



**OFFICE OF THE CITY MANAGER**

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

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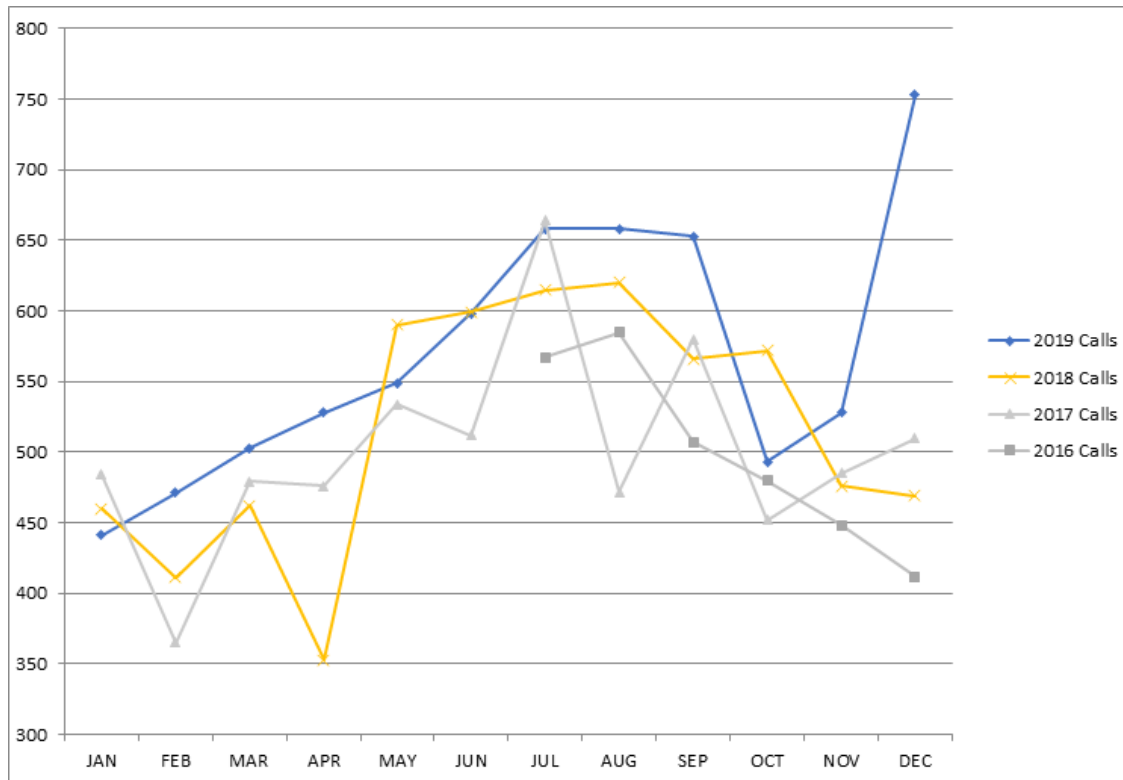
**Commission Information Memorandum**

The Yankton City Commission meeting on Monday, March 23, 2020, will begin at 7:00 pm.

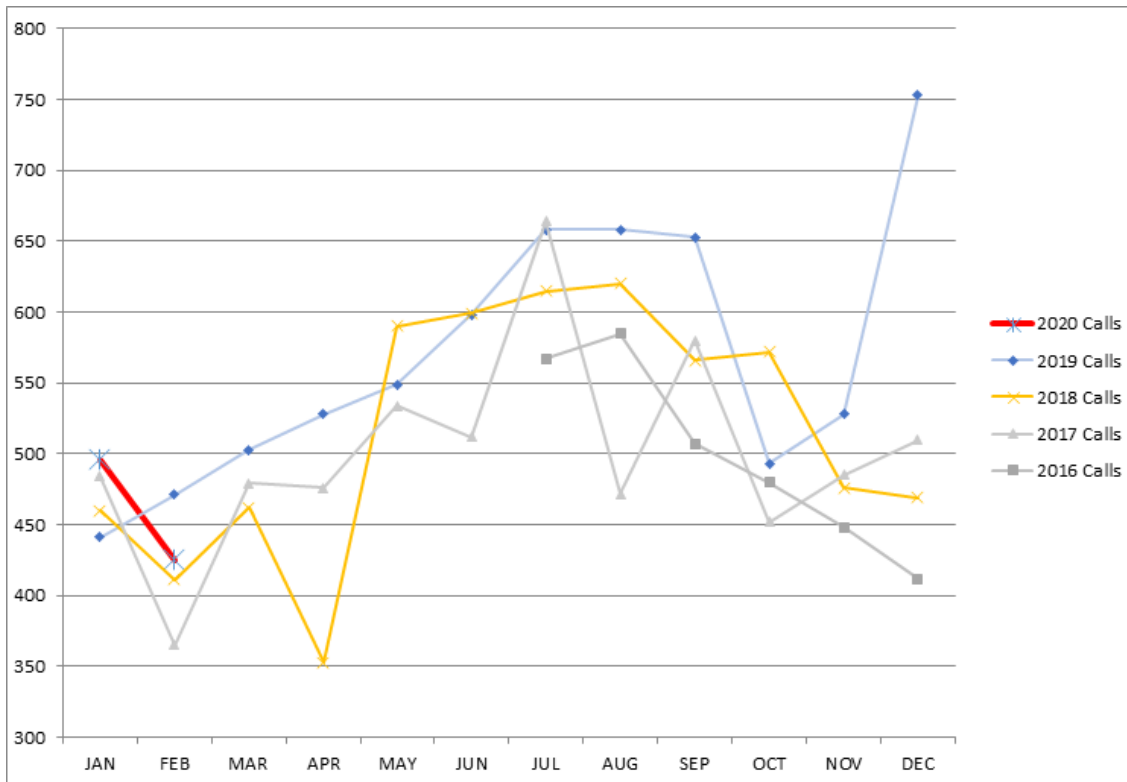
**Non-Agenda Items of Interest**

**1) Information Services Update**

The new reporting software is setup for the 911 system. As you will notice below a large spike in call volume in December. This spike is due in part to the transition to the new system. A significant number of 911 test calls were placed as the system was transitioned from the old system to the new system. Factoring down the call volume for December, 2019 saw at least a 7% increase in 911 call volume over 2018 (with test calls included a 10% increase).



