

**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, February 23, 2026 will begin at 6:00 pm.



Representatives of the Yankton Community visited with **WWII Veteran Jim Black** at the Norfolk Veteran’s Home on Wednesday, February 18<sup>th</sup>. Mayor Villanueva read a proclamation recognizing Mr. Black’s service to our country. Family and friends of Mr. Black were able to participate in the event via a virtual meeting, joining in from Wisconsin, New Jersey, Colorado, California and Spain. Mr. Black recently celebrated his 102<sup>nd</sup> birthday! Back row: Mayor Mike Villanueva, Rick Otto (Pierce, NE), Les Kirchner, Richard Sirek (Pierce, NE), and Steve Rokahr. Front row: Commissioner Dave Spencer, Jim Black and Dave Hosmer. (Photo by Brad Bies)

**Non-Agenda Items of Interest**

**1) Finance Department Update**

It’s that time of year for reviewing our records and completing a records destruction schedule. The City of Yankton follows the South Dakota Municipalities Records Retention and Destruction Schedule Manual adopted in April 2005 per Resolution 05-29.

As a reminder, in order to run for City Commissioner, petition circulation will begin July 3, 2026. Prior to HB 1130, this typically occurred in January, but has now moved. The City election will be

combined with the Yankton County general election held on November 3, 2026. For additional information, please visit the SD Secretary of State's website: <https://sdsos.gov/elections-voting/upcoming-elections/general-information/default.aspx>

Please see the enclosed Monthly Finance Report for January 2026.

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

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

Applications were being accepted for the position of Water Distribution/Wastewater Collection Operation Specialist in our Environmental Services Department but the position is now closed. Thomas Chase has accepted the offer to fill this position. The start date will be determined after background and physical have been completed.

The position of 911 Communication Dispatcher closed on February 20. Interviews will be scheduled in the coming weeks. This position is open due to the resignation of Christopher Allington.

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

Applications were being accepted for a Police Intern position – this position closed February 20<sup>th</sup>. Interviews will be scheduled in the coming weeks.

We are accepting applications for the position of Utility Account Specialist in the Finance Department. The position closes on March 6.

Selected 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](http://cityofyankton.org) and under employment, there is a link to our employment application.

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

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 – this is one way we can say thank you to all of our employees for their effort and dedication on a daily basis. This will be paid for with the Mayor's salary which he has generously donated back to the City of Yankton Employee Fund.

FOP Negotiations resume on February 25.

The City of Yankton Health Fair has been scheduled for Thursday, March 19 at City Hall.

## **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**

Staff has completed the annual Boundary and Annexation Survey (BAS). The BAS is the system whereby the U.S. Census Bureau updates the legal geographic boundaries of local jurisdictions. While we didn't have any boundary changes due to annexation in 2025, precise boundaries are critical to accurate data about our community and the region. The Census Bureau uses this boundary information for data collection, tabulation, and dissemination for the decennial census, American Community Survey (ACS), Population Estimates Program (PEP), and many other censuses and surveys. Because it is integrated into census data, the boundary information is also utilized by business and industry through private data analysis tools as well.

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

We have selected a new vendor for the City's website and will be working through the details on the contract for timing of the implementation, design and hosting. In addition, we have been exploring the possibility of adding an AI or large language model chat bot to the website to help visitors find the information they are looking for or to help answer routine questions.

#### **6) Environmental Services Department Update**

Staff sent out the unknown service line material letters, and have 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. The service line has to be known from the water main to the meter inside the house. The Environmental Protection Agency (EPA) does consider property owner confirmation of service line material as a verified material.

Distribution staff has been busy replacing meters within the system. Meters are replaced based on age and compatibility with the new system. A total of four notices are sent to each account holder. The first notice is a general notice notifying the owner to schedule the meter replacement. The second notice ask that the meter change out be scheduled within two weeks. The third notice gives them an additional five days. The fourth and final notice is notification that the water will be shut off in 48 hours. City Code Chapter 36, Section 36-50 clearly states that City staff must have access to the water meter for the purpose of changing the meter, and that the water can be shutoff if access is denied. City staff is also verifying service line material inside the house during the water meter replacement. Several final notices have been sent out. At this time, no water has been shut off for denied access to a meter. There is no cost for the meter change out. If the water does have to be shutoff, there is a \$50.00 reconnect fee.

