



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

VOL. 55, NUMBER 14

Commission Information Memorandum

The Yankton City Commission meeting on Monday, July 27, 2020, will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Parks and Recreation Department Update

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

2) Police Department Update

We continue to be involved with Zoom meetings with District III regarding Cares Act Funding.

Police Department personnel attend Zoom meetings for the COVID 19 Task Force which are held on Mondays and Fridays.

Officer Wilson completed his School Resource Officer training.

Yankton School District approved the SRO Agreement at their meeting on July 13. This Agreement is on the Agenda for the July 27 City Commission meeting.

Yankton Police Department officers attended the community "Stronger Together" event that was held on July 19.

Chief Harris has been attending the Connecting Culture Zoom meetings. They have divided the group into 3 committees, Education, Advocacy, and Celebration. These committees will meet monthly and the larger group quarterly.

3) Library Update

Curbside pickup and scheduled appointments continue to be running strong at the library. We have expanded our appointment time slot to include a few in the afternoons and on Saturday mornings to help accommodate the higher demand. In addition, we plan to extend our business hours in August to be open until 6pm on Wednesdays and Thursdays to better accommodate the patrons that work a typical 8am-5pm schedule. Individuals are using appointment times to browse and checkout items, use the computers/copier/fax machine, and to set up new library cards. We continue to quarantine returned items for 3 full days and wipe down high touch surfaces multiple times each day.

On Wednesday, July 29 we will be partnering with the Yankton County Emergency Management Team to bring Tommy the Turtle the lawn of the library. From 2:30-3:30pm Tommy will be in the front lawn waving to families as they park along the curb and he will then distribute goodie bags to each vehicle. Tommy the Turtle will help to share a message about how to stay safe during severe weather with a

story time that will be shared on our Facebook and YouTube pages on Thursday, July 30. We enjoy partnering with other groups and agencies to help provide fun activities for families. Thank you to Yankton County Emergency Management!

4) Community & Economic Department Update

Maintaining our staff's certifications and credentials is very important. Having City staff with current certifications helps keep Yankton in compliance with federal and state requirements. An added benefit is that some of these certifications can actually reduce costs for the citizens of Yankton. For example, having a certified building inspector and commercial plans examiner has an impact on everyone's insurance rates in the community. As you can imagine continuing education requirements to keep certifications current has been difficult this year with the cancellation of group training events and with travel not advisable. We are very thankful that organizations have increased the opportunity for our staff to receive credits through distance learning via technology. We are hopeful that some of those opportunities remain in the coming years even after we resume a more normal lifestyle.

5) Public Works Department Update

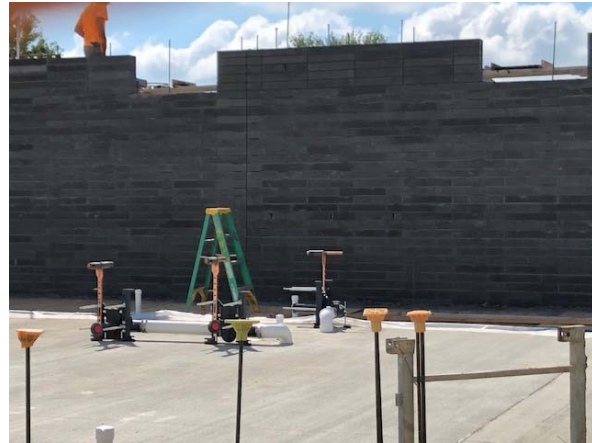
The Huether Family Aquatics Center

The concrete bottom of the lazy river and the leisure pool has been placed. About half of the exterior walls have been poured for the lazy river, with the remainder scheduled for July 22nd. The contractor is completing the rebar installation for the interior walls and I would anticipate that those would be poured the week of July 27th.



The excavation for the competition pool is done. Once the base has been installed, that too will be ready for the floor to be placed.

Block work continues on the concession and locker room building. The south wall is nearly complete.



Riverside Drive from Green Street to Broadway Avenue

Water main from Green Street to Locust Street is installed and has been tested. Slowey Construction is currently swapping service lines, from the old to the new. Once this is completed, the contractor will start the unclassified excavation in preparation for base course installation.

