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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 22, 2016, will begin at 7:00 pm.

**Non-Agenda Items of Interest**

**1) Community Development Department Update**

Progress on the first Downtown Yankton Facade Grant projects continues with one project nearly complete. A rehabilitated overhang, new awning, and updated signage are nearly finished at the Lewis & Clark Realty building located at 224 West 3<sup>rd</sup> Street. Family Memorials/Yankton Monuments Company has received a permit and will soon begin replacing the awning at 325 Douglas Avenue. The final two projects at 334 Walnut Street and 220 Capital Street are in the design and planning stages and are on track to begin work in late August.

**2) Human Resources Update**

We received 12 applications for Wastewater Plant Operator. This number included two internal applicants. Interviews were conducted the week of August 8 and finished on August 15. A hiring recommendation will be forthcoming.

Thirteen applications (includes one internal application) were received for the Water Plant Operator vacancy. Those applications are in the process of being reviewed for interview selection.

We received a resignation from Dispatcher Kristie Taylor, that was effective August 12. We will be advertising to put together a hiring list.

**3) Library Update**

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

**4) Parks and Recreation Department Update**

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

**5) Police Department Update**

Additional directional and speed signage will be placed around the downtown during Riverboat Days all due to the 4<sup>th</sup> Street project.

We have changed the Animal Control uniform to a grey shirt without police patches. The uniform identifies her as Animal Control.

We continue to work on finding a new location for our gun qualifications. Our contract ends at the end of the year and our current location will no longer be available to us.

## **6) Public Works Department Update**

The Street Department has completed the asphalt paving of the street projects in Summit Heights. The asphalt paving on 20<sup>th</sup> Street east of Locust is expected to be completed the week of August 22<sup>nd</sup>. Street Department crews are also working to sweep the excess rock from the recently chip sealed streets. Enclosed with this packet is the bid advertisement for the annual supply of de-icing material for the 2016-2017 winter season.

The Transfer Station Entrance and Scale Project is progressing as the contractor continues to pour new concrete pavement on the site.

The mainline paving on Douglas Avenue has been completed to the middle of the Garden of Memories Cemetery entrance. Once the concrete has adequately cured, there will be access to everything north of the cemetery from both 29<sup>th</sup> Street and 31<sup>st</sup> Street. The contractors will be prepping the base, south of the cemetery, for paving in the near future.

On the Highway 50 project, the contractor has trimmed the base, from Broadway Avenue to east of Douglas Avenue, in preparation of paving mainline immediately after Riverboat Days. There is still some minimal utility work to be completed, on the east end of the project.

Engineering staff are in the process of scheduling a preconstruction neighborhood meeting for the Maple Street project, from 6<sup>th</sup> Street to 8<sup>th</sup> Street. We anticipate this meeting occurring sometime in the week of August 22<sup>nd</sup>.

## **7) Finance Department Update**

The dry weather that the Yankton area has experienced over the past couple months is reflected in a significant increase in water consumption in the past month. Water consumption billed in July was 78% more than the previous month and was 26% more than the same month a year ago. However, in spite of the dry weather, the year-to-date consumption is actually 1.5% below last year at this time mostly due to the wet spring we had this year.

Please see the enclosed Monthly Finance Report and the Revenue & Expenditure Report for July.

## **8) Fire Department Update**

Our volunteers continue fundraising for construction of the Fire Museum. On October 9, a pancake feed will be held at Fire Station #2. Modern Woodman will match up to \$2,500 of the proceeds to this event. A Comedian/Dinner will be held on October 28 at JoDeans. Details and tickets will be made available soon. The goal is for the museum to be at least partially ready for viewing during the Fire Department Open House during Fire Prevention week in October.

Deputy Chief Nickles continues to review plans for new construction for fire code issues and Knox Box requests. A reminder to all businesses and commercial building owners that if they have a fire sprinkler system or fire alarm system they are to have a Knox Box per city ordinance.

## **9) Environmental Services Update**

Staff will be attending the South Dakota Water and Wastewater Association Annual Conference in Sioux Falls September 14-16. The conference will include presentations from the American Water Works Association and the Water Environment Federation. The South Dakota Department of Environment and Natural Resources will be giving a presentation on Regulatory updates. Sessions will also include case studies and project updates from both water and wastewater projects throughout the

state. Sessions will also include presentations on safety and new technologies. Staff attending the conference will be credited 10 contacts hours towards certification renewal.

We had a water sample fail during routine bacteria sampling. Following the failed sample, we were required to take three additional samples. Samples were collected upstream, downstream, and at the same location. All three samples collected passed and were considered safe for drinking. The failed sample was most likely caused by contamination either during sample collection or at the lab. A single failed bacteria sample does not require any public notification and no further action is necessary.

**10) Citizen Survey**

The City Manager’s office has begun preparations for the annual citizen survey. We administer around the same time frame each year, as we are looking at monitoring the trends in both satisfaction unsatisfactory for the various categories. We took a random sample of the community and survey instruments are sent to about 1200 households. Survey documents will be mailed out the week of August 22.

**11) Minutes**

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