



Mission Statement

To provide exemplary experiences, services & spaces that create opportunities for everyone to learn, engage and thrive.

YANKTON BOARD OF CITY COMMISSIONERS

Work Session Meeting beginning at 6:00 P.M.

Monday, February 26, 2024

City of Yankton Community Meeting Room

Located at the Career Manufacturing Technical Education Academy formerly known as Technical Education Center • **1200 W. 21st Street • Room 114**

If you would like to watch the City Commission meeting you can do so by accessing the City of Yankton's YouTube Live Channel. <https://www.youtube.com/c/cityofyankton/live>

TV Schedule: Mondays at 7:03 p.m. and Tuesday following meeting at 1:00 p.m. on Midco Channel 3 and Bluepeak Channel 98.

- 1. Roll Call**
- 2. Public Appearances**
- 3. Overview of City of Yankton Business Licenses**
- 4. Other Business**

Other business is a time for City Commissioners to address the commission regarding matters not on the agenda. These items will not be deliberated by the governing body and will not be acted upon at this time. Items mentioned may be added to a future City Commission meeting or work session for deliberation or action.

- 5. Adjourn the Work Session of February 26, 2024**



CITY OF YANKTON: BUSINESS LICENSES

Lisa Yardley, Finance Officer

CONTENTS

- Overview
 - Alcohol-related
 - Non-alcohol requiring Commission Approval
 - Other with no Commission Approval Requirement
- Cost Analysis
- Factors to Consider
- Areas of Concern



Retail (On-Off Sale)
Wine & Cider

Retail (On-Off Sale)
Malt Beverage &
SD Farm Wine

Special Event

ALCOHOL LICENSES

Retail (On-Sale)
Liquor

Retail (On-Sale)
Liquor Restaurant

Package (Off-Sale)
Liquor

COST ANALYSIS: Alcohol

- Mandated by SDCL Chapter 35
- State form: Uniform Alcoholic Beverage License Application
- Required approval from police, community development, & fire

Estimated Costs per License	Est. Staff Hours	Est. P&D Notice	Postage	Annual Renewal License Fee	# Issued in 2023
Malt Beverage	7	\$20	\$1.12	\$150 City / \$150 State	64
Wine/Cider	7	\$20	\$1.12	\$500	16
Pkg Liquor	7	\$20	\$1.12	\$500	11
Retail Liquor	7	\$20	\$1.12	\$1,500	17
Restaurant Liquor	7	\$20	\$1.12	\$1,500	4
Special Events	2.5	\$20	\$1.12	\$5.00/day	59

Dance Hall

Special Event
Dance

Mobile Home Park

COMMISSION APPROVED LICENSES (non-alcoholic)

Pawn Broker

Private Collector of
Refuse

Transient Merchant

COST ANALYSIS: Other with Approval

- Mandated by City Ordinance
- City License form

Estimated Costs per License	Est. Staff Hours	License Fee	# Issued in 2023
Dance Hall	2	\$5/day or \$50/year	11
Special Events Dance	2	\$5/dance or \$50/year	2
Mobile Home Park	2.5	\$10 plus \$5/space	10
Pawn Broker	2	\$50/year	0
Private Collector of Refuse	1.5	\$15 for 1 st vehicle, \$10 per additional	6
Transient Merchant	1	\$50/month	4

Billiard Hall

Bowling Alley

Circus/Carnival

Electrical Contractor / Electrician Class B

Horse Drawn Carriage

Itinerant Restaurant

OTHER LICENSES

Junk Dealer

No commission approval

Kennel

Mechanical Riding Devices

Medical Cannabis Dispensary

Motion Picture Theatre

Peddlers or Solicitor

Plumbing Contractor/ Plumbers

Restaurant

Sewer/Water Installation Contractor

Sign Contractor

Street Vendor of Food

Vehicles for Hire

Video Lottery Machines**

COST ANALYSIS: Other - Amusement

- Mandated by City Ordinance
- City License form

License	Est. Staff Hours	License Fee	# Issued in 2023
Billiard Hall	.5	\$10/table, \$5 each additional pool table	3
Bowling Alley	.5	\$10/alley, \$5 each additional alley	1
Circus / Carnival	.5	\$25/day	2
Mechanical Riding Device	.5	\$5/day per device	0
Theatre	1	\$50/year	1
Video Lottery Establishment	1.5	\$50/machine (10 max)	44

