



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

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Commission Information Memorandum

The Yankton City Commission meeting on Tuesday, November 13, 2018, will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Community Development Update

Staff has begun the annual process measuring street and sidewalk tree branch clearance. Over the next several weeks, as weather permits, residents may notice staff with measuring poles checking for a 12 foot clearance over streets and a 10 foot clearance over public sidewalks. Residents received a postcard reminding them of the requirements in September, and properties noted in this survey will receive a follow-up letter describing the trimming requirements and how to dispose of the trimmings free of charge at the Transfer Station.

2) Human Resources Department Update

We had meetings on October 23 and 24 for employees which provided information sessions and answers to questions about employee insurance option. We are now working through any employee changes they want to make with a deadline to make changes by November 16.

The Employee Committee held the 2nd Annual Employee Chili Cook-Off on October 31. There were 10 chili entries and 46 people attended, raising \$230 for United Way of Greater Yankton!! Our guest judges were Mayor Nathan Johnson, Ray Tweedy, Randy Hammer and Tom Kurtenbach. Winners of the cook-off were:

Judged 1st Place – Jessica Cameron: Mama Bear’s Chili – Winner of the traveling Golden Trophy

Judged 2nd Place – TIE – Darrik DeLozier: King Fu Chili AND Levi Rhode: All Your Missing Pets Chili

Judged 3rd Place – Larry Nickles: Slurp N Burp Chili

People’s Choice: (voted on by the employees that came and tried the chilis) John Harris: Longmire’s Wild Buffalo Bills Chili

3) Environmental Services Department Update

SJ Louis continues to work on the gravity sewer project. The contractor has started installing pipe at the new lift station and will be working towards the existing lift station along Highway 50. The contractor has completed the section east of the new lift station to Archery Lane. The contractor should have the section of Archery Lane completed by November 7. The third section will extend from Archery Lane to Marsh Road south of the NFAA building. The contractor has a substantial completion date of November 18. It is anticipated some weather days will be allowed to extend that date.

The water plant project is moving forward. John T Jones is working inside the existing Plant 2 installing equipment and repurposing several areas. The subcontractor continues to set the precast concrete. The contractor has finished 1 of 4 sections of the roof concrete layer on the plant section.

The final roofing will not be completed until spring. The building is scheduled to be enclosed by the end of December. Some underground work is scheduled to be completed on the south end of Douglas Street this fall for water and sewer lines. The final intersection reconstruction is schedule for next spring.

The wastewater treatment staff has completed the soil sampling for the biosolids land application. The contractor is in the process of land applying biosolids as required in our South Dakota approved Biosolids Management Plan. A new link has been added to the City of Yankton webpage detailing the biosolids process including the approved biosolids plan.

4) Police Department Update

The Yankton Police Department had officers patrolling this year's Harvest Halloween and some of the officers were able to visit with and get their pictures taken with the young trick-o-treaters.

Cookies with a Cop was held at the Sacred Heart Middle School. The kids and the police officers are enjoying these meetings to interact and get to know each other better.

On November 6, Lt. Brandt and Sgt. Foote will be attending the annual Law Enforcement Committee Conference (LECC) in Sioux Falls, SD. LECC is a state-wide meeting of law enforcement members from local and federal level agencies that meet to discuss trending issues in law enforcement. Lt. Brandt is a member on a panel discussion focusing on civil rights and what law enforcement should consider when responding to calls involving citizens with disabilities.

On November 7, Lt. Brandt will be attending the annual South Dakota Problem Solving Court Conference in Sioux Falls, SD. This conference provides Drug Courts in the state with updated information on how their courts should be operating.

Donna Steinbach, Records Clerk for the Yankton Police Department for 38 years will be retiring on December 21, 2018.

5) Parks and Recreation Department Update

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

6) Finance Department Update

The Finance Office has begun coordinating the December 11 City of Yankton's Excess Tax Levy Opt-Out Election set by the City Commission at its special meeting held November 5. The deadline for voter registration for this election will be November 26, 2018. Absentee voting will be available beginning November 26 and up to 5:00 p.m. on December 10, the day before the election in the City Hall Finance Office located at 416 Walnut Street.

The City received its insurance renewal from the SDML Workers Compensation Fund for 2019. There has been a 14% increase in rates over 2018. City staff met with Brad Wilson from the SDML Workers Compensation Fund and Doug Kirkus with Safety Benefits on October 16 to review the City's claims history and look at measures to be taken to control costs in the future.

The City has partnered with Purple Wave, an online auction service, to sell several of our larger special equipment pieces separate from the sealed bid process. The online auction website location is www.purplewave.com. The auction will run from now until 10:00 a.m. on November 27, 2018.

7) Library Update

We have completed interviews for our full-time position and will be sending a recommendation for hire for the City Manager's approval this week. We are continuing to conduct interviews for the part time positions and hope to be getting new staff starting soon.

We are currently working on confirming dates for some authors, presenters and other special events to be hosted by the library over the next few months. It is exciting as we look forward to offering new programs and experiences for community members. One of the new programs that is on the schedule for November 8 is the Family Science Night at the library. Participants will be able to learn about research that is currently happening here in South Dakota and then be able to participate in a hands-on science activity. This program is in collaboration with the SD Discovery center in Pierre, SD and supported by the NASA@My Library grant.

8) Public Works Department Update

The Street Department continues to crack fill on asphalt streets throughout the city.

West City Limits Road (WCLR)

It is expected that the acceptance and closeout documents, for the WCLR project, will be included in the November 26th commission-meeting packet.

8th Street

Main line paving was completed the week of October 29. Joint sealing is complete and pavement marking will commence when the weather permits.

