



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

VOL. 59 NUMBER 9

Commission Information Memorandum

The Yankton City Commission meeting on Tuesday, May 13, 2024 will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Fire Department Update

Yankton Fire Department has been active, responding to 144 incidents so far this year, a figure on par with the previous year. These incidents range from routine non-emergencies to full department calls encompassing both City and rural fire districts.

Deputy Chief Daniel Prendable began his tenure with the City amidst two significant incidents. The first involved a struck gas main at West 21st and Kellen Gross where contractors accidentally hit a four-inch main while working on a project. Yankton Fire personnel responded and conducted atmospheric monitoring for nearby structures. Fortunately, the risk of natural gas migration was minimal, allowing a protect-in-place strategy while Mid-American controlled adjacent valves. Due to the proximity of the high school, the Fire Department also ensured the school district was kept informed. The second incident was a substantial fire that occurred in the early morning hours of May 3rd at the 700 block of West 8th Street. The flames from a detached garage ignited two adjacent houses. Yankton Firefighters executed primary searches, ensuring all occupants were safe, while utilizing five hose lines to combat the blaze. Despite the challenging scenario of controlling fires across three different structures, the well-coordinated effort led to the fire being brought under control after approximately two hours.

2) Environmental Services Department Update

The meter replacement project continues to move forward. Over 2,700 meters have been replaced. The data collectors have also been installed on each water tower. Staff has been working with Neptune to begin using the Neptune 360 software and updated reading system.

The wastewater plant project continues to move forward with design. John T. Jones has been busy putting together cost estimates as the project moves forward. The CMAR team continues to adjust the scope of the project to manage cost and keep the project on budget.

The Lewis and Clark Natural Resource District (NRD) did get approval from the Nebraska funding source for changes to the water agreement. The NRD board is planning on approving the contract in May. If approved, staff will bring the agreement with the changes requested by the funding source back to the City commission for approval.

3) Parks & Recreation Department Update

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

4) Finance Department Update

The Finance Department will mail out the restaurant license applications in the coming weeks. Renewals for restaurant licenses are for the July 1, 2024 – June 30, 2025 period.

The auditors from Williams & Company P.C. will be on site May 20-21 to meet with Finance and begin working on the 2023 financial audit.

Please see the enclosed Finance Monthly Report for March 2024.

April’s City Commissioner Election expenses amounted to \$9,211.98 at \$8.19 per voter. The 2024 adopted budget for the election was \$10,000.00. Below is a breakdown of the election expenses which does not include Finance Office staff wages for election training, preparation, absentee voting, and election day labor. For comparison, the election from April 2023 totaled \$9,641.84 at \$6.67 per voter.

2024 City Election Expenses

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Expense</u>
1/11/2024	Press & Dakotan	Notice of Vacancy - Pub 1/16 & 1/23 Notice of Voter Registration - Pub 3/5	\$20.17
2/27/2024	Press & Dakotan	& 3/12	\$25.35
2/27/2024	Press & Dakotan	Notice of Election - Pub 3/26 & 4/2	\$31.40
	Election Systems & Software Vndr		
3/18/2024	#2960	Ballots (Qty 4000)	\$1,276.81
	Election Systems & Software Vndr	Programming for the tabulation	
3/18/2024	#2960	machine/USBs	\$966.91
3/25/2024	Press & Dakotan	Notice of Tabulation - Pub 3/29	\$9.44
3/25/2024	Press & Dakotan	Sample Ballot Publication - Pub 4/2 Absentee Application Envelopes &	\$507.50
	McLeod's Printing & Office	Seals	\$172.50
2/28/2024	USPS	Thumb drive postage	\$9.30
3/5/2024	KnowInk, LLC	Poll Books and Support	\$3,600.00
4/9/2024	Finance Dept - Vendor #3436	Election Worker Pay	\$2,405.00
4/9/2024	Reserve election worker	Election Worker Training	\$35.00
4/23/2024	Alyssa Lange	County Employee - Resolution Board	\$63.54
4/23/2024	Kasi Foss	County Employee - Resolution Board	\$76.83
4/8/2024	Postage	Postage for Mail Outs	\$12.23
			\$9,211.98

Publications	\$593.86
Workers	\$2,580.37
Ballots and Supplies	\$6,037.75
	\$9,211.98

Final Cost for City as of
\$9,211.98 04/23/2024

Cost per City Voter (1125 voters) \$8.19

5) Community & Economic Development Department Update

Brad Bies recently attended floodplain management training in Aberdeen with floodplain managers from across the state. The training provided reassurance that our general approach to floodplain management is consistent with FEMA requirements as well as previewed new tools to help residents and design professionals access information about new mapping products as they become available. Brad, as our local floodplain administrator, regularly attends training on floodplain management topics and maintains a working relationship with other floodplain administrators across the state to stay on top of this complex topic. It is important to remember that FEMA regulations are adopted at the federal level under direction from Congress. Communities are required to adopt these regulations and FEMA issued maps as a condition of participation in the program. Access to federal funding after a disaster and the availability of federally backed mortgages (VA, FHA, USDA, etc..) for properties in floodplain are contingent on the community's participation in the program. While we understand there has been a change and some residents are frustrated, we hope folks remember that City staff is the messenger/administrator of rules we had little to do with creating these rules. Even our own floodplain development ordinance must be based on a previously FEMA approved template, then reviewed again by FEMA after adoption. The City of Yankton (or any community) may not in any way reduce or lessen the minimum requirements.

