



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

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Commission Information Memorandum

The Yankton City Commission meeting on Monday, August 9, 2021, will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Community & Economic Department Update

Gregg Homstad and Michael Hofer attended the South Dakota Building Official's Association annual summer meeting in Pierre, July 15-16. These meetings are a chance for Building Officials and Inspectors to develop connections with their peers from across the state. The main seminar was an International Code Council (ICC) Continuing Education course focused on the application and administration of the Building Code. Continuing Education credits are used to re-certify staff's existing ICC credentials once every three years.

In addition, there was a presentation by the Insurance Services Office (ISO) / Verisk which compiles data on municipal building departments for use by the underwriting industry. Much of ISO's focus is on the adoption and enforcement of the ICC codes as well as the training and certifications of the building department staff. By more fully understanding ISO's process we can work to optimize our municipal rating which in turn can translate into lower insurance rates for commercial and residential property owners in our community.

2) Finance Department Update

Regarding the American Rescue Plan Act (ARPA) funds, the SD COVID Stimulus Portal is expected to go live in early August. For more details on how the City is gathering information & preparing to request funding, please visit <https://bfm.sd.gov/covid/clfrf/> and <https://home.treasury.gov/system/files/136/SLFRPFAQ.pdf>.

The Finance Office is beginning to review assets and compile the annual surplus property listing of vehicles, equipment and other miscellaneous items that have been determined to be no longer necessary, useful or suitable for the purpose for which they were acquired. Surplus property may be sold, traded, loaned, destroyed or otherwise disposed of pursuant to SDCL 6-13-1.

Effective September 1st, PSN credit card transaction fees is increasing from 2.75% to 3%. The additional \$0.50 fee for charges under \$100 remains the same. This is the first fee increase seen since we started working with PSN in 2014. This will affect credit or debit card payments made at the Finance office for water utilities, licenses, building permits, service charges, etc. as well as the Transfer Station and Police Department.

The Accounts Payable department recently met with Mid American Energy to streamline our billing and paying process. Now the City's accounts will be available under one account login with all bills due by the 10th of the following month which will be paid electronically.

3) Police Department Update

Officer Brooke Jackson and Officer Jeremy McNinch were involved in a child custody issue where the safety of the children was of concern. The children were taken into protective custody. The kids did not have any shoes so these officers took the kids to Dunham's and allowed them to pick out shoes paying out of their own pockets.

Sgt. Bruening and Chief Foote had the pleasure of helping the Kiwanis Club with their pluck a duck fundraiser on July 22nd.

Officer Hageman returned from his overseas military deployment on July 23rd. He is enjoying time with his family with some much needed rest and relaxation time before join the department the beginning of September.

Officer Pat Nolz traveled to New Market Alabama along with the South Dakota Highway Patrol to select the Yankton Police Departments next Police K9. Officer Nolz selected a Dutch Shepherd named Corona. Corona was born on June 5, 2020 in the Netherlands. A new handler will be selected in early August.

4) Public Works Department Update

Public Works has recently hired Jordan Groves and Kole Simonsen for the open Sanitation Truck Operator positions. Public Works is also currently advertising for a Public Works Attendant, which replaces the vacant Office Specialist position.

Street Department crews have been preparing the milled streets for asphalt overlay paving.

23rd Street Construction and Utility Installation

Hulstein Excavating has notified the city that they plan to start the 23rd Street project in September.

Spruce Street Reconstruction

The contractor is on the final phase of concrete work. Driveways and sidewalks are complete and the contractor has started with main line paving.

Active Transportation

A Notice to Proceed has been issued for the project.

