



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

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Commission Information Memorandum

The Yankton City Commission meeting on Monday, May 9, 2016, will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Human Resources Update

We closed on taking applications for South Dakota Certified Police Officers on April 29. The interviews and testing is scheduled for May 9 and applicants who have the requirements we advertised for will be notified of this date.

Kristin Sternhagen will be starting her employment as GIS Analyst on May 16. We are working with her to get her pre-employment physical and background investigation completed before her start date.

We are currently advertising for a Communications & IT System Analyst. The deadline to apply for this position is May 6 and then the applications will be given to Duane Johnson for review and interview selection.

2) Parks and Recreation Department Update

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

3) Fire Department Update

Chief Kurtenbach attended the Fire Department Instructor's Conference in Indianapolis, IN on April 19-23. This is the largest firefighter training event and trade show held in the United States.

Chief Kurtenbach attended the Loyalty Day ceremonies held at the VFW on May 1. The Yankton Fire Department as well as other local public safety agencies were honored during this annual event.

Progress on the Fire Museum continues. EFIS is being installed this week on the outside of the structure and other work continues on the inside.

4) Community Development Update

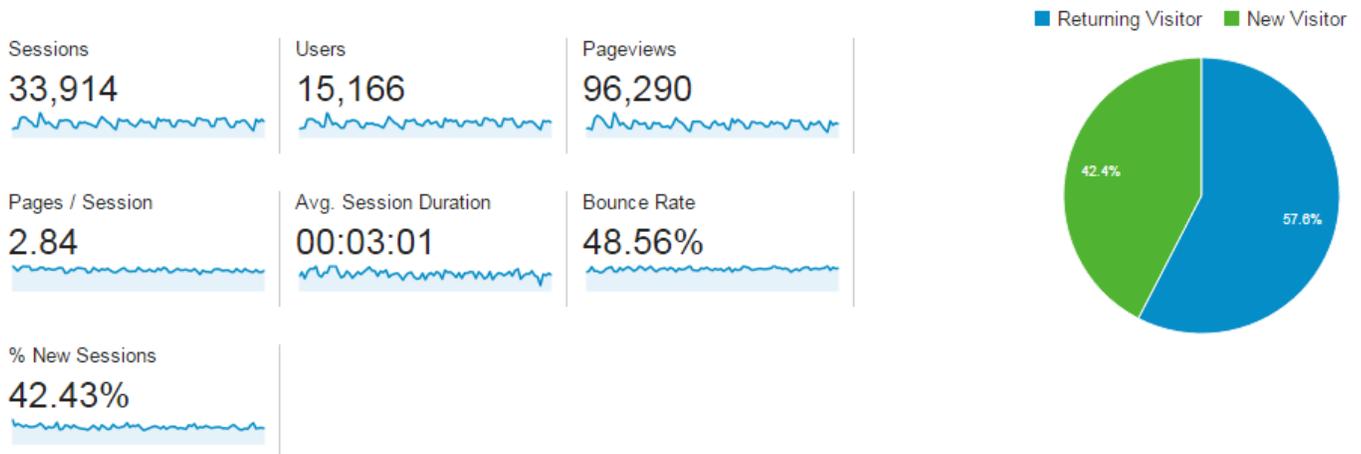
Community and Economic Development maintenance staff has started the annual cleaning and repairing of landscaping in downtown area city-owned parking lots. Staff attends to the eight public parking lots near the following locations: 2nd and Douglas (3 parking lots along 2nd Street), 4th and Cedar, 3rd and Broadway (west of the Yankton County Office Building), the Yankton Area Senior Citizens Center, west of the Post Office and behind City Hall. Our primary focus at this time related to the parking facilities is repairing damage to the landscaping caused during the winter months.

In addition to the parking lot maintenance, staff with the assistance of the Department of Corrections have finished striping and waxing the floors at the Senior Citizens Center. This project includes the

floors in the assembly portion of the building. We coordinate this effort with the Senior Center’s schedule to create the least disruption possible for their activities. As in the past, we found that changing our schedules to complete the project over a weekend caused the least impact in the daily operations of the Senior Center.

