

**CHAMBER OF THE BOARD OF CITY COMMISSIONERS  
YANKTON, SOUTH DAKOTA  
FEBRUARY 9, 2026**

The regular meeting of the Yankton City Commission was called to order by Mayor Villanueva at 6:00 p.m.

**Roll Call:** Present: Commissioners Benson, Bertsch, Brunick, Carda, Conkling, Hunhoff, Moser, Spencer and Mayor Villanueva. City Attorney Den Herder, City Manager Leon, and Finance Officer Yardley were also present. Quorum present.

**Action 26-30**

Moved by Commissioner Bertsch, seconded by Commissioner Carda, to approve minutes of the regular meeting of January 26, 2026. All present voted aye; motion carried, 9-0.

**Action 26-31**

Moved by Commissioner Hunhoff, seconded by Commissioner Carda, that the Schedule of Bills be approved and warrants be issued as listed below. All present voted aye; motion carried, 9-0.

AFSCME (Dues) \$1,161.84; AmericInn (Travel Expense) \$112; A-Ox Welding (Materials) \$51.16; Aqua Logic (Repairs) \$ 483.55; Avera Health Plans (Premiums) \$95,389.81; Baker & Taylor (Book) \$149.83; Banner (Cedar St Bridge) \$12,847; Blackstrap (Road Salt) \$7,126.01; Border States (Support Contract) \$4,343.95; Bouza, Ashley (Reimbursement) \$4,680; Cassidy's Cookies (Class) \$375; Central Square (Subscription) \$105.26; Centurylink (Phone) \$1,767.17; City Of Vermillion (Joint Powers) \$70,839.72; City Utilities (Water-Sewer Charges) \$12,579.93; Collection Services Center (Child Support) \$253.84; Consolidated Electrical (Maintenance) \$1,540; Constellation New Energy (Fuel) \$4,938.94; Credit Collection Services (Garnishment) \$175; Design Solutions (Service) \$695; Dominguez/Rod (Irrigation Repair) \$355.27;; Feimer Construction (Douglas Ave 19<sup>th</sup>-21<sup>st</sup>) \$58,045.72; Feimer Construction (19th & Burleigh) \$49,478; First Dakota (Contributions) \$12,896.26; First National (Cafeteria Plan) \$3,560.02; Gall/Katrina (Irrigation Repair) \$402.05; Geotek (Walnut St 8<sup>th</sup>-15<sup>th</sup>) \$1,290; Hanson Briggs (Envelopes) \$319; Hawkins (Chemicals) \$1,192.29; Heartland Natural Gas (Fuel) \$6,029.95; Heiman Fire (Repairs) \$16,009.11; House Of Brands (Lifeguard Shirts) \$918.30; ICMA (Contributions) \$160; Interstate Power (Repair) \$758.19; J&H Cleaning (Service) \$1,200; JJ Benji's (Uniform) \$46; John T Jones Construction (WWTP Construction) \$1,499,174.97; List Electric (City Hall Upgrades) \$23,566.92; Lumen (Internet) \$430.27; MidAmerican Energy (Fuel) \$6,200.01; Millennium Recycling (Single Stream Fee) \$2,327.88; Morrow/Joseph (Design Work) \$2,160; My Fitness Rewards (Fee) \$12; Northern Truck Equipment (Dump Body) \$52,723; Northwestern Energy (Electricity) \$129,489.40; Observer (Advertising) \$48; Onward Yankton (Special Appropriation) \$13,750; Overdrive (Books) \$2,503.09; Press & Dakotan (Publications) \$745.16; Premier Pyrotechnics (Fireworks) \$32,000; PSN (Fee) \$71.97; Public Health Lab (Testing) \$288; Push Pedal Pull (Repairs) \$822.88; Quadient (Lease) \$781.14; Schramm/Stacy & Jim (TID#7) \$12,467.93; SD Airports (Conference) \$100; SD Dept Of Labor (Unemployment) \$244.17; SD Social Services (Child Support) \$2,164.84; SDSRP (Contributions) \$30,814.24; Security Shredding (Services) \$40; Shur-Co (Glue) \$6,026.82; Signature Sewer Pumping (Repairs) \$500; Smith Insurance (Premium) \$16,388; Specht/Deb & Dan (TID#7) \$12,467.93; Stan Houston Equipment (Sensor) \$1,294; Third Millennium (Utility Billing) \$819.80; Transource (Parts) \$547.22; UKG (Software) \$2,781.64; United Way (Contributions) \$90; US Bank (Clean Water #4) \$61,294.70; US Bank (Clean Water #5) \$70,687.56; US Bank (Drinking Water #5) \$150,640.26; US Bank (Drinking Water #6) \$433,516.84; US Treasury (Withholding) \$ 209,777.28; USPS (Postage) \$6,428.81; Vessco (Parts)

