



OFFICE OF THE CITY MANAGER

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Commission Information Memorandum

The Yankton City Commission meeting on Monday, February 12, 2018, will begin at 7:00 pm.

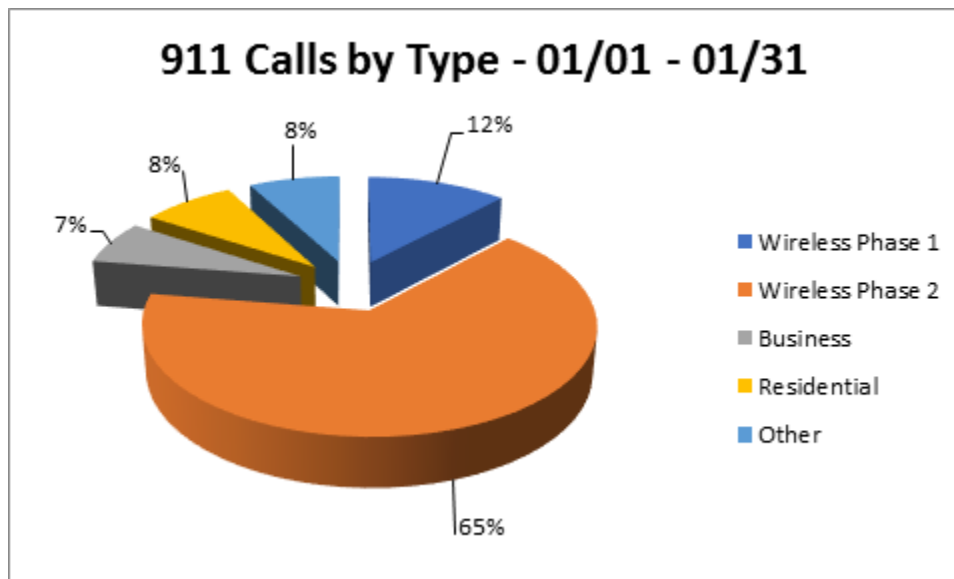
Non-Agenda Items of Interest

1) Information Services Department Update

IT staff replaced the computers for the street department as part of the upgrade to the new fleet management system. During the next few months street department personnel will be transitioning to the new fuel and fleet management systems. 911 call volume for the 2nd half of 2017 was up just over 5.5%.

We have made a conditional offer for employment for the last dispatch opening and have developed a hiring list from the remaining applicants.

Yankton is scheduled to go live with the next step of the next generation 911 upgrade in April. This step will include the transition to the statewide 911 phone distribution network – this step coincides with the commission approved 911 routing agreements at the last meeting.



2) Library Update

With the beginning of February upon us, Blind Date with a Book is in full swing! Patrons can participate two ways – choosing a wrapped book with a dating profile from our “speed dating” display or by completing our survey (link on the website) for our “matchmaker” option, with books available for pick up February 14. This is our 6th year doing the program and it’s always a hit.

Tonya will be heading to Pierre next week in the celebration of the Library's Accreditation with the State Library. We are again receiving Exemplary status, the highest service level they award. We are inching closer to fully staffed as we welcome our newest Circulation Assistant, Alexandria Max. Alex works full time in town and will be a nights/weekends staff member.

The first session of our Homework Help hour on Monday afternoons went well last week, with 4 kids stopping in for help. The program is possible through a partnership with Mount Marty.

The library will be closed February 19 for Presidents' Day.

3) Human Resources Department Update

The 2018 Annual Safety Training Class, Mine Safety Act, was held in Yankton on February 7 & 8 at Fire Station #2. The training class is for highway, street and public works department personnel and was presented by Safety Benefits. There were about 50 attendees each day and this included City staff along with Yankton County and employees from other municipalities in the surrounding area.

4) Community Development Update

City Building Official Joe Morrow has been elected to the Lewis & Clark Home Builder's Association (HBA) 2018 Board of Directors. Joe has been an active HBA member since the organization was chartered in May of 2000. Joe's involvement in the association provides an excellent opportunity for the City to stay in tune with the local housing and construction industry.

The 13th Annual Lewis & Clark Home Builder's Home Show is scheduled for March 10 & 11, 2018. The event at the NFAA Easton Archery Complex will feature 60 home improvement exhibitors and vendors from around the area. The HBA is made up of area contractors, mortgage lenders and associate members that are linked to the construction industry. The goal of the HBA is to provide opportunities for consumers to have safe and affordable housing.

5) Finance Department Update

Finance has completed a number of its end-of-year activities and reporting requirements. There were 383 W-2 tax forms issued to employees for 2017 as compared to 378 for fiscal year 2016. There were 84 1099MISC forms issued to vendors for non-employee compensation, up from 74 in the prior year. Also, as required under the Affordable Care Act, 161 1095C forms were issued to employees this year compared to 163 for 2016.

Finance has had several interested individuals pick up nominating petitions for the April city election. Once an individual has filed their nominating petitions with the Finance Office, they become an official candidate and the media is notified. The deadline for filing nominating petitions is Friday, February 23 at 5:00 p.m.

6) Police Department Update

We continue to monitor and provide feedback regarding legislative bills that would impact law enforcement and consider how operations would be impacted.

We've completed our Initial Action Plan (IAP) for the upcoming NFAA tournament and have released that information to all our First Responder partners.

We've reopened the School Resource Officer position this week.

7) Public Works Department Update

Street department crews continue to clean up after the recent snow fall events.

Bids for the 8th Street from Linn Street to Summit Street Reconstruction project were opened on January 31st. Included in this packet is the award recommendation from City staff and Stockwell Engineering. A bid opening for the West City Limits Road from 9th Street to 31st Street reconstruction is scheduled for February 13, 2018. It is anticipated an award recommendation will be included on the February 26th Commission meeting agenda.

Plans for the 26th Street from Douglas Avenue to Mulberry Street Pavement Reconstruction project are about 70% complete. It is anticipated to have this bid package finalized in the near future.

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

On February 5, members of the Yankton Fire Department attended a Pipeline Safety Seminar at USD in Vermillion. The seminar is hosted by the South Dakota Pipeline Association and covers many aspects of identifying pipelines and pipeline emergency incidents, who to contact and how to respond.

January drills for Yankton Firefighters focused on their personal protective equipment and methods to rescue themselves and their fellow firefighters in case of emergency. These drills are done to keep skills sharp and teach new methods and techniques.

Fire Department Chaplain Rev. Rod Veldhuizen has announced his intention to retire his position effective June, 2018. Pastor Rod has been the Fire Department Chaplain since July, 2006. Efforts are currently underway to recruit a successor for this position. More information will be forwarded as Pastor Rod's retirement date nears.

10) Environmental Services Department Update

The clortec system used to generate chlorine at Water Plant #2 is in need of repair. Cost to repair the system would total more than \$15,000.00. The current system is scheduled to be replaced as part of the current water plant project. Water plant staff is working with John T Jones to purchase new equipment for the new plant and setup a temporary chlorine feed system.

The water treatment plant staff has been testing the existing 1972 plant running 100% well water. The plant finished product was within all state and federal regulations. The 1972 plant will only be used for peaking once the new plant is completed. The cost for chemical is substantially higher with 100% well water at the 1972 plant. However, the use of the 1972 plant will be limited once the new plant is complete and staff has determined it will not be making any improvements to the river intake. The river intake will be maintained and used until a major capital investment is required. At that point in time the river intake will be decommissioned.

11) Monthly reports

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