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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, May 13, 2019, will begin at 7:00 pm.

#### Non-Agenda Items of Interest

##### 1) Community & Economic Development Department Update

Permit values for 2019 are slightly ahead of 2018 with \$13,720,334 in permit valuations issued through April of this year. A number of building projects are in the review, permitting and construction stages at this time including the Mounty Marty Field House, renovations to the Walmart Retail Store, Cimpl Arena Façade improvements, American Foods Group Mechanical Building and a 32 unit Summit Heights apartment building. The permit for the Casey's Convenience Store was issued in 2018 and demolition was completed this spring with construction scheduled to begin this summer. As of this date, permits have been issued for six single family homes and one four-unit townhome for a total of 10 new housing unit permits (the permit for the 32 unit apartment is only a foundation permit at this point. The final plans for this project are under review. Along with building code compliance reviews in the design phase, staff is on-site multiple times during construction for plumbing, foundation and framing inspections, as well as conducting a final inspection prior to occupancy.

##### 2) Human Resources Department Update

We have been advertising for part-time and a full-time position at the Community Library. Applications are being accepted until May 9 for two part-time Circulation Assistants, one part-time Youth Services Assistant, and a full-time Library Assistant.

Jonah Rothermel started employment on May 6 as Water Plant Operations Specialist. We now have all the positions filled at the Water Plant.

##### 3) Library Update

We enjoyed meeting the new Commissioners and having the opportunity to show them around the library and answer questions. We look forward to working with them as part of the City Commission.

The library's custodian, Loren Reifenrath, retired as of May 10, 2019. We are looking into options for covering these duties at the library. We have also recently had two of our part time employees quit-one due to a busy schedule and another to a full-time job offer. In addition, we are adding a part-time position this summer to assist with the youth programming. We will be doing interviews for the 4 open positions and hope to have some new staff in by the end of May or beginning of June. Our high school intern, Oliver Dickman, has accepted a part-time position with the library beyond the high school internship program. We are happy to have him as part of our team!

We had Larry's Heating & Cooling in to do some inspections on our AC and furnace units, including the large rooftop unit. They have recommended that we replace the rooftop unit before the next winter,

along with a few other smaller repairs. We are also working with City staff to determine the necessary roof repairs.

#### **4) Finance Department Update**

The Finance Office has received all malt beverage license renewal applications that were due April 29<sup>th</sup>. The public hearing date for the renewals is set for the next commission meeting. Also, restaurant license applications were mailed out on May 3 and will be due by May 31. Renewals are effective July 1, 2019.

#### **5) Police Department Update**

On April 29, 2019, Corporal Parker held a Drug Take Back event for people turning in unused controlled substance medication at Walmart. The event collected 4lbs of medication.

Last week Sargent Larson attended the State Wide Sex Offender Registry Conference and Detective Erickson attended the State Wide Drug Investigators Conference.

Commander Brandt will be traveling this week to Chamberlain to attend the Human Trafficking Conference.

Officer Crissey, Officer Bruening, and Cpl. Parker will be traveling to Tucson, AZ to attend You Can 2 training. They will be piloting this program at the Boys and Girls Club, Stewart School, and Webster School next fall.

The week of May 12 is the start of National Police Week, with May 15 as Law Enforcement Memorial Day. Officers will be wearing black bands during this week.

We will have our 3 new officers starting class room training and swearing in the week of May 13. We welcome Colton Bender, Skyler Russenberger, and Cole Larson.

Due to our range being underwater, we will be entering a Memorandum of Understanding with Vermillion Police Department for use of their firing range. We will use this during our recruit training and for our Yankton Police Department Firearms training.

On May 14 we will have in-house interviews for the open Sergeant position. Officers Bruening, Buechler, Crissey, Neumayer and Detective Erickson have applied and will be interviewed.

#### **6) Public Works Department Update**

The Street Department crews continue to complete the curbside pickup of the 2019 Citywide Cleanup. It appears the results of the collection are up compared to previous years. Staff will compile a report of materials collected upon completion.

#### **2018 Projects:**

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

The contractor is installing black dirt in areas that had been washed out. There is an irrigation contractor on site fixing systems that were damaged during construction.

##### **Walnut Street**

City staff, along with representatives from Stockwell Engineering, will be walking the project on Friday, May 10, to determine any items that need to be addressed.

## **2019 Projects:**

### **26<sup>th</sup> Street from Douglas Avenue to Mulberry Street**

Removals have been completed. Masonry Components has started installing curb and gutter, as well as fillets. Approach paving will follow the curb and gutter installation. Mainline paving is expected to happen the week of May 20.

### **21<sup>st</sup> Street from Broadway Avenue to Douglas Avenue**

A preconstruction meeting will be held on Thursday, May 9 at Fire Station #2. It is possible that this project will begin sometime during the week of May 13.

### **Auld-Brokaw Trail – West City Limits Road and 31<sup>st</sup> Street**

Work is underway on the trail installation. Currently the contractor is working on getting the dirt grade to the proper elevation. They have been replaced and extended storm pipe through the dog park access. No concrete work has been completed, to date.

