



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

VOL. 57 NUMBER 9

Commission Information Memorandum

The Yankton City Commission meeting on Monday, May 9, 2022 will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Community & Economic Development Department Update

It's still early in the year but plan submittals and the issuance of building permits continue at a brisk pace. We are even trending slightly ahead of 2021 which was a very good year for the private sector. We are approximately \$2.5 million ahead of last year's pace year to date. A mid-year recap will be provided at the beginning of July.

2) Library Update

The Summer Reading Program is just around the corner! This summer's theme is Oceans of Possibilities and we are going to start the summer off with a splash! Registration will open on May 16 and participants will be able to start tracking their reading on June 1 for a chance to win some great prizes. Our family kick-off event will be on Monday, June 6 and will feature visitors from Gavin's Point Fish Hatchery and lots of fun activities in and around the library. The Friends of the Library are sponsoring a beautiful fish tank from Tropical Creations for the summer to go with the theme and to add a little extra fun to every library visit! Thank you to the Friends and Tropical Creations for this fun attraction!

On Wednesday, June 8, we will have our 9th annual Historic Cemetery Walk. This event is a partnership between the Mead Cultural Education Center, the Yankton Community Library and the Library Foundation. There will be 5 gravesites that each tour will visit with reenactors telling participants how they were a part of Yankton's history. This is a very popular, educational and unique event. I would strongly encourage you to check it out if you never have before! Tickets go on sale at the library on Monday, May 23.

3) Parks and Recreation Department Update

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

4) Public Works Department Update

Street Department crews have been de-winterizing the asphalt plant in preparation for street patching. Crews have also been working on curb and gutter replacement at various locations throughout the city.

2022 City Projects:

Whiting Drive: Work has commenced on the Whiting Drive Street Project. Letters went out to the adjacent properties, notifying them of the project start date. The contractor will be concentrating on removals for the first week. As per the schedule provided, they look to have everything done in a month and a half.

21st/WCLR/Summit Project & 5th Street: Since the successful bidder for these two projects is the same contractor as Whiting Drive, scheduling and tracking of all of the projects should be more manageable for staff. The Notices of Award have been issued for both of these projects. The contractor, Masonry Components, has already returned the executed documents. Staff will be scheduling a preconstruction meeting for each project prior to issuing the Notices to Proceed.

Airport Parking and Access Road: Staff has completed the survey and has a preliminary plan for pavement and curb & gutter replacement. We will be finalizing the plan and preparing a Request for Quotes (RFQ) to distribute to interested contractors.

5) Fire Department Update

The burn ban that was implemented at the last County Commission meeting, has since been lifted. Residents should contact the dispatch center to notify them of any burning that they have scheduled. Doing so prevents unnecessary responses, whether emergency or non-emergency, from the various agencies.

We had a siren within the City that did not function properly during the recent test. This department will be scheduling the repairs needed to get it operational, again.

Work continues on implementing a policy for captains to take on-call time and be incident command, at emergency events. The response from the captains was very positive, so I would hope that we can get something that is acceptable for everyone.

6) Human Resources Department Update

We are now accepting applications for the full-time position of Building Maintenance/Custodial Supervisor position which is open until May 13.

Ten applications were received for the Youth Services Librarian positions and interviews have been completed. Cassi Pietz has accepted the offer to be the next Youth Services Librarian at the Yankton Community Library. Cassi has experience as a high school English educator as well as experience and a passion for working with kids of all ages.

We are accepting applications for full time Police Officers which are open until filled.

We are accepting application for full time Sanitation Truck Operator which is open until filled.

Summer Applications continue to be distributed, as they are received, to departments for review and interviews to be scheduled. Applications can still be submitted for lifeguards at the Huether Family Aquatics Center being open until filled. Part Time Water Plant Operator and Engineering Aide summer help positions are open until

Kelly Skrzypek began her work on April 25, as a full time Communication Dispatcher.

Applications closed on April 26 for the Recreation and City Events Manager positions receiving 10 applications. Interviews are scheduled for the week of May 2. A recommendation for hire will be forthcoming.

Connie Miles, our Building Maintenance and Custodial Supervisor, has announced she will be retiring in June. We are working through a thorough but expedited hiring process with the hope that our new hire will be able to work with Connie for a week or two before her retirement date.

7) Information Services Department Update

The newly redesigned website went live on May 2nd. We are still working to fix a number of smaller issues and make some additional refinements. The new site has a few new features, like the ability to have a video for a background on the landing page, streamlined navigation and a new service finder feature. We also have held training sessions with departments on working with the content management system to make updates to the site content. The updated navigation will generate a few more broken links until the search engines have crawled the new site.

