



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

VOL. 53, NUMBER 22

Commission Information Memorandum

The Yankton City Commission meeting on Monday, December 10, 2018, will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Information Services Department Update

After the outage for the new 911 ESINET, the state 911 board has recommended dispatch centers revert back to the AT&T CAMA trunks. This roll back has been completed and Yankton's PSAP is operating on the old lines. The City will stay on the old system until the new ESINET is either deemed stable and fault tolerant or the state resolves the problems with the vendor. For the police / dispatch radio project, we have had a few inquiries from vendors and will be providing supplemental information as needed. Based on a request from one of the interested vendors, the deadline for RFP submission may be extended another 30 to 60 days to allow time to adequately prepare proposals for the project.

2) Community Development Update

All grant recipients of the 2018 Downtown Façade Grant Program have completed work and requested reimbursement. With grant and private funds combined, over \$35,000 of façade improvements were made in the Meridian District as a direct result of the program in its third year. Included are before and after images of the three funded projects. Applications for the 2019 round of funding will be available at cityofyankton.org in January 2019. Staff has already received a number of contacts from downtown property owners interested in the program. Before and after photos are attached and a brief description of the projects follows below.

- 100 Douglas Avenue: Replacement of railings, addition of two awnings, and several light fixtures.
- 114 Douglas Avenue: Replacement of two overhead doors with storefront glass and walk-in doors.
- 413 West 4th Street: Rehab of original neon sign, exterior painting, entry door replacement, and window tinting.

The Community and Economic Development Department receives several inquiries a year concerning the placement of mobile homes in locations other than licensed mobile home parks. A mobile home is a structure that is built to the Department of Housing and Urban Development (HUD) Standards and is defined by City Ordinance as a dwelling designed for transportation, on wheels arriving at the site complete and ready for occupancy except for minor and incidental unpacking and assembly operations. A travel trailer is not considered a mobile home. The City's Mobile Home Ordinance requires that all mobile homes placed in mobile home parks meet the June 15, 1976, HUD Construction and Safety Standards. The ordinance does allow mobile homes to be located outside of a mobile home park if they are sufficiently different in structural details to enable them to qualify as a modular or manufactured home. This exception is decided on a case by case basis and requires the

applicant to provide plans and documentation that the home meets the requirements of the International Residential Code (IRC). This type of approval requires a staff review and approval by the Board of Commissioners.

3) Finance Department Update

Absentee voting for the Aquatic Center Opt Out Election has been brisk since it began on Monday, November 26. There has been a total of 656 absentee voters as of December 3rd at 5:00 p.m. This is also a reminder that vote centers on Election Day, December 11, will be at City Hall and the North Fire Station #2 located on 23rd Street near Douglas Avenue. Poll hours are from 7:00 a.m. to 7:00 p.m. Central Standard Time.

The City utilized Purple Wave Auction to sell three large vehicle and equipment items online this fall. The online government auction closed on November 27th with the following results. The 1995 International Oil Distributor Truck went for \$25,000.00; the Crafcro Supershot Crack Sealer sold for \$8,200.00; and the 1988 Oshkosh dump truck went for \$3,400.00. Purple Wave will be sending the City a check for \$36,600.00 within 15 business days from the close of the auction. Top bidders pay a 10% premium to Purple Wave so there was no direct cost to the City. We were very pleased with the ease and professionalism in working with Purple Wave along with the results. We recommend utilizing their auction services again in the future.

4) Human Resources Department Update

Applications closed on November 30 for the Fleet Supervisor and Water Plant Superintendent positions. We received seven applications for Fleet Supervisor and two for Water Plant Superintendent. Applications are being reviewed for interview selection.

On December 7, the Police Department will be having a department recognition/pot luck for their three retirees. Donna Steinbach, Greg Shoberg, and Mike Burgeson will all be retiring during the month of December.

Service Awards were presented at the Employees Christmas party. The following individuals were recognized for their years of service:

20 YRS

Robert Buechler-Police
Brad Parker-Police
Sarah O'Farrell-Police
Al Viereck-Finance

25 YRS

Glenda Lanning-Library
Chris Bornitz-Cemetery
Doug Hanson-E911/Dispatch
Dave Mingo-Community & Economic
Development

30 YRS

Dan Frick – Public Works
Marlon Huber-Public Works
Dave Kuehler-Environmental Services

35 YRS

Roger Schroeder-Public Works

40 YRS

Jim Snook – Parks & Recreation

5) Fire Department Update

Chief Kurtenbach attended the South Dakota Fire Chief's Association conference in Deadwood November 30 to December 2. During the conference information was received on radio systems,

firefighter cancer and reporting to the National Fire Incident Reporting System. The Association also heard a proposal from the South Dakota Public Safety Communication Council to place a new 42 cent per telephone line charge to fund upgrades, operations and future needed upgrades and expansion of State Radio. Chief Kurtenbach will move up from 1st Vice President of the Association to President and will serve in that capacity for the next 3 years. In that capacity, Chief Kurtenbach will also serve as the Chair of the South Dakota Joint Council of Fire Service Organizations. This is the organization which represents the fire service, emergency medical service and emergency management agencies in South Dakota for legislative and statewide initiatives. He will serve in that position for 2019.

