



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

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Commission Information Memorandum

The Yankton City Commission meeting on Monday, July 12, 2021, will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Human Resources Update

We are learning how to better use the UKG (timekeeping) system. We are still working through the HR module and all its functions, as well as beginning to have integration meetings involving our EDI feeds regarding insurance policies and new hire reporting.

We will be celebrating Chief John Harris' retirement for the City of Yankton at Fire Station #2, Friday, July 9 from 1pm-3pm.

We've conducted several interviews for the Police Department and have conditional offers extended. We'll keep you posted as the extensive backgrounds are worked through.

The summer picnic conducted by the employee committee will be Wednesday, July 14th. It will be at Riverside Park, shelter #3. Pizza Ranch will be supplying the meal. We are grateful to resume this gathering of appreciation after the tough year that everyone has experienced.

2) Public Works Department Update

Street Department crews have been patching asphalt streets and alleys at various locations throughout the city. Crews have also been preparing streets slated for chip sealing this year. The transfer station remains busy with contractor construction debris and residential household debris coming into the facility for disposal.

23rd Street Construction and Utility Installation

A Notice to Proceed has been issued. Staff will meet with the contractor to discuss scheduling.

Spruce Street Reconstruction

The only remaining underground work is the service line swap, from old main to new main, between 4th Street and 5th Street.

Gravel is being placed on the north block and the 5th Street intersection, in preparation for concrete paving.

Active Transportation Plan Project

Bids were received on July 1st. A recommendation for contact award is included on this agenda.

Street Department crews are preparing for the annual asphalt milling to take place. Those streets slated for milling include Ross Street from 19th Street to Valley Road, Roberts Street from 19th Street to Karen Drive, 18th Street from Burleigh Street to Peninah Street, and Douglas Avenue from 15th Street to 19th Street. Milling is scheduled to take place the later part of July.

3) Finance Department Update

The City has used Payment Service Network (PSN) for its online and credit card utility payment service since November 2014. As of June 30th, there are 1,000 registered customers utilizing the online site, an increase of 232 customers over the past year. This accounts for approximately 18% of our utility customers. Of those registered, 396 have opted out of the paper utility bill or 7% of the customer base. For the first six months of 2021, there has been an average of 867 PSN transactions per month, an increase of 372 transactions per month compared to a year ago. These payments include both online payments and credit card payments made in the Finance Office. Customers who use the online or credit card service pay a small service fee for each transaction.

Finance also offers a direct ACH bank payment method free of charge. This method is currently utilized by 2,064 customers, an increase of 143 over the past year which equates to 37% of our utility customer base. The remaining customers pay for their utility service either by mail or in person.

Additionally, the City utilizes Payment Service Network (PSN) for landfill, police, miscellaneous, and donation transactions – each through a separate PSN account.

Our medical marijuana business license website is live and viewable at <http://www.cityofyankton.org/departments-services/finance-office/licensing/medical-cannabis-dispensary-business-license>. This site will be updated continuously as our draft application packet is finalized and more guidance becomes available from the State of South Dakota.

The Finance Office is working on reviewing other license applications and making fillable pdf forms available online. For example, the City of Yankton kennel license application is now revised and current with the most recent changes per Ordinance #1048 and Resolution #21-57.

Restaurant license applications were recently renewed effective July 1st. This year we received 65 applications each with a \$15.00 license fee.

Regarding the American Rescue Plan Act (ARPA), we are still waiting for further guidance on when funds will be available from the State of South Dakota.

4) Community & Economic Department Update

Progress on the Flood Hazard Mitigation Grant property acquisitions continues to proceed. As you know, earlier this year we received 75 percent funding for the acquisition of four occupied dwellings at critical locations along the creek. The program helps communities acquire and remove occupied structures that are at risk for substantial flooding. It is specific to occupied residential properties where owners are willing to voluntarily consider the transfer of their property to the city. Currently we have closed on the purchase of two of the properties and are preparing for the removal of the structures. We are getting ready to close on the other two in the next month. The plan is to have all four properties cleared by fall so we can get some vegetation planted and growing before winter gets here.

