



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

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Commission Information Memorandum

The Yankton City Commission meeting on Monday, September 14, 2020, will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Community & Economic Department Update

We are very pleased to report that the newly reconstructed Crosswind Runway 2/20 at Chan Gurney Airport is completed and open for use. You may remember that we received 100 percent grant from the Federal Aviation Administration and CARES Act to fund the \$2,737,000 project. It was a very competitive application process and Yankton was fortunate to be awarded the 100 percent grant. The project was originally planned for construction in 2021 using a standard funding formula that would have included local match. The City Commission will see a future agenda item to close out the project.



We are now within the 75-day window for placement of temporary signs for the November 3rd general election. Signs could be placed beginning on August 20th and must be removed after November 10th. Staff works with candidates, political parties, and ballot measure proponents and opponents to help plan placement for their signage and share information about sign regulations. Efforts will continue throughout the election season to monitor signage, work to educate candidates, supporters, and the general public, as well as remove signage from the public right-of-way and public property as needed.

2) Library Update

September is National Library Card Sign-Up Month. It is a time to celebrate all that the library can offer to its card holders. Each Friday we will be featuring some familiar faces on our Facebook page. They will share why they love their library and encourage others to get a library card. The library is also coordinating an Around-Town Scavenger Hunt through the month of September. We have reached out

to some businesses and organizations in town to help us out with this fun activity. Participants will get a list of clues from the library that will direct them to different locations in town. There they will find letters that will help them to unscramble the mystery phrase. We had great responses and support from several businesses in town and it was fun to partner with them to offer a fun and free activity for everyone in the community!

Since the library's closure in March, we have tried to kindly ask folks to hang onto their used book donations as our small storage space began bursting at the seams! The Friends of the Library group jumped into action and figured out a way to offer an outdoor pop-up book sale. The first sale was on Saturday, August 22 with additional sales on Saturday, September 5 and Saturday, September 19. These sales are helping us to reclaim some space in our storage area (as the donations keep coming!), raise some money for the Friends and help to get even more inexpensive reading materials out into the community! Our Friends of the Library are such great supporters of the library and we appreciate all they do!

3) Fire Department Update

The Yankton Fire Department would like to inform the Commission of the following postponements and cancellations due to the COVID 19 pandemic. Annual fire prevention classroom visits to area schools have been postponed to sometime in the second semester of the school session. The following events have been cancelled for 2020: annual pancake feed and annual Fire Prevention Week open house. We are planning other ways to get our fire prevention message out to the public this year. Stay tuned for further announcements regarding this. We have also cancelled our annual YFD Retiree's Dinner and our Employer Appreciation Dinner. Alternate plans have been made to express our appreciation to these groups.

4) Police Department Update

Yankton Police Department personnel continues to participate with Zoom meetings for the Covid-19 Task Force on Mondays. Zoom meetings for this week also include Equitable Policing as well as Covid-19 Testing for first responders.

Monthly meetings continue between Yankton Police Department and the State's Attorney.

Chief Harris is involved in the Connecting Cultures Zoom meetings. They have divided the group into 3 committees, Education, Advocacy, and Celebration. These committees will meet monthly and the entire group will meet quarterly.

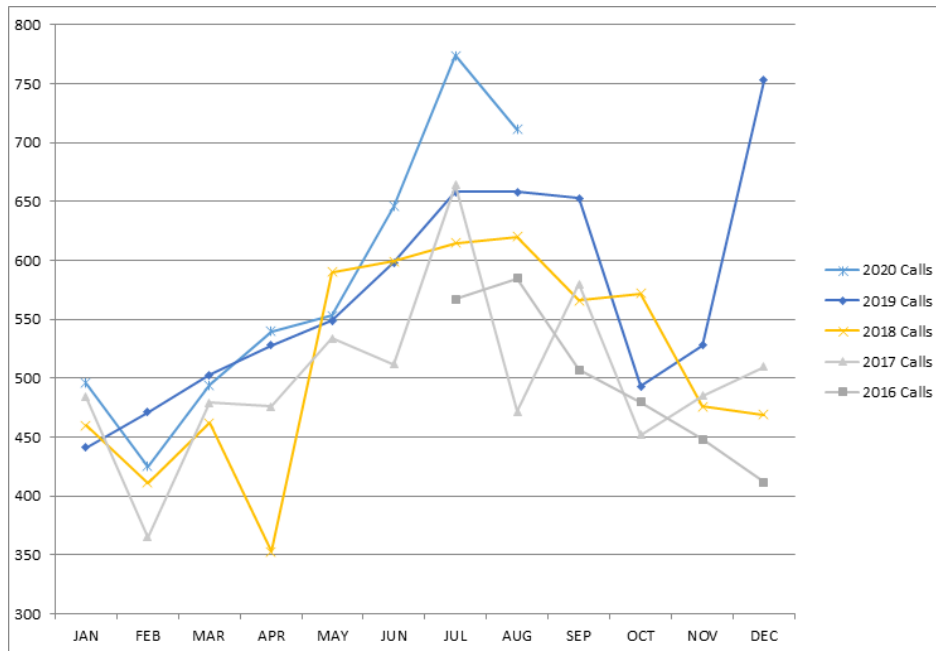
5) Parks and Recreation Department Update

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

6) Information Services Department Update

We are continuing to experience performance issues with the new P-25 police radio site. Testing to date has identified issues including: the licensed ERP (effective radiated power) is only one-half of the old site, an issue with padding on the receive side of the site, high level of floor noise on the new P-25 site that does not exist on the old EDACs site and a potential issue with the tower top amplifier. The contractor did in the field side by side comparisons between the old EDACs site and the new P-25 site. Based on those performance differences we have converted back to using the old site until the issues are resolved with the new equipment.

