



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

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Commission Information Memorandum

The Yankton City Commission meeting on Monday, October 9, 2023 will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Finance Department Update

The Finance Office is currently working with local businesses on their annual liquor and video licenses which renew on January 1, 2024. Many other licenses such as plumber, electrician, and movie theatre licenses expire at the end of the year and will be assisted with their renewals for January 1st as well. The exception to these licensing renewals are for malt beverage and restaurants which renew on July 1st each year.

The Finance Office will not be assisting the Yankton County Auditor's office for November 7th election day due to there being no election this year.

The City of Yankton is having a surplus vehicle and equipment online auction on www.purplewave.com which concludes at 10:00 a.m. CST on Tuesday October 31, 2023. Several items include a 2011 Chevrolet Tahoe, 2008 Ford F150, 2022 Cor-tech recycle trailer, 2002 Chevrolet 3500 flatbed pickup, 1996 Cor-tech recycle trailer, homemade trailer with a water tank, tire balancer, tire machine, semi tire lift, bumper jack, air compressor, sweeper brooms, and miscellaneous police vehicle equipment.

2) Parks and Recreation Department Update

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

3) 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. Six interviews were conducted from a pool of nine applicants. A recommendation for hire will be forthcoming.

The City of Yankton's October's presentation by Well 365 out of Sioux Falls will focus on Finance Matter: Budget, Saving & More. During this session there will be tips and tricks for financial management for an individual or a family to include budgeting and saving. The presentation will be distributed to staff during the third week of the month.

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

The Employee Committee hosted an appreciation breakfast for all employees on Wednesday, September 27. Hy-Vee provided some great food and the comradery among employees was a fun time.

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

The City of Yankton Annual Halloween Door Decorating Contest is underway. The contest will run for the month of October with judging being held October 30.

4) **Library Update**

The Friends of the Yankton Community Library will be hosting their final sale of 2023 from Thursday, October 12, through Monday, October 16. The first day of the sale (Thursday from 4pm-6pm) is reserved for members only shopping. This has been a popular “perk” for those with a Friends membership. On Friday you can find hardcovers for \$1 and paperbacks for \$.50, along with puzzles and board games for \$3.00. On Monday from 9am-12pm, the Friends are hosting an appreciation event for all of their members and supporters. All remaining books will be free in an effort to clear space for new donations. Coffee and cookies will be served during this time.

The national Friends of the Library appreciation week is the third week of October. The Friends sponsored all eight of our summer performers along with other additions to the library which are not in our regular budget. Some of these items include the ever popular fish tank, the new bench on the south side of the building, and toys that are used for our Stay & Play events. We are truly grateful to our Friends group and all the work they put into their successful book sales and supporting our library.

5) **Public Works Department Update**

Street Department crews have been patching asphalt on various streets throughout the city. Crews have also been street sweeping as leaves have started to drop from the trees. As the schools complete their artwork on the snowplows for the annual Paint the Plow Program, the plows will be returned to the Street Department location and prepped to be placed into service.

3rd Street & Green Street Reconstruction: The contractor has the base in place and the project is ready for concrete installation. Masonry Components is planning on mobilizing to the site the week of October 2nd and has estimated it will take about two weeks to complete all the concrete work.

