



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

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Commission Information Memorandum

The Yankton City Commission meeting on Monday, February 23, 2015, will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Library Update

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

2) Human Resources Update

Lisa Dethlefsen was hired to fill the vacant part-time Library Circulation Assistant position. She started her employment on February 9.

3) Community Development Update

Included in this packet is a summary of code enforcement activities during 2014. A variety of activities including public education were undertaken over the last year. Currently the annual street tree canvas has been completed, and follow up notifications have been sent. Any required trimming will occur in February as weather permits.

4) Public Services Department Update

There have been seven accidents in the past three years at the intersection of 23rd and Green Street. The South Dakota Department of Transportation was contacted and they have added this location to the Roadway Safety Inspection (RSI) program. The State will analyze the traffic to determine if changes are warranted at this location.

March 23rd is being considered for the start of the 2015 citywide cleanup. The effort takes two weeks and this start date would allow to have the streets of the community cleared by Easter.

The South Dakota Transportation Commission approved the City of Yankton grant request for the Fox Run Trail along 31st Street. An agreement between City and State, based on the grant request, is being prepared for the City to receive the maximum allowable grant program amount of \$400,000.

Bid advertisements for the following items are enclosed with this packet:

- Annual supply of bituminous mix
- Annual supply of liquid asphalt
- Asphalt milling contract
- Contract for the installation of pavement markings

Changes to funding provided to local government units from state and federal sources is expected to be modified in this South Dakota legislative session. Attached is a letter from the Secretary of the South Dakota Department of Transportation, Darrin Bergquist, that identifies possible changes to the funding the City receives from Federal and State sources. Impacts to the City's street improvement program budget are being reviewed. Funding changes for bridges is also under consideration.

5) Fire Department Update

At the October 27, 2014 Commission meeting, the Commission approved a Homeland Security grant agreement for the purchase and installation of a storm siren to be placed at the Transfer Station. Now that all paperwork has been cleared through the South Dakota Office of Homeland Security, we will be purchasing and installing the siren. The project cost is below the amount that requires competitive bidding so we obtained 3 quotes. Danko Emergency Equipment provided the low quote. The total cost of the project is expected to be approximately \$23,250. Of that amount, up to \$22,428 is reimbursable through the grant. The balance will come from currently budgeted funds. We hope to have the siren installed within the next 2 to 4 months.

American Red Cross serving eastern South Dakota has convened several volunteer entities, corporations and organizations in the Yankton area regarding an initiative to place smoke alarms, create escape plans and share educational preparedness kits in high risk neighborhoods in Yankton. This project, locally called Growing Resilient Yankton, is a one day campaign that has also been successfully carried out in Sioux Falls and Mitchell. The Growing Resilient Yankton canvass is scheduled for April 11, 2015. Planning meetings for the event are ongoing. A press conference will be held within the next couple of weeks to provide additional information about the event.

Chief Kurtenbach and Deputy Chief Nickles attended the Local Emergency Planning Committee Meeting and the informational meeting regarding the World Youth Archery Championships.

6) Environmental Services Update

Welfl is moving forward with the Collector Well project. A portion of the raw water line has been installed. The cutting edge and the first section of the caisson has been formed and ready for concrete. Construction crews will also be completing the "dead man" anchor. The "dead man" is large pad of concrete used to anchor and pull each section of caisson down as material is removed from inside.

Staff continues to work with HDR as we move forward with the water plant design. HDR and staff are looking at options for chlorine system. Currently liquid chlorine is generated onsite at both water plant facilities. However, the onsite chlorine generation systems have been very expensive to maintain. Staff is considering onsite delivery of liquid chlorine as an alternative option. This could potentially reduce initial cost by as much as a million dollars. Staff has determined that gas chlorine is not an option due to the safety concerns and the location of the plants.

7) Finance Update

The Finance Office underwent its annual SDML Workers' Compensation payroll audit on Wednesday, February 4. The auditor reviews payroll records to establish the final premium for 2014 having paid previously on an estimated payroll for the year.

The deadline for filing nominating petitions for the City Commission vacancies is Friday, February 27 at 5:00 p.m. Individuals who have filed petitions and are officially candidates for the city commission as of Wednesday morning, February 18 are Dave Carda and Nathan Johnson. The municipal election will be held Tuesday, April 14, 2015.

Please see the enclosed Monthly Finance Report for January.

8) Police Department Update

Yankton Police will be conducting training on Active Shooters. This training is an annual training conducted in conjunction with our local schools.

We continue to monitor the rules regarding unmanned aerial crafts (drones). This is something we predict will affect our operations in the coming year.

YPD recruit Brandon Frey has completed his classroom portion of training and will move into the Field Training/Police Training section. This phase will last for 14 weeks and upon successful completion Frey will work through the summer and go to Pierre in August.

YPD is working with the state Homeland Security office regarding the upcoming Youth Archery Tournament. We're aware that there are discussions occurring at the state level regarding the event. We're confident that we'll have meetings and collaboration with some state offices.

9) Parks and Recreation Department Update

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

10) Monthly minutes

Minutes from the Planning Commission and Airport 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