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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, February 9, 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

Human Resources is still accepting applications for summer seasonal positions. We will have some staff who will be returning from last year and we will be filling the open positions from the current pool of applicants.

We have started advertising for a Police Officer hiring list. Applications will be received until February 17<sup>th</sup>. A testing date will be set and a letter will be sent to all applicants letting them know the time, date and location of the testing.

##### 3) Community Development Update

The Planning Commission will be reviewing the proposed North Broadway Tax Increment Finance District at their meeting at 5:30 PM on February 9<sup>th</sup>. All taxing entities have been notified and the appropriate public notice has been provided. Todd Meierhenry is the City's special counsel on the issue and he will be at the Planning Commission meeting to discuss the plan. Jeff Dozier, the project developer will also be in attendance to present the proposed project. The Planning Commission action on Monday is technically for the creation of a name and boundary for the plan. South Dakota Codified Law allows for the plan to move through the process simultaneously with the name and boundary hearing. We are attempting to follow that type of timeline with this proposal. The proposal is scheduled to be on the February 23<sup>rd</sup> City Commission agenda.

The Yankton School District has submitted building plans for the Stewart and Lincoln school additions. Also included in the plans is the addition of an elevator for the Yankton Middle School.

The 2009 International Building Codes will be published in March. The city is currently using the 2003 edition and staff will be starting the review process for the adoption of the 2009 codes. The review process will include meeting with local contractors and the Lewis & Clark Home Builders Association. The process will culminate with consideration of an ordinance by the City Commission. An addition that has been added to 2009 building code is the requirement of fire sprinklers in single family homes. This requirement of fire sprinklers in single family homes has been controversial with the local, state

and national home builders associations and it is anticipated that there will be discussion on this issue state wide.

#### **4) Information Services**

The 2010 Budget Timeline (Draft) is attached to your commission packet. This year's process will follow the same structure as previous budgets from a timing standpoint. The first item in the schedule will be a preliminary review of the 5 year Capital Improvement Plan (CIP) during the week of April 13, 2009. The workshop will include an update of current capital related projects and will be an opportunity for the commission to focus in on the projects for 2010.

#### **5) Environmental Services**

On January 29<sup>th</sup> the Water Plant staff met with HDR Representative, Mr. Phil Brandhuber to discuss the THM issue. There were many options that were discussed to reduce THM's. Several small adjustments have been made. Continued discussion was held on the increase of organics in the water and possible sources.

Water Plant #1 is shut down for repairs on the control system including a new panel view. We hope to have the plant operating very soon. Distribution/Collection is working on upgrading water meters as needed.

#### **6) Public Services Update**

The airport remodel of the terminal building has been completed. This project completes the conversion of the terminal building as a replacement of the former FBO building that was [demolished](#) in 2007.

The street department is investigating the costs that will be associated with new sign reflectivity requirements. It is anticipated that an electronic sign inventory system will be developed as the most effective means of addressing the new requirements.

The [Public Services](#) staff continues to address issues pertaining to the potential economic stimulus package and how it relates to specific projects in Yankton.

#### **7) Library Update**

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

#### **8) TransCanada Pipeline Project**

The TransCanada / Keystone Pipeline Project continues to move forward. We received confirmation this week that the Yankton community will be the site of a material storage lot and the base for a substantial number of pipeline workers. The Chamber of Commerce has created a task force to work on this issue. Price - Gamble is coordinating the effort in the Yankton region and they have designated Carla Schlingman as their local contact.

Materials and workers are expected to arrive in April. It is estimated that a significant number of workers will be based in Yankton for at least six months. The company says that it is typical for 30 percent of the wages to be spent locally. We are hopeful that there will be some employment opportunities for qualified Yankton residents.

**9) Finance Office Update**

The Finance Office has had an active week with interested individuals picking up nominating petitions for the April city election. The City will notify the media only after the potential candidate returns and files their petition with the city. This practice is in keeping with that followed by the Secretary of State’s office. The deadline for filing nominating petitions is Friday, February 27<sup>th</sup> at 5:00 p.m.

Finance is also working on the city’s property and liability insurance renewal which takes effect March 1<sup>st</sup>. We are in the process of updating information and coordinating the review of equipment and vehicle listings with city departments.

As part of its End of Year activities, the Finance Office issued a total of 367 W-2 tax forms of which 135 were for full-time employees. The total W-2s issued for 2007 was 364. Also, form 1099MISC was sent to a total of 40 vendors up from 29 issued for tax year 2007.

**10) Police Department Update**

Rhonda Olson, our newest patrol officer has started her in-house training. There is 30 days of classroom followed by three and one half months of field training. After the in-house training she will be required to take classes for certification at the police academy in Pierre. The police department has also started advertizing to develop a new hiring list for patrol officers.

**11) Chamber Washington Delegation**

The Chamber of Commerce organizes an annual delegation to visit our representatives in Washington. The dates for this year’s Capitol visits have been confirmed for April 2-3, 2009; travel day to D.C. is Wednesday, April 1<sup>st</sup>, 3:55 p.m. out of Omaha. The Chamber will have all scheduling arranged for meetings with the elected officials and appropriate federal agencies. Please contact my office for more information and to express your intent on joining the Chamber delegation.

**12) Committee Postings**

Following the discussion held at the last City Commission meeting, the City of Yankton standing committees are now posted on-line with meeting dates and times. Additionally, we will add any temporary committees that may convene on the monthly calendar of events when they are scheduled.

**13) Monthly reports**

Building, Yankton Police Department 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