



OFFICE OF THE CITY MANAGER

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Commission Information Memorandum

The Yankton City Commission meeting on Monday, July 22, 2024 will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Community & Economic Development Department Update

Pathways Shelter for the Homeless is developing an amendment to their 2021 Community Development Block Grant (CDBG) which is funded through Governor's Office of Economic Development (GOED). The City of Yankton is acting as the local government sponsor for the grant. Planning and Development District III manages the grant, funds pass through our accounting system, and the City Manager has been designated to sign the associated grant administration documents. The City has sponsored similar grant applications for several other entities in the past. In early 2021, Pathways used the CDBG funds to acquire an adjacent property with two single family homes. Their grant objective was to renovate the larger structure into additional residential space for clients and working space for staff, and in a second phase to demolish and replace the smaller structure with a Governor's House to provide additional residential client space.

Phase one was completed and has been in use by staff and clients. Production delays and high demand at the Governor's House program meant that the second phase of the project could not occur until a house became available. Inflationary pressure and contractor labor costs increased in the intervening years to the point of making phase two no longer financially viable. District III and Pathways have prepared a grant amendment to GOED to revise the grant scope to demolish the smaller structure and add additional staff and storage space onto the larger previously renovated structure. This change would allow Pathways to access the remaining grant funds while achieving a scaled back version of their original project plan. A public hearing was held on June 21, and staff anticipates that the amendment will be ready for submittal to GOED in the coming weeks. This process does not require City Commission action.

After reviewing last year's record-breaking building numbers, it may appear that building activity is down in 2024. In reality we are probably closer to what has been our historical norm for the first six months of the year. At this point in 2023, our total permit valuation was \$67.9M, driven primarily by large-scale projects like the Trailhead Learning Center and Lewis and Clark Behavioral Health. At the same time, we had issued six single-family residential permits compared to four for this year. Currently, we have a 2024 permit valuation of \$13.2M. Values through June of 2021 and 2022 were nearly equal to this year's at approximately \$12.6M each.

Community Development continues to administer the commercial projects under construction that were started last year in addition to the ten homes permitted in November

and December. We anticipate seeing some significant multi-family projects start in the second half of this year including Bluestem Reserve which is projected to contain 70 apartment units. By the end of the year, it is expected that the wastewater treatment plant upgrade project will be permitted at a projected cost of \$40M. This should bring the construction total for 2024 into the \$80M range which is still above average.

Single-family housing may remain somewhat quiet due to interest rates, lot availability and material pricing. Completion of the infrastructure for the Garden Estates development may spur more homebuilding as we head into 2025.

2) Public Works Department Update

Street Department crews recently worked with a milling contractor to mill asphalt on Augusta Circle, Cedar Terrace, and 27th Street east of Broadway. Crews are overlaying a new asphalt surface on the milled streets. 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

The concrete paving is complete and the contractor is working on sawing and sealing the joints. Once the concrete is cured, backfilling the edges and painting the lane striping will occur. City staff will be reinstalling any traffic signs that were removed during construction.

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

The contractor has notified staff that they will not start the project until mid-August. They have been assisting communities that were damaged by flooding.

8th Street from Burleigh Street to Ferdig Avenue

About half of the asphalt street has been removed. Slowey Construction has started installing sanitary sewer. As of July 15, they have approximately one-third of the 2183 feet of pipe installed. MidAmerican Energy is scheduled to mobilize in so that they can relocate the regulator station which is currently at the intersection of 8th Street and Peninah Street.

Gehl Drive Extension

The bore under Highway 50 for the sanitary sewer is complete. SiteWorks is working with BNSF to complete the boring under the railroad tracks. Scheduling railroad inspection personnel takes some time and is required prior to starting work in the railroad right-of-way.

