



OFFICE OF THE CITY MANAGER

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Commission Information Memorandum

The Yankton City Commission meeting on Monday, April 13, 2020, will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Fire Department Update

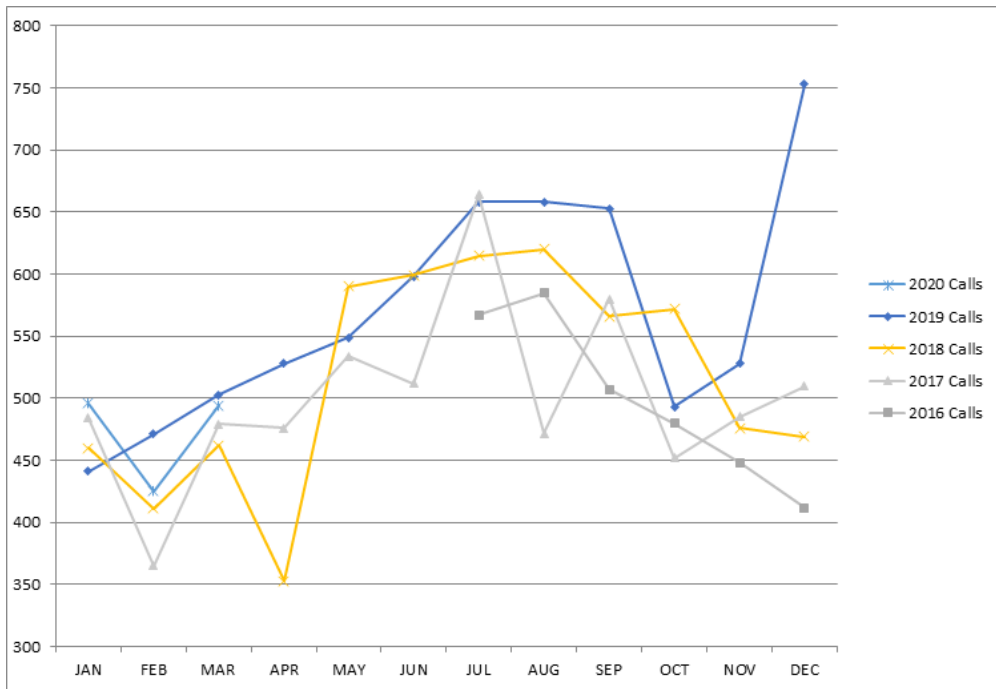
The Yankton Fire Department has responded to the COVID pandemic by changing certain response and post-response protocols, segregating the Chief and Deputy Chief from being in the same area, cancelling all trainings and meetings and advising members to follow CDC guidelines. Chief Kurtenbach and Deputy Chief Nickles attends all COVID Task Force web meetings. YFD is acting as a central point to obtain any COVID related supplies needed by City Departments. We are attempting to continue training through online resources. Meetings will be held via web meeting. Additional steps may be taken if warranted.

2) Information Services Update

IT staff has upgraded a number of our remote management solutions and worked with individual departments to allow the ability to provide help with technology and for staff to work remotely as the need arises. In addition, we have secured and setup remote meeting technology for every department. This tool is being used for both internal meetings and interactions as well as external. Departments will also be utilizing this to conduct employment interviews as needed.

Please be wary of any phishing attempts or scams. Industry wide malicious websites and phishing attempts are up 350% since March 1st. These attempts are getting harder to detect and more detailed and personalized. The increased level of sophistication is to fool the end user.

The console upgrade / police radio project continues to move forward. The communications building contractor and electrician are working to finish punchlist items on the building installation. Radio and tower contractors were on site at the tower and safety center locations the week of March 30th thru April 3rd. Contractors were screened prior to entering the building at the safety center location. The new system should be ready for testing soon. One of the last hurdles will be the logistics of completing the upgrade during current pandemic situation. 911 call volume is steady for 2020 in comparison to the same time period during 2019.



