



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

VOL. 54, NUMBER 02

Commission Information Memorandum

The Yankton City Commission meeting on Monday, January 28, 2019, will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Community Development Update

An upcoming change in staffing will also change the way we do one specific type of business. For the past 23 years, the City has been fortunate to have a certified plumbing inspector on staff. Joe Morrow, who is certified to issue permits and conduct inspections, will be retiring in May and it is not feasible to have someone with a that certificate on staff by that time. Without a certified plumbing inspector, the City of Yankton is required to turn permitting and inspection duties over to the South Dakota Plumbing Commission. We have long been one of six, class 1 cities in the state to have certified staff issue plumbing permits and conduct inspections. Some of those communities, and other smaller towns have changed their processes back and forth regularly based on the availability of local certified staff. The process for the customer will be fairly similar other than they will get a state permit instead of a local one. Long term, we will foster an environment of learning in hopes that the new Building Official will also become certified at some point. There are other certifications that are required of the position and the new hire will be on the clock for achieving those goals first.

The South Dakota Plumbing Commission Executive Director, Nina Ripley, has requested that the City of Yankton formally notify the plumbing Commission by April 1, 2019, of this transition. The City of Yankton does have the option to take back the permitting and inspection process at a later date if we have staff with the applicable certification in place.

2) Human Resources Department Update

We have a number of job announcements in progress. We are taking internal applications for Police Commander (previously titled Police Lieutenant). This opening is due to the retirement of Mike Burgeson last December. The closing date for this position is January 28. The Water Plant Supervisor position also closes on January 28. This position is open due to the promotion of Sage Chytka to Water Plant Superintendent. We have started advertising for our summer seasonal positions. We made adjustments to our pay scale for all of these positions. Preference will be given to applications received by March 29 and then positions will be filled as needed during the season from applications on file. The Police Department has started advertising for Police Officer in order to form a hiring list. Closing date for these applications is February 4 and testing for candidates will be on February 11.

The Public Works department received three applications for the Fleet Mechanic position. Those applications are being reviewed and interviews will be scheduled.

3) Finance Department Update

The Finance Office continues to work on 2018 end of fiscal year activities. Employee W-2 Wage and Tax Statement forms were sent out on January 17. There were 393 W-2s issued for 2018 compared to 383 for 2017. Work continues on the Affordable Care Act (ACA) 1095-C health insurance documents for fulltime, covered employees as well as vendor 1099 tax forms that will be issued on or before January 31 to the applicable vendors who have provided services over the past year.

Finance has begun preparations for the City's 2019 municipal election set for Tuesday, April 9, 2019. Notice of Vacancies for the election are being published on January 17 and 24. Friday, January 25 is the first day that interested parties may circulate nominating petitions. Commissioners whose terms expire in May are Charlie Gross, Tony Maibaum, and Amy Miner. 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 22 at 5:00 p.m.

Please see the enclosed Monthly Finance Report for December and the December Revenues and Expenditures Report.

4) Public Works Department Update

Street department crews have been working on the annual street-tree removal list. Crews also continue to perform winter maintenance projects on both equipment and the streets.

26th Street from Douglas Avenue to Mulberry Street:

The 26th Street reconstruction project has been advertised for bid. A recommendation will be on the February 25th commission agenda. The project consists of reconstructing the entire roadway, along with driveway approaches. Sidewalk will be replaced and installed, where needed. There is not utility work included in this project.

Riverside Drive and 21st Street:

Both of these projects are currently in the design stage. Sample advertisements for them will be in future commission packets. Target dates, for advertising these projects, are late February to early March. Both of these projects are larger, in scope, than the 26th Street project. These will include utility work as well as street reconstruction.

5) Police Department Update

Chief Harris was in Pierre during the week of January 14th through the 18th, finishing up his reciprocity requirements to become a certified law enforcement officer in the State of South Dakota. Chief Harris is now officially certified.

On January 17, 2019, Cpl. Parker and Lt. Brandt presented to employees at Great Western Bank on general safety and security topics.

Sgt. Dean Larson attended Investigator training on January 17th and 18th. Training was held at the Council Bluffs Police Department.

The Battle of the Badges was a huge success this year! However, the police had to reluctantly give up the traveling trophy to the Fire Department! The committee is already planning for next year. Officer Jeremy McNinch and Cpl. Parker did a great job assisting with organizing this event, which benefited the Avera Cancer Institute and Special Olympics.



6) Library Update

The library was closed on Monday, January 21 for staff training and in-service. This is such a great opportunity for the staff to meet and focus on training and team building. Because several of our staff only work certain nights and weekends, we rarely get the chance to all be in the same place at the same time. We took part in some safety training, including how to protect your back when lifting, pushing and pulling heavy items which happens a lot in the library. As part of our day, I invited Rebecca Johnson from Soul Story Yoga in to teach the staff some chair yoga. She demonstrated good breathing techniques to help with stress management as well as various poses and stretches when we need a little break. The staff greatly enjoyed this and we appreciate Rebecca taking the time to come in and teach us!

Another part of our training day including planning for upcoming events at the library. We have committees made up of staff members to help plan and execute the different events. We are currently planning for our popular Oscar Movie Marathon weekend in February, National Library Week in April, and hosting an escape room event. We are also looking ahead to the Adult and Children's Summer Reading programs. Though it feels like summer is still a long way off, a lot of planning goes into the busy summers at the library to provide fun and exciting activities for our community. We have already booked a few performers for our summer program and have requested assistance with funding from the Friends of the Library.

The Library Foundation Board had its annual meeting on January 17. Amy Leon joined us to give the board an update about the city's perspective on the potential of a new library/collaborative space in the future. The board appreciated the information she shared and felt that it helped clear up some misinformation that was out there. It also sparked some good conversation for steps the Foundation can take.

7) Parks and Recreation Department Update

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

8) Information Services Department Update

Web traffic for the City’s website was up over 2017 with 84,308 users. Total users up 22.3%, total sessions up 6.5% and total pageviews up 1.7%.

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
Difference	15,348	9,841	6,136
% Change	22.3%	6.5%	1.7%

9) Environmental Services Department Update

John T. Jones continues to work on the water plant project. The final concrete work for the shop floor is scheduled for this week. The walls in the office area are framed and sub contractors are working on the HVAC, electrical, and plumbing in the office area. Process pumping and equipment installation continues in the treatment area. The contractor is also starting the pipe replacement in the high service pump area. This will include several shut downs of the 1972 plant and of reservoir 3. Staff will be operating the 1929 for extended periods of time during this time.

10) Monthly reports

Joint Powers Solid Waste monthly report is 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