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## OFFICE OF THE CITY MANAGER

[www.cityofyankton.org](http://www.cityofyankton.org)

VOL. 59 NUMBER 11

### Commission Information Memorandum

The Yankton City Commission meeting on Monday, June 10, 2024 will begin at 7:00 pm.

#### Non-Agenda Items of Interest

##### 1) Human Resources & Employee Engagement Department Update

Applications are still being accepted for the position of Water Distribution/Wastewater Collection Operation Specialist. Interviews have been scheduled. The position is open until filled.

Ashley Hobza has been selected as the candidate to fill the position of Public Safety Administrative Assistant in the Police Department. Ashley has substantial administrative experience and will begin work on June 26.

Robert Hoefs was chosen for the Equipment Operator position in the Public Works Department. Robert has been employed with us for the last year and has great interest in learning all areas of the department. Robert's first day as Equipment Operator was June 3.

Police recruit Victor Allen began his work on Tuesday, May 28.

The position of Grounds Maintenance Worker in the Parks and Recreation Department has been accepted by Beau Lofink. Beau comes to us with extensive knowledge of ball field maintenance and he will begin work on June 10.

Limited summer seasonal positions are still open. With returning employees and applicants already accepted, some positions are full. Interested applicants can visit [cityofyankton.org](http://cityofyankton.org) and click the link to our employment application.

The position of Sanitation Truck Operator has closed. Interviews are being held and a recommendation for hire will be forthcoming.

Cookies and Conversation with the City Manager was held May 29. This was an opportunity for employees to discuss questions or concerns with the City Manager.

The City of Yankton's Well 365 presentation for the month of June will focus on clearing the clutter. The goal of the presentation is to address several different areas that might be keeping your mind cluttered and address ways to clear the clutter. Clearing the clutter will help employees be more present and ensure they are able to connect with those around them.

June's wellness challenge is underway. The challenge for June is exercise. Employees who are participating are asked to exercise for at least 45 minutes per day for 20 out of 30 days in June. Employees will track their exercise and submit their log at the end of the month to be entered into a drawing for a prize.

## **2) Community & Economic Development Department Update**

With the primary election season over, it is a good time to review temporary signage rules in the City of Yankton. Election campaign signs are temporary signs that may be placed up to 75 days before an event and must be removed 7 days after the event. For the primary election that means all election campaign signage must be removed by June 11, 2024. Signage for the general election on November 5, 2024 may be placed on or after August 22, 2024. This restriction on temporary signage is consistent with HB 1069 which will become law on July 1, 2024 and is less restrictive than South Dakota Codified Law permits. To help reduce confusion, the City of Yankton is reaching out by mail to all legislative candidates and local political parties. The mailing will include our brochure providing guidance on the placement of temporary signage.

You will notice that other than the amounts and other brief descriptions, all three of the memorandums and resolutions for the Tax Increment Districts (TID) are very similar. This is intentional because they are all based on the need for workforce housing in Yankton, and the Department of Revenue (DOR) thoroughly reviews all TID related documents. The documents in your packet reflect the types of comments and formats the DOR has accepted in the past. The important thing to remember with these TID's is that they are performance-based projects planned by private developers.

## **3) Police Department Update**

With the warmer weather Riverside Park has become a hangout for some of our population to drink and cause problems. Staff is aware and we are taking a stance that we will not have any tolerance for any City Ordinance violations or State Law violations. We will also assist in enforcing policies of the Parks Department if facilities are not being used for their intended purpose.

Safety City at Calvary Baptist Church began last week and officers stopped in to visit with the kids as time permitted. On June 5<sup>th</sup>, officers stopped out to show the kids the inside of the patrol car. This is a fun summer program because these kids enjoy seeing police officers and getting a chance to sit in a police car with the lights and siren on.

On June 6<sup>th</sup>, Chief Foote and Sgt. Bruening gave a presentation at the Mental Wellness Conference about understanding Officer Mental Health and the steps the Yankton Police Department has taken to work on hiring and retention of officers by focusing on mental health.

June 7<sup>th</sup> is the official Signing Day at Southeast Tech. Chief Foote and Commander Rothenberger will be traveling to Sioux Falls to support our Build Dakota Scholarship winner Tommy Brinkerhoff. Tommy will be recognized and have an orientation day after a brief program. We are excited to see how Tommy grows over the next couple years while he is in school.

