



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

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Commission Information Memorandum

The Yankton City Commission meeting on Monday, July 9, 2018, will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Fire Department Update

The Yankton Fire Department assisted the Parks Department in pumping water from Memorial Park after the recent heavy rain event.

Chief Kurtenbach attended a Points of Dispensing meeting on Thursday, June 28 at Mount Marty College. The POD Committee is preparing for an exercise at Mount Marty to be held this fall which will distribute flu vaccine.

The Fire Department continues to work with the Water Department, IT and the PD on the communications antenna repair on the West Water Tower. An insurance claim has been filed for damage to the antennas.

The Fire Department urges all citizens to use caution in the discharge of fireworks over this July 4 holiday period.

2) Environmental Services Department Update

Distribution staff repaired a water main break near the intersection of 8th Street and Ferdig Street. The break occurred Sunday night around 7:00 pm and staff was onsite until 2:30am to complete the repair. Water tower levels dropped from 20 feet to around 2 feet in less than an hour. Staff estimate over 600,000 gallons of water was lost.

The Wastewater Plant continues to see high flows because of infiltration. The plant is designed for a max day of 5.25 million gallons and an average of 2.55 million gallons per day. Staff has seen several days above the designed max with a peak day of 6.33 million gallons treated. This is caused by infiltration into the collection system. Most likely areas of infiltration are clay tile pipes that are cracked, service connections, brick manholes, and sump pumps being discharged to the sanitary system. Normal average days are around 2 million gallons per day with peaks around 4 million gallons per day during large rain events.

The Wastewater Plant is having issues with plugging of the inlet grit removal and primary clarifiers. The extra stress on the equipment has caused several failures but has not required any bypassing. All samples taken continue to be in compliance with the discharge permit. Staff continues to work extra hours to maintain operations and complete repairs. Some larger repairs may be needed. Staff has not fully assessed the current condition of the secondary clarifier arm or the sink hole on the west side of the

aeration building. The facility is beginning to show signs of aging infrastructure. The last major upgrade was completed in 2000-2003.

3) Finance Department Update

The City has used Payment Service Network (PSN) for its online utility payment and credit card service since November 2014. As of June 29, there are 585 registered utility customers utilizing the online site, an increase of 97 customers in the past year. This accounts for 11% of our utility customers. Of those registered, 239 have opted out of the paper utility bill or approximately 5% of the customer base. For the first six months of 2018, there has been an average of 347 PSN transactions per month, an increase of 67 transactions per month compared to a year ago. These payments include 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.

The City also offers a direct ACH bank payment method free of charge. This method is currently utilized by 1,794 customers which equates to 34.4% of our utility customer base. The remaining customers pay for their utility service either by mail or in person.

Payment Service Network (PSN) was also implemented in March 2017 at the Transfer Station/Landfill. The number of credit card transactions at the transfer station over the past six months has averaged 104 per month. As expected, the summer months have the highest volume with double the number of transactions compared to the rest of the year.

4) Human Resources Department Update

HR has been working with Interim Police Chief John Harris to get all of his paperwork processed for payroll, effective for his first day of employment on July 1, 2018.

With the promotion of Dana Schmidt to Library Director, that means we will have a vacant position at the Library. I will be working with Dana to coordinate the advertising to fill the Senior Library Assistant position.

5) Community Development Update

Permit values for 2018 have started strong with \$14,686,354 in permit valuation issued through June. A number of building projects are in the review and permitting stages at this time including Yankton Heights Phase II Apartments (40 units), Tramp's Apartment in Summit Heights (32 units), and Eagle Construction Townhomes (6 units). The permit for the Casey's Convenience Store was issued in June, including the demolition of the existing 40,000 sq. ft. building. As of this date, permits have been issued for (12) single family homes, (1) four-unit townhome and (2) two-unit townhomes, for a total of 20 new housing units. Along with building code compliance reviews in the design phase, staff is on-site multiple times during construction for plumbing, foundations and framing inspections, as well as conducting a final inspection prior to occupancy.

