



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

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Commission Information Memorandum

The Yankton City Commission meeting on Monday, February 27, 2023 will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Community & Economic Department Update

Staff is nearing the end of the 2022-2023 annual street and sidewalk tree branch clearance project. Ordinance requires that street trees are maintained by adjacent property owners to allow a 12-foot clearance over streets and a 10-foot clearance over public sidewalks. Residents received an insert in their September utility bill reminding them of the requirements. In addition to the insert, staff utilized local print and radio media along with City of Yankton social media to spread the word. A city-wide canvas was completed in October 2022, and 274 notices were mailed to property owners describing the trimming requirements and how to dispose of the trimmings free of charge at the transfer station. A final notice was sent to 75 properties in early January 2023 notifying owners that the City would be contracting for the trimming of any remaining nuisance tree branches. Staff anticipates contracting for trimming those properties that remain out of compliance during the week of February 27-March 3, weather permitting.

2) Human Resources & Employee Engagement Department Update

We are still accepting applications for full time Police Officers. Positions will remain open until filled. The internal position for Police Detective closed on February 17. Four applicants were received and interviews will be scheduled for March.

Summer seasonal positions have been opened and we are accepting applications for a variety of positions. Preference will be given to applications received by April 1. Positions will then be filled as needed during the season from applications on file. Interested applicants can visit cityofyankton.org. There is a link to our employment application under "Employment". If this option is not available to an applicant, please contact the HR office (668-5222) and an application will be mailed out.

3) Library Update

On February 10, the Yankton Community Library celebrated 50 years in our current building on 515 Walnut Street. It was great to see a full room of community members in attendance to help us celebrate. The Yankton Carnegie Library on 4th and Capitol opened its doors in October of 1903 so we were also celebrating 120 years as Yankton's public library. It is important to bring people together to reminisce on how far we've come and the great things that the library continues to offer to the community.

Several of the library staff will be participating in training and networking with other librarians around the state over the next few months. Cassi and Tahlia will be headed to Vermillion to talk about the upcoming Summer Reading Program. Danita will be going to Sioux Falls to network with other librarians about programming. Dana will be going to Mitchell in April to learn and network about the library's strategic plan. It is great to have the opportunity to share ideas and learn from one another. The library staff is constantly seeking out, and willing to learn about, new and better ways to serve our community!

4) Fire Department Update

The Fire Chief, along with a group of City personnel and volunteers, attended a webinar on Fair Labor Standards Act for Volunteer Departments on Wednesday, February 23. The lead presenter was Chief Curt Varone, an attorney specializing in fire service legal matters. The information from the webinar will assist us in determining necessary steps to ensure our expectations regarding volunteer reimbursement.

We are in the final two weeks of accepting applications for new volunteers. Chief Linke developed a timeline for the process and shared it with volunteer leadership. Our intent is to identify three personnel to add to the department. Adding three new members per year for the next five years will account for known attrition due to retirement. Within the next five years, we will have 50 authorized members in the department. There are currently 42 volunteers on the roster with six retirements expected in the next five years.

5) Public Works Department Update

Street department staff continue to perform winter maintenance projects on equipment and the streets.

Fenton Construction is working on the Marne Creek bank restoration and will be utilizing the recent cold temperatures to their advantage. They have recently started the grading portion of the project. Frozen ground can make it easier to access some areas along the Marne Creek Bank Stabilization project.

The Douglas Avenue reconstruction project from Levee Street to 2nd Street is currently advertised. The closing date for bids is March 16, 2023.

