



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

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Commission Information Memorandum

The Yankton City Commission meeting on Monday, September 12, 2022 will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Fire Department Update

The rain and cooler temperatures over the past week have offered a temporary reprieve from the potential for fast-moving grass and brush fires. The fire department still expects to see an increase in activity as fall approaches and drier seasonal conditions persist.

Yankton volunteer firefighters took advantage of the weather and lull in call volume to participate in Riverboat Days activities.

We are preparing for additional public outreach and prevention activities as school goes back into session.

2) Community & Economic Department Update

FEMA Region VIII has completed the review of the technical comments and questions that the City of Yankton and our contractor at HDR prepared regarding the draft work maps. FEMA has significantly altered the work map and staff believes this change represents the best achievable outcome given the circumstances. Over the coming months FEMA will issue a preliminary map and the City of Yankton will go through the process of adopting the new map. That process will include extensive opportunity for Commission and public review of the FEMA created maps. As with any remapping project there will be areas where additional study and potential engineering studies may be helpful to more accurately represent the risk. The periodic adoption of new maps is a mandatory requirement of being a National Flood Insurance Program Participating Community, which in turn allows residents of the community to access flood insurance.

3) Environmental Services Department Update

Staff continues to research the Construction Manager At Risk (CMAR) project delivery method as an option for the next phase of wastewater plant improvements. Currently staff is advertising a Request for Qualification for engineering services for the next phase of improvements. Once an engineering contract has been approved, staff will start looking at procuring a CMAR. The September 26th work session will outline the steps in the CMAR process.

John T. Jones continues to move forward with the current EDA project at the wastewater plant. The new sewer trunk line has been installed from the new manhole north of the street department to the wastewater treatment plant inlet building. The membrane has been installed at the equalization basin and the equalization basin will be complete once final grading and seeding is complete. The electrical

sub-contractor continues to install underground lines. The project continues to see delays in availability of certain materials.

4) Police Department Update

E-Tickets is coming closer to getting put into use by all Yankton Police Officers. We held our last training session on September 6th and have a go-live date on September 12th-13th. We expect some minor learning issues as we move forward but believe this will be very beneficial to patrol, the public, and the courts.

Three of our newest recruits continue with classroom training and getting ready for the PTO process that starts on September 17th. We continue to work toward becoming fully staffed at the Police Department but that will not happen until everyone is completed with their training sometime around April 2023.

Chief and Sheriffs from Yankton and Clay County got together on September 9, 2022, for the first time to discuss regional training, how we can all work together to help each other's departments and other issues that affect all departments. As we move forward, the plan is to start to work together in hopes of better serving our communities and departments. We will meet periodically to make this accomplishment happen.

Heartland Humane Society will begin its construction soon and we will partner with them on putting information out about limited services due to the construction. Our hopes are for this communication to curb any issues we may have with limited space available for holding animals until the owners are able to be located.

5) Parks and Recreation Department Update

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

6) Public Works Department Update

Street Department crews are currently completing the department's annual street maintenance projects. Crews are also making preparations for paving asphalt on Dakota Street from 12th Street to 15th Street.

5th Street from Spruce to Green

The installation of the underground utilities is complete. The contractor is in the process of installing the crushed aggregate base in preparation for concrete paving. Concrete work is anticipated to begin the week of September 5th.

Westside Park Pond Improvements

The contractor continues preparations for the retaining wall footings and bridge abutments. The new pedestrian bridge manufacturer has notified the contractor that the new bridge is in line for production.

Meridian Bridge Column Repair

Banner Engineering, the consulting engineer, has provided an alternative repair to the bridge column. The plausibility of using a fiber wrap repair, around the column is being investigated. Banner will be researching cost, manufacturers, and availability of installation contractors.

Active Transportation Projects

The sidewalk at the 19th Street location has been installed. The contractor will be working at the other two locations as their schedule allows.

Chan Gurney Municipal Airport

The Yankton Regional Aviation Association (YRAA) will hold their annual Airport Fly-In Breakfast fundraising event on September 18th from 8 am to 12 noon at the Chan Gurney Municipal Airport. The breakfast will take place in the Crop Duster's LLC Hangar at 610 East 31st Street, with pancakes, sausage, and drinks being served. The public is welcome to attend the fundraising event.

7) Library Update

The library resumed normal business hours after Labor Day which includes 8pm closures on Monday through Thursday and regular 5pm closures on Friday and Saturday and the addition of Sunday afternoon hours.

September is Library Card Sign-Up Month. It is a time to really emphasize what a great resource your library can be with access to books, movies, programming, databases, technology and more! In honor of Library Card Sign-Up Month, the library will be hosting a table at Market at the Meridian on Saturday, September 10 and offering Bingo for a Book on Sunday, September 11. Also, watch for a scarecrow from YCL at Mazing Acres this year! We love to have the opportunity to reach people outside of our building walls. You are sure to see some characters you recognize with our creation.

8) Human Resources & Employee Engagement Department Update

We continue to accept applications for full time Sanitation Truck Operator which is open until filled.

We are accepting applications for a permanent Part Time Water Reclamation Plant Operator position which is open until filled.

