



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

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Commission Information Memorandum

The Yankton City Commission meeting on Monday, July 24, 2023 will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Community & Economic Department Update

It has been nearly a month since the decision was made to condemn the apartment building located at 500 Douglas Ave. In that time our consulting engineer, Chris Wortmann, and the owner's engineer, Rise Inc., have submitted their initial assessments of the building's condition. Both agree that the building is not safe for occupancy in its current state, but that further investigation is necessary before a repair plan can be drafted. Repair work on the building cannot begin until the owner provides us with a stamped, engineered plan and we have issued a repair permit.

City Attorney Ross Den Herder has provided the owner with an indemnification agreement that would free the city from any legal liability in this matter. The owner has signed the agreement and the owner's liability insurance provider is close to listing the city as an additional insured on the property. When the insurance issue is addressed, we will be able to relinquish control of the building to the owner. This means the owner's consulting engineer and contractor will set the course from that point forward. It does not mean the building can be occupied by tenants prior to a solution being designed, approved, and implemented. The owner has also agreed to provide a fenced barrier to replace the city's barricades currently on site.

Throughout this process our office been in contact, often repeatedly, with five of the seven tenants who were forced to move out. The other two have been using the Red Cross as an information resource due to translation needs. Our consistent message has been that the ball is in the owner's court and that the city is unable to arrange for access or retrieval of their belongings. As far as we know, all former tenants have been able to find other apartments or alternative living arrangements. The tenants have been remarkably patient throughout this ordeal, perhaps because the dangerous condition of the building is readily apparent. We sincerely hope this matter will be resolved successfully for the tenants and that the owner will be able to safely repair the building.

2) Environmental Services Department Update

Staff continue to work with the South Dakota Department of Agriculture and Natural Resources (SD DANR) on the Revised Lead and Copper Rule. The Lead and Copper Rule Revisions require water systems to prepare and maintain an inventory of service line materials by October 16, 2024. On August 4, 2022, EPA released Guidance for Developing and Maintaining a Service Line Inventory to support water systems with their efforts to develop inventories and to provide states with needed information for oversight and reporting to EPA. SD DANR recently activated the website <https://www.sdwaterpipes.com/>. This website is designed to assist water systems in completing the lead service line inventory, and submitting the inventory. The website also includes

frequently asked questions. The City of Yankton is planning a major water meter replacement project to begin in early 2024. A contractor will be installing a large number of new water meters and completing a service line inventory during the installation. Not every meter will be replaced during this project so the City of Yankton is encouraging owners to visit the website and complete the survey. Staff would also like to remind owners that service lines are the responsibility of the owner from the meter all the way to the water main, including the connection.

3) Finance Department Update

The auditing process with Williams & Company, P.C. continues and auditors are wrapping up federal grant testing. A draft of financials and notes are being prepared for internal review before State inspection. The final presentation is scheduled tentatively at one of the August City Commissioner meetings.

In 2022, the U.S. Congress passed legislation to make Secured Overnight Financing Rate (SOFR) the official replacement for London Inter-Bank Offered Rate (LIBOR) in the United States. Our bank has adjusted to this change. Going forward effective August 1, 2023, the main City of Yankton banking account and Insured Cash Sweep Money Market Investment account will be tied to a 3-month SOFR rate.

Beginning this month, the Finance Office will be submitting a schedule of bills to pay at every City Commissioner meeting. There are many advantages such as paying vendors faster, preventing PO's to be double paid, spreading out the amount of data entry duties, ensuring finance reports are up-to-date, and potentially lowering the amount of manual checks needed. After commissioner approval, our general policy is to print, process, and mail vendor checks by the following Thursday.

Enclosed in your packet is the Monthly Finance Report for June activity and the second quarter 2023 Revenues and Expenditures Report comparing quarterly and year-to-date totals with 2022 figures.

4) Police Department Update

Sgt. Schindler, Sgt. Bruening, Sgt. McNinch and Sgt. O'Farrell attended a supervising patrol critical incident course in Vermillion on July 13-14. This course was hosted by the National Tactical Officers Association. The course is designed to provide patrol supervisors with the information and tools needed to manage a critical incident prior to the arrival of other resources.

YPD helped out with traffic control and led the tractor parade the last weekend.

Det. Osborne is attending a week-long course in Vermillion from July 17-21. This course is a sex crimes investigation class hosted by the Southern Police Institute.

The bikes have been utilized on patrol and we are waiting for others to attend training. In less than two weeks we have already travelled 107 miles and have had a lot of citizen interaction.

