



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

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Commission Information Memorandum

The Yankton City Commission meeting on Monday, November 9, 2015, will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Finance Department Update

The Finance Department implemented the use of the City's procurement card (P-Card) program a number of years ago. The P-card program continues to run smoothly and streamlines the purchasing process. It provides online access for employees to manage their departmental purchases 24/7, provides more timely payment to vendors, reduces paperwork involved in processing purchase orders and has reduced the number of vendor payments by nearly 700 checks a year. The City made approximately \$1.1 million in purchases using the P-card from September 2014 through August 2015. The City received a rebate of \$6,021.63 in October based on this past year's purchases.

2) Human Resources

We are advertising for a year-round, part-time wastewater plant operator. This position works every other weekend plus every other holiday. Applications will be accepted until the position is filled. This position is open because of the resignation of Corey Gunderson.

We have had some resignations in the Dispatch area (Alicia Kloster, Eileen Ibach and our Communications Specialist Jennifer Palsma) so we are advertising for qualified applicants to form a hiring list. Applications are being accepted until November 30.

Nominations for the Employee of the Year are being accepted until November 2. After that date, the City Manager along with a subcommittee from the Employee Committee will review the nominations and make a selection. Recognition of the Employee of the Year will be made at the Christmas party.

3) Library Update

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

4) Fire Department

Chief Kurtenbach attended a meeting with Mount Marty College administration regarding emergency planning. Future meetings and collaboration on training and exercises is anticipated.

5) Community Development Update

We continue to work with the Department of Transportation (DOT) and the Burlington Northern Santa Fe Railway company on the details of the previously approved closure of two-railroad crossings in Yankton. The DOT has responded that they will include the construction of crossing controls on 8th

Street by Capitol Street. Yankton Area Progressive Growth has facilitated the transfer of two private properties south of 8th Street, east of Mulberry Street allowing for the closure of the alley crossing in that location. Based on the timing of the need for access to occupied properties, we will now follow through with the process of installing code compliant crossing closure measures in coordination with BNSF's Roadmaster's approval. We anticipate installation of the closure measures yet this fall as weather permits.

6) Police Department Update

With the arrival of November, Yankton Police Department are starting the planning for the Kids, Cops and Christmas program. You will recall that this a joint program with Wal-Mart and Yankton School District. Along with this, we'll be awarding 2 bicycles to DARE students around Christmas too. The bikes are donated every year by an anonymous donor.

On Friday October 30, Yankton Police Department hosted a Pinning ceremony and pot luck for our 2 newest Sergeants. Family members were on hand and took part in the ceremony.

Our 12 hour shifts started this past Saturday and we seem to have a smooth start to this new rotation.

7) Public Services Department Update

The contractor, on the Highway 50 project, is nearing completion of a portion of the work scheduled for this year. The storm sewer pipe, across 2nd Street, has been installed. Concrete installation is anticipated for the first week of November. Once the concrete has sufficiently cured, the intersection will be completely opened to traffic.

Asphalt installation, at Westbrook Estates, is to be completed the first week in November. Once completed, staff will work with the engineer to develop a punch list of items to be addressed. We expect that the request for acceptance, into the City Street and utility systems, will be forthcoming once construction is finalized.

A petition to pave the alley between Walnut Street and Douglas Avenue, from 9th Street to 10th Street, has been received. Engineering staff is checking frontage percentages and preparing a cost estimate. If appropriate, an assessment roll will be created for commission consideration.

The annual process of updating the city base map is underway. Staff is collecting the "as-built" information for the construction projects, developments and platting or other changes that were completed during the past year. That information will be incorporated into our existing mapping system and available for future reference.

On Sunday, October 25, Yankton's Experimental Aircraft Association (EAA) Chapter 1029 gave 116 young eagle rides

The City of Yankton Transfer Station will be open on Thursday, November 5, 2015, from 6:00 PM to 8:00 PM for residents to drop off yard waste. After Thursday, November 5, 2015, the City of Yankton Transfer Station will be officially closed on Monday and Thursday evenings for the winter season. Residents will still be allowed to drop off their yard waste at the Transfer Station during regular business hours, which are from 8:00 AM to 3:45 PM Monday through Saturday.

The new, realigned entrance to the Marne Creek West Dog Park & Community Garden has been completed and is open to traffic. On-site trail work is set to begin.

While weather conditions permit, Public Works continues to address fall maintenance items.

8) Parks and Recreation Department Update

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

9) Information Services

The migration to Office 365 for email is nearly complete. A few minor issues were encountered during the process but overall it proceeded fairly smoothly.

Information Services' new Systems Manager David Messner will start November 9. David is a Yankton native moving back to the area.

10) Environmental Services Department

Feimer Construction continues to move forward with the construction of the raw water transmission main. The water line is installed up to the water plant. Feimer construction will be coordinating with water plant staff for the final connection to the plant. Most of the asphalt has been completed including the areas around central garage and east of the baseball field. The concrete paving is scheduled to be completed in the next two weeks.

Staff will be meeting with representatives from the Environmental Protection Agency for an American Iron and Steel (AIS) informational meeting on Wednesday November 4 in Yankton. AIS is a requirement of the State Revolving Fund (SRF) Program and outlines contract goals for the proposed project. The meeting was requested by the City, HDR, and Welfl Construction. The South Dakota Department of Environmental and Natural Resources will also be attending the meeting and staff will be going over the documentation required for AIS compliance and the steps to conduct construction site inspection. The purpose of the meeting is to clarify AIS requirements and to verify that the City and the contractor are meeting all requirements for funding.

The distribution staff is taking advantage of the nice weather to repair hydrants. Staff identified nearly 60 hydrants in need of minor repairs and maintenance during the biannual hydrant flushing.

11) Monthly reports

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