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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, December 8, 2025 will begin at 6:00 pm.

**Non-Agenda Items of Interest**

**1) Finance Department Update**

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

The Finance Office continues to work on licenses that will renew for January 1, 2026.

As a follow up from our last meeting's utility write off approval, the following are explanations of the reasons used on the list:

- Skipped – customer has left town with no forwarding address and all attempts to locate them have been unsuccessful.
- Imprisonment – customer in prison - unable to collect.
- Bankruptcy – no legal ability to collect.
- Deceased – no assets at time of death to allow collection.
- Uncollectible – the collection agency has made numerous contacts with the customer but is unable to obtain payment. The agency notes that the individuals are uncooperative, refuse payment, are often credit abusers and cannot force payment. Litigation is at times filed to garnish wages but these attempts are unsuccessful.
- Credit abuser – term used for a customer with multiple outstanding bills and little chance of collecting.
- Outlawed – the judgement is past ten years or the bill without a judgement is past six years and expired. Credit collection is unable to enforce and deems uncollectible.

With the exception of bankruptcy and death, the City of Yankton maintains all write off information. If the customer tries to set up new utility account, we require the write off amount plus a deposit to be paid before service begins.

Please see the enclosed Finance Monthly Report for November 2025.

**2) Human Resources & Employee Engagement Department Update**

Applications are being accepted for Police Officer. Interviews are ongoing.

We continue to accept applications for the position of Building Maintenance/Custodial Supervisor. This position is open until filled.

Interviews are being scheduled with internal applicants for the position of Senior Grounds Maintenance Worker in the Spaces and Places Division of the Parks and Recreation Department.

December's employee wellness challenge is underway. The challenge for December is to try something scary or conquer a fear of something at a minimum of five times during the month. Employees are 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 was held December 3. Teams from different departments competed for bragging rights of the best house.

The City of Yankton employee Christmas party was held on Friday, December 5 at The Brewery in the Meridian District. A BIG thanks to The Brewery, Counterfeit Catering, and Jeff Erickson for serving as EMCEE and making the party a success.

### **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**

Since the June adoption of the Comprehensive Plan Yankton 2045, staff has been able to use the plan and major streets map in conversations with property owners and developers, and while considering requests to plat property for development. One of the major purposes for plat review is ensure that workable corridors are reserved for future roads and utilities. Having a user-friendly GIS map is a new feature available to staff, development professionals, and the public. The interactive future land use map with a street grid is available online at <https://www.cityofyankton.org/departments-services/community-economic-development/planning-and-zoning/yankton-comprehensive-plan>. Of course, the exact location of future streets and utilities will be determined when the market drives development, but the major streets and land use map help staff and property owners plan and make smart decisions today about future development needs. Thoughtful planning ultimately results in cost savings for the public and private sector.

The plan did not identify or suggest any major ordinance changes in the short term. There is a variety of recommendations for smaller changes to consider in the next 5-10 years, and long-term goals throughout the life of the plan. Most items in the implementation schedule are focused on how City staff members approach projects. For instance, it emphasizes the need for pedestrian connections and trail connectivity. The recent Transportation Activity Program (TAP) grant application for a pedestrian bridge replacement over Marne Creek is an example of how the comprehensive plan strategies are implemented in practical ways across the organization. In many ways the comprehensive plan is a "best kept secret." When it's working well it plays a supporting role. It doesn't take the place of the strategic plan or capital budget, but it is a reference helping make sure community decisions about future growth, development, policy, and capital improvements are aligned with sound information and development principles.

### **5) Library Update**

We were notified in October of some exciting news! Yankton Community Library will receive a \$10,000 gift from Carnegie Corporation of New York, the Foundation established by Andrew Carnegie. This award is part of the "Carnegie Libraries 250", a special initiative celebrating the upcoming 250th anniversary of the signing of the Declaration of Independence and honoring the roughly 1,280 Carnegie Libraries still serving their communities across the United States. Scottish immigrant Andrew Carnegie funded the construction of 1,681 free public libraries nationwide between 1886 and 1917. Approximately 750 of them continue to use their original buildings while

others have moved to new locations. YCL will receive the gift in January 2026, and we may use the funds however we wish to celebrate the 250th anniversary, further our mission, and benefit our community.

