



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

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Commission Information Memorandum

The Yankton City Commission meeting on Monday, November 27, 2023 will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Finance Department Update

The monthly utility bills were mailed out on November 17 along with the notice of rate increase that took effect November 1st. A Spanish version of the notice was also included. Solid waste rate increased from \$23.61 to \$26.00 plus tax per month. Sewer surcharge increased from \$17.53 to \$23.84 base amount per month.

License renewals continue. Two renewal applications for Medical Cannabis Dispensary Business License have been received – each from current holders Green Machine, Inc. and Genesis Farms. We will conduct annual checks with police, fire, and community development to ensure compliance plus retrieve the \$3,000 renewal fee.

Newly hired Deputy Finance Officer Raelle Hummel joins us December 4th.

Finance Office personnel will be participating in the annual municipal election training webinars conducted by the Secretary of State's Office. There are six webinars scheduled during December and January to provide city personnel with training on current laws and procedures covering the 2024 election cycle.

Please see the enclosed monthly Finance Report.

2) Parks & Recreation Department Update

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

3) Human Resources & Employee Engagement Department Update

We are accepting applications for full time Police Officers and Sanitation Truck Operator. These positions will remain open until they are filled. Interested applicants can visit cityofyankton.org (click on Employment tab) or contact the Human Resource Department.

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

The City of Yankton November's presentation by Well 365 out of Sioux Falls focused on Healthy Holiday Eating. The holidays are coming and the gift no one wants are those extra pounds associated with holiday eating. Fortunately, there are several ways to avoid the dreaded holiday weight gain

while also enjoying the holidays. The presentation was distributed to staff during the third week of the month.

The City of Yankton Employee Christmas Party is scheduled for Friday, December 1 at Meridian Venue in the Meridian District.

4) Library Update

Each month our outreach team delivers books (and cheer!) to roughly 50 homebound patrons in homes and assisted living facilities throughout the community. Each new outreach patron visits with our staff and tells them exactly what they like to read and what they would like brought to them, and on the first Wednesday of each month our staff delivers! Over the years, our outreach patrons have consistently expressed gratitude for getting new reading materials from our friendly staff. We currently deliver to ten different homes and facilities, but we are always willing to take on new patrons within our service area!

Additionally, we have volunteers that help us with outreach to area daycares. We currently deliver a tote of books and read a couple of stories to four daycares bi-weekly. We love to be able to provide this service and bring additional reading to the kids and support to our daycare workers in town. We are thankful to our awesome volunteers who help to make this service possible. Any daycare providers within our service area that are interested in being added to this list can give the library a call.

5) Information & Technology Services Department Update

New desktops have been installed in City Hall and we are working on upgrading the technology for Meeting Room B. We plan to add a TV, computer and peripherals similar to the setup for Meeting Room A. The installation of internet to the radio building has been completed. We will be working with the radio vendor to update the monitoring system to use the internet vs. the microwave equipment that failed. The transition of the safety center to new MIDCO phone service is nearly complete. The transition was fairly smooth with just a few minor issues to resolve in the coming days. We received good news for electrical gear for City Hall. The panels have been delivered and the project will be started yet this fall.

6) Public Works Department Update

With the recent milder weather, Street Department crews have been able to resume fall maintenance operations which includes crack filling on asphalt streets throughout the community. Crews have also been transferring yard waste from the drop off pile to the compost pad at the transfer station.

2023 Projects

3rd Street & Green Street Reconstruction: The 3rd & Green project is complete, except for the seeding. The subcontractor has asked to delay the seeding until next spring as they prefer not to dormant seed.

Elm Street from 20th Street to 21st Street: All of the utility and concrete work is done for this project. There are minor items remaining, such as grading, landscape rock replacement, and seeding. It sounds as if the contractor will be working to accomplish all this prior to the weather changing.

