



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

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Commission Information Memorandum

The Yankton City Commission meeting on Monday, February 23, 2009, will begin at 7:00 p.m.

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) Personnel News

Safety Benefits, Inc. presented an annual safety training class designed for highway, street and public works departments here in Yankton on February 10th at the Yankton Government Center. The City and County hosted this class which meets the training requirement necessary to comply with Part 46 of the Mine Safety Act. This training is designed to help make the work place as safe as possible. There were participants from Bon Homme, Turner and Yankton County and the City of Yankton in attendance.

Lori Neubauer began her duties as Dispatcher in the Police Department on February 16.

3) Community Development Update

City staff has been contacted by a licensed mobile home park operator with a request to amend Yankton's mobile home park regulations. The requested amendment would allow for campers to use unoccupied slots in mobile home parks. The change has been suggested in the past on a couple of occasions when large construction projects have occurred in the area. The current suggestion is based on the timing of this summer's pipeline project. Staff has concerns with an amendment of this nature for a number of reasons.

- The uses are not compatible. A permanent resident of a mobile home park has different expectations and priorities than a camper.
- Health and Safety. Residents of a licensed mobile home park have the right to expect adjacent occupants to follow the same regulations as they do in regards to tie downs, skirting, water, sewer and electric services.
- Licensing issues. We currently inspect mobile home courts and units therein for compliance with a number of regulations on an annual basis at license renewal time. Campers would come and go much more frequently than mobile homes.

Yankton's mobile home park regulations are not very restrictive. As currently written, larger campers can be considered mobile homes if they are tied down and skirted. Also, if the park is large enough and located in the correct zoning district, a mobile home park operator could potentially unlicense a specific

area of the park and convert it to a commercial campground. The State has a permit process for campgrounds that would need to be followed.

Please let us know if there is any additional information that you like to see related to this issue.

4) Information Services

Community Development Director Dave Mingo and Information Services Manager Duane Johnson have worked together to add a Planning Commission Page and a Zoning Map (using a custom overlay in Google Maps) to the website. The zoning map is interactive, allowing users to zoom into a specific area and view its zoning classification. The new page also includes direct links from the map legend to the appropriate section of the online ordinances showing the allowed uses in each zoning district. Dave's office sees a number of inquiries about zoning and the zoning ordinances. This new feature should be of value to web visitors. The new website has averaged about 230 visitors daily in February. Staff continues to update the site regularly and will continue to add additional information and functionality as the site matures.

5) Environmental Services

Wastewater staff completed the annual biosolids report and was sent to the EPA and State. Biosolids are nutrient-rich organic materials resulting from the treatment of domestic sewage in a treatment facility. The City of Yankton Biosolids are recycled as fertilizer. To determine whether biosolids can be applied to a particular farm site, an evaluation of the site's suitability is generally performed by the land applier(the City). The biosolids application is specifically calculated to match the nutrient uptake requirements of the particular crop. City staff works with local land operators to assure proper land application and nutrient control. To ensure biosolids are treated and managed in a manner that protects both human health and the environment, Congress directed EPA to develop a comprehensive national Sewage Sludge Program aimed at reducing risks and maximizing the beneficial uses of sludge. The City of Yankton annual Biosolids report is prepared to comply with the appropriate 40 CFR Part 503 requirements.

6) Public Services Update

Staff is establishing a street reconstruction and repair schedule for 2009. It is anticipated that City wide spring clean-up will begin either March 30th or April 6, 2009. The crews will be committed to street activities following the completion of the clean up event which takes nearly two weeks to complete.

A coordination meeting with utility companies was held February 11, 2009 to discuss the anticipated construction projects in the City.

March 12th is the date established for opening construction bids for the Peninah Street (Whiting Drive to Karen Drive) reconstruction project. It is hoped that funding and clearances from the DENR will allow the 2009 Mulberry and Maple Street reconstruction projects to be advertised in early March so the bids can be received and awarded in April by the City Commission. Enclosed in this packet are the bid advertisements that will be issued.

Bid advertisements for the installation of cold applied plastic pavement markings and asphalt milling are enclosed in the packet. The bid opening for these two items is scheduled for March 11, 2009.

7) Library Update

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

8) Finance Office Update

The City has received the airport T-hangar lease agreement renewals from the six lessees for 2009. The original three-year leases expired January 31, 2009. This year's renewal will run from February 1st through December 31st, 2009 and continue annually thereafter.

The deadline for filing nominating petitions for the city commission is fast approaching. Petitions must be filed by Friday, February 27th at 5:00 p.m. At 5:05 p.m. on the 27th, the Finance Office will draw names by lot for the order on the election ballot. Candidates may be present or send a representative for the drawing if they so choose. However, they are not required to be present.

9) Police Department Update

The classroom training of the new officer is about 2/3's complete. She will then be in the field training program for several months. Officers attended a work fair for Mt. Marty College and visited with a number of college students who have interest in law enforcement. Applications for the vacant officers position has closed with approximately 40 plus applications received.

10) North Fire Station Pre-Construction Meeting Held

The pre-construction meeting for the new North Fire Station was held on February 5. In attendance were City Manager Russell, Fire Chief Kurtenbach, Deputy Chief Nickles, Building Officials Morrow and Benda, Glenn Mannes and representatives from James Steel and some of the subcontractors. Discussed were site preparation, storm water issues, dust control, communications procedures during the project and other contractual and financial issues. James Steel presented their construction schedule, a copy of which is attached to the CIM. Monthly meetings will be held between City staff, the architect and the contractor to review progress and process pay requests. Construction is scheduled to begin in April. Per the contract, construction must be completed prior to May 1, 2010. We are also working to establish a date and time for a Commission ground breaking.

11) Monthly reports

Joint Powers Solid Waste monthly report is included for your review. Minutes from the Planning Commission, Airport 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,

Doug Russell
City Manager