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## OFFICE OF THE CITY MANAGER

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

VOL. 58 NUMBER 5

### Commission Information Memorandum

The Yankton City Commission meeting on Monday, March 13, 2023 will begin at 7:00 pm.

#### Non-Agenda Items of Interest

##### 1) Community & Economic Department Update

Staff is taking a proactive approach to election related sign education with a new mailing. All candidates for the upcoming municipal election have received a friendly letter and full color handout outlining the temporary signage rules in the City of Yankton, focusing particularly on signage in the public right-of-way. We hope this proactive outreach will encourage candidates to work with their supporters on property sign placement. The information will include city staff contact information for any questions candidates or their supporters might have. There is no fee or permit required for this process; the size and placement just need to meet ordinance requirements. We are now within the 75-day window for placement of temporary signs for the April 11th municipal election.

##### 2) Finance Department Update

The six candidates running for the three open commission seats in the April 11th municipal election will be on the ballot in the following order: Brian Hunhoff, Stephanie Moser, Thomas J. Bixler, Tony Maibaum, Charlie Gross, and Ben Brunick. March 27 is the deadline for voter registration in order to participate in this year's municipal election. Absentee voting will be available March 27 through April 10, 2023 from 8:00 AM to 5:00 PM at the City Hall Gym. The two vote centers for Election Day, April 11, will be located at City Hall Gym and the North Fire Station #2. Polls will be open from 7:00 AM to 7:00 PM.

The Finance Office underwent its annual SDML Workers' Compensation audit on February 15, 2023 with no issues. The City of Yankton is prepping for another Purple Wave online government surplus auction which is scheduled for May 2, 2023. Stay tuned for a future list and surplus resolution.

##### 3) Environmental Services Department Update

The EDA project at the wastewater plant continues to move forward as the John T Jones Construction employees are back onsite and have begun installing the aeration pumps. Thompson Electric is also onsite and continues to work on the electrical improvements. The project is still being delayed due to long lead times on the electrical switch gear.

The RFQ/P advertisement is out for the CMAR procurement. Two potential CMAR contractors have confirmed with City staff their intent to submit a proposal on the project. Due to the number of projects and the limited number of contractors available to do this specialized work, it was important to move forward with the CMAR procurement as soon as possible.

#### **4) Fire Department Update**

Yankton Volunteers assisted the Irene Fire Department with a two-vehicle accident involving two tractor-trailers on SD 46 last week. Fortunately, there were no serious injuries and no extrication was required. Larry Nickles arrived on the scene and assisted with traffic control for several hours while the other responding Yankton Firefighters returned to service.

A contingent of members attended training conducted by Chief Linke on the topics of education in strategy and tactics, leadership, and incident command principles. This was the second delivery of the course intended to prepare volunteers for future leadership roles.

Eleven applications for membership to the Yankton Volunteer Fire Department have been received. Chief Linke and a team of volunteers will begin processing the applications, interviewing candidates, and identifying three to four members to begin a probationary period on or about the middle of July.

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

Police Officer Brett Craig began work on February 27. The position for full time police officers has been closed with several applicants continuing in the background process.

Summer seasonal positions have been opened. We are accepting applications for a variety of positions. Preference will be given to applications received by April 1. Positions will be then be filled as needed during the season from applications on file. Interested applicants can visit [cityofyankton.org](http://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.

Employee Committee members arranged snack and treat baskets for all departments and employees for Employee Appreciation Day on March 3.

#### **6) Library Update**

We have had complaints for many years about individuals smoking near the library entrances. After years of trying to remind people to smoke further away from the library doors, the decision was made by the Yankton Community Library Board to make the property tobacco- and smoke-free as of April 2023. This would include the parking lot and grassy areas between the building and parallel sidewalks. We have posted signs to let people know this change will go into effect in April and have received several positive comments. We are excited to create a more welcoming entrance into the building!

