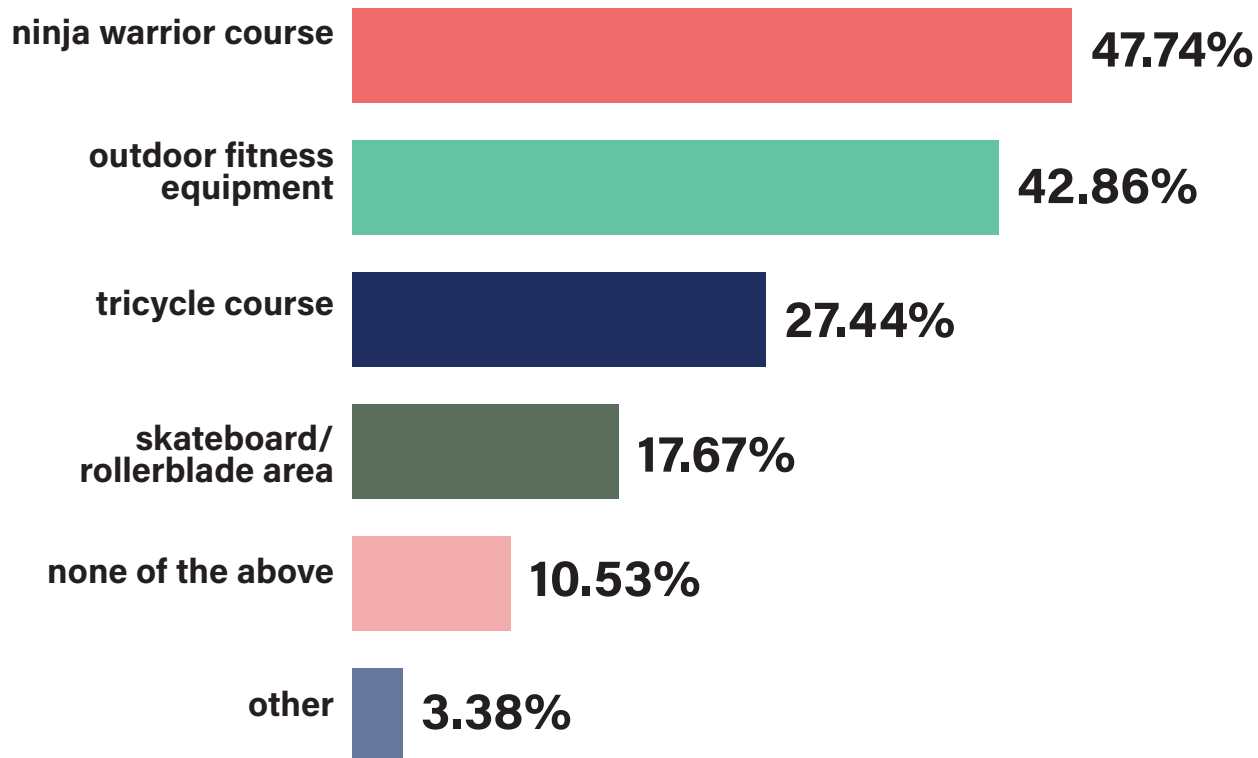
RECREATION AT LETFORD

Survey Question

“What other types of active recreation would you most like to see at LETFORD PARK? Pick all that apply:”

Takeaway: Survey respondents selected a ninja warrior course as their top choice for active recreation at Letford Park. This option was also popular for Centennial Park, where the larger space would better accommodate the activity. Outdoor fitness equipment ranked as a close second, and might better suit the scale of Letford Park.

Results:



CONCEPTS AT LETFORD

Survey Question

"Which concept for LETFORD PARK do you think best resolves how visitors circulate into, and throughout, the Park?"

Takeaway: Overall, survey respondents felt that the Active Edges concept provided the best solution for park navigation, emphasizing circular pathways and clear sight lines throughout the space.

Results:



OPTIONS AT LETFORD

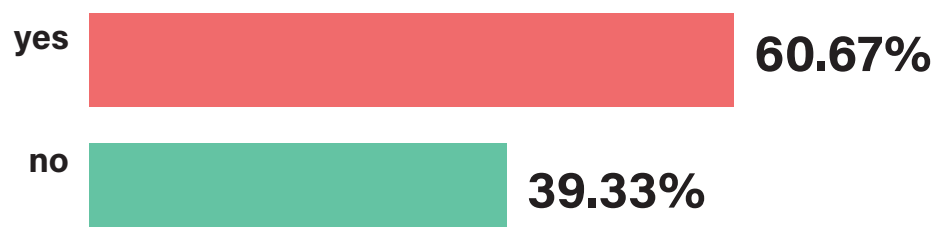
Survey Question

"Are you in favor of a concept for LETFORD PARK that includes a Senior Center or Community Center with Parking?"

Takeaway: Interestingly, survey respondents strongly supported the addition of a community/senior center at Letford Park; despite favoring a concept for navigation that did not include this facility.

In contrast to the standard votes, write-in comments and feedback from nearby residents raised concerns, suggesting that a community center might not align with the surrounding neighborhood's character. Many respondents also pointed to the larger Centennial Park as a more suitable location, offering greater space for a larger facility.

Results:



PREFERRED LETFORD PARK

Survey Question

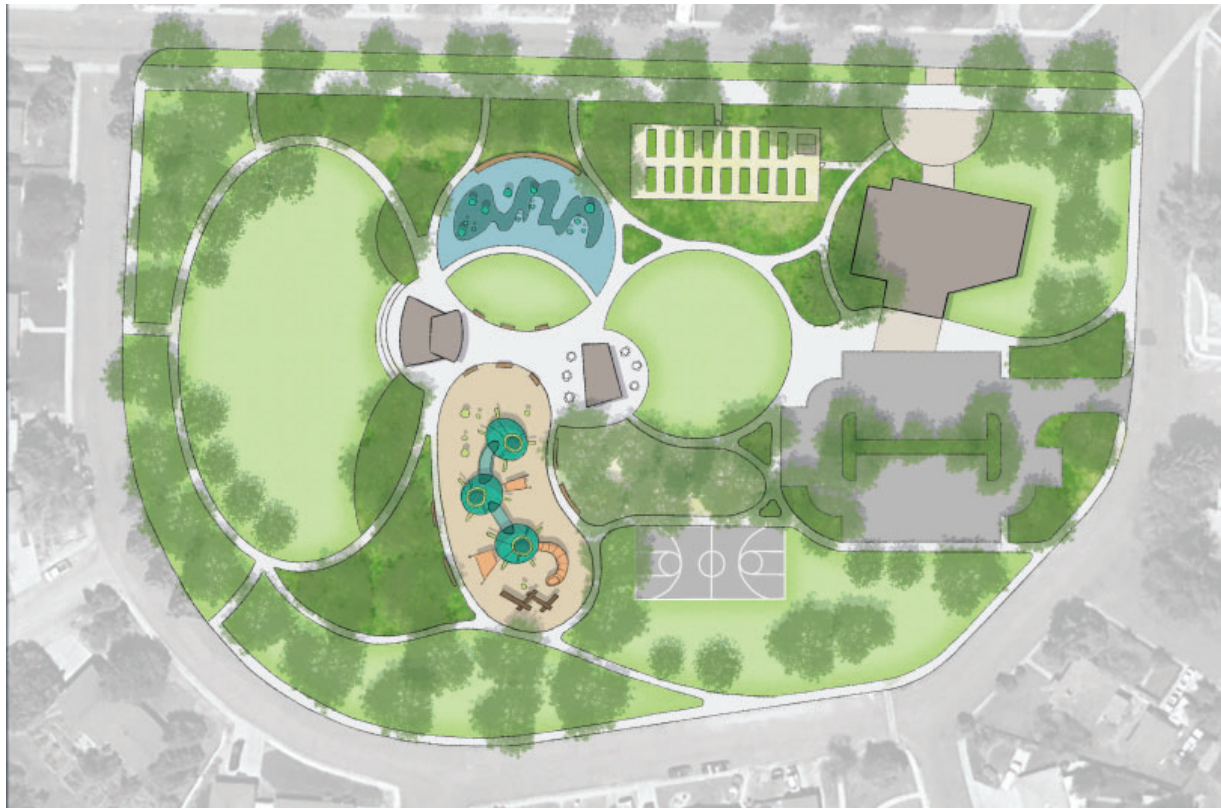
"After reviewing both concepts for LETFORD PARK, which concept do you prefer?"

Takeaway: Survey respondents identified Concept 2: 'Active Edges' as their preferred park design; however opinions were not unanimous. Insights from previous survey questions and write-in comments will help refine Concept 2 by integrating popular elements from both designs, along with new ideas suggested by respondents.

Results:



CENTRAL GATHERING AREA



ACTIVE EDGES



CENTENNIAL PARK CONCEPTS

Centennial Park Concept 1: Central Lawn

Concept 1 is arranged around two primary activity areas. The north area is a community-focused hub with a multi-use lawn, sledding hill, terraced play area, pavilions, a splash pad, and a small senior center served by a large parking lot. The community lawn slopes to the Little Thompson River, where a terraced creek edge encourages interaction with and sight lines to the river. The floodplain is re-graded to create a usable lawn area with a sledding hill creating the south lawn edge and bisecting the play area to create opportunities for in-grade slides and climbing. The central area is an active recreation focused hub with pickleball and tennis courts, a parkour area, and small dog park served by a medium sized parking lot.

The park transitions from developed lawn, play, sports, and parking in the two activity hubs to "The Wilds" in the south third of the park. The Wilds are native prairie and riparian zones with trails, including a 5k loop, restored river corridor, picnicking, outdoor education, and wildlife viewing. A network of trails at varying hierarchy creates opportunity for adventure and exploration focused on the river corridor. A potential pedestrian bridge on the south side connects to neighborhoods to the east. A 6-acre square is dashed in, representing the footprint of a seasonal outdoor pool (including parking) for discussion.

- ① Wilds - Riparian
- ② Wilds - Upland
- ③ Riparian Grove
- ④ River Nodes
- ⑤ Pedestrian Bridge
- ⑥ River interaction
- ⑦ Flower Fields
- ⑧ Dog Park
- ⑨ Parking
- ⑩ (2) Tennis Courts
- ⑪ (6) Pickleball Courts
- ⑫ Parkour Area
- ⑬ Stage
- ⑭ Community Lawn
- ⑮ Play Area/Hillside Play
- ⑯ Water Play
- ⑰ Senior Center
- ⑱ Maintenance Yard
- ⑲ Sledding Hill



Centennial Park Concept 2: Active Core

Concept 2 is arranged around three primary activity areas. The north area is focused around a river-focused, multi-use lawn with a festival edge. A group picnic area embraces the corner of County Roads 17 and 46 1/2. The floodplain is reshaped to create a sledding hill on the north and west edges of the lawn. Perched above the lawn are picnic plazas, the play area, a water play area that could convert to an ice rink in the winter, pickleball courts, and a large community center in the central hub. The three activity areas are connected with a ribbon of vehicular circulation that allows for head-in parking along the meandering road.

The southernmost area transitions to "The Wilds", which include a small trailhead parking area, large dog park, picnic areas, native prairie, and riparian areas focused on the Little Thompson River. Trail networks along the river provide access to seating and picnic areas, and places to interact with the river and explore the natural environment as it changes throughout the seasons. A 6-acre square is dashed-in representing the footprint of a seasonal outdoor pool (including parking) for discussion.

- ① Wilds - Riparian
- ② Wilds - Upland
- ③ Riparian Grove
- ④ Pedestrian Bridge
- ⑤ River interaction
- ⑥ Dog Park
- ⑦ Parking
- ⑧ Boulevard Parking
- ⑨ (12) Pickleball Courts
- ⑩ Stage
- ⑪ Plaza
- ⑫ Promenade Edge
- ⑬ Community Lawn
- ⑭ Play Area
- ⑮ Splash/Ice Ribbon
- ⑯ Community Center
- ⑰ Maintenance Yard
- ⑱ Group Picnic Area
- ⑲ Sledding Hill



PLAY AT CENTENNIAL

Survey Question

“Which concept for CENTENNIAL PARK do you like best for play?”

Takeaway: Although the results were extremely close, survey respondents favored Concept 1: ‘Central Lawn’ and its terraced play elements. Write-in comments and feedback from the first public meeting reinforced this preference, with many expressing enthusiasm for hillside play.

Results:



RIVER CONNECTION AT CENTENNIAL

Survey Question

“Which concept for CENTENNIAL PARK do you prefer for how the park connects to the Little Thompson River?”

Takeaway: Survey respondents favored Concept 2: ‘Active Core’ for its connection to the Little Thompson River. This design provided river access within the park’s ‘Wilds’ area, creating a natural retreat separate from active spaces like the lawn and playgrounds.

Results:



EVENTS AT CENTENNIAL

Survey Question

“Which concept for CENTENNIAL PARK do you like best for event space?”

Takeaway: Survey respondents favored Concept 1: ‘Central Lawn’ for its event space. Feedback from the in-person meeting and write-in comments indicated that this preference stemmed from the concept’s emphasis on a large, oval lawn centered around a pavilion or stage structure.

Results:



CIRCULATION AT CENTENNIAL

Survey Question

“Which concept for CENTENNIAL PARK, do you think best resolves how users circulate into, and throughout, the Park?”

Takeaway: Survey respondents favored Concept 2: ‘Active Core’ for its efficient park navigation, offering direct pathways that provided quick access to key features rather than relying on long, meandering routes. This concept also emphasized on-street parking along a single continual road, instead of large, dedicated parking lots with two park entries.

Results:



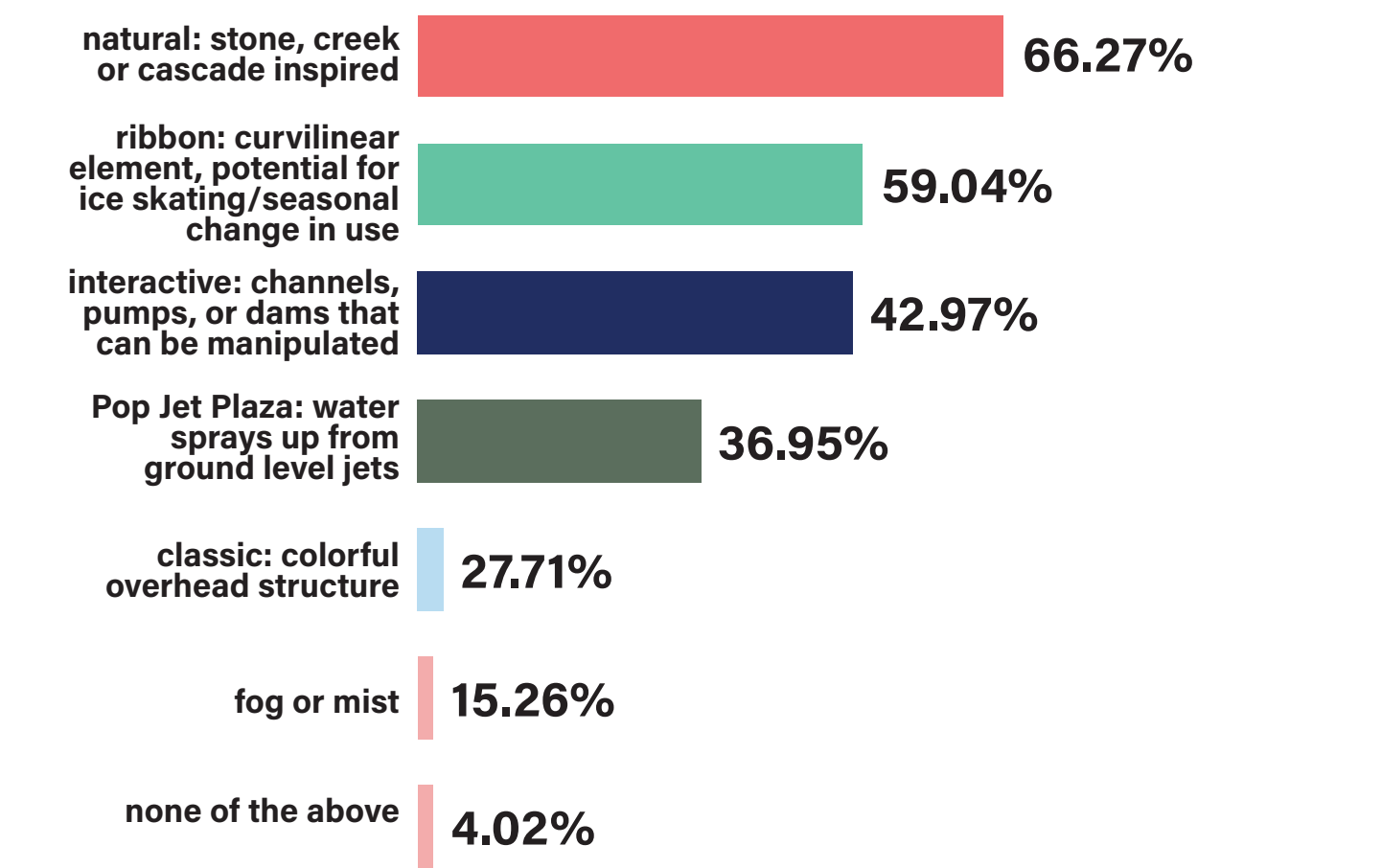
WATER PLAY AT CENTENNIAL

Survey Question

“What type of water play would you like to see at CENTENNIAL PARK? Pick all that apply:”

Takeaway: Survey respondents ranked natural water play elements as their top choice, followed by water ribbons and interactive water features in second and third place, respectively. These elements can be combined to create a dynamic and engaging water play experience.

Results:



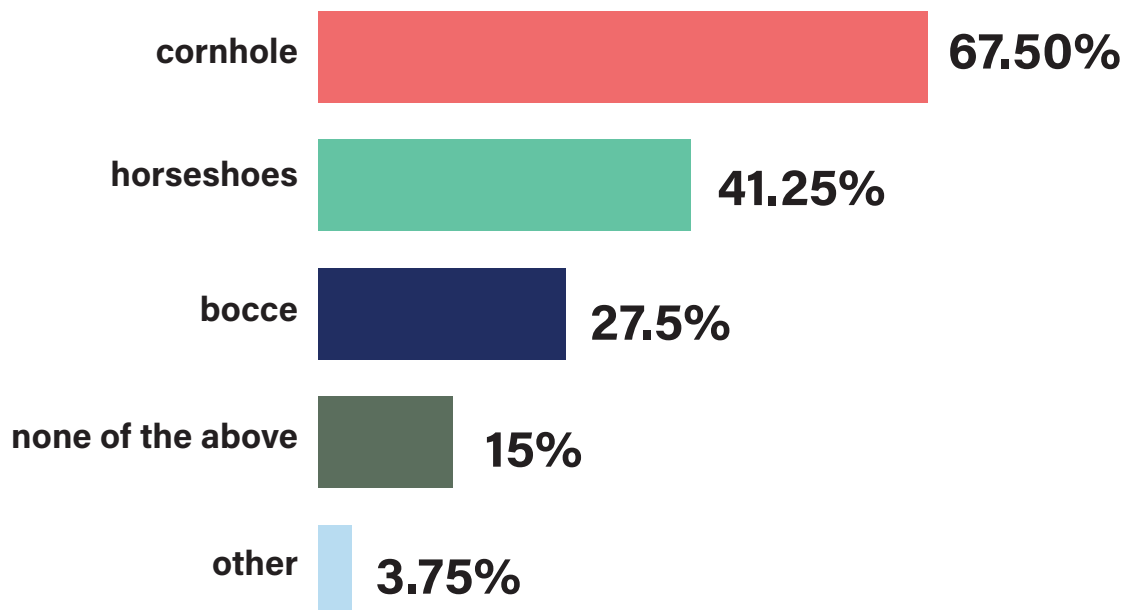
LEISURE SPORTS AT CENTENNIAL

Survey Question

“What types of leisure sports would you most like to see at CENTENNIAL PARK? Pick all that apply”

Takeaway: Survey respondents showed strong interest in cornhole, horseshoes, and bocce ball—ranking them in that order—for Centennial Park. These compact leisure activities require minimal space and can be grouped together to create an inviting hub for both casual and competitive play.

Results:



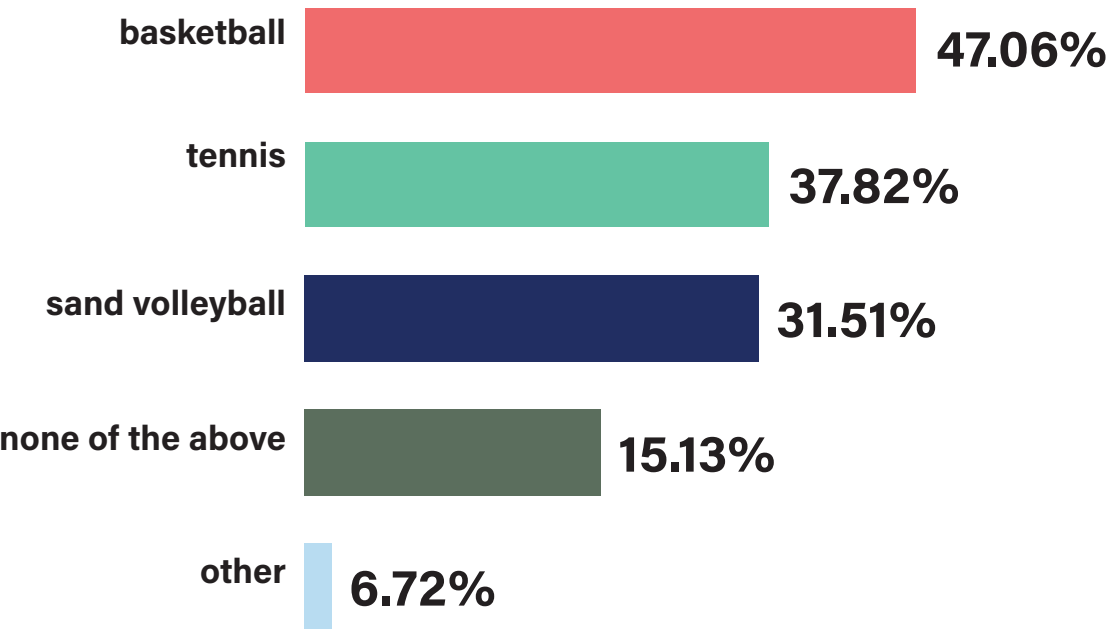
COURTS AT CENTENNIAL

Survey Question

“In addition to pickleball, what types of court sports would you most like to see at CENTENNIAL PARK? Pick all the apply”

Takeaway: Survey respondents ranked basketball, tennis, and sand volleyball, respectively, as their top choices for Centennial Park. Since these court sports require similar-sized spaces, they can be grouped together to create a dedicated hub for active recreation.

Results:

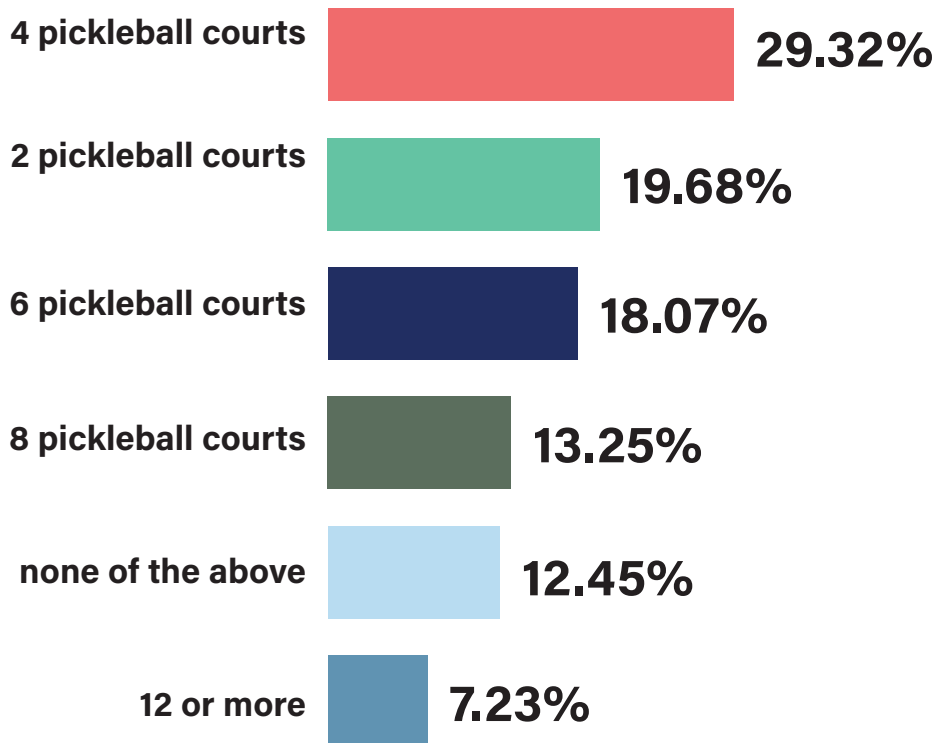


PICKLEBALL AT CENTENNIAL

Survey Question

"How many pickleball courts would you like to see at CENTENNIAL PARK?"

Takeaway: Survey respondents expressed that four pickleball courts would be ideal for Centennial Park. Given the sport's growing popularity, the park could also incorporate adjacent open space to allow for future expansion. Additionally, tennis courts can be dual-striped to accommodate both tennis and pickleball with minimal modifications.



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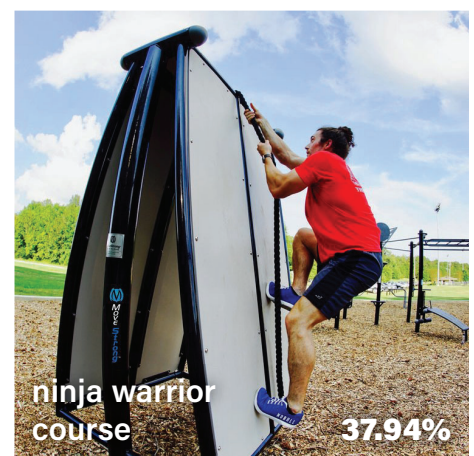
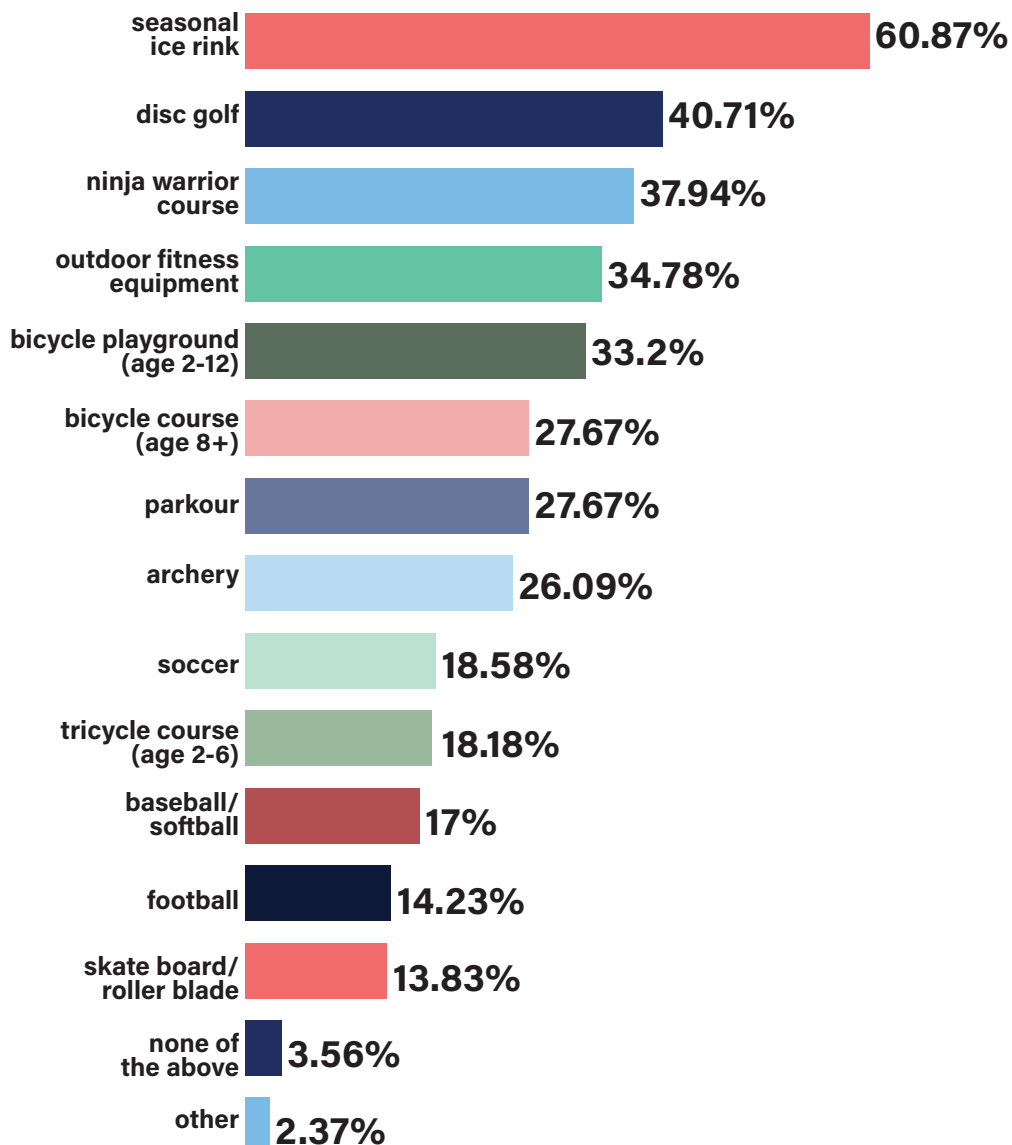
ACTIVITIES AT CENTENNIAL

Survey Question

"In addition to informal sports activities that could occur on the Community Lawn, what types of active recreation would you most like to see at CENTENNIAL PARK? Pick all that apply."

