



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

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Commission Information Memorandum

The Yankton City Commission meeting on Monday, June 12, 2023 will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Community & Economic Department Update

Community Development Manager Brad Bies recently attended the South Dakota Association of Code Enforcement (SoDACE) Annual Information and Training Conference in Pierre. Brad has just completed a two-year term as president of the professional association. As president he chaired the event. He and the other board members designed a program of professional development that covered a variety of practical and leadership topics.

Planning and Development District III held its annual meeting in Mitchell on May 24th. Community and Economic Development Director Dave Mingo attended. Meeting topics included the new guidelines for the Governor's House Program, MiNKota Regional Food Business Center effort, protocol for public meetings and the most recent news about the South Dakota Housing Infrastructure Financing Program. The public meeting protocol portion of the agenda provided reassurance that the City of Yankton is conducting business appropriately when it comes to quasi-judicial issues and ex parte communication. Regarding the housing program, there is hope that the state's efforts to further define the process for community access to funding will be formalized this summer. Projects could potentially benefit from the program by fall in preparation for early 2024 construction.

The annual meeting also marked District III's 50th anniversary. They shared a video depicting the history and highlights of the organization. District III has been an extremely valuable resource to the City of Yankton since its inception. There is no doubt that the city has benefited from their assistance in bringing tens of millions of dollars of grant and low interest loan funding to town for important community projects.

As a reminder a public open house is scheduled for June 15th from 5:30 p.m. to 7:30 p.m. at the Yankton Middle School Theater/Lecture Hall located at 2000 Mulberry Street. Staff from FEMA Region VIII will be onsite to explain the changes, map adoption process, and answer questions. Letters have been mailed to all properties mapped in the special flood hazard area making them aware of the map changes and open house. View the preliminary maps online through a map viewer provided by FEMA: <https://msc.fema.gov/fmcv>.

2) Fire Department Update

Members of the Fire Department are preparing for the on-boarding of new volunteers. A small group is preparing a recruit firefighter assignment book intended to provide guidance for the new volunteers and their mentors on important benchmarks that must be reached during the first six

months. Chief Linke is also preparing training and education for the first group of officers and mentors who will mentor the next group of new volunteers.

Nicer weather means a lot more outdoor training. You will likely see our fire apparatus more on Monday drill nights over the summer as we take advantage of summertime temperatures.

Chief Linke attend a two-day class in Colorado last week on the implementation of NFPA 1700. This standard is related to structural firefighting using research-based tactics. As part of Underwriters Laboratories, the Firefighter Safety Research Institute has conducted extensive research for the better part of a decade on topics intended to improve survivability of civilians and firefighters in structure fires. Part of the Fire Department's 2023-2028 strategic plan involves adopting evidence-based practices that make sense for our community's building stock and department deployment model. This course will provide a great deal of information to bring us into alignment with acceptable practices.

3) Police Department Update

We continue our hiring process and are trying different social media posts attempting to get the information out and catch the eye of individuals who would like to work in law enforcement. We have had a few applicants and are looking for more.

We had the pleasure of escorting the Yankton High School Gazelles softball team out of town on May 31 as they made their way to the inaugural state high school softball tournament held in Aberdeen. The Yankton Fire and Yankton County Sheriff's Departments also assisted with this event.

Thefts and vandalisms have picked up with the nicer weather. Officers are keeping an extra close eye on things and, when there is enough staff, they are using unmarked vehicles to watch problem areas.

K9 Murphy has started training with Commander Rothenberger in preparation to become a therapy dog for the Police Department. We look forward to bringing Murphy on to the team later this year.

We are partnering with the Sheriff's Office in hosting Juvenile Detention Alternative Initiative training, focusing on better understanding the risk assessment tool used to determine if a juvenile needs to be held in jail or turned over to their parents.

On June 2 Jorge Ledezma graduated from the South Dakota Law Enforcement Standards and Training Academy. Jorge will start his training with the YPD on June 5.

4) Human Resources & Employee Engagement Department Update

We are still accepting applications for a limited number of summer seasonal positions. Interested applicants can visit cityofyankton.org (Employment tab) or contact the Human Resource Department. We are accepting applications for full time police officers. This position will remain open until filled.