5) Parks and Recreation Department Update

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

6) Library Update

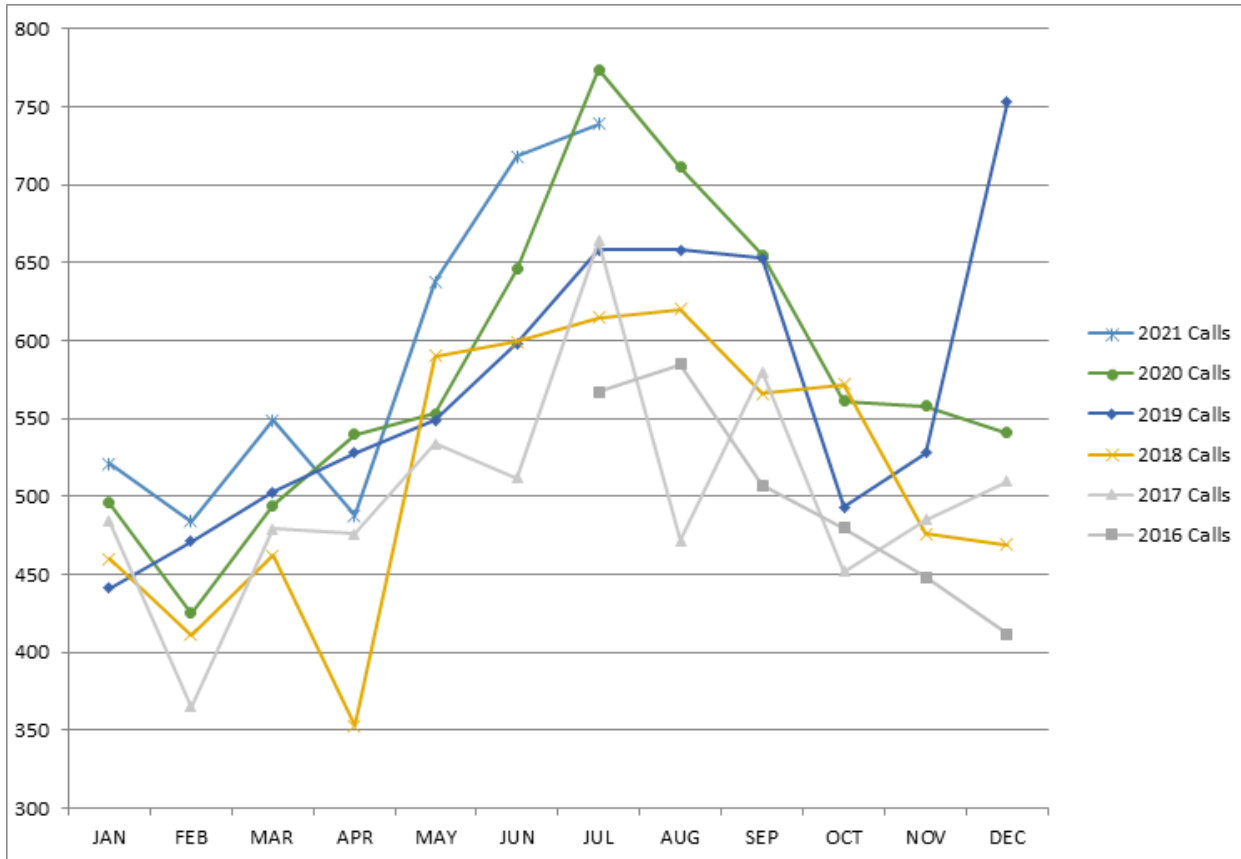
We wrapped up the 2021 Summer Reading Program in July with a total of 393 participants. Of those, 257 were children between the ages of 3 through grade 5. This group recorded 141,477 minutes read through June and July! There were also 69 teens (grade 6-12) that participated and earned 335 badges which included tasks like reading books, volunteering, and completing activities. We had great attendance throughout the entire program for daily activities like story times, crafts, and activities, as well as record numbers for our special performers. During August, the Youth Services Department typically takes a break from regularly scheduled programs. This time allows staff to focus on tasks such as weeding worn and outdated items from the collection as well as other special projects. Yankton Community Library is planning to resume a regular program schedule after Labor Day. This will include three story times per week, a school age-after school program, and teen events.

7) Information Services Department Update

911 calls year to date are running roughly 5.3% ahead of the same time period in 2020. We are continuing to have issues with the monitoring system for the new radio site. We are working with the vendor to resolve the outstanding issues and continue to withhold payment until the issue is resolved. We also discovered an unrelated problem with the gas service installation that we are working to resolve.

The dais monitors are working now for the meeting room, a piece of hardware failed and we are working with the vendor to have it replaced under warranty.

We have two 911 / Dispatcher conditional offers outstanding and are working thru the background and pre-employment physical requirements with two of the candidates. UKG scheduler implementation is on track and we are kicking off implementation for work schedules, staff skills and on call scheduling. The system will allow real time up to date information on who is on call from each of the departments to deal with any emergency issues that may arise. This information will be available thru the system to dispatch and other supervisors as needed. The system will also automate some of the schedule generation tasks and also facilitate filling or trading shifts with employees.



8) Environmental Services Department Update

Staff is currently accepting applications for a wastewater plant operations specialist. Currently the position is open until filled. Matt Hoilien was promoted from operations to Senior Lab Technician. The Lab Tech position was vacated by the retirement of Rich Dewald.

Tanner Hanson and Kyle Goodmanson are helping prepare and plan the upcoming South Dakota Water and Wastewater annual conference scheduled for September in Rapid City. Kyle will be entering his second year of a three-year term on the South Dakota Water and Wastewater Association (WWA) Board. Kyle is also the acting Water and Wastewater Association liaison to the South Dakota section of the American Water Works Association. The Liaison is an acting member of the South Dakota section of the American Water Works Association board. Kyle is also taking on the position of the liaison the Source to Stream publication and head of the nomination committee tasked with recruiting new board members. Tanner will be honored as the out going President of the South Dakota Section of Water Environment Association. Tanner will continue on the board for two more years as past President. Tanner has done an exceptional job representing the City of Yankton.

9) Miscellaneous

Intern Peyton Mueller has compiled some statistics on the attendance and pass purchases at the Huether Family Aquatics Center. The link in the memorandum will take you to a dashboard of information.

10) Monthly reports / Minutes

Building and Salary monthly reports are 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