



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

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Commission Information Memorandum

The Yankton City Commission meeting on Monday, October 22, 2018, will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Community Development Update

The annual mobile home park licensing inspection process has begun and will culminate with the City Commission's consideration of 2019 licenses at the December 10th City Commission meeting. 2018 was a year of continued progress in helping ensure that mobile home units and park spaces are safe and properly cared for. We will continue to work closely with mobile home park owners to make sure their properties meet licensing requirements thus providing a viable housing option while maintaining the character of the community. The schedule for the annual process is outlined below.

- September 5th - Mailed notice of upcoming inspections to mobile home park owners.
- September 27th - Mobile home park inspections complete and notification letters sent to owners with non-compliant items.
- Mid October - Finance Department mails license applications to park owners.
- October 22nd - Re-inspection of non-compliant issues. Recommendation for approval based on compliance.
- Mid November - Mobile home park license applications due to the Finance Department.
- December 10th - City Commission considers 2019 mobile home park licenses.

2) Human Resources Department Update

On Thursday, October 11, we had on-site flu shots for City employees. This was coordinated with Avera Occupational Medicine and 82 employees received the shots.

October 12 was the application deadline for the vacant Water Plant Operations Specialist position. We received 12 applications and the department is in the process of reviewing the applications for interview selection.

We are still accepting applications for open positions at the library, both full-time and part-time. Applications close on these positions on October 19.

3) Police Department Update

Yankton Police Department provided traffic control for March to the Meridian on October 13th.

Det. Erickson spoke on behalf of the Yankton Police Department at the SPARK event on October 5th. Det. Erickson provided an overview of drug enforcement in the Yankton area.

Officers are completing quarterly firearm qualifications this month.

YPD is assisting the River City Domestic Violence Center and the Sexual Assault Response Team at a public awareness event, located at HyVee on October 3rd, 10th and 17th from 11:00 to 12:00 for Domestic Violence Awareness Month. Officers will be handing out free cookies.

K9 Nolz and K9 Pekarek are being recertified on October 19th.

Lt. Burgeson is conducting presentations on Active Intruder training at the Yankton High School throughout the month of October.

4) Parks and Recreation Department Update

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

5) Finance Department Update

The Finance Office is currently working with local businesses on their annual liquor and video licenses which renew on January 1, 2019. Many other licenses such as plumber, electrician, and movie theatre licenses expire at the end of the year and will be assisted with their renewals for January 1 as well. The exception to these licensing renewals are for malt beverage and restaurants which renew on July 1 each year.

Please see the enclosed Monthly Finance Report for September and 3rd Quarter Revenues and Expenditures Report.

6) Library Update

The library had a couple of unexpected expenses over the last couple of weeks. We have to replace our old drinking fountain because it was no longer functioning properly. Secondly, our main furnace unit was not working and required repairs.

We are celebrating Star Wars Reads month at the library. There are some special Star Wars Legos on display that were lent to us by Tom Cihak and other patrons.

We have resumed our Teen Tech Tutors partnership with the National Honor Society at the high school. This program allows patrons to sign up for a 20 minute session of individualized technology help. This program is held at the library on the third Saturday of each month from 1 pm to 2 pm.

7) Public Works Department Update

Street Department crews are working on miscellaneous concrete repairs at various locations throughout the City. Crews are also asphalt-crack filling on City streets as well.

The annual household hazardous waste collection event was a success with 241 vehicles dropping off various household items at the Transfer Station collection point.

West City Limits Road (WCLR)

The reconstruction of WCLR has been completed. Staff will be inspecting the project and compiling a punch list of items to be addressed and will be reviewing quantities. Once finalized the project will be placed on an upcoming meeting agenda for acceptance.

8th Street

The utility installation on West Side Drive has yet to be completed. Slowey Construction has been concentrating on placing the aggregate base course to prepare for concrete.

Main line paving has been installed to Spruce Street. Base course has been installed from Maple Street to Summit Street.

Masonry Components should have curb and gutter completely done on 8th Street by October 19th. The completion date for the project was October 15th. Slowey Construction has already submitted for an extension. City Staff along with Stockwell Engineering will be reviewing the request.

Walnut Street

Welfl Construction has completed the replacement of the structural tops for the underground rooms by the Riverfront Event Center. Masonry Components can now complete the remaining sidewalk installation in that location.

Staff will be arranging to get the south block parking stalls painted while the weather is nice. Once completed, that block will be ready to be reopened to traffic.

With the weather forecast, it is expected that there will be great progress in the next couple of weeks.

Highway 50 Sidewalk and Curbing

D&G Construction has been working diligently on this project. The trail is mostly complete except for areas where there are fire hydrant relocations needed. Crews will continue with the installation of curb where it was designed.

Broadway Avenue/Highway 81 Sidewalk

There has been no change on this project since the last update. I expect that Masonry Components will be starting in the near future.

Pine Street Bridge

Masonry Components has been working on the street approaches to each side of the new bridge. Masonry Components will also be installing the new trail segment underneath the bridge structure.

8) Environmental Services Department Update

SJ Louis continues to work on the gravity sewer project. The contractor has completed the bores and has installed pipe under Highway 50 and the TransCanada pipeline. The contractor has started installing pipe at the new lift station and will be working towards the existing lift station along highway 50. The contractor has a substantial completion date of November 18. It is anticipated some weather days will be allowed to extend that date.

The water plant project is moving forward. John T Jones is working inside existing plant #2 installing equipment and repurposing several areas. The water treatment staff offices and lab have been relocated to a job trailer onsite. The subcontractor continues to set the precast concrete. The building is scheduled to be enclosed by the end of December.

The wastewater treatment staff has completed the soil sampling for the biosolids land application. The contractor is waiting for dry weather to begin hauling biosolids from the lagoons.

9) Fire Department Update

Fire Prevention Week activities are wrapping up this week. Last week saw many school visits, tours and presentations given to school children and adults. The Fire Department open house was held on Wednesday night which included displays, refreshments, fire prevention information and a Red Cross smoke detector program sign up. YFD volunteers covered all of the in school presentation which was a delight to the children receiving the information. This week will include a few additional station tours and presentations. Thanks to all that attended. The Yankton Fire Department would like to remind all to keep fire prevention in your mind during work, home and pleasure activities.

10) Information Services Department Update

On October 16, 2018 we experienced a regional 911 system outage. Basic 911 service was restored by routing inbound calls to the regular administrative lines. The network provider hopes to have storage restored by October 17.

The consultant plans to have the RFP completed for the radio project soon. We have moved ahead with the communications building for the water tower location and plan to have the structure in place for the chosen vendor by the time the RFP is completed.

11) Monthly reports

Fox Run Golf Course and Joint Powers Solid Waste 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 Leon
City Manager