



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

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Commission Information Memorandum

The Yankton City Commission meeting on Monday, January 26, 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

Daniel Sanders began employment as a part-time weekend Wastewater Plant Operator on January 10, 2009. Rhonda Olson will begin her employment as a Police Officer on February 2, 2009.

3) Listing Services

Attached to your packet is a letter from Ted Mickelson that outlines the services that the realtors provide as a part of the City's listing agreement with them. The letter is in response to the City Commission questions at the January 12th meeting. Please let me know if you would like additional information about the listing agreement. Or, feel free to contact Ted directly.

4) Community Development Update

The final building permit has been issued and construction is underway for the National Park Service Building at 508 East 2nd Street. The building is a 7,300 square foot office building with a garage for vehicle storage. James Steel Erection is the general contractor.

Joe Morrow, Building Official, has been elected as Secretary for the Lewis & Clark Home Builders Association. The Lewis and Clark Home Builders Association's membership is made up of contractors, realtors, mortgage lenders and associate members. The goals of the Lewis and Clark HBA are to provide opportunities for all consumers to have safe, decent and affordable housing.

5) Information Services

After seeing over 207,000 visitors, the City's old website has been retired and a new site put in its place. The new site will be easier to maintain and update and has a more modern look and feel. The site contains a number of new features in addition to the material on the previous site. In the site's first week of operation, it saw over 935 unique visitors, 1,646 visits (including return visitors), served up 7,087 pages (80,968 hits) and consumed 1.58 GB of bandwidth. In a nutshell, the site has seen steady traffic since its activation on January 12. The general layout for the site follows the webpage for Dublin, Ohio. Dublin's website was highly acclaimed as a model website by Adobe Software. Information Services Manager, Duane Johnson found Dublin's webpage to be especially user friendly and contacted the community to gain permission to use it as a model in preparing our site. Materials from the

community and work by City staff led to the new site's look and feel. In total, over 5,000 files and 500MB of data make up the new webpage. If you find an error, or something that needs to be addressed, please feel free to email staff to bring it to our attention. In addition, the same applies if you are unable to find something you are looking for or is missing from the website.

6) Environmental Services

The water department has been busy with frozen meters and services lines during the recent cold weather. We have also been notified of a recall on Pacer fire hydrants which includes 53 hydrants in our system. These will be repaired as part of the recall process.

Wastewater has started their annual State Biosolids Report.

Collections has cleaned and televised sewer mains in preparation for respective upcoming projects. Also, we have attached a 2008 summary of distribution and collection task data

7) Public Services Update

In order for the City of Yankton to participate in the anticipated economic stimulus program, a comprehensive project list has been developed and submitted to the South Dakota Department of Transportation by the engineering and street department. We were notified that only projects that have been engineered and are ready to be bid in the next 90 to 180 days will be eligible. The application of the anticipated funding has not been clearly defined and the staff will continue to work closely with the DOT representatives so that all eligible projects can be accomplished this summer.

A citizen concern was expressed about the traffic at the intersection of 21st and Burleigh. The engineering staff coordinated with the SDDOT to conduct traffic counts and review the accident history to determine what steps should be taken to address the concerns. The need for additional stop signs was specifically reviewed. No changes are warranted at this time. However, this intersection will be added to the locations reviewed by the Roadway Safety Committee this spring and continue to be monitored.

8) Library Update

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

9) Fire Department Update

The Yankton Fire Department has had an active couple of weeks. During the past two weeks our Department has responded to three structure fires and several traffic accidents of which one involved a fatality and several serious injuries were reported.

The latest incident began in the early morning of January 13th when the Fire Department responded to a report of an apartment/condominium fire at 301 West 31st Street. This fire displaced ten residents of at least five apartment units. This is the third incident since Christmas where this same team of responders, including Yankton County Emergency Management, Yankton Police Department, Yankton EMS, and Red Cross have taken care of the needs of multiple displaced residents.

10) Finance Office Update

The Finance Office has been busy with 2008 End of Year activities. Employee W-2 Wage and Tax Statement forms have been sent out with the January 23rd payroll. Also, 1099 tax forms have been issued to the applicable vendors who have provided services over the last year and are not incorporated.

Notice of Vacancies for the April city election has been published this past week and this week. January 30th is the first day that interested parties can circulate nominating petitions.

The Finance Office also just completed an update to our utility billing software which has added new enhancements to our billing process, and has made minor changes to the utility account numbers.

This is also the time of year that utility customers often ask how their sewer rate is calculated. The rate is based on an average of their water consumption during the months of December, January and February as billed in January, February and March of each year. Sewer rates are adjusted annually and are reflected in the April utility billing.

11) Municipal Day/ Yankton Day at the Legislature

The South Dakota Municipal League will be sponsoring their annual Municipal Day February 3-4, 2009 in Pierre. Enclosed in the packet is an informational brochure about the event. In addition, Yankton Day at the Legislature, an annual event sponsored by the Chamber of Commerce is on February 3rd. The Chamber is organizing the transportation arrangements for an early-morning bus ride that day. Please let my secretary know if you plan on attending either one or both of these events and we will make sure the proper arrangements are made.

12) Police Department Update

Officers have been involved in several cases of car thefts in which juveniles have been arrested. In addition we have been investigating simple assaults, petty thefts, continuing our drug investigations which take up considerable time, sexual assaults and traffic arrests. In addition, we continue to provide security at the high school parking lot. There have been two very serious injury accidents within the last couple of weeks.

Animal control has put into use a capture net device which will help catch dogs and other animals that could otherwise escape or hurt someone. The device shoots out a net with rubber balls attached for projectile purposes to keep the net secure. It was put into place after officers were trained in its use and policies were established.

13) Monthly reports

Joint Powers Solid Waste Authority monthly report is included for your review. Minutes from the Planning Commission and Library 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