



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

VOL. 58 NUMBER 18

Commission Information Memorandum

The Yankton City Commission meeting on Monday, September 25, 2023 will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Finance Department Update

Finance prepared the City levy for property taxes as part of the 2024 budget Ordinance No. 1074 and submitted it to the Yankton County auditor's office on September 15. The Yankton Road Tax (YRT) levy per Resolution #23-43 and delinquent Special Assessments were also delivered to the county auditor.

A surplus resolution is presented for this meeting's commission action with an online Purple Wave auction tentatively scheduled for October 31. Surplus property may be sold, traded, loaned, destroyed or otherwise disposed of pursuant to SDCL 6-13-1.

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

2) Parks and Recreation Department Update

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

3) Community and Economic Department Update

The annual mobile home park licensing inspection process has begun and will culminate with the City Commission's consideration of 2024 licenses at the December 11, 2023 City Commission meeting. This was a year of continued progress in helping ensure that mobile home units and park spaces are safe and properly cared for. We will continue to work closely with mobile home park owners to make sure their properties meet licensing requirements thus providing a viable housing option while maintaining the character of the community.

- September 6 - Mailed notice of upcoming inspections to mobile home park owners.
- September 18 – 22 - Mobile home park inspections.
- September 25 - Mobile home park inspections complete and preparing to send notification letters to owners with non-compliant items.
- Mid-October - Finance Department mails license applications to park owners.
- October 27 - Re-inspection of non-compliant issues begins. Recommendation for approval based on compliance.
- Mid-November - Mobile home park license applications due to Finance Department.
- December 11 - City Commission considers 2024 mobile home park licenses.

4) Human Resources & Employee Engagement Department Update

We are accepting applications for full time Police Officers. This position will remain open until filled. Interested applicants can visit cityofyankton.org and click on the Employment tab for information, or directly contact the Human Resource Department.

We continue to accept applications for Deputy Finance Officer. The position is open until filled. The Finance Generalist position closed September 20. Interviews are being scheduled and a recommendation for hire will be forthcoming.

The position of Grounds Maintenance Worker in the Parks and Recreation Department closed on August 27. Interviews were held and Austin Steinberg was selected to fill the vacancy. Austin has been a seasonal maintenance employee in the Parks Department since April and is looking for a career where he can work outdoors and be involved in making the community a better place to live. Austin began full time employment on September 12.

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

The City of Yankton's September's presentation by Well365 out of Sioux Falls focuses on overall preventative health such as screenings, checkups and/or counseling to prevent or detect illnesses, disease, or other health problems. The presentation has been distributed to staff.

The FINANCE 101 presentation was held September 20. Todd Woods from First Dakota National Bank Plan was on hand to give suggestions and answer questions. This hour presentation covered several topics including:

- Credit Report
- Financial Planning
- Budgeting
- Retirement Strategies
- Debt Reduction

The Employee Committee is hosting breakfast for all employees on Wednesday, September 27 from 6:00-9:00 AM in City Hall Meeting Room B.

Flu shots have been scheduled for employees on October 11 and October 18. Flu shots will be provided by Yankton Medical Clinic this year.

5) Library Update

One of the more popular services available across the country in recent years is the boom of subscription boxes. From meals kits to toys boxes, subscription services are quite popular. We used this idea to create teen subscription bags at the library. Subscription bags are offered each year from September through May to students in grades 6-12. Their monthly subscription bag contains a library book, a bookmark, a sticker, a snack, and a fun surprise like a fidget or keychain. Teens complete an online form telling the library about their interests, favorite books, and favorite snacks as well as preferences for types of books they would like us to select for them. Information about the subscription bags is posted in the library, shared in the monthly teen press release, and shared with the local middle schools and the high school.

Teens “pay” for their subscription bags quarterly by volunteering at the library, reviewing a book, creating a video, referring a friend to get a library card, or other options that are included in their monthly bag. This year will mark our third year offering this service to teens. The “payment” for the bag was added in 2022 and, as a result, we had plenty of teen volunteers at our larger youth events like our Halloween and Noon Year’s Eve parties. We also had new people get library cards through a teen referring them. So far for 2023, we have 17 teens registered with hopes that the number of

subscribers will increase once the first round of bags goes out. The first round of bags was prepped and ready for pick up on September 1. Teens are always excited to pick up their bags and the staff loves hearing what they thought about the book picked just for them as well as their excitement about all the little extras!

