



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

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Commission Information Memorandum

The Yankton City Commission meeting on Monday, March 11, 2024 will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Finance Department Update

The four candidates running for the three open commission seats in the April 9, 2024 municipal election will be on the ballot in the following order: Bridget Benson, Craig Sommer, Michael Villanueva, and David Carda. March 25 is the deadline for voter registration in order to participate in this year's municipal election. The two vote centers for Election Day (April 9) will be located at City Hall Gym and the North Fire Station #2. Polls will be open from 7:00 AM to 7:00 PM.

Absentee voting will be available from Monday, March 25 through Friday, April 8 from 8:00 AM to 5:00 PM at the City Hall gym.

A mail-in absentee ballot may be requested by submitting a South Dakota Absentee Ballot Application Form with a copy of an acceptable ID such as a driver's license. Please download this application at sdsos.gov/elections-voting/voting/absentee-voting.aspx or stop outside the Finance Office to pick up the application.

2) Parks & Recreation Department Update

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

3) Human Resources & Employee Engagement Department Update

The position of Deputy Fire Chief in the Yankton Fire Department was re-opened and applications are currently being accepted.

We continue to accept applications for full time Police Officers. Interviews are ongoing and applications are still being accepted.

Interviews have begun for the Police Department intern position.

Interviews for Engineering Technician/Project Manager are complete. Owen Mersch has accepted the offer to fill this position. Owen will be graduating in May from Southeast Technical Institute with an Associates of Applied Science degree in both Civil Engineering and Land Surveying Science. A start date will be determined after his graduation.

Sam Stewart began his employment as a Sanitation Truck Operator on March 4.

Interviews for Utility Customer Service Clerk are complete. Lacey Jensen has accepted the offer to fill this position. Lacey is very knowledgeable with computers and has experience as a customer

service representative, personal banker, and a loan/credit analyst. Lacey will begin her employment on March 11 in the Finance office.

The City of Yankton March's presentation by Well 365 out of Sioux Falls will focus on "Thriving in the Workplace". The goal of this presentation is to reflect and be grateful for your career, as well as to help you grow and thrive in your current role. The presentation will be distributed to staff in the third week of March.

Select summer seasonal positions are still open. Interested applicants can visit cityofyankton.org and click the link to our employment application. If this option is not available to the applicant, they can contact the HR office at 605-668-5222 and an application can be mailed out.

March's wellness challenge is underway. The challenge for March is exercising the mind by reading. Individuals completing the challenge must get 30 minutes of reading per day for a minimum of 20 out of the 30 days in March. Employees participating in the challenge are asked to track their reading time and submit their log at the end of the month to be entered into a drawing for a prize.

The Employee Committee hosted an employee appreciation breakfast for all City employees on Wednesday, March 6. Fryn' Pan catered the meal and employees enjoyed time being with co-workers.

4) Community & Economic Development Department Update

Building Official Gregg Homstad has been named to the Lewis & Clark Home Builder's Association (HBA) 2024 Board of Directors. Gregg has been an active HBA member since he was hired in 2019. Gregg's involvement in the association provides an excellent opportunity for the City to stay in tune with the local housing and construction industry. The 2024 Lewis & Clark Home Builders Home Show is scheduled for March 9 & 10. The Home Show will be held at the NFAA Easton Archery Complex at 800 Archery Lane and will feature home improvement exhibitors and vendors from around the area. The HBA is made up of area contractors, mortgage lenders and associate members that are linked to the construction industry. The goal of the HBA is to provide opportunities for consumers to have well-built, safe and affordable housing.

5) Police Department Update

The Yankton Police Department is working with the State's judicial system to revise a risk assessment tool when dealing with domestic violence cases. This tool will help judges when setting bond conditions on domestic violence cases. We will be starting a pilot program in Yankton County using this assessment tool.

Recruiting is still on the top of the list for the Police Department. With assistance from Human Resources, we have been traveling to colleges and tech schools in an effort to boost our applicant pools.

The patrol bikes were taken to Ace Bike and Fitness for an annual servicing. If the weather stays nice, you may see these bikes out on patrol in the near future.

Chief Foote has hosted the WNAX 104.1 "Service Before Self" radio show for the past two weeks in Host Bill Holst's absence. This is something Bill has asked of Chief Foote when he is unable to host the weekly radio show. Guests have been Yankton School District Superintendent Dr. Wayne Kindle and Yankton County Emergency Manager Paul Scherschligt.

6) Fire Department Update

Chief Linke is tapping into the expertise of Gregg Homstad with Economic Development on a number of different projects. There are many elements to the building code that overlap with the fire code, and it is important for our two departments to present a consistent and unified message. Gregg is an unsung hero within the City in regard to his contribution to public safety.

In continuing with the theme of collaboration, Chief Linke is meeting with Vermillion Fire Chief Matt Callahan to discuss a number of different regional partnerships regarding community risk reduction, fire investigation, training, and technical rescue capabilities.

