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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, October 12, 2015, will begin at 7:00 pm.

#### Non-Agenda Items of Interest

##### 1) Fire Department

The new Ladder Truck is well on its way to completion. Pictures are attached to show you its progress. We hope for delivery of the new truck sometime in late October. Training will then be held before the truck can be put into service.

The Fire Department participated in an exercise held by TransCanada on Sept 30 and Oct 1. This exercise simulated a pipeline strike by an excavator resulting in a release of crude from the Keystone Pipeline. On September 30, the FD assisted TransCanada personnel in deploying oil containing boom lines across Marne Creek. On October 1, we became a part of the simulated Unified Command in helping to contain the released oil and deal with all of the issues associated with the release. Participation in these types of exercises keeps skills sharp and allows local responders to work with and network with other public and private agencies who respond to these types of incidents.





## **2) Human Resources**

Becky Eskens has been hired to fill the Grounds Maintenance Worker position that was left vacant by the resignation of Joe Simonsen. Becky has been employed every summer season in the Parks Department since 2003. She will begin her full-time duties on October 19.

The City Manager attended the October Employee Committee meeting and let the members know she will be sending out the nomination forms for Employee of the Year. A subcommittee was formed to assist in the review of the nominations for 2015.

## **3) Community Development Update**

The City is seeing an active fall building season. Projects under construction or recently completed include: Avera Sister James Care Center expansion, Yankton Heights Apartments (30 units), Farm Credit Services office building, Truxedo Manufacturing addition, Avera Sacred Heart Hospital 4th & 5th floor renovations, Avera Sacred Heart Dialysis Unit, Boys and Girls Club. Residential construction includes permits for 18 single family homes and foundation permits for a 70 unit apartment and foundation permits for 12 single family homes in the Westbrook Estates Subdivision.

Building Official, Joe Morrow attended a FEMA continuing education seminar in Sioux Falls. Training covered procedures for amending the Flood Insurance Rate Maps. The City of Yankton participates in the National Flood Insurance Program (NFIP) which offers flood insurance to properties that are located in Special Flood Hazard Areas (100 Year floodplain). FEMA requires communities that participate in the NFIP to stay current with floodplain ordinances and regulations.

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

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

## **5) Police Department Update**

Yankton Police Department collected 156 lbs. of prescription drugs during the DEA Take-Back on September 26<sup>th</sup>. That is the largest amount collected to date.

Our Highway Safety Grants have been awarded for 2016. This was part of our budget process and we'll be working closely to get a 2<sup>nd</sup> speed trailer for the community. The newest trailer will have options

allowing us to count vehicles and determine speed. This will replace having an officer sit at a location and monitor traffic.

We have completed testing on candidates for Sergeant positions in the department. Officers Javier Murguia and Monty Rothenberger have been selected. We will be switching over to the new schedule Saturday, October 31.

**6) Information Services**

City staff has completed about 1/3 of the content migration to the new website. In addition to migrating the existing content, new features and information will be added to the new site. We hope to go live with the site by the end of October. Traffic to the City’s existing website is up just over 18% in unique visitors and up over 8% in total number of visits. The chart below compares the first 9 months of the year for 2012, 2013, 2014 and 2015.

Year	Unique Visitors	Number of Visits
2012	61,389	117,065
2013	83,055	152,492
2014	75,118	153,186
2015	88,723	165,720
Change	18.1%	8.2%

**7) Library Update**

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

**8) Finance Department Update**

The City’s surplus property auction held on Wednesday, September 23 in partnership with the South Dakota Property Management Office took in gross sales of \$86,984.00 for the City of Yankton. Prior to this year, the last auction held was in 2011 and took in a total of \$36,335.00. In years where an auction has not been held, city vehicles have been sold by sealed bid. For a summary of the auction results, please see the breakout sheet included in this packet.

**9) Public Services Department Update**

With the construction season coming to a close, the City is fortunate to have the majority of its projects near completion. The Park Street reconstruction has the pavement and curb & gutter in place, with the backfill and punch list items the only things left prior to acceptance. The mainline PCC paving and curb & gutter have been completed on Wilson Road.

The contractor has started placing aggregate base course for the roadway sections in Westbrook Estates. Wet conditions have contributed to the delays in construction. The weather may continue to effect this project, with cooler temperatures and less drying conditions being prevalent this time of year. The apartment complex grading is underway and the contractor has started the footings for the building.

Once all the contract documents are returned, staff will be meeting with Johnson Electric to discuss the installation of the generator for the Street Shop.

Street patching to prepare for winter conditions is complete and street crack filling maintenance is set to begin.

Pipe has been delivered and work is set to begin on the realignment of the Marne Creek West Dog Park and Community Garden entrance. The realignment of the park entrance will line up with the future 26th Street in the Westbrook Estates development on the west side of West City Limits Road. Additional trail work is planned on the park site as well.

Drainage system and ditch cleaning is being accomplished where this summer's rainfall has caused siltation.

Construction has begun on Phil Spady's hangar. This is the last hangar that can be built in hangar row.

#### **10) Environmental Services Department**

Layne Heavy Civil has completed the intermediate floor (a metal floor) and all of the valve risers in the collector well. Layne has demobilized and will not be back onsite until it is time to set pumps. Welfl Construction should start work on the floor and building very soon. The electrical contractor is finishing the standby generator and the electrical duct bank to supply power to the site. Project completion is scheduled for the spring of 2016.

Feimer Construction continues to move forward with the raw water line project. Feimer did have some issues with new fittings not meeting the required standards. The supplier was required to replace the fittings but it did delay the project almost a week waiting for new fittings. The project is scheduled to be completed by November 1.

Willard Schmidt Farms completed the lime sludge hauling. Schmidt Farms will be able to begin hauling the wastewater biosolids as soon as the staff is able to soil sample. Staff will begin soil sampling as soon as the crops are harvested. Staff will use the data collected from the soil samples to determine the application rate.

#### **11) Monthly reports**

Salary and Building monthly reports are included for your review. Minutes from the Golf Advisory Board, Planning Commission, and 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