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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, June 25, 2018, will begin at 7:00 pm.

#### Non-Agenda Items of Interest

##### 1) Community Development Update

We are approaching the sunset of the Morgen Square Tax Increment District (TID). The creation of the district has been a success on many levels. You may remember what the property looked like prior to the current development. It was the former Morgen Manufacturing site with tall, industrial looking block walled buildings right up against the sidewalk. Now it is a modern looking commercial development with green space and aesthetically pleasing structures. The creation of the TID allowed us to put together a public / private partnership that ensured the successful redevelopment of an underutilized property on our main commercial corridor.

The TID Agreement was structured in a manner that reimbursed the private developer over time for eligible expenses that they incurred on the front end of the project. In this instance those TID eligible expenses included the demolition of the old buildings and the installation of new public infrastructure needed to support the development. The original TID was for just over \$370,000 and was planned to sunset in 2026, or at the point in time that the increment from the property improvements fulfilled the commitment. At our current pace, we are scheduled to retire the commitment in 2020, six years in advance of the 20-year sunset of the TID. This is an excellent example of a project that would not have developed to the extent that it has without the public / private partnership. The long-term benefit of having this property improved will pay dividends to the public through increased property values for decades to come.

##### 2) Finance Department Update

The Deputy Finance Officer attended the annual South Dakota Governmental Finance Officers' School held in Sioux Falls on June 6 – 8, 2018. Conference topics included Legislative Updates; Capital Improvement Plans; Accounting Updates; Municipal Constitutional Debt; City Finance Policies; Municipal Bonds and Tax Increment Financing (TIF); Code Enforcement; Liquor Law Updates; ALICE Training; Tax Levies & Equalization Meetings; and Municipal Sales and Excise Tax Refresher.

Please see the enclosed Monthly Finance Report for May.

##### 3) Human Resources Department Update

We have been advertising internally for the position of Police Sergeant. We received six applications and these applications have been turned over to the Police Department for interview scheduling. This position was vacant because Dean Larson will begin his duties as Detective on August 17.

Three internal applications have also been received for the position of Senior Grounds Maintenance Worker – Auld Brokaw Trail in the Parks and Recreation department. This position will be vacant because of the retirement of Bob Wubben on October 1.

#### **4) Public Works Department Update**

The Street Department is preparing to pave Linn Street from 8<sup>th</sup> Street to 9<sup>th</sup> Street as a part of the 8<sup>th</sup> Street reconstruction project. Crews will also pave the areas in the 2<sup>nd</sup> Street parking lots that were disturbed as part of the Walnut Street reconstruction project.

Street Department crews continue to patch asphalt in areas where curb and gutter was replaced as well as streets scheduled for seal coating later this summer. Crews also continue to paint street light poles and other iron street amenities in the Meridian District.

#### **West City Limits Road:**

The week of June 4<sup>th</sup>, Feimer Construction finished installing the storm sewer at the intersection of 23<sup>rd</sup> Street. The west two lanes from north of 25<sup>th</sup> Street to south of 23<sup>rd</sup> Street were paved and opened to traffic Friday, June 15. The new pavement allows traffic from Westbrook Apartments and Westbrook Estates access from both the north off of Highway 50 and the south off of 23<sup>rd</sup> Street. The week of June 11, pavement removal and base course installation to the intersection of 21<sup>st</sup> Street was completed. Also pavement removal and base course installation from 21<sup>st</sup> Street to north of 19<sup>th</sup> Street was completed the week of June 18. D & G Construction has begun trimming gravel and setting up for paving from south of 23<sup>rd</sup> Street to north of 19<sup>th</sup> Street that is anticipated to take place Friday, June 22, 2018.

#### **8<sup>th</sup> Street:**

Crews on 8<sup>th</sup> Street are battling the wet conditions. Weather permitting, asphalt paving on Linn Street, will be completed the week of June 18. Slowey Construction has been installing base course in preparation of main line paving on 8<sup>th</sup> Street. They have been hampered not only by the weather but, by utility companies trying to move boxes, poles and lines. There has been no indication as to when the main line paving will take place.

