



OFFICE OF THE CITY MANAGER

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Commission Information Memorandum

The Yankton City Commission meeting on Monday, September 10, 2018, will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Community Development Update

Staff from the South Dakota Department of Transportation, Office of Aeronautics was on site at Chan Gurney Municipal Airport on August 16, 2018 for an inspection. The Office of Aeronautics conducts complete inspections of airports on a somewhat random basis every year or two. They provide the subject airport with a one or two day notice of their pending arrival. The inspections include a review of runways, lighting, navigational aids, fueling systems, wildlife management plans, recordkeeping, site maintenance and mowing. In the cover letter of the final report, Tom Koch from the Office of Aeronautics stated that Chan Gurney Airport “looked excellent and very well maintained.” Airport Supervisor / Special Projects, Mike Roinstad and Airport Maintenance / Traffic Control Superintendent, Bob Ryken and their staff are primarily responsible for the excellent inspection results.

We are now within the 75 day window for placement of temporary signs for the November 6th general election. Staff has already had several conversations with candidates to help plan placement for their signage and share information about sign regulations. Efforts will continue throughout the election season to monitor signage, work to educate candidates and supporter/opponents of ballot questions, as well as remove signage from the public right-of-way as needed.

2) Human Resources Department Update

The Senior Library Assistant position has been filled. Amy Clare started employment on September 1. Amy was previously employed as a Library Associate at Siouxland Libraries, Sioux Falls. Her and her family are moving to Yankton from Harrisburg, SD. This position was vacant due to the promotion of Dana Schmidt to Library Director.

3) Finance Department Update

Due to the low volume of vehicles and equipment items to be surplus, the City will not hold a surplus property auction this fall. Enclosed in your packet, Memorandum #18-183 and Resolution #18-59 request the listed items be declared surplus and be sold by sealed bid, online auction, traded in or destroyed.

Finance is preparing the city levy for property taxes as part of the budget ordinance. In addition, delinquent special assessments will be certified to the county auditor in September.

4) Police Department Update

Police Department sponsored a Women's Safety and Awareness Class. The class was conducted by Barb Harris and \$170 in donations were accepted for Domestic Violence Center.

The Police Departments held a supervisor's meeting to advise them that Chief Harris will be staying as the full-time Police Chief. The Energy Bus book was assigned to supervisors to read.

Attended the LEPC with CSO Parker at Fire Station 2. Discussions included the upcoming September mass casualty drill.

The department conducted three interviews with various press organizations on the purchase of Body Worn Cameras.

5) Environmental Services Department Update

Staff has been responding to several water quality complaints in the distribution system. The complaints have been limited to a few small areas. Staff has been collecting chlorine residual data from these areas. Staff has also been hydrant flushing in these areas to improve water quality. Staff has seen a reduced chlorine level in these areas and may require additional routine flushing to maintain water quality.

The distribution staff is scheduled to complete the annual city-wide hydrant flushing the week of September 17. The wet summer has resulted in a lower water usage causing some higher than normal water age in the system. Hydrant flushing will help reduce the water age and remove sediment that may cause color and odor issues with the water.

S.J. Louis is onsite for the gravity sewer project. The contractor is setting dewatering wells and has begun dewatering. The excavation crew is scheduled to mobilize onsite as soon as the water levels are low enough to begin work. The contractor is scheduled to complete the bores under Archery Lane and Highway 50 this week.

John T Jones is scheduled to pour the final section of the upper deck this week. Work continues on the excavation of south garage section. The subcontractor is removing soils that did not meet the specifications. The contractor is excavating the area and hauling in better material. The material will also have a fabric layer to help stabilize fine soils from migrating. The soils being removed were identified in soil borings and addressed in the contract and will be the contractor's responsibility. Some contaminated soils continue to be removed.

