



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

VOL. 58 NUMBER 23

Commission Information Memorandum

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

Non-Agenda Items of Interest

1) Finance Department Update

Video Lottery Update: The Finance Office received two Uniform Alcoholic Beverage License Applications from Upper Deck for RL-6101 and RB-3364 where Upper Deck is completing a size reduction in order to activate their video lottery on their RL license. Per the State's guidelines, this is not considered a transfer and City Commission approval is not required for a size reduction of an alcohol license. In turn, this will create two video lottery establishments. Video lottery is already attached to the Upper Deck's retail (on-off sale) malt beverage "RB" license so will not affect the pending video lottery ordinance.

On December 1, our credit card processing system with Payment Services Network (PSN) was having technical difficulties. Staff did their best to direct customers to pay with cash or check. This affects credit card terminals at the Finance Office, Police Department, and Landfill Transfer Station.

The 2024 holiday recycling calendar is planned to be mailed with our December 19th utility bills. Copies of the calendar are available now at the Finance Office.

Finance Office personnel is working on fiscal year-end activities such as payroll end-of-year assistance, liability insurance renewal asset oversight, general ledger accounting allocations, outstanding check reconciliations, and multiple other end-of-year reports.

Our auditors are still following up on 2022 audit questions. There has been a deeper dive into City leases and agreements due to Governmental Accounting Standards Board GASB 87 - a new lease accounting standard. There is no longer a distinction between operating and capital leases. All leases with a minimum noncancelable term of 12 months or more should now be recognized on the Statement of Financial Position.

As a follow up from our last meeting's utility write off approval. The following are explanations of the reasons used on the list:

- Skipped – customer has left town with no forwarding address and all attempts to locate them have been unsuccessful.
- Imprisonment – customer in prison - unable to collect.
- Bankruptcy – no legal ability to collect.

