



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

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Commission Information Memorandum

The Yankton City Commission meeting on Monday, October 8, 2018, will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Community Development Update

Permit values for 2018 have continued strong with \$24,373,164 in permit valuations being issued to date. As noted in the September building report, permits for (11) single-family homes and (1) two-unit townhome were issued. Eight of the permits for single-family homes were issued in the recently completed Westbrook Estates Phase II Subdivision. Total year to date housing units include (25) single-family homes, (3) two-family townhomes, (2) four-family townhomes, (1) six-unit townhome and a 40-unit apartment complex for a total of 85 housing unit permits issued this year. Along with building code compliance reviews, staff is on-site multiple times during construction for foundation, plumbing and framing inspections as well as conducting a final inspection prior to occupancy.

An unexpected failure in the City Hall's generator's electrical transfer switch requires repairs. Parts have been ordered, and the switch is scheduled to be replaced on November 12. The switch will require the electricity to be shut off to City Hall and Fire Station No. I for approximately four hours. The switch will be replaced when the buildings are unoccupied to keep interruptions to a minimum.

2) Human Resources Department Update

We received notice from SD Department of Labor that the State's minimum wage will be increasing to \$9.10 per hour, effective January 1, 2019. We will be reviewing our seasonal and part-time pay scale to evaluate if we need to make an adjustment. We currently start our seasonal employees at \$9.50 per hour.

Marv Steffen, our Fleet Supervisor, has turned in his letter of retirement, effective December 1. The job description and classified ad are being looked at and will be sent to the City Manager for review and approval to start the advertising process.

We've had two new employees start their duties at the Transfer Station. Dave Walsh started on September 24 and Jeremiah Braxton started on October 1. They both will be Transfer Station Attendants. Dave is also a volunteer fire fighter and Jeremiah worked as a summer seasonal employee for the 2018 summer season. Also, at the Transfer Station, Cody Steiner is making a lateral transfer to Sanitation/Truck Operator. This position was open because of the promotion of Dylan Ruter to Equipment Operator in the Street Department.

3) Police Department Update

Sgt. Larson and Det. O' Farrell attended a forensic evidence Class in Sioux Falls on October 1, 2018. This will enhance their ability to effectively process a crime scene.

Watch Guard Car docking stations starting to be installed in patrol vehicles. This will allow for data transfer from the cameras in the vehicle, saving time at end of shift.

On October 3, police personnel will be at Willa B's for "Coffee with a Cop" This is a National event and gives the community the opportunity to interact with officers in a positive setting.

On September 26, officers were in attendance at Sacred Heart Elementary School implementing our first "Cookies with a Cop" This is a pilot program that was very successful. It allowed students to interact with officers in a positive setting. We have dates scheduled with Sacred Heart Middle School, Missouri Valley Christian Academy, and Calvary Baptist Church Preschool & Daycare.

Chief Harris will be at the South Dakota Municipal League Conference and Police Chief's meeting this week.

Barb Harris conducted a Personal Safety Class at Mount Marty College for the MMC softball team last week. Additional classes are being scheduled for the future.

Yankton Police Department hosted a Leadership Training on September 21 & September 24. There were approximately 60 people in attendance from five different agencies/departments. The training offered information from leadership to communications on all levels.

Officer Parker will be assigned to patrol for the month of October due to extremely short staffing.

Police Department staff met with business owner downtown to resolve some issues with his employees.

4) Fire Department Update

The 3rd Annual Yankton Fire Department Pancake Feed was held on Sunday, September 30. A total of 750 people were served pancakes, sausage, eggs and drinks. The Red Cross was also on hand to sign up people for the next Sound the Alarm smoke detector installation event to be held in early November.

Next week (Oct 7-13) marks 2018 Fire Prevention Week. This year's theme is "*Look. Listen. Learn. Be aware. Fire can happen anywhere.*". YFD volunteers and staff will be doing tours and school visits over the next 3 weeks teaching fire safety tips to both children and adults. On Wednesday, October 10 from 5:30pm to 7pm there will be an Open House at Fire Station #2. During this event there will be door prizes, displays of fire trucks and equipment, hot dogs, popcorn and drinks will be served, handouts will be available, the museum will be open for the public to view and the Red Cross will again be present to sign people up for their Sound the Alarm smoke detector event to be held in early November. We hope to see everyone there.

The Fire Department participated in the Yankton County Full Scale Exercise on September 22 at Paddle Wheel Point. The scenario was presented and a full response including fire suppression, vehicle extrication and command and control was played out. Areas of strengths and concerns were identified and will be addressed so that future responses will be more efficient and effective.

After much research and consideration, it has been decided that YFD will not be re-applying for the SCBA grant in 2019. One of the main considerations is that nearly all of our air cylinders for our SCBA

will expire by July, 2019 making the SCBA obsolete. Grants would not be available, if approved and funded, until after the cylinders expire. We are currently in the process of evaluating various SCBA brands and will be preparing for the purchase of this equipment in early 2019 as was approved in the FY2019 City budget.

