



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

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Commission Information Memorandum

The Yankton City Commission meeting on Monday, November 28, 2022 will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Community & Economic Department Update

Now is a good time to make plans for sidewalk snow removal before our first big snowstorm of the year arrives. Ordinance requires that property owners remove snow from adjacent public sidewalks within 24 hours after the end of a snow event. Staff works each year to educate property owners and, when necessary, abates nuisance sidewalk snow from public sidewalks. Notice is published in the newspaper of record annually before the first snow fall, and public outreach efforts are coordinated seasonally using local print and radio as well as social media outlets. Overall, the community has done an outstanding job in recent years keeping these important pedestrian links clear. An area that staff continues to emphasize in our outreach efforts is reminding property owners that it is a violation to place snow from private property onto or across the street. We also promote taking special care to clear snow from around fire hydrants to ensure they are useable by first responders in emergencies. Fire hydrant access is especially problematic when we receive very large snowfalls or several significant snowfall events over a relatively short period of time.

2) Police Department Update

On November 17 Adam Goodwillie was sworn in as our newest Police Officer. Adam is a Mount Marty University student who will graduate next May. Adam played baseball for the Lancers. He gave up his last year of eligibility playing baseball to accept a position with the Yankton Police Department. Adam will be attending the South Dakota Law Enforcement Training Center starting November 28 along with Officers Garrett Anderson and Ryan Eddy. Graduation is scheduled for February 24, 2023.

On November 18 Max (Jordan) Maxon and Brett Fishel graduated from the South Dakota Law Enforcement Training Center. Officers Maxon and Fishel will begin PTO training on November 21. Their expected completion of training will be March 3 at which time they would be out on their own patrolling.

On November 18 we hosted a taser instructor class at Fire Station 2. We currently have two instructors that will be able to recertify our officers yearly in the use of their taser. In return for hosting this class, we were able to get two free spots, saving approximately \$1000.00.

YPD is preparing for the Holiday Parade of Lights. More to come on that in the future.

3) Human Resources & Employee Engagement Department Update

We continue to accept applications for a permanent Part Time Water Reclamation Plant Operator position which is open until filled. We are still accepting applications for Part Time Lifeguard and Water Safety Instructors for the Summit Activities Center.

The annual open enrollment for all City of Yankton Employees for the 2023 plan year has been completed. The online platform worked well, and we had good feedback about processing all open enrollments online. We are working on getting all benefit plans updates reflected into UKG, our payroll software.

The City of Yankton Employee Christmas Party is scheduled for Friday, December 2 at Meridian Venue in the Meridian District.

4) Finance Department Update

Our online surplus auction will be hosted by Purple Wave on November 29th. All bids must be placed by 10 a.m. To view online, please visit:

<https://www.purplewave.com/sellerAlt/0e60f3621bd16f53870673fcccb8514e>.

Electronic utility bills on PSN (Payment Services Network's website) are being reprogrammed to correct a few utility charge names and address a meter read date error. For example, the sewer surcharge shows as "service" on the PSN bill. The charge amounts are still the same; however, the Finance Office aims to provide the same information whether or not it is mailed or retrieved electronically.

The Finance Office is evaluating its guidelines for capital budgeting and purchases. The current capitalization threshold is \$500 which precedents as far back as 1996. Due to the affect capital assets have on financial statements, we recommend to wait until the 2023 fiscal year to make any official changes.

The Snow & Ice Removal General Fund Account 124 has been discontinued; however, the City of Yankton still has the capability to track snowstorm costs. For example, the Street Department has a white card system and the City's electronic timesheets can differentiate activity hours. Snow and ice removal is to be funded from the general fund and shown in the respective department's budget. Second penny funds do not qualify.

Please see the enclosed Monthly Finance Report and the monthly Revenue and Expenditure Report for October.

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

With the recent milder weather, Street Department crews have been able to resume fall maintenance operations which includes crack filling on asphalt streets throughout the community. Crews have also been transferring yard waste from the drop off pile to the compost pad at the transfer station.

5th Street from Green to Spruce: Other than some cosmetic work to be accomplished, this project is complete. The contractor needs to provide a coating on the retaining wall. With the temperature restrictions associated with the product, this may not be done until next spring.

Westside Park: The contractor continues to work on the reflection garden/labyrinth project installing retaining wall and site grading. They also hope to install the footing/piers for the shade structure before cold weather returns.

2022 City Projects: Engineering staff has started design work for next year's projects and hope to have a couple ready for bid by the end of December or early January. It is anticipated that the 15th Street Pavement Replacement project, from Bill Baggs Road to Alumax Road, will be the first to be advertised.

7) Environmental Services Department Update

The Wastewater Treatment Plant EDA project continues to have issues with long lead times on equipment. John T. Jones, the general contractor, has demobilized until after the first of the year. The contractor will mobilize back onsite once equipment has been delivered. That could be as late as March. The electrical subcontractor will continue to be onsite. This is not the preferred situation but staff and HDR feel the project can be managed remotely by John T. Jones' project manager. The City's contract is with John T. Jones so staff will have to be extremely careful not to direct any of the subcontractors who will be onsite. Any communication that would involve directing any of the subcontractor's staff has to go through the general contractor. Based on the limited amount of work onsite, HDR will also be limiting time onsite. Staff will be scheduling remote meetings weekly with the general contractor and HDR until the general contractor has mobilized back onsite.

8) Information Services Department Update

The transition for City Hall to voice over IP telephone services is complete. We encountered a few issues with the switch over of the fire alarm system to different lines but we think have resolved them and successfully tested the fire alarm after the transition. We are continuing to have some issues system-wide in routing of incoming long-distance calls. We are actively working with Blue Peak to sort those issues out and work with the 3rd party call routing carriers to identify and resolve any problems. We have also begun cleanup of old phone and networking cabling in the building. We will need to move a few phone services that are routed thru City Hall to the safety center building.

9) Fire Department Update

The Yankton Fire Department responded to a reported garage fire at the intersection of 3rd and Linn on Sunday the 13th. Firefighters encountered high winds during the blaze which was brought under control in about an hour. The cause, while not confirmed, is thought to be electrical.

Firefighters conducted a search drill at the old Care Center on 8th Street last week. This facility has proven to be very useful for training and Mount Marty staff have been gracious in allowing us access while the structure still stands.

10) Library Update

During the month of November, we had two special guest programs. On the evening of Thursday, November 10, we had classical guitarist Peter Fletcher at the library. Fletcher has studied guitar since he was seven and made his formal debut under the auspices of The Brasstown Concert Association in North Carolina in 1983. The performance featured pieces by accomplished composers such as Bach and Giuliani as well as Polish composer Alexander Tansman. The Yankton Community Library was one of 18 stops in his most recent musical tour across the county. This program was sponsored by our Friends of the Library.

On Saturday, November 19, internationally recognized Indigenous artist J. White presented an artist talk and pop-up show at the library. J. White is an artist of the Arikara Nation, born on the prairies of Yankton, SD. White is the owner/curator of Post Pilgrim Gallery in Sioux Falls, SD where she holds space for Native artists to be held in reverence. A self-taught painter, White shares her culture through the lens of an urban Indian. White's work has been exhibited in Paris, Venice, and at the Smithsonian. In her 12-year career as a professional artist, White has received numerous awards for her work as a painter and culture bearer for her Native community.

Both events were well attended with lots of positive feedback from attendees. We pride ourselves in offering a wide variety of programs to the public and making them very accessible to all.

11) Monthly reports

The Joint Powers Solid Waste and Yankton Police Department monthly reports, as well as the Airport Board Minutes, 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