Beginning Fall 2025, we have offered one evening storytime per month with an emphasis on a family storytime where older children are welcome to attend, not just a preschool age audience as at our other storytimes. In November, our family storytime fell on the same date as our LEGO night at the Mead Museum and we decided to combine the two events for a fun family evening out. Storytime began at 5:30 PM on the first floor of the children's museum and LEGO night was set to begin at 6:00 PM on the 2nd floor. Participants could then enjoy some light refreshments and design LEGO creations to be displayed at the museum through the month of December. At the next family storytime on Monday, December 8, we will have a very special guest as Santa plans to take time from his busy schedule to stop in for some stories and to take pictures with the children.

Due to budget cuts, another service offered by the South Dakota State Library will no longer be available to libraries across the state. We have been sending our scratched DVDs and audio CDs to the State Library to be repaired in their machine free of charge. This service was discontinued as of October 1. We will have to decide what we will do going forward when we have discs that patrons report are no longer playing properly - replace or weed out more items, invest in a machine and materials to repair the discs in-house? We have not yet decided our course of action on this.

In the spirit of thankfulness, we wanted to share a few of the many reasons the YCL staff are grateful. We're thankful for the wide variety of programs and materials we are able to offer our community, and for the smiling faces we see as people leave with their newly checked-out treasures. We're thankful for every book recommendation shared when someone returns their latest read. Dress-up days and silly photo ops always bring us joy. We'll forever appreciate the little things that make library life easier, like scan-to-email, book tape, series stickers, and the smooth-rolling wheels of our trusty pink book cart! We love spotting the painted bookends created by our talented patrons, and it always warms our hearts to see YCL gear around town.

We look forward to sharing many more great moments with our community this holiday season and in 2026.