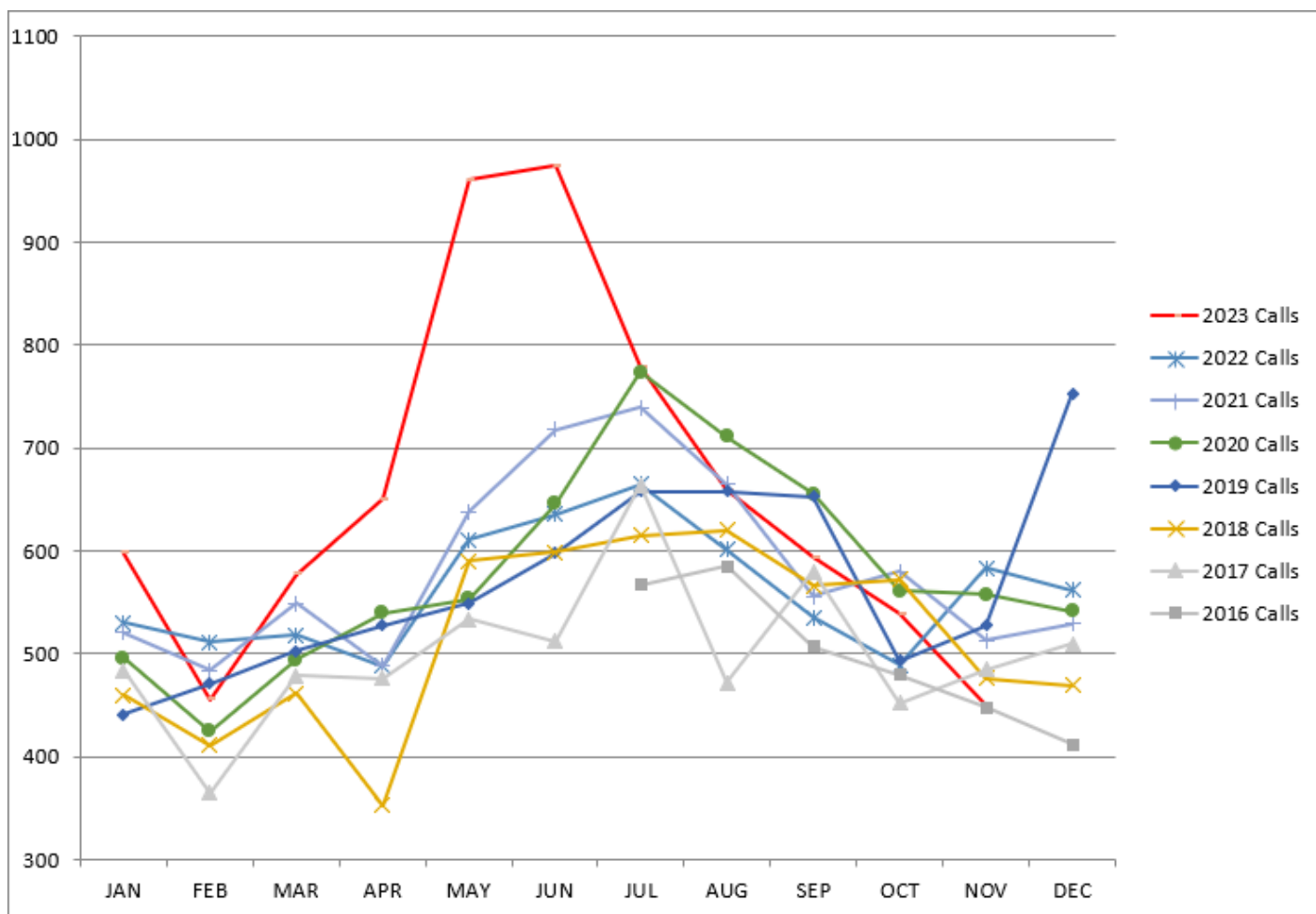
- Deceased – no assets at time of death to allow collection.
- Uncollectible – the collection agency has made numerous contacts with the customer but is unable to obtain payment. The agency notes that the individuals are uncooperative, refuse payment, are often credit abusers and cannot force payment. Litigation is at times filed to garnish wages but these attempts are unsuccessful.
- Credit abuser – term used for a customer with multiple outstanding bills and little chance of collecting.
- Outlawed – the judgement is past ten years or the bill without a judgement is past six years and expired. Credit collection is unable to enforce and deems uncollectible.

With the exception of bankruptcy and death, the City of Yankton maintains all write off information. If the customer tries to set up new utility account, we require the write off amount plus a deposit to be paid before service begins.

Please see the enclosed Monthly Finance Report for November.

2) Information & Technology Services Update

911 calls for 2023 thru November are up 17.3%.



3) Parks and Recreation Department Update

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

4) **Human Resources & Employee Engagement Department Update**

We continue to accept applications for full time Police Officers. This position will remain open until it is filled. Interested applicants can visit cityofyankton.org (click on Employment tab) or contact the Human Resource Department.

We are still accepting applications for Sanitation Truck Operator which is open until filled. We are currently accepting applications for the Engineering Technician/Project Manager position. The first review of applications will be on January 2, 2024.

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’s December presentation by Well 365 out of Sioux Falls will focus on remembering your why/addressing burnout. During this session, staff will have the opportunity to learn that everyone feels overwhelmed or stretched thin sometimes. When relentless stress pushes us into a debilitating state, we call it burnout. The presentation will offer ideas to address and cope with burnout.

The Gingerbread Decorating Contest was held November 30th. Teams from several departments competed for bragging rights of the best. Community Development took home the win! The decorated gingerbread houses were on display at the employee Christmas party.

The City of Yankton Employee Christmas Party was held Friday, December 1 at Meridian Venue in the Meridian District. Big thanks to Meridian Venue, Counterfeit Catering, Mojo’s Bar and Emcee Jeff Erickson for making the party a success.