6) Parks and Recreation Department Update

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

7) Library Update

At the halfway point of our summer programming, we have 373 children & teens registered for Summer Reading as well as 66 adults. All those readers have earned 664 prizes. We are looking forward to two more big events this month. The first is a family dance party on July 13. A local DJ has volunteered her services along with three hair stylists who will offer pre-party styles for boys and girls. On July 23 we

plan to host a talent show at the Dakota Theater. We are grateful for community partners who help us to offer these kinds of fun events.

We are also working through the transition of Dana beginning her duties as Library Director and finding someone to fill her previous position.

8) Public Works Department Update

The Street Department continues to patch asphalt in areas where curb and gutter was replaced as well as streets scheduled for seal coating later this summer. Street crews will also be working with the milling contractor to mill asphalt on Peyton Lane and Mulberry Street from 8th Street to 15th Street in the coming weeks. Once the milling is complete, the streets will receive a new asphalt surface.

The Street Department will be concentrating on repainting the street markings in the Meridian District area over the next few weeks.

West City Limits Road:

The week of June 18, pavement removal and base course installation north of 19th Street was complete. Trimming and preparation for paving from L & M Radiator to north of 19th Street was also completed. Due to the large amount of rain, paving that was scheduled for Friday, June 22 was rescheduled and took place Tuesday, June 26. The week of June 25, D & G Construction finished concrete work on the west side of the road at the intersections of 23rd Street and 25th Street. These intersections are planned to be opened as soon as they have adequate cure time. D & G Construction also poured the north entrance to Westbrook Apartments. Once the north entrance is opened to traffic they will close and pour the south entrance. The week of July 2, Feimer Construction plans to continue pavement removal south of 19th Street to the entrance of Affordable Self Storage. If all goes well, the new pavement from L & M Radiator to north of 19th Street will be opened to traffic prior to the July 4th holiday.

8th Street:

Slowey Construction has completed most of the underground utility installation to just east of Maple Street. They have been working on the base to prepare it for concrete paving. Since they are working in the low area of the project this has proven difficult at times with the rains that we have encountered. Weather permitting, they plan on paving the first phase on 8th Street the week of July 9th. Asphalt pavement on Linn Street was completed by the Street Department. Residents there can now access their homes without passing through construction.

Walnut Street:

