



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

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Commission Information Memorandum

The Yankton City Commission meeting on Monday, September 11, 2023 will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Finance Department Update

Finance is preparing the City levy for property taxes as part of the budget ordinance. In addition, delinquent special assessments will be certified to the county auditor in September.

The City of Yankton's procurement card (P-Card) program has been in effect through the National League of Cities (NLC) and BMO Financial Group since 2012. The program has helped streamline the purchasing process through the company's online Spend Dynamics website and mobile app, and has allowed employees and supervisors to manage their departmental purchases. In addition, all P-card receipts are now virtually scanned and attached to each P-card transaction within the website. BMO Financial also provides an annual rebate program based on the volume of purchases made during their fiscal year beginning September and ending August of each year. For the fiscal year 2022-2023 the City of Yankton has spent \$1,202,226.07, earning a .9% rebate worth \$10,820.03.

With the recent approval of a new additional off-sale liquor license for 2024, Finance and the City Attorney's Office are working together on implementation. Before the bidding process begins, additional clarification and information will be provided.

2) Parks and Recreation Department Update

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

3) Community & Economic Department Update

Staff will soon begin the annual process measuring street and sidewalk tree branch clearance. Over the next several weeks, as weather permits, residents may notice staff with measuring poles checking for a 12-foot clearance over streets and a 10-foot clearance over public sidewalks. Properties noted in the initial survey will receive a follow-up letter describing the trimming requirements and how to dispose of the trimmings free of charge at the Transfer Station. Residents recently received, or will very soon receive, an insert in their September utility bill reminding them of the requirements. This is the fourth year of a transition to a utility bill insert from the traditional postcard mailing. That change is both a savings in staff time preparing the nearly 4,000-piece mailing as well as a significant printing and postage savings. In addition to the insert, staff will be utilizing local print and radio media along with City of Yankton social media to spread the word.

