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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 26, 2015, will begin at 7:00 pm.

#### Non-Agenda Items of Interest

##### 1) Community Development Update

On January 12, the Planning Commission established their February meeting as the date for a public hearing on a small rezoning at 817 Walnut Street. The parcel has a home on it and is zoned industrial. Community Development Director Dave Mingo is recommending that this be a City initiated rezoning to a multiple family designation in order to match the zoning north of the site. In his opinion, this is a housekeeping issue that would eliminate the possibility of a use at the site that would be detrimental to residential occupancies to the north. Prospective buyers of the home and property are finding it difficult to get financing because of the industrial zoning designation on the parcel.

##### 2) Fire Department Update

Chief Kurtenbach attended a meeting sponsored by the Red Cross regarding a project called Growing Resilient Yankton. There will be a future announcement regarding the details of this project.

Significant events and accomplishments during 2014 included:

- Prepare bid specifications and ordered a replacement Ladder truck.
- Held a very successful Fire Prevention Week program. This year's open house was attended by a record number of individuals.
- Distributed 85 smoke detectors.
- Contacted 2,406 individuals with fire prevention information including children's programs, adult educational programs and fire safety training for employees of local businesses.
- Participated in county-wide and Federal Prison Camp emergency response exercises.
- Took delivery of a new Tanker for the Yankton Fire Protection District.
- Participated in the Points of Dispensing committee, the Local Emergency Planning Committee and the 9-1-1 Committee.
- Significant events included: Colonial Inn fire, several fatal traffic accidents and response to a fire caused by a meth lab.

Following are some significant statistics regarding the Fire Department's responses in 2014:

Fire Department	2014	2013	2012	2011
Total Calls (All)	306	237	255	231
Calls requiring full FD response				
(City)	37 (112)	39 (101)	39 (137)	39 (107)
Calls requiring Chief Officer Only				
Response (City)	157 (170)	97 (106)	87 (101)	86 (106)
Average Turnout of Members per call				
(City) (goal 25)	29	28	29	27.4
Dollar value loss ratio (goal under 35%)	4.99%	26.35%	11.66%	41.52%
<b>Total Man Hours on Calls (All)</b>		<b>2,803 avg 65.20 hrs per member</b>		
Total Man Hours Training		1,828 (avg 42.5 hours per member)		

The increased number of total responses is attributed to an increase in the number of calls handled by Fire Department officers that did not require a response by the full Fire Department. This includes an increase in the number of incidents of automatic alarms sounding, handling of public complaints or calls for assistance and Fire Department officers assisting the ambulance on emergency medical service calls.

### 3) Parks and Recreation Department Update

Enclosed in your packet is an update on the various activities in the Parks and Recreation Department.

### 4) Environmental Services Update

Wastewater collection staff replaced several valves in the Dale Lift Station. This required staff to completely shut down the lift station for several hours. Staff reported to work at 2:00 am to take advantage of lower flows allowing staff more time to complete the project. The valves were replaced and staff will be removing a pump to be overhauled.

Staff from the water treatment plant attended the Collector Well preconstruction meeting. The Notice to Proceed has been issued. Layne has completed several test wells and will begin mobilizing the majority of equipment in early February to begin the well construction. Contractors will begin installing the underground piping in late January, weather permitting. Based on the contractors estimated schedule, final completion will be July of 2016.

### 5) Public Services Department Update

An adjustment to the solid waste collection routes is being considered to accommodate growth on the west side of the community. An area south of 8<sup>th</sup> Street and west of Green Street, that is currently collected on Fridays, is proposed to be collected on Thursdays. Customers will be properly notified in advance if a change is implemented.

## **6) Human Resources Update**

We have started advertising for our 2015 summer seasonal positions. Applications received by March 31 will be given preference.

We are also accepting applications for a part-time Library Circulation Assistant. This position closes on January 23.

## **7) Information Services Update**

A community survey has been placed on the City's website ([www.cityofyankton.org](http://www.cityofyankton.org)) to gather public input about the re-design of the City's website. In addition, the City has reached out to Mt. Marty and YHS to include input from a younger demographic. Key stake holders will also be completing additional questionnaires to provide input to the future design of the site. Each of the City departments is conducting a review of respective pages on the existing site and gathering materials and updates for the new site. The current timeline is for the new website to be ready this fall.

## **8) Library Update**

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

## **9) Police Department Update**

Yankton Police hosted the annual DARE skate party on January 16 with over 300 attending. We even ran out of skates!

We have started our annual in-service training with much of the training being done via video lecture. Once the material has been viewed, we conduct any testing and hands-on training required.

The recent nice weather has allowed the speed board to be rotated throughout the community.

## **10) Finance Update**

Friday, January 30 is the first day that interested parties can circulate nominating petitions for the April 14 municipal election. As a reminder, registered voters of the City of Yankton may sign up to three petitions, the number of vacancies on the commission. A copy of the municipal election calendar is included in the commission packet.

During the winter months residential utility customers often ask how their sewer rate is calculated. The residential rate is based on an average of their water consumption during the months of December, January and February as billed in January, February and March of each year. This sets their maximum rate for the coming year. Residential sewer rates are adjusted annually and are reflected in the April utility billing.

Please see the enclosed Monthly Finance Report and the preliminary Revenues and Expenditure Report for the 4<sup>th</sup> quarter of 2014.

## **11) Monthly reports**

Joint Powers monthly reports are included for your review. Minutes from the Golf Advisory Board, Park Advisory Board, Airport Advisory Board and Planning Commission are also included for your review.

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,

Amy Nelson  
City Manager