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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, February 9, 2015, will begin at 7:00 pm.

#### Non-Agenda Items of Interest

##### 1) Finance Update

The Finance Office continues its preparations for the April 14 municipal election. Staff members met last week with the County Auditor and School District personnel to discuss e-poll book issues and coordinate overall election activities.

January 30 was the first day that nominating petitions could be circulated for the April City Election. The media is notified only after a potential candidate returns and files their petition with the Finance Office. The deadline for filing nominating petitions is Friday, February 27 at 5:00 p.m.

Finance has completed a number of its end-of-year activities having issued 360 W-2 tax forms, down 8 from last year's figure of 368. Also, 40 vendors received 1099-MISC forms for tax year 2014, up from 34 in 2013.

##### 2) Human Resources Update

The Mine Safety Act annual safety training classes coordinated by Safety Benefits will be held in the training room of Fire Station No. 2 on February 11 and 12. These classes are designed to help make the work place as safe as possible. Employees from Parks & Recreation, Public Services, and Water Departments have signed up to attend one of the two sessions.

##### 3) Parks and Recreation Department Update

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

##### 4) Library Update

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

##### 5) Community Development Update

During a service call at the Senior Citizens Center it was discovered that two of the rooftop heating units have cracks in their heat exchangers. The discovery of these cracks required that the units be taken out of service immediately. Because the parts need to be ordered, and the complexity of the repairs, the furnaces will be out of service for approximately 10 days. These rooftop heating units serve the 2003 addition that include the board room, craft room, computer room, nurse's station and exercise room. The Community Development Staff has placed temporary heaters in these rooms and will try to keep the rooms comfortable and in use during the duration of the repairs. However, if the weather turns

extremely cold, the Center staff may have to move activities to alternate rooms. These repairs were unexpected as the rooftop units are only 12 years old with a typical life expectancy for budgeting purposes of 20 years. The units are out of warranty. The estimated total cost of repairs is \$5,000.

#### **6) Environmental Services Update**

Staff has shutdown plant #2 for annual maintenance and inspection. Staff has drained all the basins in the plant and will complete a full inspection. During the inspection, we noticed that the bearings on the mixers in the upflow basin needed replaced. Welfl Construction will be replacing the bearings on both mixers at plant #2. Repairs and inspections will last three weeks. During this time plant #1 will be running.

Staff at the Wastewater Plant is working on a preventative maintenance and asset management program. To do this, we are developing an excel spreadsheet to improve our current program. Long term, both the Wastewater and Water Plants will be looking into possible software programs for both preventative maintenance and asset management.

A recent energy audit completed by HDR Engineering at the Wastewater Plant showed a deficiency in the gas monitoring system. The energy audit was funded by the South Dakota Department of Environment and Natural Resources. The Wastewater Plant is working with Jasper Engineering to improve the gas flow and production monitoring system. These repairs and improvements will help better monitor the Methane production from the digestors, and will allow better monitoring and potentially improve digester operations.

The Collection Department took advantage of the warm weather recently to jet and clean sewer.

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

The police department is advertising to develop a new hiring list for patrol officers.

#### **8) Information Services Update**

The new employee self-service (ESS) site is entering the roll-out and testing phase. The new ESS site is active and it will be rolled out to employees for testing and evaluation. The first area will be City Hall with other departments to follow shortly.

On February 1, the main City Hall server experienced a software failure due to Microsoft Windows updates. Staff was able to get the server working again, but the timeline for replacement will be moved up. The existing hardware / software is three years old. In addition, staff will be evaluating the move to cloud hosted e-mail services. The server purchase is an unanticipated expense but we hope we will be able to accommodate the replacement within the existing Information Services capital budget.

#### **9) Public Services Department Update**

The cities have been chosen for the Aircraft Owners and Pilots Association (AOPA) 2015 Fly-In and unfortunately Yankton was not on the list. The closest city to South Dakota to be chosen was Minneapolis, Minnesota. There were over forty other airports applying for the four fly-in dates.

Bid award for North Douglas / Wilson Road is scheduled for February 17.

#### **10) Fire Department Update**

Several members of the Yankton Fire Department attended a Pipeline Safety Course on February 5 at Fire Station #2. Pipeline operators were on hand to discuss pipeline identification and response to emergency pipeline incidents.

Chief Kurtenbach attended the 9-1-1 Board meeting on February 6.

**11) City of Yankton / Chamber Washington Delegation**

The Chamber of Commerce organizes an annual delegation to visit our representatives in Washington. The dates for this year's Capitol visits have been confirmed for April 15-17, 2015. The Chamber will have all scheduling arranged for meetings with the elected officials and appropriate federal agencies.

**12) Christmas Decoration Proposal**

The Christmas Decoration Committee has met and developed a "Winter Decoration Proposal" of lighted snowflake decorations, welcome banners with snowflakes, and banners with only snowflakes for the tall light poles on Broadway. The lighted decorations and banners will be in an alternating pattern. Green pine garland with red bows for alternating ornamental poles from the Discovery Bridge to Tripp Park and green pine sprays with red bows for the four (4) ornamental poles located on the five (5) intersections of Third Street from the Black Steer to First Dakota National Bank. The estimate for this proposal is approximately \$45,000.00, which includes a new storage trailer.

In the 2015 budget, we have \$10,000 for Christmas lights, \$5,000 for welcome banners, and \$2,000 for Christmas garland and bows. The expenditures are budgeted in the Park Capital (503) fund with a transfer from the BBB (211) fund as the revenue source. The decoration proposal, since it is greater than \$25,000, will need to be bid out per state law. The Parks Department plans to bid the project at the end of February, beginning of March, with the bid award coming before the City Commission at the March 23 meeting. At that time, the Commission could accept the low bid or deny all bids. If the Commission chooses to accept the low bid, an additional funding source will be needed. Other options would be to split the proposal into parts with each part costing less than \$25,000 (bidding would thus not be necessary, but quotes would still be pursued) and purchasing over a number of years until the project is completed.

**13) Monthly reports**

Salary, Building and Yankton Police Department monthly reports are 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