COST ANALYSIS: Other - Food

- Mandated by City Ordinance
- City License form

License	Est. Staff Hours	License Fee	# Issued in 2023
Itinerant Restaurant	1	\$3/day, \$15 max	0
Restaurant	3	\$15/year	65
Street Vendor of Food	1	\$3/day, \$15/year	28

COST ANALYSIS: Other – Trade Retail

- Mandated by City Ordinance
- City License form

License	Est. Staff Hours	License Fee	# Issued in 2023
Junk Dealer	1.25	\$25/year	1
Kennel	2.5	\$150/year	2
Medical Cannabis Dispensary	4	\$3,000/year	2
Peddler/Solicitor	2	\$200/month, \$75/week, or \$25/day per person	0

COST ANALYSIS: Other – Trade

- Mandated by City Ordinance
- City License form

License	Est. Staff Hours	License Fee	# Issued in 2023
Electrical Contractor	1	\$25/year	23
Electrician Class B	1	\$10/year	0
Plumbing Contractor	1	\$50/year	16
Plumber	1	\$10/year	9
Sewer/Water Installation Contractor	1	\$25/year	6
Sign Contractor	1.5	\$25/year	10

COST ANALYSIS: Other – Transportation

- Mandated by City Ordinance
- City License form

License	Est. Staff Hours		License Fee		# Issued in 2023
Horse Drawn Carriage	1		\$25/year		0
Vehicle For Hire	1.5		\$25/year		2
TNC Addition of Driver	.25		\$0/driver		
TNC Addition of Vehicle	.5		\$5/vehicle		

OTHER LICENSES/PERMITS

Handled by Police Department

- Animal Licenses
- Golf Cart Permits

Handled by Community & Economic Development

- Building Permits
- Home Based Daycare
- Sidewalk Contractor Bonds
- Sidewalk Cafes
- Sign Permits

Handled by Parks

- Rentals
- Parades
- Street Closures
- Discharging Fireworks

FACTORS TO CONSIDER



Connection ●

Communicating with the public on license requirements & procedures



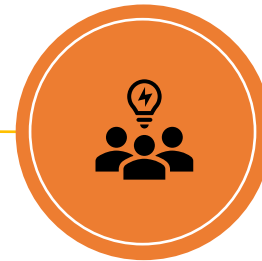
Law ●

Adapting to new and current state and local laws



Cost ●

Analyzing other costs associated such as staff time and enforcement



Mission ●

Aligning with Strategic Plan & City Mission



Economy ●

Reviewing new opportunities, threats, and resources

AREA OF CONCERN:

Special Events Alcohol

Cost Comparison

City	Fee
Yankton	\$5/event
Mitchell	\$200/event or \$500/event with noise permit
Brookings	\$50/event
Watertown	\$300/event
Spearfish	\$50/day for malt bev or wine \$100/day for liquor

Application Process

- Currently use 2-sided State's Uniform Alcoholic Beverage Application but not required
- Recommend to streamline application process – easier form

Communication

- No specific City Ordinance on Special Event policy
 - Can limit number of special alcohol licenses per calendar year per person/entity
 - Refer to SDCL 35-4-124
- Recommend to provide policy handout & FAQs to the public

AREA OF CONCERN:

1949 Origin

- Billiard Parlor
- Bowling Alley
- Junk Dealer
- Motion Picture Theatre
- Street Vendor of Food
- Transient Merchant

Update Fees or Revoke

- What is the “public purpose” for a given license?
- Comparison to other cities
- Separation/Duplication of duties
 - SD Department of Revenue
 - SD Department of Health

Ordinance Update

- Some Ordinances need to be revised
- For example, Junk Dealer license requires application details such as “married or single” status

QUESTIONS?