Takeaway: Survey respondents expressed interest in a diverse range of activities, with a seasonal ice rink emerging as the clear favorite. Disc golf and a ninja warrior course ranked second and third, respectively. Given the significant space requirements for these activities, careful planning will be necessary to integrate them effectively and ensure safe site placement.

Results:



PREFERRED CENTENNIAL PARK

Survey Question

"After reviewing both concepts for CENTENNIAL PARK, which concept do you prefer overall?"

Takeaway: Survey respondents were closely divided in their preference between the two park concepts, with Concept 2: 'Active Core' emerging as the slight favorite. Responses from previous survey questions and write-in comments provide valuable insight into the most well-received elements of each design. Given the narrow margin, an ideal approach for Centennial Park would be to combine the most successful aspects of both concepts while incorporating additional community-supported features.

Results:



CENTRAL LAWN



ACTIVE CORE



CENTER AT CENTENNIAL

Survey Question

"Are you in favor of a concept for CENTENNIAL PARK that includes a Senior Center or Community Center with parking?"

Takeaway: Survey respondents generally supported Centennial Park as a suitable location for a senior/ community center, though opinions were not unanimous. Write-in responses and feedback from the first public meeting highlighted the site's proximity to Town Hall, downtown, and the YMCA as both an advantage and a potential drawback. To ensure the facility's success, its programming and functions should be carefully planned to complement existing community resources while addressing local needs.

Results:



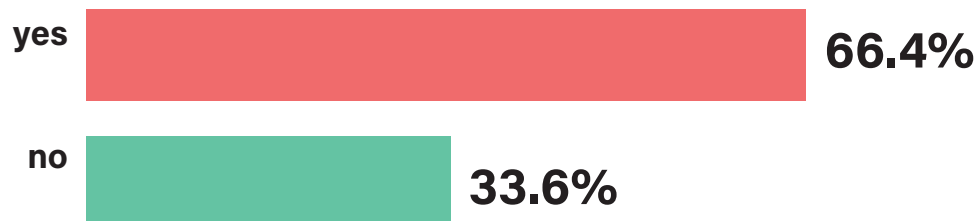
POOL AT CENTENNIAL

Survey Question

"A seasonal Outdoor Pool facility is shown in both CENTENNIAL PARK concepts as an optional element. This facility, with appropriate parking, will require approximately six acres of the 20 developable (outside the floodplain) park acres, which would require downsizing and/or shifting other park elements. Are you in favor of a concept for CENTENNIAL PARK that includes a seasonal Outdoor Pool? Each plan shows a dashed square representing the 6- acre footprint of a seasonal outdoor pool."

Takeaway: Despite the significant space requirements of a seasonal pool and the potential trade-offs with other park features, nearly two-thirds of survey respondents favored its inclusion at Centennial Park. To reflect this community preference, the final park concept will designate space for a modified pool facility, ensuring that essential recreational amenities are retained while accommodating the pool within the broader park design.

Results:







APPENDIX B: HABITAT ASSESSMENT MEMO

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MEMORANDUM

DATE: December 13th, 2024

TO: Jeremy Gleim, Town of Johnstown
Tyrel Sturgeon & Nicole Horst, Wenk Associates

FROM: Heather Houston & Kaitlyn Barthell, Birch Ecology

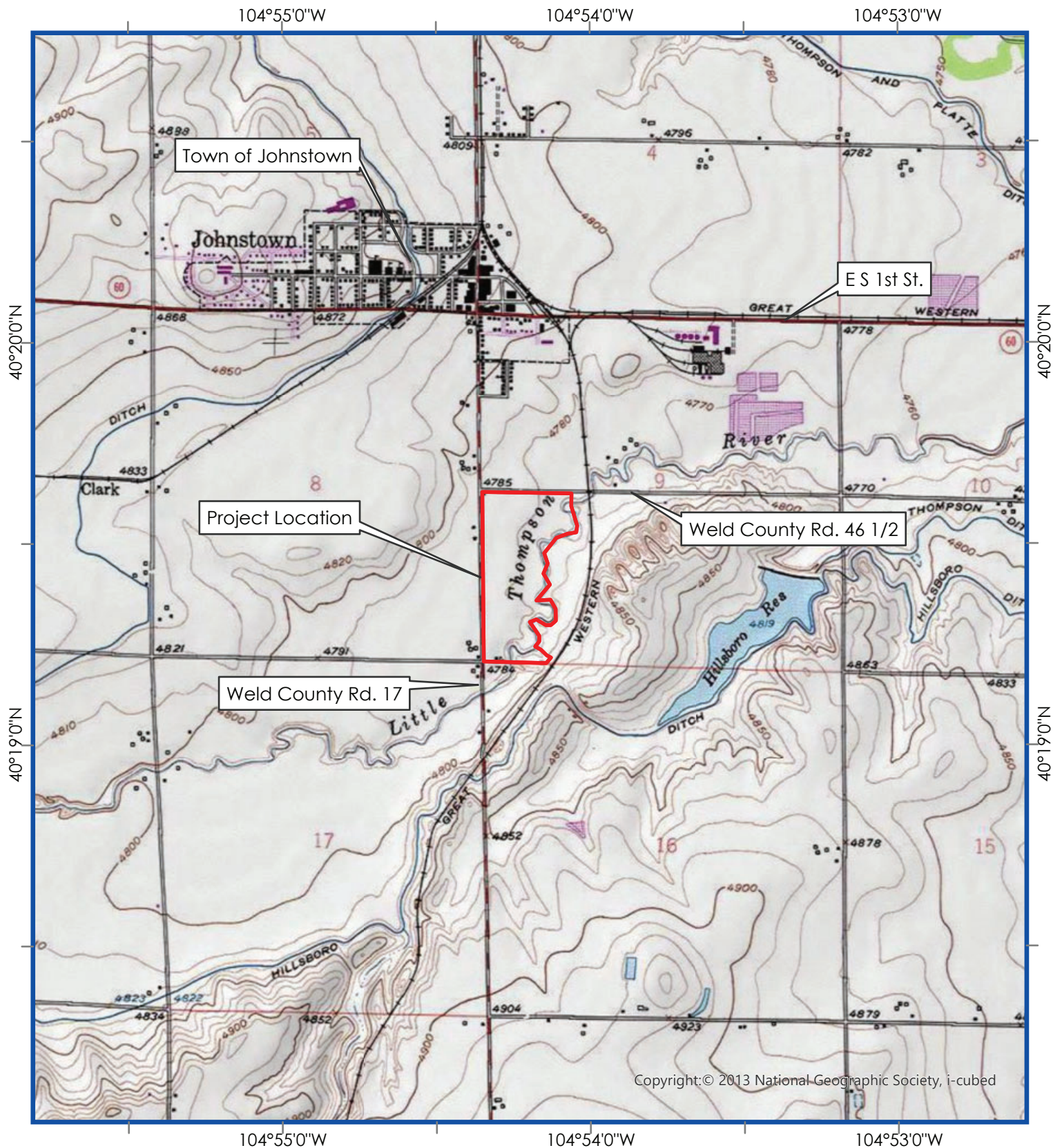
RE: **Centennial Park Ecological Assessment and Recommendations**

The Town of Johnstown, Colorado is planning to improve an undeveloped parcel into a new park called Centennial Park. The 61-acre project site is located to the southeast of the intersection of Centennial Drive (Weld County Road 46 ½) and Parish Ave (Weld County Road 17) (Figures 1 & 2). In support of the Schematic Design, Birch Ecology visited the project area in October 2024 to review existing conditions and develop recommendations for project planning. This memo documents the plant communities, identifies desirable natives, and maps stands of noxious weeds and other aggressive, introduced plants. In addition, it identifies high-value habitats and provides recommendations for park planning and design.

ENVIRONMENTAL SETTING

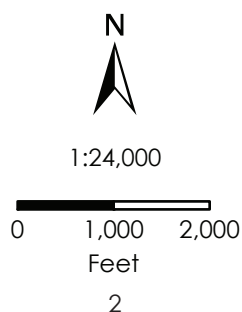
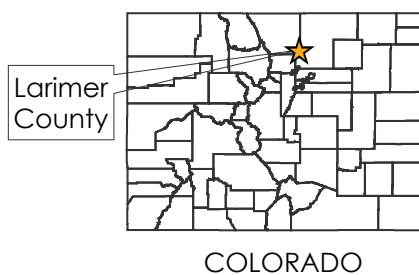
The future site of Centennial Park consists of disturbed old agricultural fields and riparian habitat that runs along the Little Thompson River. The site is bounded by agricultural fields to the west, undeveloped Town of Johnstown property to the east, as well as residential property to the north and south.





BASE: USGS 7.5' Johnstown Quadrangle, Colorado

Figure 1. Project Location Map
Centennial Park
Johnstown, CO
 December 2024



Prepared by:

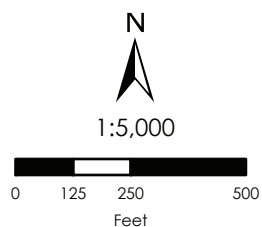
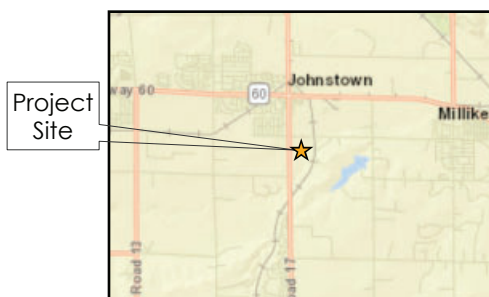


Birch Ecology LLC

710 Tenacity Drive
 Suite 101
 Longmont, CO 80504
 (720) 350-2530
 www.birchecology.com



Figure 2. Aerial Photo
Centennial Park
Johnstown, CO
 December 2024



Prepared by:



Birch Ecology LLC

710 Tenacity Drive
 Suite 101
 Longmont, CO 80504
 (720) 350-2530
www.birchecology.com

The Little Thompson River generally follows the eastern border of the project site. This river joins the Big Thompson River approximately 2.6 miles to the northeast, eventually flowing into the South Platte River. Land use changes have led to instability in the river and severe incision along the banks. This has resulted in the formation of steep vertical banks and a lowered water table. Over time, this will negatively impact the old mature cottonwood trees and other riparian vegetation, which will become water stressed as the water table continues to drop. Due to the incision, there is a very steep transition between uplands and the Little Thompson, with limited wetland development. Wetlands along the river occur in small patches where collapsed banks create saturated soil conditions. In one area, instability has formed a small, ponded area west of the river that contains wetlands (Figures 2 & 3). Elevations at the site range from a high of approximately 4,788 ft at the northwest corner of the project site, to a low of 4,770 ft at the northeast corner.

Uplands at the project site are disturbed from past agricultural use and recent grading to prepare the site for residential development. Aerial imagery shows a temporary road crossing was built across a section of the Little Thompson and fill dirt was placed onto a large portion of the agricultural fields in the northwest corner, as shown in yellow on Figure 3. The filled area was subsequently reseeded and had been mowed for weed control. A natural gas well pad is found across from the park on the east side of the Little Thompson River.



Severe incision has led to a lowered water table along the Little Thompson. Over time, this will cause stress to the riparian canopy. (10/25/24).

VEGETATION ASSESSMENT

Vegetation in the project area is characterized by a predominance of weedy upland agricultural fields dissected by riparian habitat along the Little Thompson River. As shown by the Park Planning Recommendations Map (Figure 3), there are extensive stands of noxious weeds and other aggressive species which should be managed to protect habitat quality. No List A or Watch List Noxious Weeds were found at the project site. Below we have outlined the major habitats found at the project site as well as provided recommendations for park planning and design.

WEEDY UPLAND FIELDS

Historically, the upland fields have been used for agriculture and were originally planned for residential development. During site preparation for the development, haul routes were constructed and approximately 21.7 acres of the uplands were covered with fill dirt and drill seeded with a native grass mix. In the seeded area, native grasses have germinated, including slender wheatgrass (*Elymus trachycaulus*), western wheatgrass (*Pascopyrum smithii*), sideoats grama (*Bouteloua curtipendula*), and little bluestem (*Schizachyrium scoparium*). However, this area has very low vegetation cover, and a high proportion of invasive weeds such as kochia (*Kochia scoparia*), bindweed (*Convolvulus arvensis*), and curly dock (*Rumex crispus*).



Rows from native drill seeding in the weedy upland fields. (10/25/24).

LITTLE THOMPSON RIPARIAN & WETLAND HABITAT

A well-developed canopy of primarily native trees and shrubs is present in the riparian habitat above the incised riverbanks. Common woody species include large, mature plains cottonwood (*Populus deltoides*), peach leaf willow (*Salix amygdaloides*) and boxelder (*Acer negundo*) trees, as well as sandbar willow (*Salix exigua*) shrubs. State-listed noxious weeds are also found in small numbers within the canopy, including List C Siberian elm (*Ulmus pumila*), and List B Russian olive (*Elaeagnus angustifolia*) trees (Figure 3). The understory of this upland riparian habitat is dominated by introduced smooth brome (*Bromus inermis*) grass with extensive stands of kochia, curly dock, musk thistle (*Carduus nutans*), Canada thistle (*Cirsium arvense*), and plumeless thistle (*Carduus acanthoides*). Many weed species have grown tall and rapidly invaded. This area should be a top-priority of weed management efforts as many of these understory species are state-listed noxious weeds.

Due to significant erosion along the Little Thompson, wetland vegetation is restricted to small areas primarily where the banks have collapsed. Introduced reed canarygrass (*Phalaris arundinacea*) and native Emory sedge (*Carex emoryi*) are dominant in these areas as they are rhizomatous. Other wetland vegetation found close by includes native plants such as sandbar willow, showy milkweed (*Asclepias speciosa*) and narrowleaf cattails (*Typha angustifolia*), as well as invasive weeds such as Canada thistle (*Cirsium arvense*) and poison hemlock (*Conium maculatum*).

Table 1 lists the vascular plant species identified on the project site during field reconnaissance in October 2024.



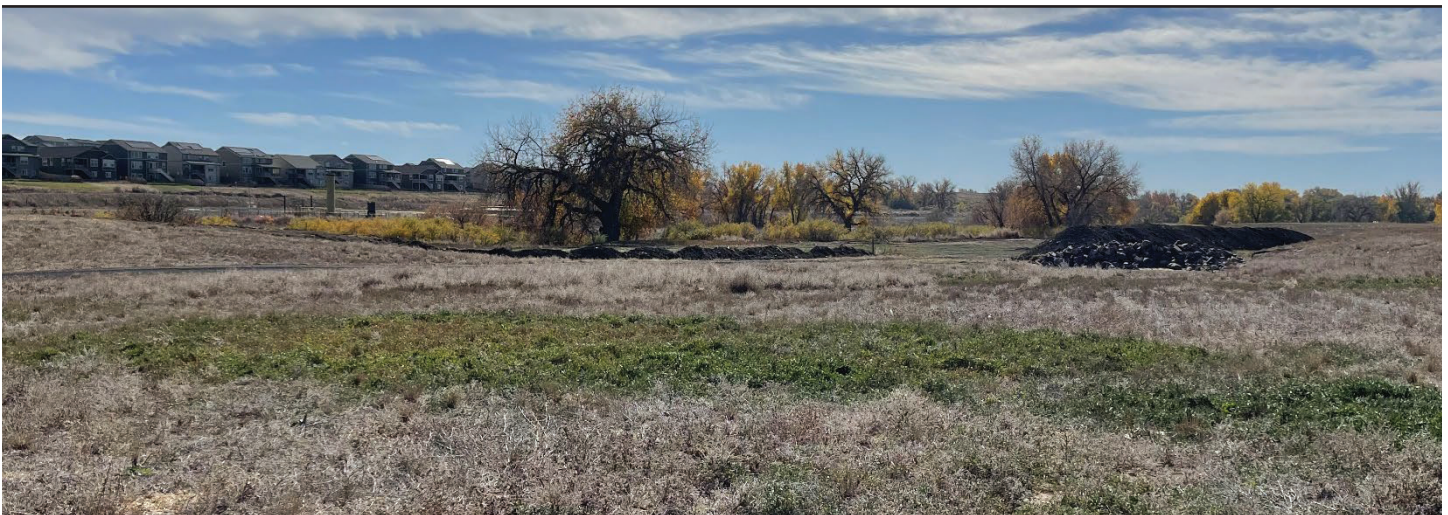
Bright green reed canary grass growing alongside sandbar willows and plains cottonwood. (10/25/24).

RECOMMENDATIONS

The vision for Centennial Park is to provide a vibrant public space for the community to gather, play, recreate, and celebrate. Below is an outline of Birch Ecology's recommendations for achieving the park planning goals.

Weedy Upland Fields

- We recommend conducting **soil testing** in the fill area and throughout the uplands to evaluate soil quality and determine what amendments are needed. Currently, this area has low vegetation cover from the placement of fill dirt and other disturbances while the site was being prepared for development.
- **Management of kochia, bindweed, curly dock, and thistles** should be at the forefront of weed-management priorities in this area.
 - **Kochia** is one of the most widespread weeds found at Centennial Park and is most abundant in the weedy upland fields as well as the riparian upland areas. Mowing has allowed for this weed to remain low to the ground in the weedy upland fields, however it is still adding large amounts of seed into the seed bank.
- Disturbed upland areas provide an **opportunity to build open space amenities** while providing minimal impact to vegetation. Certain areas of the park are highly disturbed with extensive stands of weeds (Figure 3). We recommend concentrating parking lots, roads, and buildings such as bathrooms into these highly disturbed areas. Currently, the uplands have no canopy and would greatly benefit from **revegetation efforts**, including **native tree and shrub plantings**, native seed mixes, and native plant gardens.



Patches of green bindweed and grey kochia in the weedy upland fields. These species have been successful at growing and producing seed under the current growing conditions and should be a top priority of weed management activities during project development. (10/25/24).

Little Thompson Riparian & Wetland Habitat

- The Little Thompson riparian corridor would greatly benefit from **bank stabilization efforts**. Bank erosion is causing severe incision that will eventually cause the riparian canopy to become water stressed due to the continued lowering of the water table.
- **Desirable native trees and shrubs** are found alongside the riparian corridor and **should be protected and preserved** during park development and weed management activities. These woody plants include plains cottonwood, sandbar willows, peach leaf willows, and boxelders.
- We recommend **removing invasive Siberian elm and Russian olive trees** present in the riparian corridor to promote a resilient native canopy. Over time, these trees can significantly change the character of riparian habitats by creating dense thickets, displacing native trees. We recommend removal of these trees and replacement with native trees and shrubs such as plains cottonwood, sandbar willows, and peachleaf willows. All trees should be removed using a “cut stump” method using an approved herbicide applicator. This treatment involves cutting the tree down and applying a very small amount of concentrated herbicide onto the freshly cut tree stump. All cut tree limbs and debris should be hauled offsite. This work can be completed during the winter months, outside the nesting season for migratory birds.

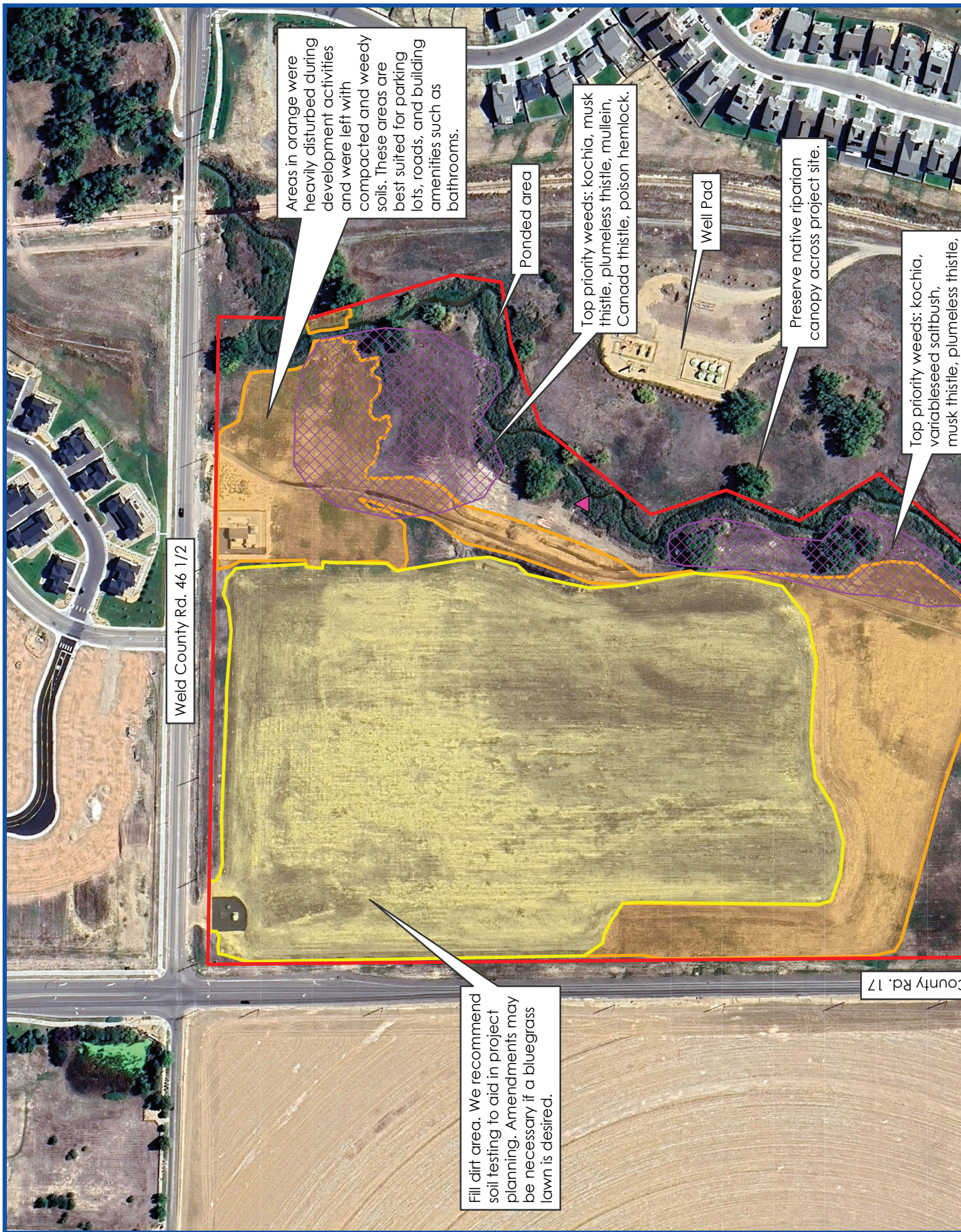


Russian olive trees are found in small numbers along the Little Thompson River. (10/25/24).

- Extensive stands of herbaceous weeds occur in the riparian uplands adjacent to the Little Thompson River. These include **kochia, curly dock, musk thistle, plumeless thistle, variableseed saltbush, broadleaf pepperweed, Canada thistle, poison hemlock, and prickly lettuce**. This area should be a key focus of weed management and restoration work. See Figure 3 for a map of high priority weed management areas.
- We recommend **incorporating native seed mix and plantings** into the riparian corridor to replace the current stands of weeds.
- This may be a **beneficial area to add benches, trails, and other amenities** that provide minimal impact to the native canopy and enhance user experience of the open space. This is a good area for **interpretive or educational signage**.



Native plains cottonwood trees are found throughout the Little Thompson riparian corridor. (10/25/24).



Weld County Rd. 46 1/2

Areas in orange were heavily disturbed during development activities and were left with compacted and weedy soils. These areas are best suited for parking lots, roads, and building amenities such as bathrooms.

Ponded area

Top priority weeds: kochia, musk thistle, plumeless thistle, mullein, Canada thistle, poison hemlock.

Well Pad

Preserve native riparian canopy across project site.

Top priority weeds: kochia, variableseed saltbush, musk thistle, plumeless thistle.

Fill dirt area. We recommend soil testing to aid in project planning. Amendments may be necessary if a bluegrass lawn is desired.

