



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

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Commission Information Memorandum

The Yankton City Commission meeting on Monday, April 26, 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 pre-registration forms to participate in the employee health fair on April 29th have been distributed. The basic on-site screening is open to staff covered under our group health insurance coverage. In addition to the basic screening (blood pressure, height/weight, cholesterol & glucose panel), there will be representatives available from Avera Health Plan to answer any insurance coverage questions; nutrition information; and weight & fitness equipment demonstrations.

The hiring process for our summer seasonal positions is almost complete. Departments have all their positions filled and we are in the process of completing all the necessary paperwork to get the new hires into the payroll system.

3) Public Services Update

City wide clean up continues and is expected to be nearly complete the week ending April 23, 2010.

Preconstruction and neighborhood meetings have been held for reconstruction contracts associated with 8th Street west of Broadway and Peninah Street from Karen Drive to 21st Street. These projects are expected to be under construction the week of April 26, 2010 and will close the roadways to through traffic. Citizens will need to find alternate routes for about the next 30 to 45 days.

Grading and fencing efforts at the transfer station site that will offer a “soft” pedestrian trail connection to the dog park and community gardens are nearly complete. The trail is referred to as a “soft” trail since it is not paved. Salvaged asphalt millings were placed and topped by crushed concrete. Bollards to restrict vehicular traffic, completion of fencing and proper signage will be needed prior to opening the trail to the public.

Work Orders for the 2010 bridge inspections have been issued.

An engineering proposal to prepare the design and bid documents for the wildlife fence at the airport has been received. A purchase order will be issued in anticipation of a funding grant in June or July. Efforts associated with re-landscaping the airport terminal building grounds are underway.

4) Finance Department Update

Voter turnout for the April 13th municipal election resulted in 1,439 out of 8,469 registered voters or approximately a 17 percent participation. This compares with a 16 percent turnout in 2009. There were a total of 48 absentee voters in this election compared to 50 in 2009. The election canvass, held Friday, April 16th, confirmed the breakdown of votes received by each candidate as follows: Charlie Gross - 1038 (32.6%), Brad Woerner – 940 (29.5%), Paul Lowrie – 792 (24.8%), and Jeffrey Swedeen – 418 (13.1%). The commission's annual re-organizational meeting will be May 10th with Gross, Lowrie and Woerner taking the Oath of Office.

The annual malt beverage licenses renew on July 1st. The Finance Office has mailed out applications to current license holders which are due back by April 30th.

Finance has held several training sessions this past week on the City's purchase order processing system for both newcomers and current personnel as a refresher course on the proper procedures for ordering supplies and equipment.

Also, the annual special assessment installment payments are due to the Finance Office by April 30th.

5) Police Department Update

The Yankton Police Department has officers that have completed recent trainings in CPR, taser certification, sexual assault response, and criminal interdiction.

6) Library Update

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

7) Washington D.C.

The annual Chamber of Commerce trip to Washington D.C. was held April 14-16. Good discussions were held on a variety of projects, including archery sector expansion and downtown improvements. Commissioners Gross, Knoff, and Lowrie attended the trip along with myself. In addition to meeting with Senator's Thune and Johnson and Representative Herseth-Sandlin, we also met with the National Resource Conservation Service, the National Federation of Independent Business, The Council of State Governments, The National Park Service, The Corp of Engineers, and the USDA.

8) Fire Department Update

The Yankton Fire Department welcomes 4 new members: Chad Miller, Mark Kuehler, Andy Haas and Jessica Saya. These new members will be completing a physical and then will be issued gear. Mentors will be assigned to each new member to guide them through their training process. This training process will be further supplemented by the new members completing the South Dakota Certified Firefighter Course which will begin in January, 2011, and should be completed in April, 2011. The interest from the Yankton community in volunteering for the Fire Department is a good sign of strong support. We encourage anyone interested in volunteering for the Fire Department to complete an application which can be printed out at our website at www.yanktonfd.com and returned to Fire Station #2 or mailed to our post office box.

9) Environmental Services Update

The 24 inch piping from the well sites to boring site has been installed on the well construction project. Drilling of the production wells is scheduled for the end of May. The pipe to be installed under the river is on site. This is the 30 inch diameter pipe located next to the old bridge. Boring under the river is scheduled for mid June.

Distribution staff is preparing for summer activities of locating water lines and testing valves. Staff will check each valve that will need to be turned off during water main replacement project to be sure each valve is working. Any valves that are not working will be repaired before the project starts.

The tower rehabilitation has begun on the west tower. Maguire Iron will be sandblasting and repainting the inside and outside of the west tower.

10) Sacred Heart Parish

The Parish has chosen Fiegan Construction of Sioux Falls, SD, as the General Contractor and have notified our office that site work will begin the week of April 26, 2010 with footing and foundations starting the week of May 24. The parish has also notified our office that they have encountered difficulty with the moving of the house and carriage barn at 517 Capital Street. The couple that was to relocate these structures has found that moving these buildings is not economically feasible and to date the parish has not found anyone else interested in preserving the property due to its condition. The Parish has notified the City Building Department that they are still working to find someone and have offered the buildings at no cost. Without finding an owner to move the structures, the church may have no alternative other than to demolish the buildings.

11) Code Enforcement Aide

Paul Hejna has been hired as a Temporary Code Enforcement Aide and will start work on April 26, 2010. The position is funded for a six month period. Mr. Hejna will report to the Joe Morrow and assist with enforcement activities related to nuisance abatement including noxious vegetation, abandoned vehicles, garbage, tree clearance, grass height and dangerous buildings.

12) Information Services Update

Nearly all of the equipment is in for the installation of new laptop computers in the patrol vehicles. We hope to schedule the installation of software and hardware with the vendor in the near future.

Online registration for summer recreation programs begins April 27, 2010 at 11:00 a.m. We hope to have continued success with the software solution we are using. Since posting the information online on April 9th, over 360 visitors have checked out the Summer Recreation page online and perused the Park Department's offerings.

In partnership with the library, a public opinion survey was launched on April 14, 2010. The survey is linked from one of the "headline" features on the City's website. The survey includes 16 questions ranging from generic demographic classification, selection based answers and open text based responses. Eighteen submitters have completed the online survey as of April 21st. The survey uses web based resources from Google Docs to compile the results.

13) Monthly reports

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