



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

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Commission Information Memorandum

The Yankton City Commission meeting on Monday, August 10, 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

Chief Attended a number of Connecting Cultures meetings. The Police have been involved with this group for the past two years and are involved when they have events. The larger group has divided into three sub committees, Advocacy, Celebration and Education with the large group meeting quarterly. The most recent large group meeting was held on August 4.

Commander Foote is working with Adam Haberman to finalize YPD FEMA request for loss of the Range. We think this request is in the final stage.

Commander Foote, City Attorney DenHerder and Sergeant Schindler are working to restructure out Towing Agreement. A revised Agreement may be presented to the City Commission for consideration. Depending on the structure of the Agreement, the Towing Committee may be impacted.

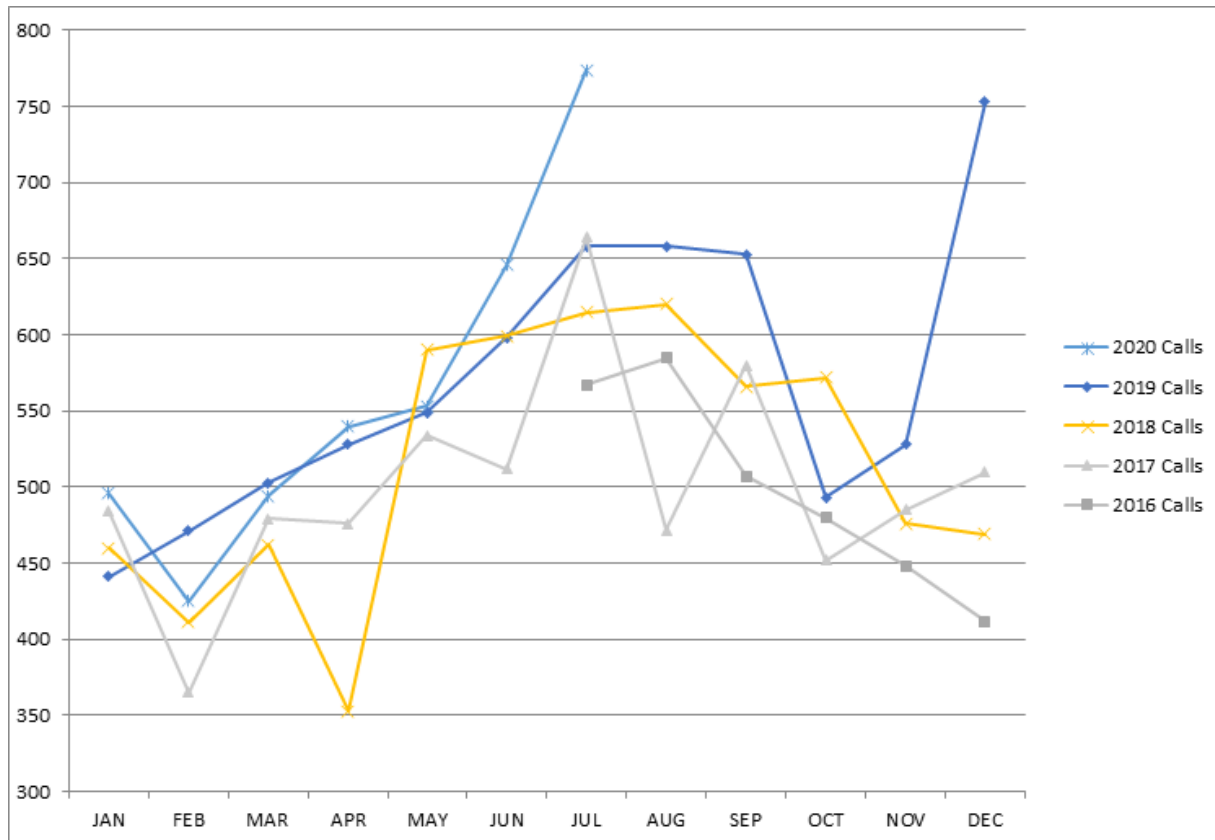
3) Community & Economic Department Update

Community and Economic Development has been partnering with the Yankton Police Department and the City Attorney on a variety of code enforcement cases over the past several months. Oftentimes both departments have interactions with the same property owners for related reasons. We have found greater success by approaching problems in a more coordinated way. Working together to address situations that cross departmental responsibilities makes good sense, and the interdepartmental working group has more projects on their agenda for the future.

Code enforcement staff continues to work through sign ordinance compliance issues at certain business locations. The worst of the non-compliant signs tend to pop up on Friday evenings and are taken down by Sunday. We are aware of the situation and have contacted the managers of those locations to discuss the issue in an attempt to educate them about legal ways to accomplish their objectives. The response has not been what we would hope and we will continue to take appropriate actions to gain compliance. You may remember that a committee including private business owners, the general public, Planning Commissioners and City Commissioners went through an extensive sign ordinance re-write process including visual preference surveys a few years ago. We continue to be proud of the results of the sign ordinance changes. The visual difference is very evident when traveling the streets of Yankton as compared to other communities that have a proliferation of banners, whip signs and streamers along their roads.

4) Information Services Department

911 calls for the month of July were up significantly. While the number of calls early in the year was down, both June (646) & July (774) were record levels. The chart below shows monthly call volume since the transition to the statewide next gen 911 systems. The peak in December of 2019 was caused by the transition to a new system and the associated testing calls that were completed during the migration process. Overall 911 call volume is up 4.8% for the year - for the month of July up 17.6% over 2019.



