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## OFFICE OF THE CITY MANAGER

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

VOL. 58 NUMBER 3

### Commission Information Memorandum

The Yankton City Commission meeting on Monday, February 13, 2023 will begin at 7:00 pm.

#### Non-Agenda Items of Interest

##### 1) Finance Department Update

One individual has filed a nominating petition to date for the three open seats on the City Commission. Tony Maibaum has submitted the requisite number of signatures to be a candidate on the ballot if an election is required. 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 24th at 5:00 p.m. to file nominating petitions with the City Finance Office.

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

One positive occurrence resulting from this winter's heavy snowfalls is that they gave our maintenance staff flexibility in timing some work items that need to occur when buildings are empty. For example, stripping and waxing the main floor at The Center usually involves schedule and shift adjustments to allow for the project to take place at night or on weekends when the facility is closed. Management at The Center closed the facility on a weekday during one of the bad weather events. That closure allowed our maintenance staff to get going on the floor project during regularly scheduled shifts.

##### 3) Parks and Recreation Department Update

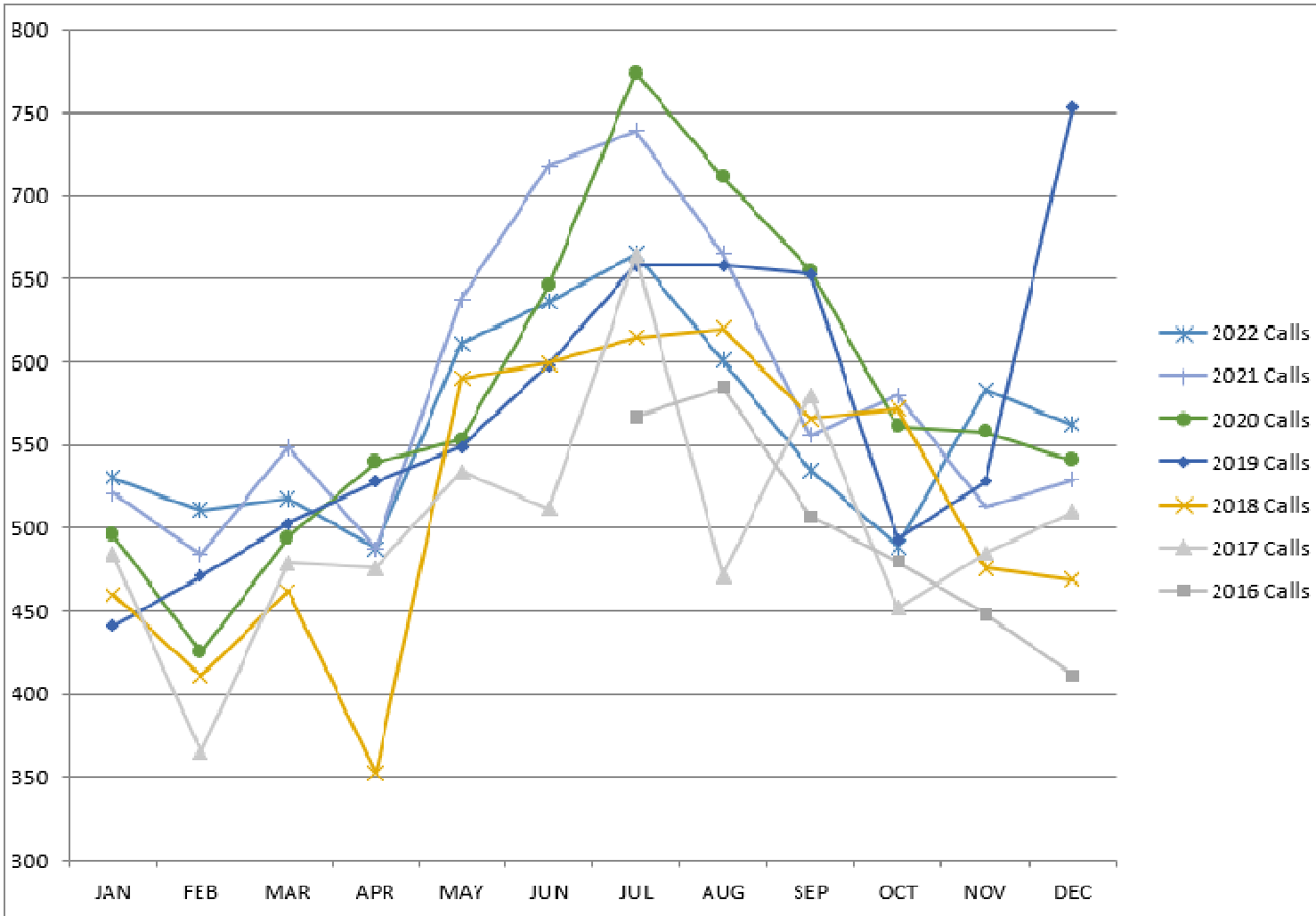
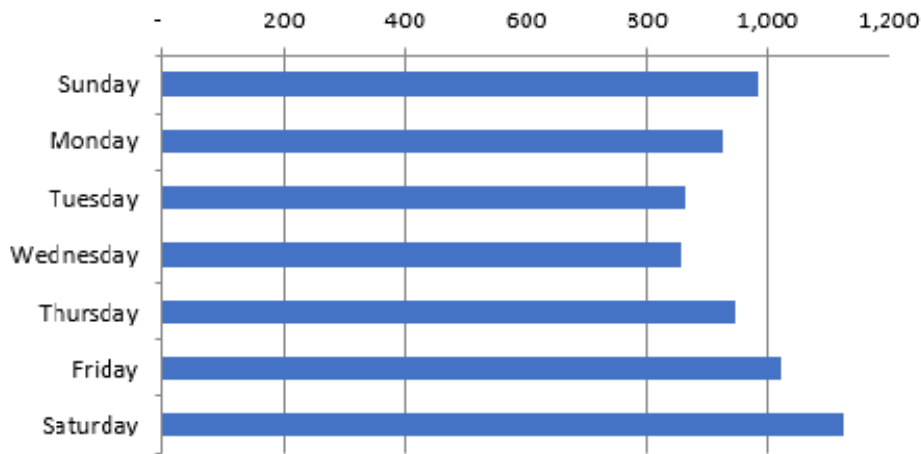
Enclosed in your packet is an update on the various activities in the Parks & Recreation Department.

