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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 9, 2017, will begin at 7:00 pm.

**Non-Agenda Items of Interest**

**1) Human Resources Update**

Tonya Olson will begin employment on January 1, 2017, as Library Director. Ms. Olson was previously employed by the City of Yankton as a full-time Library Assistant from July 2012 until April 2014.

**2) Police Department Update**

Yankton Police have been training, and are meeting with countywide stakeholders regarding the use of Narcan. Narcan is a nasal antidote to be used in cases of overdoses related to opioids. We are working on a policy to implement the use of Narcan in the field, and foresee it used to assist subject experiencing overdoses. Because of the quick response of Yankton County EMS, we do not anticipate many uses on subjects in our community, but believe it can be a good tool for our officers in case a situation arises where Narcan would be appropriate.

January will begin a new training year for YPD with a heavy load of annual and bi-annual training. This schedule is conducive with our 12 hour shifts and is reported to State LET to fulfill our statutory obligation with training. 2017 training in Crisis Intervention Training (CIT) should bring us to 100% trained staff in how to deal with citizens in crisis. I believe Yankton will be the first department in the state to have 100% trained staff with CIT.

YPD will hold our internal Strategic Planning session in January. This was implemented in 2010 and has provided a good roadmap of projects for the department. Along with this planning, we will be looking at Community Oriented Policing programs (COP). COP planning will allow us to look at new programs as well as strengthen programs we already have.

January 5<sup>th</sup>, Det. Sarah O'Farrell will be presenting a program on Internet Safety to the Boys and Girls club. On January 9<sup>th</sup>, one of the Administration will be presenting to the Optimist Club.

**3) Finance Update**

The Finance Office continues its End of Fiscal Year 2016 activities. Work on the Affordable Care Act (ACA) 1095-C health insurance documents for fulltime, covered employees has been completed. Forms have been mailed out to employees and they should receive them in the coming days. W-2 Wage and Tax Statements will be generated and issued after all payroll activity has been closed out for 2016 in January. Vendor 1099 tax forms will also be issued before January 31 to the applicable vendors who have provided services over the past year.

The City's annual municipal election is scheduled for Tuesday, April 11, 2017. Commissioners whose terms expire in May are Chris Ferdig, Jake Hoffner, and Craig Sommer. The Notice of Vacancy for the three expiring commission seats will be published January 19 and 26. Circulation of nominating petitions may begin on Friday, January 27. 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 24 at 5:00 p.m. A copy of the Finance Office municipal election calendar is included in the commission packet.

#### **4) Community Development Update**

Enclosed in the packet is the 2016 year-end building permit activity information. As noted, there were 32 new single family home starts in 2016. There were also permits for 3 townhomes (6 housing units) which brings the new housing starts for this category to 38 units. The City's 10 year average for single family home starts is 25.4 homes per year and 5.9 townhome units per year. Additionally, 28 apartment unit starts occurred in 2016. All totaled, there were 66 housing unit starts in 2016. This is ahead of the 10 year average of 53 housing unit starts.

The 2016 commercial sector projects include: Goglin Funeral Home, Drain Masters Building, Casey's General Store Addition, Hacecky Rentals, City of Yankton Lift Station, Truxedo Office Finish, Whiting Court Apartment Renovation, Fox Stop Convenience Store, First Dakota 4<sup>th</sup> Floor Addition, East Eight LLC Apartments (16 units), Broadway Chrysler Addition, Academy of Dance & Slumberland/Larry's Heating & cooling Renovation.

Our total building permit valuation in 2016 was \$18,276,920. That is below our 10 year average of \$24,231,549. Based on current discussions with contractors, we anticipate housing starts in 2017 to be very similar to the 2016 level (above average). Total valuation numbers are more difficult to predict because one large project can influence the valuation of any individual year dramatically.

#### **5) Fire Department Update**

The Yankton Fire Department is taking applications for new volunteer firefighters. Applications can be picked up at Fire Station #2 at 201 West 23<sup>rd</sup> Street during regular business hours (8am to 5pm, Monday through Friday) or are available online at [www.yanktonfd.com](http://www.yanktonfd.com). Applicants must be between the ages of 21 and 45 and live within 5 miles of a Yankton Fire Department Station (including the Lake Area Station). If you have questions, please contact us at (605) 688-5228 or ask one of the Yankton firefighters.

Residents are reminded that the dry vegetation and relative lack of snow cover makes grassland fires possible this winter. Please be careful with any open burning.

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

Our webhost is having difficulty with the site we use to host our live webcams. The site went offline the week after Christmas, was fixed but is continuing to have intermittent issues. We are working closely with our provider to resolve the issues.

The radio project is moving forward. The majority of the mobile radios have been installed and RACOM is working through an issue with replacing the base radio for Dispatch. We hope to have full digital functionality up and running soon.

#### **7) Library Update**

Enclosed in your packet is an update on the various activities in the Library.

**8) Environmental Services Update**

Gridor Construction completed the concrete work for the wet/drywell floors and lower level wing walls. The sheeting has been removed and the final backfill has also been completed. Gridor is in the process of building a temporary tent around the structure to continue working. Once the tent is completed the contractor will begin block work.

Staff completed the final inspection of the water fill station. The contractor has several small punch list items to complete. The fill station is operating and the old fill station has been removed.

**9) Public Works Department Update**

Street department staff continue to perform winter maintenance projects both on equipment and the streets.

Engineering staff continue to prepare plans and specifications for the 2017 construction season.

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

**10) Monthly reports**

Building, Yankton Police Department, and Salary monthly reports are included for your review. Minutes from the Golf Advisory Board and Park Advisory Board are also 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 Nelson  
City Manager