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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, December 14, 2020, will begin at 7:00 pm.

#### Non-Agenda Items of Interest

##### 1) Human Resources & Employee Engagement Department Update

We have sent Police Officer Selection Testing (POST) to candidates that have applied for our open positions. We expect to have those results back soon. Will then proceed with our screening process. The Grounds Maintenance Worker position has been filled. Bill Jensen, fleet mechanic, from the Streets department has accepted. The Fleet Mechanic position is now open and will close in a couple weeks.

The Youth Services Librarian interviews were completed along with the finalists. Victoria Caine, from Mesa, AZ has accepted the offer and intends to start in January.

We have 3 follow up discovery calls this week with Kronos. The modules will each take a few weeks to build then testing will begin. The project team is doing a great job encompassing the city's many aspects when integrating it with Kronos.

Health Partners and Principal's employer portals are up and running. The employer portal is intended to be ready next week. When employees receive their cards, they are encouraged to create an employee login. This is a great tool to review your benefits of your plans.

##### 2) Environmental Services Department Update

Rich DeWald was awarded the JR Yde award last week. The South Dakota Water and Wastewater Association (SDWWA) created the recognition plaque to honor members working in the water and wastewater field for forty years. The award is named after and in honor of JR Yde, a long-time member and contributor, who passed away in 2011.

Qualification include:

1. Any person actively engaged in water or wastewater field for FORTY (40) years. Ten of these years must be in South Dakota. It is understood the time spent in the armed forces shall count toward this award if such time be after the initial period of work in the water/wastewater field, and;
2. Shall be a member of the South Dakota Water and Wastewater Association during the year the award is made, and;
3. Shall be duly recommended by an Association member to the JR Yde Award Committee of the South Dakota Water and Wastewater Association, and;

4. Shall meet these qualifications as decided by the JR Yde Award Committee to be entitled to the recognition of the Award.

The JR Yde award is a plaque on which the recipient's name, affiliation, and the year of the award is engraved. The plaque becomes the permanent property of the Award Winner. The award is normally presented at the Annual Conference banquet. Because the Conference was cancelled the award was presented to Rich at the Wastewater Plant by SD WWA President Delvin DeBoer. Rich was nominated for the award by Wastewater Plant Superintendent Tanner Hanson. Rich is currently the Senior Lab Tech at the Wastewater Plant.

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

City Building Official Gregg Homstad has been elected to the Lewis & Clark Home Builder's Association (HBA) 2021 Board of Directors. Gregg's involvement in the association provides an excellent opportunity for the City to stay in tune with the local housing and construction industry. The Annual Lewis & Clark Home Builders Home Show is tentatively scheduled for March 2021. The Home Show will be held at the NFAA Easton Archery Complex and will feature home improvement exhibitors and vendors from around the area. The HBA is made up of area contractors, realtors, mortgage lenders and associate members that are linked to the construction industry. The goal of the HBA is to provide opportunities for consumers to have safe and affordable housing.

### **4) Police Department Update**

We hosted our monthly meeting with the States Attorney this week.

We have meetings scheduled with some of our community partners which include: Connecting Cultures, Victims of South Dakota, SART Emerge (River City Domestic Violence Center), Emergency Management meeting, COVID Task Force and Optimists.

### **5) Library Update**

In November, the library partnered with the Yankton Area Meditation Group to provide a virtual meditation session. Because of expressed interest, we have decided to make this a monthly event through February. Upcoming dates for virtual meditation will be December 14, January 11 and February 8. This group is open to all regardless of meditation experience or lack of. The library will also be hosting a virtual book club through the winter months (January, February & March) to keep people engaged and reading through the winter.

In December we will continue with our special guests for story times. We will have Ms. Judy sharing some fun movement and dances with participants as well as Santa's helper (Deanna Branaugh) sharing a holiday story and activity. We have offered the Youth Services position to a candidate and hope to have her joining our team in January! At the end of December I will be ending my three-year term on the South Dakota Titles To Go Purchasing Committee. I have truly enjoyed being part of the team that helps to select the e-books available to South Dakota readers through Overdrive!

