



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

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Commission Information Memorandum

The Yankton City Commission meeting on Monday, April 10, 2023 will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Community & Economic Department Update

Building Official Gregg Homstad recently attended the Upper Great Plains Region III Education Institute held in Minneapolis. The Association of Minnesota Building Officials and the International Code Council (ICC) sponsor this annual event. It is an opportunity for code officials, building inspectors and architects to attend classes, learn about code changes and further their professional development. Courses qualify for continuing education credits that are needed to renew ICC certifications.

Gregg attended two full day sessions focused on Institutional/Medical Care Facilities and Assembly Spaces. Topics included occupancy classification, fire separations, egress and accessibility. The knowledge gained from these seminars will be applicable to upcoming building projects that are planned for construction in Yankton this year.

2) Human Resources & Employee Engagement Department Update

We are accepting applications for a variety of summer seasonal positions. Interested applicants can visit cityofyankton.org. There is a link to our employment application under "Employment". If this option is not available to an applicant, please contact the HR office (668-5222) and an application will be mailed out.

The position of Grounds Maintenance Worker in the Parks and Recreation Department closed on Friday, April 7. Interviews will be scheduled and a recommendation for hire will be forthcoming.

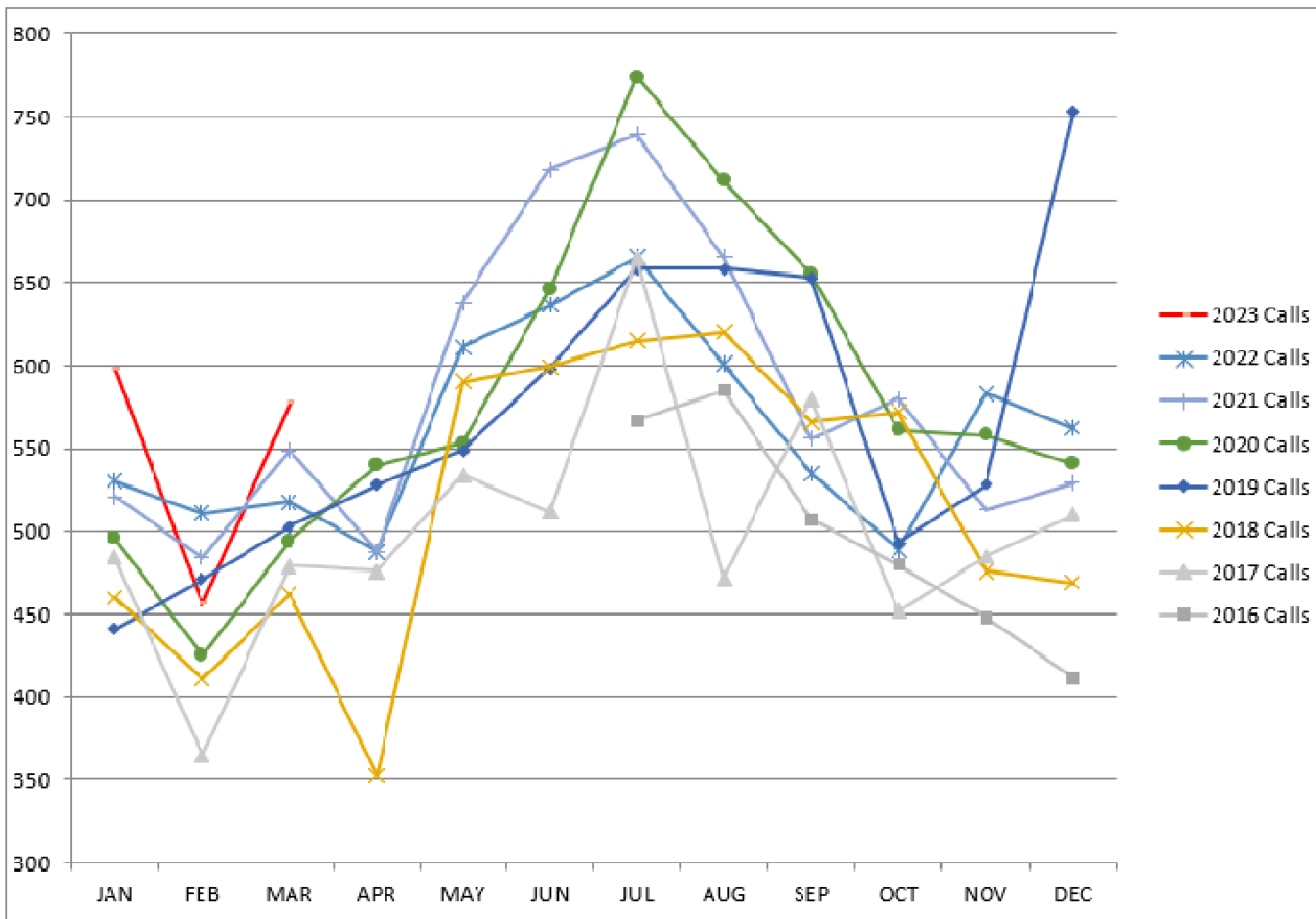
Sue O'Grady, Finance Generalist, has announced her retirement from the City of Yankton after 33 years, effective June 16, 2023. We are accepting applications for this position until Wednesday, April 19.

