



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

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Commission Information Memorandum

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

Non-Agenda Items of Interest

1) Information Services Department Update

Courtney Russenberger and Samantha Kooiker completed the state dispatcher course in Pierre on March 9, 2018 and have met the standards to become state certified 911 dispatchers. National telecommunicators week will be April 8-14, 2018. This annual event recognizes the commitment and service that 911 operators provide for the community. Dispatchers provide a vital link between the community and fire, medical and law enforcement agencies.

We have been working on the PEG equipment replacement options. Staff purchased a used piece of equipment to replace the failed switch and allowed regular programming to continue. Staff has contacted content providers to determine compatibility with changing over to a video file submission vs. DVD or VHS media. So far the response has been overwhelmingly positive. We will be demoing a couple of solutions over the next few weeks.

IT staff is also working with the utilities and Community and Economic Development Departments to scan some of the existing paper records to electronic files. The scanning of the documents will help preserve the paper copies by creating an electronic copy and reduce the damage caused by handling the originals repeatedly.

2) Community Development Update

Over the past several months Community and Economic Development Staff has received inquiries from communication tower contractors, developers, and builders for projects near the Chan Gurney Municipal Airport. Due to the height and location of these projects, some of these projects may require approval from the Federal Aviation Administration (FAA). In general, if a proposed structure is within two miles from the nearest boundary of the airport and is tall enough to penetrate a 100:1 slope ratio from the airport property, or is over 200 feet tall, the FAA requires that the builder or developer submit an FAA Form 7460-1 "Notice of Proposed Construction." The purpose of the notice is to limit hazards that pilots may encounter during take-off and landings. As one of the functions of the Community and Economic Development Office, staff guides developers and contractors through the submittal process by providing topography information from the Chan Gurney Airport Layout Plan. A typical review period by the FAA for a Notice of Proposed Construction is from 30 to 120 days. City Commission investments in technology like "Pictometry" assist us with the process and help make Yankton a more development friendly city.

3) Human Resources Department Update

Sheldon Lee, Transfer Station Attendant, resigned from employment effective March 8. We have been advertising for this position and will close on applications March 21. After that date, the applications will be reviewed and selection for interviews will be made.

4) Public Works Department Update

Yankton Citywide Cleanup is scheduled to begin curbside pickup April 2, 2018. Placing items curbside before March 24 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 or call (605) 668-5211.

As the temperatures fluctuate, the street crews continue to address street breakup and potholes throughout the City's street system. Crews are also shaping gravel alleys as the frost comes out.

A preconstruction meeting for the 8th Street project was held on March 20. At the meeting, items such as utility relocation, scheduling and miscellaneous construction details were discussed. As per the general contractor, Slowey Construction, construction could begin in early April. The schedule that was provided has them completing the project well in advance of the deadline date. However, this schedule does not take into consideration weather or other setbacks.

A preconstruction meeting for West City Limits Road has been scheduled for April 3, 2018. More information will be available once the meeting is conducted. We will be inviting representatives from BNSF Railroad with the intent of coordinating the railroad crossing work with the West City Limits Road reconstruction project.

Bids for the Walnut Street project will be opened on March 29. Staff will have a recommendation for the April 9 City Commission meeting.

5) Parks and Recreation Department Update

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

6) Library Update

We have received another 21-hour resignation, so we will be hiring two new 21 hour circulation assistants soon. After that search is wrapped up, we will work on the Library Page applications.

The second weekend of our Oscars Movie Marathon is set for the weekend of March 24-25. The lineup is as follows: *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.

We are also working on summer reading planning in earnest for both the youth and adult activities.

7) Finance Department Update

The deadline for voter registration for the April 10 municipal election is Monday, March 26, 2018. It is also the beginning date that absentee voting is available and will be held only at the City Hall Finance Office for this election.

There will be only two municipal vote centers for this April 10 election. They will be located at Yankton City Hall and JoDean's Steakhouse. As in the past several elections, voters will be able to vote at either one of the designated vote centers.

The Finance Office will be doing its annual sewer rate adjustments for residential utility customers in the coming week. Customers' maximum sewer rates for the coming year are based on an average of their water consumption during the months of December, January and February as billed in January, February and March of each year. Sewer rates are adjusted each spring and are reflected in the April utility billing.

The Finance Office underwent its annual SDML Workers' Compensation audit on Monday, March 12, 2018.

Please see the Finance Monthly Report for February enclosed in your packet.

8) Environmental Services Department Update

Work continues on the water plant. John T. Jones will be leak testing the basins on the lower level in the next week or two. Once the test pass, Slowey Construction can begin back filling around the structure. This should allow the contractor to take advantage of some additional space for staging. The additional space and some dry weather should allow the contractor to work on some site cleanup before summer. Slowey Construction will also be working on installing the piping to the west side of the bridge to tie in the reservoirs.

The advertisement for the gravity sewer project is out. A pre-bid meeting is scheduled for March 29 and a bid opening for April 12. Staff will bring the project forward to the City Commission at their April 23 meeting. The project would be scheduled to be completed by November.

Distribution staff is busy planning for construction season. Staff will be installing some new valves along the 8th Street Project to reduce the number and time customers will be out of service due to the water main replacement. Staff will also be exercising the valves in the area to make sure they operate correctly prior to the project starting.

9) Police Department Update

Yankton Police Department is working with the Boys and Girls Club on their safety plan. We work with a number of entities on their safety plan but this is the first year with Boys and Girls Club.

We continue to seek an SRO replacement and have an interview scheduled for Monday. We also are getting inquiries about the position.

YPD monitored the National Walk Out last week but took no action with the small number of people who participated in a quiet protest.

Last Thursday, March 15, 2018, the Salt Lake City FBI presented Lt. Todd Brandt a plaque for his involvement in the arrest of Lyle Jeffs last June. Todd will also be receiving the State's John Wainman Sr. award in April at the SD Sheriff and Chief's conference in Deadwood on April 18, 2018.

10) Fire Department Update

The Yankton Fire Department along with the Yankton Police Department and Yankton County Sheriff's Office had the honor of escorting the 2018 State AA Champion Yankton Bucks Basketball Team to the Summit Center for their welcome home ceremony.

The Yankton Fire Department is currently holding a South Dakota Certified Firefighter Course each Wednesday night through May. There are currently 13 students in the course of which 5 are Yankton's newest firefighters. This is the basic structural firefighting course which is required training to be a member of the fire department.

11) Monthly reports

Joint Powers Solid Waste monthly report is 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