



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

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Commission Information Memorandum

The Yankton City Commission meeting on Monday, November 25, 2024 will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Finance Department Update

The monthly utility bills were mailed out on November 18 along with the notice of rate increase that took effect November 1, 2024.

The 2025 Recycling Calendar & 2025 Holiday Collection Schedule will be mailed with the December 17 utility bills. Copies are available now at the Finance Office.

The Finance Office continues to work with local businesses on their annual liquor and video lottery licenses which renew on January 1, 2025. Many other licenses such as animal kennel, electrical contractor, electrician, junk dealer, mobile home park, pawnbrokers, plumbing contractor, plumber, private collector of refuse, sign contractor, water/sewer contractor, and water sewer installer licenses will also expire at the end of the year. These licenses will need to be renewed for January 1, 2025.

Finance Office personnel will be participating in the annual municipal election training webinars conducted by the Secretary of State's Office. There are two webinars scheduled during December to provide City personnel with training on current laws and procedures covering the 2025 election cycle.

Please see the enclosed Finance Monthly Report for October 2024.

2) Human Resources & Employee Engagement Department Update

The position of Office Specialist at the Transfer Station in the Public Works Department was filled by Melisa Smith. Melisa has been employed with the City of Yankton for over four years as a Transfer Station Attendant. Melisa began her duties as Office Specialist on November 11. With the transfer of Melisa Smith to Office Specialist, the position of Transfer Station Attendant is open. This position is open through November 24.

We are currently accepting applications for the position of Water Distribution/Wastewater Collection Operation Specialist in our Environmental Services Department. Applications will be accepted until filled. This position is open due to the departure of Jacob Johnson.

November's presentation by Well 365 out of Sioux Falls focused on practicing gratitude. The goal of the presentation was to help employees slow down and appreciate the things that really matter in life. Employees gained tools, resources, and ideas on how gratitude can become a daily part of everyday life.

November's wellness challenge is wrapping up. The challenge for November was mindfulness. Employees were asked to take 10 minutes a day for 20 days in the month towards a mindfulness state and/or exercise. Employees should have spent 10 minutes reflecting on the good that is happening around them. Employees were asked to submit their log at the end of the month to be entered into a drawing for a prize.

The gingerbread house decorating contest will be held December 5. Teams from different departments compete for bragging rights of the best house. The houses will be on display at our Christmas party. The City of Yankton Employee Christmas party is scheduled for December 6 at Meridian Venue in the Meridian District.

3) Parks & Recreation Department Update

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

4) Community & Economic Development Department Update

House numbers are not only convenient for finding addresses but they are critical for emergency responders to locate those in need. Emergency personnel as well as delivery services depend on address numbers being displayed properly. When doing maintenance around your house or business, be sure to check the visibility of your address numbering. All buildings should display numbers on the door or front of the structure that are a minimum of three inches in height and are visible and legible from the street. Numbering on mailboxes, in landscaping or on curbs is helpful but numbering attached to the structure is needed for first responders to quickly locate addresses in an emergency when seconds matter.

Ever wonder how new addresses are assigned? City staff follow a grid system to assign addresses. In the older parts of the City, the grid is fairly evident. For east-west streets the starting line is Douglas Avenue. East of Douglas Avenue begins with the 100 block of E. (name of street) and west of Douglas Avenue begins with the 100 block of W. (name of street). The starting point for north-south streets begins at the Missouri River in the City and follows the grid to the north. The newer part of the City with curving and horseshoe shaped streets gets more complicated. Sometimes the first number of the address may change mid-block because the address range has reached the grid limit on a longer than standard block. As a rule, even numbered addresses are on the north and east sides of the street and odd numbered addresses are on the south and west sides (although there are exceptions on curvy streets).

Newly proposed street names are carefully compared to other street names in the county. We steer clear of situations where names sound the same as they are being referenced by dispatchers in an emergency. Some names assigned many years ago didn't do a very good job of that, but current technology helps emergency responders get to the correct location.

5) Information & Technology Services Department Update

IT staff is working with Motorola to install a new server to support in-car and body cameras. Installation is estimated to take less than 2 days. We have continued to have issues with BluePeak services at the water plant and, more recently, the Summit Activities Center. We continue to work with them to try to isolate and fix the situation. The library has entered into a new agreement with AT&T for special pricing to provide hot spots for internet access to be checked out to patrons. The agreement was signed this week, the equipment is onsite, and there are just a few final steps to get the devices activated.

6) **Public Works Department Update**

Street Department crews have been preparing for winter maintenance operations and crack filling on asphalt streets throughout the community. Crews have also been street sweeping as leaves continue to drop from the trees.

Cedar Street from 2nd Street to 5th Street & Cedar Street Parking Lot: All street, parking lot, and alley concrete paving is complete. Once the parking lot and alley concrete has adequate cure time, they will be opened to traffic. There are some seeding and landscape items that need to be done prior to closing the project out.

8th Street from Burleigh Street to Peninah Street: All construction items have been completed. Engineering staff will do a walk-thru to develop any punch list items that need to be addressed by the contractor.

Gehl Drive Extension: Finished grading and seeding along the street corridor remain to be completed. Stockwell Engineering and City staff will compile a punch list of items that need to be addressed by the contractor. The new street remains closed to traffic.