County Rd. 17

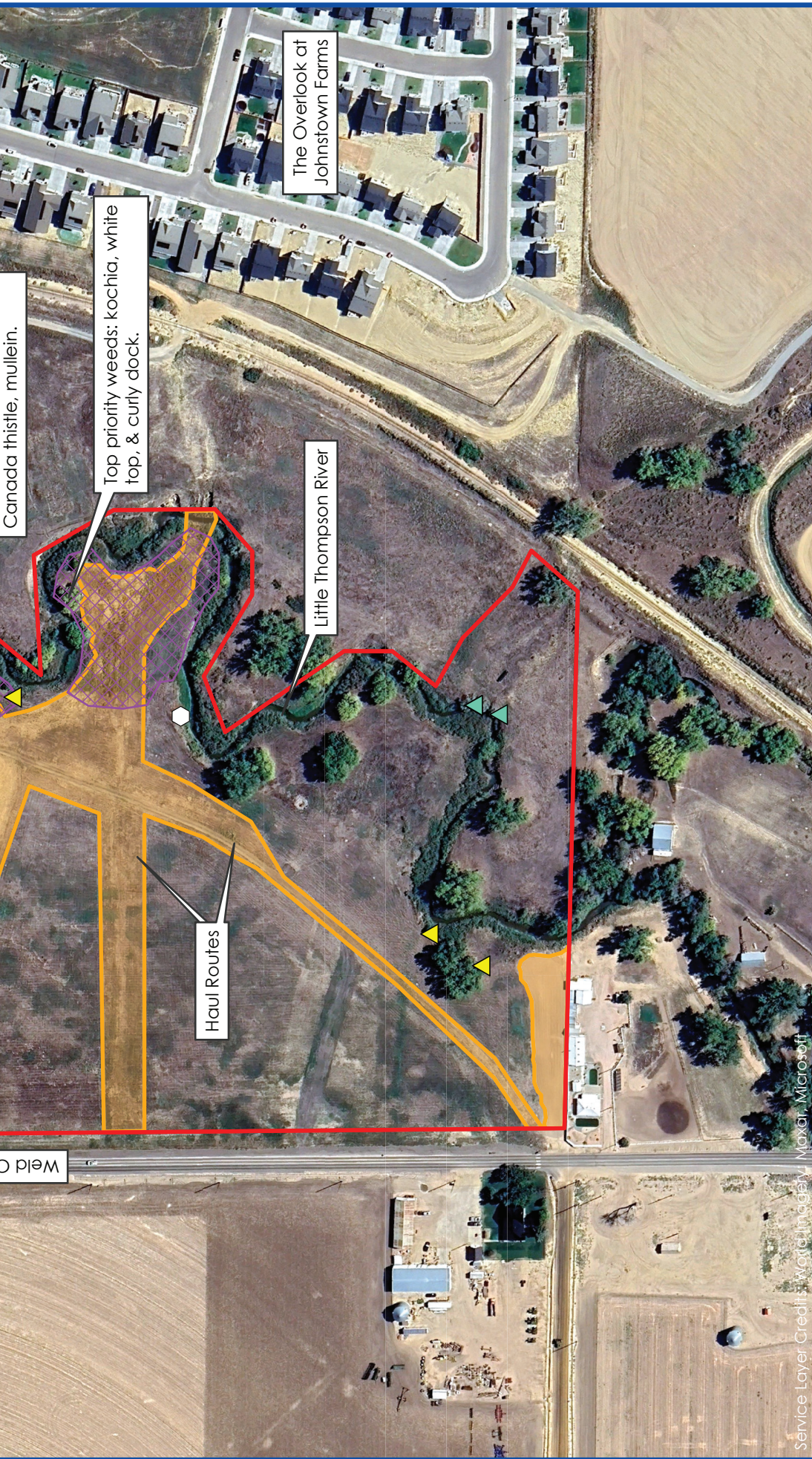


Figure 3. Park Planning Recommendations Map
Centennial Park
Johnstown, CO
 December 2024

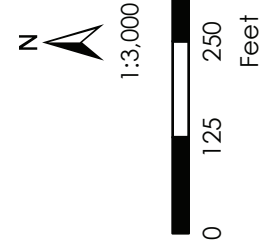
Prepared by:



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 Suite 101
 Longmont, CO 80504
 (720) 350-2530
 www.birchecology.com

Legend

- Property boundary
- Top-priority weed management area
- Fill dirt
- Additional disturbance
- ▲ Broad leaf pepperweed
- ◻ Poison ivy patch
- ▲ Siberian elm
- ▲ Russian olive



Pollinator Habitat

- Pollinators are in decline across the Western U.S., and habitat loss is one of the largest contributors. For this reason, we highly recommend the incorporation of **pollinator-friendly habitat** throughout the park. Creating valuable habitat for pollinators includes providing two key features: 1) a variety of native plant species for larval and adult food, and 2) the proper conditions for successful overwintering. High-quality pollinator habitat should include a range of floral types and blooming periods to support adult pollinators throughout the growing season, as well as additional grasses, shrubs, and trees that will feed larvae and provide overwintering habitat.



Viceroy butterfly (*Limenitis archippus*) visiting horsemint (*Monarda fistulosa*). This plant is a readily available from nurseries and provides large amounts of nectar to long-tongued pollinators such as butterflies, bumble bees, and hummingbirds.

- **Flowering shrubs and trees**, such as willows (*Salix spp.*), chokecherry (*Prunus virginiana ssp. melanocarpa*), wild plum (*Prunus americana*), rose (*Rosa spp.*), currant (*Ribes spp.*), and rubber rabbitbrush (*Chrysothamnus nauseosus*) provide abundant pollen and nectar for early- and late-season pollinators. These species are a key component of high-quality pollinator habitat and are recommended for Centennial Park. These shrubs and trees are larval hosts for butterflies and moths, and can provide overwintering habitat for cavity-nesting bees.
- **Wildflowers** are another valuable source of food for pollinators that we recommend incorporating into Centennial Park. Hummingbirds frequently visit brightly colored flowers that are tubular in shape and provide ample amounts of nectar. Hummingbird-friendly flowers suitable for Centennial Park include horsemint (*Monarda fistulosa*), scarlet gilia (*Ipomopsis aggregata*), and Rocky Mountain penstemon (*Penstemon strictus*). In addition, milkweed species (*Asclepias spp.*) and gayfeather (*Liatris punctata*) are favorites among monarch butterflies, but also support other species of butterflies, moths, and bees. Many bee species preferentially visit penstemons (*Penstemon spp.*), echinacea (*Echinacea spp.*), goldenrods (*Solidago spp.*), blanket flower (*Gaillardia aristata*), blue vervain

(*Verbena hastata*), and purple prairie clover (*Dalea purpurea*). Incorporating these species into the seed or plantings at Centennial Park would increase habitat value for pollinators.

- Native pollinator-friendly wildflowers that would succeed at Centennial Park and are commonly found at nurseries include: echinacea, black eyed-susan (*Rudbeckia hirta*), horsemint, blanket flower, showy milkweed (*Asclepias speciosa*), butterfly milkweed (*Asclepias tuberosa*), prairie coneflower (*Ratibida columnifera*), Rocky Mountain penstemon, yarrow (*Achillea millefolium*), and plains tickseed (*Coreopsis tinctoria*).
- **Native grasses** are an underappreciated aspect of pollinator habitat that should be incorporated into Centennial Park. Many species of butterflies and moths, especially skipper butterflies, use grasses as a larval host plant. In addition, bunch grasses such as switchgrass (*Panicum virgatum*), little bluestem (*Schizachyrium scoparium*), sideoats grama (*Bouteloua curtipendula*), and blue grama (*Bouteloua gracilis*) provide habitat for ground-nesting bees and overwintering bumble bee queens. Table 3 includes a list of pollinator-friendly grass species recommended for planting at Centennial Park.



Little bluestem is a native bunchgrass that provides overwintering habitat to bumble bee queens and is a larval food source for several species of skipper butterflies. This species produces fluffy seed with attractive red foliage in the fall.

TABLE 1
Vascular Plant Species List
Centennial Park

<u>Scientific Name</u>	<u>Common Name</u>	<u>Family</u>	<u>Origin*</u>
Trees			
<i>Acer negundo</i>	Boxelder	Aceraceae	N
<i>Elaeagnus angustifolia</i>	Russian olive	Elaeagnaceae	I+
<i>Populus deltoides</i>	Plains cottonwood	Salicaceae	N
<i>Salix amygdaloides</i>	Peachleaf willow	Salicaceae	N
<i>Ulmus pumila</i>	Siberian elm	Ulmaceae	I
Shrubs/Subshrubs			
<i>Chrysothamnus nauseosus</i>	Rubber rabbitbrush	Asteraceae	N
<i>Lycium barbarum</i>	Chinese wolfberry	Solanaceae	I
<i>Prunus virginiana</i> var. <i>melanocarpa</i>	Choke cherry	Rosaceae	N
<i>Ribes aureum</i>	Yellow currant	Grossulariaceae	N
<i>Rosa arkansana</i>	Prairie rose	Rosaceae	N
<i>Salix exigua</i>	Sandbar willow	Salicaceae	N
<i>Symphoricarpos albus</i>	White snowberry	Caprifoliaceae	N
Perennial Graminoids			
<i>Bouteloua curtipendula</i>	Side-oats grama	Poaceae	N
<i>Bromus inermis</i>	Smooth brome	Poaceae	I
<i>Carex emoryi</i>	Emory sedge	Cyperaceae	N
<i>Elymus trachycaulus</i>	Slender wheatgrass	Poaceae	N
<i>Panicum virgatum</i>	Switchgrass	Poaceae	N
<i>Pascopyrum smithii</i>	Western wheatgrass	Poaceae	N
<i>Phalaris arundinacea</i>	Reed canarygrass	Poaceae	I
<i>Schizachyrium scoparium</i>	Little bluestem	Poaceae	N
<i>Typha angustifolia</i>	Narrowleaf cattail	Typhaceae	N
Perennial Fobs			
<i>Ambrosia psilostachya</i>	Naked spike ragweed	Asteraceae	N
<i>Apocynum cannabinum</i>	Indian dogbane	Apocynaceae	N
<i>Artemisia dracunculus</i>	Tarragon	Asteraceae	I
<i>Asclepias speciosa</i>	Showy milkweed	Apocynaceae	N
<i>Cardaria draba</i>	White top	Brassicaceae	I+
<i>Cirsium arvense</i>	Canada thistle	Asteraceae	I+
<i>Convolvulus arvensis</i>	Field bindweed	Convolvulaceae	I+
<i>Echinocystis lobata</i>	Mock cucumber	Cucurbitaceae	N
<i>Euthamia occidentalis</i>	Western goldenrod	Asteraceae	N
<i>Gaura mollis</i> (G. <i>parviflora</i>)	Velvetleaf butterfly weed	Onagraceae	N
<i>Glycyrrhiza lepidota</i>	Wild licorice	Fabaceae	N
<i>Lepidium latifolium</i>	Broad leaf peppergrass	Brassicaceae	I+
<i>Medicago sativa</i>	Alfalfa	Fabaceae	I
<i>Nepeta cataria</i>	Catnip	Lamiaceae	I

TABLE 1
Vascular Plant Species List
Centennial Park

<u>Scientific Name</u>	<u>Common Name</u>	<u>Family</u>	<u>Origin*</u>
<i>Oenothera sp.</i>	Evening primrose	Onagraceae	-
<i>Rumex crispus</i>	Curly dock	Polygonaceae	I
<i>Solidago altissima</i>	Tall goldenrod	Asteraceae	N
<i>Taraxacum officinale</i>	Dandelion	Asteraceae	I
<i>Toxicodendron rydbergii</i>	Poison ivy	Anacardiaceae	N
<i>Verbena bracteata</i>	Prostrate vervain	Verbenaceae	I
Annual/Biennial Graminoids			
<i>Bromus tectorum</i>	Cheatgrass	Poaceae	I+
<i>Echinochloa crus-galli</i>	Barnyard grass	Poaceae	I
<i>Panicum capillare</i>	Witch grass	Poaceae	I
<i>Secale cereale</i>	Cultivated rye	Poaceae	I
<i>Setaria viridis</i>	Green foxtail	Poaceae	I
Annual/Biennial Forbs			
<i>Atriplex heterosperma</i>	Variableseed saltbush	Chenopodiaceae	I
<i>Carduus acanthoides</i>	Plumeless thistle	Asteraceae	I+
<i>Carduus nutans ssp. macrolepis</i>	Musk thistle	Asteraceae	I+
<i>Conium maculatum</i>	Poison hemlock	Apiaceae	I+
<i>Conyza canadensis</i>	Canada horseweed	Asteraceae	I
<i>Dyssodia papposa</i>	Fetid marigold	Asteraceae	N
<i>Helianthus petiolaris</i>	Plains sunflower	Asteraceae	N
<i>Kochia scoparia</i>	Kochia	Chenopodiaceae	I
<i>Lactuca serriola</i>	Prickly lettuce	Asteraceae	I
<i>Machaeranthera canescens</i>	Hoary aster	Asteraceae	N
<i>Melilotus albus</i>	White sweet clover	Fabaceae	I
<i>Onopordum acanthium</i>	Scotch thistle	Asteraceae	I+
<i>Salsola australis (S. iberica)</i>	Russian thistle	Chenopodiaceae	I
<i>Tragopogon dubius</i>	Salsify	Asteraceae	I
<i>Verbascum thapsus</i>	Great mullein	Scrophulariaceae	I+
<i>Sonchus sp.</i>	Sow thistle	Asteraceae	I
Ferns & Fern Allies			
<i>Equisetum laevigatum</i>	Smooth scouring rush	Equisetaceae	N

* Origin: N = Native; I = Introduced; I+ = Colorado State-Listed Noxious Weed

TABLE 2
Recommended Native Riparian Plantings
Centennial Park

<u>Scientific Name</u>	<u>Common Name</u>	<u>Family</u>
Trees		
<i>Acer negundo</i>	Boxelder	Sapindaceae
<i>Populus x acuminata</i>	Lanceleaf cottonwood	Salicaceae
<i>Populus deltoides</i>	Plains cottonwood	Salicaceae
<i>Salix amygdaloides</i>	Peachleaf willow	Salicaceae
Shrubs/Subshrubs		
<i>Prunus americana</i>	Wild plum	Rosaceae
<i>Prunus virginiana</i> var. <i>melanocarpa</i>	Choke cherry	Rosaceae
<i>Rhus trilobata</i>	Skunkbush	Anacardiaceae
<i>Ribes aureum</i>	Golden currant	Grossulariaceae
<i>Salix exigua</i>	Sandbar willow	Salicaceae
Perennial Graminoids		
<i>Andropogon gerardii</i>	Big bluestem	Poaceae
<i>Bouteloua curtipendula</i>	Side-oats grama	Poaceae
<i>Bouteloua gracilis</i>	Blue grama	Poaceae
<i>Carex emoryi</i>	Emory sedge	Cyperaceae
<i>Carex nebrascensis</i>	Nebraska sedge	Cyperaceae
<i>Junus balticus</i>	Baltic rush	Juncaceae
<i>Panicum virgatum</i>	Switchgrass	Poaceae
<i>Schizachyrium scoparium</i>	Little bluestem	Poaceae
<i>Scirpus acutus</i>	Hardstem bulrush	Cyperaceae
<i>Schoenoplectus americanus</i>	Three-square bulrush	Cyperaceae
<i>Sporobolus airoides</i>	Alkali sacaton	Poaceae
Perennial Forbs		
<i>Asclepias speciosa</i>	Showy milkweed	Apocynaceae
<i>Asclepias incarnata</i>	Swamp milkweed	Apocynaceae
<i>Helianthus nuttallii</i>	Nuttall's sunflower	Asteraceae
<i>Rudbeckia ampla</i>	Goldenglow	Asteraceae
<i>Solidago altissima</i>	Tall goldenrod	Asteraceae
<i>Solidago canadensis</i>	Canada goldenrod	Asteraceae
<i>Verbena hastata</i>	Blue vervain	Verbenaceae

TABLE 3
Recommended Native Upland Pollinator-friendly Plantings
Centennial Park

<u>Scientific Name</u>	<u>Common Name</u>	<u>Family</u>
Shrubs/Subshrubs		
<i>Amorpha canescens</i>	Leadplant	Fabaceae
<i>Chrysothamnus nauseosus</i>	Rubber rabbitbrush	Asteraceae
<i>Cornus sericea</i>	Red osier dogwood	Cornaceae
<i>Potentilla fruticosa</i>	Shrubby cinquefoil	Rosaceae
<i>Prunus americana</i>	Wild plum	Rosaceae
<i>Prunus virginiana</i> var. <i>melanocarpa</i>	Choke cherry	Rosaceae
<i>Rhus trilobata</i>	Skunkbush	Anacardiaceae
<i>Ribes aureum</i>	Golden currant	Grossulariaceae
Perennial Graminoids		
<i>Andropogon gerardii</i>	Big bluestem	Poaceae
<i>Bouteloua curtipendula</i>	Side-oats grama	Poaceae
<i>Bouteloua dactyloides</i>	Buffalograss	Poaceae
<i>Bouteloua gracilis</i>	Blue grama	Poaceae
<i>Panicum virgatum</i>	Switchgrass	Poaceae
<i>Schizachyrium scoparium</i>	Little bluestem	Poaceae
<i>Sorghastrum nutans</i>	Indiangrass	Poaceae
Perennial Forbs		
<i>Achillea millefolium</i>	Yarrow	Asteraceae
<i>Asclepias speciosa</i>	Showy milkweed	Apocynaceae
<i>Asclepias tuberosa</i>	Butterfly milkweed	Apocynaceae
<i>Echinacea angustifolia</i>	Blacksamson echinacea	Asteraceae
<i>Gaillardia aristata</i>	Indian blanketflower	Asteraceae
<i>Ipomopsis aggregata</i>	Scarlet gilia	Polemoniaceae
<i>Liatris punctata</i>	Gayfeather	Asteraceae
<i>Monarda fistulosa</i>	Horsemint	Lamiaceae
<i>Penstemon strictus</i>	Rocky Mountain penstemon	Plantaginaceae
<i>Ratibida columnifera</i>	Prairie coneflower	Asteraceae
<i>Rudbeckia hirta</i>	Black eyed-susan	Asteraceae
Annual/Biennial Forbs		
<i>Coreopsis tinctoria</i>	Plains tickseed	Asteraceae





Centennial Park & Letford Park

Recreation Area Master Plans

Outline

1) Introduction/Project Refresh

2) Plan Development

- Letford Park:

~ Public Input Summary: What We've Heard So Far

~ Preferred Plan

- Centennial Park:

~ Public Input Summary: What We've Heard So Far

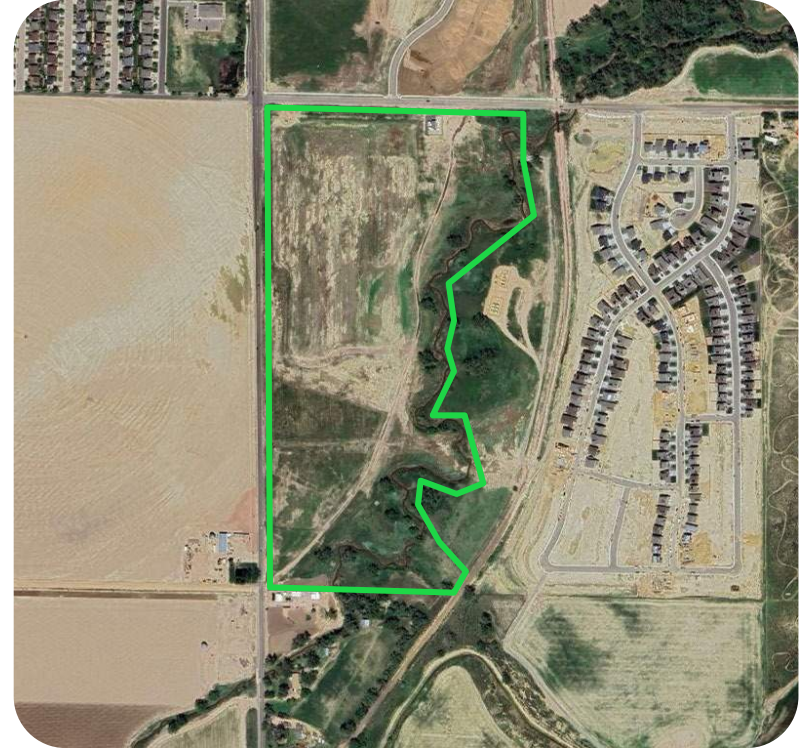
~ Preferred Plan

3) Comment

2 Different and Unique Sites



Letford Park



Centennial Park

PROJECT OVERVIEW

Project Schedule



WHAT WE'VE HEARD SO FAR

Community Involvement To Date

PHASE 1- Discovery

Fall Fest Booth
Sept 14, 2024



Letford Park Pop-Up
Sept 18, 2024



YMCA Pop-Up
Sept 23, 2024



Online Survey #1
Aug 12-Oct 12, 2024
700 survey responses!



PHASE 2- Concept Alternatives

Public Meeting #1
Nov 19, 2024



Online Survey #2
Nov 19-Dec 2
285 survey responses!



Sr. Center Luncheon
Nov 20, 2024



Public Meeting #2
Feb 25, 2025



Letford Park- Phase 1 Community Input Results

Preferred Amenities:

- 1. Shaded Seating Areas**
- 2. Water Play**
- 3. Play Area**
- 4. Community Lawn**
- 5. Picnic Areas**
- 6. Basketball**

WHAT WE'VE HEARD SO FAR

Letford Park- Phase 2 Concept Alternative

Preferred Amenities: Shaded Seating Areas - Water Play - Play Area- Community Lawn - Picnic Areas - Basketball



Concept 1: Central Gathering Area



Concept 2: Active Edges

Letford Park- Phase 2 Community Input Results



Concept 1: Central Gathering Areas



Concept 2: Active Edges

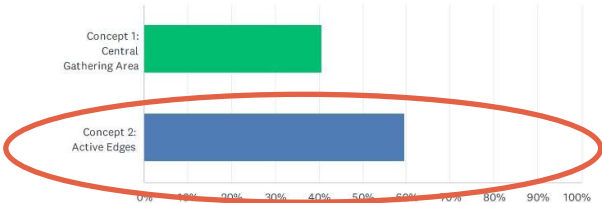
After reviewing both concepts for LETFORD PARK, which concept do you prefer?

Answered: 266 Skipped: 18



Which concept for LETFORD PARK do you think best resolves how visitors circulate into, and throughout, the Park?

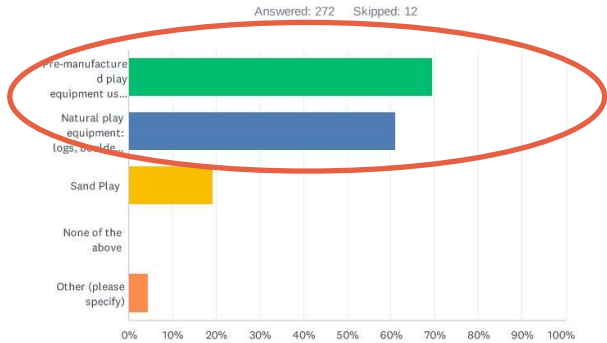
Answered: 261 Skipped: 23



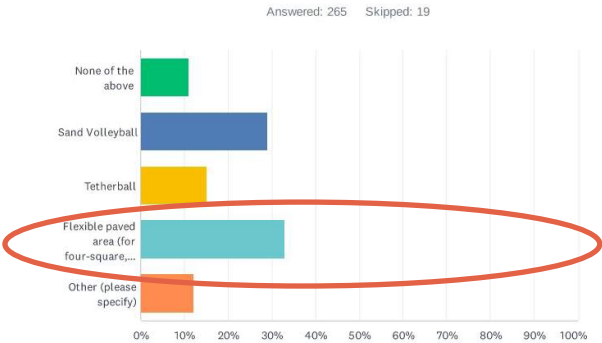
WHAT WE'VE HEARD SO FAR

Letford Park- Phase 2 Community Input Results

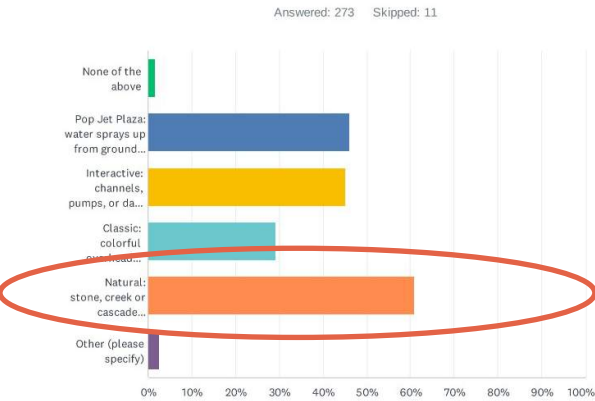
Which types of creative play would you like to see at LETFORD PARK? Pick all that apply:



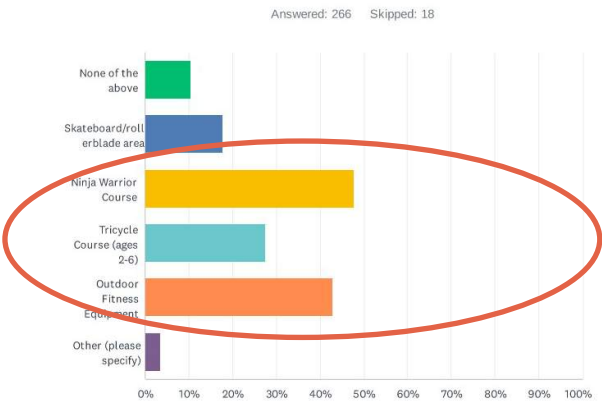
In addition to basketball, what types of court sports would you most like to see at LETFORD PARK?



What type of water play would you like to see at LETFORD PARK? Pick all that apply:



What other types of active recreation would you most like to see at LETFORD PARK? Pick all that apply:



WHAT WE'VE HEARD SO FAR

Senior/Community Center Phase 2 Community Input Results



Concept 1: Central Gathering Areas



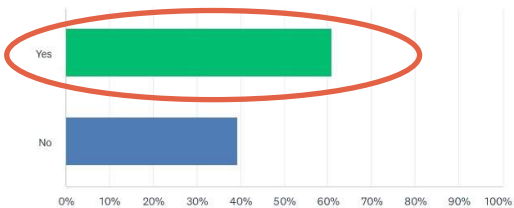
Concept 2: Active Edges



Concept 2: The Active Core

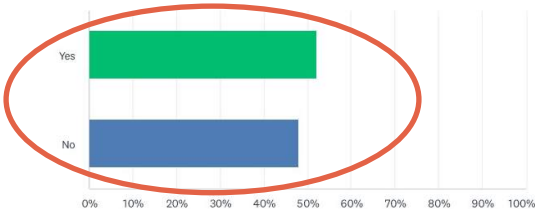
Are you in favor of a concept for LETFORD PARK that includes a Senior Center or Community Center with parking?

Answered: 267 Skipped: 17



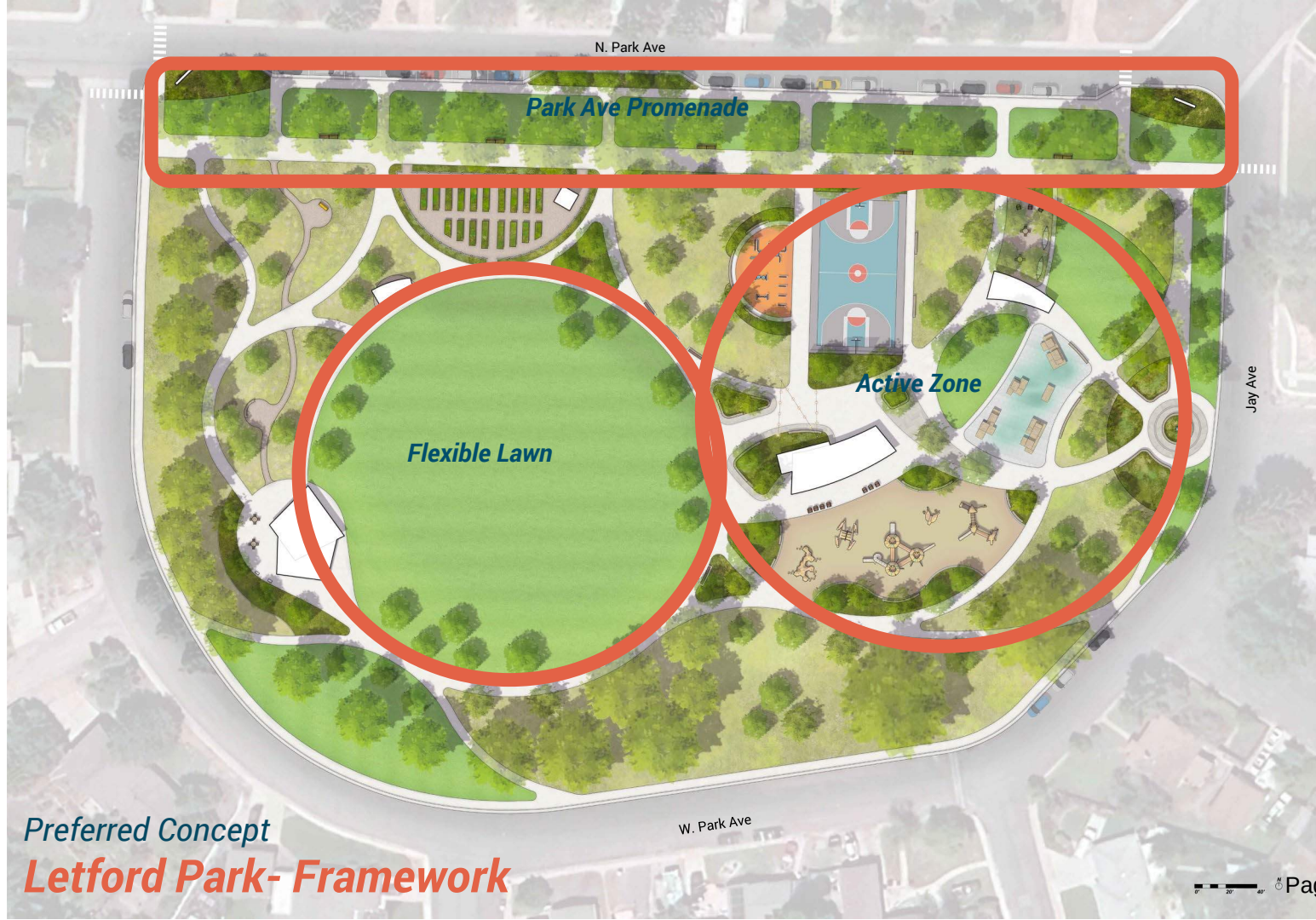
Q18 Are you in favor of a concept for CENNTENNIAL PARK that includes a Senior Center or Community Center with parking?