The City of Yankton position for equipment operator was open to internal applicants. James Haas has been selected as the candidate to fill this position. James previously was a sanitation truck operator for our organization. We are currently accepting applications for two sanitation truck operators which are open until June 9, 2023. These two openings come from James Haas' move to equipment operator and Brandon Steenholdt leaving our organization.

The City of Yankton's June presentation by Well 365 out of Sioux Falls will focus on blood pressure awareness. High blood pressure is associated with a variety of potential life-threatening diseases or conditions. The best prevention is knowing your numbers and making changes that matter in order to prevent and manage high blood pressure. The presentation will be available during the third week of the month.

The Yankton Housing position for part time housing program assistant has been filled by Lorena Zamora who began employment on May 25. Yankton Housing also has selected Josilyn Price as part time housing office assistant and she will begin work on June 19.

After 34 years of hard work, Sue O'Grady will be celebrating her retirement on June 15, 2023 in the City Hall Gym.

5) **Parks and Recreation Department Update**

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

6) **Finance Department Update**

Auditors from Williams & Company, P.C. were in-house the first week of June to review paperwork and interview staff. The auditing process continues. The final draft timeline is unknown at this time.

Finance staff is preparing for Sue O'Grady's final days in the office with ongoing training and reviewing licenses. We will greatly miss her!

Utilities has been extra busy with sprinkler accounts and snowbirds coming back for the summer. Plus, this time of year we see an influx in connects and disconnects due to people moving.

7) **Public Works Department Update**

Street Department crews are asphalt patching at various locations throughout the city. Crews are also painting pavement markings in the streets and parking lots and mowing various right-of-way locations in the city.

Airport North Hangar Taxilane, Access Road, and Runway 20 Turnaround Project: A pre-construction meeting was held with the contractor, Double H Paving, on June 5th for this project. The contractor anticipates beginning work on the Runway 20 Turnaround portion of the project on June 19th. The contractor is anticipating work to be ongoing through the summer with completion in the middle of August. This project is the first phase of a new hangar development area on the northwest side of the airport.

15th Street Pavement Replacement: All of the concrete paving has been completed. Once the contractor has sawed and sealed the remaining portion of the project, City crews will paint the pavement markings. The street should be completely open to traffic by the middle of June.

Marne Creek Bank Stabilization: Fenton Construction has moved the operation further upstream, as they have started work on Reach C, the area south of 8th Street and west of Burleigh Street. There is still work to be done in Reaches A and B, but much of that will be done by subcontractors. As the project progresses upstream, the treatment to the banks is less extensive, so work will progress quickly.

Douglas Avenue: The final section of concrete was paved on June 5th. The contractor will be doing some clean-up items prior to project acceptance. City crews will paint the pavement markings once the contractor has finalized their cleanup, prior to opening the street to traffic.

8) **Environmental Services Department Update**

The EDA project at the wastewater plant is moving forward. John T. Jones is back on site and is working in the aeration building. The subcontractor was onsite and started up the bypass pumping. John T. Jones is replacing the piping and pumps in the aeration building. They are also adding an additional pump for pumping to the new equalization pond. The contractor is still waiting on electrical switch gear and inlet works equipment.

Staff continue to work on finalizing a CMAR contract for the next phase of construction at the wastewater plant. HDR has scheduled a kickoff meeting to begin design work on the next phase. The South Dakota Department of Agriculture and Natural Resources is reviewing the CMAR contract and documentation for funding requirements.

9) **Library Update**

The Yankton Community Library is excited to have been selected as one of 240 libraries to participate in Libraries Transforming Communities: Accessible Small and Rural Communities. This is an American Library Association (ALA) initiative that provides community engagement and accessibility resources to small and rural libraries to help them better serve people with disabilities.

The competitive award comes with a grant that will help the Yankton Community Library improve accessibility at the library. The proposed plan would automate a set of doors on the library's east entry and remodel the accessible bathroom to make the space easier to navigate.

As part of the grant, Yankton Community Library staff will participate in 4-6 hours of virtual training. In August, staff will host conversations with community members about library accessibility for people with physical disabilities.

