



OFFICE OF THE CITY MANAGER

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Commission Information Memorandum

The Yankton City Commission meeting on Monday, November 23, 2020, will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Community & Economic Department Update

We have experienced a couple of snowfall events already, and we can anticipate more snow in the coming weeks. Ordinance requires that property owners remove snow from adjacent public sidewalks 24 hours after the end of a snow event. Staff works to educate property owners and when necessary abates nuisance sidewalk snow from public sidewalks. Overall, the community has done an outstanding job in recent years keeping these important pedestrian links clear. An area that staff continues to emphasize in our outreach efforts is reminding property owners that it is a violation to place snow from private property onto or across the street. We also promote taking special care to clear snow from around fire hydrants to ensure they are assessable by first responders in emergencies. Fire hydrant access is especially problematic when we receive very large snowfalls or several significant snowfall events over a relatively short period of time.

2) Police Department Update

We are working with Human Resources to create a hiring list to address our current staff shortages.

YPD staff participated in the Chamber Zoom Legislative update that was held this week.

Chief Harris will be attending a webinar on Mass shooting events that will be held for two days this week.

3) Environmental Services Department Update

Staff completed the final walk through of the new treatment plant with John T Jones and HDR. Staff will be working on a final pay request and closing out the project. Only minor warranty items were noted during the inspection. Some of the landscape warranty work will have to be completed in the spring.

Staff at the water plant also completed the onsite training with Harn RO, the manufacturer of the membrane units. This included a full inspection and a chemical clean in place of the membrane units. Harn RO will complete a final report outlining the current efficiency of each unit to insure it is meeting all specifications outlined in the design.

Water treatment staff continue to collect lead and copper samples. 53 of the 60 samples have been sent in for testing, 2 samples have come back over the limit and will be retested and 7 samples have not been returned from the homeowners. The City is allowed to have 10% of the samples exceed the limit.

Water plant staff is attempting to contact and collect those remaining samples. Overall sample results look positive and indicate that the new water plant anti corrosion program is effective.

4) Finance Department Update

The City of Yankton has been reimbursed \$2,035,701.10 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. Please view the attached progress report.

Finance Office personnel will be participating in the annual municipal election training webinars conducted by the Secretary of State's Office. There are six webinars scheduled during December and March to provide City personnel with training on current laws and procedures covering the 2021 election cycle.

Please see the enclosed Monthly Finance Report and the monthly Revenue and Expenditure Report for October.

5) Fire Department Update

Deputy Chief Nickles, along with Police Department staff and Dave Hosmer participated in the Veterans Parade held on Veteran's day. Several vehicles paraded around town past Veterans' home to honor their service. This was well received and promoted.

The Fire Department continues to meet virtually and will be training both virtually and in small groups over the winter in order to prevent spread within the department. This is tough on the comradery of the department; however, it is necessary to keep our people healthy.

6) Public Works Department Update

While weather conditions permit, Public Works continues to address fall maintenance items such as asphalt street crack filling, street sweeping, repairing potholes, and tending compost.

2021 Projects

Staff has all of the survey work for the 2021 projects completed. Design is already underway on a couple of the projects slated for next year.

The Huether Family Aquatics Center

Progress continues on the site. The mechanical building equipment such as switches, valves, and pumps, needing to be installed prior to the roof trusses being set have been installed. The roof work on the building has commenced and is nearly complete. Interior work on the concession and bathhouse continues to take place. Site grading and gravel installation has begun in preparation of the concrete decking.

Holiday Garbage & Recycling Collection Schedule

There will be no solid waste collection on Thursday, November 26th, due to the Thanksgiving Day Holiday. All Wednesday and Thursday routes will be collected on Wednesday, November 25th. Friday routes will be picked up on Friday, November 27th. All other routes will be collected as scheduled. The Transfer Station will be closed Thursday, November 26th and will be open shortened hours on Friday, November 27th from 8:00 am to 1:00 pm. The Transfer Station will resume normal scheduled hours on Saturday, November 28th from 8:00 am to 12:00 pm.

7) Parks and Recreation Department Update

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

8) Information Services Department Update

Final inspection was completed at the new communications building. The only outstanding issue to be addressed is the general alarm from the backup generator is not working. Additionally, RACOM is continuing to experience difficulties with the microwave link between the tower and the safety center. This link provides monitoring and alarming capability for the radio and communications building.

The new dispatch stations will be installed December 8th and 9th and the upgrades for the community meeting room and the PEG channel are scheduled to be completed the week of December 27th. IT staff is continuing to work with VAST & MIDCO to move the equipment to City Hall for the PEG channel. Weather will play a major role in this construction being completed yet this year.

9) Human Resources & Employee Engagement Department Update

Open enrollment is closed. I have the changes that our folks requested and have sent that to Midwest Employee Benefits. The expectation is employees will receive their cards prior to January 1.

Youth Services Librarian interviews are completed. The top 2 will have final interviews and then a recommendation will be made. The Grounds Maintenance worker position has closed, and interviews are this week. We will be sending out online testing for applicants as we look to fill police officer openings.

The Employee Committee has ideas for the holiday season and how we can celebrate safely. The “Five days of Christmas” will still give us the opportunity to spread cheer while keeping our distance.

The Kronos project is moving forward nicely. We are in the middle of our discovery calls for the different modules we have; Payroll, Time management and HR. Discovery calls are the groundwork for how we will build our systems as our project continues. We are excited about the upgrade, change and flexibility the system will give us.

10) Library Update

In the month of October, the library staff completed 730 curbside deliveries! The majority of those deliveries included multiple items that staff pulled from the shelves, checked out and prepared for pick up. COVID-19 has definitely added some different and additional tasks to our daily routines, but we are so happy we have been able to continue safely offering reading materials and movies to our patrons. In addition to the curbside service, we also saw 635 patrons during our Grab & Go hours and 255 appointments in October!

Our activities remain mainly virtual-while September’s scavenger hunt and October’s obstacle course were a little more active and interactive. Since June we have been providing monthly activity bags for children age Kindergarten through 5th grade. These bags include supplies for craft activities, science experiments and more! Each Thursday we post additional instructions on our Facebook page and website that correspond with the materials in the bag. In October we gave away over 60 activity bags. The library staff continue to try to find fun and creative ways to interact and engage with the community!

11) Monthly reports

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