Answered: 240 Skipped: 44



Preferred Concept
Letford Park





Preferred Concept

Letford Park- Framework



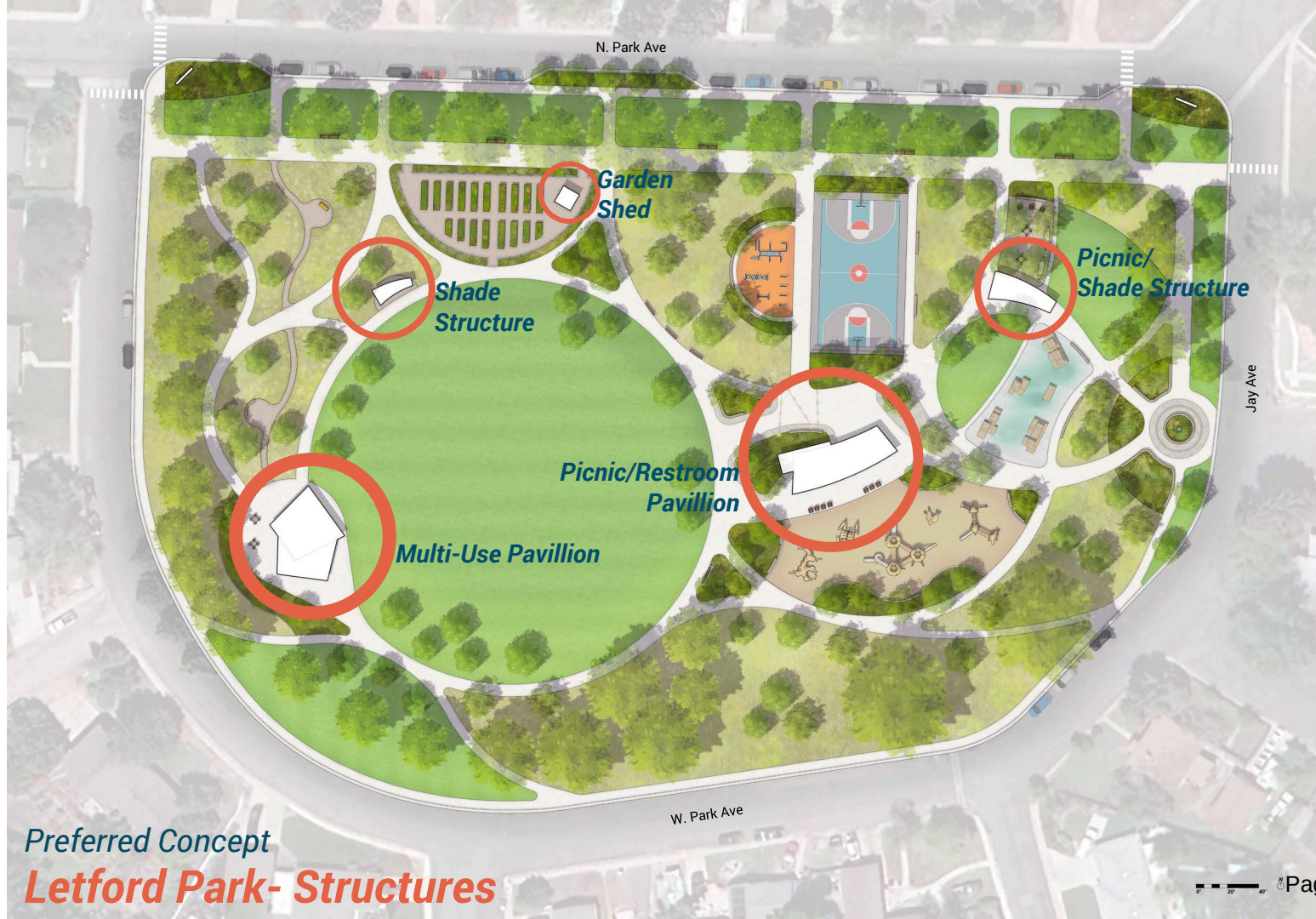
Preferred Concept

Letford Park- Active Recreation



Preferred Concept

Letford Park- Community Areas



Preferred Concept
Letford Park- Structures



Preferred Concept

Letford Park- Special Areas



Preferred Concept
Letford Park









Centennial Park- Phase 1 Community Input Results

Preferred Amenities:

- 1. Flexible Open Lawn (for events and multi-use fields)**
- 2. Pickleball Courts**
- 3. Creek Interaction**
- 4. Trails (including a 5k Loop)**
- 5. Destination Play Area**
- 6. Water Play**
- 7. Dog Park**

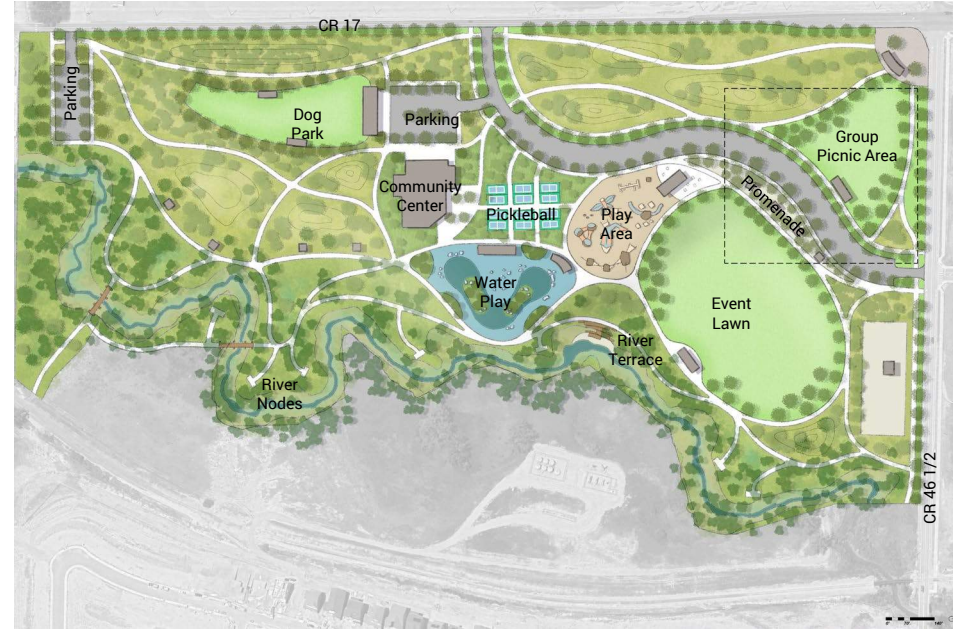
WHAT WE'VE HEARD SO FAR

Centennial Park- Phase 2 Concept Alternatives

Preferred Amenities: Flexible Open Lawn (for events & multi-use fields) - Pickleball Courts - Creek Interaction - Trails (incl. a 5k Loop) - Destination Play Area - Water Play - Dog Park



Concept 1: **The Central Lawn**



Concept 2: **The Active Core**

WHAT WE'VE HEARD SO FAR

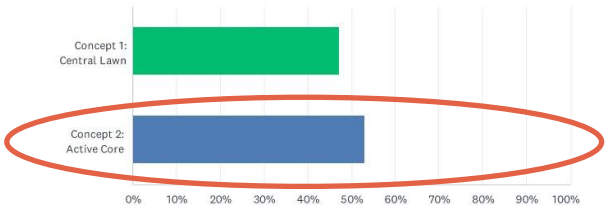
Centennial Park- Phase 2 Community Input Results



Concept 1: The Central Lawn

After reviewing both concepts for CENNTENNIAL PARK, which concept do you prefer overall?

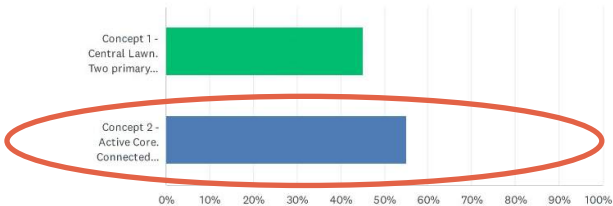
Answered: 250 Skipped: 34



Concept 2: The Active Core

Which concept for CENNTENNIAL PARK do you think best resolves how users circulate into, and throughout, the Park?

Answered: 249 Skipped: 35



WHAT WE'VE HEARD SO FAR

Centennial Park- Phase 2 Community Input Results



Concept 1: The Central Lawn



Concept 2: The Active Core

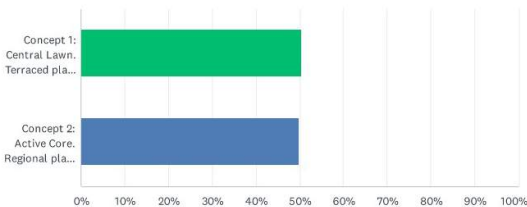
Which concept for CENTENNIAL PARK do you like best for event space?

Answered: 242 Skipped: 42



Which concept for CENTENNIAL PARK do you like best for play?

Answered: 248 Skipped: 36



WHAT WE'VE HEARD SO FAR

Centennial Park- Phase 2 Community Input Results



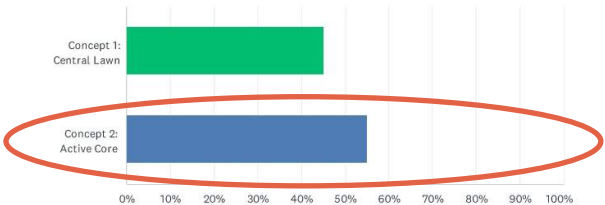
Concept 1: The Central Lawn



Concept 2: The Active Core

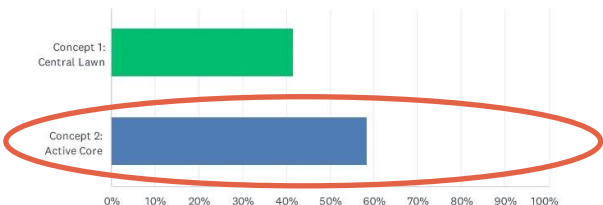
Which concept for CENNTENNIAL PARK do you prefer for how the park connects to the community?

Answered: 249 Skipped: 35



Which concept for CENNTENNIAL PARK do you prefer for how the park connects to the Little Thompson River?

Answered: 250 Skipped: 34

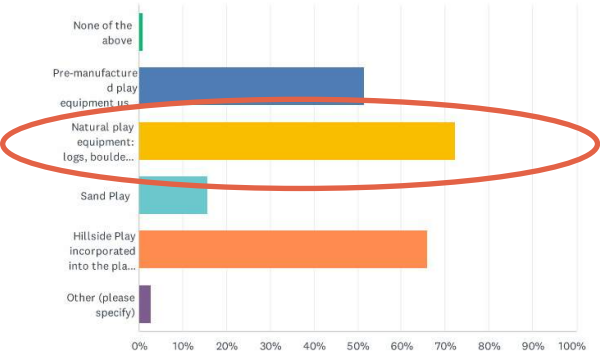


WHAT WE'VE HEARD SO FAR

Centennial Park- Phase 2 Community Input Results

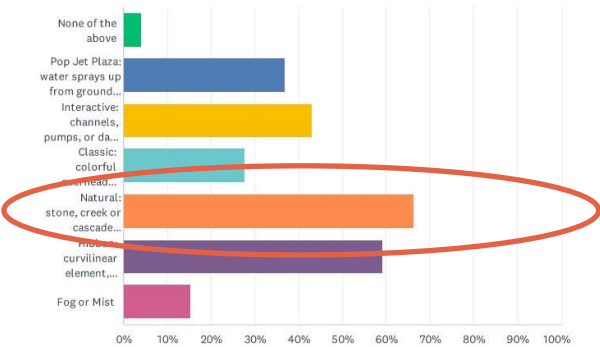
Which types of creative play would you like to see at CENTENNIAL PARK? Pick all that apply:

Answered: 249 Skipped: 35



What type of water play would you like to see at CENTENNIAL PARK? Pick all that apply:

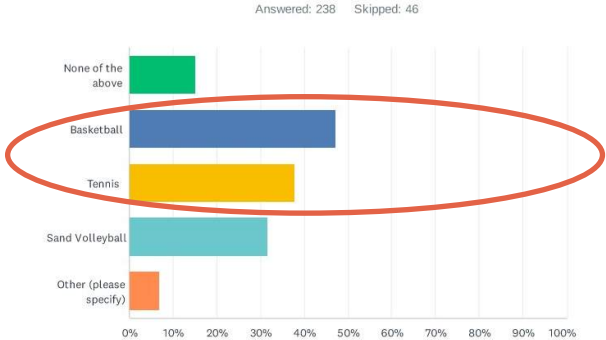
Answered: 249 Skipped: 35



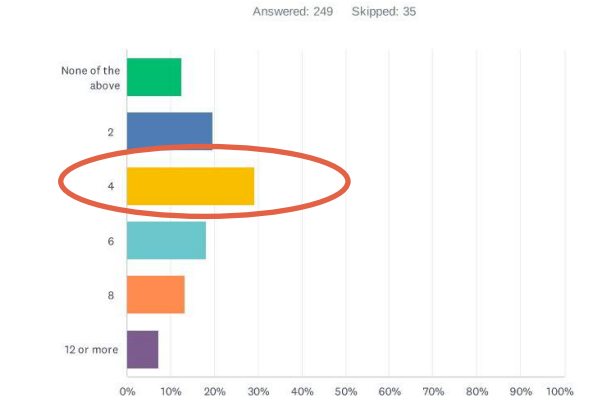
WHAT WE'VE HEARD SO FAR

Centennial Park- Phase 2 Community Input Results

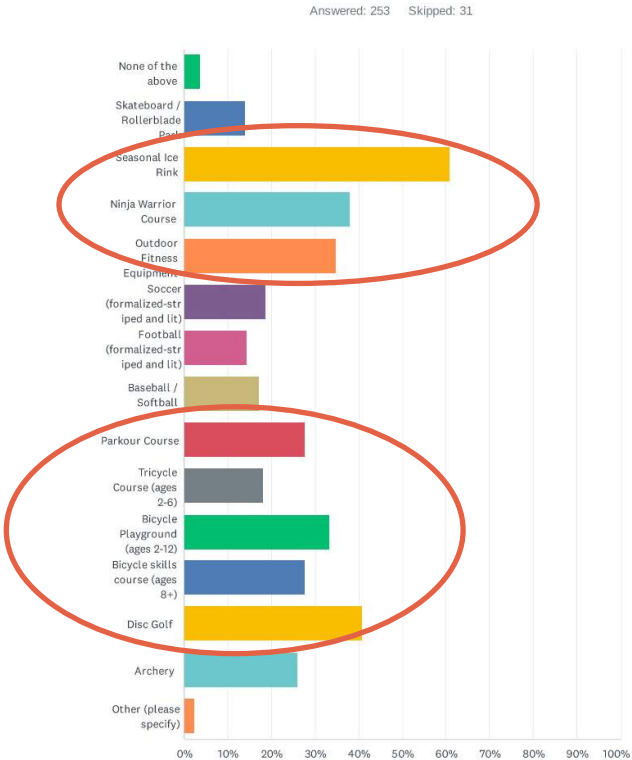
In addition to pickleball, what types of court sports would you most like to see at CENTENNIAL PARK? Pick all that apply:



How many pickleball courts would you like to see at CENTENNIAL PARK?



Q17 In addition to informal sports activities that could occur on the Community Lawn, what types of active recreation would you most like to see at CENTENNIAL PARK? Pick all that apply:



Centennial Park- Phase 2 Community Input Results



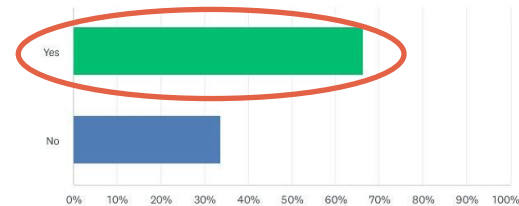
Concept 1: The Central Lawn



Concept 2: The Active Core

Q19 A seasonal Outdoor Pool facility is shown in both Centennial Park concepts as an optional element (the black dashed-line square in the northwest corner of the park). This facility, with appropriate parking, will require approximately six acres of the 20 developable (outside the floodplain) park acres, which would require downsizing and/or shifting other park elements. Are you in favor of a concept for CENNTENNIAL PARK that includes a Seasonal Outdoor Pool? Each plan shows a dashed square representing the 6-acre footprint of a seasonal outdoor pool.

Answered: 247 Skipped: 37



County Rd 17

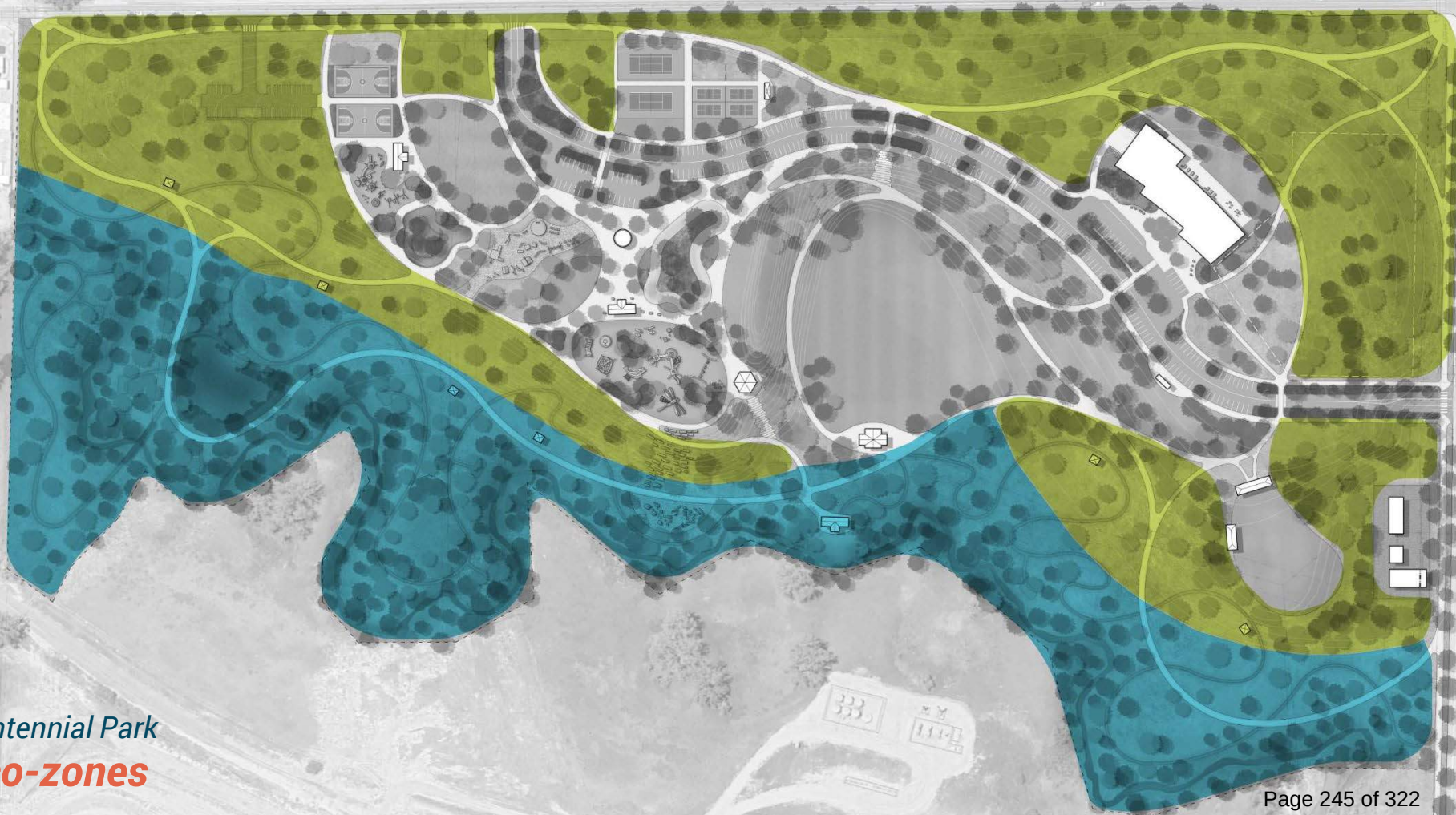
County Rd 46 1/2

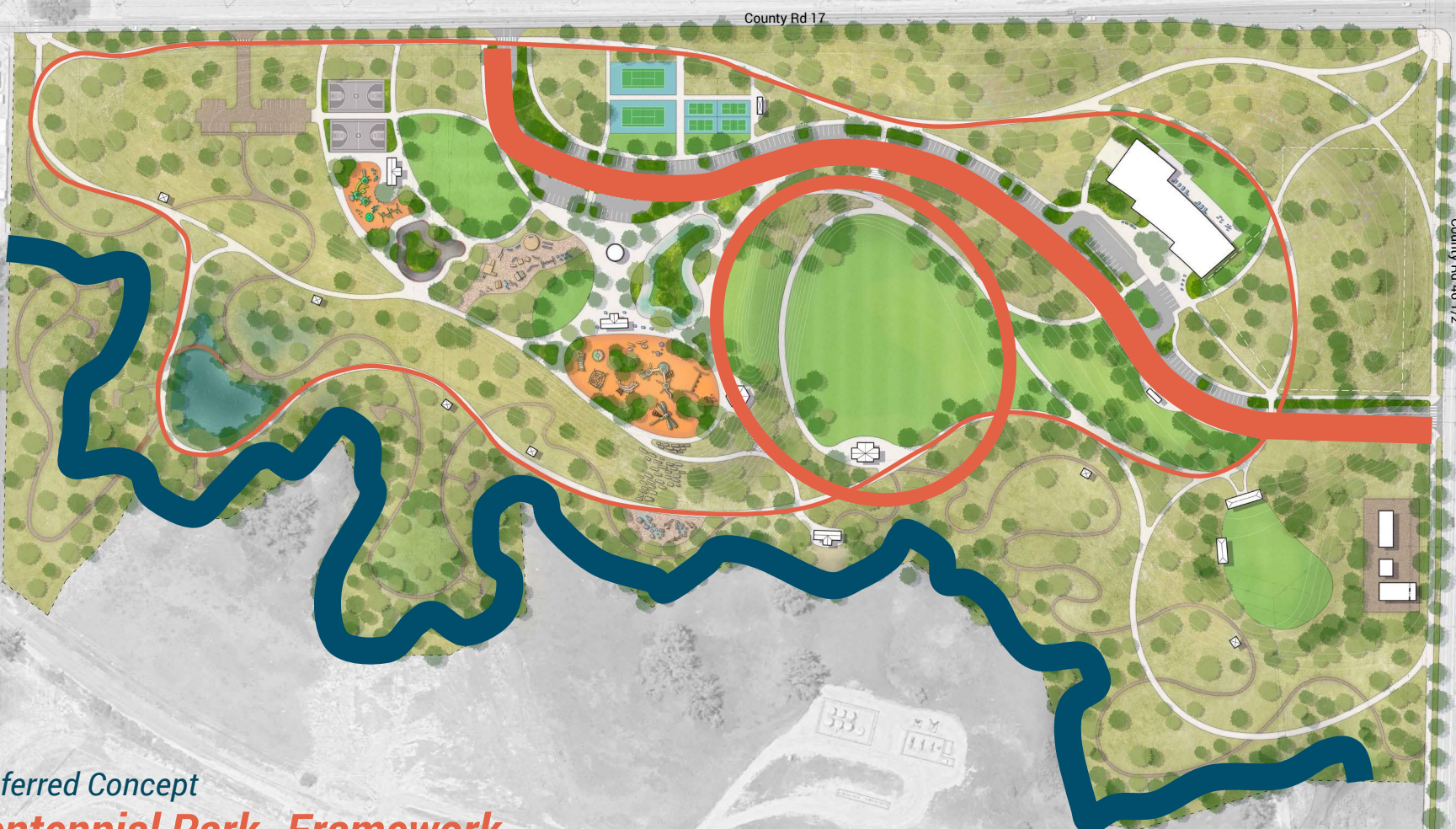
Mtn.
Bluebird Dr.

Preferred Concept
Centennial Park



Centennial Park
Floodplain





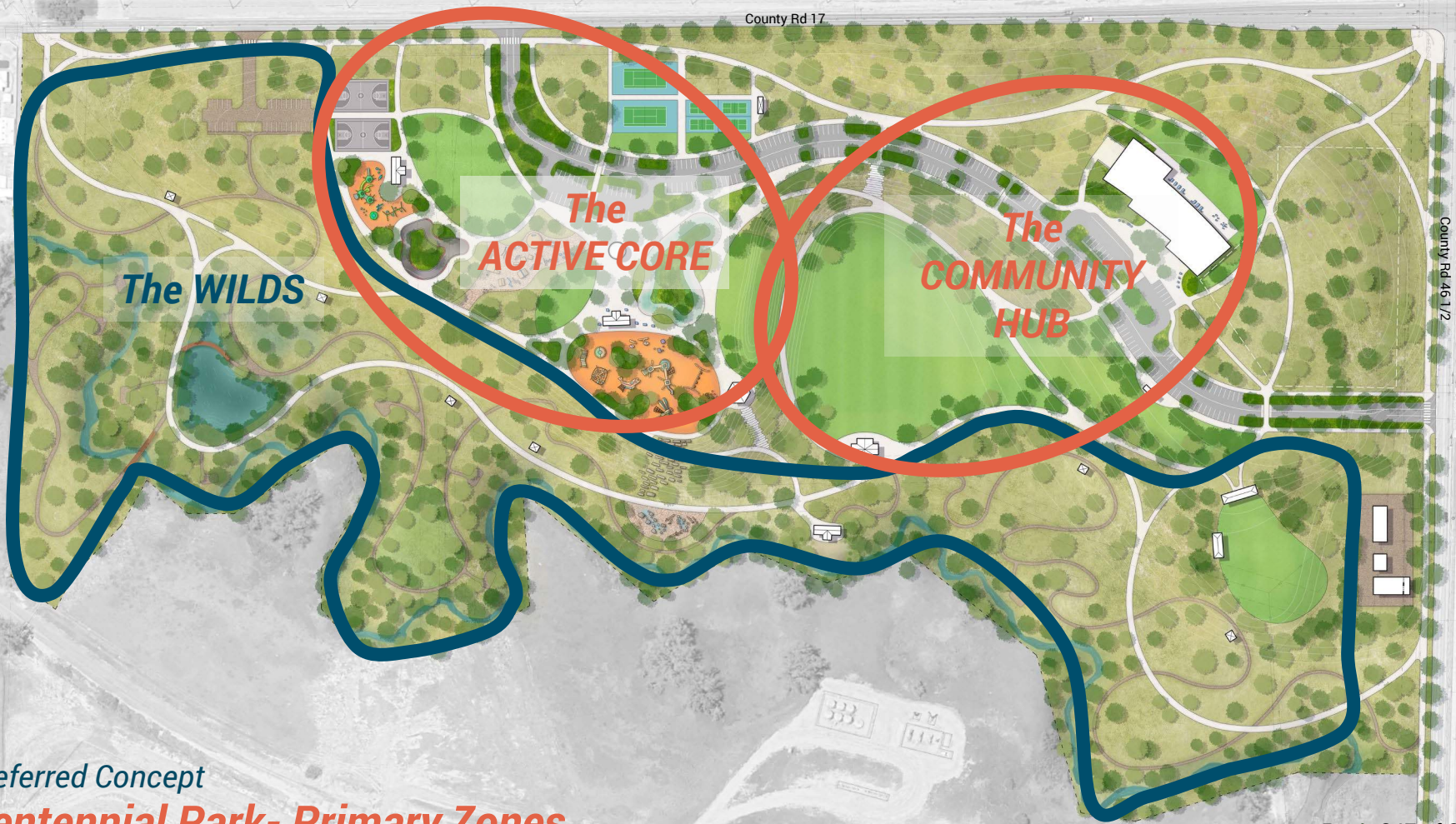
County Rd 17

County Rd 46 1/2

Mtn.
Bluebird Dr.

