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## OFFICE OF THE CITY MANAGER

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

VOL. 58 NUMBER 20

### Commission Information Memorandum

The Yankton City Commission meeting on Monday, October 23, 2023 will begin at 7:00 pm.

#### Non-Agenda Items of Interest

##### 1) Finance Department Update

The Purple Wave government online auction is scheduled to end on October 31. We are not charged any fees for this service. To view items for sale, please visit <https://bit.ly/YanktonCityAuction>.

Auditors are scheduled to be in-house the week of November 6 for the 2022 audit. Staff is currently wrapping up assets and other adjustments to prepare.

Enclosed in your packet is the Monthly Finance Report for September activity and the third quarter 2023 Revenues and Expenditures Report comparing quarterly and year-to-date totals with 2022 figures.

##### 2) Parks & 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](http://cityofyankton.org) and click on the employment tab, or contact the Human Resource Department.

We continue to accept applications for Deputy Finance Officer. First review interviews are being scheduled. The Finance Generalist position closed September 20. Interviews are being conducted.

We are accepting applications for Sanitation Truck Operator which is a position made available by the upcoming retirement of Dave Walsh. Dave's last day will be November 27.

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 October's presentation by Well 365 out of Sioux Falls focused on Finance Matter: Budget, Saving & More. During this session there were tips and tricks for

financial management for an individual or a family which included budgeting and saving. The presentation was distributed to staff during the third week of the month.

The Employee Committee is hosting the 6th Annual Chili, Soup & Cinnamon Roll Cook-Off on Wednesday, October 25, at Fire Station #2 from 11am-2pm. A \$5 donation is encouraged. All proceeds will go to United Way.

Flu shots for employees were on October 11 and October 18. The flu shots were provided by Yankton Medical Clinic this year.

The City of Yankton Annual Halloween Door Decorating Contest is underway for bragging rights among employees. The contest will run for the month of October. Judging will be held October 30.

Open Enrollment has begun for all City of Yankton Employees. Open enrollment is being held October 23-November 6 for the 2024 plan year. We are utilizing the EASE online enrollment platform again this year. Staff is available to anyone needing assistance with the online enrollment process.

#### **4) Library Update**

October 10 was the last Seed Library class of 2023! Since 2016, the Yankton Seed Library has been holding classes monthly (February through October) at the library. Created through a grant from the Yankton Area Foundation of the South Dakota Community Foundation, the Seed Library is facilitated by the SDSU Extension Missouri Valley Master Gardeners with the support of the Yankton Community Library. In 2023, the Master Gardeners concentrated their classes on eco-gardening, holding classes on native plants, water conservation, and composting. Classes were offered in person and virtually. The sessions were recorded and are posted on the Yankton Community Library's YouTube channel.

We are excited to partner with the Yankton School District to host a Fall Literacy and Math Family Night on October 24. There will be games, prizes, and fall-themed treats for kids in JrK-5th grade. This will be a great opportunity for families to interact with their children and other families to help nurture a love for reading and learning.

#### **5) Information & Technology Services Department Update**

We are working to update communications services for the west water tower communications building and the library. The goal of the communications building project is to provide a more robust and reliable monitoring system for the public safety services and to provide a connection for the utility meter project. This connection will allow for real time data from the meters. As a part of the library roof project, staff determined that eliminating the overhead service line and roof penetration was a more efficient method of providing services long term.

#### **6) Public Works Department Update**

Street Department crews have been preparing for winter maintenance operations, repairing storm sewer at various locations, and street maintenance. Crews have also been street sweeping as leaves have started to drop from the trees.

The schools have completed the artwork on the snowplows for the annual Paint the Plow Program. The hard work of the students will be showcased throughout the winter season.

**3<sup>rd</sup> Street & Green Street Reconstruction:** Curb and gutter has been placed along the entire length of the project. Masonry Components will now work on getting driveways and sidewalks poured prior to mainline paving. It is anticipated the mainline paving will take place the week of October 23.

**Elm Street from 20<sup>th</sup> Street to 21<sup>st</sup> Street:** Katzer Concrete has the curb and gutter completed and has already started installation of driveways and sidewalks. They are also working on getting the 20<sup>th</sup> Street and Elm Street intersection paved in preparation of mainline paving towards 21<sup>st</sup> Street. Katzer is scheduled to pave the first phase of mainline on October 24. Once the first phase has ample cure time and traffic can be moved to it, Katzer will complete the remaining mainline paving. The phasing allows access to the businesses on Elm Street at all times.

**Mead Development:** The grading and concrete work are complete on the project. The only remaining items for the contractor to complete are seeding and stabilization of the disturbed areas. This project will be ready for final acceptance and closeout soon.

