



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

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Commission Information Memorandum

The Yankton City Commission meeting on Monday, July 27, 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 deadline for Communication Dispatcher applications was July 22. Applications will be reviewed by the Police Department and applicants will be called for interviews.

Classified ads will publish for the following positions: Seasonal positions at Fox Run golf course to fill vacancies until the end of golf season Part-time afternoon receptionist at the Summit Activities Center – applications accepted until position is filled. Part-time and winter seasonal positions for Parks & Recreation – applications will be accepted until the positions are filled. Wastewater Treatment Plant Operator – deadline for application is August 6th.

3) Budget

Budget sessions will be held at the RTEC August 3rd, 4th, and 5th, if needed. The proposed budget is currently being finalized and assembled for distribution no later than August 1st. However, we are planning for it to be ready earlier than the deadline in order to allow for adequate review leading into the budget sessions.

4) Library Update

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

5) Police Department Update

I have attached a photo of the headstone Luken Memorial has designed and is in the process of making for our Police Dog Rex that passed away a few months ago. When completed it will be placed in the pet cemetery at the Wintz Ray Funeral home.

I have also attached a photo of our new Police Dog. Officers Foote and Nolz drove to Alabama on Sunday July 19th and returned Wednesday morning with the new dog. Ares (Pronounced: Airis) was purchased through Kasseburg Canine Training Center in New Market Alabama. The dog will be two years old this October. He is originally from Slovakia and is a Belgian Malinois. Officer Foote will begin training Ares in several weeks for drugs and after that 8 week course he will continue with apprehension.

6) Finance Office Update

The City received considerable damage to property during the recent hail storm that hit the area on July 8th. Seven city vehicles received damage and/or dents and one had a broken windshield. Also, five vehicles being held at the landfill transfer station by police for evidence in investigations were damaged by the hail. These will most likely be covered under the Garage Keepers coverage on the City policy. The vehicle claims appraiser was at the city on Wednesday, July 22nd to assess the damage.

The storm also caused damage to a number of city buildings. Fox Run Golf Course had holes in the golf car shed skylights, dents to the eaves at the Peninah Booster Station, damage to the roof at the transfer station, and extensive damage at the airport. The barrel hangar, crash building, terminal building and maintenance building had a combined total of twenty-three broken windows. These buildings also had damage to the roof, roof mounts and/or doors. The maintenance building also had damage to the air conditioner and furnace vents.

Our insurance claims representative from Claims Associates is working on the city's claim and will be submitting an estimate to us when the appraisal is complete.

Enclosed in your packet is the Monthly Finance Report for June activity.

7) Public Services Update

All chip sealing has been accomplished for this season. Asphalt paving operations by the Street Department are underway. James Place between Valley Road and Burleigh Street was completed this week. Paving of Burleigh Street from Peninah Street to James Place is in progress. Twenty-fifth Street between Broadway and Douglas was completed before chip sealing.

Permanent pavement makings are being installed this week.

Included in this packet are bid advertisements for the last concrete paving construction projects to be bid for 2009.

The Peninah Street project is scheduled to have all underground work completed this week. Two and a half blocks remain to be paved.

The first curb and gutter was installed on the Mulberry Street project on July 20, 2009. The deadline for the contractor is August 1, 2009. Asphalt paving by the city crews on Mulberry was scheduled to occur beginning August 1, 2009. Coordination efforts are underway in an attempt to have the street open to traffic before school starts.

Contract work for the Maple and 9th Street project is scheduled to begin July 27, 2009.

The airport grant agreement was received and a notice of award was issued to the contractor for the airport phase III apron project on July 17, 2009.

8) Environmental Services Update

The underground infrastructure work was completed on both the Peninah Street and Mulberry Street projects. Final water main tie ins were completed on Wednesday. The Maple Street project is scheduled to begin Monday July 27th.

Water Plant Superintendent Jerry Busby announced he will be retiring September 11, 2009. Jerry will have been with the City for almost 34 years.

9) Survey

Work is being finalized on the Citizen Survey for distribution in late August or early September. It is anticipated that waiting for summer's end will yield a higher response rate. We are also performing some reformatting in order to enhance readability of the document.

10) Summit Activity Center Equipment Update

The Recreation Department worked with Arlin Likness and Dan Mitchell, from the high school, to determine what new strength training equipment was needed for the SAC fitness area in 2009. Each year, there is \$5,000 budgeted by the City and \$5,000 budgeted by the school to purchase new equipment for the fitness area. The new equipment was delivered and installed on July 15. At that time, other older, minimally used strength training equipment was moved out of the area. The remaining strength equipment was re-arranged to free up more walk way space to access the different pieces of equipment. It is very important, as the facility moves forward with rate increases, to keep updating the fitness equipment so the public knows there is a continued commitment to provide the largest amount of fitness equipment in the Yankton market. The yearly budgeted funds for equipment is used for both strength equipment and cardio equipment. The recreation department is creating a replacement schedule for the cardio equipment since these pieces have shorter life span than the weight equipment.