6) Human Resources & Employee Engagement Department Update

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

The position of Public Safety Administrative Assistant in the Police Department has closed. Interviews are being held and a recommendation for hire will be forthcoming.

The position of Airport Maintenance/Traffic Control Superintendent in the airport division of our Public Works Department has closed. Interviews were completed and Shawn Stuen, a senior equipment operator who has been employed with the City of Yankton for 10 years, was selected to fill this role. Shawn's first day in the new position was May 6.

With the promotion of Shawn Stuen, the Public Works Department is now accepting internal applications for an equipment operator. The position is open until May 12.

The position of Finance Generalist in the Finance Department has closed. Interviews were held and Kayla Giggee was selected for this position. Kayla is very knowledgeable with computers and shows great attention to detail. Her professional experience includes customer service, personal banking, office management, marketing, and administrative duties. She is looking for a work environment where she can grow as part of a team. Her tentative start date is May 20.

Yankton Housing has an opening for Part Time Office Assistant. This position will be open until filled. The position of Grounds Maintenance Worker in the Parks and Recreation Department has reopened. Deadline for applications is May 19.

We are now accepting applications for the position of Water Plant Operations Specialist in the Environmental Services Department. This position is open due to the pending retirement of Al Peterson on May 17. Interviews have been scheduled and a recommendation for hire will be forthcoming.

The City of Yankton's April's presentation by Well 365 out of Sioux Falls will focus on physical activity at all ages. The goal of this presentation is to help individuals get moving and try new things

no matter what age or stage they are in their life. There will be discussion on the importance of moving their bodies and providing ways to do that today.

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.

May's wellness challenge has begun. The challenge for May is walking. Employees who are participating are asked to make 15 trips across and back over the Meridian Bridge during this month. 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 Annual Employee Bake Off was a success! There were a lot of treats to enjoy and share. The City of Yankton has some great bakers!

7) Police Department Update

The YPD participated in the Junior Class Job Fair at Yankton High School on April 24, visiting with many high school juniors about what it takes to be a City of Yankton Police Officer. This is just one way we are recruiting for the future of the department. It is never too early to start recruiting.

On May 1, several officers attended the VFW's Loyalty Day Program. This day recognizes area first responder agencies and staff. The VFW served a potluck style meal followed by a short program with an award presentation.

Yankton School Resource Officers held their 2nd annual car show at the Yankton High School on May 3. Approximately 40 cars were entered in the car show. Awards were given in 5 different categories: Best in Show - Ashtyn Empeky; Best Stock Vehicle - Chris Rockne; Best Modified Vehicle - Jett Yaggie; Best Classic Vehicle - Robert Bickerstaff III; and Best Stereo - Sean Turner. The winners are pictured here with Jason Yaggie, YHS Automotive Instructor, who was given an appreciation gift from the students.



On May 8, Chief Foote traveled to Pierre to attend the South Dakota Law Enforcement Memorial Service honoring those officers who have been killed in the line of duty. This service was held one week earlier than the National Law Enforcement Memorial Service allowing those who will travel to Washington next week to participate in both ceremonies. Moody County Deputy Ken Prorok will be added to the South Dakota Memorial this year.

8) Public Works Department Update

Street Department crews are replacing curb and gutter at various locations throughout the City. Crews are also street sweeping and mowing.

21st Street from West City Limits Road to Summit Street:

Removals are complete and the contractor is installing water main. With the recent rains, the contractor is having to deal with groundwater which has slowed the progress.

Marne Creek Bank Stabilization:

The contractor has returned to the project site and is performing warranty work. Areas that have eroded are being repaired. Plantings and seeding that did not take are also being addressed at this time.

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

Design is complete and under staff review.

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

This project is currently being advertised for bids. Staff have notified residents adjacent to the project of the upcoming project.

8th Street from Burleigh Street to Peninah Street:

The contract documents have been returned for this project. The contractor has indicated that this project will not begin until later in the season.

Westside Park Pond Improvements:

The general contractor has indicated that the liner installation could start as early as May 13.

In a recent "Airport Zoning Study" funded by the South Dakota Department of Transportation (SDDOT) Division of Aeronautics, a consulting engineer ranked Yankton very high as compared to other similarly classified airports in South Dakota. The study reviewed the planning and zoning processes we utilize when considering development projects in the community, especially near the airport. The SDDOT and the Federal Aviation Administration are especially focused on making sure that growing communities make wise development decisions that do not restrict the current or future use of the airports they have significantly invested in over the years. Our administration of airport area land use and planning tools have our airport well positioned to serve the community for many decades to come.

