



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

VOL. 51, NUMBER 11

Commission Information Memorandum

The Yankton City Commission meeting on Monday, June 13, 2016, will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Human Resources Update

We had four new employees start employment on May 30, 2016: Taylor Peters, Communications/IT Systems Analyst; Kristi Taylor, Communication Dispatcher; Logan Van Winkle, Sanitation/Truck Operator; and Devin Gullkson, Sanitation/Truck Operator.

Ray Tweedy, Water Plant Superintendent, will be retiring effective June 10, 2016. He has been with the City for 34 years. A reception will be held that day to wish him a happy retirement.

2) Parks and Recreation Department Update

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

3) Information Services Update

On the City's website, there are four newly updated, interactive, web mapping applications: a City project construction map, ETJ zoning map, City zoning map, and a City park map. The new maps allow visitors to the website to interact and obtain more information in a cleaner, easier way than before. An updated City-wide trails web map is also currently in the making. In addition to the online web mapping applications, various paper maps have been created for staff to use internally or to use in Commission Meetings including a West City Limit Parcel Tax Evaluation map, a residency requirement map, plat location maps, and prospective road maps. The map formats have been standardized for legibility and consistency throughout the agency.

The City's GIS data is constantly being updated. Sidewalk and ADA Ramp data collected previously is currently being revised and updated for use in additional maps and analysis. Zoning, water, sewer, and City Limit information has been updated to reflect the new Westbrook addition and other recent developments. The updated information has been shared with both Yankton County and Planning & Development District III. Also, the recent 2016 partial Pictometry flight imagery has been received and is available on Pictometry online.

NextGen 911 equipment will start shipping June 13, 2016 with installation, testing and training taking place during the following weeks. The new system is scheduled to go live during the week of June 29. Purchase of the subscriber radios for police is moving forward. We will have a teleconference with Therkelsen & Associates on June 9 and have already received one unsolicited preliminary quote from a vendor for radio equipment. Funding options for the 2nd phase of the project will be included in the 2017 budget.

4) Library Update

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

5) Community Development Update

Progress on the property acquisition and management activities associated with the 2017 phase of the East Highway 50 / 4th Street project continues. This is the portion of the project between Marne Creek and Archery Lane. We have possession of all the properties in the 30 foot ROW / utility corridor with the exception of one parcel with a complicated title history. That situation isn't slowing us down because the person managing the property has allowed us to continue anticipating the eventual transfer. The former Frick Hog Buying building has been removed and Northwestern Energy (NWE) already has their new poles installed on the south edge of the 30 foot corridor. The NWE pole installation is the first step in a series of many utility relocations this year in preparation for street construction next year. Tree removal in the 30 foot corridor will begin within a few weeks. Existing trees in that area must come out so the underground utilities can be installed. Grass and trees will be replanted over the utilities after the construction project is completed.

In the beginning of the project there was some question about whether or not there was a need for the full 30 feet of additional property on the south side. As the project design and site preparation has continued, it has become very evident that the 30 feet was the minimum needed to get the project completed. The corridor will be ready for the Department of Transportation road construction project next year.

6) Police Department Update

Ribfest related issues were relatively low. Below is a listing of police calls for service related to Ribfest:

- An individual was arrested for felony drug possession, Simple Assault on a Law Enforcement Officer, Resisting Arrest and Disorderly Conduct.
- A total of 8 noise complaints associated with the bands. There were 3 Friday night and 5 Saturday night.
- A total of 20 hours of overtime was utilized for police at Ribfest.

7) Public Works Department Update

The City Street Department Asphalt Plant has been put into service and the seasonal asphalt patching work is underway.

The Street Department has started the 17th Street and West Street asphalt mat replacement project.

The Transfer Station Entrance Reconfiguration and Scale Replacement project continues to progress. The new scale components have been delivered and work is currently being done to assemble the new unit within the recently constructed "pit" structure. The scale house remodel is also progressing as the interior modifications are nearly complete.

Work on the 15th Street project from West City Limits Road (WCLR) to Dakota Street has commenced. The boring of the sewer line across West City Limits Road has been completed. The underground contractor has mobilized equipment to the site and will begin their work in the near future.

The pavement on the south side of Highway 50 has been completed through the Douglas Avenue intersection. The hope is for Slowey Construction to have all the underground and grading work completed to Broadway Avenue for D&G Construction to pave by June 18. It appears as if they are still on schedule to switch traffic over and start construction on the north side by the July 4 target date.

All the underground utilities have been installed for the Douglas Avenue project. Work continues on grading the project. Masonry Components will be concentrating on completing everything behind the curb line (approaches, sidewalk and grading) prior to mainline paving operations.

The Donohoe Boulevard Extension and Lyons Lane Construction (Cobh Development) plans have been received for review. Staff has been working closely with the Developer's Engineer to coordinate this work with that on the Douglas Avenue project.

The free tire disposal at the Transfer Station will be ending June 24, 2016.

8) Finance Office Update

The Finance Office has a long standing cooperative agreement with the County Auditor's office to assist them during their primary and general elections in turn for their assistance during municipal elections. The Finance Officer and Deputy Finance Officer helped with the tabulation of ballots during the primary election on Tuesday, June 7.

9) Environmental Services Update

Gridor Construction continues to move dirt on the lift station project site. They have started dewatering the site and will be monitoring the water table. Once the site has been dewatered they will begin construction.

Bids were opened on the Water Treatment Plant Membranes. HDR is currently reviewing the bids and verifying the 20 year cost analysis of the two bids received.

The water fill station is currently advertised for bid. This project will locate a new water fill station on east 7th street to replace the existing water fill station at the 1972 plant. This will allow for better truck access and reduce truck traffic near the 1972 plant.

The Notice of Application for the Collector Well Permit was published. The South Dakota Department of Environment and Natural Resources has reviewed the application and recommended approval. If no petitions of opposition are filed the permit will be granted with no hearing. If a petition of opposition is filed a hearing will be scheduled and the Water Management Board will consider the application.

10) Budget Meeting Reminder

As a reminder, we will be holding CIP budget meeting immediately following the City Commission Meeting on Monday, June 13, 2016 at the RTEC in Meeting Room #114. We will also resume CIP budget meetings on Tuesday, June 14, 2016, starting at 5:30 pm in Meeting Room #B, 2nd Floor of City Hall. If we do not complete the budget meetings on Tuesday, we are scheduled for Wednesday, June 15, 2016, starting at 5:30 pm in Meeting Room #B, 2nd Floor of City Hall.

11) Minutes

Salary, Building and Yankton Police Department monthly reports are included for your review. Minutes from the Park Advisory Board and Golf 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