Colleen Bailey was selected from a strong group of nominated candidates to be the 2023 Employee of the Year for her continued efforts to make the City of Yankton such a wonderful place to work. We wish Colleen a huge “Congratulations!” for a well-deserved honor.

The following individuals were recognized for their years of service:

15 YEARS

Dylan Gobel – Public Works
Les Kirchner – Parks and Recreation
Dwayne Schantz – Environmental Services

25 YEARS

Rob Buechler – Police Department
Sarah O’Farrell – Police Department
Jason Foote – Police Department

30 YEARS

Chris Bornitz – Parks and Recreation

35 YEARS

Dan Frick – Public Works
Dave Kuehler – Environmental Services

40 YEARS

Roger Schroeder – Public Works

5) **Library Update**

The Yankton Community Library (YCL) strives to offer the community a wide array of services and materials! One of the things YCL offers is Book-a-Librarian services for patrons in need of technology assistance. Whether looking for help on our Libby or Librista apps, learning how to navigate a new device, or other technology questions, the library is here to help! Patrons can call, email or stop at the front desk to schedule a Book-a-Librarian session. We generally see an

uptick in this service after the holidays when individuals have been gifted new technology items. Our library staff are comfortable with technology and doing basic trouble shooting but also seek out regular training to stay familiar with current and up-and-coming technology.

YCL also offers NASA backpacks for check out on adult library cards. Included in each backpack is a telescope to view the night sky, a planisphere to chart the stars, fun and informational books, and other activities for the family. These NASA backpacks were funded through the NASA @ My Library grant, a STEM education initiative created to increase and enhance STEAM learning opportunities for library patrons throughout the nation.

Some of the many other fun things to check out at the library are day passes to the MEAD, Summit Center and Huether Family Aquatics Center, LEGO kits, Toy Bins, and so much more! Stop by the library or check out our Facebook page to find out more about what the library offers.

6) Public Works Department Update

Street Department crews are routing and crack filling joints on the asphalt streets throughout town. The street sweepers are also in operation with the mild weather.

Christmas Day Holiday Garbage & Recycling Collection Schedule: There will be no solid waste collection on Monday, December 25 due to the Christmas Holiday. All Monday and Tuesday routes will be collected on Tuesday, December 26. All other routes will be collected as scheduled. The Transfer Station will be closed on Monday, December 25.

The City of Yankton reminds residents that wrapping paper, holiday cards, Styrofoam, and packing peanuts cannot be placed in the recycle cart for pickup. Wrapping paper and cards most often have glitter or other decorative objects that are not recyclable. If any of these items are with your recycling, they will not be picked up. The above items need to be placed in your regular garbage. The City of Yankton thanks the residents for their cooperation.

New Year's Day Holiday Garbage & Recycling Collection Schedule: There will be no solid waste collection on Monday, January 1, 2024 due to the New Year's Holiday. All Monday and Tuesday routes will be collected on Tuesday, January 2. All other routes will be collected as scheduled. The Transfer Station will be closed on Monday, January 1.

The City of Yankton will have a one-time pickup of live Christmas trees on Monday, January 8. The City is asking Yankton residents to place live Christmas trees by the **front curb no later than 7:00 A.M.** on Monday, January 8 as there will be **no** live Christmas tree pick up in alleys. In addition, there will be a live Christmas tree drop-off point for Yankton residents at the after-hours yard waste location at the east gate of the Transfer Station. Live Christmas trees can also be taken to the Yankton Transfer Station during regular business hours of Monday through Friday from 8:00 A.M. to 3:45 P.M. and on Saturday from 8:00 A.M. to 11:45 A.M.

2023 Projects: Other than minor unfinished items and/or warranty work, the 2023 street projects are complete. It was another successful year for street projects, and staff are pleased to have completed the work and opened the streets before the winter season hits.

