



**OFFICE OF THE CITY MANAGER**

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

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**Commission Information Memorandum**

The Yankton City Commission meeting on Tuesday, October 15, 2024 will begin at 7:00 pm.

**Non-Agenda Items of Interest**

**1) Finance Department Update**

The City of Yankton is having a surplus vehicle and equipment online auction on [www.purplewave.com](http://www.purplewave.com) which concludes at 10:00 a.m. CST on Tuesday October 22, 2024. We are not charged any fees for this service. To view a full list of items for sale, please visit: <https://www.purplewave.com/search/City%20of%20yankton>.

**Several items included in the online auction are listed below:**

- 2012 Ford F250 Super Duty Truck VIN# 1FT7X2B65CEC31653
- 2006 Dodge Caravan Minivan VIN# 1D4GP25E86B664248
- 2002 GMC Sierra 3500 Truck VIN# 3GDKC34G62M115027
- 2013 International Navstar 7400 Truck VIN# 1HTWGAATXDJ201458
- 2015 Steco SWO48 Walking Floor Trailer VIN# 1PLZ04827FPE59234
- 2014 Steco 8x48 Walking Floor Trailer VIN# 1PLZ04821EPF58520
- 2007 Doolittle Enclosed Cargo Trailer VIN#1DGCS10187M075284
- 1979 Fruehauf Van Trailer SN# HPV672638
- 1976 Roger Bros Dropneck Trailer SN# 18052
- 2023 Ford F250 8' Pickup Box
- 2024 Ford F350 8' Pickup Box
- 2002 Volvo L60 Front End Loader SN#L70DV19601
- 2015 John Deere Z Track Mower VIN# 1TC920MELFT030106
- 2002 Toro Workman 3200 Model 7212 SN# 220000243
- 2012 Foresight Hot Chip Golf Simulator SN# 6100583
- 1997 Smithco Superstar Sand Trap Rake SN# N5886
- 2000 Reliance 15HP Electric Motors – (3 count)
- 2000 Ingersoll Rand T30 Air compressors – (2 count)
- 2007 Aries TR3000 Sewer Camera SN# XT0707100
- 2012 Autel Maxi TPMS Diagnostic Tool SN# TS401
- 2017 Pioneer 10" Portable Electric Pump SN# PKG2385
- 2009 Kohler 150RZGB Generator SN#2253959
- Elgin Sweeper Brooms (6 count)
- Miscellaneous office, fire, and garage equipment

The Finance Office is currently working with local businesses on their annual liquor and video licenses which renew on January 1, 2025. Many other licenses such as plumber, electrician,

and movie theatre licenses expire at the end of the year and will be assisted with their renewals for January 1<sup>st</sup> as well.

Utility rates will change, pending the approval of the City Commission. The water consumption rate would increase from \$6.30 to \$6.49 per thousand gallons. The sewer surcharge would increase from \$23.84 to \$30.15, and the sewer consumption rate would increase from \$6.80 to \$7.00 per thousand gallons. The solid waste (garbage) charge would increase from \$26.00 to \$26.78. Notices of these rate changes would be included with customers' utility bills and be mailed out on November 19<sup>th</sup>. Those who are signed up for e-bills through Payment Services Network (PSN) would see these notices as an attached PDF with their bill online.

The Finance Office will be assisting the Yankton County Auditor's office for November 5<sup>th</sup> election day.

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

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

Interviews have been held for the position of Grounds Maintenance Worker in the Parks and Recreation Department. Trevor Guthmiller has been selected to fill this position. Trevor is a certified HVAC Technician and recently worked for Kaiser's Heating and Cooling. Trevor has his Class A CDL and is willing to test for both the herbicide applicator license and the Certified Pool Operator. Trevor's first day was October 7.

The Well 365 October presentation will focus on health for everyone. The goal of the presentation will be to provide guidance and motivation to be a healthier you while allowing you to take back control of your nutrition with mindful eating and best practices to be a better version of you.

October's wellness challenge is under way. The challenge for October is communication. Employees are asked to interview an employee who doesn't work in their department. The interview should be 30 minutes. Employees are asked to 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. Our first flu shot clinic was on Wednesday, October 9. Our second flu shot clinic will be on Thursday, October 17. Flu shots will be provided by Yankton Medical Clinic this year.

Open Enrollment has begun for all City of Yankton employees. Open enrollment is being 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.

The Employee Committee is hosting the 7th Annual Chili, Soup & Cinnamon Roll Cook-Off on Wednesday, October 30, at Fire Station #2 from 11:00 am – 2:00 pm. A \$5 donation is encouraged with all proceeds going to United Way.