Thanksgiving Day Holiday Garbage & Recycling Collection Schedule: There will be no solid waste collection on Thursday, November 28, due to the Thanksgiving Day holiday. All Wednesday and Thursday routes will be collected on Wednesday, November 27. Friday routes will be picked up on Friday, November 29. All other routes will be collected as scheduled. The Transfer Station will be closed Thursday, November 28, and will be open shortened hours on Friday, November 29 from 8:00 AM to 1:00 PM. The Transfer Station will resume normal scheduled hours on Saturday, November 30 from 8:00 AM to 11:45 AM.

7) **Environmental Services Department Update**

The wastewater project continues to move forward. Excavation for the new basin is complete. Some over excavation was required to remove debris. The excavation also revealed some debris under the existing basins. The engineer is designing some additional footings to support the existing basins in that area. The contractor is also coring holes in the existing basin for the buttresses that will be added. The contractor is hoping to complete the concrete for the basin footings and floor before the ground freezes. The contractor is also working on demo of some of the existing piping in the buildings.

Staff continues to work with the South Dakota Department of Agriculture and Natural Resources on finalizing our lead service line inventory and completing the required public notices. Staff will be required to send a public notice to any property owners who have a lead service line, galvanized service line or an unknown service line material. In the City of Yankton, the property owner owns and is responsible for the service line all the way to the main.

Staff has been meeting with representatives from the National League of Cities Service Line Warranty Program. The program partners with cities to offer optional affordable protection for homeowners that covers the cost to repair or replace broken, leaking or clogged external water lines, sewer lines and in-home plumbing and drainage lines. The program is administered by HomeServe and is endorsed by the National League of Cities. The owner pays a monthly fee for the protection. The program would be completely optional to owners.

8) **Fire Department Update**

In recent months, the Yankton Fire Department has focused on enhancing their response efficiency and reducing the zero-impact time, the critical period between the arrival of the first fire apparatus and the initiation of effective action. Through live fire drills in Vermillion, the department identified key areas for improvement, including conducting victim searches, lifting and moving victims, and refining

roles during fire scenes. By optimizing these small steps, firefighters aim to save crucial seconds, thereby increasing the potential to save lives.

To further improve response times, especially for vehicle accidents, the command staff (chief officers and captains) are considering deployment changes. Currently, all apparatus responding to vehicle accidents come out of Firehouse #1 near City Hall, and none from Firehouse #2. Many volunteers drive past Firehouse #2 to get to Firehouse #1. Since many volunteers reside closer to Firehouse #2 on West 23rd Street, the department plans to dispatch a pumper apparatus from Firehouse #2 along with the Rescue Truck from Firehouse #1. This change is expected to provide more volunteers with the opportunity to respond to vehicle accidents and ensure a vehicle with suppression capabilities reaches the scene more quickly.

9) Police Department Update

Brady Smith graduated from the South Dakota Law Enforcement Training Academy on November 15 after completing 13 weeks of training in Pierre. He is now certified by the State of South Dakota as a Law Enforcement Officer.

Spectrometer training for the Yankton and Vermillion Police Departments was conducted on November 18. Spectrometers are devices that safely test drugs without removing them from packaging.

Officers C. Schindler, Voigt, and Osborne attended a five-day training on Street Sergeant Evidence Based First Line Supervisor. Attendees learned the fundamentals of first line leadership, personnel management, and coaching techniques to improve officer performance and confront officer misconduct, all with an emphasis on what successful leaders do to improve morale and organizational effectiveness.

Eileen Ibach attended a three-day course for Communications Officer Training in Pierre. Attendees developed tools to teach new prospective members in the industry.

YPD is promoting the “Kids, Cops, & Christmas” event which will be held on December 14. Children in need sign up for the opportunity for a Christmas shopping spree with local law enforcement.

10) Library Update

During the last year, the library has been lucky to have a few outside groups offering consistent programs at the library. A longtime favorite, the Seed Library, a partnership with the Missouri Valley Master Gardeners, offered classes from February to October about gardening with different speakers each month. This year their topics ranged from soil health and native bees to plants for medicine and foraging for native seeds. We also have monthly therapeutic writing led by licensed professional counselor Keley Smith-Keller, Ed.D, which focuses on the purposeful and intentional use of life-based writing to further emotional well-being. The act of journaling can help you recognize patterns in your thoughts, feelings, and behavior which can lead to enhanced mood and physical well-being. The library offers a monthly meditation group led by Jim Pearson of the Yankton Area Meditation Group. Pearson guides the class through exercises to relax your body and quiet your mind. By incorporating these mindfulness and meditation into your routine, it is believed that you can better manage stress, improve your sleep, and cultivate a sense of balance and connection. This summer, the library began partnering with Connecting Cultures to offer monthly Conversational Spanish. They welcome all levels of skill and fluency to socialize and speak Spanish. All of these programs have been popular and these partnerships not only alleviate some of the staffing required to put on

programs at the library, but offer expertise in areas beyond some of the interests, skills and talents of our wonderful staff.

For more information about upcoming events and programs at the library, you can check out our Facebook page or see our calendar at library.cityofyankton.org.

11) Monthly reports

The Joint Powers monthly report is included for your review as well as minutes from the Park 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