



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

VOL. 58 NUMBER 9

Commission Information Memorandum

The Yankton City Commission meeting on Monday, May 8, 2023 will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Community & Economic Department Update

FEMA Region VIII has issued Preliminary Flood Insurance Rate Maps for the City of Yankton. Staff from FEMA Region VIII will travel to Yankton for a public meeting about the changes and adoption process in early June 2023. When a date for that meeting is finalized, City staff will contact impacted property owners by mail with more information as well as share updates with local media and on our social media outlets.

Despite the word “preliminary,” it’s really the final stage of the multiyear mapping process. Following the release of the Preliminary Map a 90-day comment period will occur after which a final letter will be issued, and the City of Yankton will have six months to adopt the new map by ordinance and make any changes to our flood plain development ordinance. During this period, the preliminary maps have the force of law, and the City of Yankton must regulate using them.

You can view the preliminary maps:

<https://fema.maps.arcgis.com/apps/webappviewer/index.html?id=e7a7dc3ebd7f4ad39bb8e485bb64ce44>

2) Police Department Update

Officer Brandon Frey participated in the Vermillion Police Department’s plain clothes officer firearms training. This was to gain a better understanding on setting up similar training for our department. Officer Frey is one of our firearms instructors and is consistently looking for training to enhance our department. We continue to share training resources with Vermillion to better both departments.

On March 27 Commander Monty Rothenberger participated in Connecting Cultures community integration training. This training helps give those who have moved here from another country a better understanding in transitioning to living in our community, learning what information they might need when interacting with the police and how to obtain that information.

Chief Foote, Sgt. O’Farrell, and Sgt. McNinch attended the 2023 Law Enforcement Legal Liability and Risk Management Conference in Deadwood. This conference was put on by Safety Benefits and helps give insight to policies and procedures that are necessary to help reduce liability for the department and the City.

Recruit Police Officer Ryan Eddy is working on his final evaluation phase and is expected to work force as a full-fledged City of Yankton Police Officer on May 5. Officer Eddy was in the group of recruits that were hired back in August of 2022.

Recruit Police Officer Jorge Ledezma is in his ninth week of training at the Law Enforcement Training Center in Pierre. Recruit Ledezma has approximately four weeks left before he will return to the Yankton Police Department for his field training.

Recruit Police Officer Brett Craig started his field training working with officers to learn how to respond to calls in our community and interact with community members on a daily basis as a City of Yankton Police Officer.

3) Human Resources & Employee Engagement Department Update

We are still accepting application for a limited number of the summer seasonal positions. Interested applicants can visit our website at cityofyankton.org to check out the Employment section, or contact the Human Resource Department.

The position of grounds maintenance worker in the Parks and Recreation Department closed on April 7. Robert Lehman has been hired to fill this position. Robert has a degree in Wildlife and Fisheries from South Dakota State University. He has extensive maintenance experience with Lewis and Clark Marina, South Dakota Game, Fish and Park, and the US Forest Service. Robert's first day with the City of Yankton will be May 15. The position for a Finance Generalist closed April 19. Interviews were held with four qualified applicants. A recommendation for hire will be forthcoming.

The May presentation by Well 365 for City of Yankton employees will focus on "Healthy Eating on the Go", providing strategies for eating well even when we're busy. We are looking forward to learning some tips and tricks to help maintain healthy eating habits. The Zoom presentation will be held on May 17 at 11:00 AM.

Yankton Housing has an opening for a Part Time Housing Office Assistant. This position will be open until May 12.

Brian Frick celebrated his retirement from the City of Yankton with a reception at Fire Station #2 on April 28. We thank Brian for his 31 years of service and wish him well as he moves on to the next stage.

Dispatcher Adam Doyle is leaving for an opportunity with the Yankton County Sheriff's Office and we are pleased to welcome back Chris Allington to the department. Chris previously worked in dispatch and is still current with all of his training and certifications.

4) Library Update

We are gearing up for a fantastic summer of reading and fun events. We have partnered with the Yankton School District to offer a fun family literacy night on May 11 as a preview. The night will include various stations with prizes and treats along with an opportunity to sign up early for summer reading.

Look for ticket sales for our Tenth Annual Cemetery Walk beginning on May 22. This is a partnership with the YCL Foundation and the Mead Cultural Education Center. We will stroll through the cemetery and meet some fascinating characters from Yankton's history. The Cemetery Walk is one of our most popular events.

We had so much fun with our Halloween costume swap last fall, we decided to try a variation this spring and offer a Kitchen Swap. We will be accepting kitchen gadgets, etc. during the last week in May and will transform our meeting room into a Swap Store. Anyone who donates will receive coupons to come back and shop. We have seen libraries around the country organizing all kinds of swaps – from holiday decorations to craft items. As always, check our Facebook page for the latest info on more fun events, book recommendations, and all things library related!

5) Finance Department Update

The Finance Office has received all malt beverage license renewal applications. The public hearing date for the renewals is set for the next commission meeting. Also, restaurant license applications were mailed out and are due May 31. Renewals are effective July 1, 2023.

