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**OFFICE OF THE CITY MANAGER**

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

VOL. 61 NUMBER 6

**Commission Information Memorandum**

The Yankton City Commission meeting on Monday, March 23, 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 4 to meet with Finance and begin working on the 2025 financial audit.

Application letters will soon be mailed out for the renewal of malt beverage licenses. The license renewal is for the July 1, 2026 – June 30, 2027 period. Applications are to be filed at the City Finance Office.

Please see the enclosed Monthly Finance Report for February 2026.

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

Applications are being accepted for Police Officer. Interviews are on-going. Officer Jordan Mogck began work on March 9. Officer Mogck is a certified officer who comes to us from the Yankton County Sheriff's Office.

The position of 911 Communication Dispatcher interviews have been completed. A recommendation for hire will be forthcoming.

The position of Utility Account Specialist in the Finance Department closed on March 6. Interviews have been scheduled and a recommendation for hire will be coming.

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

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.

March's employee wellness challenge is finishing up. The challenge for March was to disconnect to reconnect. Employees were asked to turn off their phones for one hour to focus on themselves for

20 days of the month. Employees were also asked to submit their log at the end of the month to be entered into a drawing for a prize.

The City of Yankton Health Fair was held on Thursday, March 19 at City Hall.

### **3) Parks & Recreation Department Update**

City Attorney Den Herder has sent an email to Tour de Nebraska organizer Charles Schilling explaining the City's special events process for the Tour de Nebraska bicycle ride that is supposedly utilizing Yankton as a two-night stay on its tour June 27 and 28. City Attorney Den Herder has followed up with three phone calls but has had to leave messages with no return phone calls. At this time, there has been no contact from Mr. Schilling to work through the special events application and process with the City.

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

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

Staff is taking a proactive approach to election related sign education. All local candidates for the upcoming primary election and local political parties will soon receive a friendly letter and full color handout outlining the temporary signage rules in the City of Yankton, focusing particularly on signage in the public right-of-way. We hope this proactive outreach will encourage candidates to work with their supporters on proper sign placement. The information will include City staff contact information for any questions candidates or their supporters might have. There is no fee or permit required for this process; the size and placement just need to meet ordinance requirements. Temporary signs may be placed up to 75 days prior to an event and must be removed within seven days after the event. The primary election will be held June 2, 2026. Election campaign signs may be placed on or after March 19, 2026 for the primary election and must be removed by June 9, 2026.

The general election will be held November 3, 2026. Election signs may be placed on or after August 20, 2026 for the general election and must be removed by November 10, 2026.

Our local ordinance allows election signage to be posted longer than the minimum amount of time required by South Dakota Codified Law.

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

Eagle View / Pictometry had scheduled to begin our Spring 2026 flight March 15th. However, this schedule has been pushed back, and they plan to fly towards the end of the month. This flight is our regularly scheduled imagery capture every three years. The capture is in conjunction with Yankton County and will give us a countywide mosaic of images. The imagery is used for project design, economic development, mapping / GIS, planning and various other projects within the City.

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

Wastewater treatment staff and finance staff met with representatives from Northwestern Electric to discuss billing options for the wastewater plant. The billing will be changed to a different rate structure to help reduce the current bill. We are still required to have two meters and will be billed for both meters.

The wastewater project experienced a failure of the spray foam insulation bonding to the concrete surface. Large portions of the foam on the ceiling of the new aeration pipe gallery failed. Staff and HDR believe it is an application issue and the remainder of the foam should be removed and applied correctly. The manufacturer of the product is schedule to fly in and be onsite to inspect the product.

The weather has caused several flight cancellations and has delayed the onsite inspection. This is causing delays in the electrical, HVAC, and process pipe installations.

Several water department staff will be attending the annual water seminar in Deadwood during the week of March 24. The seminar is a collaboration between the South Dakota Water and Wastewater Association and the South Dakota Section of the American Water Works Association (SD AWWA). Staff will attend two days of classes and presentations, and receive continuing education units required to maintain operator certification. Kyle will also be attending the quarterly SD AWWA executive board meeting as the chair elect.

## **7) Police Department Update**

Officers Doyle and Weber attended Interview and Interrogation training last week to enhance their skills in interviewing and interrogating individuals involved in crimes. The training was hosted by the Bon Homme County Sheriff's Department.

YPD is happy to announce that Officer Mogck was sworn in on March 13 and has started 14 weeks of FTO (Field Training Officer) training.

On March 17, members of the YPD gave presentations to Mount Marty University Criminal Justice classes. Officer Goodwillie and Cpt. Bruening spoke about drug awareness, including drug trends over the past ten years. Chief Foote spoke to students about juvenile justice.

Officer Dax attended an 8-hour training on March 18 in Vermillion along with the University of South Dakota Police Department. This training focused on "Leading without Rank: The Emerging Leader". This is designed for non-supervisors, both sworn and professional staff and focuses on self-leadership, influence, and enhancing organizational culture.

YPD officers visited with students interested in careers in law enforcement at the MMU Career Fair on March 19.

## **8) Fire Department Update**

Over the past several weeks, the Yankton Fire Department has experienced a notable increase in call volume, particularly during weekends, resulting in several complex and resource-intensive incidents.

During the first weekend of March, crews responded to two simultaneous vegetation fires along with a fire in a vacant residential structure, all within the Rural Fire District. Due to the concurrent nature of these incidents, resources were reallocated from one vegetation fire to address the structure fire. Mutual aid was requested and received from the Lesterville Fire Department which assisted in managing the incident effectively. Although the structure was confirmed to be vacant, firefighters conducted a primary search due to the potential presence of unauthorized occupants. This action reflects the department's continued commitment to life safety, regardless of initial reports or conditions.