\$1,422.01; Yankton Area Arts (Special Appropriation) \$8,600; Yankton Co Treasurer (Title & License) \$76.10; Yankton Development Enterprises (TID#8) \$85,966.84; Yankton Riverboat Days (Special Appropriation) \$10,000; Yankton Thrive (Bid Tax Contribution) \$15,498.05; Yankton Thrive (Sales Tax Reimbursement) \$14,178.15; Yankton Thrive (Bid Tax Disbursement) \$123,984.39; Yankton Thrive (TID#11) \$6,684.44; Yankton Thrive (TID#6) \$171,136.66.

BMO Spend Dynamics P-Card Statement (Supplies, Parts, Training Travel, Professional Services, Postage, Misc. Concessions, Small Tools & Hardware, Telephone/Internet, Uniforms) \$79,429.65; 4Imprint \$207.98; Adobe \$89.98; Airnav \$92; Amazon \$4,692.11; Arrow Products \$324.08; Artistic Custom \$106.50; AT&T \$1,642.55; Auto Value \$794.05; Autobooks \$25.90; AutoZone \$304.04; Avantor \$1,617.02; Avera \$194.28; AxVoice \$21.44; B&H Photo \$183.98; Barnes & Noble \$307.95; Best Western \$371.97; Bluebeam \$440; Bluepeak \$1,781.76; Bomgaars \$1,540.63; Broadway Chrysler (\$183.93); Bulbs.Com \$329.85; Casey's \$75.37; CCSI Metrofax \$17.95; Center Point \$152.22; CNA Surety \$97.50; Cracker Barrel \$19.49; Crafters Emporium \$20; Dairy Queen \$26.22; Dollar Tree \$22.50; Doors Inc \$1,612; eBay \$168.98; Echo Electric \$3,904.37; Ergodyne Supply \$374.48; Fairbank Equip \$5.02; Fastenal \$1,187; FedEx \$19.50; Fire Dept Training Net \$3,790; Foamrat \$159.99; Four Seasons \$150; Foxit \$223.01; Fryn' Pan \$75.92; GDP Hard Drive \$73.89; Gerstner Oil \$144.65; GoToGlass \$1,745.35; Hach Company \$1,851.03; Hansen Locksmith \$143.17; Hanson Briggs \$592.81; Hy-Vee \$15.41; Intl Code Council \$69; J.W. Pepper \$29; JCL Solutions \$1,047.37; Kaiser Refrigeration \$2,614.90; Kaminsky/Sullenberger \$375; Kiefer Aquatics \$283.51; Koletzky Implement \$416.38; Kopetsky's Ace \$1,753.31; Lewis & Clark Ford \$369.99; Locators & Supplies \$806.38; Menards \$3,574.60; MG Scientific \$831.05; Midco \$3,331.21; Midwest Alarm \$281.28; Midwest Laboratories \$277.12; Midwest Radiator \$951.47; Midwest Tire & Muffler \$3,671.97; MOCIC \$200; Napa Auto \$117.14; NRA \$560; Olson's Pest \$185; One Office \$1,227.40; O'Reilly \$1,824.48; Press & Dakotan \$226.93; Panera Bread \$19.69; PFS Healthworks \$188.50; Pheasantland Industries \$31.60; Pizza Ranch \$14.06; Powers Port A Pot \$400; Ramkota \$125; Raven \$198.86; Red Hydrant \$160; Riverside Hydraulics \$561.30; Royal Sport \$13.70; SD Fire Institute \$270; SD Firefighters \$1,050; SDML \$600; Select-Tech \$119.61; SESAC Music Licensing \$641; SESD \$1,750; Sherwin Williams \$261.62; Splashtop \$829; Sprinklerwholesale \$426.22; Streicher's \$66.99; Swim2000 \$44.31; Swimoutlet \$166.50; Tentcraft \$1,849; The Office \$36.10; Tractor-Supply \$77.96; TRK Hosting \$7.95; Truck Trailer \$479.81; Uline \$366.93; UPS \$73.79; USA Bluebook \$646.06; USA Today \$396.06; USPS \$985.85; Verizon \$1,140.68; Vistaprint \$32.90; VSP Propio \$24.30; Walmart \$711.53; Wayfair \$97.98; Yankton Janitorial \$469.95; Yankton Thrive \$280; Yankton Winnelson \$54.31; YMC \$6,239; Zoro Tools \$945.07.

