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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, October 24, 2022 will begin at 7:00 pm.

#### Non-Agenda Items of Interest

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

The annual mobile home park licensing inspection process has begun and will culminate with the City Commission's consideration of 2023 licenses at the December 12th meeting. We are pleased with the general trend of park owners improving the condition of their property over the past couple of years. 2022 represented a year of continued progress in helping ensure that mobile home units and park spaces are safe and properly cared for. We will continue to work closely with mobile home park owners to make sure their properties meet licensing requirements thus providing a viable housing option while maintaining the character of the community.

- September 9th - Staff mailed notice of upcoming inspections to mobile home park owners.
- September 28th - Staff completed inspections of all mobile home parks and sent notification letters to park owners with non-compliant items.
- Mid October - Finance Department mails license applications to park owners.
- October 28th - Staff re-inspection of non-compliant issues begins. Staff prepares recommendation for license renewal based on compliance.
- Mid November - Mobile home park license applications due to Finance Department.
- December 12th - City Commission considers 2023 mobile home park licenses.

##### 2) Police Department Update

Det. Sarah O'Farrell has been promoted to Investigative Sergeant and will begin her duties on October 24th. Officer Jeremy McNinch has been promoted to Patrol Sergeant and will begin his duties on October 24th. We had 10 applicants for these positions.

Chief Foote attended the SD Chiefs Association meeting and was elected 2nd Vice President of the South Dakota Chiefs Association Board. He will participate in legislation review during the 2023 legislative session. The SD Chiefs Association will also be putting out information about their opposition to IM 27.

Commander Brandt has advised he will be retiring. His last day will be October 27th and the department will honor him with a retirement salute at the end of his day. This will be done at Fire Station 2 at approximately 3 pm. We wish Todd well in his future endeavors and he will be missed. Police department monthly reports are included in the packet for your review.

Commander Rothenberger and Sergeant Buechler attended a 3-day active shooter training that brought together EMS, Fire, Dispatch, Police, and Emergency Management. All agencies worked together on responses to active shooter scenarios.

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

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.

Interviews are on-going and a recommendation will be made in the next couple of weeks for the Sanitation Truck Operator position.

Flu shots were held for employees on Thursday, October 13 and Wednesday, October 19. Flu Shots were provided by Yankton Medical Clinic this year.

The Employee Committee is hosting the 5th Annual Chili & Soup Cook-Off on Wednesday, October 26<sup>th</sup>, at Fire Station #2 from 11am-2pm. Cook and Compete or Just Come to Eat.

October brings the return of the annual Halloween Door Decorating Contest for bragging rights among employees. The judging will be taking place on October 28<sup>th</sup>.

We are working on open enrollment information for all City of Yankton Employees. We will utilize the EASE online platform for open enrollment for the 2023 plan year. Staff will be available to assist with this transition.

### **4) Finance Department Update**

The Finance Office has paid off SRF Drinking Water loans #1, #2, #3, and #4 early in full.

Effective November 21<sup>st</sup>, our credit card merchant Payment Services Network (PSN) will offer PayPal payment options to our utility customers. The fee structure remains the same with customers paying 3% plus an additional \$0.50 if the bill is under \$100.

The Purple Wave government online auction is scheduled to end on November 29<sup>th</sup>. A memorandum and surplus resolution are included with the agenda packet. The City is not charged any fees for this service.

Enclosed in your packet is the Monthly Finance Report for September activity and the third quarter 2022 Revenues and Expenditures Report comparing quarterly and year-to-date totals with 2021 figures.

### **5) Parks and Recreation Department Update**

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

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

Street Department crews have been preparing for winter maintenance operations, filling potholes, grading alleys, and crack filling on asphalt streets throughout the community. Crews have paved asphalt on Jaqueline Drive and Jo Lane as the new water main installation is complete. Crews have also been street sweeping as leaves have started to drop from the trees.

The schools have completed the artwork on the snowplows for the annual Paint the Plow program. The hard work of the students will be showcased throughout the winter season.

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

Masonry Components will be remobilizing to the site soon and will need to work expeditiously to make the construction deadline of October 31, 2022. The west block of the project is open to traffic with work remaining on the east block.