The contractors are concentrating on completing curb and gutter installation on West Side Drive and Park Street. The City of Yankton Street Department will be doing the asphalt pavement placement on West Side Drive and Park Street. The tentative schedule for asphalt paving is November 7 and 8.

Walnut Street

The wet weather conditions have again slowed progress on the Walnut Street project. Since the contractor is unable to place colored concrete because of saturated conditions, they have shifted their efforts to the main line paving. The west-parking lane from 3rd Street to 4th Street is scheduled to be paved on November 7.

Highway 50 Sidewalk and Curbing

The installation of sidewalk/trail and curbing, along this corridor, is complete. The disturbed areas have been graded. Since the Parks Department will be installing irrigation systems in the near future, seeding will not happen until the irrigation work is done.

Staff will be inspecting the project and compiling a list of punch list items. Tentative acceptance and project closeout is the November 26 commission meeting.

Broadway Avenue/Highway 81 Sidewalk

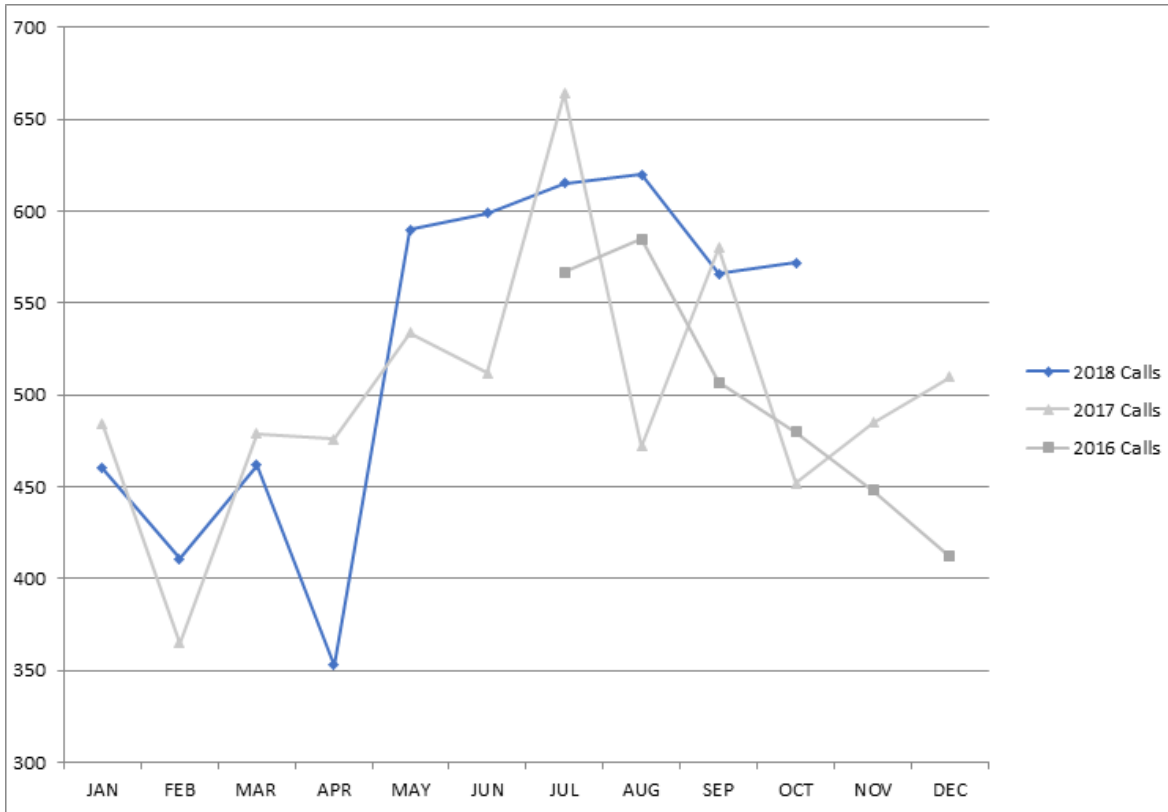
There has been no change on this project since the last update.

Pine Street Bridge

All of the concrete work is complete on the project site. Finished grading work and riprap installation will be completed as the weather allows. The new bridge is anticipated to be opened to traffic the week of November 12.

9) Information Services Department Update

Dispatch is pleased to welcome back Lanee Schindler. Lanee previously worked as a dispatcher for the City and has been employed fulltime by the Yankton County Sheriff’s Office and continued to work as a part time dispatcher. In addition, staff is currently advertising to fill another vacancy left by a recent resignation. 911 call volume for 2018 is up just over 26% for the year thru the month of October.



Staff will be working with the state of SD to examine our options moving forward with 911 network changes. The recent 911 outage has left some questions about the redundancy of the new system. Each center will have the option to temporarily roll back to the Century Link CAMA lines until upgrades have been completed. The radio project RFP has been published and the radio building portion of the project continues to move forward. Staff hopes the building will be in place this fall ready for the new system when the 60-day RFP process concludes. If you would like to review the RFP, please contact my office.

10) Fire Department Update

The Yankton Fire Department hosted at Red Cross “Sound the Alarm” smoke detector event on Saturday, November 3. Volunteers from the Red Cross and YFD visited 59 homes and installed 243 smoke alarms. We still have 27 homes to visit, of which 20 are in the city limits of Yankton. This project will hopefully be finished in November. We had a save from the program as a result of a fire earlier this year. This story was recently featured in the Press and Dakotan.

The Yankton Fire Department participated in a smoke detector promotional event at Ace Hardware on Oct 20.

11) Monthly reports

Salary and Building monthly reports are 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 Tuesday, please inform my office.

Sincerely,

Amy Leon
City Manager