Volunteers have responded to several incidents over the past couple of weeks. While not an everyday occurrence, natural gas leaks pose a real and present danger to our community. We are working on upgrading equipment and response capabilities to these types of emergencies.

7) Library Update

During the month of February, the Library Foundation asked for High \$5's in honor of Library Lovers Month. The Foundation took in \$604 in donations, mostly in \$5 increments. After donating, participants could add their name to a heart on our window. It's always fun to see display of hearts growing during the month of February. Thank you to all those that donated!

We are anticipating that the survey for the feasibility study will be going out to the public in mid-March. This survey will be open to all library users and non-users, including Yankton County residents. We hope to encourage as many participants as possible so we can get an accurate read on what the community is interested in seeing in their local library.

We will be celebrating "Pi Day" on Thursday, March 14 with the Friends of the Library serving pie and coffee between 2:00 P.M. and 6:00 P.M. "Pi Day" is an annual celebration of the mathematical constant " π ". This will be a fun opportunity for the Friends to interact with library users and members of the community. Free will donations will be accepted. Come in for a piece of pie and stay for a presentation from local author, Nathan Johnson, at 6:00 P.M. He will be talking about his new book, *A Guide to Historic Yankton: Nine Routes Through the Dakota's Territorial Capital*. Books will be available to purchase at the event with all proceeds from book sales going to the Mead Museum.

8) Environmental Services Department Update

The water meter replacement project continues to move forward. Letters were sent to some of customers requiring meter replacements. As of March 5, 839 meters have been replaced. Currently 502 meters are scheduled to be replaced, and approximately 2,800 are yet to be scheduled. RMR Services will continue to send out letters as needed to notify owners if their meter needs replacement.

City staff, along with City Attorney Den Herder, continue to move forward with the negotiations to sell water to the Cedar Knox Rural Water Project. The project is part of the Lewis and Clark Natural Resource District (NRD). Staff first discussed this possibility with the City Commission back in 2016 and conversations have continued. In the last few months, conversations evolved into negotiations between NRD and City Staff. The contract makes it clear that the Cedar Knox Water Project would be responsible for all cost of connecting to the City of Yankton water system. The City would be selling treated water from the water treatment facility at a whole sale rate. That rate would increase at the same percentage equal to the increase to the City of Yankton consumption rate approved by the commission. If the City raised the consumption rate to the City of Yankton customers by 3%, the whole sale rate would also increase by 3%. Cedar Knox would be responsible for its own distribution infrastructure for water storage and water pressure. The agreement is for a

maximum of 1.75 million gallons per day and would be Cedar Knox Rural Water Project's sole source of water. City staff is comfortable that the current infrastructure has the capacity to meet this demand long term. The Lewis and Clark NRD could approve an agreement as early as March 14. The agreement would be dependent on approval of funding. We hope this can be a long-term relationship that can help both parties leverage and secure funds long into the future to provide safe and reliable drink water as efficiently as possible.

9) **Public Works Department Update**

Street department staff continue to perform winter maintenance projects on equipment and the streets. Crews are also at the Transfer Station creating new rows with the yard waste on the compost pad. Both street sweepers are out in full force.

2024 Street Reconstruction Projects

21st Street from West City Limits Road to Summit Street, and 8th Street From Burleigh Street to Ferdig Avenue: Bid openings for both of these projects will take place on March 14, 2024. There are currently 14 contractors that have requested plans on each of the projects.

Cedar Street from 2nd Street to 5th Street, and Karen Drive/Bradley St./Valley Road Water Main Replacement: The design process is ongoing for these two projects. The Engineering Department is working with the Environmental Services Department to ensure that all of the necessary utility work is included in the scope of work.