### **Westside Park Pond**

Crews are making a push to get this project completed. The grading contractor is finalizing the prep to get the clay liner placed. Landscapers are on site as well. The contractor will soon start placing the riprap along the pond bank. The process of filling the pond will begin once the clay liner is placed and the pond banks are ready.

### **Active Transportation**

Once the Westside Park Pond construction is complete on the west side of the pond, the sidewalk installation will be scheduled for installation accordingly.

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

We are continuing to work on the Voice Over Internet Protocol (VOIP) installation for City Hall. We have reached out to a few vendors to assist with the transition for a few services that require a plain analog phone line like the FAX and fire alarm systems. In addition, we will need to do clean-up work on the old phone wiring in the building once the migration has been complete. The new VOIP service will use the wiring installed as a part of the City Hall data wiring project.

Police, Streets, Snow & Ice and solid waste have been testing demo radios to replace outdated radio equipment. For public works this would be a transition from the current system to the new city radio system that the police department is utilizing. The purchase will include mobile and portable radios. For police this will be the first set of replacements of the newer radios purchased at the start of the radio project.

Lead time and availability continue to be issues for some equipment as we plan purchases into 2023.

### **8) Fire Department Update**

Several firefighters volunteered additional spare time the week of October 9 for Fire Prevention Week. This year's theme was "Fire Won't Wait: Plan Your Escape". Our members promoted this lifesaving message through numerous classroom presentations, fire station tours, and an Open House at Fire Station #2. The Fire Marshal and Fire Prevention Officer plan delivery of age-appropriate fire safety curriculum several months prior to Fire Prevention Week and work behind the scenes to ensure we reach every elementary school. In total, our firefighters reached over 1000 students in both public and private schools.

You may have seen the new Fire Chief's vehicle around town. It was placed in service last week and promptly ran on several incidents including two field fires, a vehicle accident, and a small fire in a ditch on the eastern edge of town. The vehicle it replaced will be used for our volunteer officers to cover on-call time and as a reserve response unit.

Our ladder truck will be out of service for two weeks in Snyder, NE to replace leaks in its hydraulic cylinders. Vermillion Fire Department will be called for their ladder truck in the event we have a fire that requires it.

## **9) Library Update**

Keep Yankton Beautiful has selected a beautification project at the Library as one of their projects for the year. Together with our Friends of the Library group, they will be adding some plants, and a new bench and garbage receptacle to the south side of the building. The Friends of the Library donated funds for the bench. We are excited to see this project come together and we are thankful for the generosity and creativity of Keep Yankton Beautiful and the Friends of the Library to make this happen!

The library has partnered with Connecting Cultures for a couple of projects in October. During the first week of the month, the library hosted a bilingual story time with both English and Spanish books and songs. The event was well attended and there are plans to incorporate more bilingual songs and books on a regular basis. Additionally, the library is excited to work with Connecting Cultures to host a Día de los Muertos (Day of the Dead) event on Saturday, October 22. We will be showing the movie *Coco*, as well as having face painting, a sugar skull craft and some traditional treats. Connecting Cultures will be hosting another Día de los Muertos event at the Cramer-Kenyon house on Saturday, October 29.

## **10) Environmental Services Update**

The contractor continues to work at the wastewater treatment plant. The contractor is in the process of installing a new primary effluent line that had failed in the past causing numerous sink holes. The contractor is also working on the aeration wet well. The wet well is going to require additional work based upon current conditions. The lines entering the wet well on the south side will also need to be replaced because they have settled. The line replacements will be added to the next phase of work. HDR is also working with the sub-contractor to address issues with the interior walls of the wet well. The walls were in worse condition than expected and will need repaired before they can be coated. The wet well wall repair will require a change order. The wet well work requires major bypass pumping that will also require a change order for additional pumping.

The wastewater treatment staff is soil sampling for the biosolids application. The contractor will begin hauling biosolids from the wastewater lagoons on paddle wheel point next week.

Staff is reviewing a contract from a consultant for an owner's representative for the upcoming CMAR project. Staff is also reviewing a contract for additional legal services. Both contracts are expected to be on the next agenda for approval.

## **11) Monthly reports**

Yankton Police Department and Joint Powers Solid Waste monthly reports are included for your review. Minutes from the 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