



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

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Commission Information Memorandum

The Yankton City Commission meeting on Monday, August 24, 2020, will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Community & Economic Department Update

Warmer dry weather has slowed the growth of lawns, but staff continues to monitor and respond to nuisance vegetation issues. This time of the year weeds tend to grow faster than grass, and less frequent mowing can sometimes mean weeds shoot up above dormant grass. Staff takes a proactive approach that includes both education and enforcement efforts.

2) Parks and Recreation Department Update

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

3) Police Department Update

The Police Department will be participating in a weekly radio show with host Jeff Erickson on KYNT at 7:40 am (live) and noon replay. We will be talking about different topics that come up during the week and have some set topics already established like our new complaint form.

Chief Harris and Commander Brandt will be participating in an FBI National Academy online conference.

Chief Harris participated in an online meeting with state officials regarding upcoming marijuana initiatives and amendments.

Chief Harris will be attending an online meeting for a SDML committee on the Safety and Welfare of first responders.

Officer Cole Larson was recently chosen to receive the department's thumbs up award. Cole paid for some groceries of an individual who thought their wallet was stolen. Cole also recently made a traffic stop that helped solve several thefts in the area.

4) Library Update

The library is currently staffed Monday, Tuesday and Friday from 8am to 5pm; Wednesday and Thursday from 8am to 6pm; and Saturday from 8am to 12pm. We are planning to expand our hours a little further to include 8am-6pm Mondays through Thursdays in September. During those hours our staff are able to offer curbside pickup, set up or renew library cards over the phone, and take appointments for services such as using the computer, copier, microfilm machines, faxing, notary, etc. or just to browse and pick out their own items.

The library is continuing to offer virtual events. On August 18 we shared a virtual video of local historian, Doug Haar, with a presentation marking the 75th anniversary of the dropping of the atomic bomb. This video can still be found on our Facebook page. We have a live virtual event scheduled for September 24th at 7pm. This event will feature a discussion about this year's One Book South Dakota selection, *Unfollow* by Megan Phelps-Roper. This book describes Megan's experiences in and departure from the controversial Westboro Baptist Church. The author currently resides in Clark, SD. Dr. Jamie Sullivan will lead this book discussion along with an intro and commentary from the author!

5) Fire Department Update

Underwriters Laboratories was in Yankton last week to do the annual testing on the ladder truck and the fire department's ground ladders. The apparatus and all ground ladders were again certified for use for another year. This is just a portion of the annual testing required each year. Later this year our self-contained breathing apparatus and our fire apparatus pumps will undergo annual certification. All of this is done to keep our firefighters safe and ensure proper operation and readiness for the next incident.

Deputy Chief Nickles has been extremely busy with code inspections, reviews and inquires on many new construction projects, several remodel projects and other projects that require fire code reviews. This is just a part of the effort that YFD puts in to keep its citizens safe and to mitigate fires in the facilities that are being reviewed

6) Public Works Department Update

Street Department crews have milled the asphalt pavement on 29th Street from Douglas to Belmont and St. Benedict Drive. Once milled, the streets are prepared for a new asphalt "overlay" on the milled surface, which is scheduled to take place the week of August 17th and 24th.

Crews will also be concentrating on the 12th Street and Pine Street project to pave asphalt once the contractor has those streets prepared for paving.

The Huether Family Aquatics Center

The final concrete pour on the competition pool floor took place on August 18. Formwork has already started on the walls. There has been no specific date as to when the concrete will start being placed for the walls.

The slide tower is installed along with the shade feature on top. Slides have been assembled but are not fully secured. Additional work on the bottom end of the slides needs to be completed before this happens.

Block work continues on the bathroom portion of the main building. The contractor is currently working on the exterior walls.

Riverside Drive from Green Street to Broadway Avenue

The mainline paving, from Green Street to Locust Street, was completed on August 18. Sawing and sealing will occur in the next couple of days.

The utility work is nearing the end. Water replacement is completely done. There is approximately 50 feet of sanitary sewer that needs to be installed, as well as a service line. In addition, approximately 200 feet of storm sewer between Locust Street and Linn Street, needs to be installed yet.

12th Street and Pine Street Reconstruction

All of the concrete work is finalized.

The contractor will be completing the backfill around sidewalks and behind the curb in the next week. The base course has been graded and is ready for the city crews to pave it. Seeding will occur once the streets are done.

7) Environmental Services Department

Staff is continuing to work with the South Dakota Department of Environment and Natural Resources (DENR) on reclassification of our water and wastewater systems. Our current Water Plant is a class III facility and will be reclassified as a class IV facility based on improvements and changes in the treatment. Staff is also looking the water distribution and wastewater collection system classifications. Both systems are currently a class II system based on a population less than 15,000. Staff is preparing for a reclassification based on the potential for a new census population greater than 15,000. Both Distribution and Collection will be reclassified as a class III system. Systems are required to have operators certified at or above the level of classification. This will require some staff to increase the level of certification. Increased levels of certification will require additional continuing educational units for staff.

8) Finance Department Update

The City of Yankton has received its first covid-related reimbursement from the State of South Dakota's Local Government COVID Recovery Fund (CRF). This claim was for \$7,999.90 for cleaning equipment. Several payroll and supply-related claims are still pending for approval.

The Finance Office Utilities system had an issue on August 7 with some utility payments not posted. On August 11, delinquent notices were sent out to 115 customers with an assessed \$10 penalty. We have taken care of fixing this issue and removed the penalties. We have added another checks and balances measure to avoid this in the future. Our apologies for this inconvenience and new bills have been mailed on August 18 with these penalty corrections.

Enclosed in your packet is the Monthly Finance Report for July.

9) Human Resources Update

The final recommendation has been made in regards to Human Capital Management, which includes Time Management as well as Payroll and HR modules. The group has worked diligently to come up with the best option for the City which includes flexibility and growth as technology continues to grow.

The Library circulation assistant position has closed. Corey and Dana will be reviewing those applications Friday, August 21 and begin interviewing the following week.

The Senior Grounds Maintenance Worker position interviews have been completed. Corey is participating in these interviews as well and has gotten positive feedback from other panel members. We have five internal candidates that applied and many external candidates. Corey preferred to talk to all the internal candidates as one way to get to know them and their desire/motivation to grow with the City. The group filtered the external applications to three. An offer is expected to be extended next week.

The Employee Committee met regarding the summer picnic. Due to COVID-19, it is unwise to have a buffet style meal. The committee offered different ideas ranging from using a food truck to deliver to possibly cancelling it and using the funds for the Christmas party. However, with all events being uncertain, the committee wants to move forward with a summer meal. More details to come.

10) Information Services Department Update

The radio and radio console project continues to progress slowly. The civil contractor has finished installing the remote panel for the generator and connecting the backup power to the monitoring system. The alarms have been successfully tested and are now fully operational. Demolition work continues with the removal of the old equipment at the public safety center. The contractor still needs to remove the old equipment at the water tower location and provide documentation and system test results. The officers have experienced some performance issues with the portable radios and the contractor is working thru numerous possible solutions to resolve the issues.

11) 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