#### Salaries by Department for January:

Administration \$99,871.72; Finance \$58,449.74; Community Development \$46,107.57; Police / Dispatch \$384,194.11; Fire \$24,732.31; Engineering / Sr. Citizens \$101,270.92; Streets \$102,212.73; Traffic Control \$7,492.53; Library \$65,552.16; Parks / SAC \$143,807.23; Marne Creek \$5,839.39; Cemetery \$9,619.48; Water \$75,216.21; Wastewater \$82,377.61; Solid Waste \$62,335.52; Joint Powers \$40,544.52; Central Garage \$15,906.85.

#### New Hires:

Police Department: Douglas Holland, Police Officer, \$2,424.12 biweekly; Community Development Department: Benjamin Heintz, Custodial Supervisor, \$1,895.54 biweekly; Parks, Recreation and City Events Department: Liam Forsyth, Parks Intern, \$16.50/hr.

#### Wage Changes:

Parks, Recreation and City Events Department: Tracy Raab, Fitness Instructor, \$18 to \$18.50/hr; Sharollette Peterson, Fitness Instructor, \$18 to \$18.50/hr; LaVonne Lorensen, Fitness Instructor, \$18 to \$18.50/hr; Mary Loecker, Fitness Instructor, \$18 to \$18.50/hr; Anne Messler, Fitness Instructor, \$18 to \$18.50/hr; Barbara Law, Fitness Instructor, \$18 to \$18.50/hr; Elizabeth Dooley, Fitness Instructor, \$20.50 to \$21/hr; Jennifer Teichroew, Weight Room Supervisor, \$14.25 to \$14.50/hr; Nancy Leonard, Receptionist, \$14.75 to \$15.25/hr; Housing Department: Camille Mertens, Executive Director YHRC, \$2,604.28 to \$2,734.50 biweekly; Tamiah Barnett, HCV Specialist, \$23.92 to \$24.50/hr.; Amber Bagola, HCV Specialist, 21.05 to 23/hr.

Position Changes:

Public Works Department: Robert Lehman, Grounds Maintenance Worker to Sanitation Truck Operator, \$1,827.57 to \$1,896.15 biweekly.

City Manager Leon submitted a written report giving an update on community projects and items of interest.

Tom Stengrim, VFW Quartermaster, gave an update on the VFW ensuring that they will not be closing; however, they are looking at making changes to their business model.

**Action 26-32**

Moved by Commissioner Brunick, seconded by Commissioner Moser, to approve the consent agenda item listed below. Commissioners Benson, Brunick, Carda, Conkling, Hunhoff, Moser, Spencer and Villanueva voted aye; Commissioner Bertsch abstained; motion carried, 8-0.

1. Establish February 23, 2026 as the date for the public hearing for a new Retail (on-off sale) Wine and Cider license for the Yankton Area Senior Center, d/b/a The Center, 900 Whiting Drive, Yankton, SD.

