



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

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Commission Information Memorandum

The Yankton City Commission meeting on Monday, January 22, 2018, will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Information Services Department Update

Dispatcher Samantha Kooiker has successfully completed her phase training in dispatch and has started into the rotation as a fully trained dispatcher January 6. She will be completing her two-week certification class in Pierre in late February. Congratulations Samantha! We are also currently advertising to fill an open dispatcher position.

Website traffic for the City for 2017 vs. 2016 is outlined in the chart below.

Website Visits

(January 1 - December 31)

Year	Users	Sessions	Pageviews
2016	60,311	141,094	370,644
2017	68,960	152,476	364,387
Difference	8,649	11,382	(6,257)
% Change	14.3%	8.1%	-1.7%

2) Library Update

The library is focused on training and planning right now. We have hired 2 part-time staff and are looking to hire 2 more in the coming days to put us back to full staff. Our Circulation Manager, Dana Schmidt, has been hard at work getting them all up to speed on our many processes and circumstances.

Dana and Amanda will be traveling to Pierre at the beginning of February to participate in a “Train the Trainer” session in anticipation of hosting a “Jumpstart” training for area libraries. These sessions focus on ideas for youth summer reading programs. The national theme this year is “Libraries ROCK!”. We receive a small stipend/grant from the State Library for our work hosting this training.

Tonya will also be traveling to Pierre in February for the celebration of our Library’s Accreditation with the State Library. Every three years, the accreditation needs to be renewed. We had to meet 80 standards set by the State Library to receive Exemplary status, the highest service level they award.

As part of our NASA grant (NASA@ My Library), Amanda will be traveling to Denver in February as well for a two-day training. Following this training, we will ramp up our NASA related events. The grant pays for most of these travel costs. *NASA@ My Library* is offered by the National Center for Interactive Learning (NCIL) at the Space Science Institute (SSI) in partnership with the American Library Association (ALA) Public Programs Office, the Pacific Science Center, Cornerstones of Science, and the Education Development Center.

3) Human Resources Department Update

The following employees were recognized at the Christmas party for their years of service:

Police: Patrick Nolz – 15 yrs; Jeff Johnson – 20 yrs; and Jason Foote – 20 yrs

Library: Loren Reifenrath – 20 yrs

Parks & Recreation: Bob Wubben – 20 yrs; and Brian Frick – 25 yrs

Public Works: Richard Vellek – 15 yrs; and Mike Lee – 20 yrs

Environmental Services: Jason Tramp – 25 yrs; Tim Garvey – 30 yrs; and Alan Peterson – 30 yrs

Housing: Ann Horton – 20 yrs

911 / Dispatch: Roger Dather – 15 yrs

On January 18, introduction sessions for the Avera Employee Assistant Program, were conducted by Tim Heerts, EAP Trainer and Consultant. The sessions were broken into presentations for employees and also for supervisors. The topics discussed were how the EAP can help; how to make contact with the EAP; how to spot an employee who may be struggling; and how to make a referral.

4) Community Development Update

Efforts to promote the Downtown Facade Grant Program are underway ahead of the March 1st submission date. Properties in the Meridian District are eligible to participate in the 50/50 matching grant program. This will be the third year that the grant funds have been available. Property and business owners will each receive a mailing including a copy of the application and letter inviting them to consider participating. The program has been promoted on social media and local media outlets. Staff has also had contact with several potential applicants interested in learning more about the program. Please let staff in the Community and Economic Development Department know if you are aware of property owners that may be interested. We would be happy to follow up with them to see if their project matches up with the program.

5) Finance Department Update

The Finance Office is working on its End of Fiscal Year 2017 activities. W-2 Wage and Tax Statements have been generated and will be issued in the coming week. Work on the Affordable Care Act (ACA) 1095-C health insurance documents for fulltime, covered employees is in progress. Forms will be mailed out to employees' home address before January 31. Vendor 1099 tax forms will also be issued before January 31 to the applicable vendors who have provided services over the past year.

Circulation of nominating petitions for the City's vacant commission seats may begin on Friday, January 26. The three commissioners whose terms expire in May are Dave Carda, Nathan Johnson, and Dave Knoff. Any individual who is interested in running for a seat on the commission must be a resident of Yankton and be a registered voter in the city as well. Petitions may be picked up at the City Finance Office at 416 Walnut or obtained online at the Secretary of State's website. The deadline for filing nominating petitions is Friday, February 23 at 5:00 p.m.

