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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, April 12, 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

The Employee Committee is working with representatives from Avera Health Plans and Avera Healthworks to sponsor an employee health fair on April 29<sup>th</sup> at the Summit Activities Center, similar to the fairs we have done in past years. The basic on-site screening consists of a blood pressure check, height/weight, a cholesterol & glucose panel, and a brief consultation. The results of the screening tests are confidential and the results are reported only to the person being tested. There is no charge for these screenings as it is coordinated through our health insurance coverage.

##### 3) Public Services Update

Public Services activity is focusing on coordination with contractors, property owners and state and local agencies to get summer construction underway. A series of preconstruction meetings will be used to finalize arrangements. Other activities have included spring clean up of the streets, grading work at the transfer station, street sign repair and staging pavement marking replacement. Sign inventory efforts will begin this month. A DENR grant request was submitted by the deadline for the transfer station compost operation. Warranty work and project work left open from last construction season are being addressed.

April 15<sup>th</sup> bid openings are scheduled for the airport waterline project and Cedar Street from 10<sup>th</sup> to 17<sup>th</sup> Streets. A bid opening for summer construction materials and supplies used by the Street Department is scheduled for April 14<sup>th</sup>. The concrete rubble crushing operation for gravel base was completed last week.

##### 4) Finance Department Update

The joint election for the City of Yankton and the Yankton School District is Tuesday, April 13<sup>th</sup>. Polls are open from 7:00 a.m. to 7:00 p.m. on election day. Training for poll workers will be conducted on Monday, April 12<sup>th</sup> at 10:00 a.m. in city hall. The Finance Office has had ten (10) absentee voters as of Wednesday morning, April 7<sup>th</sup>. The commission will canvass the election returns at a special meeting held Friday, April 16<sup>th</sup> at noon in the City Hall 2<sup>nd</sup> floor conference room.

The Finance Office has completed its annual sewer rate adjustments for utility customers. Adjustments based on the customer's average winter consumption will be reflected in the utility billing being mailed on April 19<sup>th</sup>. Please refer any questions you may receive from customers to the City Finance Office.

Finance has recently assisted the city transfer station through a significant software system upgrade with Advanced Weighing Systems (AWS) of Chippewa Falls, WI. AWS provides weigh scale operations and accounting software for the landfill. The upgrade provides expanded capabilities, new modules, more flexible reports and improved billing processes. The upgrade took place during the week of March 26, 2010.

#### **5) Police Department Update**

April 6<sup>th</sup> and 7<sup>th</sup> members of YPD were trained on the TraCS accident software. This software will assist YPD making accident reporting and transmitting to the state quicker and more accurate. Officers will also be able to do non-reportable and off street accidents on this software. We will go live with this software the week of April 12<sup>th</sup>.

Cpl Dean Larson took part in the annual Bike Helmet Giveaway to second graders in Yankton. This is sponsored by the Yankton Medical Clinic with assistance from YPD. 185 second graders were given new bike helmets and a safety talk regarding the importance of helmet use.

#### **6) Library Update**

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

#### **7) Capital Improvement Program update**

We will be meeting in informal session Tuesday, April 13, 2010, starting at 5:30 p.m. for review of the revised Capital Improvement Program (CIP). The meeting will take place at the City Hall Conference Room. The proposed CIP and schedule is enclosed in the packet. The meeting will be preceded by a light meal beginning at 5:00 p.m.

#### **8) Fire Department Update**

The Yankton Fire Department has been in its new home at Fire Station #2 for 5 weeks. An open house is being planned for after outside work and landscaping are completed this spring. We hope to have this open house sometime in late April. By the time the open house is scheduled, the new building will have seen a good amount of use. Of the 25 working days we have occupied the building, the training room has been used 13 of those days. All of this use has been by government agencies. In one case, we were honored to host Governor Mike Rounds for a public officials' flood meeting. This governmental use is the type of activity we envisioned for the facility. As we don't want to take away from local event hosting facilities, we will continue the practice of hosting government functions but will be directing all other events to local businesses.

We continue to work through punch list items and "tweek" other parts of the facility to match our use. We are working with the Yankton Police Department and the Yankton County 9-1-1 Board to establish the backup 9-1-1 answering point and backup dispatch center in the Communications room of Fire Station #2.

#### **9) Environmental Services Update**

The well project continues to move forward. Trees and debris have been removed from the site. The 24 inch pipe on the Nebraska side is being installed. Well drillers began the preliminary drilling and core testing. The 30 inch pipe to be installed under the river is onsite. The contractor is scheduled to bore under the river in June.

The preconstruction meeting was held for the tower rehab project. The contractor is scheduled to begin work the end of April depending upon the weather. Work will begin with sandblasting of the west tower. Both towers will be sand blasted and recoated in 2010.

Staff continues to work with Johnson Engineering to move forward with a lift station and force main critical improvement analysis. Staff will be collecting flow data at several manholes and run times for the city lift stations. This data will be used to determine the current and future needs of the city's lift station systems.

**10) Census Process Update**

Staff has been tracking the response rate to the census mailer. The Bureau's web site offers specific return rate information for census tracts. As of April 5<sup>th</sup>, the national return rate was 56 percent. The City of Yankton's return rate was approximately 72 percent. The northern portion of the city had a return rate in the 73 to 78 percent range while the south central part of the community was in the 67 to 72 percent range. The Census Bureau has conducted training for over 45 people here in Yankton. These census workers will personally visit those addresses that did not return their survey via mail. We are pleased with the return rate thus far in Yankton but we are also hopeful that the rate increases between now and the end of the mail in period.

**11) Information Services Update**

The City's website continues to see steady traffic. The table below show unique visitors to the website. Through the first three months of the year, unique visitors are up 32% over 2009. January 2009 was the initial launch of the City's newly redesigned website. Recent updates to site include information about the 2010 census, political signs and citywide clean-up. In addition to summer adult recreation activities already posted, summer recreation information will be up this week.

Month	2009	2010	% Increase
January	4,010	5,121	28%
February	3,329	4,706	41%
March	4,270	5,520	29%
3 Month Average	3,870	5,116	32%

**12) Sesquicentennial News**

The Sesquicentennial Committee is currently in the process of calling for submissions of digital photographs of Yankton Landmarks for a Sesquicentennial Calendar. Additionally, the logo committee has narrowed options to three potential logos and will be holding a community voting process to select the official logo for the Sesquicentennial. Voting will be available on-line through the Yankton Area Arts Association. Advertisements for this will also be published in local media.

Additionally, while it was decided that the Sesquicentennial Committee would not be responsible for hosting any specific events or activities (there appeared to be a significant number events being planned by local organizations) we will be hosting a website for information on these events. This website will be hosted through the City of Yankton's primary website.

**13) Monthly reports**

Building and Salary monthly reports are included for your review. Minutes from the Park 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