



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

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Commission Information Memorandum

The Yankton City Commission meeting on Monday, October 12, 2020, will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Community & Economic Department Update

Staff will soon begin the annual process of measuring street and sidewalk tree branch clearance. Over the next several weeks, as weather permits, residents may notice staff with measuring poles checking for a 12 foot clearance over streets and a 10 foot clearance over public sidewalks. Properties noted in the initial survey will receive a follow-up letter describing the trimming requirements and how to dispose of the trimmings free of charge at the Transfer Station. Residents recently received an insert in their September utility bill reminding them of the requirements. The transition to a utility bill insert from the traditional postcard mailing is both a savings in staff time preparing the nearly 4,000 piece mailing as well as a significant printing and postage savings. In addition to the insert, staff is utilizing local print and radio media along with City of Yankton social media to spread the word.

2) Police Department Update

The Police Department continues to participate in a weekly radio show, The Morning Donut with Host Jeff Erickson on KYNT at 7:40 am (live) and a noon replay on Fridays. Last Friday, Cpl. Parker spoke about Battle of the Badges, Citizens Academy, and his role as Community Service Officer.

Brandon Frey and Jericho Osborne just returned from spending a week in Rapid City at Basic SWAT training. This is the start of their career with the Yankton Police Departments Special Response Team.

Chief Harris attended the bridge dedication ceremony on October 3, 2020 in honor of Sgt. Allen D. Kokesh Jr. at the Veterans Memorial site.

Chief Harris will be attending the Chief's meeting, as well as SDML Health and Safety meeting as part of the annual SDML Conference this week on Zoom.

Chief Harris was selected for Optimist of the Year in the Yankton Optimist club.

3) Parks and Recreation Department Update

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

4) Public Works Department Update

Street Department crews have been patching asphalt on various streets throughout the City. Crews will also be adjusting manholes and water valve risers on the newly milled and paved streets.

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 Huether Family Aquatics Center

Work on the bathhouse and concessions building continues. Masons have started installing the block on the mechanical building. The contractor has started removing excess soil from the site and the large mound of soil in the center of the site is gone. The contractor will also be shaping the berm along Douglas Avenue. With the excess soil removed, the contractors can now concentrate on work that needs to be done on the splash pad location. The location was excavated and the underdrain and sand installed.

Riverside Drive from Green Street to Broadway Avenue

All of the construction is complete and the new street is open to traffic. The contractor is finalizing dirt grade and will have the areas seeded, the week of October 5th. A project acceptance will be on a future agenda.

21st Street Sidewalk

A request for proposal has been sent out and there have been no contractor submittals to date.

5) Library Update

The Library's Around-Town Scavenger Hunt was a great success! We had the clues hidden at 38 locations around town-with 20 prizes donated to give away. The library had over 100 participants complete the challenge with lots of positive feedback given. Some participants said they learned about a business they didn't even know we had in Yankton or discovered the location of an establishment they knew about but didn't know where it was. We had people of all ages complete the scavenger hunt and many were thankful for an activity that got them out of the house and allowed them to have some fun while still adhering to COVID-19 safety precautions. We've already had requests to do another one. It might be something fun we can do again during the cold winter months.

Sadly, our Story Walk on the Meridian Bridge has been vandalized again. Though we took extra steps to attach the boards to the bridge with padlocks this time, several of the boards were cut down using a tool and likely thrown in the river. It is sad to see a feature that is appreciated by so many repeatedly vandalized. We will have to consider if we will put the story walk up again next year, find a new location for it, or give it a rest for a year or two.

6) Environmental Services Department Update

The South Dakota Department of Environment and Natural Resources (DENR) conducted onsite visits at the water plant and wastewater plant. A DENR engineer inspected both facilities for compliance under our discharge permits. The discharge permit at the water plant is a new permit for the discharge of reject water during the membrane treatment process. The discharge permit at the wastewater plant is the existing permit for our treated wastewater discharge. Preliminary results showed no deficiencies at either facility.

Governor Kristi Noem recently announced a merger between the DENR and Department of Agriculture. This will form the South Dakota Department of Agriculture and Natural Resources. Current DENR Secretary, Hunter Roberts, will oversee this new department. Hunter Roberts has an extensive background in state politics and the Ag industry.

