



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

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Commission Information Memorandum

The Yankton City Commission meeting on Monday, November 13, 2017, will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Human Resources Department Update

Interviews for the Water Reclamation Plant Operations Specialist were held during the week of October 30. Eleven applications were received. This position was open because of the retirement of Mike Arens on October 23.

We are advertising for Police Detective internally because of the announcement of Darren Moser's retirement on December 15. Deadline for application is November 14.

We have had a number of new employees starting in departments. Jessica Cameron started on October 23 in the Finance Office as Accounting/Municipal Records Clerk. Brooke Goeden started on October 30 as an Assistant in the Community and Economic Development Department. Amanda Stucky began her employment as Accounting Clerk in Finance on November 6. Bailey Matthews began her duties as Communication Dispatcher on November 6.

Because of the resignations of Teresa Bosch and Marie High Bear, we are currently advertising for two part-time Library Circulation Assistants.

2) Community Development Update

The airport consultant selection process is wrapping up. Airports, like Chan Gurney Municipal Airport in Yankton, that receive federal and state funding are required to go through the consultant selection process every five years. The five-member consultant selection committee has completed interviews with the four consultants that submitted proposals. We feel fortunate that any of the four firms we interviewed could do the job well. That good fortune also makes for a difficult decision. The committee's recommendation for the hire will be on the City Commission's November 27 meeting agenda. Time is of the essence in finalizing this process because we have some submittals due to the Federal Aviation Administration in December and our consultant completes that work for us.

3) Environmental Services Department Update

John T Jones completed the base slab for the water purification plant project. They continue to work on lower level walls and columns. The contractor is planning to continue work through the winter.

Materials have been ordered for the emergency repair for the collapsed manhole east of the intersection of 2nd and Burleigh. The manhole in the intersection of 2nd and Burleigh will also have to be replaced. This will include a closure of the intersection during the repairs. Delivery of the needed materials is several weeks out.

The contractor has started the biosolids application. The contractor will be removing the biosolids from the wastewater lagoons near the chamber building and land applying the material. Staff sampled the biosolids and the soils at the application site. Staff used the data to determine an application rate needed to meet the agronomic fertilizer value needed for next year's crop. This is required as part of the South Dakota Department of Environment and Natural Resources approved biosolids management plan.

4) Public Works Department Update

In observance of America Recycles Day, the City of Yankton and Keep Yankton Beautiful will be holding a Recycle Used Toys Collection on Saturday, November 18, 2017 from 10:00 am to 1:00 pm. "Gently" used or new toys may be dropped off at North Ace Hardware during the above time. Please, no broken or damaged toys and no stuffed animals. All toys collected will be going to the Yankton Contact Center.

This is a great opportunity to give those no longer used toys to a good home and to brighten a child's holiday. Donating toys in this way represents the 3 "R" of recycling: Reducing items going into landfills, Reusing useable items, and Recycling these toys back to life. This event in the past has been very successful.

While weather conditions permit, Public Works continues to address fall maintenance items. Preparations for winter weather street maintenance have been made. A coordination meeting was held with all City departments responsible for snow removal and emergency services to discuss winter weather operations and procedures.

All of the City street reconstruction projects are substantially complete. The last of the concrete paving on Maple Street from 4th Street to 6th Street was done on Friday, November 3. Minor work like widening and sealing joints, backfill and miscellaneous cleanup items, is all that remains. It is anticipated this will be done by the week of November 13.

With the 2017 construction season coming to an end, the engineering staff's attention will shift primarily to 2018 design work. Engineering staff will finish up with some survey work that needs to get done before snowfall and then concentrate on getting West City Limits Road and Walnut Street out for bid.

In preparation for winter weather, the City of Yankton is letting residents know that in the event of significant snowfall or inclement weather City solid waste and recycling collection will be POSTPONED. The City will collect the postponed day's route on a later date which will be announced at the time of postponement.

When the City garbage and recycling collection is POSTPONED, please pull your carts away from the boulevard or the edge of alleys to avoid carts being hit during snow removal.

The location where solid waste and recycling is placed for collection shall be kept clear of snow and ice. If the areas in front of and around the containers are not cleared, crews may not be able to pick up your solid waste or recycling.

