



OFFICE OF THE CITY MANAGER

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Commission Information Memorandum

The Yankton City Commission meeting on Monday, June 28, 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 closed on the applications for the full-time front desk receptionist position at the Summit Activities Center. Forty-eight applications were given to the Parks & Recreation Director for review.

We received a thank-you from the Siouxland Blood Bank Recruiter regarding the blood drive on June 18th. She indicated that this was the best drive in a long time and that 21 units were collected.

HR Coordinator Sue Berke-Hanson attended the 2010 Governmental Human Resource School offered by the SD Municipal League on June 15th and 16th. The sessions included a presentation by Steve Bogue, Attorney for McGrath, North, Mullin & Kratz entitled, "HR 101: The Basics of Employment Law, Discrimination, FLSA, Documentation and New Developments;" and Doug Kirkus, Loss Control Administrator for the SD Public Assurance Alliance presented, "Drug Free Workplace Policies & Procedures, Violence in the Workplace and Harassment Prevention."

The Health Insurance Committee will be publishing a legal notice requesting proposals for group health insurance. Proposals will be accepted through August 2nd and specifications may be requested from the Human Resources office.

3) Finance Department Update

The Finance Office has completed wage adjustments for all back pay to union-eligible employees with the June 25th payroll.

The Finance Officer and Deputy Finance Officer attended the annual SD Governmental Finance Officer's School in Mitchell recently. Highlights of the conference included sessions on Fixed Assets, Liquor Law Updates, Property Taxes & Valuations, audit information, and GASB 54 fund balance changes for future years.

4) Community Development Update

The following is a summary of abatement related actions that staff has taken since growing season started. With the amount of precipitation that Yankton has received in the past two months there has

been a substantial amount of weed and mowing compliance activity. The noxious vegetation ordinance requires that weeds are cut or chemically treated and the mowing ordinance requires property owners to keep grasses at a height no greater than 8 inches. When contacted, the property owner is given 5 days to abate noxious vegetation. If the noxious vegetation is not cut within the allotted time, staff contracts for the mowing and a bill is then sent to the owner. If the bill is not paid, the property will be assessed in the fall for the amount of the mowing service plus administrative fees. We keep a detailed log identifying the status of all abatement actions.

Summary of activity to date:

Noxious vegetation actions: 106 (64 letters sent and 42 phone calls made to property owners)

Noxious vegetation actions pending: 7

Contracted mowing: 9 properties

Junk and yard waste actions: 11

Junk and yard waste actions pending: 4

Abandoned vehicle actions: 19

Abandoned vehicle actions pending: 11

Abandoned building actions: 5

5) I-29 Corridor

Attached is the executive summary from the final I-29 Corridor Study. The report focuses on three economic development dimensions:

- 1) Taking full advantage of private sector strengths to enhance economic development along the I-29 corridor
- 2) Linking research and educational institutions with the private sector as an economic development driver
- 3) Recommendation of initiatives and actions to attract higher education graduates as the foundation for future growth.

The summary will go into more detail on these as well. Additionally, we have the full 190 page document available for anyone that desires it.

6) Public Services Update

2nd Street restriping is currently in progress. This project involves reconfiguring 2nd Street from a 4-lane roadway to a 3-lane roadway in accordance with the desires of the Comprehensive Plan and the recent bridge redevelopment plans. Once completed, the area will be monitored to assess traffic flow and the interactive nature between the downtown and riverfront.

The following are updates on current projects that are underway within Public Services:

Additional base work was necessary on the Pine Street project from 8th to 10th. That base work is complete and the concrete curb and gutter work is underway.

Eighth Street Project waterline, curb and gutter and storm sewer work has been completed and the City crews have begun their work to pave the street.

A preconstruction meeting was held for the Cedar Street project from 10th to 17th. The contractor is scheduled to be at this project site before the 4th of July weekend.

The water main project at Lincoln School (Linn Street) was started this week.

A preconstruction meeting has been held concerning the airport waterline project.

7) Information Services Update

Midcontinent Communications has expressed an interest in installing additional infrastructure in Riverside Park to help support Riverboat Days operations. As a part of the discussion, City Staff has inquired about adding permanent WiFi to Riverside Park. A number of residents and travelers take advantage of the parks amenities and this service would be a nice additional feature. Midcontinent currently provides WiFi service to Chan Gurney Airport free of charge and we have asked them to consider doing the same for Riverside Park. The current concept would involve putting a WiFi router / cable modem in the Dakota Territorial Capitol Building. Midcontinent is hoping to bore a line to the area south of the amphitheater to provide service during the annual Riverboat Days.

8) Environmental Services Update

Drilling on both production wells on the Nebraska site is complete. The pump test for the north well has also been completed. HDR is currently looking at the pump test data to determine the specific capacity of the well. Water samples have been collected and sent to the state health lab for analysis.

Gregg Gusso passed his Class 1 Wastewater Treatment Certification test. Jason Tramp passed his Class 1 Water Treatment Certification test.

Maguire iron finished the rehab of the west tower. The tank has been filled, disinfected and put back into service. Maguire Iron is scheduled to begin work on the Memorial Park tower in late August. This work will include a complete sandblasting and repainting of the tower and tank.

Several water main projects have been completed. The Cedar Street water main project, 10th to 17th is scheduled to begin soon.

9) Library Update

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

10) Monthly reports

Joint Powers Solid Waste and Fox Run Golf Course monthly reports are 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