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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 Tuesday, May 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

19 units of blood were collected at the blood drive on May 15<sup>th</sup>.

Javier Murguia and Jeremy Olson will begin their duties as Police Officers on May 25<sup>th</sup>.

##### 3) Community Development Update

Community Development Department Staff have been busy reviewing plan sets for some large projects along with a number of more typical projects. Plan reviews and inspection requirements vary based on occupancies. Commercial and industrial occupancies require a different level of review than owner occupied residential structures. Our staff review all site layout, structural, plumbing, occupancy, and exiting facets of a project. We also work in coordination with the State Electrical Inspector on electrical service installations. Major projects under review / reviewed recently include the school district projects and several commercial projects. Residential construction activity is also beginning to increase.

##### 4) Library Update

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

##### 5) Police Department Update

The two new marked squad cars arrived and have been outfitted and placed into service.

YPD has conducted tours of the department and our fleet for a number of area elementary schools. Tabor, Jamesville Colony, Hartington, and Crofton have all have toured the facility. Each group had between 25-50 children that tour the facility and spend time with the officers.

On May 19, 2009, the Yankton Police Department along with the SD Highway Patrol instructed about 300 Yankton middle school in accident avoidance/investigation through math. This is a program that we have been doing for 10 years. Each spring, two officers go into the school to instruct 8th grade students on the importance of math in law enforcement and at the same time, teach kids about vehicle safety. This year approximately 300 kids helped solve a vehicle accident through collecting evidence at the

crash scene and then used their math/computer skills to solve the accident. CPL Michael Burgeson and Trooper Dan Thomson were the instructors this year.

YPD will be starting our in-house training for two new officers May 25, 2009. Jeremy Olson and Javier Murguia will begin the 30 day classroom training to be followed by our 14 week field training program. All YPD officers will also be taking part in the state sponsored firearms training on May 26<sup>th</sup> in Yankton. This training is sponsored by the DCI.

#### **6) Finance Office Update**

The public hearing date for the renewal of the malt beverage licenses for 2009-2010 will be established as noted on the consent agenda for this commission meeting. Also, restaurant license applications are being returned to the Finance office for renewal on July 1<sup>st</sup> as well.

The Finance Office continues preparation for the 2008 financial audit scheduled for mid-June. This includes compiling personnel data for an actuarial valuation required for other post-employment benefits (OPEB) as it relates to the reporting of financial liability for the city's retiree health insurance benefit plan.

Please see the enclosed Finance Monthly Report for April.

#### **7) Fire Department Update**

The Fire Department has outlined their training activities planned for this summer. Activities include a confined space rescue course, a trench rescue course, and the destruction of two abandon homes by fire; one at 22<sup>nd</sup> and Douglas, and one at 8<sup>th</sup> and Ferdig. The Fire Department will also be holding several training nights that will be focused on developing a Rapid Intervention Team (RIT) team that will be focused on providing search and rescue of downed firefighters should something go wrong during an interior attack. We will also be conducting routine training on basic firefighting skills such as pump operations and equipment techniques. Finally, we will be sending 15 firefighters to South Dakota State Fire School in Rapid City on June 11-13.

#### **8) Information Services Update**

The aerial imagery capture is complete and the data is being processed. Pictometry expects to provide deliverables in 30-45 days. Once the imagery is received the company will provide both basic and advanced training using the Electronic Field Study (EFS) software. In addition, a utility company has contacted the City with an interest in securing rights to use the imagery. The City has done this in the past for a fee and will be working through the process with Yankton County and Pictometry.

Installation, training and implementation for the management software upgrade for the Summit Activities Center is scheduled for the week of June 15. A consultant will be onsite to train staff and migrate the existing membership information and records to the new software package.

#### **9) Public Services Update**

The reconstruction of James Place from Burleigh Street to Valley Road is scheduled to begin May 26, 2009. The Street Department will host a neighborhood meeting on May 21, 2009, to coordinate with residents of the area.

Enclosed in the packet is an advertisement for the replacement of the street sweeper. The specific date for receiving bids will be incorporated into the bid package.

This year's Missouri River clean up event was well attended. Over seven tons of garbage was pulled from the river. The activity was complemented by the Missouri River Watershed School Festival, which

was hosted by a number of entities that support efforts to protect this resource. Mary Robb performed much of the work in representing the City and helping organize the event. This education program is a way to meet our storm water program requirements and to inform others about Yankton's connection with the 59 miles of the Missouri National Recreational River.

#### **10) Environmental Services Update**

Water main replacement on Peninah Street continues to progress as new main has been placed from Karen drive to 17<sup>th</sup> street. Staff has been walking the area and posting notices to keep the public informed of upcoming water shutoffs. The distribution staff also replaced a leaking valve on 19<sup>th</sup>. Customers were without water for four hours as staff struggled to locate the leak and dig around utilities.

The water department received its annual fluoride report from the state. Fluoride is added to the water to prevent tooth decay. Fluoride dosage rates are determined by the average water consumption per person. In warmer climates water consumption is higher so fluoride dosages are lower. The City of Yankton is required to maintain fluoride levels within the range of .9mg/l to 1.7 mg/l. Samples were collected weekly and were within range with no violations for 2008.

HDR continues to work with the State of Nebraska to obtain a permit to test core on the Nebraska property. Test coring is now scheduled for the week of June 1<sup>st</sup>.

#### **11) Monthly reports**

Joint Powers Solid Waste and Fox Run Golf Course monthly reports are included for your review. Minutes from the Airport Board and Golf 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 Tuesday, please inform my office.

Sincerely,

Doug Russell  
City Manager