



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

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Commission Information Memorandum

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

Non-Agenda Items of Interest**1) Public Services Department Update**

The street department has finished the 2015 street condition survey. The following streets are planned to be milled and receive a new asphalt mat overlay for this year's street reconstruction program.

- 11th Street from SD Highway 314 west to the city limits (Majestic Bluffs area)
- Green Street from 11th to 15th Street
- 11th Street from Summit Street to West City Limits Road
- Lakeview Drive from Regal Drive to 29th Street
- Portions of local streets in Summit Heights including West, Dakota, and 16th Streets

Along with the street paving outlined above, it is planned to overlot grade a portion of the TID # 5 properties which are north of 33rd Street between Broadway Avenue and Douglas Avenue.

2) Information Services Update

The last printed pay stub was distributed on March 13th. Going forward, we will be using the new employee self-service (ESS) website. The new site will simplify the payroll process and give employees ready access to employment and payroll information via the web.

Vision Internet has completed the wireframe portion of the design for the City's new website. The website committee has participated in two webex meetings with the project lead and reviewed three wireframe concepts and selected a final navigation design structure. The next step will be the preliminary graphic design by Vision Internet, review of the design and revisions with the design committee. The proposed timeline for the preliminary graphic design completion is 2-3 weeks.

3) Human Resources Update

Our two part-time Environmental Scientist have begun their duties of doing eagle surveys. Gretchen Newberry started on March 9 and Timothy Agin started on March 16. They are both graduate students at the University of South Dakota.

4) Library Update

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

5) Police Department Update

Chief Paulsen competed with Chief Kurtenbach in the Rock-a-thon fundraiser for The Center. This was the first time the event was held and we were asked to return again next year. We have to concede that the Fire Department raised more money than the police department (at least this year).

Recruit Frey is now in his second (of four) phases of Field Training. In each of the first three phases the recruit has a different trainer. He will finish the final phase of training with his initial trainer, Officer Rothenberger,

On Saturday March 14, we tested patrol applicants with a written test, physical agility and a mini interview. Twelve candidates successfully completed these three tests and will be formally interviewed on March 31 and April 1. We are currently looking to fill two positions, open with the resignation of Officer Wuebben and Sgt. Silvernail. Any remaining candidates will be on an eligibility list for future openings.

6) Parks and Recreation Department Update

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

7) Environmental Services Update

Water distribution staff completed the biannual hydrant flushing. The city's water distribution system is a complex network of pipes and storage reservoirs where sediment or deposits may naturally accumulate over time. If not removed, these materials may cause water quality deterioration, taste and odor problems, or discoloration of the water. Staff also inspected each hydrant for any repairs needed.

The contractor began work on the outfall pipe at the wastewater plant. The contractor has a scheduled completion date of June 1. The trail will be closed during portions of the project.

The collector well project continues to move forward. The second 12 foot section of caisson has been poured and the "dead man" anchor was also completed. The contractor will continue to construct the caisson in 12' sections to a final depth of 120'. Staff continues to monitor the eagle nest. No signs of distress or agitation have been observed. The incubation period should last approximately 35 days.

8) Fire Department Update

Dry conditions continue to increase calls for service in March. The Fire Department urges the public not to burn unless absolutely necessary and when burning use extreme caution even when burning in approved burn barrels and fire pits. Several of the fires that the Fire Department has responded to were in grass no taller than that of a mowed lawn. Be aware of weather conditions both the day that you burn and a few days in the future as rekindles of old fires accounted for several of Fire Department calls.

Plans continue for Growing Resilient Yankton Day to be held on April 11. A pre-canvas of the area will be done on March 28. This will consist of distributing flyers in the target areas notifying them of the project's purpose and date. A press conference will be held in April. This project will install smoke detectors in homes if needed, administer blood pressure checks and distribute preparedness information to residents in target areas of the community.

9) Community Development Update

City Building Official Joe Morrow has completed a four hour course on the Uniform Plumbing Code. This course is offered by the Plumbing Heating and Cooling Contractors Association and is required under the South Dakota Administrative Rules in order for a Municipality to issue Plumbing Permits and conduct inspections.

Staff from Public Works, Environmental Services, Parks and Recreation, and Community Development submitted the annual report for Yankton's Municipal Separate Storm Sewer System (MS4) permit. Along with the annual report, a written Storm Water Management Plan was submitted to the South Dakota Department of Environment and Natural Resources. The management plan includes "Best Management Practices" for protecting storm water runoff from potential pollutants. Brad Bies, from the Community Development compiled the information for the report and wrote the management plan.

10) Finance Update

The Finance Office will be doing its annual sewer rate adjustments for residential utility customers in the coming week. Residential customers' maximum sewer rates for the coming year are based on an average of their water consumption during the months of December, January and February as billed in January, February and March of each year. Sewer rates are adjusted each spring and are reflected in the April utility billing.

Please see the Finance Monthly Report for February enclosed in your packet.

11) Monthly minutes

Minutes from the Golf 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