Preferred Concept

Centennial Park- Framework



Preferred Concept

Centennial Park- Primary Zones



Preferred Concept
Centennial Park- The Wilds



Basketball
Courts

Tennis
Courts

Pickleball
Courts

Shade
Structure

Picnic/Restroom
Pavilion

Flex
Lawn

Play
Area

Bicycle/Tricycle
Course

Parkour Area

Plaza

Splash Pad/
Skate Ribbon

Picnic/Restroom
Pavilion

Sledding/
Amphitheater
Hill

Destination
Play Area

Shade/Picnic
Pavilion

Preferred Concept
Centennial Park- The Active Core



*Sledding/
Amphitheater
Hill*

*Event
Lawn*

*Community
Center*

*Potential
Outdoor
Pool
Expansion*

*Flex
Lawn*

*Shade/Picnic
Pavilion*

*Bandshell/Flexible
Pavillion*

County Rd 46 1/2



Centennial Park
Trails- 5k Loop



Preferred Concept
Centennial Park



Preferred Concept
Centennial Park



Preferred Concept
Centennial Park

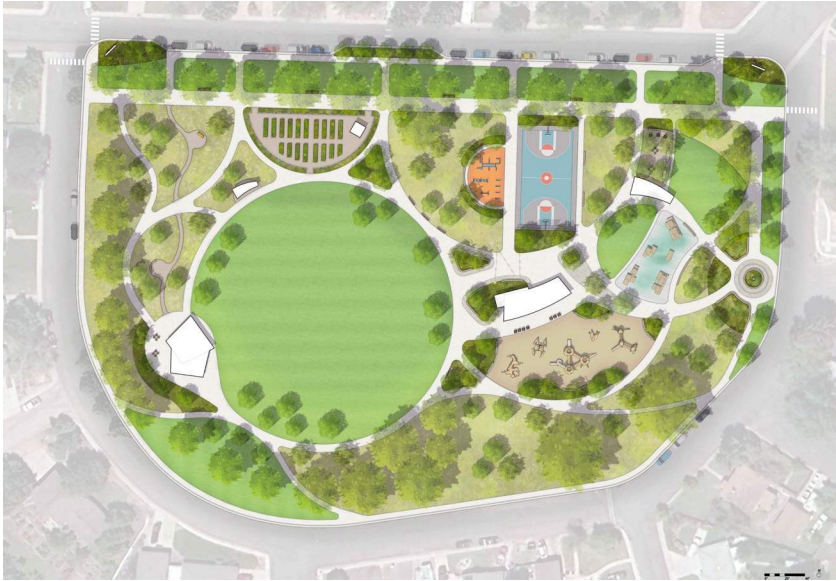


Next Steps



CENTENNIAL & LETFORD PARKS MASTER PLANS

Discussion



THANK YOU!



450 S. Parish Avenue
Johnstown, CO 80534
970-587-4664
JohnstownCO.gov

Town Council Agenda Communication

Agenda Date: April 21, 2025

Subject: Professional Services Agreement between the Town of Johnstown and SKM Engineering, LLC.

Attachments:

1. Professional Services Agreement Final
2. Distribution SCADA Scope and Cost Proposal

Presented by: Ellen Hilbig, Utilities Director

Agenda Item Description:

Enclosed for your review and consideration is a request to award the Professional Services Agreement between the Town of Johnstown and SKM Engineering LLC in the amount of \$470,097.00 for SCADA services to program the Town's external raw water and water distribution system operations into the new water plant.

SCADA (Supervisory Control and Data Acquisition) is a computer system used to monitor and control water treatment operations including source water and distribution processes. The Town's current SCADA system for water treatment is a leased system that is managed through a contract with the SCADA integrator, Browns Hill. This lease will become obsolete with the installation of the new Town-owned SCADA and supporting equipment at the upcoming water treatment plant.

While the scope of the water plant project includes SCADA for onsite facilities, it does not include programming for external infrastructure. This agreement with SKM Engineering will ensure the integration of offsite components—such as raw water pump stations, pressure reducing valves (PRVs), and storage tanks—into the new SCADA system.

SKM Engineering is currently providing SCADA services for the new water treatment plant and has previously delivered SCADA programming for the Town's Low Point and Central Wastewater facilities. Their familiarity with the Town's systems and demonstrated expertise make them well-equipped to support this effort.

Strategic Plan Alignment:

Safe & Welcoming Community

- Provide and maintain public safety services and awareness in our community

Quality Infrastructure & Facilities

- Ensure future viability of infrastructure and facilities

Legal Advice:

The Town Attorney has reviewed and accepted the agreement

Financial Advice:

The Town appropriated \$500,000 in the 2025 budget for the project. Additional funds will need to be appropriated each year to complete the project as it progress with the water treatment plant progression.

Recommended Action:

Staff recommend executing the Professional Services Agreement between the Town of Johnstown and SKM Engineering, LLC in an amount not to exceed \$470,097.00 and authorize the Town Manager to approve the use of the remaining \$29,901 for contingency.

Suggested Motions:

For Approval: I move to execute the Professional Services Agreement between the Town of Johnstown and SKM Engineering, LLC, in an amount not to exceed \$470,097.00 and authorize the Town Manager to approve the use of the remaining \$29,901 for contingency.

For Denial: I move to deny the Professional Services Agreement between the Town of Johnstown and SKM Engineering, LLC.

Reviewed and Approved for Presentation

Town Manager

**TOWN OF JOHNSTOWN
PROFESSIONAL SERVICES AGREEMENT**

THIS PROFESSIONAL SERVICES AGREEMENT (the “Agreement”) is made and entered into this ____ day of _____ 20__ (the “Effective Date”) by and between the Town of Johnstown, Colorado, a Colorado home-rule municipality (the “Town”) and SKM Engineering, LLC, a Utah limited liability company (“Consultant”) (collectively, the “Parties”).

RECITALS

WHEREAS, the Town desires to engage the services of Consultant and Consultant desires to provide those services more fully described on Exhibit A, attached hereto and incorporated herein by reference (“Services”), to the Town; and

WHEREAS, the Parties wish to memorialize their contractual relationship.

AGREEMENT

NOW, THEREFORE, incorporating the foregoing Recitals herein and in consideration of the mutual promises, agreements, undertakings and covenants set forth herein and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereby mutually agree as follows:

SECTION 1: PARTIES

1.01 Town. The Town is a home-rule municipality located in Johnstown, Colorado.

1.02 Consultant. Consultant is a private, independent business entity who will exercise discretion and judgment of an independent Consultant in the performance and exercise of its rights and obligations under this Agreement.

SECTION 2: SERVICES, COMPENSATION AND TERM

2.01 Services. Consultant agrees to perform the Services for the Town.

2.02 Compensation. In consideration of Consultant’s performance of the Services contemplated herein, the Town agrees to pay Consultant the compensation set forth on Exhibit A. Consultant shall submit detailed invoices reflecting the portion of the Services completed to the date of the invoice. The Town shall provide payment for Services to Consultant within thirty (30) days of receipt of the invoice. In its discretion, the Town may withhold payment for disputed portions of invoices on the condition that the Town provides written notice to Consultant of the dispute. Upon delivery of notice, the Town and Consultant shall promptly endeavor to resolve such dispute.

2.03 Expenses: Consultant shall not incur any expense or debt on behalf of the Town without the Town’s prior written authorization.

2.04 Term. Unless otherwise terminated in accordance with Section 5, the term of this Agreement shall be from the Effective Date through Dec 31st, 2026, and shall not extend beyond that date absent the written approval of the Town.

SECTION 3: OPERATIONS

3.01 Consultant Status. Consultant avers that it has the background, expertise and education to provide the Services. Consultant shall be responsible for the proper performance of the Services in accordance with the terms hereof. Consultant shall obtain the necessary permits, if any, and maintain all required licenses, including but not limited to a Town business license.

3.02 Schedule. Unless otherwise set forth in Exhibit A, Consultant shall provide the Services in accordance with the timeline requested by the Town

SECTION 4: INSURANCE AND INDEMNITY PROVISIONS

4.01 Insurance.

A. Consultant understands and agrees that Consultant shall have no right of coverage under any existing or future Town comprehensive or personal injury liability insurance policies. As a material term of this Agreement, Consultant agrees to maintain and keep in force during the term of this Agreement one or more policies of insurance written by one or more responsible insurance carrier(s) authorized to do business in the State of Colorado in the following amounts:

1. Workers' compensation insurance as required by law;
2. Commercial general or business liability insurance with minimum combined single limits of ONE MILLION DOLLARS (\$1,000,000.00) each occurrence and TWO MILLION DOLLARS (\$2,000,000.00) general aggregate;
3. Automobile liability insurance with minimum combined single limits for bodily injury and property damage of not less than ONE MILLION DOLLARS (\$1,000,000) for any one occurrence, with respect to each of Consultant's owned, hired or non-owned vehicles assigned to or used in performance of the Services. In the event that Consultant's insurance does not cover non-owned automobiles, the requirements of this paragraph shall be met by each employee of Consultant who utilizes an automobile in providing services to Town under this Agreement; and
4. Professional liability insurance with minimum limits of ONE MILLION DOLLARS (\$1,000,000.00) each claim and TWO MILLION DOLLARS (\$2,000,000.00) general aggregate.

B. Consultant shall procure and maintain the minimum insurance coverages listed herein. All coverages shall be continuously maintained to cover all liability,

claims, demands and other obligations assumed by Consultant pursuant to this Agreement. In the case of any claims-made policy, the necessary retroactive dates and extended reporting periods shall be procured to maintain such continuous coverage. The Town shall have the right to request and receive a certified copy of any policy and any endorsement thereto. Except for workers compensation insurance, the Town shall be listed as an additional insured party on Consultant's insurance policies.

C. A certificate of insurance shall be completed by Consultant's insurance agent(s) as evidence that policies providing the required coverages, conditions and minimum limits are in full force and effect, and, upon request by the Town, shall be subject to review and approval by the Town. The certificate shall identify this Agreement and shall provide that the coverages afforded under the policies shall not be canceled, terminated or materially changed until at least thirty (30) days prior written notice has been given to Town. If the words "endeavor to" appear in the portion of the certificate addressing cancellation, those words shall be stricken from the certificate by the agent(s) completing the certificate. The completed certificate of insurance shall be provided to the Town.

D. Contractor Limitation of Liability. Except for Contractor's indemnity obligations, respectively, and except for actions or claims arising from Contractor's gross negligence or intentional or willful misconduct, Consultant's total liability to Town shall not exceed the limits of the Contractor's liability insurance policies, regardless of whether any action or claim is based upon contract, warranty, tort (including negligence) or strict liability."

4.02 Damage and Indemnity. Consultant assumes responsibility for damages caused by Consultant's negligent acts, or failures to act, under this Agreement. Consultant agrees that it will at all times protect, defend, indemnify and hold harmless the Town, its elected officials, employees, agents, and their successors and assigns, from and against all liabilities, losses, claims, demands, actions and costs (including reasonable attorneys' fees), arising from or related to loss or damage to property or injury to or death to any persons arising from or resulting in any manner from the actions or failures to act of Consultant or any invitees, guests, agents, employees or contractors of Consultant. The Town agrees to limit Consultant's liability for the Town's Damages to Consultant's fee for this Agreement.

4.03 No Benefit for Third Parties. The services to be performed by Consultant hereunder are intended solely for the benefit of the town, and no right or benefit is conferred on, nor any contractual relationship intended or established with any person or entity not a party to this Agreement. No such person or entity shall be entitled to rely on Consultant's performance of its services hereunder.

SECTION 5: TERMINATION

5.01 Termination. The Town or Consultant may terminate this Agreement, with or without cause, by providing thirty (30) days prior written notice to the other Party. Notwithstanding the foregoing, if the Town terminates this Agreement for cause and determines that a notice period is not in the best interests of the Town, the Town may terminate this

Agreement by providing written notice to Consultant effective immediately.

SECTION 6: INDEPENDENT CONSULTANT

6.01 Independent Contractor. Consultant understands and agrees that Consultant is an independent contractor and not an employee of the Town. The Town shall not provide benefits of any kind to Consultant. The Town shall not be responsible for withholding any portion of Consultant's compensation for the payment of Federal Insurance Contributions Act (FICA) tax, workers' compensation, or other taxes or benefits. CONSULTANT IS NOT ENTITLED TO UNEMPLOYMENT COMPENSATION COVERAGE FROM THE TOWN. CONSULTANT IS OBLIGATED TO PAY FEDERAL AND STATE INCOME TAX ON MONEYS PAID PURSUANT TO THIS AGREEMENT. As long as there is not a conflict of interest with the Town, Consultant may engage in any other lawful business activities during the term of this Agreement.

SECTION 7: NOTICE

7.01 Notices. All notices required under this Agreement shall be in writing and shall be: 1) hand-delivered; 2) sent by registered or certified mail, return receipt requested, postage prepaid, to the addresses of the Parties herein set forth; or 3) sent by electronic mail ("email") return receipt or written acknowledgment requested and received. All notices by hand-delivery shall be effective upon receipt. All notices by mail shall be considered effective seventy-two (72) hours after deposit in the United States mail with the proper address as set forth below. All notices by email shall be effective upon delivery, on the condition that the intended recipient acknowledges receipt thereof. Either party, by notice to be given, may change the address to which future notices shall be sent.

TO THE TOWN:

Town of Johnstown
Attn: Matt LeCerf
450 S. Parish Avenue
P.O. Box 609
Johnstown, CO 80534
Email: notices@johnstownco.gov

TO CONSULTANT:

SKM Engineering, LLC
Attn: Ryan Pack
533 W 2600 S Suite 25
Bountiful, UT 84010
Email: ryan.pack@skmeng.com

SECTION 8: MISCELLANEOUS

8.01 Time. Time is of the essence of this Agreement and of each covenant hereof.

8.02 Non-Appropriation of Funds. Pursuant to Section 29-1-110, C.R.S., as amended, financial obligations of the Town payable as set forth herein, after the current fiscal year, are contingent upon funds for that purpose being budgeted, appropriated and otherwise made available. This Agreement shall be terminated effective January 1 of the first fiscal year for which funds are not budgeted and appropriated.

8.03 Laws and Regulations. In the conduct of the Services, Consultant shall comply with all applicable laws, rules and regulations, and the directives or instructions issued by the Town or its designated representatives.

8.04 Technology Accessibility. Consultant shall comply with WCAG 2.1 Level AA compliance and agrees that its digital services and electronic documents shall meet those requirements.

8.05 Assignment; Third Party Rights. Consultant may not assign, delegate or subcontract any part of its rights, duties or obligations under this Agreement. The Parties do not intend to confer any benefit hereunder on any person or entity other than the Parties hereto.

8.06 Amendment. This Agreement may not be amended or modified except by a subsequent written instrument signed by the Parties. Course of performance, no matter how long, shall not constitute an amendment to this Agreement.

8.07 Severability. If any part, term or provision of this Agreement is declared unlawful or unenforceable, the remainder of this Agreement shall remain in full force and effect, except that, in the event any state or federal governmental agency or court determines that the relationship between the Town and Consultant is one of employment rather than independent Consultant, this Agreement shall become null and void in its entirety.

8.08 Waiver. No consent or waiver, express or implied, by the Town to or of any breach or default by Consultant in the performance by Consultant of its obligations hereunder shall be deemed or construed to be a consent or waiver to or of any other breach or default by the Town. Failure on the part of the Town to complain of any act or failure to act or to declare Consultant in default, irrespective of how long such failure continues, shall not constitute a waiver by the Town of its rights hereunder.

8.09 Governmental Immunity. The Parties agree that the Town is relying on, and does not waive or intend to waive by any provision of the Agreement, the monetary limitations or any other rights, immunities, and protections provided by the Colorado Governmental Immunity Act, §§ 24-10-101 *et seq.*, C.R.S., as amended from time, or otherwise available to the Town, its elected officials, employees or agents.

8.10 Applicable Law and Venue. This Agreement shall be construed according to the laws of the State of Colorado. Venue for any claim, proceeding or action arising out of this Agreement shall be in Weld County, State of Colorado.

8.11 Mediation. In the event of any dispute arising under this Agreement, except in the case of an action for injunctive relief, the Parties shall submit the matter to mediation prior to

commencing legal action and shall share equally in the cost of the mediation.

8.12 Costs and Attorney's Fees. If any judicial proceedings may hereafter be brought to enforce any of the provisions of this Agreement, the prevailing party, shall be entitled to recover the costs of such proceedings, including reasonable attorney's fees and reasonable expert witness fees.

8.13 Public Official Personal Liability. Nothing herein shall be construed as creating any personal liability on the part of any elected official, employee or agent of the Town.

8.14 No Presumption. Each Party acknowledges that it has carefully read and reviewed the terms of this Agreement. Each Party acknowledges that the entry into and execution of this Agreement is of its own free and voluntary act and deed, without compulsion. Each Party acknowledges that it has obtained, or has had the opportunity to obtain, the advice of legal counsel of its own choosing in connection with the negotiation and execution of this Agreement and with respect to all matters set forth herein. The Parties agree that this Agreement reflects the joint drafting efforts of all Parties and in the event of any dispute, disagreement or controversy arising from this agreement, the Parties shall be considered joint authors and no provision shall be interpreted against any Party because of authorship.

8.15 Entire Agreement. The provisions of this Agreement represent the entire and integrated agreement between the Town and Consultant and supersede all prior negotiations, representations and agreements, whether written or oral.

8.16 Controlling Document. In the event of a conflict between the provisions in this Agreement and Exhibit A, the provisions in this Agreement shall control.

8.17 Headings. The headings in this Agreement are inserted only for the purpose of convenient reference and in no way define, limit or prescribe the scope or intent of this Agreement or any part thereof.

8.18 Counterparts. This Agreement may be executed in counterparts, each of which shall be an original, but all of which, together, shall constitute one and the same instrument.

8.19 Data Security. If Consultant has access to personal identifying information during the term of this Agreement, Consultant shall, pursuant to Section 24-73-101, *et seq.*, C.R.S., destroy all paper and electronic documents containing such personal identifying information within six months of termination of this Agreement, unless otherwise required by law. During the term of this Agreement, Consultant shall implement and maintain reasonable security procedures that are appropriate to the nature of the personal identifying information disclosed or maintained and that are reasonably designed to help protect the information from unauthorized access, use, modification, disclosure or destruction. If Consultant discovers or is informed of a security breach, Consultant shall give the Town notice in the most expedient time and without unreasonable delay, no later than ten (10) calendar days after it is determined a security breach occurred. Consultant shall cooperate with the Town in the event of a security breach that compromises computerized data, if misuse of personal information about a Colorado resident occurred or is likely to occur. Cooperation includes sharing with the Town information relevant

to the security breach.

8.20 Right to Injunction. The Parties hereto acknowledge that the Services to be rendered by Consultant and the rights and privileges granted to the Town under the Agreement are of a special, unique, unusual and extraordinary character which gives them a peculiar value, the loss of which may not be reasonably or adequately compensated by damages in any action at law, and the breach by Consultant of any of the provisions of this Agreement may cause the Town irreparable injury and damage. Consultant agrees that the Town, in addition to other relief at law, shall be entitled to injunctive and other equitable relief in the event of, or to prevent, a breach of any provision of this Agreement by Consultant.

[Remainder of page intentionally left blank.]

EXHIBIT A
SERVICES

CONFIDENTIAL

January 27, 2025

Attn: Ellen Hilbig
Town of Johnstown
EHilbig@JohnstownCO.gov

Re: Johnstown Distribution and Raw Water SCADA addition

SKM Engineering is pleased to submit this proposal to provide control services for the above listed project. We have based our costing upon the prior field visit, discussions with the town, familiarity with the WTP project that is starting and the existing SCADA at the Low Point and Central WWTP facilities.

Based on prior site visits the following sites are included in this proposal for control modifications and upgrades:

1. Town Lake reservoir and pump house
2. Lone Tree Reservoir and pump house
3. PRV
4. North Tank
5. New Tank (Assumed no hardware modifications required, site has not been visited by SKM)

As per our prior discussions we have included PLC and HMI hardware replacement costs for each of these sites, including back pans for the existing control panels. The replacements will be 5069 series PLCs to match those at the WWTP and lift stations as well as either red lion or Panel View Plus 7 HMI's to match the existing facilities.

We can adjust our proposal after our meeting that is scheduled mid-July based on discussions and the Town's desires.

Scope of Services:

Below you will find the scope of services to be provided by SKM Inc.:

Task 1 – HMI Planning & Coordination & Project Administration

- Hold meetings with the town and other Engineers (Possible other disciplines are required to bring in to the discussion) to generate a PCN for the operation of the water production and distribution facilities.
 - We have included up to 2 in person meetings and up to 4 virtual meetings to discuss the PCN with the town and other disciplines as required.
 - SKM does not have costing included for other disciplines included, but may include civil or process engineers to weigh in on the proper operation of such facilities.
- Generate a Process control narrative and revisions to be reviewed by the Town and other Disciplines for programming
- Coordinate with TimberLAN to expand the network for the SCADA system to the two lift stations
- Coordinate with the town for the town to obtain internet connectivity at each of the two lift stations

- Generate panel drawings for replacement back pans for the existing control panels and/or new panel designs if the town desires
 - Note that any hardware installation outside of an existing control panel or back pan replacement will require the hiring of an electrician by the town to do the electrical installation, conduit and wiring work which is not included in the SKM scope of services.
- Design replacement backpans and/or panels for the sites with new hardware to match the WWTP and WTP hardware (5069 series PLCs and Panel View Plus 7 or Red lion HMIs)
- Project management and oversight
- We anticipate the FDS generation to take approximately 20-26 weeks including review time and meetings

Task 2 – SCADA Programming SKM Standard blocks

- Provide PLC Programming for the above listed facilities based on the PCN developed in task 1 and agreed upon
- Provide SCADA programming for the PLC programming as outlined
- Coordinate the timing of the upgrades with the DAF upgrade to be completed in approximately Winter 2025/2026 to minimize disruption of plant operation
- SCADA programming will include the following anticipated screens:
 - Town Lake Pump Station Overview
 - Pop up screens for each pump showing individual pump data and settings
 - Lone Tree Pump Station Overview
 - Pop up screens for each pump showing individual pump data and settings
 - PRV Screen
 - North Tank Screen
 - South Tank Screen
 - For All systems Alarm Screen
 - For All systems Trending Screen
 - Setpoint popup screens as required
- The above programming will be included on the SCADA servers that are to be provided as part of the WTP Project. No SCADA computers or software are to be included as part of this project.
- Provide Panel fabrication for replacement PLC back pans or panels for the sites listed with the exception of the New tank site. This includes all terminals, power supplies, UPS, terminal blocks, fusing, wiring, drawings etc.
 - We have assumed entirely new panels for our costing as most of the panels are fairly small in physical size and the new equipment may not fit properly.
- Programming work will take approximately 26-34 weeks minimum to complete
- Panel fabrication will take approximately 8-12 weeks after all PLC hardware is received. Panel hardware lead times are variable and may be the critical path.

Task 3 – Startup and Training

- We have included 1 man day for I/O checkout per site
- We have included time to test the SCADA controls for the sites at the local site. We have included 2 man days per site for full testing and operation of each site.
- We assume SKM will be provided VPN access to these sites for continuing service and support
- We have included 2 man days for training on site with the operations staff.

SCADA Terminals and VPN access by the water staff is assumed to be via VPN connection or local to the WWTP SCADA Servers. TimberLAN will need to set up the VPN connection to the WWTP Servers and we can set up the SCADA link on operator laptops to access from their vehicles or home with an internet connection.

Responsibilities of Others

- 1) No hardware modifications are included in this proposal. All lift station systems are assumed to be existing and in good working order.
- 2) Internet connection for the site is to be provided by the owner
- 3) Network setup and networking hardware to be provided by TimberLAN (Owner contracted)
- 4) Telephone connection for dial out connection if required to be provided by the owner
- 5) No new instruments were included in this proposal. If new instruments are desired we can add them when we have our meeting.

Billing Rates:

Our fees for the aforementioned services will be performed on a Time and Materials + 10% basis. All expenses will be marked up 10% plus any applicable sales tax. We can adjust the scope as discussed in our meeting in mid-July and provide an updated proposal as decided by the Town. The below costing is our worst case estimate for the project.

Task 1 – HMI Planning & Coordination	\$88,495
Task 2 – SCADA Programming	\$145,390
Task 2a – New Panel Fabrication and Hardware	\$196,707
Task 3 – Startup & Training	\$40,315
Project Total (Lump Sum) not including Optional 2a	\$470,097

Any additional services will be provided on an hourly basis. Reimbursable expenses will be charged at cost. Any services requested by Owner that are not included herein will be charged at our Standard Hourly Rates per our maintenance agreement. This proposal will be valid for the next ninety (90) days. We will bill you on a phase basis for these services. Payment terms are Net 30 days. If you have any questions, please contact us at your earliest convenience.

Sincerely yours,

SKM Engineering, LLC

Ryan S. Pack, P.E.
Principal

The Client agrees that the technical methods, techniques and pricing information contained in any proposal submitted by SKM pertaining to this project or in this Agreement or any addendum thereto, are to be considered confidential and proprietary, and shall not be released or otherwise made available to any third party without the express written consent of SKM.



450 S. Parish Avenue
Johnstown, CO 80534
970-587-4664
JohnstownCO.gov

Town Council Agenda Communication

Agenda Date: April 21, 2025
Subject: Contract Award for Custodial and Janitorial Services
Attachments: 1. Custodial Services RFP
Presented by: Mark Stanley, Deputy Public Works Director

Agenda Item Description:

On February 18, 2025, the Town of Johnstown issued a Request for Proposals (RFP) seeking qualified, licensed, and bonded contractors to provide custodial and janitorial services for various Town-owned buildings and facilities. The RFP closed by an amendment on February 27, 2025.

The RFP outlined the general scope of services, submittal requirements, evaluation criteria, and the selection process. Contractors were asked to submit comprehensive proposals detailing their approach to meeting the Town's ongoing and as-needed custodial and janitorial service needs.

The Town intends to award a single contract for a term of three years, subject to annual review and potential cancellation. The contract award is anticipated to occur within sixty (60) days of Town Council approval.

