



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

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Commission Information Memorandum

The Yankton City Commission meeting on Monday, April 11, 2016, will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Human Resources Update

We received 22 applications for the GIS Analyst position. These applications are in the process of being reviewed and selections being made of those to interview. The majority of applications were from outside of the South Dakota area so telephone interviews will need to be scheduled.

We closed on our internal advertising for two Equipment Operator positions. A recommendation is being made to the City Manager for her approval. With filling these two Equipment Operator positions, that means we will be advertising for two more positions within the coming week.

2) Community Development Update

Staff from Community & Economic Development and Public Works coordinated to increase public education efforts around Citywide Cleanup. Additional outreach included more detailed information to local media sources about what items are eligible for pickup and how soon items could be placed curbside. The information was also disseminated through our Facebook and Twitter presence, and because it was widely shared by followers, eventually reached a digital audience of about 1800 people. Although we still had a few issues, there was a definite improvement this year with fewer piles appearing curbside before the identified date. Staff will build on efforts in future years to continue encouraging participation in cleanup within the event guidelines.

Building Official Joe Morrow and Building Inspector Mike Benda attended a building code seminar sponsored by the South Dakota Building Officials on March 31, 2016. The seminar covered significant changes to the 2015 International Building Code and provided an opportunity for continuing education units that are required to keep their code certifications current.

3) Fire Department Update

On April 4-5; the Federation of Fire Chaplains and the Yankton Fire Department offered the "Essentials of Fire Chaplaincy" course at Fire Station #2. This course included 16 hours of course material designed as survey of ministry in the fire service including Ministry to Firefighters, Ministry to Fire Victims, Critical Incident Stress, Fire Department Funerals, Fire Chaplain Operations, and many others. Fire Chaplains from across the region attended this training. The lead instructor for this class was Rev. Rod Veldhuizen who is the pastor for the Riverview Reformed Church and is the Chaplain for the Yankton Fire Department.

4) Library Update

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

5) Police Department Update

Yankton Police Department is hosting the 3rd Crisis Intervention Training (CIT) between Vermillion Police Department and Yankton Police Department. We had the Assistant Chief of Mitchell attending to gather information on the program for their department.

In an effort to promote bicycle safety, we are teaming up with the Parks and Recreation Department and our local Dairy Queen.

We are making improvements to our Animal Shelter. The hot water heater and the exterior door are being replaced. The heater will assist us in sanitation of the shelter and the door is for security purposes. Along with Animal Control, we will be sending out a Public Service Announcement to prevent leaving animals in a hot car. We have gathered information from the National Humane Society and have conducted some temperature readings of our own. We'll be using our current ordinance for this educational announcement.

We will be retiring our K-9 Ares on Friday April 8 at 3 p.m. Our newest K-9, Reno is in Sioux Falls being trained with our newest handler, Officer Kyler Pekarek. Sgt Jason Foote will continue to oversee our K-9 program.

6) Parks and Recreation Department Update

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

7) Finance Update

The Finance Office has completed its annual sewer rate adjustments for residential utility customers. Adjustments based on the customer's average winter consumption from December, January, and February will be reflected in the utility billing being mailed on April 19. Please refer any questions you may receive from customers to the City Finance Office.

8) Public Works Department Update

As the weather allows, Street department personnel continue to perform joint and pothole maintenance on the City portions of West City Limits Road.

The Transfer Station Scale Replacement and Entrance project moves forward as work is being done on the existing building to add an additional entrance to the west side of the building. Crews have also been working on the east entrance of the site for the installation of a new gate.

Construction on Douglas Avenue, from Anna Street to 31st Street, is underway. As of April 5, the contractor has installed approximately 600' of water main, south of 31st Street. Access to the various properties is being communicated to the locals and emergency responders as changes occur.

The contractor has slowly progressed on the Highway 50 project. Storm sewer has been installed from Burleigh Street to just east of Pearl Street (approximately 550').

Construction projects have been hampered by the wet weather. It is hopeful that drier conditions prevail so that the contractors are able to complete the necessary work.

Yankton Citywide Cleanup is scheduled for the week of April 11-15. The Transfer Station will begin accepting no charge drop-off from regular collection route customers on April 9. 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.

9) Information Services Update

The Pictometry aerial imagery flight, as of the last update, still had not started. It is likely the Yankton project may get pushed to Fall or Spring. The State has pushed back the installation of the NextGen 911 for dispatch until June or July.

10) Environmental Services Update

Staff has received EDA final approval for the lift station project. Staff will be working with Gridor Construction to get construction contracts in place and a notice to proceed. Construction on the Lift Station is expected to start in May.

Staff will be working with Bartlett & West on a contract for construction management for the lift station project. Staff will also be working on a contract for the second phase of the project which will be design of the force main. The force main will be located in the highway 50 utility corridor. The third and final phase will be a new gravity sewer from the Chesterman lift station to the new lift station. The gravity sewer portion will be a 2017 or 2018 project and will replace the Chesterman lift station.

Staff is also working on a contract addendum with McLaury Engineering for the Highway 50 project to include construction management. The current contract was for design and did not include construction management.

Kyle will be attending the annual American Water Works Association (AWWA) “Water Matters” Fly In to Washington DC Wed. and Thursday. AWWA members will be meeting with their state representatives and representatives from relevant committees.

AWWA request of Congress will include:

- Support full funding of WIFIA
- Support robust funding for drinking water and clean water state revolving loan fund (SRF) programs. \$1.3 billion each
- Protect tax-exempt status of municipal bonds
- Remove annual volume caps for Private Activity Bonds

11) Minutes

Building and Salary monthly reports is included for your review. Minutes from the Airport 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