



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

VOL. 59 NUMBER 6

Commission Information Memorandum

The Yankton City Commission meeting on Monday, March 25, 2024 will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Finance Department Update

March 25 is the deadline for voter registration in order to participate in this year's municipal election. Absentee voting will be available March 25 through April 8, Monday – Friday, from 8:00 AM to 5:00 PM at the City Hall Gym. A mail-in absentee ballot may be requested by submitting a South Dakota Absentee Ballot Application Form with a copy of an acceptable ID such as a driver's license. Please download this application at sdsos.gov/elections-voting/voting/absentee-voting.aspx or stop outside the Finance Office to pick up the application.

There are two municipal vote centers for the April 9, 2024 election. They will be located at the City Hall Gym and the North Fire Station #2. Voters will be able to cast their ballot at either location. Polls will be open from 7:00 AM to 7:00 PM.

Please see the enclosed Finance Monthly Report for February 2024.

2) Parks & Recreation Department Update

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

3) Human Resources & Employee Engagement Department Update

Two interviews have been scheduled for the Deputy Fire Chief in the Yankton Fire Department for Thursday, March 28. A recommendation for hire will be forthcoming.

We continue to accept applications for full time Police Officers. Interviews are ongoing and applications are still being accepted.

Interviews are scheduled for the first week in April for the open position of Grounds Maintenance Worker in the Parks and Recreation Department. This position is open due to the resignation of Elizabeth Knutson.

The Police Intern interviews are complete and a recommendation for hire will be forthcoming.

The City of Yankton's presentation for the month of March by Well 365 out of Sioux Falls focused on "Thriving in the Workplace". The goal of this presentation was to reflect and be grateful for individuals' career, as well as to help employees grow and thrive in their current role. The presentation was distributed to staff in the third week of March.

Select summer seasonal positions are still open. With returning employees and applicants already accepted, some positions are full. Interested applicants can visit cityofyankton.org and click 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 can be mailed out.

March's wellness challenge is wrapping up. The reading challenge for March asked for individuals to get 30 minutes of reading per day for a minimum of 20 out of the 31 days in March. 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 City of Yankton Health Fair has been scheduled for Wednesday, April 3, at City Hall.

4) Community & Economic Development Department Update

The International Code Council (ICC) publishes new code editions every three years. City staff monitors those updates and periodically recommends the adoption of an updated code. The current Building Codes adopted by the City of Yankton are the 2015 International Building Code, 2015 International Residential Code, 2015 International Mechanical Code and the 2015 International Fuel Gas Code. The 2015 Fire Code is administered by the Fire Department.

The State of South Dakota has enacted legislation to allow municipalities to adopt the 2021 International Codes. While some municipalities are still using the 2015 or 2018 codes, Sioux Falls, Harrisburg, Brookings and Spearfish have updated to the 2021 editions.

Staying current with the latest edition of the codes is a testament to the City's commitment to building safety and keeping up with evolving building materials and technology. It is also a factor for our periodic Insurance Services Office (ISO) assessment. A proposed new addition to the City's code will be the 2021 International Existing Building Code (IEBC) which is designed to facilitate conversion of existing buildings to new uses in a safe and economical manner.

The Uniform Plumbing Code and the National Electrical Code are not issued by the ICC but will be updated per the State of South Dakota's adoption of these codes. The American National Standard for Accessible and Usable Buildings and Facilities, commonly called the ADA code, operates on a different schedule. The most recent edition was issued in 2010.

Building Official Gregg Homstad is currently reviewing the code language and applicable local amendments in preparation for City Commission consideration adopting new codes this spring.

5) Fire Department Update

The Volunteers have enthusiastically embraced additional training on the ladder truck. Last week they trained on combined operations at numerous residential structures. New operators learned where to position the ladder truck in order to access the roofs of residential structures along with learning skills in placing the pumper apparatus to optimize use of the

aerial apparatus while stretching hose lines. Volunteers are also taking more time to learn how to contribute to performance of preventive maintenance on our apparatus.

Three Volunteers attended the Northwest Iowa Regional Fire School in Sioux City last weekend. They attended classroom and hands-on training in topics such as leadership, "Stop the Bleed," fireground search of residential structures, and laddering skills.

