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## OFFICE OF THE CITY MANAGER

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

VOL. 58 NUMBER 2

### Commission Information Memorandum

The Yankton City Commission meeting on Monday, January 23, 2023 will begin at 7:00 pm.

#### Non-Agenda Items of Interest

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

Building Official Gregg Homstad recently passed the International Code Council's Residential Mechanical Inspector's exam which means he is certified to inspect things like furnaces, air conditioning systems and ventilation and exhaust systems in residential and light commercial buildings. Although we do not have a mechanical permitting system in place at this time, this knowledge base will allow our organization to provide more comprehensive inspections of new residential builds. These skills will also translate to Gregg's facilities maintenance supervisory responsibilities and be a reference to contractors when they are designing projects. This certification positions Gregg to be an excellent resource for all departments in our organization and will help us do a better job while working to reduce operational costs. It should also help with Yankton's Insurance Services Office (ISO) rating during our next evaluation.

##### 2) Library Update

We have been working on making some maintenance updates to improve accessibility and experiences at the library. Brandon Mastalir and Gregg Homstad have added some charging stations in the seating area near the north windows. Previously the outlets were limited and difficult to access. Because of this, we would often have individuals sitting on the floor around the perimeter of the building to charge their phones or devices. Additionally, they have put covers on the outlets around the perimeter to prevent individuals from spending a lot of time in these areas that are not regularly visible to staff. Smoke detectors were added to our restrooms to help deter people from attempting to smoke in the restrooms, which has happened on occasion. A new threshold was installed on the south entrance to make entering with a wheelchair easier. We are in the process of getting a retrofit unit for our water fountain installed to include the feature of a bottle filler. All of these small improvements have helped to make the library a more welcoming and safer environment. We are grateful to Brandon and Gregg for all they do for the library!

##### 3) Parks and Recreation Department Update

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

##### 4) Finance Department Update

The Finance Office continues to work on 2022 end-of-fiscal-year tasks. Finance & HR collaborated and completed W-2s. There were 344 W-2s issued for 2022 compared to 323 for 2021. HR is working on the Affordable Care Act (ACA) 1095-C health insurance documents for fulltime

covered employees while Finance will continue processing vendor 1099 tax forms. The deadline for these forms is January 31<sup>st</sup>.

Finance has begun preparations for the City's 2023 municipal election set for Tuesday, April 11, 2023. Notice of Vacancies for the election are being published on January 17 and 24. The first day that interested parties may circulate nominating petitions is January 27. Commissioners whose terms expire in May are Ben Brunick, Tony Maibaum, and Stephanie Moser. Any individual who is interested in running for a seat on the commission must be a resident of the City of Yankton as well as be a registered voter within the city. Petitions may be picked up at the City Finance Office at 416 Walnut or obtained online at the Secretary of State's website. The deadline for filing nominating petitions is Friday, February 24 at 5:00 p.m.

Please see the enclosed Monthly Finance Report for December, and the Revenues and Expenditures Report for Fourth Quarter 2022.

### **5) Fire Department Update**

Yankton firefighters kicked off the year with an inspection of personal protective equipment (PPE) to ensure that all members have gear that is clean and in serviceable condition. All members have two sets of structural firefighting gear (helmet, coat, pants, and gloves); one set of gear is purchased by the City and the other by the Rural Fire District. The fire service industry standard life span for PPE is ten years and we found two sets out of compliance with this standard that will need to be purchased. Our vendors have indicated a significant price increase with the standard gear that meets YFD specifications. Our budget will be able to withstand the price increase this year, but it will impact the number of new volunteers who can join the department and our ability to outfit them.

We will begin recruiting for new volunteers in the next month. The process includes application, interviews, an agility test, and a background investigation. YFD is authorized 50 volunteers by City Ordinance; we currently have 42 volunteers on our roster. Our target for this round of recruitment is three new members, as this will be a manageable number to equip, train, and certify.