The civil contractor for communications building has been working to complete the punch list items at the water tower site and the radio contractor is scheduling removal of the old radio equipment at the water tower and the safety center. We hope to have this project closed out in the upcoming months.

5) Environmental Services Department Update

Staff worked with District III to complete the State Water Plan Application for the EDA Projects. The application was submitted before the July 30 deadline. If the application is approved, the project will be listed on the State Water Plan. Projects must be listed on the State Water Plan before staff can apply for State Revolving Fund loans. Staff will continue to work with District III to complete the SRF application by October 1st. Applications received before October 1st will go before the Board of Water and Natural Resources January meeting for State Revolving Fund loan application approval.

The wastewater treatment staff continues to work with HDR on the condition assessment. Staff has been meeting with HDR to conduct onsite evaluations of the facility. The condition assessment will help prioritize current needs and develop a final master plan. The final master plan will develop different options to help prioritize future capital improvement projects and needed upgrades.

6) Public Works Department Update

Street Department crews have been performing routine maintenance on various streets and alleys throughout the city. Crews are also preparing for asphalt milling on 29th Street from Douglas to Belmont and St. Benedict Drive, which is scheduled to take place August 17th & 18th. Once the milling is complete, crews will pave a new asphalt mat over the milled surface.

The Huether Family Aquatics Center

The contractors on site have been making good progress. With most of the underground utilities installed, we are at the point in construction that it is easy to see the work being completed.

As depicted in the attached photo, the block work on the concession and restroom building is moving along. The concession area has the exterior block completed. The restroom area, however, has only one exterior wall finished. The masons are currently working on the interior walls of the concession and office areas.



The exterior walls for the leisure pool and lazy river are all in place. Gutter installation along the outside edge of the pool is ongoing. Installation of the interior walls of the lazy river are scheduled for the week of August 3rd.

Some of the supports for the slides and tower have been installed. Things are really starting to take shape on this part of the project.

On the competition pool, the red rock base has all been installed and the contractor is now installing two layers of rebar. They are very close to having the deep end of the pool ready for concrete.



Riverside Drive from Green Street to Broadway Avenue

The water and sewer utility installation is ongoing, east of Locust Street. Crews had been installing sewer main and services, but have now switched to water main installation.

The curb and gutter is in from Green Street to Locust Street. Masonry Components will be finishing the driveways and sidewalk installation, in this area, and will start mainline paving in the near future.

12th Street and Pine Street Reconstruction

D&G Concrete completed all of the concrete work on this project, except the retaining walls. They will be working on them for the next week or so.

Their subcontractor, LaCroix Construction, will be completing the backfill required behind the curb and along the sidewalk.

In anticipation of the YHS graduation ceremony, city crews were able to have the asphalt streets paved, adjacent to Crane Youngworth Field. Unfortunately, the weather did not cooperate and the ceremony was moved inside. Pavement for the remainder of the project will be done, once the contractor fine grades the base.

7) Human Resources Update

We began researching a Time Management software solution last winter. Through that research, we began including HCM (Human Capital Management) including other modules like Payroll and Human Resources. A final recommendation will be made to me in regards to a HR/payroll/time management system by August 14th.

Corey attended his first Safety Committee meeting with Adam Haberman facilitating it. It was held at Sertoma Park shelter. It was great for Corey to meet more of the city staff and get to know and engage with them regarding safety and our safety culture.

We are filling a part-time circulation assistant at the library. We are also scheduling interviews for the Senior Grounds Maintenance position.

8) Library Update

We completed our annual Summer Reading Program for June and July with 299 participants. The library offered kits for curbside pick-up that included materials for crafts, special challenges and a few treats as well. There were daily virtual activities put on by YCL staff or special performers. Things were definitely different this year, but we still had fun reading and interacting with our patrons!

In August, the library typically takes a break from regular programming before the Fall routines begin. We are always working on ways to expand our hours and services safely with limited staff. The staff are also looking at programming ideas for the Fall months which will include more virtual activities and hopefully some limited outdoor activities as well. September is Library Card Sign-Up Month and we are planning some fun activities to bring attention to the great things the library has to offer!

9) Finance Update

Claims for reimbursement has been completed in the State of South Dakota's Local Government COVID Recovery Fund (CRF) portal. These reimbursement requests will be broken into several categories: payroll, equipment, and supplies. So far, one claim for equipment has been authorized for payment whereas one payroll and one supplies claim is still pending.

The Finance Office is streamlining paying city-owned water utilities from a paper manual check to an electronic funds transfer. Currently, city department water bills are given to the accounts payable clerk, who enters all bills, waits for the next commission meeting, prints a check payable to the *City of Yankton*, and then hands the check to our accounts receivable clerk who manually enters each account's payment into our cash register system. Now, we will sign up all 60 city-owned accounts for Direct Payment which will automate cash out and back in our bank account on the same day (the first business day prior to the tenth of every month). A journal entry shall be done to record the expenses and our utility interface will automate the payments into our cash register system.

The Finance Office is working with city departments to compile the annual surplus property listing of vehicles, equipment and other miscellaneous items that have been determined to be no longer necessary, useful or suitable for the purpose for which they were acquired. The surplus resolution will be presented for commission action in September. Surplus property may be sold, traded, loaned, destroyed or otherwise disposed of pursuant to SDCL 6-13-1.

10) Monthly reports

Salary and Building 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