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## OFFICE OF THE CITY MANAGER

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

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### Commission Information Memorandum

The Yankton City Commission meeting on Monday, September 28, 2020, will begin at 7:00 pm.

#### Non-Agenda Items of Interest

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

The annual mobile home park licensing inspection process has begun and will culminate with the City Commission's consideration of 2021 licenses at the December 14th City Commission meeting. This was a year of continued progress in helping ensure that mobile home units and park spaces are safe and properly cared for. We will continue to work closely with mobile home park owners to make sure their properties meet licensing requirements thus providing a viable housing option while maintaining the character of the community. The schedule is as follows:

- September 9th - Mailed notice of upcoming inspections to mobile home park owners.
- September 25th - Mobile home park inspections complete and notification letters sent to owners with non-compliant items.
- Mid October - Finance Department mails license applications to park owners.
- October 19th - Reinspection of non-compliant issues begins. Recommendation for approval based on compliance.
- Mid November - Mobile home park license applications due to Finance Department.
- December 14th - City Commission considers 2021 mobile home park licenses.

##### 2) Police Department Update

Our Sergeants and Patrol Officers are continually evaluating and updating our training program for new recruits.

Police Department personnel, along with the City Manager and City Attorney are reviewing jail booking policies.

Staff is working on a new internal policy to reflect the changes to the City's parking ordinances.

An interview has been scheduled for Officer Neumayer's replacement.

##### 3) Information Services Department Update

City staff is working to procure proposals for upgrading the meeting room and PEG channel equipment. The federal guidelines require solicitation of a minimum of three competitive quotes. The project will include the upgrade / replacement of the audio and video systems, projector and associated appurtenances for the room as well as enhanced conferencing abilities. The new equipment will also

support live streaming to the web and to the PEG channel. The replacement of the PEG slide generator and video switching equipment will also be planned.

#### **4) Parks and Recreation Department Update**

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

#### **5) Public Works Department Update**

Street Department crews have been patching asphalt on various streets throughout the city. Crews will also be adjusting manholes and water valve risers on the newly milled and paved streets.

The Household Hazardous waste event will be held at the City of Yankton Transfer Station on October 17<sup>th</sup> from 9:00 am to 1:00 pm. There will be a \$10 per vehicle fee to participate in the event.

#### **The Huether Family Aquatics Center**

Installation of the interior block of the bathhouse continues. The contractor has started installing rafters on the concession building. The concrete walls on the competition pool are done and backfill has begun. Tile in the lazy river is currently being installed and the contractor will grout the tile once complete. The electrical contractor is installing conduit and bases for the light poles.

#### **Riverside Drive from Green Street to Broadway Avenue**

All of the base course has been installed and curb and gutter has been placed. The contractor is very close to being done with sidewalk and driveways. During the week of September 21, they will concentrate on placing the concrete for fillets and then main line paving.

#### **6) Environmental Services Department Update**

Staff opened quotes for the annual biosolids application. Because of new bid laws and Covid-19 concerns, staff opted to take quotes rather than using the bid process. The low quote came in at \$0.0285 per gallon. Last year's low bid was \$0.0325 per gallon. Staff will be working with Rock Farms out of Vermillion to finalize a contract to complete the application. Rock Farms has completed the biosolids application for the City of Yankton several times in the past.

The South Dakota Water and Wastewater Association Annual Conference was cancelled. Annual Association meetings were held remotely last week. Tanner Hanson will continue as President of the South Dakota section of the Water Environment Association for a second year of his 2-year term. Tanner will then have a 2-year term as past president on the section board. Kyle Goodmanson was elected to the South Dakota section of the American Water Works Association as the section liaison. The liaison position includes a position on the South Dakota Water and Wastewater Association board.

#### **7) Finance Department Update**

The City of Yankton has been reimbursed \$1,532,989.58 from the South Dakota Local Government COVID Recovery Fund (CRF) as part of its \$3,320,375 Coronavirus Aid, Relief, and Economic Security (CARES) allocation. So far, over 98% reimbursed has been for first responder payroll expenses; however, claims for equipment and supplies are underway.

Finance has prepared the city levy for property taxes as part of the 2021 budget Ordinance No. 1038 and has submitted it to the Yankton County Auditor's office on September 16<sup>th</sup>. The Yankton Road Tax (YRT) levy per Resolution #20-55 and delinquent Special Assessments was also delivered to the County Auditor on the same date.

Enclosed in your packet is the Monthly Finance Report for August.

## **8) Human Resources & Employee Engagement Department Update**

The Police department is currently accepting applications with two separate opening criteria, certified and non-certified. Certified officer applications can expedite our hiring process as they have already completed some necessary training and testing. The non-certified officers start at the very beginning of their qualifying process. We have one certified applicant coming in for an interview this Friday. We do have other non-certified applications as well.

We have two Sanitation truck operators, James Haas and Dustin Gusso that will start next week.

The Employee Committee has decided, unfortunately, to cancel the annual chili cook-off in October for obvious COVID related reasons. The committee is evaluating the Christmas party also and is looking at some creative ways to make the holiday special without congregating.

The Health Insurance Committee wrapped up its recommendation and it is on this Commission Meetings agenda. This year one provider came in strong and created a lot of discussion for the Committee.

The kickoff meeting for Kronos implementation should be scheduled soon. We have received some information via email, such as account login information. We are reviewing our current payroll codes and practices to possibly simplify them as we move to the new system.

The Library had one resignation, Amanda Raiche. She has accepted a position at the Vermillion Library. We will be advertising for a Youth Librarian soon.

Flu shots and health screenings will be held on Tuesday, October 6<sup>th</sup> from 7am-3pm.

## **9) Library Update**

We plan to begin some Grab & Go hours at the library in October. This will allow patrons to make a quick visit to the library without requiring an appointment. The hours for Grab & Go will be from 9am-12pm Monday-Saturday. Patrons will be able to browse and check out items, use a 30-minute computer session and various other library services. Our chairs, newspapers, magazines and toys have been removed from the main area to encourage quick visits and to reduce the number of high touch items in the library. We will still not be offering meeting room space at this time for the same reason. I believe our mask policy (passed by the Library Board), additional hand sanitizer stations, a plexiglass partition at the front desk and other precautions will allow us to safely offer this Grab & Go option.

Our Youth Services Librarian, Amanda Raiche, has accepted a Youth Services position at the Vermillion Public Library. We appreciate all that she did for the Yankton library and community! We hope to have this position filled by November.

## **10) Monthly reports**

Joint Powers Solid Waste and Yankton Police Department monthly reports are included for your review. Park Advisory Board minutes are also 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