



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

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Commission Information Memorandum

The Yankton City Commission meeting on Monday, June 24, 2024 will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Community & Economic Development Department Update

A wetter than normal spring jump-started weed growth everywhere and the downtown area City-owned parking lots and frontages are no exception. Community Development staff strive to keep the public parking areas clean and attractive all year, but summertime usage requires additional staff time and effort. Last year we added a large capacity sprayer that is pulled behind the riding lawn mower which has greatly increased the efficiency of applying weed control measures. Our building maintenance staff attends to the eight public parking lots near the following locations: 2nd and Douglas (3 parking lots along 2nd Street), 4th and Cedar, 3rd and Broadway (west of the Yankton County Office Building), The Center, west of the former Post Office and behind City Hall.

2) Finance Department Update

The 2023 financial audit is ongoing. Auditors from Williams & Company P.C. were in-house May 2024 to begin the auditing process. The timeline for the final draft is unknown at this time.

Utilities continues to be busy with connects, disconnects, and sprinkler accounts. As a reminder, there are two remote options for customers to pay utility bills directly without using cash or check. First, the Finance Office offers a direct ACH bank payment free of charge. Customers must stop by and sign the ACH Agreement in person with a voided check for setup. Second, the City also uses a third-party processor, Payment Service Network (PSN), for its online and credit card payment service options. PSN charges a 3% processing fee plus an additional \$0.50 service fee per transaction.

As of June 2024, approximately 42% of our utility customers are utilizing our ACH payment method. There are approximately 2,416 registered customers with 56 new registrations over the past year.

As of June 2024, approximately 18% of our utility customers are utilizing PSN, with an average of 792 transactions per month. There are approximately 1,032 registered customers with 52 new registrations in 2024 already. Of the total registered customers, 402 have opted out of the paper utility bill.

Please see the enclosed Finance Monthly Report for May 2024.

3) Human Resources & Employee Engagement Department Update

Applications are still being accepted for the position of Water Distribution/Wastewater Collection Operation Specialist. Interviews are being scheduled. The position is open until filled.

We are now accepting applications for Certified Police Officers in our Police Department.

Ashley Hobza will begin work on June 26 as the Public Safety Administrative Assistant in the Police Department. Beau Lofink began work on June 10 as Grounds Maintenance Worker in the Parks and Recreation Department.

The position of Sanitation Truck Operator has closed. Interviews are complete. Gerry Hastreiter and Patrick Cox were selected to fill the two open positions. Both Gerry and Patrick have their Class A Commercial Driver's License. Gerry began work on June 17th and Patrick on June 24th.

Limited summer seasonal positions are still open. Interested applicants can visit cityofyankton.org and under employment, there is a link to our employment application.

The City of Yankton's June's presentation by Well 365 out of Sioux Falls focused on clearing the clutter. The goal of the presentation was to address several different areas that might be keeping the mind cluttered and address ways to clear the clutter. Clearing the clutter will help employees be more present and ensure they are able to connect with those around them.

June's wellness challenge is wrapping up. The challenge for June was exercise and employees were asked to exercise for at least 45 minutes per day for 20 out of 30 days in June. Employees track their exercise and submit their log at the end of the month to be entered into a drawing for a prize.

The Health Insurance Committee held their first meeting to begin discussions on health insurance for the 2025 plan year. The meeting was held on June 17.

The Annual Employee Picnic will be held July 11 from 11 AM to 1 PM at Riverside Park.

4) Public Works Department Update

Street Department crews are asphalt patching at various locations throughout the City. Crews are also painting pavement markings in the streets and parking lots, and mowing various right-of-way locations in the City.

21st Street from West City Limits Road to Summit Street

Main line paving from Kellen Gross Drive to the west, for approximately 800 ft., has been placed. Once cured, this will become the access for the local business. The contractor will continue placing main line paving in phases. Each phase, for the most part, will be 400-500 ft. in length.

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

The Notice of Award and contract agreement have been sent to the contractor. When the City is in receipt of an executed agreement, staff will issue the Notice to Proceed and schedule a preconstruction meeting.

8th Street from Burleigh Street to Peninah Street

Staff have been informed that the contractor plans to start the project on July 1. A preconstruction meeting has been scheduled for June 19.

Gehl Drive Extension

Grading is nearly complete. The City has received the permit from BNSF Railroad to perform the bore, for sanitary sewer, under the railroad tracks. Before this begins, the contractor will be boring for that same line under Highway 50. The highway bore is scheduled for the week of June 17th.

City of Yankton July 4th, 2024 Holiday Garbage and Recycling Collection Schedule

In observation of the Independence Day holiday, the City of Yankton Solid Waste Collection will be closed July 4th. City of Yankton Garbage and Recycling collection routes for that day will be scheduled as follows: Wednesday, July 3rd and Thursday, July 4th routes will be collected on Wednesday, July 3rd. Friday routes will be picked up on Friday, July 5th. Residents are reminded to have their roll carts out by 7:00 AM on their scheduled collection day.

