



**OFFICE OF THE CITY MANAGER**

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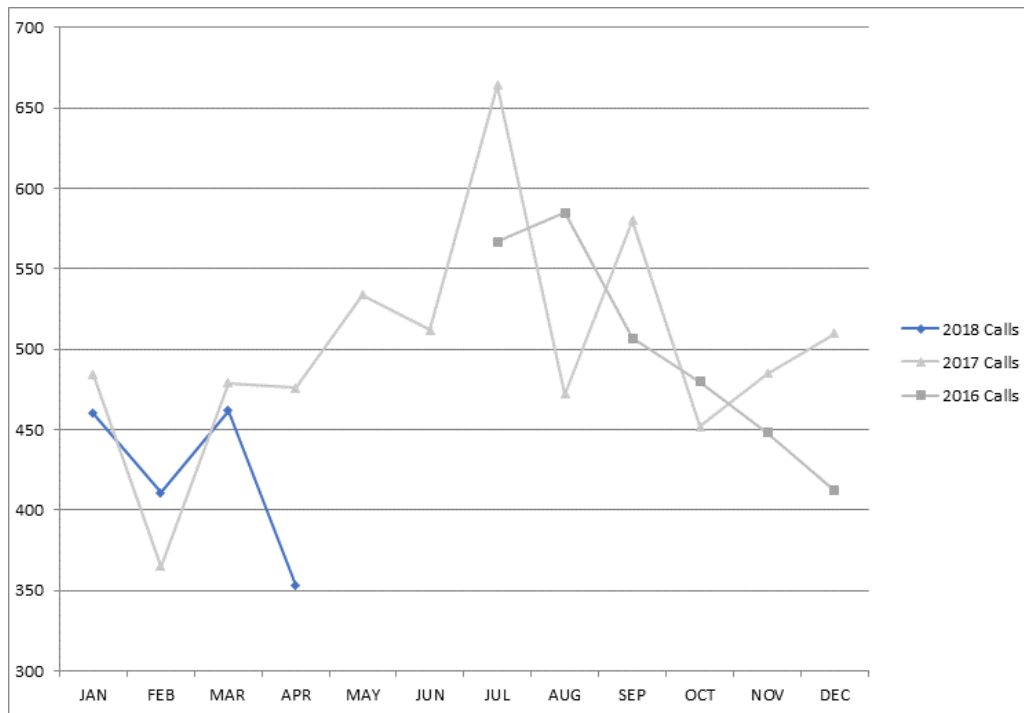
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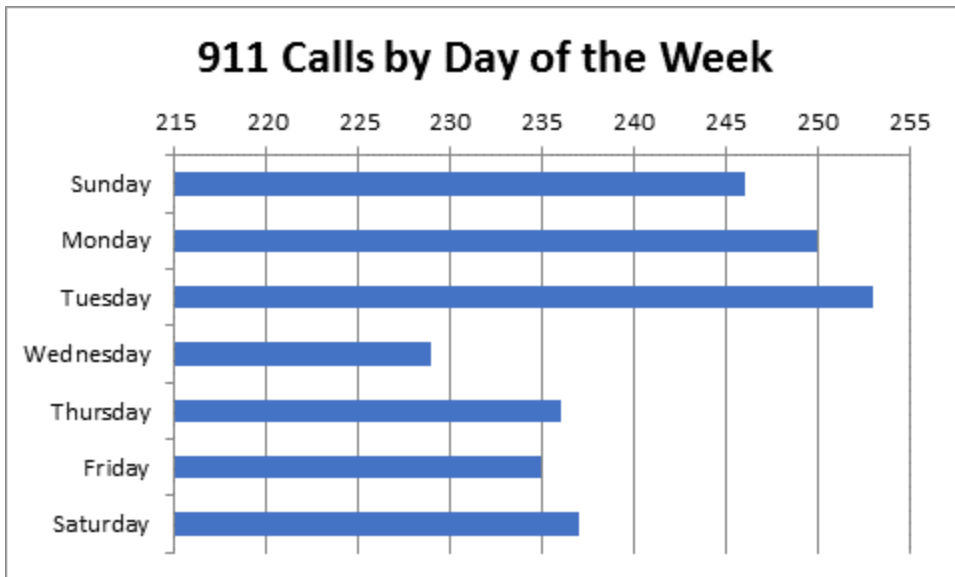
**Commission Information Memorandum**

The Yankton City Commission meeting on Monday, May 14, 2018, will begin at 7:00 pm.

**Non-Agenda Items of Interest**

**1) Information Services Department Update**





**2) Human Resources Department Update**

We are currently advertising for positions at the Library. Applications for Library Director are being accepted until June 1, 2018. There are three openings for Library Circulation Assistant (two daytime positions and one evening with weekend hours for scheduled for both). Applications close on May 14.

Testing for Police Officer hiring list applicants was on May 10 and 11. The applicants who completed the written exam, physical agility test on May 10 were scheduled for a preliminary interview on that day. Those who completed the preliminary interview were then scheduled for a final interview on May 11.

**3) Community Development Update**

The Meridian District Board of Directors continues to work towards the creation of a downtown Business Improvement District (BID). Staff has assisted them with the logistics of what a downtown BID may look like and what type of revenue it could generate using multiple scenarios. Board members will be having discussions with property owners in the district over the next several months. A substantial consensus of the property owners involved is essential for the effort to move forward. The Meridian District Board’s goal is to have a proposal available for City Commission consideration later this summer.

