



**OFFICE OF THE CITY MANAGER**

[www.cityofyankton.org](http://www.cityofyankton.org)

VOL. 61 NUMBER 1

**Commission Information Memorandum**

The Yankton City Commission meeting on Monday, January 12, 2026 will begin at 6:00 pm.

**Non-Agenda Items of Interest**

**1) Finance Department Update**

The City’s bank account number has been compromised to the point that someone is writing counterfeit checks and trying to pay a Capital One account. Luckily, our bank has Positive Pay, so every fraud item has been rejected; the City has lost \$0. City staff is currently working with Police Detectives and First Dakota National Bank’s fraud department as part of an ongoing investigation.

Commissioners whose terms expire this year are Ben Brunick, Brian Hunhoff, and Stephanie Moser. To run for City Commissioner, petition circulation will now begin July 3, 2026. Prior to HB 1130, this usually occurred in January but is now moved since City elections will be held in November. For additional information, please visit the SD Secretary of State’s website: <https://sdsos.gov/elections-voting/upcoming-elections/general-information/default.aspx>.

Letters will be mailed soon for the annual lead service line inventory public notice requirement. This includes three categories: 1) unknown; 2) lead; and 3) galvanized requiring replacement.

The Finance Office is working on end-of-fiscal year tasks including general ledger accounting allocations, outstanding check reconciliations, and multiple other end-of-year reports. Finance will consult with HR to ensure employee W2s forms are calculated, prepared, and filed by the January 31<sup>st</sup> deadline. HR is working on the Affordable Care Act (ACA) 1095-C health insurance documents for fulltime covered employees. Finance is preparing to process vendor 1099 tax forms; the deadline for these forms is January 31<sup>st</sup>.

Finance recently received documents from the South Dakota Public Assurance Alliance (SDPAA) insurance pool for our March 1, 2026 renewal. Departments annually review the SDPAA property schedule of vehicles, buildings, and mobile equipment to ensure all items are listed and that there is adequate coverage. Updates are returned to SDPAA before the end of January to give underwriters time to prepare for the March 1<sup>st</sup> renewal.

**Total November 18<sup>th</sup> online surplus auction sales were \$32,000. Please view results below:**

2021 Chevrolet Tahoe SUV – VIN# 1GNSKLED4MR415427	\$20,500
2019 Chevrolet Tahoe SUV – VIN# 1GNSKDEC7KR293592	\$11,500

## 2) Human Resources & Employee Engagement Department Update

Applications are being accepted for Police Officer. Interviews are on-going.

Applications are being accepted for Sanitation Truck Operator in our Public Works Department. This position is open until it is filled.

Internal applications are being accepted for the position of Water Distribution/Wastewater Collection Operation Specialist in our Environmental Services Department. This position is open until Jan. 20.

Internal applications are being accepted for the position of Grounds Maintenance in our Parks, Recreation and City Events Department. This position is open until January 26.

Interviews were held with internal applicants for the position of Senior Grounds Maintenance Worker in the Spaces and Places Division of the Parks and Recreation Department. Dillon Barger was selected as the candidate for this position. He began his duties on December 13.

Interviews were held for the position of Building Maintenance/Custodial Supervisor. Benjamin Heintz was selected to fill this position. Ben began his employment on January 5.

Douglas Holland began his employment in the Police Department on January 5. Douglas is a Certified Officer in the State of South Dakota. He has experience with the Yankton County Jail and as a Yankton County Sheriff Deputy.

Julia Hussein was selected from a strong group of nominated candidates to be the 2025 Employee of the Year for her continued efforts to make the City of Yankton such a wonderful place to work. Wishing Julia a huge congratulations for a well-deserved honor.

The following individuals were recognized for their years of service:

### 15 YEARS:

Scott Schindler – Police  
Brittany Orr – Human Resources  
Lisa Kortan – Parks and Recreation  
Chasity McHenry – Parks and Recreation

### 20 YEARS:

LaRae Lee – Public Works  
Colleen Bailey – Human Resources  
Monty Rothenberger – Police

### 25 YEARS:

Duane Johnson – IT & Dispatch

### 30 YEARS:

Brad Moser – Public Works  
Michael Feilmeier – Public Works

### 35 YEARS:

None

### 40 YEARS:

Laurie Lockwood – Finance

January's employee wellness challenge is underway. The challenge for January is the 20-Day Movement Challenge. Employees are asked to complete 60 minutes of physical activity every day for 20 days. Employees are asked to submit their log at the end of the month to be entered into a drawing for a prize.

