



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

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Commission Information Memorandum

The Yankton City Commission meeting on Monday, January 11, 2021, will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Public Works Department Update

Street department staff continue to perform winter maintenance projects on equipment and the streets. Solid waste staff have been busy with the recent holiday collection schedule, Christmas tree pickup and increased holiday garbage and recycle volumes.

The Huether Family Aquatics Center

During the Christmas season, many of the contractors had taken time off and headed back to their respective homes. For instance, the crew from Global Specialty, which is the main pool contractor, headed back to Minnesota for an extended stay with family. Some of the local contractors, however, remained working right up until Christmas Eve. Electricians, HVAC and general contractor workers were on site installing, connecting or doing their profession specific duties. Now that the calendar has turned to 2021, we can expect everyone to be back completing the projects that are not limited by weather.

Marne Creek Bank Stabilization and Maintenance Trail Reconstruction

Banner Associates and their sub-consultant, RESPEC, have been diligently working on collecting information, creating models and discussing alternatives, for the project. We have another project meeting on January 6th, at which we could see the various plans that they have for each section of Marne Creek.

In-House Projects

Design work, for the Spruce Street and 23rd Street projects, is ongoing. Preliminary plans should be ready for review in the next couple of weeks.

2) Police Department Update

We are working with HR to create a hiring list to address the staff shortages. The written testing portion has been completed. The next step is to conduct interviews which are scheduled now for January 12, 2021

We will be hosting our monthly meeting with the States Attorney on Tuesday, January 12, 2021.

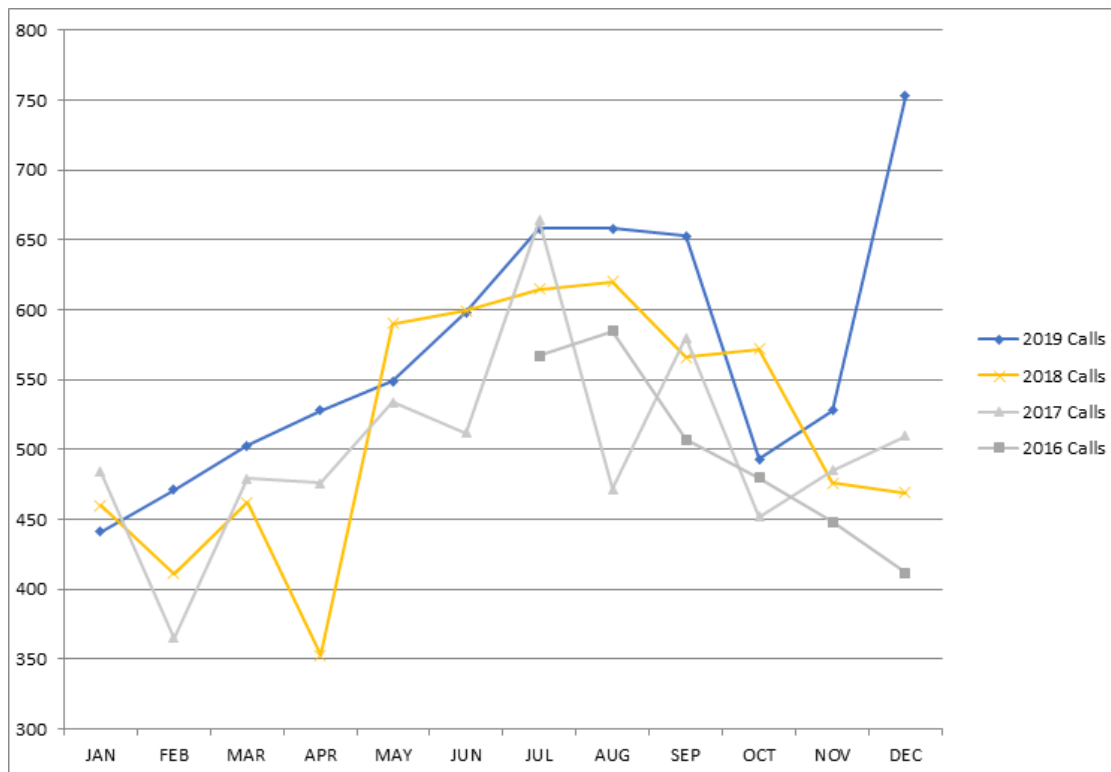
We are also participating in other meetings via zoom which include: Connecting Cultures, South Dakota Police Chiefs, SART Emerge (River City Domestic Violence Center), Emergency Management meeting, COVID Task Force, and Optimists.

January 13, 2021, we will have our monthly supervisors meeting at Fire Station 2

3) Information Services Department Update

The City Commission's first meeting in 2021 should be held using the newly upgraded system for the meeting room. Final configuration and training will be taking place the week of January 4th. We are working with VAST & MIDCO to move the public education and government channel (PEG) equipment to City Hall for the local broadcast channel. Once that move is completed, we will be ready to start using the new livestreaming capability for meetings to TV and utilizing the new slide / public notice software.

