



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

VOL. 52, NUMBER 17

Commission Information Memorandum

The Yankton City Commission meeting on Monday, September 11, 2017, 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 will close on the Community and Economic Development Assistant position on September 8. We currently have over 20 applications and Dave Mingo and his staff have been reviewing them as they come in. Interviews will be scheduled after the September 8 deadline.

3) Community Development Update

The annual mobile home park licensing inspection process has begun and will culminate with the City Commission's consideration of 2018 licenses at the December 11 City Commission meeting. This was a year of substantial progress in helping to ensure that people do not live in substandard mobile home units. We will continue to work closely with mobile home park owners to make sure their properties meet licensing requirements thus providing a viable housing option while maintaining the character of the community. The schedule for the process this fall will be:

- September 8 – sent notice of upcoming inspections to mobile home park owners.
- Week of October 9 – Mobile home park Inspections and notification letters sent to owners with non-compliant items.
- Mid-October – Finance sends mobile home park license applications to the park owners.
- Week of November 13 - Re-inspection of non-compliance items. Recommendation for approval based on compliance.
- Mid-November – Mobile home park license applications due to Finance.
- December 11 – City Commission considers 2018 mobile home park licenses.

4) Public Works Department Update

Enclosed in this packet is an informational flyer for the Household Hazardous Waste Collection Event scheduled for Saturday, October 14, 2017.

Street Department crews are working on miscellaneous concrete repairs at various locations throughout the City. Crews also continue asphalt patching maintenance on city streets as well.

Sioux Falls Construction, the bridge contractor for the Highway 50 project, has completed the installation of the approach slabs of the bridge. The plan for D&G Construction is to pave the first section of the west bound lanes by the September 8. Slowey Construction is finalizing odds and ends on the underground work and preparing the base for future concrete pours.

Removals for the Maple Street project are underway. The project has a November 1, 2017 completion date.

Progress on the 2nd Street Calmer project is moving along nicely. The Douglas intersection will be completed by the end of this week, September 8th. Masonry Components will also start removals this week on the north side of the Capital Street intersection. The two northern quadrants are to be completed in time for the Fireball Run event.

5) Finance Department Update

The City of Yankton's 2016 Comprehensive Annual Financial Report has been submitted and approved by the South Dakota Department of Legislative Audit (DLA). Copies will be distributed to the commission in the near future. Graham Forbes of Williams & Company who completed the city's financial audit will be reviewing the results with the commission in the coming weeks.

Due to the low volume of vehicles and equipment items to be surplus, the City will not hold a surplus property auction this fall. Enclosed in your packet is Memorandum #17-205 and Resolution #17-39 requesting the listed items be declared surplus and be sold by sealed bid, traded in or destroyed.

6) Police Department Update

Yankton Police Department continues to work on the Firearms Range. All the requirements of County Zoning have been made, so the project is moving forward.

The department will be taking part in the September 11 Patriot Day celebration hosted by the first responder Chaplains.