Chan Gurney Municipal Airport

The annual Oshkosh AirVenture event in Wisconsin typically generates a significant amount of visitor air traffic at Chan Gurney Municipal Airport in Yankton. Yankton is the perfect distance from Oshkosh for travelers to refuel, sleep, and shower at the airport as one of their last pit-stops on their way to Wisconsin. Complimentary food and promotional fuel rates are provided for the pilots and passengers that stop at the airport. Courtesy vans are available for use to get groceries and other supplies. There are also hotel stays generated from travelers stopping through Yankton. This year's promotional event at Chan Gurney will run July 18th-28th.

3) Parks & Recreation Department Update

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

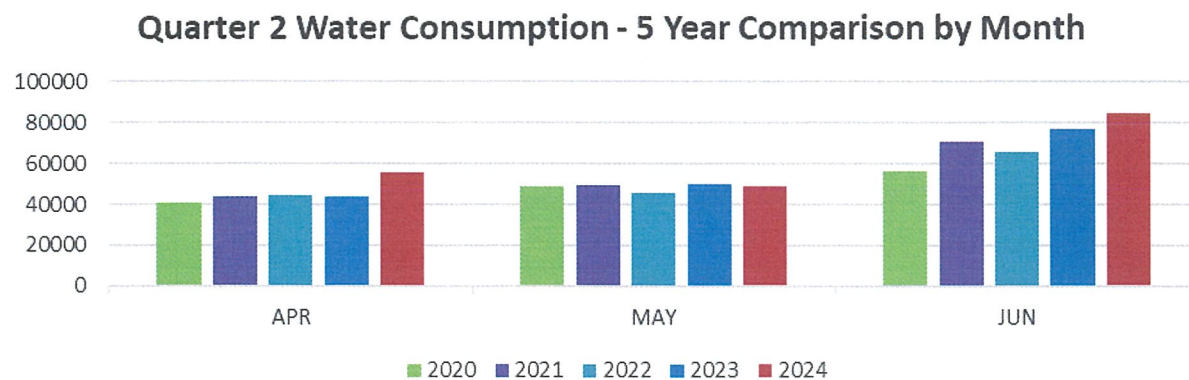
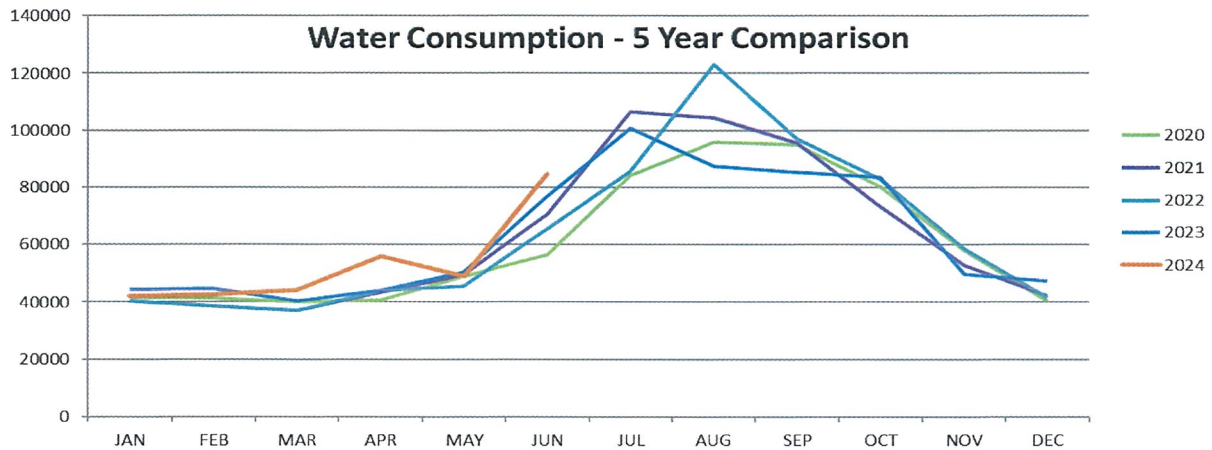
4) Finance Department Update

The auditors from Williams & Company P.C. are wrapping up the 2023 financial audit. A draft of the financial statements and notes are being prepared for internal review before state inspection. The final presentation will tentatively be scheduled for one of the City Commissioner meetings in August.

