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## OFFICE OF THE CITY MANAGER

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

VOL. 57 NUMBER 19

### Commission Information Memorandum

The Yankton City Commission meeting on Monday, October 10, 2022 will begin at 7:00 pm.

#### Non-Agenda Items of Interest

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

We are now within the 75-day window for placement of temporary signs for the November 8th general election. Staff has already had several conversations with candidates to help plan placement for their signage and share information about sign regulations. Efforts will continue throughout the election season to monitor signage, work to educate candidates and supporter/opponents of ballot questions, as well as remove signage from the public right-of-way as needed.

##### 2) Finance Department Update

The Finance Office is currently working with local businesses on their annual liquor and video lottery licenses which renew on January 1, 2023. Many other licenses such as plumber, electrician, and movie theatre licenses expire at the end of the year and these applicants will be assisted with their renewals for January 1<sup>st</sup> as well. The exception to these licensing renewals are for malt beverage and restaurants which renew on July 1<sup>st</sup> each year.

Bank interest rates have risen from .4% to 2.86% in the past six months. The last time it was this high was February 2019.

Last week, the City of Yankton underwent a safety benefits inspection & property valuation survey. This survey is a condition of the city's membership with the South Dakota Public Assurance Alliance (SDPAA) for property and liability insurance coverage.

The Finance Office purchased new hardware and corresponding operating system to continue running the existing Government Financial System, Utility Billing System, and Cash Register module. The prior system reached end of life and support, plus we were running out of space due to utility billing so the replacement was good timing.

The Finance Office will be assisting the Yankton County Auditor's office for their election on November 8<sup>th</sup>. This includes sorting and processing ballots through an electronic machine. The City Hall and North Fire Station will be polling places as usual, but will not offer absentee voting.

##### 3) Library Update

The library hosted our first Halloween Costume Swap at the beginning of October. Individuals could donate their costumes and decorations that they no longer had a need for in exchange for coupons to "shop the Swap Store". You could also shop by donating nonperishable food items to earn coupons. We

had over 150 items donated and lots of positive feedback about the event, along with questions about if we will repeat it next year!

Dana Schmidt and two other staff members went to the South Dakota Library Association Conference in Brookings at the end of September. Our staff helped to present a “lightning round” session about the e-book consortium on which Dana is a member of the purchasing committee. This conference is a great opportunity to catch up and network with other library staff throughout the state and we always come back with more inspiration, information and ideas.

**4) Information Services Department Update**

City Hall will be switching over to BluePeak’s hosted voice over IP solution this fall. The completion of the City Hall wiring project has opened up additional options for providing voice service and enhanced features. The City has been using their service for the SAC and Park’s department for a number of years. A site design visit is planned for early October.

911 calls thru September are down nearly 5% from 2021. Call volumes are shown in the table below.



**5) Parks and Recreation Department Update**

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

**6) Fire Department Update**

There is an increased public engagement tempo with the Fire Department this time of year. 858 members of the community turned out to support the Fire Department and Fire Department Auxiliary on September 29<sup>th</sup> for the annual pancake breakfast. Special thanks to the Parks Department for providing

and delivering picnic tables for the event. Several volunteers were on hand to show off one of our fire trucks at the “Touch a Truck” event last Saturday. Members are gearing up for Fire Prevention week from October 9<sup>th</sup> to the 15<sup>th</sup>. Our folks will be providing fire prevention presentations at local schools during the week as well as hosting an open house at Station 2 from 5:30 pm - 7:00 pm on October 12<sup>th</sup>.

The first meetings of Internal and External Stakeholders for the Fire Department Strategic planning process were held on October 5<sup>th</sup> and 6<sup>th</sup>. Both groups will each meet three times during the months of October and November to provide Chief Linke with feedback on perceptions, expectations, and needs in order to guide the organization’s direction for the next several years.

Volunteers have responded to several incidents over the past several weeks, including (but not limited) two gas leaks, a hay bale fire, two vehicle accidents and a small aircraft crash. Chief officers have also addressed numerous burn complaints inside and outside the City limits during the most recent burn restrictions.

