



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

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Commission Information Memorandum

The Yankton City Commission meeting on Monday, March 25, 2019, will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Community & Economic Development Department Update

As a follow-up to staffing changes due to the retirement of Joe Morrow, the City has formally turned over the issuance of plumbing permits and inspections to the South Dakota Plumbing Commission effective March 18, 2019. Letters have been sent to the plumbing contractors with active City licenses notifying them of this change. The process for the contractors will be fairly similar other than they will get a state permit instead of a local one. Even with the change, the City of Yankton will continue to be involved in the following:

- The licensing and bonding of plumbing contractors that work within the City limits.
- The issuance of water meters.
- The issuance of tapping permits for new water and sewer services.
- The enforcement of the City's amendments to the plumbing code for service line materials and the installation of tracer wires and service line depths

The City of Yankton has been one of six, Class 1 municipalities cities in the state to have certified staff issue plumbing permits and conduct inspections. Some of these communities and other smaller towns have changed their process back and forth regularly based on the availability of certified staff. Long term, our department, will be working toward getting a staff member certified.

2) Parks and Recreation Department Update

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

Fox Run Golf Course

Per the Fox Run Golf Course lease agreement with GreatLIFE Golf and Fitness, the City has adjusted the capital improvement plan for Fox Run for 2019 (attached spreadsheet) and also into the out-years based on communications with GreatLIFE. The agreement also spells out that the City will discuss the capital plan with GreatLIFE each year. The capital plan is subject to change depending upon the identified priorities and needs communicated by GreatLIFE during the yearly planning meeting.

It is important to note that the total budget for each year beyond 2019 has been set at \$100,000 (found on the bottom total line highlighted in green). Based on the equipment listed in the plan, it causes fluctuations in the concrete cart path amount that is shown each year. In 2019, the City will fund the CIP items 100%. In 2020, the City will fund the CIP items at 75% and GreatLIFE at 25%. In 2021, the City will fund the CIP items at 50% and GreatLIFE at 50%.

Equipment that is purchased using City funds will be the property of the City. Equipment that is property of the City and no longer needed will be surplus for the City. The surplus equipment will either

be transferred to another City department for continued use, destroyed if no longer in working condition, or auctioned.

3) Police Department Update

Most of our week last week was spent dealing with the flood and flood related issues. The city departments worked well together to minimize the effects of the flooding.

The citizen police academy is continuing with presentations on dealing with mental crisis and post-traumatic stress issues with officers.

Chief Harris participated at the “Rock-A-Thon” at the Center raising money for Meals on Wheels.

The department is providing service this week at The Center with a number of staff working during March for Meals.

The meeting with HHS was cancelled last Thursday and is rescheduled for this Thursday and will be attended by Ross DenHerder and Brad Parker.

4) Human Resources Department Update

The 2019 Community Service Training will be held on March 21 and 26 at the HSC South Training Center. Staff from Parks & Recreation, Library, and Community Development have signed up to attend one of those sessions. This is a required course to become re-certified to work with inmates from the Yankton Community Work Center.

We are still accepting applications for Water Plant Operations Specialist and Engineering Technician/Project Manager. We are also accepting internal applications for the Police Sergeant open position.

5) Library Update

Due to the inclement weather and flooding, the library closed at 1pm on Wednesday, March 13 and remained closed through Thursday, March 14. Because of this, we had to cancel our author visit with Kim Clodfelter for his book, *Cloddy*. Kim resides in Tennessee and we are hoping we can reschedule something with him in the future when he is back in the area. I am happy to report that outside of our on-going issues with the roof, we had no additional damage from the recent flooding.

On Sunday, March 31 at 2pm, we will be hosting Molly Rozum who will give a presentation on Women’s Suffrage. Rozum will discuss the roles of many men and women who helped with the movement, both nationally and in South Dakota. This event is in collaboration with the South Dakota Humanities Council. On Tuesday, April 2 at 6:30pm, author Nelsen Petersen will be at the library to talk about his book, *Selfies with Sacajawea*. His book follows a trip he and a sidekick took in the footsteps of explorers Lewis and Clark. We look forward to hosting these events at the library.

