



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

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Commission Information Memorandum

The Yankton City Commission meeting on Monday, June 12, 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) Human Resources Update

After receiving input from the Employee Committee and department heads, we will be distributing the personal/financial diary form to department heads to send out to their staff. The IT department will be putting it in a fillable format and paper copies will also be available in the HR office. This form is not required to be filled out. It is just a tool to help individuals in their planning process. It helps to ensure that beneficiaries and family members know how financial and medical affairs are to be handled in case someone becomes incapable of making those decision.

3) Police Department Update

Yankton Police Department celebrates the graduation of Caitlin Boetger from Pierre last Friday. Caitlin was selected as one of 11 honor students; this award is given to the students who exemplify the 21st Century Policing standards.

We are continuing to work with Heartland Humane Society for the transition of lost or stray animals.

We've collected approximately 10 lbs. of unwanted drugs in our disposal box. We are still waiting for signage for the exterior, once that is placed on the box, we will submit a press release to make the community aware of its location.

4) Parks and Recreation Department Update

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

5) Public Works Department Update

The 25th Street reconstruction project will be finalized in the near future. All of the new concrete has been placed. The contractor finished pouring the last mainline section on June 2. Once it reaches strength, the whole roadway will once again be open to traffic. Minor items such as backfill and seeding, along with clean-up, are the only things left to complete.

Removals on the West City Limits project are ongoing. The contractor has the pavement removed and base course in place from St. Benedict Drive to the railroad right-of-way. The current plan is to

completely remove the remainder of the pavement from Golf View Lane to St. Benedict Drive prior to the start of paving.

Advertisement for the 2nd Street Calmer Project was published on June 8 and June 12. Bid opening is June 28.

D&G Construction is still making a push to have the first phase of the Highway 50 project paved before the 4th of July. The City utility portion of the project has slowed progress, but with a drier forecast, there is a chance that they make up some time. If all goes well, the mainline on the storm sewer will be completed the week of June 12. The majority of the remaining water main should also be installed. This would leave only the water and sewer service lines for underground work. Subbase preparation and gravel installation would be completed in areas that have all the underground work done.

The street department continues to work on the street reconstruction project in Summit Heights. Asphalt has been removed and base material placed on 16th Street and is progressing on Dakota Street.

Included in this packet is an advertisement to receive bids for Cold Applied Plastic Pavement Marking Installation.

