



OFFICE OF THE CITY MANAGER

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Commission Information Memorandum

The Yankton City Commission meeting on Monday, August 12, 2024 will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Finance Department Update

The SD Department of Legislative Audit has completed their internal review of the 2023 audited financial reports. The review is currently at the SD Department of Legislative Audit for approval. Williams & Company P.C. is anticipated to present the audit at the August 26 City Commission meeting. After this presentation, this report will be published in our official newspaper, pursuant to SDCL 9-22-21.

The Finance Office is beginning to review assets and compile the annual surplus property listing of vehicles, equipment, and other miscellaneous items that have been determined to be no longer necessary, useful, or suitable for the purpose for which they were acquired. Surplus property may be sold, traded, loaned, destroyed, or otherwise disposed of, pursuant to SDCL 6-13-1.

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

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

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

We are currently accepting applications for the position of Utility Customer Service Clerk in our Finance Office. Applications will be accepted until August 18. This position is open due to the departure of Lacey Jensen.

Interviews are complete for the Water Distribution/Wastewater Collection Operation Specialist. Jacob Johnson has accepted the offer to fill this position. Jacob has knowledge of basic mechanical maintenance, mechanical operations, and proper health and safety precautions. Mr. Johnson recently completed serving in the United States Army and was an artillery/cannon crewmember.

August's presentation by Well 365 out of Sioux Falls will focus on Being Present in Your Life. The goal of the presentation is to help employees with tools and resources to gain focus and be more present in all areas of their lives.

August's wellness challenge is under way. The challenge for August is outdoor time. Employees are asked to spend at least 600 minutes outside for the month. Employees are 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 Annual City of Yankton Employee night at the Huether Family Aquatics Center was held on Wednesday, August 7th.

In August, the Health Insurance Committee will be reviewing the renewal rates and quotes for the upcoming plan year beginning January 1, 2025. A recommendation will be forthcoming.

4) Community & Economic Development Department Update

City Manager Amy Leon presented the draft Five-Year Capital Improvement Plan (CIP) to the Planning Commission at their meeting on July 8, 2024. The Yankton City Planning Commission made a recommendation on the CIP after the presentation and the subsequent discussion about items in the plan. In action #24-19, the Planning Commission recommended approval of the Draft 2024 – 2028 Five Year CIP as presented. Please reference the minutes from the July 8th Planning Commission meeting for further details regarding the discussion that led to this recommendation.

The structure at 500 Douglas Avenue was demolished on July 29th and the debris is in the process of being removed. We have had some questions from the public about why the structure could not be saved. The building was constructed with bearing walls and a foundation of made up of multiple layers (wythes) of soft, un-reinforced brick which was covered with stucco in the early 1960's. Multi-wythe walls were common in the late 1800's but are not used today because there are better ways to provide structural integrity. Over time, moisture compromised the northeast corner of the building to the point that it failed completely before a repair could be performed. The presence of the stucco may have exacerbated the problem while also concealing the condition of the brick. The damage was extensive and the rest of the structure began to show signs of failure as well. The owner's engineer determined that the building was beyond repair and should be demolished.

While we are sad to see a piece of Yankton's history gone, we are thankful that the structural failure was noticed in its early stages. Public safety was definitely at risk and the quick actions of our Building Official Gregg Homstad to evacuate the building in July 2023 should be commended.

Included in this packet is a flier with information about the upcoming Comprehensive Plan Community Round Table at 6:00 PM, August 20th at the Elk Lodge. We will let the media know that a quorum of City Commissioners may be present.

5) Police Department Update

On July 24, as a part of the Safety City Program, children were given a tour of the Yankton Police Department, Yankton County Sheriff's Office, and the Dispatch Office. The participants got the inside scoop on the important duties of each department.

Sergeant Sam Bruening and Detective Caitlin Schindler are currently developing training material for new officers to undergo Field Officer Training (FTO) rather than Police Training Officer (PTO) which we have been utilizing. FTO will better fit the training needs of the department, run one week shorter, and not require as much workload/manpower to complete. In addition, it will be more focused on job duties and performance as opposed to only critical thinking.

Detectives Jericho Osborne and Brooke Hansen attended training July 22-26 to receive Computer Voice Stress Analyzer (CVSA) certification. CVSA is an instrument that detects, measures, and displays changes in voice frequency which can be recorded permanently and simultaneously for the purpose of detecting deception. Ashley Hobza completed training on August 1st and August 6th to gain skills in case management and in approving and reviewing reports specific to law enforcement.

Officer Ryan Duch has met all the conditions for reciprocity certification. On July 30, Officer Duch passed the law enforcement reciprocity exam. In addition to passing the exam, he meets the required education criteria of holding an associate's degree in Law Enforcement from Southeast Technical College in Sioux Falls. This allows his Police Academy training in Pierre to be one week instead of the standard 12 weeks. South Dakota reciprocity requirements can be found at:

<https://atg.sd.gov/LawEnforcement/Training/Certification/reciprocity.aspx#gsc.tab=0>

Detective Sarah O'Farrell conducted Ontario Domestic Assault Risk Assessment (ODARA) training for all officers at Yankton Police Department. This assessment is used on victims of domestic violence to measure risk of future assault based on certain behaviors and indicators. All officers completed the training by August 1st so the department will be able to utilize the assessment moving forward.