Below is a breakdown of City election expenses. The budget was originally \$10,000.

2023 City Election Expenses

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Expense</u>
1/18/2022	Press & Dakotan	Notice of Vacancy - Pub 1/19 & 1/26	\$19.59
		Notice of Voter Registration - Pub 3/8 & 3/16	\$25.92
3/1/2023	Press & Dakotan		
4/10/2023	Casey's	Training School refreshments	\$15.55
3/23/2023	Press & Dakotan	Notice of Election - Pub 3/28 & 4/4	\$33.42
	Election Systems & Software Vndr		
3/27/2023	#2960	Ballots (Qty 5000)	\$1,384.84
	Election Systems & Software Vndr	Programming for the tabulation machine/USBs	\$904.04
4/5/2023	#2960		
3/23/2023	Press & Dakotan	Notice of Tabulation - Pub 4/4	\$10.24
3/28/2023	Press & Dakotan	Sample Ballot Publication - Pub 4/4	\$507.50
3/16/2023	McLeod's Printing & Office	Absentee Application Envelopes & Seals	\$231.67
4/5/2023	Bear Graphics	16 Vote Privacy Screens	\$503.59
4/5/2023	USPS	Thumb drive postage	\$18.10
4/11/2022	KnowInk, LLC	Poll Books and Support	\$3,600.00
4/11/2023	Finance Dept - Vendor #3436	Election Worker Pay	\$2,225.00
4/10/2023	Paula Hallberg	Election Worker Pay	\$35.00
4/10/2023	Nancy Nissan	Election Worker Pay	\$35.00
4/13/2023	Alyssa Lange	County Employee - Resolution Board	\$39.78
4/14/2023	Kasi Foss	County Employee - Resolution Board	\$41.38
4/10/2023	Postage	Postage for Mail Outs	\$11.22
			<u>\$9,641.84</u>
	Publications		\$596.67
	Workers		\$2,376.16
	Ballots and Supplies		\$6,669.01
			<u>\$9,641.84</u>
			<u>\$9,641.84</u>
	Final Cost for City		<i>as of</i> <u>\$9,641.84</u> 05/02/2023
1446	Cost per City Voter		\$6.67

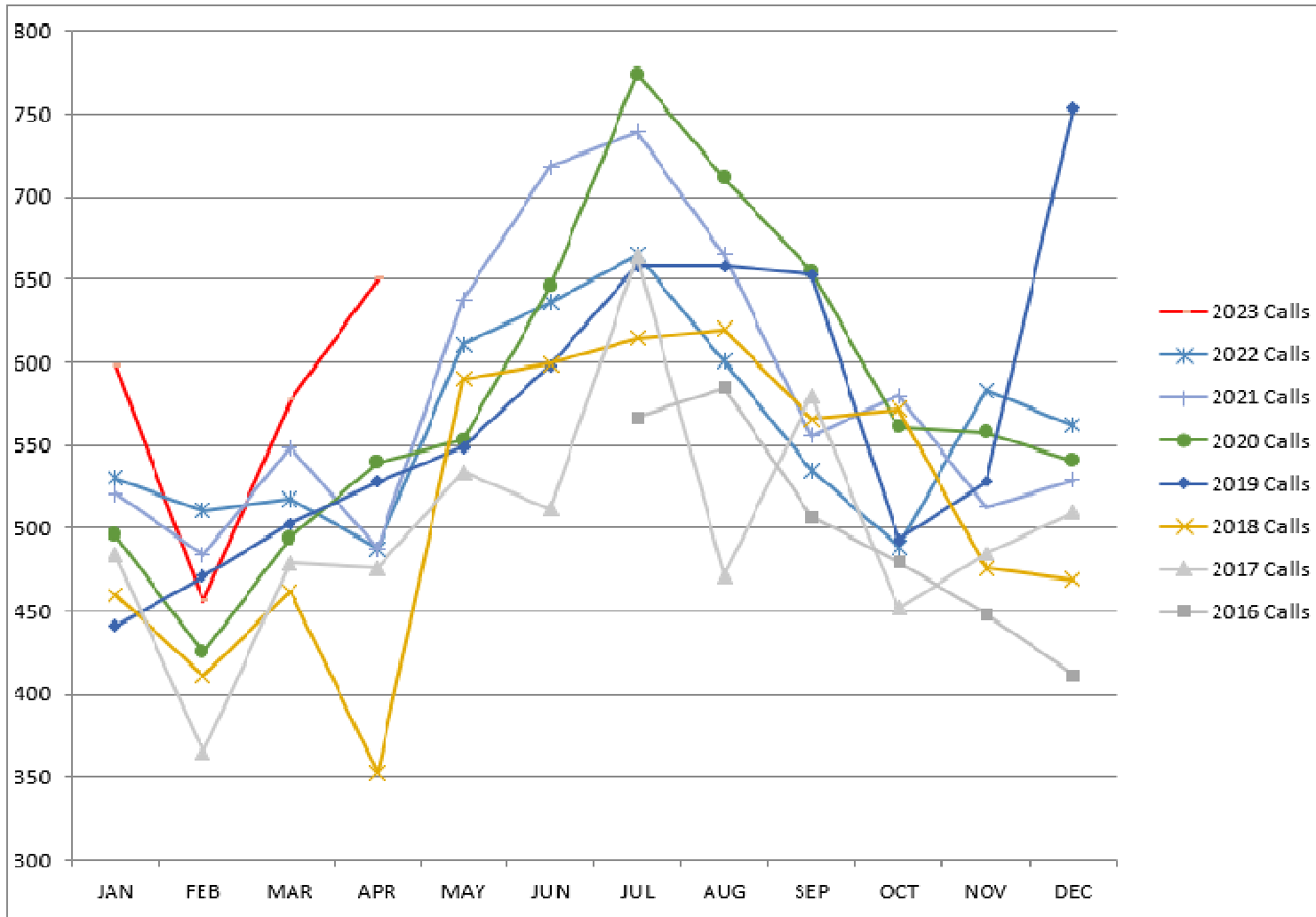
6) Parks and Recreation Department Update