9) Library Update

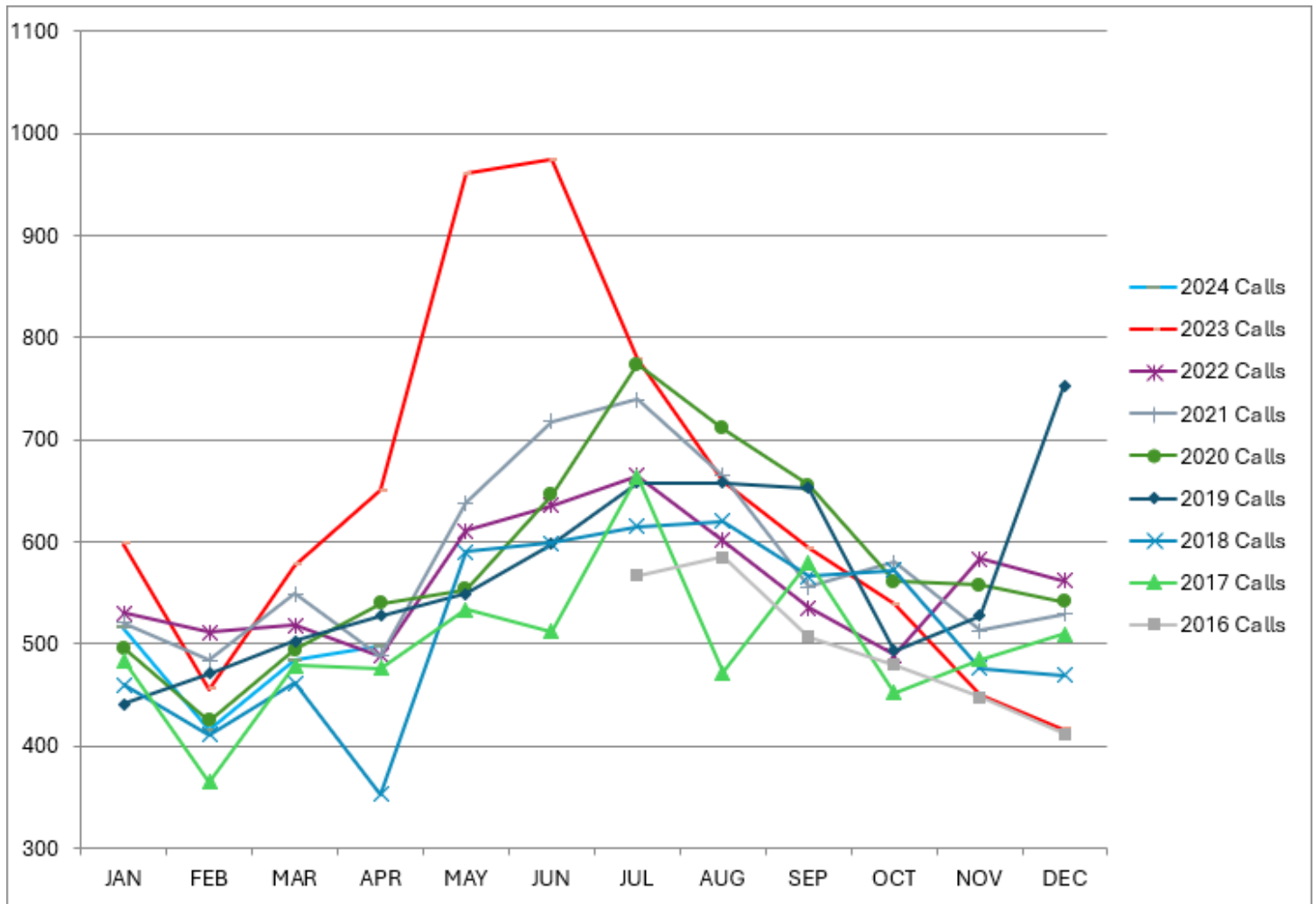
The Government Research Bureau (GRB) at the University of South Dakota is excited to announce a survey on behalf of the Yankton Community Library Foundation and Yankton City Commission. Individuals from the Yankton area are encouraged to share their opinions and insights to assess a possible need for 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.

As of May 7, the Government Research Bureau has received 1,065 online responses. Of the respondents about 75% currently have a library card. We would also love to hear from those members of the community who do not currently use the library to find out what kinds of features or services they might see as valuable in a library.

Three focus groups were conducted in April to expand on the survey questions. Two more focus groups will be held in May, including one specifically for those with Spanish as their native language. The survey will remain open until June 10 which will give the GRB an opportunity to help individuals complete the survey in person at some of the library’s Summer Reading kick-off events.

10) Information & Technology Services Department Update

City staff continues to work with the state on follow-up on the 911 outage. The state is working with Lumen to determine why the outage occurred and how the network’s redundancy can be improved. In addition, a steering group has been formed to look at additional solutions for improving the overall resiliency of the 911 system. We continue to work with our radio vendor to implement a new monitoring solution at our radio site. The vendor has been onsite and installed the new equipment and is working to provision and finish the setup. We hope this is wrapped up soon. We have experienced some intermittent issues with our emergency generator that exacerbate the issue.



911 calls continue to trend lower than last year’s record setting volume. (-16%)

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