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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, March 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

The HR office has been working with Safety Benefits, Inc. to present two four-hour defensive driving training sessions on April 1<sup>st</sup> in the fire fighters' meeting room in City Hall. The course objective is to save lives by instructing participants in how to avoid costly collisions and injuries. Any employee who has to drive as part of their job responsibilities should attend. We have approximately 31 City staff planning to attend and Safety Benefits has also sent out brochures to other local communities for their participation.

##### 3) Community Development Update

House Bill 1197 was passed and will be enacted in July. Bill 1197 will allow single-family dwellings that are under construction or listed for sale by contractors to be classified as owner occupied for the purpose of taxation. Contractors are limited to four homes per year with the stipulation that they may only use the owner occupied classification for a period of no more than two years for each home. This legislation was supported by the local Lewis & Clark Home Builders Association.

Joe Morrow attended the South Dakota Plumbing Commission's continuing education seminar for the Uniform Plumbing Code. Inspectors and plumbing contractors are required to attend a four hour seminar during each calendar year.

##### 4) Environmental Services

The distribution staff continues exercising and checking valves in the distribution system. The staff identified over fifty valves that will need to be operated during the Peninah Street project alone. These valves need to be operating and working during the project to minimize the area and duration of water shutoffs for our customers during the project. Staff has identified two valves that do not hold completely and will need to be replaced prior to the start of the project.

The collection department has been starting its annual cleaning of sewer lines with the warmer weather. Staff attempts to clean one-third of the City sewer mains annually to reduce emergency service calls.

The water treatment department collected its annual samples for nitrates and nitrites and both samples were in compliance. The staff also completed its quarterly calibrations of the bench top and inline turbidity meters as per EPA regulations.

Wastewater treatment staff collects its toxic organics sample as required by our discharge permit. Levels of toxic organics were non-detectable. Toxic organics are required to be sampled once every five years. Staff also collected its annual sample for influent and effluent metals. Influent metals are required to be tested as part of our biosolids reporting. Effluent metals are required to be sampled annually, and all metals sampled were in compliance with our discharge permit.

### **5) Public Services Update**

Enclosed in this packet is the annual storm water report that is required of the ten largest cities in SD. Yankton is considered a MS-4 community so there are six control measures to be addressed as outlined in a storm water permit issued by the state. The permit is five years old and due for renewal.

Enclosed with this packet is a graphical representation of the street improvement activities anticipated this summer. The spring street condition survey has been completed. Three locations where the asphalt mat are planned to be replaced under the open asphalt budget are shown on the map. The three segments are: Donohoe Boulevard from Mulberry Street to Regal Drive; 25<sup>th</sup> Street between Broadway Avenue and Douglas Avenue; and James Place from Valley Road to Burleigh Street.

Staff requested a clarification from the South Dakota Department of Transportation regarding how the jurisdiction for Second Street between Walnut Street and Broadway Avenue would be transferred to the City. The SDDOT feels that the street segment is now the City's responsibility based on the language in an agreement between the City and State along current state law.

### **6) Library Update**

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

### **7) Finance Office Update**

For clarification, the City will still be holding a joint election with the Yankton School District on April 14<sup>th</sup> even though there are reports that the school district no longer needs to have an election. When conducting a joint election, if the candidate has not withdrawn their name prior to the deadline (February 27<sup>th</sup> this year) they will be on the ballot and the election must proceed according to state statute.

Also as a reminder, election ballots for absentee voting will be available in the Finance Office on March 30<sup>th</sup>. This date is also the deadline for voter registration in order to vote in the city/school district election on April 14<sup>th</sup>. A facsimile of the election ballot will be published on April 2<sup>nd</sup> and 9<sup>th</sup> along with the Notice of Election as required by state law.

The Finance Office will be doing its annual sewer rate adjustments for utility customers in the coming week. Customers' sewer rates are 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 each spring and are reflected in the April utility billing.

The Finance Office has also enclosed a monthly report which includes the February utility billing data and general office information.

## **8) Fire Department Update**

Our new firefighters have been training in pursuit of their South Dakota Certified Firefighter designations. All three will be completing the course over the next couple of weeks. In addition 5 firefighters attended the Northwest Iowa Regional Fire School in Sioux City for classroom and hands on training.

Response wise, we have moved into the period of the late winter/early spring when we have melted our snowcover, yet grasses have not greened. This makes for a few weeks of high fire dangers. This is also the time that landowners are busy burning trash and vegetation in their spring cleaning process. We encourage all who will be burning to notify us prior to starting their fires and watch the weather for the day of their burn and 2 days after so that these fires do not get out of control or reignite and spread. The Yankton Fire Department recently responded to a 500 acre grass fire near Irene. Response was hampered by muddy conditions under the very dry grass. Six fire departments responded to that call and a seventh department contributed to the effort by handling a second grass fire that was reported while the larger fire was being suppressed.

Finally, by the time you read this, we will have had the groundbreaking ceremony kicking off the construction of the new Fire Station #2. A neighborhood open house informational meeting was held at the RTEC on March 17<sup>th</sup> to update the residents living around the fire station project of contact numbers to call should they have questions or concerns about the project. We expect earthwork to begin by April 1<sup>st</sup> or a bit earlier depending on good weather.

## **9) Pre-Disaster Mitigation**

Yankton County Emergency Management is beginning an update of the 2003 Pre-Disaster Mitigation Plan. This plan identifies potential mitigation projects desired within the County that will be available for funding should FEMA funds become available. Emergency Management will have a series of meetings to develop the plan. Todd Larson and I attended the first meeting this past week to discuss the inclusion of Marne Creek Bank stabilization needs.

## **10) Airport Conference**

The annual State Airport Conference will be held March 24-26<sup>th</sup> in Aberdeen. While at the conference, I will be meeting with State officials in respect to current and upcoming projects that have been identified in our improvement plan.

## **11) Jim Goetz Retirement**

Just a reminder that the reception for Jim Goetz has been scheduled for Thursday, March 26, 2009 from 3:00 – 5:00 p.m. in the City Hall Gymnasium.

## **12) Outside Agency Meeting**

We have scheduled a meeting for Monday, March 30, 2009 at 6:00 p.m. at the RTEC Room 114 to discuss outside agencies. We will have a historic funding worksheet as well as a copy of the current application for funding available for discussion and review.

## **13) Commission Meeting Videos**

Currently City Staff uses Google to host the commission meeting videos. In the upcoming months, Google will stop its upload service to Google Video. Currently hosted videos will remain online, but no additions will be allowed. Information Services Manager, Duane Johnson, is researching available alternatives. Google Video is one of the few services that had no limit to the size of files that can be uploaded. A number of other similar services exist (YouTube / Viddler / Vimeo / Etc.) but each has limits on the size of video that can be uploaded. YouTube may remove its size limit in conjunction with

Google stopping its other hosting service. Current views to the online videos are detailed in the chart below. The website hits are from 2009 only and do not include any of the 2008 viewership.

Meeting Video	Total Google Views	2009 Webpage Views
07/28/08	33	5
08/25/08	26	14
09/08/08	54	10
10/27/08	9	4
11/10/08	3	8
11/24/08	14	6
12/08/08	16	8
12/15/08	272	5
12/22/08	481	18
01/12/09	26	98
01/26/09	10	71
02/09/09	24	75
02/23/09	0	24

#### 14) Monthly reports

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