## 3) Parks & Recreation Department Update

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

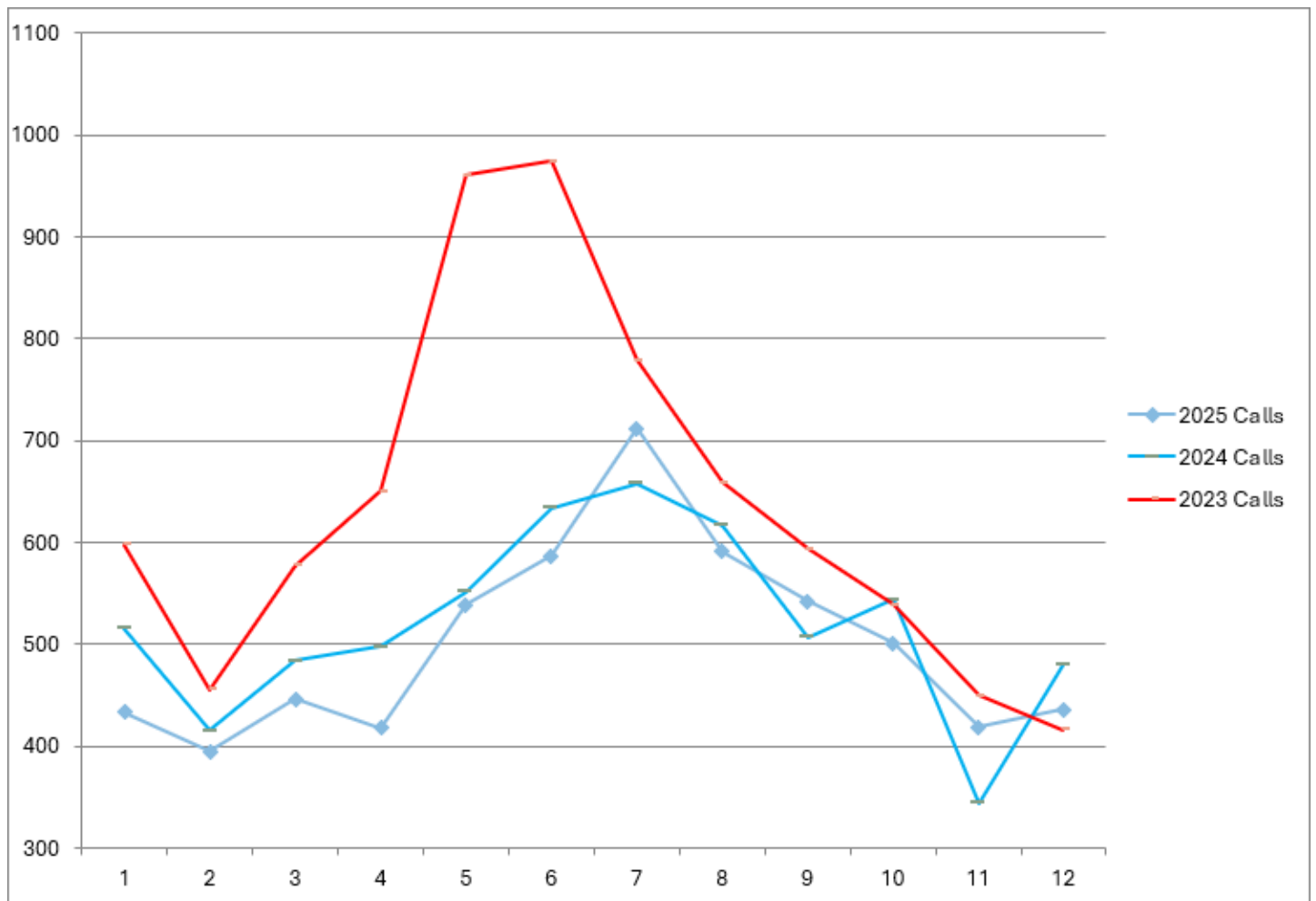
#### 4) Community & Economic Development Department Update

The Insurance Services Office (ISO) has finished its most recent evaluation of the City of Yankton's Building Department. The ISO is an independent statistical, rating and advisory organization that serves the property/casualty insurance industries in establishing insurance rates for communities. Their evaluation grades the community's commitment to building code adoption, zoning provisions, floodplain management, contractor licensing and public awareness programs as well as building department staff experience and code certifications. The evaluation is conducted by Verisk approximately every five years with grading scores ranging from 1 through 10 (lower scores being better). Data from November 2024 to November 2025 was used for the review. The City's updated ISO rating is (5) for commercial and industrial property and (5) for one-and two-family residential property. These grade rankings are an improvement of two points in both categories from our last evaluation in 2022. Maintaining a good ranking requires a substantial commitment of building department staff as building code regulations continually changing. Commitment to education and certifications in the building review and inspection areas help keep our ISO ratings in a favorable range.

