



OFFICE OF THE CITY MANAGER

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Commission Information Memorandum

The Yankton City Commission meeting on Monday, March 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

In gearing up for the summer season, the employment applications that have been received for our summer seasonal positions have been distributed to the departments for their review. Applicants that are selected for interviews will be contacted with a date and time for their interview.

There will be customer service excellence sessions on Monday, March 22nd and Tuesday, March 23rd for City staff to attend. The sessions will look at a variety of circumstances and interactions between municipal services and the public, including effective communications and difficult situations. The sessions are being conducted by Doug Kirkus, Loss Control Administrator for the SD Public Assurance Alliance and the SDML Workers' Compensation Fund.

3) Public Services Update

The bid date for the Cedar Street project has been set at April 14, 2010. This project from 10th Street to 17th Street involves replacing water main, installing storm sewer improvements, upgrading the curb and gutter and installing ADA ramps under a construction contract. The Street Department is scheduled to install a new asphalt pavement after the contract work has been completed.

High water due to snow melt was being addressed through the weekend of March 13, 2010. Peak flows occurred on March 14th and are expected to continue to diminish until additional moisture from rain or snow occurs. The frost in the roadway sub grades is coming out and graveled alleys are in tough shape this time of year. There is little that can be done until the frost is completely out and drier conditions exist. Street sweeping operations have resumed.

There has been a good response from area schools that plan to attend the Missouri River Watershed Festival scheduled for May 7, 2010. Just under 250 students have preregistered. Some presentations will be offered to the rest of the community that evening.

Bids for permanent pavement marking, bituminous asphalt mix, liquid asphalt products, street milling, and a JPA transfer truck will be received April 14, 2010.

4) Finance Department Update

Election ballots for absentee voting will be available in the Finance Office on Monday, March 29th. As a reminder, this is also the deadline for voter registration in order to vote in the city/school district election on April 13th. A facsimile of the election ballot will be published on April 1st and 8th 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' maximum sewer rates for the coming year 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.

Please see the Finance Monthly Report for February enclosed in your packet.

5) Police Department Update

The department has had various officers on deployment, at National Guard training, and at State of South Dakota standards training. If all goes as planned, all officers will be available in standard rotation beginning in May.

The department has had officers in training or will have officers in training in various courses over the next month in Leadership, Accident Investigation, and Gas and Flash Bang Instruction.

6) Political Signs

Recently there have been a few questions about the regulations associated with political signs. There are even a few signs popping up related to the upcoming elections. The City's sign ordinance allows for political signs to be displayed on private property up to 60 days prior to an election. They must be taken down within seven days after the election. The maximum size for a political sign is 32 square feet. The issue runs quite smoothly most of the time with a majority of people being careful about the placement of their signs. The biggest problem we typically see is signs placed in the Right-of-Way (ROW). More specifically, the ROW area between the sidewalk and the curb. Signs are not allowed in that space because they can cause sight distance concerns and distractions for the traveling public.

7) Street Trees

Spring cleanup week is the perfect opportunity for people to double check the street trees adjacent to their property. Trees should be trimmed by adjacent property owners so that branches are a minimum of 10 feet above sidewalks and 12 feet above streets. City crews will pick up tree trimmings free of charge as a part of cleanup week efforts.

8) Sump Water

With the snow volumes that we had this winter and the beginning of a wet spring, we anticipate that many homeowners will have their sump pumps running on a regular basis. Residents are reminded that water discharge from sump pumps is not allowed to be drained into the sanitary sewer system through floor drains, sinks or other standard drains. Sumps discharged into the sanitary sewer system place an unnecessary burden on the sewer mains and treatment plant. Sumps systems must be discharged to a location outside of a home or building. Typically sump hoses are discharged 8 to 10 feet away from a structure to help avoid recycling the water back into the sump collection system.

9) Fire Department Update

The Fire Department is planning the training calendar for the year. This year's training will include a trench rescue course, confined space rescue course and several controlled burns to sharpen our firefighters skills. We will also be scheduling tours of target hazard buildings to familiarize our

firefighters with the layout and construction of these facilities and continuing the Rapid Intervention Team training. Opportunities to attend regional and statewide firefighter training will also be provided to gain awareness and knowledge of new techniques.

10) Environmental Services Update

Sunday March 14th the storm water had backed up on Bill Baggs and Alumax Roads and began causing problems with the Chesterman lift station. Several sanitary sewer manholes are located along Alumax Road and were completely covered by storm water allowing a large infiltration into the sanitary system. The sanitary sewer line runs south under Bill Baggs Road then west to a lift station near Chesterman's. A member of the street department and several members from the fire department were called to help clear the ditch along Bill Baggs road to get the storm water flowing. The collection department staff worked most of the night with the vacuum truck to prevent the flooding of the lift station. Staff used the vacuum truck to remove raw sewage from a manhole on the south end of Bill Baggs road. Around 8 am Monday morning the lift station had recovered and was maintaining pace with the respective volume.

The water plant is preparing for the spring runoff. During normal operations, the plant uses two basins in parallel to produce roughly 3,800 gallons per minute. During runoff events, the plants raw water taken from the river has a very high turbidity and color. To meet the standards required by the state the plant has to operate the basins in series. Alum is added in the first basin to help remove color and turbidity. The chemicals used in normal operation are added in the second basin. During this operation, the plant's production is cut to around 2,400 gallons per minute.

11) Monthly reports

Police Department and Joint Powers Solid Waste monthly reports are included for your review. Minutes from the Airport 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