



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

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Commission Information Memorandum

The Yankton City Commission meeting on Monday, February 27, 2017, 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) Community Development Update

All four grant recipients of 2016 Downtown Façade Grant have completed work and requested reimbursement. With grant and private funds combined, approximately \$38,000 of façade improvements were made in the downtown area as a direct result of the program in its first year. Although the budget for the program is modest, we are very pleased with the results. The projects most likely would not have occurred, or possibly would have been delayed without the program serving as a catalyst for action. Included are before and after images of the four funded projects. Applications for the 2017 round of funding are available at cityofyankton.org and the first deadline for applications is March 1st. Staff has already received a number of contacts from downtown property owners interested in the program for 2017 projects.

3) Human Resources Update

We had a new Communications Dispatcher start employment. Amelia Goetz started working on February 20. We still have one open Dispatcher position to fill.

Because of the resignation of Tracey Grotenhuis, effective February 20, we are advertising internally for the position of Recreation Manager. Deadline for internal applications is February 21.

We have a retirement coming up in March. Doug Jensen, Sr. Equipment Operator at Fox Run Golf Course, will be retiring on March 17. Doug has been with us since May 1, 1986. We are doing internal advertising for a Golf Course Assistant Grounds Maintenance position with internal applications closing on February 24.

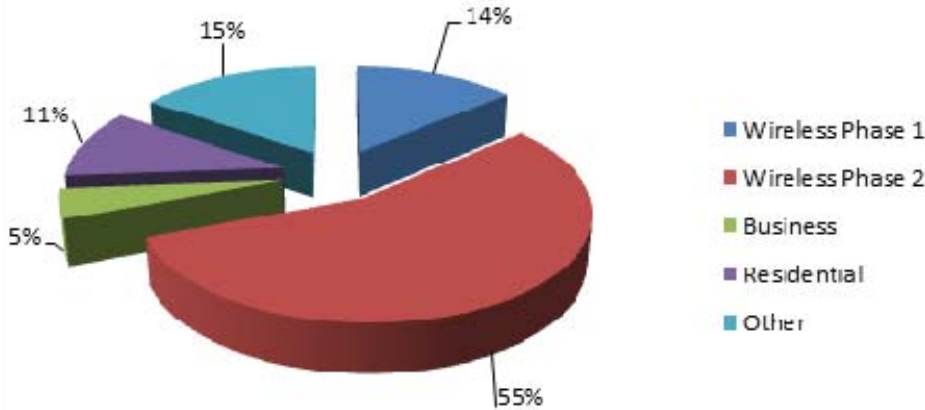
4) Parks and Recreation Department Update

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

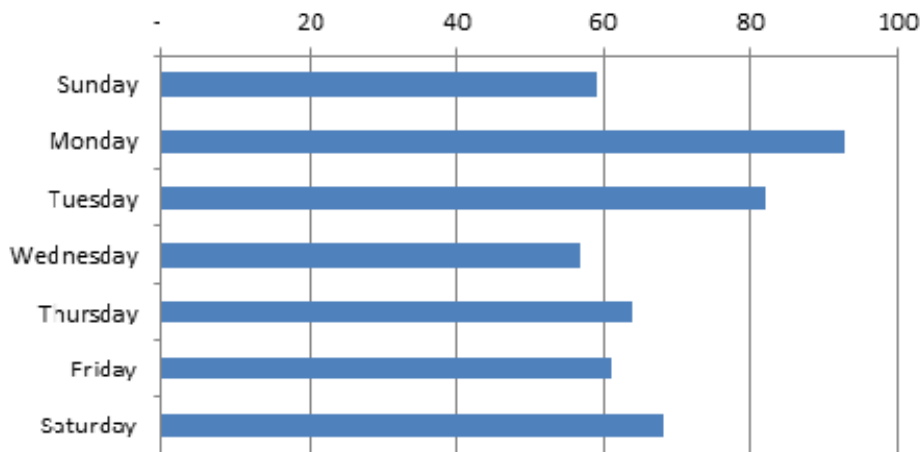
5) Information Services Update

The recent hire leaves one opening yet to be filled in dispatch. 911 call volumes for January are shown in the charts and graphs below.