One of our most popular events over the last several years has been our Oscar Movie Marathons. This year we will be showing eight nominated movies between the weekends of March 11-12 and March 18-19. There is no fee to attend and light refreshments will be available.

#### **7) Police Department Update**

Officer Brett Fishel and Officer Jordan Maxon have successfully completed all required training and are officially on their own patrolling the streets. We will continue to develop these officers but they no longer require anyone to ride with them during their shifts. The South Dakota Law Enforcement Standards had an unexpected opening at the academy. Jorge Ledezma, who had begun some in-house training, accepted this opening and has begun his Law Enforcement Certification training. Brett Craig started in-house training and is scheduled to be sworn in on April 21, 2023 at 11:00 a.m.

As we get closer to our goal of being full staff we will start looking to fill open positions within the department starting with Investigation. Interviews for the open position of Detective were held on March 7.

We continue to work with our local retailers on solutions to curb shoplifting. On March 8 a meeting was held with our local retailers and a representative from Tip411, an internet based application which allows individuals to submit anonymous tips to the police department via text message, email, or the app. Tip411 also allows the police department to push out information to the public on suspects of crimes in an attempt to identify them. Because of our work, Walmart recognized the department by bringing in a box of specially decorated cookies as a sweet treat and information on their grants program.

We have been paying close attention to bills brought forward in this year's legislative session. We have provided input to our representatives on laws that we feel need support and those that we feel should be opposed. As these bills get signed or vetoed by the Governor, we will prepare staff to make required changes at the City of Yankton Police Department.

Sheriff Crissey and Chief Foote participated in the Joint City and County meeting sharing how both their departments and the community benefit from their collaboration as they communicate weekly and work to improve community safety.

## **8) Public Works Department Update**

Street department staff continue to perform winter maintenance projects on equipment and the streets. As the weather allows, crews have been trimming alley trees and tending to potholes in the streets throughout the community.

Public Works staff are preparing the contract documents for the 15th Street paving project in order to have everything in place for the contractor to get started on the project as soon as the weather allows.

Fenton Construction is making progress on the Marne Creek Bank Stabilization project. The contractor is currently working in Reach A, which is from the Missouri River to Highway 50. The area north of the City of Yankton Street Department has been graded with fabric, and riprap has been installed.

Engineering staff continue design work for 2023 projects. The Douglas Avenue reconstruction project from Levee Street to 2nd Street is currently advertised. The closing date for bids is March 16, 2023.

Yankton Citywide Cleanup is scheduled to begin curbside pickup April 3, 2023. Placing items curbside before March 25 is not permitted. Items placed curbside before March 25 may be removed at the property owner's expense. At no additional cost, residents on City solid waste collection routes may participate by placing items into sorted piles (by type) at their homes. Please have items placed curbside by your regular collection day. Piles should be located directly in front of your property, not in the street, alley, or neighboring property. The transfer station will be accepting no charge drop-off from regular collection route customers March 11 through April 8 during normal operating hours, Monday-Friday 8:00 am – 3:45 pm and Saturday 8:00 am – 11:45 am. Items not eligible for disposal include tires, grass clippings, leaves, recyclables, refrigerator, air conditioners, dehumidifiers, paint, chemicals or household hazardous waste, oils, and batteries. Motor oil may be taken to the transfer station and disposed of free of charge year round. Please place solid waste and recycle roll carts for regular collection at your normal collection point and away from piles. For more information on

citywide cleanup and transfer station hours, visit <http://www.cityofyankton.org> or call (605) 668-5211. Enclosed in this packet is an informational flyer for the Household Hazardous Waste Collection Event scheduled for Saturday, April 15, 2023.

