



2023_12_21

**CITY COMMISSION
MEETING**



Mission Statement
To provide exemplary experiences, services & spaces that create opportunities for everyone to learn, engage and thrive.

YANKTON BOARD OF CITY COMMISSIONERS

Regular City Commission Meeting beginning at 12:00 P.M.

Thursday, December 21, 2023

City of Yankton Community Meeting Room

Located at the Career Manufacturing Technical Education Academy formerly known as Technical Education Center • **1200 W. 21st Street • Room 114**

If you would like to watch the City Commission meeting you can do so by accessing the City of Yankton's YouTube Live Channel. <https://www.youtube.com/c/cityofyankton/live>

TV Schedule: Mondays at 7:03 p.m. and Tuesday following meeting at 1:00 p.m.
on Midco Channel 3 and Bluepeak Channel 98.

I. ROUTINE BUSINESS

1. **Roll Call**

2. **Approve Minutes of Regular Meeting of December 11, 2023**

Attachment I-2

3. **Schedule of Bills**

Attachment I-3

4. **Public Appearances**

Public appearances is a time for persons to address the City Commission on items not listed on the agenda. No action may be taken on a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action will be taken. Each person has up to three minutes to speak. Comments made during the Public Appearance Comment period of the agenda may be on any subject. There shall be no personal attacks against the Mayor, members of the City Commission, City Staff, or any other individual.

II. CONSENT ITEMS

Matters appearing on the Consent Agenda are expected to be non-controversial and will be acted upon by the City Commission at one time, without discussion. Approval constitutes following the recommendation of the City Manager on each item.

1. **Renewal of Private Collector of Refuse License for 2024**

Consideration of Memorandum #23-251 recommending approval of the renewal of application for private collector of refuse license (Fischer Disposal, Inc.) for the year 2024 (January 1, 2024– December 31, 2024) licensing period.

Attachment II-1

III. OLD BUSINESS

Old business includes items that have previously appeared on the City Commission's agenda and require further consideration or action by the board.

NONE

Adoption of an ordinance is typically a two-meeting process. At the first meeting, an ordinance is introduced, and the first reading is held. During the second meeting, the ordinance is discussed by the commission and the public and then considered for adoption.

IV. NEW BUSINESS

New business items are those that have not been discussed by the Commission previously.

NONE

V. OTHER BUSINESS

Other business is a time for City Commissioners to address the commission regarding matters not on the agenda. These items will not be deliberated by the governing body and will not be acted upon at this time. Items mentioned may be added to a future City Commission meeting or work session for deliberation or action.

VI. ADJOURN THE MEETING OF DECEMBER 21, 2023

The City of Yankton Community Meeting Room is accessible to everyone. If you have any additional accommodation requirements, please call 668-5221.

Should you have any reason to believe an open meetings law has been violated please contact the Open Meetings Commission at the South Dakota Office of the Attorney General at: 1302 E. Hwy 14, Suite 1, Pierre, SD 57501-8501 or by phone at 605-773-3215.

**CHAMBER OF THE BOARD OF CITY COMMISSIONERS
YANKTON, SOUTH DAKOTA
DECEMBER 11TH, 2023**

Board of City Commissioners of the City of Yankton was called to order by Mayor Moser.

Roll Call: Present: Commissioners Benson, Brunick, Hunhoff, Johnson, Villanueva, and Webber.

City Attorney Den Herder and City Manager Leon were also present. Absent: Commissioners Miner and Schramm.

Quorum present.

Action 23-327

Moved by Commissioner Hunhoff, seconded by Commissioner Brunick, to approve Minutes of Regular Meeting of November 27th, 2023 with the following three corrections: 1) Change the date of the meeting in the header from Nov 13th to Nov 27th, 2) correct wording of Nov 13th action 23-306 from “Indigenous People’s Day” to “Native American Day,” and 3) correct executive session from contractual, litigation, and personal matters to discussing personal matters only and the Minutes of Work Session meeting of November 27th, 2023 . Finance Officer Al Viereck stated he listened back and Johnson’s motion using the term “Indigenous People’s Day” was correct and Viereck would share the precise time of the video with the commission.

Roll Call: All members present voting “Aye;” voting “Nay:” None.

Motion adopted.

Action 23-328

Moved by Commissioner Webber, seconded by Commissioner Johnson, that the Schedule of Bills be approved and warrants be issued.

1 Office -Office Supplies-\$40.12; 4imprint-Promotional-\$776.92; Adobe -Computer Program-\$78.39; AFSCME Council 65-Employee Deductions-\$1,069.96; Airport Mgr's Assn S.D.-Membership Dues-\$50.00; Als Oasis-Travel Expense-\$41.06; Alum-Line -Truck Box-\$17,955.00; Amazon-Splitter-\$58.13; Amazon-Books-\$92.25; Amazon-Cable-\$90.64; Amazon-Touchscreen Monitor-911-\$265.99; Amazon-Office Supplies-\$155.34; Amazon-Power Distribution Unit-\$139.90; Amazon-Book-\$15.95; Amazon-Hard Drive-\$181.49; Amazon-DVD-\$19.96; Amazon-Office Supplies-\$152.20; Amazon-Headset-\$27.99; Amazon-Program Supplies-\$22.99; Amazon-Flood Light Bulbs-\$24.99; Amazon-Books-\$52.61; Amazon-Mobile Charging Cart-\$459.98; Amazon-Driveway Markers-\$74.98; Amazon-Key Fob-\$55.54; Amazon-Program Supplies-\$41.64; Amazon-Imagination Station Toys-\$63.69; Amazon-Cable, Splitter-\$84.98; Amazon-Book-\$18.85; Amazon-TV Stand-\$219.99; Amazon-DVD-\$31.91; Amazon-Cellular Signal Booster-\$1,676.67; Amazon-Office Supplies-\$49.90; Amazon-Book-\$18.49; Amazon-Program Supplies-\$10.44; Amazon-Chair-\$98.79; Amazon-Festival Of Lights Props-\$35.63; Amazon-DVD-\$19.96; Amazon-Program Supplies-\$181.98; Amazon-DVD-\$16.46; Amazon-Program Supplies-\$143.52; Amazon-Festival Of Lights Props-\$82.67; Amazon-Dog Collar Charger-\$14.99; Amazon-DVD-\$212.67; Amazon-DVD-\$20.00; Amazon-Signal Booster-\$94.99; Amazon-DVD-\$17.96; Amazon-Cable-\$19.99; Amazon-Driveway Markers-\$143.10; Amazon-Toys-\$366.67; Amazon-Cable-\$77.24; Amazon-Festival Of Lights Props-\$151.96; Amazon-Signal Booster-\$100.47; Amazon-Keybord Wrist Rest-\$33.46; Amazon-Festival Of Lights Props-\$205.21; Amazon-Chromebook-\$179.54; American Fence Company-North Tower Fence-\$5,806.00; A-Ox Welding Supply-Propane-\$79.42; Arbys -Travel

