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## OFFICE OF THE CITY MANAGER

[www.cityofyankton.org](http://www.cityofyankton.org)

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### Commission Information Memorandum

The Yankton City Commission meeting on Monday, September 23, 2019, will begin at 7:00 pm.

#### Non-Agenda Items of Interest

##### 1) Community & Economic Department Update

The annual mobile home park licensing inspection process has begun and will culminate with the City Commission's consideration of 2020 licenses at the December 9<sup>th</sup> City Commission meeting. This was a year of continued progress in helping ensure that mobile home units and park spaces are safe and properly cared for. 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.

- September 5<sup>th</sup> – Mailed notice of upcoming inspections to mobile home park owners.
- September 27<sup>th</sup> – Mobile home park inspections complete and notification letters sent to owners with non-compliant items.
- Mid October – Finance Department mails license applications to park owners.
- October 21<sup>st</sup>- Reinspection of non-compliant issues begins. Recommendation for approval based on compliance.
- Mid November – Mobile home park license applications due to Finance Department.
- December 9<sup>th</sup> –City Commission considers 2020 mobile home park licenses.

Recently staff determined that an inadvertent inclusion of the words “on-premise” in the definition of “Sign Area” of the sign ordinance created a problem with our code. The incorrect wording puts us in a situation where two-sided signs, which only count as one sign because you can only see them from one direction, would need to be counted as two signs. It essentially would allow two-sided signs to be placed at angles where both sides could be seen at the same time. This was never the original intention of the code. Staff anticipates proposing an introduction and first reading of this minor housekeeping amendment at the October 14<sup>th</sup> City Commission Meeting and the public hearing at the October 28<sup>th</sup> City Commission Meeting.

##### 2) Police Department Update

We had our firing range inspection meeting with FEMA representatives on September 4. The inspection showed that the range and the equipment were a total loss.

After the meeting with the FEMA inspectors we had a meeting with Ralph Marquardt and he advised us that the area where the range was located was not a viable location any longer. He offered us some alternatives, however we are looking for other alternatives in and near the City as well.

Commander Brandt, Officer Parker and Chief Harris gave a talk on our “You Can Too” program to the Optimist Club on September 9.

YPD staff attended a United Way Awards evening where the SART team received an award.

Chief Harris met with Dr. Kindle and staff to discuss SRO coverage during Officer Crissey’s absence.

Chief Harris met with Emergency Management staff on September 14 to discuss flood related issues. No problems were identified in the City.

Chief Harris had a meeting September 15 with Emergency Management and Red Cross staff to discuss the shelter located at The Center. We are providing special patrol in and around the Center while the shelter is running.

### **3) Parks and Recreation Department Update**

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

### **4) Human Resources Department Update**

We are seeking proposals for group life insurance for regular City of Yankton employees. The life insurance shall be term insurance with a base of \$15,000. The quoted premium must be guaranteed for a period of three years with coverage effective January 1, 2020. We are also taking alternate bids to provide an option for City employees to buy, at their own cost, additional supplemental life insurance in the amounts of \$15,000 or \$30,000. Sealed bids will be accepted until September 25 at 3:00 p.m.

### **5) Public Works Department Update**

Street Department crews have completed the annual chip seal list and will continue with regular fall street maintenance patching.

Burlington Northern Santa Fe Railroad has returned to the 15<sup>th</sup> Street rail crossing to install new signals and crossing gates. Once BNSF completes their work, street crews will install sidewalk on both sides of the new 15<sup>th</sup> Street crossing.

Enclosed in this packet is an informational flyer for the Household Hazardous Waste Collection Event scheduled for Saturday, October 5, 2019.

### **21<sup>st</sup> Street from Broadway Avenue to Douglas Avenue**

The last of the utilities have been removed or relocated at the 21<sup>st</sup> and Douglas intersection. The contractor is back on site. While installing the last section of storm sewer, the contractor encountered a conflict with a sanitary sewer main. An additional junction box was needed to adjust elevation on the storm sewer to avoid the sanitary sewer. There was a couple of days of down time while the contractor constructed the box, which is now being installed.

