



**OFFICE OF THE CITY MANAGER**

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

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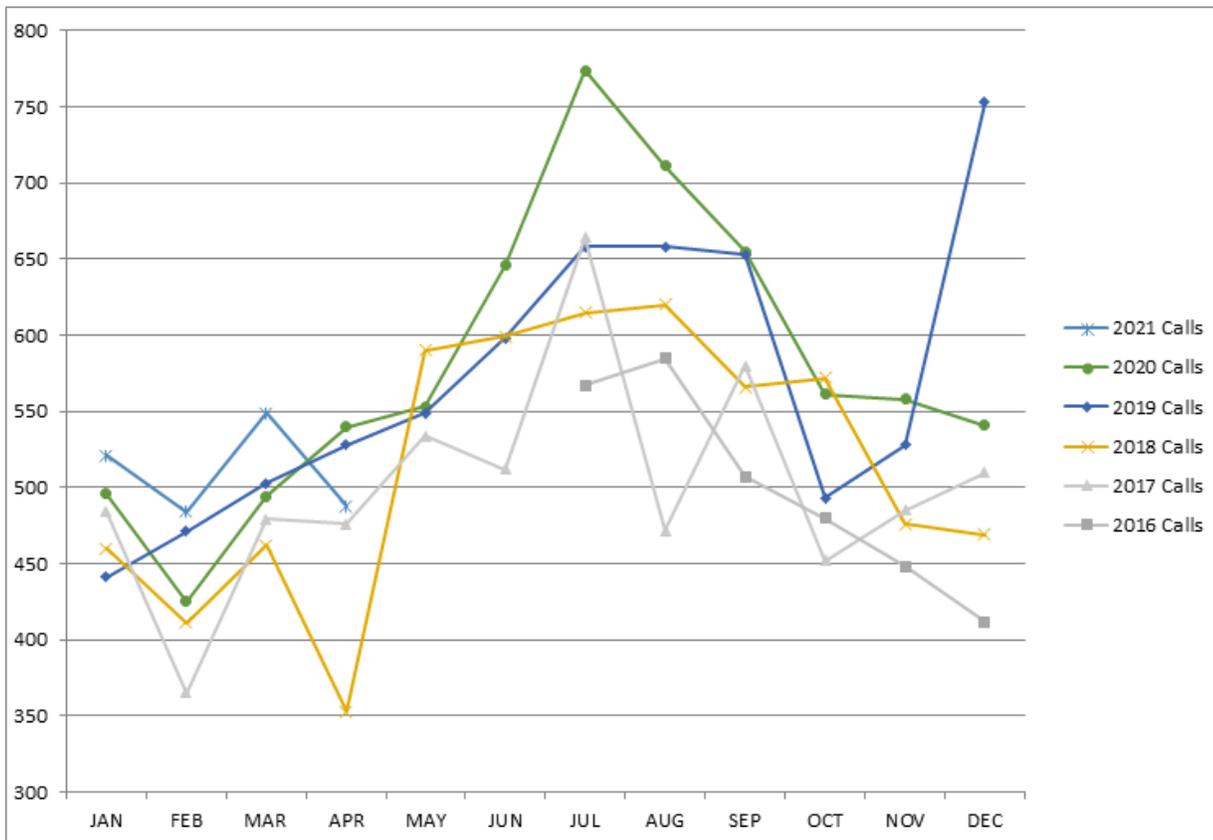
**Commission Information Memorandum**

The Yankton City Commission meeting on Monday, May 10, 2021, will begin at 7:00 pm.

**Non-Agenda Items of Interest**

**1) Information Services Update**

After three months of increased 911 calls, April 2021 was a quieter month than 2020. Total calls year to date are up 4.45% after the busy start to the year.



**2) Police Department Update**

Officer Voigt will be graduating on May 28 from the LET Academy.

We have a part time officer, Justin Paddack, completing his classroom training while he finishes his degree at USD. He will start full time when he graduates and be ready to go into field training and then the LET Academy in August. This helps us get an officer in the field much quicker.

There is an HSC Advisory Board meeting this week through zoom.

There is a SPARK meeting this week that we will attend through zoom.

We have the quarterly meeting with Heartland Animal Shelter next week.

Other meetings that we will be attending are Connecting Cultures, Emergency Managers Wednesday meeting, Emerge, Optimist, and the COVID 19 Task Force.

### **3) Community & Economic Department Update**

This Community Development Office has received several inquiries concerning placing pre-built manufactured homes and mobile homes in the City limits. The City of Yankton does allow manufactured homes to be placed in the City provided that they meet the minimum standards of 2015 International Residential Codes. There are several home builders that build houses in factory settings and then transport them. A Governor's Home is an example that meets the criteria of a manufactured home. The Governor's homes are built to the current building codes as adopted by the municipalities and the State of South Dakota. All houses, whether manufactured in a factory setting or built on-site need to meet the building codes as adopted by the City of Yankton. These codes include: the International Residential Code, the International Mechanical Code, the National Electrical Code, the Uniform Plumbing Code and the International Fuel Gas Code. A building permit is needed prior to bringing a manufactured home into the City and documentation is required to show compliance with all current building codes.