Expense-\$7.23; Argus Leader-Auction Notice-\$37.75; ASFPM-Membership Dues-\$180.00; Assn Of Code Enforcement-Membership Dues-\$75.00; AT&T Bill Payment-Mobile Data-\$1,169.57; Autozone -Batteries-\$407.34; Avera Health Plans-Health Insurance Prem-\$85,776.03; Axvoice Inc-Dialer Service-\$21.44; Benzel/Fred-Mileage For Interviewer-\$222.70; Blackstrap Inc-Road Salt-\$1,629.31; Bluepeak-Internet-\$3,398.38; Bomgaars -Westside Pond Tank-\$2,395.33; Bow Creek Metal -Panels-\$775.50; Building Officials/SD-Membership Dues-\$50.00; C&B Operations -Manuals-\$222.11; Caseys -Fuel-\$117.22; Caseys -Fuel-\$151.83; Caseys Pizza -Travel Expense-\$25.72; Cattlemans Club-Travel Expense-\$75.63; Cengage Learning -Books-\$31.99; Center Point Large -Large Print Books-\$145.02; CHS-Grease-\$217.20; City Management Assn SD-Membership Dues-\$150.00; City Of Vermillion-JT Powers Charges-\$71,477.18; City Of Yankton-Central Garage-Landfill Charges-\$24.00; City Of Yankton-Parks-Landfill Charges-\$106.60; City Of Yankton-Solid Waste-Landfill Charges-\$18,615.30; City Utilities-Park Water-\$45,734.24; Clarks Rentals-Equipment Rental-\$141.00; Clubhouse Hotel & Suites-Conference Lodging-\$215.68; Comfort Inn & Suites -Lodging-\$285.00; Conoco - BJS Sturgis-Fuel-\$71.06; Country Inn & Suites -Lodging-\$980.00; Cowboy Store -Fuel-\$72.55; Credit Collection Service -Utility Collection-\$8.00; Crescent Electric -Aeration Basement Lights-\$2,412.63; DJ Wall St Journal-Newspaper Subscription-\$694.88; Deadwood Mountain Grand-Lodging-\$166.53; Demco -Office Supplies-\$27.60; Dept Of Agriculture-Stormwater Permit-\$256.25; Dept Of Health-Lab Testing-\$296.00; Dept Of Social Services-Child Support-\$2,167.74; Design Solutions & Integration-Service Call-\$320.00; Dmg Restaurant-Travel Expense-\$15.00; Echo Electric Supply-Electrical Phase Monitor-\$3,302.42; Ehresmann Engineering-Shop Supplies-\$55.15; ELDT-CDL Training-\$100.00; Envision Ware-Annual Maintenance-\$594.12; ESRI- Arcmap Licenses-\$4,400.00; Fairfield Inn & Suites-Interviewer Lodging-\$163.35; Farm And Home Publishes-Books-\$165.75; Fedex-Postage-\$16.93; Fejfar Plumbing -Drinking Fountain-\$4,733.69; Ferguson Enterprises-Water Meters-\$497,500.00; Fineartamerica.Com-Office Supply-\$364.59; First Dakota Nat'l Bank -HSA Contributions-\$11,421.48; First National Bank -Dependent Care-\$1,759.16; Floor Tec-Carpet Cleaning-\$625.00; Foxit -Pdf Perpetual License-\$179.99; Fryn Pan Of Yankton-Interview Supplies-\$28.68; Geotek Eng & Testing -Testing - Elm Street-\$902.00; Gerstner Oil-Fuel-\$25,150.64; GoToMeeting-Goto Meeting-\$192.00; Govt. Finance Officer -Membership Dues-\$70.00; Grainger-Pvc Ball Valves-\$896.90; Granicus-Website-\$9,946.76; Guadalajara Mexican -Travel Expense-\$40.82; Hansen Locksmithing-Keys-\$41.10; Hanson Briggs Advertising -Centennial Stickers-\$1,773.00; Harbor Freight Tools -Floor Jacks-\$529.98; Hardees -Travel Expense-\$11.25; Hardees -Travel Expense-\$29.14; Hawkins Inc-Chemicals-\$17,476.42; HDR Engineering -Wastewater Plant-\$114,319.87; Homedepot-Grinders-\$453.92; Human Resource Assn Sd-Membership Dues-\$50.00; Hy-Vee -Program Supplies-\$134.64; ICMA - Retirement Trust-\$410.00; Go To Glass-Rock Chip Repair-\$120.00; Guardian Alliance-Background Checks-\$204.00; Naturescaping Desi-Holiday Lighting-\$314.93; Southeast SD-Banner Ads-\$150.00; Midwest Alarm-Security Monitoring-\$189.35; J&H Care & Cleaning -Janitorial Services-\$4,200.00; J2 Metrofax-Fax Service-\$11.95; Jacks Small Engines -Shop Tool-\$302.42; Jacks Uniforms & Equipment-Uniform-\$721.91; James V. Barber-Recover 2 Machine Seats-\$100.00; JCL Solutions-Janitorial Supplies-\$1,679.77; JJ Benji's-Shirts-\$122.00; Jones Construction-Wastewater Construction-\$1,232,607.13; Kaiser Refrigeration -Equipment Repairs-\$240.43; Keep Yankton Beautiful-Advertisement-\$300.00; Kirchner/Leslie-Straw Bales Westside Pk-\$50.00; Kleinsasser/Bruce-Lifeguard Training-\$185.00; KLJ Engineering-Airport Taxiway-\$15,467.20; Koletzky Implement -Kubota Parts-\$652.27; Kopetskys Ace -Pool Repairs-\$417.58; K-Scale -Repairs-\$791.50; Language Line-Translation Service-\$476.32; Larry's Heating & Cooling-Diagnostic Services-\$987.00; Lee Omaha World-Herald-Newspaper Subscription-\$770.77; Legend Fitness-Equipment Cable-\$137.50; Lewis And Clark Ford -Diagnostics-\$99.00; Locators & Supplies -Safety Apparel-\$140.02; Lumen-Fiber Internet-\$372.44; M.H. Eby -Dump Trailer-

