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## OFFICE OF THE CITY MANAGER

[www.cityofyankton.org](http://www.cityofyankton.org)

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### Commission Information Memorandum

The Yankton City Commission meeting on Monday, January 24, 2022 will begin at 7:00 pm.

#### Non-Agenda Items of Interest

##### 1) Community & Economic Department Update

Staff periodically gets requests from the public and media about our knowledge of new businesses coming to town or new private project development. The Community Development Department Office, Finance Office or City Manager's Office will provide the information or name of the business only if we have documentation like a permit or license issuance on file. This is sometimes awkward because businesses have applied for permits prior to them making a public announcement. However, we provide the information because it is "public" at that point.

The issue becomes more sensitive when there is a request about something staff may have knowledge of, but there have not been any permits or licenses issued. In those instances, we do not disclose anything. This sometimes leads to situations where the general public may end up having knowledge of a new business coming to town and we ethically can't discuss it if asked. We will continue to be respectful of the confidentiality of new business prospects looking at the community even if it means word on the street may be ahead of the staff's ability to publicly discuss any details. It is important for the private sector to have confidence in our ability to play the appropriate guidance and support role.

##### 2) Police Department Update

We continue to work through issues with staff out for COVID, seasonal illness, or work injuries.

Bob Dooley came to the Yankton Police Department in August as a Certified Officer out of North Dakota. Bob recently took his South Dakota Law Enforcement reciprocity test and passed. Because of this Bob does not have to attend the 14 weeks Police Academy but instead will attend a 1-week reciprocity class in May. This saves the department time and staff.

We will start our annual training next week. Half the department will work while the other half attends training. This is part of our annual and bi-annual certifications in Taser, CPR, less lethal, firearms, and other training that we keep up with on an annual or bi-annual basis.

Our new School Resource Officer Skyler Russenberger recently attended the National Associations of School Resource Officers Basic School Resource Officer Training.

We continue to work through the hiring process and will be doing interviews and physical agility in February.

Due to omicron and staffing constraints, we will not be holding Citizens Academy this year.

### **3) Parks and Recreation Department Update**

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

### **4) Public Works Department Update**

Street department staff continues to perform winter maintenance projects on equipment and the streets. Crews are also working on the annual street-tree removal list. Due to the mild temperatures, there are also days when the street sweeper is able to be out sweeping streets.

Engineering staff continues to prepare plan documents for the 2022 budgeted reconstruction projects. The first round of complete plans will be soon advertised to receive bids.

There has been recent interest by a private operator that would like to provide aircraft maintenance services at the Chan Gurney Municipal Airport. Currently, the airport has no agreements for aircraft maintenance services on location. Staff will be advertising to receive RFP's for Chan Gurney Municipal Airport Aircraft Maintenance Services. Upon the City's selection of an operator with the best proposal, the City, with consultation from legal counsel, will develop/negotiate a lease agreement that will allow the operation of an aviation maintenance business at the airport. It is hopeful that there will be maintenance service available at the airport once again in the near future. The local pilots, as well as pilots traveling through, can greatly benefit from having maintenance services on-site in Yankton.

### **5) Library Update**

Library staff gathered on January 17 for a day of in-service. We heard a presentation from Gregg Homstad about the proper and safe way to clean up bodily fluids. We completed required safety training videos and heard a presentation from River City Domestic Violence Center about their services. In addition, we spent time brainstorming and planning summer events. We will be working with the theme "Oceans of Possibilities". One board member was able to join us for part of the day. As we have started the next cycle for accreditation, it was great to start off the year by meeting some training requirements. We have had our share of employees out due to sickness. Staff have been excellent in helping to cover open shifts. We are looking forward to having Dana return on January 31.

Upcoming projects and activities include completion of the annual report required by the State Library and continuation of our Adult 101 series. Gregg Homstad will be sharing home maintenance hacks for transitioning into spring.

### **6) Information Services Department Update**

We have signed off on the design service for the refresh of the City's website, the new design will be built out over the next few months and we hope to have the site live by this summer. We are continuing to work on the Library and City Hall wiring projects and hope to wrap up the data wiring at the Library in the next few weeks.

### **7) Finance Department Update**

The Finance Office continues to work on 2021 end of fiscal year activities. Employee W-2 Wage and Tax Statement forms were sent out on January 14th. There were 323 W-2s issued for 2021 compared to 283 for 2020. 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 31st to the applicable vendors who have provided services over the past year.

Finance has begun preparations for the City's 2022 municipal election set for Tuesday, April 12, 2022. Notice of Vacancies for the election are being published on January 19 and 25. Friday, January 28th is the first day that interested parties may circulate nominating petitions. Commissioners whose terms expire in May are Mason Schramm, Amy Miner, and Jerry Webber. 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 be 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 25 at 5:00 p.m.

On April 4, 2022, the federal government will stop using DUNS numbers and start using new Unique Entity Identifiers (UEI) as the primary means of identifying entities registered for federal awards government-wide in the System for Award Management (SAM). The City of Yankton is already registered so a UEI has already been assigned. SAM registration will continue to require annual renewal.

On January 6, 2022, the U.S. Department of the Treasury issue the Final Rule for the State and Local Fiscal Recovery Funds (SLFRF) program, enacted as part of the American Rescue Plan. This does not change our allocation amount; however, it does provide state and local governments with increased flexibility to pursue a wider range of uses. To view this final rule, please visit <https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-fund/non-entitlement-units>.

Please see the enclosed Monthly Finance Report for December and Revenues and Expenditures Report for Fourth Quarter 2021.

### **8) Environmental Services Department Update**

The wastewater collection staff has been taking advantage of the periods of warm weather to flush and clean sewers. Staff have a list of troubled areas that we try and clean and maintain once a month. Long stretches of cold weather sometimes prevent staff from being able to maintain these areas monthly.

Distribution staff have been busy this fall and winter with 5 main breaks. The breaks have been consistent with ground movement and shifting. It is unusual to see this much ground movement with the limited amount of frost in the ground at this time. Staff believes the extreme dry conditions may be causing some of the issues.

Staff continue to work with South Dakota Department of Agriculture and Natural Resources on environmental funding. Based on the current information the American Rescue Plan funds will be capped at roughly \$50 million in total project cost for the city of Yankton. The city would receive 30% grant of projects cost for anything \$50 million and less. Project cost that exceed \$50 million would not be eligible for grant funds and would 100% SRF loan. Staff estimates that the final funding application will be roughly \$50 million.

### **9) Fire Department Update**

Tom Kurtenbach's last day, as Fire Chief, was Friday, January 14<sup>th</sup>. We had a retirement party for him on that afternoon, to thank him for all of the years he has committed to keeping Yankton safe. His leadership will be hard to replace.

2022 has been an active year, so far, for the Yankton Fire Department. We already have had three structure fires. Only one of the three ended with significant damage. Thankfully, the occupants of the

one structure were notified by a fire detector and were able to safely exit the house. This is a good reminder to check your own detectors.

**10) Monthly reports**

Joint Powers Solid Waste and Yankton Police Department 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