4) Fire Department Update

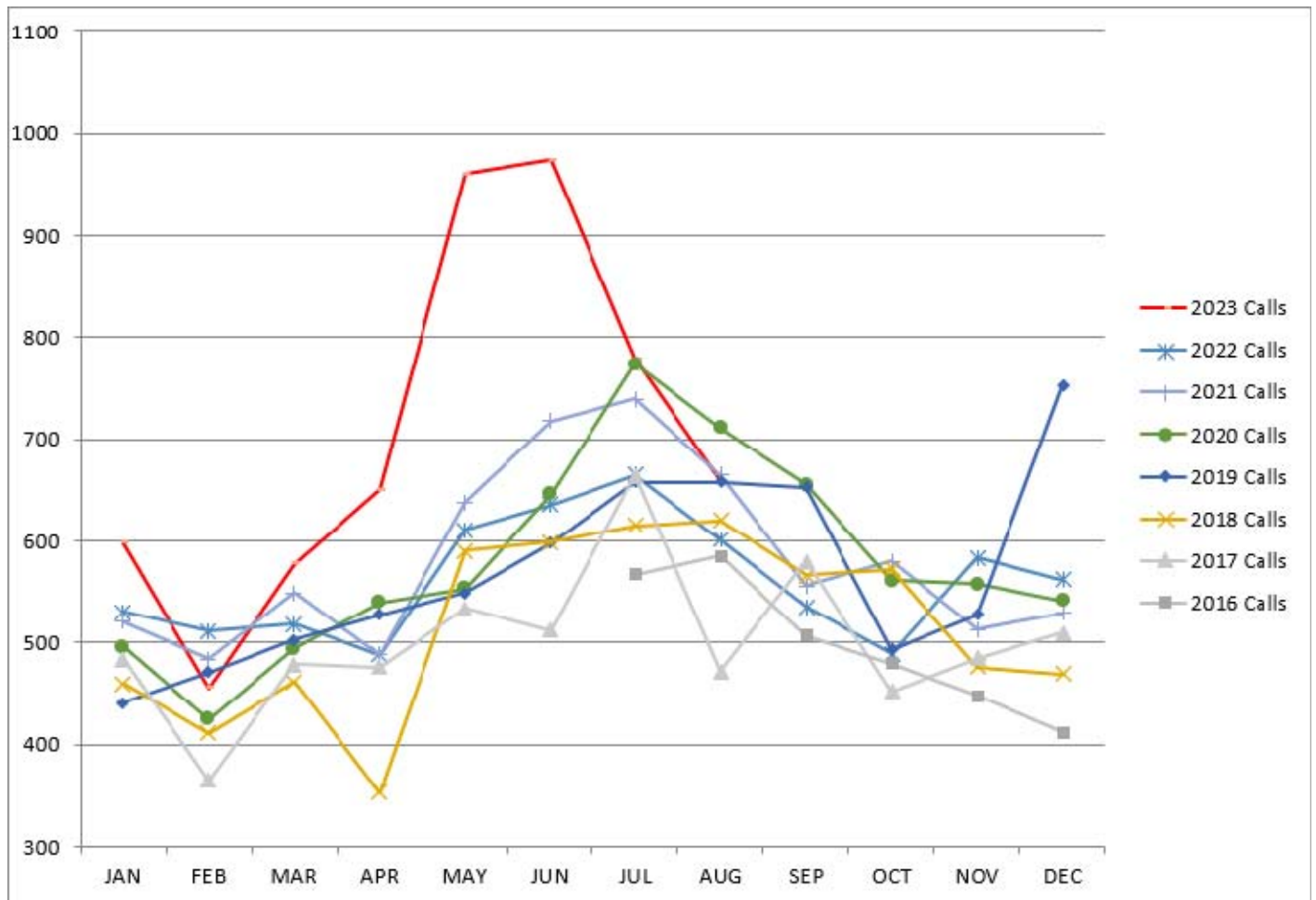
Yankton firefighters responded to a structure fire just west of City Hall on August 23. Units arrived to find smoke showing from a vacant structure and had the fire under control in less than thirty

minutes. The fire was confined to the second floor of the structure with smoke damage throughout. Fire Marshal Larry Nickles worked with YPD and the State Fire Marshall’s office due to the suspicious nature of the fire.

5) Information and Technology Services Update

City Hall has transitioned to a new server. Staff is in process of replacing each desktop.

911 calls thru August continue to be well above 2022 with call volume up 24%. August included 20 texts to 911 calls, the highest since its initiation. The state radio system in Yankton County is scheduled to be upgraded on September 18. This upgrade is one of many taking place across the entire state of South Dakota’s radio system. All agencies are required to have state radios reprogrammed to work with the new system. We will have several vendors on site that day to update City radios and 911 console programming during the upgrade.



6) Public Works Department Update

Street Department crews continue asphalt patching at various locations throughout the city. The chip seal list is complete. Crews will return to recently sealed streets to sweep up the loose rock.

3rd Street & Green Street Reconstruction: The sanitary sewer installation is complete. The contractor will be focusing on the storm sewer installation, which estimated to take a week to complete. Once the storm sewer is complete, grading will begin for new concrete curb & gutter and pavement.

Elm Street from 20th Street to 21st Street: Removals are complete and the contractor will begin the water main replacement.

Airport North Hangar Taxilane, Access Road, and Runway 20 Turnaround: A majority of this project is complete with seeding and electrical work remaining.

Mead Development Project: Grading continues on the site. Slowey Construction has the utility installation complete. Masonry Components has paved First Dakota Drive and now is working on 33rd Street curb, gutter and pavement.