The first quarter of using command teams with two Assistant Chiefs and/or Captains to serve in the on-call capacity is coming to a close. Most Captains have participated in some capacity, mostly from 5:00 PM Friday night until 5:00 PM Sunday night. All weekends this past quarter have been staffed by at least two Command Officers, and many of them have gained some valuable experience serving as an incident commander.

6) Information & Technology Services Department Update

The South Dakota Legislature passed HB1092 that increases the 911 surcharge to \$2 per service line. This additional funding includes some new provisions for reporting and tracking by both local jurisdictions receiving 911 surcharge funds and at the state level. The increase will be helpful to many public safety answering points to meet increasing labor costs to hire and retain staff. The entirety of the bill is: <https://sdlegislature.gov/Session/Bill/24647/267292>. The City would hope to work with the county to access the additional revenue to help meet costs associated with staffing on an ongoing basis.

7) Environmental Services Department Update

The water meter replacement project continues to move forward. Letters were sent to some of the customers requiring meter replacements. As of March 19, 1,306 meters have been replaced. Currently only 323 meters are scheduled and approximately 1,371 are yet to be scheduled. RMR Services will continue to send out letters as needed to notify owners if their meter needs replacement. Staff will be working with the Ferguson team to begin some public education to increase the number of scheduled meter change outs.

The CMAR team continues to move forward with the wastewater treatment plant project. The project is roughly 50% designed. The construction manager is continuing to track cost and lead time on equipment. Inflation continues to be an issue as we work through design and the final scope. Some parts of the project will have to be completed at a later date to stay on budget. Once the scope of the project has become finalized, we expect to send out first bid packages and a guaranteed maximum price.

8) Public Works Department Update

Street department staff continue to perform winter maintenance projects on equipment and the streets. Crews are also at the Transfer Station screening compost that is finished in its composting cycle. Both street sweepers are out in full force. The Transfer Station continues to accept materials from the Citywide Cleanup event.

2024 Street Reconstruction Projects

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

The bid acceptance recommendations for these projects are included in this Commission agenda.

Cedar Street from 2nd Street to 5th Street & Cedar Street Parking Lot:

The design for this project is close to being finished and ready for review.

Karen Drive/Bradley Street/Valley Road Water Main Replacement:

The preliminary design for this project is complete and it will now go through an internal review. Once the review is complete, the final design will be sent to the State DNR for review of the water and sewer components of the project.

Citywide Cleanup

Yankton Citywide Cleanup is scheduled to begin curbside pickup April 1st. Placing items curbside before March 23rd is not permitted. Items placed curbside before March 23rd 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, refrigerator, 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. For more information on this event, please visit <http://www.cityofyankton.org> or call (605) 668-5211.

The South Dakota Department of Transportation (SDDOT) notified the City of Yankton that BNSF Railroad is planning on replacing the Broadway Avenue rail crossing near 10th Street beginning April 2. Broadway Avenue will be fully closed at the rail crossing location for approximately three to five days. The SDDOT will sign detour routes for the traveling public to make their way around the closed section of Broadway.

9) Police Department Update

Sgt. Jeremy McNinch and Human Resources Specialist Colleen Bailey attended the Northeast Community College Job Fair in Norfolk, NE on March 12. Participating in job fairs such as this is an effort to boost our recruiting and hiring efforts.

Our partnership with the Yankton High School in campaigning against texting and driving has been featured on various electronic signs in the community. Each sign will rotate one of our four advertisements each day. The owner of the signs gave us a discounted price to run the ads to the end of the school year.

We were selected to receive Homeland Security grant funding for the equipment needed to start our license plate reader program. We did not get funded for the software or the warranty so we will need to work on a funding source for this part of the project.

10) Library Update

Though the weather is just starting to warm up, our summer plans are in full swing at the library. We are looking forward to another exciting Summer Reading Program with the theme of Adventure Begins At Your Library. The adult summer reading program is going to focus on some ways to highlight exploring unique locations right in your own neighborhood, in the great state of South Dakota and across the country. The youth summer reading program will be full of exciting performances, creative projects, hands-on experiences and more. Libraries are hubs for lifelong learning and growing, and the summer reading programs are often the library's "busy season".

We will also be working more closely with the Parks and Rec Department on some shared programming to provide a bigger splash with our kick-off and finale 'Party in the Park' events. We look forward to sharing more details in the near future!

11) Monthly reports

The Joint Powers monthly report is included for your review as well as minutes from the Airport Advisory Board Meeting and Park Advisory Board 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