8) Police Department Update

All recruits that were hired and started in August 2021 have completed training and are on their own as City of Yankton Police Officers. These Officers will continue to gain experience as they are guided by senior officers and their supervisors. We congratulate Jon Todd, Marcus Urban, and Dillon Bollinger.

Our staff has been busy with recruiting efforts speaking with criminal justice classes in Vermillion, Sioux Falls, and Norfolk. We have also participated in job fairs at Mt. Marty, the Yankton Middle School, and Wynot Public Schools recruiting future law enforcement officers.

On May 1st, VFW Post 791 and Auxiliary invited area First Responders to their Loyalty Day presentation. Officer Bollinger attended for the Yankton Police Department. VFW Post 791 presented the Yankton Police Department with a Loyalty Day Certificate.

Sacred Heart 5th grade students had a DARE Graduation on May 2. The 5th-grade students were taught subjects on how to deal with peer pressure, bullying, social media, and many other issues they may encounter as they grow into great individuals. This class was taught by Officer Jen Keitel.

We continue looking for good individuals to work at the City of Yankton Police department. In the last five months, we have offered 6 people conditional offers. 3 went to other agencies, 2 we let go for integrity issues, and 1 withdrew based on pay and insurance. We will continue our recruiting efforts and work on retention efforts.

9) Environmental Services Department Update

Service techs from Harn Reverse Osmosis Systems Inc were onsite to complete the first chemical clean in place (CIP) of the water plant membranes. A series of cleaning chemicals at high and low ph and temperatures were flushed through the membranes to remove any materials built up on the membrane. Harn believes some oxidation of materials may be occurring on the membranes. Staff is waiting for a final report from Harn detailing the data recorded during the cleaning process. Staff is considering sending a membrane unit to the manufacture for further analyze. Staff is also working with HDR to analyses the data.

8 flow meters have been installed in the sewer collection system. The data being collected will be used to verify model results and capacity within the system. Data will also be used to determine the amount of infiltration.

John T. Jones (JTJ) was onsite for several days at the wastewater treatment plant. JTJ is in the process of planning the project workflow and initial timeline. The long lead time of 40 to 50 weeks on several pieces of equipment will affect the project workflow. JTJ has already submitted equipment submittals for approval to begin ordering equipment and supplies as soon as possible. A preconstruction meeting is scheduled for May 18th.

10) Finance Department Update

The Finance Office has received all malt beverage license renewal applications that were due April 29th. The public hearing date for the renewals is set for the next commission meeting. Also, restaurant license applications were mailed out and will be due by May 31st. Renewals are effective July 1, 2022.

A late bill for the programming of the tabulation machine was received, which added \$1,093.15 to our election costs. See the cost breakdown below:

2022 Combined Election Expenses

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Expense</u>
1/18/2022	Press & Dakotan	Notice of Vacancy - Pub 1/20 & 1/27	\$17.57
2/28/2022	Press & Dakotan	Notice of Voter Registration - Pub 3/8 & 3/16	\$25.63
3/15/2022	HyVee	Training School Condiments/sugar/etc	\$14.07
3/11/2022	Press & Dakotan	Notice of Election - Pub 3/29 & 4/5	\$37.44
3/31/2022	Election Systems & Software Vndr #2960	Ballots - 2 Styles - Combined and School Only	\$2,641.83
3/31/2022	Press & Dakotan	Notice of Tabulation - Pub 4/5	\$10.08
3/31/2022	Press & Dakotan	Sample Ballot Publication - Pub 4/5 & 4/8	\$1,872.00
4/5/2022	McLeod's Printing & Office	Absentee Application Envelopes	\$429.53
4/11/2022	KnowInk, LLC	Poll Books and Support	\$3,600.00
4/12/2022	Finance Dept - Vendor #3436	Election Worker Pay	\$2,920.00
4/13/2022	Karen Faerber - Vndr #7324	County Employee - Resolution Board	\$112.73
4/13/2022	Postage (charged to Finance)	Postage for Mail Outs (20 x \$1.56)	\$31.20
5/2/2022	Election Systems & Software Vndr #2960	Programming for the tabulation machine/USBs	\$1,093.15
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			\$12,805.23
		Publications	\$1,962.72
		Workers	\$3,032.73
		Ballots and Supplies	\$7,809.78
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			\$12,805.23
		Less: Yankton School District	\$5,588.88
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		Final Cost for City	<u>\$7,216.35</u>
2433	Cost per City Voter		\$2.97
2893	Cost per Total Voters		\$4.43

11) Monthly reports

Building, Salary and Yankton Police Department monthly reports are 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 Leon
City Manager