



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

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Commission Information Memorandum

The Yankton City Commission meeting on Monday, August 10, 2015, will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Human Resources

We have started the internal advertising for Police Sergeant. We will close on applications on August 14 and tentatively plan to have interviews on August 19.

We are also advertising for the position of Assistant Golf Professional/Assistant Clubhouse Manager. Applications for this position close on August 14. This position is vacant due to the resignation of Jim Gevens.

2) Public Services Department Update

Street Department asphalt paving began the first week of August.

Unscheduled cleanup work associated with the July 27th wind storm has been completed.

The City has received notice that the grant request for funding assistance associated with improvements, including a new scale, at the municipal solid waste transfer station has been received by the South Dakota Department of Environment and Natural Resources. The application for funding is considered complete and will be considered at the September 24th meeting of the Board of Natural Resources

An interest to have water service to private hangars at Chan Gurney Municipal Airport has been received. The Environmental Services and Engineering Departments are developing a waterline installation design that would provide water service to the hangars on each side of the taxiway that parallels 31st Street.

Traffic at Wilson Trailer has been routed to a new section of Douglas Avenue and the last phase of the project, which is the west half of Wilson Road, is being reconstructed at this time.

The sanitary sewer line extension into West Brook Estates has been completed and the waterline installation begun.

3) Parks and Recreation Department Update

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

4) Fire Department

The Yankton Fire Department held their annual Employer Appreciation Night on Tuesday, August 4. This night of food and social time is an opportunity for the Fire Department to recognize the employers of our volunteer firefighters and thank them for their time and support in allowing these people to be a member of the Fire Department. Without understanding employers and their co-workers who are willing to pick up the extra work when firefighters are on an incident, we could not support a volunteer based Fire Department. This night also recognizes our self-employed volunteer firefighters. They are taking time away from their business to serve their community. We thank them for their service.

5) Information Services

The website design has entered the programming stage at the developer. Once the site programming is complete, the developer will migrate the first fifty pages of content from our existing site. The contractor's current timeline calls for this portion of the project to be completed by September 14. Once the initial page migration is complete, City staff will receive training on the content management system and will complete the migration of the rest of the site's pages.

6) Community Development Update

Community Development maintenance staff have been cleaning and repairing landscaping in the downtown area city-owned parking lots. Staff attends to the eight public parking lots near the following locations: 2nd & Douglas (3 parking lots along 2nd Street), 4th & Cedar, 3rd & Broadway (west of the Yankton County Office Building), the Yankton Area Senior Citizens Center parking lot, the parking lot to the west of the Post Office and the lot located behind City Hall. Our primary focus at this time is maintaining the landscaping and readying the parking lots for the up-coming River Boat Days celebration.

The painting of the Senior Citizens assembly hall accent trim has been completed. A six foot wide band around on the upper portion of the assembly hall was painted to match the colors of tile floor that is going to be installed later this year. The project was done by the Community Development maintenance staff with the help from the Department of Corrections.

7) Water Department

The US Environmental Protection Agency (EPA) has scheduled an On-Site visit for the City of Yankton Collector Well Project. The emphasis of the inspection will be the American Iron and Steel requirements. The "American Iron and Steel (AIS)" provision requires Clean Water State Revolving Fund (CWSRF) and Drinking Water State Revolving Fund (DWSRF) assistance recipients to use iron and steel products that are produced in the United States. On December 16, 2014, the President signed Public Law 113-235, the "Consolidated and Further Continuing Appropriations Act 2015," this law requires the use of American Iron and Steel products. The contractor is required to have documentation that all manufacturing processes including melting, refining, forming, rolling, drawing, finishing, fabricating and coating of any iron or steel be completed in the United States.

The Collector Well Project continues to move forward. The contractor has completed drilling 12 of the 13 laterals. After the final lateral is drilled the contractor will begin developing each lateral. The development process could take anywhere from several weeks to several months depending on the aquifer. After development the contractor will begin work on the pump house and pumping equipment.

The contractor has completed the 6 inch distribution water line feeding the wastewater plant and is now working on the 24 inch raw water line. The contractor will install the raw water line up to the parking

lot east of the baseball field before riverboat days. The remaining portion of the project will be completed after Riverboat Days.

8) Finance Department Update

The Deputy Finance Officer and Human Resources Coordinator have been participating in IRS sponsored webinars on the topic of the Affordable Care Act and reporting responsibilities required of large employers. The City of Yankton will be required to report health insurance coverage and employer information to employees and to the IRS in January 2016 for the 2015 coverage period.

9) Library Update

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

10) Police Department Update

Lt Payer and Lt Brandt attended a 24 hour recertification class in Kansas City, Missouri last week for the Computer Voice Stress Analyzer. This is the truth verification instrument that the Yankton Police Department uses in investigations of crimes and background investigations on new hires.

The department has received two new Ford Explorers for marked patrol cars and we are in the process of equipment changeover from the two Ford Crown Victorias. The Crown Vics will be put up for auction this fall.

We are in the final stages in the hiring process of the two new dispatchers and also are in the application stage for the internal hiring and promotion of two new sergeant positions in the department.

We are continuing the process of radio communications upgrade and have received the final document and exhibits from our consultant, Therkelsen and Associates. The final document and exhibits were forwarded to City Manager Nelson and Attorney DenHerder for review and acceptance.

11) Monthly reports

Building and Salary 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 Monday, please inform my office.

Sincerely,

Amy Nelson
City Manager