



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

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Commission Information Memorandum

The Yankton City Commission meeting on Monday, March 22, 2021, will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Police Department Update

South Dakota Municipal League Worker's Compensation Fund is unveiling a new assistance program for first responders. Additional Employee Assistance is available to these employees. All services are free and confidential.

The Sergeant advertisement has closed, and we will be conducting final interviews on March 29.

We participated in the South Dakota Municipal League District Meeting through Zoom this week.

Other meetings that we will attend via zoom are as follow: Connecting Cultures, Emergency Management, Emerge, Optimist and the Covid Task Force.

2) Community & Economic Department Update

We continue to closely monitor the availability of Federal Aviation Administration (FAA) funds for planned projects and expenditures at the Chan Gurney Municipal Airport. As you know, 2020 saw two large projects completed at the airport with one of them being funded with a 100 percent grant, the result of our success with a competitive application process. We are now hearing that there may be more 100 percent grant project funding available this year. The next project in our Airport Layout Plan is Phase 1 of the North Taxilane Project. We are inquiring about the possibility of that project meeting the criteria for 100 percent FAA funding.

We have taken another step in adjusting the COVID-19 related protocol for operations at the Airport Terminal Building. We have transitioned to a modified Phase 3 level of service where the terminal building is open from the apron side for pilots and passengers 24 hours a day, seven days a week. We will continue to expand the transition as conditions dictate and essential staff is vaccinated

3) Parks and Recreation Department Update

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

4) Environmental Services Department Update

The water department is flushing dead-end lines in preparation for trihalomethanes (THM) sampling. THM levels in the last several quarters have come in substantially lower. If the samples levels come in similar to the last several quarters the City will be allowed to reduce sampling. The combination of the new treatment facility and the collector well water have reduced levels to less than 15 parts per million. The current limit is a running average below 80ppm.

Staff at the wastewater plant continue to work with HDR on the design of the EDA construction projects. Staff contracted with Central Divers out of Pierre to complete a wet well inspections. The wet well could not be completely emptied and was a confined space hazard. Divers were used to complete the inspection for safety reasons. The inspections did show signs of some concrete deterioration but not to the point of causing structural issues. The wet wells will need to be coated to help prevent further deterioration. Electrical engineers were also onsite conducting inspections of the existing building and electrical systems.

Water and wastewater have 8 staff signed up for operator certification testing in the next two months. Staff are required to be certified operators per state law. Testing facilities require masking and social distancing.

5) Human Resources Department Update

We have 3 new Library Assistants, Kelly O’Dea, Danita Eckert, and Jeremy Hoeck. Kelly started Monday, March 15th, Danita on the 18th and Jeremy on the 22nd. We welcome you to the City Library.

Summer seasonal recruitment has begun, and we are using several platforms to advertise. This will be critical as we look to increase staffing for the Huether Family Aquatic center. These opportunities include lifeguards, water safety instructors, youth program instructors, volleyball/softball referees/umpires, as well as parks and recreation. Applications have begun to come in and we will screen those accordingly. We are also looking for engineering aides and/or solid waste collectors.

We have conducted first round interviews for Police Offer for the Yankton Police Department. Candidates will be notified as to their status and final interviews will be held on Monday, March 29th.

MSHA training has started with the first group in attendance on Tuesday, March 16th. We will host two more dates, 23rd and 30th. This is being conducted via Microsoft Teams in a virtual socially distanced setting at Fire Station #2. Although this isn’t what’s been done in the past, it is still a great way to acquire the necessary training and recertification credits needed for our employees.

UKG testing is moving forward at a great pace. Department heads and managers have received their introductory emails to begin UKG online training. In the next week or so, we will have imported our benefit plans, dependents, emergency contacts and beneficiaries. We will still need to audit the data; however, this will get us that much closer to a “go live” date.

6) Fire Department Update

Firefighter Pete Moore has submitted his resignation effective April 14. Pete will be moving to Chattanooga, TN to take a corporate position with his employer Astec. We want to thank Pete for his service and wish him well in his new endeavors.

