



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

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Commission Information Memorandum

The Yankton City Commission meeting on Monday, August 28, 2023 will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Finance Department Update

Our auditors from Williams & Company, P.C. will present at the September 11th City Commission meeting.

Departments are in the process of completing their surplus property lists and submitting them to the Finance Office. Once the list has been finalized, it will be determined whether or not a fall auction is warranted.

The 2024 Municipal Election Calendar is already available from the SD Secretary of State. View the tentative schedule here:

<https://sdsos.gov/elections-voting/assets/2024MunicipalElectionCalendar.pdf>

Enclosed in your packet is the Monthly Finance Report for July.

2) Library Update

The Yankton Community Library is excited to have been selected as one of 14 rural libraries to participate in Community Connect: Fostering Digital Access. Through Community Connect, the American Library Association and Capital One are partnering to expand the service capacity of rural libraries.

This competitive award comes with a grant that will help the Yankton Community Library to improve digital access, and to promote digital and financial literacy in our community. The Yankton Community Library will be equipped with resources and assistance from “EveryoneOn” to help establish internet connections through opportunities like the FCC’s Affordable Connectivity Program, and will also receive five laptop computers and five hotspots to circulate to library users. The grant includes one year of services for the hotspots along with \$2,000 to help cover the expenses of protective cases and software for the items. We are currently working on policies and procedures for checking out these technology items and we look forward to offering these resources to our community.

3) Parks and Recreation Department Update

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

4) Information & Technology Services Update

Yankton Dispatch set up and utilized the City/County Mobile Command vehicle for radio communications during Riverboat Days weekend. The mobile command vehicle was set up on August 17 at the intersection of Levee Street and Mulberry Street. Staff set up the remote dispatching equipment including the Zetron radio laptop and Central Square CAD laptop. The 911 laptop was not able to be utilized due to some configuration issues following the recent Viper 7 upgrade. Dispatch manned the Mobile Command Vehicle between the hours of 8:00 PM and 2:00 AM on both Friday and Saturday nights when the Police Department had officers walking in the park and downtown doing foot patrol. Dispatch was able to handle all the park radio communications which allowed the staff in the Dispatch center to focus on calls from the public and the officers on the street. It was very successful and we had no issues with the remote equipment. Everything stayed up and running for the duration of the weekend.

5) Public Works Department Update

Street Department crews continue asphalt patching at various locations throughout the city. Crews are also painting pavement markings in the streets and parking lots and mowing various right-of-way locations in the city. The chip seal list is currently in progress. Once chip sealing is complete, crews will return to sweep up the loose rock.

3rd Street & Green Street Reconstruction: The new water main has been installed and services have been changed from old to new. The contractor will be working on the sanitary sewer next which may take about a week to complete.

Elm Street from 20th Street to 21st Street: A preconstruction meeting was held August 24. The contractor anticipates starting the project the week of August 28th.

Airport North Hangar Taxilane, Access Road, and Runway 20 Turnaround: A majority of this project is complete with seeding, fencing, and electrical work remaining. Availability of electrical components for this project have delayed the electricians.

Mead Development Project: Grading continues on the site. Slowey Construction is close to having all of the utility installation complete. Masonry Components is ready to begin mainline paving of the street sections.

6) Human Resources & Employee Engagement Department Update

We are accepting applications for full time Police Officers. This position will remain open until it is filled. Interested applicants can visit our website at cityofyankton.org to check out the Employment section, or contact the Human Resource Department.

The position of Grounds Maintenance Worker in the Parks and Recreation Department is now open. Deadline to submit applications is Sunday, August 27.

We continue to accept applications for Part Time Lifeguard, Water Safety Instructors and Softball Umpires for the Summit Activities Center/Parks and Recreation Department.

The health insurance committee will be meeting with Midwest Benefits on August 30 to review the renewal rates and quotes for the upcoming year.

