



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

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Commission Information Memorandum

The Yankton City Commission meeting on Monday, February 26, 2024 will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Finance Department Update

Two individuals (David Carda and Craig Sommer) have filed nominating petitions to date for the three open seats on the City Commission. The open seats are for three-year terms that would begin in May. 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. Petitions may be picked up at the City Finance Office at 416 Walnut or obtained online at the Secretary of State's website. Potential candidates have until Friday, February 23 at 5:00 PM to file nominating petitions with the City Finance Office.

During the winter months, residential utility customers often ask how their sewer rate is calculated. The residential rate is based on an average of their water consumption during the months of December, January, and February (as billed in January, February, and March of each year). This sets their maximum consumption rate for the coming year. Residential sewer rates are adjusted annually and are reflected in the April utility billing.

It's that time of year for reviewing our records and completing a records destruction schedule. The City of Yankton follows the South Dakota Municipalities Records Retention and Destruction Schedule Manual adopted in April 2005 per Resolution 05-29.

Please see the enclosed Monthly Finance Report for January 2024.

2) Parks & Recreation Department Update

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

3) Community & Economic Development Department Update

In cooperation with Information Services, staff is working to complete the annual Boundary and Annexation Survey (BAS). The BAS is the system whereby the U.S. Census Bureau updates the legal geographic boundaries of local jurisdictions. While this year's boundary changes due to annexation will not add additional residents right now, precise boundaries are critical to keeping accurate data about our community and the region.

4) Information & Technology Services Department Update

We have continued to work with RACOM to restore the radio site monitoring. We have reached a consensus with them to utilize an internet-based solution to replace the failed microwave

installation. The project will be covered by the City's existing maintenance contract with RACOM. The internet cost will be borne by the City of Yankton and will be utilized for the radio system monitoring, on-site cameras and the utility meter radio read project equipment. We hope to have an updated timeline for the project soon.

5) Human Resources & Employee Engagement Department Update

The first review of applications for Yankton Fire Department Deputy Chief are in progress. Virtual interviews are complete and on-site interviews for selected candidates are scheduled for March 13.

We continue to accept applications for full time Police Officers and interviews are ongoing.

We are currently accepting applications for Engineering Technician/Project Manager. Interviews are ongoing.

The Police Intern position is now closed. Interviews are being scheduled and a recommendation for hire will be forthcoming.

Interviews are complete for Sanitation Truck Operator in the Public Works Department. Sam Stewart has accepted this position. His start date will be in March.

Forty-four applications were received for the position of Utility Customer Service Clerk. This position will be vacant due to the pending retirement of Tammy Wadsworth, effective March 22 after 32 years of employment with the City of Yankton. Staff has completed virtual interviews to narrow down the candidates to bring on site for a full interview. A recommendation for hire will be forthcoming.

The City of Yankton February's presentation by Well 365 out of Sioux Falls focused on building healthy relationships and helping individuals grow and foster relationships in their life. Summer seasonal positions have been opened and we are accepting applications for a variety of positions. With returning employees and applicants already accepted, some positions have been filled. Interested applicants can visit cityofyankton.org where a link to our employment application can be accessed. 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.

The February wellness challenge is wrapping up. The sleep challenge for February is getting seven hours of sleep for at least 15 out of the 29 days. 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.

The Employee Committee hosted a Super Bowl Tailgate on Friday, February 9. Staff brought their favorite tailgate snack and were encouraged to wear their favorite team gear.

6) Library Update

The Yankton Community Library Foundation is hosting a fundraiser throughout the month of February. In honor of Library Lover's Month, the Foundation asks users to give the library a High \$5. A donation of \$5 allows individuals to put their name on a heart to add to our display as well as receiving a coupon for the Friend of the Library book sale. It is truly awesome to literally see the "love grow" as more and more hearts are added to the window.

In April, the Foundation will be doing a drive to collect used ink cartridges. We accept these cartridges all year long, but we are hoping to collect a large amount during the month of April to send in to be recycled. The Library Foundation receives a small donation for each cartridge.

The Foundation continues to meet monthly to discuss details of the feasibility study and to create marketing materials such as updating their brochure, creating a Facebook page (Love Our Yankton Library), handouts and eventually a website to help keep the public informed about the process of the study. If the timeline continues as expected, surveys will begin to be dispersed and focus groups will be planned in March/April. We are excited to hear from the community!

7) Fire Department Update

In continuing the theme of establishing “bench depth” with the leadership of the Fire Department, Assistant Chief Brad Moser and Captain John Kraft served as the on call “Command Team” this past weekend. They responded to a single vehicle accident in the City Limits and assisted the Yankton Police Department and Emergency Medical Services. Additionally, they served as the supervisory contingent who responded along with Rescue 2 to assist the Gayville Volunteer Fire Department and First Responders with a multi-vehicle accident on East Highway 50. Our volunteers responded and served in a supporting role for the extrication that was in progress. We are emphasizing a team approach to mutual aid responses outside the City limits, and our volunteer leadership performed admirably.

