



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

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Commission Information Memorandum

The Yankton City Commission meeting on Monday, January 13, 2020, will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Community & Economic Department Update

Special airspace clear zone permits are required any time a project is constructed in defined areas near federally regulated airports. The permitting is a fairly complicated process that determines air space elevations that cannot be encroached upon by any part of a structure. The clear area ends up being an elevation that starts at ground level by the runway and gradually increases in height based on the distance and direction from the runway. Recent Federal Aviation Administration regulatory changes have slightly redefined how they administer the clear zone requirements.

What does this mean for Yankton's Chan Gurney Municipal Airport? It is good news because the change allows for the addition of three private hangars in locations that were not previously permitted. As shown on the below map, the regulatory change allows hangars to be developed at sites 36, 37 and 38 where they could not previously be constructed. As you know, we are short of hangar development space at the airport and these new hangar locations will help with that issue. Sites 37 and 38 have already been spoken for and hangar development is occurring. Future hangar development options at the airport include the possible expansion of the existing T-Hangar and the long term development of the North Apron Area that is included in our Airport Layout Plan.



Enclosed in the packet is the 2019 building permit activity information. As noted, there were 24 new single-family home starts in 2019. There was also a permit for a four-unit townhome and one duplex which brings the new housing starts for this category to 30 units. The City’s 10-year average for single family home starts is 23.8 homes per year and 9.9 townhome units per year. Additionally, 36 apartment units have been added for a total of 66 housing units.

The 2019 commercial sector permitted projects include:

- | | |
|---|--|
| Mount Marty Fieldhouse | **Casey’s |
| Mount Marty Residence Hall* | Southgate 66 replacement |
| Huether Family Aquatic Center | Great Life Fitness Capital St. remodel |
| Yankton Mall façade remodel | Piper St. self-storage |
| UPS Distribution Center | Ferdig Av. self-storage |
| Safety Center remodel | Kevin’s Plumbing |
| Great Plains Processing office addition | Dakota Drywall addition |
| One Office | Arena remodel |
| KPI office addition | JR’s Oasis addition |

* The Mount Marty Residence Hall foundation permit was issued in December with the balance of the work to be permitted and completed in 2020.

** Casey’s at 2300 Broadway was permitted in 2018, but due to delays did not begin construction until October 2019.

2019 saw an unusually high commercial valuation so it is very possible that 2020 will see a return to numbers closer to average. However, based on current trends we anticipate that building activity in the commercial sector will continue to produce housing starts.

2) Police Department Update

Commander Brandt was named Jr. Optimist for 2019.

Staff met with Duane Johnson on Homeland Security Grant application for department radios.

First half of department annual training was January 7th and 9th. This is 12 hours of training covering first responders and fire safety, CPR and first aid recertification, TASER recertification, Human trafficking identification, update on domestic violence and sexual assault investigations, and DUI refresher course.

Staff attended Emergency Management meeting.

Several staff are training at LET in Pierre on Women in Law Enforcement on January 15.

3) Human Resources Department Update

The Public Works Department will be conducting interviews within the next couple of weeks for Sanitation/Truck Operators and a Senior Equipment Operator position (internal applications only).

We have also started to advertise for our summer seasonal positions. An announcement has been placed on Facebook and also on the City's website. There will be a notice in the Press & Dakotan to check the listing on the website and there is a link to the employment application form. Those applications received by March 27 will be given primary consideration.

4) Library Update

The Friends of the Library are making some changes to their book sales in order to make a greater impact for the Yankton Community Library. They have changed from offering a book sale in the library garage once per month, to offering bigger, more extended sales in the meeting room four times per year. They just completed their first quarterly book sale that took place January 2-4. The first day was offered as a benefit to Friends members to be able to shop before the sale was open to the public. Friends' memberships start at just \$10 annually for a Single membership and \$15 annually for a family. They gained 19 new members just before and during the sale! In addition, the Friends sold over \$600 in books. Moving the sale to the meeting room allows for more space and selection when shopping. The expanded membership will hopefully encourage more involvement in the Friends and help with future sales. The profits from the book sales are put towards special performers, programs and items that help to improve the library experience for its users! The first quarterly sale was a great success and the Friends of the Library are continuing to make a positive impact on our local library and community.

5) Parks and Recreation Department Update

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

6) Information Services Department Update

Yankton's 911 center went live on the state system on December 12th. The transition was fairly smooth with only a few minor problems. 911 call recording reports will be unavailable until we are setup on the new report system. Dispatch has all transitioned to the new web based Omnix system for access to the FBI's criminal justice information system (CJIS). This change will allow the removal of one of the computers and will overall simplify the call station setup by removing a computer, monitor, mouse and keyboard from the existing layout.

In addition to the progress on the new police radio system and radio consoles, City staff has began planning for the replacement of the radios used on the South Dakota statewide network. The state will

be implementing a new system in July 2023. The new system will make all of the existing radios obsolete. We will be working cooperatively with other Yankton County entities to procure grant funds where available.

7) Finance Department Update

Finance received documents from the South Dakota Public Assurance Alliance (SDPAA) insurance pool in December for our March 1, 2020 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 have been returned to SDPAA to give underwriters time to prepare for the March 1 renewal.

The Finance Office is working on end of fiscal year activities. 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.

Please see the enclosed Monthly Finance Report and the Revenue & Expenditure Report for November.

8) Fire Department Update

YFD presented a new course, “Law Enforcement on the Fire Ground” to Yankton Police Department personnel on January 7 and 9 at their annual training. This course covers strategies and tactics to be taken by law enforcement officers when responding to fire and rescue related emergencies. While officer safety is the main focus of the class, the class covers fire behavior, things law enforcement officers can do to help the Fire Department while in scene and what officers should and should not do when responding to these emergencies. This class has been offered also to the Yankton Sheriff’s Office, the Highway Patrol and SD Game, Fish and Parks officers. This will be a continuing training for new recruits as they are added to the force.

Volunteers Tim Binder and Bill Ziegler attended the South Dakota Fire Service Instructors Course in Pierre on January 12 and 13. This course covered firefighter mayday procedures and provides contact hours necessary for them to keep their instructor certification.

Chief Kurtenbach attended the Ambulance Task Force meeting on January 6.

9) Public Works Department Update

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

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

The Huether Family Aquatics Center

Demolition of the Memorial Park swimming pool has officially started. Trees have been removed and the contractor is currently tearing down the bathhouse. Crews will continue to work as the weather allows.

Marne Creek – Bank Stabilization

There has been significant progress on the Marne Creek Bank Stabilization Project. All of the storm sewer has been installed. Some sidewalk replacement has been completed at the Burleigh Street location. The riprap installation is ongoing.

2020 Projects

The Riverside Drive project and the 5th Street project are both in the plans review stage.

10) Monthly reports

Salary, Building, Yankton Police Department monthly reports are included for your review. Minutes from the Airport Board and Planning Commission are also included.

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