Additional Resources:

Alcohol: <https://sdmunicipalleague.org/page/Library-Liquor>

SD Codified Law: <https://sdlegislature.gov/Statutes>

SD Dept of Revenue: <https://dor.sd.gov/businesses/taxes/alcohol/>

License	Requires Comm Dev inspection check	Requires Police check	Requires Fire Dept check	Requires P&D Publication	Requires SD sales tax license	Requires SD Dept of Health license	Requires proof of liability insurance and/or bond	# Commission meetings	Approved By:	Fee	Fee frequency	Ordinance OR Resolution	Year	# Licenses Limit
Retail On/Off Sale Malt Bev	✓	✓	✓	✓	✓		✓	2	City Commission	\$150.00	\$300 Annually (50% to State) (50% to City)	State Law		None
Retail On Sale Wine	✓	✓	✓	✓	✓		✓	2	City Commission	\$500.00	Annually	Ord 917 Nov 2008 - State Max	2008	None
Package Off Sale Liquor	✓	✓	✓	✓	✓		✓	2	City Commission	\$500.00	Annually	Ord 917 Nov 2008 - State Max	2008	12 (population)
Retail On Sale Liquor	✓	✓	✓	✓	✓		✓	2	City Commission	\$1,500.00	Annually	Ord 917 Nov 2008 - State Max	2008	17 (population)
Retail (On-Sale) Liquor Restaurant	✓	✓	✓	✓	✓		✓	2	City Commission	\$1,500.00	Renewal - \$70,000 for original purchase	Res 09-04 set fee / Ord 926, Chapter 3, Section 3-16	2009	None
Special Events Alcohol	✓	✓	✓	✓	✓		✓	2	City Commission	\$5.00	per day with Type A Dance Hall License	Ord 754; Chapter 4, Article 4, Section 4-50	1997	None
Video Lottery Establishment									State	\$50.00	per machine (max 10 machines)	Ord 662; Chapter 3, Section 3-13,	1992	34 RB/RW
Billiard Parlor									City Manager	\$10.00	for 1st table, \$5 for each additional table.	Rev. Ord 1949; Chapter 4, Article 2, Sec 4-17, (a)	1949	None
Bowling Alley									City Manager	\$10.00	for 1st alley, \$5 for each additional alley.	Rev. Ord 1949; Chapter 4, Article 2, Sec 4-17, (a)	1949	None
Circus/Carnivals									City Manager	\$25.00	per day	Ord 546; Chapter 4, Article 3, Section 4-34, (a)	1984	None
Dance/ Dance Hall - Type A&B	✓		✓		✓		✓	1	City Commission	\$5.00	per day or \$50 for annual license	Ord 754; Chapter 4, Article 4, Section 4-50	1997	None
Dog Kennel		✓			✓				City Manager	\$150.00	Annually	Res 21-57 set fee / Ord 1048 Chapter 5, Article 3, Sec 5-45	2021	None
Electrical Contractor							✓		Finance Officer	\$25.00	Annually	Ord 581; Chapter 7, Article 3, Division 2, Sec 7-55	1986	None
Electrician - Class B							✓		Finance Officer	\$10.00	Annually	Ord 581; Chapter 7, Article 3, Division 2, Sec 7-56	1986	None
Horse Drawn Carriage		✓			✓		✓		City Manager	\$25.00	Annually, with \$10 for 2nd & \$5 for third	Ord 971; Chapter 13, Article 3, Division 6, section 13-128	2015	None
Itinerant Restaurant			✓		✓	✓			City Manager	\$3.00	per day up to a maxium of \$15	Ord 587; Chapter 9, Article 2, Sec 9-30	1986	None
Junk Dealer	✓	✓							Finance Officer	\$25.00	Annually	Rev. Ord 1949; Chapter 13, Article 3, Division 5, Sec 13-110	1949	None
