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**OFFICE OF THE CITY MANAGER**

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

VOL. 59 NUMBER 17

**Commission Information Memorandum**

The Yankton City Commission meeting on Monday, September 23, 2024 will begin at 7:00 pm.

**Non-Agenda Items of Interest**

**1) Finance Department Update**

Finance prepared the City levy for property taxes as part of the 2025 budget Ordinance No. 1083 and will submit it to the Yankton County auditor’s office. The Yankton Road Tax levy per Resolution #24-41 and delinquent Special Assessments will also be delivered to the county auditor in September.

An update has been made with First Dakota National Bank to the City’s main account by utilizing their Insured Cash Sweep (ICS) program. Instead of purchasing security bonds, full FDIC insurance coverage is provided through the ICS program and allows the bank to invest those funds back into our Yankton community and make loans in Yankton. The interest rate and fee structure would remain the same.

Finance anticipates presenting a surplus resolution at the October 15<sup>th</sup> City Commission Meeting. The online Purple Wave auction is tentatively scheduled for October 22. Surplus property may be sold, traded, loaned, destroyed or otherwise disposed of pursuant to SDCL 6-13-1.

The 2025 municipal election calendar is now available from the SD Secretary of State. View the tentative schedule here:

<https://sdsos.gov/elections-voting/assets/2025%20Documents/2025MunicipalElectionCalendar.pdf>

Please see the enclosed Finance Monthly Report for August 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 application for Certified Police Officers in our Police Department.

Utility Customer Service Clerk in the Finance Office received 42 applicants and interviews are complete. Jennifer Badke was selected to fill this position. Jennifer comes to the City of Yankton as the previous office assistant for Clay Rural Water System. She has experience in management and customer service. Jennifer’s first day was September 16.

Interviews have been held for the position of Wastewater Plant Operations Specialist in our wastewater treatment division of the Environmental Services Department. John “Mac” Billings has

been selected to fill this position. Mac recently moved to Yankton from Sheridan, Wyoming. He most recently was a member and team captain of the Sheridan Hawks in a junior hockey league. He has experience as a laborer/carpenter and in landscaping. Mac's first day was September 9.

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

Well 365's presentation for the month of September focused on effective communication. The goal of the presentation was to help learn how to best communicate with others without 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 wrapping up. The challenge for September was watching at least five mental wellness videos distributed to us each month from Well 365. Employees were 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.

Flu shots have been scheduled for employees on October 9 and October 17. Flu shots will be provided by Yankton Medical Clinic this year.

Open Enrollment is approaching for all City of Yankton Employees. Once the City Commission approves the employee benefit plan, we will schedule open enrollment. Open enrollment is scheduled to be held September 30 – October 14 for the 2025 plan year. We are utilizing the EASE online enrollment platform again this year and have staff available to assist anyone who needs assistance.

#### 4) **Public Works Department Update**

**Airport** - The Yankton Regional Aviation Association held their annual fly-in breakfast on September 15, 2024. It was a great success! At the event, a total of 647 attendees were present, including those who arrived on the 27 incoming planes.

**Cedar Street from 2<sup>nd</sup> Street to 5<sup>th</sup> Street & Cedar Street Parking Lot** - The contractor started pavement removal on September 9 and have progressed quickly. All three blocks of roadway section have been removed. The water main has been installed on two of the three blocks. The required testing has been completed on one of the blocks allowing Hulstein to start swapping services to the new main. The storm sewer pipe installation is complete from 4<sup>th</sup> Street to 5<sup>th</sup> Street.

**8<sup>th</sup> Street from Burleigh Street to Peninah Street** - The underground utility work is expected to be done soon. Curb and gutter has been installed from Burleigh Street to Peninah Street. Masonry Components will be starting the mainline paving on Thursday, September 19.

**Gehl Drive Extension** - Curb and gutter has been installed on this project. Mainline paving is scheduled to begin on September 24.

**Active Transportation** - The contractor has completed all the pavement removal as well as fillet and curb/gutter installation. This project is expected to be completed during the week of September 23.

## 5) Community & Economic Development Department Update

Staff will soon begin the annual process measuring street and sidewalk tree branch clearance. Over the next several weeks, as weather permits, residents may notice staff with measuring poles checking for a 12-foot clearance over streets and a 10-foot clearance over public sidewalks. Properties noted in the initial survey will receive a follow-up letter describing the trimming requirements and how to dispose of the trimmings free of charge at the Transfer Station. Residents recently received, or will very soon receive, an insert in their September utility bill reminding them of the requirements. In addition to the insert, staff will be utilizing local print and radio media along with City of Yankton social media to spread the word.