As of August 12, YPD has had six kids each complete a set of 30 cop cards to earn a free t-shirt. YPD started the cop card program on June 3rd. Since then, cop cards for various officers/detectives have been located at 21 businesses in Yankton. This contest ends August 31st. Cop cards will continue to be available at Yankton businesses and events (such as Riverboat Days) until then.

6) Fire Department Update

We are pleased to announce that Emily Johnson, Dustin Gusso, and Jon Moser have successfully completed their one-year probationary period and have been accepted into full membership. They have passed their SD State Firefighter Certification exams and are awaiting a live fire evaluation this fall.

Additionally, Cole Blom and Adam King have become State Certified Fire Instructors after completing their course at fire school in June. We look forward to their contributions in conducting drills and training.

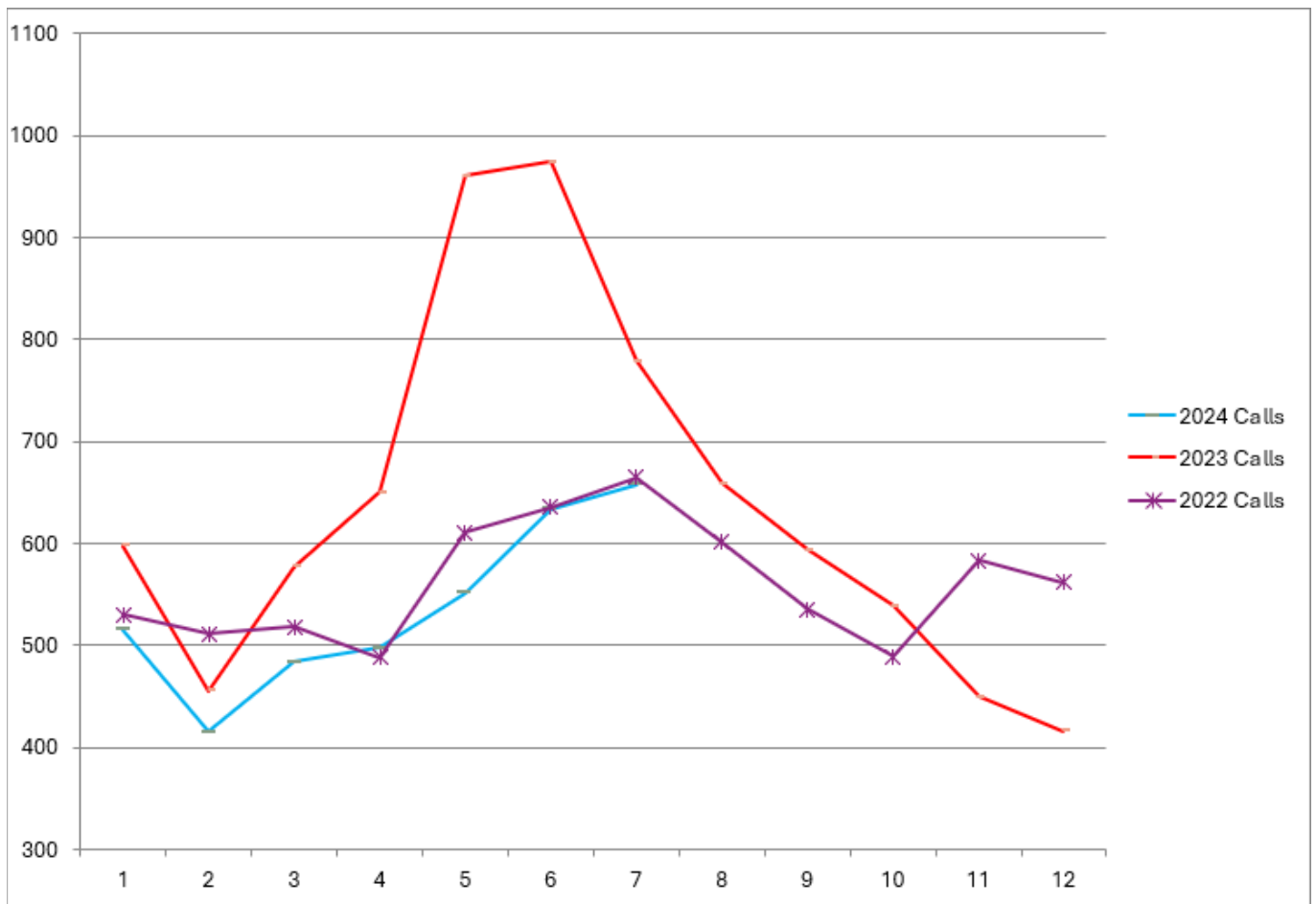
Chiefs Linke and Preadable are collaborating with Vermillion Fire Command staff to enhance efforts in technical rescue and fire investigations.

