



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

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Commission Information Memorandum

The Yankton City Commission meeting on Monday, October 9, 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

The SD Department of Labor sent out a notice that the state minimum wage will increase from \$8.65/hour to \$8.85/hour effective January 1, 2018. We made adjustments to our salary schedule for seasonal/part-time employees last year. We increased the starting hourly rate to \$9.50 so we won't be making any adjustments.

We received notice from R. Michael Arens, Sr. Wastewater Plant Operations Specialist, that he will be retiring on October 23. Mike has been with us since December 2004 when he was hired to work part-time on the weekends.

We conducted interviews last week for the Community and Economic Development Assistant positions. A recommendation for hire will soon be sent to the City Manager for her approval. Internal applications closed on September 29 for the Communications Specialist position and interviews are in the process of being scheduled.

3) Community Development Update

The Community & Economic Development Maintenance Staff has completed the painting of The Center's Library and Nutrition Office. Along with the painting, new carpet was installed, and the Center has purchased new furniture to complete the remodeling. The project was done in a manner to minimize interruptions of the day to day activities at the Center.

4) Finance Department Update

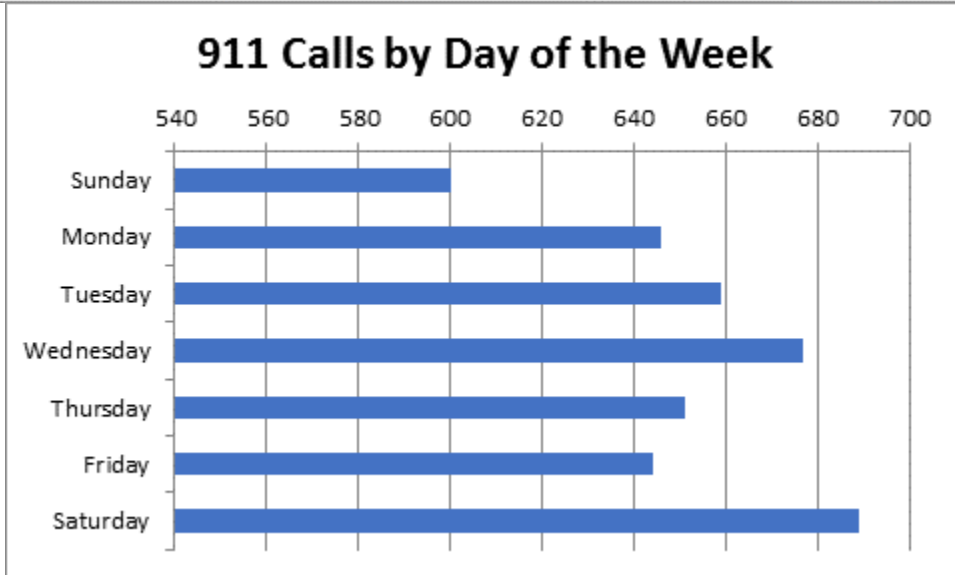
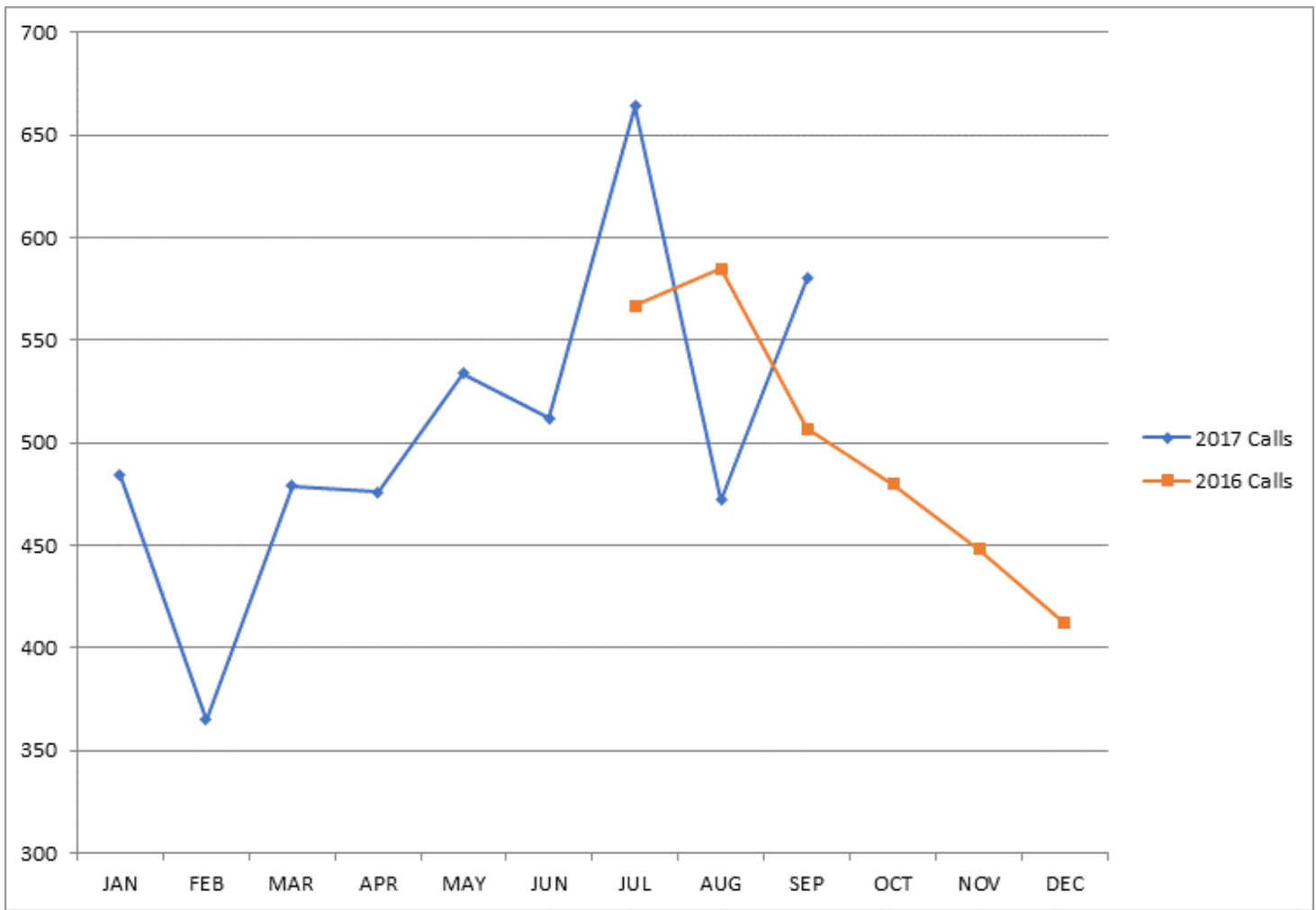
September 27 was the application deadline for the Accounting/Municipal Records Clerk position. Finance has reviewed applications and is conducting candidate interviews the week of October 2-6.

5) Library Update

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

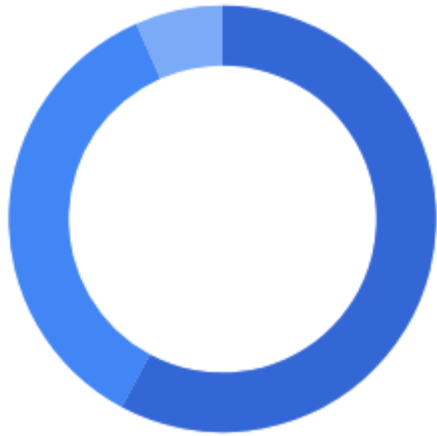
6) Information Services Update

The 911 center welcomed our newest dispatcher Samantha Kooiker. Her first day was October 2. The graph below outlines call volumes thru the month of September and breaks out the 911 calls by days of the week.



Website user traffic thru the first three quarters of 2017 is up just over 16%. The total page views (296,084 pages) by those users is down 1.2% vs. 2016. One interesting pattern to note is mobile user traffic to the site for 2017 is up 4.8% with just over 35% of the visitors to the City’s site using a mobile device.