\$17,000.00; Macqueen Emergency-Flow Test-\$2,045.00; Mashek Brothers -Travel Expense-\$27.05; Masonry Components -Concrete Westside Park-\$22,985.00; Masonry Components -5th St Reconstruction-\$1,000.00; Menards -Boatdock Bathroom Repair-\$5,388.77; Meridian Eye Care-Pre Employment Physical-\$50.00; Merkel Electric-Fire Pit-\$162.17; Midamerican Energy-Fuel-\$4,320.10; Midamerican Energy-Heating Fuel-\$1,732.53; Mid-American Research Chemical-Tar Remover-\$5,101.25; Midwest Alarm Company -Alarm Testing-\$326.85; Midwest Laboratories -Sample Testing-\$742.69; Midwest Radiator-Snowplow Blade-\$210.00; Midwest Tape-A/V-\$44.99; Millenium Recycling-Single Stream Fee-\$2,313.15; Minnesota Life Insurance -Premium-\$621.22; Money Movers -SAC Maint Fee-\$11.00; Morrow/Joseph C.-Design Work-\$4,260.00; Motor Vehicle Dept, SD-License Plate-\$26.70; Motorola Solutions -Body Cam Cables-\$60.00; Municipal League, SD-2024 Membership Dues-\$9,232.59; Mutt Mitt-Mutt Mitts-\$2,939.74; Napa Auto Parts-Endcaps-\$1,044.07; Nbs Calibrations-Scale Calibration-\$201.00; Nebraska DOR -State Income Tax -\$1,118.01; Nohr Wortmann Engineering-Wall Inspection W 5th St-\$1,914.96; Northtown Automotive-Tank Cap-\$44.85; Northwestern Energy-Electricity-\$74,969.66; NRA -NRA Dues-\$40.00; Observer- Advertisement-\$48.00; Olsons Pest Technician-Pest Control-\$278.00; One Office Solution-Office Panel-\$321.59; O'reilly -Disc Pad Set & Rotors-\$1,824.23; OTC Brands -Parade Of Lights-\$234.48; Overdrive -E-Books-\$2,884.42; Payment Services Network PSN-CC Merchant Fees-\$69.85; Pfeifer Implement -Equipment Repairs-\$128.85; PFS Healthworks-CDL Testing-\$70.36; Phillips 66 - Fuel -\$53.01; Playaway Products -Wonderbooks-\$784.55; Police Chiefs-Membership Dues-\$200.00; Power Source Electric-Water Meter Project-\$17,514.34; Principal -Dental Insurance-\$7,047.22; Pro Auto - Playground Repairs-\$49.50; Quill-Office Supplies-\$65.63; Racom -Beon Access-\$35.80; Ramkota Hotel & Conference-Safety Conference-\$116.16; Retirement, SD-SDRS Contributions-\$92,249.00; Riverside Hydraulics -Hydraulic Cylinder-\$552.82; Riverwind Ice-Refund Overpayment-\$55.04; Ron's Auto Glass -New Window - The Center-\$1,790.00; Saber Shred Solutions -Tires-\$14,229.60; Sanitation Products -Parts-\$12.50; SD Property Management-Flags-\$293.04; SD Public Assurance Alliance-Insurance 2024 Chevy-\$181.09; SDSPLS-Membership Dues-\$115.00; SDSRP-SDRS Supplemental-\$18,926.26; Shell Oil-Fuel-\$34.20; Sign Solutions-Signs-\$431.14; Slowey Construction -Mead Property Construct-\$857,809.53; Smartsign-Signs-\$379.23; South Dakota 811-Message Fee-\$222.60; Exc-Supply-Floor Cleaner And Tools-\$119.82; Poolweb -Pool Line Saver-\$195.04; Vibe.Us-Digital Literacy Grant-\$3,955.00; Stepanek/Deanna-Refund Overpayment-\$94.07; Stevens Construction -SAC Tennis Ct ADA Ramp-\$3,304.00; Store-Travel Expense-\$11.57; Street Maintenance -Membership Dues-\$35.00; Sturdevants-Filters-\$1,518.36; Subway -Travel Expense-\$11.32; Taco Bell -Travel Expense-\$7.49; The Table-Travel Expense-\$22.02; The UPS Store - Advertising Mailers-\$5,614.27; Third Millennium -Water Park Insert-\$4,183.51; Titan Machinery-Air Filters-\$202.86; Tma -Bobcat Repairs-\$3,287.16; Tractor-Supply-K-9 Supplies-\$88.99; Trk Hosting-Internet Access-\$7.95; Truck Trailer -Motor, Cylinder, Switch-\$797.29; Truist Governmental Finance-Huether Aquatic Ctr Bond-\$467,065.68; UKG Workforce Ready-Payroll/HR/ TLM Software-\$2,257.50; Uline Ship Supplies-Dry Erase Boards-\$1,195.82; USPS-Postage-\$665.40; US Treasury-Federal Withholding-\$176,608.51; United Way-United Way Contribution-\$172.00; Usabluebook-Ph Electrode-\$715.16; Uscutter-Vinyl-\$27.60; USPS -Postage-\$77.45; USPS-PO Box Renewal-\$226.00; Verizon Wireless-Internet Access-\$1,285.22; Vessco-Parts-\$1,002.82; Viddler Inc-Video Hosting-\$41.49; Vwr International -Lab Supplies-\$947.05; Walgreens -After Call Lice Supplies-\$94.83; Walmart-TV Meeting Room B-\$1,150.46; Walmart-Office Supplies-\$77.83; Walmart-Smoke Detectors-\$604.21; Walmart -Fruit Friday-\$506.70; Weber/Samuel-Refund Overpayment-\$24.76; White Cap-Asphalt Cold Patch-\$7,337.63; Williams & Company -Audit-\$30,850.00; Xerox -Copier Lease & Copies-\$2,816.34; Yankton AOX-Cutting Blade-\$622.77; Yankton County Auditor-Capital Improvement Cost-\$15,740.81; Yankton Development Enterprise-TID Reimbursement-\$107,132.02;