### **6) Finance Department Update**

As of November 7th, the City of Yankton has been reimbursed \$2,264,263.71 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. The remaining \$1,056,111.29 will be spent with an estimated \$490,000 for December wages and worker's comp plus \$566,111 for IT equipment, radios, dispatch workstations, supplies, etc. A real-time view of Local Government COVID Recovery Fund payments can be found at [https://open.sd.gov/Covid19\\_localgov.aspx](https://open.sd.gov/Covid19_localgov.aspx).

Finance Office personnel is working on fiscal year-end activities such as W-2 tax forms, payroll benefits management, ACA reporting, liability insurance renewal asset oversight, general ledger accounting allocations, outstanding check reconciliations, and multiple other end-of-year reports.

This is the third year that the City has utilized the Purple Wave Online Auction service to sell seventeen large vehicles and equipment items this fall. The online government auction closed shortly after 10:00 a.m. on Tuesday, December 1, 2020. The results with the winning bid amounts are as follows:

2013 Chevrolet Caprice 4-dr - \$4,800  
2016 Ford Explorer SUV - \$6,700  
2002 Dodge Durango Sport 4x4 – \$3,200  
2004 Dodge Interpid – \$825  
2011 Dodge RAM 2500 Crew Cab – \$7,200  
1994 GMC Suburban – \$1,800  
2001 Ford F-250 ¾ Ton, 4x4, Crew Cab – \$3,800  
2006 Steco Walking SWO48 Trailer– \$8,600  
2003 CPS Walking Floor Trailer – \$8,300  
2008 IHC 7400 6x4 Dump Truck – \$21,500  
2008 IHC 7400 6x4 Dump Truck – \$20,500  
2008 Freightliner GVW 6x4 – \$21,500  
2003 IHC Flusher Truck Navistar – \$30,500  
2005 International Truck Navistar – \$27,000  
2012 Volvo Mini Excavator – \$24,500  
John Deere Riding Lawnmower - \$55  
Tools (Hobart Welder, Chop Saw, Drill Press) - \$425  
Large Portable Water Tank - \$100  
Street Sweeper Brooms (Quantity 9) - \$425

Purple Wave will send the City a check for \$191,730 within 15 business days from the close of the auction. Top bidders pay a 10% premium to Purple Wave so there is no direct cost to the City. We are very pleased with the results along with the professionalism and ease in working with Purple Wave. We recommend utilizing their services again in the future.

Please see the enclosed Monthly Finance Report for November.

#### **7) 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.

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

All of the exterior block and roofing on all of the buildings has been completed. Windows in the bathhouse and concessions have also been installed. They are ready for adverse weather when it arrives. Tile work on all of the pools is done. Pool A, the competition pool, will have water installed as part of the winterization process.

All the pumps have been installed in the mechanical building. The contractor is still working on installing the electrical conduit on the interior of the building.

All of the masonry block work, other than around the structure bases, has been completed.

A good majority of the aggregate base has been placed around the pools. The contractor has the parking lot rough graded. This work will continue until the weather no longer allows it to be done. Curb and gutter at the mechanical building access and the north parking lot access have been installed. The south access for the parking lot will be completed later.

**Riverside Drive from Green Street to Broadway Avenue**

All of the clean-up items have been addressed. The recommendation for acceptance is included on this agenda.

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

Staff have been holding progress meetings with Banner Associates, Inc. and their subs for the engineering and design of this project. They have completed the survey work necessary and are working on modeling the areas so that a determination on what types of stabilization can/should be utilized.

Since we are utilizing FEMA funds for this project, it is important that the process meet their requirements.

**8) Parks and Recreation Department Update**

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

**9) Monthly reports**

Building, Joint Powers Solid Waste, 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