7) Community & Economic Department Update

The Public Works, Parks and Recreation, and Community and Economic Development Departments have been working together over several months updating the wayfinding and place making signage throughout the community. Some of the wayfinding signs had reached the end of their useful life, and the way that residents and visitors locate amenities has changed since the older signs were installed. With more use of mapping apps to find locations of interest rather than physical signs, it made more sense to use the signs to welcome and “brand” our community rather than direct visitors to specific amenities. Some of the older wayfinding signs were removed, others were transitioned into “Welcome to Yankton” signs. Some of them are now Meridian District placemaking signs in the downtown area.

An additional partnership with the Meridian District resulted in an expansion of the themed light pole placemaking signs in the downtown area. The Meridian District contributed the material cost of the new and replacement signs while the Parks and Recreation Department installed them. Parks and Recreation also installed new and replacement “Welcome to Yankton” signage in the downtown area along 4th Street and Broadway Avenue.

8) Environmental Services Department Update

Greg Gusso passed his Class 4 Wastewater Treatment Operator certification test. Systems are classified by the South Dakota Department of Agriculture and Natural Resources (DANR). The City of Yankton wastewater plant is a Class 4 treatment facility, the highest “most complex” level. Since 2004, only 138 Class 4 certification tests have been administered with only 29 passing (21%). Currently there are only 46 Class 4 certified wastewater plant operators in the state. Systems are required to have a certified operator in direct responsible charge of the facility and able to respond at all times.

Over the last several months, staff at the water plant have been struggling with fouling of the cartridge filters ahead of the reverse osmosis membranes. The cartridge filters were plugging and had to be replaced more frequently. Staff sent the filters to Avista for analysis. It was determined in the analysis that the bulk of the fouling was caused by organic or biological material. This is commonly referred to as bio slime. Bio slime forms in water when chlorine is not present. Staff will be working with Avista and HDR to develop a plan to control the bio slime. This may include operational changes to include system shut downs for additional tank cleaning, shock chlorination, or operational changes in the chlorine and bisulfate feed points.

9) Police Department Update

Chief Foote attended the South Dakota Municipal League committee meetings for General Government Policies and Health, Safety, and Welfare Policies in Pierre last week. These committee meetings deal with upcoming legislation and issues that may affect municipalities, police departments, and the citizens they serve.

Riverboat Days went well from a public safety perspective. We responded to 121 calls for service from Friday at 1800 till Sunday at 1800. There were a total of 13 arrests during this time: 1 juvenile and 12 adults. Six were arrested for DUI, one for obstruction, one for trespassing, three for possession of controlled substance, and one for a warrant. We wrote 16 citations and gave 15 warnings. No major incidents were reported. Commander Rothenberger and Chief Foote had a good time riding the patrol bikes in the parade and handing out candy.

We will have a high school intern starting next week at the Yankton Police Department. The student is 18 years old and will come in for two hours a day until the Christmas break. The student will learn what it is like to be a police officer and investigator, and learn about community policing. This is an effort to promote the law enforcement profession and get more kids interested in this profession.

School has started and officers are present in school zones, making sure it is safe for those students who are walking to school and crossing busy streets and intersections. Our School Resource Officers were so excited to get back into the schools and see all the students. If you haven't looked at their post on Facebook please check it out.

10) Fire Department Update

Chief Linke worked with First Due Software last week to customize some of the reports that the system generates. Yankton is unique in that not every member responds to every call, thus requiring a little additional work when determining volunteer call percentage. The staff at First Due is working on a solution that will streamline some of the reporting process.

Assistant Chief Brian Frick is leading a process to determine how to train and qualify members in driving and operating pumper apparatus. The goal is to provide some bench depth in the driver position to ensure that a member is always available to perform some of the more technical tasks on the fire scene.

The process for selecting a volunteer assistant chief and two new captains is being developed. Candidates from the volunteers will be selected by rank order using a combination of qualifications, internal consensus, and an assessment from third-party interviewers. New officers will take their positions on January 1, 2024.

Yankton Volunteers and Auxiliary teamed up to enter a float in the Riverboat Days Parade. This annual tradition has been a mainstay in department activities. It is especially fun to have volunteers' children participate in the parade festivities as well.

11) Monthly Reports

Included for your review are the Joint Powers Solid Waste Authority monthly report and the minutes from the Airport Advisory Board and Planning Commission.

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