The Yankton Fire Department was happy to participate in the Holiday Parade of Lights. We had our annual “Santa House” float and a truck in the parade. The float then was placed at the tree lighting ceremony to allow the kids at the event to visit with Santa. Finally, we assisted with the lighting of the fireworks after the ceremony.

6) Parks and Recreation Department Update

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

7) 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 and will be completed this week including the roof cap. Equipment and pipe installation continues. Joh T Jones will be working on concrete inside of the garage and office area

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 Marsh Road are complete and in service. 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. The liquidated damages will start when the contractor starts work in the spring or April 1st, whichever comes first.

Staff has continued to look at options to address a sink hole at the wastewater plant. Staff has concluded the best option will be a pipe replacement of a section of the concrete arched pipe between the primary clarifier effluent splitter box and the aeration building. This section of pipe handles 100% of the plant flow and has been repaired in place twice in the last 8 years. A complete failure of this pipe would lead to a plant shutdown of the secondary treatment process. Staff is estimating a project cost of \$250,000.00.

8) Library Update

The library participated in the Yankton Holiday Festival of Lights on Thursday, November 29. We decorated two of our book carts to look like snowmen for our “mini floats.” (Check out our Facebook page for pictures!) We had a group of staff walk the parade route. It was fun to be a part of this event and see several of our patrons in a different setting along with many new faces. It also gave us the opportunity to promote our first ever winter reading program at the Yankton Community Library which will begin December 10.

We have been busy training new staff over the last couple of weeks and we are excited to welcome these new members to our team. It is great to see how all of our staff are able to draw on their experiences from different jobs and their varied interests and skills to contribute to the team in different ways and help to support all we do at the library.

The library takes a short break from preschool story times during December as the month gets busier for everyone. The last story time will be on December 13 and will resume on January 7. Stay and Play sessions and Thursday after-school activities continue throughout this time.

9) Public Works Department Update

The Street Department crews continue to clean up streets and parking lots as well as make repairs to equipment after the recent snowfall event.

The Solid Waste and Transfer Station crews are beginning to see an increase in materials as the holiday season approaches.

The City of Yankton would like to remind residents that wrapping paper, holiday cards, Styrofoam, packing peanuts cannot be placed in the recycle cart for pickup. Wrapping paper and cards most often have glitter or other decorative objects that are not recyclable. If any of these items are with your recycling, they will not be picked up. The above items need to be placed in your regular garbage. The City of Yankton thanks the residents for their cooperation.

The City of Yankton will have a one-time pickup of Christmas trees on Monday, January 7, 2019. The City is asking Yankton residents to place Christmas trees by the **front curb no later than 7:00 A.M.** on Monday, January 7, 2019, as there will be **no** Christmas tree pick up in alleys. In addition, there will be a Christmas tree drop-off point for Yankton residents at the after-hours yard waste location at the east gate of the Transfer Station. Christmas trees can also be taken to the Yankton Transfer Station during regular business hours of Monday through Saturday from 8:00 A.M. to 3:45 P.M.

8th Street

Although 8th Street has been open to traffic for a couple of weeks, the contractor is still on site addressing those items that are not weather dependent. The contractor was able to conclude the testing on the sewer lines and manholes the week of November 26. They were also able to dormant seed the areas that had been final graded. They continue to perform clean-up items as needed.

Some items that remain include:

Rock retaining wall--The property owner has asked for a dry stacked rock wall in lieu of the proposed concrete wall. Staff is waiting on the consulting engineer to determine if this is both appropriate for the location and financially feasible.

Final grading and seeding--There are various locations in which the contractor was unable to get the final grading and seeding accomplished before the weather turned.

Miscellaneous clean-up items--mud on sidewalks and driveways still need to be addressed.

Walnut Street

Walnut Street was open to traffic in time for the Thanksgiving holiday and Black Friday. Various landscape and electrical items remain incomplete. Some of these items such as the sand for placing pavers are temperature dependent and therefore cannot be completed until the proper conditions are present. The other items can be completed as long as the weather is not blisteringly cold.

