



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

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Commission Information Memorandum

The Yankton City Commission meeting on Monday, November 13, 2023 will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Finance Department Update

The City received its insurance renewal from the SDML Workers Compensation Fund for 2024. Four factors affect this calculation: 1) Payroll; 2) rate for coverage per classification code; 3) discount credits; and 4) fund modifier. There has been a 26.548% increase in rates with the 2023 bill of \$180,462 increasing to \$228,371 for 2024. A major difference is due to the fund modifier going from 1.1 to 1.27 which translates that the number of historical cost of injuries and future risk chances are higher.

Utility rates are changing this year with the sewer surcharge increasing from \$17.53 to \$23.84 and solid waste increasing from \$23.61 to \$26.00. More information may be found on our utility’s webpage. Notices of the rate changes will be included with customers’ utility bills and will be mailed out on November 17th. Those who are signed up for e-bills through Payment Services Network (PSN) will see these notices as an attached PDF with their bill online.

Our October 31st online surplus auction total sales were \$33,860. Please view the results below:

2015 Ford Explorer Police SUV – VIN# 1FM5K8ARXFGA94346	\$7,000
2011 Chevrolet Tahoe Police SUV – VIN# 1GNSK2E08BR307848	\$4,600
2008 Ford F150 – VIN# 1FTRF12W78KD60766	\$1,600
2002 Cor-tech recycle trailer – VIN# 1C9RG35272L050162	\$1,050
2002 Chevrolet 3500 flat bed pickup – VIN# 1GBJK34172F134141	\$7,400
1996 Cor-tech recycle trailer – VIN# 1C9RB3222TL050106	\$625
2023 Homemade trailer with water tank – VIN# 7018397	\$1,550
Coats 950 wheel balancer SN# 3303816	\$2,200
Coats 5065EX tire machine SN# 4104780	\$5,500
Tools (wheel dolly and Lincoln 692 end lift)	\$300
Castair air compressor SN# 1001072207	\$575
Miscellaneous police automotive parts	\$100
(6) Sweeper brooms	\$625
(15) Nebraska state flags	\$110
Precor series plate loaded hack squat	\$625

Video lottery license machine applications have been sent for 2024 renewal. Video lottery holders must pay \$50 annually per machine with a maximum of 10 machines allowed per license. City staff is researching old historical records and working with the State on alcohol licenses endorsed by video

lottery. The first reading of the video lottery cap ordinance is scheduled for the next commission meeting November 27th.

2) Parks & Recreation Department Update

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

3) Public Works Department Update

Street Department crews have been preparing for winter maintenance operations and crack filling on asphalt streets throughout the community. Crews have also been street sweeping as leaves continue to drop from the trees.

Thanksgiving Day Holiday Garbage & Recycling Collection Schedule: There will be no solid waste collection on Thursday, November 23 due to the Thanksgiving Day holiday. All Wednesday and Thursday routes will be collected on Wednesday, November 22. Friday routes will be picked up on Friday, November 24. All other routes will be collected as scheduled. The transfer station will be closed Thursday, November 23 and will be open shortened hours on Friday, November 24 from 8:00 AM to 1:00 PM. The transfer station will resume normal scheduled hours on Saturday, November 25 from 8:00 AM to 11:45 AM.

3rd Street & Green Street Reconstruction: The 3rd & Green Street project is complete except for the seeding. The subcontractor will delay the seeding until next spring as they prefer not to dormant seed the disturbed areas.

Elm Street from 20th Street to 21st Street: All of the utility and concrete work is done for this project. There are minor items remaining such as grading, landscape rock replacement and seeding. The contractor is anticipating completing the project prior to the weather changing.

Meridian Bridge Column Repair: The contractor, JMN Construction, anticipates beginning the repair work the week of November 13, weather permitting. Repair work will be done on four columns; one on the South Dakota side and three on the Nebraska side of the bridge. The contractor plans to begin with the South Dakota column.

4) Environmental Services Department Update

John T. Jones has finished up the majority of the construction at the wastewater plant EDA project. The project is still waiting on some electrical switch gears that will not be onsite until after the first of the year.

