



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

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Commission Information Memorandum

The Yankton City Commission meeting on Monday, November 28, 2016, will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Police Department Update

Yankton Police Department is working with other agencies to strengthen Teen Court. We've had the program here for the last 3 years but are revisiting the process to get participants. Our Halloween was quiet and would compare to past Halloweens.

YPD has now began to house animals at Heartland Humane Society. It's been a long process but we feel it is in the best interest of the city to work hand and hand with Heartland Humane Society. We will be bringing a contract for 2017 with Heartland Humane Society to the City Commission at an upcoming meeting.

We've had some extra activity in the past week. We assisted Alcohol, Tobacco and Firearms (ATF) on a warrant. We also assisted the Division of Criminal Investigations (DCI) to dismantle a working Meth lab.

We presented YPD's stance on SB 70, the justice reform law on Wednesday November 9 during a meeting of State Attorney's in Sioux Falls.

YPD had our final night shoot the week of November 14, which should be the last shoot at our current range. We've been working with another location that likely will save a little money while providing us a place to train.

2) Environmental Services Update

The United States Environmental Protection Agency is conducting a study entitled the National Study of Nutrient Removal and Secondary Technologies to evaluate nutrient control at wastewater treatment facilities. The City of Yankton Wastewater Treatment staff will be required to complete a census and collect data on treatment performance related to nutrient removal. Our new discharge permit requires us to monitor nutrient removal but no limits have been set. Our current discharge permit is expires in 2025 and the next permit will most likely include limits and removal requirements for nutrients. The study will also be looking at treatment improvements that can be done to reduce the capitol cost needed for nutrient removal.

Water plant continues to make adjustments to the treatment process with the collector well water. The only significant change will be in the total hardness. Hard water is not a health hazard. In fact, the National Research Council (National Academy of Sciences) states that hard drinking water generally contributes a small amount toward total calcium and magnesium human dietary needs. The hardness will increase from 220mg/l to 320mg/l. The collector well water will help reduce the current THM

levels in the water. As the collector well develops the water hardness will slowly decrease. The new treatment plant will also be designed to remove additional hardness in the future.

3) Library Update

Teen Tech Tutors: The second session this month is scheduled for November 26, from 1-3 p.m.

International Game Day: This event is November 19 with family games 1-4 p.m. and teen games 2-4 p.m.

Adult Coloring Time: These sessions are Saturday and Sunday, November 26 and 27, 2-4 p.m. both days.

New Hires: Scott Sobocinski began as Library Assistant on November 14. The new youth services staff member should be starting the week of Thanksgiving.

Agreement for Provision of Library Services: The County Commissioners accepted this with our proposed changes at the November 15 meeting. This will be on your agenda for the December 12 meeting.

4) Human Resources Update

Scott Sobocinski started employment on November 14 as a Library Assistant. This position was vacant due to the promotion of Dana Schmidt to Sr. Library Assistant.

Interviews have been conducted for the Water Reclamation Plant Operations Specialist position. The department will be making a recommendation to hire one of the applicants that were interviewed.

We will be having two retirement receptions in December. Delores Chabane, Wastewater Lab Technician/Plant Operations Specialist, will be retiring on Dec. 9. Her reception will be on the 9th in the afternoon at the Wastewater Plant. Delores has been with us since October 1979. The other reception will be for Kathy Wibbels, Library Director. Her reception will be on December 16 at the Library. Even though her reception is in mid-December, Kathy will be with us until January 2.

5) Parks and Recreation Department Update

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

6) Community Development Department Update

Building Official Joe Morrow along with the Lewis and Clark Home Builders and the Lewis and Clark Board of Realtors are proposing to introduce the 2015 International Building Codes for Yankton. The 2015 codes are the most current available for communities to adopt. It is anticipated that a proposed ordinance will be presented to the Board of Commissioners in early January. The meetings with the Home Builders and Realtors have been productive in tailoring the broad scope of the International Codes to suit local building practices and climatic conditions. Staff will be recommending the adoption of an amended International Code that provides safe and affordable building practices.

7) Finance Department Update

Utility bills were mailed out on November 18 including the notice of rate increases that took effect November 1 and the 2017 recycling calendar.

November marks the second anniversary since the implementation of the Payment Service Network (PSN) online utility payment service. PSN allows customers to pay their utility bills online with a credit card or check, by phone, or in the office using a credit card. The City currently has 424 registered utility

customers utilizing the service compared to 301 customers one year ago. October 2016 reported 259 PSN transactions for a total of \$30,671.42 in utility payments for the month.

Registered PSN customers may also access their utility bill electronically and opt out of a paper bill. Currently 190 customers utilize this option and receive a monthly email notification once bills are generated and available to access online. They also receive attachments to their e-bill with rate notices and the recycling calendar just as those receiving a paper bill. There is a small fee that customers pay for the PSN service. In addition, the City continues to offer the ACH bank withdrawal payment service at no cost to utility customers.

Please see the enclosed Monthly Finance Report for October and the October Revenues and Expenditures Report.

8) Public Works Department Update

Street Department staff have been performing maintenance on snow removal equipment after the recent sanding and plowing event.

While weather conditions permit, Public Works continues to address fall maintenance items.

Highway 50 is completely open to traffic. The signal at 4th and Douglas is now operational. The temporary signal at 2nd and Broadway has been put on flash and will be decommissioned in the near future.

All the punch list items for the Transfer Station project have been addressed. The contractor must submit as-built plans to include utilities before Banner & Associates will submit documents for final acceptance.

The Miscellaneous Concrete contract is nearly complete. The only portion of the contract remaining is the replacement of a small stretch of curb and gutter approximately 30' in length. This work is expected to be completed the week of November 21.

9) Minutes

Joint Powers Solid Waste and Fox Run Golf Course monthly reports are included for your review. Minutes from the Planning Commission 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