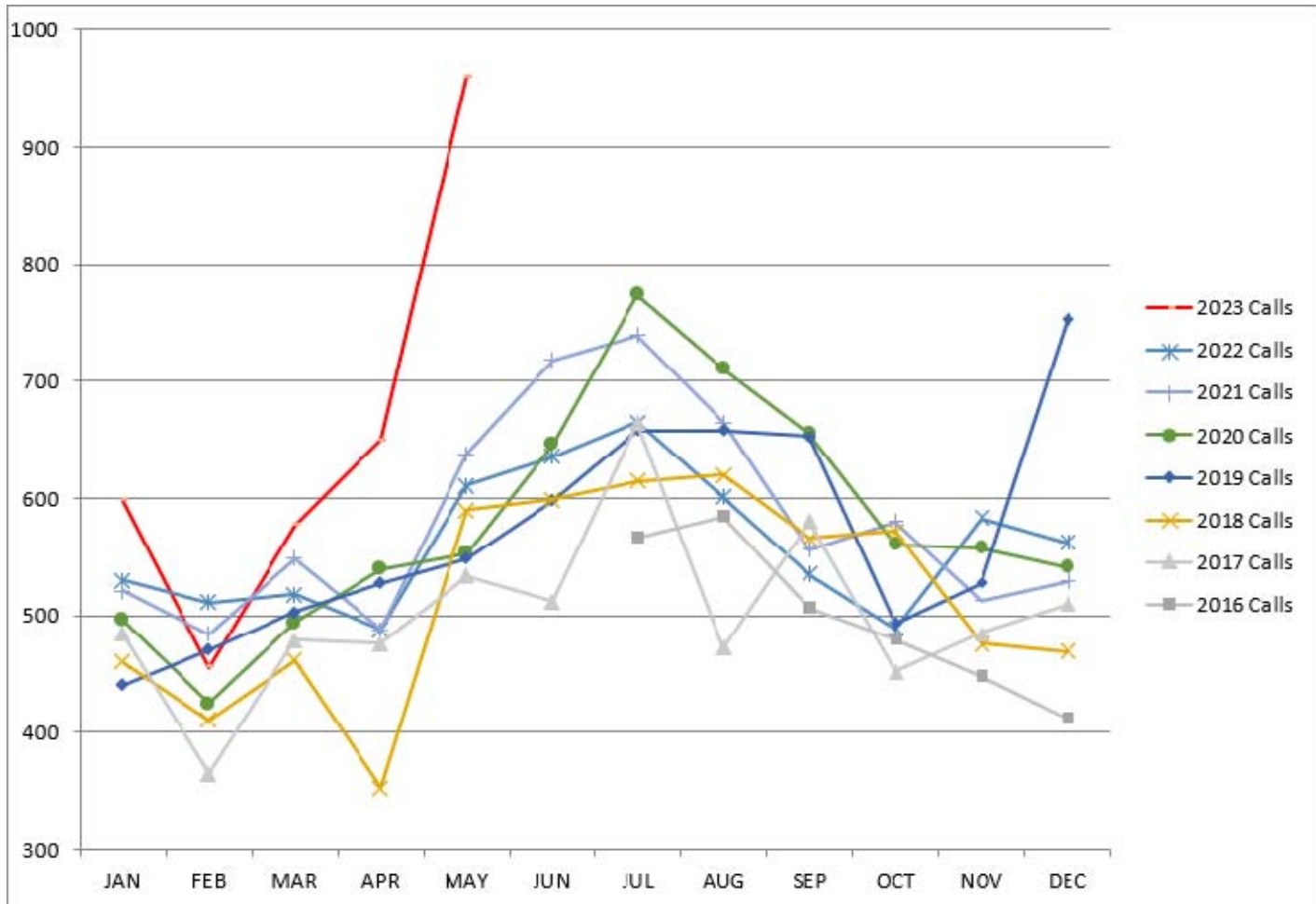
Since 2014, ALA's Libraries Transforming Communities initiative has re-imagined the role libraries play in supporting communities. Libraries of all types have utilized free dialogue and deliberation training and resources to lead community and campus forums, to take part in anti-violence activities, to provide a space for residents to come together and discuss challenging topics, and to have productive conversations with civic leaders, library trustees and staff.

