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**OFFICE OF THE CITY MANAGER**

[www.cityofyankton.org](http://www.cityofyankton.org)

VOL. 59 NUMBER 16

**Commission Information Memorandum**

The Yankton City Commission meeting on Monday, September 9, 2024 will begin at 7:00 pm.

**Non-Agenda Items of Interest**

**1) Finance Department Update**

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.

The Finance Office continues 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.

The City of Yankton's procurement card (P-Card) program has been in effect through the National League of Cities (NLC) and BMO Financial Group since 2012. The program has helped streamline the purchasing process through the company's online Spend Dynamics website and mobile app, and has allowed employees and supervisors to manage their departmental purchases. In addition, all P-Card receipts are virtually scanned and attached to each P-Card transaction within the website. BMO Financial also provides an annual rebate program based on the volume of purchases made during their fiscal year beginning September and ending August of each year. For the fiscal year 2023-2024 the City of Yankton has spent \$1,148,599.93, earning a 0.90% rebate worth \$10,337.40.

**2) Human Resources & Employee Engagement Department Update**

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

Interviews for Utility Customer Service Clerk in the Finance Office are complete. A recommendation for hire will be forthcoming.

Interviews have been held for the position of Wastewater Plant Operations Specialist in our wastewater treatment division of the Environmental Services Department. A recommendation for hire will be forthcoming.

The position of Grounds Maintenance Worker in the Parks and Recreation Department closed on September 6. Interviews are being scheduled and a recommendation for hire will be forthcoming.

The presentation by Well 365 out of Sioux Falls for the month of September will focus on effective communication. The goal of the presentation is to help learn how to best communicate with others

without it impacting our own self-worth. The presentation has been shown to enhance workplace communication that spreads beyond just the work.

September's wellness challenge is under way. The challenge for September is watching at least five mental wellness videos distributed to us each month from Well 365. Employees are asked to track which videos they watch and submit their log at the end of the month to be entered into a drawing for a prize.

### 3) **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 2<sup>nd</sup> Street to 5<sup>th</sup> Street & Cedar Street Parking Lot**

A preconstruction meeting was held on August 27 to discuss scheduling and sequence of operations of the project. The contractor has established September 9 as their project start date. The contract completion date for the project is November 1.

#### **8<sup>th</sup> Street from Burleigh Street to Ferdig Avenue**

The subcontractor, Slowey Construction, is currently finalizing the utility work between Burleigh Street and Peninah Street. Curb and gutter installation has begun on this section of the project. There should be very noticeable progress in the coming weeks.

#### **Gehl Drive Extension**

Grading has been ongoing and the contractor has begun placing base course for the new roadway. Concrete surfacing paving will begin soon.

#### **Active Transportation**

The engineering staff have staked the sidewalk locations so the contractor can begin when their schedule allows. Once the contractor is on site, the installation will go quickly.

#### **Chan Gurney Municipal Airport**

The Yankton Regional Aviation Association (YRAA) will holding their annual Airport Fly-In Breakfast fundraising event on September 15 from 8:00 AM to Noon at the Chan Gurney Municipal Airport. The breakfast will take place in the City hangar next to the terminal building at 700 East 31<sup>st</sup> Street. Pancakes, sausage, and drinks being served. The public is welcome to attend the fundraising event.

### 4) **Fire Department Update**

The Yankton Volunteer Fire Department is enhancing its training and maintenance programs through a series of initiatives. They have scheduled a "dual-location drill" with one group heading to Vermillion for a live-fire exercise while another remains in Yankton to hone vehicle extrication techniques. The department has launched "Tactics Tuesday," a semi-weekly 45-minute training session designed to boost knowledge retention and provide teaching experience to new instructors. The inaugural session, led by Assistant Chief Brian Frick, focused on gas leak responses and the use of the Sensit combustible gas detector. In maintenance efforts, Assistant Chief Frick and Firefighter Cody Steiner have conducted essential repairs on Engine 1 which is due for replacement next year. Chief Linke is encouraging interested members to participate in truck maintenance, offering hands-on experience. Emily Johnson, a new member, contributes by refueling vehicles and gaining driver training. These steps aim to improve operational readiness and skill levels among the volunteer staff.

## 5) Police Department Update

YPD participated in a “Drive Sober or Get Pulled Over” campaign from August 16 to September 2. Reports show we had 13 DUI related incidents.

The week of September 1 was Gun Storage Check Week. The month of September is National Suicide Prevention Month. In honor of this, YPD is giving out free gun locks that can be picked up at the police station. We encourage the public to check their firearm storage practices to help prevent unwanted access or access by persons who may be in crisis. National Gun Storage Check Week is sponsored by NSSF Firearm Industry Trade Association and Project ChildSafe.

<https://gunstoragecheck.org>.

Three members of our investigations team (Sgt. O’Farrell, Det. Brooke Hanson, Officer Marcus Urban) attended Mid-States Organized Crime Information Center (MOCIC) Annual Conference and Training Session in Deadwood, SD from August 27-29. They had several educational and networking opportunities that support and celebrate those who serve in law enforcement. MOCIC is one of six Regional Information Sharing Systems (RISS) Centers. The mission of the Regional Information Sharing Systems (RISS) Program is to assist local, state, federal, and tribal criminal justice partners by providing adaptive solutions and services that facilitate information sharing, support criminal investigations, and promote officer safety. <https://www.riss.net/about-us/>

## 6) Environmental Services Department Update

Staff recently applied for membership in the Dakota Mainstem Regional Water System.

