



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

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Commission Information Memorandum

The Yankton City Commission meeting on Monday, November 8, 2021, will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Library Update

Over the last couple of months, the library has been working short staffed due to losing our Circulation Manager and our Youth Services Assistant. We did not receive a lot of applications when these positions were posted but we did hire one full time staff member, Tahlia Reynolds, who started in October. The current library staff have been incredibly flexible over the last couple of months to ensure that we can continue offering great customer service. I get frequent compliments about how friendly and helpful the staff at the library are as well as thanks for the array of quality programs and services we offer. Working at the library is not sitting around reading all day but involves skills in customer service, technology, marketing, organization and creativity. The library staff are truly a very talented and dedicated group of individuals that do great things for our community!

2) Finance Department Update

The City received its insurance renewal from the SDML Workers Compensation Fund for 2022. Four factors affect this calculation: 1) Payroll, 2) rate for coverage per classification code, 3) discount credits, and 4) fund modifier. There has been a 11.12% decrease in rates with 2022 renewal costing \$191,576. A major difference is due to the fund modifier going from 1.36 to 1.23 and discounts going from 36.7% to 40.6%.

Utility rates do not change for year 2022. Notices of the recycling calendar and holiday collection schedule will be included with customers' utility bills and will be mailed out on November 18th. Those who are signed up for e-bills through Payment Services Network (PSN) will see these notices as an attached pdf with their bill online.

Five applications for a Medical Cannabis Dispensary Business License have been approved at the city-level for two proposed dispensary licenses. A Cannabis License Certificate required under SDCL 34-20G-55(1)(d) has been submitted to the South Dakota Department of Health for each applicant. The State has 90 days to review and determine the top two license recipients. Once approved at the state-level, applicants must receive a Certificate of Occupancy from the City of Yankton prior to opening its doors for business.

Due to price increases for paper products, raw materials, transportation, labor, fuel, storage, ink, equipment, and shipping, our third party utility billing company Third Millennium Associates (TMA) has announced an immediate price increase of 7.5% on all products and services.

Our online surplus auction has been scheduled for November 30th. Please view the public notice below:

NOTICE TO BIDDERS
SURPLUS VEHICLE & EQUIPMENT ONLINE AUCTION

Online bids will be received by Purple Wave Auction, www.purplewave.com, on behalf of the City of Yankton, Yankton, South Dakota for surplus vehicles and equipment being sold through Purple Wave's online Government Auction. The online auction is currently active and concludes at 10:00 a.m. CST on **Tuesday, November 30, 2021.**

The City of Yankton is selling the following vehicles and equipment through the online government auction:

Year, Make, Model, VIN#

2017 Ford Explorer SUV - VIN#1FM5K8AR4HGC57799
2012 Ford 550 Bucket Truck – VIN# 1FD0X5HT9CEB84252
2007 Steco 48' Walking Floor Trailer– VIN#5EWWS482571254315
2004 Chevrolet 1 ton Service Truck – VIN# 1GBJK34214E284747
2004 Chevrolet Silverado Truck with Dump Box – VIN# 1GBJK34244E279686
2002 Chevrolet K15-PU Truck – VIN# 1GCEK14V62Z320756
2006 New Holland W130 TC Loader – S/N# N3F001434
2 – DeeZee Gold Service Tool Boxes
2 – White Resin Lifeguard Chairs
3 – Stainless Steel Lifeguard Chairs
Set of Six – Snow Chains for 25" tires
Box of hydraulic hoses
Box of Misc. Sprial Chain & Pieces
Gomaco Spanit Work Bridge
700 Feet of Plastic Concrete Forms
5 – Sweeper Brooms 6' long
Western Plow Blade

All items will be sold AS IS/WHERE IS without warranty or guarantee.

Vehicles and equipment may be viewed at the City of Yankton Central Garage located at 700 Levee Street, Yankton, South Dakota. For a listing and pictures of the items, go to Purple Wave Auction website at <https://bit.ly/3BhSHta>.

Bids for all items will be accepted online only, on Purple Wave Auction, at www.purplewave.com.

Bids will not be accepted in any form at the City of Yankton. All equipment and vehicles sold must be removed within the timeframe as stated on the auction website. After the specified date, a \$25.00 per day per item storage fee will be charged to the buyer.

The City of Yankton, Yankton, South Dakota *DOES NOT* provide transportation or loading services for buyers to remove their merchandise. Any and all methods of lifting, towing, and hauling, as well as all other methods or requirements for the removal and transport of the materials, equipment and/or vehicles, is the sole responsibility of the buyer.

You may contact the City of Yankton Central Garage at 605-668-5211 if you have questions or would like further information about the Online Auction.

3) Parks and Recreation Department Update

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

4) Community & Economic Department Update

Now is a good time to make plans for sidewalk snow removal before our first big snow storm of the year arrives. Ordinance requires that property owners remove snow from adjacent public sidewalks within 24 hours after the end of a snow event. Staff works each year to educate property owners and when necessary abates nuisance sidewalk snow from public sidewalks. Notice is published in the newspaper of record annually before the first snow fall, and public outreach efforts are coordinated seasonally using local print and radio as well as social media outlets. Overall the community has done an outstanding job in recent years keeping these important pedestrian links clear. An area that staff continues to emphasize in our outreach efforts is reminding property owners that it is a violation to place snow from private property onto or across the street. We also promote taking special care to clear snow from around fire hydrants to ensure they're useable by first responders in emergencies. Fire hydrant access is especially problematic when we receive very large snowfalls or several significant snowfall events over a relatively short period of time.

