



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

TOWN COUNCIL REGULAR MEETING

450 S. Parish, Johnstown, CO
Monday, January 06, 2025 at 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. Staff Introductions
2. Business of the Month

PUBLIC COMMENT

Members of the audience are invited to speak at the Council meeting. Public Comment is reserved for citizen comments on items not contained on the Public Hearing portion of the agenda. Citizen comments are limited to five (5) minutes per speaker. When several people wish to speak on the same position on a given item, they are requested to select a spokesperson to state that position.

CONSENT AGENDA

The Consent Agenda is a group of routine matters to be acted on with a single motion and vote. Council or staff may request an item be removed from the Consent Agenda and placed on the Regular Agenda for discussion.

- [3.](#) December 16, 2024 Town Council Meeting Minutes
- [4.](#) Resolution 2025-01 Designating the Public Places for Posting Notices Pursuant to C.R.S. 24-6-402(2)(c)
- [5.](#) Resolution No. 2025-02 - Authorizing a Grant from the General Fund to the Water Utility Enterprise
- [6.](#) December 2024 List of Bills

TOWN MANAGER REPORT

- [7.](#) Town Manager's Report

TOWN ATTORNEY REPORT

OLD BUSINESS

NEW BUSINESS

The Community that Cares

PUBLIC HEARING

COUNCIL REPORTS AND COMMENTS

MAYOR'S COMMENTS

INFORMATIONAL ITEMS

EXECUTIVE SESSION

ADJOURN

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.



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TOWN COUNCIL REGULAR MEETING

450 S. Parish, Johnstown, CO
Monday, December 16, 2024 @ 7:00 PM

MINUTES

CALL TO ORDER

At 7:00 Mayor Duncan called the meeting to order.

PLEDGE OF ALLEGIANCE

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

ROLL CALL

Present:

Mayor Duncan
Councilmember Menzies
Councilmember Morris
Councilmember Paranto
Councilmember Young

Absent:

Councilmember Berg
Councilmember Molinar

AGENDA APPROVAL

Motion by Mayor Pro Tem Young and seconded by Councilmember Paranto to approve the agenda as presented.

Upon vote, the motion passed unanimously.

PUBLIC COMMENT

Mayor Duncan announced that no one had signed up for public comment and there were no online comments received.

CONSENT AGENDA

Motion by Mayor Pro Tem Young and seconded by Councilmember Morris to approve the consent agenda which contained the following items:

The Community that Cares

- December 2, 2024 Town Council Meeting Minutes
- First Amendment to the Subdivision Development and Improvement Agreement (Thompson River Ranch Filing No. 15) between the Town of Johnstown and Clayton Properties Group II, Inc.
- Resolution 2024-54 Street Name Change
- November 2024 Financial Statements and Q3 Sales Tax Summary
- Ordinance 2024-263 An Ordinance Adding Section 28-10-4 to the Town of Johnstown Land Use and Development Code Concerning Natural Medicine Businesses

Upon vote, motion passed unanimously.

TOWN MANAGER REPORT

Town Manager Matt LeCerf provided a report.

TOWN ATTORNEY REPORT

Town Attorney Avi Rocklin had no report and wished everyone a Happy Holidays.

NEW BUSINESS

Resolution 2024-55 Approving the Purchase and Sale Agreement By and Between the Town of Johnstown and Charlotte M. Yelek For the Purchase of Real Property Located at 7762 East County Road 16, Loveland, CO 80537, Consisting of Approximately 66.93 Acres

Town Manager Matt LeCerf presented.

Motion by Councilmember Menzies and seconded by Mayor Pro Tem Young to approve Resolution 2024-55.

Upon vote, motion passed unanimously.

COUNCIL REPORTS AND COMMENTS

Councilmember Paranto: Nothing at this time.

Councilmember Morris: She gave a shout out to the library. She was able to attend a Maker's Space event and it was a really cool thing to do. She wished everyone a Merry Christmas.

Mayor Pro Tem Young: He echoed Councilmember Morris's comments on the Maker's Space. He wished a great holiday to all.

Councilmember Menzies: She wished everyone Merry Christmas. The Downtown looks beautiful. She also gave a shout out to the Breeze on their anniversary. Best wishes to the Roosevelt Middle School students in the new year.

