



OFFICE OF THE CITY MANAGER

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Commission Information Memorandum

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

Non-Agenda Items of Interest

1) Human Resources Department Update

HR Coordinator attended the South Dakota Retirement System's Authorized Agent training at the Kelly Inn on July 11. The training included an overview of the retirement system; SDRS forms; steps to retirement; refund process; the supplement retirement plan and special pay plan.

Interviews for the open Transfer Station Attendant position were held this week. The interviews were conducted in the office area at the Transfer Station and applicants were given a tour of the grounds.

2) Finance Update

The Finance Office has begun its efforts to coordinate the list of city equipment and vehicles to be surplus later this fall. Departments will be compiling their list of items in the coming weeks and submitting them to Finance. The list will be presented for commission action in late August or early September. Depending on the quantity of items to be surplus, we will determine the best method of disposal, whether it be a public auction, sealed bids, or other method allowed by law.

Please see the enclosed Finance Monthly Report for June and the second quarter 2017 Revenues and Expenditures Report.

3) Police Department Update

Yankton Police held another Coffee with a Cop on July 18 at Hy-Vee. In September, the local first responder chaplains will be putting together a Patriot Day on Sept. 11 at the Yankton Middle School. Tuesday, July 18 the state firearms familiarization course shot at our new range. Approximately half the department shot the course.

Lt. Mike Burgeson held two Active Shooter sessions to local community groups. Both the United Methodist Church and staff at Gavins Point Dam received the training.

Tuesday July 25, Yankton Police Department will be part of a meeting with Court Services. They will be introducing a new probation program, titled HOPE program. This program is held in other states and has good success rates with offenders not re-offending.

We continue to work with Heartland Humane Society under our new contract. So far this partnership is working well for both parties.

4) Information Services Update

Mobile visits to the City's website are up 5.2% over the previous six months. The breakdown of site visitors by device is: 88.7% desktop, 35.1% mobile and 6.3% tablet. Since we are six months into our

second year with our new website, we are able to compare the analytics from the website to the same period last year. Visitors to the site are up 13% over one year ago.

Website Visits			
(January 1 - June 31)			
Year	Users	Sessions	Pageviews
2016	73,325	31,833	201,663
2017	82,825	38,691	204,317
Difference	9,500	6,858	2,654
% Change	13.0%	21.5%	1.3%

5) Community Development Update

The Community Development Department has a number of building projects in the review and permitting stages at this time. Projects being reviewed include a new Dental Office on one of the Menards 31st Street Outlots and Phase II of the Westbrook Apartments which includes a 72-unit apartment building and 3-unit apartment building. Other projects where construction continues include the Northtown Automotive Addition, the Wells Fargo Bank, the Crane-Youngworth Stadium Renovations, and a restaurant finish in Morgan Square. We have also recently issued permits for 39 other housing units. These housing units include 15 Single Family Homes, 4 Two Family Town Homes and 4 Four Family Town Homes. Along with building code compliance reviews in the design phase of these projects, staff is on-site multiple times during construction for plumbing, foundation, framing and fire separation wall inspections. Staff also conducts a final inspection prior to permitting occupancy.

6) Parks and Recreation Department Update

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

7) Public Works Department Update

The road construction on 21st Street from Summit to the rail road tracks is complete. The City Street Department is currently painting the lane striping and turn arrows. The new signal for the railroad has not been installed yet. Coordination with the railroad, is ongoing, to determine the appropriate time to open the road to traffic.

Staff is in the process of scheduling a preconstruction and neighborhood meeting for the Maple Street 4th to 6th street reconstruction project. The meetings need to be held prior to the contractor starting any work.

This year’s Highway 50 project is about 2 weeks behind, compared to last year’s project. The contractor expects to have traffic swapped over to the new pavement on the south side by the first week of August. Removals on the north side have already begun, just east of the Marne Creek Bridge. There is significantly less underground utilities to be installed on the north side, therefore it should take less time to complete the work.

Staff have met with South Dakota Department of Transportation Local Government Assistance, Ron Bren, and Brosz Engineering representative, Ron Gillian, to discuss the status of the Pine Street Bridge Replacement Project. The SDDOT is anticipating a November 2017 bid letting with construction beginning in the early part of 2018. Design review delays at the SDDOT have extended the timeline of bidding the project further out than was originally anticipated. The City Commission passed a

resolution on August 22, 2016 authorizing the City Manager to sign all documents associated with the project, so as soon as documents are received and reviewed we will authorize them.

The recent high temperatures have caused the concrete to buckle on a couple of streets, 21st & Green and 6th & Maple. Street Department crews are addressing the buckled locations as they occur to get them repaired as quickly as possible.

8) Fire Department Update

The Yankton Fire Department participated in Music on the Meridian on Thursday, July 18. The Fire Safety Trailer and Fire Department personnel were on hand to teach fire safety tips to children and adults attending the event.

Dry conditions bring an increased chance of wildfire. As a prevention effort, the Fire Department will have a wildfire prevention display on hand at several Yankton businesses. The display will rotate locations and advise of the actions people can take to prevent wildfires and mitigate damage should they happen. We will also be working with the press and social media to get the prevention message out to the public.

9) Environmental Services Department Update

Water plant staff met with the Yankton Area Arts and Riverboat Days Committee members to begin coordination of the water plant construction site for Riverboat Days. The water plant project continues to move forward with the majority of the work being done on the soil retention system. The contractor is still planning additional road closures for the Douglas Street intersection starting August 21. A public meeting is scheduled for 5:30, August 10 at fire station #2 to update the public on the water plant project.

The new lift station project is substantially complete and running. Gridor Construction has a small punch list to finish before final acceptance. Staff will be working with a contractor for removal of the Dale lift station. The contractor will also be required to return this fall for seeding the area.

The distribution/collection staff is busy exercising valves and maintaining hydrants. Staff is also cleaning sewer. Staff cleans and exercises a third of the system every summer. Staff has several underground valves that are in need of replacement. The valve replacements will be scheduled for this fall if the budget allows.

10) Library Update

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

11) Monthly reports

Joint Powers Solid Waste and Fox Run Golf Course monthly reports are included for your review. Minutes from the Airport Board, Golf Advisory Board and 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