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## OFFICE OF THE CITY MANAGER

[www.cityofyankton.org](http://www.cityofyankton.org)

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### Commission Information Memorandum

The Yankton City Commission meeting on Monday, August 26, 2019, will begin at 7:00 pm.

#### Non-Agenda Items of Interest

##### 1) Police Department Update

The major event of this reporting period was Riverboat days. We worked the entire weekend with no major problems related to the festival. We did have to talk down an intoxicated subject who climbed to the top of the Meridian Bridge. We started a virtual ride-a-long on facebook and twitter, outlining events as they occurred. I received numerous positive comments related to the updates.

We worked with the Yankton School District to create a phone safety video for Parents.

We provided ALICE training for the Library Staff and Library Board.

Attended the School Board meeting and gave them an update on the "You Can Too" program that YPD is implementing in Webster and Stewart Elementary Schools this semester.

We held discussions Principal with Laura Haberman on the "You Can too" program at St Benedict Elementary School.

##### 2) Community & Economic Department Update

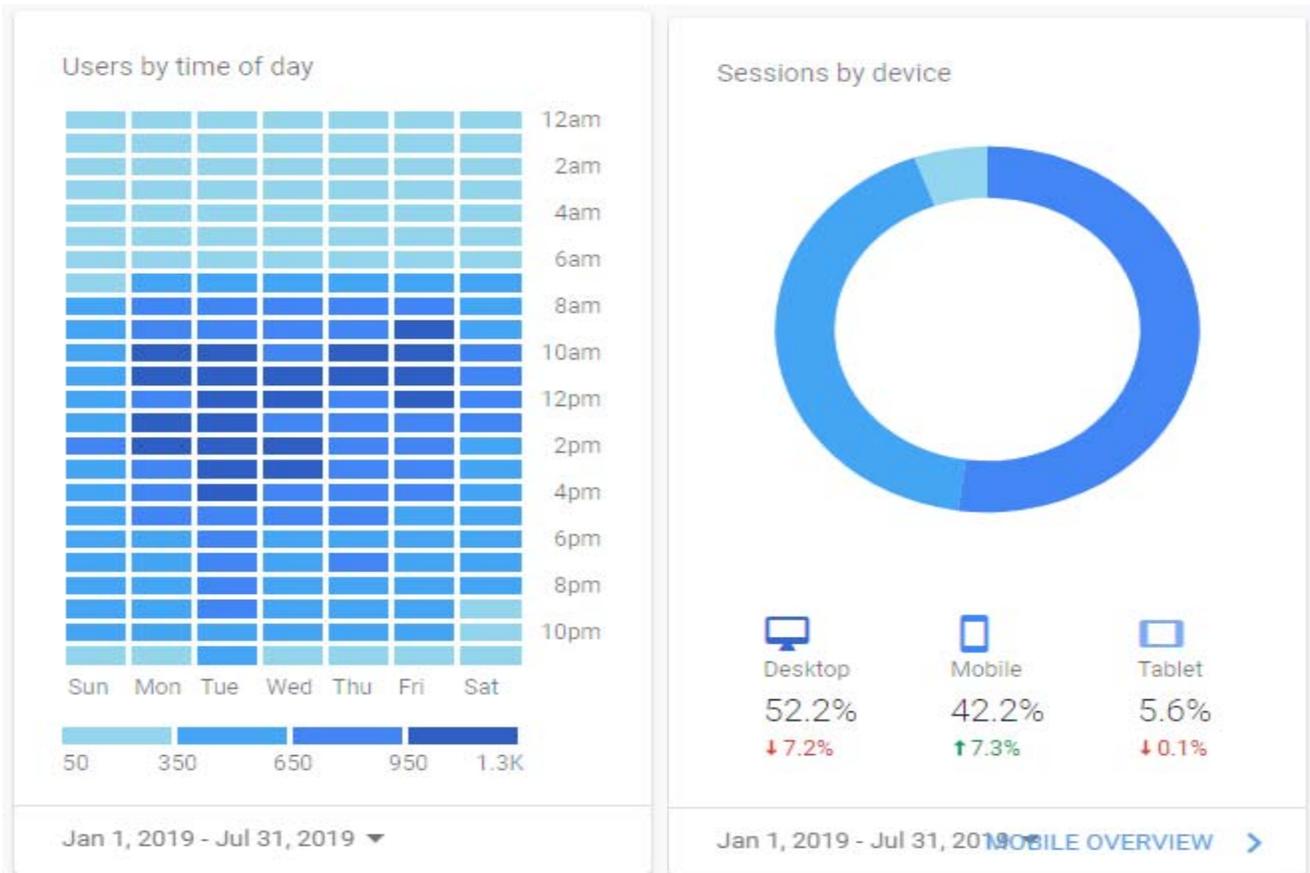
There is more activity occurring at the Chan Gurney Municipal Airport than there has been in recent memory. We just finished up hosting hundreds of travelers making their way to and from the Oshkosh airshow. The Oshkosh event usually means about 10 days of much busier than normal times at our airport. We have pilots fueling, sleeping and showering at the airport as one of their last pit stops on the way to Wisconsin. The Yankton Airshow Planning Committee continues to work diligently to prepare the programming for the upcoming Labor Day weekend event. The event would not be possible without the dedication of the volunteers, emergency service providers and many others. In addition to all of that, we are in the midst of the planning, design and Federal Aviation Administration regulatory process associated with two major projects slated for construction at the airport next year. The timing and funding has worked out for both the Apron Expansion Project and Cross wind Runway Reconstruction Project to occur next year. In total, that means an estimated \$3.7 million worth of projects at the airport in 2020 with \$3.6 million of that being federal and state grant dollars. Operations may be a little challenging at times in 2020 with all of the construction activities taking place but we look forward to the long term benefits that the investments will provide.