Yankton Citywide Cleanup is scheduled to begin curbside pickup April 3, 2023. Placing items curbside before March 25 is not permitted. Items placed curbside before March 25 may be removed at the property owner's expense. Residents on City solid waste collection routes may participate in the citywide cleanup at no additional cost by placing items into sorted piles, by type, at their homes. Please have items placed curbside by your regular collection day. Piles should be located directly in front of your property, not in the street, alley, or neighboring property. The transfer station will be accepting "no charge drop-off" from regular collection route customers March 11-April 8 during the normal operating hours, Monday through Friday (8:00 am - 3:45 pm), and Saturday (8:00 am - 11:45 am). Items not eligible for disposal include tires, grass clippings, leaves, recyclables, refrigerator, air conditioners, dehumidifiers, paint, chemicals or household hazardous waste, oils, and batteries. Motor oil may be taken to the transfer station and disposed of free of charge year around. Please place solid waste and recycle roll carts for regular collection at your normal collection point and away from piles. For more information on citywide cleanup and transfer station hours, visit <http://www.cityofyankton.org> or call (605) 668-5211.

6) Parks and Recreation Department Update

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

7) Information and Technology Services Update

The City is continuing to experience issues with inbound and outbound phone calls. Staff has been working with three providers in exploring options for a different carrier.

8) Police Department Update

Bret Craig started with the Police Department on February 27. Officer Maxon and Officer Fishel are nearing the end of their patrol training and will soon be patrolling on their own.

On February 24, members of the Police Department attended Law Enforcement Police Standards graduation in Pierre. Officers Ryan Eddy, Garrett Anderson and Adam Goodwillie completed their training in Pierre and will move on to Patrol Training at the department.

We are considering a therapy dog program to help officers de-stress after intense calls for service. This program would be available to victims of crimes as well as other employees with the City.

9) Environmental Services Department Update

Staff continue to work with HDR and our owner's representative on the CMAR process. We are ready to begin advertising the Request for Qualification/Proposals this week. CMAR contractors will be required to schedule a site visit prior to submitting a proposal. Proposals are due by March 31. CMAR interviews will begin April 19. Selection notification is scheduled for the end of April with the contract award in May.

Staff is working with the South Dakota Department of Agriculture and Natural Resources on our water meter replacement project. The water meter replacement project was approved as part of our environmental funding package related to the ARPA funds. Meters, software, and reading equipment replacements are considered technology improvements and are not required to be bid. The installation of the meters and equipment will require bidding if greater than \$100,000.00. Staff is currently in the process of upgrading the software. The next step will be to purchase the data collectors to be installed on the two water towers. The final step will be contracting with an installation company to install new meters.

10) Finance Department Update

The deadline for filing nominating petitions for the city commission vacancies is Friday, February 24 at 5:00 p.m. Individuals who have filed petitions and are candidates for the city commission as of Wednesday, February 22 are Tony Maibaum, Stephanie Moser, Brian Hunhoff, Thomas J. Bixler, Ben Brunick, and Charlie Gross. The municipal election will commence on April 11, 2023.

During the winter months, residential utility customers often ask how their sewer rate is calculated. The residential rate is based on an average of their water consumption during the months of December, January and February as billed in January, February and March of each year. This sets their maximum consumption rate for the coming year. Residential sewer rates are adjusted annually and are reflected in the April utility billing.

Beginning March 3, Planning District III will no longer be able to administer the City's SAM registrations due to GSA changes. Moving forward, the City of Yankton Finance Office will be responsible for renewing.

The City Finance Office has updated its utility deposit procedures. First, undeliverable deposit refunds were transferred to South Dakota Unclaimed Property per SDCL 43-41B. Second, deposits on file were entered into our utility billing system under a new deposit tracking software feature. Lastly, our utility deposit agreement was updated to present to new depositors and retain for our records. The Finance Office currently collects a \$268.30 utility deposit (which equates to two-months billing at 5,000 gallon consumption) for utility customers with credit collections history or have been disconnected three times.

It's that time of year for reviewing our records and completing a records destruction schedule. The City of Yankton follows the South Dakota Municipalities Records Retention and Destruction Schedule Manual adopted in April 2005 per Resolution 05-29.

Please see the enclosed Monthly Finance Report for January.

11) Monthly reports

The Joint Powers monthly report is 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