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## OFFICE OF THE CITY MANAGER

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

VOL. 59 NUMBER 1

### Commission Information Memorandum

The Yankton City Commission meeting on Monday, January 8, 2024 will begin at 7:00 pm.

#### Non-Agenda Items of Interest

##### 1) Finance Department Update

The Finance Office is working on end-of-fiscal year tasks including general ledger accounting allocations, outstanding check reconciliations, and multiple other end-of-year reports. Finance will consult with Human Resources to ensure employee W2 forms are calculated, prepared, and filed by the January 31st deadline. HR is working on the Affordable Care Act (ACA) 1095-C health insurance documents for fulltime covered employees. Finance is preparing to process vendor 1099 tax forms; the deadline for these forms is also January 31.

Finance recently received documents from the South Dakota Public Assurance Alliance (SDPAA) insurance pool for our March 1, 2024 renewal. Departments annually review the SDPAA property schedule of vehicles, buildings, and mobile equipment to ensure all items are listed and that there is adequate coverage. Updates are returned to SDPAA by the end of January to give underwriters time to prepare for the March 1st renewal.

Friday, January 26, is the first day that interested parties may circulate nominating petitions for a position on the Board of City Commissioners. Commissioners whose terms expire in May are Bridget Benson, Nathan Johnson, and Michael Villanueva. 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 23, at 5:00 p.m.

##### 2) Parks & Recreation Department Update

An update on the various activities in the Parks & Recreation Department is included in this packet.

##### 3) Human Resources & Employee Engagement Department Update

We continue to accept applications for full time Police Officers. This position will remain open until it is filled. Interested applicants can visit [cityofyankton.org](http://cityofyankton.org) (click on Employment tab) or contact the Human Resource Department.

We are currently accepting applications for Engineering Technician/Project Manager. The first review of applications is in process.

We are accepting application for Fleet Mechanic in the Public Works Department. This position is open until filled.

The City of Yankton's January's presentation by Well 365 out of Sioux Falls will focus on Time Management. The session will be distributed to staff during the third week of the month.

We continue to accept applications for Part Time Lifeguard and Water Safety Instructors for the Summit Activities Center/Parks and Recreation Department.

Larry Nickles announced his retirement from the City of Yankton effective January 5, 2024. Larry has served the City of Yankton and surrounding area with great passion for 27 years. Thank you to Larry for sharing your expertise and wisdom! We wish Larry all the best in his next phase of life. A retirement party was held for Larry on January 5 at Fire Station #2.

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

Street Department staff continue to perform winter maintenance projects on equipment and streets.

Solid waste staff have been working with the recent holiday collection schedule and increased holiday garbage and recycle volumes.

The Engineering Department continues to work on projects for 2024. Construction plans and specification sets are being prepared for bid advertising. The 8th Street Reconstruction Project (Burleigh Street to Ferdig Street) and the 21st Street Reconstruction Project (West City Limits Road to Summit Street) will be the first projects advertised.

#### **5) Library Update**

The past year was "one for the books" at Yankton Community Library. On top of offering a great selection of books and e-books, we again had a wide variety of programming for all ages throughout the year. Each year we try to offer new and unique programs in an attempt to reach audiences with a variety of interests. Truly, books are just the beginning at the Yankton Community Library. We believe that the library is the heart of the community. It is a place for everyone no matter your age, beliefs or backgrounds. It is a place for new members of our community to get information and to be warmly welcomed into the community. It is a place for parents to bring their young children to play and explore in a safe space outside of their homes during story time, programs or at our Imagination Station. It is place for those to come who may not otherwise have access to technology or friendly people who are willing to guide them in using it as they apply for jobs, explore a hobby or learn something new. It is a space for people to meet like-minded individuals who can bond over books or participating in a program. It is a place for those working toward a degree to find resources, a study space, and even to have exams proctored. The Yankton Community Library provides all these things and so much more to our community. We are proud of the work we do and hope to continue to grow in 2024.

#### **6) Fire Department Update**

The Yankton Fire Department closed out 2023 with an attic fire in the Rural Fire District and a dumpster fire at 9<sup>th</sup> and Broadway, both on Christmas evening. The Fire Department answered a total of 439 calls for service in 2023. This total encompasses everything from routine calls run by paid staff to Lake Area First Responder requests and fires both within and outside the City limits.

