



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

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Commission Information Memorandum

The Yankton City Commission meeting on Monday, July 11, 2022 will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Finance Department Update

The City has used Payment Service Network (PSN) for its online and credit card utility payment service since November 2014. As of June 30th, there are over 1,000 registered customers utilizing the online site with 121 new registrations over the past year. This accounts for approximately 18% of our utility customers. Of those registered, 435 have opted out of the paper utility bill or 7.7% of the customer base. For the first six months of 2022, there has been an average of 732 PSN transactions per month, a decrease of 135 transactions per month compared to a year ago. These payments include both online payments and credit card payments made in the Finance Office. Customers who use the online or credit card service pay a 3% + \$0.50 service fee for each transaction.

Finance also offers a direct ACH bank payment method free of charge. This method is currently utilized by 2,203 customers, an increase of 139 over the past year which equates to 39% of our utility customer base. The remaining customers pay for their utility service either by mail or in person.

Additionally, the City utilizes Payment Service Network (PSN) for landfill, police, miscellaneous, and donation transactions – each through a separate PSN account.

Restaurant license applications were recently renewed effective July 1st. This year we received 64 applications each with a \$15.00 license fee. To compare, in 2021 we received 65 applications.

With the approval of Ordinance #1063, our medical marijuana business license website is updated and viewable at <http://www.cityofyankton.org/departments-services/finance-office/licensing/medical-cannabis-dispensary-business-license>.

The Finance Office is training staff and preparing educational resources for the upcoming increase in wastewater utility rates.

2) Community & Economic Department Update

At the halfway point, we are encouraged by the building and growth we are experiencing considering the impacts of inflation. Through the first six months of 2022, building permit valuations in the city are healthy at just under \$13 million, nearly identical to 2021. Single-family homes have made up approximately \$4 million of the total. Permits were also issued for multi-family remodels and conversions at the Hudson Building (18 units) and the former Dakota Marble location (5 units). This year's residential remodeling and addition valuation of just over \$1 million is approximately double what it was at this point in 2021.

So far, the commercial sector activity has primarily been composed of smaller new construction projects such as Tinting Pros, Edward Jones, the Yankton Soccer Association comfort station and the Mount Marty football locker facility. Heading into the second half of the year we are anticipating an additional 25 units of multi-family housing as well as continued steady commercial activity. It remains to be seen how interest rates, labor shortages and the continued fluctuations in materials pricing will affect the single-family home market.

3) Public Works Department Update

Street Department crews have been patching asphalt streets and alleys at various locations throughout the City. Crews have also been preparing streets slated for chip sealing this year. Crews have been installing the new school flasher controllers in preparation for the upcoming school year.

Street Department crews are preparing for the annual asphalt street milling to take place. Those streets slated for milling include 31st Street from Broadway Avenue to Douglas Avenue, Valley Road from Burleigh Street to 21st Street, and Burleigh Street from 5th Street to 8th Street. Milling is scheduled to take place the later part of July.

21st/WCLR/Summit Project

21st Street from Douglas to Mulberry has been paved and is back open to traffic. Seeding remains as the lone item that is unfinished.

Summit Street from 15th to 21st reconstruction is ongoing. Most of the miscellaneous curb and gutter, as well as fillets, have been replaced. Mainline concrete paving has started. Paving will be phased to allow access for the residents and businesses.

Construction at the final location, West City Limits Road (WCLR), from 8th to 9th, will likely begin in the next couple of weeks.

Airport Parking and Access Road

City crews have started the removals on the parking lots and east access road. This will be ongoing for the next week or so. Masonry Components was the only quote received to perform the concrete work for this project.

5th Street from Spruce to Green

The contractor has been in contact about possible start dates for the 5th Street project. Staff will schedule a preconstruction meeting with the contractor, Masonry Components. Once a start date has been finalized, notifications with project information will be delivered to the local residents.

Westside Park Pond Improvements

The contractor has installed construction fencing around the project area. The pond water has been pumped down and the contractor will soon begin removals.

Airport Taxiway A Rehabilitation Project

Screed Tech LLC has been making good progress on this project and are staying on schedule. They are now in phase 4 of the project, which is anticipated to take 15 working days to complete. This is the final phase of the project.