MAYOR'S COMMENTS

Mayor Duncan wished everyone a Happy Holidays and a Merry Christmas. Thanks to Mayor Pro Tem Young for stepping in for the previous meeting.

ADJOURNMENT

There being no further business for the Town Council, Mayor Duncan adjourned the meeting at 7:11 pm.

Approved by Town Council:

Michael P. Duncan, Mayor

Attest:

Meghan C. Martinez, MMC, Town Clerk



450 S. Parish Avenue
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JohnstownCO.gov

Item #4.

TOWN COUNCIL CONSENT AGENDA COMMUNICATIONS

AGENDA DATE: January 6, 2025

SUBJECT: Designating the Public Places for Posting Notices

ATTACHMENTS: 1. Resolution No. 2025-01

PRESENTED BY: Meghan C. Martinez, Town Clerk

AGENDA ITEM DESCRIPTION:

At the first meeting of each calendar year, the Town Council is required to designate the official posting place for meeting notices for the Town of Johnstown. For the 2025 calendar year, staff recommends maintaining the current posting place without changes.

The resolution presented for consideration designates the Town of Johnstown website (JohnstownCO.gov) as the official posting location. This designation complies with all applicable state laws, the Johnstown Town Charter and the Johnstown Municipal Code.

STRATEGIC PLAN ALIGNMENT:

- Organizational Excellence & Public Trust
 - *Engage, inform and involve the community*

LEGAL ADVICE:

The Town Attorney has reviewed the resolution.

FINANCIAL ADVICE:

NA

RECOMMENDED ACTION: Approve Resolution No. 2025-01 as presented.

Reviewed and Approved for Presentation,

Town Manager

The Community that Cares

**TOWN OF JOHNSTOWN, COLORADO
RESOLUTION NO. 2025-01**

**RESOLUTION DESIGNATING THE PUBLIC PLACES FOR
POSTING NOTICES PURSUANT TO C.R.S. § 24-6-402(2)(c)**

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, Section 24-6-402(2)(c), C.R.S., requires that the Town Council annually, at its first regular meeting of the calendar year, designate the public places for posting notices of meetings; and

WHEREAS, Section 24-6-402(2)(c), C.R.S., further requires that the notices be published at least twenty-four (24) hours prior to a meeting; and

WHEREAS, consistent with state law, the Town Council hereby desires to designate the Town’s website as the location to post notices of Town Council meetings.

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

1. Notices of Town Council meetings shall be posted online on the Town’s website at www.johnstownco.gov.
2. If the Town is not able to post notices online due to exigent or emergency circumstances, such as a power outage or an interruption in internet service that prevents the public from accessing the notice online, notices of Town Council meetings shall be posted at Town Hall, 450 S. Parish Avenue, Johnstown, CO 80534.

PASSED, SIGNED, APPROVED, AND ADOPTED this 6th day of January 2025.

TOWN OF JOHNSTOWN, COLORADO

ATTEST:

By: _____
Meghan C. Martinez, Town Clerk

By: _____
Michael P. Duncan, Mayor



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

Item #5.

TOWN COUNCIL CONSENT AGENDA COMMUNICATIONS

AGENDA DATE: January 6, 2025

SUBJECT: Resolution 2025-02 Authorizing a Grant from the Town of Johnstown General Fund to the Town of Johnstown Water Utility Enterprise

ATTACHMENTS: 1. Resolution 2025-02

PRESENTED BY: Mitzi McCoy, Deputy Town Manager

AGENDA ITEM DESCRIPTION:

Enclosed for your review and consideration is Resolution 2025-02, which would authorize a grant from the Town of Johnstown General Fund to the Town of Johnstown Water Utility Enterprise. The proposed grant of \$50.7 million, from the General Fund to the Water Utility Enterprise will enable the Water Utility to meet its capital project obligations and mitigate financial strain. Consequently, it will prevent any short-term rate increases beyond the levels already approved.