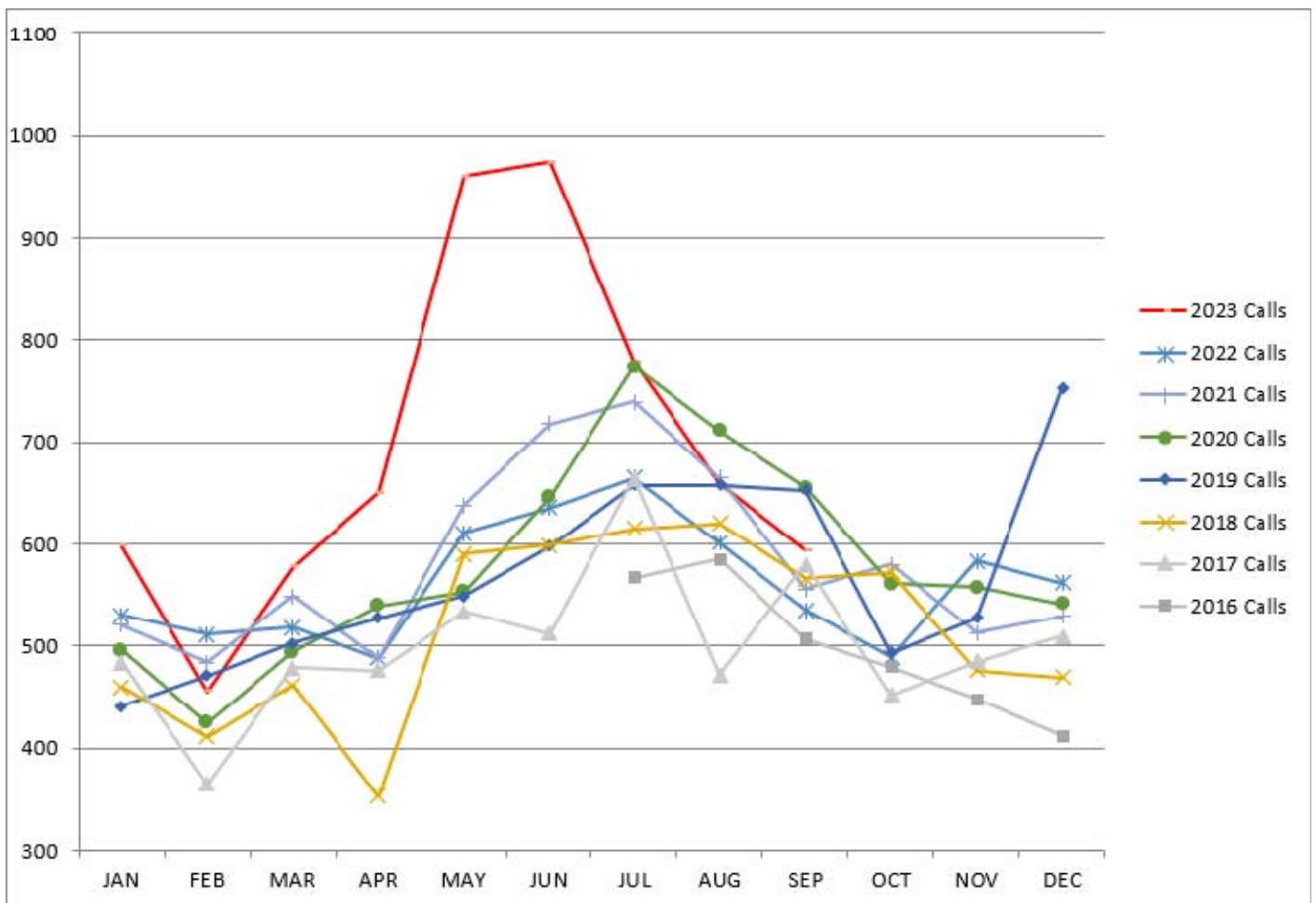
Elm Street from 20th Street to 21st Street: Zacharias Construction is just about finished with the base installation and it is expected Katzer Concrete will move in and begin placing concrete. Similar to the 3rd Street project, the contractor expects this work to be complete within a couple of weeks.

Mead Development: Masonry Components wasn’t able to complete as much street paving work as they had planned the week of September 24th as their concrete supplier was out of cement. The contractor anticipates the remaining concrete work should be complete the week of October 2nd. Finished grading should be complete the week of October 2nd as well.

6) Information & Technology Services Update

IT staff has been assisting the library with setup of the new patron circulation laptops. The laptops will be secured utilizing a variety of software and hardware solutions to maintain a consistent and stable operating system. After each use, the laptop returns to its default configuration. The laptops and cellular internet hot spots will be available to be checked out through the library in the coming months.

911 calls for the month of September (594) were still above last year's numbers (535) but more in line with normal historic call volumes. 911 calls for the year are up 22.6%. Two of our dispatchers attended the regional Dakota 911 conference in Grand Forks, North Dakota which was held September 18-21. A wide variety of topics were covered as well as an opportunity to network with vendors. Two of Yankton's dispatcher's will be traveling to Pierre the first week of October to assist with the state 911 dispatcher training program.



7) Community & Economic Department Update

In addition to some larger planned facility maintenance and improvement projects, it's the time of year when we pay some special attention to our facilities to make sure things are ready for the winter. Recent and upcoming activities include:

- The Library roofing project is completed and looks good. The installation of the new membrane presented an opportunity to eliminate several rooftop penetrations which should serve us well and reduce ongoing maintenance demands that the older system needed.

