



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

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Commission Information Memorandum

The Yankton City Commission meeting on Monday, November 9, 2020, will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Community & Economic Department Update

The Census Bureau wrapped up field work and self-response collection on October 15th, and transitioned efforts to finalizing the count. The Census Bureau will deliver apportionment counts to the President and Congress as required by law by the end of the year. Other more detailed Census information will be released throughout 2021.

Our local Complete Count Committee worked diligently through the challenges of the pandemic and multiple changes to Census processes and timelines to help ensure the best possible self-response rate. Their role was to encourage every resident to participate in the census. Serving as local “Census ambassadors,” this volunteer group worked to increase awareness and motivate residents to respond to the 2020 Census. They were very successful in the City of Yankton as we achieved a self-response rate of 75.4%. That’s better than the state average of 67.4% with the result being a 19th overall ranking among all cities, and 1st among the top ten largest First Class Municipalities. Those percentages and rankings could change slightly as the final responses are tallied.

Our local complete count committee members were part of the 2019 Leadership Yankton Class, and deserve appreciation for their work under difficult circumstances. Members included: Kody Bruggeman, Matt Malloy, Nikki Doherty, Rajiv Somepalli, and Erica Aguilar.

2) Police Department Update

We’re facing a period of short staffing at the YPD. As you are aware, we have one officer deployed with the military, one officer has resigned and one officer is retiring at the end of the month. In addition, one officer will be on medical leave for 2 ½ months. The commanders and supervisors are working on an alternate schedule that will get us thru this time with a minimum of overtime.

We have hired a replacement officer. He is a lateral transfer from Huron. He will start abbreviated training on November 9 and if he is able to work independently will be deployable by the end of the year.

We are working with HR to create a hiring list to address the staff shortages.

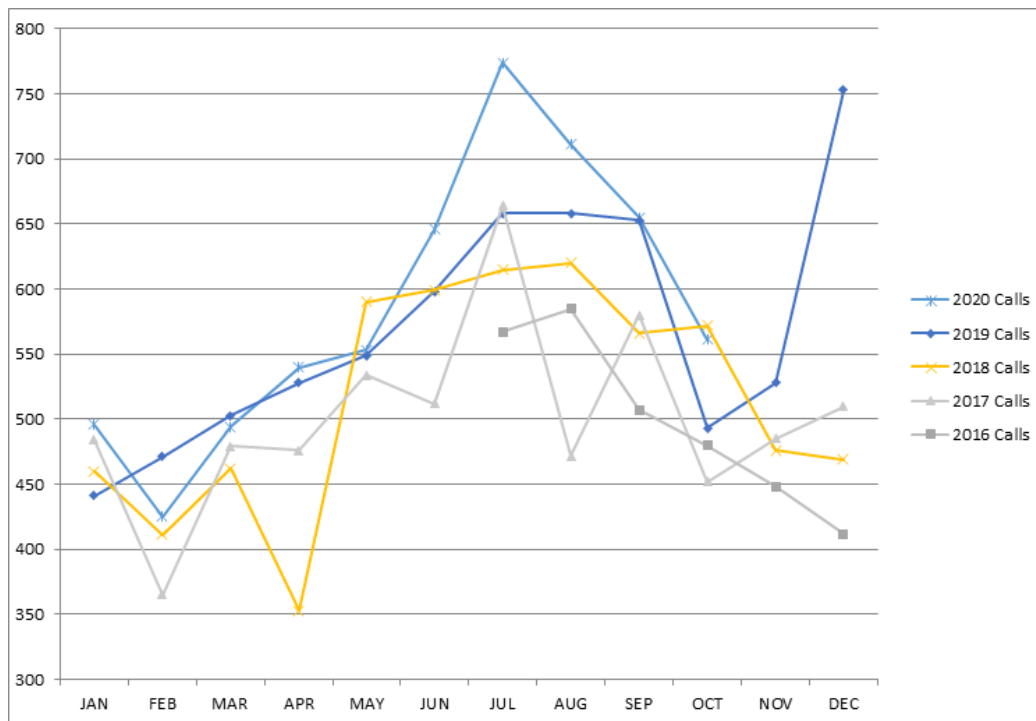
3) Information Services Department Update

We have selected Alpha Video to complete the meeting room and public education and government channel upgrades. Installation will be either the week of November 30th or the week of December 27th. We have our project kick off call on November 2nd.