In accordance with Article X, Section 20 of the Colorado Constitution, the Water Utility Enterprise is currently defined by TABOR as an enterprise. TABOR defines an enterprise as follows: “Enterprise” means a government-owned business authorized to issue its own revenue bonds and receiving under 10% of annual revenue in grants from all Colorado state and local governments combined.” In general, an enterprise is expected to operate exclusively from revenues generated by its business, in this case, water services. As such, by accepting this grant, the Water Utility Enterprise will temporarily lose its enterprise status.

As part of the resolution adoption, the Council is acknowledging various sections of the Johnstown Municipal Code, including 4-41(2) which outlines the requirements of operating the Water Utility Enterprise. Staff believes this is in the best interests of the community to ensure completion of the capital projects as previously mentioned and to help control water utility rates for our end users. It is important to note, that as part of the approval of this Resolution, any interest recognized with the deposit of these funds into the Water Utility Enterprise, will be refunded back to the General Fund annually until the loan is completely depleted.

If the Council desires for this grant to be converted into a loan, then payment will be subordinate to the existing Water Utility Enterprise bonds that were issued earlier this year. Rate structures

The Community that Cares

for the next 5 years will also need to be reevaluated to ensure a reasonable payback to the General Fund. If Council opts not to accept a grant or loan from the General Fund, then Council will need to consider alternative methods of funding to help ensure the completion of water projects, including but not limited to the water treatment plant construction, water infrastructure, and water shares.

STRATEGIC PLAN ALIGNMENT:

Organizational Excellence & Public Trust

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

Quality Infrastructure & Facilities

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

LEGAL ADVICE:

The Town Attorney and Bond Counsel reviewed the resolution presented for consideration.

FINANCIAL ADVICE:

While this grant will impact the General Fund ending fund balance, the operation of the General Fund is still sustainable. This also benefits the Water Fund by controlling rates for the end users and makes this fund sustainable as well.

RECOMMENDED ACTION: Approve Resolution 2025-02.

Reviewed and Approved for Presentation,



Town Manager

**TOWN OF JOHNSTOWN, COLORADO
RESOLUTION NO. 2025-02**

**RESOLUTION AUTHORIZING A GRANT FROM THE TOWN OF JOHNSTOWN
GENERAL FUND TO THE TOWN OF JOHNSTOWN WATER UTILITY ENTERPRISE**

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 of Johnstown, Colorado, Water Utility Enterprise, is a duly created enterprise, as that term is defined in Article X, Section 20 of the Colorado Constitution; and

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

WHEREAS, the Water Utility Enterprise seeks funding to assist in the financing of significant infrastructure improvements in the Town, including the construction of the water treatment plant, the construction and installation of a raw water line, and water infrastructure; and

WHEREAS, the Town Council recognizes that it is approving this Resolution contrary to the provisions of Section 4-41(2) of the Johnstown Municipal Code given the unique conditions and necessity to ensure sustainability of the Water Utility Fund; and

WHEREAS, the Town Council also recognizes that this Resolution is inconsistent with Section 13-70 of the Johnstown Municipal Code, but it is in the best interest of the Water Utility Enterprise; and

WHEREAS, the Town of Johnstown General Fund has available resources to grant the funds to the Water Utility Enterprise; and

WHEREAS, but for the grant, the Town would have to significantly increase rates to both existing and future rate payers for services delivered; and

WHEREAS, to provide the funding, the Town Council desires to make a grant from the Town of Johnstown General Fund to the Water Utility Enterprise in the amount of Fifty Million, Seven Hundred Thousand Dollars (\$50,700,000); and

WHEREAS, the Town Council acknowledges that the Water Utility Enterprise will lose its Enterprise status based on the meaning of Section 20 of Article X of the State Constitution for Fiscal Year 2025 only; and

WHEREAS, the Town Council finds, determines and declares that 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, ACTING AS THE GOVERNING BODY OF THE TOWN OF JOHNSTOWN AND OF THE TOWN OF JOHNSTOWN WATER UTILITY ENTERPRISE, THAT:

Section 1. Grant. The Town Council hereby approves a grant from the Town of Johnstown General Fund to the Water Utility Enterprise in the amount of Fifty Million, Seven Hundred Thousand Dollars (\$50,700,000). The Water Utility Enterprise shall have no obligation to repay the grant.