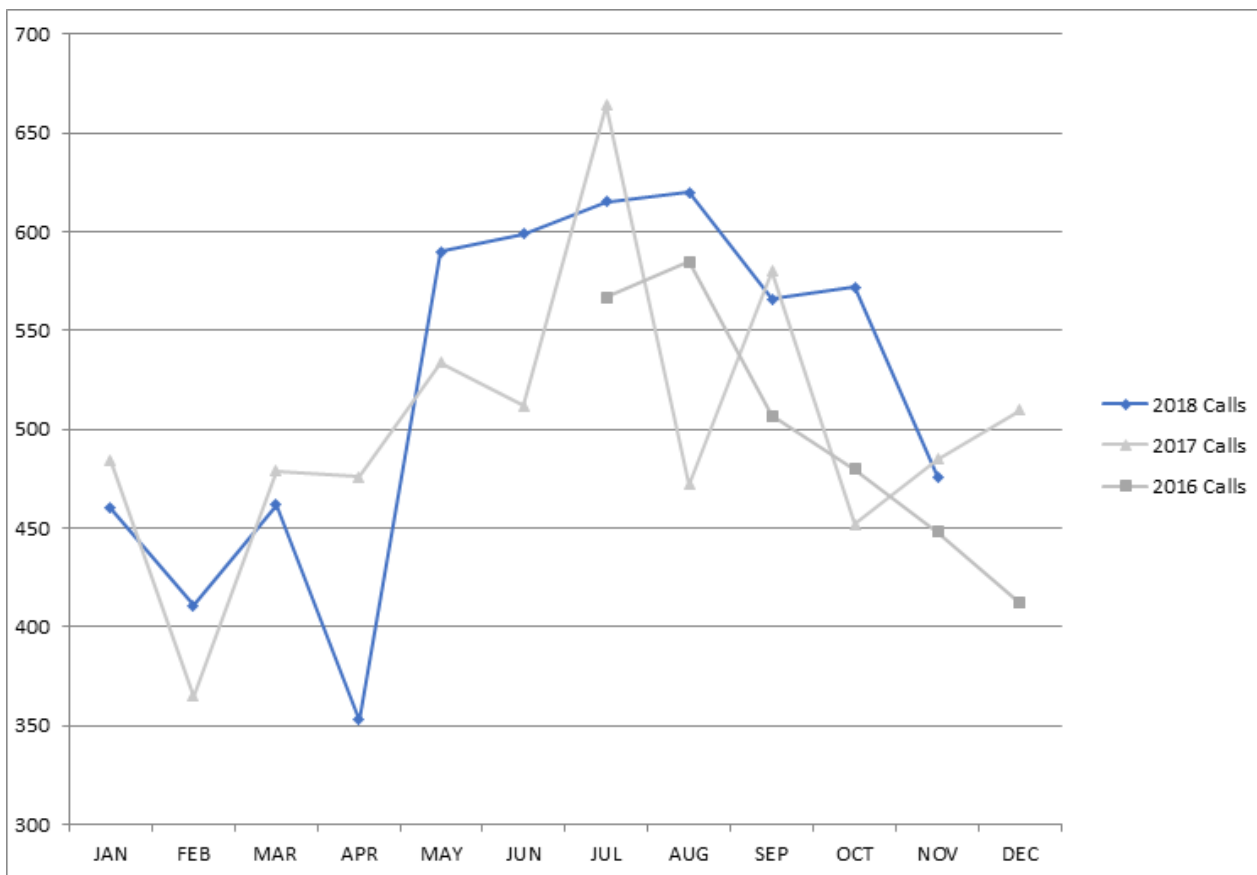
Broadway Avenue/Highway 81 Sidewalk

The contractor has completed the installation of the sidewalk along Broadway Avenue from 23rd Street to 29th Street. Backfill has been placed. Seeding for the project will not happen until next spring.

10) Information Services Department Update

We are pleased to announce the hiring of Lanee Schindler as a fulltime dispatcher. Lanee had previously worked fulltime as a dispatcher for the City and had left to work for the Yankton County Sheriff's office. She had continued to work part time in the 911 center and is current with training and certifications. We currently have one remaining opening and have completed the advertising and interview process. We hope to have the last position filled in the coming weeks.

Based on the State 911 board's recommendations, the vast majority of public safety answering points in the state have switched back to the standard copper lines for 911 service. The state is considering opening an RFP process for alternative solutions. 911 call volume thru the month of November is included in the chart below.



11) Police Department Update

Chief Harris and Lt. Brandt will be attended the Human Trafficking presentation at the Avera Pavilion Amphitheatre on December 4, 2018. The goal of the presentation is to educate the community on warning signs and what to do if you suspect someone is being trafficked.

Officer Sam Bruening will be attending a Peer Support training event in Pierre, SD. This training is provided by the Warrior's Rest Foundation and focuses on providing information to law enforcement on how to form peer support teams. These teams will provide assistance to those that respond to critical incidents.

The activation ceremony for the National Guard 147th Field Artillery Unit is set for December 15, 2018. Officer Robert Buechler of the Yankton Police Department is a soldier with the 147th.

Lt. Brandt and Cpl. Parker will be conducting Robbery Training with a local bank.

Det. Erickson used his skills in the undercover world and posed as the Grinch for this year's Parade of Lights! Along with Officers' Bruening and Wilson, they put on quite the entertaining show for the all the children and adults to enjoy! The event was put on the police department's Facebook page and ended up having 650,000 views!

12) Monthly reports

Building, Salary and Yankton Police Department monthly reports are included for your review. Minutes from the Park Advisory Board and Planning Commission 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