



OFFICE OF THE CITY MANAGER

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Commission Information Memorandum

The Yankton City Commission meeting on Monday, October 24, 2016, will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Human Resources Update

We received ten applications for the Senior Library Assistant position. This position is vacant because of Joyce Brunken's retirement. The applications are in the review process for interview selection.

We are advertising for the following positions: Water Reclamation Plant Operations Specialist – This position will be vacant because of the retirement of Delores Chabane on December 9. The application deadline is October 27.

2) Community Development Department Update

The first 2016 Downtown Façade Grant recipient, Lewis and Clark Realty at 224 West 3rd Street, has finalized their exterior improvements. Work included extensive repair to the awning and parapet. The project also included new exterior lighting, signage, and replacement of existing metal awning with new canvas awning.

The other three grantees have begun work. The removal of metal siding has occurred at 220 Capital Street. Repair, replacement, and repointing of the brick stairway at 334 Walnut Street is underway, and 325 Douglas Avenue has secured permits and a contractor, but is awaiting materials to begin work.

3) Environmental Services Update

A water main failed on 23rd Street just west of Marne Creek. During the excavation process, the wastewater interceptor line was damaged. The interceptor line is a 12 inch sewer line running from the Human Service Center to the Treatment Plant. City staff and Feimer Construction worked together to repair both the water line and the sewer line. Because of the high flows on the sewer line, the repairs were started at 2am and completed shortly after 5am. The low flows in the early morning hours allowed staff to use the vac trucks to prevent any sewer backups during the repair.

The Force Main Project began October 10. Slowey Construction closed the south lane of Highway 50 from the Chamber of Commerce building to Archery Lane. A large portion of the project will be completed this year to accommodate the Highway 50 Reconstruction Project. The substantial completion is scheduled for May, 2017.

Gridor Construction completed the dewatering for the Lift Station Project. The base slab for the Lift Station was completed on October 4. The base slab was 3 foot thick and consisted of 200 yards of concrete. The contractor is in the process of constructing the walls for wetwell/drywell and is scheduled to complete the walls by October 26.

The pictures below are of the lift station base slab.



4) Information Services Department Update

Police portable radios now have a shipment date of October 21st to Racom. The following week Racom will begin programming the portable radios at their office and deliver to the Police Department for use as soon as possible. The mobile radios for use in the vehicles do not have a shipment date yet.

Dispatcher Chris Allington completed his Law Enforcement Training (LET) on October 7. Chris received the top student award out of 20 other students. He was presented with this honor at the final ceremony. Chris' fiancé and supervisor Julia Hussein were in attendance to congratulate Chris on his achievement.

5) Fire Department Update

The Fire Department is concluding Fire Prevention Week activities with a few tours and school visits this week. During the last week, Fire Department personnel visited Kindergarten through 3rd grade children in Yankton and some preschoolers, about fire prevention lessons and gave tours of trucks or fire stations. Thank you to the volunteers and staff that helped make this annual event so successful.

Yankton Fire Department volunteers held their first pancake feed fundraiser to benefit the Fire Museum project. This event served over 450 people and raised nearly \$5,000. Another \$2,500 was matched by Modern Woodman Financial. The Fire Museum is nearing completion and is open to the public to view during public events at the Fire Department. Thank you to all organizations and businesses that helped make this event successful. The next fundraising event benefiting the museum will be a dinner and comedy event to be held at JoDean's on October 28. Tickets are on sale now and may be purchased from any Yankton firefighter.

Yankton Fire Department staff participated in the Points of Dispensing exercise held this week. This exercise was in conjunction with a State exercise which dealt with receiving and handling medications and supplies for the Strategic National Stockpile from the Centers for Disease Control and Prevention.

6) Parks and Recreation Department Update

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

7) Library Update

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

8) Public Works Department Update

The Street Department continues crack filling streets throughout the City.

As part of the City's ADA Transition Plan, the Street Department has been installing truncated dome warning panels to the ADA ramps at intersections in Summit Heights that currently do not have warning panels.

The contractor on the Maple Street water main and reconstruction project, has made significant progress. All underground work has been completed. Curb and gutter, driveway and sidewalks have been installed. Grading work behind the curb is underway. Mainline paving is expected to take 2 days. The contractor anticipates the work to be completed by the end of October.

The Highway 50 mainline paving is completed. Intersections have been opened to traffic. Joint sealing and traffic striping still need to be finalized. Much of the sidewalk, driveway and retaining wall work, on the north side, still needs to be done. The South Dakota Department of Transportation (SDDOT) will continue to swap traffic lanes, back and forth, to allow for work to be accomplished in different locations on the project.

Minimal work remains on the Douglas Avenue Project. City staff expects to have the close-out and acceptance on the November 14th City Commission Agenda.

Engineering will continue to work on finalizing and accepting the remaining construction and development projects that have been completed over this last construction season. Surveying and design work is well underway for next year's projects. Staff will be conducting "walk-thru" visits at each location to finalize details for each project.

9) Finance Department Update

The City received its insurance renewal from the SDML Workers Compensation Fund for 2017. There has been a 9.43% increase in rates over 2016. This compares to an 11.3% increase we had the previous year.

Liquor license and video lottery renewal applications are now due to the Finance Office for licenses effective January 1, 2017.

Please see the enclosed Monthly Finance Report for September and 3rd Quarter Revenues and Expenditures Report.

10) City of Yankton Landfill – Winter Hours

The City of Yankton landfill **will be open** on Thursday, November 3, 2016, from 6:00 PM to 8:00 PM for residents to drop off yard waste. After Thursday, November 3, 2016, the City of Yankton landfill will be officially closed on Monday and Thursday evenings for the winter season. Residents will still be allowed to drop off their yard waste at the landfill during regular business hours, which are from 8:00 AM to 3:45 PM Monday through Saturday.

11) Minutes

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

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