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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, August 23, 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) Finance Department Update

The Finance Office is coordinating plans for its annual city surplus property auction. Departments are currently compiling their list of items for submission to the Finance Office. Once this list has been finalized and it's determined that there are enough items to warrant an auction, a date will be set for this fall. Due to a low volume of surplus items last year, no auction was held. As a result, several large equipment items and surplus vehicles were sold by sealed bid.

Enclosed in your packet is the Monthly Finance Report for July activity.

##### 3) Community Development Update

A pre-construction meeting was held with Welfl Construction Corporation for the City of Yankton Door and Window Project. The project encompasses the replacement of the north doors of City Hall, the south windows of the City Hall Gymnasium and several windows in the Yankton Community Library. This project is being funded through a block grant from the Department of Energy through the American Recovery and Re-investment Act of 2009. City staff completed the design and bidding requirements for the project and it is anticipated that the contractor will complete the work by September 10, 2010. There should be minimal disruption of City Hall business during construction. The door portion of the project will only take a couple of days during which time customer access will be restricted to the west doors. The gym window replacement portion of the project will have some impact on prisoner related access issues at the Safety Center so we are coordinating that with Sherriff's Office and Police Department Staff.

##### 4) Public Services Update

After some weather related delays, new asphalt mats were installed on Summit Street, Mulberry Street and Ferdig Avenue this past two weeks by Public Services.

The contracted sub-base work and concrete replacement on Cedar Street is complete. The Street Department will be fine grading the road base material and installing an asphalt mat to finish the Cedar Street project.

The removal and storm sewer work got underway for the 6<sup>th</sup> Street project last week. The contractor is coordinating with other utility companies to have their lines relocated. Placement of the base course is being performed as allowed.

A preconstruction meeting was held for the airport asphalt runway repair project which is scheduled to start this week.

The replacement of the Chan Gurney Airport water main is in progress. The contractor started the week of August 16<sup>th</sup>. Barring any problems or delays, it is anticipated that this project should be completed rather quickly.

### **5) Information Services Update**

We will be viewing an online demonstration of a digital broadcast system for the Public Education Government (PEG) channel system this week. The system from Tightrope is less expensive than the existing system that operates the PEG channel. The software schedules and formats the text based messages and schedules and operates the playback VCRs for the churches, commission meetings, etc. With the new system, we plan to add the capability to playback digital video files and add the capacity for the system to handle DVDs in addition to VHS tapes. The local ministerial association has pledged financial support to help pay for additional DVD decks to help defray the cost of the system upgrade. We hope to operate a live demo server prior to completely replacing the existing system to iron out any concerns and fully test the solution prior to purchase. We hope to have the new system operational before the end of the year.

### **6) Personnel News**

We are accepting applications for the part-time position of Circulation Assistant in the Library through August 24<sup>th</sup>.

### **7) Environmental Services Update**

Central Trenching completed the bore under the river on Monday. CTI began pulling pipe back under the river on Tuesday morning and completed the effort by 6 pm on Wednesday. The pull back went very smooth. CTI will demobilize their boring equipment and be back in a few weeks to pressure test the HDPE pipe. The trail below the Water Plant was opened Friday for Riverboat Days and will be closed again on Monday.

Staff at the Waste Water and Water Treatment Plant spent most of the week mowing and trimming to prepare for Riverboat Days.

Collection and distribution staff worked with the street shop cutting out and raising valves and manholes on the newly asphalted roads.

### **8) Library Update**

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

### **9) Police Department Update**

The police department is continuing outreach efforts into the community and with professional contacts. Various personnel have met with local media, Nebraska State Patrol, Homeland Security and are participating in weekly meetings with county-wide public safety officials. Additionally, the department is getting prepared for Riverboat Days and the beginning of this year's DARE program (which includes four instructors reaching all K-5 grades). Finally, the department is investigating a voluntary wellness program and leadership training through the International Chiefs of Police Association.

## **10) Fire Department Update**

Yankton County public safety agencies; including the Yankton Fire Department, responded to several storm related emergency incidents during and after the severe storm of August 8, 2010.

The initial emergency call for this storm was for a man trapped under a tree at Cottonwood Campground. Fire, Emergency Medical Services (EMS) and Law Enforcement responded to this incident. During our response, we encountered winds in excess of 70mph and heavy rain. Before arrival at Cottonwood Campground, additional information was received of many campers tipped over and trees down in both Cottonwood Campground and Chief White Crane Campground. During our emergency operations at the campgrounds, reports were received of a structure fire in the City of Yankton and houses destroyed by falling trees in Riverside Acres. In addition, calls were received about missing persons and unmanned boats and a dock floating down the river.

A unified command post was established at the Lake Fire Station with Yankton Fire Department (Fire Chief), Yankton County EMS (Director), Yankton County Sheriff's Office (Chief Deputy) and the Yankton County Office of Emergency Management (Director) being a part of the unified command structure. Incident resources were ordered through mutual aid from Lesterville FD and Crofton, NE FD and additional resources in the form of heavy equipment from Yankton County and that State of South Dakota.

At one point there were at least 6 operations being handled out of the Unified Command Post. All of these incidents were handled initial page to conclusion of the operation in approximately 4 hours. Immediately after the event, a critique was held with all public safety agencies at #2 Fire Station. Several issues were discussed and will be addressed to make our response more efficient in the future.

While this incident happened in the County, this explanation should give you an idea of how any major incident would be handled within the City of Yankton.

## **11) Golf Carts**

The South Dakota legislature passed a bill allowing a municipality to authorize golf carts to operate on city streets. For this to take effect, an ordinance would have to be adopted which would include requirements for the golf cart to be insured and permitted and that the cart is operated by a licensed driver. Additional signage and/or lighting could also be included within the respective ordinance.

## **12) Monthly reports**

Yankton Police Department, Joint Powers Solid Waste, and Fox Run Golf Course monthly reports are included for your review. Minutes from the 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