



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

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Commission Information Memorandum

The Yankton City Commission meeting on Monday, April 9, 2018, will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Community Development Update

Staff has recently completed 2017-2018 annual street and sidewalk tree branch clearance project. Ordinance requires that street trees are maintained to allow a 12-foot clearance over street and a 10-foot clearance over public sidewalks. To begin the process, postcards were mailed to 4,325 addresses in the City in October 2017 encouraging property owners to trim trees and take advantage of free street tree branch drop-off at the Transfer Station. Local print, radio, and social media was also utilized to spread the message about trimming and drop-off opportunities. A City-wide canvas was completed in November for tree trimming cycle and 254 notices were mailed to property owners. A final notice was sent to 73 properties in early January 2018 notifying owners that the City would be contracting for the trimming of any remaining nuisance tree branches. Heavy snow and weather delayed trimming which normally occurs in February. On March 22, 2018 trees were trimmed at 25 properties that remained out of compliance. Invoices were mailed to the properties with the average invoice amount of about \$120.00.

2) Human Resources Department Update

On March 22 and 28, City staff attended the annual Community Service Supervisor Training at the HSC South Training Center. This is a required course to become re-certified to work with inmates from the Yankton Community Work Center.

CPR training for City staff was held on Wednesday, March 28, at Fire Station #2. Sessions were approximately 2 hours long and Scott Schindler, who is a CPR Instructor and Yankton Police Officer, conducted the sessions.

Stewart Bass, Detective, has resigned from employment effective April 27. We are currently advertising the Detective position for internal applications only, with a closing date of April 6. We are also advertising internally for Community Resource Officer with a closing date of April 6.

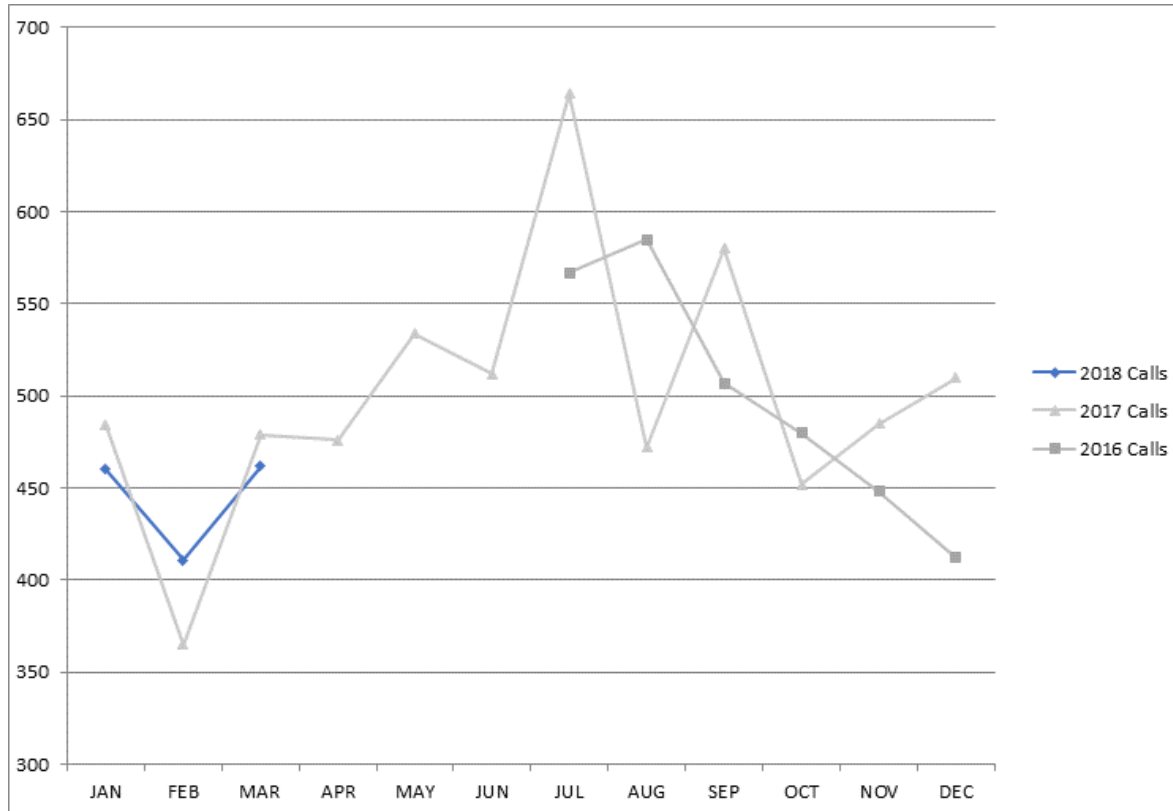
We will be accepting applications for Police Officer to form an eligibility for hire list. Applications will be accepted until April 30 with testing for applicants scheduled for May 10 and 11.