A mobile home is a structure that is built to the U.S. Department of Housing and Urban Development (HUD) Standards and is defined by City Ordinance Section 23-16 (f) as a detached residential dwelling unit designed for transportation, after fabrication, on streets or highways on its own wheels, on a flatbed, or on a trailer and arriving at the site where it is to be occupied as a dwelling complete and ready for occupancy except for minor and incidental unpacking and assembly operations. A travel trailer is not to be considered as a mobile home. The City's Mobile Home Ordinance also requires that all mobile homes that are placed in the City meet the minimum June 15, 1976 HUD Construction and Safety Standards and shall be located in licensed mobile home parks. However, the board of City Commissioners reserves the right to allow mobile homes that are, in the opinion of the Commission, and on a case by case basis, sufficiently different in structural details to qualify as modular houses or manufactured homes to be located outside of licensed mobile home parks.

Tiny Homes, which often occupy the grey area between manufactured and mobile homes, continue to generate interest at this time of housing scarcity. However, the nature of their design and construction can make meeting either the 2015 IRC or HUD standards difficult. In some jurisdictions they may be certified and occupied as RVs to get around rules regulating size, foundations and energy efficiency. The 2021 IRC, which the City of Yankton will adopt in the next two years, does make provisions for the unique size and features of these structures, potentially making them allowable dwellings within the city limits. This is an issue that the Community Development Office will examine closely as we begin the next round of the code adoption process.

In summary, manufactured homes that meet the 2015 International Building Code standards are allowed to be brought into the City provided that a review by City staff verifies that they meet the building codes as adopted by the City. With modern house-building techniques the lines can get blurred between a HUD approved home and an off-site manufactured home that meets the IRC. HUD homes are often built to the IRC standards. Our office has the ability to review and recommend that the HUD standard meets the requirements of the IRC and with concurrence of the City Board of

Commissioners, a permit can be issued for this style of home. This recommendation requires a review on a project to project basis.

**4) Finance Department Update**

The Finance Office has received all malt beverage license renewal applications that were due in April. The public hearing date for the renewals is set for the next commission meeting. Also, restaurant license applications were mailed out on May 3<sup>rd</sup> and will be due by May 31<sup>st</sup>. Renewals are effective July 1, 2021.

Our online surplus auction has been scheduled for May 25th. Please view the public notice below:

**NOTICE TO BIDDERS  
SURPLUS VEHICLE ONLINE AUCTION**

Online bids will be received by Purple Wave Auction, [www.purplewave.com](http://www.purplewave.com), on behalf of the City of Yankton, Yankton, South Dakota for surplus vehicles and equipment being sold through Purple Wave’s online Government Auction. The online auction is currently active and concludes at 10:00 a.m. CST on **Tuesday, May 25, 2021.**

The City of Yankton is selling the following vehicles and equipment through the online government auction:

**Year, Make, Model, VIN#**

- 2016 Ford Explorer SUV - VIN#1FM5K8ARXGGA28963**
- 2004 Cushman Utility Vehicle – Model 898627**
- 2000 Cushman Turf Truckster – Model 898658**
- 7 - Blue Executive Chairs**
- 10’ Motorized Retractable Projection Screen**
- 2 – Oasis Chilled Drinking Fountains Model P8AM-100**

All items will be sold AS IS/WHERE IS without warranty or guarantee. Vehicles and equipment may be viewed at the City of Yankton Central Garage located at 700 Levee Street, Yankton, South Dakota. For a listing and pictures of the items, go to Purple Wave Auction website at [www.purplewave.com](http://www.purplewave.com). Bids for all items will be accepted online only, on Purple Wave Auction, at [www.purplewave.com](http://www.purplewave.com).

Bids will not be accepted in any form at the City of Yankton. All equipment and vehicles sold must be removed within the timeframe as stated on the auction website. After the specified date, a \$25.00 per day per item storage fee will be charged to the buyer.

The City of Yankton, Yankton, South Dakota *DOES NOT* provide transportation or loading services for buyers to remove their merchandise. Any and all methods of lifting, towing, and hauling, as well as all other methods or requirements for the removal and transport of the materials, equipment and/or vehicles, is the sole responsibility of the buyer.

You may contact the City of Yankton Central Garage at 605-668-5211 if you have questions or would like further information about the Online Auction.

