



OFFICE OF THE CITY MANAGER

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Commission Information Memorandum

The Yankton City Commission meeting on Monday, January 9, 2023 will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Finance Department Update

Finance recently received documents from the South Dakota Public Assurance Alliance (SDPAA) insurance pool for our March 1, 2023 renewal. Departments annually review the SDPAA property schedule of vehicles, buildings, and mobile equipment along with liability coverages to ensure that all items are listed and we have adequate coverage. Updates are returned to SDPAA in mid-January to give underwriters time to prepare for the March 1 renewal.

The Finance Office is working on end-of-fiscal year tasks. Employee W-2s and 1095 forms for the Affordable Care Act requirements will be calculated and prepared in the coming weeks. Vendor 1099 forms will also be prepared in early January and issued by the end of the month.

2) Human Resources & Employee Engagement Department Update

We continue to accept applications for a permanent Part Time Water Reclamation Plant Operator as well as Part Time Lifeguard and Water Safety Instructors for the Summit Activities Center. We are also accepting application for full time Police Officers. These positions are open until filled.

Yankton Housing continues to have a position open for a Part Time Housing Program Assistant. This position is open until filled.

Preston Crissey has announced his resignation from the City of Yankton effective January 2, 2023 to take on his new role as Yankton County Sheriff.

3) Public Works Department Update

Street department staff continue to clean up streets and equipment from the recent snow storms. Solid waste staff have been busy with the recent holiday collection schedule and increased holiday garbage and recycle volumes. Collection schedules had to be adjusted with the recent snow.

The Engineering Department continues to work on projects for the new year. Construction plans and specification sets are being prepared for bid advertising. 15th Street – Bill Baggs Road to Alcoa Drive, Douglas Avenue – Levee Street to 2nd Street, and Elm Street – 20th Street to 21st Street will be the first projects advertised.

4) **Parks and Recreation Department Update**

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

5) **Library Update**

With another year in the books, I am proud of all of the great things the library has accomplished over the last year. The staff continue to provide excellent customer service and are always looking for ways to improve on what we are doing. I have received so many positive comments when I am out and about in the community about the library programs and especially about our wonderful staff members. We will move into 2023 with the same high standards and the goal to improve accessibility and services where we are able. Thank you to the Commissioners for their continued support of the library!

We are in the midst of our Winter Reading Program. This year, we are encouraging participants from PreK-12th grade to read and log 8 hours over the course of 10 weeks. With everyone's busy schedules, we wanted to make this program as simple as possible for participants (and their parents) to keep reading, so there are not a lot of moving parts this time around. Each child received a bag of fun activities at registration and they will receive a bag of goodies once they have completed 8 hours. Reading has so many benefits for those of all ages, from helping to relax after a busy day to learning and exploring new vocabulary, cultures and experiences. Keep reading!

6) **Fire Department Update**

With high wind coupled with arctic temperatures, we become especially concerned about the public and our firefighters when fighting fires. While there were no fires in the City during the past couple of weeks, five of our volunteers did respond to a mutual aid structure fire in Vermillion right before Christmas. YFD Command Staff ensured that plenty of firefighters remained in our community during the multi-hour operation.

While fires were not an issue during the Holidays, frozen pipes and fire alarms were. The Fire Chief responded by himself to several incidents triggered by water flow alarms after frigid temperatures damaged pipes on the third floor of an apartment building, the Ace Hardware, and the old Yankton Mall. Additionally, volunteers were called to assist with salvage and water removal at the middle school after a burst sprinkler pipe sent thousands of gallons of water into one of the classrooms and the hallway.

The fire alarm calls have provided us with the opportunity use the new reporting system which went live on the 21st of December. The Chief, Fire Marshal, and IT staff are working with the vendor to import data from the old system into the new platform.