Also, one piece of weight equipment that was added was donated by an individual in the community, so it was at no cost to the City or School.

11) Dog Park Update

The new Marne Creek West Dog Park had Robert's Carpentry install the fence for the dog park. The fence installation was completed on Friday, July 17. Robert's also installed a couple of signs on the property and on the fences. The Parks Department has trimmed low branches on trees in the small dog area. Also, the Parks Department removed the extra fencing, posts, top-rails, and other miscellaneous equipment from the park. The Parks Department will meet with Mike Gillis to discuss other items that need to be completed to finish the dog park project (water fountain installation, website material, etc.). Mike and Todd will be contacting Nathan Johnson of the *Press and Dakotan* to disseminate information about the facility.

12) Street Trees

Staff is beginning another round of public education regarding responsibilities to trim street trees. Property owners are responsible for keeping the street trees adjacent to their property trimmed in order to keep the streets and sidewalks clear for passage. Trees should be trimmed so that leaves and branches are a minimum of 10 feet above sidewalks and 12 feet above streets. We will be using the PEG Channel, City web site and other means to help remind property owners of the issue. The extended growing season has contributed to the issue being more prevalent this year. We will be following up with personal contacts in areas of greatest concern.

13) Planning Commission Action on Rezoning Issue

A rezoning request is pending for property located at 1210 and 1302 E. 8th Street. The property is owned by Phyllis Thornton and Glen Folkestad. The property owners are currently not in compliance with applicable codes and the issue has been routed through the City Attorney to proceed with a court assisted compliance action. In light of the current activities on the land and the pending action, Community Development Director Dave Mingo and City Attorney Hosmer recommend that the Planning Commission table the issue at their hearing on July 13th. The Planning Commission followed

through with that action. We should know more about the status of the compliance order prior to the next Planning Commission meeting. We plan to recommend that the Planning Commission take the issue off the table in August and reestablish their September meeting date for a public hearing.

14) Website Update

The City’s website continues to see growth in the number of visitors. Each department continues to contribute new information that keeps the site current and provides a conduit for information to the public. The recent headline on the intro page for pet licensing information attracted over 60 visitors in the first week it was posted.

Month	Unique visitors	Number of visits	Pages	Hits	Bandwidth
Jan 2009	2220	4474	17220	208724	4.24 GB
Feb 2009	3329	6815	27949	472968	11.31 GB
Mar 2009	4270	8815	34414	481020	11.50 GB
Apr 2009	4841	10177	40950	569951	12.29 GB
May 2009	4701	9646	44159	452754	9.59 GB
Jun 2009	5311	11106	97353	499666	8.63 GB

15) Aerial Imagery

The joint project with Yankton County to update the region’s aerial imagery is nearing completion. Both entities have received the new imagery and software training is scheduled for August 18, 19, 20. A representative from Pictometry will be onsite to conduct the hands on training at City Hall. Both City and County employees will attend the training to learn how to use the Electronic Field Study Software that was furnished as a component of the imagery project. The deliverables included over 80 GB of high resolution 4” imagery of the City of Yankton and portions of the surrounding area, with the balance of the County captured at a slightly lower resolution. A sample of the new imagery is attached in the packet. In the future, staff will provide a demonstration of the imagery. The high resolution areas include oblique images (overhead at an angle) from all four directions and a traditional orthogonal image (straight down). This update will be a valuable tool for both the City and County in the years to come.

16) Summit Activity Center Rate Adjustment Update

Please find attached the rate adjustments for 2009 and 2010. These rates will take effect October 1, 2009.

17) Fire Department Update

The Yankton Fire Department occasionally is given use of abandon structures for purposes of burning the structures for training and/or destroying the structures to clean up property. YFD currently has 3 structures to burn.

We utilize acquired structures in two ways. If the structure can be fully destroyed, we use the structure for live training burns which allows us to make several burns for suppression training. For those structures that cannot be fully destroyed due to their location close to other structures or other reasons; we perform interior structure burns and allow firefighters to go in and put the fire out in a training environment. We then require the owners of the properties to destroy the properties by other means. We will be performing burns including 22nd & Douglas on July 27 or alternately Aug 10 if weather does not cooperate on the 27th.

18) Monthly reports

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

Sincerely,

Doug Russell
City Manager