## **5) Human Resources Update**

Bill Jensen has accepted the position of Fleet Mechanic/Grounds Maintenance recently vacated by retiree John Gleich. Bill's prior position, Grounds maintenance, was posted internally for one week, and will be advertised externally.

We are currently advertising internally for Senior Equipment Operator for the streets department. This opening is created from the retirement announcement of Marlon Huber effective May 21<sup>st</sup>.

We are currently advertising for an Engineering Technician/Project Manager.

We are still advertising for the Waste Water's Sr. Lab Technician that will become available when Rich DeWald retires in June.

Camille Mertens has accepted the position of Executive Director of the Yankton Housing and Redevelopment Commission. She will begin her duties on May 17<sup>th</sup>. There will soon be a search for Camille's replacement.

911 Communications Dispatcher interviews are completed, and an offer has been extended.

We completed our first parallel payroll with UKG. Employees are continuing to learn the ins and outs of the system. We've made some adjustments after the first parallel payroll and are continuing to move forward. We continue to meet with UKG module experts 4 times per week to adjust as they arise and gain continued experience within the system. We are still on pace to go live starting Saturday, May 8<sup>th</sup>.

## **6) Fire Department Update**

Recently, the City's storm sirens were tested and evaluated for readiness for the summer storm season. The siren at City Hall was identified as not functioning. This siren has since been repaired. The City's storm siren system is ready for the summer storm season. Keep in mind that the siren system is an OUTDOOR warning system. Storm sirens are not designed to be heard indoors. Indoor warning is provided either through a weather radio, weather apps on cell phones or through local media outlets.

## **7) Public Works Department Update**

Street Department crews have been de-winterizing the asphalt plant in preparation for street patching. Crews have also been working on curb and gutter replacement at various locations throughout the city. The new street sweeper has arrived and is now in service.

## **The Huether Family Aquatics Center**

The parking lot pavement is the only substantial concrete work remaining on the site. The contractor estimates approximately 12 days, from start, to complete the grading and pavement.

We are also on the home stretch for the pool construction. Global Specialty Contractors has started with the pool finish application. They expect to have the lazy river and zero depth pool done by May 7<sup>th</sup>. Fence installation is ongoing. Holes are dug and posts are being installed.

The irrigation contractor has been there a little over a week. According to the schedule, they should wrap that work up by May 7<sup>th</sup>.

## **Marne Creek Bank Stabilization and Maintenance Trail Reconstruction**

City staff is meeting with Banner Associates, on May 6<sup>th</sup>; to get an update on the progress they have made meeting the FEMA requirements/expectations for project scope.

## **23<sup>rd</sup> Street Construction and Utility Installation**

Bid opening, for the project, is May 13<sup>th</sup>.

## **Spruce Street Reconstruction**

The project was awarded to D&G Construction. All the contract documents have been submitted. A preconstruction meeting will be held, prior to work beginning.

## **8) Environmental Services Department Update**

Staff continue to have issues with treatment at the wastewater treatment plant. Staff has not been able to have a consistent treatment. Treatment was out of compliance with the total suspended solids. Staff has notified the South Dakota Department of Agriculture and Natural Resources of the issue. Staff has been working with several process engineers with HDR. We continue to adjust our process control parameters but have not found a solution and continue to have a poor effluent. Staff has reached out the SD DANR industrial pretreatment program to help determine if any industry permits have been adjusted. Staff is also going to be reaching out to several industries.

The South Dakota Board of Water and Natural Resources approved an amended SRF loan for the City of Yankton. The final SRF loan was approved for \$4,500,000.00 at 2% for 20 years. The additional funds will be used to address current inflation on materials related to the EDA project at the Wastewater Treatment Plant.

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

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

## **10) Library Update**

Our Summer Reading Program is just around the corner. Online registration for all ages begins on May 10. We use a program called Beanstack to allow participants to track their progress online or through the app. We are again encouraging a friendly competition between the schools to see who can complete the most minutes read! The theme for this year's Summer Reading Program is Tails and Tales. We have so many great animal themed programs planned for the summer including presentations from Gavins Point Fish Hatchery, the Zoo Man, the Humane Society and Yankton County 4-H!

The Cemetery Walk is schedule for Wednesday, June 2 with tours starting at 6:30 and 8pm. We host this event in partnership with the Mead Cultural Education Center. Each year different graves are selected for a unique experience. This year will feature Peter Johan Nyberg portrayed by Dr. James Nyberg, Sanford Bell Coulson portrayed by Nathan Johnson, Drs. James & Helen Buchanan portrayed by Dr. Mary and Dan Milroy, Barbara (Gleich) Vinatieri portrayed by Jane Bobzin, and Anna (Rider) English portrayed by Andrea Walz. Tickets will go on sale Monday, May 17 at the library.

## **11) Monthly reports / Minutes**

Building, Yankton Police Department and Salary monthly reports are 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 Leon  
City Manager