Section 2. Interest. All interest earned by the financial grant provided to the Water Utility Enterprise identified in Section 1 shall be remitted to the Town of Johnstown General Fund on a bi-annual basis until the funds are depleted.

Section 3. Findings, Determinations, Declarations. The Town Council, having been fully informed of and having considered all the pertinent facts and circumstances, hereby finds, determines, and declares during the current fiscal year ended December 31, 2025, and this fiscal year only, an exception is made to the establishment of the Town's Water Utility Enterprise for purposes of acceptance of the grant referenced in Section 1 hereof and for purposes of Section 4-41(2) of the Johnstown Municipal Code.

Section 4. Authorization. This Resolution authorizes the transfer of funds to the Water Utility Enterprise from the Town of Johnstown General Fund to satisfy this grant.

PASSED, SIGNED, APPROVED, AND ADOPTED this ____ day of _____, 2025.

ATTEST:

TOWN OF JOHNSTOWN, COLORADO

By: _____
Meghan Martinez, Town Clerk

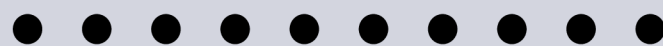
By: _____
Michael P. Duncan, Mayor

Town of Johnstown
List of Bills - November 16, 2024 - December 16, 2024

<u>Vendor</u>	<u>Description</u>	<u>Dept</u>	<u>Amount</u>
24/7 Networks LLC	Computer equipment	PW	1,284.04
2534 Retail Phase 1, LLC	Reimbursement agreement	ADM	89,236.23
4990 Ronald Reagan LLC	Police substation lease	PD	3,039.50
AC/DC Electric	Park improvements & equipment maintenance	PW	25,022.91
Ace Hardware	Supplies	ALL	1,360.87
Ace of Blades	Charlotte Street project	PW	4,900.00
Adamson Police Products	Supplies	PD	682.59
Aguilars Corp	Backflow valve replacement	PW	2,840.00
All Copy Products, Inc	Copier supplies	PD	223.20
All Terrain Landscaping	Christmas lights	ADM	71,670.00
Aqua Engineering	Central expansion project	UTIL	45,641.28
Arapahoe Rental	Equipment rental	PW	221.67
Bell Gould Linder & Scott, P.C.	Legal services	ADM	850.00
Benesch	CO Blvd & SH 60/CO Blvd & Roosevelt roundabout	PW	33,158.47
BHA Design Incorporated	Downtown alley project	PW	6,172.50
Bludot Technologies Inc.	CRM software	ADM	195.00
Browns Hill Engineering & Controls	SCADA software	UTIL	3,103.28
Buc-ee's	Reimbursement agreement	ADM	342,412.26
Burns & McDonnell Engineering Co Inc.	Water treatment plant expansion	UTIL	256,893.66
Card Services	Training/travel/supplies	ALL	17,191.42
Central Weld County Water District	Interconnect	UTIL	703.20
CenturyLink	Phone/internet	PW/UTIL	1,192.77
Cintas	Mat supplies/service	PW	599.72
Cirsa	Insurance	ADM	1,925.00
City of Loveland	Range training	PD	300.00
CivicPlus	Livestream software subscription	ADM	4,189.50
Civil Resources	Raw water line project	UTIL	46,842.00
CMC Tire	Supplies	UTIL/PD	1,384.00
Colorado Analytical Labs	Lab testing	UTIL	2,206.00
Colorado Greenbelt Management	Landscaping services	PW	530.00
Colorado Rural Water Assoc	Dues	UTIL	630.00
Community Center Refund	Community Center refunds	ADM	1,040.00
Consolidated Home Supply Ditch	Water legal	UTIL	2,550.47
Employee Reimbursement	Training/travel/supplies	ADM	643.38
Coulson Excavating Co Inc	Asphalt supplies	PW	2,871.93
Cross Point Solutions LLC	Pre employment screenings	PD	450.00
Hydrant Meter Deposit Refund	Hydrant meter deposit refunds	ADM	2,500.00
Cummins Sales and Service	Equipment maintenance	UTIL	401.82
D2C Architects	Johnstown PD/Development Services design	PD/ADM	44,202.91
DataShield Corporation	Shred services	All	95.00
Denali Water Solutions LLC	Sludge removal	UTIL	2,340.86
DES Pipeline Maintenance, LLC	Equipment maintenance	UTIL	2,362.50
Desotec	Chemicals - water	UTIL	55,710.00
Dietze and Davis P.C.	Billback - Legal services	ADM	2,071.34
Ditesco LLC	Little Thompson bridge project	PW	346.00
Dog Waste Depot	Park supplies	PW	1,544.76
DXP Enterprises Inc	Maintenance equipment	PW	73.22
Envirotech Services, Inc	Ice slicer chemicals	PW	10,671.73
Ergomed	Pre employment screenings	ADM	1,840.00
Facility Maintenance By Design	Building maintenance	PW	230.12
Falcon Environmental Corp.	Pump replacement - wastewater	UTIL	9,074.47
Felsburg Holt & Ullevig Inc	Billback - Engineering services	ADM	8,555.00