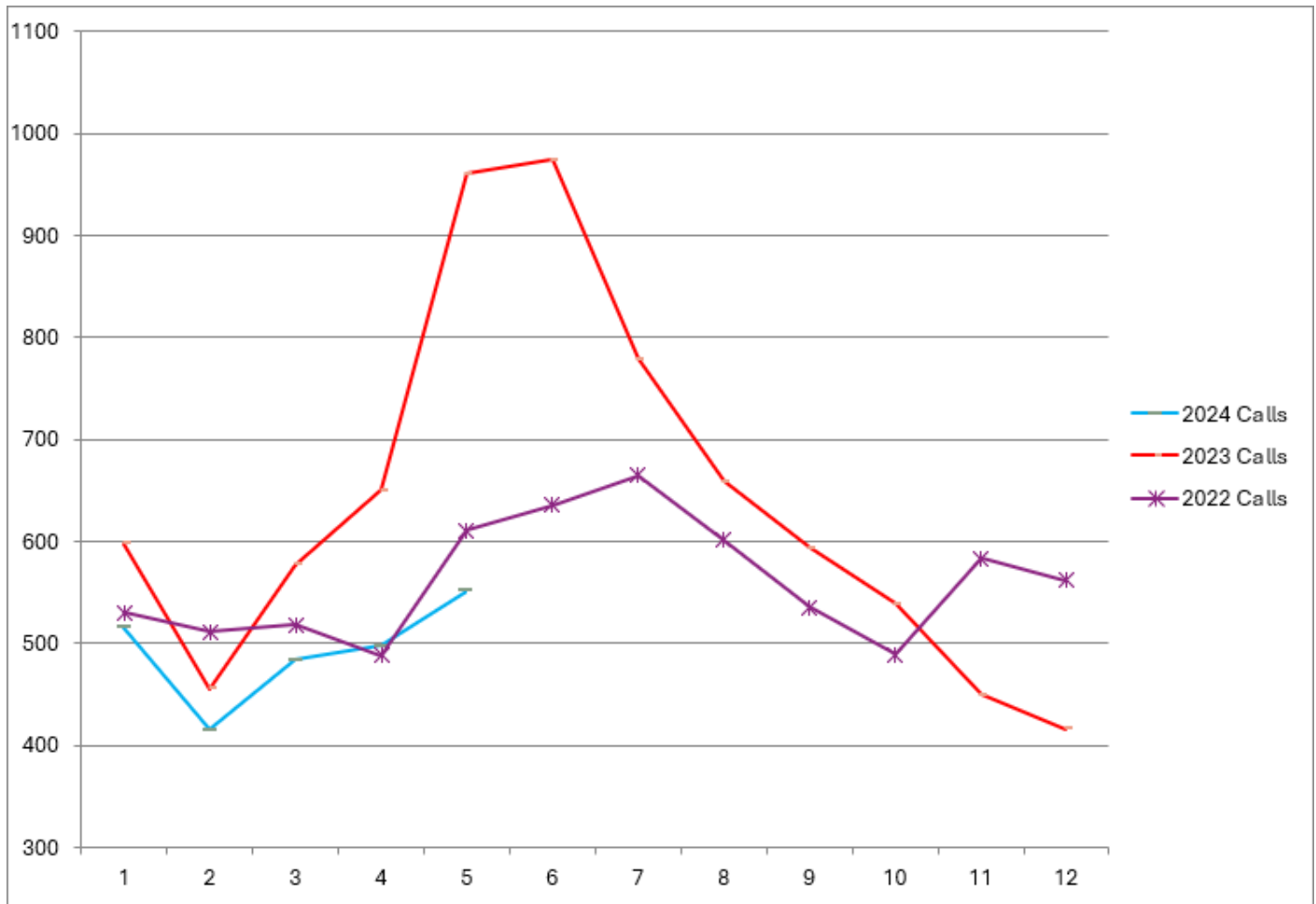
## **4) Parks & Recreation Department Update Parks & Recreation Department Update**

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

### 5) Information & Technology Services Department Update

The US Department of Justice has issued a new rule on government content accessibility for websites or mobile applications. The new rule lays out technical requirements to ensure government content is readily accessible to and usable by individuals with disabilities. This includes text, images, sounds, videos, controls, animations, and electronic documents. The new rule change means DOJ can now bring action against state and local government agencies that fail to meet ADA requirements for online services. Upgrades to government websites and applications must be made within two years of the publication of the rule for jurisdictions of 50,000 residents or more. Smaller jurisdictions have three years to comply. More information can be found in this fact sheet. Fact Sheet: New Rule on the Accessibility of Web Content and Mobile Apps Provided by State and Local Governments | ADA.gov

911 calls thru May are about 24% under the record setting 2023.



### 6) Environmental Services Department Update

The City of Yankton hosted a water and wastewater operator training class on June 4, sponsored by the Midwest Assistance Program at the water plant. City staff gave presentations and facility tours. Operators received five hours of continuing education units. Approximately 15 operators from South Dakota and Nebraska attended.