If collection is postponed, it will be broadcast via radio, TV, and on City of Yankton social media. Residents may also sign up for Nixle text notifications on the City of Yankton website, www.cityofyankton.org. The City thanks Yankton residents for their patience and cooperation. If you have any questions, please call the Solid Waste Department at (605) 668-5211.

5) Fire Department Update

The Yankton Fire Department in cooperation with the Red Cross and local volunteers sponsored the "Sound the Alarm" event on October 30, 2017. Yankton firefighters and Red Cross volunteers went to

local homes and installed new 10-year life smoke detectors. This was an appointment based program. Following are the results of this event:

115 appointments were made, we were able to get into 86 homes.

We installed 298 alarms.

We made homes safer for 256 people:

- 96 were 17 years old or younger.
- 45 were 65 years old or older.
- 13 had a functional access need or disability
- 16 were military members or military family members.

We found 188 pre-existing alarms – 99 of those were working.

Of the 86 homes we visited, 53 had no working smoke alarms.

Thank you to the Red Cross for providing the smoke detectors and other support for the program. Thanks to Yankton Firefighters and local volunteers, especially Red Cross volunteers Terry and Catherine Crandall for their effort in making this event a success.

6) Police Department Update

Chief Paulsen met with the Social Justice Committee at Mt. Marty to discuss partnering on issues in our community. This is something that grew out of the Benedictine Sisters grant to purchase YPD's Drug Drop off box.

We completed our Emergency Vehicle Operations training and course. Because this is high risk/high liability activity, YPD feels that we must continue training in this area.

Lt. Brandt and Chief Paulsen attended the sentencing for David Geise, the person who robbed Wells Fargo.

Chief Paulsen attended the Community Relations Board at the Federal Prison Camp.

The Chief also lead the Point of Dispense held October 20 at YMS/Summit Aux gym. Approximately 250 flu vaccinations occurred during the event. A number of entities played a significant role within the organization.

