



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

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Commission Information Memorandum

The Yankton City Commission meeting on Monday, February 25, 2019, will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Fire Department Update

The Yankton Fire Department has installed a new gear washer and gear dryer obtained from an Assistance to Firefighters grant. This equipment is a part of our effort to prevent cancer for our members and take care of the gear provided to us. It is known that the products of combustion we are exposed to are carcinogens. In this effort, we are taking steps to limit our exposure to these substances while still accomplishing our missions. The installation of this equipment is part of that effort. The cost of this equipment was just under \$18,000.

The Yankton Fire Department is accepting applications for new members until 5pm on March 18, 2019. Applicants must be between the ages of 21 and 45 years old and live within 5 miles of any Yankton fire station, including the Lake Area Station. Applications and additional information can be downloaded at our website, www.yanktonfd.com or picked up at our offices at 201 W 23rd Street.

2) Parks and Recreation Department Update

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

3) Police Department Update

We recently tested for entry level police positions. Initially we had fifteen applicants but only fourteen tested as one withdrew. After the initial testing seven have moved forward to the final interview which will be held February 22, 2019. This is the first time we had a Citizen set on the interview panel. All the supervisors reported this was a positive addition.

We met with Doug Marquardt and are updating our Range Agreement. Attorney Den Herder is helping with the revised addendum. The new Agreement allows us to conduct youth hunter safety courses and take the Citizen Academy participants to the range. The only additional requirement will be a liability release.

Chief Harris gave a presentation on succession planning to the Society of Human Resource Management Group at a luncheon meeting at Mount Marty.

The department held a "Coffee with a Cop" event at Mount Marty College. The event was well attended and we answered a number of interesting questions.

We conducted the first night of the eight-week Citizen Police Academy. It was attended by twelve citizens and they were welcomed by the City Manager. Chief Harris and Lt. Brandt gave an overview of

the department, Officer Crissey taught the class on SRO and Taser. The evening ended with the class shooting a Taser cartridge at a silhouette.

4) Human Resources Department Update

The annual MSHA (Mine Safety Health Act) safety training was held at Fire Station #2 on February 13 & 14. Employees involved in a mining operation, including employees working at gravel pits, are required to comply with MSHA's training requirement. Employees from the Public Works, Parks & Recreation departments attended a session on one of those days. These classes also qualify for contact hours toward water/wastewater operator recertification so employees from those departments also attended.

5) Public Works Department Update

Street department crews continue to perform winter maintenance on both the snow removal equipment and the city streets.

Solid waste collection crews have been busy with the recent holiday collection schedule and also assisting with the snow removal operations.

6) Information Services Department Update

Great Life installed new firewall, desktop computer and point of sale equipment last week at Fox Run. We will be transitioning the technology equipment over to them prior to the start of the golf season. They will also be changing over phone, internet and cable TV services during the transition as well. The City's consultant is continuing to work with the vendors who submitted proposals for the Dispatch / Police radio project. The safety center committee was updated on the project and the siting of the tower location during the recent committee meeting. The project is projected to be completed during the summer of 2019.

7) Community & Economic Development Department Update

City Building Official Joe Morrow has been elected to the Lewis & Clark Home Builder's Association (HBA) 2019 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 14th Annual Lewis & Clark Home Builder's Home Show is scheduled for March 9 & 10, 2019. The event at the NFAA Easton Archery Complex 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. We will work through the details of City's involvement in the HBA after Joe's retirement in May.

8) Environmental Services Department Update

Staff has been busy addressing issues related to the cold temperatures. The water distribution staff has been busy with frozen meters and frozen services lines.

Water plant project continues to move forward. The chemical feed pump skids are being installed. Interior walls in the garage area, including the public restrooms are almost complete. The final section of the concrete garage floor has been pushed back due to the cold temperatures. Staff is working with the contractor on scheduling several projects that will require the 1972 plant to be shut down for extended periods including the lining of the 36-inch line and the power switch over. Staff is working with the contractor on a change order to replace some valves along the 36-inch line that were not scheduled to be replaced. It was not originally believed that the valves would need to be removed as

part of the project. The subcontractor is asking the valves be removed for the lining portion of the project. Staff is working with the contractor on a price to replace the valves since they will be removed.

Staff will be working with the City Attorney and Bartlett and West to address several issues related to the gravity sewer project. SJ Louis has requested a time extension and financial reimbursement for work related to the dewatering. We have also received complaints about property damage outside the work limits that will need to be addressed by SJ Louis. Staff will continue to work with the contractor to get the issues resolved and the project completed as soon as possible.

9) Finance Department Update

The deadline for filing nominating petitions for the City Commission vacancies is Friday, February 22 at 5:00 p.m. Individuals who have filed petitions and are candidates for the City Commission as of Tuesday, February 19 are Jerry Webber, Mason Schramm, Amy Miner, and Devin Wagner. The municipal election will be held Tuesday, April 9.

During the winter months, residential utility customers often ask how their sewer rate is calculated. The residential rate is based on an average of their water consumption during the months of December, January and February as billed in January, February and March of each year. This sets their maximum rate for the coming year. Residential sewer rates are adjusted annually and are reflected in the April utility billing. Please see the enclosed Monthly Finance Report for January.

10) Library Update

We wrapped up our first-ever Winter Reading program on Tuesday, February 19. We wanted to encourage our patrons to continue reading throughout the cold winter months and the younger readers had a cute visual of building their snowmen to completion. We had over 100 participants of all ages for a total of over 11,000 minutes and nearly 1,500 books read and tracked from mid-December to mid-February. We completed the program with a special cocoa and cookies party with refreshments and fun activities. We had approximately 50 people participate in the closing party. Overall, we were happy with the participation in this new program and hope it grows in the future.

Our Seed Library classes and adult craft nights continue to be well-attended. These are such great ways to offer educational and fun experiences to the community with little or no cost to them. It's also a great way to socialize and meet new people and we have had a lot of positive comments about both programs. We will also be offering a new class on Wednesday, February 27 at 2pm called Stay Safe Online. Topics covered will include how to watch out for suspicious emails, comparing different types of computer protection and what steps you can take if your computer is affected.

11) Monthly reports

Joint Powers Solid Waste monthly reports are included for your review. Minutes from the Planning Commission and Airport 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 Leon
City Manager