Bid Results

A total of twenty-two (22) proposals were received in response. The chart below includes the monthly costs (broken down by building) for the seven lowest-cost vendors:

Building	Mak Cleaning	ARC Inc	CXC Facility Solutions	Kleen- Tech	Key People	KG Facility	Total Facility Care
Public Works	\$142.23	\$277.94	\$325.00	\$221.00	\$382.00	\$326.00	\$329.64
Senior Center	\$299.73	\$625.37	\$494.00	\$582.00	\$795.00	\$761.53	\$796.97
Town Hall	\$817.45	\$833.82	\$823.00	\$997.00	\$995.00	\$1,060.30	\$1,887.41
Police Dpt.	\$749.32	\$823.82	\$923.00	\$999.00	\$865.00	\$1,115.00	\$952.78
Substation	\$137.07	\$325.00	\$325.00	\$193.00	\$365.00	\$209.00	\$407.52
Total	\$2,145.80	\$2,885.95	\$2,890.00	\$2,992.00	\$3,402.00	\$3,471.83	\$4,374.32

After careful consideration, Staff recommends that the Council consider the low bid from Mak Cleaning Services, LLC, in the amount of \$2,145.80 per month.

Strategic Plan Alignment:

Quality Infrastructure & Facilities

- Establish and maintain levels of service
- Ensure future viability of infrastructure and facilities
- Repair and maintain existing infrastructure, facilities and equipment

Legal Advice:

The Town will use its Standard Professional Services Agreement as its contract document.

Financial Advice:

The lowest bid submitted will save the Town over \$700 per month compared to the current costs for this service.

Recommended Action:

Staff support and recommends awarding the contract to Mak Cleaning Services LLC.

Suggested Motions:

For Approval: I move to approve awarding the contract, to Mak Cleaning Services, LLC. as presented and authorize the Town Manager to sign the Professional Services Agreement.

For Denial: I move that we deny the recommendation as presented.

Reviewed and Approved for Presentation



Town Manager

Townwide Custodial / Janitorial Services

REQUEST FOR PROPOSALS



Town of Johnstown, Colorado
Public Works Department
Project No. RFP-TOJ-12

Issued On: 01/17/2025
Non-Mandatory Prebid
Meeting: 01/31/2025
At 9:00 AM
Bids Due: 02/17/2025
At 2:00 PM
Tentative Award Date:

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I. INVITATION

The Town of Johnstown is seeking proposals from qualified, licensed and bonded Contractors to provide Custodial / Janitorial services at various Town buildings and facilities on a regular and as-needed basis.

This RFP provides a general description of services anticipated, specifies submittal requirements, outlines selection criteria and explains the selection process. The response to this RFP (a “Proposal”) should serve as a complete and detailed approach to providing the Services.

This invitation, together with its Supplemental Information, comprises the RFP. The objective is for entities (“Contractors”) responding to this RFP to submit sufficient information to allow the Town to select one contractor to enter into a contract for a three (3) year period subject to review and cancellation by the Town each year.

A **non-mandatory pre-bid walk through** of all facilities will be held on Friday, January 31, 2025, at 9:00 a.m. All attendees must arrive at the Town Hall, 450 S Parish Avenue, Johnstown, CO 80534, no later than 9:00 a.m.

Questions regarding RFP are due to Don Gardner, in writing via email at dgardner@johnstownco.gov by Monday, February 10, 2025, 4:00 p.m. MDT. Responses to questions, and any addenda, will be posted on the Town’s website and on the Rocky Mountain E-Purchasing System (“RMEPS”).

The Town will only accept electronic bid submission and will not accept proposals submitted via mail, in-person, fax, email, or other means. Proposals are to be submitted within RMEPS on bidnetdirect.com.

Proposals are due by February 17, 2025, 2:00 p.m. MDT.

Late Proposals will not be accepted.

The Town reserves the right to modify this RFP or the selection process, to cancel this RFP, to reject or accept any Proposal, and to waive any informalities or irregularities in any Proposal, without liability, at any time.

II. TOWN INFORMATION

ABOUT JOHNSTOWN COLORADO

As one of the fastest growing communities in Northern Colorado, Johnstown is defining itself as a premier destination for the next generation, building on historic values of community, agriculture, and family. Johnstown is located just west of the confluence of the Big Thompson River and the Little Thompson River, about 10 miles west of Greeley and nine miles east of Loveland. Johnstown is home to more than 20,000 residents and 480 employers. Learn more at <https://johnstownco.gov/>

ORGANIZATION

Johnstown is a home rule municipality operating under a council-manager form of government, where an elected town council appoints a city manager, who serves as chief executive officer of the organization. The city manager administers and implements the vision and objectives established by the Town Council, ensuring Johnstown's vision of "Connecting Community with Opportunity" is realized. The Town has approximately 105 full-time employees and a \$138 million annual budget. The administrative functions of the Town are conducted by ten departments.

This Project will be administered through the Public Works Department, which is responsible for planning, implementing and maintaining of all Town infrastructure including capital project delivery. In addition, the Public Works Department is responsible for facility maintenance & management, fleet maintenance, transportation maintenance & management, refuse & recycling services, right-of-way permitting & inspection, parks and open space maintenance & management, and storm water management & maintenance.

III. SCOPE OF SERVICES

General Requirements

During the course of a year, the Town requires custodial / janitorial services for its municipal facilities including, but not limited to:

- Public Works (1 cleaning per week)
- Senior Center (2 cleanings per week)
- Town Hall (2 cleanings per week)
- Police Department (2 cleanings per week)
- Police Department Substation (1 cleaning per week)

The general standards for the performance of services and facility-specific standards (including frequency) are outlined in **Exhibit A** to the sample contract attached to this RFP.

The work scope consists of all qualified labor and supervision to perform routine custodial / janitorial maintenance services using approved owner supplied equipment and supplies or approved Contractor-supplied equipment and supplies. Any equipment or supplies brought onto any property from the Contractor shall be of their own accord and shall meet all safety / OSHA approved regulations and Town will not be responsible for any loss of any kind. Owner provided materials and equipment shall be maintained in good working order, if damaged or lost, will be immediately replaced and/or repaired to Town specification and acceptance, at Contractor's cost. All work shall comply in every respect with Town and State regulations and laws.

The Contractor is required to have a bilingual supervisor or lead person at each building per each service day per property being serviced. The sample contract included in this RFP includes requirements concerning legal working status, security clearance requirements, and bonding.

The Contractor must comply with all local and State laws, rules and regulations.

The Contractor will track and audit all materials, tools and supplies required to perform the work. The Contractor shall be responsible for obtaining such supplies, materials and parts if not provided by the Town. If supplies are not supplied by the Town, Contractor will be required to submit Safety Data Sheets (SDS) prior to use. Such supplies, materials and parts shall be billed with a markup as identified in the bid form.

Verification of Services

Contractor must have a system in place to verify and ensure that any employees that are unable to normally attend work are covered and all work in the agreed upon Scope of Work is completed. Verification system must be approved by the Town.

Work Orders

Additional as-needed individual jobs or projects will be initiated by Town staff as a Work Order, (see **Attachment B**). The Contractor shall provide an estimate of time and materials as well as an estimated schedule for completion upon evaluation and discussion with Town staff. The Contractor shall only repair, replace, upgrade or install work that is directed by the Town and identified in the Work Order. If there are any questions regarding the work to be performed, the Contractor is responsible for contacting the designated Town representative and requesting clarification before proceeding.

Safety

The Contractor shall be responsible for all safety training, procedures and requirements. Observance of any

employees working in an unsafe manner shall be grounds for issuance of a suspension of work by the Town and, possibly, termination of the contract. The Contractor must ensure that all employees working on Johnstown grounds to have passed all applicable health certifications, such as handling Blood Borne Pathogens.

On Call/Emergency Service

The contractor will be available “on call” on a 24-hour basis for any emergency that may occur, including holidays. Response time to emergencies and routine requests is expected to be timely.

Town Recognized Holidays

Town Holidays currently include New Year's Day; Martin Luther King Day; President's Day; Memorial Day; Independence Day; Labor Day; Columbus Day; Veteran's Day; Thanksgiving Day; Day After Thanksgiving; Christmas Day.

No Minimum Service Requirements

Services shall be provided by the contractor on an as-needed, non-exclusive basis. The Town does not represent that it will utilize any contractor's services in any guaranteed amount. No minimum dollar amount or number of Work Orders is guaranteed by the Town.

Contract Requirements

The contractor shall perform all Services in accordance with the executed Master Services Agreement and shall comply with all of its terms and conditions. The Master Services Agreement contains requirements that shall be the contractor's responsibility, including without limitation:

- Insurance;
- Indemnity;
- Town Sales & Use Tax;
- Invoice & Payment Terms;
- Licenses & Permits.

Security

Prior to beginning work under this Contract, the Service Provider must obtain a background clearance using Colorado Data Base Investigations and/or Colorado Bureau of Investigations-Crime Information Center. Also, Service Provider must check for valid documents through Homeland Security, Immigration and Custom Enforcement (ICE). An appointment must be made by the Service Provider with Johnstown Human Resources, Town of Johnstown, 970-578-9624, for a Town access card. The Service provider must bring a copy of the CBI report for Town records. The Town may deny clearance to any person who:

- Has an active criminal arrest warrant;
- Has a felony arrest or conviction;
- Has a drug-related misdemeanor or drug-related petty offensive conviction;

- Has a non-drug-related misdemeanor or a petty offensive conviction within the past three (3) years;
- Is a suspect in an active criminal investigation;
- Was previously terminated from employment by the Town of Johnstown;
- Is determined to be a threat to the safety of persons or property or to the confidentiality of Town information.

Johnstown Human Resources shall provide the Service Provider with a security access card for all persons given clearance. Access cards shall immediately be returned to the Public Works Director when the employee no longer works for the Service Provider in Town Buildings. The Service Provider shall provide the Town with a current and complete list of the names of all Service Provider personnel providing services under this agreement. The Service Provider shall keep this list current and shall immediately inform the Town of all personnel changes. If an employee assigned to perform the services is arrested for, or convicted of, any crime the employee and the contractor shall promptly notify the Public Works Director of the Town of Johnstown. Failure to notify of an arrest or conviction shall be cause for permanent removal from Town facilities.

Energy Conservation

Contractor shall instruct all employees performing work within the facility to utilize methods which will maximize energy conservation. This shall include the turning on of lights ONLY IN THE AREAS where work is in progress, and turning off all lights when work is completed.

Unauthorized Employees

Employees of the Contractor shall not be assisted nor accompanied by any individual that is not an employee of the Contractor, while performing duties related to the contract. This includes friends, children and/or other relatives. Employees of the Contractor that violate this stipulation shall be deemed objectionable to the Town and shall not be allowed to work in Town facilities.

Facility Information

Approximate population during work hours

Public Works Building	30
Senior Center	12
Town Hall	30
Police Department	30
PD Substation	4

Approximate breakdown of flooring type per building

Public Works Building	100% Hard Surface
Senior Center	50% Carpet, 50% Hard Surface
Town Hall	75% Carpet, 25% Hard Surface
Police Department	50% Carpet, 50% Hard Surface
PD Substation	95% Carpet, 5% Hard Surface

Approximate Cleanable Square Footage in each building

Public Works Building	3,000
Senior Center	5,000
Town Hall	11,000
Police Department	9,800
PD Substation	1,000

Please refer to Exhibit A for all contract requirements.

IV. STATEMENT OF QUALIFICATIONS

1. Name of Contractor: _____
2. Name of Business (if different than previous question): _____
3. Form of Entity: _____
4. Business Address: _____

5. Primary Contact: _____
Phone Number: _____
Email: _____
6. Year Organized: _____
7. Where Organized: _____
8. How many years has the Contractor been engaged in the Custodial / Janitorial business under its present name. Please state the names and dates of previous business names, if any.

9. In the last five (5) years, has the Contractor ever been terminated from a contract? If so, explain.

10. In the last five (5) years, has the Contractor ever been party to litigation related to its work? If so, explain.

11. Please identify the number of staff available to work under the contract:
_____ Number of Supervisors _____ Number of workers

12. List any proposed exceptions to the draft contract attached as Attachment A to this RFP.

13. What steps are taken to prevent theft?

14. In the last five (5) years, has the Contractor ever had its bond called for cause?

15. What steps does Contractor take to ensure tasks are being properly performed?

16. In the last five (5) years, has theft of property occurred? And if so, how was it handled?

17. In the last five (5) years, how many Recreation Centers/Fitness Centers has Contractor serviced?
How many years of Recreation Center/Fitness Center cleaning experience?

18. Describe the method used to verify any absent employees will be backfilled, ensuring location will receive service.

V. RATES

A. Building Rates

- | | |
|-----------------------------|------------------|
| 1) <u>PUBLIC WORKS</u> | \$_____per month |
| 2) <u>SENIOR CENTER</u> | \$_____per month |
| 3) <u>TOWN HALL</u> | \$_____per month |
| 4) <u>POLICE DEPARTMENT</u> | \$_____per month |
| 5) <u>PD SUBSTATION</u> | \$_____per month |

B. On-Call Services

CUSTODIAL CONTRACT RATES – REGULAR (Overnight – After Business Hours)

- | | |
|-----------------|-----------------|
| 1) SUPERVISOR | \$_____per hour |
| 2) STAFF/HELPER | \$_____per hour |
| 3) OTHER _____ | \$_____per hour |

EMERGENCY CUSTODIAL CONTRACT RATES – WEEKEND OR STANDBY

- | | |
|-----------------|-----------------|
| 1) SUPERVISOR | \$_____per hour |
| 2) STAFF/HELPER | \$_____per hour |
| 3) OTHER _____ | \$_____per hour |

CUSTODIAL CONTRACT RATES – HOLIDAY (see holiday list in Section III)

- 1) SUPERVISOR \$_____ per hour
- 2) STAFF/HELPER \$_____ per hour
- 3) OTHER _____ \$_____ per hour

DAY PORTER CONTRACT RATES – REGULAR (Monday through Friday, 8:00 am to 5:00 pm)

- 1) SUPERVISOR \$_____ per hour
- 2) STAFF/HELPER \$_____ per hour
- 3) OTHER _____ \$_____ per hour

-
- 4) TRAVEL TIME/EXPENSE \$_____ per hour
- or Flat Rate \$_____ per trip

- 5) MATERIALS COST:
- Mark-up _____% (expressed as percentage over cost)
- Discount _____% (explain circumstances when this would apply)

- 6) OTHER (describe, if any) (all-inclusive).
- Spray Buff Hard Surface Floors \$_____ / SF
- Strip and Refinish Hard Surface Floors \$_____ / SF
- Top Scrub and Recoat Hard Surface Floors \$_____ / SF
- Carpet Cleaning (steam extraction, etc.) \$_____ / SF
- Exterior Window Washing \$_____ / SF
- Clean Fabric Chairs \$_____ / Chair
- Clean Mesh Chairs \$_____ / Chair
- Special Weekend Service at Police Department
(restock restrooms, empty trash, etc.) \$_____ / Hour

Special Holiday Service at Police Department
(restock restrooms, empty trash, etc.)

\$ _____ / Hour

Special Weekend Service at Senior Center
(restock restrooms, empty trash, etc.)

\$ _____ / Hour

Special Holiday Service at Senior Center
(restock restrooms, empty trash, etc.)

\$ _____ / Hour

REFERENCES

Reference #1

Contact Name: _____

Business Name: _____

Business Address: _____

Contact Phone: _____

Contact Email: _____

Other Information:

Reference #2

Contact Name: _____

Business Name: _____

Business Address: _____

Contact Phone: _____

Contact Email: _____

Other Information:

Reference #3

Contact Name: _____

Business Name: _____

Business Address: _____

Contact Phone: _____

Contact Email: _____

Other Information:

SUBMISSION ACKNOWLEDGEMENT

IN WITNESS WHEREOF, the below-named Respondent acknowledges that all responses and representations contained in this Proposal, including the Statement of Qualifications, References, Rates, and any attachments, are true and correct. The undersigned person affirms that he or she has authority to sign this Proposal on behalf of Respondent.

Respondent Legal Name

Authorized Signature

Printed Name & Title

STATE
OF _____)
_____) ss.

COUNTY
OF _____)
_____)

The foregoing submission was acknowledged before me this ____ day of _____,
2024, by _____.

Witness my hand and official seal.

My Commission Expires _____.

Notary Public

VI. SELECTION SCHEDULE/KEY DATES

The selection process includes the following steps and schedule:

Publication and distribution of RFP:	November 6, 2024
Non-mandatory Pre-Bid Walkthrough Beginning at 450 S Parish Ave	November 14, 2024, 9:00 a.m. MDT
Deadline for submitting questions:	November 26, 2024, 4:00 p.m. MDT
Responses to questions/addenda posted:	November 29, 2024, 5:00 p.m. MDT
RFP response deadline:	December 6, 2024, 2:00 p.m. MDT
All dates below are anticipated	
Notification of intent to award:	December 11, 2024
Contract Approval:	December 16, 2024

The Town reserves the right to modify or waive any deadline under this schedule as needed.

VII. EVALUATION CRITERIA

Proposals will be evaluated using the following criteria:

I.	Executive Summary	5 Points
II.	Experience and Qualifications of Proposing Firm	15 Points
	a. Company Background	
	b. Experiences with Government Agencies	
	c. References	
	d. Financial Stability	
III.	Company Organization and Qualifications of Staff	15 Points
IV.	Human Resources: Recruiting, Hiring and Documentation Policies	10 Points
V.	Proposed Scope of Services	15 Points
	a. Proposed Organization Chart	
	b. Proposed Staffing Recommendations	
VI.	Quality Control	10 Points
VII.	Training	5 Points
VIII.	Standard Cleaning Procedures	10 Points
IX.	Pricing	15 Points
	a. Per Site	
	b. Alternates as Requested	
	Total Points	100 Points

By submitting a Proposal, the Contractor authorizes the Town to undertake such investigation as may be necessary to verify the Contractor's qualifications and reputation. The Contractor may be requested to execute a release(s) in favor of third parties who have information relative to the Contractor's qualifications and performance. Refusal to execute a release may result in disqualification.

The Town may, at its discretion, select a Contractor outright.

Upon selection, the Contractor will receive a contract and will be expected to execute the contract within ten (10) business days of receipt. A completed W-9 shall accompany the executed contract.

VIII. METHOD OF SUBMITTAL

Each Contractor must submit a complete Proposal comprising **all of the information** requested in this Request for Proposals. Proposals **must** include the following:

1. Executive Summary
2. Completed Statement of Qualifications (included in this document).
3. Completed Rates form (included in this document).
4. Completed References form (included in this document).
5. Completed & notarized Submission Acknowledgement (included in this document).
6. Explanation of Quality Control methods employed by Contractor
7. Explanation of any training given to employees
8. Explanation of standard cleaning procedures
9. Explanation of recruiting, hiring and documentation policies
10. Contractor may submit such additional information as it deems necessary or helpful to the Town's evaluation process

Proposals are to be submitted within RMEPS on bidnetdirect.com

Proposals must be received prior to 2:00 p.m. MDT, February 17, 2025.

It is the sole responsibility of each Contractor to ensure its Proposal is received by the Town by the date and time stated in this RFP. Proposals shall not be submitted via facsimile or e-mail.

All Proposals shall become the property of the Town and will not be returned. Only the company names of Contractors submitting Proposals will be made public immediately after the Proposals are received. Proposals that do not meet the mandatory requirements set forth herein will be considered non-compliant and will be rejected.

Responses will be posted on the Town's website and on the RMEPS as an addendum to the RFP.

IX. ADDITIONAL PROVISIONS

- A. **NO COMMITMENT BY THE TOWN.** This RFP does not commit the Town to award any contract, to pay any costs associated with this RFP, including the preparation or submission of a proposal, interviews, supplemental proposals or the negotiation of a contract, or to procure or contract for any services. The decisions of the selection committee and the Town with respect to this RFP are final and without recourse to any respondent. In acceptance of Proposals, the Town reserves the right to negotiate further with one or more respondents in the best interest of the Town.
- B. **CHANGES TO RFP.** Revisions to this RFP will be made through addenda published and made available to all Respondents on the Town's website and on the Rocky Mountain E-Purchasing System (RMEPS). Any other communication, spoken and written, formal and informal, received by any representative of any respondent from sources other than official addendum shall not be effective to vary any term of the RFP.
- C. **NO COLLUSION.** No officer or employee of the Town, and no other public official or employee, who

may exercise any function or responsibilities in the review or approval of this undertaking shall have any personal or financial interest, direct or indirect, in any contract or negotiation process thereof. This “no collusion” requirement shall be part of any Town contract for the Services.

- D. RESERVATION OF RIGHTS. The Town reserves the right to reject any or all Proposals, in its sole discretion. The Town reserves the right to modify this RFP or the selection process, to cancel this RFP, and to waive any informalities or irregularities in any Proposal or in the selection process, without liability, at any time.
- E. REQUIRED DOCUMENTS. The selection of any respondent, and the award of any contract, is dependent on the completion of the Professional Services Agreement and the receipt of the required Certificate of Insurance and applicable endorsements.
- F. PROPERTY OF TOWN. All Proposals shall become the property of the Town, will not be returned, and will become a public record.
- G. CONDUCT. Respondents are cautioned not to undertake any activities or actions to promote or advertise their submittals, other than discussions with Town staff as described in this RFP. After the release of this RFP, respondents are not permitted to make any direct or indirect contact with members the Town Council, Town staff, or media on the subject of this RFP, except in the course of Town-sponsored presentations. Violation of these rules is grounds for disqualification of the respondent.
- H. CONTRACT TERMS. By submitting a proposal, each respondent confirms that it has reviewed and accepts the terms and conditions of Attachment A subject to explicit proposed revisions identified in the Respondent’s proposal. No proposed changes shall be deemed accepted by the Town unless explicitly incorporated into the executed contract.
- I. DEBARMENT. A respondent may be disqualified, and must disclose to the Town, if the respondent or any of its principals are debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in any contract by any Federal department or agency.

ATTACHMENT A – EXAMPLE AGREEMENT
TOWN OF JOHNSTOWN
MASTER SERVICES AGREEMENT

THIS MASTER SERVICES AGREEMENT (the “Agreement”) is made and entered into this 1st day of January 2023 (the “Effective Date”) by and between the Town of Johnstown, Colorado, a Colorado home-rule municipal corporation (the “Town”) and _____, a _____ (“Contractor”) (collectively, the “Parties”).

RECITALS

WHEREAS, the Town desires to engage the services of Contractor and Contractor desires to provide those services more fully described on Exhibit A, attached hereto and incorporated herein by reference (“Services”), to the Town; and

WHEREAS, the Parties wish to memorialize their contractual relationship.

AGREEMENT

NOW, THEREFORE, incorporating the foregoing Recitals herein and in consideration of the mutual promises, agreements, undertakings and covenants set forth herein and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereby mutually agree as follows:

SECTION 1: PARTIES

1.01 Town. The Town is a home-rule municipal corporation located in Johnstown, Colorado.

1.02 Contractor. Contractor is a private, independent business entity who will exercise discretion and judgment of an independent contractor in the performance and exercise of its rights and obligations under this Agreement.

SECTION 2: SERVICES, COMPENSATION AND TERM

2.01 Services. Contractor agrees to perform the Services for the Town.

2.02 Term. Unless otherwise terminated in accordance with Section 5, the term of this Agreement shall be from the Effective Date through December 31, 2025 (“Term”) and shall automatically renew for three additional one-year terms unless otherwise terminated as provided herein (each a “Renewal Term”).

2.03 Compensation. In consideration of Contractor’s performance of the Services contemplated herein, the Town agrees to pay Contractor the sum of \$X,XXX.XX per month during the Term of this Agreement (“Monthly Payment”). For each Renewal Term, the Town agrees to pay Contractor the lesser of the Monthly Payment for the prior calendar year multiplied by: (a) 1.05, representing a five percent (5%) annual increase or (ii) a number equal to the percentage

increase in the Consumer Price Index (“CPI”) over a 12 month period, calculated by using the most recently published CPI for the Denver-Boulder Metropolitan Area published by the Bureau of Labor Statistics of the United States Department of Labor.

2.04 Monthly Invoices: Contractor shall submit monthly invoices to the Town. The Town shall provide payment for Services to Contractor within thirty (30) days of receipt of the invoice. In its discretion, the Town may withhold payment for disputed portions of invoices on the condition that the Town provides written notice to Contractor of the dispute. Upon delivery of notice, the Town and Contractor shall promptly endeavor to resolve such dispute.

2.05 Expenses: Contractor shall not incur any expense or debt on behalf of the Town without the Town’s prior written authorization.

SECTION 3: OPERATIONS

3.01 Contractor Status. Contractor avers that it has the background, expertise and education to provide the Services. Contractor shall be responsible for the proper performance of the Services in accordance with the terms hereof. Contractor shall obtain the necessary permits, if any, and maintain all required licenses, including but not limited to a Town business license.

3.02 Schedule. Unless otherwise set forth in Exhibit A, Contractor shall provide the Services in accordance with the timeline requested by the Town.

SECTION 4: INSURANCE AND INDEMNITY PROVISIONS

4.01 Insurance.

A. Contractor understands and agrees that Contractor shall have no right of coverage under any existing or future Town comprehensive or personal injury liability insurance policies. As a material term of this Agreement, Contractor agrees to maintain and keep in force during the term of this Agreement one or more policies of insurance written by one or more responsible insurance carrier(s) authorized to do business in the State of Colorado in the following amounts:

1. Workers’ compensation insurance as required by law;
2. Commercial general or business liability insurance with minimum combined single limits of ONE MILLION DOLLARS (\$1,000,000.00) each occurrence and TWO MILLION DOLLARS (\$2,000,000.00) general aggregate;
3. Automobile liability insurance with minimum combined single limits for bodily injury and property damage of not less than ONE MILLION DOLLARS (\$1,000,000) for any one occurrence, with respect to each of Contractor’s owned, hired or non-owned vehicles assigned to or used in performance of the Services. In the event that Contractor’s insurance does not cover non-owned automobiles, the requirements of this paragraph shall be met by each employee of Contractor who utilizes an automobile in providing services to Town under this Agreement; and
4. Professional liability insurance with minimum limits of ONE MILLION

DOLLARS (\$1,000,000.00) each claim and TWO MILLION DOLLARS (\$2,000,000.00) general aggregate.

B. Contractor shall procure and maintain the minimum insurance coverages listed herein. All coverages shall be continuously maintained to cover all liability, claims, demands and other obligations assumed by Contractor pursuant to this Agreement. In the case of any claims-made policy, the necessary retroactive dates and extended reporting periods shall be procured to maintain such continuous coverage. The Town shall have the right to request and receive a certified copy of any policy and any endorsement thereto. Except for workers compensation insurance, the Town shall be listed as an additional insured party on Contractor's insurance policies.

C. A certificate of insurance shall be completed by Contractor's insurance agent(s) as evidence that policies providing the required coverages, conditions and minimum limits are in full force and effect, and, upon request by the Town, shall be subject to review and approval by the Town. The certificate shall identify this Agreement and shall provide that the coverages afforded under the policies shall not be canceled, terminated or materially changed until at least thirty (30) days prior written notice has been given to Town. If the words "endeavor to" appear in the portion of the certificate addressing cancellation, those words shall be stricken from the certificate by the agent(s) completing the certificate. The completed certificate of insurance shall be provided to the Town.

4.02 Damage and Indemnity. Contractor assumes full responsibility for any and all damages caused by Contractor's exercise of its activities, or failures to act, under this Agreement. Contractor agrees that it will at all times protect, defend, indemnify and hold harmless the Town, its elected officials, employees, agents, and their successors and assigns, from and against all liabilities, losses, claims, demands, actions and costs (including reasonable attorneys' fees), arising from or related to loss or damage to property or injury to or death to any persons arising from or resulting in any manner from the actions or failures to act of Contractor or any invitees, guests, agents, employees or subcontractors of Contractor, whether brought by any of such persons or any other person.

SECTION 5: TERMINATION

5.01 Termination. Either the Town or the Contractor may terminate this Agreement, with or without cause, by providing sixty (60) days prior written notice to the other Party. Notwithstanding the foregoing, if the Town terminates this Agreement for cause and determines that a notice period is not in the best interests of the Town, the Town may terminate this Agreement by providing written notice to Contractor effective immediately.

