



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

VOL. 52, NUMBER 22

Commission Information Memorandum

The Yankton City Commission meeting on Monday, November 27, 2017, will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Human Resources Department Update

Nine applications were received for our part-time Library Circulation Assistant positions. We have three open positions to fill. The Library Director is reviewing the applications and will make selection for interviews.

Internal applications were received and interviews were conducted for the position of Communications Specialist. Kim Storgaard was promoted to this position effective November 11, 2017.

2) Community Development Update

Staff continues to assist with facility improvement projects at the Center as time permits, recently painting the Center's library. Along with the painting, new carpet and base board were installed. The Center also purchased new furniture to complete the library renovation. The project was done by the Community and Economic Development maintenance staff with assistance from the Department of Corrections.

Building Official, Joe Morrow attended a Federal Emergency Management Agency (FEMA) continuing education seminar in Pierre. The seminar focused on the National Flood Insurance Program (NFIP) and flood response operations. FEMA requires staff from communities that participate in the NFIP to attend continuing education seminars to stay current with floodplain regulations.

3) Public Works Department Update

While weather conditions permit, Public Works continues to address fall maintenance items such as asphalt street crack filling, street sweeping, repairing potholes and tending compost. Crews are also painting the historic light poles as the weather allows.

The City of Yankton would like to remind residents that wrapping paper, holiday cards, styrofoam, packing peanuts cannot be placed in the recycle cart for pickup. Wrapping paper and cards most often have glitter or other decorative objects that are not recyclable. If any of these items are with your recycling, they will not be picked up. The above items need to be placed in your regular garbage. The City of Yankton thanks the residents for their cooperation.

The Engineering Department has shifted its focus from construction and inspection to design and map updates. We hope to have plans for the West City Limits Road and Walnut Street projects ready for review by Christmas.

We continue to work with Design and Develop Engineering and Nielson Construction to finalize the plans for the next residential phase of Westbrook Estates. They are making the changes requested, by B-Y Water, and should have a construction set completed, in the near future.

Stockwell Engineering has made great progress on the 8th Street design, from Summit Street to Linn Street. We anticipate an early 2018 bid for this project. The last we talked, there had not been an estimated cost provided by Northwestern Energy to move the electrical underground. Stockwell Engineers was going to make contact with them.

4) Library Update

We will be closing early at 5:00 pm on Wednesday, November 22 and will remain closed November 23 & 24 for the Thanksgiving holiday. We will reopen at 9:00 a.m. on Saturday, November 25.

At our last meeting, the Library Board voted to renew the Provision for Library Services with the County. I will be presenting it to the County Commission on November 21, after which it will come before the City Commission. Also at the meeting, the Library Board voted to stop charging fines on overdue books, a progressive move that's becoming more frequent within the library community! This will go into place as soon as we can rework our current procedures.

5) Finance Department Update

As a reminder, utility bills were mailed out on November 17 along with the notice of rate increase that took effect November 1. Notices of the utility rate change, recycling calendar postcard, and garbage and recycling collection during a snow event notice were included with the utility bills.

Please see the enclosed Monthly Finance Report for October and the October Revenues and Expenditures Report.

6) Police Department Update

Coffee with a Cop is scheduled for November 22nd at Calvary Baptist Church. The church is still working out a time for the event.

K-9 Reno is back to full duty. Reno was injured during a training session in which his eye was scratched by a tree branch.

Webster DARE graduation is November 28 at 2:15 pm. Beadle DARE graduation is November 30 at 1:00 pm. Stewart DARE graduation is December 4 at 11:00 am. If you are interested in attending a DARE Graduation, please contact the City Manager's office.

7) Environmental Services Department Update

John T Jones Company continues work on the water plant. The base slab and the lower level south wall are complete. Work continues on the lower level walls and pillars. Slowey construction will be back onsite in the next several weeks to work on the waterlines west of the old bridge. This will include a closure of the parking lot west of the bridge for a couple days.

The contractor completed the annual biosolids application. The contractor incorporated 1.4 million gallons of biosolids. The product is applied per the South Dakota Department of Environment and Natural Resources approved management plan.

Distribution staff continue to work on hydrants that did not pass the annual inspection during hydrant flushing. Staff will repair and overhaul any hydrants that did not work properly to increase reliability. Distribution staff is also exercising valves throughout the system.

The wastewater plant has been working on overhauling one of the three sludge boilers. The sludge boilers are used to heat the sludge to maintain an optimal temperature for bacteria growth for sludge reduction.

8) Parks and Recreation Department Update

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

9) Fire Department Update

The Fire Department will be doing some training at 101 Broadway. They do have permission from the property owner to do so. There are some concerns on social media about the building having some historical significance. We understand that due to the condition of the building that the property owner intends to have the building demolished in the future.

The Fire Department volunteers have completed a “Santa House” for Santa to utilize as part of the Holiday Lights Parade. The Santa House will provide a location for kids to sit on Santa’s lap and will also serve as a “crowd control” mechanism for those anxious to see if they were naughty or nice.

10) Information Services Update

On the City’s website, we have included a new page that showcases the proposed Walnut Street Design. Along with some general information outlining the process and features of the design, there are interactive sliders that allow a user to compare the current viewscape with the proposed design and a slideshow of the proposed design amenities. This new page may be accessed through this link: www.cityofyankton.org/grow-the-community/walnut-street-design

11) Monthly reports

Fox Run Golf Course, Salary and Joint Powers Solid Waste monthly reports are 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