Removals are ongoing from Locust Street to Broadway Avenue. Both sewer and water replacement will take place along this section.

12th Street and Pine Street Reconstruction

D&G Construction should be done with all of phase I concrete work, except retaining wall, the week of July 27th. The City of Yankton Street Department has already started with the asphalt installation. We hope to have 12th Street, from Douglas Avenue to Pine Street and Pine Street, from 12th Street to 15th Street, paved prior to the graduation ceremonies, at Crane Youngworth.

As far as phase II goes, the curb and gutter is already installed. The contractor will concentrate on the sidewalk and driveway approaches, late July or early August.

6) Environmental Services Department

Distribution and Collection staff have been busy with water and sewer main replacement projects. The riverside drive project has several blocks of water main installed and tested. Staff works with the contractor to shutdown main for the contractor to tie into the existing main. Staff has no control over the time it takes for the contractor to complete the tie in. Staff turns water back on as soon as the contractor has completed the work.

Sage Chytka and Tanner Hanson attended a week long 40 hour Programmable Logic Controller (PLC) class at RTEC. A programmable logic controller (PLC) or programmable controller is an industrial digital computer which has been adapted for the control of complex processes, such as assembly lines, or robotic devices, or any activity that requires high reliability, ease of programming, and process fault diagnosis. Both the water plants and wastewater plants PLCs range from small modular devices with tens of inputs and outputs (I/O) to large rack-mounted modular devices with a count of hundreds of I/O, and which are networked to other PLC and the Supervisory Control and Data Acquisition (SCADA) system. The combination of PLC's and the SCADA system allow for increased

automation and efficiency in the facilities. Allowing different pieces of process equipment to interface with each other through the PLC's and SCADA.

7) Finance Department Update

Registration has been completed for the State of South Dakota's Local Government COVID Recovery Fund (CRF) portal. Documents are being reviewed by the State and reimbursement requests are being prepared to be submitted.

The Finance Office is streamlining paying payroll liabilities from a paper manual check to an electronic funds transfer. This saves money on postage, staff time, and paper, plus pays our vendors in a faster, timely manner. First Dakota National Bank does charge a \$3 ACH file fee plus \$0.10 per record so, depending on the agency's preferred method of transferring funds, the most cost effective method will be utilized. These payroll liability agencies include the following: Avera Health, Delta Dental, Sun Life, Minnesota Life, South Dakota Retirement System, United Way, Summit Activity Center, AFLAC, Nebraska Child Support Payment Center, South Dakota Department of Social Services, Cafeteria FLEX plan, and AFSCME. The Finance Office already electronically pays federal tax withholdings, ICMA retirement payments, health savings account contributions, and Nebraska income tax withholdings.

Enclosed in your packet is the Monthly Finance Report for June activity and the second quarter 2020 *Revenues and Expenditures Report* comparing quarterly and year-to-date totals with 2019 figures.

8) Human Resources Update

We will be filling a Part-Time Circulation Assistant at the library. The opening notice will be published soon.

We will be setting up interviews for the Senior Grounds Maintenance Worker in the Parks Department the week of August 3rd.

We still have a couple of full-time openings at the transfer station and in our sanitation department.

Happy Retirement to Jim Snook after 41 years. Jim elected to have cupcakes sent to all departments as opposed to a traditional party.



We are in the process of planning our summer picnic. This will look different than it has in the past due to social distancing measures and related COVID-19 precautions.

9) Information Services Department

Dispatch, Fire and Police will be working cooperative to test out the new features added with the radio system upgrade. The new radio consoles add the ability to link different individual radio networks together to improve intercommunication between forces. The system will allow fire, police and state radio to be linked together. In addition, the fire department will be testing new pagers that will work with both their existing system and the new police radio system. This new dual band pager technology would allow the fire department to transition to new pagers that could take advantage of the new P25 radio site that was installed for the police department.

10) Monthly reports

Yankton Police Department and Joint Powers Solid Waste 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