Installation for the new Dispatch positions is scheduled for the week of December 7th. The installation will span over a 3 day period with removal of one position on Monday and installation of the new positions beginning on Tuesday morning. The process will be a live cutover removing and installing one position at a time so that we maintain two fully operational positions at all times.

Final inspection for the communications building for the police radio project will take place on November 2nd. The general contractor for the radio portion of the project has made some strides in resolving performance related issues with the new P25 site and is working to address any other items prior to final inspection.

We will be developing a proposal for the state to consider for CARES approval to fully equip one station for remote dispatching. This remote unit would have the ability to utilize the computer aided dispatch system (CAD), Zetron radio console (including paging and communications), and Power 911 call answering. The station would be portable and could be used in the City's command vehicle, the backup dispatch center at fire station #2 or other remote locations.



4) Finance Department Update

As of November 2nd, the City of Yankton has been reimbursed \$1,925,368.16 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. Currently, eleven claims for \$244,223 have been submitted and are pending.

The City received its insurance renewal from the SDML Workers Compensation Fund for 2021. Four factors affect the calculation of contributions paid for workers' compensation coverage: 1) Payroll, 2) rate for coverage per classification code, 3) discount credits, and 4) fund modifier. There has been a 13.9% decrease in rates over 2020. A major difference is due to the fund modifier going from 1.51 to 1.36 and discounts going from 33.8% to 36.7%.

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 19th. Those who are signed up for e-bills through Payment Services Network (PSN) will see these notices as an attached pdf with their bill online.

Our online surplus auction has been scheduled for December 1st. Please view the public notice below:

**NOTICE TO BIDDERS
SURPLUS VEHICLE ONLINE AUCTION**

Online bids will be received by Purple Wave Auction, www.purplewave.com, on behalf of the City of Yankton, Yankton, South Dakota for surplus vehicles and equipment being sold through Purple Wave's online Government Auction. The online auction is currently active and concludes at 10:00 a.m. CST on **Tuesday, December 1, 2020**.

The City of Yankton is selling the following vehicles and equipment through the online government auction:

Year, Make, Model, VIN#

2013 Chevrolet Caprice 4-dr - VIN#6G1MK5U28DL825238
2016 Ford Explorer SUV - VIN#1FM5K8ARXGGA28963
2002 Dodge Durango Sport 4x4 – VIN#1B4HS38N62F182105
2004 Dodge Interpid – VIN#2B3HD46R54H582989
2011 Dodge RAM 2500 Crew Cab – VIN#3D7TT2CT7BG598582
1994 GMC Suburban – VIN#1GKFK16K8RJ745660
2001 Ford F-250 ¾ Ton, 4x4, Crew Cab – VIN#3FTNW21L01MA39291
2006 Steco Walking SWO48 Trailer– VIN#5EWWS482161254200
2003 CPS Walking Floor Trailer – VIN#4Z45156263P004221
2008 IHC 7400 6x4 Dump Truck – VIN#1HTWGAAT98J690036
2008 IHC 7400 6x4 Dump Truck – VIN#1HTWGAAT78J687264
2008 Freightliner GVW 6x4 – VIN#1FVHC3BS58HZ55565
2003 IHC Flusher Truck Navistar – VIN#1HTWHAAT03J074764
2005 International Truck Navistar – VIN#1HTWGAAT45J131019
2012 Volvo Mini Excavator – SN#15818
2004 Cushman Utility Vehicle – Model 898627
2000 Cushman Turf Truckster – Model 898658
John Deere Riding Lawnmower
Hobart Welder
Chop Saw
Drill Press
Large Portable Water Tank
Street Sweeper Brooms (Quantity 9)

All items will be sold AS IS/WHERE IS without warranty or guarantee.

Vehicles and equipment may be viewed at the City of Yankton Central Garage located at 700 Levee Street, Yankton, South Dakota. For a listing and pictures of the items, go to Purple Wave Auction website at www.purplewave.com. Bids for all items will be accepted online only, on Purple Wave Auction, at www.purplewave.com.

Bids will not be accepted in any form at the City of Yankton. All equipment and vehicles sold must be removed within the timeframe as stated on the auction website. After the specified date, a \$25.00 per day per item storage fee will be charged to the buyer.

The City of Yankton, Yankton, South Dakota *DOES NOT* provide transportation or loading services for buyers to remove their merchandise. Any and all methods of lifting, towing, and hauling, as well as all other methods or requirements for the removal and transport of the materials, equipment and/or vehicles, is the sole responsibility of the buyer.

