



OFFICE OF THE CITY MANAGER

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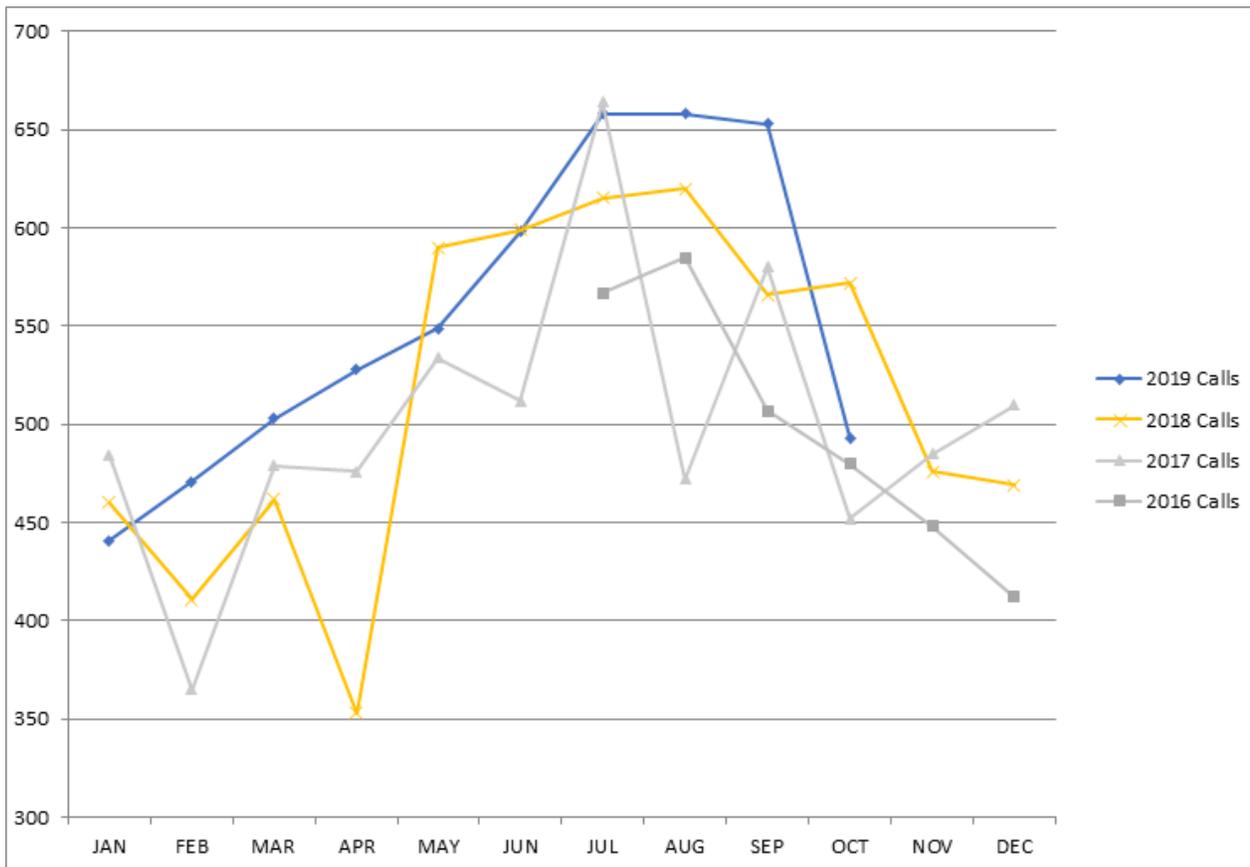
Commission Information Memorandum

The Yankton City Commission meeting on Monday, November 25, 2019, will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Information Services Department Update

911 Call volume thru October is about 5.8% above 2018. This increase is 304 calls. Currently about 81% of the incoming 911 calls are from a wireless caller.



2) Community & Economic Department Update

Ordinance requires that property owners remove snow from adjacent public sidewalks within 24 hours after the end of a snow event. Staff works each year to educate property owners and when necessary abates nuisance sidewalk snow from public sidewalks. Notice is published in the newspaper of record annually before the first snow fall, and public outreach efforts are coordinated seasonally using local print and radio as well as social media outlets. 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're useable 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.

3) Police Department Update

Chief Harris attended HSC Advisory Board meeting on November 12.

Chief Harris attended the LECC Law Enforcement Appreciation dinner in Sioux Falls. Brett Favre was the guest speaker.

Police Department staff participated with "Cookies with a Cop" event at Sacred Heart School. The event was attended by 106 students.

Police Department staff attended the SART meeting and listened to a presentation on human Trafficking.

