



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

VOL. 57 NUMBER 1

Commission Information Memorandum

The Yankton City Commission meeting on Monday, January 10, 2022 will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Finance Department Update

The Finance Office has hired an Accounting Clerk to begin January 10th.

The five applications for a Medical Cannabis Dispensary Business License approved at the city-level are still pending with the South Dakota Department of Health.

Finance Office personnel is working on fiscal year-end activities such as W-2 tax forms, payroll benefits management, ACA reporting, liability insurance renewal asset oversight, general ledger accounting allocations, outstanding check reconciliations, and multiple other end-of-year reports.

Finance recently received documents from the South Dakota Public Assurance Alliance (SDPAA) insurance pool for our March 1, 2022 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 make any updates.

2) Parks and Recreation Department Update

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

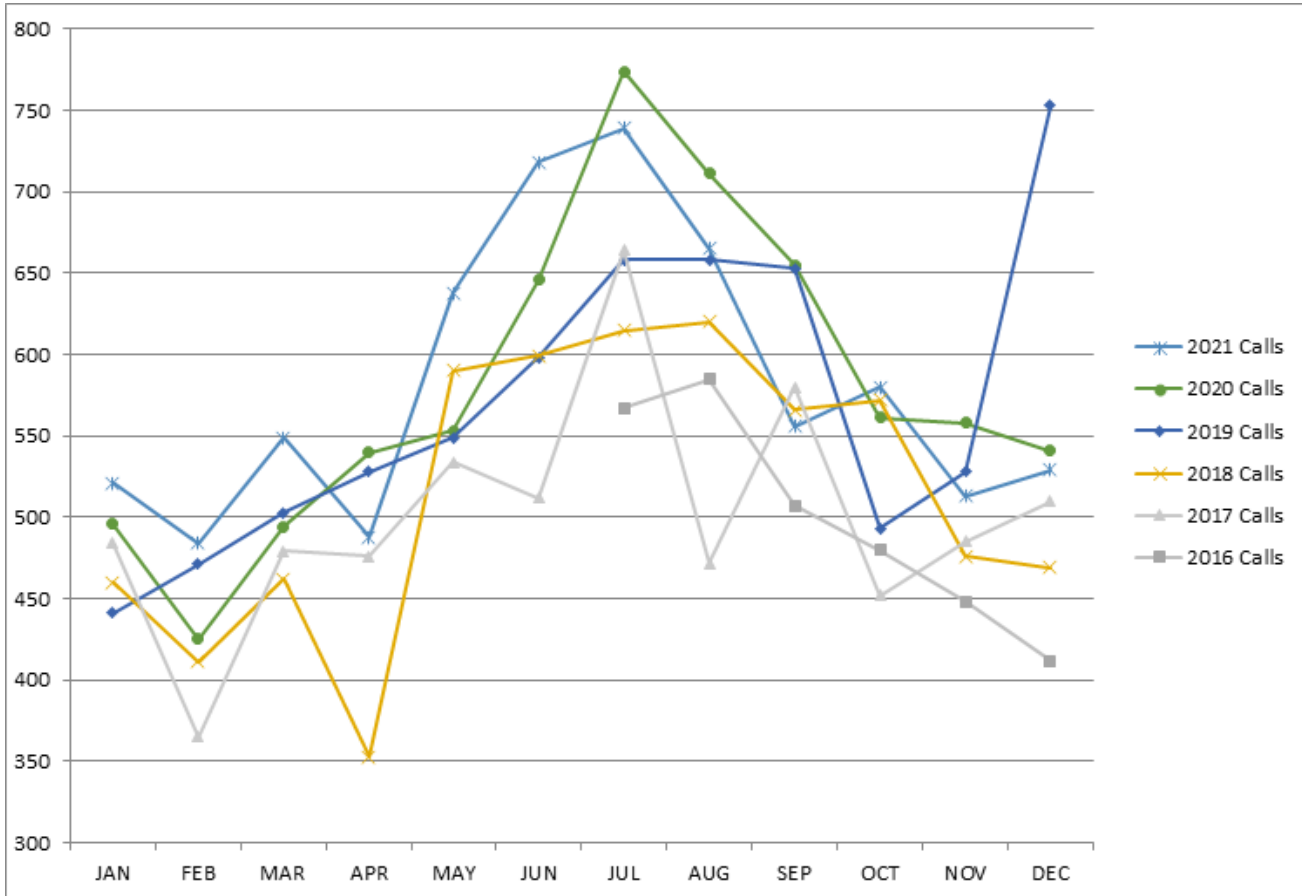
3) Library Update

After a brief holiday break, we have a full calendar of events for January. Our Friends of the Library are hosting a four day used book and jigsaw puzzle sale from January 6 through January 9. This will be their first sale since October so their inventory is pretty extensive. Great chance to add to your to be read pile! We are offering a series of Adult 101 sessions over the next several months. Coach Rozy will join us for the first session on January 10 to give tips about health and nutrition. Up next is Sheila Woodward on January 22 to talk about basic estate planning. Story time is back for three sessions each week along with after school activities aimed at elementary age kiddos each Thursday at 3:45.

