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## OFFICE OF THE CITY MANAGER

[www.cityofyankton.org](http://www.cityofyankton.org)

VOL. 57 NUMBER 18

### Commission Information Memorandum

The Yankton City Commission meeting on Monday, September 26, 2022 will begin at 7:00 pm.

#### Non-Agenda Items of Interest

##### 1) Community & Economic Department Update

Staff will soon begin the annual process of measuring street and sidewalk tree branch clearance. Over the next several weeks residents may notice staff with measuring poles checking for a 12 foot clearance over streets and a 10 foot clearance over public sidewalks. Properties noted in the initial survey will receive a follow-up letter describing the trimming requirements and how to dispose of the trimmings free of charge at the Transfer Station. The September utility billing includes an insert reminding residents of the requirements. This is the third year of a transition to a utility bill insert from the former separate postcard mailing we did in the past. This process saves the staff time preparing the nearly 4000-piece mailing as well as having significant printing and postage savings. In addition to the insert, staff will be utilizing local print and radio media along with City of Yankton social media to spread the word.

##### 2) Police Department Update

We went live with ECitations. We have had some hiccups that we are still working through. Most have found that this is an easy quick process when issuing citations and warnings.

On September 15<sup>th</sup> we swore in Officers Garret Anderson and Ryan Eddy. They began their field training after the successful completion of our classroom training process. Ryan Eddy was joined by his wife who is a med student at USD. Ryan's wife pinned his badge on after he was sworn in. Garret Anderson was joined by his 3 children, his mother, and his grandmother. Garret's wife was unable to attend due to work. Garrett's Grandmother pinned his badge on after he was sworn in.

Chief Foote and SROs Russenberger and Olson toured schools and assisted with some suggestions for school safety.

Interviews will be conducted for our vacant Investigations Sergeant position and soon to be vacant Patrol Sergeant position. The investigations position has been open since the retirement of Dean Larson and the Patrol Sergeant position will be vacant when Preston Crissey takes over as Sheriff in January.

The week of September 19<sup>th</sup> to the 23<sup>rd</sup> YHS held its homecoming festivities. SROs Olson and Russenberger showed their school spirit and participated in the dress-up days but also maintained a professional appearance. The rest of the department got involved when we assisted with the Homecoming parade.

### **3) Finance Department Update**

The City of Yankton has received \$1,328,042.19 for the second and final tranche from the Coronavirus Local Fiscal Recovery Fund (CLFRF) for ARPA funding. These funds are restricted for the Wastewater Treatment Plant Renovation project.

Finance prepared the city levy for property taxes as part of the 2023 budget Ordinance No. 1064 and submitted it to the Yankton County auditor's office on September 16<sup>th</sup>. The Yankton Road Tax (YRT) levy per Resolution #22-39 and delinquent Special Assessments were also delivered to the county auditor.

The Finance Office is working with city departments to compile the annual surplus property listing of vehicles, equipment and other miscellaneous items that have been determined to be no longer necessary, useful or suitable for the purpose for which they were acquired. The surplus resolution will be presented for commission action in October with an online Purple Wave auction to follow. Surplus property may be sold, traded, loaned, destroyed or otherwise disposed of pursuant to SDCL 6-13-1.

Enclosed in your packet is the Monthly Finance Report for August.

### **4) Environmental Services Department Update**

John T. Jones is scheduled to begin construction of the new primary effluent line at the Wastewater Plant. This is the line that has been the cause of several sink holes at the facility. This portion of the project requires significant bypass pumping and maintenance of operation concerns. The project continues to see delays in availability of certain materials.

City staff are scheduled to begin annual hydrant flushing starting October 3<sup>rd</sup>. Hydrant flushing allows water operators to identify broken or inoperable hydrants to assure that they are working at their maximum potential. During the flushing of a hydrant, operators can assess the water pressure and available flow rate for firefighting purposes. Over time, water settles and ages affecting the quality and taste of the water, so it is important to flush the water out of the mains and hydrants regularly. Flushing can remove water from areas of the distribution system that have low water use, and may no longer have the desired chlorine residual. When the flushing is taking place, water quality may temporarily be reduced. Using water for tasks such as dishwashing, laundry, or showering may result in the discoloration/staining of your clothes or household items. During the process, residents might experience a difference in the water pressure in your faucets as well as some discoloration in the water. In most cases, water should run clear with just a few minutes of faucet flow.

### **5) Human Resources & Employee Engagement Department Update**

We continue to accept application for full time Sanitation Truck Operator which is open until filled.

We are accepting applications for a permanent Part Time Water Reclamation Plant Operator position which is open until filled.

We continue to accept applications for Part Time Lifeguard and Water Safety Instructors for the Summit Activities Center.

We are accepting applications for a Part Time Library Circulation Assistant position which is open until September 26, 2022.

Twenty one applications were received for the position of City Manager's Assistant. Interviews were held September 7, 8 and 9. Jean Barkley has been hired for this role and will officially begin her duties

on October 10. Jean has held similar positions in the Yankton School District and the University of South Dakota as well as several other universities. We are looking forward to having Jean join our team.

The Health Insurance Committee has worked with Midwest Benefits to get quotes on different options for the 2023 plan year. The committee has made a recommendation to the City Manager that will be coming before the Commission on October 10.

## **6) Public Works Department Update**

Street Department crews have been patching asphalt on various streets throughout the city. Crews have completed the asphalt paving on Dakota Street from 12<sup>th</sup> Street to 15<sup>th</sup> Street.

### **5<sup>th</sup> Street from Spruce to Green**

Work continues on the concrete portion of the project. The west block is paved, but not open to traffic. Curb and gutter on the east block is installed. Masonry Components will be concentrating on sidewalk and driveways, as well as retaining walls, during the next week. The schedule for the final mainline paving has not been provided, but it is anticipated to be done before the set completion date.

### **Westside Park Pond Improvements**

The contractor is wrapping up the retaining wall installation around the island and the viewing deck. The new bridge remains scheduled for the delivery the week of September 26<sup>th</sup>. Once the bridge abutments are constructed, the new bridge can be set in place and the concrete deck can be poured. Once the bridge is set in place the contractor will finish grading the pond and begin installing the new clay liner.

### **Meridian Bridge Column Repair**

Banner and Associates, the consulting engineer, and Schieffer Masonry, the contractor, are working together to determine how much patchwork can be completed yet this year. Banner will also be researching the fiber wrap that was discussed previously.

### **Active Transportation Projects**

Sidewalk installation at the 19<sup>th</sup> Street and West City Limits Road locations is done. The remaining location, Westside Park, will need to be coordinated with the current pond reconstruction project. The contractor will wait to do the sidewalk when the majority of the pond construction is complete.

### **Chan Gurney Municipal Airport**

Advertising is set to begin for the Airport Engineering Consultant Selection, which takes place every five years. Request for proposals for engineering services will be accepted and reviewed by a selection committee. Once a selection has been made, a recommendation will be brought before the City Commission for approval.

## **7) Information Services Department Update**

Staff is working with an electrical contractor to initiate the City Hall project. The first phase of the project will be replacing some obsolete panels that no longer have replacement parts available. The plan for the project is to break it up into sections as funding and contractor availability allow. The entire process may take a few years to complete. Police and Streets are evaluating some new demo portable radios. The new radio system was designed and setup to handle additional departments. The addition of streets will replace outdated radios and move their radio traffic to the new system. This conversion will also allow for some additional interoperability with police during events such as a snow storm, etc.

**8) Monthly reports**

Joint Powers Solid Waste monthly reports are included for your review. Minutes from the Airport Board and Planning Commission are also attached.

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