The electrical switch gear was delivered to the wastewater plant. The electrical switch gear had been on backorder for over a year. John T. Jones and the electrical sub-contractor anticipate finishing the EDA project within the next month.

Harn R/O Systems, Inc. was onsite at the water treatment plant to conduct a chemical clean in place (CCIP) of the reverse osmosis (RO) membranes. Several sections of the membrane were removed and sent in for analysis. The analysis will be used to determine the future cleaning requirements. This is the only second CCIP required on the membranes. The original cost comparisons estimated an annual or biannual requirement for CCIP.

## **7) Finance Department Update**

The 2023 financial audit is ongoing. Auditors from Williams & Company P.C. were in-house May 20-21 to begin the auditing process which involved reviewing paperwork and interviewing staff. As it is early in the auditing process, the timeline for the final draft is unknown at this time.

The Finance Office has been working on processing restaurant licenses for the July 1, 2024 to June 30, 2025 period.

The 2024 Special Assessment Roll for Nuisance Abatement was sent out at the end of April. The assessments may be paid without interest on or before June 12, 2024.

The Finance Officer and Deputy Finance Officer will be attending the annual SD Governmental Finance Officers' School which will be held in Spearfish June 12-14.

## **8) Public Works Department Update**

Street Department crews are replacing curb and gutter and asphalt patching at various locations throughout the City. The Cedar Street and Walnut Street railroad crossings are now back open to traffic. Crews continue street sweeping and mowing.

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

The installation of water main is complete. The project is now at the paving phase. Masonry Components has been on site and have started grade work and completed fillets and miscellaneous concrete work at the Kellen Gross Drive intersection. Main line paving will begin next.

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

The bid opening for this project was June 4th. The recommendation of award is included in this packet agenda.

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

The bid opening for this project was held May 23rd. The bids came in quite a bit higher than expected. Staff recommendation is included in this packet agenda.

### 8th Street from Burleigh Street to Peninah Street

The contractor has indicated that this project will not begin until later in the season.

### Westside Park Pond Improvements

The clay material and rock around the edges of the pond and retaining wall areas have been reinstalled. The plantings and landscaping outside of the pond area are being reestablished. The contractor continues to add water to the pond with no issues.

### Gehl Drive Extension

The grading for this project is underway as there is a substantial amount of material to be moved. Underground utility installation is scheduled to start this month.

### Active Transportation

City Engineering staff has completed surveys at the two locations at which sidewalk installation is proposed. Those two locations are the east side of Mulberry Street, from 21st Street to James Place, and on the east side of Burleigh Street, at Rotary Park. Design for the locations is in the review stage.

## **9) Fire Department Update**

The Yankton Fire Department launched its summer community risk reduction activities with Safety City on June 5. This program focuses on educating residents, especially children, about fire safety and prevention.

Chief Linke and Deputy Chief Preadable participated in Yankton Farm Safety Day on June 7. Additionally, we hosted “Fire Friday” at Stewart School, coinciding with regular lunch schedules at elementary schools. This event provided an excellent opportunity for outreach and engagement with students.

Over the summer months, you will notice increased outdoor training involving fire apparatus. Our predominantly volunteer staff is committed to being well-prepared for any situation. Given fluctuations in staff availability, it is essential that as many members as possible are trained in various roles.

The Yankton Fire Department remains dedicated to saving lives. We prioritize thorough searches of all occupancies and swift water deployment during fires.

## **10) Library Update**

Our Party in the Park Summer Reading Kick Off Event on June 3 was a great success! This partnership with Yankton Parks & Rec brought in a great crowd despite the heat! It was so fun to see so many people enjoying the animals, art and fun at the event. The library tables were busy signing individuals up for the summer reading program, and handing out registration bags and coupons for free treats. It was also a great opportunity for some of our Friends and Foundation members to be able to visit with the public about what they do the help support the library.

Another partnership with Parks & Rec we are excited to begin this summer is Pool Storytime. Each Thursday at 10:30 A.M. during June and July, we will be meeting at the Huether Family Aquatics Center for preschool storytime. Families get free entry into Pool Storytime with a library card or pay just \$1 per person. After engaging stories, songs, activities and water play, families are welcome to stay and swim for the day.

For the second year, we are checking out passes to the Huether Family Aquatics Center with an adult library card. We have made some adjustments after last year to try to allow for more families to be able to use this great resource! The library receives 150 passes each month. An

adult can check out one pass per month which is good for one day entry for up to two adults and six children. We received so much positive feedback about this program last year and look forward to offering this opportunity again this year. With lots to explore in our own backyard, you can also check out passes to the Summit Activities Center, a SD State Park Pass, and a Mead Museum Pass with your library card!

**11) Monthly reports**

The Building and Salary 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