



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

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Commission Information Memorandum

The Yankton City Commission meeting on Monday, February 22, 2016, will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Library Update

Enclosed in your packet is an update on the various activities at the Library Department.

2) Human Resources Update

Sue Hanson, HR Coordinator, participated in mock job interviews with Mt. Marty students on February 8. This exercise was coordinated with Mt. Marty's Director of Career Planning and Development and YAPG's Workforce Development Coordinator.

Corey Potts was promoted to Public Works Manager and began his new duties on February 6. We are currently advertising internally for Public Works Manager Assistant position which closed on February 16.

Brittany LaCroix, started her employment with the City of Yankton on February 8 as the Events and Promotions Coordinator.

We currently have job announcements for Golf Course Operations Assistant Manager which closes on February 19 and our summer seasonal positions.

On February 10 & 11 we held the annual safety training classes, MSHA at Fire Station #2. These classes were conducted by Safety Benefits. City employees, Yankton County employees, and employees from surrounding cities/counties attended. These classes are designed to help make the workplace as safe as possible.

3) Community Development Update

Included in this packet is a summary of code enforcement activities during 2015. A variety of activities including public education were undertaken over the last year. Currently the annual street tree canvas has been completed, and follow up notifications have been sent. Any required trimming will occur in late February or March as weather permits.

Efforts to promote the Downtown Facade Grant Program are underway ahead of the April 1st submission date. The program has been promoted on social media and additional local media outreach will be occurring over the next few weeks. A mailing of an invitation to participate and copy of the application has been prepared and will be sent to 170 downtown property and business owners. Staff has had contact with several potential applicants interested in learning more about the program.

4) Police Department Update

Det. Stewart Bass will be attending an advanced interview and interrogation class in Omaha, on February 23-25, 2016.

Lt Mike Burgeson will be attending an Incident command course on the week of February 22-26, 2016.

Chris Allington has started his field training at dispatch and is doing very well. He is currently using the radios, answering phone calls and using the computer aided dispatch software.

The fourth Citizens Academy will be starting on February 23, 2016. We have 16 citizens in this year's class.

The Yankton Police Department held a skating party at the Yankton Area Ice Rink for all of the DARE graduates. There were approximately 250 kids in attendance.

5) Parks and Recreation Department Update

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

6) Finance Update

The Finance Office underwent its annual SDML Workers' Compensation payroll audit on Wednesday, February 3. The auditor reviews payroll records to establish the final premium for 2015 having paid previously on an estimated payroll for the year.

The deadline for filing nominating petitions for the city commission vacancies is Friday, February 26 at 5:00 p.m. Individuals who have filed petitions and are officially candidates for the City Commission as of Thursday, February 18 are Tony J. Maibaum and Amy Miner. The municipal election will be held Tuesday, April 12, 2016.

Please see the enclosed Monthly Finance Report for January.

7) Information Services Update

The City's new website has been live for just over 60 days. The site currently has 478 pages, 440 images, 480 documents, 43 news items and 241 calendar posts. During the last 30 days 50 pages were updated, 5 new images, 49 document updates, 20 new news items, 52 new calendar items and 3 new job posts. Since the site went live we have had 45 job applications submitted online, fielded two service requests, sent out 315 e-notifications and added 25 subscribers to e-notifications.

During the first 60 days we have had 10,037 site users constituting 21,437 sessions viewing on average 3.02 pages per session resulting in 64,638 page views. Average time on the site is 3:08 minutes well above the average of 30 seconds to two minutes.

8) Public Works Department Update

As the temperatures fluctuate the street department personnel continue to address street breakup and potholes throughout the City's street system.

Bid advertisements for the Annual Supply of Bituminous Mix and for the Annual Supply of Liquid Asphalt are enclosed with this packet.

With Highway 50 from Broadway Avenue to Burleigh Street, being reconstructed this year, Engineering staff has had to rearrange City project scheduling to accommodate the SDDOT project. Projects such as

the alley and parking lot reconstruction, from 4th to 5th, between Cedar Street and Walnut Street, will be postponed. Design for the Maple Street reconstruction, from 6th Street to 8th Street, with water main installation is underway. Since the design work and contract administration is being completed in-house, we anticipate finalizing the design and bidding the project, for construction in 2016. Adding Maple Street to this year's construction will make for another busy year for City staff.

Seasonal temperatures have created "ice dams" in various locations throughout the city. With warmer temperatures forecasted for the next few days, it is conceivable that more dams could appear in additional locations. Public Works staff will be working on removing the ice obstructions to allow for the backed-up water to drain.

9) Environmental Services Update

The floor of the collector well pump house has been completed. They will begin forming the walls as the weather cooperates.

Collection staff has begun cleaning and televising sewer.

The 1972 Water Plant is down for annual inspections. Staff will drain, clean and inspect all the basins. Normally this is a 2-3 day process.

Water treatment plant staff received the results from our lead and copper sampling for 2015. Samples were collected from homes containing lead service lines or had lead solder. Thirty samples were collected with no significant levels of lead or copper detected. Staff samples for lead and copper every three years. The water treatment department also has a corrosion control program in place to prevent any lead or copper corrosion within the system.

10) Fire Department Update

The Yankton Fire Department participated in training with the Yankton Police Department and Yankton County EMS at the Yankton Middle School. The training will help lead to a better and more effective response plans.

The membership of the Yankton Fire Department recently voted to change its mandatory retirement age from age 60 to age 65. This will change the Constitution of the department and will allow members to serve longer as volunteer firefighters for their community. Members will continue to be required to take an annual physical exam and have a doctor's certification that they are fit for duty and meet all other requirements to continue membership.

11) Minutes

Yankton Police Department monthly reports are included for your review. Minutes from the Planning Commission Board are also included for your review.

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 Nelson
City Manager