As part of our National Library week activities, we are planning to offer the experience of “Librarian for a Day” to our Commissioners, Board members and City department heads. There will be 1-hour time slots available in which we will offer the opportunity to get a closer look at our day-to-day responsibilities and activities at the library. We invite you to participate and will have signup information available soon!

6) Finance Department Update

As a reminder, the deadline for voter registration for the April 9 municipal election is Monday, March 25, 2019. It is also the beginning date that absentee voting is available and will be held at the City Hall Finance Office for this election.

There will be two municipal vote centers for the April 9 election. They will be located at Yankton City Hall and the North Fire Station. Voters will be able to cast their ballot at either one of the designated vote centers.

The Finance Office underwent its annual SDML Workers' Compensation audit on March 12, 2019.

Please see the Finance Monthly Report for February enclosed in your packet.

7) Public Works Department Update

Yankton Citywide Cleanup is scheduled to begin curbside pickup April 29, 2019. Placing items curbside before April 20 is not permitted. Items placed curbside before April 20 may be removed at the property owner's expense. Residents on City solid waste collection routes may participate, at no additional cost, by placing items into sorted piles, by type, at their homes. Please have items placed curbside by your regular collection day. Piles should be located directly in front of your property, not in the street, alley, or neighboring property. The Transfer Station will be accepting no charge drop-off from regular collection route customers on April 13 through May 11 during normal operating hours, Monday-Saturday 8:00 am – 3:45 pm. Items not eligible for disposal include tires, grass clippings, leaves, recyclables, refrigerator, air conditioners, dehumidifiers, paint, chemicals or household hazardous waste, oils, and batteries. Motor oil may be taken to the transfer station and disposed of free of charge year around. Please place solid waste and recycle roll carts for regular collection at your normal collection point and away from piles. For more information on citywide cleanup and Transfer Station hours, visit <http://www.cityofyankton.org> or call (605) 668-5211.

Street department crews have been repairing gravel alleys with the recent rains and the frost coming out of the ground. Crews are also addressing potholes in the streets. As the weather has changed, street sweeping has begun.

Pine Street Bridge

The South Dakota Department of Transportation (SDDOT) and the City of Yankton are closing-out the Pine Street Bridge project. The Engineer's estimate for the project was \$1,373,810.20. Swingen Construction Company of Fargo, North Dakota submitted the low bid for \$1,709,466.10, which was \$335,655.90 above the Engineer's Estimate. The SDDOT indicated that the bids received were generally in line with each other. The higher bid amounts may have been due to the added architectural and historic features as well as working with projected estimates from 2016.

In April of 2016, the City was awarded \$854,904.60 BIG Grant funding for the bridge replacement project with the City portion of the project to be \$645,936.40, for a total project cost of \$1,500,841.00. The BIG Grant award amounts are capped each year, so the \$854,904.60 award is the most grant money the City could receive for the project.

The project was complete in November of 2018. With change orders and adjusted quantities per field measurements, the total construction cost was \$1,773,704.82. The City portion of the project cost, with construction engineering fees, was \$934,846.51, which is \$288,910.11 higher than the 2016-estimated City portion of the project.

2018 Projects

With the weather starting to cooperate, staff will be making contact with the contractors to finish the remaining items from the 2018 projects.

26th Street from Douglas Avenue to Mulberry Street

The Notice to Proceed will be issued in the near future. A preconstruction meeting, along with a neighborhood meeting, will be held prior to the start of construction.

21st Street from Broadway Avenue to Douglas Avenue

This project was advertised on March 14, 2019. Bids will be opened on the 11th of April, with a recommendation, to the City Commission, on the April 22nd meeting agenda.

Yankton Flood Debris Cleanup-- March 15-March 30, 2019

Due to the anticipated disaster declaration by the Yankton Board of City Commissioners, the Transfer Station will be opened for no cost disposal of flood-damaged debris from properties within the City of Yankton. Only flood-damaged items from properties located in the City of Yankton are eligible. Loads will be weighed and written records collected from participants for disaster program documentation. Loads must be strictly flood-damaged materials, no mixed loads. Attempting to include items not impacted by the flood will decrease our community's ability to apply for disaster aid funding programs. Items will not be collected curbside during this effort. The annual citywide cleanup event will be held as previously announced.

