



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

VOL. 50, NUMBER 22

Commission Information Memorandum

The Yankton City Commission meeting on Monday, November 23, 2015, will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Community Development Update

The Planning Commission met for the first time in their role as the Storm Water Advisory Committee. Staff provided a general orientation about the City of Yankton's storm water management program. Topics included storm water pollution prevention measures in commercial and residential zones, best management practices, and educational outreach programs including a storm water inlet marking program. Common storm water pollutants were discussed along with measures to reduce the amount and impact of those materials.

2) Human Resources

The following employees will be recognized for their years of service on December 11, 2015. Those individuals who will be receiving service awards are:

15 years of service: Dean Larson (Police), Marv Steffen (Central Garage), Lisa Brasel (Animal Control)
20 years of service: Greg Shoberg (Police), Dan Mason (Water), Brad Moser (Engineering), Mike Burgeson (Police), Mike Feilmeier (Transfer Station)
25 years of service: Joan Lammers (Finance)
30 years of service: Laurie Lockwood (Finance)
35 years of service: Donna Steinbach (Police)

Congratulations to all of these individuals.

The Emergency Management Agency credentialing ID cards have been printed and are being distributed to City departments. This credentialing ensures and validates the identity and skills of the individual. The cards state the organization name, picture of the individual, agency logo, issue and expiration date, a qualifications field, and personnel barcode. Access to a disaster is limited to only personnel who have been credentialed and authorized. Personnel that arrive at a check in and have not been credentialed/authorized could be turned away.

3) Information Services

Nearly all of the City website's existing content has been migrated to the new site. The last steps prior to going live, including proofing and the addition of new content features. New items include public documents, economic development - featuring development sites, staff directory, eNotification, service

requests and many other new additions to the site. We are looking forward to the launch of the City's new website before the end of the year.

4) Parks and Recreation Department Update

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

5) Finance Department Update

November 19, 2015 marks the one year anniversary of the implementation of the Payment Service Network (PSN) online service for utility payments. We currently have 301 registered utility customers on the 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. Registered customers may also register to access their utility bill electronically and opt out of a paper bill. They receive a monthly email notification once bills are generated for the month.

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

6) Library Update

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

7) Public Services Department Update

Water main plans and specifications, for the 15th Street project, from West City Limits Road to Dakota Street, and the Douglas Avenue project, from Anna Street to 31st Street, were submitted for review, to the South Dakota Department of Natural Resources (SDDENR) the week of November 16. The expectation is to have the plans and specifications for both projects finalized and ready for bidding in January. Included in the packet, are sample ads for each project.

The concrete base for the Street Shop generator has been installed. Once the generator is received, the contractor will set the unit and complete the electrical and gas connections.

Street Department crews have closed the 8th Street and 11th Street rail road crossings. With the street closures complete, Burlington Northern & Santa Fe Railway Co. will remove the rail crossing timbers.

Public Works staff continue to work with Brosz Engineering on preparing preliminary engineering plans for the Pine Street and Cedar Street bridges. The Bridge Improvement Grant (BIG) requirements for rehabilitation and reconstruction projects have been provided by the South Dakota Department of Transportation. Brosz Engineering will be authorized to complete the engineering feasibility design work to address the grant application requirements. It is planned that the Pine Street Bridge replacement project and the Cedar Street Bridge rehabilitation project will be submitted for South Dakota 2016 BIG funding in January.

Banner Associates has been working with Public Works staff on the transfer station entrance reconfiguration and scale replacement project. The design process is on schedule for a January 2016 bid letting.

8) Fire Department

The fire department started utilizing the Knox Box key box system in 1998. In 2013, a city ordinance was adopted that required all new commercial, fire sprinkled and alarmed buildings and multifamily residential buildings to install the boxes, at the owners expense. The system has been well received with over 110 boxes in service today. The boxes are credited with several building entries with no damage to doors including entries for suspected fires in apartments and victims from falls, etc.

Construction continues for the fire museum at station #2. Volunteers worked the weekend of November 14 and 15 to construct walls so a local contractor can donate his time and equipment to install the roof rafters and sheeting. The goal is to get the building enclosed, prior to winter weather, so the interior work can begin. Donations are still being sought for materials, and several contractors are donating their time to construct several phases of the project such as concrete installation, wiring, interior wall finish, floor heating and LED lights. At this point, all construction materials have been purchased locally.

The new ladder truck has arrived in Yankton. Two nights of apparatus training, conducted by a factory consultant, were held with volunteer firefighters on November 16 and 17. Additional training will be held over the next two weeks with the truck going into service approximately December 1. At that time, the current ladder truck will be released to Huron, SD. Commissioners are encouraged to contact Chief Kurtenbach if they wish to take an up-close and personal look at the new truck.

9) Environmental Services Department

The collection staff is taking advantage of the fall weather to televise and inspect new and existing sanitary sewer infrastructure. Televising gives City staff a tool to inspect new sewer before final acceptance of projects.

The new flusher truck arrived on Wednesday. Staff spent two days with the manufacturing representative training on the new equipment.

Feimer Construction continues to move forward with the raw water line. The water line is installed from the Marne Creek crossing to the water plant. The road construction portion is completed up to Douglas Street. The final block of the concrete road will be completed as soon as weather permits.

Welfl Construction completed the floor of the collector well pump house. The next phase will be completing the buttresses for the pump house. Completion of the collector well is expected in late spring.

10) Monthly reports

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