7) **Environmental Services Department Update**

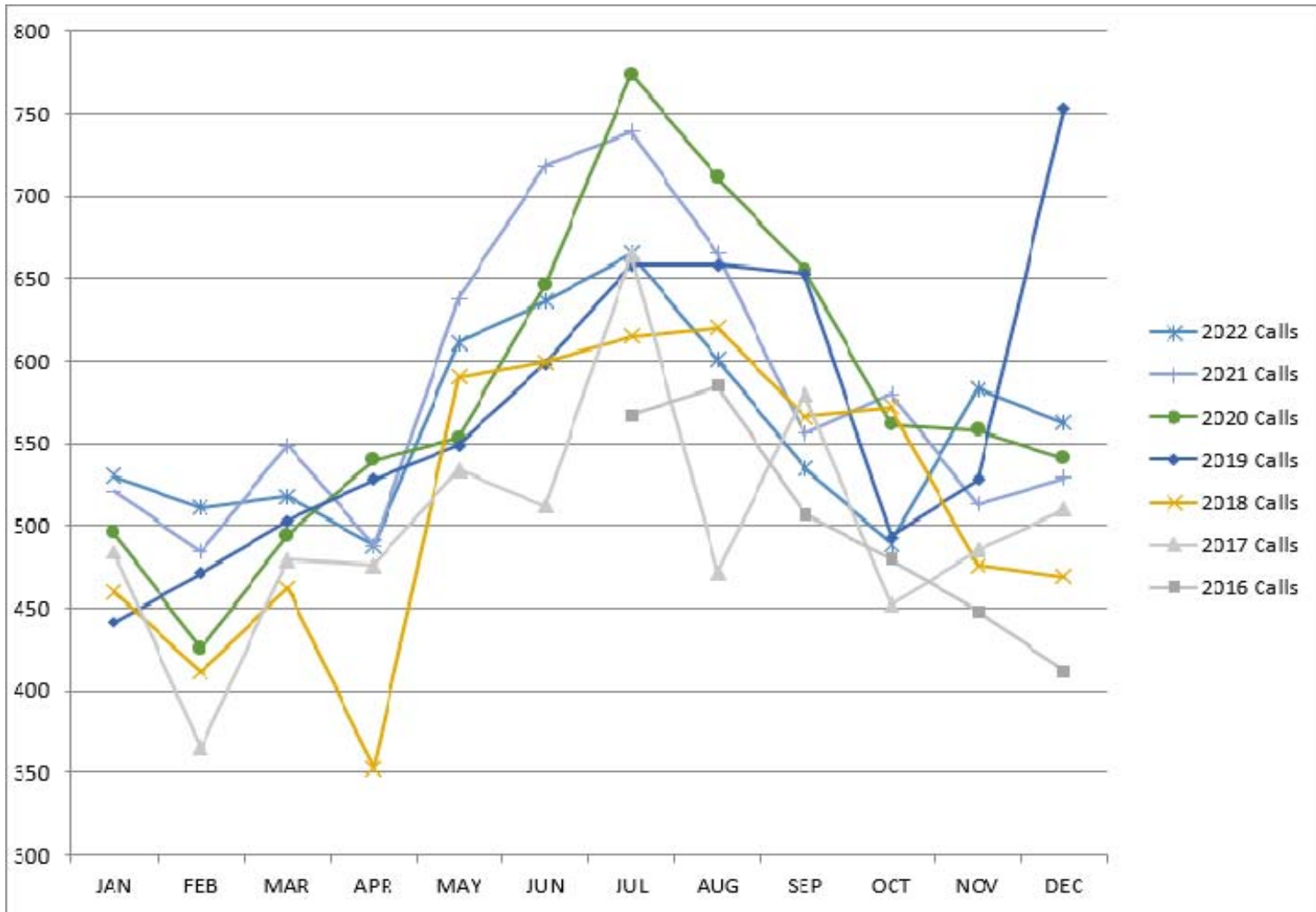
The water distribution staff was called in often during the holiday season. The staff responded to frozen meters and pipes during the cold weather. Staff were out every day shutting water off to homes and businesses that had frozen lines. Staff also responded to a water line break that was the service line to the Safety Center. Staff originally thought the break was on the city main based on the amount of water. Once the line was exposed the break was actually located on a 4-inch service line feeding the Safety Center. Feimer Construction was called in to assist with the excavation. Staff will be sending Yankton County a bill.

Staff continue to work with the attorney and owner representative to finish up the contract with HDR. No major changes to the contract are expected. Staff will be working with the HDR to complete the CMAR procurement documents. Staff estimates it will take 3 to 4 months to procure the CMAR.

The general contractor has demobilized from the wastewater plant. At this time the schedule is dependent on delivery of several pieces of equipment. Some equipment is still 30 weeks out.

8) Information Services Department Update

Dispatch received 6,729 911 calls in 2022. Down about 3.6% from 2021.



9) Community & Economic Department Update

As we shut the door on 2022 it’s time to look back on the past year in building activity. Single family residential construction was relatively strong at 36 units valued at \$6.8M, down only four units from the previous year. Considering price fluctuations, interest rate hikes and continued supply chain issues these are good numbers. Our current 10-year average for single family home starts was 28.7 per year. 2022 saw the permitting of 90 total housing units while the 10-year average was 77.9.

New commercial construction valuation was down about 19 percent from 2021 (\$16.1M vs. \$19.8M). The 10-year average for commercial permits was \$12.6 M.

2022 commercial sector permitted projects include:

Hillcrest Club House	Pizza Hut
EASW	Edward Jones
Runza	Piper St. Shop Condos
Kudera basketball facility	Soccer Assoc. concession building
Westbrook 5-plexes	Mount Marty Locker Room
Hudson Apartments	Hacecky 2 nd & Broadway

Looking ahead to 2023 we should see several good-sized commercial projects breaking ground, including Lewis and Clark Behavioral Health, Clark's Rentals, Paradigm and the Yankton School District Early Childhood Education Center.

10) Police Department Update

We responded to 63 calls for service between 12/31/22 and 1/1/23 keeping us busy during the holiday weekend. We are looking forward to 2023 and increasing our involvement in the community, and getting to full staff at the Yankton Police Department.

On 1/3/23 City and YPD staff attended Sheriff Preston Crissey's swearing-in ceremony. Despite the snow, Preston had a large group to support him as he moved from the Yankton Police Department to the Yankton County Sheriff's Office. We will work hard to strengthen the relationship between the Sheriff's Office and the YPD.

Our WNAX radio host Bill Holst has been out and asked Chief Foote to take over hosting the Service Before Self Tuesday Morning Radio program until he returns. This program highlights all of our area first responders. Each week brings in a different first responder to talk about programs they have going on.

It is that time of year when the snow gets piled around vehicles that do not move as often as they should according to the City Ordinance. In an effort to assist the City Street Department, officers have been out issuing tow tags to vehicles that need to be moved.

11) Monthly reports

Building and Salary monthly reports are included for your review. Also included are the minutes from the Planning Committee December meeting and the Joint Powers Solid Waste monthly report.

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