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## OFFICE OF THE CITY MANAGER

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

VOL. 58 NUMBER 8

### Commission Information Memorandum

The Yankton City Commission meeting on Monday, April 24, 2023 will begin at 7:00 pm.

#### Non-Agenda Items of Interest

##### 1) Community & Economic Department Update

The United States Census Bureau has recently announced that most of their detailed demographic data from the 2020 count will be available early this summer. They even have a reference to May 25th on their website. That is the news we have been waiting for to kick off the process of updating the city's Comprehensive Development Plan. Staff will update the consultant selection Request for Proposals (RFP) from the version that was prepared at the time when the original Census release was anticipated. The RFP will be circulated amongst staff for edits and provided to the commission. The RFP for a Comprehensive Development Plan is a little different than the engineering types of documents that we see more frequently. While we need this RFP to list standard things and some specific items we want covered, we also need to include some more flexible language that provides for the unknowns the planning process may discover along the way.

We anticipate the beginning of the full public process associated with the creation of our new Comprehensive Development Plan to begin later this summer. That process will include many opportunities for public input over an estimated 18-month period.

##### 2) Police Department Update

Chief Foote and Sheriff Crissey continue to enhance the partnership between the Yankton Police Department and the Yankton County Sheriff's Office. Last week they attended the Annual South Dakota Police Chief's and Sheriff's Spring Conference which was held in Deadwood.

The Police Department and Sheriff's Office co-hosted the Federal Prison Camp's Community Relations board meeting on April 19. This is an attempt to host the meeting off the grounds of FPC in an effort for FPC staff to get to know what is happening outside of the campgrounds. The board meets quarterly.

School Resource Officers Jeremy Olson and Skyler Russenberger participated in the Elementary Bike Safety Assembly on April 19. Second graders throughout the school district were given free helmets and tips on staying safe while riding their bikes this summer. This is an annual program conducted by the YPD in conjunction with the Yankton Medical Clinic.

The School Resource Officers went from bike safety to Junior-Senior prom at the Yankton High School. SROs Olson and Russenberger attend the prom to keep kids safe and encourage them to make good decisions while having fun. Check out the YPD Facebook page to see SRO Olson's and Russenberger's attire.

We continue our efforts to slow the public down in the community when they are traveling and have officers out working federal highway safety overtime. This overtime is reimbursed by the federal government and is a source of some of the equipment we receive (for example, our radar systems).

K9 Corona continues to heal from her injury and had her staples removed on April 17. Officer Wilson is having a hard time keeping Corona calm as she is eager to get back to work but will need to continue to rest for six weeks or more.

**3) Public Works Department Update**

Street Department crews are addressing potholes at various locations throughout the city. The annual street survey is underway. Once the street survey is complete, a list of the 2023 Street Department projects will be compiled. Crews are also street sweeping and preparing for mowing operations to begin.

The 2023 Citywide Cleanup is complete. The Transfer Station was open for resident drop off from March 11<sup>th</sup> through April 8<sup>th</sup>. In addition, the City Crews picked materials left out for curbside pickup from April 3<sup>rd</sup> through April 6<sup>th</sup>. Below is a summary of material tonnages collected this year as well as the results for the past three years.

	<b>2023</b>	<b>2022</b>	<b>2021</b>	<b>2020*</b>
Curbside Material By City Crews	107.07 tons	109.46 tons	243.01 tons	0 tons
Resident Material Brought To Transfer Station	143.43 tons 864 loads	305.15 tons 1083 loads	144.08 tons 928 loads	280.97 tons 1011 loads
<b>Total Tons</b>	<b>250.5</b>	<b>414.61</b>	<b>387.09</b>	<b>280.97</b>
*Vouchers were distributed to utility customers - no Citywide Cleanup				

The 2023 Household Hazardous Waste Collection event took place April 15 at the Transfer Station. 170 vehicles dropped off materials between 9:00 am and 1:00 pm.

**Mead Property Development:** Slowey Construction has been mobilizing to the project site. Once mobilized, they will begin site-grading operations.

**15<sup>th</sup> Street from Bill Baggs Rd to Alumax Rd:** The 15<sup>th</sup> Street reconstruction from Bill Baggs Road to Alumax Road has begun. Removals for approximately half the project are complete. Subbase and base preparation is ongoing. City staff have been getting survey stakes in the ground for the paving operation.

**Marne Creek Bank Restoration:** The Marne Creek project is no longer ahead of schedule, but is still on schedule for project completion. The contractor, Fenton Construction, had to mobilize for another project, but are back on site. They are still in the lower part of the creek but should be moving north in the next week or so.

**Douglas Avenue from Levee Street to 2<sup>nd</sup> Street:** Pavement removal on the Douglas Avenue project was completed April 13 & 14. The subcontractor for the underground utilities is scheduled to begin April 19. Staff has been working with the businesses to make sure that they are able to access their properties with not only the everyday traffic but also larger semi-truck deliveries that happen quite frequently.