7) Public Works Department Update

Street department crews have been working on the annual tree removal list as the weather allows. Street department crews have also been repairing gravel alleys and addressing potholes in the streets. The Street Department has completed its annual street survey of the city streets. Once the survey data is compiled, a 2021 Street Department project list will be created.

The Huether Family Aquatics Center

Just when the concrete contractor, Limoges Construction, was able to return to the site and begin deck paving, mother nature decided to change the plan. The crews, however, were able to get about a week of work in. They were able to place some of the smaller, odd shaped pieces, which will set them up for bigger pours, later in the project. The initial paving process will be a slow one, as the crews are starting

on the north end and working south. These areas are ones that do not allow for truck access, so the concrete has to be delivered by concrete “buggies”. It is a time consuming endeavor, but one that is necessary to prevent damaging underground piping.

The competition pool was filled with water, in order to perform a leak test. We have not received an official result yet, but have heard that it has passed. The plan now is to pump the water from the competition pool to the leisure pool, for its testing.

Marne Creek Bank Stabilization and Maintenance Trail Reconstruction

Comments on the 30% plans that were submitted for review have been sent to Banner for revisions. Once that is complete, they will be sent to FEMA. This step is to ensure that the proposed design is acceptable, before dedicating any more time to it.

In-house Projects

A recommendation for bid acceptance for the Spruce Street project is included in this packet.

Yankton Citywide Cleanup is scheduled to begin curbside pickup April 19, 2021. Placing items curbside before April 10 is not permitted. Items placed curbside before April 10 may be removed at the property owner’s expense. Residents on City solid waste collection routes may participate, at no additional cost, by placing items into sorted piles, by type, at their homes. Please have items placed curbside by your regular collection day. Piles should be located directly in front of your property, not in the street, alley, or neighboring property. The Transfer Station will be accepting no charge drop-off from regular collection route customers April 19 through May 15 during normal operating hours, Monday-Friday 8:00 am – 3:45 pm and Saturday 8:00 am – 12 noon. Items not eligible for disposal include tires, grass clippings, leaves, recyclables, refrigerator, air conditioners, dehumidifiers, paint, chemicals or household hazardous waste, oils, and batteries. Motor oil may be taken to the transfer station and disposed of free of charge year around. Please place solid waste and recycle roll carts for regular collection at your normal collection point and away from piles. For more information on citywide cleanup and Transfer Station hours, visit <http://www.cityofyankton.org> or call (605) 668-5211.

Due to the cancellation of the fall 2020 Household Hazardous Waste Collection Event, an event has been scheduled for the spring of 2021. Enclosed in this packet is an information flyer for the Household Hazardous Waste Collection Event scheduled for Saturday, April 17th.

8) Finance Department Update

As a reminder, the deadline for voter registration for the April 13th municipal election is Monday, March 29, 2021. Absentee voting will begin on March 22nd and end on April 12th at 5 p.m. Absentee voting at the City Hall gym will operate 8 a.m. to 5 p.m. during the Monday thru Friday work week. A mail-in absentee ballot may be requested by submitting a South Dakota Absentee Ballot Application Form with a copy of an acceptable ID, such as a driver’s license. Please download this application at sdsos.gov/elections-voting/voting/absentee-voting.aspx or stop outside the Finance Office to pick up and turn in this form.

There will be two municipal vote centers for the April 13 election. They will be located at Yankton City Hall and the North Fire Station. Voters will be able to cast their ballot at either one of the designated vote centers between 7 a.m. to 7 p.m.

The Finance Office underwent its annual SDML Workers’ Compensation audit on Wednesday, March 3, 2020 with no issues.

The front Finance Office was recently remodeled to enhance security and promote social distancing. This enclosed reception area was done internally by our Building Official & Facilities Manager and cost approximately \$3,200. Items such as the wood door and countertops were repurposed at no cost to us. Additional signage will be added; please view the picture below:



Please see the Finance Monthly Report for February enclosed in your packet.

9) Information Services Department Update

Website users for 2020 increased nearly 21% over 2019. The number of sessions was about steady and the number of pages viewed per visit was down about 16%. A large portion of the visitors to the website were classified as new users.