##### 4) Information Services Department Update

City staff is continuing to work with BluePeak to resolve ongoing call routing issues and is exploring other options. The new portable radios have arrived, and we will be working with the vendor to get them programmed and deployed. We are also working on a radio replacement and reprogramming for both the 911 center and the backup facility at fire station #2. In 2023 the state radio system will undergo a major upgrade that will require all subscriber radios on the system to be P-25 compatible and have updated programming.

In 2022 the dispatch center handled 6,729 911 calls, a decrease of 3.6% compared to 2021.

## 911 Calls by Day of the Week



**5) Human Resources & Employee Engagement Department Update**

We continue to accept applications for full time Police Officers which will remain open until filled. The internal position for Police Detective is currently open. Deadline for submission is February 17. Part Time Housing Program Assistant Brenda Wollman began work on February 6.

Summer Seasonal positions have been opened and we are accepting applications for a variety of positions. Preference will be given to applications received by April 1. After that date, positions will be filled as needed during the season from applications on file. Interested applicants can visit [cityofyankton.org](http://cityofyankton.org) and click the link to our employment application under “Employment”. If this option is not available to an applicant, please contact the HR office (668-5222) and an application will be mailed out.

**6) Library Update**

The Yankton Community Library will soon have a South Dakota State Park Pass available for checkout for library cardholders through the new Check Out South Dakota State Parks program. The program is made possible through a partnership between South Dakota Game, Fish and Parks (GFP) and the South Dakota State Library. This pass will have a 3-day checkout and will be available on a first-come, first-serve basis.

