



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

VOL. 50, NUMBER 14

Commission Information Memorandum

The Yankton City Commission meeting on Monday, July 13, 2015, will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Fire Department

Four firefighters attended the annual South Dakota State Fire School in Pierre on June 18-20 in Pierre. Chief Kurtenbach, John Kraft, Rod Veldhuizen and Daniel Prendable attended various classes on firefighting, rescue and leadership.

Deputy Chief Nickles has had an increase in volume of fire code inquiries due to summer construction. This includes providing water flow information for contractors for new or expanding developments and for fire sprinkler contractors.

The Yankton Fire Department continues to participate in the Safety City program. During this program participants learn “Stop, Drop and Roll” and are able to crawl through the Fire Safety House as well as being taught other fire and home safety tips. This annual event is part of the Fire Department’s public fire safety education efforts.

2) Finance Department Update

The utility online Payment Service Network (PSN) site has been operational for the past eight months. As of June 25, there are 264 registered customers utilizing the site which equates to 5% of our utility customers. Of those registered, 129 have opted out of the paper utility bill or 2.5% of the customer base. Finance also offers direct ACH bank payment method which 1600 customers participate in which is 30% of our utility customers. The remaining customers pay for their utility service either by mail or in person.

3) Human Resources

Individual appointments for employees were scheduled with the SD Retirement System Supplemental Plan representative on June 24. Ginny Lora was available to meet with current enrollees or anyone interested in getting enrolled in the supplemental plan.

Applications for the Communication Dispatcher hiring list closed on June 30. Applications were sent to the Police Department for review and selection for interviews.

Rebekah Schroeder was hired for the 28 hour part-time Circulation Assistant position at the Library. She began her duties on July 1.

4) Information Services

The new meter reading equipment has recently been setup and staff has received training in its use. This month's readings will be collected with the new equipment. The radio receiver and laptop will be mounted in a water department pickup. One of the repurposed police mobile computers and mount will be utilized along with the new radio receiver. During training, the equipment read nearly 5,000 meters in about 50 minutes of testing (approximately 5,500 total meters).

The software management systems for the Library patron computer checkout and print management as well as the Summit Activities Center membership management software have experienced recent issues / crashes. Both software systems are currently under support contract but support from each company was found to be lacking. One vendor has undergone bankruptcy and ownership shakeup and the other is transitioning to a new cloud only based product. Staff has begun exploring options for the potential replacement of both vendor's software packages.

The website committee has approved a final design layout for the City's website. While some of the elements may change prior to going live with the site. The attached image reflects the overall look and feel of the City's new site. The next steps in the process will design and approval of the interior page layouts and style. The review of the internal pages will likely proceed fairly quickly into the migration of the existing site's content to the new layout. While progress on the new web presence is behind the timetable laid out by the contractor in the contract they hope to make up some of the time during the migration process.



5) Community Development Update

Joe Morrow, Building Official, has successfully completed the requirements to renew his Association of State Floodplain Manager Certification. The ASFPM grants certification to those who complete a comprehensive examination on programs and standards that help reduce flood losses through the management of floodplains. Goals of the ASFPM and the Certified Floodplain Managers Program include providing incentives to improve knowledge of floodplain management, promote partnerships among the state's floodplain managers and to manage the community's floodplains in a manner that will keep flood insurance premiums at their lowest rates. Having staff with this certification helps keep insurance rates lower for everyone in Yankton.

6) Library Update

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

7) Parks and Recreation Department Update

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

8) Water Department

Work started on the raw water line running from the collector well to the water plant. The contractor completed the bore under the creek but did have some issues. The bore collapsed causing a large sink hole in the street. This exposed a large sewer main running to the sewer plant causing concern that the collapse could damage the sewer main. The contractor was required to excavate around the sewer pipe and properly support the pipe. The contractor is now working on the distribution main that will feed the wastewater plant. The work in this area is to be completed before Riverboat Days. The remainder of the project will start after Riverboat Days.

The South Dakota Department of Environment and Natural Resources conducted inspections for both the water and wastewater systems. The inspections took almost 6 hours each. Inspections included tours of the facilities (water plants, wastewater plant, distribution pump stations, wells, and lift stations), inspection of lab equipment, inspection and documentation of reporting, and the maintenance programs. SD DENR also interviewed city staff regarding certification, qualifications and job knowledge. All inspections were in compliance with only minor issues being commented on for improvement. We will be receiving a final report from the SD DENR in a few months.

9) Police Department Update

Yankton PD has scheduled interviews for the newly created (911 funds) dispatch position. We hope to have our recommendation submitted by Friday July 10. We will be interviewing 12 candidates for the position.

Our two newest candidates are now in phase 2 of Field Training and Officer Frey will be attending Police Standards Training in Pierre next month.

10) Public Services Department Update

The annual Oshkosh Fly In event will be under way in July. Members of Yankton Regional Aviation Association (YRAA) will be at the airport July 17-27 to welcome and serve refreshments to guests stopping on their way to the event in Wisconsin. The City will be running a fuel price special as we have done in the past.

The curb, gutter, and sidewalk associated with 11th Street adjacent to Avera Sister James facility has been completed. Roadway base has been installed by the street department. Asphalt paving next to the curb is planned to be complete by the July 13 meeting.

The contractor has completed the underground utilities that serve the Drotzmann Subdivision south of Fire Station #2. Roadway base has been placed on the roadway. Curb and gutter installation will be next.

The off site sanitary sewer trunk line and over lot grading has been completed for the Westbrook Subdivision. On site underground utilities are now being installed.

All of the underground utilities have been completed for the Wilson Road and Douglas Street north of 33rd Street projects. The street pavement for Douglas Avenue has been completed. The subgrade for the east half of Wilson Road has been prepared for paving. Paving on Wilson Road is scheduled to begin July 7.

Enclosed with this packet is a bid advertisement for a project to reconstruct the north/south alley one-half block east of Broadway Avenue-between 4th and 5th Street along with the city owned parking lot between this alley and Cedar Street.

An FAA 7460-1 form has been submitted to the Federal Aviation Administration as the first step to add an additional hangar at Chan Gurney Municipal Airport on the east side of the private hangar taxiway. If completed, this would be the fourth hangar constructed at the airport for this year.

11) Monthly Minutes

Building and Fox Run Golf Course monthly report is included for your review. Minutes from the Park 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