<u>Vendor</u>	<u>Description</u>	<u>Dept</u>	<u>Amount</u>
Felsburg Holt & Ullevig Inc	Engineering services	ADM	1,252.50
Ferguson Waterworks #1116	Water meters/supplies	UTIL	10,195.00
First Class Security Systems	Fire system monitoring	PW	136.80
First National Bank	Custodial fees	ADM	785.89
First Responder Trauma Counselors	Training	PD	1,530.00
Flowpoint Environmental Systems Inc.	Bulk water fill station	UTIL	38,055.57
Front Range Raynor	Building maintenance	PW	526.00
Frontier Fertilizer & Chemical	Chemicals	UTIL	66.00
Frontier Self Storage	Storage	PW	280.00
Glenn A. Jones Library	Monthly support	ADM	202,662.06
Grainger, Inc.	Supplies	UTIL	1,718.65
Greeley Lock and Key	Building maintenance	PW	1,085.78
Ground Engineering Consultants, Inc.	Water treatment plant expansion	UTIL	19,762.50
Hach Company	Chemicals	UTIL	494.78
Hays Market Inc	Supplies	PD/ADM	122.43
Helton & Williamsen, P.C.	Billback- Water legal	ADM	1,190.25
Heritage Landscape Supply Group	Backflow valve	PD	324.69
Hill & Robbins, PC	Billback - Legal services	ADM	2,871.00
Hill & Robbins, PC	Water legal	ADM	196.00
Ideal Fencing LLC	Sandra Drive fence rental	PW	9,400.00
IMEG Corp	Billback -Engineering services	ADM	43,315.00
IMEG Corp	Engineering services	ADM	4,950.00
Infosend, Inc.	Newsletter/utility bill printing	ADM/UTIL	6,893.43
Insight North America LLC	Investment services	ADM	2,463.64
Iron Mountain Collision	Hail damage repair	ADM	6,405.82
J&S Contractors Supply Co.	Safety supplies	PW	45.50
Jerrad Klein	Deed of dedication for right of way	PW	85,627.75
Joe Johnson Equipment LLC	Equipment maintenance	PW	371.10
Johnstown 3425 LLC	Larimer County Use tax refund	ADM	1,994.72
Johnstown Breeze	Publications	ADM	828.36
Johnstown Breeze	Billback - publications	ADM	138.24
Jones Plumbing Service	Building maintenance	PW	1,230.00
Kangaroo Express of Longmont, Inc	Lab testing	UTIL	220.00
Kimball Midwest	Supplies	PW	950.44
Kinsco, LLC	Uniforms	PD	241.00
Kumar & Associates, Inc	Police department expansion	PD	12,761.59
L G Everist Inc	Supplies	PW	986.80
Land Title	Land exploration	ADM	297.00
Language Line Services Inc.	Translation services	PD	106.39
Larimer County Sales Tax Administrator	Use Tax - Reimbursement	ADM	19,974.35
Law Office of Avi Rocklin LLC	Billback - Legal services	ADM	9,164.50
Law Office of Avi Rocklin LLC	Legal services	ADM	12,518.00
Little Thompson Water District	Interconnect	UTIL	182.32
Loveland Ford-Lincoln	Supplies	UTIL	122.23
Mark Young Construction, LLC	Police department expansion	PD	1,080,999.60
Mary's Mountain Cookies	Reimbursement agreement	ADM	485.84
Matrix Design Group, Inc.	Maestes St. drainage/Stormwater master plan	UTIL	35,341.25
Medicine for Business and Industry	Lab testing	ADM	278.22
Mile High Elevator LLC	Building maintenance	PW	226.80
Milliken Johnstown Electric	Building maintenance	PW	397.00
Moltz Construction Inc.	Central expansion project	UTIL	2,556,304.33
Mountain West Vegetation Management Inc	Tree planting	PW	2,245.00
Nalco Company LLC	Chemicals - wastewater	UTIL	14,259.44
Napa Auto Parts, Inc	Supplies/air conditioning cart	ALL	5,074.39

