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## OFFICE OF THE CITY MANAGER

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

VOL. 55, NUMBER 12

### Commission Information Memorandum

The Yankton City Commission meeting on Monday, June 22, 2020, will begin at 7:00 pm.

#### Non-Agenda Items of Interest

##### 1) Community & Economic Department Update

Yankton's Census Complete Count Committee has been working diligently over the last several months to promote local Census participation. The members have been working hard despite the challenges posed by the pandemic. Rather than in-person outreach, the group has focused on alternative communication strategies and social media to drive participation, even including a gift card contest to drive participation. The City of Yankton's self-response rate stands at 71.7% with 60.7% using the internet to log their questionnaire information. We are currently tied for 15<sup>th</sup> place among all South Dakota cities, and second place among first class municipalities. Our final 2010 self-response rate was 76.5%. There is a chance that a backlog of paper questionnaires at the Census processing centers might ultimately increase our 2020 self-response rate as more states resume normal operations and those responses are logged. The committee will continue working over the next several months with plans to wind down efforts later this summer or early fall as the Census shifts into non-response door to door efforts. Residents are encouraged to take time today to fill out Census questionnaires and reduce the number of homes in Yankton that Census workers will have to visit in person later this year.

##### 2) Police Department Update

Chief Harris attended a Connecting Culture meeting on June 9, 2020. The Police have been involved with this group for the past two years and are involved when they have events.

Police Department personnel were in attendance at the candlelight vigil held on June 6, 2020. The event was very peaceful and was attended by approximately 150 people.

The Police Department held a community forum on Facebook Live on Thursday, June 18, 2020. The forum was held to communicate with our community on police policy and practice.

Chief Harris was invited to be part of a select group of law enforcement personnel to attend a luncheon with the Governor in Pierre on June 16, 2020 to discuss Police Reform in South Dakota.

##### 3) Human Resources Department Update

Jim Snook has announced his retirement after 42 + years of service to the City. Jim's last day with the City will be July 17, 2020. Brian Frick has been promoted to replace Jim Snook.

With the promotion of Brian Frick to Parks Superintendent, a Senior Grounds Maintenance position is currently being advertised with a closing date of July 17, 2020.

Interviews are being scheduled for the Transfer Station Attendant position over the next 14 days, with anticipation of having this position filled by the end of July.

#### 4) Parks and Recreation Department Update

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

#### 5) Finance Department Update

The City Hall Finance Office opened its doors to the public on June 15<sup>th</sup>. Previously, daily operations were being completed virtually through phone, email, and online capabilities. The front Finance Office has been reorganized, is following CDC recommended safety precautions, and is still promoting contactless payment options. An informational table has also been temporarily placed in the hallway for additional resources and assistance options.



Following the June 2 election for three City Commissioner seats, the commission's annual re-organizational meeting will be held July 13<sup>th</sup> with Stephanie Moser, Ben Brunick, and Tony Maibaum taking the Oath of Office.

The City has used Payment Service Network (PSN) for its online and credit card utility payment service since November 2014. As of June 15<sup>th</sup>, there are 768 registered customers utilizing the online site, an increase of 170 customers over the past year. This accounts for approximately 14% of our utility customers. Of those registered, 284 have opted out of the paper utility bill or 5% of the customer base. For the first six months of 2020, there has been an average of 495 PSN transactions per month, an increase of 75 transactions per month compared to a year ago. These payments include both online

payments and credit card payments made in the Finance Office. Customers who use the online or credit card service pay a small service fee for each transaction.

Finance also offers a direct ACH bank payment method free of charge. This method is currently utilized by 1,921 customers, an increase of 60 over the past year which equates to 35% of our utility customer base. The remaining customers pay for their utility service either by mail or in person.

Additionally, the City utilizes Payment Service Network (PSN) for landfill, police, miscellaneous, and donation transactions – each through a separate PSN account.

Please see the enclosed Monthly Finance Report for May.

### **6) Public Works Department Update**

Street Department crews have been patching asphalt streets and alleys at various locations throughout the city. Crews have also been preparing streets slated for chip sealing this year. The 2020 chip seal list is attached. The transfer station remains busy with a lot of contractor construction debris and residential household debris coming into the facility for disposal.

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

The concrete floors in all buildings have been placed. Walls should start going up in the near future. Work on the lazy river and the leisure pool has slowed but is expected to pick back up once the underground piping has been installed. Overall, the contractor is making great progress.