3) Police Department Update

The police department has changed the way we respond and interact with the public. We have adjusted squads so that we have coverage but minimize exposure both internally and externally. We are on a 14-day rotation so we can follow as close as possible to CDC recommendations. Chief Harris and the two Commanders are following the 14 day rotation with one in the office at a time. All three of us have equipment so we can work effectively from home.

Our new vehicle that was ordered last year is still out of service due to it being on back order.

Commander Brandt received information from an FBI NA classmate from North Dakota on ability to get information to first responders with an attached Federal Law. I worked with the South Dakota Chief's Association to have COVID 19 information available to our first responders. As a result, the state will be releasing the information to our registered dispatch center and we will be able to provide safety information to first responders. Julia has registered our PSAP so that we can gain this information.

4) Finance Department Update

Due to COVID-19 concerns and pursuant to Resolution No. 20-24, the Finance Office has postponed the April 14th municipal election to be held in conjunction with Yankton County on June 2nd. The Yankton County Commissioners approved this with Action 20127C on March 27th. Absentee voting is scheduled to begin by May 18th at the County Auditor's Office.

Finance personnel have completed the annual sewer rate adjustments for residential utility customers. Adjustments based on the customer's average winter consumption from December, January, and February will be reflected in the utility bill being mailed out on April 17. Please refer any questions you may receive from customers to the City Finance Office.

5) Community & Economic Department Update

The Department of Public Works previously announced the indefinite postponement of citywide cleanup formerly scheduled to occur in March and April. The decision was made so that the Public Works staff can focus on critical services. That information was shared by press release as well as on our social

media platforms. Staff from Public Works and Community Development have also fielded calls from citizens with questions about cleanup and how to dispose of items. The Transfer Station remains open for fee disposal of solid waste, and no fee disposal of branches and yard waste, including the after-hours location. Staff from Community Development has begun the outreach and education process with properties that may not have been aware of the change and have begun placing items for cleanup in the public right-of-way.

6) Human Resources Department Update

Sue Berke-Hanson was one of the members of the COVID-19 HR Team that reviewed and recommended the handouts/forms regarding the policy and procedures for the Families First Coronavirus Response Act. The group had many “go to meetings” with the final sessions including City Attorney DenHerder. The purpose, policy, procedure, and request forms were sent to the City Manager and she has sent them out to all City staff. If staff has any questions regarding the policy or requesting the leave time, they should contact their supervisor or department head for further clarification.

7) Public Works Department Update

Street Department crews have been working on the remaining work at the 15th Street railroad crossing location. Work includes sidewalk on the north and south sides of the street, approach installation, and site grading.

The Huether Family Aquatics Center and Marne Creek Bank Stabilization

As you drive through the intersection of 21st & Douglas, you cannot help but notice the large hole that has been dug inside the construction fence. That hole is the site of the new surge tank and mechanical building for the Huether Family Aquatics Center. Soon to follow, will be the footings and the foundation work.

At the bi-weekly construction meeting on March 25th, it was reported that work is ahead of schedule, due to favorable weather.

Up until now, it has mostly been the underground contractor on site. You can expect to see more contractors, by mid April.

5th Street from Green Street to Broadway Avenue

Removals started on April 7th. It is expected to take a week, per block, to complete the removals. Once the first block is removed, Masonry Components will follow with grading and concrete installation.

Riverside Drive

Staff has prepared contract documents and are waiting for the contractor to return them.

8) Environmental Services Department Update

Construction continues to move forward with the water plant. The outside grading and landscape continues to move forward as scheduled. Some of the interior work is being postponed to help maintain social distancing. This work is not critical to the plant function. Staff will be working with the contractor to determine the best options for completing the punch list items as we move forward.

SJ Louis has mobilized a small crew to work on punch list items for the gravity sewer project. Staff will be working with the neighbors and the SD DOT to make sure everything is being addressed. Marsh Road is scheduled to be paved in late April as soon as the asphalt plants open.

The water plant staff continues to work with the South Dakota Department of Environment and Natural Resources on alternative sampling sites. Currently many of the sites normally sampled are closed. Staff is adjusting sites to maintain social distancing and CDC guidelines.

9) Monthly reports

Salary, Building, 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