



OFFICE OF THE CITY MANAGER

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Commission Information Memorandum

The Yankton City Commission meeting on Monday, December 11, 2017, will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Fire Department Update

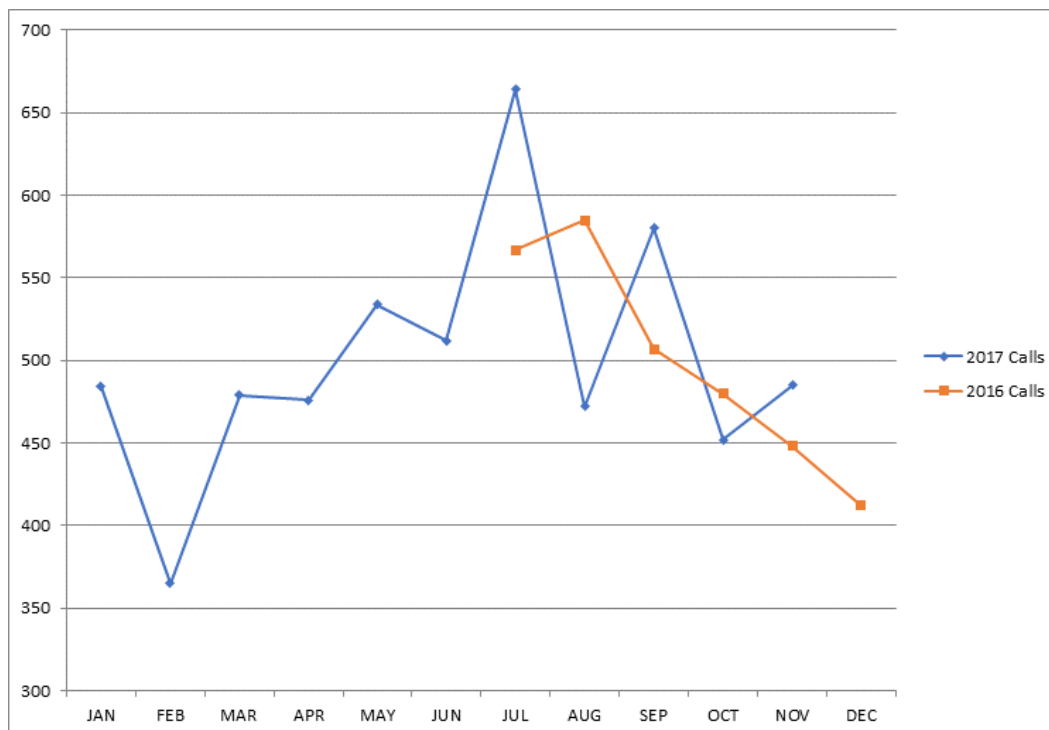
The Fire Department has been busy with many calls over the past 2 weeks. Several structure fires, grass fires and accidents have kept firefighters busy responding. Citizens are reminded to make sure smoke detectors are installed and in working order, to check weather for the day of and a week after any controlled burns and to call in any controlled burns prior to lighting them. If you have questions, please contact us.

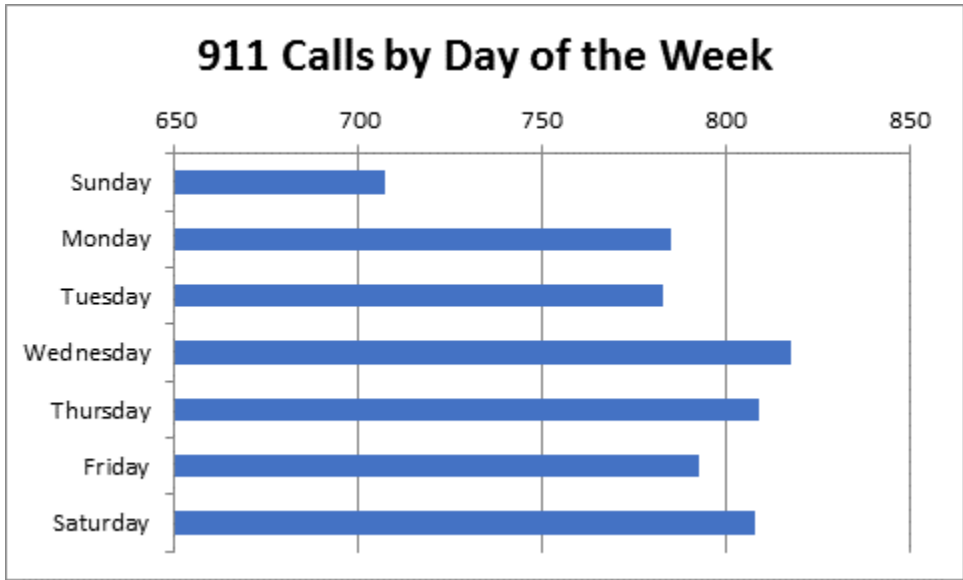
2) Human Resources Department Update

We have a new employee at the Wastewater Plant. Ryan McClennen started employment at the plant on November 27. This opening was due to the retirement of Mike Arens on October 23.

