



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

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Commission Information Memorandum

The Yankton City Commission meeting on Monday, September 26, 2016, will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Human Resources Update

Interviews for the Communications Dispatcher hiring list were conducted on September 13. We have a hiring list in place and background checks are in process.

Joshua Monson began employment on September 12 as Wastewater Plant Operations Specialist. This position was vacant because of the resignation of Terry Rye.

Daniel Bentley began employment on September 19 as Water Plant Operations Specialist. This position was vacant because of the series of promotions we had starting with the retirement of Ray Tweedy, Water Plant Superintendent. Jeff Hines was promoted to this position which opened up the Water Plant Supervisor position. Sage Chytka was promoted to the Supervisor position and then that opened up the Water Plant Operations Specialist position.

Joyce Brunken, Senior Library Assistant, has announced her retirement, effective October 14. Joyce has been with us since August 13, 1984; 32 years of employment.

We had informational meetings for employees on September 19 regarding the health insurance quotes we received from Wellmark and Avera Health Plans. Our insurance representative, Dawn Knutson, Employee Benefit Specialist from Midwest Employees Benefits, reviewed the different plans that are being considered and answered employee questions. The Health Insurance Committee has requested feedback from City staff to help them with their recommendation to the City Manager for the group health insurance coverage.

2) Information Services Department Update

Police & Dispatch will undergo a FBI Criminal Justice Information System (CJIS) security audit on September 20. The audit is part of a statewide triennial occurrence to ensure local jurisdictions are up-to-date in meeting the requirements associated with accessing the CJIS system. Audit components include policy review, security training certification, physical and electronic security and review of practices and procedures.

3) Community Development Department Update

We will be starting our annual review of street tree branch clearance throughout the community this month. It appears the amount of tree branches not meeting the clearance requirements over streets and sidewalks this year will be in line with historic averages. Postcards will be sent to property owners on September 30 reminding them that low hanging branches need to be trimmed to allow 10-feet of

clearance over sidewalks and 12-feet of clearance over streets and alleys. Along with this mailing, we will be utilizing local print and radio media, along with social media to notify City residents that tree trimmings can be dropped off at the Yankton Transfer Station free of charge from October 10 through October 22. Staff will begin the annual street tree inspections on October 24. Inspections will start on the principal arterials and continue throughout the City.

4) Parks and Recreation Department Update

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

5) Fire Department Update

The Yankton Fire Department participated in the county-wide full scale exercise held on September 17 here in Yankton. The scenario was an active shooter with mass casualties. These exercises are held to sharpen our skills when responding to emergency situations. A critique of the exercise was held and improvements that need to be made to plans noted.

Fire Prevention Week is being held on October 9-15, 2016. This year's Fire Prevention Week campaign theme is: "Don't Wait – Check the Date! Replace Smoke Alarms Every 10 Years". School educational visits and tours for classes will be held all week long. The Fire Department will hold their annual open house on Wednesday, October 12, 2016 from 5:30 pm to 7:00 pm at Fire Station #2 located at 201 West 23rd Street. Hot dogs will be available first come, first served. Fire safety information will be handed out and a limited number of smoke detectors will be available for distribution. Door prizes will also be awarded. Attendees can also get a "sneak peek" at the new Fire Museum.

6) Finance Department Update

Due to the low volume of vehicles and equipment items to be surplus, the City will not hold a surplus property auction this fall. Enclosed in your packet, Memorandum #16-218 and Resolution #16-61 request the listed items be declared surplus and be sold by sealed bid, traded in, donated or destroyed.

The City's procurement card program online website is transitioning from the current Details Online site to BMO Spend Dynamics in the coming weeks. We will go live with the new site at the beginning of October to allow a full month's billing cycle for cardholders and users to get familiar with it.

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

7) Library Update

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

8) Public Works Department Update

Street patching to prepare for winter conditions is complete and street crack filling maintenance is set to begin. Street Department crews will also be grading alleys throughout the City.

Street Department crews have completed the paving of the alley between Broadway Avenue and Cedar Street, from Riverside Drive to Second Street.

Inclement weather has slowed the construction progress on the Maple Street project. The contractor has completed the water main and service line installation, for the project. There is a minimal amount of storm sewer that must be installed prior to the contractor grading the roadway for base course installation.

With the exception of the east 100', the westbound lanes on Highway 50 have been paved. The primary contractor, D&G Construction, will concentrate on getting the intersections paved and open to traffic, prior to completing the center turn lane on the highway. Masonry Components, a subcontractor on the project, has mobilized to the project and will be installing sidewalk, ADA ramps and approach pavement behind the northern curb line.

Quotes for concrete repairs, at miscellaneous locations in town, were received. The Engineering Department solicited quotes from four different contractors, but only had two returned quotes. C&C Hauling and Construction, Inc. had the lowest quote at \$21,721.50.

9) Environmental Services Update

The distribution staff completed the biannual hydrant flushing. Every hydrant was flushed and inspected. Staff will be going back and repairing hydrants as needed. Staff did experience a water main break and a hydrant break that required immediate repairs.

Progress continues on the collector well. The pumps, HVAC, exterior brick, and windows are complete. The contractors are finishing up the electrical and interior plumbing. A final completion date is scheduled for November 1 with a startup and training to begin in October.

Progress on the water fill station located west of the transit building is moving forward. The foundation and floor are complete along with a majority of the storm water and water main installation.

Progress is slow on the lift station project. The contractor is struggling with the dewatering process but has gained ground in the last week.

10) Police Department Update

Yankton Police monitored both Dakota Access Pipeline protests on September 17 and 18. We did not take any action as the protest were small and uneventful. Also on September 17, Yankton Police Department personnel participated in a full scale exercise. This exercise fulfills the mandate requirement for grant funding.

Detective Bass participated in the Ted Nugent Kamp for Kids at the NFAA complex.

Chief Paulsen met with Lt. Governor Michels and Yankton School District regarding the Juvenile Justice Reform. It was a good discussion on some of the shortcomings in the initiative.

Department of Justice is sponsoring a national event: Coffee with a Cop, scheduled for October 7. That day is heavily scheduled with the South Dakota Salutes event (recognizing first responders) and the annual Law Enforcement Coordinating Conference which will be held in Sioux Falls.

We've been notified of Highway Safety funding in 2017. We use this money to help with enforcement and campaigns against Drunk Driving and Seatbelt usage.

On Wednesday, September 21, Yankton Police Department participated in the prioritizing of Homeland Security funding. This is an annual award where Yankton County Sheriff's Office and Yankton Police Department alternate each year on the funds. The remaining projects each year are county wide projects.

11) Minutes

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

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