The ladder truck will respond to all structure fires within the City limits. This is a change from past practice where it only responded to commercial fires or upon request of the Incident Commander. The ladder truck can be used at apartment fires and residential fires for rescue and roof ventilation. It has seats with a self-contained breathing apparatus which allows our firefighters to be more prepared to work when they arrive on scene. In addition, the Insurance Services Office does provide additional credit for using a ladder truck on structure fire assignments irrespective of structure size and height.

8) Public Works Department Update

Street department staff continue to perform winter maintenance projects on equipment and the streets. Crews are also addressing potholes that are forming due to the mild temperatures.

2024 Street Reconstruction Projects

21st Street from West City Limits Road to Summit Street, and 8th Street from Burleigh Street to Ferdig Avenue:

Both of these projects were submitted for water and sewer utility review and have received approval from the South Dakota Department of Agriculture and Natural Resources. Both projects are currently being advertised for bids and have a bid opening date scheduled for March 14. Expect to see a recommendation from staff on an upcoming commission agenda.

Cedar Street from 2nd Street to 5th Street, and Karen Drive/Bradley Street/Valley Road Water Main Replacement:

The design process is ongoing for these two projects. The Engineering Department is working with the Environmental Services Department to ensure that all of the utility work needed is included in the scope of work.

Miscellaneous Projects:

Staff are starting to see some final plans sets for private development. It looks like another good year for construction.

Yankton Citywide Cleanup is scheduled to begin curbside pickup on April 1, 2024. Placing items curbside before March 23 is not permitted. Items placed curbside before March 23 may be removed at the property owner's expense. Residents on City solid waste collection routes may participate, at no additional cost, by placing items into sorted piles, by type, at their homes. Please have items placed curbside by your regular collection day. Piles should be located directly in front of your property, not in the street, alley, or neighboring property. The Transfer Station will be accepting no charge drop-off from regular City of Yankton collection route customers March 16 through April 13 during normal operating hours, Monday - Friday 8:00 AM – 3:45 PM, and Saturday 8:00 AM – 11:45 AM. Items not eligible for disposal include tires, grass clippings, leaves, recyclables, refrigerators, air conditioners, dehumidifiers, paint, chemicals or household hazardous waste, oils, and batteries. Motor oil may be taken to the transfer station and disposed of free of charge year around. Please place solid waste and recycle roll carts for regular collection at your normal collection point and away from piles. For more information on Citywide Cleanup and Transfer Station hours, visit <http://www.cityofyankton.org> or call (605) 668-5211.

The Household Hazardous Waste Collection Event is scheduled for Saturday, April 27, 2024. For more information on this event, please visit <http://www.cityofyankton.org> or call (605) 668-5211.

9) Environmental Services Department Update

The water meter replacement project is continuing. Letters were sent to customers requiring meter replacements. The City of Yankton is only responsible for the meter. The service line from the water main to the building and the interior piping is the responsibility of the owner. It is the owner's responsibility to have working valves. If the valves or any piping needs repaired to allow for the meter replacement, it will be the owner's responsibility to have those repairs completed. Over 275 meters have been changed out. Additional letters were sent out as the response from residents to change out meters has been slow.

Wastewater treatment staff continue to look at options moving forward with the wastewater treatment plant improvements and project design. The South Dakota Department of Agriculture and Natural Resources is requesting project designs and specifications to be sent to them for review by March 1 for all ARPA funded projects. The Construction Manager at Risk (John T. Jones), HDR, and City staff visited the aerobic granular sludge (AGS) treatment facility recently built in South Sioux City. Staff continue to move forward with the AGS system design as part of the improvements at the facility.

10) Police Department Update

Staff members have been working on enforcing highway safety speed via a Federal Highway Administration program that reimburses the Yankton Police Department for the overtime wages paid to officers out on the streets, solely focusing on speeding issues. This program is utilized when complaints are received from the public regarding speeding cars in certain areas of town.

The second block of joint training with the Yankton County Sheriff's Office has been completed. In this block we worked on our active threat response, CPR training and taser recertification. Bringing the YPD and Sheriff's Office together for training has been beneficial to both departments and staff.

Staff has begun addressing old case files and putting them into digital storage if file retention is required. This will help clear up storage space and address any old cases that may need to be looked into further.

The D.A.R.E. officers held a movie night at the Yankton Middle School on 2/23/24. This was for all D.A.R.E. participants for the 2023-24 school year. Popcorn was provided.

11) Monthly reports

No monthly reports for the 2-26-2024 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