OFFICE OF THE CITY MANAGER
www.cityofyankton.org VOL. 61 NUMBER 3

Commission Information Memorandum

The Yankton City Commission meeting on Monday, February 9, 2026 will begin at 6:00 pm.

Non-Agenda Items of Interest

1) Finance Department Update

The Finance Office continues to work on year-end tasks and various audit preparations. This includes, but is not limited to, general ledger accounting allocations, reconciliations, and compiling reports and documentation. Auditors from Williams & Company P.C. plan to be on site the week of May 4th to meet with Finance and begin working on the 2025 financial audit.

During the winter months, residential utility customers often ask how their sewer rate is calculated. The residential rate is based on an average of their water consumption during the months of December, January, and February (as billed in January, February, and March of each year). This sets their maximum consumption rate for the coming year. Residential sewer rates are adjusted annually and are reflected in the April utility billing.

2) Human Resources & Employee Engagement Department Update

Applications are being accepted for Police Officer. Interviews are on-going. Applications are being accepted for a Police Intern position. This position is open until February 20th.

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

Applications are being accepted for an open position of Grounds Maintenance in our Parks, Recreation and City Events Department. This position is open until filled.

Shane Nakamura, currently a Transfer Station Attendant, has accepted the offer to fill one of the Grounds Maintenance Worker in our Parks, Recreation and City Events Department. Shane will begin his work as Grounds Maintenance in March.

Applications are being accepted for Transfer Station Attendant in our Public Works Department. This position is open until filled.

Summer Seasonal positions are open, and we are accepting applications for a variety of positions. Preference will be given to applications received by April 1 and then positions will be filled as needed during the season from applications on file. Interested applicants can visit cityofyankton.org. There is a link to our employment application under “Employment”.

February's employee wellness challenge is underway. The challenge for February to spend 20 days this month making healthy choices. Employees are asked to make healthy dietary or lifestyle changes for 20 days this month. Employees are asked to submit their log at the end of the month to be entered into a drawing for a prize.

The Employee Committee hosted a Super Bowl Tailgate on Friday, February 6. Staff brought their favorite tailgate snack and wore their favorite team gear.

MSHA (Mine Safety and Health Administration) Training will be held on February 25-26 at Fire Station #2. This is an annual refresher training requirement for some positions in our organization.

The Employee Committee will host an employee appreciation breakfast for all employees on Wednesday, March 4. Employee Appreciation Day is in March and this is one way we can say thank you to all of our employees for their effort and dedication on a daily basis.

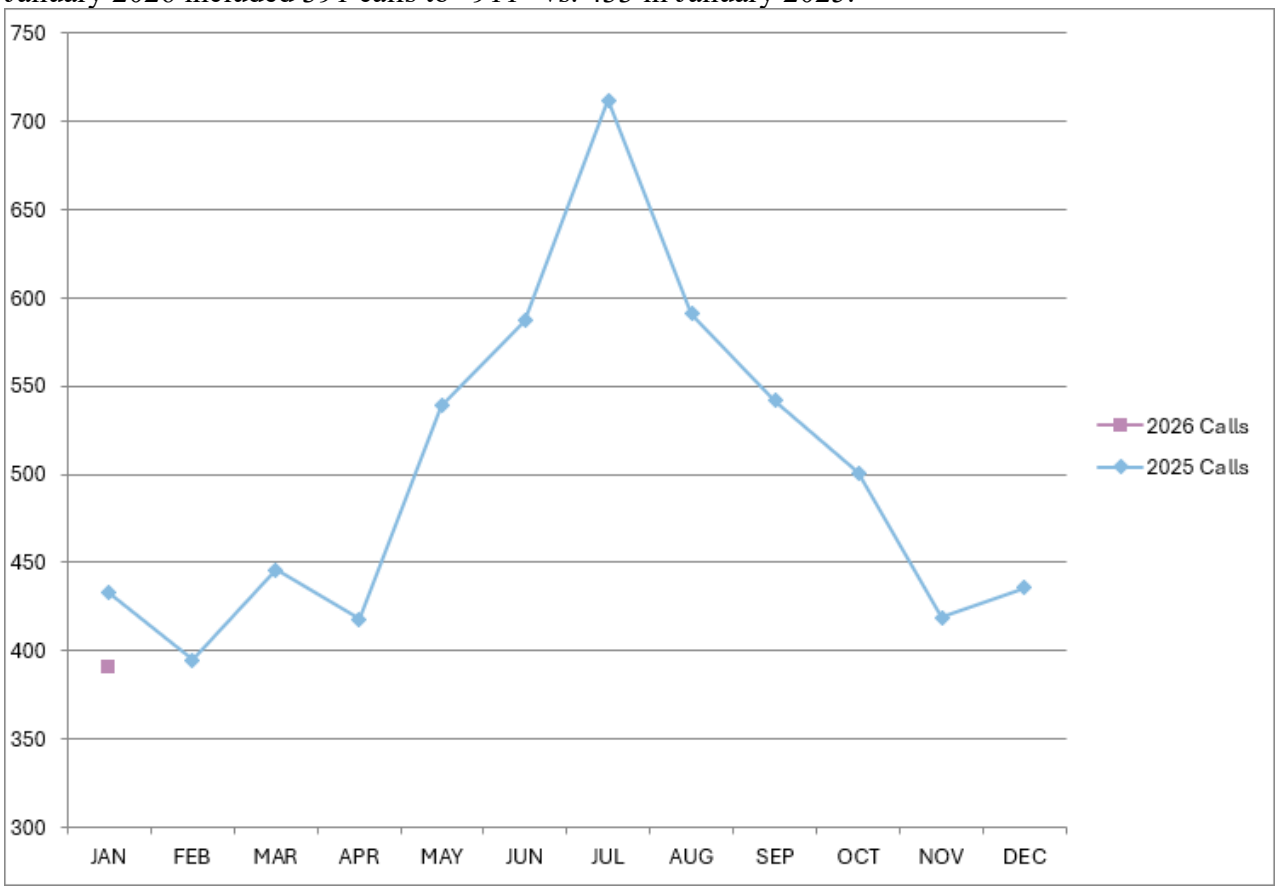
FOP Negotiations resume on February 25.