Sessions by device



Desktop

57.8%

↓ 4.9%



Mobile

35.6%

↑ 4.8%



Tablet

6.6%

↑ 0.2%

7) Police Department Update

Chief Paulsen participated in meetings with Teen Court and the Boys and Girls Club.

We had officers (7) summoned to Federal Court for the armed robbery of one of our Casey's stores last fall. A combination of the officers were in Sioux Falls for two days.

We will be conducting Emergency Vehicle Operations next week. The two day training will encompass all of our staff.

We will have staff present at the Ted Nugent Kamp for Kids Saturday October 7.

We are anticipating the final approval of our firearms range at the County Commission meeting on October 3.

We continue our outreach training with a training at Mt. Marty on October 4, 2017. This is a continuation of our active shooter training in our community.

8) Public Works Department Update

The South Dakota Department of Transportation's underwater bridge inspection contractor completed the underwater inspection of the Meridian Pedestrian Bridge on September 30, 2017. Time will be needed to compile the information gathered from the inspection and an official report will be sent at a later date.

Engineering and Street Department crews have been working on the alley paving assessment project between Pearl Street and Picotte Street from 13th Street to 14th Street. Recent rains have delayed the availability of asphalt pavement, but it is anticipated to complete the asphalt paving on Wednesday,

October 4, 2017. Once the asphalt is in place, crews will pour a concrete approach and sidewalk at the north end of the alley.

The recent rains have hampered the progress on all of the ongoing construction projects. Paving on the Highway 50 project will be postponed for about a week due to the weather. Contractors are still working where possible. The underground contractor is done with most of their work, only having odds and ends, such as junction box lids and inverts, left to finish.

Then new water main, on the north block of the Maple Street project, has been put into service. The contractor will need to utilize all the available working days to get back on track. It is expected that the north will be ready to pave by October 6.

Great progress has been made on the 2nd Street Calmer project. The contractor has installed all the curb and gutter on the final intersection. They have started installation of the sidewalk. With a week of good weather, they could possibly have all of the pavement in place.

9) Fire Department Update

The Yankton Fire Department and the American Red Cross are working together to *Sound the Alarm. Save a Life.* in an effort to make homes safer and families prepared in case a fire were to break out in their home.

The YFD and Red Cross volunteers are hosting a home fire safety and smoke alarm installation event on Monday, October 30 from 5:30pm – 8:30pm. Red Cross volunteers, Yankton Firefighters and community volunteers will be checking existing alarms, installing free smoke alarms and helping families create escape plans.

People living in and around Yankton can schedule an appointment to have smoke alarms checked, replaced or installed, free of charge. To request an appointment, go to www.getasmokealarm.org or text ALARM to 844-811-0100.

Volunteers interested in helping with this event can contact Jennifer Ross at the Red Cross at 605-336-2448 x2311.

10) Environmental Services Department Update

The Water Plant project is continuing to progress. The base slab on the south portion is complete. John T Jones Construction has started on the north section of the base slab. Weather conditions have slowed progress and the heavy rains have caused some issues at the site. Excavation of the building site is complete.

Staff continues to work with Gridor Construction on punch list items related to the lift station project. Several small items remain to be finished including the seeding of the construction area. Several warranty issues are also being addressed.

Distribution staff completed the annual hydrant flushing. This is done to flush the system and improve water quality. Staff also inspects each hydrant and will be working on hydrants in need of maintenance.

The Wastewater Plant is taking down the south digester for a scheduled inspection. Collection staff has been using the vac truck to remove the last of the material from the digester. It will take staff over three weeks to completely empty the 250,000 gallon digester. Staff will inspect recirculation system, gas system and the coatings. It will take staff approximately two weeks to fill the digester and to culture

the needed bacteria before it can put back in service. The South Dakota Department of Environment and Natural Resources was notified and approved the temporary shutdown of the digester.

11) Monthly reports

Building and Yankton Police Department monthly reports are included for your review. Minutes from the Golf Advisory Board 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