**4) Public Works Department Update**

After Hours Yard Waste Disposal – The City of Yankton Transfer Station’s after-hours yard waste disposal area is open for the public to dispose of grass, leaves, and small sticks during the hours the Transfer Station is not open. Access to the after-hours yard waste disposal area is the east entrance to the Transfer Station, which is just to the west of the rail road tracks on 23<sup>rd</sup> Street. Only grass, leaves, and small sticks is accepted at the after-hours yard waste disposal area. Please keep materials such as garbage, trash bags, batteries, rocks, concrete, and any other items out of the yard waste. Customers are to empty all leaves and grass from garbage bags and may dispose of the empty bags in the onsite dumpsters. Yard waste may also be disposed of at the Transfer Station during regular business 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.

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

The Street Department crews have resumed painting of the street light poles and other iron street amenities in the Meridian District. Street crews have also started to complete miscellaneous concrete repair and replacement at different locations throughout the community.

The Pine Street Bridge Replacement Project began the week of April 30. MidAmerican Energy removed the existing gas mains that were fixed to the existing structure and bored new gas lines under Marne Creek. The City water main was also relocated and bored under the creek to a location that wouldn't be in conflict with the new structure. The existing bridge structure was removed on May 8 and 9.

The Engineering Department was fortunate enough to get two seasonal employees to help during this year's construction projects. Welcome to Ashley Schweitzer and Isaac Schulz. Each one will be assisting the Senior Engineering Technicians to survey, inspect and test, their assigned projects throughout the summer. Another part of their duties will be to provide construction updates for commission packets. Here is the first edition of many to come:

West City Limits Road (WCLR) from 30<sup>th</sup> Street to 31<sup>st</sup> Street was completed and opened the morning of April 30. The portion of WCLR, located in the Railroad right-of-way, will be completed by the City of Yankton Street Department, at a later date, coordinating with the Burlington, Northern, Santa Fe (BNSF) personnel, who will be updating the railroad crossing.

Pavement removal from Golf View Lane to 25<sup>th</sup> Street started the week of April 30<sup>th</sup>. Traffic to the Dog Park and Community Garden, has been detoured through the Westbrook Estates Development. Once gravel is completed on WCLR, through the 26<sup>th</sup> Street intersection, traffic will come from the north to get access to the Dog Park/Community Garden and Westbrook. Pavement removal, dirt removal, and base course installation, between 26<sup>th</sup> Street and 25<sup>th</sup> Street, is planned to be completed by the end of the week. If all goes well, pavement removal will start between 25<sup>th</sup> Street and the north entrance of Westbrook Apartments/South entrance of the Bus Barn next week.



## **5) Fire Department Update**

Chief Kurtenbach and Firefighter Mike Villanueva attended the Fire Department Instructor Conference in Indianapolis, IN on April 24 to 28. This is the largest fire service educational and trade show event in the nation with nearly 35,000 firefighters from around the world in attendance. Training events attended focused on leadership, firefighting tactics, legal issues and technical tips for more effective and efficient operations. We are grateful to be able to attend world class training such as this.

Certified Firefighter Classes continue with students completing the Unit II test on Wednesday night, May 7. The final practical testing including a live burn will complete the training and certification of new members.

## **6) Environmental Services Department Update**

The Water Plant project continues to move forward. The contractor completed the high service line connection in Levee Street west of the old bridge. The line is also installed under the parking lot west of the old bridge. The contractor is hoping to have the concrete patches completed by May 19. The contractor completed the diffusing pipe placement in the river.

The chlorine system at Water Plant #2 failed and was going to require a substantial investment to maintain. Staff worked with the contractor to setup a temporary system at a much lower cost. Staff is using the pumps and tanks scheduled for the new plant to setup a temporary system at Water Plant #2.

The Waste Water staff is working on a public education flyer to be given to business owners educating them on Best Management Practices for Fats, Oils, and Grease (FOG). Staff has been continuing to see large amount of grease at the Waste Water Plant. This grease causes several issues with the treatment process including plugged pumps and reduced efficiency in the treatment process due to negative effects on the biological processes.

The Waste Water staff experienced a valve failure in the digestion building. A check valve blew apart while pumping biosolids to the lagoons. The failure caused several thousands of gallons of waste sludge to be pumped out into the building. Material was spraying all the way to the ceiling. Several electrical components did fail causing roughly \$2,000.00 in damage. The waste sludge was contained in the building and pumped back into the system.

## **7) Police Department Update**

YPD is in the final stages of Crime Mapping with IT. We're hoping it is well received by the community. We are currently testing on the staging site prior to roll out.

We have a recommendation for our open Detective position, both candidates were internal candidates.

On Thursday May 10, Chief Paulsen was the speaker for the Yankton Sertoma Club.

## **8) Parks and Recreation Department Update**

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

## **9) Library Update**

May is a quiet time at the Library as school wraps up and we take time off from some of our regular programming to plan the yearly Summer Reading Program. Planning is well under way! Tickets for the Cemetery Walk go on sale May 14 and the other things are falling into place. Registration begins June 1.

We continue our Seed Library classes in May and gave out starter plants at their meeting on May 8. We also hosted Kindergarten Screening for YSD, an after-hours teen event, and are planning two Babysitting Clinics with the Yankton County Extension Office later in the month.

**10) Monthly reports**

Yankton Police Department, Building and Salary monthly reports are included for your review. Minutes from the Golf Advisory Board and Parks Advisory Board are 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