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## OFFICE OF THE CITY MANAGER

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

VOL. 57 NUMBER 23

### Commission Information Memorandum

The Yankton City Commission meeting on Monday, December 12, 2022 will begin at 7:00 pm.

#### Non-Agenda Items of Interest

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

The construction of housing units in the City of Yankton continues at an above average pace. The City has issued permits for 84 units thus far in 2022. That amount continues the positive trend of the past three years which is ahead of our 10-year average. Prior to 2020, we were averaging about 60 units per year and even had some years with less than 30 units. With 82 issued in 2020 and 115 issued in 2021, our 10-year average is up to 78 units. This year's 84 is a pleasant surprise as we had predicted the number to plateau a bit. We are also aware of plan sets being developed for 2023 construction that will help us keep the positive trend going into the future. As you are aware, Yankton's housing vacancy rates are still below what could be considered a healthy balance for the community. Every unit constructed helps that situation.

##### 2) Police Department Update

We made it through our first snowfall with six motor vehicle collisions that day and no major injuries.

We had fun at the Holiday Festival of Lights. The Grinch came out to bake Gingerbread Cookies and the Gingerbread Monster was born. We appreciate the Grinch taking the time to be part of the festivities and help capture the Gingerbread Monster.

On December 5<sup>th</sup>, 2nd graders from Beadle School toured the Police Department and the Court System. This was an annual event that we put on pause during the pandemic so it is nice to see these young kids coming back to visit and learn about the judicial system.

Our annual "Kids, Cops, and Christmas" date has been set for December 17<sup>th</sup>. We will be helping over 30 kids celebrate Christmas. Officers from the Yankton County Sheriff's Office, South Dakota Highway Patrol, South Dakota Game Fish and Parks, and the Yankton Police Department will participate in this event.

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

We continue to accept applications for a permanent Part-Time Water Reclamation Plant Operator position (open until filled) as well as Part-Time Lifeguards and Water Safety Instructors for the Summit Activities Center. Yankton Housing has a position open for a Part-Time Housing Program Assistant. This was a full-time position, opened with the resignation from Sasha Renteria. Yankton Housing made the decision to offer this as a part-time role and potentially hire two part-time employees to fill. This position is open until filled.

The City of Yankton Employee Christmas Party was held December 2 at Meridian Venue in the Meridian District. A strong group of candidates were nominated for the 2022 City of Yankton Employee of the Year. Jen Keitel was selected for her efforts as a Police Officer with the YPD. Congratulations to Jen for this well-deserved honor!

The following individuals were recognized for their years of service:

15 YEARS

Todd Larson – Parks, Recreation & City Events  
Adam Haberman – Public Works

20 YEARS

Richard Velleck – Public Works  
Roger Dather – E911/Dispatch

25 YEARS

Mike Lee – Public Works  
Larry Nickles – Fire Department

30 YEARS

Tammy Wadsworth – Finance  
Jason Tramp – Environmental Services  
Brian Frick – Parks, Recreation and City Events

35 YEARS

Alan Peterson – Environmental Services

**4) Finance Department Update**

Finance Office personnel are working on fiscal year-end activities such as W-2 tax forms, payroll auditing, ACA reporting, liability insurance renewal asset oversight, general ledger accounting allocations, outstanding check reconciliations, and multiple other end-of-year reports.

This is the fifth year that the City has utilized the Purple Wave Online Auction service to sell six titled vehicles and equipment items this fall. The online government auction closed shortly after 10:00 a.m. on Tuesday, November 29th. The results with the winning bid amounts are as follows:

2006 Chevrolet Colorado – \$2,200  
2004 Chevrolet Tahoe – \$3,700  
2010 SPECTEC walking floor trailer – \$9,600 (pending payment)  
2006 Dreesen 20 foot trailer – \$2,350  
2005 Catapillar backhoe 420D – \$38,000  
2005 Bobcat 20”W skid steer cold planer - \$1,500  
2007 Catapillar loader – \$46,000  
1998 Case 721B loader with bucket - \$91,000 (pending payment)  
1999 Bobcat B950 concrete breaker - \$2,250  
1993 Dreesen 20 foot trailer – \$2,600  
1984 FRUE trailer – \$1,300  
2021 Lennox Elite HVAC system - \$550  
Alemite UMK-76113 air compressor - \$110

Frontier aerator/seeder -\$4,100  
Bohlmann ADA water fountains (2) - \$575  
Wood park benches (24) - \$1,250  
Boss RT3 snow plow - \$1,300  
The Scout pool handicap lift - \$15  
Toro 687 aerator - \$700  
Edge 84"W skid steer snow plow - \$1,000 (pending payment)  
Coca Cola chest cooler - \$275 (pending payment)  
Pool lane dividers - \$30  
Harmsco pool cleaner / Gemini robotic pool cleaner - \$200  
Crest ultra sonic gun cleaner / Sirchie fingerprint comparator - \$160  
Setina metal partition for 2012-2017 Interceptor Utility - \$10  
Chevrolet Tahoe automotive accessories - \$10  
Road safety lights - \$375  
Leica TRC407 total station / microSurvey archer - \$1,000  
Dymax 100"W bucket - \$6,000  
Elgin sweeper brooms (5) - \$1,700  
Electric pump motors (6) - \$1,250 (pending payment)  
Propane outdoor patio heater (4) - \$210  
Mosquito sprayer - \$100

Purple Wave will send the City a check for \$221,420 within 15 business days from the close of the auction. Top bidders pay a 10% premium to Purple Wave so there is no direct cost to the City. We are pleased with the results along with the professionalism and ease in working with Purple Wave. We recommend utilizing their services again in the future.