Marne Creek Bank Stabilization

In November 2021, preparations took place to begin the Environmental Assessment (EA) to evaluate the proposed bank stabilization and trail restoration project at various locations damaged during the 2019 flooding along Marne Creek. The Federal Emergency Management Agency (FEMA) is providing notice that an EA is available for public review and comment. The notice is to advise other Federal and State agencies, Native American tribes, non-governmental organizations, and the public to comment on the EA. The comment period for the draft EA will remain open for fifteen days following publication of notice on July 5th. More information about this Notice of Intent can be found on the City of Yankton website.

4) Fire Department Update

Chief Linke spent his first full week with the Yankton Fire Department meeting with firefighters, department directors, and community members.

Yankton firefighters practiced operating pumps on several apparatus during the normal drill on the night of June 27th. This drill proved to be very timely, as they put the training to use at a hay baler fire that spread to a surrounding field north of town two nights later. The fire was limited to the farm equipment and approximately two acres of the surrounding hay field.

Several firefighters will be participating in the Fire and Iron Motorcycle Ride on July 9th. The Fire and Iron Motorcycle Club raises money to assist fire victims. We will have fire trucks on hand for a short period of time to support the event as it begins in downtown Yankton.

5) Police Department Update

The Yankton Police Department has a new Police Officer starting on 7/11/22. His name is Brett Fishel. Brett comes to us from the United States Navy and was originally from Lewiston, MN. We currently have two applicants that have a conditional offer of employment, pending successful background investigations.

Commander Todd Brandt, board member of the Contact Center, attended their strategic planning session.

The 4th of July weekend was relatively mild for law enforcement, except for dealing with the HEAT! City Manager Leon and Fire Chief Tim Linke walked alongside officers as they foot patrolled the annual fireworks display at Riverside Park.

Chief Foote attended the National Sheriff's Association Conference, held in Kansas City, to complete some training that was started during the pandemic.

The FOP and City were able to reach a tentative agreement. This will be up for consideration by the City Commission.

6) Environmental Services Department Update

John T Jones continues to move forward with the EDA project at the wastewater plant. The sewer line east of Marne creek has been installed. The dirt work has started for the equalization basin adjacent to the lagoons on paddle wheel point. The contractor has also started work on the sewer main replacement on Levee Street in front of central garage. Thompson Electric has also mobilized and is onsite. Thompson is the electrical sub-contractor on the project

Water usage continues to increase with the hot dry weather. The usage has been averaging around 4.5-5 million gallons per day. Staff expects the current usage to continue or increase through the next month. The market for treatment chemicals continues to be very unpredictable. Costs continue to rise, and staff continues to monitor availability. At this time, we are seeing longer lead times on chemicals but have not experienced any shortages.

7) Human Resources & Employee Engagement Department Update

We continue to accept applications for full time Police Officers which are open until filled.

We are still accepting application for full time Sanitation Truck Operator which is open until filled.

Summer positions still available for lifeguards at the Huether Family Aquatics Center.

The HR/Payroll and Benefits Specialist closed internally and interviews were conducted the week of June 27. This position was opened due to the resignation of Jana Lane. Colleen Bailey has been selected to fill this role in our organization.

Fire Chief Timothy Linke began work on Monday, June 27.

Annual Employee picnic will be held July 13th from 11am-1pm at Riverside Park.

8) Parks and Recreation Department Update

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

9) Library Update

Our Summer Reading Program is in full swing! We have had good attendance at our events throughout June and look forward to more fun in the month ahead! We will be hosting a couple of after-hours events in July. On Friday, July 15, the library will be hosting a Canvas & Charcuterie event. There will be the opportunity to create artwork but artistic expertise is not required! Hy-Vee will be bringing a charcuterie selection for participants to sample along with sharing tips for how to create your own charcuterie boards at home. Door prizes will be awarded throughout the night. There will be a charge for this event to cover costs.