5) Environmental Services Department Update

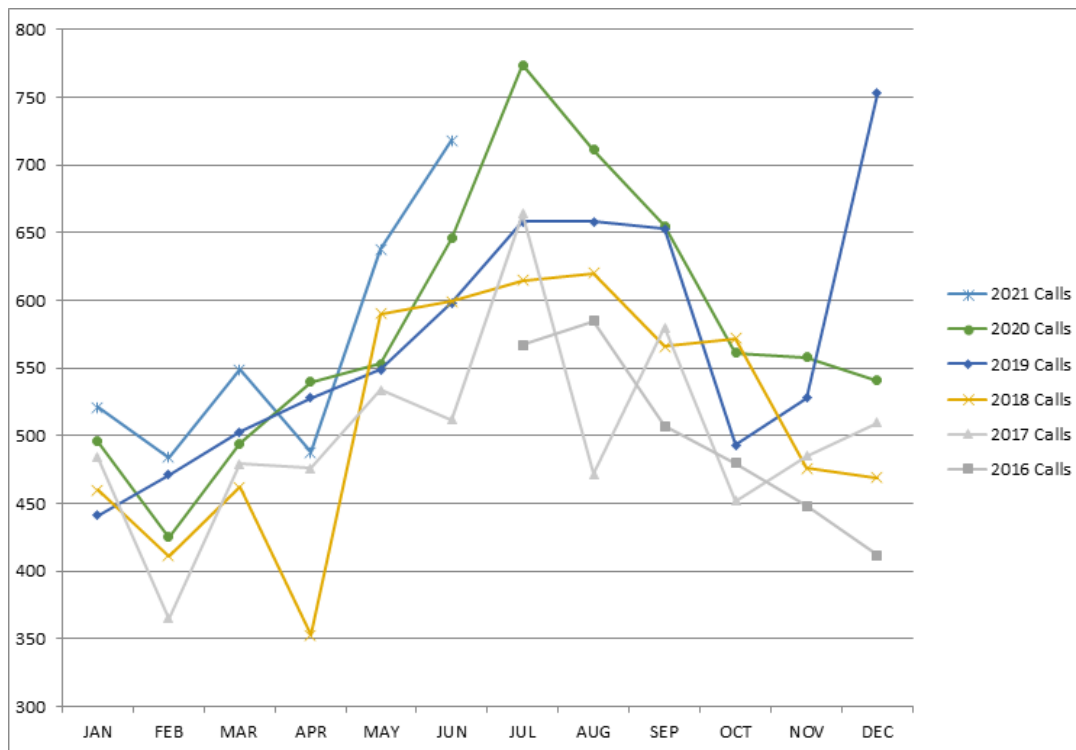
Water Plant staff worked with HDR to complete the required Risk and Resilience Assessment. The American Water Infrastructure Act of 2018 require water systems to complete a Risk and Resilience

Assessment by June 30, 2021 and a response plan no later than 6 months after certification of the assessment. Both the assessment and response plan will have to be reviewed and updated every 5 years. Staff is now working on development of the required emergency response plan.

Wastewater plant continues to move forward with design on the construction phase of the EDA project. Plans are 90% complete and have been reviewed by City staff. Plans have also gone through the HDR internal quality control reviews. Plans are ready to be sent to EDA for review. EDA is currently experiencing some turnover of staff in the Denver office so we have not been given a time frame on completion of the review. We are hoping to bid out the project this fall with a completion date the spring of 2023.

6) Information Services Department Update

911 calls YTD are up 7.7% over 2020. We have one conditional offer that has been accepted and have one more 911 Dispatcher position to fill. We will be conducting interviews thru July 8th.



7) Parks and Recreation Department Update

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

8) Police Department Update

Officers Jackson and Larson participated in the kids in the parks event on Saturday dancing along with Koo Koo Kanga Roo. (If anyone has photos please let me know)

Officers responded to 36 Fireworks complaints over the 4th of July weekend. No citations were issued but education on the City Ordinance was provided.

Off-duty Officer Colton Bender was enjoying his evening with family getting ready to watch the fireworks at Riverside Park when he came across a lost child. Officer Bender attempted to locate the child’s mother. With the help of dispatch, the child was reunited with her mother who was frantically looking for her.

Officers who patrolled Riverside Park for the 4th of July celebration received a lot of praise and thanks from the citizens who participated in the festivities. Thank you to the great community we get to work in.

Commander Foote rocked in The Center's Rock A Thon helping raise money for meals on wheels.

9) Library Update

We have been having a very fun and exciting summer at the Yankton Community Library. We have been happy with the crowds that have returned for story times, performers, crafts and other activities after our COVID closure. Along with several great performers from around the state and around the country, we have been lucky to partner with several local organizations for programs as well. Some of our local partners include the Mead Cultural Education Center, Cornerstones Career and Learning Center, the Vermillion Music Museum, the Heartland Humane Society, Yankton County 4-H, a local yoga instructor-Amy Reyes, Gavins Point Fish Hatchery, and local wildlife photographer-Roger Dietrich. In addition, we have received support from many local businesses and service organizations to help make these summer reading events possible!

We currently have 383 readers registered for summer reading with over 75,000 minutes read so far! There were over 1,200 participants attending library events during the month of June.

10) Monthly reports / Minutes

Building, Salary and Yankton Police Department 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