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## OFFICE OF THE CITY MANAGER

[www.cityofyankton.org](http://www.cityofyankton.org)

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### Commission Information Memorandum

The Yankton City Commission meeting on Monday, February 26, 2018, will begin at 7:00 pm.

#### Non-Agenda Items of Interest

##### 1) Community Development Update

The Community and Economic Development Department seeks ways to work cooperatively with community members and property owners to resolve difficult property maintenance situations. Recently through a partnership with Lewis and Clark Behavior Health we were able to remove a blighted property (1020 Walnut Street) that had become a regular code enforcement problem. The structures on the property had deteriorated significantly and were in need of exterior repair. There was also a buildup of scrap metal, inoperable vehicles, and trash at the site. Despite enforcement efforts over several years that included legal action and court ordered cleanups, the situation was never quite completely resolved. Staff was able to work with a willing seller and a willing buyer to help facilitate a sale that involved the demolition of the structures and removal of the remaining nuisance vehicles and trash. Our staff's experience in coordinating cleanup and demolition assisted the new owner in seeking private contractors to do the work. The community benefited by having a nuisance property removed and Lewis and Clark was able to secure an adjacent property for their future development needs.

##### 2) Human Resources Department Update

Positions still being advertised include: School Resource Officer; Part-time Library Circulation Assistant and a Library Page – both positions close on March 2; and Summer Seasonal positions – preference will be given to applications received by March 30 and then positions will be filled as needed during the season from applications on file. School Resource Officer interviews will be held the week of February 26.

##### 3) Information Services Department Update

Dispatchers Courtney Russenberger & Samantha Kooiker are scheduled to attend the Dispatch 2-week State Certification Course in Pierre from February 25, 2018 through March 9, 2018. During this 2-week period, they will attend a number of training courses to learn state standards and become certified with the state of South Dakota as 911 Dispatchers. The courses will include call taking standards, prioritizing of calls, dispatching resources, legal liabilities, NCIC/NLETS certification, use of Emergency Medical Dispatch, Incident Command System, Handling Suicidal Callers, Stress, Responder Safety, and many other courses which pertain to their jobs. The graduation ceremony will be held at the Law Enforcement Training Academy in Pierre on March 9, 2018.

##### 4) Police Department Update

Yankton Police wrapped up our security details with the end of the NFAA tournament. We'll have an After Action Review in the next couple of weeks.

## **5) Public Works Department Update**

Street department crews continue to clean up after the recent snow fall events. Also, as the temperatures fluctuate, the street crews continue to address street breakup and potholes throughout the City's street system.

Yankton Citywide Cleanup is scheduled to begin curbside pickup April 2, 2018. Placing items curbside before March 24<sup>th</sup> is not permitted, and those items may be removed at the property owner's expense.

The Transfer Station will begin accepting no charge drop-off from regular collection route customers on March 17. Residents may also participate, at no additional cost, by placing items into sorted piles, by type, at their homes. Please have items placed curbside by your regular collection day. Piles should be located directly in front of your property, not in the street, alley, or neighboring property. Items not eligible for disposal include: tires, grass clippings, leaves, recyclables, refrigerator, air conditioners, dehumidifiers, paint, chemicals or household hazardous waste, oils, and batteries. Motor oil may be taken to the transfer station and disposed of free of charge year around. Please place garbage cans for regular collection at your normal collection point and away from piles. For more information, on citywide cleanup and Transfer Station hours, visit [www.cityofyankton.org](http://www.cityofyankton.org) or call (605) 668-5211.

Bids for the West City Limits Road Reconstruction project were opened on February 13. Included in this packet is the award recommendation from City staff.

Design work has commenced for the trail installation along the south side of Highway 50, east of the Chamber of Commerce. This project is being designed and administered in-house. It is possible that the bid package could be ready within the next couple of weeks.

Plans for the 26<sup>th</sup> Street Pavement Reconstruction project are ready for review. City staff will be completing the specifications in preparation for a bid advertisement in the near future.

## **6) Parks and Recreation Department Update**

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

## **7) Fire Department Update**

On Saturday, February 17, The Yankton Fire Department assisted the Yankton Police Department in handing out awards at the Special Olympics event. Members always enjoy participating in this event.

The Yankton Fire Department has appointed Jerry Webber as our new Fire Department Chaplain. Current Chaplain Rev Rod Veldhuizen will be retiring in early June. Rev Rod has been the Fire Department Chaplain since July, 2006. Jerry will work with Rev Rod in a training capacity until his retirement. Jerry works in the mental health field and her father is a former Yankton volunteer firefighter. There is a Commission action asking you to approve Jerry's appointment and add her to the work comp insurance to be acted in at your next meeting. We will have more on Jerry's appointment and Rev Rod's retirement in a future CIM.

## **8) Library Update**

Our Oscars Movie Marathons are set for the weekends of March 3-4 and March 24-25. The lineup is as follows: *Coco* (PG), *Darkest Hour* (PG-13), and *Roman J. Israel, Esq.* (PG-13) on Saturday, March 3; *Three Billboards Outside Ebbing Missouri* (R) and *Dunkirk* (PG-13) on Sunday, March 4; *Ferdinand* (PG), *Call Me By Your Name* (R), and *The Shape of Water* (R) on Saturday, March 24; and *The Big Sick* (R) and *Get Out* (R) on Sunday, March 25.

**9) Finance Department Update**

The deadline for filing nominating petitions for the city commission vacancies is Friday, February 23 at 5:00 p.m. Individuals who have filed petitions and are candidates for the city commission as of Tuesday, February 20 are David Carda, Bridget Benson, Nathan Johnson, and Craig Sommer. The municipal election will be held Tuesday, April 10.

Please see the enclosed Monthly Finance Report for January.

**10) Environmental Services Department Update**

The water plant project continues to move forward. John T Jones continues to work on lower level walls and the second level floors. The contractor is still on schedule to complete the project on time.

The water plant staff is scheduled to have the 1972 plant shut down for roughly a week for a filter head piping replacement. Caswell Plumbing will be replacing the original piping. Staff has been replacing portions of the piping each year for the last three years. The piping has several small holes in the pipe and is need of replacement.

Wastewater staff will be replacing a waste activated sludge pump at the plant. The pump was installed as part of the upgrades in 2000. The new pump is a rotary lobe pump that will be more efficient than the current installation.

The doors of the new lift station are warped and do not close properly. New doors arrived onsite and the contractor, Gridor Construction will be onsite to install the new doors.

**11) Monthly reports**

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