Yankton Janitorial-Toilet Paper, Trash Bags-\$714.00; Yankton Media Inc-Subscription-\$8.99; Yankton Medical Clinic-Personnel Physicals-\$3,866.00; Yankton Radio Group-Touch A Truck-\$160.00; Yankton School District -3rd Qtr Capital-\$93,274.33; Yankton Thrive-Service Awards-\$400.00; Yankton Thrive-3rd Qtr Sales Tax Reimburse-\$110,332.33; Yankton Winnelson -Pool Repairs-\$204.85; Zoro Tools -Locks-\$474.83.

Roll Call: All members present voting “Aye;” voting “Nay:” None.
Motion adopted.

Salaries by Department: November 2023

Administration \$57,945.29; Finance \$36,922.03; Community Development \$30,162.82; Police/Dispatch \$203,927.33; Fire \$15,169.46; Engineering / Sr. Citizens \$49,174.78; Streets \$55,952.03; Traffic Control \$4,703.33; Library \$36,788.47; Parks / SAC \$85,341.49; Marne Creek \$3,797.00; Water \$48,409.87; Wastewater \$48,180.44; Cemetery \$5,293.54; Solid Waste \$31,711.52; Landfill / Recycle \$24,045.27; Central Garage \$8,941.60.

New Hires: Parks, Recreation and City Events Department: Justice Schmitt, Lifeguard, \$13.00/hr.; Brandon Ester, Volleyball Referee, \$25/game; Megan Cotton, Receptionist, \$12.50/hr.; Jennifer Teichroew, Weight Room Supervisor, \$12.50/hr. Finance Department: Macyn Flanigan, Finance Generalist, \$1,804.50 biweekly. Police Department: Austin Reining, Police Officer, \$2,072.62 biweekly.

Wage Changes: Police Department; Brett Craig, Police Officer, \$2,072.62 to \$2,127.73 biweekly. Finance Department: Devin Gullikson, Finance Generalist, \$1,804.50 to \$1,827.23 biweekly. Parks, Recreation and City Events Department: Claire Osborne, Receptionist, \$12.00 to \$12.50/hr.

City Manager Leon submitted a written report giving an update on community projects and items of interest. Raelle Hummel the new Deputy Finance Officer gave an introduction of herself. Commissioner Hunhoff requested a comparison of salaries of the top SD Cities on the positions of City Manager (or Chief Executive Officer), City Finance Officer, and City Attorney.

There were no public appearances at this time.

Action 23-329

Moved by Commissioner Webber, seconded by Commissioner Benson, to approve the following consent agenda items:

1. **Mobile Home Park License Renewal**
Consideration of Memorandum #23-241 recommending approval of the 2024 Mobile Home Park Licenses in the City of Yankton.
2. **Renewal of Private Collector of Refuse License for 2024**
Consideration of Memorandum #23-249 recommending approval of the renewal of applications for private collector of refuse licenses for the year 2024 (January 1, 2024– December 31, 2024) licensing period.
3. **Renewal of 2024 City Dance License Applications**

Consideration of Memorandum #23-250 recommending approval of the renewal of applications for 2024 City dance licenses.

4. Establish Public Hearing for Sale of Alcoholic Beverages

Establish January 8, 2024 as the date for the public hearing on the request for a Special Events Retail (On Sale) Liquor License for one day, January 20, 2024 from Hanten, Inc., (Ben Hanten, President) d/b/a Ben's Brewing Co, 222 West 3rd Street, NFAA, 800 Archery Lane, Yankton, South Dakota.

5. Establish Public Hearing for Sale of Alcoholic Beverages

Establish January 8, 2024 as the date for the public hearing on the request for a Special Events Retail (On Sale) Liquor License for one day, February 10, 2024 from Hanten, Inc., (Ben Hanten, President) d/b/a Ben's Brewing Co, 222 West 3rd Street, NFAA, 800 Archery Lane, Yankton, South Dakota.

Roll Call: All members present voting "Aye;" voting "Nay:" None.

Motion adopted.

Action 23-330

This was the time and place for the second reading and public hearing for Ordinance #1076, AN ORDINANCE MODIFYING THE LIMITS ON VIDEO LOTTERY ESTABLISHMENTS WITHIN YANKTON JURISDICTIONAL CITY LIMITS. (Memorandum 23-245) No one was present to speak for or against the adoption of the ordinance. Moved by Commissioner Johnson, seconded by Commissioner Webber, to adopt Ordinance #1076.

