



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

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Commission Information Memorandum

The Yankton City Commission meeting on Monday, October 26, 2020, will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Community & Economic Department Update

Staff is pleased to report progress on the redevelopment of the three blighted properties that the Commission took action on at its June 22nd meeting. The redevelopment is a cooperative effort between the City of Yankton, Yankton County, and Yankton Area Progressive Growth (YAPG). The property at 310 Pearl Street, has moved all the way through the process, was transferred to YAPG, and with their private developer-partner has demolished the structures and prepared the site for construction. Plans are being prepared for a new single family home on the site in the coming year. The property at 819 Birch Road, which was a bare lot due to an earlier nuisance abatement action that demolished the structures, has also moved through the process with YAPG and a private developer recently relocated a single family home to the lot. That home is expected to be ready for occupancy during winter 2020/2021. The remaining property 900 East 8th Street has cleared all the procedural hurdles and has been transferred to YAPG for redevelopment. Working with our partners we think we've outlined a solid template for future redevelopments, with one additional property currently being discussed.

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 0740 (live) and 1200 replay on Fridays. Last Friday Chaplin Jerry Webber spoke about her duties and how she assists the police department.

Jericho Osborne just returned from Interview training in Sioux Falls. Jericho learned how to better conduct investigatory interviews and question suspects involved in criminal cases.

Commander Foote put out Flags with the Lions Club for Columbus / Native American Day.

Reports of campaign signs being stolen have been received. Officers are out watching for anything suspicious and a Facebook post was put out about these incidents.

3) Parks and Recreation Department Update

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

4) Finance Department Update

Enclosed in your packet are Memorandum #20-194 and Resolution #20-73 requesting the listed items be declared surplus and be disposed of, traded in, donated, sold by sealed bid or online auction, or destroyed. Due to the success we had last year, we will again use Purple Wave online auction to sell our

vehicles and other sellable items. This is a 3-4 week process. Once all items are surplus, an auction agreement will determine the auction date. Please view the list below of potential online auction items:

Vehicles/Trailers/UTV/Mowers:

Police:	2013	Chevrolet Caprice	6G1MK5U28DL825238	CTY7773
	2016	Ford Explorer	1FM5K8ARXGGA28963	CTY8203
Community Development:	2002	Dodge Durango	1B4HS38N62F182105	CTY5144
	2004	Dodge Intrepid	2B3HD46R54H582989	CTY8312
Parks:	2011	Dodge RAM 2500 Crew Cab	3D7TT2CT7BG598582	CTY7339
	1994	Chevy Suburban	1GKFK16K8RT745660	CTY2387
	2001	Ford F-250 3/4 ton, 4x4, crew cab	3FTNW21L01MA39291	CTY4829
	2004	Cushman utility vehicle	Model 898627	N/A
	2000	Cushman Turf Truckster	Model 898658	N/A
		John Deer Riding Lawnmower		
Joint Powers:	2006	Steco Walking Trailer	5EWS482161254200	N/A
	2002	CPS	4Z45156263P004221	N/A
	2012	Volvo Mini Excavator	15818	N/A
Street:	2008	IHC 7400 6x4 Truck	1HTWGAAT98J690036	N/A
	2008	IHC 7400 SBA 6x4 Truck	1HTWGAAT78J687264	CTY7147
	2008	Freightliner GVW 6x4	1FVHC3BS58HZ55565	CTY7149
	2003	IHC Flusher Truck Navistar	1HTWHAATO3J074764	N/A
		Street sweeper brooms (Qty 9)		
Solid Waste:	2004	Navistar IHC	1HTWGAAT45J131019	CTY5718

The Finance Office is currently working with local businesses on their annual liquor and video licenses which renew on January 1, 2021. Many other licenses such as plumber, electrician, and movie theatre licenses expire at the end of the year and will be assisted with their renewals for January 1st as well. The exception to these licensing renewals are for malt beverage and restaurants which renew on July 1st each year.

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

5) Fire Department Update

Chief Kurtenbach spoke to the Tri-State Old Iron Association on Monday, October 12 regarding the Fire Department and several fire safety and farm safety items. There were approximately 100 of their members in attendance at their meeting at JoDeans. Several good questions followed the presentation.

The Fire Department has been kept busy with very dry conditions and several quick moving fires. The public is advised to please refrain from burning if you can, notify dispatch of your controlled burns before lighting them, check weather conditions for the day of your burn and 4 days after to be sure wind conditions do not reignite the burn and keep your burns attended so they do not get out of control.

The Fire Department participated in the funerals of retired firefighters Jerry Locken and Martin Raab. This is a service provided to retired members and their families as a thank you for their service to the community.