<u>Vendor</u>	<u>Description</u>	<u>Dept</u>	<u>Amount</u>
Newco Inc	Supplies	PW	120.78
O.J. Watson Company Inc	Vehicle - 2024 Freightliner 15' dump	PW	283,344.16
Office Depot Business Credit	Supplies	ALL	270.36
Original Equipment Auto Glass	Vehicle maintenance	UTIL	1,681.14
Otak	Safe routes to school	PW	2,815.50
Parkland USA Corp	Fuel	ALL	10,289.17
Paul's Plumbing & Heating	Jetting services	UTIL	1,250.00
Pioneer	Backflow project	PD	633.95
Pioneer Press of Greeley Inc	Supplies	ADM	794.00
Pitney Bowes	Postage	ADM	230.22
Pitney Bowes Bank Inc Purchase Power	Postage	ADM	1,038.59
Poudre Valley REA	Utilities	PW	23,076.82
PVS DX, INC	Chemicals - water treatment	UTIL	13,196.27
Ram Waste Systems	Trash services	PW	1,990.29
Ramey Environmental Compliance Inc.	Equipment maintenance	UTIL	936.80
Redi Services, LLC	Portolet	PW	2,400.00
Rise Broadband	Phone/internet	UTIL	112.67
SAFEBuilt LLC Lockbox # 88135	Inspection services	PW	50,000.00
Sam's Club MC/SYNCB	Supplies	ALL	127.19
Sanbell	CO Blvd. & SH 60 project	PW	1,051.80
Summit Compression LLC	Equipment maintenance	UTIL	568.50
Tait & Associates, Inc.	Charlotte Street project	PW	1,085.00
TDS	Phone/internet	ALL	4,771.53
Terminix	Pest control	PW	131.00
The Tree Farm	Trees	PW	4,052.46
Thompson Crossing Metro District No 2	Reimbursement agreement	ADM	49,008.44
TimberLAN	IT services	ADM	5,806.00
TopShelf Printers	Supplies	ADM	1,592.50
Town of Johnstown	Utilities	ADM	5,511.31
Treatment Technology Holding	Chemicals - water treatment	UTIL	7,402.00
UC Health Medical Group	Lab testing	PD	1,536.64
ULINE	Barriers/supplies	PW	7,342.24
United Power, Inc	Utilities	PW	841.40
USA Bluebook	Pump/supplies	UTIL	4,048.52
Utility Notification Center of Colorado	Locates	UTIL	1,139.07
Utility Refund	Utility refunds	ADM	4,239.27
Verizon Connect	Phone/internet	PW	239.25
Verizon Wireless	Phone/internet	ALL	5,284.13
Wagner Equipment Co.	Equipment maintenance	PW	3,717.91
Waste Connections of Colorado Inc.	Trash services	PW	93,405.91
Water Technology Group	Replacement pump	UTIL	24,493.00
Weld County Dept of Public	Lab services	UTIL	884.50
Weld County Garage	Supplies	UTIL	171.59
Weld County Information Technology	Supplies	PD	784.20
Wenk Associates, Inc	Park master plan project	PW	23,651.45
Western States Land Services LLC	Raw water line project	UTIL	3,142.84
Xcel Energy	Utilities	ALL	114,398.26
Yost Cleaning	Monthly cleaning service	PW	2,929.32
			<u>6,083,770.48</u>



TOWN MANAGER'S REPORT



January 2025

johnstownco.gov



Administration, Finance, Planning, and Human Resources

Upcoming Council Meetings & Work Sessions

If there are topics that the Council would like Staff to schedule for discussion, please let me know. The following topics are recommended for Council discussion (all meetings will be held in the Town Council Chambers unless otherwise indicated):

- 01/13/2025 - Work Session - 6 p.m.
- 01/22/2025 - Regular Council Meeting (Wednesday)
- 01/27/2025 - Work Session - 6 p.m.

