



OFFICE OF THE CITY MANAGER

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Commission Information Memorandum

The Yankton City Commission meeting on Monday, September 24, 2018, will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Finance Department Update

Finance has prepared the City levy for property taxes as part of the 2019 Budget Ordinance No. 1001 and is submitting it to the Yankton County Auditor's Office the week of September 24. The Yankton Road Tax (YRT) levy will also be delivered to the County Auditor on the same date.

The roster of delinquent special assessments is also being prepared and will be certified to the County before the November 1, 2018 deadline.

Please see the enclosed Monthly Finance Report for August.

2) Community Development Update

Community and Economic Development Department staff are working with Information Services staff to finalize the Local Update of Census Addresses (LUCA). This is part of a larger effort to prepare for the 2020 Census that staff has been involved in since 2016. The goal of the process is to help identify new or missing houses and apartments and other dwelling units, so the Census can accurately count all residents. An accurate count is important not only for the City of Yankton, but for non-profit organizations and businesses in our community who rely on the data for grant applications, marketing, and workforce analysis among other needs. Staff expects to be ready to submit the finalized information in the next week. There will be additional opportunities to include new residential addresses before the official Census 2020 begins mailing out surveys to residents in two years.

3) Human Resources Department Update

Bob Wubben will be retiring from the City of Yankton on October 1, 2018 after twenty-one years of service. There will be a department only retirement reception for him on that date at the Park Shop. Darrik Delozier has been working with Bob since August to get some experience before Bob leaves on retirement.

4) Police Department Update

Police Department personnel attended Zuercher training conference in Sioux Falls on September 11-12, 2018.

YPD personnel meet with the FBI Area Supervisor in Sioux Falls to discuss an old case and upcoming training opportunity on September 18.

YPD will be hosting a Security Round Table meeting with area banks on September 20.

Chief Harris spoke at The Center on September 20.

YPD is hosting a Leadership Training Course on Friday, September 21 and Monday September 24. Personnel from Yankton County, as well as the South Dakota Highway Patrol and Vermillion Police Department have been invited to attend.

YPD participated in a Mass Casualty Exercise with area first responders for FEMA on September 22.

5) 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.

Street Department crews are working on miscellaneous concrete repairs at various locations throughout the City. Crews also continue asphalt patching maintenance on City streets as well.

Community Development, Environmental Services, Information Services, Parks, and Public Works have been working together to address two areas of Marne Creek in need of bank stabilization and infrastructure repairs. Applications for project assistance were submitted to the James River Water Development District (JRWDD). At their September 13, 2018 meeting, JRWDD awarded the City of Yankton \$86,000 to be used for the engineering and installation of bank stabilization and restoration. Staff will continue to seek other sources of funding to help offset the cost of these unexpected projects.

West City Limits Road (WCLR)

Paving for the three travel lanes has been completed the entire length of the project. The only remaining street pavement is at various intersections and a 4' wide section, from new pavement to existing curb, on the south end of the project. There are also driveway approaches that need to be installed. It is very possible that this project will be complete in the next two weeks.

8th Street

All of the main lines for utilities have been installed along 8th Street. Assuming positive results from the bacterial test, the contractor expects to complete the remaining three watermain tie-ins and then will start switching the final services over to the new line. This will finalize the water portion of the project. The only section of sanitary sewer left for installation is on West Side Drive. There are services that need to be finished on both Park Street and West Side Drive.

There are two short storm sewer laterals to be installed on 8th Street and a block of storm sewer to be installed on Park Street.

Weather permitting, the concrete contractor is scheduled to pave 8th Street main line, from Maple Street to Spruce Street on September 19. Once done, this will leave two remaining pours to complete the concrete street section.

Walnut Street

The parking areas from 2nd Street to 3rd Street have been paved. The contractor intends on paving the travel lanes the week of September 24.

Preparatory work has been completed for the fire feature. The gas and electrical services were installed the week of September 10.

Storm sewer pipe and drop inlets have been installed from 3rd Street to 4th Street. Drain tile still needs to be installed on this block.

The new water main and services are now in operation.

Highway 50 Sidewalk and Curbing

As of September 18, there has been no work started on this project.