**Meridian Bridge:** JEO Consulting is in town to perform an in-depth inspection of the Meridian Bridge columns that are in need of repair. Engineer Steve Arens will be compiling the information and presenting a recommended repair.

#### **4) Finance Department Update**

The April 11<sup>th</sup> election had a voter turnout of 14.19% with 1,446 out of 10,193 active registered voters showing up at the polls. This was a decrease from the 2022 turnout of 24.29% in the City and school combined election last April. There were a total of 388 absentee voters in this election compared to 717 in April 2022. The election canvass was held on Friday, April 14.

The official vote tally for each candidate is as follows: Brian Hunhoff-985 (24.45%); Stephanie Moser-739 (19.09%); Thomas J. Bixler-93 (2.4%); Tony Maibaum-672 (17.36%); Charlie Gross-584 (15.09%); and Ben Brunick-798 (20.61%). The commission's annual re-organizational meeting will be held on May 8 with Stephanie Moser, Ben Brunick, and Brian Hunhoff taking the Oath of Office.

The Purple Wave surplus online auction is active and concludes at 10:00 a.m. CST on Tuesday May 2, 2023. For a listing and pictures of the items, go to Purple Wave Auction website at <https://bit.ly/YanktonCityAuction>.

Please see the enclosed Finance Monthly Report for March and the first quarter 2023 Revenues and Expenditures Report.

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

We are still accepting application for a variety of summer seasonal positions. Interested applicants can obtain employment information at [cityofyankton.org](http://cityofyankton.org).

The position of Grounds Maintenance Worker in the Parks and Recreation Department closed on Friday, April 7. Interviews are being scheduled.

The position for a Finance Generalist closed Wednesday, April 19. Interviews are being scheduled and a recommendation for hire will be forthcoming.

The Annual Staff Easter Egg hunt was a huge success with some great prizes this year. Easter Bunny Colleen was very creative to create a score system and placed employees on teams to determine winners.

The City of Yankton monthly presentation by Well 365 focused on building resiliency regarding the challenges and hardships everyone faces. The Zoom presentation was held on Wednesday, April 19.

The City of Yankton Health Fair held their annual Employee Bake Off on Wednesday, April 19 at City Hall. Close to 20 entries competed for winning the best cookies, cake, brownies or bars. The bake off really was SWEET!

#### **6) Fire Department Update**

Yankton volunteers have been very active over the past two weeks. Instructors from the Sioux Falls area provided training in ground ladders. The training was conducted at the old water plant on

Riverside Drive. Firefighters continued the theme of honing basic skills by practicing carries, targeting windows, climbing, and performing fire attack on upper floors with the use of ladders.

Call activity picked up the week of April 10 with dry and windy conditions lending to an increased risk for wildfire. Yankton fire spent several hours on grass fires in the rural fire district and on out-of-state mutual aid with Crofton, experiencing occasions with multiple incidents at the same time. The simultaneous incidents provided the Fire Chief an opportunity to evaluate radio communications and incident command terminology in order to make improvements in personnel operation. Paid and on-call fire department staff have answered several fire alarm calls which seem to be on the rise for this time of year.

Eighteen officers and firefighters received their logins for an online course entitled “Mastering Fireground Command (MFC).” MFC is the premier fire-service based incident command course that is intended to teach our members how to apply the basics of incident response coupled with National Incident Management System compliant organizational structure. The 32-hour course will be completed by the end of the year.

**7) Library Update**

National Library Week (April 23-29) will be celebrated with the theme "There's More to the Story." Libraries are full of stories in a variety of formats from picture books to large print, audiobooks to e-books, and more. But there's so much more to the story. We are proud to offer a variety of programs for all ages at our library, from author visits to craft nights, story times, STEAM activities, free performances and so much more! YCL offers public computers, access to wi-fi, and technology classes and assistance. We have expanded our library of “things” available for checkout to include LEGO kits, a NASA backpack that includes a telescope and a coding mouse, light therapy lamps, and A/V equipment as well as passes for the Mead Museum and the State Parks. To top it all off, the library staff are dedicated, compassionate and creative people who help make this community a better place by the service they offer! We’d love to see you stop into the library during National Library Week to get a library card or just take a look around to see what’s new!

