



OFFICE OF THE CITY MANAGER

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Commission Information Memorandum

The Yankton City Commission meeting on Monday, September 14, 2015, will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Fire Department

The Yankton Fire Department participated in the “Walk a Mile in her Shoes” event on August 29 in Memorial Park. This International Men's March to Stop Rape, Sexual Assault & Gender Violence is an annual event. This is the third time the Fire Department has marched. We received an award for the largest team to march in the event.

Chief Kurtenbach and Deputy Chief Nickles attended a pre-paint conference as part of the construction of the new Ladder truck. During this conference, we were able to view the chassis of the truck with the pump and body mounted prior to the manufacturer painting the body and doing finish work. This allowed us to make some clarifications as to the placement of certain components of the truck and answer questions the manufacturer had regarding the truck. A picture of the truck in its current state of build is included in your CIM. We hope for delivery to be sometime in October. This conference and the clarifications and changes made had no effect on the cost of the truck.



2) Library Update

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

3) Community Development Update

The annual mobile home park licensing inspection process has begun and will culminate with the City Commission's consideration of 2016 licenses at the December 14th meeting. 2015 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 4th – sent notice of upcoming inspections to mobile home park owners.
- Week of October 5th – Mobile home park Inspections and notification letters to owners of any non-compliance items noted.
- Mid-October – Finance sends mobile home park license application to the park owners.
- Week of November 9th - Reinspection of non-compliance items. Recommendation for approval based on compliance.
- Mid-November – Mobile home park license applications due to Finance.
- December 14th – City Commission considers 2016 mobile home park licenses.

4) Human Resources

We are advertising for additional seasonal positions at Fox Run golf course. The positions we are advertising for are food & beverage staff, golf shop staff, and course maintenance staff. We will be accepting applications until the positions are filled.

With the resignation of Taylor Peters, Systems Manager/Computer Operations Technician, effective September 18, we have started advertising for this position. We will be broadening our scope for advertising the position by also running a classified ad in the Sioux City Journal. The deadline for application is September 16.

5) Information Services

Migration of the Summit Activities Center software to the cloud is scheduled for September 16th. The vendor is planning to do a live migration so downtime should be minimal. Staff is continuing to evaluate city-wide hosted mail services and has narrowed down to one or two vendors. A working prototype for the City's new website is finished and staff content management (CMS) training will be held on September 8th and 11th. Radio consultants from Therkelsen & Associates will be in town working on the system analysis on September 9th and 10th.

6) Public Services Department Update

Yankton received notice that the City has been invited to submit a Transportation Alternative Program (TAP) grant request for the next two phases of the Fox Run Trail system. There is a possibility to receive two grants, a grant for phase II and III in this funding cycle. Completing both of the remaining phases along with phase I, which is already under grant, would provide a looped trail route.

Details on the new state Bridge Improvement Grant (BIG) program continue to be received. In order to be prepared to submit a grant request for the rehabilitation of the Cedar Street Bridge and replace the Pine Street Bridge, the South Dakota Department of Transportation and Brosz Engineering will be meeting with staff on site to inspect the structures. Brosz Engineering is preparing a preliminary design to determine a type of structure that could be used to replace the existing Pine Street Bridge. The most

appropriate option to rehabilitate Cedar Street Bridge will be inspected. This is the first step needed to submit a grant request in January 2016.

It was confirmed with the Federal Aviation Administration (FAA) that due to airspace restrictions, the Spady Hanger is the last structure that can be placed in the area provided for private hangars. To accommodate the construction of additional hangars the midfield hangar area identified in the Airport Layout Plan will need to be pursued. There is a significant investment that will be needed to construct taxiways to the midfield area. Staff will continue to pursue possible funding for the improvements.

The concrete work associated with 5th Street Reconstruction Project from Burleigh Street to Mulberry has been completed. The street will be reopened to traffic after the concrete has reached adequate strength.

Enclosed in this packet is an information flyer on the Household Hazardous Waste Collection Event scheduled for Saturday, September 26th.

7) Environmental Services Department

Feimer Construction continues to move forward with the raw water line project. The project will progress from the east side of Riverside Park moving west. The project is on schedule to be completed by November 1st. Staff will be issuing Public Service Announcements as sections of streets, parking lots, and trails are closed during the project.

Staff will be attending the Annual Water and Wastewater Conference in Spearfish September 15-18.

Bids are out for the annual water treatment and wastewater treatment sludge removal. The water plant caked lime sludge will be contracted to be removed from the lagoons west of the wastewater treatment plant. The caked lime is a by-product of the lime softening treatment process used at our current water treatment facilities. The caked lime will be used as a soil additive to adjust soil ph. The wastewater sludge will be contracted to be hauled and land applied as per our biosolids program. The wastewater biosolids will be land applied as a soil fertilizer.

8) Finance Department Update

As reported earlier this summer, the City of Yankton is holding its surplus property auction in partnership with the South Dakota Property Management Office this fall. The auction will be held on Wednesday, September 23, 2015 starting at 9:00 a.m. at the Rodeo grounds on 31st Street by the Human Services Center. Two outdoor auction rings will sell items simultaneously throughout the day. Vehicles and large equipment will be auctioned off at approximately 11:00 a.m.

9) Parks and Recreation Department Update

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

10) Police Department Update

Yankton Police had a member participate in the Walk in her Shoes fundraiser held on August 29th. This is one of their largest fundraisers of the year.

Applications are now being accepted for our 2016 Citizens Academy. If interested or you have any questions, Commissioners' Ferdig and Sommer participated this past spring. City Manager Nelson is also a graduated of the program.

We met with Frank Vellek regarding our firing range. Concrete Materials is now working on 3 sides of the range. We hope to remain at the same location and Concrete Materials has agreed to build the berms, if an agreeable spot can be located.

With recent events, YPD drew back our participation in the local full scale exercise on Thursday September 10th. We will continue to work with area resources for a better and more complete response during an actual event.

11) Railroad Crossing Neighborhood Meeting

The Railroad Crossing Neighborhood Meeting on the evening of September 9th was productive. Discussions continue with the Burlington Northern, Santa Fe Railway regarding the addition of a new crossing at Kolberg Pioneer in exchange for the closure of two crossings in the community. As previously discussed, the identified crossings for closure are the alley south of 8th Street, east of Mulberry Street and the crossing on 11th Street, west of Broadway Avenue. In addition to publicizing the meeting in our regular media outlets, staff sent individual letters of invitation to many businesses and homeowners in the area. The meeting was lightly attended but we did receive a number of phone calls with questions before the meeting. All things considered, the idea has been received as good as can be expected. The September 28th City Commission agenda will include an item related to the railroad crossings. The packet information will include the comments received about the issue along with the complete background information.

12) Monthly reports

Building and Salary monthly reports are included for your review. Minutes from the Golf Advisory Board and Park 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