**Action 26-33**

This was the time and place for the second reading and public hearing for Ordinance No. 1104 AMENDING THE STANDARD SCHEDULE FOR REGULAR MEETINGS OF THE BOARD OF CITY COMMISSIONERS FOR THE CITY OF YANKTON. (Memorandum 26-43) Moved by Commissioner Benson, seconded by Commissioner Conkling, to adopt Ordinance No. 1104. All present voted aye; motion carried, 9-0.

**Action 26-34**

This was the time and place for the second reading and public hearing for Ordinance No. 1103 AMENDING AND SUPPLEMENTING ORDINANCE NO. 1099, THE 2026 ANNUAL APPROPRIATIONS ORDINANCE. (Memorandum 26-30) Moved by Commissioner Bertsch, seconded by Commissioner Brunick, to adopt Ordinance No. 1103. All present voted aye; motion carried, 9-0.

**Action 26-35**

This was the time and place for the second reading and public hearing for Ordinance No. 1105 REVISING SECTION 14-164 OF THE CODE OF ORDINANCES OF THE CITY OF YANKTON APPLICABLE TO TEMPORARY STREET CLOSURES AND NO-PARKING ZONES FOR

SPECIAL EVENTS. (Memorandum 26-31) Nancy Wenande, on behalf of Yankton Thrive, spoke in favor of the Ordinance yet expressed concerns about mailing issues. Moved by Commissioner Conkling, seconded by Commissioner Benson, to adopt Ordinance No. 1105. All present voted aye; motion carried, 9-0.

**Action 26-36**

Moved by Commissioner Conkling, seconded by Commissioner Carda, to approve and adopt Resolution #26-08 implementing the adjusted fees for special events in 2026 and beyond with an amendment of the block fee to \$250 the first year and \$500 the second year and beyond. (Memorandum 26-32) All present voted aye; motion carried, 9-0.

**RESOLUTION #26-08**

WHEREAS, the City of Yankton has determined that it is necessary to adjust fees associated with community organizations planning special events and parades upon public property, and

WHEREAS, the City expects the cost to supply and deliver materials to special events to continue to increase; and

WHEREAS, the City desires to recover some of the costs from the special events and parades;

NOW, THEREFORE, BE IT RESOLVED by the Board of City Commissioners of Yankton, South Dakota that the following rates are hereby adopted effective for special events and parades being held on January 1, 2026, or beyond:

Tier 1 classification. Application fee (non-refundable). (Any special event involving alcohol sales)	2026- \$200. 2027 and beyond- \$400
Tier 2 classification. Application fee (non-refundable). (Any special Event not involving alcohol sales)	2026- \$100. 2027 and beyond- \$200
Tier 3 classification. Application fee (non-refundable). (Parades, races, runs, walks and non-Meridian District closures)	2026- \$60 2027 and beyond- \$100.
Meridian District street/alley usage fee. (Street or Alley Closures)	2026- \$250 per block/alley 2027 and beyond- \$500 per block/alley
Electric power surcharge for events:	\$25 fee

Material use fees for each type of City of Yankton material delivered and picked up from event:

- Fee with the City hauling is per truck/trailer load:
  - \$50 Class 3 street closure barricades (entire trailer)
  - \$25 Traffic barrels/candles/cones (up to a max of 25 per load)
  - \$50 A-frame No-Parking signs (entire trailer)

- \$25 Garbage barrels (up to a max of 25 per load)
- \$50 Picnic tables (up to 7 tables per load) (max of 28 picnic tables)

The City of Yankton will track hours of labor to load, deliver, and unload materials before and then after the event. Rate of \$30/hour per worker.

Fees for Services Requested of City for Event:

- Two officer minimum. Two-hour minimum.
  - Police Department– traffic control. \$50/hour per officer rounded up to the hour after the two-hour minimum.
  - Police Department- requested on-site presence during the event. \$50/hour per officer rounded up to the hour after the two-hour minimum.
- Two-hour minimum.
  - Fire Department- fire protection. \$50/hour per truck rounded up to the hour after the two-hour minimum.