**8) Parks and Recreation Department Update**

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

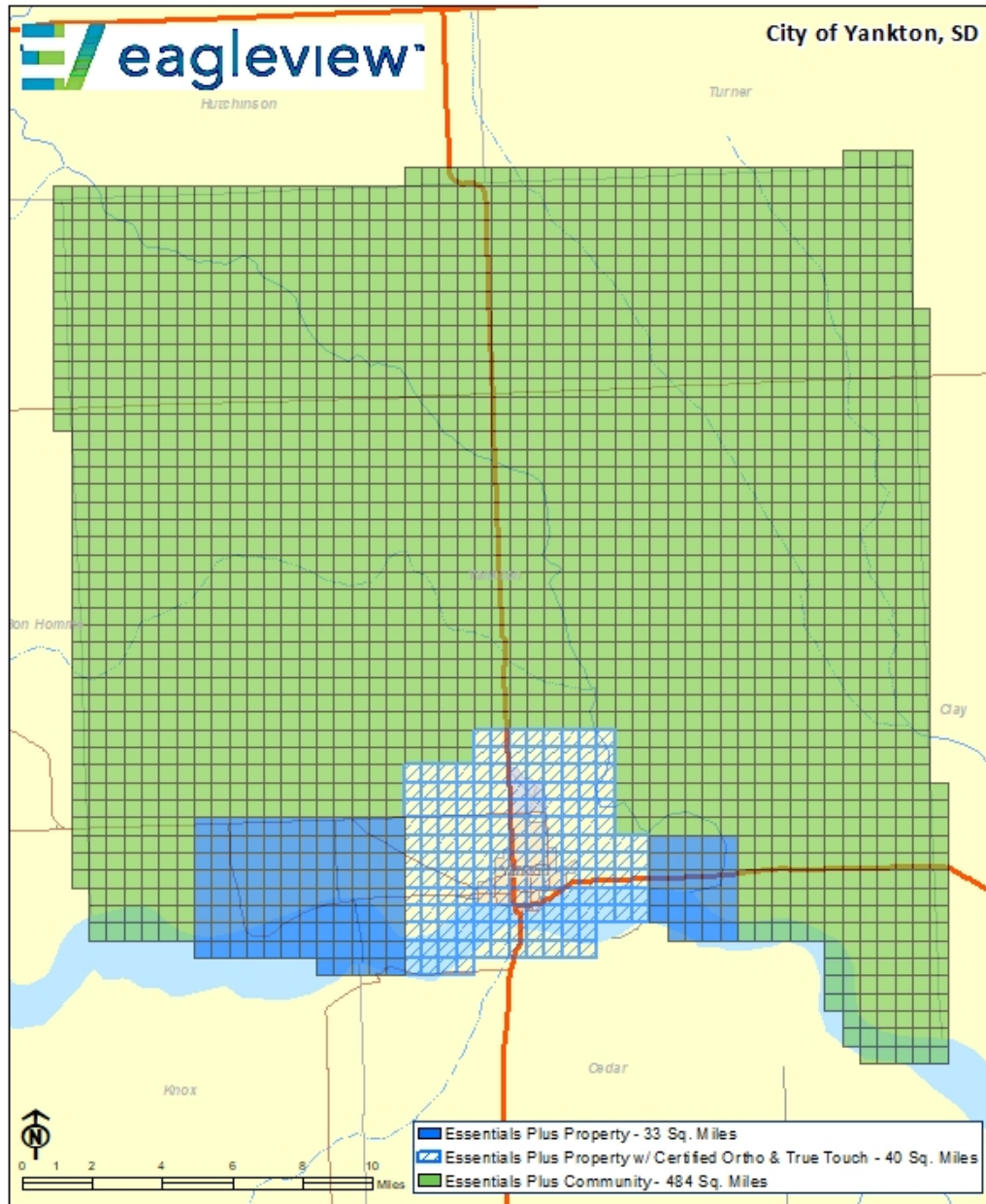
**9) Environmental Services Department Update**

Along with HDR and Tegra Group, City staff interviewed four contractors for our upcoming waste water plant CMAR project. City staff will evaluate and score the proposals, interview, and fees. Staff will also reach out to references. Our City Attorney is reviewing financial documents. Staff is expecting to have the selection made within the next several weeks and begin negotiations with the CMAR contractor. The final contract will be brought to the Commission for final approval.

Distribution staff and Finance have been working on the meter project. New software has been ordered and is expected to be installed in the next couple months. Staff will be ordering three data collectors next month and will be scheduled for a fall installation. Two of the collectors will be installed on the water towers and the third near the wastewater plant. Due to long lead time, staff has put in a large order of meters with estimated spring delivery. Staff will be putting together a bid package for a meter installation next summer. The meter project was part of our environmental funding package utilizing ARPA funds and SRF loan funds.

### 10) Information and Technology Services Update

The 2023 imagery flight began on Monday, April 18. Eagle View (Pictometry) will have three planes flying over the City of Yankton and Yankton County. The flight will capture the highest resolution images for the City of Yankton's 40 square mile area, 33 square miles of imagery for the surrounding development areas and 484 square miles of slightly lower-level imagery for the rest of the county. This flight refreshes the images captured in 2020. Typically, the City has new imagery flown every three years. The cost of the project will be split between the City and County based on each area flown.



**11) Monthly reports**

The Yankton Police Department and Joint Powers monthly reports are included for your review as well as meeting minutes from the Planning Commission.

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