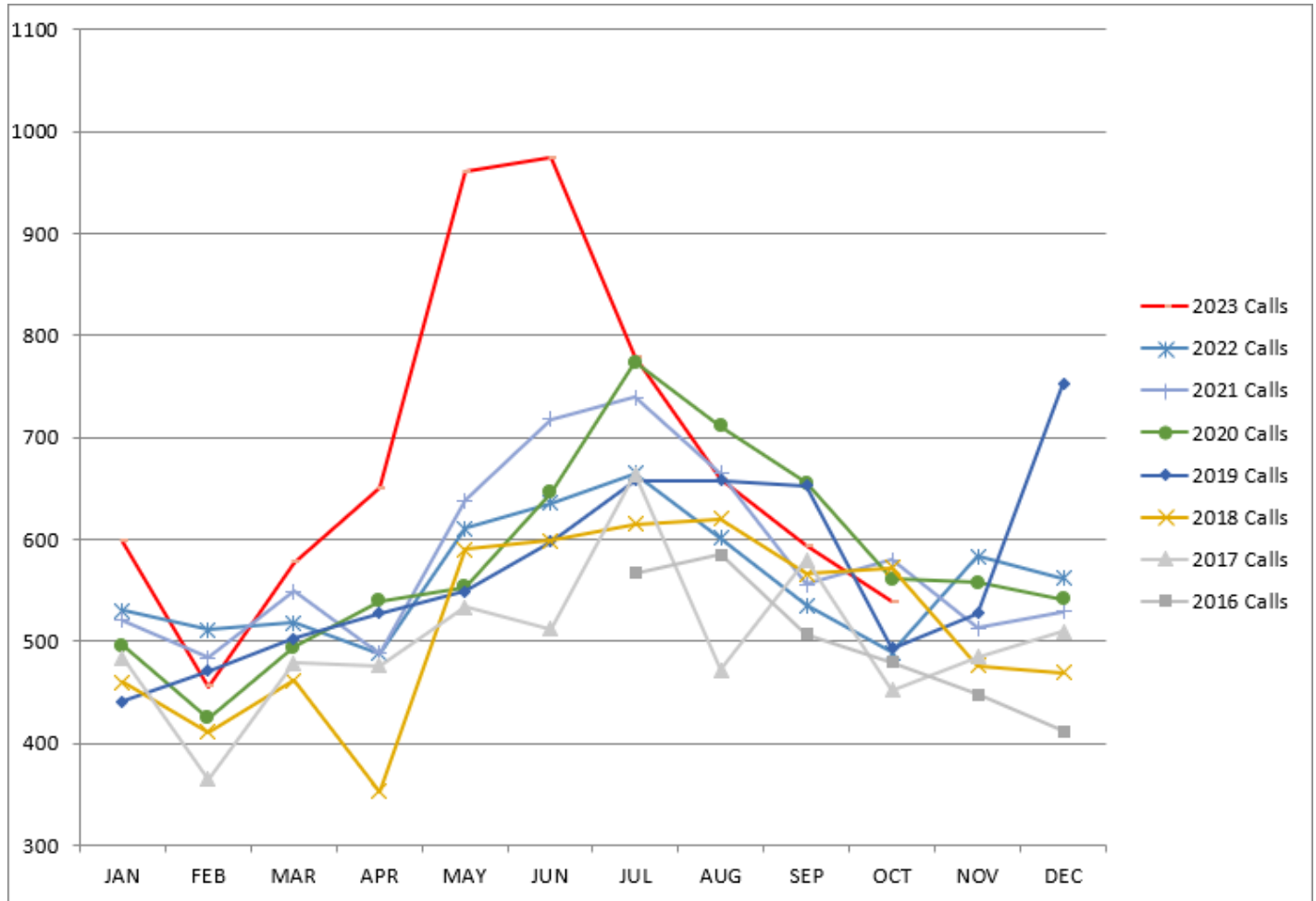
The wastewater staff is in the process of cleaning out the inlet grit chamber and primary clarifiers. During the construction process, several areas of the plant were bypassed during construction events. This has caused buildup of materials in these areas.

The contractor is finishing up the wastewater bio solids application. The cold wet weather has delayed the application. Now that the lagoons levels are lower, staff has started the process of pumping down a primary digester. Staff is hoping to do a final cleanout of the digester the week before Thanksgiving. Representatives from HDR, John T. Jones, Tnemec Industrial Coatings, and Mongan Painting will be onsite to evaluate the condition of the digesters. This is part of the CMAR process and constructability reviews being completed by the CMAR team. John T. Jones had identified the digester repairs in its risk assessment and determined the need for additional evaluation to minimize risk. Minimizing risk allows the contractor to establish a lower "Guaranteed Maximum Price".

