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**OFFICE OF THE CITY MANAGER**

[www.cityofyankton.org](http://www.cityofyankton.org)

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**Commission Information Memorandum**

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

**Non-Agenda Items of Interest**

**1) Human Resources Update**

We have processed lateral transfers to fill the two vacant Equipment Operator positions. Guy Graff and Shawn Stuen transferred from Sanitation/Truck Operators to Equipment Operators on April 2. We are advertising externally for two Sanitation/Truck Operators with an application deadline of April 22.

We are also advertising for a Police Officer. Applicants are to be currently State Certified by South Dakota as a Law Enforcement Officer with two years of experience as a South Dakota Law Enforcement Officer. Applications close on April 29.

**2) Parks and Recreation Department Update**

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

**3) Fire Department Update**

The Yankton Fire Department assisted the Special Olympics organization by filling its pool for the polar plunge. This event was held on Sunday, April 10 at the parking lot of Yankton Bowl.

The volunteers of the Yankton Fire Department were sponsors of the "Spencer Speaks" event held on April 14 at Yankton High School. Chief Kurtenbach attended the event.

Chief Kurtenbach and Deputy Chief Nickles participated in the Pre-Disaster Mitigation Meeting held on April 18 at Fire Station #2. This plan and program looks at ways to mitigate (prevent or make less damaging) disasters in Yankton County from all risks. Additional meetings will be held in the future on this project.

**4) Information Services Update**

Information & Technology Services' new GIS Analyst Kristin Sternhagen will start May 16. Kristin is a Yankton native moving back to town. Kristin's most recent position was with the South Dakota Game, Fish & Parks Department and she worked on many of the public map based products that you frequently see from GF&P.

The new schedule for the nextgen 911 equipment installation is June 20. Training will take place the week of June 27 and final cutover will be on June 29.

## **5) Community Development Update**

The annual notice to cut or chemically treat noxious vegetation was published on April 8 & 15, 2016. The ordinance requires that weeds be cut or chemically treated and that grasses are kept at a height of no greater than eight inches.

As the City Wide Cleanup Program comes to a close, Community Development staff will follow up on various properties with identified scrap/junk nuisance violations. Our hope was that property owners have taken advantage of the City Wide Cleanup Program to spruce up their property. This is not always the case so we will proceed with other methods of gaining compliance with the ordinance requirements. Additionally, there are always a few property owners that did not understand the types of materials that are included in the cleanup. We will be contacting those owners who have set out tires, yard waste, and other items that are not on the list of items allowable for the City Wide Cleanup Program.

## **6) Finance Update**

The field work portion of the 2015 fiscal year financial audit will be conducted the week of May 2. A team of auditors from Williams & Company of LeMars, Iowa will be performing the audit.

The annual special assessment installment payments are due to the Finance Office by April 30.

Please see the enclosed Finance Monthly Report for March and the first quarter 2016 Revenues and Expenditures Report.

## **7) Police Department Update**

Lt Burgess has been invited to present at SD Girls State in Vermillion. It's an honor to have staff presenting in other venues, it shows the quality of employees we have in the Police Department.

The DEA Drug Take-back will be held on Saturday, April 30, 2016 from 10:00 am – 2:00 pm in the south entrance of the Police Department. We are continuing to work on a year round depository for illegal drugs.

Our activities are starting to pick up with area events; Fishing Derby at the State Hatchery, RiverRat Marathon, and Yankton High School Prom will close out April.

We are looking at a change of uniform for Animal Control. We plan to remove the police patch and change color of her uniform from our standard blue to a grey color. With no arrest powers and weapon we feel it's a safety issue and want to make this change in uniform.

## **8) Library Update**

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

## **9) Public Works Department Update**

Enclosed with this packet is the bid advertisement for the annual supply of transport and tank wagon petroleum products and the bid advertisement for durable pavement marking installation.