3) Information & Technology Services Department Update

The new landfill software is fully operational. The upgrade to the newest version provides some additional capabilities for emailing reports and statements to customers. This feature will be a great addition for customers that wish to forgo a paper receipt.

Yankton's newest dispatcher Alli Walter is in Pierre finishing state certification course work and is set to graduate February 6th. Dispatchers Jen Palsma and Roger Dather are also in Pierre as instructors assisting with the statewide training classes as well.

January 2026 included 391 calls to "911" vs. 433 in January 2025.



4) Parks & Recreation Department Update

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

5) Community & Economic Development Department Update

After the City Commission authorized funds for the 2026 Downtown Façade Grant Program, Community Development staff mailed more than 200 invitations to property owners and businesses in the Meridian District encouraging them all to apply. We do our best to reach as many owners/renters/lease holders as possible to make them aware of the program. Staff also shared information with previous applicants because, while an application may not have been selected for funding the previous year, they are encouraged to apply again this year. Promotional information has been provided to local print and radio media as well as the City of Yankton's website. Staff posted program information on the City's Facebook and Twitter/X sites. The City also partners with the Meridian District and Yankton Thrive to share the message with their membership.

6) Environmental Services Department Update

The Wastewater Treatment Construction Project continues to move forward. The project has completed several upgrades to different pieces of equipment. Some of these upgrades have caused issues with the new equipment connecting to old equipment and controls. Staff has been working with the contractors on trouble shooting several issues related to these upgrades. Staff has had a couple of issues with new equipment not connecting with the existing alarm configurations. The system has had some power failures of equipment that were not diagnosed as quickly as normal, and has led to possible treatment violations. Any possible bypasses or treatment violations must be reported to the South Dakota Department of Agriculture and Natural Resources.

Staff sent out the unknown service line material letters. Staff has taken several calls from owners that have verified service line materials. We encourage anyone that has information on their service line material to contact the water department.

7) Police Department Update

2026 is the designated year for our department to submit projects for Homeland Security Grant funding. In previous years, we have successfully used this funding for initiatives such as radio upgrades, license plate readers, and ballistic shields. We are currently exploring potential projects for 2026–2027 that could benefit from this funding source. The grant application period opened on February 1st.

The DARE program has begun for the final semester of the school year. Officers will be teaching at Stewart and Lincoln Elementary Schools. Our department has been involved in teaching DARE in the Yankton School District for many years, continuing a long-standing tradition. While the curriculum has evolved from focusing solely on drug abuse prevention to addressing issues such as bullying, cyber safety, and other challenges faced by youth today, the program remains an excellent way to connect with the young members of our community.

We are meeting with Yankton Dispatch, the Yankton County Sheriff's Office, and Yankton County Jail staff to improve and standardize data entry practices within our records management system. This initiative will ensure consistency across all departments, making it easier to check statistics and train new staff on a unified approach to data entry.

