



---

---

**OFFICE OF THE CITY MANAGER**

[www.cityofyankton.org](http://www.cityofyankton.org)

VOL. 52, NUMBER 5

**Commission Information Memorandum**

The Yankton City Commission meeting on Monday, March 13, 2017, will begin at 7:00 pm.

**Non-Agenda Items of Interest**

**1) Community Development Update**

Staff from Public Works, Environmental Services, Parks and Recreation, and Community and Economic Development submitted the 2016 annual report for Yankton's Municipal Separate Storm Sewer System (MS4) permit to the South Dakota Department of Environment and Natural Resources. The report is a summary of the work the City has accomplished towards meeting the management goals outlined in our Storm Water Management Plan. The management plan includes "Best Management Practices" for protecting storm water runoff from potential pollutants and is implemented citywide across departments. Most of those "best management practices" are routine actions staff does as a part of our daily work. They range from simple things like being careful where grass clippings are blown when mowing the park, to monitoring to ensure mud isn't tracked out of construction sites, and responding to reports of accidents or spills.

**2) Parks and Recreation Department Update**

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

**3) Human Resources Update**

On March 8 and 9 employees attended a four hour defensive driving course. This course was coordinated through the SD Public Assurance Alliance and SDML Workers' Compensation Fund. The objective of the course is to save lives by instructing participants in how to avoid costly collisions and injuries. Any employee who has to drive as part of their job responsibilities could attend the course.

Doug Jensen, Senior Equipment Operator at Fox Run Golf Course, will be retiring on March 17 after 31 years of service. There will be a cookie/coffee open house for Doug at the clubhouse on March 15 from 1:00 – 3:00 p.m.

**4) Finance Update**

There are five candidates running for three open city commission seats in the April 11 municipal election. The candidates will be in the following order on the ballot: Tara J. Gill, Craig Sommer, Stephanie Moser, Chris Ferdig, Jake Hoffner. The Yankton School District will not be conducting an election this year with the city as the incumbent, Frani Kieffer, has run unopposed for the one open seat on the school board.

Absentee voting will be available starting Monday, March 27 in the Yankton School District Administration Building, the County Auditor's Office and in the City Finance Office. March 27 is also the deadline for voter registration in order to participate in this year's municipal election.

### 5) Information Services Update

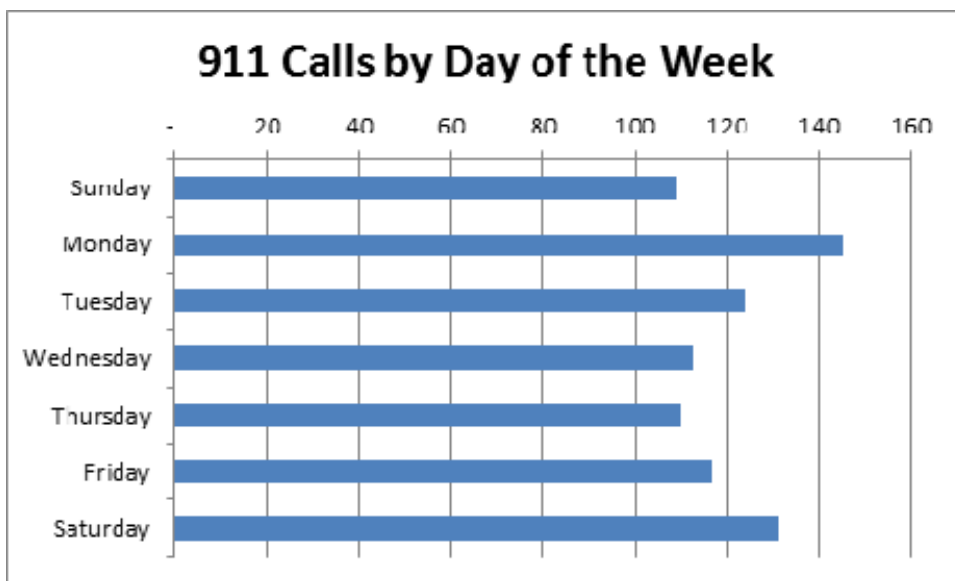
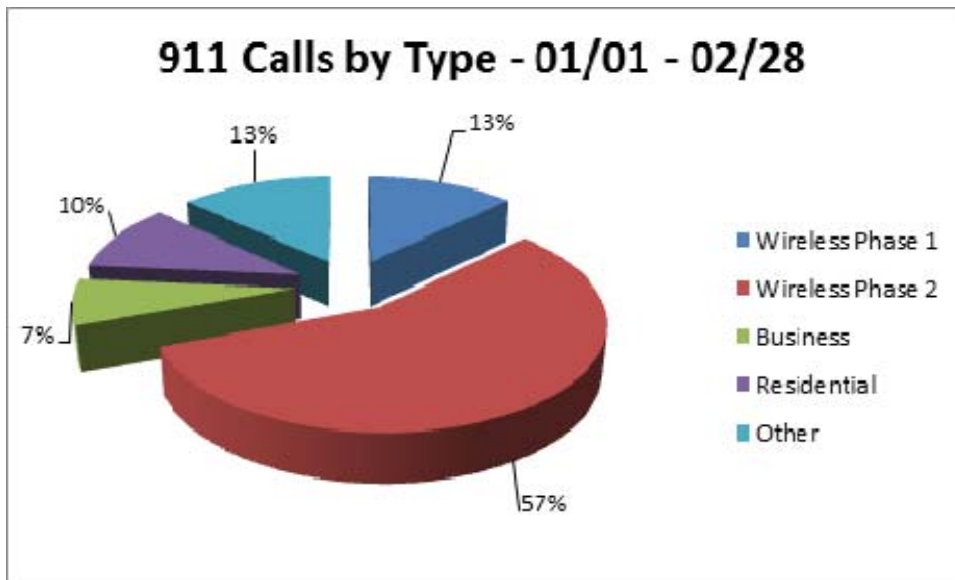
We have a new interactive story map live on the City’s website to feature the trails in the Yankton area.

