



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

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Commission Information Memorandum

The Yankton City Commission meeting on Monday, October 10, 2016, will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Human Resources Update

The Yankton Medical Clinic is assisting us in offering on-site flu shots for City employees. The shots will be given on Wednesday, October 12. Flu shots are covered under the preventive care services of our group health insurance.

We will be having a retirement reception for Joyce Brunken, Senior Library Assistant, on October 14. Joyce has been with us for 32 years. There will be an open house from 1:00 – 4:30 p.m. in the Library's meeting room. You are welcome to join us in wishing Joyce a happy retirement.

We are currently advertising to fill the Senior Library Assistant position that is open because of Joyce's retirement. The deadline for application is October 7. We are also advertising for part-time and winter seasonal positions. Applications for these positions are accepted until filled.

2) Community Development Department Update

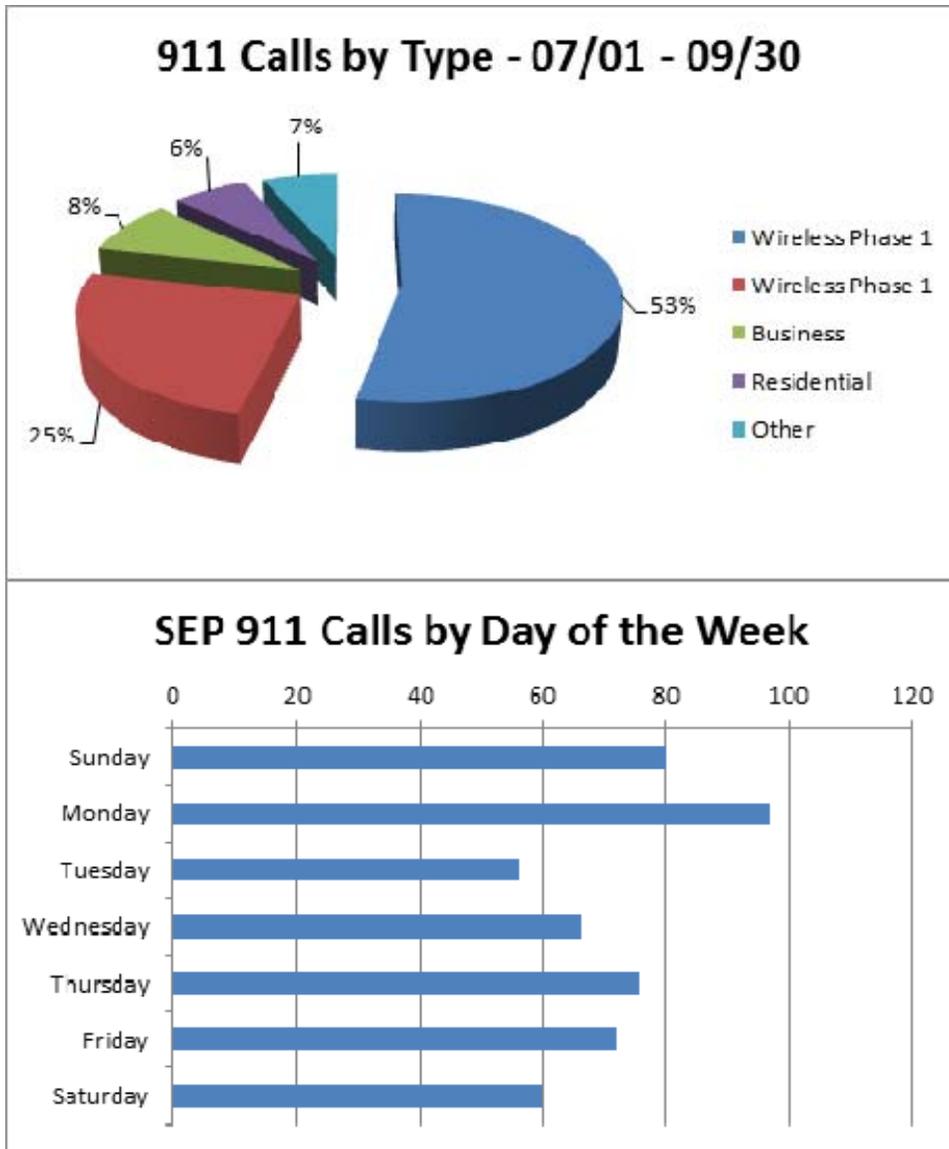
The annual mobile home park licensing inspection process has begun and will culminate with the City Commission's consideration of 2017 licenses at the December 12th meeting. Staff works with mobile home park owners throughout the year to make sure their properties meet licensing requirements. However, the permitting review process gives us an opportunity to make sure things meet requirements in a timely manner. The schedule for the process this fall will be:

- October 4, mobile home park inspections will begin. Park owners will be notified of non-compliance ordinance items shortly thereafter.
- Mid-October, the Finance Office sends the 2017 mobile home park license applications to park owners.
- November 9, re-inspection of mobile home parks for compliance.
- Mid-November, mobile home park license applications are due to the Finance Office.
- December 12, City Commission considers the 2017 mobile home park licenses for approval.