#### 5) Information & Technology Services Department Update

The last two MIDCO service installs are scheduled for Wednesday, January 14 for the Wastewater Plant and the Street Shop. The rest of City facilities are up and running on the new services.

911 call volume overall for 2025 was down 3.7%. During the year, Yankton's 911 Center answered 6,019 emergency calls.



On January 6, 2026, Yankton Dispatcher Kim Storgaard was recognized for her outstanding performance and lifesaving efforts in her handling of a 911 call on October 18, 2025. The 911 call was received on behalf of Clay County during their move into their new facility. Yankton's 911 Center answered the call and initiated the dispatching of local responders through Vermillion area's Dispatch Center. Kim was recognized with the Division Chief's Award of Excellence for her role in the emergency. Kim is pictured second from the left next to 911 caller. Several City staff attended the award ceremony and reception honoring local responders who participated in the life saving effort.



## 6) Environmental Services Department Update

The water department has been dealing with several water main and service line failures. Staff had a water main failure at Western and Bunker on Saturday, and a second failure at Western and 23rd on Sunday. Feimer Construction was contracted to repair the water mains. The current weather has been causing the ground to freeze and thaw. The freeze and thaw cycle, along with moisture, causes the ground to shift leading water main failures.

Water department staff is working with Finance staff to send the required Lead and Copper service line notices. The lines with known lead (94) or galvanized (102) lines will be receiving the first round of letters. The second round of letters will be for service lines that could potentially have a lead service lines, but is unknown (2,600) at this time. The notification is a requirement from the Environmental Protection Agencies (EPA) recent up date to the Lead and Copper Rule. This is the second year the notifications were sent and will be required annually. The City does not have any lead service lines. The lead lines are privately owned service lines.

## 7) Police Department Update

Captain's Sarah O'Farrell and Samantha Bruening graduated from Northwestern School of Police Staff and Command on December 19, 2025. This is a 10-week course on Law Enforcement Management and Leadership. This class was the first offered in South Dakota and was attended by many other Law Enforcement Leaders from around the state.

On December 23<sup>rd</sup>, for the second year in a row, staff from the Police Department, the Yankton County States Attorney's Office and Yankton County Sheriff's Office worked at the Banquet held at the United Church of Christ. This has been a great experience for staff and staff family members. We had a total of 14 participants from the Yankton Police Department.

## 8) Fire Department Update

At the December monthly meeting, the Yankton Volunteer Firefighter's Association membership voted to accept new by-laws, helping to modernize our department and streamline decision-making with a Board of Directors as officers. As always, Chief Linke and Deputy Chief Prendable appreciate the partnership with the volunteers to provide exemplary fire protection services to citizens and visitors. As we begin 2026, we are working to update our administrative and operational policies as well.

In partnership with our teammates in Community Development, we recently completed inspections on Yankton School District buildings, local medical cannabis dispensaries, and local businesses for alcohol transfers and upcoming special events.

The department has been awarded a South Dakota Municipal League Workers Compensation Fund grant. These funds will be used to reimburse our purchase of another combustible gas detector, an invaluable tool used at public service goals for gas leaks and odor investigations.

At our last drill, 27 volunteers took advantage of the warm weather to train outside on topics such as hoseline management, water mapping techniques, and pumping operations. We use any and all opportunities to get outside with hands-on training of our apparatus!

## 9) Public Works Department Update

Street department staff continue to perform winter maintenance projects on equipment and streets. Crews have been filling potholes, street sweeping, tending to the compost at the transfer station, and trimming and removing street trees slated to be removed this winter as the weather allows. Solid waste staff have been working with the recent holiday collection schedule and increased holiday garbage and recycle volumes.

**2025 Construction Projects:** All but two of the 2025 construction projects have been closed out. Staff will continue to work with contractors on finalizing quantities, completing outstanding construction items, and agreeing on liquidated damages that may be assessed. Once these items are accomplished, recommendations for acceptance will be prepared and presented for approval.

**2026 Construction Projects:** The engineering staff have been focused on project design. With the recent nice weather, they were able to complete all the necessary survey work. Two projects are close to being ready for bid advertisement. As one project design is completed, design work begins on the next project.

## 10) Library Update

Please see the Library's December 2025 statistics included in this packet.

## 11) Monthly reports

The Building, Joint Powers, Salary and Police Department monthly reports are included for your review as well as minutes from the Airport 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