



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

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Commission Information Memorandum

The Yankton City Commission meeting on Monday, September 25, 2017, will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Parks and Recreation Department Update

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

2) Human Resources Department Update

Beth Parr, Municipal Records Clerk, will be retiring effective November 3. We have started advertising for an Accounting/Municipal Records Clerk and will closed on applications September 27.

In addition to the Accounting/Municipal Records Clerk, we are advertising internally for a Communication Specialist in the Information Services/E911 department. Those internal applications are being accepted until September 29.

3) Community Development Update

Students from the SDSU architecture program were recently in Yankton to work on projects in the Meridian District. In cooperation with the Meridian District, the classes will be working on design projects related to building facades and streetscapes. These efforts build on the visions from the Design SD process. Staff from Community and Economic Development, Parks and Recreation, and Public Works met with students and participated in a student designed walking study of the area. The classes continue their research and will present their project findings to the community in October.

4) Finance Department Update

Finance has prepared the city levy for property taxes as part of the 2018 budget Ordinance No. 1001 and submitted it to the Yankton County auditor's office on September 14. The Yankton Road Tax (YRT) levy was also delivered to the county auditor on the same date.

The roster of delinquent special assessments is also being prepared and will be certified to the county before the November 1, 2017 deadline.

Please see the enclosed Monthly Finance Report for August.

5) Police Department Update

Yankton Police held their monthly supervisors meeting. A change coming with our monthly supervisor's meeting is that we will have a monthly topic to discuss following our regular business items. This month, we discussed how our department can better collect information pertaining to a potential crime and prepare a safety plan for a victim.

We are ready for Homecoming and the Parade, with assignments going out to officer a week in advance.

Chief Paulsen assisted with the security walk through at the Boys and Girls Club.

The Chief was also the guest speaker at the Kiwanis Club on September 12, 2017. On Thursday September 21, the Chief met with representatives of the Armed Forces Benefits liaison, their benefits are now offered to 1st Responders.

YPD attended the 1st Patriot Day Celebration, hosted by the First Responders Chaplains group.

6) Library Update

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

7) Public Works Department Update

Street Department crews are working on miscellaneous concrete repairs at various locations throughout the City. Crews also continue asphalt patching maintenance on city streets as well.

D&G Concrete and their subcontractors continue to make progress on the Highway 50 project. The underground work is expected to be complete the week of September 25th. The concrete contractor would like to have the remaining mainline ready for paving on September 29th or following week. The approach paving and center-turn paving should happen shortly after all the mainline paving is in place.

Pavement removal, on the 500 block of the Maple Street project, have been completed. The new water and sewer mains have been installed. Once results of the water main testing have been received. Services will be swapped on that block.

The contractor has mobilized to the final intersection, for the traffic calmer project on 2nd Street. The north side of the intersection has been removed. Storm sewer has been installed and the contractor has poured the new curb and gutter. Work will continue on the north side until it is complete. The contractor does have some other commitments and has decided to leave the south pavement in until they can return to the site.

8) Information Services Update

City Information & Technology Services and police staff attended the Z1 conference in Sioux Falls. Zuercher Suite is the software package that Police, Dispatch, Jail and Sheriff's office share. A number of new initiatives are on the horizon for the software. One of the key features we will be exploring is "Field Ops". This mobile based application allows responders up to the minute information from the law enforcement package via push notifications. Staff will be researching this new monthly subscription based software for use both by law enforcement and other emergency responders. Having a long standing relationship with the company and the fact that their office is based in Sioux Falls is an advantage for all of South Dakota's customers.

9) Fire Department Update

The Yankton Fire Department Fire Prevention Week Open House is planned for Wednesday, October 11 from 5:30pm to 7pm at Fire Station #2 located at 203 West 23rd Street. Fire trucks and firefighting and rescue equipment will be on display. The Fire Safety Trailer will be available. The Yankton Fire Department Museum located at the same address will also be open to the public. Firefighters will be handing out fire prevention material and there will be free smoke detectors available for qualifying

residents. Hot dogs and other refreshments will be available while supplies last. Come out and meet your volunteer firefighters!

10) Environmental Services Department Update

Progress on the water plant continues. Several more sections of the base have been completed. Several of the walls are formed and several of the interior lower level pillars are completed. All the dewatering wells that had tested positive for contaminants are off and only one dewatering well is still running. The contractor will continue work on the base slab and lower level walls.

Staff met with the Cedar/Knox Rural Water Advisory Board, RND Board, and staff at the water treatment plant. Tours were given of the 1972 plant and the collector well. Cedar/Knox Rural Water is still in the preliminary planning stages of future upgrades needed to address capacity, infrastructure, and regulatory issues.

Kyle Goodmanson and Tanner Hanson attended the annual South Dakota Water and Wastewater Association conference in Huron. The conference included onsite tours of area facilities, training seminars, and manufacturer displays. Each received 10 hours of continuing education credits needed to maintain operator certification. Tanner Hanson was elected as the Vice President of the South Dakota section of the Water Environment Association.

11) Monthly reports

Joint Powers Solid Waste and Fox Run Golf Course monthly reports are included for your review. Minutes from the Planning Commission are also included.

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