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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, November 26, 2018, will begin at 7:00 pm.

#### Non-Agenda Items of Interest

##### 1) Community Development Update

The Community Development and Economic Department receives several inquiries a year concerning the placement of pre-built manufactured homes in the City limits. The City of Yankton does allow manufactured homes to be placed in the City provided that they meet the minimum standards of the 2015 International Residential Codes. Several home builders construct houses in factory settings and then transport them. A Governor's Home is an example that meets the criteria of a manufactured home. The Governor's homes are built to the current building codes as adopted by the City and the State of South Dakota. These codes include the International Residential Code, the International Mechanical Code, the National Electrical Code, the Uniform Plumbing Code, and the International Fuel Gas Code. A building permit is needed before bringing a manufactured home into the City and documentation is required to show compliance with all current building codes including qualified third part inspections during construction. The City is not involved in administering covenants and other types of regulatory tools that developers may use in specific subdivisions. In the next CIM, we will discuss the difference between a manufactured home and a mobile home.

##### 2) Finance Department Update

The monthly utility bills were mailed out on November 19 along with the notice of rate increase that took effect November 1. Notices regarding the utility rate change and recycling calendar postcard were included with the utility bills.

Absentee voting for the Aquatic Center Opt Out Election is available beginning November 26 at 8:00 am through Monday, December 10 at 5:00 p.m. at the City Hall Finance Office located at 416 Walnut Street. Vote Centers on Election Day, Tuesday, December 11, will be at City Hall and the North Fire Station #2 located on 23<sup>rd</sup> Street near Douglas Avenue. Poll hours are from 7:00 a.m. to 7:00 p.m.

Please see the enclosed Monthly Finance Report for October and the October Revenues and Expenditures Report.

##### 3) Environmental Services Department Update

Water plant construction continues to move forward. John T Jones has completed the precast construction and the roof cap on the treatment plant portion of the project. Precast construction continues on the garage/office section of the project. Equipment and pipe installation continue.

The water department has responded to several frozen water meters with the recent cold weather. Staff would like to remind all customers to protect water lines and meters from freezing temperatures.

SJ Louis continues to work on the Gravity sewer project. The sections of sewer main from the lift station to Archery Lane and Archery Lane are completed and in service. The contractor continues to work east from Archery Lane towards Marsh Road. The City is in the process of negotiating a “stop work order” to be effective when the contractor reaches Marsh Road to prevent any further asphalt removal. Due to the cold conditions the replacement of asphalt is not an option. Liquidated damages would seize at the time of the “stop work order” and begin again in the spring when conditions allow work to proceed.

#### **4) Library Update**

We have hired five new staff members through our last round of interviews. We have hired one full-time staff, three 14-hour positions, and a high school student that will help us with shelving throughout the week. We will be busy training over the next several weeks, but we are excited to be fully staffed and to add these great new members to our team.

On Thursday, November 29, we will be hosting Vermillion author Jerry Wilson for a book talk and a book signing. Then, on Tuesday, December 4, Stacey Kreycik Miller will be joining us to talk about her children’s book and her experiences on the Kreycik Elk and Buffalo Ranch near Niobrara.

We are also busy planning our first-ever children’s winter reading program which will run from December 10 through February 19. Children in fifth grade and under can earn “snowman parts” by reading. The goal is to earn all the pieces to build snowmen that will be on display in our meeting room. At the conclusion of our program in February, participants will be invited to a special party to celebrate. We also plan to have reading challenges for middle-schoolers through adults this winter as well. I am excited to get this started and hoping we get a good response from our readers.

#### **5) Human Resources Department Update**

We are currently advertising to fill two full-time positions. The Fleet Supervisor position is open because of the retirement of Marv Steffen on November 30, 2018. Public Works had a department only retirement recognition for him in October. Jeff Hines, Water Plant Superintendent, has taken a position in Florida and will be leaving us on November 23 so we are advertising to fill this position.