Broadway Avenue/Highway 81 Sidewalk

A recommendation for bid approval is included on this meeting agenda.

Pine Street Bridge

The decorative railing is being installed on the bridge. Crews continue to backfill around the new structure as well as prepare the approaches to the bridge for new concrete pavement. Crews are also grading for the trail under the bridge as well as stabilizing the creek edges and banks.

6) Library Update

Our Fall programming is back in full swing! Along with our regular programs, we also hosted an Open House on Monday, September 17. The event was well-attended and was a great way to connect with members of the community!

One of our full-time staff members resigned and was done on September 10. We will be posting for this job opening within the next couple of weeks.

Our custodian has been out for several weeks. We have been working with J&H Cleaning for temporary help in keeping the building maintained while he is out.

We have been matched up with a Yankton High School intern and a Mount Marty work study student for this semester. We are looking forward to working with the students and the schools throughout this experience.

7) Fire Department Update

Chief Kurtenbach worked as part of the Local Assistance State Team (LAST) in support of the family and Sturgis Fire Department due to the line of duty death of Assistant Chief David Fischer. Assistant Chief Fischer was killed in the line of duty during a fire in Tilford. The LAST team is deployed to provide family and department support, help with filing benefit paperwork, assist with public information and assist the family and department in planning the funeral. Chief Kurtenbach took training to be a part of the team during this year's State Fire School. The team is a nationwide effort of the US Department of Justice and the National Fallen Firefighter's Foundation. It was an honor to serve in that capacity and I want to thank City Manager Leon for her support of the program.

The Fire Department has been the recipient of 2 grants. An Assistance to Firefighters Grant was received in the amount of \$23,139. This grant is to be used for the purchase of a gear washer, a gear dryer and carbon blocking particulate hoods. The match for this grant is \$1,156.

The second grant was a Homeland Security Grant in the amount of \$22,395. This grant is a 100% federal grant with no required match. The funds are to be used for the purchase of three larger thermal imaging cameras and truck chargers to be mounted on fire apparatus and used for search and rescue of fire victims. The grant also funds two smaller thermal imaging cameras to be used for non-emergency

calls (smoke smell in a home) and during initial size up at fire incidents. This will displace CIP requests for replacement of this older equipment.

We did receive news that our regional AFG grant request for SCBA was denied. The applications made it to the last cut in the process, however, ultimately, we were unsuccessful. We will review the 2018 AFG rules to see if we want to again try for the grant or purchase the needed equipment. This decision will depend on a multitude of factors including grant rules, the timeframe of next year's grant process and the amount of equipment which will expire prior to future grant awards.

The Yankton Fire Department will be holding a Pancake Feed at Fire Station #2 on Sunday, September 30. Hours are 8am to 12:30pm. Pancakes, eggs, sausage and drink will be served. A free will donation will be taken.

8) Environmental Services Department Update

The water plant project continues to move forward. John T Jones has completed the upper deck. The contractor is in the process of prepping the structure for the placement of precast concrete. The walls of the upper level and garage office space will be precast concrete. The current schedule has the precast completed in late November and the new facility enclosed and water tight by the end of December. The contractor will be focused on installing piping, HVAC, electrical and equipment during the winter months.

SJ Louis continues to work on dewatering the construction area for the gravity sewer project. The original plan was to discharge the water to the drainage south of Vishay. However, because of the large volume of water it will have to be pumped to Marne Creek in the Paddle Wheel Point area. The contractor has installed a temporary 18" black poly pipe above ground across Paddle Wheel Point. The contractor hopes to begin digging the week of September 24.

The Environmental Services Department has closed the trail and any public access south of the chamber parking lot in the Paddle Wheel Point area until December 1, 2018. Slowey Construction is currently using the area for the water plant project and will continue to have heavy equipment traffic in the area. The wastewater department will begin the process of removing biosolids from the lagoons and will also be hauling with heavy equipment in the area. Combined with the dewatering project, staff believes the best way to address safety concerns in the area was a temporary closure.

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

Joint Powers Solid Waste and Fox Run Golf Course monthly reports are included for your review.

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