



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

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Commission Information Memorandum

The Yankton City Commission meeting on Monday, February 10, 2020, will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Police Department Update

YPD Staff completed their annual certification training.

Met with Commissioner Webber on guidelines as becoming the Departmental Chaplain.

Met with Dr. Long and Katie Harrell to discuss working on projects with Mount Marty College.

Chief Harris attended Yankton Day at the Legislature with other City personnel on January 28.

Met with Chief Kurtenbach and Duane Johnson to review radio needs and Homeland Security Grant.

2) Community & Economic Department Update

All grant recipients of the 2019 Downtown Facade Grant Program have completed work and requested reimbursement. With grant and private funds combined, over \$60,000 of facade improvements were made this year in the Meridian District as a direct result of the program in its fourth year. The four-year investment of public and private funds for facade improvements has exceeded a combined \$150,000. Applications for the 2020 round of funding are now available at cityofyankton.org. Staff has already received a number of contacts from downtown property owners interested in the program as well as reached out directly to several potential candidates.

Before and after photos for the 2019 projects are attached and a brief description of the projects follows below. This year's projects were noteworthy in part because both were located in the same block. The program was able to make a significant impact on visual appeal and marketability of the 300 block of Capital Street by refurbishing two key and highly visible properties. The program has sparked interest outside of our community and was recently highlighted by Eye on KELOLAND. It's confirmation that the program is having the desired effect of creating interest in the Meridian District and raising the profile of our downtown both inside and outside of our community.

- 221 Capital Street: Masonry repair and repainting, installation of new storefront, doors, and windows, reopened previously bricked shut windows, and addition of facade elements.
- 119 East 3rd Street: Replacement of deteriorated wooden facade with a new metal and wood facade.

3) Human Resources Department Update

Royce Reisner has been hired to fill one of our open Sanitation/Truck Operator positions. He started employment on February 3. Also Jennifer Palsma has been hired full-time now as a Communication Dispatcher. She previously was working on an as needed basis as a fill-in and with the resignation of Felicia Somers, Jen has now become full-time.

We will be closing on our open positions in the water and wastewater departments at the end of this week and first part of next week. Applications that we have received will be reviewed and selection for interviews will be made.

4) Public Works Department Update

Street department crews have been working on the annual tree removal list as the weather allows. In addition, street department staff continue to perform winter maintenance projects on both equipment and the streets.

5th Street from Green Street to Broadway Avenue:

This project has been advertised. Bids will be opened February 27th with the intention of having a recommendation for the March 9th commission meeting.

12th Street and Pine Street Reconstruction:

Plans are being developed for the reconstruction of 12th Street from Douglas Avenue to Mulberry Street and for Pine Street from 10th Street to 15th Street. Staff has scheduled a meeting with the prison to discuss sidewalk installation adjacent to the campus.

Riverside Drive from Green Street to Broadway Avenue:

The Riverside Drive project is in the final stage of in-house review. Specifications are being drafted. Since there is water and sewer work to be done, the plans and specification, once completed, will need to be sent to the State for their review.

5) Parks and Recreation Department Update

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

6) Information Services Department Update

City staff is working on upgrading our existing landfill software to the latest version. The company is phasing out support for our current software version. With the new software, staff hopes to streamline some of the workflows associated with daily record keeping for transactions, billing and other reporting. The new software will also allow for customers to receive statements electronically via email. With the changes, we will be switching over to laser printed tickets and statements reducing our costs and reducing the number and types of reports printed.

7) Finance Department Update

Finance has completed many of its end-of-year activities and reporting requirements. As mentioned previously, 352 W-2 Wage & Tax Statements were issued to employees and filed with the Social Security Administration for 2019 compared to 393 for 2018. Form 1099MISC was issued to 54 vendors for non-employee compensation and reported to the IRS, down from 82 in the prior year.

Preparation for the April 14th Municipal Election for City of Yankton City Commission is underway with three commissioners whose terms are expiring. The open seats are for three-year terms that would begin in May. Potential candidates have until Friday, February 28 at 5:00 p.m. to file nominating petitions with the City Finance Office.

8) Fire Department Update

Chief Kurtenbach attended the ambulance task force meeting on February 4.

Several Yankton Firefighters attended a Pipeline Safety training in Vermillion on February 4. This annual training is popular and well attended each year.

Deputy Chief Nickles has been busy assisting new local businesses with code questions and issues as they prepare to open. Plan review and inspections continue to be a priority.

9) Library Update

The library will host its annual Oscars Movie Marathon event on Saturday, February 8 and Sunday, February 9. We will be showing four Oscar-nominated movies throughout the weekend. There will be free popcorn for participants donated from Craizy Daizy's Popcorn. We are thankful for this generous donation and we look forward to another successful Oscars' weekend.

On Wednesday, February 26 the library will be hosting our second Writers' Group event. There will be an opportunity for area writers to participate in writing exercises and to get some feedback from others. All ages and writing levels are welcome!

10) Environmental Services Department Update

Treated water from the new water purification plant is now being pumped to the distribution system. Water plant staff completed the final bacteria testing of the chlorine contact reservoir and began blending the new water with existing water in the system. Residents will begin to notice minor changes in the water over the next several weeks as the water in the distribution system is replaced with new water. The Reverse Osmosis treatment system will reduce hardness in the water from approximately 250 mg/l (or 14.5 grains per gallon) to a level of about 180mg/l (or 10.5 grains per gallon) hardness.

The sanitary sewer collection department has been preparing for spring by checking manholes. Staff is inspecting manhole rings and lids to make sure the manholes are water tight. This is especially important in areas where manholes become submerged during flood events. Infiltration into the sanitary sewer system causes extra stress on the system and increases operational cost. During extreme events like last year's March flooding, the system becomes overwhelmed and can cause backups in the sewer system. Staff would also like remind homeowners that sump pumps can be a major cause of infiltration and over-load to the sanitary sewer system if the water is being pumped to a floor drain, sink, or any other inlet to the sanitary sewer. Sump pumps should be discharged outside the home in the yard or to the street.

11) Monthly reports

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 Monday, please inform my office.

Sincerely,

Amy Leon
City Manager