5) Parks and Recreation Department Update

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

6) Fire Department Update

Currently Deputy Chief Larry Nickles is working on a number of projects in his capacity as Fire Marshal. He works with Gregg Homstad (Community Development) in reviewing building plans to ensure they are compliant with the fire code and often meets with owners and building managers to

communicate requirements related to building and alarm systems. Notable recent activities included ensuring that the alarm system for the Runza restaurant is online, following up with managers at 1700 Locust regarding an out-of-service elevator, and checking progress on fire protection systems at Hillcrest Country Club.

Chief Linke began meeting individually with external stakeholders to report on progress being made with the strategic plan. One of the major goals of the strategic plan is to ensure interoperability and unified command among every response agency in Yankton County. Radio communication and transfer of information between entities are key components to interoperability. Chief Linke met with Julia Hussein (911 Dispatch) to continue strategizing changes and updates to call taking and response protocols from the Fire Department's perspective.

Volunteers will be participating in a roof ventilation drill with the Gayville Fire Department on July 24. Officer/Leadership Training will be held on July 31. Boss's Night is August 7. This annual event is an opportunity for the department and our volunteers to show appreciation to employers who allow members to leave work for call response. Bosses are treated to a steak dinner and fellowship. We are very fortunate to have a good number of employers who support the community by sacrificing a few hours of productivity each week in order for volunteers to provide fire protection.

7) Human Resources & Employee Engagement Department Update

We are accepting applications for full time Police Officers. This position will remain open until it is filled. Interested applicants can visit cityofyankton.org and click on the Employment tab for information, or directly contact the Human Resource Department.

We continue to accept applications for Library Circulation Assistant. This part-time position will remain open until filled.

The City of Yankton's July presentation by Well 365 out of Sioux Falls was focused on "Looking Beyond the Scale" to learn how else can we measure success beyond the number on the scale.

The annual employee picnic was held July 12 at Riverside Park. The City of Yankton Employee pool party is scheduled for August 7 from 5:00-7:30 PM at the Huether Family Aquatics Center.

AFSCME wage opener negotiation was on July 17. FOP wage opener is scheduled for July 25.

The Safety Committee held their quarterly meeting on July 20. Brad Wilson from Insurance Benefits and the SD Municipal League Worker's Compensation Fund Administrator gave a presentation on the importance of safety for our organization.

8) Information Services Department Update

IT replaced a power supply in the meeting room and tested the repair. I believe we have the problem from the last meeting resolved. We have quotes for two of the three options presented for replacing the hardware associated with monitoring the radio equipment. Once we have the final quote we will proceed with replacement of the necessary equipment. IT staff has continued to physically monitor the generator and have done weekly site visits to monitor the site.

9) Library Update

The library hosted Starr Chief Eagle on July 17 at Riverside Park Amphitheatre. With nearly 200 in attendance, Starr again captivated the audience with her talented hoop dancing and taught us about

the Lakota culture. Several children were able to go up on the stage to interact and learn some hoop dancing basics and join along with Starr in a performance for the audience.

The Friends of the Library hosted their third outdoor book sale of the summer on Saturday, July 15. They sold books for \$3 per bag to help clear out some of their inventory and took in an impressive \$620! That is about 206 bags of books back into the community! The Friends of the Library use the funds they raise to help the library with programs and materials that are not in our regular budget. This summer the Friends once again sponsored all of our special performers for our Summer Reading Program. We are thankful for their hard work and dedication to our library and to our community!

10) Public Works Department Update

Street Department crews are asphalt patching at various locations throughout the city. Crews are also painting pavement markings in the streets and parking lots, and mowing various right-of-way locations in the city. As the temperatures get hot, crews are also addressing concrete heaves in the streets.

Marne Creek Bank Stabilization: The contractor is nearing the completion of this project. There are some small areas of trail that still need to be replaced, but for the most part the concrete work is done. As of the week of July 16th, it is estimated that 90-95% of the stabilization is in place. There are areas that will need fine-tuning as the project is completed. The contractor will continue their work on the grading for seeding and installation of plantings. The final completion for the project is July 28, 2023.

Elm Street 20th to 21st: Contract documents are currently being executed. Staff has made contact with Katzer Concrete to discuss scheduling of this project and were informed that the contractor plans to begin the middle of August.

Third Street & Green Street: Project notices have been delivered to the adjacent property owners, informing them of the start date for construction on 3rd Street and Green Street. The contractor will begin work on July 26th. The project is a total reconstruction project, which includes water, sanitary sewer, and storm sewer utility replacement.

Airport North Hangar Taxilane, Access Road, and Runway 20 Turnaround: The Runway 20 turnaround phase of the project is complete, with the exception of a sign installation which is six weeks out according to the contractor. Crews are now grading the new hangar, taxiway, and entrance road area.

11) Monthly reports

The Yankton Police Department and Joint Powers Solid Waste Authority monthly reports are included for your review. Also included are the minutes from the Parks Advisory Board meeting.

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