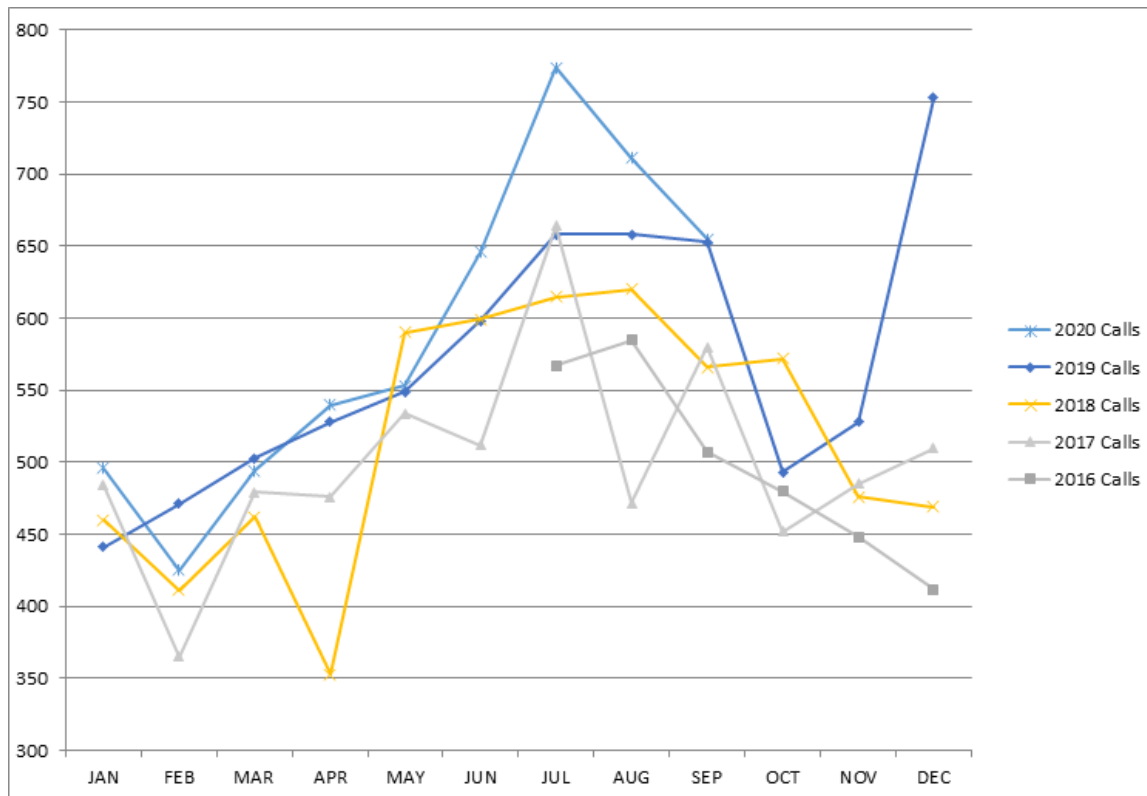
The Department of Environment and Natural Resources primary goal and duty was to protect the public health and the environment, through environmental monitoring, and natural resource assessment. The

Department also provides assistance and funding with finance incentives for projects, and to communities on core wastewater, and water infrastructure including State Revolving Funds (SRF).

7) Information Services Department Update

We have entered into an agreement to purchase new dispatch equipment stations. The new equipment will allow the stations to be moved farther apart and provide updated features and ergo dynamics. This final upgrade replaces the very last legacy system in the 911 call center.

911 call volume for September 2020 was just slightly above 2019's. Year to date 911 calls are up 4.65% over the previous year. The chart below gives a month-by-month comparison.



8) Finance Department Update

The City of Yankton has been reimbursed \$1,693,536.11 from the South Dakota Local Government COVID Recovery Fund (CRF) as part of its \$3,320,375 Coronavirus Aid, Relief, and Economic Security (CARES) allocation.

The Finance Office continues to seek out and engage in more electronic financial transactions. For example, July's initiative to pay all payroll liabilities from a manual physical check to paying electronically has resulted from 30 checks in July compared to only 8 manual checks issued in August. Bank fees from July to August also lowered from \$327.35 to \$278.95. Another example, the landfill vouchers and tree trimming reminders sent with our most recent utility bills cost \$0.1993 per insert using our new utility bill rendering company Third Millennium. These time and cost saving measures has allowed Finance staff to focus on other projects and meeting the public's needs.

9) Human Resources & Employee Engagement Department Update

The Police department has seen some outside interest in applications. One Certified Police Officer that was high on the selection list previously has been interviewed. The candidate is making his way through the background check and recommendation process.

Corey attended an Implementation meeting with Health Partners and Midwest Benefits. The tentative open enrollment dates are October 15th to October 31st. Health Partners will be putting together recorded education meeting and other literature. Corey and Midwest Partners are also working on other options for education for the dental and vision plans also.

Corey and Lisa joined Kronos on an introductory call to establish the city's implementation team. They have a kickoff meeting next Thursday.

The Library has the Youth Services Librarian position posted and is beginning to receive applications.

Environmental Services is looking for a Water Distribution/Wastewater Collection Operation Specialist. This position was most recently titled Utilities Maintenance Worker. The job description did not change, however, the title is a better illustration and fits within the industry. We have begun receiving applications for this also.

Flu shots were held Tuesday and Wednesday in the gymnasium. All safety protocols were in place with plenty of distancing, including temps taken at the door upon arrival. The event went very smoothly.

10) Monthly reports

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