8) Fire Department Update

The Yankton Fire Department takes great pride in the training of its members and continues to work diligently to improve our ability to respond to emergencies when they occur. That said, we firmly

believe that the best call is one we do not have to go on – or one that is caught early enough that intervention can prevent injury, loss of life, or significant property damage.

Several recent incidents highlight the importance of prevention, early warning, and proactive community engagement.

In one instance over the past two weeks, a smoke detector that Deputy Chief Prendable provided to a community member during last summer's School Lunch Program alerted an occupant of an apartment building to a potential fire. The early warning prompted the occupant to call 911 and investigate the issue, allowing her to locate a smoldering item and remove it from a heat source before it developed into a working fire. As a result, no firefighting operations were required – demonstrating how simple preventative measures can make a lifesaving difference.

In another case, a concerned citizen contacted our on-call staff after experiencing illness over several weeks and suspecting a possible carbon monoxide issue. Using the Sensit gas detectors purchased by the department two years ago, our personnel identified a small gas leak and potential venting issues with gas-fired appliances in the residence. By taking the time to thoroughly assess the situation, our members were able to identify hazards that could have seriously impacted the health and safety of four occupants in the home.

Finally, Yankton Fire units were dispatched behind Morgan Square last week for a small grass fire along the railroad tracks. Our personnel acted quickly and decisively to extinguish the slow-moving fire, preventing further spread and protecting nearby structures and vehicles from damage.

These incidents serve as reminders that fire prevention, early detection, and community partnerships are just as critical to public safety as emergency response. We remain committed to protecting the citizens of Yankton through preparation, education, and decisive action when it matters most.

9) Public Works Department Update

Street department staff continue to perform winter maintenance projects on equipment and the streets. The street department continues to work on the removal of trees on the list of street trees slated to be removed this winter. Crews are also addressing potholes that form due to the fluctuating temperatures.

<u>2026 Construction Projects</u>

Staff is creating letters and putting together address lists for 2026 construction project locations. This is being done in an effort to get advanced notification out so that property owners are aware of the proposed construction projects.

Plans for the 2nd & Capital parking lot reconstruction have gone through the initial review and are currently being edited. Final review will be in the next week or so.

There are four projects that are currently in the review stage of the plan preparation process. Staff is hopeful to get the reviews done, make edits, and have final design done on these projects in time for late February or early March advertising.

Presidents' Day Holiday Garbage & Recycling Collection Schedule: There will be no solid waste collection on Monday, February 16, due to the Presidents' Day Holiday. All Monday and Tuesday routes will be collected on Tuesday, February 17. The Transfer Station will be closed Monday, February 16, and will be open normal scheduled hours on Tuesday, February 17, from 8:00 am to 3:45 pm.

10) Library Update

Library Lovers' Month is celebrated in February to honor people who love libraries and the services they provide. We are celebrating this year in a variety of ways. In preparation for Library Lovers' Month, we have been offering origami heart take-and-make kits for folks to pick up and return to the library. These hearts will decorate the library windows throughout February.

Staff have created a variety of fun library polls where participants can vote with colored dots. Mini books are available to purchase from our bubble machine with a chance to find an extra prize inside. The community is invited to show love for the library by giving the Yankton Community Library Foundation a High $5! Donors of five dollars (or more!) receive a coupon to use at the Friends of the Library book sales and will have their names displayed on the library windows.

This year we want to celebrate something else that makes our library great – our wonderful community! Keep an eye on our social media pages as we celebrate some Yankton celebrities every day, all month long!

A few upcoming events to highlight made possible by some generous partners:

- Family Storytime on **Monday, February 9 at 6 pm** with special guest—The Cookie Lady! Families can enjoy some baking-themed stories and even decorate a cookie afterward!
- Warm Welcome with the Elks Lodge on **Saturday, February 14 from 10 am to 2 pm.** This is an all-ages event with Bingo, family friendly activities and treats.
- Bricks at Ben's on **Sunday, February 22 from 2-4 pm.** This is another family friendly event with LEGO challenges and prizes.
- Adult Field Trip to Ability Building Services on **Friday, February 27 at 2 pm.** These tours around town (Dakota Theater, Red Hydrant, water plant, etc.) have been so popular we have had to create waiting lists for folks interested in attending. Staff recently enjoyed a tour at ABS and were intrigued to learn more about the multi-sensory (Snoezelen) room.

Check out our Facebook page and event calendar for the latest info on even more fun events, book recommendations, and all things library related!

11) Monthly reports

The Building, Salary, and Yankton Police Department monthly 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