5) Environmental Services Department Update

The Wastewater Department is conducting soil and sludge sampling to determine where this year's sludge will be field applied. At this point it looks like the majority will be going to Heine Farms and the remainder will be applied to the field east of the Peninah Street pump station.

The Water Department has opened up applications for a new Water Plant Operations Specialist to replace Dan Bentley who is leaving.

The west water tower's roof has been removed of peeling paint, and repainted. A new safety railing has been installed and painted.

Our new radio communication system was implemented with 80% of our infrastructure online with it at this point. The remaining will be brought over to it within the next few weeks.

Work at the new water treatment plant is beginning to accelerate. Process piping, HVAC, plumbing, chemical equipment, and electrical are being installed. Masons are forming the separate rooms as well. Pre-cast wall and roof panels will start coming in this week and will form the upper story, roof, and garage sections of the facility over the next 2 months. Plant staff offices and laboratory are being relocated to the onsite construction trailer until project completion as well.

System wide flushing of water mains and hydrants was completed over the last few weeks. Staff is still working to resolve intermittent rusty water issues on Peninah Street both on the short term, as well as find an appropriate long term solution.

Kyle and Tanner have been at WEFTEC 2018 in New Orleans, a national technical conference put on by the Water Environment Federation (WEF). WEF is a national wastewater organization focused on providing technical and educational opportunities to the wastewater industry.

6) Parks and Recreation Department Update

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

7) Finance Department Update

As a reminder this is once again election season. The Finance Office continues its long standing cooperative agreement with the County Auditor's office to assist them during their elections in turn for their assistance during municipal elections. The Finance Officer and Deputy Finance Officer will help with the tabulation of ballots during the general election on Tuesday, November 6.

8) Library Update

Each year, the South Dakota Humanities Council chooses a book and encourages everyone across South Dakota to read and discuss the One Book South Dakota selection. This year, the title is *Informing the News* by Thomas E. Patterson. The library has copies of the book available for checkout and will be hosting a book discussion led by Dr. Jamie Sullivan on October 18 at 6:30 pm. All are encouraged to attend!

The library has begun offering STEM (Science, Technology, Engineering, & Math) activities on Monday afternoons. We have been happy with the attendance so far and hope that the events continue to grow!

Two part-time employees have recently put in their notices due to busy schedules as the school year progresses. We are currently posting for these positions along with a full-time position.

At the end of September, Dana attended the SD Library Association Conference in Sioux Falls. Dana was very honored to have been awarded as the 2018 New Librarian of the Year! Congratulations Dana.

9) Public Works Department Update

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.

The Street Department is working with Burlington Northern Santa Fe (BNSF) Rail Road in preparation of a rail replacement project BNSF will be conducting this fall. As the rail replacement project progresses through town, various street crossings will be closed to traffic.

The Nebraska Department of Transportation has selected a consultant to perform the 2018 Bridge Inspection for the Highway 81 Bridge over the Missouri River. The consultant plans to perform the inspection the week of October 22nd. The outside traffic lanes will be closed during the inspection. The inspection is anticipated to take four days to complete.

West City Limits Road (WCLR)

The 23rd Street intersection was installed and is ready to be opened to traffic. Once the intersection is open, the contractor will close the 21st Street intersection. 21st Street is the last major item remaining, on the project. City staff will be walking the project in order to put a punch list of items, to be addressed, prior to project acceptance.

8th Street

The only remaining utility work is a block of sanitary sewer line on West Side Drive and a couple of manhole replacements.

Concrete has been installed to Maple Street. Base course is being installed from Maple Street to Park Street. This section could be ready for paving in the next week or so.

Slowey Construction is concentrating on getting the sub-base grading done from Park Street to Summit Street; this would allow aggregate base material to be installed, thusly minimizing issues with inclement weather.

Walnut Street

Mainline paving, from 2nd to 3rd Street, is complete. Landscapers are on site installing pavers and seating blocks.

The underground work, from 3rd to 4th, has been finalized. Base course is being placed. Sidewalk installation on the east side of the street has commenced.

Every contractor involved is making a big push to get this project completed.

Highway 50 Sidewalk and Curbing

The contractor has started with the sidewalk installation. There is currently sidewalk in place, from the Chamber building to the Frick Hog property. It is estimated that this project will be done around the end of October.