##### 3) Parks and Recreation Department Update

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

#### 4) Information Services Department Update

For the first 6 months of 2019 overall number of users (52,260) and sessions (100,819) to the City's website is down slightly from 2018. Total pageviews (240,146) is up slightly. The two charts below break out traffic to the website by day of the week / time of day and by the device.



#### 5) Human Resources Department Update

We are still taking applications for the following positions: Water Distribution/Wastewater Collection Superintendent, Library Assistant, and two part-time Circulation Assistants. Applications for the Superintendent position closes on August 28 and the Library positions close on August 30.

#### 6) Public Works Department Update

Street Department crews have been working on the approach pavement replacement associated with the West City Limits rail-crossing project. This project will complete the improvements to the West City Limits Road corridor that have been taking place over the last few years.

#### Walnut Street from 2<sup>nd</sup> to 4<sup>th</sup>

The acceptance and closeout documents, for the Walnut Street project, are included in this commission packet.

#### 21<sup>st</sup> Street from Broadway Avenue to Douglas Avenue

Although they were unable to complete the project prior to the start of school, the contractor made a tremendous push to have enough paving done to allow the Riverboat Days parade to pass through the intersection.

With mostly smaller items to complete such as sidewalk, retaining wall, ADA ramps and backfill, we expect that the roads will be open to traffic next week.

### **Auld-Brokaw Trail – West City Limits Road and 31<sup>st</sup> Street**

Crews working on the BNSF railroad crossing replacement were on site August 15<sup>th</sup>. The contractor for the trail project will utilize the crossing closure to complete the trail at that location.

### **2020 Projects**

Engineering Department staff have started the survey work needed to design next years proposed projects.

### **7) Fire Department Update**

Tim Binder has been promoted to the position of Captain with the Fire Department. Tim takes the position formally held by Kirt Flannery who recently retired. Tim has in the past been the training officer.

Congratulations to the Yankton Fire Department Auxiliary for winning the float contest in the Riverboat Days Parade.

The Yankton Fire Department will soon be outfitted with formal Class A uniforms. These uniforms would be used during formal events attended by Fire Department personnel such as funerals and other ceremonies. The uniforms are being funded with donated money from the O'Malley Estate. We will provide more information and a picture when the uniforms arrive.

### **8) Finance Department Update**

The City of Yankton's procurement card (P-Card) program has been in effect through the National League of Cities (NLC) and BMO Financial Group since 2012. The program has helped streamline the purchasing process through the company's online Spend Dynamics website and has allowed employees and supervisors to manage their departmental purchases 24/7. BMO Financial also provides an annual rebate program based on the volume of purchases made during their fiscal year beginning September and ending August of each year. Since its inception the City has received \$46,750 in rebates. It is anticipated that the City's rebate for their fiscal year 2018-2019 will be approximately \$6,600.

Enclosed in your packet is the Monthly Finance Report for July.

### **9) Library Department Update**

The library staff and some of its board members recently participated in Active Shooter training. Though some of the staff have had this training before, it was beneficial to be able to go through some simulations of what could happen and what some of the options are in reacting to these situations.

As we go through budget season, it seems that there may be some cuts to the county's portion of the library's budget. If this happens, the library will likely have to renegotiate our contract with the county which could mean an increase in fees for non-city users.

Looking ahead at our fall schedule of programs, we are excited to again be offering a wide variety of activities to our community. We are celebrating the release of the Downton Abbey movie with a few activities including a fun day of trivia and tatting demos and crafts. Other upcoming events include things from Intro to Meditation, author events, and a Veteran's Day Living Library. The library has a staff that is talented and committed to creating fun and interesting programs for our community.

## **10) Environmental Services Department Update**

John T Jones continues to move forward with the Water Plant Project. The project is scheduled to be substantially completed by October 1<sup>st</sup>. Final completion is scheduled for May of 2020. The project is scheduled to start treating water in mid-September. The roofing contractors continue to work on the roof when weather allows, however, the roofing contractor is behind schedule. Concrete work has started on the flat surfaces outside the plant. The concrete contractor is scheduled to close the intersection at Douglas Street starting August 26<sup>th</sup>. The intersection will be closed for several weeks to reconstruct the intersection. The contractor continues to complete startup on new equipment. Startup for each piece of equipment consists of a manufacturer's representative testing the equipment and conducting staff training.

Staff met with Planning District III to discuss the Economic Development Authority (EDA) funds available related the spring flooding disaster. Staff will be working with HDR and District III to put together a fund application as soon as possible. A similar program was used for the lift station and outfall projects in the past.

## **11) Monthly reports**

Joint Powers Solid Waste monthly reports is 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