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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, February 22, 2010, 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

On February 18<sup>th</sup>, Dr. Timony Mergens and Angie O'Connor from Avera Health Plans, will be doing a presentation on health and wellness challenges for City employees. They will be asking those in attendance to fill out a survey so they can develop further programs that are of interest to City staff.

The blood pressure screenings by Avera Health on the third Monday of every month from 11:00 – 12:00 noon in the meeting room of the Library continues our wellness promotion.

Brittany Bessert has been hired as the Secretary in the Parks & Recreation Department. She began her duties on February 15, 2010.

##### 3) Public Services Update

Project development continues for street and water system improvements budgeted and planned for the summer of 2010.

Public works was notified that an increased effort for composting yard waste at the solid waste restricted use facility is warranted. The DENR identified the grants that are available to assist communities in upgrading the equipment and site to compost yard waste in a more thorough manner. Arrangements are being made with Planning and Development District III to have a grant application submitted before April 1, 2010. There may be a packet item for consideration at a meeting in March.

Enclosed with this packet are bid advertisements for some of the equipment replacement budgeted in Public Services. March 24, 2010 is the scheduled date to receive bids for a street department truck and a truck with a compactor for solid waste collection.

Bridge inspections are conducted biannually and are due in 2010 for Yankton in accordance with Federal Highway Administration requirements. Arrangements for the inspections are being made.

#### **4) Finance Department Update**

The deadline for filing nominating petitions for the city commission is fast approaching. Petitions must be filed by Friday, February 26<sup>th</sup> at 5:00 p.m. At 5:05 p.m. on the 26<sup>th</sup>, 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.

Please see the enclosed Monthly Finance Report for January.

#### **5) Information Services Update**

Fox Run Golf Course will be upgrading software to comply with Payment Card Industry (Credit Cards) data security standards. The existing version of the FORE software package does not meet the new industry standards for security in processing merchant credit card transactions. The upgrade will require a separate stand alone server, new software, and additional network security changes.

The new Payment Card Industry standards will go into effect July 1<sup>st</sup>. The cost of the upgrade is \$1,700 plus the soft costs associated with the upgrade and training. The City may qualify for a rebate from the credit card processing firm to help cover the cost of meeting the new security standards.

The standards are set by a council formed by American Express, Discover Financial Services, JCB International, MasterCard Worldwide and Visa Inc. However, each body has a different set of guidelines to meet the compliance requirements. The City may need to take additional steps to meet the standards for each specific merchant processor. Additional compliance may include conducting security assessments either by completing a self-assessment questionnaire or hire a qualified assessor, network security scans, changes in handling and processing procedures for credit card transactions, physical and electronic security measures.

As an organization, the City will need to continue to assess the benefit-cost ratio of the convenience of processing credit card transactions with the added cost to doing business.

#### **6) Community Development Update**

Those of you on the commission at the time may remember a 2006 action authorizing the acquisition of Elwood Dwyer's property along Marne Creek. The land is located south of Rotary Park and includes his house and a couple of outbuildings. Our goal was to tie up the land for inclusion in the trail corridor project but we did not want to displace Mr. Dwyer. We developed a contract that paid Mr. Dwyer \$3,000 up front to guarantee the City's eventual ownership of the site. The total purchase price (\$11,761.20) was determined by the standard property acquisition formula that we have used on all creek related purchases. The contract allowed Mr. Dwyer to live on the site as long as he was able and stipulated that the deed would transfer with final payment when he left the site. Mr. Dwyer passed away a couple of months ago and we have worked through the details of the transfer with City Attorney Hosmer. The City will pay the remaining \$8,471 contract price to the estate and take possession of the property. The structures will most likely be subject to controlled burns later this year.

On April 22, 2010 the Environmental Protection Agency (EPA) Lead-Safe Work Practices rules will go into effect. These rules require that contractors and renovators must be certified with the EPA in lead safe work practices when disturbing more than 6 square feet of interior painted surfaces or 20 square feet of exterior painted surfaces in pre-1978 structures. There are exemptions to the EPA rules where no children under age of 6 or pregnant women reside. The Lewis and Clark Home Builders have set up training dates for contractor certification. The tentative training dates are March 15, 29, 30 and 31, 2010. In order to receive the EPA certification, contractors will need to attend a one day training session. Joe Morrow is assisting with the development of the certification process in Yankton.

The 5th Annual Lewis & Clark Home Builders Home Show has been scheduled for Saturday and Sunday, March 27th & 28th, 2010. The Home Show will be held at the Kiwanis 4-H Ice Arena at 709 Whiting Drive and will feature home improvement exhibitors and vendors from around the area. Joe Morrow and Mike Benda are members of the association and work together with homebuilders on education and public awareness activities.

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

The Fire Department is excited to announce that construction of Fire Station #2 was deemed “substantially complete” at 5:00 p.m. on February 16, 2010. A final walkthrough and inspection of the interior of the building was held on that date. Present at the final inspection was the architect, Glen Mannes; the structural engineers, the mechanical engineers, the electrical engineers, the general contractor, James Steel; several of the sub-contractors, City Manager Doug Russell and Fire Chief Tom Kurtenbach. A final “punch list” of items to be corrected was generated at this meeting. No major defects were found. This final inspection was only for the interior of the building. A final inspection of the exterior of the building will be held in the spring after the landscaping is complete.

The volunteers of the Fire Department will be moving from the space they have occupied in City Hall since 1934 to the new Fire Station on February 22<sup>nd</sup>. Trucks will be moved to the new station on approximately February 25<sup>th</sup> or February 26<sup>th</sup>. We will then begin response from the new station. We anticipate the office space will be moved from Fire Station #1 to the new Station sometime during that same week. An open house and dedication for the public will be held sometime in late March or April, once the landscaping has been complete.

#### **8) Yankton Day at the Legislature**

On February 10<sup>th</sup>, a delegation traveled to Pierre to meet with representatives in the State Legislature and various departments. Meetings were held with the Department of Tourism, Game Fish and Parks, the Department of Education, Economic Development, the Department of Transportation, the Department of Agriculture, and the Governor. Most meetings included an update from the department regarding programs that various entities in Yankton could participate in followed by questions from the delegation on matters of specific interest.

#### **9) Monthly reports**

Joint Powers Solid Waste monthly report is included for your review. Minutes from the Airport Advisory Board and 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