



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

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Commission Information Memorandum

The Yankton City Commission meeting on Monday, June 22, 2015, will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Human Resources

We have started advertising for the Communication Dispatcher hiring list. Closing date for applications is June 30. Six applications for the part-time Library Circulation Assistant were received and are being reviewed by the Library Director for interview selection.

HR Coordinator Sue Berke-Hanson attended the 2015 SD Governmental Human Resource School on June 9-10 in Pierre. After the general business meeting, Attorney Steve Bogue discussed hot topics in HR and Jody Swanson from the Division of Consumer Protection did a presentation on identify theft and local scams.

2) Fire Department

Three Yankton firefighters attended South Dakota State Fire School held on June 18-20 in Pierre. This annual fire school offers many educational classes for fire service personnel. Attending this year were Chief Kurtenbach, John Kraft and Daniel Prendable. Deputy Chief Nickles also attended on Thursday to officiate the evolutions contest.

The new storm siren located at the transfer station on 23rd Street is now operational. This siren will cover the industrial/commercial area around the transfer station and the first phase of Westbrook Estates.

The Fire Department participated in the Opening Ceremonies for the World Youth Archery Tournament. Fire Department staff coordinated with volunteers from the community to present the flags of the nations. We were assisted by members of the Fire Department Auxiliary, Yankton County Search and Rescue, and the Lesterville Fire Department.

Chief Kurtenbach attended the Missouri Valley Fire Chiefs' Conference in Sioux Falls. This is the regional Fire Chiefs' conference for the International Association of Fire Chiefs. Sessions were held on improving negotiation skills and firefighter suicide prevention, recognition and intervention.

3) Public Services Department Update

Arrangements are being finalized to mill asphalt streets that will receive an overlay by the City Street Department. These streets include:

11th Street – Hwy 314 to west gravel (next to Majestic Bluffs)

11th Street – Summit St. to West City Limits Road

Lakeview Drive – Regal Dr. to 29th St.
Green Street – 11th St. to 15th St.

If time and conditions allow: the following streets will also be milled and over laid:

16th Street – West St. to Dakota St.
Dakota Street – 16th St. to 19th St.

Enclosed with this packet is a list of asphalt streets scheduled to receive a seal coat, often referred to as “chip seal” this year. We anticipate that the work will be accomplished in July.

4) Finance Department Update

The annual SD Governmental Finance Officers’ School was held in Pierre June 10-12, 2015. During the Thursday evening banquet, Al Viereck was named South Dakota Finance Officer of the Year. This is a great honor for Al, the City of Yankton, and the Finance Office.

Conference topics included Legislative Updates, Public Library Survey, Accounting, Elections, IRS-Payroll Reporting, City Policies, Utility Billing Panel discussion, Liquor Law Updates, Legislative Audit presentations, and Excise Tax and Sales Tax.

Please see the enclosed Monthly Finance Report for May.

5) Community Development Update

Heading into the summer, the Community Development Department has a number of building projects in review and permitting stages. Projects being reviewed include: a new carwash at 2200 Broadway, 2 hangars at the Chan Gurney Municipal Airport, a renovation/addition to Lewis & Clark Ford, and an addition to the Truxedo manufacturing plant. Other projects where construction continues include: The Avera Sister James Care Center addition, the Yankton Heights 30 unit apartment complex, the Meridian Bridge Plaza Project, the Avera Sacred Heart Hospital 4th & 5th floor renovations, the Wilson Trailer manufacturing addition and the Scooters Coffee Kiosk on Broadway Avenue. In addition to these commercial projects, permits for 8 single family homes have been issued. Along with building code compliance plan reviews for these projects, Staff conducts plumbing inspections, foundation inspections, framing inspections and inspects fire walls for building code compliance. Staff also conducts a final inspection prior to permitting occupancy.

6) Information Services

Staff has been assisting City Manager Nelson with Capital Improvement Plan updates and preparation of the 2016 operating budget. A proposal has been received to employ a radio consultant to assist in evaluating options for necessary radio equipment replacement for police and dispatch. The proposal will be on an upcoming City Commission agenda for action.

The web design committee has accepted the City’s new logo and letterhead design and will soon be approving a new layout for business cards. Website landing page design is nearing completion but has not yet been accepted. The consultant is approximately 9 weeks behind the timetable included in the contract documents. They are hopeful that they will be able to make up the time during the migration of content from the old site. We are now expecting the site to be live this fall.

7) Library Update

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

8) Water Department

Outfall pipe project is substantially completed. The contractor will be working on punch list items to complete the project.

A pre-construction meeting was held for the raw water main project. Staff will be meeting with the contractor to finalize the project schedule. Staff will be working with the Parks Department to notify the public of street closures and disruptions during the project. Boring of Marne Creek has started. The treated water distribution loop construction will begin after July 4 and must be completed by August 18. This will include a portion of water main along the west side of the softball field. The construction of the raw water main in the roadways and Riverside Park cannot begin until August 24, 2015 and must be completed by November 6.

9) Police Department Update

Yankton Police have finished the Youth Archery Tournament with just a few additional calls for service related to the event. We expended 318 man hours during this time, which includes Ribfest which was held on June 6. Buses drove 8,200 miles during the event. We held After Action Plans with our first responder partners and are trying to meet with the NFAA staff too.

Recruits Rus and Erickson are in their 1st phase of FTO and are being mentored by Officer Javier Murguia and Officer Rob Buechler respectively. Additionally, we have opened up the application process for an additional dispatcher and will create an eligibility list from this process.

10) Parks and Recreation Department Update

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

11) Monthly Minutes

Joint Powers Solid Waste monthly report is included for your review. Minutes from the Planning Commission and Golf 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