Restaurant license applications were recently renewed effective July 1. This year we received 66 applications, each with a \$15.00 license fee. To compare, in 2023 we received 64 applications.

The U.S. Postal Service increased postage rates effective July 14, 2024. Finance will see an increase of \$0.05 for each utility bill mailed to customers because of the new first-class mail rates.

The Finance Department has prepared a breakdown of utility customers' monthly water consumption. As of June 30, 2024 consumption is higher than 2023; approximately 9.86% ahead of last year. Below is the 5 Year Comparison and the Q2 Monthly Comparison charts.



Please see the enclosed Finance Monthly Report for June 2024 and the Q2 2024 Revenues and Expenditures Report.

5) Human Resources & Employee Engagement Department Update

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

We continue to accept applications for Certified Police Officers in our Police Department.

We are currently accepting applications for Water Plant Operations Specialist in the Water Treatment division of the Environmental Services Department. This position is open due to the resignation of Shane Bush.

July's presentation by Well 365 out of Sioux Falls focused on Taking Care of You. The goal of the presentation was to help employees understand what they need to take care of themselves. Often, we are pouring all that we have into others and the presentation will help establish a balance to take care of yourself.

July's wellness challenge is wrapping up. The challenge for July was a kindness variety and employees were asked to complete a variety of kindness activities at least 10 within the 31 days in July. Examples of kindness variety: write a thank you note, donate to a food pantry, let someone go ahead of you in line, compliment three people, etc. Employees were asked to 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 second meeting to further discussions on health insurance for the 2025 plan year. The meeting was held on Wednesday, July 17.

The Annual Employee Picnic was held July 10th from 11:00 AM – 2:00 PM at Riverside Park. Great food and community were highlighted with enjoyable weather.

AFSCME wage opener negotiations were held on July 15 and FOP wage opener negotiations were held on July 19.

The City of Yankton Employee pool party is scheduled for Wednesday, August 7, from 5:00-7:00 PM at the Huether Family Aquatics Center.

6) Police Department Update

Over the Independence Day holiday (July 4 and July 5), the City of Yankton Police Department reported 13 calls for incidents involving fireworks with the majority of calls occurring on July 4. In comparison, 42 similar calls were received last year in that same time frame.

The City of Yankton Police Department hired Ashley Hobza into the new Public Safety Administrative Assistant position on June 26. Ashley will assist Chief Foote and the team with various projects including customer service, calls, scheduling, reports, purchase orders, and general administrative support.

On July 9, Safety City occurred with a Police & K9 demonstration. Officers were present to showcase the police equipment and car, and K9 Corona demonstrated skills in searching for illegal drugs.

On July 9-11, City of Yankton Police Department staff including Chief Foote, Sergeant McNinch, Officer Olson, and Dispatch Communications Supervisor Julia Hussein attended Critical Incident Stress Management training for first responders on assisting individuals in crisis and handling group crisis intervention. It also provided opportunities for attendees to participate in practice scenarios that could occur in real life.

The 18th Annual Tri-State Old Iron Tractor Parade occurred on July 11-12 through Yankton with about 165 tractors participating. The City of Yankton Police Department assisted with traffic control. It was a successful parade with no traffic issues to report.

The EMS, Fire, and Police Departments participated in friendly competition against each other during Yankton's Battle of Badges donor blood drive on July 8, 10 and 12. Blood donors had the opportunity to vote for their favorite first responder group, then the winning group would earn bragging rights for the entire year. The Fire Department received the most votes with EMS and YPD tying for second place. Chief Foote was among the donors who donated lifesaving blood during this event.

On July 12 the Yankton Police Department intern, Jonathan Carlstedt, completed his internship. He was YPD's first paid intern and completed a total of eight weeks of training. He completed a variety of tasks, including new recruit officer training and ride alongs with officers. He returns to Mount Marty University to play his last football season and will graduate in May 2025 with a Bachelor's degree in Criminal Justice. Jonathan mentioned he has future plans after he graduates to apply for a Police Officer position with the Yankton Police Department.