August 911 call continue to run well above normal. Emergency calls year to date are up just over 5%. Roughly 84% of the incoming 911 calls are from wireless. This figure is up about 4% over 2019.



7) Public Works Department Update

Street Department crews have been preparing the milled surface on 29th Street, from Douglas to Belmont, for an asphalt overlay.

The Household Hazardous waste event will be held at the City of Yankton Transfer Station on October 17th from 9:00 am to 1:00 pm. There will be a \$10 per vehicle fee to participate in the event.

The City of Yankton was recently awarded a 2021 Preliminary Engineering Bridge Improvement Grant by the Transportation Commission of the South Dakota Department of Transportation. The grant amount is approximately \$29,200. Once agreement documents are received, they will be presented on a future agenda.

The Huether Family Aquatics Center

Block work continues on the bathhouse. The contractor is currently working on the interior walls. Roof truss installation, on the concessions, will start the week of September 7th. Approximately two-thirds of the walls for the competition pool have been completed. The remaining walls are scheduled to be poured yet this week or early in the week of September 14th. The Memorial Park sidewalk/trail, which is located outside of the chain linked fence area, has been installed and is open to the public.

Riverside Drive from Green Street to Broadway Avenue

All underground utilities have been installed. Despite some of the unknowns associated with being in an older part of town, there were minor conflicts with installing the underground utilities. When the last sewer service was being installed, it was discovered that the water main needed to be adjusted to be able to install the sewer service to proper grade. With the newly installed water and sanitary sewer, each residence now has individual service lines to the water main and sanitary sewer main instead of shared or common service lines. About half of the base course, for the remainder of the project, has been installed. Contractor will focus on placing the remaining base and will be scheduling the concrete contractor to install curb and gutter.

12th Street and Pine Street Reconstruction

Project has been completed and is on the agenda for commission acceptance.

21st Street Sidewalk

City staff is working on a construction package to complete sidewalk on the north side of the Yankton Middle School, from the east parking lot approach to Burleigh Street. It is estimated that the construction cost will be below the bid limit and therefore the City will take quotes to get a contract in place to complete the project

8) Finance Department Update

Finance is preparing the city levy for property taxes as part of the budget ordinance. In addition, delinquent special assessments will be certified to the county auditor by the end of September.

The City of Yankton's procurement card (P-Card) program has been in effect through the National League of Cities (NLC) and BMO Financial Group since 2012. The program has helped streamline the purchasing process through the company's online Spend Dynamics website and has allowed employees and supervisors to manage their departmental purchases 24/7. In addition, all p-card receipts are now virtually scanned and attached to each p-card transaction within the website. BMO Financial also provides an annual rebate program based on the volume of purchases made during their fiscal year beginning September and ending August of each year. For their fiscal year 2019-2020, the City of Yankton has spent \$962,534.98 earning a 0.70% rebate worth \$6,737.74.

9) Environmental Services Department Update

SJ Louis has completed the punch list items for the gravity sewer project. Bartlett and West completed the notification of project completion and has sent the document to SJ Louis for processing. Bartlett and West have also sent a change order to SJ Louis to be processed. This change order does not include several items SJ Louis has requested or final liquidated damages. This should start the negotiation process for a final change order, payment and liquidated damages.

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. Staff at the wastewater facility continue to have issues with the Digester building. This includes the roof, floating covers, interior plumbing and piping, and the boilers. Staff will continue to look for a long-term solution for the needed repairs or replacement of equipment for that building.

Staff is preparing for the upcoming biosolids application process. The new bid limits will not require the City to bid out the application process. Staff will be sending out request for quotes for the biosolids application. This is different than years past when a bid process was used.

10) Human Resources & Employee Engagement Department Update

The contract with Kronos has been signed and they are getting their implementation team put together. It takes Kronos about 30 days to get their team together then we will have a game plan for conversion.

The library has added three part-time circulation assistants to help manage the workload. These 3 will all start this week.

The Parks department has officially selected Les Kirchner to be the Senior Grounds Maintenance Worker. Les has been with the City for 12 years and came from the Water Department.

Adam Haberman, Corey Potts and Corey Pospisil have wrapped up interviews for 2 Sanitation Truck Operators. Selections and offers were made and accepted. Public Works will be fully staffed after this.

The Police Department is in need of officers. HR is working with Chief Harris to have two selection pools for Certified Officers and non-Certified Officers. They are currently posted on the City's website. Corey is looking into digital job boards as well, such as InDeed.

The Employee Committee had its annual summer picnic. Although it looked very different, I have heard good things. A 3-piece chicken dinner from Pizza Ranch, chocolate chip cookies and water were delivered to the different locations of our employees by members of our employee committee. This added the best personal touch we could have at the moment.

The Health Insurance Committee will be making its recommendation(s) to the City Manager by the end of the week. They have worked hard to answer as many questions as were fielded to them by other employees and have really dug in with Midwest Benefits to have the quoted providers sharpen their pencil for the best deals.

11) 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