



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

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Commission Information Memorandum

The Yankton City Commission meeting on Tuesday, May 29, 2018, will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Community Development Update

The Costello Company has submitted final plans for Phase II of the Yankton Heights Apartment Complex. This phase will complete the build-out of the parcel east of the Fox Stop in the north-west Fox Run Subdivision. It is anticipated that Phase II will start construction in August and will look similar to their first building. The 40-unit income-based apartment will have 22 one-bedroom and 18 two-bedroom units. Although the City did not participate financially in this project, the Commission adopted a resolution of support that helped make the project eligible for South Dakota Housing Authority assistance. Governing body resolutions are an essential part of the application process that helps these projects move forward.

Another sector of the multi-family housing market in Yankton will also see a new project this summer. Jim Tramp Construction has announced plans to begin work on a 32-unit project located just north of 15th Street, between the recently constructed Summit Lane and West City limits Road. The structure will be three stories in height.

2) Human Resources Department Update

The applications we received for the part-time Circulation Assistant positions (three positions) are being reviewed for interview selection.

With the resignation of Stewart Bass, Detective, we did an internal advertisement to fill this position. Dean Larson, currently Police Sergeant, will be transferring to the Detective position on August 17.

3) Police Department Update

Yankton Police shared our firing range with the Department of Corrections on Monday. This is part of the partnership we've formed with the new range. Our staff is shooting a qualification course this month and early in June, so the range is being utilized.

Lt. Brandt received a congratulatory poster from the local Crimestoppers. The group felt it was important to acknowledge the arrest of Lyle Jeff's by Lt. Brandt.

4) Finance Department Update

Auditors from Williams & Company out of LeMars, Iowa were on site May 16-18 for our annual financial audit. A six-member team met with Finance personnel, other departments' staff, and a City Commissioner to complete the field work portion of the 2017 audit. Auditors will prepare a draft document for our review before submission to the South Dakota Department of Legislative Audit for state approval.

The Finance Office is working on restaurant license renewals in addition to malt beverage licenses. Applications have been mailed out and are due by June 1 for a renewal date of July 1, 2018.

5) Information Services Department Update

The City has been notified by MIDCO of the expiration of the cable TV Franchise Agreement on July 28, 2019. Franchise Agreements are typically negotiated for a ten-year term. During the last renewal, both cable TV Franchise Agreements were negotiated concurrently. The Agreements with MIDCO and Vast are set to expire at the same time. The negotiation process allows both parties to alter the terms of the Agreement moving forward. A copy of the letter from MIDCO is attached.

6) Public Works Department Update

Street Department crews continue to work at miscellaneous concrete repair and replacement at various locations scheduled for pavement maintenance this summer. The City asphalt plant has been put into service in preparation for the seasonal asphalt patching. Crews also continue to paint street light poles and other iron street amenities in the Meridian District.

Pine Street Bridge:

The removal of the existing bridge structure and footings has been completed. Crews have been performing earthwork site grading for the construction of the new structure. A coffer dam has also been installed. The bridge contractor is mobilizing equipment in preparation for driving piling, which is expected to commence the week of May 28.

West City Limits Road:

The week of May 14, D & G Construction trimmed gravel and prepared for paving, which is scheduled for Tuesday, May 22, 2018. The west two lanes will be paved from Golf View Lane to about 100 feet north of 25th Street. Feimer Construction has also completed pavement removals and base course installation, south of 25th Street to 23rd Street. Pavement removal, at the intersection of 23rd Street, will be done once the first portion of paving is in place. If all goes well, pavement removal, dirt removal, and base course installation will continue South of 23rd Street for the remainder of the week.

8th Street:

Utility work, including water main and storm sewer, has been completed on Linn Street and the first block of 8th Street. Concrete work has begun on Linn Street and 8th Street with curb and gutter as well as some sidewalks. Concrete work will be ongoing and following the underground crew as they install new utilities.

Walnut Street:

Feimer Construction has mobilized equipment to the Walnut Street project. They will be starting on the public parking lots and working their way west. They do not intend on anything happening on the Walnut Street corridor, until after June 1.

7) Library Update

Pre-registration for Summer Reading is now open at our new online tracking program, Beanstack (<https://cityofyankton.beanstack.org>). The youth and teen programs will remain similar to last year with the new national theme of "Libraries Rock!". Upon registration, youth and teens can pick up their registration packet at the circulation desk. Tracking for the program takes place between June 1 and July 31 with prizes being earned along the way.

We are also pre-registering for the adult Summer Reading program on Beanstack. Adult registrants will get to choose a free book from the Friends of the Library book sale upon registration. Throughout the summer, adults can track their reading. For each book read, they receive one entry into a weekly drawing as well as a grand prize drawing for a Kindle Fire 7 in August.

Tickets for the Cemetery Walk (June 5) are on sale and are about halfway gone. We are also having a youth Summer Reading Kick-Off on June 4 with music demonstrations and activity stations. Our regular summer activities will begin after that date.

8) Environmental Services Department Update

John T Jones continues to move forward with the Water Purification Plant expansion. The lower level walls are complete. The contractor continues to work on decking and the second level walls. Staff is working with the contractor to get the sprinkler system repaired west of the old bridge. Staff is hoping to have that area seeded this week.

Distribution/Collection staff is busy televising and locating sewer along Riverside Drive. Much of the sewer in this area is currently unknown. Staff will be working with home owners in this area to locate service lines. This information will be need for the design of the Riverside Drive project scheduled for 2019.

The Wastewater staff is trying to take down the north digester. The digester collects the solids off the primary treatment process where the solids are heated in large tanks to reduce the solids. The digester has roughly a 4-foot layer of grease on the top preventing the digester from operating correctly. The grease layer is too thick and cannot be pumped out with the pumps in the building. Staff will have to remove the grease with the vac truck. Staff is estimating 90 loads will have be removed and dumped in the lagoons at paddle wheel point. Staff is working on new public campaign to reduce the grease loading to the system.

9) Parks and Recreation Department Update

Enclosed in your packet is an update on the various activities in the Parks and Recreation Department.

10) Monthly reports

Fox Run Golf Course and Joint Powers Solid Waste monthly reports are included for your review. Minutes from the Golf Advisory Board and Airport Advisory Board are also included.

Have an enjoyable weekend and do not hesitate to contact us if you have any questions about these or other issues. If you will not be able to attend the Commission meeting on Tuesday, please inform my office.

Sincerely,

Amy Nelson
City Manager