Effective January 1st, our airport liability policy will be covered by SDPAA. The coverage level will be the same as our current general liability insurance with a \$0 deductible and limit of \$5,000,000 per occurrence with basic exceptions. In the past, this policy has been managed by Smith Insurance. Combining with SDPAA will save roughly \$10,000.

Please see the enclosed Monthly Finance Report for November.

#### 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 as well as trimming trees in alleys.

**Christmas Day Holiday Garbage & Recycling Collection Schedule:** There will be no solid waste collection on Monday, December 26<sup>th</sup>, due to the Christmas Holiday. All Monday and Tuesday routes will be collected on Tuesday, December 27<sup>th</sup>. All other routes will be collected as scheduled. The Transfer Station will be closed on Saturday, December 24<sup>th</sup> and Monday, December 26<sup>th</sup>.

The City of Yankton reminds residents that wrapping paper, holiday cards, Styrofoam, and packing peanuts cannot be placed in the recycle cart for pickup. Wrapping paper and cards most often have glitter or other decorative objects that are not recyclable. If any of these items are with your

recycling, they will not be picked up. The above items need to be placed in your regular garbage. The City of Yankton thanks the residents for their cooperation.

**New Year's Day Holiday Garbage & Recycling Collection Schedule:** There will be no solid waste collection on Monday, January 2<sup>nd</sup>, 2023, due to the New Year's Holiday. All Monday and Tuesday routes will be collected on Tuesday, January 3<sup>rd</sup>, 2023. All other routes will be collected as scheduled. The Transfer Station will be closed on Monday, January 2<sup>nd</sup>, 2023.

The City of Yankton will have a one-time pickup of Christmas trees on Monday, January 9th, 2023. The City is asking Yankton residents to place Christmas trees by the **front curb no later than 7:00 A.M.** on Monday, January 9th, 2023, as there will be **no** Christmas tree pick up in alleys. In addition, there will be a Christmas tree drop-off point for Yankton residents at the after-hours yard waste location at the east gate of the Transfer Station. Christmas trees can also be taken to the Yankton Transfer Station during regular business hours of Monday through Friday from **8:00A.M. to 3:45 P.M.** and on Saturday from **8:00 A.M. to 11:45 A.M.**

The City of Yankton solid waste and single stream recycling customers are reminded to refer to the 2023 Recycling Calendar that was sent out with the November utility bill. The weekly rotation will change in 2023. The calendar is also available online at [www.cityofyankton.org](http://www.cityofyankton.org).

**2022 Projects:** There are two development projects, Ridgeway North and Dakota West, which will be on a future agenda for acceptance consideration. Staff will be working with the developers to get everything finalized.

**2023 City Projects:** Staff is continuing to work on designing next year's projects. 15<sup>th</sup> Street plans from Bill Baggs Road to Alcoa Drive are ready for review. There is a good chance that this project will be advertised before the end of the year.

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

Staff is preparing to host the annual Water Seminar at the Kelly Inn. The Water Seminar is a joint effort with the South Dakota section of the American Water Works Association and the South Dakota Water and Wastewater Association. City staff will make a presentation on the water plant and collector well at the seminar. Staff will also be conducting tours of the Water Plant. The normal attendance at this seminar is 75-100 attendees. The event is tentatively scheduled for February 22<sup>nd</sup> and 23<sup>rd</sup>. The seminar topics include regulatory updates, lead and copper rule updates, supply chain issues, chemical procurement, Lewis and Clark Reservoir Sedimentation, Disinfection Byproducts, Sampling Procedures, SCADA 101, and Chlorination.

Shannon VerHey, City of Sioux Falls Project Engineer, toured the City of Yankton Wastewater Plant, and spent the afternoon with Kyle and Tanner discussing "lessons learned" regarding CMAR projects. The City of Sioux Falls has completed several CMAR projects. Sioux Falls is also in the process of upgrading the Wastewater Plant and are using the CMAR delivery method. Our project is very similar to the Sioux Falls project. Issues like equipment procurement, maintenance of operations, process control, and scheduling are the same. Much of the equipment is the same, only on a smaller scale. It was definitely a learning experience and time well spent. Thank you to Shannon and the City of Sioux Falls for offering to come and sit down with us.