#### **Walnut Street:**

The City parking lots along 2<sup>nd</sup> Street are nearly complete. Colored concrete, between the new sidewalks and the curb, still needs to be placed. Feimer Construction intends on getting the soil placed in the islands within the next week, or so. Once these items are completed these areas will be ready for landscaping items such as benches, flowers, etc.

The underground work is almost complete in the 2<sup>nd</sup> Street intersection. Storm sewer pipe and water main are all in place and crews are working on forming and pouring the storm inlets and junction boxes. Drain tile for the planters and a gas service for the fire pit will be installed soon. The concrete contractor is ready to move into this intersection, once this work is complete.

#### **Highway 50 Sidewalk:**

Bids were received on June 14. Results of the bidding and a recommendation are on the agenda.

#### **Pine Street Bridge:**

The piling has been installed on both ends of the project site. Swingen Construction has installed the foundation footing on the north side of the project and are working on the south foundation footing. Once the footings are in place crews will build abutment and wing walls on the new footings.

## **5) Parks and Recreation Department Update**

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

## **6) Environmental Services Department Update**

Staff continues to work with the contractor on the lift station with several warranty issues. The coating for the wet well appears to be peeling off in a couple places. The company that coated the wet well was onsite and is putting together a proposal for the repair. The contractor is also working on an issue with the alarm system. All alarms appear to be cleared and everything is running correctly. However, the alarm system is failing to acknowledge an alarm and is continuing to send an alarm signal to the computer system at the Wastewater Plant. Until the glitch in the programming is fixed, the alarm system will not be able to function. The one-year warranty expired on June 20.

Progress on the Water Plant project continues to move forward. Staff and HDR met with the owners of John T. Jones to express concerns with the quality of workmanship. HDR did issue a formal letter of nonconformance based on some of the concrete finish work. These are limited to areas that will be under ground or in tanks that will not be visible. Due to the progress of the construction and the visible nature of the current construction, everyone was in agreement that workmanship needed to continue to improve to meet the needs of the project. The contractor is also in the process of leak testing several of the lower level tanks. If the leak test passes, the contractor can begin back filling.

## **7) Fire Department Update**

Volunteers of the Yankton Fire Department honored Rev. Rod Veldhuizen for his past 12 years of service to the Department as Chaplain. On June 18, the volunteers recognized Pastor Rod for his service to the Department with a memory box honoring his service. Pastor Rod provided spiritual and mental health care to firefighters and their families and victims of our responses and their families. Pastor Rod was also utilized by other public safety agencies for victim and family care while he served. Pastor Rod will be missed. We wish him well in his new venture in the Black Hills.

Chief Kurtenbach met with personnel from Information Services, Police Department, Environmental Services and the City's radio consultant to review solutions to the communications equipment problems we have encountered on the West Water Tower.

Deputy Chief Nickles is currently working to inspect all apartment buildings in Yankton. During this process he is also providing informational posters that inform residents what to do in case of certain emergencies such as fire, tornado, etc. These posters are hung in common areas of the building with the owner's or manager's permission.

## **8) Library Update**

We currently have 344 children & teens signed up for Summer Reading as well as 60 adults. On Monday, June 25 at 10:30 am we will be hosting a puppet show as one of our big events for the summer. We also have the National Music Museum coming in at 2:00 that day to speak with the teens. In general, programs are trucking along and we are staying very busy with the increased summer traffic! We will be closed on July 4<sup>th</sup> for the holiday.

## **9) Information Services Department Update**

Dispatcher Mary Madetzke has completed her training program and will go into rotation as a trained dispatcher. Mary's last step will be state certification training in Pierre during the next open time slot. Dispatch is now currently fully staffed.

City IT staff has assumed responsibility for PEG channel programming and we have begun the transition to digital only submissions. The current equipment's video switcher is no longer working reliably and as a result we have stopped playing music during the regular slide show to allow for playback of local video content with audio. We hope to have the equipment replaced soon and have received a preliminary quote on one of the key pieces of equipment. We may be able to demo the equipment on site to determine its fit for local needs.

**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 Nelson  
City Manager