The City of Yankton Annual Halloween door decorating contest is under way for bragging rights among employees. The contest will run for the month of October with judging on October 29.

### **3) Parks & Recreation Department Update**

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

### **4) Police Department Update**

At the September 18<sup>th</sup> Yankton Police Department Supervisor Meeting, Officer Dillon Bollinger was announced as YPD's "Thumbs Up" recipient for the month of September for his quick thinking on his feet to help an individual. A "Thumbs Up" recipient is selected and recognized each month.

YPD's new intern, Derrick Biel, started his internship on September 23. This is an unpaid part-time internship during the school year. Derrick is a senior at Yankton High School and is a member of the YHS football, wrestling, and track and field teams. He is interested in pursuing law enforcement after graduation.

During the last week of September, Investigative Sgt. Sarah O'Farrell attended Command Leadership Institute (FBI-LEEDA) in Pierre, SD. This is a program designed to prepare law enforcement leaders for command level positions. The focus is to provide real life contemporary, best-practice strategies and techniques for those aspiring to command level assignments.

Officer Ryan Duch completed his patrol training on September 26 and went on to attend Police Academy for one week from September 30 - October 4. He is now a YPD certified officer.

The month of October is National Breast Cancer Awareness Month and Domestic Violence Awareness & Prevention. YPD officers are proudly wearing pink for Breast Cancer Awareness and purple for Domestic Violence Awareness & Prevention. The colorful patches not only raise awareness but also serve as a reminder of the ongoing fight against breast cancer and domestic violence as we stand united in support of prevention, advocacy, and healing for all affected.

During Yankton High School Homecoming week, YPD's School Resource Officers Jeremy Olson and Skyler Russenberger joined in on the fun by dressing up on the themed dress-up days. YPD participated in, and provided traffic control for, the YHS Homecoming parade.

Chief Foote attended the South Dakota Municipal League Annual Conference held October 8-11 in Sioux Falls where he heard about top challenges facing municipal government and practical strategies for the community to create systems that will allow it to reach full potential and set priorities.

YPD participated in National Faith and Blue Weekend which was observed October 11-14. This is a collaborative initiative that builds bridges and breaks down biases through activities and outreach amongst law enforcement professionals and the communities they serve. Law

enforcement entities and faith-based groups work together to help neighborhoods thrive. In honor of this, officers read books to students at Yankton elementary schools, Sgt. Robert Buechler performed the National Anthem on his guitar at the MMU Lancer Football home game, and Commander Monty Rothenberger spoke at Trinity Lutheran.

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

The public/private partnerships we have helped create to address the housing shortage in Yankton are showing results. We estimate the second half of this year will see the issuance of permits for over 150 multiple family units and 12 single family units. This is in addition to the approximately 120 units currently under construction that will be ready for occupancy in the coming months. These private projects would not have happened, or would be significantly smaller, without the City's commitment to using the tools we have available as a catalyst to get them started ASAP.

#### **6) Environmental Services Department Update**

The Dakota Mainstem Regional Water Project is one of three large regional water projects that will take water from the Missouri River. The Water Investment in Northern South Dakota (WINS) Project is planned for the northern portion of South Dakota east of the Missouri River. The Western Dakota Regional Water System is going to provide water for the western half of the state. Water will be pumped from a location on the Missouri River, treated at a new treatment facility, and piped across the state.

Kyle remotely attended the Dakota Mainstem Regional Water System Board of Directors meeting. The board approved the City of Yankton's application for membership.