6) Police Department Update

Yankton Police Department is finishing the first half of our In-Service training. The training consists of a number of modules: CPR, First Aid, Mental Health for 1st Responders, Search and Seizure, Defensive Tactics, Less Lethal, Active Shooter training and our cold weather shoot.

Chief Paulsen attended the SD Police Chief's winter meeting in Ft. Pierre. He holds an office, 1st Vice-President which is a two-year term.

YPD will not be holding our Citizens Academy in 2018 due to lack of applicants. We felt with the recent approval of Continuing Education hours for teachers, we would see an uptick in applications. This wasn't the case. We will open the process back up in fall 2018 and hope to hold it next spring.

Lt. Todd Brandt has been selected for the State Peer Review Committee for Drug Court and will be responsible for traveling to other courts-observing their staffing, court hearing and completing a handful of individual interviews with Team members. This opportunity will be required 1-2 times per year. This quite an honor to have someone selected from Yankton Police Department.

7) Public Works Department Update

The advertisement for the 8th Street from Linn Street to Summit Street reconstruction project has been published. The bid opening is scheduled for January 31, 2018 with an award recommendation expected at the February 12 City Commission meeting.

Final plans for the West City Limits Road from 9th Street to 31st Street reconstruction project are nearly complete. It is planned to advertise the week of January 22, 2018. Anticipated bid opening for this project is February 13, 2018 with an award recommendation expected for the February 26 City Commission meeting.

Design for the Walnut Street project from 2nd Street to 4th Street, is ongoing. City engineering staff have been working on the street and utility design while Stockwell Engineering staff have been working on a streetscape/landscape design. There are many aspects of each design that can overlap between the two, making communication very important. As the design process has progressed, there have been changes required to be made to both entities design. Changes to the designs have pushed back the original bid dates. The City and Stockwell will continue to work towards a final plan set for 2018 construction. Estimates for both street work and landscaping are coming in higher than initially budgeted. We will be visiting with the Commission on funding alternatives.

Street department crews have been working on the annual street tree removal list. Crews also continue to perform winter maintenance projects on both equipment and the streets.

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

Following are the significant achievements and statistics for the Yankton Fire Department for FY 2017:

- Held a very successful Fire Prevention Week and Open House. Our open house was again very well attended.
- Distributed over 650 smoke detectors throughout the year between smoke detector give-a-way program and our participation in the Red Cross "Sound the Alarm" program.
- Participated in countywide tabletop and full-scale exercises including full Points of Dispensing exercise.

- Participated in the Points of Dispensing Committee (POD), the Local Emergency Planning Committee (LEPC), Police Department Radio Committee and the 9-1-1 Committee meetings.
- Participated in several community events including the Police Department vs Fire Department basketball game for Special Olympics.
- Significant events included several multiple fatality accidents and assisting other agencies with responses to meth labs and support with the mobile command post.
- Contacted over 2000 people with fire prevention information including children’s programs, adult educational programs, and fire safety training for employees and individuals.
- Instituted the “Who’s Responding” app for notification of firefighters of emergency calls and other features of the product such as mapping and availability notification.
- Unfortunately, we had 3 fire deaths in 2017.

Following are some significant statistics regarding the Fire Department’s responses in 2017:

Fire Department	2017	2016	2015	2014	2013
Total Calls (All areas)	334	340	342	306	237
Calls Requiring full FD Response (City only)	33	25	33	37	39
Calls Requiring Chief Officer Only Response (All areas)	180	211	168	157	97
Average Turnout of Members per call	26.7	24.7	25.8	29	28
Total Man Hours on Calls (All)		2431			
Total Man Hours in Training		1628.5			

10) Environmental Services Department Update

John T Jones is continuing to form up walls and will continue with concrete work. The contractor is also scheduling the work for the installation of the diffuser pipe in the river. The contractor did experience difficulties on a recent pour. A portion of the forms blew out on a section of 14’ tall wall. Roughly 57 yards of concrete will have to be jackhammered and removed. The rebar will have to be removed and replaced as well. This will set the schedule back by 3 to 4 weeks.

Collection staff took advantage of the recent weather to jet and clean sewer lines. Staff has taken several calls from both the general public and the media related to the social media post.

With the changing weather distribution staff has taken several calls for frozen meters and for leaking pipes. As the weather warms pipes that have been frozen thaw and begin to leak. Staff would like to remind owners to know where the water shutoff is located. If the water cannot be turned off in a timely matter, damage can be extensive due to flooding.

11) Monthly reports

Yankton Police Department, Fox Run Golf Course 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