We look forward to welcoming a new full time staff member on January 17. Lizz Nedved has been with us in a part time capacity for eight years so she is very familiar with our policies and procedures which should make the transition smooth. She has worked in human resources and most recently in fundraising at the USD Foundation. We are excited to use her talents more. Dana plans to be back from her maternity leave at the end of January. All the staff have been cheerfully picking up some extra duties while she has been out, but, we will be glad to have her return.

4) Information Services Department Update

We have two dispatchers starting the week of January 3rd. We welcome Jessica Pettit and Angela Jorgensen to the department. We have one other conditional offer pending. 911 call volume for 2021 is shown in the chart below. Over all the year ended up twenty-six calls over 2020. Our LIDAR flight has been completed and we are waiting on updates from Eagle View of when the new elevation model will be available to assist with our FEMA flood plain map process.



5) Public Works Department Update

Street department staff continue to perform winter maintenance projects on equipment and the streets. Crews are also working on the annual street-tree removal list.

Solid waste staff have been busy with the recent holiday collection schedule and increased holiday garbage and recycle volumes. Staff have also cleaned up from the New Year's Day fire in the transfer building. There was very little damage to the building and minor damage to the transfer trailer that contained the burning material.

23rd Street Construction and Utility Installation

We are working with the contractor on seeding of areas that was not done before the snowfall. Unfortunately, these are areas where there is still snow present. There is a good chance that we will need to keep the contract open until the weather allows us to complete this task.

2022 Projects

Staff have been working on the design of two of the projects that are in the budget to be done next year. Those projects, 5th Street - Spruce St. to Green St. and Whiting Drive – 13th St. to Ferdig Ave., are close to having preliminary plans complete. Once done, we will conduct an in-house review, make changes as needed and prepare documents for bidding.

6) Community & Economic Department Update

Enclosed in the packet is the 2021 building permit activity information. Price fluctuations and supply chain difficulties created some challenges this past year. Even with those factors, we are happy to report a very strong year. 2021 was the third highest total permit value year in Yankton's history. 2021's values were predominantly private sector projects making it the largest year for development that sector has ever seen.

Single family residential construction had 31 starts and there were permits issued for 6 duplexes which brings the new housing starts for the single-family housing category to 43 units. Our 10-year average from 2011 to 2020 for single family home starts was 26 per year. 72 apartment units were also permitted for a grand total of 115 housing units which is significantly greater than the 10-year average of 63 units per year.

Larger 2021 commercial sector permitted projects included:

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| United Way offices | Fox Run Townhomes |
| Fairfield Inn Hotel | Cimpl's Sewage Pre-treatment facility |
| Tinting Pros | American Family Insurance |
| Frito Lay | Williams and Co. |
| First National Bank remodel | HyVee C store remodel |
| Koster Car Wash addition | Yankton Transit addition |
| HyVee Aisles Online Facility | Pathways remodel |

While 2022 may continue to present challenges in terms of cost and material availability, for now, the mood in the building industry seems to be one of cautious optimism that development will continue at a strong pace. There are numerous residential sites prepared for building and we would anticipate another year of healthy single-family home construction. The outlook for multi-family residential project construction is unclear at this time.

7) Environmental Services Department Update

District III filed three separate Environmental Funding applications for the City of Yankton totaling \$57 million. The South Dakota Department Agriculture and Natural Resources will be taking those applications in front of the Board of Water and Natural Resources at the March meeting for approval. SD DANR is still waiting on final approval of the American Rescue Plan funding rules. Based on the current proposed rules, the City of Yankton would receive 30% grant funds up to \$50 million in total project cost. Staff will be work with the SD DANR to finalize the projects listed in application. Some projects may be removed.

Staff repaired a water main break at 23rd and Green Street on New Year's Day. The cold weather made work difficult. This is the fourth water main break since September. Two of the breaks were ductile iron pipe and two were cast iron pipe. Staff also had several valves fail or leak during the repairs and have been replaced or are scheduled to be replaced. All four breaks appear to be caused by a combination of aging infrastructure and ground shift. The extremely dry soils may be causing additional ground movement as the frost forms.

8) Police Department Update

The Yankton Police Department hosted Kids, Cops, and Christmas on December 18th at the Yankton Walmart. A total of five law enforcement agencies came out to help shop with the kids. As always, this was an impactful event that served over fifty children in the Yankton community.

The Yankton Police Department is working to inform the Yankton community of the upcoming speed zone change that will affect 31st Street and Peninah Street. The police will be utilizing social media, Speed Trailer, and officer presence to inform the public of speed zone change. The speed zone change officially changes on Monday, January 10, 2022.

The Yankton Police Department are in the process of conducting interviews for Police Officer. Currently, the department received nine applicants.

The Yankton Police Department ended their participation in the “Drive Sober or Get Pulled Over” campaign. Officers made over thirty arrests during the special enforcement period.

9) Monthly reports

Building, Salary, Joint Powers Solid Waste and Yankton Police Department 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