5) Information & Technology Services Department Update

Information & Technology Services staff continue to work with vendors for new service installations for the safety center, library and communications building. The recent change in the weather has slowed the process but we are hopeful that the installations will be completed this fall.

911 calls thru October 31, 2023 are up 21.5% over 2022. The line graph below shows monthly call volumes by year.



6) Library Update

A meeting of the “Big 3” was held at the library on October 25. This included members from the Library Board of Trustees (including our City and County Commission representatives), the Library Foundation and the Friends of the Library. In addition to Commissioner Webber, Commissioners Villanueva and Brunick were in attendance. It was a great opportunity to bring this larger group of library supporters together in one room. Each group was able to share an update along with the Foundation leading a discussion about a feasibility study for the library. It was decided that for the time being, we will continue to have these larger meetings quarterly. Our next “Big 3” meeting will be in January 2024.

Updates on Grants:

- Accessibility Grant - Received \$20,000 from the American Library Association. Work is set to begin soon on adding automated doors to the east entrance of the library. We are working on getting estimates for the bathroom renovation.

- Laptop/Hotspot - Received five laptops and five hot spots for patron checkout plus \$2,000 from the American Library Association. Pending policy approval, the laptops and hotspots will be ready for use by mid-November. We will send out some additional marketing to let folks know when they are available for checkout. The library hosted a class about financial literacy in November which was one of the requirements for the grant.
- Digital Literacy - Received \$6,000 to be used on technology and to help improve digital literacy in our community from the Public Library Association. Yankton Community Library staff have conducted so far four digital literacy classes (on two different topics) with additional classes scheduled for December.
- The South Dakota Humanities Council (SDHC) is participating in the National Endowment for the Humanities' United We Stand (UWS) initiative to address United States domestic violence. The SDHC programs are focused on Missing or Murdered Indigenous Persons (MMIP). As part of the UWS MMIP initiative, SDHC is providing \$20,000 in funding for select South Dakota libraries to create and host events within their communities. Yankton Community Library has recently been notified that we have been chosen as one of ten libraries across the state to receive this \$2,000 grant.

7) **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 cityofyankton.org (click on Employment tab) or contact the Human Resource Department.

Deputy Finance Officer interviews were held for five candidates during October. Raelle Hummel was offered a conditional letter of employment. Raelle has a Bachelor's degree in accounting from the University of South Dakota and is working on her Master's degree with a Certified Public Accounting track from Post University. She currently works remotely for an accounting firm. We look forward to having Raelle in our organization.

Finance Generalist Macyn Flanigan began work on November 6 in the Finance Department.

The annual Veterans Day program was held at City Hall on Wednesday, November 8. It was a great way to honor those who have served and show appreciation for their sacrifice.

We continue to accept applications for Sanitation Truck Operator (a position made available by the upcoming retirement of Dave Walsh), and Part Time Lifeguard and Water Safety Instructors for the Summit Activities Center/Parks and Recreation Department.

The City of Yankton's November presentation by Well 365 out of Sioux Falls will focus on healthy holiday eating. The holidays are coming and the gift no one wants are those extra pounds associated with holiday eating. On average, Americans gain 1 to 2 pounds over the holidays. Fortunately, there are several ways to avoid the dreaded holiday weight gain while also enjoying the holidays. The presentation will be distributed to staff during the third week of the month.

The Employee Committee hosted the 6th Annual Chili, Soup and Cinnamon Roll Cook-Off on October 25. Employees donated \$308 to be given to United Way. Judges and employees voted between six different soups, twelve chili and four cinnamon rolls. The winners of both judge's tally and people's choice were: Chili - Jen Keitel; Soup - Julia Hussein; and Cinnamon Roll - Jason Foote.

The City of Yankton Annual Halloween door decorating contest wrapped up. The winners were: Scariest - Community Development; Best Use of Theme - Engineering; and Creativity - the Library.

Open Enrollment is complete for all City of Yankton employees. Human Resources will be working to update all employee changes into UKG for our payroll.

