



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

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Commission Information Memorandum

The Yankton City Commission meeting on Monday, October 26, 2015, will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Human Resources

Effective January 1, 2016, the South Dakota minimum wage will be adjusted from \$8.50/hr to \$8.55/hr. We will be making adjustments to our part-time and seasonal pay scales to reflect this increase.

On October 15, Avera Sacred Heart Hospital assisted us with on-site flu shots for employees. We had 87 people sign up for the shots. The Centers for Disease Control and Prevention recommends a yearly flu shot as an important step in protection against the flu.

2) Fire Department

The Yankton Fire Department had a productive Fire Prevention Week. Elementary school and pre-school visits were conducted for grades from pre-school up to 3rd grade. Students were provided with fire safety messages and firefighting equipment and gear was displayed. Firefighters explained home fire escape plans.

The Fire Department Open house was held on Wednesday, October 7 at Fire Station #2. A total of 600 hot dogs were served and 120 smoke detectors were given to citizens who needed them.

3) Community Development Update

Community Development Staff has completed the mobile home park inspections for the annual licensing. The inspections were completed on October 12 & 13. We are very pleased to note that the inspections this year reveal a decrease in the number of nuisances and actions that the owners need to take to bring the parks into compliance with City Ordinance. We also noticed a number of home improvement and landscaping projects in several of the parks. A re-inspection of the parks will be done the week of November 16 with follow-up contacts made with park owners as needed. Applications for license renewals are due in November and will be presented to the City Commission in December for consideration. As a follow-up, the Circle C Mobile Home Court at 1114 W 9th no longer has a current license and all of the trailers have been removed. The current owner is concluding clean-up activities at the site.

Community Development staff completed a nuisance violation survey of the downtown area in early October. Properties with nuisances were notified by mail and asked to correct the issues. A total of 22 violations were noted on the survey. About 45 days have passed and compliance is very strong, with just a handful of issues outstanding. A total of 18 properties have been fully or partially brought into

compliance, with 4 properties not yet abated. Abandoned/Dangerous Building Orders: 4 repaired, 1 in progress, and 2 not yet abated. Sign Code Related Violations: 6 removed/repaired, 1 not yet abated. Junk/Scrap Metal/Debris Violations: 1 removed/abated, 1 in progress/partially abated. Nuisance Vegetation Violations; 2 abated: 1 in progress. Vehicle Related Violations: 3 licensed/removed.

4) Finance Department Update

The City received its insurance renewal from the SDML Workers Compensation Fund for 2016. There has been an 11.3% increase in rates over 2015. This compares to an 8.84% increase we had the previous year.

Liquor license and video lottery renewal applications are due to the Finance Office in early November for licenses effective January 1, 2016.

Please see the enclosed Monthly Finance Report for September and 3rd Quarter Revenues and Expenditures Report.

5) Library Update

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

6) Parks and Recreation Department Update

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

7) Information Services

Staff is about 40% done with the new website and hope to go live in November. In addition, the City will be migrating to Office 365 online for email. This change will require updated configuration for each end user's account and will require that the setups be changed for the iPads for Commissioners. Additional information will be provided prior to the transition.

8) Police Department Update

YPD will be seeking another dispatcher, having received a resignation from Eileen Ibach. The opening won't be filled before January 1, 2016.

We continue to work on our shift change for October 31 and the designated positions we need to fill for the smooth transition.

Officer Rob Buechler will present to Law Enforcement training on October 29th, once he completes that step he will be a Train the Trainer in Police Training Officers.

We have completed an annual audit of the DLA/10-33 program (military surplus). This audit included a site visit in which all equipment was physically inspected. With a new state coordinator, it is YPD expectation that this type of audit will be more frequent than in the past.

9) Public Services Department Update

Engineering will continue to work on finalizing and accepting the remaining construction and development projects that have been completed over this last construction season. Surveying and design work is well underway for next year's projects. Staff will be conducting "walk-thru" visits, at each location, to finalize details for each project.

The 15th Street design, from WCLR to Dakota Street, is ongoing. Expectations are that Johnson Engineering will have plans and specifications ready for a January bid letting.

The curb and gutter, for the residential portion of Westbrook Estates, has been installed. Asphalt is scheduled to be completed by the end of October.

In order to expedite next year's Highway 50 construction, installation of the storm sewer from Marne Creek to the west side of 2nd Street has been started. Work on the temporary traffic signals, at the 2nd Street and Broadway Avenue intersection is expected to start next week. This will allow for quick implementation of signals once the construction begins in the spring. All work for this year is scheduled to be completed by mid-November.

Banner Associates Inc. has completed the field survey work for the transfer station scale replacement and entrance reconfiguration project. The engineering design and plan preparation is set to begin.

Preparations for winter weather street maintenance are underway. A coordination meeting is planned with the other entities responsible for snow removal and emergency services.

Work is being done to add a battery backup to the 4th & Burleigh traffic signal. The existing traffic signal has no backup power which creates traffic issues during power outages. The new installed backup system should keep the signal in operation during power outages.

10) Environmental Services Department

Staff repaired a water main break at 9th and Douglas on Tuesday. The water in the neighborhood was off for about 6 hours while staff repaired the main and replaced the hydrant.

The Feimer Construction continues to move forward with the raw water main project. The water main is installed up to Douglas Street. The project is scheduled to be completed in early November. Welfl Construction is moving forward with the Collector Well Project. The discharge piping has been installed and they have begun working on the building floor.

The distribution staff completed the bi-annual hydrant flushing. Every hydrant was flushed and inspected. Staff will be going back and repairing hydrants in need.

Staff reported that our THM (trihalomethane) levels in our water are steadily rising. While we are still in compliance with DENR regulations, there is some concern that we may be out of compliance by summer. THMs are not dangerous in consumable volumes, however, we are still required to comply with state requirements. The new water treatment plant will better equip us to treat for THMs.

11) Monthly reports

Joint Powers Solid Waste and Fox Run Golf Course monthly reports are included for your review. Minutes from the Planning Commission and Airport 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