Two new part-time employees started at the Library as Circulation Assistants. Zane Schumaker started employment on March 28 and Angelea Mevissen started on March 27.

Mary Madetzke started employment on April 2 as Communication Dispatcher.

3) Information Services Department Update

April 8-14 is National Public Safety Telecommunicators Week. Dispatchers are the often unseen frontline people providing a critical link between citizens in an emergency and police, fire and emergency medical responders. This week gives us the opportunity to recognize their important role in keeping the public safe! Dispatch is pleased to welcome Mary Madetzke as our newest dispatcher. Staff is working with the state in preparing for the upcoming cutover to the new statewide phone system for incoming 911 calls. Call volumes for dispatch by month are listed below.



4) Parks and Recreation Department Update

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

5) Finance Department Update

The Finance Office is making its final preparations for the April 10 municipal election. Absentee voting is underway and is available until Monday, April 9 at 5:00 p.m. in the City Finance Office. This year's vote centers are located at City Hall and JoDean's Steakhouse. Canvassing of the election results will take place Friday, April 13 at noon in City Hall.

Finance personnel have completed the annual sewer rate adjustments for residential utility customers. Adjustments based on the customer's average winter consumption from December, January, and February will be reflected in the utility bill being mailed out on April 19. Please refer any questions you may receive from customers to the City Finance Office.

6) Fire Department Update

The Yankton Fire Department participated in the Easter Egg-stravaganza at Fox Run Golf Course/The Elks last Saturday. A truck, equipment and firefighters was available for participants to view and chat with.

New firefighters from Yankton and surrounding fire departments took the first of three state sponsored tests for the South Dakota Certified Firefighter Course on Wednesday. The course continues till early May. Instructors are provided by the Yankton Fire Department.

7) Public Works Department Update

The Street Department crews continue to work at the curbside pickup of the 2018 Citywide Cleanup. Inclement winter weather has slowed the process down significantly. To date, it appears the amount of material left curbside is less than previous years. Staff will compile a report of materials collected upon completion of the event.

The South Dakota Department of Transportation has scheduled a preconstruction meeting on April 19 for the Pine Street Bridge Replacement Project. The Department of Transportation Commission awarded the project to Swingen Construction Company of Fargo, North Dakota at their March 15 Commission meeting.

The West City Limits Road preconstruction meeting scheduled for April 3, was rescheduled for April 5. With the heavy snowfall and winds, the contractor was unable to travel from Sioux Falls. The neighborhood meeting was held as scheduled. Information about the project was shared with those in attendance.

The traffic control for the 8th Street Linn to Summit project has been installed to allow the contractor to perform tree removal. It is anticipated that the actual street reconstruction will commence once the weather is conducive for the work to begin.

The Street Department has compiled the 2018 street reconstruction program list. The following streets are planned to be reconstructed with the existing asphalt mat being removed and replaced. These streets also have utility improvements as a part of the 8th Street from Linn Street to Summit Street reconstruction project.

- Linn Street – 8th Street to 9th Street
- Park Street – 8th Street to 9th Street
- Westside Street – 8th Street to Spruce Street

The Street Department will also mill and overlay the asphalt mat on Payton Lane and Mulberry Street from 8th Street to 15th Street. The 2018 Chip Seal list is also included in this packet.

8) Environmental Services Department Update

Work continues on the water plant. John T Jones continues installing lower level walls and the ground level decking. The contractor has also started installing piping in the lower level. The contractor is scheduled to install the diffuser pipe in the river this week.

The water distribution staff continues to prepare for the upcoming constructing season. Staff is exercising valves and installing additional valves to reduce the number of homes effected by shutoffs during construction projects. Distribution staff is still waiting for the weather to improve to finish cleanup and concrete work around several main breaks from this winter.

Staff is continuing to work with Bartlett and West to address some minor issues with the gravity sewer project and issue an addendum before the bid opening April 12. A pre-bid meeting was held on April 5 and several contractors and dewatering companies have contacted the engineer and expressed interest in the project.

9) Library Update

Enclosed in your packet is a copy of the annual report of the Library Department.

10) Police Department Update

Yankton Police are waiting on our 2nd testing of body worn cameras. This delays the final outcome but I believe we'll have testing completed and cameras selected by summer.

We've been informed of a new mining law which affects our firing range. Marquardt has agreed to make a fourth berm, almost entirely encompassing the range to accommodate the new policy. This is also a change which will make the range safer.

We've made conditional offers to an SRO and a new officer. Their backgrounds will be completed at the end of the month. We will have additional openings created by the Community Service Officer position and a detective position. Both these positions will begin with internal applications only.

11) Monthly reports

Building and Salary monthly reports are included for your review. Minutes from the Park Advisory Board 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