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

Two quotes were received for the annual biosolids application. Dakota Rock Farms from Vermillion, SD was low bid of \$0.028/gallon. Last year’s bid was \$0.03/ Gallon. Biosolids are captured in the primary and secondary clarification treatment process and fed to three anaerobic digestors. The digestors utilize anaerobic bacteria to treat and reduce the solids. The methane byproduct produced is captured and used to fuel heat exchangers. The biosolids are maintained at 95 degrees F for over 60 days within the digester to insure proper treatment and solids reduction. After digestion, the sludge is pumped to a lagoon system. The biosolids are then further broken down to a safe pathogen free product. The water is removed and the final product is land applied in the fall.

A copy of the Department of Environment and Natural Resources approved Biosolids Management Plan for the City of Yankton can be found on the website.

<http://www.cityofyankton.org/departments-services/wastewater/biosolids-recycling-process>

Distribution staff began flushing hydrants the week of October 3rd. Hydrant flushing is the quick release of water from fire hydrants in order to increase the flow of water in the pipes. It’s a controlled procedure that is vital to the general maintenance of the City’s water distribution system. It ensures adequate water flow is available to fire fighters, residents and businesses. It also improves water quality by clearing iron and other mineral deposits from the water mains. Sometimes hydrant flushing can make the water temporarily appear rust-colored because the iron and other mineral deposits in the water mains get stirred up. There is no health hazard associated with discolored water. Water is safe to use and consume during hydrant flushing, however it may stain laundry. Residents may experience brief episodes of colored water due to the flushing.

### **8) Police Department Update**

Sheriff Elect Sergeant Preston Crissey and Chief Foote were asked to take a photo together for Domestic Violence Awareness Month. The photo was taken by staff from the River City Domestic Violence Center and will be used in their awareness campaign. Other police department member photos will also be displayed in the campaign showing awareness about domestic abuse.

Officers will be wearing pink YPD patches during October in support of Breast Cancer Awareness Month. Chief Foote had entered a contest to win pink patches in July and won. Chief Foote’s mother is also a Breast Cancer Survivor so getting awareness about this subject is important to him. The idea for the patches came from Officer Caitlin Schindler. Patches will be worn on uniform shirts that have

Velcro on them so they can be removed. Plans for other patches that show support for other causes are in the works.

The Police Department participated in Touch A Truck. This was a successful event for the City with lots of kids participating and getting to see the inside and out of a police car up close.

Coffee with a cop was held on October 5<sup>th</sup> at Muddy Mo's. This event gives the public a chance to visit with some of our officers and ask them questions. This is a good way to interact with the public on a more personal level.

Sgt. Bruening and Officer Todd took some time to talk to Preschoolers and Jr. Kindergartners at Sacred Heart School. Officers have been going into the schools and explaining what police officers do for the last couple of years. This is a great time to interact with kids teaching them the role a police officer plays in keeping the community safe.

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

We continue to accept applications for a 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.

Eighteen applications were received for the part time position of Library Circulation Assistant. Interviews are ongoing.

Jean Barkley officially began her duties on October 10. We are excited to have Jean join our team.

### **10) Public Works Department Update**

Street Department crews have been patching asphalt on various streets throughout the city.

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

The construction progress has slowed a bit as the contractor has temporarily mobilized to another project. Work is expected to resume the week of October 10<sup>th</sup>.

#### **Westside Park Pond Improvements**

The new pedestrian bridge was delivered and set in place on October 4<sup>th</sup>. The contractor plans to pour the new bridge deck right away as well as the viewing deck and sidewalk. With the new bridge set in place, the contractor will finish grading the pond and begin installing the new clay liner.

#### **Meridian Bridge Column Repair**

The contractor and the consulting engineer have devised a plan to complete the majority of the work on the column, yet this year. Of course, this is dependent on the weather as the patch material being used has some temperature restrictions.

#### **Active Transportation Projects**

This project is on hold until the Westside Pond construction gets to a point that our contractor can access the area that is needed to install the sidewalk.

**Reduced Rate Tire Collection Event**

The South Dakota Water and Waste Funding Program has awarded a grant to the Vermillion Landfill to hold a reduced rate, waste-tire collection. The City of Vermillion Landfill and the City of Yankton Transfer Station will serve as waste-tire collection locations. Customers that are serviced by these solid waste-handling locations may drop off all types of tires at reduced rates. The reduced rates will be effective October 10, 2022 through October 28, 2022. Commercial business tires or tires from retailers will not be eligible for disposal at the reduced rates. Tires of all sizes will be accepted, but they cannot be on rims. No rims will be accepted. All tires that are collected will be recycled. For more information about the reduced rate collection, please call (605) 668-5213.

**11) Monthly reports**

Building and Salary 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