7) Information & Technology Services Department Update

IT staff is working with telecommunication and data providers for new quotes for services to City facilities. In the coming weeks, we will be entering into pricing contracts for three years of services. Staff replaced the computer network at the Wastewater Treatment Plant and are working with the plant project team on developing a strategy for the control network system and remote management going forward as the plant project starts to commence. During the upgrade process we discovered dated computer wiring that was impacting overall performance as well as updating networking hardware. The upgrade resulted in tripling Internet performance to the plant with the same service.

While it appears we have the issues with the monitoring system at the radio site resolved, we have had several issues with the equipment monitoring at the Safety Center. We continue to work with the vendor to address these issues.

911 calls thru July are down just under 25% for 2024 vs 2023. Call volume is about on par with 2022.



8) Public Works Department Update

Street Department crews continue asphalt patching at various locations throughout the City. Crews are painting pavement markings in the streets and parking lots and mowing various right-of-way locations in the City. Crews will also resume seal coating streets scheduled for sealing in 2024.

21st Street from West City Limits Road to Summit Street

The project is mostly complete with fine grading and seeding being the only items left to complete. The contractor will wait for the proper time of year to plant the seed. Once seeding is complete, the project will be finalized.

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

The contractor has notified staff that they are planning on starting the project in September. Plans are being made to schedule a preconstruction meeting the week of August 26th.

8th Street from Burleigh Street to Ferdig Avenue

The installation of the underground utilities is ongoing. A conflict was encountered between the proposed sanitary sewer and existing storm sewer. The Engineering and Environmental Services Departments have devised a solution to rectify the problem. The contractor has been installing some of the new water main. Testing is being performed and services will be switched over once testing is completed. The contractor is also starting storm sewer installation. Once a portion of the storm sewer is installed, the concrete contractor can begin. MidAmerican Energy has relocated their regulator station near 8th and Peninah.

Gehl Drive Extension

Whiting Drive has been closed to allow the contractor to complete the sanitary sewer installation across the road. While closed, they will also make the water main connection. Whiting Drive is expected to be closed for approximately two weeks to complete this work.

Active Transportation

Requests for quotes have been distributed for this project. There are two locations where sidewalk will be installed – 21st and Mulberry, and 7th and Burleigh.

9) Environmental Services Department Update

HDR representatives were in Yankton on August 5th to meet with City of Yankton staff. Mr. Greg Stonehouse is the global director of marketing sectors and client development/engagement for HDR's global water practice. Mr. Mike Coleman was recently promoted to the Central USA and Canada Water Business Director. The HDR water group spans the entire water cycle from water supply and treatment to flood protection and resiliency through wastewater reclamation and reuse. Mrs. Jessica Adams-Weber was promoted to the North Central USA Water Business Development Manager. Mr. Coleman and Mrs. Adams-Weber were both part of the original HDR team assigned to the Yankton wastewater treatment plant project. Mrs. Adam-Weber was highly involved in the Construction Manager at Risk selection process and contract negotiation. Due to the recent promotions, they have limited time available for the Yankton project. Mr. Stonehouse and Mr. Coleman wanted to make sure City staff was comfortable with the new staff assigned to the project and the overall project progress. At this time City staff continues to be satisfied with the HDR team.

The Construction Manager at Risk (CMAR) has several bid packages advertised for the wastewater plant project. Several bid packages will be opened by the CMAR the week of August 12th. The CMAR contractor is hoping to have a “Guaranteed Maximum Price” contract for commission approval by October. The CMAR contractor would like to start work this fall.

10) Library Update

The library wrapped up our 2024 Summer Reading Program on July 29 with a Party in the Park at Riverside Park. There were foam cannons, goats, face painting and a reptile show. What more could you ask for, really? (Slightly cooler weather or a breeze would have been appreciated, though!) This finale event was in partnership with the Yankton Parks & Rec Department. We are thankful to Spencer Rosberg from Yankton's Runza for providing tasty treats to library visitors all summer long and for bringing the Runza truck to the park that night. We also had the always popular donuts from the Donut Department. We estimated about 400 in attendance on that toasty night!

Overall, the participation in this year's summer reading was greatly increased from the previous year. In 2024, we had **498 active readers** recorded, which means they not only registered for the program but also logged actual minutes/books read. In 2023, we had 357 active readers. In 2024, we recorded **265,063 minutes read** for our youth and **3,068 books read** for our teens and adults compared to 178,196 minutes and 1,950 books read in 2023. In addition, the library hosted **84 programs** in June and July with **4,191 in attendance**. We are grateful to all of the supporters in the community that donated prizes or money to help sponsor events or materials, or partnered with us to help put on so many great programs for our community!

We look forward to our fall program schedule including Library Card Sign-Up month in September! Books are just the beginning!

11) Monthly reports

The Building, Joint Powers, Salary and Yankton Police Department monthly reports are included for your review as well as minutes from the BID Board of Directors and the Planning Commission meetings.

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