6) Community Development Update

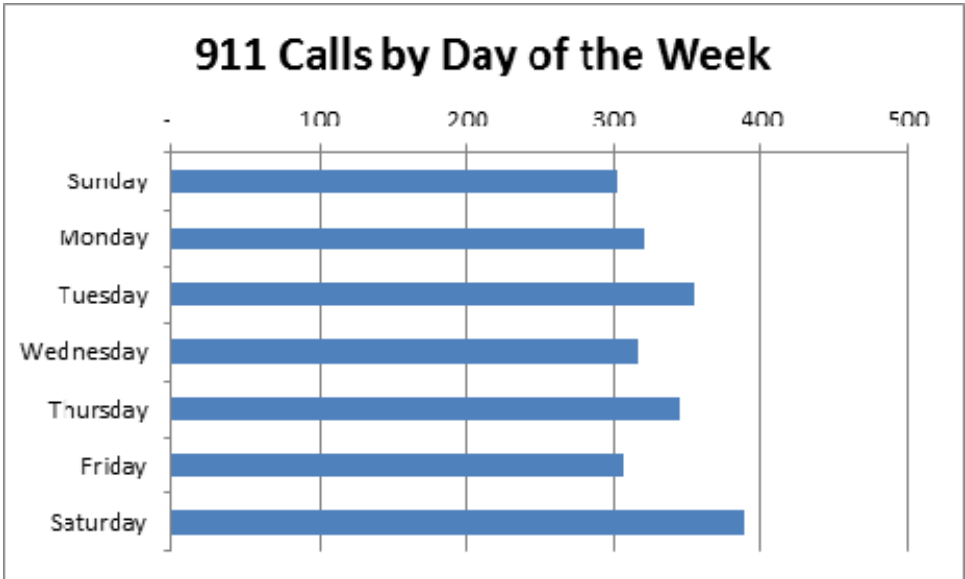
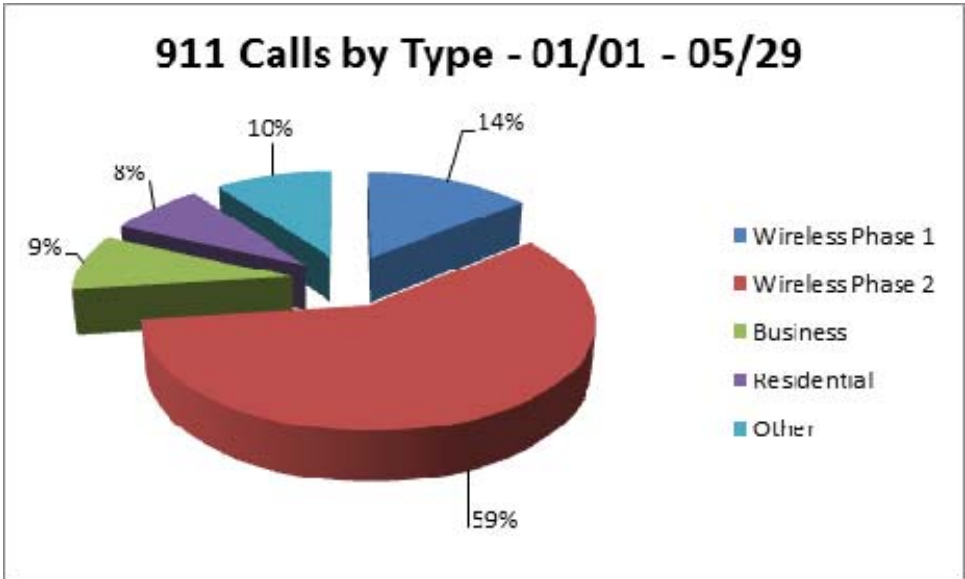
The contract for the City's land sale of the property south of Fire Station Number 2 included a performance based claw-back / reversionary clause. The clause identified a specific amount of development progress that needed to occur in the first three years. Specifically, all of the platting and subdivision processes needed to be finished and four homes were required to be completed. If the performance goals were not met, the City Commission would have the right to reacquire the property. The good news is that the purchaser of the property, Mr. Steve Drotzmann, has exceeded the performance criteria for the development in just over two years. To date there are 12 homes completed and two homes under construction in the 25 lot subdivision. By all accounts the design of the development is working out well for the contractor, new home owners and surrounding property owners.

7) Finance Update

In February of this year the Finance Office assisted the Transfer Station with setting up credit card services through Payment Services Network (PSN). Since its inception on March 1, the Transfer Station has had 141 credit card transactions for landfill services totaling \$5,431.08

8) Information Services Update

Police and dispatch were notified by RACOM, the City's current radio provider, we will be losing our T1 connection to the rest of RACOM's radio network. This change will result in a loss of active monitoring of our current radio site and the loss of other tower locations interconnectivity for roaming and redundancy. While the decommissioning of the current site was planned in the near future, this change was unexpected and was tied to a substantial increase in telecommunications cost for the radio site. We will be working thru the change with our consultant and negotiating with RACOM for a lower monthly subscriber cost - due to the resulting decrease in services. 911 / Dispatch's monthly call volume is shown in the charts below thru May.



9) Environmental Services Department Update

The Lift Station project is scheduled for startup this week. The contractor and suppliers will be doing the final testing and staff training this week. Demolishing of the old lift station is scheduled for this fall.

The water purification plant project continues to move forward. The contractor has excavated the east side of the building for the secant wall. The secant wall construction has started. The contractor has mobilized office and job trailers. The sewer line and sludge line have been temporarily relocated. Signage and construction fencing has been installed. Additional road closures are schedule for August 24 including the Douglas Street intersection.

The collection staff televised the sanitary sewer on 6th Street where we had the water main failure. The sewer main had no signs of failure and looked to be in good condition. Collection staff also televised and inspected the sewer lines installed as part of the lift station project and found no issues.

10) Monthly reports

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