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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, January 11, 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 HR office is still taking applications for the following open positions: Police Chief and Parks & Recreation Secretary. Application deadline for the Secretary position is January 15<sup>th</sup> and then the applications will be turned over to the Parks & Recreation Director for his review and interview selection. The first review of the Police Chief applications will begin January 29<sup>th</sup>.

With our current weather conditions it doesn't seem like we should be thinking about advertising for summer seasonal positions, but this process will soon be starting. The HR office is preparing the advertisement for publication and will soon start accepting applications to fill these positions.

##### 3) Library Update

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

##### 4) Public Services Update

Snow removal has been the focus for Public Services efforts since before Christmas. Although there have been reports to the city that required attention related to the substantial amount of snow that is throughout town, the community has been able to function without any major secondary crises. As snow removal operations are continuing, the costs of the activities are still accumulating. As is expected, the cost of snow removal will be significant.

Design work continues on 2010 public works projects. Enclosed with this packet is the advertisement to receive bids for the Pine Street reconstruction project from 8<sup>th</sup> to 10<sup>th</sup> Street tentatively set for February 24, 2010. To finalize arrangements for the 2010 construction season, other project bid packages and bid dates are being scheduled for advertisement by the end of April.

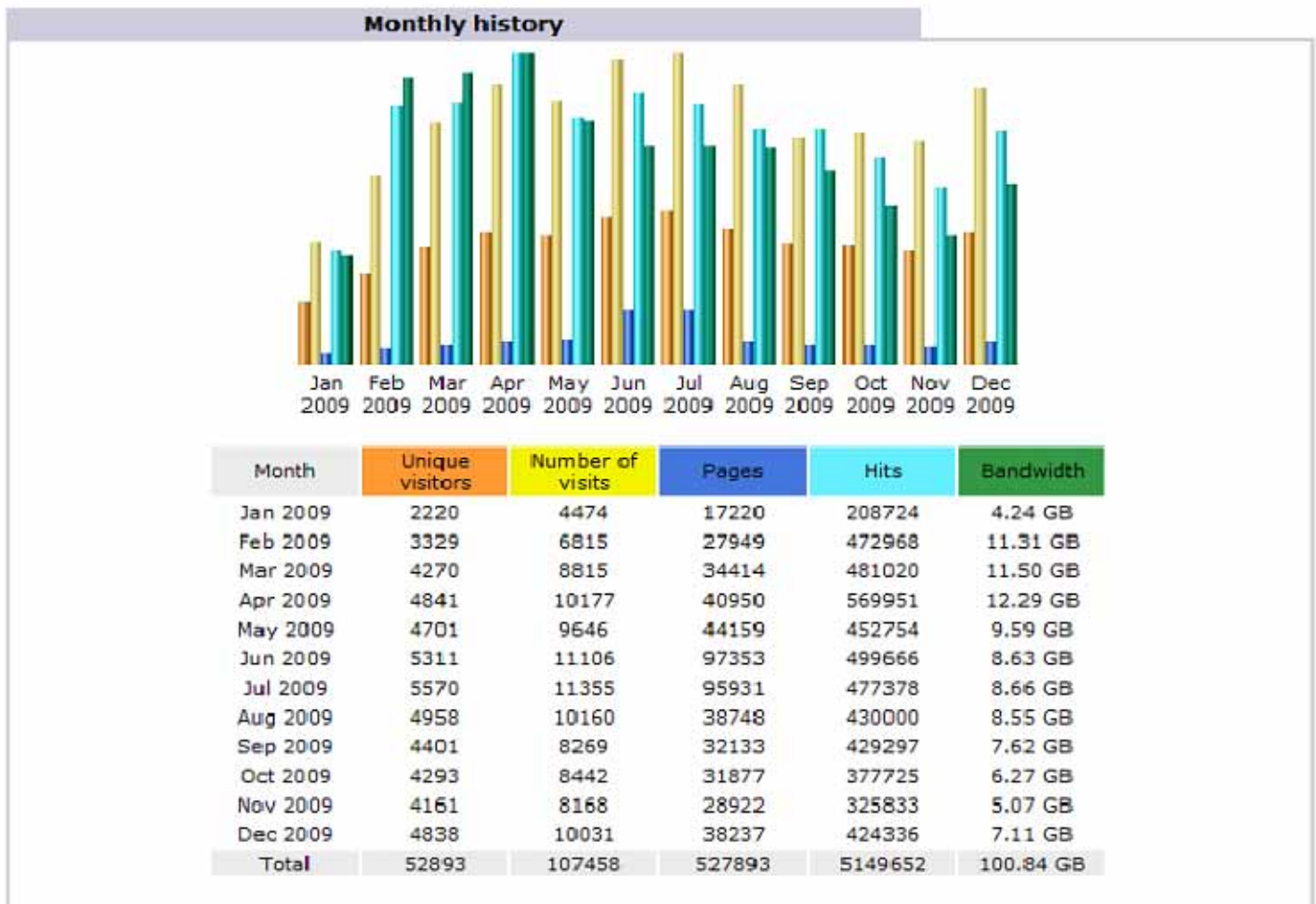
##### 5) Finance Department Update

The City's annual election is scheduled for Tuesday, April 13<sup>th</sup>. Commissioners whose terms expire this year are Charlie Gross, Paul Lowrie and Dan Specht. Friday, January 29<sup>th</sup> will be 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 26<sup>th</sup> at 5:00 p.m.

## 6) Information Services Update

The graphic shows the summary of web traffic for the City’s website for 2009. Average monthly traffic for unique visitors was 4,407. Total visits to the site exceeded 100,000 and the webserver served up over 100 GB of data. The 100 GB of data served up doesn’t include the commission meeting videos. They are hosted with either Google video or Vimeo.

Typical visitor to the site is on a Monday morning around 10:00 a.m. - with 95% of visitors using Microsoft windows and 75% using Internet Explorer. Popular features include library, Discovery Bridge (web cam), police and sex offender pages, Summit Activities Center, City Commission, City Manager, and employment information.



## 7) Environmental Services Update

The water treatment plant is experiencing frazzle ice conditions at one of the surface water intakes. Frazzle ice forms in the river during cold windy conditions in which small ice crystals suspend in the water and are pulled into and plug the intake screens.

Distribution staff is currently reading meters though many readouts are located under several feet of snow with some being covered with as much as 8 feet of snow. Access to backyards and around houses is also very limited.

City of Yankton residents have done a great job of removing snow from fire hydrants in the community. People are encouraged to contact the City Water Department if they have a fire hydrant that they are not

