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## OFFICE OF THE CITY MANAGER

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

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### Commission Information Memorandum

The Yankton City Commission meeting on Monday, October 25, 2021, will begin at 7:00 pm.

#### Non-Agenda Items of Interest

##### 1) Fire Department Update

The Fire Department would like to welcome Bill Ziegler as our new part time Assistant Chief – Community Risk Reduction Coordinator. Bill will be working 28 hours per week and have an office at Fire Station #2. Bill's job duties will include fire inspections, pre-incident planning, fire prevention education and other community risk reduction activities. Bill is a 28 year member of the Volunteer Fire Department recently retiring as Second Assistant Chief. Bill previously was employed by Lewis and Clark Hydraulics. Bill and his wife Tina reside in Yankton. Please welcome Bill to the City of Yankton team.

The Fire Department recently held several special events. Our Annual Pancake Feed was held on September 26. We served approximately 650 people. The event was very well attended and we received many good comments about the food. The annual Retired Firefighter's Dinner was held on October 4. We had 12 retired members attend the event as well as many of our current members. The Fire Department Auxiliary served the dinner as one of the many services they provide to the Fire Department and the community. Finally, our Annual Fire Prevention Week Open House was held at Fire Station #2 on October 6. This event was extremely well attended. Refreshments such as hot dogs, popcorn and lemonade were served, fire prevention information was shared, fire apparatus were on display and there were several fire prevention related hand-outs provided. There were also adult and children's drawings for prizes.

##### 2) Community & Economic Department Update

Gregg Homstad and Brad Bies attended the SDML Conference in Spearfish and participated in their organizational meetings and sessions. Brad is the president of the South Dakota Code Enforcement Association this year and presided over his division meetings. Those sessions included a round-table discussion about parking enforcement where he highlighted the City of Yankton's efforts in recent years to update and modernize our parking ordinance and the cooperative efforts between the Yankton Police Department and Community and Economic Development Department in tackling challenging cases.

We have been on an aggressive track to get Phase 1 of the North Taxilane Project constructed in 2022. The project included drive access from North Douglas and would be the first step in opening the north end of the airport for expanded uses like private hangars and potentially aviation related businesses. We knew the Federal Aviation Administration and State apportionment funding for the project on that timeline was tentative but it was worth preparing as if the project could move forward in 2022 just in case things came together with the combined funding package.

We recently found out that the funding package did not work out. While this news is disappointing, the reality is that the estimated \$1.5 million project is still very much alive, just on a more standard timeline with construction most likely in 2023. The other good news is that the schedule adjustment will allow us to complete the existing taxiway joint rehab project that we had put off while trying to shuffle budgets for the larger North Taxilane project.

We have been very successful in getting FAA and state funding for some very large projects at Chan Gurney Municipal Airport. We will continue to work hard to maximize state and federal funding opportunities for airport projects.

### **3) Public Works Department Update**

Street Department crews have been preparing for winter maintenance operations, filling potholes, grading alleys, and crack filling on asphalt streets throughout the community. Crews have also been street sweeping as leaves continue to drop from the trees.

The schools have completed the artwork on the snowplows for the annual Paint the Plow program. The hard work of the students will be showcased throughout the winter season.

#### **23<sup>rd</sup> Street Construction and Utility Installation**

Sanitary sewer installation is expected to be complete by October 22<sup>nd</sup>. The storm sewer installation should happen immediately after that. With there being so little amount of storm sewer, the installation should be done in 3-4 days.

The contractors schedule indicates that paving will start in the first week of November.

#### **Active Transportation**

Sidewalk has been installed along the 20<sup>th</sup> Street and Burleigh Street sides of the project. The contractor had to mobilize to a different project but will be returning shortly. Unless something changes, the sidewalk should be completed by the end of October.

### **4) Finance Department Update**

The City of Yankton has received five applications for a Medical Cannabis Dispensary business license. Staff has followed up with each applicant on questionable documentation and is presenting to City Manager Leon for approval or rejection based on whether or not each application meets our City Ordinance requirements. The State of South Dakota recently prescribed a timeline requesting any municipality that has an ordinance in effect prior to October 1st to submit initial applications to the Department of Health by November 1<sup>st</sup>. Once a municipal and a state application is deemed complete, the State has 90-days to issue a registration certificate to a medical cannabis establishment per SDCL 34-20G-55. After this approval, the two successful applicants must receive a Certificate of Occupancy from the City of Yankton prior to opening its doors for business. For more information on the State's progress with Medical Cannabis, please visit <https://medcannabis.sd.gov/>.

The Finance Office is preparing for end-of-year tax season by registering for the IRS Filing Information Returns Electronically (FIRE) system. The first step is completing a FIRE account by authenticating through Secure Access and obtaining our Transmitter Control Code (TCC). This will allow the Finance Office to electronically file tax forms, such as the 1099-MISC, 1099-NEC, and 1095-C Employer Provided Health Insurance, all which were previously done by paper filing.

The Finance Office has rescheduled the Purple Wave government online auction to November 30<sup>th</sup> to allow more time to setup online and advertise.

Enclosed in your packet is the Monthly Finance Report for September activity and the third quarter 2021 *Revenues and Expenditures Report* comparing quarterly and year-to-date totals with 2020 figures

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

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

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

October is cybersecurity awareness month. A few simple tips to protect yourself from phishing attempts.

