



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

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Commission Information Memorandum

The Yankton City Commission meeting on Monday, September 27, 2021, will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Community & Economic Department Update

Staff will soon begin the annual process measuring street and sidewalk tree branch clearance. Over the next several weeks, as weather permits, residents may notice staff with measuring poles checking for a 12 foot clearance over streets and a 10 foot clearance over public sidewalks. Properties noted in the initial survey will receive a follow-up letter describing the trimming requirements and how to dispose of the trimmings free of charge at the Transfer Station. Residents recently received, or will very soon receive, an insert in their September utility bill reminding them of the requirements. This is the second year of a transition to a utility bill insert from the traditional postcard mailing and is both a savings in staff time preparing the nearly 4000 piece mailing as well as a significant printing and postage savings. In addition to the insert, staff will be utilizing local print and radio media along with City of Yankton social media to spread the word.

The annual mobile home park licensing inspection process has begun and will culminate with the City Commission's consideration of 2022 licenses at the December 13th 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.

- September 10th – Mailed notice of upcoming inspections to mobile home park owners.
- September 24th – Mobile home park inspections complete and preparing to send notification letters to owners with non-compliant items.
- Mid October – Finance Department mails license applications to park owners.
- October 29th- Reinspection of non-compliant issues begins. Recommendation for approval based on compliance.
- Mid November – Mobile home park license applications due to Finance Department.
- December 13th –City Commission considers 2022 mobile home park licenses.

2) Police Department Update

Cpl. Parker and Sgt. Buechler participated in the Touch A Truck Event on September 18, 2021. Cpl. Parker took the Mobile Command Post to the event and Sgt. Buechler brought a patrol car for the kids to climb into and check out. Cpl. Parker advised there were a lot of kids that took advantage of the event.

Officers will be helping with the NFAA event the next couple of weeks providing extra security and visibility during the event. We will have extra staff on duty to help make this a fun and safe event.

Jon Todd, Dillon Bollinger, Robert Dooley, Tanner Smith, and Marcus Urban were officially sworn in as Yankton's newest Police Officers on 9/24/21. These officers completed their classroom training and will begin their field training on 9/26/21.

K9 Corona and Officer Wilson are at the halfway point in their drug detection training. K9 Corona is doing very well and is excelling quite nicely making Officer Wilson look good. All kidding aside both are doing well in training.

Officer Nolz and Officer Preston Crissey taught ALICE training to staff at the United Church of Christ on Sunday. This is training that teaches staff what to do in the event there is some kind of attack on the church.

3) Environmental Services Department Update

Tanner Hanson was recently awarded the 5S award at the annual South Dakota Water and Wastewater Conference. The award was presented to Tanner by his peers at the annual banquet and awards ceremony. The South Dakota section of the Water Environment Association regards the 5S award as the highest honor within the association.

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, and elevating the professional status of all personnel engaged in protecting and improving the Earth's water environment. SDWEA is a member association in partnership with the national Water Environment Federation (WEF).

The Select Society of Sanitary Sludge Shovelers (5S) is used by Water Environment Associations to honor those who have made a particular contribution to the industry. The 5S Shovel Award, is meant to be a prestigious award, yet the presentation ceremony is also intended to be fun and not too serious. The Select Society of Sanitary Sludge Shovelers was originated to encourage members to "get involved." The history of the award dates back to 1937 as part of the Pennsylvania Water Environment Association. 5S chapters do not accept applications, but select potential members on the basis of merit. The potential inductee must be selected by his or her peers within the local Chapter of the 5S Society. It is recognition for those members who contribute their efforts, time, and energy to the betterment of the Member Associations within the Water Environment Federation (WEF). Each inductee receives a badge in the form of a gold tie bar in the shape of a round-nosed shovel. Selection for membership is considered the highest honor and recognizes the recipient for long and faithful service to the Member Association. There are 5S chapters within most state sections of the United States Water Environment Federation and Canada, United Kingdom, Australia and New Zealand.

Tanner has been involved in the SDWEA with multiple board positions. He recently completed his role as President and has now moved to the Past President position. The SDWEA board plans and coordinates the annual Wastewater Seminar and the annual Water and Wastewater Conference where professional operators meet. Operators and Engineers are exposed to new processes and technology in the field and are updated on rules and regulations enacted by the State and the EPA. The events are meant to bring professional water operators together and celebrate the accomplishments of water and wastewater facilities and their staff. Operators are able to receive continuing educational credits for attending the events which go towards their operator certification.

4) Public Works Department Update

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

23rd Street Construction and Utility Installation

Staff had a preconstruction meeting with Hulstein Excavating on September 16th. The contractor plans to start the project on September 27th. Staff will be notifying the public of the street closure, when that time comes.

The schedule that was submitted still provides for the project to be completed by November 12th.

Spruce Street Reconstruction

The contractor has just completed the seeding of the project. The project is complete and ready for final acceptance and closeout.

Meridian Bridge Column Repair

Banner Associates have altered the original design for repair. The contractor will be ordering the additional materials that are required for new anode protection. They plan to start the repair project by the end of September. The work itself should take approximately a week.

Active Transportation

Masonry Components and LaCroix Construction have started on the sidewalk around the backside of the Yankton Middle School. LaCroix will be doing the grading while Masonry will place the concrete. LaCroix has already completed the grading along 20th Street and Burleigh Street. They are installing base material in preparation for the concrete installation.

5) Parks and Recreation Department Update

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

6) Finance Department Update

The City of Yankton has been approved for the Coronavirus Local Fiscal Recovery Fund (CLFRF) in order to gain access to request ARPA funding.

Finance has prepared the city levy for property taxes as part of the 2022 budget Ordinance No. 1055 and has submitted it to the Yankton County auditor's office on September 17th. The Yankton Road Tax (YRT) levy per Resolution #21-67 and delinquent Special Assessments was also delivered to the county auditor on the same date.

The City of Yankton has received four applications for a Medical Cannabis Dispensary business license. Staff is currently reviewing documents and processing background checks.

The Finance Office is working with city departments to 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. The surplus resolution will be presented for commission action in October with an online Purple Wave auction to follow. Surplus property may be sold, traded, loaned, destroyed or otherwise disposed of pursuant to SDCL 6-13-1.

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

7) Library Update

The library recently partnered with two local agencies for a themed story time week. During the week of September 13, Yankton Food for Thought helped the library to put on a nutrition-themed story time. YFFT Board members volunteered to read at each of the three sessions for the week and provided a healthy snack for all that participated. Yankton Food for Thought also donated several books to the library about nutrition and healthy eating. During the week of September 20, the library again worked with Cornerstones Career Learning Center to provide a bilingual story time that was done in both English and Chinese in celebration of the Chinese Moon Festival. At an upcoming story time, River City Domestic Violence Center will be working with the library to provide a story time about emotions and staying safe. We love the chance to collaborate with other organizations in town to help spread these important messages and to help each other achieve our missions to provide quality services to the people of our community!

8) Information Services Update

One of our new dispatch hires resigned to take another position. We will be advertising, interviewing and updating our hiring list to fill the position. We continue to operate a ten hour shift schedule to help maintain coverage. We have been approved to receive a Power 911 laptop that will allow the center great flexibility in dealing with response to emergency situation. The laptop is the final piece of the puzzle that will allow for a completely mobile dispatch operation.

8) Monthly reports / Minutes

Joint Powers Solid Waste monthly reports are included for your review. Minutes from the Parks Advisory Board are 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