



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

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Commission Information Memorandum

The Yankton City Commission meeting on Monday, July 25, 2016, will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Police Department Update

Lieutenant Burgeson, Lieutenant Brandt and Chief Paulsen attended a Tri-State US Attorney's meeting last week. Case studies were discussed along with a panel for: violent/gun crimes, human trafficking, drug trafficking and cybercrime. The indications from this initial meeting is that they will be occurring on a frequent basis, based on a regional interest to combine forces, particularly during investigations.

YPD will be conducting joint training with SD Division of Criminal Investigations in the future. We'll be looking specifically at cybercrimes and Special Response Team training.

2) Community Development Update

Included in this packet is the Planning Commission's recommendation on the draft Five Year Capital Improvement Plan (CIP). Some of you may wonder why the Planning Commission makes a recommendation on the CIP and other advisory committees don't. South Dakota Codified Law requires the recommendation as a part of the "planning" responsibilities of the Planning Commission. The recommendation is comparable to the Planning Commission's required involvement in adopting or amending the Comprehensive Plan for the City. Past Planning Commission recommendations on the CIP have ranged from approval "as is", like this year, to approval with a list of bullet point recommendations / comments related to specific items.

3) Human Resources Update

We received 28 applications for the Police Officer hiring list. The testing date is July 20 and each applicant was sent a letter notifying them of this date and other instructions they need for that day. After the preliminary interview, successful applicants will be scheduled for a final interview on either August 3 or 4.

Terry Rye resigned from his position as Wastewater Plant Operations Specialist, effective July 15. We are advertising for this position internally for one week.

We received 15 applications for the Building Inspector position. Those applications are being reviewed and applicants will be selected for interviews.

4) Library Update

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

5) Fire Department Update

Chief Kurtenbach and Deputy Chief Nickles met with representatives of the Red Cross to plan for another Resilient Yankton campaign. This program visits selected portions of the Yankton Fire Department’s coverage area to install smoke detectors in homes and provide residents with fire safety information. Volunteers from the Red Cross, the Yankton Fire Department and citizens from the community will be used to staff this event. A coverage area for the program and a date in October or early fall will be announced at a later time.

Chief Kurtenbach attended the Local Emergency Planning Committee (LEPC) meeting on July 21. This meeting was the final meeting to help prepare the Pre-Disaster Mitigation (PDM) Plan for Yankton County. The PDM program provides grants for projects that help mitigate the effects of a disaster on a community.

6) Parks and Recreation Department Update

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

7) Information Services Update

Thru the first six months of the year mobile use has increased to be 28.43% of the site’s visitors.



Visitors to the site break out geographically for the top five states as follows:

South Dakota	69.35%
Nebraska	8.91%
Iowa	4.48%
Minnesota	2.62%
Illinois	2.27%

Top five cities in South Dakota visiting the site:

Yankton	32,789
Vermillion	8,020
Sioux Falls	3,813
Rapid City	1,056
North Sioux City	439

8) Finance Department Update

The City's procurement card (P-Card) program has been in effect through the National League of Cities (NLC) and BMO Financial Group since 2012. The program has helped streamline the purchasing process through the Details Online website which has allowed employees and supervisors to manage their departmental purchases 24/7. In order to make the card management program even better, BMO Financial is transitioning the online program to a new management and reporting tool called BMO Spend Dynamics. The new program will offer enhanced usability, increased flexibility and greater control of the purchasing process. Finance Office personnel are participating in a kick-off training session on July 22. The transition to the new website should be completed by late August.

Please see the enclosed Finance Monthly Report for June and the second quarter 2016 Revenues and Expenditures Report.

9) Environmental Services Update

The preconstruction meeting was held for the Water Fill Station Project. Welfl Construction is scheduled to begin construction this week. This will include a road closure for 7th Street to install the water line. The new Fill Station will replace the existing water fill located at Water Plant 2. This will help reduce truck traffic in the park area.

Gridor Construction continues to work at the lift station site. The dewatering of the site is taking longer than anticipated. The contractor is still scheduled to complete the project this fall.

Welfl construction is working on the interior piping on the collector well. Masonry work is being completed on the exterior. Pumps are scheduled to be installed in August. The final project is on schedule to be completed this fall.

Staff is working with McLaury Engineering on the final plans for the Wastewater Force Main Project along Highway 50. This project is scheduled to be bid out this fall and construction completed in 2017.

10) Public Works Department Update

On July 14, the Street Department and Midstates Reclamation completed cold asphalt milling on Highway 314 between West City Limits Road and West 11th Street, and on Archery Lane south of Highway 50. The Street Department is working to pave a new asphalt mat on the milled surfaces of the two locations.

The Transfer Station entrance project continues to progress as Masonry Components is working on the new curb & gutter and pavement installation on the west half of the project site. Once the paving is complete on the west half of the site, traffic will be diverted and concrete work will begin on the east half of the site.

The underground utilities for the 15th Street construction have been installed. The contractor will continue placing aggregate base in preparation of the curb & gutter and pavement installation.

Paving on the south side of Highway 50 is complete. Traffic control has been changed to allow for removals of the north portion of the highway.

Douglas Avenue is ready for mainline paving. In an effort to keep the dust down, the contractor will be responsible for watering the base until the pavement is in place.

Staff is comprising a list of various concrete repair locations throughout the city. The list will include curb and gutter, valley gutter, fillets, ADA ramps and sidewalks that are in need of repair or updating. It is expected that the cost of completing the work will be less than the minimum amount required for bidding the project. Instead, staff can request quotes from the concrete contractors, allowing a quicker award process.

11) Minutes

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