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## OFFICE OF THE CITY MANAGER

[www.cityofyankton.org](http://www.cityofyankton.org)

VOL. 44, NUMBER 1

### Commission Information Memorandum

The Yankton City Commission meeting on Monday, January 12, 2009, 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

On January 9, the City Employees and the Community Library will have a blood drive. Staff from the Siouxland Community Blood Bank will be at the Library from 10:00 a.m. – 3:00 p.m. If you plan to donate, a photo ID is required at registration.

Tracey Grotenhuis will start her employment with us on January 5<sup>th</sup> as Recreation Superintendent. Donnie Robinson started his employment as Utilities Maintenance Worker on December 22<sup>nd</sup>.

At the Employee Christmas party on December 27<sup>th</sup>, the following employees were honored for their years of service:

James Flynn – Solid Waste – 30 yrs  
James Snook – Parks & Recreation – 30 yrs  
Roger Schroeder – Street Dept – 25 yrs  
Daniel Frick – Street Dept – 20 yrs  
Marlon Huber – Street Dept – 20 yrs  
Dave Kuehler – Water Dept – 20 yrs  
Todd Bailey – Police Dept – 15 yrs  
Jeanne Haas – Library – 15 yrs  
Glenda Lanning – Library – 15 yrs  
Chris Bornitz – Cemetery – 15 yrs  
Douglas Hanson – Police Dept – 15 yrs  
Dave Mingo – Community Development – 15 yrs

##### 3) Firehall Financing

Last week Al, Tom and myself met with a representative from Northland Securities to have discussions regarding timing of the sale of the certificates of participation for the firehall. Northland Securities is currently putting together a package that would allow us to sell when the market is favorable. When rates are below 5%, we anticipate authorizing Northland Securities to move forward with the sale so we can generate the proceeds for that project.

#### **4) Safety Center Lease**

The Safety Center Committee is currently meeting to finalize the square footage and cost sharing. Once that has been finalized by the Committee, it will be presented to both governing bodies.

#### **5) Meridian Bridge Committee**

On Tuesday, January 6<sup>th</sup>, the Meridian Bridge Committee met with representatives from the State and engineering firm to discuss the scope of work and factors related to cost and liability. The Meridian Bridge Committee is planning to continue meeting to review options related to the conversion of the Bridge.

#### **6) HDR Meeting**

On Monday, January 5<sup>th</sup>, staff met with representatives from HDR to discuss alternatives for compliance with EPA requirements. Previously our compliance was geared towards source intake. With recent developments in relation to BY settlement, we now may look at other alternatives that are not so much concerned with future growth of the system but rather more specific remedies for compliance purposes.

#### **7) Goals and Objectives**

Staff is continuing to refine an outcome based goals and objectives framework that reviews achievements based upon the specific measurable objectives for those outcomes. This framework will allow ongoing evaluation of the success of reaching objectives and ability to further maximize the effectiveness of our operations.

#### **8) Liquor Licenses**

We have recently sent out letters requesting information as per state statute in relation to establishing a market value for the liquor licenses which was passed by Ordinance at a meeting on November 24<sup>th</sup>. When that information is returned, we will present the information and request action on establishing the market value of the new liquor licenses for the City of Yankton.

#### **9) House on Douglas**

We received no inquiries or bids for moving the house or salvaging it in place subsequent to the Commission declaring it surplus and authorizing a bid process for its disposal. We did get a call from a local contractor after the bid deadline passed. We would need to go through the bid process again to make it available for salvage. The process has real costs in publishing and staff time and it is unlikely that any salvage bid resulting from a repeat of the process would cover the costs involved. We are therefore planning to proceed with a Fire Department training exercise (controlled burn) as outlined in the memorandum that was approved at the beginning of the process. Fire Chief Tom Kurtenbach has indicated that the burn will likely occur in April.

