



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

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Commission Information Memorandum

The Yankton City Commission meeting on Tuesday, May 28, 2024 will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Community & Economic Development Department Update

Staff from Public Works, Environmental Services, Parks and Recreation, and Community and Economic Development submitted the 2023 annual report for Yankton's Municipal Separate Storm Sewer System (MS4) permit to the South Dakota Department of Agriculture and Natural Resources. The report is a summary of the work the City has accomplished towards meeting the management goals outlined in our Storm Water Management Plan. The management plan includes "Best Management Practices" for protecting storm water runoff from potential pollutants and is implemented city-wide across departments. Most of those "best management practices" are routine actions staff do as a part of our daily work. They range from simple things like being careful where grass clippings are blown when mowing the park, to monitoring to ensure mud isn't tracked out of construction sites. Staff also responds to reports of accidents or spills that could impact storm water.

2) Police Department Update

Chief Foote and Sgt. Sarah O'Farrell attended CentralSquare user group meeting in Pierre on May 15. CentralSquare is our records management software and is used by many agencies in South Dakota. This meeting focused on some on-going issues each agency has been experiencing and how other agencies have used the software to make it work for their department.

May 12-18 was Law Enforcement Week. There was an abundance of support from the community and local businesses, bringing food and snacks in to make sure staff was well fed and hydrated. The support our community gives is very impressive and appreciated.

On May 16, the YPD participated in the Law Enforcement Torch Run across the Meridian Bridge and back. Chief Foote led the run on his patrol bike.

On May 20, Ryan Duch and Rebecca Weber began their classroom training to become our next City of Yankton Police Officers. They will be sworn in on June 14th. They were also joined by our Intern Jonathan Carlstedt from Mount Marty University. Jonathan is a member of the MMU Lancer football team and has only one semester remaining at MMU.

On May 22, the Police Department participated in an active threat scenario at Mount Marty University. They were joined by Yankton Fire Department, Yankton County Emergency Management, Yankton County Sheriff's Office, South Dakota Game Fish and Parks, Sacred Heart

Hospital and the National Park Service. Trainings such as this help us all to understand our roles in a response to an active threat and to better understand where we might struggle with issues so they can be fixed.

3) Parks & Recreation Department Update

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

4) Information & Technology Services Department Update

Systems monitoring has been restored for the radio site. This service was to be included in our maintenance agreement. With the arrival of the summer storm season, we are glad to have notifications if something goes wrong.

5) Human Resources & Employee Engagement Department Update

Interviews for the following positions are complete and recommendations for hire will be forthcoming:

- Public Safety Administrative Assistant - Police Department
- Equipment Operator - Public Works Department
- Grounds Maintenance Worker - Parks and Recreation Department

Police Intern Jonathan Carlstedt and Engineering Technician Owen Mersch began work on May 13. Finance Generalist Kayla Giggee and Police Recruit Rebecca Weber began work on May 20.

Interviews for the Water Plant Operations Specialist in the Environmental Services Department are complete. Tanner Termansen who was a Water Distribution/Wastewater Collection Operation Specialist was selected to fill the Water Plant Operation Specialist.

With the move of Tanner Termansen to the Water Plant, the position of Water Distribution/Wastewater Collection Operation Specialist is now open. Applications are being accepted and the position is open until filled.

The City of Yankton's April presentation by Well 365 out of Sioux Falls focused on physical activity at all ages. The goal of the presentation was to help individuals get moving and try new things no matter what age.

Limited summer seasonal positions are still open. With returning employees and applicants already accepted, some positions are full. Interested applicants can visit cityofyankton.org and click the link to our employment application.

May's wellness challenge is wrapping up. The challenge for May is "walking". Employees who are participating were asked to make 15 trips across and back over the Meridian Bridge during this month. Employees track their activities and submit their log at the end of the month to be entered into a drawing for a prize.

6) Fire Department Update

Chief Linke presented Assistant Chief Brad Moser and Captains Cole Blom and Kasey Hofer with their new helmets. These officers have been serving in their new leadership roles since January; however, this is the first time we have been able to get the officers and their families together for the ceremony.

Deputy Chief Daniel Prendable is meeting with Yankton School District staff to determine what public education needs exist and how to ensure our community risk reduction efforts continue to be impactful.

Seven members of the Fire Department will be participating in a unified command exercise at Mount Marty University on May 22.

Chiefs Linke and Prendable are working with City Maintenance on rotating fire apparatus through the shop for regular preventive maintenance.

7) Finance Department Update

There were no bids for the package off sale liquor license on Thursday, May 16.