Roll Call: All members present voting "Aye:" Benson, Hunhoff, Johnson, Villanueva, Webber and Mayor Moser; Voting "Nay:" Commissioner Brunick.

Motion adopted.

Action 23-331

This was the time and place for the second reading and public hearing for Ordinance #1075, AN ORDINANCE AMENDING AND SUPPLEMENTING ORDINANCE #1064 THE 2023 ANNUAL APPROPRIATION ORDINANCE OF THE CITY OF YANKTON, SOUTH DAKOTA.

(Memorandum 23-225) No one was present to speak for or against the adoption of the ordinance.

Moved by Commissioner Webber, seconded by Commissioner Hunhoff, to adopt Ordinance #1075.

Roll Call: All members present voting "Aye;" voting "Nay:" None.

Motion adopted.

Action 23-332

Moved by Commissioner Johnson, seconded by Commission Benson, to approve of Resolution #23-70. (Memorandum 23-244)

RESOLUTION #23-70

WHEREAS, the City of Yankton has hired Raelle Hummel as Deputy Finance Officer effective December 4, 2023, and

WHEREAS, certain business institutions require an acknowledgement by formal action in order to allow Raelle Hummel to be a signatory on documents for the City of Yankton,

NOW, THEREFORE, BE IT RESOLVED by the Board of City Commissioners of the City of Yankton, South Dakota that the City Commission formally acknowledges the hiring of Raelle Hummel as Deputy Finance Officer for the City of Yankton and allows her to be a signatory on documents required by businesses and organizations doing business with the City of Yankton.

Roll Call: All members present voting “Aye;” voting “Nay:” None.
Motion adopted.

Action 23-333

Moved by Commissioner Benson, seconded by Commissioner Brunick, to approve of Resolution #23-68. (Memorandum #23-230)

RESOLUTION 23-68

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

Roll Call: All members present voting “Aye;” voting “Nay:” None.
Motion adopted.

Action 23-334

Moved by Commissioner Johnson, seconded by Commissioner Webber, to accept the sewer and street improvements for Phase B of the Westbrook Estates Residential Subdivision. (Memorandum 23-226)

Roll Call: All members present voting “Aye;” voting “Nay:” None.
Motion adopted.

Action 23-335

Moved by Commissioner Brunick, seconded by Commissioner Webber, to approve Change Order No.1, accept the completed construction project along Elm Street, and authorize the Finance Officer to issue a manual check to Katzer Concrete, Inc. in the amount of \$120,879.71. (Memorandum 23-229)

Roll Call: All members present voting “Aye;” voting “Nay:” None.
Motion adopted.

Action 23-336

Moved by Commissioner Johnson, seconded by Commissioner Benson, to award the contract for fuel at Chan Gurney Municipal Airport to Gerstner Oil. (Memorandum 23-243)

Roll Call: All members present voting “Aye;” voting “Nay:” None.
Motion adopted.

Action 23-337

Moved by Commissioner Brunick, seconded by Commissioner Webber, to approve the purchase of three new International Truck Chassis for the Department of Public Works, Street Division from North Central International of Sioux Falls, Inc., with an amount not to exceed the 2023 and 2024 adopted budgets. (Memorandum 23-247)

Roll Call: All members present voting “Aye;” voting “Nay:” None.
Motion adopted.

Action 23-338

Moved by Commissioner Webber, seconded by Commissioner Brunick, to approve and authorize the City Manager to sign the Change Order No. 2 – Final, Payment Estimate #6 - Final, and the Final Review and Acceptance form for the completed North Hangar Taxilane and Runway 20 Turnaround Project, BIL-AIG #3-46-0062-037-2023 and AIP #3-46-0062-038-2023, and authorize the Finance Officer to issue a manual check to Double H Paving Inc. in the amount of \$12,234.53. (Memorandum 23-248)

Roll Call: All members present voting “Aye;” voting “Nay:” None.
Motion adopted.

Action 23-339

Moved by Commissioner Brunick, seconded by Commissioner Johnson, to approve the purchase of the 2024 Ford F350 truck and upgrades for the Parks and Recreation Department at a cost of \$57,201.00. (Memorandum 23-242)

Roll Call: All members present voting “Aye;” voting “Nay:” None.
Motion adopted.

Action 23-340

Moved by Commissioner Johnson, seconded by the Benson, to incorporate the Build Dakota Scholarship Fund program into the City of Yankton Police Department recruitment strategy by providing \$10,000.00 in the 2024 budget for the 2024-2025 academic year. It is further recommended the City of Yankton add a new line item in the 2025 City budget for the Build Dakota Scholarship in the amount of \$10,000.00. (Memorandum 23-246)

Roll Call: All members present voting “Aye;” voting “Nay:” None.
Motion adopted.

Action 23-341

Moved by Commissioner Webber, seconded by Commissioner Benson, to adjourn into Executive Session at 7:45 p.m. to discuss **contractual and litigation matters** under SDCL 1-25-2.

Roll Call: All members present voting “Aye;” voting “Nay:” None.
Motion adopted.

Regular meeting of the Board of City Commissioners of the City of Yankton was reconvened by Mayor Moser.

Roll Call: Present: Commissioners Benson, Brunick, Hunhoff, Johnson, Miner, Schramm, Villanueva, Webber, Mayor Moser, City Manager Leon and City Attorney Ross Den Herder. Absent: Commissioners Miner and Schramm.
Quorum present.

Action 23-342

Moved by Commissioner Johnson, seconded by Commissioner Villanueva, to adjourn at 8:29 p.m.

Roll Call: All members present voting “Aye;” voting “Nay:” None.
Motion adopted.

