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## OFFICE OF THE CITY MANAGER

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

VOL. 54, NUMBER 19

### Commission Information Memorandum

The Yankton City Commission meeting on Monday, October 14, 2019, will begin at 7:00 pm.

#### Non-Agenda Items of Interest

##### 1) Community & Economic 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. Residents recently received a postcard reminding them of the requirements, and properties noted in this 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. In addition to the direct mailing, staff is utilizing local print and radio media along with City of Yankton social media to spread the word.

##### 2) Police Department Update

On September 24, Chief Harris attended the Chamber event to welcome new members. The event was held at the Riverfront Event Center.

Chief Harris attended the 2<sup>nd</sup> and 4<sup>th</sup> grade class for “You Can Too” at St. Benedict School on September 25.

Meeting was held with YPD Administration staff and the City Manager to discuss union issues.

Chief Harris attended the South Dakota Sheriffs Association’s training.

Chief Harris attended the South Dakota Municipal League Conference and the South Dakota Police Chief’s meeting in Aberdeen, October 9-11.

Last week, officers from the Police Department traveled to the Vermillion Police Department firearms range for our yearly qualifications. All officers who were able to participate qualified with their duty pistol and rifle. Those that were unable to attend due to vacations or other commitments will qualify at a later time.

##### 3) Parks and Recreation Department Update

Enclosed in your packet is an update on the various activities in the Parks and Recreation Department.

##### 4) Human Resources Department Update

Because of the retirement of Ann Clough on December 20, we have started advertising for the position of Deputy Finance Officer. The job opening notice is posted locally on the City’s website, in the Press and Dakotan, the SD Department of Labor, the Greater Yankton Living website, and internally in City

departments. Outside of the Yankton area it is advertised in the South Dakota Municipal League magazine, Nebraska League of Cities as well as Minnesota League of Cities. Application deadline is November 12.

#### **5) Public Works Department Update**

Street Department crews have been asphalt-patching streets. Crews have also been preparing for winter maintenance operations.

The annual household hazardous waste collection event was a success with 178 vehicles dropping off various household items at the Transfer Station collection point.

#### **23<sup>rd</sup> Street Pavement Repair**

The pavement failure on 23<sup>rd</sup> Street east of Broadway Avenue has been repaired. The City contracted with Masonry Components to do the removals and pavement replacement. The street should be back open to traffic the week of October 14.

#### **Pearl Street Water**

The water main has been installed and is currently being tested. The contractor has replaced the concrete in the 2<sup>nd</sup> Street intersection and will be opening that portion once the concrete meets the necessary strength. Crews will start installing bars and preparing base for the installation of the remaining pavement.

#### **6) Finance Department Update**

The Finance Office is currently working with local businesses on their annual liquor and video licenses which renew on January 1, 2020. 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. The exception to these licensing renewals are for malt beverage and restaurants which renew on July 1<sup>st</sup> each year.

#### **7) Library Update**

Three of the Yankton Community Library Staff attended the SD Library Association Conference in Spearfish at the end of September. This is a great opportunity to network and share ideas with other librarians from around the state. We were able to listen to some great speakers, including Wanda Brown, the current American Library Association President. There were breakout sessions on how libraries will help with the 2020 Census for those who do not have access to technology, ideas for new programs, tips on how to train new employees and more. It is such a beneficial experience and we appreciate the opportunity to be part of it!

The library will be hosting Dr. Jamie Sullivan on Thursday, October 17 for a book discussion of *Neither Wolf Nor Dog*. This is the One Book South Dakota selection for 2019. The goal is to get as many people in the state as possible to read the same book and to encourage discussion-like one big book club! Throughout the year, the library has hosted the author, offered a free showing of the movie on two different occasions, as well as hosting the book discussion. The events for this book have been very well attended and we have circulated our copies of this book over 100 times within the last year!