911 call volume for 2020 is outlined below. Overall total calls for the year was up 1.74%. The comparison includes a large number of test calls that were made in December of 2019 during the transition to the current 911 answering software system.



4) Fire Department Update

At this meeting the Commission will be asked to add the following new volunteers to the Yankton Fire Department's roster. We would like to welcome Tyler Frick, Austin Reining, Chris Eilers and Cody Steiner. These new members as well as 8 other YFD members will begin the South Dakota Certified Firefighter course later this month. These 12 firefighters will commit between 100 and 125 hours to this training over the next 4 months in addition to the Fire Department's regular training, meetings and calls. This commitment is appreciated by our membership and by the citizens they serve. Welcome aboard.

5) Parks and Recreation Department Update

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

6) Community & Economic Department Update

Enclosed in the packet is the 2020 building permit activity information. As expected, commercial development slowed from an unusually strong 2019. However single family residential construction

was stronger than normal at 40 starts despite the fallout from Covid-19 and the resulting interruptions in supply chains and spikes in material costs. Our 10-year average from 2010 to 2019 for single family home starts was 23.8 per year. There were also 5 duplexes which brings the new housing starts for the category to 50 units. 32 apartment units were added for a grand total of 82 housing units. Mount Marty's new residence hall also provides housing for 96 students.

The larger 2020 commercial sector permitted projects included:

Horizon Health Clinic	Fox Run Townhomes
Mount Marty Residence Hall	Cimpl's Boiler Facility
Dairy Queen	Head Start
Lewis & Clark Veterinary Clinic	Cornerstone at 4 th & Burleigh
The Boathouse	Backspace Brewery
Fort Knox Storage	Shop/storage at 16 th & Locust
Yankton Medical Clinic Remodel	Northwestern Energy Office/Garage
Dakota Drywall addition & storage	Hatch Building Remodel

Looking ahead to 2021 we anticipate Phase 2 of the Fox Run development on 25th Street will break ground in the spring adding 32 apartment units. It appears that single family housing starts should remain good though perhaps not as strong as 2020.

7) Human Resources Department Update

We are still looking for a fleet mechanic in the Central Garage of the Street Shop. Applications have been slow to receive. This is perhaps due to the holiday season. We will keep this position open until filled.

We have two new employees; Hunter Hallock has joined the Water/Wastewater group in Environmental Services as the Water Distribution/Wastewater Collection Operation Specialist. Victoria Caine has made the move from Mesa, AZ and has begun her duties as Youth Services Librarian.

Our Kronos project is coming along nicely. Our 3 main modules; HR, TLM (Time Management), and Payroll, have all been completed in discovery and now are now in the build stage. The Implementation team has begun the training classes provided by Kronos. After the build is complete and file maintenance has been loaded, we will begin training other roles, working it through to the employees.

8) Library Update

This year, instead of a Winter Reading Program like we have done in the past, we are doing a Winter Reading Raffle. Each time someone checks out items in January, either through our curbside service or during Grab & Go, they will earn a raffle ticket. Winners will be drawn each Friday of the month and will receive Hygge Kits. Hygge (pronounced hue-guh) is the Danish term for a quality of coziness that engenders a feeling of contentment of well-being. The Hygge kits will include things like cozy socks, chocolates, craft projects, puzzles or games. Though it has been a crazy year, we hope to encourage people to embrace the coziness that comes with the cold winter months.

9) Finance Department Update

As of January 5th, the City of Yankton has been reimbursed \$2,391,933.97 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 \$645,666.18 under review and pending for approval. December payroll submissions will additionally be submitted before the end of January. Please view the attached progress report.

A final settlement of \$185,030 was received from Purple Wave for the December online auction. The 2016 Ford Explorer bidder backed out so that item was not officially sold.

Finance recently received documents from the South Dakota Public Assurance Alliance (SDPAA) insurance pool for our March 1, 2021 renewal. Departments annually review the SDPAA property schedule of vehicles, buildings, and mobile equipment along with liability coverages to ensure that all items are listed and we have adequate coverage. Updates are returned to SDPAA in mid-January to give underwriters time to prepare for the March 1 renewal.

The Finance Office is working on end of fiscal year activities. Employee W-2s and 1095 forms for the Affordable Care Act requirements will be calculated and prepared in the coming weeks. Vendor 1099 forms will also be prepared in early January and issued by the end of the month.

10) Environmental Services Department Update

Staff has begun working with HDR on the design of the construction projects related to the EDA project at the wastewater plant. Because the project is a retro fit and requires connecting to existing equipment and electrical systems it will require a lot of staff input.

Under the American Infrastructure Act, the City of Yankton water system is required to complete a Risk and Resiliency Assessment (RRA) and a new Emergency Response Plan based on the findings of the RRA. The RRA and Emergency response plan has to be updated every 5 years. The criteria and measurables required for both the RRA and the Emergency Plan are not well defined. Staff has completed a short online course and has been in contact with several consulting firms regarding the scope of the plans. Certification for both plans will most likely require services from an outside consultant.

11) Monthly reports

Salary, Yankton Police Department and Building monthly reports are included for your review. Minutes from the Planning Commission 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