



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

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Commission Information Memorandum

The Yankton City Commission meeting on Monday, February 8, 2016, will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Police Department Update

The Yankton Police Department received a new Stalker radar speed trailer on Monday morning. This trailer was purchased for \$8,246.00 and the department received \$3,500.00 in grant money from highway safety funds. The radar trailer will not only be beneficial to the Police Department but can also be utilized by the Engineering Department to do speed and traffic surveys. The speed board is equipped with a traffic statistic sensor program which will do the traffic surveys through the programmed software in the unit.

Lt. Burgeson will be spearheading a table top exercise on Wednesday afternoon for all emergency responder department heads on active shooter incidents. This training will be held at the Yankton County Emergency Management building.

Lt. Brandt will be heading to Pierre on Monday and Tuesday of this week as part of the domestic violence and sexual assault coalition to be part of the Legislative sessions on these topics. He will also be involved in the SD Network on domestic violence and sexual assault reviewing policy and procedure which is also in Pierre at this time.

Christopher Allington has started his training at the Yankton Police Department as a dispatcher. The training consists of two weeks of classroom training and ten weeks of on the job field training with department trainers.

2) Community Development Update

The South Dakota Association of Code Enforcement (SoDace) has a vacant seat on their Board of Directors. The board nominated Brad Bies to fill the vacancy. Brad has agreed and will join the Board effective immediately. SoDace is the professional organization of local code enforcement officials across the state. The organization provides a variety of educational and professional development opportunities to communities to improve local code enforcement efforts.

City Building Official Joe Morrow has been elected to the Lewis & Clark Home Builder's Association (HBA) 2016 Board of Directors. Joe has been an active HBA member since the organization was chartered in May of 2000. Joe's involvement in the association provides an excellent opportunity for the City to stay in tune with the local housing and construction industry. The 11th Annual Lewis & Clark Home Builders Home Show is scheduled for March 12 & 13, 2016. The Home Show will be held at the NFAA Easton Archery Complex at 800 Archery and will feature 60 home improvement exhibitors and vendors from around the area. The HBA is made up of area contractors, mortgage lenders and associate

members that are linked to the construction industry. The goal of the HBA is to provide opportunities for consumers to have safe and affordable housing.

3) Information Services Update

On February 3, 2016, we will be upgrading our law enforcement training server software to the newest version. The production server will be upgraded on February 25th. The upgrade will enable a number of new features including additional reporting options, AVL playback, enhanced software dashboard features and improved performance. The City's radio consultant Therkelsen & Associates should have a draft report to the City for review this month. City staff also met with contractors from the state's next gen 911 upgrade project. Yankton's upgrade to next gen 911 is schedule for later this spring.

4) Human Resources Update

We conducted interviews for some of the positions we have been advertising. On Wednesday, February 3, interviews were scheduled for the Public Works Manager candidates. We also held interviews on Thursday, February 4 and Friday, February 5 for the Golf Operations Manager position.

5) Parks and Recreation Department Update

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

6) Fire Department Update

The Yankton Fire Department held ALICE active shooter training for firefighters and their spouses on January 25, 2016. The ALICE program, instructed by Lt Mike Burgeson of the Yankton Police Department, teaches citizens how to respond when involved in an active shooter event. The Fire Department also reviewed their role should there be an active shooter event in our area.

7) Library Update

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

8) Finance Update

Finance has completed a number of its end-of-year activities having issued 361 W-2 tax forms, down 7 from last year's figure of 368. Also, 56 1099MISC forms were issued to vendors for tax year 2015, up 16 from 40 in 2014.

Finance has had a couple of interested individuals pick up nominating petitions for the April city election. As a reminder, the media is notified only after a potential candidate returns and files their petition with the Finance Office. This practice is in keeping with that followed by the Secretary of State's office. The deadline for filing nominating petitions is Friday, February 26 at 5:00 p.m.

9) Public Works Department Update

Bids were opened January 28, 2016 for the Douglas Avenue and Transfer Station Entrance projects. The bids were very competitive and award memorandums for the projects are included in this packet.

The bids for the 15th Street project were opened on February 4, 2016 and were also very competitive. Awarding of the 15th Street project is anticipated during the February 22nd City Commission Meeting.

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

Bid advertisements for a street department Oil Distributor and 37,000 GVW Truck are attached.

10) Environmental Services Update

The wastewater plant experienced another solvent spill. A strong odor and oil sheen was experienced throughout the wastewater plant processes and the lift station. These spills can potentially create an unsafe work environment and cause issues with the biological treatment process. Staff will continue to try and identify the source of the spills.

The water distribution staff repaired a water main break last week on 15th Street about a half block west of Broadway. The break was difficult to find because of the location on the hill and the amount of debris and rubble buried in the area. The soils were extremely saturated and unstable causing the hole to collapse and under cut. Staff was unable to properly backfill the holes because of the conditions. Staff completed a temporary road repair of the street but will have to excavate the area and backfill and repair the road at a later date.

Water treatment and distribution staff were scheduled to attend the annual South Dakota Water and Wastewater Association Water Seminar in Sioux Falls but was postponed due to weather. Staff will plan on attending at a future date.

11) Minutes

Salary, Joint Powers Solid Waste and Building monthly reports are included for your review. Minutes from the Golf Advisory Board and Park 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