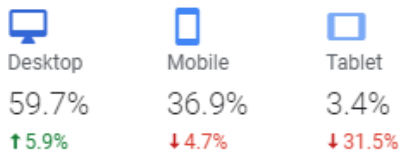
Website Visits

(January 1 - December 31)

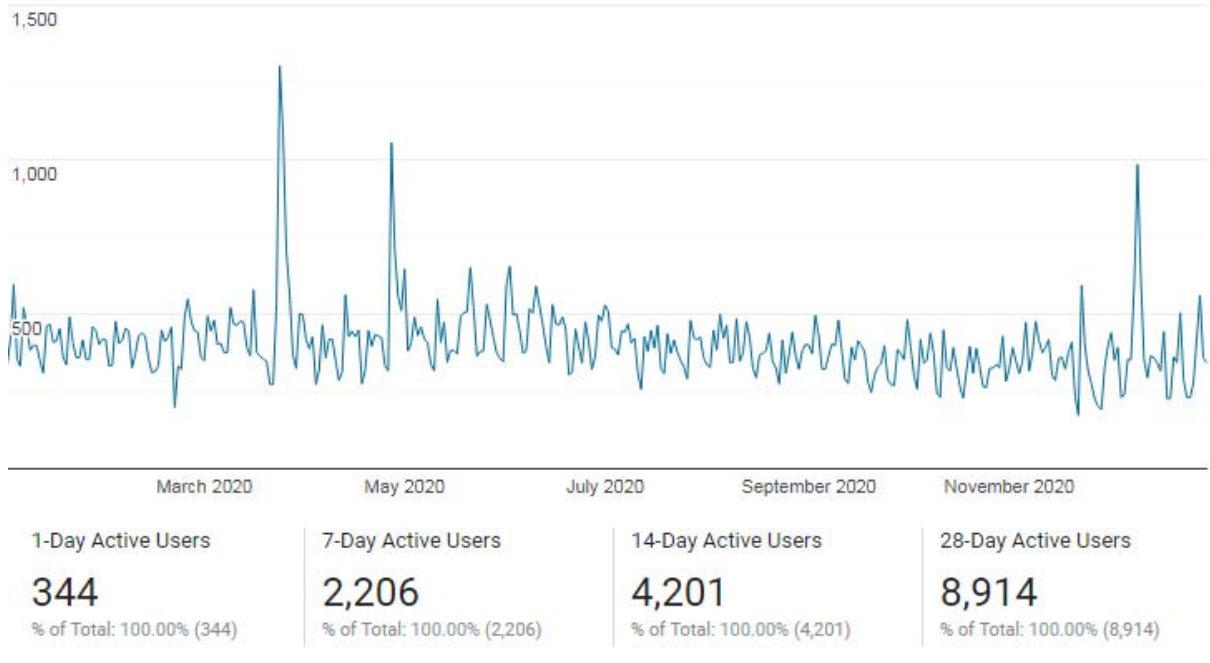
Year	Users	Sessions	Pageviews
2016	60,311	141,094	370,644
2017	68,960	152,476	364,387
2018	84,308	162,317	370,523
2019	89,246	162,970	405,014
2020	107,787	163,678	340,467
Difference	18,541	708	(64,547)
% Change	20.8%	0.4%	-15.9%

Of the visitors to the website the split was roughly 60 / 40 for a desktop vs. mobile device.

Sessions by device



The website saw an average of 344 users daily with a peak in 2020 of 1,303 on March 24th.



Visits to specific pages across the site vary with topics of current interest. In 2020, traditional services like the library, commission meetings, Summit Activities Center, Police and Finance utility payments show up near the top of the list. Special topics like the bid and RFP list (10,445 views) and COVID-19 (8,970 views) also show up in the top ten. In 2021, the City will be working on a refresh of the design of the website.

10) Monthly reports / Minutes

Joint Powers Solid Waste and Yankton Police Department monthly reports are included for your review. Minutes from the Airport Board and Park Advisory Board are also provided 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