Audit Preparation

Staff has initiated year-end processes and started preparing for the 2024 audit, which is anticipated to begin with a controls review in late January or early February. The final audit must be completed and submitted to the State Auditor's Office by July 31 of each year.

Strategic Plan

Staff is in the process of updating the Town's strategic plan to include new action items and remove those that have been completed.

Downtown Master Plan Project

Town Staff continues to work with our contracted consultants to provide a draft of the Downtown Masterplan for the public to review in early January. The draft will be made available online and brought to Council for consideration in Q1 2025.

Business of the Month

The Business of the Month program will once again commence in January. The Johnstown Barbershop will be recognized as January's Business of the Month on January 6, 2025.

Planning Commission

The Planning & Zoning Commission convened a total of 10 meetings in 2024 and considered 18 projects. For comparison, they convened 10 meetings in 2023 and considered 16 projects. The Commissioners provide immense value to the Town and we are fortunate to have such a wonderful group of people.

Parks Master Plan

The designs for Centennial and Letford Parks continue to make progress. We have received substantial input from the community, which is being used to inform the final designs. We plan to hold another open house in February to showcase the final plans prior to public hearings before the Planning & Zoning Commission and Town Council. Stay tuned for more information in the next month. The survey and the concepts can be found here: <https://johnstownco.gov/566/Centennial-Park-and-Letford-Park-Master->

Policy Review

The Finance department is in the process of reviewing and updating internal policies for cash receipting and red flag regulations.

Municipal Court

Municipal Court - December 2024 Court data is broken down for Council's review below, with a total of cases 204 being closed. The increase in petty theft is due to the sealing of deferred sentence records:

- Code Violations: 9
- Traffic Violations: 81
- Theft: 75
- Other Criminal Cases: 17
- Parking: 35

Communications Manager and Public Works Director Hiring

We expect to make a decision soon about the candidates for the Communication Manager position. Public Works Director interviews were conducted and all candidates were eliminated from the process. We are reposting the role to find the right fit for the Town.

Hiring

Three experienced Police Officers, an Executive Administrative Assistant, and a Videographer for Council meetings have joined our team. We are also in the process of recruiting a Police Records Supervisor, Communications and Engagement Specialist, Utility Billing Technician, and Civil Engineer I.

Police Department

Training

Unified Command/Rescue Team - Officers along with members of Front Range Fire Rescue toured the new middle school and practiced unified command/rescue task force tactics.

Internal Hiring/Promotions

Jill Maurer was selected for the role of Utility Billing Supervisor. Grace Hamilton has been selected for the role of Community Service Officer.

Yelek Property Purchase

The Town closed at the end of the year on the Yelek Property, a 67 acre tract of land in Larimer County. A portion of the property (47 acres) was purchased with Larimer County Open Space and Parks Sales Tax the other 20 acres of the land was purchased by the general fund. The land currently sits on a conservation easement which will expire in 14 years. After the expiration of this period, the Town will be able to use the 20 acres of land for any purpose it deems necessary and appropriate. Sometime in 2025, we expect to formally annex the property into the Town which will include right of way dedication.

Police Cadet Training

Three Police Cadets passed their screening tests and are starting their POST Academy training at Front Range Community College on January 6. We expect them to graduate in May.

Weld Elves

Led by CSO Farris, presents were delivered throughout the month to kids in our community through the Weld Elves organization.

Case of Interest

In the early morning hours of 12/20/2024 Officers were called to numerous vehicle trespass reports in the area of Carlson Farms, Corbet Glen, and Clearview. Officers were able to locate and arrest the suspect. A search warrant was served on the suspect's vehicle, and officers were able to return property worth multiple thousands of dollars back to the victims.

