



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

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Commission Information Memorandum

The Yankton City Commission meeting on Monday, July 27, 2015, will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Fire Department

Footings have been poured for the Fire Department museum project. The project continues to show good progress both in the construction phase and in obtaining donations for construction of the project and items for display. Donations of services, money and items to be displayed in the building are being obtained through both corporate and private sources. Anyone with questions on the project or who wish to donate to the project may contact Deputy Chief Larry Nickles at 668-5227.

2) Information Services

Work is progressing on the City’s new web presence. Internal page design was recently approved and the consultant has begun construction of the new site and migration of page content over to the new site. Traffic to the City’s existing site for the first 6 months of the year is up nearly 28% over one year ago with just over 60,000 monthly unique visitors.

Year	Unique Visitors	Number of Visits
2012	39,684	75,566
2013	55,493	100,704
2014	47,255	97,566
2015	60,372	113,587
Change	27.8%	16.4%

3) Human Resources

Ten interviews were conducted on July 13-14, for the Communication Dispatcher hiring list. Police Chief Paulsen will make a recommendation to the City Manager on filling the new full-time Dispatcher position with a candidate from this list.

There will be a blood drive on Friday, August 14. The bloodmobile will be at the Library from 9:00 a.m. – 1:00 p.m. On-line appointments can be made at www.lifeservebloodcenter.org or call 1-800-287-4903.

4) Public Services Department Update

The asphalt milling machine is in Yankton the week this week. The City provides the trucks, sweeper, traffic control, and other equipment needed to complete the work. Plans are to have all of the asphalt milling completed by Friday, July 24.

The base layer of asphalt was placed on the 11th Street project by the Majestic Bluffs/Sister James facility west of West City Limits Road.

Asphalt repairs and crack filling for runway 01-19 at Chan Gurney Municipal Airport has been completed. Painting of the pavement markings was accomplished last week as part of a state wide contract to complete the asphalt maintenance program for this runway.

Sanitary sewer work continues at Westbrook Estates. The sewer is estimated to be 75% complete. Waterline is the next underground utility scheduled to be installed.

All of Douglas Avenue north of 33rd Street and the east half of Wilson Road pavement work including joint sealing has been completed. Wilson Trailer access driveways and other parking areas disturbed by the street project are scheduled to be completed this week. Work to reconstruct the west half of Wilson Road is planned to begin the last week of July. This is the final phase of the project.

Chip sealing of the City streets scheduled for 2015 was completed last week.

The Department of Environment and Natural Resources (DENR) inspected the municipal solid waste (MSW) transfer station facility and rubble site on July 15. No deficiencies were noted and no corrective actions were required.

5) Community Development Update

The Senior Citizens Center assembly hall floor replacement project is moving forward. The project includes replacing approximately 4,700 square of vinyl tile flooring in the main assembly area and hallways. The Community Development Staff took sealed quotes from local contractors on July 8, 2015 and Larson Carpets of Yankton submitted the low quote in the amount of \$11,723.25. This is \$2,276.75 below the estimated \$14,000.00 project cost. The Community Development Staff is working with Christy Hauer, Director of the Center, to select colors and schedule the contractors so that the flooring installation can be done without interrupting the day to day activities at the Center.

6) Library Update

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

7) Police Department Update

Yankton Police have seized approx. 1 ½ lbs. of Methamphetamine over the last 6 weeks. These cases are ongoing but we want to make the Commission is aware of the amounts in our community. In relationship to illegal drugs, the DEA National Take-back program will occur Saturday September 26. You will recall this originally was for prescription drugs only, but has expanded into any non-liquid drugs. YPD is in the preliminary stages of getting a full time drug drop box installed in our lobby. It will require approval from the County Commission before happening. We believe we have worked out a local partnership for the metal drop box. More in a future CIM

The annual State Qualification Shoot was held Tuesday July 21, officers on duty participate in the event. Handguns, both off-duty carry and on duty are shot along with shotgun qualifications. Our range is

utilized most of the day with law enforcement from around the area attending the classroom portion in the morning and practical firing in the afternoon.

On Thursday, September 10, there will be a full scale exercise for emergency responders. This exercise will incorporate a multitude of agencies within Yankton County. One of the many elements that will be covered is the Incident Command System (ICS) and how our local officials will act/react in the event of a mass response to an incident. Fire Chief Kurtenbach and I encourage you to attend for a better understanding of the response as well as your role should we ever have an event.

We continue to work on scheduling for special events in our community. In addition, we are working on staffing school events beginning next month.

8) Water Department

Work started on the raw water line running from the collector well to the water plant. The contractor completed the first phase of the distribution loop that will feed the wastewater plant. The work in this area is to be completed before River Boat Days. The remainder of the project will start after River Boat Days.

Staff continues to work with HDR on the design of the water treatment plant. HDR is working cost estimates and will be presenting an update to the commission in August.

Water treatment staff will be attending a training workshop in Sioux Falls on the Revised Total Coliform Rule. The EPA has made major changes to the Total Coliform Rules required by public water systems. These workshops will review the changes to keep water systems in compliance. The Revised Total Coliform Rules go into effect on April 1, 2016.

Distribution staff continue to work on hydrant painting and repairs. Staff is scheduled to complete the fire hydrant painting and repairs by the end of summer. Staff identified almost 150 hydrants in need of repairs during a spring inspection.

9) Parks and Recreation Department Update

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

10) Finance Department Update

As noted in the June commission memorandum authorizing the surplus of city property, the City of Yankton is partnering with the South Dakota Property Management Office in Pierre to conduct a surplus property auction in Yankton. The auction will take place on Wednesday, September 23, 2015 at the Rodeo grounds by the Human Services Center. Two outdoor auction rings will sell items simultaneously throughout the day. The state will be in charge of all advertising and procuring of auctioneering services.

Please see the enclosed Finance Monthly Report for June and the second quarter 2015 Revenues and Expenditures Report.

11) Monthly Minutes

Fox Run Golf Course and Joint Powers Solid Waste monthly report is included for your review. Minutes from the Airport Advisory Board and Planning Commission 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