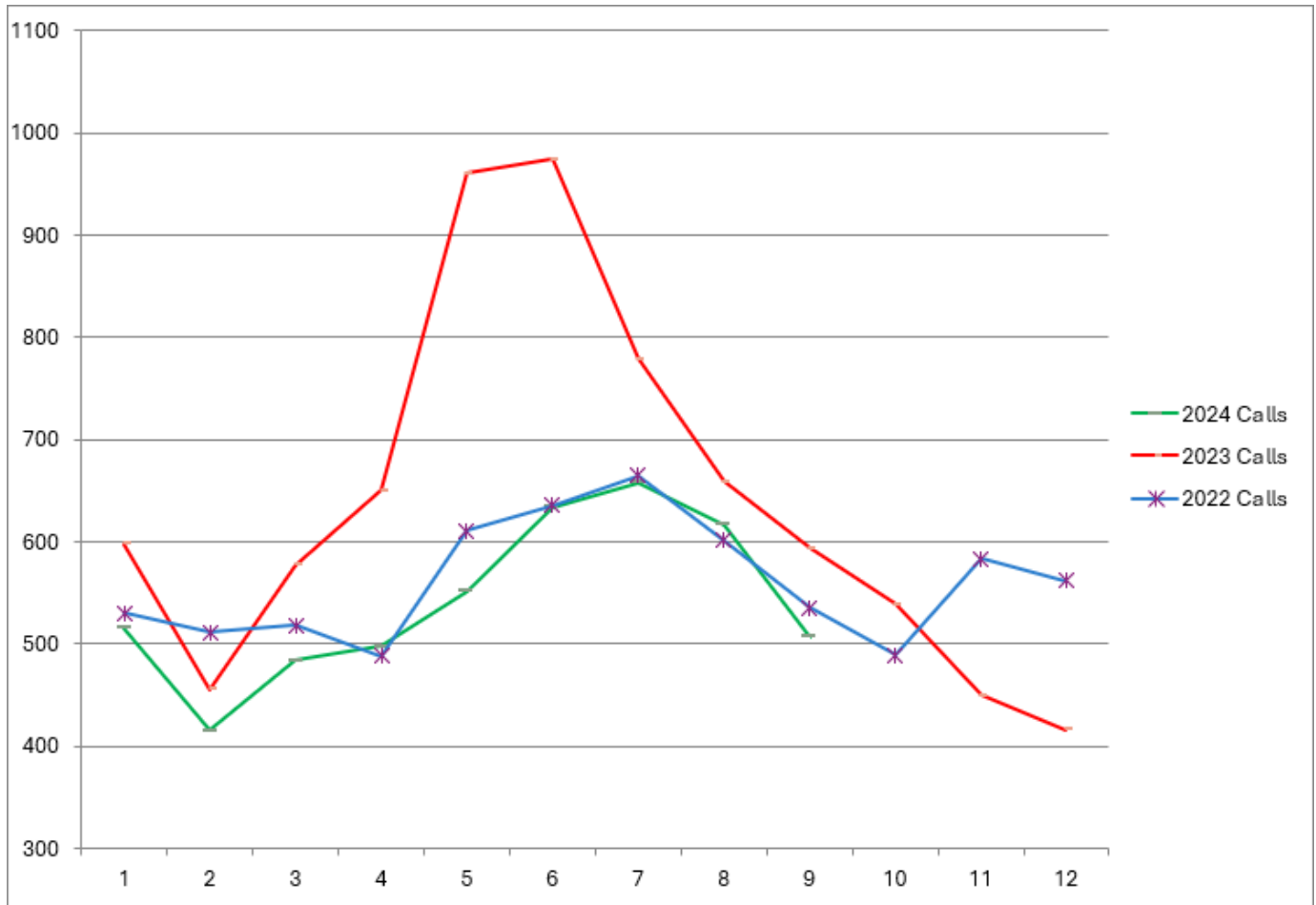
The Dakota Mainstem Regional Water Project will provide water for the central and southern portions of South Dakota east of the Missouri River, NW Iowa, SW Minnesota, and northern Nebraska.

The board approved new membership applications from 23 utilities from South Dakota, Iowa, Nebraska, and Minnesota bringing the total number of members to 56. The project is currently in the first phase of completing an appraisal study. The project has received approximately \$1,000,000.00 in funding for initial studies. A fee structure will be required of the membership to obtain the required \$250,000.00 in matching funds. The Dakota Mainstem Project is in the early stages of evaluating needs, alternatives, environmental impacts, cultural impacts, site/route determinations, best practices/designs, treated water options, pipeline materials, pumping/storage, and financing options.

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

The discussion with the Yankton County Commission concerning 911 Funding was very positive. The County Commission was supportive of the City using the new 911 revenues for ongoing operations. The City was recently notified by our radio vendor for our dispatch radio console positions that we will be required by the company to complete a five-year technology refresh to maintain our support contract. The preliminary cost estimate was in excess of \$100,000.00. This expense was not budgeted. We have nearly two additional years of support left on our maintenance contract post completion of the radio project. We will continue to evaluate our options and, based on the conversation with the County Commission, will plan to

request utilizing a portion of the 911 fund balance for this expense. Our emergency medical dispatch software vendor is requiring a site license to continue to use their products for training and certification purposes. The new site license is roughly a ten-fold increase in cost. Previously the training and certification process was on an as-needed basis for renewal or new employee. We have also received the questionnaire for the new statewide study examining potential consolidation feasibility and impacts. The survey focuses on staffing, technology, operational efficiencies, and inter-agency collaboration. The questionnaire is due by the end of October.