Mechanical Riding Devices									City Manager	\$5.00	per day, per device	Ord 546; Chapter 4, Article 3, Section 4-34, (a)	1984	None
Medical Cannabis Dispensary	✓	✓	✓		✓				City Manager	\$3,000.00	Annually	Res 21-58 set fee / Ord 1052; Chapter 13, Article 3, Division 8, Sec 13-143	2021	2
Mobile Home Park	✓							1	City Commission	\$10.00	plus \$5 per space, Annually	Ord 385; Chapter 23, Article 2, Sec 23-19	1973	None
Motion Picture Theatre									Finance Officer	\$50.00	Annually	Rev. Ord 1949; Chapter 4, Article 1, Sec 4-2, (b)	1949	None
Pawn Broker		✓						1	City Commission	\$50.00	Annually	Ord 770; Chapter 13, Article 3, Division 6, Sec 13-119	1998	None
Peddler's License		✓			✓		✓		City Manager	Various Fees	\$200 per month/\$75 per week/\$25 per day, per person	Res 18-19 set fee / Chapter 13, Article 3, Division 4, Sec 13-99	2018	None
Plumbers					✓		✓		Finance Officer	\$10.00	Annually	Ord 588; Chapter 18, Article 3, Division 2, Sec 18-87	1987	None
Plumbing Contractor					✓		✓		Finance Officer	\$50.00	Annually	Ord 588; Chapter 18, Article 3, Division 2, Sec 18-87	1987	None
Private Collector of Refuse		✓			✓		✓	1	City Commission	\$15.00	for 1st vehicle, \$10 per additional vehicle, Annually	Res 75-47 / Ord 1015 2019, Chapter 10, Article 3	1975	None
Restaurant	✓		✓		✓	✓			City Manager	\$15.00	Annually	Ord 587; Chapter 9, Article 2, Sec 9-30	1986	None
Sewer/Water Installation Contractor	✓						✓		City Manager	\$25.00	Annually	Ord 588; Chapter 18, Article 3, Division 3, Sec 18-104 (d)	1987	None
Sign Contractor	✓								City Manager	\$25.00	Annually	Res 77-6 set fee / Chapter 27, Article 3, Sec 27-73	1977	None
Special Events Dance	✓	✓	✓		✓		✓	1	City Commission	\$5.00	per dance up to a maxium of \$50 in a year	SDCL 9-34-15 / Ord 754; Chapter 4, Article 4, Section 4-50	1997	None
Street Vendor of Food		✓			✓	✓			City Manager	\$3.00	a day or \$15 annually	Rev. Ord 1949; Chapter 9, Article 1, Sec 9-1, (a)	1949	None
Transient Merchant		✓			✓		✓	1	City Commission	\$50.00	Monthly	Rev. Ord 1949; Chapter 13, Article 3, Division 3, Sec 13-77	1949	None
TNC (New) Application per one car		✓							City Manager	\$25.00	per year	Ord 1010; Chapter 13, Article 3, Division 1, Sec 13-40	2018	None
TNC - Addition of Driver		✓							City Manager	\$0.00	No fee for drivers	Ord 1010; Chapter 13, Article 3, Division 1, Sec 13-40	2018	None
TNC - Addition of Vehicle		✓							City Manager	\$5.00	per vehicle per year	Ord 1010; Chapter 13, Article 3, Division 1, Sec 13-40	2018	None

***Transfer of Alcoholic Licenses is \$150, 1/2 to City and 1/2 to the State - This is the State's Maximum Fee.

Handled by Police: Animal Licenses, Golf Cart Permits

Handled by Community Development: Building Permits, Home Based Daycare, Sidewalk Contractor Bonds, Sidewalk Cafes, Variances

Handled by Parks: Rentals, Parades, Street Closures, Fireworks