



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

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Commission Information Memorandum

The Yankton City Commission meeting on Monday, April 8, 2024 will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Finance Department Update

Absentee voting ends on April 8 at 5:00 P.M. The two municipal vote centers for Election Day on April 9 will be at City Hall and the North Fire Station. Voters will be able to cast their ballot at either one of the designated vote centers between 7:00 A.M. to 7:00 P.M.

Canvassing of the election results is scheduled to take place Friday, April 12, at noon in the City Commissioner meeting room #114 of the Career Manufacturing Technical Education Academy located at 1200 W 21st Street.

Finance personnel have completed the annual sewer rate adjustments for residential utility customers. Adjustments based on the customer's average winter consumption from December, January, and February will be reflected in the utility bill being mailed out on April 19. Please refer any questions you may receive from customers to the City Finance Office.

Application letters were mailed out on March 18 for the renewal of malt beverage licenses. The license renewal is for the July 1, 2024 – June 30, 2025 period. Applications are to be filed in the City Finance Office on or before April 12.

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 were held for the Deputy Fire Chief in the Yankton Fire Department. Daniel Prendable, who is currently a Volunteer in the department, was selected to fill this position for the City of Yankton. Daniel has developed skills to foster positive and team-oriented working environments and has the goal of constant improvement of the services provided to the community. Daniel will begin employment April 29, 2024.

Interviews are complete for the position of Grounds Maintenance Worker in the Parks and Recreation Department. A recommendation for hire will be forthcoming.

Limited 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. 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.

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

The City of Yankton's Well 365 presentation for the month of April will focus on healthy snacking. The goal of this presentation is to provide information to know what a healthy snack is. The presentation will help employees with ideas on how they can plan, prep, and prepare healthy snacks no matter if they are on the go, in the office or simply looking for healthier snack ideas.

April's wellness challenge has begun. The challenge for April is hydration. Employees participating are asked to drink a minimum of 64 oz per day for a minimum of 21 out of the 30 days in April. 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 was held Wednesday, April 3 at City Hall.

4) Police Department Update

Chief Foote is working with the South Dakota Judicial System to help implement new guidelines regarding domestic violence arrest. The courts can better determine the bond for suspects arrested for domestic violence with the assistance of this information. This is an ongoing process and is scheduled to go to a trial phase in June.

We started a new program in the department allowing an officer to become a patrol investigator for two years. This allows a patrol officer to learn the complexities of working in investigations while still maintaining their status as a patrol officer. After two years the officer will go back to the streets, working as a patrol officer with a special set of skills learned while working in investigations. This gives a patrol officer the ability to improve themselves and gain extensive knowledge making them a better patrol officer. After completing the two years as a patrol investigator, a new officer can be selected for this position.

5) Fire Department Update

Chief Linke, Captain Adam Frick, and Emergency Management Director Paul Scherschligt met with representatives from Hydro Manufacturing and Cargill this week in regard to their expectations with confined space rescue. The Fire Department has the required equipment but is limited in staff who are qualified to conduct these types of rescues. The Fire Department and Yankton County Search and Rescue will be collaborating to train and qualify more responders for unusual technical incidents. These incidents, while rare, require additional education above and beyond structure fire, wildland fire, and vehicle extrication.

The Fire Department received a shipment of two-way radios that were ordered in 2023. The radios were ordered in order to have communications capabilities that are compliant with the State's P25 radio system.

