



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

VOL. 51, NUMBER 5

Commission Information Memorandum

The Yankton City Commission meeting on Monday, March 14, 2016, will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Information Services Update

Attached in the City Commission packet is the Draft 2017 Budget Timeline. Important dates for the City Commission:

- April 27 – CIP Workshop
- June 14 & 15 – CIP Workshop
- August 1 – Budget delivered to City Commission
- August 9th & 10th – Budget workshops
- August 22nd – First reading of budget ordinance
- September 12th – 2nd reading of ordinance

2) Community Development Update

The Community Land Use Workshop for the former HSC property was very well attended with more than 50 residents participating. A wide cross-section of community members eagerly shared their ideas and suggestions for what sort of development at that location would positively impact the community. The following day, a smaller group of stakeholders from the community volunteered to help architects from the South Dakota chapter of the American Institute of Architects, Dakota Resources, District III and city staff refine those ideas and develop a plan. Work is already underway to turn ideas into drawings and visual representations of what the location could become. The design concepts are scheduled to be available in early April.

3) Police Department Update

On March 4, 2016, Officer Russ and Officer Erickson graduated from the South Dakota Law Enforcement Academy. They were recognized for receiving the Blue Courage Coin during their training. This coin is given to recruits during their time at the academy when they exhibit exemplary performance in regards to leadership, knowledge and dedication to law enforcement.

- Sean Doremus of Brookings County Sheriff's Office choose Officer Samantha Rus the second to the last week of training due to her leadership she showed while her group performed a case study involving a missing child. Officer Rus' leadership persevered despite a difficult group. Officer Rus kept her group on task so they were able to complete this case study with success.
- In the final week of Training Officer Rus chose Officer Joe Erickson to receive the Blue Courage Coin. Officer Rus choose Officer Erickson based on his passion for the job, his work ethic in the gym to stay fit, his want to learn more about the job, and his willingness to help anyone.

The Yankton Police Department's 4th annual Citizens Academy is in its second week, with a total of 15 people from the community participating.

The police K-9 program will be replacing a K-9 in the month of March. Officers will be traveling to Alabama on March 12 to purchase the dog. Officer Pekarek was named as the department's new K-9 handler and will be replacing Sgt. Foote.

March 7-11, the Yankton Police Department will be training officers in the Patrol Training Officer (PTO) program. This program will replace the old Field Training Program (FTO) that was used to train new officers.

March 11, 2016 is the Lion's Club Law Enforcement appreciation dance, which will be held at the Kelly Inn. Start time for the event is 8:00 PM.

Chief Paulsen will be graduating from the FBI National Academy on the March 18.

Lt. Mark Payer a 27 year veteran of the Yankton Police Department will be retiring on March 18.

4) Human Resources Update

City staff has been attending the annual community service training "Working with Inmates," conducted through the State of South Dakota in the South Training Center on the HSC campus. This training is for anyone who works with inmate labor. The training sessions are two hours and include content on working with inmates, safety requirements, and inmate con games.

You are invited to attend the retirement reception for Mark Payer, currently Acting Police Chief, on March 17 from 2:00 – 4:00 p.m. in the training room at Fire Station #2. Mark will be leaving the City after being employed for 27 years.

5) Parks and Recreation Department Update

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

6) Fire Department Update

Following are the significant achievements and statistics for the Yankton Fire Department for FY 2015:

- Took delivery and trained for the use of a new Ladder truck.
- Sold former ladder truck to the City of Huron and trained them for its use.
- Held a very successful Fire Prevention Week and Open House. Our open house was again very well attended.
- Distributed over 200 smoke detectors throughout the year. This includes the Growing Resilient program performed in conjunction with the American Red Cross on May 11, 2015.
- Participated in countywide tabletop and full scale exercises. Also participated in the TransCanada corporate pipeline emergency response exercise.
- Participated in the Points of Dispensing Committee (POD), the Local Emergency Planning Committee (LEPC), Police Department Radio Committee, Westbrook Estates Planning Committee and the 9-1-1 Committee meetings.
- Conducted the South Dakota Certified Firefighter program and trained 3 new Yankton firefighters in that 120+ hour program.
- Participated in the following community events: NFAA World Youth Shoot, Growing Resilient program, SAPA Safety Day, Rock for Meals, the Banquet, Farm Safety Day Camp and others.

- Significant events included fires at SAPA, Baldwin Filters and significant grass and timber fires in the spring and fall of the year. Also response to several accidents with injuries including a one week time period that resulted in 5 fatalities.
- Participated in the first grain bin rescue/recovery in over 30 years in the area.
- Contacted over 2000 people with fire prevention information including children’s programs, adult educational programs, and fire safety training for employees and individuals.