School Resource Officer Russenberger is attending the Annual National School Safety Conference hosted by the National Association of School Resource Officers (NASRO) from July 14-19 in Phoenix, AZ. NASRO is dedicated to making schools and children safer by providing the highest quality training to school-based law enforcement officers. This conference was paid for by the Yankton School District as part of the School Resource Officer contract.

On July 18, the City of Yankton Police Department will be conducting interviews for the second Commander position which has been vacant since 2022 due to a retirement at that time. This is only for internal officers to apply. This will help balance workloads when it comes to managing police squads.

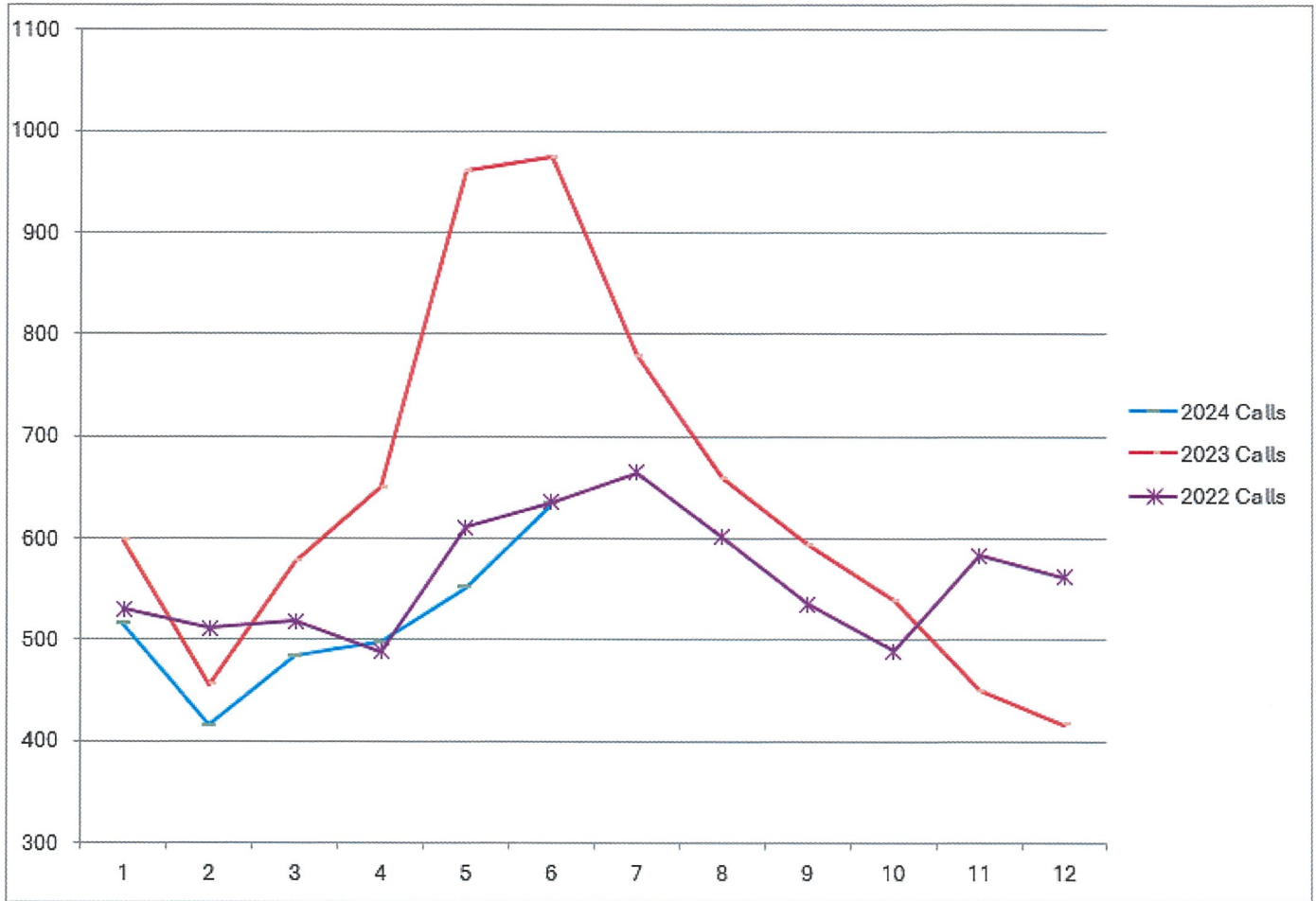
7) Fire Department Update

Chief Linke recently attended a weeklong "Train-the-Trainer" course in Brandon, focusing on active attacker integrated response. This nationally recognized program equips law enforcement and Fire/EMS responders with essential skills to handle active attacker incidents. The goal is to enhance coordination and resource integration during critical events.

During the same week, Yankton Fire responded to a garage fire. Although no one was inside the garage at the time, the incident raised concerns about garages being used as living spaces. As a result, Yankton Fire will now search garages more aggressively if they catch fire.

8) Information & Technology Services Department Update

The state experienced another outage on July 9 that carried over into the early morning hours of July 10. We continue to fine tune our response to outages and communication with the public. 911 calls thru June are at nearly the same level as 2022 but below 2023's record level.



Overall Statistics for 2023 were shared with Yankton County during the City's recent budget request:

2023 STATISTICS

Total Calls for Service: 19,822
Administrative Phone Calls: 63,878
911 Phone Calls: 7,652

2023 Calls Per Agency:

Yankton Police Department: 13,669
Yankton County Sheriff's Office: 3,733
Yankton Fire Department: 474
Yankton County EMS: 2,224
Gayville Fire & First Responders: 79
Irene Fire & First Responders: 82
Lesterville Fire & First Responders: 40
Volin Fire & First Responders: 28

Lake Area First Responders: 97
Yankton County Search & Rescue: 56
Yankton County Coroner: 29
South Dakota Highway Patrol: 93
South Dakota Game, Fish & Parks: 92
Yankton County Emergency Management: 34
South Dakota Division of Criminal Investigation: 16

9) **Library Update**