Larry Nickles is completing his last few days as Deputy Chief before he retires. We are grateful for his passionate and dedicated service to the citizens of Yankton. Chief Linke is updating job description and responsibilities prior to advertising for the position.

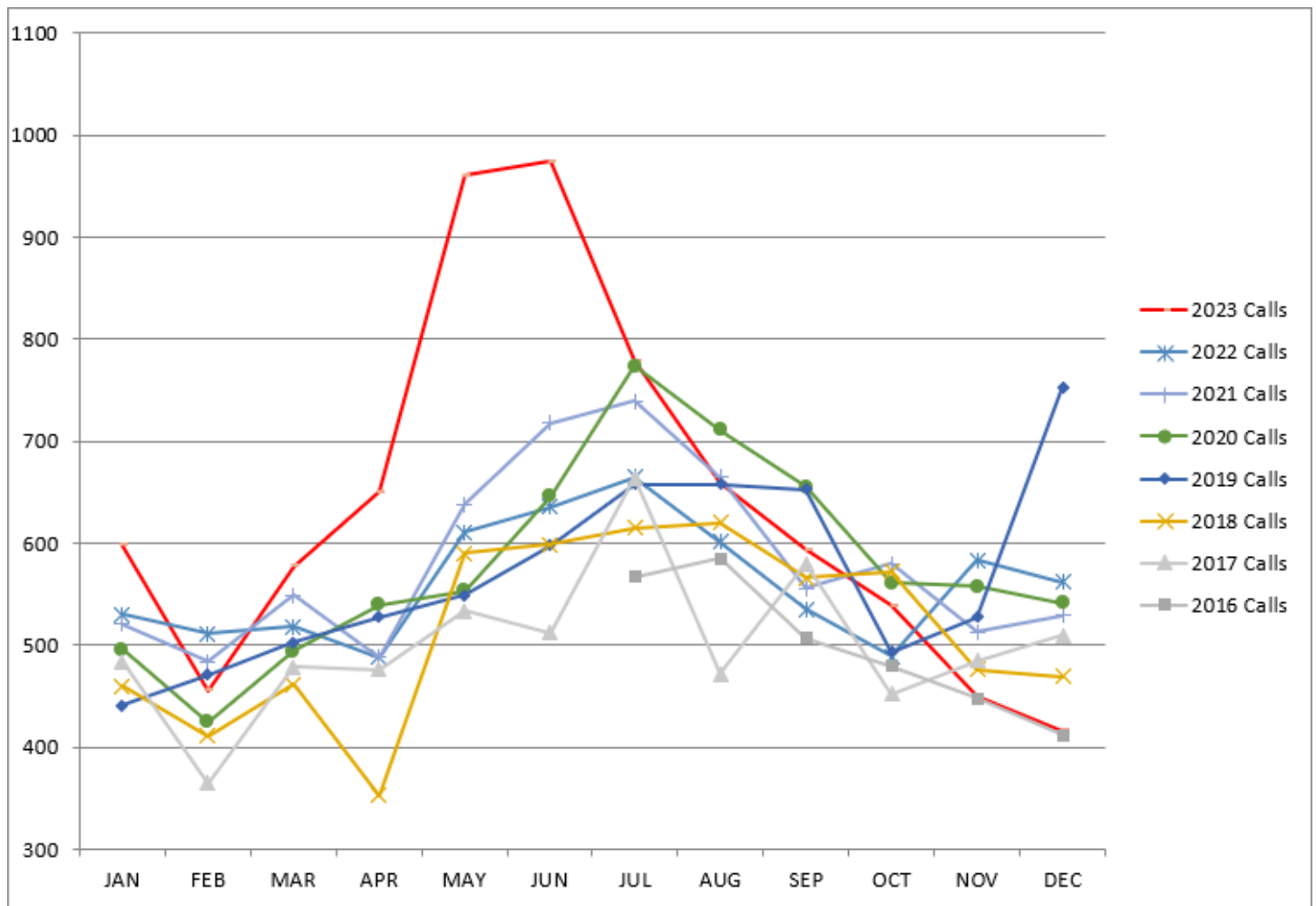
**7) Environmental Services Department Update**