The Street Department crews plan to complete the curbside pickup of the 2016 Citywide Cleanup on Friday April 22, 2016. The weather has been cooperative and it appears the results of the event were comparable to previous years. Staff will compile a report of materials collected upon completion.

The contractor has installed the main line water from 29<sup>th</sup> Street to 31<sup>st</sup> Street on the Douglas Avenue construction project. Bacterial test results were negative allowing the contractor to now swap the

service lines from the old main to new main. Work for the next couple of weeks will concentrate on completing the service connections and the installation of storm sewer on this section of the project.

Underground work on the Highway 50 project has progressed to the point that D&G Concrete anticipates paving from Mulberry to Burleigh towards the end of the last week of April. All eastbound traffic will be routed to the 2<sup>nd</sup> Street detour during the paving operation.

Extended Hours for Grass Disposal – Beginning May 2, 2016 and ending November 3, 2016 the City of Yankton Transfer Station will be open Monday and Thursday evenings from 6 pm to 8 pm for leaf and grass clipping disposal. Only leaves and grass clippings will be accepted during the extended evening hours. Please keep materials such as garbage, tree limbs and branches, trash bags, batteries, rocks, concrete and any other items out of the grass clippings. Customers are to empty all leaves and grass from garbage bags and dispose of the empty bags in the dumpsters. Leaves and grass clippings may also be disposed of during regular daytime transfer station hours, Monday through Saturday, 8:00 am to 3:45 pm. Questions may be directed to the City of Yankton Transfer Station at 668-5212.

### **Missouri River Events in May**

Missouri River Watershed Education Festival will be held on Friday, May 6, 2016 at Riverside Park for registered area schools. Students will attend six 15 minute sessions during the morning. Some of the sessions are hands on, showing students how to identify factors that can cause changes in stability of populations, communities and ecosystems along the Missouri River. A look at the historical and cultural aspects of the Missouri River will also be presented in the forms of reenactment and tribal lore. 300 area students are registered to attend.

The National Park Service along with the City of Yankton will be conducting the 13<sup>th</sup> Annual Missouri River Cleanup on May 7, 2016 meeting at Riverside Park boat ramp picnic shelter at 8:00 am for registration, coffee and doughnuts. All volunteers will be issued official T-shirts. Boats from the National Park Service and partner agencies will transport volunteers to and from cleanup sites along the river. The cleanup will end at noon with a lunch of bratwursts, chips, and cold drinks.

*Sponsors of these events and participants are: National Park Service (Missouri National Recreational River), City of Yankton, SD Game Fish and Parks, NE Game and Parks Commission, Izaak Walton League, USD, Missouri River Institute, US Army Corps of Engineers, US Fish & Wildlife Service, Yankton Daily Press & Dakotan, Keep Yankton Beautiful, KYNT Radio, Healthy Rivers Partnership, Lewis & Clark NRD, SD Canoe & Kayak Association, SD Dept. of Corrections, Yankton Minimum Unit, SD Geological Survey, Ponca Sioux Tribe, Dave Rambow, TransCanada, NuStar, Applied Engineering, Kolberg-Pioneer, Vishay, First Dakota National Bank, Koletzky Implement, Yankton Ikes, Santee Sioux Tribe, Casey's General Stores, Freedom ValuCenter, Gene Borman, Camille Swift-Slowey.*

### **10) Environmental Services Update**

The Notice of Award was completed for the Lift Station Project. Staff is working with Gridor Construction on final contracts and is scheduled to have the Notice to Proceed completed by May 15. Staff continues to work with Banner engineering on the Water Fill Design. The design is roughly 50% complete. The project is scheduled to be bid this summer with a fall completion date. Staff is working with Bartlett and West on a design contract for the force main project. The project is scheduled to get started this fall or early spring of 2017 to coordinate with the second phase of Highway 50 project.

**11) Minutes**

Joint Powers Solid Waste monthly report is included for your review. Minutes from the Planning Commission and Airport 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