



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

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Commission Information Memorandum

The Yankton City Commission meeting on Monday, January 22, 2024 will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Finance Department Update

Finance continues working on end of fiscal year tasks as well as processing vendor 1099 tax forms. The deadline for these forms is January 31.

Finance continues to work on completing the South Dakota Public Assurance Alliance (SDPAA) insurance renewal packet for March 1, 2024.

Finance will begin working with the Yankton School District on the combined election set for Tuesday, April 9, 2024. Notice of Vacancies for the election will be published on January 16 and 23. Commissioners whose terms expire in May are Nathan Johnson, Bridget Benson, and Michael Villanueva. Any individual who is interested in running for a seat on the commission must be a resident of the City of Yankton as well as be a registered voter within the City. Friday, January 26th is the first day that interested parties may circulate nominating petitions. Petitions may be picked up at the City Finance Office at 416 Walnut or obtained online at the Secretary of State's website. The deadline for filing nominating petitions is Friday, February 23 at 5:00 p.m.

Finance will be issuing Manitou a sales tax reimbursement of \$33,755.06 for the year ending December 31, 2023. The reimbursement is 50% of the city sales tax from the developer; any taxes received above the 2% are not included in the calculation for reimbursement. Reimbursement is due within 60 days of year end.

The SDML Workers Compensation Fund has contracted with Discover Systems to perform the annual workers compensation payroll audit for 2023. It has been scheduled with the Finance Department for Wednesday, February 14. Finance will begin compiling the necessary information for auditors.

Please see the enclosed Monthly Finance Report for December 2023 and the Q4 2023 Revenues and Expenditures Report.

2) Information & Technology Services Department Update

The communications conduit between City Hall and Fire Station #1 appears to have failed. Staff has been unable to fish thru the conduit or feed a camera to the failure point. A larger project with repair of alley pavement and replacement or repair of the conduit will be explored for later this summer. Currently services thru the conduit continue to work. The alley has a large number of utilities including water, sewer and various communications lines.

3) Parks & Recreation Department Update

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

4) Human Resources & Employee Engagement Department Update

We are now accepting applications for Deputy Fire Chief for the Yankton Fire Department. The position is open until filled.

We continue to accept 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.

We are currently accepting applications for Engineering Technician/Project Manager. First review of application and interviews are in process.

We are accepting applications for Fleet Mechanic in the Public Works Department. This position is open until filled.

We are accepting applications for Sanitation Truck Operator in the Public Works Department. This position was opened in late 2023 but with the holidays it was put on hold.

The City of Yankton's January's presentation by Well 365 out of Sioux Falls focused on time management and on identifying ways to best become more organized to better prioritize and manage your time. The session was distributed to staff during the third week of the month.

Summer seasonal positions have been opened and we are accepting applications for a variety of positions. Preference will be given to applications received by April 1 and then positions will be filled as needed during the season from applications on file. Interested applicants can visit cityofyankton.org and click on the link to our employment application under Employment. If this option is not available to the applicant, they can contact the HR office at 605-668-5222 and an application will be mailed out.

January wellness challenge is underway. The challenge for January is exercising for 30 minutes per day at least 16 out of the 31 days. This is a great way to start the new year. Employees are simply asked to track their activities and submit their log at the end of the month to be entered into a drawing for a prize.

5) Public Works Department Update

Street department staff continue to perform winter maintenance projects on equipment and the streets. Crews have been removing piled up snow from intersections, cul-de-sac's, parking lots, and along street curb lines to make more room for future plowing events and to allow the melting runoff to find its way to the storm sewer system.

2024 Projects include:

21st Street Reconstruction – West City Limits Road to Summit Street

This is a pavement and water main replacement project. The plans have been finalized and sent off to the South Dakota Department of Agriculture and Natural Resources. This is standard practice for any project that has water or sewer replacement as part of the scope of work. The review time is dependent on the work load for the state.

8th Street from Burleigh Street to Ferdig Avenue – Street/Water/Sanitary Sewer/Storm Sewer Replacement

This is a complete reconstruct of the street and utilities along this corridor. The street will be updated to an urban section. Staff is coordinating with the utility companies to move some of their infrastructure that conflicts with the design. This is mainly MidAmerican and their regulator station located at the intersection of 8th Street and Peninah Street. From conversations with them, it sounds as if they are working on the relocation of the facility and will be ready when we start construction.

6) Library Update

We are grateful to be back to a more regular routine after several closures for inclement weather. Many thanks to the crews that keep the library's sidewalks and parking lot accessible for our patrons and staff.

The library was also closed on Monday, January 15 for a staff in-service day. Shane Gerlach, Outpatient Counselor at the Carroll Institute in Sioux Falls shared some strategies for utilizing cognitive behavior therapies when dealing with the unhoused and addicted population. We also spent time on upcoming program plans and were treated to a catered lunch by the Friends of the Library. Because of the varied hours that the library is open, it is rare for us to have all of our staff together. We very much appreciated the opportunity.