7) Environmental Services Department Update

Several members of the water and wastewater department will be attending the 88th Annual Water and Wastewater conference in Spearfish September 13-15. The conference is organized by the SD Water and Wastewater Association (SD WWA), SD section of the American Water Works Association (SD AWWA), and the SD section of the World Environment Association (SD WEA). The conference includes annual meetings, awards banquet, manufacture displays, and classes. Staff attending will receive continuing education units required to maintain operator certification. Tanner Hanson will be joining the SD WWA board as the SD WEA liaison. Kyle will be taking the Utility Chair position on the SD AWWA board. Class topics include regulatory updates, research projects, treatment techniques, tool and equipment improvements, construction project case studies, and technology upgrades and security.

The distribution department discovered a water leak on the west side of Pine Street near the sidewalk along the Federal Prison Camp. Feimer Construction was contracted to repair the leak. An abandoned lead service line was discovered as the source of the leak. Feimer dug up the main on the east side of Pine Street and properly disconnected the service.

8) Library Update

Yankton Community Library staff will have the opportunity to take part in two library conferences in September. The Association for Rural and Small Libraries (ARSL) is hosting their conference in Wichita, Kansas this year. Two of our staff will be attending this conference. The South Dakota Library Association will be hosting their conference in Rapid City during the final week of September. Three staff will be attending this conference. These are great opportunities for our staff to network with other librarians, share ideas and learn from one another. We are grateful for the opportunities to continue to grow in the knowledge of our profession.

Work on replacing the library roof is scheduled to begin this month. The city has done an excellent job of taking care of our 50-year-old building but after many years of repairs, this project was necessary.

As a result of a recent community conversation, we have also been able to make the accessible parking space in our lot more accessible by adding an access aisle. Thank you to the street department for making this happen!

9) Human Resources & Employee Engagement Department Update

We are accepting applications for full time Police Officers and this position will remain open until filled. Interested applicants can visit cityofyankton.org and click on the Employment tab for information, or directly contact the Human Resource Department.

We are accepting applications for Deputy Finance Officer. The position is open until filled with first review of applications on September 18. We are accepting applications for a Finance Generalist

position. This position is open until September 20. This position is open due to the resignation of Sara VanderTuig.

The position of Grounds Maintenance Worker in the Parks and Recreation Department closed on August 27. Interviews are scheduled and a recommendation for hire will be forthcoming.

August's presentation by Well 365 out of Sioux Falls will focus on overall preventative health such as screenings, checkups and/or counseling to prevent or detect illnesses, disease or other health problems. The presentation will be available to City employees the third week in September.

We continue to accept applications for Part Time Lifeguard and Water Safety Instructors for the Summit Activities Center/Parks and Recreation Department.

The health insurance committee met with Midwest Benefits on August 30 to review the renewal rates and quotes for the upcoming year. A recommendation for the 2024 plan year will be forthcoming.

10) Police Department Update

We are wrapping up a couple of big investigations. An arrest was made in the arson investigation but we continue to gather evidence in the case. These cases can take a toll on staff and we provide them with critical incident debriefings and information for the EAP.

We had some staff take some critical training last week. Officer Brandon Frey attended Search and Seizure training and Officer Jennifer Keitel attended Threat Pattern Recognition Use of Force Instructor training. Both trainings were held in Pierre at the Law Enforcement Training Center.

The Police and Sheriff's Departments hosted a meeting with Law Enforcement Leaders from Clay County to discuss training, hiring, and other issues we are all facing. We discussed how we can work together to better support one another. This is a good way to keep the lines of communication open with other agencies.

Chief Foote and his wife Jessie hosted an appreciation meal for staff on 9/10/23. During this meal Chief Foote gave an award to Officer Jericho Osborne for Officer of the Year. Jericho's nomination came from staff in the department for all the work he has done on some major cases and mentoring he has also done with our less experienced staff. Jericho is a valuable asset to the Yankton Police Department and everyone was pleased to recognize his work. In the past this award was presented by the Lions Club but has not been offered since 2020. Chief Foote decided to bring it back as a way to recognize an officer each year for hard work and dedication to the safety of our citizens for the City of Yankton.

11) Monthly reports

The 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