#### **8) Environmental Services Department Update**

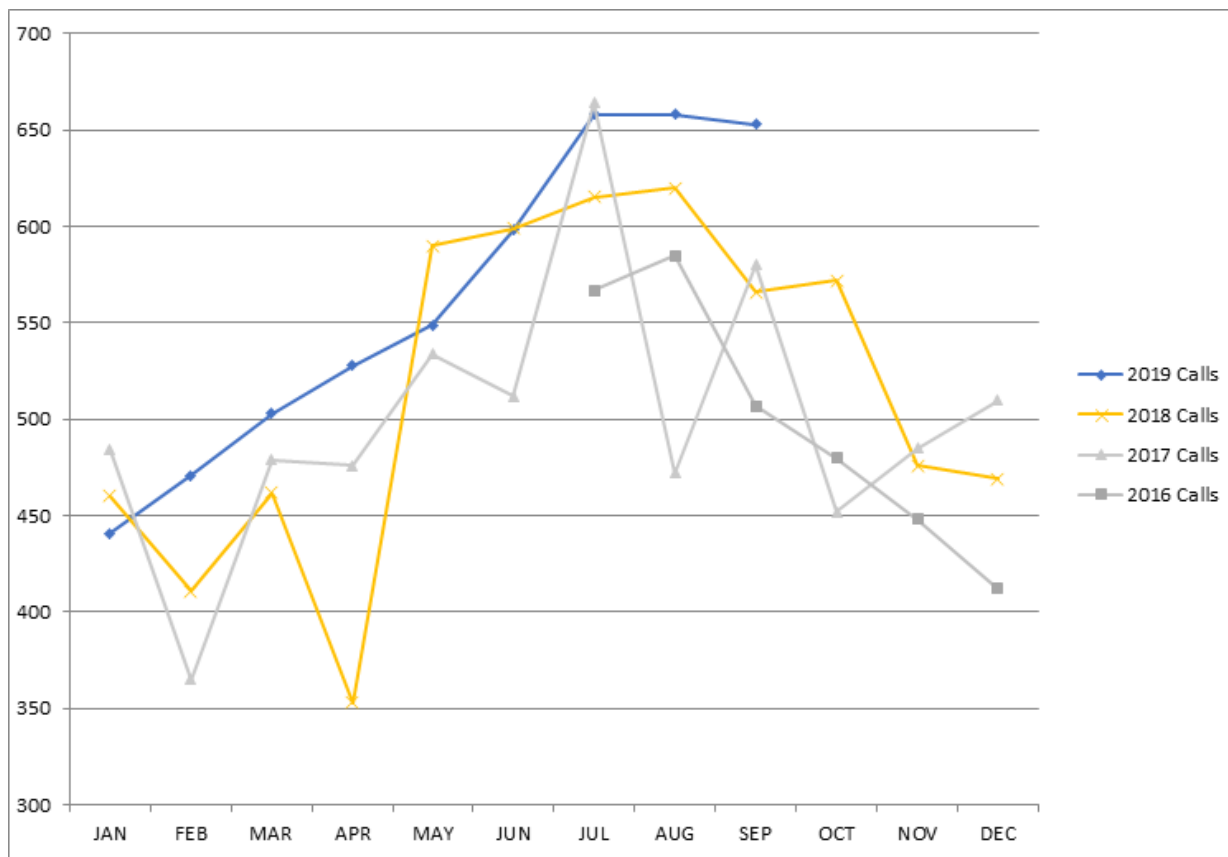
The wastewater treatment staff continues to work on potential fund sources for improvements at the wastewater facilities. Staff continues to meet with representatives from both FEMA and EDA. Staff is currently working with Planning and Development District III to complete the final EDA grant application.

Wastewater staff is also preparing for the upcoming biosolids season. Staff has sampled the biosolids in the holding lagoons. This year's wet weather could play a role in the biosolids application. Crops need to be removed from the field so staff can complete the soils sampling. A late harvest caused by wet soil conditions and wet crops could push the land application of biosolids back. Staff will continue to work with the land applicator to assess the conditions as we move forward.

The water plant project has completed the street and intersection improvements in front of the plant. The intersection is open. The street section in front of the plant will remain closed until the majority of concrete and grading work has been completed. Startup is continuing to move forward. Currently the contractor is pumping raw water from the collector well through the sand filters. The chemical feed systems have been filled and are ready for startup. The reverse osmosis membrane units have been pressure tested. Start up for the membranes is scheduled to be completed mid-October. A final startup date is scheduled for the end of October.

**9) Informational Services Department Update**

911 call volume for the first nine months of 2019 is up just over 8%.



The communications shelter has been placed at the west water tower. The next step in the radio project will be installation of the new radio site and appurtenances at the west tower. The new 911 call recorder has been installed and the contractor has ordered all of the equipment for the radio and console upgrades at the safety center.



The City and County will again be cooperating on the capture of new aerial photography in 2020. This flight is on the regularly scheduled 3-year inventory. The imagery capture will be the same area and product as the last flight. The City and County will split the cost of the flight over the 3 years of the agreement. A copy of the agreement is included in the packet.

### **10) Fire Department Update**

The Yankton Fire Department hosted its annual Pancake Feed on Sunday, September 29 at Fire Station #2. Over 600 people were served pancakes, eggs and sausage. Proceeds will go to the Yankton Fire Department volunteers and the Fire Department Auxiliary. YFD thanks all that attended and looks forward to seeing you next year!

YFD hosted its annual Retired Member Appreciation dinner on Monday, October 7. This event is held to honor and thank all YFD retired members for their service to the Yankton community.

The Fire Department held its annual third party hose and pump testing. This testing is done to ensure proper performance of the Department's fire hose and fire pumps/trucks under worst case scenario conditions. These tests are mandated by the National Fire Protection Association and to help us keep our Insurance Services Office rating, currently a class 3. All fire pumps/trucks passed the testing. We discovered that our 2.5 inch diameter fire hose could no longer be tested due to its age and must be retired. We also lost 4 other lengths of hose due to defects discovered during testing. We will be able to replace the needed replacement hose with budgeted funds.

**11) Monthly reports**

Salary, Yankton Police Department and Building monthly reports are included for your review. Minutes from the Park Advisory Board are also included.

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