YCL holds monthly craft programs for adults using a variety of mediums and materials. In the past, YCL held programs featuring Cricut design, witches made from old books, and pumpkin carving. The Library started the 2024 year by learning to make paper beads with Jenn Coffey! We are looking forward to creating fun gnomes from jars, and finishing the year with a Grinch-themed craft. These programs are often led by crafty YCL staff and increasingly by local crafting experts. A library card is not necessary to participate in adult craft programs, but prior registrations and a small fee are required.

In addition to these monthly craft programs, YCL also offers special events like Canvas & Charcuterie. Community members are invited to register for these special programs that feature specially prepared charcuterie boards to sample and a painting project. Canvas & Charcuterie programs often last longer than the monthly adult craft due to the larger project and addition of food.

7) Fire Department Update

The fire department is completing the second week of using command teams to handle nonemergency calls and serve as command staff during major incidents. The past two weeks yielded several fire alarms along with a couple of waterflow alarms triggered by frozen pipe fractures. The intent behind the command teams is to provide volunteer leadership with opportunities to expand their capacity to lead and also better familiarize them with target hazards within the community.

Assistant Chief Brad Moser and Firefighter Brennan Novak completed the online 32-hour Mastering Fireground Command course. This nationally recognized course provides the template as to how our department will manage fires and other emergencies. Assistant Chiefs and Captains are mandated to complete the course; all other members were given the option to attend.

Firefighters made quick work of a fire at Northern Extrusions early on the morning of January 15. The fire was confined to an outside heating unit and caused about \$10,000 damage. There were no injuries and no damage to the structure.

We anticipate responding to a higher volume of carbon monoxide (CO) calls during this part of the year. Chief Linke responded to a CO incident on January 15 and worked with MidAmerican Energy

to identify a faulty gas fireplace. There was enough CO in the residence to have life threatening consequences, but fortunately the homeowner heeded their CO detector and called 911.

8) Environmental Services Department Update

Wastewater Treatment staff continue to look at options moving forward with the Wastewater Treatment plant improvements. The CMAR team completed a 15% design review. The current pricing has the project over budget with a 30% contingency. Based on the budget, the CMAR team is moving forward with a design utilizing the Aerobic Granular Sludge (AGS) process. The CMAR team will continue to work on the design. As the design moves forward the percentage of contingency being calculated in the pricing will decrease. The CMAR team will also begin to prioritize work within the project to manage cost. As the project moves forward, we expect to get our first Guaranteed Maximum Price (GMP) from the contractor at around 30% design. The early GMP will most likely be high based on the contractor carrying a high contingency because of unknowns. The CMAR team will use that information to help minimize risk and prioritize work within the project to lower the GMP as the project design moves forward.

The South Dakota Department of Agriculture and Natural Resources is requesting project designs and specifications to be sent to them for review by April 1 for all ARPA funded projects. These projects must be under contract for construction by the end of the year or funds could potentially be returned to the federal government. The project is on schedule to have a GMP contract for a portion of the project utilizing ARPA funds by the end of the year.

9) Community & Economic Development Department Update

Recent heavy snowfalls, drifting, and extreme cold temperatures have made sidewalk snow removal more challenging, but overall the community has done an outstanding job in keeping these important pedestrian links clear. Ordinance requires that property owners remove snow from adjacent public sidewalks within 24 hours of the end of a snow event. Staff has worked to educate property owners and, when necessary, abated nuisance sidewalk snow from public sidewalks. With more snow fall anticipated before the end of winter, property owners must be mindful to avoid placing snow from private property onto boulevards or streets, and take special care to clear snow from around fire hydrants to ensure they are useable by first responders in emergencies.

Several weather events pose both infrastructure and communication challenges. In addition to the logistics of clearing snow and preparing public infrastructure there's an important communication aspect to sharing information with the public in a timely manner about closing facilities, snow removal plans, and events and service disruptions. A cross-departmental team works together to communicate with the media and public through a variety of media and social media channels. Individual departments communicate directly with the media and public and share information internally to provide a timely, coordinated, and clear line of communication with the public. The goal of communication is to help residents make informed decisions from travel and city sponsored events to clearing snow around fire hydrants and preparing their private water services for extreme cold temperatures.

10) Police Department Update

With the start of the 2024 legislative session, the South Dakota Police Chiefs' Association Board is keeping track of legislation that would affect law enforcement in our state. Chief Foote will meet weekly to talk with state partners about the new bills that are introduced. They have already met twice since it has been a busy start to the session.

YPD has begun the annual training cycle and will be making some changes to provide more in-house training for staff. The training schedule includes: January - Threat Pattern Recognition; February -

CPR, Taser and Active Threat training; and March - Firearms, Less Lethal, and DUI refresher. Training will resume again in October, November, and December.

YPD continues to work on tagging vehicles that need to be moved off of non-emergency snow routes and City parking lots. This has been a challenging week for all. Thank you to the Street Department for keeping our roads open so we can get to calls for service and help those that need immediate assistance during snow storms.

11) Monthly reports

The Joint Powers monthly report is 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