1. Play hard to get with strangers. Links in email and online posts are often the way cybercriminals compromise your computer. If you’re unsure who an email is from—even if the details appear accurate—do not respond, and do not click on any links or attachments found in that email. Be cautious of generic greetings such as “Hello Bank Customer,” as these are often signs of phishing attempts. If you are concerned about the legitimacy of an email, call the company directly.
2. Think before you act. Be wary of communications that implore you to act immediately. Many phishing emails attempt to create a sense of urgency, causing the recipient to fear their account or information is in jeopardy. If you receive a suspicious email that appears to be from someone you know, reach out to that person directly on a separate secure platform. If the email comes from an organization but still looks “phishy,” reach out to them via customer service to verify the communication.
3. Protect your personal information. If people contacting you have key details from your life—your job title, multiple email addresses, full name, and more that you may have published online somewhere—they can attempt a direct spear-phishing attack on you. Cyber criminals can also use social engineering with these details to try to manipulate you into skipping normal security protocols.
4. Be wary of hyperlinks. Avoid clicking on hyperlinks in emails and hover over links to verify authenticity. Also ensure that URLs begin with “https.” The “s” indicates encryption is enabled to protect users’ information.
5. Double your login protection. Enable multi-factor authentication (MFA) to ensure that the only person who has access to your account is you. Use it for email, banking, social media, and any other service that requires logging in. If MFA is an option, enable it by using a trusted mobile device, such as your smartphone, an authenticator app, or a secure token—a small physical device that can hook onto your key ring.
6. Shake up your password protocol. According to National Institute of Standards and Technology guidance, you should consider using the longest password or passphrase permissible. Get creative and customize your standard password for different sites, which can prevent cyber criminals from gaining access to these accounts and protect you in the event of a breach. Use password managers to generate and remember different, complex passwords for each of your accounts.
7. Install and update anti-virus software. Make sure all of your computers, Internet of Things devices, phones, and tablets are equipped with regularly updated antivirus software, firewalls, email filters, and anti-spyware.
8. Be brave and ask. If something seems strange or unusual, ask the IT department or a peer to review it.

## **7) Library Update**

We celebrated National Friends of the Library Week October 17-23. Friends of the Yankton Community Library are civic minded people who support the local public library through volunteerism and fundraising. First established in 1992, the group has completed a myriad of projects including holding used book sales, purchasing various needed equipment for the library, and volunteering time and talent. Our Friends of the Yankton Community Library have made some big changes over the last couple of years to adjust to COVID and the changing times. They moved from a monthly book sale in the library's cramped garage to doing outdoor sales during the warmer months. They also increased the price of books from \$.10 for each paperback to \$.25 and from \$.50 to \$1 for hardcovers. Though still extremely reasonable prices, these two changes have increased their average book sale income from \$50-\$100 per sale to \$500-nearly \$1,000 per sale! This group then uses the funds raised to help support the library with purchase and projects that are outside of the library's regular budget. They have purchased furniture, paid for performers and events, provided summer reading prizes and other various items and projects to help enhance library services for our patrons and our community. Becoming a Friend of the Library is a great way to support all of the great things they do for Yankton Community Library.

## **8) Police Department Update**

Commander Brandt and Detective Larson picked up our replacement Ford last week. This vehicle replaced the lemon that we turned back into Ford due to constant mechanical issues.

SRO's Preston Crissey and Jeremy Olson have been doing a great job in the schools working with School Administration and the Students. SRO Crissey and Olson received praise from School Administration about the great job they are doing.

Officer Jeremy McNinch was responsible for providing life saving measures on an individual that went down at Hy-Vee. Because of his efforts the Supervisors at the police department recognized him awarding him with the thumbs up award for a job well done. Jeremy was also able to use an AED that was provided by the Helmsley Foundation.

Our 5 new recruit officers are continuing to improve and learn the policies and procedures of the City of Yankton Police Department. They moved on to Phase B of our 4 phase training program over the weekend.

The Yankton Police Department is participating in the Heroes' Program. This is where each month an officer is selected to receive recognition during KYNT's Friday morning radio program. Officer Pat Nolz was selected for October to kick off the program. Pat has been with the City of Yankton for 17 years and has worked the last 15 years in the K9 program.

The Yankton Police Department recently received one of the new Patrol Tahoe's. This vehicle is debuting our new police decals. Changes to look for are the addition of City of Yankton, the police patch, and Text or Call 911.

## **9) Environmental Services Department Update**

Staff will be completing additional hydrant flushing this fall as part of an ongoing Distribution System study. Staff will be working with HDR to flow hydrants and test pressure and flows. Data will be used to calibrate and verify a distribution system model.

Sometimes hydrant flushing can make the water temporarily appear rust-colored because the iron and other mineral deposits in the water mains get stirred up. There is no health hazard associated with discolored water. Water is safe to use and consume during hydrant flushing, however it may stain laundry. If this happens, keep clothes wet and treat them with stain remover. If you notice the water flushing crew is near your property, refrain from using water, and delay washing clothes as much as possible. Wait until flushing has subsided in your area then run a cold water tap until the water runs clear.

The contractor has started land applying biosolids. The treated biosolids are being land applied per South Dakota Department of Agriculture and Natural Resource approved management plan.

Staff continue to work on a State Revolving Fund Application. The South Dakota DANR received approximately \$3 billion in State Water Plan applications. The high volume of applications will likely result in lower levels of grant funding available through the American Reinvestment Funds.

**10) Monthly reports / Minutes**

Joint Powers Solid Waste monthly reports is included for your review. Minutes from the Airport Board are 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