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## OFFICE OF THE CITY MANAGER

[www.cityofyankton.org](http://www.cityofyankton.org)

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### Commission Information Memorandum

The Yankton City Commission meeting on Monday, January 25, 2021, will begin at 7:00 pm.

#### Non-Agenda Items of Interest

##### 1) Police Department Update

We are participating in the first quarter meeting of Yankton County LEPC.

Chief Harris will be involved in a zoom meeting with the new FPC Warden, Warden Bennett.

We are also participating in other meetings via zoom which include: Connecting Cultures, South Dakota Police Chiefs, Emergency Management meeting, COVID Task Force, and Optimists.

##### 2) Information Services Department Update

The contractor will be onsite the week of January 18<sup>th</sup> to finish up the meeting room upgrade. The company also plans to have someone at the January 25<sup>th</sup> meeting to help troubleshoot any problems that may arise. Staff has been working with our new time and attendance solution and one of the next steps will be installation of the new timeclocks and final configuration of each module.

##### 3) Parks and Recreation Department Update

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

##### 4) Human Resources Department Update

Police candidates have finished their agility testing and initial first round interviews. We have narrowed the field and will be completing the final interview on January 29<sup>th</sup> with possible recommendations for hire following.

Javier Murguia, Sergeant for YPD has submitted his resignation effective January 29<sup>th</sup>. We thank him for his service and dedication to the City of Yankton and wish him well. We will begin the hiring process for his replacement.

We have set up interviews for the Fleet Mechanic position in the Central Garage of the Street Shop next week. The position will remain open until it has been filled.

We are currently advertising for a Library Assistant at the Yankton Community Library. We have received several applications, mostly from out of town and out of state. The position closes February 8<sup>th</sup>.

Our Kronos project is coming along nicely. We finished up and signed off on our Accrual module which is a great addition to the TLM module. We are working with some of our outside insurance

providers to utilize EDI (Electronic Data Interchange) feeds. Electronic Data Interchange (**EDI**) is the electronic interchange of business information using a standardized format; a process which allows one company to send information to another company electronically rather than with paper. Our 3 main modules; HR, TLM (Time Management), and Payroll are still in the build stage. The Implementation Team has many large excel templates to prepopulate for UKG to upload into our new system.

### **5) Public Works Department Update**

Street department staff continues to perform winter maintenance projects on equipment and the streets. Crews are also trimming trees in alley right of ways throughout the city. Work will begin soon on the annual street-tree removal list.

### **The Huether Family Aquatics Center**

As is typically the case this time of year, the focus of work will be primarily on the interior of the buildings. The HVAC and electrical rough-in, for both the mechanical building and bathhouse, are mostly complete. The framing of interior bathhouse walls is done.

At the last construction meeting, there was discussion as to the importance of the general contractor verifying that the concrete subcontractors are available this spring, once the weather allows for that type of work.

### **Marne Creek Bank Stabilization and Maintenance Trail Reconstruction**

City staff is continuing to work with Banner Associates on this project. Our conversations have focused on the requirements of FEMA and the process that needs to be followed.

### **In-house projects**

Design, for both Spruce Street and 23<sup>rd</sup> Street projects, is ongoing. We are currently dealing with some utility issues and hope to have those addressed in the near future.

### **6) Community & Economic Department Update**

Subsequent to the City Commission's authorization for a 2021 Façade Grant Program, city staff is preparing to send out more than 200 individual invitations to apply to property owners and occupants in the Meridian District. It's important to note that we do our best to reach as many renters/lease holders as possible to make them aware of the program and encourage them to apply. Staff will also be sharing information directly with all previous applicants for whom we have current contact information. Promotional information will also be provided to local print and radio media, as well as shared on the City of Yankton's website. Staff also partners with the Meridian District and Yankton Area Chamber of Commerce to share the message with their members.

### **7) Environmental Services Department Update**

Staff at the water plant is finishing up end of year reports required for the South Dakota Department of Environment and Natural Resources. Staff is seeing an improvement in the water quality of the collector well. The raw water hardness levels decreased this summer. This is the first summer staff used to the collector well as the main water source. The increased pumping rates at the well most likely caused an increased influence from the river. The increased pumping also helped condition the well by removing some of the hardness and minerals in the gravel around the well. Improvements in the raw water allows staff to bypass additional water around the reverse osmosis membranes and improve efficiency.

Distribution/Collection staff have been busy preparing for next years' projects. Staff has been televising and inspecting sewer lines for any needed repairs. Staff has also been exercising valves in

water distribution system. Staff will verify that all the valves are working and the water can be shutoff for next years' projects. Valves that do not operate properly will be replaced ahead of the project. This will help reduce the duration of shutoffs during the upcoming projects.

Staff has also purchased fire hydrants for next years projects. The city will be supplying the fire hydrants for city projects in the future. This will insure that all fire hydrants are a uniform color in the future. This will also allow the city to have fewer styles and brands of hydrants within the system. This will allow staff to carry less parts.

### **8) Finance Department Update**

As of January 19th, the City of Yankton has been reimbursed \$2,512,731.66 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. There is currently \$284,594.07 authorized for payment plus \$326,670.94 under review and pending for approval. Please view the attached progress report.

The Finance Office continues to work on 2020 end of fiscal year activities. Employee W-2 Wage and Tax Statement forms were sent out on January 15th. There were 283 W-2s issued for 2020 compared to 352 for 2019. Work continues on the Affordable Care Act (ACA) 1095-C health insurance documents for fulltime, covered employees as well as vendor 1099 tax forms that will be issued on or before January 31 to the applicable vendors who have provided services over the past year.

Finance has begun preparations for the City's 2021 municipal election set for Tuesday, April 13, 2021. Notice of Vacancies for the election are being published on January 20 and 27. Friday, January 29 is the first day that interested parties may circulate nominating petitions. Commissioners whose terms expire in May are Bridget Benson, Nathan Johnson, and David Carda. Any individual who is interested in running for a seat on the commission must be a resident of the City of Yankton as well as being a registered voter within the city. Petitions may be picked up at the City Finance Office at 416 Walnut or obtained online at the Secretary of State's website. The deadline for filing nominating petitions is Friday, February 26 at 5:00 p.m.

Please see the enclosed Monthly Finance Report for December and Revenues and Expenditures Report for Fourth Quarter 2020.

### **9) Library Update**

The library is kicking off a community history project this winter. We are asking individuals to participate in sharing their experiences during the COVID-19 pandemic. The last year was full of unexpected twists and turns that significantly altered so many lives in one way or another. The library is providing some writing prompts through a Google Form at <https://tinyurl.com/y6yhw5hm>. We want to gather people's stories through the good and the bad as a local history project. We want to hear from people of all ages, professions and perspectives. Library staff also plan to reach out to different groups of people like teachers, those in the medical field, residents in nursing homes, and students among others. We would love to see the Commissioners take part in this project as well! After collection, we will work on publishing a book of stories that will be available at the library.

### **10) Monthly reports / Minutes**

Salary and Joint Powers Solid Waste monthly reports are included for your review. Minutes from the Parks Advisory Board are included.

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