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## OFFICE OF THE CITY MANAGER

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

VOL. 57 NUMBER 14

### Commission Information Memorandum

The Yankton City Commission meeting on Monday, August 22, 2022 will begin at 7:00 pm.

#### Non-Agenda Items of Interest

##### 1) Fire Department Update

The Yankton Fire Department responded to a fire at the Yankton Middle School during the afternoon of August 4<sup>th</sup>. Personnel responded initially to reports of a fire alarm sounding in the school and upgraded to a full department response when smoke was identified on the second floor. The sprinkler system activated and prevented the fire from extending past the classroom of origin; firefighters completed extinguishment of the fire and then remained on scene for a couple of hours to assist with the removal of water from the second floor to the first. Emergency Management, Yankton Police, and Yankton Public Schools staff worked together to begin the cleanup process that will help restore the school to as normal a state as possible prior to classes beginning in a couple of weeks.

##### 2) Finance Department Update

Departments are in the process of completing their surplus property lists and submitting them to the Finance Office. Once the list has been finalized it will be determined whether or not a fall auction is warranted.

Our Lead Accountant Laurie Lockwood recently attended the 2022 Neptune CONNECT Users' Conference in order to assist the Water Department with upgrading water meters and ensure compatibility with our utility billing and financial system.

Auditors from Williams & Company out of LeMars, Iowa have prepared a 2020 Comprehensive Annual Finance Report which has been sent & approved by the South Dakota Department of Legislative Audit. This report will be presented by our auditor on September 12, 2022 at the City Commission meeting and then published in our dedicated newspaper accordingly.

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

##### 3) Community & Economic Department Update

The dry conditions have meant that lawns have required less frequent mowing this summer. However, weed growth can continue at a rapid pace during dry summers even when grass is dormant. Staff has continued education and enforcement efforts with owners and renters on nuisance vegetation issues throughout the summer. Often the problem areas are easily and quickly addressed like weeds and grasses growing over sidewalks and along curbs or in areas of disturbed soil. These situations are cyclical with warm dry weather and change with temperature and moisture conditions.

#### **4) Information Services Department Update**

City Hall data wiring contractor is finished. We have transitioned over to using the new wiring for the network. We are making some additional network changes over the next few weeks as we complete the transition. Dispatch will be using the portable equipment for 911, Radio and CAD over Riverboat Days weekend. This will be an excellent test for the equipment and a great opportunity for Dispatchers to gain experience in using the equipment.

#### **5) Library Update**

Fall youth programs will resume at the library after Labor Day. We have adjusted some start times and offered an additional Stay & Play opportunity after receiving feedback from some parents. Our regular youth program schedule will be as follows:

Monday @ 6:30pm: Preschool story time  
Tuesday @ 10:00am: Preschool story time  
Tuesday @ 6:30pm: Stay & Play  
Wednesday @ 9:00am-11:00am: Stay & Play  
Thursday @ 10:00am: Preschool story time  
Thursday @ 3:45: After school programs for K-5<sup>th</sup> grade with a monthly rotation of Legos, Crafts, Movies and STEAM activities

We are continuing to work on teen, adult and family events to add to our Fall and Winter agenda. We will be continuing with some popular events and introducing some exciting new ones! Stay tuned!

#### **6) Public Works Department Update**

Street Department crews are currently working on their annual street maintenance projects. The chip seal list is currently in progress. Once chip sealing is complete, crews will return to sweep up the loose rock. Crews are also preparing the airport access road and parking lot for asphalt paving. Once the airport paving is complete, preparations will begin for paving asphalt on Dakota Street from 12<sup>th</sup> Street to 15<sup>th</sup> Street.

#### **21<sup>st</sup>/WCLR/Summit Project**

All three locations have been reconstructed and are back open to traffic. City staff will compile calculating quantities and will submit a final payment and change order for consideration of approval by the City Commission.

#### **5<sup>th</sup> Street from Spruce to Green**

The majority of the new water main has been installed. It is currently being tested. The contractor will be able to finalize the tie-ins and swap service lines, once they have passed all the testing requirements. The recent rain has set the contractor back a day or two.

#### **Westside Park Pond Improvements**

The contractor has been hauling old pond bed material off the project site. Preparations are also taking place for work to begin on the new pedestrian bridge footings and abutments as well as footings for the new retaining walls.

#### **Meridian Bridge Column Repair**

The contractor started the column repair work the week of August 8<sup>th</sup> and determined that there is more area that needed repaired than what was originally anticipated. The consulting engineer, Banner Associates, has visited the site and will be providing an updated course of action to ensure proper repairs are made to the column.

## **7) Police Department Update**

Yankton Police Department has slowed down the hiring process after hiring 5 new officers recently. 3 of our new officers Jordan Maxon, Clayton Keown, and Brett Fishel were sworn in as Yankton Police officers and started at the South Dakota Law Enforcement Training Academy on August 22<sup>nd</sup>. The other 2 new officers, Garret Anderson and Ryan Eddy started classroom training at the police department on August 19, 2022 and will be sworn in September 16<sup>th</sup>. Adam Goodwillie also started with the Police Department on August 19, 2022 and will have a November swear in before he attends South Dakota Law Enforcement Training.

The School Resource Officers are preparing for the 2022-23 school year. They assisted the schools with testing alarms and participated in the school's all-staff meeting including looking over operational safety plans and planning for staffing of after-school activities.

## **8) Parks and Recreation Department Update**

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

## **9) Human Resources & Employee Engagement Department Update**

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

Twenty-three applications were received for the position of Finance Generalist and interviews have been completed. Sara VanderTuig, current Accounting Clerk in the finance department, has been promoted to the role of Finance Generalist. Sara began her new position on August 15 and will fill one of the open positions. Sandi Fox, an office manager and legal secretary for Fox & Youngberg, P.C. for the past 22 years, has been hired as a Finance Generalist. Sandi has a wide range of bookkeeping and recordkeeping knowledge plus a bachelor's degree in business management and marketing from Northern State University. Sandi will begin her new role on August 29.

Twenty-one applications were received for the position of City Manager's Assistant. Interviews will be scheduled in the upcoming weeks and a recommendation for hire will be forthcoming.

## **10) Environmental Services Department Update**

Donnie, Laurie, and Kyle attended the Neptune users connect conference. The theme of the conference was "Know your way forward". A lot of the classes were centered around the new "Neptune 360" software which includes a customer portal. Users can upload the data hourly and see the individual customer usage. We also attended classes on the new cellular option for our conversion from Automatic Meter Reading (AMR) to Advance Metering Infrastructure (AMI). We also got great information and training on the new Mach 10 ultrasonic meter we are switching to. One of the key themes is the importance of teamwork and communication within departments and with our customers as we migrate from AMR to AMI. Part of our environmental funding package included funding for our technology upgrade related to our metering system. This will include replacement of older meters in the system, 360 cloud based software upgrade, mach 10 ultrasonic metering, and installation of fixed based antennas for meter reading.

We hosted the American Membrane Technology Association workshop in Yankton on Tuesday. Sage and Jonah attended the workshop. They had presentations at the fire hall in the morning and a tour of the City Water Plant in the afternoon. Sage presented a power point presentation of our facility in the morning and conducting a plant tour in the afternoon. Approximately 30 attendees were at the workshop. Representatives from HarnRO and Vista were also presenters. HarnRO was the contractor

that built the membrane units at our facility and Vista was the manufacturer of the membranes themselves.

**11) Monthly reports**

Joint Powers Solid Waste 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