Stephanie Moser
Mayor

ATTEST:

Al Viereck
Finance Officer

December 11th, 2023

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Published on December 20, 2023

Schedule of Bills

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	CLAIM	INVOICE	PO#	F/P	ID	LINE
ALFA LAVAL INC HYDRAULIC CYLINDER	2,409.83	REP. & MAINT. - PLANT	611.611.221		283048312	231021	P	587	00002
AMERICAN FENCE COMPANY FENCE REPAIR PARTS	665.00	REP. & MAINT. - EQUIPMEN	101.127.221		INSD3273	023919	P	587	00001
AVENU INSIGHTS & ANALYTI UTILITY BILLING SOFTWARE	5,425.00	METER TECHNOLOGY UPGRADE	602.602.351		INVB-049774	024307	P	587	00050
BBG CONSTRUCTION LAW WESTSIDE PARK ATTY FEES	51.10	WESTSIDE PARK IMPROVEMEN	503.545.320		19566	024305	P	587	00003
BIERSCHBACH EQUIP & SUPP PARTS	11.60	GARAGE PARTS	801.801.249		062357	024311	P	587	00051
BOLLER PRINTING INC CENTENNIAL CALENDARS	1,433.70	SPECIAL EVENTS - ACTIVIT	211.231.575		5417	081045	P	587	00052
BUTLER MACHINERY COMPANY PARTS	193.50	GARAGE PARTS	801.801.249		04W00336529	024213	P	587	00053
CEDAR KNOX PUBLIC POWER ELECTRIC	698.31	ELECTRICITY	601.601.272		35002254	005176	P	587	00008
MERIDIAN BRIDGE ELECTRIC	495.25	ELECTRICITY	201.201.272		350035355	005243	P	587	00004
	1,193.56	*VENDOR TOTAL							
CENTURYLINK PHONE	83.20	TELEPHONE	601.601.271		D89-3088	002828	P	587	00055
PHONE	83.20	TELEPHONE	611.611.271		D89-3124	002828	P	587	00056
PHONE	83.20	TELEPHONE	601.601.271		D89-5022	003059	P	587	00058
PHONE	83.20	TELEPHONE	611.611.271		D89-5022	003059	P	587	00059
PHONE	83.20	TELEPHONE	611.611.271		D89-5113	002828	P	587	00057
PHONE	581.26	TELEPHONE	101.111.271		12.15.2023	002829	P	587	00060
PHONE	168.48	TELEPHONE	101.123.271		12.15.2023	002829	P	587	00061
PHONE	61.04	TELEPHONE	611.611.271		6056689285	003065	P	587	00007
	1,226.78	*VENDOR TOTAL							
CHRISTENSEN RADIATOR & R SNOWPLOW	6,110.85	EQUIPMENT	101.114.350		31971	235614	P	587	00006
CHS BULK DEF	160.00	GARAGE GASOLINE & LUBRIC	801.801.238		83134	080053	P	587	00062
CHUCKS SANITARY SERVICE SERVICE CALL	160.00	REP. & MAINT. - BUILDING	101.141.223		8514	024240	P	587	00063
CITY OF YANKTON-PARKS SOLID WASTE	284.87	LANDFILL	201.201.276		12.14.2023	003889	P	587	00064

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VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	CLAIM	INVOICE	PO#	F/P ID LINE
CORE & MAIN 2023 FIRE HYDRANTS	24,756.00	REP. & MAINT. - DISTRIBUTU	601.601.226		U094217	230234	P 587 00054
CREATIVE FORMS & CONCEPT 1099 FORMS	112.36	OFFICE SUPPLIES	101.104.232		120410	024404	P 587 00095
CREDIT COLLECTIONS BUREA GARNISHMENT	50.00	MISC. EMP. DED.	711.2079		NOV2023	202382	P 587 00005
DEN HERDER LAW OFFICE, P LEGAL SERVICES	2,206.78	PROFESSIONAL SERVICES	101.103.202		10005	022305	P 587 00009
DESIGN SOLUTIONS & INTEG SCADA MODIFICATIONS	1,051.25	REP. & MAINT. - PLANT	601.601.221		62626	230235	P 587 00089
DIMMER/SARALYN R DEPARTMENT PHOTOS	1,597.50	COP'S CARDS	101.111.245		547	231573	P 587 00092
FEIMER CONSTRUCTION INC WATER REPAIRS	10,433.69	REP. & MAINT. - DISTRIBUTU	601.601.226		7076/7128/7169	230233	P 587 00010
FEJFAR PLUMBING INC GENERATOR GAS REGULATOR PLUMBING SERVICES	400.00 93.88 493.88	EQUIPMENT REP. & MAINT. - BUILDING *VENDOR TOTAL	101.114.350 202.202.223		58471 58555	235608 081050	P 587 00016 P 587 00065
FERGUSON ENTERPRISES LLC WATER METER PROJECT PH2 WATER METER PROJECT PH2 WATER METER PROJECT WATER METER PROJECT PH2	164,160.00 192,090.00 182,000.00 195,000.00 733,250.00	METER TECHNOLOGY UPGRADE METER TECHNOLOGY UPGRADE METER TECHNOLOGY UPGRADE METER TECHNOLOGY UPGRADE *VENDOR TOTAL	602.602.351 602.602.351 602.602.351 602.602.351		0477156 0477156 461365 477156	320228 320228 230206 320228	P 587 00013 P 587 00014 P 587 00015 P 587 00012
FIRE CATT LLC ANNUAL HOSE TESTING	5,811.75	REP. & MAINT. - EQUIPMEN	101.114.221		13091	235615	P 587 00011
GERSTNER OIL CO JET FUEL FUEL	28,902.36 1,744.15 30,646.51	GARAGE GASOLINE & LUBRIC GARAGE GASOLINE & LUBRIC *VENDOR TOTAL	101.127.238 801.801.238		195694 48181	023920 024158	P 587 00017 P 587 00067
GRAYMONT WI LLC LIME	7,757.80	CHEMICALS & GASES	601.601.240		14-188284RI	230231	P 587 00018
HAAS/CHRISTOPHER IRRIGATION REPAIR	632.91	3RD ST, GREEN-MAPLE/GREEN	506.572.377		0000001	233025	P 587 00019
HANSEN LOCKSMITHING KEYPAD ENTRY LOCK	925.00	REP. & MAINT. - BUILDING	101.114.223		67416	235613	P 587 00020