We continue to accept applications for Part Time Lifeguard and Water Safety Instructors for the Summit Activities Center.

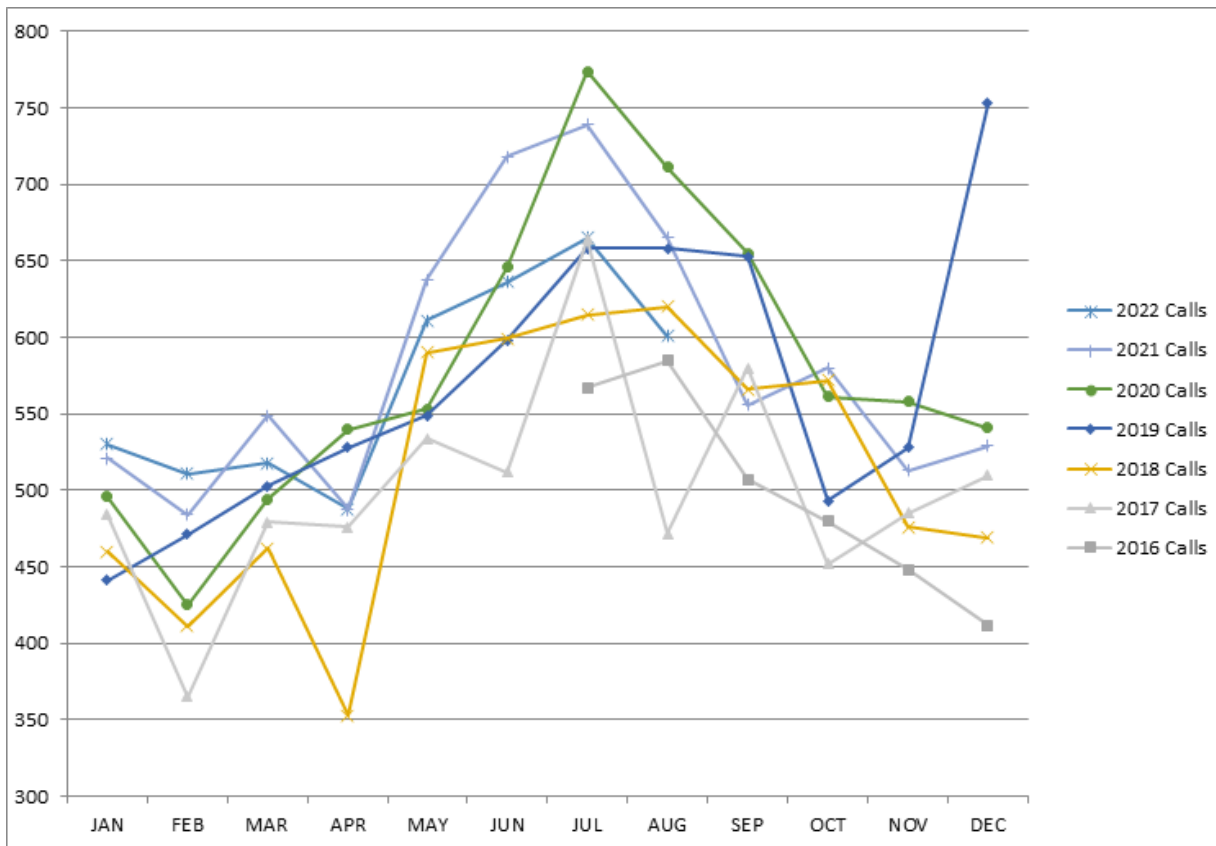
Finance Generalist Sandi Fox began her work in the Finance Department on Monday, August 29.

Twenty one applications were received for the position of City Manager's Assistant. Interviews were held September 7, 8 and 9. A Recommendation for hire will be forthcoming.

The Health Insurance Committee has worked with Midwest Benefits to get quotes on different options for the 2023 plan year. The committee will be making its recommendation(s) to the City Manager by the end of the week.

9) Information Services Department Update

City Hall wiring project is complete and we are examining voice options now that we have new wiring to every office. In addition to move our analog voice services we will be exploring VOIP options similar to what we are currently using in Parks & Recreation. 911 call numbers for August do not include VOIP calls. Due to a reporting issue those calls are not showing up. I have included the call reporting for August and we are waiting on resolution for problem.



10) Finance Department Update

Finance is preparing the City levy for property taxes as part of the budget ordinance. In addition, delinquent special assessments will be certified to the county auditor in September.

The City of Yankton’s procurement card (P-Card) program has been in effect through the National League of Cities (NLC) and BMO Financial Group since 2012. The program has helped streamline the purchasing process through the company’s online Spend Dynamics website and mobile app and has allowed employees and supervisors to manage their departmental purchases. In addition, all p-card receipts are now virtually scanned and attached to each p-card transaction within the website. BMO Financial also provides an annual rebate program based on the volume of purchases made during their fiscal year beginning September and ending August of each year. For the fiscal year 2021-2022, the City of Yankton has spent \$1,094,515.73 earning a 1% rebate worth \$10,945.16.

11) Monthly reports

Building, Salary and Yankton Police Department monthly reports are included for your review. Minutes from the Planning Commission and Park Advisory Board are also attached.

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