The Yankton Transfer Station will be closed on Thursday, July 4th and will be open shortened hours on Friday, July 5th from 8:00 AM to 1:00 PM. The Transfer Station will resume normal scheduled hours on Saturday, July 6th, 8:00 AM to 11:45 AM.

The Solid Waste Collection staff wishes everyone a safe and enjoyable Independence Day. For further information about solid waste collection, please call 605-668-5211.

5) Fire Department Update

Four Yankton Fire volunteers recently participated in a comprehensive training program at the Watertown Fire School. Three volunteers attended a specialized class to become state-certified instructors. This achievement significantly benefits our department by enhancing the quality of our training programs. Another volunteer focused on natural gas and propane emergencies. Given the recent increase in calls related to these incidents, this training equips our team to respond effectively. Safety and preparedness are paramount when dealing with hazardous materials.

Chiefs Linke and Prendable, along with Firefighters Josh Wagner and Mike Villanueva, actively engaged in teaching and community outreach by instructing Yankton Police Department recruits on fireground interactions, emphasizing teamwork, communication, and safety protocols. In addition, they conducted fire extinguisher training sessions for National Parks Personnel, empowering them to handle small fires confidently.

6) Police Department Update

Our newest police recruits were sworn in on June 14. Ryan Duch, Rebecca Weber, and Victor Allen started their hands on patrol training over the weekend. Ryan is a graduate of Southeast Tech's Criminal Justice program, Rebecca is a graduate of South Dakota State University, and Victor is a South Dakota State certified police officer who came to our department from Clay County.

We hosted the State Shoot bringing in officers from Yankton and Yankton County for yearly state qualifications. This is an annual program that we participate in. Approximately 30 shooters from different agencies were in attendance.

We have been participating in Safety City, talking to the kids about bike safety, stranger danger, telling them what we do, and just interacting with the kids during the week. We have also been out handing out cop cards promoting our program of kids collecting the whole set of 30 cards to win a free tee shirt. We also had several adults inquire about purchasing tee shirts so we will be opening up an online store where supporters can purchase these shirts.

7) Library Update

On June 5 we held our 11th annual cemetery walk event in partnership with the Mead Museum. We sold out of tickets for both our 6:30 and 8:00 PM tours with 134 in attendance. Participants toured the cemetery to visit five different gravesites with reenactors to learn about individuals who had connections with the Meridian Bridge in honor of its 100th anniversary this year. Proceeds from this event are split between the Mead Museum and the Library Foundation.

We had a great adult event on June 13 when we did our version of the Amazing Race which we called The Great Yankton Challenge. We had seven teams register and compete to solve clues and complete challenges in the fastest time. We received great feedback from the participants and were happy to see some new faces attending this event. It was also a fun way to increase the library's visibility around town as we had several individuals ask about our event as they saw the teams compete.

The One Book South Dakota selection this year is by a local author, Trent Preszler. His book "*Little and Often*" is about Trent's journey of grieving his estranged father. He uses the tools he inherits from his father to build a canoe and discovers a lot about his father and himself along the way. Trent will be visiting the library on July 2 at 2:00 PM for a book talk. Copies of the book are available for checkout at the library and on the Libby app.

8) Information & Technology Services Department Update

We experienced a failure of the radio site monitoring system again. The problem appears to be a configuration issue at the central monitoring site and RACOM was able to resolve the problem the next day. We hope the system will be more reliable than in the past, but we may need to explore additional solutions if it proves unreliable.

IT staff is working with telecommunication / ISP vendors on competitive quotes for services for voice and data for the next three years. BluePeak has implemented new additional charges for services not under a pricing agreement and for conventional paper billing for each account. After we receive the quotes, we will review them and determine our best options moving forward. As you will recall, we recently cooperatively switched Safety Center services for Police, Dispatch, Sheriff, State's Attorney and Jail to MIDCO due to service issues in receiving inbound calls. In addition, this will give us an opportunity to create more consistency of service and performance across the organization.

9) Environmental Services Department Update

The water meter project is 91% complete. The number of appointments will soon be few, making it unnecessary for the contractor (RMR) to be onsite. At that point, City staff will take over the remaining appointments. City staff will start working on the remainder of the meters that have not been scheduled this winter.

The Wastewater Treatment Plant CMAR process is moving forward. The contractor is going to start putting out bid packages in mid-July. Those bid packages will be opened by the contractor sometime in August. Staff is hoping to have a construction contract, including a guaranteed maximum price, to present to the Commission sometime in September or October.

10) Monthly Reports

The Yankton Police Department monthly report is included for your review as well as minutes from the Airport 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