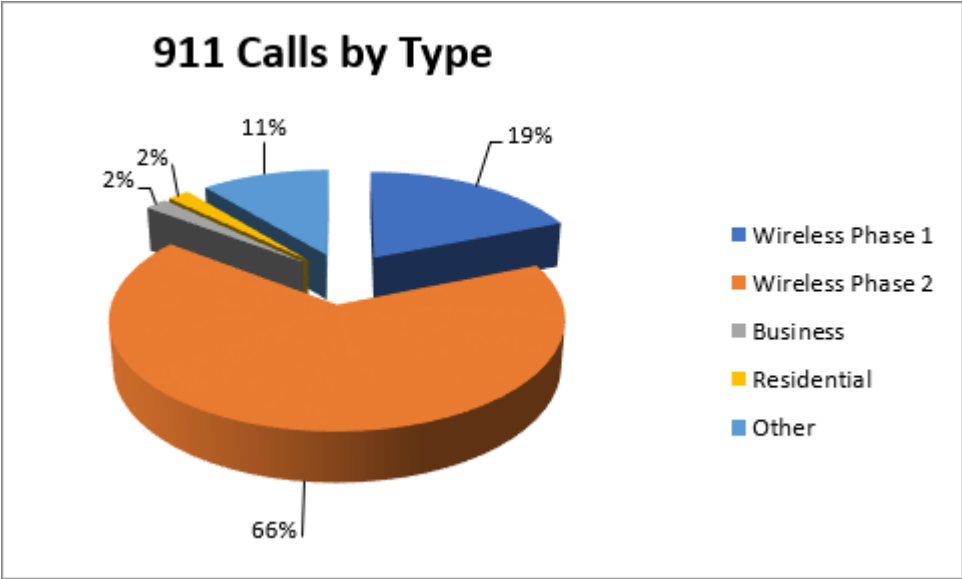
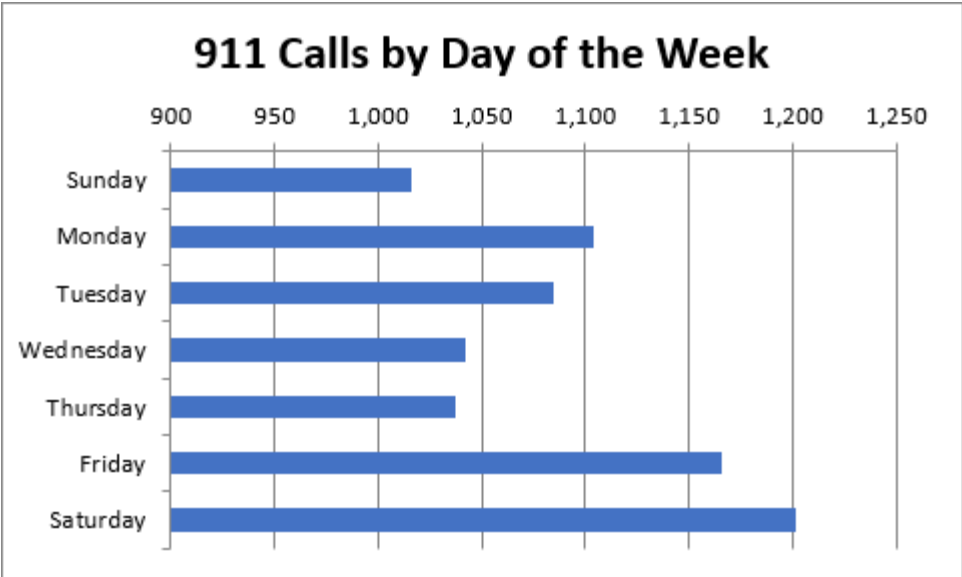
Staff met with representatives from the Nebraska Lewis and Clark Natural Resource District (NRD). Staff discussed the potential for Cedar Knox Rural Water to purchase bulk water from Yankton. The Lewis and Clark NRD staff will be putting together a draft agreement for staff to review. Staff will continue to discuss options with the NRD.