**Veterans Day Holiday Garbage & Recycling Collection Schedule:** There will be no solid waste collection on Friday, November 10, due to the Veterans Day Holiday. All Thursday and Friday routes will be collected on Thursday, November 9. The Transfer Station will be closed Friday, November 10, and will be open normal scheduled hours on Saturday, November 11 from 8:00 am to 11:45 am.

## 7) **Community & Economic Department Update**

Now is a good time to make plans for sidewalk snow removal before our first big snowstorm of the year arrives. Ordinance requires that property owners remove snow from adjacent public sidewalks within 24 hours after the end of a snow event. Staff works each year to educate property owners and, when necessary, abates nuisance sidewalk snow from public sidewalks. Notice is published in the newspaper of record annually before the first snow fall, and public outreach efforts are coordinated seasonally using local print and radio as well as social media outlets. Overall, the community has done an outstanding job in recent years keeping these important pedestrian links clear. An area that staff continues to emphasize in our outreach efforts is reminding property owners that it is a violation to place snow from private property onto or across the street. We work closely with the Yankton Police Department and Public Works Department on addressing these issues. We also promote taking special care to clear snow from around fire hydrants to ensure they are useable by first responders in emergencies. Fire hydrant access is especially problematic when we receive very large snowfalls or several significant snowfall events over a relatively short period of time.

## 8) **Environmental Services Department Update**

Wastewater staff continue to move forward with the wastewater treatment plant improvements. John T. Jones is finishing up the current EDA project. Several electrical items are still experiencing long lead times and will not be installed until spring. Staff is also looking at a phased approach with multiple Guaranteed Maximum Price contract amendments moving forward. As we have gotten further into design, the Aerobic Granular Sludge (AGS) process has potential. The dense sludge allows settling to be completed within the same footprint as the activated sludge process and eliminate the need for secondary settling clarifiers. With a large part of the cost of this project being secondary clarifiers, AGS is potentially an option. HDR is still completing a capitol cost comparison.

HDR and staff are also looking at potential operational cost savings on things like energy and maintenance. HDR is working with the AGS company to model the system and adjust performance guarantees. AGS systems are normally designed to meet advanced nutrient removal. Our current limits do not require the advanced nutrient removal. We are looking at adjusted performance guarantees that would allow the AGS system to fit in the current footprint to reduce cost. Evaluating the potential of AGS has delayed the design process. John T. Jones has scheduled staff for project construction to begin next summer. The CMAR team is working to have the solids handling portion of the project ready for construction next summer. It is also important to keep the project moving forward to meet ARPA fund deadlines.

John T. Jones replaced the leaking pipe at the water plant. The pipe was removed and replaced with two sections of new pipe. After installation one of the sections of pipe had a damaged flange and is leaking again. The plant is operational and running but that section of pipe will have to be replaced. John T. Jones is working with the supplier and a new section of pipe should be onsite within two weeks. John T. Jones and the pipe manufacturing are covering costs related to the replacement of the damaged pipe.

#### **9) Police Department Update**

When staffing allows, YPD officers who are specialized in certain areas are asked to instruct at Law Enforcement Training (LET) in Pierre. We were able to send Officer George Hite to assist the LET Academy with recruit training. Officer Hite assisted with instruction of Driving Under the Influence to new officers from across the state including YPD Officer Brett Craig.

Chief Foote attended the Community Candlelight Vigil put on by River City Domestic Violence Center on October 19. It is important to show support for victims of domestic violence letting them know that there is a community behind them in their recovery from this violence and letting their abusers know that this community will not tolerate this behavior.

Our newest hire, Tanner Schaefer, began employment with the YPD on October 16. Tanner is currently working under Skill Bridge, a program that connects military personnel with jobs to transition them out to civilian living before their military commitment expires. Tanner arrived from Boston and is originally from the Minnesota area. Tanner will do some in-house training before being sworn in officially as a Police Officer in late November or early December.

#### **10) Fire Department Update**

The Yankton Fire Department received a State Homeland Security Grant in the amount of \$23,535.19. This money will be used to purchase six portable radios that are compatible with the State radio system. The ultimate goal is to acquire a portable radio for every volunteer on the department. Responder safety is enhanced when all personnel have access to communications equipment.

Chief Linke will begin a series of classes specifically designed for 911 Telecommunicators. Telecommunicators are a critical part of the response continuum and the collaborative course is intended to fold them into the incident command team. A dispatcher's ability to gather information, monitor radio traffic, and communicate with responders is vital to a successful operation.

Chief Linke, Captain Moser, and Firefighter Villanueva assisted Yankton County Emergency Management and other local agencies with a Point of Disbursement exercise at Yankton High School. The exercise involved setting up a mass vaccination clinic for flu shots.

A number of volunteers participated in Fire Prevention Week activities last week. Members taught fire safety by using the fire safety trailer, providing fire station tours, visiting classrooms, and visiting with citizens during the annual open house.

**11) Monthly reports**

The Finance and Joint Powers Solid Waste Authority 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