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VENDOR NAME	DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	CLAIM	INVOICE	PO#	F/P	ID	LINE
HARN RO SYSTEMS INC	CARTRIDGE FILTERS	11,472.38	REP. & MAINT. - PLANT	601.601.221		IN-3083	230236	P	587	00090
HAWKINS INC	POOL CHEMICALS	1,093.63	CHEMICALS & GASES	203.203.240		6636812	081082	P	587	00068
	CHEMICALS	13,758.00	CHEMICALS & GASES	601.601.240		6637109	230232	P	587	00022
	CHEMICALS	11,595.64	CHEMICALS & GASES	601.601.240		6637474	230232	P	587	00023
		26,447.27	*VENDOR TOTAL							
HEIMAN FIRE EQUIPMENT IN	HOSE NOZZLES	2,183.58	EQUIPMENT	101.114.350		0926390IN	235611	P	587	00021
INTERSTATE BATTERIES	GENERATOR BATTERIES	541.90	REP. & MAINT. - PLANT	601.601.221		1912901048825	230237	P	587	00091
J & H CARE & CLEANING CO	JANITORIAL SERVICE	3,000.00	CONTRACTED SERVICES	203.203.204		03182191	081044	P	587	00069
JACK'S UNIFORMS	VESTS	3,188.82	EQUIPMENT	101.111.350		110726A	231569	P	587	00024
JEO CONSULTING GROUP INC	MERIDIAN BRDG COLUMN REP	4,513.75	PROFESSIONAL SERVICES	207.221.202		146226	233010	P	587	00026
JMN CONSTRUCTION, LLC	MERIDIAN BRDG COLUMN REP	117,370.12	MERIDIAN BRIDGE COLMN RE	207.221.395		221702	233027	P	587	00025
KAISER HEATING & COOLING	FURNACE DIAGNOSTIC	99.95	REP. & MAINT. - BUILDING	101.127.223		11434	023921	P	587	00096
KAISER REFRIGERATION INC	SERVICE CALL	68.75	PROFESSIONAL SERVICES	101.111.202		86157	231574	P	587	00097
KELLEN & STREIT, INC.	ROCK FOR BOAT RAMP	310.55	REP. & MAINT. - BUILDING	201.201.223		81946	081053	P	587	00070
KNIFE RIVER - SOUTH DAKO	ASPHALT	1,767.15	OPEN ASPHALT	506.572.376		439853	024226	P	587	00071
MERIDIAN VENUE	EMPLOYEE CHRISTMAS PARTY	530.00	EMPLOYEE COMMITTEE	101.107.141		20	202381	P	587	00029
MIDWEST ALARM COMPANY IN	ALARM TESTING	93.20	PROFESSIONAL SERVICES	801.801.202		361662	024225	P	587	00074
	ALARM TESTING	93.20	PROFESSIONAL SERVICES &	637.637.202		361663	024224	P	587	00073
		186.40	*VENDOR TOTAL							
MIDWEST STRIPING	PICKUP WARNING LIGHTS	555.00	EQUIPMENT	101.114.350		989	235609	P	587	00028

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VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	CLAIM	INVOICE	PO#	F/P ID LINE
MIRACLE RECREATION EQUIP PLAYGROUND EQUIPMENT	665.40	EQUIPMENT	201.201.350		868643	023826	P 587 00072
MOJOS 3RD STREET PIZZA EMPLOYEE CHRISTMAS PARTY	200.00	EMPLOYEE COMMITTEE	101.107.141		12.6.2023	202385	P 587 00027
O'CONNOR COMPANY LIMIT SWITCH/ELEMENTS	425.10	REP. & MAINT. - PLANT	601.601.221		135221	230230	P 587 00031
OBSERVER ADVERTISEMENTS	48.00	ADVERTISING	203.203.211		NOVEMBER	081049	P 587 00075
OLSON/LARRY IRRIGATION REPAIR ELM ST	841.85	ELM ST, 20TH TO 21ST	506.572.372		58528.58163	233026	P 587 00030
ONE OFFICE SOLUTION OFFICE SUPPLIES	19.44	OFFICE SUPPLIES	101.106.232		539974	024239	P 587 00032
ONE SOURCE THE BACKGROUN BACKGROUND INSP SITE FEE	99.00	PROFESSIONAL SERVICES	101.107.202		2022144352	202386	P 587 00033
BACKGROUND INSP SITE FEE	136.00	PROFESSIONAL SERVICES -	101.104.202		2022144353	202387	P 587 00034
	235.00	*VENDOR TOTAL					
PEACE OFFICER ASSN/SD MEMBERSHIP DUES	125.00	MEMBERSHIP DUES	101.111.261		12.11.2023	231571	P 587 00035
POSTERICK/MARK LABOR - WINTERIZING POOL	599.00	REP. & MAINT. - BUILDING	202.202.223		001	081054	P 587 00093
POWER SOURCE ELECTRIC GENERATOR INSTALLATION	1,627.93	EQUIPMENT	101.114.350		S-68499	235610	P 587 00045
TEMP SENSOR EXHAUST FAN	1,154.18	REP. & MAINT. - BUILDING	202.202.223		S-68531	081046	P 587 00078
LIGHTING CONTROLS	371.37	REP. & MAINT. - BUILDING	202.202.223		S-68532	081047	P 587 00076
	3,153.48	*VENDOR TOTAL					
PRESS DAKOTA MSTAR SOLUT BID NOTICE	42.34	EQUIPMENT	637.637.350		149208	024125	P 587 00043
BID NOTICE	35.70	PUBLISHING	101.127.211		149583	024130	P 587 00077
MINUTES PUBLICATION	22.08	PUBLISHING	101.101.211		149584	024164	P 587 00037
MINUTES PUBLICATION	205.92	PUBLISHING	101.101.211		149585	024164	P 587 00036
LEGAL PUBLICATION	46.88	PUBLISHING	611.611.211		149732	021620	P 587 00049
LEGAL PUBLICATION	15.36	PUBLISHING	101.101.211		149785	024165	P 587 00038
LEGAL PUBLICATION	16.00	PUBLISHING	101.101.211		149816	024168	P 587 00039
LEGAL PUBLICATION	15.04	PUBLISHING	101.101.211		150053	070921	P 587 00042
LEGAL PUBLICATION	15.04	PUBLISHING	101.101.211		150055	070921	P 587 00041
MINUTES PUBLICATION	267.68	PUBLISHING	101.101.211		150279	024272	P 587 00040
	682.04	*VENDOR TOTAL					
PRO AUTO INC POLICE TOW	330.00	PROFESSIONAL SERVICES	101.111.202		22005	231570	P 587 00044