7) Parks and Recreation Department Update

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

8) Library Update

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

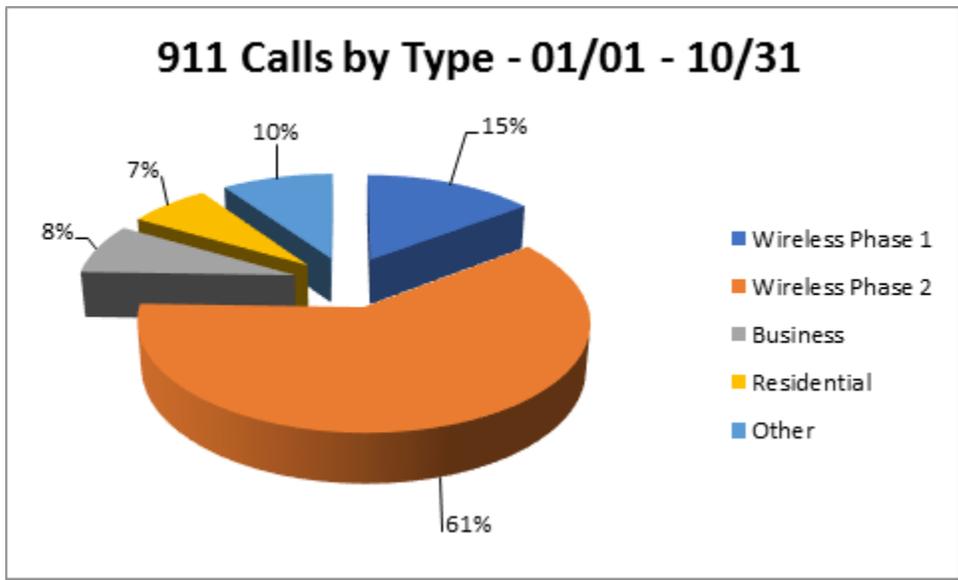
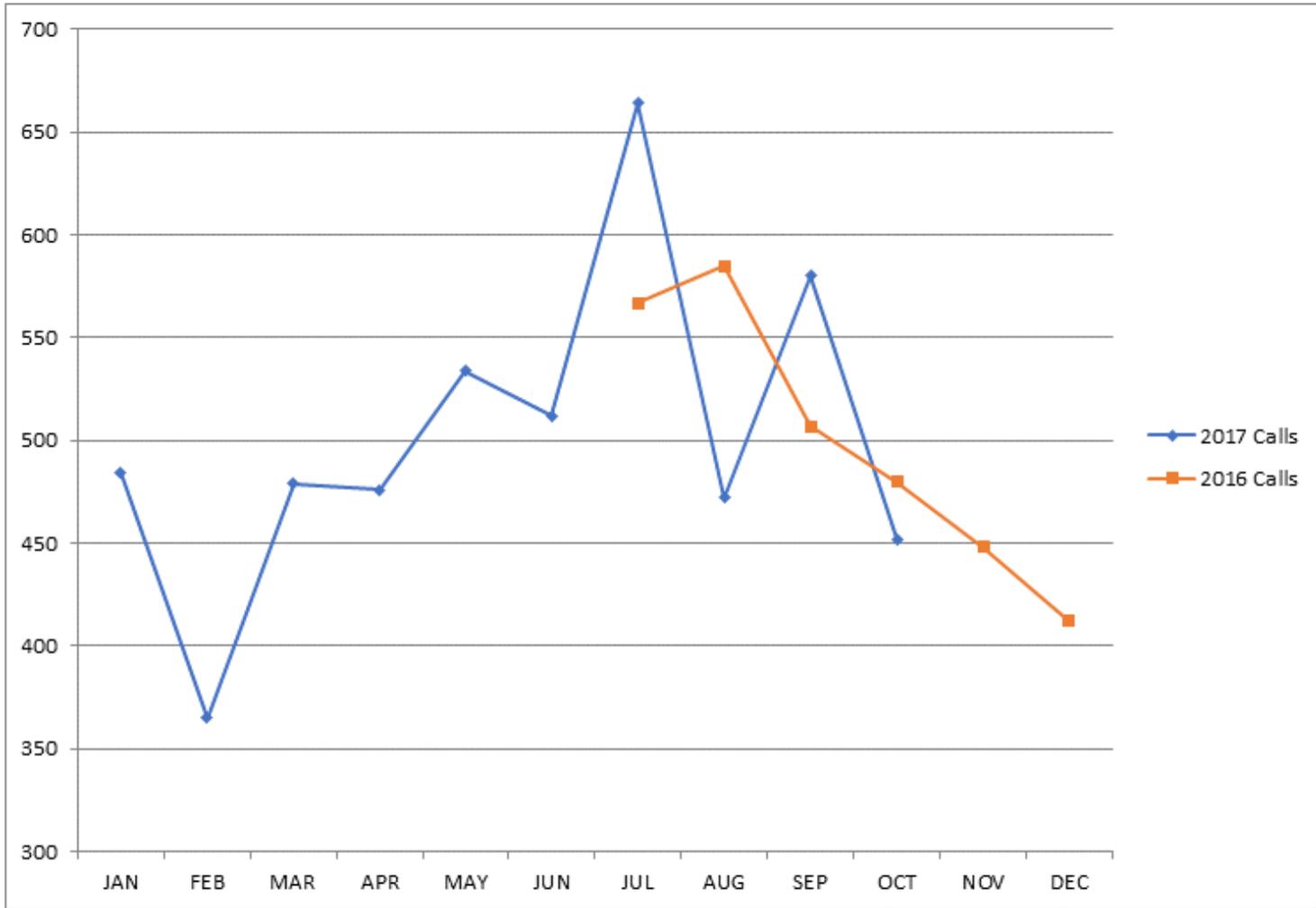
9) Finance Department Update

Utility rate increases took effect November 1. Notices of the utility rate change, recycling calendar postcard, and garbage and recycling collection during a snow event notice will be included with customers' utility bills and are being sent out on November 17.

Finance has received the annual liquor license and video lottery applications and is preparing them for commission approval for the January 1, 2018 renewal.

10) Information Services Update

911 call volumes thru October are included in the charts and graphs below. The 2018 Adopted City of Yankton Budget is available on the website for the public.



11) Monthly reports

Police Department, Salary and Building monthly reports are included for your review. Minutes from the Golf Advisory Board, Planning Commission and Airport 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