The City of Yankton Health Fair will be held on Wednesday, April 12 in the City Hall Gym. The City of Yankton April presentation by Well 365 out of Sioux Falls will focus on building resiliency regarding the challenges and hardships everyone faces. Resilience is the ability to cope and bounce back from stress and adversity. We are looking forward to learning some tips and tricks to strengthen resiliency. The Zoom presentation will be held on Wednesday, April 19 at 11am.

3) Information Services Department Update

Budget worksheets and timelines have been distributed to the departments. The first step in the process will be updating the capital improvement plan (CIP) with year-to-date actuals and changes. The CIP meeting with the commission is scheduled for June 12th and 13th (if needed).

The dispatch center recently completed an upgrade to the new Viper 7 911 system. The upgrade went relatively smoothly. The next major project will be updating the radios for the State's P25 radio conversion later this year. 911 call volume for the first quarter of 2023 is up 4.6%. Both January and March were the highest monthly call volumes in the past 8 years.



4) Public Works Department Update

Solid Waste, Transfer Station, and Street Department crews are nearing completion of the 2023 City Wide Cleanup. The Transfer Station was open March 18-April 8 for free resident drop off. Curbside pickup was performed the week of April 3rd. Results of the cleanup will be compiled and included in the next CIM.

Enclosed in this packet is an informational flyer for the Household Hazardous Waste Collection Event scheduled for Saturday, April 15.

Contractors are getting ready for the upcoming construction season. Preconstruction meetings have been scheduled for the Douglas Avenue reconstruction (April 7) as well as the 15th Street project (April 10). Construction start date is typically the day after the preconstruction meeting. The review for the Elm Street reconstruction project plans is complete, and construction plan edits are underway. Once the specifications have been finalized, the project will be advertised for bid.

Fenton Construction keeps pushing ahead on the Marne Creek Bank Stabilization project. They are still working in Reach A but plan to move to Reach B in the near future. Weather is the only issue at this point as it is difficult to complete any work on the steeper slopes if the conditions are poor.

Advertisement for bids is currently under way for the Chan Gurney Municipal Airport North Hangar Taxilanes, Access Road, and Runway 20 End Turnaround project. The bid opening will be held on April 20. Once the bid opening is complete, grant applications will be prepared for Commission approval and then submitted to the FAA in hopes of receiving funding assistance to complete the project.

5) Finance Department Update

Absentee voting ends on April 10 at 5:00 p.m. The two municipal vote centers for Election Day on April 11 will be at City Hall and the North Fire Station. Voters will be able to cast their ballot at either one of the designated vote centers between 7:00 a.m. to 7:00 p.m. Canvassing of the election results is schedule to take place Friday, April 14, at noon in the City Commissioner meeting room at the Career Manufacturing Technical Education Academy.

Finance personnel have completed the annual sewer rate adjustments for residential utility customers. Adjustments based on the customer's average winter consumption from December, January, and February will be reflected in the utility bill being mailed out on April 19. Please refer any questions you may receive from customers to the City Finance Office.

Application letters were mailed out on March 24, 2023 for the renewal of Malt Beverage licenses. Applications are to be filed in the City Finance Office on or before April 14, 2023 with the public hearing date of May 8.