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VENDOR NAME	DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	CLAIM	INVOICE	PO#	F/P	ID	LINE
REGISTER OF DEEDS										
	COPY FEES	96.00	COPIES	101.106.234		12.4.2023	024237	P	587	00046
	COPY FEES	124.00	COPIES	101.122.234		12.4.2023	024237	P	587	00047
		220.00	*VENDOR TOTAL							
ROSE EQUIPMENT										
	PUMP SPRINKLER PARTS	288.70	GARAGE PARTS	801.801.249		16367	024124	P	587	00079
SANITATION PRODUCTS INC										
	PARTS	2,538.05	GARAGE PARTS	801.801.249		87302	024175	P	587	00048
	HOPPER DOOR LATCHES	442.73	GARAGE PARTS	801.801.249		87565	024194	P	587	00081
		2,980.78	*VENDOR TOTAL							
SD PUBLIC ASSURANCE ALLI										
	INSURANCE-2 TRAILERS	1,041.58	EQUIPMENT	637.637.350		2995	024403	P	587	00066
SIGN SOLUTIONS										
	WEIGHT LIMIT SIGNS	845.14	ROAD MATERIALS	101.123.239		4095590	024228	P	587	00082
SPARKS CUSTOM UPHOLSTERY										
	EQUIPMENT REPAIRS	99.90	REP. & MAINT. - EQUIPMEN	203.203.221		515	081052	P	587	00094
STOCKWELL ENGINEERS INC										
	MEAD PROPERTY ENGINEER	5,440.00	PROFESSIONAL SERVICES	516.588.202		15788	223005	P	587	00080
STOP STICK										
	STOP STICK SLEEVE & REEL	150.00	REP. & MAINT. - EQUIPMEN	101.111.221		0031717-IN	231572	P	587	00083
TRUCK TRAILER SALES INC										
	PARTS	392.60	GARAGE PARTS	801.801.249		3803-225	024223	P	587	00084
	FUEL PUMP & ACCESSORIES	10,878.19	GARAGE PARTS	801.801.249		3826-913	024222	P	587	00085
		11,270.79	*VENDOR TOTAL							
WHITE CAP										
	ACTUATOR VALVE	1,023.39	GARAGE PARTS	801.801.249		50024736904	080050	P	587	00088
	ROADSAVER - ASPHALT	4,270.50	GARAGE PARTS	801.801.249		50024821518	024229	P	587	00087
		5,293.89	*VENDOR TOTAL							
WHOLESALE SUPPLY INC										
	PARADE OF LIGHTS CUPS	65.90	SPECIAL EVENTS - ACTIVIT	211.231.575		459665	081051	P	587	00086

Schedule of Bills

VENDOR NAME	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	CLAIM	INVOICE	PO#	F/P ID LINE
DESCRIPTION							
REPORT TOTALS:	1,046,307.83						

RECORDS PRINTED - 000097

FUND RECAP :

FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	58,612.77
201	PARKS AND RECREATION	1,756.07
202	HUETHER FAMILY AQUATICS CTR	2,218.43
203	SUMMIT ACTIVITY CENTER	4,241.53
207	BRIDGE AND STREET	121,883.87
211	LODGING SALES TAX	1,499.60
503	PARK CAPITAL	51.10
506	SPECIAL CAPITAL IMPROV	3,241.91
516	MEAD PROPERTY DEVELOPMENT	5,440.00
601	WATER OPERATION	82,656.47
602	WATER RENEWAL/REPLACEMENT	738,675.00
611	WASTE WATER OPERATION	2,767.35
637	JOINT POWER	1,177.12
711	EMPLOYEE BENEFIT	50.00
801	CENTRAL GARAGE	22,036.61
TOTAL ALL FUNDS		1,046,307.83

BANK RECAP :

BANK	NAME	DISBURSEMENTS
1DAK	FIRST DAKOTA NAT'L BANK CORP	1,046,307.83
TOTAL ALL BANKS		1,046,307.83

THE PRECEDING LIST OF BILLS PAYABLE WAS REVIEWED AND APPROVED FOR PAYMENT.

DATE APPROVED BY

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Memorandum #23-251

To: City Manager
From: Finance Officer
Date: December 21, 2023
Subject: Private Collector of Refuse License renewal

We have received the following renewal application for the 2024 City license:

**Private Collectors of Refuse
\$15.00 1st Vehicle - \$10.00 Each Additional Vehicle**

Fischer Disposal, Inc.

46180 313th Street, Vermillion, SD

The above applicant is in compliance with the City Code of Ordinances as checked by the Department of Finance.



Al Viereck
Finance Officer