The goal of the mobile home park inspections is to ensure that the people do not live in substandard housing units and that the parks are meeting the ordinance requirements.

3) Information Services Department Update

City staff recently attended the Zuercher Suite law enforcement conference in Sioux Falls. A number of public transparency enhancements are upcoming in the next major release of the software. Improvements include crime mapping via the web and the potential for public and prosecutorial portal sites for law enforcement information and cases.



4) Fire Department Update

Chief Kurtenbach participated in the Local Emergency Planning Committee meeting on September 21. During this meeting, members rated the local Homeland Security grant applications so that the top priority applications can be taken to the regional meeting for funding consideration.

The annual Retired Firefighter Dinner was held on October 3. This is an annual event during which the volunteers show their appreciation for the past years of service given by retired volunteers and allow for a nice time for the retired members to gather. This year, the retired members had a chance to be a part of "housing" the two antique fire trucks into the new fire museum.

Chief Kurtenbach attended the annual South Dakota Municipal League Conference on October 4-7 in Rapid City. During this conference the South Dakota Fire Chief's Association also held a meeting. Chief Kurtenbach is the 2nd Vice President of the South Dakota Fire Chiefs.

5) Parks and Recreation Department Update

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

6) Library Update

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

7) Environmental Services Update

Gridor Construction completed the dewatering for the Lift Station Project. The base slab for the Lift Station was completed on October 4. The contractor is in the process of constructing the walls for wetwells and drywells. The contractor is still scheduled for substantial completion this year.

Welf Construction is moving forward with the new Water Fill Station located west of the Yankton Transit building. This project is also scheduled for substantial completion this year. Staff will maintain the current water fill at Water Plant #2 until construction of the new plant begins.

The Force Main Project is scheduled to begin October 10. Slowey Construction will be closing the south lane of Highway 50 from the Yankton Chamber of Commerce Building to Archery Lane. A large portion of the project will be completed this year to accommodate the Highway 50 reconstruction project. Substantial completion is scheduled for May, 2017.

Staff would like to remind everyone that water service lines are the owner's responsibility to maintain and repair. Faulty piping and fittings can result in extensive damage to homes and businesses. Service line ownership and responsibilities are outline in Section 26-28 of the City of Yankton Code of Ordinances.

Sec. 26-28. - Maintenance of pipes and fixtures.

(a)

The city shall not be responsible for pipes and fixtures. All premises owners must, at their own expense, keep their service pipe from the point of connection with the city mains to their premises and all other apparatus in good working order and properly protected from frost and other danger. In the event of improvements such as concrete or asphalt surfacing, it shall be the owner's responsibility to place the curb stop to the proper grade.

(b)

Any leaky service pipe leading to a water meter shall be properly repaired on notice given by the city, or water shall be shut off.

8) Public Works Department Update

The South Dakota Department of Environment and Natural Resources Waste Tire Collection effort this summer has been considered a success. The Yankton Transfer Station collected 358 tons of waste tires.

Street Department crews are crack filling streets throughout the city.

The Maple Street Project continues to progress as the contractor has prepared the base and hauled in gravel in preparation for curb and gutter. Once the curb and gutter is in place, mainline street paving will take place.

The center lane of the Highway 50 Project has been paved. Contractors are working to complete the intersections and sidewalk paving.

The South Dakota Department of Transportation (SDDOT) has issued a Notice to Proceed to Stockwell Engineering for the design and survey of the west 31st/West City Limits Road Trail Project also known as the TAP. City staff, SDDOT staff, and Stockwell Engineering will have a scoping meeting to discuss the design aspects of the project.

9) Finance Department Update

The City's procurement card program website transition from Details Online site to BMO Spend Dynamics is going smoothly. We went live with the new site on Monday, October 3rd. October will be a transition month helping cardholders become familiar with how to navigate the new site and code and approve transactions for November's schedule of bills.

10) Minutes

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