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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, July 11, 2016, will begin at 7:00 pm.

#### Non-Agenda Items of Interest

##### 1) Parks and Recreation Department Update

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

##### 2) Human Resources Update

We closed on applications for the Water Plant Supervisor. We received a total of five applications which includes two internal applications. Interviews will be scheduled with the applicants.

We are still accepting applications for Building Inspector, and the part-time weekend Water Plant Operator.

##### 3) Community Development Update

The Community Development Department has a number of building projects in the review and permitting stages. Projects being reviewed include: a new convenience store and the United States Social Security tenant space remodel. Other projects where construction continues include: The Goglin Funeral Home, the Avera Sacred Heart Hospital Information/Technology Office Remodel, the Drain Masters Building, Casey's General Store Addition, Hacecky Storage Building, Lewis and Clark Ford remodel, the Westbrook Apartment Complex and the City of Yankton Highway 50 Lift Station. In addition to these commercial projects, permits for 8 single family homes have been issued. Along with building code compliance reviews in the design phase of these projects, staff is on-site multiple times during construction for plumbing, foundation, framing and fire separation wall inspections. Staff also conducts a final inspection prior to permitting occupancy.

##### 4) Public Works Department Update

The Street Department has contracted with Midstates Reclamation to mill Highway 314 from West City Limits Road to West 11<sup>th</sup> Street and Archery Lane south of Highway 50. It is anticipated the milling will take place on July 14<sup>th</sup> and 15<sup>th</sup>. Once the milling is complete, the Street Department will overlay the milled surface with a new asphalt mat.

Enclosed with this packet is a list of asphalt streets scheduled to receive a seal coat (often referred to as "chip seal") this year. It is anticipated that the Street Department will perform the seal coating in July.

The Street Department continues to work on the street reconstruction projects in Summit Heights and on 20<sup>th</sup> Street east of Locust Street.

The scale contractor has powered up the new scale at the Transfer Station and everything is in working order. The new scale will not be able to be utilized until the South Dakota Department of Public Safety-Weights and Measures verifies that the scale is true and accurate and the paving has been completed in the areas surrounding it. The paving contractor anticipates paving to take place the week of July 11.

Masonry Components continues to work on the concrete curb and gutter, sidewalk, and pavement sections of the intersecting streets on the Douglas Avenue Project. Once the sidewalk installation is complete, the contractor will begin preparations for paving the street.

Slowey Construction has started utility work at Highway 50 and Capital Street and will continue to work east from Capital Street performing removals and utility work. Masonry Components continues to install sidewalk behind the new curb on the south side of the highway between Douglas Avenue and Broadway Avenue.

### **5) Information Services Update**

The new next gen 911 equipment is installed and operational. A report from the first 4 days of operation is attached. Of note is that the new system uses UTM (universal time) since it is a statewide system.

The new subscriber radios for police, animal control and dispatch have been ordered. We will be trading in the old radios to the manufacturer thru a promotional program. Estimated delivery time is 4 to 6 weeks plus setup, installation and programming. We hope to begin using the radios in mid-August.

### **6) Fire Department Update**

The Yankton Fire Department completed fire flow testing on the water main and hydrant system in the Westbrook Estates and Apartments development. The results of our flow tests indicate water flows that are adequate for fire protection needs in the area. Additional tests may be conducted when there is a change in provider and as needed or requested.

Increasingly dry conditions means the public should be more aware of fire safety. Lack of rain and summer winds are drying out grasses and other fuels. We ask the public to be fire safety aware. If you live outside the city limits and plan a controlled burn, you are instructed call Yankton Police Dispatch at 605-668-5210 and give them the information regarding your burn. YPD will instruct you if there is a burn restriction for that day. Otherwise be cautious with fire, discard smoking materials properly and check weather for not only the day you are going to controlled burns but 2-3 days after to assure smoldering embers do not become a fire hazard due to wind. If you have questions, please contact the Yankton Fire Department at 605-668-5228.

### **7) Finance Department Update**

The City's online utility payment service ~Payment Service Network (PSN) - has been operational since November 2014. As of July 5, there are 400 registered customers utilizing the online site which equates to almost 8% of our utility customers. Of those registered, 184 have opted out of the paper utility bill or 3.5% of the customer base. For the first six months of 2016, there has been an average of 221 PSN transactions per month. This includes both online payments and credit card payments made in the Finance Office. Customers who use the online or credit card service pay a small service fee for each transaction.

Finance also offers a direct ACH bank payment method which 1,640 customers participate in which is 31% of our utility customers. The remaining customers pay for their utility service either by mail or in person.

**8) Environmental Services Update**

Welfl Construction continues to move forward with the collector well. Welfl is working on the interior piping. Sub-contractors are working on the electrical and exterior block. Welfl will also begin working on the water fill station as soon as the final paper work is completed.

Gridor Construction continues to dewater the lift station site. The contractor has lowered the water level by approximately 12 feet. They are hoping to be able to lower the level another 8 feet. Staff will be working with engineers and the contractor to monitor the area to prevent any flooding caused by the water discharged from the pumps.

Collection/Distribution staff continue to work on seasonal maintenance work. Staff has been busy jetting and cleaning sewer, exercising valves, and repairing hydrants. Staff will also be install several more valves along the highway 50 project.

**9) Minutes**

Salary, Building and Yankton Police Department monthly reports are included for your review. Minutes from the Park Advisory Board are also 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 Nelson  
City Manager