### **6) Police Department Update**

We continue with our hiring process. We have received several applications and continue to accept more. Commander Rothenberger has held a few interviews and is helping to make sure we find the right people to bring to the Yankton Police Department. KYNT and WNAX are strong supporters of the area's first responders and are helping us get the word out.

We have been working with the Yankton School District regarding the safety of our schools. Dr. Kindle invited Chief Foote to listen to a presentation made by the State of South Dakota on the program "Safe2Say". This is an app that allows students to make reports anonymously. This information is monitored 24/7, and school officials and law enforcement are notified of reports immediately. This also sparked a conversation regarding the "Handle with Care" program which helps schools and law enforcement work together when students suffer trauma outside of their school day.

Commander Rothenberger and Chief Foote met with retailers in the community who are experiencing a high volume of shoplifting. We will be working together to come up with a plan to communicate with all retailers in an attempt to identify individuals who are committing these

crimes. We also discussed information that is required in order to bring a compelling case to the States Attorney for prosecution.

## **7) Public Works Department Update**

Street department staff continue to perform winter maintenance projects on equipment and the streets in between the snow plowing events. Crews are also working on trimming back trees in the alleys.

The 2023 15th Street Reconstruction project from Bill Baggs Road to Alumax Road is currently advertised for bids. The bid opening date is February 16, 2023 with a recommendation for acceptance anticipated on the February 27, 2023 Commission meeting agenda.

The plans for the 2023 Douglas Avenue Reconstruction from Levee Street to 2nd Street are currently being reviewed. The specifications documents will be assembled during the plan review process. Advertising for bids should out by the end of January.

The Mead Development project has begun. During the week of January 9th, Slowey Construction started removing trees along Highway 81 which has changed the landscape for that area considerably.

Fenton Construction, the contractor for the Marne Creek Bank Stabilization project, has been mobilizing equipment and signage to the site. The contractor was planning to begin the tree removals on January 17th, but may be delayed with the weather forecast of 6-8 inches of snow.

## **8) Human Resources Department Update**

We are still accepting applications for Part Time Lifeguard and Water Safety Instructors for the Summit Activities Center. We continue to accept applications for full time Police Officers and which will remain open until filled.

Yankton Housing position for a Part Time Housing Program Assistant has been filled. Brenda Wollman has been selected for this position and she will begin this role on February 2. The position of permanent Part Time Water Reclamation Plant Operator position has been filled. Jonathan Hoefs has been hired to fill this position. Jonathan began his employment on January 10.

## **9) Information Services Department Update**

On January 17th we met with the Sheriff's Office staff to discuss issues with call routing. Both agencies (including the jail) are experiencing the same issues. We have agreed to look at additional options including switching carriers to resolve the problem. One of the limiting factors of potential solutions would be the wiring of the building. Current building wiring is not configured appropriately to look at a voice over IP solution.

## **10) Environmental Services Department Update**

Staff has experienced several sanitary sewer line plugs caused by large amounts of grease, paper towels, and wipes. These plugs cause the sewer to back up into homes and can cause extensive damage.

The wastewater plant staff continue to experiment with different process controls to help reduce nutrient level discharges. The current wastewater discharge permit requires sampling of nutrients but does not include any limits. Nutrient limits are expected to be included in future permits.

Staff's ability to increase nutrient removal rates within the current treatment process may require less capitol investment in the future to meet the required limits.

City staff and HDR met with South Dakota Department of Agriculture and Natural Resources (DANR) on our meter replacement project. DANR confirmed that the replacement of meters and meter reading equipment will not need to be bid. The installation of the meters will be required to be bid if the installation cost is greater \$100,000.00. Staff is continuing to research meter options and hopes to move forward with the project this summer. The meter project was approved for SRF funding.

**11) Monthly Reports**

Joint Powers Solid Waste and Yankton Police Department monthly reports are included for your review as well as meeting minutes from the Airport Advisory Board and Planning Commission.

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