A 2022 annual financial report for the National Opioid Settlement was recently completed. All \$6,305.20 received was expended with the City's costs for drug take-back program, DARE program and training, and police officer education and staffing.

Online bids will be received by Purple Wave Auction, www.purplewave.com, on behalf of the City of Yankton for surplus vehicles and equipment being sold through Purple Wave's online Government Auction. The online auction is in the process of being updated and concludes at 10:00 a.m. CST on Tuesday, May 2. Items being sold includes a 2017 Ford Explorer, 2009 Chevrolet Silverado, 2008 Lamar 22' trailer, air compressor, shop tools, playground equipment, building materials, pool equipment, office furniture, plate packer, and electric motors.

6) Parks and Recreation Department Update

An update on the various activities in the Parks & Recreation Department is included in this packet.

7) Fire Department Update

Yankton Firefighters responded to a trailer house fire on West 15th Street last week. There were no occupants home at the time of the fire and the structure was a total loss. Firefighters operated on scene for just under two hours. The cause of the fire is suspected to be electrical.

Volunteers continued the process of recruitment by interviewing a group of candidates, some of whom will join the ranks in a few months.

Officers and volunteers will begin an online course in the next few weeks with the intent of learning a standardized incident management system.

8) Library Update

The library offers a large selection of e-books (38,028 titles) and e-audiobooks (14,310 titles) through the Libby app. Yankton Community Library card holders have access to all of these items for free! Initially these e-books were available through the Overdrive app. Both Overdrive and Libby are products of the same company with access to the same titles. Libby was launched in 2017 as a more updated and user-friendly app. The Overdrive app is going to sunset in April and will no longer be available to users. Though many of our users have been using Libby for many years, some users who started with the Overdrive app have not yet made that transition. We have been communicating with our library users that are still using the Overdrive app in hopes of making this an easy transition. The library will also be offering a class on Tuesday, May 2, highlighting some of the features as well as offering assistance with the Libby app.

9) Police Department Update

Things are picking up at the Police Department with more people enjoying the outdoors as the weather gets nicer. We will be reminding citizens to lock their vehicles to keep their valuables safe. We are working on Federal Highway Safety, staffing extra officers to enforce DUI and speeding laws.

April is National Child Abuse Prevention Month. The Yankton Police Department is promoting awareness of this cause with Explorers Credit Union and Larry's Heating and Cooling. We asked our Elementary Schools to create displays that help promote awareness and prevention of child abuse. The winning group will get served root beer floats by the Chief, and their display will be posted on the YPD Facebook page. April 7 was Wear Blue Day in support of National Child Abuse Prevention.

With spring comes spring cleaning. We have been cleaning offices and getting a fresh coat of paint on the walls in the Safety Center. This is an effort to keep our department looking good.

Commander Rothenberger participated in Yankton High School's mock interviews. Commander Rothenberger used real interview questions to give a brief interview to students and then gave them feedback on how they did. This is a great program that helps prepare these students for a variety of future careers.

We had an anonymous donor give \$200.00 to buy the staff some pizza. We will purchase pizza for each squad in the near future. As always we appreciate all the support the Yankton community gives us.

We are moving forward with a therapy K9 for the Police Department. This K9 will support officer wellness and mental health. Commander Rothenberger is supplying the K9 and will start training with his dog, Murphy, in May. Once trained Murphy will come to work with Commander Rothenberger and be able to support the police department and other city staff.

10) Environmental Services Department Update

Several staff attended the 2023 Water Seminar hosted in Yankton. The seminar is organized by the South Dakota section of the American Water Works Association and the South Dakota Water and Wastewater Association. Over 125 operators and engineers attended the event held at the Kelly Inn. Major topics included supply chain issues, inflation and chemical cost, back flow prevention and the revised lead and copper rule. Changes to the back flow prevention program may require communities to do follow up and testing of back flow devices. The revised lead and copper rule require all water systems to inventory lead service lines. The SD Department of Agriculture and Natural Resources (DANR) has contracted with Bartlett and West to take the lead on supporting communities in collecting the inventory data. The state is currently working on educational packets to be used to educate the public and help identify lead service lines. Staff will begin collecting the data this summer. The inventory is to be completed by October of 2024. It is unclear on the requirements and funding available for lead service line replacements in the future.

11) Monthly reports

The Building and Salary 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