



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

VOL. 58 NUMBER 6

Commission Information Memorandum

The Yankton City Commission meeting on Monday, March 27, 2023 will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Community & Economic Department Update

April is National Safe Digging Month. Warmer weather brings the start of yard and garden projects. It's a good time to remember that people should call 811 before starting a home project that involves digging no matter how small it may be. The service is free and important to keeping everyone safe and utilities functioning. Staff works with those planning a building project to be aware of the importance of calling 811 first, but even small projects that don't require a building permit must call for locates before digging. Keep yourself and your community safe by contacting 811 to have the approximate location of buried utilities marked with paint or flags before breaking ground.

2) Finance Department Update

As a reminder, the deadline for voter registration for the April 11th municipal election is Monday, March 27, 2023. Absentee voting will begin on March 27 and end on April 10 at 5:00 p.m. Absentee voting at the City Hall gym will operate 8:00 a.m. to 5:00 p.m. during the Monday-Friday work week. A mail-in absentee ballot may be requested by submitting a South Dakota Absentee Ballot Application Form with a copy of an acceptable ID such as a driver's license. Please download this application at sdsos.gov/elections-voting/voting/absentee-voting.aspx or stop outside the Finance Office to pick up the application.

There will be two municipal vote centers for the April 11th election. They will be located at Yankton 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.

The City of Yankton Finance Office joined Connecting Cultures on March 23rd for a presentation on utility billing.

Please see the Finance Monthly Report for February enclosed in your packet.

3) Human Resources & Employee Engagement Department Update

Interviews for Yankton Police Detective were held on March 7. Officer Brooke Hanson has accepted this position.

With the upcoming retirement of Brian Frick, the position of Grounds Maintenance Worker in the Parks and Recreation Department is now open. Deadline to submit applications is Friday, April 7.

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. 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.

Departmental meetings are underway with all staff to discuss the changes with the recently adopted personnel manual.

The City of Yankton Health Fair has been scheduled for Wednesday, April 12 in the City Hall Gym. The City of Yankton has partnered with Well 365 out of Sioux Falls to offer monthly wellness presentations. These will be held on the third Wednesday of each month via Zoom. Employees can watch live or a recording will be sent out for employees to watch at their convenience.

4) Parks and Recreation Department Update

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

5) Fire Department Update

Yankton volunteer firefighters responded to a few vehicle accidents during the past two weeks, mostly due to icy road conditions.

Chief Linke met with Emergency Management, 911 Dispatch, EMS, YPD and the Sheriff to begin refining joint response to significant incidents. The intent is to use Unified Command principles where prioritization of communication is needed on incident scenes. Unified command improves supervision by ensuring that these departments are working together and not independently on joint scenes.

6) Environmental Services Department Update

The RFQ/P advertisement is out for the CMAR procurement. Staff has received confirmation from five potential CMAR contractors that will be proposing on the project. Staff has completed the FRQ/P required site visits with all five potential CMAR contractors. Site visits have lasted from 2 to 3 hours. Contractors toured the site with wastewater plant staff to gain a better understanding of the facility and project scope. The contractors are from South Dakota, North Dakota, and Minnesota. Proposals are due to the City by March 31. Staff will review the proposals and conduct interviews the week of April 17-21.

Distribution staff repaired a water main failure along east Highway 50 near the Yankton Inn. The leak was found the morning of March 20. Based on the location of the leak, both the Yankton Inn and the Kelly Inn would be out of water during the repair. It was determined that the water loss from the leak was manageable and staff would complete the repair overnight to limit disruptions for the customers. Distribution staff came in at midnight and repaired the water main. Water service was restored by 3:30 am.

7) Information Services Department Update

Staff has started work on the 2024 budget. Worksheets will be distributed to departments the first week of April. Staff is also working with the SAC group on a survey and some marketing tools.

8) Public Works Department Update

Street department staff continue to perform winter maintenance projects on equipment and the streets. Crews have also been repairing gravel alleys and addressing potholes in the streets. With the milder weather, the street sweepers have also been in operation.

15th Street – Bill Baggs Rd to Alumax Dr: A preconstruction meeting for the 15th Street reconstruction project is scheduled for April 10. D&G Construction will attend and discuss the phasing of the project with city staff. A tentative start date of construction is April 11.

Marne Creek Bank Stabilization: Work in the lower reach of the Marne Creek Bank Stabilization project continues. The contractor has made great strides in grading, fabric installation and some riprap installation. There are many items yet to get accomplished but it has been a great start to a much needed project. The contractor, Fenton Construction, remains confident they will be done by the construction deadline.

Elm Street – 20th St to 21st St: The Elm Street reconstruction plans are currently in the review process. Once done, staff will make the needed corrections/adjustments, assemble the standard specifications and get the project advertised for bids.

This time of year is when developers start gearing up for the upcoming construction season. The Engineering Office has received 3-4 submittals that will need to go through the review process.

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. Residents on City solid waste collection routes may participate, at no additional cost, 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 the normal operating hours of 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 around. 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) Police Department Update

With all of the new departmental staff and position changes, the Police Department has been searching out advance training in areas such as interviewing techniques, supervision, legal liability and risk management. Staff will be submitting training requests in these areas as they become available.

Chief Foote, Fire Chief Linke, and Sheriff Crissey participated in the Rock-A-Thon at The Center to help raise money for Meals on Wheels. Even though the event had to be rescheduled due to the weather they all had a good time for a good cause. Besides working together on fundraising, they are also working together to learn how to establish unified command at scenes when multiple agencies respond to an emergency.

On March 21 the department responded to a situation at the Yankton Middle School. Police Department staff were dealing with other situations in the area but the YPD was able to get immediate assistance from the Yankton County Sheriff's Department, South Dakota Highway Patrol, and the South Dakota Division of Criminal Investigation. Due to this quick response for assistance and working together to properly investigate the incident, it was quickly determined that there was no danger to the students and staff.

Commander Rothenberger and Sergeant O'Farrell attended Central Square's South Dakota's User Group meeting in Sioux Falls. This meeting brought together all departments in the state that use Central Square as a law enforcement tracking software, helping to gain insight on how other agencies use the software.

The Police Department is participating in a "National Driving under the Influence" campaign. Federal dollars for highway safety will be used to put extra officers on patrol, watching for impaired drivers and making the roads safer for the general public. YPD will be participating in several mobilizations during the year focusing on driving under the influence, speeding, seatbelt, and distracted driving in an effort to help make the roads safer for the community.

Commander Rothenberger recently attended a meeting about Highway Safety laws for the 2024 fiscal year.

10) Library Update

We were thrilled to host our Ninth Annual Weekends at the Oscars on March 11-12 and March 18-19. We showed seven Oscar nominated titles along with "Till" which was not nominated for Best Picture. 107 attendees joined us and enjoyed popcorn prepared by the Lewis & Clark Theater and paid for by our wonderful Friends of YCL.

We are partnering with Southeast CASA to offer discussion of the book entitled "What Happened To You" by Dr. Bruce Perry and Oprah Winfrey. The book addresses the effects of childhood trauma. The initial sessions were held on March 21 and the follow up sessions will be on April 18.

We are fortunate to have a staff connection with Greg Nedved, a historian from the Center for Cryptologic History at Ford Meade, Maryland. He will be in Yankton to present "1985: The Year of the Spy" on March 26 at 2:00 pm.

Check our Facebook page for the latest info on more fun events, book recommendations, and all things library related!

11) Monthly reports

The Joint Powers Solid Waste Authority monthly report is included for your review as well as minutes from the Airport Advisory Board Meeting.

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