Broadway Avenue/Highway 81 Sidewalk

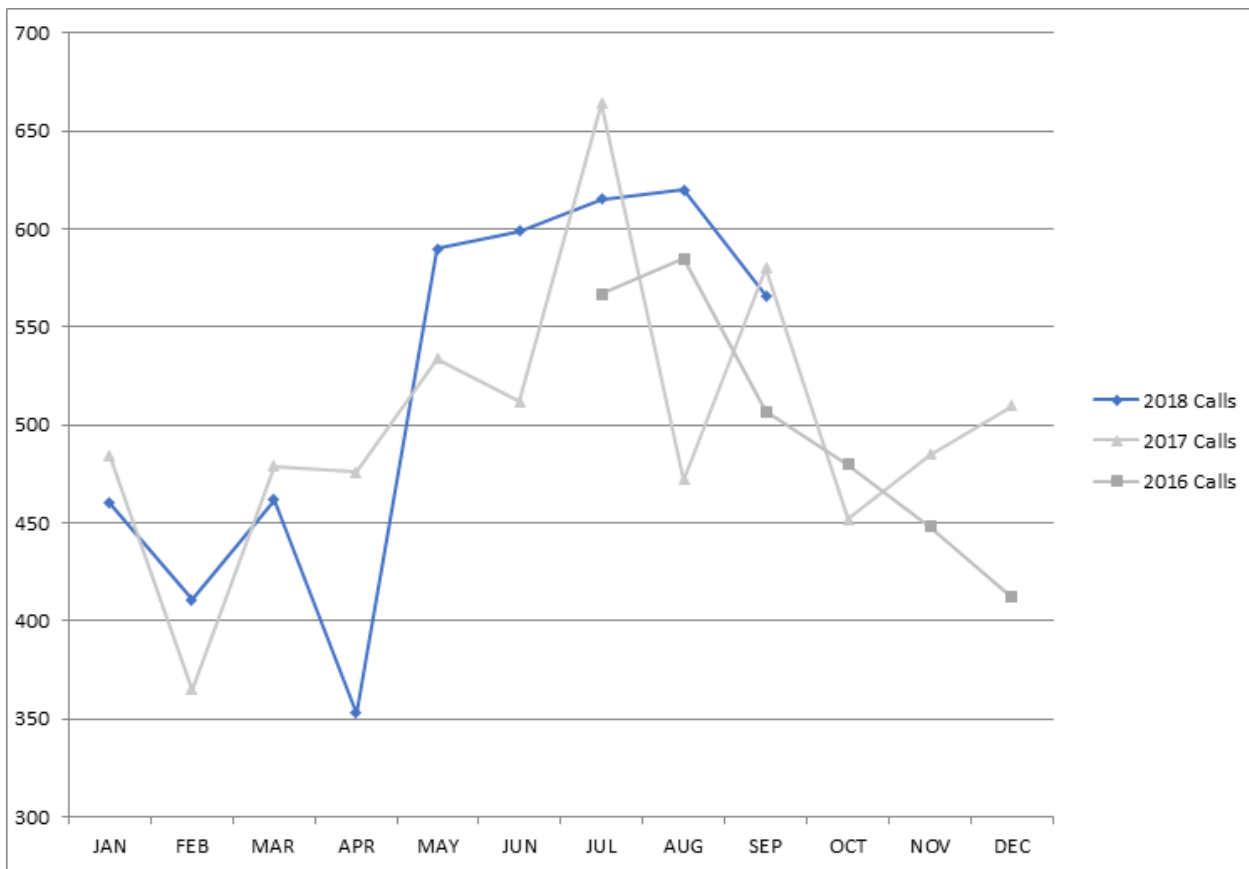
A Notice of Award has been issued to Masonry Components. The city is waiting on the return of contract documents, prior to issuing the Notice to Proceed.

Pine Street Bridge

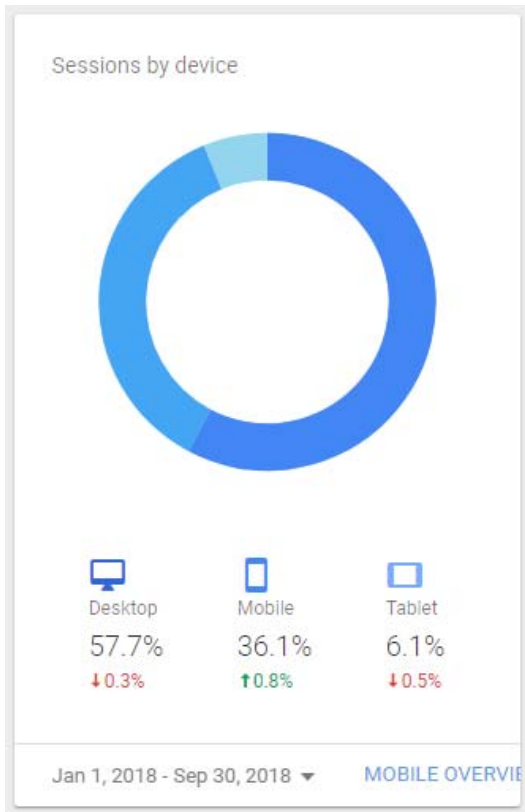
Swingen Construction has completed backfilling the ends of the new bridge structure. The subsurface concrete work at the ends has also been completed. The contractor for the new street pavement approaches and trail will mobilize to the project soon.

10) Information Services Department Update

911 calls thru the month of September are 2.4% above of 2017. The chart below shows the call volume for the first 9 months of 2018.



Website The number of total users (65,846) to the City’s website is up 19% over 2017 thru the first 9 month. During the same time period, new users visits are up 18% and total pageviews are steady. The chart below shows a breakout of what device users are using to access the City’s website.



11) Monthly reports

Building, Yankton Police Department and Salary monthly reports are included for your review. Minutes from the Golf Advisory Board, and Planning Commission 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