



OFFICE OF THE CITY MANAGER

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Commission Information Memorandum

The Yankton City Commission meeting on Monday, April 27, 2015, will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Fire Department Update

The Yankton Growing Resilient Campaign was held on April 11. This event canvassed high risk areas of Yankton with door to door visits from teams of volunteers. Nine teams installed smoke detectors, tested pre-existing smoke detectors, took blood pressures and left behind bags that included fire safety information, personal disaster preparedness information and had several useful items for them to use in preparing for emergency events. The areas canvassed were the mobile home parks at 2200 and 2400 Douglas and the area bordered by Whiting Drive, Ferdig Street and 8th Street in southeast Yankton. The event was successful. Of 254 homes canvassed, 50 contacts were made. Following are the results:

- 63 smoke alarms installed
- 4 batteries replaced
- 25 working pre-existing smoke alarms
- 40 pre-existing non-working smoke alarms
- 31 participated in blood pressure screenings
- 2 were going to speak to a physician about blood pressure
- 8 had a disaster supply kit
- 22 had an escape plan for their home

The event was staffed by 54 volunteers from agencies such as the Yankton Fire Department, Red Cross, Yankton County Emergency Management, Yankton Police Department, Team Rubicon, Mount Marty School of Nursing, USD School of Nursing and several independent volunteers. We hope to hold a second event in the future targeting different areas.

Several Yankton Fire Department members attended the funeral of Valley Springs Firefighter Steven Ackerman. Firefighter Ackerman died in the line of duty at a house fire in Brandon during the course of a victim rescue and firefight.

2) Human Resources Update

We have filled the weekend part-time Wastewater Plant Operator position. Doug Winstead started employment on April 9 and has been going through training with the other plant operators.

3) Parks and Recreation Department Update

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

4) Library Update

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

5) Finance Update

The field work portion of the 2014 fiscal year financial audit will be conducted the week of May 11. A team of auditors from Williams & Company of LeMars, Iowa will be performing the audit.

The annual malt beverage licenses renew on July 1. The Finance Office has mailed out applications to current license holders which are due back by April 24.

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 2015 Revenues and Expenditures Report.

6) Environmental Services Department Update

Collection and Distribution staff has been busy repairing hydrants. Staff completed the bi-annual hydrant flushing and is repairing any hydrants that did not operate correctly.

The wastewater plant is installing a new return line from the lagoons. This will allow pumping water from the lagoons directly to the aeration basins. The aeration basin will be used to treat the lagoon water with air to remove the ammonia before bring the water back to the head of the plant. In the past the lagoon water was brought directly back to the head of the plant for treatment. The high levels of ammonia caused issues with the treatment process during warm weather months.

Wastewater staff is also working on the informational handouts for the wastewater system. This information will be given out at plant tours and staff will be delivering them in problem areas. Staff is contacting industrial users to offer tours of the facility and educate them on the issues caused by improper use of the wastewater system.

The Outfall project continues to move forward. The contractor has installed the pipe and is working on the concrete wetwell structure for the pump station.

The water department continues to work with HDR on the internal and mechanical water plant design. There will be bi-weekly meetings with HDR to discuss the design as the process moves forward. The Collector Well Project continues to move forward. The South Dakota Department of Environment and Natural Resources will be onsite for a State Revolving Loan inspection on Tuesday.

7) Community Development Update

The annual notice to cut or chemically treat noxious vegetation was published on April 10 & 17, 2015. The ordinance requires that weeds are 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 would take 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.

8) Public Services Department Update

The bid advertisement for the 5th Street pavement reconstruction project from Mulberry Street to Burleigh Street is enclosed.

Enclosed is a budget memorandum that explains the revised State/Federal Funding Assistance for Bridge and Streets. The April 6, 2015 letter from the South Dakota Department of Transportation, referenced in the memorandum is also enclosed.

The Street Department crews plan to complete the curbside pickup of the 2015 Citywide Cleanup on Thursday, April 23, 2015. The weather has cooperated and it appears the results of the event were comparable to previous years. Staff will compile a report of materials collected upon completion.

Construction on the Douglas Avenue and Wilson Road paving project commenced on March 30. The contractor, to date, has completed the waterline and installed the sanitary manholes in Douglas Avenue from 33rd Street to Wilson Road. There is 300 feet of storm sewer in Douglas Avenue to complete. Final grading and subgrade preparation for paving Douglas Avenue is scheduled to be follow the storm sewer installation.

9) Police Department Update

The second session of the Yankton Citizen Academy came to an end on April 21, 2015. Fourteen people graduated from the Academy and gave positive reviews and feedback for the program.

Pat Nolz and Jason Foote went to Alabama last week to purchase a new police K-9. Nolz and Foote went through several days and many tests to select the best K-9 for the department. They selected a year and a half old male Belgian Malinois named Max. Nolz will be attending training in Pierre, SD for seven weeks for training and certification for drug detection. Nolz will later also have to attend the training and certification for patrol which includes apprehension, evidence recovery and tracking. This training is also around 8 weeks in length and will again be in Pierre, SD.

10) Information Services Update

Attached is a copy of the 2016 budget timeline. Currently departments are revising the CIP based on the Commission's first workshop and will be submitting operating budgets to the City Manager the week of May 11. The next budget action for the Commission will be the CIP workshop the week of June 15.

The City's new website has reached another milestone with the completion of the initial page design. Committee members will be meeting Friday, April 24 to review the preliminary design and provide feedback to project's design team. Once our committee is pleased with the initial page layout, we will share it with the City Commission. The next step in the process will be approval of the page layout and the construction and completion of the site design by the consultant.

11) Monthly minutes

Joint Powers Solid Waste monthly report is included for your review. Minutes from the Golf 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