



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

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Commission Information Memorandum

The Yankton City Commission meeting on Monday, June 27, 2016, will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Human Resources Update

We have several job openings being advertised in the classified ads:

- Police Officer hiring list – applications close on July 8
- Water Plant Supervisor – applications close on July 1
- Building Inspector – applications close on July 13
- Year-round part-time Wastewater Plant Operator – applications accepted until position is filled

The Health Insurance Committee had its first meeting with our insurance representatives on June 15. We have some new members on the committee this year. The members are Ann Clough (Finance), Mary Robb (Public Works), Jeff Johnson (Police), Mike VanWinkle (Parks & Rec), Taylor Peters (Information Services), and Jim Arens (Public Works). The committee will meet again in August to review quotes for our group health insurance coverage.

2) Parks and Recreation Department Update

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

3) Finance Office Update

The Deputy Finance Officer attended the annual SD Governmental Finance Officers' School held in Spearfish on June 8 - 10, 2016. Conference topics included Legislative Updates; Investing; Budgeting; Utility Billing and Collections; De-Escalating Verbal Conflict; Code Enforcement; Liquor Law Updates; Project Management and Property Taxes.

Please see the enclosed Monthly Finance Report for May.

4) Community Development Update

On June 15, 2016, the Community and Economic Development Staff met with the Federal Emergency Management Agency (FEMA) as part of their Strategic Advances Kickoff Meeting. Representatives from FEMA notified the City and County that they will be working over the next several years to update the Flood Insurance Rate Maps (FIRM Maps) for the City and County in an effort to improve the map's hazard-related information. A second meeting has been scheduled for August 23 where FEMA will present preliminary maps and options for gathering additional floodplain information. These options include: (1) Reassessing and upgrading the existing FIRM Maps, (2) Conducting a detailed study on the existing maps, (3) Adding unmapped drainage basins and tributaries to the current maps. The updates will be primarily based on the more detailed information they can now produce through improvements in technology, not field surveying. The mapping project is a FEMA driven process that is required for

participation in the National Flood Insurance Program. The NFIP is the insurance program that offers insurance to properties that are located in floodplains. As part of FEMA's Strategic Advances Project, 26 South Dakota communities and counties are having their FIRM Maps assessed.

5) Information Services Update

Staff added a new page to the website to assist with public education on single stream recycling and automation of solid waste collection. The page contains general information about the project and provides answers to frequently asked questions about the program. Also, the department is assisting in developing a tri fold brochure.

NextGen 911 installation is in progress and cutover to the new system is scheduled for June 29th. The radio RFP is out on the website and has been emailed to vendors that have expressed an interest in the project. We anticipate ordering replacement subscriber radios in June.

6) Library Update

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

7) Public Works Department Update

Slowey Construction has cleared the trees and stripped the topsoil on the 15th Street project. Installation of the 8" sanitary sewer is nearly half done and should be fully completed by June 24.

The general contractor, Masonry Components, has installed the majority of the curb and gutter on the Douglas Avenue Project. Small areas were left undone to accommodate traffic into the apartments, funeral home and assisted living properties. Slowey Construction has been working on backfilling the curb and sidewalks that are in place.

On the Highway 50 project, D&G Construction should have the south side completely paved by the time you receive this update. Masonry Components, a concrete subcontractor, is to have the sidewalks installed behind the new curb prior to switching the traffic onto the new road section. It is still anticipated that the traffic switch will happen around the 4th of July.

The street department continues to work on the street reconstruction project in Summit Heights. Asphalt has been removed and base material placed on West Street, crews will progress to removals on 17th Street.

Due to high winds during a storm event on the evening of June 17, the Transfer Station accepted tree limbs downed by the storm from residents at no charge through June 24. The street department also removed downed tree limbs from the streets.

The Transfer Station Entrance Reconfiguration and Scale Replacement Project continues to progress. Grading for new pavement is in progress, the deck on the new scale has been poured and the scale house remodel is complete. Once the new scale is operational, the existing scale will be removed.

The Vermillion Landfill and South Dakota Department of Environment and Natural Resources free tire recycling program being held at the Yankton Transfer Station will run through June 24, 2016. The tire collection should be considered a success.

8) Environmental Services Update

Welfl Construction continues to move forward with the collector well. The concrete portion of the structure is complete. Welfl will now begin working on the interior piping. Sub-contractors will also start working on electrical and exterior block.

Gridor Construction continues to dewater the lift station site. The contractor has lowered the water level by approximately 6 feet. They are hoping to be able to lower the level another 14 feet. Staff will be working with engineers and the contractor to monitor the area to prevent any flooding caused by the water discharged from the pumps.

Collection/Distribution staff continue to work on seasonal maintenance work. Staff has been busy jetting and cleaning sewer, exercising valves, and repairing hydrants.

9) Police Department Update

The Police Department is finalizing our police trading cards. We're gathering the last five photos of staff for the cards, once they are taking the cards will be printed. This program ran for many years in our police department to assist with public relations, community outreach and education. We are able to revisit the program with financial assistance from Crime Stoppers.

As part of our community policing efforts, YPD will have a team of walkers at the Walk a Mile in Her Shoes event to be held on August 27. This is a major fundraiser for our local Women's Shelter and has long been supported by the police department.

We will be starting a Chaplains Program for the Police Department. Pastor Rick Slattery has graciously agreed to work with staff on the project. This will be a welcomed program that will have many positives to the department.

10) Minutes

Fox Run Golf Course and Joint Powers Solid Waste monthly reports are included for your review. Minutes from the Planning Commission 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