



OFFICE OF THE CITY MANAGER

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Commission Information Memorandum

The Yankton City Commission meeting on Monday, August 26, 2024 will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Finance Department Update

Utilities continues to be busy with connects, disconnects, and sprinkler accounts. This means many customers will be receiving either new or final bills. Please call the Finance Office at (605) 668-5241 with any questions regarding utility billing.

The water meter changeout project with Ferguson Waterworks is complete. As a reminder, the City's Water Department will now take over the remaining appointments.

Departments are in the process of completing their surplus property lists and submitting them to the Finance Office. The surplus auction date is anticipated to be in October 2024, but will be officially determined once the surplus list is finalized.

Finance will be preparing the City levy for property taxes as part of the budget ordinance. In addition, delinquent special assessments will be certified to the County auditor in September.

Please see the enclosed Finance Monthly Report for July 2024.

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.

New police recruits Dax Johnson and Adam Doyle started classroom training the week of August 12. Both officers come to us from the Yankton County Sheriff's Department. They were sworn in as officers for the Yankton Police Department on August 16. They will begin their hands-on patrol training later this month.

Forty-two applications were received for the position of Utility Customer Service Clerk. Staff will complete a series of virtual interviews to narrow down the candidates to bring on site for a full interview. A recommendation for hire will be forthcoming.

Jacob Johnson began his work as a Water Distribution/Wastewater Collection Operation Specialist on August 12.

Interviews are complete for the position of Water Plant Operations Specialist in the water treatment division of the Environmental Services Department. Chaz James accepted the offer to fill this position. Mr. James has basic mechanical maintenance, mechanical operation and proper health and safety precautions training. Mr. James was most recently employed as a jailer with Yankton County. He is a 25U Signal Support Systems Specialist with the U.S. Army National Guard and provides checks, services and troubleshooting for communication equipment. Chaz began his work on August 13.

Brandon Pavel was promoted to Recreation Facilities and Events Maintenance Coordinator. Adam Thompson was promoted to Recreation Facilities and Events Maintenance Supervisor. Due to the promotions, the position of Ground Maintenance is open in the Parks, Recreation and City Events Department. This position is open until September 6.

August's presentation by Well 365 out of Sioux Falls focused on Being Present in Your Life. The goal of the presentation was 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 wrapping up. The challenge for August was outdoor time and employees were asked to spend at least 600 minutes outside for the month. 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 continues to review 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

Work to date on the Comprehensive Plan has included a lot of behind-the-scenes statistical analysis and existing land use analysis. The Comprehensive Plan Advisory Committee has met twice for an introduction to comprehensive planning and a review of findings so far. The kickoff of the public input portion of the process was held on August 20-21. People from all walks of life had the opportunity to participate in listening sessions. The public at large was also invited to attend a community round table. The discussions about opportunities and challenges at these sessions provide valuable information that will be used to help determine the direction the community wants to go in the next 20 years. There will be multiple other opportunities for people to provide their perspective in the coming months.

5) Police Department Update

There was a successful turnout for Riverboat Days weekend. YPD walked in the parade and handed out lots of candy and full sets of cop cards which youth could redeem for a free t-shirt.

During the Riverboat Days weekend, there was a total of 14 adult citations, several regarding traffic incidents and two open container violations. There was a total of nine adult arrests, and no juvenile citations or arrests.

The School Resource Officers started in the schools the week of August 12. They tested panic buttons. YPD and Yankton School District remind everyone about the importance of stopping for school buses. Last year, there were 102 stop arm violations reported.

YPD is participating in a “Drive Sober or Get Pulled Over” campaign from August 16 to September 2. We will have extra officers on duty focusing on DUI enforcement.

Jennifer (Keitel) Bryant’s last day with YPD will be August 25. She will be moving to Wisconsin. We appreciate all her service and dedication as an officer. Jennifer will be missed by all.

Since August 13, YPD has had 16 more kids complete a set of 30 cop cards to earn a free t-shirt. There are a few businesses in town that still have cop cards available. We will look to continue the program next summer.

6) Fire Department Update

Underwriters Laboratories were in town last week to conduct an annual test of our aerial ladder truck. The purpose of the test is to have an outside and independent expert ensure that the aerial ladder is safe to operate within engineering tolerances. Ladder 1 passed all of its tests and remains operational.

Chief Linke reconvened key leaders meetings last week. The key leaders group is composed of the Chief, Deputy Chief, two Assistant Chiefs, the Captain responsible for training, the volunteer president, and immediate past president. The intent of Key Leaders is to ensure that volunteers’ communication needs are met, organizational budget information is shared, strategic planning progress is measured, and succession management is employed.

Deputy Chief Prendable is working closely with Building Official Gregg Homstad on a number of new and extant building code issues. We enjoy the partnership with the Economic Development Department and will continue to work with them as a team.

