



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

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Commission Information Memorandum

The Yankton City Commission meeting on Monday, January 11, 2016, will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Human Resources Update

Applications have closed on the Events and Promotions Coordinator position. The applications are being reviewed and calls will begin to schedule interview appointments. Todd Larson, Director of Parks, Recreation and City Events, and Brad Bies, Research Specialist and Code Enforcement Official, will be conducting the interviews.

Applications were received for the Transfer Station Attendant position. Those interviews are in the process of being scheduled.

Adam Haberman has been hired as Director of Public Works.

We are currently advertising for the Golf Operations Manager for Fox Run Golf Course. Deadline for application is January 25.

We are currently advertising for Public Works Manager, vacated by the promotion of Adam Haberman to Public Works Director. Applications are being accepted through January 27, 2016.

2) Community Development Update

Enclosed in the packet is the 2015 building permit activity information. As noted, there were 33 new single family home starts in 2015, this is up from 21 homes in 2014. There were also permits for 2 townhomes (6 housing units) which brings the new housing starts for this category to 39 units. The City's 10 year average for single family home starts is 27.0 homes per year and 5.9 townhome units per year. Additionally, 76 apartments units have been added with the largest project being the 70 unit Westbrook Apartment Complex. A total of 115 housing units have been started in 2015 which is a record number, up from 98 units that were recorded in 2007.

The 2015 commercial sector projects include: Great Clips & Shoe Sensations (Groseth Crossing), Avera Sacred Heart Hospital 4th & 5th floor renovations, the Truxedo Inc. 40,000 square ft. addition, Avera Sacred Heart Dialysis renovation, Yankton Boys and Girls Club, Menards Mezzanine renovation and the Yankton Medical Clinic Fluoroscopy renovation.

Based what we are seeing, we anticipate that 2016 will be an above average year in the housing and commercial sector.

3) Information Services Update

The City's new website went live on December 15th. The information below is a summary of web traffic since that date. Of the 3,307 unique users visiting the City's website about 56% are using a desktop, 33% a mobile device and roughly 10% a tablet. More of the return user session are done via a desktop with the total for desktops increasing to 65%. Demographics of the site visitors is estimated to be roughly 54% male and 76.5% under the age of 45.



4) Fire Department Update

Wind and ice recently caused the Yankton public safety paging radio antenna and the Pierre Police Department radio antenna to be blown from the west water tower. Temporary repairs were quickly made to the paging system and the Police Department was able to work with a temporary fix until the repairs were done. The repairs included separating the two antennas to different supports so that the chances of losing both systems at the same time is reduced.

Deputy Chief Nickles recently spoke to the Yankton Community Forum group and Rotary regarding the Museum project.

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 Update

The Finance Office is working on End of Fiscal Year 2015 activities. Employee W-2 Wage and Tax Statement forms and the Affordable Care Act (ACA) 1095-C health insurance forms will be issued to employees before January 31. As these are required paper documents, they will not be distributed necessarily on a payroll day. Vendor 1099 tax forms will also be issued before January 31 to the applicable vendors who have provided services over the past year.

The City's annual municipal election is scheduled for Tuesday, April 12, 2016. Commissioners whose terms expire in May are Charlie Gross, Brad Woerner, and Amy Miner. The Notice of Vacancy for the three expiring commission seats will be published January 21 and 28. Circulation of nominating petitions may begin on Friday, January 29. Petitions may be picked up at the City Finance Office at 416 Walnut or obtained online at the Secretary of State's website. The deadline for filing nominating petitions is Friday, February 26 at 5:00 p.m. A copy of the Finance Office municipal election calendar is included in the commission packet.

7) Library Update

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

8) Police Department Update

Yankton Police made conditional offers to two dispatcher candidates. These two hires will bring us to full strength in dispatch. Our two officers in Pierre have reached the half-way point of training, with graduation in February, 2016.

We have 8 candidates in the upcoming Citizens Academy and would like to have 2-3 more before the start on February 23, 2016.

We are currently looking at a couple of our ordinances; parking enforcement and our new 12 hour shifts along with inspection and monitoring our local taxi services. In the last couple of weeks, we've fielded a few calls on both parking and the taxi service.

This year there will be no Polar Plunge with the Special Olympics, rather a bowling event here in town. Details are being coordinated presently and we hope to have more information out soon.

In my absence, Lt Mark Payer will take my place as Acting Chief. I'm confident that the transition and leadership from Mark will be seamless.

9) Environmental Services Update

The water department would like to remind residents to remove snow from around fire hydrants and not to pile snow on or next to fire hydrants. If resident are having issues locating hydrant because of heavy snow, they may contact the water department and staff can flag the hydrant.

Water and wastewater staff are finishing up the end of the year compliance reporting. Water plant staff will begin doing the annual maintenance of the plants. Staff will be taking each plant down for several weeks for cleaning and inspections of all the basins and tanks.

The wastewater plant experienced another large petroleum based spill. The wastewater plant treatment system is a biological process. These large petroleum based spills are toxic to the microorganisms that are needed for wastewater treatment causing issues at the wastewater plant. They can also lead to safety concerns in the collection system with air quality hazards in the lift stations. As the vapors are released it can also create a possible explosive environment within the lift station. Staff has taken measures to prevent a hazardous situation.

10) Public Works Department Update

Bid advertisements for the Douglas Avenue and 15th Street projects have been published. Plan and specification sets are being distributed to prospective bidders. The bid closing date for Douglas Avenue, from Anna Street to 31st Street is January 28, 2016, with an anticipated bid award proposed for the February 8, 2016 City Commission meeting. The 15th Street bid closing date is February 4, 2016, with proposed bid award at the February 22, 2016 City Commission meeting.

Street Department personnel continue to clean up after the recent snow events, as well as prepare equipment for future snow events.

The bid advertisement for the Transfer Station Scale Site Improvements Project has been published. Plan sets are being distributed to bidders for a January 28, 2016 bid opening and an anticipated bid award at the February 8, 2016 City Commission meeting.

Attached are the advertisements for a garbage compactor truck for the Solid Waste department and a snow plow truck for the Street Department.

11) Monthly reports

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