#### **10) 2009 Municipal Election**

The City's annual election is scheduled for Tuesday, April 14<sup>th</sup>. Commissioners whose terms expire this year are David Carda, David Knoff, and Charles Murphy. Friday, January 30<sup>th</sup> will be the first day that nominating petitions can be circulated. Petitions may be picked up at the City Finance Office. The deadline for filing nominating petitions is Friday, February 27<sup>th</sup> at 5:00 p.m. A copy of the Finance Office municipal election calendar is included in the commission packet.

#### **11) 2008 Building Permit Report**

This month's packet includes the 2008 year-end Building Permit Report. The City was on or ahead of pace as compared to 2007 for much of the year. However, a very strong December 2007 as compared to a weak December 2008 left us down \$1.73 million from the previous year. Both commercial and residential addition and remodel projects were up while new construction was down. It is typically

difficult to recognize trends in one year increments. Usually five and ten year trends better indicate the course of a community. It will be interesting to see how next year's report compares.

### **12) Public Services Update**

City crews have been taking advantage of the break in the winter weather the past two weeks to complete year end requirements and other activities. Activities include work on the bridge structures, street signage, equipment reconditioning, and staging materials for 2009 projects. What is accomplished in the construction season hinges to a great extent on the type of winter weather encountered. Everyone appreciates time away from de-icing, plowing and hauling snow. Bridge work has included pigeon proofing in an attempt to minimize local populations of birds.

### **13) Aerial Imagery**

The City will partner with Yankton County to capture new aerial imagery in the Spring of 2009. The entire county will be captured using a unique technology from Pictometry. In addition to traditional ortho's (straight down view from above), the process captures oblique images from an angle. These oblique images will allow a user to view a structure or facility from all four sides. The oblique images will be a valuable historic reference for existing facilities, law enforcement and emergency response, property tax assessment, and many other uses. By partnering with the county, we will gain access to more imagery adjacent to the City, the aeriels will be of a higher resolution and captured in a digital format. Previous imagery was captured with a traditional film based system and then digitized. Licensing payments for the imagery will be dived up over a three year period. Total cost for the project is estimated at \$58,905.50. The City will fund \$20,000 of the total cost with the County covering the balance. Over 641 square miles will be covered by the imagery resulting in nearly a half of terabyte of data. The new imagery will be available for use in early summer.

### **14) Library Update**

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

### **15) Fire Department Update**

The Fire Department is currently involved in several projects that will improve emergency response in Yankton County. All emergency response agencies in Yankton County are participating in meetings to standardize procedures for response to traffic accidents. In addition, the Yankton Rural Fire Protection District is working on procedures that will establish a medical First Responder service in the Lake area. This project is being carried out in cooperation with the Yankton County Search and Rescue.

The Fire Department is will also be hosting two regional fire service training courses. On February 21 and 22, we will host the National Fire Academy's Leadership 1 course. On April 24-26, the Fire Department will be hosting the Southeast SD Firefighter's Association Spring District Fire School. Both of these training courses will provide high quality training opportunities to firefighters of Yankton and the region.

### **16) Police Department Update**

The Yankton Police Department made it through another year and another Holiday Season. Our New Year's was quiet as in the past. We are looking forward to another successful year. Members of the Yankton Police Department were again privileged to be involved with "Shop with a Cop" just before Christmas. YPD along with Walmart and other businesses in the community sponsor this to assist some local children. Each child is given \$50 and are assisted by a member of the department in shopping for themselves or members of their family for Christmas. This program is very important to the children and helps us all realize how fortunate we are and the kids are very appreciative.

Officer Robert Buechler has returned from National Guard boot camp and AIT after his four month absence. He has rejoined his squad and appears happy to be back, he was missed by all. Members of the Yankton Police Department conducted interviews for an opening in Dispatch. A total of 13 interviews were conducted and background investigations on three individuals are taking place at this time.

**17) Monthly reports**

Yankton Police Department, Building, and Salary monthly reports are included for your review. Minutes from the Planning Commission and Library 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