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## OFFICE OF THE CITY MANAGER

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

VOL. 57 NUMBER 4

### Commission Information Memorandum

The Yankton City Commission meeting on Monday, February 28, 2022 will begin at 7:00 pm.

#### Non-Agenda Items of Interest

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

As you may remember, plans for a proposed outdoor events shelter / picnic shelter at The Center were approved by the Planning Commission and City Commission through a Conditional Use Permit process last year. The Center's Board of Directors has recently reconsidered this project and is putting the project on hold indefinitely. It was reported to us by the Director at The Center that they are going to focus on the long term plan of completing an addition to the facility so that any new investment in space can be used year-round. Conditional Use Permits are good for one year so if the shelter project does not proceed by July, 2022, the permit will automatically expire.

##### 2) Environmental Services Department Update

Staff has been working with the Economic Development Administration on finalizing the plans and specification. EDA has notified us that all the documentation has been approved and we have received our approval letter. Staff is working with HDR to finalize the bid documents. The project is scheduled to begin advertising bids the first week in March. The project is scheduled to begin this spring and be completed in 2023.

The water department has been working through several service line repair issues. Staff would like to remind everyone that the City's responsibility ends at the main. Any repairs to the service line from the main to the house, including the corporation, curb stop, and shutoff valve are the responsibility of the homeowner. And that it is in the owner's best interest to have a working curb stop and shut off to prevent flooding during water line failures.

Staff would also remind owners that regular maintenance and cleaning of the sewer service lines can prevent costly backups into homes. If a homeowner is experiencing slow draining sewer drains or laundry drains it may be a good time to call a plumber before a backup causes expensive damage.

##### 3) Parks and Recreation Department Update

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

##### 4) Fire Department Update

It has been a busy month for the volunteers. We have had a full department response for 15 incidents. The calls have been mostly grass fires, but we have also had 3-4 calls for, both, car accidents and structure fires. This is over and above all the calls, such as gas smells or false alarms, that are taken care of by the administrative personnel.

On February 27<sup>th</sup>, the Yankton Fire Department will be cooking and serving the Sisters of Sacred Heart Monastery as part of the anniversary of the fire they had 25 years ago. It is great opportunity for our members to participate in an event such as this.

We are looking to fill the vacant captain position, within the department. Two individuals have expressed their interest in holding this position. We will be making a decision, hopefully in the near future.

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

Street department staff continue to perform winter maintenance projects on equipment and the streets. Engineering staff continue to prepare plan documents for the 2022 budgeted reconstruction projects. The Whiting Drive Reconstruction plans will be soon advertised to receive bids. The 5<sup>th</sup> Street Reconstruction plans are in final preparations for review. Once the review is complete, the project will be advertised to receive bids. Plan preparations are also underway for Summit Street 15<sup>th</sup> to 21<sup>st</sup>, West City Limits Road 8<sup>th</sup> to 9<sup>th</sup>, and 21<sup>st</sup> Street Douglas to Mulberry.

The annual Yankton Citywide Cleanup is scheduled to begin on Saturday, March 19<sup>th</sup>, 2022 through Saturday, April 16<sup>th</sup>, 2022. City of Yankton residents, on solid waste collection routes, may dispose of eligible items free of charge at the Transfer Station (1200 W. 23<sup>rd</sup> Street) during normal operating hours: Monday-Friday 8:00AM-3:45PM and Saturday 8:00AM-12:00PM.

Curbside collection is scheduled to begin on April 4<sup>th</sup>, 2022. No items may be placed curbside prior to March 26<sup>th</sup>, 2022. Please note that drop off and curbside collection is available only to residential customers on regular city garbage collection routes. As a reminder, 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, please visit our website [www.cityofyankton.org](http://www.cityofyankton.org) or call 605-668-5211.

Enclosed in this packet is an information flyer for the Household Hazardous Waste Collection Event scheduled for Saturday, April 23<sup>rd</sup>.

#### **6) Information Services Department Update**

We have finished interviews for the final two openings in dispatch. We will be making contingent offers pending all of the pre-employment requirements and background check. We have had some additional issues with the monitoring system for the radio site. I have contacted the company concerning the issues and we will be working with them to correct the problems. In addition, the water pump failed on the emergency generator and it will be replaced under warranty. IT has implemented a number of new security rules regarding email. We continue to work to update policies and safeguards to keep up with new security issues.

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

The deadline for filing nominating petitions for the City Commission vacancies is Friday, February 25 at 5:00 p.m. Individuals who have filed petitions and are candidates for the City Commission as of Tuesday, February 22 are Mason Schramm, Amy Miner and Jerry Webber. The municipal election will be held Tuesday, April 12.

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.

### **8) Library Update**

The library received COVID-19 Antigen home tests from the South Dakota Department of Health on February 10. We have given away over 1,200 free tests at the time of this writing!

The library hosted a Winter Reading Program from December through February. We have been encouraging kids and adults alike to keep reading during the cold winter months and giving readers a chance to win some fun prizes along the way. On Thursday, March 10, the library will be hosting a Winter Wizard Party to celebrate the end of our Winter Reading Program. This program is open to all ages and will include activities such as wand making, potion bottles, tabletop quidditch and more!

I am working on compiling stats from 2021 to submit to the SD State Library for our annual report which is due in March. I will be sharing these stats and other information about the library with the Commission in the near future.

### **9) Police Department Update**

On February 18, 2022, Cpl. Parker was given a send-off into retirement by officers and his family. Cpl. Parker served faithfully for the last 24 years.

Commander Rothenberger spoke at FPC on February 24, 2022 about the effects of Driving Under the Influence on the individual, the family, and the community.

On February 25, 2022 Commander Rothenberger conducted interviews of 8 individuals applying for the position of City of Yankton Police Officer.

On February 25, 2022 Dillion Bollinger, Marcus Urban, and Jon Todd graduated from the South Dakota Law Enforcement Standards and training program in Pierre. This was a 14-week program and makes them state certified to perform law enforcement duties. Officers Bollinger, Urban, and Todd will finish 6 weeks of Patrol Training with our department before being sent out on their own as certified City of Yankton Police Officers.

Officers will start enforcing violations of the speed zone change on Peninah and the 31<sup>st</sup> Street area in March. We will start out with written warnings unless the speed is so egregious that it warrants a citation.

### **10) Monthly reports**

Joint Powers Solid Waste 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