



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

VOL. 56, NUMBER 10

Commission Information Memorandum

The Yankton City Commission meeting on Monday, May 24, 2021, will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Community & Economic Department Update

As you know, the Yankton Regional Aviation Association (YRAA) promotes interest in aviation in our community. Their activities like the “Young Eagles” flying event and “Airport Pancake Breakfast” introduce the Chan Gurney Airport, and the importance of flying to part of our population that does not typically frequent the facility. Over the years their efforts have had a positive impact in the number of users at the airport. An increased number of pilots using the airport also improves our ability to access federal dollars for projects because activity levels at General Aviation airports like ours weighs heavily in the Federal Aviation Administration’s funding allocation criteria.

As you can imagine, YRAA’s activities require equipment like tables, grills, signs, displays and other items. In the past, they stored these things in one or more private hangars at the airport. The 2020 Apron Expansion and Hangar Relocation Project at the airport saw the removal of one of their primary private storage areas so they are looking for a little space. With a minor transition in Street Department operations having recently occurred, we have the ability to offer YRAA some space for storage in the T-Hangar. It would be the small garage space with the walk through and overhead door facing the park. Because of its configuration it does not have the capability of generating rental revenues for airplane storage. We plan to provide the space to YRAA at no charge and will develop an administrative contract document that spells out expectations, responsibilities and liability.

2) Information Services Update

Staff has reviewed two layouts for the new website for the Huether Family Aquatics Center and the developer will be taking that feedback to finalize the design. The goal is to have the website operational by the opening date. Computer equipment for the facility will be installed the week of May 16th. We have had some sourcing issues but we have the necessary equipment for opening by utilizing some older pieces we had on hand.

We have also signed an agreement for redesign of the City’s main page with our existing host Granicus. As a part of the hosting a free basic redesign was included with the package. We hope to have the new look for the City’s main page finished up later this year.

3) Police Department Update

Officer Justin Paddock is finishing his classroom training. He started full time once he graduated from Mount Marty. He has 14 weeks of field training and then will attend LET Academy in August.

Officers completed their annual firearms training certification this week.

There was a lot of community support for our law enforcement officers during Police Week. Thank you to the City Commission for the pizzas, as well as the citizens and businesses who provided snacks for our department.

4) Human Resources Update

Jana Lane has been added as the HR/Payroll & Benefits Specialist to our organization. Jana comes to us from the Yankton School District where she served as the Human Resource Payroll Generalist for the last 5 years. Jana's primary duties will be processing payroll amongst others. She is learning fast and getting many things coming her way. Some of you have met her already, either in person or answering the phone. Her phone number is 668-5222. Please welcome her to the City of Yankton.

The internal Senior Equipment Operator position has closed, and we will be interviewing soon.

A conditional offer has been extended and accepted for the Engineering Technician/Project Manager.

The position of Wastewater Sr. Lab Technician has closed, interviewing will begin soon. We have a handful of internal candidates as well as external ones.

We've begun advertising for the Housing Manager vacancy created by the recent promotion of Camille Mertens to Executive Director. This position closes on May 28.

911 Communications Dispatcher interviews are completed, and an offer has been extended.

We celebrated Marlon Huber's retirement last Friday, May 14th. A reception was held with many retirees coming out to invite Marlon to "the club". Thank you to Marlon for 33 years of service to the City of Yankton.

We completed our second parallel payroll with UKG. We are live in UKG now, and we will continue to fill out or existing timesheet processes for the next payroll or two. The UKG implementation team will follow us through the first two live payrolls, and then we will transition to a new team of UKG professionals. We encourage you to check your timecards often and that you submit them at the end of every payroll.

5) Fire Department Update

At our last meeting, 28 year member and Second Assistant Chief Bill Ziegler announced his retirement from the Yankton Fire Department effective June 21, 2021. Bill is retiring due to the mandatory retirement age stipulation of the Fire Department bylaws as he turns 66 years old. Bill has been a huge asset to YFD during his membership and we want to thank him for his service to the department and his community. He will be recognized with a resolution at a future City Commission meeting.

New recruits of the Yankton Fire Department recently completed the South Dakota Certified Firefighter Course. This course is a mixture of 130+ hours of online, textbook and hands-on training and included 2 written tests and 1 practical test. Completing the course were Josh Wagner, Robbie Pieper, Tyler Buckman, Chris Eilers, Austin Reining, Cody Steiner, and Brennan Novak. Congratulations and thank you to these firefighters for the extra time and effort it takes to complete this course in order to safely and effectively serve their community!

