



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

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Commission Information Memorandum

The Yankton City Commission meeting on Monday, July 14, 2008, 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) Library Update

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

3) Construction Update

Summer construction activities are in full swing in Yankton. The recent weather has been favorable for construction to be accomplished. The Green Street (23rd to 25th) segment has been completed and is now open to traffic. There are some small items that need to be addressed before the close-out of this project. The underground work and curb and gutter installation for the Walnut Street (15th to 19th) and Downtown Third Street projects are done and paving is proceeding nicely. Pearl Street from 3rd to 6th has just started. This 90 day contract will replace the neighborhood water line including a bore under Highway 50 along with providing new curb and gutter and pavement. The Peninah Water Booster Pump Station and associated Pipeline project on Peninah Street and 31st Street is underway. The booster pump station is estimated to be 65% complete and the water line is approximately 40% complete. Projects are currently on schedule and no major complications have been identified as of this time.

4) Airport Apron Project

We received word this week that the Phase II apron project has been authorized by the State for bidding in anticipation of having the project funded. The city acceptance of the plans prepared by KLJ was issued Wednesday and returned to the State. To refresh everyone understanding of the phase II scope of work a drawing will be prepared for the Airport Board meeting next week. The actual amount of work accomplished may be influenced by the unit prices of the contract. Funding will be contingent upon a grant being issued prior to August 1, 2008. For a grant to be issued bids must be received in advance of August 1, 2008. Public Works Director, Kevin Kuhl authorized KLJ to send the advertisement for bid to the *Press & Dakotan* today in order to meet the bid advertising requirements and have the bids to present to FAA prior to their grant issuance deadline. A copy of the advertisement is enclosed in your packet for your review.

5) Interviews and Testing for Police Officer

On July 9th members of the Yankton Police Department conducted testing for a Police Officer hire list. We initially received 32 applicants, 18 of which took the written examination. 13 applicants passed the examination and 11 moved on to the initial interview. A number of supervisors and officers were involved with the written, physical agility testing, and initial interviews which were conducted at the Territorial Capitol, City Hall Gym, and the Police Department. The final interviews will be conducted on July 16th at the Yankton Police Department. Background investigations will be completed on several of the applicants when the final hire list is completed.

6) Interviews for Utility Director

Interviews for the Utilities Director were conducted on Wednesday, July 9. We had three in-house candidates apply for the position. Kevin Kuhl, Public Works Director; Brad Moser, Civil Engineer; and Sue Berke-Hanson, HR Coordinator; sat in on the interviews and hope to recommend a candidate for hire shortly.

7) Pre-Construction Meeting for Fire Station

A pre-construction meeting was held this week to meet with the architect to discuss the plans for the new fire station. The major issues discussed were slope of the building site, storm water drainage, construction type, minor floor plan revisions, site layout and exterior appearance. The exterior appearance of the building will not substantially change from the proposal that was presented during the opt-out election. The architects will go back and revise the floor and site plans and present them to the building committees at a future date to be determined.

8) Department Orientation

During the past week, I have completed several orientations with various Department Heads, who have provided a general overview of their respective departments, as well as tours of their facilities. I will complete the remaining orientations next week. It has been a great opportunity to learn about the City operation as well as meet as many staff as possible. I have also started scheduling meetings with various civic, community and business leaders to further acquaint myself with Yankton.

9) Blood Drive

The City of Yankton will host a blood drive from 10:00 a.m. to 1:00 p.m. Tuesday, July 29th at the Territorial Capital Building. If you would like to participate, please call Sue Berke-Hanson at 668-5222.

10) South Dakota Transportation Improvement Program Meeting

Attached, please find a tentative South Dakota Transportation Improvement Program schedule of projects in Yankton County, including several in the City of Yankton. Statewide public hearings will be conducted in July prior to formal adoption of the STIP program. Please let me know if you have any questions.

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