5) Information Services Update

Visitor traffic to the City’s website for the first quarter of 2016 is outlined in the graphic below. Through the first three months 68.36% of site visitors are using a desktop, 25.13% a mobile device and 6.51% a tablet.



6) Finance Update

A team of auditors from Williams & Company from LeMars, Iowa was on site the week of May 2 to meet with Finance, other departmental staff, and a city commissioner to complete the field work portion of the 2015 financial audit. Auditors will be preparing a draft document for our review before submission to the South Dakota Department of Legislative Audit for state approval.

7) Library Update

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

8) Public Works Department Update

The 2016 City Wide Cleanup is complete. The Transfer Station was open for resident drop off from April 9-16, 2016. Also the Street Department picked materials left out for curbside pickup from April 11-22. Attached to this CIM is a summary of materials hauled and the total cost for this year’s Annual City Wide Cleanup. Also included for comparison, are the results of the 2015 cleanup.

Street Department crews have started curb repair and replacement on the streets scheduled for pavement maintenance and replacement this summer.

The South Dakota Transportation Commission awarded the City of Yankton a Bridge Improvement Grant totaling \$854,904.60 for the replacement of the Pine Street Bridge over Marne Creek north of 6th Street. Brosz Engineering Inc. has been preparing construction plans and will work to prepare a bid package for an anticipated October 2016 bid letting and construction to start in 2017.

With drier and warmer days returning to the area, the construction that is currently underway in Yankton is making better progress. By the time you receive this update, Highway 50 from Mulberry to Burleigh, should have the south portion of pavement completed. D&G Contracting is already anticipating the next paving phase to occur in about 3 weeks.

The underground contractor on the Douglas Avenue Project should have all the underground work from 29th Street to 31st Street completed by May 6. Grading work for the new road section will begin once the water and storm sewer have been installed through the 29th Street intersection. Phasing of the grading and paving operations will be required to allow for access to the adjacent properties. All of this work of course, is contingent on the weather conditions.

The South Dakota Department of Environment and Natural Resources (DENR) has awarded a grant to the Vermillion Landfill to hold a waste tire collection. The City of Vermillion Landfill, Yankton Transfer Station, Beresford Restricted Use Site, and Elk Point Restricted Use Site will serve as tire drop off locations. This collection effort is to help prevent the possible spread of the Zika virus by removing tires that could contain standing water thereby removing mosquito breeding ground. Customers that are serviced by these solid waste handling locations will be able to drop off all types of tires. The Vermillion Landfill will contract haulers to remove the collected tires. This event is anticipated to run for 3 to 4 weeks with the dates yet to be determined. No commercial business tires or tires from retailers will be accepted, this collection is for residential customers only. There is no charge for disposal. Tires of all sizes will be accepted but they cannot be on rims. No rims will be accepted. All tires that are collected will be recycled.

Attached to this CIM is a Resolution of Support between the South Dakota Department of Environment and Natural Resources and the Joint Powers landfill.

9) Environmental Services Update

The Wastewater Plant has seen higher flows because of the recent wet weather. Our average monthly flows are normally around 1.7 million gallons per day (mgd) but have increased to 3.4 mgd. Peak flows are usually around 2.5mgd and have increased to 4.3mgd. Staff would like to remind everyone that sump pumps should not be discharged to the sanitary sewer system. Sump pumps should be discharged to the storm sewer system.

Staff is working with HDR to finalize the bid documents for the procurement of the Water Plant Membranes. The Water Plant Project is on schedule to bid the procurement of the membranes in early May. Procuring the membranes will allow HDR to work with the membrane manufacturer to finalize the design of the Water Treatment Plant.

10) Minutes

Salary and Building monthly report is included for your review. Minutes from the Golf Advisory Board and 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