SECTION 6: INDEPENDENT CONTRACTOR

6.01 Independent Contractor. Contractor understands and agrees that Contractor is an independent contractor and not an employee of the Town. The Town shall not provide benefits of any kind to Contractor. The Town shall not be responsible for withholding any portion of Contractor's compensation for the payment of Federal Insurance Contributions Act (FICA) tax, workers' compensation, or other taxes or benefits. CONTRACTOR IS NOT ENTITLED TO UNEMPLOYMENT COMPENSATION COVERAGE FROM THE TOWN. CONTRACTOR IS

OBLIGATED TO PAY FEDERAL AND STATE INCOME TAX ON MONEYS PAID PURSUANT TO THIS AGREEMENT. As long as there is not a conflict of interest with the Town, Contractor may engage in any other lawful business activities during the term of this Agreement.

SECTION 7: NOTICE

7.01 Notices. All notices required under this Agreement shall be in writing and shall be: 1) hand-delivered; 2) sent by registered or certified mail, return receipt requested, postage prepaid, to the addresses of the Parties herein set forth; or 3) sent by electronic mail (“email”) return receipt or written acknowledgment requested and received. All notices by hand-delivery shall be effective upon receipt. All notices by mail shall be considered effective seventy-two (72) hours after deposit in the United States mail with the proper address as set forth below. All notices by email shall be effective upon acknowledgment of receipt by the intended recipient. Either party, by notice to be given, may change the address to which future notices shall be sent.

TO THE TOWN:
Town of Johnstown
Attn: Town Clerk
450 S. Parish Avenue
P.O. Box 609
Johnstown, CO 80534
Email: notices@johnstownco.gov

TO CONTRACTOR:
[CONTRACTOR NAME]
[CONTRACTOR ADDRESS]
[CONTRACTOR EMAIL]

SECTION 8: MISCELLANEOUS

8.01 Time. Time is of the essence of this Agreement and of each covenant hereof.

8.02 Non-Appropriation of Funds. Pursuant to Section 29-1-110, C.R.S., as amended, financial obligations of the Town payable as set forth herein, after the current fiscal year, are contingent upon funds for that purpose being budgeted, appropriated and otherwise made available. This Agreement shall be terminated effective January 1 of the first fiscal year for which funds are not budgeted and appropriated.

8.03 Laws and Regulations. In the conduct of the Services, Contractor shall comply with all applicable laws, rules and regulations, and the directives or instructions issued by the Town or its designated representatives.

8.04 Assignment; Third Party Rights. Contractor may not assign, delegate or subcontract any part of its rights, duties or obligations under this Agreement. The Parties do not intend to confer any benefit hereunder on any person or entity other than the Parties hereto.

8.05 Amendment. This Agreement may not be amended or modified except by a subsequent written instrument signed by the Parties. Course of performance, no matter how long, shall not constitute an amendment to this Agreement.

8.06 Severability. If any part, term or provision of this Agreement is declared unlawful or unenforceable, the remainder of this Agreement shall remain in full force and effect, except that, in the event any state or federal governmental agency or court determines that the relationship between the Town and Contractor is one of employment rather than independent contractor, this Agreement shall become null and void in its entirety.

8.07 Waiver. No consent or waiver, express or implied, by the Town to or of any breach or default by Contractor in the performance by Contractor of its obligations hereunder shall be deemed or construed to be a consent or waiver to or of any other breach or default by the Town. Failure on the part of the Town to complain of any act or failure to act or to declare Contractor in default, irrespective of how long such failure continues, shall not constitute a waiver by the Town of its rights hereunder.

8.08 Governmental Immunity. The Parties agree that the Town is relying on, and does not waive or intend to waive by any provision of the Agreement, the monetary limitations or any other rights, immunities, and protections provided by the Colorado Governmental Immunity Act, §§ 24-10-101 *et seq.*, C.R.S., as amended from time, or otherwise available to the Town, its elected officials, employees or agents.

8.09 Applicable Law and Venue. This Agreement shall be construed according to the laws of the State of Colorado. Venue for any claim, proceeding or action arising out of this Agreement shall be in Weld County, State of Colorado.

8.10 Mediation. In the event of any dispute arising under this Agreement, except in the case of an action for injunctive relief, the Parties shall submit the matter to mediation prior to commencing legal action and shall share equally in the cost of the mediation.

8.11 Costs and Attorney's Fees. If any judicial proceedings may hereafter be brought to enforce any of the provisions of this Agreement, the Town, if the prevailing party, shall be entitled to recover the costs of such proceedings, including reasonable attorney's fees and reasonable expert witness fees.

8.12 Entire Agreement. The provisions of this Agreement represent the entire and integrated agreement between the Town and Contractor and supersede all prior negotiations, representations and agreements, whether written or oral.

8.13 Public Official Personal Liability. Nothing herein shall be construed as creating any personal liability on the part of any elected official, employee or agent of the Town.

8.14 No Presumption. Each Party acknowledges that it has carefully read and reviewed the terms of this Agreement. Each Party acknowledges that the entry into and execution of this Agreement is of its own free and voluntary act and deed, without compulsion. Each Party acknowledges that it has obtained, or has had the opportunity to obtain, the advice of legal counsel of its own choosing in connection with the negotiation and execution of this Agreement and with respect to all matters set forth herein. The Parties agree that this Agreement reflects the joint

drafting efforts of all Parties and in the event of any dispute, disagreement or controversy arising from this agreement, the Parties shall be considered joint authors, and no provision shall be interpreted against any Party because of authorship.

8.15 Controlling Document. In the event of a conflict between the provisions in this Agreement and Exhibit A, the provisions in this Agreement shall control.

8.16 Headings. The headings in this Agreement are inserted only for the purpose of convenient reference and in no way define, limit or prescribe the scope or intent of this Agreement or any part thereof.

8.17 Counterparts. This Agreement may be executed in counterparts, each of which shall be an original, but all of which, together, shall constitute one and the same instrument.

[Remainder of page intentionally left blank.]

IN WITNESS WHEREOF, the parties have executed this Agreement on the date first written above.

TOWN OF JOHNSTOWN, COLORADO

ATTEST:

By: _____
Meghan Martinez, Town Clerk

By: _____
Matthew LeCerf, Town Manager

CONTRACTOR

By: _____
Name:
Title:

STATE OF COLORADO)
COUNTY OF WELD) ss
)

SUBSCRIBED AND SWORN to before me this _____ day of _____, 2024, by
_____ as the _____ of _____.

WITNESS my hand and official seal.

My commission expires: _____

Notary Public

EXHIBIT A - SERVICES

Scope of Work

These requirements apply to all buildings in the RFP (Public Works Building, Senior Center, Town Hall, Police Department, Police Department Substation).

Daily

1. COMMON AREAS

a) Refuse Containers

- Empty Containers/Replace Liners - All refuse containers shall be completely emptied and a clean, appropriately sized liner installed. If liner is clean and not torn, it does not need to be replaced.
- Wipe Clean Containers – Containers shall be damp wiped clean to remove stains, smudges and dried refuse.
- Recycling Containers – Recycling containers for all recyclables are to be emptied into a large, area bin.
- Area Recycling Bins – Checked to determine level of bin and empty into dumpster if need be.

b) Clean & Disinfect

- Handles & Handrails – Clean and disinfect door handles and handrails.
- Drinking Fountains – Fountains are to be disinfected and free of water spots, stains and smudges.

c) Furniture

- Placement – Furniture, chairs, refuse and recycling containers are to be placed back in their appropriate places.
- Damp Wipe – Non-porous furniture shall be damp wiped with disinfectant to remove stains, smudges and dried refuse.
- Vacuum – Upholstered furniture shall be vacuumed, clean, and debris free.

d) Windows, Glass & Blinds

- Clean Entry Glass – Entry glass shall be clean and streak free, inside and out to head height (six feet high).

e) Carpet

- Vacuum Carpet – Carpeted areas of lobbies, hallways, corridors, dining rooms, entrances, entry mats and offices are to be vacuumed dirt free. Furnishings (chairs and waste baskets, etc.) are to be returned to their original locations after vacuuming.

f) Hard Surface Flooring

- Sweep Flooring– Hard surface flooring shall be swept so as to leave floor in a dirt (dust) free state.
- Damp Mop Flooring – Hard surface floor surfaces shall be damp mopped using a neutral floor cleaner.

- g) Stairs
 - Sweep Stairs – Stairs and landings shall be swept with a broom so as to leave the floor in a dirt (dust) free state.
 - Mop Stairs – All stairwells shall be mopped to remove spills.

2. OFFICE AREAS

- a) Refuse containers
 - Empty Containers/Replace Liners - All refuse containers shall be completely emptied and a clean, appropriately sized liner installed. If liner is clean and not torn, it does not need to be replaced.
 - Wipe Clean Containers – Containers shall be damp wiped clean to remove stains, smudges and dried refuse.
 - Recycling Containers – Recycling containers for all recyclables are to be emptied into large, area recycling bin.
 - Area Recycling Bins – Checked to determine level of bin and empty into dumpster if need be.
- b) Clean & Disinfect
 - Handles & Handrails – Clean and disinfect door handles and handrails.
- c) Furniture
 - Placement – Furniture, chairs, refuse and recycling containers are to be placed back in their appropriate places.
 - Damp Wipe – Non-porous furniture shall be damp wiped with disinfectant to remove stains, smudges and dried refuse. Items located on work surface shall not be disturbed.
- d) Windows, Glass & Blinds
 - Clean Entry Glass – Entry glass shall be clean and streak free, inside building to head height (six feet high).
- e) Carpet
 - Vacuum Carpet – Carpeted areas of lobbies, hallways, corridors, entrances, entry mats and offices are to be vacuumed dirt free. Furnishings (chairs and wastebaskets, etc.) are to be moved and returned to their original locations after vacuuming.
- f) Hard Surface Flooring
 - Sweep Flooring- Hard surface flooring shall be swept so as to leave floor in a dirt (dust) free state.
 - Damp Mop Flooring – Hard surface floor surfaces shall be damp mopped using a neutral floor cleaner.

3. KITCHEN AREAS

- a) Refuse Containers
 - Empty Containers/Replace Liners - All refuse containers shall be completely emptied and a clean, appropriately sized liner installed. If liner is clean and not torn, it does not need to be replaced.
 - Wipe Clean Containers – Containers shall be damp wiped clean to remove stains, smudges and dried refuse.

- Recycling Containers – Recycling containers for all recyclables are to be emptied into large, area bin and a clean, appropriately sized liner installed if needed.
 - Area Recycling Bins – Checked to determine level of bin and empty into dumpster if need be.
- b) Clean & Disinfect
- Handles & Handrails – Clean and disinfect door handles and handrails.
 - Sinks & Drinking Fountains – Surfaces are to be disinfected and free of water spots, stains and smudges.
- c) Furniture
- Placement – Furniture, chairs, refuse and recycling containers are to be placed back in their appropriate places.
 - Damp Wipe – Non-porous furniture shall be damp wiped with disinfectant to remove stains, smudges and dried refuse. Items located on surface shall not be disturbed.
- d) Carpet
- Vacuum Carpet – Carpeted areas of lobbies, hallways, corridors, entrances, entry mats and offices are to be vacuumed dirt free. Furnishings (chairs and wastebaskets, etc.) are to be moved and returned to their original locations after vacuuming.
- e) Hard Surface Flooring
- Sweep Flooring – Hard surface flooring shall be swept so as to leave floor in a dirt (dust) free state.
 - Damp Mop Flooring – Hard surface floor surfaces shall be damp mopped using a disinfectant cleaner.

4. FITNESS ROOMS

- a) Refuse Containers
- Empty Containers/Replace Liners – All refuse containers shall be completely emptied and a clean, appropriately sized liner installed. If liner is clean and not torn, it does not need to be replaced.
 - Wipe Clean Containers – Containers shall be damp wiped clean to remove stains, smudges and dried refuse.
 - Recycling Containers – Recycling containers for all recyclables are to be emptied and a clean, appropriately sized liner installed if needed.
 - Area Recycling Bins – Checked to determine level of bin and empty into dumpster if need be.
 - Clean & Disinfect Waste Receptacles – Containers shall be cleaned and disinfected so as to remove stains, smudges and dried refuse
- b) Clean & Disinfect
- Handles & Handrails – Clean and disinfect door handles and handrails.
 - Drinking Fountains – Fountains are to be disinfected and free of water spots, stains and smudges.
- c) Glass & Mirrors
- Clean Entry Glass – Entry glass shall be clean and streak free, inside building to head height (six feet high).

- Mirror Cleaning – Mirrors to be cleaned with a glass cleaner to leave glass in spot free, streak free condition

d) Flooring

- Sweep Rubber Floors – Resilient rubber flooring shall be vacuumed or swept so as to leave the floor in a dirt (dust) free state.
- Damp Mopping Rubber Flooring – Resilient floor surfaces shall be damp mopped to remove any dirt or spills. Scuff marks or stains are not expected to be removed with damp mopping.
- Sweep Hardwood Flooring – Hardwood floor surfaces shall be swept with a broom or dust mopped as to leave the floor in a dirt (dust) free state.
- Damp Mopping Hardwood Flooring – Hardwood floor surfaces shall be damp mopped to remove any dirt or spills. Scuff marks are not to be removed with damp mopping.

5. RESTROOMS, LOCKER ROOMS, HOLDING CELLS

a) Refuse Containers

- Empty Containers/Replace Liners - All refuse containers shall be completely emptied and a clean, appropriately sized liner installed. If liner is clean and not torn, it does not need to be replaced.
- Wipe Clean Containers – Containers shall be damp wiped clean to remove stains, smudges and dried refuse.
- Recycling Containers – Recycling containers for all recyclables are to be emptied and a clean, appropriately sized liner installed if needed.

b) Clean & Disinfect

- Handles, Handrails, Benches & Hard Surfaces – Clean and disinfect door handles, handrails, holding cell seating and hard surfaces.
- Drinking Fountains – Fountains are to be disinfected and free of water spots, stains and smudges.

c) Restroom Fixtures

- Restocking Dispensers – Restroom dispensers (paper towel, seat covers, toilet paper, soap, etc.) are to be checked daily. Dispensers shall be filled as needed or as directed by Public Works Director. Paper rolls shall only be replaced when totally empty, not when paper partially remaining.
- Clean Dispensers, Walls and Partitions – Clean dispensers, walls and partitions to be free of soap scum, finger prints, dirt, smudges and graffiti.
- Clean and Disinfect Restroom Fixtures – Clean and disinfect all porcelain and stainless steel sinks, faucets, counters, lockers, handles, toilets, flush urinals, and ensure urinal partitions to be free of deposits, stains, soap and odors.
- Clean and Disinfect Fixture Exteriors – Fixtures (sinks, faucets, toilets, and urinals) exteriors, undersides, and bases are to be cleaned and disinfected with an appropriate cleaner as to remove any deposits which may occur.
- Clean and Polish Chrome and Stainless Steel – Plumbing fixtures are to be cleaned and polished so as to product a shiny, fingerprint free appearance.

d) Mirrors

- Mirror Cleaning – Mirrors to be cleaned with a glass cleaner to leave glass in spot free, streak free condition

- e) Floor Drains
 - Flush Drains – No more than one gallon of water to be poured down drain to prevent drying out and eliminate odors.
- f) Hard Surface Flooring
 - Sweep Flooring- Hard surface flooring shall be swept so as to leave floor in a dirt (dust) free state. Materials being swept up shall not be swept into the floor drains.
 - Damp Mop Flooring – Hard surface flooring shall be damp mopped using a disinfectant.
- g) Shower Facilities
 - Clean and Disinfect Shower Stalls – Shower stalls and mats to be cleaned and disinfected to be free of deposits, stains and soap scum.
- h) Holding Cells
 - Clean and Disinfect Holding Cells – All surfaces of holding cells to be cleaned and disinfected to be free of deposits, stains and scum.

6. CONFERENCE ROOMS, COUNCIL CHAMBERS

- a) Refuse Containers
 - Empty Containers/Replace Liners - All refuse containers shall be completely emptied and a clean, appropriately sized liner installed. If liner is clean and not torn, it does not need to be replaced.
 - Wipe Clean Containers – Containers shall be damp wiped clean to remove stains, smudges and dried refuse.
 - Recycling Containers – Recycling containers for all recyclables are to be emptied and a clean, appropriately sized liner installed if needed.
 - Area Recycling Bins – Checked to determine level of recyclables and emptied into dumpster if need be.
- b) Clean & Disinfect
 - Handles & Handrails – Clean and disinfect door handles and handrails.
 - Drinking Fountains –Fountains are to be disinfected and free of water spots, stains and smudges.
- c) Furniture
 - Placement – Furniture, chairs, refuse and recycling containers are to be placed back in their appropriate places.
 - Damp Wipe – Non-porous furniture shall be damp wiped with disinfectant to remove stains, smudges and dried refuse. Items located on surface shall not be disturbed.
- d) Windows, Glass & Blinds
 - Clean Entry Glass – Entry glass shall be clean and streak free, inside building to head height (six feet high).
- e) Carpet
 - Vacuum Carpet – Carpeted areas of lobbies, hallways, corridors, entrances, entry

mats and offices are to be vacuumed dirt free. Furnishings (chairs and wastebaskets, etc.) are to be moved and returned to their original locations after vacuuming.

- f) Hard Surface Flooring
 - Sweep Flooring- Hard surface flooring shall be swept so as to leave floor in a dirt (dust) free state.
 - Damp Mop Flooring – Hard surface floor surfaces shall be damp mopped using a neutral floor cleaner.

Every Other Week

1. COMMON AREAS

- a) Clean & Disinfect
 - Doors, Walls and Frames – Remove finger marks, furniture rubs, and scuff marks from walls, doors, frames, and kick plates.
 - Glass, Sills and Blinds – Interior glass shall be clean and streak free, inside building. Blinds and sills shall be dusted so as to remove dust and spider webs above head height (above six feet high).
 - Vacuum – Upholstered furniture shall be vacuumed, clean, and debris free.

2. OFFICE AREAS

- a) Refuse containers
 - Clean & Disinfect Waste Receptacles – Containers shall be cleaned and disinfected so as to remove stains, smudges and dried refuse.
- b) Clean & Disinfect
 - Doors, Walls and Frames – Remove finger marks, furniture rubs, and scuff marks from walls, doors, frames, and kick plates.
 - Glass, Sills and Blinds – Interior glass shall be clean and streak free, inside building. Blinds and sills shall be dusted so as to remove dust and spider webs above head height (above six feet high).
 - Vacuum – Upholstered furniture shall be vacuumed, clean, and debris free.

3. KITCHEN AREAS

- a) Refuse Containers
 - Clean & Disinfect Waste Receptacles – Containers shall be cleaned and disinfected so as to remove stains, smudges and dried refuse
- b) Clean & Disinfect
 - Doors, Walls and Frames – Remove finger marks, furniture rubs, and scuff marks from walls, doors, frames, and kick plates.

4. FITNESS ROOMS

- a) Refuse Containers
 - Clean & Disinfect Waste Receptacles – Containers shall be cleaned and disinfected so as to remove stains, smudges and dried refuse
- b) Clean & Disinfect
 - Doors, Walls and Frames – Remove finger marks, furniture rubs, and scuff marks from walls, doors, frames, and kick plates.

5. RESTROOMS AND LOCKER ROOMS

- a) Refuse Containers
 - Clean & Disinfect Waste Receptacles – Containers shall be cleaned and disinfected so as to remove stains, smudges and dried refuse
- b) Clean & Disinfect
 - Doors, Walls and Frames – Remove finger marks, furniture rubs, and scuff marks from walls, doors, frames, and kick plates.

6. CONFERENCE ROOMS AND COUNCIL CHAMBERS

- a) Refuse Containers
 - Clean & Disinfect Waste Receptacles – Containers shall be cleaned and disinfected so as to remove stains, smudges and dried refuse
- b) Clean & Disinfect
 - Doors, Walls and Frames – Remove finger marks, furniture rubs, and scuff marks from walls, doors, frames, and kick plates.
 - Glass, Sills and Blinds – Interior glass shall be clean and streak free, inside building. Blinds and sills shall be dusted so as to remove dust and spider webs above head height (above six feet high).
 - Vacuum – Upholstered furniture shall be vacuumed, clean, and debris free.

Quarterly

1. COMMON AREAS

- a) Dusting
 - High Dusting: Vents, Grills, Lighting, Etc. – High dusting constitutes anything over 6' from the floor including vents, grills, exhaust fans, light fixtures, clocks, and door frames.
 - Horizontal Surfaces – Window ledges and other similar surfaces are to be kept dust free.

2. OFFICE AREAS

- a) Dusting
 - High Dusting: Vents, Grills, Lighting, Etc. – High dusting constitutes anything over 6' from the floor including vents, grills, exhaust fans, light fixtures, clocks, and door frames.
 - Horizontal Surfaces – Window ledges, light fixtures, picture frames, and the like

are to be kept dust free.

3. KITCHEN AREAS

a) Dusting

- High Dusting: Vents, Grills, Lighting, Etc. – High dusting constitutes anything over 6' from the floor including vents, grills, exhaust fans, light fixtures, clocks, and door frames.
- Horizontal Surfaces – Window ledges, light fixtures, picture frames, and the like are to be kept dust free.

4. FITNESS ROOMS

a) Dusting

- High Dusting: Vents, Grills, Lighting, Etc. – High dusting constitutes anything over 6' from the floor including vents, grills, exhaust fans, light fixtures, clocks, and door frames.
- Horizontal Surfaces – Window ledges, light fixtures, picture frames, and the like are to be kept dust free.

5. RESTROOMS AND LOCKER ROOMS

a) Dusting

- High Dusting: Vents, Grills, Lighting, Etc. – High dusting constitutes anything over 6' from the floor including vents, grills, exhaust fans, light fixtures, clocks, and door frames.
- Horizontal Surfaces – Window ledges, light fixtures, picture frames, and the like are to be kept dust free.

6. CONFERENCE ROOMS AND COUNCIL CHAMBERS

a) Dusting

- Horizontal Surfaces – Window ledges, light fixtures, picture frames, and the like are to be kept dust free.

For Every Other Week and Quarterly services, Contractor to report to Public Works Director the schedule of when these activities will be performed.

Extra / On Call Services

Top Scrub and Recoat Hard Surface Flooring

Strip and Wax Hard Surface Flooring

Spot Cleaning Carpet

Spot Cleaning Upholstered Furniture

Holiday Service to restock restrooms and empty trash in Police Department

Extra Weekend Service to restock restrooms and empty trash in Police Department

Holiday Service to restock restrooms and empty trash in Police Department Substation

Extra Weekend Service to restock restrooms and empty trash in Police Department Substation

Holiday Service to restock restrooms and empty trash in Senior Center

Extra Weekend Service to restock restrooms and empty trash in Senior Center

Annual deep cleaning of all carpet surfaces of all buildings.

ATTACHMENT B – SAMPLE WORK ORDER

WORK ORDER

This Work Order and any exhibit or attachment are subject to and incorporates all terms and conditions of the Master Services Agreement dated [Click here to enter a date](#).

Contractor shall perform the following Services:

- ☐
- ☐
- ☐
- ☐

- Cost: \$ [Total Cost or Rate for Work Order](#)
- Completion Date: [Click here to enter a date or type number of days](#)

Contractor shall obtain approval from [Name](#) prior to any changes in scope.

[CONTRACTOR NAME](#)

TOWN OF JOHNSTOWN

Name, Title

Name, Title Based on Amount
Select Department

Date: _____

Date: _____

Recommended for approval:

Name, Title Based on Amount
Select Department



450 S. Parish Avenue
Johnstown, CO 80534
970-587-4664
JohnstownCO.gov

Town Council Agenda Communication

Agenda Date: April 21, 2025
Subject: Financial Audit - YMCA
Attachments: 1. Engagement Letter
Presented by: Matt LeCerf, Town Manager
Mitzi McCoy, Deputy Town Manager

Agenda Item Description:

An audit is a formal examination of an organization's financial records, transactions, and procedures, conducted to ensure accuracy, regulatory compliance, and overall financial integrity. While financial audits are typically routine, focusing on verifying that financial statements are fairly presented in accordance with accounting standards, forensic audits serve a different purpose. More investigative in nature, forensic audits are initiated in response to specific concerns—such as suspected fraud, mismanagement, or misuse of funds—and may ultimately be used in legal proceedings.

At the request of Council, Town staff reached out to multiple audit firms to explore the feasibility of conducting both financial and forensic audits of the YMCA facility. Initial outreach was made to five firms; however, only two expressed interest in participating—specifically in the forensic audit—and were open to further discussions regarding the existing agreement between the Town and the YMCA. Interest in conducting a financial audit was even more limited. This lack of response may be attributed in part to timing, as many firms are already heavily committed during this part of the year. Additionally, audit firms are often reluctant to undertake financial audits when one has already been completed by a qualified third party. The presence of concerns about potential fund mismanagement further complicates the willingness of firms to engage in such work.

In individual meetings with the two interested firms, Town staff reviewed each firm's proposed approach, scope of work, and cost estimates for conducting a forensic audit. The first firm proposed a “top-down” approach, beginning with a review of financial statements and narrowing focus to specific revenue line items based on direction from the Town. This method is more conservative, allowing the Town to retain control over the audit's scope and timeline, including the option to pause or terminate the engagement. The estimated cost for this approach is approximately \$20,000.

The second firm outlined a “bottom-up” methodology, involving a comprehensive review of all financial documentation provided by the YMCA. Rather than relying on input from the Town, the firm would independently reconstruct financial figures to identify discrepancies. This approach is more aggressive and investigative, and as a result, comes at a higher estimated cost of approximately \$35,000.

The Town also inquired whether either firm would be able to conduct a standard financial audit in addition to the forensic work. The firm offering the top-down approach does not perform traditional financial audits. The firm proposing the bottom-up audit does provide such services, but it remains uncertain whether they would agree to take on that responsibility given the circumstances. It is important to note, that the Town's Agreement with the YMCA provides for an ...audit or have audited the YMCA's operations during such Facility Fiscal Year and the YMCA shall cooperate with any such audit by promptly making its financial records... It may be reasonably argued that this language suggests a deeper evaluation and form of audit rather than explicitly calling out a financial audit. The Town's Attorney contacted legal counsel from the YMCA and their preference at this time is to keep with the 3 year audit as provided in the contractual agreement. Furthermore, they have offered to make available the financial audits from previous years. The challenge with the historical audits is that they are auditing the entire NOCO YMCA and not exclusively and independently the Johnstown YMCA.

In a separate effort, Town staff contacted its current audit firm to assess interest in conducting a new financial audit. However, as noted earlier, audit firms are typically hesitant to engage in follow-up audits if a previous one has been completed by a qualified third party. This hesitancy is especially pronounced when there are outstanding concerns about the misallocation or redirection of funds.

For context, the cost of a typical financial audit for an entity of this size—using a sample-based approach—is \$25,000. It is Staff's recommendation, if you want to proceed at this time, that the firm to use would be the second firm, Eide Bailly. An engagement letter is included as part of this correspondence for Council's consideration. Alternatively, Staff is available and can receive further direction from Council to ensure the Town's interests are safeguarded and its objectives achieved.

Strategic Plan Alignment:

Organizational Excellence & Public Trust

- Strengthen public trust and confidence
- Engage, inform and involve the community

Legal Advice:

Not Applicable

Financial Advice:

While not anticipated at this time, a budget amendment may be necessary based on future expenditures in this fiscal year.

Recommended Action:

Staff recommends proceeding with Eide Bailly based on the engagement letter presented this evening.

Suggested Motions:

For Approval: I move to authorize the execution of the engagement letter as proposed by Eide Bailly and perform the forensic audit for the last three (3) fiscal years being 2022 - 2024.

For Denial: I move to deny the execution of the engagement letter presented and ask staff to

provide additional alternatives as discussed this evening.

Reviewed and Approved for Presentation

A handwritten signature in blue ink, appearing to be 'W. J. C.', is written above a horizontal line.

