



---

---

## OFFICE OF THE CITY MANAGER

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

VOL. 52, NUMBER 8

### Commission Information Memorandum

The Yankton City Commission meeting on Monday, April 24, 2017, will begin at 7:00 pm.

#### Non-Agenda Items of Interest

##### 1) Community Development Update

SMARTGov, the new permitting, code enforcement, and fire inspection web-based software, is anticipated to be online April 20. Staff has been working over the past several months to customize the software to our local needs. Community & Economic Development staff will be using the software to intake and track permits and inspections. Code enforcement and fire inspections will use the software as well to track and follow up on violations. Because the system is cloud based, all the features of the system can be accessed wherever an internet connection is available. That means inspections can be completed on mobile devices, and the results emailed while the inspector is onsite. It also allows staff to review all the permits pending or open cases at a particular location. Community & Economic Development staff anticipate digitizing many of the historical permitting and planning records to upload into the system. The volume of historical data is significant so the transition will take some time to complete, but once finished will allow for easier access to information.

##### 2) Police Department Update

Yankton Police were notified that we will be hosting the State K-9 certifications in Yankton on May 9-10. A number of agencies will be in town for the training, which will occur at multiple sites. Sgt. Jason Foote will be spearheading the event.

Though it seems far off, we will begin the pre-planning of the NFAA 2018 Indoor Tournament on May 10 as well. A larger contingency of agencies; Federal, State and local will be in attendance. Due to the location of the NFAA, we've invited law enforcement from Nebraska to participate again this year.

Both Lieutenants are attending Phase 2 of Leadership in Police Organizations (LPO) in Pierre. This program is sponsored by SD Highway Patrol and trained using International Association of Chiefs of Police (IACP) trainers. The final phase will occur next month.

Chief Paulsen attended the South Dakota Chief's spring conference this week. The main educational topics were Officer Mental Health, Civil Disobedience and the processing/holding of evidence both physical and electronic.

Yankton Police received a Benedictine Service Grant for a Drug Drop off Box. It will be a huge benefit for the community to drop off unwanted drugs any day of the year. The Drug Drop off Box is anticipated to be up and running late May.

### **3) Human Resources Update**

We closed on the advertising for the 28 hour position of Circulation Assistant at the Library. We received 14 applications and the Library Director is reviewing them for interview selection.

We have started advertising for a Police Officer hiring list. The deadline for application is April 29. The applicants will then receive a letter regarding a testing date. Applicants will first complete a written examination which is a 70 question test. Applicants who successfully complete the written test will be asked to perform a physical agility test which will include dragging a weighted dummy, climbing stairs, jumping through an open window, climbing fences, and sprinting. The physical agility is a pass/fail test. After the physical agility test, the successful applicants will be scheduled for a preliminary oral interview. Upon completion of the preliminary interview, successful applicants will be scheduled for a final interview at the Public Safety Center. The hiring list will be used in the event we have Police Officer vacancies to fill during the year.

We have filled the two – 14 hour Library Circulation Assistant positions at the Library. Brandi Bue started employment on April 11 and Emily Lincoln started employment on April 12.

### **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**

Staff is working on a water plant construction cam for the public to view the progress of the project. In addition, we are looking at options for ongoing public Wi-Fi and park or river live cam.

### **6) Library Update**

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

### **7) Finance Update**

The April 11 municipal election had a 15% voter turnout with 1,298 out of 8,604 active registered voters showing up at the polls. This was a slight increase from the 2014 turnout of 13.2%, the City's last election. There were a total of 104 absentee voters in this election compared to 101 in 2014. The election canvass was held Monday, April 17. The final vote tally for each candidate is as follows: Tara Gill-472 (14%), Craig Sommer-635 (19%), Stephanie Moser-698 (20%), Chris Ferdig-715 (21%), and Jake Hoffner-890 (26%). The commission's annual re-organizational meeting will be held May 8 with Hoffner, Ferdig, and Moser taking the Oath of Office.

The Finance Office has completed its annual sewer rate adjustments for residential utility customers. Adjustments based on the customer's average winter consumption from December, January, and February are reflected in the utility bill mailed out on April 19. Please refer any questions you may receive from customers to the City Finance Office.

Please see the enclosed Finance Monthly Report for March and the first quarter 2017 Revenues and Expenditures Report.

### **8) Fire Department Update**

Eleven (11) applications were received for new membership in the Yankton Fire Department. Department staff and volunteers will soon interview selected applicants and make a selection of our new members. Once members are selected a background check and physical exam will be a condition of their offer of membership. New members will then be oriented and trained and serve a one year probationary period.

The Yankton Fire Department regretfully accepted the resignation of Don Cuka. Don has been an active member for 6 years. He will be missed.

