



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

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Commission Information Memorandum

The Yankton City Commission meeting on Monday, March 8, 2021, will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Community & Economic Department Update

In an effort to continue receiving and distributing the most accurate and useful information, staff regularly attends U.S. Census Bureau training to stay up to date on the process, tools available, and also discover how others are using data. Mostly recently staff attended a virtual training on the U.S. Census Bureau's COVID-19 Hub and Community Resilience Estimates. The webinar was focused on assessing potential local resiliency to disaster and mitigation response planning, in this case to the COVID-19 pandemic. In cooperation with the Information Services Department, staff recently completed the annual Boundary and Annexation Survey (BAS). The BAS is the system whereby the U.S. Census Bureau updates the legal geographic boundaries of local jurisdictions. While last year's boundary changes due to annexation won't add many additional residents, precise boundaries are critical to accurate data about our community and the region.

2) Environmental Services Department Update

Staff continues to work on the EDA project. HDR is working on the final design for the construction projects. EDA has voiced concerns with the current construction environment. Supply issues are causing inflated construction cost. EDA is concerned that the construction cost may go over budget. The original budget was included in the 2019 application. EDA has advised the City of several options to address the potential budget issues. Staff is working through those options and requesting clarification on those potential options.

Distribution staff have been busy addressing frozen water lines and meters. Staff had to purchase additional meters due to the number of frozen meters. Staff is working with suppliers to purchase additional meters and fire hydrants while current prices are still available.

During the cold weather staff utilized the generators at the water plant, lift station and collector well to help conserve energy usage. Staff did have to replace the block heater on the water plant generator but all other emergency systems operated as designed.

3) Police Department Update

We have Officer Voigt at the LET Academy for the next three weeks. When he returns, he will have to complete his training on-line and then finish the last week again at LET in Pierre.

We attended the quarterly meeting of LEPC on March 2nd.

Other meetings that we will attend via zoom are as follow: Connecting Cultures, Emergency Management, Emerge, Optimist and the Covid Task Force.

4) Public Works Department Update

Street department crews have been working on the annual tree removal list as the weather allows. In addition, street department staff continue to perform winter maintenance projects on both equipment and the streets. Street sweeping has begun and will continue as the weather allows.

The Huether Family Aquatics Center

A meeting with Welfl Construction and their subcontractors, for the Huether Family Aquatics Center project, was conducted on February 24th. The conversation was primarily concerning scheduling of the remaining work. With all of the exterior work that needs to be completed, there was an emphasis put on getting these contractors going, as soon as the weather allows. Since the concrete work is a significant portion, it was discussed that those contractors will need to get going in early March. They should use all means necessary, including heating to allow placement of concrete and covering the placed concrete to prevent freezing, to accomplish the task.

The updated schedule does have the project to be completed in time, for the city to open on our planned date.

Marne Creek Bank Stabilization and Maintenance Trail Reconstruction

Banner Associates has submitted, to the city for review and comment, a 30% complete construction plan set. They plan to utilize various forms of stabilization along the Marne Creek corridor. The type of stabilization, for each different location, was determined by examining the existing conditions. Items such as shear stress, steepness of bank, work area, as well as other items, were utilized in making those determinations.

City staff has asked Banner Associates to contact the state and FEMA representatives to determine whether areas that are private land are eligible under this funding.

In-house Projects

The Spruce Street reconstruction project, from 4th Street to 6th Street, has been advertised for bid. Bids will be open March 12th with a recommendation for acceptance on the March 22nd commission agenda. The 23rd Street construction project will be advertised in the near future. Staff has been exploring the best way to provide sanitary sewer service.

Yankton Citywide Cleanup is scheduled to begin curbside pickup April 19, 2021. Placing items curbside before April 10 is not permitted. Items placed curbside before April 10 may be removed at the property owner's expense. Residents on City solid waste collection routes may participate, at no additional cost, by placing items into sorted piles, by type, at their homes. Please have items placed curbside by your regular collection day. Piles should be located directly in front of your property, not in the street, alley, or neighboring property. The Transfer Station will be accepting no charge drop-off from regular collection route customers April 19 through May 15 during normal operating hours, Monday-Friday 8:00 am – 3:45 pm and Saturday 8:00 am – 12 noon. Items not eligible for disposal include tires, grass clippings, leaves, recyclables, refrigerator, air conditioners, dehumidifiers, paint, chemicals or household hazardous waste, oils, and batteries. Motor oil may be taken to the transfer station and disposed of free of charge year around. Please place solid waste and recycle roll carts for regular collection at your normal collection point and away from piles. For more information on citywide cleanup and Transfer Station hours, visit <http://www.cityofyankton.org> or call (605) 668-5211.

Due to the cancellation of the fall 2020 Household Hazardous Waste Collection Event, an event has been scheduled for the spring of 2021. Enclosed in this packet is an information flyer for the Household Hazardous Waste Collection Event scheduled for Saturday, April 17th.

5) Library Update

Our new Youth Services Librarian, Victoria Caine, has hit the ground running. Already beginning her third month here, she is busy planning for our annual Summer Reading Program. We are planning for a hybrid program with some virtual events and some in-person events that can take place outdoors. We are excited and hopeful that we will get a little more back to normal with our programming this summer. Victoria has also begun a live Bedtime Story Time each Wednesday in February and March. These story times give her a chance to interact with some of our youngest patrons as well as giving them a chance to listen to a bedtime story and say goodnight to their friends. Victoria has also begun working on some Take & Make kits for teens and adults including Pikachu Beaded Keychain and a Hot Cocoa Bomb Kits in February and Paracord Bracelet and Bubble Tea Kits in March. They have been a big hit so far and engage a different age range of patrons. She will also be doing a virtual gaming event with the Among Us game on March 8.