- The City Hall wiring project continues to work its way through the phased replacement of a significant portion of the core electrical equipment in the building, some of which dates back to the 1950's. The next substantial project will begin within a couple months. It's also time to exercise the boilers to make sure the heating system is ready to roll. We are getting the surrounding landscaping in shape for winter.
- We were fortunate to get through this cooling season at The Center without any major rooftop unit issues. We have some older units up there and plan a phased replacement schedule beginning in 2025. We also have a flooring (carpet) replacement project scheduled for this fall. The grounds look good and are ready for winter.
- We will be taking a final look at the downtown parking lots before the snow comes. There always seems to be some landscaping and vegetation touch ups needed before the onset of winter.

8) Environmental Services Department Update

Wastewater staff received only one quote for biosolids application. The quote was \$0.04 per gallon. This is about \$0.01 higher than past years. This will cost approximately \$20,000.00 more than the budgeted amount of \$60,000.00. Staff will be taking down a digester for inspection ahead of the next phase of design. This will result in slightly higher volume of biosolids than average years.

Biosolids are captured in the primary and secondary clarification treatment process and fed to three anaerobic digestors. The digestors utilize anaerobic bacteria to treat and reduce the solids. The methane byproduct produced is captured and used to fuel heat exchangers. The biosolids are maintained at 95 degrees F for over 60 days within the digestors to insure proper treatment and solids reduction. After digestion, the sludge is pumped to a lagoon system. The biosolids are reduced further and broken down to a safe pathogen free product. The water is removed, and the final product is land applied in the fall as fertilizer.

A copy of the Department of Environment and Natural Resources approved Biosolids Management Plan for the City of Yankton can be found on the website.

<http://www.cityofyankton.org/departments-services/wastewater/biosolids-recycling-process>

Please remember to visit sdwaterpipes.com and complete your lead pipe survey.

9) Police Department Update

Commander Rothenberger and Chief Foote attended a Peer Support Conference in Des Moines. This conference was beneficial to see what the impact of being a first responder has on your mental health and wellbeing, even into retirement. We took away several ideas that we will be bringing forward to help our department continue to grow as we take care of all of our first responders.

The City of Yankton Police Department School Resource Officers participated in Spirit Week for Yankton's homecoming celebration. Check out the Yankton Police Department's Facebook page to see some great photos of Officer Jeremy Olson and Officer Skyler Russenberger participating and showing their school spirit.

On October 1, the Mount Marty University softball team held a first responder appreciation event at Sertoma Fields. A home run derby was held and Officer Cameron Voigt took home first place honors. This event was attended by the Yankton County Sheriff's Office, Yankton Police

Department, and Yankton Fire Department. We really appreciate the support we get from Mounty Marty University, especially their softball team!

In participation of Faith and Blue Weekend, members of the Police Department and their families served hamburgers, hotdogs and chips for a free will donation at the Yankton High School football game on October 6. All money raised goes to the Yankton School District Sack Pack Program that sends weekend meals home for kids in the district.

The Yankton Police Department has been approved as a partner with the Department of Defense SkillBridge Program. As a partner, we can hire military members up to 180 days before they are set to transition out of the military and into civilian life. The U.S. Department of Defense continues to pay the service member's salary and benefits while they participate in SkillBridge. This opportunity may last up to the final 180 days of service. Thanks to the hard work of our Human Resources Department, we have our first hire starting in October. The Yankton Police Department is the only agency in South Dakota participating in this program for police officers.

During the month of October, City of Yankton Police Officers will be wearing pink and purple Yankton Police Department patches. This is in support of Domestic Violence Awareness and Prevention Month, and Breast Cancer Awareness and Prevention Month.

10) Fire Department Update

The volunteers hosted an annual retiree dinner on October 2. This annual event recognizes members who served and retired as a volunteer. There are always a lot of great stories and traditions to pass on during these festivities.

Fire Prevention week is October 8-14. Chief Linke recorded fire prevention messages for KYNT which will air periodically during the week. A contingent of members will be providing fire station tours and presentations at the local elementary schools. The open house will be on Wednesday, October 11, from 5:30 PM to 7:00 PM at Station 2. Members of the community will have an opportunity to tour Station 2 and get their hands on some fire trucks.

Yankton Fire has responded to a total of 321 incidents this year as of this writing.

11) Monthly reports

The Building, Salary and Yankton Police Department monthly reports are included for your review. Also included are the Park Advisory Board meeting minutes.

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