



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

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## **YANKTON BOARD OF CITY COMMISSIONERS**

Regular City Commission Meeting beginning at 7:00 P.M.

**Monday, December 11, 2023**

**City of Yankton Community Meeting Room**

Located at the Career Manufacturing Technical Education Academy formerly known as Technical Education Center • **1200 W. 21<sup>st</sup> 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.

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### **I. ROUTINE BUSINESS**

1. **Roll Call**

2. **Approve Minutes of Work Session Meeting of November 27, 2023 and Regular Meeting of November 27, 2023**

**Attachment I-2**

3. **Schedule of Bills**

**Attachment I-3**

4. **City Manager’s Report**

**Attachment I-4**

5. **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. **Mobile Home Park License Renewal**

Consideration of Memorandum #23-241 recommending approval of the 2024 Mobile Home Park Licenses in the City of Yankton.

**Attachment II-1**

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.  
Attachment II-2
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.  
Attachment II-3
4. **Establishing 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 3<sup>rd</sup> Street, NFAA, 800 Archery Lane, Yankton, South Dakota.  
Attachment II-4
5. **Establishing 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 3<sup>rd</sup> Street, NFAA, 800 Archery Lane, Yankton, South Dakota.  
Attachment II-5

### 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.*

1. **Second Reading and Public Hearing for Video Lottery License Cap Ordinance Amendment**  
 Consideration of Memorandum #23-245 recommending approval of proposed Ordinance #1076, an ordinance modifying the limits on video lottery establishments within Yankton’s jurisdictional City limits.  
Attachment III-1
2. **Second Reading and Public Hearing for Budget Supplement**  
 Memorandum #23-225 supporting Ordinance #1075 (second supplement to Ordinance #1064, the 2023 annual appropriation ordinance) and second reading and public hearing of said Ordinance.  
Attachment III-2

*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.*

1. **Acknowledgement of Hiring Deputy Finance Officer**  
 Considering of Memorandum #23-244 recommending that the City Commission acknowledge the hiring of Raelle Hummel as the Deputy Finance Officer and authorizing Ms. Hummel as a signatory on banking documents and other records as required by her duties.  
Attachment IV-1

- 2. Personnel Policy Handbook Revisions**  
Consideration of Memorandum #23-230 recommending approval of Resolution #23-68 which revises the personnel manual with updates not pertaining to the Collective Bargaining Agreements.

**Attachment IV-2**
- 3. Westbrook Phase 2B Acceptance**  
Consideration of Memorandum #23-226 recommending that the City Commission accept the sewer and street improvements for Phase B of the Westbrook Estates Residential Subdivision as detailed in Memorandum #22-226.

**Attachment IV-3**
- 4. Elm Street Project Close Out**  
Consideration of Memorandum #23-229 recommending that the City Commission 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.

**Attachment IV-4**
- 5. Bid Award – 2024 Annual Supply of Transport/Tankwagon Petroleum Products**  
Consideration of Memorandum #23-243 regarding bid award for 2024 Annual Supply of Transport-Tankwagon Petroleum Products for Chan Gurney Municipal Airport.

**Attachment IV-5**
- 6. Equipment Purchase for Trucks for Street Division**  
Consideration of Memorandum #23-247 recommending the purchase of three new International truck chassis for the Department of Public Works, Street Division from North Central International of Sioux Falls, Inc., of Sioux Falls, South Dakota based on the Sourcewell contract with an amount not to exceed the 2023 and 2024 adopted budgets.

**Attachment IV-6**
- 7. Final Change Order, Review and and Acceptance of North Hangar Taxiland and Runway 20 Turnaround Project**  
Consideration of Memorandum #23-248 recommending that the City Commission 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.

**Attachment IV-7**
- 8. Purchase of Ford F350 One-Ton 4x4 Truck**  
Consideration of Memorandum #23-242 recommending approval of the purchase of a 2024 Ford F350 truck and upgrades for the Parks and Recreation Department at a cost of \$57,201.00.

**Attachment IV-8**
- 9. Build Dakota Scholarship**  
Consideration of Memorandum #23-246 recommending approval of incorporating the Build Dakota Scholarship program into the City of Yankton Police Department recruitment strategy by providing \$10,000.00 toward law enforcement recruitment for the 2024-2025 academic year, and adding a new line item in the 2025 City budget for a Build Dakota Scholarship in the amount of \$10,000.00.

**Attachment IV-9**

## **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 INTO EXECUTIVE SESSION TO DISCUSS CONTRACTUAL AND LITIGATION MATTERS UNDER SDCL 1-25-2**

*Executive or closed meetings may be held by a majority vote of the governing body for the sole purposes of:*

- Discussing the qualifications, competence, performance, character or fitness of any public officer or employee.*
- Consulting with legal counsel or reviewing communications from legal counsel about proposed or pending litigation or contractual matters.*
- Preparing for contract negotiations or negotiating with employees or employee representatives.*
- Discussing marketing or pricing strategies by a board or commission of a business owned by the City, when public discussion may be harmful to the competitive position of the business.*

*Any official action concerning such matters shall be made at an open official meeting.*

## **VII. RECONVENE AS BOARD OF CITY COMMISSIONERS**

1. Roll Call

## **VIII. ADJOURN THE MEETING OF DECEMBER 11, 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.*