5) Police Department Update

Halloween was a safe and fun filled holiday. Officers handed out glow sticks and candy to kids as they saw them trick or treating throughout the City. SRO Crissey and SRO Olson took photos with kids at Webster and Beadle Schools who were dressed as police officers.

Sgt. Rothenberger has been promoted to Commander for the police department. A tentative start date has not been confirmed at this time. Sgt. Rothenberger is excited and thankful for this promotion. This promotion has opened up a Sergeant position in the police department and interviews and a selection will come out soon for this position.

K9 Corona and Officer Wilson have been busy since completing illegal narcotics detection training. Corona and her team are responsible for four recent drug offense arrests in their first month. This only includes the arrest that K9 Corona is responsible for.

6) Public Works Department Update

Street Department crews have been preparing for winter maintenance operations and crack filling on asphalt streets throughout the community. Crews have also been street sweeping as leaves continue to drop from the trees.

Veterans Day Holiday Garbage & Recycling Collection Schedule

There will be no solid waste collection on Thursday, November 11th, due to the Veterans Day Holiday. All Wednesday and Thursday routes will be collected on Wednesday, November 10th.

Thanksgiving Day Holiday Garbage & Recycling Collection Schedule

There will be no solid waste collection on Thursday, November 25th, due to the Thanksgiving Day Holiday. All Wednesday and Thursday routes will be collected on Wednesday, November 24th. Friday routes will be picked up on Friday, November 26th. All other routes will be collected as scheduled. The Transfer Station will be closed Thursday, November 25th and will be open shortened hours on Friday, November 26th from 8:00 am to 1:00 pm. The Transfer Station will resume normal scheduled hours on Saturday, November 27th from 8:00 am to 12:00 noon.

23rd Street Construction and Utility Installation

With the exception of the storm-sewer drop inlets, all of the underground utilities have been installed. Grading for the sub-base is ongoing, in preparation for the placement of aggregate base course.

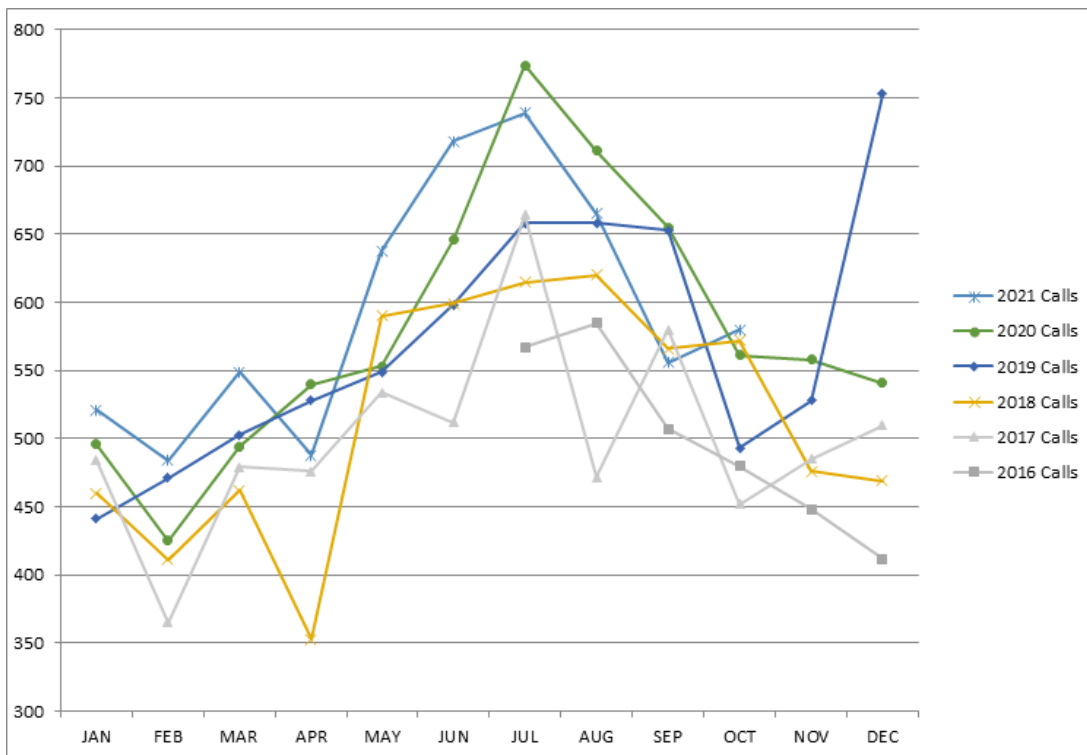
With the forecast for the first part of November showing adequate working conditions, there is a good chance that the pavement will be in place by mid-November.

Active Transportation

It is expected the contractor will have this project completed before the middle of November.

7) Information Services Department Update

We are installing new computers in the Library during the next few weeks. Nearly all of the patron and staff computers will be replaced with the project. The computers were purchased with grant dollars received by the Library. We continue to operate below full staffing at the 911 center and will continue to run the modified 10 hour shift schedule until we have enough staff to return to the normal 12 hour shifts. 911 call volume is running about 1.4% above 2020 year to date. The chart below outlines call volumes by month for the last five years.



8) Monthly reports / Minutes

Building and Salary monthly reports are included for your review. Minutes from the Airport Board 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