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

7) Information Services Department Update

Work is under way on the 2024 budget. Departments are completing five-year capital improvement plan (CIP) changes and projecting operating budgets.

911 calls thru April are up over 11% compared to 2022. A graph of the call volume by month is attached.



8) Fire Department Update

Yankton Firefighters were recognized along with EMS, Police, Sheriff, Highway Patrol, and Search and Rescue by the VFW for their service during Loyalty Day proceedings last week.

Firefighters responded to a fire at Majestic Bluffs on April 30. An overheated electrical motor created a light haze of smoke in the cabin section, which was promptly reported by the fire alarm system. The fire did not require any water for extinguishment. Occupants were moved to another area with the assistance of YPD while firefighters ventilated smoke from the structure. There were no injuries and all parties were able to return to their rooms.

Nicer weather means that you will see firefighters out and about more on Monday nights for training drills. Our focus this summer will be on driving and operating pumper apparatus, stretching and flowing hoselines, and residential search and rescue.

9) **Public Works Department Update**

Street Department crews are preparing to de-winterize the asphalt plant in preparation for street patching with hot mix asphalt. Crews are also preparing to begin curb and gutter replacement at various locations throughout the city. Public Works is beginning mowing operations at locations throughout the city.

Mead Property Development: Slowey Construction continues site-grading operations. Watermain, sanitary sewer, and storm sewer pipe are on-site, ready for utility installation to begin.

15th Street from Bill Baggs Road to Alumax Drive: Phase 1 of the 15th Street paving project is complete. Pavement was installed from the east end of the project to approximately half way to Bill Baggs Road. The contractor will be swapping traffic control and starting removals of Phase 2 on May 8.

Marne Creek Bank Restoration: Progress is moving north on the Marne Creek bank stabilization project. Fenton Construction should have Reach A (south of Highway 50) ready for the landscapers to arrive the week of May 8. Fenton Construction has already headed to Reach B (Burleigh to Highway 50) to start the work in that section.

Douglas Avenue from Levee St to 2nd St: The underground utility work on the Douglas Avenue project is nearly done. The subcontractor has said that they hope to be done with their part by May 12. Once that is complete, work will commence on grading the project for concrete placement.

Westside Park Pond Restoration: GeoTek Engineering was able to pull samples from the pond liner on May 3rd for permeability testing; results are expected by the end of May. While the testing is taking place, the contractor plans to begin placing the additional liner material adjacent to the island and viewing deck retaining walls.

10) **Environmental Services Department Update**

Kyle attended the annual American Water Works Association (AWWA) Regional Meeting of Section Officers (RMSO). The South Dakota Section of the AWWA hosts the annual meeting at Custer State Park. The SD Section had a board meeting Sunday afternoon. Kyle's term on the board as the liaison will be completed this fall. The board approached Kyle about remaining on the board as the Chair of the Utility Council. The Utility Council Chair is responsible for scheduling meetings with the SD Department of Agriculture and Natural Resources for legislative and regulatory updates. The Utility Council Chair also attends the AWWA sponsored "Water Mattes Fly In" to Washington DC. The chair is responsible for scheduling meetings with our state representative during the fly in to lobby for legislation related to the water industry. Sections from Iowa, Illinois, Wisconsin, Nebraska, North Dakota, Minnesota, Indiana, Ohio, and Ontario Canada were present at the RMSO. 47 attendees discussed topics including PFAS regulations, lead and copper regulations, AWWA strategic plan survey, AWWA 2050 initiative, membership issues, work force recruitment, and section sharing exercises during the two day event. The meeting was moderated by staff from the AWWA national office and the national chair elect.

11) Monthly Reports

The Building, Salary and Yankton Police Department monthly reports are included for your review. Minutes from the Airport Advisory Board and Planning Commission are also included.

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