## **7) Environmental Services Department Update**

Staff continues to work with SJ Lewis to finalize a dewatering plan for the remainder of the project. The contractor is working on final grading and preparing for seeding in the areas completed last year. The contractor has 3-4 staff members onsite. The contractor does have equipment mobilized to the site to complete the job.

Distribution staff has been checking valves along the 21<sup>st</sup> Street project. Staff will be replacing or repairing several underground valves along the 21<sup>st</sup> Street project. This work will be completed to help reduce the duration and extent of the shutoffs in the area during the project. Staff is also relocating several hydrants along the project area.

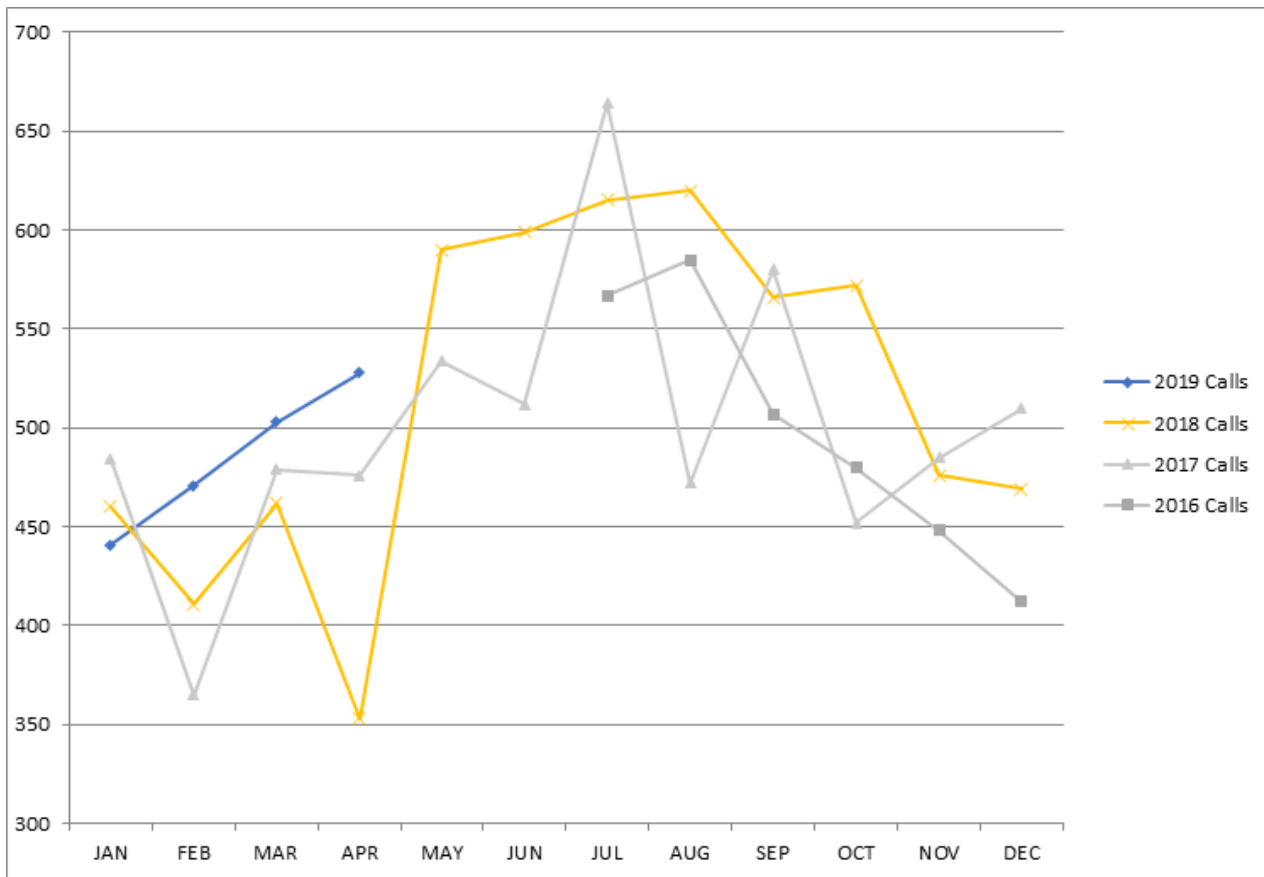
John T. Jones continues to address the site security issues. The construction site has been vandalized several times. Vandals entered the site and broke in through temporary doors. Vandals had access to several areas of existing Plant 2. The contractor is adding additional lighting and will be adding addition material to board up windows and doors. City staff and the John T. Jones are currently assessing damage. Some equipment may need to be replaced. A final cost has not been determined at this time. John T Jones is also working with the Police Department to identify possible suspects shown on existing cameras.

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

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

## **9) Information Services Department Update**

911 call volumes are trending about 15% above 2018. The chart below shows calls thru April. Staff will be visiting Vermillion & Clay County to see Field Ops and Eventide (a 911 call recording solution) in use. Field Ops is an add on for the City's law enforcement software package to allow field users like investigations the ability to access case files from a smart device. The upgrade of the radio consoles for dispatch will require a new recording software package or a substantial upgrade to our existing system. The transition will include going from recording analog calls to a digital system. Eventide is the solution proposed by one of the radio system vendors.



**10) Monthly reports**

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