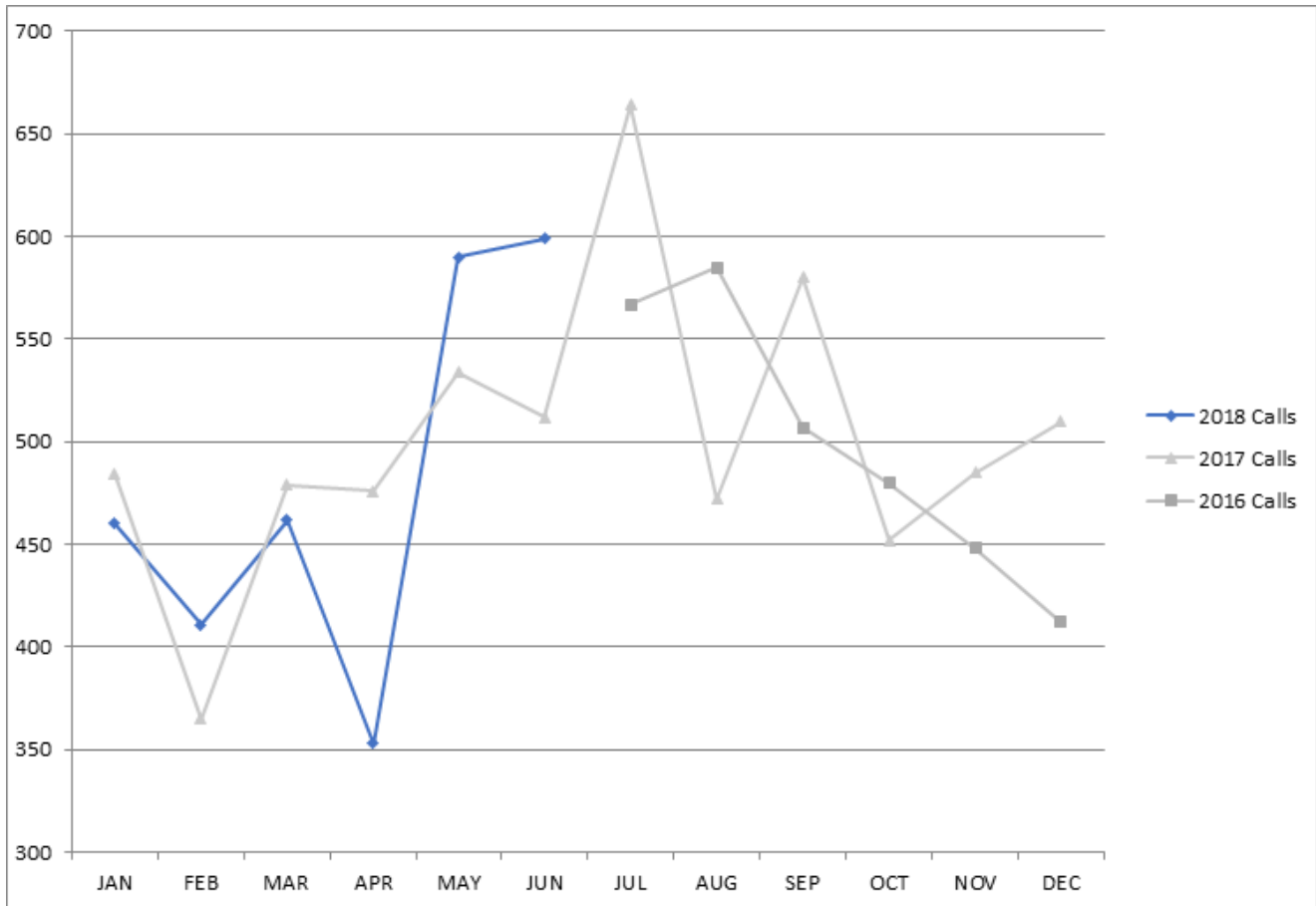
Construction work on the parking lots and sidewalks along 2nd Street is complete. Backfill and landscaping still need to be done in the islands. Water and storm sewer has been installed in the 2nd Street intersection. Feimer Construction is currently working on the drain tile for the planting areas. Once complete, they will remove the remainder of the street section to the 3rd Street intersection. It is possible that the concrete subcontractor, Masonry Components, could begin reconstructing the 2nd Street intersection the week of July 9th.

The South Dakota Department of Transportation is currently advertising the Transportation Alternatives Project (TAP) Fox Run Trail Along Highway 50 and West City Limits Road project for a July 24, 2018 bid letting. The project has a 2019 completion date, while construction could begin late fall, weather permitting.

9) Information Services Department Update

911 calls thru the first six months of 2018 are steady compared to last year with twenty-five more 911 calls received in 2018 vs. 2017 thru the first six months of the year. Nearly 80% of 2018's 911 calls

originate from a wireless caller. This number is up roughly 5% over last year's 2017 annual total. The next phase of the nextgen 911 project is scheduled for an August installation in Yankton. This step will include the transition to the statewide 911 phone system. Staff has continued to work thru options for the dispatch center console and police radio upgrade projects with the consultant. In addition, we will be coordinating with the fire and water departments on some additional changes at the west water tower. The water department will be installing new monitoring equipment and fire will be repairing and replacing the antenna that was recently damaged by wind. A new railing and antenna mounts are planned for the tower.



10) Monthly reports

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