911 calls for January and February of 2020 are illustrated in the line graph below. Call for January were up 12.5% and down 9.8% for February vs. 2019.



**2) Human Resources Department Update**

We have classified ads published that we are accepting applications for Transfer Station Attendant, Sanitation/Truck Operator, and Water Plant Operations Specialist. All of these positions are being advertised as applications being accepted until position is filled. On our City website under employment opportunities, there is a link to our employment application. If this option is not available to the applicant, they can contact the HR office (668-5222) and an application can be mailed out.

**3) Police Department Update**

This next period we will be focusing on dealing with the virus. Every week day at 1200 we have a meeting at EOC to discuss issues and next steps.

Over the past weekend we worked on the 8th street shooting.

**4) Finance Department Update**

As a reminder, the deadline for voter registration for the April 14 municipal election is Monday, March 30, 2020. It is also the beginning date that absentee voting is available and will be held at the City Hall Finance Office for this election. Due to the current COVID-19 health concerns, a mail-in absentee ballot may be requested by submitting a South Dakota Absentee Ballot Application Form with a copy of an acceptable ID, such as a driver’s license. Please download this application at [sdsos.gov/elections-voting/voting/absentee-voting.aspx](https://sdsos.gov/elections-voting/voting/absentee-voting.aspx).

There will be two municipal vote centers for the April 14 election. They will be located at Yankton City Hall and the North Fire Station. Voters will be able to cast their ballot at either one of the designated vote centers.

The Finance Office underwent its annual SDML Workers’ Compensation audit on Tuesday, March 4, 2020 with no issues.

Please see the Finance Monthly Report for February enclosed in your packet.

### **5) Environmental Services Department Update**

In 1991, EPA published a regulation to control lead and copper in drinking water. This regulation is known as the Lead and Copper Rule (also referred to as the LCR). Since 1991 the LCR has undergone various revisions. Currently the City of Yankton is on a reduced sampling requirement based on past test result and the finds of “no significant impact”. However, because of our new facility and new treatment process we will be required to return to the regular sampling schedule. This will result in monitoring 60 residents annually that are known lead or lead solder service lines. Sampling will be required to be taken at the customers tap inside the home. This fall City staff will be working with the homeowners to collect the samples based on the standard testing procedures. The sampling bottles will be delivered to the home for the homeowner to collect the sample. Staff will then collect the sample from the homeowner to be sent to the lab for testing.

The Environmental Protection Agency (EPA) is currently reviewing comments on proposed revisions to the LCR. The proposed revision would increase the responsibility of the utility to replace lead service lines outside the utility control and ownership. Replacement would also be required regardless of monitor results. Currently utilities are only required to replace service lines owned and controlled by the utility, and only when monitoring levels are exceeded.

### **6) Parks and Recreation Department Update**

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

### **7) Public Works Department Update**

Street department crews have been repairing gravel alleys with the recent rains and the frost coming out of the ground. Crews are also addressing potholes in the streets. As the weather has changed, street sweeping has begun.

The Street Department has completed its annual street survey of the city streets. Once the survey data is compiled, a 2020 Street Department project list will be created.

Citywide cleanup previously scheduled to begin next week has been postponed indefinitely. The decision was made so that the Public Works staff can focus on critical services. Garbage and recycling collection will continue as scheduled. As concerns about the transmission of COVID-19 reduce in the coming weeks and months, discussions may occur about rescheduling this event.

### **The Huether Family Aquatics Center**

Feimer Construction, the underground subcontractor on the project, has been making great progress on the installation of the storm sewer associated with the project. Nearly half of the pipe and junction boxes, along Douglas Avenue, has been installed.

Work has also begun on the concrete pad for the new electrical voltage switch, on the north side of the site.

### **5<sup>th</sup> Street from Green Street to Broadway Avenue**

A Notice of Award has been issued. Contract documents will be processed in the next couple of weeks.

### **12<sup>th</sup> Street and Pine Street Reconstruction**

City staff is making final adjustments on the design. We anticipate having a bid package ready by the end of March. A sample ad has been included in this packet.

**Riverside Drive**

A bid award recommendation is included in this packet.

**8) Community & Economic Department Update**

With the frost substantially out of the ground, and the 2020 building season getting off to an early start, it's the time of year for Community Development staff to remind permit applicants of the importance of confirming utility locations through SD One Call (811). We all need to "call before we dig" to help avoid any accidents or service interruptions that could result from hitting a utility line. Accidental service interruptions caused by utility line strikes can impact entire neighborhoods.

Homeowners and contractors continue to move forward with their projects so our Building Services Division continues work at a brisk pace. As with other departments, the current situation has modified how we do business. We have implemented strategies that limit staff's interaction with the public. We are encouraging permit applicants to submit plans and other documents via email. In order to keep our staff from entering homes or active job sites any more than absolutely necessary, permit holders may email or text photos of key areas as requested and staff are able to provide feedback via email and phone.

**9) Monthly reports**

Joint Powers Solid Waste 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