The Water 2040 group, a group of water professionals from across the state of South Dakota, was formed to coordinate efforts for large water projects across the state. Several water projects are in the planning stages including the Dakota Mainstem Regional Water System (focusing on the central and southern portions of eastern South Dakota), the Western Dakota Regional Water System, and Water Investment in Northern South Dakota. The projects are focused on using the Missouri River source to create sustainable access to abundant, clean, and safe water for municipalities and rural water systems.

Dakota Mainstem current members include: Aurora-Brule Rural Water System Inc.; Big Sioux Community Water System, Inc.; City of Brandon; Brookings Municipal Utilities; Brookings-Deuel Rural Water System. Inc.; B-Y Water District; Clark Rural Water System, Inc.; Clay Rural Water System, Inc.; Davison Rural Water System, Inc.; City of Dell Rapids; Grant-Roberts Rural Water System, Inc.; Hanson Rural Water System, Inc.; City of Hartford; City of Huron; Kingbrook Rural Water System, Inc.; Lincoln County Rural Water System, Inc.; City of Madison; Mid-Dakota Rural Water System, Inc.; City of Milbank; Minnehaha Community Water Corporation; City of Mitchell; Randall Community Water District; City of Salem; City of Sioux Falls; Sioux Rural Water System, Inc.; South Lincoln Rural Water System, Inc.; TM Rural Water District; City of Vermillion; and Watertown Municipal Utilities.

Early membership ensures inclusion in pivotal initial studies such as the appraisal study and feasibility study. These studies are critical in shaping the future and direction of Dakota Mainstem, and timely membership helps ensure that our water system’s needs and capabilities are considered. There will be a point when inclusion in these studies will be closed to new members, making early participation advantageous. History has demonstrated that early participants in largescale water projects like Dakota Mainstem often reap substantial benefits in terms of influence over the project’s direction and financial savings. Early commitment secures our place in the foundational studies and guards against

higher fees, a common practice among regional water projects for latecomers. As a Dakota Mainstem member, we will be eligible to appoint a director to the board, ensuring our water system's voice is heard in decision-making processes. In cases where the primary director cannot attend a meeting, the bylaws allow an alternate director to be appointed, safeguarding our representation.

#### **7) Information & Technology Services Department Update**

IT staff is actively working on a number of significant upgrades throughout the organization including updating the networking equipment at the wastewater plant, Summit Activities Center, library, and water plant. The integration of technology for each of these operations has significantly increased over the past few years. This trend is likely to continue and puts an emphasis on retrofitting older buildings and spaces to meet the new demands. This includes both computer networking and electrical needs. The electrical wiring project for City Hall phase one is nearly complete. New panels, new lights and outlets and consolidation of services were completed in a number of areas in the building. This project is planned to continue for the next few years. The Yankton Police Department is planning to upgrade the video management system and body cameras in the near future.

#### **8) Community & Economic Development Department Update**

The annual mobile home park licensing inspection process has begun and will culminate with the City Commission's consideration of 2025 licenses at the City Commission meeting on December 9. We continue to make progress in helping ensure that mobile home units and park spaces are safe and properly cared for. We work closely with mobile home park owners to make sure their properties meet licensing requirements thus providing a viable housing option while maintaining the character of the community.

- September 6 – Mailed notices of upcoming inspections to mobile home park owners.
- September 16-20 – Mobile home park inspections.
- September 25 – Mobile home park inspections complete and prepare to send notification letters to owners with non-compliant items.
- Mid-October – Finance Department mails license applications to park owners.
- October 28 – Reinspection of non-compliant issues begins. Recommendation for approval based on compliance.
- Mid-November – Mobile home park license applications due to Finance Department.
- December 9 – City Commission considers 2025 mobile home park licenses.

FEMA has provided a written final determination for the floodplain mapping process. This is the final step before the maps are printed and become effective. The mapping process that began nine years ago will be complete on February 14, 2025 when the final effective maps are issued. This has no practical impact on day-to-day operations as we have already been regulating using the preliminary maps. As a result of this letter some properties who have Letters of Map Amendment (LOMAs) have been revalidated and some have been superseded. Those determinations are made by FEMA, not City staff. We are required to adopt the new map and updated floodplain ordinance as a condition of maintaining participation in the National Flood Insurance Program (NFIP) by the February map effective date, six months from the issuance of the final determination letter.

#### **9) Library Update**

September is Library Card Sign-Up Month! We are partnering with four local businesses to provide “perks” to customers who show their library cards – First Chiropractic, Muddy Mo’s, Pizza Ranch, and Runza. We want to encourage folks to sign up for a library card, to celebrate ALL of our card holders, and to send support and thanks back to our local businesses for helping us out with this promotion. We also have the opportunity for patrons to add to a display inside the library by sharing

what services and features they love about our library. Books are just the beginning at Yankton Community Library. In September, we hope you use your library card to explore even more in your library and in your community!

September is also Suicide Prevention Month. In honor of this, the library is partnering with Lewis & Clark Behavior Health Services to put on a presentation entitled Mental Health Matters on Thursday, September 12 at 6:00 PM. Presenters will discuss how to notice warning signs of depression as well as coping skills and resources available for getting help. We are grateful for the opportunity to partner with agencies in town to help educate and share information on important topics such as these.

The regular meeting for our Library Board of Trustees that is typically on the second Wednesday of each month has been moved to September 18 at 5:30 PM for the current month due to a scheduling conflict.

**10) Monthly reports**

The Building and Salary monthly reports are included for your review as well as minutes from the Planning Commission 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