Sgt. Schindler and Chief Harris spoke at the Yankton Community Library's Veterans Day event on November 14.

Officer Crissey, Corporal Parker and Chief Harris made a presentation to the Optimist Club on our youth programs.

The Police Department Requested and received 9 AED's form the Helmsley AED Project Charitable Trust imitative Free of Charge. One will be place in each patrol vehicle when they are assigned to an officer. The Trust will replace the pads free if they are used. This could save a life in our community.

4) Parks and Recreation Department Update

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

5) Human Resources Department Update

We have extended the application deadline date for internal applications for the Public Works Manager Assistant position. The new deadline date is December 2. We are also advertising internally for a week for Youth Services Assistant at the Library. The application deadline date for this position is November 25.

6) Fire Department Update

The Fire Department presented a pilot program titled "Law Enforcement on the Fire Ground" to selected members of the Yankton Police Department. This program, once finalized, will be present to current and future YPD officers. The program is designed to teach the basics of fire behavior and what law enforcement officers can do to keep themselves safe, help the FD on the fire scene and make our combined response more efficient and effective. It also discusses other combined responses to incidents such as vehicle fires and rescues. The course will also be offered to other law enforcement agencies including the Yankton County Sheriff's Office, the Highway Patrol and others.

7) Finance Department Update

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

January to provide city personnel with training on current laws and procedures covering the 2020 election cycle.

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

8) 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.

Pavement Replacement – Meridian District

Quotes to install/replace concrete where trees were removed, in 12 locations in the Meridian District, were due on November 4th. O'Connor Concrete was the successful bidder. With the recent favorable weather, the work was completed on Saturday, November 16th.

Pearl Street Water

The Street is back open to traffic. A final pay estimate and change order will be submitted, in the near future, for commission consideration.

2020 Projects

Staff anticipates having all of the survey work, for the 2020 projects, completed by the 15th of November. Design is already underway, on a couple of the projects slated for next year.

Holiday Garbage & Recycling Collection Schedule

There will be no solid waste collection on Thursday, November 28th, due to the Thanksgiving Day Holiday. All Wednesday and Thursday routes will be collected on Wednesday, November 27th. Friday routes will be picked up on Friday, November 29th. All other routes will be collected as scheduled. The Transfer Station will be closed Thursday, November 28th and will be open shortened hours on Friday, November 29th from 8:00 am to 1:00 pm. The Transfer Station will resume normal scheduled hours on Saturday, November 30th from 8:00 am to 3:45 pm.

9) Library Update

We are looking ahead to some holiday events coming up at the library. The library will again be hosting Santa's Workshop on Thursday, December 5. We have several crafts available for make-and-take at this event, along with a card and gift wrap station. The idea is that children can come in and make some gifts for their families, teachers, and friends (or to keep for themselves!). This has always been a popular and fun event. This year, it coincides with the Holiday Festival of Lights. Because of this, we have decided to extend the time that the event takes place, from 3:45pm to 7:30pm. We will also have an opportunity for participants to write a letter to Santa.

Midway through December, we take a break from story times and day care outreach because of so many busy schedules. However, we will be adding in a few special events on each Saturday in December, including a movie, crafts, holiday bingo for all ages, and a special Lego Club.

The Friends of the Library recently received a \$7,000 donation from a donor that wishes to remain anonymous. The donor's children have attended many of our story times and youth programs and requested that we use the money for children's programming. I think this reflects highly on Amanda Raiche, our children's librarian, and our library for the efforts made in programming for our community.

10) Environmental Services Department Update

The contractor completed the biosolids application. The process is regulated by the South Dakota Department of Environment and Natural Resources. The treated biosolids are applied based on the approved biosolids management plan and SD DENR permit. A copy of the biosolids management plan can be viewed on the City of Yankton website.

The contractor continues to move forward with the water treatment plant. The iron and manganese portion of the treatment process is working as designed and testing has been completed on this portion. The contractor is in the process of loading the Reverse Osmosis (RO) membranes into each unit. Startup and testing of the units will begin as soon as the membranes are loaded. Staff will continue to test the membranes for several weeks before putting them into service. The contractor is also finishing up smaller items within the plant. The landscapers are completing the pavers and some of the other landscaping as weather allows. The water plant staff is scheduled to move into the offices mid-December. Distribution staff will wait to move in until spring when the garage area is complete.



Hydranautics ESPA4-LD (low differential) Reverse Osmosis (RO) membranes elements being unpacked and prepped for installation.



RO membrane element being installed in the pressure vessel located on the skid unit.



Open end cap of the pressure vessel with an installed RO element. Each skid unit is designed to treat 2.2 million gallons of water per day (MGD).

11) Monthly reports

Joint Powers Solid Waste monthly report is 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