The next public input phase of the Comprehensive Planning process is coming up soon. Staff from our consultant, RDG Planning and Design, will be at the Elks Lodge (504 West 27th Street) to talk to people about future land use planning in Yankton and take input for consideration as the plan is developed. This will be a “walk in” format to accommodate people’s busy schedules.

The doors will be open:

- Monday, September 30th from 5:00 PM - 7:00 PM.
- Tuesday, October 1st from 1:00 PM - 3:00 PM.
- Wednesday, October 2nd from 9:00AM to 10:30 AM.

The public should feel free to stop by during those times at their convenience. The below QR code provides more details about the process.



## 6) Fire Department Update

Chiefs Linke and Prendable, along with four volunteers, attended a hands-on search training class in Council Bluffs on September 18. This training helped refine our civilian rescue techniques. On the same day, another group of volunteers conducted a confined space drill at the Napa Junction grain elevator.

The Department will celebrate its 150th Anniversary at Fantle Memorial Park on Saturday, September 21. The event will feature static displays and games.

Deputy Chief Prendable has been collaborating closely with Gregg Homstad on various projects, and their partnership continues to yield positive results.

## 7) Police Department Update

The Yankton Police Department has tested a virtual reality training simulator and drones for future use to improve training of officers and increase efficiency of patrolling.

Commander Rothenberger attended the Connecting Cultures Community Connections monthly meeting at United Way. This is a great way for YPD to remain active in the community.

Administrative Assistant Ashley Hobza completed a webinar training on Leadership in Police Records to gain more skills in records management.

YPD participated in Yankton 101 to network with the community and help provide to the public a greater understanding of the services YPD provides to the community.

Admin Assistant Ashley Hobza, Chief Jason Foote and Officer Marcus Urban redecorated the main hallway in the Yankton Police Department to showcase photos of our officers organized by role, squad and unit. This will be especially great for tours. Please stop in to check it out!

We have received an upgrade of Central Square Public Safety Professional Suite, a production software which ensures the agency remains secure and compliant. This software is used by YPD, Dispatch and the Yankton County Sheriff's Office.

Chief Foote will be assisting the Mitchell Police Department with interviews for an Investigative Sergeant on September 19. YPD will participate in the Lancer Day parade for the Mount Marty University Homecoming game on September 21.