You may contact the City of Yankton Central Garage at 605-668-5211 if you have questions or would like further information about the Online Auction.

5) Parks and Recreation Department Update

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

6) Public Works Department Update

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

The Huether Family Aquatics Center

Progress continues on the site. The mason work on the mechanical building is nearly complete. The equipment, such as switches, valves, and pumps, are being installed prior to the roof trusses being installed.

The concrete, for the splash pad, was placed the week of October 26th. Forms are being removed and backfill should be forthcoming.

Holes for the shade feature footings have been dug and the rebar set. Concrete should be place in the near future.

Site grading and gravel installation has begun in preparation of the concrete decking.

Duct installation has started in the concession and bathhouse building.

Riverside Drive from Green Street to Broadway Avenue

The contractor still has some clean-up items to complete prior to project closure.

7) Fire Department Update

Dry conditions continue to keep the Yankton Fire Department busy. Remember to call in all controlled burns to the Yankton Dispatch Center at 668-5210 before burning. If the National Weather Service's grassland fire index is in the Very High or Extreme categories, no burning is allowed for that day. Be extremely cautious with ALL controlled burns no matter if conditions are favorable or not as we have been called to controlled burns going out of control even in favorable conditions. The vegetation is very dry and the only thing that will make controlled burning safer at this time is snow cover.

COVID supplies are being bought for reserve to be used by the employees into 2021 with use of CARES Act funds. Supplies available will be things like disposable masks, hand sanitizer, gloves, disposable gowns and disinfectant wipes and sprays.

8) Human Resources & Employee Engagement Department Update

Open Enrollment meetings have been held, in person and through Zoom. The meetings went well with many questions being answered. Open enrollment runs from October 26th to November 13th. Health Partners and Principal have finished their upload and The Standard will be finished soon. This is important so new cards can be distributed in advance of the new year.

Water distribution/Wastewater Collection Operation Specialist interviews have begun. We would like to have those wrapped up in the next couple of weeks. Youth Services Librarian interviews are being scheduled this week. The Grounds Maintenance worker position has closed and we will begin processing the applicants and setting up interviews next week.

We have two Kronos calls this week, a time management discovery and the other a Human Resources discovery. These calls are the introduction to those modules and how the Kronos implementation team will begin setting these modules up.

The Employee Committee is meeting this week to discuss alternative options for the holiday season. The Christmas party has been cancelled due to COVID-19, however, the committee is exploring other ways to be festive.

9) Environmental Services Department Update

Staff has begun the paperwork for final payment and closeout of the water treatment plant project. A final walk through is scheduled for November 17 with the engineer and contractor. Harn RO will be onsite for the final training on the membrane units. This will include a “clean in place” chemical clean of the membranes if needed.

We are entering the cold season and staff would like to remind customers to make sure water pipes and meters are protected from freezing. Staff will be posting reminders to the public on social media as temperatures cool.

Distribution staff took advantage of the warm weather to repair fire hydrants that did not pass inspection during the fall hydrant flushing. Staff also replaced an underground valve that was damaged during the last water main break.

Sludge hauling was completed. The contractor did shut down due to the snow but was able to complete the application in a timely manner with no issues.

10) Library Update

Though Mother Nature tried to get in our way with a surprise snow, the library still was able to present a fun Halloween-themed obstacle course on our sidewalks. There were chalked instructions along the way. Participants had to balance, hop, and spin, along with some I-spy challenges, howling at the moon, and some candy-corn hopscotch. It was fun to see people doing the obstacle course throughout the week with these and other obstacles along the way. On Halloween from 11am-1pm, we also had a Sucker Pull for a Prize and a Book Walk (think Cake Walk).

Throughout this month, we will be celebrating DINOvember. We'll be sharing dinosaur facts and fun all month long. We continue to post a virtual story time every Tuesday and a children's activity every Thursday. The activities correspond with items that are in our monthly activity bags that are available for pick-up. Mike Villanueva, from the Yankton Fire Department, shared a great story and tour of a fire truck with us in October for Fire Safety Awareness Month. In November, we have two more special guest readers for our story times. For adults we will be hosting a virtual writing group on November 12

and a virtual Meditation 101 session on November 17. Be sure to follow our Facebook page so you don't miss out on any library fun!

11) Monthly reports

Building and Salary monthly reports are 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