



OFFICE OF THE CITY MANAGER

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Commission Information Memorandum

The Yankton City Commission meeting on Monday, May 23, 2022 will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Finance Department Update

The Deputy Finance Officer will be attending the annual SD Governmental Finance Officers' School in Huron on June 8-10, 2022.

Audit and budget preparation is underway. The Finance Office is saving more reports electronically versus printing in paper. This helps enable sending files to our auditor prior to them coming in person and gives our auditors a head start.

The Finance Office is working towards operating a second cash register. This will boost productivity and efficiency by allowing the utility clerk to give receipts for water service connects and reconnect transactions.

Please see the enclosed Finance Monthly Report for April.

2) Fire Department Update

The captains have been participating in additional training, over the last two Mondays. We have been meeting prior to the full department meeting and drills. This has provided them the opportunity to learn more about fire alarm operations and elevator rescue. We plan on continuing to meet, hopefully two times a month, to discuss or train on various other topics, such as incident command and pre-planning for incidents.

The volunteers are also taking advantage of additional training opportunities. There are at least 3-4 that are already signed up to go to State Fire School in June.

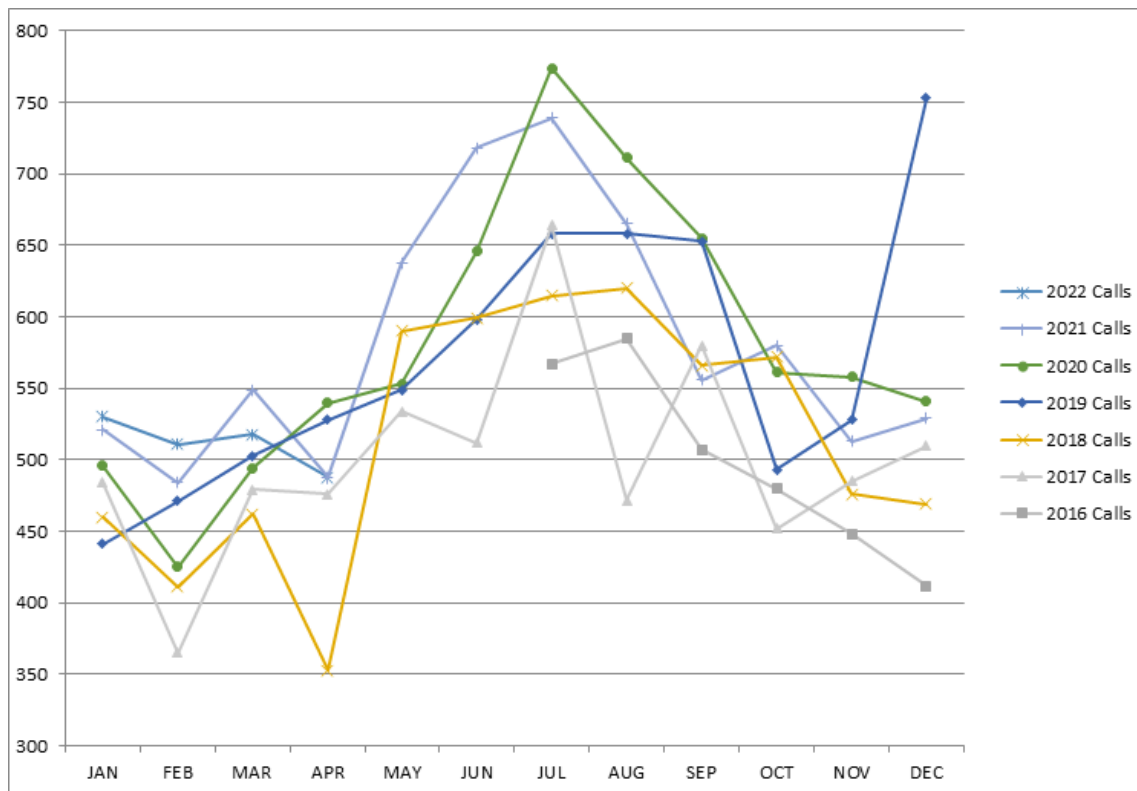
We are happy to report that it was relatively quiet during the recent severe weather for the Yankton Fire Department. This wasn't necessarily the case for the other emergency response agencies in neighboring communities.

The department was contacted by a representative of the Red Cross about participating in their Sound the Alarm program. It is an event that we have been a part of in the past. It is a program that gets more smoke detectors installed within the community. It has proven to be a valuable tool as there is already one record of a life being saved by a smoke detector installed through this program.

3) Information Services Department Update

Staff is continuing to work on fine tuning the new website. We have a few minor issues to correct and are also working to implement some new features that are available with the redesign. 911 call volume is nearly even 2022 vs. 2021. April in both years had 488 911 calls and year to date in 2022 we are 5 calls above 2021.

We have filled all of the openings in dispatch and new staff members are working thru the 12 week in house training program.



4) Public Works Department Update

Street Department crews have been working on curb and gutter replacement at various locations throughout the City. Crews have also been patching asphalt at the locations where curbs have been replaced. Crews have also been busy painting pavement markings in the streets and parking lots and mowing various right-of-way locations in the City.

2022 City Projects:

Whiting Drive: The contractor has removed all of the existing concrete and base material. Next, they will be concentrating on placing crushed concrete/asphalt material, for a base. The contractor anticipates beginning concrete work the week of May 16.

21st/WCLR/Summit Project: Masonry Components has contacted staff about starting this project. They would like to get going shortly after school gets out. Their plan is to start on the 21st Street location first. Staff will have further discussion with the contractor and will have a preconstruction meeting prior to the project starting.

