



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

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Commission Information Memorandum

The Yankton City Commission meeting on Tuesday, November 12, 2019, will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Community & Economic Department Update

Staff continues to support efforts to prepare for the 2020 Census. In cooperation with Information Services, New Construction Program GIS data was submitted to the Census Bureau. Our technology and staffing upgrades over the past several years enable us to provide more accurate information to the Census Bureau in a format that they can easily include in their systems. They will use this information to make sure that residents in newly constructed apartments and single family homes receive information to participate. In addition, the Complete Count Committee is beginning efforts to organize and plan a program of activities to encourage Census participation in the community. A full and accurate count of residents is critical for both governmental and economic development efforts. Census demographic and population data is used in grant applications and by private sector employers and retailers when making siting and expansion decisions.

2) Police Department Update

Chief Harris and Sgt. Murguia attended the International Chiefs of Police Convention in Chicago. They had a good conference attending several classes and brought back a lot of valuable information.

The Police Department handed out approximately 1000 Glow Sticks for Halloween to children in Yankton.

Officer Brooke Jackson traveled to Pierre to assist Law Enforcement Training with Defensive Tactics at the Academy.

Officer Frey and Officer Boetger attended Automated External Defibrillator training at the NFAA. This is put on by the Helmsley Charitable Trust initiative. By attend this training we will be eligible to receive at least one new AED.

Officer Buechler is back in Yankton after being deployed with the National Guard. Officer Buechler will be taking time off for some rest and relaxation and will start back at work on December 2nd.

3) Parks and Recreation Department Update

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

4) Human Resources Department Update

We still have open positions and applications are coming in. We received three internal applications for the Public Works Manager Assistant position. Those applications are being reviewed by Adam

Haberman and Corey Potts and interviews will be scheduled. Applications are still being accepted for: Administrative Intern (closes on November 15); and Deputy Finance Officer (closed on November 12).

5) Library Update

On Thursday, November 14 at 6pm, the library will be hosting a Veterans Living Library event. A “Living Library” means that people are books to allow participants experiences something through someone else’s eyes. This is the second time that we have hosted this kind of event. This year, we will be inviting five different veterans from a variety of military backgrounds to join us and give us a brief presentation about their experiences in the military. We look forward to this moving event and hope to see you there!

In November we are also highlighting some writing events. On Sunday, November 3, the Friends of the Library hosted an event for local authors to sell their books and meet interested readers. The authors thoroughly enjoyed this event and would like to do it again next year! November is also National Novel Writing Month (NaNoWriMo to some), in which participants are challenged to write 50,000 words of a novel in 30 days. The library is an official NaNoWriMo site this year and has offered two dates (Nov 2 and Nov 17 from 1-5pm) for those that are interested to come use our Meeting Room as a quiet, creative space to write.

6) Finance Department Update

The City received its insurance renewal from the SDML Workers Compensation Fund for 2020. There has been a 11.4% increase in rates over 2019. City staff are reviewing the City’s claims history to look at measures to control costs in the future.

Utility rate increases took effect November 1. Notices of the utility rate change, recycling calendar and holiday collection schedule postcard will be included with customers’ utility bills and will be mailed out on November 19. This is a once a year special mailing that utilizes a custom utility envelope to include the utility bill postcard along with the inserts mentioned above.

Finance has also explored options on how we can upgrade our utility billing process due to aging equipment and changes in technology. We have looked at a number of options including the purchase of new replacement equipment as well as outsourcing the mailing process. In reviewing our options, it has been determined that the cost of buying new equipment would be very expensive. The option to outsource the billing process would offer the City a number of positive features while being cost effective at the same time. This would also allow us to upgrade from a postcard to an 8 ½” x 11” utility bill mailed in an envelope along with a return envelope as needed. It would also give us the option for additional notices to be sent along with the bill up to 3 oz. total at no extra charge in any given month. This would be very beneficial for such things as tree trimming notices, Water Department THM notices, etc. Finance has looked at a number of outsourcing companies and has determined that a partnership with Third Millennium Associates (TMA) of Warrenville, IL would be a good fit for the City. TMA currently handles numerous utility mailings for other municipalities throughout the central plains states and has come highly recommended by those cities who use the same financial and utility software as the City of Yankton. We will be moving forward in the coming weeks to secure an agreement with TMA and begin the outsourcing process. The new billing process should be in place by January 2020.

7) Public Works Department Update

Street Department crews have been preparing for winter maintenance operations, filling potholes, and crack filling on asphalt streets throughout the community.

21st Street Reconstruction and Water Main

The final pay estimate is included in the packet for commission consideration.

Pavement Replacement – Meridian District

Along 3rd Street and throughout the downtown area, there are old tree pits and various sidewalk locations, that need to have concrete installed/replaced. Quotes for the work were due on November 4th. Once the quotes have been processed and a contract is in place, work will begin.

Pearl Street Water

The final pavement for the project was placed on October 31st. The contractor is in the process of sawing and sealing joints. It is expected that the road would be back open to traffic by November 8th.

2020 Projects

The Engineering Department is finishing the surveying required for next year's projects. All but one project has been done, so we are confident that this will be completed prior to inclement weather.

8) Environmental Services Department Update

Staff has completed soil sampling for the biosolids application. The contractor is scheduled to complete the application by Nov. 11th. The contractor did run into some issues with the solids holding lagoons starting to freeze over.

The wastewater plant experienced a sludge heater failure. The fire tubes in one of the three the digester sludge boilers had to be removed and replaced. This is the second time the fire tubes have been replaced. Staff has been seeing an increased maintenance cost related to the boilers.

The water department staff completed the annual fire hydrant flushing and inspection. The distribution staff are repairing hydrants that were in need of maintenance following the inspection. Staff is also beginning to flag hydrants to help identify hydrants during the winter.

The water plant continues to work through startup of the new water plant. It is critical that the filter process before the reverse osmosis membranes operates as designed to prevent fouling of the membranes. HDR is working with staff to address any potential issues that may occur and to make sure the filters are producing a product that consistently meets the design parameters. Once staff is confident they can consistently meet those parameters the contractor will complete the startup of the reverse osmosis membranes.

9) Information Services Department Update

Roughly every three years the City has captured new aerial imagery. The imagery is used for project design, planning, economic development, flood recovery, utilities and various other projects. The City and County have been partnering on the project during the past few image capture contracts. The City and County have recently executed a new agreement with EagleView (formerly Pictometry) for a 2020 aerial imagery flight. The flight will be of similar scope and product as previous aerial imagery capture. Both orthogonal and oblique images will be captured. Higher resolution for the City and the higher density areas around the City and a slightly lower resolution for the lower density development areas. The flight cost will be \$89,264.75 with the City responsible for \$28,147.75. The contract requires a down payment and the balance to be paid in three installments. A copy of the new contract is attached.

10) Monthly reports

Building and Yankton Police Department monthly reports are included for your review. Minutes from the Planning Commission and Parks 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 Tuesday, please inform my office.

Sincerely,

Amy Leon
City Manager