2024 Projects

Staff has already been working on plans and specifications for the 2024 city projects, which include:

- 8th Street from Burleigh Street to Ferdig Avenue – Project scope includes replacement of water and sewer utilities. The asphalt rural road section will be replaced with a concrete urban section which will include curb and gutter.
- 21st Street Reconstruction from West City Limits Road (WCLR) to Summit Street – This project includes water main replacement from WCLR to Kellen Gross Drive. The street replacement is from WCLR to Summit. A concrete surface will replace the existing asphalt.
- Cedar Street Parking Lot & Alley Replacement – The public parking lot and alley (from 4th St. to 5th St., between Broadway Ave. and Cedar St.) will be reconstructed with concrete. Storm sewer will be installed to improve the drainage in this area.
- Spruce Street from 3rd to 4th and 3rd Street from Spruce to Park – This will be a complete replacement of street, water and sanitary sewer. Engineering is working with Environmental Services to determine the extent of work needed.
- Cedar Street from 2nd to 4th – This project is a street reconstruction with water replacement.

Staff have also been reviewing plans for new development and expect there to be more in the coming months.

7) Community & Economic Department Update

Two electronic stream gauges and six static staff gauges have been installed along Marne Creek in partnership with the South Dakota Department of Agriculture & Natural Resources and the South Dakota Geologic Survey. The project was a cooperative effort of Community and Economic Development and Public Works. You will recall that this project was partially funded by a grant from the James River Water Development District. The stream gauges have an immediate benefit of providing real-time information about creek conditions to first responders and citizens via National Weather Service. Long term, the gauges are an investment in better data for future floodplain mapping. You can see the live gauge readings at <https://water.weather.gov/ahps/>.

8) Environmental Services Department Update

Representatives from HDR, John T. Jones, Tnemec Industrial Coatings, and Mongan Painting will be onsite to evaluate the condition of the digestors. This is part of the CMAR process and constructability reviews being completed by the CMAR team. John T. Jones (JTJ) had identified the digester repairs in its risk assessment and determined the need for additional evaluation to minimize risk. Minimizing risk allows the contractor to establish a lower guaranteed maximum price. JTJ is continuing to review early plans and complete the risk assessments.

Staff continue to work with HDR to evaluate project priorities. HDR is also working with AquaNereda to evaluate and model the aerobic granular sludge (AGS) technology. JTJ is also doing constructability and cost reviews on the AGS process. Aerobic granular sludge offers some benefits over conventional activated sludge. The biological treatment is accomplished in one aeration step, smaller footprint, energy savings, robust system, and lower life cycle cost are all potential benefits. The CMAR team is currently completing a comprehensive cost comparison between equipment replacement and upgrades to our current activated sludge process vs. an activated granular sludge process.

9) Police Department Update

We continue to have open positions in the Police Department and are working on stepping up our recruiting game. Commander Rothenberger and Brooke Hansen took a trip to Wayne State College to do some recruiting. Commander Rothenberger advised that shortly after arriving back in Yankton he received a call about one of the individuals he spoke with doing a ride along. We will also be recruiting at Mount Marty University later this month.

Officer Brett Craig graduated from LET on 11/17/2023. He is done with all his training and will be working at nights.

DARE graduations have begun. We celebrated the hard work of 5th graders at Beadle Elementary School on November 16 and Sacred Heart Elementary on November 17. We will have more graduations later this month and finish teaching DARE for the year next semester. It is great to see all the hard work that these students put into this program.

We thank staff for all their hard work this year and are appreciative of the ones working the upcoming holiday.

10) Fire Department Update

Chief Linke and eight volunteers attended a conference in Sioux Falls last weekend. The one day conference was led by the Pheasant Country Fraternal Order of Leatherheads Society and highlighted the importance of leadership at all levels of the fire service and the critical aspects of flowing water at structure fires. The instructors were L Jay Geist from Garden City, Kansas and Kyle Romagus from East Montgomery County, Texas. Both men are well-known regionally and nationally as experts in their particular subject matters.

Two assessors from other agencies will be assisting Chief Linke this week with officer selection. The assessors are in the fire service and have experience with volunteer leadership. The intent of using assessors as part of the process is to reduce bias and nepotism in selection. There are three candidates for an open Volunteer Assistant Chief position and five candidates for a Captain position. Assessors will ask candidates scenario-based questions designed to identify character, competence, command presence, and collaboration behaviors. The interview/assessment is one part of the process; candidates will also be scored on qualifications and from a local consensus group. Candidates will be offered open positions in rank order.

11) Monthly reports

The Joint Powers Solid Waste Authority monthly report is included for your review. Also included are the notes from the Airport 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