## 8) **Information Services Department Update**

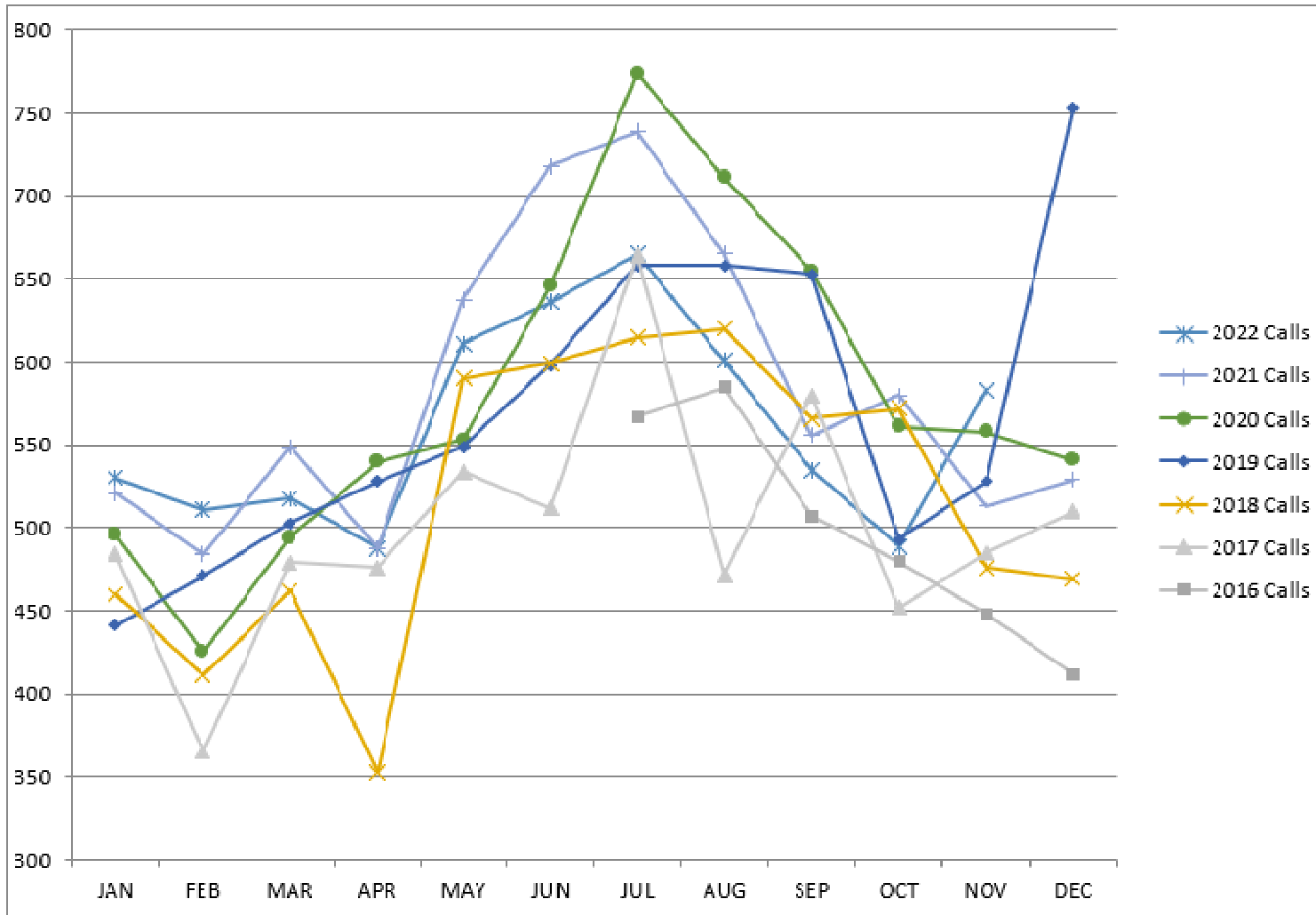
The City has been experiencing many issues in receiving inbound calls and a few cases of not being able to complete outbound long-distance calls. In at least one instance, the call issues impacted an emergency response. Many of the issues appear to be caused by "least" cost routing of calls.

Carriers use third party companies to route the call to the recipient, utilizing the company and path that is the most cost effective. Typically, we have not had difficulty in receiving cellular calls because AT&T and Verizon handle most of the call routing in-house.

We have been working with our carrier Blue Peak extensively to try to resolve the problems without much progress. Staff has been able to work directly with various other communities, businesses, and carriers to resolve several of the inbound call completion issues. We have resolved inbound call issues with SDN, MIDCO and Lumen. Currently those carrier issues appear to be resolved and test calls ring thru normally. We continue to have sporadic issues with other inbound calls, mainly out of state companies.

If you call the City of Yankton and receive “dead air”, ring with no answer and no voicemail, or are connected to a different third party, it may be a call routing / handling issue. Please let us know. Staff continues to work with the carriers to resolve the issues.

The graph below shows a historic call comparison. 911 call volumes for the month of November were up 13.6% and annually are down 4.4%.



**9) Fire Department Update**

Yankton volunteer firefighters and Auxiliary members prepared a float for the Holiday Festival of Lights parade. Santa and Mrs. Claus were escorted to the parade with the flashing lights of our own Engine 2.

Work continues with First Due on importing data and training on the new First Due reporting software.

**10) Monthly reports**

Building, Salary and Yankton Police Department 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