### **Augusta Park**

The drainage swale has been constructed to drain the low area that was in the southwest corner of the park. With the recent rains, crews were onsite to fine grade a few low areas to ensure proper drainage of the swale.

### **Pearl Street Water**

The project is just getting underway. The street was closed on Tuesday, September 17<sup>th</sup>. The contractor has started concrete removals and will install water main once the concrete removal is complete.

## **6) Finance Department Update**

Finance has prepared the city levy for property taxes as part of the 2020 budget Ordinance No. 1024 and has submitted it to the Yankton County auditor's office on September 12<sup>th</sup>. The Yankton Road Tax (YRT) levy was also delivered to the county auditor on the same date.

The roster of delinquent special assessments is being prepared and will be certified to the county before the November 1, 2019 deadline.

Please see the enclosed Monthly Finance Report for August.

## **7) Library Update**

The library is gearing up for a full schedule of activities again this Fall. We offer 3 story time sessions per week as well as a Stay & Play session for baby through preschool age. This September, we are going to host our Thursday story times in Memorial Park, weather permitting. This will be a fun way to offer literacy, learning and socializing in a new environment and potentially reaching families that don't normally come into the library. Another new program we are debuting on September 23<sup>rd</sup> is a Bilingual Story Time. The library is partnering with Cornerstones to host a bilingual (Spanish/English) story time at the library. We hope this will also reach some new families in our community. Each Thursday, we have an after-school program geared toward Kindergarten through 5<sup>th</sup> graders which include a rotation of crafts, Legos, Science and movies.

For adults, we are continuing to offer a variety of programs including a class on tatting (a form of vintage lace) which has filled up to the point that we are looking into offering a second class session. There will be another round of Escape Rooms at the library on September 21<sup>st</sup> and 22<sup>nd</sup> due to the program's popularity when it was offered in April. We are also working on events for Harry Potter fans, writer's workshops, a Veteran's Day event and more for this Fall! Besides all the great materials available for checkout, the library is a great place for free entertainment, free resources, socializing and learning something new!

## **8) Informational Services Department Update**

The contractor is on site working on the installation for the communications building at the west water tower. The first step will be installation of the footings and concrete pads for the building and generator. The building will be brought in and set in place with a crane after the civil construction work is completed. The radio contractor will be onsite September 19<sup>th</sup> for a site survey for the installation of the radio equipment and consoles. Also Century Link is moving forward with the fiber installation for the new statewide 911 answering system.

## **9) Environmental Services Department Update**

The wastewater treatment staff continue to work on potential fund sources for improvements at the wastewater facilities. Staff continues to meet with representatives for both FEMA and EDA. Wastewater staff is also preparing for the upcoming biosolids season. Staff will be collecting samples of the biosolids in the holding lagoons. This year's wet weather could play a role in the biosolids application. Crops need to be removed from the field so staff can complete the soils sampling. A late harvest caused by wet soil conditions and wet crops could push the land application of biosolids back. Staff will continue to work with the land applicator to assess the conditions as we move forward.

The water plant project has completed the street and intersection improvements in front of the plant. The intersection is open. The street section in front of the plant will remain closed until the majority of

concrete and grading work has been completed. Startup is still scheduled for early October. Final landscaping will be completed in the spring.

**10) Fire Department Update**

The Yankton Fire Department is preparing for another activity filled Fire Prevention Week. This year's theme is "Not Every Hero Wears a Cape: Plan and Practice Your Escape!". Fire Prevention week is October 6-12, 2019. YFD will have firefighters visiting schools to deliver fire prevention and safety messages all during the week and beyond. The annual YFD Pancake Feed will be Sunday, September 29, 2019 from 8am to 12:30pm at Fire Station #2 at 201 West 23<sup>rd</sup> Street. The Pancake Feed is free will donation. Our annual Open House is Wednesday, October 9, 2019 from 5:30pm to 7pm at Fire Station #2. Hot dogs and other refreshments will be served. Stop by and visit with your local hometown heroes, look at the fire trucks and station, grab fire prevention materials and experience the Fire Safety Trailer. We look forward to seeing you!

**11) Monthly reports**

Joint Powers Solid Waste monthly reports is included for your review. Minutes from the Planning Commission, Airport Board and Parks 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 Leon  
City Manager