8) Community & Economic Department Update

Community and Economic Development Director Dave Mingo recently attended the fall South Dakota Planner's Association (SDPA) conference in Mitchell. The event provided sessions about many important planning related topics including recent land use case law, ex-parte communication, parliamentary procedure and planning ethics. The conference provided certification maintenance credits for Dave's American Institute of Certified Planners (AICP) credential which are needed to keep the certification. The AICP credential also allowed him to step in and present a session on planning ethics when one of the scheduled presenters had a family emergency and could not be there. The ability to participate in professional development opportunities like the SDPA conference provides our staff with valuable information that can be applied to the professions they practice in the City of Yankton.

House numbers are not only convenient for finding addresses but are critical for emergency responders to locate those in need. Emergency personnel as well as delivery services depend on address numbers being displayed properly. When doing maintenance around your house or business be sure to check the visibility of your address numbering. All buildings should display numbers on the door or front of the structure that are a minimum of three inches in height, and are visible and legible from the street. Numbering on mailboxes, in landscaping or on curbs is helpful but numbering attached to the structure is needed for first responders to quickly locate addresses in an emergency when seconds matter.

9) Police Department Update

Officers and Commander Rothenberger handed out candy and glow bracelets to children who were out trick-or-treating for Halloween. They handed out over 200 pieces of candy and bracelets. This is a fun way to interact with the community and start looking for future police recruits. It's never too early to start recruiting.

On November 1, School Resource Officer Skyler Russenberger spoke with the Yankton High School senior class. SRO Russenberger talked about laws that can affect their future if these students break them or make a decision to ignore them. He spoke about laws concerning sex and consent, laws about alcohol, and using social media and cell phones. This is important information that can potentially keep a student thinking as they move into adulthood.

The City of Yankton Police Department's newest hires, Tanner Schaefer and Austin Reining, started classroom training on November 6. Tanner is still employed by the Navy and was hired through Skill Bridge. Tanner will be discharged from the Navy on November 27. Austin is a local resident and a member of the Yankton Volunteer Firefighters. Austin and Tanner will be officially sworn in December 9 at 11:00 AM.

Officers finished up qualification in pistol and rifle shooting in November. This is an annual qualification that is required to be completed for the State of South Dakota Law Enforcement Standards. Firearms instructors Brooke Hansen and Dylan Wilson made sure staff completed their qualifications.

10) Fire Department Update

Yankton Fire has seen a spike in activity over the past two weeks with two structure fires within City limits. On October 29, a fire in a trash can started outside a residence on Oakwood Drive which filled the house with smoke. There was some extension of the fire to siding and into the attic space but fortunately little damage. Volunteers spent about 30 minutes clearing the house and attic of smoke, and the occupants were able to remain at home. It must be noted that the occupants stated their cat began

acting differently thus alerting the occupants to the fire. There was not a working smoke detector in the house at the time of the fire. The Fire Chief keeps extra detectors in his vehicle for this purpose and the volunteers installed the detector and ensured it was operating properly before leaving the scene.

Just a few hours later in the early morning of October 30, volunteers were alerted to a fire in a house on the 400 block of Pine Street. Volunteers arrived to find a large, two-story Victorian-style residence full of smoke with fire in the kitchen and basement. Hose lines were stretched and placed into operation with the bulk of the fire knocked down less than 15 minutes after dispatch. Even though we received reports that no one was occupying the house at the time, we still conducted a thorough search of the residence to make sure. The fire was placed under control in approximately 45 minutes from dispatch. The cause of the fire was determined to be a faulty part in an old microwave.

There will be changes in terminology and direction on the radio by the Fire Chief in the coming months. One of the primary tenets of ICS is for the incident commander to provide objectives to Captains who manage smaller groups as a span-of-control measure. Chief Linke is requiring the Deputy Chief and all Assistant Chiefs/Captains to take the online Mastering Fireground Command course and will continue to work with personnel to apply what is learned to the field. If you are interested in learning more about the course, you can find information at www.trainfirefighters.com.

Chief Linke provided a two-hour workshop to four dispatchers to provide them with the fundamentals of what happens at a fire scene and their role with the incident command system. Telecommunicators play a crucial role in protecting our citizens, and Chief Linke hopes to help dispatchers feel more like part of the team from a fire service perspective.

Chief Linke, along with volunteer firefighters Tom Frick and Dustin Gusso, participated in Calvary Baptist's "Trunk-or-Treat." The Fire Department, Police Department, County EMS, Sheriff's Office, and National Guard provided the path for trick-or-treaters to enjoy a safe Halloween experience.

11) Monthly Reports

The Building, Salary and Yankton Police Department 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