**Action 26-37**

Moved by Commissioner Hunhoff, seconded by Commissioner Moser, to approve the application for a Special On-sale Liquor License for two days, April 17 and 18, 2026, from SD JCI Senate, 1200 South Glendale Ave, Sioux Falls, SD. The event will take place at the NFAA Archery Center, 800 Archery Lane, Yankton, SD. (Memorandum 26-34) All present voted aye; motion carried, 9-0.

The Leadership Training Program agenda item for the City of Yankton (Memorandum 26-27) died due to lack of a motion.

**Action 26-38**

Moved by Commissioner Bertsch, seconded by Commissioner Hunhoff, to approve the revised Personnel Manual and adopt Resolution #26-09. (Memorandum 26-28) All present voted aye; motion carried, 9-0.

**RESOLUTION #26-09**

A RESOLUTION APPROVING THE REVISED PERSONNEL MANUAL FILED BY THE CITY MANAGER WITH THE CITY FINANCE OFFICER WHICH PROVIDES RULES AND REGULATIONS RELATIVE TO ALL OFFICERS AND EMPLOYEES OF THE CITY OF YANKTON, SOUTH DAKOTA

WHEREAS, it is recognized that a sound personnel program is a major element in securing and retaining qualified employees who will perform the municipal services most efficiently for the citizens of Yankton, and,

WHEREAS, the City Manager has determined that it is desirable that uniform policies and procedures concerning personnel matters are made applicable to all employees of the City of Yankton; and,

WHEREAS, under the provision of the Commission-Manager form of government of the State of South Dakota, SDCL 9-10-13 and the Yankton Code of Ordinances, the City Manager has the responsibility to provide rules and regulations in regard to their employment;

NOW, THEREFORE, BE IT RESOLVED, by the Board of City Commissioners of the City of Yankton, South Dakota:

Section 1. That the Personnel Manual filed with the City Finance Officer and the Board of City Commissioners is hereby approved, subject however to its further amendments as may from time to time be necessary or required.

Section 2. That the City Manager shall have the right to amend said Personnel Manual from time to time as may be required; said amendments shall be forwarded to an employee advisory committee for comment; and, that said amendment shall require the approval of the Board of City Commissioners. Provided, however, that nothing contained therein shall relieve the City Manager of her duty and obligation to administer the affairs of the various departments of the City and to make such administrative decisions as may be necessary for the proper administration of each department which are consistent and do not conflict with the Yankton Code of Ordinances, state statute, or federal law.

Section 3. That in the event any rules and regulations set forth in said Personnel Manual are in conflict with any federal or state laws or ordinances of the City of Yankton, South Dakota, such federal or state laws or ordinance of the City of Yankton, SD, shall be controlling.

Section 4. This resolution shall be in full force and effect from and after its adoption, repealing any previous resolutions adopted for same or similar purpose.

**Action 26-39**

Moved by Commissioner Carda, seconded by Commissioner Moser, to approve Change Order #1 to the crushing of salvaged concrete and asphalt contract with Slowey Construction of Yankton, SD, as originally authorized under Memorandum #24-232, revising the contract performance date from October 2025 to May 2026. (Memorandum 26-29) All present voted aye; motion carried, 9-0.

**Action 26-40**

Moved by Commissioner Brunick, seconded by Commissioner Conkling, to approve the purchase of a new 2027 International Model 56,000 GVW 6x6 truck from North Central International, LLC utilizing Sourcewell Contract # 032824-NVS for a cost of \$155,863.00 for the Department of Public Works - Street Division. (Memorandum 26-33) All present voted aye; motion carried, 9-0.

**Action 26-41**

Moved by Commissioner Conkling, seconded by Commissioner Moser, to approve the purchase of a new 2026 Ford F550 Truck in the amount of \$58,951.00 for the Department of Public Works – Street Division from Lamb Motors of Onida, South Dakota, based on the state bid. (Memorandum 26-35) All present voted aye; motion carried, 9-0.

**Action 26-42**

Moved by Commissioner Bertsch, seconded by Commissioner Brunick, to approve the purchase of a 12-foot loader-mounted Falls snowplow from Sanitation Products of Sioux Falls, SD utilizing a Sourcewell Cooperative Purchasing Contract in the amount of \$22,889.00 for the Department of Public Works – Street Division. (Memorandum 26-36) All present voted aye; motion carried, 9-0.

