



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

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Commission Information Memorandum

The Yankton City Commission meeting on Monday, January 23, 2017, will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Community Development Update

The City annually reports to the South Dakota Department of Environment and Natural Resources (DENR) on progress towards our Storm Water Management Plan goals. Managing our storm water system is an interdepartmental effort. During the most recent review of our Plan, the DENR identified one area for required improvement, our plan for identifying areas in greatest risk of illicit discharges or dumping into the storm sewer system. We amended our plan to more clearly identify the priority areas and DENR accepted our submission. We remain in good standing with the DENR and continue to work towards our plan goals. At the state level we are in the early stages of renewing what is called the general permit. This means that DENR will be reviewing their storm water policies for all municipalities and over the next couple of years working with communities like us to reevaluate our storm water plans and make goals to continue to keep our waterways clean. Our most basic principal of storm water management in Yankton is trying to make sure that only rain (and melted snow) end up in the storm sewer, Marne Creek, and eventually the Missouri River.

2) Human Resources Update

Communication Dispatcher Vanessa Wong has resigned from employment. Her last day of employment was January 16. We have a Communication Dispatcher hiring list that is still in effect and we will utilize it to fill this open position.

3) Library Update

Food for Fines: We collected 28 cans of fruit in January for the Contact Center. We will be collection soap February 1-10. Tonya will be meeting with Jennifer at the Contact Center soon to discuss what items they'd like to have us collect this year.

Friends of the Library: The Friends of the Library meeting was rescheduled until January 30, due to winter weather.

Children's Programming: Children's programming is back in full swing after a winter break. We have 3 sessions of Story Time, 2 sessions of Toddler Story Time, a rotating afterschool activity on Thursdays, and Wii play time on Fridays each week.

4) Police Department Update

Lieutenant Todd Brandt and Detective Sarah O'Farrell received "Excellence in Victim Services" from our local shelter. Both have been intricate parts of the local response to victims, and are well deserving of the award.

YPD continues to work on contracts with Heartland Humane Society and the firing range agreement.

We are already receiving requests for summer programs and are assigning personnel accordingly.

Chief Paulsen took part in the SD Chief's mid-winter meeting, January 18th.

5) Finance Update

As previously mentioned, City Commissioners whose terms expire in May are Chris Ferdig, Jake Hoffner, and Craig Sommer. The first day that interested parties can circulate nominating petitions is Friday, January 27 for the April 11 municipal election. The filing deadline for nominating petitions is by 5:00 p.m. on Friday, February 24. Registered voters of the City of Yankton may sign up to three petitions, the number of vacancies on the commission.

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 and the preliminary Revenues and Expenditure Report for December 2016.

6) Information Services Update

We are moving ahead with new software and upgrades for Community & Economic Development (SmartGov new building permit and inspection software), Summit Activities Center (MaxGalaxy new membership and activity software), and Golf (FORE reservation course management software). The building software is a new installation. The membership software is a new combined solution for the Summit Activities Center and replaces two existing software packages. The FORE software is a major revision upgrade and will help meet security requirements for PCI – credit card security requirements and will add some additional integration features for the new driving rage ball dispenser.

7) Public Works Department Update

Staff continues to prepare for single stream recycling and roll cart collection implementation in the spring of 2017. Included in this packet are the bid awards for the roll carts, cart tippers, and walking floor semi-trailer. Bids will be opened on February 9th for a semi-tractor.

Street department staff continue to perform winter maintenance projects both on equipment and the streets.

With the turn of the calendar year comes a new construction season. A bid package for pavement replacement on 25th Street from Douglas Avenue to Mulberry Street has been prepared and advertised. A bid opening has been scheduled for February 16, 2017. Staff will review bids and have a recommendation for the February 27th commission meeting.

Sample advertisements for the 21st Street reconstruction and West City Limits Road reconstruction projects have been included for your review. You can expect to find sample advertisements for the remaining construction projects for 2017 in future packets.

The Engineering Department has received development plans for the old Circle C Trailer Park property. Engineering staff are currently reviewing the submittals to ensure that they meet our standards.

8) Environmental Services Update

Water treatment and distribution/collection staff have been working on the final design of the Water Treatment Plant. City staff has also been working with District III and the South Dakota Department of Environment and Natural Resources (SD DENR) on the final funding package. HDR is on schedule to have the design completed in early February. The project will be advertised for bids in late February with a bid opening in late march. Bids will be scheduled to be considered by the City Commission at the April 10th meeting contingent upon SD DENR approval.

Staff is busy planning for next year's projects. Staff will be televising and inspecting sanitary and storm sewer lines for any needed repairs or replacements in project areas. Staff will also be cutting in water main valves along projects to reduce long shutoffs.

The Water and Wastewater Departments will also renewing memberships to the American Water Works Association (water) and the Water Environment Federation (wastewater).

9) Fire Department Update

The Insurance Services Office (ISO) will be doing a review of Yankton's Pubic Protection Class rating. ISO will be visiting on January 25 to review the Fire Department, Water System and Dispatch which are all a part of our rating. Our current rating is 3 out of 10, with 10 being the worst and 1 being the best. We will keep you informed when we hear back from ISO on our new rating.

The Ladder Truck has been taken to the factory dealer in Snyder NE for some repairs. It should be back in service next week.

10) Monthly reports

Minutes from the Planning Commission and Airport 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