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

## 6) Environmental Services Department Update

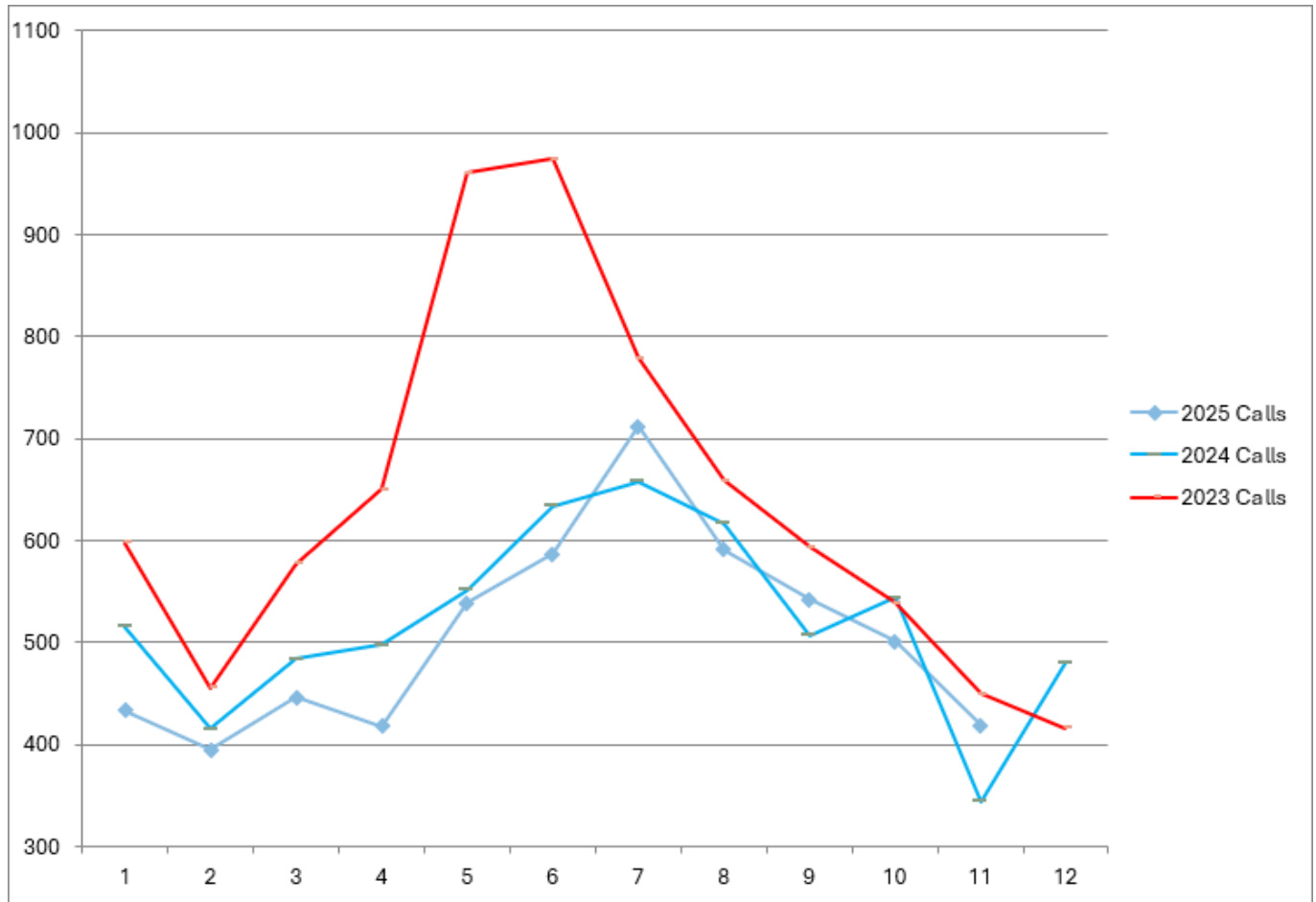
The HDR onsite representative at the wastewater plant project, Tanner Grohs, recently reached out to Waypost about a potential community project. John T. Jones and HDR (our contractor and engineer on the wastewater treatment plant project) worked with staff at The River City Family Connections Center to identify a project at the facility. They identified a section of sidewalk that needed improvement. HDR and John T. Jones took full ownership of the project from start to finish, and no coordination was required by the Center, completing a new section of sidewalk improving accessibility to the entrance used by families visiting the Center. HDR and John T. Jones donated the funds and staff to complete approximately 14 feet of sidewalk 5' wide.



## 7) Information & Technology Services Department Update

MIDCO hopes to have the final build out completed to finish transferring phone and internet services before the end of the year. They have completed the necessary network build out to serve the last five locations and are in the process of scheduling the installations. Most of the remaining locations have unique situations including fire alarms, alarm dialers and various specialty one of needs.

911 calls thru the end of November are down just 3.2% compared to 2024. The month of November 911 calls (419) was up about 32% over November 2024's call volume (344).



## 8) Police Department Update

The Yankton Police Department competed against the Yankton County Sheriff's Office in the "Badges for a Cause" fundraiser to support the Yankton Contact Center/Salvation Army on November 21. It was a friendly contest with YPD raising \$1,060 and YCSO bringing in \$730.

Firearms training was led by Officer Frey on November 24 for six officers who switched from standard duty pistols to red dot duty pistols. Red dot sights can save the time used in a critical incident by keeping an officer visually focused on the scene and threat, not shifting to their sights.

Chief Foote led Critical Incident Stress Management debriefing in Beresford with first responders on December 1. This was in response to a critical incident (officer involved shooting) that occurred the end of November. Debriefing such as this helps first responders manage the effects of the event they responded to.

We congratulate Cameron Voigt who has been promoted to the rank of Sergeant. Sergeant Voigt started his new duties on December 1, and a pinning ceremony was held on December 4. We look forward to the skills and leadership he will bring to the team.