3) Information Services Department Update

Staff has started setting up newer computers at the library. The majority of the library’s computers will be replaced with updated computers that came from City Hall and Police. The monthly call volumes for dispatch are included below.





4) Community Development Update

Plans are being discussed for a number of housing projects in 2018. Most recently, we were informed that South Dakota Housing Development Authority awarded tax credits for Phase II of the Yankton Heights Apartment project to the Costello Company. This project will complete the build-out of the parcel east of the Fox Stop in northwest Fox Run subdivision. Phase II will start construction in May of 2018 and will be a similar looking building with 40 units of income based housing. The Costello Company has also completed the Whiting Court Apartment renovation located at 1006 Whiting Drive. This project consisted of an exterior and interior renovation of a 17-unit apartment building that was constructed in 1981. The renovation incorporated usability and accessibility features to the kitchens, bathrooms and living rooms. The project was designed so that many of the elderly tenants were able to stay in the apartment building during the renovation. Final building and plumbing inspections have been completed by our staff and Certificates of Occupancy have been issued. Although the City did not participate financially in these projects, the Commission supported both of them by resolution documenting need for this type of housing in the community. Governing body resolutions are an essential part of the application process that help these projects move forward.

5) Public Works Department Update

Street Department staff have been performing maintenance on snow removal equipment after the recent sanding event.

While weather conditions permit, Public Works continues to address fall maintenance items. 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 City of Yankton will have a one-time pickup of Christmas trees on Thursday, January 4, 2018. The City is asking for Yankton residents to place Christmas trees by the **front curb no later than 7:00 A.M.** on Thursday, January 4, 2018, as there will be **no** Christmas tree pick up in alleys. In addition, there will be a Christmas tree drop-off point for Yankton residents at the after-hours yard waste location at the east gate of the Transfer Station. Christmas trees can also be taken to the Yankton Transfer Station during regular business hours of Monday through Saturday from 8:00 A.M. to 3:45 P.M.

Included in this commission packet is the acceptance memo, final pay estimate and change orders for the last two City projects of 2017.

Design work continues for the City projects to be completed in 2018.

We have received construction plans and specifications for the 8th Street project from Summit Street to Linn Street. Staff has been working closely with Stockwell Engineers, so we are hopeful that the review won't bring to light any major issues or changes.

6) Library Update

The library has filled two of our open part time circulation positions. We have also received another resignation from a fourth part time circulation assistant. We are working with HR to hire for the remaining two openings and Linda and Tonya are covering more nights and weekends while we are short staffed. We are moving into a lighter programming season at the library during the holidays and are beginning to plan programs for the spring and even looking at the upcoming Summer Reading Program for 2018.

7) Finance Department Update

Finance is beginning its preparations for fiscal year-end activities. Staff participated in a municipal election webinar on December 5th held by the Secretary of State's office. Payroll staff also took part in an end-of-year webinar on December 7th which covered special activities to close out payroll reporting for the calendar year.

8) Environmental Services Department Update

Work continues on the water plant with lower level walls and columns. The contractor also began shoring forms and rebar for the filter slab deck. The contractor is waiting on Slowey Construction to begin installing piping west of the old bridge. The schedule for that work has not been finalized. The contractor will also begin backfilling some areas. Kyle and Ross also met with the contractor to review the public impact mitigation section of the construction documents including work hours and noise.

Staff has been busy working with the contractors and engineers to complete final inspections on several projects including the lift station, force main and Highway 50 utilities.

Distribution/Collection staff is busy repairing hydrants and sewer jetting. Staff is scheduled to jet and clean 1/3 of the sewer collection system every year. The nice weather has allowed staff to complete additional sewer jetting. Jetting helps reduce the potential for sewer plugs and backups.

9) Police Department Update

Lieutenant Todd Brandt is currently attending "Building and Enhancing Criminal Justice Response to Battering in Rural Communities."

All D.A.R.E. culminations have been completed for the 2017-2018 school year. 236 5th grade students received the core training and visitations were completed for kindergarten through 4th grade in five elementary schools.

Lieutenant Burgeson attended the weekly OEM meeting which consisted of discussion on NFAA emergency response plans and the IAP planning sessions.

YPD is in the initial stages to start testing on body worn cameras. We plan to start testing with the Sentry 360 system within a few days.

The final night shoot training has been postponed due to weather/road conditions.

Kids, Cops and Christmas Community Policing Event is going to be held December 9, 2017. The Yankton Police Department, Yankton County Sheriff's Office, SD Highway Patrol, and the SD Game, Fish, and Parks will be participating.

10) Monthly reports

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