March 15th – March 30th: Drop-off of flood damaged debris at the Transfer Station, 1200 W 23rd Street. Monday - Saturday 8:00 a.m. - 3:45 p.m.

Eligible storm damaged items include:

- Damaged sheet rock, carpet, and other building materials
- Furniture and other flood damaged household items
- Tree branches (no cost disposal available at any time)

Ineligible items include:

- Tires
- Refrigerators, air conditioners, dehumidifiers, motor oils, or automotive-type batteries
- Paints, thinners, painting oils, and other household hazardous waste.
- All other items not damaged by the flood event

For further information, contact the City of Yankton Street Department at 668-5211.

8) Environmental Services Department Update

The Water Plant project continues to move forward. Staff worked with the contractor on several projects that required the 1972 plant to be shut down for an extended period. This included the lining of the 36 inch line that returns water from the chlorine contact reservoirs located between the plants. The sub-contractor was working on the lining during the week of the flooding. John T Jones was working on replacing the high service piping inside the 1972 plant at the same time. During this time all three high services pumps at the 1972 plant were out of service. Staff relied on the two high service pumps at the 1929 plant to pump water from the plant to the distribution system. Both projects were completed with no issues or disruptions to service.

Water department staff is running over 80% well water. Under normal conditions staff run about 40% well water and 60% river water with the 1972 plant. Staff has reduced the river intake because of high turbidity and solids. It is also being done as a precaution due to the higher than normal potential of contamination due to the extreme flooding. Residents may notice some small changes in the water including higher hardness.

Wastewater staff continues to assess both the collection system and the treatment plant for flood damage. Staff experienced extremely high flows starting Wednesday morning March 13th. Staff were required to bypass pump waste streams to ditches and the river to prevent potential catastrophic infrastructure loss. Staff worked tirelessly bypass pumping from the plant and two lift stations. The last bypass pump was shutoff around 1am Friday morning. Several staff members worked from Wednesday morning until Thursday evening with only 1 or 2 hours of sleep during that 36 hour time period. The successful efforts of staff saved millions of dollars of potential loss by prevents flooding of the pump stations and backups within the collection system. Staff will be working with the South Dakota Department of Environment and Natural Resources (SD DENR) to address the untreated wastewater discharges. Due to the extreme nature of the event, I do not anticipate any fines being administered by the SD DENR.

Wastewater Plant staff had been working on developing a scope of work for a planning document for the wastewater collection system and treatment plant. Staff has met with several engineering consultants to look at options moving forward. Due to the flooding, staff will be looking at options for possibly moving forward with the condition assessment portion of the planning document at this time.

9) Fire Department Update

The Fire Department continues to work on our Department Strategic Plan. Draft goals have been handed out the executive committee for review. We hope to have the plan completed in the next couple of months.

YFD received 14 applications for membership by the deadline of March 18. We hope to fill 5 membership vacancies from these applications. We will keep you informed as the membership process proceeds.

Yankton Fire Department volunteers and command staff preformed several rescues during the recent flooding with the help of Yankton County Search and Rescue. Beside the rescues performed during the flood event and Deputy Chief Nickles participation on the City's Incident Command System during and after the event.

10) Information Services Department Update

IT staff has rolled out a web based GIS solution to assist in tracking, identifying and cataloging flood related damage. In addition, we are working to develop before and after aerial images of the creek corridor to assist in quantifying the damage and to assist in design of the recovery and repair project. We are working with Yankton County Emergency Management drone imagery to try to create a mosaic of the creek. Unfortunately, Pictometry will not be available to fly a post disaster flight for the City or County. Normally this would be an discounted option as a benefit of using Pictometry's services for aerial imagery. They currently have no planes available to do any flights in the upper Midwest disaster area.

11) Monthly reports

Joint Powers Solid Waste and Yankton Police Department monthly reports are included for your review. Minutes from the Airport 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