6) Police Department Update

Commander Rothenberger attended the Highway Safety meeting in Sioux Falls. His attendance was required to receive Highway Safety grant funding that provides equipment and reimbursement for overtime spent trying to make the roads safer in our community.

The state radios in our area were upgraded to the new P25 system. This did not have a huge impact on the Police Officers but it did have an impact on the Yankton County Sheriff's Office and dispatch. To assist in the transition, YPD loaned portable radios to the Yankton County Sheriff's Office to ensure that they had radio communication with dispatch while the upgrade was put in place.

Officer Keitel spoke with kids at the Boys and Girls Club Academy location about what a police officer does and what it takes to become a police officer. It is never too early to start recruiting for the future of our department.

Our School Resource Officers participated in Touch a Truck. They had fun handing out stickers and talking to the kids about our School Resource Officer cars and the equipment we have in them.

7) Fire Department Update

Yankton firefighters are gearing up for the "busy season" with department activities. The Annual Pancake Feed Fundraiser was held September 24. Money raised from this activity benefits the Volunteer Firefighters' Association and the Auxiliary. Modern Woodmen provided matching funds up to \$3000 for this fundraiser.

Two contractors are in town performing the annual hose test and pump tests for our fire apparatus. The purpose of these tests is to ensure that our primary means of conveying water to the seat of a fire meet or exceed manufacturing standards. We conduct these tests annually to identify any equipment in need of repair or replacement. The fire department is also conducting some tests on a different nozzle complement that allows more water to flow with less nozzle reaction thus allowing more efficient movement within a burning building.

Fire Prevention Week is October 8-14. The theme is "Cooking safety starts with you!" Yankton firefighters will host an open house on October 11 from 5:30 PM to 7 PM.

As of September 18, Yankton volunteers, paid staff, and lake area first responders have responded to a total of 279 incidents this year. This number reflects all call types both within the City limits and in the rural fire district.

8) Public Works Department Update

Street Department crews have been patching asphalt on various streets throughout the City. Crews have completed the asphalt paving on Mulberry Street from 14th Street to 15th Street.

3rd Street & Green Street Reconstruction: All of the underground utilities have been installed. The contractor is now working on getting the subbase to grade. Depending on weather, it is anticipated this project will be very close to completion in the next 2-3 weeks.

Elm Street from 20th Street to 21st Street: Feimer Construction is currently finishing up the water service line swap to the new main. Once complete with the new watermain, they will concentrate on the two sewer main repairs that are needed. Subbase grading will begin once the utility work is finished.

Mead Development: Grading continues for the project. All of the curb and gutter, except for two small sections, has been installed. Masonry Components is currently paving mainline on 33rd Street. Slowey Construction has also started backfilling behind some of the curb.

9) Information and Technology Services Department Update

The State of South Dakota was scheduled to upgrade the state radio system in the Yankton area on Monday, September 18. City radio contractors were on site and completed programming. The upgrade was postponed until the 19th starting at 11:00 a.m. Previously most of the City's radios that utilize the state radio system had been reprogrammed.

10) Environmental Services Department Update

Staff is continuing to work with Ferguson Water Works on the water meter upgrade project. Ferguson has contracted with a local contractor for installation of the meter reading equipment. The radios and cable for the water towers have been ordered. The contractor plans on installing the cable on the water towers this fall. The radios will be mounted later this winter. The contractor is also running a new power line to the Memorial Park tower.

The first major delivery of water meters was delivered last week. Staff will be working with the Ferguson Water Works installation team to begin installing meters this fall. Staff will be sending letters to property owners to schedule meter changes. Staff will also be using social media to educate the public on the water meter project. The installation team will be completing service line and sump pump inspections.

Staff attended the annual Water and Wastewater Association conference. The South Dakota Department of Agriculture and Natural Resources presented on the new lead and copper rule. This included the required lead service line inventory updates. The state's lead service line inventory web page is online. Please visit <https://www.sdwaterpipes.com/>. The water meter installation team will be utilized to collect the required data for the lead service inventory. Staff also got updates on the future requirements for lead service line replacement. Grant funds may be available for the lead service line replacement.

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