Airport Parking and Access Road: Staff is working on putting a package together to obtain quotes from contractors for the curb and gutter and sidewalk installation. Once concrete replacement is complete, the Street Department will pave the access road and parking lot with asphalt.

5th Street Project: Staff will be processing the contract documents and issuing the Notice to Proceed for this project once a preconstruction meeting is held. Masonry Components is the successful bidder and will need to schedule this project around the Whiting Drive project and 21st/WCLR/Summit project.

5) Library Update

On May 25 and 26, the library will be again partnering with the Yankton County Extension Office to provide a Babysitting Clinic at the library. The sessions will be led by Lauren Hollenbeck and the participants will learn skills and techniques to become competent babysitters and to develop confidence to handle situations that could happen when they babysit. They will also discuss the “business” aspect of babysitting. This has been a very popular event in the past. We appreciate all that Lauren and the Yankton County Extension Office do to make this event possible.

The Library will be participating in the Kids Art Fest on Tuesday, May 31. This event is hosted by Yankton Area Arts and is a fun opportunity for us to connect with our patrons and others who have not been to the library before (or in a long time). We love these opportunities to engage with the community outside the walls of our library.

6) Environmental Services Department Update

The Water Treatment Plant has a Plant Operator position open. Staff is currently in the process of interviewing candidates. The position is open until filled.

Collection staff continue to jet and clean sewers. Staff’s goal is to jet and clean city sewer mains once every 3 years. Staff is experiencing an increase in roots due to the recent dry weather. Staff is also noticing an increase in non-flushable items. Product labels may claim to be “flushable” but disposal wipes and other products can cause expensive sewer line plugs and damage pumps and other equipment. Flushing these items can also lead to plugged sewer lines and raw sewage back ups into homes and businesses. Please refrain from flushing these items:

*SANITARY PRODUCTS, *PAPER TOWELS, *DISPOSABLE DIAPERS, *RAGS, SHOP TOWELS, *LINERS, *FOOD, GREASE, KITCHEN FAT, *COTTON BALLS, Q-TIPS, *TAMPONS & APPLICATORS, *COLOSTOMY BAGS, *SYRINGES, NEEDLES, *BABY WIPES, *BANDAGES, *RAZORS, HAIR, *CONDOMS, *MEDICINE, *TOYS, *TOOTHBRUSHES, *KITTY LITTER, *CONTACT LENSES, *DENTAL FLOSS, *FACIAL TISSUES, *CIGARETTE BUTTS

7) Community & Economic Department Update

After a dry start to the spring, recent rains mean lawns are greening up and growing faster around the community. Lawns, boulevards, and ditches must be maintained at 8 inches or lower and free of noxious weeds by ordinance. Weeds must be cut or chemically treated. Staff has published public notice of the 8-inch community standard as required by ordinance. For the most part, property owners are doing a good job of mowing, and staff has responded to typical number of complaints for this time in the season. Each year for a two to three week period at the beginning of the growing season we experience a higher than average volume of overgrown properties, but with outreach, education, and enforcement that number steadily decreases in the following weeks. We’ve already seen the volume of proactive enforcement and citizen complaints begin to drop off for this year. As with all of our code enforcement efforts we focus first on outreach and education before moving into an enforcement phase.

8) Human Resources & Employee Engagement Department Update

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.

We are advertising to fill a Water Plant Operations Specialist position. With the resignation of Ryan Dietsch on May 13, this left one open position. This position is open until filled.

Summer positions still available for lifeguards at the Huether Family Aquatics Center, Engineering Aide and Solid Waste Collectors.

Ten applications were received for the Recreation and Events Manager position and interviews have been completed. Luke Youmans, a teacher and coach in the Yankton School District for the past 18 years, has been hired as the Recreation and Events Manager. We had a very strong pool of candidates and the interviews were very good. Luke has to finish up the school year and he is also the head track and field coach so he has to finish out that season with a tentative start date as Recreation and City Events Manager in June.

Applications closed on May 13 for the Building Maintenance/Custodial Supervisor position. Interviews will be scheduled. A recommendation for hire will be forthcoming.

Dean Larson has announced his retirement.

9) Parks and Recreation Department Update

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

10) Police Department Update

Sergeant Dean Larson has announced his retirement from the Yankton Police Department. Sergeant Larson's last day will be June 2nd. We will plan a send-off for Sergeant Larson thanking him for his years of service.

We continue to work on hiring new staff. Commander Rothenberger has been conducting interviews as we receive applications. We currently have 5 full-time police officer positions open. This has been a challenge for us, but we have modified how we hire by speeding the process up without compromising on the quality of the candidate we are hiring. We will continue to only hire those with high integrity.

Sergeant Crissey and Officer Jeremy Olson assisted the United Way and River City Domestic Violence Center with Alice Training. This is training on how to respond in an emergency and was received well by both agencies. ALICE training has modified how we train outside agencies and will now only allow for the training of nonprofits.

Sergeant Sam Bruening and Sgt. Scott Schindler attend the State's Law Enforcement Memorial service in Pierre on May 11th. Police week has brought all kinds of support from many people and agencies in the community. Many express thanks for the job we do and others have provided delicious snacks to keep us going as we patrol 24/7. This is greatly appreciated by all officers.

Officers and area first responders attended the Friends of the NRA Banquet on May 16th. An anonymous donor purchased tickets for first responders and their spouses and they were recognized at the Banquet for the work they do in the community.

11) Monthly reports

Joint Powers Solid Waste 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