Wastewater treatment staff continue to look at options moving forward with the wastewater treatment plant improvements. Staff will be making several decisions this winter on moving the project forward including new treatment options. The Economic Development Administration (EDA) project is almost complete. The project is waiting on a final electrical switch gear to be delivered. The contractor is hoping it will be delivered by April.

**8) Information & Technology Services Department Update**

911 calls for 2023 increased 13.7% over 2022. 2023 saw two consecutive record setting months for call volume. Call volume by day of the week shows the greatest number of calls on Fridays and Saturdays. 85% of the calls received are from wireless callers.





**9) Community & Economic Development Department Update**

As expected at the beginning of the year, 2023 was one for the building permit record books. Our total building permit valuation for the year came to \$100.5M, which even after correcting for inflation is far and away our strongest year ever.

The commercial sector was the primary driver of building activity with the Early Childhood Development Center and Lewis & Clark Behavioral Health leading the way and accounting for approximately 50% of our total valuation. Other significant 2023 projects included:

- |                                                 |                                        |
|-------------------------------------------------|----------------------------------------|
| Paradigm Technologies                           | Clark's Rental                         |
| Les Schwab Tire                                 | Piper St. Storage                      |
| Richardson Development (E. 2 <sup>nd</sup> St.) | Yankton Women's and Children's Shelter |
| Manitou addition                                | All-City Storage                       |

A new record was also set in housing with a total of 150 residential units permitted in the past year which is nearly double our 10-year average of 84. Gurney Flats apartments alone accounted for 104 units and \$12.5M of valuation. We issued permits for 29 single family homes which is just under our average of 31 for the last 10 years.

The total number of building permits issued for the year was 275 which is down 15% from the previous two years. The reduction was primarily in the exterior repair category which includes roofing, siding and window and door replacement.

In 2024 we should see significant housing starts in the Gehl Drive and Garden Estates developments but commercial numbers will probably revert back to a level closer to our 10-year commercial average valuation of \$19M.

The City of Yankton received by mail the anticipated official notice from FEMA that they have issued a Preliminary Flood Insurance Rate Map (FIRM) for Yankton County. FIRMs are issued by county and the City of Yankton is contained within this newly issued Preliminary Map. This is a routine part of the map revision and adoption process and staff anticipated receiving the notice in early 2024. FEMA is required to publish this notice in the local newspaper, so residents will likely see the notice soon. This has no practical impact on the daily operations of City staff in floodplain management. The map information has been widely available to City staff and the general public since April 2023. The published notice will include an opportunity for governments and citizens to submit appeals during a 90-day window. The City of Yankton previously provided FEMA substantial technical comments at an earlier phase of the process, and staff will not be recommending an appeal on behalf of the City of Yankton. Additional local steps will follow this process after the close of the appeal window, including the eventual adoption of the maps and floodplain ordinance revisions by the City Commission.

## **10) Police Department Update**

YPD had 105 calls for service from midnight on 12/31/23 to midnight on 1/1/24. This a significant amount of calls compared to last year's 63 calls for service. We had six arrests for violations of driving with a revoked license, obstructing an officer, simple assault domestic, trespassing, and bench warrants. 24 citations were issued off of 33 traffics stops. Other calls we responded to were civil disputes, animal complaints, fireworks, noise, parking complaint, trespassing, thefts, suspicious person/vehicles, fight, disorderly persons, ambulance calls, and welfare checks. We did not experience any major incidents during the New Year's Celebrations. We are completing our yearly statistics on our calls for service, citations, and arrests. This information will be available later this month.

We hired another officer and will be working him through some training. Brady Smith is originally from Yankton and most recently was in Rapid City working and going to school before moving back home to work for the City of Yankton Police Department.

We will start training in January and February for certifications that need to be completed annually. We are going to try something new with training this year. We have developed a schedule where everyone will have the opportunity to receive eight hours of in-house training during the months of January, February, March, April, October, November, and December. This is in an effort to make sure staff has the opportunity to stay up to date with new techniques, laws, and practices in our profession.

Paperwork has been submitted with Southeast Technological College to put a student through school on the Build Dakota Scholarship.

**11) Monthly reports**

The Building, Joint Powers, Salary 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