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## OFFICE OF THE CITY MANAGER

[www.cityofyankton.org](http://www.cityofyankton.org)

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### Commission Information Memorandum

The Yankton City Commission meeting on Monday, August 8, 2016, will begin at 7:00 pm.

#### Non-Agenda Items of Interest

##### 1) Human Resources Update

We are doing external advertising for a Water Reclamation Plant Operations Specialist and for a Water Plant Operations Specialist. We advertised both positions internally for one week but did not receive the number of applications needed to keep it internal. The Water Reclamation Plant position closes on August 8 and the Water Plant position will close on August 16.

##### 2) Information Services Update

We are awaiting delivery of the newly ordered subscriber radios. We hope to have delivery and installation in the next couple of weeks. City staff has initiated review of an engineering design services proposal from Therkelsen & Associates for the new proposed P25 radio site. Once the details of the proposal are finalized, it will be brought to the City Commission for review and approval.

##### 3) Finance Department Update

The City of Yankton's 2015 Comprehensive Annual Financial Report has been submitted to the South Dakota Department of Legislative Audit (DLA). Approval is anticipated in the coming weeks. Copies will be distributed to the commission once final approval is complete.

##### 4) Community Development Department Update

Joe Morrow attended a South Dakota Building Officials continuing education seminar in Rapid City. Topics covered included the National Fire Protection Association's (NFPA) fire alarm code updates and proposed 2017 legislation by the South Dakota Chapter of the American Society of Heating and Air-conditioning Engineers (ASHRAE). The ASHRAE Chapter is proposing updates to the existing International Energy Conservation Code. The proposed changes are housekeeping measures to comply with the American Recovery and Reinvestment Act, where grant monies are used to finance public buildings and infrastructure improvements.

##### 5) Parks and Recreation Department Update

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

##### 6) Public Works Department Update

The curb and gutter on 15<sup>th</sup> Street East of West City Limits Road has been installed. Backfill behind the curb has begun. Mainline paving will commence in the near future.

On the Highway 50 project, all the underground work from Broadway Avenue to Douglas Avenue is expected to be done by August 5<sup>th</sup>. The aggregate base installation from Broadway to east of Walnut is

scheduled to begin once the underground work is complete. Paving operations will not take place until after Riverboat Days.

The second phase of paving for the Douglas Avenue project has concluded. There are three more phases of paving planned in order to allow access for the local traffic. Depending on the contractors schedule and weather the mainline paving could be completed and open to traffic as early as the last week of August.

The new scale at the Transfer Station has been put into service and the old scale has been removed. The contractor is now concentrating on the new pavement on the east portion of the project. Traffic is currently being routed on the west side of the office building.

The Street Department has been chip sealing various streets and parking lots throughout the City. Paving of the Street Department reconstruction projects in Summit Heights and on 20<sup>th</sup> Street is anticipated to take place the week of August 8<sup>th</sup>.

### **7) Police Department Update**

Yankton Police have received quite a bit of attention from the community in recent days. In a show of appreciation, we have received food in the office as a token of appreciation. We have also been invited to businesses in the community for social gatherings, as a symbol of support and appreciation in the Yankton Community.

YPD conducted formal interviews on Wednesday August 3<sup>rd</sup> for the position of Patrolman. This opening was created with the resignation of Tyler Heine. Our newest hire, Preston Crissey has moved into phase II of the PTO program.

We transfer Officer Dan Thompson back to School Resource Officer on August 22<sup>nd</sup>. Dan has been helping out on patrol during the summer months.

Our next big event will be Riverboat Days which generally runs like a well-oiled machine. Staffing will be similar to previous years.

### **8) Fire Department Update**

The Yankton Fire Department held their Employer Appreciation Dinner on August 1 at Fire Station #2. Annually the volunteer firefighters prepare a meal for employers and their co-workers to honor them for their willingness to allow them to be a part of the Yankton Volunteer Fire Department by allowing them to leave for calls as needed. Approximately 65 bosses and firefighters attended the event.

The Yankton Fire Department participated in the Together We Are One event in Memorial Park on August 2. Attendees were able to crawl through the smokehouse and fire truck cards and other items were given out.

### **9) Library Update**

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

### **10) Environmental Services Update**

Distribution staff is repairing hydrants and exercising valves. The collection staff is finishing up the annual sewer flushing. Staff flushes 1/3 of the sewer system each year.

The collector well continues to move forward. The exterior is scheduled to be completed in the next two weeks. Final completion is scheduled for this fall.

The water plant staff is working on several options to try and reduce THM's. Staff has switched to a different carbon that we hope will remove more of the organics that cause the THM's. Staff will also be adding Sodium Permanganate in an effort to reduce THM formation and increase hydrant flushing in certain areas to reduce water age. THM's form slowly in the distribution system and are at higher levels in areas where the water age is higher. The new technology planned for our new plant should be better at mitigating THM's.

The wastewater staff has been experiencing an increase in filamentous bacteria in the treatment process. These larger filamentous bacteria cause issues with treatment process by not allowing particles to settle. We believe the water being returned from the lagoons is causing the issue. Currently the lagoon water is blended with the influent and treated. Staff has been approved by the South Dakota Department of Environment and Natural Resources to begin batch treating the lagoon water and blending it with the final effluent from the plant just prior to the disinfection process. Staff has also been approved to begin chlorinating within the treatment process to control the filamentous bacteria.

**11) Minutes**

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