able to clear. Staff is working on digging out remaining fire hydrants throughout town using the backhoe and loaders to remove heavy snow away from hydrants as needed.

### **8) Community Development Update**

Sidewalk Snow Removal – As you know, property owners are responsible for keeping the snow cleared from public sidewalks adjacent to their land. Community Development Department staff have reminded the community of this responsibility with periodic public notices. The volume and drifting of the snow thus far this season has caused many property owners substantial problems with keeping the snow cleared from their sidewalks. We have witnessed commercial snow removal businesses using heavy equipment to clear sidewalks in locations that have historically not required such measures. There are also locations where residents have been quite innovative with curving around larger snow piles in order to provide passage for pedestrians. There will be a continual process of contacting noncompliant property owners throughout the season. Please refer any contacts and concerns that you receive related to this issue to the Building Official or Building Inspector at 668-5251.

2009 Building Activity – Included in your packets are the year-end 2009 building permit numbers for the City. The total permit value and number of single family home starts ended up ahead of what was anticipated for the 2009 construction season. The total value of \$25.7 million was over \$5.5 million higher than 2008. This total was buoyed by some large public projects the timing of which provided some good fortune in keeping many contractors busy. There were 28 single family home starts in 2009, down from the 34 built in 2008 but ahead of our early season estimate which was less than 20. Remodels and repairs are up over \$3 million due in large part to repairs from the hail storm. Although we do not anticipate any large increases for 2010, we are hopeful for numbers close to the 2008 – 2009 seasons.

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

Dispatcher and Officer training is continuing. We currently have released one dispatcher to begin full duty after completing the training program and have an officer in the certification program in Pierre.

During 2009, the Yankton Police Department conducted approximately 26 public talks/demonstrations. Combined, we spoke to an audience of approximately 750 citizens. We also had 4 students complete a job shadow program through the High School and had 15 citizens do a ride along with our department.

### **10) Fire Department Update**

The final walk-through of the new fire station is set for 1:00 p.m. on January 12<sup>th</sup>. This will be the final inspection of the facility prior to the Fire Department occupying the building. We will walk through the building with the contractor, architect, engineers and City officials and make a punch list of things to be corrected before occupancy. There will be a few issues that will need to be left to be completed in the spring. These include the lawn sprinkler system, landscaping, outdoor lighting for the flagpole and the memorial monument and some concrete work. The fire department looks forward to moving into their new facility in January.

One of the items going with us to the new fire station is the original fire pole and railing from City Hall. This pole currently was located in the engineering technician's office and projected through the floor to the old fire station space. The pole has been covered and not used since 2002. The railing and pole have been polished and will be on display in the reception area of the new fire station.

**11) Monthly reports**

Building 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