**Action 26-43**

Moved by Commissioner Conkling, seconded by Commissioner Benson, to approve the purchase of a truck-mounted snowplow from Sanitation Products of Sioux Falls, SD, utilizing a Sourcewell Cooperative Purchasing Contract, in the amount of \$19,093.00 for the Department of Public Works – Street Division. (Memorandum 26-37) All present voted aye; motion carried, 9-0.

**Action 26-44**

Moved by Commissioner Carda, seconded by Commissioner Conkling, to approve the purchase of a new 2027 International Model 37,000 4x2 truck from North Central International, LLC utilizing Sourcewell Contract # 032824-NVS for a cost of \$124,913.00 for the Department of Public Works – Street Division. (Memorandum 26-38) All present voted aye; motion carried, 9-0.

City Manager Leon led a discussion on the Chapter 2 Administration Ordinance. General Commission conversation ensued with a recommendation to accept the agenda after roll call and add to future agendas. No official action was taken at this time.

**Action 26-45**

Moved by Commissioner Carda, seconded by Commissioner Moser, to approve and adopt Resolution #26-10, authorizing the State to issue a work order to Banner Associates, Inc. to proceed with the inspection of City-owned bridge structures. (Memorandum 26-39) All present voted aye; motion carried, 9-0.

**RESOLUTION #26-10**

**BRIDGE RE-INSPECTION AND PROGRAM RESOLUTION  
FOR USE WITH SOUTH DAKOTA DEPARTMENT OF TRANSPORTATION (SDDOT)  
RETAINER CONTRACT**

WHEREAS, 23 CFR 650, Subpart C, requires initial inspection of all bridges and reinspection at intervals not to exceed two years with the exception of reinforced concrete box culverts that meet specific criteria. These culverts are reinspected at intervals not to exceed four years.

THEREFORE, the City of Yankton is desirous of participating in the Bridge Inspection Program using Bridge Replacement funds.

The City of Yankton requests SDDOT to hire Banner Associates, Inc. (Consulting Engineers) for the inspection work. SDDOT will secure federal approvals, make payments to the consulting engineer for inspection services rendered, and bill the City for 20% of the cost. The City of Yankton will be responsible for the required 20% matching funds.

**Action 26-46**

Moved by Commissioner Conkling, seconded by Commissioner Benson, to approve the application for a Special On-sale Malt Beverage Retailers License for one day, June 5, 2026, from The Center, 900 Whiting Drive, Yankton, SD. (Memorandum 26-41) Commissioners Benson, Brunick, Carda, Conkling, Hunhoff, Moser, Spencer, and Villanueva voted aye; Commissioner Bertsch abstained; motion carried, 8-0.

**Action 26-47**

Moved by Commissioner Brunick, seconded by Commissioner Spencer, to approve the updated Intergovernmental Contract for the South Dakota Public Assurance Alliance (SDPAA) and authorize City Manager Leon to sign said contract. (Memorandum 26-42) All present voted aye; motion carried, 9-0.

**Action 26-48**

Moved by Commissioner Conkling, seconded by Commissioner Bertsch, to adjourn into Executive Session at 7:21 p.m. to discuss contractual and personnel matters under SDCL 1-25-2. All present voted aye; motion carried, 9-0.

Regular meeting of the Board of City Commissioners of the City of Yankton was reconvened by Mayor Villanueva at 8:46 p.m.

**Roll Call:** Present: Commissioners Benson, Bertsch, Brunick, Carda, Conkling, Hunhoff, Moser, Spencer and Mayor Villanueva. City Attorney Den Herder, City Manager Leon, and Finance Officer Yardley were also present. Quorum present.

**Action 26-49**

Moved by Commissioner Hunhoff, seconded by Commissioner Benson, to adjourn at 8:47 p.m. All present voted aye; motion carried, 9-0.

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Michael Villanueva, Mayor

ATTEST:

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Lisa Yardley, Finance Officer

Published on February 17, 2026