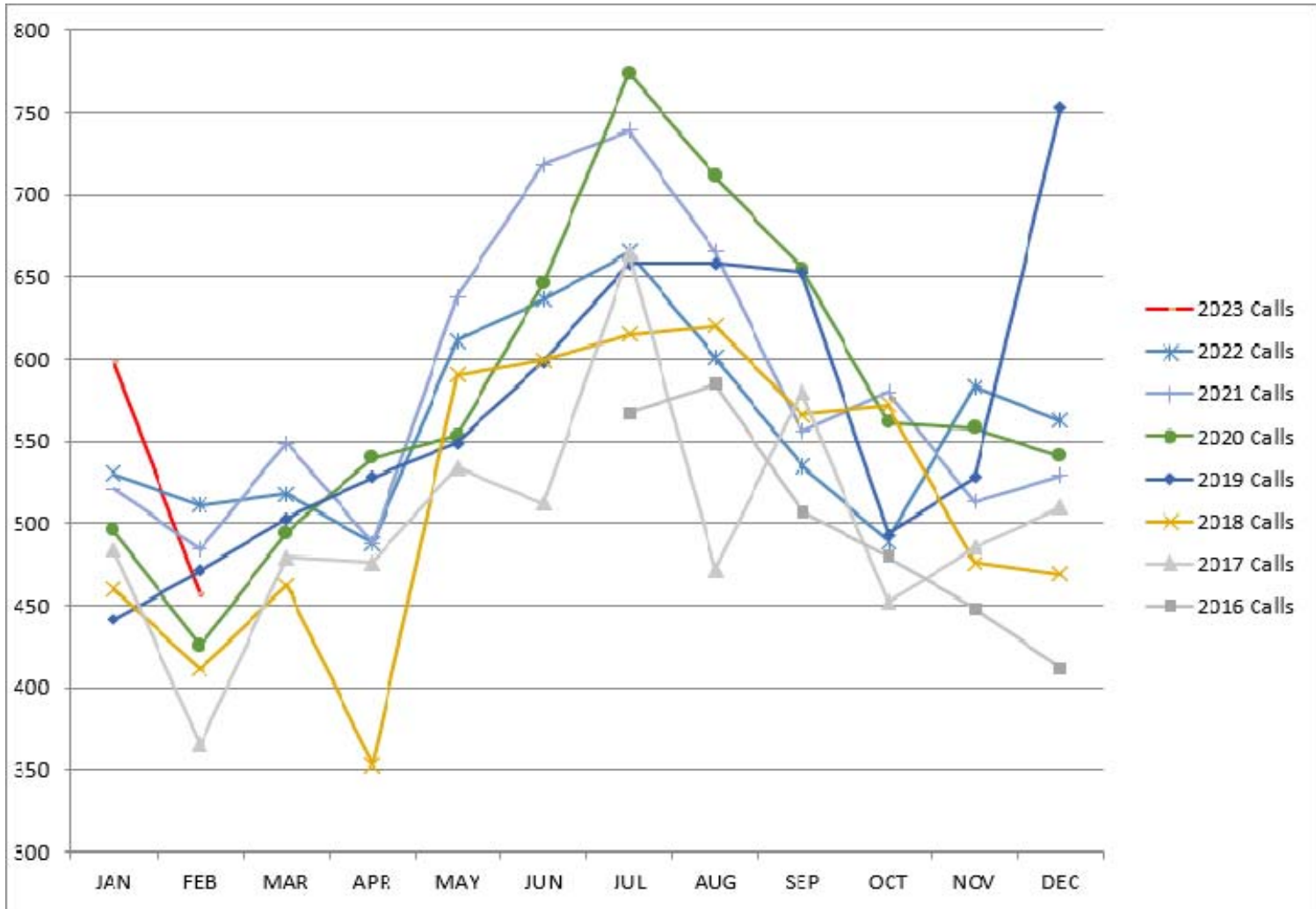
**9) Parks and Recreation Department Update**

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

**10) Information Services Department Update**

The 2024 budget timeline is included in this packet for your review.

911 calls year-to-date are up slightly (1.2%) after a very busy January.



**11) Monthly reports**

The 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