#### **7) Police Department Update**

Following the vacancy created by Dylan Wilson's departure, four officers applied for the open detective position. All four candidates were interviewed last Friday, and a decision will be announced soon.

Three officers attended Krav Maga Instructor Training in Sioux Falls last week. Upon completion, they are now certified to provide self-defense instruction to department personnel.

The annual Battle of the Badges game was held on February 15, resulting in another victory for the Fire Department. Proceeds from the event were donated to Special Olympics and MMU Volleyball.

Our department's mental health training series concluded this Tuesday. The classes were led by Brooke Greenig from River District Counseling and made possible through a wellness grant from the State. The training was also attended by several outside agencies.

Intern Jose Garcia was inducted into the Alpha Phi Sigma Criminal Justice Honor Society. Congratulations to Jose on this outstanding academic achievement.

## **8) Fire Department Update**

Just prior to the Battle of the Badges event on Sunday, Yankton Fire personnel were dispatched to a vegetation fire west of town. The fire was moving through cedar trees and threatening nearby homes, requiring us to commit the majority of our personnel and apparatus to bring it under control. With assistance from our partners at Tabor Fire Department and Lesterville Fire Department, we were able to contain the fire to just a few acres and prevent structural loss. Given the extremely dry conditions, we remain vigilant. When temperatures rise and winds increase, the potential for rapid fire spread, particularly in wildland and cedar-heavy areas, is significant. We will continue to closely monitor conditions.

While crews were committed to the vegetation fire, we were also dispatched to a motor vehicle accident, a smoke scare, and a natural gas leak. Although it is uncommon to experience this level of simultaneous activity, it does occur several times each year. These situations require rapid decision-making and resource management by our command staff to ensure every incident receives an appropriate and timely response. Our dispatch partners play a critical role in coordinating these efforts, and we appreciate their professionalism and support.

Last week, MidAmerican Energy contacted Chiefs Linke and Preadable to assist with a gas leak in the public right-of-way at 3rd and Locust. Fire department personnel checked adjacent homes to ensure occupant safety. We value our strong working relationship with MidAmerican Energy. We rely on their expertise regarding natural gas infrastructure, and they rely on us to help ensure public safety during these incidents. This collaboration continues to serve our community well.

This week, Chiefs Linke and Preadable will meet with command staff from Vermillion Fire Department to discuss joint training opportunities and operational efficiencies. Maintaining strong regional partnerships enhances our collective preparedness.

We will also be meeting with Yankton Thrive and Connecting Cultures to discuss strategies for reaching vulnerable populations in our community from a community risk reduction standpoint. Proactive outreach remains an important component of our mission to protect lives and property.

## **9) Public Works Department Update**

Street department staff continue to perform winter maintenance projects on equipment and the streets. With the mild weather, the street sweeper has been able to be out and operating. Gravel alleys are being maintained. Crews are also addressing potholes that form due to the fluctuating temperatures. The South Dakota Department of Transportation (SDDOT) has contracted with Muth Electric Inc. for the Broadway traffic signal replacement project which will begin soon. The Broadway project consists of replacing the traffic signals from 4th Street to 23rd Street, replacing the existing street lights with LED lights from the Discovery Bridge to 10th Street, reconfiguring the eastbound and westbound center turn lanes at 4th Street, updating all ADA crossings at the impacted intersections, widening a turn lane at 21st Street, widening a turn lane at 23rd Street, updating the signals and pedestrian crossings at the rail crossing on Broadway, and upgrading the traffic detection technology at 31st Street. The new traffic signals and the 31st Street upgrade will have video detection systems instead of traffic loops to trigger the traffic signal controller. The project has a 2026 project completion date and will be managed by the SDDOT.

## **2026 Construction Projects**

The recommendation for bid acceptance for the 4<sup>th</sup> Street to 6<sup>th</sup> Street Alley Reconstruction project between Green and Maple Streets is included in this packet.

The 30<sup>th</sup> & Adkins Reconstruction project is currently being advertised for bids. Bid opening for this project is March 10<sup>th</sup>.