The 2023 financial audit is ongoing. Auditors from Williams & Company P.C. were in-house May 20-21 to begin the auditing process which involved reviewing paperwork and interviewing staff. As it is early in the auditing process, the timeline for the final draft is unknown at this time.

Utilities has been very busy with sprinkler and snowbird accounts. We are seeing an influx in connects and disconnects due to people moving.

The Finance Office has a long-standing cooperative agreement with the Yankton County Auditor's Office to assist them during their primary and general elections in turn for their assistance during municipal elections. The Finance Officer, Deputy Finance Officer, and a Finance Generalist from the City will be helping with the tabulation of ballots during the primary election on Tuesday evening, June 4th.

The Finance Officer and Deputy Finance Officer will be attending the annual SD Governmental Finance Officers' School in Spearfish on June 12-14.

Please see the enclosed Finance Monthly Report for April 2024.

8) Public Works Department Update

Street Department crews are replacing curb and gutter at various locations throughout the City. Crews are also street sweeping and mowing.

21st Street from West City Limits Road to Summit Street

The installation of water main is ongoing. The presence of ground water has slowed the installation progress. Masonry Components has also been on site and has started grade work and miscellaneous curb and gutter installation.

Cedar Street from 2nd Street to 5th Street & Cedar Street Parking Lot

This project is currently being advertised for bids. The bid closing date is June 4.

Karen Drive/Bradley Street/Valley Road Water Main Replacement

The bid opening for this project was held May 23. Staff will review bids received and make a recommendation for acceptance on a future Commission agenda.

8th Street from Burleigh Street to Peninah Street

The contractor has indicated that this project will not begin until later in the season.

Westside Park Pond Improvements

The liner installation is complete. All the seams in the liner were welded together and tested to assure there will be no leaks in the seams. The contractor is now working to place the clay material and rock around the edges of the pond and retaining wall areas as well as reestablish the plantings and landscaping. During the clay and rock installation the contractor will fill the pond half full with water.

Gehl Drive Extension

A preconstruction meeting was held on May 20. Clearing and grubbing also started on that day. Grading will begin soon and underground utility installation is scheduled to start in June.

Active Transportation

City Engineering staff has completed surveys at the two locations at which sidewalk installation is proposed. Those two locations are the east side of Mulberry Street, from 21st Street to James Place, and on the east side of Burleigh Street at Rotary Park.

9) Library Update

Our staff has put together a full summer calendar centered around the theme “Adventure Begins at Your Library”. We are excited to kick off the fun with a Party in the Park, the first event of our *Kids Summer Series*, a collaboration between Yankton Community Library and Parks and Recreation.

On June 3rd from 4:30-7:30 PM, join us in Memorial Park for a family-friendly night of fun where there is something for everyone! The 605 Magic Art Bus will have arts, crafts, and activities for kids to enjoy throughout the night. Meyer Petting Zoo will have your favorite farm friends for you to pet and interact with. The main event of the night will take place at 6:00 PM when Wildlife Encounters takes center stage with their exotic animal show.

Also at this event, you can explore the National Parks Mobile Ranger Station and Gavins Point National Fish Hatchery exhibit or learn to play disc golf and pickleball. Music throughout the night will be provided by DJ Todd Carr. Plus, get a chance to visit with a special cemetery walk reenactor and purchase a 50/50 raffle ticket from the Friends of the Library. Everyone is invited to come and register for summer reading at the event and pick up their registration packets to receive a coupon for a free sweet treat to be redeemed that night at either the Runza food truck or the Donut Department! To register for the Summer Reading Program from home, just go to cityofyankton.beanstack.org or download the Beanstack app.

As always, check our Facebook page for the latest info on more fun events, book recommendations, and all things library related!

10) Environmental Services Department Update

The meter replacement project continues to move forward. Over 3,200 meters have been replaced. The data collectors have also been installed on each water tower. Staff has been working with Neptune to begin using the Neptune 360 software and updated reading system.

The Lewis and Clark Natural Resource District (NRD) did get approval from the Nebraska funding source for changes to the water agreement. The NRD board is planning on approving the contract May 23. If approved, staff will bring the agreement with the changes requested to the City Commission for consideration in June.

The new sewer camera was delivered May 22. Staff has been training on the new equipment. Staff will be able to utilize new software to attach the videos of the sewer inspections to our GIS database. The new equipment is mounted in a van that you will see working around town.

11) Monthly reports

The Joint Powers monthly report is included for your review as well as minutes from the Airport Advisory Board Meeting and the Park Advisory Board Meeting.

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