<http://www.cityofyankton.org/have-fun/events/tourist-items/trails>

Staff has moved the most recent City Commission recordings to the City’s YouTube channel ([cityofyankton](http://cityofyankton.org)). In addition, we have been working on options for live streaming future commission meetings as well as storage and replay.

IT staff has been working closely with Community Development and Fire in rolling out the new software solution for code enforcement, building permits and inspections. The departments hope to go live in the coming weeks.

911 call totals thru February are listed below.



### 6) Library Update

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

## **7) Fire Department Update**

The Yankton Fire Department would like to thank our response partners and the public service agencies that assisted us during the apartment fire on March 2. Thanks to the Yankton Police Department, Yankton County Emergency Medical Services, Yankton County Emergency Management, Yankton Fire and EMS Chaplins, Red Cross and any other public safety or emergency response organization that was involved in this event. Your assistance was most appreciated.

The Yankton Fire Department and Fire Department Auxiliary served the Banquet on March 7.

## **8) Public Works Department Update**

Yankton Citywide Cleanup is scheduled to begin curbside pickup April 3, 2017. Placing items curbside before March 25 is not permitted, and those items may be removed at the property owner's expense. The Transfer Station will begin accepting no charge drop-off from regular collection route customers on March 18. Residents may also participate, at no additional cost, by placing items into sorted piles, by type, at their homes. Please have items placed curbside by your regular collection day. Piles should be located directly in front of your property, not in the street, alley, or neighboring property. Items not eligible for disposal include: tires, grass clippings, leaves, recyclables, refrigerator, air conditioners, dehumidifiers, paint, chemicals or household hazardous waste, oils, and batteries. Motor oil may be taken to the transfer station and disposed of free of charge year around. Please place garbage cans for regular collection at your normal collection point and away from piles. For more information on citywide cleanup and Transfer Station hours visit [www.cityofyankton.org](http://www.cityofyankton.org) or call (605) 668-5211.

Slowey Construction was awarded the concrete and asphalt crushing contract at the February 13 City Commission meeting. Slowey began crushing the concrete and asphalt at the Transfer Station on February 20, and as of March 6, 11,000 tons of material has been crushed.

A sample advertisement, for the 21<sup>st</sup> Street reconstruction project, has been included in this packet.

Plans for the Maple Street Reconstruction from 4<sup>th</sup> Street to 6<sup>th</sup> Street are nearly complete. We are working with Environmental Services to research how a couple of the houses are serviced to determine the extent of the sanitary sewer work required. Once the unknowns are resolved, the plans will be finalized and put out to bid.

We are currently reviewing the plans submitted for Phase 2 of the Westbrook Estates Apartments and Townhouses. Comments will be provided in the near future.

A revised set of plans for the YAPG Spec Building utilities has been received and will be undergoing a review to ensure the comments previously provided have been addressed.

Preconstruction meetings for the 4<sup>th</sup> Street/Highway 50 Project will be held on March 15. The Public Meeting for the project will be held at 5:30 pm at Fire Station #2, while the contractors meeting will be held earlier that day.

## **9) Environmental Services Update**

Collection staff has been busy trying to locate sewer lines on Maple Street. Staff will be excavating the sewer pipe in at least one location to inspect the pipe and attempt to locate services. Engineering is waiting for the sewer line information to finish the design for bidding.

Slowey Construction will be finishing up the work on the new force main in the next week or two.

Slowey Construction will be completing the connection to the existing sewer line next to the street shop.

Gridor Construction continues to work on the new lift station. The roof should be completed this week. The contractor has also started installing piping and pumps. The lift station project is on schedule to be completed around the end of April. The new lift station and force main should be operational before the Highway 50 Project begins removing the existing sewer.

**10) Monthly reports**

Salary, Building, and Yankton Police Department monthly reports are included for your review. Minutes from the Park 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