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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, May 11, 2015, will begin at 7:00 pm.

#### Non-Agenda Items of Interest

##### 1) Library Update

Enclosed in your packet is an update on the various activities in the Library.

##### 2) Human Resources Update

Departments are in the process of reviewing applications for summer seasonal positions and conducting interviews. The applicants that are hired will be completing their paperwork to get them on board to start their duties for the 2015 summer season.

##### 3) Finance Update

The Finance Office has received the 2015-2016 malt beverage license renewal applications that were due April 24. The public hearing date for the renewals will be the June 8 commission meeting. Also, restaurant license applications will be mailed out and are due back by May 29. Renewals are effective July 1, 2015.

##### 4) Public Services Department Update

The 2015 City Wide Cleanup is complete. The Transfer Station was open for resident drop off from April 11<sup>th</sup> through April 18<sup>th</sup>. Also the Street Dept. picked materials left out for curbside pickup from April 13<sup>th</sup> through April 23<sup>th</sup>. Attached to this CIM is a summary of materials hauled and the total cost for this years' Annual City Wide Cleanup. Also included for comparison are the results of the 2014 cleanup effort.

Enclosed with this packet is the bid advertisement for the annual supply of transport, tankwagon, and other petroleum products.

##### 5) Parks and Recreation Department Update

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

##### 6) Fire Department Update

Chief Kurtenbach, Captain Adam Frick and Firefighters Ryan Kaiser and Mike Villanueva attended the Fire Department Instructors Conference (FDIC) in Indianapolis on April 22-25. This conference is the largest fire service conference in the United States and draws over 35,000 firefighters from 54 countries. We attended many educational sessions taught by nationally recognized instructors and

viewed the largest fire equipment exhibition in the nation. The educational sessions were excellent and will lead to positive changes for our department.

Chief Kurtenbach and 6 Yankton firefighters attended the funeral of Valley Springs firefighter Steve Ackerman. Firefighter Ackerman was killed in the line of duty during a fire in Brandon.

Dry conditions have necessitated the re-enactment of the county-wide burn ban. This burn ban does not affect legal fire pit use within the City limits.

### **7) Environmental Services Department Update**

The collector well project continues to move forward. The caisson is currently 96 feet deep and should be completed by the middle of May. The well contractor has mobilized a second crew that will help finish the rest of the caisson and will then begin the well screen projections. The well screen projection is scheduled to be completed this fall. The final project completion is scheduled for the spring of 2016.

The wastewater staff continue to work on a public outreach program to educate the public on proper use of the sanitary sewer system. Staff will be contacting industrial users and inviting them to tour the wastewater facility.

Staff continue to move forward with the mechanical design of the water treatment plant. HDR is scheduled to present a project update sometime in July. Staff is projecting at bidding the project in January of 2016 with a bid award in March 2016.

The collection/distribution staff has started some of the summer maintenance projects including exercising valves, painting hydrants, and flushing sewer.

### **8) Information Services Update**

City staff will be examining options for the facility management software for the Summit Activities Center. The current package will no longer be supported as an on-premises solution and will only be offered as a cloud hosted option. The cloud hosted version will be substantially more expensive on an annual basis. In addition, the SAC uses Active.NET cloud hosted software for the summer recreation and swimming lesson registration. Both software programs include online registration and club management capabilities. Staff will be evaluating both of the solutions and pricing structures to determine what will be the best option moving forward. A portion of the cost increase is attributable to new point of sales system's PCI (payment card industry) compliance standards for security.

Work on the City's new website is progressing. The committee hopes to have a page "wireframe" for the commission to review in the upcoming weeks. The layout of the landing page for the site is starting to take shape. Also, we have been working on a new city graphic for use with the new site, letterhead and business cards. The new look will help make the City's materials to be more uniform across each of the respective departments.

### **9) Police Department Update**

Members of YPD along with Yankton Fire and Information Services met with a radio consultant to begin the radio project expanded from last year's budget. A lot of good information was exchanged and we will be working on this project for an extended period.

Due to vandalism at our range, we have moved our shoot house to a new location at the range. Yard markers and lane markers were shot up at the range, we've filed a report with the sheriff's office.

YPD received a plaque from the VFW as part of their Loyalty Day, May 1.

As part of our community policing concept, YPD is working on getting a full time drop box for prescription drugs in the building. If the box is anchored and monitored the DEA supports the project. This is to answer the need in the community as the pharmacies and YPD receive numerous calls on what to do with unused prescription drugs.

**10) Community Development Update**

FEMA held a follow up meeting on April 22, in Elk Point, SD for the Lewis & Clark Watershed and Lower Big Sioux Watershed Floodplain Mapping Project. The scope of the project for the Lewis & Clark Watershed will include the remapping of 99 miles of Missouri River Floodplain from the Gavins Point Dam to the confluence of the Big Sioux River. FEMA is anticipating that the working maps will be submitted to the City for review at the end of December, 2015 and that community meetings with FEMA will be held in April of 2016. The remapping project will include approximately 3 miles of river adjacent to or near the Yankton City limits. Because of the controlled releases from the Gavin's Point Dam, and the scope of the project being limited to the Missouri River, it is anticipated that the mapping project will have little impact on the City. The mapping project is a FEMA driven process that is required for participation in the National Flood Insurance Program. The NFIP is the insurance program that offers insurance to properties that are located in floodplains.

**11) Monthly minutes**

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