2024 Projects: The engineering department has transitioned into the 2024 projects. Staff have been working on design, as time allowed, as the 2023 projects were finishing up. We anticipate the 2024 season being as busy as the 2023 season.

7) Community & Economic Development Department Update

The process of creating the new Comprehensive Development Plan has begun. The Commission has already provided for the plan in the budget. The next step will be identifying a consultant / partner that will create the plan based on an extensive public input process. Included in this packet is the “Notice” and “Request for Proposals” (RFP) that went out last week. These were sent to state planning organizations in a multistate area. The RFP was also sent to some consultants in the region that have experience with the creation of these types of plans. The current 2003 plan has functioned very well for the city, and we are hopeful for similar success with the new effort that will help guide Yankton to 2045.

8) Environmental Services Department Update

Distribution staff and Feimer Construction personnel repaired a water main break in the intersection of 8th and Summit. The water was shut off for approximately three hours during the repair. The concrete street was repaired causing a partial closure of the intersection for two days.

Staff continues to work with Ferguson Waterworks and RMR Services on the water meter project. The contractor, RMR Services, is scheduled to begin installing meters on January 2. Most of the meters have been delivered. Water users will receive a letter if their water meter is scheduled to be replaced. Not all water meters will be replaced. The letter will include instructions to contact Ferguson and RMR Services to schedule an appointment to have the meter replaced. The first letters will go out mid-December to begin scheduling appointments for January.

As a reminder, the city owns only the meter. The service line from the water main to the meter is the property owner’s responsibility.

Yankton City Code Chapter 26, Sec. 26-5. - General authority of members of the department of utilities.

(a) The director of municipal utilities or other officer or employee of the department of utilities, shall have the power to enter the premises or building of any consumer at any reasonable hour for the purpose of reading, removing, installing, testing, or repairing water meters or for examining piping.

(b) The director of municipal utilities or other officer or employee of the department of utilities shall have the power to shut the water off from any premises for nonpayment of water bills or to enforce the repair of the service line between the water main and the water meter, or to prevent the waste of water.

(c) The director of municipal utilities or other officer or employee of the department of utilities shall have the right to shut off the water from any water main for the purpose of repairs or improvements.

9) Police Department Update

We participated in the first Mount Marty First Responder Job Fair along with the Human Resources Department on November 29. HR prepared a trifold with photos and information about working for the City of Yankton Police Department. Many students stopped by to visit.

We are excited about the prospect of hiring some applicants from Mount Marty University in the future.

Officers had a great time participating in the Holiday Festival of Lights. Decorating and planning for events that the community enjoys puts a smile on the faces of our officers. This year we partnered with the Yankton County Sheriff's Office in the parade.

Officers attended the drug court graduation which was held on December 6. The graduation ceremony is to show those who have participated in this program that they are supported by law enforcement in their efforts to stay sober and be a productive member of this community.

The Kids, Cops, and Christmas event is being planned and prepared for by School Resource Officers Skyler Russenberger and Jeremy Olson, taking kids shopping to buy presents either for themselves or family members.

10) Fire Department Update

Some new additional officers will begin leadership roles on January 1st. They are 2nd Assistant Chief Brad Moser, and Captains Kasey Hofer and Cole Blom. Chief Linke is working with the Assistant Chiefs and Captains to develop "Command Teams" with the intent of having two Chiefs or Captains on call most of the time. The Command Teams will assist with handling routine nonemergency incidents on evenings and weekends. They will also be responsible for filling in Incident Command roles at larger incidents requiring the entire department to respond. Strategically, having more officers take on administrative and operational roles enhances the "bench depth" of leadership for succession management with the department.

11) Monthly reports

The Building, Salary and Yankton Police Department monthly reports are included for your review. Also included are the notes from the Yankton Park 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.

Please note that there will be no CIM for the December 21 meeting. CIM's will resume as per usual in January. Merry Christmas!

Sincerely,

Amy Leon
City Manager