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**OFFICE OF THE CITY MANAGER**

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

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**Commission Information Memorandum**

The Yankton City Commission meeting on Monday, January 12, 2015, will begin at 7:00 pm.

**Non-Agenda Items of Interest**

**1) Public Services Update**

Attached are the advertisements for three projects scheduled for construction in the summer of 2015.

Park Street south of 4<sup>th</sup> Street

Maple Street from 6<sup>th</sup> to 8<sup>th</sup> Street

Douglas Avenue (north of 33<sup>rd</sup> Street) and Wilson Road

The Park Street and the Maple Street are both total street reconstruction projects but do not involve any utility work. The Douglas Avenue/Wilson Road project is mostly new construction. It does include the installation of water and some miscellaneous sewer work. All three projects were included in the 2015 budgeting process.

**2) Human Resources Update**

Maria J. Ishmael has been hired as the Custodian in the Community Development Department. She will start employment on January 12, 2015. She is filling the position left open from the retirement of Connie Ferdig on December 12, 2014.

**3) Library Update**

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

**4) Parks and Recreation Department Update**

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

**5) Police Department Update**

Yankton Police Department will be sponsoring a DARE night at the ice rink, January 16<sup>th</sup>.

Our SRT has received their night-vision equipment. As you will recall this purchase was made with Homeland Security funds.

YPD is in the process of replacing the heater in the dog pound, as the old unit went out. We are using space heaters in the interim.

## **6) Finance Update**

The Finance Office has been working on End of Year 2014 activities. Employee W-2 Wage and Tax Statement forms will be included with the January 16 payroll, and vendor 1099 tax forms will be issued before January 31 to the applicable vendors who have provided services over the past year.

The City's annual municipal election is scheduled for Tuesday, April 14, 2015. Commissioners whose terms expire in May are Pauline Akland, Dave Carda, and Dave Knoff. The Notice of Vacancy for the three expiring commission seats will be published January 15 and 22. Circulation of nominating petitions may begin on Friday, January 30. Petitions may be picked up at the City Finance Office at 416 Walnut or obtained online at the Secretary of State's website. The deadline for filing nominating petitions is Friday, February 27 at 5:00 p.m. A copy of the Finance Office municipal election calendar is included in the commission packet.

## **7) Environmental Services Update**

Staff is working on end of the year reports for the South Dakota Department of Environment and Natural Resources and the Environmental Protection Agency.

A preconstruction meeting is scheduled for January 15 for the collector well project. The contractor is looking at starting in March and a full project work schedule will be updated during the preconstruction meeting. Staff will also be conducting a 30% design review with HDR for the raw water transmission main at this time

Distribution staff has been busy with frozen meters and service line breaks. Staff is down to less than 15 meters that have not been updated to radio read meters. Only four of those meters are actively being used.

## **8) Community Development Update**

Enclosed in the packet is the 2014 building permit activity information. As noted in the summary, there were 21 new single family home starts in 2014, this is up from 20 homes in 2013. There were also permits for (1) two family townhome and (1) three family townhome that brings the new housing starts for those categories to 26 units. Our 10 year average for single family home starts is 27.9 homes per year and 6.3 townhome units per year. Additionally, a 30 unit apartment is under construction, (Yankton Heights Apartment Complex) which brings us to a total of 56 new housing units in 2014. We also saw the construction of 80 units of assisted living and nursing home rooms at the Avera Sister James Care Center.

Several other large commercial projects for 2014 include the Schwan's Warehouse Depot, Farm Credit Services Office Building, Culvers Restaurant, Groseth Crossing, Wilson Trailer Addition and projects in the Extra Territorial Jurisdiction that include the Sapa Addition and the Northwestern Energy Sub-Station. Based what we are seeing, we anticipate that the above average year in the commercial sector will continue producing housing starts.

## **9) Information Services Update**

The contract documents for the City's website update have been signed and a project leader has been identified. Vision Internet's process will be moving forward soon with surveys and various resource gathering activities. The new employee self-service site should be active soon. The site will eliminate paper payroll stubs and provide cloud based access for employees to retrieve both current and historical pay and benefit accrual information.

**10) Monthly reports**

Building and Salary monthly reports are included for your review. Minutes from the 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