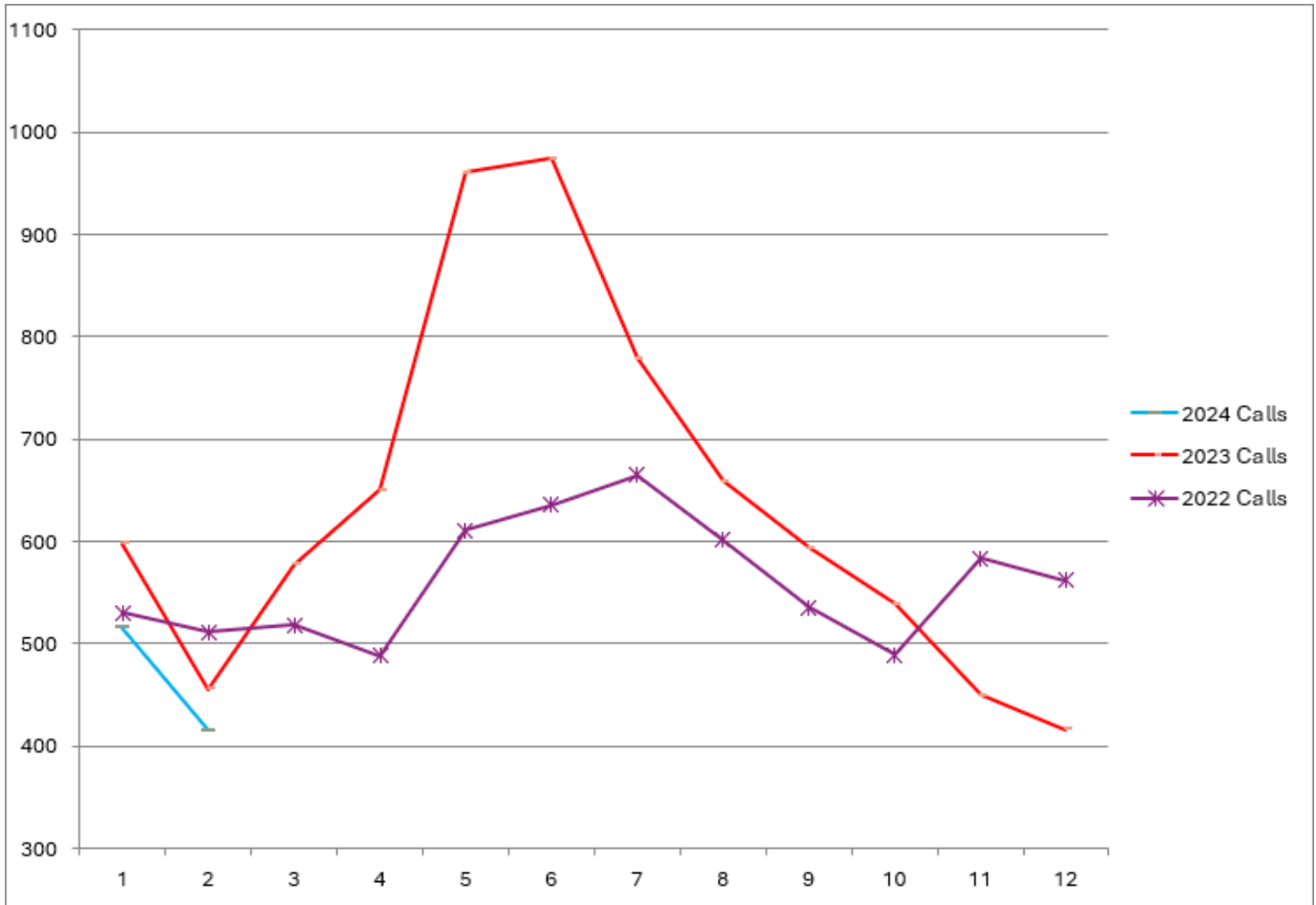
Yankton Citywide Cleanup is scheduled to begin curbside pickup April 1, 2024. Placing items curbside before March 23 is not permitted. Items placed curbside before March 23 may be removed at the property owner's expense. Residents on City solid waste collection routes may participate, at no additional cost, by placing items into sorted piles, by type, at their homes. Please have items placed curbside by your regular collection day. Piles should be located directly in front of your property, not in the street, alley, or neighboring property. The Transfer Station will be accepting "no charge" drop-off from regular City of Yankton collection route customers March 16 through April 13 during normal operating hours, Monday-Friday 8:00 A.M. – 3:45 P.M. and Saturday 8:00 A.M. – 11:45 A.M. Items not eligible for disposal include tires, grass clippings, leaves, recyclables, refrigerator, air conditioners, dehumidifiers, paint, chemicals or household hazardous waste, oils, and batteries. Motor oil may be taken to the transfer station and disposed of free of charge year around. Please place solid waste and recycle roll carts for regular collection at your normal collection point and away from piles. For more information on Citywide cleanup and Transfer Station hours, visit <http://www.cityofyankton.org> or call (605) 668-5211.

The Household Hazardous Waste Collection Event is scheduled for Saturday, April 27. For more information on this event, please visit <http://www.cityofyankton.org> or call (605) 668-5211.

10) **Information & Technology Services Department Update**

The vendor has agreed to replace the monitoring equipment for the radio building at their cost. The equipment has been ordered and we hope installation will be completed this spring. We will be transitioning to a new pricing plan with our cellular carrier for remote internet access. The updated 5G plan configuration will save around \$300 monthly in charges. IT is upgrading the remote virtual private network (VPN) software used for squad car connectivity. This project will be completed over the next few months.

911 calls thru the month of February are down 11.7% with 456 emergency calls being handled.



The first major phase of the City Hall electrical project was completed on March 2. After a substantial delay in securing the needed electric panels, the main distribution panels on 2nd floor were replaced. The next phase will include replacement of the last outdated panel.

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