Utilities

Accomplishments

The State of Colorado requires operators that run Water and Wastewater systems to be certified under State Regulation 100. The following operators passed tests to earn certifications this month!

- C&D - Liam Walters passed Level 2 Water Distribution & Level 2 Sewer Collection exam
- C&D - Marcos Chavez passed Level 2 Water Distribution exam
- C&D - Ruben Chavez passed Level 1 Sewer Collection exam
- WWTP - Jeff Sobeski, passed the Level 3 Sewer Collection exam

Inspections & Installations

- 0 LF water main
- 2,751 LF sewer main
- 930 LF storm water
- 166 water & sewer services
- 13,240 LF curb and gutter
- 13,240 LF sidewalks

Awards Ceremony

The police department held its annual awards ceremony. Officer Jaramillo was awarded the lifesaving award. Sergeant Ward, Officer Kelley, Officer Beckman and Officer Mee received the Honorable Service Award. Detective Cygan received the Officer of the Year award for her hard work throughout the entire year.

Water Treatment Plant:

- Average Daily Flows: 1.5 out of 6 MGD treatment capacity

Water Treatment Operations are currently making around 1.5 million gallons per day (MGD) of water this month, which is a small increase from last year's 1.3 MGD. This month, the operators are continuing winter maintenance activities, like cleaning the filters with chemicals to improve their ability to treat water during the summer. They also changed the oil in the DAF #1 motors and greased the tracks the skimmers move on. Finally, the team replaced the High Service Pumps in the clear well with larger pumps to help the plant treat its full 6 MGD capacity during the summer.



*Old High Service Pump

Low Point Waste Water Treatment Plant

- Average Daily Flows: 0.4 out of 1.5 MGD treatment capacity

Central Waste Water Treatment Plant

- Average Daily Flows: 0.7 MGD out of 1 MGD treatment capacity

Winter is the time when wastewater systems do their yearly testing for per- and polyfluoroalkyl substances (PFAS) for the State. The EPA uses this information to better understand the effects of PFAS and figure out how to best manage the substances found in the system. The team also does yearly testing and reporting on the solids (sludge) generated from the treatment facilities. This helps decide what can be done with the sludge, and whether it can be safely used for growing crops or improving soil. On the operations side, the team successfully replaced a failed blower motor with one that was salvaged from equipment already on site. This decision saved money and helped avoid spending on equipment that will soon be replaced with the new plant.



*Central Lagoon Blower Replacement

Sewer Collection & Water Distribution Systems (C&D)

Collection & Distribution Operators continued to fix small problems in the older parts of the Town's wastewater system. This work requires digging up the sewer main, replacing the damaged pieces of pipe and adding access clean-outs for ease of future maintenance. Crews also handled an emergency water service repair in Pioneer Ridge. The main project for the month was replacing the old Bulk Fill Station with a new model. The old bulk water station only accepted quarters, which often got jammed, and it released a set amount of water per coin, leading to water waste. The new system is electronic and allows customers to receive the exact amount of water they need.

- Locates: 794
- Meters: 56 new installs, 37 meter replacements



*New Bulk Water Station

Capital Projects - Water Treatment Plant Expansion

The contractor is continuing to work on site yard piping, procuring equipment and materials, and installation of below ground concrete structures. The contractor is continuing to test the structures to ensure that they are watertight, testing will continue for the next couple of months on the various structures as the concrete placements are finishing up. Town Staff have executed all necessary contracts with Xcel for the electric and gas services.



*The New Disinfection Contact Basin (DCB)

Central Wastewater Treatment Plant

Construction of the MBR building, the secondary process basins, the solids holding tank, and the headworks are progressing well. The contractor continues to install equipment and process piping throughout the site.



*Progress on the MBR Building

SH60 Waterline Replacement and Extension

The boring contractor is planning to start work on the railroad bores in late January. Once the boring contractor begins, the general contractor will start installing the new waterline. The railroad permits are all submitted and will hopefully be executed in early January. Town Staff is also working on finishing two easement agreements for the pipeline which should also be executed in early January.