6) Community & Economic Development Department Update

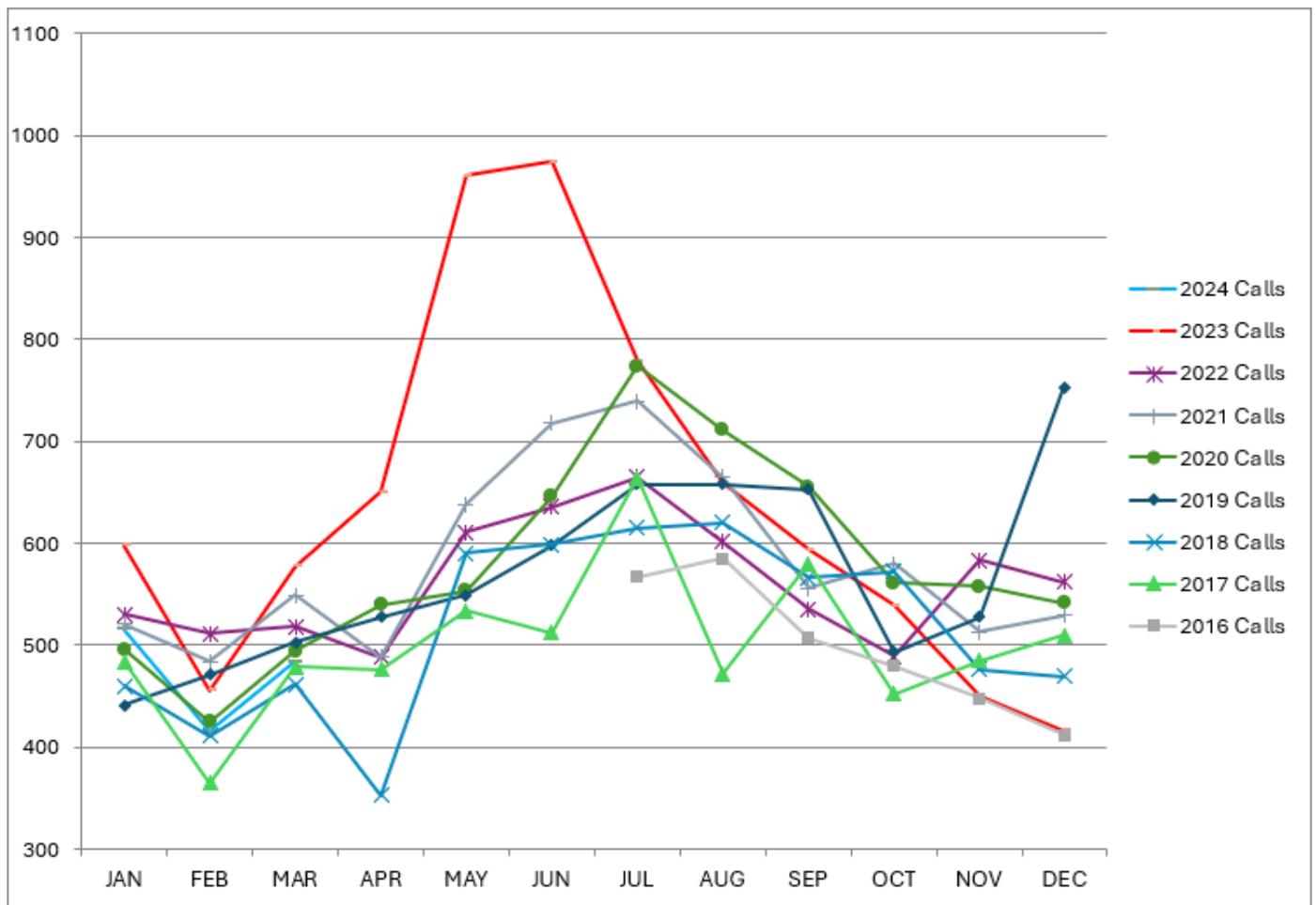
April is National Safe Digging Month. Warmer weather brings the start of yard and garden projects. This is a good time to remember that no matter how small the home digging project is, call 811 first. The service is free and important in keeping everyone safe and utilities functioning. Staff stresses the importance of calling 811 first to those planning a building project, but even small projects that don't require a building permit must call for locates before digging. Keep yourself and your community

safe by contacting 811 to have the approximate location of buried utilities marked with paint or flags before breaking ground.