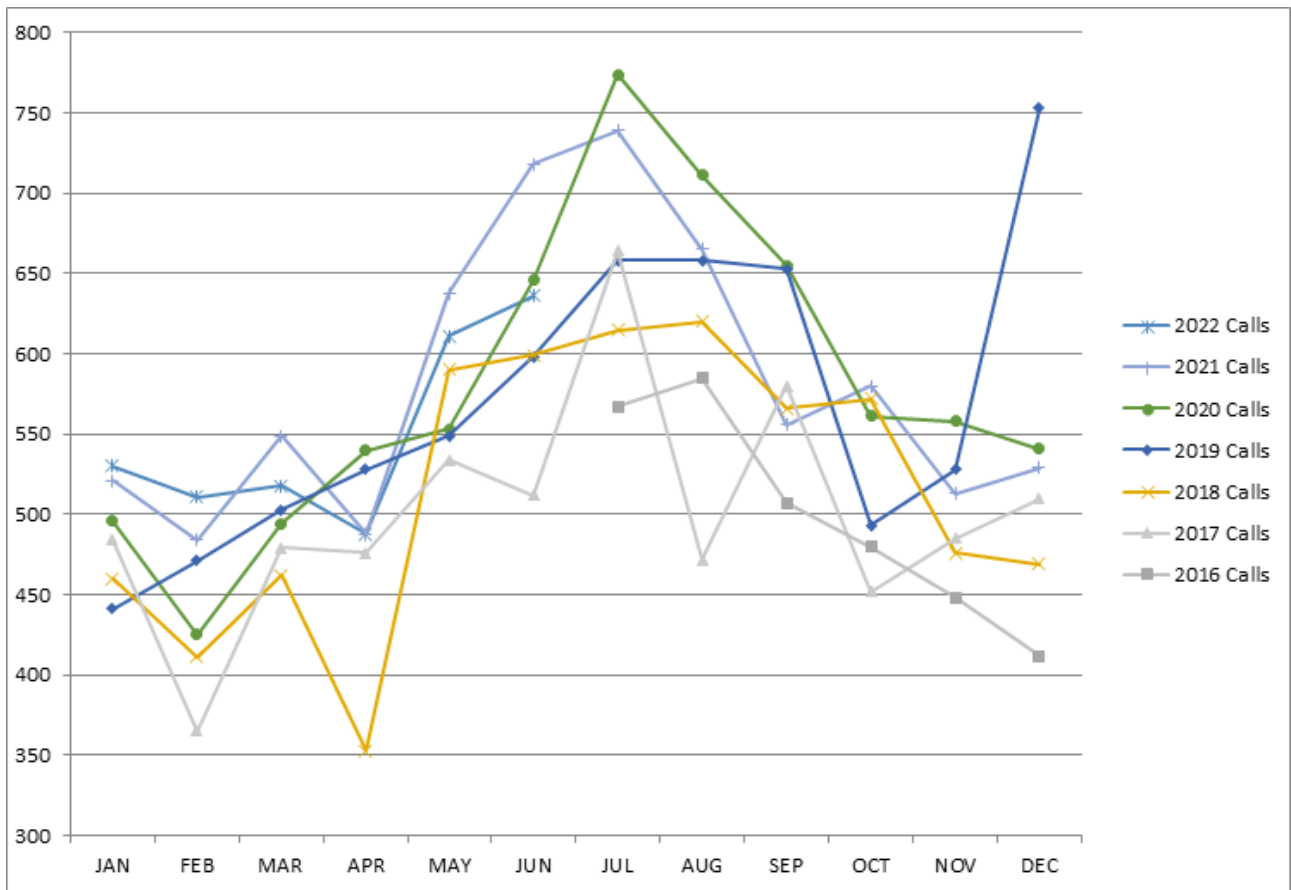
On Tuesday, July 26, the teens will be celebrating the completion of the Summer Reading Program with a party. VR Game Truck Nebraska will be on hand for participants to play games and have a virtual reality learning experience. Pizza and games will also be available for registered participants. In honor of National Grilling Month, the library will be hosting Steven Huff on Friday, July 29 at 6pm. Steve will be sharing tips for grilling a variety of dishes and will also be providing samples for participants. There is no cost for this event, but registration will be required.

10) Information Services Department Update

A quieter month in June for 911 calls vs. 2021. Year to date 911 calls are down just over 3%.

Dispatch welcomes Tami Ruzicka. Tami's first day was June 27th. Over the next 12 weeks she will be completing her onsite training.

The City Hall data wiring project is about 85% complete. The contractor will be doing testing and finishing up the last cable installation over the next few weeks.



11) Monthly reports

Building, Salary and Yankton Police Department 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