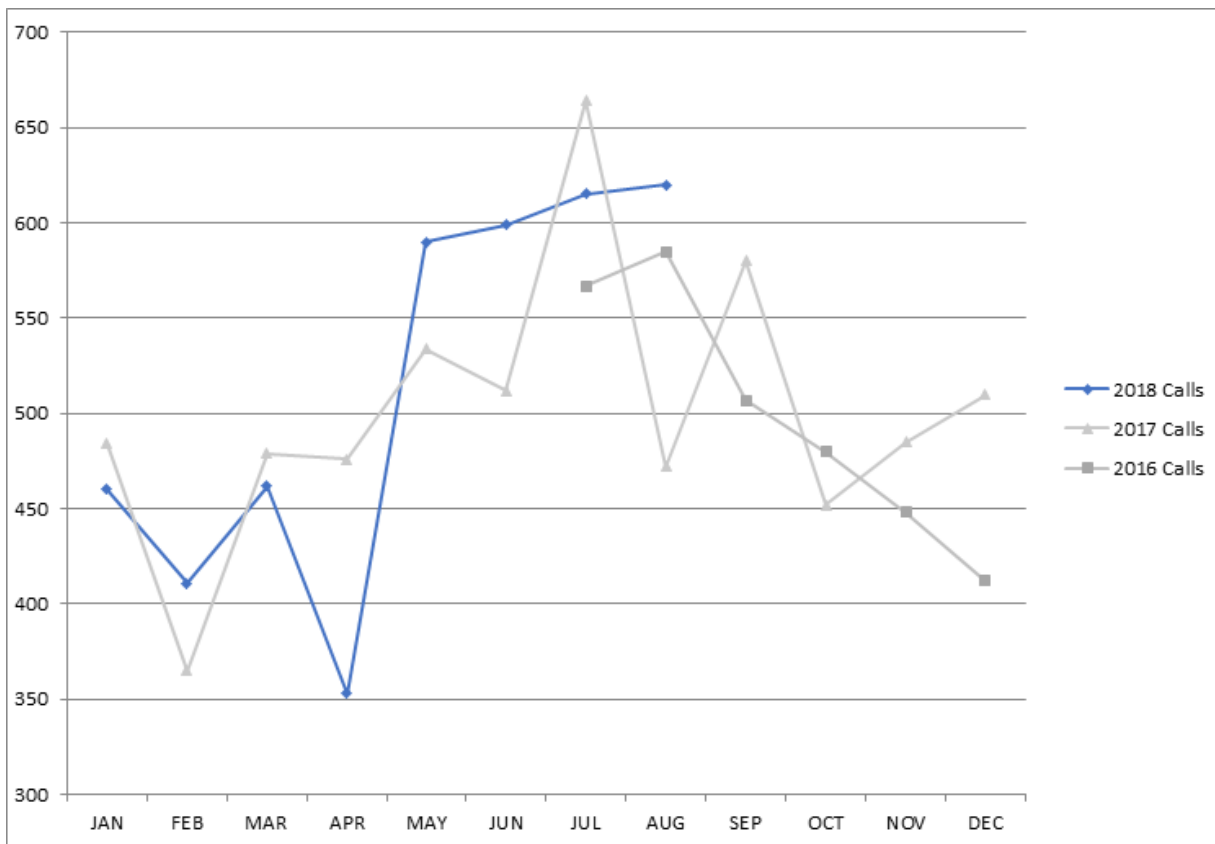
6) Parks and Recreation Department Update

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

7) Information Services Department Update

Yankton County had considered the 911 / Dispatch capital funding request. The 911 board has recommended the project for funding. Yankton County approved the funding request on September 4.

We have received a quote for the communications building for the water tower site and plan to use a refurbished building. Going this route will save approximately 50% vs. the cost of new. The City has also initiated the conditional use permit process for a tower at the safety center site. 911 call volume for the month of August is shown in the chart below.



8) Public Works Department Update

Enclosed in this packet is an informational flyer for the Household Hazardous Waste Collection Event scheduled for Saturday, October 13, 2018.

On August 31, Street Department distributed plows to the schools who will be participating in the 2018 Paint the Plows program. Seven schools and one City of Yankton Employee team will be utilizing their artistic talents to paint the faces of the plows, which will be showcased on the City website when complete.

The Street Department continues to complete the annual seal coat program.

West City Limits Road (WCLR)

The contractor will be preparing the road section, from 9th Street to 15th Street, for paving. This is the final section of road that needs paved and is scheduled to take place the week of September 10. Even though the main line, from ninth to 31st, will be done, there are driveway approaches, intersection paving and other miscellaneous items, that will need to be completed prior to finalizing the project.

8th Street

Slowey Construction has made good progress in the utility installations on the 8th Street project. Sanitary sewer has been installed the entire length of 8th Street. That leaves only the sanitary sewer on Park Street and West Side Drive to be installed.

Water main installation is complete to just west of Spruce Street. Everything east of Spruce Street has been tested and service lines are being swapped from old to new.

Storm Sewer has been installed all the way to Park Street. The contractor will be heading north, on Park Street, with the storm pipe installation. Once in place, this will be a great benefit for the drainage in the Park Street area.

The road and sidewalk paving is complete from Linn Street to Maple Street.

Walnut Street

The curb and gutter for the south block of the project has been installed. Sidewalk installation continues on the south section. Main line paving will happen after all of the work behind the curb and gutter is completed.

Feimer Construction has installed new water main, from 3rd Street to 4th Street. Testing has been completed and services are being switched over from old to new. Once complete, they will concentrate on installing storm sewer and drain tile.

Highway 50 Sidewalk and Curbing

D&G Construction and their sub-contractor, Feimer Construction, plan to begin this project the week of September 3.

Broadway Avenue/Highway 81 Sidewalk

The bid opening is scheduled for September 13 with an award recommendation on the September 24 commission agenda.

Pine Street Bridge

The concrete construction of the bridge structure and wing walls is complete. Swingen Construction is now working on grouting and painting the surfaces of the structures. When the grouting and painting is complete, the railings will be installed. Crews are also working on backfilling the north side of the bridge. Once the backfill is complete, the approach pavement from the street to the bridge will be poured. When the north side is complete, crews will move to the south side.

9) Monthly reports

Building, Salary and Yankton Police Department monthly reports are included for your review. Minutes from the Park 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 Monday, please inform my office.

Sincerely,

Amy Leon
City Manager