Following are some significant statistics regarding the Fire Department’s responses in 2015:

Fire Department	2015	2014	2013	2012	2011
Total Calls (All)	342	306	237	255	231
Calls requiring full FD response (City)	33	37	39	39	39
Calls requiring Chief Officer Only Response	154	157	97	87	86
Average Turnout of Members per call (goal 25)	25.8	29	28	29	27.4
Total Man Hours on Calls (All)		3,428.99 avg 79.75 hrs per member			
Total Man Hours Training		1863.5 42.52 hours per member			

7) Library Update

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

8) Finance Update

The joint municipal/school district election will not be held on April 12 as there were only three petitions filed for the three open seats on the City Commission and only two petitions filed at the school district for their two vacancies. For the City, incumbents Charlie Gross and Amy Miner will return to the Commission along with newcomer, Tony Maibaum. They will begin their new term on the commission in May. The Yankton School District will have incumbent Sarah Carda and newcomer Terry Crandall fill the Yankton School Board seats for the new term which will start in July.

9) Public Works Department Update

The street department has compiled the 2016 street reconstruction program list. The following streets are planned to be reconstructed with the existing asphalt mat being removed and replaced.

- West 17th Street from West City Limits Road to Dakota Street
- West Street from 16th Street to 19th Street
- 20th Street from Locust Street east to the Creek

The following streets are planned to be milled and receive a new asphalt mat overlay.

- Highway 314 from West City Limits Road to West 11th Street
- Archery Lane from Highway 50 south to the end of pavement

The bid advertisement for the Maple Street reconstruction project from 6th Street to 8th Street is enclosed.

The bid advertisement for attachments for the 6x6 snow plow truck awarded at the February 22, 2016 City Commission meeting is enclosed.

The preconstruction meeting for the Transfer Station Scale and Entrance project was held on March 9, 2016. The contractor anticipates to begin work soon.

Street Department personnel have been performing joint maintenance on the City owned portions of West City Limits Road. We have filled potholes on both the City and County owned portions of West City Limits Road.

Work is being done to complete the removals and finished grading at the rail road crossing that was removed on 11th Street.

Yankton Citywide Cleanup is scheduled for the week of April 11-15. Placing items curbside before March 28th is not permitted, and those items may be removed at the property owner's expense. The Transfer Station will begin accepting no charge drop-off from regular collection route customers on April 9th. Residents may also 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. Items not eligible for disposal include: tires, grass clippings, leaves, recyclables, refrigerators, 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 garbage cans for regular collection at your normal collection point and away from piles. For more information on cleanup week and transfer station hours visit www.cityofyankton.org or call 605-668-5211.

Highway 50 Update:

Preconstruction, incident management and public input meetings were held on March 1, 2016, for the Highway 50 Project. Some of the major items discussed throughout the process include scheduling, emergency response, utility conflicts, traffic control and access management.

The general contractor D&G Concrete Construction, Inc., notified everyone that the construction start date is March 14, 2016. They will start on the east end of the project and will close the south two lanes, from Burleigh Street to Douglas Avenue. Head-to-head traffic will be provided in the north two travel lanes. The contractor is only allowed to have two consecutive intersections closed at a time. The construction will progress west throughout the early part of summer until they reach Broadway. At that time they will turn and head back east, on the northern lanes. The center lane paving will be the last portion of the highway to be finished. The substantial completion date is November 26, 2016, at that time all the work necessary to open the roadway to traffic must be complete. Weekly meetings, for all those interested will be held, at 9:00 a.m., every Tuesday, at the Chamber building. The first meeting is March 29.

10) Environmental Services Update

Kyle will be attending the AWWA “Water Matters! Fly In”. The American Water Works Association (AWWA) is the world’s largest educational and scientific organization dedicated to a better world through better water. Approximately 50,000 association members work as community water providers, federal and state regulators, environmentalists, academics, scientists, consultants, engineers, and manufacturers. They reside in all 50 states, Puerto Rico, and the U.S. territories. Over 4,000 utility members serve 80 percent of the U.S. population.

During the 2001 AWWA Annual Conference and Exposition (ACE) held in Washington DC, AWWA representatives organized a rally on the steps of the U.S. Capitol building and prepared packets for members to use during visits with members of congress. Because of the response received the AWWA leaders decided to follow up with another event. In 2002 the first Fly-In event was held. The purpose of the Fly-In is to advance AWWA’s legislative issues on Capitol Hill with the constituents of Congress carrying the message.

The Fly-In is a two day event. The first morning begins with briefings and discussions of current drinking water issues before congress and issues to bring forward to congress. The afternoon and next morning are set aside for AWWA members to visit their members of congress. The Fly-In concludes with a luncheon on the second day to share information and lessons learned. The AWWA Water Utility Council (WUC) host the event. The event brings AWWA members from across the country to Washington to bring the water community's concerns directly to members of Congress and their staffs. The WUC pays travel expenses for one Section delegate for every 10 members of Congress that a state has, with every state getting at least one reimbursed delegate. The South Dakota Section of AWWA pays for a second member to represent South Dakota.

AWWA is ready to provide Congress with the best information available on the state of drinking water today and the challenges that remain. Whether the issue is water quality, conservation, infrastructure, source water protection, contaminant listing, health research, or treatment practices.

11) Minutes

Salary, Building, Yankton Police Department and Joint Powers Solid Waste monthly reports are included for your review. Minutes from the Park Advisory 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