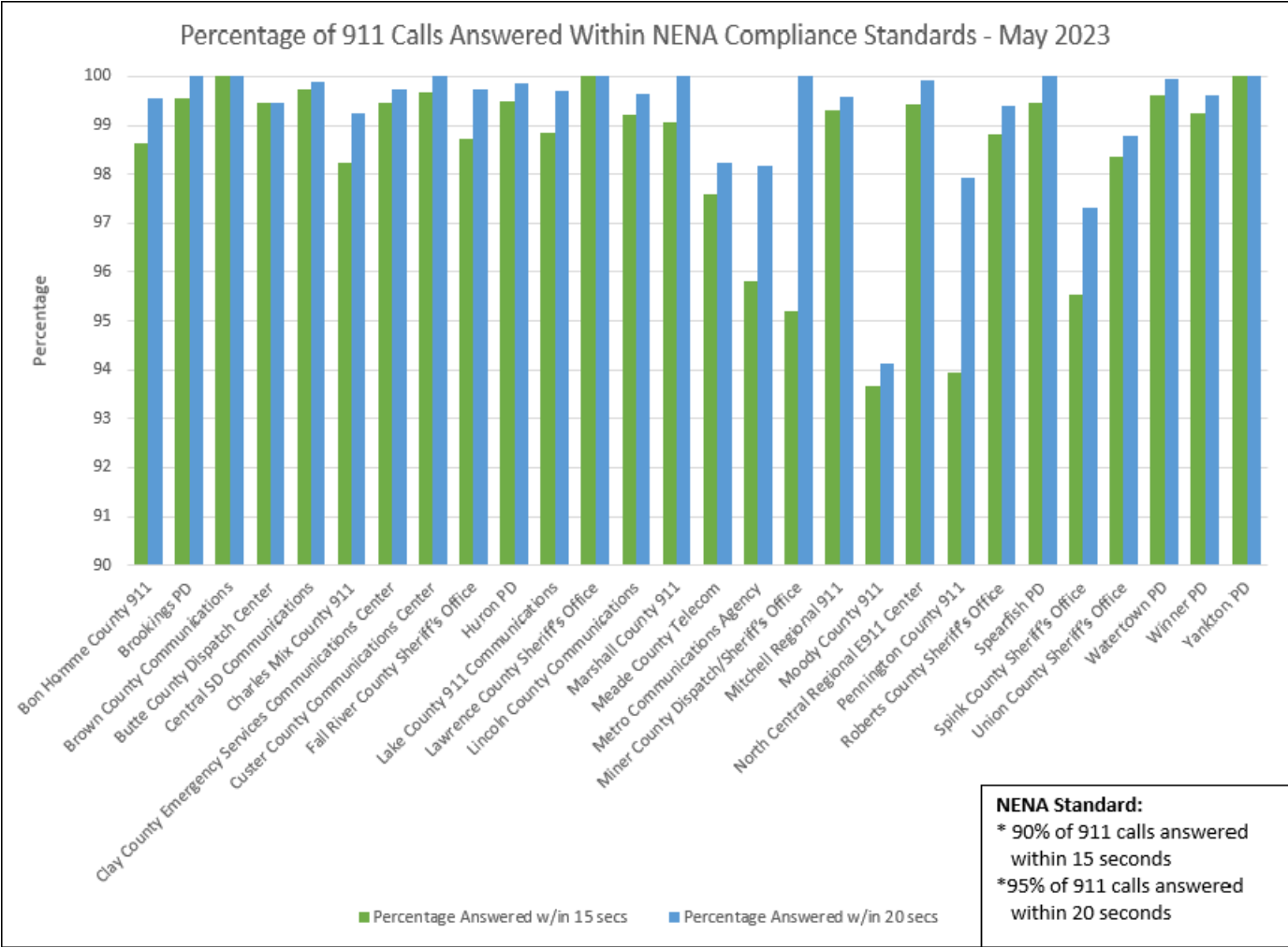
10) Information and Technology Services Department Update

Staff is working on the 2024 proposed budget. The first budget meeting for the City Commission will be Monday's Capital Improvement Plan (CIP) meeting.

The live microwave link between the radio site and the safety center has failed. We are working with the vendor to obtain estimates to replace the equipment. In the interim, staff has been visiting the site weekly to check on conditions and monitor operation of the backup generator.

May set a new record for 911 calls (960). In addition, the 911 center received 100% compliance with every 911 call being answered within the first 15 seconds.





11) Monthly Reports

The monthly Building, Salary and Yankton Police Department reports are included for your review as well as meeting minutes from the Parks Advisory Board.

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