This past weekend, crews responded to a residential structure fire in the southwest area of Yankton. One occupant was alerted by the smell of smoke and was able to evacuate the family safely. It was noted that the residence did not have functioning smoke detectors. Fire department personnel provided replacement smoke detectors from department stock for installation prior to reoccupation. This incident serves as an important reminder that, despite ongoing public outreach efforts, gaps in basic fire protection still exist within the community. The department will continue to prioritize smoke detector education, distribution, and installation assistance.

For the Commission's awareness, the two most common causes of fires within the City of Yankton continue to be cooking-related incidents and the improper disposal of smoking materials. In many of these cases, contributing factors include the presence of intoxicants which increase the likelihood of fire occurrence and reduce the ability to respond effectively.

Following the residential fire on Sunday, crews were dispatched to McDonald's for a reported carbon monoxide alarm. Investigation determined the presence of a carbon dioxide leak rather than carbon monoxide. While both gases pose serious risks, carbon monoxide is a byproduct of incomplete combustion and can cause poisoning through inhalation while carbon dioxide can displace oxygen in an enclosed space, creating a hazardous environment. The source of the carbon dioxide leak was identified and secured, allowing the business to safely resume operations.

On Monday morning, the department responded to a significant natural gas odor at Boss's Pizza and Chicken. Upon arrival, crews encountered elevated gas readings, prompting an immediate evacuation of the adjacent hotel. Fire personnel worked in coordination with YPD and Emergency Management to safely evacuate occupants and relocate them while identifying the source of the leak. The department's ladder truck and assigned crew played a critical role in this incident by accessing the roof and locating a malfunctioning rooftop unit that was leaking natural gas. MidAmerican Energy assisted with securing the gas supply. Once the hazard was mitigated, the structure was ventilated and the hotel was safely reoccupied. This incident also demonstrated effective use of the Incident Command System. The Incident Commander organized the scene by geographic and functional divisions, maintaining an appropriate span of control and improving communication and operational efficiency.

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

Street department staff continue to perform winter maintenance projects on equipment and the streets. Crews have been cleaning up streets and parking lots from the recent snow events. Crews are also addressing potholes that form due to the fluctuating temperatures. The street sweepers are running as the weather allows. Installation of pedestrian activated flashers is underway on Summit Street at the Westside Park pedestrian crossing.

### **2026 Construction Projects**

The 30th and Adkins reconstruction project bid opening was held March 10. A memorandum recommending the bid award is included in this agenda.

The 3rd Street, Mulberry Street to Picotte Street, reconstruction project bid opening was held March 12. A memorandum recommending the bid award is included in this agenda.

The advertisement for bids for 2nd Street and Capital Street parking lot reconstruction was published on March 12. Bid opening for this project will be on March 31.

The advertisement for bids for the Kellen Gross Drive pavement replacement from 21st Street to 23rd Street was published on March 12. Bid opening for this project will be on April 2.

Staff is currently working on design for the following projects:

- Chan Gurney Airport utility extension
- 10th Street – Maple Street to Locust Street
- Cedar Street – 20th Street to 21st Street
- Alley reconstruction – Riverside Drive to 4th Street between Green and Locust Streets

Feimer Construction continues on the watermain boring project along 8th Street at Cedar Street, Walnut Street, and Douglas Avenue. The project consists of boring new watermain under the railroad tracks at each of the locations. Cedar Street was closed March 2 as the starting location for the project with boring scheduled to begin March 11. The boring schedule was delayed with actual boring beginning March 18. The Walnut Street closure is delayed as well and is now scheduled to be closed the week of March 23, and the Douglas Avenue closure should take place the last week of March.

The South Dakota Department of Transportation continues to work with Muth Electric Inc. on the Broadway traffic signal replacement project. Muth has been upgrading the street lights along Broadway from the Discovery Bridge to 23rd Street with new LED light heads and wiring. Muth has also begun the traffic signal replacement portion of the project. Pavement removals are also underway for the lane modifications and ADA upgrades at the intersections.

### **2026 Citywide Cleanup Event**

Yankton Citywide Cleanup is scheduled to begin curbside pickup April 6, 2026. Placing items curbside before March 28 is not permitted. Items placed curbside before March 28 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 through April 18 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, 2026. For more information on this event, please visit <http://www.cityofyankton.org> or call (605) 668-5211.

## **10) Library Update**

March has been a steady month of programming at the library despite some unfriendly weather! Unfortunately, our Oscar Movie Weekend was cut short due to a blizzard, but several people were able to enjoy Hamnet, Marty Supreme, and Sinners on Saturday, March 14.

This month we were very excited to launch passes for performances at the Dakota Theatre. The library had a limited number of tickets available for checkout to The Enchanted Bookshop musical. Passes can be checked out on adult library cards. Each pass allows two adults and two youth to attend performances.

Some events to look forward to in April:

- Puzzles, Pranks & Pizza Pie on Wednesday, April 1 at 6:00 PM, a twist on our popular “Puzzles & Pie” events for April Fools’ Day to support the Friends of the Yankton Community Library. Teams of one to four people can register for \$20 per team. Power-ups, grab bags, and pranks will be available for \$1 each. All sabotage supports our Friends!

- Friends of the Yankton Community Library Book Sale will start on Thursday, April 9, between 4:00-6:00 PM for Friends of the Library members. The sale will be open to the public Friday, April 10 through Sunday, April 12 during the library's open hours.
- April's Adult Field Trip will visit the Chan Gurney Airport on Friday, April 17 at 2:00 PM. Registration for this event will open on Wednesday, April 1.

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 and Parks 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