



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

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Commission Information Memorandum

The Yankton City Commission meeting on Monday, February 22, 2021, will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Community & Economic Department Update

The budgeted camera security system is substantially installed at the airport. We are happy to have access to this technology. It provides our staff, and if necessary, emergency responders the ability to view multiple locations at the airport if needed. The project will improve our ability to protect the private and public investments at the facility.

2) Environmental Services Department Update

The Water Environment Federation (WEF) is a not-for-profit technical and educational organization representing water quality professionals around the world. As a global water sector leader, the mission is to connect water professionals; enrich the expertise of water professionals; increase the awareness of the impact and value of water; and provide a platform for water sector innovation. WEF and its global network of members and Member Associations (MAs) provide water quality professionals around the world with the latest in water quality education, training, and business opportunities. WEF's diverse membership includes scientists, engineers, regulators, academics, utility managers, plant operators, and other professionals.

The South Dakota Water Environment Association (SDWEA) is a member association in partnership with the Water Environment Federation (WEF). The South Dakota Water Environment Association (SDWEA) is dedicated to providing education, disseminating technical information, increasing public understanding and promoting sound public policy in the water environment field. The Association is committed to providing high quality services to its Members. Tanner Hanson, City of Yankton Wastewater Plant Superintendent, is the current President of the SDWEA. Tanner is in his second year as president after serving 2 years as vice president. Tanner has been involved with setting up the annual conferences and seminars within the state. Tanner has been instrumental in helping guide the organization through the pandemic. Tanner has worked with other members of SDWEA to make conferences and other training available online to water/wastewater operators around the state. Tanner has also been instrumental in promoting the SD WEA and its fund-raising opportunities. Tanner has become recognized as one of the leaders in our industry within the state. Tanner has gone above and beyond and has done an excellent job representing the City of Yankton.

3) Police Department Update

We were able to tentatively hire one candidate from the recent hiring process. This individual is still in school at Mount Marty University and we will attempt to hire him part time to be able to complete his classroom training while he is still in school. This will help us cut down on the time it takes to make him a fully functional police officer.

We are still short staffed. We are working with HR to start another round of hiring. We are brainstorming ways to more actively recruit viable candidates.

We will be advertising for an SRO position as Officer Wilson will go back to patrol at the end of the school year.

We will be postponing the citizen police academy until spring of 2022 due to COVID distancing. A large part of the citizen police academy is “show and tell” and requires hands on training.

Other meetings that we will attend via zoom are as follow: Connecting Cultures, South Dakota Chiefs of Police, Emergency Management meeting, COVID Task Force, Optimists.

4) Public Works Department Update

Street department crews have been working on the annual tree removal list as the weather allows. In addition, street department staff continue to perform winter maintenance projects on both equipment and the streets.

The Huether Family Aquatics Center

As can be expected with the current weather, all ongoing work is interior related. The contractors were able to complete the sheetrock installation in the concession building. Electricians are working on installing wire in the conduit that is already in place.

The ceiling installation in the bathhouse is ongoing. The water heater in the bathhouse mechanical room has been set and the plumber is making the final connections.

Sheetrock on the ceiling of the mechanical building is nearly complete.

Marne Creek Bank Stabilization and Maintenance Trail Reconstruction

The FEMA estimate review by Banner Associates is complete. It was determined that the best course of action at this time was to utilize this estimate as our “ground zero” point. If at a later point in time we decide that their estimate is not adequate, then we can direct Banner Associates to complete their own pre-disaster cost estimate.

A pre-disaster cost estimate is required by FEMA as part of the process to receive funding.

In-house Projects

The Spruce Street reconstruction project, from 4th Street to 6th Street, has been advertised for bid. The 23rd Street construction project will be advertised in the near future.

Yankton Citywide Cleanup

Yankton Citywide Cleanup is scheduled to begin curbside pickup April 19, 2021. Placing items curbside before April 10 is not permitted. Items placed curbside before April 10 may be removed at the property owner’s expense. Residents on City solid waste collection routes may participate, 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 April 19 through May 15 during normal operating hours, Monday-Friday 8:00 am – 3:45 pm and Saturday 8:00 am – 12 noon. 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. Due to the cancellation of the fall 2020 Household Hazardous Waste Collection Event, an event has been scheduled for the spring of 2021. Enclosed in this packet is an information flyer for the Household Hazardous Waste Collection Event scheduled for Saturday, April 17th.

5) Library Update

In February, the library is offering a Bingo game. Participants can get a Bingo by doing things like walking the Meridian Bridge, trying a new recipe, and sending a card or letter to someone in a nursing home. We of course also have challenges that involve reading, like trying a different genre or a new title. The game offers lots of ways to be active, be creative, be kind and have fun. Once participants have a Bingo, they can return their cards to the library for a chance to win \$25 in Yankton bucks along with some other fun prizes.

We are still compiling stories for our Community History Project. We'd love to hear your perspective and for you to tell your friends and colleagues about the project.

6) Parks and Recreation Department Update

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

7) Fire Department Update

The Yankton Fire Department Executive committee has formulated a "return to normal" plan for bringing members back to the fire station for training and other events. We will be following City Ordinance regarding masking. Training and meetings will again be held within our facilities and virtual options will be available to those that chose not to attend in person.

8) Finance Department Update

The City of Yankton is renewing its annual general liability and property insurance with the South Dakota Public Assurance Alliance (SDPAA) effective March 1, 2021. As a member, we receive benefits in stable pricing, free risk control surveys, free property valuation reviews, and safety assistance. In the past twelve years, we have utilized M.T. & R.C. Smith Insurance as an agent to handle insurance claims, add and remove vehicles and property, and collect on third party claims. We have been reviewing our files and have decided to work directly with the SDPAA. This will save the City roughly 5% in agent commission fees and will increase efficiency. We are thankful for the excellent customer service and relationship with Smith Insurance. We will still be using Smith Insurance for our notary bond needs, airport liability insurance, and Fireman's accident policy.

The deadline for filing nominating petitions for the city commission vacancies is Friday, February 26 at 5:00 p.m. Individuals who have filed petitions and are candidates for the city commission as of Tuesday, February 16 are Nathan V. Johnson, Michael Grave, Bridget Benson, and Stacey Nickels. The municipal election will be held Tuesday, April 13.

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 rate for the coming year. Residential sewer rates are adjusted annually and are reflected in the April utility billing.

Please see the enclosed Monthly Finance Report for January.

9) Human Resources Department Update

We have one offer extended for a Police Officer for the Yankton PD. We are still looking for more officers for our department, therefore, we will restart our search. We have some applications that have come in since our last interview group, this is where we'll start.

The Fleet Mechanic position has been offered and accepted. The applicant is in the middle of the post offer testing, and we expect this person to start March 1st and they will be announced at that time.

We will begin summer seasonal recruitment within the next week or two. As in past years, we are looking for summer help in Parks and Recreation and Public Works. Specifically, we are looking for lifeguards, water safety instructors, softball umpires, volleyball referees, youth summer program instructors, solid waste collectors and engineering aides.

The Library has begun conducting interviews for the Library Assistant. We have a very talented and competitive group of applications and are looking forward to finding the best people to join our organization.

Kronos testing has begun. We have selected a small sample of employees to begin tracking their time and entering it into the timeclock for testing. We have timeclocks for the Parks, Streets, Transfer station and City Hall. Other areas of our organization will use computers or personal devices to clock in/out.

10) Monthly reports / Minutes

Joint Powers Solid Waste and Yankton Police Department monthly report is included for your review. Minutes from the Planning Commission are also included.

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