The advertisement for bids for 3<sup>rd</sup> Street was published on February 19<sup>th</sup>. Bid opening for this project will be on March 12<sup>th</sup>.

Staff is currently working on design for the following projects:

- 2<sup>nd</sup> & Capital Parking Lot
- Chan Gurney Airport Utility Extension
- 10<sup>th</sup> Street – Maple Street to Locust Street
- Cedar Street – 20<sup>th</sup> Street to 21<sup>st</sup> Street
- Alley Reconstruction – Riverside Drive to 4<sup>th</sup> Street between Green and Locust Streets

The 2026 Yankton Citywide Cleanup is scheduled to begin curbside pickup April 6<sup>th</sup>, 2026. Placing items curbside before March 28<sup>th</sup> is not permitted. Items placed curbside before March 28<sup>th</sup> may be removed at the property owner's expense. Residents on City solid waste collection routes may participate, at no additional cost, by placing items into sorted piles, by type, at their homes. Please have items placed curbside by your regular collection day. Piles should be located directly in front of your property, not in the street, alley, or neighboring property. The Transfer Station will be accepting no charge drop-off from regular City of Yankton collection route customers March 21<sup>st</sup> through April 18<sup>th</sup> during normal operating hours, Monday-Friday 8:00 am – 3:45 pm and Saturday 8:00 am – 11:45 am. Items not eligible for disposal include tires, grass clippings, leaves, recyclables, refrigerator, air conditioners, dehumidifiers, paint, chemicals or household hazardous waste, oils, and batteries. Motor oil may be taken to the transfer station and disposed of free of charge year around. Please place solid waste and recycle roll carts for regular collection at your normal collection point and away from piles. For more information on citywide cleanup and Transfer Station hours, visit <http://www.cityofyankton.org> or call (605) 668-5211.

The Household Hazardous Waste Collection Event is scheduled for Saturday, April 25<sup>th</sup>, 2026. For more information on this event, please visit <http://www.cityofyankton.org> or call (605) 668-5211.

## **10) Library Update**

Yankton Community Library was one of approximately 1,200 libraries that was notified in the Fall of 2025 of a \$10,000 gift to commemorate the 250th anniversary of the signing of the Declaration of Independence through a special initiative by the Carnegie Corporation of New York.

Scottish immigrant Andrew Carnegie funded the construction of 1,681 free public libraries in the United States (25 of them in South Dakota) between 1886 and 1917. Carnegie's philanthropic foundation reached out to each library and established that about 1,280 still operate and acknowledge their link to Carnegie, making them eligible for the celebratory gift. YCL has received our gift from the Carnegie Foundation, and we are excited to get started on a project that we feel will enhance the experiences of our library users. Details coming soon.

Great news from the South Dakota Titles To Go Consortium: On February 9, 2026 a Reciprocal Lending Arrangement between the South Dakota Digital Consortium, the Black Hills Digital Library Consortium and Siouxland Libraries went into effect. This means Libby users with a YCL card have access to even more e-books and e-audiobooks. Users will have to add the new lending libraries to their accounts to have access to the additional titles. Staff are on hand to help with this process and to

answer questions that may come up. Yankton card holders will still have priority access to the e-books that Yankton Library purchases as well as priority to SD Digital Consortium titles compared to those outside of that consortium. YCL users will be able to check out e-books that are available now from the other lending libraries but will not be able to place holds on their copies. We are excited for this expanded access of titles for our digital users!

Friends of the Library have renewed their sponsorship of the library's Mead Museum pass program from 2026. The museum passes can be checked out twice per year on an adult card, and allow up to two adults and six children into the Mead Museum for free. The library has up to 50 Mead Museum passes available for checkout each month. During the Hall of Trees display in December 2025, 47 library passes were turned in at the Museum. We are grateful for this partnership with the Friends and the Mead Museum to offer this opportunity to our community! We celebrated our Friends being named United Way's volunteers of the month for February. We are thankful for all they contribute to our library.

January statistics are attached. As always, check our social media and [event calendar](#) for the latest info on more fun events, book recommendations, and all things library related!

**11) Monthly reports**

The Joint Powers monthly report is 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