6) Public Works Department Update

Street Department crews have been working on curb and gutter replacement at various locations throughout the city. Crews have also been patching asphalt at the locations where curbs have been replaced.

The 2021 Citywide Cleanup is complete. The Transfer Station was open for resident drop off from April 19th through May 15th. In addition, the Street Department picked materials left out for curbside pickup from April 19th through April 28th. The weather was favorable and the crews were able to complete the event in a timely manner. Tonnages were in the normal average for the annual event. There was a noticeable reduction in tree material placed curbside, which may be a result of the free trees and after-hours drop off at the Transfer Station. Attached to this CIM is a summary of materials hauled and the total cost for this year's Annual Citywide Clean Up. Also included for comparison, are the results of the 2019 clean up event as well as the 2020 Transfer Station Voucher event.

Enclosed with this packet is the bid advertisement for the annual supply of petroleum products, annual supply of deicing chemical, and a cold applied permanent pavement marking project.

The Huether Family Aquatics Center

The contractors have made a big push to get things done the last couple of weeks. All the larger items, like the finish on the pools and the concrete parking lot paving, are complete. They have started some of the pumps and will be working their way through the rest of them. Landscape crews have been busy installing trees, shrubs, plants, rock, and mulch in the landscaped areas.

There are still items remaining, but everything is scheduled to be complete by May 21st. This gives the city staff a week to finalize anything that they need done before opening.

23rd Street Construction and Utility Installation

A recommendation for bid award is included in this packet.

Spruce Street Reconstruction

Construction started on May 17th. Slowey Construction, a subcontractor for D&G Concrete, has started with the sanitary sewer replacement. There are a couple of sections of sanitary sewer along the project to replace and then they will move onto water main installation.

MidAmerican Gas will be on site to relocate a section of their line.

7) Parks and Recreation Department Update

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

8) Finance Department Update

The Deputy Finance Officer will be attending the annual SD Governmental Finance Officers' School to be held at the Ramkota Hotel & Conference Center in Pierre on June 9-11, 2021.

April's City Commissioner Election expenses amounted to \$9,492.35 at \$4.67 per voter. This includes \$547.99 for publications and notices required per South Dakota Codified Law; \$2,068.95 for election workers; \$2,975.41 for ballots and supplies; and \$3,900 for electronic pollbooks and support. This does not include Finance Office staff wages for election training, preparation, absentee voting, and election day labor. For comparison, the election from April 2019 totaled \$9,838.87 at \$9.68 per voter.

The Accounts Payable department recently met with Northwestern Energy to streamline our billing and paying process. Now the City's 120 electrical accounts will be billed all on the 25th of the month and available to view under one *MyEnergy* online login. In turn, bills will be paid electronically after approved the first monthly commissioner meeting beginning in June 2021.

Please see the enclosed Finance Monthly Report for April.

9) Environmental Services Department Update

Staff continue to have issues with treatment at the wastewater treatment plant. Staff has not been able to have a consistent treatment. Treatment was out of compliance with the total suspended solids. Staff has been working with several process engineers with HDR. We continue to adjust our process control parameters to address what looks to be an increase to nitrogen loading to the facility. Higher nitrogen levels in the waste stream require a longer solids retention time in secondary treatment. The longer solids retention times make treatment difficult to adjust. Treatment has improved but has not stabilized to a degree that staff is comfortable with the adjustments being the long-term solution. Staff will continue to monitor the process and make minor adjustments.

Staff continue to work with District III and EDA to address potential cost overages related to the EDA project. Project cost estimates are roughly \$300,000.00 higher than original cost estimates developed in the preliminary engineering report. However, due to the current market fluctuations it is difficult to estimate project cost. Staff is working with HDR to develop a plan to manage the modeling and master plan portions of the project.

10) Library Update

Our Summer Reading program officially begins on June 1 and runs through the end of July. We have a wide variety of performers and activities planned for all ages. We are looking forward to having in-person programming once again at the library! As of the beginning of April, the library is open from 9am-8pm Monday and Tuesday, 9am to 6pm on Wednesday and Thursday and 9am to 5pm on Friday and Saturday. These are our normal summer hours and we will continue with these hours until after Labor Day. The chairs, newspapers, magazines and toys are again available to the public with increased cleaning procedures remaining in place for an overall effort to help reduce the spread of germs.

The library has the opportunity to apply for some funds from the American Rescue Plan act through the South Dakota State Library. If approved, we are hoping to update some of our technology and digitize our microfilm collection.

11) Monthly reports / Minutes

Joint Powers Solid Waste monthly reports is included for your review. Minutes from the Park 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