Town Manager



April 10, 2025

Matt LeCerf
Town of Johnstown
450 South Parish
Johnstown, CO 80538

RE: FORENSIC ACCOUNTING CONSULTING SERVICES

This letter outlines the understanding of the terms and objectives of the consulting engagement between Eide Bailly LLP (Eide Bailly) and Town of Johnstown (you).

SCOPE OF ENGAGEMENT

We are engaged to provide forensic accounting consulting services. The services we are to provide include, and are limited to:

- Examine, document, and/or solicit records regarding the use of funds provided to the Johnstown YMCA by you for the time period of January 1, 2022, through December 31, 2024.
- Employ methodologies and procedures commonly used during a forensic accounting engagement to search for misuse or misappropriation of assets and cash.
- Communicate our findings to you (orally and/or in writing).

Should additional items surface during our engagement, we will only proceed after consultation with you.

Our engagement will be performed under the *Statements on Standards for Consulting and/or Forensic Services* issued by the American Institute of Certified Public Accountants (AICPA). We will not provide audit, review, compilation, or financial statement preparation services to any historical or prospective financial information or provide attestation services under the AICPA Statements on Standards for Attestation Engagements and assume no responsibility for any such information.

Our engagement will be conducted in accordance with forensic accounting techniques. Due to the hidden nature of fraud, we cannot provide assurances that fraud, if it exists, will be uncovered as a result of our engagement.

You understand that any written deliverables or other documents we may prepare are to be used only for the purpose of internal use associated with any findings discovered, as a result of our engagement. Such deliverables or other documents may not be published or used for any other purposes without our written consent. Any draft deliverables or calculations that we send to you prior to preparation of any final customized deliverable should be viewed as preliminary. You agree to accept the limiting conditions as listed in our deliverable and to the scope of the deliverable.

We may use third party service providers and/or affiliated entities (including Eide Bailly Shared Services Private Limited) (collectively, "service providers") in order to facilitate delivering our services to you. Our use of service providers may require access to client information by the service provider. We will take reasonable precautions to determine that they have the appropriate procedures in place to prevent the unauthorized release of confidential information to others. We will remain responsible for the confidentiality of client information accessed by such service provider and any work performed by such service provider, including those outside of the United States. You also agree that we may discuss this engagement with other partners or associates in our firm for the purpose of obtaining expertise, research materials or other matters essential to this engagement.

We agree to retain our work papers for a period of at least eight years from the date of our report.

You will provide us, as promptly as possible, all requested information and documentation reasonably deemed necessary or desirable by us in connection with the engagement. You represent and warrant that all information and documentation provided or to be provided to us is true, correct, and complete, to the best of your knowledge and belief. We are authorized to rely upon such information and documentation without independent investigation or verification.

During the course of the engagement, we will only provide confidential engagement documentation to you via Eide Bailly's secure portal or other secure methods, and request that you use the same or similar tools in providing information to us. Should you choose not to utilize secure communication applications, you acknowledge that such communication contains a risk of the information being made available to unintended third parties. Similarly, we may communicate with you or your personnel via e-mail or other electronic methods, and you acknowledge that communication in those mediums contains a risk of misdirected or intercepted communications.

Should you provide us with remote access to your information technology environment, including but not limited to your financial reporting system, you agree to (1) assign unique usernames and passwords for use by our personnel in accessing the system and to provide this information in a secure manner; (2) limit access to "read only" to prevent any unintentional deletion or alteration of your data; (3) limit access to the areas of your technology environment necessary to perform the procedures agreed upon; and (4) disable all usernames and passwords provided to us upon the completion of procedures for which access was provided. We agree to only access your technology environment to the extent necessary to perform the identified procedures.

TIMELINE

We will begin our procedures upon acceptance of this engagement agreement. If delays are experienced in receiving information, the delivery of the deliverable will be delayed accordingly. Should we experience difficulties in these areas we will inform you promptly and discuss the effect on our timetable with you.

FEES

Eide Bailly is dedicated to professionalism and service to our clients. While professional fees should be reasonable, they must be representative of the professional quality of the services to be provided. Our fees are based upon the amount of time required to complete the assignment and the level of personnel assigned. The fees for our forensic accounting services will be as follows: \$450/hour for partners/directors/senior managers, \$350/hour for managers and \$250/hour for associates/staff. Our fees will not exceed **\$35,000**, inclusive of out-of-pocket costs and technology fees, unless approved by you. If you request that we issue a deliverable or provide additional services, we will be paid in full in advance for our total estimated time and expenses for the completion of such deliverable and services.

Our fee is not contingent upon the final results, and we do not warrant or predict results or final developments in this matter.

In addition to the professional fees listed above, you will be billed for actual out-of-pocket expenses as incurred. Expenses to be reimbursed to us include, but are not limited to: travel, lodging, food, and administrative charges. We anticipate administrative charges will be minimal, if any. Automobile mileage will be reimbursed at the current GSA rate. Travel time will be charged at half the standard hourly rates identified. In addition to out-of-pocket expenses, you will be billed a technology fee of five percent (5%) of the professional fees. Due to inflation or other cost-of-living increases, hourly rates may increase slightly annually. One-month advance notice will be provided of any rate changes.

The ability to perform and complete our engagement depends upon the quality of your underlying accounting and financial records and the timeliness of your personnel in providing information and responding to our requests. To assist with this process, we will provide you with a document request list that identifies the information we will require to perform our engagement. Failure to provide this information in an accurate and timely manner may result in an increase in our fees and/or a delay in the completion of our engagement.

We may be requested to make certain engagement documentation available to outside parties, including regulators, pursuant to authority provided by law or regulation or applicable professional standards. If requested, access to such engagement documentation will be provided under the supervision of Eide Bailly's personnel. Furthermore, upon request, we may provide copies of selected engagement documentation to the outside party, who may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies. We will be compensated for any time and expenses, including time and expenses of legal counsel, we may incur in making such engagement documentation available or in conducting or responding to discovery requests or participating as a witness or otherwise in any legal, regulatory, or other proceedings as a result of our Firm's performance of these services. You and your attorney will receive, if lawful, a copy of every subpoena we are asked to respond to on your behalf and will have the ability to control the extent of the discovery process to control the costs you may incur.

In accordance with our firm policies, work may be suspended if your account becomes 30 or more days overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination even if we have not completed our deliverable. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

You agree that we may disengage ourselves from this engagement for any reason. Should our relationship terminate before our procedures are completed and a deliverable issued, you will be billed for services to the date of termination. All bills are payable upon receipt. A service charge of 1% per month, which is an annual rate of 12%, will be added to all accounts unpaid 30 days after billing date. If collection action is necessary, expenses and reasonable attorney's fees will be added to the amount due.

MEDIATION

Any disagreement, controversy or claim arising out of or related to any aspect of our services or relationship with you (hereafter a "Dispute") shall, as a precondition to litigation in court, first be submitted to mediation. In mediation, the parties attempt to reach an amicable resolution of the Dispute with the aid of an impartial mediator. Mediation shall begin by service of a written demand. The mediator will be selected by mutual agreement. If we cannot agree on a mediator, one shall be designated by the American Arbitration Association ("AAA"). Mediation shall be conducted with the parties in person in Denver, Colorado. Each party will bear its own costs in the mediation. The fees and expenses of the mediator will be shared equally by the parties. Neither party may commence a lawsuit until the mediator declares an impasse.

LIMITED INDEMNITY

Eide Bailly and its partners, affiliates, officers and employees (collectively "Eide Bailly") shall not be responsible for any misstatements in the information provided to us to complete our engagement that we may fail to detect as a result of misrepresentations or concealment of information by any of our owners, directors, officers or employees. You shall indemnify and hold Eide Bailly harmless from any claims, losses, settlements, judgments, awards, damages and attorneys' fees arising from any such misstatement or concealment of information.

If through no fault of Eide Bailly we are named as a party to a dispute between you and a third party, you shall indemnify and hold Eide Bailly harmless against any losses, damages, settlements, judgments, awards, and the costs of litigation (including attorneys' fees) we incur in connection with the dispute.

Eide Bailly shall not be entitled to indemnification under this agreement unless the services were performed in accordance with professional standards in all material respects.

LIMITATION OF LIABILITY

The exclusive remedy available to you for any alleged loss or damages arising from or related to Eide Bailly's services or relationship with you shall be the right to pursue claims for actual damages that are directly caused by Eide Bailly's breach of this agreement or Eide Bailly's violation of applicable professional standards. In no event shall Eide Bailly's aggregate liability to you exceed two times fees paid under this agreement, nor shall Eide Bailly ever be liable to you for incidental, consequential, punitive or exemplary damages, or attorneys' fees.

TIME LIMITATION

You may not bring any legal proceeding against Eide Bailly unless it is commenced within twenty-four (24) months ("Limitation Period") after the date when we delivered our report, return, or other deliverable under this agreement to you, regardless of whether we do other services for you or that may relate to the engagement. The Limitation Period applies and begins to run even if you have not suffered any damage or loss, or have not become aware of a possible Dispute.

GOVERNING LAW AND VENUE

Any Dispute between us, including any Dispute related to the engagement contemplated by this agreement, shall be governed by Minnesota law. Any unresolved Dispute shall be submitted to a federal or state court located in Minneapolis, Minnesota.

ASSIGNMENTS PROHIBITED

You shall not assign, sell, barter or transfer any legal rights, causes of actions, claims or disputes you may have against Eide Bailly to any person.

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our engagement including our respective responsibilities.

We appreciate the opportunity to be of service to you.

Respectfully,



Douglas Cash, MBA, CFE, CFI, CFCI, CECFE
Senior Manager - Fraud & Forensic Advisory Services

Note the terms of this Agreement expire 30 days after the date upon it was issued, unless fully executed prior to that date.

RESPONSE:

This letter correctly sets forth our understandings.

Acknowledged and agreed on behalf of Town of Johnstown by:

Signature: _____

Title: _____

Date: _____

January 21, 2025

The regular meeting of the Glenn A. Jones, M.D. Memorial Library Board was called to order at 6:40 pm. Chad Young, Debi Sauer, Jenna Hall, Heather Farquhar, Sheryl Ballard and Director Kristi Plumb were in attendance.

The November 2024 minutes were approved. The financial reports for November and December were reviewed, ending with the approval of December as follows:

December beginning balance	\$ 271,124.86	Petty Cash beginning balance	\$ 2,205.01
Inflow	208,260.56		-0-
Outflow	437,108.09 (200,000 to CO Trust)		-0-
Ending balance	\$ 42,277.33		\$ 2,205.01

CO Trust: \$ 10,777,273.27

Treasurer's Report: Jenna moved to amend 2024 budget-increased Advertising (website) and Maintenance (parking lot), seconded by Sheryl and motion carries. The Denver Post is now \$600/year-will start to pay monthly and monitor usage.

Director's Report: Artist-in-Residence: December-Dania Laubach with American Girl Dolls. January-Savannah Row with projects from her Art Education journey.

Collections: December 2024 - 153.1 pounds and January 2025 - 200.6 pounds to Milliken Food Pantry.

Building: Missing shingles—mostly above the Makerspace roof - were repaired by North Colorado Roofing via Fransen Pittman. New shelving in the Library of Things and cabinetry in the Business Center by Tharp Cabinets have increased functionality.

Outreach: New visuals; sign, canopy, table covering. Have plans to increase visibility in communities. New policy written by Delka was reviewed. Chad motioned to approve the new policy and Heather seconded. Motion carries.

Feasibility Study and Community Assessment: Need to take a closer look at our service area's needs, trends, growth and demographics. ReThinking Libraries has been used by Eaton and Hudson with much success. Re-visit at the end of 2025 to consider budgeting for in 2026.

Milliken: After signing the lease January 2 and receiving the key January 7, the Design Advisory Group has been meeting and site investigations have been happening. Lawyer Stacey Shea has been a positive force-relentlessly keeping the legal wheels turning and producing results! Kristi received verbal okay to use the garage adjacent to the wood shop for storage of donated shelving and furniture. Community meeting to inform and allow public to preview plans was discussed. Kristi will approach Town of Milliken regarding snow removal and insurance. Lengthy discussion of proper name for Milliken....Jones Memorial Library with Milliken underneath was the consensus at this time.

Yellow House: Kristi has drafted an exploration letter which was discussed. She will re-work for review next meeting.

Staff: Lots of great candidates have applied for Kylie's position.

Meeting was adjourned at 9:15 pm. Next meeting will be February 18, 2025 at 6:30 pm.

November/December statistics: Johnstown—door count: 8423/9521	circulation—8225/7650
Milliken—door count: 386/297	circulation—446/341

Respectfully submitted, Sheryl Ballard - Secretary

JONES MEMORIAL LIBRARY CASH FLOW REPORT - JAN 2025			Y-T-D	2025 BUDGET		Notes
BEGINNING CHECKING BALANCE		\$ 42,277.33	\$ -	\$ 20,000.00	To Date	
INFLOWS	Donations/Grants	\$ 500.00	\$ 500.00	\$ 3,500.00		
	Interest	\$ 220.74	\$ 220.74	\$ 500,000.00		
	Misc Income	\$ 79.96	\$ 79.96	\$ 10,000.00		
	Investments	\$ -	\$ -	\$ 227,076.00		
	Town of Johnstown	\$ 231,259.16	\$ 231,259.16	\$ 2,023,124.00		\$62,665.48 2024 tax dist.
	High Plains Library District	\$ 22,500.00	\$ 22,500.00	\$ 1,375,300.00		\$22,500 Wember reimb.
INFLOWS TOTAL		\$ 254,559.86	\$ 254,559.86	\$ -		
TOTAL AVAILABLE FUNDS		\$ 296,837.19		\$ 4,159,000.00		
OUTFLOWS	Advertising/Website	\$ 3,487.00	\$ 3,487.00	\$ 50,000.00		
	Books -103	\$ 1,618.58	\$ 1,618.58	\$ 80,000.00	103	
	DVD/Audio -3	\$ 74.22	\$ 74.22	\$ 20,000.00	3	
	Library of Things	\$ 85.39	\$ 85.39	\$ 15,000.00		
	Collection Fees/Bad Debts	\$ -	\$ -	\$ 2,000.00		
	Computer Expenses	\$ -	\$ -	\$ 5,000.00		
	Equipment & Furniture	\$ 5,300.00	\$ 5,300.00	\$ 60,000.00		
	MakerSpace	\$ -	\$ -	\$ 10,000.00		
	Gifts Given	\$ 57.78	\$ 57.78	\$ 5,000.00		
	Investments	\$ -	\$ -	\$ -		
	Legal Fees/Consulting Fees	\$ 2,562.45	\$ 2,562.45	\$ 10,000.00		
	Maintenance/Building Exp.	\$ 2,581.79	\$ 2,581.79	\$ 200,000.00		
	Memberships/Licenses	\$ 179.00	\$ 179.00	\$ 2,500.00		
	Milliken Location	\$ 640.39	\$ 640.39	\$ 20,000.00		
	Outreach	\$ 47.58	\$ 47.58	\$ 10,000.00		
	Professional Enrichment	\$ -	\$ -	\$ 5,000.00		
	Programming	\$ 2,107.56	\$ 2,107.56	\$ 200,000.00		
	MakerSpace	\$ 493.75	\$ 493.75	\$ 15,000.00		
	Salaries/Benefits/Perks	\$ 177.23	\$ 177.23	\$ 1,000,000.00		
	Health Ins./Retirement	\$ -	\$ -	\$ 150,000.00		
	Subscriptions, Periodicals	\$ 15.45	\$ 15.45	\$ 7,500.00		
	Supplies, Janitorial	\$ 177.73	\$ 177.73	\$ 5,000.00		
	Supplies/Expenses, Library	\$ 533.43	\$ 533.43	\$ 15,000.00		
	Telephone	\$ 564.32	\$ 564.32	\$ 12,000.00		
	Utilities	\$ 3,941.15	\$ 3,941.15	\$ 60,000.00		
	Capital Improvements-MKN	\$ 9,500.00	\$ 9,500.00	\$ 2,000,000.00		
	Capital Improvements-JT	\$ -	\$ -	\$ 200,000.00		
	Transfer to petty cash	\$ -	\$ -	\$ -		
OUTFLOWS TOTAL		\$ 34,144.80	\$ 34,144.80	\$ 4,159,000.00		
ENDING CHECKING BALANCE		\$ 262,692.39				
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BEGINNING PETTY CASH BALANCE		\$ 2,105.01				
	Outreach	\$ -				
ENDING PETTY CASH BALANCE		\$ 2,105.01				
	<i>COLORADO TRUST INVESTMENT</i>		Y-T-D			
BEGINNING BALANCE		\$ 10,777,273.27				
	Dividend -4.5175%	\$ 41,423.76	\$ 41,423.76			
	<i>Contribution</i>	\$ -				
	<i>Withdrawal</i>	\$ -				
ENDING BALANCE		\$ 10,818,697.03		FUNDS IN RESERVE	\$	1,218,500.00

JONES MEMORIAL LIBRARY CASH FLOW REPORT - FEB 2025			Y-T-D	2025 BUDGET		Notes
BEGINNING CHECKING BALANCE		\$ 262,692.39	\$ -	\$ 20,000.00	To Date	
INFLOWS	Donations/Grants	\$ -	\$ 500.00	\$ 3,500.00		
	Interest	\$ 231.63	\$ 37,698.87	\$ 500,000.00		
	Misc Income	\$ 5.00	\$ 84.96	\$ 10,000.00		
	Investments	\$ -	\$ -	\$ 227,076.00		
	Town of Johnstown	\$ 168,593.68	\$ 399,852.84	\$ 2,023,124.00		\$62,665.48 2024 tax dist.
	High Plains Library District	\$ 4,714.50	\$ 27,214.50	\$ 1,375,300.00		\$22,500 Wember reimb.
INFLOWS TOTAL		\$ 173,544.81	\$ 465,351.17	\$ -		
TOTAL AVAILABLE FUNDS		\$ 436,237.20		\$ 4,159,000.00		
OUTFLOWS	Advertising/Website	\$ 2,629.00	\$ 6,116.00	\$ 50,000.00		
	Books - 186	\$ 2,736.82	\$ 4,355.40	\$ 80,000.00	289	
	DVD/Audio -1	\$ 5.00	\$ 79.22	\$ 20,000.00	4	
	Library of Things	\$ 445.38	\$ 530.77	\$ 15,000.00		
	Collection Fees/Bad Debts	\$ -	\$ -	\$ 2,000.00		
	Computer Expenses	\$ -	\$ -	\$ 5,000.00		
	Equipment & Furniture	\$ 286.99	\$ 5,586.99	\$ 60,000.00		
	MakerSpace	\$ 766.20	\$ 766.20	\$ 10,000.00		
	Gifts Given	\$ 162.71	\$ 220.49	\$ 5,000.00		
	Investments	\$ 250,000.00	\$ 250,000.00	\$ -		
	Legal Fees/Consulting Fees	\$ -	\$ 2,562.45	\$ 10,000.00		
	Maintenance/Building Exp.	\$ 6,664.85	\$ 9,246.64	\$ 200,000.00		
	Memberships/Licenses	\$ -	\$ 179.00	\$ 2,500.00		
	Milliken Location	\$ -	\$ 640.39	\$ 20,000.00		
	Outreach	\$ 1,513.41	\$ 1,560.99	\$ 10,000.00		
	Professional Enrichment	\$ 393.40	\$ 393.40	\$ 5,000.00		
	Programming	\$ 2,960.82	\$ 5,068.38	\$ 200,000.00		
	MakerSpace	\$ 532.76	\$ 1,026.51	\$ 15,000.00		
	Salaries/Benefits/Perks	\$ 2,054.38	\$ 2,231.61	\$ 1,000,000.00		
	Health Ins./Retirement	\$ -	\$ -	\$ 150,000.00		
	Subscriptions, Periodicals	\$ 12.76	\$ 28.21	\$ 7,500.00		
	Supplies, Janitorial	\$ -	\$ 177.73	\$ 5,000.00		
	Supplies/Expenses, Library	\$ 459.52	\$ 992.95	\$ 15,000.00		
	Telephone	\$ 607.95	\$ 1,172.27	\$ 12,000.00		
	Utilities	\$ 3,563.78	\$ 7,504.93	\$ 60,000.00		
	Capital Improvements-MKN	\$ 6,500.00	\$ 16,000.00	\$ 2,000,000.00		
	Capital Improvements-JT	\$ -	\$ -	\$ 200,000.00		
	Transfer to petty cash	\$ -	\$ -	\$ -		
OUTFLOWS TOTAL		\$ 282,295.73	\$ 316,440.53	\$ 4,159,000.00		
ENDING CHECKING BALANCE		\$ 153,941.47				
						Notes Page 318

BEGINNING PETTY CASH BALANCE		\$ 2,105.01				
	Outreach	\$ -				
ENDING PETTY CASH BALANCE		\$ 2,105.01				
	<i>COLORADO TRUST INVESTMENT</i>		Y-T-D			
BEGINNING BALANCE		\$ 10,818,697.03				
	Dividend - 4.4735%	\$ 37,246.50	\$ 78,670.26			
	<i>Contribution</i>	\$ 250,000.00				
	<i>Withdrawal</i>	\$ -				
ENDING BALANCE		\$ 11,105,943.53		FUNDS IN RESERVE	\$	1,218,500.00

February 18, 2025

The regular meeting of the Glenn A. Jones, M.D. Memorial Library Board was called to order at 6:35 pm. Chad Young, Debi Sauer, Jenna Hall, Heather Farquhar, Sheryl Ballard and Director Kristi Plumb were joined by Dan Spykstra from Wember. Dan updated architectural findings and code requirements for the MMS renovation.

The January minutes were approved. The January financial report was reviewed, and approved as follows:

January beginning balance	\$ 42,277.33	Petty Cash beginning balance	\$ 2,105.01
Inflow	254,559.86		-0-
Outflow	34,144.80		-0-
Ending balance	\$ 262,692.39		\$ 2,105.01

CO Trust: \$ 10,818,697.03

Director's Report: Artist-in-Residence: Judy Cunningham shares her vast collection of heart boxes.

Collections: 126.9 pounds to Milliken Food Pantry. 36 flags to VFW. 53 pairs of eyeglasses to Lion's Club.

Building: Floor behind circulation desk will be repaired by Berthoud Flooring on March 6th using our attic stock. Constant rolling of chairs for 5 years has damaged the floor and with back stock diminished, in another 5 years-alternate flooring will need to be explored.

Milliken/MMS: Original building plans have been located-clarifying structural codes. Required fire wall separating the school from the library will be designed and estimated. Kristi shared current design images and ideas. Claw foot bathtub is being donated. Name discussion continues, now with staff input. Vandalism caused \$3000 damage-library area has broken window-police report will be filed for entire building. Attorney Stacey Shae is reviewing contract with Studiotrope-hoping for February signing, along with Fransen Pittman contract. Comments from Attorney Shae regarding lease agreement were reviewed and discussed.

Staff: Welcome new employees Corinne Cranwell and Socorro Silerio! District Staff Day on February 28th - while libraries will be closed, staff will be touring Milliken/MMS with Studiotrope and returning to Johnstown for training, team building and Qdoba.

Summer Reading Program: **Color Our World** will be the 2025 theme and work has begun. Community partners; Candlelight Dinner Theater, Paradise Ice Cream and Millhaus Coffee have already committed to assist. Petting zoo, Magic Show and Foam party are scheduled.

Yellow House: Letter has been tweaked by Heather and Kristi and will be sent to Attorney Stacey Shae for review.

Meeting was adjourned at 8:55 pm. Next meeting will be March 18, 2025 at 6:30 pm.

January statistics: Johnstown: door count—9157	circulation—9531
Milliken: door count—311	circulation—411

Respectfully submitted, Sheryl Ballard - Secretary

Statement of Activities - Actual to Budget
YMCA of Northern Colorado
Johnstown YMCA - Including Childcare

Account Group Name	February 2025			YTD 2025			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	2025
Revenue							
Federated campaigns	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Special Events	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Related Organizations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Government Grants (Contributions)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Contributions	14,484.57	5,875.00	8,609.57	21,984.57	6,500.00	15,484.57	37,500.00
Noncash Contributions	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Program Revenue	99,670.49	103,816.33	(4,145.84)	187,144.34	196,677.55	(9,533.21)	1,315,986.99
Membership Revenue	129,770.15	141,221.59	(11,451.44)	253,760.96	276,531.18	(22,770.22)	1,657,002.08
Investment Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Rental Income	5,453.75	6,000.00	(546.25)	14,917.69	12,000.00	2,917.69	72,000.00
Sales of Assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Gaming	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sales of Inventory	390.02	0.00	390.02	699.21	0.00	699.21	0.00
Other Revenue	20.00	837.50	(817.50)	40.00	1,675.00	(1,635.00)	10,050.00
Revenue Allocations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenue	249,788.98	257,750.42	(7,961.44)	478,546.77	493,383.73	(14,836.96)	3,092,539.07
Expenses							
Salaries and Wages	133,280.96	128,062.25	5,218.71	243,234.91	253,527.67	(10,292.76)	1,729,442.71
Benefits	10,328.36	8,407.18	1,921.18	21,088.57	16,275.07	4,813.50	106,182.23
Payroll Taxes	13,350.81	13,457.64	(106.83)	25,601.24	26,822.60	(1,221.36)	167,766.58
Contracted Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Program Supplies & Expenses	6,394.58	3,705.08	2,689.50	13,935.68	8,848.34	5,087.34	62,340.05
Occupancy	34,497.07	61,701.06	(27,203.99)	80,975.22	122,441.88	(41,466.66)	728,785.40
Special Event Expenses	0.00	0.00	0.00	185.38	0.00	185.38	0.00
Advertising & Promotion	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fundraising Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Office Expenses	1,386.72	417.38	969.34	4,012.45	840.63	3,171.82	7,210.05
Technology	99.95	0.00	99.95	199.90	0.00	199.90	0.00
Travel & Related Expenses	75.00	187.50	(112.50)	184.88	525.00	(340.12)	2,400.00
Conferences & Training	329.27	137.51	191.76	364.27	275.02	89.25	4,150.12
Interest Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Organizational Dues	1,693.86	1,785.00	(91.14)	1,693.86	3,570.00	(1,876.14)	21,425.00
Insurance	0.00	2,620.00	(2,620.00)	0.00	11,645.00	(11,645.00)	29,988.00
Bad Debt	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Miscellaneous Expense	(30.00)	349.64	(379.64)	32.18	474.76	(442.58)	1,840.00
Depreciation	1,132.20	1,132.19	0.01	2,264.39	2,264.38	0.01	13,586.28
Intra Y Allocation	21,616.24	38,931.83	(17,315.59)	74,245.15	74,245.15	0.00	432,081.46
Reserve Contributions	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expenses	224,155.02	260,894.26	(36,739.24)	468,018.08	521,755.50	(53,737.42)	3,307,197.88
Change in Net Assets	25,633.96	(3,143.84)	28,777.80	10,528.69	(28,371.77)	38,900.46	(214,658.81)
Add Back Depreciation	1,132.20	1,132.19	0.01	2,264.39	2,264.38	0.01	13,586.28
Add back Interest	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Change in Net Assets	26,766.16	(2,011.65)	28,777.81	12,793.08	(26,107.39)	38,900.47	(201,072.53)
Johnstown Subsidy (a)	0.00	41,666.67	(41,666.67)	39,672.52	83,333.34	(43,660.82)	500,000.00
Change in Net Assets	26,766.16	39,655.02	(12,888.86)	52,465.60	57,225.95	(4,760.35)	298,927.47

(b) due to the 2024 financial performance, the 2025 subsidy invoiced at a decreased amount. February invoice still to be submitted and paid.

Johnstown QTR 1 2025 Summary

Row Labels	Count of Trip Date	Distinct Client
Adult Day Respite Care	73	2
Dental	2	1
Education	5	1
Employment	15	1
Grocery	10	3
Meal (Senior)	8	2
Medical	34	11
Personal	36	6
Senior Resources Service Connections	81	3
Therapy	39	3
Grand Total	303	19

VIA TRANSIT REPORT