### **9) Environmental Services Update**

The parshall flume at the Wastewater Plant is cracking and beginning to deteriorate. It is currently used to measure the volumetric flow rate of the influent at the Wastewater Treatment Plant. The parshall flume accelerates flow through a contraction of both the parallel sidewalls and a drop in the floor at the flume throat. Under free-flow conditions the depth of water at specified location upstream of the flume throat can be converted to a rate of flow. The current parshall flume is a concrete structure with a fiberglass insert liner. The liner is cracked and bulging into the flume changing the flow rates. Equipment in the plant is based off of the flow measured by the flume. Staff is attempting to patch the flume but it will be a short term fix. This will be added to the CIP budget and will likely be part of a larger Wastewater Treatment Plant improvement project in the future.

John T. Jones is planning to mobilize for the Water Purification Expansion Project around May 15. Staff will be working with the contractor to schedule the preconstruction meeting and a public meeting around that time. Staff will also be working to coordinate a ground breaking ceremony.

A meeting was held with the contractor and subcontractors on the lift station project on April 17. At that meeting it was confirmed that the Variable Speed Drives(VFD's) onsite did not meet specifications and were rejected by the engineer. Gridor Construction will have to order new VFD's that meet specifications. This will delay the project 2-4 weeks depending on availability and delivery.

Staff has noticed an increase in distribution system water loss over the winter. Distribution staff has been attempting to locate any possible leaks in the system. Staff has located two service lines that were leaking into the storm sewer system. One leak has been repaired and the second is scheduled to be repaired. Staff will continue to monitor the distribution system and water loss.

### **10) Public Works Department Update**

The 2017 City Wide Cleanup is complete. The Transfer Station was open for resident drop off from March 18 through April 15. Also, the Street Department picked materials left out for curbside pickup from April 3-12. Attached to this CIM is a summary of materials hauled and the total cost for this year's Annual City Wide Cleanup. Also included for comparison, are the results of the 2015 cleanup event.

Delivery of the new solid waste and recycle roll carts began on Monday April 17. The distribution crew started with Friday's garbage route, and will continue to work through each collection day route in an easterly direction. The new roll carts are delivered with an informational packet introducing the new system and residents may begin using their new carts immediately. Residents are encourage to repurpose their existing garbage and recycle containers. Those residents that do not wish to repurpose their old containers may place them out with their regular garbage or take them directly to the Transfer Station to be disposed of.

After Hours Yard Waste Disposal – Beginning May 1, 2017 the City of Yankton Transfer Station's new after-hours yard waste disposal area will be open for the public to dispose of grass, leaves, and small sticks during the hours the Transfer Station is not open. Access to the after-hours yard waste disposal area will be the east entrance to the Transfer Station, which is just to the west of the rail road tracks on 23<sup>rd</sup> Street. Only grass, leaves, and small sticks will be accepted at the after-hours yard waste disposal area. Please keep materials such as garbage, trash bags, batteries, rocks, concrete, and any other items out of the yard waste. Customers are to empty all leaves and grass from garbage bags and may dispose of the empty bags in the onsite dumpsters. Yard waste may also be disposed of at the Transfer Station

during regular business hours, Monday through Saturday, 8:00 am to 3:45 pm. Questions may be directed to the City of Yankton Transfer Station at 668-5212.

Enclosed with this packet is the bid advertisement for the annual supply of transport and tank wagon petroleum products.

Although the recent rains have hindered the construction efforts on Highway 50, progress continues. According to a representative from D&G Construction, they anticipate having the stretch of road from the bridge to 7<sup>th</sup> Street ready for base course within the next couple weeks. This would enable them to pave the first couple hundred feet, east of the bridge in three weeks.

Preconstruction and neighborhood meetings for 25<sup>th</sup> Street were held on April 13. Start date for the project is tentatively the week of April 24. The completion date for the project is 60 days from construction start. Weather permitting it is very likely that the construction will be completed before the completion date. The local residents were notified of the project scope and schedule. All of them were understanding and accepting of the proposal.

## **Missouri River Events in May**

Missouri River Watershed Education Festival will be held on Thursday, May 4, 2017 at Riverside Park for registered area schools. Students will attend six 15 minute sessions during the morning. Some of the sessions are hands on, showing students how to identify factors that can cause changes in stability of populations, communities and ecosystems along the Missouri River. A look at the historical and cultural aspects of the Missouri River will also be presented in the forms of reenactment and tribal lore. 424 area students are registered to attend.

The National Park Service along with the City of Yankton will be conducting the 14<sup>th</sup> Annual Missouri River Cleanup on May 6, 2017 meeting at Riverside Park boat ramp picnic shelter at 8:00 am for registration, coffee and doughnuts. All volunteers will be issued official T-shirts. Boats from the National Park Service and partner agencies will transport volunteers to and from cleanup sites along the river. The cleanup will end at noon with a lunch of bratwursts, chips, and cold drinks.

### **11) Monthly reports**

Joint Powers Solid Waste monthly reports are included for your review. Minutes from the Airport 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