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## OFFICE OF THE CITY MANAGER

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

VOL. 55, NUMBER 2

### Commission Information Memorandum

The Yankton City Commission meeting on Monday, January 27, 2020, will begin at 7:00 pm.

#### Non-Agenda Items of Interest

##### 1) Police Department Update

Chief Harris spoke at the American Legion Auxiliary on January 20, 2020 at the VFW to discuss the overview of the Police Department.

We finished the mandatory law enforcement training for the department on Tuesday and Thursday. Topics included firearms and defensive tactics.

##### 2) Parks and Recreation Department Update

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

##### 3) Human Resources Department Update

Positions we are currently advertising:

Water Plant Supervisor – application deadline February 7, 2020

Sanitation / Truck Operator – applications accepted until position is filled

Utilities Maintenance Worker – internal applications closed on January 17, 2020

Summer seasonal positions – preference given to applications received by March 27, 2020

##### 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.

##### The Huether Family Aquatics Center

Demolition work continues at The Huether Family Aquatics Center site. The old bathhouse and baby pool have been removed. The contractor is now focused on removing the competition pool.

Once the removals are complete, the contractor has indicated that all other work would likely wait until the weather changes this spring.

##### Marne Creek – Bank Stabilization

The total project looks to be approximately 80% complete. This project should be finalized well in advance of the completion date.

## **2020 Projects**

The Riverside Drive project and the 5<sup>th</sup> Street project are both in the plans review stage. Specifications for the two projects are being drafted. Sample advertisements, for both, have been included in this packet.

### **5) Fire Department Update**

Chief Kurtenbach attended the second Yankton County Ambulance Task Force meeting.

The Yankton Fire Department will be interviewing prospective new members in the coming weeks. We hope to add 3 to 5 new members and begin their training soon.

### **6) Environmental Services Department Update**

Water distribution staff has been busy replacing frozen meters. Frozen meters are replaced and the owner is billed for the cost of a replacement meter. Staff would like to remind customers not only to be aware of the cold temperatures but the importance of having working shutoffs. If a shutoff valve fails, it can result in extensive water damage. Staff would like to remind owners to know where the water shutoff is located.

The water department would like to remind residents to remove snow from around fire hydrants. We would also remind residents not to pile snow on or next to fire hydrants. If residents are having issues locating hydrant because of heavy snow, contact the water department and staff can flag the hydrant.

Water and wastewater staff are finishing up the end of the year compliance reporting. Both the water and wastewater departments are working on end of the year reports for the South Dakota Department of Environment and Natural Resources and the Environmental Protection Agency.

Water plant staff has begun annual maintenance of the plants. Staff will be taking each plant down for several weeks for cleaning and inspections of all the basins and tanks. The tanks at the 1929 facility will be drained for the last time and will remain empty.

### **7) Library Update**

The Library Board approved the closure of the library on January 20 for an all-staff training day. We really appreciate this opportunity to get all of the staff together to discuss upcoming programming, partake in safety training and do some team building. Nakita Maddox from Cornerstones joined us to share with the staff the different services they offer. It is beneficial for library staff to be well informed of the services available in the community so that we can better direct our patrons to the services they are seeking. We also had some training and a demonstration on how to safely clean up bodily fluids in the library. This is a reality that needs to be considered in any public building where there is not cleaning staff available at all times.

The library is hosting a new event this winter-A Little Hygge (pronounced hyoo-guh) Gathering. Hygge is the Danish art of coziness and togetherness. We are going to spruce up our meeting room to feel like a cozy family room. We will move our fireplace and comfy chairs into the meeting room and use lamps and twinkle lights for a more relaxed atmosphere. We will be providing some refreshments to enjoy as participants play board games, do puzzles or just enjoy a nice conversation. The dates for these events will be Sundays from 1-4:30 on January 26, February 23 and March 22. We hope you take some time to slow down and enjoy the simple things-we could all use a little more hygge in our lives!

### 8) Information Services Department Update

2019 website visitor numbers are up nearly 6% over 2018 and total pageviews are up 9.3%. The total number of session remains fairly consistent at around 162k. The chart below gives a comparison for the time period from 2016 – 2019.

## Website Visits

(January 1 - December 31)

Year	Users	Sessions	Pageviews
2016	60,311	141,094	370,644
2017	68,960	152,476	364,387
2018	84,308	162,317	370,523
2019	89,246	162,970	405,014
Difference	4,938	653	34,491
% Change	5.9%	0.4%	9.3%

We have researched a few options to facilitate donations to the City via the web. Our existing utilities credit card vendor PSN will allow us to place a donate button on the website with minimal fees. Watch for this addition in the future for important community projects like the Huether Family Aquatics Center. This tool could provide a simple way for someone to donate directly to a project they would like to support.

### 9) Community & Economic Department Update

We are very pleased to report that all 22 land leases for the private hangars at Chan Gurney Municipal Airport have been executed by the private hangar owners and all 2020 lease payments have been received. You may remember that the City Commission, with a recommendation from the Airport Board, approved a new version of the lease late last year. The new lease document cleared up a number of gray areas that were in the previous version. We heard nothing but positive comments about the changes from the lease holders and we are confident that both the City and lease holders are in a better position moving forward.

### 10) Finance Department Update

The Finance Office continues to work on 2019 end of fiscal year activities. Newly revised water utility bills have been successfully printed and mailed for the month of January. Employee W-2 Wage and Tax Statement and Vendor 1099 Tax Forms are scheduled to be completed prior to the January 31 deadline. The Affordable Care Act (ACA) 1095-C health insurance documents for fulltime, covered employees are completed.

Finance has begun preparations for the City's 2020 municipal election set for Tuesday, April 14, 2020. Notice of Vacancies for the election are being published on January 16 and 23. Commissioners whose terms expire in May are Jake Hoffner, Chris Ferdig and Stephanie Moser. 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 28 at 5:00 p.m.

The Finance Office would like to welcome Lisa Yardley as the new Deputy Finance Officer. Lisa started her fulltime duties on January 20.

**11) Monthly reports**

Yankton Police Department monthly reports are included for your review. Minutes from the Planning Commission and Parks Advisory Board are also 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