



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

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Commission Information Memorandum

The Yankton City Commission meeting on Monday, November 24, 2025 will begin at 6:00 pm.

Non-Agenda Items of Interest

1) Finance Department Update

The monthly utility bills were mailed out on November 14 along with the notice of rate increase that took effect November 1, 2025.

The 2026 Recycling Calendar & 2026 Holiday Collection Schedule will be mailed with December utility bills. Copies are available now at the Finance Office.

Finance Office personnel will be participating in the annual municipal election training webinars conducted by the Secretary of State's Office. There is one webinar scheduled per month from November 2025 to February 2026 to provide City personnel with training on current laws and procedures covering the 2026 election cycle.

Please see the enclosed Finance Monthly Report for October 2025.

2) Human Resources & Employee Engagement Department Update

Applications are being accepted for Police Officer. Interviews are on-going. Dylan Wilson has submitted his resignation from the Yankton Police Department. His last day of employment will be November 28.

The position for a Sanitation Truck Operator has closed. Applications are being reviewed and interviews are scheduled. A recommendation for hire will be forth coming.

The position of Building and Code Inspector has closed. Interviews have been completed, and an offer was made to Jacob Olson which he accepted. Jacob is currently our Building Maintenance/Custodial Supervisor and has been employed with the City of Yankton since August. The start date for his new role will be December 1.

With the promotion of Jacob Olson, we are now accepting application for the position of Building Maintenance/Custodial Supervisor. This position is open until filled.

Jay Walsh will be retiring from the City of Yankton effective December 1. Jay is currently our Senior Grounds Maintenance Working in the Spaces and Places Division of the Parks and Recreation.

With Jay's retirement, the Senior Grounds Maintenance Working in the Spaces and Places was open and is now closed for internal applicants only. We will be scheduling interviews and a recommendation for hire will be forthcoming.

November's employee wellness challenge is wrapping up. The challenge for November was to embrace breathing and its techniques for a minimum of three times a day for 15 days of the month. Employees were asked to submit their log at the end of the month to be entered into a drawing for a prize.

The Annual Gingerbread House Decorating contest will be held on December 3. Teams from different departments compete for bragging rights of the best house. The houses will be on display at our Christmas Party.

The City of Yankton Employee Christmas Party is scheduled for Friday, December 5, at The Brewery in the Meridian District.

3) Parks & Recreation Department Update

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

4) Community & Economic Development Department Update

Recipients of the 2025 Downtown Façade Grant Program have completed grant related work. Before and after photos for the projects are attached and a brief description of the projects follows below. This year's projects were noteworthy because both focused on the restoration of well-known historic façades.

- 312 West 3rd Street, Forte, Dave & Carla Ewald - Ewald Properties LLC: Complete renovation of the historic façade and restoration of key original building elements. The project addressed the deterioration of building materials with cleaning and preservation where possible and appropriate replacement where necessary, removal of a non-period awning, and the installation of historically appropriate energy efficient storefront windows and entry doors.
- 328 Walnut Street, Dakota Theatre, Onward Yankton: The entire façade of enameled tiles was removed, cleaned, and repaired. The deteriorated and failing wooden frame behind the tiles was replaced, and the tiles were replaced and regouted. Minor areas of missing materials and around main entrance were also repaired. The theatre received a Deadwood Grant to help with restoration work.

An announcement for the 2026 round of funding will be made in the new year after consultation with the City Commission on future revenue and budget considerations. Announcements and grant information will be made available via cityofyankton.org, direct mail, social media, and local print and broadcast media. Staff routinely has conversations throughout the year from downtown property owners interested in the program.

5) Information & Technology Services Department Update

MIDCO has been working on construction projects for service to the Huether Family Aquatics Center, Street Shop and Wastewater Treatment Plant. We will continue to work to transition services as those construction projects are completed. We have had a couple of complaints from the public concerning audio on the PEG channel. We have narrowed the problem to BluePeak and are working with their staff to identify and solve the issue. Broadcasts to MIDCO PEG do not seem to be affected.

6) Environmental Services Department Update

The Marne Creek sanitary sewer crossing project is moving forward. The steel casing pipe was set and the fiberglass liner was installed. The contractor initially had concerns with the availability of the liner. With the liner being installed, the contractor is on schedule and looks to have the project substantially completed in the next couple weeks. Some sidewalk work in the area may be weather dependent and not completed until next spring along with seeding.

The CMAR team completed the installation of the new aeration header pipe and meter on Sunday. Tanner Hanson was onsite at 5:45 AM to begin adjusting flows. Approximately 468,000 gallons were bypassed to the equalization lagoon while the work was completed. John T. Jones and RP Construction had the work completed that day around 4:30 PM. The bypassed effluent was returned to the plant and treated the next day. The work was completed with no violations.

7) Police Department Update

On November 13, Fifth Graders from Beadle Elementary celebrated their DARE graduation. Students shared their DARE essays, and enjoyed a presentation from SRO Olson along with a K9 demonstration from Officer Goodwillie and K9 Corona.

Officer Jonathan Carlstedt graduated from the SD Law Enforcement Training Academy on November 14. Officers Anderson and Goodwillie attended the ceremony along with Chief Foote. Officer Carlstedt is part of the 198th Basic Law Enforcement Certification Course which includes 45 recruits from 31 state, local, and tribal agencies. The training is a rigorous 13-week, 520-hour program that covers law, arrest control, firearms, vehicle handling, and criminal investigations. We are proud of Officer Carlstedt's hard work and dedication, and look forward to him returning to the YPD team as a certified officer.