It's been a great summer exploring our theme "Adventure Begins at Your Library". Program attendance has been strong for events both inside the library and out in the community. Some old favorites like The Zoo Man, LEGOS and The Seed Library continue to be popular.

We welcomed almost 14,000 visitors through the library doors in June! Pool storytime at the Huether Family Aquatic Center has been a huge hit. We will finish up our adult summer programming with an adult field trip to Niobrara, Nebraska, a craft night and an Appetizers Around the World evening. All ages are invited for a community bike ride across the Meridian Bridge on July 20 followed by Omaha Street Percussion in the Riverside Park Amphitheater, and the big wrap up Party in the Park again at Riverside Park on July 29.

The YCL Board of Trustees welcomed Meg Severson and Nathan Johnson to their first meeting on July 10. Sue Otterman was recognized for her two terms of service. Nathan was elected to serve as Vice President for the upcoming year.

YCL received grant funding from the American Library Association to increase the accessibility of our facility to better serve people with disabilities. Work that has already been completed includes electric door openers at the east entrance and floor covering in both entrances. Work is scheduled to begin on the accessible restroom at the beginning of August.

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 water meter project is complete. The contractor installed 4,013 meters. City staff will take over the remaining appointments. City staff will start working this winter on the remainder of the meters that have not been scheduled.

The Wastewater Treatment Plant CMAR process is moving forward. Staff met with the CMAR team and discussed bid packages. The contractor is going to start putting out bid packages this week. 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, before the Commission in September or October. Staff will be monitoring the project budget as bid packages are completed. Staff will be looking at options to possibly cut portions of the project or additional funding as we finalize the project scope.


The Wastewater EDA project is finishing up. The electrical sub-contractor is finishing the final work. The project is waiting on an electrical transformer. The contractor is hoping to have the project completed in the next several months.

11) Monthly reports

The minutes from the Airport Advisory Board Meeting and Park Advisory Board Meeting 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