The YPD participated in the City of Yankton's Holiday Festival of Lights Parade on December 4. YPD handed out candy while dressed as snowmen to match the Winter Wonderland theme. It was a great time for all. This year we kept it simple due to time commitments in other areas. We will be ready to come back strong in 2026.

Extra law enforcement will be in full force on the roads throughout the season from December 12, 2025 to New Year's Day for the national campaign, "Drive Sober or Get Pulled Over".

## **9) Fire Department Update**

Chiefs Linke and Prendable will be participating in the Food for Thought program at Calvary Baptist Church this week. As part of this outreach effort, we work alongside a Spanish translator to provide fire-safety information in both English and Spanish as families move through the line. During the event, we distribute smoke detectors and schedule installation appointments for residents who need them. This remains a high-impact initiative for reaching vulnerable populations and improving home fire safety.

The department will conduct an intensive all-day training session on December 6 for our newest volunteer firefighter. The focus will be on high-repetition skill development in hoseline management, fireground search and rescue, laddering, and forcible entry. The goal is to prepare this member to operate as an attack-team or search-team firefighter at structure fires following the completion of this training block.

YFD responded to two incidents over the past week—one at a local apartment building and another at a laundromat. Both incidents were minor, and we are grateful there were no significant injuries or property losses.

At some incidents, observers may notice hoselines stretched or the aerial apparatus raised even when conditions appear calm. This is intentional. We maintain a proactive posture of readiness at every response, ensuring that crews are positioned to act immediately if conditions deteriorate. Additionally, stretching lines and laddering structures during minor incidents provides meaningful repetitions for our members, contributing to operational proficiency and preparedness.

## **10) Public Works Department Update**

Public Works crews have been performing winter maintenance operations, which includes cleanup and equipment repairs from the recent snow event.

### **2025 Construction Projects**

Construction on the 2025 projects is mostly complete. Staff will inspect the projects again in the spring and request the contractor complete any warranty work that needs to be done. Staff is working on compiling quantities to complete the close-out and acceptance for the following projects:

- Walnut Street from 8<sup>th</sup> Street to 15<sup>th</sup> Street
- 12<sup>th</sup> Street from Locust Street to Broadway Avenue & Locust Street from 12<sup>th</sup> Street to bridge at Marne Creek
- 5<sup>th</sup> & Cedar Parking Lot and Surrounding Sidewalk
- Douglas Avenue from 19<sup>th</sup> Street to 21<sup>st</sup> Street
- Active Transportation Project – Sidewalk Installation on 19<sup>th</sup> Street and Burleigh Street

## **2026 Construction Projects**

Survey work for the 2026 projects is ongoing and estimated to be around 85% complete. With the forecast showing some warmer days in the next week or so, staff should be able to complete the necessary surveys by the end of the current year. For those projects with the survey work completed, design work is underway.

An updated list of projects is provided below:

- Miscellaneous Concrete Replacement
- Alley Reconstruction – Green Street to Maple Street - 4<sup>th</sup> Street to 6<sup>th</sup> Street
- 2<sup>nd</sup> Street & Capital Street Parking Lot Reconstruction
- 3<sup>rd</sup> Street – Mulberry Street to Picotte Street
- 30<sup>th</sup> Street – WCLR to Adkins Drive & Adkins Drive – Mulligan Drive to 31<sup>st</sup> Street
- Cedar Street – 20<sup>th</sup> Street to 21<sup>st</sup> Street
- Kellen Gross Drive – 21<sup>st</sup> Street to 23<sup>rd</sup> Street
- Alley Reconstruction – Riverside Drive to 4<sup>th</sup> Street – Green Street to Locust Street
- 10<sup>th</sup> Street – Maple Street to Locust Street
- Downtown Alley Reconstruction – City Hall alley – South of 5<sup>th</sup> Street
- Active Transportation
- Chan Gurney Airport – Hangar Utilities off Douglas Avenue

## **11) Monthly reports**

The Building, Salary and Yankton Police Department monthly reports are included for your review as well as minutes from the Planning Commission.

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