



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

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Commission Information Memorandum

The Yankton City Commission meeting on Monday, May 24, 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

We arranged morning and afternoon sessions of the Yankton 202 Hospitality Training conducted by the Yankton Convention & Visitors Bureau for City staff on Tuesday, May 18th. Staff from the Library, Parks & Recreation, Finance and City Manager's office signed up to participate.

We had 46 employees sign-up for the employee health fair on April 29th. In coordination with Avera Healthworks, basic on-site screening was conducted for blood pressure, height/weight and cholesterol and glucose panel. Results from the screening have been sent to the participants. The nurse coordinator is available for any questions regarding the results when she is on-site for our monthly blood pressure screenings at the Library.

3) Public Services Update

The design of the Sixth Street, Linn to Maple, reconstruction project has been completed by the City Engineering staff. Bid documents have been issued for a bid opening scheduled for June 17, 2010.

Pre-construction and neighborhood meetings have been conducted for a number of Public Service projects. Coordination issues are being addressed to keep neighborhoods functional, safe and to address as many inconveniences as possible related to construction activities.

Street reconstruction projects sometimes entice private utility providers to invest and update their facilities. Coordination efforts are underway with Mid America Gas Co. to reconstruct all of its gas mains and services in the vicinity of Pine Street Project.

Concrete pavement was placed on Eighth Street west of Broadway on Wednesday of this week.

Storm water system improvements, sub grade, and curb and gutter work has been completed on the Peninah Street project. Paving of Peninah Street is phased so that local traffic can be accommodated. Phase I is planned to begin on the south end of the project this week.

Difficulties were encountered during the installation of the utilities at Bill Baggs Road and Highway 50. Design modifications were authorized to meet DENR requirements and account for unanticipated underground field conditions.

The installation of the underground city utilities for the Ridgeway North Subdivision is progressing well. The sanitary sewer lines have been completed and are being tested. A significant portion of water line installation has been completed.

City Crews have completed all of the concrete repair work associated with their projects. Steps are being taken to patch pavements in areas that will be receiving asphalt overlays.

Quotes were received for the reconstruction of the Douglas Street lighting system. A purchase order is planned to be issued to complete the replacement of the underground circuits that power the lights.

The staff continues to promote and assist in information and educational efforts associated with recycling and storm water management. Planning for next year's Missouri River Watershed Festival, Missouri River Clean Up, and the Clean Boat events are underway.

4) Finance Department Update

Williams & Company has completed the field work portion of the 2009 financial audit. Auditors will prepare a draft document for our review before submission to the South Dakota Department of Legislative Audit for their approval.

Payroll personnel have been working on salary adjustments for all eligible employees as a result of the new union contract. Wage increases were included with the May 14th payroll. Personnel are now working on back pay adjustments which are retroactive to January 1, 2009 and may be included over the next several pay periods.

Please see the enclosed Monthly Finance Report for April.

5) Police Department Update

On May 18th, Cpl. Mike Burgeson assisted the 8th grade math classes with an incident analysis activity. He conducted skid tests with a vehicle and showed the students the mathematical application in arriving at the speeds of vehicles using accident investigation techniques. There were approximately 240 students participating in the activity.

Members of YPD were involved with the High School Job Fair that took place at RTEC at the end of April. Approx 640 Juniors and Seniors were given the opportunity of watching crime scene evidence gathering and an accident investigation.

6) Library Update

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

7) Environmental Services Update

The tower project is moving forward with sand blasting and priming planned to be completed this week. The final epoxy coat will begin to be applied this week. Staff also met with Maguire Iron to discuss options for improvements needed to the upflow basins at plant #2.

The Yankton High School Environmental Science class had approximately 60 students tour the water treatment plant.

The collection/distribution staff continues to prepare for upcoming projects. Several valves have been replaced in the distribution system. Staff has also cleaned, televised and inspected several areas of sanitary sewer.

Wastewater treatment staff replaced all 240 lamps in the ultra violet disinfection system preparing for the seasonal coliform limits. The wastewater treatment facility passed its 2nd quarter whole effluent toxicity test and its annual effluent metals.

8) Community Development Update

We are reaching a point where the original Extraterritorial Jurisdiction (ETJ) boundaries agreed upon the City and County in 2000 need to be reviewed and adjusted. The City limits have expanded since that time and logically, we should work through the process of extending the ETJ boundaries proportionally. The setting for considering this type of adjustment has changed since the adoption of the original ETJ ordinance. At that time, the County was not zoned and the City's interest in ETJ zoning was to provide guidance on development adjacent to the corporate limits. Since then, the County has adopted a development review process that includes zoning. We also have an active City / County Planning Committee that assists in guiding the entities through these types of joint projects. We will begin this discussion at that level and provide you progress updates as the issue moves forward.

9) Fire Department Update

The City of Yankton and Yankton Fire Department have scheduled the dedication ceremony and open house for Fire Station #2 for Monday, June 7, 2010. The dedication ceremony will begin at 6:30 p.m. with an open house to follow the dedication ceremony from approximately 7:00 p.m. to 9:00 p.m. Fire Station #2 is located at 201 West 23rd Street.

The dedication ceremony will feature remarks from Mayor Dave Knoff, City Manager Doug Russell, Fire Chief Tom Kurtenbach and Yankton Volunteer Fire Department President Troy Cowman. Included will be a traditional "housing" ceremony and ribbon cutting. Featured will be the dedication of the memorial to fallen firefighters donated by Luken Memorials of Yankton.

An open house and self guided tours of the fire station will be held following the ceremony and will continue to 9 p.m. This will allow the public to view the building and the equipment housed at the station and meet their volunteer firefighters.

A construction contract for the \$1,638,800 facility was awarded to James Steel Inc of Yankton on December 22, 2008, after the City of Yankton received taxpayer approval for financing of the project. Finishing touches to the facility's landscaping are being completed this week. The architect for the project was Mannes Architects of Yankton.

10) Information Services Update

In cooperation with Parks & Recreation, we have added a new page to the website for Memorial Pool. The page, along with the front page headline, announces the opening date for the pool, hours of operation and detail user fees. The new webcam for the Meridian Bridge conversion project is up and running. On occasion, we are experiencing some problems with condensation on the window. Overall, it is working well. The new page has had 156 visits since its launch. The Discovery Bridge cam continues to be a popular feature on the website. The online survey for the library has had 65 respondents to date. The survey will be active thru May 24th.

Department have been gearing up for the budget process with Capital Improvement Plan and budget worksheets due this week. The next scheduled item in the budget process for the commission will be the CIP workshop during the 3rd week of June.

11) Monthly reports

Fox Run Golf Course and Joint Powers Solid Waste monthly reports are included for your review.

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