We will be partnering with the South Dakota State Library for an upcoming program called Scan For Keeps. Staff from the State Library will be at the Yankton Community Library on Tuesday, February 21 to help individuals scan genealogy documents and photos that they would like to preserve. The library will be scheduling appointments for this services and participating individuals will be able to leave with a free flash drive that contains the scans of their saved documents. There will also be a presentation at 1:00 PM on February 21 explaining the genealogy databases that are available for free through the State Library.

**7) Public Works Department Update**

Street department staff continue to perform winter maintenance projects on equipment and the streets. Crews have been removing piled up snow from intersections and along street curb lines to make more room for future plowing events and to allow the melting runoff to find its way to the storm sewer system. Crews are also addressing potholes that are forming due to the mild temperatures.

The 2023 15th Street reconstruction project from Bill Baggs Road to Alumax Road is currently advertised for bids. The bid opening date is February 16, 2023 with a recommendation for acceptance anticipated on the February 27, 2023 Commission meeting agenda. There are currently four contractors on the plan holder list for the project.

The Mead development project will resume in the spring once more favorable weather for construction arrives.

The Marne Creek bank stabilization project has kicked off. Fenton Construction has started clearing shrubs and trees on the project. Fenton is grinding the material and hauling it offsite.

Design work in the City Engineering office is ongoing. The Douglas Avenue and Elm Street projects are the next to be advertised for bids.

## **8) Environmental Services Department Update**

Staff continue to work with BBG Law and Tegra (our owner's representative) to finalize a contract with HDR. The final cost has not changed.

The wastewater plant continues to have equipment issues. Staff are replacing an inlet blower, odor control blower, circuit boards on the waste pumps, and the aeration pump #2 drive which has failed. Aeration pump #2 is wired in for a hard start and no-flow controls for emergency use only.

Some equipment has been delivered to the WWTP site and the contractor is sending a small crew back to begin work. Several of the large pieces of equipment continue to have availability issues. The latest delivery estimate on some of the electrical equipment is March of 2024.

Water department staff have been digging out fire hydrants when time allows. Staff would like to remind the public that staff does not have time to dig out every hydrant in town. If a hydrant has been hit in your area, please report it to the City so staff can repair the hydrant as soon as possible.

## **9) Fire Department Update**

Chief Linke initiated the first of several training sessions for current and prospective Fire Officers with the Yankton Volunteer Fire Department. Thirteen members attended the class covering topics ranging from Strategy and Tactics to Leadership and the Incident Management System. Several members will also be engaging in a leadership book study to enhance their skills over the next few months. The Fire Department trains on the second and last Monday of every month with the volunteer business meeting on the third Monday. Officer/leadership training is held on the fifth Monday of relevant months.

## **10) Police Department Update**

We have had one individual who successfully passed the interview process and the background check. Jorge Ledezma from Sioux City, Iowa was hired and began work on February 6. He is a member of the Iowa National Guard and is fluent in Spanish. Jorge will be sworn in at a later date.

With all the snow Yankton has received, we have been busy educating the public on when and where they can park. We had to tow a few vehicles and write tickets due to time limits and the snow emergency, and have received a few complaints.

We have completed our annual training for the year. This is our required training that is either biannual or annual. Training has included Taser, use of force, mental health, firearms, TPR (Threat Pattern Recognition), active threat and Radar. We continue to look at ways to improve our training. We have discussed doing more training during the year to ensure that we are staying proficient in all areas.

Commander Rothenberger and Chief Foote met with Ken Kopetsky at Ace Bike and Fitness to discuss the City of Yankton Police Department's use of bikes for patrol. We will continue to work on a plan for the best implementation of a bike patrol program including looking at policies and best practices from other agencies with this program.

We are monitoring the Legislative session for changes that may affect how the City of Yankton Police Department does business as some laws are discussed and passed. We have reached out to our representatives to discuss laws which affect law enforcement.

## **11) Monthly reports**

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