



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

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Commission Information Memorandum

The Yankton City Commission meeting on Monday, February 11, 2019, will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Parks and Recreation Department Update

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

2) Human Resources Department Update

Applications for the Police Officer hiring list closed on February 4 and fifteen applications were received. All of the applicants received a letter regarding the testing schedule on February 11. Those applicants that pass the written test, physical agility test, and a short interview will then be scheduled for a final interview with date yet to be determined.

Internal applications for Police Commander are being reviewed and interviews are scheduled for February 28.

3) Fire Department Update

Be a part of the tradition. Be a part of the family. Be a part of the community. Be a volunteer firefighter. The Yankton Fire Department is taking applications for residents of the Yankton community to become volunteer firefighters. Eligible applicants must be between the ages of 21 and 45 and live within 5 miles of one of the Yankton Fire Stations, including the Lake area station. Applications are available on our website at www.yanktonfd.com or you can pick up an application and information at Fire Station #2 at 201 W 23rd Street during business hours. Application accepted until March 18 at 5pm. If you have questions, please call 605-668-5228.

Following are the significant achievements and statistics for the Yankton Fire Department for FY 2018:

- Fundraisers included a pancake feed and sale of calendar ads.
- Held a very successful Fire Prevention Week and Open House. Our open house was again very well attended.
- Distributed over 100 smoke detectors throughout the year in our give away plus participated in the Red Cross Sound the Alarm smoke detector event.
- Participated in countywide tabletop and full scale exercises including full scale Disaster drill and Points of Dispensing exercises.
- Participated in the Points of Dispensing Committee (POD), the Local Emergency Planning Committee (LEPC), Police Department Radio Committee and the 9-1-1 Committee meetings.
- Participated in several community events including Battle of the Badges PD vs FD basketball game for Special Olympics and the Avera Cancer Institute.
- Significant events included several multiple fatality accidents.

- Contacted over 2500 people with fire prevention information including children’s programs, adult educational programs, and fire safety training for employees and individuals.

Following are some significant statistics regarding the Yankton Fire Department’s responses:

	2018	2017	2016	2015	2014
Total Calls (All areas)	300	334	340	345	314
Calls Requiring full FD Response	68	93	66	120	113
Calls Requiring Chief Officer Only Response	196	181	212	192	201
Average Turnout of Members per call	26	27	25	25	29
Total Man Hours on Calls	1,783				
Man Hours on calls per member					
Total Man Hours in Training	1,714				
Training Hours per Member					

*Note on call volume. It seems to staff that even though the numbers of calls trend on a fairly level pace, it seems as the severity of the calls we respond to is increasing dramatically. This puts a strain on responders in terms of critical incident stress. We have taken steps such as the implementation of an Employee Assistance program, Chaplain’s program and the use of the Critical Incident Stress Team to assist our personnel in this regard.

4) Finance Department Update

Finance has completed many of its end-of-year activities and reporting requirements. As mentioned previously, 393 W-2 Wage & Tax Statements were issued to employees and filed with the Social Security Administration for 2018 compared to 383 for 2017. Form 1099MISC was issued to 82 vendors for non-employee compensation and reported to the IRS, down from 84 in the prior year. Also, in meeting the Affordable Care Act reporting requirements, 159 1095C forms were issued to employees this year compared to 161 for end of year 2017.

Three individuals have filed nominating petitions to date for the three open seats on the city commission. Jerry L. Webber, Mason Schramm and incumbent Amy Miner have each submitted the requisite number of signatures to be a candidate on the ballot if an election is required. The open seats are for three-year terms that would begin in May. Potential candidates have until Friday, February 22 at 5:00 p.m. to file nominating petitions with the city Finance Office.

5) Community & Economic Development Department Update

The recent high winds have provided a good example of how the new roof on the Barrel Hangar at Chan Gurney Airport is going to hold up. Initial indications are that the investment in a higher grade of materials is paying dividends. In past years, high wind events like we have had this winter would have torn many of the old shingles off the roof. Staff would then wait for appropriate weather conditions to make repairs (temporary at best) to the roof. 2018 saw the installation of the new roofing material. Our project included the installation of a more wind tolerant and impact resistant shingle, and upgrades in the method used to install them. We are very pleased with the results to date. There are no indications of

material or workmanship failures resulting from the recent high winds. The next step for improvements on the Barrel Hangar will be the installation of the replacement windows on the north side. We have the windows in storage and have been waiting until after the roof project was completed to install them.

6) Library Update

Our Youth Services Librarian, Amanda Raiche, will be going to Pierre on February 13 to participate in Jumpstart. This is considered a “train the trainers” program that allows youth services librarians from around the state to meet and share ideas for activities and planning for the upcoming summer reading programs. Amanda will then host a similar program in Yankton on March 1 for area librarians to attend. This is a great opportunity to network and collaborate with other library staff throughout the state. Because Amanda is willing to attend the training session in Pierre and then host a session at our library, we are awarded a small grant from the state which we then use to help fund our summer reading program activities and performers.

As of January 2019, it has been one full year since we have stopped charging overdue fines on all items except for DVD's. Fine revenue for 2018 was \$968.19, compared to \$2,069.84 in 2017. Overall, this change has had a very positive response in the community. We have also noticed that there has not been a significant difference in more items being returned late. In fact, it seems that we have had an increase in items being returned when bills are sent out for items with a note that there will be no fee if the items are returned in good condition. In the past, we had more items that were not returned at all and possibly lost library patrons due to large fees that they could not pay.

7) Police Department Update

School Resource Officer Preston Crissey will be speaking to the Yankton Rotary Club today, February 5, 2019 at their noon meeting. Officer Crissey will be informing the club of the responsibilities and challenges that he faces as a new SRO.

The Yankton Police Department's Citizen Academy will start on February 12, 2019. There are 13 citizens from the Yankton community attending.

The Yankton Police Department will be testing for new Police Officer positions starting on February 11, 2019. Final interviews will follow at a later date.

Coffee with a Cop will be held on February 13 at 11:30 AM at Benny's Café, located on the Mount Marty College campus.

8) Public Works Department Update

26th Street from Douglas Avenue to Mulberry Street:

Bid opening for the 26th Street project is on February 14th, 2019. Currently there are two contractors on the plans holder list. We expect that there will be one or two more contractors that will show interest in bidding the project as general contractors.

Riverside Drive and 21st Street:

Design is ongoing for these projects. Both projects are being designed in-house. With all the underground work that is included in the scope of work, the engineering staff is working through all the conflicts that have presented themselves, during the process.

9) Information Services Department Update

Proposals for the radio project were opened on February 4th. Two companies submitted proposals, Two Way Solutions / BAYCOM and RAYCOM. The proposals are being reviewed by the City's consultant for compliance with the specifications. City staff is working on the final siting of the communications building at the west water tower. The original proposed location needed to be adjusted based on the tower's foundation.

IT staff will be meeting with Great Life to transition the technology at Fox Run to Great Life. The majority of the tech equipment will be replaced with GL solutions.

10) 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. The waste water plant has had several issue with freezing equipment and lines throughout the plant.

Wastewater plant staff completed the bar screen replacement project. Staff replaced the old bar screens in the inlet building with new bar screens that were narrower. The new bar screen and rake will help screen out shop towels and other wipes that cause problems in the treatment process. This will not catch all the towels and wipes. The wipes still cause issues in the collection system.

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. During these time periods we will only be running the old plant.

11) Monthly reports

Building, Salary and Yankton Police Department monthly reports are included for your review. Minutes from the Park 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 Leon
City Manager