



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

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Commission Information Memorandum

The Yankton City Commission meeting on Tuesday, May 28, 2019, will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Finance Department Update

A team of auditors from Williams & Company from LeMars, Iowa was on site during the week of May 6 to meet with Finance and other departmental staff to complete the field work portion of the annual financial audit for 2018. The Finance Department provided numerous financial documents to the auditors in advance through Williams & Company's secure website portal so that a portion of their work could be done prior to their arrival. This has helped to minimize the number of days they need to spend onsite. Auditors will prepare a draft document for our review before submission to the South Dakota Department of Legislative Audit for state approval.

2) Community & Economic Development Department Update

The Apron Expansion and Hangar Relocation Project is moving forward at Chan Gurney Municipal Airport. All of the environmental and historical review processes are complete. Our mitigation measures related to the impact on historic structures are planned, approved and in the process of being implemented. The project engineers have been on site several times completing survey work and an appraiser is wrapping up work on estimating the value of the two hangars that will be moved. This project is eligible for the standard Federal Aviation Administration funding formula with the City being responsible for five percent of the estimated \$1.35 million project. Based on where we are at in the schedule, the project will be split between fall of 2019 and spring / summer of 2020. The project will allow us to more effectively serve more and larger aircraft in the apron area.

3) Police Department Update

We completed the testing process for Police Sergeant this past week but are waiting for the test to be returned from Officer Buechler from oversea deployment location. The tests will be sent to Standard testing for grading once we have them all in hand.

Last week was Police Week and the department received numerous food items from the community in appreciation of National Police Week. We will be sending out thank you cards to the people/organizations that sent us stuff.

We are in the second week of our five-week classroom training for our 3 new recruits.

The department entered into an MOU with Vermillion Police Department for use of their shooting range. Our range is currently underwater, so it is not useable at this time.

4) Human Resources Department Update

We are advertising internally to fill an Equipment Operator position. With the resignation of Guy Graff on May 15, this left one open position. The deadline to apply was May 20 and then applications will be reviewed and interviews conducted.

5) Public Works Department Update

8th Street

Stockwell Engineers and City staff conducted a final walk through last week to address issues that the contractor will follow up on.

Walnut Street

Walnut is near completion. We are still waiting on the lanterns which were shipped on May 21. They will be installed when they arrive and as weather permits. All of the landscape lighting and the fire feature are operational.

2019 Projects:

26th Street from Douglas Avenue to Mulberry Street

All of the curb and gutter work is completed along with driveways, new sidewalk and ADA ramps. The contractor is working on back filling behind the curb and gutter. The paving of the new concrete street will start sometime the week of May 27 and will take 3 or 4 days to complete pending no rain and drier conditions.

21st Street from Broadway Avenue to Douglas Avenue

Slowey Construction closed 21st Street on May 20. They are currently working on the removal of the existing street which should take the rest of the week to complete with the installation of new watermain to follow. All progress is weather dependent.

On June 8, 2019 from 10am until 1pm, the 3rd Annual Lake Yankton Outdoor Festival/Homestead Day will be held at the training dike and Pierson Ranch below the dam. Everyone is welcome to attend this free family friendly event. Activities will be held at the training dike and Pierson Ranch, focusing on river and outdoor activities such as disc golf, canoe/kayaking, fish of the Missouri River and water activities promoting safety on and conservation of the Missouri River. A Cardboard Boat Regatta will also be held on Lake Yankton. The National Park Service, SD Game, Fish & Parks, US Army Corps of Engineers and the City of Yankton are promoting this event. Mary Robb represents the City at this event.

Crews are patching streets when weather permits. Street crews are preparing to pave Park Street and Westside drive as soon as weather allows. We have begun summer hours for street sweeping and mowing. Crews have been shaping gravel alleys. Parking lot and street stripping are in process, when weather allows.

6) Environmental Services Department Update

S.J. Louis has started dewatering operations but does not have an approved dewatering plan as specified in the contract documents. Staff continues to work with the contractor to finalize a dewatering plan for the remainder of the project. The contractor has not successfully dewatered the project area. The contractor is working on final grading and preparing for seeding in the areas completed last year. The contractor has 2-3 staff members onsite and has named one as the site superintendent. The contractor does have equipment mobilized to the site to complete the job. The sub-contractor has completed asphaltting archery lane.

Distribution staff has replaced two valves along the 21st project. This work will help reduce the duration and extent of the water shutoffs in the area during the project. Staff is also relocating several hydrants along projects.

John T. Jones continues to address the site security issues. The construction site has been vandalized several times. The contractor has installed additional lighting and will be adding addition material to board up windows and doors. Additional cameras have also been added.

The wastewater treatment staff has been busy putting together documentation of maintenance and equipment replacement for the condition assessment of the plant. Staff will begin meeting engineers to complete site visits over the next several weeks.

7) Parks and Recreation Department Update

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

8) Information Services Department Update

Staff is continuing to work with the radio consultant to negotiate a final proposal with a vendor for the dispatch console and police radio project. Due to the number of utilities in the area and the space requirements for a free standing radio tower, we are looking at potentially placing the radio antennas on the roof using a ballasted antenna mount on the jail mezzanine on the roof. Previously we had considered a similar option utilizing the older crows nest on the original building. A structural analysis determined, without substantial work, it was not be feasible. A preliminary review of the building plans by an architect were favorable to proceed with evaluating using the jail equipment mezzanine roof on the newer addition. Staff has retained a local structural engineer to evaluate the loading of placing the antennas on the roof and should have an answer soon. Finalizing the antenna location will be one of the last hurdles steps in negotiating an agreement with a vendor for the project. If we are unable to use the roof for the antennas we may need to make some compromises and re-evaluate the stand alone tower option.

9) Fire Department Update

Chief Kurtenbach, Captain Bill Ziegler and Firefighter Mike Villanueva participated in recording a video for the American Red Cross promoting their Sound the Alarm smoke detector program. This video is based upon a fire the Yankton Fire Department responded to in September, 2018 during which an occupant of the home was able to safely exit due to a smoke detector installed under the program. The date of release of the video is pending.

The public is reminded that the burn ban for Yankton County continues to be in effect. This is due to the condition of the rural roads which limit access to rural areas. The burn ban will be reevaluated on June 1.

10) Library Update

We have completed many interviews over the last couple of weeks for our open positions at the library and will be making recommendations to the City Manager for approval. We look forward to adding new staff to our team and to continue offering great services and programs for our community.

As you have heard, our story walk was vandalized on the Meridian Bridge. We lost 24 of the 33 boards that were used to tell two stories along the walking bridge. This has been such a fun feature for us to have in the community and we were very disappointed to see the damage that was done. We no longer have enough boards for even one story, so we are going to regroup and decide what our plan is going forward.

We are busy gearing up for our Summer Reading programs. So much planning and work goes into offering an extensive list of activities for individuals of all ages and interests throughout the summer. We continue to offer story times, as well as crafts, science experiments, and games as well as special performers and activities—most of them at no cost to participants! We will have a kick-off party on June 3 with lots of fun games and activities for families. On Tuesday, June 4, we will be hosting the 7th annual Cemetery Walk in partnership with the Mead Cultural Education Center. If you haven't experienced this before, it is unique way to learn more about Yankton's history. Tickets are available for sale for \$5 at the library. We sold 60 tickets within the first five days. Events are posted on our Facebook page as well as on the library's website.

11) Monthly reports

Joint Powers Solid Waste monthly reports are included for your review. Minutes from the Planning Commission and Heartland Humane Society 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 Tuesday, please inform my office.

Sincerely,

Amy Leon
City Manager