7) Information & Technology Services Department Update

April 14-20, 2024 is National Telecommunicators Week. National Telecommunicators Week is a time to honor and appreciate the hard work and dedication of Yankton’s 911 dispatchers who play a crucial role in emergency response. These unseen heroes work behind the scenes, often under high-pressure situations, to ensure that help reaches those in need swiftly and efficiently. Their ability to remain calm, provide critical information and coordinate emergency services is truly commendable. In 2023, dispatchers answered 7,652 911 calls and 63,878 routine calls. With over 107 total years of experience in the department, the commitment to public service is evident as they help people through their most difficult situations.

Year to date 911 calls continue to trend behind 2023’s record setting volume. Through March 911 calls are down just over 13%.



8) Environmental Services Department Update

Staff attended the annual water seminar held in Brookings April 3-4. Topics included cybersecurity, regulatory updates, public messaging and social media, Brookings’ water plant project case study and site tour. The seminar was put on by the South Dakota Water and Wastewater Association and the South Dakota section of the American Water Works Association (SD AWWA). As part of the seminar, Kyle attended the SD AWWA board meeting as the acting Water Utility Chair.

The 2024 AWWA Water Matters Fly-In is scheduled for April 9-10. The fly-in is a two-day event where delegates from each state section of the AWWA go to Washington D.C. and meet with Congressional leaders to discuss current water issues important to AWWA. South Dakota sends two delegates to D.C. for the fly-In event. Travel expenses are reimbursed for one of the delegates by the National AWWA and the travel expenses for the second delegate are reimbursed by the South Dakota Section, AWWA. Kyle will be attending the event as the Water Utility Chair representing the SD AWWA. Topics that may be discussed are regulatory updates, water infrastructure funding, water affordability, and cybersecurity. Kyle will be joined by Ted Lewis from the City of Sioux Falls. They have meetings scheduled with the offices of the South Dakota Congressional delegation - Dusty Johnson, Mike Rounds and John Thune.

9) Public Works Department Update

Solid Waste, Transfer Station, and Street Department crews continue to accept materials at the Transfer Station and are busy with the curbside pickup of the 2024 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 contract documents for these two projects were sent to Masonry Components and are currently being processed. Once the contract documents are fully executed, preconstruction meetings will be scheduled. The contractor has indicated they would like to begin the projects soon.

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

The design for this project is in final review.

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

The 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 DANR for review of the water and sewer components of the project.

Citywide Cleanup

Yankton Citywide Cleanup began curbside pickup on April 1. The Transfer Station will be accepting no charge drop-off from regular City of Yankton collection route customers through April 13 during normal operating hours, Monday-Friday 8:00 A.M. – 3:45 P.M. and Saturday 8:00 A.M. – 11:45 A.M. 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. 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.

10) Library Update

Ready, set, library! National Library Week is April 7–13, 2024 and Yankton Community Library encourages everyone in the community to visit and explore all the library has to offer. Libraries give us a green light to experience something truly special: a place to connect with others, learn new skills, and pursue our passions through book clubs, storytimes, special events, crafting classes and more. YCL not only offers a wide array of programs but provides items “beyond books” for checkout including museum passes, toy kits, NASA backpacks, LEGO kits, and more.

We will be having special guest readers at our Preschool Storytimes all week! On Monday, April 8, Stewart School Librarian, Kathleen Bergeson, will be joining us. On Tuesday, April 9, School Resource Officer Skyler Russenberger will be reading. Luke Youmans from Yankton Parks and Rec will be joining us on Thursday, April 11. We will end the week with a special adult event: Canvas and Charcuterie with a guided watercolor painting and delicious snacks!

So, get ready to explore, become inspired, and connect with others this National Library Week. Yankton Community Library is here for you, all the way to the finish line.

The Government Research Bureau at the University of South Dakota is excited to announce a survey on behalf of the Yankton Community Library Foundation and Yankton City Commission. Individuals from the Yankton area are encouraged to share their opinions and insights to assess a possible need for a new library building project. This survey represents an opportunity for everyone to have their voices heard and contribute to meaningful change in Yankton's Community Library. The survey can be found at link.usd.edu/YanktonLibrary. Paper copies are available at the library.

11) Monthly reports

The Building, Salary and 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