6) Public Works Department Update

Street Department crews have been adjusting manholes and water valve risers on the newly milled and paved streets. Street crews have also been preparing snow removal equipment for winter operations.

The schools have completed the artwork on the snowplows for the annual Paint the Plows program. The hard work of the students will be showcased throughout the winter season.

The Huether Family Aquatics Center

Work continues, on the site grading, in preparation of concrete flat work. Masons are approximately half done with the exterior block, on the mechanical building.

The roof sheeting on the bathhouse and concessions is ongoing.

Riverside Drive from Green Street to Broadway Avenue

This project is substantially complete and punch list items are being addressed.

21st Street Sidewalk

There were no proposals received for this work as the local concrete contractors have full schedules for the remainder of the year. This will be an early project for 2021.

7) Information Services Department Update

The radio contractor replaced the antenna at the water tower with one with a higher gain, increased the licensed power and discovered that the existing antenna was connected in reverse - with the receive portion at the bottom of the antenna. With these changes, performance has improved dramatically. The police department and dispatch have been running live on the new P25 site and have been doing additional testing since the changes were completed.

The new 911 stations have been ordered and we hope to complete the install in early December. This change will be a live switchover so it will involve several additional partners and involve more steps than normal. IT staff met with the final contractor on the meeting room equipment on October 20th and we hope to have a decision made soon on the final design for the meeting room and PEG upgrades.

8) Human Resources & Employee Engagement Department Update

Open Enrollment dates have been set. Dawn Knutson with Midwest Benefits will be presenting on Monday, October 26th at 1pm and 3pm, and Thursday, October 29th at 9am and 11am. These will be held at City Hall's gymnasium so that attendees can socially distance. There will also be a Zoom call available on Wednesday, October 28th at 11am. The zoom call will be recorded so it can be uploaded for employees to view anytime they wish.

Our kick-off meeting was held with Kronos. This meeting brought together for introduction both project implementation teams. Yankton's team is Corey Pospisil, Lisa Yardley, Duane Johnson, and Laurie

Lockwood. Over the next couple of weeks, we will be working to gather information for Kronos as we begin to set an estimated timeframe and project plan.

Two openings will close in the upcoming days; Water Distribution/Wastewater Collection Operation Specialist on October 23, and Youth Services Librarian October 26. Application screenings and interview progression will follow.

The Police Department will remain advertising until positions are filled. One Certified Police Officer offer has been extended and accepted. Post offer testing is complete with a tentative start date of November 9th. The Police Department along with Kristin Yonke has designed amazing brochures as additional recruitment materials.

9) Library Update

The library began to do Grab & Go hours in October from 9am-12pm Monday through Saturday. Prior to this, we had been offering appointment slots throughout the day. As our appointments consistently filled up each day, we decided that Grab & Go would be a reasonable next step. During these hours, patrons can browse and checkout items or use the computers, copier, microfilm or fax machines. We are encouraging quick visits of 30 minutes or less and limiting the number of people in the building at one time. With the mask policy in place (approved by the Library Board), several hand sanitizer stations, and frequent cleaning and disinfecting, we feel that Grab & Go continues to be a safe option for patrons and staff. We have also seen an increase in circulation as we have been able to get more individuals through our doors each day. We continue to monitor the current COVID-19 situation in the community and are ready to adjust our services as needed. I am thankful for the great flexibility and dedication of the library staff and the continued support from our community!

10) Environmental Services Update

Wastewater staff has completed the soil sampling for the land application for the biosolids. The samples were sent to a lab to be analyzed for nutrient levels, fecal bacteria, and heavy metals. Staff received the results from the lab and have calculated the application rates. The rates will be based off the nutrient values and the required agronomic rate for a fertilizer application. The contractor has started the application process. The application process has been approved by the South Dakota Department of Environment and Natural Resources.

Biosolids are captured in the primary and secondary clarification treatment process and fed to three anaerobic digestors. The digester utilize anaerobic bacteria to treat and reduce the solids. The methane byproduct produced is captured and used to fuel heat exchangers. The biosolids are maintained at 95 degrees F for over 60 days within the digester to insure proper treatment and solids reduction. After digestion, the sludge is pumped to a lagoon system. The biosolids are further broken down to a safe pathogen free product. The water is removed and the final product is land applied in the fall. A copy of the Department of Environment and Natural Resources approved Biosolids Management Plan for the City of Yankton can be found on the website.

<http://www.cityofyankton.org/departments-services/wastewater/biosolids-recycling-process>

11) Monthly reports

Joint Powers Solid Waste and Yankton Police Department monthly reports are included for your review. Minutes from the Planning Commission are also 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