911 Calls by Type - 01/01 - 01/31



911 Calls by Day of the Week



6) Finance Update

The deadline for filing nominating petitions for the city commission vacancies was Friday, February 24 at 5:00 p.m. Individuals who have filed petitions and are candidates for the city commission as of Friday, February 17 are Jake Hoffner, Stephanie Moser, Tara J. Gill, Craig Sommer and Chris Ferdig. The municipal election will be held Tuesday, April 11, 2017.

Please see the enclosed Monthly Finance Report for January.

7) Fire Department Update

The Executive Committee of the Yankton Fire Department is beginning the process of updating the Departmental Strategic Plan. The Committee will meet monthly until the plan is in place. The last Fire Department Strategic Plan is dated in 2011.

We continue to await word from the Insurance Services Office on our updated ISO rating. We will pass the information on as soon as we hear.

Recruitment news articles and advertisements will be coming out in the various news media very soon. The Department is looking to add 4 to 5 new volunteer firefighters to their ranks.

8) Police Department Update

Yankton Police are monitoring a statewide survey regarding State Radio and the requested funding in the legislature. Other agencies are having the same issues that Yankton recognized a number of years ago. The reports coming out from other agencies supports our decision to remain on our own system.

The bank robbery suspect was arrested last week. We are also looking at some unrelated charges to the robbery. YPD spent approximately \$3,500 in overtime on the night of the robbery. We will be submitting a letter seeking restitution to the US Attorney's Office to recoup those costs.

We are in week 3 of our Citizens Academy. This past Tuesday topics covered; Dispatch Center, tour of YPD and Patrol Procedures. Week 4 is dedicated to the Sheriff's Office and includes a jail tour.

9) Public Works Department Update

Included in this packet is a recommendation for the 25th Street project award and a sample advertisement for the Maple Street reconstruction from 4th Street to 6th Street.

The bid opening for the West City Limits Road reconstruction project is scheduled for March 16th. With any luck, we will see the same competitive bidding that we witnessed with the 25th Street bidding.

Since the Meridian Bridge is no longer included in the State's list of bridges to be inspected every two years, discussions within the engineering department have included hiring a consulting engineer, to perform an inspection and provide a report as to the maintenance needs. Although this is not required, staff proposes that this be done not only now but also budgeted in future years to ensure the safety to those individuals that utilize the structure. The State currently inspects their pedestrian bridges every five years and the City will do the same with the Meridian Bridge.

As the temperatures fluctuate, the street department personnel continue to address street breakup and potholes throughout the City's street system.

Bid advertisements for the Annual Supply of Bituminous Mix and for the Annual Supply of Liquid Asphalt are enclosed with this packet.

Enclosed in your packet is a memorandum which provides an update on various changes taking place at the Transfer Station.

10) Environmental Services Update

Water department staff will be touring the Clay Rural Water Wynstone Water Treatment Plant near Jefferson, SD. Harn RO systems will be conducting onsite training for the Reverse Osmosis membranes. The system will conducting the first major chemical cleaning of the membranes. Harn RO systems is also the manufacture of the membranes that will be used in the new treatment plant. Staff attending will receive continuing education credits needed to maintain certification.

Collection staff has been taking advantage of the nice weather to clean and televise sewer. Staff has been trying to clean and televise the sewer along 8th street from Broadway to Summit. Staff has been unable to clean or televise the line fully. This is most likely due to a combination of roots and failures in the pipe. Some sewer line replacement will be needed during the 2018 8th street project.

The walls of the new lift station are complete. The roof is expected to be completed within the next two weeks. Gridor Construction is estimating a completion date in April.

11) Monthly reports

Joint Powers Solid Waste monthly reports are included for your review. Minutes from the Golf Advisory Board, 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