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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 8, 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

New Communication Dispatcher, Scott Schindler, started his duties on February 1<sup>st</sup>.

Members of the Safety Committee met last week and viewed two safety videos, one regarding string trimmer safety and the other on slips, trips and falls. A date will be scheduled to show these videos department wide.

##### 3) Library Update

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

##### 4) Public Services Update

As expected, the recent snowfall has had a financial impact upon municipal operations. In accounting for manhours, materials, and equipment rates, the City of Yankton has experienced an expense of approximately \$190,000 for the month of January for snow removal operations. When this number is broken down, it amounts to an expense of less than \$40.00 per household, or less than \$15.00 per person for the snow removal operations.

Staff continues to prepare for 2010 construction season. Part of this preparation includes the crushing of concrete rubble into roadway base material. This operation is currently ongoing.

Construction projects undergoing activity include: 1) The next bid opening will be for Pine Street (8<sup>th</sup> to 10<sup>th</sup>) on February 25, 2010; 2) the SAC parking lot repaving and alley paving is being included in a City wide concrete repair contract tentatively scheduled to bid March 11, 2010; 3) City wide clean up is being scheduled to begin the first part of April; and 4) staff is working with a party that is proposing to construct a new private hanger at the airport.

##### 5) Finance Department Update

Nominating petitions may be picked up at the City Finance Office during regular office hours Monday through Friday between 8:00 a.m. and 5:00 p.m. There are three open commission seats in the April 13<sup>th</sup>

election. The last day to file nominating petitions is Friday, February 26<sup>th</sup> at 5:00 p.m. The deadline for voter registration for the municipal election is Monday, March 29, 2010.

As part of its End of Year activities, the Finance Office issued a total of 353 W-2 tax forms of which 131 were for full-time employees. The total W-2s issued for 2008 was 367. Also, Form 1099MISC was sent to a total of 33 vendors down from 40 issued for tax year 2008.

Finance is 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 buildings, equipment and vehicle listings with City departments.

The SDML Workers Compensation Fund will perform its 2009 payroll audit on February 18<sup>th</sup>, 2010. The City's estimates its annual contribution at the time of renewal so it is necessary to audit the payroll records at the end of the fiscal year to determine our actual contribution.

#### **6) Information Services Update**

Attached to the packet will be the proposed timeline for the development of the 2011 budget. This schedule follows the same framework that we have in previous years. The first event will be the preliminary 5 year Capital Improvement Plan workshop in April. In addition, the City has officially received notice from the Yankton County Auditor's Office that the Consumer Price Index for 2009 was negative. By state statute, the City's taxing authority can only grow by the CPI or 3% whichever is less. The result will be that taxes payable in 2011 will grow by 0% + the growth. The growth amount is normally calculated in August for the following year.

Also, the new map on the meeting room's back wall is from the Pictometry imagery. This was a partnership with the City and County. The imagery continues to be a valuable tool for both entities.

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

Water plant staff attended the South Dakota Water and Wastewater Association Annual Water Seminar in Sioux Falls February 3<sup>rd</sup> and 4<sup>th</sup>. Classes were held in both water treatment and water distribution systems. Operators attending the seminar were credited with 10 contact hours. New regulations require operators to have ten contact hours per year to maintain certification.

Distribution staff started reading meters on February 3<sup>rd</sup>, though it remains challenging due to weather conditions. Distribution staff installed over 100 new radio read meters in the month of January.

A water main break was repaired in the 1200 block of Picotte Street. Water was shut off for several hours as staff repaired the break.

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

The Planning Commission is discussing an amendment to the zoning ordinance that would regulate the placement of Wind Energy Conservation Systems (WECS) i.e. wind generators in Yankton and the extraterritorial jurisdiction area. A sample ordinance was reviewed at the Planning Commission level a few years ago but it did not proceed on to the City Commission for action at that time. We anticipate the Planning Commission will provide the City Commission with a recommendation on a proposed ordinance within a few months. Examples regarding how other area communities are addressing the issue have been reviewed. Some communities do not allow any wind generators under their current ordinance provisions. None of the communities responding to a planning survey appear to allow WECS in high density residential areas (single family or multiple family). The current proposal under consideration by the Planning Commission would allow WECS to be considered as a conditional use in

commercial and industrial areas. The conditional use permit review process would include references to specific height, setback and noise limitations.

Recent weeks have seen an upturn in preliminary discussions with developers regarding property platting for development. Although none of the preliminary proposals involve large subdivision plans, it is good to see landowners contemplating incremental phases for short term build-out projects. There have been some concerns about the lack of developable lots in the community. We are hopeful that this process is an indicator of good things to come.

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

YPD is preparing for two community outreach programs for 2010. The first program is the summer Safety Town program. The second program is the National Night Out. This is a national program that is geared toward children. We did this several years ago and provided identification services for over 990 area children.

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

Here are some statistics regarding Fire Department activity in 2009. The Fire Department responded to 225 total calls for service in 2009. Of those calls 122 were in the City, 81 were in the Rural Fire Protection District, 16 were mutual aid calls to other districts and 6 were calls to Nebraska. Sixty-seven (67) of the calls were responses by the full fire department for fires, 42 were responses by the full fire department for accidents with injuries, 87 of the calls were calls which required the response of only one or both Chief Officers and 29 were Lake Area medical first responder calls. This was the first year of the Lake Area medical first responder program.

The Fire Department responded to property valued at \$13,153,000 in 2009. Of this amount only \$2,651,000 was lost. Of these losses \$2.3 million was lost in two fires on consecutive nights in April, that being the St. John's Church Fire (a \$2.2 million loss) and the loss of a home under construction (a \$125,000 loss). This leaves our property saved ratio at 80%. Average response time within the City limits was 4 minutes 45 seconds. Average response time to addresses in the Rural District was 12 minutes and 18 seconds.

The average turnout for the fire department to calls was 27 members per call. The staff of the fire department put in 2890 man hours of time responding to calls and 1735 man hours training. Based on the Independent Sector's value of volunteer time being \$20.25 per hour in 2008 (the 2009 value has not been released yet), the value of the time donated by the volunteers of the Yankton Fire Department is \$93,656.25.

#### **11) Monthly reports**

Salary and Building 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