On November 20, Investigation teams attended Internet Crimes Against Children (ICAC) State training in Pierre. This was a monthly training to review new cases, and to learn about new technology and IDS system changes.

8) Fire Department Update

Over the past several weeks, the Yankton Fire Department has continued to focus on operational readiness, training, and interagency collaboration. Below are key updates:

Mastering Fireground Command – Leadership Development: Deputy Chief Preadable is currently attending a five-day Train-the-Trainer course on Mastering Fireground Command, a nationally recognized program focused on improving incident command performance. This system was implemented by Chief Linke shortly after his arrival in Yankton and has since become a foundational part of our command structure. Several department members have completed the online version of the course, and we have begun introducing the system to our partner agencies both within and outside the City.

Completion of this training is now a requirement for promotion to Captain and for those serving in an on-call command capacity. The program enhances accountability, incident management, and scene coordination through a decentralized span of control model, ensuring safer and more effective emergency operations.

Radio Programming & Interagency Communication: We are actively working with Yankton County Emergency Manager Paul Scherschligt to streamline the programming of department radios. Chief Linke has been collaborating with Paul and surrounding departments for the past two years to simplify radio configurations, ensuring that volunteer staff can communicate effectively during critical

incidents. Radio programming is typically expensive — averaging \$120 per radio per contact — so having Paul as a resource has resulted in significant cost savings for the department. His support has been instrumental in improving interoperability while reducing financial strain.

9) Public Works Department Update

Public Works crews have been preparing for winter maintenance operations. Street Department crews are crack filling joints on asphalt streets throughout the community. Crews have also been street sweeping as leaves continue to drop from the trees.

2025 Construction Projects:

Walnut Street from 8th Street to 15th Street

All of the concrete work has been completed on the project. Backfill operations are ongoing and seeding of those areas will occur once the topsoil is in place. The contractor needs to perform joint sealing on the new pavement before the anticipated street opening on November 21st. Staff will be performing a walk-thru to determine any punch list items that need to be addressed. If there are concrete items or larger miscellaneous items on the punch list, the contract will likely be kept open to have those items addressed in the spring.

Douglas Avenue from 19th Street to 21st Street

The Douglas Avenue project is complete. Staff is working with the contractor to finalize prices on some change order items.

5th Street and Cedar Street Parking Lot and Sidewalk

All the concrete paving is complete on this project. A few miscellaneous items such as topsoil and final grading, seeding, and landscape wall sealing remain. The contractor is anticipating finishing these tasks in the next week. City staff have painted parking stalls and will install ADA signage.

Active Transportation Project – Sidewalk Installation on 19th Street and Burleigh Street

The contractor is scheduled to have the concrete work complete by November 19th. Backfill and seeding should be completed by November 21st to finish out the project.

2026 Construction Projects

Engineering staff have been surveying for next year's projects. Below is a list of the projects that staff will be working on in-house for the next years' construction season:

- Miscellaneous Concrete Replacement
- Alley Reconstruction – Green Street to Maple Street – 4th Street to 6th Street
- 2nd Street & Capital Street Parking Lot Reconstruction
- 3rd Street – Mulberry Street to Picotte Street
- 30th Street – WCLR to Adkins Drive and Adkins Drive – Mulligan Drive to 31st Street
- Cedar Street – 20th Street to 21st Street
- Kellen Gross Drive – 21st Street to 23rd Street
- Alley Reconstruction – Riverside Drive to 4th Street – Green Street to Locust Street
- 10th Street – Maple Street to Locust Street
- Downtown Alley Reconstruction – City Hall Alley – South of 5th Street
- Active Transportation Plan Project

Thanksgiving Day Holiday Garbage & Recycling Collection Schedule

There will be no solid waste collection on Thursday, November 27th, due to the Thanksgiving Day Holiday. All Wednesday and Thursday routes will be collected on Wednesday, November 26th. Friday routes will be picked up on Friday, November 28th. All other routes will be collected as scheduled. The Transfer Station will be closed Thursday, November 27th and will be open shortened hours on Friday, November 28th from 8:00 AM to 1:00 PM. The Transfer Station will resume normal scheduled hours on Saturday, November 29th from 8:00 AM to 11:45 AM.

10) Library Update

We are gearing up for our second annual Holiday Décor Swap. It's exciting for us to see how excited community members are about this event. The event itself is fun and it is such a benefit to take advantage of the opportunity to visit about library services with people who are not our regular visitors. The Friends of the Library are generously offering time to help with set up and hospitality during the event. We will continue taking donations until December 5. The swap itself is available from 9:00 AM to 10:00 AM for donors on Saturday, December 6. All items are then free and available for anyone until 5:00 PM and also on Sunday, December 7 from 1:00 PM to 5:00 PM.

We have been exploring options for a civic education series and are pleased to have partnered with The League of Women Voters to host Dr. Michael Card, University of South Dakota Emeritus Professor of Political Science, Public Policy and Management, on Monday, November 24 at 6:00 PM. The League of Women Voters will provide light refreshments and be available to register voters starting at 5:30 PM. Dr. Card will speak on the history of voter initiatives and veto referendums in South Dakota. Next up in the series will possibly be a discussion of the legislative process.

A constant for us at the library is accepting food donations for the Contact Center in place of fines. This month we have set a goal of 500 items. If the goal is reached, we plan to celebrate with an inflatable dinosaur race. Donations are welcome until November 25!

As always, check our Facebook page and [calendar](#) for the latest info on more fun events, book recommendations, and all things library related!

11) Monthly Reports

The Joint Powers October monthly report is included for your review as well as minutes from the September Airport Advisory Board and Parks Advisory Board.

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