We have offered full-time Library Assistant positions to three candidates. More info to come when the process is finalized.

6) Parks and Recreation Department Update

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

7) Fire Department Update

The Yankton Fire Department is currently holding a South Dakota Certified Firefighter class. The class of 12 students includes 4 firefighters from other area fire departments (Volin and Lesterville). These students will complete a combination of online, textbook and hands-on training that will total between 125 and 150 hours prior to taking 2 written tests and a practical skills test in order to earn the South Dakota Certified Firefighter designation. Local instructors are leading the class. Successful completion of this class is one of the requirements to be a member of the Yankton Fire Department.

8) Human Resources Department Update

We welcome Steve Nowak to our organization. He started Monday, March 1st as the Fleet Mechanic in Central Garage.

Summer seasonal recruitment has begun, and we are using several platforms to advertise. This will be critical as we look to increase staffing for the Huether Family Aquatics Center. Applications have begun to come in and we will screen those accordingly.

The Library has extended offers to three individuals. This will bring the library to a full staff, something they haven't had in quite a while. All three will start mid-March and will be announced at or around that time.

We have selected the next group of candidates for the Police Officer positions. Written tests have been submitted and completed. First round interviews will be held on Friday, March 12th, with an expected final round of interviews on March 29th.

The Police Sergeant opening has been posted internally for the Police Department with interviews expected to take place on Friday, March 19th.

We are accepting resumes for the Yankton Police Chief as Chief Harris has announced his retirement. MSHA training will be held at Fire Station #2 on March 16th, 23rd, and 30th. Sign up is complete and submitted to Safety Benefits.

We are still working with Kronos and testing the different modules and rules for our organization. We are excited to see the progression.

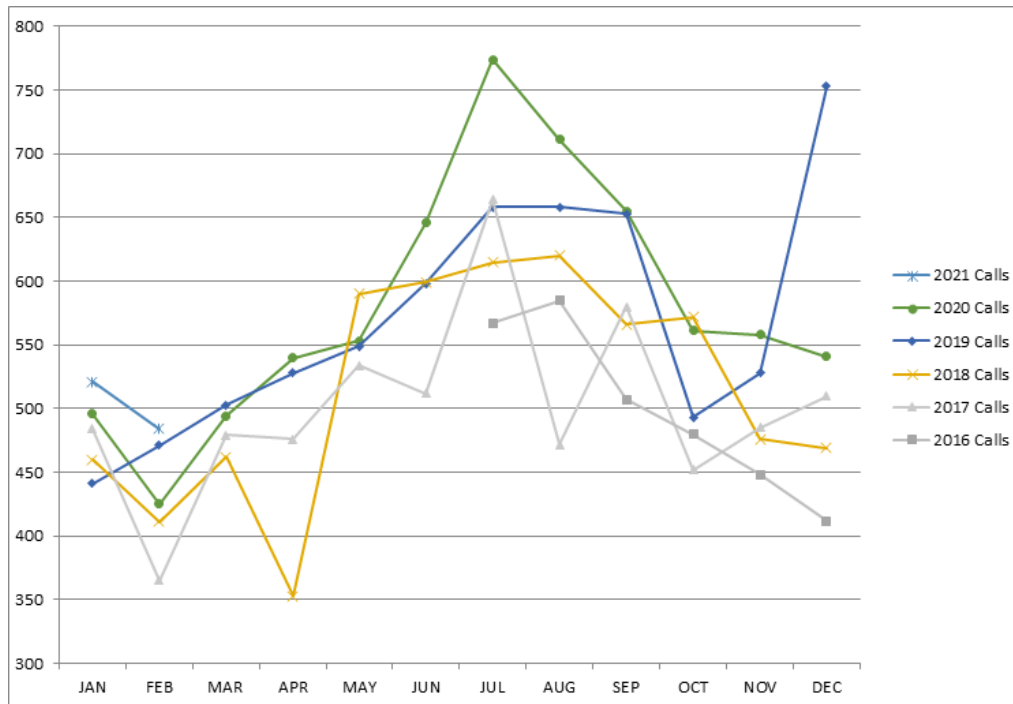
9) Finance Department Update

The seven candidates running for the three open commission seats in the April 13th municipal election will be on the ballot in the following order: Mike Villanueva, Stacey Nickels, Nathan V. Johnson, Curt Bernard, Michael Grave, Thomas Bixler, Bridget Benson. The Yankton School District will not be conducting an election with the City this year as the two open school board positions have run unopposed. March 29th is the deadline for voter registration in order to participate in this year’s municipal election.

10) Information Services Department Update

The radio contractor and consultant will be on site the first week of March to work on closing out the police radio and dispatch upgrade project. The review will include a system wide tests to find and address any remaining issues with the installation. The configuration of the time and attendance software is moving forward and staff has begun limited testing of the imported and configured solution.

911 call year to date for 2021 are up just over 9% with both February and March above any of the previous five years.



10) Monthly reports / Minutes

Building and Salary monthly report 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