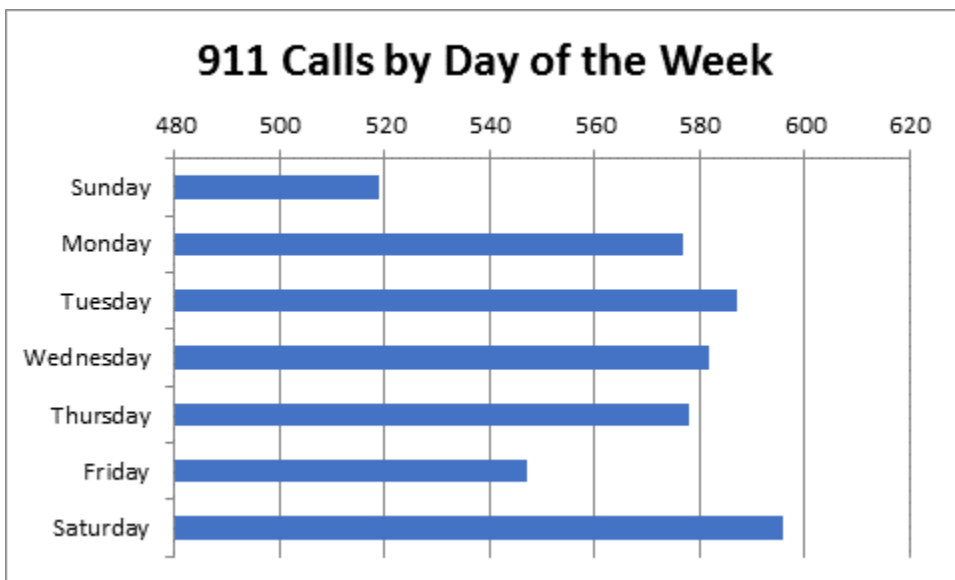
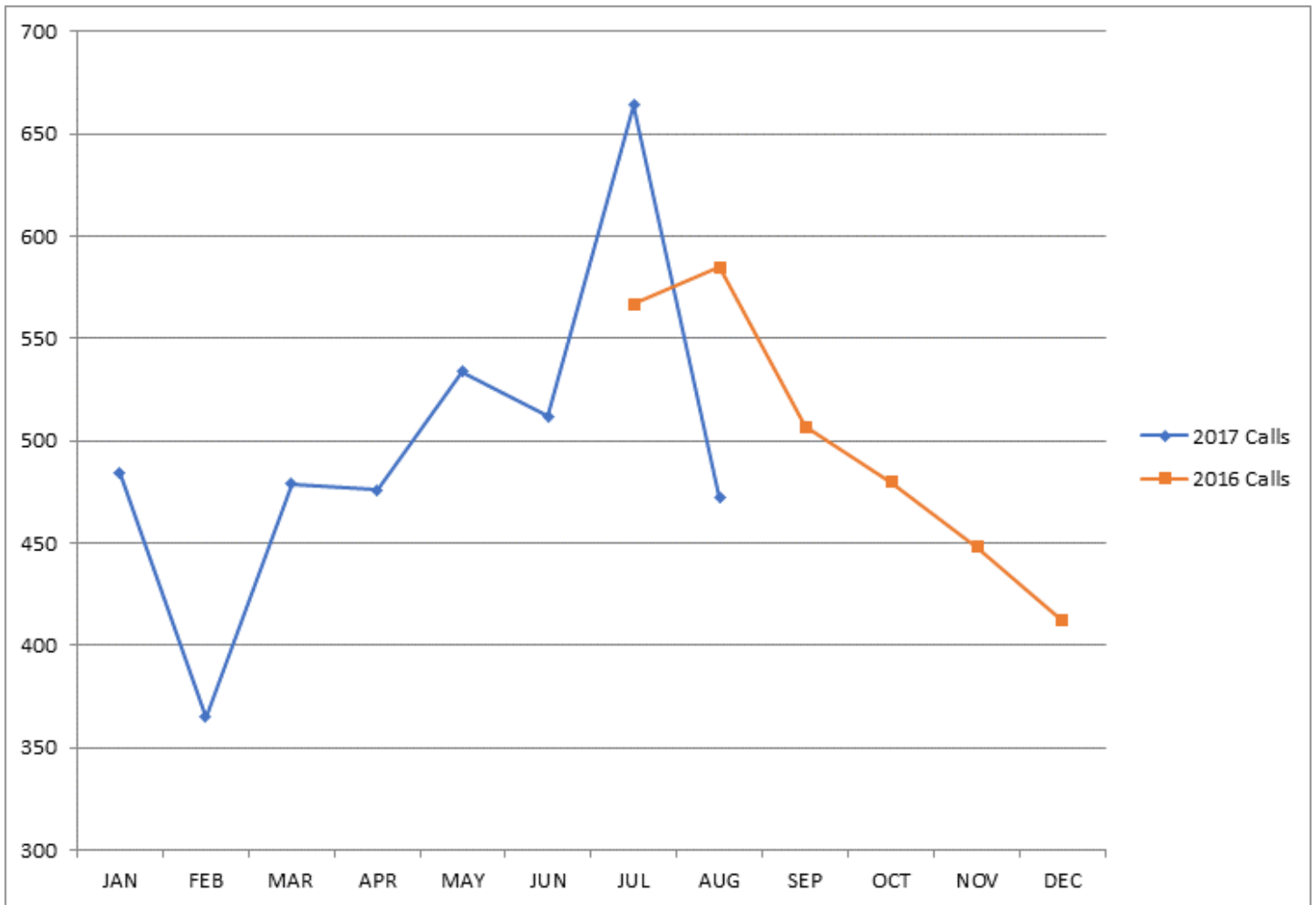
We have held several meetings with Heartland Humane Society to discuss the operations. There are no problems, it's more open communications so that operations run smooth. We'll be consulting with them on our pet licensing in the future.

We have begun discussions for the annual Homecoming parade.

7) Information Services Update

IT staff has finished upgrading the main server at City Hall. Barring a few minor problems with data migration, the transition overall went relatively smoothly. The next step will be replacement of desktops at both City Hall and the Police Department. The new Accuplus imagery was received from Pictometry. The imagery is currently showing up online via Pictometry Connect. The product appears to be a nice improvement and we had one of the best years ever as far as timing. Overall ground cover had greened up and little to no leaf cover on the trees.

Monthly call volumes for 911 / Dispatch are included in the table below.



8) Environmental Services Department Update

The water purification plant project is moving forward. John T Jones Construction completed the first section of the foundation slab on Friday September 1. John T Jones Construction is scheduled to complete two more sections of the foundation slab this week. Slowey Construction is scheduled to

complete the excavation of foundation area this week. John T Jones Construction will begin forming up walls along the foundation slab next week. Dewatering will continue until the entire foundation slab is complete. Currently one of the three dewatering wells is discharging contaminated water to the waste water system. The other two dewatering wells test negative for contaminants and are being pumped to the river as per the South Department of Environment and Natural Resources permitting. All of the contaminated soils removed during the excavation have been properly disposed of.

Waste Water Treatment staff is planning for the upcoming Biosolids hauling. Staff has completed and the South Dakota Department of Environment and Natural Resources has approved the Yankton Biosolids Program. Staff has asked for several amendments to the program to be approved by the SD DENR for additional sites for application. The new sites will be replacing sites currently located along the section of Highway 50 that is under construction.

9) Library Update

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

10) Library Update

Chief Kurtenbach attended the Points of Dispensing Meeting (POD) on Thursday, September 7. This meeting is in preparation for a full scale exercise to be held on October, 2017.

New member orientation for the 5 new YFD volunteers was held on Wednesday, September 6. The new volunteers were briefed on the Department's policies and standard operating guidelines, given tours of the stations and equipment. Each new member was also issued gear and assigned a mentor to work with. These new members will go through a 1 year probationary period.

11) Monthly reports

Salary, Yankton Police Department and Building 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 Nelson
City Manager