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

The Yankton Fire Department conducted a training burn of a structure on November 15. This training burn concluded the requirements for 4 of our new members to become South Dakota Certified Firefighters. New members Adam King, Sam Harris, Cole Blom and Brook Woehl are now recognized by the State of South Dakota as Certified Firefighters. All new members of YFD must complete this course within 2 years of their membership. The course consists of online and classroom study as well as hands-on practical practice and testing. It is estimated that the course takes 150 to 180 hours to complete. We were also able to assist several other surrounding fire departments to get their members trained and certified. Congratulations to all who completed the course.

The Yankton Fire Department participated in the Pine Street Bridge dedication ceremony by providing a fire truck to make its first trip across the new bridge.

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

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

## **8) Public Works Department Update**

While weather conditions permit, Public Works continues to address fall maintenance items such as asphalt street crack filling, street sweeping, repairing potholes, and tending compost.

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

Pavement marking for 8<sup>th</sup> Street was completed on Thursday, November 15<sup>th</sup>. Joint sealing was done the morning of Friday, November 16<sup>th</sup>. The street was open to traffic that afternoon.

There are miscellaneous items, such as retaining walls and driveway approaches, which are left to complete. The contractor will be working to finish these things.

Unfortunately, we were unable to get the asphalt surface on Westside Drive and Park Street. Although there were some warmer days, the air and ground temperatures were not conducive to paving asphalt. Along with that, there were mechanical issues at Concrete Materials, which provides the asphalt to the city. The Street Department will monitor the condition of the base course that was placed in lieu of paving and will maintain it as needed throughout the winter.

### **Walnut Street**

All of the concrete has been placed on this project. Crews will work to saw and widen joints, seal joints and then paint parking stalls and other pavement markings. This is all expected to happen the week of November 19<sup>th</sup>. The landscape and electrical contractors will continue to work on their portions of the project.

### **Broadway Avenue/Highway 81 Sidewalk**

The contractor has started the installation of the sidewalk along Broadway Avenue. If the weather cooperates, they intend on having this done in 3-4 days.

### **Pine Street Bridge**

The Pine Street Bridge project is complete. The bridge and trail are open to regular traffic. Staff continues to work on interpretive signage, which will be installed later.

### **2019 Projects**

The Engineering Department has already surveyed the projects proposed for construction in 2019. Once the 2018 projects are completed and in the books, staff will concentrate on the 2019 design work.

## **9) Police Department Update**

Officer Dylan Wilson graduated on November 16, 2018 from the South Dakota Law Enforcement Training Center and is now a certified police officer. Officer Wilson was also presented with the Coler-Williams Award, which is the most distinguished award presented at the academy. The award is based upon academics, leadership and general conduct while attending the academy.

Lt. Brandt spoke to the Yankton Morning Optimist Club on November 12, regarding police officers safety equipment and body cameras.

Lt. Burgeson presented the Active Shooter Training to the Services Center Federal Credit Union. Det. Joe Erickson took part as a panelist at a Community Awareness Event held at the Trinity Lutheran Church. The seminar was related to substance abuse in our community and what is being done to combat the problem.

Lt. Burgeson presented at the Crisis Intervention Training held at the Brookings Police Department.

The Yankton Police Department will be holding their annual Kids, Cops, and Christmas on December 22<sup>nd</sup>. The Yankton Police Department has worked together with the Yankton County Sheriff's Office, South Dakota Highway Patrol, and the South Dakota Game, Fish, and Parks in making a unique shopping experience with children. The Police Department is currently looking for children within the county of Yankton who may benefit from this program. Please contact Yankton Police Officer Jeremy Olson at (605)668-5210 or [jolson@cityofyankton.org](mailto:jolson@cityofyankton.org)

This year some of the Yankton Police Department Officers are participating in "No Shave November", and donating money for the event. If anyone would like to donate funds to the program, they may contact Officer Olson, or an account has been set up at First Dakota National Bank.

**10) Monthly reports**

Joint Powers Solid Waste, Yankton Police Department and Fox Run Golf Course 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 Leon  
City Manager