Yankton Volunteers spent 5 ½ hours on a cut gas main at 8th and Birch Street on August 19. The main was a high-pressure line being fed from two directions at 100 psi. YPD and Emergency Management Officials evacuated one apartment and one residence that were in the path of gas migration. We then monitored several residences and buildings upwind and downwind for explosive levels of natural gas. The Fire Department is taking a more aggressive approach than in the past with these types of incidents as they are likely to become more frequent due to construction and aging infrastructure. We will likely have at least one crew on standby with a fire engine anytime one of these incidents occurs in order to take a more proactive approach. Mid-American staff were very helpful in ensuring that the incident on Birch Street was handled safely.

Also on August 19, Yankton Volunteers were dispatched to a chair on fire in an apartment at Marne Creek Apartments. The maintenance staff extinguished the fire prior to our arrival and no one was displaced from their apartment. We took an extra thirty minutes after everything was clear to practice stretching hose lines and positioning apparatus in the event of an actual incident as apartments are considered high risk for experiencing fires.

7) Public Works Department Update

Street Department crews continue 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. Crews will also resume seal-coating streets scheduled for sealing in 2024.

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

Staff have an August 27th preconstruction meeting scheduled with the contractor. Items of discussion will include scope of work and scheduling. The contractor will also discuss any phasing that will be done to accomplish the work with the least amount of disruption to the local businesses.

8th Street from Burleigh Street to Ferdig Avenue

The utility work on the project is close to completion. Currently, grading and base course installation is being done to accommodate Masonry Components mobilizing in to start concrete work.

Gehl Drive Extension

Whiting Drive has been patched back in and is open to traffic once again. The contractor is performing grading on the entire project. They are prepping the street sections for base course and placing topsoil in the other areas.

Active Transportation

A recommendation of approval is included on this agenda. The contractor has indicated that they would start work in September/October.

8) Library Update

The library will be hosting Dr. Julia Hellwege of the Government Research Bureau from USD on August 27 at 6:00 PM to share the results from the library's feasibility study. The public is invited to attend this session. We look forward to sharing the study results with the public as the hopeful beginning of a more interactive conversation with the community about the interest in, and need for, a new library facility.

On August 26, the library is offering a new program in the form of a Sports Media Panel. There will be representatives from the local media outlets sharing about how they got into the field of sports coverage, sharing stories about some of their most memorable moments on the job, and how the job has evolved over their careers. Those in attendance will have a chance to win tickets and some swag to wear to the games! We are thankful to our panelists for taking the time to participate in this event and to the YSD School District and MMU for donating tickets.

The library has been home to a Conversational Spanish group for the last three months in partnership with Connecting Cultures. They invite those that are just starting to learn Spanish, native speakers, those wanting to brush up on their high school Spanish or preparing to go on a trip to a Spanish-speaking country. All skill and fluency levels are welcome and the group has been steadily growing with individuals happy to have an opportunity to practice the language. The next meeting is scheduled for August 27 at 6:00 PM and it is planned to continue monthly.

9) Environmental Services Department Update

John T. Jones opened the first round of bid packages for the Wastewater Improvement Project. In the Construction Manager At Risk (CMAR) delivery method, the contractor opens and reviews the bids. City staff and the consulting engineer were present at the bid opening. The project had limited bidders and bids were higher than expected. The final bid packages for the electrical portion will be opened this week. We expect the CMAR to have an updated guaranteed maximum price once the bids have been reviewed. We are hoping to have a final contract, including a guaranteed maximum price, for Commission consideration in October.

The Water Department is continuing to collect data and samples for the Environmental Protection Agency mandated lead and copper rule. This rule requires the water utilities to collect 15 samples from homes with lead service lines, and 15 samples from homes with lead solder. Staff sent out 30 letters to home owners to collect the required samples. Water plant staff will drop off the sample bottle once contact has been made with the home owner. The samples are required to be collected as first draw samples, meaning the first draw of water in the morning. Once the home owner has collected the sample, staff will pick up the sample and send it to the lab for analysis. Staff is also putting together our lead service line inventory mandated under the latest lead and copper rule revision. The final revision will include some form of lead service line replacement requirements. At this time this is still under review. It is unclear if the owner or the utility will be responsible for the replacement of the lead service lines.

10) Information & Technology Services Department Update

Bluepeak is switching all Yankton customers to ipTV. August 22nd will be the City's first switch over at the Summit Activities Center. The change presents some challenges due to the building construction. The TVs will each have a wireless device to deliver cable television over the internet. At the completion of the process, the SAC will also need to switch over digital music providers as well.

11) Monthly reports

The Joint Powers and Yankton Police Department monthly reports are 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