## 8) Library Update

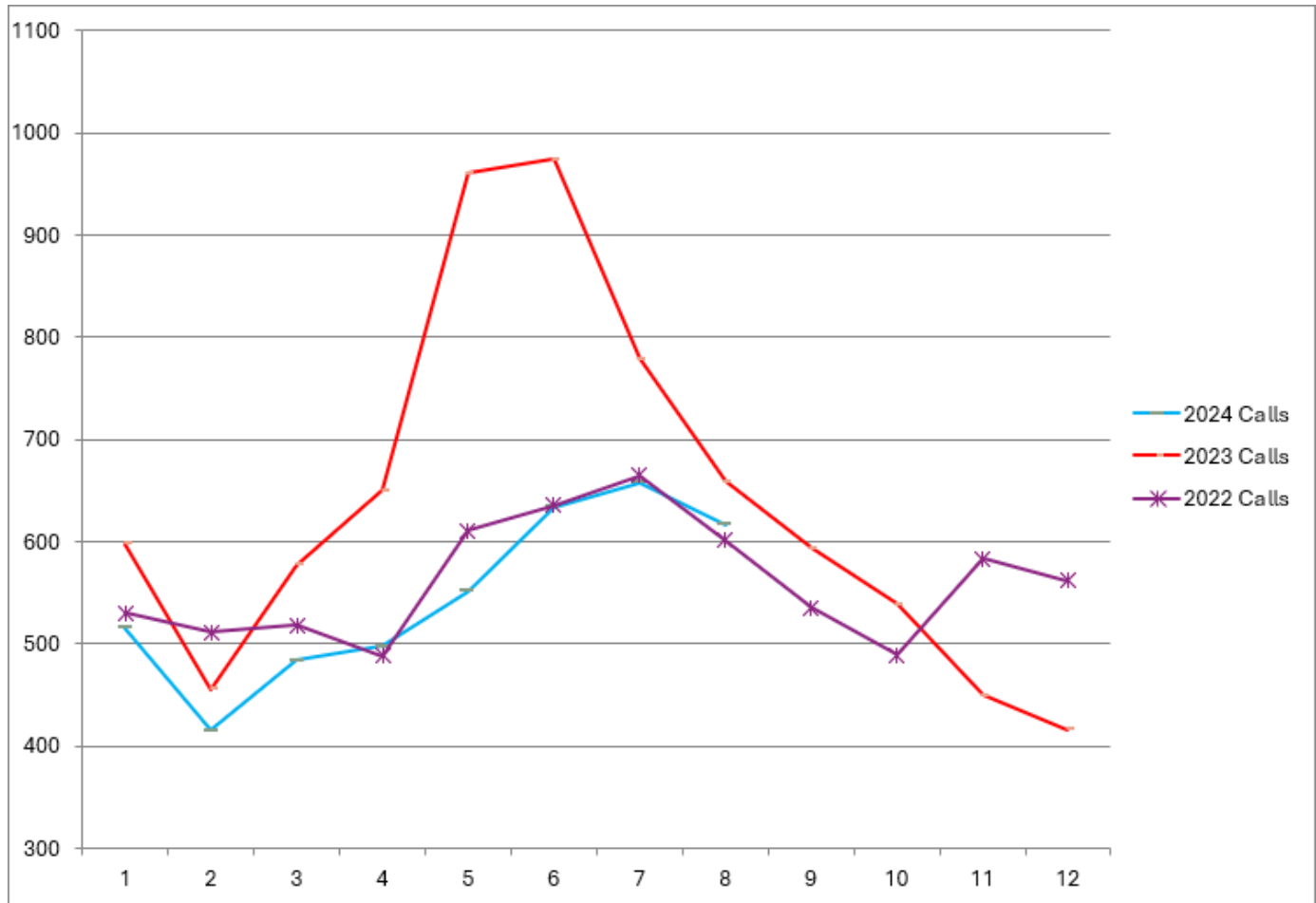
During the month of September, several library staff will have the opportunity to receive extra training and network opportunities through library conferences. Dana was able to attend the conference for the Association for Rural and Small Libraries held in Massachusetts earlier this month. It was the first time she had attended this conference. Dana enjoyed the topics offered as well as the fresh perspectives and shared experiences from small and rural libraries from around the country. Later in the month, Linda, Danita and Lizz will have the opportunity to travel to Aberdeen for the South Dakota Library Association Conference. It will be the first time attending this conference for two of our staff. It is a great opportunity to expand on library training and ideas as well as networking with other library staff throughout the state.

The library will be holding its third annual Costume Swap on October 5 and 6. Gently used costumes and Halloween décor can be dropped off at the library between September 22 and October 4. Individuals who donate items will have first pick of items from 9:00 AM to 10:00 AM on Saturday, October 5. After that, it is open to the public. All items are free. This is a great way to let those Halloween costumes get a little more love by passing them on. Our swaps have been growing in popularity and we anticipate doing a holiday décor swap this year as well.

For more information about our upcoming library events, check out our website at [library.cityofyankton.org](http://library.cityofyankton.org) or follow our Facebook page. Paper calendars are always available at our front desk.

## 9) Information & Technology Services Department Update

On September 19, staff will be appearing before the Yankton County Commission to answer questions regarding the increase in 911 surcharge revenue and the City's 911 budget request. During 2023, dispatch handled 7,652 emergency calls, 63,878 non-emergency calls and handled 19,822 calls for service. Call volume for 2024 continues to trail behind the record setting 2023 and is very similar to 2022.



## 10) Environmental Services Department Update

Staff recently attended the annual South Dakota Water and Wastewater Conference in Deadwood. The annual conference is put on by the South Dakota section of the American Water Works Association (AWWA), South Dakota Water and Wastewater Association, and the South Dakota Section of the Water Environment Association. The South Dakota AWWA held its annual meeting and election of officers. Kyle was elected to a second year as the Water Utility Council Chair. The Water Utility Chair is responsible to attend the AWWA annual Washington DC "Water Matters" fly in event each spring. AWWA members from each state meet and discuss topics critical to our industry with our congressional leadership.

Kyle will be remotely attending the Dakota Mainstem Board of Directors meeting on September 20. The board will be considering new membership applications including the City of Yankton. The board received new membership applications from 23 utilities from South Dakota, Iowa, Nebraska, and Minnesota. The project is currently in the first phase of completing a feasibility study. At this time, no membership fee is required but will be required in the future.

**11) Monthly Reports**

The Yankton Police Department monthly report is included for your review as well as minutes from the Park Advisory Board Meeting and 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