



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

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Commission Information Memorandum

The Yankton City Commission meeting on Monday, January 25, 2016, will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Police Department Update

The Yankton Police Department has made an offer and it was accepted by Christopher Allington of Crofton Neb. for the position of police dispatcher. Christopher will begin his duties on 1-25-16.

Jeremy McNinch completed training last week to be a Drug Recognition Expert trainer. McNinch will now be able to instruct our officers to be DRE's instead of sending them out of house for this training.

The Yankton Police Department will start our annual in service training on Tuesday of this week. Officers have several disciplines that they are required to be recertified in such as domestic violence, radar class and tasers.

Lt Burgeson will be working and training staff at Calvary Baptist church on "ALICE" lockdown training.

2) Human Resources Update

We have started our advertising for summer seasonal positions. We indicate in our ad that preference will be given to applications received by March 31, 2016.

We are advertising for Golf Operations Manager, which will close on January 25, and Public Works Manager, which will close on January 27.

3) Finance Update

Friday, January 29 is the first day that interested parties can circulate nominating petitions for the April 12 municipal election. The filing deadline for nominating petitions is by 5:00 p.m. on Friday, February 26. As a reminder, registered voters of the City of Yankton may sign up to three petitions, the number of vacancies on the commission.

During the winter months residential utility customers often ask how their sewer rate is calculated. The residential rate is based on an average of their water consumption during the months of December, January and February as billed in January, February and March of each year. This sets their maximum rate for the coming year. Residential sewer rates are adjusted annually and are reflected in the April utility billing.

Please see the enclosed Monthly Finance Report and the preliminary Revenues and Expenditure Report for December 2015.

4) Parks and Recreation Department Update

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

5) Fire Department Update

In the past the Yankton Fire Department has provided affordable rentals of tables and chairs to individuals, businesses. YFD also has donated their use to non-profit organizations in Yankton and for events which provide a great benefit to our community. The tables and chairs were also used in City Hall. Effective May 1, 2016 the Yankton Fire Department will be liquidating these assets and no longer providing this service. Those in need of tables and chairs for use at their events are encouraged to look for alternate means of obtaining these resources.

The paperwork has been submitted to add the YFD volunteers to the City's Employee Assistance Program. At their last regular meeting, the volunteers expressed their appreciation to the Commission and City Manager for providing this service.

6) Information Services Update

Staff continues to work on improvements and enhancements to the City's new web presence. In the first month of use, we have had 24 applications submitted via the new online application process. Additional recent improvements include the ability to attach a cover letter and resume to the City employment application.

State contractors for the next gen 911 upgrade were recently onsite testing phone lines and equipment. Also, electrical upgrades have been completed in preparation for the new equipment installation. The report from the radio system consultant has been delayed but should be available in the next month.

7) Public Works Department Update

The 2016 applications for Bridge Improvement Grant (BIG) funds have been completed and will be submitted to the South Dakota Department of Transportation. BIG funding projects being applied for include the Cedar Street Bridge Rehabilitation Project and the Pine Street Bridge Replacement Project.

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. A Pre-Bid meeting was held Tuesday, January 19, 2016 for potential bidders to ask questions and visit the project site. The Bid letting will be held January 28, 2016.

The bid closing dates for the Douglas Avenue and 15th Street projects are later this month. To date, there are 11 potential bidders for each project. The list includes contractors that have completed projects previously for the City and 2 or 3 that have not. With this much interest, staff is optimistic that the bidding will be very competitive.

8) Environmental Services Update

With the cold temperatures distribution staff has been busy responding to frozen meters and water lines. Staff would like to remind costumers to keep meters protected from the freezing temperatures by maintaining adequate heating in buildings. Staff would also remind residents to keep fire hydrants clear of snow and ice.

Progress is moving forward with the Collector Well. All the rebar is tied and the forms are set for the floor. Welfl Construction is waiting for some warmer weather before finishing the floor.

The raw water line project is almost complete. Feimer construction has most of the water main in place and will complete the connections to the water plant and the collector well this spring.

9) Community Development Update

Included in the packet is an informational memorandum along with two maps that show the scope of the Lewis and Clark Watershed along with a Missouri River Hydraulic Work Map detailing base flood elevations along approximately three miles of the Missouri River adjacent to the city limits. As noted in the memorandum, the hydraulic work map is not in final form but preliminary results are good news for Yankton. The Federal Emergency Management Agency (FEMA) anticipates releasing their final study and maps for public comment in 2017. The mapping project is a FEMA driven process that is required for the continued participation in the National Flood Insurance Program.

10) Minutes

Minutes from the Planning Commission and Airport 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