**8) Public Works Department Update**

Street Department crews are nearing the end of the asphalt patching season and will soon be winterizing the City asphalt plant. Crews will transition to fall street maintenance tasks such as joint crack filling, miscellaneous concrete replacement, and preparing for winter maintenance operations. Crews have also been street sweeping as leaves have started to drop from the trees. After the schools complete their artwork on the snowplows for the annual Paint the Plow Program, the plows will be returned to the Street Department location and prepped to be placed into service.

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

The contractor is making great progress on this project. The underground utilities are all installed on the Cedar Street portion of the project. Paving is complete from 4th to 5th Streets and work is now being done to the 2nd to 4th blocks to continue concrete placement. Once 4th

to 5th Streets is open to traffic, the contractor will begin the removals on the alley and parking lot.

### **8th Street from Burleigh Street to Ferdig Avenue**

All of the underground utilities are installed except for small sections of storm sewer. Masonry Components has completed all of the concrete installation from Burleigh to Peninah Streets. Curb and gutter installation from Peninah to Ferdig will begin on October 9 with mainline street paving to follow.

### **Gehl Drive Extension**

The street section has been installed. The contractor started grading for sidewalk paving on October 8. Once the sidewalk is installed, final grading and seeding will be done to complete the project.

### **Active Transportation**

The sidewalks at 21<sup>st</sup> and Mulberry, and 7<sup>th</sup> and Burleigh have been completed. Final acceptance for the project is included in the current commission agenda.

### **Riverside Drive Storm Sewer from Cedar Street to the Meridian Bridge**

The contractor began installing the new storm sewer on October 7 starting at the east end of the project.

### **Burleigh Street Railroad Crossing**

South Dakota Department of Transportation (SDDOT), Burlington Northern Santa Fe (BNSF), and City staff met at the Burleigh Street railroad crossing on September 5th for a diagnostic meeting to discuss BNSF's proposed signal and crossing surface upgrades at the location. The crossing is on BNSF's antiquated signal list and this meeting was notification to the City that project planning is beginning. Staff will be working with the SDDOT and BNSF to determine what design improvements can be made to the street/intersection at this location, making sure the new signals and crossing surface can be installed to current standards and specifications. Future City budgets will need to include funds for this project as the City will need to participate in a portion of the project costs.

## **9) Fire Department Update**

The Yankton Fire Department is currently in its busy season with various fall activities. On September 29<sup>th</sup>, 864 people attended the pancake breakfast which was a successful community event and fundraiser. The next event is the Fire Department Open House on October 9<sup>th</sup> from 5:30 PM to 7:00 PM.

Deputy Chief Preadable has collaborated with Yankton School District teachers to organize classroom visits and tours for Fire Prevention Week. Several volunteers, including new members, are assisting with presentations at the elementary schools. This year's theme is "Smoke Alarms: Make them work for you." The department is planning another smoke detector blitz next year to ensure all households have working smoke detectors.

Three members attended a two-day fire conference in Des Moines which focused on vehicle extrication training. They will share their knowledge in an upcoming drill. Chief Linke is ordering a second combustible gas detector due to the high usage of the current one which needs recalibration. Gas leaks are treated with the same urgency as house fires due to their potential danger. Assistant Chief Brian Frick is leading efforts to update emergency response protocols.

## **10) Library Update**

The library will be participating in upcoming Halloween festivities including hosting a Monster Mash Library Bash on Sunday, October 20, from 1:00 to 4:00 PM. It will be set up as a come-and-go event with cards to pick up at the door to guide participants to all the available activities such as witch hat ring toss, Bingo for a Book, scavenger hunts, crafts, guess the weight of the pumpkin and more. There will be activities for all ages and we encourage folks to come in their costumes! Then on Saturday, October 26, the library will be participating in Yankton's Harvest Halloween festivities with activities down at The Lawn. We enjoy taking part in events like these to increase the library's visibility in the community and have the opportunity to see our patrons in another environment and to meet new people. The library will close early at 5:00 PM on October 31.

The library staff are venturing into more outreach by way of book clubs. Yankton Community Library will be partnering with Ben's Brew Station to coordinate their monthly book club. This will be a great opportunity, not only to talk about books with other book lovers, but to share information about library services and upcoming events. Additionally, the library recently partnered with The Center to host a monthly book club. We had a meeting to discuss our first book at the beginning of October and it was such a great experience! Some of the individuals mentioned that they had never been in a book club before and that this has reignited their love for reading! We love these opportunities to meet people where they are and find new and interesting ways to interact with and serve our community.

## **11) Monthly Reports**

The Building, Joint Powers, Salary and Yankton Police Department monthly reports 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 Tuesday, please inform my office.

Sincerely,

Amy Leon  
City Manager