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

The final payment, change order #1 and staff recommendation are included on the next commission meeting agenda.

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

All of the storm sewer for phase I has been installed. The junction boxes and drop inlets for this area are in the process of being constructed. Curb and gutter has been installed on 12<sup>th</sup> Street from Douglas Avenue to Pine Street and on Pine Street from 15<sup>th</sup> Street to approximately 300' south. The contractor will be concentrating on getting the concrete parking areas along 12<sup>th</sup> Street completed. Once the drop inlets have been constructed, they will install the remaining curb and gutter for phase I.

### **City of Yankton July 4, 2020 Holiday Garbage and Recycling Collection Schedule**

In observation of the Independence Day holiday, the City of Yankton Solid Waste Collection will be closed July 3<sup>rd</sup>. City of Yankton Garbage and Recycling collection routes for that day will be scheduled as follows:

Thursday, July 2<sup>nd</sup> and Friday, July 3<sup>rd</sup> routes will be collected on Thursday, July 2<sup>nd</sup>, 2020. Residents are reminded to please have their roll carts out by 7:00 AM on their scheduled collection day.

The Yankton Transfer Station will be open from 8 AM to 1 PM on Friday, July 3, 2020. The Transfer Station will resume normal hours on Monday, July 6, 2020, 8 AM to 3:45 PM.

The Solid Waste Collection staff wishes everyone a safe and enjoyable Independence Day. For further information about solid waste collection, please call 668-5211.

## **7) Fire Department Update**

The Yankton Fire Department would like to remind all residents of the City of Yankton that it is illegal by ordinance to possess and discharge fireworks within Yankton's city limits. Additionally, with recent dry weather, fire dangers are increasing and, with that, the chance of fire due to fireworks incidents is increasing.

## **8) Information Services Update**

Therkelsen & Associates conducted a preliminary inspection of the radio project site and work on Tuesday, June 9<sup>th</sup>. A punch list of items to be addressed was developed and items yet to be completed were discussed. The new police radio site is operational, and police and dispatch are using the new equipment. Also, the new radio control consoles have been installed and are operational. We are looking forward to the completion of this project after a multi-year effort from planning to implementation.

We are in the process of filling a 911 Dispatcher position after the resignation of one of the staff members. Interviews were conducted on June 15, 2020 and we will develop a hiring list from the qualified candidates from the pool of applicants.

## **9) Library Update**

Beginning Monday, June 15, 2020 the library has been offering appointments for those wishing to use our computers, copier, microfilm machine or fax service. We have safety precautions in place for our staff and patrons including a plexiglass partition at our circulation desk, extra cleaning and sanitizing throughout the day, and asking those in the library to wear a mask. We are hoping to safely be able to expand our services soon to include a "Grab and Go" checkout time as well. We will continue offering curbside pickup for the foreseeable future as this is becoming an increasingly popular service and a safe way to provide books and DVDs to our patrons.

We have over 240 people (of all ages) currently registered for our virtual Summer Reading program and have had great participation so far. If you have not yet followed our Facebook page, I would encourage you to do so in order to join in the fun and keep up to date with what we are doing at the library. On Tuesday, June 16 we added a virtual program called Sew Your Story. We invited some local "fabric artists" to share ways to preserve memories and *Imagine Your Story* through fabric arts. The examples include t-shirt quilts, Quilts of Valor, making an apron out of grandma's tablecloths, and an assortment of other items to honor loved ones. We are also accepting submissions through the end of June for our Bad Art Competition! Check out our Facebook page at the beginning of July to vote for your favorites!

## **10) Environmental Services Department**

Staff continues to work with Planning and Development District III and HDR to develop a scope and timeline for our EDA Project. All the projects will need to be under contract before any reimbursement of funds from EDA. Staff will look at options for phasing the projects and milestones to determine the best options for a timely reimbursement of funds.

The South Dakota Department of Environment and Natural Resources was onsite June 10, 2020 for plant tour and final inspection for both the water plant and gravity sewer projects. No issues were noted during the inspection.

The new water plant has been running in auto for several weeks. The plant is still experiencing some minor issues with sequencing during startups. Staff continues to work with the contractor to resolve startup and automation issues. Staff continues to work with HDR on updating the punch list items.

**11) Monthly reports**

Joint Powers Solid Waste, 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